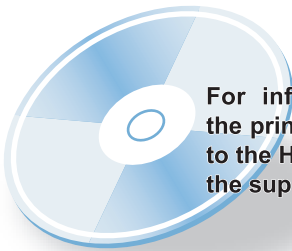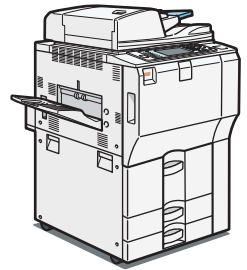***9060/9070/9080/9090***
MP 6001/MP 7001/MP 8001/MP 9001
*LD360/LD370/LD380/LD390*
Aficio™ MP 6001/7001/8001/9001

**Operating Instructions**
# About This Machine

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

| 1 | Simple Search |
|---|---|
| 2 | Getting Started |
| 3 | Adding Paper |
| 4 | Adding Toner and Staples |
| 5 | Entering Text |
| 6 | Operating Instructions |
| 7 | Remarks |
| 8 | 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.

# Documentation for This Machine

# TABLE OF CONTENTS

# 1. Simple Search

# 2. Getting Started

# 3. Adding Paper

# 4. Adding Toner and Staples

# 5. Entering Text

## 6. Operating Instructions

## 7. Remarks

## 8. Appendix

# 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 introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

**Troubleshooting**

Provides a guide for resolving common usage-related problems.

**Copy and 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 and System Settings Guide**

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

**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.

**Other manuals**

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link 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 and Document Server Reference | Yes | Yes | Yes |
| Facsimile Reference | No | Yes | Yes |
| Printer Reference | No | Yes | Yes |
| Scanner Reference | No | Yes | Yes |
| Network and System Settings Guide | No | Yes | Yes |
| Security Reference | No | Yes | Yes |
| PostScript 3 Supplement | No | Yes | Yes |

# 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.



BRL001S
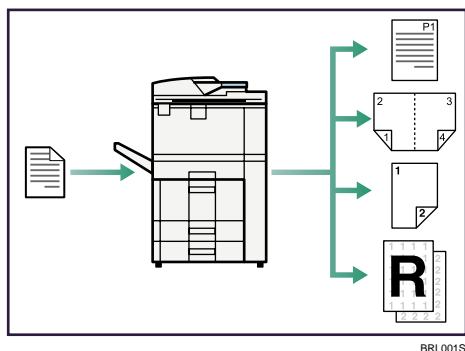
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.

- 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 tab sheets and OHP transparencies.

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

## Using This Machine as a Printer

You can print documents created in applications.
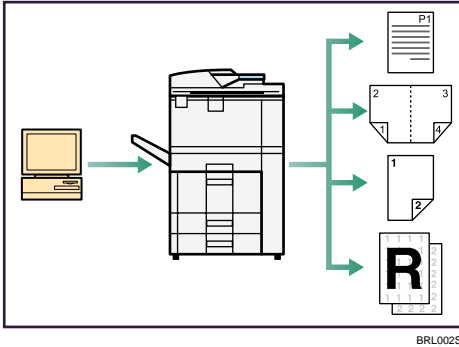


BRL002S

- 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, fold, 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 DeskTopBinder or 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).
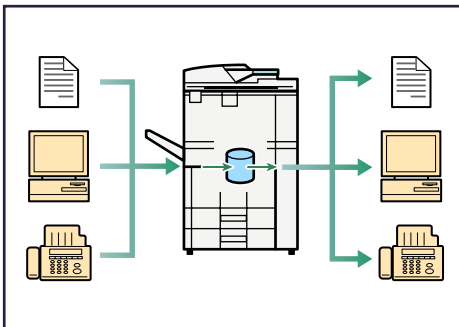


BRL003S

- You can retrieve documents scanned in copier mode, if the Printer/Scanner unit is installed. For details, see Scanner Reference 💿.

- 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", Network and System 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 scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference 💿.

- For details about Document Server, see "Document Server", Copy and Document Server Reference 📦 💿.

- For details about DeskTopBinder, see DeskTopBinder manuals.

## Connecting Two Machines for Copying

You can connect two machines together with Copy Connector (optional). When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so that copies can be made on both machines simultaneously (Connect Copy).



BRL004S
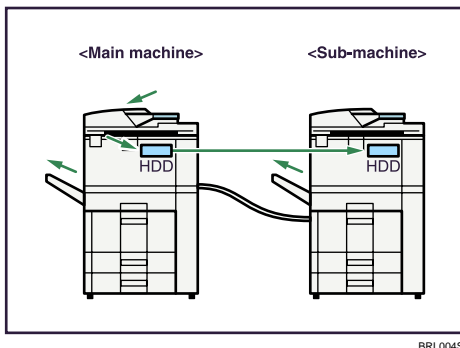
- You can complete large volume copy runs in shorter time.

- Even if one machine runs out of paper, or stops because of a paper jam, the other machine can still continue to finish the job.

🔖 **Reference**

- See "Connect Copy", Copy and 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.
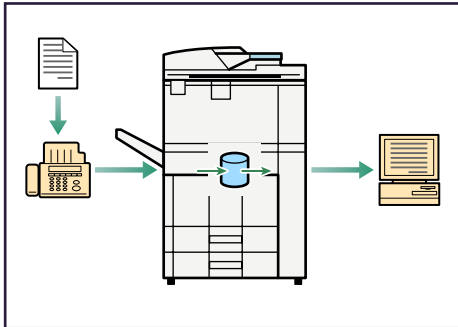


BRL005S

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

🗐 **Reference**

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

**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).
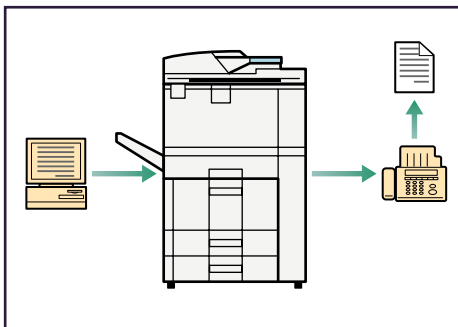


BRL006S

- 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.

## Fax Transmission and Reception Over the Internet

You can send and receive faxes over your LAN and the Internet.
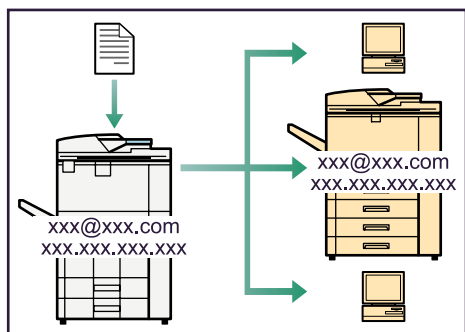


xxx@xxx.com
xxx.xxx.xxx.xxx

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

BRL007S

**E-mail Transmission**

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 and E-Mail Transmission).

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

- 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).

- 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.
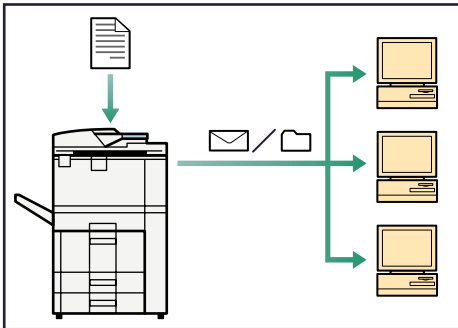


BRL008S

- 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.

- You can use Web Services on Devices (WSD) to send scan files to a client computer.

🔲 Reference

- 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 file storage, see 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", Network and System Settings Guide 💿.

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

- For details about sending using WSD, see "Sending Scan Files Using WSD", Scanner Reference 💿.

## Administrating the Machine/Protecting Documents (Security Functions)

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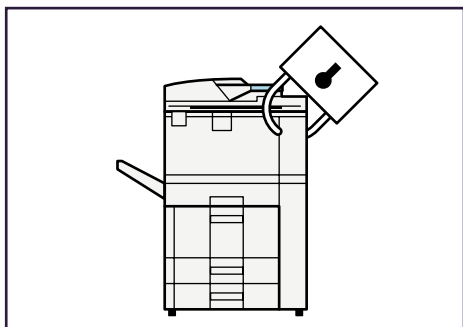


BRL009S

- 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.

🖹 **Reference**

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

## Monitoring and Setting the Machine Via Computer

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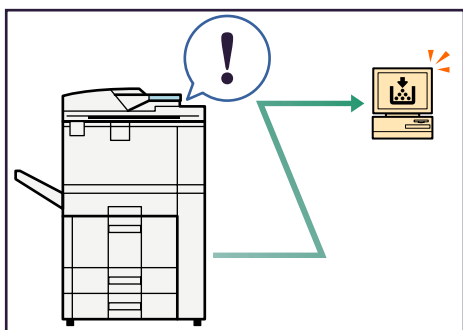


BRL010S

- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer. You can also install SmartDeviceMonitor for Admin on a computer to configure and operate the machine.

- 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.

- You can also use SmartDeviceMonitor for Admin to register information in the address book.

## Preventing an Unauthorized Copy

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



BRL011S
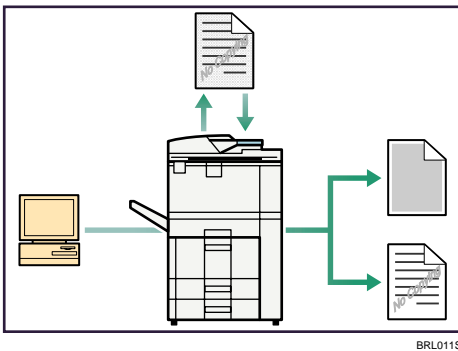
- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security Unit (optional), protected pages are grayed out in the copy, preventing confidential information from being copied. Protected fax messages are grayed out before being transmitted or stored. If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security Unit, the machine beeps to notify users that unauthorized copying is being attempted.

  If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.

- Using the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied, scanned, or stored in a Document Server by a copier or multifunction printer, the embedded text appears conspicuous in the copy, discouraging such unauthorized copying.

### Reference

- See the printer driver Help, Facsimile Reference 📀, Printer Reference 📀, and Security Reference 📀.

# Notice

## Important

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.

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.

# 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 that appear on the machine's display panel.

**[ ]**

Indicates the names of keys on the machine's control panel.

Indicates instructions in book form.

Indicates instructions in sheet form.

Indicates instructions stored in a file on a provided CD-ROM.

Indicates instructions provided on this company's Web site.

## Machine Types

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: 9060/MP 6001/LD360/Aficio MP 6001

- Type 2: 9070/MP 7001/LD370/Aficio MP 7001
- Type 3: 9080/MP 8001/LD380/Aficio MP 8001
- Type 4: 9090/MP 9001/LD390/Aficio MP 9001

Certain types might not be available in some countries. For details, please contact your local dealer.

## Names of Major Items

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

- Auto document feeder → ADF
- Large capacity tray (Optional) → LCT

## Notes

Contents of this manual are subject to change without prior notice.

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

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, certain units may be optional. For details, please contact your local dealer.

# 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.

⚠️ **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.

# ⚠ CAUTION

- When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.

# ⚠ CAUTION

- Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.

## 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 in "Specifications for the Main Unit" in 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

- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

# ⚠ WARNING

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

# ⚠ WARNING

- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

# ⚠️CAUTION

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

# ⚠️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.

# ⚠️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.
>
> • 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.
>
> • 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.

## 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.

# ⚠️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.
- Do not look into the lamp. It can damage your eyes.
- 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.
- When loading paper, take care not to trap or injure your fingers.
- During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.
- 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 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 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

- Do not reuse stapled paper. Otherwise, a fire might occur.

# ⚠️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.

# Safety Labels of This Machine

This section explains the machine's safety information labels.

## 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.



BRL012S

1
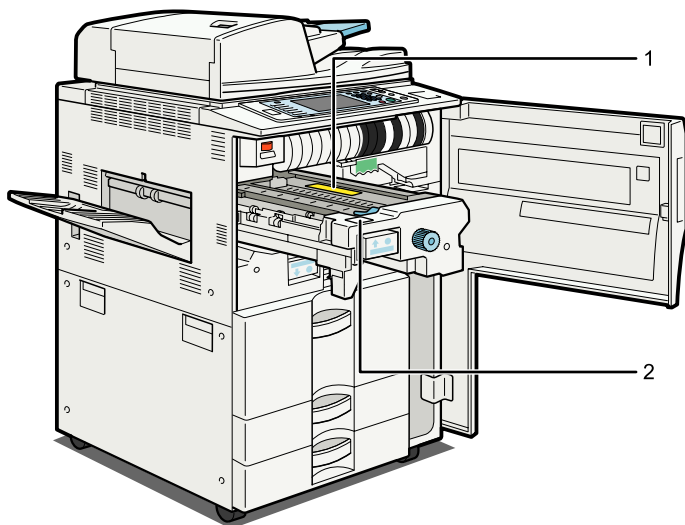
| | |
|---|---|
| **CAUTION** | Hot surface avoid contact |
| **ATTENTION** | Surface chaude Évitez tout contact |
| **ACHTUNG** | Heiße Oberfläche Kontakt vermeiden |
| **ATTENZIONE** | Superficie calda Evitare il contatto |
| **PRECAUCIÓN** | No tocar. Zona muy caliente. |
| **VOORZICHTIG** | Heet oppervlak vermijd contact |
| **FÖRSIKTIGT** | Het yta. Rör ej. |
| **FORSIGTIG** | Varm overflade, undgå berøring |
| **FORSIKTIG** | Varm overflate, unngå kontakt |
| **OSTRZEŻENIE** | Gorąca powierzchnia nie dotykać |
| **CUIDADO** | Superfície quente Evitar contacto |
| **POZOR** | Horký povrch nedotýkat se |
| **FIGYELEM** | Ne érintse meg a forró felületeket! |
| **TÄRKEÄÄ** | Kuuma pinta älä koske. |
| **ОСТОРОЖНО** | Горячая поверхность Избегайте контакта |
| **注意** | 表面高温,请勿接触。 |
| **注意** | 表面高溫請勿碰觸 |
| **고온주의** | 표면이 뜨거우므로 만지지 않도록 주의해주십시오. |
| **注意** | 表面が熱くなっています ので触らないでください。 |

BRK013D

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.

2
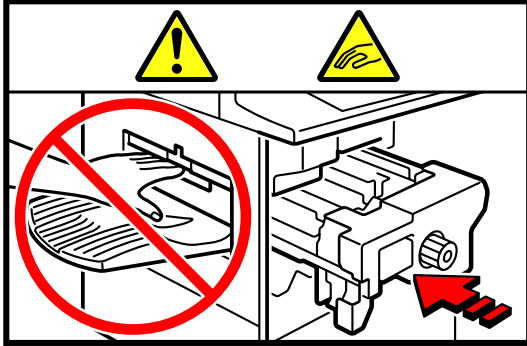
BRK014S

Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



3
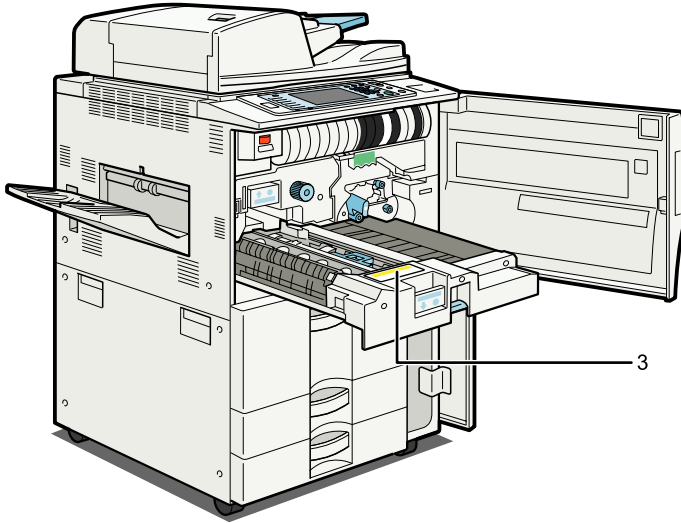
BRL013S

3

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

- High temperature – Do not touch this unit when removing misfed paper.
- Température élevée – Ne touchez pas cette unité lorsque vous retirez du papier coincé.
- Hohe Temperaturen – Diese Einheit nicht berühren beim Beseitigen von Papierstaus
- Temperatura elevata – Non toccare questa unità durante la rimozione di carta inceppata.
- Muy caliente. No toque esta unidad al retirar el papel atascado.
- 高温–取出卡纸时请勿触摸此部件。
- 高溫注意 , 取夾紙時請勿碰觸這單元。
- 고온–용지를 제거할 때 닿지 않도록 조심하십시오.
- 内部は高温になっています。用紙を取り除く時は注意してください。

BRK017D

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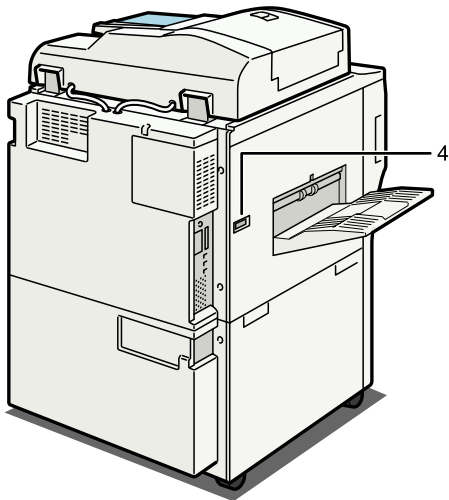


BRL014S

4
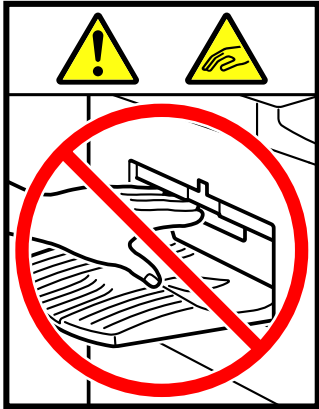
BRK019S

Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



5

7

6
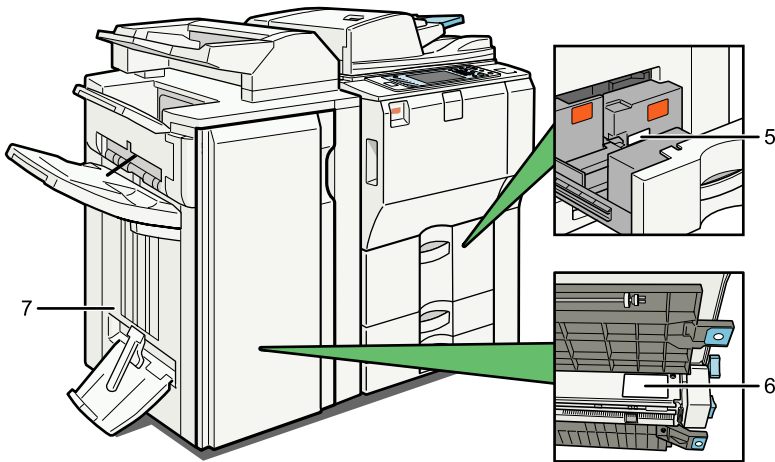
BRL015S

5
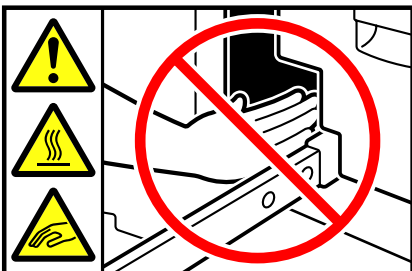


BRK023S

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

6
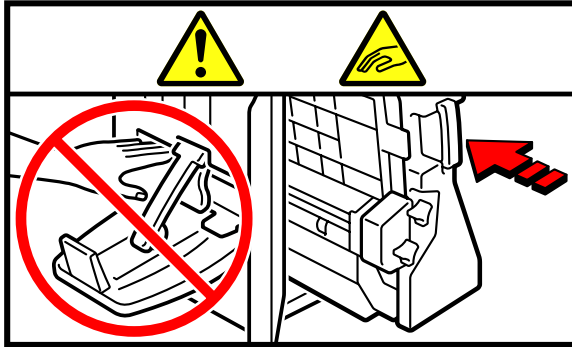
BRK022S

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.

7



BRK024S

Do not touch the paper exit section of the finisher. It could cause injury.

**Multi-Folding Unit**
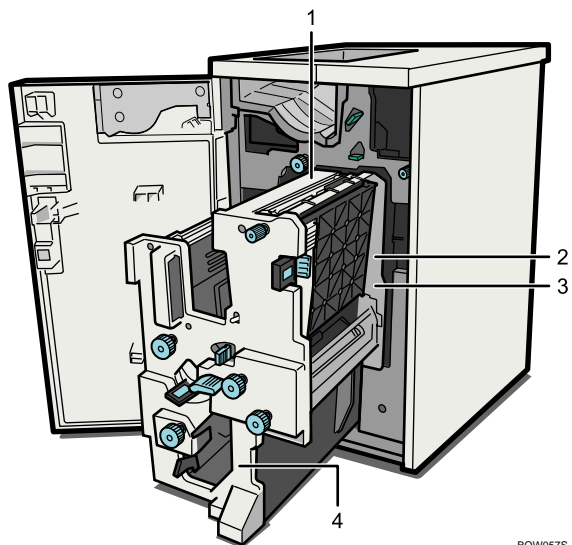


BQW057S

1
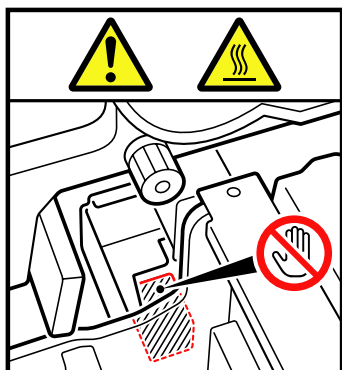


BQW058S

Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.

2
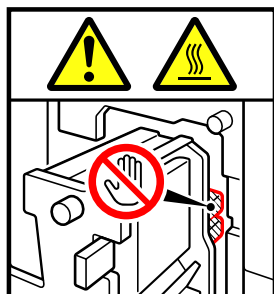


BQW059S

Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.

3



BQW060S

Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.

4



BQW064S

Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.

## Power Switch Symbols

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

- **|** :POWER ON.
- **O** :POWER OFF.
- **⏻** :STANDBY.

# 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.36 "Energy Saving Functions"

# Energy Saving Functions

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

**Low Power Mode**

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is 1 minute. This default time can be changed.

**Off Mode (on machines with only copier function)**

- If this machine remains idle for a specified period, it automatically turns off its power.
- The default delay time the machine waits before entering Off Mode is 1 minute. This default time can be changed.

**Sleep Mode (on machines with facsimile, printer, or scanner functions)**

- 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**

**On machines with only copier function**

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Reduced Electrical Consumption by Low Power Mode | 186 W | 186 W | 188 W | 211 W |
| Time of Switch into Low Power Mode | 1 minute | 1 minute | 1 minute | 1 minute |
| Time of Switch out from Low Power Mode | 10 seconds | 10 seconds | 10 seconds | 30 seconds |
| Reduced Electrical Consumption by Off Mode | 4.3 W | 4.3 W | 4.3 W | 7.3 W |
| Time of Switch into Off Mode | 1 minute | 1 minute | 1 minute | 1 minute |
| Time of Switch out from Off Mode | 30 seconds or less | 30 seconds or less | 60 seconds or less | 300 seconds or less |

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Reduced Electrical Consumption by Sleep Mode | - | - | - | - |
| Time of Switch into Sleep Mode | - | - | - | - |
| Time of Switch out from Sleep Mode | - | - | - | - |

**On machines with printer, or scanner functions**

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Reduced Electrical Consumption by Low Power Mode | 186 W | 186 W | 188 W | 211 W |
| Time of Switch into Low Power Mode | 1 minute | 1 minute | 1 minute | 1 minute |
| Time of Switch out from Low Power Mode | 10 seconds | 10 seconds | 10 seconds | 30 seconds |
| Reduced Electrical Consumption by Off Mode | - | - | - | - |
| Time of Switch into Off Mode | - | - | - | - |
| Time of Switch out from Off Mode | - | - | - | - |
| Reduced Electrical Consumption by Sleep Mode | 4.4 W | 4.4 W | 4.4 W | 4.4 W |
| Time of Switch into Sleep Mode | 1 minute | 1 minute | 1 minute | 1 minute |
| Time of Switch out from Sleep Mode | 30 seconds or less | 30 seconds or less | 60 seconds or less | 300 seconds or less |

*1 The machine might not recover in the time indicated, depending on the conditions of the environment it is operating in.

- Specifications can vary depending on which options are installed on the machine.

- For details about how to change the default interval, see "Timer Settings", Network and System Settings Guide .

- "Timer Settings", Network and System Settings Guide

# Laws and Regulations

## Legal Prohibition

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.

## Laser Safety

### CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class I laser products. This equipment contains four AlGaInP laser diodes, 15-milliwatt, 657 - 663 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 to users in the United States of America

### FCC Rules

**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:

- 9060/MP 6001/LD360/Aficio MP 6001
- 9070/MP 7001/LD370/Aficio MP 7001
- 9080/MP 8001/LD380/Aficio MP 8001
- 9090/MP 9001/LD390/Aficio MP 9001

**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.

## Notes on lamp(s) inside this machine

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

# 1. Simple Search

You can search for a procedure either by keyword or by what you want to do.

## Searching by What You Want to Do

You can search for a procedure by what you want to do.

### I Want to Reduce my Costs!

This section explains the functions and procedures that you can use to reduce your printing and running costs easily.
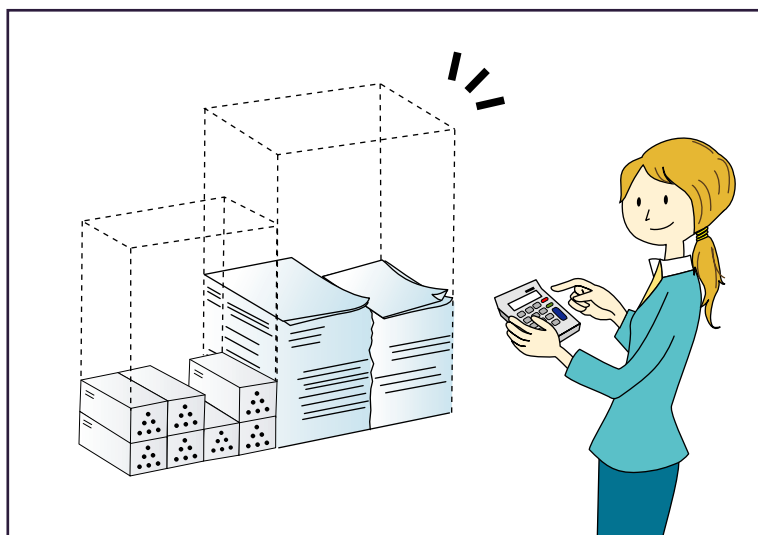


BRL059S

**Printing multi-page documents on both sides of sheets (Duplex Copy)**

⇒ See "Duplex Copying", Copy and Document Server Reference 📖 💿.

**Printing multi-page documents and received faxes on a single sheet (Combine (Copier/Fax))**

⇒ See "Combined Copying", Copy and Document Server Reference 📖 💿.

⇒ See "Combine Two Originals", Facsimile Reference 💿.

**Printing received faxes on both sides of sheets (Two-Sided Print)**

⇒ See "Two-Sided Printing", Facsimile Reference 💿.

**Converting received faxes to electronic formats (Paperless Fax)**

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

**Sending files from the computer without printing them (LAN-Fax)**

⇒ See "Sending Fax Documents from Computers", Facsimile Reference🔘.

**Reducing electricity consumption**

⇒ See "Timer Settings", Network and System Settings Guide🔘.

## I Want to Convert Documents to Electronic Formats Easily!

This section explains the functions and procedures you can use to convert documents to electronic formats easily.



BQX138S
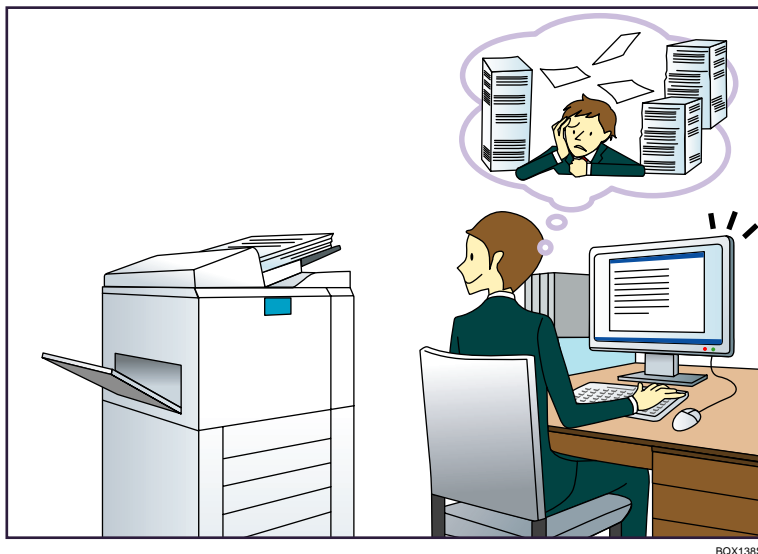
**Sending scan files**

⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scanner Reference🔘.

**Sending the URL of the folder in which scan files are stored**

⇒ See "Sending the URL by E-mail", Scanner Reference🔘.

**Storing scan files in a shared folder**

⇒ See "Basic Procedure When Using Scan to Folder", Scanner Reference🔘.

**Converting transmitted faxes to electronic formats and sending them to a computer**

⇒ See "Folder Transmission", Facsimile Reference🔘.

**Managing and using documents converted to electronic formats (Document Server)**

⇒ See "Relationship between Document Server and Other Functions", Copy and Document Server Reference📘🔘.

## I Want to Register Destinations!

You can find explanations of the functions and procedures that you can use to register destinations easily.



BRL060S
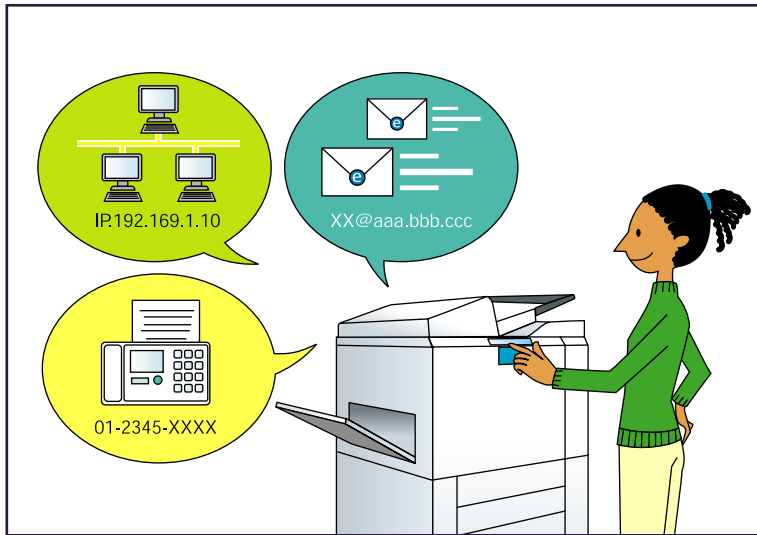
**Using the control panel to register destinations in the address book**

⇒ See "Registering Entered Destinations to the Address Book", Facsimile Reference 💿.

⇒ See "Registering a Directly-Entered Destination in the Address Book", Scanner Reference 💿.

**Using Web Image Monitor to register destinations from a computer**

⇒ See "To add new receiver", Facsimile Reference 💿.

**Downloading destinations registered in the machine to the LAN-Fax driver destination list**

⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference 💿.

## I Want to Operate the Machine More Effectively!

This section explains the functions and procedures that you can use to operate the machine more effectively.

BQX139S

**Registering and using frequently-used settings (Program)**

⇒ See "Registering Frequently Used Functions", Copy and Document Server Reference📖💿.

⇒ See "Registering Frequently Used Settings", Facsimile Reference💿.

⇒ See "Registering Frequently Used Settings", Scanner Reference💿.

**Registering frequently-used settings as initial settings (Program as Defaults (Copier/Fax/Scanner))**

⇒ See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference📖💿.

⇒ See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference💿.

⇒ See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference💿.

# Searching by Keyword

You can search for a procedure by keyword.

## Paper

**I want to load paper.**

⇒ p.71 "Loading Paper"

**I want to change the paper size.**

⇒ p.78 "Changing the Paper Size"

**I want to know what the paper specifications are.**

⇒ p.83 "Recommended Paper Sizes and Types"

**The paper has jammed.**

⇒ See "Removing Jammed Paper", Troubleshooting.

**I want to change the initial paper settings.**

⇒ See "Tray Paper Settings", Network and System Settings Guide.

## Register/Change/Delete

**I want to register a fax number.**

⇒ See "Registering a Fax Destination", Network and System Settings Guide.

⇒ See "Programming Destinations in the Address Book", Facsimile Reference.

**I want to register an IP-Fax number.**

⇒ See "Registering an IP-Fax Destination", Network and System Settings Guide.

**I want to register an e-mail address.**

⇒ See "Registering an E-mail Destination", Network and System Settings Guide.

**I want to copy the contents of the machine's address book to the LAN-Fax address book.**

⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference.

**I want to register an SMB folder.**

⇒ See "Registering an SMB Folder", Network and System Settings Guide.

**I want to register the settings I use most frequently as the initial settings.**

⇒ See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference.

## Settings

**I want the output tray to change automatically according to the function used.**

⇒ See "General Features", Network and System Settings Guide.

**I want the initial display to feature the saddle stitch settings I use most.**

⇒ See "Input/Output", Copy and Document Server Reference.

**I want to specify the Scan to Folder settings.**

⇒ See "Send Settings", Scanner Reference.

**I want to specify the Scan to E-mail settings.**

⇒ See "Send Settings", Scanner Reference.

## Check

**I want to display the fax transmission status.**

⇒ See "Confirming on Display", Facsimile Reference.

**I want to print a report of the fax transmission status.**

⇒ See "Confirming by Report", Facsimile Reference.

**I want to check which destinations the machine failed to send faxes to.**

⇒ See "Communication Failure Report", Facsimile Reference.

**I want to check which files have been sent by memory transmission.**

⇒ See "Communication Result Report (Memory Transmission)", Facsimile Reference.

**I want to check which faxes have been received.**

⇒ See "Checking the Reception Result (Reception File Status)", Facsimile Reference.

**I want to view the received faxes that are stored in the machine.**

⇒ See "Confirming Received and Stored Documents", Facsimile Reference.

**To avoid sending faxes to wrong destinations, I want to check fax transmission details before sending.**

⇒ See "Preventing Transmission to the Wrong Destination", Facsimile Reference.

**I want to check the settings for scanning and sending files before sending a scan file.**

⇒ See "Check Modes", Scanner Reference.

**I want to check the scan image before sending it.**

⇒ See "Preview", Scanner Reference.

**I want to view the transmission result.**

⇒ See "Scanned Files Status", Scanner Reference.

## Install

**I want to install the printer driver so I can use the SmartDeviceMonitor for Client port.**

⇒ See "Using the Smart Device Monitor for Client Port", Printer Reference ⊚.

**I want to install the printer driver so I can use the Standard TCP/IP port.**

⇒ See "Using the Standard TCP/IP Port", Printer Reference ⊚.

**I want to install the printer driver so I can use a Windows Network Printer.**

⇒ See "Using as a Windows Network Printer", Printer Reference ⊚.

**I want to install the printer driver so I can use the machine by USB.**

⇒ See "Installing the Printer Driver Using USB", Printer Reference ⊚.

# 2. Getting Started

This chapter 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.
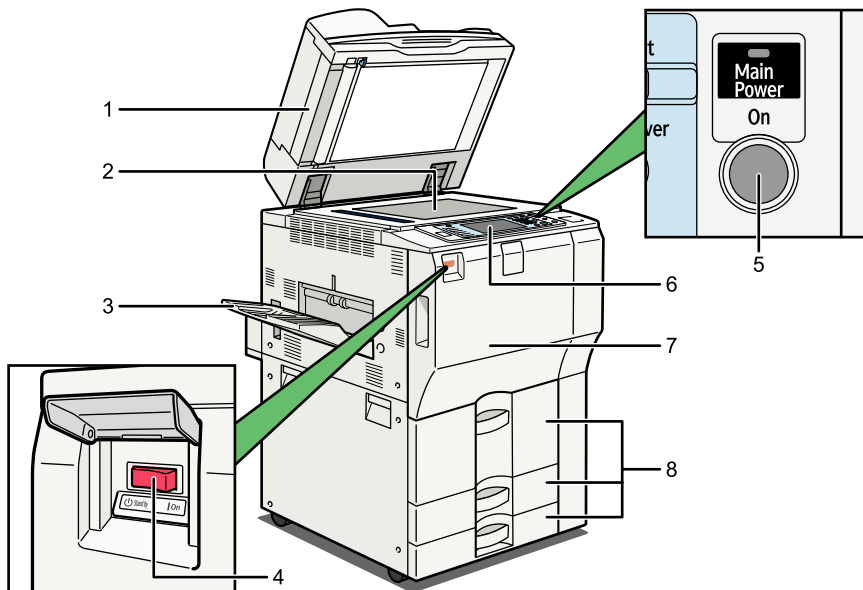


BRL017S

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

   If you load a stack of originals in the 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 face down here.

3. **Copy tray (optional)**

   Copied/printed paper and fax messages are delivered here.

4. **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".

**2**

5. **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".

6. **Control panel**

   See "Control Panel".

7. **Front cover**

   Open to access the inside of the machine.

8. **Paper trays (Trays 1-3)**

   Load paper here.

   Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.
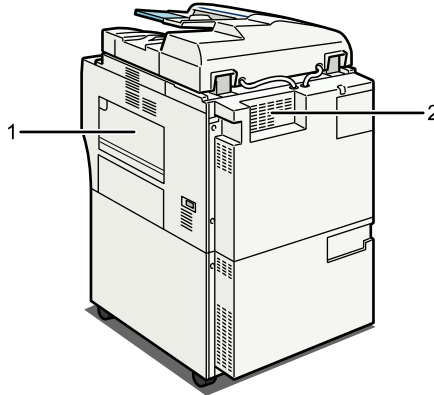


BRK028S

1. **Bypass tray**

   Use to print on OHP transparencies, label paper (adhesive labels), translucent paper, postcards and custom size paper.

2. **Ventilation holes**

   Prevent overheating.

🔲 **Reference**

- p.54 "Control Panel"
- p.66 "Turning On/Off the Power"

# Options

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

## External options

**2**

This section provides explanations about external options.



BRL018S
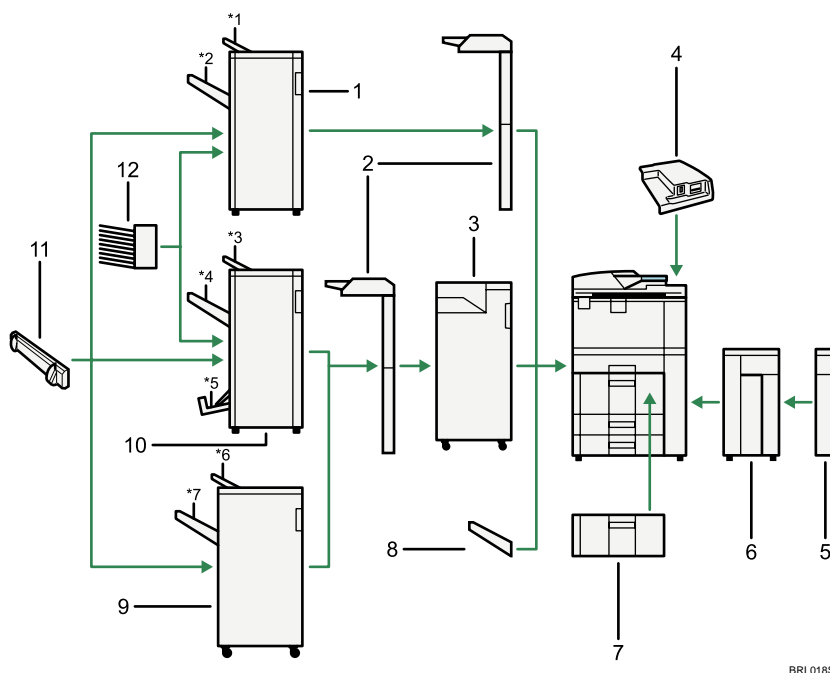
1. **Finisher SR4030**

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

   - Finisher upper tray
   - Finisher shift tray

2. **Interposer**

   Inserts cover or slip sheets into copied or printed paper.

3. **Multi-Folding Unit**

   The Multi-Folding Unit can apply the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.

   To use the Multi-Folding Unit, the Finisher SR4040 or the Finisher SR4050 is required.

4. **Media Slot**

   With this media slot, you can save scan files on a removable memory device.

5. **Extension Unit**

   Attached to the LCT and holds 2,500 sheets of B4 JIS (Japanese Industrial Standard), A4, $8^1/_2 \times 14$ or $8^1/_2 \times 11$ sized paper.

6. **Large Capacity Tray (LCT)**

   Holds 4,000 sheets of paper.

7. **A3/11 × 17 Tray Unit**

   You can load A3⊐ or 11 × 17⊐ paper in Tray 1 using this unit. If you install the A3/11 × 17 tray unit on your machine, you cannot use it as a tandem tray.

8. **Copy Tray**

   Copied/printed paper and fax messages are delivered here.

9. **Finisher SR4050**

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

   - Finisher upper tray
   - Finisher shift tray

10. **Finisher SR4040**

    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

11. **Output Jogger**

    Jogs the sheets delivered to the finisher shift tray.

12. **Mailbox**

    Sorts printed paper. Consists of Mailbox output trays 1 - 9.

## Internal options

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

- Fax Unit

  Allows you to use the facsimile function.

- Extra G3 Interface Unit

  This lets you add a G3 fax line.

- Printer/Scanner unit

  Allows you to use the printer and scanner functions.

- HDD Encryption Unit

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

2

- VM Card

  With this card, you can install embedded software architecture applications.

- Browser Unit

  You can use this function to display data from the server in HTML format on the machine's control panel. You can also use this function to send scan files from the control panel.

- 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.

- Gigabit Ethernet (1000BASE-T)

  Allows you to communicate over 1000BASE-T.

- 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 and 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.

- Copy Connector

  Allows you to use the connect copy function.

🔽 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.

# 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.
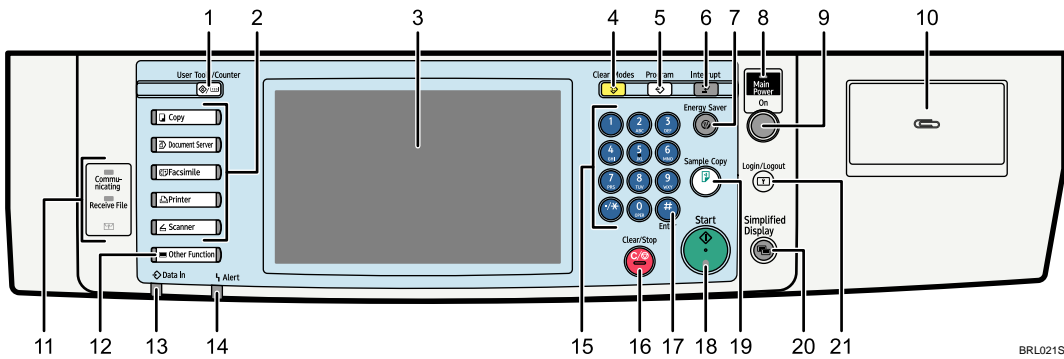


BRL021S

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

   - User Tools

     Press to change the default settings and conditions to meet your requirements. See "Accessing User Tools", Network and System Settings Guide⊙.

   - Counter

     Press to check or print the counter value. See "Counter".

   - 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".

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.

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 Settings", Copy and Document Server Reference📖 ⊙, Facsimile Reference⊙, and Scanner Reference⊙.

2

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

  See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference 📖 ⊚.

  See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference ⊚.

  See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference ⊚.

6. **[Interrupt] key**

   Press to make interrupt copies. See "Interrupt Copy", Copy and 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/Off the Power".

10. **Paper clip tray**

    Holds paper clips or staples removed from documents.

11. **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 ⊚.

12. **[Other Function] key**

    Calls up registered functions.

13. **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 ⊚.

14. **Alert indicator**

    Lights continuously if an error has occurred.

15. **Number keys**

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

16. **[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.

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

Press to confirm values entered or items specified.

18. **[Start] key**

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

19. **[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 and Document Server Reference.

20. **[Simplified Display] key**

Press this to switch to the Simplified Display. See "Simplified Display".

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

Press this to log in or log out.

**Reference**

- p.57 "Display Panel"
- p.57 "Simplified Display"
- p.64 "Changing Modes"
- p.66 "Turning On/Off the Power"
- p.69 "Saving Energy"
- p.122 "Counter"
- p.124 "Inquiry"

# 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.
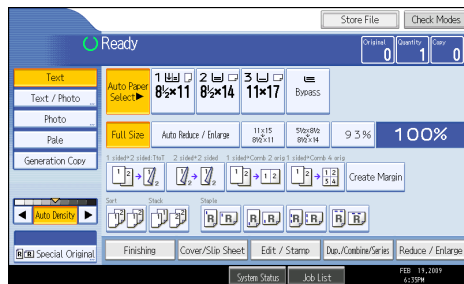


📌 **Note**

- 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.

1. **Press the [Simplified Display] key.**
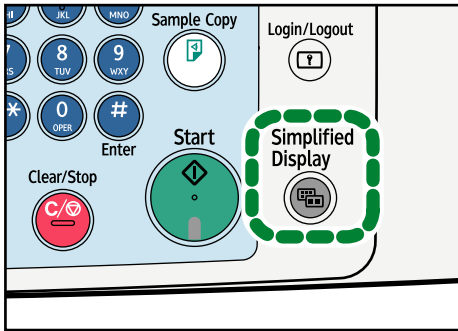


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This illustration shows the copier function's simplified display.



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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.

## 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.

2

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



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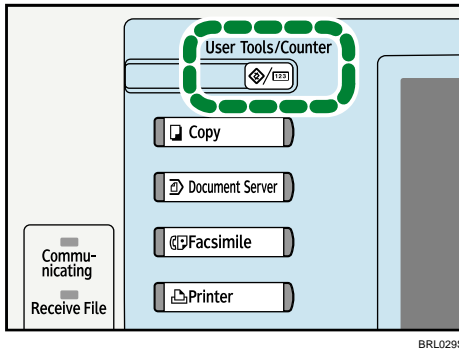
2. **Press [Español].**
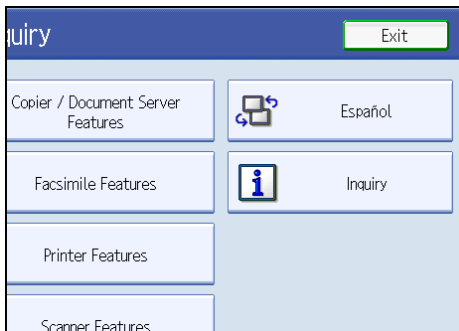


The language is changed to Spanish.

3. **Press [Salir].**
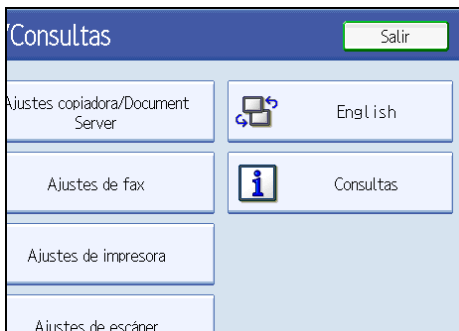


The menu appears in Spanish.

🔽 **Note**

- If you want to return the display language to "English", repeat the step above.

# 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].**
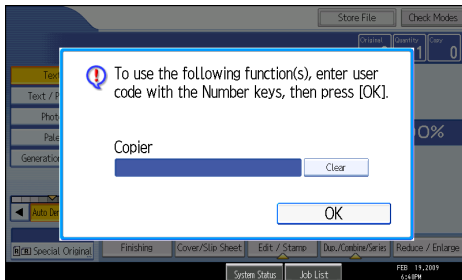


💡**Note**

- To log off, do one of the following:

  - Press the operation switch.

• 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].**
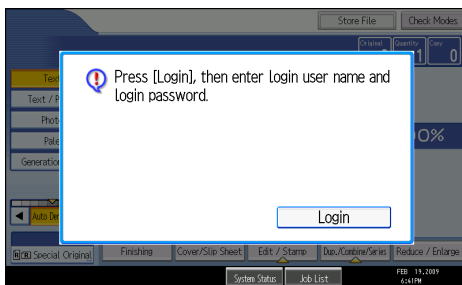


2. **Enter a login user name, and then press [OK].**
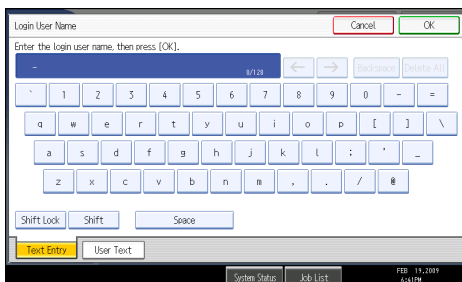
**3.** **Enter a login password, and then press [OK].**
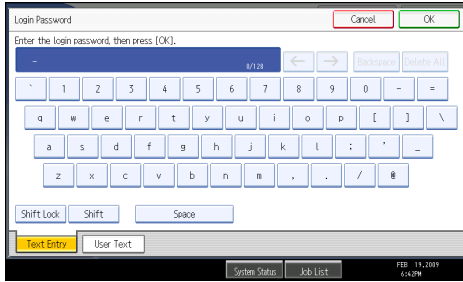


When the user is authenticated, the screen for the function you are using appears.

**⬇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.**



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2. **Press [Yes].**



The Logout key has been pressed.
Are you sure you want to log out?

No       Yes

Finishing   Cover/Slip Sheet   Edit / Stamp   Dup./Combine
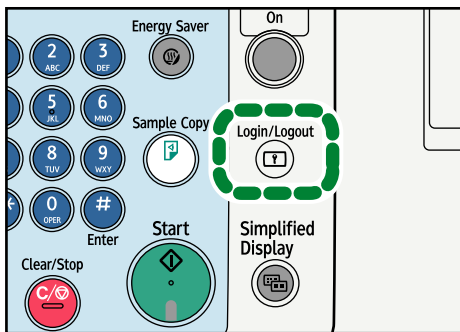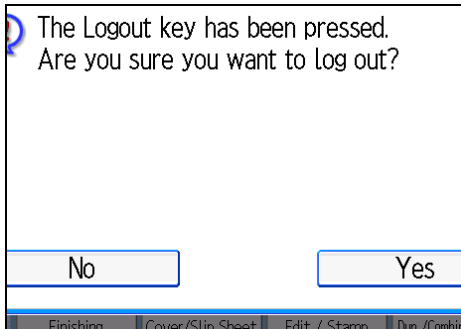
## Login (Using a Printer Driver)

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 [Login].

## 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
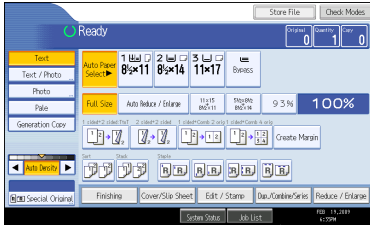


Document Server
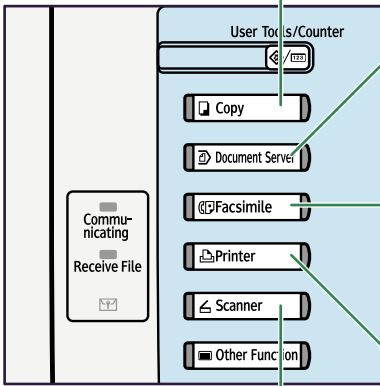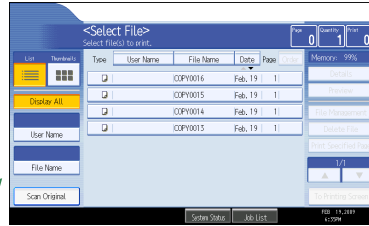




Facsimile
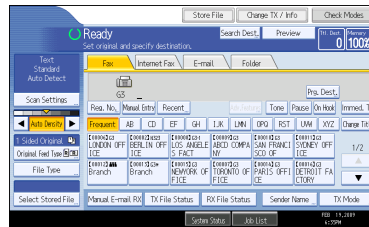


Scanner
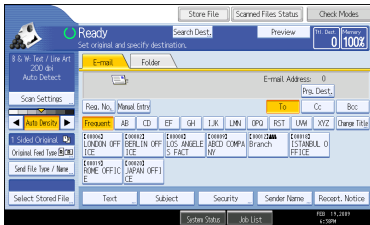


Printer
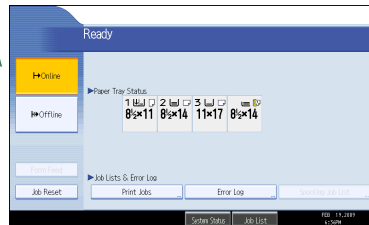


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**⬇ Note**

- 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", Network and System 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", Network and System 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", Network and System 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 enters Energy Saver mode and/or turns itself off, configure the Energy Saver Timer and/or Auto Off Timer setting, respectively. See "System Settings", Network and System 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.
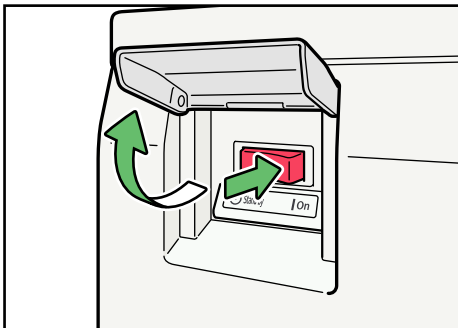


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**⬇️Note**

- 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.



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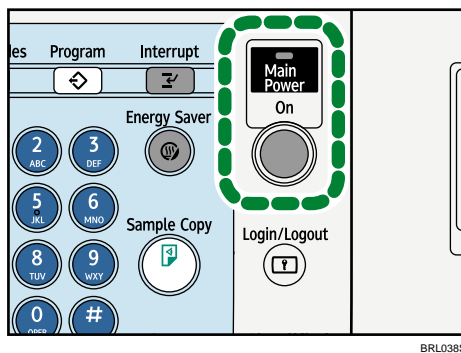
**⬇️Note**

- 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.

## Turning Off the Power

This section explains how to turn off the power.

1. **Press the operation switch.**

   The operation switch indicator goes off.

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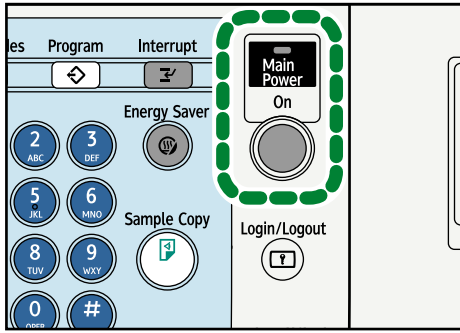
**↓Note**

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

    - During communication with external equipment.

    - When the hard disk is active.

## Turning Off the Main Power

This section explains how to turn off the main power.

**★Important**

- 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, leading to malfunctions.

- After turning off the main power switch, wait for three seconds or more before turning it on again.

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

2. **Open the main power 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.

You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed under Energy Saver Timer.

**Auto Off**

If the machine remains inactive for a specified period, it automatically enters the same low power state that it enters when the operation switch is pressed (indicator unlit). This function is called "Auto Off".

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

**Note**

- See "System Settings", Network and System 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
    - When the Data In indicator is on or blinking
    - When the screen of a document that was stored under the printer function appears. (The machine enters Energy Saver mode if this happens.)
    - When the sample print, locked print, hold print, or stored print screen is displayed

2

# 3. Adding Paper

This chapter describes recommended paper sizes and types, and how to load paper into the paper tray.

## Loading Paper

This section describes how to load paper into the paper tray.

### ⚠️CAUTION

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

Tray 1 and LCT use $8^1/_2 \times 11\square$ exclusively. Load only $8^1/_2 \times 11$ paper at all times.

⬇️**Note**

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- If you want to load paper other than $8^1/_2 \times 11\square$ paper in Tray 1 or LCT, contact your service representative.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy and Document Server Reference 📖 💿.

🔖**Reference**

- p.83 "Recommended Paper Sizes and Types"

## Loading Paper into Tray 1 (Tandem Tray)

This section describes how to load paper into Tray 1 (Tandem tray).

⭐**Important**

- When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. While the paper is moving, a message instructing you to wait appears. Do not pull out the tray at this time.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.
- Tray 1 uses only $8^1/_2 \times 11\square$ paper. If you want to load A4$\square$, contact your service representative.
- Do not stack paper over the limit mark.

1. **Carefully pull out the paper tray until it stops.**
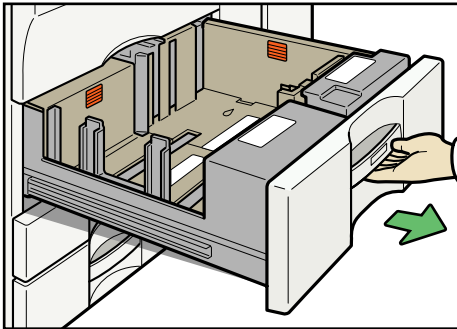


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2. **Square the paper and load it print side down.**

   • Whole tray pulled out
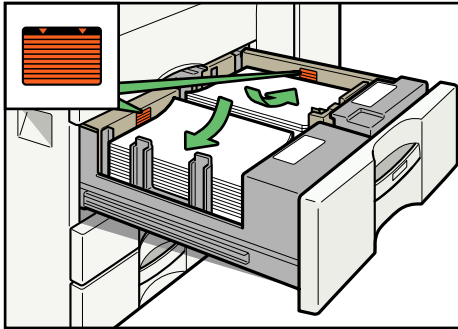


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   • Left half of the tray pulled out
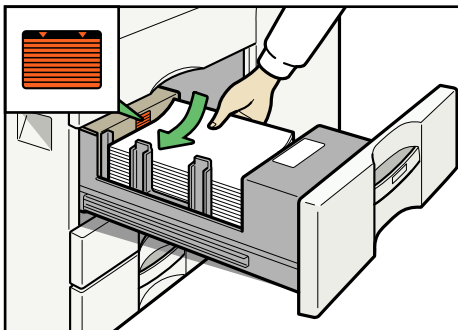


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3. **Carefully push the paper tray fully in.**

**Note**

   • You can load paper even while making copies from Tray 1. You can pull out the left half of the tray while copying is in.

   • Load the same size and orientation paper in the other half of the tray.

• Each tray can hold up to 1,550 sheets of paper.

## Loading Paper into Tray 2 and 3

This section describes how to load paper into Tray 2 and 3.

⭐ **Important**

• Various sizes of paper can be loaded in Tray 2 and 3 by adjusting the positions of side fence and end fence.

• Check the paper edges are aligned at the right side.

• Do not stack paper over the limit mark.

1. **Carefully pull out the paper tray until it stops.**
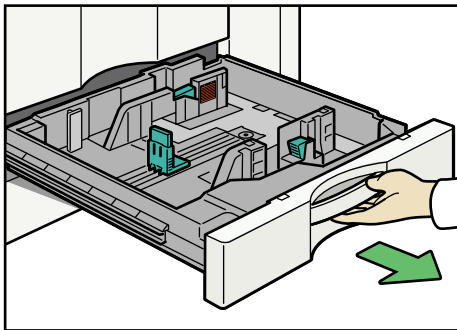


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2. **Square the paper and load it print side down.**
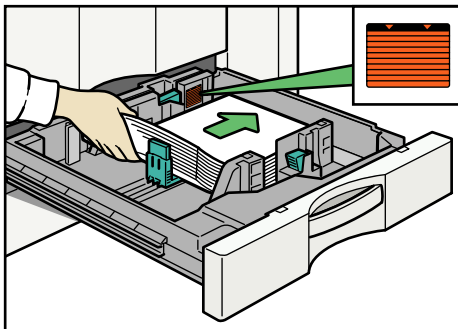


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3. **Carefully push the paper tray fully in.**

⬇ **Note**

• If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel.

• Each tray can hold up to 550 sheets.

## Loading Paper into the Large Capacity Tray

This section describes how to load paper into the LCT.

⭐ **Important**

- The LCT uses $8^1/_2 \times 11\square$ paper exclusively. If you want to load A4$\square$ or B5 JIS$\square$, contact your service representative.

- The optional Extension Unit is required to load B4 JIS$\square$, A4$\square$, $8^1/_2 \times 14\square$ or $8^1/_2 \times 11\square$.

- Align the paper neatly and press its edge to the right and left plate. Poorly loaded paper causes misfeeds.

- Check the paper edges are aligned at the left side.

- Do not stack paper over the limit mark.

1. **Open the top cover of the LCT.**
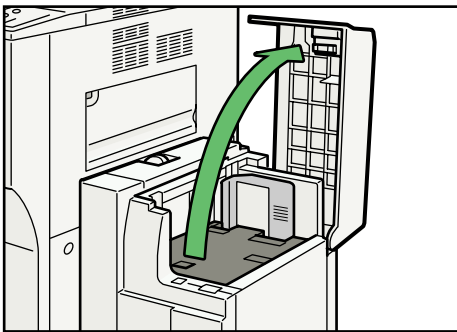


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2. **Load paper into the tray along the edge on the left.**

   Load the paper print side up.
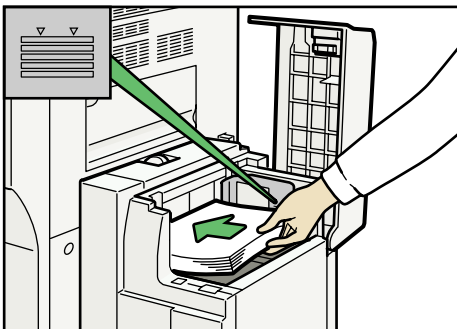


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3. **Press the [Down] key.**

   The key blinks while the bottom plate is moving down.
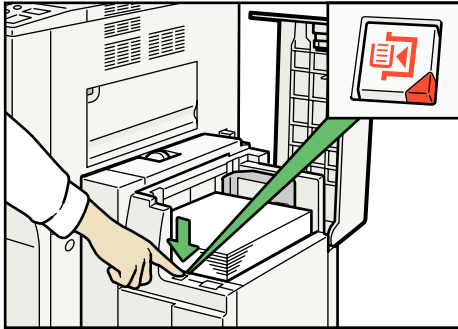
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4. **Load paper by repeating steps 1 and 2.**

5. **Close the top cover of the LCT.**

⤓ **Note**

- The tray can hold up to 4,000 sheets.

## Loading Paper into the Interposer

This section describes how to load paper into the interposer.

⭐ **Important**

- Load paper on the side already printed (the front side). If you are using the Finisher SR4040, load sheets print side down.
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple or punching location will be on the left side of the paper, when you are facing the machine.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.
- When using the folding functions, the paper in the interposer must be of the same size as the prints after they have been folded. If the paper in the interposer is larger than the folded sheets, a misfeed might occur.
- Do not stack paper over the limit mark.
- Do not use paper that has already been printed onto by this machine.

1. **Load paper orderly.**
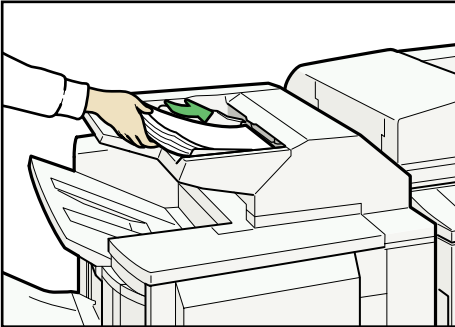


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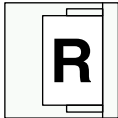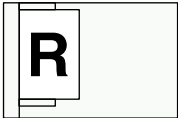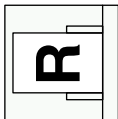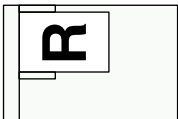
2. **Adjust the side fence to the paper size.**
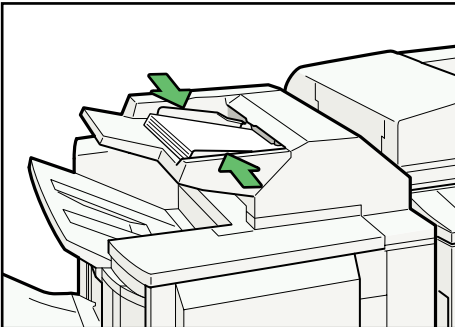


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⬇️**Note**

- The tray can hold up to 200 sheets of paper.

- To set the paper in the interposer, align the orientation of originals in the ADF as shown below.



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## 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", Copy and Document Server Reference 📖 💿. For details about printing with the printer function, see "Printing on Orientation-Fixed or Two-Sided Paper", Printer Reference 💿.

**Original Orientation**

| Exposure glass | | ADF | |
|---|---|---|---|
| | • Copy<br><br><br>• Scanner<br> | R | R |

**Paper Orientation**

| Copier mode | | Tray 1, 2, 3 | Large Capacity Tray (LCT) | Bypass Tray |
|---|---|---|---|---|
| | 1 Sided | | R | R *1 |
| | 2 Sided | | R | —— |
| | 1 Sided | | R | R *1 |
| | 2 Sided | | R | —— |

*1 Select paper size.

BRL058S

# Changing the Paper Size

This section describes how to change the paper size.

**↓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", Network and System Settings Guide ⊙.

- Tray 1 and LCT (optional) use only $8^1/_2 \times 11\square$ paper. If you want to load A4$\square$ in Tray 1, or load A4$\square$ or B5 JIS$\square$ in LCT, contact your service representative.

- The optional Extension Unit is required to load B4 JIS$\square$, A4$\square$, $8^1/_2 \times 14\square$ or $8^1/_2 \times 11\square$.

- 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".

**📘Reference**

- p.83 "Recommended Paper Sizes and Types"

## Changing the Paper Size in Tray 2 and 3

This section describes how to change the paper size in Tray 2 and 3.

**⭐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.**
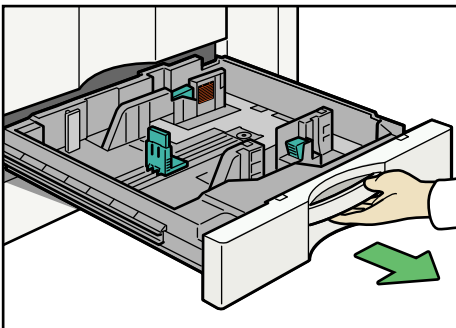


BRL043S

2. **Remove paper if loaded.**

3. **Release the lock on the side fences.**
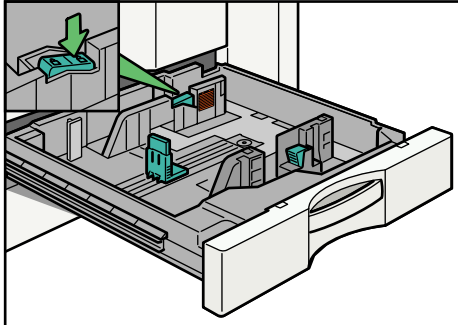


BRL045S

4. **While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.**

   Make sure there are no gaps between the paper and side fences.
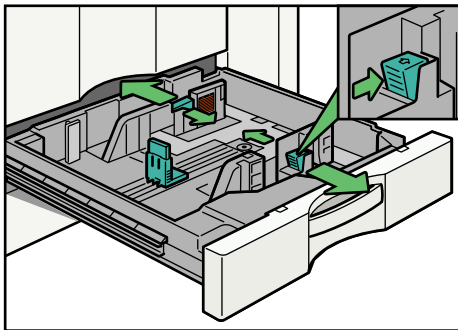


BRL046S

5. **Slide the end fence until it is aligned with the size of paper to you want to load.**

   Make sure there are no gaps between the paper and end fence.
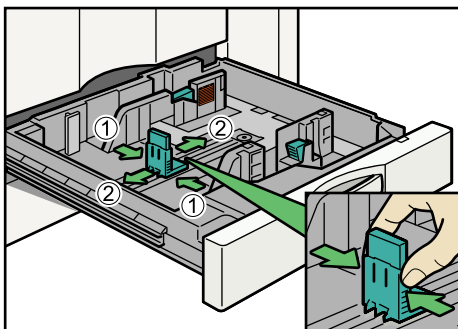


BRL047S

   1. **Pinch the release levers of the end fence.**

   2. **Slide the end fence until it is aligned with the paper size you want to load.**

6. **Square the paper and load it print side down.**
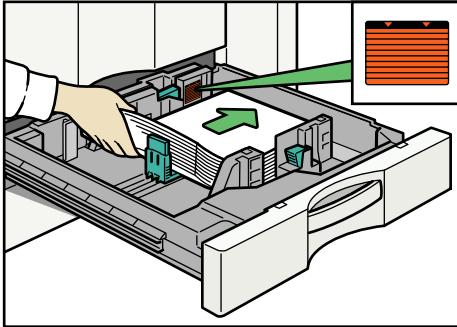


BRL048S

Do not stack paper over the limit mark.

7. **Re-lock the side fences again.**
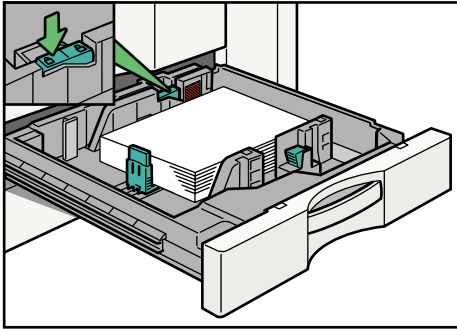


BRL049S

8. **Carefully slide the paper tray fully in.**

9. **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. This section explains how to load these paper taking 11 × 15 as an example.

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



BRL029S
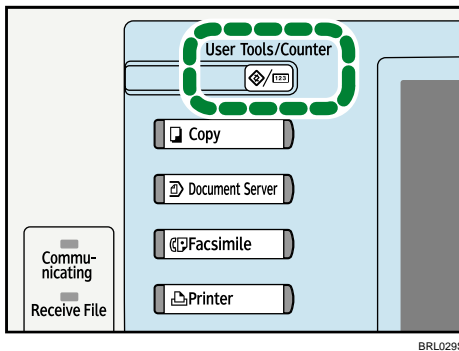
2. **Press [System Settings].**
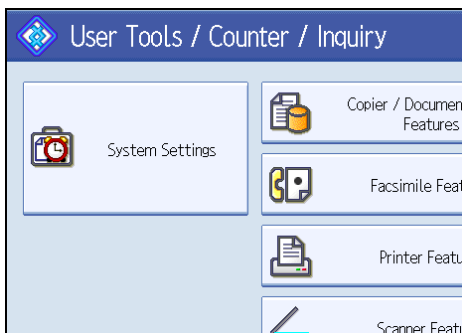


3. **Press [Tray Paper Settings] tab.**
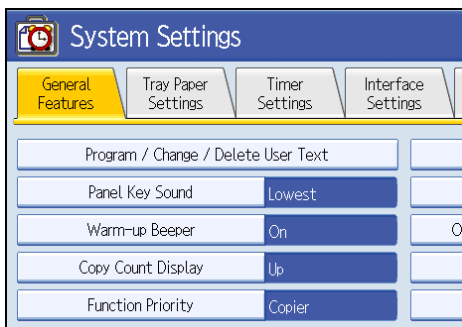


4. **Select the tray for which you want to change the paper settings.**

   Press either of [Tray Paper Size: Tray 2] or [Tray Paper Size: Tray 3].
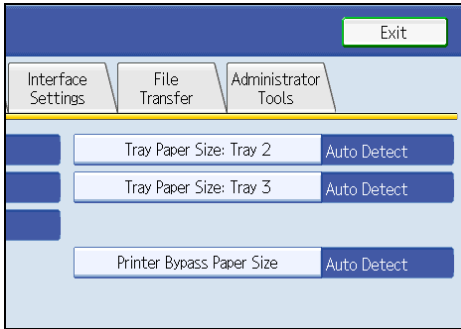
3

**5. Select the loaded paper size and feed direction, and then press [OK].**
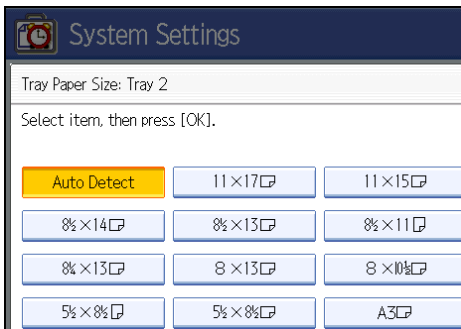


The set paper size and feed direction is displayed.
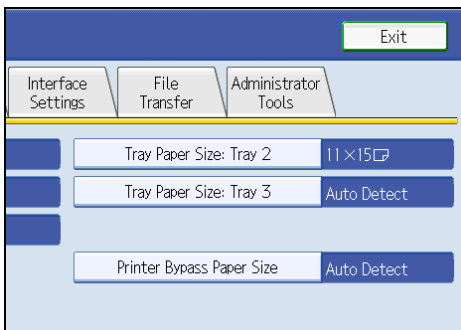


**6. Press the [User Tools / Counter] key.**

The initial display is shown.

⬇️**Note**

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types".
- 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".

🗐**Reference**

- p.83 "Recommended Paper Sizes and Types"

# 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.

**Tray 1**

| Paper type and weight | Metric version | Inch version | Paper capacity [1] |
|---|---|---|---|
| 52 - 128 g/m² (14 lb. Bond - 34 lb. Bond) | A4▭, 8¹/₂ × 11▭ [2] | A4▭ [2], 8¹/₂ × 11▭ | 1,550 sheets × 2 |

**Tray 1 (A3/11 × 17 Tray Unit (optional))**

| Paper type and weight | Metric version | Inch version | Paper capacity [1] |
|---|---|---|---|
| 52 - 128 g/m² (14 lb. Bond - 34 lb. Bond) | A3▭ | 11 × 17▭ | 1,000 sheets |
| 52 - 128 g/m² (14 lb. Bond - 34 lb. Bond) | [2] B4 JIS▭, A4▭▭, 11 × 17▭, 8¹/₂ × 14▭, 8¹/₂ × 11▭▭ | [2] A3▭, B4 JIS▭, A4 ▭▭, 8¹/₂ × 14▭, 8¹/₂ × 11▭▭ | 1,000 sheets |

**Tray 2, 3**

| Paper type and weight | Metric version | Inch version | Paper capacity [1] |
|---|---|---|---|
| 52 - 128 g/m² (14 lb. Bond - 34 lb. Bond) | [3] A3▭, B4 JIS▭, A4▭▭, B5 JIS▭▭, A5▭ ▭, 11 × 17▭, 8¹/₂ × 14▭, 8¹/₂ × 13▭, 8¹/₄ × 13▭, 8 × 13▭, 8¹/₂ × 11▭▭, 7¹/₄ × 10¹/₂▭▭, 5¹/₂ × 8¹/₂▭▭, 8K (267 × 390 mm)▭, 16K (195 × 267 mm)▭▭ | | 550 sheets |
| 52 - 128 g/m² (14 lb. Bond - 34 lb. Bond) | [4] 8¹/₄ × 14▭, 8 × 10¹/₂▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 210 × 182 mm▭, 170 × 210 mm▭, 340 × 210 mm▭ | | 550 sheets |
| 52 - 128 g/m² (14 lb. Bond - 34 lb. Bond) | Custom size  Vertical: 139.7 - 297.0 mm  Horizontal: 139.7 - 432.0 mm | Custom size  Vertical: 5.50 - 11.69 inches  Horizontal: 5.50 - 17.00 inches | 550 sheets |

| Paper type and weight | Metric version | Inch version | Paper capacity [1] |
|---|---|---|---|
| Tab sheets [8] <br><br> 163 g/m$^2$ (90 lb. Index), 199 g/m$^2$ (110 lb. Index) | A4▯, 8$^1/_2$ × 11▯, 8$^1/_2$ × 14▯ | | 500 sheets |

**Bypass Tray**

**3**

| Paper type and weight | Metric version | Inch version | Paper capacity [1] |
|---|---|---|---|
| 52 - 216 g/m$^2$ (14 lb. Bond - 80 lb. Cover) | [3] A3▯, A4▯, A5▯ | [3] A3▯, 11 × 17▯, 8$^1/_2$ × 14▯, 5$^1/_2$ × 8$^1/_2$▯ | [9] <br><br> 100 sheets (52 - 80 g/m$^2$, 14 lb. Bond - 20 lb. Bond) <br><br> 30 sheets (81 - 103 g/m$^2$, 21 lb. Bond - 28 lb. Bond) <br><br> 20 sheets (104 - 216 g/m$^2$, 39 lb. Cover - 80 lb. Cover) |
| 52 - 216 g/m$^2$ (14 lb. Bond - 80 lb. Cover) | [5] B4 JIS▯, A4▯, B5 JIS▯▯, A5▯, B6 JIS ▯, A6▯, <br><br> 11 × 17▯, 8$^1/_2$ × 14 ▯, 8$^1/_2$ × 11▯▯, 5$^1/_2$ × 8$^1/_2$▯▯, 8$^1/_2$ × 13▯, 8$^1/_4$ × 13▯, 8 × 13▯, 7$^1/_4$ × 10$^1/_2$▯▯, 11 × 15▯, 11 × 14▯, 10 × 15▯, 10 × 14▯, 8$^1/_4$ × 14▯, 8 × 10$^1/_2$▯▯, 8 × 10▯ ▯ | [5] B4 JIS▯, A4▯▯, B5 JIS▯▯, A5▯▯, B6 JIS▯, A6▯, <br><br> 8$^1/_2$ × 11▯▯, 5$^1/_2$ × 8$^1/_2$▯, 8$^1/_2$ × 13 ▯, 8$^1/_4$ × 13▯, 8 × 13▯, 7$^1/_4$ × 10$^1/_2$▯ ▯, 11 × 15▯, 11 × 14▯, 10 × 15▯, 10 × 14▯, 8$^1/_4$ × 14▯, 8 × 10$^1/_2$▯▯, 8 × 10 ▯▯ | [9] <br><br> 100 sheets (52 - 80 g/m$^2$, 14 lb. Bond - 20 lb. Bond) <br><br> 30 sheets (81 - 103 g/m$^2$, 21 lb. Bond - 28 lb. Bond) <br><br> 20 sheets (104 - 216 g/m$^2$, 39 lb. Cover - 80 lb. Cover) |

| Paper type and weight | Metric version | Inch version | Paper capacity [1] |
|---|---|---|---|
| 52 - 216 g/m² (14 lb. Bond - 80 lb. Cover) | [6]<br><br>Custom size<br>• With no finisher installed<br>Vertical: 100.0 - 305.0 mm<br>Horizontal: 139.7 - 600.0 mm<br>• With the Finisher SR4030/ SR4040 installed<br>Vertical: 100.0 - 305.0 mm<br>Horizontal: 139.7 - 487.6 mm<br>• With the Finisher SR4050 installed<br>Vertical: 100.0 - 305.0 mm<br>Horizontal: 139.7 - 458.0 mm | [6]<br><br>Custom size<br>• With no finisher installed<br>Vertical: 3.94 - 12.00 inches<br>Horizontal: 5.50 - 23.62 inches<br>• With the Finisher SR4030/ SR4040 installed<br>Vertical: 3.94 - 12.00 inches<br>Horizontal: 5.50 - 19.19 inches<br>• With the Finisher SR4050 installed<br>Vertical: 3.94 - 12.00 inches<br>Horizontal: 5.50 - 18.03 inches | [9]<br><br>100 sheets (52 - 80 g/m², 14 lb. Bond - 20 lb. Bond)<br><br>30 sheets (81 - 103 g/m², 21 lb. Bond - 28 lb. Bond)<br><br>20 sheets (104 - 216 g/m², 39 lb. Cover - 80 lb. Cover) |
| Translucent paper [12] | A3▯, B4 JIS▯, A4▯, B5 JIS▯, A4▯ [5], B5 JIS ▯ [5] | | 50 sheets [10] |
| OHP transparencies [7] | [3] A4▯, 8¹/₂ × 11▯<br>[5] A4▯, 8¹/₂ × 11▯ | | 50 sheets [10] |
| Label paper (adhesive labels) | B4 JIS▯, A4▯, A4▯ [5] | | 1 sheet |

**Large Capacity Tray (LCT) (optional)**

| Paper type and weight | Metric version | Inch version | Paper capacity |
|---|---|---|---|
| 52 - 128 g/m$^2$ (14 lb. Bond - 34 lb. Bond) | A4▭ | 8$^1$/$_2$ × 11▭ | 4,000 sheets |
| 52 - 128 g/m$^2$ (14 lb. Bond - 34 lb. Bond) | *2<br><br>B4 JIS▭ *11, A4▭ *11, 8$^1$/$_2$ × 14▭ *11, B5 JIS▭, 8$^1$/$_2$ × 11▭, 8$^1$/$_2$ × 11▭ *11 | *2<br><br>B4 JIS▭ *11, A4▭ *11, A4▭, 8$^1$/$_2$ × 14 ▭ *11, B5 JIS▭, 8$^1$/$_2$ × 11▭ *11 | 2,500 sheets |

*1  When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. See "Loading Paper".

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

*3  The paper size is detected automatically.

*4  Select the paper size under Tray Paper Size: Tray 2-3 in System Settings. See "System Settings", Network and System Settings Guide🅐.

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

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

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

*8  The optional tab sheet holder is required.

*9  Depending on the paper thickness, the actual paper capacity may be less than specified.

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

*11  The optional Extension Unit is required.

*12  When loading translucent paper, set the paper direction according to the grain.
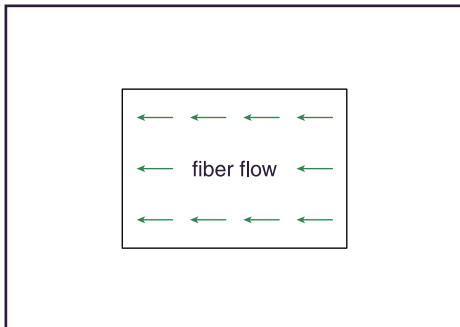


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**Paper Thickness**

| Paper Thickness [1] | Metric version | Inch version |
|---|---|---|
| Plain Paper | 52 - 80 g/m$^2$ | 14 lb. Bond - 20 lb. Bond |
| Middle Thick | 81 - 103 g/m$^2$ | 21 lb. Bond - 28 lb. Bond |
| Thick Paper | 104 - 216 g/m$^2$ | 39 lb. Cover - 80 lb. Cover |

[1] Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

**Note**

- When loading paper in the paper trays 1 - 3, place the print side face down.

- When using translucent paper or label paper, make sure to select the appropriate paper type under Paper Type: Bypass Tray or Paper Type: LCT. See "System Settings", Network and System Settings Guide⊚.

- When loading paper in the bypass tray or the large capacity tray (LCT), place the print side face up.

- 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.

- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. For details, see Copy and Document Server Reference⬚ ⊚, and Printer Reference⊚.

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

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

- When copying or printing onto thick paper of 104 - 216 g/m$^2$ (39 lb. Cover - 80 lb. Cover), the copy/print speed is slower than usual.

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

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

- 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 2-3 and Paper Type: LCT. See "System Settings", Network and System Settings Guide⊚. For the setting procedure of the Auto Tray Switching function, see "Copier/Document Server Features", Copy and Document Server Reference⬚ ⊚.

3

**Reference**

- p.71 "Loading Paper"
- p.89 "Thick Paper"

# Thick Paper

This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 157 - 216 g/m$^2$ (42 lb. Cover - 80 lb. Cover) in paper trays or in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all paper together in the same place - a room where the temperature is 20 - 25°C (68 - 77°F) and humidity is 30 - 65%.

- When loading thick sheets, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.

- Smooth out any curls in the paper before loading it.

- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.

- When loading thick paper in paper trays, set the paper direction according to its grain, as shown in the following diagram.



BLC017S
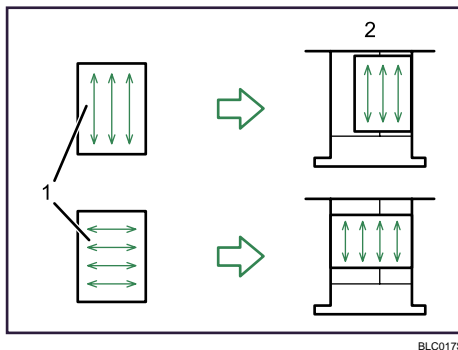
1: Direction of paper grain

2: Direction in which to set thick paper in paper trays

- When loading thick paper in the bypass tray, set the paper direction according to its grain, as shown in the following diagram.

BAV042S
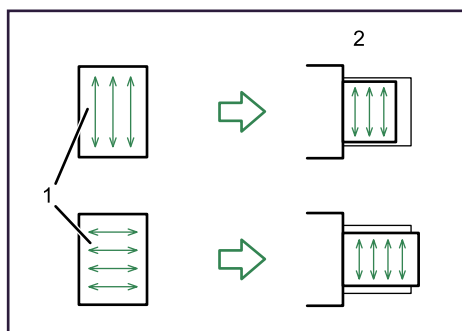
1: Direction of paper grain

2: Direction in which to set thick paper in the bypass tray

🔽Note

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.

- Prints might have prominent vertical creases.

- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

# 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
  - Envelopes
  - 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
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you copy or print onto rough grain paper, the output image might be blurred.

- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

# 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.

**3**

3

# 4. Adding Toner and Staples

This chapter explains how to replenish toner and staples when they run out.

## 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**

- Always add toner when the machine instructs you.

- 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.

- Do not repeatedly install and remove toner bottles. This will result in toner leakage.

- Do not shake the removed toner bottle. Remaining toner might scatter.

- Do not use recycled toner. This will damage the machine.

- Store toner containers in a cool, dry place free from direct sunlight.

- Store toner on a flat surface.

🔽 **Note**

- If the message "⏏Check toner cartridge replacement(s)." appears, the toner has almost run out. Have a replacement toner cartridge at hand.

- You can check the name of the required toner 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", Troubleshooting 📖 ⏱.

- You can still make about 1,000 copies after ⏏ appears, but replace the toner early to prevent poor copy quality.

## Replacing Toner

This section describes how to replace toner.

⭐ **Important**

- Do not shake the toner bottle with its mouth down after removing it. Residual toner may scatter.
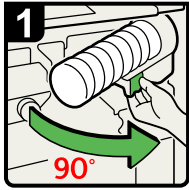
**1**
90°
・Open the front cover of the machine.
・Pull out of the lever under the toner bottle toward you 90°.
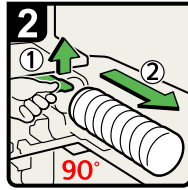
**2**
90°
・Raise the lever, and then gently pull out of the toner bottle.
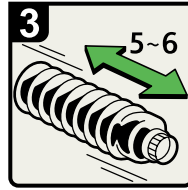
**3**
5~6
・Hold the new bottle horizontally, and then shake it five or six times without removing the outer cap.
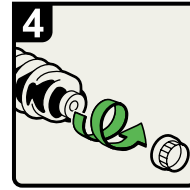
**4**
・Remove the outer cap.
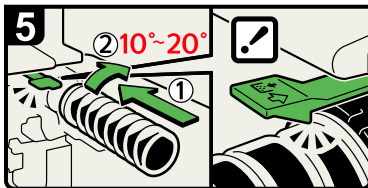
**5**
②10°~20° ①
・Place the toner bottle in position, then push it in until the lever clicks.
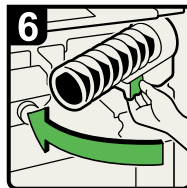
**6**
・Rerurn the lever under the toner bottle to its original position.
・Close the front cover of the machine.

BRL050S

**Note**

- Do not remove the inner cap.

- If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the right by 10 - 20°, then try again.

## 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.

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.

**4**

# Adding Staples

This section describes what to do when staples need replacing.

## ⚠️CAUTION

> • When closing the finisher, keep hands clear of the finisher's upper surface.

⭐ **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 "Options".

📑 **Reference**

## Finisher SR4030

This section describes how to add staples to the Finisher SR4030.
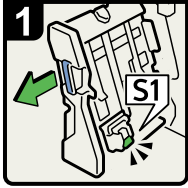
**1**

· 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**
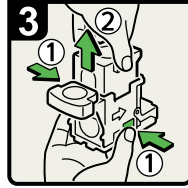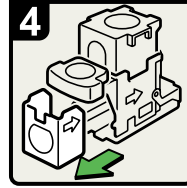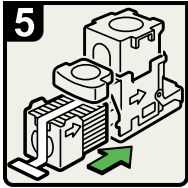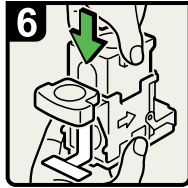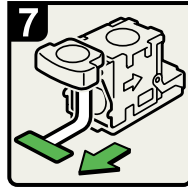
· Push the cartridge down until it clicks.

· Return the staple unit to its original position, and then close the finisher front cover.

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## Finisher SR4040

This section describes how to add staples to the Finisher SR4040.
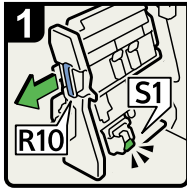
**1**
· Open the finisher front cover.
· Pull out the staple unit.

**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.
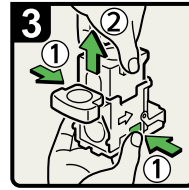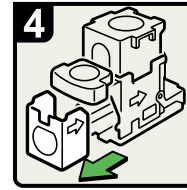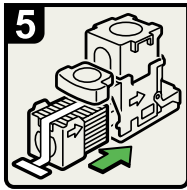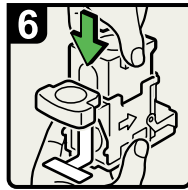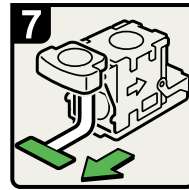
**8**
· Push the cartridge down until it clicks.
· Return the staple unit to its original position, and then close the finisher front cover.

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**4**

## Finisher SR4040 (Saddle Stitch)

The following procedure explains how to add staples to the Finisher SR4040 (Saddle Stitch).
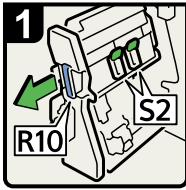
**1**

・Open the finisher front cover.

・Pull out the staple unit.

**2**

・Pull the 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**
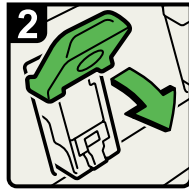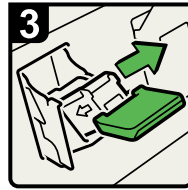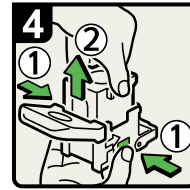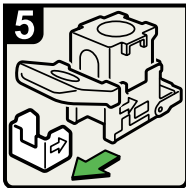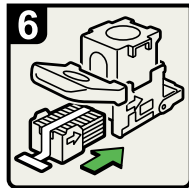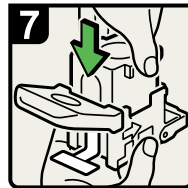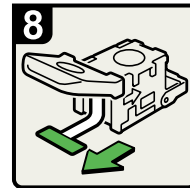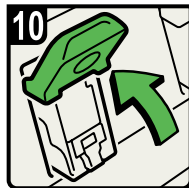
・Return the lever S2 to its original position.

・Return the staple unit to its original position, and then close the finisher front cover.

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## Finisher SR4050

This section describes how to add staples to the Finisher SR4050.
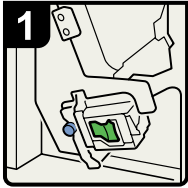
**1**
· Open the finisher front cover.
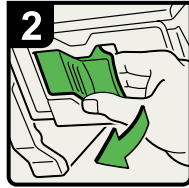
**2**
· Pull out the cartridge lever.
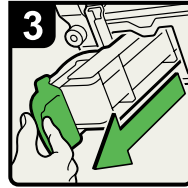
**3**
· Pull out the cartridge gently.
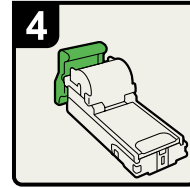
**4**
· Put the cartridge down on a level surface.

**5**
· Raise the cover up.
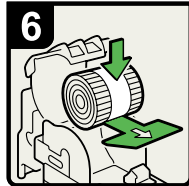
**6**
· Set the new refill.

**7**
· Lower the cover until it clicks.
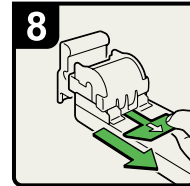
**8**
· Pull out the ribbon.
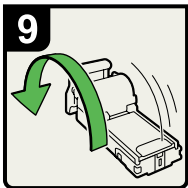
**9**
· Turn the cartridge around.
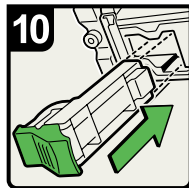
**10**
· Hold the lever and push in the cartridge.
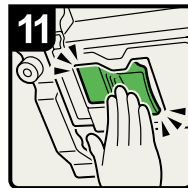
**11**
· Push in the cartridge until it clicks.
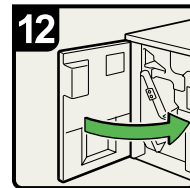
**12**
· Close the finisher front cover.

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**4**

4

# 5. Entering Text

This chapter 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.

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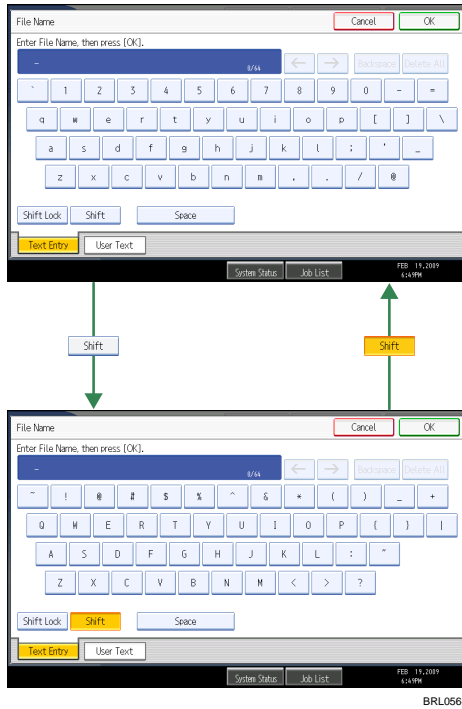
**Note**

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

## 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.**

### Entering numbers

This section explains how to enter numbers.

1. **Press numbers you want to enter.**

**Note**

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

## 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", Network and System Settings Guide.

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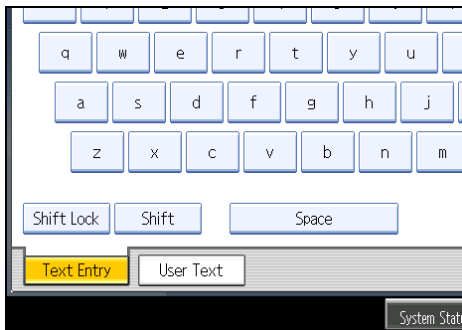


2. **Select the User Text you want to use.**

5
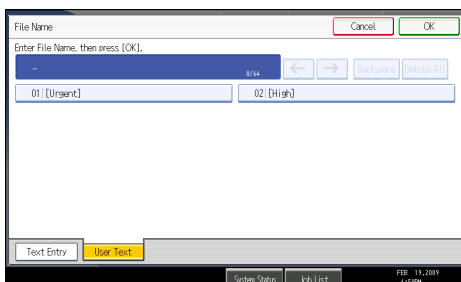
# 6. Operating Instructions

This chapter describes the Operating Instructions of this machine.

## Installing Operating Instructions

The supplied 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 browser: 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.
- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.

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

⬇ **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.

# How to Use the Operating Instructions

This section explains how to use manuals.
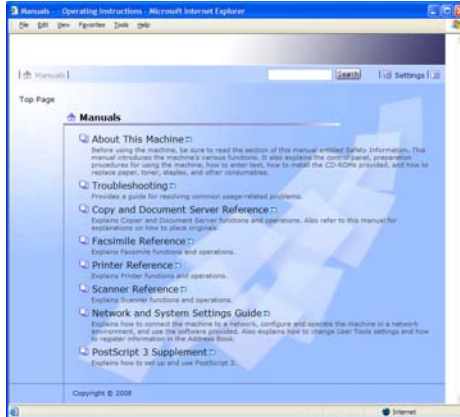


## Opening from the Icon

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 a manual from the supplied CD-ROMs.

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

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

   The browser opens, and then the manual appears.

## 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.

# 7. Remarks

This chapter describes how to maintain and operate the machine.

## 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 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.
- The area around the ventilation hole may become warm. This is caused by exhaust air and is not a malfunction.
- 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.

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- Do not allow small objects such as paper clips 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 vapor 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.

- The anti-humidity heater and optional anti-condensation heater warm the machine's interior to prevent it becoming too humid. These heaters keep the machine warm even if the main power switch is turned off.

- 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.66 "Turning On/Off the Power"

# 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. For details about how to turn the main power off, see "Turning On/Off the 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.
  - 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.

7

- **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.**

🔖 Reference

- p.66 "Turning On/Off the Power"

## 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.

⚠️ **CAUTION**

- When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.

⚠️ **CAUTION**

- Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.

- 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 inches: 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.
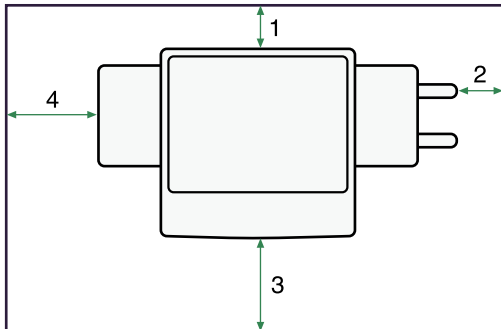


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| 1 | Rear | 5 cm (2 inches) or more |
|---|---|---|
| 2 | Right | 4 cm (1.6 inches) or more |
| 3 | Front | 70 cm (27.5 inches) or more |
| 4 | Left | 10 cm (4 inches) or more |

**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 in "Specifications for the Main Unit" in 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

- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

# ⚠️WARNING

- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

# ⚠️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.

- Make sure the plug is inserted firmly in the wall outlet.

- Voltage must not fluctuate by more than 10%.

- The wall outlet shall be installed near the machine and shall be easily accessible.

# Maintaining Your Machine

If the exposure glass, scanning glass, or ADF 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**

Cleaning the machine: Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

## Cleaning the Exposure Glass

This section describes how to clean the exposure glass and the scanning glass.

1. **Wipe the exposure glass and the scanning glass.**
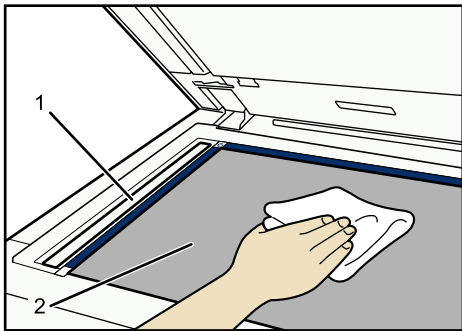


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1. **Scanning glass**
2. **Exposure glass**

## Cleaning the Auto Document Feeder

This section describes how to clean the ADF.

1. **Wipe the sheet and guiding plate of the ADF.**



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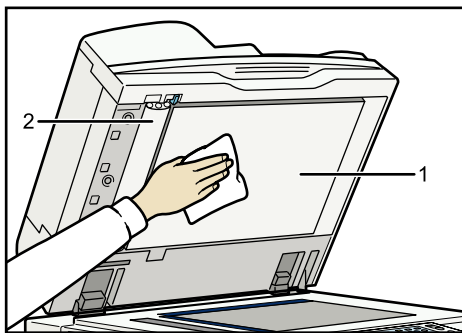
   1. Sheet

   2. Guiding plate

2. **Pull the lever.**



BRK058S
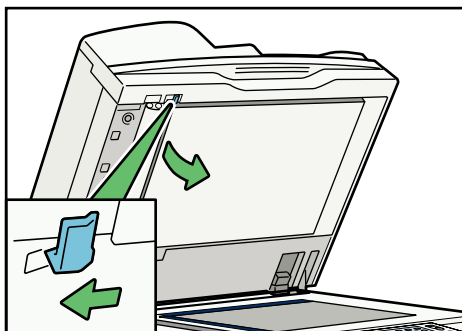
3. **Wipe the scanning glass.**



BRK059S
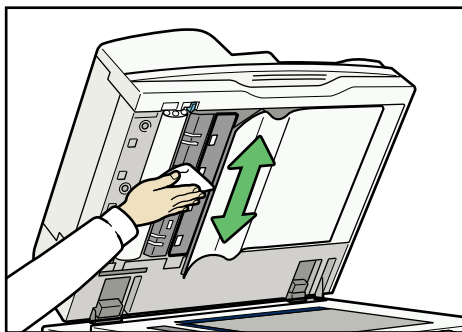
## Cleaning the Power Cable Plug

### ⚠️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.

# Counter

## Displaying the Total Counter

You can display the total counter value used for all functions.

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



BRL029S
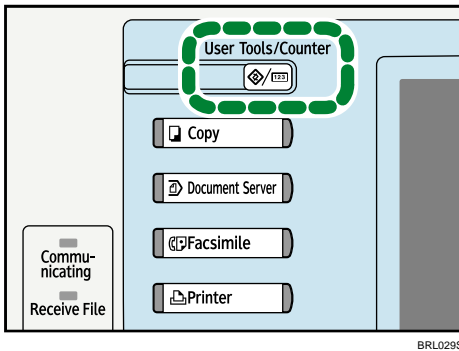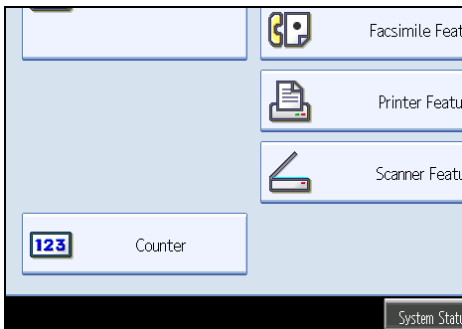
2. **Press [Counter].**



3. **To print a counter list, press [Print Counter List].**
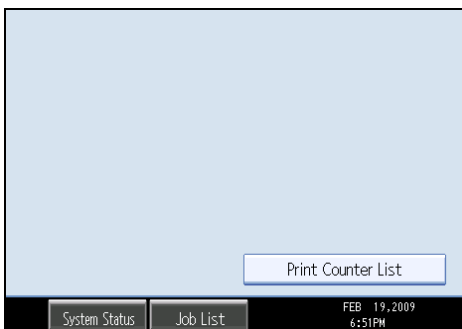


4. **Press the [Start] key.**

A counter list prints out.

5. **Press [Exit] twice.**

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# 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:

**Consumables**

- Telephone No. to order
- Toner
- Staple
- Staple (Booklet)

**Machine Maintenance/Repair**

- Telephone No.
- Serial No. of Machine

**Sales Representative**

- Telephone No.

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



BRL029S
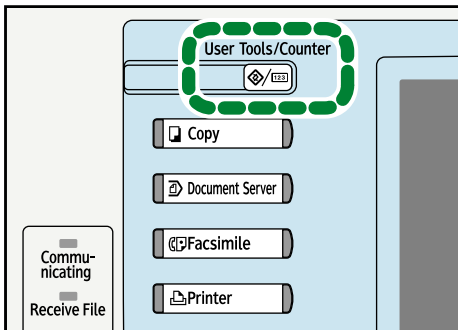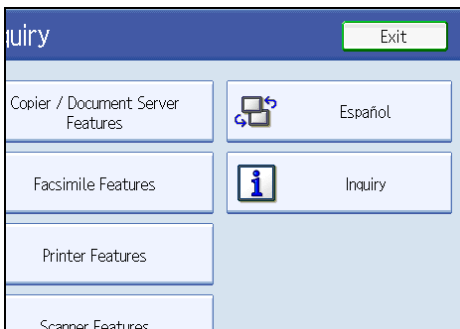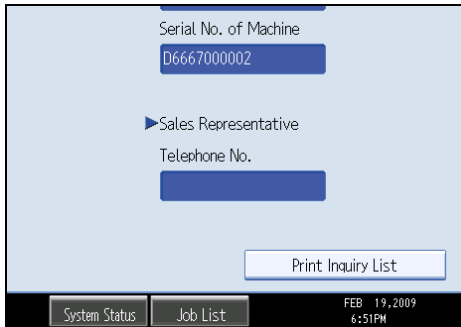
2. **Press [Inquiry].**



Inquiry information appears.

3. **Press [Print Inquiry List].**



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

   Inquiry information prints out.

5. **Press [Exit] twice.**

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# 8. Appendix

This chapter describes the provided software and utilities CD-ROMs, and specifications.

# Software and Utilities Included on the CD-ROM

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

Two CD-ROMs come with this machine: "Printer Drivers and Utilities", and "Scanner Driver and Utilities".

The following are included in these CD-ROMs:

**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 labeled "Printer Drivers and Utilities".

**SmartDeviceMonitor for Admin**

For the system administrator to manage network printers.

**DeskTopBinder-SmartDeviceMonitor for Client**

For users to manage their network print status.

**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.

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⭐ **Important**

- You can install the PCL printer drivers (PCL 5e and PCL 6), the RPCS printer driver, 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 x64/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 labeled "Printer Drivers and Utilities".

| Printer Language | PCL 6 | PCL 5e | RPCS | PostScript 3 |
| --- | --- | --- | --- | --- |
| Windows 2000 *1 | OK | OK | OK | OK |
| Windows XP *2 | OK | OK | OK | OK |
| Windows Vista *3 | OK | OK | OK | OK |
| Windows Server 2003 *4 | OK | OK | OK | OK |
| Windows Server 2008 *5 | OK | 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/Microsoft Windows Server 2008 Enterprise

*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.

**RPCS printer driver**

This printer driver allows the computer to communicate with the printer using a printer language. In addition to the conventional user interface, another preset user interface is provided.

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**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.

**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 CD-ROM labeled "Scanner Driver and Utilities" 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 x64/Vista x64, or Windows Server

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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 labeled "Printer Drivers and Utilities":

`\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.

## DeskTopBinder Lite

This section describes the file path and system requirements of DeskTopBinder Lite.

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.

For details about the software installed with DeskTopBinder Lite, see "DeskTopBinder Lite", Scanner Reference⊚.

**File path**

The software is included in the following folder on the CD-ROM labeled "Scanner Driver and Utilities" provided with this machine:

`\UTILITY\DESKV2`

**System requirements**

- Hardware

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

- Operating system

- When installing all functions of DeskTopBinder:

  Windows 2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition

- When installing only SmartDeviceMonitor for Client:

  Windows 2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition

## SmartDeviceMonitor for Admin

This section describes the file path and available functions of 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.

**File path**

SmartDeviceMonitor for Admin is stored in the following folder in the CD-ROM labeled "Printer Drivers and Utilities":

`\NETWORK\DEVMON\ADMIN\DISK1`

| Operating system | Protocol stack |
|---|---|
| Windows 2000 | TCP/IP provided with Windows 2000<br>IPX/SPX provided with Windows 2000<br>NetWare Client provided with Windows 2000<br>Novell Client provided with Windows 2000 |
| Windows XP | TCP/IP provided with Windows XP<br>IPX/SPX provided with Windows XP<br>NetWare Client provided with Windows XP<br>Novell Client provided with Windows XP |
| Windows Vista | TCP/IP provided with Windows Vista<br>Novell Client provided with Windows Vista |
| Windows Server 2003 | TCP/IP provided with Windows Server 2003<br>IPX/SPX provided with Windows Server 2003<br>NetWare Client provided with Windows Server 2003<br>Novell Client provided with Windows Server 2003 |

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| Operating system | Protocol stack |
|---|---|
| Windows Server 2008 | TCP/IP provided with Windows Server 2008 |
| | Novell Client provided with Windows Server 2008 |

**Available functions**

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

**Note**

- For details, see Network and System Settings Guide⊙, and SmartDeviceMonitor for Admin Help.

## DeskTopBinder-SmartDeviceMonitor for Client

This section describes the file path and system requirements of DeskTopBinder-SmartDeviceMonitor for Client.

DeskTopBinder-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.

**File path**

DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":

`\NETWORK\DEVMON\CLIENT\DISK1`

**Operating environment of the printer driver**

- Applicable computer

  Machines which properly work with the applicable OS below. PC/AT compatible machine.

- Applicable OS

  Windows 2000/XP/Vista

  Windows Server 2003/2003 R2/2008

**Note**

- See "DeskTopBinder Lite", Scanner Reference⊙ or Help of DeskTopBinder-SmartDeviceMonitor for Client.
- SmartDeviceMonitor for Client is also included in DeskTopBinder and DeskTopBinder Lite. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

# Specifications for the Main Unit

This section describes specifications for the main unit.

**Configuration:**

> Console

**Photosensitivity type:**

> OPC drum

**Original scanning:**

> CCD-CIS

**Copy process:**

> Dry electrostatic transfer system

**Development:**

> Dry two-component magnetic brush development system

**Fusing:**

> Heating roll pressure system

**Scan resolution:**

> 600 dpi × 600 dpi

**Copy/Print resolution:**

> 1200 dpi × 1200 dpi

**Exposure glass:**

> Stationary original exposure type

**Original reference position:**

> Rear left corner

**Warm-up time (20°C (68°F), rated voltage):**

- Type 1, 2: 30 seconds or less
- Type 3: 60 seconds or less
- Type 4: 300 seconds or less

**Originals:**

> Sheet/book/objects

**Maximum original size:**

> A3▱, 11 × 17▱

**Copy paper size:**

- Trays: A3⊐ - A5⊐⊐, 11 × 17⊐ - 5$^1$/$_2$ × 8$^1$/$_2$⊐⊐, 8K (267 × 390 mm)⊐, 16K (195 × 267 mm)⊐⊐

- Bypass: A3⊐ - A6⊐, 11 × 17⊐ - 5$^1$/$_2$ × 8$^1$/$_2$⊐

- Bypass (custom size): Vertical: 100.0 - 305.0 mm, 3.94 - 12.00 inches

  Horizontal: 139.7 - 600.0 mm, 5.50 - 23.62 inches

- Duplex: A3⊐ - A5⊐⊐, 11 × 17⊐ - 5$^1$/$_2$ × 8$^1$/$_2$⊐⊐, 8K (267 × 390 mm)⊐, 16K (195 × 267 mm)⊐⊐

**Paper weight:**

- Trays: 52 - 128 g/m$^2$, 14 lb. Bond - 34 lb. Bond

- Bypass: 52 - 80 g/m$^2$, 14 lb. Bond - 20 lb. Bond

  81 - 103 g/m$^2$, 21 lb. Bond - 28 lb. Bond (Middle Thick mode)

  104 - 216 g/m$^2$, 39 lb. Cover - 80 lb. Cover (Thick Paper mode)

- Duplex: 64 - 128 g/m$^2$, 17 lb. Bond - 34 lb. Bond

For details about and recommendations concerning thick paper, see "Thick Paper".

**Non-reproduction area (Copier):**

- Leading edge: 4 ± 2 mm (0.16 ± 0.08 inches)

- Trailing edge: 2 ± 2 mm (0.08 ± 0.08 inches)

- Left edge: 2 ± 1.5 mm (0.08 ± 0.06 inches)

- Right edge: 0.5 mm (0.02 inches) or more

**First copy/print time:**

- Type 1: 4.2 seconds or less

- Type 2, 3: 3.5 seconds or less

- Type 4: 3.3 seconds or less

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

**Copying speed (A4⊐, 8$^1$/$_2$ × 11⊐):**

- Type 1: 60 copies/minute

- Type 2: 70 copies/minute

- Type 3: 80 copies/minute

- Type 4: 90 copies/minute

**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. Bond):**

- Tray 1 (Tandem tray): 3,100 sheets (1,550 sheets × 2)
- Trays 2, 3 (550-sheet tray): 550 sheets
- Bypass tray: 100 sheets

**Power source:**

- Types 1, 2, and 3: 120 V, 60 Hz, 20 A
- Type 4: 208 - 240 V, 60 Hz, 12 A

**Power consumption:**

- Main unit only

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Warm-up | About 1.41 kW | About 1.41 kW | About 1.40 kW | About 1.71 kW |
| Stand-by | About 294 W | About 294 W | About 278 W | About 310 W |
| During printing | About 1.55 kW | About 1.55 kW | About 1.56 kW | About 1.75 kW |
| Maximum | About 1.80 kW | About 1.80 kW | About 1.90 kW | About 1.90 kW |

- Complete system

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Warm-up | About 1.43 kW | About 1.43 kW | About 1.42 kW | About 1.73 kW |
| Stand-by | About 317 W | About 317 W | About 301 W | About 333 W |
| During printing | About 1.67 kW | About 1.67 kW | About 1.68 kW | About 1.87 kW |
| Maximum | About 1.80 kW | About 1.80 kW | About 1.90 kW | About 1.90 kW |

- The complete system consists of the main unit, finisher, Multi-Folding unit, LCT, and printer/scanner unit.

**Dimensions (W × D × H up to ADF):**

690 × 790 × 1,165 mm, 27.2 × 31.1 × 45.9 inches

**Space for main unit (W × D):**

1,175 × 817 mm, 46.3 × 31.2 inches

**Noise emission:**

- Sound power level:
  - Main unit only

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Stand-by | Less than 48.3 dB (A) | Less than 48.4 dB (A) | Less than 50.8 dB (A) | Less than 51.2 dB (A) |
| Copying | Less than 69.7 dB (A) | Less than 70.0 dB (A) | Less than 71.5 dB (A) | Less than 72.2 dB (A) |

  - Complete system

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|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Stand-by | Less than 49.0 dB (A) | Less than 49.1 dB (A) | Less than 52.9 dB (A) | Less than 52.9 dB (A) |
| Copying | Less than 74.8 dB (A) | Less than 75.0 dB (A) | Less than 75.5 dB (A) | Less than 76.3 dB (A) |

- Sound pressure level:
  - Main unit only

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Stand-by | Less than 35.8 dB (A) | Less than 35.9 dB (A) | Less than 37.7 dB (A) | Less than 38.0 dB (A) |
| Copying | Less than 54.5 dB (A) | Less than 57.6 dB (A) | Less than 58.5 dB (A) | Less than 58.7 dB (A) |

  - Complete system

|  | Type 1 | Type 2 | Type 3 | Type 4 |
|---|---|---|---|---|
| Stand-by | Less than 37.2 dB (A) | Less than 37.3 dB (A) | Less than 48.4 dB (A) | Less than 40.1 dB (A) |
| Copying | Less than 60.7 dB (A) | Less than 60.2 dB (A) | Less than 61.0 dB (A) | Less than 61.6 dB (A) |

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit, finisher, Multi-Folding unit, LCT, and printer/scanner unit.

**Weight:**

217 kg (478.4 lb.)

**Reference**

- p.89 "Thick Paper"

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## Auto Document Feeder

**Mode:**

Batch (SADF) mode, Mixed Sizes mode, Original Orientation mode

**Original size:**

- Metric version:
    - A3 ⊏ - B6 JIS ⬚⊏ (1-sided originals)
    - A3 ⊏ - A5 ⬚⊏ (2-sided originals)
- Inch version:
    - 11 × 17 ⊏ - $5^1/_2 × 8^1/_2$ ⬚⊏ (1-sided originals)
    - 11 × 17 ⊏ - $5^1/_2 × 8^1/_2$ ⬚⊏ (2-sided originals)

**Original weight:**

- 1-sided originals: 40 - 128 g/m$^2$ (11 lb. Bond - 34 lb. Bond)
- 2-sided originals: 52 - 128 g/m$^2$ (14 lb. Bond - 34 lb. Bond)

**Number of originals to be set:**

- 250 sheets: Less than 69 g/m$^2$ (18 lb. Bond) [*1]
- 150 sheets: Less than 80 g/m$^2$ (20 lb. Bond)

    *1  Above specification depends on the paper type and condition.

**Maximum power consumption:**

Less than 95 W (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

680 × 560 × 180 mm, 26.8 × 22 × 7.1 inches

**Weight:**

Approx. 18.5 kg, 40.8 lb.

⬇Note

- Specifications are subject to change without notice.

## Document Server

**HDD (Document Server):**

Approx. 89.6 GB

Maximum: 10,000 pages

(Total number of pages that can be accommodated stored with all functions combined)

Copier/A4 original: 2,000

Printer/A3/600 dpi, 2 bit: Approx. 3,000

Scanner/A4/200 dpi, 8 bits/JPEG: Approx. 2,000

(Under the printer and scanner functions, the number of the pages that can be stored depends on the print image and original.)

**Maximum number of stored documents:**

3,000 documents

(The maximum number of received faxes that can be stored is 1,000.)

**Number of pages supported by memory sorting:**

Maximum: 6,000 pages

Copier/A4 original: Approx. 2,000

Printer/A4/600 dpi, 2 bits: Approx. 3,000

(Under the printer function, the number of the pages that can be sorted depends on the print image.)

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# Specifications for Finisher SR4030 (Optional)

This section describes specifications for Finisher SR4030.

## Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4030.

**Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K, custom size.

**Paper weight:**

52 - 163 g/m$^2$, 14 lb. Bond - 90 lb. Index

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

- 250 sheets: A4, B5 JIS, A5, B6 JIS, A6, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$
- 50 sheets: A3, B4 JIS, 11 × 17, $8^1/_2$ × 14

## Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR4030.

**Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K, custom size.

**Paper weight:**

52 - 216 g/m$^2$, 14 lb. Bond - 80 lb. Cover

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

- 3,000 sheets: A4, $8^1/_2$ × 11
- 1,500 sheets: A3, B4 JIS, A4, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11
- 100 sheets: A5, B6 JIS, A6, $5^1/_2$ × $8^1/_2$

**Staple paper size:**

A3, B4 JIS, A4, B5 JIS,

11 × 17□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, $8^1/_2$ × 14□, $8^1/_2$ × 11□□, $7^1/_4$ × $10^1/_2$□□, 8 × 13□, $8^1/_2$ × 13□, $8^1/_4$ × 14□, $8^1/_4$ × 13□, 8 × $10^1/_2$□□, 8 × 10□□, 182 × 210 mm□, 210 × 340 mm□, 8K□, 16K□□

**Staple paper weight:**

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

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

- Without Mixed Size:

    - 30 sheets: A3□, B4 JIS□, 11 × 17□, $8^1/_2$ × 14□, 8 × 13□, $8^1/_2$ × 13□, $8^1/_4$ × 14□, $8^1/_4$ × 13□, 210 × 340 mm□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8K□

    - 50 sheets: A4□□, B5 JIS□□, $8^1/_2$ × 11□□, 8 × $10^1/_2$□□, 8 × 10□□, $7^1/_4$ × $10^1/_2$□□, 182 × 210 mm□, 16K□□

- With Mixed Size:

    - 30 sheets: A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□/$8^1/_2$ ×11□

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

- Without Mixed Size:

    - 2 - 19 sheets: 150 sets (A4□, $8^1/_2$ × 11□)

    - 20 - 50 sheets: 150 - 60 sets (A4□, $8^1/_2$ × 11□)

    - 2 - 14 sheets: 100 sets (A4□, B5 JIS□□, $8^1/_2$ × 11□)

    - 15 - 50 sheets:100 - 30 sets (A4□, B5 JIS□□, $8^1/_2$ × 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□/$8^1/_2$ ×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.

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# Specifications for Finisher SR4040 (Optional)

This section describes specifications for Finisher SR4040.

## Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4040.

**Paper size:**

- Without Z-fold:

  A3▭, B4 JIS▭, A4▭▭, B5 JIS▭▭, A5▭▭, B6 JIS▭, A6▭, 11 × 17▭, 11 × 15▭, 11 × 14 ▭, 10 × 15▭, 10 × 14▭, $8^1/_2$ × 14▭, $8^1/_2$ × 13▭, $8^1/_2$ × 11▭▭, $8^1/_4$ × 14▭, $8^1/_4$ × 13▭, 8 × 13▭, 8 × $10^1/_2$▭▭, 8 × 10▭▭, $5^1/_2$ × $8^1/_2$▭▭, $7^1/_4$ × $10^1/_2$▭▭, 182 × 210 mm▭, 170 × 210 mm▭, 210 × 340 mm▭, 8K▭, 16K▭▭, custom size.

- With Z-fold:

  A3▭, B4 JIS▭, A4▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 11▭

**Paper weight:**

- Without Z-fold:

  52 - 163 g/m$^2$, 14 lb. Bond - 90 lb. Index

- With Z-fold:

  64 - 80 g/m$^2$, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:

  - 250 sheets: A4▭▭, B5 JIS▭▭, A5▭▭, B6 JIS▭, A6▭, $8^1/_2$ × 11▭▭, $8^1/_2$ × $5^1/_2$▭ ▭

  - 50 sheets: A3▭, B4 JIS▭, 11 × 17▭, $8^1/_2$ × 14▭

- With Z-fold:

  - 20 sheets: A4▭, $8^1/_2$ × 11▭

  - 30 sheets: A3▭, B4 JIS▭, 11 × 17▭, $8^1/_2$ × 14▭

## Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR4040.

**Paper size:**

- Without Z-fold:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K, custom size.

- With Z-fold:

  A3, B4 JIS, A4, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

**Paper weight:**

- Without Z-fold:

  52 - 216 g/m$^2$, 14 lb. Bond - 80 lb. Cover

- With Z-fold:

  64 - 80 g/m$^2$, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:

  - 2,000 sheets: A4, $8^1/_2$ × 11

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

  - 500 sheets: A5

  - 100 sheets: A5, B6 JIS, A6, $5^1/_2$ × $8^1/_2$

- With Z-fold:

  - 20 sheets: A4, $8^1/_2$ × 11

  - 30 sheets: A3, B4 JIS, 11 × 17, $8^1/_2$ × 14

**Staple paper size:**

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS,

  11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 210 × 340 mm, 8K, 16K

- With Z-fold:

  A3, B4 JIS, A4, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

**Staple paper weight:**

- Without Z-fold:

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

- With Z-fold:

  64 - 80 g/m$^2$, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 30 sheets: A3, B4 JIS, 11 × 17, $8^1/_2$ × 14, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K
  - 50 sheets: A4, B5 JIS, $8^1/_2$ × 11, 8 × $10^1/_2$, 8 × 10, $7^1/_4$ × $10^1/_2$, 182 × 210 mm, 16K
  - 30 sheets: With Mixed Size mode
- With Z-fold:
  - 5 sheets: A3, B4 JIS, A4, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

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

- Without Mixed Size:
  - 2 - 12 sheets: 150 sets (A4, $8^1/_2$ × 11)
  - 13 - 50 sheets: 150 - 40 sets (A4, $8^1/_2$ × 11)
  - 2 - 9 sheets: 100 sets (A4, B5 JIS, $8^1/_2$ × 11)
  - 10 - 50 sheets:100 - 20 sets (A4, B5 JIS, $8^1/_2$ × 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/$8^1/_2$ ×11)

**Staple position:**

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

## Finisher Booklet Tray

This section describes specifications for the finisher booklet tray of Finisher SR4040.

**Saddle stitch paper size:**

A3, B4 JIS, A4, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

**Saddle stitch paper weight:**

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

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

1 set (15 sheets)

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

- 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.

# Specifications for Finisher SR4050 (Optional)

This section describes specifications for Finisher SR4050.

## Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4050.

**Paper size:**

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K, custom size.

- With Z-fold:

  A3, B4 JIS, 11 × 17, $8^1/_2$ × 14

**Paper weight:**

- Without Z-fold:

  52 - 216 g/m$^2$, 14 lb. Bond - 80 lb. Cover

- With Z-fold:

  64 - 80 g/m$^2$, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 500 sheets: A4, B5 JIS, A5, B6 JIS, A6, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$
  - 250 sheets: A3, B4 JIS, 11 × 17, $8^1/_2$ × 14
- With Z-fold: 30 sheets

## Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR4050.

**Paper size:**

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13,

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8 × 13↔, 8 × 10$^1/_2$↕↔, 8 × 10↕↔, 5$^1/_2$ × 8$^1/_2$↕↔, 7$^1/_4$ × 10$^1/_2$↕↔, 182 × 210 mm ↕, 170 × 210 mm↕, 210 × 340 mm↔, 8K↔, 16K↕↔, custom size.

- With Z-fold:

  A3↔, B4 JIS↔, A4↔, 11 × 17↔, 8$^1/_2$ × 14↔, 8$^1/_2$ × 11↕

**Paper weight:**

- Without Z-fold:

  52 - 216 g/m$^2$, 14 lb. Bond - 80 lb. Cover

- With Z-fold:

  64 - 80 g/m$^2$, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:

  - 3,000 sheets: A4↕, B5 JIS↕, 8$^1/_2$ × 11↕

  - 1,500 sheets: A3↔, B4 JIS↔, A4↔, B5 JIS↔, 11 × 17↔, 8$^1/_2$ × 14↔, 8$^1/_2$ × 11↔

  - 500 sheets: A5↕, 5$^1/_2$ × 8$^1/_2$↕

  - 100 sheets: A5↔, 5$^1/_2$ × 8$^1/_2$↔

- With Z-fold: 30 sheets

**Staple paper size:**

- Without Z-fold:

  A3↔, B4 JIS↔, A4↕↔, B5 JIS↕↔, 11 × 17↔, 11 × 15↔, 11 × 14↔, 10 × 15↔, 10 × 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$^1/_2$↕↔, 8 × 10↔, 7$^1/_4$ × 10$^1/_2$↕↔, 182 × 210 mm↕, 170 × 210 mm↕, 210 × 340 mm↔, 8K↔, 16K↕↔

- With Z-fold:

  A3↔, B4 JIS↔, 11 × 17↔

**Staple paper weight:**

- Without Z-fold:

  64 - 80 g/m$^2$, 17 lb. Bond - 20 lb. Bond

- With Z-fold:

  64 - 80 g/m$^2$, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:

  - 50 sheets: A3↔, B4 JIS↔, 11 × 17↔, 11 × 15↔, 11 × 14↔, 10 × 15↔, 10 × 14↔, 8$^1/_2$ × 14↔, 8$^1/_2$ × 13↔, 8$^1/_4$ × 14↔, 8$^1/_4$ × 13↔, 8 × 13↔, 8 × 10$^1/_2$↕↔, 8 × 10↕↔, 182 × 210 mm↕↔, 170 × 210 mm↕, 210 × 340 mm↔, 8K↔

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- 100 sheets: A4⬐⬎, B5 JIS⬐⬎, $8^1/_2 \times 11$⬐⬎, $7^1/_4 \times 10^1/_2$⬐⬎, 16K⬐⬎
- With Z-fold: 10 sheets

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

- Without Mixed Size:
  - 2 - 9 sheets: 150 sets (A4⬐⬎, B5 JIS⬐⬎, $8^1/_2 \times 11$⬐⬎)
  - 10 - 100 sheets: 200 - 30 sets (A4⬐⬎, B5 JIS⬐⬎, $8^1/_2 \times 11$⬐⬎)
  - 2 - 9 sheets: 150 sets (A3⬎, B4 JIS⬎, 11 × 17⬎, $8^1/_2 \times 14$⬎)
  - 10 - 50 sheets: 150 - 30 sets (A3⬎, B4 JIS⬎, 11 × 17⬎, $8^1/_2 \times 14$⬎)
- With Mixed Size:
  - 2 - 50 sheets: 30 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. 100 W (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

800 × 730 × 980 mm, 31.5 × 28.7 × 38.6 inches

**Weight:**

Approx. 65 kg, 143.3 lb.

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# Specifications for Punch Unit (Finisher SR4030, Finisher SR4040) (Optional)

This section describes specifications for the punch unit (Finisher SR4030, Finisher SR4040).

**Paper size:**

| Punch unit type | Paper size |
|---|---|
| 2 & 4 holes type: 2 holes | ▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 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, 8K, 16K, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14 |
| 2 & 4 holes type: 2 holes | ▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm |
| 2 & 4 holes type: 4 holes | ▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 8K |
| 2 & 4 holes type: 4 holes | ▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$ |
| 4 holes type: 4 holes | ▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 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, 8K, 16K, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14 |
| 4 holes type: 4 holes | ▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm |
| 2 & 3 holes type: 2 holes | ▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 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, 8K, 16K, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14 |
| 2 & 3 holes type: 2 holes | ▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm |
| 2 & 3 holes type: 3 holes | ▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10×15, 10×14, 8K |
| 2 & 3 holes type: 3 holes | ▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8×10 |

**Paper weight:**

52 - 163 g/m$^2$, 14 lb. Bond - 90 lb. Index

**Power consumption:**

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

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**Dimensions (W × D × H):**

110 × 484 × 117 mm, 4.3 × 19 × 4.6 inches

**Weight:**

Approx. 2.5 kg, 5.5 lb.

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# Specifications for Punch Unit (Finisher SR4050) (Optional)

This section describes specifications for the punch unit (Finisher SR4050).

**Paper size:**

| Punch unit type | Paper size |
|---|---|
| 2 & 4 holes type: 2 holes | ▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 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, 8K, 16K, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14 |
| 2 & 4 holes type: 2 holes | ▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm |
| 2 & 4 holes type: 4 holes | ▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 8K |
| 2 & 4 holes type: 4 holes | ▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$ |
| 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, 8K, 16K, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14 |
| 4 holes type: 4 holes | ▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm |
| 2 & 3 holes type: 2 holes | ▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 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, 8K, 16K, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14 |
| 2 & 3 holes type: 2 holes | ▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm |
| 2 & 3 holes type: 3 holes | ▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10×15, 10×14, 8K |
| 2 & 3 holes type: 3 holes | ▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8×10 |

**Paper weight:**

- 2 & 3 holes: 52 - 163 g/m$^2$, 14 lb. Bond - 90 lb. Index
- 4 holes: 52 - 128 g/m$^2$, 14 lb. Bond - 34 lb. Bond

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**Power consumption:**

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

**Dimensions (W × D × H):**

- 4 holes: 85 × 460 × 100 mm, 3.4 × 18.2 × 3.9 inches

- 2 & 3 holes, 2 & 4 holes: 105 × 463 × 100 mm, 4.1 × 18.2 × 3.9 inches

**Weight:**

- 4 holes: Approx. 3 kg, 6.7 lb.

- 2 & 3 holes, 2 & 4 holes: Approx. 4 kg, 8.9 lb.

# Specifications for Copy Tray (Optional)

This section describes specifications for the copy tray.

**Paper capacity:**

- A3, B5 JIS, 11 × 17, $5^1/_2$ × $8^1/_2$: 250 sheets
- B4 JIS, A4, $8^1/_2$ × 14, $8^1/_2$ × 11: 500 sheets

**Dimensions (W × D × H):**

390 × 330 × 130 mm, 15.4 × 13 × 5.1 inches

**Weight:**

Approx. 650 g, 1.4 lb.

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# Specifications for Output Jogger (Finisher SR4030, Finisher SR4040) (Optional)

This section describes specifications for the output jogger (Finisher SR4030, Finisher SR4040).

You can tidy the printout with Finisher SR4030 or Finisher SR4040.

**Paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□, A5□, 11 × 17□, $8^1/_2$ × 14□, $8^1/_2$ × 11□□, $5^1/_2$ × $8^1/_2$□

**Power consumption (Max):**

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

**Dimensions (W × D × H):**

108 × 452 × 130 mm, 4.3 × 17.8 × 5.2 inches

**Weight:**

Approx. 2 kg, 4.4 lb.

# Specifications for Output Jogger (Finisher SR4050) (Optional)

This section describes specifications for the output jogger (Finisher SR4050).

You can tidy the printout with Finisher SR4050.

**Paper size:**

A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 8$^1/_2$ × 11□

**Power consumption (Max):**

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

**Dimensions (W × D × H):**

125 × 450 × 100 mm, 4.9 × 17.8 × 3.9 inches

**Weight:**

Approx. 1.7 kg, 3.8 lb.

# Specifications for Mailbox (Optional)

This section describes specifications for the mailbox.

To use the mailbox, the Finisher SR4030 or the Finisher SR4040 is required.

**Number of trays:**

9 trays

**Paper size:**

A3▽, B4 JIS▽, A4▽▽, B5 JIS▽▽, A5▽▽, 11 × 17▽, $8^1/_2$ × 14▽, $8^1/_2$ × 11▽▽, $8^1/_2$ × 13▽, $8^1/_4$ × 14▽, $8^1/_4$ × 13▽, 8 × 13▽, 8 × $10^1/_2$▽▽, 8 × 10▽▽, $5^1/_2$ × $8^1/_2$▽▽, $7^1/_4$ × $10^1/_2$▽, 210 × 182 mm▽, 210 × 170 mm▽, 210 × 340 mm▽, 8K▽, 16K▽▽, 11 × 15▽, 11 × 14▽, 10 × 15▽, 10 × 14▽

**Paper weight:**

60 - 128 g/m$^2$, 16 lb. Bond - 34 lb. Bond

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

100 sheets per tray

**Power consumption:**

Approx. 48 W (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

540 × 600 × 660 mm, 21.3 × 23.6 × 26 inches

**Weight:**

Approx. 15 kg, 33 lb.

# Specifications for Interposer (Optional)

This section describes specifications for the interposer.

**Paper size:**

| Metric version | Inch version |
|---|---|
| A3▷, B4 JIS▷, A4▷▷, B5 JIS▷▷, A5▷▷, 11 × 17▷, $8^1/_2$ × 13▷, $8^1/_2$ × 11▷▷, $8^1/_4$ × 13▷, 8 × 13▷, 8K▷, 16K▷▷ | A3▷, A4▷▷, 11 × 17▷, $8^1/_2$ × 14▷, $8^1/_2$ × 13▷, $8^1/_2$ × 11▷▷, 8 × 10▷, $7^1/_4$ × $10^1/_2$▷▷, $5^1/_2$ × $8^1/_2$▷▷, 10 × 14▷ |

**Paper weight:**

64 - 216 g/m², 17 lb. Bond - 80 lb. Cover

**Paper capacity (80 g/m², 20 lb. Bond):**

200 sheets

**Power consumption (Max):**

Approx. 43 W (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

500 × 600 × 600 mm, 19.7 × 23.7 × 23.7 inches

**Weight:**

Approx. 12 kg, 26.5 lb.

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# Specifications for Multi-Folding Unit (Optional)

This section describes specifications for the Multi-Folding Unit.

To use the Multi-Folding Unit, the Finisher SR4040 or the Finisher SR4050 is required.

**Paper size:**

- With Z-fold:

    A3, A4, B4 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, 8K

- With Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold:

    A3, A4, B4 JIS, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, 8K

- With Multi-sheet Fold:

    - Half Fold, Letter Fold-in:

        A3, A4, B4 JIS, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, 8K

    - Letter Fold-out:

        A4, B4 JIS, B5 JIS, $8^1/_2$ × 14, $8^1/_2$ × 11

**Paper weight:**

- With Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold:

    64 - 103 g/m$^2$ (17 lb. Bond - 28 lb. Bond)

- With Multi-sheet Fold:

    64 - 80 g/m$^2$ (17 lb. Bond - 20 lb. Bond)

**Power source:**

220 - 240 V, 50/60 Hz, 1.2 A

**Power consumption:**

Maximum 270 W (A separate power source is required.)

**Dimensions (W × D × H):**

470 × 980 × 730 mm, 18.6 × 38.6 × 28.8 inches

**Weight:**

Approx. 92 kg, 202.9 lb.

# Specifications for Large Capacity Tray (LCT) (Optional)

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

**Paper size:**

A4, B5 JIS, $8^1/_2 \times 11$

**Paper weight:**

52 - 128 g/m$^2$, 14 lb. Bond - 34 lb. Bond

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

4,000 sheets

**Power consumption:**

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

**Dimensions (W × D × H):**

314 × 458 × 659 mm, 12.4 × 18 × 25.9 inches

**Weight:**

Approx. 20 kg, 44 lb.

# Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

⭐ Important

- **Do not use an IEEE 1284 cable that is longer than 3 meters.**

**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)

**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)

**Transmission mode:**

- Ad hoc mode
- Infrastructure mode

**Note**

- SmartDeviceMonitor and Web Image Monitor are supported.

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# 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.

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# Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

**Interface connector:**

 10Base-T, 100Base-TX, 1000Base-T

**Data transmission speed:**

 1000 Mbps, 100 Mbps, 10 Mbps

**Protocol:**

 TCP/IP, IPX/SPX, AppleTalk

**Distance between devices:**

 100 m

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# Specifications for Other Options

This section describes specifications for other options.

**A3 / 11 × 17 Tray Unit**

You can load A3⊐ or 11 × 17⊐ paper in the tray 1 using this unit.

**Extension Unit**

You can load B4 JIS⊐, A4⊐, $8^1/_2$ × 14⊐ or $8^1/_2$ × 11⊐ paper in the large capacity tray (LCT) using this unit.

**Tab Sheet Holder**

You can use tab sheets with this holder.

**Copy Connector**

You can utilize the connect copy function bridging two machines with the copy connector.

**Copy Data Security Unit**

The Copy Data Security Unit deletes images and prints the gray ground color of the paper when the documents marked unauthorized are copied.

**DataOverWriteSecurity Unit**

The DataOverWriteSecurity Unit automatically overwrites the data that remains on the hard disk.

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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® Enterprise

    Microsoft® Windows Vista® Business

    Microsoft® Windows Vista® Home Premium

    Microsoft® Windows Vista® Home Basic

- The product names of Windows Server 2003 are as follows:

    Microsoft® Windows Server® 2003 Standard Edition

    Microsoft® Windows Server® 2003 Enterprise Edition

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- 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

- The product names of Windows Server 2008 are as follows:

  Microsoft® Windows Server® 2008 Standard

  Microsoft® Windows Server® 2008 Enterprise

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# INDEX

MEMO

MEMO

Operating Instructions   About This Machine



Type for 9060/MP 6001/LD360/Aficio MP 6001
Type for 9070/MP 7001/LD370/Aficio MP 7001
Type for 9080/MP 8001/LD380/Aficio MP 8001
Type for 9090/MP 9001/LD390/Aficio MP 9001

EN   USA   D062-7134

*9060/9070/9080/9090*
MP 6001/MP 7001/MP 8001/MP 9001
*LD360/LD370/LD380/LD390*
Aficio™ MP 6001/7001/8001/9001

## 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.

# Documentation for This Machine

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# TABLE OF CONTENTS

## 4. Troubleshooting When Using the Printer Function

## 5. Troubleshooting When Using the Scanner Function

# 6. Clearing Misfeeds

# 7. Appendix

# 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 introduces the machine's various functions.

It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

**Troubleshooting**

Provides a guide for resolving common usage-related problems.

**Copy and 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 and System Settings Guide**

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

**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.

**Other manuals**

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link 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

# Notice

## Important

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.

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.

# 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 that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

Indicates instructions in book form.

Indicates instructions in sheet form.

Indicates instructions stored in a file on a provided CD-ROM.

Indicates instructions provided on this company's Web site.

## 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

## Notes

Contents of this manual are subject to change without prior notice.

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

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, certain units may be optional. For details, please contact your local dealer.

# Laws and Regulations

## Legal Prohibition

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.

# 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 |
|---|---|
| 8⌇ : Misfeed indicator | Appears when a misfeed occurs. See p.121 "Removing Jammed Paper". |
| ⏏ : Load Paper indicator | Appears when paper runs out. See "Loading Paper", About This Machine 📖 💿. |
| ⊡ : Add Toner indicator | Appears when toner runs out. See "Adding Toner", About This Machine 📖 💿. |
| ⊡ : Add Staple indicator | Appears when staples run out. See "Adding Staples", About This Machine 📖 💿. |
| ⊡ : 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.141 "Removing Punch Waste". |
| ⊡: Empty Waste Staple Receptacle indicator | Appears when the waste staple receptacle is full. See p.144 "Removing Staple 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", Network and System 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.

- [Waste Staple Receptacle Full]

    Displays whether the waste staple 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 the state of and solutions for original misfeeds.

- [Paper Misfeed]

    Displays the state of and solutions for paper jams.

- [Cover Open]

    Indicates whether the 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 Job (s):", "Stored Print Job (s):", "Locked Print Job (s):", and "Sample Print Job (s):".

- [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 which 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].**
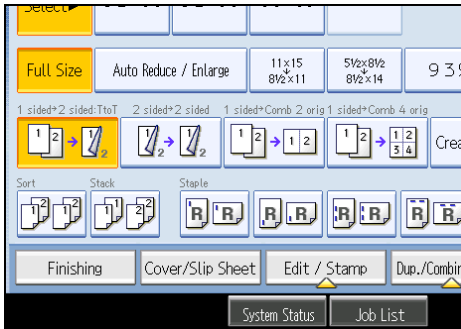


2. **Press each tab and check the contents.**
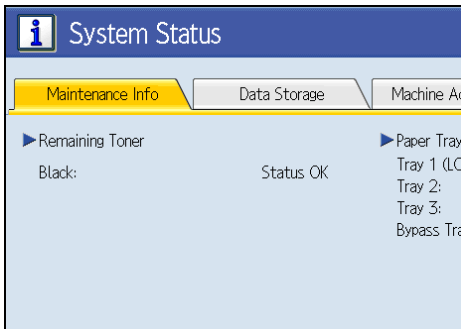


3. **After checking the information, press [Exit]. The previous screen returns.**
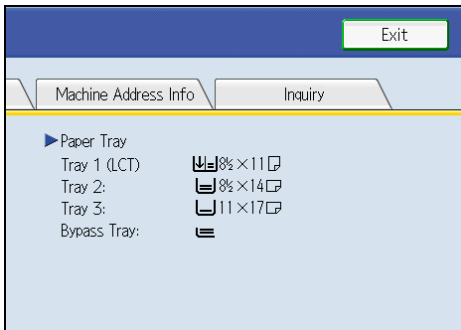


⬇ **Note**

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

- 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.



BQN037S
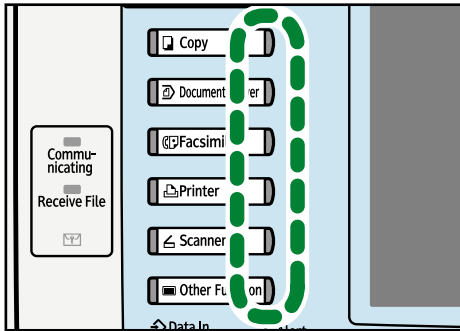
If an error occurs in the function you are using, check the message that appears on the control panel, and then refer to "Messages Displayed" for the relevant function.

The following table explains problems that cause the indicator to light.

| 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 "Loading Paper", About This Machine 📖 📀. |
| An error has occurred. | The function whose indicator is lit is defective. | Check the displayed message and take an appropriate action. 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.<br><br>• 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 "Interface Settings", Network and System Settings Guide ⊚.<br><br>• Contact the network administrator.<br><br>• If the indicator is still lit even after trying to solve the problem as described here, contact your service representative. |

🗐 **Reference**

- p.27 "Messages Displayed When Using the Copy/Document Server Function"
- p.49 "Messages Displayed When Using the Facsimile Function"
- p.75 "Messages Displayed When Using the Printer Function"
- p.107 "Messages Displayed When Using the Scanner Function"

# 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:<br>• The ADF is open.<br>• The machine is communicating with external equipment.<br>• The hard disk is active. | • Close the ADF.<br>• Check if the machine is communicating with external equipment.<br>• 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 warming up. | • Wait for a while. If the machine does not get ready in a couple of minutes, contact your service representative.<br>• 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].<br>• 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 🗍 ⑤. |
| "Authentication has failed." appears. | The entered login user name or login password is not correct. | Ask the user administrator for the correct login user name and login password. |
| "Authentication has failed." appears. | The machine cannot perform authentication. | Contact the administrator. |

1

**1**

| 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.<br>• Paper is still jammed in the tray. | Remove misfed paper, and then open and close the cover. See p.121 "Removing Jammed Paper". |
| 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 with the print side down. LCT and Bypass tray with the print side up. |
| 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".<br>• Check the side or end fences are set properly. Also, check the side fences are locked. See "Changing the Paper Size", About This Machine 📖 💿. |
| Misfeeds occur frequently. | Paper of undetectable size has been loaded. | • Remove the misfed paper. See p.121 "Removing Jammed Paper".<br>• If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. See "Changing to a Size That Is Not Automatically Detected", About This Machine 📖 💿. |

| Problem | Cause | Solution |
|---------|-------|----------|
| Misfeeds occur frequently. | There is a foreign object on the finisher tray. | • Remove the misfed paper. See p.121 "Removing Jammed Paper".<br>• Do not place anything on the finisher tray. It may cause a paper jam. |
| Z-Folded paper is not properly aligned. | The auxiliary tray is not set. | • Set the auxiliary tray for the Finisher Tray or Multi-Folding Unit Tray. For details about how to add the auxiliary tray, see p.148 "When Z-folded Paper Is Not Properly Aligned". |
| 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 type is set to [Label Paper], [Translucent Paper], [Preprinted Paper], [Cardstock], [Prepunched Paper], or [Tab Stock]. | In [Tray Paper Settings], under "Paper Type", select a paper type other than [Label Paper], [Translucent Paper], [Preprinted Paper], [Cardstock], [Prepunched Paper], or [Tab Stock]. |

🔸Note

- If you cannot make copies as you want because of paper type, paper size, or paper capacity problems, use the 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.

🔹Reference

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

BQN001S

*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 the line is different from the line which is currently being used.

*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.

**1**

- 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 "General Features", Network and System Settings Guide .

- When Finisher SR4030, Finisher SR4040, or Finisher SR4050 is installed on the machine, you can specify the output tray where documents are delivered. For details about Output Tray Settings, see "General Features", Network and System 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.20 "When You Have Problems Operating the Machine"

| Message | Cause | Solution |
|---------|-------|----------|
| "Authentication has failed." | The entered login user name or login password is not correct. | Ask 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 original down.<br>• 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 "Sizes Detectable with Auto Paper Select", Copy and Document Server Reference 📖 🔄. |

**2**

| Message | Cause | Solution |
|---------|-------|----------|
| "Cannot detect original size." | Original is not placed, or the original placed on the exposure glass is a non-standard size. | • Place the original correctly.<br>• Specify the paper size.<br>• 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 "Appendix", About This Machine 📖 💿. |
| "Cannot staple paper of this size." | The Staple function cannot be used with paper size selected. | Select a proper paper size. See "Appendix", About This Machine 📖 💿. |
| "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, the 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 "Duplex Copying", Copy and 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. |
| "Exceeded the maximum number of multi-sheet fold. Printing will be cancelled." | A print job was canceled because more than the maximum number of multi-sheet folds was specified. | Specify fewer sheets for the multi-sheet fold function. |
| "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. |

| Message | Cause | Solution |
|---|---|---|
| "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. |
| "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]. For details about Max. Copy Quantity, see "General Features", Copy and Document Server Reference 📖 ⓒ. |
| "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 Clear / Stop key was pressed. Are you sure you want to stop scanning?" appears, press [Stop]. |
| "Please wait." | The destination list is being updated from the network using SmartDeviceMonitor for Admin. 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. | Wait until the message disappears. Do not switch off the power 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 "Sort", Copy and Document Server Reference 📖 ⓒ. |
| "Stapling capacity exceeded." | The number of sheets per set is over the staple capacity. | Check the stapler capacity. See "Appendix", About This Machine 📖 ⓒ. |

| Message | Cause | Solution |
|---|---|---|
| "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. |

**Connect Copy**

| Message | Cause | Solution |
|---|---|---|
| "Cannot connect to the sub-machine. Check the status of the sub-machine." | The 🔧 indicator is lit. The hard disk of the sub-machine is malfunctioning. | Press [Exit] on the main machine and follow the instructions on the display. |
| "Cannot print from the sub-machine. Check the status of the sub-machine." | A paper misfeed has occurred on the sub-machine, or toner or other supplies need to be replenished. | Follow the instructions displayed. For details about adding toner, see "Adding Toner", About This Machine 📖 ⊚. For details about paper misfeeds, see p.121 "Removing Jammed Paper", or p.138 "Removing Jammed Staples". If the sub-machine's display indicates that a cover is open, follow the instructions displayed. |
| "Cannot print from the sub-machine. Check the status of the sub-machine." | The sub-machine's User Tools menu is open. | Press the [User Tools/Counter] key to close the User Tools menu. |
| "Cannot print from the sub-machine. Sub-machine will be disconnected." | The sub-machine has stopped due to power failure or communication error. | Continue copying using the main machine. |
| "Fold is available only when Sort mode is selected in Connect Copy." | Sort has not been selected with fold. | Select the Sort function. |
| "No stamp data in the sub-machine." | Stamp data on the sub-machine has been deleted. | Reprogram the stamp on the sub-machine. |

| Message | Cause | Solution |
|---|---|---|
| "Sub-machine does not have the same paper setting(s)." | Paper type or tray settings on the two machines do not match. | Make the same settings on both machines. |
| "Sub-machine is in Interrupt mode." | The sub-machine is in Interrupt mode. | Press the [Interrupt] key on the sub-machine to cancel Interrupt mode. |
| "Sub-machine paper settings must be the same to use this tray." | Paper tray settings on the two machines do not match. | Make the same settings on both machines. |
| "The Cover Sheet setting(s) of the sub-machine is different from the main machine." | The Cover Sheet settings on the two machines do not match. | Make the same settings on both machines. |
| "The Designation Sheet setting(s) of sub-machine is different from main machine." | Designation Sheet settings on the two machines do not match. | Make the same settings on both machines. |
| "The Slip Sheet setting(s) of the sub-machine is different from the main machine." | Slip Sheet settings on the two machines do not match. | Make the same settings on both machines. |

2

# 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 and 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 and 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]. |
| The reverse side of an original image is copied. | The original is thin. | On the control panel, select [Auto Density], or adjust the image density settings. See "Adjusting Copy Image Density", Copy and Document Server Reference . |
| 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 and Document Server Reference . <br>• Change the orientation of the original. <br>• 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 "Maintaining Your Machine", About This Machine . |

| Problem | Cause | Solution |
|---------|-------|----------|
| The same copy area is dirty whenever making copies. | • The original that has already been printed is scanned.<br>• 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. |
| Copies are too light. | Image density is too light. | Adjust the image density settings. See "Adjusting Copy Image Density", Copy and 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. |
| Parts of images are not copied. | The original is not set correctly. | Set originals correctly. See "Placing Originals", Copy and 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.<br>For details about missing image area, see "Create Margin", Copy and Document Server Reference. |
| Images appear only partially. | The paper is damp. | Use paper that has been stored in the recommended temperature and humidity conditions. For details about the proper way to store it, see "Paper Storage", About This Machine. |

| Problem | Cause | Solution |
|---------|-------|----------|
| Black lines appear. | The exposure glass or scanning glass is dirty. | Clean them. See "Maintaining Your Machine", About This Machine 📖 💿. |
| White lines appear. | The exposure glass or scanning glass is dirty. | Clean them. See "Maintaining Your Machine", About This Machine 📖 💿. |
| 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 moiré pattern is produced on copies.  | 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:<br>• Place an OHP transparency on the exposure glass, and then place the print on the OHP transparency.<br>• 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. |
| White stripes appear on the OHP. | Fragments of paper are stuck to the OHP. | Use a dry cloth to wipe any paper fragments off the back of the OHP. |

| Problem | Cause | Solution |
|---|---|---|
| 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.<br><br>• 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 📖 💿.<br><br>• Install the Optional anti-humidity heater. For details about the anti-humidity heater, contact your service representative. |

2

# 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, LCT, 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 conditions. 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. |
| Copy paper becomes creased. | The paper is damp. | Use paper that has been stored in the recommended temperature and humidity conditions. See "Paper Storage", About This Machine 📘 💿. |

| Problem | Cause | Solution |
|---------|-------|----------|
| Copy paper becomes creased. | The paper is too thin. | Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine 📖 💿. |
| Copies are not stapled. | There are jammed staples in the stapler. | Remove jammed staples. See p.138 "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 "Appendix", About This Machine 📖 💿. |
| 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 and 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 want to check print quality before making a large print run. | You can print a single copy without specifying the setting again. | Check print quality by printing out only the first set using the [Sample Copy] key. See "Finishing", Copy and Document Server Reference 📖 💿. |
| 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 and 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]. |

**2**

| Problem | Cause | Solution |
|---------|-------|----------|
| 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 "Using [Data security for copying]", Printer Reference 📷. |
| 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 "Changing the Paper Size", About This Machine 📖📷. |
| Images are skewed. | The paper is feeding in at a slant. | Load the paper correctly. See "Loading Paper", About This Machine 📖📷. |
| 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 A3⊡ for A4⊡ originals. See "Double Copies", Copy and 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). |

**2**

| 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.<br>• 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 "Copier / Document Server Features", Copy and Document Server Reference 📖 ⑧. |

**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. |

2

| 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 and 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.<br><br>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 thick paper heavier than 128 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.<br><br>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 Copying", Copy and 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 "Administrator Tools", Network and System 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.<br><br>• List display<br>  The file name, data of storage, and user name are shown.<br><br>• Thumbnails display<br>  An image of the stored file appears.<br><br>You can enlarge the image by pressing [Preview]. See "Checking the Details of a Stored Document", Copy and Document Server Reference. |

2

| Problem | Cause | Solution |
|---------|-------|----------|
| 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.<br><br>• Switch to the scanner screen, and then delete unnecessary files stored under the scanner function.<br><br>• Switch to the printer screen, and then delete unnecessary files stored under Sample Print, Locked Print, Hold Print, or Stored Print. |
| "Cannot display preview of this page." appears, and you cannot check the thumbnail image. | The image data may have been corrupted. | Press [Exit] to display the preview screen without a thumbnail.<br><br>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. |

**Connect Copy**

| Problem | Cause | Solution |
|---------|-------|----------|
| You cannot staple, punch, or fold. | The main and sub-machines do not have the same option installed. | Press [Connect Copy] to cancel Connect Copy. |
| You get different copy results from the main and sub-machines. | The Copy Quality setting differs on the two machines. | On the control panel, select [Edit / Stamp]. Select [Copy Quality] in [Edit / Stamp], and then make the same setting on both machines. |

## Display During Connect Copy

This section describes the display during Connect Copy.

| Problem | Cause | Solution |
|---|---|---|
| [Connect Copy] is not displayed. | The sub-machine's main power is off. | Turn on the sub-machine's main power. |
| [Connect Copy] is not displayed. | Functions that cannot be used with Connect Copy are selected on the main machine (such as storing or copying the first page of a document in the Document Server). | Cancel the functions selected on the main machine. |
| [Connect Copy] is not displayed. | The main machine is in Interrupt mode. | Press the [Interrupt] key on the sub-machine to cancel Interrupt mode. |
| [Connect Copy] is not displayed. | The [Connect Copy Key Display] setting is off. | Select [Display] for the [Connect Copy Key Display] setting. |
| [Connect Copy] is not displayed. | The cable connecting the two machines is damaged. | Contact your service representative. |
| [Connect Copy] is not displayed. | The 📞 is lit. | Follow the instructions displayed. |
| [Connect Copy] appears faded. | Functions that cannot be used with Connect Copy have been set. | Press the [Clear Modes] key to clear the settings. |

## If Connect Copy Is Canceled

This section describes causes and remedies when Connect Copy is canceled.

| Problem | Cause | Solution |
|---|---|---|
| The machine cancels Connect Copy. | The main machine's main power is off, or the operation switch has been pressed. | Turn on the sub-machine's main power or operation switch, and then press [Connect Copy]. |

| Problem | Cause | Solution |
|---------|-------|----------|
| The machine cancels Connect Copy. | The sub-machine's main power is off. | A message instructing you to check the sub-machine appears on the display of the main machine. Press [Cancel] to clear Connect Copy. Turn on the sub-machine's main power, press Connect Copy, and then make your settings again. |
| The machine cancels Connect Copy. | The Weekly Timer setting is coming into effect on the main machine. | Turn on the main machine's operation switch, and then press [Connect Copy]. For details about Weekly Timer: Monday - Sunday, see "System Settings", Network and System Settings Guide 🔵. |
| An error message indicates the main machine has broken down. | The 🔧 is lit. | Copying is not possible. Follow the instructions displayed. |

## If You Cannot Exit from Connect Copy

This section describes causes and remedies if you cannot exit from Connect Copy.

| Problem | Cause | Solution |
|---------|-------|----------|
| There is no response when you press [Connect Copy]. | Scanning is in progress. | Press the [Clear/Stop] key on the main machine, and then press [Stop]. |
| There is no response when you press [Connect Copy]. | Copying is in progress. | Press the [Clear/Stop] key on the main machine, and then press [Stop]. |

| Problem | Cause | Solution |
|---|---|---|
| There is no response when you press [Connect Copy]. | A paper misfeed has occurred on either the main machine or sub-machine. | • Follow the instructions displayed. For details, see p.121 "Removing Jammed Paper" and p.138 "Removing Jammed Staples".<br>• If the sub-machine's display indicates that a cover is open, follow the instructions displayed.<br>• To cancel Connect Copy, Press the [Clear/Stop] key on the main machine, and then press [Stop]. |
| There is no response when you press [Connect Copy]. | The [Clear/Stop] key has been pressed on the main machine. | To cancel Connect Copy, Press the [Clear/Stop] key on the main machine, and then press [Stop]. |
| There is no response when you press [Connect Copy]. | Toner or other supplies need to be replaced on either the main machine or sub-machine. | • Follow the instructions displayed. For details about loading paper or adding toner and staples, see "Loading Paper", "Adding Toner", and "Adding Staples", About This Machine 🗊 ⓐ. For details about removing punch and staple waste, see p.141 "Removing Punch Waste" and p.144 "Removing Staple Waste".<br>• To cancel Connect Copy, Press the [Clear/Stop] key on the main machine, and then press [Stop]. |

## 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."<br><br>"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]. |

**Connect Copy**

| Message | Cause | Solution |
|---------|-------|----------|
| "Sub-machine memory is full. Sub-machine will be disconnected." | The quantity of data exceeds the capacity of the sub-machines. | Continue printing on the main machine. |

🔻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 "Input/Output", Copy and Document Server Reference📖 ⑧.

# 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.**
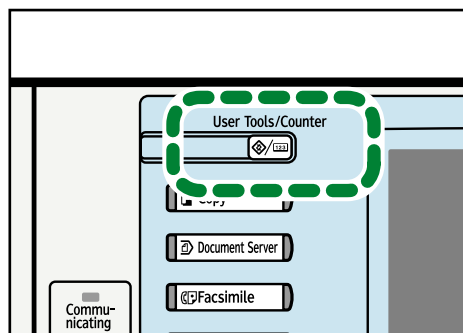


BQN036S

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

**4. Press [Adjust Sound Volume].**
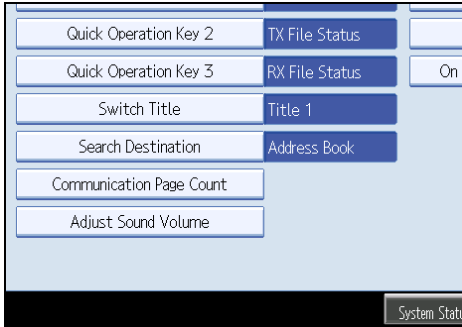


**3**

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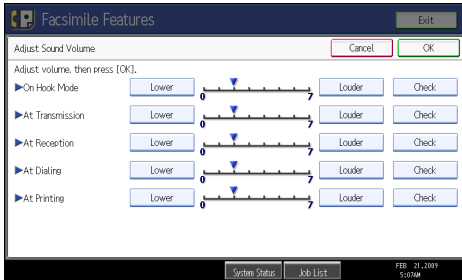


You can hear the actual volume by pressing [Check].

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. | Ask 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. |
| "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 that the alias telephone number is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. <br>• 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 that "Gatekeeper Address" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. <br>• 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.<br>• 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 that "SIP Server IP Address" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help.<br>• 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. |

**3**

| 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 that "IPv4" is programmed to "Active". You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help.<br>• 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.<br>• 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.<br>• 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 forwarding 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 that the DNS server is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help.<br>• In [System Settings], under [File Transfer], select [SMTP Server], and then check that "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.<br>• Check that the folder for forwarding is correctly specified.<br>• Check that the computer in which the folder for forwarding is specified is correctly operated.<br>• Check that the LAN cable is correctly connected to the machine.<br>• Contact the network administrator of the destinations.<br>• 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.<br>• Check that the user ID and password for the computer in which the folder for forwarding is specified are correctly programmed.<br>• Check that the folder for forwarding is correctly specified.<br>• Check that the computer in which the folder for forwarding is specified is correctly operated.<br>• 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.<br>• Contact the network administrator. |

3

| Message | Cause | Solution |
|---------|-------|----------|
| "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 that "Server Name" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. <br> • Contact the network administrator. |
| "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. <br> • 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. <br> • Contact the network administrator. |

| 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 that 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.<br><br>• In [System Settings], under [File Transfer], select [POP3 / IMAP4 Settings], and then check that "Server Name" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help.<br><br>• In [System Settings], under [File Transfer], select [E-mail Communication Port], and then check that 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.<br><br>• Check that the LAN cable is correctly connected to the machine.<br><br>• In [System Settings], under [File Transfer], select [Reception Protocol], and then check that the reception protocol is correctly programmed. You can also use the Web Image Monitor. See the Web Image Monitor's Help.<br><br>• 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.<br><br>• 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.<br><br>• 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.<br><br>• In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", Network and System Settings Guide 🌐. |
| "Error occurred, and transmission was cancelled." | • Original jammed during Immediate Transmission.<br><br>• 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.<br>• In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", Network and System 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 paper from Copy Tray." | Copy Tray 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. |

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**3**

| Message | Cause | Solution |
| --- | --- | --- |
| "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]. |
| "Some page(s) are near blank. To cancel, press the Stop key." | The first page of the document is almost blank. | The original's blank side might have been scanned. Be sure to place your originals correctly. For details about determining the cause of blank pages, see "Detecting Blank Sheet", Facsimile Reference ⓔ. |
| "Some page(s) are near blank." | The first page of the document is almost blank. | The original's blank side might have been scanned. Be sure to place your originals correctly. For details about determining the cause of blank pages, see "Detecting Blank Sheet", Facsimile Reference ⓔ. |
| "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 SmartDeviceMonitor for Admin or 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", Facsimile Reference 🔘. 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", Facsimile Reference 🔘.

# 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", Network and System Settings Guide 📀. |

**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 "Maintaining Your Machine", About This Machine 📓 📀. Make sure ink or correction fluid is dry before placing originals. |
| 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 a larger value. Then, re-send the document. |

| Problem | Cause | Solution |
|---------|-------|----------|
| When using On Hook Dial or Manual Dial, "Receivg." 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.<br><br>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", Facsimile Reference⊚. |
| 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.<br>Receiving Station of Information Box, Forwarding, Forwarding of Special Sender, Reception Report e-mail, E-mail 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 more than 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.<br>• Add toner.<br>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. | An alert indicator is lit. | Load paper into the tray. See "Loading Paper", About This Machine📘⊚. |
| While pressing [Manual E-mail RX], "Cannot receive E-mails currently." appears and e-mail cannot be received. | The machine is receiving an on-demand 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. | Make sure the side fences are locked. See "Changing the Paper Size", About This Machine📘⊚. |
| Print is slanted. | The paper is fed at a slant. | Load the paper correctly. See "Loading Paper", About This Machine📘⊚. |
| 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, LCT, 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. |

| Problem | Cause | Solution |
|---------|-------|----------|
| Misfeeds occur frequently. | The paper is damp. | Use paper that has been stored in the recommended temperature and humidity conditions. 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 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 load sheets that have already been copied or printed onto by another machine. |
| Copy paper becomes creased. | The paper is damp. | Use paper that has been stored in the recommended temperature and humidity conditions. 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 📘 💿. |

3

**3**

| 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 conditions. 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 "Maintaining Your Machine", About This 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. | 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. |

| Problem | Cause | Solution |
|---------|-------|----------|
| 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 temperature.<br>• 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 📖 📀.<br>• Install the Optional anti-humidity heater. For details about the anti-humidity heater, contact your service representative. |

**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.68 "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. |

| Problem | Cause | Solution |
|---------|-------|----------|
| [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. |
| 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. |

# 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", Facsimile Reference ⊚.
- You can display sender names by configuring the appropriate User Parameter. For details about how to do this, see "Parameter Settings", Facsimile Reference ⊚.

# 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", Facsimile Reference ⓧ.

- 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.

**3**

# 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\(RPCS, PCL6, or PCL5E)\XP_VISTA\(language)\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 💿.

### 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\(RPCS, PCL6, or PCL5E) \XP_VISTA\(language)\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 📖.

## Windows XP Home Edition

This section describes the procedure under Windows XP Home Edition.

1. **On the [start] menu, click [Control Panel].**
2. **Click [Printers 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\(RPCS, PCL6, or PCL5E) \XP_VISTA\(language)\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 📖.

## Windows Vista

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\(RPCS, PCL6, or PCL5E) \XP_VISTA\(language)\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 ⊚.

## Windows Server 2008

This section describes the procedure under Windows Server 2008.

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\(RPCS, PCL6, or PCL5E) \XP_VISTA\(language)\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 ⊚.

# 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. |

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# 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 Hex Dump mode, the machine receives data in hexadecimal format. Turn off the machine after printing, and then turn it back on. |
| "Job Suspended..." | Printing was temporarily stopped by SmartDeviceMonitor for Client.<br>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 changing settings. 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. |

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## 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. | Ask 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.<br>• The wireless LAN interface unit was pulled out after the machine was turned on.<br>• 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. |
| "Hardware Problem: Ethernet" | 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. |
| "Hardware Problem: HDD" | 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. |
| "Hardware Problem: Parallel I/F" | 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. |

| Message | Cause | Solution |
|---------|-------|----------|
| "Hardware Problem: USB" | 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. |
| "Hardware Problem: Wireless Board" | Access to the wireless board in which the wireless LAN interface unit is inserted is possible, but an error was detected. | Turn off the machine, and check the wireless board is inserted correctly. Then, turn the machine on again. If the message appears again, call your service representative. |
| "Hardware Problem: Wireless Card" | • The installed wireless LAN or Bluetooth card is not compatible with this machine.<br>• An error has occurred in either the wireless LAN or Bluetooth card. | Turn off the machine, and check the wireless card. Then, turn the machine on again. If the message appears again, call your service representative. |
| "IPDS font error. Turn the main power switch off then on. Press [Reset IPDS Fonts] in Printer Features." | An IPDS font error occurred. | Contact the machine administrator. |
| "Load following paper in n."<br>"To cancel job, press [Job Reset]."<br>(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 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 "Changing the Paper Size", About This Machine 📘 📀. |
| "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 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 "Changing the Paper Size", About This Machine 📘 📀. |
| "Problem: Printer Font Error" | An error has occurred in the font settings. | Contact your service representative. |

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| Message | Cause | Solution |
|---|---|---|
| "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. |
| "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 SmartDeviceMonitor for Admin or 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. |
| "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. |

## Other Messages

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].<br>• 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. | Check the print settings. |
| "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. |
| "A function which cannot be used with Fold mode was set. The job has been cancelled." | A print job was cancelled because a function(s) not available with Fold was selected. | Cancel the function(s) not available with Fold. For details about the functions not available with Fold, see "Fold", Printer Reference 🔘. |
| "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. |
| "Classification Code is incorrect." | The classification code has not been entered, or the classification code has been entered incorrectly. | Enter the correct classification code. |
| "Classification Code is incorrect." | The classification code is not supported with the printer driver. | Select Optional for classification code. For details about how to specify classification code settings, see "Configuring Classification Codes", Printer Reference 🔘. |

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| Message | Cause | Solution |
|---|---|---|
| "Collate has been 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. |
| "Command Error" | An RPCS command error occurred. | Check using the following procedure:<br>• Check if the communication between the computer and the machine is working correctly.<br>• Check if the correct printer driver is being used.<br>• Check if the machine's memory size is set correctly in the printer driver.<br>• Check that the printer driver is the most up-to-date version available. |
| "Compressed Data Error." | The printer detected corrupt compressed data. | • Check the connection between the computer and the printer.<br>• Check that the program you used to compress the data is functioning correctly. |
| "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 was malfunctioning. | Contact your service representative. |
| "Document Server is not available to use. Cannot store." | You cannot use the document server function. | Contact the administrator. |
| "Duplex has been cancelled." | Duplex printing was canceled. | • Select the proper paper size for the duplex function. See "Specifications for the Main Unit", About This Machine 🗍 ⓒ.<br>• In [System Settings], under [Tray Paper Settings] / [Paper Type], set [Apply Duplex] to [Yes]. |

| Message | Cause | Solution |
| --- | --- | --- |
| "Error has occurred." | A syntax error, etc., occurred. | Check that the PDF file is valid. |
| "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. 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 files to print for temporary / stored jobs." | 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. 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. number of pages to print for temporary / stored jobs." | 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. |
| "Exceeded max. pages. Collate is incomplete." | The number of pages exceeds the maximum number of sheets that you can use Collate with. | Reduce the number of pages to print. |
| "Exceeded the maximum number of multi-sheet fold. The job has been cancelled." | The maximum number of multi-sheet fold was exceeded. | Specify fewer sheets for the multi-sheet fold function. Multi-sheet folding can be applied to a maximum of three sheets at once. |
| "Failed to obtain file system." | PDF direct printing could not be performed because the file system could not be obtained. | Turn the main power switch off, and back on again. If the message appears again, contact your service representative. |
| "File system is full." | PDF file do not print out because the capacity of the file system is full. | Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine. |

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| Message | Cause | Solution |
|---|---|---|
| "Fold is not available with the settings. The job has been cancelled." | Fold function is not available with the current settings. | Check the paper settings. For details about the limitations of the Fold function, see "Fold", Printer Reference🔵. |
| "Folding Unit Error." | There is a problem with the Multi-Folding Unit. | Contact your service representative. |
| "HDD is 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 is 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].<br>• In [Printer Features], under [Host Interface], select [I/O Buffer], and then set the maximum buffer size to a larger value.<br>• 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 RDH 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. |

| Message | Cause | Solution |
|---------|-------|----------|
| "Insufficient Memory" | A memory allocation error occurred. | **PCL 5e/6**<br><br>On the printer driver's [Print Quality] tab, specify a lower resolution on the [Resolution].<br><br>**PostScript 3**<br><br>On the printer driver's [Paper/Quality] tab, specify a lower resolution on the [Resolutions:].<br><br>**RPCS**<br><br>On the RPCS printer driver's [Print Quality] tab, open the [Change User Settings...] dialog box, and then, on the [Image Adjustments] tab, specify a lower value for [Resolution:]. |
| "Memory Retrieval Error" | A memory allocation error occurred. | Turn the main power switch off, and back on again. If the message appears again, replace the RAM. |
| "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 has been changed." | The output tray was changed because the paper size of the specified output tray is limited. | Specify the proper output tray. |

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| Message | Cause | Solution |
|---------|-------|----------|
| "Print overrun." | Images were discarded while printing. | **PCL 5e/6**<br><br>On the printer driver's [Print Quality] tab, specify a lower resolution on the [Resolution].<br><br>**PostScript 3**<br><br>On the printer driver's [Paper/Quality] tab, specify a lower resolution on the [Resolutions:].<br><br>**RPCS**<br><br>On the RPCS printer driver's [Print Quality] tab, open the [Change User Settings...] dialog box, and then, on the [Image Adjustments] tab, specify a lower value for [Resolution:]. |
| "Punch has been 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. |
| "Selected ppr. size is not supported. Job was cancelled." | Job reset is automatically performed if the specified paper size is incorrect. | Specify the correct paper size and print the file again. |
| "Sending data failed." | The machine received a command to stop transmission from the printer driver. | Check if the computer is working correctly. |
| "Staple has been 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. |
| "The entered password is incorrect." | The password of the encrypted PDF file has been entered incorrectly. | Enter the correct password. |

| Message | Cause | Solution |
|---------|-------|----------|
| "The print job has been cancelled because capture file(s) 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. |
| "The print job has been cancelled because capture file(s) could not be stored: Exceeded max. number of files." | The maximum file capacity of the document server was exceeded. | Delete the files stored in the document server. |
| "The print job has been cancelled because capture file(s) could not be stored: Exceeded max. number of 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. |
| "You do not have a privilege to print this PDF file." | The logged in user is not allowed to print the selected PDF document. | Check the security settings of the PDF document. |
| "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. |
| "Z-fold error." | Z-folding was canceled. | Check the tray, paper orientation, print orientation, and Z-fold settings again. |

If 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", Printer Reference.

## 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 50 errors are stored in the error log. If a new error is added when there are 50 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.

1. **Press the [Printer] key to display the printer screen.**



BQN035S
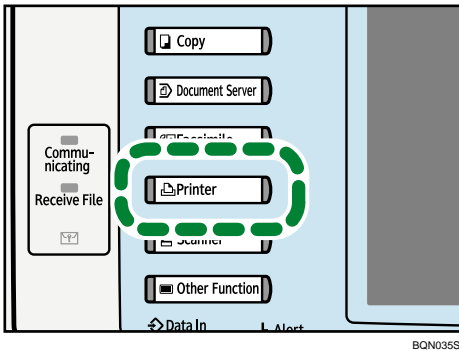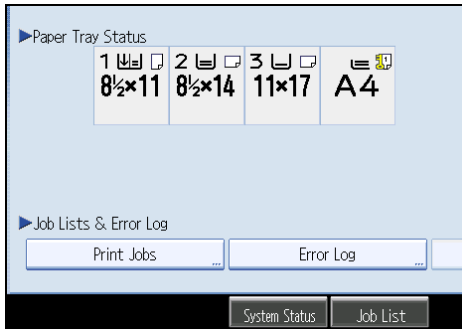
2. **Press [Error Log].**



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", Network and System 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", Network and System 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.<br><br>(You can check signal status only when using wireless LAN in the infrastructure mode.) |

**4**

| 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", Network and System 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.89 "When the Data In Indicator Does Not Light Up or Flash". <br> • 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 📖 💿.<br><br>• 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 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**

1. Click the Start button, and then click [Control Panel].

2. Click [Hardware and Sound].

3. Click [Printers].

4. Click the icon of the machine. On the [Organize] 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 Server 2008**

1. Click the [Start] button, and then click [Control Panel].

2. Click [Hardware and Sound].

3. Click [Printers].

4. Click the icon of the machine. On the [Organize] menu, click [Properties].

5. Click the [Ports] tab.

6. 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/6**<br><br>On the [Paper] tab, select [Bypass Tray] in the [Input Tray:] list, and then select "Thick" in the [Type:] list.<br><br>**PostScript 3**<br><br>On the [Paper/Quality] tab, select [Bypass Tray] in the [Paper Source:] list, and then select "Thick" in the [Media Type:] list.<br><br>**RPCS**<br><br>On the [Print Settings] tab, select [Bypass Tray] in the [Paper source tray:] list, and then select "Thick (87-216g/m2)" in the [Paper type:] list. |
| 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 conditions. 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 📄 💿. |

4

| 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/6**<br><br>On the [Print Quality] tab, select [Off] on the [Toner Saving] area.<br><br>**PostScript 3**<br><br>On the [Paper/Quality] tab, select [Through] or [Edge Smoothing] in the [Print Mode] list.<br><br>**RPCS**<br><br>On the [Print Quality] tab, clear the [Toner saving] check box. |
| 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/6**<br><br>On the [Paper] tab, select a proper paper type in the [Type:] list.<br><br>**PostScript 3**<br><br>On the [Paper/Quality] tab, select a proper paper type in the [Media Type] list.<br><br>**RPCS**<br><br>On the [Print Settings] tab, select a proper paper type in the [Paper type:] list. |
| The printed image is different from the image on the computer's display. | Printing will be performed by the machine's graphic processing function. | On the RPCS printer driver's [Print Quality] tab, display the [Change User Settings...] dialog box, ensure that [Print as bitmap] on [Misc.] tab is checked, and then print. |
| 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. | Select the correct printer driver and print the file again. |

**4**

| Problem | Cause | Solution |
|---------|-------|----------|
| 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. |
| Page layout is not as expected. | Print areas differ depending on machine used. Information that fits on a single page on one machine may not fit on a single page of another machine. | On the RPCS printer driver's [Printer Configuration] dialogue box, adjust the [Printable area:] setting. See the printer driver Help. |
| Photo images are coarse. | Some applications print at lower resolution. | **PCL 5e/6**<br><br>On the printer driver's [Print Quality] tab, specify a higher resolution on the [Resolution].<br><br>**PostScript 3**<br><br>On the printer driver's [Paper/ Quality] tab, specify a higher resolution on the [Resolutions:].<br><br>**RPCS**<br><br>• On the printer driver's [Print Quality] tab, select [Photograph] on the [Document type].<br>• On the printer driver's [Print Quality] tab, open the [Change User Settings...] dialog box, and then on the [Image Adjustments] tab, specify a higher resolution on the [Resolution]. |

4

| Problem | Cause | Solution |
|---------|-------|----------|
| A solid line is printed as a dashed line or appears blurred. | Dither patterns do not match. | **PostScript 3**<br><br>On the printer driver's [Advanced] tab, change the [Dithering:] setting.<br><br>**RPCS**<br><br>On the printer driver's [Print Quality] tab, open the [Change User Settings...] dialog box, and then, on the [Image Adjustments] tab, change the [Dithering:] setting. See the printer driver Help. |
| Fine lines are fuzzy, of inconsistent thickness, or do not appear. | Super fine lines have been specified in the application. | **PostScript 3**<br><br>On the printer driver's [Advanced] tab, change the [Dithering:] setting.<br><br>**RPCS**<br><br>On the printer driver's [Print Quality] tab, open the [Change User Settings...] dialog box, and then, on the [Image Adjustments] tab, change the [Dithering:] setting. See the printer driver Help.<br><br>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. |

4

**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/6**<br><br>On the printer driver's [Paper] tab, in the [Input Tray:] list, select the desired input tray.<br><br>**PostScript 3**<br><br>On the printer driver's [Paper/ Quality] tab, in the [Paper Source:] list, select the desired input tray.<br><br>**RPCS**<br><br>On the printer driver's [Print Settings] tab, in the [Paper source tray:] list, select the desired input tray. |
| Images are printed at a slant. | The tray's side fences might not be locked. | Check the side fences are locked. See "Changing the Paper Size", About This Machine 📖 💿. |
| Images are printed at a slant. | The paper is feeding in at a slant. | Load the paper correctly. See "Loading Paper", About This Machine 📖 💿. |
| 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, LCT, 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 conditions. 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 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. | Sheets 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. | The paper is damp. | Use paper that has been stored in the recommended temperature and humidity conditions. 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. |
| 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. |
| 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. |

| Problem | Cause | Solution |
|---------|-------|----------|
| Duplex printing is malfunctioning. | You have loaded thick paper heavier than 128 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 type is set to [Thick Paper]. | In [Tray Paper Settings], under "Paper Type", select a paper thickness other than [Thick Paper]. |
| 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. | <ul><li>Do not install the machine in areas that are susceptible to low temperature.</li><li>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 📦 🔄.</li><li>Install the Optional anti-humidity heater. For details about the anti-humidity heater, contact your service representative.</li></ul> |
| White stripes appear on the OHP. | Fragments of paper are stuck to the OHP. | Use a dry cloth to wipe any paper fragments off the back of the OHP. |

**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". |

| Problem | Cause | Solution |
|---------|-------|----------|
| 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:<br><br>**PCL 5e/6**<br><br>On the printer driver's [Print Quality] tab, specify a lower resolution on the [Resolution].<br><br>**PostScript 3**<br><br>On the printer driver's [Paper/ Quality] tab, specify a lower resolution on the [Resolutions:].<br><br>**RPCS**<br><br>• On the RPCS printer driver's [Print Quality] tab, select [High Speed] on the [Print priority].<br><br>• On the RPCS printer driver's [Print Quality] tab, open the [Change User Setting...] dialog box, and then [Image Adjustments] tab, select [Fast] or [High Speed] for [Image processing priority:].<br><br>• On the RPCS printer driver's [Print Quality] tab, open the [Change User Settings...] dialog box, and then, on the [Image Adjustments] tab, specify a lower value for [Resolution:]. |

**4**

| Problem | Cause | Solution |
|---------|-------|----------|
| It takes a long time to complete a print job. | Documents with a lot of characters may take some time to print. | On the RPCS printer driver's [Print Quality] tab, display the [Change User Settings...] dialog box, ensure that [Change methods to extract TrueType fonts] is checked, and then print. |
| 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 same settings for both the machine's feed orientation and the feed orientation specified in [Paper source tray settings:] on the RPCS printer driver's [Change Accessories] tab. |
| 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. |
| 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", Network and System Settings Guide ⊚. |

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| Problem | Cause | Solution |
|---------|-------|----------|
| 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 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. |
| Printing by Bluetooth is slow. | • A communication error might have occurred.<br>• Interference from the wireless LAN devices can reduce communication speed.<br>• Bluetooth transmission speeds are not high. | • Remove the machine from close proximity with the wireless LAN devices.<br>• 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.

# 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 "Maintaining Your Machine", About This 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.<br><br>• 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 "Using [Data security for copying]", Printer Reference 🖱. |
| After an original is scanned, the following settings are canceled:<br><br>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:<br>• IP address<br>• Subnet Mask | Check the settings. See "Interface Settings", Network and System 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", Network and System 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.

## When You Cannot Send Scan Files Using WSD

This section describes likely causes of and possible solutions for sending scan files using WSD.

| Problem | Cause | Solution |
|---------|-------|----------|
| The WSD scanner function cannot be used. | Scan Profile is not set on the client computer. | Set Scan Profile. For details about how to do this, see "Changing a Scan Profile", Scanner Reference⊙. |
| The WSD scanner function cannot be used. | The [Take no action] setting has been selected on the client computer, forcing the client computer to remain inactive when it receives scan data. | Open scanner Properties, click the [Events] tab, and then select [Start this Program] as the computer's response on receipt of scan data. For details, see your operating system's Help. |
| Although scanning was performed by the client computer, the WSD scanner function cannot be used. | WSD scanning cannot be performed from a client computer. | Use the machine's control panel to send scan data to a client computer by WSD. Alternatively, disable WSD scanning and use TWAIN to send scan data to a client computer. |

## 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 |
|---------|-------|----------|
| "Destination list / machine settings are updated. Selected destinations or function settings have been cleared. Please re-select the settings." | The destination list is being updated from the network using SmartDeviceMonitor for Admin. 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. | Wait until the message disappears. Do not switch off the power while this message is displayed. |

# 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. | Ask 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.<br>• Check that the ID and password for the destination folder are correct.<br>• A password of 128 or more characters may not be recognized. |
| "Cannot communicate with PC. Contact the administrator." | WSD (Device) protocol or WSD (Scanner) protocol is disabled. | Use IPv4 or IPv6, located in [Configuration] in Web Image Monitor, to enable WSD (Device) and WSD (Scanner). |

| Message | Cause | Solution |
|---|---|---|
| "Cannot detect original size. Select scan size." | The original placed on the exposure glass is a nonstandard size. | <ul><li>Place the original correctly.</li><li>Specify the scan size.</li><li>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.</li></ul> |
| "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. | <ul><li>Antivirus programs and firewalls can prevent client computers from establishing connection with this machine.</li><li>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.</li><li>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.</li></ul> |
| "Cannot start scanning because communication was failed." | Scan Profile is not set on the client computer. | Set Scan Profile. For details about how to do this, see "Changing a Scan Profile", Scanner Reference ⊙. |

| Message | Cause | Solution |
|---------|-------|----------|
| "Cannot start scanning because communication was failed." | The [Take no action] setting has been selected on the client computer, forcing the client computer to remain inactive when it receives scan data. | Open scanner Properties, click the [Events] tab, then select [Start this Program] as the computer's response on receipt of scan data. For details, see your operating system's Help. |
| "Cannot start scanning. Check the setting(s) on the PC." | The Scan Profile might be incorrectly configured. | Check the Scan Profile configuration. |
| "Cannot write on the memory storage device. Check the memory storage device and machine settings." | The memory device is faulty, or the file name contains a character that cannot be used. | • Check to see if the memory device is defective.<br>• Check the memory device. It might be unformatted, or its format might be incompatible with this machine.<br>• Check the file name set at the time of scanning. For details on the characters that can be used in file names, see "Specifying the File Name", Scanner Reference 🔘. |
| "Cannot write on the memory storage device because remaining free space is insufficient." | The memory device is full and scan data cannot be saved. Even if the memory device appears to have sufficient free space, data might not be saved if the maximum number of files that can be saved is exceeded. | Replace the memory device.<br>If the document is scanned with [Scan Settings] set to "Divide" or "Single", data already written to the memory device is saved as is. Replace the memory device and press [Retry] to save the remaining data, or press [Cancel] to redo the scan. |
| "Cannot write on the memory storage device because the device is write-protected." | The memory device is write-protected. | Unlock the write-protection on the memory device. |
| "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 🔘. |

| Message | Cause | Solution |
|---------|-------|----------|
| "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.<br>• In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", Network and System Settings Guide ⊚. |
| "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].<br>• 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. |

| Message | Cause | Solution |
|---------|-------|----------|
| "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⊘. |
| "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 characters you entered, and then enter the path again. |
| "Exceeded max. number of alphanumeric characters." | The maximum enterable number of alphanumeric characters has been exceeded. | Check 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 and 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⊘. |

5

| Message | Cause | Solution |
|---------|-------|----------|
| "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. |
| "Exceeded max. page capacity per file. Press [Write] to write the scanned data to the memory storage device, or press [Cancel] to delete." | The scan could not be completed because the maximum number of pages that can be scanned by this machine was exceeded during writing to the Memory device. | Reduce the number of documents to be written to the memory device and try again. |
| "Exceeded maximum number of file to store. Delete all unnecessary files." | Too many files are waiting to be delivered. | Please 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.<br>• In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", Network and System 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. |

5

| Message | Cause | Solution |
|---|---|---|
| "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", Network and System 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:<br>• Wait for a while, and then retry the scan operation.<br>• Reduce the scan area or scanning resolution. See "Scan Settings", Scanner Reference📀.<br>• 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. |
| "Memory is full. Press [Write] to write the current scanned data to the memory storage device, or press [Cancel] to delete." | The scan could not be completed because there was insufficient hard disk memory at the time of saving to the memory device. | Select whether or not to save the scanned document to the memory device. |
| "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. |
| "Memory storage device not detected. Insert the device." | There is no memory device inserted. | Insert a memory device, or check to see whether the memory device is properly inserted in the media slot. |

**5**

| Message | Cause | Solution |
|---|---|---|
| "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 "Loading Paper", About This Machine 📘 ⊙. |
| "Now loading WSD... Please wait." | WSD scanner function is being prepared. | Wait a while. |
| "Only one memory storage device can be used in one time. Please remove all other memory storage devices to resume writing." | Only one memory device can be connected at a time. | Insert one memory device only in the media slot. |
| "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.<br><br>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. |
| "Preparing to send data... Please wait." | Data is being prepared for sending to a client computer. | Wait until the data has been sent.<br><br>This message might reappear if the machine is operating on a mixed network or if changes were made to network settings during WSD scanning transmission. Check with your system administrator. |
| "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. |
| "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. |

| 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 entered file name contains invalid character(s). Enter the file name again using any of the following 1 byte characters. " 0 to 9 ", " A to Z ", " a to z ", " . - _"" | The file name contains a character that cannot be used. | Check the file name set at the time of scanning. For details about characters that can be used in file names, see "Specifying the File Name", Scanner Reference. |

**5**

| Message | Cause | Solution |
|---------|-------|----------|
| "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. |
| "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. | If the same message appears again after scanning again, the cause could be a mixed network, or else network settings were changed during WSD scanner transmission. Check with your system administrator. |
| "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.<br>• Permission to use this function has not been granted. Contact the administrator. |
| "Call Service"<br><br>"Please call your service representative." | An unrecoverable error has occurred in the machine. | Contact your service representative. |
| "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.<br>• Specify the scan size.<br>• 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."<br><br>("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. |

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| 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 that the previously used scanner is connected to the network correctly.<br>• Cancel the Personal Firewall of the client computer. For details, see Windows Help.<br>• Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. See "Connecting the Machine" "Using telnet", Network and System Settings Guide⊙.<br>• 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 areas. |
| "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".<br>• 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. |
| "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.<br>• Check whether the Ethernet board of the client computer is recognized correctly by Windows.<br>• Check whether the client computer can use the TCP/IP protocol. |

| Message | Cause | Solution |
|---------|-------|----------|
| "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.<br>• 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.<br>• 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.<br>• Lower the resolution.<br>• Set with no compression. See TWAIN Driver help.<br>The problem may be due to the following cause:<br>• 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 ⊙. |
| "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 User Code is registered. Consult your system administrator." | Access is restricted with user codes. | Contact the administrator of the machine. |

**5**

| Message | Cause | Solution |
|---------|-------|----------|
| "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.<br>• Cancel the job in progress.<br>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.<br>• Deselect the personal firewall function of the client computer. For details, see Windows Help.<br>• Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. See "Using telnet", Network and System Settings Guide 🌐. |
| "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. 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.
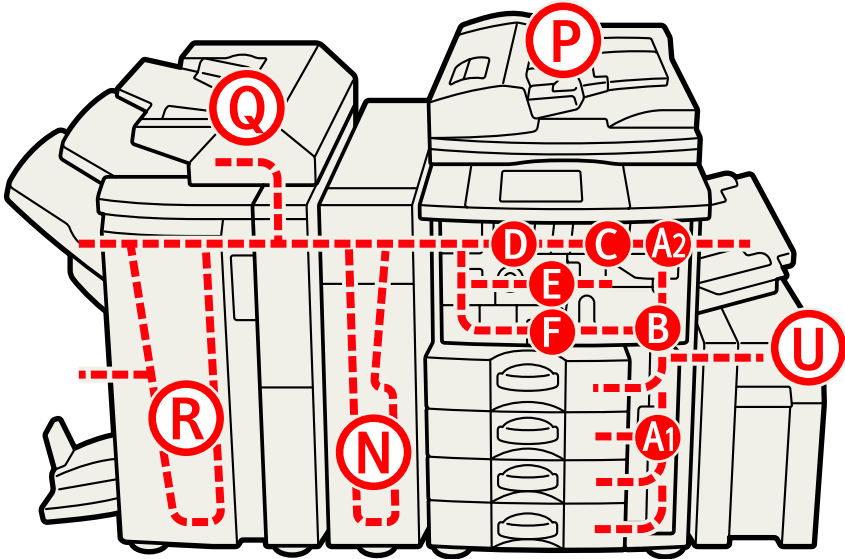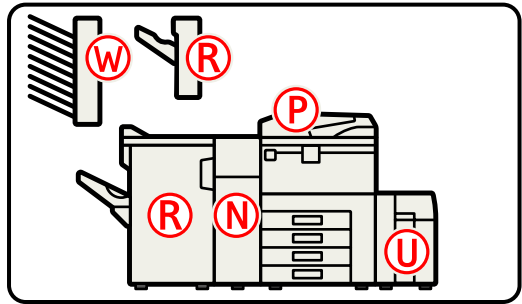
BQM018S

1. **Press the key of the section from where you want to remove the jammed paper.**
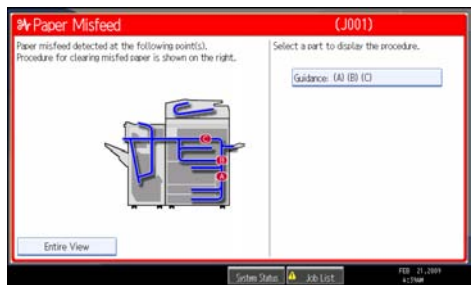
2. **After each step is complete, press [Next]. To go back to the previous step, press [Previous].**
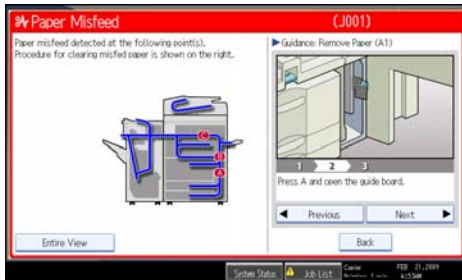


3. **When all jammed paper is removed, restore the machine to the original state.**

⬇ 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 A1 is Displayed
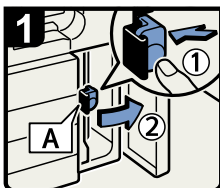


・Open the front cover.

・Push button A and open the guide plate.

・Remove misfed paper.

・Close the guide plate.

・Close the front cover.

BQN004S

## When A2 is Displayed



・Remove misfed paper.

BQN005S

## When B is Displayed
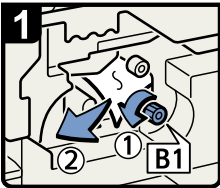


・Open the front cover.

・Turn knob B1 counter-clockwise and remove misfed paper.
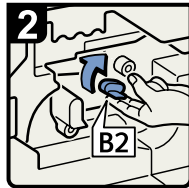
・Return lever B2 to its original position.

・Close the front cover.

BQN006S

## When C is Displayed
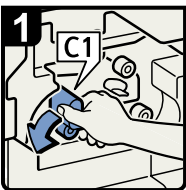


・Open the front cover.

・Turn lever C1 to the left.
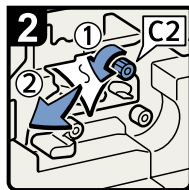
・Turn knob C2 counterclockwise and remove misfed paper.

・Return lever C1 to its original position.

・Close the front cover.

BQN007S

## When D is Displayed



**1** 11~12  D1/E1

· Open the front cover.

· Turn fuser unit knob D1/E1 11-12 times counterclockwise to eject the paper.

**2** D2

· Pull handle D2 and pull out the fuser unit.

**3** D3

· Raise lever D3.

**4** D4

· Raise lever D4.

**5**
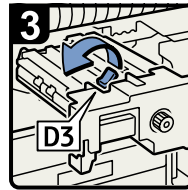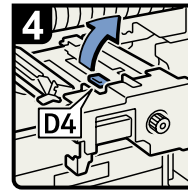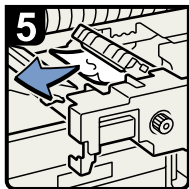
· Remove the paper being careful not to touch the area around lever D4.

· Return lever D3 and D4 to their original position, and then push back the fuser unit.
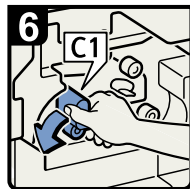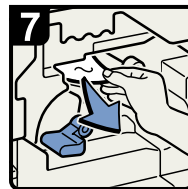
**6** C1

· Turn lever C1 to the left.

**7**

· Remove misfed paper.

· Return lever C1 to its original position.

· Close the front cover.

BQN008S

**6**

125

## When E is Displayed
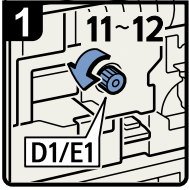


· Open the font cover.

· Turn fuser unit knob D1/E1 11 to 12 times counterclockwise to eject the paper.

· Pull  hundle E2 and fully pull out the duplex unit.

· Raise lever E3.
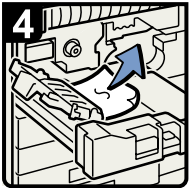
· Remove the paper being careful not to touch the area around E3.

· Return lever E3 to its original position, and then push back the duplex unit.
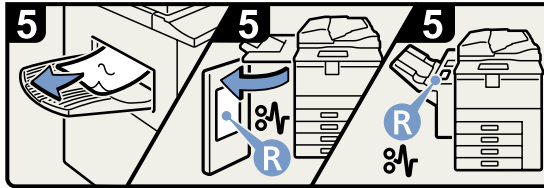
· Remove the paper from the output tray if it is visible. (When the finisher is installed, open the finisher front cover and remove misfed paper.).

· Close the front cover.

BQN009S

## When F is Displayed



· Open the front cover.

· Pull handle E2 and fully pull out the duplex unit.
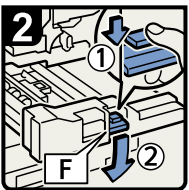
· Lower lever F while pressing it.

· Remove misfed paper.

· Return lever F to its original position, and then push back the duplex unit.

· Close the front cover.

BQN010S

## When N1 - N5 is Displayed
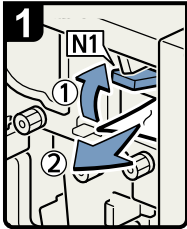


·Open the front cover of the folding unit.

·Raise lever N1 and remove any jammed paper.

·Return N1 and N2 levers to their original position.
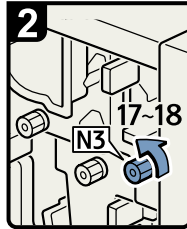
·Turn knob N3 17 to 18 times.
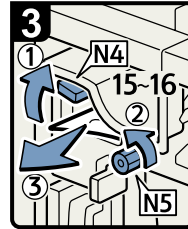
·Raise lever N4.

·Turn knob N5 15 to 16 times and remove any jammed paper.

·Return lever N4 to its original position.

·Close the front cover.

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## When N6 - N22 is Displayed

**1**

15~16

N6
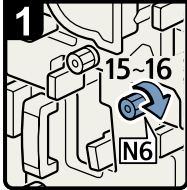
- Open the front cover of the folding unit.
- Turn knob N6 15 to 16 times.

**2**  15~16

N5 ①
②
N7
③
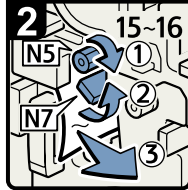
- Turn knob N5 15 to 16 times.
- Pull lever N7 to the right.
- Remove any jammed paper.

**3**

N8 ②
①
21~22
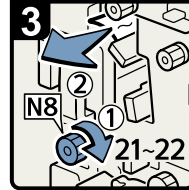
- Turn knob N8 21 to 22 times.
- Remove any jammed paper.
- Return lever N7 to its original position.

**4**

N9
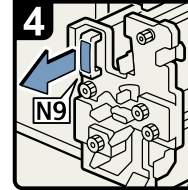
- Pull lever N9 and pull the unit fully out.

**5** ②

N10
①

- Release the lock, and then open cover N10.
- Remove any jammed paper.
- Close cover N10.

**6** ①

N12
N11
②
③
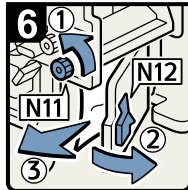
- Turn knob N11.
- Open cover N12.
- Remove any jammed paper.
- Return knob N11 to its original position.
- Close cover N12.

**7** ①

②
N14
N13 ①
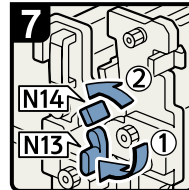
- Hold down lever N13.
- Turn lever N14 to the left.

**8** ③

N15 7~8
① ②
N16
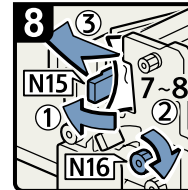
- Open the N15 cover.
- Turn knob N16 7 to 8 times.
- Remove any jammed paper.
- Return  N13 and N14 levers to their original position.
- Close the N15 cover.

**9** ① N17

③
② N18
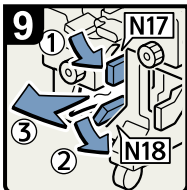
- Lower lever N17 to the right.
- Lower lever N18 to the right.
- Remove any jammed paper.
- Return levers N17 and N18 to thier original positions.

**10** ③
② N19
①
N20 8~9
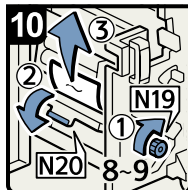
- Turn knob N19 8 to 9 times.
- Open cover N20.
- Remove any jammed paper.

**11** ①

N21
②
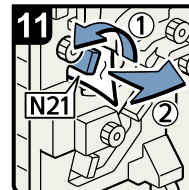
- Raise lever N21.
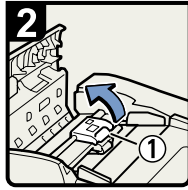- Remove any jammed paper.

**12** 21~22
③ ②
N22 ① N8
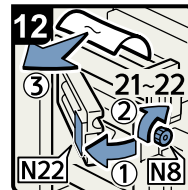
- Open cover N22.
- Turn knob N8 21 to 22 times.
- Remove any jammed paper.
- Close cover N22.
- Return the unit to its original position.
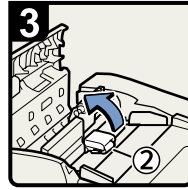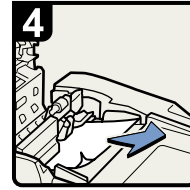- Close the front cover of the folding unit.

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## When P1 is Displayed

**1** · Open the ADF Left Cover.
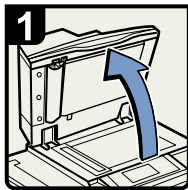
**2** · Raise the feed roller ①.
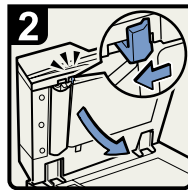
**3** · Raise the feed roller ②.

**4** · Remove midfed originals.

· Return the feed roller ① and ② to their original position.
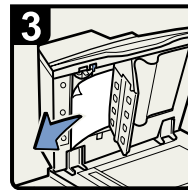
· Close the ADF Left Cover.

BQN015S
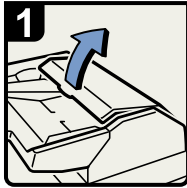
## When P2 is Displayed

**1** · Lift the Auto Document Feeder.
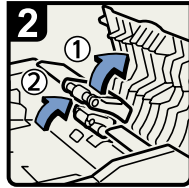
**2** · Slide the lever and open the cover.

**3** · Remove misfed paper.

· Close the cover.
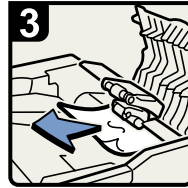
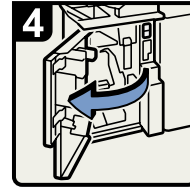· Lower the Auto Document Feeder.

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## When Q is Displayed

**1**

· Open the interposer upper cover.

**2**

· Raise the feed rollers.

**3**

· Remove misfed paper.

· Return the feed rollers to their original position.

· Close the interposer upper cover.

**4**

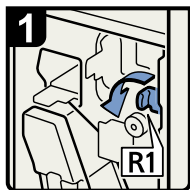· Open the finisher front cover.
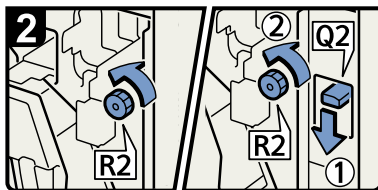
**5**

Q1

· Lower lever Q1.

**6**

· Remove misfed paper.

· Return lever Q1 to its original position.
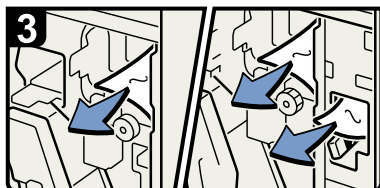
· Close the finisher front cover.

BQN028S

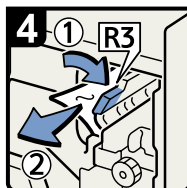## When R1 - R4 is Displayed in the Case of Finisher SR 4030



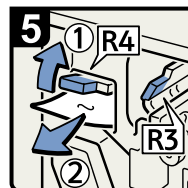· Open the front cover.

· Turn lever R1 counterclockwise.

· Turn knob R2 counterclockwise.

· When the interposer is installed, lower lever Q2, and then turn knob R2 counterclockwise.

· Remove misfed paper.

· Return lever R1 to its original position.

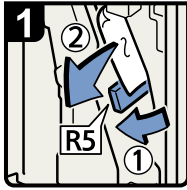· When the interposer is installed, return lever Q2 to its original position.

· If you cannot remove misfed paper, raise lever R3 to the right, and then remove it.

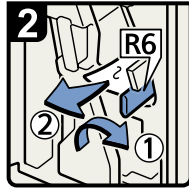· Return lever R3 to its original position.

· Raise lever R4 and remove misfed paper.

· Return lever R4 to its original position.

· Close the front cover.

BQN017S

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## When R5 - R8 is Displayed in the Case of Finisher SR 4030



· Open the front cover.

· Lower lever R5 and remove misfed paper.

· Return lever R5 to its original position.



· If you cannot remove midfed paper, raise lever R6 and remove it.

· Return lever R6 to its original position.



· Raise lever R3.



· Lower lever R7 and remove misfed paper.

· Return lever R3 to its original position.



· 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.

BQN018S

## When R1 - R4 is Displayed in the Case of Finisher SR 4040



· Open the front cover.

· Turn lever R1 counterclockwise.

· Turn knob R2 counterclockwise.

· When the interposer is installed, lower lever Q2, and then turn knob R2 counterclockwise.
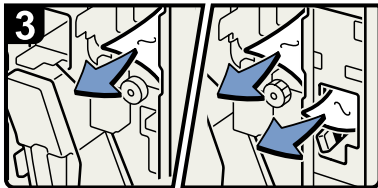
· Remove misfed paper.

· Return lever R1 to its original position.

· When the interposer is installed, return lever Q2 to its original position.

· If you cannot remove misfed paper, raise lever R3 to the right, and then remove it.

· Return lever R3 to its original position.

· Raise lever R4 and remove misfed paper.

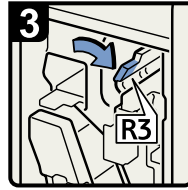· Return lever R4 to its original position.

· Close the front cover.

BQN019S

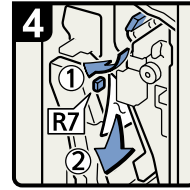## When R5 - R7 is Displayed in the Case of Finisher SR 4040



· Open the front cover.

· Lower lever R5 and remove misfed paper.
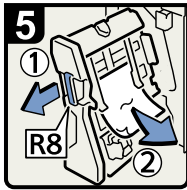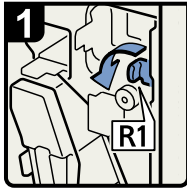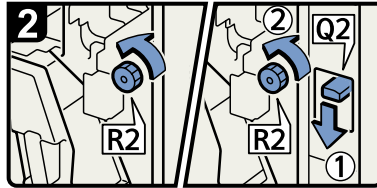
· Return lever R5 to its original position.
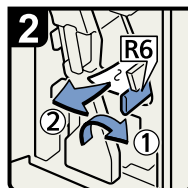
· If you cannot remove misfed paper, raise lever R6 and remove it.

· Return lever R6 to its original position.
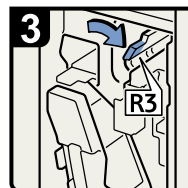
· Raise lever R3.

· Raise lever R7 and remove misfed paper.

· Return lever R3 to its original position.

· Close the front cover.

BQN020S

## When R8 - R12 is Displayed in the Case of Finisher SR 4040



· Open the front cover.

· Turn lower knob R8 clockwise.
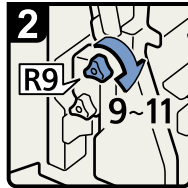
· Turn upper knob R9 9 to 11 times clockwise.
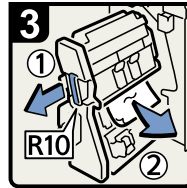
· Pull handle R10 and pull out the staple unit, then remove misfed paper.
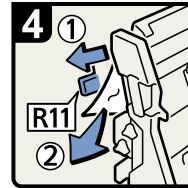
· If you cannot remove misfed paper, raise lever R11 and remove it.

· Return lever R11 to its original position.
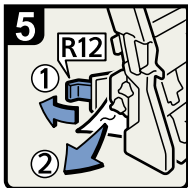
· If you cannot remove misfed paper, raise lever R12 and remove it.

· Return lever R12 to its original position.

· Return the staple unit to its original position and close the front cover.

BQN021S

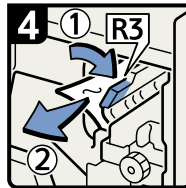## When R1 - R3 is Displayed in the Case of Finisher SR 4050
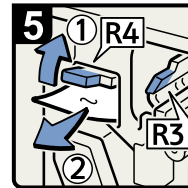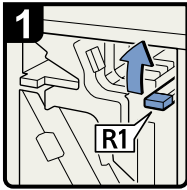


· Open the front cover.

· Raise lever R1.
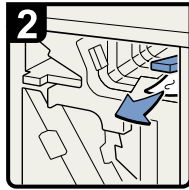


· Remove misfed paper, and then return lever R1 to its original position.
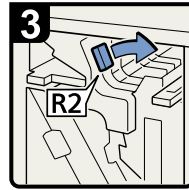


· If you cannot remove misfed paper, turn lever R2 to the right.
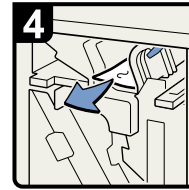


· Remove misfed paper, and then return lever R2 to its original position.
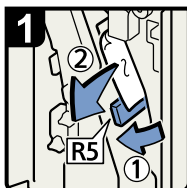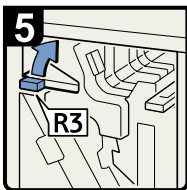


· If you cannot remove misfed paper, raise lever R3.



· Remove misfed paper and return lever R3 to its original position.

· Close the front cover.

BQN013S

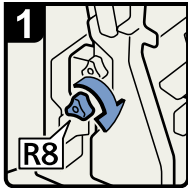## When R4 - R7 is Displayed in the Case of Finisher SR 4050

**1** R4
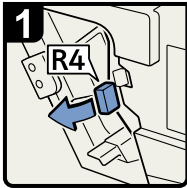
· Open the front cover.
· Pull lever R4.

**2**

· Remove misfed paper.

**3** R5
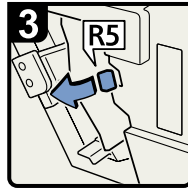
· If you cannot remove misfed paper, pull lever R5.

**4**
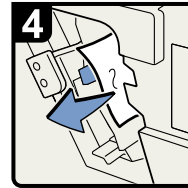
· Remove misfed paper, and then return lever R5 to its original position.

· Return lever R4 to its original position.

**5** R6

· If you cannot remove misfed paper, raise lever R6.

**6**
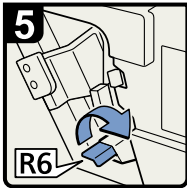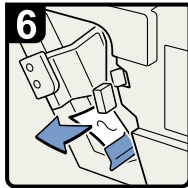
· Remove misfed paper and return lever R6 to its original position.

**7** ② ① R7
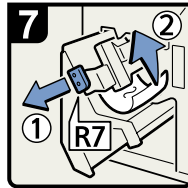
· Pull handle R7 and pull out the staple unit, then remove misfed paper.

· Return the staple unit to its original position and close the front cover.

BQN014S

## When U is Displayed

**1**

· Open the top cover.

**2**
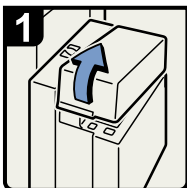
· Remove misfed paper.

· Close the top cover.

BQN003S

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## When W is Displayed
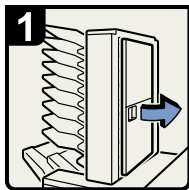
· Open the mailbox right cover.

· Remove misfed paper.
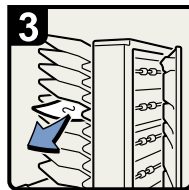
· Remove misfed paper.

· Close the mailbox right cover.

BQN002S

6

# 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 📖 💿.

## Finisher SR4030 / SR4040

This section describes how to remove jammed staples from the Finisher SR4030 and SR4040.

**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.
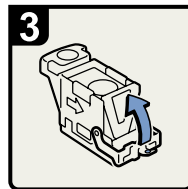
**5**
- Pull down the face plate until it clicks.
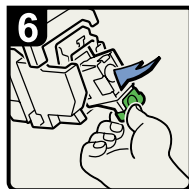
**6**
- Pull down the cartridge until it clicks.
- Return the staple unit to its original position and close the finisher front cover.

BQN029S

## Finisher SR4040 (Saddle Stitch)

This section describes how to remove jammed staples from the Finisher SR4040 (Saddle Stitch).
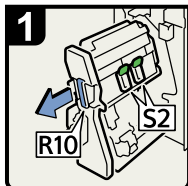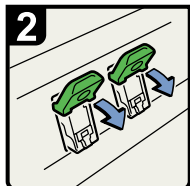
| **1** | **2** | **3** | **4** |
|---|---|---|---|
| · Open the finisher front cover.<br>· Pull out the staple unit. | · Pull lever S2. | · Pull out the cartridge gently. | · Open the face plate of the cartridge. |

| **5** | **6** | **7** | **8** |
|---|---|---|---|
| · Remove the jammed staples. | · Pull the face plate down until it clicks. | · Push the cartridge down until it clicks. | · Return lever S2 to its original position.<br>· Return the staple unit to its original position and close the finisher front cover. |
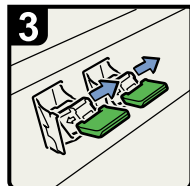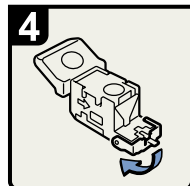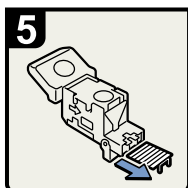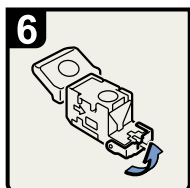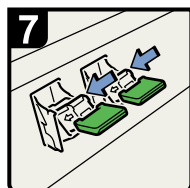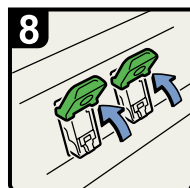
BQN030S

## Finisher SR4050

This section describes how to remove jammed staples from the Finisher SR4050.

6

**1**
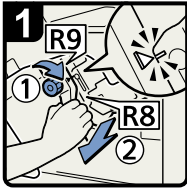
· Open the finisher
  front cover.

· Turn knob R9 until
  the markings align.

· Pull lever R8 and pull
  the staple unit
  completely out.

**2**
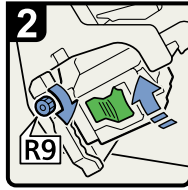
· Turn knob R9 to
  rotate the staple unit.

**3**

· Pull out the cartridge
  lever.

**4**

· Pull out the cartridge.

**5**
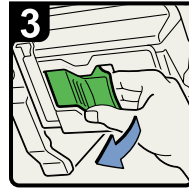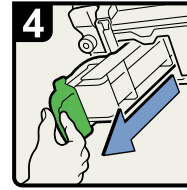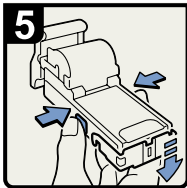
· Push the button on
  both sides of the
  cartridge and open
  the face plate.

**6**

· Remove jammed
  staples.

**7**
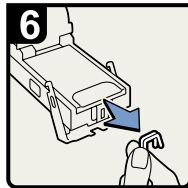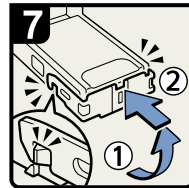
· Lower the face plate
  until it clicks.

**8**
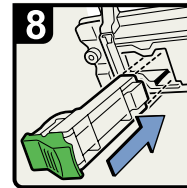
· Reinstall the cartridge.

**9**
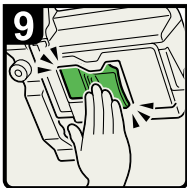
· Push the cartridge in
  until it clicks.

**10**
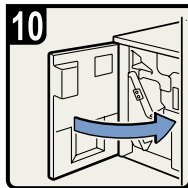
· Turn knob R9
  counterclockwise until
  the marking align.

· Push back the staple
  unit.

· Close the finisher's
  front cover.

BQN012S

# Removing Punch Waste

This section describes how to remove punch waste.

## Finisher SR4030 / SR4040

The following procedure describes how to remove punch waste from the Finisher SR4030 and Finisher SR4040.

**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.

1. **Open the finisher front cover.**
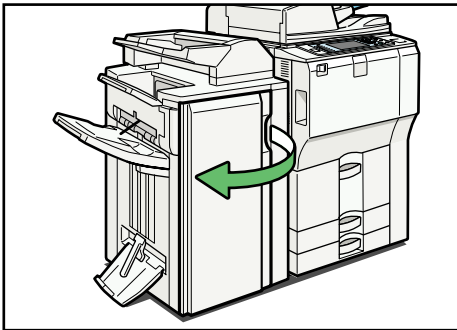


BQN022S

2. **Pull out the punch waste box carefully, and then remove punch waste.**
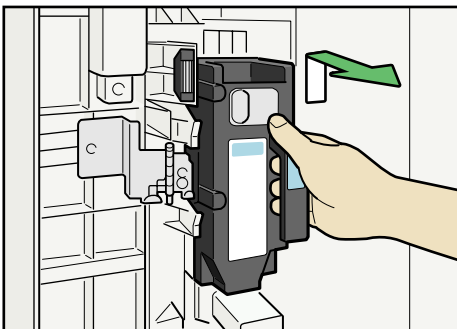


BQM003S

3. **Reinstall the punch waste box.**
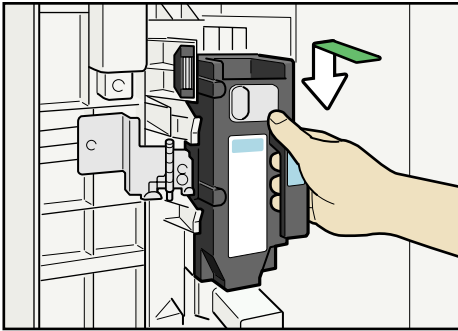


BQM004S

4. **Close the finisher front cover.**

   "Hole Punch Receptacle is full." disappears.

## Finisher SR4050

The following procedure describes how to remove punch waste from the Finisher SR4050.

⬇️**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.

1. **Open the finisher front cover.**
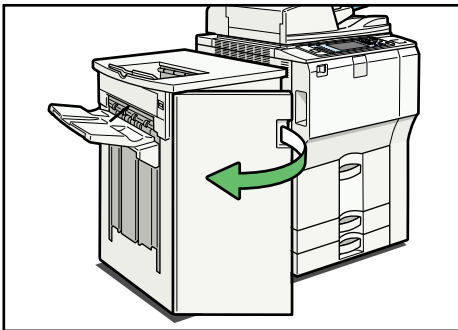


BQN023S

2. **Pull out the punch waste box carefully, and then remove punch waste.**
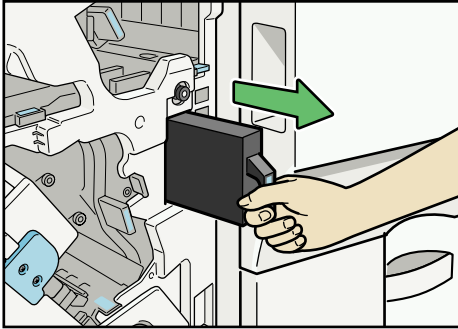


BQN024S

3. **Reinstall the punch waste box.**
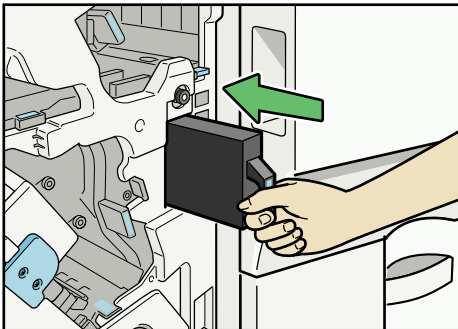


BQN025S

4. **Close the finisher front cover.**

   "Hole Punch Receptacle is full." disappears.

# Removing Staple Waste

This section describes how to remove staple waste.

## Finisher SR4050

The following procedure describes how to remove staple waste from the Finisher SR4050.

🔽Note

- While "Waste Staple Receptacle is full." is displayed, you cannot use the Staple function.

- "Waste Staple Receptacle is full." is displayed until the staple waste box is reinstalled.

- If the message is still displayed, reinstall the staple waste box.

1. **Open the finisher front cover.**
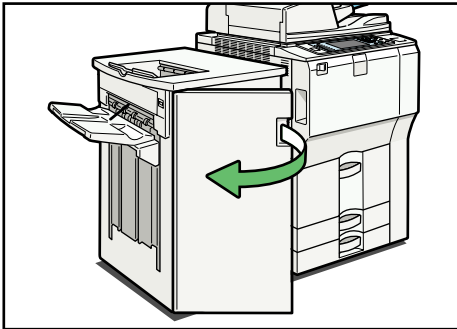


BQN023S

2. **Pull out the staple waste box carefully, and then remove staple waste.**
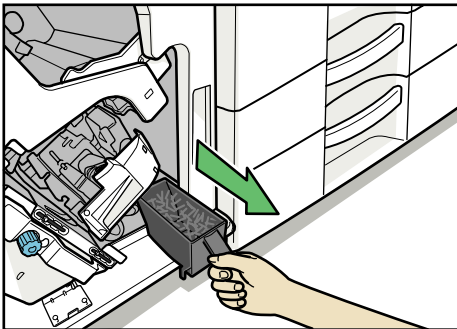


BQN026S

3. **Reinstall the staple waste box.**
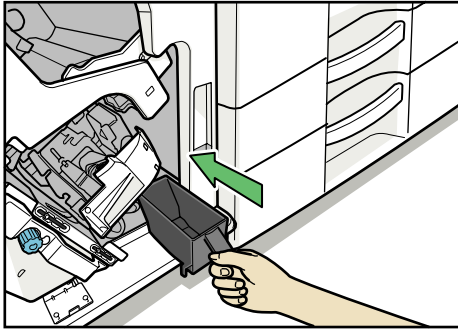


BQN027S

4. **Close the finisher front cover.**

"Waste Staple Receptacle is full." disappears.

6

6

# 7. Appendix

## Pausing Copy When Using the Finisher SR4050

Use the following procedure to temporarily interrupt a long copy run when using the Finisher SR4050.

1. **Press the [Suspend/Resume] key.**

   The key lights up.
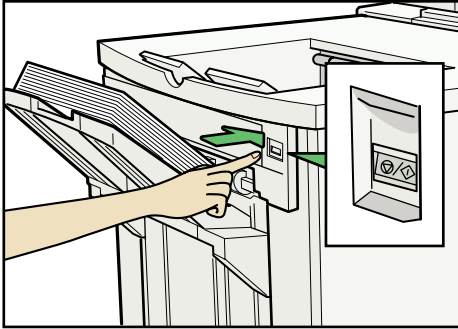
   

   BQM027S

2. **Remove the stack of paper from the finisher shift tray.**

3. **Press the [Suspend/Resume] key.**

   The key turns off, and then copying restarts.

   

   BQM038S

🔽 **Note**

- You can suspend copy only when the output tray is specified as the finisher shift tray.

- Depending on the print image, the prints might not be stacked properly. In such a case, pause printing, remove the prints, and then resume printing.

# When Z-folded Paper Is Not Properly Aligned

Install the auxiliary Z-fold support tray if Z-folded prints are not output tidily.

## Finisher SR4040

Use the following procedure to attach the Z-fold support tray for the Finisher SR4040 to the Finisher Shift Tray or Finisher Upper Tray.

1. **Remove the prints.**

2. **Attach the Z-fold support tray to the finisher upper tray or finisher shift tray.**
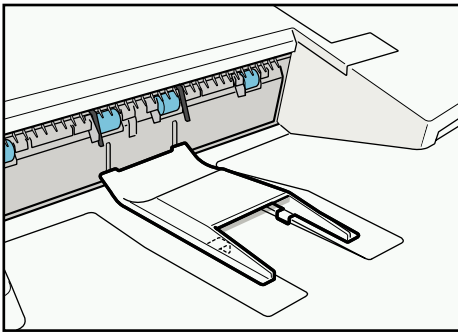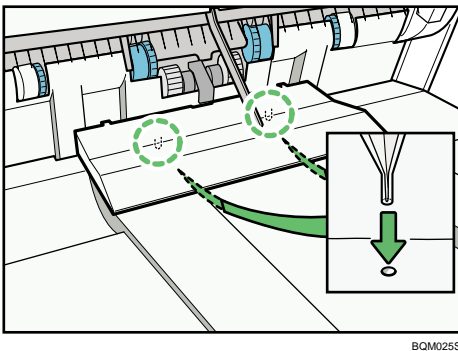
   Finisher Upper Tray:

   

   BAS012S

   Finisher Shift Tray:

   

   BQM025S

## Finisher SR4050

Use the following procedure to attach the Z-fold support tray for the Finisher SR4050 to the Finisher Shift Tray or Finisher Upper Tray.

7

1. **Press the [Suspend/Resume] key.**

   The key lights up.
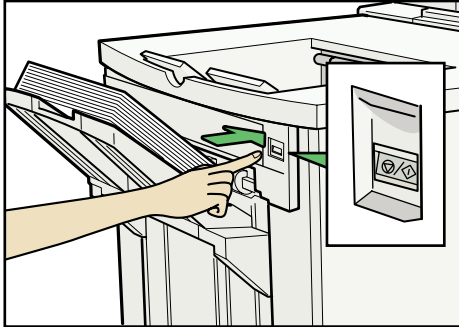
   

   BQM027S

2. **Remove the prints.**

   Set the Z-fold support tray for the finisher upper tray or finisher shift tray.

   Finisher Upper Tray:
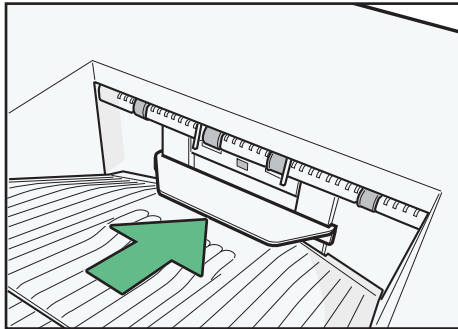
   

   BJU066S

   Finisher Shift Tray:
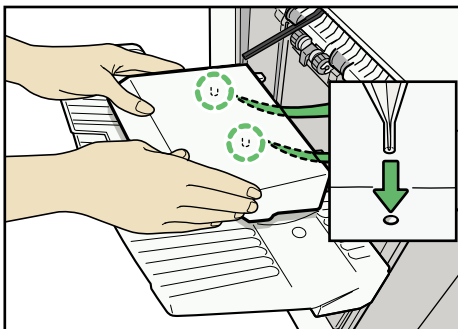
   

   BQM026S

## Multi-Folding Unit

Use the following procedure to attach the Z-fold support tray for the Multi-Folding Unit to the Multi-Folding Unit Tray.

1. **Open the front cover of the Multi-Folding Unit and take out the Z-fold support tray for Multi-Folding Unit (located at the bottom of the Multi-Folding Unit).**
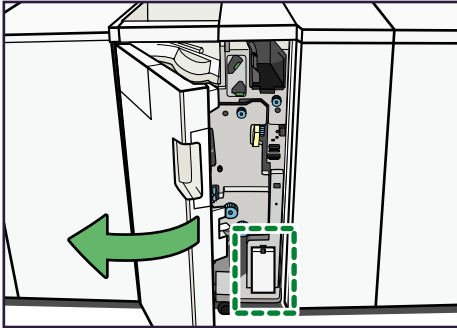


BQL071S

2. **Set the Z-fold support tray for Multi-Folding Unit in the slope of the Multi-Folding Unit Tray so that it is flush against the end fence.**
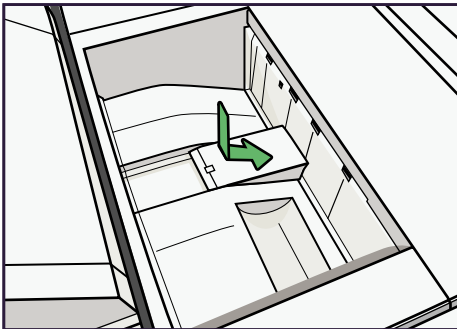


BQL072S

3. **Close the front cover of Multi-Folding Unit.**

⬇ **Note**

- When you have finished using the Z-fold support tray for Multi-Folding Unit, open the front cover of the Multi-Folding Unit and re-attach the tray to its stowage hook.

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  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:

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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

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# INDEX

MEMO

MEMO

Operating Instructions  Troubleshooting

Type for 9060/MP 6001/LD360/Aficio MP 6001
Type for 9070/MP 7001/LD370/Aficio MP 7001
Type for 9080/MP 8001/LD380/Aficio MP 8001
Type for 9090/MP 9001/LD390/Aficio MP 9001

EN   USA   D062-7144

**Operating Instructions**

# Copy and Document Server Reference

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

# Documentation for This Machine

# TABLE OF CONTENTS

# 3. Advanced Copying

## 4. Connect Copy

## 7. Appendix

# 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 introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

**Troubleshooting**

Provides a guide for resolving common usage-related problems.

**Copy and 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 and System Settings Guide**

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

**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.

**Other manuals**

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link 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

# Notice

## Important

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.

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.

# How to Read This Manual

**⬇ Note**

- For proper use of this product, be sure to read About This Machine first.

## 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 that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

Indicates instructions in book form.

Indicates instructions in sheet form.

Indicates instructions stored in a file on a provided CD-ROM.

Indicates instructions provided on this company's Web site.

## Name of Major Items

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

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

## Notes

Contents of this manual are subject to change without prior notice.

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

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, certain units may be optional. For details, please contact your local dealer.

This machine comes in four models which vary in copy/print speed.

To ascertain which model you have, see "How to Read This Manual", About This Machine.

# Laws and Regulations

## Legal Prohibition

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.

# Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options as follows:

| Function | Option |
|---|---|
| Copying onto the Tab Stock | Tab Sheet Holder |
| Stack | Finisher SR4030, Booklet Finisher SR4040, or Finisher SR4050 |
| Staple | Finisher SR4030, Booklet Finisher SR4040, or Finisher SR4050 |
| Staple (Center) | Booklet Finisher SR4040 |
| Punch | Finisher SR4030 with Multi-hole Punch Unit, Booklet Finisher SR4040 with Multi-hole Punch Unit, or Finisher SR4050 with Multi-hole Punch Unit |
| Z-fold | Booklet Finisher SR4040 with Multi-Folding Unit or Finisher SR4050 with Multi-Folding Unit |
| Half Fold | Multi-Folding Unit |
| Letter Fold-out | Multi-Folding Unit |
| Letter Fold-in | Multi-Folding Unit |
| Double Parallel Fold | Multi-Folding Unit |
| Gate Fold | Multi-Folding Unit |
| Connect Copy | Copy Connector |

⬇ Note

- The tab sheet holder is required when copying onto tab stock from the paper trays.

# 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**



BRD102S
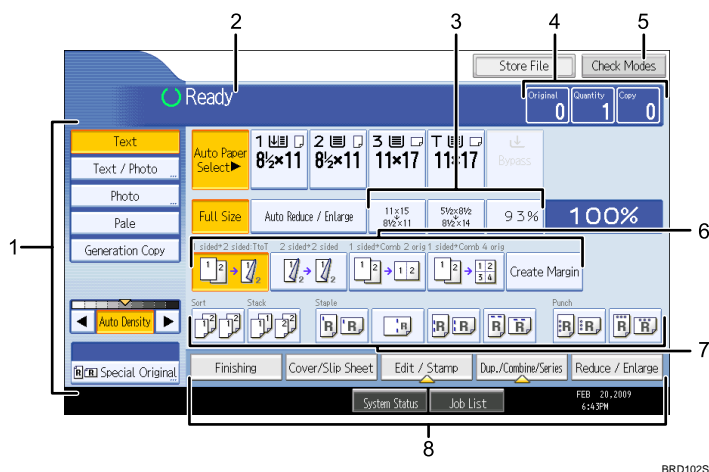
1. **Use this area to specify the original type, image density level, and other settings.**

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 "Reproduction Ratio".**

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 "General Features".**

7. **Displays Sort, Stack, Staple and Punch functions.**

8. **Displays available functions. Press a function to display its menu. When you select a function, a clip mark is displayed under the key.**

🔽 Note

- The illustration is an example of the panel display when the Booklet Finisher SR4040 and the Large Capacity Tray(LCT) are installed.

📖 Reference

- p.233 "General Features"
- p.238 "Reproduction Ratio"

## 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.
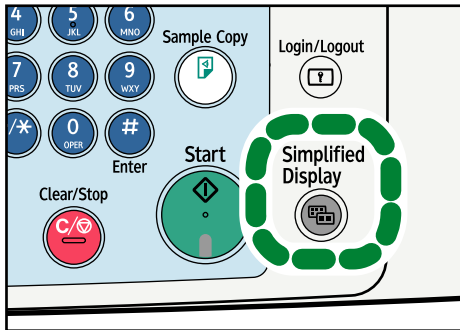


BRD103S

**Example of a simplified display**



BRD104S

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$^2$ |
| | Two-sided originals: A3⫽ - A5⫽⫽ | 52 - 128 g/m$^2$ |

**Inch version**

| Original location | Original size | Original weight |
|---|---|---|
| Exposure glass | Up to 11 × 17 | - |
| ADF | One-sided originals: 11 × 17⫽ - 5$^1/_2$ × 8$^1/_2$⫽⫽ | 11 - 34 lb. Bond |
| | Two-sided originals: 11 × 17⫽ - 5$^1/_2$ × 8$^1/_2$⫽⫽ | 14 - 34 lb. Bond |

🔽 **Note**

- Following are the maximum numbers of originals (sheets) you can load in the ADF.
  - 250 (paper weight up to 69 g/m$^2$, 18 lb. Bond)[1]
  - 150 (paper weight up to 80 g/m$^2$, 20 lb. Bond)

[1] Varies depending on the type and condition of the paper.

**1**

### 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
- 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⬜ | A5⬜ | B6 JIS ⬜⬜ | 11 × 17⬜ | 8$^1/_2$ × 11 ⬜⬜ | 8$^1/_2$ × 13 ⬜ |
|---|---|---|---|---|---|---|---|---|---|---|
| Exposure glass | ◯ | ◯ | ◯ | ◯ | ◯ | ×[*1] | × | × | × | ◯[*4] |
| ADF | ◯ | ◯ | ◯ | ◯ | ◯ | ◯ | ◯ | ◯[*2] | ◯[*3] | ◯[*4] |

1

○: Detectable size ×: Undetectable size

*1 If you want to make A5 size detectable, consult your service representative.

*2 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 8K, contact your service representative.

*3 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.

*4 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 | $5^1/_2$ × $8^1/_2$ | $5^1/_2$ × $8^1/_2$ | 10 × 14 |
|---|---|---|---|---|---|---|---|---|
| Exposure glass | × | × | ○ | ○ | ○ | ○ | × | × |
| ADF | ○ | ○ | ○*1 | ○*2 | ○ *3, *4 | ○ | ○ | ○ |

○: Detectable size ×: Undetectable size

*1 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.

*2 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.

*3 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.

*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.

**Exposure glass**



Positioning mark
Horizontal size
Vertical size
Maximum scanning area
A3 (297x420 mm)
11 x 17 (279x432 mm)
A4 A3

BAT017S

**ADF**



Horizontal size

Vertical size

Maximum scanning area
297 × 432 mm
11 × 17 inches

A4  A3

BKF100S
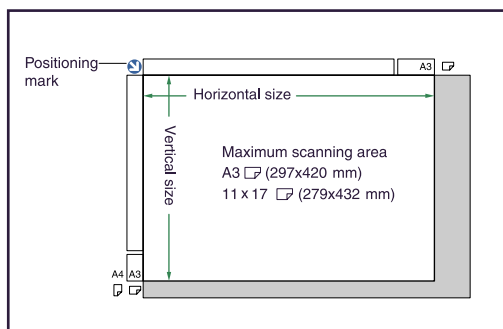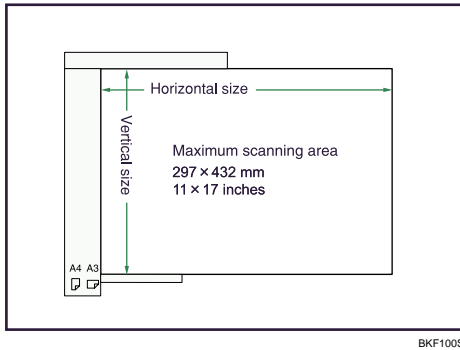
**⬇ Note**

- 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.31 "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.
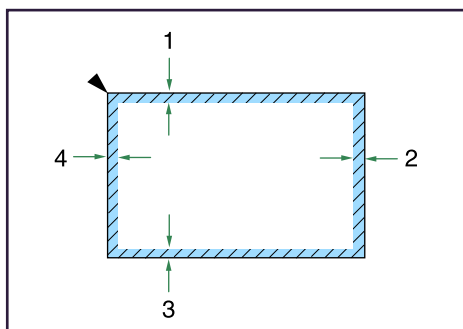
BAT019S

1. **2 ± 1.5 mm (0.08 ± 0.06 inch)**

2. **2 ± 2 mm (0.08 ± 0.08 inch)**

3. **2 ± 1.5 mm (0.08 ± 0.06 inch)**

4. **4 ± 2 mm (0.16 ± 0.08 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
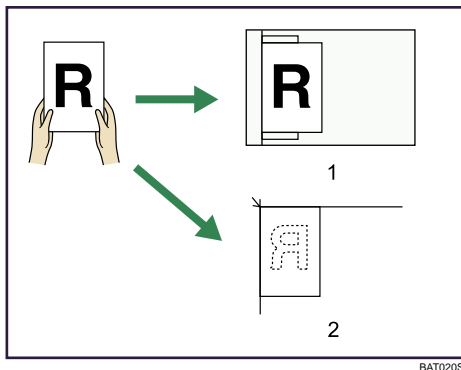
1. **ADF**

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 🔲🔲

  Select this mode when the original orientation is the same as the copy paper orientation.

- Unreadable orientation 🔲🔲

  Select this mode when you want to copy A3⊡, B4 JIS⊡ or 11 × 17⊡ size originals. The machine rotates the copy image by 90 degrees 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
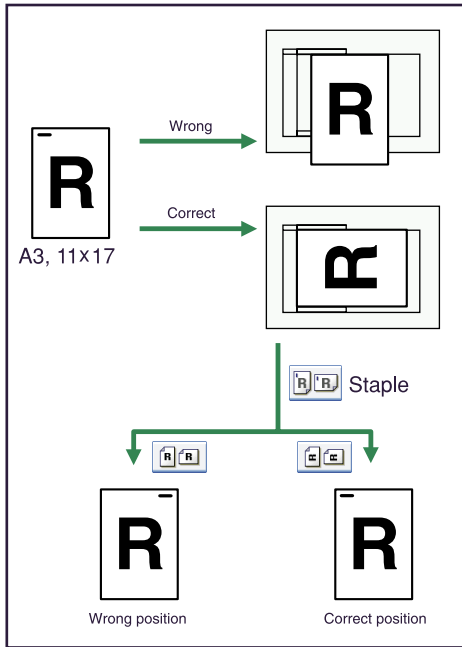


BAT021S

1. **Press [Special Original].**
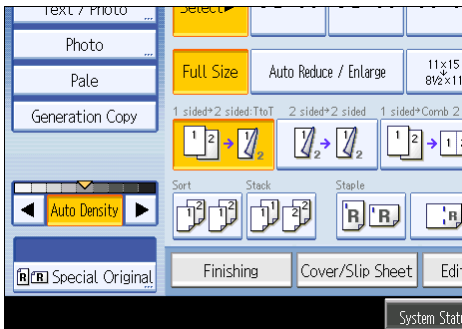


2. **Select the original orientation, and then press [OK].**
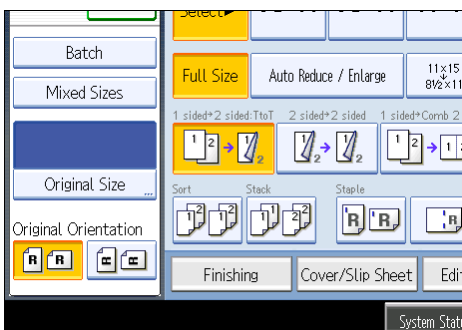
**Note**

- 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 "General Features".

**Reference**

- p.233 "General Features"

## 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.
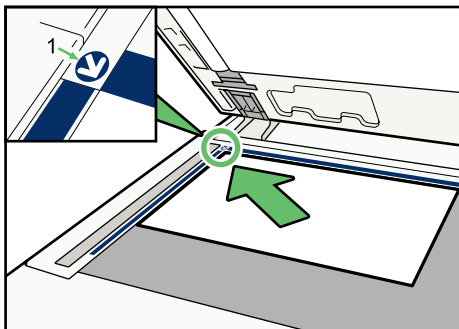


BRC005S

    1. **Positioning mark**

3. **Lower the ADF.**

**Note**

- When you lower the ADF, an indicator will light to show you that the machine is detecting the size of the original.
- When the Sort, Combine or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.

## 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.
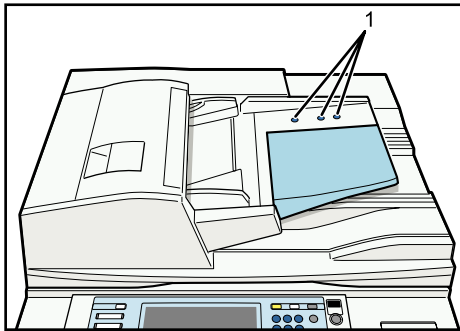


BRC006S

1. **Sensors**

Settings should be made in the following situations:

**When placing originals consisting of more than 150 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 guides 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.

When originals are set in the ADF, the bottom plate rises automatically.



BRC007S
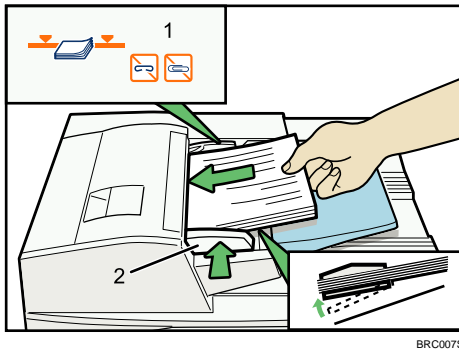
1. **Limit mark**

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.31 "Custom sizes"

## Batch Mode

In Batch mode, the machine copies an original of more than 150 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].**
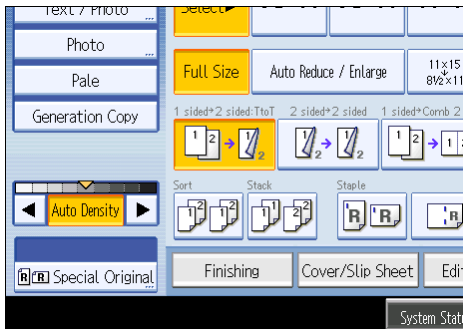


2. **Select [Batch], and then press [OK].**
3. **Place the first part of the original, and then press the [Start] key.**
4. **After the first part of the original has been fed, place the next part, then press the [Start] key.**

**Note**

- When [SADF] is displayed on the screen, set [Batch] with [Switch to Batch]. See "Input/Output".

- 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.

- You cannot switch between 1-sided and 2-sided originals during copying.

**Reference**

- p.256 "Input/Output"

## 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].**

1
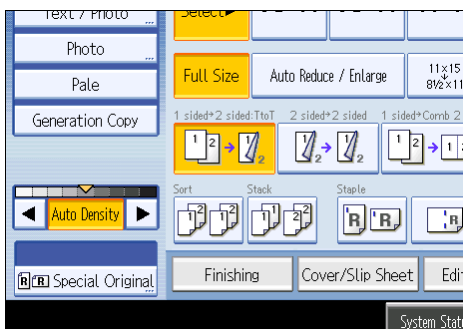
2. **Select [SADF], and then press [OK].**

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 on the screen, set [SADF] with [Switch to Batch]. See "Input/Output".

- When the Sort, Combine or 1 Sided ➜ 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 "Input/Output".

- You cannot switch between 1-sided and 2-sided originals during copying.

🗐 **Reference**

- p.256 "Input/Output"

## Mixed Sizes Mode

If you apply this mode, you can place originals of different sizes together in the ADF. The machine will automatically detect the size of each original and copy it accordingly.

⭐ **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▭, A4▯▭, B4 JIS▭, A5▯

**Inch version**

   11 × 17▭, $8^1/_2$ × 11▯▭, $5^1/_2$ × $8^1/_2$▯

1. **Press [Special Original].**
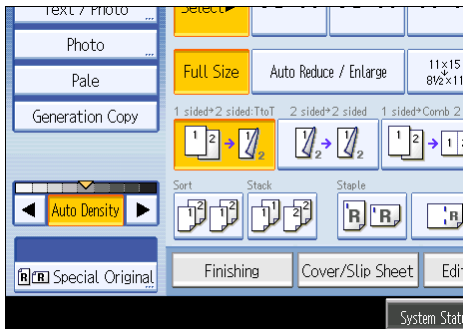


2. **Select [Mixed Sizes], and then press [OK].**

3. **Align the rear and left edges of the originals as shown in the illustration.**
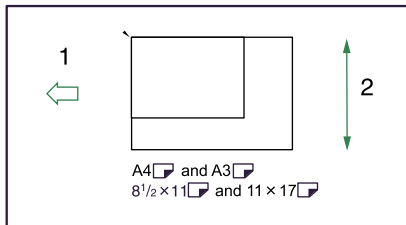


BRD004S

    1. **Place the originals into the ADF**

    2. **Vertical size**

4. **Adjust the document guides to the widest original size.**

5. **Place originals in the ADF.**

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

⬇ **Note**

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.

- You can place originals of two different sizes at a time.

- Copying speed and scanning speed will be reduced.

- The weight range for originals in the Mixed Sizes mode is 52 - 81 g/m$^2$ (14 - 20 lb. Bond).

- 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.
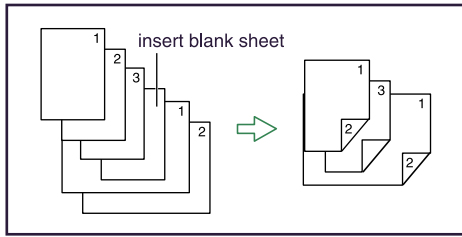
BAT146S

## 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].**
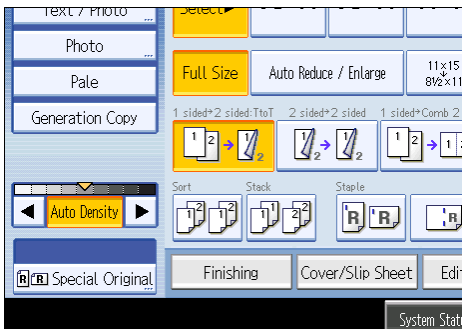


2. **Press [Original Size].**
3. **Press [Regular Size].**
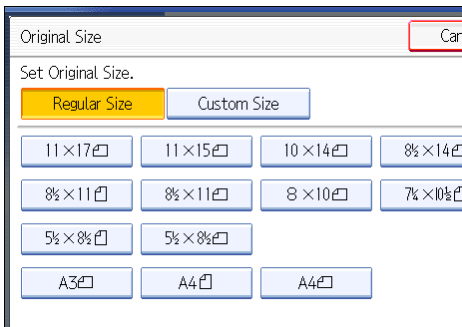


4. **Select the size of original, and then press [OK] twice.**
5. **Place the originals, and then press the [Start] key.**

## Custom sizes

When placing custom size originals in the ADF, specify the size of the originals.

🔴 **Important**

- Paper that has a vertical length of 128 - 297 mm (5.1 - 11.6 inches) and a horizontal length of 128 - 1260 mm (5.1 - 49.6 inches) can be placed with this function. However, the size of the copy paper is limited to 128 - 297 mm (5.1 - 11.6 inches) vertically and 128 - 600 mm (5.1 - 23.6 inches) horizontally.

1. **Press [Special Original].**
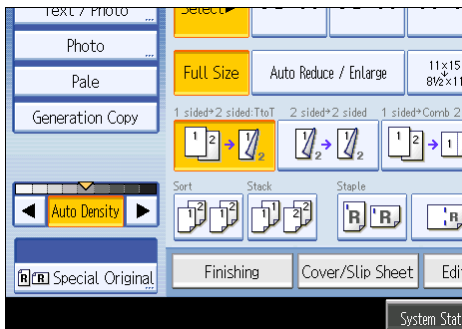


2. **Press [Original Size].**

3. **Press [Custom Size].**

4. **Enter the horizontal size with the number keys, and then press [#].**
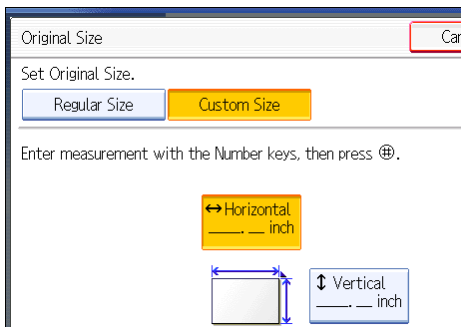


5. **Enter the vertical size with the number keys, and then press [#].**

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", Network and System 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 in User Tools. For details, see "Tray Paper Settings", Network and System 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**
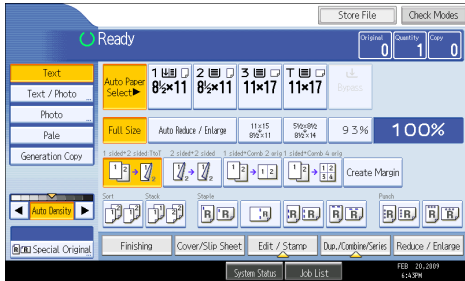
   

2. **Make sure no previous settings remain.**

   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.

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

   The machine starts copying.

   When placing originals on the exposure glass, press the [#] key after all originals are scanned.

33

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 "General Features".

🔖**Reference**

- p.233 "General Features"

## 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.

- You cannot use the Staple function with this function if another copy job is already using the Staple function.

1. **Press the [Interrupt] key.**


BRD110S
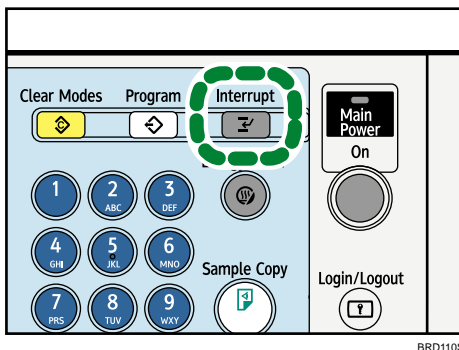
The interrupt key indicator lights. The machine stops scanning.
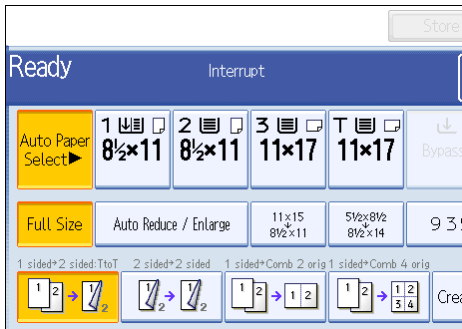
2. **Remove the originals that were being copied.**

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.

## Copy Face Up

Copies are delivered in opposite order to the default order setting.

**1 Sided originals**



BAS023S

**2**
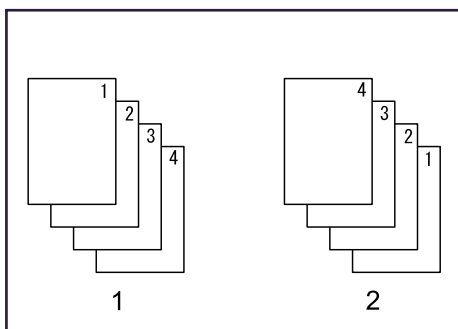
## 2 Sided originals



BAS024S
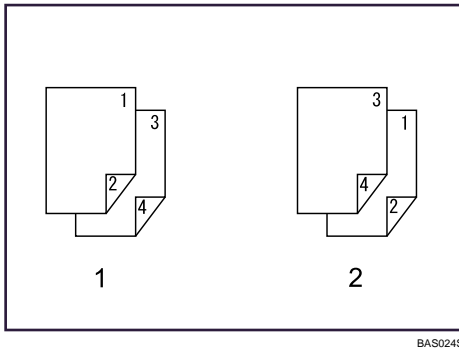
1. **Face down (same order as original)**

2. **Face up (reverse order of original)**

⭐ **Important**

- Before using this function, register "Reverse Ejection: Face Up/ Down" as a copy function key. For details, see "General Features".

1. **Press [Reverse Ejection: Face Up/ Down].**
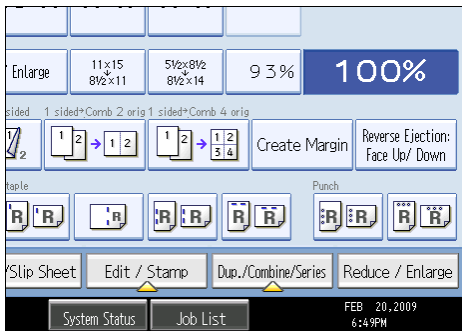


2. **Place the originals, and then press the [Start] key.**

⬇ **Note**

- Copies are delivered face up (in reverse order of the original) if Plain Paper, Middle Thick, or Thick Paper is specified.

- Tab stock is delivered face down regardless of its paper weight.

📖 **Reference**

- p.233 "General Features"

## Auto Start

If you make settings and scan originals while the machine is busy, your copies will be made once the machine is ready.

1. **Make your settings while "Select print mode, then press the Start key." and "Scanning originals can be started." are displayed alternately.**

2. **Place the original.**

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

   The machine scans the original.

   Copying starts automatically once the machine is ready.

## 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.**
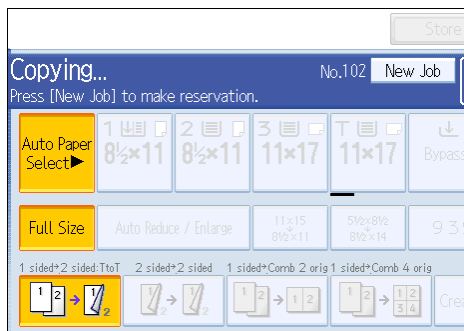


2. **Be sure message "Ready" appears, and then make settings for the next copy job.**

3. **Place the originals, and then press the [Start] key.**

   All originals are scanned.

   When the preset job is complete, a job preset confirmation dialog box appears.

4. **Press [Exit].**

   You return to the copy screen.

   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].

- 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]

- p.99 "Managing Jobs"

## 2 Copying onto Tab Stock

You can copy onto tab stock.


BAS025S
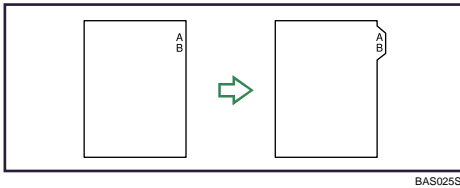
[★ Important]

- Before using this function, set the tray for tab stock and set the position of the index tab under Paper Type in User Tools. For details about Paper Type, see "Tray Paper Settings", Network and System Settings Guide ⊚.


BAS026S
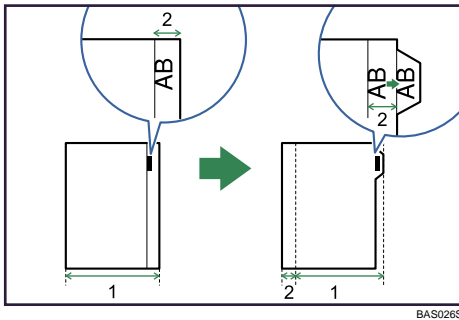
  1. Original width

  2. Index width

- Specify the size of tab stock under Tray Paper Size in User Tools. The sizes that can be used are A4, $8^1/_2$ × 11, and $8^1/_2$ × 14. For details about Paper Size, see "Tray Paper Settings", Network and System Settings Guide ⊚.

- The tab stock can be placed in trays 2 and 3. Set the tab stock with the side to be copied facing down.

- When setting tab stock, always use the tab sheet holder.

2
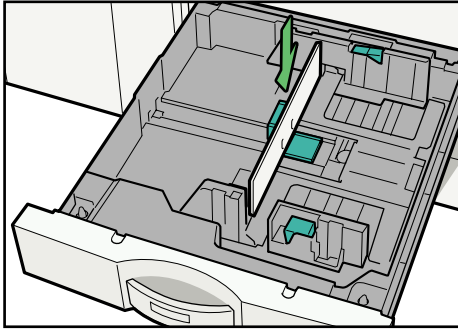


BRC009S

- Set tab stock so that it will be fed from the side without the tab first.

- Adjust the back fence position so that the tab sheet holder will fit the tab stock.
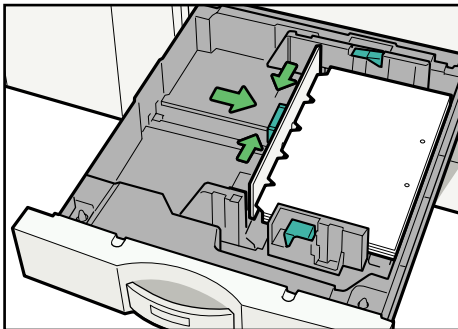


BRC010S

- The Duplex function cannot be performed on tab stock. If [1 Sided → 2 Sided] is selected, cancel the setting.

Tab stock is fed starting from the top tab.
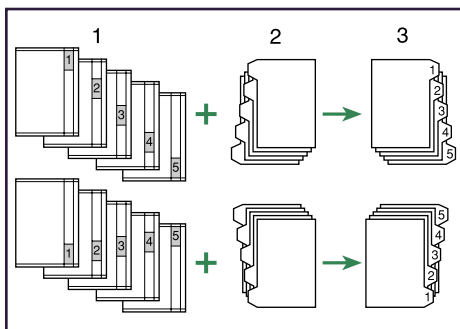


BAT027S

1. **Originals**

2. **Tab Stock**

3. **Copies**

1. **Select the paper tray where the tab stock is loaded.**
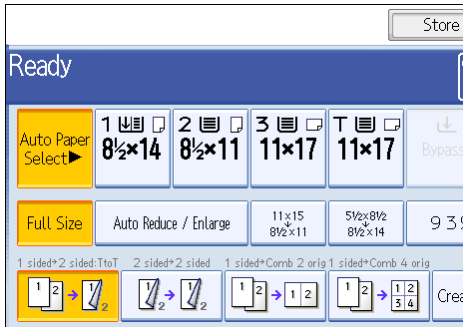


2. **Place the originals, and then press the [Start] key.**

⬇ **Note**

- Check the position of the index tab to avoid cropping the image.

- Align the image you want to copy by checking the position of the index tab. If the image extends beyond the index tab, the backs of sheets may get soiled with toner.

- When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.

# 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 "Changing the Default Functions of the Copy's Initial Display".

- The size of sheets you can copy onto from the bypass tray varies depending on whether or not a finisher is installed and the model of the finisher.

    - Finisher not installed: 100 - 305 mm (3.9 - 12 inches) vertical length; 139.7 - 600 mm (5.5 - 23.6 inches) horizontal length.

    - Finisher SR4030 or SR4040 installed: 100 - 305 mm (3.9 - 12 inches) vertical length; 139.7 - 487.6 mm (5.5 - 19.2 inches) horizontal length.

    - Finisher SR4050 installed: 100 - 305 mm (3.9 - 12 inches) vertical length; 139.7 - 458 mm (5.5 - 18 inches) horizontal length.

- The machine can automatically detect the following sizes as regular size copy paper:

    - Metric version: A3⬚, A4⬚⬚, A5⬚⬚

    - Inch version: A3⬚, 11 × 17⬚, $8^1/_2$ × 14⬚, $8^1/_2$ × 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, or paper of 104 g/m$^2$ (about 28 lb. Bond) or above, you need to specify the type and size of the paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", Network and System 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.

- When copying onto translucent paper, you need to specify the type and size of the paper.

- When paper larger than 432 mm (17 inches) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

- When copying onto special paper such as adhesive labels, always select "Face Up". If you select "Face Down", a paper misfeed may occur.

- If you place originals on the exposure glass and want the copies to be delivered face down, select "Face Down" for both "Copy Eject Face Method in Glass Mode" and "Copy Eject Face Method in Bypass Mode" of User Tools.

**[Bypass Tray Usage]**

Press [Bypass Tray Usage] to display a description on using the bypass tray.
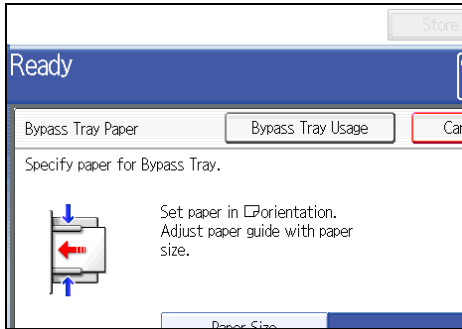
1. **Open the bypass tray.**
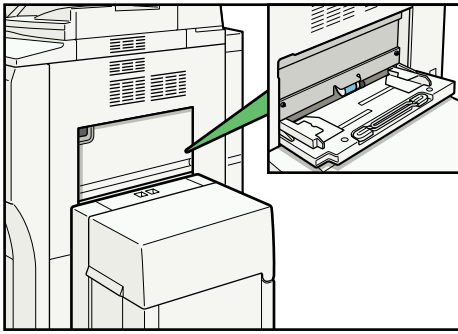


2. **Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.**

   If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.
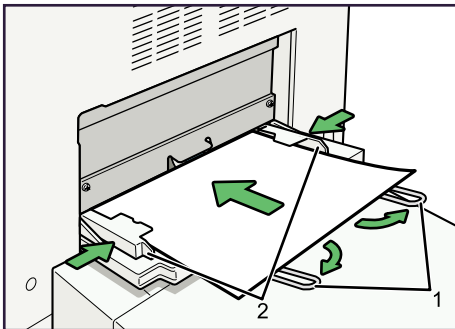


   1. **Extender**
   2. **Paper guides**

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

• Certain types of paper might not be detected properly when placed on the bypass tray. If this happens, remove the paper and place it on the bypass tray again.

• 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 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", Network and System Settings Guide🔘.

• 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.

• The following paper sizes can be selected as the standard sizes:

  • A3⬞, A4⬞⬞, A5⬞⬞, A6⬞, 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⬞⬞, $7^1/_4$ × $10^1/_2$⬞⬞, $5^1/_2$ × $8^1/_2$⬞⬞, 11 × 15⬞, 11 × 14⬞, 10 × 15⬞, 10 × 14⬞

📄Reference

## 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 up until you hear the beep.**

2. **Align the paper guides to the paper size.**

3. **Press [Bypass], and then press the [#] key.**
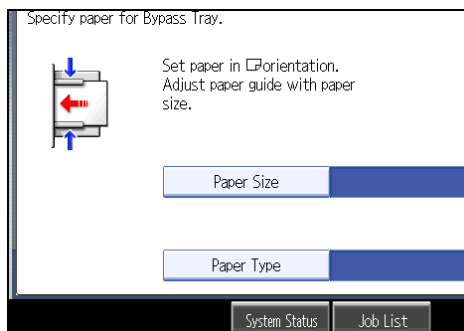
4. **Press [Paper Size].**



5. **Press [Regular Size].**

6. **Select the paper size.**
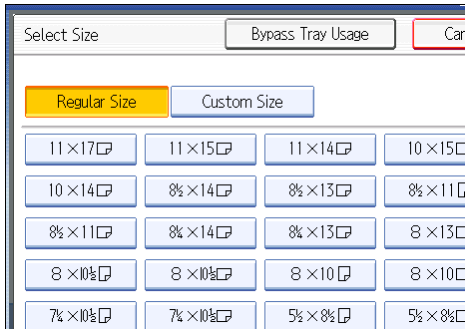


7. **Press [OK] twice.**

8. **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 up until you hear the beep.**

2. **Align the paper guides to the paper size.**

3. **Press [Bypass], and then press the [#] key.**

4. **Press [Paper Size].**
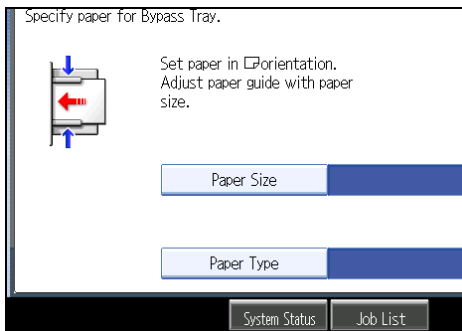


5. **Press [Custom Size].**

6. **Enter the horizontal size with the number keys, and then press [#].**
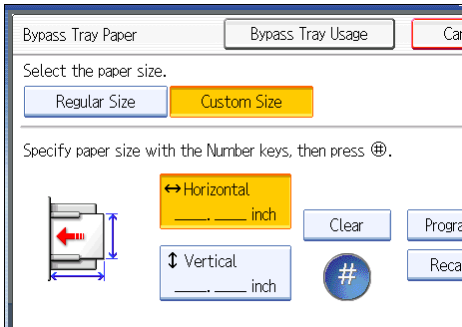


7. **Enter the vertical size with the number keys, and then press [#].**

8. **Press [OK] twice.**

9. **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 [Paper Size].**

3. **Press [Custom Size].**

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 [Program].**
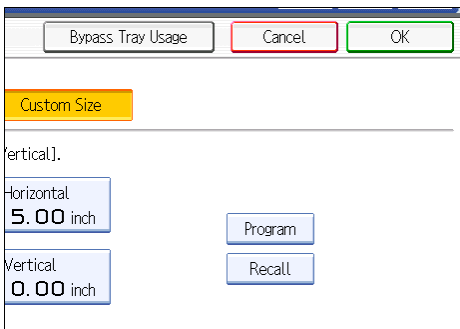


The confirmation screen appears.

7. **Press [Exit].**

8. **Press [OK].**

⬇**Note**

- To change the value you entered, press the item you want to change, and then enter a new value.
- You can specify only one custom size.

### Recalling the registered custom size

Recalls the registered paper size.

1. **Press [Bypass], and then press the [#] key.**
2. **Press [Paper Size].**
3. **Press [Custom Size].**
4. **Press [Recall].**
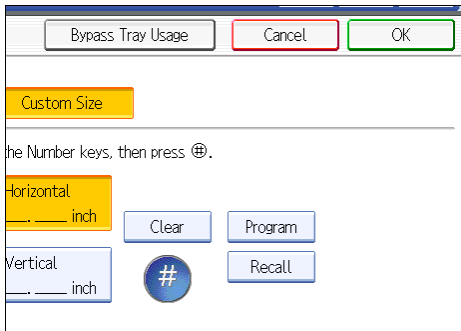


The registered size is displayed.

5. **Press [OK].**

## Copying onto OHP Transparencies

When copying onto OHP transparencies, select the type and size of paper.

⭐**Important**

- We recommend that you use specified OHP transparencies.
- OHP transparencies must be loaded face-up in the tray.
- When copying onto OHP transparencies, remove copied sheets one by one.

1. **Open the bypass tray, and then insert the paper face up until you hear the beep.**
2. **Align the paper guides to the paper size.**
3. **Press [Bypass], and then press the [#] key.**
4. **Press [Paper Type].**

5. **Select [OHP (Transparency)].**
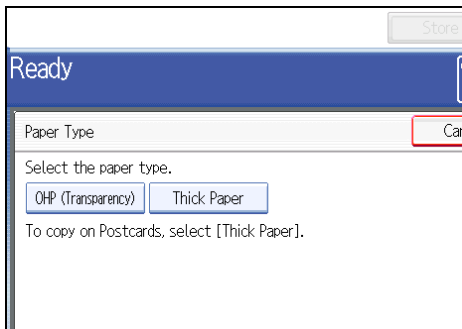


6. **Specify the paper size, and then press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

**Note**

- Printing on special paper such as OHP transparencies may be slower than printing on plain paper.

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

- If you have selected [OHP (Transparency)] in "Paper Type", you cannot have copies delivered face down.

## Copying onto Thick Paper

When copying onto thick paper, select the type and size of paper.

1. **Open the bypass tray, and then insert the paper face up until you hear the beep.**

2. **Align the paper guides to the paper size.**

3. **Press [Bypass], and then press the [#] key.**

4. **Press [Paper Type].**

5. **Select [Thick Paper].**
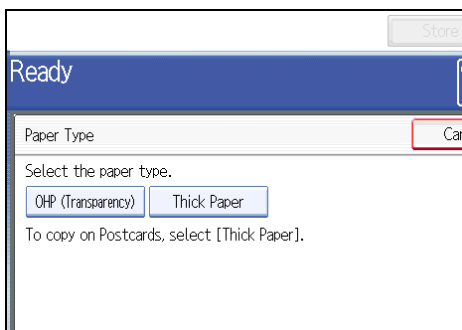


6. **Specify the paper size, and then press [OK] twice.**

**7.** **Place the originals, and then press the [Start] key.**

⬇ **Note**

- The weight range for thick paper is 104 - 216 g/m$^2$ (39 - 80 lb. Cover).

- Printing on thick paper may be slower than printing on plain paper.

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

- If you have selected [Thick Paper] in "Paper Type", you cannot have copies delivered face down.

# 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".

**Reference**

- p.120 "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.
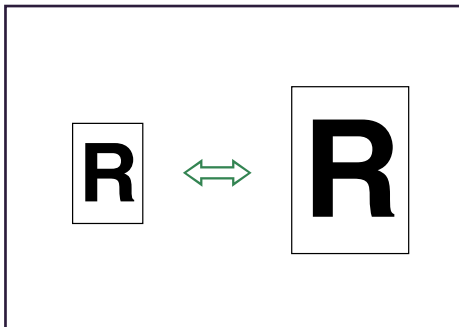


BAS030S

**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.
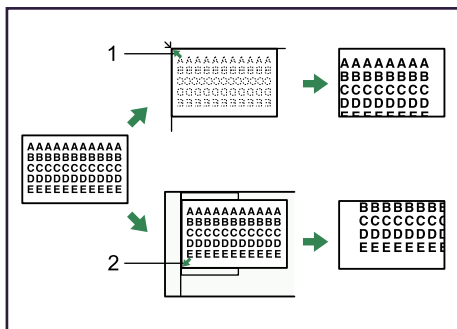


BRD005S

1. **Base point when placed on the exposure glass**

2. **Base point when placed in the ADF**

1. **Press [Reduce / Enlarge].**
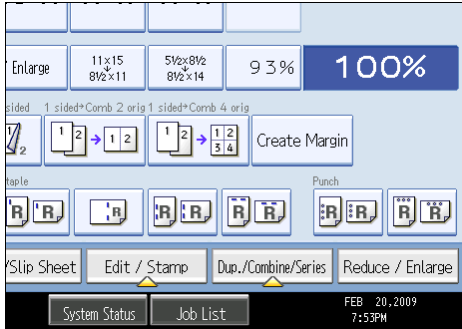


   To select a preset ratio on the initial display, press the shortcut reduce/enlarge key.

2. **Select a ratio, and then press [OK].**
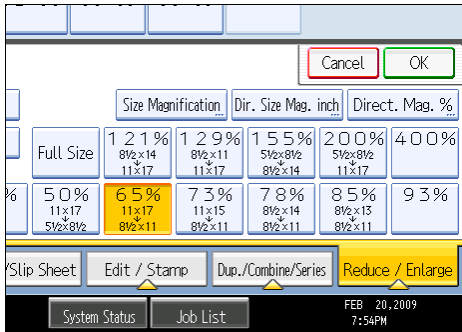


3. **Place the originals, and then press the [Start] key.**

⬇ **Note**

- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Reproduction Ratio".

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).

- 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.

🖹 **Reference**

- p.238 "Reproduction Ratio"

## Zoom

You can specify the reproduction ratio in increments of 1%.
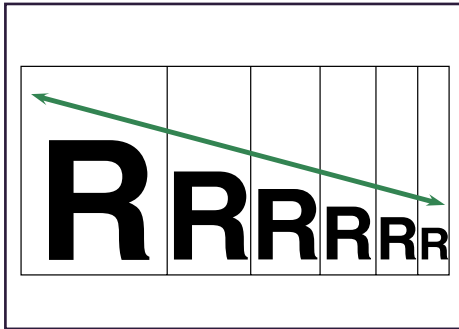
BAS032S

**⬇Note**

- 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.

## Specifying the ratio with [ー] and [＋]

Specify a ratio using [ー] and [＋].

1. **Press [Reduce / Enlarge].**
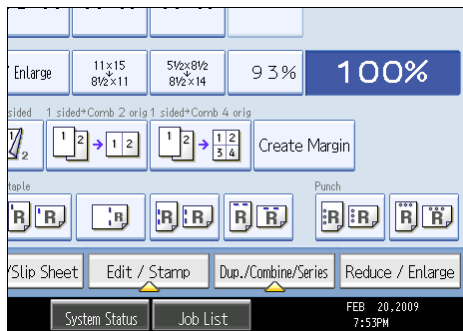


2. **Select a preset ratio which is close to the desired ratio.**

3. **Adjust the ratio with [ー] and [＋].**

2. Basic Copying
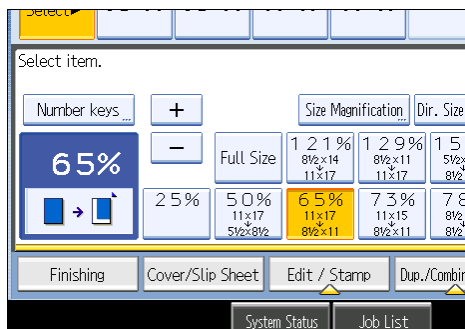
Press [ − ] or [ + ] changes the ratio in increments of 1%. Pressing and holding down [ − ] or [ + ] changes it in increments of 10%.

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].**
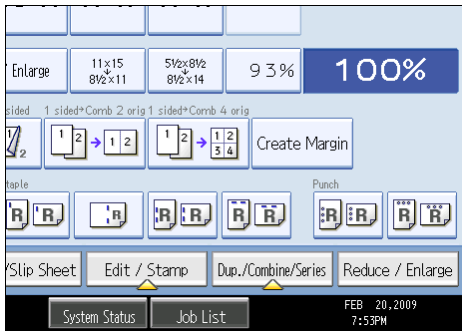


2. **Press [Number keys].**
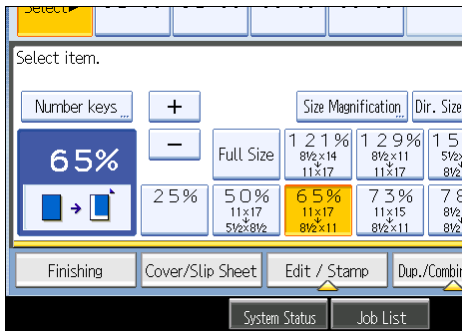
3. **Enter the desired ratio with the number keys, and then press [#].**
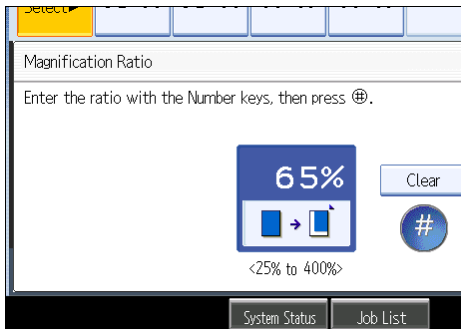


4. **Press [OK] twice.**

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.
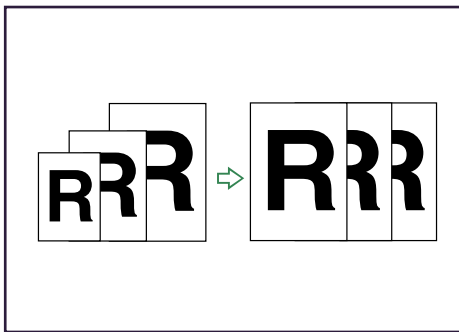


BAS033S

⭐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.
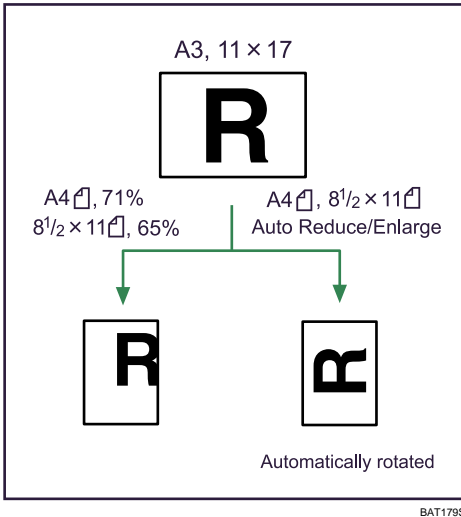


For details about Rotate Copy, see "Rotate Copy".

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◽◽, A5◽, $8^1/_2$ × 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◽◽, $5^1/_2$ × $8^1/_2$◽ |
| ADF | A3◽, A4◽◽, 11 × 17◽, $8^1/_2$ × 14◽, $8^1/_2$ × 11◽◽, $5^1/_2$ × $8^1/_2$◽◽, 10 × 14◽ |

1. **Press [Auto Reduce / Enlarge].**
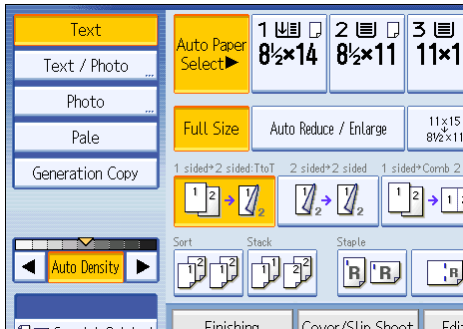


2. **Select the paper size.**

3. **Place the originals, and then press the [Start] key.**

⬇ **Note**

- The machine selects reproduction ratios of between 25-400%.

🗐 **Reference**

- p.118 "Rotate Copy"

# Duplex Copying

This section describes how to make duplex copies.

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 64 - 128 g/m$^2$ (17 - 34 lb. Bond).**

**1 Sided → 2 Sided**

Copies two 1-sided pages on one 2-sided page.
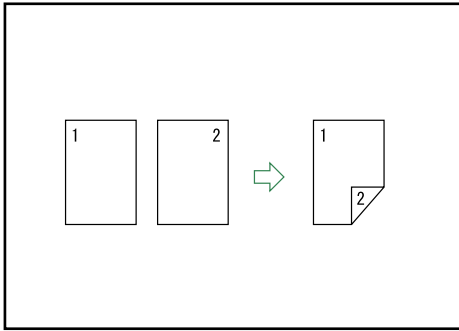


BAS034S

**2 Sided → 2 Sided**

Copies one 2-sided page on one 2-sided page.
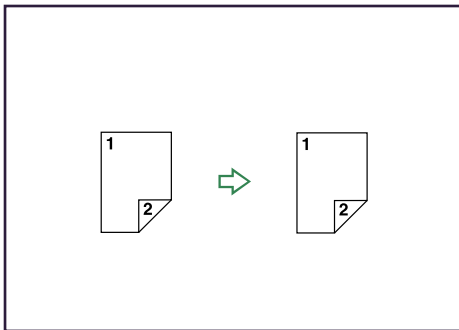


BAS035S

**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.
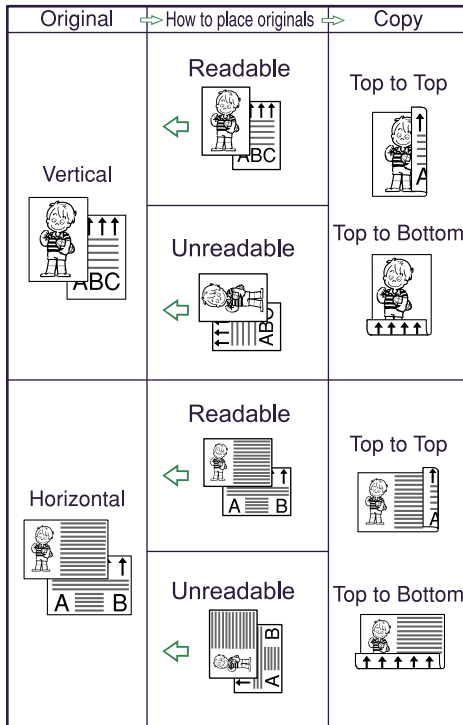
BAT036S

1. **Press [Dup./Combine/Series].**
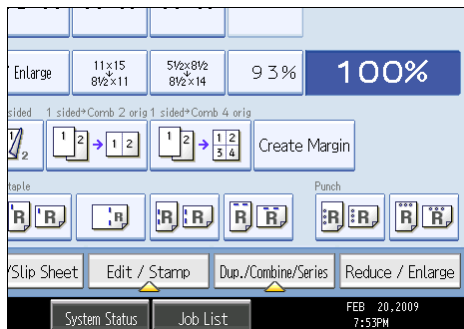


2. **Make sure that [Duplex] is selected. If [Duplex] is not selected, press [Duplex].**

3. **Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided].**
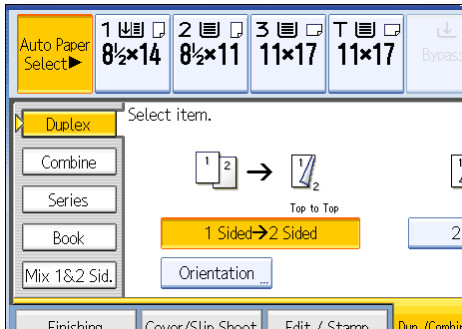


To change the original or copy orientation, press [Orientation].

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.

- You can also select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] directly by pressing the copy function key. In that case, proceed to step 5.

- 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 "Edit".

- You can use the following copy paper with this function:

  - A3□, A4□□, A5□□, B4□, B5□□, 11 × 17□, $8^1/_2$ × 14□, $8^1/_2$ × 13□, $8^1/_2$ × 11□ □, $8^1/_4$ × 13□, 8 × 13□, $7^1/_4$ × $10^1/_2$□□, $5^1/_2$× $8^1/_2$□□, 8K□, 16K□□

- You cannot use the following copy paper with this function:

  - Paper smaller than A5, $5^1/_2$ × $8^1/_2$

  - Translucent paper

  - Label paper (adhesive labels)

  - OHP transparencies

  - Postcards

  - Tab stock

- 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.

- Front and back image quality of copies may differ.

2

## Originals and Copy Orientation

You can select the orientation of originals and copies.
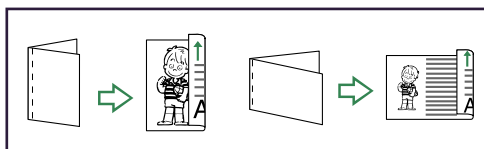
• Top to Top



BAT038S

• Top to Bottom
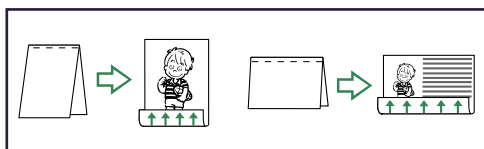


BAT037S

1. **Press [Orientation].**
2. **Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].**
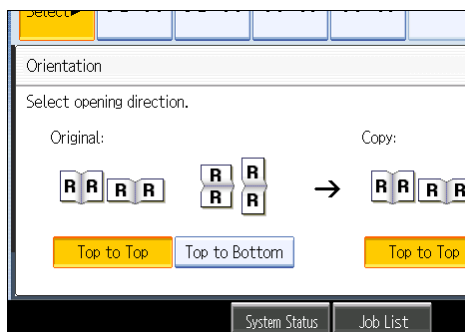


⬇ **Note**

• 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 "General Features".

# Combined Copying

This section describes how to make combined copies.

**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 or 2-Sided Combine under Edit in User Tools. For details, see "Edit".

- 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 degrees 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.
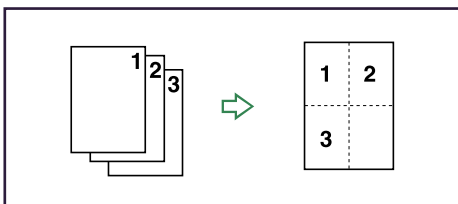


BAS149S

**Reference**

- p.59 "Originals and Copy Orientation"

- p.240 "Edit"

## 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.
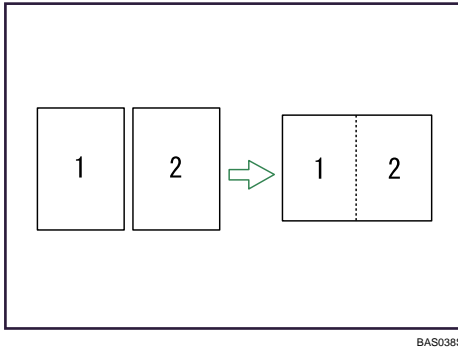


BAS038S

**1 Sided 4 Pages → Combine 1 Side**

Copies four 1-sided originals to one side of a sheet.
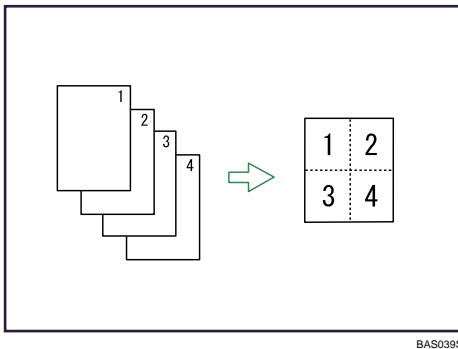


BAS039S

**1 Sided 8 Pages → Combine 1 Side**

Copies eight 1-sided originals to one side of a sheet.



BAS040S

**2**
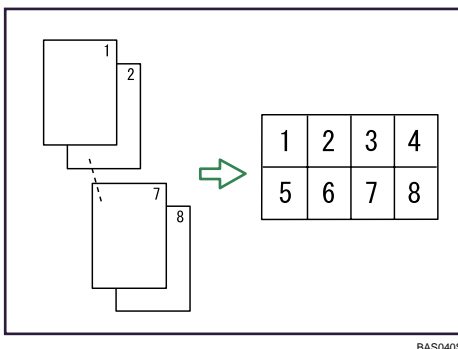
### 2 Sided 1 Page → Combine 1 Side

Copies one 2-sided original to one side of a sheet.
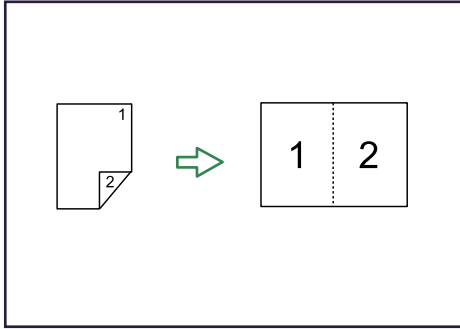


BAS041S

### 2 Sided 2 Pages → Combine 1 Side

Copies two 2-sided originals to one side of a sheet.
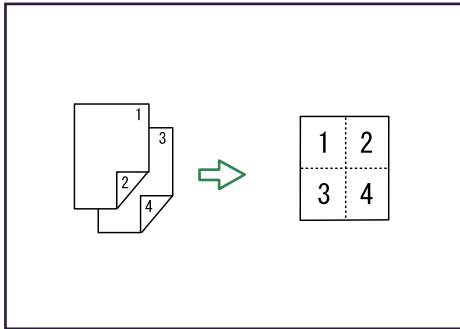


BAS042S

### 2 Sided 4 Pages → Combine 1 Side

Copies four 2-sided originals to one side of a sheet.
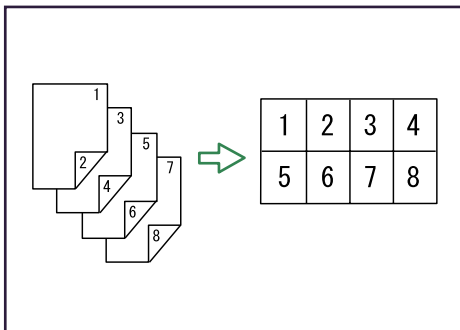


BAS043S

**Orientation of the original and image position of combine**

Portrait ( ) originals
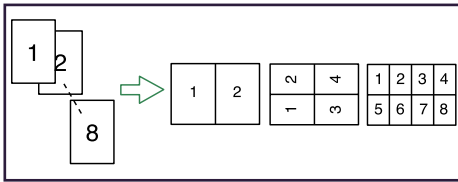
BAS044S

Landscape (▭) originals
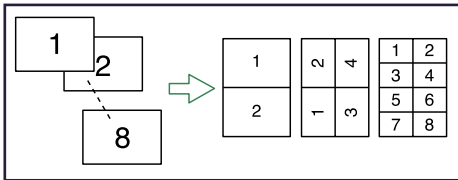


BAS045S

Placing originals (originals placed in the ADF)

- Originals read from left to right
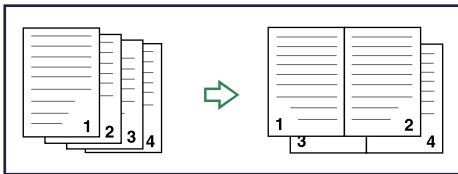


BAT046S

- Originals read from top to bottom
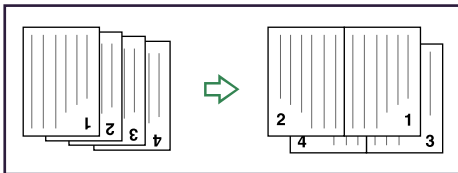


BAT047S

1. **Press [Dup./Combine/Series].**
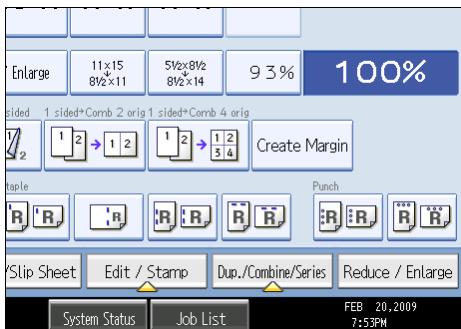


2. **Press [Combine].**

3. **Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.**
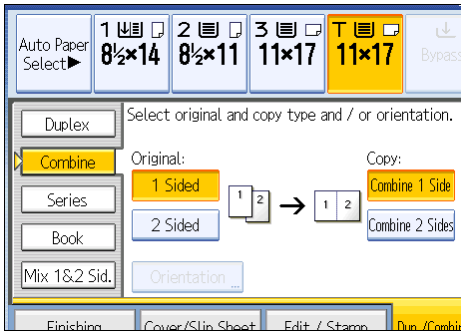


4. **Select the number of originals to combine.**

5. **Select the paper size.**

6. **Press [OK].**

7. **Place the originals, and then press the [Start] key.**

⬇Note

- You can also select [1 sided → Comb 2 orig] or [1 sided → Comb 4 orig] directly by pressing the copy function key. In that case, proceed to step 7.

## 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.



BAS047S

**2**
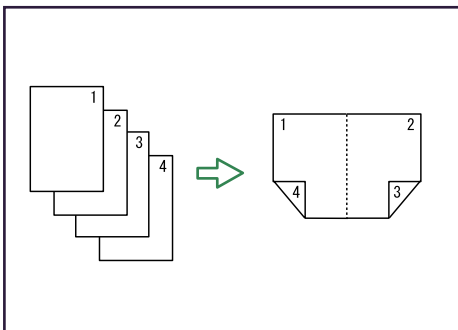
### 1 Sided 8 Pages → Combine 2 Sides

Copies eight 1-sided originals to one sheet with four pages per side.
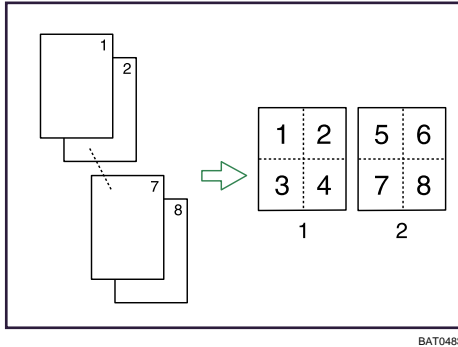


BAT048S

1. **Front**

2. **Back**

### 1 Sided 16 Pages → Combine 2 Sides

Copies 16 1-sided originals to one sheet with eight pages per side.
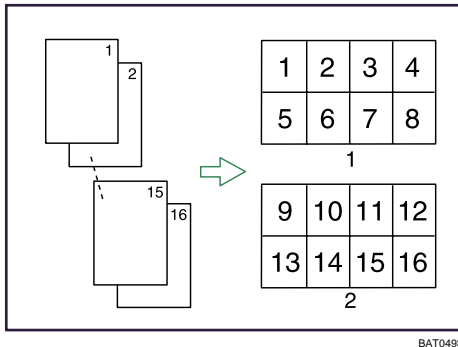


BAT049S

1. **Front**

2. **Back**

### 2 Sided 2 Pages → Combine 2 Sides

Copies two 2-sided originals to one sheet with two pages per side.
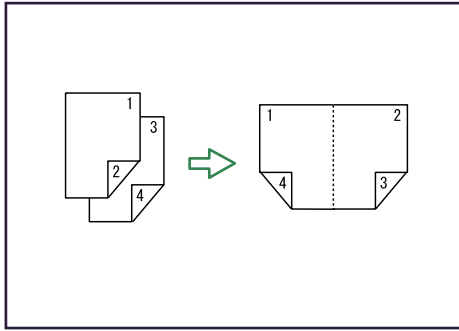
BAS050S

**2 Sided 4 Pages → Combine 2 Sides**

Copies four 2-sided originals to one sheet with four pages per side.
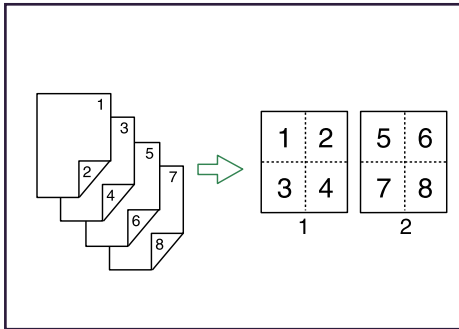
BAT051S

1. **Front**

2. **Back**

**2 Sided 8 Pages → Combine 2 Sides**

Copies eight 2-sided originals to one sheet with eight pages per side.
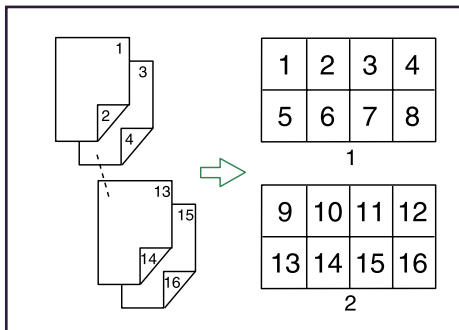
BAT052S

1. **Front**

2. **Back**

1. **Press [Dup./Combine/Series].**
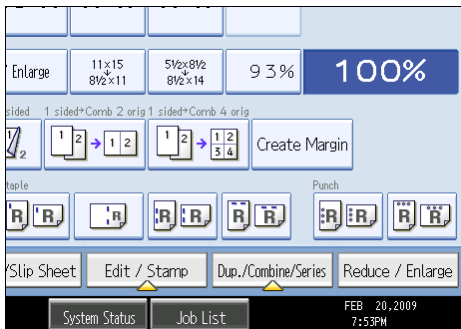


2. **Press [Combine].**

3. **Select [1 Sided] or [2 Sided] for Original, and then press [Combine 2 Sides] for Copy.**
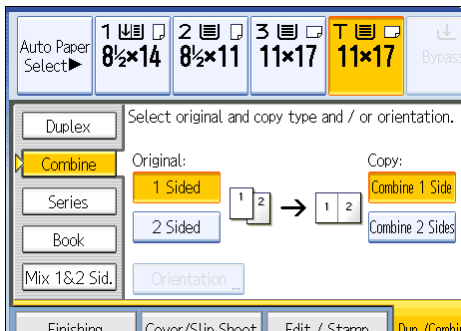


4. **Press [Orientation].**

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.**

# 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 with paper identical in size and different in orientation (⬜⬜) are required. See "Tray Paper Settings", Network and System Settings Guide ⚙.**

- **You cannot use the bypass tray with Rotate Sort.**

**Sort/Shift Sort**

Copies are assembled as sets in sequential order.

To use Shift Sort, the Finisher SR4030, SR4050 or Booklet Finisher SR4040 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
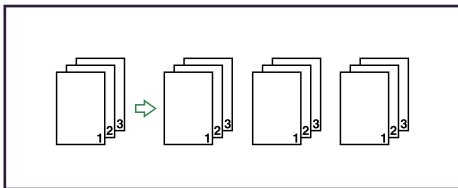
**Rotate Sort**

Every other copy set is rotated by 90 degrees (⬜⬜) and delivered to the copy tray.



BAS054S
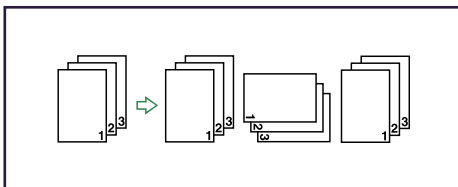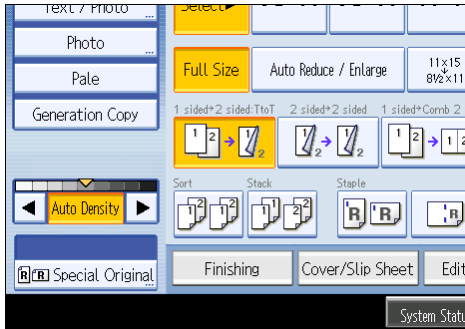
1. **Press [Finishing].**



2. **Press [Finisher].**

3. **Select [Sort] or [Rotate Sort].**

When the finisher is not attached:
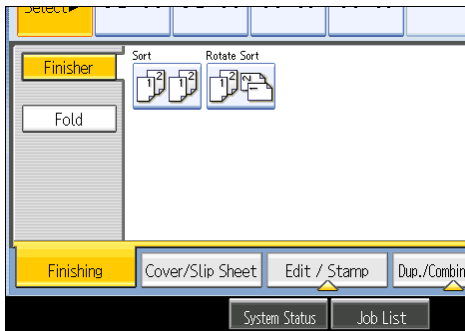


When the Finisher SR4030 is attached:
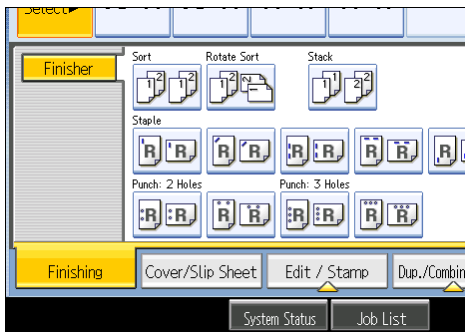


When the Booklet Finisher SR4040 is attached:

2
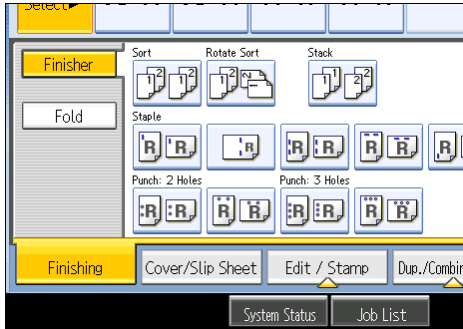
When the Finisher SR4050 is attached:
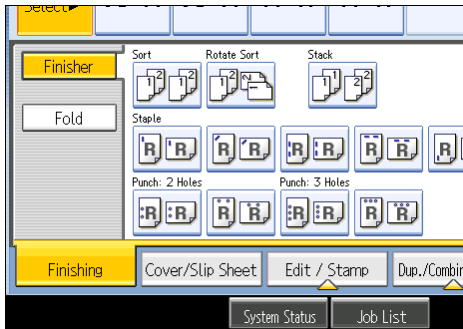


4. **Enter the number of copy sets using the number keys.**

5. **Place the originals.**

   To confirm the type of finishing, press the [Sample Copy] key.

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

⬇ **Note**

- If you are copying from the exposure glass, a single copy of each original is made first. If the first copy set is acceptable, you can make the remaining copy sets by pressing the [#] key. The time required for copy sets to be delivered varies depending on the print settings.

- 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 the Sort function under Input/Output in User Tools. For details, see "Input/Output".

- Paper sizes and orientations that can be used with the Shift Sort are as follows:

  - Shift Tray

    A3▭, A4▭▭, A5▭▭, B4 JIS▭, 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▭▭, $7^1/_4$ × $10^1/_2$▭ ▭,

$5^1/_2 \times 8^1/_2$⊳⊲, 182 × 210 mm⊳, 170 × 210 mm⊳, 340 × 210 mm⊲, 8K⊳, 16K⊳⊲, 11 × 15⊳, 11 × 14⊳, 10 × 15⊳, 10 × 14⊳

- Paper sizes and orientations that can be used in the Rotate Sort function are follows:
  - A4⊳⊲, B5 JIS⊳⊲, A5⊳⊲, $8^1/_2 \times 11$⊳⊲, $7^1/_4 \times 10^1/_2$⊳⊲, $5^1/_2 \times 8^1/_2$⊳⊲, 16K⊳⊲
- The number of copies that can be placed on the tray is as follows. (paper weight: 80 g/m$^2$, 20 lb. Bond)
  - Copy tray

    A4, $8^1/_2 \times 11$ or larger, B4 JIS, 10 × 14 or smaller: 500 sheets

    10 × 14 or Larger, A3, B5 JIS, $8^1/_2 \times 11$ or smaller: 250 sheets
  - Shift tray

    A4: 1250 sheets
- When the number of copies exceeds capacity, remove copies from the tray.
- For details about the number of copy sheets that the output tray can accommodate, see "Appendix", About This Machine📖⊚.
- When using the Rotate Sort or Staple function, the capacity may be reduced.
- When using the Staple functions, the capacity may be reduced.

🗐 Reference

- p.256 "Input/Output"

## Sample Copy

Use this function to check the copy settings before making a long copy run.

⭐ Important

- This function only can be used 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.**

   One copy set is delivered as a sample.
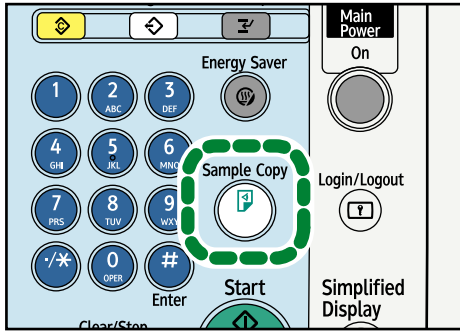
BRD111S

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.**
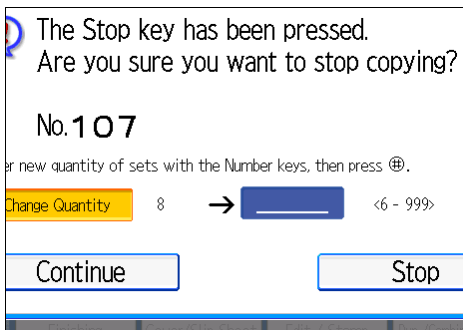


4. **Press [Continue].**

Copying starts again.

2

**⊘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.
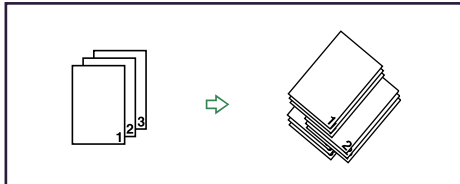


BAS055S

If the Finisher SR4030, SR4050 or Booklet Finisher SR4040 is attached, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.

1. **Press [Finishing].**
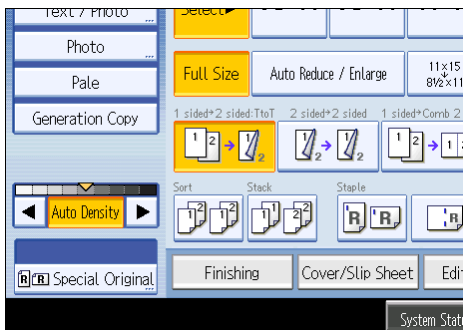


2. **Press [Finisher].**

3. **Press [Stack].**

   When the Finisher SR4030 is attached:
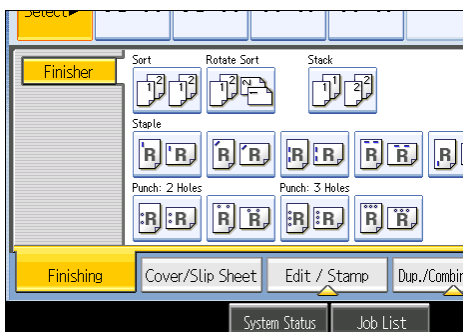
   

   When the Booklet Finisher SR4040 is attached:
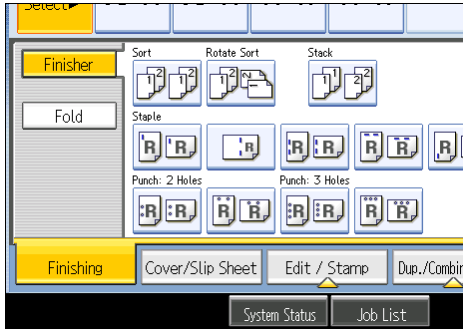
When the Finisher SR4050 is attached:
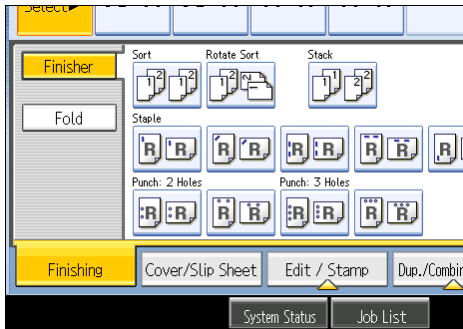


4. **Enter the number of copies with the number keys.**

5. **Press [OK].**

6. **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.

- Paper sizes and orientations that can be used with the Shift Stack are as follows:

  - A3▽, A4▽▽, A5▽▽, B4 JIS▽, 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▽▽, $7^1/_4$ × $10^1/_2$▽▽, $5^1/_2$ × $8^1/_2$▽▽, 182 × 210 mm▽, 170 × 210 mm▽, 340 × 210 mm▽, 8K▽, 16K▽▽, 11 × 15▽, 11 × 14▽, 10 × 15▽, 10 × 14▽

- If the finisher is attached, the paper size and orientation requirements will be differ. For details, see "Appendix", About This Machine.

## Staple

Each copy set can be stapled together.
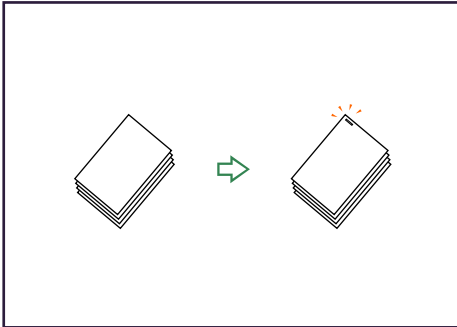


BAS056S

⭐ **Important**

- If you select staple without having the stapler cartridge for saddle stitch set in Booklet Finisher SR4040, a paper misfeed might occur. Be sure to set the stapler cartridge.

- You cannot use the bypass tray with this function.

**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:

| | | Original location | | Stapling position *1 |
|---|---|---|---|---|
| | | Exposure glass | Document Feeder | |
| | Top | | R | R |
| | Top | | R | R |
| | Top slant | | R | R |
| | Top slant | | R | R |
| | Bottom | | R | R |
| | Bottom | | R | R |
| | Left 2 | | R | R |
| | Left 2 | | R | R |
| | Top 2 | | R | R |
| | Top 2 | | R | R |
| | Center | | R | R |
| | Center | | R | R |

BRD116S

\*1    The above table shows staple positioning. The orientation of the paper does not indicate orientation of delivery.
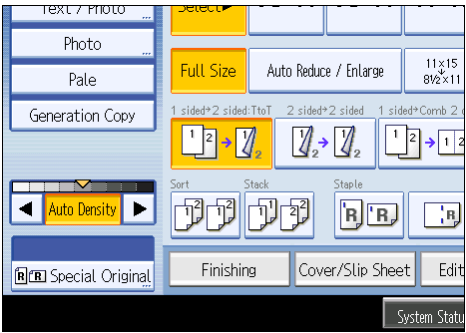
1. **Press [Finishing].**



2. **Press [Finisher].**

3. **Select one of the stapling positions.**

   When the Finisher SR4030 is attached:
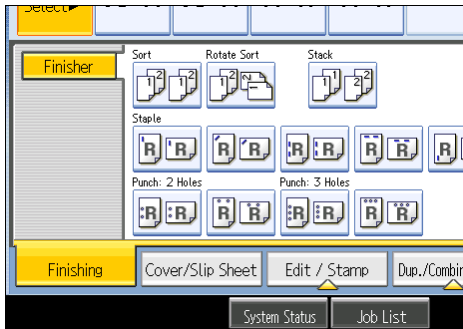
When the Booklet Finisher SR4040 is attached:
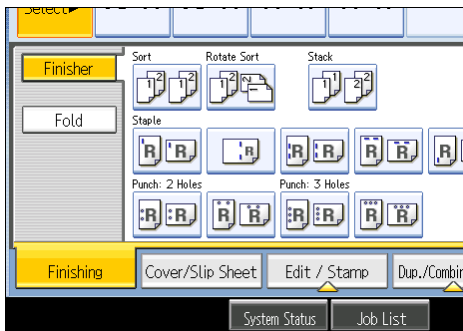


When the Finisher SR4050 is attached:
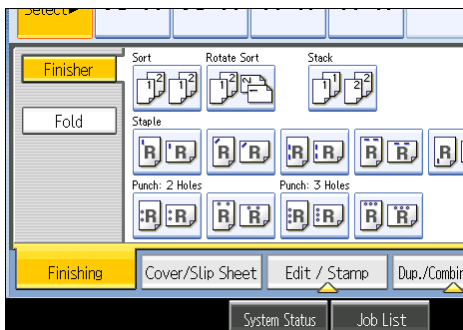


When you select a stapling position, Sort is automatically selected.

4. **Enter the number of copy sets using the number keys.**

5. **Press [OK].**

6. **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 about staple positions, see "Input/Output".

- 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

- 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.

- 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▯

  - B4 JIS▭ and B5 JIS▯

  - 11 × 17▭ and $8^1/_2$ × 11▯

- When stapling B4 JIS▭, $8^1/_2$ × 14▭ or larger paper sizes, be sure to extend the paper support plate the tray of Finisher SR4030, SR4050 or Booklet Finisher SR4040.

- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying.

- You cannot change stapling positions during copying.

- When the original image is rotated, the staple orientation changes by 90 degrees.

- 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, "Orig. and paper orientation mismatched for Staple mode. Cancel Staple mode or change paper orientation in tray." 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 SR4040, the machine staples and folds the paper in the center, then delivers the paper folded.

- If you select Center for the Booklet or Magazine function, the machine staples the paper, and folds it like a book, then delivers the paper folded.

- You cannot select vertical Left 2 and horizontal Top 2 when copying onto A3, B4 JIS, or 11 × 17size paper.

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m$^2$, 20 lb.)

  - When the Finisher SR4030 or Booklet Finisher SR4040 is installed:

    A4, $8^1/_2$ × 11 : 15-leaf binding ...10 copies

  - When the Finisher SR4050 is installed:

    A4, $8^1/_2$ × 11 : 30-leaf binding...8 copies

- Depending on the settings for the Staple, you may not be able to use the Rotate Copy function.

- For details about the number of sheets that can be stapled together, the number of paper weight that can be stapled, and the number of stapled copies that can be stacked on each tray, see "Appendix", About This Machine 📖 💿.

- Printing might be slower than normal when using the Staple function.

📑 Reference

## Punch

You can make punch holes in copies.

⭐ Important

- **You cannot use the bypass tray with this function.**

- **You cannot use Z-fold with this function.**

**2 holes**
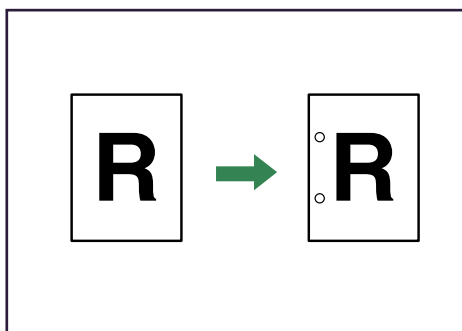


BAS059S

**3 holes**
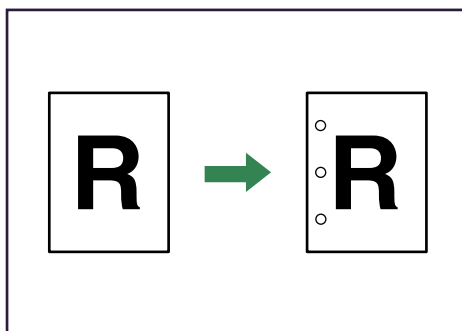


BAS182S

**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:

| | | Original location | | Punch hole position |
|---|---|---|---|---|
| | | Exposure glass | Document Feeder | |
|  | 2 hole left |  | R | °R |
| | |  | R | °R |
|  | 2 hole top |  | R | R |
| | |  | R | R |
|  | 3 hole left |  | R | °R |
| | |  | R | °R |
|  | 3 hole top |  | R | R |
| | |  | R | R |

BRD117S

\*1 The above table shows punch hole positioning. Punched sheets might not be delivered in the orientation shown in this table.

1. **Press [Finishing].**
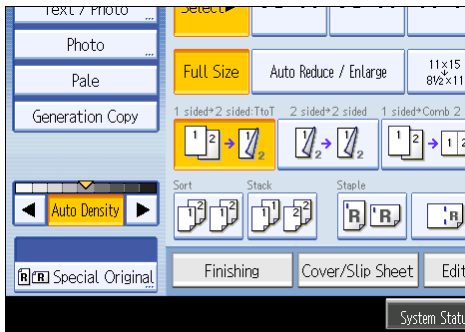


2. **Press [Finisher].**

3. **Select one of the punch hole positions.**

   When the Finisher SR4030 is attached:
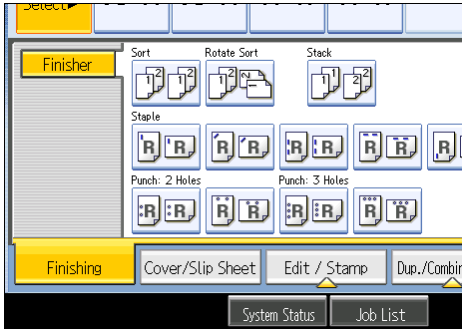
When the Booklet Finisher SR4040 is attached:
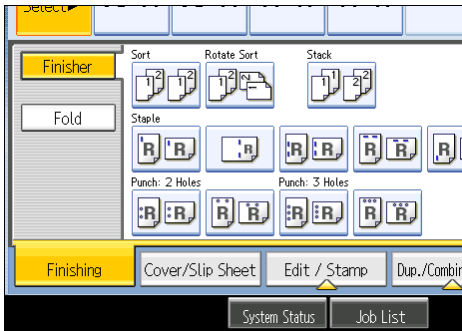


When the Finisher SR4050 is attached:
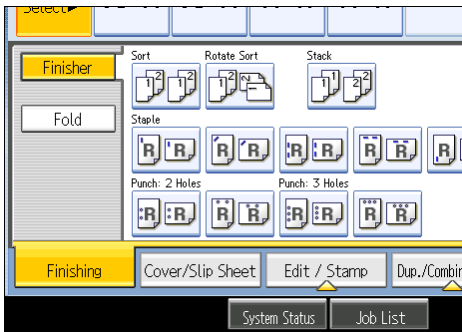


4. **Press [OK].**

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.

- You can change the punch hole positions shown on the initial display under Input/Output in User Tools. For details, see "Input/Output".

- For details about the number of paper weight that can be punched, see "Appendix", About This Machine📖⊚.

- When using Punch and Combine, Double Copies, or Auto Reduce / Enlarge, the message "Orig. and paper orientation mismatched for Punch mode. Cancel Punch mode or change paper orientation in tray." 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.

- For details about the number of sheets that can be punched together, the number of paper weight that can be punched, see "Appendix", About This Machine 🗐 📀.

🗐 **Reference**

- p.256 "Input/Output"

## Z-fold

Makes two parallel folds, one of which faces in and the other facing out.
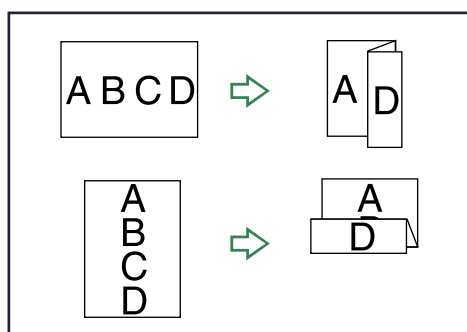


BAS061S

⭐ **Important**

- You cannot use the bypass tray with this function.

- You cannot use Punch with this function.

**Original orientation and Z-fold 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 Z-fold positions is as follows:

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*1  The above table shows Z-fold positions. The orientation of the paper does not indicate orientation of delivery.

1. **Press [Finishing].**
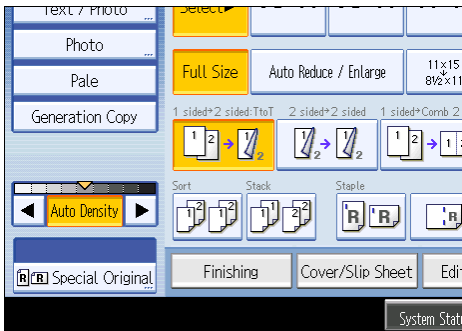


2. **Press [Fold].**

3. **Select the folding direction, and then press [OK].**

   When the Booklet Finisher SR4040 or the Finisher SR4050 is attached:
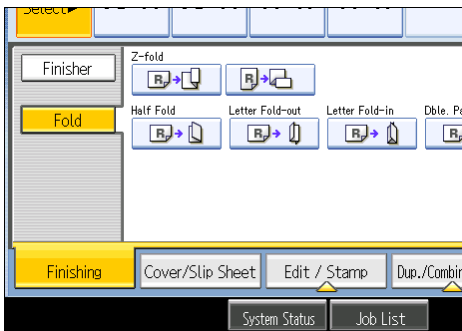


4. **Place the originals, and then press the [Start] key.**

⬇ Note

- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

- You can specify the fold-back position in 1 mm (0.1 inch) increments under Z-fold Position in User Tools. For details about Z-fold Position, see "System Settings", Network and System Settings Guide 💿.

2

- You cannot use the following paper with this function:

  - Postcards

  - Letterhead

  - Cardstock

  - OHP transparencies

  - Tab stock

  - Translucent paper

  - Label paper (adhesive labels)

- Paper fed from the interposer cannot be Z-folded.

- Paper sizes that can be Z-folded are as follows:

  - Booklet Finisher SR4040, Finisher SR4050

    A3⏴, B4 JIS⏴, A4⏴, 11 × 17⏴, $8^1/_2$ × 14⏴, $8^1/_2$ × 11⏴, 12 × 18⏴

- The number of Z-folded copies that can be stacked on the Booklet Finisher SR4040, Finisher SR4050, or Multi-Folding Unit trays is as follows (paper weight: 80 g/m$^2$, 20 lb. Bond). When the number of copies exceeds capacity, remove them from the trays.

  - Booklet Finisher SR4040 (Upper Tray, Shift Tray)

    B4 JIS⏴, $8^1/_2$ × 14⏴ or larger: 30 sheets

    A4⏴, $8^1/_2$ × 11⏴ or smaller: 20 sheets

  - Finisher SR4050 (Upper Tray)

    A3⏴, B4 JIS⏴, 11 × 17⏴, $8^1/_2$ × 14⏴: 30 sheets

  - Finisher SR4050 (Shift Tray)

    A3⏴, B4⏴, A4⏴, 11 × 17⏴, $8^1/_2$ × 11⏴, $8^1/_2$ × 14⏴: 30 sheets

- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and Z-folded 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 Z-folded when using the Mixed Sizes mode are as follows (the larger size paper is Z-folded):

  - A3⏴ and A4⏷

  - A4⏴ and A5⏷

  - B4 JIS⏴ and B5 JIS⏷

  - 11 × 17⏴ and $8^1/_2$ × 11⏷

  - $8^1/_2$ × 11⏴ and $5^1/_2$ × $8^1/_2$⏷
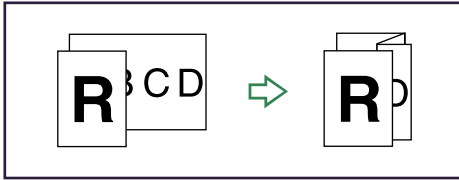
BAS147S

**2**

- The paper sizes that can be stapled after being Z-folded are A3□, B4 JIS□, 11 × 15□, and 11 × 17□.

- The number of Z-folded copies that can be stapled is as follows (paper weight: 80 g/m$^2$, 20 lb. Bond)

  - Booklet Finisher SR4040, Finisher SR4050

    10 Z-folded sheets, 9 Z-folded sheets and 0 to 10 unfolded sheets, 8 Z-folded sheets and 0 to 20 unfolded sheets, 7 Z-folded sheets and 0 to 30 unfolded sheets, 6 Z-folded sheets and 0 to 40 unfolded sheets, 5 Z-folded sheets and 0 to 50 unfolded sheets, 4 Z-folded sheets and 0 to 60 unfolded sheets, 3 Z-folded sheets and 0 to 70 unfolded sheets, 2 Z-folded sheets and 0 to 80 unfolded sheets, 1 Z-folded sheet and 0 to 90 unfolded sheets

- When using this function with 1 Sided → 2 Sided and Mixed Sizes modes, 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.
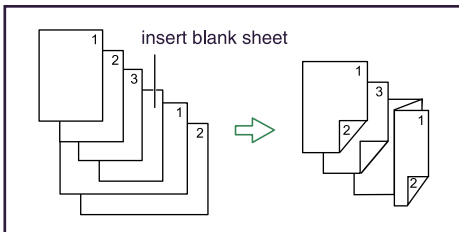


BAT148S

- Even if you have selected Face Up for Copy Eject Face Method in Glass Mode in User Tools, the copies will be delivered face down.

- To use the Z-fold function, you must set the Z-fold support tray. For details about how to set the Z-fold support tray, see "When Z-folded Paper Is Not Properly Aligned", Troubleshooting📖💿.

- Folded copies that are delivered to the folding unit tray may be stacked with their folds open. If this happens, the position of the folds is unaffected and the copies will still be output in sequential order. Stacked copies can be easily separated in the order they were delivered. To prevent their folded sections overlapping, configure the machine to deliver folded copies to the Finisher upper tray or Finisher shift tray.

- Remove the Z-fold support tray when delivering copies to the Finisher shift tray or Multi-Folding Unit upper tray without using the Z-fold function. If you leave the Z-fold support tray in place, prints are not stacked properly.

## Half Fold

Applies a single, central fold to create two equal panels.
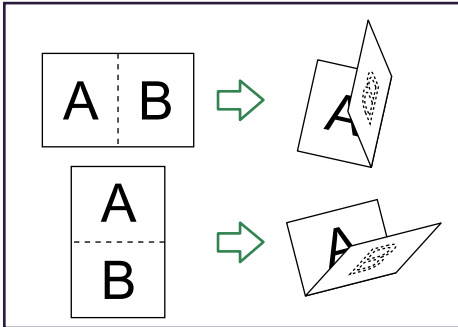


BPZ028S

⭐ **Important**

- You cannot use the bypass tray with this function.

1. **Press [Finishing].**
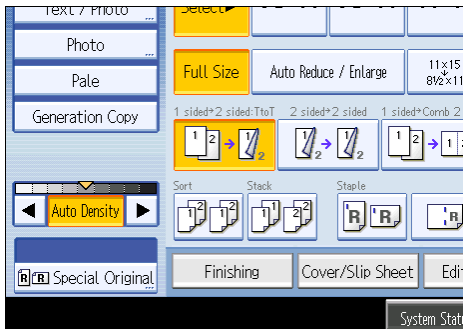


2. **Press [Fold].**

3. **Press [Half Fold].**



4. **Press [Change].**

**2**
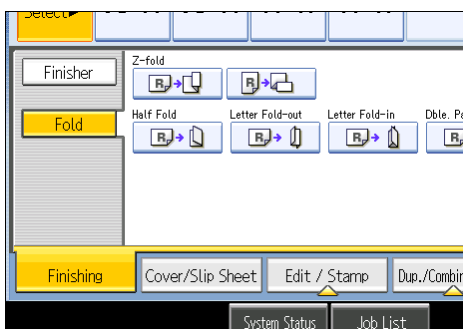
5. **Select Fold Orientation, Print Side, and Multi-sheet Fold.**
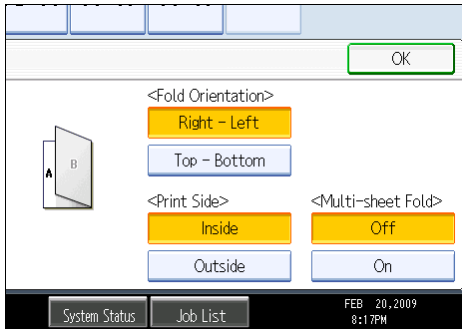


6. **Press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

**Note**

- Half Fold documents are delivered to the Multi-Folding Unit only.

- The Multi-sheet Fold function can fold a maximum of three sheets at a time.

- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically applied also. However, the Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.

- If the Booklet or Magazine function is set, the settings for those functions have priority.

- The following copier functions are not available when the Half Fold function is enabled:

    - Punch

    - Staple

- The following paper types cannot be used with the Half Fold function:

    - Letterhead

    - Cardstock

    - OHP transparencies

    - Tab stock

    - Translucent paper

    - Label paper

- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine📘⊚.

- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## Letter Fold-out

Applies two folds to create three equal panels (first panel folding inward, last panel folding outward).
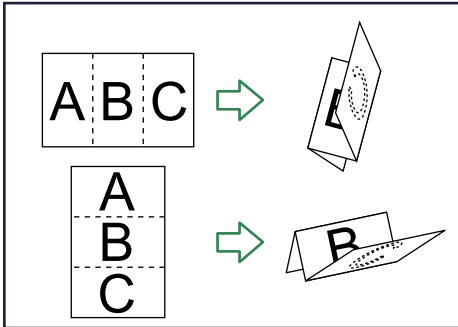


BPZ030S

⭐ **Important**

- You cannot use the bypass tray with this function.

1. **Press [Finishing].**
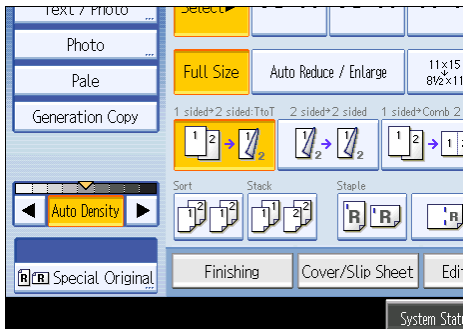


2. **Press [Fold].**

3. **Press [Letter Fold-out].**
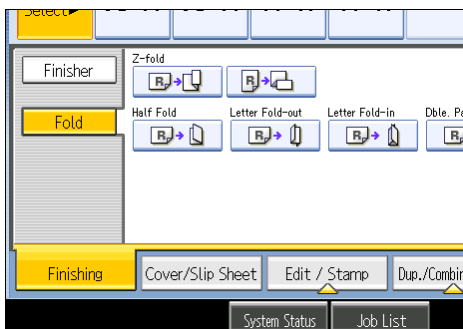


4. **Press [Change].**

5. **Select Fold Orientation, Open Orientation, and Multi-sheet Fold.**
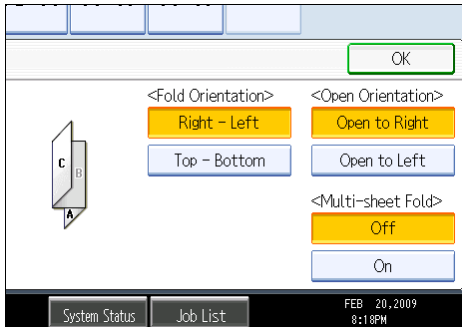


6. **Press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

**Note**

- Letter Fold-out documents are delivered to the Multi-Folding Unit only.

- The Multi-sheet Fold function can fold a maximum of three sheets at a time.

- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically applied also. However, the Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.

- If the Booklet or Magazine function is set, the settings for those functions have priority.

- The following copier functions are not available when the Letter Fold-out function is enabled:

  - Punch

  - Staple

- The following paper types cannot be used with the Letter Fold-out function:

  - Letterhead

  - Cardstock

  - OHP transparencies

  - Tab stock

  - Translucent paper

  - Label paper

- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine 📖 ⊙.

- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## Letter Fold-in

Applies two folds to create three equal panels (outer panels folding inward).
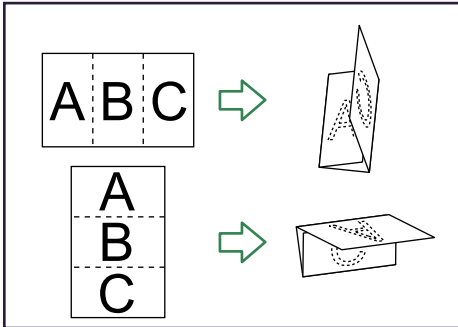


BPZ029S

⭐ **Important**

- You cannot use the bypass tray with this function.

1. **Press [Finishing].**
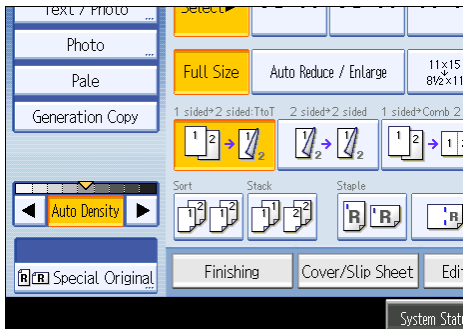


2. **Press [Fold].**

3. **Press [Letter Fold-in].**
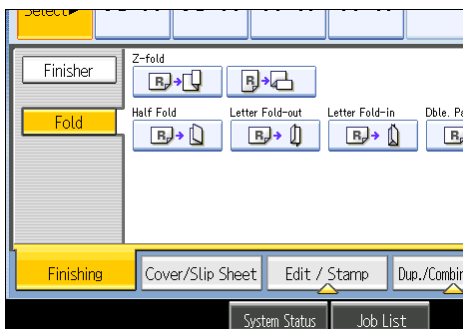


4. **Press [Change].**

5. **Select Fold Orientation, Open Orientation, Print Side, and Multi-sheet Fold.**
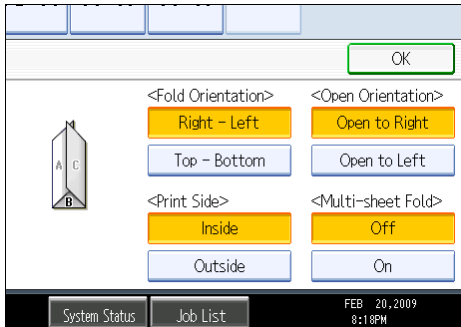


6. **Press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

**Note**

- Letter Fold-in documents are delivered to the Multi-Folding Unit only.

- The Multi-sheet Fold function can fold a maximum of three sheets at a time.

- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically applied also. However, the Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.

- If the Booklet or Magazine function is set, the settings for those functions have priority.

- The following copier functions are not available when the Letter Fold-in function is enabled:

    - Punch

    - Staple

- The following paper types cannot be used with the Letter Fold-in function:

    - Letterhead

    - Cardstock

    - OHP transparencies

    - Tab stock

    - Translucent paper

    - Label paper

- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine 🗐 ⊚ .

- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## Double Parallel Fold

Applies two parallel folds to create four panels (center line main fold, double panel fold).
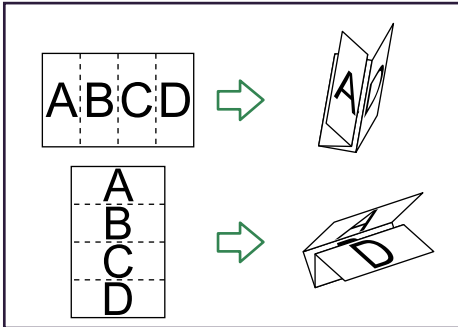


BPZ031S

⭐ **Important**

- You cannot use the bypass tray with this function.

1. **Press [Finishing].**
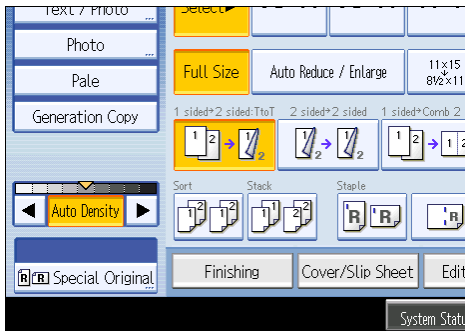


2. **Press [Fold].**

3. **Press [Dble. Parallel Fold].**
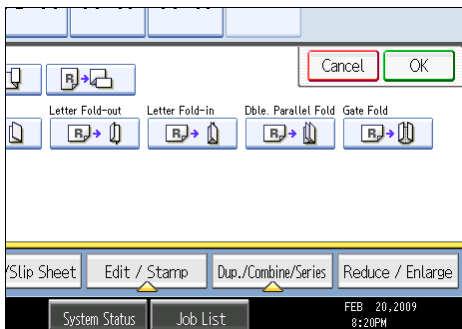


4. **Press [Change].**

5. **Select Fold Orientation, Open Orientation, and Print Side.**
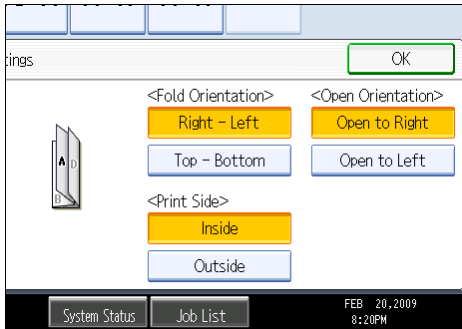


6. **Press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

**↓Note**

- Double Parallel Fold documents are delivered to the Multi-Folding Unit only.

- If the Booklet or Magazine function is set, the settings for those functions have priority.

- The following copier functions are not available when the Double Parallel Fold function is enabled:

  - Punch

  - Staple

  - Multi-sheet Fold

- The following paper types cannot be used with the Double Parallel Fold function:

  - Letterhead

  - Cardstock

  - OHP transparencies

  - Tab stock

  - Translucent paper

  - Label paper

- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine🗐🖲.

- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## Gate Fold

Applies three folds to create four equal panels (center line main fold, outer panels folding inward without overlap).
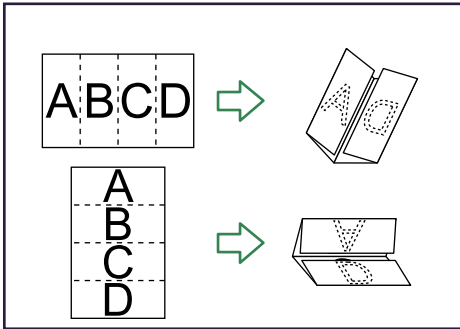
BPZ032S

⭐ **Important**

- You cannot use the bypass tray with this function.

1. **Press [Finishing].**
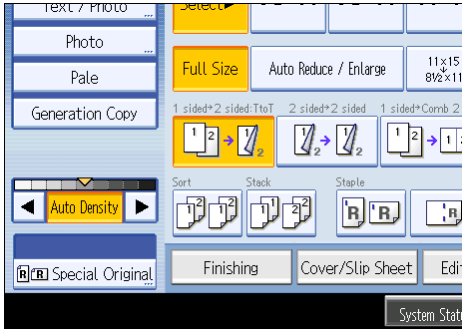


2. **Press [Fold].**

3. **Press [Gate Fold].**
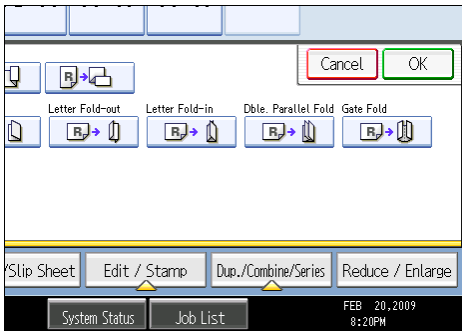


4. **Press [Change].**

5. **Select Fold Orientation and Print Side.**
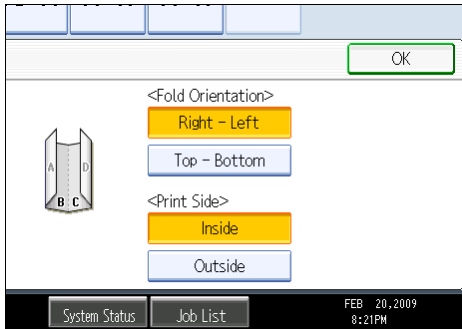


6. **Press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

⬇️**Note**

- Gate Fold documents are delivered to the Multi-Folding Unit only.

- If the Booklet or Magazine function is set, the settings for those functions have priority.

- The following copier functions are not available when the Gate Fold function is enabled:

    - Punch

    - Staple

    - Multi-sheet Fold

- The following paper types cannot be used with the Gate Fold function:

    - Letterhead

    - Cardstock

    - OHP transparencies

    - Tab stock

    - Translucent paper

    - Label paper

- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine📖💿.

- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

# 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].**
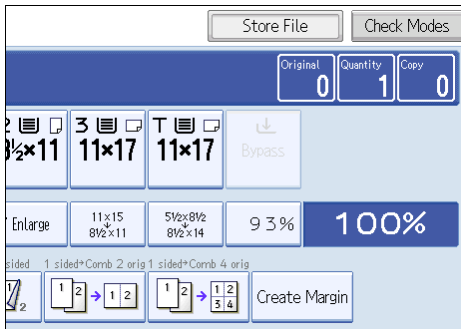


2. **Enter a file name, user name, or password if necessary.**
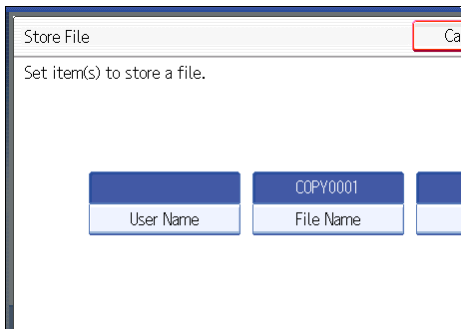


3. **Press [OK].**

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", Network and System 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 "Using the Document Server".

- 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**

# 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 scanner function and facsimile 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", Network and System Settings Guide .

**When [Job Order] is not selected:**

The job list is displayed for each of the functions.
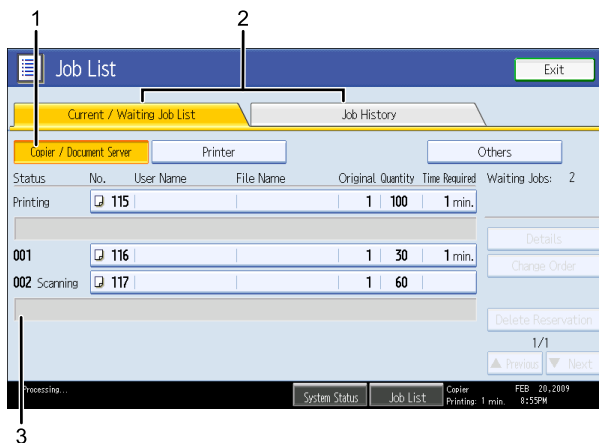


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**When [Job Order] is selected:**

The job list is displayed for all functions in the order of print jobs.
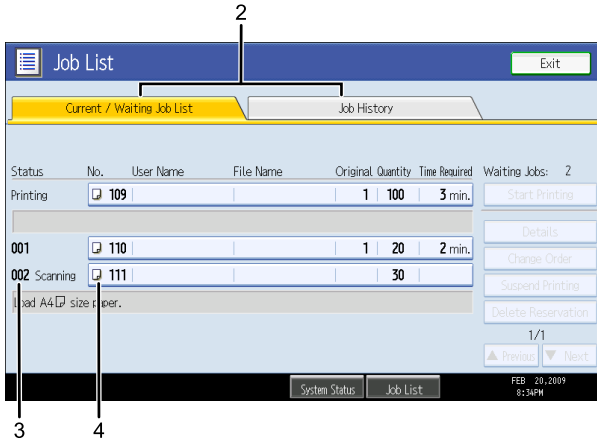
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1. **Switches between job lists for each function.**

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 the job whose contents you want to check.**

3. **Press [Details], and then check the contents.**
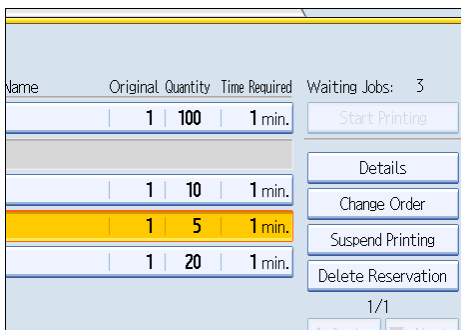
4. **Press [Exit].**

## 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.**
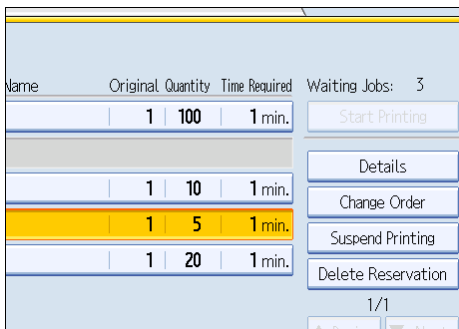
3. **Press [Change Order].**



4. **Change the order using [Top], [Previous], or [Next].**
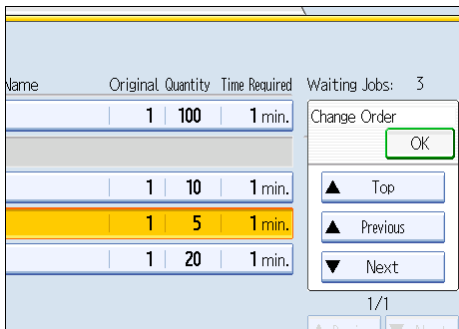


5. **Press [OK].**

## Holding Jobs

You can hold jobs that are queued or currently printing.

1. **Press [Job List].**

2. **Select the job you want to hold.**
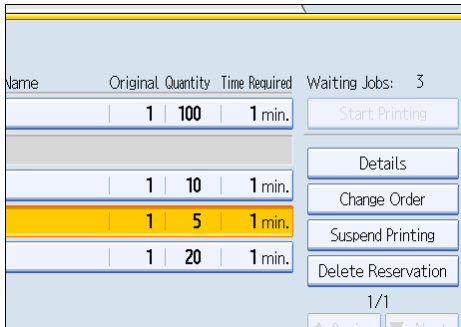
3. **Press [Suspend Printing].**



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].**
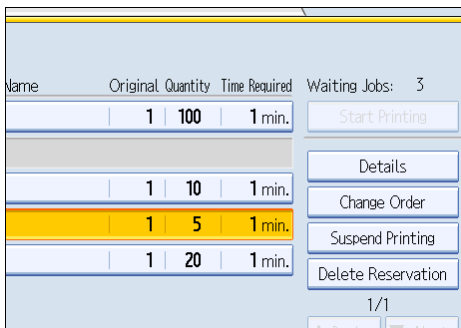


4. **Press [OK].**

## 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 the 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.

The settings you can register are Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit/Stamp, Dup./Combine/Series, Reduce / Enlarge, Finishing, Store File, and number of copies.

🔽 **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 "Changing the Default Functions of the Copy's Initial Display".

- 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 System Settings in User Tools will be selected first. For details, see "System Settings", Network and System Settings Guide🔘.

- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

📘 **Reference**

- p.108 " Changing the Default Functions of the Copy's Initial Display"

## 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.**



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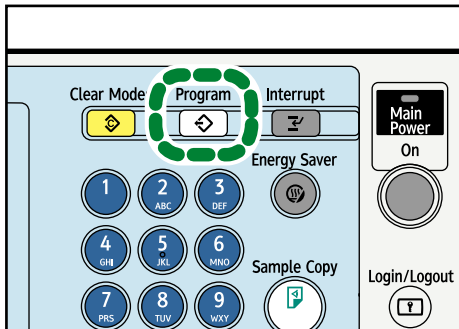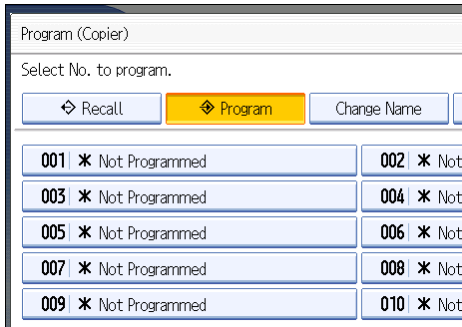
3. **Press [Program].**



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.
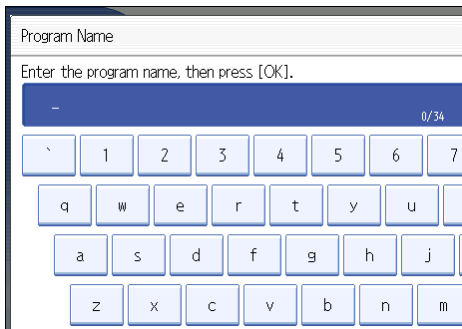


6. **Press [OK].**

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.

- For details about how to enter text, see "Entering Text", About This Machine 📖 ⊙.

## 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 the program number you want to recall.**

   The stored settings are displayed.
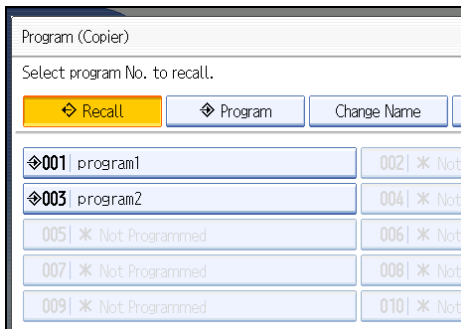


**↓Note**

- 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].**
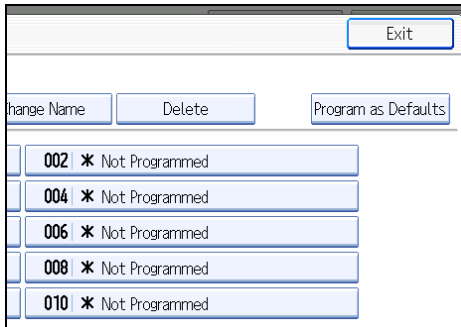


3. **Press the program number you want to delete.**

4. **Press [Yes].**

The program is deleted, and the display returns to the initial copy display.

# Changing the Default Functions of the Copy's Initial Display

You can configure the settings of the initial screen so that the default display contains 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 register as defaults are Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit/Stamp, Dup./Combine/Series, Reduce / Enlarge, Finishing, Store File, and number of copies.

1. **Specify scan settings and any other settings you require on the initial display.**

2. **Press the [Program] key.**



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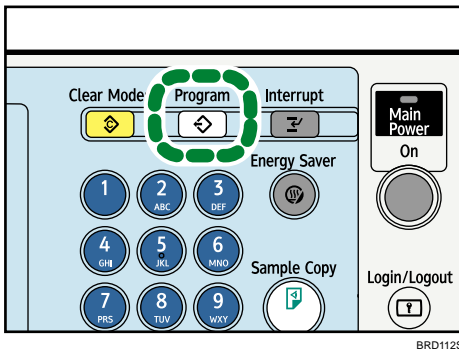
3. **Press [Program as Defaults].**
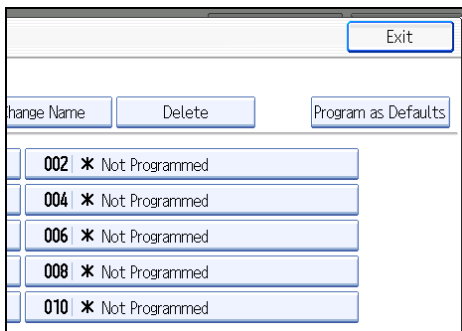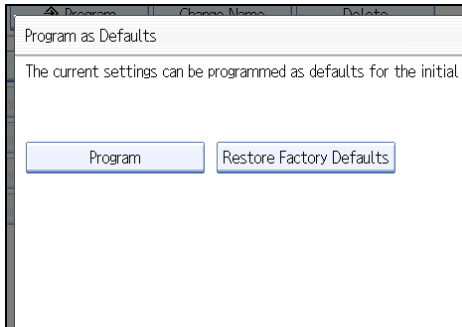
4. **Press [Program].**



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].
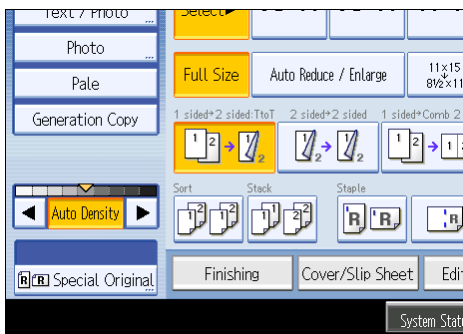


## Manual Image Density

You can adjust the density of the overall original in nine steps.

1. **If [Auto Density] is selected, press [Auto Density] to cancel it.**
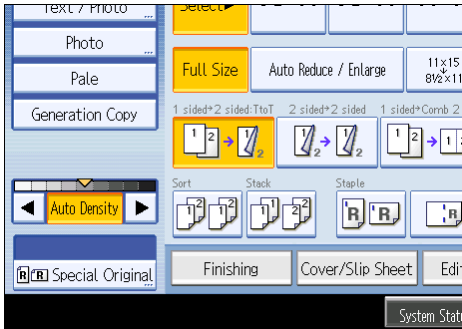


2. **Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.**

## 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].
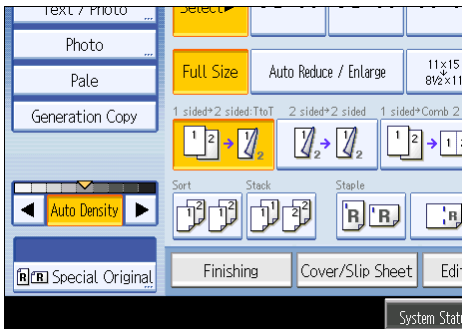


2. **Press [◀] or [▶] to adjust the density. The density indicator "▽" moves.**

# Image Adjustment

Adjusts image qualities.

The following four 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.

**Text / Photo Sensitivity**

Adjusts the standard level in judging the image in the text and photo part when using "Text / Photo".

1. **Press [Edit / Stamp].**
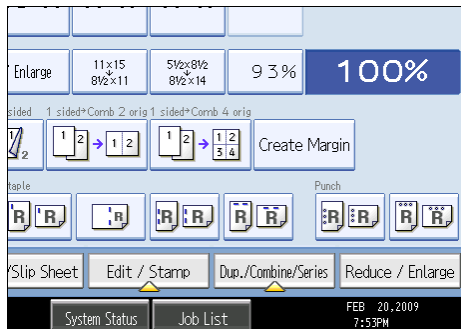


2. **Press [Copy Quality] twice.**

3. **Adjust the settings.**

4. **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].**
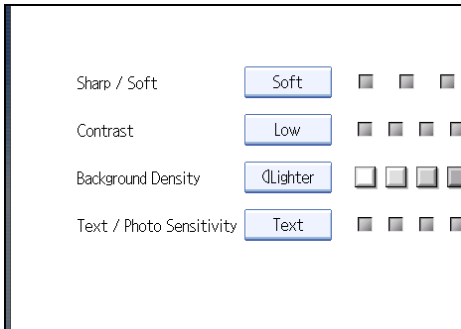


2. **Press [OK].**

## Contrast

Adjusts the shades of an image.

1. **Adjust the image quality by pressing [Low] or [High].**
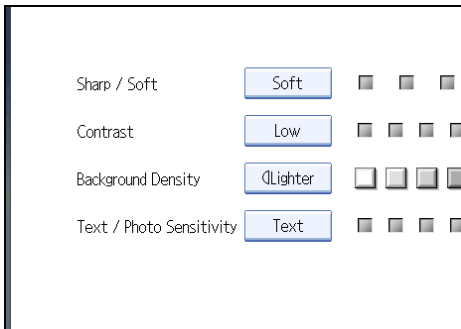


2. **Press [OK].**

## Background Density

Adjusts the background density of an image.

1. **Adjust the image quality by pressing [Lighter] or [Darker].**
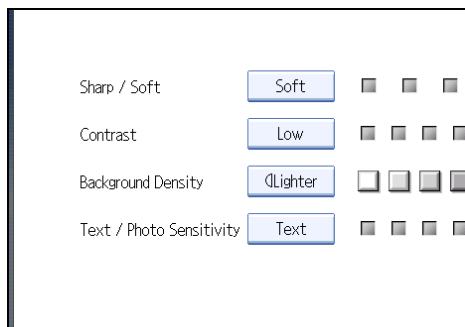


2. **Press [OK].**

📥**Note**

- Adjustments should be made lighter when copying dark textured originals, such as newspaper or recycled paper.

## Text / Photo Sensitivity

Adjusts the standard level in judging the image in the text and photo part when using "Text / Photo".

1. **Adjust the image quality by pressing [Text] or [Photo].**
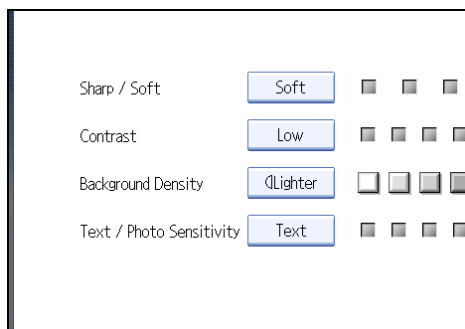


2. **Press [OK].**

📥**Note**

- Specify the original type to Text when parts of the texts are faded or are not clear. Set it to Photo when the outline of photos becomes dark.

# 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.**
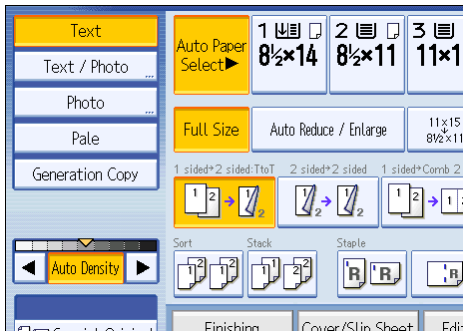


🔽 **Note**

- You can change the settings for original types shown on the initial display under General Features in User Tools. For details, see "General Features".
- 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 "General Features".

📑 **Reference**

# 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 LCT. For details, see "Sizes difficult to detect".

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▽▽, A5▽, 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▽▽, 5$^1$/$_2$ × 8$^1$/$_2$▽ |
| ADF | A3▽, A4▽▽, 11 × 17▽, 8$^1$/$_2$ × 14▽, 8$^1$/$_2$ × 11▽▽, 5$^1$/$_2$ × 8$^1$/$_2$▽▽, 10 × 14▽ |

⬇ **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 "Tray Paper Settings", Network and System Settings Guide 🔘.

📄 **Reference**

- p.20 "Sizes difficult to detect"

**3**

## 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. For details about which trays are unavailable when using [Auto Paper Select] is applied, see "Tray Paper Settings", Network and System Settings Guide ⊚.
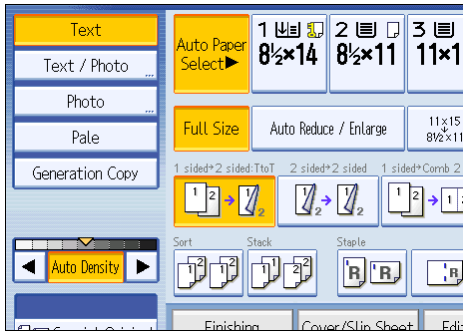


## Rotate Copy

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 degrees to fit it on the paper.
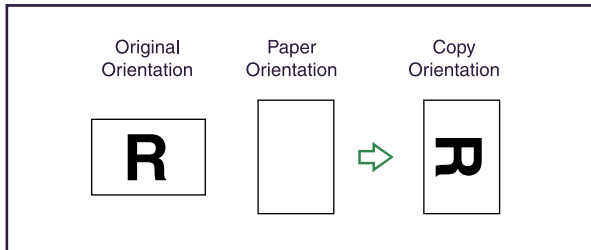


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⬇ **Note**

- 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 "General Features".

- Depending on the settings for the Punch, Staple, Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold or Gate Fold functions, you may not be able to use the Rotate Copy function.

**⊟Reference**

- p.53 "Auto Reduce / Enlarge"

- p.118 "Auto Paper Select"

- p.233 "General Features"

## Manual Paper Select

Select the tray containing the paper you want to copy onto: a paper tray, the bypass tray or LCT.

1. **Select the tray you want to use.**

   The indicator corresponding to the selected paper tray is highlighted.
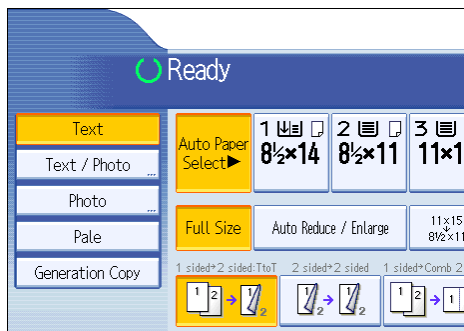
# Advanced Reduce / Enlarge Copying

This section describes the advanced functions for reducing or enlarging images.

For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Originals".

**E Reference**

- p.49 "Reducing or Enlarging Originals"

## Size Magnification

This function calculates a reproduction ratio based on the lengths of the original and copy.
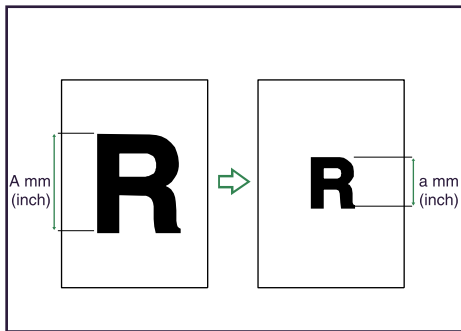


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Measure and specify the lengths of the original and copy by comparing "A" with "a".

1. **Press [Reduce / Enlarge].**
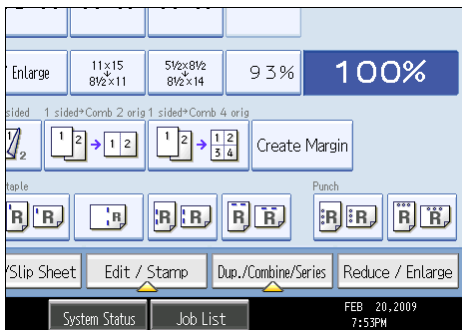


2. **Press [Size Magnification].**

3. **Enter the length of the original with the number keys, and then press [#].**
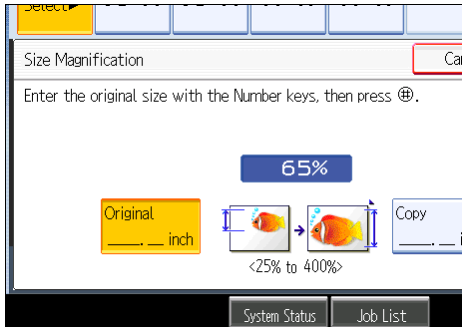


You can enter sizes between 1 to 999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inch).

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.

- To change the value after pressing [#], select [Original] or [Copy], and then enter a new value.

- 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 Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.
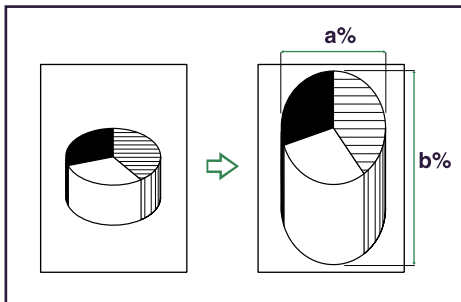


a: Horizontal ratio

b: Vertical ratio

**⤵Note**

- The reproduction ratios 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.

## Specifying the ratio with [ー] and [＋]

Specify a ratio using [ー] and [＋].

1. **Press [Reduce / Enlarge].**
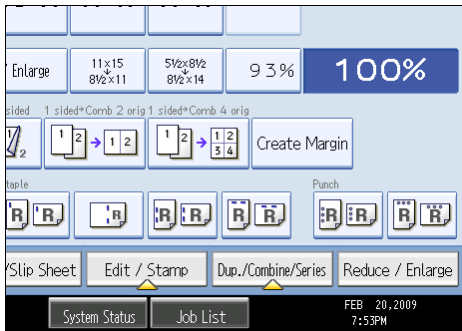


2. **Press [Direct. Mag. %].**

3. **Press [[＋] [ー] keys].**
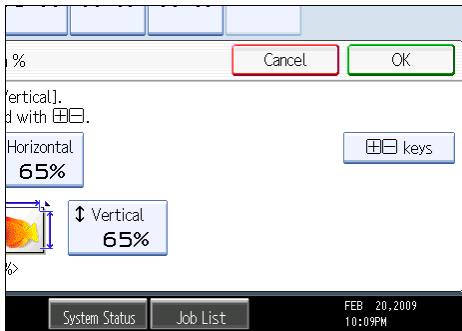


4. **Press [Horizontal].**

5. **Adjust the ratio using [▬] and [+].**
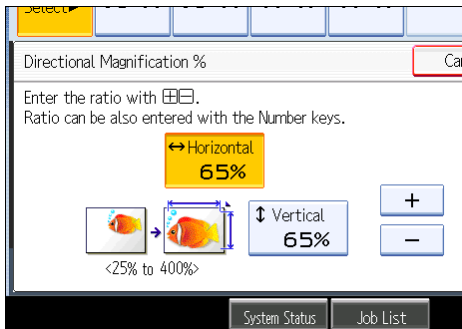


Pressing [▬] or [+] changes the ratio in increments of 1%. Pressing and holding down [▬] or [+] changes it in increments of 10%.

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].**
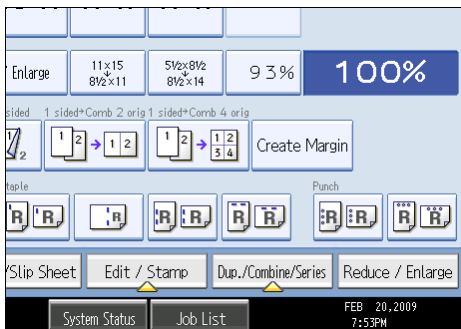


2. **Press [Direct. Mag. %].**

3. **Press [Horizontal].**
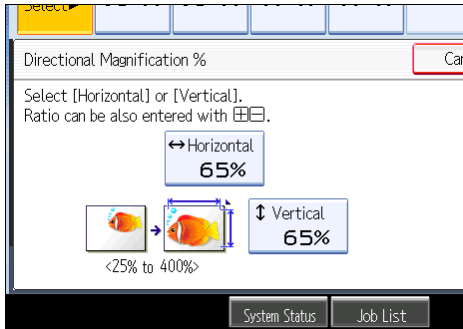


4. **Enter the desired ratio with the number keys, and then press [#].**

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.
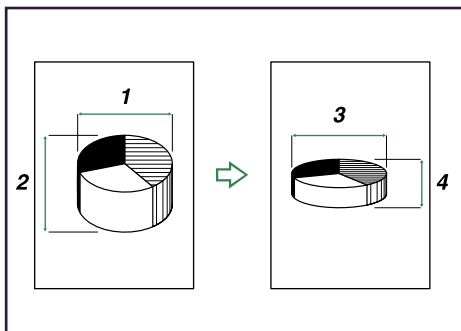


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1. **Horizontal original size: A mm (inch)**

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].**
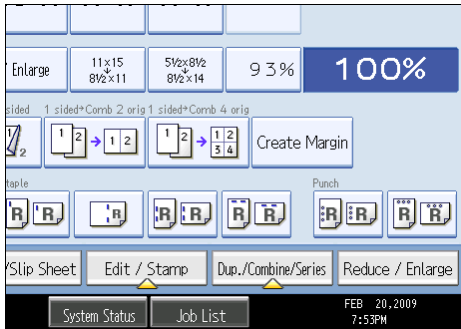


2. **Press [Dir. Size Mag. inch].**

3. **Enter the horizontal size of the original with the number keys, and then press [#].**
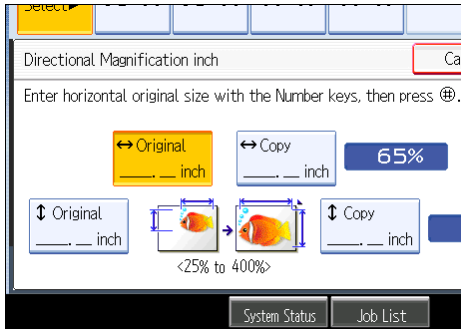


4. **Enter the horizontal size of the copy with the number keys, and then press [#].**

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**

- You can enter the horizontal sizes between 1 to 9999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inches). You can enter the vertical sizes between 1 to 999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inches).

- To change the value you entered, press the key you want to change, and then enter a new value.

- The reproduction ratios you can specify are 25-400%.

- 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.

## 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].**
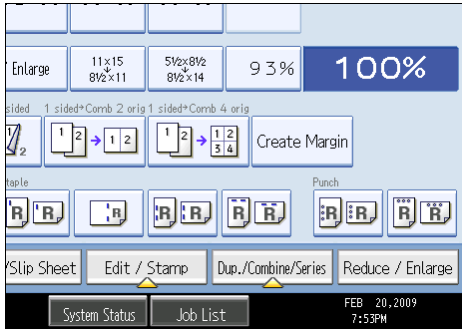


2. **Select the reproduction ratio, if necessary.**

⬇ **Note**

- You can change the ratio for Create Margin under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Reproduction Ratio".

📄 **Reference**

- p.238 "Reproduction Ratio"

# 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.
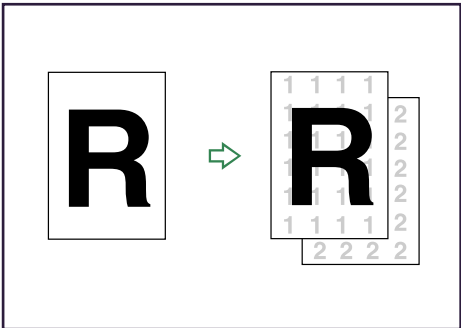


BAS070S

1. **Press [Edit / Stamp].**
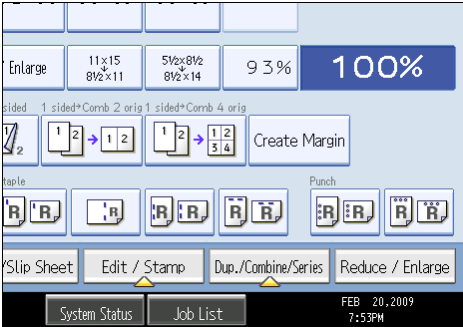


2. **Press [Stamp].**
3. **Press [Background Numbering].**

4. **Enter the number to start counting from with the number keys, and then press [#].**
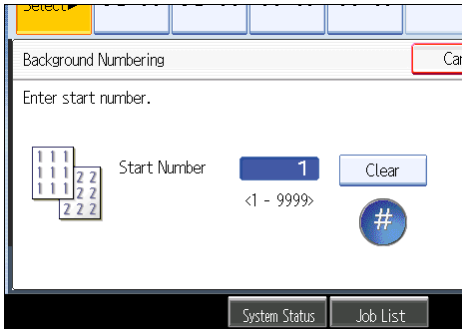


5. **Press [OK] twice.**

**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 "Stamp".
- The numbers appear to overlap the copied image in some cases.

**Reference**

- p.247 "Stamp"

## Preset Stamp

Messages are stamped on copies.
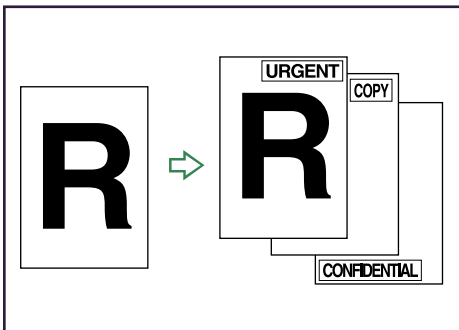


BAT071S

**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.



BRD013S
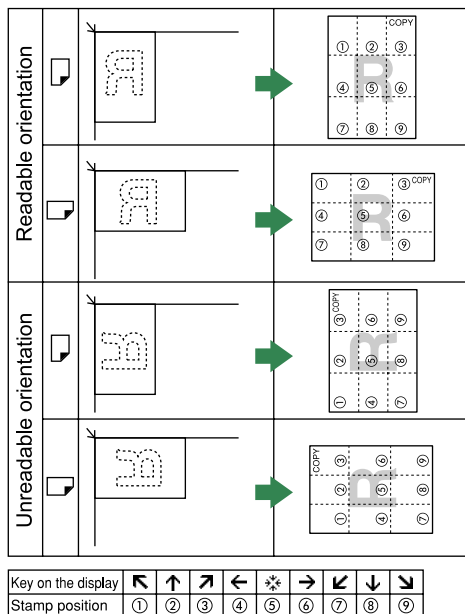
1. **Press [Edit / Stamp].**
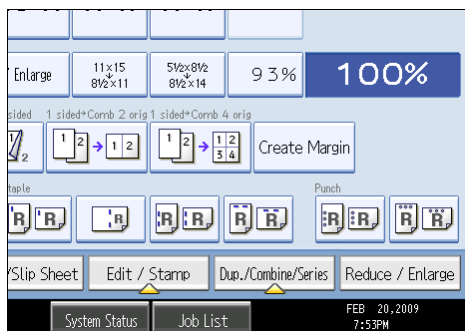


2. **Press [Stamp].**

3. **Press [Preset Stamp].**

4.  **Select the desired message.**
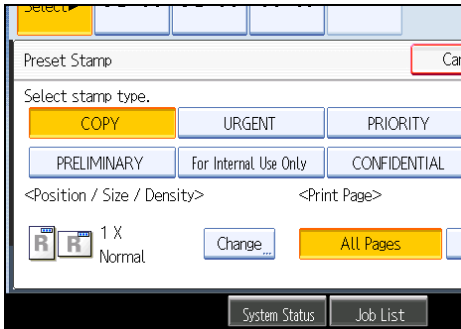


You can change the position, size, and density of the stamp.

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 "Stamp".

*   Depending on paper size, if you change the stamp size, parts of the stamp might not be printed

**🖹 Reference**

*   p.247 "Stamp"

### 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].**
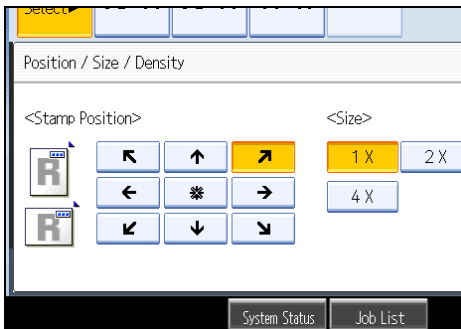
## User Stamp

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.
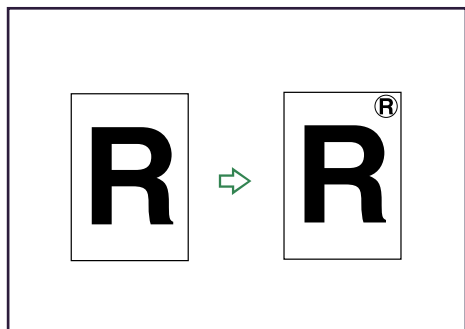


BAS073S

⭐**Important**

- You have to register a user stamp before using this function. For details, see "Registering the user stamp".

- You cannot use the bypass tray with this function.

- Only one message can be stamped each time.
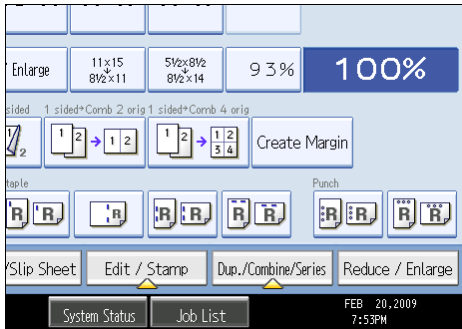
**Stamp position and original orientation**

The user stamp positions differ according to the orientation in which you place the originals.
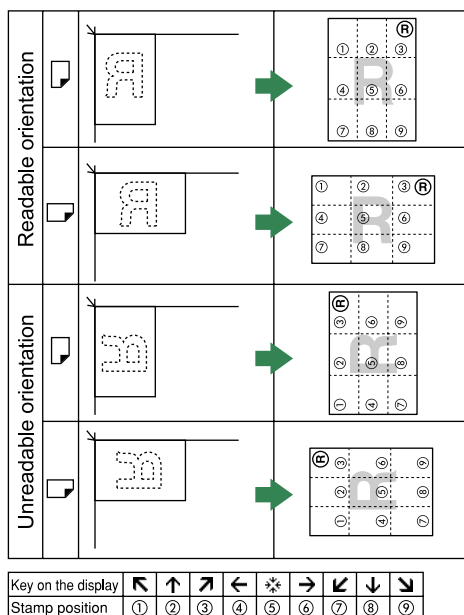


BRD014S

1. **Press [Edit / Stamp].**



2. **Press [Stamp].**

3. **Press [User Stamp].**

4. **Select the stamp you require.**
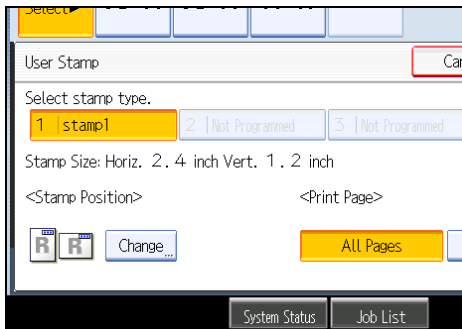


You can change the stamp position.

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 "Stamp".

📘 Reference

• p.133 "Registering the user stamp"

• p.247 "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].**
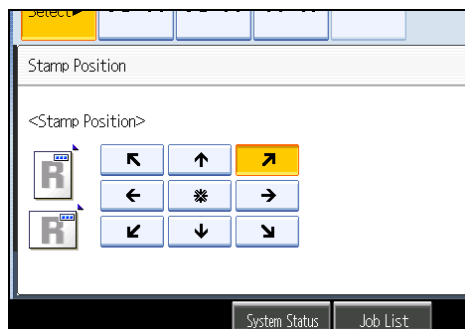


### Registering the user stamp

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.
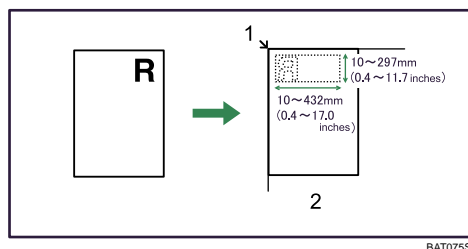


1. **Base point**

2. **Exposure glass**

1. **Press the [User Tools/Counter] key.**
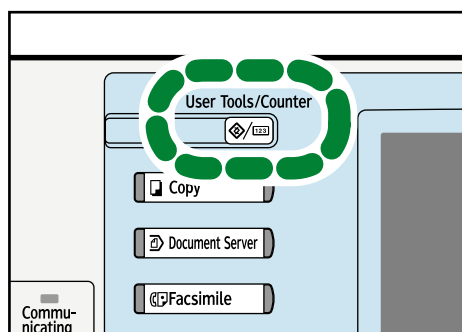
2. **Press [Copier / Document Server Features].**
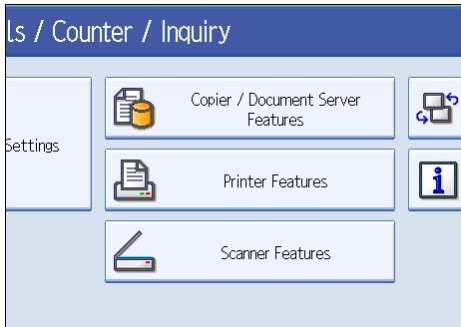


3. **Press [Stamp].**

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 ten 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.**
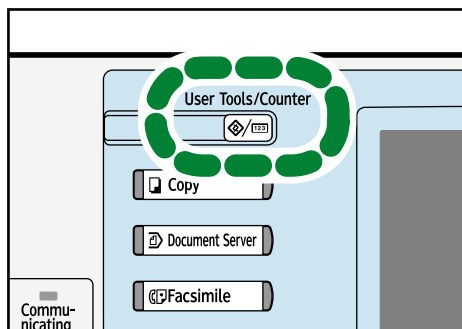


BRD113S

2. **Press [Copier / Document Server Features].**
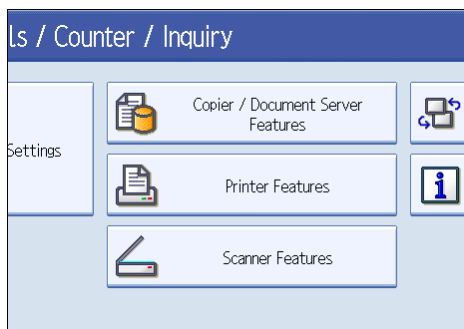


3. **Press [Stamp].**

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.
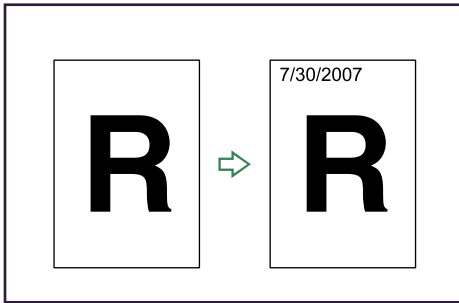
BCU047S

**3**

⭐ **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.
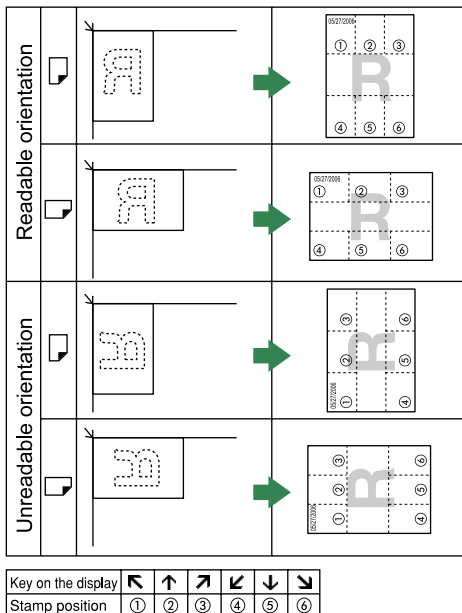


BRD016S

1. **Press [Edit / Stamp].**



2. **Press [Stamp].**
3. **Press [Date Stamp].**
4. **Select the stamp format.**
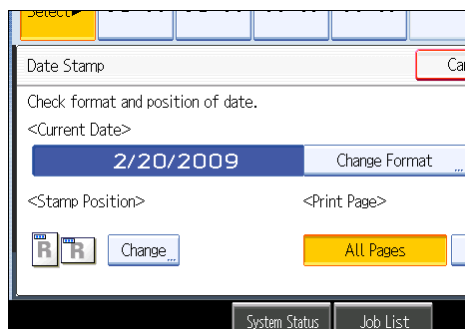


You can change the style and position of the date.

5. **Press [All Pages] or [1st Page Only] to select the print page.**
6. **After making all settings, press [OK] twice.**

**Note**

- You can change the settings for Date Stamp under Stamp in User Tools. For details about Stamp, see "Stamp".

- When Date Stamp is used Combine, Magazine, or Booklet function, the date stamp is printed as follows:

  - With the Combine function
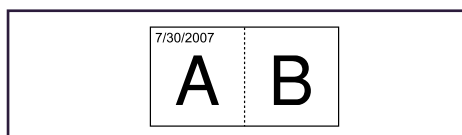


BCU045S

  - With the Magazine or Booklet function

BCU046S
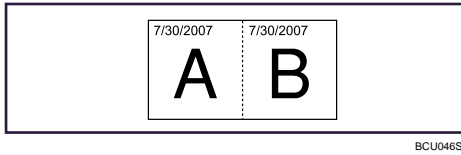
📖**Reference**

- p.247 "Stamp"

## 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].**
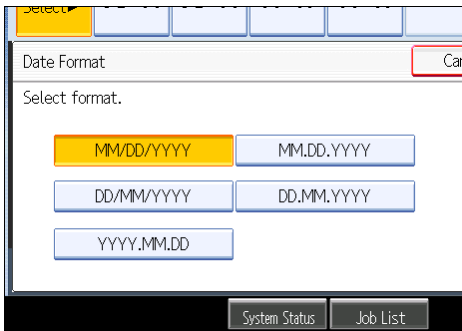


## Changing the date stamp position

Changes the stamp position.

1. **Press [Change] under Stamp Position.**

2. **Select the stamp position, and then press [OK].**
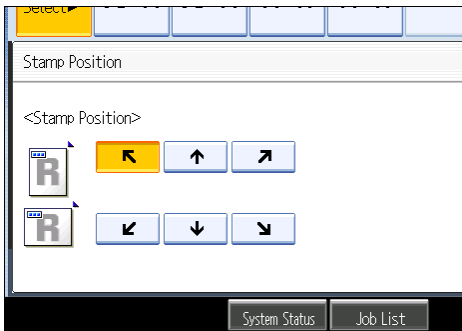
## Page Numbering

Use this function to print page numbers on your copies.
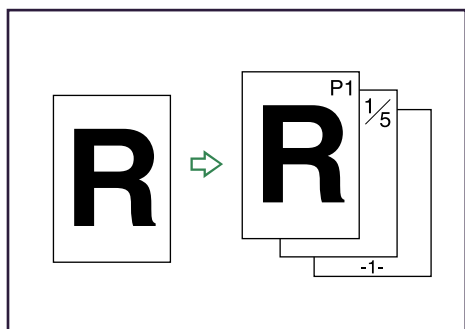


BAS078S

⭐**Important**

• You cannot use the bypass tray with this function.

**Page number formats**

There are six formats available for 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.

BRD017S
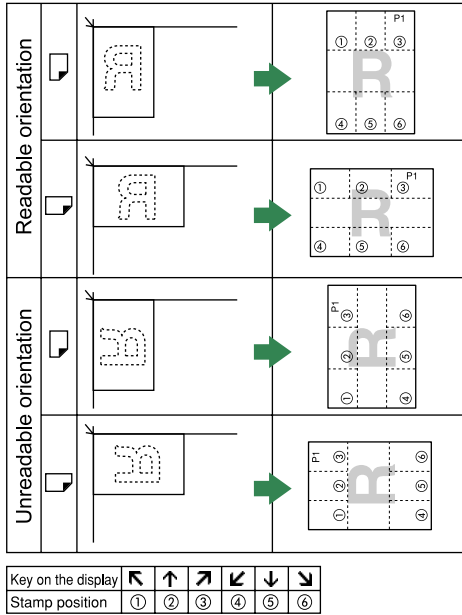
1. **Press [Edit / Stamp].**
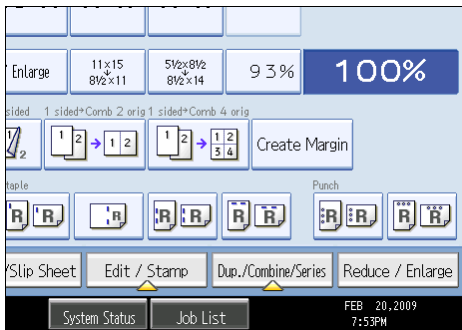


2. **Press [Stamp].**

3. **Press [Page Numbering].**

4. **Select the page numbering format.**
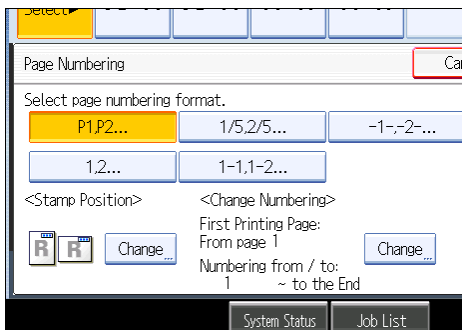
You can change the stamp position, pages to be stamped, and numbering.

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 "Stamp".

- 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 "Stamp".

- When Page Numbering is used with 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
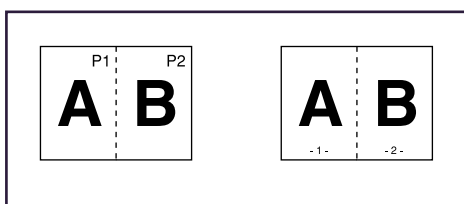
    
    BAT152S

    With the Magazine or Booklet function
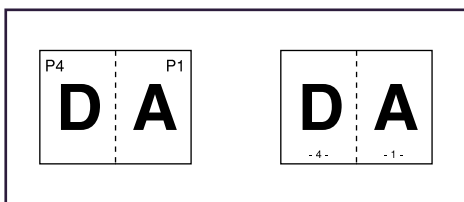
    
    BAT122S

  - Per Copy is selected in Page Numbering in Combine:

    With 1 Sided/2 Sided using the Combine function
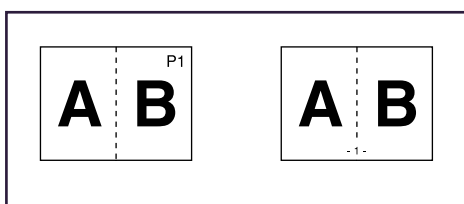
    
    BAT123S

  - 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:
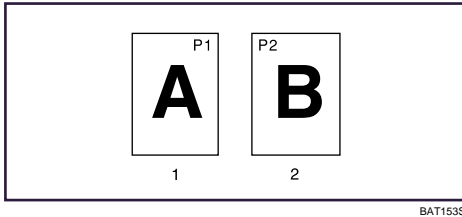
BAT153S

1. **Front**

2. **Back**

**Reference**

- p.247 "Stamp"

**Changing the stamp position**

Changes the stamp position.

1. **Press [Change] under Stamp Position.**

2. **Select the stamp position, and then press [OK].**
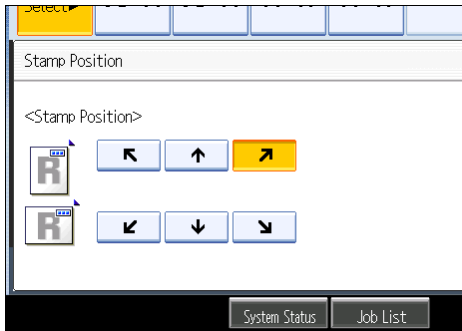


**Specifying the first printing page and start number ("P1,P2...", "-1-,-2-...", "P.1,P.2... ", "1,2...")**

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
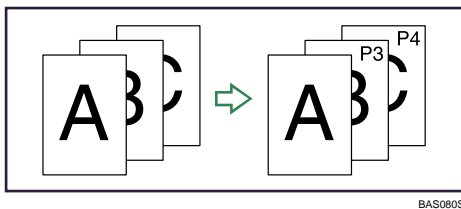
In the following procedure, "P1, P2..." is selected, but the procedure is the same regardless of the format you select.

1. **Press [Change] under Change Numbering.**

2. **Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].**
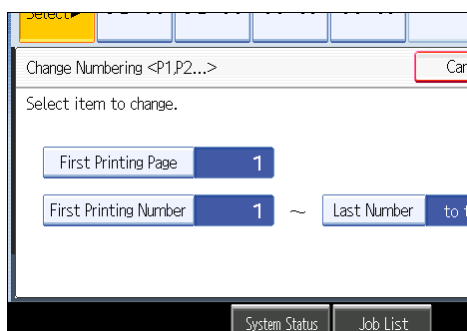


3. **Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].**

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 [#].**
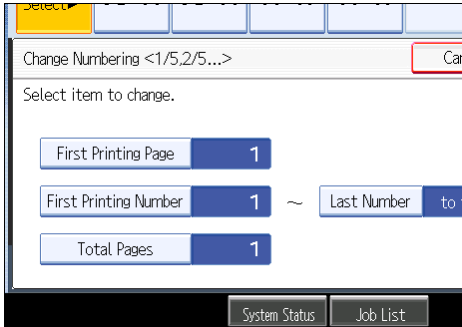


3. **Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].**

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 [#].**
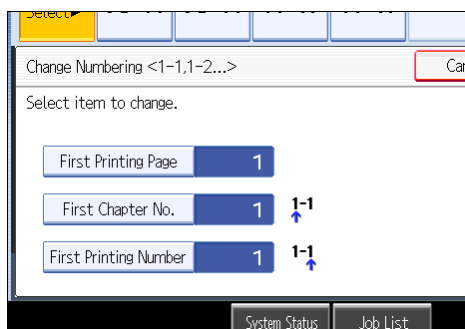


3. **Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].**

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.

## Stamp Text

You can stamp text on copies up to 64 letters.
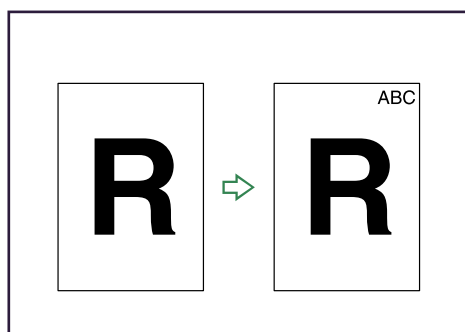


BAS082S

⭐ **Important**

- **You cannot use the bypass tray with this function.**

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**3**

## Stamp position and original orientation

The 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 |
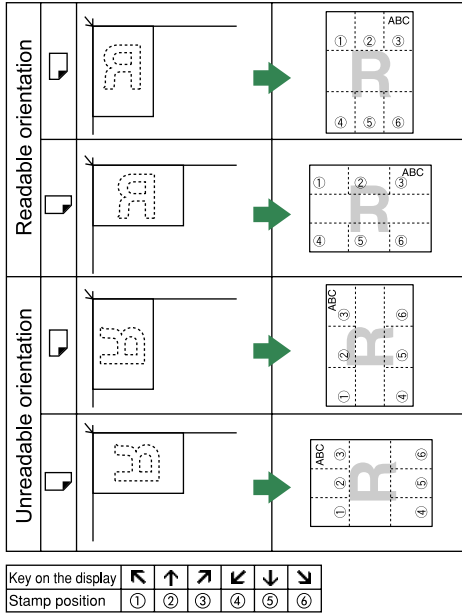
BRD018S

1. **Press [Edit / Stamp].**
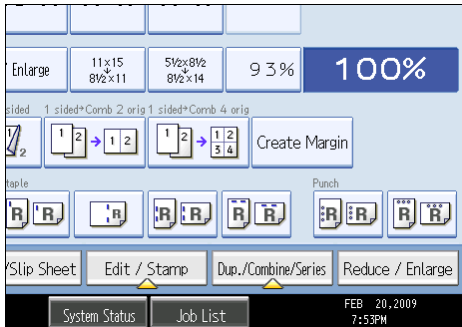


2. **Press [Stamp].**

3. **Press [Stamp Text].**

4. **Press [Change Text].**

5. **Enter stamp text, and then press [OK].**
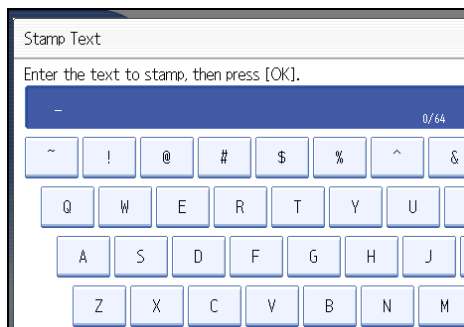


You can change the stamp position.

6. **Press [All Pages] or [1st Page Only] to select the print page.**

7. **After making all settings, press [OK].**

8. **Press [OK].**

**↓Note**

- If the main power is turned off, the text is cleared. To save the typed text, you can register them in a program. For details about Program, see "Registering Frequently Used Functions".

- You can change the settings for Stamp Text under Stamp in User Tools. For details about Stamp, see "Stamp".

- Depending on the stamp position, parts of the text might not be copied.

- For details about how to enter text, see "Entering Text", About This Machine 📘 ⊚.

**🗐Reference**

- p.104 "Registering Frequently Used Functions"

- p.247 "Stamp"

## Changing the stamp position

Changes the stamp position, size and density.

1. **Press [Change] under Stamp Position.**

2. **Select the stamp position, and then press [OK].**
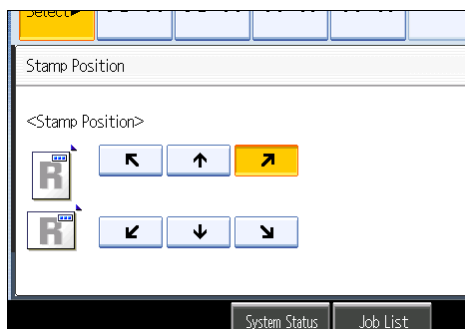
# Advanced Copier Functions

This section describes the machine's advanced copy functions.

## Scan Position

You can move the scanning position of originals.
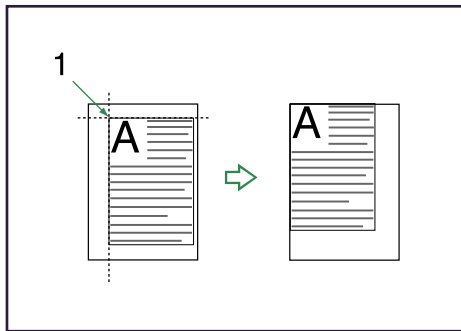


BAT084S

1. **Point from which the machine begins scanning**
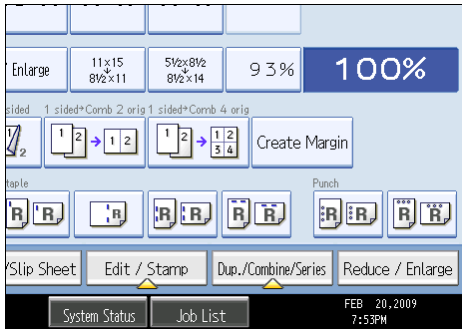
You can move the scanning position up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments upward, downward, to left and to right.
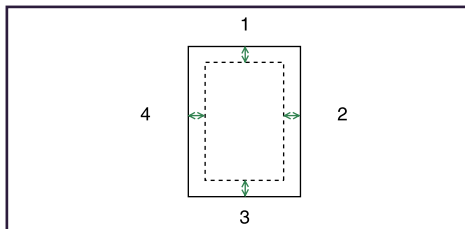


BAT085S

1. **Top: 0 - 30 mm, 0 - 1.2 inches**

2. **Right: 0 - 30 mm, 0 - 1.2 inches**

3. **Bottom: 0 - 30 mm, 0 - 1.2 inches**

4. **Left: 0 - 30 mm, 0 - 1.2 inches**

1. **Press [Edit / Stamp].**



2. **Press [Scan Position].**

3. **Specify the scanning position for the front side of the original.**
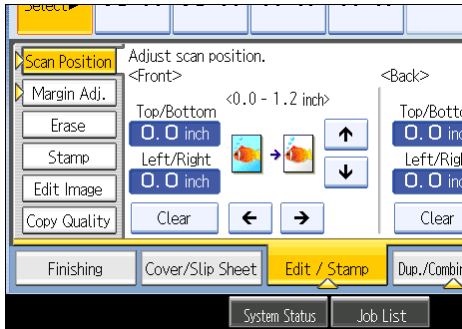


4. **Specify the scanning position for the back side of the original. Then press [OK].**

   If you don't need to set the scanned position of the back side of the original, 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.

- The scanning position for the back side of the original is valid only when you are copying 2-sided originals.

## Margin Adjustment

Copies originals leaving a binding margin.
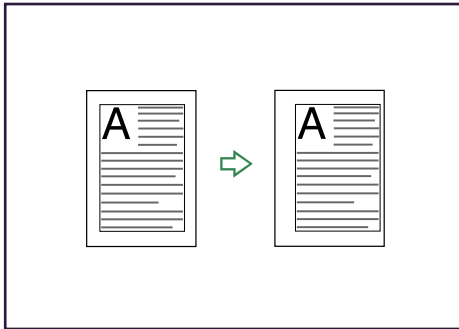
BAS086S

1. **Press [Edit / Stamp].**
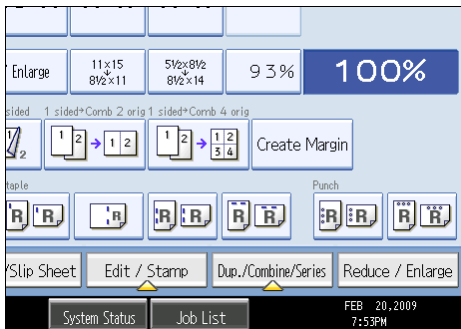


2. **Make sure that [Margin Adj.] is selected. If [Margin Adj.] is not selected, press [Margin Adj.].**

3. **Specify a binding margin for the front side pages.**
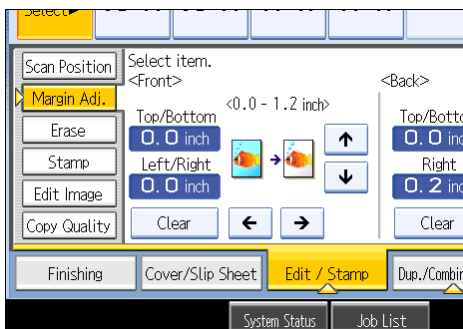


4. **Specify a binding margin for the back side pages. Then press [OK].**

   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 "Edit".

- 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.

🗐 Reference

- p.240 "Edit"

## 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
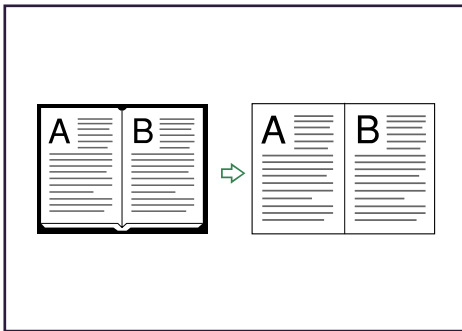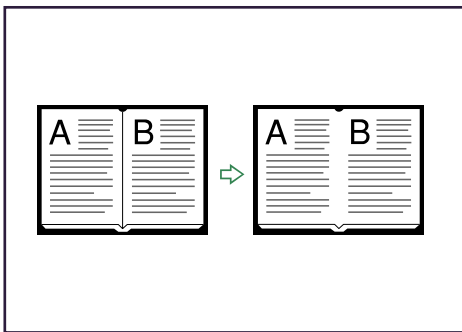
**Erase Center / Border**

Erases both the center and edge margins of the original image.



BAS089S
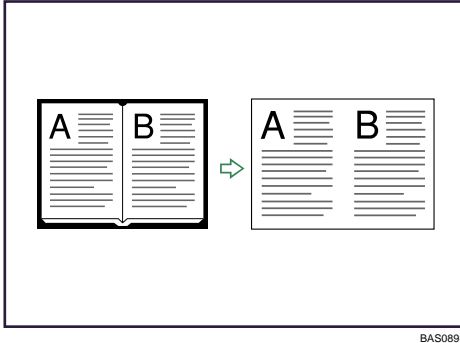
**Note**

- The relationship between the original orientation and the erased part is as follows:

| ▭original | ▭original |
|---|---|
|  1 BAT090S |  2 1 BAT089S |
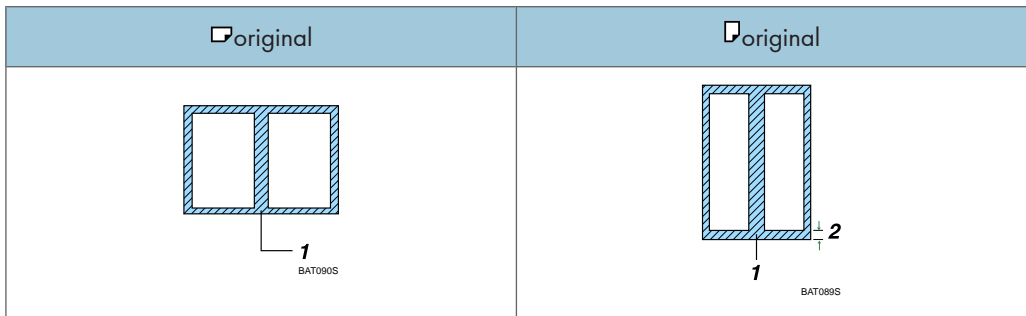
1. Erased part
2. 2 - 99 mm (0.1 - 3.9 inches)

- 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 "Edit".

- The width of the erased margin varies depending on the reproduction ratio.

**Reference**

- p.240 "Edit"

**Erase Border (same width)**

Erases the edge margin of the original image.

1. **Press [Edit / Stamp].**
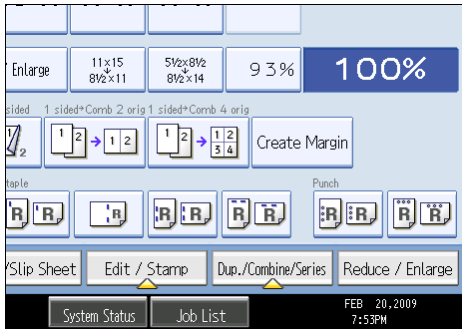


2. **Press [Erase].**
3. **Press [Erase Center / Border].**
4. **Press [Erase Border].**
5. **Press [Same Width].**
6. **Specify an erase border width with [ + ] and [ – ].**
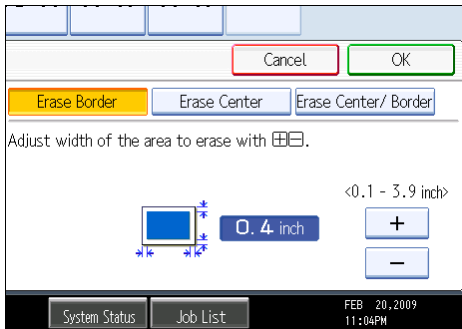


   Pressing [ + ] or [ – ] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

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].**
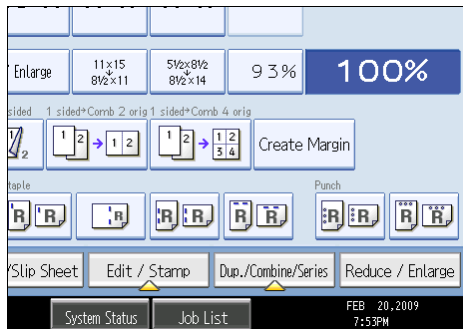


2. **Press [Erase].**

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 [−].**
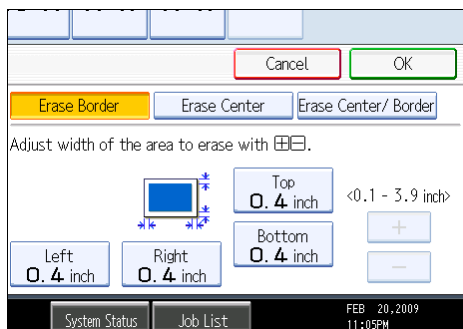


Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

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 [➖].**
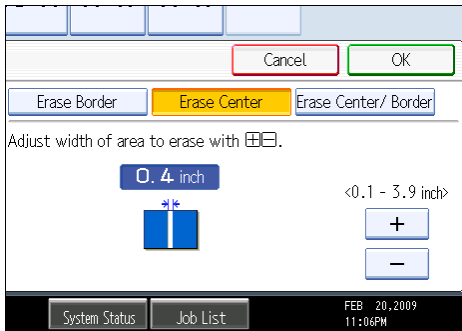


Pressing [✚] or [➖] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

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].**
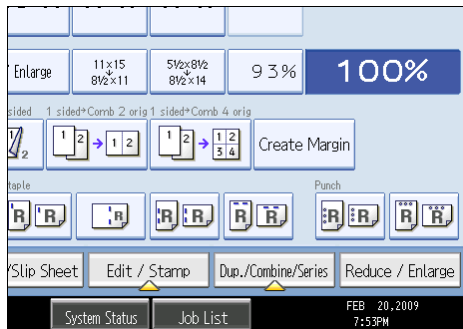


2. **Press [Erase].**

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 [−].**
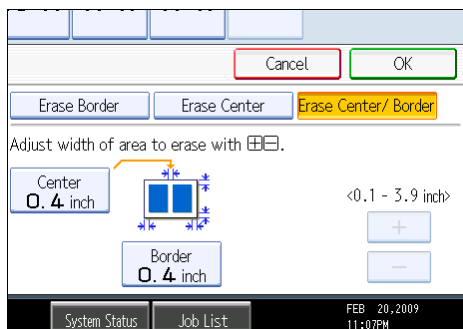


Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

7. **Press [Border], and then specify the erase width with [+] and [−].**

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).

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 [−].**
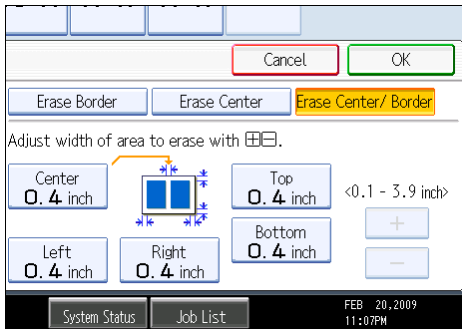


Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

7. **Press [OK] twice.**

**Note**

- To change the value you entered, press [+] and [−], and then specify a new value.

## Erase Inside

Use this function to copy the original while erasing a specified area.
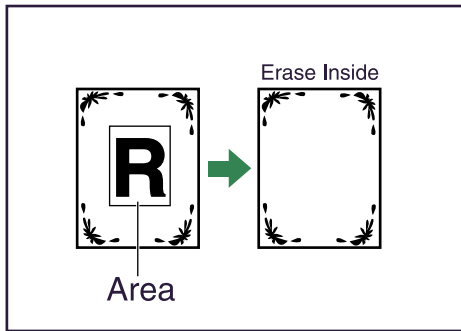
BAT091S

To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2 on the original. Measure the area you want to specify before entering the area settings.
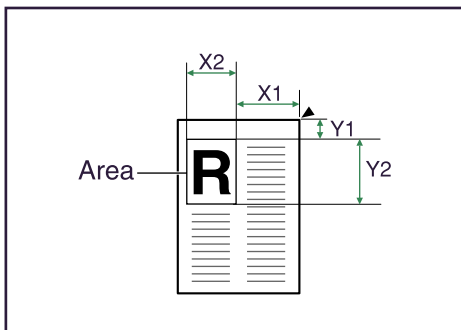


BAT092S

X1, X2: 0 - 432 mm (0 - 17 inches)

Y1, Y2: 0 - 432 mm (0 - 17 inches)

1. **Specify the point where the machine starts scanning (X1, Y1) and where its tops scanning (X2, Y2).**

2. **Press [Edit / Stamp].**
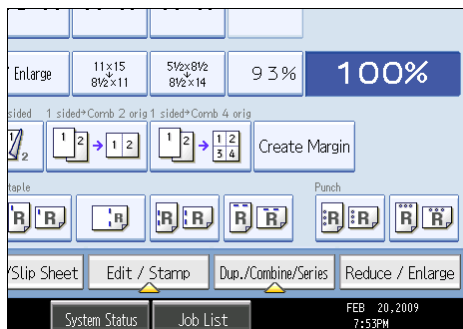


3. **Press [Erase].**

4. **Select one of the areas from [Erase Inside 1] to [Erase Inside 5].**
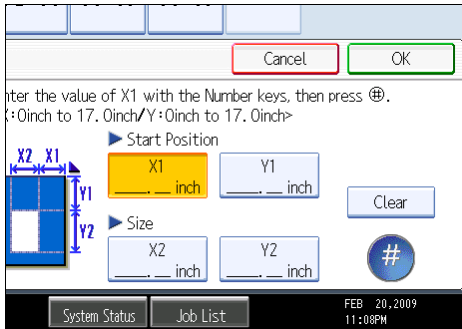
3

5. **Enter the length of [X1] with the number keys, and then press [#].**



6. **Enter the length of [Y1] with the number keys, and then press [#].**

7. **Enter the length of [X2] with the number keys, and then press [#].**

8. **Enter the length of [Y2] with the number keys, and then press [#].**

   If you want 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.

9. **Press [OK].**

10. **To specify multiple areas, select areas 1 to 5, and then repeat steps 4 to 9.**

11. **Press [OK].**

*Note*

- To change the value you entered, press the key you want to change, and then enter a new value.

- By combining "Erase Inside 1" - "Erase Inside 5", you can erase up to 5 areas at the same time.

## Erase Outside

Use this function to copy the original while erasing outside of a specified area.
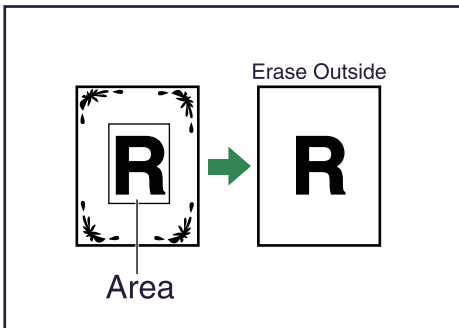


To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2 on the original. Measure the area you want to specify before entering the area settings.
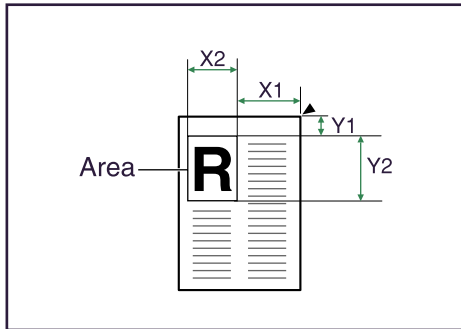
BAT092S

X1, X2: 0 - 432 mm (0 - 17 inches)

Y1, Y2: 0 - 432 mm (0 - 17 inches)

1. **Specify the point where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).**

2. **Press [Edit / Stamp].**
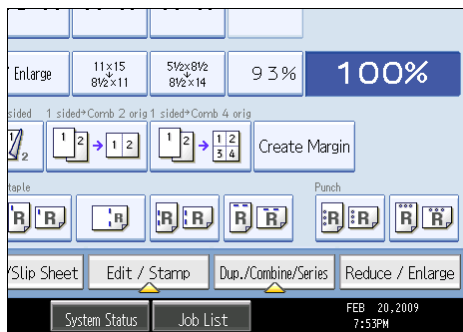


3. **Press [Erase].**

4. **Press [Erase Outside].**

5. **Enter the length of [X1] with the number keys, and then press [#].**
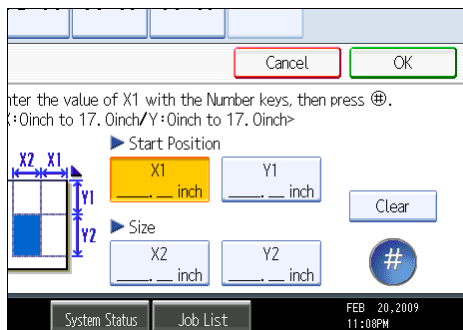


6. **Enter the length of [Y1] with the number keys, and then press [#].**

7. **Enter the length of [X2] with the number keys, and then press [#].**

8. **Enter the length of [Y2] with the number keys, and then press [#].**

   If you want 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.

9. **Press [OK] twice.**

⬇ Note

- To change the value you entered, press the key you want to change, and then enter a new value.

## Image Repeat

The original image is copied repeatedly.
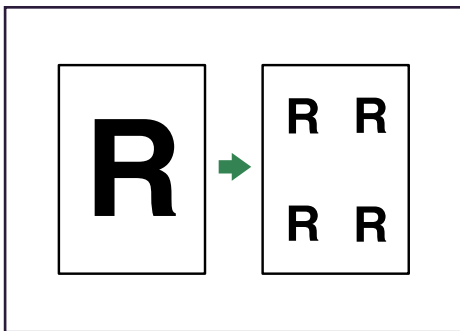


BAS095S

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].**
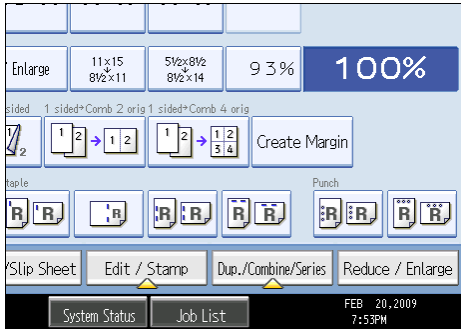


3. **Press [Edit Image].**

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 "Edit".

- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

- If you use this function with "Custom Size", you can copy repeatedly the image in the area you want by specifying the vertical and horizontal lengths from the base point. In this case, place your original on the exposure glass.
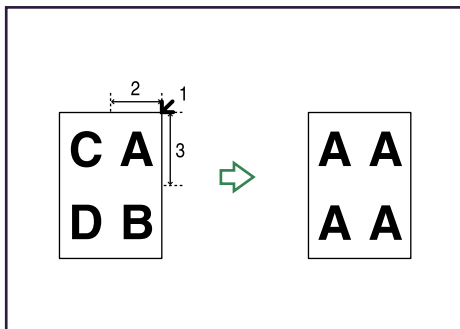


BRD019S

1. **Base point**

2. **Horizontal length**

3. **Vertical length**

**Reference**

- p.240 "Edit"

## Double Copies

One original image is copied twice on one sheet.
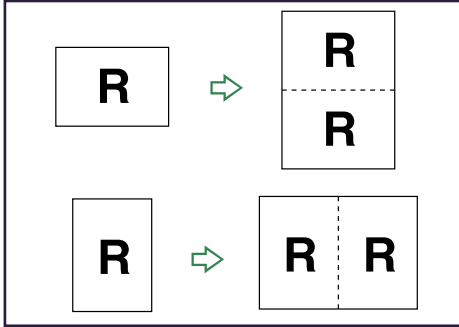


BAS098S

⭐**Important**

- You cannot use the bypass tray with this function.

- The following original size cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

    - Metric Version

      A5◻ and B6 JIS◻◻

    - Inch Version

      $5^1/_2 \times 8^1/_2$◻

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 ◻ |
| A4 ◻ | A3 ◻ |
| A5 ◻ | A4 ◻ |
| B5 JIS ◻ | B4 JIS ◻ |
| B6 JIS ◻ | B5 JIS ◻ |

BRD031S

**Inch version**

| Original size and Orientation | Copy paper size and Orientation |
|---|---|
| $5^1/_2 \times 8^1/_2$ ◻ | $8^1/_2 \times 11$ ◻ |
| $5^1/_2 \times 8^1/_2$ ◻ | $8^1/_2 \times 11$ ◻ |
| $8^1/_2 \times 11$ ◻ | $11 \times 17$ ◻ |

BAT100S

1. **Press [Edit / Stamp].**
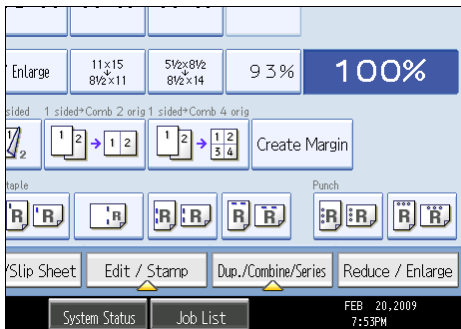


2. **Press [Edit Image].**

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 "Edit".

📑 Reference

- p.240 "Edit"

## Centering

You can make copies with the image moved to the center of the copy paper.
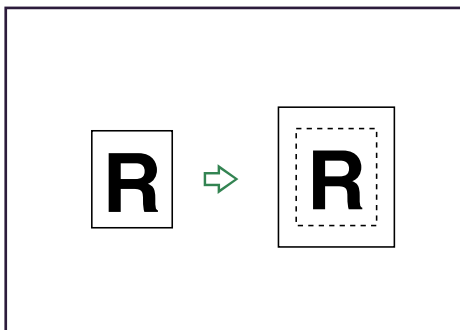


BAT099S

⭐ 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▽▷, A5▽, $8^1/_2$ × 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▽▷, $5^1/_2$ × $8^1/_2$▷ |
| ADF | A3▽, A4▽▷, 11 × 17▽, $8^1/_2$ × 14▽, $8^1/_2$ × 11▽▷, $5^1/_2$ × $8^1/_2$▽▷, 10 × 14▽ |

1. **Select the paper size.**
2. **Press [Edit / Stamp].**
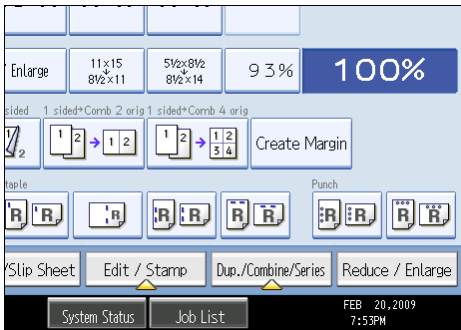


3. **Press [Edit Image].**
4. **Press [Centering].**
5. **Press [OK].**

⬇️**Note**

- Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90 degrees (Rotate copy).

## Positive/Negative

Copies an image inverted.

If your original is black and white, copy images are inverted.
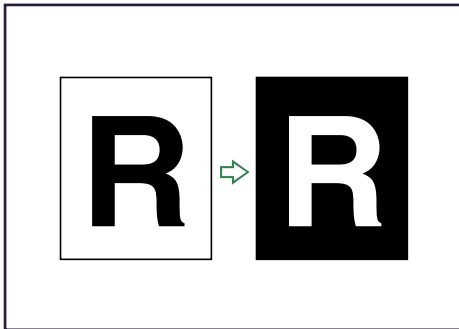
BAS100S
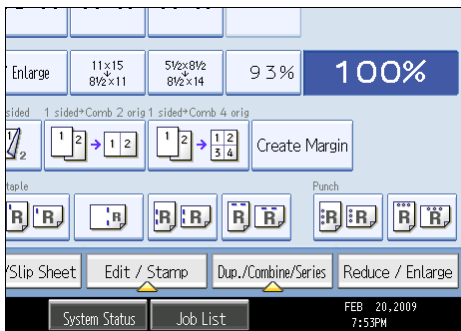
1. **Press [Edit / Stamp].**



2. **Press [Edit Image].**

3. **Press [Positive / Negative].**

4. **Press [OK].**

## 3 Edges Full Bleed

You can make full image copy by cutting down the margin of top, bottom, and right sides.

This function is useful for originals full of image.



BAS102S

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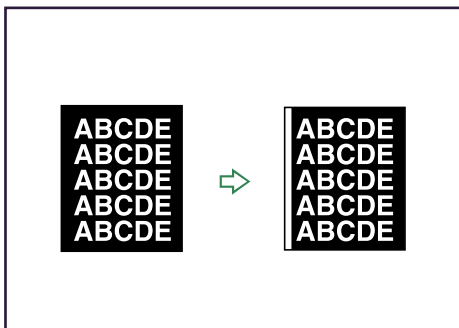
1. **Press [Edit / Stamp].**
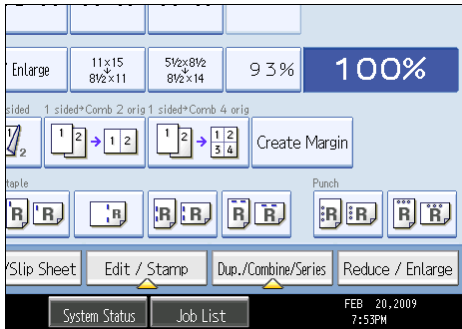


2. **Press [Edit Image].**

3. **Press [3 Edges Full Bleed].**

4. **Press [OK].**

🔽Note

- Do not attempt Duplex printing with this function. The paper will jam if you do.

## 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 ↴ | $8^1/_2 \times 11$ ↴ × 2 sheets |
| $8^1/_2 \times 11$ ↴ | $5^1/_2 \times 8^1/_2$ ↴ × 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).
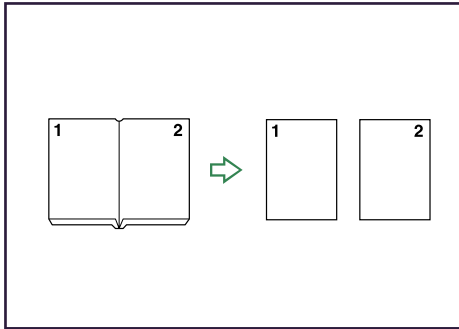
BAS103S

**2 Sided → 1 Sided**

You can make 1-sided copies from 2-sided originals.
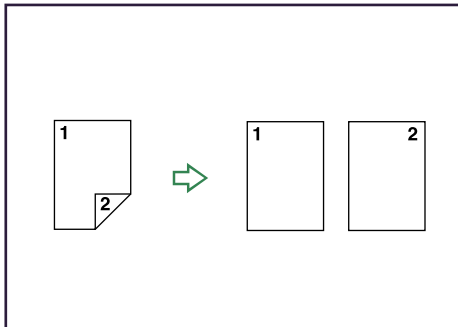


BAS104S

1. **Press [Dup./Combine/Series].**
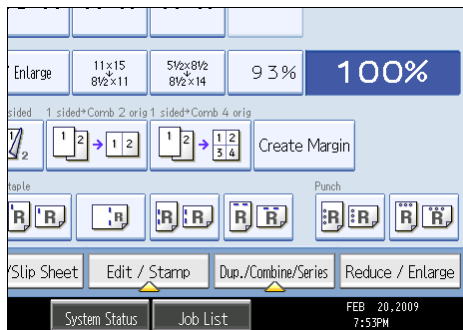


2. **Press [Series].**

**3.** **Select [2 Sided → 1 Sided] or [Book → 1 Sided], and then press [OK].**
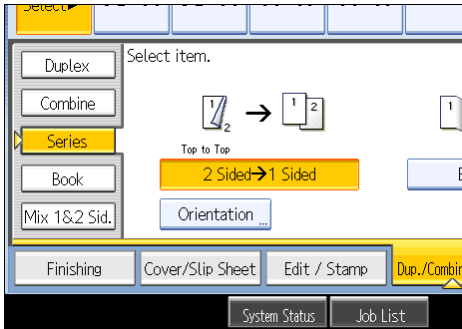


If you specified [2 Sided → 1 Sided], you can specify the orientation. For details, see "Originals and Copy Orientation".

🔽**Note**

- When placing originals on the exposure glass, press the [#] key after all originals have been scanned.

📑**Reference**

- p.59 "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 | $8^1/_2 \times 11$ (2-sided) |
| $8^1/_2 \times 11$ | $5^1/_2 \times 8^1/_2$ (2-sided) |

BAT101S

There are six types of Booklet/Magazine.

**1 Sided → Booklet**

Make copies in page order for a folded booklet as shown.
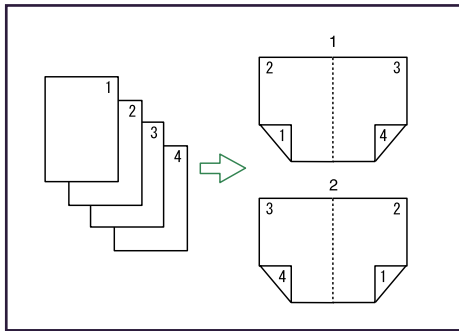
BAT105S

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.
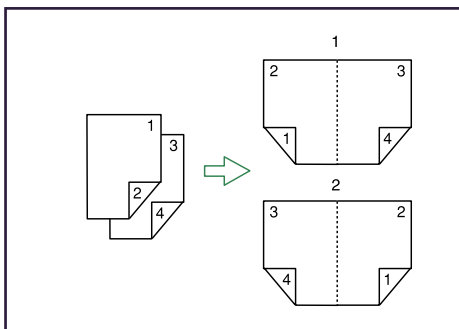


BAT106S

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.
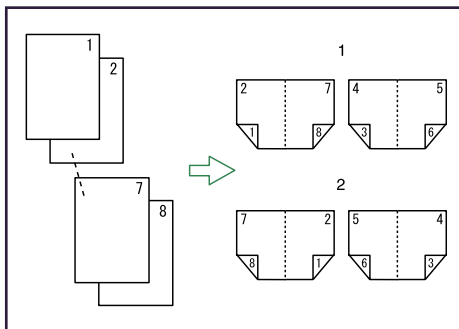


BAT107S

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.
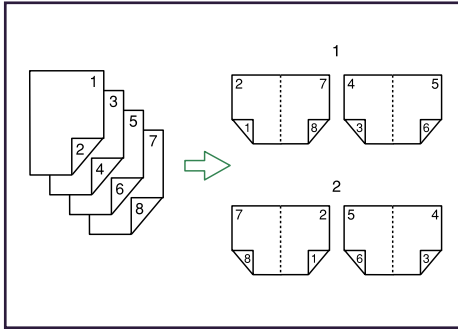


BAT108S

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.
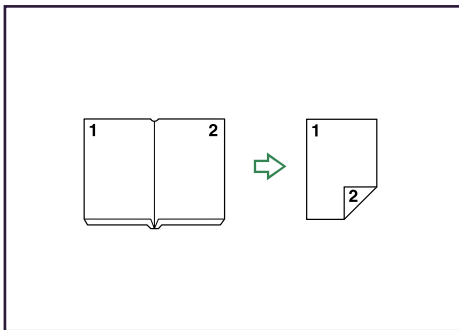


BAS109S

## Front & Back → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.
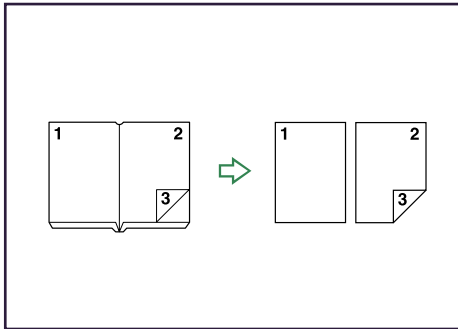
BAS110S

**How to fold and unfold copies to make a booklet**

Fold a copy along the centerline, and open.
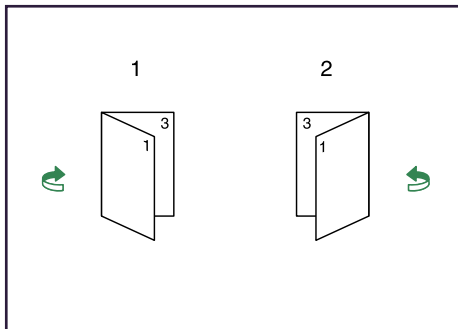


BAT111S

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.
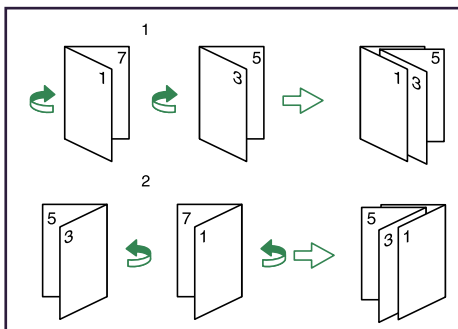


BAT112S

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].**
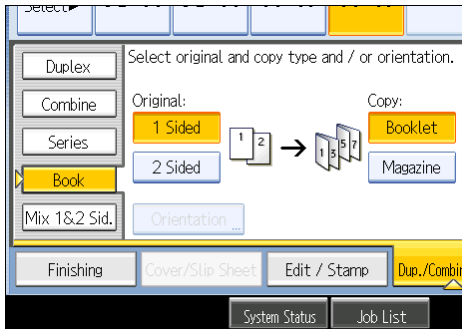


   If you specified [2 Sided] for the original, [Book → 2 sided], or [Front&Back → 2 sided], you can specify the orientation of originals or copies.

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 "Edit".

- 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 degrees 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 Booklet Finisher SR4040 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.

- If you are using this function with the interposer and have specified Staple: Center, load cover sheets face down in the interposer.



Booklet Finisher SR4040
Interposer
Cover sheet
Face down
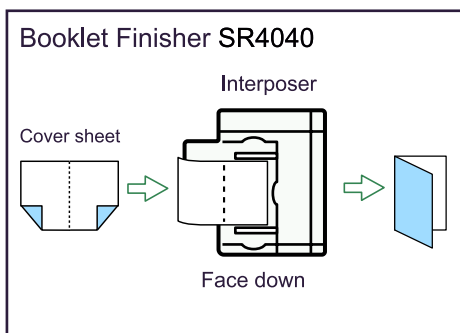
BRD020S

**Reference**

- p.240 "Edit"

## Mix 1 & 2 Sided

You can copy two types of originals, 1-sided and 2-sided, onto one or both sides of a sheet in one copy job.



BAS113S

**3**
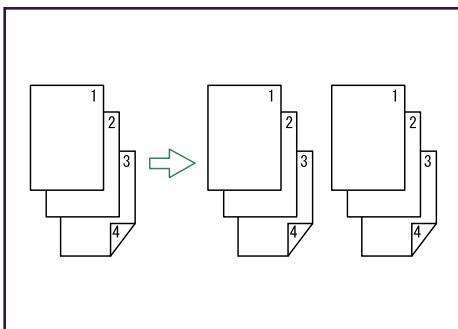
1. **Press [Dup./Combine/Series].**
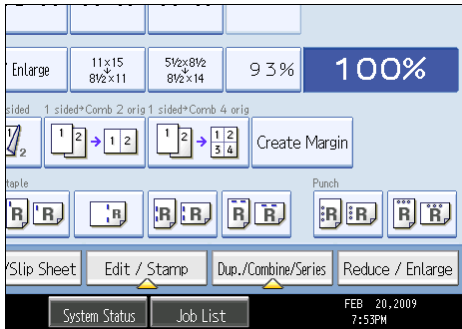


2. **Press [Mix 1&2 Sid.].**

3. **Select [1 Sided] or [2 Sided] for the original.**
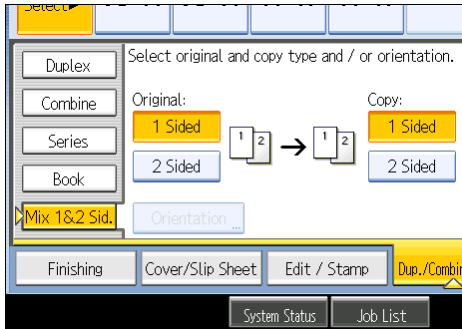


   If you select [2 Sided], you can select the orientation.

4. **Select [1 Sided] or [2 Sided] for the copy.**

5. **Place the originals, and then press the [Start] key.**

6. **If you specify [2 Sided] for either the originals or copies, press [Change Setting] if the number of originals that you want to scan is odd, or if you want to change the settings for the next originals.**

   Place the next originals, and then repeat steps 3 to 6.

🔻**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.

- When making two or more copies with the ADF, specify Batch mode. For details about Batch mode, see "Batch Mode".

- If you specified [2 Sided] for the originals or copies, you can specify the orientation.

- You cannot select [Change Setting] if you are using the ADF in Batch mode to copy 2-sided originals to 2-sided prints or from 1-sided originals to 1-sided prints.

⊟ **Reference**

• p.26 "Batch Mode"

## 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 trays for covers under Front Cover Sheet Tray and/or Back Cover Sheet Tray in Tray Paper Settings. For details, see "Tray Paper Settings", Network and System Settings Guide ⊛.

• You cannot specify the bypass tray as the Main Sheet Tray.

• If you have selected Interposer for Front Cover Sheet Tray and/or Back Cover Sheet Tray in Tray Paper Settings, you cannot copy onto the cover sheets.

• When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

The Covers function includes Front Cover and Back Cover.

**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
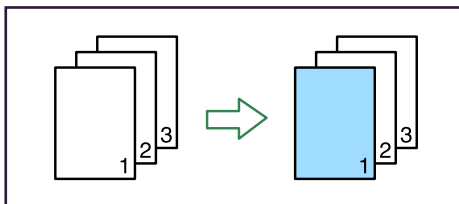


BAS114S

• Blank
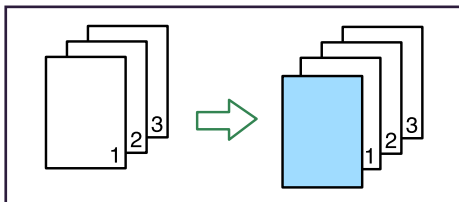


BAS115S

**Back Cover**

This function copies the last page of an original onto paper that has been specified for covers, or places a cover sheet after the last copy page.

- Copy
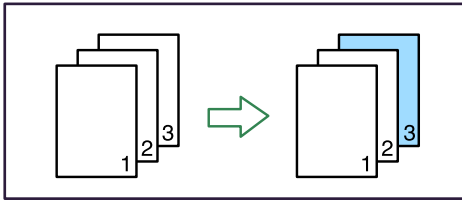


BAS116S

- Blank
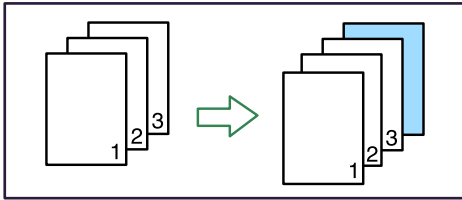


BAS117S

1. **Press [Cover/Slip Sheet].**
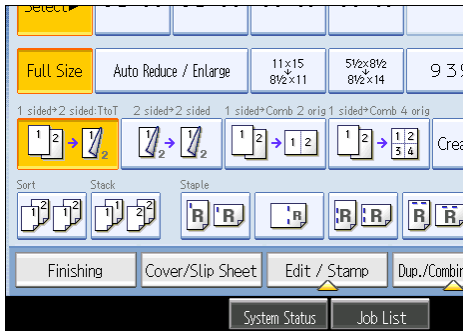


2. **Select [Copy] or [Blank] for the front cover.**



3. **Select [Copy] or [Blank] for the back cover, and then press [OK].**

⬇️**Note**

- The back cover sheet should be the same size and orientation as the main sheets.

- You can use paper of different size and orientation than the main sheets as the front cover sheet.

- When stapling copies with the front cover whose size and orientation is different from the main sheets, the front cover sheet should be the same width in paper feed direction as the main sheets. For example, when the main sheet is A5⊏, you can staple the copies with the front cover sheet of A4⊏, but you cannot staple them with that of A4⊏.

- When you specify both front and back covers, the first and last pages of your original are copied on paper specified for use as a cover, or cover sheets are inserted before the first copy and after the last copy.

- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Edit".

- If Blank mode is selected, the cover will not be counted as a copy.

- The settings made under Front Cover Sheet Tray and/or Back Cover Sheet Tray in User Tools determine whether or not the front and back covers are duplex printed.

   - At Mode Selected... Settings made in Front Cover Sheet Tray and/or Back Cover Sheet Tray will take priority.

   - Full Time... Settings made in Paper Type will take priority.

- For details, see "System Settings", Network and System Settings Guide.

🗐 Reference

- p.240 "Edit"

## 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
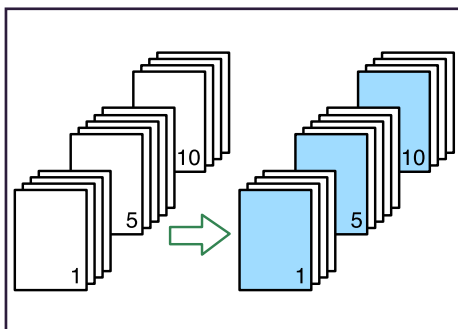


BAS118S

- Blank
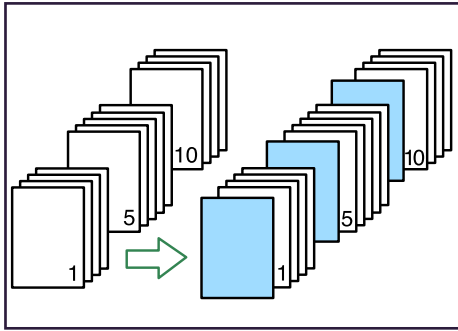
BAS119S

⭐ **Important**

- You cannot specify the bypass tray as the Main Sheet Tray.

- Before using this function, select the tray for designation sheets under Designation Sheet 1 Tray and/ or Designation Sheet 2 Tray in User Tools. If you have selected Interposer for Designation Sheet 1 Tray or Designation Sheet 2 Tray in System Settings, you cannot copy onto the designation sheets. For details, see "System Settings", Network and System Settings Guide 🖱.

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.**
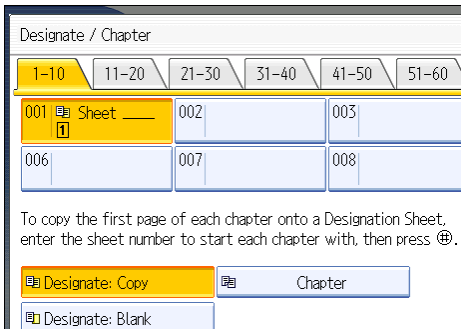
To select pages 11 to 20 (chapter), press [11-20].

5. **Select the designation sheet tray that contains the paper for the designation sheets.**

6. **Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.**

7. **To specify another page location, repeat steps 4 to 7.**

   Up to 100 locations can be specified.

8. **Select the main sheet tray that contains the paper to copy the originals.**

9. **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.
- For details about the interposer, see "Loading Paper", About This Machine 📗 💿.
- When placing the designation sheets in the bypass tray, it should be the same size and orientation as the main sheets.
- If you do not select [Designate:Blank], the specified pages will be excluded from the copy count.
- When Duplex (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.

## Chapters

The page locations you specify with this function will appear on the front of copy sheets.
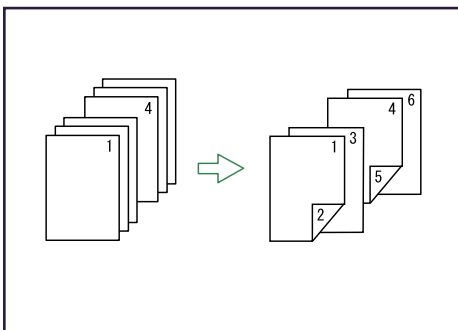


BAS120S

⭐ **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.**
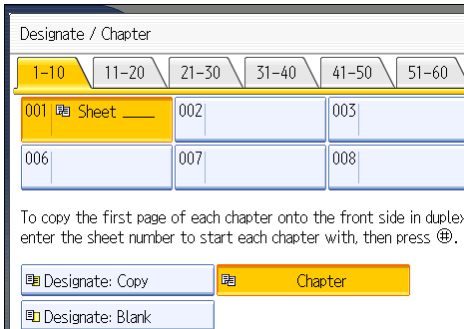


   To select chapters 11 to 20, press [11-20].

5. **Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.**

   Up to 100 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.

## Insert Sheet

You can insert a blank designation sheet before or after a specified page.
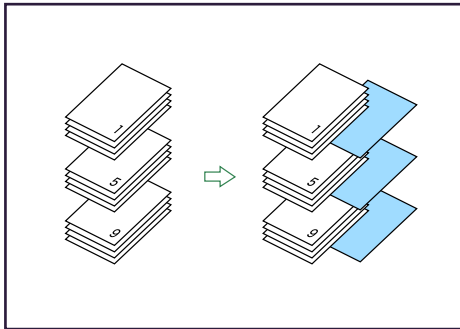
BAS121S

⭐**Important**

- Before using this function, select the tray for designation sheets under Designation Sheet 1 Tray or Designation Sheet 2 Tray in Tray Paper Settings. For details, see "Tray Paper Settings", Network and System Settings Guide🔘.

1. **Press [Cover/Slip Sheet].**



2. **Press [Designate / Chapter].**

3. **Press [Insert Sheet].**

4. **Press the key to select the chapter number.**
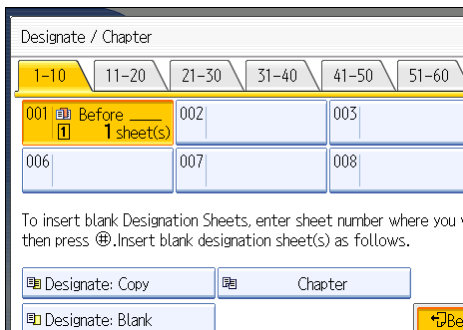


5. **Select the designation sheet tray that contains the paper for the designation sheets.**

6. **Select [Before] to insert slip sheets before the desired page. Select [After] to insert slip sheets after the desired page. Enter the page number with the number keys.**

7. **Press [Number of Sheets], and enter the number of sheets you want to insert with the number keys, and the press the [#] key.**
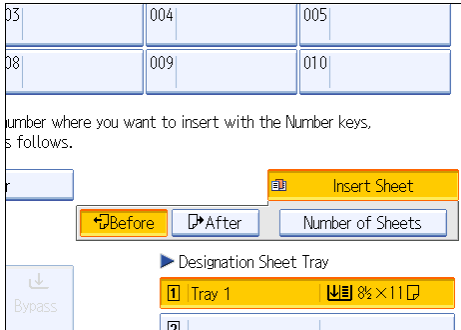


8. **To specify another location where to insert sheets, repeat steps 4 to 7.**

9. **Select the main sheet tray that contains the paper to copy the originals.**

10. **After making all settings, press [OK] twice.**

🔽**Note**

- The designation sheets should be the same size and orientation as the main sheets.

- To change the value you entered, press the key you want to change, and then enter a new value.

- For details about the interposer, see "Loading Paper into the Interposer", About This Machine 📖 💿.

## Slip Sheet

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.
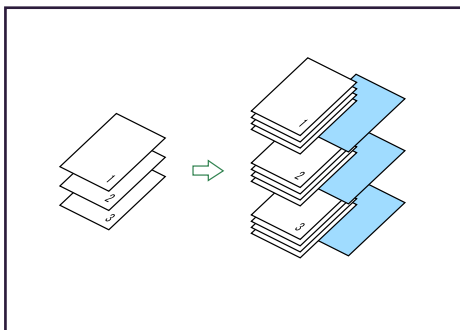


BAS122S

🟥**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 Tray Paper Settings. For details, see "Tray Paper Settings", Network and System Settings Guide⊚.

**When placing OHP transparencies**

- Copy
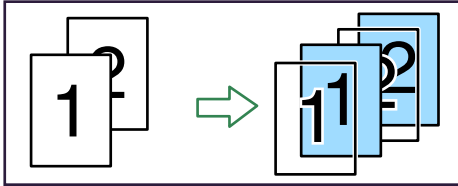


BAS123S

- Blank
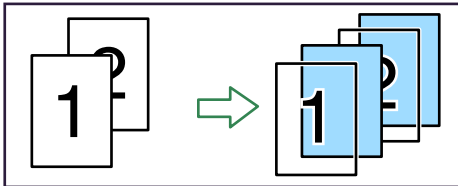


BAS124S

1. **Press [Cover/Slip Sheet].**
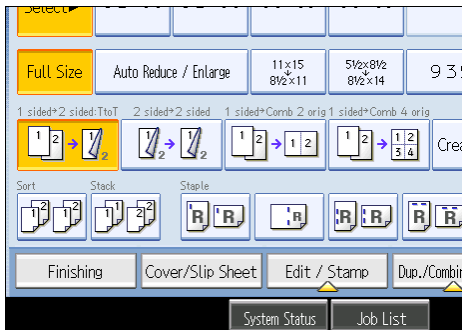
**2.** **Select [Copy] or [Blank] for the slip sheets, and then press [OK].**
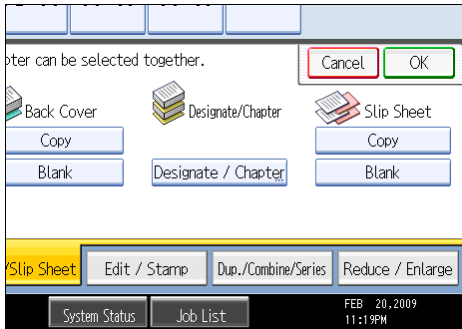


**3.** **Select the main sheet tray that contains the paper to copy the originals.**

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 "Paper Type". For details, see "Copying onto OHP Transparencies".

- The slip sheets should be the same size and orientation as the copy paper or the OHP transparency.

- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

**Reference**

- p.46 "Copying onto OHP Transparencies"

# 4. Connect Copy

This chapter explains how to make copies using two machines connected via the Copy Connector.

## What is Connect Copy?

Connect Copy allows you to connect two machines together via a cable.

When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so copies can be made on both simultaneously.

**High-speed copying for greater productivity**

Large volume copy runs can be completed in shorter time. For example: when connected together, two Type 3 machines can make 180 copies per minute (A4$\boxd$, $8^1/_2 \times 11\boxd$ paper size).

**Reducing time loss**

Even if one machine stops due to a paper jam, or runs out of toner or paper, the other machine can automatically take over and finish the job.



BRD046S
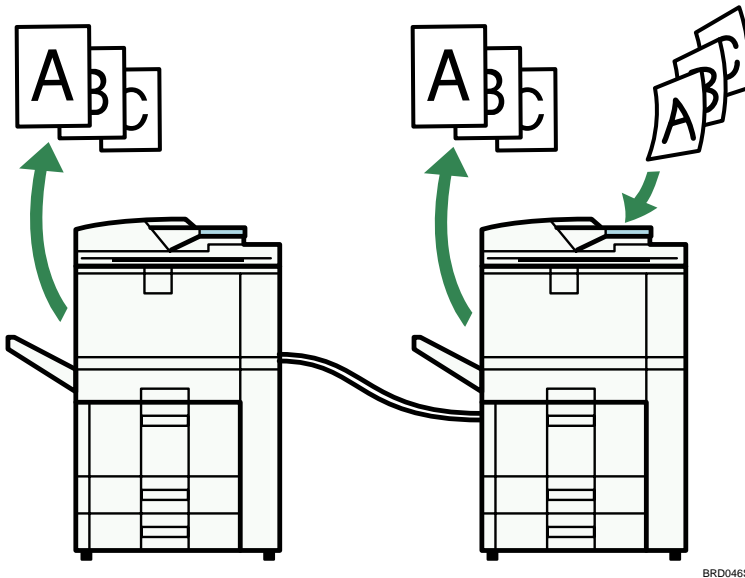
## How It Works

After the original is scanned, the data is stored on the hard disk of the main machine. As soon as the main machine starts copying, the data is transferred to the hard disk of the sub-machine, and the sub-machine then starts copying.

In this manual, the two machines connected are referred to as main machine and sub-machine.

BRD021S
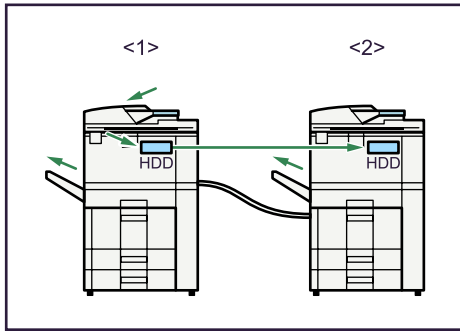
1. **Main machine**

2. **Sub-machine**

The main machine is the one on which you press [Connect Copy] to make Connect Copy settings. The other machine becomes the sub-machine. You cannot change the main machine and sub-machine relationship until Connect Copy is canceled.

⬇**Note**

- Do not use the connecting cable with other equipment.

- Always turn off the main power of the main and sub-machines when before disconnecting the cable. Otherwise it might lead to malfunctioning of the two machines.

- You can store on a program whether or not to use Connect Copy.

- Select the paper tray using the main machine.

  - When [Connect Copy] is pressed, only the paper trays common to both machines will be displayed. The other paper trays appear faded out and cannot be selected.

  - When two or more trays hold the desired paper size, the paper tray will be selected according to the Paper Tray Priority settings made on the respective machine. See "System Settings", Network and System Settings Guide ⊚.

  - If the sub-machine has a paper tray containing paper of the same size but set in a different orientation, when the current tray runs out of paper, the sub-machine automatically switches to the tray containing paper of the same size and rotates the print images in order to make copies. (When Auto Tray Switching is set to With Image Rotation).

- If the [Clear Modes] key is pressed on the main machine while you are making settings, Connect Copy will be canceled.

- Even if the sub-machine is in Energy Saver Mode, the main machine can still connect to make copies.

- When an Interrupt job on the sub-machine has finished, press the [Interrupt] key.

- Connect Copy jobs are displayed on the Job List of the sub-machine. However, they cannot be deleted from the sub-machine.

- In Connect Copy, both machines follow the user authentication settings of the main machine.

- You cannot manage the number of copies according to machine. The number of copies is shown as a total of the two machines, and is monitored on the main machine.

- Even if user codes are set and you enter a user code before using the sub-machine, you cannot manage the number of copies made on the sub-machine.

- If user codes are set on only the sub-machine, you need not enter a user code in order to use the sub-machine for Connect Copy. In this case, you cannot manage the number of copies according to user.

## Machine types and options

This section describes the machine types and options that can be used with Connect Copy.

Both machines need not be of the same type.

You can still use Connect Copy without the Finisher SR4030, SR4050, Booklet Finisher SR4040 or the LCT. However, to use the Staple, Punch, Z-fold, Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel Fold and/or Gate Fold functions, Finisher SR4030, SR4050 or Booklet Finisher SR4040, and Multi-Folding Unit equipped with those functions must be installed on both machines.

## Interrupt Copy

You can use the Interrupt function on the sub-machine, but not on the main machine.

You cannot use Connect Copy when a job has been paused using the Interrupt function.

## Before you start

Both machines must have paper trays loaded with paper of the same size, type and orientation.

To ensure the same copy results from both machines,

- The copy quality settings in User Tools should be the same on each machine. For details, see "Image Adjustment".

- Both main and sub machines should be installed with the same type of finisher.

**Reference**

- p.113 "Image Adjustment"

## Auto Reset when using Connect Copy

The machine exits Connect Copy mode automatically and returns to the initial condition after a certain period of time has lapsed following job completion.

This is called "Auto Reset".

**Note**

- If the Auto Reset time of the sub-machine lapses when it is processing an Interrupt Copy job, the sub-machine will return to its initial condition and the Interrupt Copy job will be canceled. To change the settings, see "System Settings", Network and System Settings Guide .

### Auto Off when using Connect Copy

The machine automatically turns off after a certain period of time has lapsed following job completion.

This is called "Auto Off". In Connect Copy mode, the sub-machine will not turn off automatically.

# Connect Copy Display

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

**Initial copy display**



BRD107S
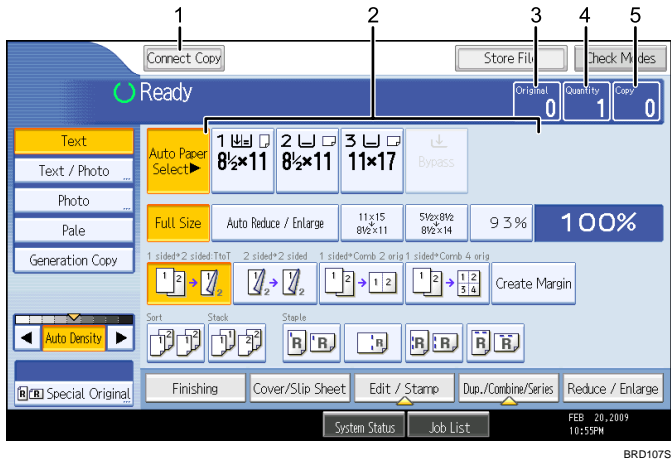
1. **[Connect Copy]**

   Press to switch from the initial copy display to the Connect Copy display.

2. **Paper Select**

   Displays the size, type and orientation of the paper set on both machines.

3. **Number of originals**

   Displays the number of originals scanned into memory of the main machine.

4. **Number of sets**

   Displays the number of sets of copies.

5. **Number of copies**

   Displays the number of copies for the main machine.

   Press this area to display the total number of copies for two machines.

**Display during Connect Copy**
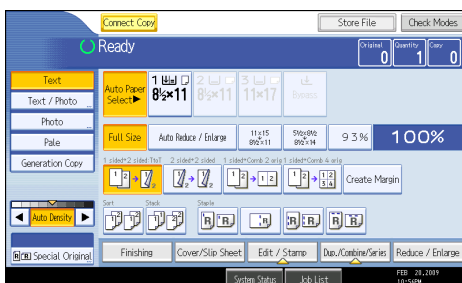
**⤵Note**

- The Connect Copy function is not available from the simplified display on the main machine.

## Display of the sub-machine

Even if Connect Copy has been selected on the main machine, the sub-machine will still continue to show the initial copy display. To switch to the Connect Copy initial display, follow the procedure below.

1. **Press the [Other Function] key.**
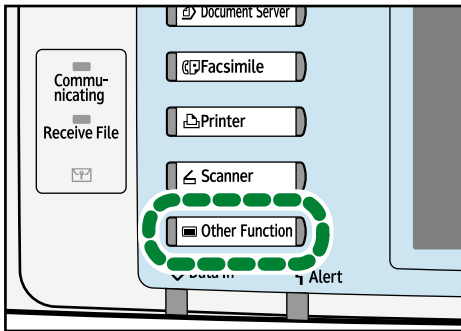


BRD114S

2. **The Connect Copy initial display is shown on the sub-machine.**
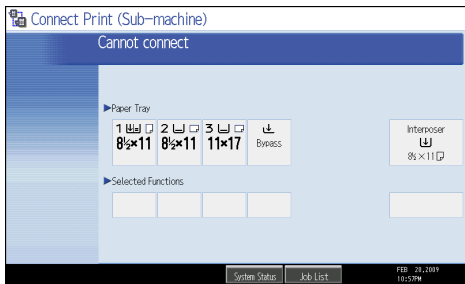
# Using Connect Copy

You can select Connect Copy from either machine by pressing [Connect Copy].

The machine on which you pressed [Connect Copy] and made Connect Copy settings becomes the main machine, and the other the sub-machine.

⭐ **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", Network and System 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 📖 ⊚.

- In Connect Copy mode, use the main machine to perform this function.

1. **Make sure "Ready" appears on the screen.**
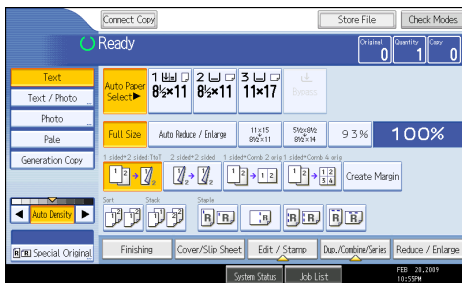
   

2. **Press [Connect Copy] on the machine that you want to use as the main.**

   [Connect Copy] becomes highlighted, and the two machines are connected.

   - Main machine
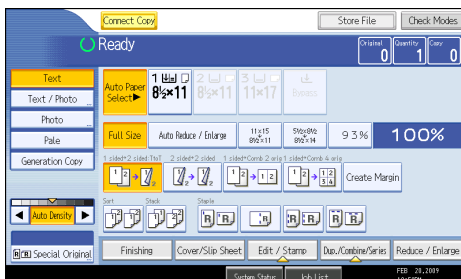
   

   - Sub-machine
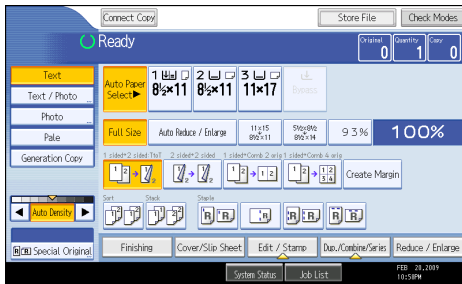
3. **Set the originals on the main machine.**

4. **Make the necessary settings using the main machine.**

   If you have made any copy settings before using Connect Copy, the settings remain effective. However, if the Finisher SR4030, SR4050 or Booklet Finisher SR4040, and Multi-Folding Unit are not installed on either one of the two, the Stack, Staple, Punch, Z-fold, Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel Fold and Gate Fold functions are automatically disabled.

5. **Enter the number of copies with the number keys.**

   The maximum copy quantity that can be set is 999.

6. **Press the [Start] key on the main machine.**

   Copying starts if the main machine is not in use. The sub-machine starts copying after data transfer from the main machine is completed.

7. **Collect your copies from both the main and sub machines.**

🔽 **Note**

- To cancel Connect Copy mode, press [Connect Copy], which is highlighted on the main machine.

- Since the sub-machine starts copying after receiving data from the main machine, the numbers of copy sets differ on the main and sub machines. The difference between the number of copies made by the main machine and the number made by the sub-machine will increase in proportion to the quantity of data being transferred.

- Both machines may not finish copying at the same time.

- When the number of originals or copies is small, copying will be done on only the main machine.

- When using the Sort/Staple function, copying is divided between the two machines by the number of sets. If a paper misfeed occurs when processing a set of copes, it is not possible for the other machine to take over the remainder of that particular set.

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- To interrupt ADF scanning, press the [Clear/Stop] key on the main machine, and then select [Stop].

- To stop copying, press the [Clear/Stop] key on the main machine, and then select [Stop].

- To specify whether or not to display [Connect Copy], set "Connect Copy Key Display" under "General Features". For details, see "General Features".

- When the memory to store originals exceeds the maximum, an error message appears. For details, see "When Memory is Full", Troubleshooting 📖 💿.

- When placing multiple originals in the ADF using Batch mode, wait till an original has been fed before placing the next.

📑 Reference

- p.233 "General Features"

## Order of Copy Output

Explains the machine behavior when Staple and Stack is specified with Connect Copy.

**When copying with the Staple function**

(Example) Copying 6 sets of a three-page original
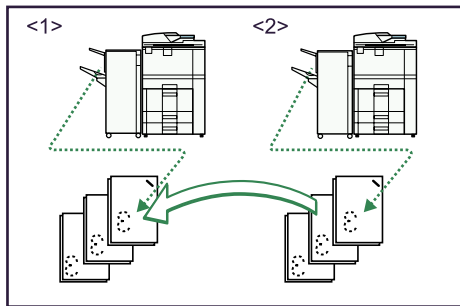


BRD024S

1. **Main machine (face-down)**

2. **Sub-machine (face-down)**

When using the Staple function, the processing of one copy set cannot be divided between the two machines.

**When copying with the Stack function**

(Example) Making 2 copies of each page of a six-page original
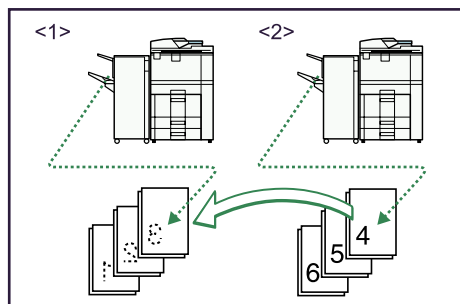


BRD025S

1. **Main machine (face-down)**

**2. Sub-machine (face-up)**

Stack copies made by the sub-machine on that of the main machine.

## Exiting Connect Copy

This section explains how to cancel Connect Copy mode and return to standard copying mode.

1. **Press [Connect Copy] on the main machine.**

   The machine returns to standard copying mode.



⬇ **Note**

- Settings made on the main machine during Connect Copy mode remain effective.

- If you press the [Clear Modes] key on the main machine, Connect Copy mode is canceled and the main machine returns to its initial condition.

## Printing Stored Documents Using Connect Print

You can print a document stored in the Document Server using the Connect Print function.

⭐ **Important**

- The main machine is the one on which the document is stored.

1. **Press the [Document Server] key.**

2. **Select the document to be printed.**

   The selected document is highlighted.
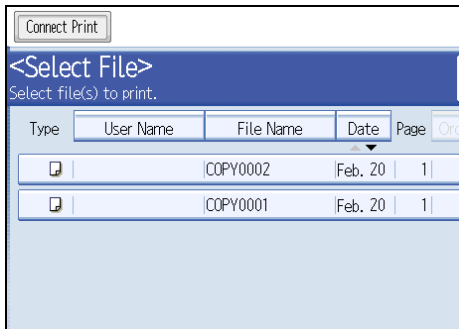
3. **Repeat step if you want to select more documents.**

   The documents will be printed in the order that they have been selected.

4. **If you need to change the print settings, press [To Printing Screen].**

   To register new printing conditions or numbers of prints, press [Save Print Settings].
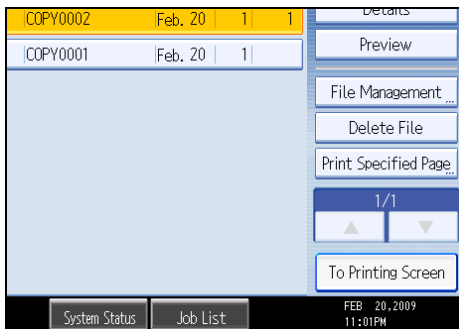


5. **Press [Connect Print].**

   The key is highlighted and the two machines are connected.

6. **Enter the number of copies with the number keys.**

   The maximum copy quantity that can be set is 999.

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

   To stop the printing, press the [Clear/Stop] key on the main machine, and then follow the instructions on the display.

**Note**

- Some documents may not be displayed, depending on the security function settings.

- To change the printing order, press the highlighted documents to cancel your selection. Select documents again in the desired order.

- You can also cancel all your selections by pressing the [Clear Modes] key.

- If you are selecting two or more files, you can check the file names and printing order by pressing [▼] and [▲] to scroll through the list.

- Press [File List] to return to the Select Files to Print display.

- To change the value you entered, press the [Clear/Stop] key and then enter a new value.

- When using the Sort function, you can check the print results by making a sample copy on the main machine. See "Sample Print".

- Sample prints can only be made on the main machine.

- The main machine begins printing using data stored in the Document Server. Printing on the sub-machine starts after the data is transferred from the main machine.

- The number of print sets might differ on the main and sub machines.

- Both machines may not finish printing at the same time.

**Reference**

- p.225 "Sample Print"

# Using Job Preset in Connect Copy

You can make settings for the next Connect Copy job when the current job is still in progress on the main machine.

When the current job finishes, the next job begins automatically.

1. **On the main machine, confirm that "Press [New Job] to make reservation." is displayed, and then press [New Job].**
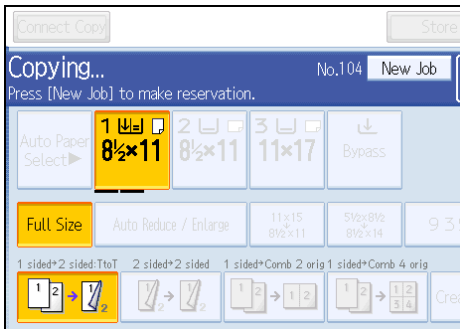


2. **Confirm that "Ready" is displayed, and then press [Connect Copy].**

3. **Place the originals in the main machine.**

4. **Confirm that "Ready" is displayed, and then make settings for the job.**
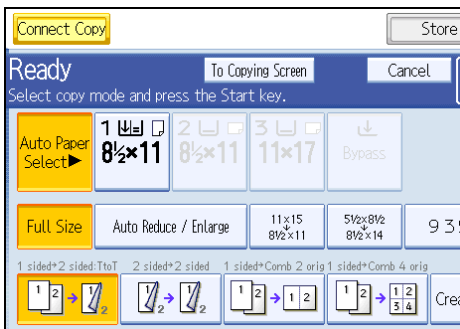


5. **Press the [Start] key on the main machine.**

   Scanning begins. As soon as the current job is finished, the next job starts automatically.

⬇ **Note**

- You can preset a maximum of eight jobs.
- When placing originals on the exposure glass, press the [#] key after all originals have been scanned.
- When placing multiple originals in the ADF, wait till the first original sets have been fed before placing the next.
- Preset jobs in Connect Copy mode can only be changed when the main machine has finished scanning the originals.

- Preset jobs in Connect Copy mode can only be changed when copying has yet to begin on either machine.

4

# Connect Copy Job Flow

The job flow depends on the status of the two machines.

## When One of the Two Machines is Idle

Explains the job flow when one of the machines is copying Original A.
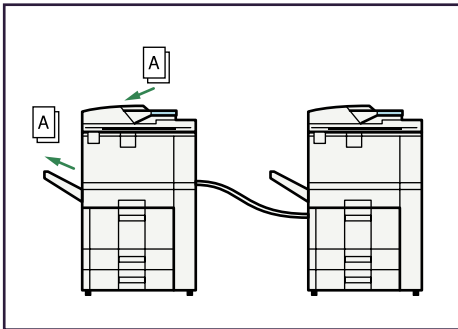


BRD026S

### Using the idle machine as the main machine (Connect Copy)

1. Make Connect Copy settings for Original B on machine <2> (the idle machine).
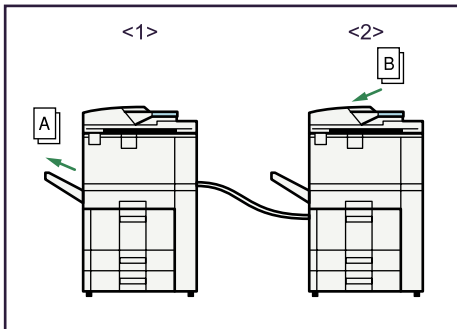


BRD027S

2. **Machine <2> begins copying Original B. Machine <1> also starts copying Original B when it has finished with Original A.**
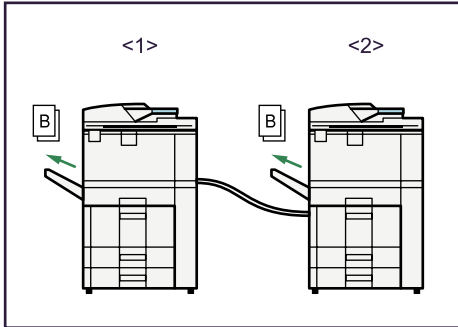


BRD028S

1. **Sub-machine**

2. **Main machine**

## Using the machine currently copying as the main machine (Connect Copy: Job Preset)

1. **Make Connect Copy settings for Original B on machine <1> (the machine currently in use).**
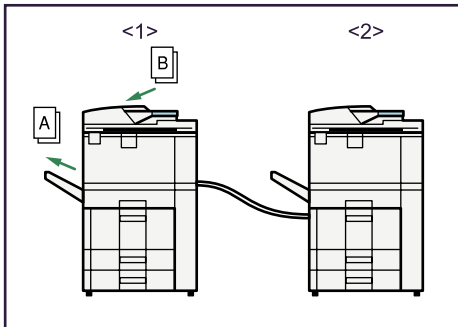


BRD029S

2. **When machine <1> has finished with Original A, Connect Copy is activated and both machines begin copying Original B.**
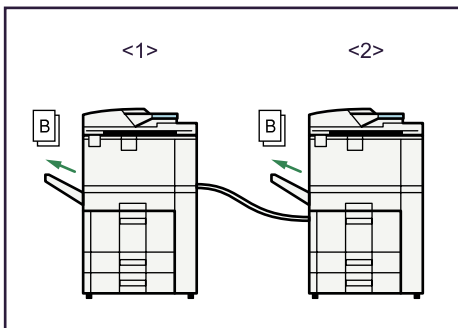


BRD028S

1. **Main machine**

2. **Sub-machine**

## When Both Machines are in Use

Explains the job flow when one machine is copying Original A and the other Original B.
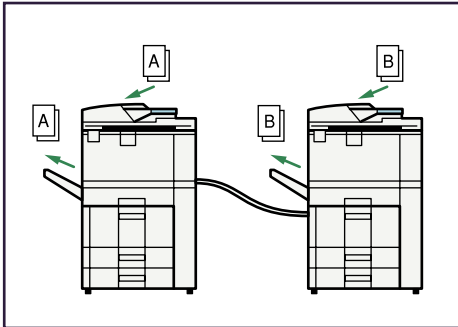


BRD041S

### When both machines are copying the same number of originals (Connect Copy: Job Preset)

1. **Make Connect Copy settings for Original C on machine <1>.**
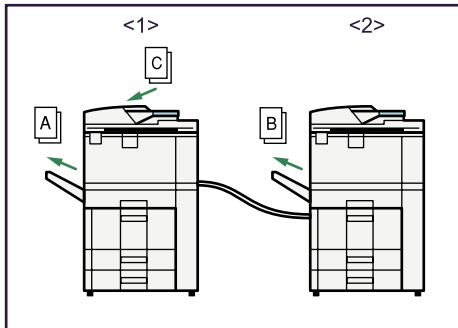


BRD030S

2. **When machine <1> has finished with Original A, it begins copying Original C.**
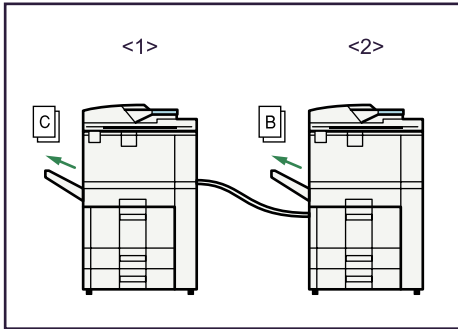


BRD032S

3. **When machine <2> has finished with Original B, it also begins copying Original C.**
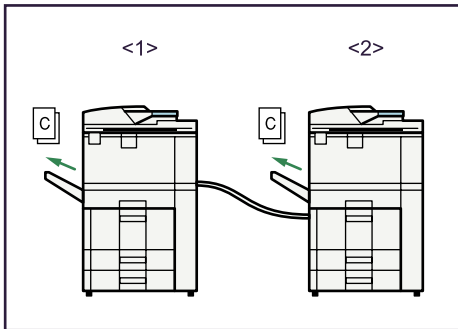


BRD033S

1. **Main machine**

2. **Sub-machine**

## When one of the machines is copying a larger number of originals (Connect Copy: Job Preset)

1. **Make Connect Copy settings for Original C on machine <1>.**
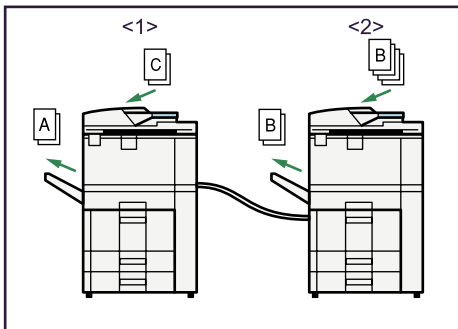


BRD034S

2. **When machine <1> has finished with Original A, it begins copying Original C. If machine <1> finishes copying its allotment of Original C before machine <2> finishes with Original B, machine <1> will take over to copy the remainder of Original C.**



BRD032S

1. **Main machine**

2. **Sub-machine**

4
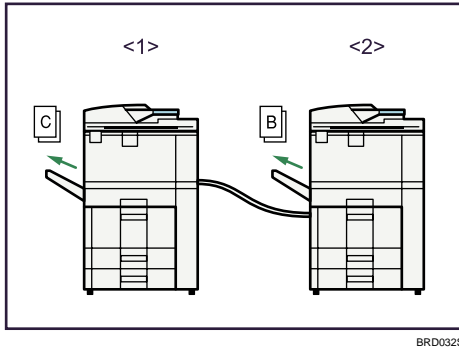
# 5. Document Server

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: Fax
- 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**
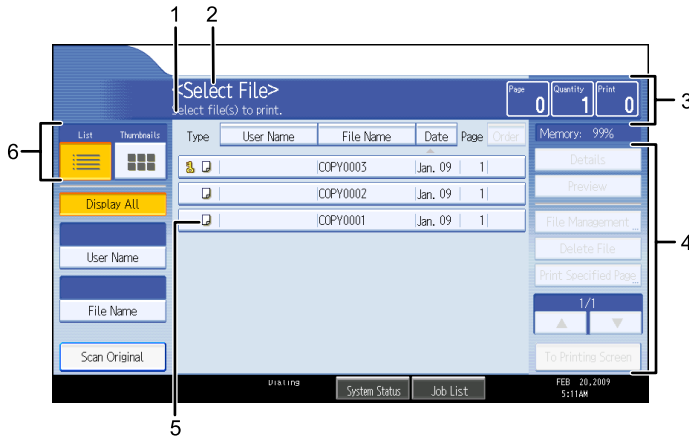


BRD108S

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.
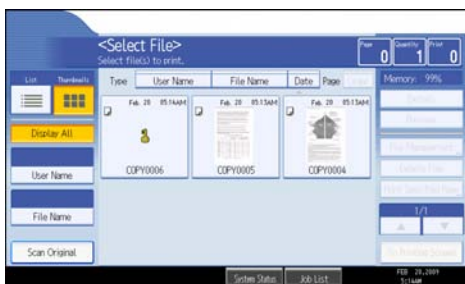
**❖Note**

- 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.



BRD103S
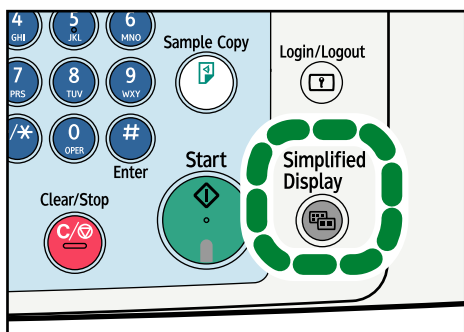
**Simplified Document Server Screen**
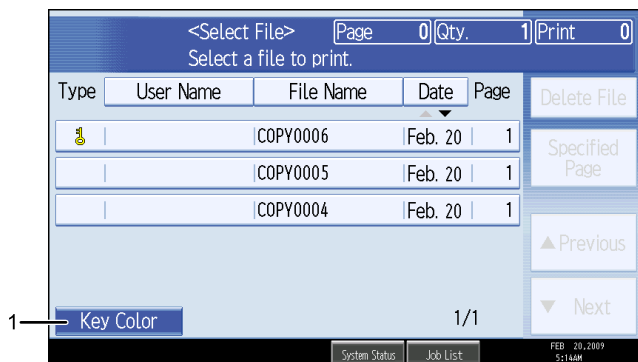


BRD109S

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.
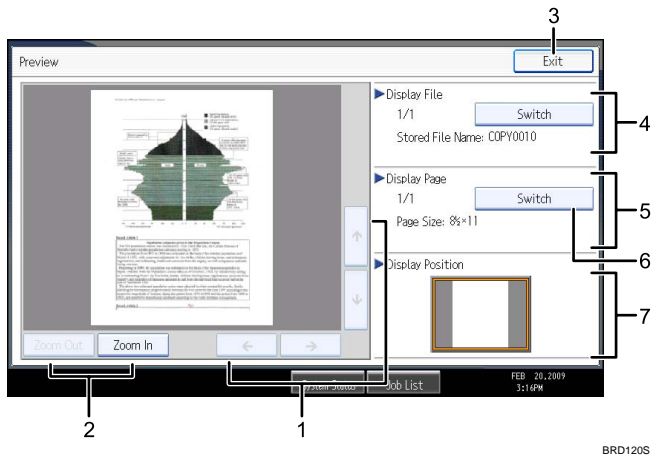
**Preview Display**



BRD120S

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. If the image file is corrupt, store it again.

# 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.**



BRD115S
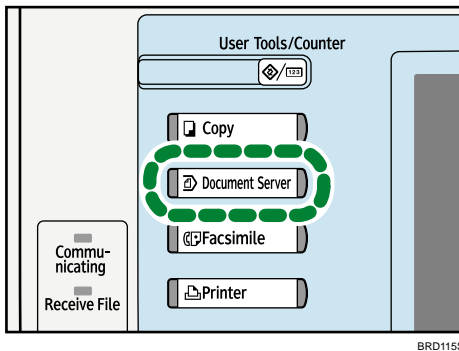
2. **Press [Scan Original].**
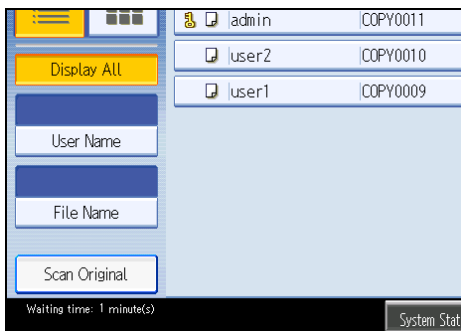


3. **Enter a user name, file name, and password, if necessary.**

   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 [Finish Scanning].

- 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", Network and System 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].**
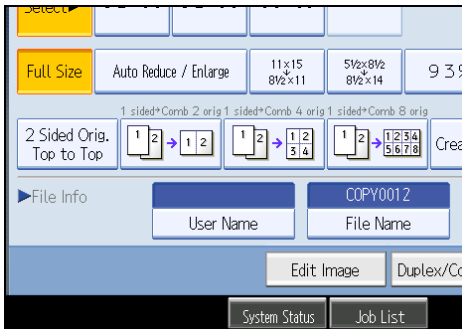


A list of user names appears.

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].**
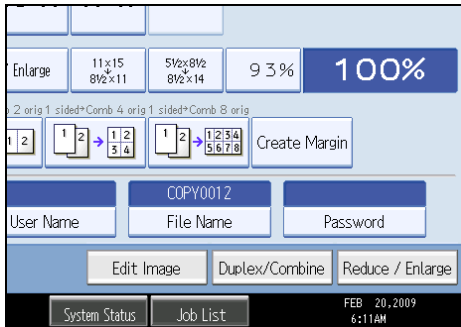


The soft keyboard appears.

**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].**
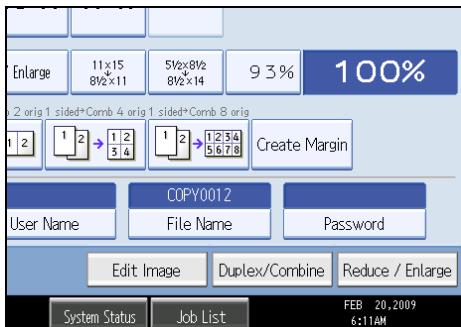
3. **Enter a password with the number keys, and then press [OK].**
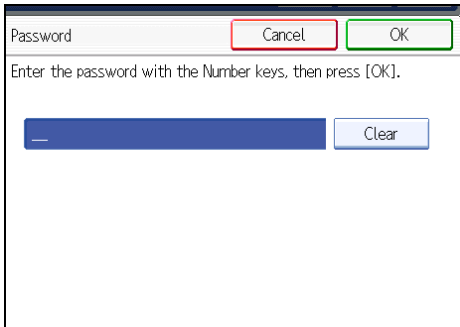


You can use four to eight digits for the password.

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].**
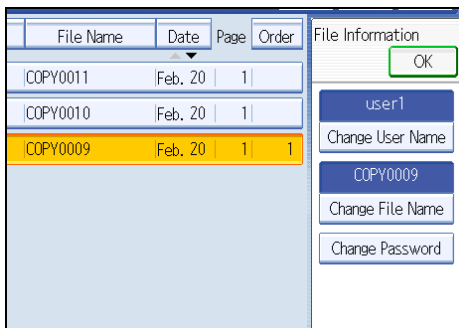


4. **Enter a new file name, and then press [OK].**

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].**
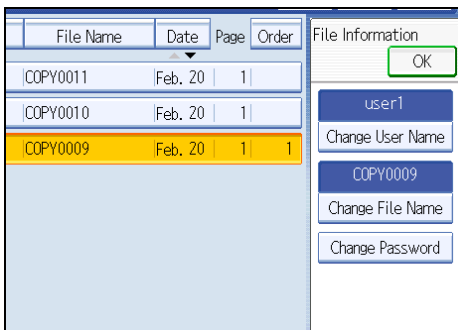


4. **Enter a new password, and then press [OK].**

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**

- DeskTopBinder Lite and DeskTopBinder Professional enables searching and reordering of stored documents from computers.

- For details about DeskTopBinder Lite and DeskTopBinder Professional, see Instruction Manual and Help of DeskTopBinder Lite and DeskTopBinder Professional.

### Searching by file name

Searches for stored documents by file name.

1. **Press [File Name].**
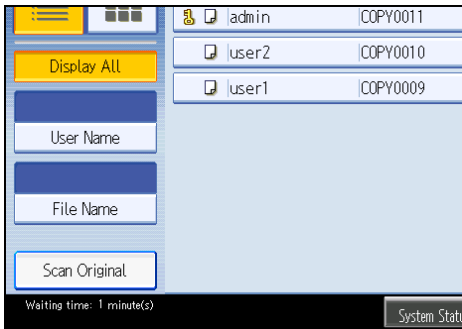


2. **Enter the document name to be searched, and then press [OK].**
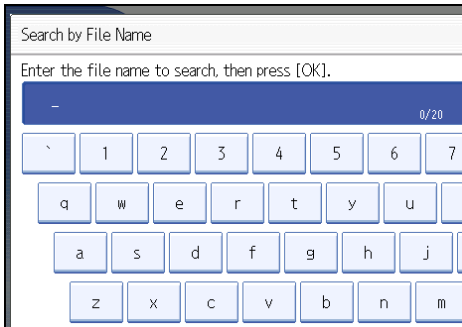


Document names that match completely from the starting character will be searched and displayed on the screen.

**Note**

- Pressing [Display All] displays all stored documents.

### Searching by user name

Searches for stored documents by user name.

1. **Press [User Name].**
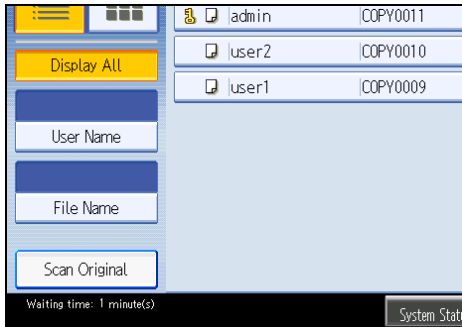


2. **When specifying a registered user name, select it.**

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].**
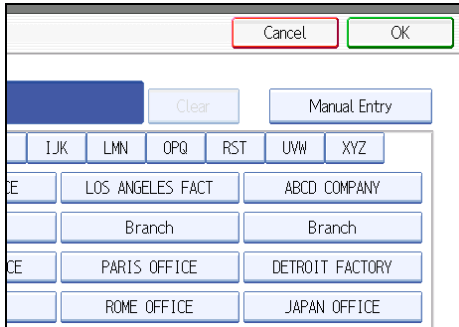


4. **Press [OK].**

   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.
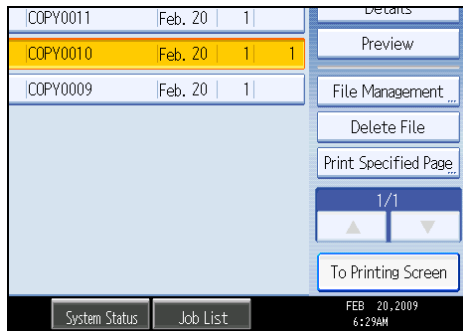


**4. Enter the number of print copies with the number keys.**
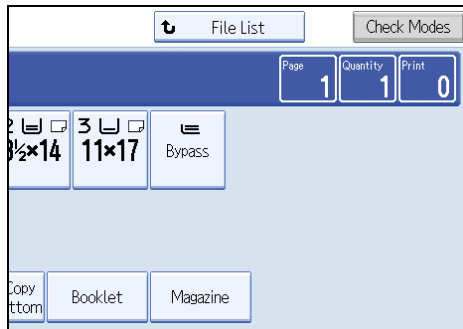


The maximum quantity that can be set is 999.

**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. For details about searching the target document, see "Searching for Stored Documents".

- 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.

- To cancel the selection, press the selected (highlighted) key.

- 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 features do 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

  - Finisher (Sort, Rotate Sort, Stack, Staple, Punch)

  - Fold (Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold)

  - Margin Adjustment (Front/Back)

  - Front/Back Cover, Designate/Chapter, Slip Sheet)

  - Stamp (Background Numbering, Preset Stamp, User Stamp, Date Stamp, Page Numbering, Stamp Text)

  - 1 Sided → 2 Sided, 2 Sided → 2 Sided, Print Specified Page, Booklet, Magazine)

- Using the Cornering function, you can move the print image to the corner or center of the copy paper.

- When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy. For details about sample print function, see "Sample Print".

- 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 [File List] restores the document selection screen.

- The Stamp function is not specifiable to the documents being stored from the facsimile features.

- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".

- 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 Stored Documents with Web Image Monitor".

🗐 Reference

**Interrupting a print job**

Interrupts a print job.

1. **Press the [Clear/Stop] key.**

2. **Press [Stop].**
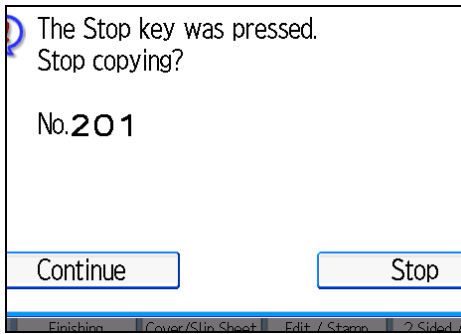


**Changing the number of sets**

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.**
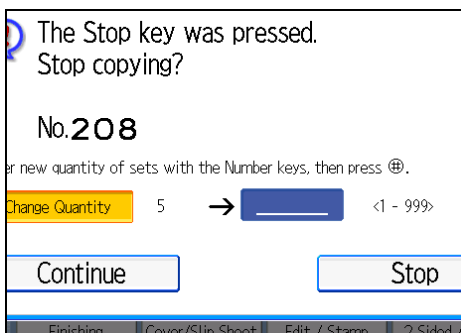


4. **Press the [#] key.**

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.**

| Type | User Name | File Name | Date | Page | Ord |
|------|-----------|-----------|------|------|-----|
| 🔒📄 | admin | COPY0011 | Feb. 20 | 1 | |
| 📄 | user2 | COPY0010 | Feb. 20 | 1 | |
| 📄 | user1 | COPY0009 | Feb. 20 | 1 | |

   If a password is set, enter it, and then press [OK].

2. **Press [To Printing Screen].**

3. **Enter the number of print copies with the number keys.**

4. **Select [Sort].**

5. **Press the [Sample Copy] key.**

   Only one set will be printed.

6. **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].**
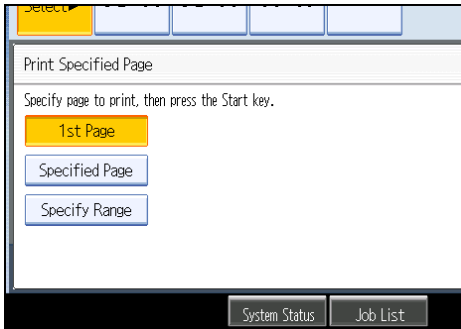


**4. Press the [Start] key.**

### 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 [#].**
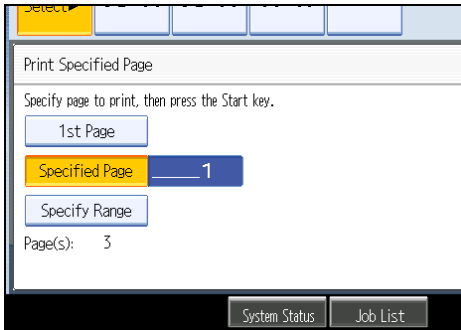


**5. Press the [Start] key.**

⬇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 [#].**
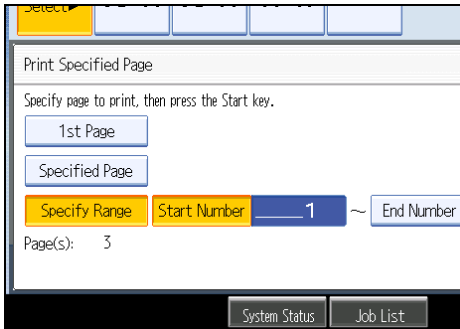


5. **Specify the printing end page with the number keys, and then press [#].**

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 3,000 documents. As the number of stored documents reaches 3,000, 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].**
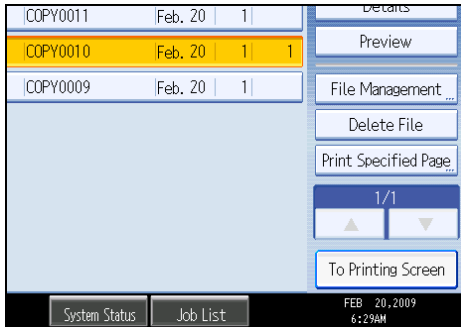


**3. Press [Yes].**

⬇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", Network and System Settings Guide💿.

- 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.

- Web Image Monitor allows you to delete a document stored in the Document Server from your computer. For details about how to start Web Image Monitor, see "Displaying Stored Documents with Web Image Monitor".

🔖Reference

- p.229 "Displaying Stored Documents with Web Image Monitor"

## Print Backup

Backs up documents in the Document Server to an external device.

You can select a file format (PDF, JPEG, TIFF) for the backup data.

⭐Important

- File Format Converter is required.

- You cannot back up a document that is currently being used by another function.

1. **Select the document you want to back up.**

   If a password has been set for the document, enter it, and then press [OK].

2. **Press [File Management].**

3. **Press [Print Backup].**

4. **Press [Yes].**

   You can select the file format, resolution, and the recipient name.

5. **Press [OK].**

⤓Note

- You can specify the default settings under Print Backup: Default User Name, Print Backup: Default Format, and Print Backup: Default Resolution in User Tools. For details, see "System Settings", Network and System Settings Guide⊙.

- If you select PDF (Single Page) or PDF (Multi-page), you can make encoding and privilege settings under Security Settings.

## 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**

- **When downloading a document stored with the copy feature, the optional file format converter is required.**

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 [PDF], [Multi-page TIFF], or [JPEG] for the file format.**

   The data will be downloaded.

6. **Click [OK].**

🔽 **Note**

- You can change the format of the list. Click the 🔲 (Thumbnails), 🔲 (Icons), or 🔲 (Details).

- You cannot select [Multi-page TIFF] for a document being stored with the copy or printer.

- When downloading a document with [Multi-page TIFF], you must prepare the file format converter.

# 6. Copier / Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu.

## Accessing User Tools

This section is 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 end User Tools, 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.232 "Quitting User Tools"

### Changing Default Settings

This section describes how to change the settings of User Tools.

### ⭐ Important

- If the Administrator Authentications Management is specified, contact your administrator.

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



BRD113S
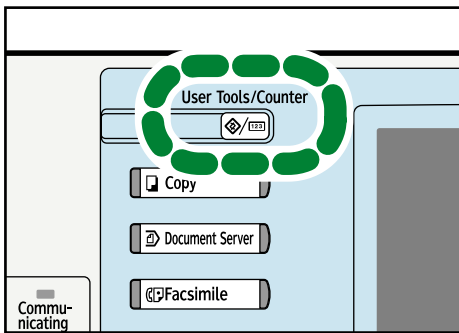
2. **Press [Copier / Document Server Features].**

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.

## Quitting User Tools

This section describes how to quit the settings of User Tools.

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



BRD113S
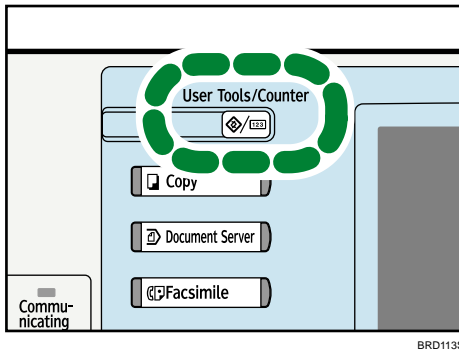
**↓Note**

- You can also quit User Tools by pressing [Exit].

# 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**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Original Photo Type Priority**

You can specify which original photo type has priority when you select "Text / Photo" or "Photo".

The default setting for "Text / Photo" is **Printed Photo**.

The default setting for "Photo" is **Printed Photo**.

The paper size, orientation, and paper type currently set in common on the main and sub-machines are selected automatically.

**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.
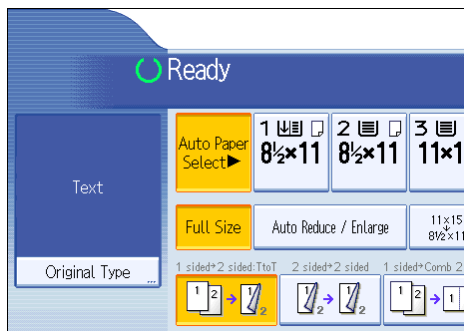


The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Paper Display**

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.
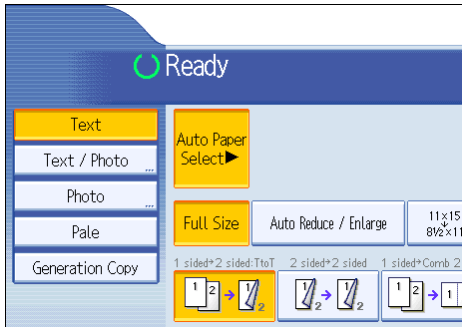


Press [Auto Paper Select] to display paper sizes.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Original Orientation in Duplex Mode**

You can set the original orientation when making two-sided copies.

The default setting is **Top to Top**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Copy Orientation in Duplex Mode**

You can set the copy orientation when making two-sided copies.

The default setting is **Top to Top**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Max. Copy Quantity**

The maximum copy quantity can be set between 1 and 999.

The default setting is **999 sheet(s)**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**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 and 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.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Alert Sound: Original left on Exposure Glass**

You can set whether to use a buzzer to alert you when you forget to remove an original.

The default setting is **On**.

If the "Panel key sound" during system settings is set to "Off", this function is invalidated even if it is set to "On".

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Job End Call**

You can set whether to generate a buzzer sound ("pi") when a copy is completed.

If Panel Key Sound of General Features (System Settings) is "Lowest", "Low", "Medium", or "High", 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.

The default setting is **On**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

When "Lowest", "Low", "Medium", or "High" is selected, only the main machine beeper sounds.

**Connect Copy Key Display**

You can set whether to display [Connect Copy]. If you select "Off", the key does not appear and a master unit cannot be obtained.

The default setting is **On**.

The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

**Switch Original Counter Display**

You can set whether to count the two-sided documents by number of sheets or pages.

The default setting is **Original Sheet Counter**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Customize Function: Copier**

You can assign up to six frequently-used functions to Copy Function keys.
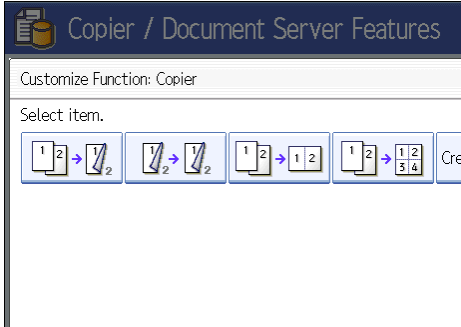


The default setting for "Customize Function: Copier 1" is **1 sided → 2 sided: TtoT**.

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.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Customize Function: Document Server Storage**

You can assign up to four frequently-used functions for scanning documents on the Document Server Storage keys.
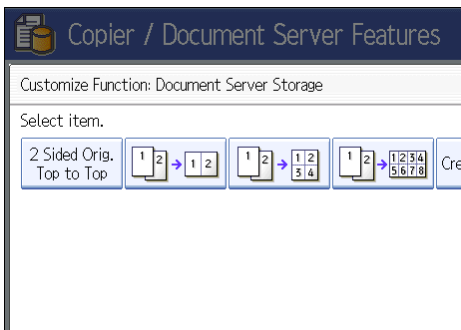


The default setting for "Customize Function: Document Server Storage 1" is **2 Sided Orig. Top to Top**.

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.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Customize Function: Document Server Print**

You can assign up to four frequently-used functions for scanning documents on the Document Server Storage keys.

The default setting for "Customize Function: Document Server Print 1" is **Duplex Print Top to Top**.

The default setting for "Customize Function: Document Server Print 2" is **Duplex Print Top to Bottom**.

The default setting for "Customize Function: Document Server Print 3" is **Booklet**.

The default setting for "Customize Function: Document Server Print 4" is **Magazine**.

The default setting for "Customize Function: Document Server Print 5" has not been set.

The default setting for "Customize Function: Document Server Print 6" has not been set.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**6**

# 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%**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Reproduction Ratio**

You can specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.
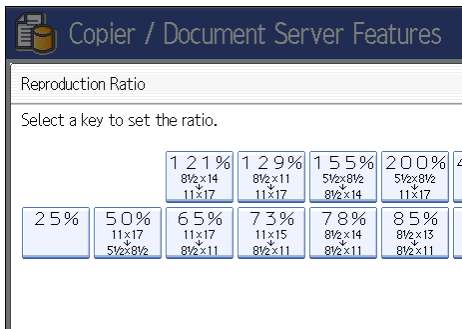


- Metric version

  - 25%

  - A3 → A5, 8 × 13 → A5 (50%)

  - A3 → 8 × 13 (65%)

  - A3 → A4, A4 → A5 (71%)

  - B4 JIS → 8 × 13 (75%)

  - 8 × 13 → A4, B4 JIS → A4 (82%)

  - 93%

- B4 JIS → A3 (115%)

- 8 × 13 → A3, A4 → B4 JIS (122%)

- A4 → A3, A5 → A4 (141%)

- A5 → A3 (200%)

- 400%

- User Reduce/Enlarge 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 Reduce/Enlarge Ratio (25-400%)

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Reduce/Enlarge Ratio Priority**

You can set the ratio with priority when [Reduce / Enlarge] is pressed.

The default setting is **71%** (Metric version) / **65%** (Inch version).

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**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%**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

# 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 inches (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 inches (in increments of 0.1 inch)

An image of approximately 1.5 mm (0.06 inch) 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** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

**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** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

**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** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

**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** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

**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** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

**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** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

**Erase Border Width**

Specify the width for erasing border.

The default setting is **10 mm** (Metric version) / **0.4 inch** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

**Erase Original Shadow in Combine**

In Combine mode, you can specify whether to erase a 3 mm, 0.1 inch boundary margin around all four edges of each original.

The default setting is **On**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

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**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 / 3 4    5 6 / 7 8 | 1    2 3 / 4 5    6 7 / 8 |

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The default setting is **Combine**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Copy Order in Combine**

You can set the copy order in Combine mode.

| From Left to Right | From Top to Bottom |
|---|---|
| 1 2 / 3 4 | 1 3 / 2 4 |
| 1 2 3 4 / 5 6 7 8 | 1 3 5 7 / 2 4 6 8 |

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The default setting is **From Left to Right**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Orientation: Booklet, Magazine**

Select the opening orientation of copies made using Booklet or Magazine mode.

The default setting is **Open to Left**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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 inch) in width along the separation line.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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 inch) in width along the separation line.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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 inch) in width along the separation line.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Copy Back Cover**

When one-sided copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

The default setting is **Outside**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

# 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 Stamp menu under Copier / Document Server Features.

**Size**

You can set the size of the numbers.

The default setting is **Normal**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Density**

You can set the density of the numbers.

The default setting is **Normal**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## 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.

- English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Russian, Japanese, Simplified Chinese, Traditional Chinese, Hangul, Catalan, Turkish

The default setting is **English**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Stamp Priority**

You can select the stamp type given priority when [Preset Stamp] is pressed.

The default setting is **COPY**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Stamp Format**

Specify how each of stamp is printed.

- Stamp Position

    Specify where to print the stamp.

    The default setting is **Top Right**.

- Adjust Stamp Position

    You can adjust the print 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 inches, L/R: 0.1 - 5.7 inches

        "Top Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

        "Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

        "Center Left" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

        "Center" - T/B: 2.8 - 2.8 inches, L/R: 2.8 - 2.8 inches

        "Center Right" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

        "Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

        "Bottom Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

        "Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

- Size

    You can set the size of the stamp.

    The default setting is **1X**.

- Density

    You can set the pattern used to print the stamp.

    - 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.

  The default setting is **Normal**.

- Page to Stamp

  You can have the stamp printed on the first page or all pages.

  The default setting is **All Pages**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## 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".

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Stamp Format:1-4**

Specify how each of 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 inches, L/R: 0.1 - 5.7 inches

"Top Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Center Left" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

"Center" - T/B: 2.8 - 2.8 inches, L/R: 2.8 - 2.8 inches

"Center Right" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

- Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

The default setting is **All Pages**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Reference**

- p.131 "User Stamp"

## 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).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Font**

You can select the date stamp font.

The default setting is **Font 1**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Size**

You can set the date stamp size.

The default setting is **Auto**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Superimpose**

You can have the date stamp printed in white when it overlaps black parts of the image.

The default setting is **Off**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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 inches, L/R: 0.1 - 5.7 inches

    "Top Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

    "Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

    "Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

    "Bottom Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

    "Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

- Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

The default setting is **All Pages**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## 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...**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Font**

You can select the font in Page Numbering mode.

The default setting is **Font 1**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Size**

You can set the size of the stamp printed in Page Numbering mode.

The default setting is **Auto**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Stamp Position**

Specify how each of stamp is printed.

- Stamp Position

  Specify where to print the stamp.

  For the patterns of "P1, P2...", "1/5, 2/5...", "P.1, P.2...", and "1, 2...", the machine is shipped from the factory with this position set to **Top Right**.

  For the patterns of "-1-, -2-..." and "1-1, 1-2...", the machine has this position set to **Bottom Center**.

- 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 inches, L/R: 0.1 - 5.7 inches

    "Top Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

    "Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

    "Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

    "Bottom Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

    "Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Superimpose**

You can have page numbers printed in white when they overlap black parts of the image.

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The default setting is **Off**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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...**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Stamp Text

This section describes the user tools in the Stamp Text menu under Stamp.

**Font**

You can select the font in stamp text mode.

The default setting is **Font 1**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Size**

You can set the stamp text size.

The default setting is **Auto**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Superimpose**

You can have the stamp text printed in white when it overlaps black parts of the image.

The default setting is **Off.**

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Stamp Setting**

Specify how stamp text is printed.

- Stamp Position

  Specify where to print the Stamp Text.

  The default setting is **Top Right**.

- Adjust Stamp Position

  You can adjust the print position of the Stamp Text within the available ranges as 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 inches, L/R: 0.1 - 5.7 inches

    "Top Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

    "Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

    "Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

    "Bottom Center" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

    "Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

- Page to Stamp

    Sets whether to print the stamp on all pages or only the first page.

    The default setting is **All Pages**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**6**

# 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 [Special Original].

The default setting is **Batch**.

Settings made on the main and sub-machines do not affect the connect copy.

**SADF Auto Reset**

In SADF mode, an original must be set within a specified time after the previous original has been fed.

The default setting is **5 second(s)**.

You can adjust this time from 3 to 99 seconds in increments of 1 second.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**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.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

**Copy Eject Face Method in Glass Mode**

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

The default setting is **Face Up**.

Settings made on the main and sub-machines do not affect the connect copy.

**Copy Eject Face Method in Bypass Mode**

You can specify the way in which copies are delivered when copying in bypass mode.

The default setting is **Face Up**.

Settings made on the main and sub-machines do not affect the connect copy.

**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.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Staple Position**

Specify which staple type has priority to be shown on the initial display.

The Finisher SR4030, SR4050 or Booklet Finisher SR4040 is required to use this function.

- When the Finisher SR4030 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 Booklet Finisher SR4040 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**.

- When the Finisher SR4050 is installed:

    The default setting for "Staple Position 1" is **Top 1**.

    The default setting for "Staple Position 2" is **Bottom 1**.

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The default setting for "Staple Position 3" is **Left 2**.

The default setting for "Staple Position 4" is **Top 2**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Punch Type**

Specify which punch type has priority to be shown on the initial display.

The Finisher SR4030, SR4050 or Booklet Finisher SR4040 is required to use this function.

The default setting for "Punch Type 1" is **3 Holes Left**.

The default setting for "Punch Type 2" is **3 Holes Top**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**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.

Settings made on the main and sub-machines do not affect the connect copy.

The connect copy function is not available from the simple display.

**Z-fold Output Tray**

Specify the tray where Z-fold prints are output to.

The default setting is **Folding Unit Tray**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Half Fold Settings**

Specify each settings of half fold.

- Fold Orientation

  Specify the fold orientation of prints.

  The default setting is **Right-Left**.

- Print Side

  Specify which side of sheets is printed on.

  The default setting is **Inside**.

- Multi-sheet Fold

  Specify whether or not to fold multiple sheets together.

The default setting is **Off**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Letter Fold-out Settings**

Specify each settings of letter fold-out.

- Fold Orientation

  Specify the fold orientation of prints.

  The default setting is **Right-Left**.

- Open Orientation

  Specify the opening orientation of prints.

  The default setting is **Open to Right** (**Open to Top**).

- Multi-sheet Fold

  Specify whether or not to fold multiple sheets together.

  The default setting is **Off**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Letter Fold-in Settings**

Specify each settings of letter fold-in.

- Fold Orientation

  Specify the fold orientation of prints.

  The default setting is **Right-Left**.

- Open Orientation

  Specify the opening orientation of prints.

  The default setting is **Open to Right** (**Open to Top**).

- Print Side

  Specify which side of sheets is printed on.

  The default setting is **Inside**.

- Multi-sheet Fold

  Specify whether or not to fold multiple sheets together.

  The default setting is **Off**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Double Parallel Fold Settings**

Specify each settings of double parallel fold.

- Fold Orientation

  Specify the fold orientation of prints.

  The default setting is **Right-Left**.

- Open Orientation

  Specify the opening orientation of prints.

  The default setting is **Open to Right** (**Open to Top**).

- Print Side

  Specify which side of sheets is printed on.

  The default setting is **Inside**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

**Gate Fold Settings**

Specify each settings of gate fold.

- Fold Orientation

  Specify the fold orientation of prints.

  The default setting is **Right-Left**.

- Print Side

  Specify which side of sheets is printed on.

  The default setting is **Inside**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

# Administrator Tools

**Menu Protect**

You can prevent unauthenticated users from changing the user tools settings.

For details, consult the administrator.

# 7. 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 combination table — "Function selected after" (columns) vs "Function selected first" (rows).

Column headers (Function selected after): Mixed Sizes; Regular Size Originals; Custom Size Originals; Original Orientation (Unreadable Orientation); Auto Image Density; Manual Image Density; Auto Paper Select; Manual Paper Select; Bypass Tray; Auto Reduce/Enlarge; Reduce/Enlarge; Create Margin; Bound; 2-Sided Originals; 1 Sided → 2 Sided/2 Sided → 2 Sided; One-Sided Combine; Two-Sided Combine; Book → 2 Sided; Front & Back → 2 Sided; 1 Sided → Booklet/2 Sided → Booklet; 1 Sided → Magazine/2 Sided → Magazine; Mix 1 & 2 Sided; Print Specified Page (Document Server); Double Copys; Image Repeat; Margin Adjustment; Positive/Negative; Scan Position; Centering; Erase Center; Erase Border; Erase Inside; Erase Outside; Background Numbering; Preset Stamp; Date Stamp; Stamp Text; Page Numbering; Front/Back Cover; Designate/Chapter; Slip Sheet; Reverse Ejection Face Up/Down; 3 Edges Full Bleed; Sort; Rotate Sort; Stack; Staple; Punch; Z-fold; Half Fold; Letter Fold; Letter Fold-in; Double Parallel Fold; Gate Fold; Store File.

Row labels (Function selected first): Mixed Sizes; Regular Size Originals; Custom Size Originals; Original Orientation (Unreadable Orientation); Auto Image Density; Manual Image Density; Auto Paper Select; Manual Paper Select; Bypass Tray; Auto Reduce/Enlarge; Reduce/Enlarge; Create Margin; Bound; 2-Sided Originals; 1 Sided → 2 Sided/2 Sided → 2 Sided; One-Sided Combine; Two-Sided Combine; Book → 2 Sided; Front & Back → 2 Sided; 1 Sided → Booklet/2 Sided → Booklet; 1 Sided → Magazine/2 Sided → Magazine; Mix 1 & 2 Sided; Print Specified Page (Document Server); Double Copys; Image Repeat; Margin Adjustment; Positive/Negative; Scan Position; Centering; Erase Center; Erase Border; Erase Inside; Erase Outside; Background Numbering; Preset Stamp; Date Stamp; Stamp Text; Page Numbering; Front/Back Cover; Designate/Chapter; Slip Sheet; Reverse Ejection Face Up/Down; 3 Edges Full Bleed; Sort; Rotate Sort; Stack; Staple; Punch; Z-fold; Half Fold; Letter Fold; Letter Fold-in; Double Parallel Fold; Gate Fold; Store File.

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The following combinations are not possible.

*1 Front Covers or Designate with 2 Sided → 1 Sided

*2 Top 2 of Staple with Left 2 of Punch, Top 1/Slant/Bottom 1 of Staple with Top 2 of Punch

*3 Top 2 of Staple with Right Fold, Left 2 of Staple with Bottom Fold, Top 1/Bottom 1 of Staple with Bottom Fold, Slant of Staple with Bottom Fold, Center of Staple with Z-fold

*4 Left 2 of Punch with Bottom Fold, Top 2 of Punch with Right Fold

*5 Front Covers with 2 Sided → 1 Sided

*6 Auto Paper Select with Back Cover

*7 Outside with Front Covers or Designate

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MEMO

Type for 9060/MP 6001/LD360/Aficio MP 6001
Type for 9070/MP 7001/LD370/Aficio MP 7001
Type for 9080/MP 8001/LD380/Aficio MP 8001
Type for 9090/MP 9001/LD390/Aficio MP 9001

**9060/9070/9080/9090**
MP 6001/MP 7001/MP 8001/MP 9001
*LD360/LD370/LD380/LD390*
Aficio™ MP 6001/7001/8001/9001

## Operating Instructions
# Facsimile Reference
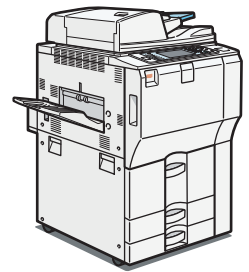
| | |
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| **1** | Transmission |
| **2** | Other Transmission Features |
| **3** | Reception |
| **4** | Changing/Confirming Communication Information |
| **5** | Storing a Document |
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## 2. Other Transmission Features

# 3. Reception

## 4. Changing/ Confirming Communication Information

## 5. Storing a Document

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# 8. Appendix

# 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 introduces the machine's various functions.

It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

**Troubleshooting**

Provides a guide for resolving common usage-related problems.

**Copy and 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 and System Settings Guide**

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

**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.

**Other manuals**

- UNIX Supplement

- Quick Reference Copy Guide

- Quick Reference Printer Guide

- Quick Reference Fax Guide

- Quick Reference Scanner Guide

- Manuals for DeskTopBinder Lite

    - DeskTopBinder Lite Setup Guide

    - DeskTopBinder Introduction Guide

    - Auto Document Link 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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# Notice

## Important

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.

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.

# 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 that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

## 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

## Notes

Contents of this manual are subject to change without prior notice.

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

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, certain units may be optional. For details, please contact your local dealer.

# Laws and Regulations

## Legal Prohibition

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.

## Important Safety Instructions

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.

## Notes to users in the United States of America

### FCC Requirements

1. This equipment complies with Part 68 of the FCC rules and requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXXX. If requested, this number must be provided to the telephone company.

2. This equipment uses the RJ11C USOC jack.

3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for detail.

4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

5. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

6. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

7. If trouble is experienced with this equipment, for repair or warranty information, please contact Ricoh Americas Corporation Customer Support Department at 1-800-FASTFIX. If this device is causing problems with your telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

8. In the event of operation problems (document jam, copy jam, communication error indication), see the manual provided with this machine for instruction on resolving the problem.

9. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

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.

### 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.

### Notes to users in 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.

# 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 "Parameter Settings".
- To manually return to the standby display, do one of the following:
    - If you have placed the original in the 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.

🔖 Reference

- p.359 "Parameter Settings"

## Reading the Display Panel and Using Keys

This section explains key functions and messages that appear on the control panel.

**Initial Display**
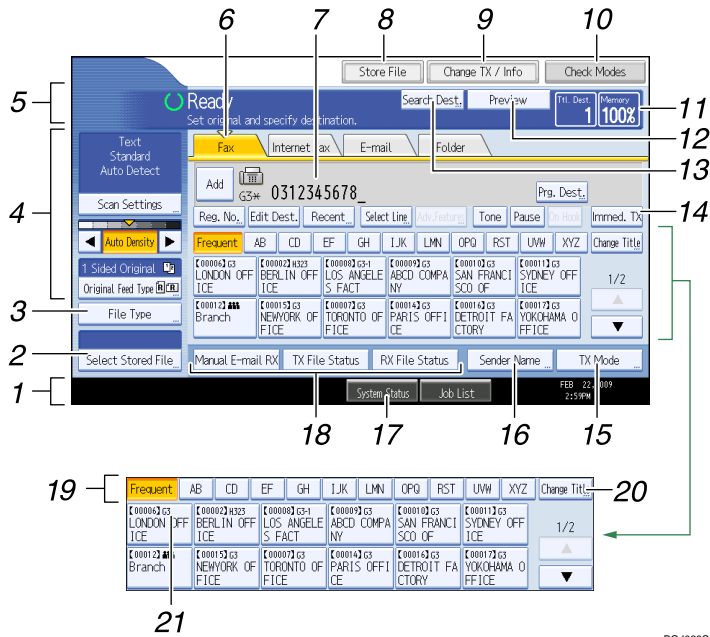


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1. **Displays the date, time, and machine status. Displays the name, facsimile number of the destination, and the size of the original when transmitting.**

   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.**

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 "General Settings".

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 "Initial Settings".
    - 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**

- p.23 "Transmission Modes"
- p.106 "Switching the type of title in the Address Book"
- p.122 "Searching for a Destination in the Address Book"
- p.167 "Other Transmission Features"
- p.225 "Changing/ Confirming Communication Information"

- p.275 "Sending a Stored File"

- p.323 "General Settings"

- p.335 "Initial Settings"

- p.399 "Checking the Memory Status"

## 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.



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**Example of a simplified display**



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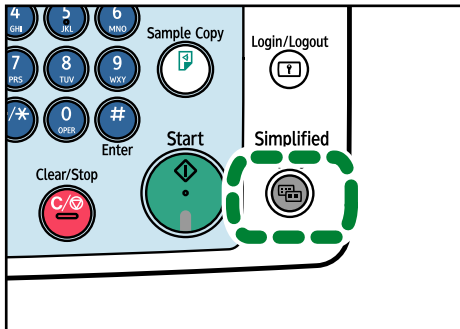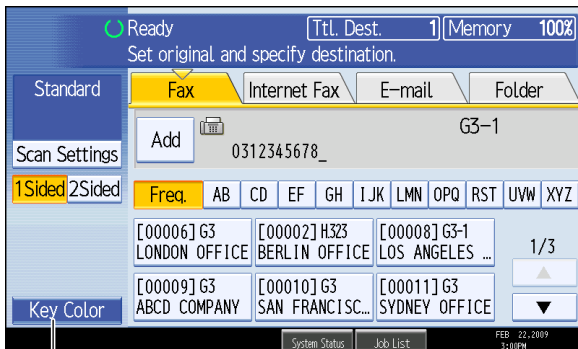
1. **Key Color**

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

   This is available only for the simplified display.

- 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
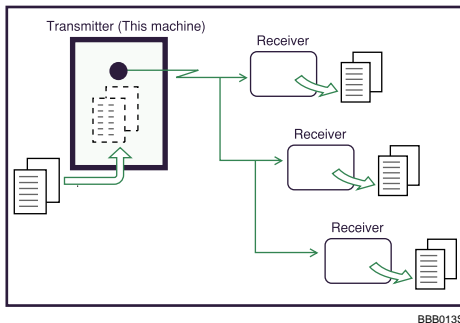
**Immediate Transmission**

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
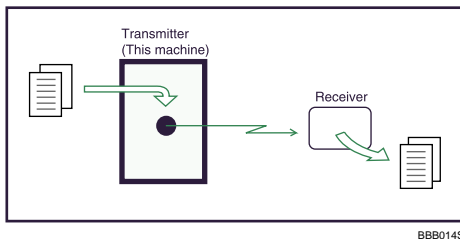
Normally the machine is in the Memory Transmission mode. To switch the mode to Immediate Transmission, press [Immed. TX].
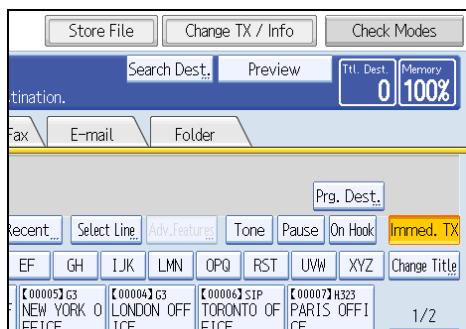
**Note**

- 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 "Changing the Default Functions of the Fax's Initial Display".

**Reference**

- p.29 "Parallel Memory Transmission"

- p.30 "Broadcasting sequence"

- p.164 "Changing the Default Functions of the Fax's Initial Display"

## 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.
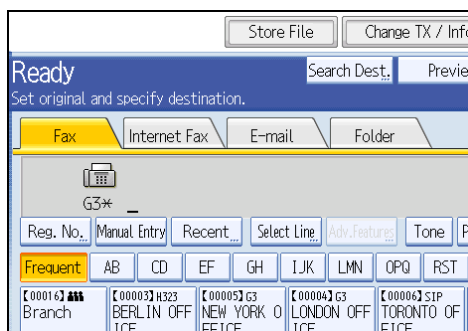


**When sending to an Internet Fax destination**

Press [Internet Fax] to switch the type of transmission to Internet Fax.

1
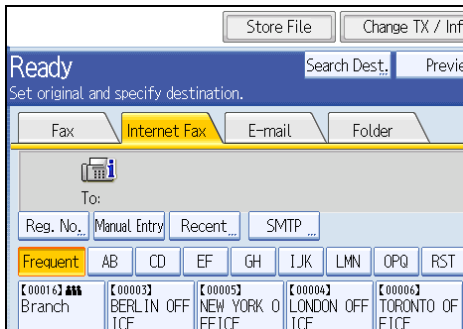
**When sending to an e-mail destination**

Press [E-mail] to switch the type of transmission to e-mail.
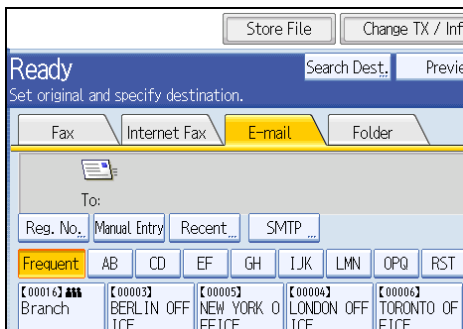
**When sending to a folder destination**

Press [Folder] to switch the type of transmission to folder.
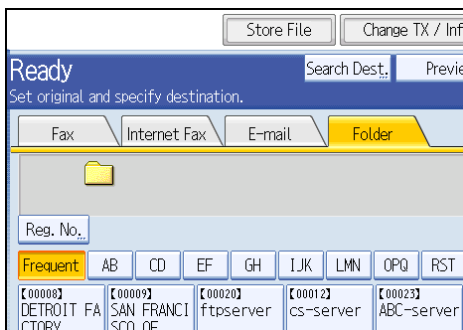
⬇ **Note**

- For details about each transmission type, see "IP-Fax Functions", "Internet Fax Transmission", "E-mail Transmission", and "Folder Transmission".

📄 **Reference**

- p.35 "IP-Fax Functions"
- p.40 "Internet Fax Transmission"

- p.46 "E-mail Transmission"
- p.49 "Folder Transmission"
- p.83 "Specifying a Destination"

## 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.
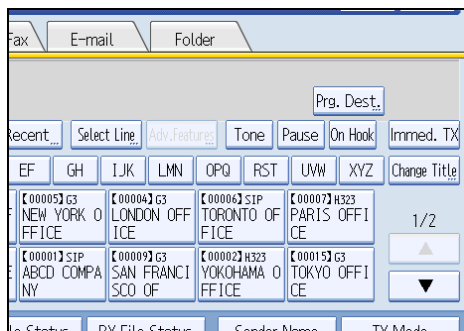
   

2. **Place the original into the ADF.**
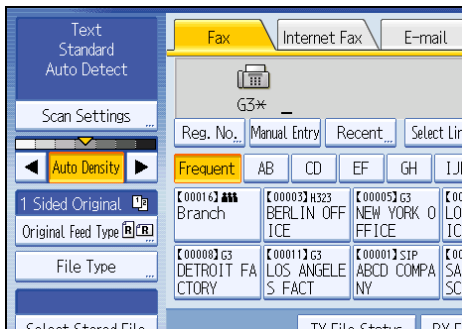
1

3. **Make 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.**
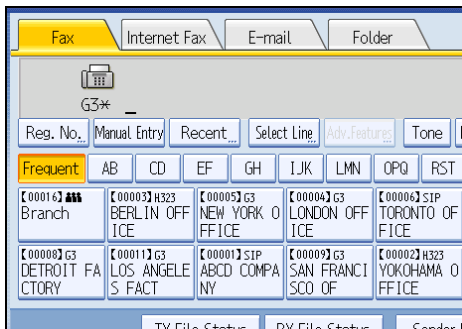


If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

For details about specifying a destination, see "Specifying a Destination".

5. **When sending the same original to several destinations (broadcasting), press [Add] to specify the destinations.**
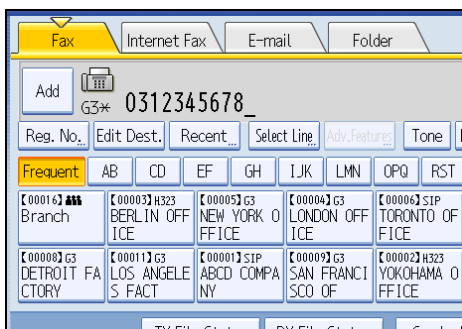


You do not have to press [Add] when adding a destination using the destination list.

**6. Specify the next destination.**
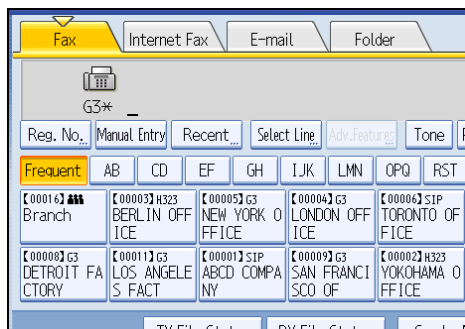


Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

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.64 "Scan Settings"

- p.83 "Specifying a Destination"

- p.412 "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.
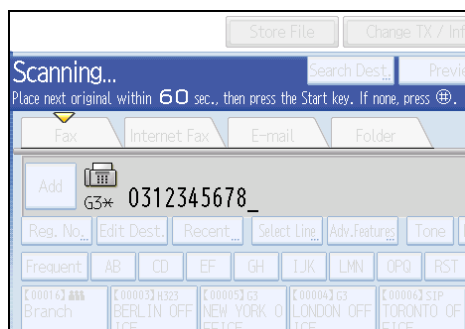


7. **Press the [#] key.**

   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
  - When the machine has been switched to the Preview mode with the [Preview] key.

⬇ **Note**

- You can turn this function on or off with the User Parameter (switch 07, bit 2) in the Facsimile Features menu. See "Parameter Settings".

1

- 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.

🔖 Reference

- p.359 "Parameter Settings"

## 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].

**1**

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.

🔽 **Note**

- 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 "Parameter Settings".

🔢 **Reference**

- p.81 "Simultaneous Broadcast Using Multiple Line Ports"
- p.238 "Printing a List of Files in Memory (Print TX File List)"
- p.359 "Parameter Settings"

## 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].**
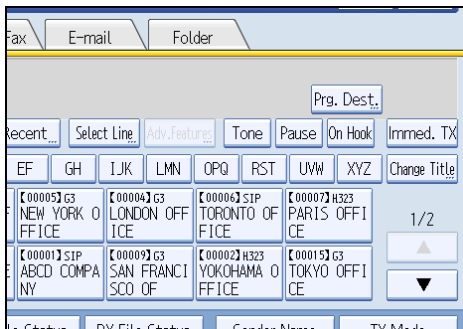


2. **Place the original into the ADF.**

3. **Select the scan settings you require.**
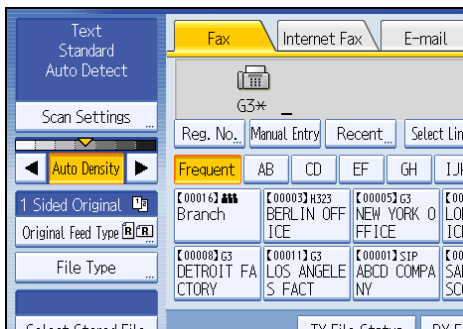


For details about the scan settings, see "Scan Settings".

4. **Using the number keys or a Destination key, specify a destination.**
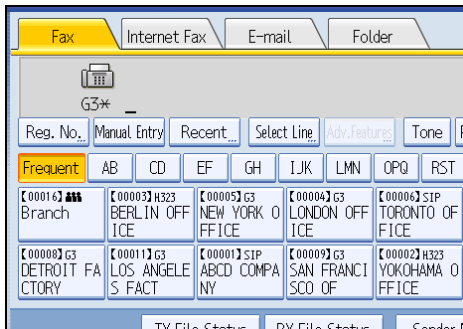


If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

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.64 "Scan Settings"
- p.83 "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.**
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.
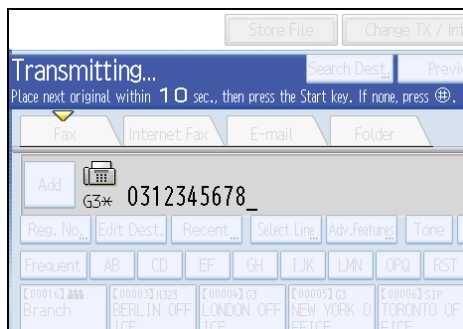


7. **Press the [#] key.**

### 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.**
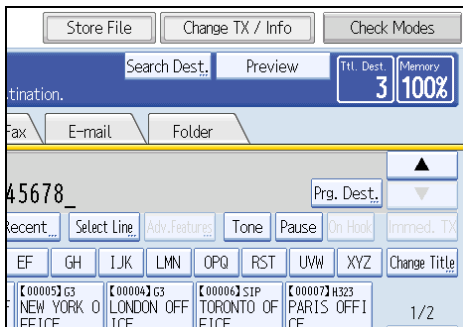


The following display appears.



2. **After checking the settings on the display, press [Exit].**

⬇ Note

- To prevent users sending files to the wrong destination, you can configure the machine to display the destination again for users to confirm, or to require users to enter the destination twice. To use this function, contact your sales or service representative. For details, see "Preventing Transmission to the Wrong Destination".

🗐 Reference

- p.109 "Preventing Transmission to the Wrong Destination"

# 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 Initial Settings.

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



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

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

IP address: 192.169.1.10
Host name: IPFAX1

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 "Initial Settings".

- Before using this function, configure the network in the System Settings menu. For details about the required settings, see "Connecting the Machine", Network and System 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 "Initial Settings".

- This function supports both IPv4 and IPv6 addresses.

**Reference**

- p.86 "Sending by IP-Fax (IP-Fax destinations)"

- p.191 "Types of Reception"

- p.335 "Initial Settings"

## 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

# E-Mail functions and Folder Transmission

This section explains e-mail and folder transmission.

**E-Mail functions**

There are two methods of sending faxes from this machine using e-mail:

- Internet Fax Transmission
- E-mail Transmission

To send a fax by Internet Fax, you must specify an Internet Fax destination.

To send a fax by e-mail, you must specify an E-mail destination.

In both transmission methods, the fax data is sent as a graphics file attached to e-mail. The format of this graphics file depends on the transmission method, as shown in the table below.

| Transmission Method | File Format |
| --- | --- |
| Internet Fax | TIFF-F |
| E-Mail | TIFF or PDF |

For details about the E-Mail Transmission, see "Internet Fax Transmission" or "E-mail Transmission".

**Folder Transmission**

You can send faxes to network folders that are registered in the Address Book. To do this, select the path to the folder in the Address Book.

Faxes are sent as graphics in TIFF or PDF format files using the selected protocol (SMB, FTP, or NCP).

For details about the Folder Transmission, see "Folder Transmission".

🗐 Reference

# Internet Fax Transmission

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). If the machine at the other end supports T.37 full mode, bi-directional exchange of data such as available paper size and resolution is possible.

You can receive e-mail messages with an attached TIFF-F image from computers.

You can send the same document to fax destination, IP-Fax destination, and an e-mail destination, folder destination, simultaneously.

You can also print or forward received e-mail messages.
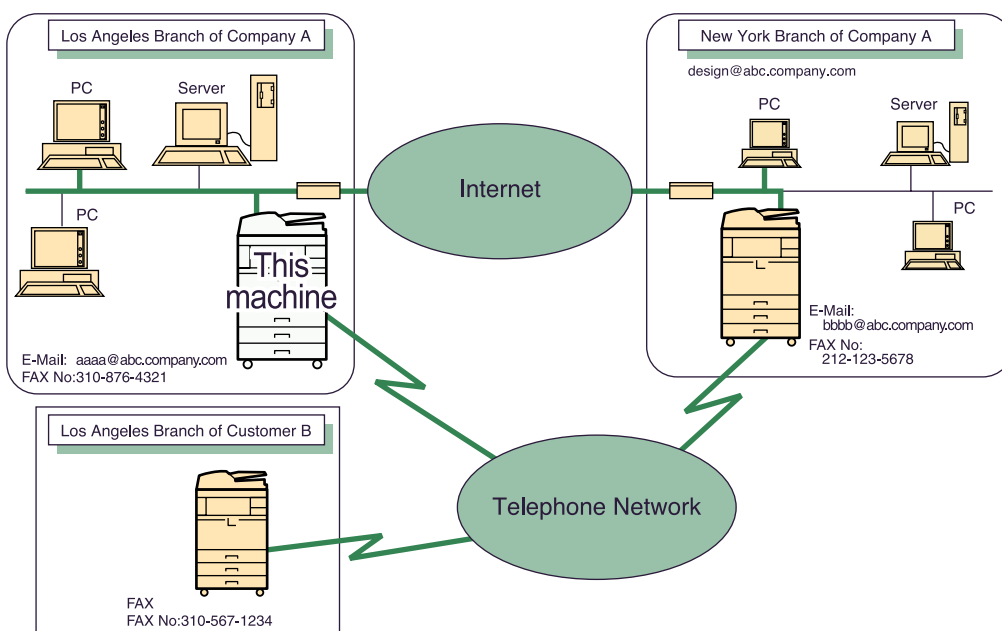


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⭐ **Important**

- To use Internet Fax Transmission, 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", Network and System Settings Guide.

- You can also enter a computer's e-mail address as the destination. In this case, you can send TIFF files only.

- 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 "Initial Settings".

- **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", Network and System Settings Guide.**

**↓Note**

- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37.

- 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 "Send Settings".

- 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)".

- This function supports both IPv4 and IPv6 addresses.

**▤Reference**

- p.90 "Sending by Internet Fax (Internet Fax destinations)"
- p.99 "Bypassing the SMTP server"
- p.200 "Received images"
- p.242 "Checking the Transmission Result (Transmission File Status)"
- p.327 "Send Settings"
- p.335 "Initial Settings"

## 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.

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- 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.

- 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.43 "T.37 Full Mode"

- p.93 "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

1

- SUB Code Transmission
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)

## 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.

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### 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.169 "Requesting a Reception Notice"

- p.317 "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 the following:
  - "Forwarding"
  - "SMTP Reception File Delivery Settings"
  - "Special Senders to Treat Differently"
  - "Box Settings"
- 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**

# E-mail Transmission

This machine uses its fax function to send scanned documents over the network to computers.

Specify an e-mail address of a computer.

You can send the same document to an e-mail destination, folder destination, fax destination, 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.
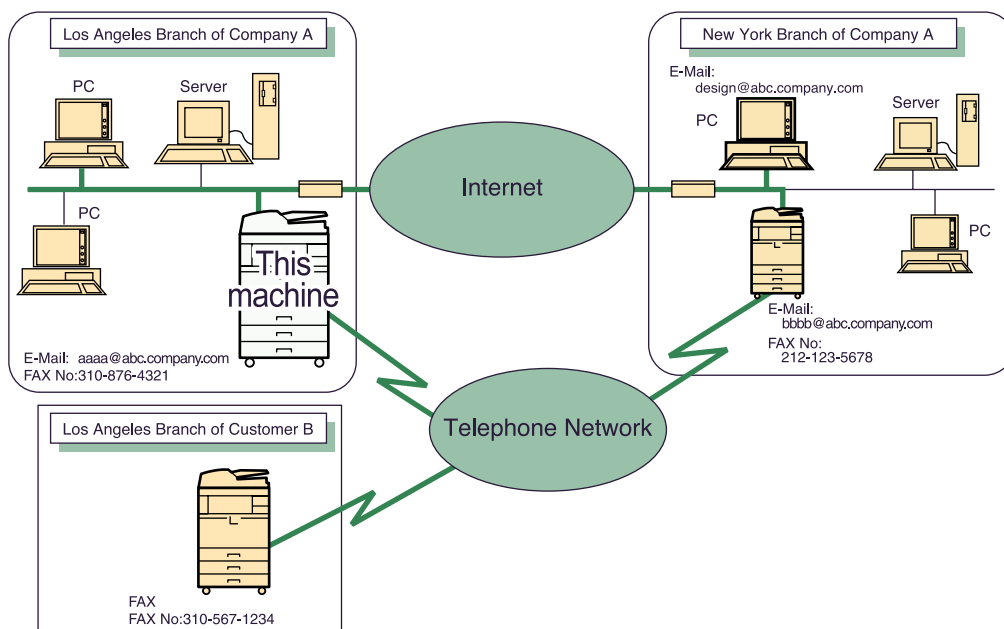


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⭐ **Important**

- To send to e-mail destinations, this machine must be connected to a LAN and set up correctly in "System Settings".

- You can also enter the e-mail address of another machine that supports Internet Fax. In this case, select TIFF as the file format. Depending on the model of the destination machine, PDF files might not be accepted.

- To send e-mail documents, set [E-mail Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Initial Settings".

- 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]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.

**⏷ Note**

- Black and white images are sent in the same way as standard fax transmissions.
- This function supports both IPv4 and IPv6 addresses.

**⧉ Reference**

- p.96 "Sending an E-mail (E-mail destinations)"
- p.335 "Initial Settings"

## 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)

## 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 Box.
- Transferring documents to addresses registered in Transfer Box.
- 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 the following:
    - "Forwarding"
    - "SMTP Reception File Delivery Settings"
    - "Special Senders to Treat Differently"
    - "Box Settings"
- 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**

# Folder Transmission

This machine uses its fax function to send scanned documents over the network to computers.

Specify the path to the destination folder.

To send to a folder, you must first register the path to the folder in the Address Book. Then, for the transmission (communication) protocol, select SMB, FTP, or NCP.

When sending to folder destinations, you can select PDF or TIFF as the file type of the document you are sending.

You can send the same document to folder destination, fax destination, IP-Fax destination, Internet Fax destination, and an e-mail 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.

⭐ **Important**

- To send to folder destinations, this machine must be connected to a LAN and set up correctly in "System Settings".
- To send to folder destinations, set [Folder Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Initial Settings"

⬇ **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.
- This function supports both IPv4 and IPv6 addresses.

📑 **Reference**

- p.335 "Initial Settings"

## 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

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- ECM (Error Correction Mode)
- Selecting destinations from recent destinations
- Simultaneous Broadcast using multiple line ports
- Directly entering destinations

# Placing Originals
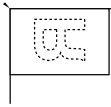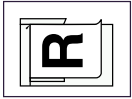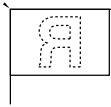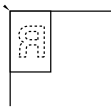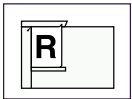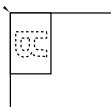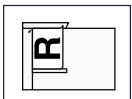
Place the original on the exposure glass or the ADF.

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 and Document Server Reference.

- Placing originals into the ADF

  See "Placing Originals in the ADF" in "Placing Originals", Copy and 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, $8^1/_2 \times 11$, $8^1/_2 \times 13$, 11 × 17 <br> **R** | | |
| A4, B4 JIS, A3, $8^1/_2 \times 11$, $8^1/_2 \times 13$, 11 × 17 <br> **R** | | |
| A5, B5 JIS, B6 JIS <br> **R** | | |
| A5, B5 JIS, B6 JIS <br> **R** | | |

⭐**Important**

- If you place A5▷, B6 JIS, or $8^1/_2 \times 11$ size originals on the exposure glass, they are not detected. Place A5▷, B6 JIS, or $8^1/_2 \times 11$ size originals into the ADF.
- Do not lift the ADF while using it to scan originals.

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**⬇ 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 and 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".

- You can use documents longer than 600 mm with the User Parameter (switch 14, bit 1) in the Parameter Settings. For details about Parameter Setting, see "Parameter Settings".

- 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 "Registering Fax Information". 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.43 "T.37 Full Mode"

- p.57 "Acceptable Original Sizes"

- p.57 "Paper Size and Scanned Area"

- p.59 "Types of Original whose Sizes are Difficult to Detect"

- p.60 "Transmission with Image Rotation"

- p.68 "Scan Size"

- p.350 "Registering Fax Information"

- p.359 "Parameter Settings"

## 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].**
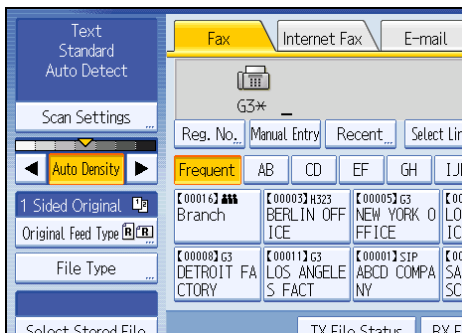


3. **Specify the original orientation.**

   Check the orientation of the placed document, and then press [RR] or [CC].
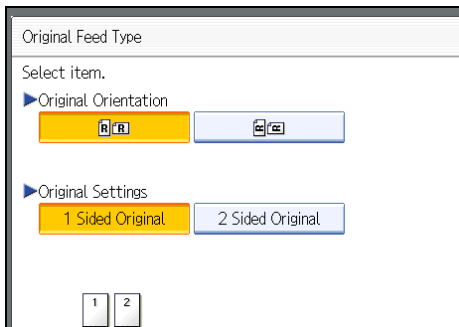


4. **Press [OK].**

   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".



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⭐ **Important**

- 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].**
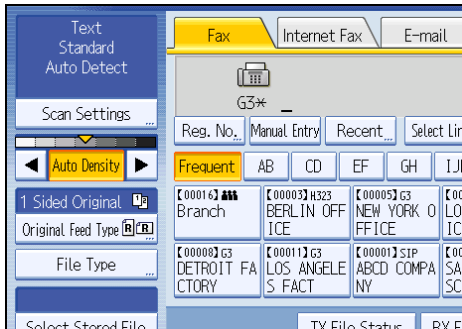


3. **Specify the original orientation.**

Check the orientation of the placed document, and then press [🄐🄐] or [🄐🄐].
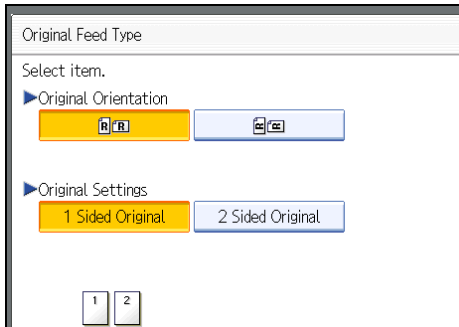


Make sure that the specified original orientation matches the orientation of originals loaded in the ADF.

4. **Press [2 Sided Original].**

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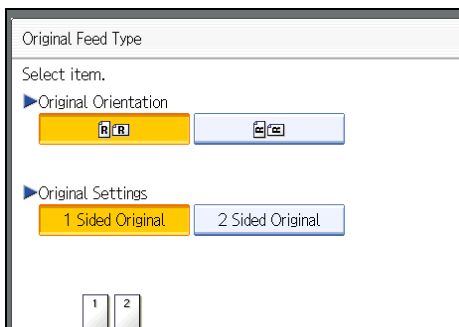
**5.** **Select [Top to Top] or [Top to Bottom].**
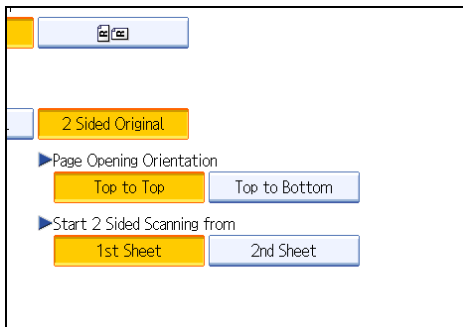


**6.** **Select [1st Sheet] or [2nd Sheet].**

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.
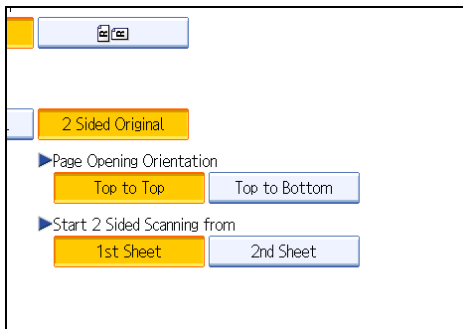


**7.** **Press [OK].**

"2 Sided Original" appears above [Original Feed Type].

**8.** **Specify a destination, and then press the [Start] key.**

🔽 **Note**

- 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 "Changing the Default Functions of the Fax's Initial Display".

📑 **Reference**

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## 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⤶⤷ to A3⤷ (up to 1200 mm long) $8^1/_2$ × 11⤶⤷ to 11 × 17⤷ | 250 sheets: Less than 69 g/m² (18 lb. Bond)*1 150 sheets: Less than 80 g/m² (20 lb. Bond) | 40-128 g/m² (11-34 lb. Bond) |
| ADF, two-sided original | A5⤶⤷ to A3⤷ (up to 432 mm long) $8^1/_2$ × 11⤶⤷ to 11 × 17⤷ | 250 sheets: Less than 69 g/m² (18 lb. Bond)*1 150 sheets: Less than 80 g/m² (20 lb. Bond) | 52-128 g/m² (14-34 lb. Bond) |

*1 Above specification depends on the paper type and condition

**↓Note**

- The weight range for originals in the Mixed Original Sizes mode is 52 - 81 g/m² (14 - 20 lb. Bond).

- You can use documents longer than 600 mm with the User Parameter (switch 14, bit 1) in the Parameter Setting. For details about Parameter Setting, see "Parameter Settings".

**📄Reference**

- p.359 "Parameter Settings"

## 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**

- p.181 "Auto Reduce"

## 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.**

- Maximum scan area

  The following shows the maximum scan area:

  297 × 432 mm, 11 × 17 inches (W × L)



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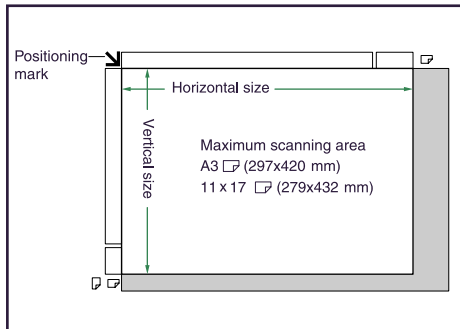
**Note**

- 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.68 "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)

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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

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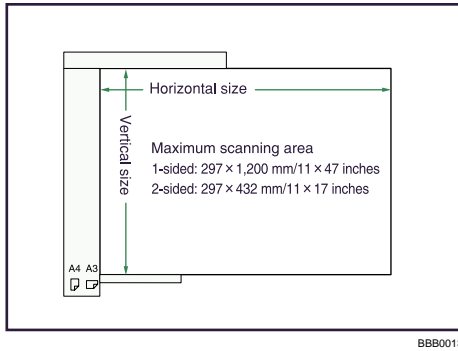
**↓ Note**

- 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 | $8^1/_2$ × 13 (F4) | B4 JIS | A4 | B5 JIS | A5 | A5 | B6 JIS | 11 × 17 | $8^1/_2$ × 11 |
|---|---|---|---|---|---|---|---|---|---|---|
| Exposure glass | Auto detect | 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 | Auto detect | Auto detect | Auto detect |

× - Cannot auto detect

**Inch Version**

| Where original is placed | A3◰ | A4◰◳ | 11 × 17◰ | 8$^1/_2$ × 14◰ | 8$^1/_2$ × 11◰◳ | 5$^1/_2$ × 8$^1/_2$◰ | 5$^1/_2$ × 8$^1/_2$ ◳ | 10 × 14◰ | 7$^1/_4$ × 10$^1/_2$ ◳ |
|---|---|---|---|---|---|---|---|---|---|
| Exposure glass | × | × | Auto detect | Auto detect | Auto detect | Auto detect | × | × | × |
| ADF | Auto detect | Auto detect | Auto detect | 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.

## 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].**
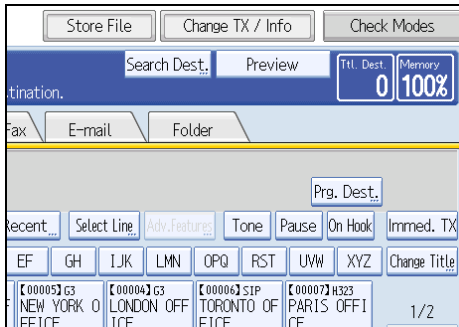


3. **Specify the destination, and then press the [Start] key.**
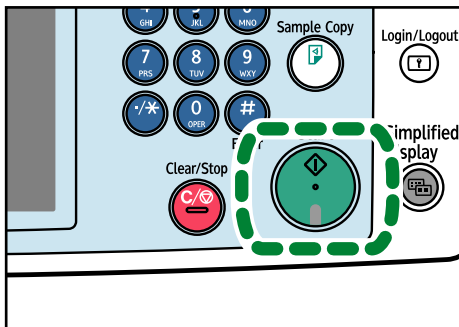


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   The machine starts to scan the original. When scanning ends, a preview is displayed.

   If you want to cancel a preview, press [Cancel].

4. **Check the preview.**
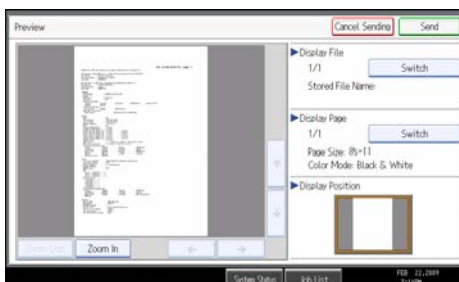


   - Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.

- 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 "Changing the Default Functions of the Fax's Initial Display".

🄔 **Reference**

- p.53 "Setting the Original Orientation"
- p.164 "Changing the Default Functions of the Fax's Initial Display"

## Detecting Blank Sheet

Upon completion of the first page scanning, an alarm sounds if the page is nearly blank.

⭐ **Important**

- The blank sheet-detecting function works only when an original is scanned using the ADF.
- The blank sheet-detecting function is ineffective for second and subsequent pages.
- The machine cannot detect blank sheets if the user has put it into Preview mode using the [Preview] key.

This function notifies you if an original is placed wrong side down on the scanner. When this happens, a message appears for a few seconds. The message differs depending on number of pages to be scanned and transmission mode.

- When sending a document using Immediate Transmission or when all pages have been scanned in Memory Transmission:
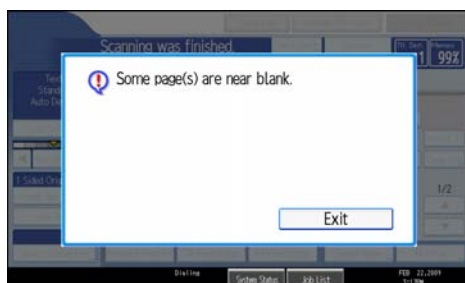
- When some pages are left unscanned in Parallel Memory Transmission or Memory Transmission:
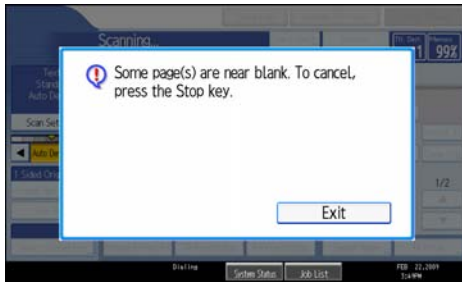


**Note**

- Even if a near blank sheet is detected, it is transmitted as normal.

- You can turn this function on or off with the User Parameter (switch 11, bit 2). See "Parameter Settings", Facsimile Features.

- To cancel scanning if a blank sheet is detected, press the [Cancel/Stop] key.

**Reference**

- p.359 "Parameter Settings"

# 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

1. **Press [Scan Settings].**
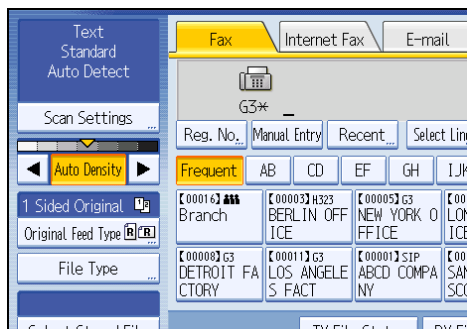


2. **Make sure that [Scan Type] is selected.**
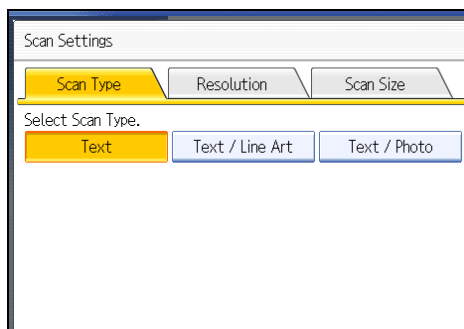


3. **Select the scan type you require, and then press [OK].**



⬇️**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 "Changing the Default Functions of the Fax's Initial Display".

📑 **Reference**

- p.74 "Density (Contrast)"
- p.164 "Changing the Default Functions of the Fax's Initial Display"

### 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].**
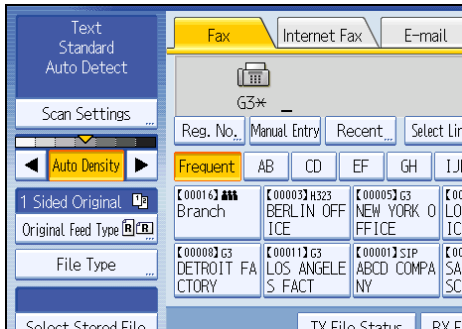


2. **Press [Resolution].**
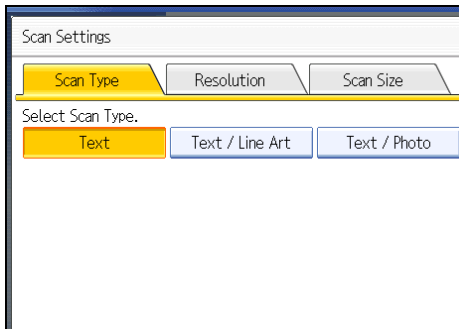


3. **Select the resolution you require, and then press [OK].**
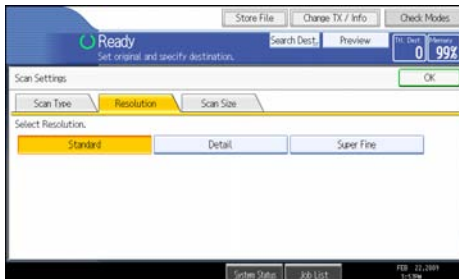


⬇ **Note**

- 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.

- 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 "Changing the Default Functions of the Fax's Initial Display".

- 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.43 "T.37 Full Mode"

- p.164 "Changing the Default Functions of the Fax's Initial Display"

- p.250 "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].**

1
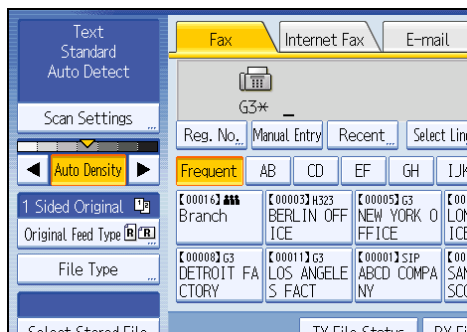
2. **Press [Scan Size].**
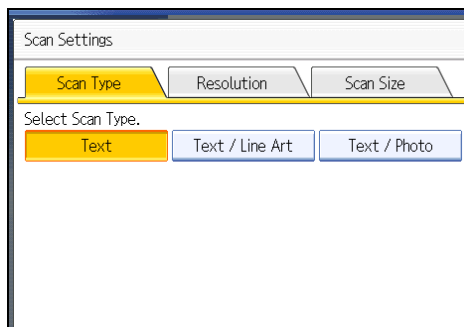


3. **Make sure that [Auto Detect] is selected.**
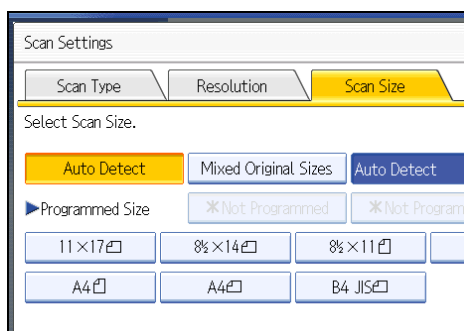


   If it is not, press [Auto Detect].

4. **Press [OK].**
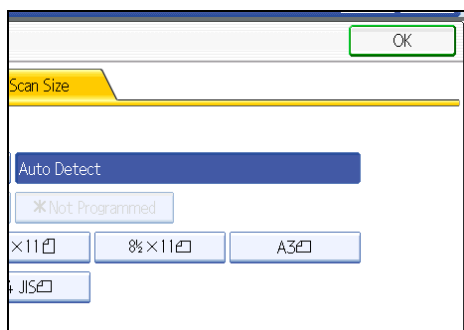


   "Auto Detect" appears above [Scan Settings].

**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.59 "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].**
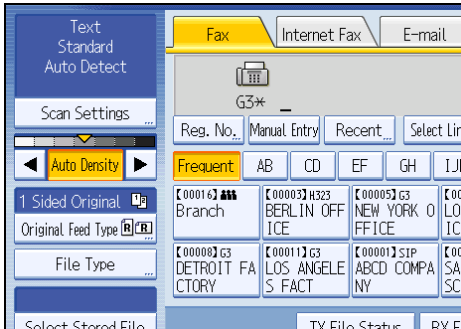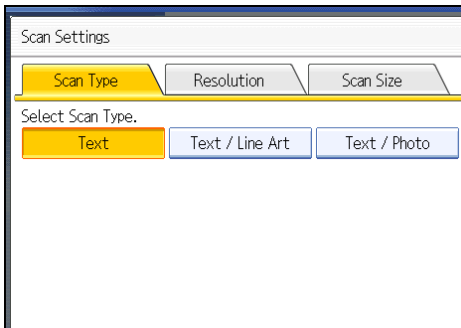


2. **Press [Scan Size].**



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].**
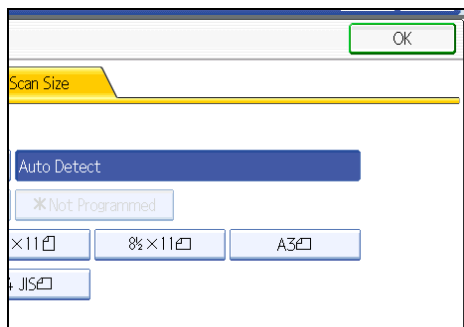


The selected size appears above [Scan Settings].

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 "Scan Settings".

**1. Press [Scan Settings].**
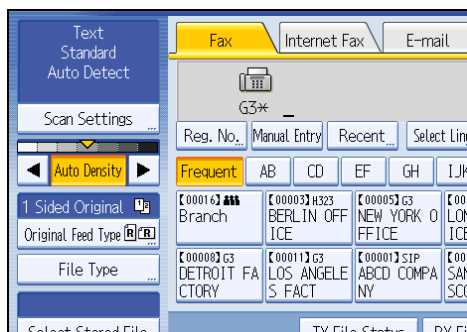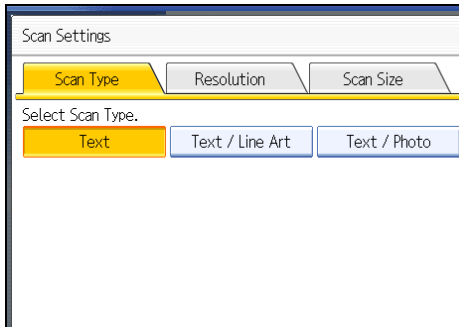
2. **Press [Scan Size].**



3. **Press [Area 1] or [Area 2].**
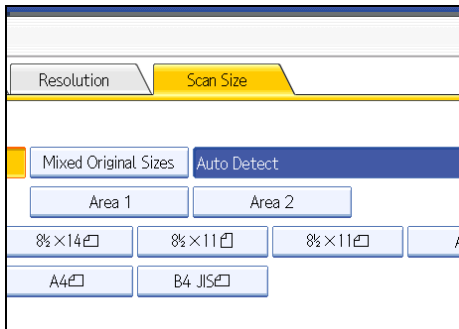


4. **Press [OK].**
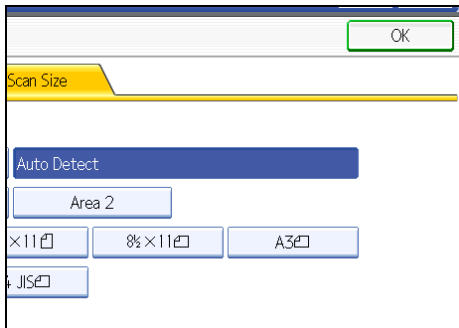


The specified size appears above [Scan Settings].

To cancel the selected scan size, select [Auto Detect] before pressing [OK].

⬇ Reference

- p.347 "Program / Change / Delete Scan Size"

## Mixed Original Sizes

You can send the different size of originals simultaneously.

Select this to individually scan the size of originals loaded into the 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].**
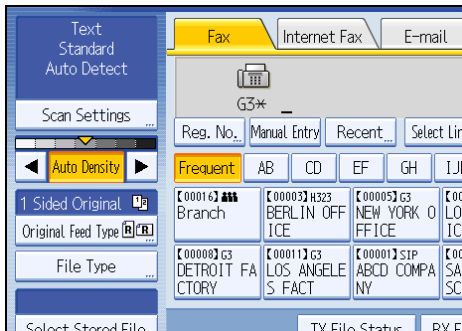


2. **Press [Scan Size].**
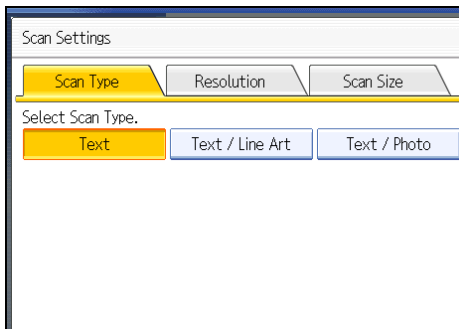
**3.** Press [Mixed Original Sizes].
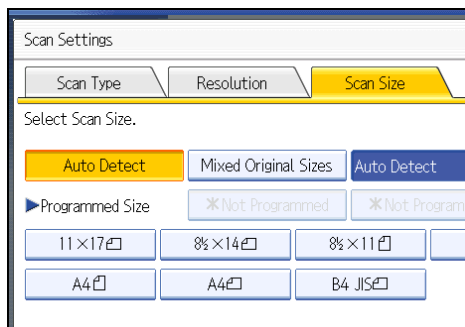


**4.** Press [OK].
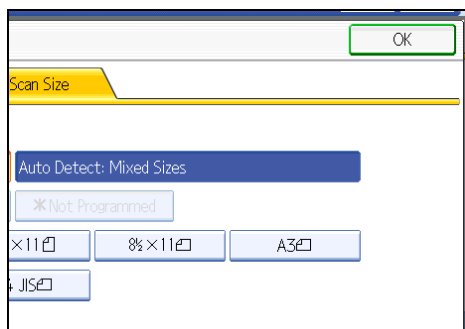


"Auto Detect: Mixed Sizes" appears above [Scan Settings].

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 "Changing the Default Functions of the Fax's Initial Display".

🔢**Reference**

- p.164 "Changing the Default Functions of the Fax's Initial Display"

## 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.
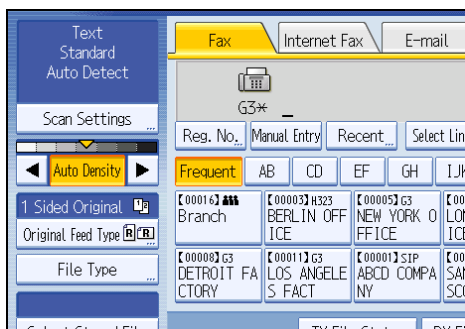


**Manual Density**

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.
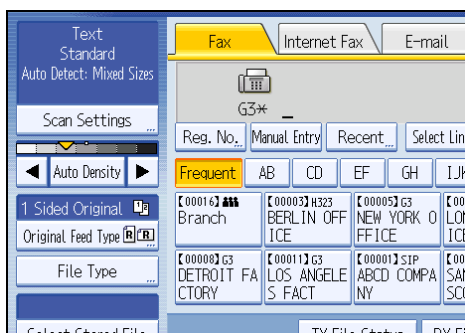


**Combined Auto and Manual Density**

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.
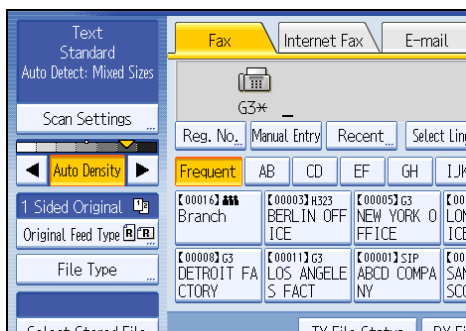
**↓Note**

- 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 "Changing the Default Functions of the Fax's Initial Display".

**📄Reference**

- p.164 "Changing the Default Functions of the Fax's Initial Display"

## 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.
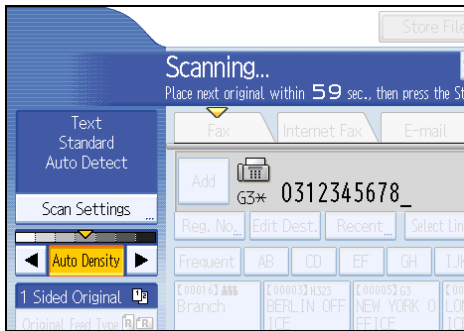
Adjust the settings for each page before you press the [Start] key.

**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.
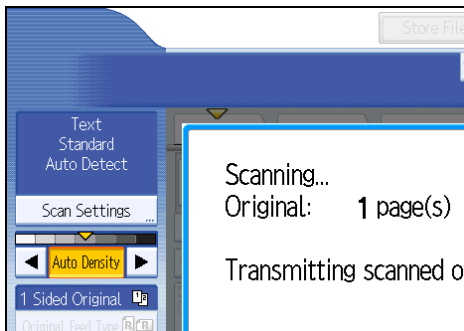


Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

## Selecting the File Format

This section explains how to select the file format when sending a fax to an e-mail destination or folder destination. There are two file formats to select from:

- TIFF

- PDF

1. **Press [E-mail] or [Folder] and press [File Type].**



2. **Press [TIFF] or [PDF].**
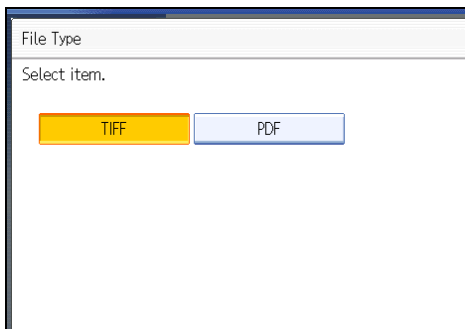


The default setting is TIFF format.

**Note**

- Even if you specify a format for files being sent to fax, IP-Fax, or Internet fax destinations, the files will not be converted to the format you specify.

- For details about an e-mail destination, see "Sending an E-mail (E-mail destinations)".

- For details about folder destination, see "Sending to Folder Destinations (Folder destinations)".

**Reference**

- p.96 "Sending an E-mail (E-mail destinations)"

- p.102 "Sending to Folder Destinations (Folder destinations)"

# 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.
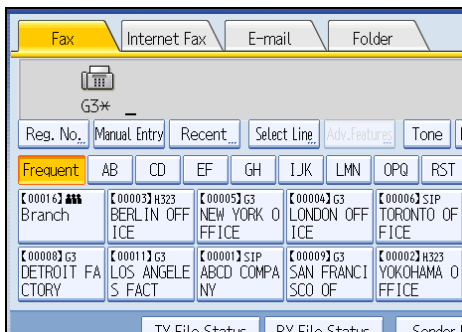


**Multi-port**

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 "Initial Settings".

Ask your administrator whether you should select "SIP" or "H.323" as the protocol.

1. **Press [Select Line].**
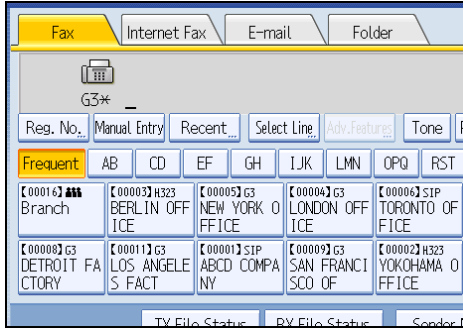


2. **Select the line you want to use.**

   If you select "G3 Auto", the machine will use any available line. This increases efficiency.

   When one optional extra G3 unit is installed
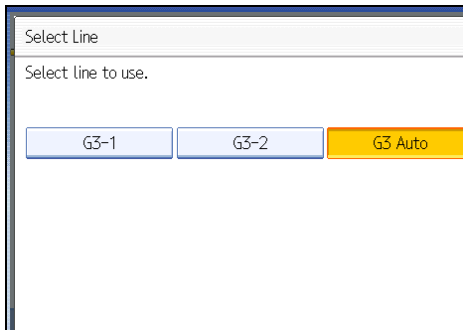


   When two optional extra G3 units are installed



   When H.323/SIP are set to "On"
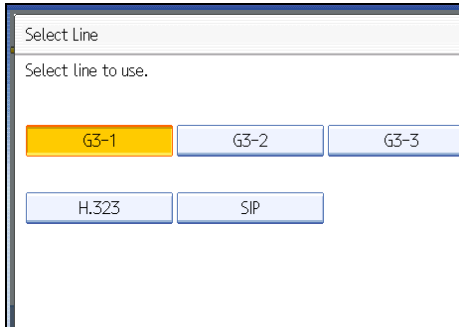
**3. Press [OK].**

The standby display appears.

⬇ **Note**

- When you install the extra G3 interface unit, you can specify the line port home position. See "Changing the Default Functions of the Fax's Initial Display".

- 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.164 "Changing the Default Functions of the Fax's Initial Display"

- p.335 "Initial Settings"

## 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.**
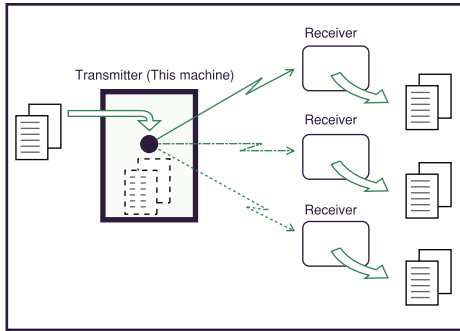
BBB029S

**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 (Fax destinations)

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.**
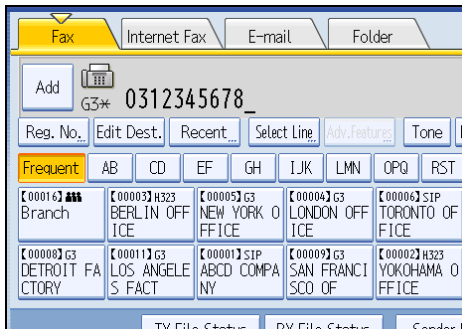


    If you make a mistake, press the [Clear/Stop] key, and then enter again.

    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.79 "Changing the Line Port"
- p.84 "Entering a pause"
- p.85 "Entering a tone"
- p.104 "Using the Address Book to Specify Destinations"
- p.120 "Registering Entered Destinations to the Address Book"
- p.412 "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.
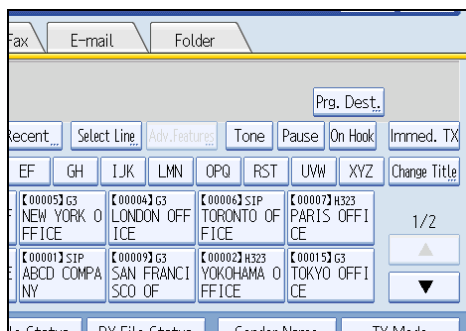


🔽 Note

- A pause is shown as a "-" on the display.

1
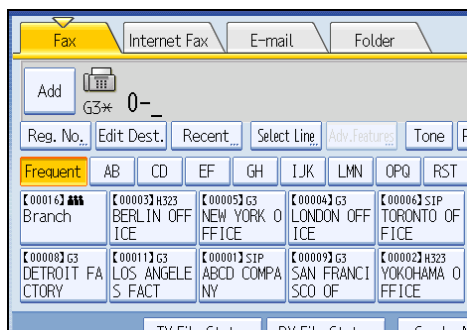
• You can also program numbers including pauses in the destination list.

### 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].**
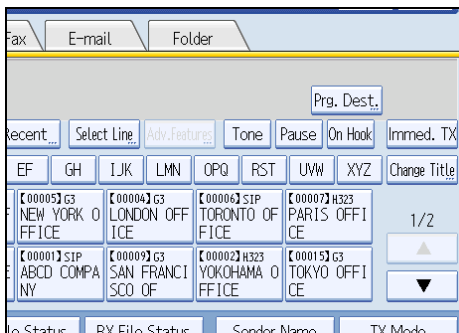


2. **Enter the fax number using the number keys.**

3. **Press [Tone].**
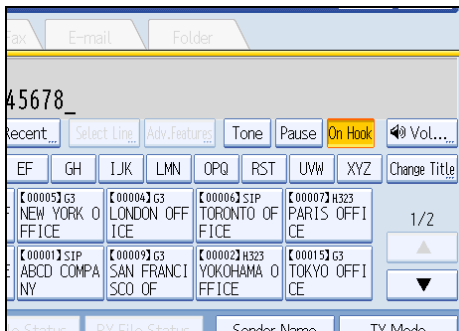


4. **Enter the number you want to tone dial using the number keys.**

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.

## Sending by IP-Fax (IP-Fax destinations)

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].**
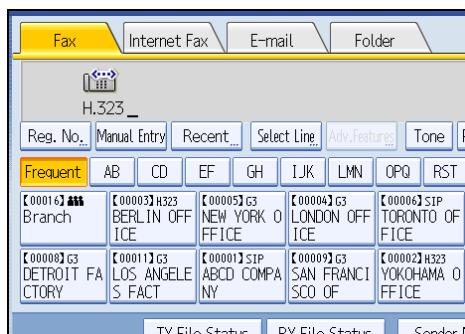


3. **Enter the IP-Fax destination, and then press [OK].**
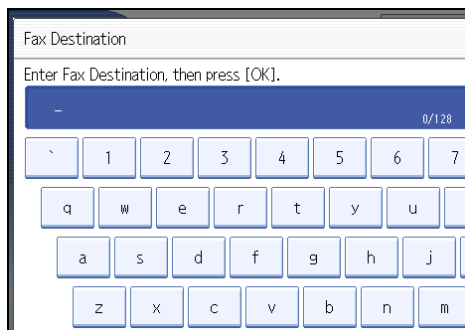


If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the characters correctly.

To change the IP-Fax destination after pressing [OK], press [Edit Dest.], re-enter an IP-Fax destination, and then press [OK].

1

4. **To add a destination, press [Add].**
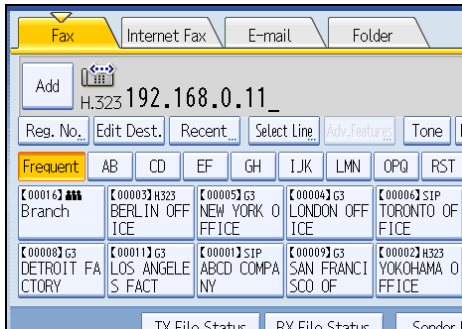


5. **Specify the next destination.**
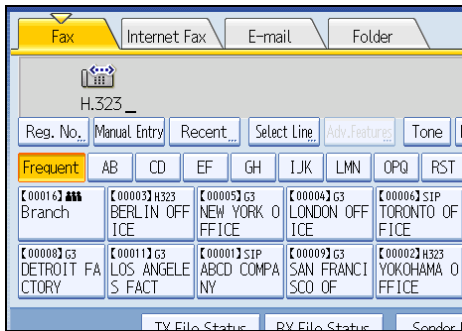


To add another destination, repeat steps 4 and 5.

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 "When using a gatekeeper server or SIP server".

- 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 "Parameter Settings".

- 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.79 "Changing the Line Port"

- p.88 "When using a gatekeeper server or SIP server"

- p.104 "Using the Address Book to Specify Destinations"

- p.120 "Registering Entered Destinations to the Address Book"

- p.335 "Initial Settings"

- p.359 "Parameter Settings"

- p.412 "Maximum Values"

## When using a gatekeeper server or SIP server

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.

- 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.

**Setting a Port number**

**When using IP address and port number**

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 using host name and port number**

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.

## Sending by Internet Fax (Internet Fax destinations)

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

- You can also enter a computer's e-mail address as the destination. In this case, you can send TIFF files only.

- 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", Network and System 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".

1
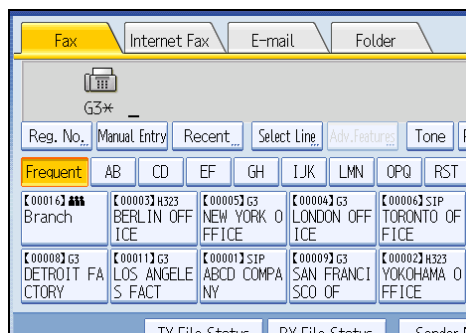
3. **Press [Manual Entry].**
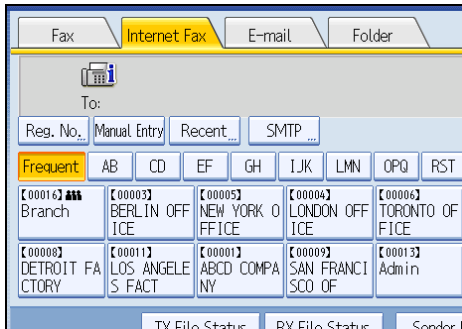


4. **Enter the Internet Fax destination, and then press [OK].**
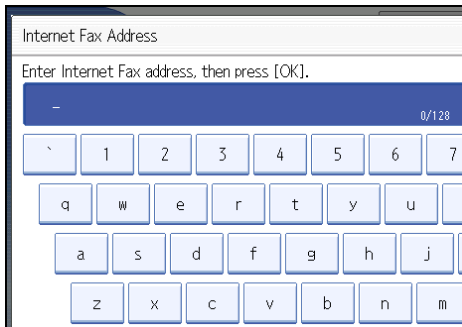


If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the characters correctly.

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].**
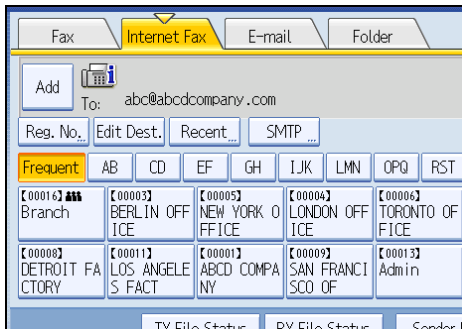
**6. Specify the next destination.**
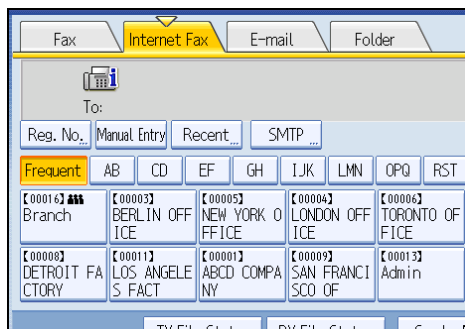


To add another destination, repeat steps 5 and 6.

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 "Parameter Settings".

- 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", Network and System 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.104 "Using the Address Book to Specify Destinations"
- p.120 "Registering Entered Destinations to the Address Book"
- p.143 "Sender Settings"
- p.154 "Canceling a Transmission"
- p.359 "Parameter Settings"
- p.412 "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 Network and System Settings 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.**
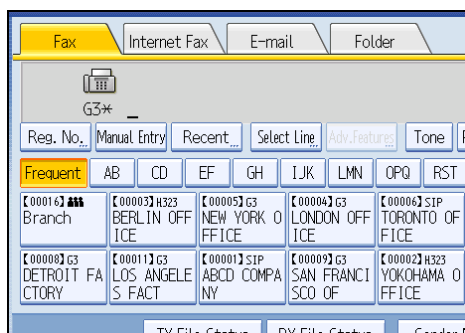
2. **Press [SMTP].**
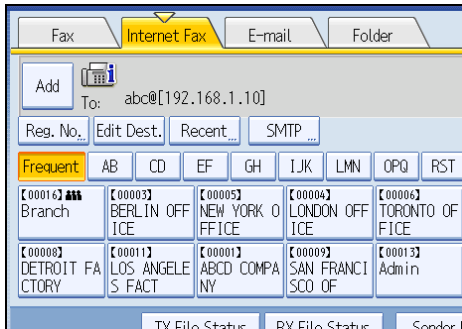


3. **Press [No].**
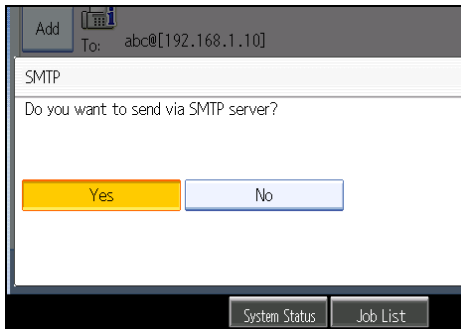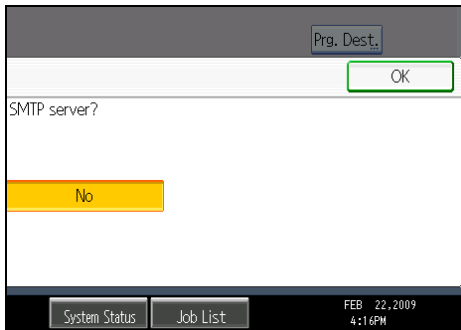


4. **Press [OK].**



⬇ **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", Network and System Settings Guide.

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- 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 (E-mail destinations)

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**

- You can also enter the e-mail address of another machine that supports Internet Fax. Note however that only TIFF-F files can be sent by Internet Fax. Depending on the model of the destination machine, PDF files might not be accepted.

- 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", Network and System 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]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.

- 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.**

1
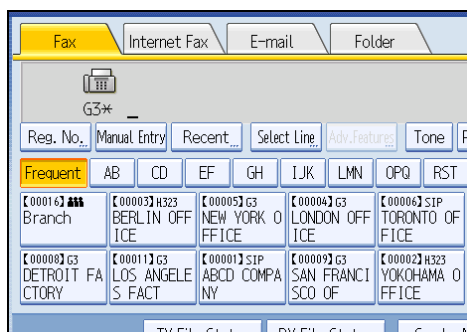
2. **To set the file type, press [File Type].**



Select [TIFF] or [PDF], and then press [OK].
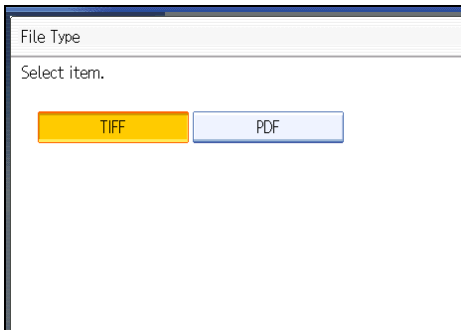


3. **Specify the sender.**

For details, see "Sender Settings".

4. **Press [Manual Entry].**
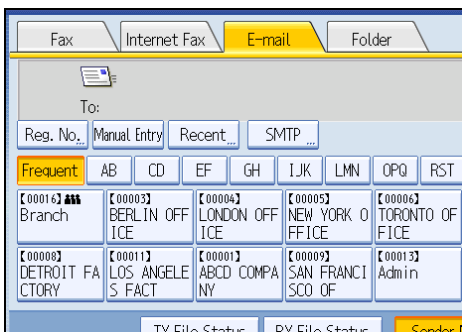
5. **Enter the e-mail destination, and then press [OK].**
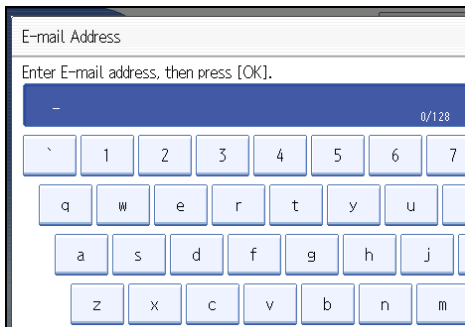


If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the character correctly.

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].**
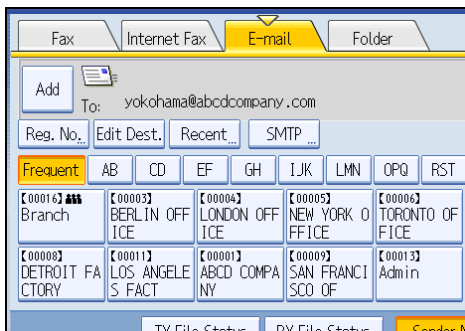


7. **Specify the next destination.**
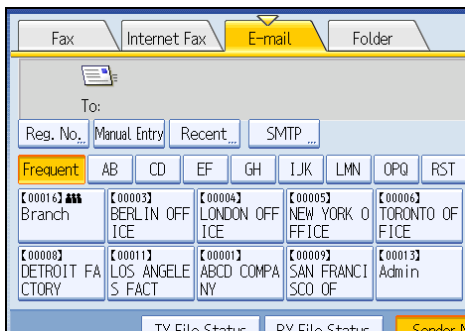


To add another destination, repeat steps 6 and 7.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

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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 "Parameter Settings".

- 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", Network and System 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.

- For details about an e-mail destination, see "E-mail Transmission".

**Reference**

- p.46 "E-mail Transmission"
- p.104 "Using the Address Book to Specify Destinations"
- p.120 "Registering Entered Destinations to the Address Book"
- p.143 "Sender Settings"
- p.154 "Canceling a Transmission"
- p.359 "Parameter Settings"
- p.412 "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 Network and System Settings 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

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**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].**
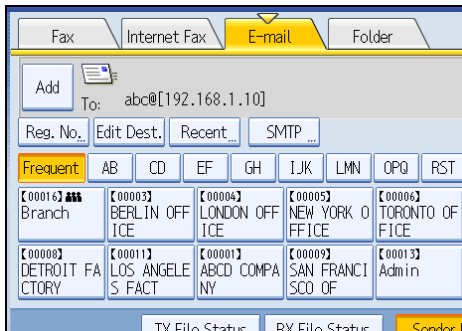


3. **Press [No].**
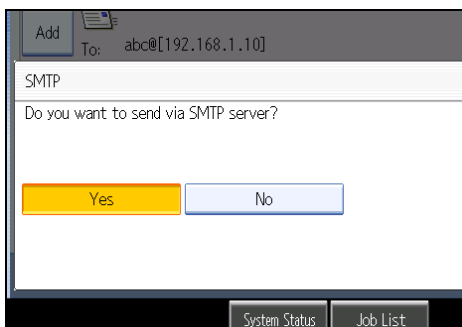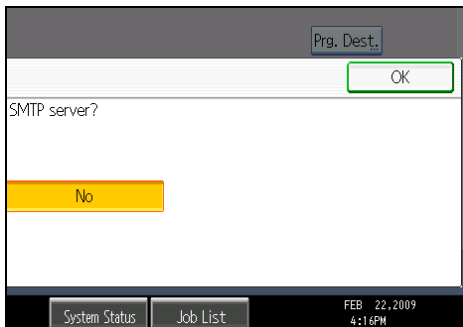
**4. Press [OK].**



⬇️**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 (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", Network and System Settings Guide.**

**1. Press [Folder] to switch the transmission type to folder.**

1
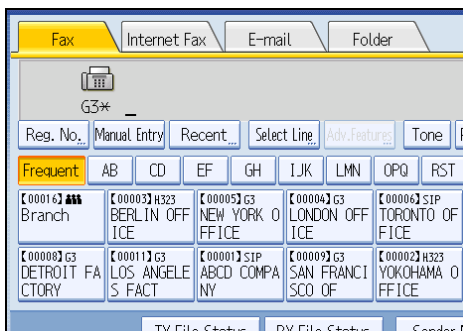
2. **To set the file type, press [File Type].**
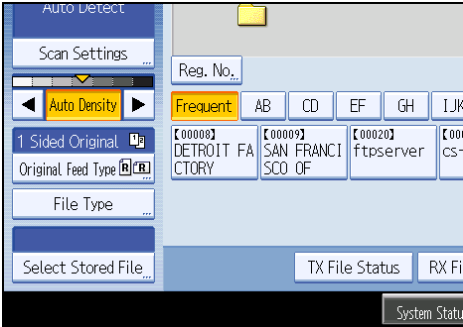


Select [TIFF] or [PDF], and then press [OK].
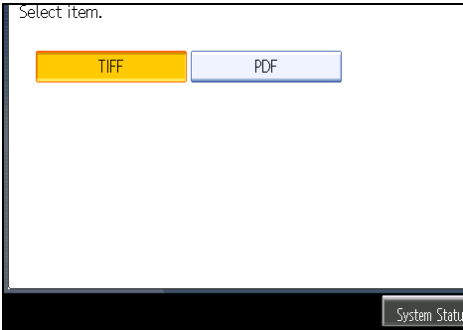


3. **Press the Destination key to specify a destination.**

1
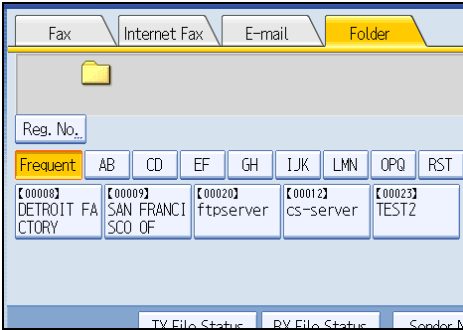
**4.** **Specify the next destination.**
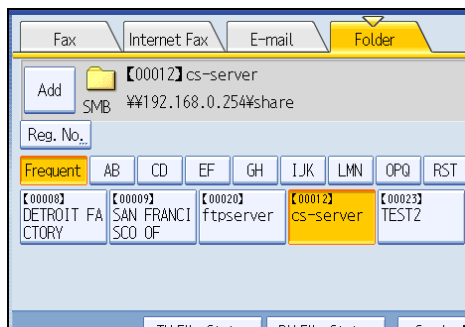


To add another folder destination, press the next Destination key.

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.**

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

⬇️**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 "Parameter Settings".

- For details about folder destination, see "Folder Transmission".

📘**Reference**

- p.49 "Folder Transmission"

- p.154 "Canceling a Transmission"

- p.359 "Parameter Settings"

## 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", Network and System 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].
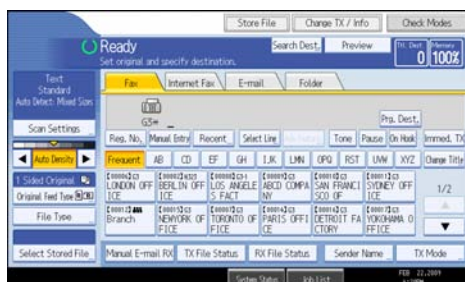
   

3. **Press the Destination key programmed with the desired destination.**
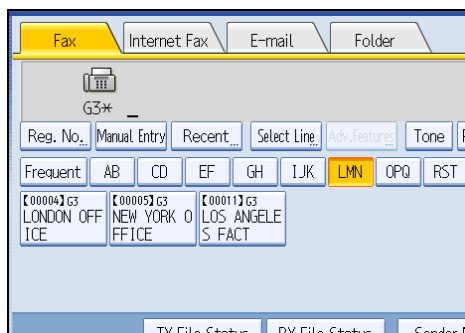
   

   If the desired Destination key is not shown, press [▲] and [▼] to look through the list.

   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.**

**1**

**⤵ 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", Network and System 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", see Network and System 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.**
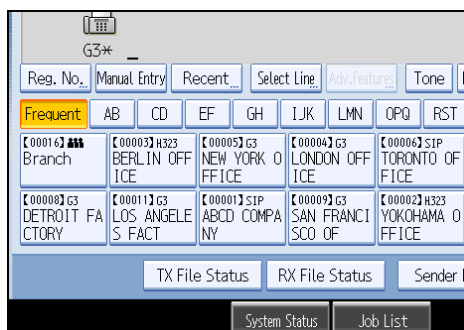
The destination is set and the Destination key is highlighted.

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", Network and System 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.412 "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 Addresses and Users for Facsimile/Scanner Functions", Network and System 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 selected from Recent Destinations (regarded as already stored in memory)

- 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].**
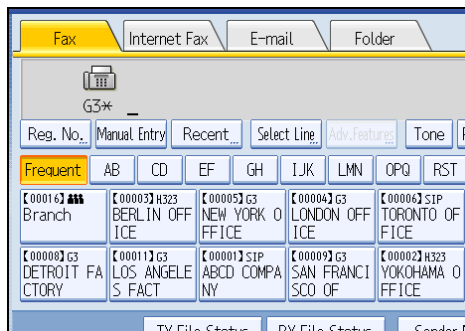
   

3. **Select the destination you want to redial to, and then press [OK].**
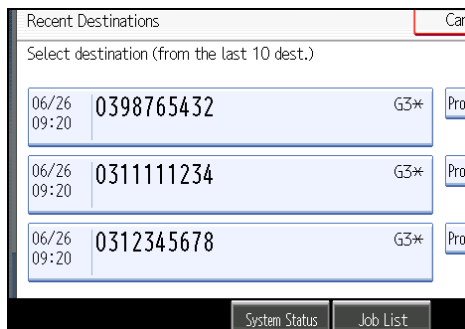
   

4. **Press the [Start] key.**

⬇ **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.120 "Registering Entered Destinations to the Address Book"
- p.412 "Maximum Values"

## Preventing Transmission to the Wrong Destination

If you want to prevent documents being sent to the wrong destination, you can configure the machine to prompt users twice for the destination, or to display the entered destination prior to transmission.

### 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].**
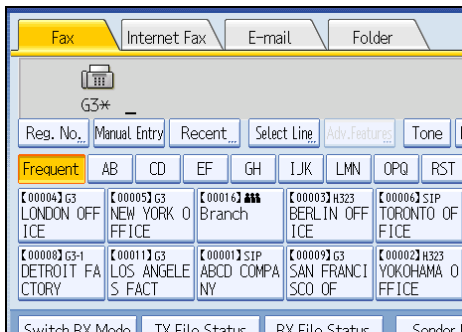


2. **Enter the fax number using the number keys, and then press [OK].**
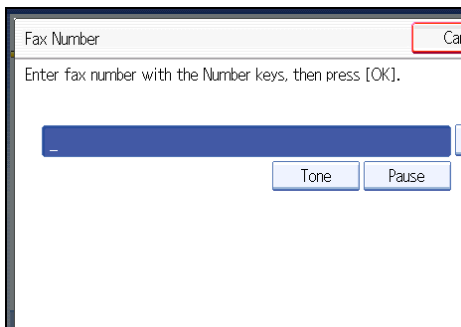


    If you make a mistake, press [Clear], and then enter the number again.

3. **Enter the fax number again, and then press [OK].**
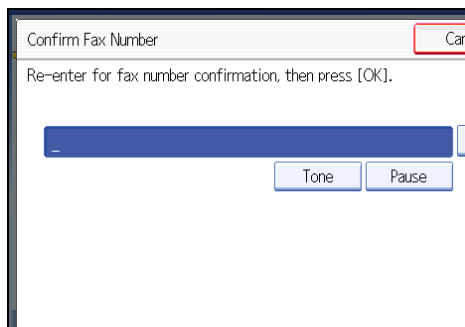


The destination is specified.

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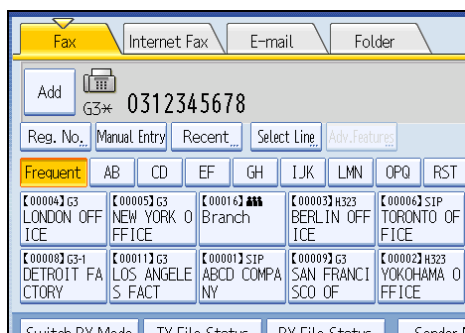


Transmission starts.

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.

- Please contact your service representative if specifying 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.

**Displaying the Destination Prior to Transmission**

To prevent documents being sent to the wrong destination, you can configure the machine to display the destination again after it has been entered and before the file is sent.

If you want to enable this function, contact your service representative.

Note that the entered destination will not be displayed again if you are sending the fax by any of the following means:

- Scanning without entering a destination (storing documents, storing documents in Information Boxes)
- On Hook Dial
- Manual Dial
- the [Simplified Display]

1. **Specify the destination.**
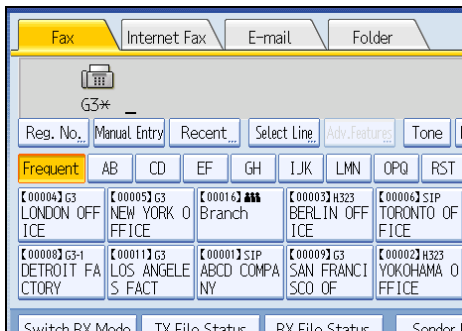


If you make a mistake, press [Clear], and then enter the number again.

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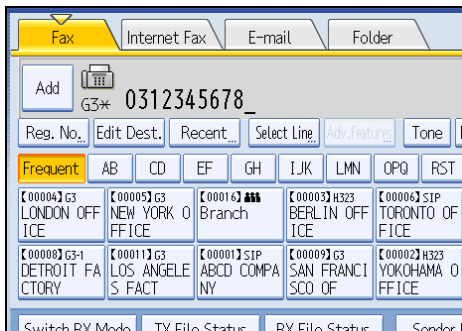


Displays the destination and the transmission settings.



To change the destination, press [Exit], and then specify the destination again.

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

Transmission starts.

After transmission, the standby display appears.

# Programming Destinations in the Address Book

This section explains how to register a fax number in the Address Book.

You can register fax numbers, IP-Fax destinations, Internet Fax destinations, e-mail 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", Network and System 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.

- On the facsimile initial display, press [Prg. Dest.] to display the registration screen of the Address book. You can register destinations on this screen.

- To register destinations, press [Prg. Dest.] after entering Fax destinations, IP-Fax destinations, Internet Fax destinations or e-mail destinations. You cannot register folder destinations using this screen. For details about registering folder destinations, see "Registering Addresses and Users for Facsimile/ Scanner Functions", Network and System Settings Guide.

- 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 or SmartDeviceMonitor for Admin. For details about installation or operation of them, see "Monitoring and Configuring the Printer", Network and System Settings 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.
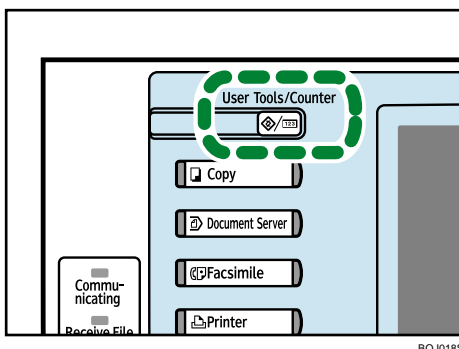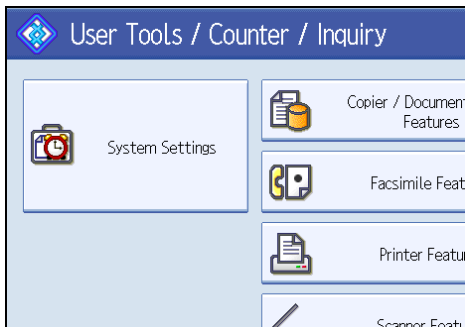
1. **Press the [User Tools/Counter] key.**



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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].**
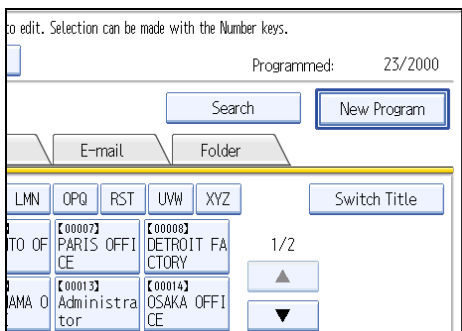


7. **Press [Change] under "Name".**
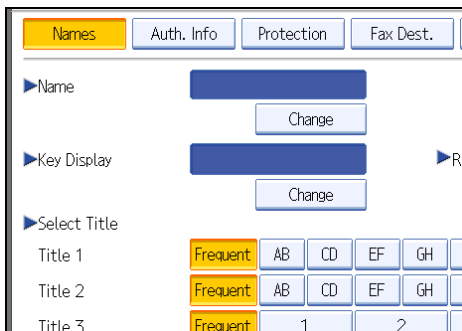


The name entry display appears.

8. **Enter the name, and then press [OK].**

   If necessary, press [Change] under "Key Display", and then enter the name of the key to which the destination is assigned.

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", Network and System Settings Guide.

## Changing a Fax Destination

This section explains how to change a name and fax number registered in the Address Book.
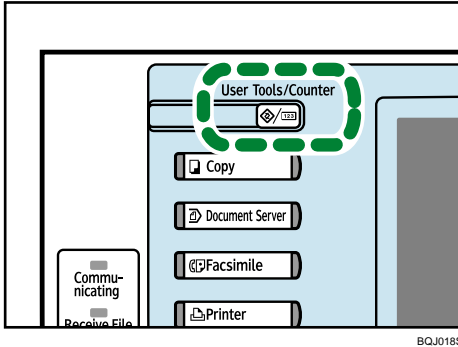
1. **Press the [User Tools/Counter] key.**



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2. **Press [System Settings].**
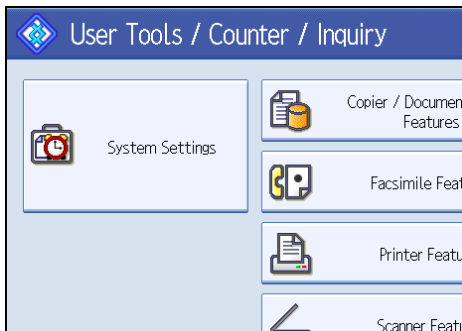


3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the name whose fax destination you want to change.**

   Press the name key, or enter the registration number using the number keys.

1

7. **To change the name or key display, press [Change] under "Name" or "Key Display".**
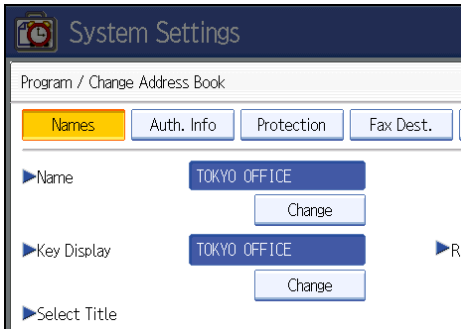


8. **Enter the name or key display, and then press [OK].**

9. **To change the title, press the key for the classification you want to use from "Select Title".**

10. **Press [Fax Dest.].**
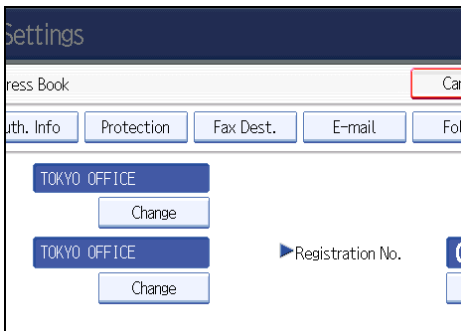


11. **Press [Change] under "Fax Destination".**
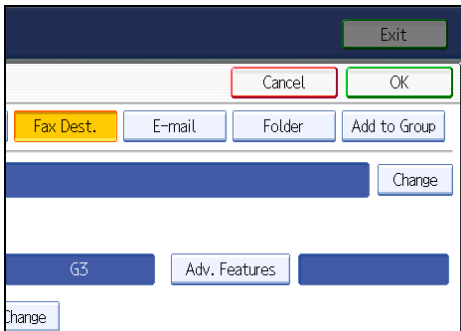


12. **Enter the new fax number using the number keys, and then press [OK].**

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", Network and System 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.**



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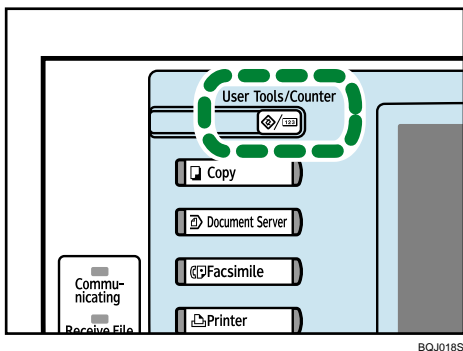
2. **Press [System Settings].**
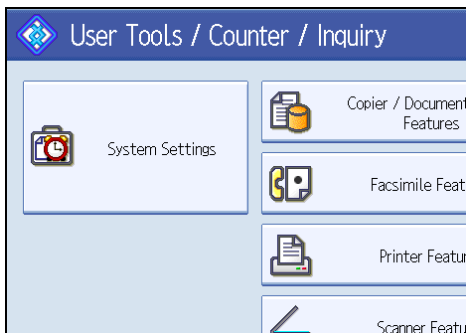


3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**

5. **Press [Delete].**
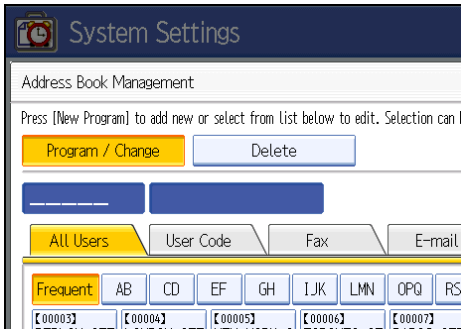


6. **Select the name you want to delete.**

   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 Destinations to the Address Book from [Prg. Dest.]

This section explains how to register a directly entered fax number, Internet Fax destination, IP-Fax destination, e-mail destination, or folder destination to the Address Book from [Prg. Dest.].

⭐ **Important**

- 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]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.

1. **Press [Prg. Dest.].**
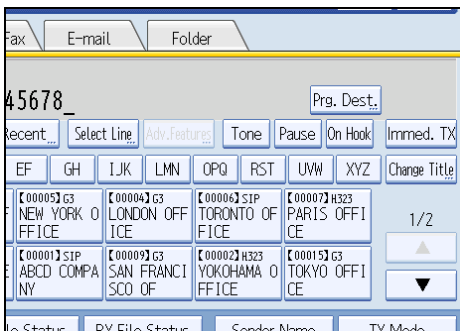


2. **Enter the destination.**

**3. Press [Names] and enter any necessary information.**



**4. Press [OK].**

- For details about registering destinations, see "Registering Addresses and Users for Facsimile/ Scanner Functions", Network and System Settings Guide.

- Depending on the security settings, [Prg. Dest.] might not appear and you might not be able to register the destination.

## 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.

⭐Important

- **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]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.**

**1. Press [Prg. Dest.].**
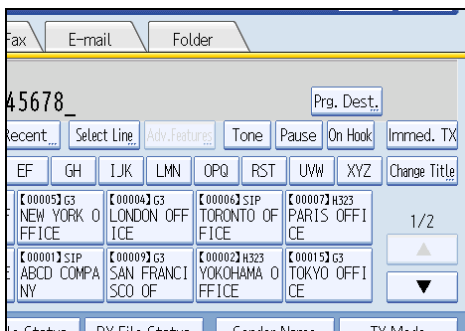
**2. Press [Names] and enter any necessary information.**



**3. Press [OK].**

⬇ Note

- For details about registering destinations, see "Registering Addresses and Users for Facsimile/ Scanner Functions", Network and System Settings Guide.

- Depending on the security settings, [Prg. Dest.] might not appear and you might not be able to register the 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", Network and System 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.412 "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.].**
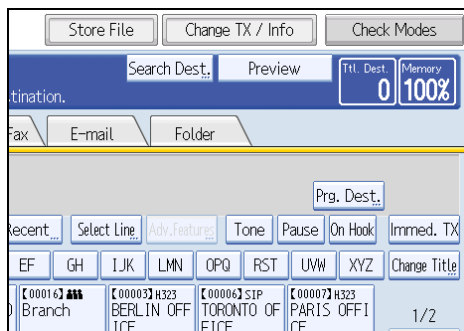


2. **Select a search destination.**

   To search through the Address Book, select [Address Book].

   To search through an LDAP server, select the relevant LDAP server.
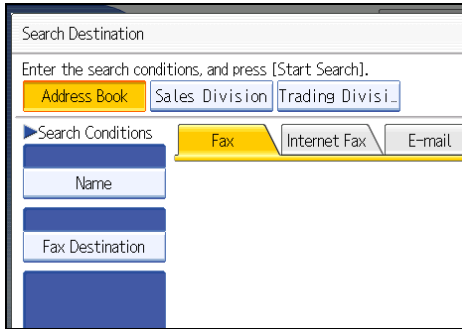
3. **Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.**

   If you selected an LDAP server in step 2, you cannot select [Folder].
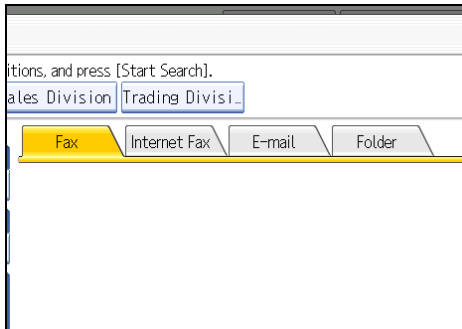


4. **Press [Name].**
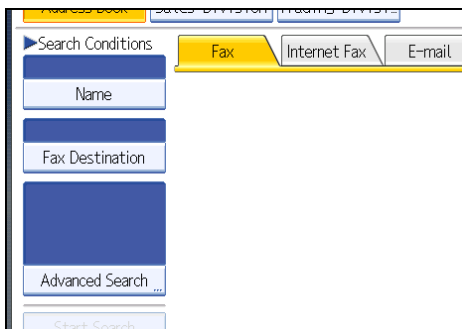
5. **Enter the destination name you want to search for, and then press [OK].**
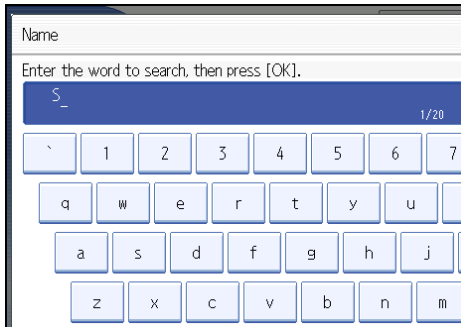


If you enter a wrong destination name, press [←], [→], [Backspace], or [Delete All], and then enter the destination name again.

6. **Check the characters you have entered are correct, and then press [Start Search].**
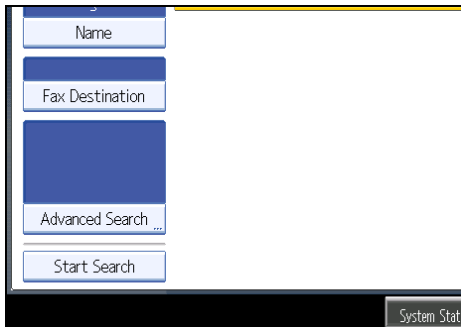


When the search is finished, a result appears.

7. **Select a destination.**
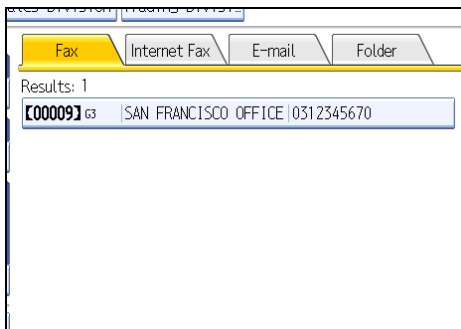


If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

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.
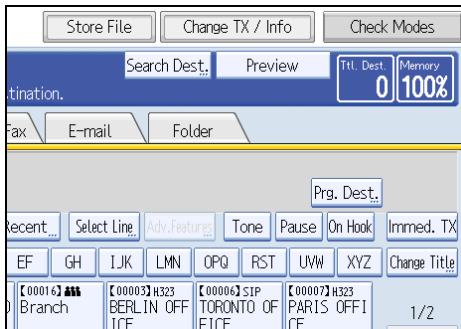
1. **Press [Search Dest.].**



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.
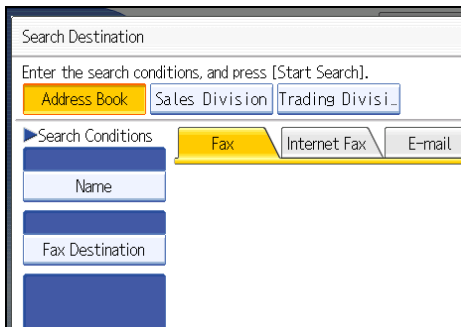


3. **Press [Fax Destination].**
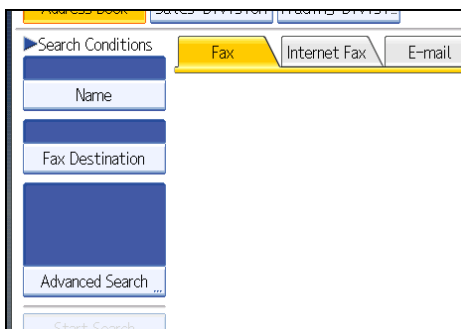


4. **Enter the number you want to search for, and then press [OK].**

   To search for an IP-Fax destination, enter the IP-Fax destination that you want to find.
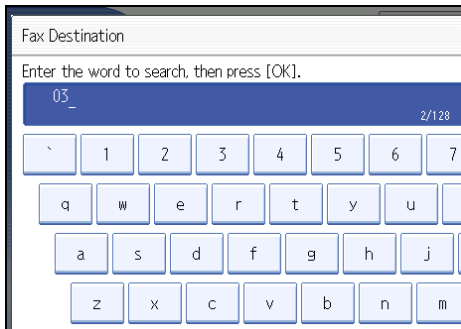
If you enter a wrong number, press [←], [→], [Backspace], or [Delete All], and then enter the number again.

5. **Check the fax numbers you have entered are correct, and then press [Start Search].**
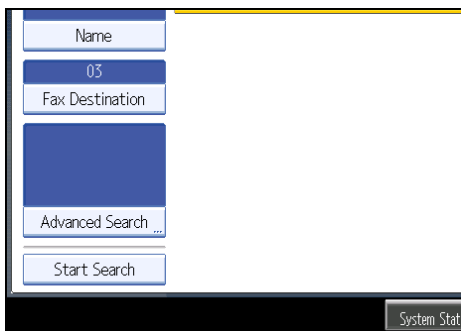


When the search is finished, a result appears.

6. **Select a destination.**
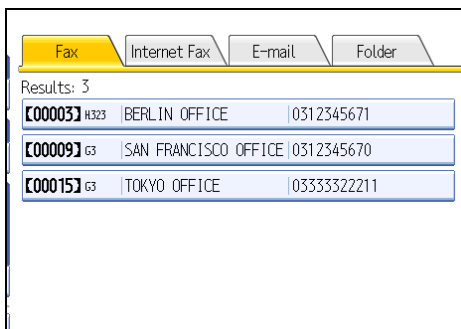


If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

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.].**
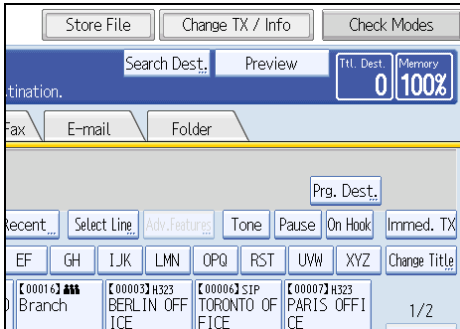


2. **Select a search destination.**

   To search through the Address Book, select [Address Book].

   To search through an LDAP server, select the relevant LDAP server.
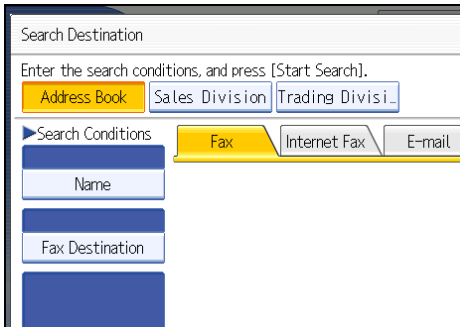


3. **Press [Internet Fax] to switch the transmission type to Internet Fax.**
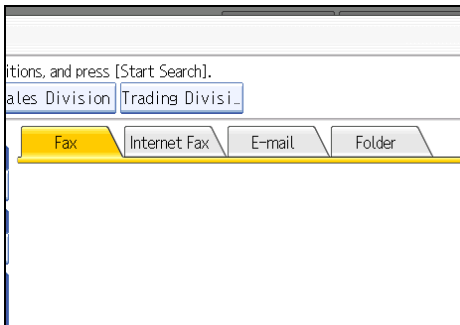
4. **Press [E-mail Address].**
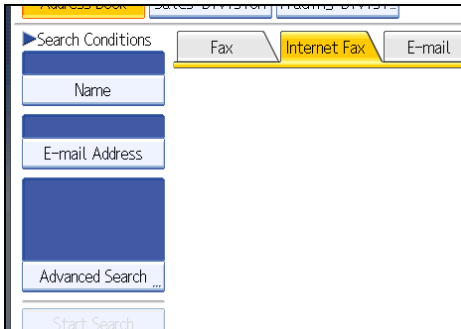


5. **Enter the e-mail address (Internet Fax destination) you want to search for, and then press [OK].**
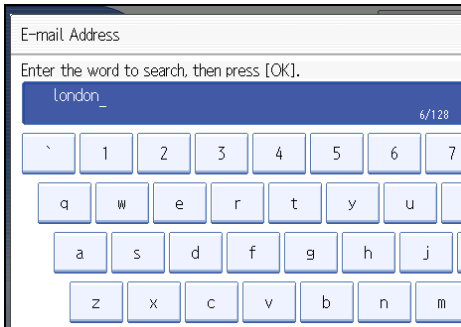


If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

6. **Check the characters you have entered are correct, and then press [Start Search].**
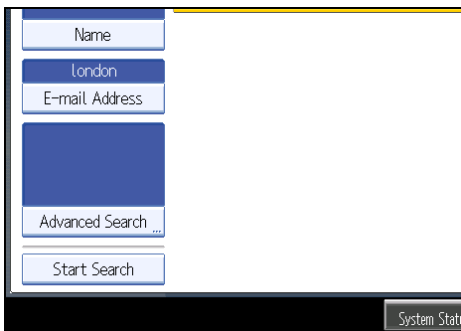


When the search is finished, a result appears.

**7. Select a destination.**
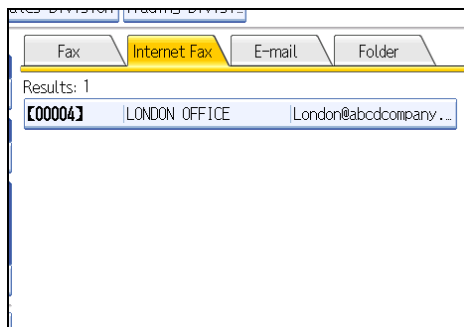


If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

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.].**
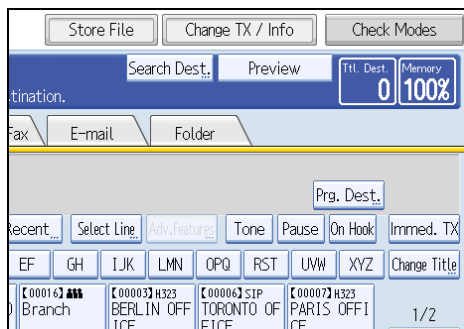


**2. Select a search destination.**

To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.
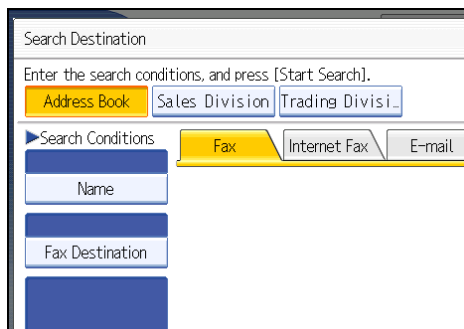


1

3. **Press [E-mail] to switch the transmission type to e-mail.**
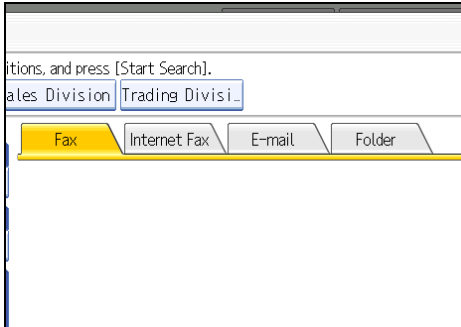


4. **Press [E-mail Address].**
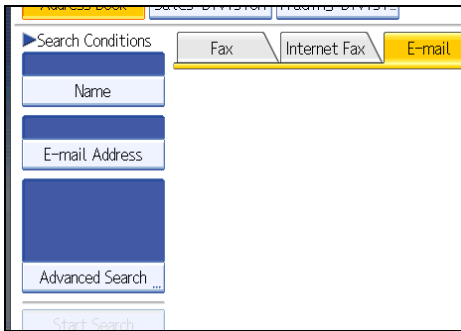


5. **Enter the e-mail address (e-mail destination) you want to search for, and then press [OK].**
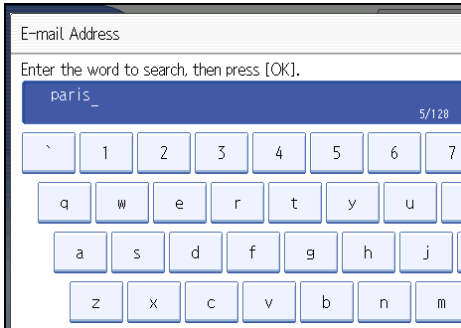


If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

**6. Check the characters you have entered are correct, and then press [Start Search].**
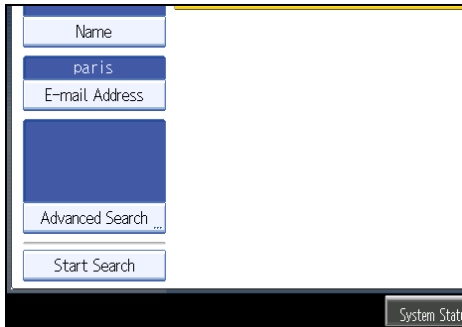


When the search is finished, a result appears.

**7. Select a destination.**
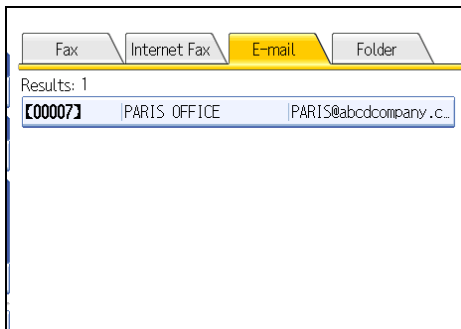


If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

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
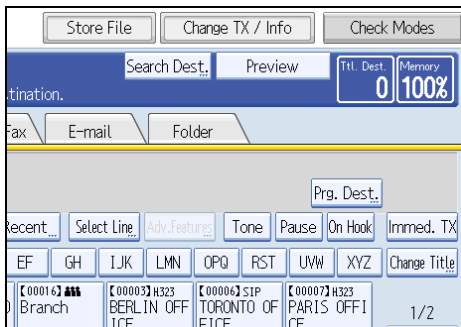
2. **Make sure that [Address Book] is selected.**
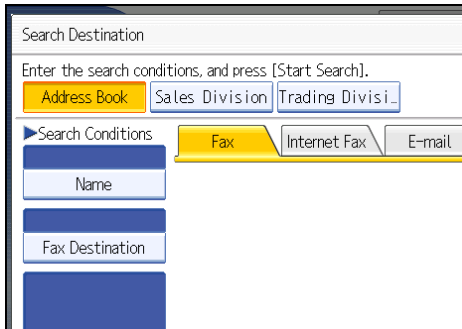


3. **Press [Folder] to switch the transmission type to folder.**
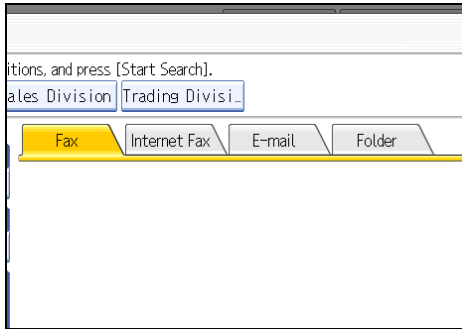


4. **Press [Folder Name].**
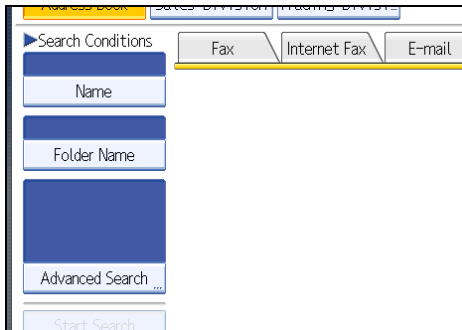
5. **Enter the folder name you want to search for, and then press [OK].**
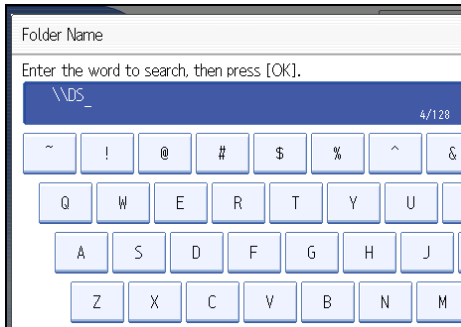


If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

6. **Check the characters you have entered are correct, and then press [Start Search].**
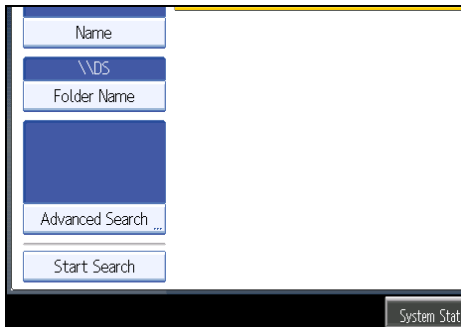


When the search is finished, a result appears.

7. **Select a destination.**
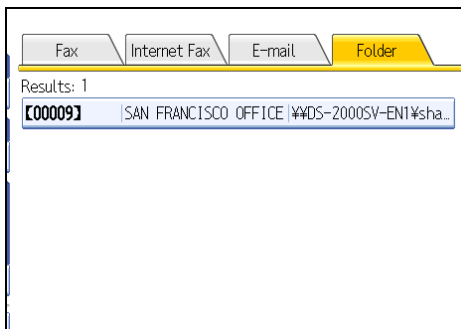


If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

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.].**
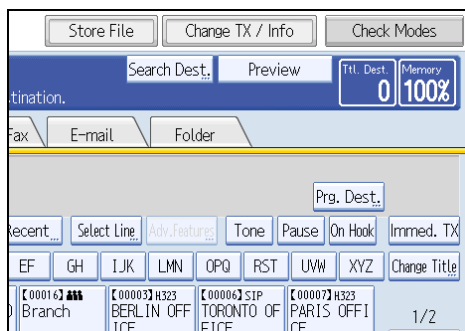


2. **Select a search destination.**

   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].

1
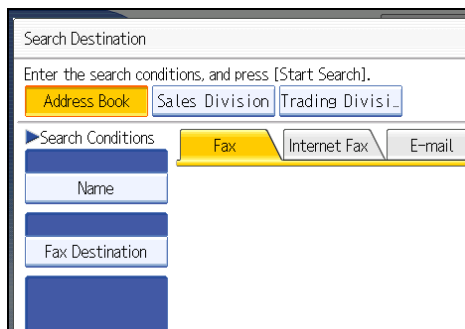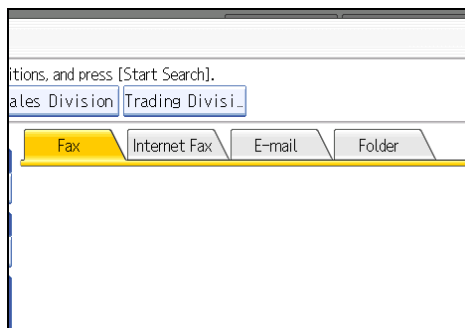
4. **Press [Advanced Search].**
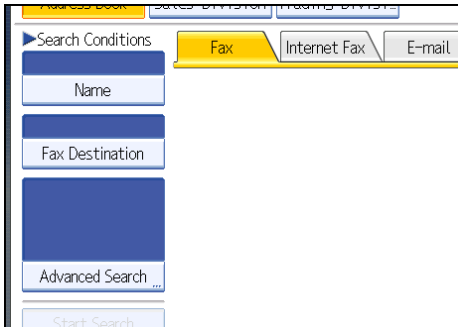


5. **Press the key for each condition, and then enter a partial string.**



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].**
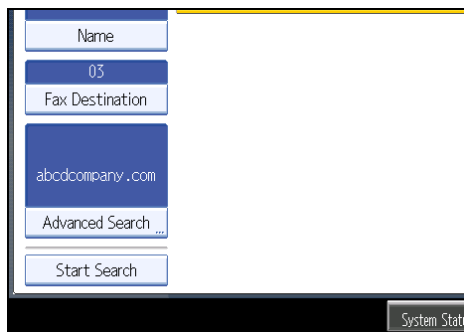


When the search is finished, the search result appears.

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", Network and System Settings Guide.

- When searching via LDAP servers, 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.**
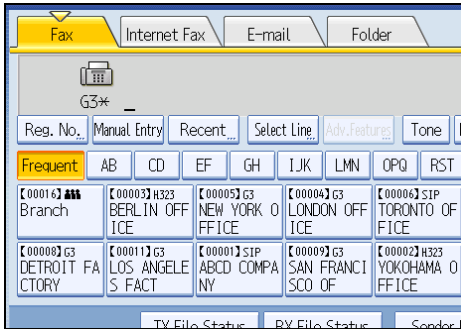


2. **Press [Reg. No.].**

   The registration number entry display appears.

3. **Enter a registration number using the number keys, and then press [#].**
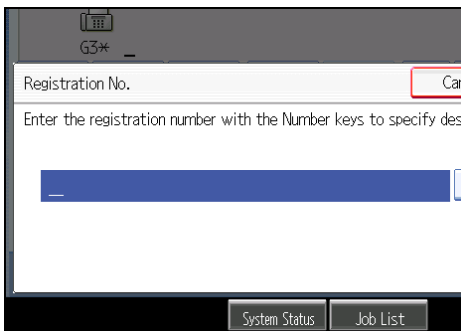


   While usually a registration number is displayed in the five-digit format, you do not need to enter the first zeros of a registration number.

   If you make a mistake, press [Clear] before pressing [#], and then try again.

4. **Press [OK].**
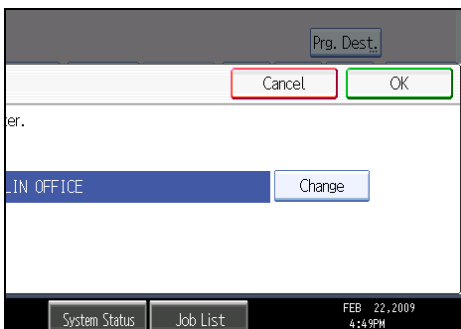


   The corresponding destination appears.
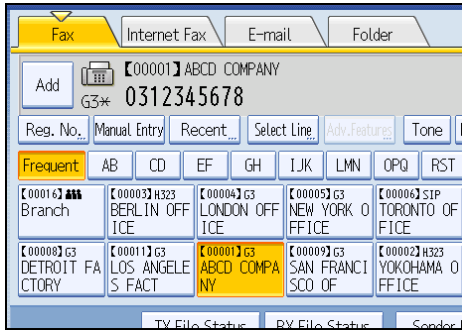
**Note**

- 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].**
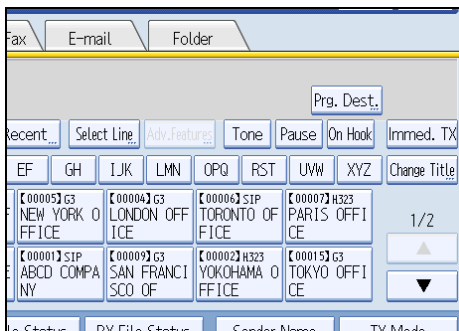


   You will hear a low tone from the internal speaker.

   If you want to cancel this operation, press [On Hook] again.

3. **Dial.**
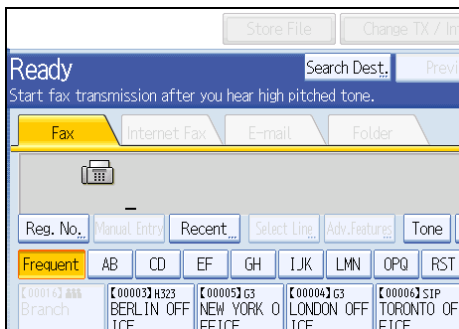


   The machine immediately dials the destination.

   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 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 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 "General Settings".

**▣ Reference**

- p.104 "Using the Address Book to Specify Destinations"
- p.323 "General Settings"

# Manual Dial

Pick up the handset of the external telephone and dial. If you hear a voice at the other end, continue conversation as normal.

⭐ **Important**

- **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.**
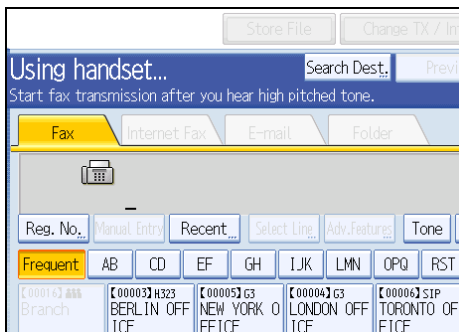
   

   The machine immediately dials the destination.

   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".

1

- When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

**Reference**

- p.104 "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", Network and System 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].**
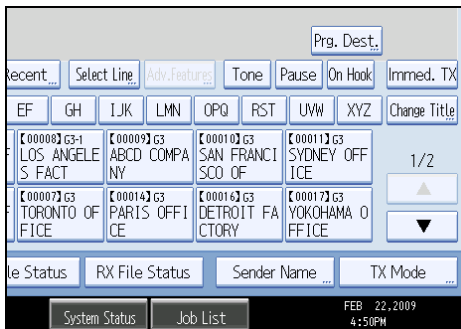
   

3. **Select a sender.**
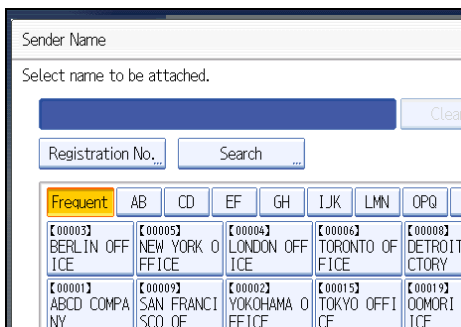
   

   To select a sender by specifying the registration number registered in the Address Book, press [Registration No.].

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].**
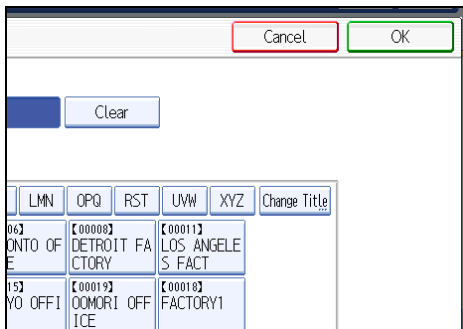


5. **To print the sender's name on the receiver's sheet, press [Stamp Sender Name] to highlight it.**

If you enable this function, the sender's name (user name) appears on the receiver's sheet, lists, and report.
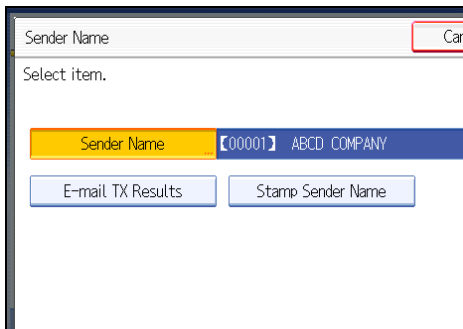


6. **To confirm the transmission results by e-mail notification, press [E-mail TX Results] to highlight it.**

If the sender's e-mail address is registered, you can send the transmission result to the registered e-mail address.
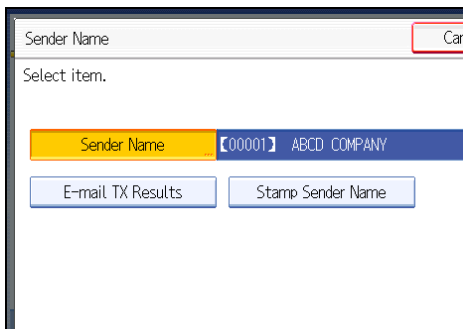
7. **Press [OK].**

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 "Parameter Settings".

- 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.154 "Canceling a Transmission"
- p.359 "Parameter Settings"

# 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].**
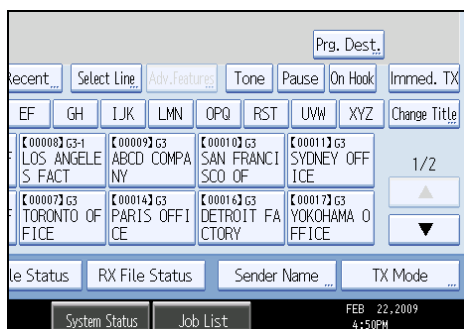
3. **Press [Option Setting].**
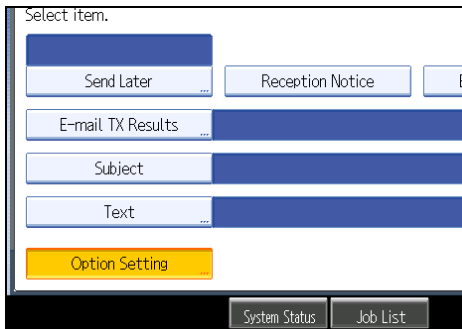


4. **Press [SUB Code Transmission].**
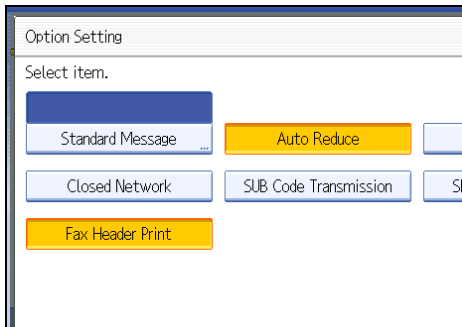


5. **Press [OK] twice.**

   The standby display appears.

6. **Enter the fax number of a destination or an IP-Fax destination.**

7. **Press [Adv.Features].**
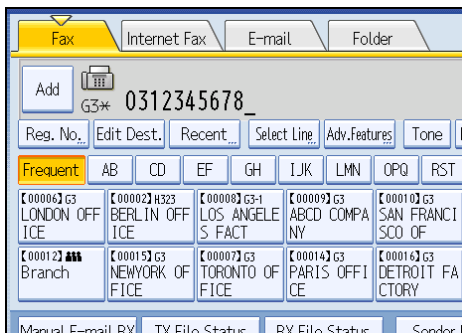


8. **Make sure that [SUB Code] is selected.**

9. **Press [Transmission SUB Code].**

10. **Enter a SUB Code, and then press [OK].**
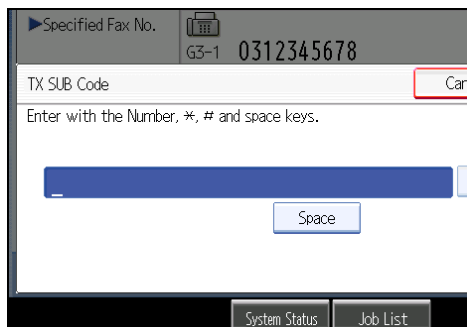


If you make a mistake, press [Clear] before pressing [OK], and then try again.

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", Network and System 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.185 "SUB Code Transmission"
- p.400 "Registering and Changing Keystroke Programs"
- p.412 "Maximum Values"

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### 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", Network and System 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.400 "Registering and Changing Keystroke Programs"
- p.412 "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].**
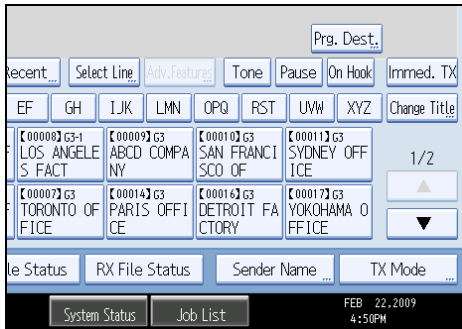


2. **Press [Option Setting].**
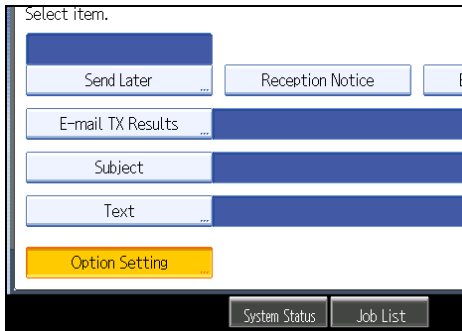


3. **Press [SEP Code Reception].**
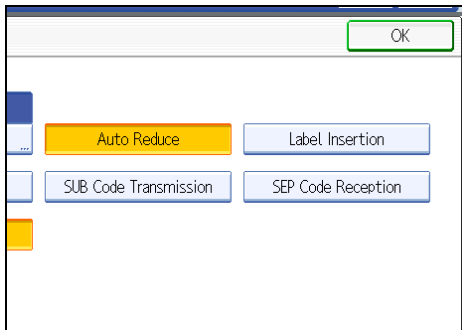


4. **Press [OK] twice.**

   The standby display appears.

5. **Enter the fax number of a destination or an IP-Fax destination.**

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6. **Press [Adv.Features].**
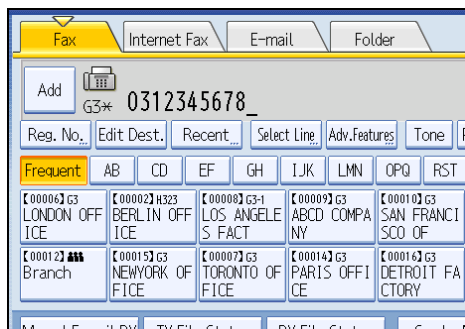


7. **Make sure that [SEP Code] is selected.**

8. **Press [Reception SEP Code].**

9. **Enter a SEP Code, and then press [OK].**
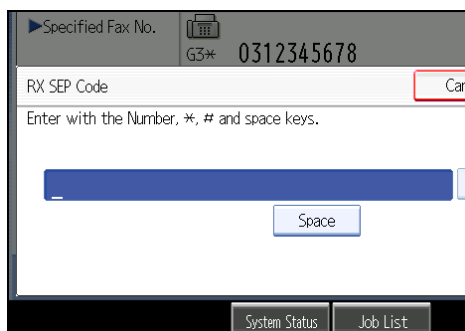


If you make a mistake, press [Clear] before pressing [OK], and then try again.

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", Network and System 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.187 "SEP Code Reception"
- p.400 "Registering and Changing Keystroke Programs"
- p.412 "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", Network and System 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.400 "Registering and Changing Keystroke Programs"
- p.412 "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 "Parameter Settings".

## 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 "General Settings".

**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 "Parameter Settings".
- 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.

**Reference**

- p.323 "General Settings"
- p.359 "Parameter Settings"

**1**

# 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.**
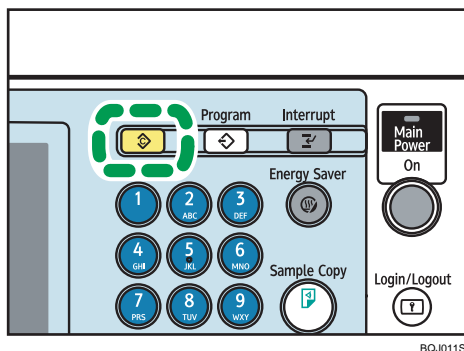


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👇 **Note**

- 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.**
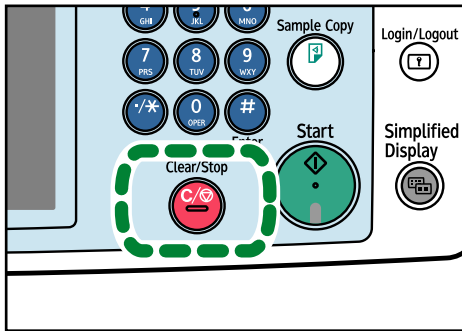


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The machine stops scanning.

**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.**
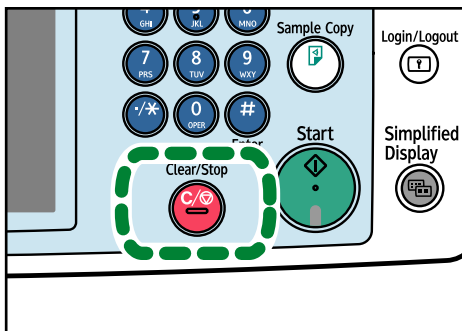


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The screen shown in step 2 can also be displayed by pressing [Check / Stop Transmission File] under [Change TX / Info].

2. **Select the file you want to cancel.**
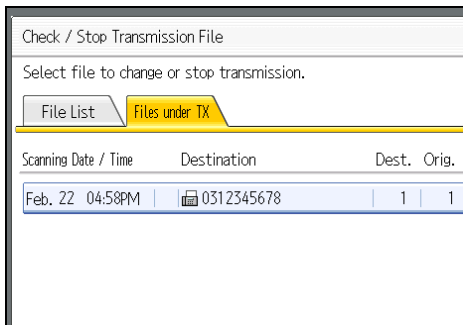


If the desired file is not shown, press [▲] or [▼] to find it.

There are cases when a destination may not be selected as the destination appears as "✻", depending on the security settings.

3. **Press [Stop Transmission].**
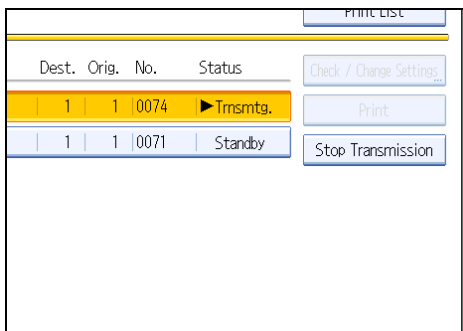


4. **Press [OK].**
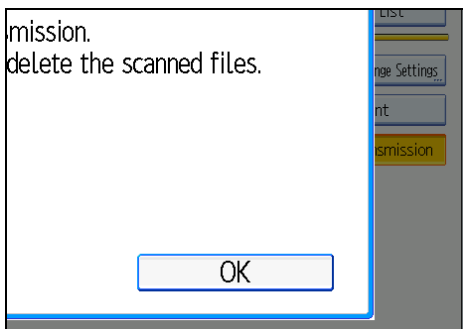


To cancel another file, repeat steps 2 through 4.

To cancel stopping transmission, press [Cancel].

**5. Press [Exit].**
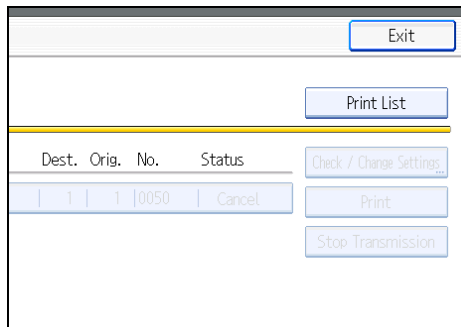


After pressing [Check / Stop Transmission File] under [Change TX / Info] in step 1, press [Exit] twice.

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.**

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1. **Press [Change TX / Info].**
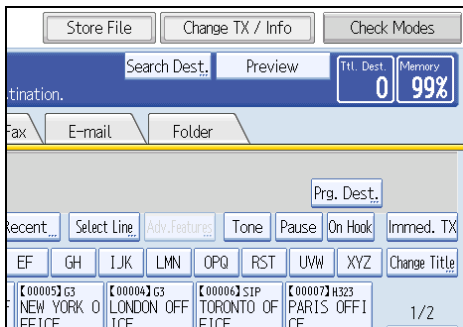


2. **Press [Check / Stop Transmission File].**
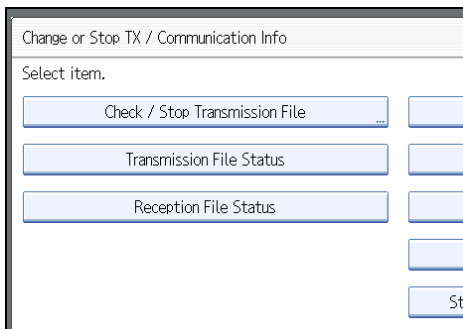


The list of stored files being transmitted or waiting for transmission appears.

To display only the files being sent, press [Files under TX].

3. **Select the file you want to cancel.**
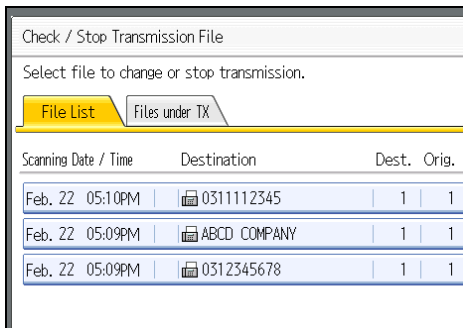


If the desired file is not shown, press [▲] or [▼] to find it.

There are cases when a destination may not be selected as the destination appears as "✳", depending on the security settings.

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4. **Press [Stop Transmission].**
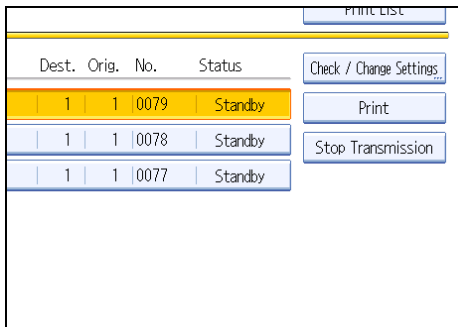
5. **Press [OK].**
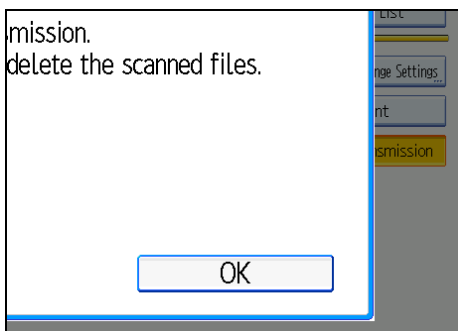
To cancel another file, repeat steps 3 through 5.

To cancel stopping transmission, press [Cancel].

6. **Press [Exit] twice.**
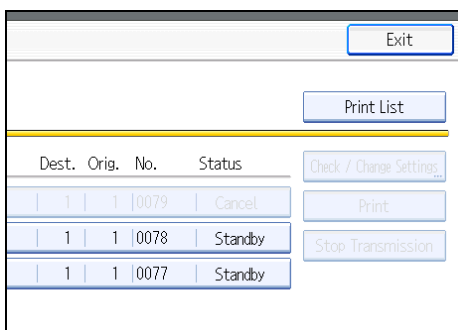
The standby display appears.

**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.

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- 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.225 "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].**
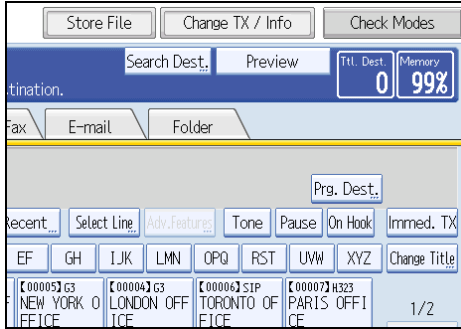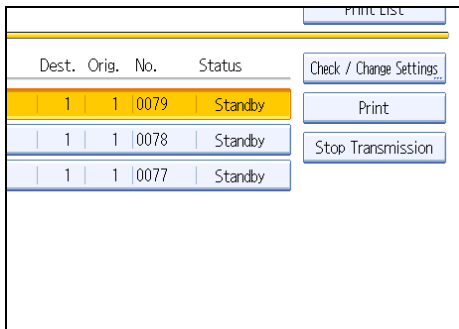
   

2. **Press [Check / Stop Transmission File].**
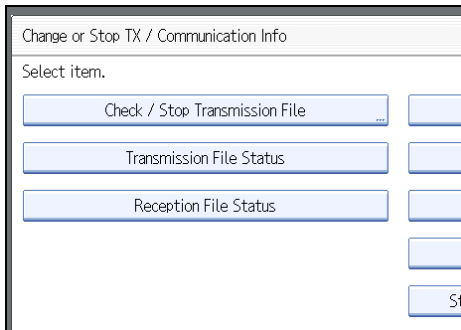
   

3. **Select a file to check.**
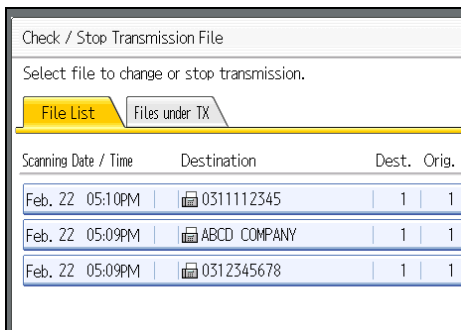
   

   If multiple destinations were specified, only the name of the destination you specify first and only the number of destinations that have not received the document you sent are shown.

**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)

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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 "Parameter Settings".

📑 **Reference**

- p.359 "Parameter Settings"

# Changing the Default Functions of the Fax's Initial Display

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, 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.**



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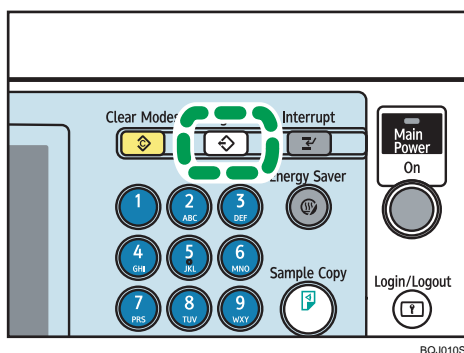
3. **Press [Program as Defaults].**
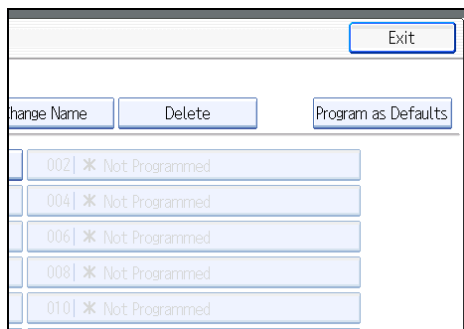


4. **Press [Program].**

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.

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# 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].**
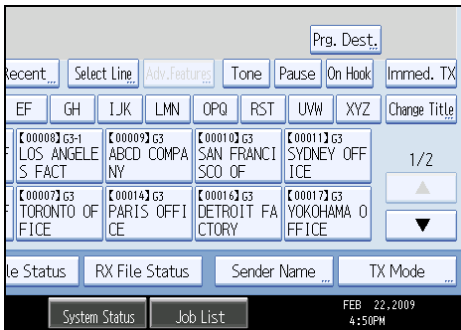


3. **Press [Send Later].**
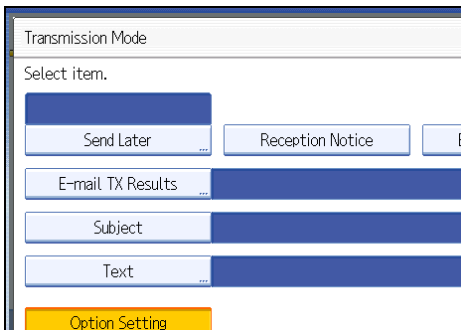
**4.** **Enter the time using the number keys and select [AM] or [PM]. Then press [OK].**
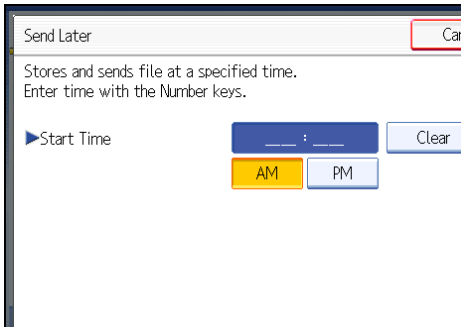


When entering numbers smaller than 10, add a zero at the beginning.

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", Network and System 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 "General Settings".
- You can cancel the transmission setup for Send Later. See "Canceling a Transmission".

🔹 **Reference**

- p.154 "Canceling a Transmission"
- p.323 "General Settings"

# 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".
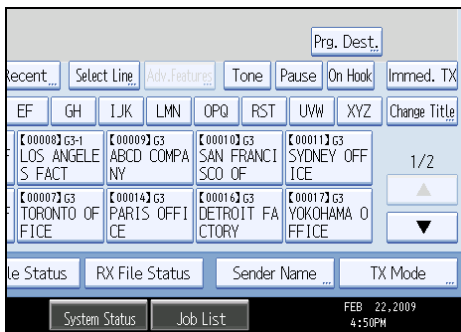
3. **Press [TX Mode].**



4. **Press [Reception Notice] to highlight it.**
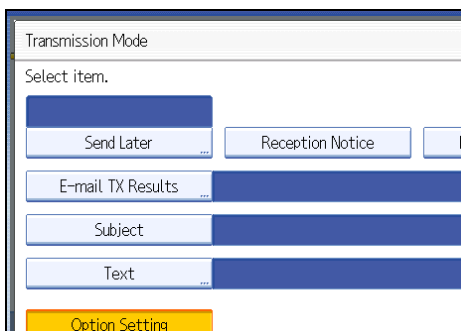


5. **Press [OK].**

   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 "Parameter Settings".

- 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 "General Settings".

- 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.143 "Sender Settings"

- p.323 "General Settings"

- p.359 "Parameter 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".
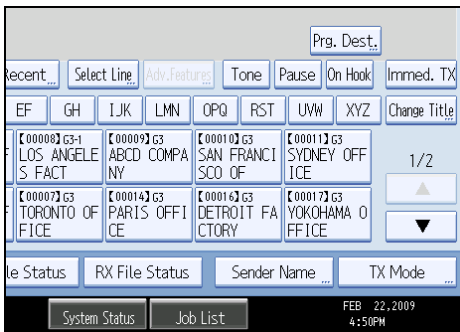
3. **Press [TX Mode].**



4. **Press [BCC Transmission] to highlight it.**
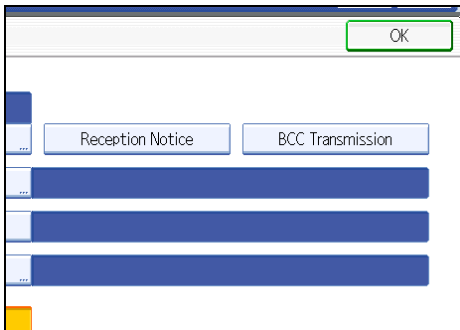


5. **Press [OK].**

   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 "General Settings".

**⊟ Reference**

- p.143 "Sender Settings"

- p.323 "General Settings"

- p.359 "Parameter 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].**
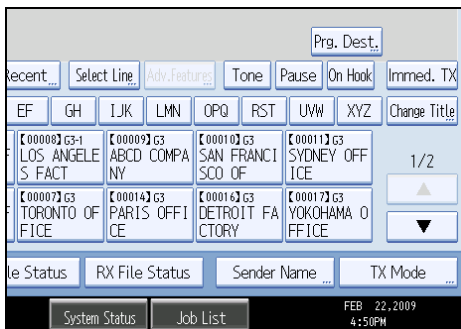


4. **Press [E-mail TX Results].**
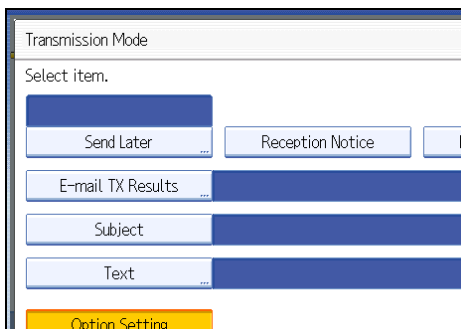
5. **Select the destination of notification, and then press [OK].**
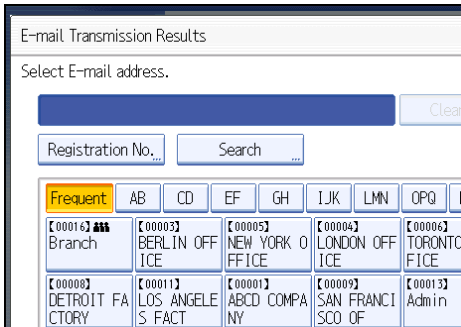


If you make a mistake, before pressing [OK], press [Clear] or press the selected Destination key again to turn the highlight off.

[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 "General Settings".

🗐 Reference

- p.143 "Sender Settings"
- p.323 "General 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].**
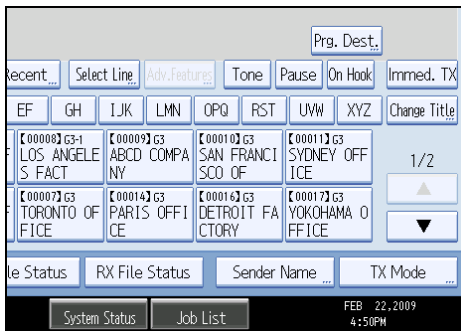
   

4. **Press [Subject].**
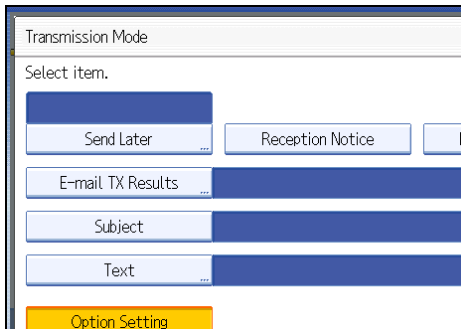
   

5. **Enter the subject.**

2
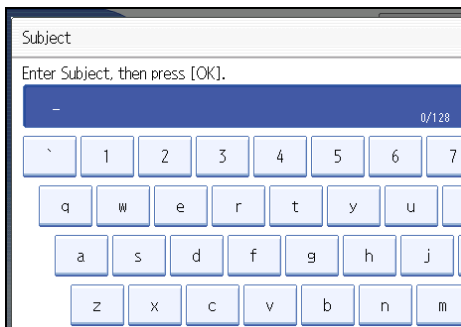
**6.** **To enter the character strings programmed in the machine, press [User Text], and then select the character strings you want to enter.**
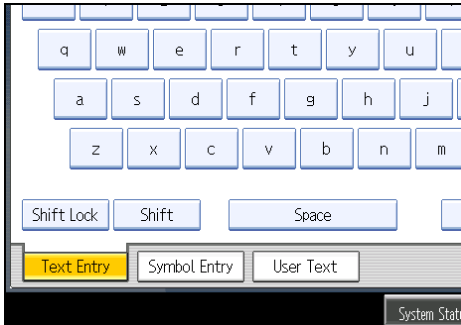


**7.** **Press [OK].**
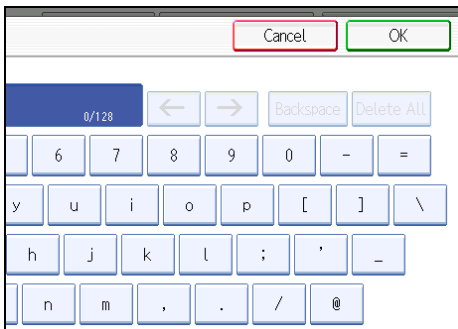


The entered subject appears in the Subject field.

**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", Network and System 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 "General Settings".

- For the maximum number of characters for an e-mail subject, see "Maximum Values".

**Reference**

- p.143 "Sender Settings"

- p.177 "Specifying Auto-Generated Subjects for E-mail"

- p.200 "Received images"

- p.323 "General Settings"

- p.412 "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.143 "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", Network and System 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].**
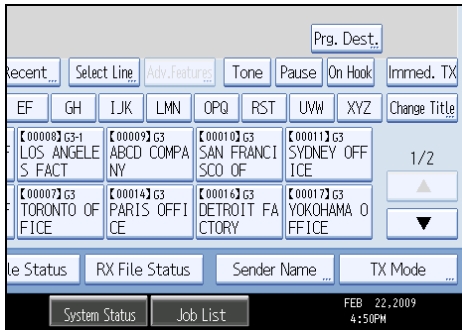
   

4. **Press [Text].**
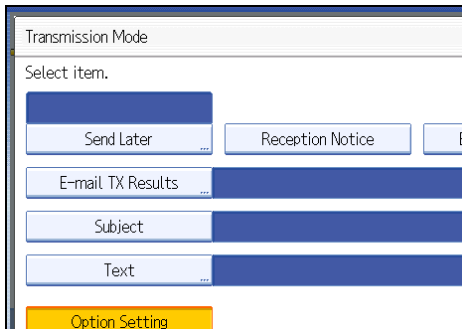
5. **Select a text, and then press [OK].**
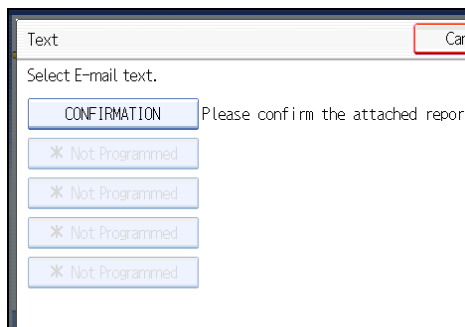


6. **Press [OK].**

   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 "General Settings".

🖹Reference

- p.143 "Sender Settings"
- p.323 "General 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].**
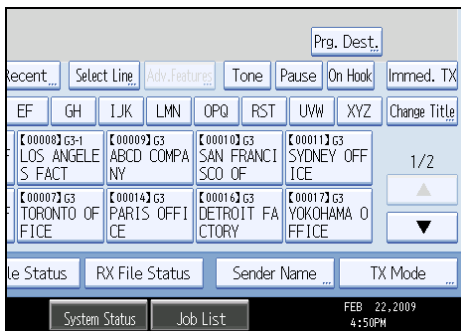


3. **Press [Option Setting].**

4. **Press [Standard Message].**
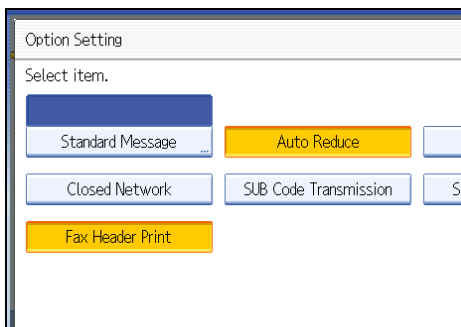
5. **Select the standard message to be stamped, and then press [OK].**
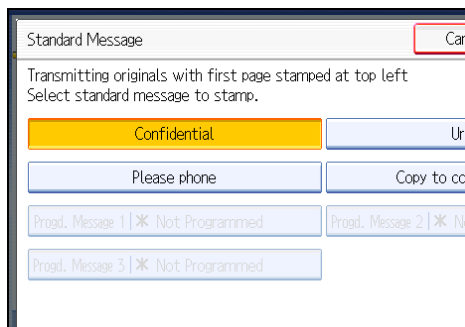


The selected standard message is shown above the highlighted [Standard Message].

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. For details about the programming method, see "Send Settings".

- 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 "General Settings".

📑 Reference

- p.323 "General Settings"
- p.327 "Send Settings"

## 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.
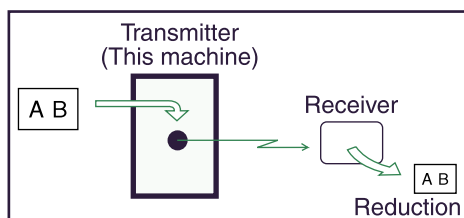
**⭐Important**

- 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.
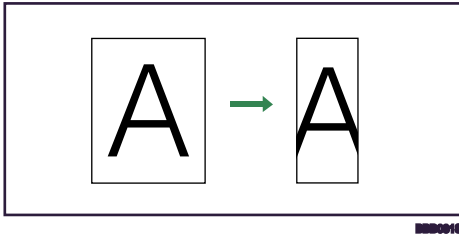


1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**
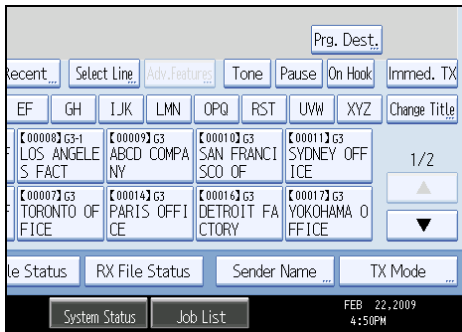


3. **Select [Option Setting].**

4. **Make sure that [Auto Reduce] is highlighted.**
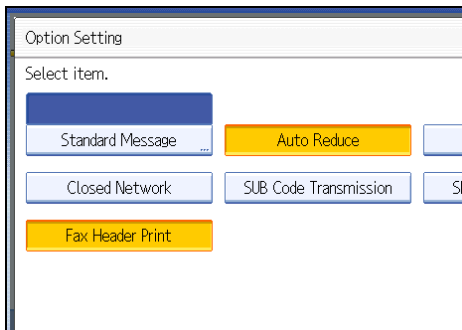


   To cancel an Auto Reduce, press [Auto Reduce] to turn the highlight off.

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].**
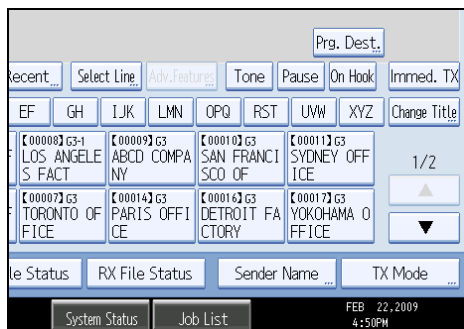


3. **Select [Option Setting].**

**4.** **Press [Label Insertion] to highlight it.**
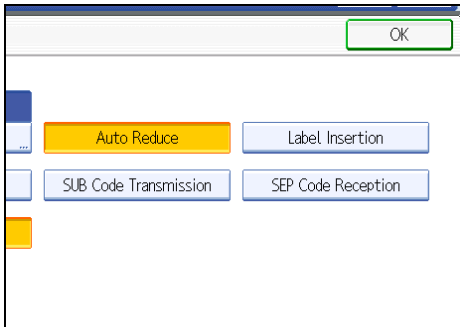


To cancel Label Insertion, press [Label Insertion] again.

**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 "Send Settings".

- 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 "General Settings".

📖Reference

- p.323 "General Settings"

- p.327 "Send Settings"

## 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 "Initial Settings".

- 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

2. **Press [TX Mode].**
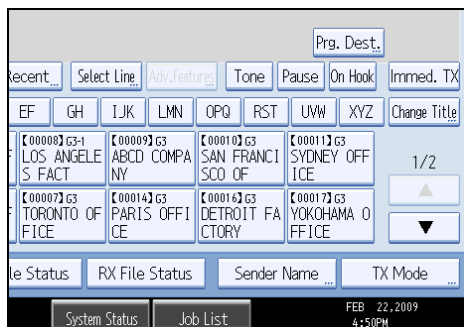


3. **Select [Option Setting].**

4. **Press [Closed Network] to highlight it.**
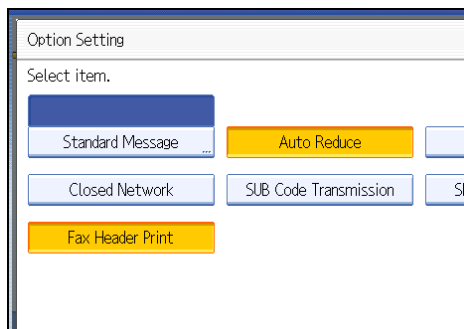


To cancel a Closed Network Transmission, press [Closed Network] again.

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 "General Settings".

📄**Reference**

- p.323 "General Settings"
- p.335 "Initial Settings"

## 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].**
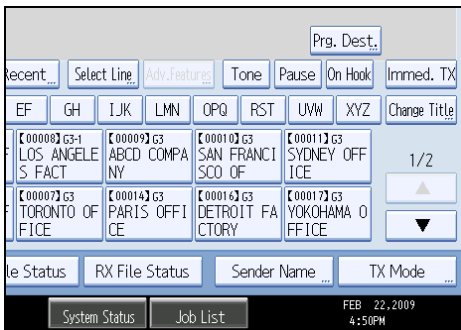


3. **Select [Option Setting].**

4. **Press [SUB Code Transmission] to highlight it.**
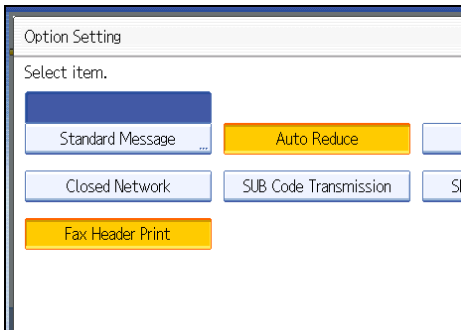


To cancel a SUB Code Transmission, press [SUB Code Transmission] again.

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".

2

- • To register SUB Codes in the Address Book, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System 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 "General Settings".

🔖 Reference

• p.146 "Setting SUB Codes for Transmission"

• p.323 "General Settings"

• p.400 "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].
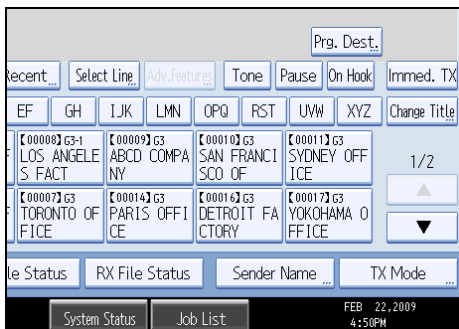


2. Select [Option Setting].

**3. Press [SEP Code Reception] to highlight it.**
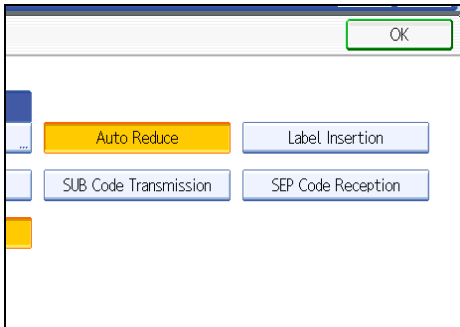


To cancel SEP Code Reception, press [SEP Code Reception] again.

**4. Press [OK] twice.**

**5. Specify the destination, and then press the [Start] key.**

⬇️**Note**

- For details about specifying SEP Codes, see the following:
  - 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", Network and System 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 "General Settings".

📗**Reference**

- p.149 "Setting SEP Codes for Reception"
- p.323 "General Settings"
- p.400 "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].**
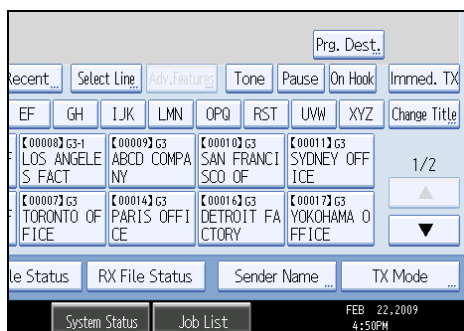


3. **Select [Option Setting].**

4. **Make sure that [Fax Header Print] is highlighted.**
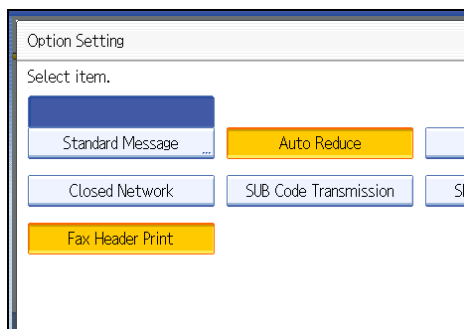


5. **Press [OK] twice.**

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 "Registering Fax Information".

- 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 "Parameter Settings".

- 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 "General Settings".

- In the USA, law requires that your telephone number be included in the Fax Header. Register the telephone number (own fax number) and switch on Fax Header Print with User Parameters (switch 18, bit 1) in the Fax Features menu.

**2**

🔖 **Reference**

- p.323 "General Settings"
- p.350 "Registering Fax Information"
- p.359 "Parameter Settings"

# 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
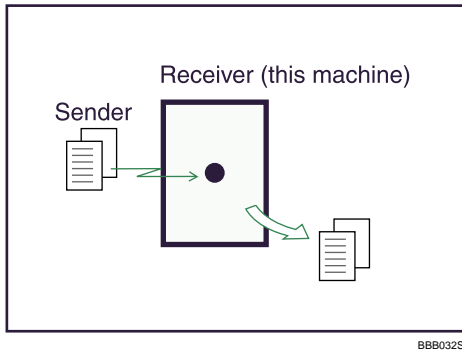
⭐ **Important**

- 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 [Combine 2 Originals] or [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.
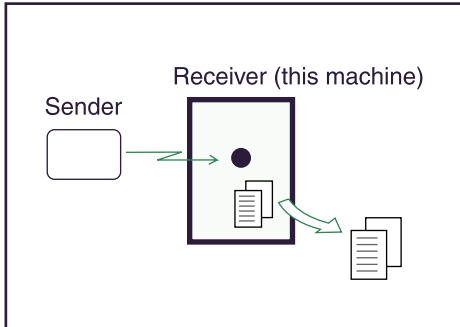


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⭐ **Important**

- 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 [Combine 2 Originals] or "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 [Combine 2 Originals] or [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.



BQJ015S
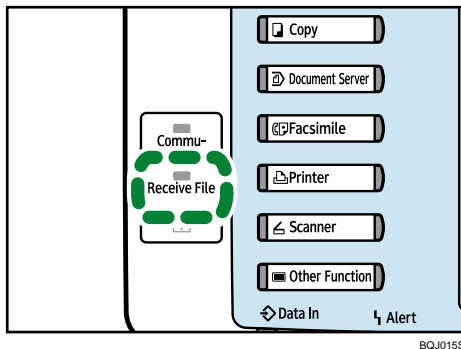
⭐ **Important**

- 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 "Reception Settings".
- The Receive File indicator may light even when receiving documents using Immediate Reception.

📄 **Reference**

- p.330 "Reception Settings"
- p.341 "Reception File Setting"
- p.359 "Parameter Settings"

### 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. |
| ↳ 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", About This Machine. |
| ↳ is lit. | Toner is empty. | Replace the toner cartridge. For details about replacing the toner cartridge, see "Adding Toner and Staples", About This Machine. |
| 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 "Parameter Settings".

**🗐 Reference**

# Reception Modes

There are two ways you can set up the machine to handle incoming calls.

- Manual Reception (an external telephone required)
- Auto Reception

The reception mode can be switched under Switch Reception Mode in the Facsimile Features menu. See "Reception Settings".

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**

- An external telephone is required to use this machine as a telephone.

**Reference**

- p.330 "Reception Settings"

## 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 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 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 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 Reception Settings.

If you program a Quick Operation Key with Switch Reception Mode, you can switch the reception mode quickly.

1. **Press [Switch RX Mode].**
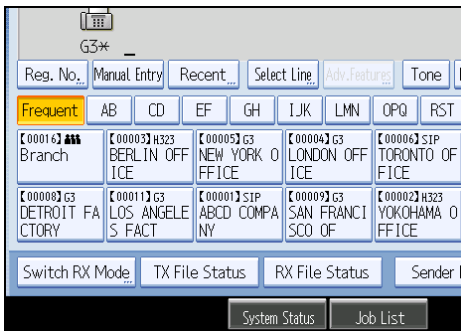


2. **Select the reception mode, and then press [OK].**
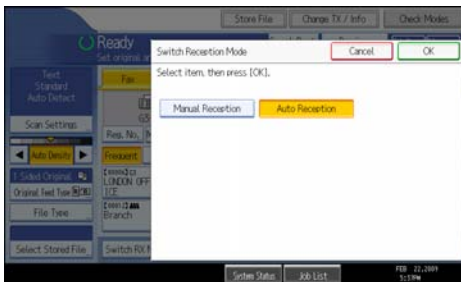


The standby display appears.

To cancel the selection, press [Cancel].

🔱 Note

- For details about Switch Reception Mode, see "Reception Settings".
- For details about Quick Operation Key, see "General Settings".

🔖 Reference

- p.323 "General Settings"
- p.330 "Reception Settings"

# 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 (in System Settings) to configure the machine to either retain or delete the received e-mail from the server. See "System Settings", Network and System Settings Guide.

- To specify whether or not the machine prints the header (title) and text (body) of each e-mail it receives, use [Parameter Setting] (switch 21 bit 5) in [Facsimile Features]. See "Parameter Settings".

🔖 Reference

- p.359 "Parameter Settings"

## 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.

You can print, store, and transfer received files.

The following functions cannot be used with Internet Fax:

Immediate Reception, SEP Code Reception, Closed Network Code, Resolution setting, Memory Lock Reception, Authorized 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 "Parameter Settings".

🔖 Reference

- p.359 "Parameter Settings"

### 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", Network and System Settings Guide.

- E-mail can also be received manually. For details about the manual reception, see "Manual e-mail reception".

⊟ Reference

• p.200 "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 "General Settings".

1. **Press [Manual E-mail RX].**
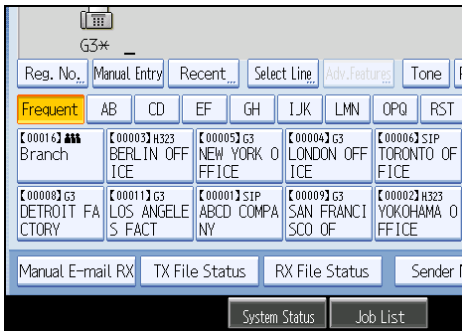


The machine accesses the server to check for e-mail and receives any new e-mail.

2. **Check the message, and then press [Exit].**
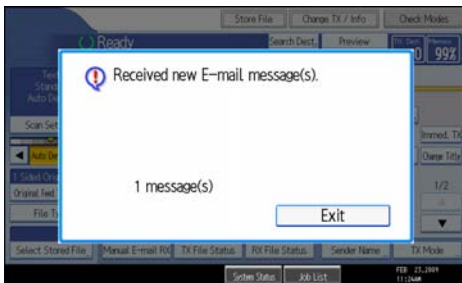


The standby display appears.

## 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", Network and System Settings Guide.
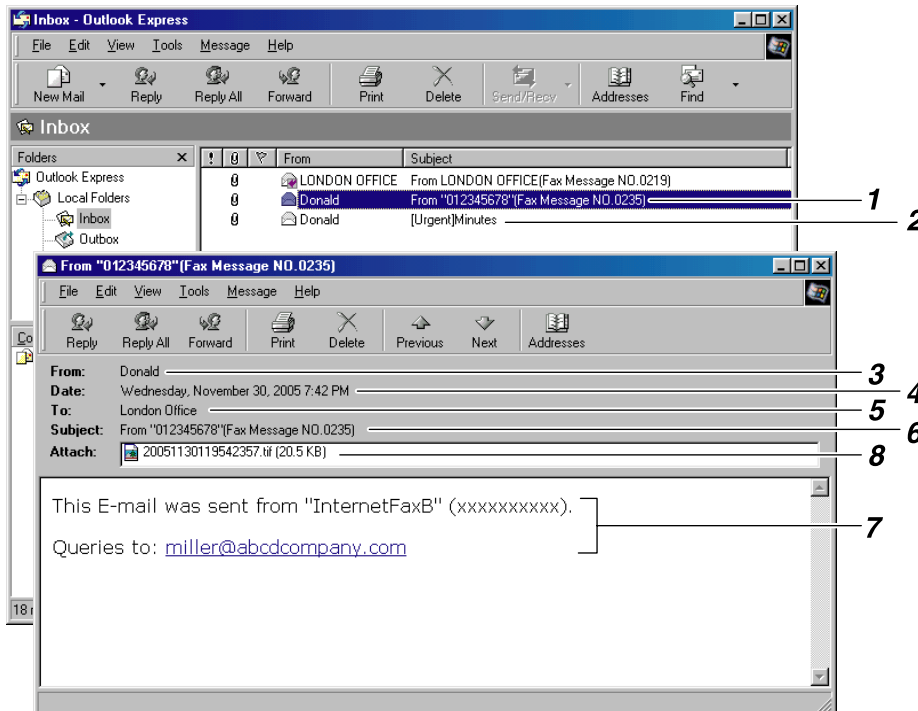


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1. **E-mail transmitted without specifying a subject in "TX Mode".**

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.
- 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.177 "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, Forwarding, Auto Paper Select function, Printing on paper from the bypass tray, Just size printing

⭐ **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 Parameter Settings.
- For details about Parameter Setting, see "Parameter Settings".

- 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**

- p.199 "Auto e-mail reception"
- p.200 "Manual e-mail reception"
- p.359 "Parameter Settings"

# 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 or optional extra G3 line.

⬇ **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 "General Settings" and "Box Settings".

📄 **Reference**

- p.323 "General Settings"
- p.384 "Box Settings"

## 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.



212-123-5678+1111

Los Angeles Branch of Customer B

FAX
FAX No:310-567-1234

Telephone Network

New York Branch of Company A

design@abc.company.com
SUB Code:1111

Server

PC

1111=design@abc.company.com

This machine

PC

E-Mail: aaaa@abc.company.com
FAX No:212-123-5678

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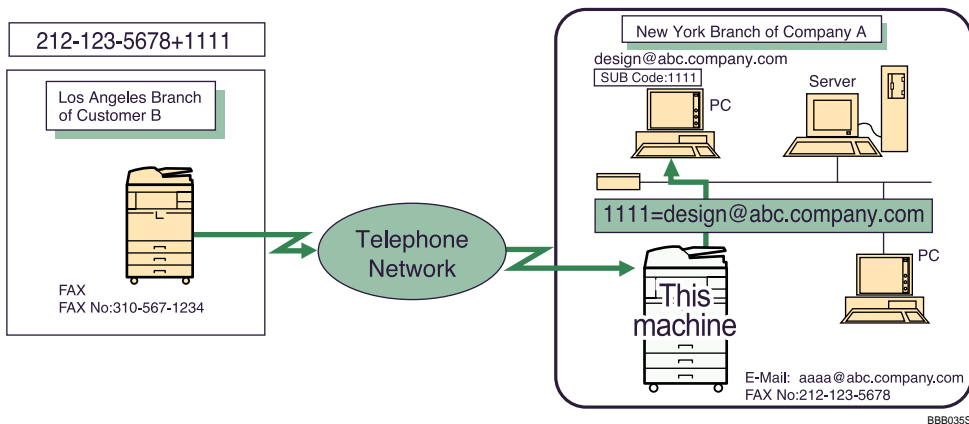
⭐ **Important**

- 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".

- **This function is not available when you set received documents to be delivered to the network delivery server. Use the Fax RX File Transmission in System Settings to configure delivery of received documents. For details about Fax RX File Transmission, see "System Settings", Network and System 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.

🔖 **Reference**

- p.359 "Parameter Settings"

### Routing received documents to specified lines when optional extra G3 line is equipped

This machine can route received documents to specified lines when optional extra G3 line is equipped.

When optional G3 line is equipped, you can route received documents separately for each line. You need to register a SUB code for each line prior to using this function.

Register "1" for G3-1, "2" for G3-2 and "3" for G3-3.

You need to register Fax destinations, Internet Fax destinations, IP-Fax destinations, e-mail destinations, and folder destinations as a transmission destinations of the Personal Box or end receiver of the Transfer Box. This function can only be used when all settings have been completed.

⭐ **Important**

- **The optional extra G3 interface unit is required to use this function.**
- **You must set the Personal or Transfer Box and register a transmission destination or end receiver beforehand.**
- **This function is not available when you set received documents to be delivered to the network delivery server.**

⬇ **Note**

- This function is not available if the Information Box is set.
- When the dialed number matches the SUB Code programmed in the Personal Box, if the destinations are not programmed, this function does not work. For details about Personal Box, see "General Settings" and "Box Settings".
- Documents received through Internet Fax and IP-Fax cannot be routed.
- You can route received documents through line G3-1 with the User Parameter (switch 32, bit 4) in the Parameter Setting. For details, see "Parameter Settings".
- You can route received documents through line G3-2 with the User Parameter (switch 32, bit 5) in the Parameter Setting. For details, see "Parameter Settings".

- You can route received documents through line G3-3 with the User Parameter (switch 32, bit 6) in the Parameter Setting. For details, see "Parameter Settings".

🔖 Reference

- p.323 "General Settings"
- p.359 "Parameter Settings"
- p.384 "Box Settings"

## 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 "Box Settings".

⬇ 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 "General Settings" or "Box Settings".
- 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 "Parameter Settings".

🔖 Reference

- p.323 "General Settings"
- p.359 "Parameter Settings"
- p.384 "Box Settings"

### 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 "Parameter Settings".

- "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.359 "Parameter Settings"
- p.412 "Maximum Values"

### Forwarding Received Documents

This machine can forward received documents to other destinations programmed in this machine.

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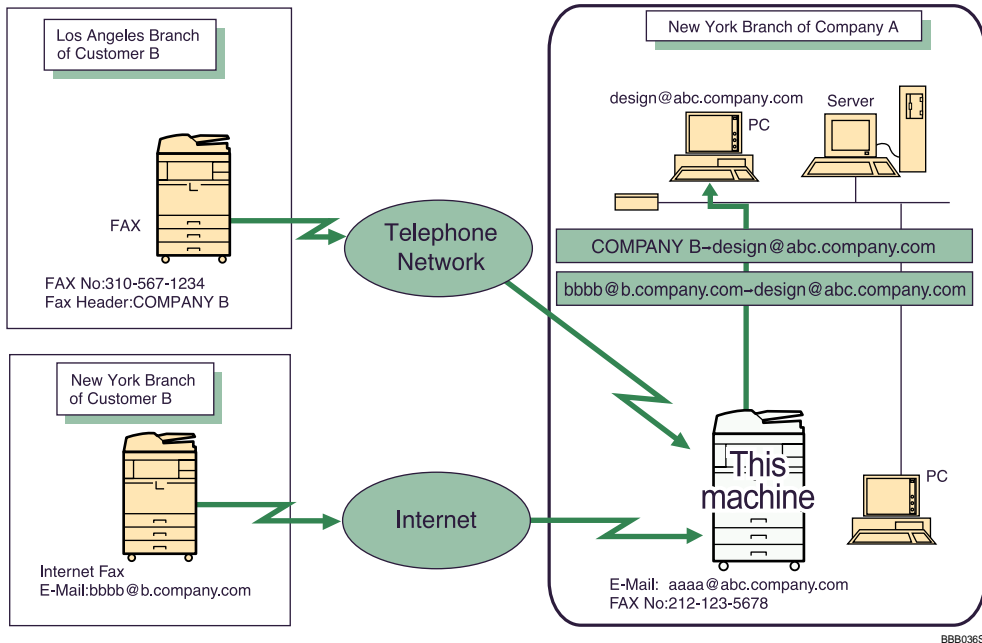
⭐ **Important**

- To use this function, specify the Forwarding destination in advance. Forwarding can be specified under Forwarding on the Facsimile Features menu. See "Forwarding".

🔽 **Note**

- A fax destination, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination can be set as a forwarding destination.

- 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. See "Forwarding".

- 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 "Special Senders to Treat Differently".

- 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".

- With "Reception File Setting" of "Facsimile Features", you can specify whether or not to print or store forwarded documents 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.

- User Parameters (switch 37, bit 4) on the Fax Features menu allows you to include the sender's name in the names of files sent to folders.

- Garbling of the file name and data loss can result if the receiver's operating system cannot accept certain characters in file names. To prevent this, use User Parameters (switch 37, bit 5) to limit the file names to plain characters only.

- If you limit file names to plain characters only but errors still occur, disable display of the sender's name in the file name of documents forwarded to folders.

- For details about Parameter Setting, see "Parameter Settings".

📄 **Reference**

- p.354 "Forwarding"

- p.359 "Parameter Settings"

- p.370 "Special Senders to Treat Differently"

- p.412 "Maximum Values"

## 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.
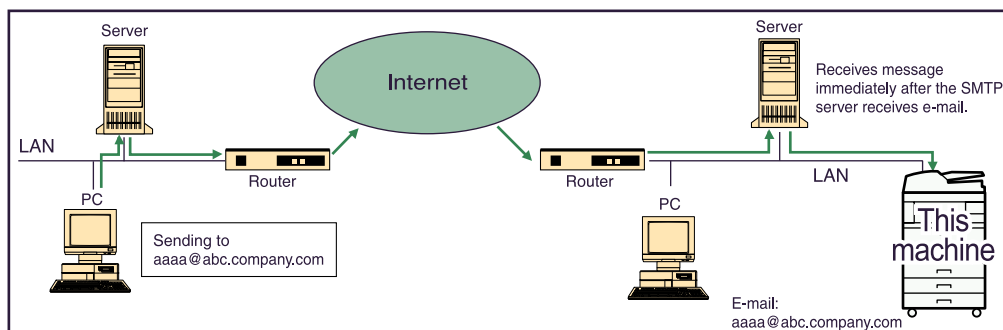


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⭐ **Important**

- 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", Network and System 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
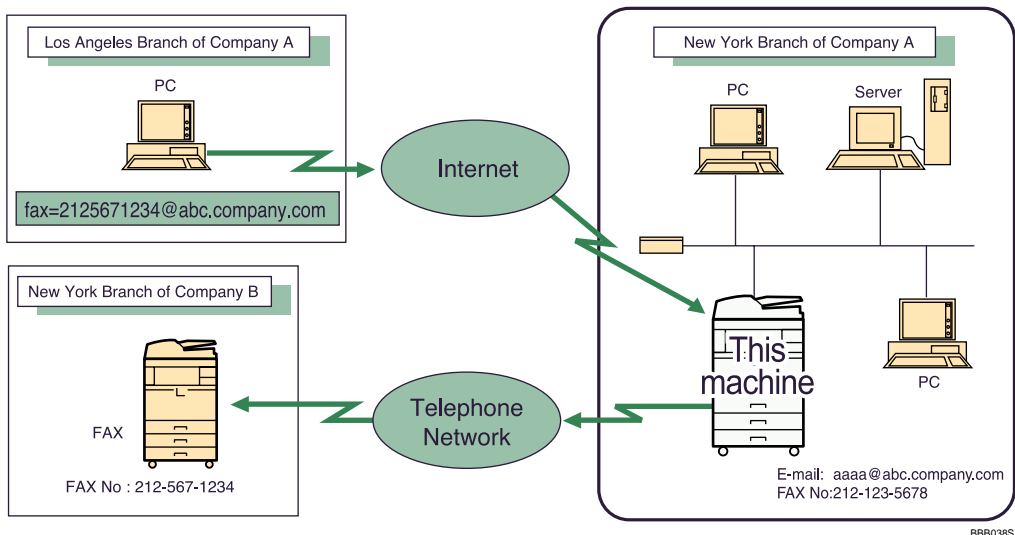
🔴 **Important**

- Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery Settings" to "On" in the Facsimile Features menu. See "SMTP Reception File Delivery Settings".

- 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 "SMTP Reception File Delivery Settings".

- 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 "Parameter Settings".

🔖 **Reference**

- p.344 "SMTP Reception File Delivery Settings"

- p.359 "Parameter Settings"

- p.412 "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 "Parameter Settings".

- You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

📄 **Reference**

- p.359 "Parameter Settings"

# 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 General Settings (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.
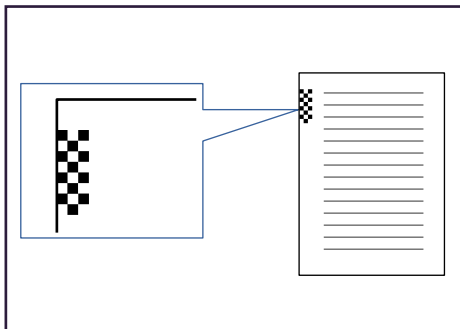


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**Note**

- You can turn this function on or off using Checkered Mark in the Facsimile Features menu. See "Reception Settings".

**Reference**

- p.330 "Reception Settings"

## 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.

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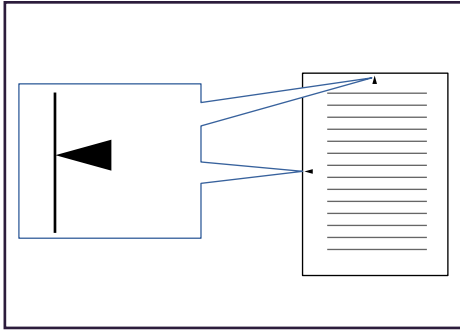
**↓ Note**

- The Center Mark may deviate a little from the exact center of the edge. See "Reception Settings".

- You can enable or disable this function using Center Mark in the Reception Settings.

**📄 Reference**

- p.330 "Reception Settings"

## 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 "Reception Settings".

- 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.

**📄 Reference**

- p.330 "Reception Settings"

## Two-Sided Printing

You can have a received document printed on both sides of a sheet.

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**3**
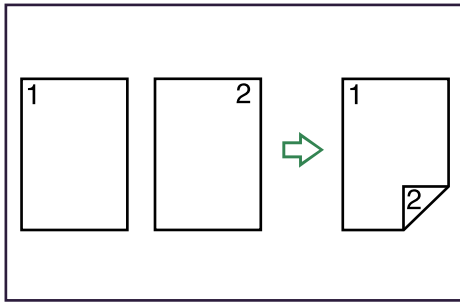
⭐**Important**

- 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.



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- This function works only when all pages are of the same width and received into memory.
- This function cannot be used with Combine Two Originals.

🔽**Note**

- You can turn this function on or off using 2 Sided Print in the Facsimile Features menu. For details, see "Facsimile Features".

- 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.

**Reference**

- p.330 "Reception Settings"

### 180-degree rotation printing

When printing on both sides of the paper, this machine rotates images as shown in the diagram.



BBB042S
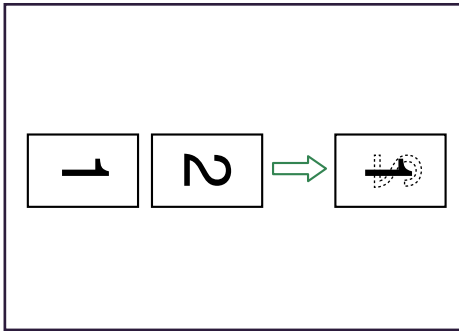
## Multi-Copy Reception

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.



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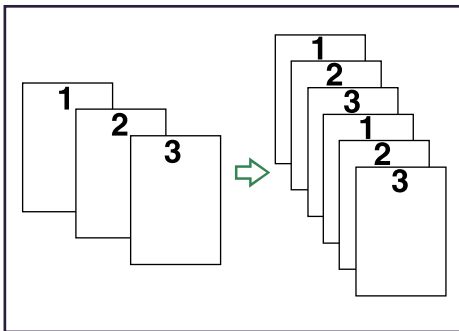
**Note**

- 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".

- The machine will use Memory Reception for Multi-copy Reception.

**Reference**

- p.330 "Reception Settings"

## 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.



This machine

BBB044S
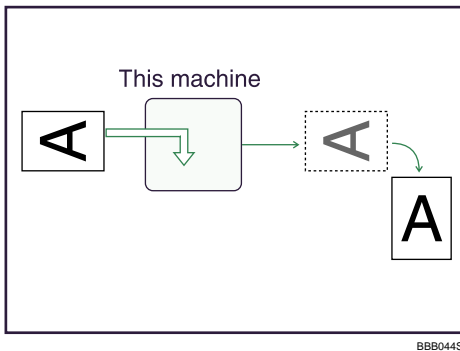
**Note**

- If you specified a tray for "Paper Tray" in the Facsimile Features menu, the paper loaded in the specified tray is selected.

## Combine Two Originals

When two documents of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.

**Important**

- This function does not work with documents larger than A5▯, B5 JIS▯, A4▯, $8^1/_2$"×11"▯ or $8^1/_2$"×$5^1/_2$"▯. When A5▯, B5 JIS▯, A4▯, $8^1/_2$"×11"▯ or $8^1/_2$"×$5^1/_2$"▯ size paper is loaded in the machine, each page of the received document is printed on a single sheet. When A5▯, B5 JIS ▯, A4▯, $8^1/_2$"×11"▯ or $8^1/_2$"×$5^1/_2$"▯ size paper is loaded in the machine, each page of the received document is rotated and printed on a single sheet.

- If paper matching the size and orientation of a received document is available, Combine Two Originals is not possible.

- If Combine Two Originals and 2 Sided Print are selected at the same time, 2 Sided Print takes priority and Combine Two Originals is canceled.
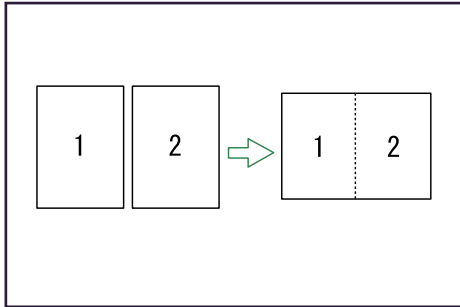
BAS038S

- Two A5 documents are printed side by side on a sheet of A4.

- Two B5 JIS documents are printed side by side on a sheet of B4 JIS.

- Two A4 documents are printed side by side on a sheet of A3.

- Two $8^1/_2$"×$5^1/_2$" documents are printed side by side on a sheet of $8^1/_2$"×11".

- Two $8^1/_2$"×11" documents are printed side by side on a sheet of 11"×17".

**Note**

- You can turn this function on or off with the User Parameter (switch 10, bit 1) in the Facsimile Features menu. The default setting is Off. See "Parameter Settings".

- This function uses Memory Reception.

**Reference**

- p.359 "Parameter Settings"

## 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.
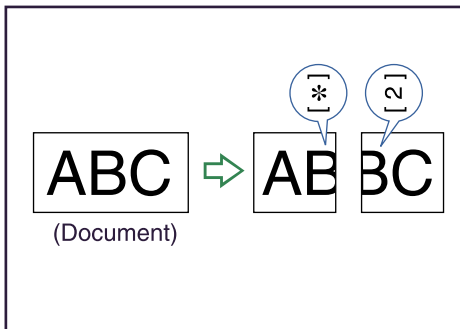


(Document)

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)
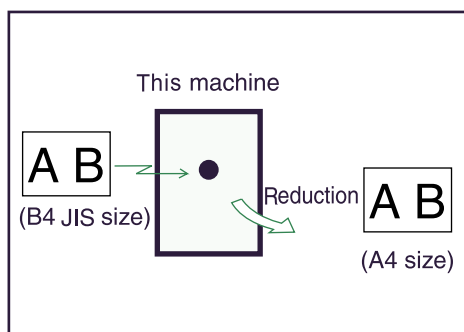
BBB046S

If A4▷ paper is loaded and a document of B4 JIS▷ size is received, the machine will reduce the document to a single A4▷ sheet.

🔽 **Note**

- You can turn this function on or off with the User Parameter (switch 10, bit 3) in the Facsimile Features menu. See "Parameter Settings".

- 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**

- p.218 "Page Separation and Length Reduction"
- p.359 "Parameter Settings"

## 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 "Parameter Settings".

**Reference**

- p.359 "Parameter Settings"

## 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.

If you have not set the same size paper in the paper tray, incoming fax documents are printed on the nearest size available.

For example, if your machine does not have 8 1/2 × 11 loaded and you receive an 8 1/2 × 11 size document, the document is printed on 11 × 17. If your machine does not have 11 × 17 loaded and you receive an 11 × 17 size document, the document is printed on two sheets of 8 1/2 × 11.

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 ($8^1/_2 \times 11$) and A3. Any documents narrower than A4 or LT ($8^1/_2 \times 11$) are received at A4 or LT ($8^1/_2 \times 11$) 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.218 "Page Separation and Length Reduction"

- p.219 "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", Network and System 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 "Parameter Settings".

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.
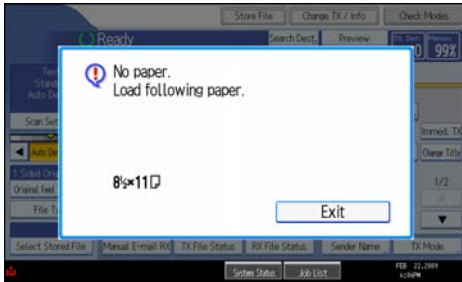
**Note**

- 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.

**Reference**

- p.359 "Parameter Settings"

### 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".

**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 A5▻, A4▻, A3▻ 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 finisher SR4030 or SR4040 unit is required to use this function.
- 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".

📄 **Reference**

- p.330 "Reception Settings"

## 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 SR4030, SR4040 unit or shift sort tray unit 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 "Parameter Settings".

📖 **Reference**

- p.359 "Parameter Settings"

# 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].**
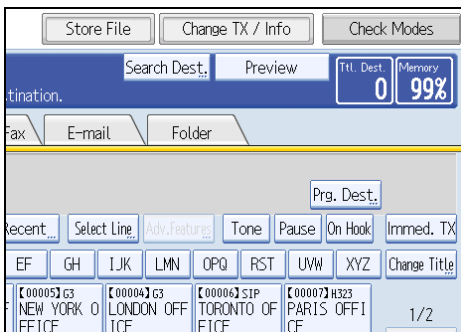
2. **Press [Check / Stop Transmission File].**
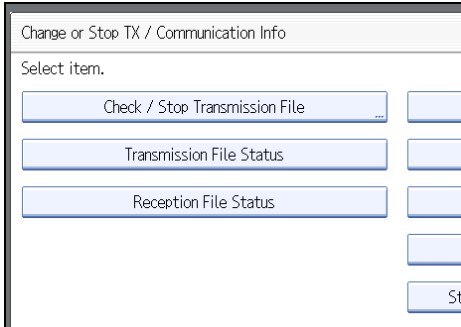


3. **Select the file from which you want to delete a destination.**
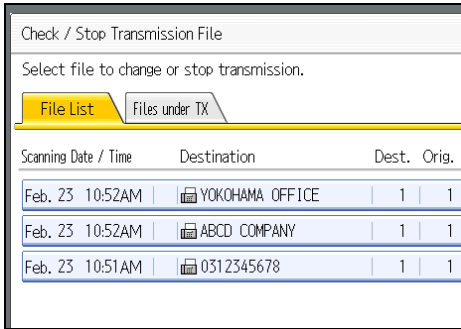


4. **Press [Check / Change Settings].**
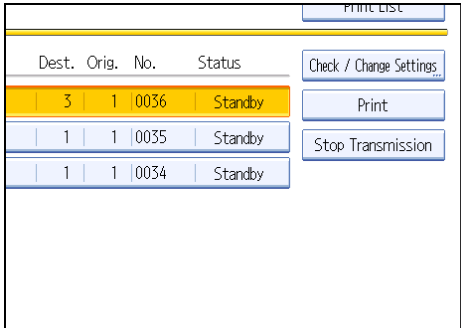
5. **Press [Change] for the destination you want to delete.**
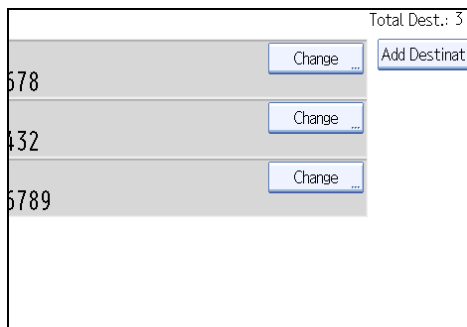


If you delete a folder destination, press [Delete], and then press [Yes] on a confirmation message screen. Proceed to step 7.

6. **Press the [Clear/Stop] key to delete the destination, and then press [OK].**
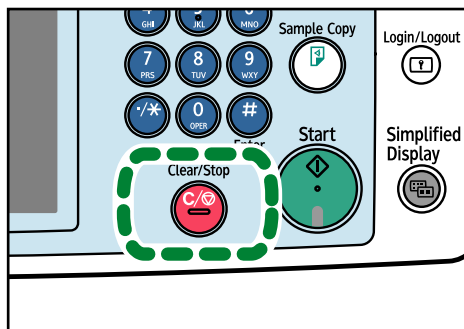


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Pressing the [Clear/Stop] key deletes by single digits the fax number or IP-Fax address. The Internet Fax destination or e-mail destination can be entirely deleted at once by pressing the [Clear/Stop] key.

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].**
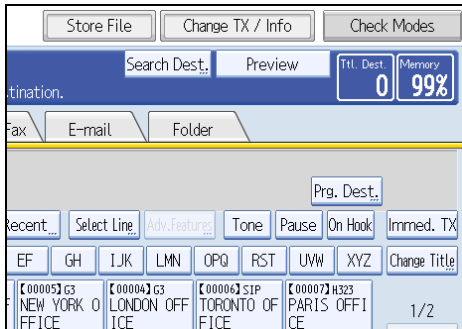


2. **Press [Check / Stop Transmission File].**
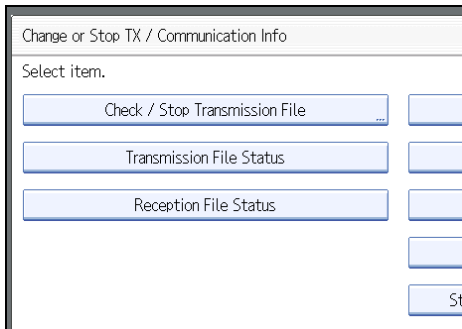


3. **Select the file to which you want to add a destination.**
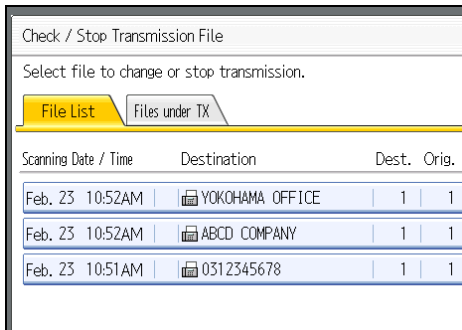
**4.** **Press [Check / Change Settings].**
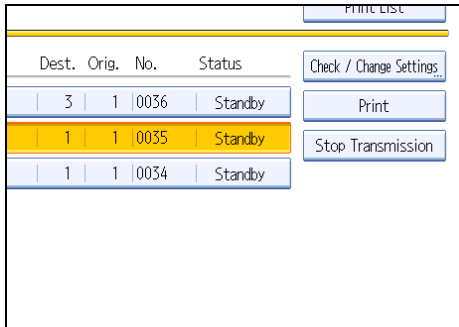


**5.** **Press [Add Destination].**
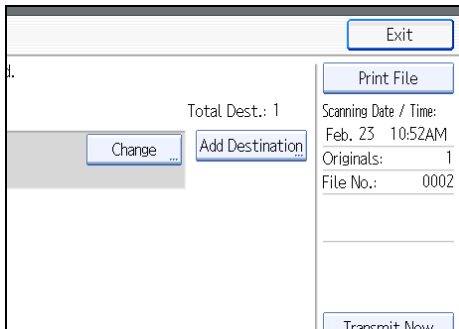


**6.** **Specify the destination using the number keys or Destination keys, and then press [OK].**
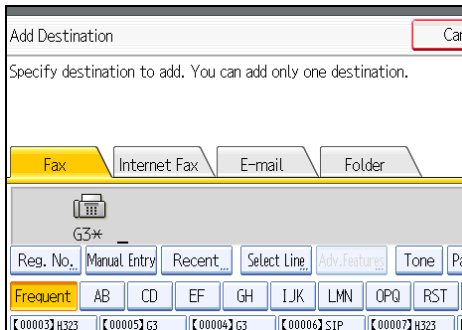


Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, or folder.

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].**
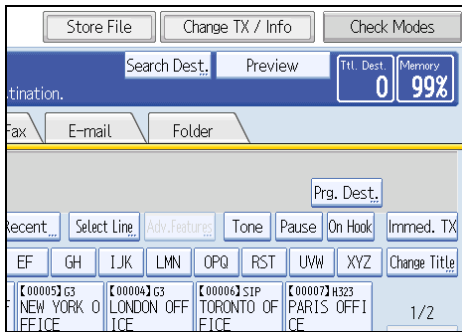


2. **Press [Check / Stop Transmission File].**
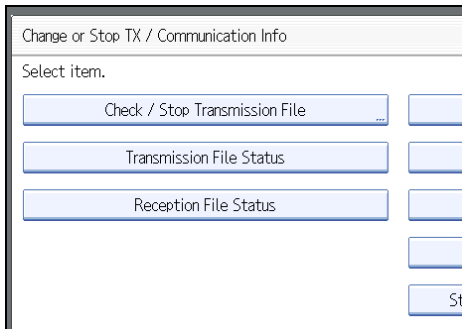
3. **Select the file for which you want to change or cancel the transmission time.**
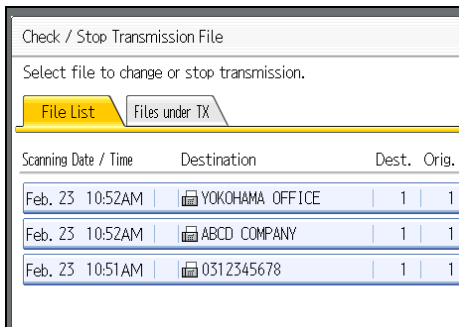


4. **Press [Check / Change Settings].**
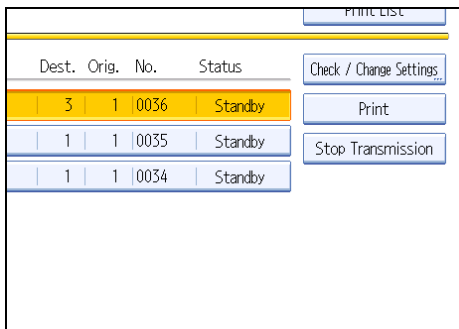


5. **Press [Change TX Time].**
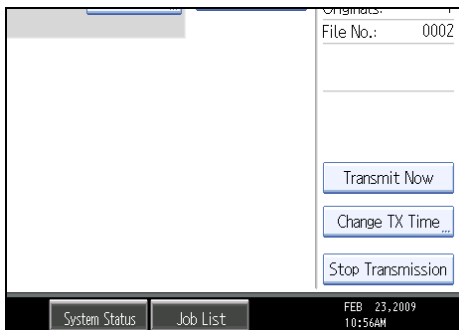


If you press [Transmit Now], the file is transmitted immediately. However, if there is a file on standby, that file is sent first.

6. **Press [Clear], re-enter the transmission time using the number keys, and select [AM] or [PM]. Then press [OK].**
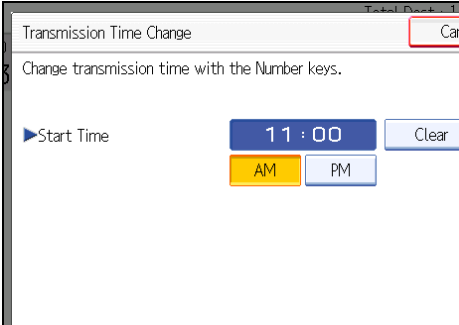


7. **Press [Exit].**

   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].**
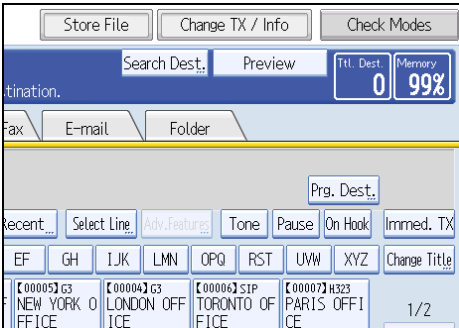
2. **Press [Check / Stop Transmission File].**
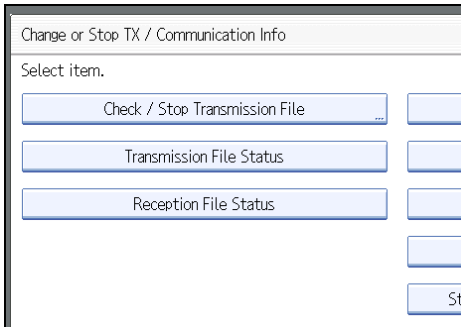


3. **Select a file whose SMTP server setting you want to change.**
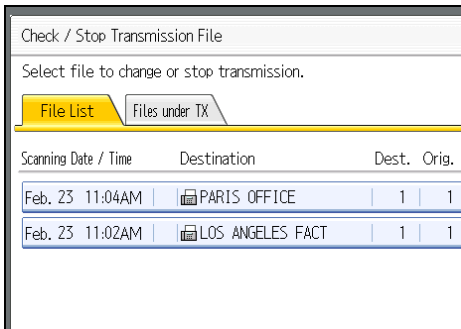


4. **Press [Check / Change Settings].**
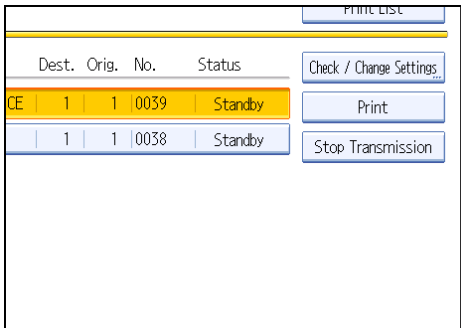
**5.** **Press [Change].**
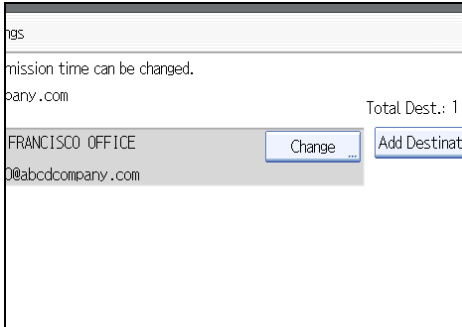


**6.** **Press [SMTP].**
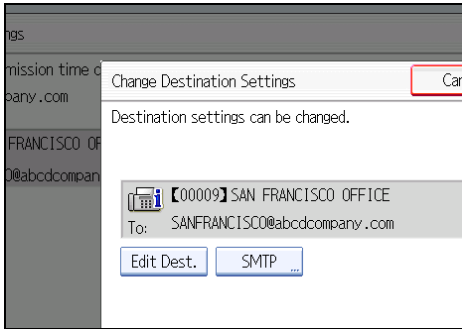


**7.** **Select [Yes] or [No], and then press [OK].**

8. **Press [OK].**
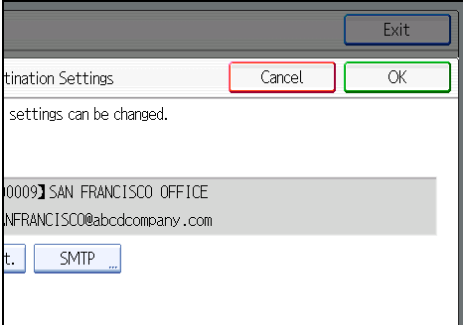


9. **Press [Exit].**
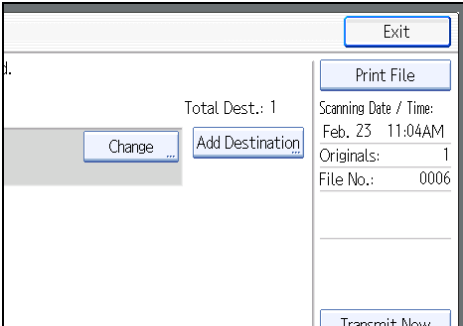


Repeat from step 3 to change the SMTP server settings of other recipients.

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].**
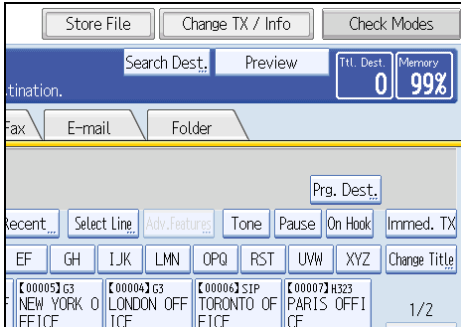


2. **Press [Check / Stop Transmission File].**
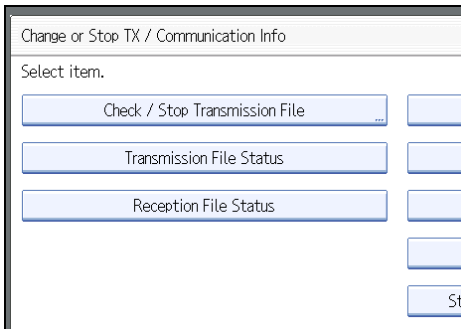


3. **Select the file you want to print.**
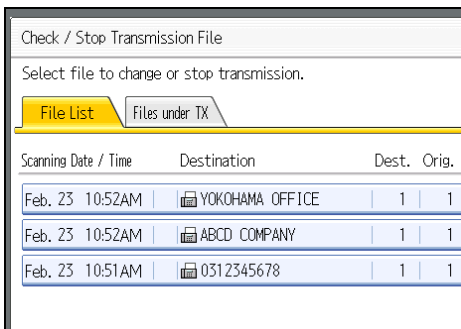


If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.

4. **Press [Print].**
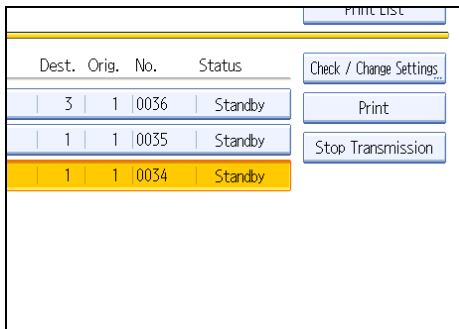


A message appears on the display.
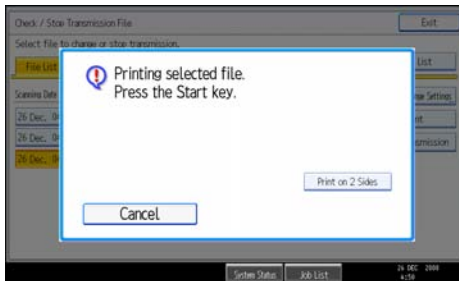


If you want two-sided printing, press [Print on 2 Sides].

To cancel printing, press [Cancel]. The display returns to the previous one.

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].**
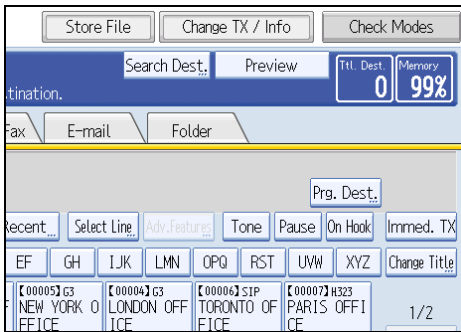


2. **Press [Check / Stop Transmission File].**
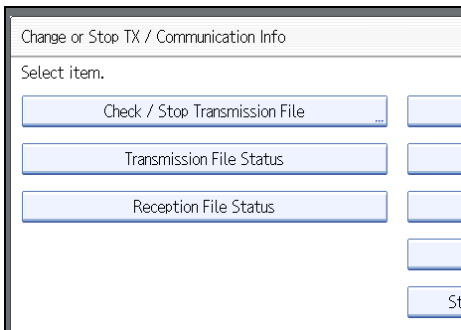


3. **Press [Print List].**
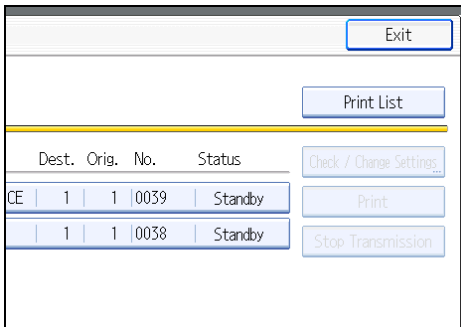


To cancel printing before pressing the [Start] key, press [Cancel]. The screen returns to that displayed before pressing [Print List].

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 "Parameter Settings".

📄**Reference**

- p.359 "Parameter Settings"

**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].**
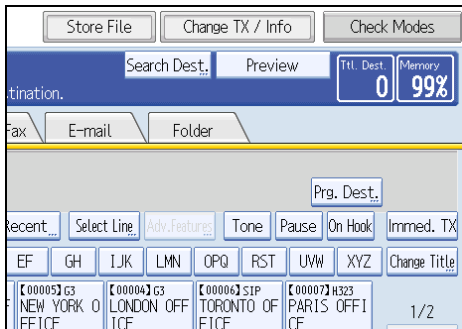


2. **Press [Check / Stop Transmission File].**
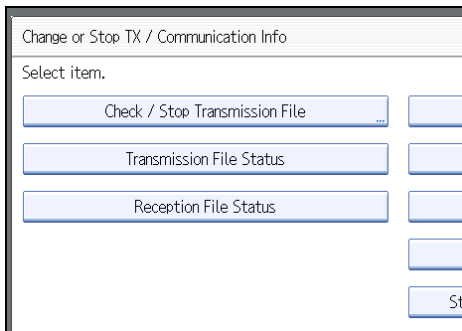


3. **Select the file you want to resend.**

   "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].**
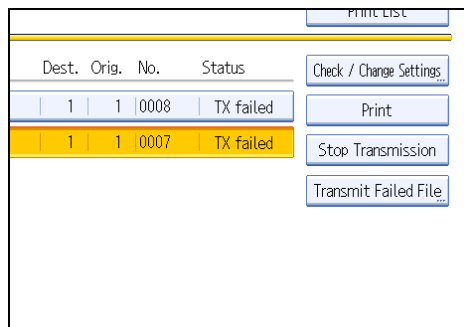


To add a destination, press [Add Destination], and then specify the destination.

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. See "Parameter Settings".

# 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].**
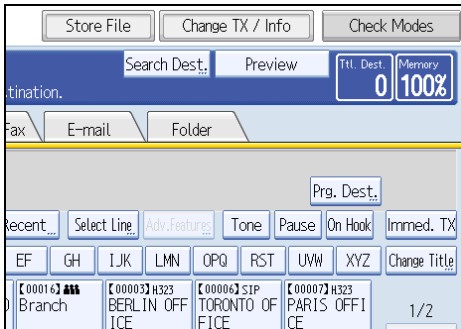
   

2. **Select [Transmission File Status].**

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 "General Settings".

- 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**

## 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".

**Reference**

- p.245 "Communication Result Report (Memory Transmission)"
- p.246 "Immediate TX Result Report (Immediate Transmission)"
- p.246 "Communication Failure Report"
- p.323 "General Settings"
- p.359 "Parameter Settings"

## 4 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", Network and System 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 "General Settings".
- 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 E-mail TX Results is sent to the computer.

**Reference**

- p.153 "SEP Code RX Result Report"

- p.173 "Confirming Transmission Results by E-mail"

- p.245 "Communication Result Report (Memory Transmission)"

- p.246 "Immediate TX Result Report (Immediate Transmission)"

- p.323 "General Settings"

## 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 "Parameter Settings".

**Reference**

- p.359 "Parameter Settings"

## 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 "Parameter Settings".

- 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 "General Settings".

🔲 Reference

- p.246 "Communication Failure Report"

- p.359 "Parameter Settings"

## 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 "Parameter Settings".

- 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 "General Settings".

🔲 Reference

- p.323 "General Settings"

- p.359 "Parameter Settings"

## 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 "Parameter Settings".

- 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.)

**🔖 Reference**

-

# 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].**
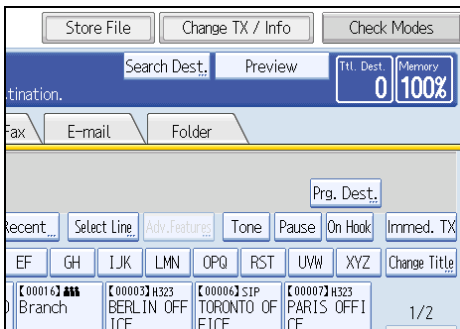


2. **Press [Reception File Status].**
3. **Check the reception results.**



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 "General Settings".

🔖 Reference

-
-

## Confirming by Report

Print a report to confirm reception results.

### Journal

Print the Journal to confirm the latest reception results.

For details, see "Journal".

🔖 Reference

-

# 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 "Parameter Settings".

- 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 "General Settings".

- Depending on security settings, the Destination/Sender name may not appear. You can select whether to display the Destination/Sender with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.

- 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].**
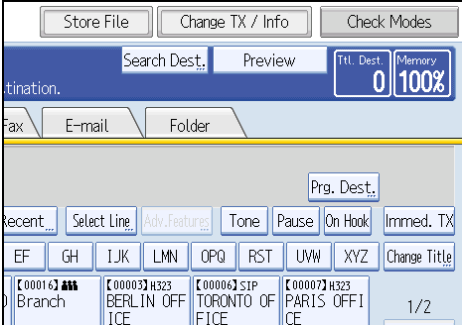


2. **Press [Print Journal].**
3. **Select [All].**
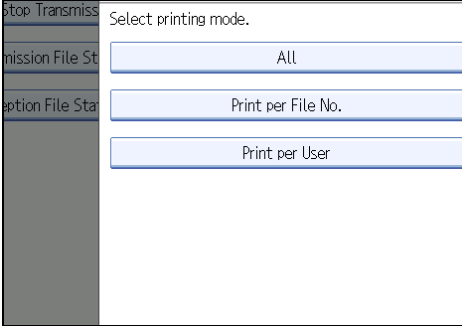


4. **Press the [Start] key.**

   To cancel a file printing before pressing the [Start] key, press [Cancel] or [Clear/Stop] key. The display returns to that of step 3.

   To cancel a file printing after pressing the [Start] key, press [Stop Printing] key. 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].**
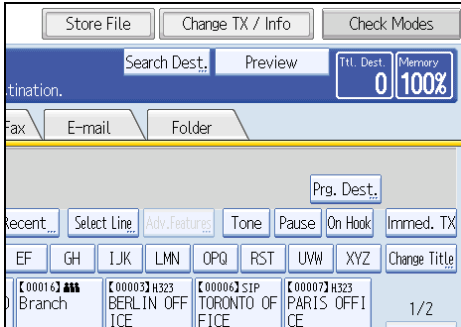


2. **Press [Print Journal].**

3. **Select [Print per File No.].**
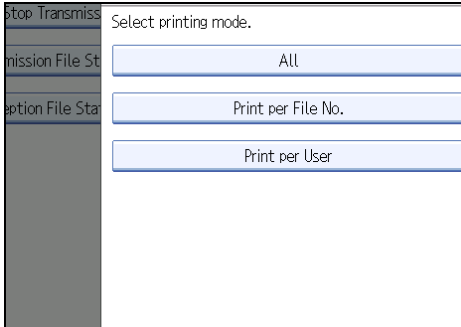


4. **Enter a 4-digit file number.**
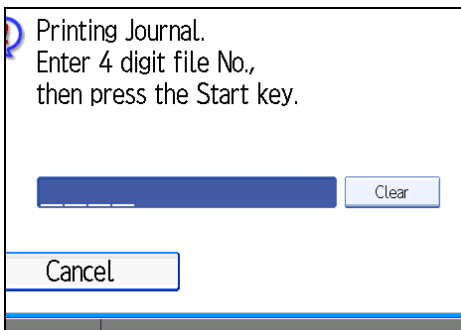


   If you make a mistake, press [Clear], and then try again.

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

   To cancel a file printing before pressing the [Start] key, press [Cancel] or [Clear/Stop] key. The display returns to that of step 3.

   To cancel a file printing after pressing the [Start] key, 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].**
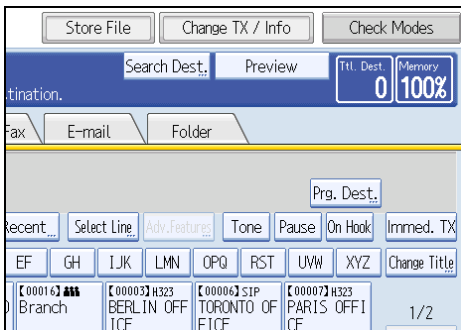


**2. Press [Print Journal].**

**3. Select [Print per User].**
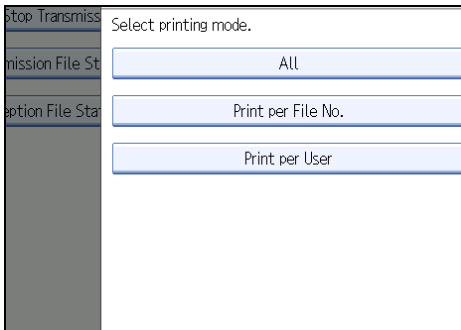


**4. Select a user.**
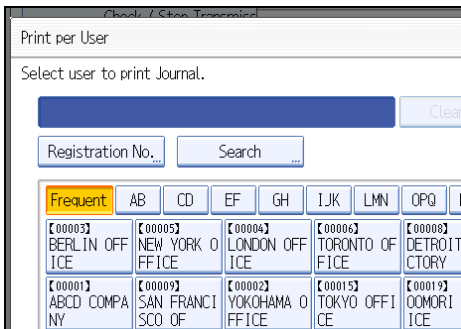


Press [Cancel] if the user is not registered. The display returns to that of step 3.

**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 before pressing the [Start] key, press [Cancel] or [Clear/Stop] key. The display returns to that of step 3.

To cancel a file printing after pressing the [Start] key, 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.



```
                                                                     P.  1
              *  *  * Journal (Dec. 5. 2008 4:24PM) *  *  *

                                            1)  ABC.COMPANY
                                            2)  DESIGN
                                                     (Manual print)
<TX>
Date      Time      Destination        Mode     TXtime  Page  Result  User Name        File
                                                                                       No.

 Dec. 5.  11:35AM  NEW YORK OFFICE     G3TESM   0'31"   P.1   OK                        0528
          11:35AM  LONDON OFFICE       G3TESM   0'07"   P.2   OK                        0529
          11:36AM  SHARE FOLDER        ▭TSM@    0'01"   P.1   OK                        0530
          11:50AM  --LAN–Fax-->        *DM      0'02"   P.1   ——      DESIGN            0536
          11:52AM  NEW YORK OFFICE     G3TEDM   0'53"   P.1   OK      DESIGN            0536

          11:58AM  aaa@abc.company.com:3  ✍TS   0'01"   P.1   ——                        0537
<RX>
Date      Time      Sender             Mode     RXtime  Page  Result  User Name        File
                                                                                       No.

Dec. 5.  12:53PM  PARIS OFFICE         G3RES    0'04"   P.1   OK                        0531
          1:23PM  NEW YORK OFFICE      G3RESC   0'11"   P.2   OK                        0532
          1:49PM  LONDON OFFICE        G3RED    0'03"   P.1   OK                        0533
          2:22PM  LA FACTORY           G3RES    0'02"   P.1   OK                        0534
          3:20PM  BERLIN OFFICE        G3REF    0'03"   P.1  +OK                        0535


T X  Count      00021                      R X  Count      00020
# :  Batch                C :  Confidential      $ :  Transfer         P :  SEP Code
M :  Memory               L :  Send later        @ :  Forwarding       E :  ECM
S :  Standard             D :  Detail            F :  Fine             U :  Super Fine
> :  Reduction            H :  Stored/D.Server    * :  LAN-Fax          + :  Delivery
Q :  RX Notice Req.       A :  RX Notice         ✍: Mail              <•>: IP-FAX
▭: Folder
```

BQJ009S

**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 "Parameter Settings".

- 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 "Parameter Settings".

- To confirm the administrator's e-mail address, use Administrator's E-mail Address under System Settings. See "System Settings", Network and System Settings Guide.

- Depending on security settings, the Destination/Sender name may not appear. You can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.

**Reference**

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# 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
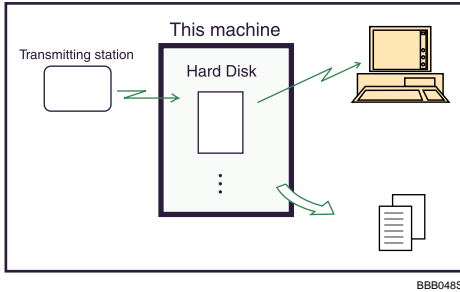
⭐**Important**

- **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 "Reception File Setting".**

⬇**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 or DeskTopBinder. For details, see "Viewing Fax Information Using a Web Browser" or the DeskTopBinder's manuals and Help.

📖**Reference**

- p.315 "Viewing Fax Information Using a Web Browser"

- p.341 "Reception File Setting"

- p.412 "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].**
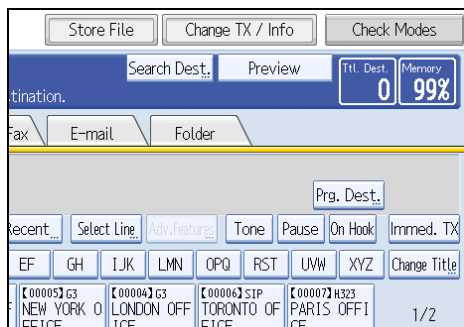


2. **Select [Print / Delete Stored Reception File].**

3. **Select the document you want to confirm.**

   Press the Thumbnails key to switch the screen to thumbnail display.

4. **Press [Preview].**
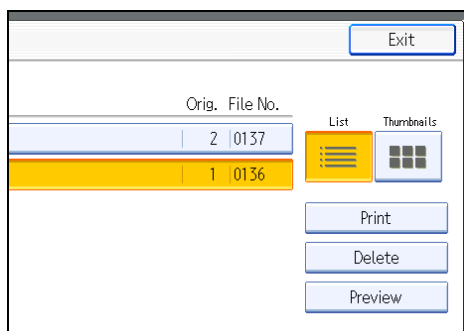


5. **Check the preview.**
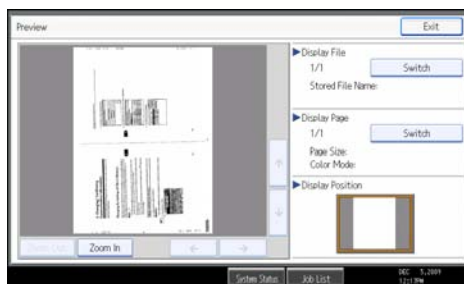


   - Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.

   - 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].**
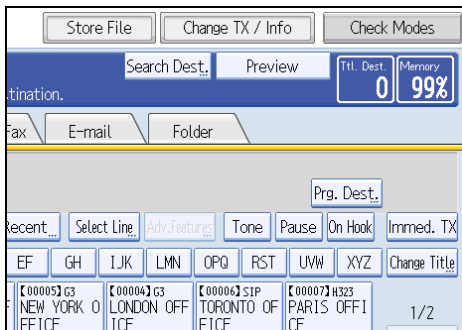


**2.** **Select [Print / Delete Stored Reception File].**

**3.** **Select a file to be printed, and then press [Print].**
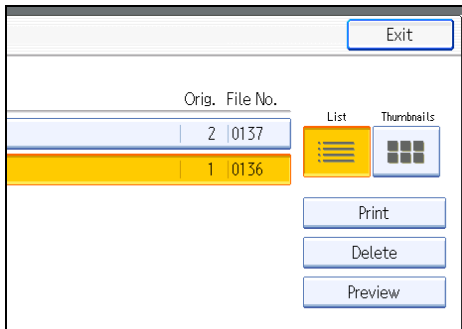


To cancel printing, press [Cancel].

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 "General Settings".

- You can specify and print multiple documents. For the maximum number of documents you can print at a time, see "Maximum Values".

**❖ Reference**

- p.323 "General Settings"

- p.412 "Maximum Values"

## Deleting Received and Stored Documents

This section explains how to delete documents stored on the hard disk.
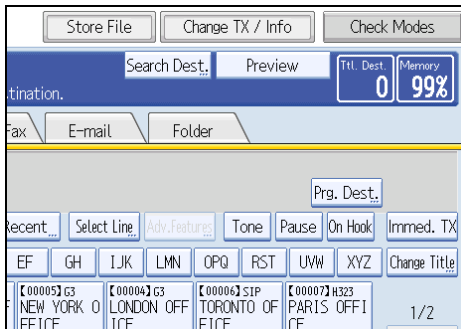
1. **Press [Change TX / Info].**



2. **Select [Print / Delete Stored Reception File].**

3. **Select a file to be printed, and then press [Delete].**
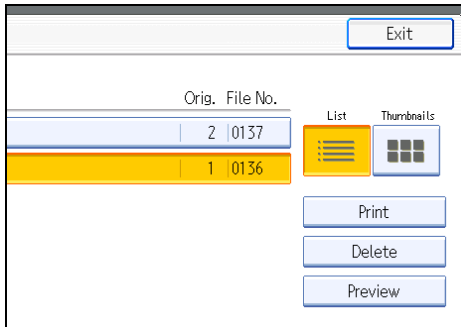


4. **Press [Yes].**

   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 or DeskTopBinder.

- You can specify and delete multiple documents. For the maximum number of documents you can delete at a time, see "Maximum Values".

**Reference**

- p.412 "Maximum Values"

# 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".

⭐**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.**
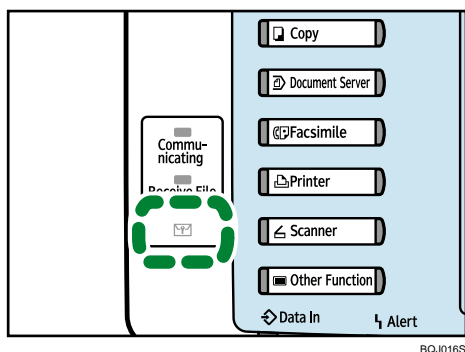


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2. **Press [Change TX / Info].**
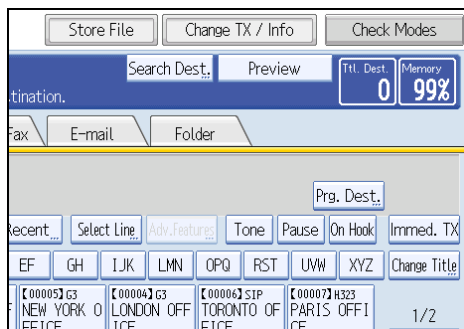
3. **Press [Print Memory Lock].**

   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.**
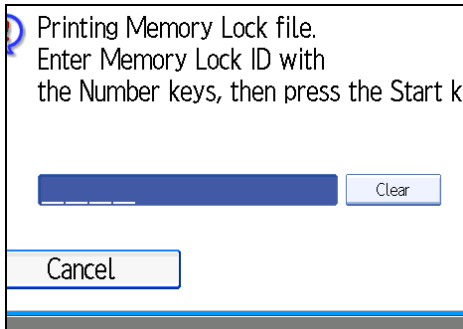


   If you make a mistake, press [Clear], and then try again.

   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 "General Settings".

- If you print a Memory Lock File, it is deleted.

**Reference**

- p.321 "Facsimile Features"
- p.323 "General Settings"
- p.330 "Reception Settings"
- p.335 "Initial Settings"

# 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.
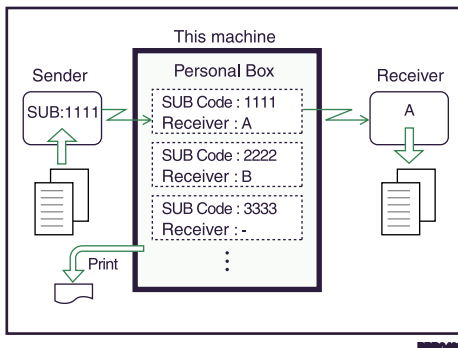


↓ **Note**

- 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".

- For details about Confidential File Report, see "Confidential File Report".

📘 **Reference**

- p.266 "Printing Personal Box Documents"
- p.268 "Confidential File Report"
- p.384 "Box Settings"

## 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.**
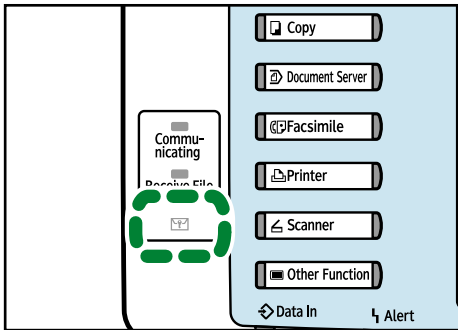


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2. **Press [Change TX / Info].**
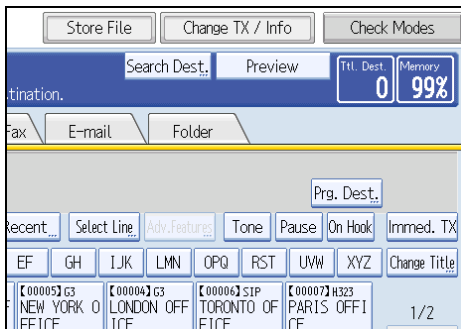


3. **Press [Print Personal Box File].**

**4.** **Select the box with the document you want to print.**
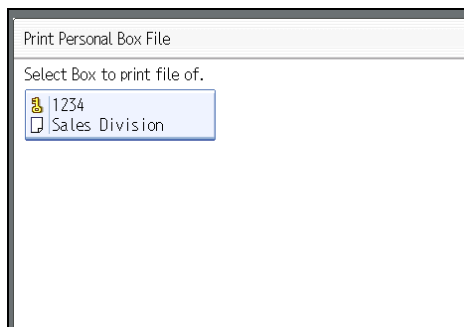
Print Personal Box File

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
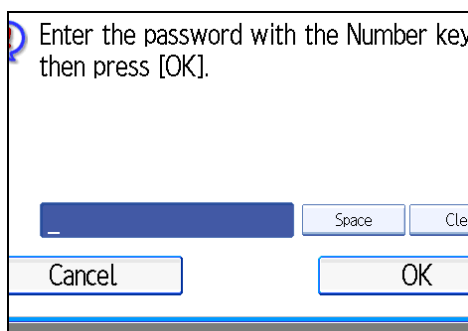
Cancel    OK

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".

**Reference**

- p.384 "Box Settings"

## 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 "Parameter Settings".

🔲 **Reference**

- p.359 "Parameter Settings"

# 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.**
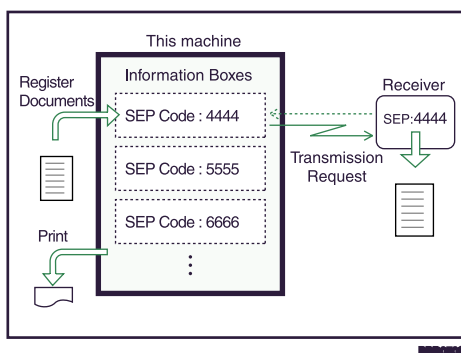


🔽 **Note**

- 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".

**Reference**

- p.270 "Storing Documents in Information Boxes"
- p.384 "Box Settings"

## Storing Documents in Information Boxes

This section explains how to store a document in an Information Box.

1. **Press [Change TX / Info].**
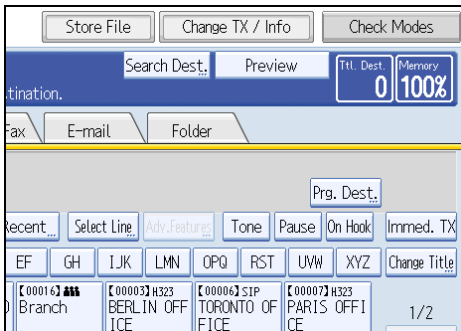


2. **Press [Store / Delete / Print Information Box File].**

3. **Select the box in which you want to store the file.**
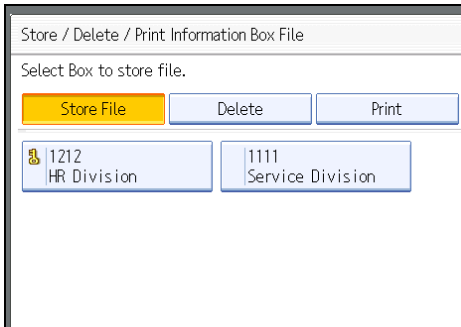


When there are pre-programmed files, a file mark appears to the left of the box name.

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].**
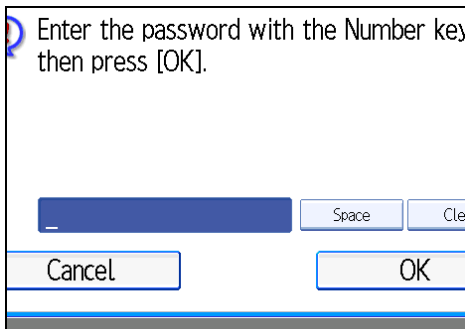


If you make a mistake, press [Clear] before pressing [OK], and then try again.

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.**
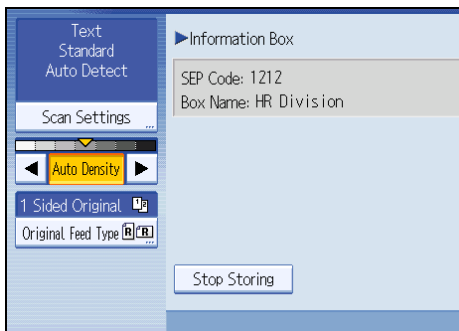


You can also select the following settings:

- Original Orientation
- Original Settings

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.273 "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].**
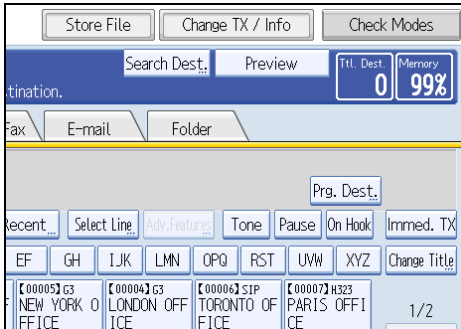


2. **Press [Store / Delete / Print Information Box File].**

3. **Press [Print].**

4. **Select the box that contains the stored file you want to print.**
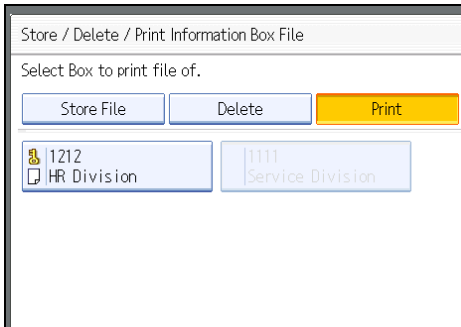


You cannot select a box that has no stored file.

**5. If a password has been set for the box, enter the password, and then press [OK].**
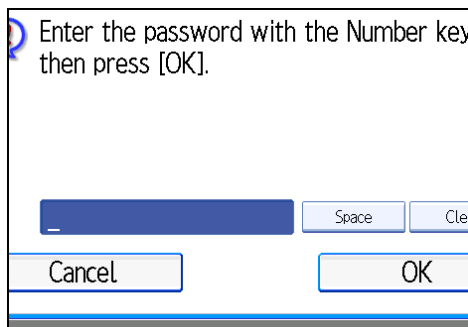


If you make a mistake, press [Clear] before pressing [OK], and then try again.

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].**
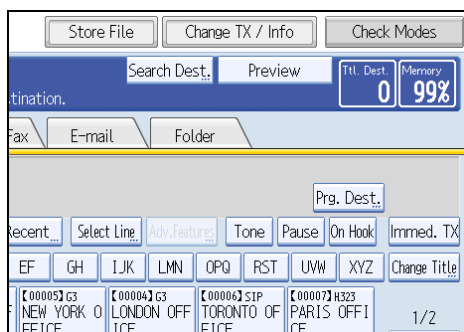


**2. Press [Store / Delete / Print Information Box File].**

**3. Press [Delete].**

**4. Select the box that contains the stored file you want to delete.**
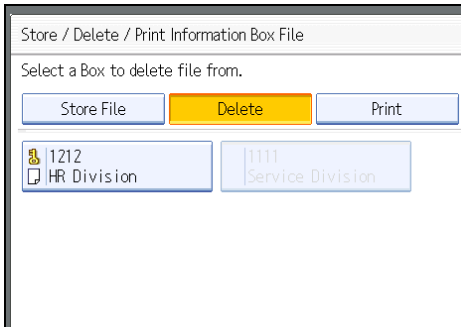


**5. If a password has been set for the box, enter the password, and then press [OK].**
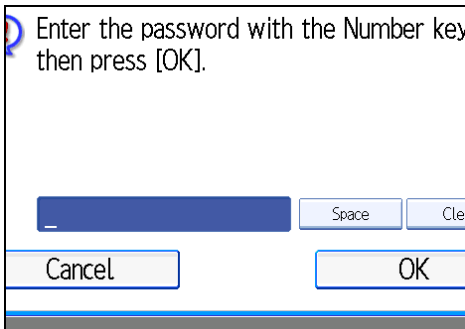


If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

**6. Press [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.
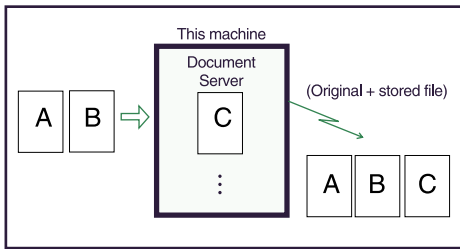


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⭐ **Important**

- **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", Network and System 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 the DeskTopBinder or Web Image Monitor, documents you stored in the Document Server can be downloaded and managed on the computer. See "Document Server", Copy and 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**

- p.412 "Maximum Values"

## 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].**
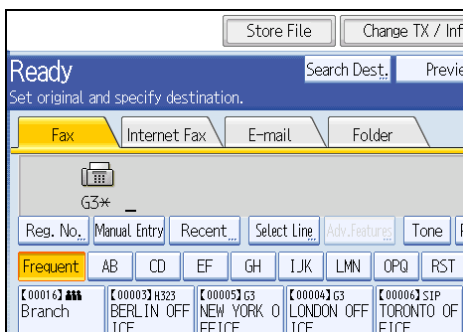
   

3. **Select [Send & Store] or [Store Only].**

   Select [Send & Store] to send documents after they are stored.

   Select [Store Only] to store documents.
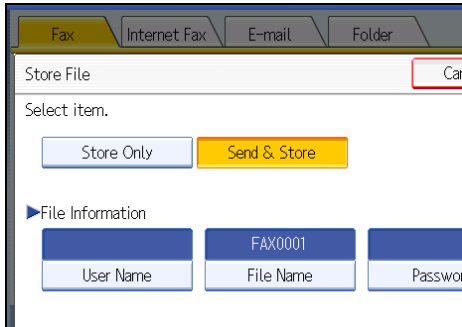
4. **Set the user name, file name, and password as necessary.**
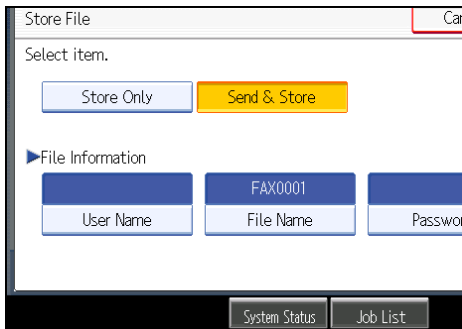


If you are not setting a user name, file name, or password, proceed to step 5.

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.53 "Setting the Original Orientation"

## Programming a user name

Specify a user name for the file.

1. **Press [User Name].**
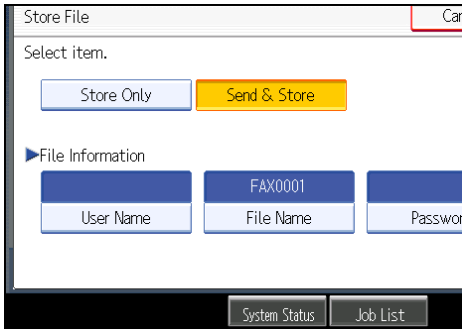


2. **Press the user name to be programmed.**
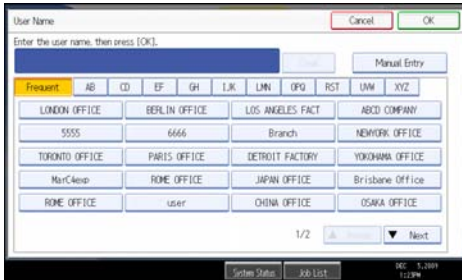


Press the title key to switch between titles.

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].**
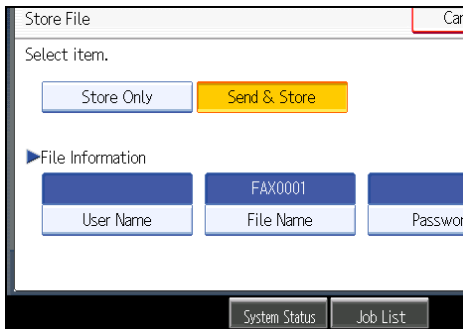


2. **Enter the file name.**
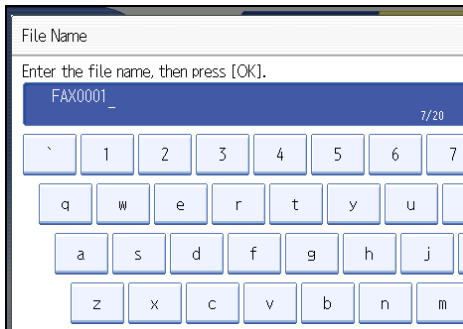


3. **Press [OK].**

**Note**

- For details about text entry, see "Entering Text", About This Machine.

### Setting a password

Set a password for the file.

1. **Press [Password].**
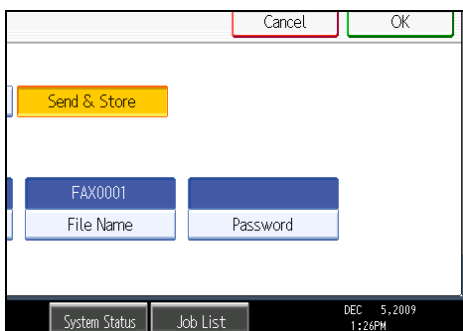
**2. Enter a password using the number keys, and then press [OK].**
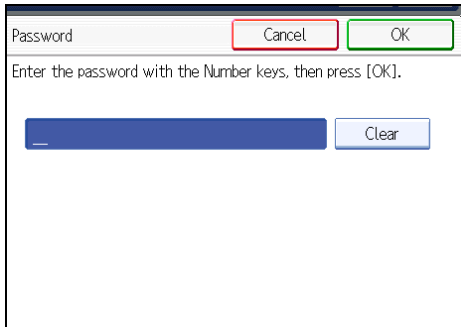


If you make a mistake, press [Clear] before pressing [OK], and then reenter your password.

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.**
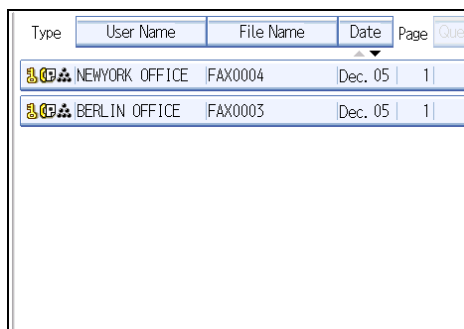


When multiple documents are selected, they are sent in the order of selection.

- 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].**
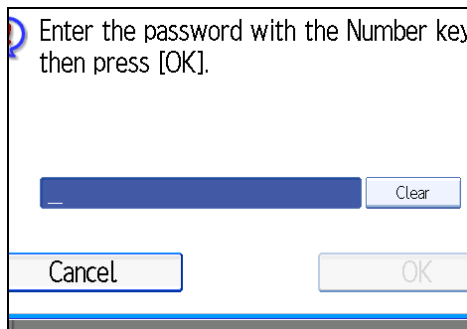
If the document does not have a password, proceed to step 4.

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].**
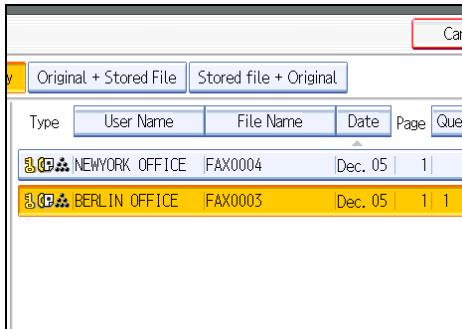


When sending only stored documents, proceed to step 5.

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.412 "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].**
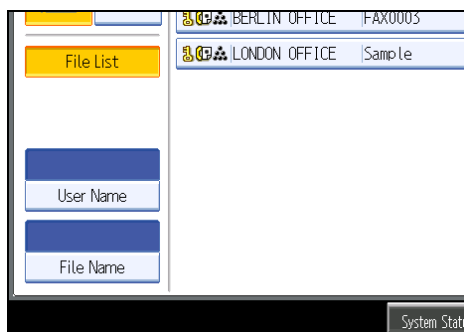


2. **Select the user name of the programmed document, and then press [OK].**



   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.

1. **Select [File Name].**
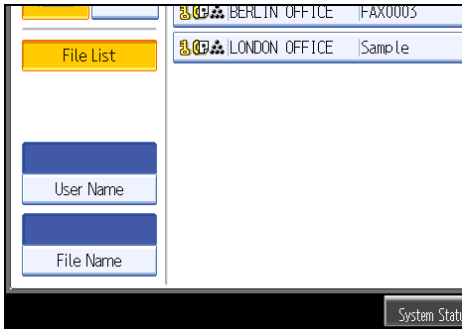


2. **Enter the name of the document to be sent, and then press [OK].**
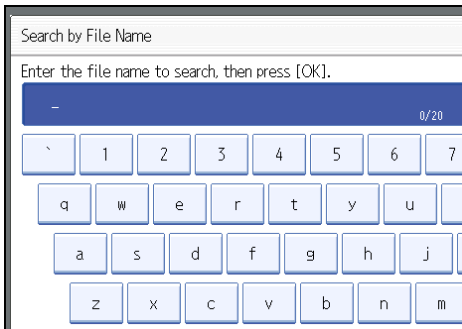


Forward matching is used when searching for a file name.

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].**
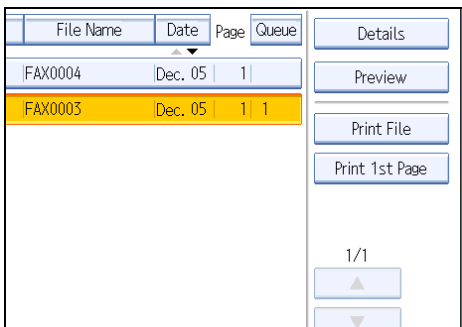
3. **Check the preview.**
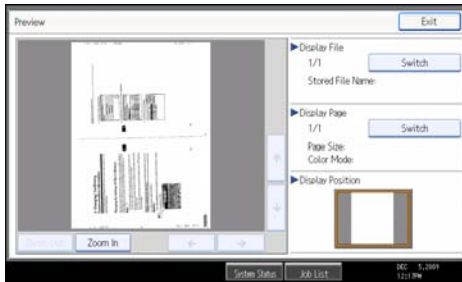


- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.

- 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.**
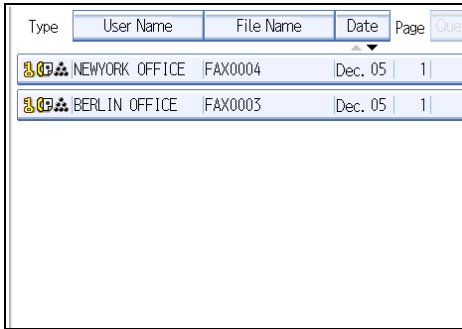


Press the Thumbnail key to switch the screen to thumbnail display.

3. **If you select a document with a password, enter the password, and then press [OK].**
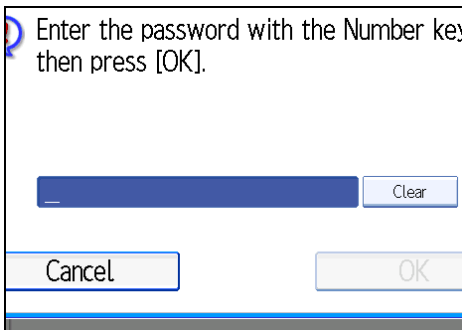


If the document does not have a password, proceed to step 4.

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.412 "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].**
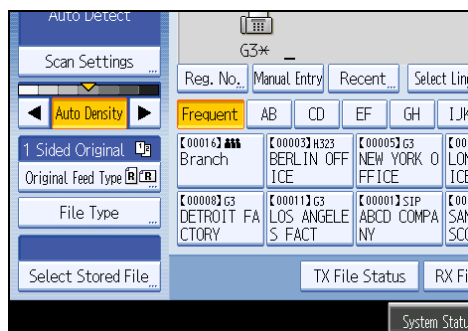
2. **Select [Manage / Delete File], and then press the document to be changed.**
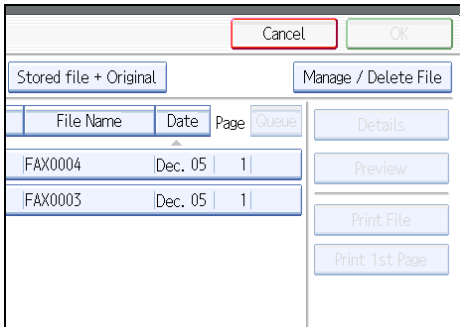


3. **If you select a document for which a password is set, enter the password, and then press [OK].**
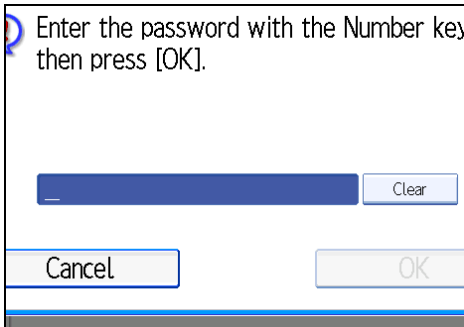


When a selected file does not have a password, proceed to step 4.

4. **Change the desired information of the stored document.**

Press the keys for the items you want to change.
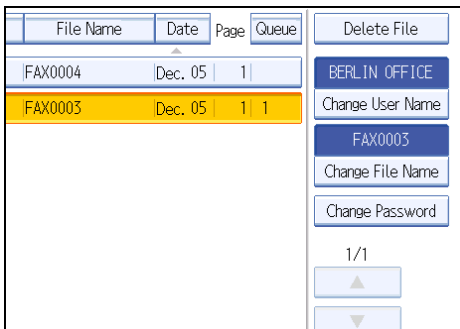


5. **Press [Exit].**

The standby display appears.

### Changing a user name

Change the user name of a stored document.

1. **Press [Change User Name].**
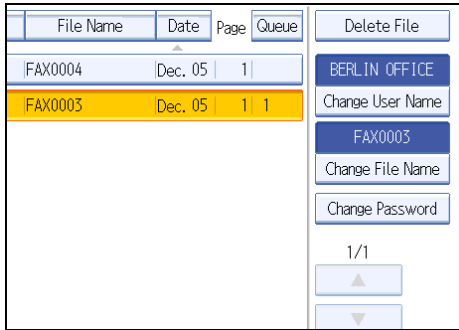


2. **Press [Clear].**
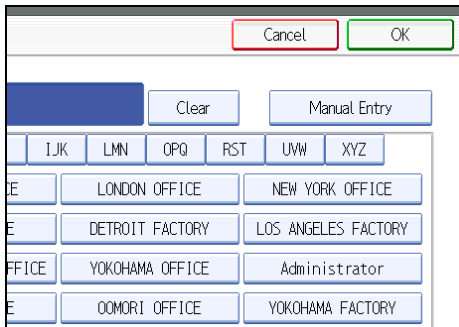


   The user name is deleted.

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].**
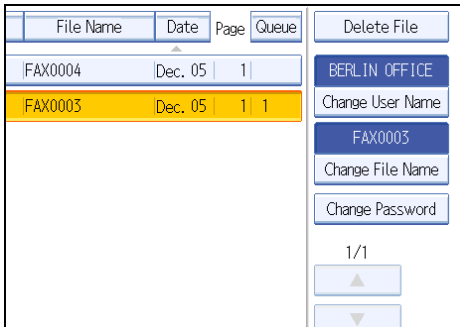


2. **Press [←], [→], [Backspace], or [Delete All], and then re-enter the file name.**
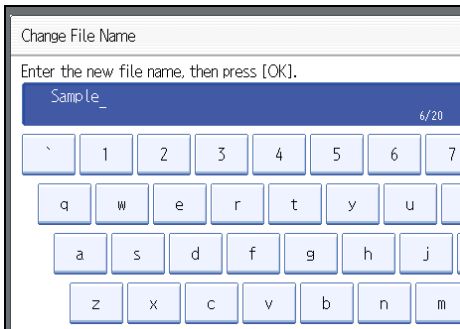


3. **Press [OK].**

**⬇ Note**

* For details about text entry, see "Entering Text", About This Machine.
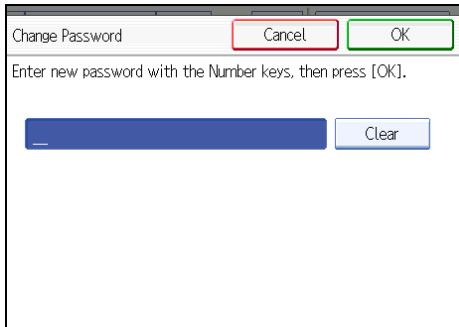
## Changing the password

Change the password of a stored document.

1. **Press [Change Password].**
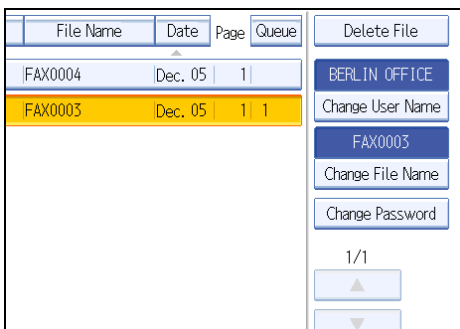
2. **Enter a new password using the number keys, and then press [OK].**
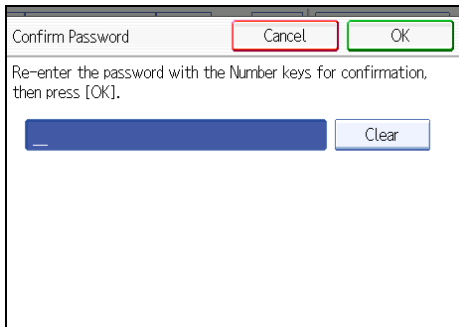


3. **Enter the password again, and then press [OK].**



## Deleting a Stored Document

Use this function to delete stored documents.

1. **Press [Select Stored File].**

2. **Press [Manage / Delete File].**
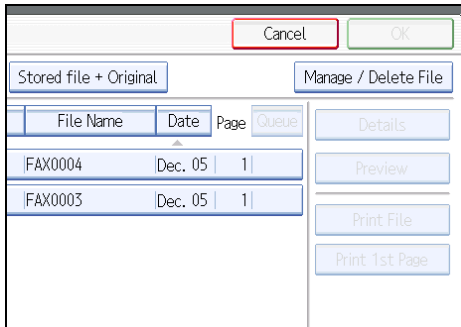


3. **Select the document you want to delete.**
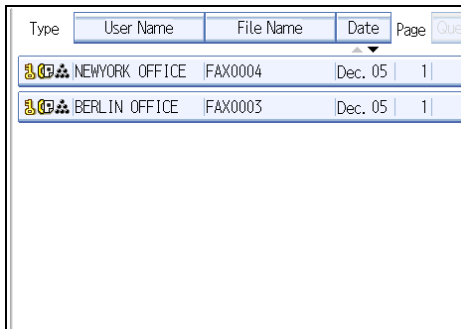


You can also delete multiple documents at once.

4. **Enter a password using the number keys, and then press [OK].**
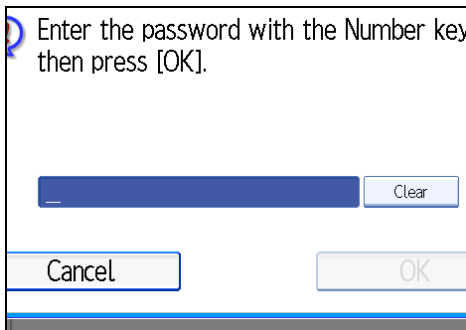


5. **Press [Delete File].**

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
Telephone Network
This machine
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
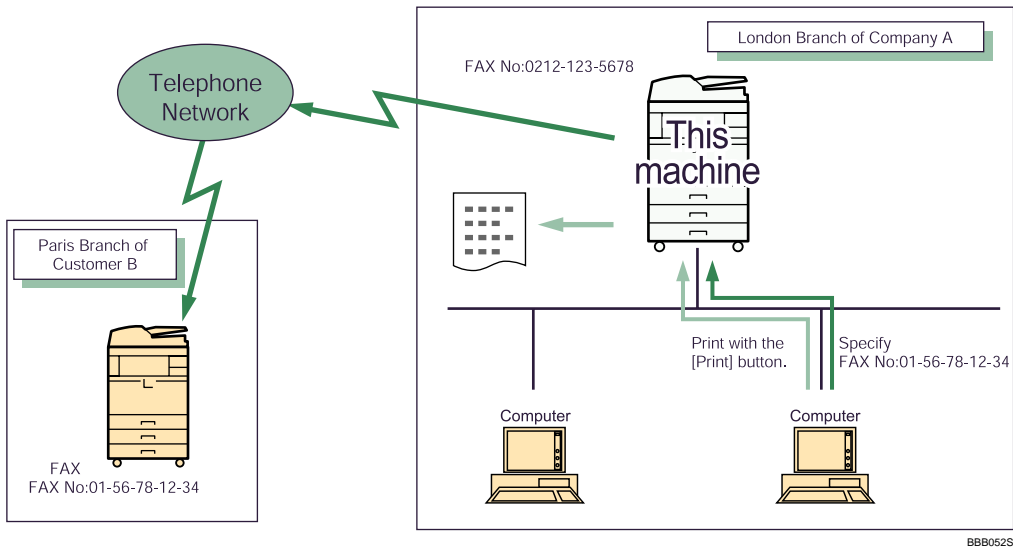
⭐ **Important**

- Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using Web Image Monitor. See Web Image Monitor help.

⬇ **Note**

- 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.

- This function supports both IPv4 and IPv6 addresses.

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## 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", Network and System Settings Guide.

- When using Ethernet or wireless LAN, see "Connecting the Machine", Network and System Settings Guide.

## Using the Software

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

**6**

### LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

⭐Important

- **All operations cannot be guaranteed depending on the system environment.**

- **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 98 / Me or Windows NT 4.0, 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.**

**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. For details about installing SmartDeviceMonitor for Client, see "Using the SmartDeviceMonitor for Client Port", Printer Reference.

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].**

## 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.

### 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].**

### 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.

- When this machine is connected to a network and the port is set via the "SmartDeviceMonitor for Client" port, option configuration is automatically performed. For details about automatic option configuration, see LAN-Fax Deriver's Help.

## 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 using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

- 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 as the LAN-Fax Destination List".**

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 of the [Specify Destination] 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.312 "Using the Machine's Address Book as the LAN-Fax Destination List"

**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 as the LAN-Fax Destination List".**

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.312 "Using the Machine's Address Book as the LAN-Fax Destination List"

### 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

- p.81 "Simultaneous Broadcast Using Multiple Line Ports"

- p.412 "Maximum Values"

## 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.

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**

-

### 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.

⭐ **Important**

- If [Hard Disk Unit] is not selected in [Accessories] on the printer properties dialog box, you cannot select [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 "SmartDeviceMonitor for Admin", "SmartDeviceMonitor for Client", or 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".

Also, you can save the contents of the Journal in a personal computer as a CSV file using [Load Fax Journal] in "SmartDeviceMonitor for Admin".

⬇ **Note**

- When data is transmitted from the LAN-Fax Driver via the "SmartDeviceMonitor for Client" port, the "Data-transmission complete." message appears on the computer's display, so you can easily ascertain the communication progress. However, if the volume of communication data from the LAN-Fax to this machine increases, the message may appear during the operation, due to the differences in memory capacity between this machine and "SmartDeviceMonitor for Client". For more accurate fax transmission results, use "E-mail TX results".

- 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.412 "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 "Parameter Settings".
- 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 E-mail TX results or LAN-Fax result notification e-mail is not transmitted, and the TX results report or LAN-Fax Result Report is printed. See "Connecting the Machine", Network and System Settings Guide. for the Internet Fax settings, and see "LAN-Fax Result Report" for the LAN-Fax Result Report.

� **Reference**

- p.306 "LAN-Fax Result Report"
- p.359 "Parameter Settings"

## 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 E-mail TX results or LAN-Fax result notification e-mail is not transmitted, and the TX results report or 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 "Parameter Settings".

- 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.245 "Communication Result Report (Memory Transmission)"
- p.359 "Parameter Settings"

## 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. **On the [Address Book] tab, click [Print].**

   After specifying a destination, click [Send & Print]. This function directs the machine to print any sent files.

**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 "Parameter Settings".
- For details about printing the fax image, see the LAN-Fax Driver's Help.

**Reference**

- p.304 "Saving as files"
- p.359 "Parameter Settings"

## 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. If the machine is connected to an extension telephone line, select "G3 PABX Auto".

- 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.

## 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.

🔽**Note**

- For details about SmartDeviceMonitor for Admin and its installation, see "Using SmartDeviceMonitor for Admin", Network and System Settings Guide.

- For details, see "Using SmartDeviceMonitor for Admin", Network and System Settings Guide and SmartDeviceMonitor for Admin Help.

## Using the Machine's Address Book as the LAN-Fax Destination List

Using SmartDeviceMonitor for Admin, you can copy the machine's Address Book data as a CSV file to a computer. This file can then be used as the LAN-Fax Destination List, and can also be installed on the machine using [Address Management Tool]. This section explains how to use the Address Book for LAN-Fax.

⭐ **Important**

- SmartDeviceMonitor for Admin must be installed in advance.

⬇ **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.

### Copying the Machine's Address Book to a Computer

1. **Launch SmartDeviceMonitor for Admin**

   The machine is automatically detected and its model and IP address appear in the network list.

   If nothing appears in the list, select [Search/Monitoring Settings] in the [Group] menu, enter the machine's IP address, then click [Add], and then click [OK]. Then check the machine's IP address. To do this, on the machine's control panel, press the [User Tools/Counter] key, then press [System Settings], [Interface Settings], and then [Machine IPv4 Address]. If the machine's IP address still does not appear in the list, check the settings of any security applications that are installed, as these settings might be disabling display of the IP address.

2. **Select the model of your machine, click [Tools], and then click [Address Management Tool].**

3. **In the [Enter Authentication Information] dialog box, specify the user name and password, and then click [OK].**

   Enter the factory-set user name "admin", and leave the password blank.

   The "Address Management Tool - Receiving Information" message appears briefly, and then the machine's Address Book appears.

4. **In the [Address Management Tool] dialog box, click [File], and then click [Export Data].**

   If the "The password information cannot be reused in any device" message appears, click [OK].

5. **Select where to store the file, and then click [Store].**

   The following three files will be stored:

   - "Machinemodel_addr.csv"

- "Machinemodel_faxinfo.csv"

- "Machinemodel_taginfo.csv"

"Machinemodel_addr.csv" will be used as the Address Book file.

The Address Book data is now stored in the computer.

6. **Close the [Address Management Tool] dialog box, and then close SmartDeviceMonitor for Admin.**

This will be followed by a procedure for displaying the computer's Address Book file on the LAN Fax screen.

## Using the Address Book Stored in the Computer for LAN-Fax

1. **On the [File] menu, click [Print...].**

2. **Select the [Printer Name:<LAN-Fax M8>], and then click [Print].**

The LAN-Fax dialog box appears.

3. **In [Address Book], click [Browse...].**

4. **Select the Address Book file, and then click [Open].**

Select "Machinemodel_addr.csv".

The Address Book appears.

5. **Specify the destination.**

For details about sending the file, see "Sending Fax Documents from Computers".

🔳 Reference

## 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. |
| "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. |

| Message | Causes and Solutions |
|---|---|
| Failed to allocate memory. | Available memory on the computer is insufficient. Quit applications currently not in use. |

**6**

# 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 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".

- You can also check and manage the documents using DeskTopBinder. For details about the operation on DeskTopBinder, see the DeskTopBinder's manual and Help.

- For details about using Web Image Monitor, see "Monitoring and Configuring the Printer", Network and System Settings Guide.

**Reference**

- p.341 "Reception File Setting"

## 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 and System Settings 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.43 "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.**

6

# 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. DeskTopBinder must be installed on your computer.**

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 view or download documents stored in the delivery server inbox, you need to install DeskTopBinder on your computer.

- 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", Network and System 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.

# 7. Facsimile Features

This chapter describes user tools in the Facsimile Features menu.

## Accessing User Tools

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.

- 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.

- Default settings are shown in bold type.

🔖 **Reference**

- p.322 "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.**



BQJ018S
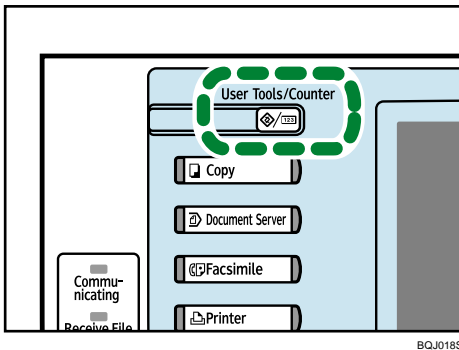
2. **Select the menu.**

   To change the Facsimile Features, press [Facsimile Features].

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.

## Quitting User Tools

This section describes how to end User Tools.

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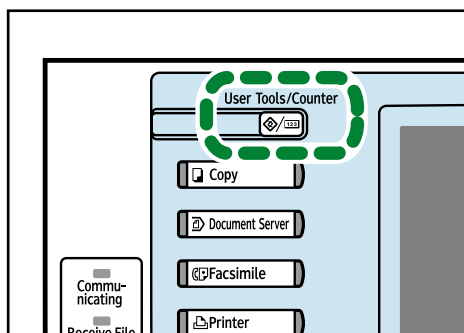


BQJ018S

**Note**

- You can also quit User Tools by pressing [Exit].

# 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

    - 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", Network and System Settings Guide.

**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 setting for sound volume is 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

7

# 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.347 "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].
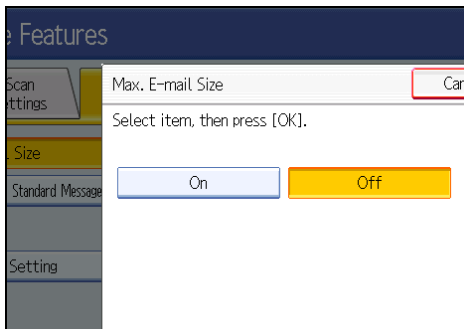


5. Enter the maximum e-mail size using the number keys.
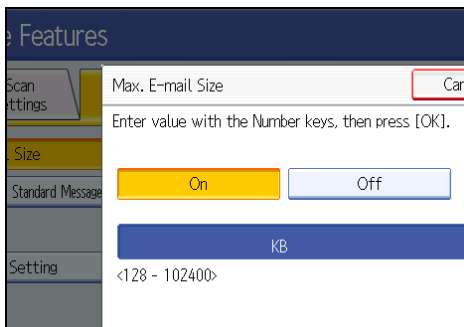


Maximum e-mail size can be between 128 and 102,400 KB.

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].
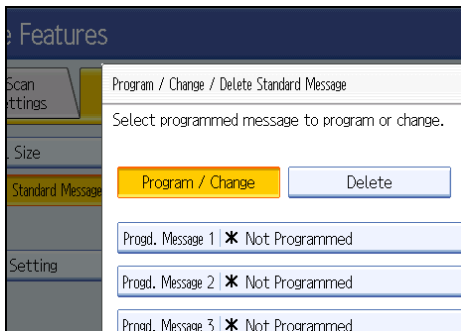


5. Select the message you want to program or change.

   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, DesktopBinder, 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.

Using the parameter settings (switch 37 bit 2,3), you can select whether to print the backup file if the Backup File TX fails.

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.359 "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.

   To cancel printing a list after pressing the [Start] key, press [Stop Printing] 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**

The administrator can be specified for managing documents stored on the machine after fax documents are received. To specify the administrator, enter the administrator user code for managing documents using Web Image Monitor or DeskTopBinder.

You must register the administrator's User Code to the destination list in advance.

This function is only available when [Store] is selected in "Reception File Setting".

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.

The default setting is **Off**.

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].

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].

   When a programmed user is deleted from the destination list, message "Deleted from Address Book" is displayed. Enter the user again.

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

   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. Select [Off] in step 4 or reprogram the user code.

### 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.

**7**

- 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].

5. Press [On].
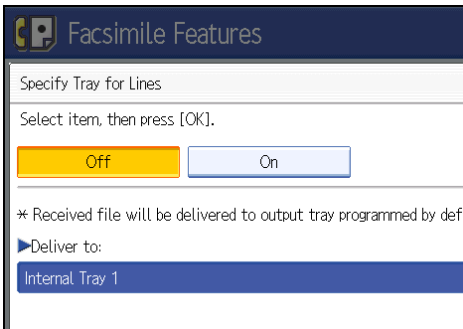


If you select [Off], the received fax is delivered to a default tray.

6. Select the line type.
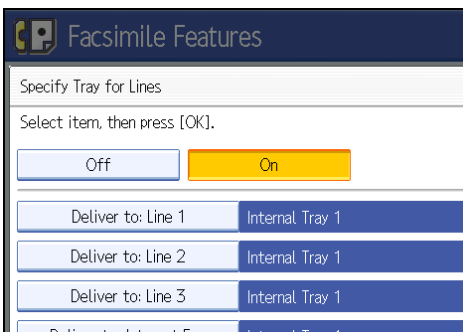


7. Select a tray to deliver the received paper onto, and then press [OK].

If you want to specify another line type, repeat from step 6.

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" Network and System Settings Guide.

Even if the Folder Transfer Result Report is not successfully transmitted, the report is not printed on this machine.

The default setting s 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 cannot be used with Internet Fax or Mail to Print.

The default setting is **Off**.

1. Press [Facsimile Features].

2. Press [Reception Settings].

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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.113 "Registering a Fax Destination"

- p.341 "Reception File Setting"

- p.344 "SMTP Reception File Delivery Settings"

- p.354 "Forwarding"

- p.370 "Special Senders to Treat Differently"

# 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.

   To cancel printing a list after pressing the [Start] key, press [Stop Printing] 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.

7
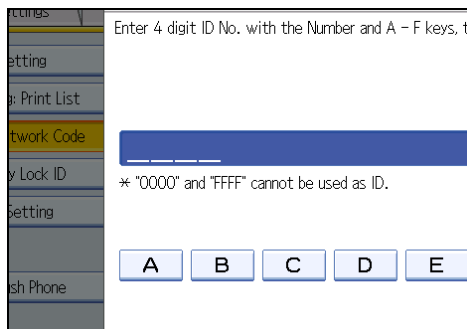
**Program Memory Lock ID**

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.
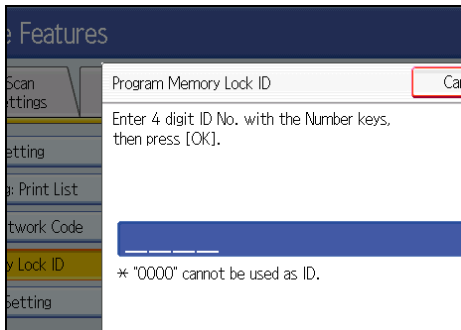


   If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

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

For details about printing a file received with Memory Lock, see "Printing a File Received with Memory Lock".

**Internet Fax Settings**

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. The following information can be programmed.

- Fax Header

- Own Name

- Own Fax Number

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, and alias telephone number of the gatekeeper.

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 IP address or host name, and SIP user name. You can register either an IPv4 or IPv6 address for the SIP server. You cannot register an IPv4-mapped address.

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 IP 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 IP 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.

   Re-enter the password after the message "Confirm Password" appears on the screen.

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. You can register either an IPv4 or IPv6 address for the Gateway. You cannot register an IPv4-mapped address.

- 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 VoIP gateway to register.

     When registering a new VoIP gateway, press [Not Programmed].
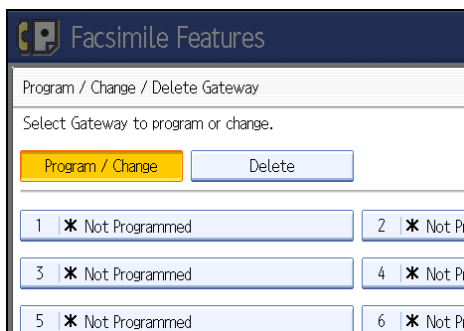
6. Press [Change] for "Prefix".

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 VoIP 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 VoIP 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 [Exit].

13. 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 VoIP gateway to delete.

  5. Press [Delete] on the confirmation message.

     If you do not want to delete the gateway you have selected, press [Do not Delete].

  6. Press [Exit].

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

**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.

For details, consult your administrator.

**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.263 "Printing a File Received with Memory Lock"
- p.350 "Registering Fax Information"
- p.359 "Parameter Settings"

# 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 or DeskTopBinder. 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].**
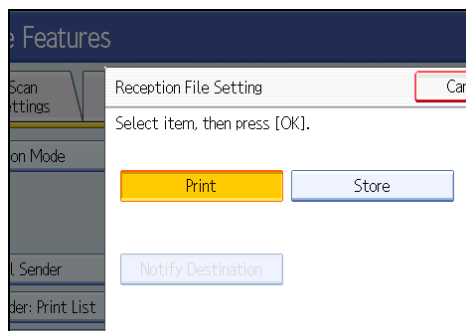


To cancel your selection, press [Cancel]. The display returns to that of step 3.

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 and 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.359 "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.341 "Reception File Setting"
- p.359 "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.

# SMTP Reception File Delivery Settings

This section describes 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].**
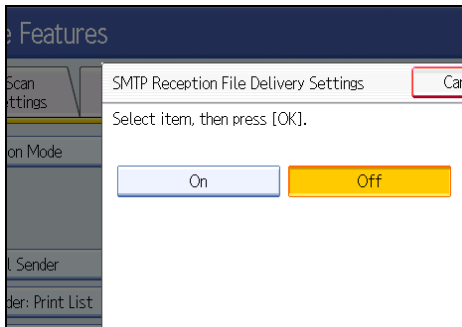


5. **Press [Change].**
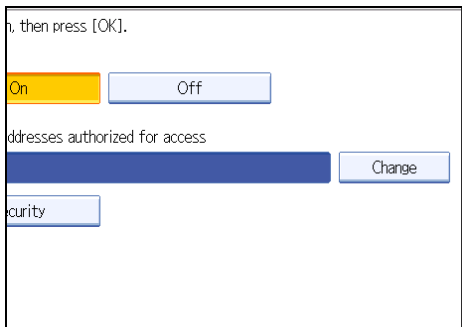
6. **Enter the sending e-mail address to be authorized.**

   If you make a mistake, press [Backspace] or [Clear], 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.
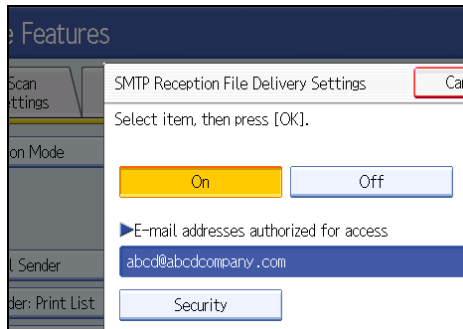


9. **Select the security functions.**

   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.
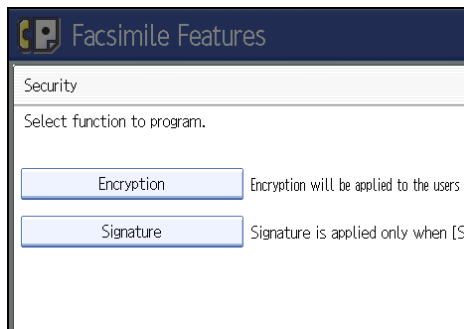


10. **Press [OK].**

11. **Press [OK].**

12. **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.359 "Parameter Settings"

7

# 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 47.0 inches.

1. **Press [Facsimile Features].**
2. **Press [Scan Settings].**
3. **Press [Program / Change / Delete Scan Size].**
4. **Make sure that [Program / Change] is selected.**
5. **Select [Program Size 1] or [Program Size 2].**
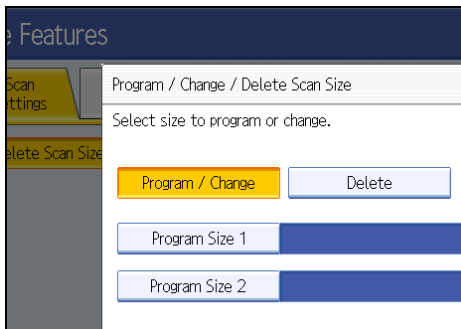


6. **Enter a horizontal size using the number keys.**
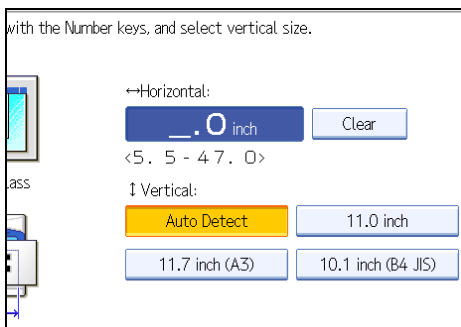


Each time you press [mm] or [inch], the units switch between "mm" and "inch".

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].

7. **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].

8. **Press [Exit].**

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

⬇ **Note**

- You can use documents longer than 600 mm with the User Parameter (switch 14, bit 1) in the Parameter Settings. For details about Parameter Setting, see "Parameter Settings".

📄 **Reference**

- p.359 "Parameter Settings"

## 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].**
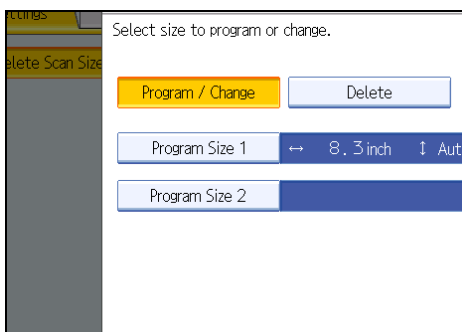
5. **Press [Delete].**

   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 "Initial Settings".

**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 "Option Setting". See "Fax Header Print".

**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".

📑**Reference**

- p.188 "Fax Header Print"
- p.335 "Initial Settings"

—

## 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.

```
Select item to program.

 Fax Header      Own Name    Own Fax Number

  First Name

  Second Name
```

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].

```
Select item to program.

 Fax Header      Own Name    Own Fax Number

  First Name

  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].**
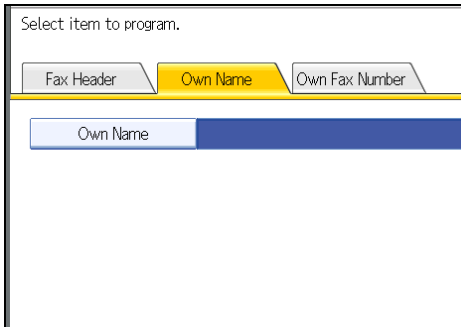


3. **Enter your own name, and then press [OK].**

### Registering an Own Fax Number

1. **Press [Own Fax Number].**
2. **Select line type to program.**
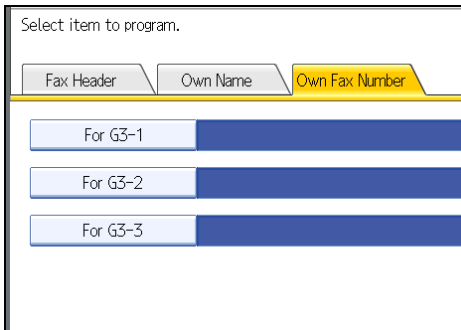


The display differs depending on the optional units installed on the machine.

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.351 "Registering a Fax Header"

- p.351 "Registering an Own Name"

- p.352 "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.**

7

# Forwarding

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 "e-mail" and "folder" as the forwarding destination.

⭐ **Important**

- **You can select end receivers only from among destinations programmed in the Address Book.**

A fax number, IP-Fax destination, Internet 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. For details about how to program Special Sender, see "Special Senders to Treat Differently".

According to the "Reception File Setting" setting in the "Facsimile Features", you can specify whether or not to print or store 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. See "General Settings".

If you have specified folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

User Parameters (switch 37, bit 4) on the Fax Features menu allows you to include the sender's name in the names of files sent to folders. However, garbling of the file name and data loss can result if the receiver's operating system cannot accept certain characters in file names. To prevent this, use User Parameters (switch 37, bit 5) to limit the file names to plain characters only. If you limit file names to plain characters only but errors still occur, disable display of the sender's name in the file name of documents forwarded to folders. For details, see "Parameter Settings".

📄 **Reference**

- p.323 "General Settings"
- p.370 "Special Senders to Treat Differently"
- p.359 "Parameter Settings"

## Programming 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 498 destinations can be specified in a group.

1. **Press [Facsimile Features].**
2. **Press [Reception Settings].**
3. **Press [Forwarding].**
4. **Press [On].**
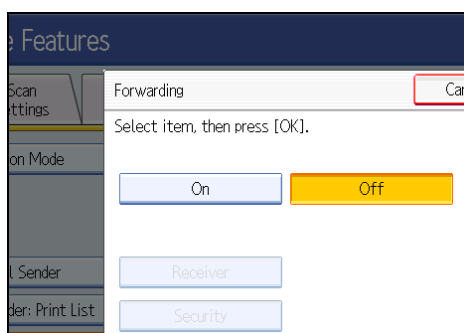


If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press [Receiver] and proceed to step 5.

To cancel Forwarding, press [Off] and proceed to step 9.

5. **Specify an End Receiver using the destination list, and then press [OK].**
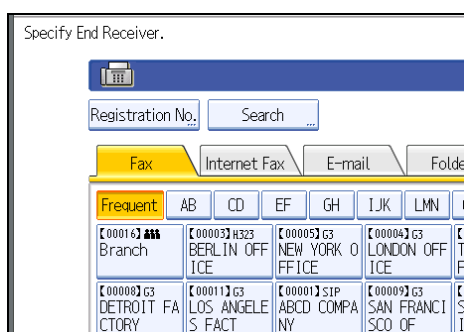


Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

IP-Fax destination appears in the fax destination list.

Set a e-mail destination in Address Book Management under Administrator Tools in the System Settings menu. See "E-mail Destination", Network and System Settings Guide.

**7**

Set a folder destination in Address Book Management under Administrator Tools in the System Settings menu. See "Registering Folders", Network and System Settings Guide.

If you have specified folder destination 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.
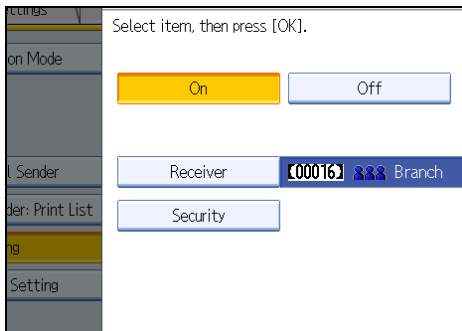


7. **Select the security functions.**

   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.
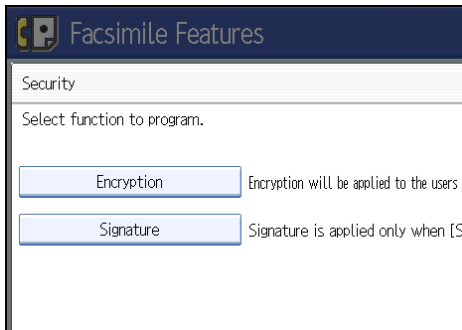


8. **Press [OK].**

9. **Press [OK].**

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.

**目Reference**

- p.359 "Parameter Settings"

## Quitting the Forwarding Function

1. **Press [Facsimile Features].**

2. **Press [Reception Settings].**

3. **Press [Forwarding].**

4. **Press [Off], and then press [OK].**
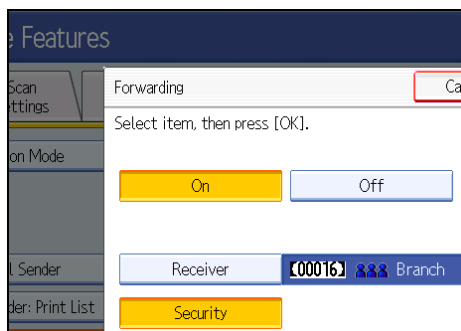


5. **Press the [User Tools/Counter] key.**

## 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.
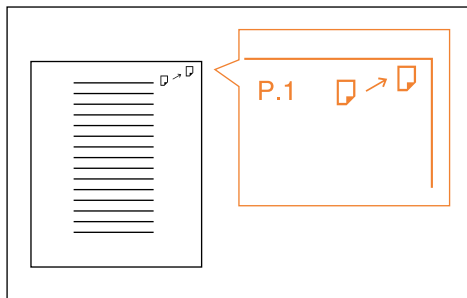


BBM015S

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**

- p.359 "Parameter Settings"

# 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 (Just size printing)

- 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: 1**

Combine Two Originals

- 0: Off

- 1: On

**Switch: 10, Bit: 3**

Page reduction when printing

- 0: Off

- 1: On

**Switch: 10, Bit: 5**

Whether or not to print stored received documents

- 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: 2**

Detect and report nearly blank documents when scanning.

- 0: Off

- 1: On

**Switch: 11, Bit: 6**

Whether or not to print or store when forwarding according to "Reception File Setting" in "Facsimile Features"

- 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: 1**

Whether or not to use paper longer than 600 mm

- 0: Off
- 1: On

**Switch: 14, Bit: 3**

Reset when function changed

- 0: Off
- 1: On

**Switch: 15, Bit: 2, 1, 0**

Selecting the available paper feed tray

(Only the numbers listed below can be entered)

- 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

The optional extra G3 unit or Printer/Scanner unit is required.

- 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

7

**Switch: 21, Bit: 5**

Limit printing of specified data in normal e-mail (attached TIFF files).

- 0: No
- 1: Yes

**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: 32, Bit: 4**

Whether or not to route a document received through G3-1

- 0: No
- 1: Yes

**Switch: 32, Bit: 5**

Whether or not to route a document received through G3-2

- 0: No
- 1: Yes

**Switch: 32, Bit: 6**

Whether or not to route a document received through G3-3

- 0: No
- 1: Yes

**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: No
- 1: Yes

**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

**Switch: 37, Bit: 4**

Display the sender's information in the file name of documents that are forwarded to folder destinations

- 0: Off
- 1: On

**Switch: 37, Bit: 5**

Specify whether or not to limit the file names of documents that are forwarded to folder destinations to plain characters only

- 0: Off
- 1: On

## 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.**

7

# 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 Qty
- Print 2 Sided
- 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<br>HONG KONG BRANCH<br>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 Qty 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.

**▤ Reference**

- p.359 "Parameter 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".
- 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 folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch: 21, bit: 3).

📖 **Reference**

- p.359 "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.335 "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**

- 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].
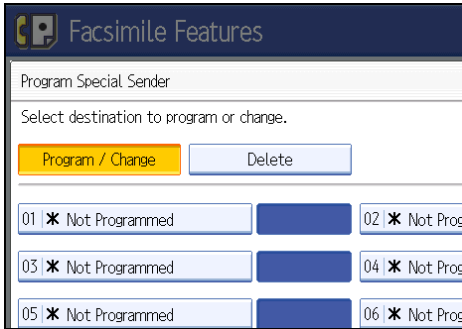
6. **Enter a sender name, and then press [OK].**

   Enter a destination name using Own Name or Own Fax Number.

7. **Press [Full Agreement] or [Partial Agreement].**
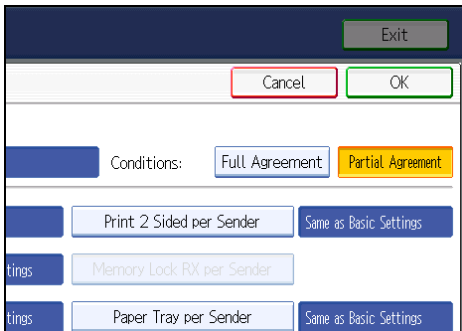


8. **Select the item you want to program.**
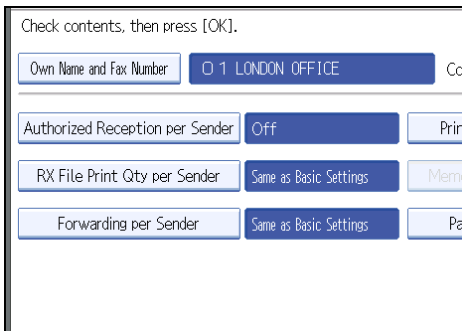


   You must select only the item you want to program.

   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 Qty, see "Reception File Print Qty 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.375 "Authorized Reception per Sender"

- p.375 "Reception File Print Qty per Sender"

- p.376 "Forwarding per Sender"

- p.378 "Print 2 Sided per Sender"

- p.379 "Memory Lock per Sender"

- p.379 "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].**
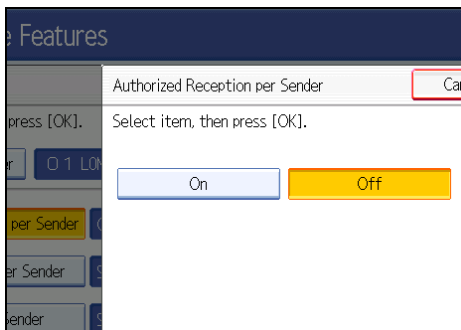


## Reception File Print Qty per Sender

This section describes how to specify Reception File Print Qty.

Specify when programming a Special Sender.

1. **Press [RX File Print Qty per Sender].**

2. **Press [Number of Sets].**
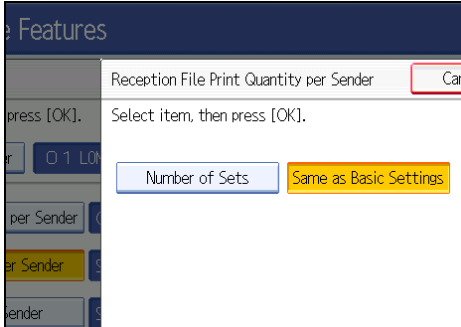


3. **Enter the print quantity using the number keys, and then press [OK].**

⮧**Note**

- Selecting [Same as Basic Settings] will result in the same setting made for "RX File Print Qty" 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 498 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.
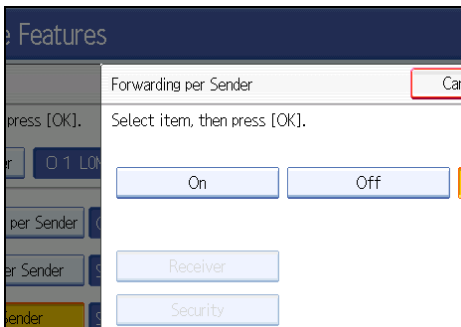
3. **Specify an End Receiver using the destination list, and then press [OK].**
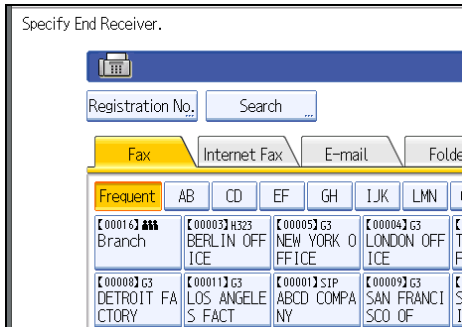


Press the key on the left of the display to switch the destination between fax number, Internet Fax destination, e-mail address, and folder destination.

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.**
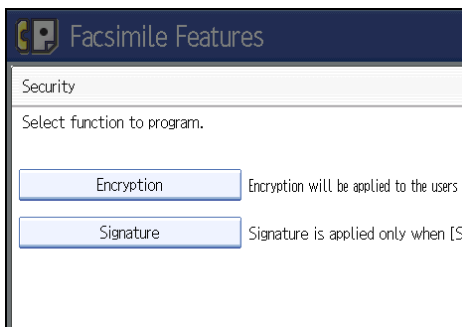
To specify encryption for documents for Forwarding, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

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 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.359 "Parameter Settings"

## 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 "Initial Settings".

## 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].**
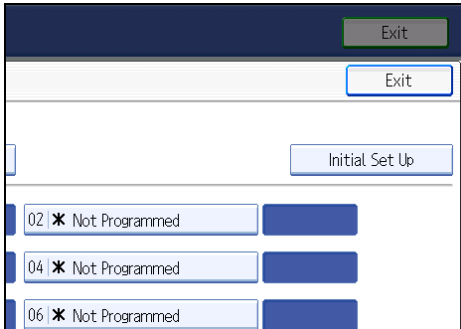


5. **Select the function you want to program.**
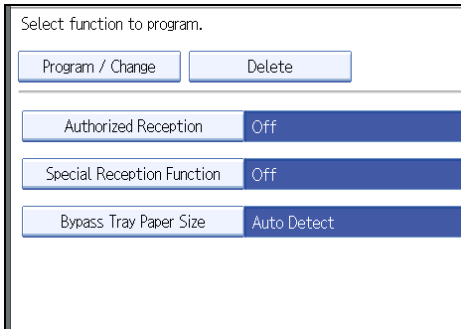


6. **To program Authorized Reception and Special Reception Function, press [Authorized Reception] or [Special Reception Function].**

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

   The illustration shows the "Authorized Reception" display as an example.
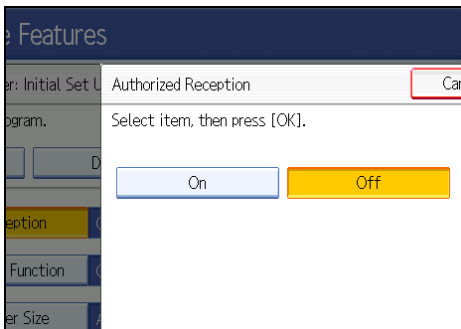


8. **To program Bypass Tray Paper Size, press [Bypass Tray Paper Size].**

   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.**
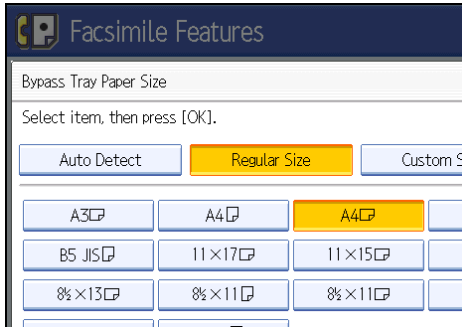


If you select [Regular Size], select a paper size displayed, and then proceed to step 14.

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.**
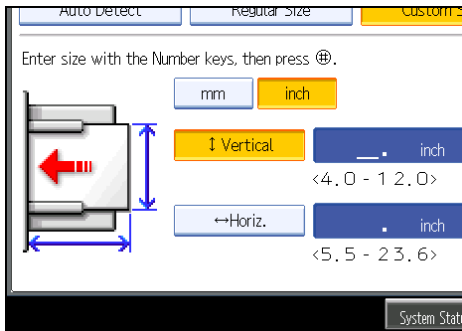


Specify a vertical size from 100 mm (4.0") to 305 mm (12.0").

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.
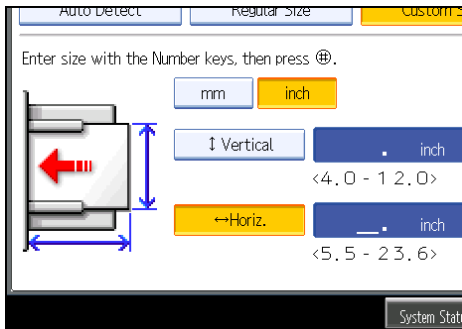


Specify a horizontal size from 140 mm (5.5") to 600 mm (23.6").

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.

- The size of sheets you can set onto from the bypass tray varies depending on whether or not a finisher is installed and the model of the finisher.

    - Finisher not installed: 100 - 305 mm (3.9 - 12 inches) vertical length; 139.7 - 600 mm (5.5 - 23.6 inches) horizontal length.

    - Finisher SR4030 or SR4040 installed: 100 - 305 mm (3.9 - 12 inches) vertical length; 139.7 - 487.6 mm (5.5 - 19.2 inches) horizontal length.

    - Finisher SR4050 installed: 100 - 305 mm (3.9 - 12 inches) vertical length; 139.7 - 458 mm (5.5 - 18 inches) horizontal length.

## 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.**

7

# Box Settings

This section describes Box Settings.

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].
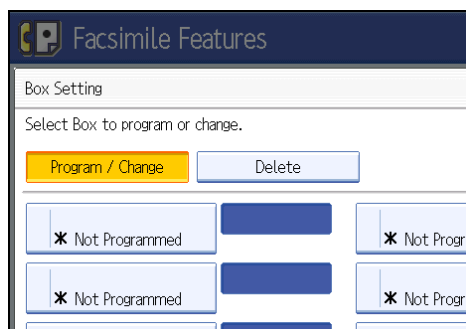
   

   To change a box already programmed, press it and proceed to step 8.

6. **Press [Personal Box].**

7. **Enter a box name, and then press [OK].**

8. **Enter a SUB Code.**
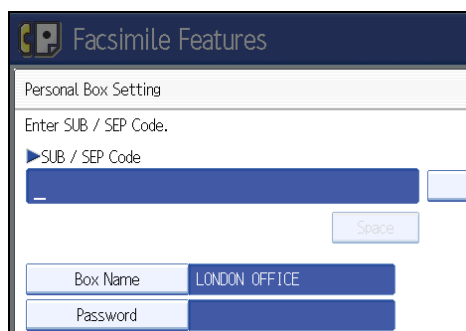
   

   To change the SUB Code, press [Clear] or the [Clear/Stop] key, and then try again. To change a Box name, press [Box Name], and then repeat from step 7.

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].**
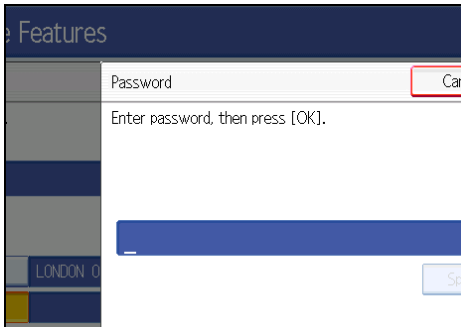


If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

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 [Password] and repeat step 11 and 12, or press [Cancel] and repeat from step 10.

13. **Press [Receiver].**

14. **Select a destination using the destination list, and then press [OK].**
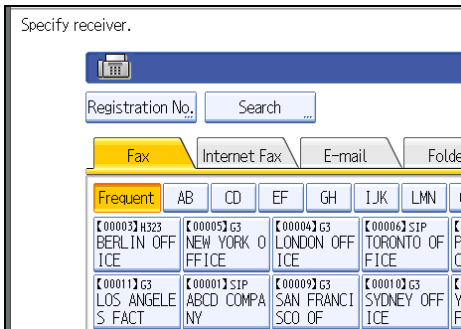


Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

IP-Fax destination appears in the fax destination list.

15. **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.

16. **Select the security functions.**
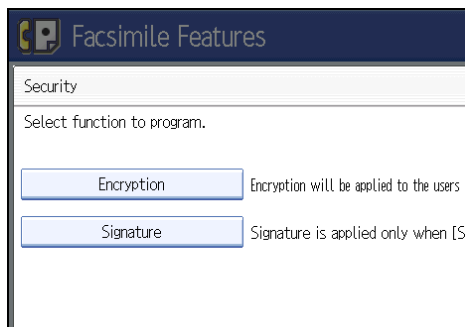


   To specify encryption for documents for delivery, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

   To attach a signature to documents for delivery, press [Signature]. For details about Signature, consult your administrator.

17. **Press [OK] twice.**

18. **Press [Exit].**

19. **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 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.188 "Fax Header Print"
- p.359 "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].**
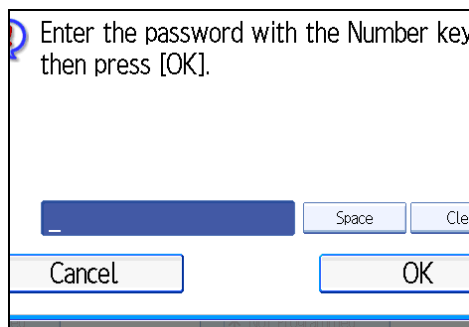


If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

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].
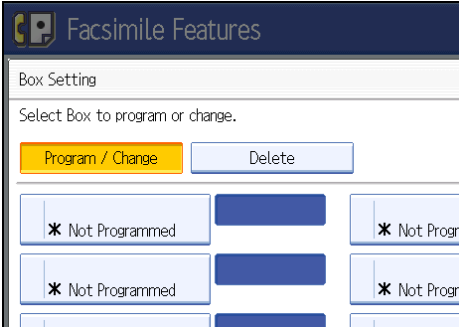
   

   To change a box already programmed, press it, and then proceed to step 8. If a password is programmed, enter the password, press [OK], and then proceed to step 8.

6. **Press [Information Box].**

7. **Enter a box name, and then press [OK].**

8. **Enter the SEP Code.**
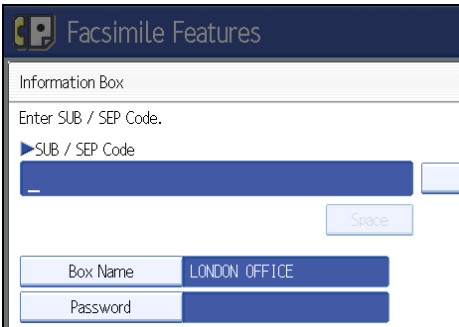
   

   To change the SEP Code, press [Clear] or the [Clear/Stop] key, and then try again. To change the box name, press [Box Name], and then repeat the procedure from step 7.

9. **Press [Password].**

   If you do not want to program a password, proceed to step 12.

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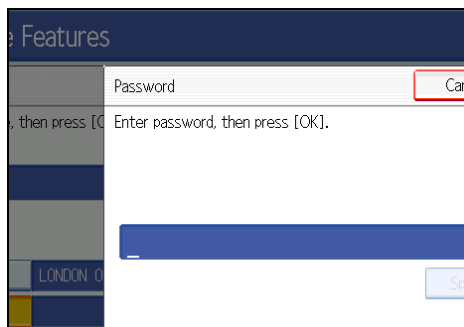


If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

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.

To change the password after pressing [OK], press [Password] and repeat step 10 and 11, or press [Cancel] and repeat from step 9.

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.

## 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].**
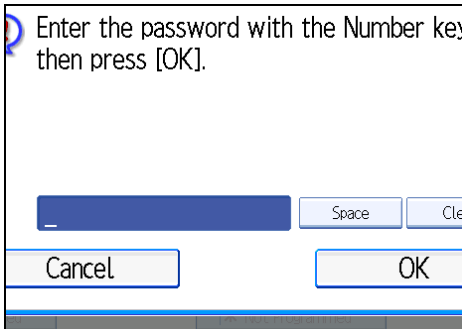


   If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

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.

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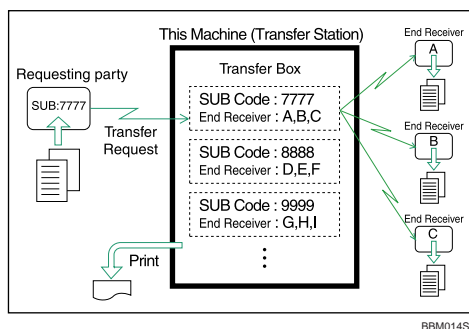
Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they want to have a document transferred by your machine, ask them to send the document using SUB Code Transmission and specify this SUB Code. If a password has also been programmed, inform them of this too, and ask them to 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].
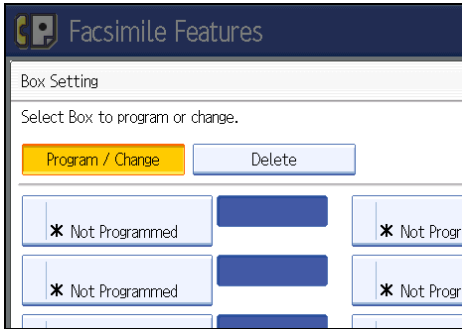
To change a box already programmed, press it, and then proceed to step 8.

6. **Press [Transfer Box].**

7. **Enter a Box name, and then press [OK].**

8. **Enter a SUB Code.**
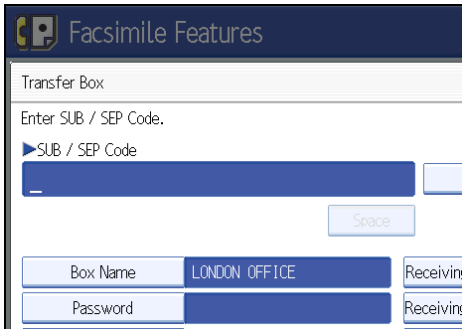


To change the SUB Code, press [Clear] or the [Clear/Stop] key, and then try again. To change Box name, press [Box Name], and then repeat from step 7.

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].**
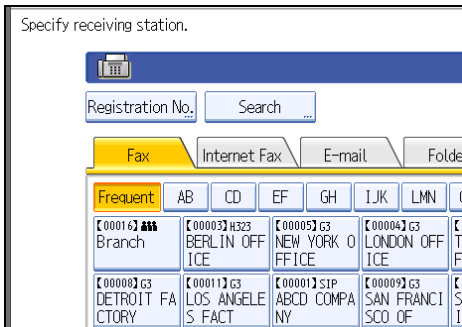


Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

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 498 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 [Password] 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.**
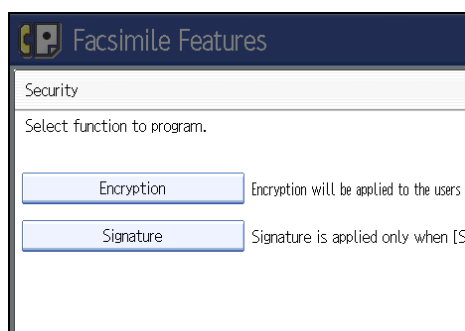


To specify encryption for documents for transfer to receiving station, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

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 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.359 "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].**
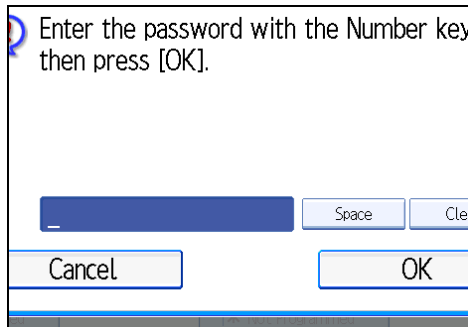


If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

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.**

# 8. 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 Box and received in Personal Box. 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)".

# Registering Frequently Used Settings

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, 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.**
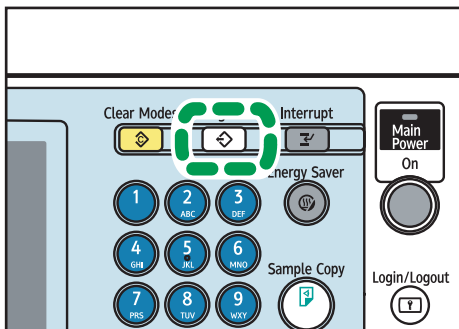


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4. **Press [Program].**

When no programs are registered, proceed to step 5.
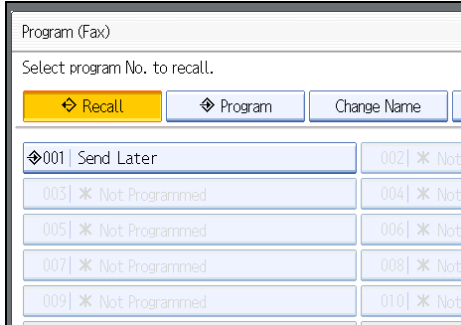


5. **Select a program number in which "Not Programmed" is shown.**
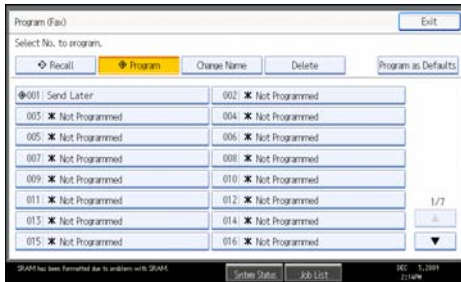


If you make a mistake, press [Cancel] and select a program number again.

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.412 "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.**
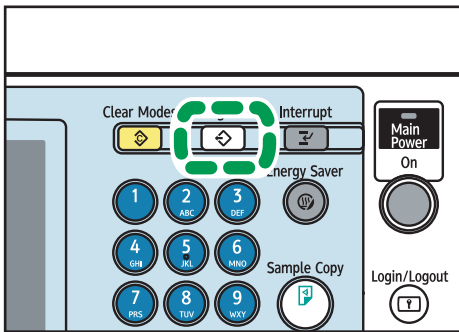


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3. **Press [Change Name].**
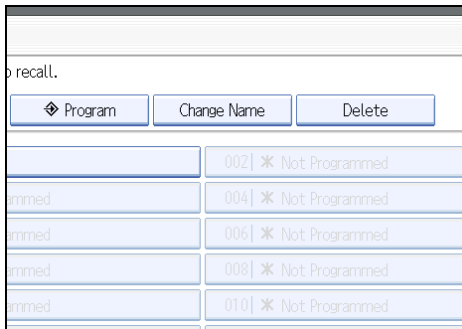
4. **Select the program number of the name you want to change.**
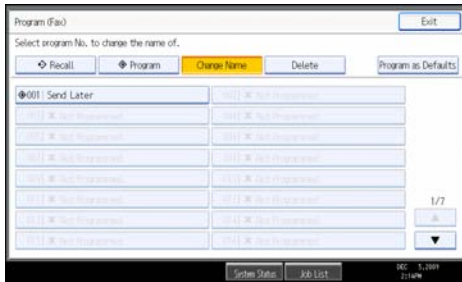


5. **Enter a new program name, and then press [OK].**

   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.**
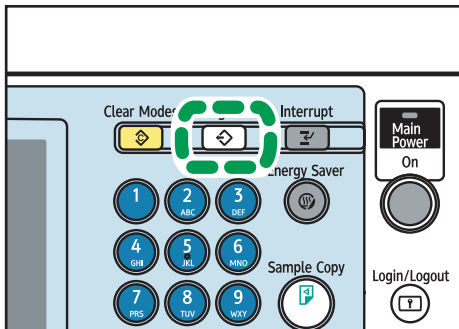


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3. **Press [Delete].**
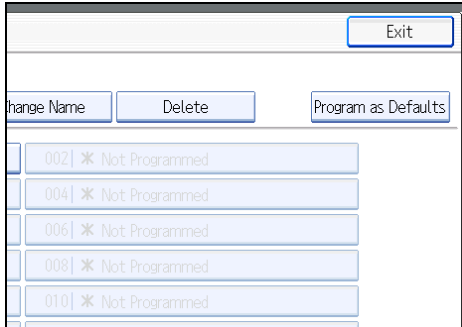


4. **Select the program number you want to delete.**
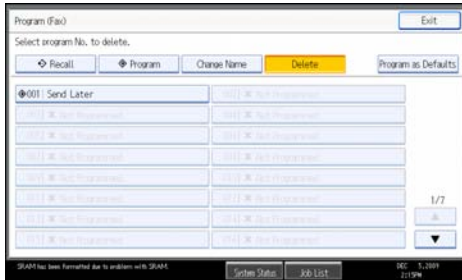


5. **Press [Yes].**

   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.**
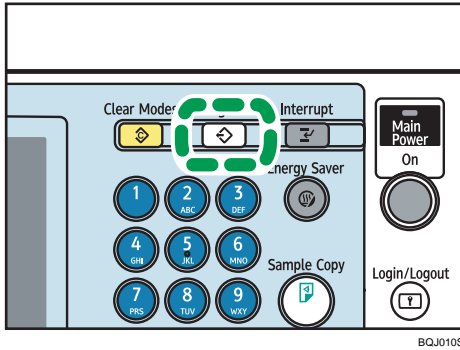


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4. **Confirm that [Recall] is selected, and press the registered program number.**
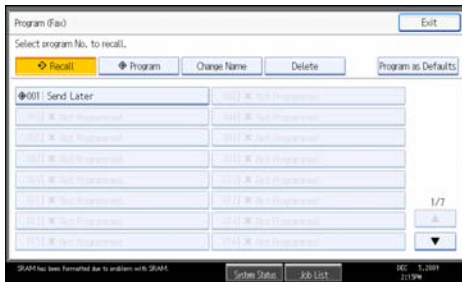


The standby display appears.

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.412 "Maximum Values"

## Extra G3 Interface Unit

This option provides one extra G3 line connection.

A maximum of two G3 interface units can be installed.

🔹Reference

• p.79 "Changing the Line Port"

# Specifications

**Fax Transmission and Reception**

| Component | Specifications |
|---|---|
| Standard | G3 |
| Resolution | G3:<br>8 × 3.85 lines/mm, 200 × 100 dpi (Standard character),<br>8 × 7.7 lines/mm, 200 × 200 dpi (Detail character),<br>8 × 15.4 lines/mm (Fine character: optional),<br>16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character: optional) |
| Transmission time | G3: 3 seconds at 28,800 bps, Standard resolution<br>(JBIG transmission: 2 seconds) |
| Data compression method | MH, MR, MMR, JBIG |
| Maximum original size | Standard: A3▯, 11 × 17▯<br>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:<br>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 / 2,400 bps (auto shift down system) |

| Component | Specifications |
|---|---|
| Immediate Transmission | approx. 350 W |
| Memory Transmission | approx. 320 W |
| Memory Reception | approx. 320 W |
| Reception | approx. 850 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 or IEEE 802.11b/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 or IEEE 802.11b/g) |
| Transmit function | E-mail |

| Component | Specifications |
|---|---|
| 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 |
| Communication Protocols | • Transmission<br>  SMTP, TCP/IP<br>• Reception<br>  POP3, SMTP, IMAP4, TCP/IP |
| E-mail format | Single/Multi-part, MIME Conversion<br>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 forwarding) | 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)<br>Wireless LAN (Based on IEEE 802.11a/b/g or IEEE 802.11b/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▭<br>Custom: 297 × 1200 mm, 11 × 47 inches |

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| Component | Specifications |
|---|---|
| Maximum scanning size | 297 × 1200 mm, 11 × 47 inches |
| E-mail reception/transmission protocols | • Transmission<br>  SMTP, TCP/IP<br>• Reception (Mail to Print)<br>  POP3, SMTP, IMAP4, TCP/IP |
| Protocols for sending files to folders | SMB, FTP, NCP, TCP/IP |
| E-mail formats | Single/Multi-part, MIME Conversion |
| File formats | • Transmission<br>  TIFF (MH, MR, MMR compression), PDF<br>• Reception (Mail to Print)<br>  JPEG (JFIF), PDF |
| Authentication methods | SMTP-AUTH, POP before SMTP, A-POP |
| Encryption method (for forwarding) | 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<br><br>SMTP<br><br>• Reception<br><br>POP3, SMTP, IMAP4 |
| E-mail format | • Format<br><br>MIME, Base64<br><br>• Content-Type<br><br>Image/tiff<br><br>Multipart/mixed (text/plain, Image/tiff (attached file forms)) |
| Data format | • Profile<br><br>TIFF Profile S<br><br>• Coding<br><br>MH<br><br>• Original size<br><br>A4<br><br>• Resolution (dpi)<br><br>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 | 2,000 | 2,000 |
| 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 |

| Item | Standard | Expansion memory (Optional) |
|---|---|---|
| Number of LAN-Fax Driver transmission results you can check from a network computer "SmartDeviceMonitor for Admin", "DeskTopBinder", or Web Image Monitor | 70 | 70 |
| 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 |

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| Item | Standard | Expansion memory (Optional) |
|---|---|---|
| Number of pages you can store in the Document Server (in total - copy function, facsimile function, printer function, and scanner function) (Using ITU-T $\sharp$4 Chart) | Approx. 10,000 | Approx. 10,000 |
| Number of destinations you can register in the Address Book of the LAN-Fax | 2,000 | 2,000 |
| 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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# Trademarks

Adobe, Acrobat, Acrobat Reader, PostScript, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

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PCL® is a registered trademark of Hewlett-Packard Company.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

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

- 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

- The product names of Windows Server 2008 are as follows:

    Microsoft® Windows Server® 2008 Standard

    Microsoft® Windows Server® 2008 Enterprise

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# INDEX

Type for 9060/MP 6001/LD360/Aficio MP 6001
Type for 9070/MP 7001/LD370/Aficio MP 7001
Type for 9080/MP 8001/LD380/Aficio MP 8001
Type for 9090/MP 9001/LD390/Aficio MP 9001

EN  USA  D418-7104

*9060/9070/9080/9090*
MP 6001/MP 7001/MP 8001/MP 9001
*LD360/LD370/LD380/LD390*
Aficio™ MP 6001/7001/8001/9001

## 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.

# TABLE OF CONTENTS

## 2. Printing Documents

# 3. Printing Stored Documents

# 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 introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

**Troubleshooting**

Provides a guide for resolving common usage-related problems.

**Copy and Document Server Reference**

Explains Copier and Document Server functions and operations.

**Facsimile Reference**

Explains Facsimile functions and operations.

**Printer Reference**

Explains Printer functions and operations.

**Scanner Reference**

Explains Scanner functions and operations.

**Network and System Settings Guide**

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

**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.

**Other manuals**

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link 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

# Notice

## Important

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.

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.

# 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 that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

## Notes

Contents of this manual are subject to change without prior notice.

Two kinds of size notation are employed in this manual.

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, certain units may be optional. For details, please contact your local dealer.

This machine comes in four models which vary in copy/print speed.

# Laws and Regulations

## Legal Prohibition

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.

# Model-Specific Information

In this manual, model-specific information is indicated by the following marks:

$\boxed{\textbf{220-240V}}$

Indicates information that is specific to the 220 to 240 V model.

$\boxed{\textbf{120V/208-240V}}$

Indicates information that is specific to the 120V model or 208 to 240 V model.

⬇Note

- To identify the model, open the bypass tray, and then check the label on the right side of the machine.
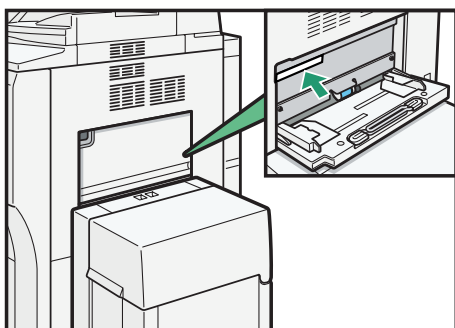


BPX008

- 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 120V model or 208 to 240 V model, refer to the inch units.

# 1. Preparing the Machine

This chapter describes how to connect this machine to 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.



SmartDeviceMonitor for Client
- TCP/IP
-IPP

Standard TCP/IP

LPR

SmartDeviceMonitor for Client
- TCP/IP
-IPP

Standard TCP/IP

LPR

SmartDeviceMonitor for Client
- TCP/IP
-IPP

Standard TCP/IP

LPR

WSD

Windows 2000

Windows XP
Windows Server 2003/2003 R2

Windows Vista
Windows Server 2008

BMG021S

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**1**
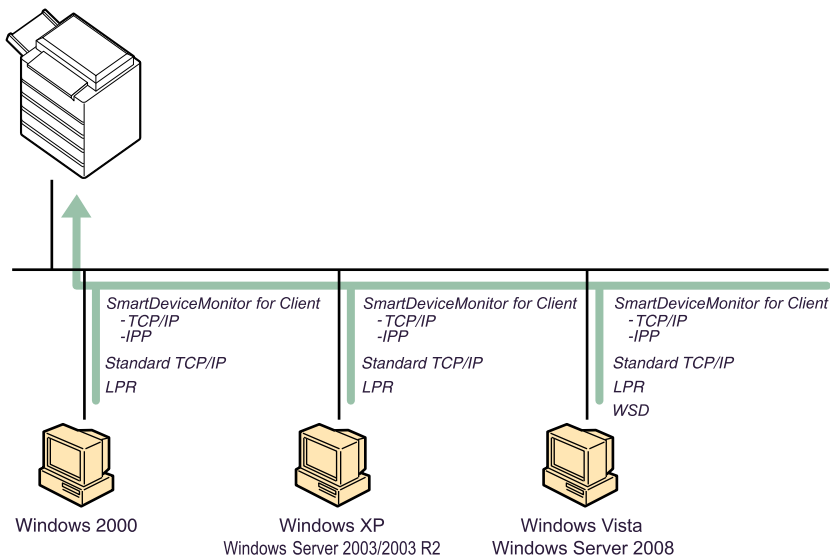
### Windows 2000/XP, Windows Server 2003/2003 R2

| Connection Method | Available Ports |
|---|---|
| • Ethernet<br>• Wireless LAN | • SmartDeviceMonitor for Client port<br>• Standard TCP/IP port<br>• LPR port |

### Windows Vista, Windows Server 2008

| Connection Method | Available Ports |
|---|---|
| • Ethernet<br>• Wireless LAN | • SmartDeviceMonitor for Client port<br>• Standard TCP/IP port<br>• LPR port<br>• WSD port |

🔽 **Note**

- See the explanation about how to install the printer driver for each type of port.
- For details about SmartDeviceMonitor for Client port, see "Installing the Printer Driver".
- For details about Standard TCP/IP 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".

🔖 **Reference**

- p.15 "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.

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Windows 2000/XP/Vista
Windows Server 2003/2003 R2/2008
Print Server

NetWare
Print Server

NetWare
File Server

Windows Vista
Windows Server 2008

Windows 2000

Windows XP

Windows Server
2003/2003 R2

BRS020S
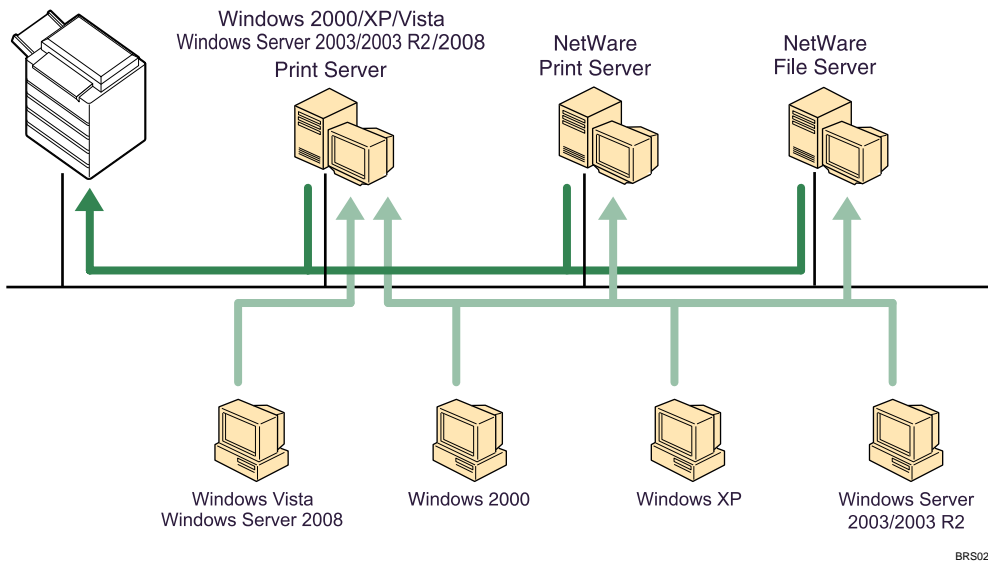
**Note**

- 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.27 "Using as a Windows Network Printer"
- p.29 "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 and System Settings 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.32 "Installing the Printer Driver Using USB"

- p.36 "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 printer drivers and software 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 Pro 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.

# Quick Install

You can install the printer drivers and software easily from the CD-ROM provided with this machine.

Using Quick Install, the PCL printer driver and/or RPCS printer driver, DeskTopBinder - SmartDeviceMonitor for Client are 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].**

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].

   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 Quick Install, 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.

- Select the machine whose IP address is displayed in [Connect To] to install SmartDeviceMonitor for Client when using TCP/IP.

- Quick Install is not available unless bidirectional communication between the machine and computer is enabled via parallel connection. For details about meeting the bidirectional communication conditions, see "Making Option Settings for the Printer".

🗐 Reference

- p.32 "Installing the Printer Driver Using USB"
- p.38 "Making Option Settings for the Printer"

1

# Installing the Printer Driver for the Selected Port

You can install the appropriate driver according to the port you want to use.

## Using the SmartDeviceMonitor for Client Port

This describes how to install the SmartDeviceMonitor for Client using the SmartDeviceMonitor for Client port.

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- Install SmartDeviceMonitor for Client before installing the printer driver when using the SmartDeviceMonitor for Client port.

## Installing SmartDeviceMonitor for Client

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].**

4. **Click [DeskTopBinder - SmartDeviceMonitor for Client].**

5. **The message to quit all other applications appears. Quit all applications, and then click [Next >].**

6. **The software license agreement appears in the [License Agreement] dialog box. After reading through its contents, click [Yes].**

7. **Click [Full install] or [Custom install].**

   [Full install] installs all required applications: DeskTopBinder Lite and SmartDeviceMonitor for Client.

   [Custom install] installs selected applications.

8. **Follow the instructions on the display and then click [Next >] to proceed to the next step.**

9. **After the installation is completed, select one of the options to restart the computer either now or later, and click [Complete].**

   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. If this happens, launch "Setup.exe" on the CD-ROM root directory.

### Installing the PCL or RPCS printer driver (TCP/IP)

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].**

4. **Click [PCL/RPCS Printer Drivers].**

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.

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 machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [SmartDeviceMonitor], and then click [OK].**

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**

- Setting a user code allows a SmartDeviceMonitor for Admin user to display and check statistics about the number of sheets which each user prints. For details, see SmartDeviceMonitor for Admin Help.
- 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 "Messages Displayed When Installing the Printer Driver", Troubleshooting.

### Installing the PCL or RPCS printer driver (IPP)

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].**

4. **Click [PCL/RPCS Printer Drivers].**

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.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine 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:// machine's IP address/printer" as the machine's address.**

    If the server authentication is issued, enter "https://printer's IP address/printer" to enable SSL (a protocol for encrypted communication). Internet Explorer 5.0.1, or higher version must be installed to use SSL.(example IP address: 192.168.15.16)

    `http://192.168.15.16/printer`

1

```
https://192.168.15.16/printer
```

You can enter "http:// machine's IP address/ipp" as the machine'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 drivers, 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 "Messages Displayed When Installing 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 printer 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 printer 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 task tray.

   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", or SmartDeviceMonitor for Client Help.

## Using the Standard TCP/IP Port

This describes how to install the PCL, or RPCS printer driver using the TCP/IP port.

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.
- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the SmartDeviceMonitor for Client port.

## Installing the PCL or RPCS 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].**

4. **Click [PCL/RPCS Printer Drivers].**

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.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine 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 machine 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 [Next >].**

16. **Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

    The installation start dialog box reappears.

17. **Check that the port of the selected printer is displayed in [Port].**

18. **Configure the default printer as necessary.**

19. **Click [Continue].**

    The printer driver installation starts.

20. **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 drivers, 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 "Messages Displayed When Installing the Printer Driver", Troubleshooting.

## Using the LPR Port

This describes how to install the PCL, or RPCS printer driver using the LPR port.

⭐**Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- In an IPv6 environment, you cannot use the LPR Port. Use the SmartDeviceMonitor for Client port.

### Installing the PCL or RPCS 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].**

4. **Click [PCL/RPCS Printer Drivers].**

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.

7. **Select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

8. **Click [Next >].**

9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine 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 machine'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 drivers, 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 "Messages Displayed When Installing the Printer Driver", Troubleshooting.

## Using the WSD Port

This describes how to install the PCL, or RPCS printer driver using the WSD port.

⭐ **Important**

- The WSD port can be used under Windows Vista or Windows Server 2008.

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- You can connect to the printer only if both the printer and computer are on the same network segment, or "Network discovery" is enabled. For details, see Windows Help.

## 1 Installing the PCL or RPCS 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\RPCS \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 installation of the selected drivers, 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].

# Using as a Windows Network Printer

This describes how to install the PCL, or RPCS 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 drivers. Log on as an Administrators group member.

- If you print with a print server connected to the printer using the SmartDeviceMonitor 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 may not be used with the client.

- You can install the printer driver from the CD-ROM provided with this printer or download it from the supplier's Web site.

- If your operating system is Windows XP Pro x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this machine and the operating system you are using, and then download it.

**Installing the PCL or RPCS 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].

4. Click [PCL/RPCS Printer Drivers].

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.

7. Click [Next >].

8. Select the [Printer Name] check box to select the machine models you want to use.

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

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9. **Double-click the machine name to display the machine settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine 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 the RPCS printer driver, a user code can be set after the printer driver installation.

    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

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- To stop installation of the selected drivers, 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 "Messages Displayed When Installing the Printer Drive", Troubleshooting.

# Using as a NetWare Print Server/Remote Printer

This describes how to set up the Windows computer used as the NetWare client.

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.
- 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:

- Operating system: Windows 98
- 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.

2. **Select an interface language, and then click [OK].**

3. **Click [PCL/RPCS Printer Drivers].**

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.

6. **Click [Next >].**

7. **Select the [Printer Name] check box to select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

8. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine 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.

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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, open the printer properties from the [Printers and Faxes] window.**

    Under Windows 2000/Vista or Windows Server 2003/2003 R2/2008, launch the [Printers] window, and then open the printer properties.

18. **Click the [NetWare setting] tab.**

    Under Windows 2000/Vista or Windows Server 2003/2003 R2/2008, 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

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- To stop installation of the selected drivers, click [Cancel] before installation is complete.

- The protocol is set to inactive as default. Enable it using SmartDeviceMonitor or 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.

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 banner page.

To disable banner page 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.

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# 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.

## Windows 2000 - USB

⭐ Important

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**

If the printer driver has already been installed, and plug and play is enabled, the icon of the machine 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 machine to install it from the CD-ROM provided with this machine.

1. **Check that the power of the printer is off.**

2. **Connect the machine and 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 [Next >].**

5. **Click [Search for a suitable driver for my device [recommended]], and then click [Next >].**

6. **Insert the CD-ROM in the CD-ROM drive.**

   If Auto Run starts, click [Cancel] and then [Exit].

7. **Select the [CD-ROM drives] check box, and then click [Next >].**

8. **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 locations:

   - RPCS

     D:\DRIVERS\RPCS\XP_VISTA\(Language)\DISK1

   - PCL 5e

     D:\DRIVERS\PCL5E\XP_VISTA\(Language)\DISK1

   - PCL 6

     D:\DRIVERS\PCL6\XP_VISTA\(Language)\DISK1

   - PostScript 3

D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1

9. **Check the printer driver location, and then click [OK].**

10. **Click [Next >].**

11. **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 connected.

## Windows XP, Windows Server 2003/2003 R2 - USB

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

If the printer driver has already been installed, and plug and play is enabled, the icon of the machine 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 machine to install it from the CD-ROM provided with this machine.

1. **Check that the power of the printer is off.**

2. **Connect the machine and 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 [Advanced]], and then click [Next >].**

5. **Insert the CD-ROM in the CD-ROM drive.**

    If Auto Run starts, click [Cancel] and then [Exit].

6. **Select the [Search removable media (floppy, CD-ROM...)] check box under [Search for the best driver in these locations], and then click [Next >].**

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 locations:

    - RPCS

        D:\DRIVERS\RPCS\XP_VISTA\(Language)\DISK1

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- PCL 5e

    D:\DRIVERS\PCL5E\XP_VISTA\(Language)\DISK1

- PCL 6

    D:\DRIVERS\PCL6\XP_VISTA\(Language)\DISK1

- PostScript 3

    D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1

8. **Check the printer driver location, and then click [OK].**

9. **Enter the path to the file, and then click [OK].**

10. **Click [Next >].**

11. **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 connected.

## Windows Vista, Windows Server 2008 - USB

**⭐ Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

If the printer driver has already been installed, and plug and play is enabled, the icon of the machine connected to the "USB" port is added to the [Printers] 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 machine to install it from the CD-ROM provided with this machine.

1. **Check that the power of the machine is off.**

2. **Connect the machine and 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 display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].**

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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 locations:

   - RPCS

     D:\DRIVERS\RPCS\XP_VISTA\(Language)\DISK1

   - PCL 5e

     D:\DRIVERS\PCL5E\XP_VISTA\(Language)\DISK1

   - PCL 6

     D:\DRIVERS\PCL6\XP_VISTA\(Language)\DISK1

   - 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 the installation is successful, the icon of the machine 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.

# Printing with Parallel Connection

This section describes how to install the PCL, or RPCS printer driver when using the parallel port.

To use a printer connected using a parallel interface, click [LPT1] when installing the printer driver.

⭐ Important

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**
- **If you are using Windows 2000, 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 Pro x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this machine and the operating system you are using, and then download it.**

**Installing the PCL or RPCS 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].**
4. **Click [PCL/RPCS Printer Drivers].**
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.
7. **Click [Next >].**
8. **Select the [Printer Name] check box to select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.
9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine 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

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- 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 "Messages Displayed When Installing the Printer Driver", Troubleshooting.

# Making Option Settings for the Printer

When bidirectional communication works correctly, your computer obtains information about option, paper size and paper feed direction settings from the machine automatically. Bidirectional communication also allows you to monitor machine status.

When bidirectional communication is disabled, you have to set up option, paper size and paper feed direction settings on your computer manually.

## Conditions for Bidirectional Communication

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 RPCS printer driver.

**When connected with the network**

- The machine must support bidirectional communication.
- The Standard TCP/IP port must be used.
- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the RPCS 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 RPCS printer driver and PCL6 printer driver supports bidirectional communication and updates the machine status automatically.
- The PCL5e printer driver supports bidirectional communication. You can update the machine status manually.

## If Bidirectional Communication Is Disabled

This section describes how to set up option, paper size and paper feed direction settings on your computer manually.

⭐ **Important**

- Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators group member.

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

   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, right-click the icon of the printer you want to use, and then click the [Properties].

4. **Click the [Change Accessories] tab.**

   If options in the [Change Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.

   If you are using the RPCS printer driver, click the [Change Accessories] tab.

5. **Select options installed from the [Select printer options:] area, and then make the necessary settings.**

6. **Select the total amount of the memory in [Total memory:] when an optional SDRAM module is added.**

7. **Under [Paper source tray settings:], click the tray to be used, and then select the appropriate size, position, and type for the tray. Select the [Do not use Auto Tray Select] check box to exclude the tray from the targets of automatic tray selection.**

8. **Click [OK] to close the printer properties dialog box.**

⬇ **Note**

- If you use the RPCS printer driver and bidirectional communication is enabled under Windows 2000, the [Change Accessories] tab is unavailable.

# 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 provided with this machine.

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.

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# 2. Printing Documents

This chapter explains how to print documents using the printer driver. It also describes the procedure for configuring staple, punch, fold and other printing functions.

## Two Dialog Box Types

There are two dialog box types of the [Printer Properties] dialog box.

"Custom Setting" is used as an example in this manual. For details about changing the dialog box types, see the printer driver Help.

**Multi-tab**

This dialog box type is designed for users who often change print settings to perform various printing operations.

**Custom Setting**

This dialog box type is designed for users who rarely change print settings. This type of dialog box may vary depending on the installed options.

# Displaying the Printer Driver Settings Screen

This section explains how to open and configure the printer driver properties.

The following procedure explains how to configure the printer driver settings under Windows XP. If you are using another operating system, the procedure might vary slightly.

## Making Printer Default Settings - the Printer Properties

This section explains how to open the printer driver properties from [Printers and Faxes].

⭐ Important

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.

- You cannot change the machine 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.

   When you open the [Printer Properties] dialog box for the first time after installing the RPCS printer driver, a confirmation message appears. After you click [OK], the [Printer Properties] dialog box appears.

4. **Make the settings you require, and then click [OK].**

⬇ Note

- Depending on the applications, the settings you make here may not be used as the default settings.

- For details, see the printer driver Help.

## Making Printer Default Settings - Printing Preferences

This section explains how to open the [Printing Preferences] from [Printers and Faxes].

⭐ Important

- The settings in the "Printing Settings" (Document Properties) dialog box that can be modified and retained differ depending on the printer driver, printer icon, and the users registered for each printer icon.

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].**

⬇ Note

- Depending on the applications, the settings you make here may not be used as the default settings.

- 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 procedure explains how to make printer settings for a specific application using Windows XP WordPad as an example.

1. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

2. **In the [Select Printer] list, select the printer you want to use.**

3. **Click [Preferences].**

   The [Printing Preferences] dialog box appears.

4. **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.

- Depending on the applications, the print settings default you make here may not be applied.

- 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 the defaults when printing from the application.

- For details, see the printer driver Help.

# Setting Paper on the Bypass Tray

You can load paper which does not support in the paper trays. Additionally, you can print on thick paper, OHP transparency, and label paper by using the bypass tray.

⭐ **Important**

- Paper sizes that can be loaded onto the bypass tray can be 100.0 to 305.0 mm (4.0 to 12.0 in.) vertically, and 139.7 to 600.0 mm (5.5 to 23.0 in.) horizontally. Available paper sizes vary depending on installed options. Follow the dimensions below:
  - Shift tray: 139.7 to 487.6 mm (5.5 to 19.2 in.) horizontally
  - Finisher SR 4030/4040: 139.7 to 487.6 mm (5.5 to 19.2 in.) horizontally
  - Finisher SR 4050: 139.7 to 458.0 mm (5.5 to 18.1 in.) horizontally.
- 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▷
  - `120V/208-240V` : A3▷, 11 " × 17 " ▷, $8^1/_2$ " × 14 " ▷, $5^1/_2$ " × $8^1/_2$ " ▷
- 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
  - Auto Tray Select
  - Auto Tray Switching
  - Rotating Collate
  - Staple (when an optional finisher is installed)
  - Punch (when an optional finisher and punch unit are installed)
  - Fold (when an optional multi-folding unit is installed)
- Certain types of OHP transparencies for color printing cannot be used. For details about types that can be used, contact your sales or service representative.

2

1. **Open the bypass tray.**
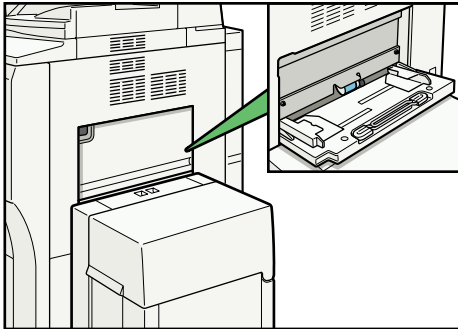


BRC011S

2. **Gently insert paper face down into the bypass tray until the beeper sounds, and then adjust the paper guides to the paper size.**

   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$\square$, $8^1/_2$ " $\times$ 11 "$\square$.

   Fan the paper to get air between the sheets to avoid a multi-sheet feed.
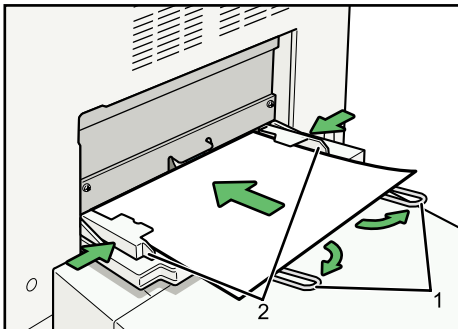


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   1. **Extender**

   2. **Paper Guide**

3. **Set the paper size using the printer driver or the control panel.**

⬇ **Note**

- When loading thick 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", About This Machine.

- 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.

- 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", Network and System 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 "System"). 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 [System] settings, see "System"

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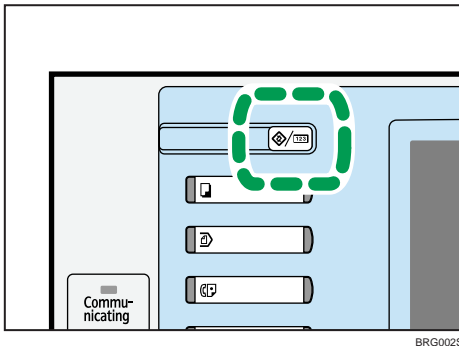


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2. **Press [System Settings].**
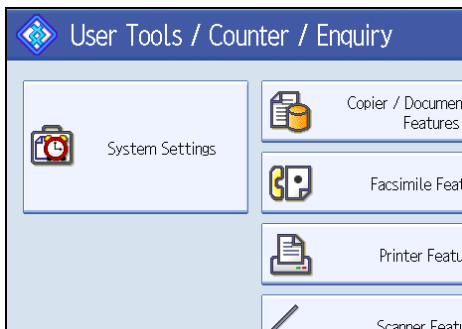


3. **Press the [Tray Paper Settings] tab.**

4. **Press [Printer Bypass Paper Size].**
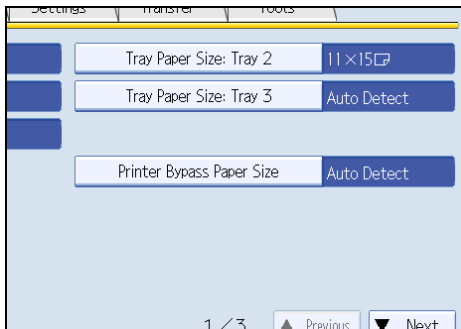


5. **Select the paper size.**



6. **Press [OK].**

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

   The initial screen appears.

- When loading thick 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.

🔲 Reference

- p.147 "System"

## 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 "System"). 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 "System"), 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 "System"). Set paper size using the control panel.

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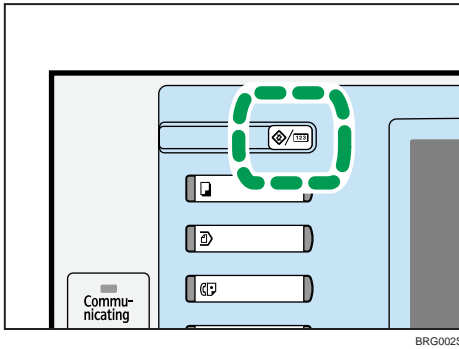


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2. **Press [System Settings].**

3. **Press the [Tray Paper Settings] tab.**

4. **Press [Printer Bypass Paper Size].**

5. **Press [Custom Size].**
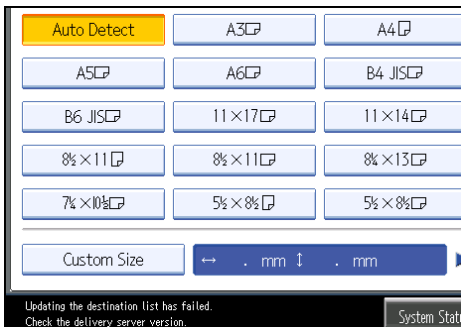


If a custom size is already set, press [Change Size].

6. **Press [Vertical], enter the vertical size of the paper using the number keys, and then press the [♯] key.**
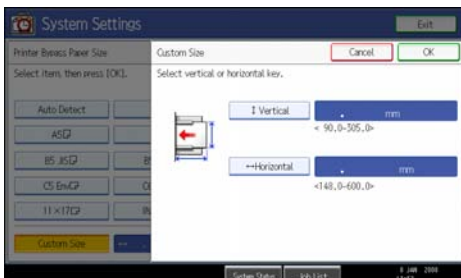
7. **Press [Horizontal], enter the horizontal size of the paper using the number keys, and then press the [♯] key.**

8. **Press [OK].**

   The paper sizes entered are displayed.

9. **Press [OK].**

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

    The initial screen appears.

⬇ **Note**

- When loading thick 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.

🗐 **Reference**

- p.147 "System"

## Setting Thick Paper or OHP Transparencies Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading thick 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 "System"). 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 "System"), 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 "System"). Set the paper size using the control panel.

**2**

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



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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].**
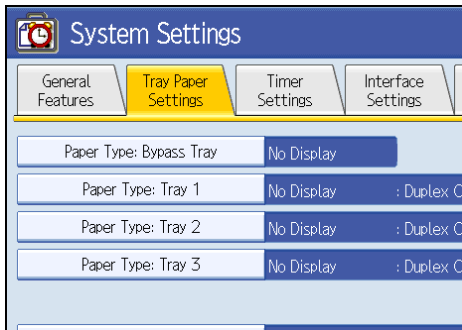


6. **Select the proper items, according to the paper type you want to set.**

   • Press [OHP (Transparency)] on the [Paper Type] area when loading OHP transparencies.
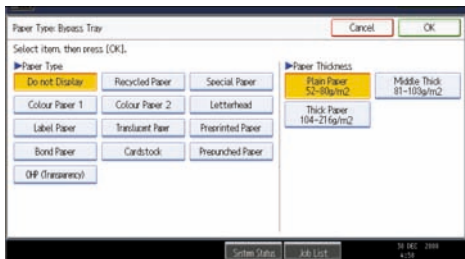


   • Press [No Display] on the [Paper Type] area, and then press [Thick Paper 104 -216g/m2], [Middle Thick 81-103 g/m2] on the [Paper Thickness] area when loading thick paper.
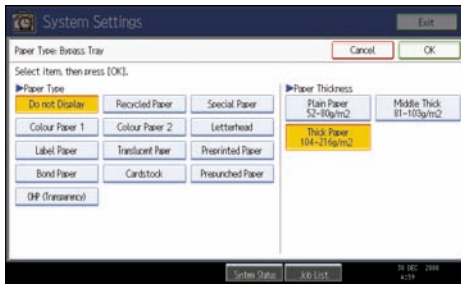
7. **Press [OK].**

   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 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, make sure to clear settings for the next user.

- For details about setting printer drivers, see the printer driver Help.

🄴 Reference

- p.147 "System"

# Printing on Orientation-Fixed or Two-Sided Paper

This section explains how to print on paper whose orientation and printing side are unchangeable (letterhead paper, for example).

Use the settings and paper orientations shown below to ensure the machine prints onto orientation-fixed paper (such as letterhead or continuous stationery) correctly. Specify [Auto Detect] or [On (Always)] for [Letterhead Setting] in the printer settings, and then place the original and paper as shown below. For details about the letterhead print settings, see "System".

| Paper Orientation | Paper Trays 1-3 | | Paper Trays 4-7 | |
|---|---|---|---|---|
| | Letterhead Setting [On (Always)] | Letterhead Setting [Off] | Letterhead Setting [On (Always)] | Letterhead Setting [Off] |
| 1-sided print | ABC | ABC | ABC | ABC |
| 2-sided print | ABC | ABC | ABC | ABC |
| 1-sided print | ABC | ABC | ABC | ABC |
| 2-sided print | ABC | ABC | ABC | ABC |

**Note**

- To print on letterhead paper when [Letterhead Setting] is set to [Auto Detect], you must specify [Letterhead] as the paper type in the printer driver's settings.
- If a print job is changed partway through printing from 1-sided to 2-sided printing, 1-sided output after the first copy may print facing a different direction.
- For details about how to make 2-sided prints, see "Printing on Both Sides of Sheets".

🖹 Reference

- p.57 "Printing on Both Sides of Sheets"

- p.147 "System"

2

# Frequently Used Print Methods

This chapter explains how to use the various printing functions including normal printing, duplex printing, combine printing, staple printing, and watermark/overlay printing.

Each function described in this chapter is configured and registered under "Custom Settings". You can also change the parameters for each function by modifying "Custom Settings".

🔸 Note

- For details about custom settings, see "Using Custom Settings".

📖 Reference

- p.66 "Using Custom Settings"

## Standard Printing

Use the following procedure to print documents using the normal printing function with the printer driver.

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**
2. **In the [Original size:] list, select the size of the original to be printed.**
3. **When using paper with a different size from the document's size, select the [Reduce/ Enlarge] check box, and then select one of the following options from the [Reduce/Enlarge] list:**

- To scale the document to the size of the paper used, select [Fit to paper size].
- To scale the size of the printout by a specific percentage, select [Scale].
- To scale the horizontal and vertical proportions of the printout independently, select [Direct. Mag.].

  Select the size of the paper used to print in [Printout paper size:].

1. **In the [Original orientation] area, select [Portrait] or [Landscape] as the orientation of the original.**
2. **If you want to print multiple copies, specify a number of sets in the [Copies:] box.**
3. **In the [Paper source tray:] list, select the paper tray that contains the paper you want to print onto.**

   If you select [Auto Tray Select] in the [Paper source tray:] list, the source tray is automatically selected according to the paper size and type specified.

4. **In the [Paper type:] list, select the type of paper that is loaded in the paper tray.**
5. **Click [OK].**
6. **Print the document using the print function in the document's native application.**

**Note**

- The types of paper loaded in the paper trays are indicated on the machine's display. This allows you to see which tray the selected paper type is loaded in. However, the paper type setting available in the printing preference dialog box might be different from the type indicated on the machine's display.

- If the paper tray loaded with the specified paper size and type is not available, a warning message appears on the machine's control panel. If this happens, follow the instructions in the message to specify a paper tray and perform force printing. Alternatively, press the job reset button to cancel printing. For details, see "If Error Occurs with the Specified Paper Size and Type".

**Reference**

- p.88 "If Error Occurs with the Specified Paper Size and Type"

## Printing on Both Sides of Sheets

This section explains how to print on both sides of each page using the printer driver.

**Important**

- When perform duplex printing, specify paper other than the following:

    - Cardstock, Tab Stock, OHP Transparency, Labels, Thick (129g/m$^2$ or more), Preprinted, Prepunched, Translucent, custom paper size

- The bypass tray does not support duplex printing.

1. After creating a document, open the Printing Preferences dialog box in the document's native application.

2. To use an existing Custom Setting, click the icon in the [Custom Setting name:] box.

    If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 10.

3. Click [Add/Change Custom Settings...].

4. Click the [Edit] tab, if it is not already selected.

5. Select the [Duplex/Booklet] check box.

6. Click the icon of the page opening direction that you require.

7. Specify the margins on the front and back sides, and then click [OK].

8. Change any other print settings if necessary, and then click [Save As...].

    If you are modifying an existing setting and want to overwrite the previous setting, click the [Save] button and then proceed to step 10.

9. In the [Custom Setting name:] box, enter an appropriate name for the settings, and then click [OK].

10. Click [OK] to close the printer preferences dialog box.

**11. Print the document using the print function in the document's native application.**

🔽 **Note**

- If the document contains pages with different original sizes, page breaks may occur.

## Types of duplex printing

This section explains the binding directions available when using the duplex printing function. When using the duplex printing function, you can select whether to bind copies by edge or in the center.

**Edge Binding**

- Duplex-Open to Left



BMF006S
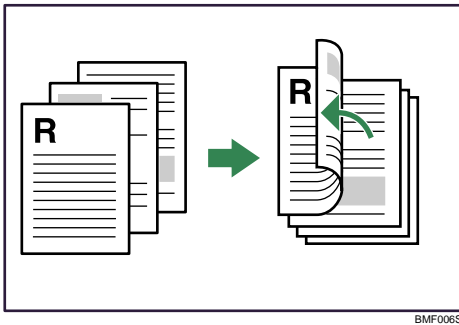
- Duplex-Open to Right



BMF007S

- Duplex-Open to Top

**2**



BMF008S
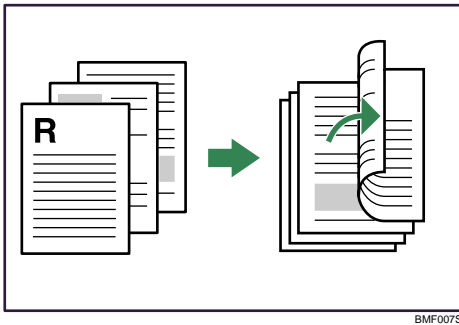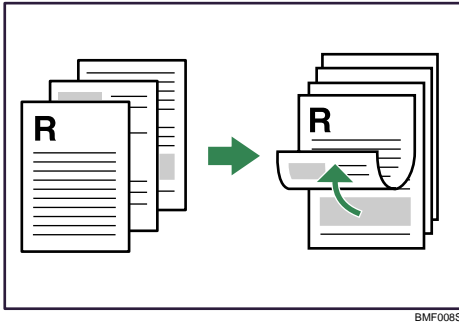
**Center Binding**

• Booklet 1 -Open to Left



BMF009S

• Booklet 1 -Open to Right



BMF010S

• Booklet 1 -Open to Top

BMF016S

- Booklet 2 -Open to Left



BMF011S
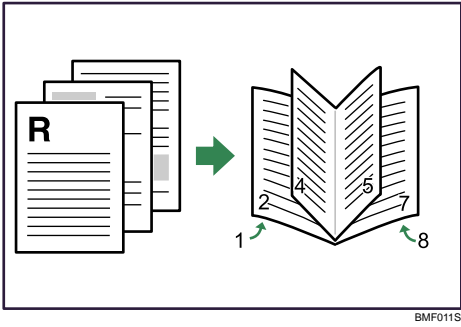
- Booklet 2 -Open to Right



BMF012S

- Booklet 2 -Open to Top



BMF017S

⬇**Note**

- If you want to specify [Booklet 1 -Open to Top] or [Booklet 2 -Open to Top], you must first select [Landscape] as the setting for [Original orientation].

- If you want to specify [Booklet 1 -Open to Right], [Booklet 1 -Open to Left], [Booklet 2 -Open to Right], or [Booklet 2 -Open to Left], you must first select [Portrait] as the setting for [Original orientation].

## Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

⭐**Important**

- The combine printing function is not available on a custom size paper. To use the combine printing function, specify a standard size paper.

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**

2. **To use an existing Custom Setting, click the icon in the [Custom Setting name:] box.**

   If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 9.

3. **Click [Add/Change Custom Settings...].**

4. **Click the [Edit] tab, if it is not already selected.**

5. **Select the [Layout/Poster/Imposition] check box, and then select the combination pattern from the list.**

6. **Specify the page order by selecting the appropriate icon.**

7. **Change any other print settings if necessary, and then click [Save As...]**

   If you are modifying an existing setting and want to overwrite the previous setting, click the [Save] button and then proceed to step 9.

8. **In the [Custom Setting name:] box, enter an appropriate name for the settings, and then click [OK].**

9. **Click [OK] to close the printer preferences dialog box.**

10. **Print the document using the print function in the document's native application.**

⬇**Note**

- If the document contains pages with different original sizes, page breaks may occur.

- If the application you are using also has a combine function, disable it. If the application's combine function is also enabled when the driver's combine function enabled, incorrect printing is likely.

- For details about combining pages with different orientations and other advanced functions, see the printer driver Help.

## Types of combine printing

This section explains the different methods of combine printing that are available. Three patterns are available for printing two pages per sheet, and four patterns are available for printing four or more pages per sheet.

**2 pages per sheet**
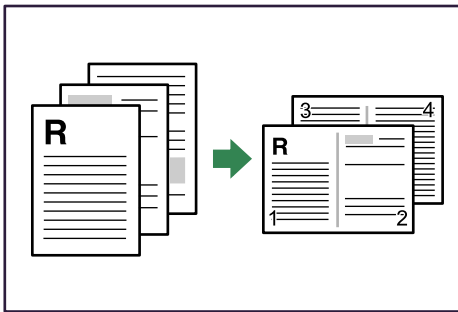
BMF018S
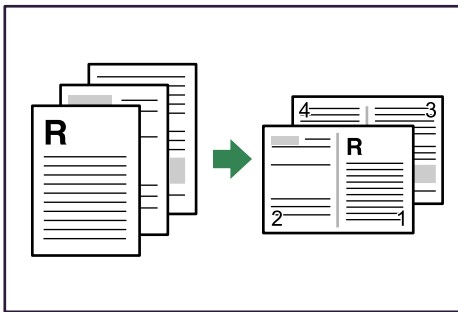
BMF023S
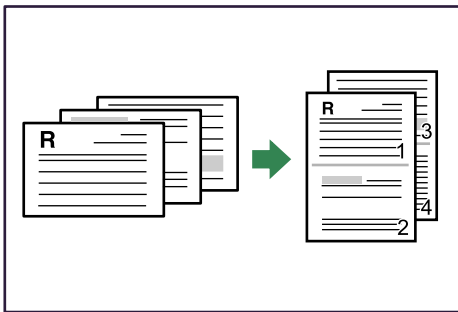
BMF024S

**4 pages per sheet**
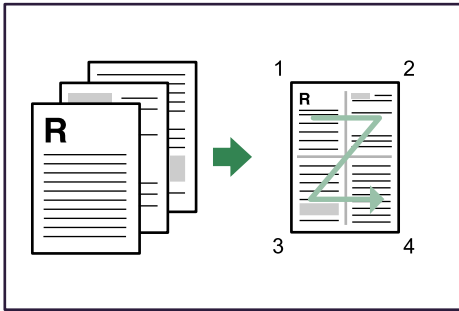


BMF019S
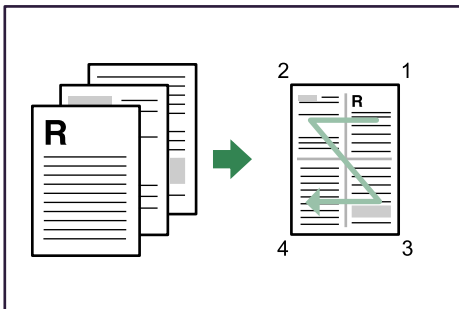


BMF020S



BMF021S



BMF022S

**2**
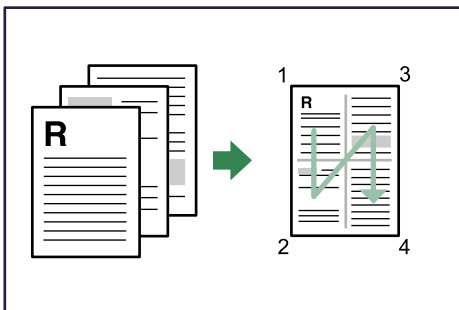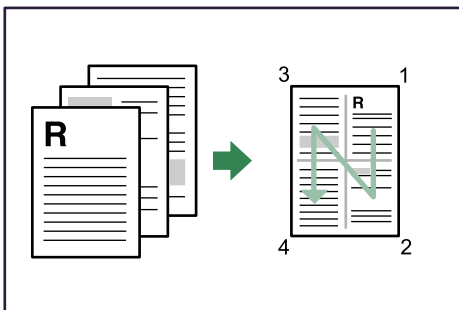
## Printing with Watermark/Overlay

This section explains how to print documents with text watermarks using the printer driver.

The watermark function prints text or an image over every page of a document. This function is useful for security or content identification. There are two type of watermark available: "Image" and "Text".

Select "Image" if you want to print a bitmap image (*.bmp) as the watermark. Select "Text" if you want to print text as the watermark image. You can specify only one type of watermark at a time.

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**

2. **To use an existing Custom Setting, click the icon in the [Custom Setting name:] box.**

   If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 8.

3. **Click [Add/Change Custom Settings...].**

4. **Click the [Edit] tab, if it is not already selected.**

5. **Select the [Watermarks/Overlay] check box, and then select the type of the watermarks from the list.**

   To change the specified watermark, click [Edit...].

6. **Change any other print settings if necessary, and then click [Save As...]**

   If you are modifying an existing setting and want to overwrite the previous setting, click the [Save] button and then proceed to step 8.

7. **In the [Custom Setting name:] box, enter an appropriate name for the settings, and then click [OK].**

8. **Click [OK] to close the printer preferences dialog box.**

9. **Print the document using the print function in the document's native application.**

⬇ Note

- You do not have to select a watermark from those that are pre-registered in the printer driver: you can create and apply custom watermarks also.

- For details about creating original watermarks, see the printer driver Help.

### Types of watermarks

This section explains the types of watermarks available.

Following are the pre-registered text watermarks that are available:

- COPY
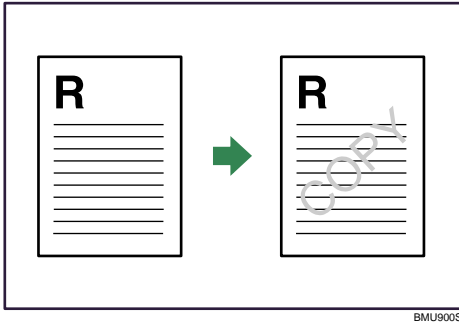
BMU900S

• URGENT
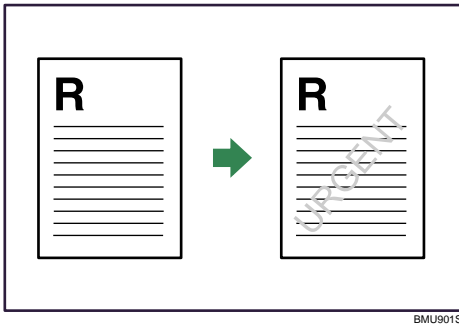


BMU901S

• CONFIDENTIAL
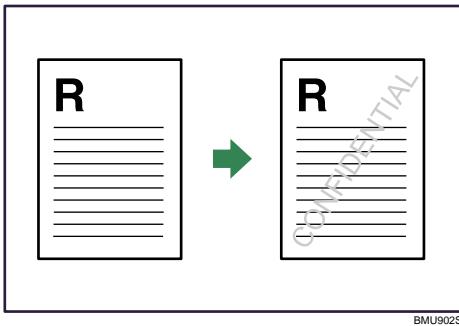


BMU902S

• DRAFT



BMU903S

- ORIGINAL



BMU904S
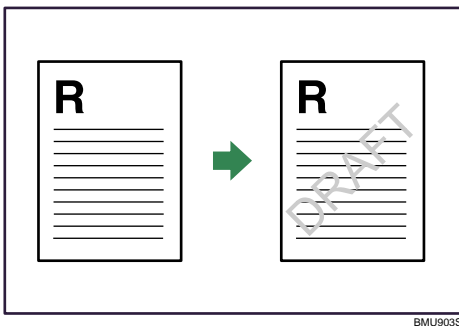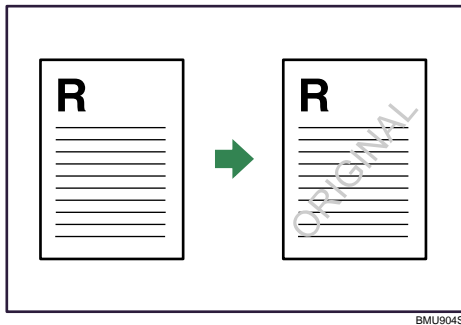
## Using Custom Settings

This section explains how to register and use custom settings.

Each function explained in this chapter is preconfigured and registered under [Custom Setting name:] on the [Print Settings] tab.

You can apply the relevant setting simply by clicking on the custom setting name. This helps to avoid incorrect settings and misprints.

Custom settings except [Normal Print] can be added, modified, and deleted as desired. They can also be shared for use by different users. By using registered custom settings, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

For details about registering, modifying, and deleting custom settings, see the printer driver Help.

🔱 **Note**

- If you change the configuration of the machine's options, you must update the Custom Setting using the printer driver to ensure all settings are applied correctly. Click [▯▯▯▯] on the [Setup] tab in Multi-tab or on the [Print Settings] tab in Custom Setting. When bidirectional communication is enabled, the Accessories setting and Custom Setting are updated when you click [Refresh Printer Information]. If bidirectional communication is disenabled, you must configure the option settings manually using the [Change Accessories] tab. For details about bidirectional communication and configuring option settings manually, see "Making Option Settings for the Printer".

🔖 **Reference**

- p.38 "Making Option Settings for the Printer"

# Advanced Printing

This chapter explains the machine's advanced printing functions.

In addition to the features introduced in "Frequently Used Print Methods", more features are available on [Edit] tab, [Finishing] tab, [Cover/Slip Sheet] tab, and [Misc.] tab.

**Reference**

- p.56 "Frequently Used Print Methods"

## Settings That Can Be Changed on Each Tab

The following is an overview of the settings that are available on the [Edit] tab, [Finishing], [Cover/Slip Sheet], and [Misc.] tabs.

**[Edit] tab**

- Layout/Poster/Imposition
    - Speed
    - Double

    You can use an imposition setting to reduce print costs by trimming the printed sheets into several pages.

**[Finishing] tab**

You can enable/disable collate, staple, punch, and fold function.

- Collate

    When printing multiple sets of documents such as handouts for meetings, you can have prints delivered in batches of ordered sets.

- Staple

    With an optional finisher installed, sets can be stapled individually when printing multiple sets.

- Punch

    With an optional finisher and punch unit installed, holes can be punched into printed outputs.

- Fold

    With an optional multi-folding unit installed, output can be folded.

**[Cover/Slip Sheet] tab**

You can enable/disable the collate function.

- Cover sheet/ Back Cover

    Using this function, you can insert cover sheet/ back cover sheet fed from a different tray to that of the main paper, and print on them.

- Chaptering

The specified page is printed on the same side as the first page, like a book.

- Slip sheet

    A slip sheet can be inserted between each page.

**[Misc.] tab**

You can change various settings for spool printing and other print options.

- Spool printing

    The print job is transmitted to the machine and temporarily stored when printing.

## Printing a Document Using an Imposition Method

When printing a document that contains multiple pages, you can use an imposition setting to reduce print costs by trimming the printed sheets into several pages. This function is known as "Imposition". There are two settings for the Imposition function: Speed and Double.

If you print an A4 document that contains multiple pages using Speed, two pages of the document are printed on a single A3 sheet side by side with the odd and even pages separated. The A3 sheets can then be stacked and cut in half to make the A4 document. If you print an A4 document that contains multiple pages using Double, two copies of the same page are printed on a single A3 sheet side by side. The A3 sheets can then be stacked and cut in half to make two sets of the A4 document.

**Speed**

- Pages are arranged left to right.



BRT015S
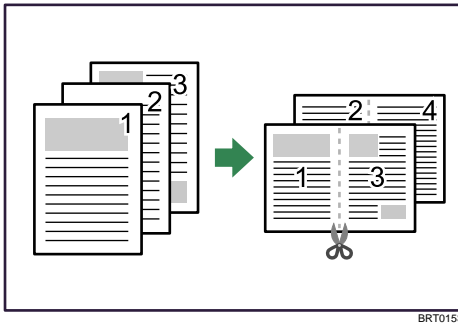
- Pages are arranged right to left.

BRT016S

- Pages are arranged top to bottom.



BRT019S
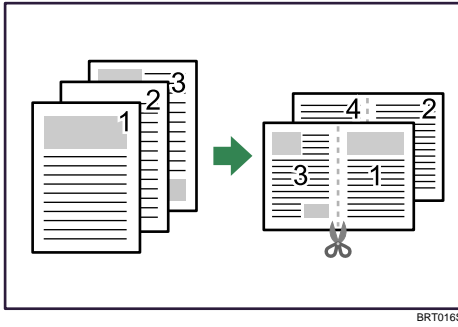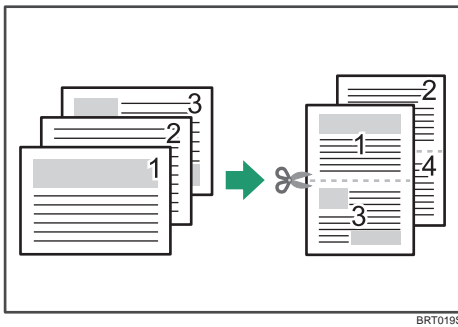
**Double**

- Pages are arranged side by side.



BRT017S
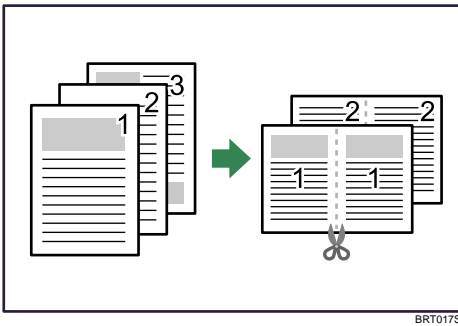
- Pages are arranged top to bottom.
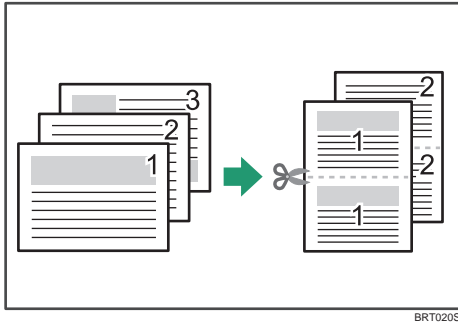
BRT020S

**Note**

- Speed cannot be used in combination with the Chapter, Designate, Cover sheet, or Back Cover function.

- Speed or Double cannot be used in combination with the Data security for copying, Booklet, or Draw border function.

## 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's memory or hard disk drive. The followings are the three types of Collate:

**Important**

- You can sort up to 3000 pages, and up to 999 copies.

- 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 collate option is not selected in the application's print settings. If collate option is selected, printing will not be as intended.

- The Rotating Collate function requires two paper trays containing same size paper and same paper type but in different orientations.

**Collate Types**

- Collate

  Printed output is assembled as sets in sequential order.
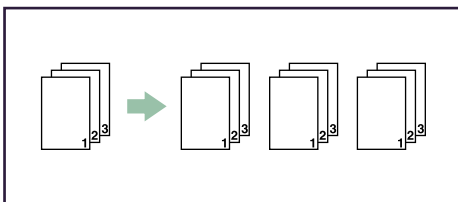
  

  BAC016S

- Rotating Collate

  Every other print set is rotated by 90 degrees.
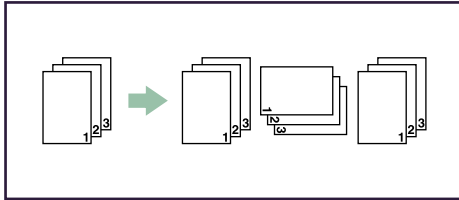
  

  BAC017S

- Shift Collate

  An optional finisher is required for this function.
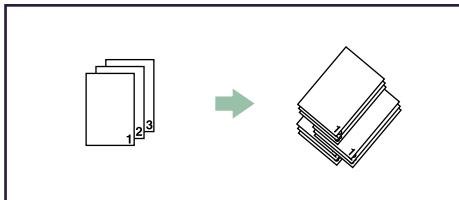
  

  BAC018S

  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.

**Conditions where Rotate Collate will be canceled**

- When combined with the staple function.
- When combined with the punch function.
- If jobs containing pages of various sizes are set.
- When a paper tray is specified.
- When combined with the cover sheet and back cover functions.
- When combined with the slip sheet function.
- When combined with the tab stock function.
- When combined with the chaptering function.
- When combined with the fold function.
- If custom size paper is set.
- When the output tray has the shift function.

**Conditions where Shift Collate will be canceled**

- When the output tray does not have the shift function.
- When only 1 page is printed.

**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 an optional finisher installed, options may not be set up correctly in the printer driver. To correct the printer driver's option settings, see "Making Option and Paper Settings for the Machine".

- For details, see the printer driver Help.

**Reference**

- p.38 "Making Option Settings for the Printer"

## Staple

With an optional finisher installed, this machine can staple individual sets when printing multiple sets.

Available stapling positions vary depending on the orientation of the originals being copied and the size and orientation of the copy paper. For details, see "Staple Position".

**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 this function.

- The staple function cannot be used if the following paper types are used.

  - Middle Thick (only when using Finisher SR4050), Thick (129 g/m$^2$ or more ), Labels, Translucent, OHP Transparency

**Note**
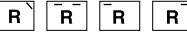
- Depending on the application, print settings may not be enabled and printed output may not be as expected.

- When setting staple 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.

**Reference**

- p.72 "Staple position"

### Staple position

The specified staple position varies depending on paper size, type, quantity and feed orientation. The following table shows staple positions:

BPX005S

**◆Note**

- When center staple is set, the fore edge of prints can be cut using the trimmer. For details about cutting the fore edges of prints, see the printer driver Help.

- 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 "Appendix", About This Machine.

- For printing methods, see the printer driver Help.

## Stapling precautions

### Paper size and staple capacity

Finisher SR4050

| Paper Size | Staple Capacity |
|---|---|
| A3▽, B4 JIS▽, 11×17▽, $8^1/_2$×14▽, $8^1/_4$×13▽, 8×13▽, $7^1/_4$×10$^1/_2$▽▽, 8K▽, 16K▽▽, 11×14▽ | 50 |
| A4▽▽, B5 JIS▽▽, $8^1/_2$×11▽▽ | 100 |

Finisher SR4030/ Finisher SR4040

| Paper Size | Staple Capacity |
|---|---|
| A3▷, B4 JIS▷, 11×17▷, $8^1/_2$×14▷, 8×13 ▷, $8^1/_2$×13▷, $8^1/_4$×13▷, 8K▷, 11×14▷ | 30 |
| A4▷▷, B5 JIS▷▷, $8^1/_2$×11▷▷, $7^1/_4$× $10^1/_2$▷▷, 16K▷▷ | 50 |

**Staple capacity for booklet staple**

With Finisher SR4040 installed, booklet stapling is available.

| Paper Size | Staple Capacity |
|---|---|
| A3▷, A4▷, B4 JIS▷, B5 JIS▷, 11×17▷, $8^1/_2$×14▷, $8^1/_2$×11▷ | 15 |

**Mixed Size**

You can mix two different paper sizes to staple if the width of the paper is the same.

Booklet stapling is unavailable for mixed size paper.

| Mixed Paper Size | Staple Capacity for Finisher SR4050 | Staple Capacity for Finisher SR4030/ Finisher SR4040 |
|---|---|---|
| A3▷ and A4▷ | 50 | 30 |
| B4 JIS▷ and B5 JIS▷ | 50 | 30 |
| 11×17▷ and $8^1/_2$×11▷ | 50 | 30 |

**Conditions where stapling will be canceled.**

Collate will continue if it was specified along with the staple function.

- If paper sizes which can not mix together are contained in a single job.
- If the number of pages to staple exceeds the maximum.
- If a paper size that cannot be stapled is selected.
- If a paper type that cannot be stapled is selected.
- When the setting does not meet collating requirements.
- When the record area for collate overflows during the job.
- 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.

- When paper is loaded using the bypass tray.

- If the size of the paper after it is Z-folded is not supported for stapling.

- When only 1 page is printed (only when booklet staple is specified with Finisher SR 4040).

**↓Note**

- When the stapling is canceled, "Staple has been cancelled." appears.

- When staples have run out and Auto Continue is off, an error message will be displayed. Cancel the staple function in the error message to continue printing.

- If Staple or Shift Collate is selected with an optional finisher 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 installed, options may not be set correctly in the printer driver. To correct the printer driver's option settings, see "Making Option and Paper Settings for the Machine".

- 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 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 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 an 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.

- Folding types other than Z-fold cannot be used with the staple function.

- For details about optional finishers, see About This Machine.

- To remove paper misfeeds, see Troubleshooting.

**⊟Reference**

- p.38 "Making Option Settings for the Printer"

## Punch

With an optional finisher and punch unit attached, holes can be punched into printed outputs.

⭐ **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 this function.**

⬇ **Note**

- For details about printing method, see the printer driver Help.

### Punch position

The specified punch position varies depending on paper feed and print data orientation. The following table shows punch positions:



BPX006S

⬇ **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 "Appendix", About This Machine.
- For details about printing methods, see the printer driver Help.

## Punching precautions

Follow these precautions when using the punch function.

**Conditions where Punch will be canceled**

- When a paper type that cannot be punched is selected.
- When a paper size that cannot be punched is selected.
- When combined with fold functions other than Z-fold.
- If positions other than those fixed for punching are specified.
- When paper is loaded using the bypass tray.
- 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.
- If there are inconsistencies between the staple position and the punch position, when using with staple function.

**Note**

- When punching is canceled, "Punch has been cancelled." appears.
- When the punch receptacle has become full and Auto Continue is off, an error message will be displayed. Cancel the punch function in the error message to continue printing.
- Punching might not be in the specified position when printing on letterhead paper.
- If you cannot make punch settings even with an optional finisher installed, options may not be set correctly in the printer driver. To correct the printer driver's option settings, see "Making Option and Paper Settings for the Machine".
- 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.
- 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 an 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 optional finishers, see About This Machine.

- To remove paper misfeeds, see Troubleshooting.

- Punch and Z-fold cannot be used together.

- For details about printing methods, see the printer driver Help.

🗐 **Reference**

## Fold

With an optional multi-folding unit attached, output can be folded.

### Folding positions

The following table shows the folds that this machine can apply to prints.



| Paper Orientation on the Machine | Original Orientation (Print Data Direction) | | Folding Position | | |
|---|---|---|---|---|---|
| | | | Print inside | Print outside | Not specified |
| | Portrait | Z-fold | — | — |  |
| | | Half fold |  |  | — |
| | | Letter fold-in |  |  | — |
| | | Letter fold-out | — | — |  |
| | | Double parallel fold |  |  | — |
| | | Gate fold |  |  | — |
| | Landscape | Z-fold | — | — |  |
| | | Half fold |  |  | — |
| | | Letter fold-in |  |  | — |
| | | Letter fold-out | — | — |  |
| | | Double parallel fold |  |  | — |
| | | Gate fold |  |  | — |

BPX007S

For details about which sizes and types of paper are compatible with which fold or multifold, see "Appendix", About This machine.

## Notes on the fold function

Follow these precautions when using the fold function.

**Conditions where fold function will be canceled**

- When a paper type that cannot be folded is selected [*1]
- When a paper size that cannot be folded is selected
- When a paper type that cannot be multi-folded is selected
- When a combination of paper orientation and fold position that cannot be folded is selected.
- When form feeding is used
- When multifold is specified but the number of sheets exceeds the maximum number available for the multifold function
- If there are inconsistencies between the orientation in duplex mode and the fold position.
- When Auto Continue is set.
- When the paper is fed from an optional interposer tray
- When multifold is specified but the paper sizes are different.

    [*1] The fold function is not supported for Plain (64 $g/m^2$ or less), Thick (more than $103g/m^2$), Letterhead, Translucent, OHP Transparency, Cardstock, Labels, and Tab Stock.

🔽 **Note**

- To use the Z-fold function, you must set the Z-fold support tray. For details about how to set the Z-fold support tray, see "When Z-folded Paper Is Not Properly Aligned", Troubleshooting.

- Folded copies that are delivered to the multi-folding unit tray may be stacked with their folds open. If this happens, the position of the folds is unaffected and the copies will still be output in sequential order. Stacked copies can be easily separated in the order they were delivered. To prevent their folded sections overlapping, configure the machine to deliver folded copies to the Finisher upper tray or Finisher shift tray.

- Remove the Z-fold support tray when delivering copies to the shift tray without using the Z-fold function. If you leave the Z-fold support tray in place, prints are not stacked properly.

- Fold function is disabled when printing using the bypass tray.

- Slip sheets, punch, staple, booklet staple (only when booklet staple is specified with Finisher SR 4040), and auto tray switching functions cannot be used when folding.

- When the fold function is used, Rotate Collate will be canceled.

- When stapling Z-folded paper, fewer sheets than normal can be stapled together. This is because a single Z-folded sheet is equivalent to 10 non-Z-folded sheets.

- Depending on the temperate and humidity conditions of the machine's environment and the type of paper being folded, use of the fold function can cause toner smearing, which can occasionally result in spoilt prints.

## Cover Sheet

Using this function, you can insert cover sheet/back cover sheet fed from a different tray to that of the main paper, and print on them.

⭐ **Important**

- **To use this function, Collate must be set. Rotating Collate can not be set.**
- **If you load cover sheet on an interposer, cover sheet is not printed.**

Prints the first page of the document on the sheet for the cover page.

**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
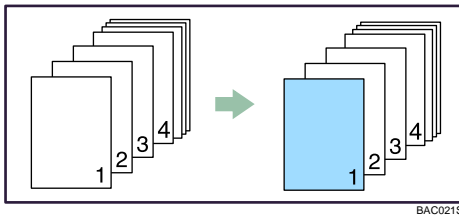
- Print on both sides

  Prints on both sides of the cover sheet when duplex printing is selected.

  - Cover sheet printed on both sides

    

    BAC022S
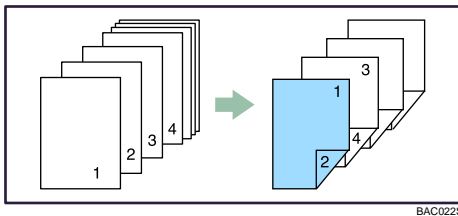
  - Cover sheet printed on one side

BAC026S
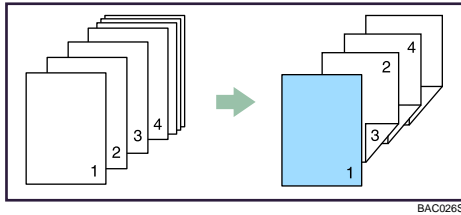
- Blank

    - When printing one side

BAC023S
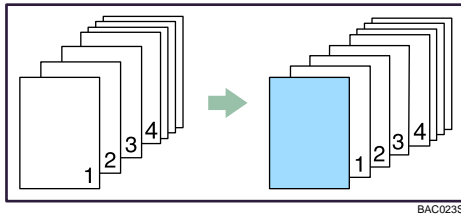
    - When printing both sides

BAC027S
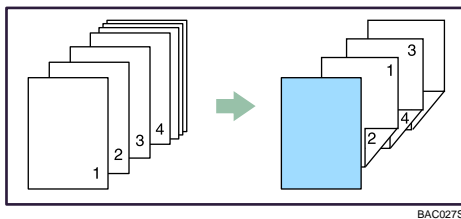
**Back Cover**

Prints the last page of the document as the back cover pages.

- Print on one side

    Prints on one side of the cover sheets only, even when duplex printing is selected.

    - Back cover page face inside

BAC038S

    - Back cover page face outside

BAC043S
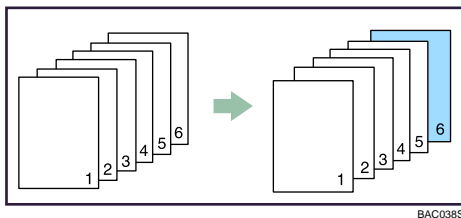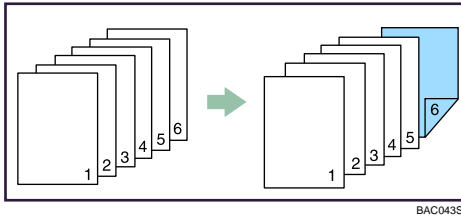
- Print on both sides

    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



BAC039S

    - Back cover page face outside, and the number of pages is odd



BAC040S

    - Back cover page face inside, and the number of pages is even



BAC041S

    - Back cover page face outside, and the number of pages is even



BAC042S
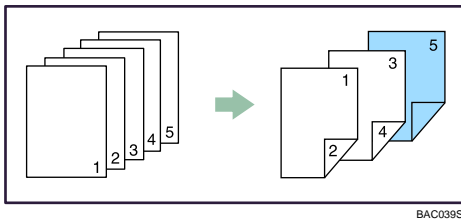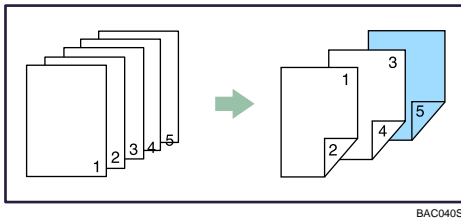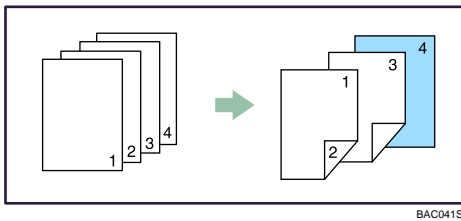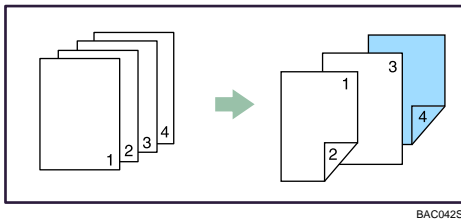
**⬇ Note**

- 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.

- The cover sheet/back cover sheet should be the same size and orientation as the body paper.

- The same paper feed tray can be set for the body of the document and the cover sheet/back cover sheet.

- When loading a cover sheet/back cover sheet in the tray, set the relevant paper size.

- The cover sheet/back cover sheet can not be used when slip sheet is specified.

- 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.

**⭐ Important**

- If you load chapter slip sheets on an optional interposer, chapter slip sheets are not printed.

- The same paper feed tray cannot be set for the body of the document and the slip sheet.

**No Slip Sheets**

The specified page is always printed on the same side as the first page.



BAC037S
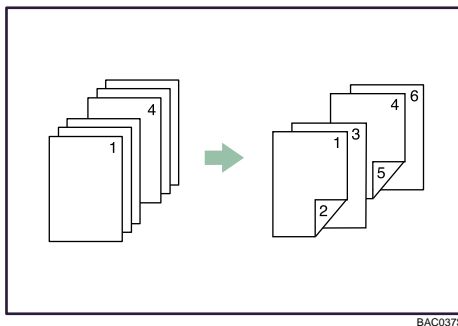
This function is only valid with duplex printing.

**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.
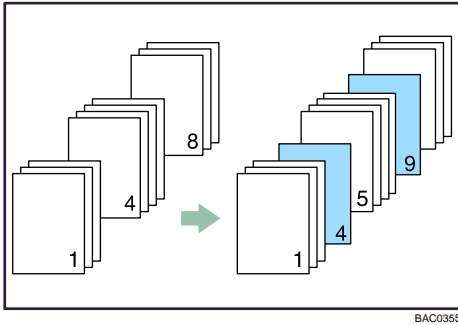
BAC035S

- Blank
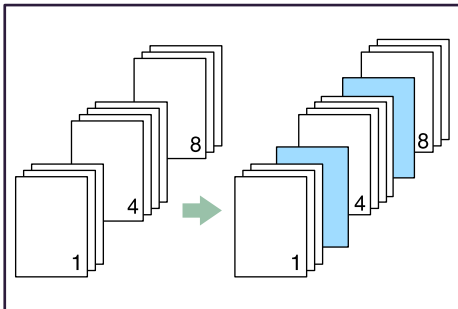


BAC036S

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.

**Note**

- You can designate up to 100 locations using the printer driver.

- This function can be used together with combine (layout) printing.

- When the page specified as a chapter slip sheet is the first page in the first chapter, and a cover sheet is specified on the same page, the chapter slip sheet will be canceled due to cover sheet priority.

- The slip sheet should be the same size and orientation as the body paper.

- For details about printing methods, see the printer driver Help.

## Slip Sheets

A slip sheet can be inserted between each page.

**Important**

- If you load slip sheets on an interposer, slip sheets are not printed.

- The same paper feed tray cannot be set for the body of the document and the slip sheets.

**Inserting a slip sheet between each page**

- Print



BAC024S

- Blank



BAC019S
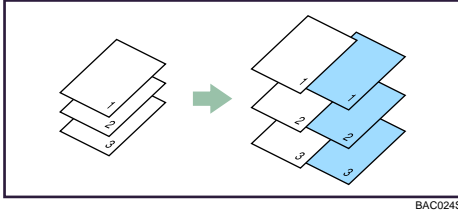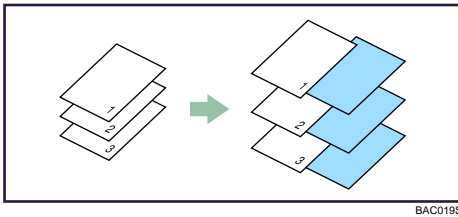
**Inserting a slip sheet between OHP transparencies**

- Print



BRS013S

- Blank



BRS014S
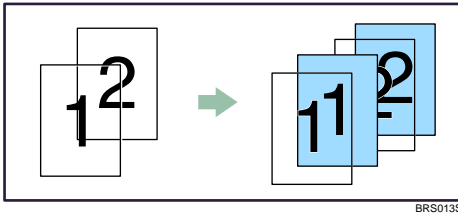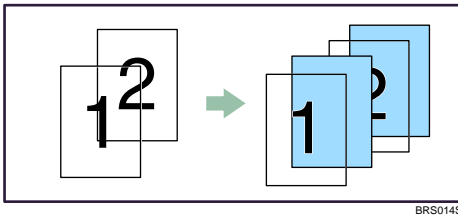
🔽Note

- Fold functions other than Z-fold cannot be set when using slip sheets.

- When Sample Print is specified with Slip Sheets, only the first copy will be printed. The setting to print the rest of the copies is not stored on the machine.

- Collate, duplex printing, and staple functions will be canceled when using slip sheets.

- The slip sheet should be the same size and orientation as the body paper.

- When loading slip sheets in the tray, set the relevant paper size.

- 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.

## 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 "wsd (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 and System Settings Guide or Help for more information.

- Using telnet

  Type in "spoolsw spool on" to set Spool Printing.

  For details, see Network and System Settings 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 and System Settings 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.

**2**

# If Error Occurs with the Specified Paper Size and Type

An error message appears on the control panel when there is no tray for the selected paper size or type, or when paper loaded in the machine has run out. In that case, you can select the tray manually to carry on printing, or cancel a print job.

⭐ **Important**

- The tray cannot be changed if the following functions are set:
  - Staple
  - Punch
  - Z-fold
  - Duplex Print to a tray that does not support duplex printing
  - Cover Sheet
  - Back Cover
  - Slip Sheet
  - Chaptering

⬇ **Note**

- If duplex printing is canceled on the control panel, printing will forcedly continue.
- If any of the following functions are set, you can continue printing by canceling the function:
  - Staple
  - Punch
  - Duplex
  - Z-fold
- If Auto Continue is selected, form feed paper is printed after a set interval. See "System".

📄 **Reference**

- p.147 "System"

## Printing from a Selected Tray

Follow the procedure below to select a tray manually to carry on printing.

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.

**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**

- p.129 "Canceling a Print Job"

# Registering Classification Codes

This section explains classification codes.

If you register classification codes, the printer logs the number of prints made under each code.

You can register classification codes to individual users and specified purposes, enabling you to monitor printer usage by each.

For example, you can manage accounts according to individual clients or account titles.

**Classification Code - Based Process (example)**
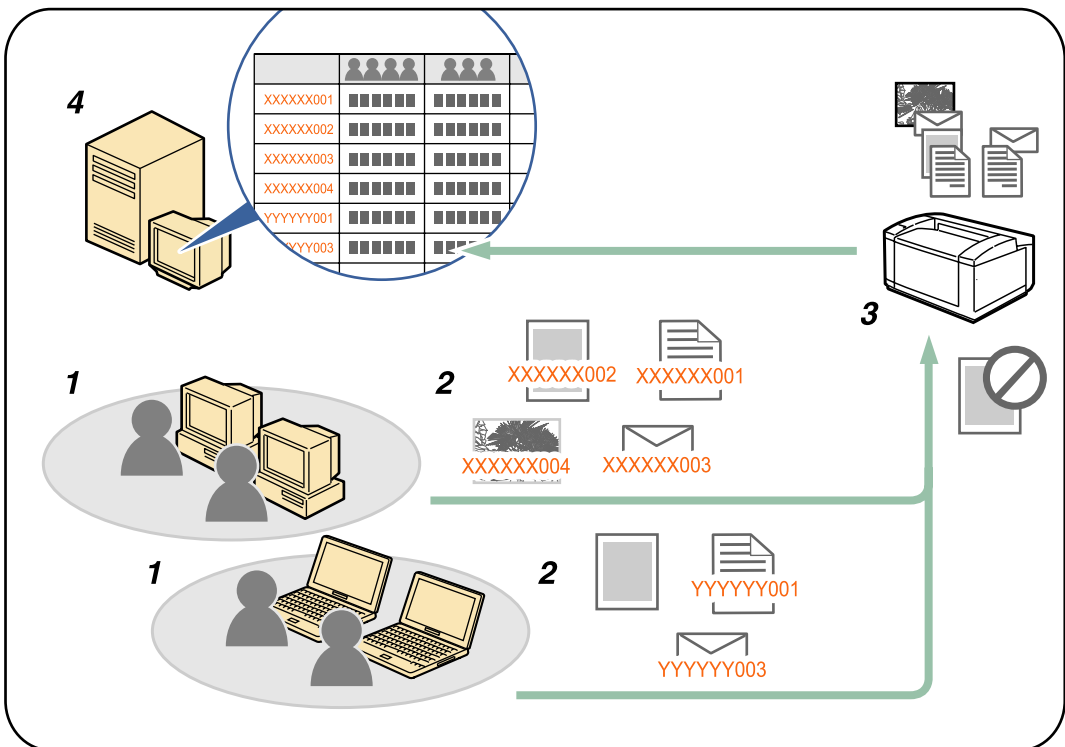


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1. **Divisions, sections, departments, project teams, users, etc., to be managed.**

2. **The appropriate classification code for the print job is entered.**

   For details, see "Specifying Classification Code for Print Job".

3. **The job is printed.**

   When printing in an environment where classification codes are required, print jobs that do not have a classification code cannot be printed.

   For details, see "Configuring Classification Codes".

4. **Classification codes are collected and managed by an external log collection system.**

⊟ **Reference**

- p.91 "Specifying the Classification Code for a Print Job"

- p.91 "Configuring Classification Codes"

## Configuring Classification Codes

Use Web Image Monitor to specify whether or not to apply classification code requirement to print jobs.

⭐ **Important**

- The configuration page can be printed at any time.

- The default setting for classification code requirement is "Optional".

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 [Logs].**

5. **Check that [Required] or [Optional] is selected for [Classification Code] in the [Common Settings for All Logs] column.**

   If "Required" is selected for the classification code requirement setting in Web Image Monitor, any print job that without a classification code specified will not be printed.

6. **Click [OK].**

7. **Click [Logout].**

8. **Quit Web Image Monitor.**

## Specifying the Classification Code for a Print Job

When printing in an environment where classification codes are required, a classification code must be specified for each print job.

⭐ **Important**

- The PostScript 3 printer driver does not support the classification codes and it cannot be used to print under environment which the classification codes are required.

**For the RPCS printer driver:**

1. **Open the printer properties dialog box after creating a document in an application.**

2. **Click the [Print Settings] or [Setup] tab.**

3. **Select Job type in [Job type:] box.**

4. **Click [Details...].**

   If you select [Send to Job Binding] in the [Job type:] box, you cannot enter a classification code.

5. **Enter the classification code in the [Classification code:] box, and then click [OK].**

   This code identifies the user. The classification code can contain up to 32 alphanumeric (a-z, A-Z, 0-9, "-") characters.

6. **Make any other necessary print settings, and then click [OK].**

7. **A confirmation message appears. Read it, and then click [OK].**

8. **Execute the print command.**

9. **The print job is sent to the printer.**

**For the PCL printer driver:**

1. **Open the printer properties dialog box after creating a document in an application.**

2. **Click the [Valid Access] tab.**

3. **Enter the classification code in the [Classification Code:] box.**

   This code identifies the user. The classification code can contain up to 32 alphanumeric (a-z, A-Z, 0-9, "-") characters.

4. **Make any other necessary print settings, and then click [OK].**

5. **A confirmation message appears. Read it, and then click [OK].**

6. **Execute the print command.**

7. **The print job is sent to the printer.**

⬇ **Note**

- The specified classification code is stored in the printer driver.

- To switch between different classification codes, install the printer driver under different names, and specify different classification code for each driver.

- For details about how to view the log collected using Classification Code, see the manual for the external log collection system.

🗐 **Reference**

- p.15 "Installing the Printer Driver"

- p.44 "Displaying the Printer Driver Settings Screen"

# Unauthorized Copy Control

You can embed patterns and text under printed text to prevent unauthorized copying of the document. Unauthorized Copy Control consists of two functions: [Data security for copying] and [Mask type:].

⭐ **Important**

- This function is designed to discourage copying of confidential documents; it does not prevent unauthorized use of information.

## Opening the Unauthorized Copy Control Window

1. **In the RPCS printer driver, open the [Printing Preference] window.**

2. **Click [Add/Change Custom Settings...].**

3. **Select the [Unauthorized copy...] check box.**

4. **Click [Control Settings...].**

   The [Unauthorized Copy Control] window appears.

⬇ **Note**

- For details, see the printer driver Help.

## Using [Data security for copying]

You can embed a print pattern by setting it in the printer driver.
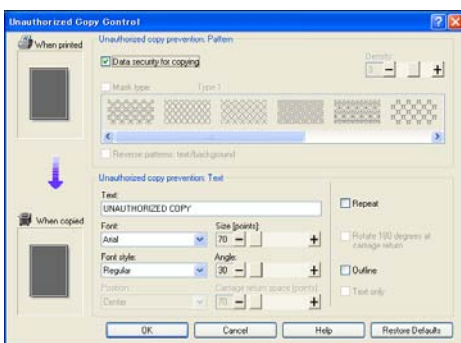


**Setting [Data security for copying] in the printer driver**

- Select the [Data security for copying] check box. You can also enter the text in the [Text:] box.

- You cannot select the [Mask type:] check box at the same time.

- To print a document protected by gray overprint, the machine must be set up correctly. Consult your administrator.

**Printing a document using [Data security for copying]**
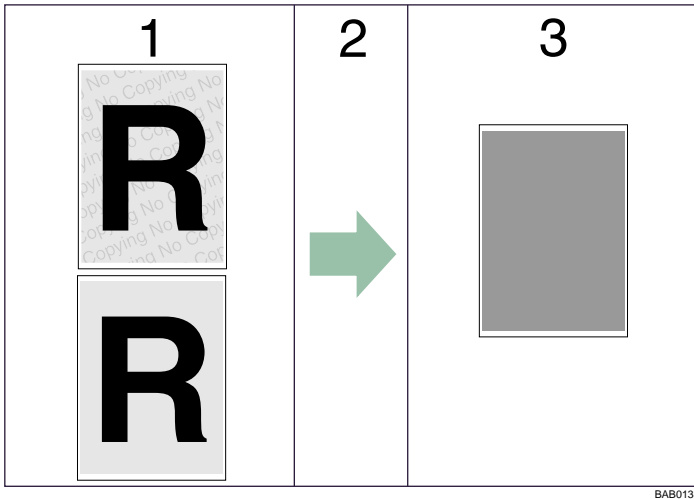


1. **The pattern and text you have set is printed.**

2. **The document is copied or stored in copiers/multifunction machines which an optional copy data security unit is installed.**

3. **The document is blanked by gray overprint.**

⬇**Note**

- When printing a document that is set with [Data security for copying], the machine does not require an optional copy data security unit to be installed. An optional copy data security unit is required when copying or storing a document protected by gray overprint.

- Only the RPCS printer driver is supported.

- Printing at 200×200 dpi is not possible.

- You cannot partially embed a pattern and text in a document.

- To make the embedded pattern clear, set the character size to at least 50 pt. We also recommend you set the character size to between 70 and 80 pt and the character angle to between 30 and 40 degrees.

- Use 182×257 mm ($7^1/_4$ ×$10^1/_2$ in.) or larger paper.

- Use ordinary or recycled paper of at least 70% whiteness.

- Duplex printing may interfere with this function as a result of text and patterns being visible through the paper.

- For details about setting [Data security for copying], see the printer driver Help.

## Using [Mask type:]

You can embed patterns and texts in a document by setting in the printer driver to prevent unauthorized copying.
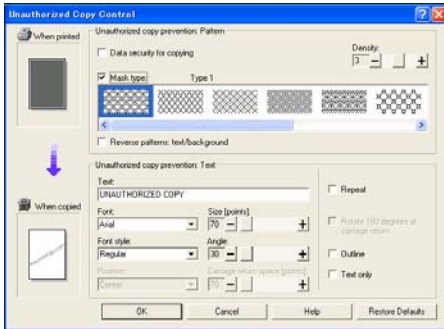


**Setting [Mask type:] in the printer driver**

- Select a pattern from [Mask type:], and then enter texts in the [Text:] box.

- You can set only [Text:], but [Mask type:] and [Text:] must be set together.

**Printing a document using [Mask type:]**
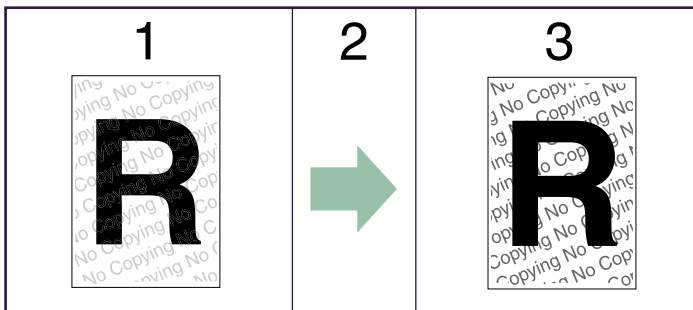


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1. **The pattern and text you have set is printed palely.**

2. **The document is copied, scanned, or stored in copiers / multifunction machines.**

3. **The pattern and text you have set appear clearly.**

**↓Note**

- Only the RPCS printer driver is supported.

- Printing at 200×200 dpi is not possible.

- You cannot partially embed patterns and texts strings in a document.

- To make the embedded pattern clear, set the character size to at least 50 pt. We also recommend you set the character size to between 70 and 80 pt and the character angle to between 30 and 40 degrees.

- Due to the effects of the settings, the results of copying, scanning, and saving documents in the document server may vary depending on the machine model and setting conditions.

- Printing with background patterns and texts may be slower than normal printing.

- For details about setting [Mask type:], see the printer driver Help.

## Important Notice

- The supplier does not provide warranty regarding the appearance of print patterns and other copy protection features. The appearance of the print patterns and the performance of Unauthorized Copy Control may vary depending on the quality of paper used and the machine model and settings.

- The supplier takes no responsibility for any damages sustained in connection with use of or inability to make use of Unauthorized Copy Control print patterns.

# 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.



⬇ **Note**

- For details, see the printer driver Help.

2
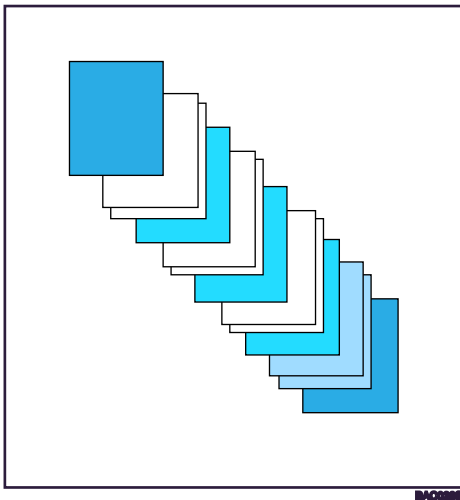
# 3. Printing Stored Documents

This chapter explains how to print documents stored in the machine.

# Display Panel

This section describes configuration using the display panel when the printer function is selected.

## Initial Display

- 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.
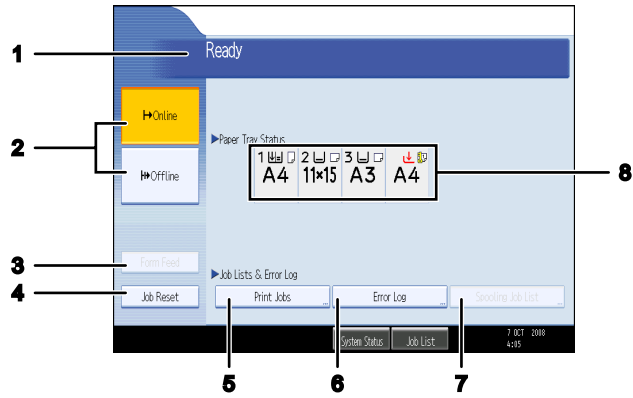


BPX000S

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. For details, see "System Settings", Network and System 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.
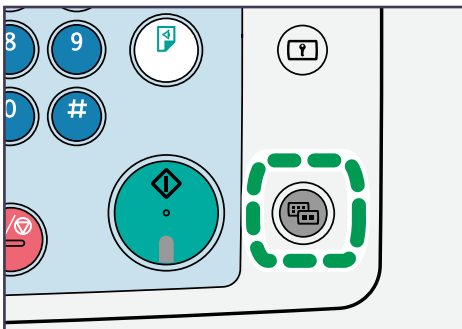


BPX009S

**Example of a simplified display**
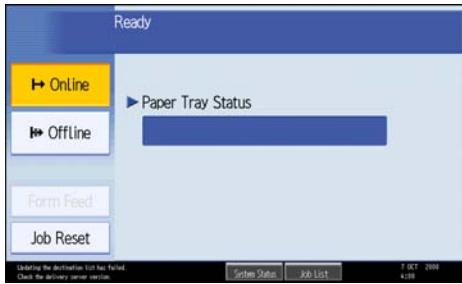


**⊙Note**

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

- Certain keys do not appear on the simplified display.

# 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].
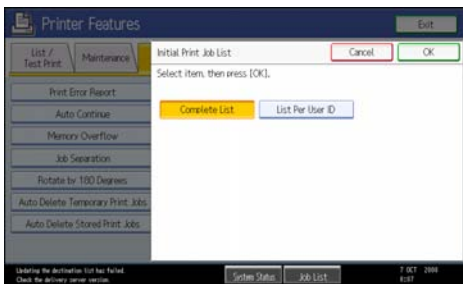


## Selecting the Initial Print Job List

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.**

    

    BRG002S
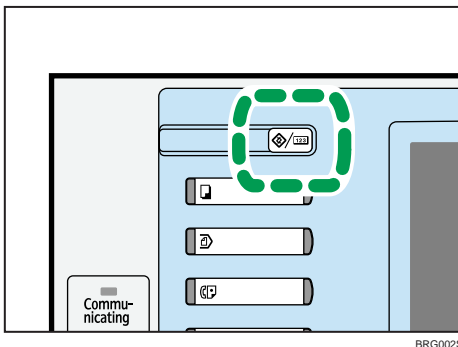
2.  **Press [Printer Features].**

    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.**
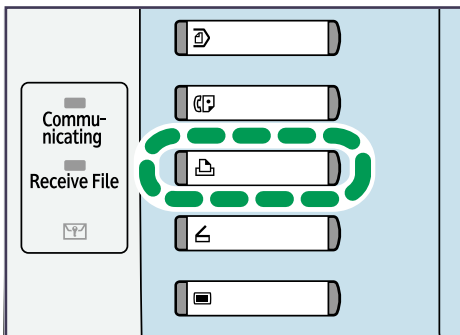


BPX010S

2. **Press [Print Jobs].**
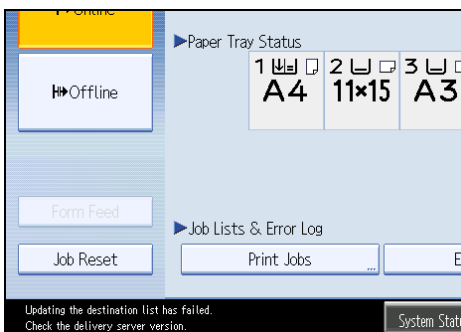


Either the Complete List or List Per User ID screen appears.

**Complete List**

If you select [Complete List] from [Initial Print Job List], the following screen appears:

BPX001S
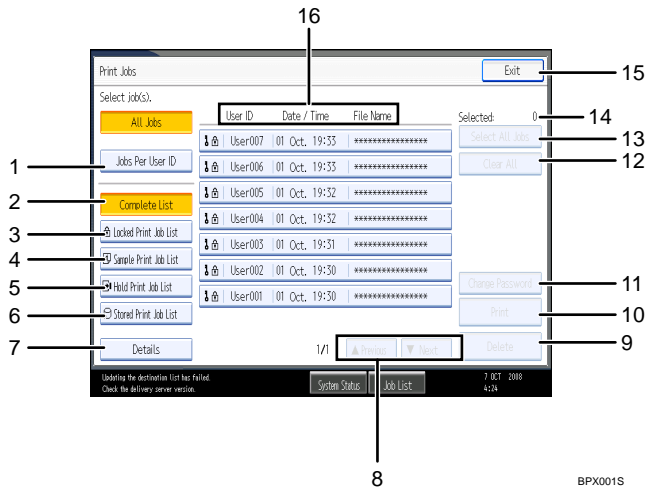
1. [Jobs Per User ID]

   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:



BPX002S
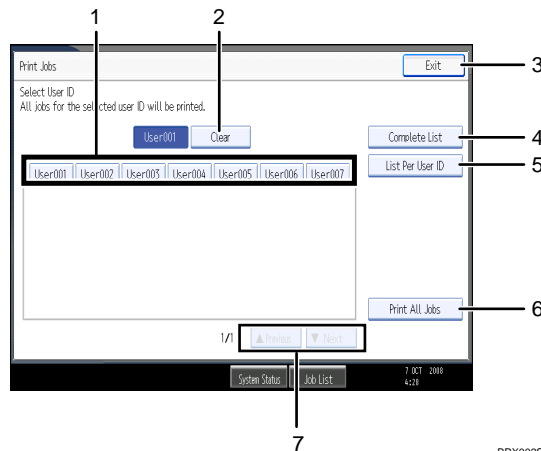
1. [User ID]

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 are stored in the machine, processing may slow down 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".

**Reference**

- p.107 "Printing from the Print Job Screen"

# 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 3,000. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 10,000 pages.
  - the machine's sent or stored files total over 10,000 pages. (The total varies depending on the size of the files.)

⬇ **Note**

- 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 file 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 "System".

📑 **Reference**

- p.131 "Checking the Error Log"
- p.147 "System"

## Printing a Sample Print file

The following procedure describes how to print a Sample Print file with the PCL 5e/6 and the RPCS printer driver. For details about how to print a Sample 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 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].**
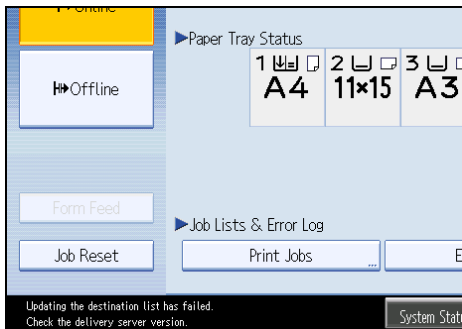
   

   A list of print files stored in the machine appears.

5. **Press [Sample Print Job List].**
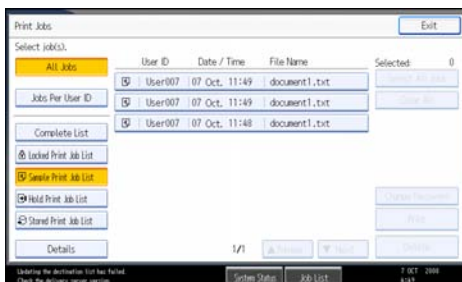
   

   A list of Sample Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

6. **Select the file you want to print, and press [Print].**
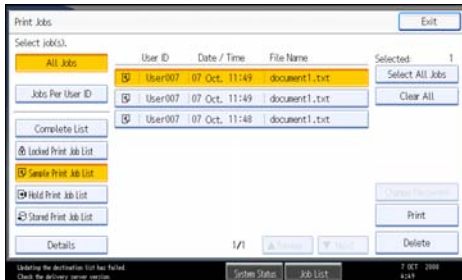


7. **Enter the new number of sets using the number keys.**



You can enter up to 999 sets.

Press the [Clear/Stop] key 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 multiple documents and do not specify the number of sets on the confirmation screen, one set less than the number specified on the computer is printed for every selected document. If the number of sets specified on the computer is "1", one set each is printed for every 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 3,000. (The maximum number varies depending on the volume of data in files.)
    - the file contains over 10,000 pages.
    - the machine's sent or stored files total over 10,000 pages. (The total varies depending on the size of the files.)

🔽 **Note**

- 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 "System".

**🗒 Reference**

- p.131 "Checking the Error Log"
- p.147 "System"

### Printing a Locked Print file

The following procedure describes how to print a Locked Print file with the PCL 5e/6 and the RPCS 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].**
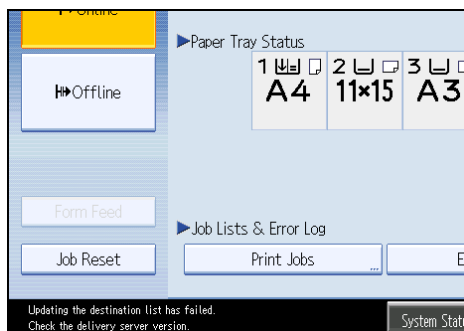


   A list of print files stored in the machine appears.

**6. Press [Locked Print Job List].**
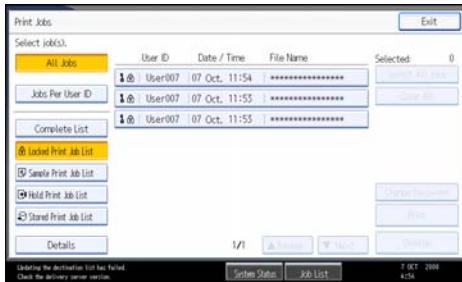


A list of Locked Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

**7. Select the file you want to print, and then press [Print].**
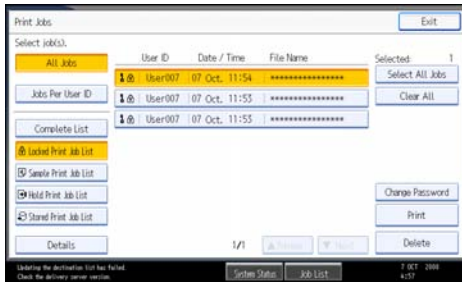


The password screen appears.

**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**

- 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 forgot 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 3,000. (The maximum number varies depending on the volume of data in files.)

- the file contains over 10,000 pages.
- the machine's sent or stored files total over 10,000 pages. (The total varies depending on the size of the files.)

**Note**

- 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 "System".

**Reference**

### Printing a Hold Print file

The following procedure describes how to print a Hold Print file with the PCL 5e/6 and the RPCS 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 CD-ROM provided with this machine.

**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.**
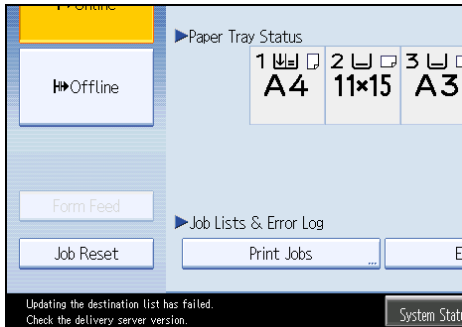
6. **Press [Print Jobs].**



7. **Press [Hold Print Job List].**
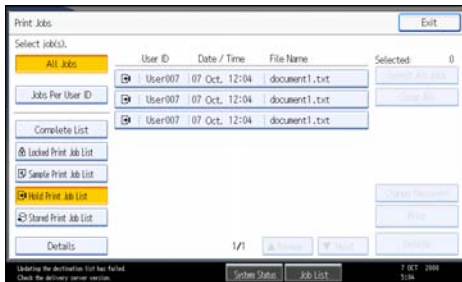


A list of Hold print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

8. **Select the file you want to print, and press [Print].**
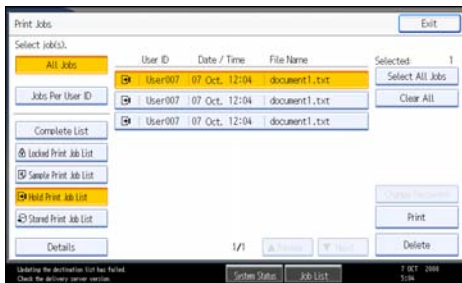


The confirmation screen appears.

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 needs not to 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 3,000. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 10,000 pages.
  - the machine's sent or stored files total over 10,000 pages. (The total varies depending on the size of the files.)

**Note**

- 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").

- 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 "System".

**Reference**

- p.131 "Checking the Error Log"

- p.147 "System"

## Printing a Stored Print file

The following procedure describes how to print a Stored Print file with the PCL 5e/6 and the RPCS 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 CD-ROM provided with this machine.

**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 Normal 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.**
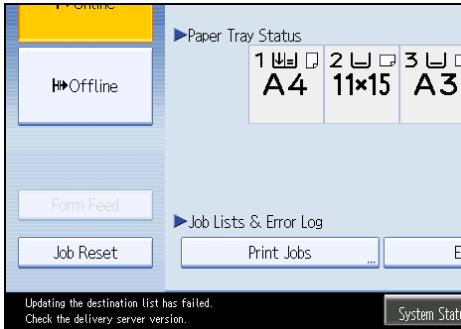
6. **Press [Print Jobs].**



7. **Press [Stored Print Job List].**
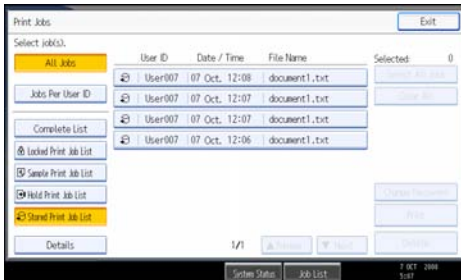


   A list of Stored Print files stored in the machine appears.

8. **Select the file you want to print, and press [Print].**
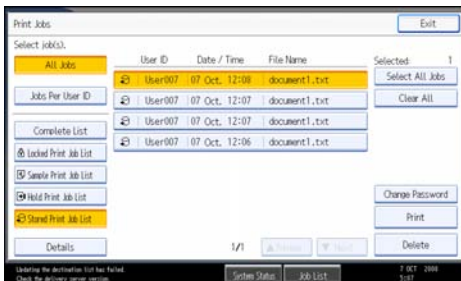


   The confirmation screen appears.

   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] key to correct any entry mistakes.

10. **Press [Yes].**

The Stored Print file is 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 multiple documents, set numbers are determined based on the smallest set number specified for a selected document.

- 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 "System").

- 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.

**📄 Reference**

- p.147 "System"

**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.

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].



## Printing the Selected Print Job

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **On the Printer screen, press [Print Jobs].**
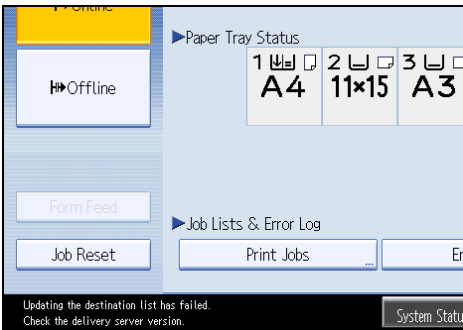
   

   A list of user IDs whose files are stored in the machine appears.

**3. Press the user ID whose file you want to print.**
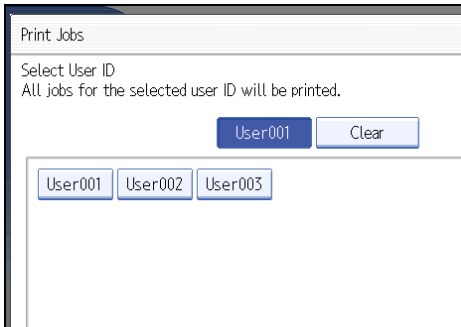


You cannot select multiple user IDs at the same time.

Press [▲Previous] or [▼Next] to scroll through the list.

Press [Clear] to cancel a selection.

**4. Press [List Per User ID].**
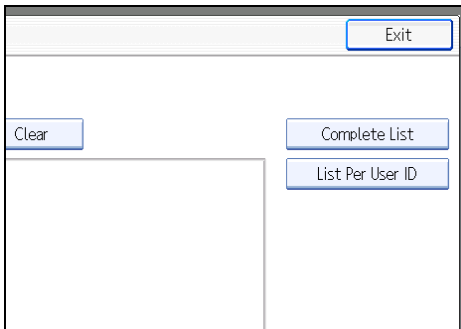


The print job list of the selected user ID appears.

**5. Select the desired print jobs.**
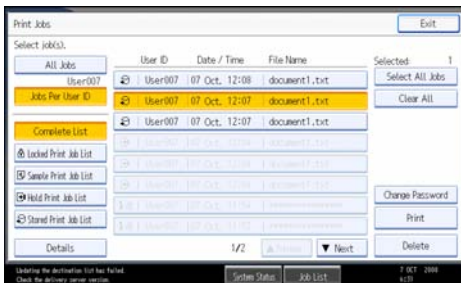


To cancel a selection, press the highlighted print job again. To clear all selections, press [Clear All].

**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.

On the Printer screen, press [Print Jobs].
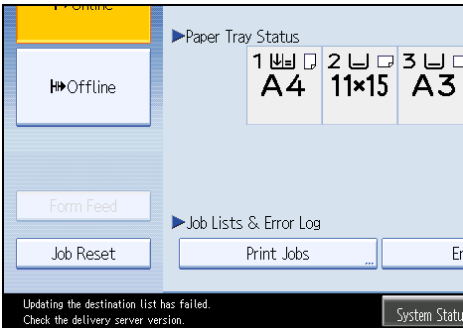


A list of user IDs whose files are stored in the machine appears.

2. **Press the user ID whose file you want to print.**
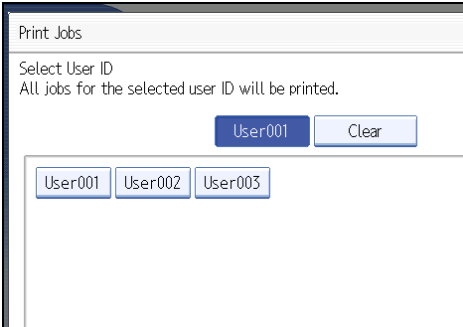


You cannot select multiple user IDs at the same time.

Press [▲Previous] or [▼Next] to scroll through the list.

Press [Clear] to cancel a selection.

**3.** **Press [Print All Jobs].**
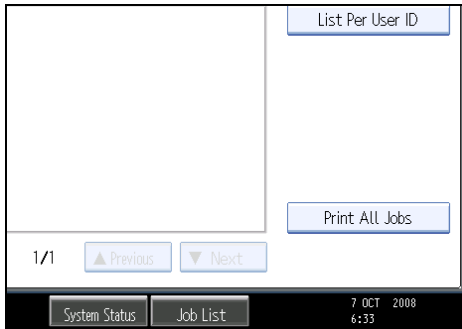


If the selected user ID has multiple types of print jobs, the selection screen of the print job type appears.

**4.** **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.

**5.** **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 multiple Sample Print files and do not specify the number of sets on the confirmation screen, one set less than the number specified on the computer is printed for every selected document. If the number of sets specified on the computer is "1", one set each is printed for every 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.

# 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", Network and System Settings Guide.

**When [Job Order] is not selected:**

The job list is displayed for each of the functions.
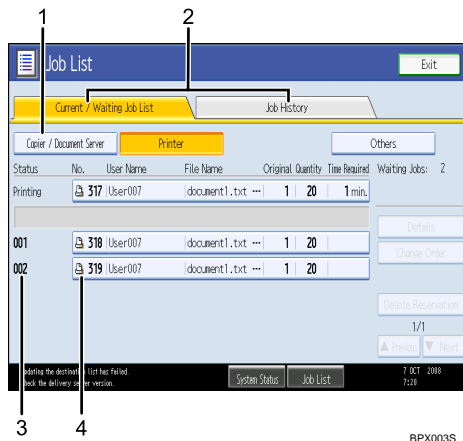


BPX003S

**When [Job Order] is selected:**

The job list is displayed for all functions in the order of print jobs.
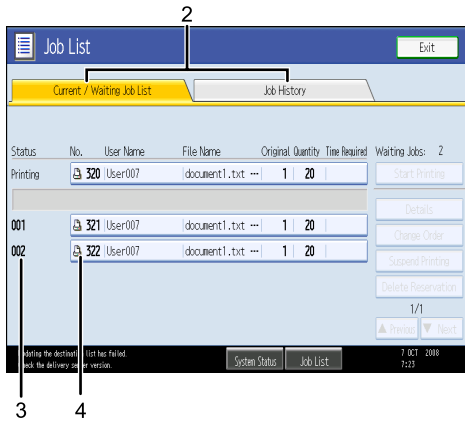
BPX004S

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 copier 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.**
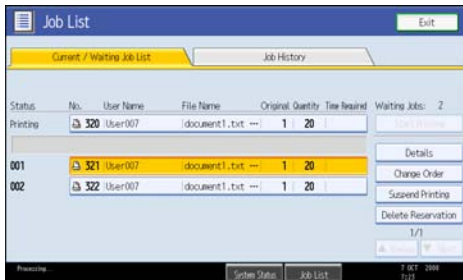


3. **Press [Details], and then check the contents.**

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.**
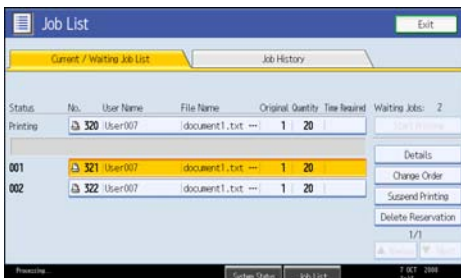
3. **Press [Suspend Printing].**

   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].**

# Canceling a Print Job

This section gives instruction to stop printing from the computer or the control panel after confirming to start printing.

1. **Check the machine to see if relevant data is printing. If the Data In indicator lights up or blinks, the machine is receiving data from a computer.**

2. **Cancel printing.**

   Since canceling procedures vary depending on the print job status, check the job status and cancel printing according to the following procedure.

## Canceling a Print Job Using the Control Panel

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Job Reset].**
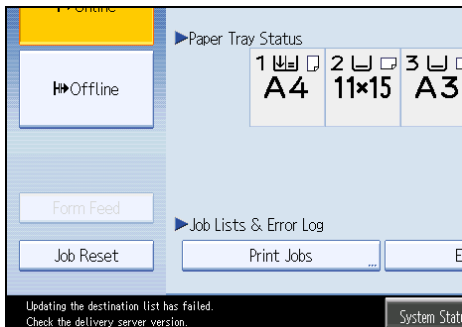


3. **Press [Reset the Job] or [Reset All Jobs].**
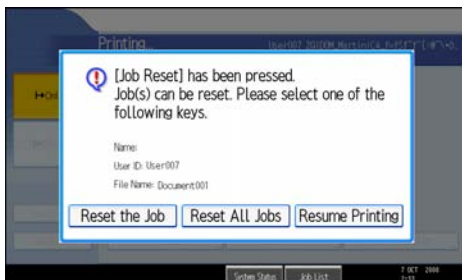


   - [Reset the Job]: cancels the print job currently being processed.

   - [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, or 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 50 errors are stored in the error log. If a new error is added when there are 50 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].**
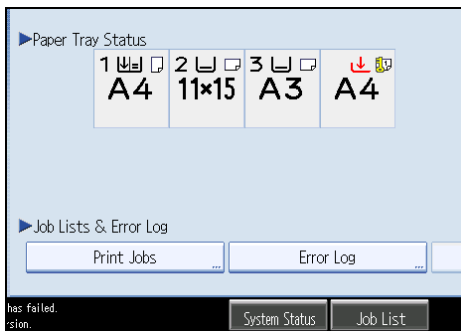


   An error log list appears.

   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.

# 4. Printing a PDF File Directly

This chapter explains how to print PDF files directly by using DeskTopBinder Lite or UNIX commands.

## 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 an 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, or extended optional contents 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 the document contains transparency function data, it may fail to print. When this happens, use the printer driver to print the document.

🔽 **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.

### Using DeskTopBinder Lite

#### Installing DeskTopBinder Lite

Follow the procedure below to install DeskTopBinder Lite from the CD-ROM provided with this machine.

1. **Quit all applications currently running.**
2. **Insert the "Scanner Driver and Utilities" CD-ROM into the CD-ROM drive.**

   The installer starts.

Auto Run may not work under certain operating system settings. In this case, launch "Setup.exe", located on the CD-ROM root directory.

3. **Click [DeskTopBinder Lite].**

   The [DeskTopBinder Lite] dialog box appears.

4. **Click [DeskTopBinder Lite], and then click [OK].**

5. **Follow the instructions on the display to install DeskTopBinder Lite.**

   If you are required to restart the computer after installing DeskTopBinder Lite, restart the computer and continue the configuration.

### 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. **Click [Start], and then click [Next>] repeatedly until the [Printing Function2] dialog box appears.**

3. **In the [Printing Function2] dialog box, click [Add...].**

   The [PDF Direct Print Properties] dialog box appears.

4. **Select the driver for this machine, and then click [OK].**

   The [PDF Direct Print Properties] dialog box closes.

5. **Click [Next>] repeatedly until [Finish] appears.**

6. **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 on the Function Palette and drop it there.**

   The [Output File List - PDF Direct Print] dialog box appears.

2. **Highlight the PDF file you want to print, and then click [OK].**

   The PDF file is printed.

## Printing PDF Password-Protected Documents

Follow the procedure below to print password-protected PDF files.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Extended Features Wizard].**

   The [Extended Features Wizard] dialog box appears.

2. **Click [Start], and then click [Next>] repeatedly until the [Printing Function2] dialog box appears.**

3. **In the [Printing Function2] dialog box, click [Properties...].**

   The [PDF Direct Print Properties] dialog box appears.

4. **Select the [Use PDF Password] check box at the bottom right of the dialog box, and then click [OK].**

5. **Click [Next>] repeatedly until [Finish] appears.**

6. **Click [Finish].**

   The [Extended Features Wizard] dialog box closes.

7. **Drag the PDF file you want to print over the PDF Direct Printing icon on the Function Palette and drop it there.**

   The [Output File List - PDF Direct Print] dialog box appears.

8. **Click on the PDF file you want to print, making it appear highlighted, and then click [OK].**

   The [PDF Direct Print Properties] dialog box appears.

9. **In the [PDF password:] box at the bottom right of the dialog box, enter the password for the PDF file you want to print, and then click [OK].**

   The password-protected PDF file is printed.

**Note**

- Before printing a password-protected PDF file, perform one of the followings:

    - In the [PDF Direct Print Properties] dialog box, enter the password for the PDF file you want to print

    - Specify a password for the PDF file by selecting [Change PDF Password] in the [PDF Menu] on the machine's control panel.

- If a [PDF Group Password] for the [PDF Menu] has been specified using DeskTopBinder Lite or the machine's control panel, the same group password must be set on the other also.

## PDF Direct Print Properties
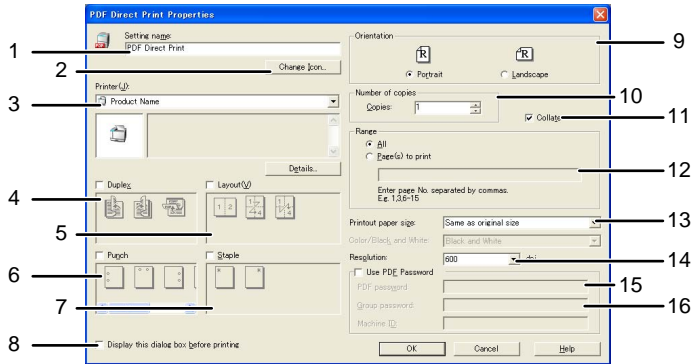


BRS010S

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 a list of RPCS drivers that support PDF direct printing.

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. **Resolution:**

    Specify a print resolution.

15. **PDF password:**

    Enter the password for password-protected PDF files. A password-protected PDF file cannot be printed unless its password is entered here.

16. **Group password:**

    If a group password is assigned to DeskTopBinder Lite and this machine, enter the group password in this field. The group password must be entered for printing to start.

## Using UNIX Commands

You can print PDF files directly, using commands such as "ftp", "sftp", and "lpr".

For details about the printing commands, see "Printing Commands", Network and System Settings Guide.

# 5. 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 been stored. Even if less than 3,000 files are stored, new files cannot be stored when
    - a file to be stored contains more than 2,000 pages,
    - The machine's sent or stored files total over 10,000 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 Copy and Document Server Reference.

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- 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.

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

- For details about how to access Document Server from a client, see the printer driver Help.

# 6. Printer Features

This chapter describes user tools in the Printer Features menu. For details on how to access Printer Features, see "Accessing User Tools".

# 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.

- 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.

## 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.**


BRG002S
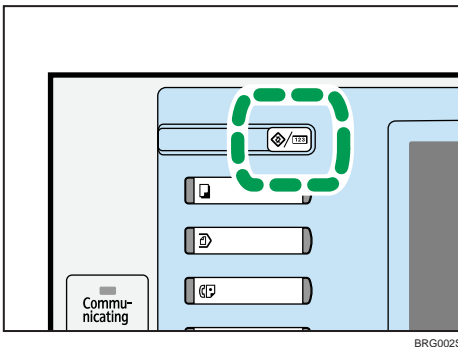
2. **Press [Printer Features].**
3. **Change settings by following instructions on the display, and then press [OK].**

## Quitting User Tools

This section describes how to quit the settings of User Tools.

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



BRG002S

**◆Note**

- You can also quit User Tools by pressing [Exit].

**6**
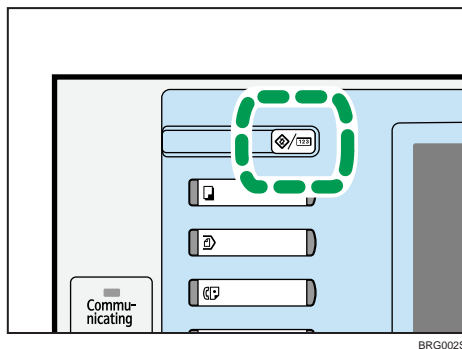
# List / Test Print

This section describes the user tools in the List / 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 50 errors are stored in the error log. If a new error is added when there are 50 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 an 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 an optional PostScript 3 unit is installed.

**IPDS Font List**

You can print the current configuration and installed IPDS font list.

This menu can be selected only when an optional IPDS 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 the [User Tools] key.**

2. **Press [Printer Features].**

3. **Press [Configuration Page] on the [List / Test Print].**
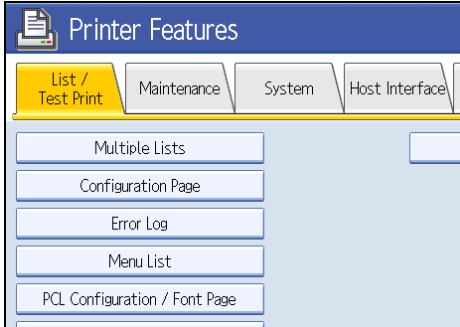


The configuration page is printed.

4. **Press the [User Tools] 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 machine.

- Total Counter

  Displays the total number of pages printed by the machine to date.

- Firmware Version

  - Printer

    Displays the version number of the machine firmware.

  - System

    Displays the version number of the system firmware.

  - Engine

    Displays the version number of the machine 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.

**IPDS Menu**

Displays settings made under IPDS 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.141 "Accessing User Tools"

# Maintenance

This section describes the user tools in the Maintenance menu under Printer Features.

**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.

For details, consult your administrator.

**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.

**Reset IPDS Fonts**

You can reset IPDS fonts. This menu appears only when an optional IPDS unit is installed.

**Reference**

- p.141 "Accessing User Tools"

# System

This section describes the user tools in the System menu under Printer Features.

**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.

This menu can be selected only when an optional finisher is installed.

The default setting is [Off].

**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" day(s).

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.

6. Printer Features

- List Per User ID

    Displays the list of the User ID who stored a file in the machine.

**Print Compressed Data**

Specify whether to uncompress and extract compressed job data before printing it.

The supported compression format is GZIP.

The default setting is [Off].

**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].

**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 number of copies can be specified from 1 to 999 by increments of one.

The default setting is "1" copies.

**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 whether edge smoothing is enabled. When it is on, jagged lines appear more smoothly.

Set it to off when the print image contains fine gradation in tone. This menu appears only when an optional PostScript 3 unit is installed.

The default setting is [On].

**Toner Saving**

You can save toner.

The default setting is [Off].

**Spool Image**

You can select to print spool images. The print job transmitted from the computer is temporarily stored on the machine's hard disk as bitmap images that can be printed when transmission is complete. If more than one print job is transmitted, a spool image is printed for each.

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].

**Sub Paper Size**

You can enable the Auto Substitute Paper Size (A4, LT) feature.

The default setting is [Auto].

**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, 11×17, 11×14, $8^1/_2$×14, $8^1/_2$×13, $8^1/_2$×11, $8^1/_4$×13, 8×13, $7^1/_4$×$10^1/_2$, $5^1/_2$×$8^1/_2$, 8K, 16K, Custom Size

$\boxed{\textbf{220-240V}}$

The default setting is A4.

$\boxed{\textbf{120V/208-240V}}$

The default setting is $8^1/_2$×11.

**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 [Auto Detect].

- Off

    When set to [Off], original images are rotated by 180 degrees.

- Auto Detect

When set to [Auto Detect], the machine detects a letterhead or preprinted paper automatically, and does not rotate the image.

- On (Always)

When set to [On (Always)], the machine does not rotate.

This function reduces printing speed.

**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.

The default setting is [Driver / Command].

**Edge to Edge Print**

You can select whether or not to print on the entire sheet. This menu appears only when a PostScript 3 unit is installed.

The default setting is [Off].

**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 specify whether or not the machine automatically switches paper trays if paper of the specified size and type is not loaded in the driver-designated tray.

The default setting is [Off].

**Collate Settings**

Set the default collate type if the machine cannot obtain the collate type information from the host computer.

The default setting is [Collate].

**Staple Settings**

Set the default staple type if the machine cannot obtain the staple type information from the host computer.

This menu appears only when a finisher is installed.

The default setting is [Off].

**Punch Settings**

You can set the default punch type if the machine cannot find the printer language automatically.

This menu appears only when a punch unit is installed.

Displayed items will differ depending on the finisher type, the original's orientation, the paper size, and the orientation type.

The default setting is [Off].

**Extended Auto Tray Switching**

You can select whether or not to automatically switch to a suitable tray when the current tray runs out of paper.

When set to [On], [Auto Tray Switching] is enabled and the [Auto Tray Switching] setting configured in the printer driver is overridden.

The default setting is [Off].

🔲 Reference

• p.141 "Accessing User Tools"

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# Host Interface

This section describes the user tools in the Host Interface menu under Printer Features.

**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.141 "Accessing User Tools"

# PCL Menu

This section describes the user tools in the PCL Menu under Printer Features.

**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.

| 220-240V |

The default setting is "64" lines.

| 120V/208-240V |

The default setting is "60" lines.

**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.

This setting is effective only with variable-space fonts.

The default setting is "12.00" points.

**Font Pitch**

You can set the number of characters per inch for the selected font.

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The number of characters per inch can be specified from 0.44 to 99.99 by increments of 0.01.

This setting is effective only with fixed-space fonts.

The default setting is "10.00" pitches.

**Symbol Set**

You can 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

- p.141 "Accessing User Tools"

# PS Menu

This section describes the user tools in the PS Menu under Printer Features.

This menu appears only when an optional PostScript 3 unit is installed.

**Job Timeout**

You can specify how long the printer waits (in seconds) before canceling the current job when the job is interrupted while being processed.

The default setting is [Use Driver / Command].

If you select [Use Machine Settings], enter a value between 0 and 999.

The default setting is "0".

When set to "0", the current job will not be canceled when interrupted.

**Wait Timeout**

You can specify how long the printer waits (in seconds) before it cancels receiving the job when the printer cannot detect the end of the job.

The default setting is [Use Driver / Command].

If you select Use Machine Settings, enter a value between 0 and 999.

The default setting is "300".

When set to "0", the print job will not be canceled when the end of the job cannot be detected.

**Data Format**

You can select a data format.

The default setting is [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].

**Orientation Auto Detect**

You can specify whether or not the machine automatically detects the print orientation of received images.

If you select "On", the machine detects the orientation (Portrait/Landscape) of the received image and automatically applies the correct print orientation.

The default setting is [On].

🗐 Reference

• p.141 "Accessing User Tools"

**6**

# PDF Menu

This section describes the user tools in the PDF Menu under Printer Features. This menu appears only when an optional PostScript 3 unit is installed.

**Change PDF Password**

You can Set the password for the PDF file printed using 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**

You can set the group password already specified with DeskTopBinder. This menu appears only when an optional HDD encryption unit is installed.

- 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.

**Resolution**

You can set the print resolution in dots per inch.

The default setting is [600 dpi].

**Orientation Auto Detect**

You can specify whether or not the machine automatically detects the print orientation of received images.

If you select "On", the machine detects the orientation (Portrait/Landscape) of the received image and automatically applies the correct print orientation.

The default setting is [On].

🗈 Reference

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# IPDS Menu

This section describes the user tools in the IPDS menu under Printer Features. This menu appears only when an optional IPDS unit is installed.

**Tray Form**

You can specify an IPDS form for each paper tray. For each paper tray,

select the IPDS form you want to allocate to it.

- Tray 1, Tray 2, Tray 3, LCT, Bypass Tray, Interposer Tray

Only installed trays appear on the display panel.

**Emulation Mode**

You can specify the emulation mode.

The default setting is [Native].

**Print Mode**

You can specify the print mode.

The default setting is [Enhanced].

**Default Code Page**

You can specify the default code page.

- 37, 38, 260, 273, 274, 276, 277, 278, 280, 281, 284, 285, 286, 287, 288, 290, 297, 420, 423, 424, 500, 870, 871, 875, 880, 892, 893, 905, 1025, 1026, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149

The default setting is [37].

**Default FGID**

You can specify the default FGID (Font Typeface Global Identifier), which identifies the machine's default resident font.

- 3, 11, 12, 18, 19, 46, 85, 86, 92, 111, 112, 159, 164, 203, 221, 223, 254, 256, 281, 283, 290, 304, 305, 306, 318, 319, 400, 404, 416, 420, 424, 428, 432, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 5687, 5707, 5815, 5835, 20224

The default setting is [416].

**Characters Per Inch**

You can specify 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 setting is "10.0" inches.

**Valid Printable Area Check**

You can select whether to enable or disable valid printable area checking.

The default setting is [On].

**Page**

You can specify how data is positioned on the page.

The default setting is [Whole].

**Edge to Edge**

You can select whether to enable or disable "Edge to Edge" printing.

The default setting is [Off].

**Font Substitution**

You can select whether to enable or disable font substitution.

The default setting is [Off].

**Caching**

You can specify whether or not to apply caching for repeated overlays.

The default setting is [Off].

**Font Capture**

You can select whether to enable or disable font capturing.

The default setting is [On].

**Resolution**

You can specify the resolution reported to the host in the "IPDS XOAOPC" command for

raster coded fonts and IM1 image support.

The default setting is [300 dpi].

**Graphic Character String**

You can specify the Graphic Character String (Graphic Character Sizing) processing method.

The default setting is [Auto].

**Bar Code**

You can specify the barcode level protocol.

The default setting is [Auto].

**Box Draw**

You can specify the Box Draw processing.

The default setting is [Off].

**Color Simulation (Colour Simulation)**

You can specify how color specification controls are processed on a monochromatic printer.

The default setting is [Fidelity].

**Text Color Simulation (Text Colour Simulation)**

You can specify how text color specification controls are processed on a monochrome laser printer.

The default setting is [On].

**Suppress Staple Count Nacks**

You can select whether or not to notify the user when stapling errors occur.

The default setting is [Off].

**Suppress Punch Nacks**

You can select whether or not to notify the user when punching errors occur.

The default setting is [Off].

**Tray Mapping**

You can map the media source (input tray) to an ID the host uses for the media source. Only installed trays appear on the display panel.

The default setting is [Auto].

**Corner Staple Angle**

You can select [Vertical] or [Slant] for the angle of stapling.

The default setting is [Vertical].

**Offset**

You can specify whether or not the output is offset (jogged). This menu appears only when the output tray has shift function.

The default setting is [On].

**Default Punch Pattern**

You can specify the default number of holes to punch if the punch unit provides a selection (for example, two or four holes). This menu appears only when an optional punch unit is installed.

The default setting is following:

- When 2-/3-hole type punch unit is installed: 3 Holes
- When 2-/4-hole type punch unit is installed: 4 Holes

# 7. Appendix

## 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. 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)", "TCP/IP (IPDS)", "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 and System Settings 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 51 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 and System Settings 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 and System Settings 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 and System Settings 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 the 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 and System Settings 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].**

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4. **Send a command from your computer.**

**lpr**

```
C:\>lpr -S "printer's IP address" [-P "Virtual Printer Name"] [-ol] \path\file
name
```

**rcp**

```
c:> rcp [-b] \path\file name [\path\file name...] printer's host name:["Virtual
Printer Name"]
```

**ftp**

```
ftp> put \path\ file name [Virtual Printer Name]
```

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# Specifications

This section contains the machine's electrical and hardware specifications, including information about its options.

| Component | Specifications |
|-----------|----------------|
| Resolution | 1200dpi/600dpi/400dpi/300dpi |
| Printing speed | • Type 1: 60 ppm<br>• Type 2: 70 ppm<br>• Type 3: 80 ppm<br>• Type 4: 90 ppm<br>(A4 , $8^1/_2$ " × 11 " , plain paper)<br>Printing speeds depend on the machine. |
| Interface | Standard:<br>• Ethernet interface (100 BASE-TX/10 BASE-T)<br>• USB 2.0<br>Option:<br>• Giga Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T)<br>• IEEE 1284 parallel interface<br>• IEEE 802.11a/b/g wireless LAN interface<br>• Bluetooth interface |
| Network protocol | TCP/IP(IPv4, IPv6), IPX/SPX, AppleTalk, RHPP |
| Printer language | Standard:<br>• PCL 5e/6, RPCS, PJL<br>Optional:<br>• PostScript 3, PDF, IPDS |

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| Component | Specifications |
|---|---|
| Fonts | Standard:<br><br>• PCL 5e/6: 45 Intellifonts, 13 International fonts.<br>• Arial 4 fonts<br><br>Optional:<br><br>• PCL 5e/6: OCR, Barcode fonts<br>• PostScript 3: 136 fonts<br>• IPDS: 108 fonts |
| Memory | 1.5 GB |
| Hard disk | 160 GB |
| USB Interface (Standard) | Transmission spec:<br><br>• USB 2.0 Standard<br><br>Connectable Device:<br><br>• Devices corresponding to USB 2.0 Standard |
| Supported Operating System | Standard:<br><br>• Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008<br><br>Optional:<br><br>• Mac OS 8.6 or later, Mac OS X 10.1 or later |

**Note**

- When resolution is 1200 dpi, printing speed may be slower.
- When using Mac OS, use only the standard USB Interface. An optional USB interface board is not supported.
- When using Mac OS, the USB interface is supported only under Mac OS 9 or later.
- When using the USB Interface (Standard) with Mac OS 10.3.3, USB2.0 is supported.

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