



SP 3400SF/SP 3410SF

User Guide



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 - 4** Using the Copier Function
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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 "Safety Information" before using the machine.

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1. Guide to the Machine

This chapter provides basic information about the product and this manual.

Introduction

Thank you very much for choosing this product.

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine. 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” before using the machine.

Trademarks

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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
- The product names of Windows Vista are as follows:
 - Microsoft[®] Windows Vista[®] Ultimate
 - Microsoft[®] Windows Vista[®] Business
 - Microsoft[®] Windows Vista[®] Home Premium
 - Microsoft[®] Windows Vista[®] Home Basic
 - Microsoft[®] Windows Vista[®] Enterprise

- The product names of Windows Server 2003 are as follows:
 - Microsoft® Windows Server® 2003 Standard Edition
 - Microsoft® Windows Server® 2003 Enterprise Edition
 - Microsoft® Windows Server® 2003 Web Edition
 - Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows Server 2003 R2 are as follows:
 - Microsoft® Windows Server® 2003 R2 Standard Edition
 - Microsoft® Windows Server® 2003 R2 Enterprise Edition
 - Microsoft® Windows Server® 2003 R2 Datacenter Edition
- The product names of Windows Server 2008 are as follows:
 - Microsoft® Windows Server® 2008 Standard
 - Microsoft® Windows Server® 2008 Enterprise
 - Microsoft® Windows Server® 2008 Datacenter
 - Microsoft® Windows Server® 2008 for Itanium-based Systems
 - Microsoft® Windows® Web Server 2008
 - Microsoft® Windows® HPC Server 2008
 - Microsoft® Windows Server® 2008 Standard without Hyper-V™
 - Microsoft® Windows Server® 2008 Enterprise without Hyper-V™
 - Microsoft® Windows Server® 2008 Datacenter without Hyper-V™

 **Note**

PostScript 3 in this manual stands for “Adobe PostScript 3 Emulation”.

Disclaimer

- ① 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.
- ② This manual may not be reproduced in whole or in part, modified, quoted, or reprinted without permission.

Manuals for This Machine

Several manuals are provided with this machine. Select the manual that contains the information you require.

❖ Safety Information

Provides information on safe usage of this machine.

To avoid injury and prevent damage to the machine, be sure to read this.

❖ Quick Installation Guide

Contains procedures for removing the machine from its box and connecting it to a computer.

❖ Scanning and Faxing Guide

Provides installation and operation procedures for the machine's scanner and fax functions. Details about these functions that are not included in this manual are provided in User Guide.

❖ User Guide

Provides information about general operation and covers the topics listed below.

- Installing options
- Suitable paper types
- Procedures to use the printer, copier, scanner, and fax functions
- Configuring the machine
- Troubleshooting problems and fixing paper jams
- Replacing consumables
- Checking the status of the machine using Web Image Monitor
- Information about maintenance

This manual is stored in the manual CD-ROM supplied with the machine.

❖ Quick Guide

Provides information about troubleshooting and basic operations for making photocopies, scanning, and sending faxes.

This manual is stored in the manual CD-ROM supplied with the machine.

Machine Types

1

This machine comes in two models that have different duplex functions.

When describing procedures that are model-specific, this manual refers to the different machine models as Type 1 or Type 2. The following table describes the model types.

❖ Model types

Model type	Model name	Duplex Printing/Copying
Type 1	SP 3400SF	Manual
Type 2	SP 3410SF	Automatic

Furthermore, the **120V** symbol is used for information that is relevant only to the 120 V model machine, and the **220-240V** symbol is used for information that is relevant only to the 220 to 240 V model machine.

❖ Checking the voltage rating of your machine

- Check the label on the left side of your machine for the voltage rating.



BSP001S

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.

Using Manuals

1

Be sure to read this section before any other part of this manual.

- This manual uses procedures based on Windows XP as an example, unless otherwise specified. Procedures and screens might vary depending on the operating system you are using.

Installing Manuals on Your Computer

The “Manuals” CD-ROM provided with the machine contains manuals in HTML format and PDF. Follow the instructions below to install it.

Important

- System requirements for viewing the HTML manual:
 - 800 × 600 pixel display resolution or greater
- Applications for viewing the HTML manual:
 - Microsoft® Internet Explorer 4.01 Service Pack 2 or higher
 - Netscape 6.2 or higher
- Applications for viewing the PDF manuals:
 - Adobe Acrobat Reader or Adobe Reader

1 Quit all applications currently running.

2 Insert the “Manuals” CD-ROM into the CD-ROM drive.

If you are using a computer running a Macintosh operating system, open “Manuals.htm” from the CD-ROM root directory.

3 Select a language for the interface and a product, and then click [OK].

4 Click [Install manuals].

5 Follow the instructions on the screen to complete the installation.

6 Click [Finish] when the installation is completed.

7 Click [Exit].

Note

- If you are using a computer running a Windows operating system, the CD-ROM opens automatically. However, AutoRun may not work under certain operating system settings. If this is the case, launch “setup.exe” from the CD-ROM root directory.

Opening Manuals

This section describes how to open the manuals. There are three ways to view the manuals.

Opening from the desktop icon

Follow the procedure below to open the manuals from the desktop icon.

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



The manual opens.

Opening from the [Start] menu

Follow the procedure below to open the manual from the [Start] menu.

- 1** On the [Start] menu, point to [All Programs], point to [Product Name], and then click [Manual Name].

The manual opens.

 **Note**

- The menu options may appear differently, depending on the options chosen during installation.

Opening from the CD-ROM

Follow the procedure below to open the manual from the CD-ROM.

- 1** Insert the “Manuals” CD-ROM into the CD-ROM drive.

If you are using a computer running a Macintosh operating system, open “Manuals.htm” from the CD-ROM root directory.

- 2** Select a language for the interface and a product, and then click [OK].

- 3** Click [Read HTML manuals] or [Read PDF manuals], and then select the manual you want to read.

The manual opens.

 **Note**

- If you are using a computer running a Windows operating system, the CD-ROM opens automatically. However, AutoRun may not work under certain operating system settings. If this is the case, launch “setup.exe” from the CD-ROM root directory.

Removing Manuals from Your Computer

Follow the procedure below to remove manuals from your computer.

- 1** On the [Start] menu, point to [All Programs], point to [Product Name], and then click [Uninstall].
- 2** Follow the instructions to remove the manual.
- 3** Click [Finish].

 **Note**

- The menu options may appear differently, depending on the options chosen during installation.

Feature Highlights

This section provides information about basic usage and some useful functions of the machine.

Important

- ❑ Certain functions require special machine configuration.
- ❑ This machine is compatible with certain other network environments and operating systems in addition to Windows and Mac OS X. For details, contact your sales or service representative, or visit the product Web site.

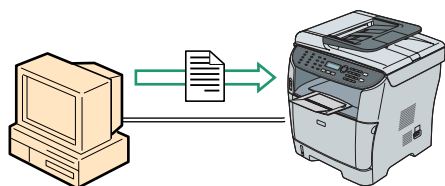
Using the Machine as a Printer

To use this machine as a printer, two types of connection methods are available:

- USB connection
- Network connection

Connecting via USB

You can connect this machine directly to a computer using a USB cable.



BSP002S

❖ Preparation for printing via USB

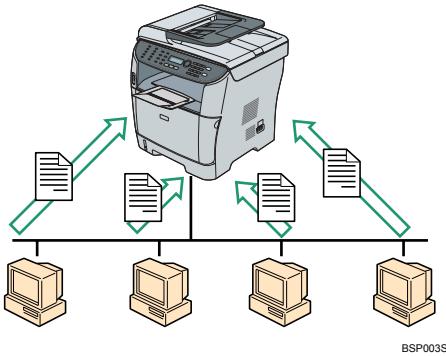
To use this machine as a printer via USB connection:

- ① Connect the machine to a computer using a USB cable, and install the printer driver on the computer.
For details, see p.42 “Connecting with USB Cable” and the instructions provided on the driver CD-ROM.

Connecting via a network

You can connect this machine to a network and use it as a network printer.

1



❖ Preparation for printing via a network

To use this machine as a printer via network connection:

- ① Connect the machine to a network.
For details, see p.42 “Connecting with Network Cable”.
- ② Configure the machine for network connection.
For details, see p.46 “Configuring the IP Address Settings”.
- ③ Install the printer driver on a computer.
For details, see the instructions provided on the driver CD-ROM.

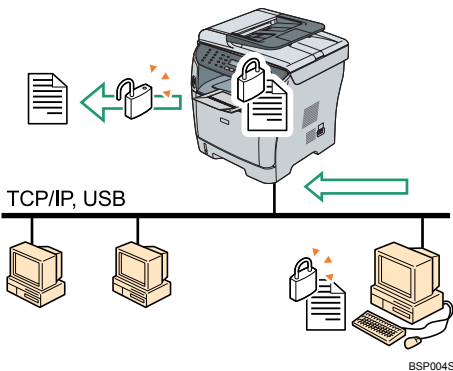
Printing confidential documents

If you use the Locked Print function, you can password protect your print job. This means that your job is printed only after you enter the password using the machine's control panel.

This function prevents unauthorized users seeing sensitive documents at the printer.

🚨 Important

- This function is only available when printing from a computer running a Windows operating system using the PCL6 printer driver.



❖ Printing confidential documents

- ① Use the printer driver to send a print job as a Locked Print file from a computer.
For details, see p.106 “Storing a Locked Print file”.
- ② Enter the password using the control panel to print the file.
For details, see p.107 “Printing a Locked Print file”.

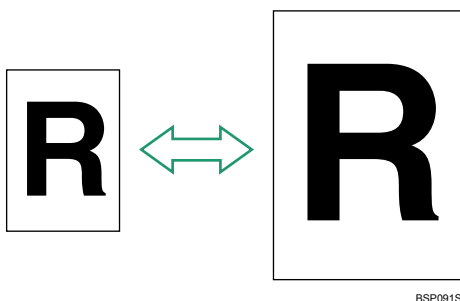
1

Using the Machine as a Copier

This section describes some useful functions of this machine when used as a copier.

Making enlarged or reduced copies

This machine has preset ratios for scaling originals, to make it easy to convert documents between different standard sizes.



❖ Preparation for making enlarged or reduced copies

To always enlarge or reduce copies:

- ① Configure the machine's default **[Reduce/Enlarge]** setting.
For details, see p.202 “Copy Settings”.

To use this function for the current job only:

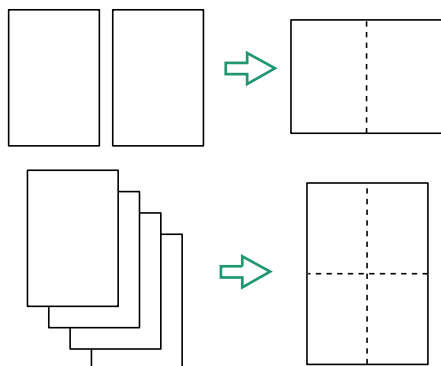
- ① Configure the setting using the **[Reduce/Enlarge]** key before starting the current job.
For details, see p.119 “Making Enlarged or Reduced Copies”.

Copying multiple pages onto a single sheet of paper

You can copy multiple pages of an original onto a single sheet of paper.

Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.



BSP005S

You can either set this machine to always make photocopies in 2-in-1 or 4-in-1 mode, or use this function only when necessary.

❖ Preparation for copying multiple images

To always make photocopies in 2-in-1 or 4-in-1 mode:

- ① Configure the machine's default **[Reduce/Enlarge]** setting.
For details, see p.202 "Copy Settings".

To use this function for the current job only:

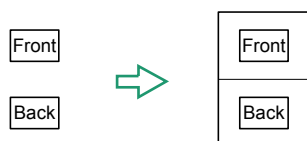
- ① Configure the setting using the **[Reduce/Enlarge]** key before starting the current job.
For details, see p.121 "Copying Two or Four Pages onto One Sheet".

Copying both sides of an ID card onto one side of paper

You can copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.

Important

- This function is only available when the original is set on the exposure glass, not when it is set in the ADF.



BSP006S

You can either set this machine to always make photocopies in ID card copy mode, or use this function only when necessary.

❖ Preparation for copying an ID card

To always make photocopies in ID card copy mode:

- ① Configure the machine's default **[Reduce/Enlarge]** setting.

For details, see p.202 "Copy Settings".

To use this function for the current job only:

- ① Configure the setting using the **[Reduce/Enlarge]** key before starting the current job.

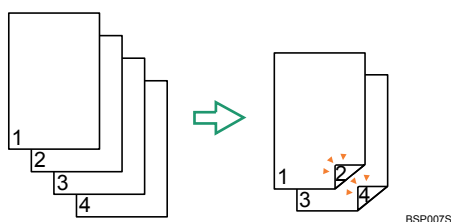
For details, see p.124 "Copying Both Sides of an ID Card onto One Side of Paper".

Making 2-sided copies automatically

You can make 2-sided copies by copying single-sided documents onto the front and back sides of each sheet.

⚠ Important

- Automatic duplex copying is available with the Type 2 model only.
- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.



Change the machine's default setting to apply 2-sided copying.

❖ Preparation for making 2-sided copies

- ① Configure the **[Duplex Copy]** setting under copy settings.

For details, see p.126 "Making 2-sided Copies Automatically (Type 2 model)".

📌 Note

- You can make 2-sided copies manually with the Type 1 model.

🔍 Reference

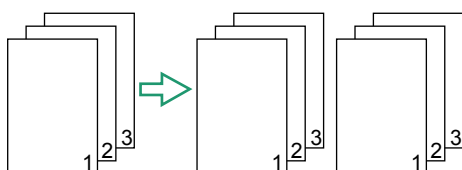
For details about how to make 2-sided copies using the Type 1 model, see p.128 "Making 2-sided Copies Manually (Type 1 model)".

Sorting the output paper

When making multiple copies of multiple pages, you can configure the machine to sort the output pages into sets.

Important

- ❑ This function is only available when the original is set in the ADF, not when it is set on the exposure glass.



BSP008S

❖ Preparation for sorting the output paper

- ① Enable the **[Sort]** setting under copy settings.
For details, see p.202 “Copy Settings”.

Using the Machine as a Scanner

There are two scanning methods: scanning from the computer (TWAIN scanning) and scanning using the control panel.

❖ Scanning from the computer

TWAIN scanning allows you to operate the machine from your computer and scan originals into your computer directly.

TWAIN scanning can be performed using a TWAIN-compliant application, such as PageManager.

TWAIN scanning is available with both USB and network connections.

❖ Scanning using the control panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), to the shared folder of a computer on a network (Scan to Folder), or to a USB flash disk (Scan to USB).

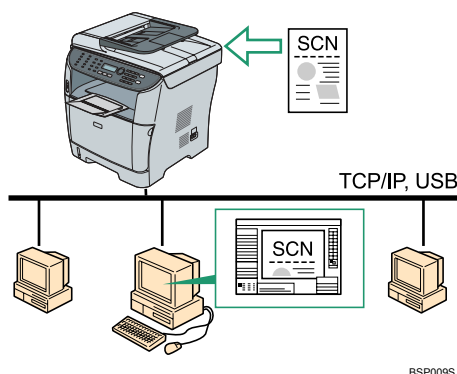
The Scan to E-mail, Scan to FTP, and Scan to Folder functions are available only through a network connection. No network connection is required for the Scan to USB function; you can send scanned files directly to a USB flash disk inserted into the front of the machine.

Note

- ❑ The machine supports WIA scanning, an additional method of scanning originals from your computer, for USB connection. WIA scanning is possible if your computer is running Windows operating system and a WIA-compatible application. For more information, see the manual for your application.

Scanning from a computer

You can operate the machine from your computer and scan originals into your computer directly.



❖ Preparation for scanning from a computer with USB connection

- ① Connect the machine to the computer using a USB cable, and install the scanner driver on the computer.
For details, see p.42 “Connecting with USB Cable” and the instructions provided on the driver CD-ROM.
- ② If a TWAIN-compliant application is not installed on the computer, install PageManager.
For details, see the instructions provided on the driver CD-ROM.

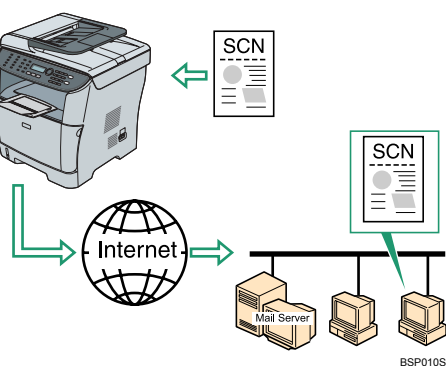
❖ Preparation for scanning from a computer with network connection

- ① Connect the machine to the network.
For details, see p.42 “Connecting with Network Cable”.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.
For details, see p.46 “Configuring the IP Address Settings”.
- ③ Install the scanner driver on the computer.
For details, see the instructions provided on the driver CD-ROM.
- ④ If a TWAIN-compliant application is not installed on the computer, install PageManager.
For details, see the instructions provided on the driver CD-ROM.

Sending scanned files via e-mail

You can send scanned files via e-mail using the control panel.

1

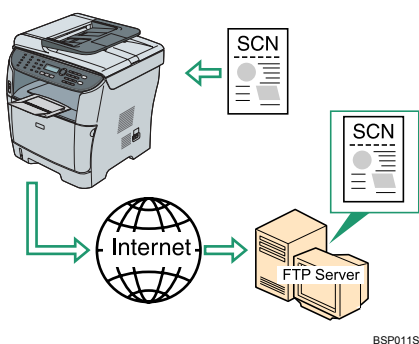


❖ Preparation for sending scanned files via e-mail

- ① Connect the machine to the network.
For details, see p.42 “Connecting with Network Cable”.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.
For details, see p.46 “Configuring the IP Address Settings”.
- ③ Configure the DNS and SMTP settings using Web Image Monitor.
For details, see p.258 “Configuring the DNS Settings” and p.261 “Configuring the SMTP Settings”.
- ④ Register the destinations to the Address Book using Web Image Monitor.
For details, see p.134 “Registering Scan Destinations”.

Sending scanned files to an FTP server

You can send scanned files to an FTP server using the control panel.

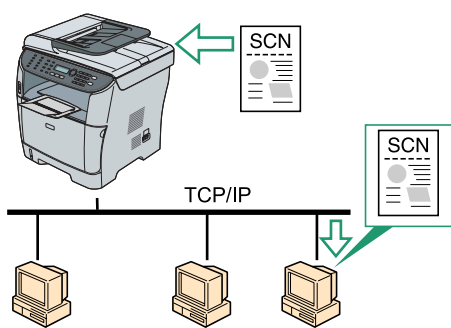


❖ Preparation for sending scanned files to an FTP server

- ① Connect the machine to the network.
For details, see p.42 “Connecting with Network Cable”.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.
For details, see p.46 “Configuring the IP Address Settings”.
- ③ Register the destinations to the Address Book using Web Image Monitor.
For details, see p.134 “Registering Scan Destinations”.

Sending scanned files to a computer's shared folder

You can send scanned files to the shared folder of a computer on a network using the control panel.



BSP012S

❖ Preparation for sending scanned files to a computer's shared folder

- ① Connect the machine to the network.
For details, see p.42 “Connecting with Network Cable”.
- ② Configure the IP address, subnet mask, and gateway address using the control panel.
For details, see p.46 “Configuring the IP Address Settings”.
- ③ Create a destination folder on the computer's hard disk drive, and configure it as a shared folder.
For details, see your operating system's documentation.
- ④ Register the destinations to the Address Book using Web Image Monitor.
For details, see p.134 “Registering Scan Destinations”.

Note

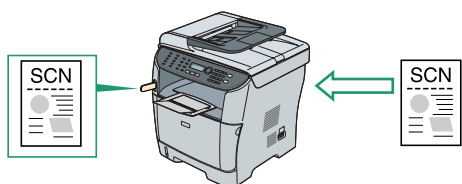
- ❑ If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.

Reference

For details about the DNS settings, see p.258 “Configuring the DNS Settings”.

Sending scanned files to a USB flash disk

You can send and store scanned files on a USB flash disk using the control panel.



BSP202S

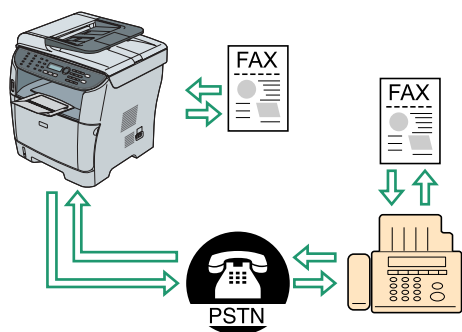
❖ Preparation for sending scanned files to a USB flash disk

- ① Insert a USB flash disk in the machine.
For details, see p.145 “Basic Operation for Scan to USB”.

Using the Machine as a Fax Machine

This section describes basic procedures for using this machine as a fax machine.

Using as a fax machine



BSP013S

❖ Preparation for using as a fax machine

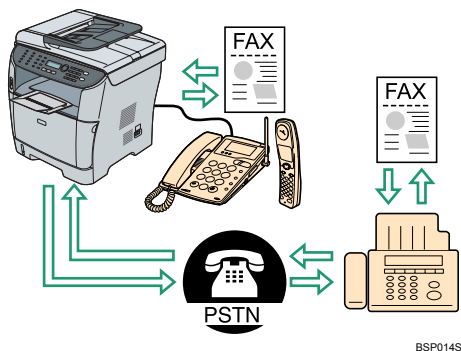
- ① Connect the machine to the telephone line.
For details, see p.44 “Connecting to a Telephone Line”.
- ② Configure the telephone network settings.
For details, see p.50 “Configuring Telephone Network Settings”.
- ③ Configure the time and date.
For details, see p.158 “Setting the Date and Time”.
- ④ Register the destinations to the Address Book using the control panel or Web Image Monitor.
For details, see p.160 “Registering Fax Destinations”.

Note

- Make sure to register the user fax number and user name during Initial Setup. For details, see p.37 “Initial Setup”.

Using the machine with an external telephone

You can use this machine as a fax machine and also use the same telephone line for voice calls.



❖ Preparation for using the machine with an external telephone

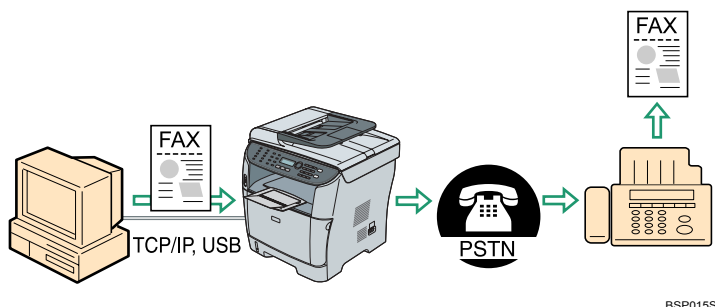
- ① Connect an external telephone to the machine.
For details, see p.44 “Connecting to a Telephone Line”.
- ② Select the fax reception mode.
For details, see p.192 “Receiving a Fax”.

Sending faxes from a computer (LAN-Fax)

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Important

- ❑ This function is supported by Windows 2000/XP/Vista and Windows Server 2003/2003 R2/2008. Mac OS X does not support this function.



❖ Preparation for sending faxes from a computer connected via USB

- ① Connect the machine to a computer using a USB cable.
For details, see p.42 “Connecting with USB Cable”.
- ② Install the LAN-Fax driver on the computer.
For details, see the instructions provided on the driver CD-ROM.
- ③ Register LAN-Fax destinations in the LAN-Fax Address Book.
For details, see p.181 “Configuring the LAN-Fax Address Book”.

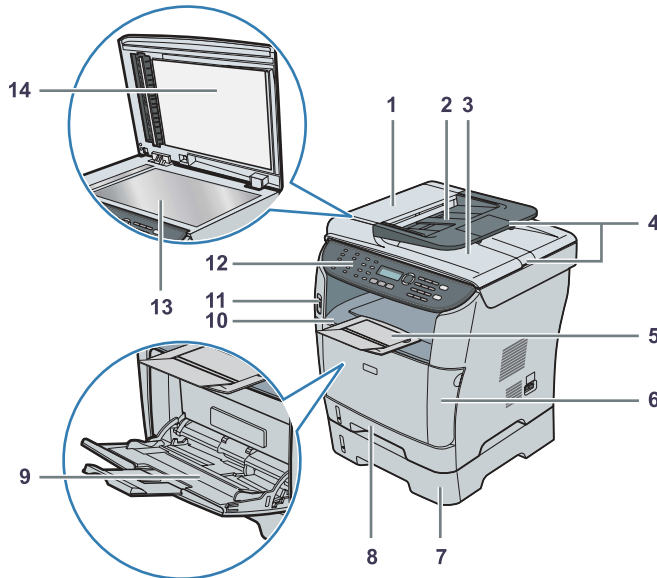
❖ Preparation for sending faxes from a computer connected via network

- ① Connect the machine to the network.
For details, see p.42 “Connecting with Network Cable”.
- ② Specify the network settings, such as the machine’s IP address.
For details, see p.46 “Configuring the IP Address Settings”.
- ③ Install the LAN-Fax driver on the computer.
For details, see the instructions provided on the driver CD-ROM.
- ④ Register LAN-Fax destinations in the LAN-Fax Address Book.
For details, see p.181 “Configuring the LAN-Fax Address Book”.

Guide to Components

This section lists the names and functions of the parts of this machine.

Exterior: Front View



BSP016S

1. ADF (Auto document feeder) Cover

Open this cover to remove originals jammed in the ADF.

2. Input Tray for the ADF

Place stacks of originals here. They will feed in automatically. This tray can hold up to 35 sheets of plain paper.

3. Output Tray for the ADF

Originals scanned with the ADF are output here.

4. Extender for the ADF Trays

Extend these when placing paper longer than A4 in the input tray for ADF.

5. Stop Fences

Raise this fence to prevent paper from falling off.

6. Front Cover

Open this cover to replace the print cartridge or remove jammed paper.

7. Tray 2 (option)

This tray can hold up to 250 sheets of plain paper.

8. Tray 1

This tray can hold up to 250 sheets of plain paper.

9. Bypass Tray

This tray can hold up to 50 sheets of plain paper.

10. Output Tray

Printed paper is output here. Up to 125 sheets of plain paper can be stacked here.

11. USB Flash Disk Port

Insert a USB flash disk to store scanned files using the Scan to USB function.

12. Control Panel

Contains a screen and keys for machine control.

13. Exposure Glass

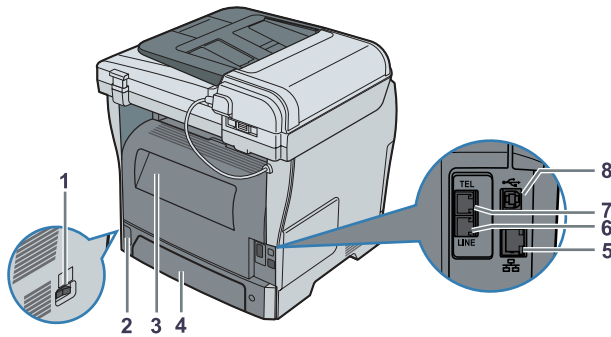
Place originals here sheet by sheet.

14. Cover for the Exposure Glass

Open this cover to place originals on the exposure glass.

1

Exterior: Rear View



BSP017S

1. Power Switch

Use this switch to turn the power on or off.

2. Power Socket

For connecting the power cord to the machine.

3. Rear Cover

Open this cover to remove jammed paper or when printing on envelopes.

4. Tray 1 Rear Cover

Remove this cover when loading paper longer than A4 in tray 1.

5. Ethernet Port

For connecting the machine to the network using a network interface cable.

6. G3 (analog) Line Interface Connector

For connecting a telephone line.

7. External Telephone Connector

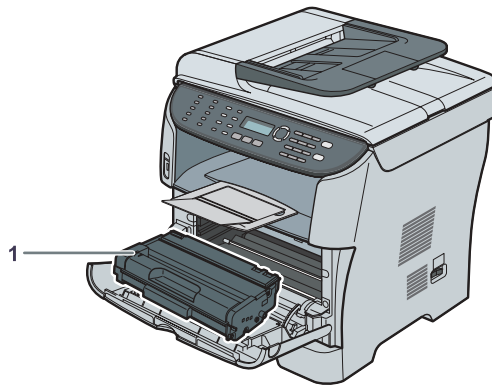
For connecting an external telephone.

8. USB Port

For connecting a USB cable.

Interior

1



BSP019S

1. Print Cartridge

Messages appear on the screen when the print cartridge needs to be replaced, or a new cartridge needs to be prepared.

Reference

For details about the messages that appear on the screen when consumables need to be replaced, see p.299 “Error and Status Messages on the Screen”.

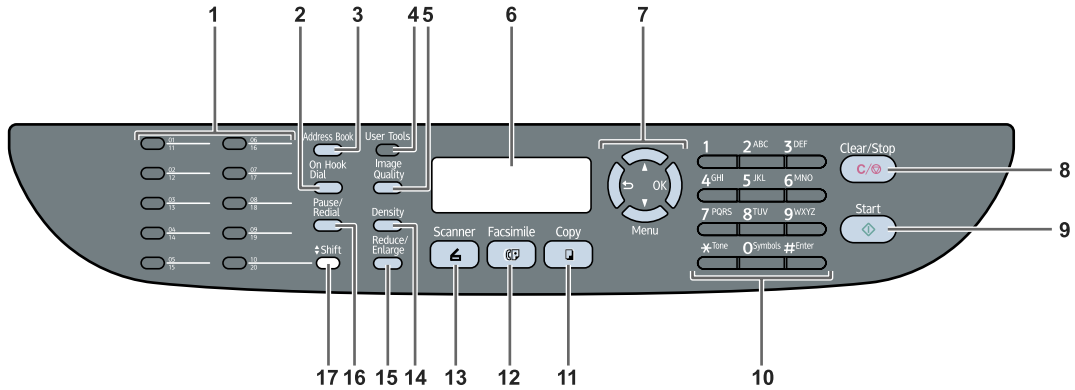
Control Panel

This section describes the names and usage of the parts of the control panel.

1

Important

- ❑ The actual control panel may look different from the illustration below, depending on the country of use.



BSP020S

1. One Touch Buttons

Press to select a scan or fax destination using entries registered as Quick Dial in the Address Book.

2. [On Hook Dial] key

Press to use on-hook dialing to check the destination's status when sending a fax.

3. [Address Book] key

Press to specify destinations from the entries in the Address Book when sending a fax or scanned file.

4. [User Tools] key

Press to display the menu for configuring the machine's system settings.

5. [Image Quality] key

Press to select scan quality for the current job.

- Copier mode: select Text, Photo, or Mixed.
- Scanner mode: select the resolution.
- Fax mode: select Standard, Fine, or Photo.

6. Screen

Displays current status and messages.

7. Menu keys

Press any of these four keys to display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax).

- [Left Arrow] key
Press to exit to the previous level of the menu tree.
- [Up Arrow][Down Arrow] keys
Press to scroll through the current level of the menu tree. When entering characters, press the [Up Arrow] or [Down Arrow] key to move the cursor left or right, respectively.
- [OK] key
Press to confirm settings or enter the next level of the menu tree.

8. [Clear/Stop] key

- While the machine is processing a job: press to cancel the current job.
- While configuring the machine: press to cancel the current setting and return to standby mode.
- While in standby mode: press to cancel temporary settings such as image density or resolution.

9. [Start] key

Press to scan or copy or start sending a fax.

10. Number keys

Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.

11. [Copy] key

Press to switch to copier mode. The key stays lit while the machine is in copier mode.

12. [Facsimile] key

Press to switch to fax mode. The key stays lit while the machine is in fax mode.

13. [Scanner] key

Press to switch to scanner mode. The key stays lit while the machine is in scanner mode.

 Note

- The backlight of the screen is turned off when the machine is in Energy Saver mode.
- When the machine is processing a job, you cannot display the menu for configuring the machine. You can confirm the machine's status by checking messages on the screen. If you see messages such as "Printing", "Copying", or "Processing", wait until the current job is finished.

14. [Density] key

Press to adjust image density for the current job.

- Copier mode: select from 5 levels of density.
- Scanner mode: select from 5 levels of density.
- Fax mode: select from 3 levels of density.

15. [Reduce/Enlarge] key

- Copier mode: press to specify the reduction or enlargement ratio for the current job.
- Scanner mode: press to specify the scanning size according to the current original.

16. [Pause/Redial] key

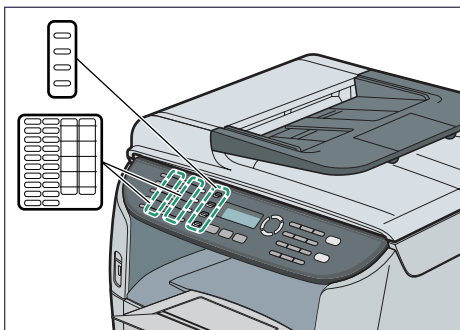
- Pause
Press to insert a pause in a fax number. The pause is indicated by "P".
- Redial
Press to display the last used scan or fax destination.

17. [Shift] key

Press if you want to use Quick Dial entries Nos. 11 to 20 when specifying a scan or fax destination.

- ❑ A sticker for control panel keys and a name sheet for One Touch buttons may be included, depending on the country of use. If included, apply the stickers appropriate for your language to the control panel. Note that if the control panel is covered with a protective sheet, be sure to remove it before applying the stickers.

1



BSP021S

2. Getting Started

This chapter describes procedures for installing and configuring the machine, connecting options to the machine, and handling paper.

Installing the Machine

This section describes steps required to install the machine and prepare it for use.

Where to Put the Machine

The machine's location should be carefully chosen because environmental conditions greatly affect its performance.

⚠ WARNING:

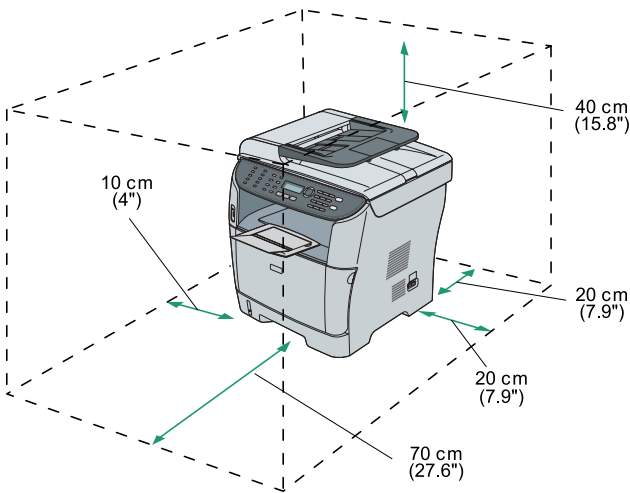
- ***The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.***
- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***
- ***The wall outlet shall be installed near the machine and shall be easily accessible.***
- ***Connect the machine to the power source specified in this manual and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified in this manual and extension cords are electric shock or fire hazards.***
- ***Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.***
- ***Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.***
- ***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:

- *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.*
- *Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.*
- *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.*
- *Machine sound levels exceeding $L_{wAd} > 65.8\text{dB (A)}$ are not suitable for desk work environments, so place the machine in another room.*
- *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.*

❖ Space Required for Installation

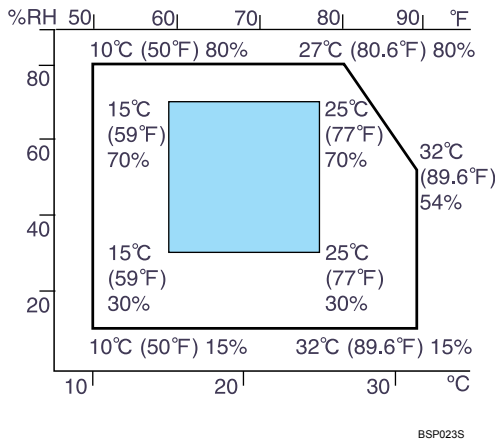
The recommended (minimum) space requirements are as follows:



BSP022S

❖ Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:



- White area: Permissible Range
- Blue area: Recommended Range

Note

- To avoid build up of ozone, be sure to locate this machine in a large, well ventilated room that has an air turnover of more than 30 m³/hr/person.
- 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.

❖ Environments to Avoid

Important

- Areas exposed to direct sunlight or strong light
- Dusty areas
- Areas with corrosive gases
- Areas that are excessively cold, hot, or humid
- Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners
- Areas directly exposed to radiant heat from heaters
- Locations near air conditioners, heaters, or humidifiers
- Locations near other electronic equipment
- Locations subject to frequent strong vibration

❖ Power Source

Connect the power cord to a power source of the following specification:

- **120V**: 120 V, 60 Hz, 10 A or more (when fully equipped)
- **220-240V**: 220-240 V, 50/ 60 Hz, 5 A or more (when fully equipped)

Unpacking

To protect it from shock and vibration during transit, this machine comes packaged in cushioning foam and secured with tape. Remove these protective materials after bringing the machine to where it will be installed.

⚠ WARNING:

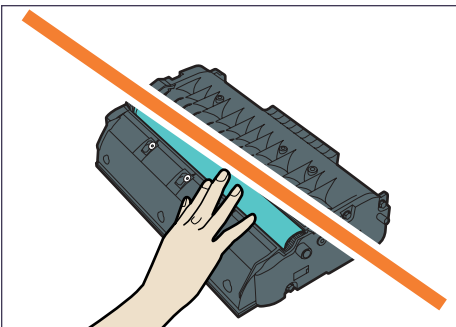
- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.**
- **Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns of a fire.**

⚠ CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *The machine weighs approximately 18 kg (39.6 lb.). When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.*

⚠ Important

- Removed tape is dirty. Be careful not to let it touch your hands or clothes.
- Leave the protective materials in place while moving the machine.
- Lower the machine slowly and carefully to prevent trapping your hands.
- Do not grip on the tray area when lifting the machine.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.
- Keep uncovered print cartridges away from direct sunlight.
- Do not touch the print cartridge's photo conductor unit.



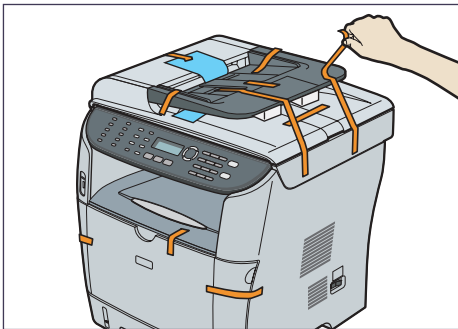
BSP024S

- 1** Remove the plastic bag.
- 2** Lift the machine by using the inset grips on both sides of the machine.

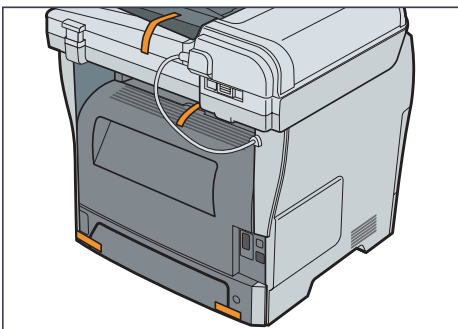


BSP0255

- 3** Remove the protective materials attached on the machine's exterior.



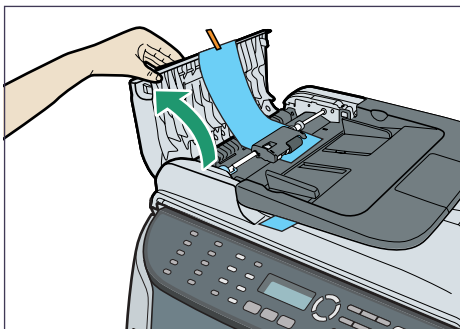
BSP0265



BSP0275

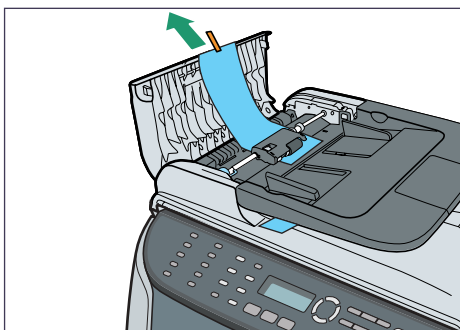
The actual machine may come with protective materials attached in different positions. Make sure to check the machine's exterior for all protective materials, and remove them completely.

4 Open the ADF cover.

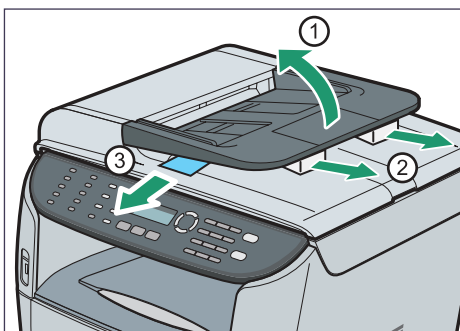


BSP028S

5 Gently pull the protective sheet to remove it.

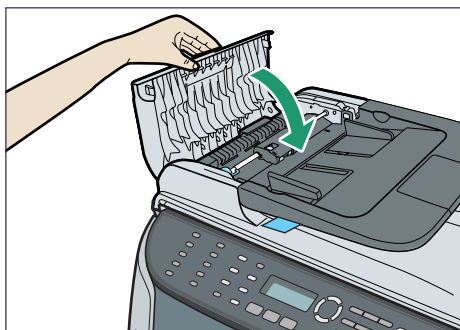


BSP029S



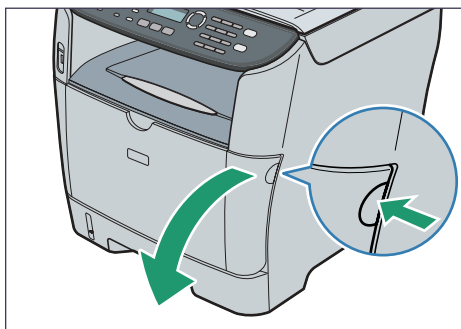
BSP026AS

6 Close the ADF cover.



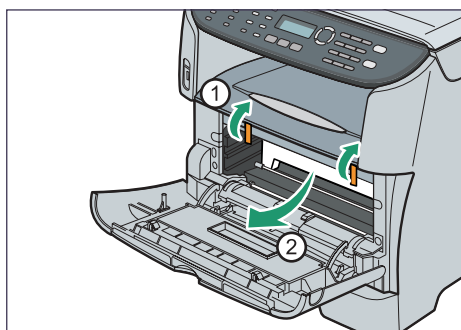
BSP031S

- 7** Push the side button to open the front cover, and then carefully lower it.



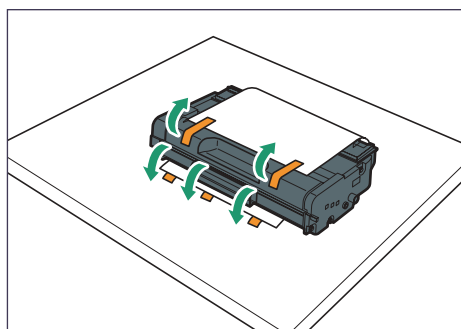
BSP252S

- 8** Remove the protective material attached inside the machine.



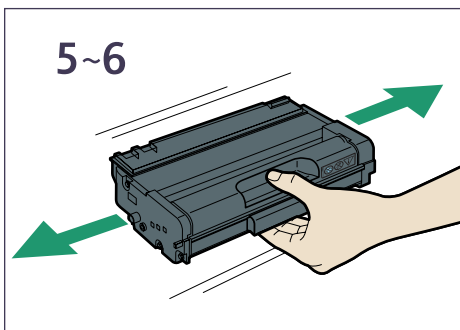
BSP256S

- 9** Unpack the print cartridge. Then, place it on a flat surface, and remove the protection sheet.



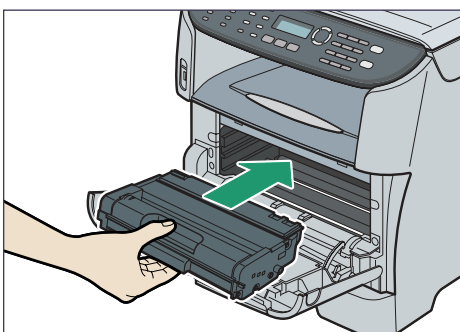
BSP037S

Shake the print cartridge from side to side five or six times.



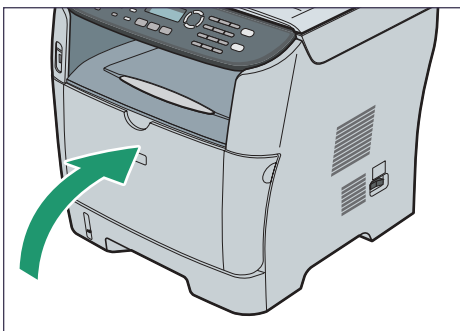
BSP038S

10 Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



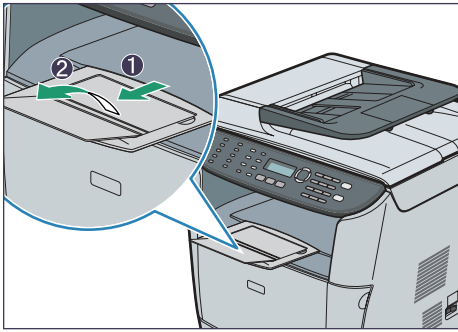
BSP250S

11 Using both hands, carefully push up the front cover until it closes.



BSP033S

- 12** Pull out and raise the stop fence.



BSP018S

2

Turning the Power on

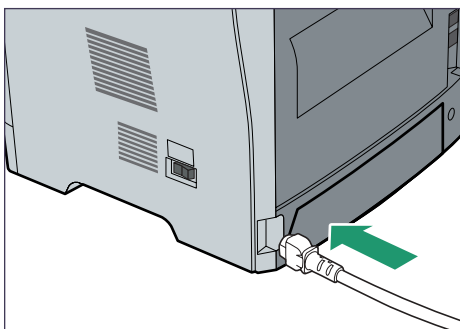
This section describes how to turn on the machine.

⚠ WARNING:

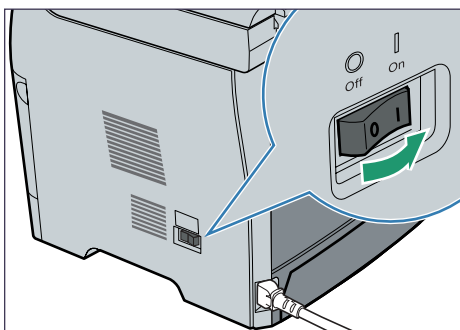
- ***Plug and unplug the power cable with dry hands, or an electric shock could occur.***

⚡ Important

- Make sure that the power cord is plugged securely into the wall outlet before turning the power on.
- Make sure that the power is off when plugging or unplugging the power cord.
- Do not turn off the power switch until initializing is completed. Doing so results in malfunction.

1 Plug in the power cord.

BSP040S

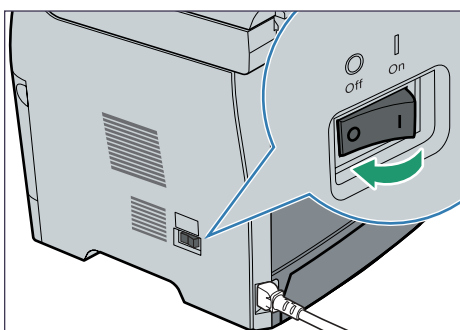
2 Turn the power switch to " | On".

BSP041S

The **[Copy]** key on the control panel lights up.

Note

- Depending on the **[Default Mode]** setting under **[Admin Settings]**, the **[Facsimile]** key may light up instead of the **[Copy]** key.
- The machine may make a noise while initializing. This noise does not indicate a malfunction.
- To turn off the power, turn the power switch to "○ Off".



BSP042S

Reference

For details about **[Default Mode]**, see p.233 "Administrator Settings".

Initial Setup

When you turn on the machine for the first time, a menu for configuring the settings described below will appear on the display. This section describes how to complete the Initial Setup.

Important

- 120V**: The fax number code is required by international law. You cannot legally connect a fax machine to the telephone system if the fax number code is not programmed. Also, the fax header code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.
- Make sure to select the correct code for the country of use. Selecting the wrong country code may cause failures in fax transmissions.

❖ Display language

The language selected here is used for the display.

❖ User fax number

The number entered here is used as the fax number of the machine. The user fax number can contain 0 to 9, space, and "+".

❖ User name

The name entered here is used as the name of the fax sender.

❖ Country code

The country code selected here is used for configuring the time and date display formats, and the settings related to fax transmissions with appropriate default values for the country of use.

1 Press the **[▲][▼]** keys to select the required language, and then press the **[OK]** key.

2 Enter the user fax number (up to 20 characters) using the number keys, and then press the **[OK]** key.

To enter two 0's successively, press the **[▼]** key after entering the first 0.

3 Enter the user name (up to 20 characters) using the number keys, and then press the **[OK]** key.

4 Press the **[▲][▼]** keys to select the required country code, and then press the **[OK]** key.

Note

- ❑ You can change the settings configured during the Initial Setup later under **[Admin Settings]**. In addition, you can set the machine's time and date under **[Admin Settings]**.
- ❑ When the **[Transmitter Header]** setting under fax transmission settings is turned on, the registered user fax number, user name, and time and date of transmission appear on the header of every fax you send.

Reference

For details about entering characters, see p.88 “Entering Characters”.

For details about **[Admin Settings]**, see p.233 “Administrator Settings”.

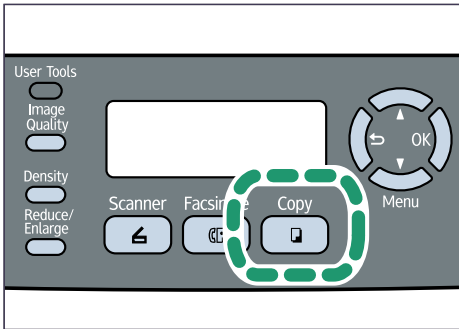
For details about **[Transmitter Header]**, see p.210 “Fax Transmission Settings”.

Changing Operation Modes

You can switch between copier, scanner, and fax modes by pressing the corresponding keys.

❖ **Copier mode**

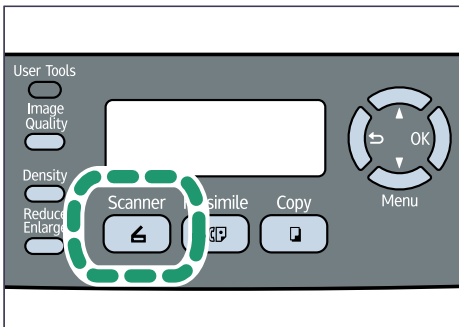
Press the **[Copy]** key to activate copier mode. While in copier mode, the **[Copy]** key lights up.



BSP043S

❖ **Scanner mode**

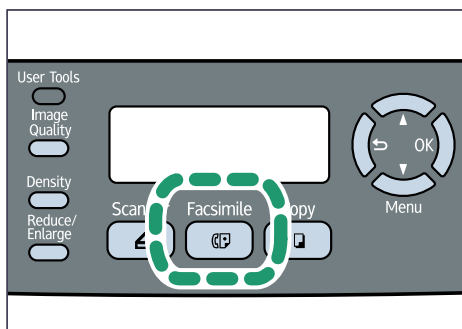
Press the **[Scanner]** key to activate scanner mode. While in scanner mode, the **[Scanner]** key lights up.



BSP044S

❖ **Fax mode**

Press the **[Facsimile]** key to activate fax mode. While in fax mode, the **[Facsimile]** key lights up.

❖ **Function Priority**

By default, copy mode is selected when the machine is turned on, or if the preset **[Auto Clear]** time passes with no operation while the initial screen of the current mode is displayed. You can change the selected mode using **[Default Mode]** under **[Admin Settings]**.

🔍 **Reference**

For details about **[Auto Clear]** or **[Default Mode]**, see p.233 "Administrator Settings".

Saving Energy

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. If the machine has been idle for a certain period of time, the machine automatically enters Energy Saver mode.

The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the **[Copy]** or **[Start]** key is pressed.

❖ **Energy Saver mode 1**

If **[EnergySaverMode1]** under **[Admin Settings]** is enabled, the machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. When the machine is in Energy Saver mode 1, the backlight of the screen is turned off and "EnergySaverMode1" appears on the screen. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

❖ **Energy Saver mode 2**

If **[EnergySaverMode2]** under **[Admin Settings]** is enabled, the machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. When the machine is in Energy Saver mode 2, the backlight of the screen is turned off and "EnergySaverMode2" appears on the screen. Power consumption is lower in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

 **Note**

- ❑ Even if Energy Saver mode 2 is enabled, the machine will not enter Energy Saver mode 2 for two hours if **[Low Humidity Mode]** under **[Machine Settings]** is enabled.

 **Reference**

For details about **[Power Saver]**, see p.233 “Administrator Settings”.

For details about **[Low Humidity Mode]**, see p.218 “Machine Settings”.

Multi-Access

This machine can perform multiple jobs using different functions, such as copying and faxing, at the same time. Performing multiple functions simultaneously is called “Multi-Access”.

The following table shows the functions that can be performed simultaneously.

Current job	Job that you want to execute simultaneously
Copy	<ul style="list-style-type: none"> • Fax memory transmission • Fax memory reception • Receiving a print job from a computer (the actual printing starts after copying is finished)
Scan	<ul style="list-style-type: none"> • Fax memory transmission • Fax memory reception • Immediate fax printing • Printing a fax received in the machine's memory • Print
Print	<ul style="list-style-type: none"> • Fax memory reception • Fax memory transmission • Immediate fax transmission • Storing a document to be faxed into the machine's memory before transmission • Scan
Fax memory transmission (sending a fax that has already been stored in the machine's memory)	<ul style="list-style-type: none"> • Copy • Scan • Print • Storing a document to be faxed into the machine's memory before transmission • Printing a fax received in the machine's memory

Current job	Job that you want to execute simultaneously
Fax memory reception (storing a received fax into the machine's memory)	<ul style="list-style-type: none"> • Copy • Scan • Print • Storing a document to be faxed into the machine's memory before transmission • Printing a fax received in the machine's memory
Storing a document to be faxed into the machine's memory before transmission	<ul style="list-style-type: none"> • Fax memory transmission • Fax memory reception • Immediate fax printing • Printing a fax received in the machine's memory • Print
Immediate fax transmission (scanning an original and sending it simultaneously)	<ul style="list-style-type: none"> • Printing a fax received in the machine's memory • Print
Printing a fax received in the machine's memory	<ul style="list-style-type: none"> • Fax memory reception • Fax memory transmission • Fax immediate transmission • Scan ^{*1} • Storing a document to be faxed into the machine's memory before transmission
Immediate fax printing (receiving a fax and printing it simultaneously)	<ul style="list-style-type: none"> • Scan ^{*1} • Storing a document to be faxed into the machine's memory before transmission

^{*1} Fax printing may take longer than normal if you scan using the control panel at the same time, especially when scanning multiple pages using the exposure glass.

Note

- If you try to use a function that cannot be performed simultaneously, you will hear a beep sound from the machine or see a failure message pop up on your computer screen. In this case, try again after the current job is finished.

Connecting the Machine

This section describes connecting the machine to a computer and a telephone line.

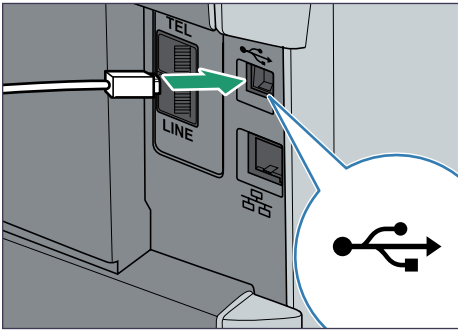
2

Connecting with USB Cable

Important

- USB 2.0 interface cable is not supplied. Obtain a USB cable that is correct for the computer you are using.

1 Connect the square-shaped connector of the USB 2.0 cable to the USB port.



2 Connect the opposite end's flat connector to your computer's USB interface or USB hub.

Reference

For details about installing printer drivers for USB connection, see the instructions provided on the driver CD-ROM.

Connecting with Network Cable

CAUTION:

- Do not connect the Ethernet port of the machine to a network that may supply excess voltage, such as a telephone line. Doing so may result in fire or electric shock.
- Network cable with a ferrite core must be used for RF interference suppression.

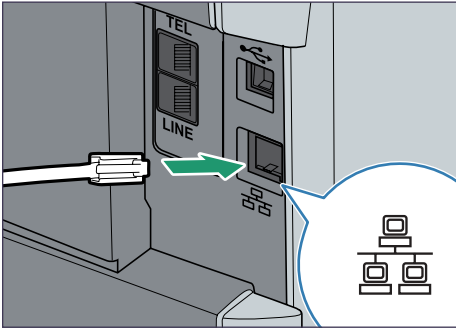
Follow the procedure below to connect the machine to a computer through a network. Prepare the hub and other network devices before connecting the 10BASE-T or 100BASE-TX cable to the machine's Ethernet port.

The ferrite core is supplied with this machine.

⚠ Important

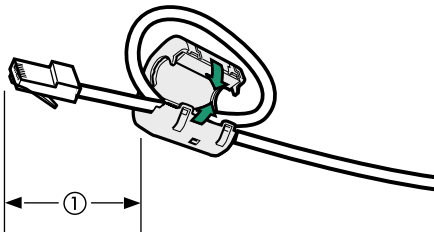
- ❑ Use shielded Ethernet cable. Unshielded cables create electromagnetic interference that could cause malfunctions.
- ❑ The Ethernet cable is not supplied with this machine. Select your cable according to the network environment.

1 Connect the Ethernet cable to the Ethernet port.



BSP047S

2 Attach the ferrite core supplied with this machine at the other end of the Ethernet cable about 5 cm (2 inches) (①) from the connector, making a loop as shown.



BBM011S

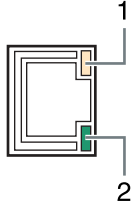
3 Connect the cable to the network (e.g., a network hub).

🔍 Reference

For details about network environment settings, see p.46 “Configuring the IP Address Settings”.

For details about installing printer drivers for network connection, see the instructions provided on the driver CD-ROM.

Reading the LED lamps



BSP048S

- ① Yellow: Lights up when 10BASE-T connection is properly established. Flashes when data is being transmitted.
- ② Green: Lights up when 100BASE-TX connection is properly established. Flashes when data is being transmitted.

Connecting to a Telephone Line

You can connect the machine to the public switched telephone network (PSTN) directly or through a private branch exchange (PBX).

Also, you can connect an external telephone to use the same telephone line for voice calls.

⚠ CAUTION:

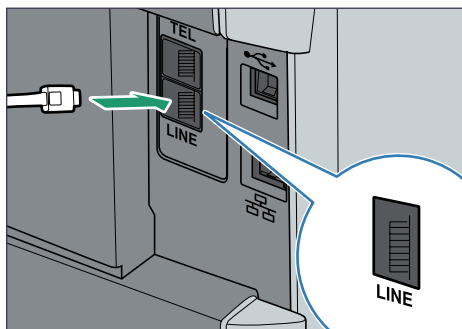
- **120V**: To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.

⚠ ATTENTION:

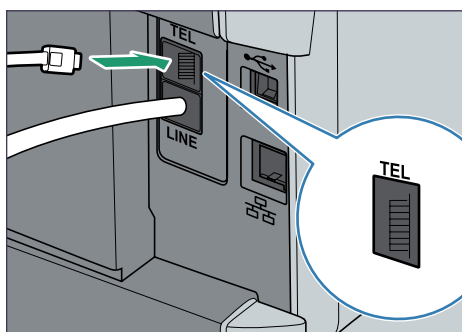
- **120V**: Pour réduire le risque d'incendie, utilisez uniquement des No. 26 AWG ou plus grand cordon de télécommunication.

⚠ Important

- 120V**: By law in the United States, you must program your phone number identification (your fax number) into your machine before you can connect to the public phone system.
- Make sure the connector is the correct type before you start.

1 Connect a telephone line cord to LINE.

BSP049S

2 If using an external telephone, connect the telephone to TEL.

BSP050S

Note

- After connecting the machine to the telephone line, configure the telephone network settings and fax reception mode.
- If your telephone has functions that are not compatible with this machine, those functions will not be usable.
- Confirm that you have registered user fax number and user name during Initial Setup. You can check the registered information in **[User Settings]** under **[Admin Settings]**.

Reference

For details about registering fax sender information, see p.233 "Administrator Settings".

For details about configuring the telephone network settings, see p.50 "Configuring Telephone Network Settings".

For details about configuring fax reception mode, see p.192 "Selecting Reception Mode".

For details about **[User Settings]**, see p.233 "Administrator Settings".

Configuring the Machine

This section describes configuring the settings required to use the machine on a network and as a fax machine.

2

Configuring the IP Address Settings

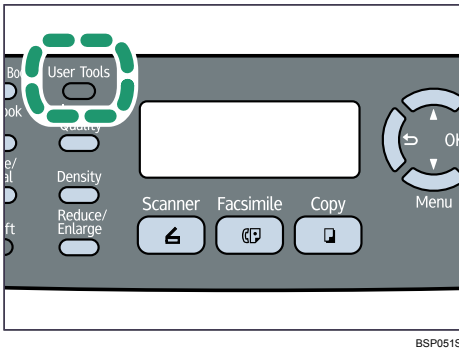
The procedure for configuring network settings differs depending on whether IP address information is assigned automatically by the network (DHCP), or manually.

Setting the machine to receive an IP address automatically

Important

- A DHCP server is required on the network for the machine to receive an IP address automatically.

1 Press the [User Tools] key.



2 Press the [▲][▼] keys to select [Network Settings], and then press the [OK] key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4 Press the [▲][▼] keys to select [IP Configuration], and then press the [OK] key.

5 Press the [▲][▼] keys to select [DHCP Activated], and then press the [OK] key.

6 Press the [▲][▼] keys to select [On], and then press the [OK] key.

The new setting is displayed with an “✖” symbol, indicating that the setting has been changed.

7 Confirm the setting, and then press the [↵] key.

8 Press the **[Clear/Stop]** key to return to the initial screen.

9 If you are requested to reboot the machine, turn off the machine, and then turn it back on.

10 Print the configuration page to confirm the setting.

The IP address setting will appear under “TCP/IP” on the configuration page.

Note

- You can press the **[↩]** key to exit to the previous level of the menu tree.
- A password for accessing the **[Network Settings]** menu can be specified in **[Admin Menu Lock]**.
- If your network environment requires a specific transmission speed that is not automatically detected, set the transmission speed in **[LINK Setting]** under **[Network Settings]**.
- When **[DHCP Activated]** is enabled, manually configured IP address settings are not used.

Reference

For details about turning the machine on and off, see p.35 “Turning the Power on”.

For details about printing configuration page, see p.228 “Printing the Configuration Page”.

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

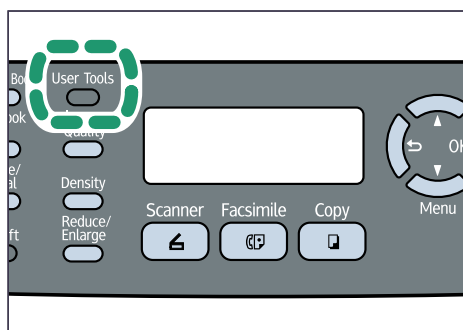
For details about **[LINK Setting]**, see p.225 “Network Settings”.

Assigning the machine's IP address manually

Important

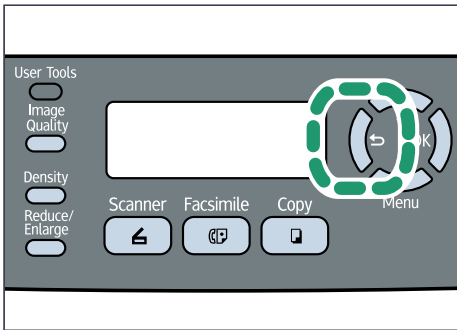
- The IP address assigned to the machine must not be used by any other device on the same network.

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



BSP051S

- 2** Press the [▲][▼] keys to select [Network Settings], and then press the [OK] key.
- 3** If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
- 4** Press the [▲][▼] keys to select [IP Configuration], and then press the [OK] key.
- 5** Press the [▲][▼] keys to select [DHCP Activated], and then press the [OK] key.
- 6** Press the [▲][▼] keys to select [Off], and then press the [OK] key.
The new setting is displayed with an “✖” symbol, indicating that the setting has been changed.
- 7** Confirm the setting, and then press the [↵] key.



BSP052S

- 8** Press the [▲][▼] keys to select [IP Address], and then press the [OK] key.
- 9** Enter the machine's IP address using the number keys, and then press the [OK] key.
Press the [▲][▼] keys to move between fields.
- 10** Confirm the setting, and then press the [↵] key.
- 11** Press the [▲][▼] keys to select [Subnet Mask], and then press the [OK] key.
The current subnet mask is shown.
- 12** If the subnet mask shown is incorrect, enter the new subnet mask using the number keys, and then press the [OK] key.
Press the [▲][▼] keys to move between fields.
- 13** Confirm the setting, and then press the [↵] key.
- 14** Press the [▲][▼] keys to select [Gateway], and then press the [OK] key.
The current gateway address is shown.

- 15** If necessary, enter a new gateway address using the number keys, and then press the **[OK]** key.

Press the **[▲]****[▼]** keys to move between fields.

- 16** Confirm the setting, and then press the **[↵]** key.

- 17** Press the **[Clear/Stop]** key to return to the initial screen.

- 18** If you are requested to reboot the machine, turn off the machine, and then turn it back on.

- 19** Print the configuration page to confirm the setting.

The IP address setting will appear under “TCP/IP” on the configuration page.

Note

- You can press the **[↵]** key to exit to the previous level of the menu tree.
- A password for accessing the **[Network Settings]** menu can be specified in **[Admin Menu Lock]**.
- If your network environment requires a specific transmission speed that is not automatically detected, set the transmission speed in **[LINK Setting]** under **[Network Settings]**.
- When **[DHCP Activated]** is enabled, manually configured IP address settings are not used.

Reference

For details about turning the machine on and off, see p.35 “Turning the Power on”.

For details about printing configuration page, see p.228 “Printing the Configuration Page”.

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

For details about **[LINK Setting]**, see p.225 “Network Settings”.

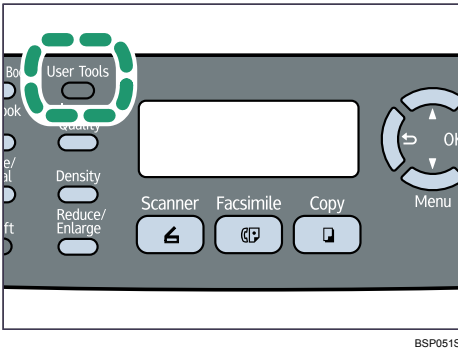
Configuring Telephone Network Settings

Selecting the telephone line type

Select the telephone line type according to your telephone line service. There are two types: tone and pulse dial.

This function is not available in some regions.

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



2 Press the **[▲][▼]** keys to select **[Admin Settings]**, and then press the **[OK]** key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.

4 Press the **[▲][▼]** keys to select **[TEL Line Type]**, and then press the **[OK]** key.

5 Press the **[▲][▼]** keys to select the telephone line type appropriate for your telephone service, and then press the **[OK]** key.

6 Confirm the setting, and then press the **[↵]** key.

7 Press the **[Clear/Stop]** key to return to the initial screen.

 **Note**

- You can press the **[↵]** key to exit to the previous level of the menu tree.
- A password for accessing the **[Admin Settings]** menu can be specified in **[Admin Menu Lock]**.

 **Reference**

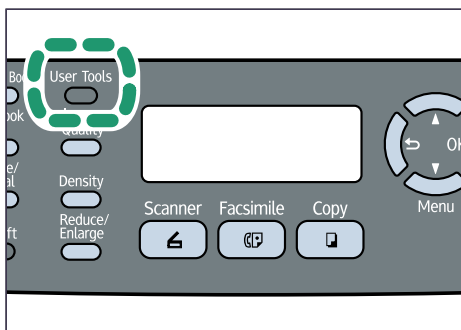
For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

Selecting the telephone network connection type

Select the type of connection to the telephone network.

There are two types: public switched telephone network (PSTN) and private branch exchange (PBX).

- 1 Press the **[User Tools]** key.



BSP051S

- 2 Press the **[▲]****[▼]** keys to select **[Admin Settings]**, and then press the **[OK]** key.
- 3 If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.
- 4 Press the **[▲]****[▼]** keys to select **[PBX Selection]**, and then press the **[OK]** key.
- 5 Press the **[▲]****[▼]** keys to select **[PSTN]** or **[PBX]**, and then press the **[OK]** key.
- 6 Confirm the setting, and then press the **[↵]** key.
- 7 Press the **[Clear/Stop]** key to return to the initial screen.

Note

- You can press the **[↵]** key to exit to the previous level of the menu tree.
- A password for accessing the **[Admin Settings]** menu can be specified in **[Admin Menu Lock]**.

Reference

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

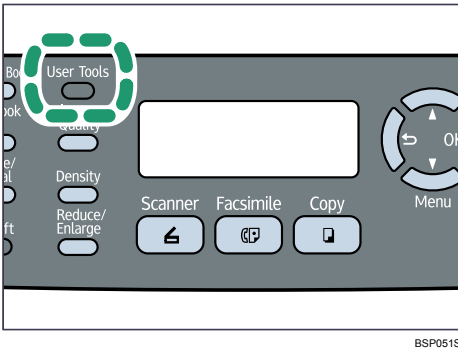
Setting the outside line access number

If the machine is connected to the telephone network through a PBX, set the dial number to access the outside line.

Important

- Make sure to set the outside line access number that matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.

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



2 Press the **[▲]****[▼]** keys to select **[Admin Settings]**, and then press the **[OK]** key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.

4 Press the **[▲]****[▼]** keys to select **[PBX Access Digit]**, and then press the **[OK]** key.

5 Enter the outside line access number using the number keys, and then press the **[OK]** key.

6 Confirm the setting, and then press the **[↵]** key.

7 Press the **[Clear/Stop]** key to return to the initial screen.

Note

- You can press the **[↵]** key to exit to the previous level of the menu tree.
- A password for accessing the **[Admin Settings]** menu can be specified in **[Admin Menu Lock]**.

Reference

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

Sharing the Printer on a Network

This section describes how to set up the machine for use as a network printer. The shared printer can be used by computers on the network.

Important

- To change printer properties in the **[Printer]** folder, you must have Manage Printers permission. Log on to the file server as an Administrator or member of the PowerUsers group to acquire this permission.

1 From the **[Start]** menu, open the **[Printers]** window.

Under Windows XP or Windows Server 2003/2003 R2/2008, the **[Printers and Faxes]** window appears.

2 Click the printer icon you want to use. On the **[File]** menu, click **[Properties]**.

The printer properties appears.

3 On the **[Sharing]** tab, click **[Shared as:]**.

4 To share the printer with users using a different version of Windows, click **[Additional Drivers...]**.

Omit this step if you have installed an alternative driver by selecting **[Shared as:]** during the printer driver installation.

5 Click **[OK]**, and then close the printer properties.

Installing the Optional Paper Feed Unit

This section describes how to install the optional paper feed unit.

Installing the Paper Feed Unit TK1080 (Tray 2)

2

⚠ **WARNING:**

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

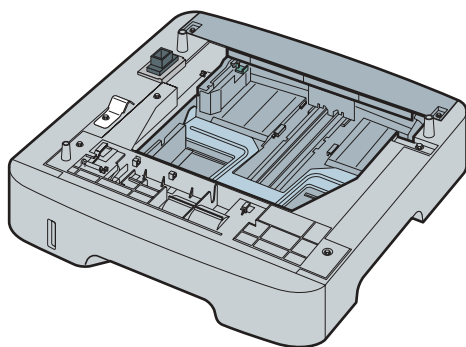
⚠ **CAUTION:**

- *The machine weighs approximately 18 kg (39.6 lb.). When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.*
- *Lifting the paper feed unit carelessly or dropping may cause injury.*
- *It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.*
- *Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.*

🔊 **Important**

- Do not grip the tray areas when moving the machine.

- 1** Check that the package contains Paper Feed Unit TK1080.



BSP053S

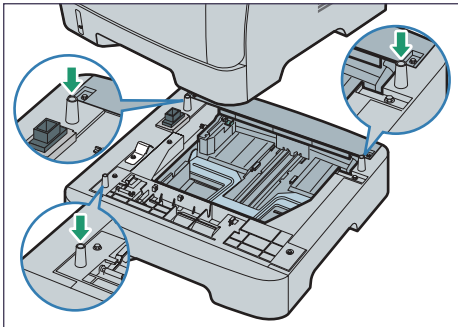
- 2** Turn off the power, and then unplug the machine's power cord from the wall outlet.
- 3** Remove any protective tapes from the optional paper feed unit.

- 4** Lift the machine using the inset grips on both sides.



BSP025S

- 5** There are three upright pins on the optional paper feed unit. Align them with the holes on the underside of the machine, and then carefully lower the machine onto them.



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- 6** After installing the option, print the configuration page to confirm the installation.

If it is installed properly, "Tray 2" will appear under "Tray Info" on the configuration page.

Note

- After installing the optional paper feed unit, select tray 2 in the printer driver. For details, see the printer driver Help.
- If the optional paper feed unit is not installed properly, reinstall it following this procedure. If you cannot install it properly even after attempting reinstallation, contact your sales or service representative.

Reference

For details about printing configuration page, see p.228 "Printing the Configuration Page".

For details about loading paper in tray 2, see p.74 "Loading Paper in Tray 2".

Paper and Other Media

This section describes supported and unsupported paper, paper precautions, details of each paper type and the printable area.

Note

- All paper must be set vertically, regardless of the paper size.

2

Supported Paper for Each Tray

This section describes the type, size, and weight of paper that can be loaded in each tray. The capacity of each paper tray is also provided.

❖ Tray 1

Type	Size	Weight	Capacity
Plain paper	A4	52 to 162 g/m ²	250
Thin paper	B5 JIS	(13.8 to 43.0 lb.)	(80 g/m ² , 20 lb.)
Thick paper 1	A5		
Thick paper 2	B6-S		
Recycled paper	A6		
Color paper	Legal (8 ¹ / ₂ " × 14")		
Preprinted paper	Letter (8 ¹ / ₂ " × 11")		
Prepunched paper	Half Letter-S (5 ¹ / ₂ " × 8 ¹ / ₂ ")		
Letterhead	Executive (7 ¹ / ₄ " × 10 ¹ / ₂ ")		
Bond paper	8" × 13"		
Cardstock	8 ¹ / ₂ " × 13"		
Label paper	Folio (8 ¹ / ₄ " × 13")		
	16K (195 × 267 mm)		
	Custom size:		
	100 to 216 mm in width,		
	148 to 356 mm in length		
	(3.94 to 8.50 inches in width,		
	5.83 to 14.02 inches in length)		

❖ Tray 2 (option)

Type	Size	Weight	Capacity
Plain paper	A4	60 to 105 g/m ² (16.0 to 28.0 lb.)	250 (80 g/m ² , 20 lb.)
Thin paper	B5 JIS		
Thick paper 1	A5		
Recycled paper	Legal (8 ¹ / ₂ " × 14")		
Color paper	Letter (8 ¹ / ₂ " × 11 ")		
Preprinted paper	Half Letter-S (5 ¹ / ₂ " × 8 ¹ / ₂ ")		
Prepunched paper			
Letterhead			

❖ Bypass tray

Type	Size	Weight	Capacity
Plain paper	A4	52 to 162 g/m ² (13.8 to 43.0 lb.)	50 (80 g/m ² , 20 lb.)
Thin paper	B5 JIS		
Thick paper 1	A5		
Thick paper 2	B6-S		
Recycled paper	A6		
Color paper	Legal (8 ¹ / ₂ " × 14 ")		
Preprinted paper	Letter (8 ¹ / ₂ " × 11 ")		
Prepunched paper	Half Letter-S (5 ¹ / ₂ " × 8 ¹ / ₂ ")		
Letterhead	Executive (7 ¹ / ₄ " × 10 ¹ / ₂ ")		
Bond paper	16K (195 mm × 267 mm)		
Cardstock	Com 10 (4 ¹ / ₈ " × 9 ¹ / ₂ ")		
Label paper	Monarch (3 ⁷ / ₈ " × 7 ¹ / ₂ ")		
OHP transparencies	C5 Env (162 × 229 mm)		
Envelope	C6 Env (114 × 162 mm)		
	DL Env (110 × 220 mm)		
	Custom size: 90 to 216 mm in width, 140 to 356 mm in length (3.54 to 8.50 inches in width, 5.51 to 14.02 inches in length)		

📌 Note

- ❑ The number of sheets that can be printed in one minute may become lower than normal when printing on Legal size paper.

Specifications of Paper Types

The following tables describe the types of paper that can be used with this machine.

Important

- Depending on the paper type, the toner may take a while to dry. Before handling, make sure printed sheets have fully dried. Otherwise, the toner may smudge.
- Print quality can be guaranteed only if recommended paper is used. For more information about recommended paper, contact your sales or service representative.

❖ Plain paper

Item	Description
Paper thickness	65 to 99 g/m ² (17.1 to 26.5 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 ¹ / ₂ " × 14"), Letter (8 ¹ / ₂ " × 11")

❖ Thick paper

Item	Description
Paper thickness	100 to 162 g/m ² (26.6 to 43.0 lb.) <ul style="list-style-type: none"> • [Thick Paper 1(100-130g/m2)]: 100 to 130 g/m² (26.6 to 34.6 lb.) • [Thick Paper 2(131-162g/m2)]: 131 to 162 g/m² (34.7 to 43.0 lb.)
Supported paper tray	<ul style="list-style-type: none"> • [Thick Paper 1(100-130g/m2)]: Any input tray can be used (however, tray 2 only supports thick paper weighing 100 to 105 g/m², 26.6 to 28.0 lb.). • [Thick Paper 2(131-162g/m2)]: Tray 1 and bypass tray
Duplex supported size	<ul style="list-style-type: none"> • [Thick Paper 1(100-130g/m2)] (thick paper weighing 100 to 105 g/m², 26.6 to 28.0 lb., only): A4, Legal (8¹/₂" × 14"), Letter (8¹/₂" × 11") • [Thick Paper 2(131-162g/m2)]: None
Notes	<ul style="list-style-type: none"> • The number of sheets that can be printed in one minute is approximately half that of plain paper. • The number of sheets that can be printed in one minute may become lower than normal when printing on paper of the following sizes: A4, Legal (8¹/₂" × 14"), Letter (8¹/₂" × 11"), 8" × 13", 8¹/₂" × 13", Folio (8¹/₄" × 13"), or 16K (195 × 267 mm). • When using 135 g/m² (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m² (35.9 lb.) or heavier paper, take prints from the output tray frequently.

❖ **Thin paper**

Item	Description
Paper thickness	52 to 64 g/m ² (13.8 to 17.0 lb.)
Supported paper tray	Any input tray can be used (however, tray 2 only supports thin paper weighing 60 to 64 g/m ² , 16.0 to 17.0 lb.).
Duplex supported size	A4, Legal (8 ¹ / ₂ " × 14 "), Letter (8 ¹ / ₂ " × 11 ")

❖ **Recycled paper**

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 ¹ / ₂ " × 14 "), Letter (8 ¹ / ₂ " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(52-64g/m²)] , [Thick Paper 1(100-130g/m²)] or [Thick Paper 2(131-162g/m²)] .

❖ **Color paper**

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 ¹ / ₂ " × 14 "), Letter (8 ¹ / ₂ " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(52-64g/m²)] , [Thick Paper 1(100-130g/m²)] or [Thick Paper 2(131-162g/m²)] .

❖ **Preprinted paper**

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 ¹ / ₂ " × 14 "), Letter (8 ¹ / ₂ " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(52-64g/m²)] , [Thick Paper 1(100-130g/m²)] or [Thick Paper 2(131-162g/m²)] .

❖ **Prepunched paper**

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 ¹ / ₂ " × 14 "), Letter (8 ¹ / ₂ " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper(52-64g/m²)] , [Thick Paper 1(100-130g/m²)] or [Thick Paper 2(131-162g/m²)] .

❖ **Letterhead**

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 ¹ / ₂ " × 14 "), Letter (8 ¹ / ₂ " × 11 ")
Notes	Paper that has a thickness outside the specified range cannot be printed onto.

❖ **Bond paper**

Item	Description
Paper thickness	105 to 160 g/m ² (28.0 to 42.6 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	<ul style="list-style-type: none"> • The number of sheets that can be printed in one minute is approximately half that of plain paper. • When using 135 g/m² (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m² (35.9 lb.) or heavier paper, take prints from the output tray frequently. • If the paper thickness is outside the specified range, select [Plain Paper] or [Thick Paper 1(100-130g/m²)].

❖ **Cardstock**

Item	Description
Paper thickness	105 to 160 g/m ² (28.0 to 42.6 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	<ul style="list-style-type: none"> • The number of sheets that can be printed in one minute is approximately half that of plain paper. • When using 135 g/m² (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m² (35.9 lb.) or heavier paper, take prints from the output tray frequently. • Paper thicker than 160 g/m² cannot be printed onto.

❖ **Label paper**

Item	Description
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	<ul style="list-style-type: none"> • The number of sheets that can be printed in one minute is approximately half that of plain paper. • Avoid using adhesive label paper on which glue is exposed. Glue may stick to the inner parts of the machine, which can cause paper feed problems, deterioration in print quality, or premature wear of the print cartridge's photo conductor unit.

❖ **OHP transparencies**

Item	Description
Supported paper tray	Bypass tray
Duplex supported size	None
Notes	<ul style="list-style-type: none"> • When loading OHP transparencies, take care not to load them upside down. Doing so may cause a malfunction. • It is recommended to place one sheet at a time. • Make sure to fan OHP transparencies every time before printing. Leaving OHP transparencies loaded in the bypass tray may cause them to stick together and result in a misfeed. • If multiple OHP transparencies are fed at the same time, load them one by one. • When printing on OHP transparencies, remove the transparencies one by one as they are output.

❖ **Envelope**

Item	Description
Supported paper tray	Bypass tray
Duplex supported size	None
Notes	<ul style="list-style-type: none"> • Avoid using self-adhesive envelopes. They may cause machine malfunctions. • The number of envelopes that can be printed in one minute is approximately half that of plain paper. • If printed envelopes come out badly creased, load the envelopes in the opposite direction. Also, configure the printer driver to rotate the print object 180 degrees. For details about changing the loading orientation, see the printer driver Help.

Unsupported Types of Paper

Avoid using the following paper as they are not supported by this machine.

- Paper meant for an ink-jet printer
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead. Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper, aluminum foil, carbon paper and conductive paper
- Paper that is heavier or lighter than the specified limitations
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which the adhesive underlayer or base paper is exposed
- Paper with clips or staples
- Do not use ink-jet printer paper because it may stick to the fusing unit and cause a paper jam.
- Do not use paper that has already been printed onto by other printers.

 **Note**

- ❑ Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

Paper Storage Precautions

Paper should always be stored properly. Improperly stored paper might result in poor print quality, paper jams, or printer damage.

Recommendations are as follows:

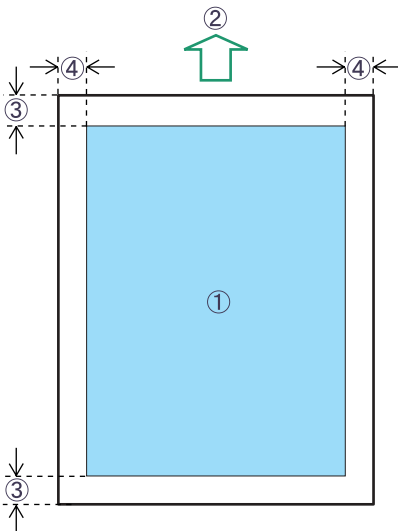
- Avoid storing paper in areas that are excessively cold, hot, humid, or dry.
- Avoid exposing paper to direct sunlight.
- Store on a flat surface.
- Keep paper in its original packaging.

2

Printable Area

The diagrams that follow show the areas of paper that the machine can print on-to. Be sure to set the print margins correctly using the settings of the application in which it was created.

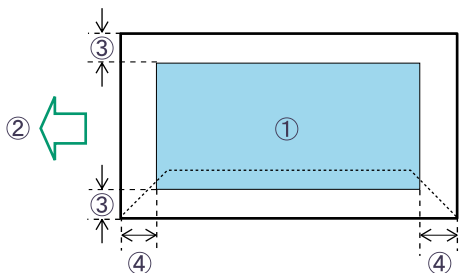
❖ Paper



BSP056S

- ① Print area
- ② Feed direction
- ③ Approximately 4.2 mm (0.17 inches)
- ④ Approximately 4.2 mm (0.17 inches)

❖ Envelope



BSP057S

- ① Print area
- ② Feed direction
- ③ Approximately 4.2 mm (0.17 inches)
- ④ Approximately 4.2 mm (0.17 inches)

Note

- The print area may vary depending on the paper size, printer language and printer driver settings.
- For better envelope printing, we recommend you set the right, left, top, and bottom print margins to at least 15 mm (0.6 inches) each.

Loading Paper

This describes how to load paper into the paper tray and bypass tray.

⚠ CAUTION:

- *Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.*

2

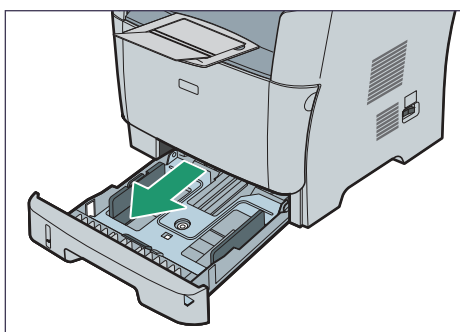
Loading Paper in Tray 1

The following example explains loading procedure for the standard paper tray (Tray 1). The same procedure can be used for the optional paper feed unit.

🔊 Important

- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.
- After loading paper in the tray, specify the paper type and size using the control panel.
- Do not mix different types of paper in the same paper tray.
- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the machine.

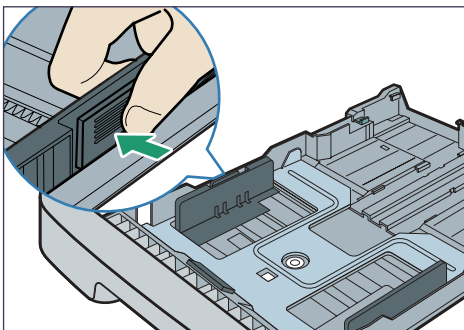
- 1** Carefully pull tray 1, and then pull out with both hands.



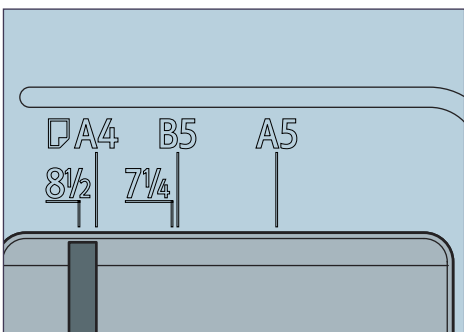
BSP058S

Place the tray on a flat surface.

- 2** Pinch the clip on the side paper guide and slide it to match the standard size.



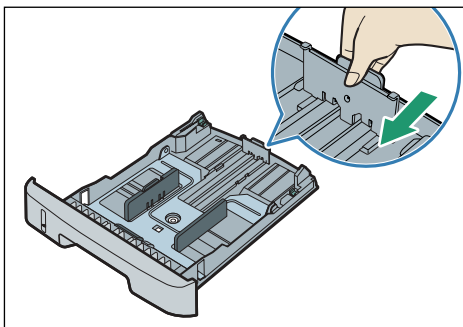
BSP071S



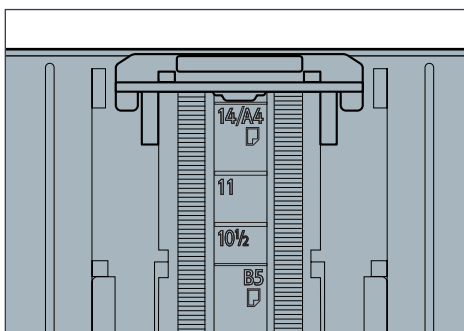
BSP061S

When loading custom size paper, position the paper guide slightly wider than the actual paper size.

- 3** Pinch the end paper guide and slide it inward to match the standard size.



BSP062S

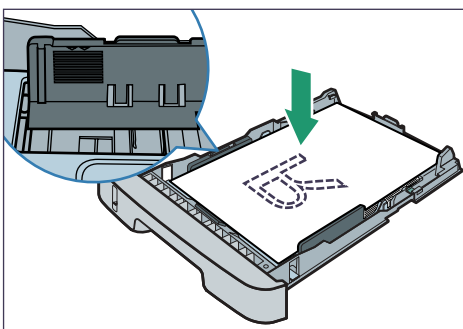


BSP063S

When loading custom size paper, position the paper guide slightly wider than the actual paper size.

- 4** Load the new paper stack print side down.

Make sure paper is not stacked higher than the upper limit marked inside the tray.

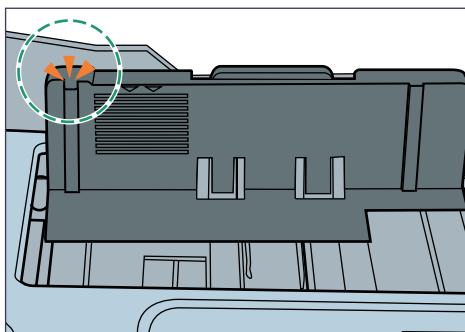


BSP064S

Slide the guides inward, until they are flush against the paper's sides.

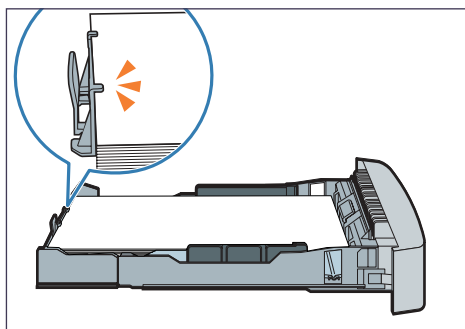
Make sure the paper is not stacked higher than the projection on the side paper guides.

2



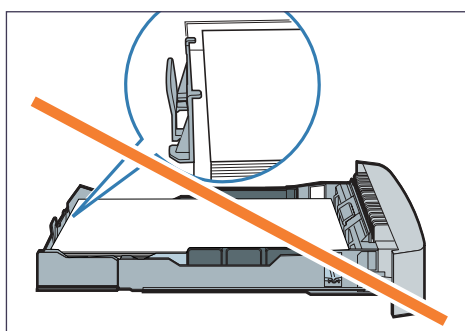
BSP065S

5 Check there are no gaps between the paper and the paper guides; both side and end paper guides.



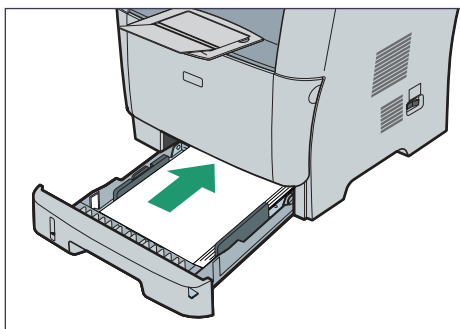
BSP066S

If there is a gap between the paper and the end paper guide, as in the example below, the paper might not feed in correctly.



BSP067S

6 Carefully push tray 1 straight into the machine.



BSP068S

To avoid paper jams, make sure the tray is securely inserted.

Note

- The remaining paper indicator on the left front side of the paper tray shows approximately how much paper is remaining.

Reference

For details about paper types supported by the machine, see p.56 "Paper and Other Media".

For details about the paper settings, see p.81 "Specifying Paper Type and Paper Size".

Loading Legal size paper

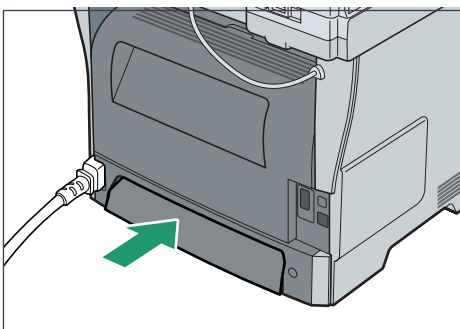
This section explains how to load Legal size paper into the machine.

The same procedure applies to A4 paper (297 mm) or larger.

Important

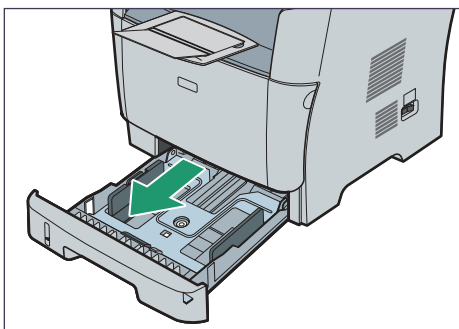
- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the machine.

1 Remove the tray 1 rear cover by pushing its center.



BSP059S

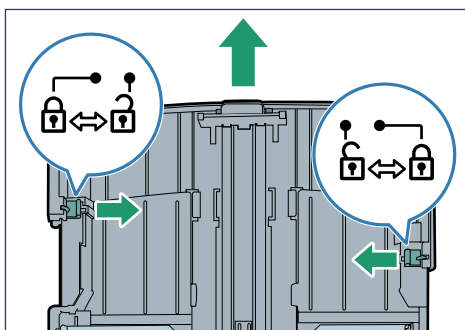
- 2** Carefully pull tray 1, and then pull out with both hands.



BSP068S

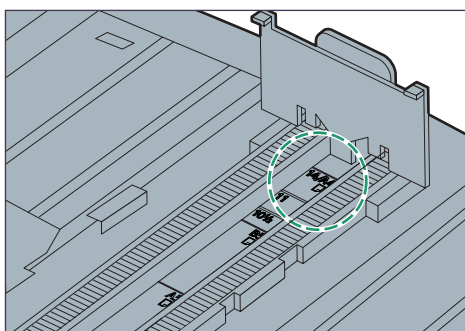
Place the tray on a flat surface.

- 3** Release the extender locks on both sides of the tray, and then pull out the extender until it clicks.

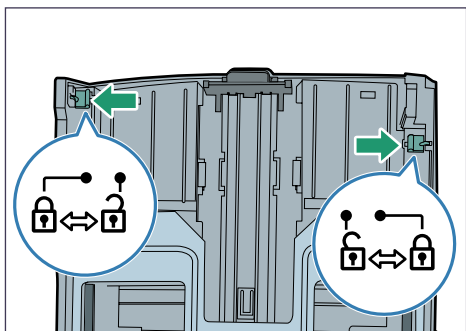


BSP069S

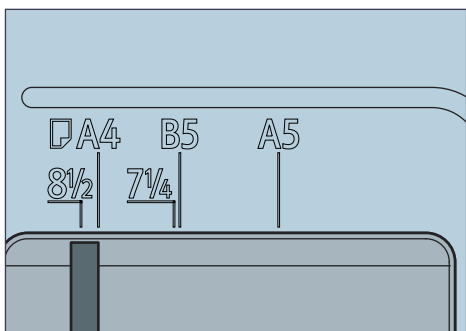
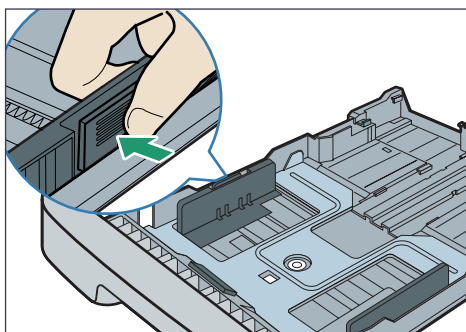
After extension, make sure the extender's inner surface and the scale are aligned.



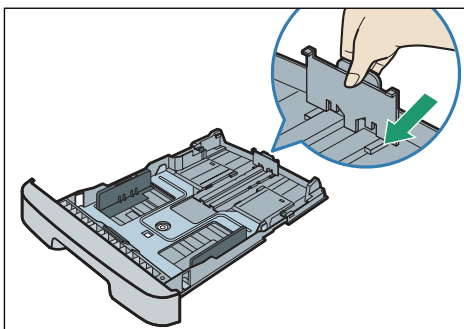
BSP070S

4 Lock the extender in the extended position.

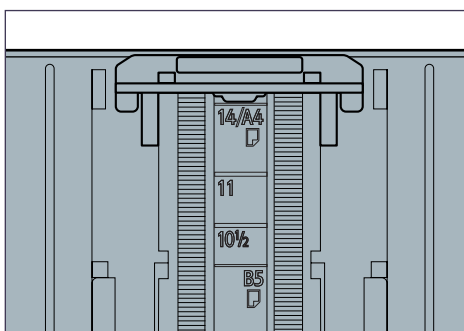
2

5 Pinch the clip on the side paper guide, and then slide it to match the standard size.

6 Pinch the end paper guide and slide it inward to match the Legal paper size.



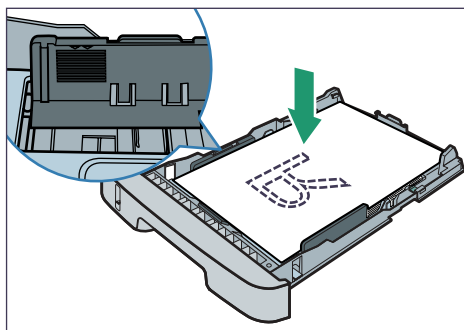
BSP072S



BSP063S

7 Load the new paper stack print side down.

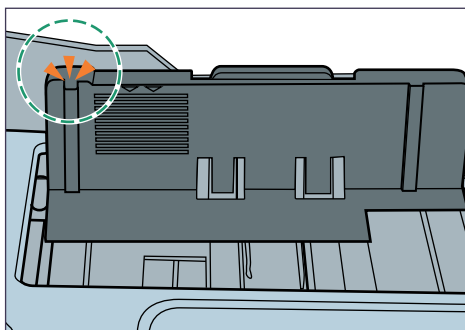
Make sure paper is not stacked higher than the upper limit marked inside the tray.



BSP064S

Slide the guides inward until they are flush against the paper's sides.

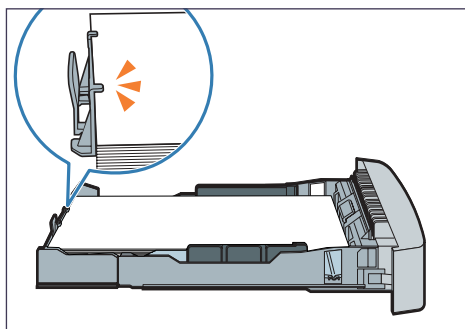
Make sure the paper is not stacked higher than the projection on the side paper guides.



BSP065S

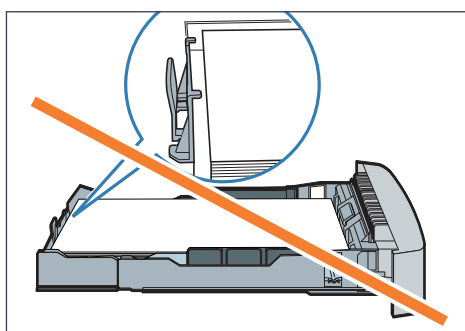
2

- 8** Check there are no gaps between the paper and the paper guides; both side and end paper guides.



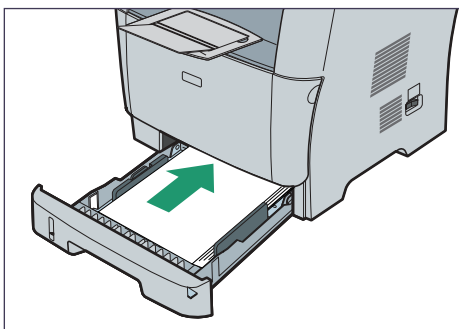
BSP066S

If there is a gap between the paper and the end paper guide, as in the example below, the paper might not feed in correctly.



BSP067S

9 Carefully push tray 1 straight into the machine.



BSP068S

To avoid paper jams, make sure the tray is securely inserted.

Note

- The remaining paper indicator on the left front side of the paper tray shows approximately how much paper is remaining.

Reference

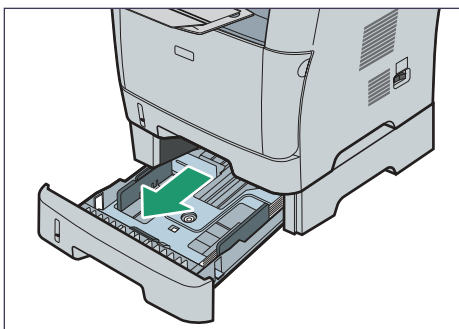
For details about paper types supported by the machine, see p.56 “Paper and Other Media”.

For details about the paper settings, see p.81 “Specifying Paper Type and Paper Size”.

Loading Paper in Tray 2

The following example explains the loading procedure for tray 2.

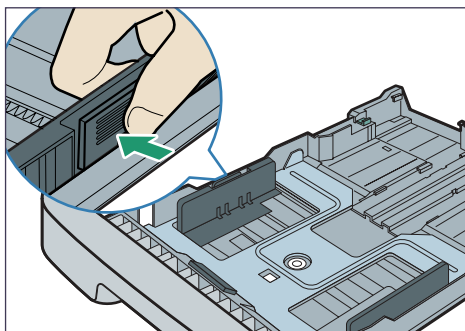
1 Pull tray 2, and then pull it out with both hands.



BSP078S

Place the tray on a flat surface.

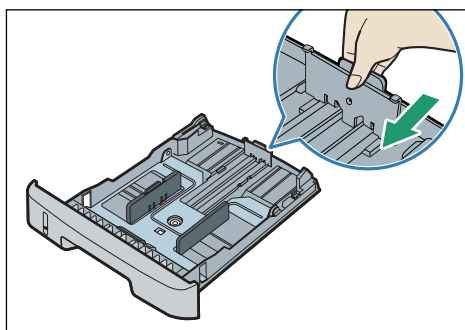
- 2** Pinch the clips on the side paper guide, and then slide it to match the paper size.



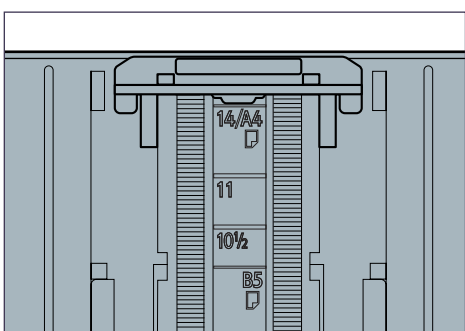
BSP071S

2

- 3** Pinch the clip on the end paper guide and slide it inward to match the paper size.



BSP062S

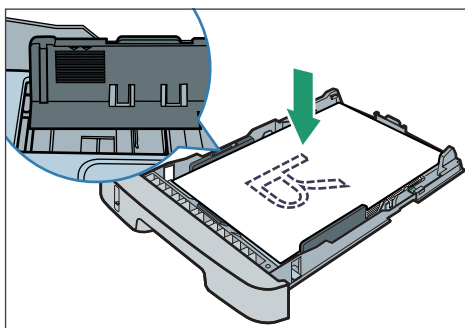


BSP063S

When loading custom size paper, position the paper guide slightly wider than the actual paper size.

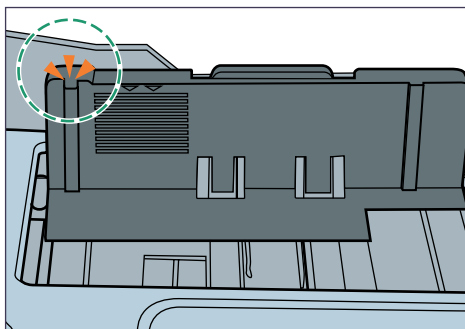
4 Load the new paper stack print side down.

Make sure paper is not stacked higher than the upper limit marked inside the tray.



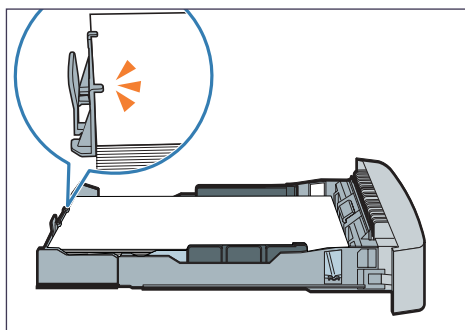
BSP064S

Make sure the paper is not stacked higher than the projection on the side paper guides.



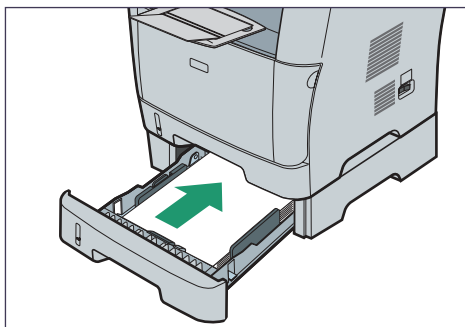
BSP065S

5 Check there are no gaps between the paper and the paper guide; both side and end paper guides.



BSP066S

- 6** Slide the tray, then push it all the way in. Push the tray firmly to avoid a paper jam.



BSP081S

 **Note**

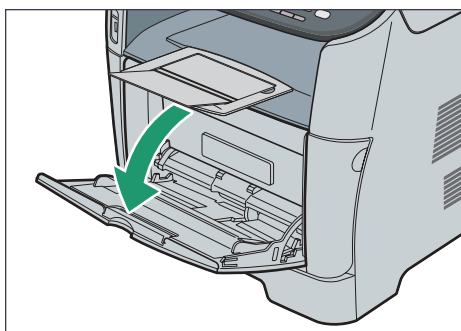
- The remaining paper indicator on the left front side of the paper tray shows approximately how much paper is remaining.

Loading Paper in the Bypass Tray

 **Important**

- Set the size of the loaded paper using the control panel or the printer driver. Make sure the settings do not conflict. Otherwise, the paper may jam or the print quality may be affected.
- Load paper with the print side up, and in the short-edge feed direction.
- If paper is curled, straighten it before loading, by bending the paper in the opposite direction to the curl, for example.
- Do not load paper while the machine is printing.

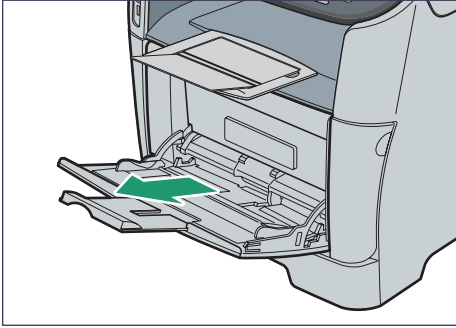
- 1** Open the bypass tray.



BSP082S

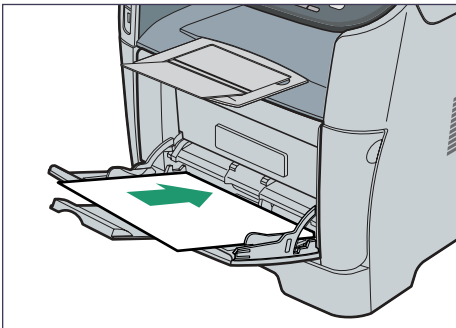
If you load A4 (297 mm) or larger size paper, pull out the bypass tray extension.

2



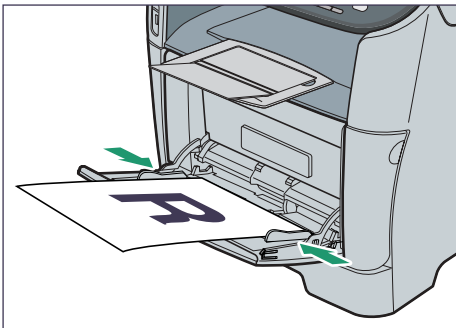
BSP083S

2 Slide the side guides outward, then load paper with the print side up, and push in until it stops against the machine.



BSP084S

3 Adjust the side guides to the paper width.



BSP073S

 **Note**

- After loading paper in the tray, specify the paper type and size using the control panel or the printer driver.

 **Reference**

For details about supported types of paper, see p.56 "Paper and Other Media".

For details about specifying the paper type and size, see p.81 "Specifying Paper Type and Paper Size".

Loading envelopes

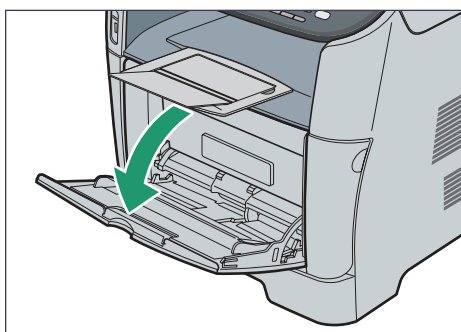
⚠ CAUTION:

- *The inside of this machine becomes very hot. Do not touch parts labelled “⚠” (indicating a hot surface).*

🔔 Important

- ❑ Before printing on envelopes, make sure to lower the levers on the machine rear, inside the rear cover, to avoid envelopes coming out creased. Also, raise the levers back to their original positions after printing. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.
- ❑ Avoid using self-adhesive envelopes. They may cause machine malfunctions.
- ❑ Check there is no air in the envelopes before loading.
- ❑ You can print on envelopes with flaps folded or unfolded. When using envelopes with flaps folded, check that the flaps are folded properly.
- ❑ Load only one size and type of envelope at a time.
- ❑ Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- ❑ Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- ❑ Print quality on envelopes may be uneven if parts of an envelope have different thicknesses. Print one or two envelopes to check print quality.
- ❑ In a hot and humid environment, the envelope might be output creased or improper printing quality.

1 Open the bypass tray.



BSP082S

2 Slide the side guides outward, then load envelopes with the print side up, and push in until it stops against the machine.

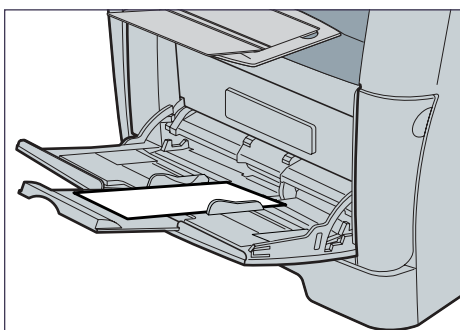
You can print on envelopes with flaps folded or unfolded. When using envelopes with flaps folded, check that the flaps are folded properly and there is no air inside.

2



BSP075S

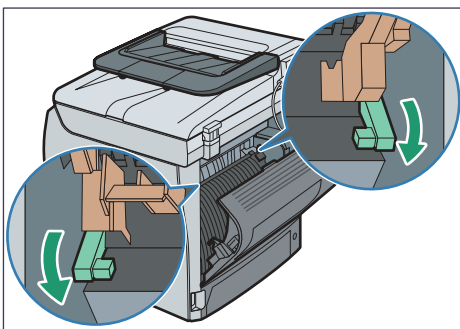
3 Adjust the side guides to the envelope width.



BSP076S

4 Open the rear cover.

5 Lower the green levers on both sides.



BSP254S

Make sure to raise the levers back to their original positions after printing.

6 Close the rear cover.

Note

- After loading envelopes in the tray, specify the paper type and size using the control panel or the printer driver.
- Be sure to load envelopes so that their flaps are on the left. If you do not, the envelopes will become creased.
- If printed envelopes come out badly creased, load the envelopes in the opposite direction, and then rotate the print object by 180 degrees using the printer driver before printing. For details, see the printer driver Help.

Reference

For details about supported types of paper, see p.56 “Paper and Other Media”.

For details about specifying the paper type and size, see p.81 “Specifying Paper Type and Paper Size”.

Specifying Paper Type and Paper Size

This section describes how to specify the paper size and paper type using the control panel.

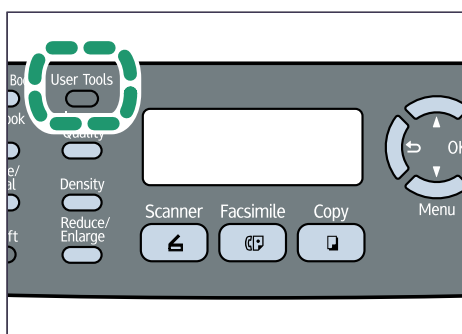
Note

- Paper type and size can also be specified using the printer driver. For details, see the printer driver Help.

Specifying the paper type

This section describes how to specify the paper type.

- 1** Press the **[User Tools]** key.



BSP051S

- 2** Press the **[▲][▼]** keys to select **[Machine Settings]**, and then press the **[OK]** key.
- 3** Press the **[▲][▼]** keys to select **[Paper Settings]**, and then press the **[OK]** key.
- 4** Press the **[▲][▼]** keys to select **[Paper Type]**, and then press the **[OK]** key.

5 Press the [▲][▼] keys to select the desired tray, and then press the [OK] key.

6 Press the [▲][▼] keys to select the desired paper type, and then press the [OK] key.

The new setting is displayed with an “✳” symbol, indicating that the setting has been changed.

7 Confirm the setting, and then press the [↵] key.

8 Press the [Clear/Stop] key to return to the initial screen.

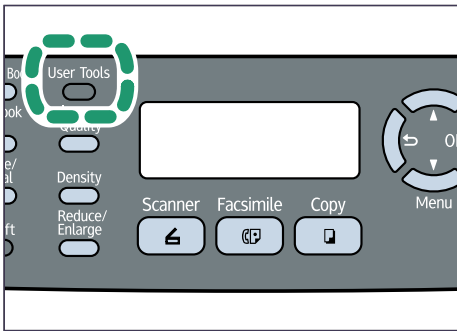
 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.

Specifying the standard paper size

This section describes how to specify the standard paper size.

1 Press the [User Tools] key.



BSP051S

2 Press the [▲][▼] keys to select [Machine Settings], and then press the [OK] key.

3 Press the [▲][▼] keys to select [Paper Settings], and then press the [OK] key.

4 Press the [▲][▼] keys to select [Paper Size], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired tray, and then press the [OK] key.

6 Press the [▲][▼] keys to select the desired paper size, and then press the [OK] key.

The new setting is displayed with an “✳” symbol, indicating that the setting has been changed.

7 Confirm the setting, and then press the [↵] key.

8 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.

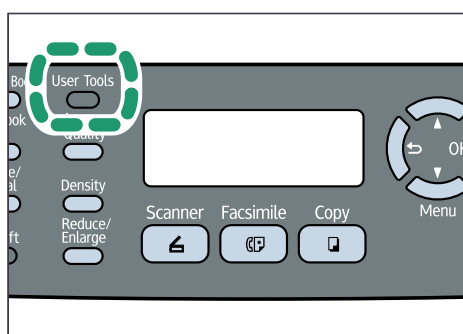
Specifying a custom paper size

This section describes how to specify a custom paper size.

Important

- Custom size paper cannot be loaded in tray 2.
- When you perform printing, make sure that the paper size specified with the printer driver matches the paper size specified with the control panel. If a paper size mismatch occurs, a message appears on the display. To ignore the error and print using mismatched paper, press the **[Start]** key. If the paper is too small for the print job, the printed image will be cropped.

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



BSP051S

2 Press the **[▲][▼]** keys to select **[Machine Settings]**, and then press the **[OK]** key.

3 Press the **[▲][▼]** keys to select **[Paper Settings]**, and then press the **[OK]** key.

4 Press the **[▲][▼]** keys to select **[Paper Size]**, and then press the **[OK]** key.

5 Press the **[▲][▼]** keys to select the desired tray, and then press the **[OK]** key.

6 Press the **[▲][▼]** keys to select **[Custom]**, and then press the **[OK]** key.

7 Press the **[▲][▼]** keys to select **[mm]** or **[Inch]**, and then press the **[OK]** key.

8 Enter the horizontal value using number keys, and then press the **[OK]** key.

You can press the **[▲][▼]** keys to change the value in 1 mm or 0.01 inch increments.

9 Enter the vertical value using number keys, and then press the **[OK]** key.

You can press the **[▲][▼]** keys to change the value in 1 mm or 0.01 inch increments.

10 Confirm the setting, and then press the **[OK]** key.

11 Press the **[Clear/Stop]** key to return to the initial screen.

Note

- You can press the **[↶]** key to exit to the previous level of the menu tree.

Placing Originals

This section describes the types of originals you can set and how to place them.

About Originals

2

This section describes the types of originals that can be placed and which parts of the original are unscannable.

Recommended size of originals

This section describes the recommended size of the original.

❖ Exposure glass

Up to 216 mm (8.5 ") in width, up to 297 mm (11.7 ") in length

❖ ADF

- Paper size: 140 to 216 mm (5¹/₂ " to 8¹/₂ ") in width, 140 to 356 mm (5¹/₂ " to 14 ") in length
- Paper weight: 52 to 105 g/m² (14 to 28 lb.)

Note

- Only 1 sheet of an original can be placed on the exposure glass at a time.
- Up to 35 sheets of an original can be placed in the ADF at once (when using paper weighing 80 g/m², 20 lb.).

Types of originals not supported by the Auto Document Feeder

If placed in the ADF, the following types of original might be damaged or become jammed, or result in gray or black lines appearing on prints:

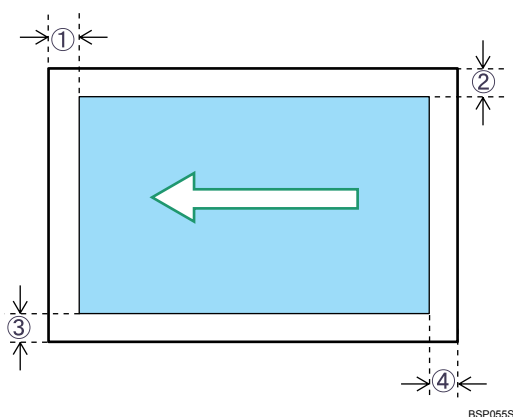
- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, 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 wet with toner or white out
- Originals with adhesive materials/tapes
- Originals with writings in pencil or copied with carbon paper
- Wavy originals

Unscannable image area

2

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be scanned.



❖ Margins when using exposure glass

	In copier mode	In scanner mode	In fax mode
①Top	4 mm	0 mm	1 mm
②Right	3 mm	0 mm	1 mm
③Left	3 mm	0 mm	1 mm
④Bottom	4 mm	0 mm	2 mm

❖ Margins when using ADF

	In copier mode	In scanner mode	In fax mode
①Top	4 mm	0 mm	0 mm
②Right	3 mm	0 mm	1 mm
③Left	3 mm	0 mm	1 mm
④Bottom	4 mm	0 mm	2 mm

Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.

Important

- Do not place originals before any correction fluid and toner has completely dried. Doing so may make marks on the exposure glass that will appear on copies.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

Note

- Because colors made by marker or highlighter pen on originals are difficult to reproduce, they might not appear on copies.

Placing originals on the exposure glass

The exposure glass enables you to scan and send documents that cannot be fed into the ADF.

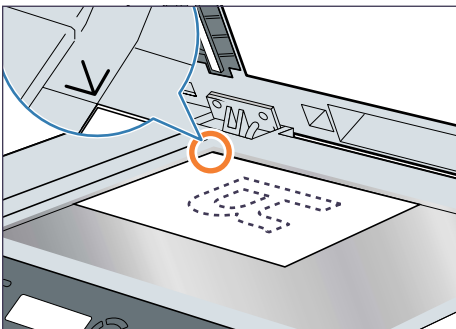
Important

- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1 Lift the exposure glass cover or ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



BSP0865

3 Lower the exposure glass cover or ADF.

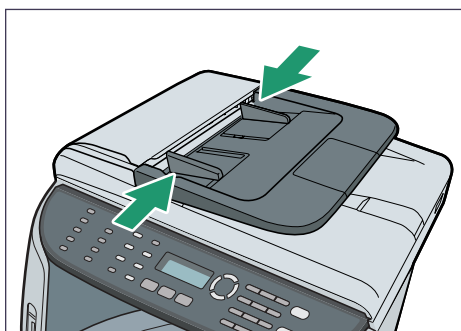
Placing originals in the Auto Document Feeder

By using the ADF, you can scan multiple pages at once.

Important

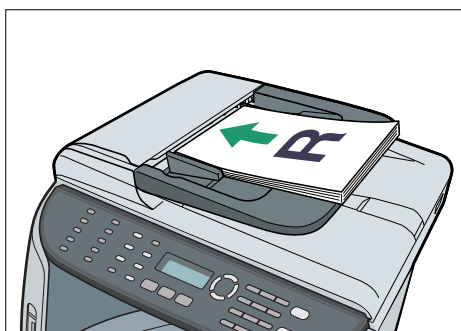
- Do not place different size originals in the ADF at once.
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the pages of your original before placing them in the ADF.
- Place the original squarely.

1 Adjust the guides according to the size of the original.



BSP087S

2 Place the aligned originals face up in the ADF. The last page should be on the bottom.



BSP088S

Note

- When placing originals longer than A4, pull out the ADF tray's extenders.

Entering Characters

This section describes how to enter characters using the control panel when configuring the machine's settings.

There are three modes for entering characters, depending on the type of setting you are configuring:

- Value input mode for entering numerical values.
- Fax number input mode for entering fax numbers.
- Text input mode for entering names.

Value Input Mode

Value input mode becomes active when configuring settings such as paper size or copy zoom ratio. In this mode, use the keys as follows:

- To enter a digit
Press a number key. Press the number keys successively to enter a multi-digit number.
- To increase or decrease the current value in units
Press the **[▲]****[▼]** keys. The unit of increments depends on the setting you are configuring.

Note

- If a digit is entered more than three seconds after the last input, the entered digit replaces the current value.
- When the maximum number of digits has already been entered, the next input digit replaces the current value.
- If the current value is too large or too small for the current setting, it will not be accepted. In this case, pressing the **[▲]** or **[▼]** key changes the value to the minimum or maximum value for the current setting, respectively.

Fax Number Input Mode

Fax number input mode becomes active when entering fax numbers. In this mode, use the keys as follows:

- To enter a number
Press a number key.
 - To enter characters other than digits
 - “*”: Press the **[*]** key.
 - “#”: Press the **[#]** key.
 - “+”: Press **[0]** twice.
- Pause: Press the **[Pause/Redial]** key. A pause is indicated on the screen as a “P”.
- Space: Place the cursor on the right-most character, and then press the **[▼]** key.

- To move the cursor left or right
Press the **【▲】** key to move the cursor left, and the **【▼】** key to move the cursor right.
If you enter a character when there is a character at the cursor position, the current character shifts to the right.
- To delete a character
Place the cursor on the character you want to delete, and then press and hold the **【▲】** key until the character is deleted.
- To delete all characters
Press the **【Clear/Stop】** key.

 **Note**

- Some characters other than digits cannot be used, depending on the setting you are configuring.
- When the maximum number of characters has already been entered, characters entered subsequently are ignored.

Text Input Mode

Text input mode becomes active when entering names.

❖ Available characters

Letters, numbers, and symbols can be entered.

2

Number key	Number of times to press the key																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
1	1																													
2	A	Ã	Ä	Å	Æ	B	C	Ç	a	à	á	â	ã	ä	æ	b	c	ç	2											
3	D	E	É	F	d	e	è	é	ê	ë	f	3																		
4	G	H	I	g	h	i	ì	í	î	ï	4																			
5	J	K	L	j	k	l	5																							
6	M	N	Ñ	O	Õ	Ö	Ø	È	m	n	ñ	o	ò	ó	ô	õ	ø	œ	6											
7	P	Q	R	S	β	p	q	r	s	7																				
8	T	U	Ü	V	t	u	ù	ú	û	ü	v	8																		
9	W	X	Y	Z	w	x	y	ÿ	z	9																				
0	0	-	.	!	"	,	;	:	^	`	_	=	/		'	?	\$	@	%	&	+	()	[]	{	}	<	>	
*	*																													
#	#																													

BAA185S

In this mode, use the keys as follows:

- To enter a character
Press a number key repeatedly until the desired character appears. When entering two characters that use the same number key successively, press the **▼** key after entering the first character.
- To insert a space
Place the cursor where you want to insert a space, and then press and hold the **▼** key until a space is inserted. To enter a space at the right-most position, press the **▼** key twice.
- To move the cursor left or right
Press the **▲** key to move the cursor left, and the **▼** key to move the cursor right. If you enter a character when there is a character at the cursor position, the current character shifts to the right.
- To delete a character
Place the cursor on the character you want to delete, and then press and hold the **▲** key until the character is deleted.
- To delete all characters
Press the **Clear/Stop** key.

Note

- ❑ When the maximum number of characters has already been entered, characters entered subsequently are ignored.

Restricting Machine Functions According to User

You can set the machine to require a user ID when someone tries to copy, send faxes, or scan using the control panel.

To enable this setting, you must first configure the machine via Web Image Monitor.

2

Enabling the User Restriction Settings

This section describes how to set the machine to permit only authorized users to copy, send faxes, or scan using the control panel.

Using Web Image Monitor, select the function you want to restrict, and then register the users who can use that function. For each user, you can specify which functions are available upon authentication.

A maximum of 20 users can be registered.

- 1** Start the Web browser, and access the machine by entering its IP address.
- 2** Click [Restrict User Function].

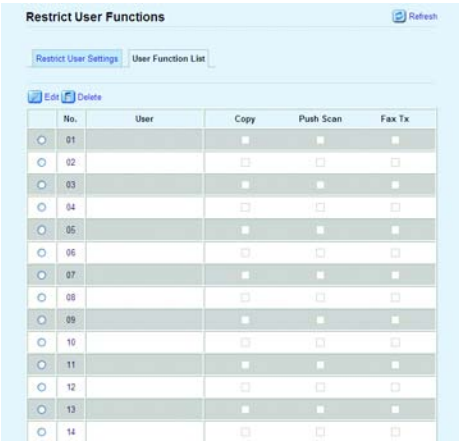
- 3** Under "Restrict User Settings", select [Enable] for the function you want to restrict.
Select [Disable] for the functions you do not want to restrict.
- 4** Enter the administrator password if required.
- 5** Click [Submit].

The user restriction setting is enabled for the selected function. Proceed to the following steps to register users.

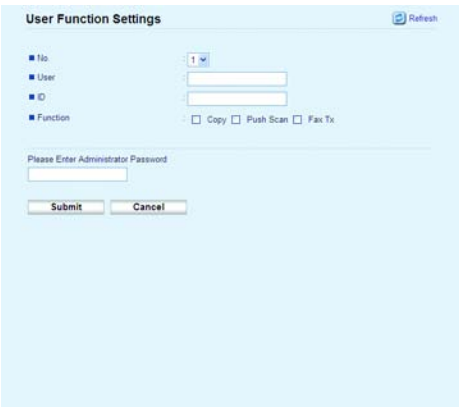
2

6 Click [User Function List].

A list of currently registered user entries appears.



7 Select a user entry, and then click [Edit].



8 Type a unique user Name in [User] using up to 16 alphanumeric characters.

9 Type a unique user ID in [ID] using up to 8 digits.

The user ID will be used to authenticate users at the control panel, when they try to use a restricted function.

10 Select the functions you want to make available for the user upon authentication.

Unselected functions will be unavailable to users authenticated under this user ID.

11 Enter the administrator password if required.

12 Click [Submit].

13 Close the Web browser.

 **Note**

- You must enter both a user name and user ID to register a user entry.
- No two user entries can have the same user name or user ID.

 **Reference**

For details about using a Web Image Monitor, see p.243 “Using Web Image Monitor”.

Modifying user entries

This section describes how to modify user entries.

- 1** Start the Web browser, and access the machine by entering its IP address.
- 2** Click [Restrict User Function].
- 3** Click [User Function List].
A list of currently registered user entries appears.
- 4** Select the entry to modify, and then click [Edit].
- 5** Modify settings as necessary.
- 6** Enter the administrator password if required.
- 7** Click [Submit].
- 8** Close the Web browser.

 **Reference**

For details about using a Web Image Monitor, see p.243 “Using Web Image Monitor”.

Deleting user entries

This section describes how to delete user entries.

- 1** Start the Web browser, and access the machine by entering its IP address.
- 2** Click [Restrict User Function].
- 3** Click [User Function List].
A list of currently registered user entries appears.
- 4** Select the entry to delete, and then click [Delete].
- 5** Confirm that the entry you have selected is the entry that you want to delete.
- 6** Enter the administrator password if required.
- 7** Click [Submit].
- 8** Close the Web browser.

Reference

For details about using a Web Image Monitor, see p.243 “Using Web Image Monitor”.

When a Message Requesting a User ID Appears

If user restriction is enabled, when a user who is trying to use a restricted function presses the **[Start]** key, the machine requests for a user ID.



2

The following functions may be restricted:

- Copying
- Sending faxes
- Scanning using the control panel

1 When "Enter ID" appears on the display, enter a user ID within 30 seconds using the number keys, and then press the **[OK]** key.

 **Note**

- The machine cancels the operation if a user ID is not entered within 30 seconds.
- If an incorrect user ID is entered, the machine beeps and denies the authentication.

3. Using the Printer Function

This chapter describes the printer functions.

Configuring Option and Paper Settings

Configure the printer driver according to the machine's option and paper settings.

Important

- Manage Printers permission is required to change the printer properties in the **[Printers]** folder. Log on as an Administrators or Power Users group member to acquire this permission.
- Make sure that **[Enable bidirectional support]** in the **[Port]** tab of the printer properties is selected. The machine cannot print if **[Enable bidirectional support]** is not selected.

❖ Conditions for Bidirectional Communication

Bidirectional communication allows the computer to retrieve the machine's paper settings, current status, and other information.

To establish bidirectional communication, the following conditions must be met:

- Operating system of the computer: Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008
- When connected via a network
The machine is connected via a standard TCP/IP port, and the default port name must not be changed.
[Enable bidirectional support] in the **[Port]** tab of the printer properties is selected.
- When connected via USB
The machine is connected to the computer's USB port using a USB interface.
[Enable bidirectional support] in the **[Port]** tab of the printer properties is selected.

Windows

The following procedure is based on Windows XP as an example.

Printing is possible without bidirectional communication, but the computer will not be able to retrieve the status of print jobs. For this reason, we recommend you enable bidirectional communication when possible.

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

2 Click the printer icon you want to use.

3 On the [File] menu, click [Properties].

4 Click [Update Now] in the [Options] area.

If bidirectional communication is not established, select the installed option manually.

5 Under [Paper Size Settings], select the tray you want to use, then select the paper size, and then click [Update Now].

If bidirectional communication is not established, select the tray and paper size manually.

6 Click [OK] to close the printer properties dialog box.

Mac OS X 10.3

1 From the Apple menu, select [System Preferences...].

2 Under "Hardware", double-click [Print & Fax].

3 Click the [Set Up Printers...].

4 Select the machine from "Printer List", and then click [Show Info].

5 In the [Printer Info] dialog box, select [Installable Options] from the list.

6 Check the tray 2 configuration, and then click [Apply Changes].

7 Click the close button at the upper left corner to close the [Printer Info] dialog box.

8 Click the close button at the upper left corner to close the [Printer List] dialog box.

9 From the [System Preferences] menu, click [Quit System Preferences].

Mac OS X 10.4

- 1** From the Apple menu, select [System Preferences...].
- 2** Under "Hardware", double-click [Print & Fax].
- 3** Select the machine from "Printer", and then click [Printer Setup...].
- 4** In the [Printer Info] dialog box, select [Installable Options] from the list.
- 5** Check the tray 2 configuration, and then click [Apply Changes].
- 6** Click the close button at the upper left corner to close the [Printer Info] dialog box.
- 7** From the [System Preferences] menu, click [Quit System Preferences].

Mac OS X 10.5

- 1** From the Apple menu, select [System Preferences...].
- 2** Under "Hardware", double-click [Print & Fax].
- 3** Select the machine from "Printers", and then click [Options & Supplies...].
- 4** Click the [Driver] tab.
- 5** Check the tray 2 configuration, and then click [OK].
- 6** From the [System Preferences] menu, click [Quit System Preferences].

Accessing the Printer Properties

This section describes accessing the printer properties. For details about settings, see the printer driver Help.

Accessing the Printer Properties from the [Printers and Faxes] Window

3

Important

- To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.
- You cannot change the printer default settings for each user. Settings configured in the printer properties dialog box are applied to all users. Procedures and screens might vary depending on the operating system you are using.

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

The [Printers and Faxes] window appears.

2 Click the printer icon you want to use.

3 On the [File] menu, click [Properties].

The printer properties dialog box appears.

Note

- The settings you configure here are used as the default settings for all applications.
- Do not configure a setting for [Form to Tray Assignment].

Accessing the Printer Properties from an Application

Windows

You can configure printer settings for a specific application.

To configure printer settings for a specific application, open the **[Printing Preferences]** dialog box in that application.

The following procedure explains how to configure settings for the WordPad application provided with Windows XP.

1 On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

2 Select the printer you want to use in the **[Select Printer]** list, and then click **[Preferences]**.

 **Note**

- The procedure to open the **[Printing Preferences]** dialog box may vary depending on the application. For details, see the manuals provided with the application.
- Any settings you configure in the procedure above are valid for the current application only.
- General users can change the properties displayed in the **[Print]** dialog box of an application. The settings configured here are used as defaults when printing from that application.

Mac OS X

1 Open the file you want to print.

2 On the **[File]** menu, click **[Print...]**.

3 In the **[Printer:]** list, select the printer you want to use, and then configure it as necessary.

4 When you have finished configuring the printer, click **[Cancel]**.

Basic Operation in Printer Mode

The following procedure explains how to perform basic printing.

1 Open the printer properties dialog box in your document's application.

2 Set printing options as necessary, and then click [OK].

The printer properties dialog box closes.

3 Click [OK].

Note

- You can select the priority tray using the **[Tray Priority]** setting under **[PDL Settings]**.
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- After printing on envelopes, make sure to raise the levers for printing on envelopes back to their original positions. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.

Reference

For details about accessing the printer properties, see p.101 "Accessing the Printer Properties from an Application".

For details about **[Tray Priority]**, see p.238 "PDL Settings".

For details about how to remove the jammed paper, see p.272 "Removing Printing Jams".

For details about the levers for printing on envelopes, see p.79 "Loading envelopes".

If a Paper Mismatch Occurs

If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error:

❖ **Continue printing using mismatched paper**

Use the form-feed function to ignore the error and print using mismatched paper.

❖ **Reset the print job**

Cancel printing.

Note

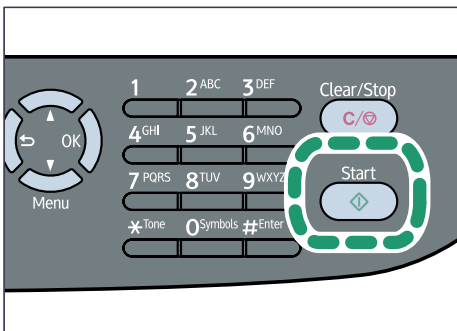
- ❑ If the **[Auto Continue]** setting under **[Machine Settings]** is enabled, the machine ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after ten seconds.

Reference

For details about **[Auto Continue]**, see p.218 “Machine Settings”.

Continuing printing using mismatched paper

- 1 While the error message is displayed, press the **[Start]** key.



BSP0895

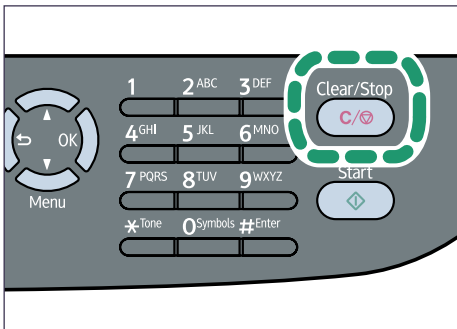
Printing resumes on whatever paper is loaded.

Note

- ❑ If the paper is too small for the print job, the printed image will be cropped.

Resetting the print job

- 1 When the error message is displayed, press the **[Clear/Stop]** key.



BSP0905

Printing is canceled.

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

Cancel the print job from the computer.

3

Windows

- 1** Double-click the printer icon on the task bar of your computer.
 - 2** Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].
-

Mac OS X 10.3

- 1** From the Apple menu, select [System Preferences...].
 - 2** Under "Hardware", double-click [Print & Fax].
 - 3** Click the [Set Up Printers...].
 - 4** Double-click the machine from "Printer List".
 - 5** Select the print job you want to cancel, and then click [Delete].
-

Mac OS X 10.4

- 1** From the Apple menu, select [System Preferences...].
 - 2** Under "Hardware", double-click [Print & Fax].
 - 3** Double-click the machine from "Printer".
 - 4** Select the print job you want to cancel, and then click [Delete].
-

Mac OS X 10.5

- 1** From the Apple menu, select [System Preferences...].
 - 2** Under "Hardware", double-click [Print & Fax].
 - 3** Double-click the machine from "Printers".
 - 4** Select the print job you want to cancel, and then click [Delete].
-

Note

- ❑ If the printer is shared by multiple computers, be careful not to cancel the print job of another user.
- ❑ If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- ❑ If you cancel a Locked Print job, the machine might have already stored some pages of the job as a Locked Print file. If this happens, use the control panel to delete the Locked Print file.
- ❑ It may take a while to cancel a large print job.

Reference

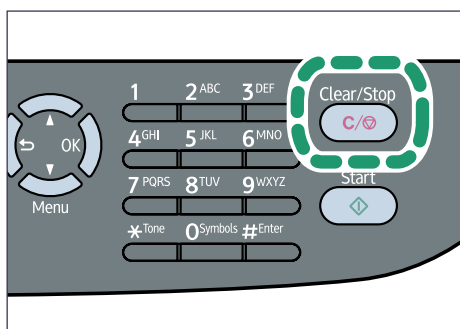
For details about deleting a Locked Print file, see p.108 “Deleting a Locked Print file”.

3

Canceling a print job while printing

Cancel the print job using the control panel.

- 1** Press the [Clear/Stop] key.



BSP090S

Printing Confidential Documents

If you use the Locked Print function, you can password protect your print job. This means that your job is printed only after you enter the password using the machine's control panel.

This function prevents unauthorized users seeing sensitive documents at the printer.

Important

- This function is only available when printing from a computer running a Windows operating system using the PCL6 printer driver.

3

Storing a Locked Print file

This section describes how to store a Locked Print file in the machine using the printer driver.

1 Open the file you want to print on your computer.

2 Open the printer driver's properties.

3 Click the **[Setup]** tab, and then select **[Locked Print]**.

The **[Password:]** and **[User ID:]** text boxes become available.

The **[User ID:]** text box contains the login user name of your computer account or the user ID that you used for the previous Locked Print job.

4 Type the password (containing 4 to 8 digits) and user ID (containing up to 9 alphanumeric characters), and then click **[OK]**.

The user ID will be used to identify your Locked Print file on the machine's control panel.

5 Execute a print command.

The print job is stored in the machine as a Locked Print file. You can print the file by entering the password using the control panel.

Note

- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.
- The machine can store a maximum of 5 jobs or 5 MB of Locked Print data at a time.
- Even if the machine cannot store any more Locked Print files, the machine holds a new Locked Print file for the period of time specified in **[Locked Print]** under **[Machine Settings]** before canceling the job. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.
- When a Locked Print job is canceled, the machine automatically records the cancellation in a log. You can use this log to identify which Locked Print jobs have been canceled.

Reference

For details about **[Locked Print]**, see p.218 “Machine Settings”.

Printing a Locked Print file

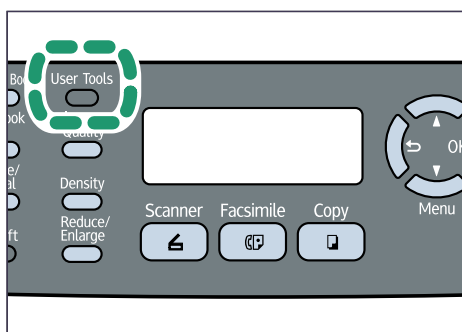
When there is a Locked Print file stored in the machine, “Locked Print Job Queued! Go to UserTools to process it” appears on the machine's control panel display.

```
Locked Print Job
Go to UserTools
```

3

Use the following procedure to unlock and print the Locked Print file.

- 1** When the Locked Print message is displayed, press the **[User Tools]** key.



BSP051S

The initial screen appears.

- 2** Press the **[User Tools]** key again.
- 3** Press the **[▲][▼]** keys to select **[Locked Print]**, and then press the **[OK]** key.
- 4** Press the **[▲][▼]** keys to select the file you want to print, and then press the **[OK]** key.

```
Locked Print
HH:MM UserID
```

"HH:MM" is the time when the Locked Print file was stored, and "UserID" is the user ID entered using the printer driver.

- 5** Press the **[▲][▼]** keys to select **[Print Job]**, and then press the **[OK]** key.
- 6** Enter the password using the number keys, and then press the **[OK]** key.

The Locked Print file is printed.

Note

- Use the following keys to cancel operation:
 - **[↩]**: Cancels the operation and returns the display to the previous screen.
 - **[Clear/Stop]**: Cancels the operation and returns the display to the initial screen.
- If the machine is currently printing, you cannot print a Locked Print file. The machine beeps if you try to do so.
- While entering a password using the control panel, the machine cannot begin other print jobs.
- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.

3

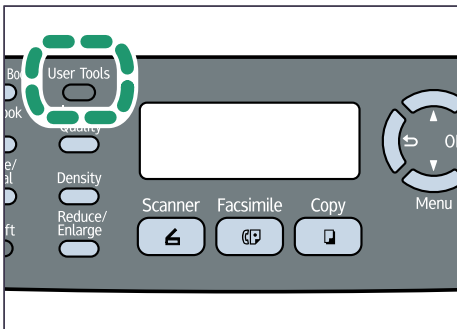
Deleting a Locked Print file

When there is a Locked Print file stored in the machine, "Locked Print Job Queued! Go to UserTools to process it" appears on the machine's control panel display.

Locked Print Job
Go to UserTools

Use the following procedure to delete a Locked Print file. You do not need to enter a password to delete a Locked Print file.

- 1** When the Locked Print message is displayed, press the **[User Tools]** key.



BSP051S

The initial screen appears.

- 2** Press the **[User Tools]** key again.
- 3** Press the **[▲][▼]** keys to select **[Locked Print]**, and then press the **[OK]** key.

- 4** Press the **[▲][▼]** keys to select the file you want to delete, and then press the **[OK]** key.

```
Locked Print
HH:MM UserID
```

"HH:MM" is the time when the Locked Print file was stored, and "UserID" is the User ID entered using the printer driver.

- 5** Press the **[▲][▼]** keys to select **[Delete Job]**, and then press the **[OK]** key.

- 6** Press the **[▲][▼]** keys to select **[Execute]**, and then press the **[OK]** key.

The Locked Print file is deleted.

If there are Locked Print files/logs remaining in the machine, the display returns to the list of Locked Print files/logs. If there are none remaining, the display returns to the initial screen.

 **Note**

Use the following keys to cancel operation:

- **[↵]**: Cancels the operation and returns the display to the previous screen.
- **[Clear/Stop]**: Cancels the operation and returns the display to the initial screen.

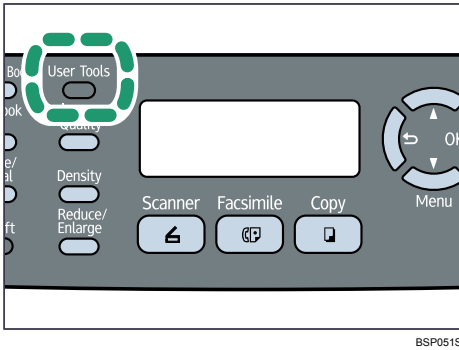
Checking which Locked Print File Jobs Have Been Canceled

When a Locked Print job is canceled, the machine automatically records the cancellation in a log. If the machine has created a cancellation log, "Locked Print Job Discarded! Go to UserTools to check it" will appear on the control panel display.

```
Locked Print Job
Go to UserTools
```

Use the following procedure to check which Locked Print file jobs have been canceled.

- 1 When the Locked Print message is displayed, press the [User Tools] key.

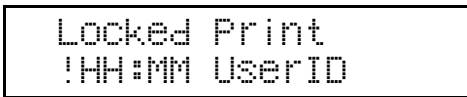


BSP051S

The initial screen appears.

- 2 Press the [User Tools] key again.
- 3 Press the [▲][▼] keys to select [Locked Print], and then press the [OK] key.
- 4 Press the [▲][▼] keys to find a file whose name starts with an "!" mark.

The "!" mark indicates that the job has been canceled.



"HH:MM" is the time when the Locked Print file was stored, and "UserID" is the user ID entered using the printer driver.

To delete the log entry, proceed to the following steps.

- 5 Press the [OK] key.
- 6 Confirm that the log entry you want to delete is selected, and then press the [OK] key.
- 7 Press the [▲][▼] keys to select [Execute], and then press the [OK] key.

The log is deleted.

If there are Locked Print logs/files remaining in the machine, the display returns to the list of Locked Print logs/files. If there are none remaining, the display returns to the initial screen.

 **Note**

- Use the following keys to cancel operation:
 - **[↵]**: Cancels the operation and returns the display to the previous screen.
 - **[Clear/Stop]**: Cancels the operation and returns the display to the initial screen.
- The machine keeps a log of the 10 most recent canceled jobs. If a Locked Print file is canceled when the machine's log is already full, the oldest log will be deleted automatically.
- The message "Locked Print Job Discarded! Go to UserTools to check it" disappears when all log entries are cleared.
- The log will be cleared when the machine is turned off.

Manual Duplex

To print on both sides of paper using the Type 1 model, use the Manual Duplex function. Follow the procedure below to perform manual duplex printing.

In Manual Duplex printing, the machine prints only even pages of a document first, asks you to reload the output paper turned upside down into the machine, and then prints odd pages on the back sides of the paper.

Important

- This function is only available when printing from a computer running a Windows operating system using the PCL6 printer driver.
- The machine always uses tray 1 to print on the back sides of paper, regardless of the tray you selected with the printer driver. Make sure that the paper settings of the trays that will be used match the paper settings of the print job to avoid paper mismatch errors.

1 Open the file you want to print on your computer.

2 Open the printer driver's properties.

3 On the [Setup] tab, select [Open to Left], [Open to Right] or [Open to Top] from the [Duplex] list.

4 Click [OK].

5 Configure printing preferences according to your needs, and then click [OK] twice.

A Manual Duplex guidance screen appears on your computer showing the subsequent procedure, and the machine starts printing even pages.

When all even pages are printed out, "Manual Duplex Continue? Y/N" appears on the machine's control panel display.

6 Reload the output paper into tray 1 with the printed side up.

If paper orientation is portrait, put the top of paper towards you for [Open to Left] or [Open to Right], or towards the machine rear for [Open to Top].

If paper orientation is landscape, put the top of paper to the left for [Open to Left] or [Open to Right], or to the right for [Open to Top].

7 Press the [Start] key.

Odd pages will then be printed.

Note

- When you print a document whose page count is an odd number, a blank page is printed first. This blank page is the last page of the document. When you start printing on the other side of the paper, include this blank page in the bundle of paper.

Reference

For details about loading paper in the trays, see p.65 "Loading Paper".

For details about printer driver operation, see the printer driver Help.

Using Various Print Functions

This section briefly describes various print functions that you can use to make printouts appropriate for your purposes. For details about the functions below, see the printer driver Help.

Print Quality Functions

Print quality and color tone can be adjusted to suit the print data. Some of the print quality settings you can configure are described below. For details, see the printer driver Help.

❖ Changing the image printing method

You can select to print with priority on print quality or print speed. When printing images, the higher the resolution of images, the longer the time required for printing.

❖ Changing the dither pattern

A dither pattern is a pattern of dots used to simulate a color or shade of an image. If the pattern is changed, the characteristics of the image will also change. You can select a pattern suitable for the image to be printed.

❖ Changing the method of downloading TrueType fonts to the machine

When you print documents that contain characters in TrueType fonts, garbled or distorted characters may be printed. Changing the method of downloading TrueType fonts may help to solve the problem. You can specify whether TrueType fonts are downloaded as TrueType fonts, bitmapped images, or graphics.

Print Output Functions

You can specify the form of print outputs according to your purposes. This section briefly describes some of the settings that you can specify. For details, see the printer driver Help.

❖ Printing multiple sets of a document

You can print multiple sets of the same document.

❖ Collating the output in document batches

You can print complete sets of a multiple-page document one set at a time (P1, P2, P1, P2 ...). If this function is not used when printing multiple sets, prints will be output in page batches (P1, P1, P2, P2 ...). This function is useful when, for example, making presentation materials.

❖ Changing orientation or rotating the image

You can change the orientation of an image to portrait or landscape. You can also rotate the image by 180 degrees. Use rotation to prevent an image from being printed upside down when using paper that a predefined top and bottom (such as letterhead paper).

❖ Printing multiple pages per sheet

You can print multiple pages onto one sheet of paper.

When using this function, a suitable reduction or enlargement ratio is selected automatically based on the paper size and the number of pages you want to fit on each sheet.

❖ Printing on both sides of paper (duplex printing)

You can print on both sides of paper.

Duplex printing using the Type 2 model can be done automatically, and available binding options include booklet. Duplex printing using the Type 1 model requires manually reloading paper. Also, booklet binding is not available with the PostScript 3 printer driver.

❖ Reducing or enlarging the document

You can reduce or enlarge documents by a specific ratio, from 25% to 400% in 1% increments. You can also reduce or enlarge documents automatically to fit a specific paper size. This function is useful, for example, when printing Web pages.

If the **[Enable Large Papers]** option is selected, A3/11" × 17" / B4/8K documents can be scaled to a size that the machine supports, so it can then be printed out. **[Enable Large Papers]** is not available with Mac OS X.

❖ Printing with a cover page

You can add a cover page to the print job.

You can select to leave the cover page blank, or print the first page of the document on the cover page. If a cover page is inserted into a duplex job, you can print on its back side also.

Paper for the cover page can either be the same as or different from the remaining pages.

❖ Printing on custom size paper

You can print using non-standard size paper by specifying the size of the paper as custom size.

❖ Superimposing text on prints (watermark)

You can superimpose watermark text on prints. Various predefined watermarks are provided. You can also create your own watermarks.

4. Using the Copier Function

This chapter describes the copier functions.

The Screen in Copier Mode

This section provides information about the screen when the machine is in copier mode.

By default, the display shows the copier screen when the machine is turned on. If the scanner or fax screen is shown on the display, press the **[Copy]** key on the control panel to switch to the copier screen.

❖ Screen in standby mode

Ready	A4
100% Mixed	01

- First line:
Shows the current status of the machine and current paper size.
- Second line:
Shows the current reduction or enlargement ratio, copy quality, and number of copies.

Note

- The start-up mode can be specified in the **[Default Mode]** setting under **[Admin Settings]**.

Reference

For details about **[Default Mode]**, see p.233 “Administrator Settings”.

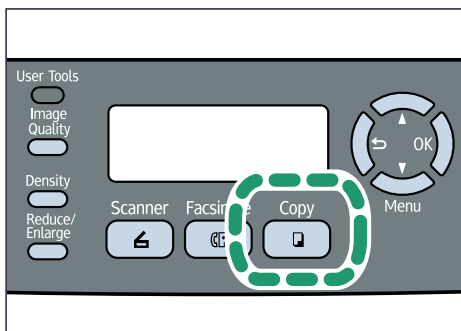
Basic Operation in Copier Mode

This section describes the basic procedure for making photocopies.

Important

- ❑ The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1 Press the [Copy] key.



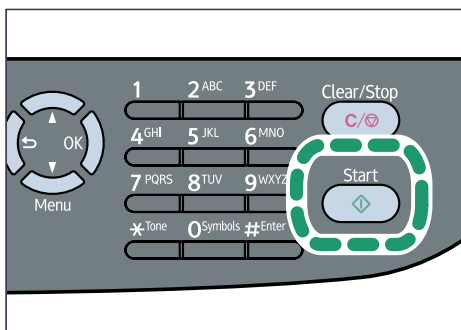
BSP043S

2 Place the original on the exposure glass or in the ADF.

If necessary, configure advanced photocopy settings.

3 To make multiple copies, enter the number of copies using the number keys.

4 Press the [Start] key.



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 **Note**

- The maximum number of copies is 99.
- You can select the paper size used for printing copies in the **[Paper Select]** setting under copy settings.
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the **[Sort]** setting under copy settings.
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page.

 **Reference**

To place the original, see p.84 "Placing Originals".

To make advanced photocopy settings, see p.119 "Making Enlarged or Reduced Copies", p.121 "Combining Multiple Pages", p.126 "Making 2-sided Copies", and p.130 "Specifying Scan Settings".

For details about **[Paper Select]** or **[Sort]**, see p.202 "Copy Settings".

For details about how to remove the jammed paper, see p.272 "Removing Printing Jams" or p.283 "Removing Scanning Jams".

Canceling a Copy

Follow the procedure below to cancel copying.

❖ While scanning the original

If copying is canceled while the machine is scanning the original, copying is cancelled immediately and there is no printout.

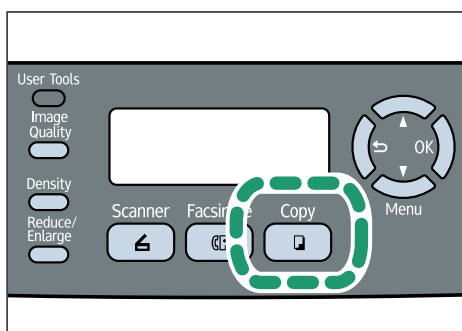
When the original is set in the ADF, scanning stops after the current page has been fed.

❖ While printing

If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

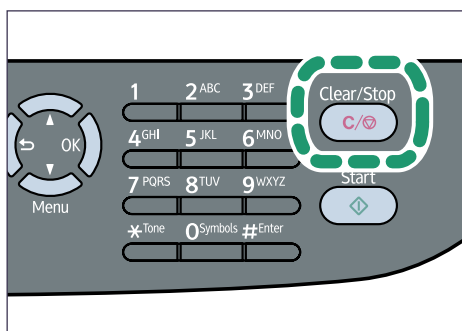
4

1 Press the [Copy] key.



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2 Press the [Clear/Stop] key.



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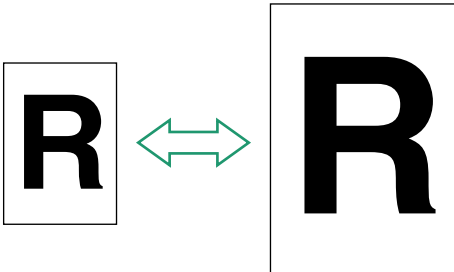
Making Enlarged or Reduced Copies

This section describes how to specify the reduction or enlargement ratio for the current job.

❖ Scaling

There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

- Preset ratio



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120V

50%, 65%, 78%, 93%, 129%, 155%, 200%, 400%

220-240V

50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%

- Custom ratio

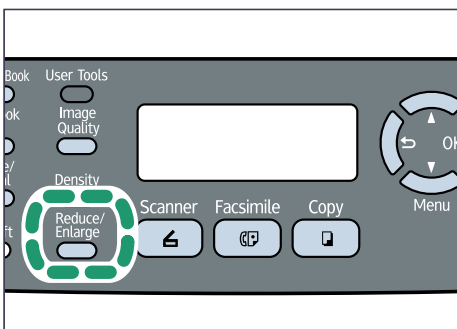


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25% to 400% in 1% increments.

Use this procedure to specify the reduction or enlargement ratio for the current job.

- 1 Press the [Reduce/Enlarge] key.



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2 Press the **[Reduce/Enlarge]** key or **[▲][▼]** keys to select the desired ratio, and then press the **[OK]** key.

3 If **[Custom 25-400%]** has been selected, specify the desired ratio using the number keys, and then press the **[OK]** key.

Note

Use the following keys to cancel settings:

- **[↵]**: Cancels the changes made to settings and returns the display to the previous screen.
- **[Clear/Stop]**: Cancels the changes made to settings and returns the display to the initial screen.

You can change the machine's default **[Reduce/Enlarge]** setting to always make photocopies in the specified ratio.

Temporary job settings are cleared in the following cases:

- When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
- When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
- When the machine's mode is changed.
- When the power is turned off.
- When the machine's default for the same setting is changed.

Reference

For details about **[Reduce/Enlarge]**, see p.202 "Copy Settings".

For details about **[Auto Clear]**, see p.233 "Administrator Settings".

Combining Multiple Pages

This section describes how to set the machine to combine multiple pages of an original onto a single sheet of paper.

There are two ways to combine multiple pages: 2-in-1/4-in-1 copy and ID card copy.

❖ 2-in-1/4-in-1 copy

You can copy two or four pages of an original onto a single sheet of paper.

❖ ID card copy

You can copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.

4

Copying Two or Four Pages onto One Sheet

This section describes how to set 2-in-1/4-in-1 copy mode for the current job.

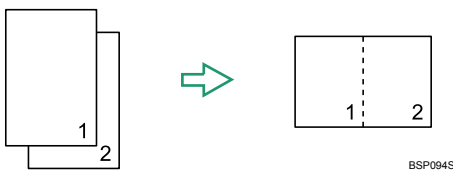
⚠ Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- To use this function, the paper size used for printing copies must be set to A4, Letter, or Legal.

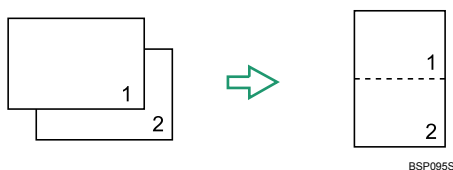
❖ 2-in-1 mode

You can copy two pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

- Portrait



- Landscape

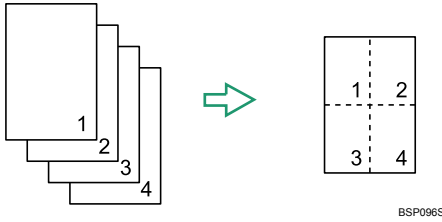


Scaling is preset according to the paper size: 70% for A4 size, 64% for Letter size, and 60% for Legal size.

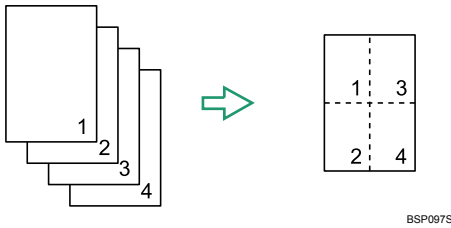
❖ **4-in-1 mode**

You can copy four pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

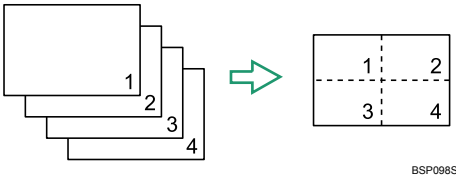
- Portrait Row



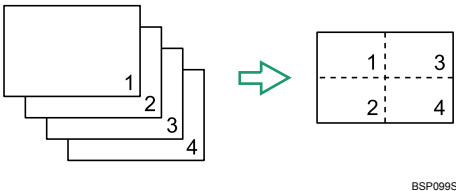
- Portrait Column



- Landscape Row



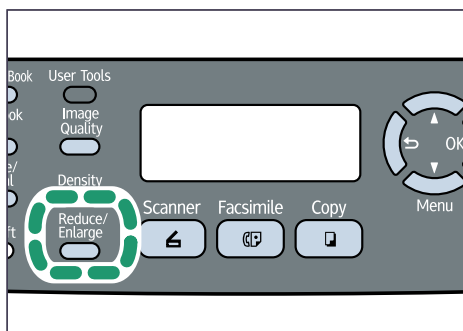
- Landscape Column



Scaling is preset to 50%, regardless of the printout paper size.

Use this procedure to set 2-in-1/4-in-1 copy mode for the current job.

- 1 Press the **[Reduce/Enlarge]** key.



- 2 Press the **[Reduce/Enlarge]** key or **[▲]****[▼]** keys to select **[2in1]** or **[4in1]**, and then press the **[OK]** key.
- 3 Press the **[▲]****[▼]** keys to select the desired printout format, and then press the **[OK]** key.
 - If **[2in1]** has been selected, select **[Portrait]** or **[Landscape]**.
 - If **[4in1]** has been selected, select **[Portrait Row]**, **[Portrait Column]**, **[Landscape Row]**, or **[Landscape Column]**.

Note

- Use the following keys to cancel settings:
 - **[↵]**: Cancels the changes made to settings and returns the display to the previous screen.
 - **[Clear/Stop]**: Cancels the changes made to settings and returns the display to the initial screen.
- You can change the machine's default **[Reduce/Enlarge]** setting to always make photocopies in 2-in-1 or 4-in-1 mode.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Reference

For details about **[Reduce/Enlarge]**, see p.202 "Copy Settings".

For details about **[Auto Clear]**, see p.233 "Administrator Settings".

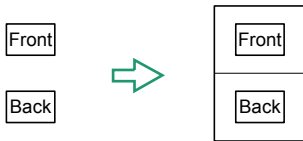
Copying Both Sides of an ID Card onto One Side of Paper

This section describes how to copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.

When copying onto A4 size paper, you can copy documents that are smaller than A5 size. Likewise, when copying onto a Letter size paper, you can copy documents that are smaller than Half Letter size.

Important

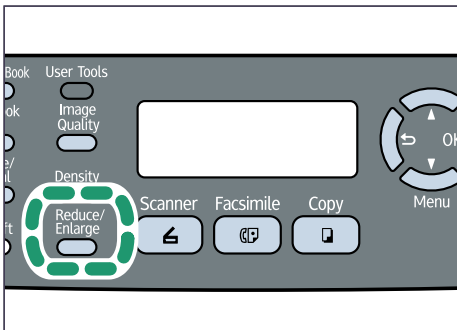
- This function is only available when the original is set on the exposure glass, not when it is set in the ADF.
- To use this function, the paper size used for printing copies must be set to A4 or Letter.



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To use this function, first switch to ID card copy mode for the current job, and then perform ID card copy.

- 1** Press the **[Reduce/Enlarge]** key.



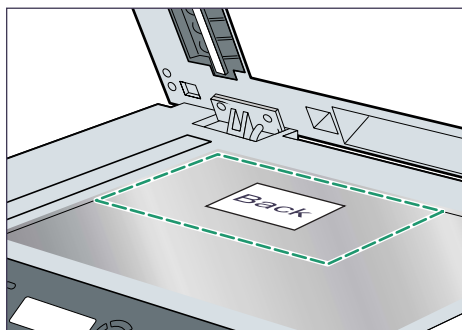
BSP093S

- 2** Press the **[Reduce/Enlarge]** key or **[▲][▼]** keys to select **[ID Card Copy]**, and then press the **[OK]** key.

The machine is now in ID card copy mode. Proceed to the following steps to perform the ID card copy.

- 3** Place the original front side down and top to the machine rear on the exposure glass.

Place the original in the center of the A5/Half Letter scan area.



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

A message prompting you to place the original back side down on the exposure glass appears on the display.

5 Within 30 seconds, place the original back side down and top to the machine rear on the exposure glass, and then press the **[Start]** key again.

Note

- Use the following keys to cancel settings:
 - **[↩]**: Cancels the changes made to settings and returns the display to the previous screen.
 - **[Clear/Stop]**: Cancels the changes made to settings and returns the display to the initial screen.
- If you do not copy the back side within 30 seconds after copying the front side, the job will be canceled.
- Regardless of the machine's reduction or enlargement ratio setting, an ID card copy will always be made at 100%.
- You can change the machine's default **[Reduce/Enlarge]** setting to always make photocopies in ID card copy mode.
- Setting this function for the current job temporarily disables the **[Duplex Copy]** setting automatically. However, after the temporary job setting is cleared, the duplex copy function will be enabled again automatically.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.

Reference

For details about **[Reduce/Enlarge]**, see p.202 "Copy Settings".

For details about **[Auto Clear]**, see p.233 "Administrator Settings".

Making 2-sided Copies

This section describes how to make 2-sided copies by copying single-sided documents onto the front and back sides of each sheet.

The Type 2 model supports automatic duplex copying, and the Type 1 model supports manual duplex copying.

Making 2-sided Copies Automatically (Type 2 model)

This section describes how to configure the machine to make 2-sided copies automatically. If you enable this function, the machine will copy single-sided documents onto the front and back sides of each sheet.

4

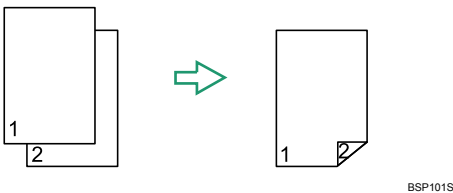
⚠ Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- The paper size must be A4, Letter or Legal.
- The paper type must be thin, plain, recycled, color, preprinted or prepunched.

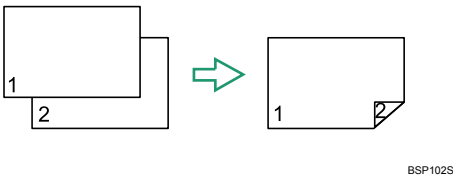
There are two copy orientation options:

❖ Top to Top

- Portrait

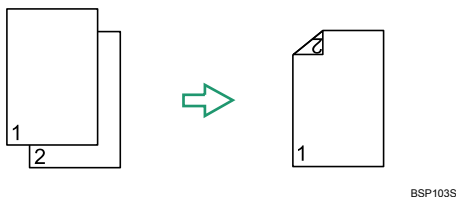


- Landscape



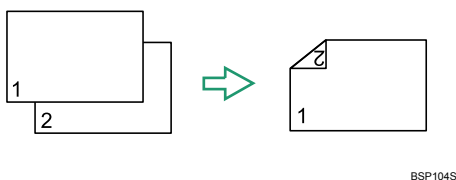
❖ **Top to Bottom**

- Portrait



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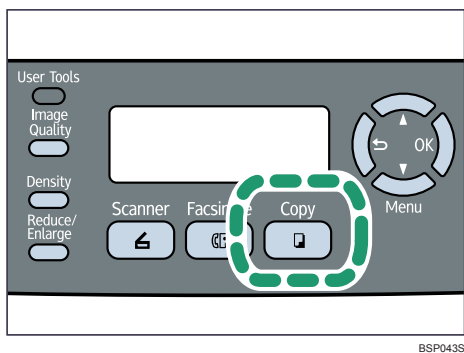
- Landscape



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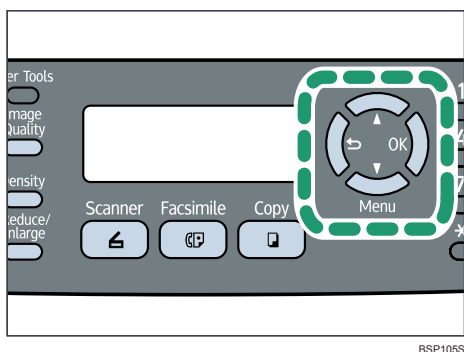
Use this procedure to set the machine to make 2-sided copies.

1 Press the **[Copy]** key.



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2 Press any menu key.



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3 Press the **[▲]****[▼]** keys to select **[Duplex Copy]**, and then press the **[OK]** key.

4 Press the **[▲]****[▼]** keys to select copy orientation from **[Top to Top]** or **[Top to Bottom]**, and then press the **[OK]** key.

5 Press the [▲][▼] keys to select original orientation from [Portrait] or [Landscape], and then press the [OK] key.

6 Confirm the setting, and then press the [↵] key.

7 Press the [Clear/Stop] key to return to the initial screen.

"Duplex" appears on the display, indicating that the machine is now in duplex copy mode.

 **Note**

Use the following keys to cancel settings:

- [↵]: Cancels the changes made to settings and returns the display to the previous screen.
- [Clear/Stop]: Cancels the changes made to settings and returns the display to the initial screen.

After this function is set, all subsequent copies will be 2-sided, unless you cancel the setting by selecting [Off] for [Duplex Copy].

Setting this function automatically disables the [ID Card Copy] setting.

Making 2-sided Copies Manually (Type 1 model)

This section describes how to make 2-sided copies manually.

1 Place the odd-numbered pages of the original in the ADF.

2 Press the [Copy] key.

3 Press the [Start] key.

4 Sort the output paper in reverse order.

5 Load the output paper into the current tray.

If using tray 1 or tray 2, reload the paper with the blank side down; if using the bypass tray, blank side up.

Make sure to load paper with the top and bottom sides oriented correctly to avoid misprints.

6 Place the even-numbered pages of the original in the ADF.

7 Press the [Start] key.

 **Note**

- When making 2-sided copies, confirm which tray is used to feed paper from for making copies, by checking the **[Paper Select]** setting under **[Copy Settings]**.
- If the **[Auto Clear]** setting is enabled, temporary job settings may be cleared during the operation. Make sure to reconfigure the settings if they are cleared.

 **Reference**

To place the original, see p.84 “Placing Originals”.

To load paper in the trays, see p.65 “Loading Paper”.

For details about **[Paper Select]**, see p.202 “Copy Settings”.

For details about **[Auto Clear]**, see p.233 “Administrator Settings”.

Specifying Scan Settings

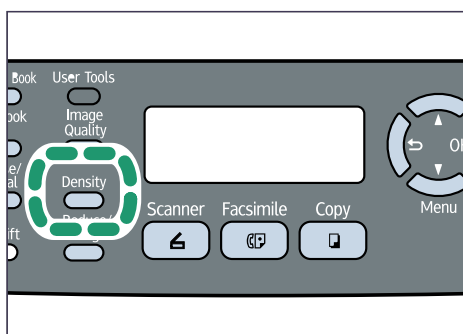
This section describes how to specify image density and quality for the current job.

Adjusting Image Density

This section describes how to adjust image density for the current job.

There are five image density levels. The higher the density level, the darker the printout.

1 Press the **[Density]** key.



2 Press the **[Density]** key or **[▲]**/**[▼]** keys to select the desired density level, and then press the **[OK]** key.

Note

- Press the **[↵]** key or **[Clear/Stop]** key to discard the current change and return to the initial screen.
- You can change the machine's default **[Density]** setting to always make copies with a specific density level.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Reference

For details about **[Density]**, see p.202 "Copy Settings".

For details about **[Auto Clear]**, see p.233 "Administrator Settings".

Selecting the Document Type According to Original

This section describes how to select the best document type for the original that you are scanning.

There are three document types:

❖ Text

Select this when the original contains only text and no photographs or pictures.

❖ Photo

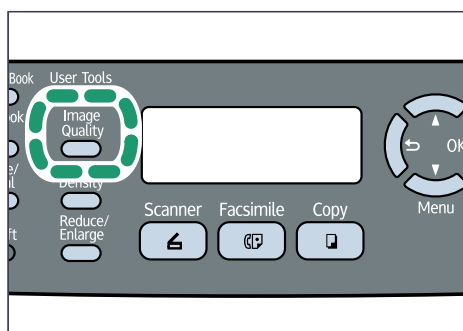
Select this when the original contains only photographs or pictures. Use this mode for the following types of original:

- Photographs
- Pages that are entirely or mainly photographs or pictures, such as magazine pages.

❖ Mixed

Select this when the original contains both text and photographs or pictures.

1 Press the **[Image Quality]** key.



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2 Press the **[Image Quality]** key or **[▲]****[▼]** keys to select the desired document type, and then press the **[OK]** key.

 **Note**

- Press the [**↵**] key or [**Clear/Stop**] key to discard the current change and return to the initial screen.
- You can change the machine's default [**Quality**] setting to always make copies with a specific document type.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [**Auto Clear**] while the initial screen is displayed.
 - When the [**Clear/Stop**] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

 **Reference**

For details about [**Quality**], see p.202 “Copy Settings”.

For details about [**Auto Clear**], see p.233 “Administrator Settings”.

5. Using the Scanner Function

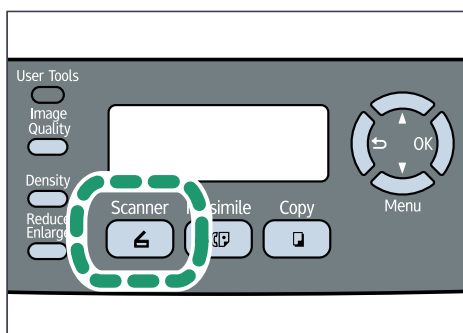
This chapter describes the scanner functions.

There are two scanning methods: scanning using the control panel and scanning from the computer (TWAIN scanning).

The Screen in Scanner Mode

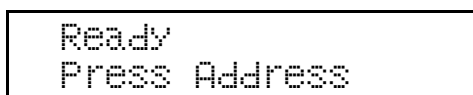
This section provides information about the screen in scanner mode.

By default, the display shows the copier screen when the machine is turned on. If the copier or fax screen is shown on the display, press the **[Scanner]** key on the control panel to switch to the scanner screen.

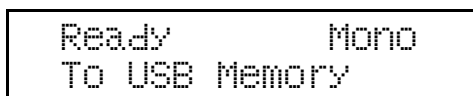


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❖ Screen in standby mode when a USB flash disk is not inserted in the machine



❖ Screen in standby mode when a USB flash disk is inserted in the machine



- First line:
Shows the current status of the machine and current color mode setting.
- Second line:
Indicates that the machine is in Scan to USB mode.

Note

- ❑ Scanner mode cannot be specified as the start-up mode.

Registering Scan Destinations

This section describes how to register scan destinations in the Address Book. To send scanned files to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Image Monitor.

Important

- ❑ The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.
- ❑ Depending on your network environment, the Scan to FTP and Scan to Folder functions may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations.

5



The Address Book can contain up to 100 entries, including 20 Quick Dial entries. Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

- 1 Start the Web browser, and access the machine by entering its IP address.
- 2 Click [One Touch Button] or [Scan Destination].
- 3 From the [Add New Type] list, select [E-mail], [FTP] or [Folder].
- 4 Register information as necessary.
The information you must register varies depending on the destination type. For details, see the tables below.
- 5 Enter the administrator password if required.
- 6 Click [Submit].
- 7 Close the Web browser.

Scan to E-mail Settings

The screenshot shows a web form titled "Scan to E-mail Settings" with a "Refresh" button in the top right corner. The form contains several fields and options:



- One Touch Button:** A dropdown menu.
- Full Name (Required):** A text input field.
- Destination E-mail Address (Required):** A text input field.
- Sender (Optional):** A text input field.
- Subject (Required):** A text input field.
- Sender's name (Optional):** A text input field.
- File Format for Color/Gray:** A dropdown menu with "PDF" selected.
- File Format for B/W:** A dropdown menu with "TIF" selected.
- Document size:** A dropdown menu with "A4 210x297" selected.
- Resolution:** A dropdown menu with "300/300 dpi" selected.
- Density:** A row of six radio buttons with icons representing different density levels.
- Administrator Password:** A text input field with the label "Please Enter Administrator Password" above it.
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Sender	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or similar field of the recipient's email application. Can contain up to 32 characters.
File Format for Color/Gray	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format for B/W	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Document size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, STMT, Letter, Legal, or custom size. If you select custom size, select [mm] or [inch] , and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100x100, 150x150, 200x200, 300x300, 400x400, or 600x600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons.  is the lightest, and  is the darkest.

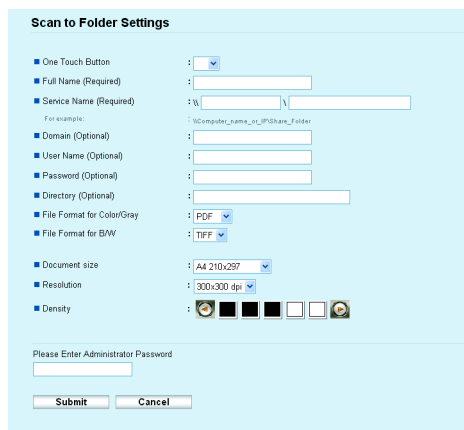
Scan to FTP Settings

5



Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Host name or IP Address	Required	Name or IP address of the FTP server. Can contain up to 32 characters.
File Format for Color/Gray	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format for B/W	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
FTP User Name	Optional	User name for logging in to the FTP server. Can contain up to 32 characters.
Password	Optional	Password for logging in to the FTP server. Can contain up to 32 characters.
Directory	Optional	Name of the FTP server directory where scanned files are stored. Can contain up to 64 characters.
Sender	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Document size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, STMT, Letter, Legal, or custom size. If you select custom size, select [mm] or [inch] , and then specify the width and length.

Item	Setting	Description
Resolution	Optional	Select the scan resolution from 100x100, 150x150, 200x200, 300x300, 400x400, or 600x600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons.  is the lightest, and  is the darkest.

Scan to Folder Settings



Item	Setting	Description
One Touch Button	Optional	Select when setting the destination as a Quick Dial entry.
Full Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer, and name of the shared folder. Each box can contain up to 32 characters.
Domain	Optional	If the destination computer is a member of an Active Directory domain, specify that domain name.
User Name	Optional	User name for logging in to the destination computer. Each box can contain up to 32 characters.
Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.

Item	Setting	Description
File Format for Color/Gray	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format for B/W	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Document size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, STMT, Letter, Legal, or custom size. If you select custom size, select [mm] or [inch] , and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100x100, 150x150, 200x200, 300x300, 400x400, or 600x600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons.  is the lightest, and  is the darkest.

 **Note**

- To send files via e-mail, SMTP and DNS settings must be configured properly.
- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time.
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.
- The Scan to Folder destination must operate on one of the following operating systems: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008, or Mac OS X.
- Scan destinations cannot be registered using the control panel.
- The Scan to USB function does not require destinations registered in the Address Book.

Reference

To test sending files to a Scan to FTP or Scan to Folder destination, see p.141 “Scanning Using the Control Panel”.

For details about creating backup files, see p.265 “Backing Up the Machine's Settings”.

For details about SMTP and DNS settings, see p.258 “Configuring the DNS Settings” and p.261 “Configuring the SMTP Settings”.

For details about the time zone setting, see p.261 “Configuring the SMTP Settings”.

For details about using Web Image Monitor, see p.243 “Using Web Image Monitor”.

Modifying Scan Destinations

This section describes how to modify the information of registered destinations.

- 1** Start the Web browser, and access the machine by entering its IP address.
- 2** Click **[Scan Destination]**.
- 3** Click the **[Scan to E-mail]**, **[Scan to FTP]** or **[Scan to Folder]** tab.
- 4** Select the entry to modify, and then click **[Edit]**.
- 5** Modify settings as necessary.
- 6** Enter the administrator password if required.
- 7** Click **[Submit]**.
- 8** Close the Web browser.

Note

- You can unassign a Quick Dial entry from a One-touch button from the **[One Touch Button]** page. To do this, select the desired entry, click **[Exclude]**, and then click **[Submit]** on a confirmation page.

Reference

For details about using Web Image Monitor, see p.243 “Using Web Image Monitor”.

Deleting Scan Destinations

This section describes how to delete registered destinations.

- 1** Start the Web browser, and access the machine by entering its IP address.
- 2** Click [Scan Destination].
- 3** Click the [Scan to E-mail], [Scan to FTP] or [Scan to Folder] tab.
- 4** Select the entry to delete, and then click [Delete].
- 5** Confirm that the entry you have selected is the entry that you want to delete.
- 6** Enter the administrator password if required.
- 7** Click [Submit].
- 8** Close the Web browser.

Reference

For details about using Web Image Monitor, see p.243 “Using Web Image Monitor”.

Scanning Using the Control Panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), to the shared folder of a computer on a network (Scan to Folder), or to a USB flash disk (Scan to USB).

The Scan to E-mail, Scan to FTP, and Scan to Folder functions are available only through a network connection. No network connection is required for the Scan to USB function; you can send scanned files directly to a USB flash disk inserted into the front of the machine.

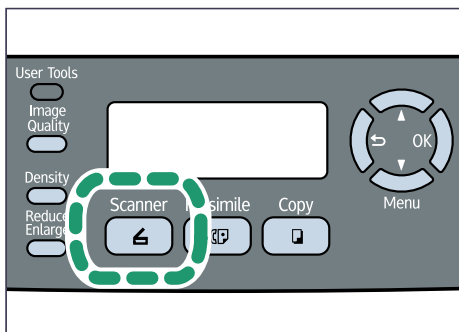
Basic Operation for Scan to E-mail/FTP/Folder

This section describes the basic operation for sending scanned files via E-mail, to an FTP server, or to a computer. The scanned file is sent via E-mail, to an FTP server, or to a computer, depending on the specified destination.

Important

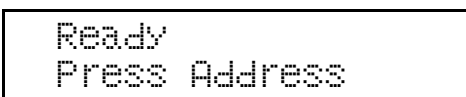
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- When using Scan to E-mail, Scan to FTP or Scan to Folder function, you must first register the destination in the Address Book using Web Image Monitor.
- If a USB flash disk is inserted in the machine, scanning functions other than Scan to USB are not possible from the control panel. Make sure there is no USB flash disk inserted in the machine.

1 Press the [Scanner] key.



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Confirm that the following screen appears on the display.

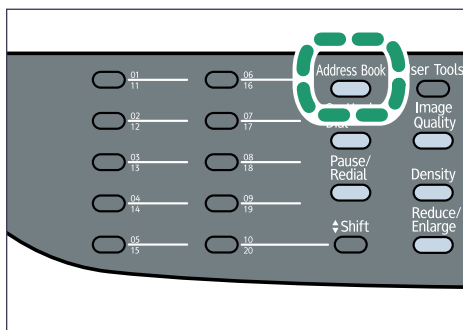


2 Place the original on the exposure glass or in the ADF.

If necessary, configure advanced scan settings.

3 Press the **[Address Book]** key.

You can press the **[▲]****[▼]** keys to scroll the address book.

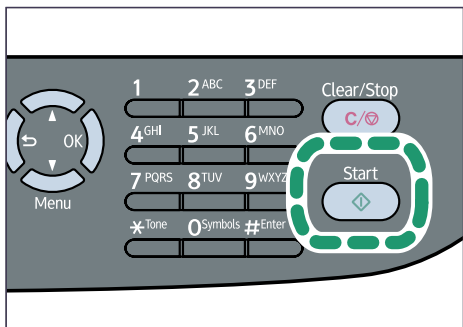


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4 Search for the desired destination by entering the destination name using the number keys, and then press the **[OK]** key.

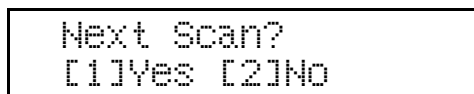
The screen changes to show the names that match the characters you enter.

5

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

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Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

6 If you have more originals to scan, place the next original on the exposure glass, and then press **[1]**. Repeat this step until all originals are scanned.**7** When all originals have been scanned, press **[2]** to start sending the scanned file.

 **Note**

- To cancel scanning, press the **[Scanner]** key, and then press the **[Clear/Stop]** key. The scan files are discarded.
- You can configure the machine to scan documents in black and white, color, or grayscale by changing the **[Color Mode]** setting under scanner settings.
- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel.
- You can also specify a destination using the One Touch buttons or **[Pause/Redial]** key.
- If the **[Limitless Scan]** setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure.
- If the **[Multi Page in A Document]** setting under scanner settings is enabled, you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned.
- If paper is jammed in the ADF, the scan file is discarded. In this case, scan the entire originals again. To remove paper jams in the ADF, see p.283 "Removing Scanning Jams".

 **Reference**

To place the original, see p.84 "Placing Originals".

To configure advanced scan settings, see p.147 "Specifying the Scan Settings".

For details about **[Color Mode]** settings, see p.208 "Scanner Setting Parameters".

For details about specifying the scan destination, see p.143 "Specifying the scan destination".

For details about **[Multi Page in A Document]** or **[Limitless Scan]**, see p.207 "Scanner Settings".

For details about how to remove the paper jammed in the ADF, see p.283 "Removing Scanning Jams".

Specifying the scan destination

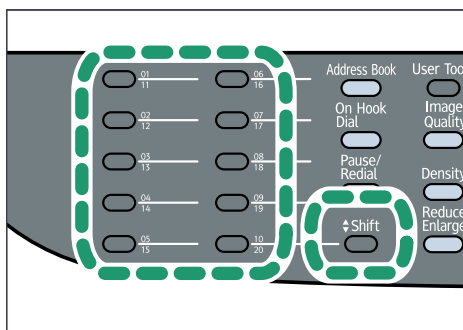
This section describes how to specify a destination using the following keys:

- One Touch buttons
Use these to specify destinations registered as Quick Dial entries.
- **[Pause/Redial]** key
Press this to specify the last used destination as the destination for the current job.

❖ Using the One Touch buttons

Press the One Touch button to which the desired Quick Dial entry is registered.

Press the **[Shift]** key to toggle the One Touch buttons between Quick Dial entries Nos.1 to 10 and Nos. 11 to 20.

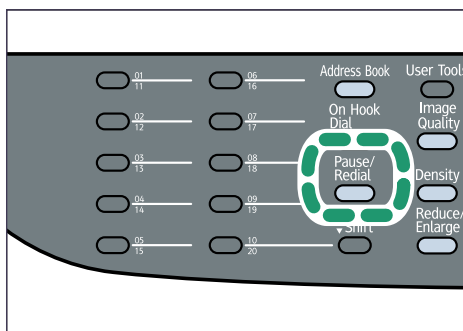


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❖ Using the **[Pause/Redial]** key

Press the **[Pause/Redial]** key to select the last used destination.



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Note

- ❑ When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel.
- ❑ The **[Pause/Redial]** key is not effective for the first scan job after the machine is turned on.
- ❑ To select destinations not registered as Quick Dial entries, use the **[Address Book]** key.

Reference

For details about how to specify destinations using the **[Address Book]** key, see p.141 "Basic Operation for Scan to E-mail/FTP/Folder".

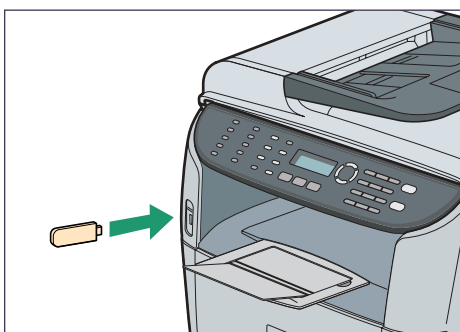
Basic Operation for Scan to USB

This section describes the basic operation for sending scanned files to a USB flash disk.

Important

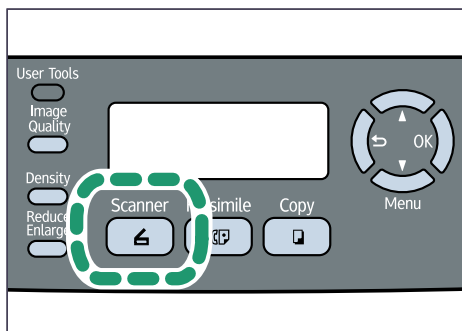
- ❑ The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- ❑ This machine does not support the use of USB flash disks connected to external USB hubs. Insert your USB flash disk directly into the USB flash disk port located at the top left corner of the machine.
- ❑ Certain types of USB flash disks cannot be used.

1 Insert your USB flash disk into the USB flash disk port.



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2 Press the [Scanner] key.



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"Loading..." appears on the display. Wait until the display changes to show the following screen (the duration depends on your USB flash disk).

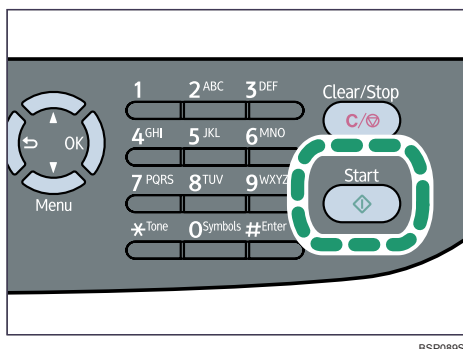
```

Ready          Mono
To USB Memory
  
```

"Color" or "GrayScale" may appear instead of "Mono", depending on the machine's scanning mode.

3 Place the original on the exposure glass or in the ADF.

If necessary, configure advanced scan settings.

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

Depending on the machine's setting, you will see the following screen on the display.

5

When in black-and-white scanning mode:

```
File Format?
[1]TIFF [2]PDF
```

When in color or grayscale scanning mode:

```
File Format?
[1]JPG [2]PDF
```

5 Press **[1]** or **[2]** according to the desired file format.

Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.

```
Next Scan?
[1]Yes [2]No
```

If you see this screen, proceed to step **6**. If not, proceed to step **8**.

6 If you have more originals to scan, place the next original on the exposure glass, and then press **[1]**. Repeat this step until all originals are scanned.**7** When all originals have been scanned, press **[2]** to start sending the scanned file.**8** Confirm that "Ready" appears on the display.

The scanned file is created in the root directory of the USB flash disk.

9 Remove the USB flash disk from the machine.

 **Note**

- To cancel scanning, press the **[Scanner]** key, and then press the **[Clear/Stop]** key. The scan files are discarded.
- You can configure the machine to scan documents in black and white, color, or grayscale by changing the **[Color Mode]** setting under scanner settings.
- If the **[Limitless Scan]** setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure.
- If the **[Multi Page in A Document]** setting under scanner settings is enabled, you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned.
- If paper is jammed in the ADF, the scan file is discarded. In this case, scan the entire originals again. To remove paper jams in the ADF, see p.283 “Removing Scanning Jams”.

 **Reference**

To place the original, see p.84 “Placing Originals”.

To configure advanced scan settings, see p.147 “Specifying the Scan Settings”.

For details about **[Color Mode]** settings, see p.208 “Scanner Setting Parameters”.

For details about **[Multi Page in A Document]** or **[Limitless Scan]**, see p.207 “Scanner Settings”.

For details about how to remove the paper jammed in the ADF, see p.283 “Removing Scanning Jams”.

Specifying the Scan Settings

This section describes how to specify the scanning size, image density, and resolution for the current job.

❖ When a scan destination is specified

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book.

This allows you to send scanned files without having to reconfigure the scan settings according to each destination. If necessary, you can change the scan settings using the control panel.

 **Note**

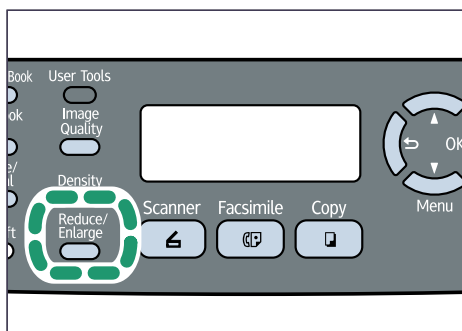
- The machine maintains the preset scan settings for the current destination until the machine returns to standby mode.
- Changing the preset scan settings for the current destination does not change the information registered in the Address Book.

- ❑ If you specify the last used destination, the preset scan settings become effective again, even if you have changed the settings for the previous job.

Specifying the scanning size according to the size of the original

This section describes how to specify the scanning size according to the size of the current original.

- 1** Press the **[Reduce/Enlarge]** key.



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- 2** Press the **[Reduce/Enlarge]** key or **[▲][▼]** keys to select the size of the original, and then press the **[OK]** key.

If you selected anything other than **[Custom]**, you do not need to perform the remaining steps of the procedure.

- 3** Press the **[▲][▼]** keys to select **[mm]** or **[Inch]**, and then press the **[OK]** key.

- 4** Enter the horizontal value using the number keys, and then press the **[OK]** key.

You can press the **[▲][▼]** keys to change the value in 1 mm or 0.1 inch increments.

- 5** Enter the vertical value using the number keys, and then press the **[OK]** key.

You can press the **[▲][▼]** keys to change the value in 1 mm or 0.1 inch increments.

Note

- ❑ Use the following keys to cancel settings:
 - **[↶]**: Cancels the changes made to settings and returns the display to the previous screen.
 - **[Clear/Stop]**: Cancels the changes made to settings and returns the display to the initial screen.
- ❑ You can change the machine's default **[Document Size]** setting to always scan originals with a specific scanning size.
- ❑ Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.

- When the machine's mode is changed.
- When the power is turned off.
- When the machine's default for the same setting is changed.

Reference

For details about **[Document Size]**, see p.207 “Scanner Settings”.

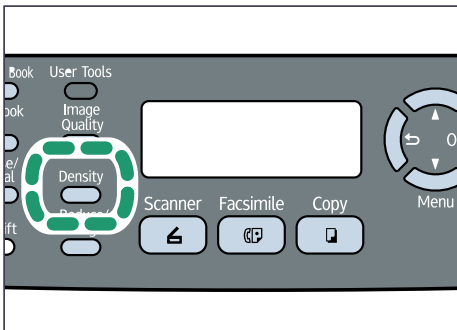
For details about **[Auto Clear]**, see p.233 “Administrator Settings”.

Adjusting image density

This section describes how to adjust image density for the current job.

There are five image density levels. The higher the density level, the darker the scanned image.

1 Press the **[Density]** key.



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2 Press the **[Density]** key or **[▲]****[▼]** keys to select the desired density level, and then press the **[OK]** key.

Note

- Press the **[↵]** key or **[Clear/Stop]** key to discard the current change and return to the initial screen.
- You can change the machine's default **[Density]** setting to always scan with a specific density level.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Reference

For details about **[Density]**, see p.207 “Scanner Settings”.

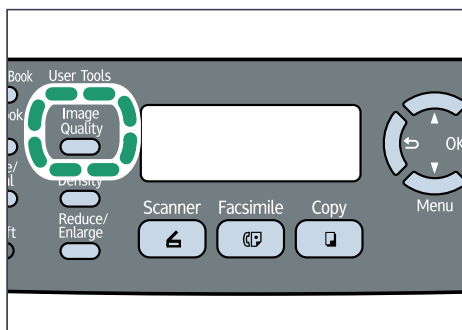
For details about **[Auto Clear]**, see p.233 “Administrator Settings”.

Specifying resolution

This section describes how to specify the scan resolution for the current job.

There are six resolution settings. The higher the resolution, the higher the quality but greater the file size.

1 Press the **[Image Quality]** key.



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2 Press the **[Image Quality]** key or **[▲]****[▼]** keys to select the desired resolution, and then press the **[OK]** key.

Note

- Press the **[↵]** key or **[Clear/Stop]** key to discard the current change and return to the initial screen.
- You can change the machine's default **[Resolution]** setting to always scan with a specific resolution level.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Reference

For details about **[Resolution]**, see p.207 “Scanner Settings”.

For details about **[Auto Clear]**, see p.233 “Administrator Settings”.

Scanning from a Computer

Scanning from a computer (TWAIN scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

TWAIN scanning is available with both USB and network connections.

Basic Operation for TWAIN Scanning

This section describes the basic TWAIN scanning operation.

TWAIN scanning is possible if your computer is running a TWAIN-compatible application. PageManager, which is provided on the driver CD-ROM, can be used for TWAIN scanning.

Listed below are some of the useful features of PageManager. Note that the PageManager features are subject to change depending on its version.

- Share files by converting them to portable file formats like PDF, and Presto! Wrapper, an executable file.
- Import from and export to a Lotus Notes 5.0 database file.
- Easily organize files just like Windows Explorer.
- View files without opening other applications, with PageManager document and image viewers. Supported file formats include: BMP, PCX, PCD, TIFF, TIFF (Multi-page), JPEG, PICT, PSD, WMF, PPS, PPT, XLS, DOC, Microsoft Visio, TXT, HTML, PDF, TAG, PNG, GIF.
- Easily stack related image and document files, even with different file formats.
- Get text out of an image with reliable and accurate OCR (Optical Character Recognition).
- Easily find backup files, annotations, title, author, and memo information with the efficient search function.
- Add annotations without affecting the original file with handy annotation tools, such as text, stamp, highlighter, freehand line, straight line, sticky note, and bookmark.
- Enhance images with a set of image tools such as crop, rotate, flip, invert color, auto-enhancement, brightness and contrast, color adjustment, and remove noise.

Reference

For more details about PageManager's features and its contact information, see the manual for PageManager.

Scanning from a computer (Windows)

The following procedure uses Windows XP and PageManager as an example. The procedure may vary depending on PageManager's version. For details, see the manual for PageManager.

- 1** Place the original on the exposure glass or in the ADF.
- 2** On the **[Start]** menu, point to **[All Programs]**, point to **[Presto! PageManager X.XX]**, and then click **[Presto! PageManager X.XX]**.

“X.XX” indicates the version of PageManager.

- 3** On the **[File]** menu, click **[Select Source...]**.
- 4** In the **[Select Source]** dialog box, select the scanner, and then click **[OK]**.
- 5** On the **[Tool]** menu, click **[Scan Settings...]**.
- 6** Configure the scan settings as required, and then click **[OK]**.

For details, see the TWAIN driver Help or the manual for PageManager.

- 7** On the **[File]** menu, click **[Acquire Image Data...]**.

- 8** On the **[File]** menu, click **[Exit]**.

Note

- If there are two or more scanners on the network, make sure you have selected the correct scanner. If you have not, click **[Select Source...]** on the **[File]** menu, and select the scanner again.
- You can use the launcher installed with PageManager to perform the following scan operations easily. For more details, see the manual for PageManager.
 - Scanning originals into another application.
 - Passing the scanned files to an OCR application.
 - Passing the scanned files to an email application to send as attachments.
 - Saving the scanned files in a preset folder.
- The machine supports WIA scanning, an additional method of scanning originals from your computer, for USB connection. WIA scanning is possible if your computer is running a WIA-compatible application. For more information, see the manual for your application.

Scanning from a computer (Mac OS X)

The following procedure uses Mac OS X and PageManager as an example.

The procedure may vary depending on PageManager's version. For details, see the manual for PageManager.

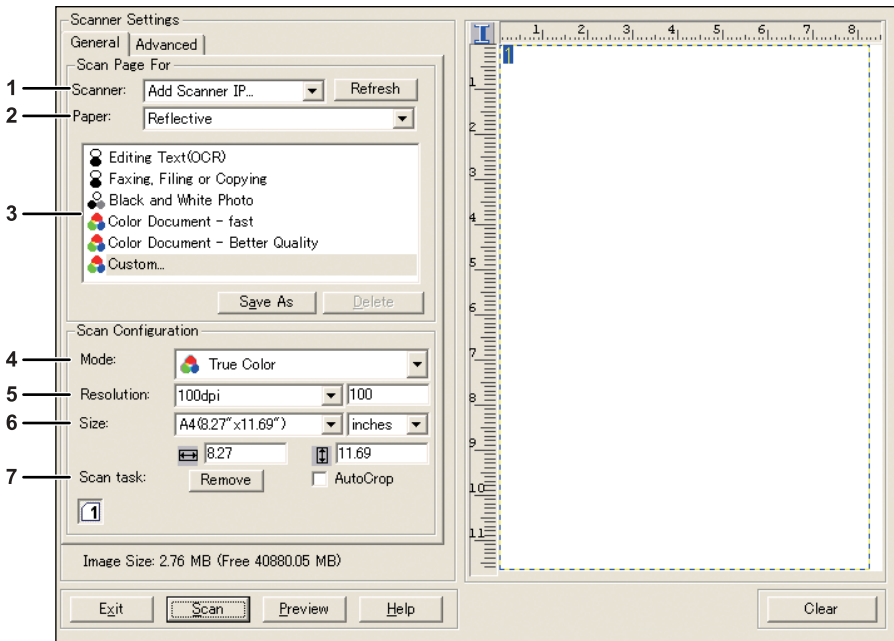
- 1** Place the original on the exposure glass or in the ADF.
- 2** On the [Go] menu, click [Applications].
- 3** Point to [Presto! PageManager X.XX], and then double-click [Presto! PageManager X].
"X" indicates the version of PageManager.
- 4** On the [File] menu, point to [Select Source...], and then click [TWAIN...].
- 5** In the [Select Source] dialog box, select the scanner, and then click [OK].
- 6** On the [Tools] menu, select [Scan Setting...].
For details, see the TWAIN driver Help or the manual for PageManager.
- 7** Configure the scan settings as required, and then click [OK].
For details, see the TWAIN driver Help or the manual for PageManager.
- 8** On the [File] menu, click [Acquire Image Data...].
- 9** Configure the scan settings as required, and then click [Scan].
- 10** On the [Presto! PageManager X] menu, click [Quit Presto! PageManager X].

Note

- If there are two or more scanners on the network, make sure you have selected the correct scanner. If you have not, click [Select Source...] on the [File] menu, and select the scanner again.
- You can use the launcher installed with PageManager to perform the following scan operations easily. For more details, see the manual for PageManager.
 - Scanning originals into another application.
 - Passing the scanned files to an OCR application.
 - Passing the scanned files to an email application to send as attachments.
 - Saving the scanned files in a preset folder.

Settings you can configure in the TWAIN dialog box

This section describes the settings you can configure in the TWAIN dialog box.



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1. Scanner:

Select the scanner you want to use. The scanner you select becomes the default scanner. Click **[Refresh]** to discover all available scanners connected via USB or the network.

2. Paper:

Select **[Reflective]** to scan from the exposure glass, or **[Automatic Document Feeder]** to scan from the ADF.

3. Original type

According to your original, select a setting from the list of options detailed below, or select **[Custom]** to configure your own scan settings.

- When using the exposure glass:

[Editing Text (OCR)]

Select this to scan business letters, contracts, memos, or other documents in editable form.

[Faxing, Filing, or Copying]

Select this to scan newspaper and magazine articles, receipts, forms, or other printed text material.

[Black & White Photo]

Select this to scan black and white photographs as grayscale images.

[Color Document - fast]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in fast scan mode.

[Color Document - Better Quality]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in high-resolution scan mode.

[Custom...]

Select this to configure your own scan settings. You can save or delete your custom scan settings by clicking **[Save As]** or **[Delete]**, respectively.

- When using the ADF:

[ADF-Faster]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in fast scan mode.

[ADF-Better]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in high-resolution scan mode.

[ADF-gray]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs as grayscale images.

[Custom...]

Select this to configure your own scan settings. You can save or delete your custom scan settings by clicking **[Save As]** or **[Delete]**, respectively.

4. Mode:

Select from color, grayscale, or black-and-white.

5. Resolution:

Select a resolution from the list. If you select **[User defined]**, enter a resolution value directly in the edit box. Note that increasing the resolution also increases the file size and scanning time.

 **Note**

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.

Selectable resolutions vary depending on where the original is set.

- When using the exposure glass:
75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800, 9600, 19200 dpi, User defined
- When using the ADF:
75, 100, 150, 200, 300, 400, 500, 600 dpi, User defined

6. Size:

Select the scanning size. If you select **[User defined]**, enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from **[cm]**, **[inches]**, or **[pixels]**.

7. Scan task:

Displays a maximum of 10 previously used scan areas. To remove a scan task, select the number of the task, and then click **[Remove]**. When scanning from the exposure glass, you can select **[Auto Crop]** to let the scanner automatically detect the size of your original.

6. Using the Fax Function

This chapter describes the fax functions.

The Screen in Fax Mode

This section provides information about the screen in fax mode.

By default, the display shows the copier screen when the machine is turned on.

If the copy or scanner screen is shown on the display, press the **[Facsimile]** key on the control panel to switch to the fax screen.

❖ Screen in standby mode

Ready	31-07
Standard	23:30

- First line:
Shows the current status of the machine and current month and date.
- Second line:
Shows the current resolution setting and current time.

Note

- The machine's default mode at power on can be specified in the **[Default Mode]** setting under **[Admin Settings]**.
- The display format for time and date can be specified in **[Date/Time Setup]** under **[Admin Settings]**.

Reference

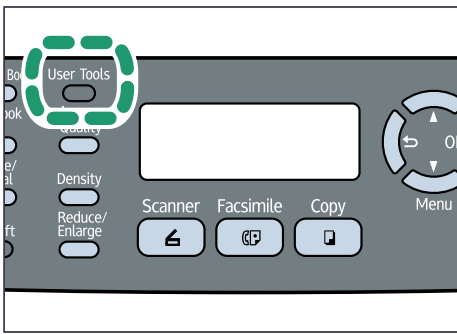
For details about **[Default Mode]** or **[Date/Time Setup]**, see p.233 "Administrator Settings".

Setting the Date and Time

This section describes how to set the time and date for the machine's internal clock, and how to select the display format.

- **Date**
Year, month, date, and date format (Mm/Dd/Yyyy, Dd/Mm Yyyy, or Yyyy Mm/Dd)
- **Time**
Hour, minute, time format (12- or 24-hour), and AM/PM stamp (when 12-hour time format is selected)

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



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2 Press the **[▲][▼]** keys to select **[Admin Settings]**, and then press the **[OK]** key.

3 If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.

4 Press the **[▲][▼]** keys to select **[Date/Time Setup]**, and then press the **[OK]** key.

5 Press the **[▲][▼]** keys to select **[Date Setting]**, and then press the **[OK]** key.

6 Enter the current year using the number keys, and then press the **[OK]** key.
You can press the **[▲][▼]** keys to change the value in the increments of 1.

7 Enter the current month using the number keys, and then press the **[OK]** key.
You can press the **[▲][▼]** keys to change the value in the increments of 1.

8 Enter the current day using the number keys, and then press the **[OK]** key.
You can press the **[▲][▼]** keys to change the value in the increments of 1.

9 Press the **[▲][▼]** keys to select the desired date format, and then press the **[OK]** key.

10 Confirm the setting, and then press the **[OK]** key.

- 11 Press the [▲][▼] keys to select [Time Setting], and then press the [OK] key.
- 12 Select the desired time format using [▲][▼] keys, and then press the [OK] key.
If you selected [24 hours], proceed to step 14.
If you selected [12 hours], proceed to the next step.
- 13 Press the [▲][▼] keys to select [Am] or [Pm], and then press the [OK] key.
- 14 Enter the current hour using the number keys, and then press the [OK] key.
- 15 Enter the current minute using the number keys, and then press the [OK] key.
- 16 Confirm the current setting, and then press the [OK] key.
- 17 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.
- A password for accessing the [Admin Settings] menu can be specified in [Admin Menu Lock].
- Only dates that correspond with the year and month can be set. Incompatible dates will be refused.

 **Reference**

For details about [Admin Menu Lock], see p.233 “Administrator Settings”.

Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel or Web Image Monitor. The Address Book allows you to specify fax destinations quickly and easily.

Important

- ❑ The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.

The Address Book can contain up to 70 entries (20 Quick Dial entries and 50 Speed Dial entries).

❖ Quick Dial entries

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

❖ Speed Dial entries

Destinations registered as Speed Dial entries can be selected by pressing the **[Address Book]** key, and then entering the corresponding registration number.

Reference

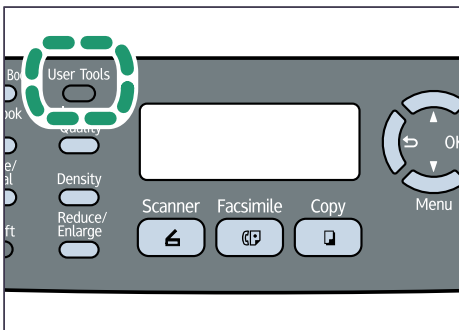
For details about creating backup files, see p.265 “Backing Up the Machine's Settings”.

6

Registering Fax Destinations Using the Control Panel

This section describes how to register destinations using the control panel.

- 1** Press the **[User Tools]** key.



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- 2** Press the **[▲]****[▼]** keys to select **[Fax Directory]**, and then press the **[OK]** key.
- 3** If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.

- 4 Press the [▲][▼] keys to select [Quick Dial Entry] or [Speed Dial Entry], and then press the [OK] key.
- 5 Press the [▲][▼] keys to select the desired Quick Dial entry number (01 to 20) or Speed Dial entry number (01 to 50), and then press the [OK] key.
- 6 Press the [▲][▼] keys to select [Fax # Entry], and then press the [OK] key.
- 7 Enter the fax number (up to 40 characters), and then press the [OK] key.
- 8 Press the [▲][▼] keys to select [Fax Name Entry], and then press the [OK] key.
- 9 Enter the name (up to 20 characters), and then press the [OK] key.
- 10 Confirm the setting, and then press the [OK] key.
- 11 Press the [Clear/Stop] key to return to the initial screen.

Note

- You can press the [↵] key to exit to the previous level of the menu tree.
- A fax number can contain 0 to 9, pause, "✳", "#", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Key Time] setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "✳" in the fax number. "✳" switches the dialing mode from pulse to tone temporarily.
- A password for accessing the [Fax Directory] menu can be specified in [Admin Menu Lock].

Reference

For details about entering characters, see p.88 "Entering Characters".

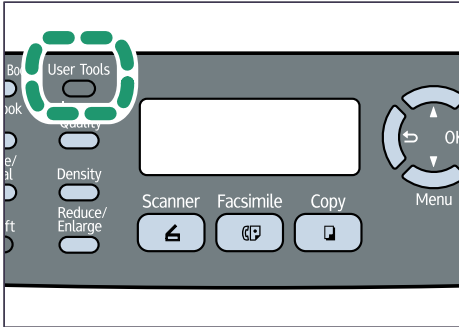
For details about [Pause Key Time], see p.210 "Fax Transmission Settings".

For details about [Admin Menu Lock], see p.233 "Administrator Settings".

Modifying fax destinations

This section describes how to modify the information of registered destinations.

- 1 Press the **[User Tools]** key.



- 2 Press the **[▲]****[▼]** keys to select **[Fax Directory]**, and then press the **[OK]** key.

- 3 If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.

- 4 Press the **[▲]****[▼]** keys to select **[Quick Dial Entry]** or **[Speed Dial Entry]**, and then press the **[OK]** key.

- 5 Press the **[▲]****[▼]** keys to select the desired entry, and then press the **[OK]** key.

- 6 Press the **[▲]****[▼]** keys to select **[Fax # Entry]**, and then press the **[OK]** key.

- 7 Modify the number as necessary, and then press the **[OK]** key.

To delete the current number completely, press the **[Clear/Stop]** key. Then, enter the new number.

- 8 Press the **[▲]****[▼]** keys to select **[Fax Name Entry]**, and then press the **[OK]** key.

- 9 Modify the name as necessary, and then press the **[OK]** key.

To delete the current name completely, press the **[Clear/Stop]** key. Then, enter the new name.

- 10 Confirm the setting, and then press the **[Clear/Stop]** key.

Note

- You can press the **[↶]** key to exit to the previous level of the menu tree.
- A password for accessing the **[Fax Directory]** menu can be specified in **[Admin Menu Lock]**.

Reference

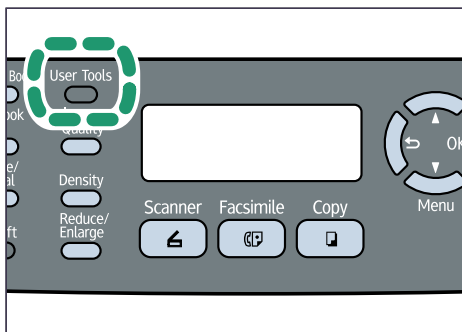
For details about entering characters, see p.88 “Entering Characters”.

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

Deleting fax destinations

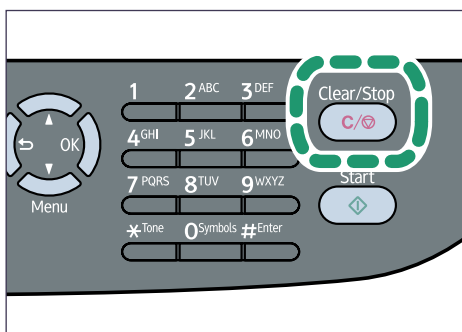
This section describes how to delete registered destination.

- 1 Press the **[User Tools]** key.



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- 2 Press the **[▲]****[▼]** keys to select **[Fax Directory]**, and then press the **[OK]** key.
- 3 If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.
- 4 Press the **[▲]****[▼]** keys to select **[Quick Dial Entry]** or **[Speed Dial Entry]**, and then press the **[OK]** key.
- 5 Press the **[▲]****[▼]** keys to select the desired entry, and then press the **[OK]** key.
- 6 Press the **[▲]****[▼]** keys to select **[Fax # Entry]**, and then press the **[OK]** key.
- 7 Press the **[Clear/Stop]** key to delete the existing fax number, and then press the **[OK]** key.



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- 8 Press the **[▲]****[▼]** keys to select **[Fax Name Entry]**, and then press the **[OK]** key.
- 9 Press the **[Clear/Stop]** key to delete the existing name, and then press the **[OK]** key.

- 10 Confirm that the information has been deleted, and then press the **[Clear/Stop]** key.

 **Note**

- You can press the **[↵]** key to exit to the previous level of the menu tree.
- A password for accessing the **[Fax Directory]** menu can be specified in **[Admin Menu Lock]**.

 **Reference**

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

Registering Fax Destinations Using Web Image Monitor

This section describes how to register destinations using Web Image Monitor.

- 1 Start the Web browser and access the machine by entering its IP address.
- 2 Click **[One Touch Button]** or **[Fax Speed Dial]**.
- 3 From the **[Add New Type]** list, select **[Fax]**.
- 4 Select **[Quick Dial]** or **[Speed Dial]**, and then select the registration number from the list.
- 5 Register **[Name]** and **[Fax Number]** as necessary.
- 6 Enter the administrator password if required.
- 7 Click **[Submit]**.
- 8 Close the Web browser.

Fax destination settings

Item	Setting	Description
Quick Dial / Speed Dial	Required	Select the number to which you want to register Quick Dial or Speed Dial destination.
Name	Optional	Name of the destination. The name specified here will be shown on the screen when selecting a fax destination. Can contain up to 20 characters.
Fax Number	Required	Fax number of the destination. Can contain up to 40 characters.

Note

- A fax number can contain 0 to 9, pause, "*****", "**#**", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the **[Pause Key Time]** setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "*****" in a fax number. "*****" switches the dialing mode from pulse to tone temporarily.

Reference

For details about **[Pause Key Time]**, see p.210 "Fax Transmission Settings".
 For details about using Web Image Monitor, see p.243 "Using Web Image Monitor".

Modifying fax destinations

This section describes how to modify the information of registered destinations.

- 1** Start the Web browser and access the machine by entering its IP address.
- 2** Click **[One Touch Button]** or **[Fax Speed Dial]**.
 If you modify the Speed Dial entry, proceed to step **4**.
- 3** Click **[Fax Quick Dial]**.

- 4** Select the entry to modify, and then click **[Edit]**.
- 5** Modify settings as necessary.
- 6** Enter the administrator password if required.
- 7** Click **[Submit]**.
- 8** Close the Web browser.

Deleting fax destinations

This section describes how to delete registered destination.

- 1** Start the Web browser and access the machine by entering its IP address.
- 2** Click **[One Touch Button]** or **[Fax Speed Dial]**.
If you delete the Speed Dial entry, proceed to step **4**.
- 3** Click **[Fax Quick Dial]**.
- 4** Select the entry to delete, and then click **[Delete]**.
- 5** Confirm that the entry you have selected is the entry that you want to delete.
- 6** Enter the administrator password if required.
- 7** Click **[Submit]**.
- 8** Close the Web browser.

Sending a Fax

This section describes the transmission modes and the basic operations for sending a fax.

Important

- ❑ It is recommended that you call the receiver and confirm with them when sending important documents.

Selecting Transmission Mode

This section describes how to select the transmission mode.

There are two transmission modes: Memory Transmission and Immediate Transmission.

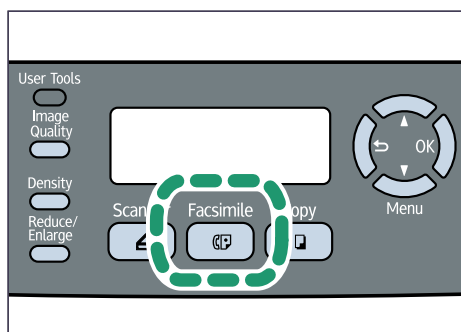
❖ Memory Transmission

In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations.

❖ Immediate Transmission

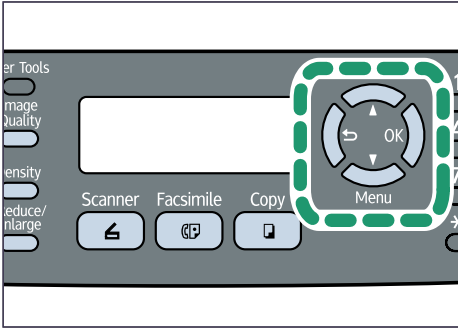
In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

- 1** Press the **[Facsimile]** key.



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2 Press any menu key.



3 Press the [▲][▼] keys to select [Immediate TX], and then press the [OK] key.

4 Press the [▲][▼] keys to select [Off], [On], or [Next Fax Only], and then press the [OK] key.

For Memory Transmission, select [Off].

For Immediate Transmission, select [On] or [Next Fax Only].

The new setting is displayed with an "✱" symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [↵] key.

6 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.

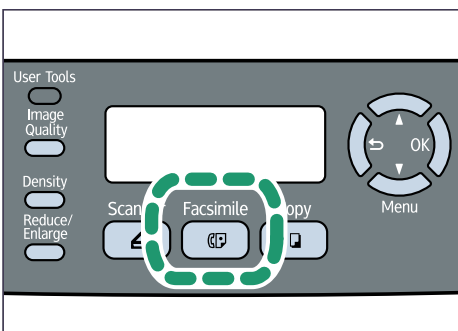
Basic Operation for Sending a Fax

This section describes the basic operation for sending a fax.

 **Important**

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1 Press the [Facsimile] key.

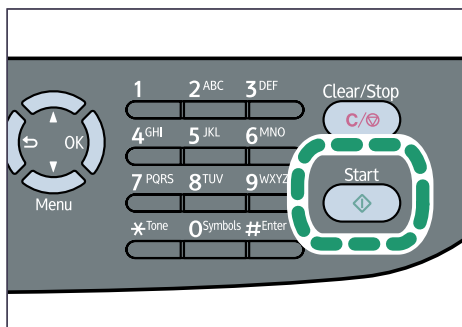


2 Place the original on the exposure glass or in the ADF.

If necessary, configure the advanced scan settings.

3 Enter the fax number (up to 40 characters) using the number keys.

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



BSP089S

When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

5 If you have more originals to scan, press **[1]** within 60 seconds, place the next original on the exposure glass, and then press the **[OK]** key. Repeat this step until all originals are scanned.

If you do not press **[1]** within 60 seconds, the machine will start to dial the destination.

6 When all originals have been scanned, press **[2]** to start sending the fax.

Note

- A fax number can contain 0 to 9, pause, "*", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the **[Pause Key Time]** setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "*" in a fax number. "*" switches the dialing mode from pulse to tone temporarily.
- You can also specify a destination using the One Touch buttons, Speed Dial function, or **[Pause/Redial]** key. In addition, you can specify multiple destinations and broadcast the fax you are sending.
- When in Memory Transmission mode, you can enable the **[Auto Redial]** setting under fax transmission settings to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission.
- When in Memory Transmission mode, the machine's memory may become full while scanning the originals. In this case, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.

- ❑ If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again.

🔍 Reference

For details about entering characters, see p.88 “Entering Characters”.

To place the originals, see p.84 “Placing Originals”.

To configure advanced scan settings, see p.179 “Specifying the Scan Settings”.

For details about other methods of specifying destinations, see p.171 “Specifying the Fax Destination”.

For details about **[Auto Redial]** or **[Pause Key Time]**, see p.210 “Fax Transmission Settings”.

For details about how to remove the paper jammed in the ADF, see p.283 “Removing Scanning Jams”.

Canceling a fax

6

Follow the procedure below to cancel sending a fax.

❖ **When in Immediate Transmission mode**

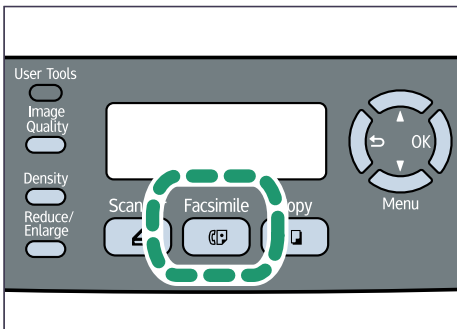
If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party’s machine.

❖ **When in Memory Transmission mode**

If you cancel sending a fax while the machine is scanning the original, the machine will not send the document.

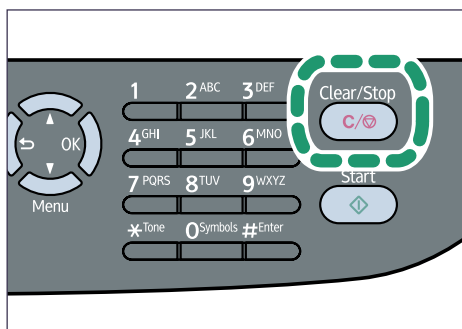
If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party’s machine.

1 Press the **[Facsimile]** key.



BSP0455

2 Press the **[Clear/Stop]** key.



BSP0905

Note

- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal.

Reference

For details about the broadcasting function, see p.175 “Specifying the destination using the broadcast function”.

Specifying the Fax Destination

This section describes how to specify the destination when sending a fax.

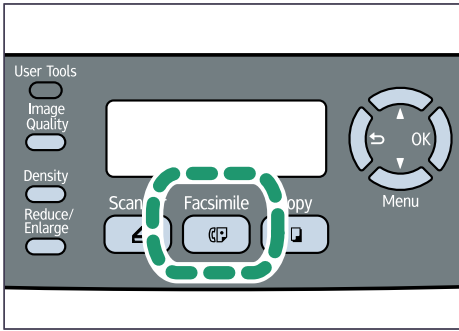
Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- Using the One Touch buttons
- Using Speed Dial
- Using the Broadcast function
- Using the Redial function

Specifying the destination using the One Touch buttons

This section describes how to select a destination registered as a Quick Dial entry using One Touch buttons.

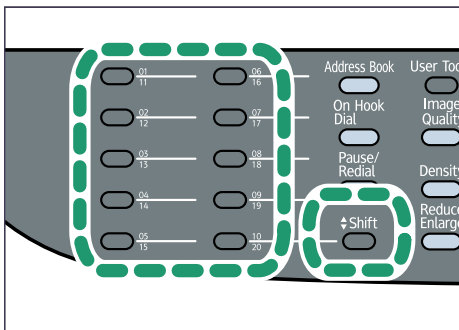
1 Press the **[Facsimile]** key.



BSP045S

2 Press the One Touch button to which the desired Quick Dial entry is registered.

Press the **[Shift]** key if you want to use Quick Dial entries Nos. 11 to 20 before pressing a One Touch button.



BSP109S

6

Note

You can check the registered names and fax numbers by printing a report.

Reference

For details about registering the Quick Dial entries, see p.160 “Registering Fax Destinations”.

For details about printing the Quick Dial list, see p.228 “Reports Print”.

Specifying the destination using Speed Dial

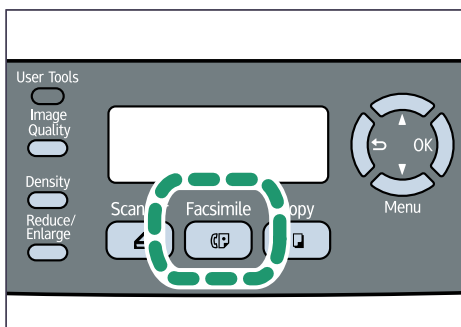
This section describes how to select a destination registered as a Speed Dial entry.

There are two ways to select a destination:

- Entering a Speed Dial number
- Searching by Speed Dial name

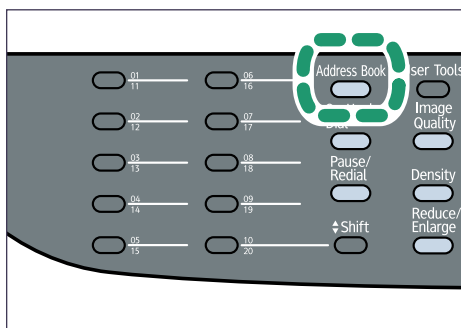
Entering a Speed Dial number

1 Press the [Facsimile] key.



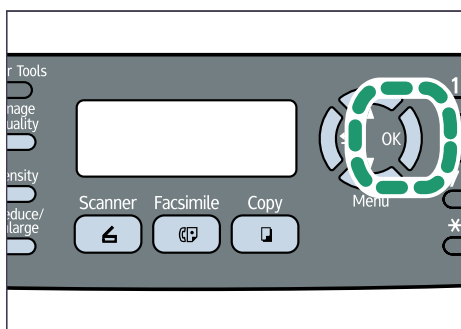
BSP045S

2 Press the [Address Book] key twice.



BSP108S

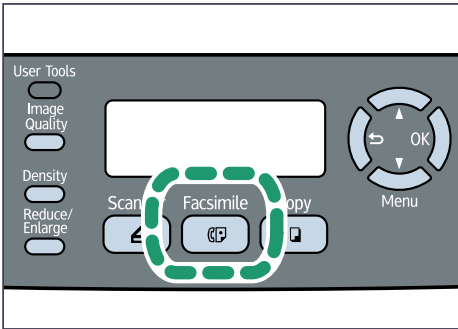
3 Enter the registered number (1-50) of the Speed Dial entry using the number keys, and then press the [OK] key.



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Searching by Speed Dial name

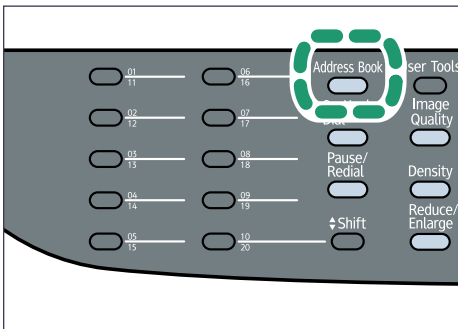
1 Press the [Facsimile] key.



BSP045S

2 Press the [Address Book] key.

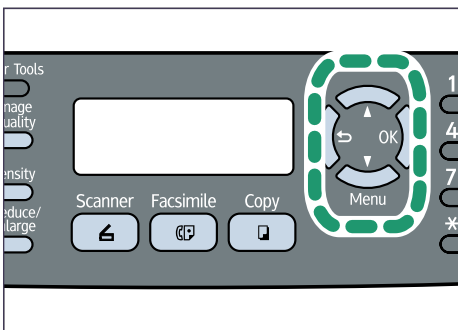
You can press the [▲][▼] keys to scroll through the Address Book.



BSP108S

3 Enter the first letters of the desired Speed Dial entry's name using the number keys.

Each time you enter a character, the display changes to show matching names.



BSP114S

4 Confirm that the desired entry is shown on the display, and then press the [OK] key.

Note

- When searching through the Address Book, only the Speed Dial entries will be found, not the Quick Dial entries.
- You can check the registered names and fax numbers by printing a report.

Reference

For details about entering characters, see p.88 “Entering Characters”.

For details about registering the Speed Dial entries, see p.160 “Registering Fax Destinations”.

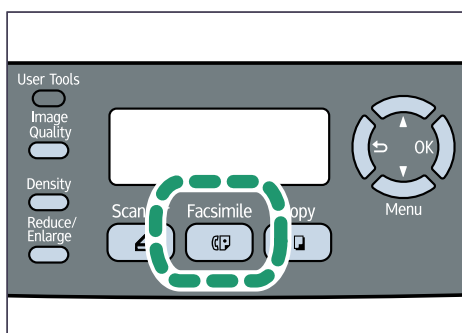
For details about printing the Speed Dial list, see p.228 “Reports Print”.

Specifying the destination using the broadcast function

You can send a fax to multiple destinations simultaneously. You can broadcast faxes to a maximum of 100 destinations.

Faxes are sent to destinations in the order they were specified.

- 1** Press the **[Facsimile]** key.

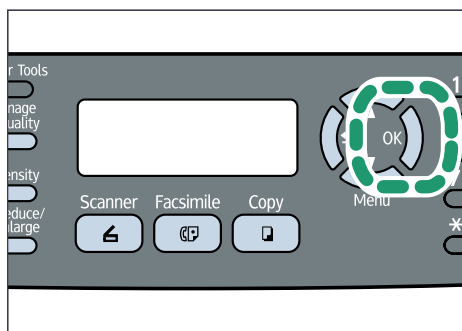


BSP0455

- 2** Specify the destination using Quick Dial, Speed Dial, or the number keys.

- 3** Press the **[OK]** key.

When adding a Speed Dial destination, press the **[OK]** key again.



BSP1135

Repeat these steps to add further destinations.

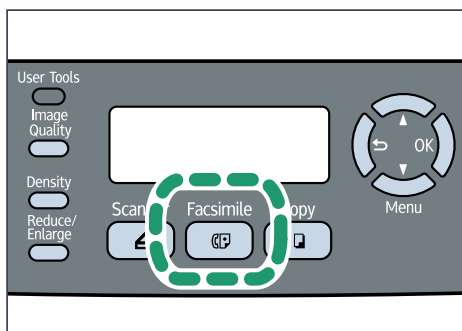
Note

- ❑ While specifying multiple destinations, you can press the **[Clear/Stop]** key to clear all destinations.
- ❑ If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- ❑ While broadcasting, pressing the **[Clear/Stop]** key cancels the fax to the current destination only.

Specifying the destination using the redial function

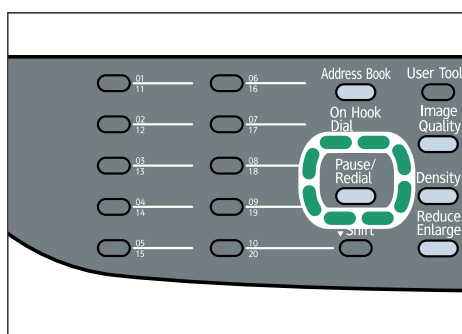
You can specify the last used destination as the destination for the current job. This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1 Press the **[Facsimile]** key.



BSP045S

2 Press the **[Pause/Redial]** key.



BSP110S

Useful Sending Functions

This section explains some useful fax functions.

You can confirm the status of the other party's machine easily before sending a fax by using the On Hook Dial function. If you have an extra telephone, you can talk and send a fax in one call.

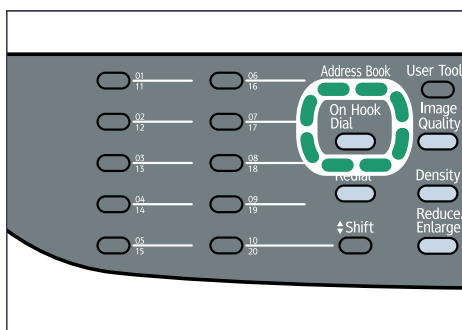
Important

- This function is available in Immediate Transmission mode only.

Sending a fax using On Hook Dial

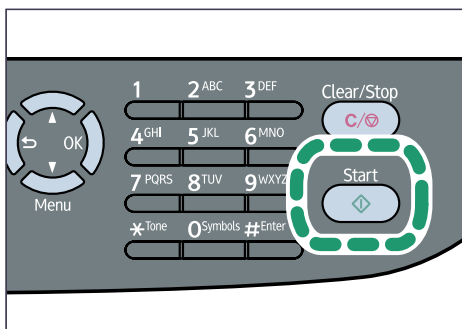
The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

- 1** Press the **[Facsimile]** key.
- 2** Place the original.
- 3** Press the **[On Hook Dial]** key.



BSP115S

- 4** Specify the destination using the number keys, and then press the **[Start]** key.



BSP089S

- 5** Press **[1]**, and then press the **[Start]** key.

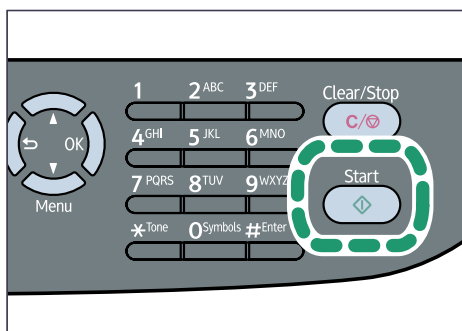
Reference

For details about selecting the transmission mode, see p.167 “Selecting Transmission Mode”.

Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation, without having to disconnect and redial. This function is useful when you want to ensure that the fax will be received.

- 1** Place the original.
- 2** Pick up the handset of the external telephone.
- 3** Specify the destination using the external telephone.
- 4** When the other party answers, ask them to press their fax start button.
- 5** If you hear a high pitched tone, press the **[Facsimile]** key, and then press the **[Start]** key.



BSP0895

- 6** Press **[1]**, and then press the **[Start]** key.
- 7** Replace the handset.

Reference

For details about connecting an external telephone, see p.44 “Connecting to a Telephone Line”.

For details about selecting the transmission mode, see p.167 “Selecting Transmission Mode”.

Specifying the Scan Settings

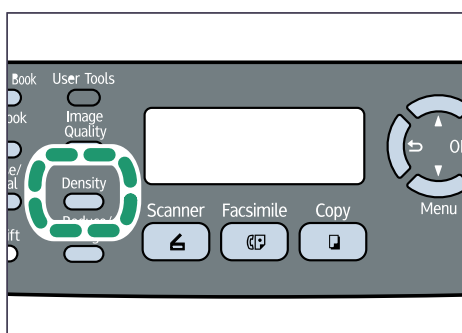
This section describes how to specify image density and resolution for the current scan job.

Adjusting image density

This section describes how to adjust image density for the current job.

There are three image density levels. The darker the density level, the darker the printout.

- 1 Press the **[Density]** key.



BSP106S

- 2 Press the **[Density]** key or **[▲]****[▼]** keys to select the desired density level, and then press the **[OK]** key.

Note

- Press the **[↶]** key or **[Clear/Stop]** key to discard the current change and return to the initial screen.
- You can change the machine's default **[Density]** setting to always scan with a specific density level.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Reference

For details about **[Density]**, see p.210 "Fax Transmission Settings".
 For details about **[Auto Clear]**, see p.233 "Administrator Settings".

Specifying the resolution

This section describes how to specify the scan resolution for the current job.

There are three resolution settings:

❖ **Standard**

Select this when the original is a printed or typewritten document with normal-sized characters.

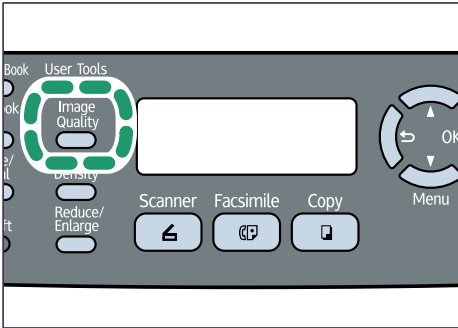
❖ **Fine**

Select this when the original is a document with small print.

❖ **Photo**

Select this when the original contains images such as photographs or shaded drawings.

1 Press the **[Image Quality]** key.



BSP107S

2 Press the **[Image Quality]** key or **[▲][▼]** keys to select the desired resolution setting, and then press the **[OK]** key.

Note

- Press the **[↵]** key or **[Clear/Stop]** key to discard the current change and return to the initial screen.
- You can change the machine's default **[Resolution]** setting to always scan with a specific resolution level.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in **[Auto Clear]** while the initial screen is displayed.
 - When the **[Clear/Stop]** key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Reference

For details about **[Resolution]**, see p.210 "Fax Transmission Settings".

For details about **[Auto Clear]**, see p.233 "Administrator Settings".

Using the Fax Function from a Computer (LAN-Fax)

This section describes how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Important

- This function is supported by Windows 2000/XP/Vista and Windows Server 2003/2003 R2/2008. Mac OS X does not support this function.

Configuring the LAN-Fax Address Book

This section describes the LAN-Fax Address Book. Configure the LAN-Fax Address Book on the computer. The LAN-Fax Address Book allows you to specify LAN-Fax destinations quickly and easily.

The LAN-Fax Address Book can contain up to 1000 entries, including individual destinations and groups of destinations.

Note

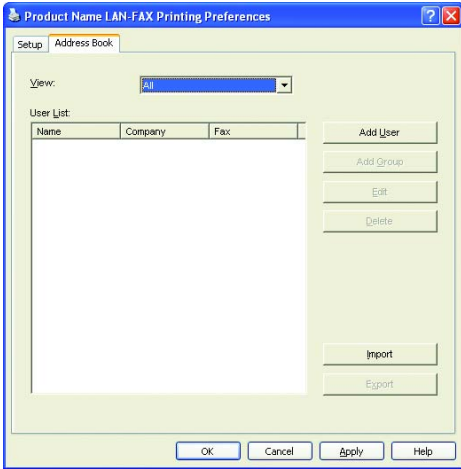
- You can configure separate LAN-Fax Address Books for each user account on your computer.
- You can import and export the LAN-Fax Address Book as required.

Opening the LAN-Fax Address Book

This section describes how to open the LAN-Fax Address Book.

- 1** On the [Start] menu, click [Printers and Faxes].
- 2** Click the icon of the LAN-Fax driver.
- 3** On the [File] menu, click [Printing Preferences...].

4 Click the [Address Book] tab.



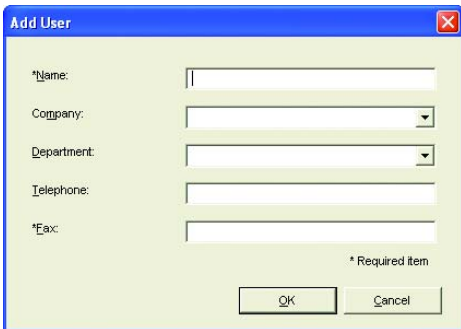
Note

- The procedure for opening the driver's properties may vary depending on the operating system.
- From the [View] list, you can select the type of destinations to display.
 - [All]: Displays all destinations.
 - [Group]: Displays groups only.
 - [User]: Displays individual destinations only.

Registering destinations

This section describes how to register destinations in the LAN-Fax Address Book.

1 Open the LAN-Fax Address Book, and then click [Add User].



2 Register the required information and click [OK].

For details, see the table below.

Setting LAN-Fax destinations

Item	Setting	Description
Name	Required	Name of the destination. Can contain up to 32 characters.
Company	Optional	Company name of the destination. Can contain up to 64 characters. You can select from registered data.
Department	Optional	Department name of the destination. Can contain up to 64 characters. You can select from registered data.
Telephone	Optional	Telephone number of the destination. Can contain up to 40 characters.
Fax	Required	Fax number of the destination. Can contain up to 40 characters.

Note

- A telephone number or fax number can contain 0 to 9, "P" (pause), "*," "#", "-", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the **[Pause Key Time]** setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "*" in a fax number. "*" switches the dialing mode from pulse to tone temporarily.
- A message appears if the name you specified already exists in the LAN-Fax Address Book. To register the destination under a different name, click **[No]** and enter a different name. Clicking **[Yes]** allows you to register it under the same name.
- You can partly modify an existing destination and register it as a new one with similar information.

Reference

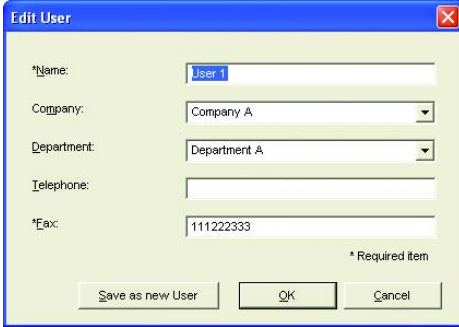
For details about **[Pause Key Time]**, see p.210 "Fax Transmission Settings".

For details about how to register a new destination similar to an existing one, see p.184 "Modifying destinations".

Modifying destinations

This section describes how to modify registered destinations.

- 1 Open the LAN-Fax Address Book, select the destination you want to modify from the [User List], and then click [Edit].



- 2 Modify information as necessary, and then click [OK].

Click [Save as new user] if you want to register a new destination with similar information. This is useful when you want to register a series of destinations that contain similar information. To close the dialog box without modifying the original destination, click [Cancel].

Note

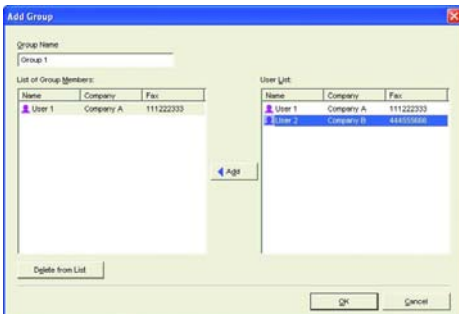
- A message appears if the name you specified already exists in the LAN-Fax Address Book. To register the destination under a different name, click [No] and enter a different name. Clicking [Yes] allows you to register it under the same name.

Registering groups

This section describes how to register groups of destinations.

A group can contain up to 100 individual destinations.

- 1 Open the LAN-Fax Address Book, and then click [Add Group].



- 2 Enter the group name in [Group Name].

- 3** Select the destination you want to include in the group from **[User List]**, and then click **[Add]**.

To delete a destination from a group, select the destination you want to delete from **[List of Group Members]**, and then click **[Delete from List]**.

- 4** Click **[OK]**.

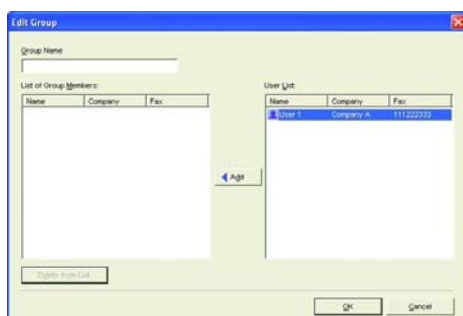
 **Note**

- A group must contain at least one destination.
- A group name must be specified for a group. No two groups can have the same group name.
- A single destination can be included in more than one group.

Modifying groups

This section describes how to modify registered groups.

- 1** Open the LAN-Fax Address Book, select the group you want to modify from the **[User List]**, and then click **[Edit]**.



- 2** To add a destination to the group, select the destination you want to add from **[User List]** and click **[Add]**.

- 3** To delete a destination from the group, select the destination you want to delete from **[List of Group Members]**, and then click **[Delete from List]**.

- 4** Click **[OK]**.

 **Note**

- A message appears if the name you specified already exists in the LAN-Fax Address Book. Click **[OK]** and register it under a different name.

Deleting individual destinations or groups

This section describes how to delete individual destinations or groups from the LAN-Fax Address Book.

- 1** Open the LAN-Fax Address Book, select the destination you want to delete from [User List], and then click [Delete].

A confirmation message appears.

- 2** Click [Yes].

Note

- A destination is automatically deleted from a group if that destination is deleted from the LAN-Fax Address Book. If you are deleting the last destination from a group, a message asking you to confirm the deletion appears. Click [OK] if you want to delete the group.
- Deleting a group does not delete the destinations it contains from the LAN-Fax Address Book.

Exporting/Importing LAN-Fax Address Book data

This section describes how to export or import LAN-Fax Address Book data.

❖ Exporting LAN-Fax Address Book data

LAN-Fax Address Book data can be exported to a file in CSV (Comma Separated Values) format.

❖ Importing LAN-Fax Address Book data

LAN-Fax Address Book data can be imported from files in CSV format. You can import address book data from other applications if the data is saved as a CSV file.

Exporting LAN-Fax Address Book data

Follow this procedure to export LAN-Fax Address Book data.

- 1** Open the LAN-Fax Address Book, and then click [Export].
- 2** Navigate to the location to save the LAN-Fax Address Book data, specify a name for the file, and then click [Save].

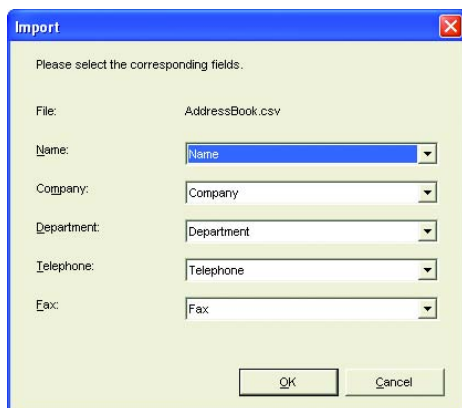
Importing LAN-Fax Address Book data

Follow this procedure to import LAN-Fax Address Book data. To import address book data from other applications, you must select the appropriate items to import.

- 1** Open the LAN-Fax Address Book, and then click [Import].

2 Select the file containing the address book data, and then click [Open].

A screen for selecting the items to import appears.



3 For each field, select an appropriate item from the list.

Select **[*empty*]** for fields for which there is no data to import. Note that **[*empty*]** cannot be selected for **[Name]** or **[Fax]**.

4 Click [OK].

If a destination with the same name is found during the import process, select one of the following operations:

- **[Skip]**: Skips the destination, and imports the remaining data.
- **[Save as new User]**: Imports the current destination as a separate destination under the same name as an existing destination.
- **[Save All as new User]**: Imports the current and subsequent destinations as separate destinations under the same names as existing destinations.
- **[Overwrite]**: Imports the destination, overwriting the data in the LAN-Fax Address Book.
- **[Overwrite All]**: Imports the current and subsequent destinations under the same names as existing destinations, overwriting the data in the LAN-Fax Address Book.
- **[Cancel]**: Cancels the import operation.

If a destination does not contain a name, or invalid characters are used in the telephone number or fax number, select one of the following operations:

- **[Skip]**: Skips the destination, and imports the remaining data.
- **[Save]**: Imports the destination as is.
- **[Save All]**: Imports the current and subsequent destinations as is.
- **[Cancel]**: Cancels the import operation.

Note

- CSV files are exported using Unicode encoding.
- LAN-Fax Address Book data can be imported from CSV files whose character encoding is Unicode or ASCII.
- Group data cannot be exported or imported.
- Up to 1000 destinations can be registered in the Lan-Fax Address Book. If this limit is exceeded during importing, the remaining destinations will not be imported.

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select the destination from the LAN-Fax Address Book or enter the fax number directly. You can send faxes to up to 100 destinations at one time.

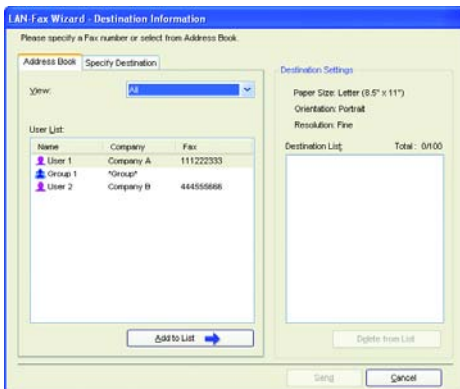
Important

- Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.

1 Open the file you want to send.

2 On the [File] menu, click [Print...].

3 Select the LAN-Fax driver as the printer, and then click [OK].



4 To specify a destination from the LAN-Fax Address Book, select a destination from [User List], and then click [Add to List].

Repeat this step to add more destinations.

5 To directly enter a fax number, click the [Specify Destination] tab.

6 Enter a fax number (up to 40 digits) in [Fax Number], and then click [Add to List].

Repeat this step to add more destinations.

7 Click [Send].

 **Note**

- A fax number can contain 0 to 9, "P" (pause), "✳", "#", "—", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the **[Pause Key Time]** setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "✳" in a fax number. "✳" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in the **[Destination List]**, and then click **[Delete from List]**.
- You can register the fax number you entered in the **[Specify Destination]** tab in the LAN-Fax Address Book. Click **[Save to Address Book]** to open the screen for registering a destination.
- From the **[View]** list, you can select the types of destinations to display.
 - **[All]**: Displays all destinations.
 - **[Group]**: Displays groups only.
 - **[User]**: Displays individual destinations only.
- You can configure transmission settings in the LAN-Fax driver's properties.

 **Reference**

For details about **[Pause Key Time]**, see p.210 "Fax Transmission Settings".

For details about configuring the transmission settings, see p.190 "Configuring Transmission Settings".

Canceling a fax

You can cancel sending a fax using either the machine's control panel or your computer, depending on the status of the job.

Canceling while the machine is receiving a fax from the computer

Cancel the fax from the computer.

- 1** Double-click the printer icon on the task bar of your computer.
- 2** Select the print job you want to cancel, click the **[Document]** menu, and then click **[Cancel]**.

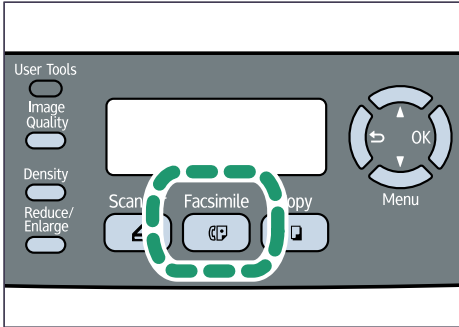
 **Note**

- If the machine is shared by multiple computers, be careful not to cancel the fax of another user.

Canceling while sending a fax

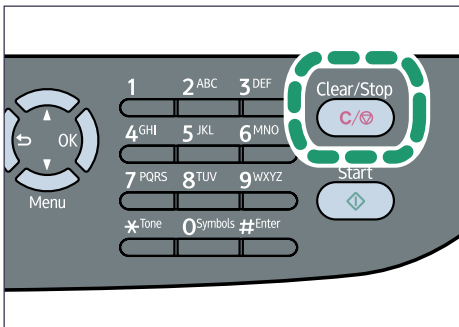
Cancel the fax using the control panel.

- 1** Press the **[Facsimile]** key.



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- 2** Press the **[Clear/Stop]** key.



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Configuring Transmission Settings

This section describes how to configure transmission settings in the LAN-Fax driver's properties.

Properties are set separately for each application.

- 1** On the **[File]** menu, click **[Print...]**.
- 2** Select the LAN-Fax driver as the printer, and then click a button such as **[Advanced Options]** or **[Properties]** to open the driver's properties.

LAN-Fax driver properties dialog box appears.

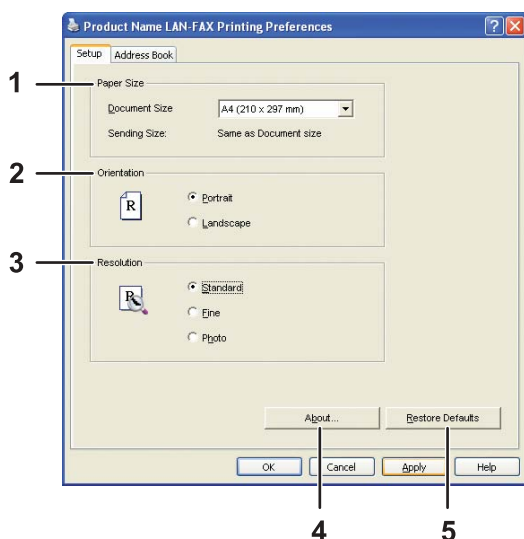
- 3** Click the **[Setup]** tab.
- 4** Configure settings as necessary, and then click **[OK]**.

Reference

For details about settings, see p.191 "Settings you can configure in the LAN-Fax driver's properties".

Settings you can configure in the LAN-Fax driver's properties

This section describes the settings you can configure in the LAN-Fax driver's properties.



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1. Paper size

Specifies the paper size.

- **Document Size**
Specifies the paper size of the document you are sending. If a paper size is specified in the application, that paper size will be used. Otherwise, the paper size specified here will be used.
- **Sending Size**
Displays the actual paper size of the fax that is sent. The actual size of the fax will be A4, if the size of the document being faxed is A3, B4, or smaller than A4. A3/B4 documents will be reduced to sending size automatically.

2. Orientation

Specifies the page orientation.

3. Resolution

Specifies the resolution.

- **Standard**
Select this for a document with normal-sized characters.
- **Fine**
Select this for a document with small print.
- **Photo**
Select this for a document with images such as photographs or shaded drawings.

4. About...

Displays the version of the LAN-Fax driver.

5. Restore Defaults

Restores the settings to their factory defaults.

Note

- ❑ The settings configured here are applicable for the current application only.

Receiving a Fax

This section describes the reception modes and the basic operations for receiving a fax.

Important

- When receiving an important fax, we recommend you confirm the contents of the received fax with the sender.
- The machine may not be able to receive faxes when the amount of free memory space is low.
- If a printing problem occurs, the fax is stored in memory. Stored received documents are printed as soon as the problem is resolved.
- If the machine remains turned off for a certain period of time (for example, when the power switch is turned off or when there is a power failure), all documents stored in memory will be lost. Make sure to print out the stored documents before turning off the power (for example, prior to relocating the machine).

Note

- An external telephone is required to use this machine as a telephone.
- Only A4, Letter, or Legal size paper can be used for printing faxes.
- If tray 2 is installed, you can select which tray to feed paper from in the **[Tray Use: Fax]** setting.

Reference

For details about connecting an external telephone with this machine, see p.44 “Connecting to a Telephone Line”.

For details about **[Tray Use: Fax]**, see p.213 “Fax System Settings”.

Selecting Reception Mode

This section describes how to select the reception mode.

The reception modes are as follows:

❖ **When using the machine only as a fax machine**

Select the following mode when no external telephone or telephone answering device is connected:

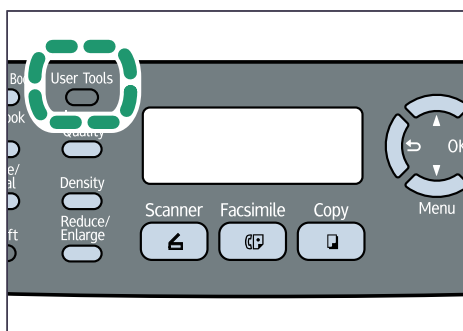
- Fax Only mode (auto reception)
In this mode, the machine is used only as a fax machine and receives faxes automatically.

❖ When using the machine with an external device

Select one of the following modes when an external telephone or telephone answering device is connected:

- Manual mode (manual reception)
In this mode, you must answer calls with an external telephone. If a call is a fax call, you have to start the fax reception manually.
- Fax Only mode (auto reception)
In this mode, the machine automatically answers all incoming calls in fax reception mode.
- FAX/TEL mode (auto reception)
In this mode, you can answer phone calls with an external telephone and receive faxes automatically.
- FAX/TAD mode (auto reception)
In this mode, you can use the machine with an external telephone answering device.

1 Press the [User Tools] key.



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2 Press the [▲][▼] keys to select [Fax Settings], and then press the [OK] key.

3 Press the [▲][▼] keys to select [RX Settings], and then press the [OK] key.

4 Press the [▲][▼] keys to select [RX Mode], and then press the [OK] key.

5 Press the [▲][▼] keys to select the desired reception mode, and then press the [OK] key.

6 Confirm the setting, and then press the [↵] key.

7 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [**↶**] key to exit to the previous level of the menu tree.
- In FAX/TAD mode, the machine automatically starts to receive faxes after the external telephone answering device rings the number of times specified in [**Overall Ringings w/ TAD**] under [**Fax Settings**]. Make sure to set the external telephone answering device to answer calls before the machine starts to receive faxes.

 **Reference**

For details about [**Overall Ringings w/ TAD**], see p.213 “Fax System Settings”.

Receiving a Fax in Manual Mode

This section describes the basic operation for receiving a fax when the reception mode is set to Manual mode.

1 Pick up the handset of the external telephone to answer the call.

A normal telephone call starts.

2 When you hear a fax calling tone or no sound, press the [**Facsimile**] key, and then press the [**Start**] key.**3** Press [**3**].**4** Press the [**Start**] key.**5** Replace the handset.

Receiving a Fax in Fax Only Mode

When the reception mode is set to Fax Only mode, the machine automatically answers all incoming calls in fax reception mode.

 **Note**

- You can specify the number of times the machine rings before answering a call in the [**Ring Count Delay**] setting under [**Fax Settings**].
- If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone or no sound, receive the fax manually.

 **Reference**

For details about [**Ring Count Delay**], see p.213 “Fax System Settings”.

For details about manually receiving a fax, see p.194 “Receiving a Fax in Manual Mode”.

Receiving a Fax in FAX/TEL Mode

When the reception mode is set to FAX/TEL mode, the machine receives a fax automatically if the incoming call is a fax call and rings when it receives voice calls.

- ① When there is an incoming call, the machine tries to detect a fax calling tone for five seconds.
If a fax calling tone is detected, the machine starts to receive the fax automatically.
- ② If a fax calling tone is not detected, the machine starts to ring, and continues to try to detect a fax calling tone for the period of time specified in **[F/T Ring Time]** under **[Fax Settings]**.
 - If a fax calling tone is detected, or if you do not pick up the handset, the machine starts to receive the fax automatically.
 - To start a normal telephone call, pick up the handset, press the **[Facsimile]** key, and then press the **[Clear/Stop]** key. If you hear a fax calling tone or no sound, receive the fax manually.
 - If you pick up the handset but the time specified in **[F/T Ring Time]** passes before a normal telephone call starts, the machine starts to receive the fax automatically.

Note

- After you pick up the handset to answer a call, make sure to press the **[Facsimile]** key to activate fax mode before pressing the **[Clear/Stop]** key. If the machine is not in fax mode, pressing the **[Clear/Stop]** key will not let you start a normal telephone call.

Reference

For details about **[F/T Ring Time]**, see p.213 “Fax System Settings”.

For details about manually receiving a fax, see p.194 “Receiving a Fax in Manual Mode”.

Receiving a Fax in FAX/TAD Mode

When the reception mode is set to FAX/TAD mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically.

- ① When there is an incoming call, the external telephone answering device rings the number of times specified in **[Overall Ringings w/ TAD]** under **[Fax Settings]**. If the external telephone answering device does not answer, the machine starts to receive the fax automatically.
- ② If the external telephone answering device answers, the machine monitors silence on the line for 30 seconds (silence detection).
 - If a fax calling tone or no sound is detected, the machine starts to receive the fax automatically.
 - If a voice is detected, a normal telephone call starts. The external telephone answering device records messages.

Note

- You can manually receive a fax during silence detection.
- Silence detection does not terminate for 30 seconds even if the external telephone answering device goes on-hook, unless you press the **[Clear/Stop]** key and disconnect the call.

Reference

For details about manually receiving a fax, see p.194 “Receiving a Fax in Manual Mode”.

For details about **[Overall Ringings w/ TAD]**, see p.213 “Fax System Settings”.

7. Configuring the Machine Using the Control Panel

This chapter describes how to configure and adjust the machine's operational settings using the control panel.

The machine can be operated using its default, but the configuration can be changed depending on the needs of the user. Changes to settings are stored even if the machine is turned off.

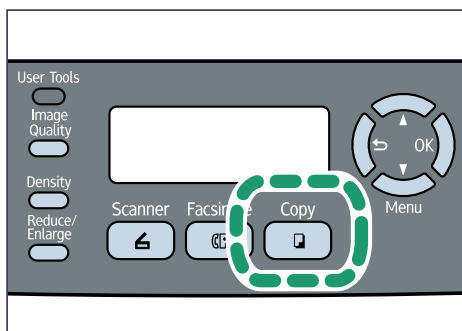
Basic Operation Using the Menu Screen

This section describes the basic procedure for specifying and changing the machine's settings.

If you want to configure the machine's system settings, press the **[User Tools]** key. If you want to configure the settings of machine's current operation mode, press any menu key.

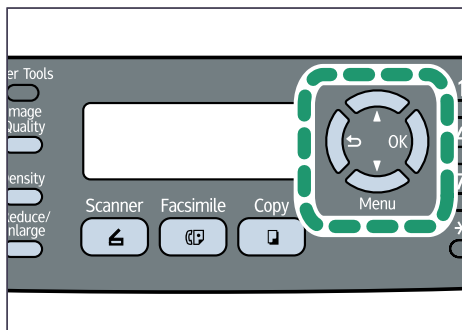
The procedure for changing the copy quality setting is provided as an example.

- 1** Press the **[Copy]** key.



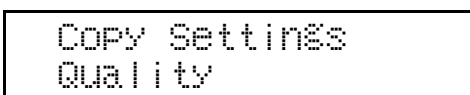
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- 2** Press any menu key.

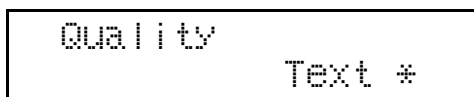


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- 3** Press the **[▲]****[▼]** keys to select **[Quality]**, and then press the **[OK]** key.



- 4 Press the [▲][▼] keys to select the document type of the original, and then press the [OK] key.



The new setting is displayed with a “*” symbol, indicating that the setting has been changed.

- 5 Confirm the setting, and then press the [↵] key.
- 6 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.

Menu Chart

This section lists the parameters included in each menu.

Important

- Some items might not appear, depending on the model type you are using.
- Some items can also be configured using Web Image Monitor.

❖ Copy Settings (Menu key setting)

Paper Select
Sort
Quality
Density
Reduce/Enlarge
Duplex Copy

❖ Scan Settings (Menu key setting)

Document Size
Multi Page in A Document
Limitless Scan
Color Compressed Ratio
Resolution
Density
Limitation Of Size Of Mail
Color Mode

❖ Fax Transmission Settings (Menu key setting)

Immediate TX
Resolution
Density
Pause Key Time
Auto Redial
Transmitter Header

❖ **Fax System Settings ([User Tools] key setting)**

RX Settings
Tray Settings
Delete Document
Comm Settings
Report Settings

❖ **Fax Directory ([User Tools] key setting)**

Quick Dial Entry
Speed Dial Entry

❖ **Machine Settings ([User Tools] key setting)**

Speaker Volume
Paper Settings
I/O Timeout
Auto Continue
Toner Saver Mode
Cartridge&Parts
Scanner Carriage
Low Humidity Mode
Scan Warm-up Time
User Registration

❖ **Network Settings ([User Tools] key setting)**

Ethernet
IP Configuration

❖ **Reports Print ([User Tools] key setting)**

Configuration Page
Activity Report
Memory List
Quick Dial List
Speed Dial List
Scan Directory List
Scan Transmission Log
Maintenance Page

❖ **Admin Settings ([User Tools] key setting)**

Date/Time Setup
User Settings
TEL Line Type
PBX Selection
PBX Access Digit
Default Mode
Auto Clear
Power Saver
Display Language
Country Code
Setting Default
Admin Menu Lock

❖ **PDL Settings ([User Tools] key setting)**

Paper Input
List Print
System
PCL Menu
PS Menu

🔍 **Reference**

For details about configuring the machine using Web Image Monitor, see p.243 “Configuring the Machine Using Web Image Monitor”.

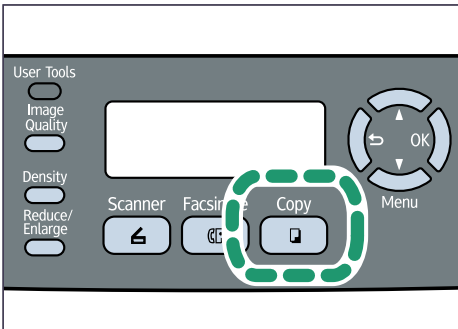
Copy Settings

This section describes how to configure the copy settings.

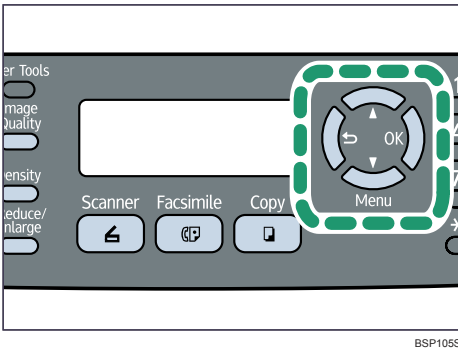
Changing Copy Settings

The procedure for changing the sort copy setting is provided as an example.

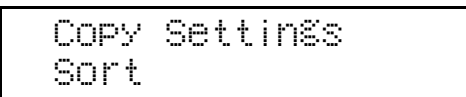
1 Press the [Copy] key.



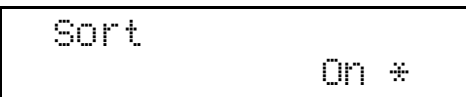
2 Press any menu key.



3 Press the [▲][▼] keys to select [Sort], and then press the [OK] key.



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



The new setting is displayed with an “*” symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [↵] key.

6 Press the **[Clear/Stop]** key to return to the initial screen.

 **Note**

- You can press the **[↶]** key to exit to the previous level of the menu tree.

Copy Setting Parameters

This section describes the copy setting parameters.

 **Important**

- Some items might not appear, depending on the model type you are using.

❖ **Paper Select**

Specifies the paper size used for printing copies.

When a tray is selected, the machine prints from that tray only.

When a paper size is selected, the machine prints from a tray that contains the paper of the specified size. If there are multiple matching trays and the current tray runs out of paper, the machine automatically switches to another tray to continue printing. If all trays run out of paper, reload paper.

If tray 2 is not installed, only **[Tray1]** and **[Bypass Tray]** appear.

Default: **[Tray1]**

- Tray1
- Tray2
- Bypass Tray
- A4
- LTR

❖ **Sort**

Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).

Default: **[Off]**

- On
- Off

❖ **Quality**

Specifies the content of originals, to optimize copy quality.

Default: **[Mixed]**






- Text
Select this when the original contains only text and no photographs or pictures.
- Photo
Select this when the original contains photographs or pictures. Use this mode for the following types of original:
 - Photographs
 - Pages that are entirely or mainly photographs or pictures, such as magazine pages.

- Mixed
Select this when the original contains both text and photographs or pictures.

❖ **Density**

Specifies the image density for photocopying.

Default: 

-  (Lightest)
- 
- 
- 
-  (Darkest)

❖ **Reduce/Enlarge**

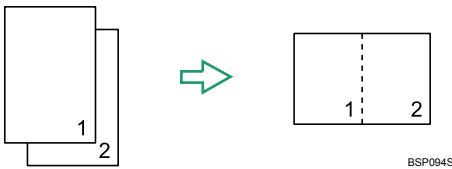
Specifies a combined copy, or the percentage by which copies are enlarged or reduced.

Default: 100%

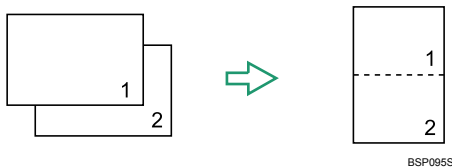
- 50%
- 65% (model only)
- 71% (model only)
- 78% (model only)
- 82% (model only)
- 93%
- 100%
- 2in1

Select this to photocopy two pages of an original onto a single sheet of paper. When selecting this option, also select the orientation.

- Portrait

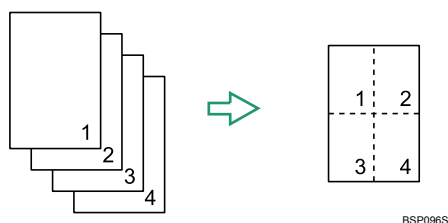


- Landscape

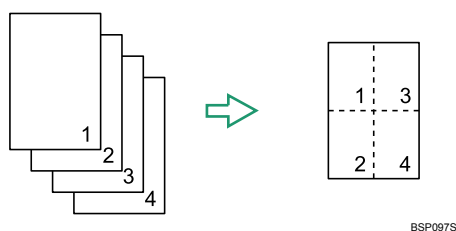


- **4in1**
Select this to photocopy four pages of an original onto a single sheet of paper. When selecting this option, also select the orientation and layout.

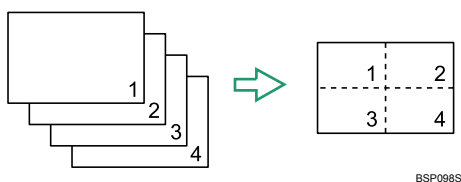
- **Portrait Row**



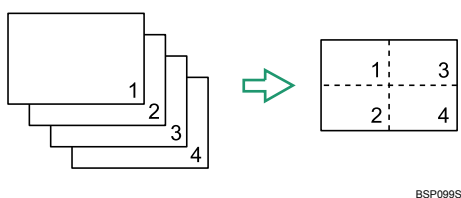
- **Portrait Column**



- **Landscape Row**



- **Landscape Column**



- 122% (**220-240V** model only)
- 129% (**120V** model only)
- 141% (**220-240V** model only)
- 155% (**120V** model only)
- 200%
- 400%
- **ID Card Copy**
Sets the machine to copy the front and back sides of an ID card, or other small document, onto the front of a single sheet of paper.
Note that enabling this setting automatically disables the **[Duplex Copy]** setting.
- Custom 25-400%

❖ **Duplex Copy**

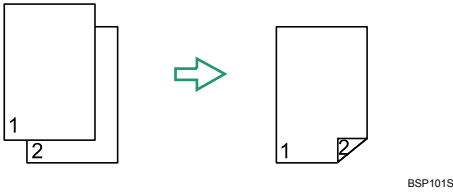
Sets the machine to make 2-sided copies by copying single-sided documents onto the front and back sides of each sheet.

This function is only available for the Type 2 model.

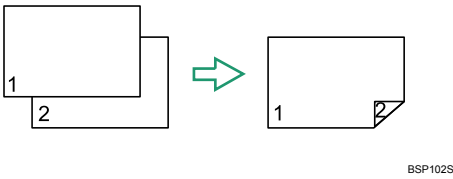
Note that enabling this setting automatically disables the **[ID Card Copy]** setting.

Default: **[Off]**

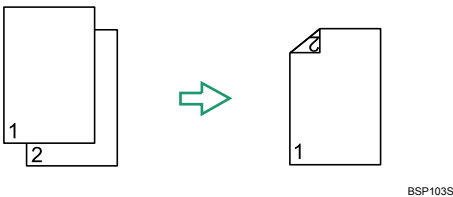
- Off
- Top to Top
Select this to make 2-sided copies in top-to-top copy orientation. Also, select portrait or landscape for the orientation of the original.
 - Portrait



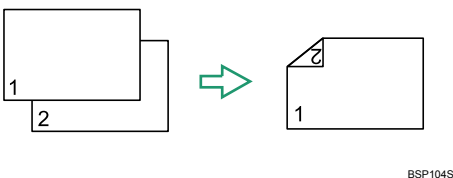
- Landscape



- Top to Bottom
Select this to make 2-sided copies in top-to-bottom copy orientation. Also, select portrait or landscape for the orientation of the original.
 - Portrait



- Landscape



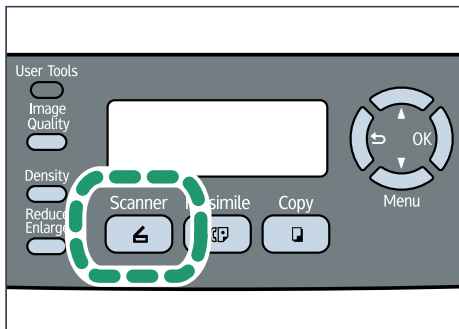
Scanner Settings

This section describes how to configure the scanner settings.

Changing Scanner Settings

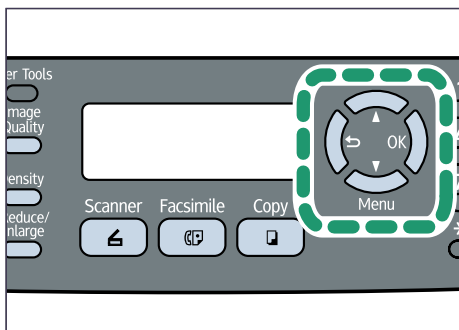
The procedure for changing the setting for creating a single file containing multiple pages is provided as an example.

- 1 Press the **[Scanner]** key.



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- 2 Press any menu key.



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- 3 Press the **[▲]****[▼]** keys to select **[Multi Page in A Document]**, and then press the **[OK]** key.



- 4 Press the **[▲]****[▼]** keys to select **[Yes]** or **[No]**, and then press the **[OK]** key.



The new setting is displayed with an “*” symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [↵] key.

6 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.

Scanner Setting Parameters

This section describes the scanner setting parameters.

 **Important**

- Some items might not appear, depending on the model type you are using.

❖ **Document Size**

Specifies the scanning size according to the size of the original.

Default: [LTR 8.5x11], [A4 210x297]

- LGL 8.5x14, LTR 8.5x11, STMT 8.5x5.5, EXEC 7.25x10.5, A4 210x297, B5 182x257, A5 210x148, Custom

❖ **Multi Page in A Document**

Sets the machine to create a single file containing all pages when scanning multiple pages.

Note that a scanned file can contain multiple pages only when the file format is PDF or TIFF. If the file format is JPEG, a single-page file is created for each scanned page.

Default: [Yes]

- Yes
- No

❖ **Limitless Scan**

Sets the machine to request next originals when scanning with the exposure glass.

Default: [Off]

- On
- Off

❖ **Color Compressed Ratio**

Specifies the color compression ratio for JPEG files. The lower the compression ratio, the higher the quality but greater the file size.

Default: [Medium]

- Low
- Medium
- High

❖ Resolution

Specifies the resolution for scanning the original.






Default: **[300x300 dpi]**

- 100x100 dpi
- 150x150 dpi
- 200x200 dpi
- 300x300 dpi
- 400x400 dpi
- 600x600 dpi

❖ Density

Specifies the image density for scanning originals.

Default: 

-  (Lightest)
- 
- 
- 
-  (Darkest)

❖ Limitation Of Size Of Mail

Specifies the maximum size of a file that can be sent by e-mail.

Default: **[1 MB]**

- 1 MB
- 2 MB
- 3 MB
- 4 MB
- 5 MB
- No Limit

❖ Color Mode

Specifies the scanning mode using the control panel.

Default: **[Mono]**

- Mono
The machine creates 1-bit black-and-white images. Images contain only black and white colors.
- Grayscale
The machine creates 8-bit black-and-white images. Images contain black and white, and intermediate gray colors.
- Color
The machine creates 8-bit color images. Images are full color.

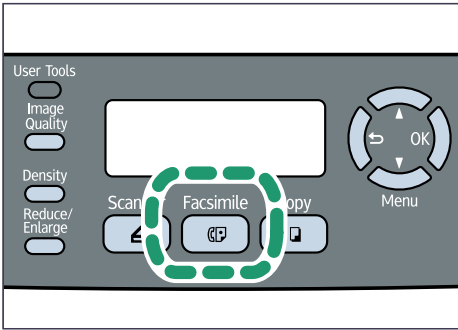
Fax Transmission Settings

This section describes how to configure the fax transmission settings.

Changing Fax Transmission Settings

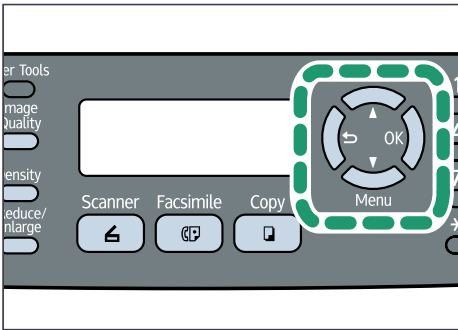
The procedure for setting the resolution for scanning the original is provided as an example.

1 Press the [Facsimile] key.



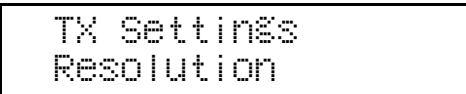
BSP046S

2 Press any menu key.

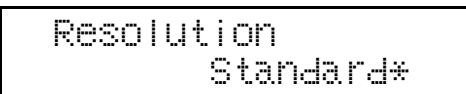


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3 Press the [▲][▼] keys to select [Resolution], and then press the [OK] key.



4 Press the [▲][▼] keys to select the desired resolution, and then press the [OK] key.



The new setting is displayed with an “*” symbol, indicating that the setting has been changed.

5 Confirm the setting, and then press the [↵] key.

6 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.

Fax Transmission Setting Parameters

This section describes fax transmission setting parameters.

❖ Immediate TX

Sets the machine to send a fax immediately when the original is scanned.

Default: **[Off]**

- Off
Select this when using Memory Transmission.
- On
Select this when using Immediate Transmission.
- Next Fax Only
Select this when using Immediate Transmission for the next transmission only.

❖ Resolution

Specifies the resolution to use for scanning originals.

Default: **[Standard]**

- Standard
Select this when the original is a printed or typewritten document with normal-sized characters.
- Fine
Select this when the original is a document with small print.
- Photo
Select this when the original contains images such as photographs or shaded drawings.

❖ Density

Specifies the image density to use for scanning originals.

Default: **[Normal]**

- Light
- Normal
- Dark

❖ Pause Key Time

Specifies the length of pause time when a pause is inserted between the digits of a fax number.

Default: **3 seconds**

- 1 to 15 seconds, in 1 second increments

❖ **Auto Redial**

Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs, if the machine is in Memory Transmission mode. The number of redial attempts is preset to two or three times, depending on the **[Country Code]** setting under **[Admin Settings]**, in five-minute intervals.

Default: **[On]**

- Off
- On

❖ **Transmitter Header**

Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and number, job ID, and page information.

Default: **[On]**

- Off
- On

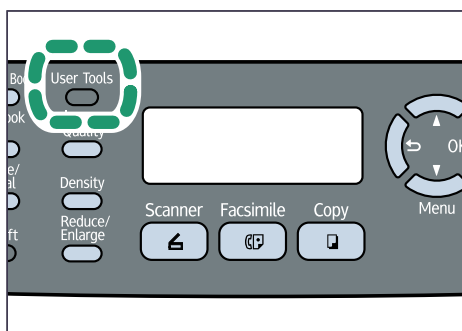
Fax System Settings

This section describes how to configure the fax system settings.

Changing Fax System Settings

The procedure for setting the tray for printing faxes is provided as an example.

- 1 Press the **[User Tools]** key.



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- 2 Press the **[▲][▼]** keys to select **[Fax Settings]**, and then press the **[OK]** key.
- 3 Press the **[▲][▼]** keys to select **[Tray Settings]**, and then press the **[OK]** key.
- 4 Press the **[▲][▼]** keys to select **[Tray Use: Fax]**, and then press the **[OK]** key.
- 5 Press the **[▲][▼]** keys to select the desired tray, and then press the **[OK]** key.

The new setting is displayed with an “✱” symbol, indicating that the setting has been changed.

- 6 Confirm the setting, and then press the **[↵]** key.
- 7 Press the **[Clear/Stop]** key to return to the initial screen.

Note

- You can press the **[↵]** key to exit to the previous level of the menu tree.

Fax System Setting Parameters

This section describes fax system setting parameters.

❖ RX Settings (Reception Settings)

Specifies the settings for receiving a fax.

- RX Mode

Specifies the reception mode.

Default: **[Fax Only]**

- Fax Only

The machine automatically answers all incoming calls in fax reception mode.

- Manual

The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes.

- FAX/TAD

The machine receives faxes automatically when a fax call is received. Otherwise, the connected telephone answering device answers the call.

- FAX/TEL

The machine receives faxes automatically when a fax call is received. Otherwise, the machine starts to ring.

- Auto Reduction

Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper.

Note that the machine only reduces the size down to 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.

Default: **[On]**

(Default may be **[Off]** depending on the **[Country Code]** setting under **[Admin Settings]**.)

- Off

- On

- Ring Count Delay

Specifies the number of times the machine rings before it starts to receive faxes in Fax Only mode.

Default: **3** times

- 3 to 5 times, in increments of 1

- F/T Ring Time

Specifies the length of time the machine tries to detect the fax calling tone in FAX/TEL mode.

Default: **15** seconds

- 5 to 99 seconds, 1 second increments

- Overall Ringings w/ TAD

Specifies the number of times the external telephone answering device rings before the machine starts to receive faxes in FAX/TAD mode.

Default: **5** times

- 1 to 20 times, in increments of 1

❖ Tray Settings

- **Tray Use: Fax**
Specifies the tray for printing received faxes. Note that only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size.
If tray 2 is not installed, only **[Tray1 Only]** appears.
Default: **[Auto]**
 - **Auto**
The machine uses tray 1 and tray 2 if they contain paper of the same size. In this case, the machine starts to print from tray 1. If tray 1 runs out of paper, the machine automatically switches to tray 2 to continue printing. If tray 2 runs out of paper, load paper in tray 1.
 - **Tray1 Only**
 - **Tray2 Only**

❖ Delete Document

Deletes unsent fax jobs remaining in the machine's memory. This function is only performed when selected.

- **Memory Job Clear**
To delete a fax job, select the desired job, and then select **[Clear]**. Selecting **[Not Clear]** exits to the previous level of the menu tree without deleting the fax job.
- **All Clear**
To delete the fax jobs, select **[Clear]**. Selecting **[Not Clear]** exits to the previous level of the menu tree without deleting the fax job.

❖ Comm Settings

- **ECM TX**
Sets the machine to automatically resend parts of the data that are lost during transmission.
Default: **[On]**
 - Off
 - On
- **ECM RX**
Sets the machine to automatically receive parts of the data that are lost during reception.
Default: **[On]**
 - Off
 - On
- **Dial Tone Detect**
Sets the machine to detect a dial tone before the machine begins to dial the destination automatically.
Default: **[Detection]**
 - Detection
 - Not Detection

- TX Speed
Specifies the transmission speed for the fax modem.
Default: **[33.6 Kbps]**
 - 33.6 Kbps
 - 14.4 Kbps
 - 9.6 Kbps
 - 7.2 Kbps
 - 4.8 Kbps
 - 2.4 Kbps
- RX Speed
Specifies the reception speed for the fax modem.
Default: **[33.6 Kbps]**
 - 33.6 Kbps
 - 14.4 Kbps
 - 9.6 Kbps
 - 7.2 Kbps
 - 4.8 Kbps
 - 2.4 Kbps

❖ Report Settings

- TX Report
Sets the machine to print a transmission report automatically after a fax transmission.
When the machine is in Immediate Transmission mode, the image of the original will not be reproduced on the report, even if **[Error Only Img]** or **[Always Prt Img]** is selected.
Default: **[Always Prt Img]**
 - Error Only
Prints a report when a transmission error occurs.
 - Error Only Img
Prints a report with an image of the original when transmission error occurs.
 - Always Printed
Prints a report for every fax transmission.
 - Always Prt Img
Prints a report with an image of the original for every fax transmission.
 - Not Printed
- Activity Report
Sets the machine to print an activity report automatically for every 100 fax jobs (both sent and received).
Default: **[Auto Print]**
 - Auto Print
 - Not Printed

Fax Directory Settings

This section describes the fax Quick Dial/Speed Dial settings.

Registering Fax Destinations in Fax Quick Dial/Speed Dial

Register fax destinations in the Address Book using this menu.

Note

- A password for accessing the **[Fax Directory]** menu can be specified in **[Admin Menu Lock]**.

Reference

For details about the procedure for registering fax destinations, see p.160 “Registering Fax Destinations Using the Control Panel”.

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

Fax Directory Parameters

❖ Quick Dial Entry

Specifies the fax number and name for Quick Dial entries. You can register up to 20 Quick Dial entries.

- 01 to 20
 - Fax # Entry
Specifies the fax number for Quick Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, “*”, “#”, and space.
 - Fax Name Entry
Specifies the name for Quick Dial entries. The name can contain up to 20 characters.

❖ Speed Dial Entry

Specifies the fax number and name for Speed Dial entries. You can register up to 50 Speed Dial entries.

- 01 to 50
 - Fax # Entry
Specifies the fax number for Speed Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, “*”, “#”, and space.
 - Fax Name Entry
Specifies the name for Speed Dial entries. The name can contain up to 20 characters.

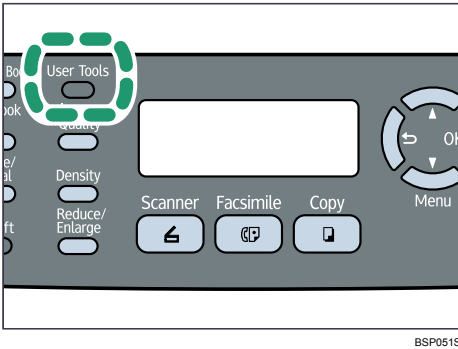
Machine Settings

This section describes the machine's operational settings.

Changing Machine Settings

The procedure for changing the volume of the keypad tone is provided as an example.

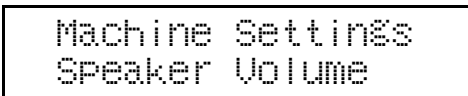
- 1 Press the [User Tools] key.



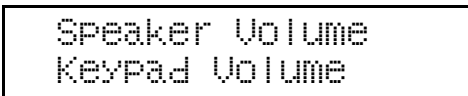
- 2 Press the [▲][▼] keys to select [Machine Settings], and then press the [OK] key.



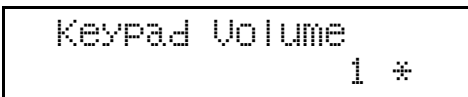
- 3 Press the [▲][▼] keys to select [Speaker Volume], and then press the [OK] key.



- 4 Press the [▲][▼] keys to select [Keypad Volume], and then press the [OK] key.



- 5 Press the [▲][▼] keys to change the volume, and then press the [OK] key.



The new setting is displayed with an “*” symbol, indicating that the setting has been changed.

6 Confirm the setting, and then press the [↵] key.

7 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- You can press the [↵] key to exit to the previous level of the menu tree.

Machine Setting Parameters

This section describes the machine setting parameters.

 **Important**

- Some items might not appear, depending on the model type you are using.

❖ **Speaker Volume**

Specifies the volume of the sounds produced by the machine.

Default: 1 for [Keypad Volume], and 2 for other parameters.

- Keypad Volume
Specifies the volume of the beep that sounds when a key is pressed.
 - 0(Off)
 - 1
 - 2
 - 3
- Ring Volume
Specifies the volume of the ring when a call is received.
 - 0(Off)
 - 1
 - 2
 - 3
- Line Mon. Vol
Specifies the volume of the sound from the speaker during on hook mode.
 - 0(Off)
 - 1
 - 2
 - 3
- Job End Tone Vol
Specifies the volume of the beep that sounds when a job is complete.
 - 0(Off)
 - 1
 - 2
 - 3

- Job Error Tone Vol
Specifies the volume of the beep that sounds when a job error occurs.
 - 0(Off)
 - 1
 - 2
 - 3
- Alarm Volume
Specifies the volume of the alarm that sounds when a transmission error or other alert occurs.
 - 0(Off)
 - 1
 - 2
 - 3

❖ Paper Settings

- Paper Type
Specifies the paper type for each tray.
The setting for tray 2 appears only when it is installed.
Default for all trays: **[Plain Paper]**
 - Tray1 Paper
Thin Paper(52-64g/m²), Plain Paper, Recycled, Color, Letterhead, Pre-printed, Prepunched, Label Paper, Bond Paper, Cardstock, Thick Paper 1(100-130g/m²), Thick Paper 2(131-162g/m²)
 - Tray2 Paper
Thin Paper(52-64g/m²), Plain Paper, Recycled, Color, Letterhead, Pre-printed, Prepunched, Thick Paper 1(100-130g/m²)
 - Bypass Tray
Thin Paper(52-64g/m²), Plain Paper, Recycled, Color, Letterhead, Pre-printed, Prepunched, Label Paper, Bond Paper, Cardstock, Envelope, Thick Paper 1(100-130g/m²), Thick Paper 2(131-162g/m²), OHP
- Paper Size
Specifies the paper size for each tray.
Default for all trays: **[Letter]**, **[A4]**
 - Tray1
A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8×13, 8.5×13, Folio, 16K, Custom
 - Tray2
A4, B5 JIS, A5, Legal, Letter, Half Letter-S
 - Bypass Tray
A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 16K, Com10, Monarch, C5 Env, C6 Env, DL Env, Custom

❖ I/O Timeout

- Fixed USB Port

If you have multiple machines of the same model, connecting a computer via USB to any machine other than the one originally used for installing the printer/LAN-Fax driver under a USB connection will start up the computer's Plug and Play function.

Select **[Off]** for this setting if you do not want the computer to recognize another machine of the same model as a new device. This will prevent the computer's Plug and Play function starting up, and allow the current driver to be used without it having to be re-installed.

Default: **[On]**

- Off
- On

- USB

Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via USB. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

Default: 60 seconds

- 15 sec
- 60 sec
- 300 sec

- Network

Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via network. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

Default: 60 seconds

- 15 sec
- 60 sec
- 300 sec

- Locked Print

Specifies how many seconds the machine holds a new Locked Print file, when the machine cannot store any more Locked Print files. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.

Default: 60 seconds

- 0 to 300 seconds, in increments of 1 second

- **Restrict User**
Specifies how many seconds a user stays authenticated after paper is output when copying with the exposure glass. Note that authentication automatically expires immediately after copying using the ADF, sending a fax, or scanning using the control panel.
This setting appears only when the user restriction function is enabled via Web Image Monitor.
Default: 30 seconds
 - 5 to 60 seconds, in increments of 1 second

❖ **Auto Continue**

Sets the machine to ignore an error with paper size or type and continue printing. The printing stops temporarily when an error is detected, and restarts automatically after ten seconds.

Default: **[Off]**

- On
- Off

❖ **Toner Saver Mode**

Sets the machine to print using a reduced amount of toner.

Default: **[Off]**

- On
- Off

❖ **Cartridge&Parts**

Displays information about consumables.

- **Print Cartridge**
Displays the remaining amount of toner.
 - **Black Life**
████████ (New), ████████, ████████, ████████, ████████, ████████ (Needs replacing)
- **Fuser Unit**
 - **Fuser Unit Life**
Displays the remaining life of the fusing unit.
████████ (New), ████████, ████████, ████████, ████████, ████████ (Needs replacing)
- **Transfer Roller**
 - **Transfer Roller Unit Life**
Displays the remaining life of the transfer roller unit.
████████ (New), ████████, ████████, ████████, ████████, ████████ (Needs replacing)
- **Paper Feed Roller**
 - **Paper Feed Roller Unit Life**
Displays the remaining life of the paper feed roller unit.
████████ (New), ████████, ████████, ████████, ████████, ████████ (Needs replacing)

❖ **Scanner Carriage**

Returns the scanning unit inside the machine to its original position. Before transporting the machine, use this function to return the scanning unit to its original position.

- Move To Lock
 - **[Not Execute]**
Exits to the previous level of the menu tree without returning the scanning unit to its original position.
 - **[Execute]**
Returns the scanning unit to its original position.

❖ **Low Humidity Mode**

If the machine is used in a room where humidity level is low, black lines of a few millimeters thick may appear on printouts with 75-millimeter spaces in between. Selecting **[On]** for this setting may prevent these lines from appearing (wait for about one day until this setting becomes effective). Note that when this setting is enabled, the machine automatically performs self-maintenance in every 10 minutes.

Default: **[Off]**

- Off
- On

❖ **Scan Warm-up Time**

If the machine is used in a room where the temperature is low, the machine may not be able to scan originals clearly. Selecting **[Longer]** for this setting may improve the scanning quality.

Default: **[Normal]**

- Normal
Select this if the room temperature is about 19 °C (66.2 °F) or higher.
- Longer
Select this if the room temperature is about 18 °C (64.4 °F) or lower. This prolongs the warm-up time for the machine's scanning unit by about 10 seconds.

❖ **User Registration**

Adjust the registration of each tray if necessary. You can adjust the registration value (mm) between -15 and +15 in 1 mm increments.

[Horiz. Tray2] and **[Vert. Tray2]** appear only when tray 2 is installed.

[Horiz. Dup. Back] and **[Vert. Dup. Back]** appear only for the Type 2 model.

Default: 0 for all parameters

- Horiz. Tray1
Select this to adjust the tray 1 registration horizontally.
- Vert. Tray1
Select this to adjust the tray 1 registration vertically.
- Horiz. Tray2
Select this to adjust the tray 2 registration horizontally.

- Vert. Tray2
Select this to adjust the tray 2 registration vertically.
- Horiz. Bypass
Select this to adjust the bypass tray registration horizontally.
- Vert. Bypass
Select this to adjust the bypass tray registration vertically.
- Horiz. Dup. Back
Select this to adjust the duplex back side registration horizontally.
- Vert. Dup. Back
Select this to adjust the duplex back side registration vertically.

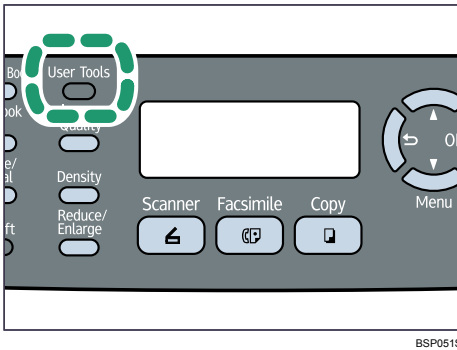
Network Settings

This section describes the network settings.

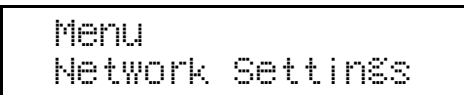
Changing Network Settings

The procedure for changing the network speed is provided as an example.

- 1 Press the [User Tools] key.

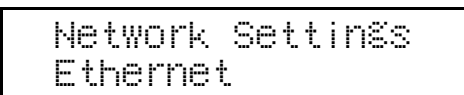


- 2 Press the [▲][▼] keys to select [Network Settings], and then press the [OK] key.

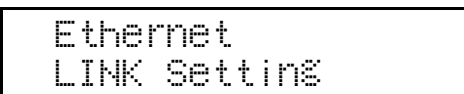


- 3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

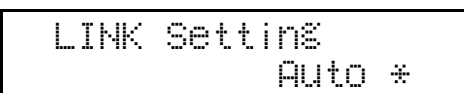
- 4 Press the [▲][▼] keys to select [Ethernet], and then press the [OK] key.



- 5 Press the [▲][▼] keys to select [LINK Setting], and then press the [OK] key.



- 6 Press the [▲][▼] keys to select the network speed, and then press the [OK] key.



The new setting is displayed with an “*” symbol, indicating that it is now the default.

7 Confirm the setting, and then press the [↵] key.

8 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- A password for accessing the [Network Settings] menu can be specified in [Admin Menu Lock].
- You can press the [↵] key to exit to the previous level of the menu tree.

 **Reference**

For details about [Admin Menu Lock], see p.233 “Administrator Settings”.

Network Setting Parameters

This section describes the network setting parameters.

❖ **Ethernet**

- **MAC**
Displays the machine's MAC address.
- **LINK Status**
Displays the current Ethernet speed setting.
 - 100M Full Duplex
 - 100M Half Duplex
 - 10M Full Duplex
 - 10M Half Duplex
 - IP not ready
Appears when a network cable is not connected.
- **LINK Setting**
Specifies the speed for Ethernet communication. Select a speed that matches your network environment.
For most networks, the default setting is the optimum setting.
Default: **[Auto]**
 - Auto
 - 100M Full Dup
 - 100M Half Dup
 - 10M Full Dup
 - 10M Half Dup

❖ IP Configuration

- DHCP Activated

Sets the machine to receive its IP address, subnet mask, and default gateway address automatically from a DHCP server.

When DHCP is used, you cannot specify the IP address, subnet mask, or default gateway address manually.

Default: **[On]**

- On
- Off

- IP Address

Specifies the machine's IP address when DHCP is not used.

Use this menu to check the current IP address when DHCP is used.

Default: **192.0.0.192**

- Subnet Mask

Specifies the machine's subnet mask when DHCP is not used.

Use this menu to check the current subnet mask when DHCP is used.

Default: **255.255.255.0**

- Gateway

Specifies the machine's default gateway address when DHCP is not used.

Use this menu to check the current default gateway address when DHCP is used.

Default: **192.0.0.192**

- IP Source

Displays the IP address acquisition method.

Default: **[Default IP]**

- DHCP
- AUTO IP
- Manual
- Default IP

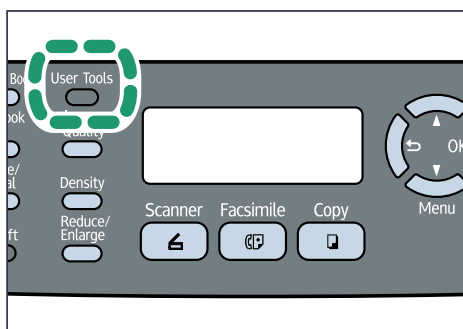
Reports Print

This section describes the types of reports that can be printed.

Printing the Configuration Page

Follow the procedure below to print the configuration page.

- 1 Press the **[User Tools]** key.



BSP051S

- 2 Press the **[▲]****[▼]** keys to select **[Reports Print]**, and then press the **[OK]** key.

7



- 3 Press the **[▲]****[▼]** keys to select **[Configuration Page]**, and then press the **[OK]** key.



The configuration page is printed.

Types of Report

- ❖ **Configuration Page**
Prints general information and the current configurations of the machine.
- ❖ **Activity Report**
Prints a fax transmission and reception report for the last 100 jobs.
- ❖ **Memory List**
Prints a list of unsent fax jobs remaining in the machine's memory.
- ❖ **Quick Dial List**
Prints a list of scan and fax Quick Dial entries.

❖ Speed Dial List

Prints a list of Speed Dial entries.

- No Sort
Prints the list with the entries sorted by Speed Dial registration number.
- Sort By Name
Prints the list with the entries sorted by name.

❖ Scan Directory List

Prints a list of scan destinations.

❖ Scan Transmission Log

Prints a scan transmission report.

❖ Maintenance Page

Prints the maintenance page.

Reading the Configuration Page

❖ Device Info

- Model Name
Shows the machine model name.
- Serial Number
Shows the serial number assigned to the machine by the manufacturer.
- Memory Size
Shows the total amount of memory installed on the machine.
- Firmware Version
Shows the version of the machine's firmware.
- Engine FW Version
Shows the version of firmware for the machine engine.

❖ Tray Info

“Tray 2” appears only when it is installed.

- Bypass Tray
Shows paper size and type settings.
- Tray 1
Shows paper size and type settings.
- Tray 2
Shows paper size and type settings.

❖ Cartridge & Parts Information

Shows the information about supply levels.

- Black Toner
- Fuser Unit
- Transfer Roller
- Paper Feed Roller

❖ **Counter Info**

- Total Mode
- Print Mode
- Scan Mode
- Fax Mode
- Copy Mode
- Both Sides

❖ **Network Info**

Shows the settings for the following items:

- MAC Address
- Network Speed
- TCP/IP
- SNMP
- Email
 - Email Enable
 - Primary SMTP/POP3 Server
 - Authentication Method
 - Time Zone
 - Email Address 1
 - Notification Level 1
 - Email Address 2
 - Notification Level 2

Reading the Activity Report

❖ **#**

Shows file management numbers.

❖ **Date/Time**

Shows the transmission start date and time for fax transmission.
Shows the reception date and time for fax reception.

❖ **TX/RX**

Shows whether a fax was sent or received.

❖ **Duration**

Shows the time taken for fax transmission or reception to complete.

❖ **Remote**

Shows the fax number registered by the sender for fax reception.
Shows the following information according to specified transmission method:

- If an external telephone was used: shows the fax number registered by the receiving party.
- If a Quick Dial/Speed Dial was used: shows the name registered for the destination; if a name was not programmed, shows the destination's fax number.
- If a fax number was input using the control panel number keys: shows the dialed fax number.
- If the fax was sent from the computer (LAN-Fax): shows the dialed fax number.

❖ Pages

Shows the number of pages transmitted or received.

❖ Results

Shows the result of a fax transmission or reception. If an error occurred during the fax communication, shows an error code.

🔍 Reference

For details about the error codes, see p.296 "Fax Problems".

Reading the Memory List

❖

Shows file management numbers.

❖ Date/Time

Shows the date and time at which a fax was stored in memory.

❖ Type

Shows the type of function used to send the fax: "Redial" if sending was by automatic redial; "Broadcast" if sending was by broadcast; "Memory TX" if sending was by any other method.

❖ Remote

Shows the following information according to specified transmission method:

- If a Quick Dial/Speed Dial was used: shows the name registered for the destination; if a name was not programmed, shows the destination's fax number.
- If a fax number was input using the control panel number keys: shows the dialed fax number.
- If the fax was sent from the computer (LAN-Fax): shows the dialed fax number.

❖ Pages

Shows the number of pages a fax contained.

Reading the Scan Transmission Log

- ❖ **No.**
Shows file management numbers.
- ❖ **Date**
Shows the date of a transmission.
- ❖ **Time**
Shows the time at which a transmission was completed.
- ❖ **Type**
Shows the transmission method.
- ❖ **Scan Destination**
Shows the scan destination.
- ❖ **File**
Shows the number of files scanned.
- ❖ **Color**
Shows whether scanning was performed in color or black and white.
- ❖ **Format**
Shows the file format.
- ❖ **Result**
Shows the result of the transmission: "Success" if the file was sent successfully; "Failed" if sending failed.

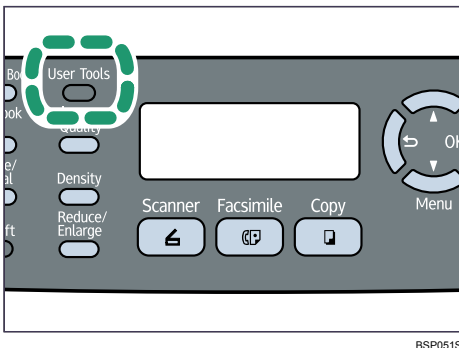
Administrator Settings

This section describes administrator settings.

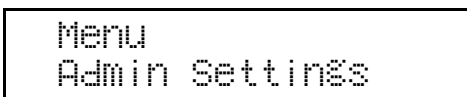
Changing Administrator Settings

The procedure for changing the start-up mode after power-on is provided as an example.

- 1 Press the [User Tools] key.

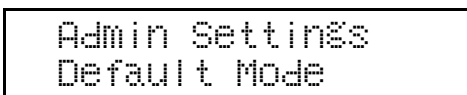


- 2 Press the [▲][▼] keys to select [Admin Settings], and then press the [OK] key.

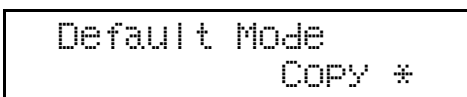


- 3 If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

- 4 Press the [▲][▼] keys to select [Default Mode], and then press the [OK] key.



- 5 Press the [▲][▼] keys to select [Copy] or [Fax], and then press the [OK] key.



The new setting is displayed with an “*” symbol, indicating that the setting has been changed.

- 6 Confirm the setting, and then press the [↵] key.

- 7 Press the [Clear/Stop] key to return to the initial screen.

 **Note**

- A password for accessing the **[Admin Settings]** menu can be specified in **[Admin Menu Lock]**.
- You can press the **[↶]** key to exit to the previous level of the menu tree.

 **Reference**

For details about **[Admin Menu Lock]**, see p.233 “Administrator Settings”.

Administrator Setting Parameters

This section describes administrator setting parameters.

❖ Date/Time Setup

Sets the date and time of the machine’s internal clock.

- **Date Setting**
Specifies the date of the machine’s internal clock.
Only dates that correspond with the year and month can be set. Incompatible dates will be refused.
Default for **[Date Format]:** **[Mm/Dd/Yyyy]**, **[Dd/Mm Yyyy]**

- Year: 2000 to 2099
- Month: 1 to 12
- Date: 1 to 31
- Date format: Mm/Dd/Yyyy, Dd/Mm Yyyy, or Yyyy Mm/Dd

- **Time Setting**

Sets the time of the machine’s internal clock.

Default for **[Time Format]:** **[12 hours]**, **[24 hours]**

- Time format: 24 hours, 12 hours
- Time: Am, Pm (for 12 hours)
- Hour: 0 to 23 (for 24 hours), or 1 to 12 (for 12 hours)
- Minute: 0 to 59

❖ User Settings

Specifies the user information for sending a fax.

- **User Fax #**
Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+".
- **User Name**
Specifies the name of the machine using up to 20 alphanumeric characters and symbols.

❖ TEL Line Type

Specifies the line type of the telephone line.

To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting a wrong setting may cause failures in fax transmissions.

Default: **[Tone]**

- Tone
- Pulse 10PPS
- Pulse 20PPS

❖ PBX Selection

Sets the machine to connect to the public switched telephone network (PSTN) or a private branch exchange (PBX).

Default: **[PSTN]**

- PSTN
- PBX

❖ PBX Access Digit

Specifies the dial number to access the outside line when the machine is connected to a PBX.

Make sure that this setting matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.

Default: **9**

- 000 to 999

❖ Default Mode

Specifies the mode that is activated when the power is turned on, or if the time specified for **[Auto Clear]** elapses without activity while the initial screen of the current mode is displayed.

Default: **[Copy]**

- Copy
- Fax

❖ Auto Clear

Sets the machine to return to the initial screen of the current mode if the machine receives no input for a specified period of time during configuration.

Also, if the specified period elapses while the initial screen of the current mode is displayed, the machine returns to the mode specified in **[Default Mode]**.

Default: **[On]** (30 seconds)

- On (30 sec, 1 min, 2 min, 3 min, 5 min, 10 min)
- Off

❖ Power Saver

Sets the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the **[Copy]**, or **[Start]** key is pressed.

- **EnergySaverMode1**

The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

Default: **[Off]**

- Off
- On (30 seconds)

- **EnergySaverMode2**

The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Default: **[On]** (1 minute)

- On (1 to 240 minutes, in 1 minute increments)
- Off

7**❖ Display Language**

Specifies the language used on the screen and in reports.

Default: **[English]**

❖ Country Code

Selects the country in which the machine is used. The country code you specify determines the time and date display format and the default values of the fax transmission-related settings.

Make sure to select the country code correctly. Selecting a wrong country code may cause failures in fax transmissions.

Default: **[USA]**

❖ Setting Default

- Clear Menu Settings
 - Not Execute
Exits to the previous level of the menu tree without clearing the settings.
 - Execute
Resets the machine's settings to their defaults except the following: language for the screen, country setting, network settings, and fax Quick Dial/Speed Dial destinations.
- Clear Network Settings
Be sure not to clear the settings by mistake.
 - Not Execute
Exits to the previous level of the menu tree without clearing the settings.
 - Execute
Resets the network settings to their defaults.
- Clear Fax Directory
 - Not Execute
Exits to the previous level of the menu tree without clearing the settings.
 - Execute
Clears the fax Quick Dial/Speed Dial destinations.

❖ Admin Menu Lock

Specifies a four-digit password for accessing the **[Fax Directory]**, **[Network Settings]**, and **[Admin Settings]** menus.

Do not forget this password.

- On (0000 to 9999)
- Off

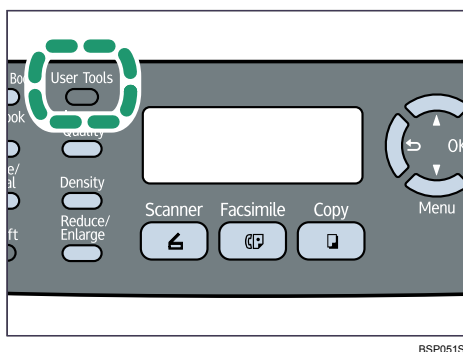
PDL Settings

This section describes the PDL settings.

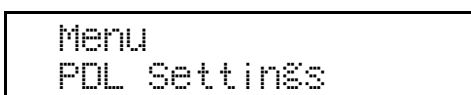
Changing PDL Settings

The procedure for changing the setting for duplex printing is described as an example.

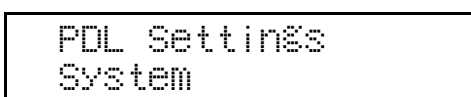
- 1 Press the **[User Tools]** key.



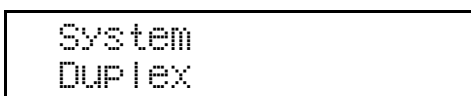
- 2 Press the **[▲]****[▼]** keys to select **[PDL Settings]**, and then press the **[OK]** key.



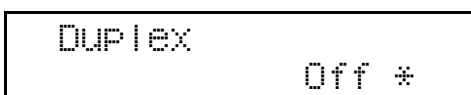
- 3 Press the **[▲]****[▼]** keys to select **[System]**, and then press the **[OK]** key.



- 4 Press the **[▲]****[▼]** keys to select **[Duplex]**, and then press the **[OK]** key.



- 5 Press the **[▲]****[▼]** keys to select **[Off]**, **[Long Edge Bind]**, or **[Short Edge Bind]**, and then press the **[OK]** key.



The new setting is displayed with an “*” symbol, indicating that the setting has been changed.

- 6 Confirm the current setting, and then press the **[↵]** key.

7 Press the **[Clear/Stop]** key to return to the initial screen.

 **Note**

- You can press the **[↶]** key to exit to the previous level of the menu tree.

PDL Setting Parameters

This section describes the PDL setting parameters.

 **Important**

- Some items might not appear, depending on the model type you are using.

❖ **Paper Input**

- **Tray Priority**
Specifies the tray that the machine checks first for paper that matches the print.
[Tray2] appears only when it is installed.
Default: **[Tray1]**
 - Tray1
 - Tray2
 - Bypass Tray

❖ **List Print**

Prints lists showing configurations on the machine.

[Duplex Test Page] appears only for the Type 2 model.

- **Configuration Page**
Prints general information and the current configurations of the machine.
- **Menu List**
Prints the machine's function menus.
- **Test Page**
Prints a test page for checking the single-sided printing condition. The test page contains network settings.
- **Duplex Test Page**
Prints a test page for checking the duplex printing condition. The test page contains network settings.
- **PCL Font List**
Prints installed PCL font list.
- **PS Font List**
Prints installed PostScript font list.

❖ **System**

- **Copies**
Sets the machine to print the specified number of sets.
This setting is disabled if the number of pages to print is specified by the printer driver.
Default: **1**
 - 1 to 999, in increments of 1

- **Sub Paper Size**
Sets the machine to print onto paper of another size if the specified paper is not loaded in any tray. Alternative sizes are preset to A4 and Letter.
Default: **[On]**
 - On
 - Off
- **Default Paper Size**
Specifies the paper size to be used when the paper size is not specified in the print job.
Default: **Letter**, **A4**
 - A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8 × 13, 8.5 × 13, Folio, 16K, Com 10, Monarch, C5 Env, C6 Env, DL Env
- **Duplex**
Sets the machine to print on both sides of paper according to the specified binding method.
Default: **[Off]**
 - Off
 - Long Edge Bind
 - Short Edge Bind
- **Blank Page Print**
Sets the machine to print blank pages.
When cover sheet printing is enabled from the printer driver, cover sheets are inserted even if you select **[No Print]**.
Default: **[Print]**
 - Print
 - No Print
- **Print Error Page**
Sets the machine to print an error page when the machine detects a printer or memory error.
Default: **[Off]**
 - On
 - Off

❖ PCL Menu

Specifies conditions when using PCL for printing.

- Orientation
Specifies the page orientation.
Default: **[Portrait]**
 - Portrait
 - Landscape
- Form Lines
Specifies the number of lines per page.
Default: 60, 64
 - 5 to 128, in increments of 1
- Font Number
Specifies the ID of the default font you want to use.
Default: 0
 - 0 to 89
- Point Size
Specifies the point size for the default font.
This setting is effective only for a variable-space font.
Default: **12.00** points
 - 4.00 to 999.75, in 0.25 increments
- Font Pitch
Specifies the number of characters per inch for the default font.
This setting is effective only for fixed-space fonts.
Default: **10.00** pitch
 - 0.44 to 99.99, in 0.01 increments
- Symbol Set
Specifies the character set for the default font. The following sets are available:
Default: **[PC-8]**
 - ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC-858, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Int1, VN US, MS Pub1, 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, MC Text, ISO L6, ISO L9, PC-775, PC-1004, Win Balt, Roman-8, Roman-9
- Courier Font
Specifies a courier-type font.
Default: **[Regular]**
 - Regular
 - Dark

- **Ext. A4 Width**
Sets the machine to extend the width of the printable area of A4 size paper, reducing side margin width.
Default: **[Off]**
 - On
 - Off
- **Append CR To LF**
Sets the machine to append a CR code to each LF code to print text data clearly.
Default: **[Off]**
 - On
 - Off
- **Resolution**
Specifies the print resolution in dots per inch.
Default: **[600X600 1Bit]**
 - 600X600 1Bit

❖ **PS Menu**

Specifies conditions when using PostScript for printing.

- **Resolution**
Specifies the print resolution in dots per inch.
Default: **[600X600 1Bit]**
 - 600X600 1Bit
 - 600X600 2Bit

8. Configuring the Machine Using Web Image Monitor

You can check the machine's status or change its settings by accessing the machine directly using Web Image Monitor.

Using Web Image Monitor

Important

- Some items might not appear, depending on the model type you are using.
- Some items can also be configured using the control panel.

❖ Available operations

The following operations can be performed remotely using Web Image Monitor on a computer:

- Displaying the machine's status or settings
- Configuring the machine's settings
- Printing reports
- Registering scan and fax destinations
- Configuring the user restriction settings
- Configuring network settings
- Setting a password for changing the machine's configuration
- Restoring the default values for the machine's configuration
- Creating backup files of the machine's configuration
- Restoring the machine's configuration from backup files
- Configuring the machine's date and time
- Configuring the machine's Energy Saver mode setting

❖ Supported Web browsers

- Windows operating systems: Internet Explorer 5.0 or later
- Mac OS X: Safari

 **Note**

- To operate the machine via Web Image Monitor, you must first configure the machine's TCP/IP settings.
- If you use an older version of a supported Web browser or the Web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browser settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the Web browser is clicked. If this happens, click the refresh button of the Web browser.
- Displayed information is not automatically refreshed. Click the **[Refresh]** button in the upper right-hand corner.

 **Reference**

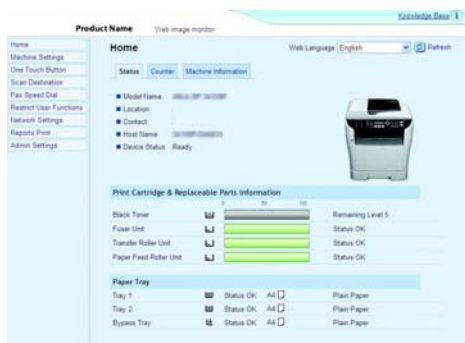
For details about configuring the machine using the control panel, see p.197 “Configuring the Machine Using the Control Panel”.

For details about TCP/IP settings, see p.46 “Configuring the Machine”.

Displaying the Main Page

When you access the machine using Web Image Monitor, the main page appears in your browser's window.

- 1 Launch the Web browser.
- 2 In the Web browser's address bar, enter "http://(machine's IP address)"/" to access the machine. If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.



- Knowledge Base
A Knowledge Base is prepared to provide FAQs (Frequently Asked Questions) and other useful information about using this machine. Click **[Knowledge Base]** to view the Knowledge Base. An internet connection is required to view the Knowledge Base.

Note

- The Knowledge Base is not available in certain languages.

Changing the Interface Language

Select the desired interface language from the **[Web Language]** list.

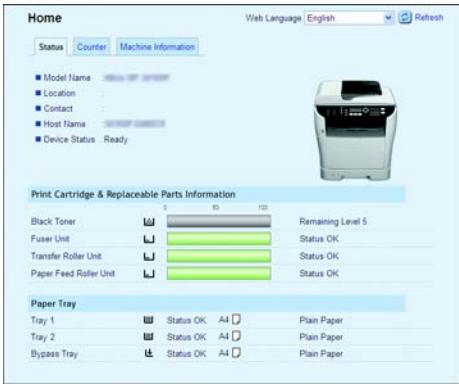
Checking the System Information

Click **[Home]** to display the main page of Web Image Monitor. You can check the current system information on this page.

This page contains three tabs: **[Status]**, **[Counter]**, and **[Machine Information]**.

Checking the Status Information

Click the **[Status]** tab on the main page to display system information, paper tray status and toner levels.



Item	Description
Model Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMP] page.
Contact	Shows the contact information of the machine as registered on the [SNMP] page.
Host Name	Shows the host name specified in [Host Name] on the [DNS] page.
Device Status	Shows the current messages on the machine's display.

❖ Print Cartridge & Replaceable Parts Information

Item	Description
Black Toner	Shows the amount of black toner remaining.
Fuser Unit	Shows the remaining life in the fuser unit.
Transfer Roller Unit	Shows the remaining life of the transfer roller unit.
Paper Feed Roller Unit	Shows the remaining life in the paper feed roller unit.

❖ Paper Tray

Item	Description
Tray 1	Shows the current state and paper size/type setting of tray 1.
Tray 2	Shows the current state and paper size/type setting of tray 2.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.

📌 Note

- The information about tray 2 appears only when it is installed.
- If a non-genuine print cartridge is installed, toner life cannot be reliably indicated.

🔍 Reference

For details about location and contact information, see p.260 “Configuring the SNMP Settings”.

Checking the Counter Information

Click the **[Counter]** tab on the main page to check the counter information.

The screenshot shows the printer's web interface with the 'Counter' tab selected. It displays the following counter information:

Page Counter			
	Total	Color	Black
Print	0	0	0
Scan	0	0	0
Copy	0	0	0

	Total	Reception	Transmission
Fax	0	0	0

Printer Counter

- Page Total: 0

Duplex

- Duplex Total Page: 0

❖ Page Counter

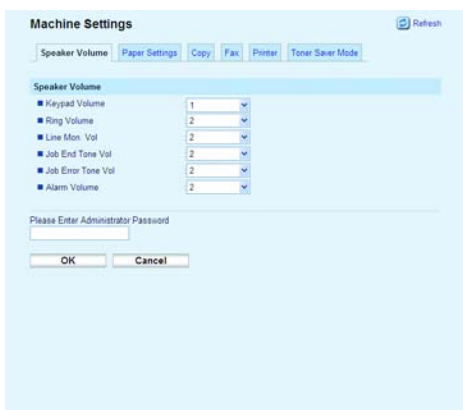
Item	Description
Total	Shows the total number of pages printed using the printer driver and lists/reports printed from the [List Print] menu under [PDL Settings] .
Color	Shows the number of color pages scanned and transmitted (always shows 0 for printed and copied pages).
Black	Shows the number of black-and-white pages printed, scanned, and copied.
Reception	Shows the number of pages received by fax.
Transmission	Shows the number of pages sent by fax.

Configuring the Machine Settings

Click **[Machine Settings]** to display the page for configuring the machine settings. This page contains six tabs: **[Speaker Volume]**, **[Paper Settings]**, **[Copy]**, **[Fax]**, **[Printer]**, and **[Toner Saver Mode]**.

Configuring the Speaker Volume

Click the **[Speaker Volume]** tab on the machine settings page to configure the speaker volume settings.

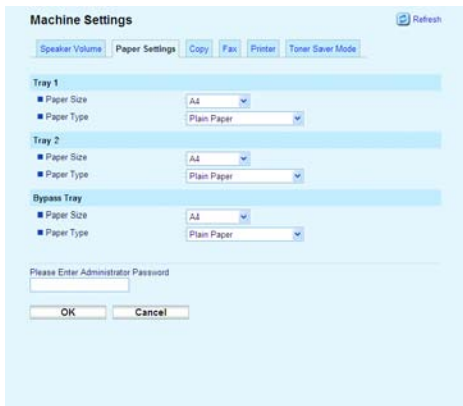


❖ Speaker Volume

Item	Description
Keypad Volume	Select the volume of the beep that sounds when a key is pressed from 0 (sound off) to 3.
Ring Volume	Select the volume of the ring when a call is received from 0 (sound off) to 3.
Line Mon. Vol	Select the volume of the sound from the speaker during on hook mode from 0 (sound off) to 3.
Job End Tone Vol	Select the volume of the beep that sounds when a job is complete from 0 (sound off) to 3.
Job Error Tone Vol	Select the volume of the beep that sounds when a job error occurs from 0 (sound off) to 3.
Alarm Volume	Select the volume of the alarm that sounds when a transmission error or other alert occurs from 0 (sound off) to 3.

Configuring the Paper Settings

Click the **[Paper Settings]** tab on the machine settings page to configure the paper settings.



❖ Tray 1

Item	Description
Paper Size	Select the paper size for tray 1 from the following: A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 8 × 13, 8.5 × 13, Folio, 16K, Custom.
Paper Type	Select the paper type for tray 1 from the following: Thin Paper(52-64g/m ²), Thick Paper 1(100-130g/m ²), Thick Paper 2(131-162g/m ²), Plain Paper, Recycled, Color, Preprinted, Prepunched, Letterhead, Bond Paper, Cardstock, Label Paper.

❖ Tray 2

Item	Description
Paper Size	Select the paper size for tray 2 from the following: A4, B5 JIS, A5, Legal, Letter, Half Letter-S
Paper Type	Select the paper type for tray 2 from the following: Thin Paper(52-64g/m ²), Plain Paper, Recycled, Color, Preprinted, Prepunched, Letterhead, Thick Paper 1(100-130 g/m ²).

❖ Bypass Tray

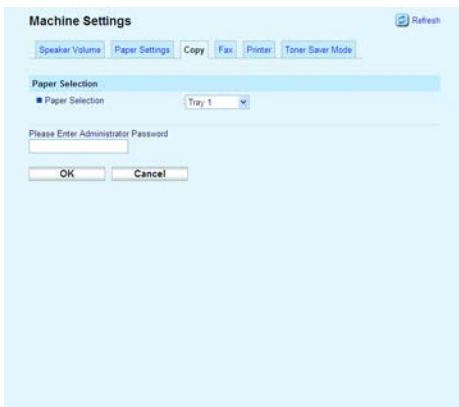
Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A4, B5 JIS, A5, B6-S, A6, Legal, Letter, Half Letter-S, Executive, 16K, Com 10, Monarch, C5 Env, C6 Env, DL Env, Custom.
Paper Type	Select the paper type for the bypass tray from the following: Thin Paper(52-64g/m ²), Thick Paper 1(100-130g/m ²), Thick Paper 2(131-162g/m ²), Plain Paper, Recycled, Color, Preprinted, Prepunched, Letterhead, Bond Paper, Cardstock, Label Paper, Envelope, OHP.

📌 Note

The information about tray 2 appears only when it is installed.

Specifying the Size of Paper for Printing Copies

Click the **[Copy]** tab on the machine settings page to specify the size of paper for printing copies.



❖ Paper Selection

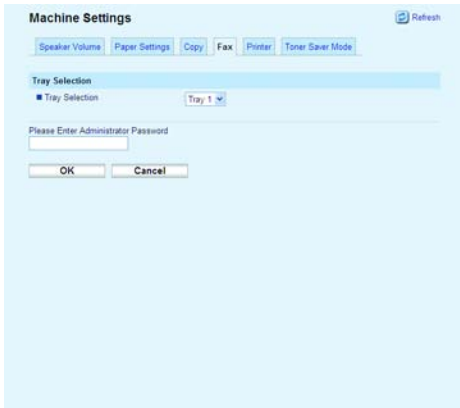
Item	Description
Paper Selection	<p>Select the paper size used for printing copies from the following: Tray 1, Tray 2, Bypass Tray, A4, or LTR.</p> <p>When a tray is selected, the machine prints from that tray only. When a paper size is selected, the machine prints from a tray that contains the paper of the specified size. If there are multiple matching trays and the current tray runs out of paper, the machine automatically switches to another tray to continue printing. If all trays run out of paper, reload paper.</p>

 Note

- If tray 2 is not installed, only [Tray1] and [Bypass Tray] appear.

Specifying the Tray for Printing Faxes

Click the [Fax] tab on the machine settings page to specify the tray for printing faxes.



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❖ Tray Selection

Item	Description
Tray Selection	<p>Select the tray for printing faxes from the following: Auto, Tray 1, or Tray 2.</p> <p>If [Auto] is selected, the machine uses tray 1 and tray 2 if they contain paper of the same size. In this case, the machine starts to print from tray 1. If tray 1 runs out of paper, the machine automatically switches to tray 2 to continue printing. If tray 2 runs out of paper, load paper in tray 1.</p>

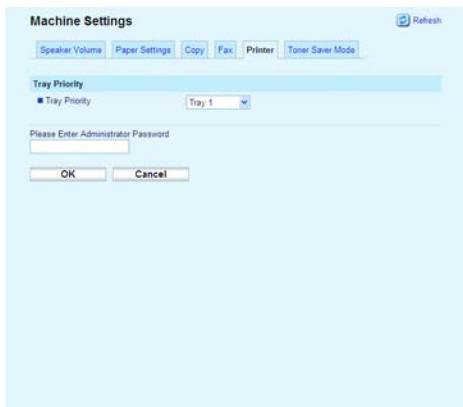
 Note

- Only A4, Letter, or Legal size paper can be used for printing faxes. Make sure to select a tray that contains paper of the valid size.

- 252 If tray 2 is not installed, only [Tray1] appears.

Specifying the Tray Priority for the Printer Function

Click the **[Printer]** tab on the machine settings page to specify the tray priority for the printer function.



❖ Tray Priority

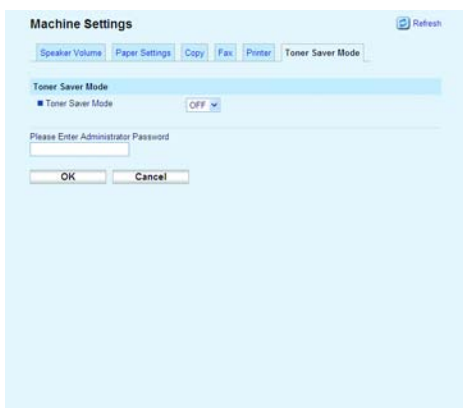
Item	Description
Tray Priority	Select the tray that the machine checks first for paper that matches the print job from tray 1, tray 2, or bypass tray.

Note

- If tray 2 is not installed, only **[Tray1]** appears.

Configuring Toner Saver Mode

Click the **[Toner Saver Mode]** tab on the machine settings page to configure the toner saver mode setting.



❖ Toner Saver Mode

Item	Description
Toner Saver Mode	Enable this setting to print using a reduced amount of toner.

Registering Destinations

Scan and fax destinations can be registered using Web Image Monitor. A maximum of 100 destinations can be registered. See the scan and fax sections for more information on registering destinations.

Reference

For details about registering scan destinations, see p.134 “Registering Scan Destinations”.

For details about registering fax destinations using Web Image Monitor, see p.164 “Registering Fax Destinations Using Web Image Monitor”.

Restricting Machine Functions According to User

You can set the machine to require a user ID when someone tries to copy, send faxes, or scan using the control panel.

Using Web Image Monitor, you can select the function you want to restrict, and register the users who can use that function. A maximum of 20 users can be registered. For each user, you can specify which functions are available upon authentication.

Reference

For details about configuring the user restriction settings, see p.91 “Restricting Machine Functions According to User”.

Configuring the Network Settings

Click **[Network Settings]** to display the page for configuring the network settings. This page contains six tabs: **[Network Status]**, **[Network Application]**, **[DNS]**, **[Alert Messages]**, **[SNMP]**, and **[SMTP]**.

Checking the Network Status

Click the **[Network Status]** tab on the network settings page to display network information.



❖ General Status

Item	Description
Link Status	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
MAC Address	Shows the MAC address of the machine.

❖ TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IP address automatically using DHCP. To use DHCP, select [Enable] . When enabled, the items below cannot be configured.
IP Address	Enter the IP address for the machine.
Subnet Mask	Enter the subnet mask of the network.
Gateway	Enter the IP address of the network gateway.

Configuring the Network Application Settings

Click the **[Network Application]** tab on the network settings page to configure the network application settings.

The screenshot shows the 'Network Settings' interface with the 'Network Application' tab selected. It features several configuration sections: 'Network Scan Settings' with checkboxes for E-mail, FTP, and Folder, and a 'Max Size' dropdown set to 1 MB; 'Network Print Settings' with checkboxes for IPP, FTP, RAW (with a 'Port #9100' field), and LPR; and 'mDNS Setting' with radio buttons for 'Enable' and 'Disable', and a 'Printer Name' field. At the bottom, there is a 'Please Enter Administrator Password' field and 'OK' and 'Cancel' buttons.

❖ Network Scan Settings

Item	Description
E-mail	Select to enable the Scan to E-mail feature.
FTP	Select to enable the Scan to FTP feature.
Folder	Select to enable the Scan to Folder feature.
Max Size	Select the maximum size of scan files that can be attached to an e-mail message (1 to 5 MB, or unlimited).

❖ Network Print Settings

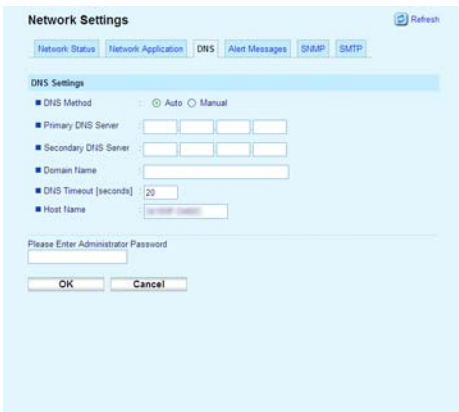
Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
RAW	Select to enable network raw printing.
Port #	Enter the TCP port number to use for raw printing. The valid range is 1024 to 65535, except 53550 (default is 9100).
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).

❖ **mDNS Setting**

Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

Configuring the DNS Settings

Click the **[DNS]** tab on the network settings page to configure the DNS settings.



❖ **DNS Settings**

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. When set to [Auto] , the items below become unavailable.
Primary DNS Server	Enter the IP address of the primary DNS.
Secondary DNS Server	Enter the IP address of the secondary DNS.
Domain Name	Enter the domain name for the machine. Can contain up to 32 characters.
DNS Timeout	Enter the number of seconds the machine waits before considering a DNS request to have timed out (5 to 100).
Host Name	Enter a host name for the machine. Can contain up to 16 characters.

Note

- ❑ If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings.

Configuring the Alert Message Settings

Click the **[Alert Messages]** tab on the network settings page to configure the alert message settings.

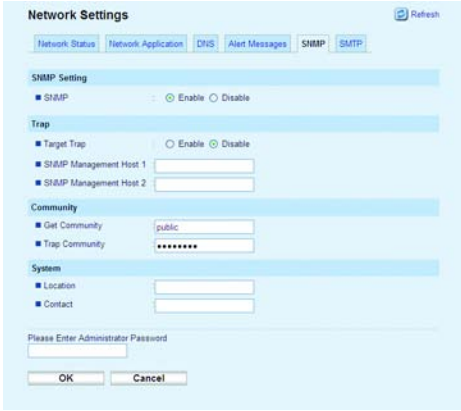
The screenshot shows the 'Network Settings' interface with the 'Alert Messages' tab selected. It features two sections for 'Alert 1' and 'Alert 2'. Each section includes a 'Display Name' and 'Email Address' input field, and a grid of checkboxes for various alert types: Paper Jam, No Paper, Toner Cartridge Low, Service Required, Toner Cartridge End, and Cover Open. At the bottom, there is a 'Please Enter Administrator Password' field with 'OK' and 'Cancel' buttons.

❖ Alert 1/Alert 2

Item	Description
Display Name	Enter a sender name for alert e-mail. Can contain up to 32 characters.
Email Address	Enter the address of the recipient of the alert e-mail. Can contain up to 64 characters.
Paper Jam	Select to send an alert e-mail to the specified address if a paper jam occurs.
No Paper	Select to send an alert e-mail to the specified address if paper runs out.
Toner Cartridge Low	Select to send an alert e-mail to the specified address if toner becomes low.
Service Required	Select to send an alert e-mail to the specified address if the machine requires servicing.
Toner Cartridge End	Select to send an alert e-mail to the specified address if toner runs out.
Cover Open	Select to send an alert e-mail to the specified address if a cover is open.

Configuring the SNMP Settings

Click the **[SNMP]** tab on the network settings page to configure the SNMP settings.



❖ SNMP Setting

Item	Description
SNMP	Select whether to enable the machine to use SNMP services.

❖ Trap

Item	Description
Target Trap	Select whether to enable the machine to send traps to the management host (NMS).
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 32 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 32 characters.

❖ Community

Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.

❖ System

Item	Description
Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.

Configuring the SMTP Settings

Click the **[SMTP]** tab on the network settings page to configure the SMTP settings.

The screenshot shows the 'Network Settings' interface with the 'SMTP' tab selected. The 'SMTP Settings' section is expanded, revealing the following configuration options:

- Primary SMTP/POP3 Server: [Empty text box]
- Port Number: 25
- Authentication Method: Anonymous (dropdown menu)
- User Name: [Empty text box]
- Password: [Masked text box with asterisks]
- System Admin E-mail: [Empty text box]
- Timeout (seconds): 20
- Time Zone: GMT+0:00 (dropdown menu)

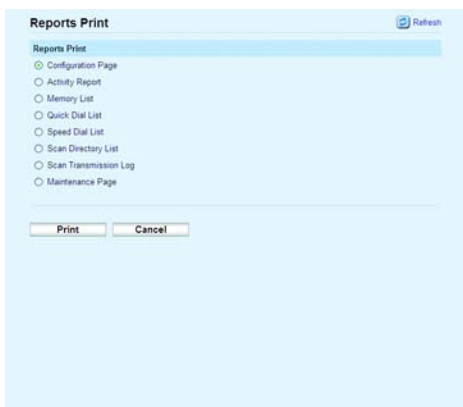
Below the settings, there is a 'Please Enter Administrator Password' field and 'OK' and 'Cancel' buttons.

❖ **SMTP Settings**

Item	Description
Primary SMTP/POP3 Server	Enter the IP address or host name of the SMTP/POP3 server. Can contain up to 32 characters.
Port Number	Enter the port number for SMTP (1 to 65535).
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP Authentication]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. The same server as the SMTP server is used as the POP3 server.
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
System Admin E-mail	Enter the system administrator’s e-mail address. This address is used as the sender’s address of e-mail messages sent from this machine, such as alert e-mail messages and Scan to E-mail notifications. Can contain up to 64 characters.
Timeout	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (1 to 999).
Time Zone	Select a time zone according your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine’s clock is set correctly.

Printing Reports

Click **[Reports Print]** to display the page for printing reports. Then, select an item and click **[Print]** to print out information for that item.



❖ Reports Print

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Activity Report	Prints a fax transmission and reception report for the last 100 jobs.
Memory List	Prints a list of unsent fax jobs remaining in the machine's memory.
Quick Dial List	Prints a list of Quick Dial entries.
Speed Dial List	Prints a list of Speed Dial entries.
Scan Directory List	Prints a list of scan destinations.
Scan Transmission Log	Prints a scan transmission report.
Maintenance Page	Prints the maintenance page.

Note

- ❑ Reports cannot be printed via Web Image Monitor if other jobs are printing. Before printing reports, confirm that machine is not printing.

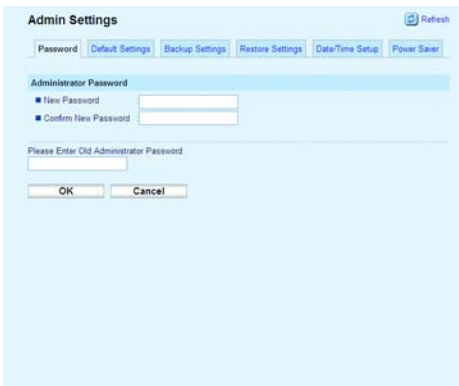
Configuring the Administrator Settings

Click **[Admin Settings]** to display the page for configuring the administrator settings.

This page contains six tabs: **[Password]**, **[Default Settings]**, **[Backup Settings]**, **[Restore Settings]**, **[Date/Time Setup]**, and **[Power Saver]**.

Configuring the Password

Click the **[Password]** tab on the administrator settings page to configure the password.



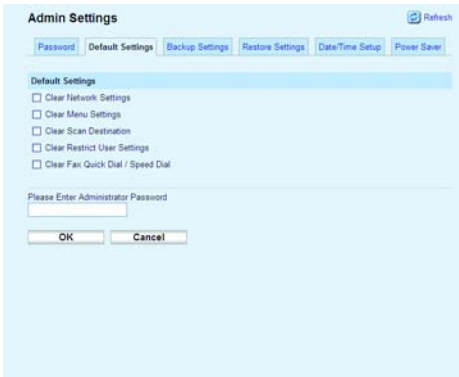
❖ Administrator Password

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Item	Description
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.

Restoring the Default Settings

Click the **[Default Settings]** tab on the administrator settings page to restore the machine's default settings.



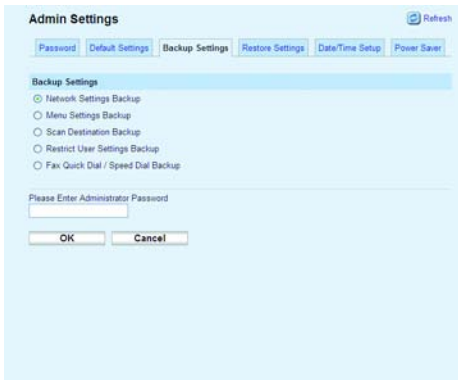
Item	Description
Clear Network Settings	Select to restore network settings to their defaults.
Clear Menu Settings	Select to restore menu settings to their defaults.
Clear Scan Destination	Select to clear the scan destinations.
Clear Restrict User Settings	Select to clear the user restriction settings.
Clear Fax Quick Dial / Speed Dial	Select to clear the fax destinations.

Backing Up the Machine's Settings

Click the **[Backup Settings]** tab on the administrator settings page to create backup files containing the machine's configuration settings. If necessary, these backup files can be used to restore previous configurations.

Important

- ❑ When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.



❖ Backup Settings

Item	Description
Network Settings Backup	Backs up settings configured on the [Network Status] , [Network Application] , [DNS] , [Alert Messages] , [SNMP] , and [SMTP] pages, as well as the administrator password for Web Image Monitor.
Menu Settings Backup	Backs up the menu settings that are not related to the network.
Scan Destination Backup	Backs up scan destinations to a file.
Restrict User Settings Backup	Backs up user restriction settings to a file.
Fax Quick Dial / Speed Dial Backup	Backs up fax Quick Dial and Speed Dial settings to a file.

Follow the procedure below to create configuration backup files.

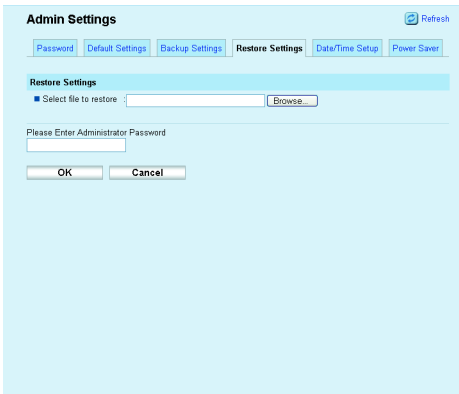
- 1** Select the radio button for the type of data you wish to back up.
- 2** Enter the administrator password if required.
- 3** Click [OK].
- 4** Click [Save] in the confirmation dialog box.
- 5** Navigate to the location to save the backup file.
- 6** Specify a name for the file, and click [Save].

Restoring the Machine's Settings from a Backup File

Click the [Restore Settings] tab on the administrator settings page to restore the machine's settings from a previously created backup file.

Important

- When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.



❖ Restore Settings

Item	Description
Select file to restore	Enter the file path and name of the file to restore, or click [Browse] to select the file.

Follow the procedure below to restore configuration backup files.

- 1** Click [Browse].
- 2** Navigate to the directory containing the backup file to restore.
- 3** Select the backup file, and click [Open].
- 4** Enter the administrator password if required.

5 Click [OK].

Note

- If the settings are not restored successfully, an error message appears. Try again to restore the file completely.

Configuring the Date and Time Settings

Click the **[Date/Time Setup]** tab on the administrator settings page to configure the date and time settings.

The screenshot shows the 'Admin Settings' window with the 'Date/Time Setup' tab selected. Under 'Date Setting', the Year is set to 2007, Month to 1, Day to 16, and Date Format to Mm/Dd/Yyyy. Under 'Time Setting', the Time Format is 12 Hours, Time (am/pm) is PM, Hour (1-12) is 11, and Minute (0-59) is 28. At the bottom, there is a 'Please Enter Administrator Password' field and 'OK' and 'Cancel' buttons.

❖ Date Setting

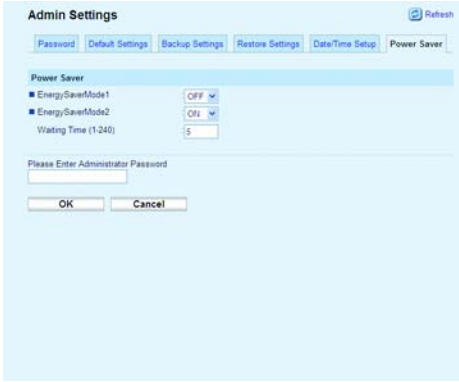
Item	Description
Year	Enter the current year (2000 to 2099).
Month	Enter the current month (1 to 12).
Day	Enter the current day (1 to 31).
Date Format	Select the date format from Mm/Dd/Yyyy, Dd/Mm Yyyy, or Yyyy Mm/Dd.

❖ Time Setting

Item	Description
Time Format	Select 24-hour format or 12-hour format.
Time (am/pm)	Select AM or PM if 12-hour time format is selected.
Hour (0-23)	Enter the current hour if 24-hour time format is selected (0-23).
Hour (1-12)	Enter the current hour if 12-hour time format is selected (1-12).
Minute (0-59)	Enter the current minute (0-59).

Configuring the Power Saver Mode Settings

Click the **[Power Saver]** tab on the administrator settings page to set the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption.



❖ Power Saver

Item	Description
EnergySaverMode1	Select [ON] to set the machine to enter Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.
EnergySaverMode2	Select [ON] to set the machine to enter Energy Saver mode 2 after the period of time specified for [Waiting Time] is passed (1 to 240 minutes). The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Note

- The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the **[Copy]** or **[Start]** key is pressed.

9. Troubleshooting

This chapter provides a guide for solving problems in operating the machine.

Overview

Troubleshooting is divided into the following sections:

- p.270 “Common Problems”
- p.271 “Paper Feed Problems”
- p.287 “Print Quality Problems”
- p.288 “Printer Problems”
- p.293 “Copier Problems”
- p.295 “Scanner Problems”
- p.296 “Fax Problems”
- p.299 “Error and Status Messages on the Screen”
- p.307 “Replacing the Print Cartridge”

Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	<ul style="list-style-type: none"> • Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
An error message is shown on the machine's screen.	An error has occurred.	See p.299 "Error and Status Messages on the Screen".
Pages are not printed.	The machine is warming up or receiving data.	Wait until "Printing" appears on the screen. If "Processing" is displayed on the screen, the machine is receiving data.
Pages are not printed.	The interface cable is not connected correctly.	<ul style="list-style-type: none"> • Reconnect the cable. • Check that the interface cable is the correct type.
Strange noise is heard.	The supplies or options are not properly installed.	Confirm that the supplies or options are properly installed.
The volume of the sounds produced by the machine is too loud.	The volume is set to the high level.	Adjust the volume of the beep, ring, speaker, and alarm sounds . For details, see p.218 "Machine Settings".
The volume of the sounds produced by the machine is too quiet.	The volume is set to Off or the low level.	Adjust the volume of the beep, ring, speaker, and alarm sounds . For details, see p.218 "Machine Settings".

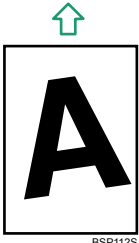
 **Note**

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	<ul style="list-style-type: none"> • Use supported types of paper. See p.56 “Supported Paper for Each Tray”. • Load paper correctly, making sure that the paper guides are properly adjusted. See p.65 “Loading Paper”. • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it back in the tray.
Paper jams occur frequently.	<ul style="list-style-type: none"> • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large solid areas, which consume a lot of toner. • Use supported types of paper. See p.56 “Supported Paper for Each Tray”. • Load paper only as high as the upper limit markings on the paper guide. • Make sure that the friction pads and paper feed rollers are clean. See p.314 “Cleaning the Friction Pad and Paper Feed Roller”.
Multiple sheets of paper are fed at one time.	<ul style="list-style-type: none"> • Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See p.56 “Supported Paper for Each Tray”. • Load paper only as high as the upper limit markings on the paper guide. • Make sure that the friction pads and paper feed rollers are clean. See p.314 “Cleaning the Friction Pad and Paper Feed Roller” . • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.
Paper gets wrinkles.	<ul style="list-style-type: none"> • Paper is damp. Use paper that has been stored properly. See p.56 “Paper and Other Media”. • Paper is too thin. See p.56 “Paper and Other Media”. • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

Problem	Solution
<p>The printed paper is curled.</p>	<ul style="list-style-type: none"> • Load the paper upside down in the paper tray. • If the paper curl is severe, take prints from the output tray more frequently. • Paper is damp. Use paper that has been stored properly. See p.56 "Paper and Other Media".
<p>Images are printed diagonally to the pages.</p> 	<p>If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.</p>

Removing Printing Jams

If a paper jam occurs, one of the following messages appear on the screen:

"Bypass Tray Paper Misfeed Jam"

"Duplex Jam Duplex Misfeed Jam"

"Inner Jam"

"Lower Misfeed Jam"

"Outer Jam"

"Upper Misfeed Jam"

Important

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.

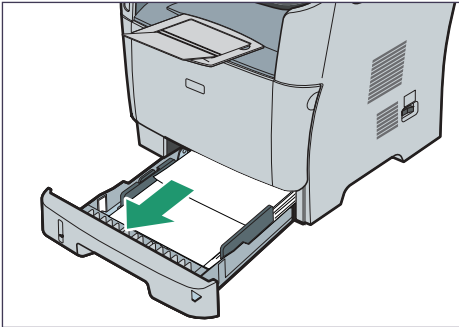
Removing inner/lower/upper jam

If "Inner Jam", "Lower Misfeed Jam", or "Upper Misfeed Jam" appears on the display, follow the procedure below to remove it.

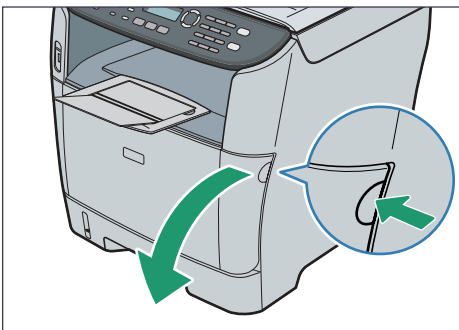
⚠ CAUTION:

- *The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).*

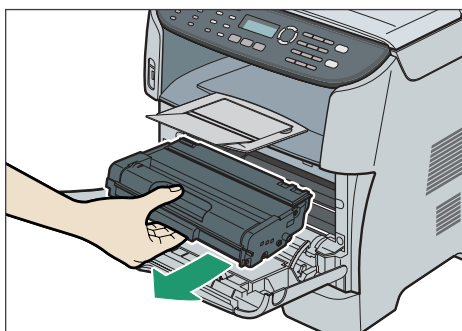
- 1** Pull tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.



- 2** Carefully slide tray 1 back in until it stops.
- 3** If paper is loaded in the bypass tray, remove the paper.
- 4** Close the bypass tray.
- 5** Push the side button to open the front cover, and then carefully lower it.



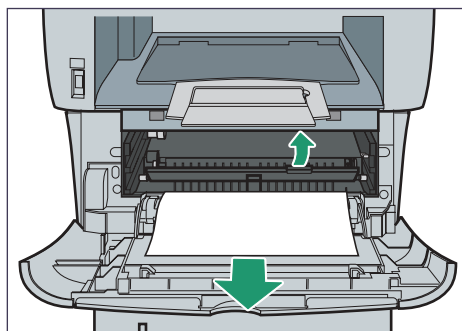
6 Carefully pull out the print cartridge horizontally, holding its center.



BSP036S

- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

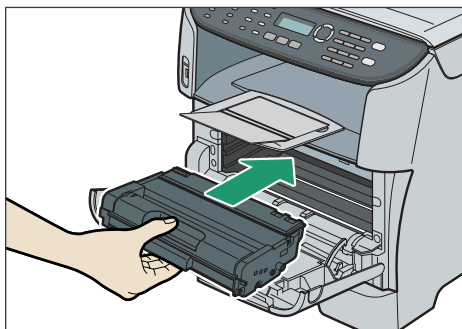
7 Lifting the guide plate, remove the jammed paper carefully.



BSP121S

9

8 Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



BSP039S

- 9** Using both hands, carefully push up the front cover until it closes.



BSP253S

Note

- If paper is jammed in tray 2 but is difficult to locate, pull out tray 2 to remove it. After removing the paper, carefully push tray 2 all the way back inside the machine.
- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

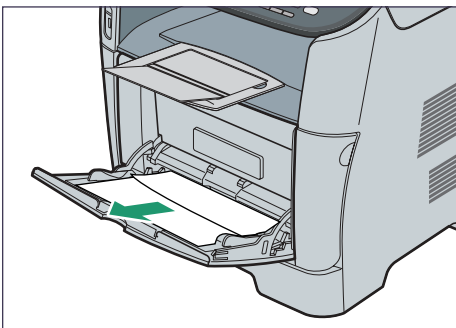
Removing bypass tray jam

If "Bypass Tray Paper Misfeed Jam" appears on the display, follow the procedure below to remove it.

CAUTION:

- *The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).*

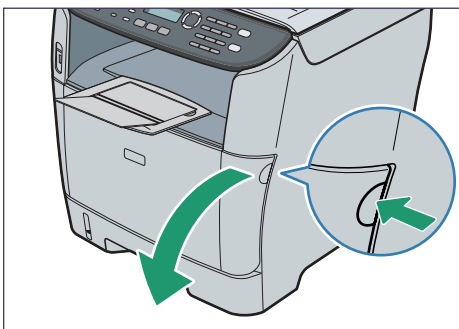
- 1** If paper is jammed in the bypass tray input area, remove the jammed paper carefully.



BSP236S

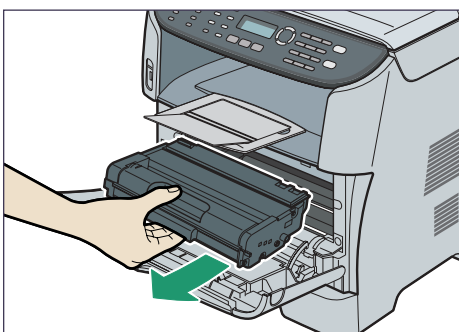
- 2** Close the bypass tray.

3 Push the side button to open the front cover, and then carefully lower it.



BSP032S

4 Carefully pull out the print cartridge horizontally, holding its center.

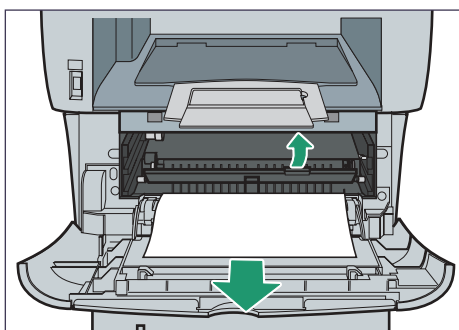


BSP036S

- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

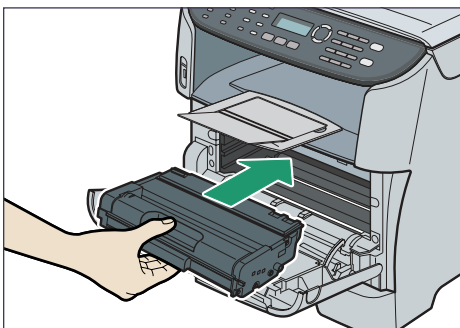
9

5 Lifting the guide plate, remove the jammed paper carefully.



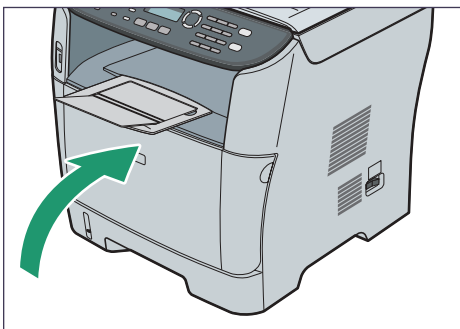
BSP121S

- 6** Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



BSP039S

- 7** Using both hands, carefully push up the front cover until it closes.



BSP253S

 **Note**

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

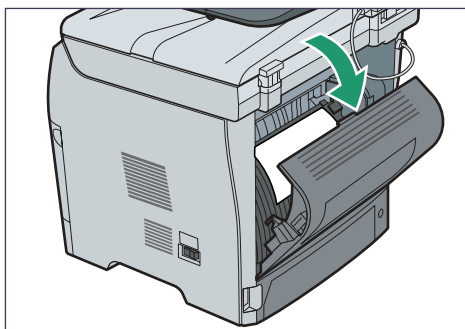
Removing outer/duplex jam

If "Outer Jam", or "Duplex Jam Duplex Misfeed Jam" appears on the display, follow the procedure below to remove it.

⚠ CAUTION:

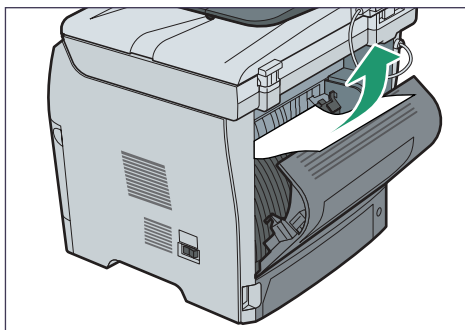
- *The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).*

1 Open the rear cover.



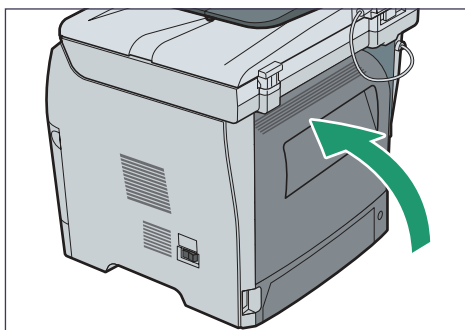
BSP238S

2 Remove the jammed paper carefully.



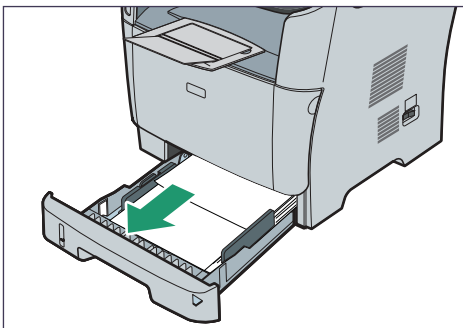
BSP119S

3 Close the rear cover.



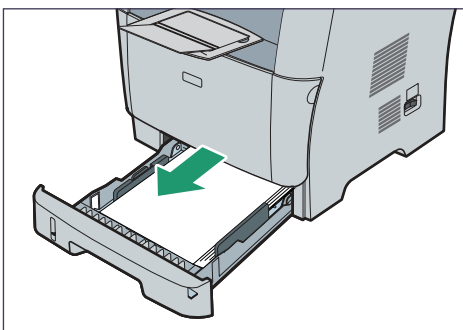
BSP251S

- 4** Pull tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.



BSP118S

- 5** Pull tray 1 out completely with both hands.

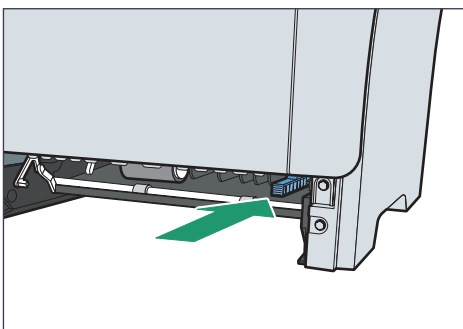


BSP239S

Place the tray on a flat surface.

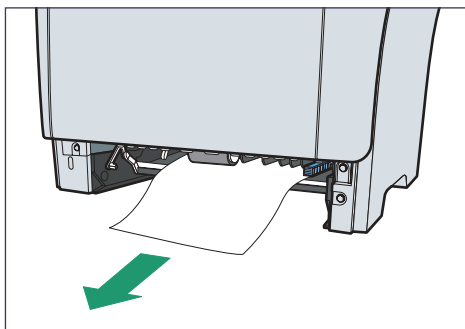
- 6** Push the blue lever.

Pushing the blue lever lowers the duplex transport unit.



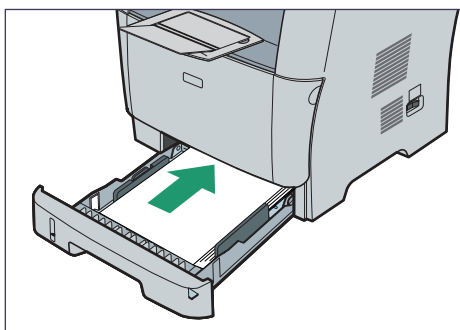
BSP237S

7 If there is jammed paper, carefully remove it.



BSP120S

8 With the duplex transport unit still lowered, carefully slide tray 1 back in until it stops.

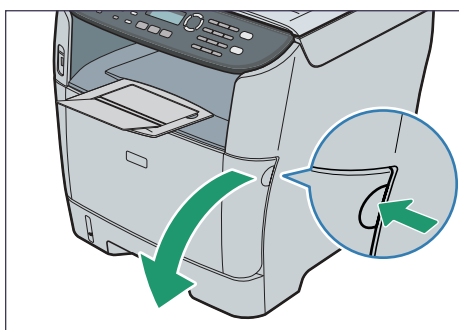


BSP068S

9 If paper is loaded in the bypass tray, remove the paper and close the bypass tray.

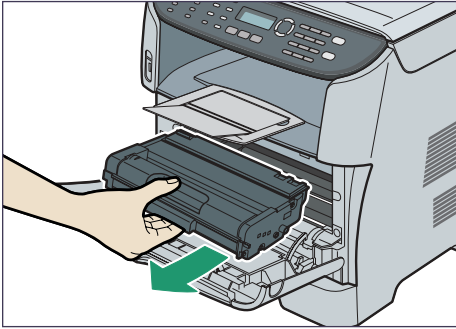
10 Push the side button to open the front cover, and then carefully lower it.

9



BSP032S

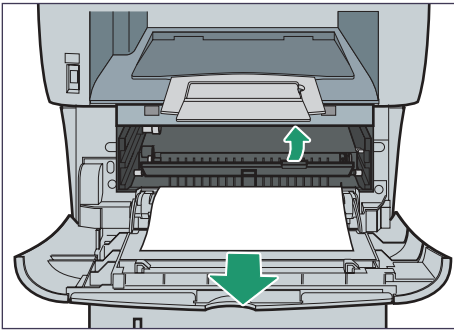
- 11** Carefully pull out the print cartridge horizontally, holding its center.



BSP036S

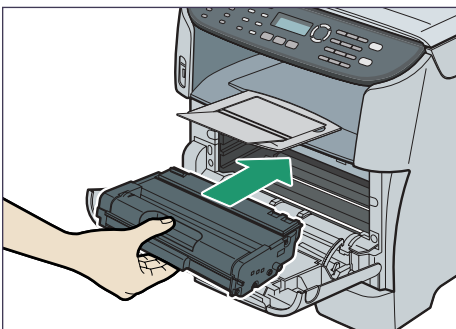
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

- 12** Lifting the guide plate, remove the jammed paper carefully.



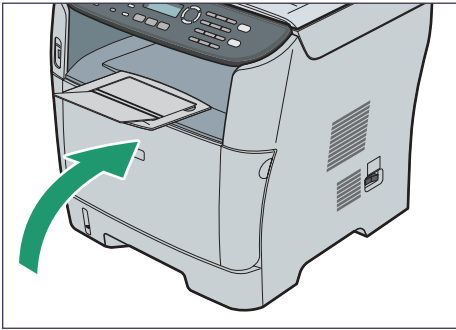
BSP121S

- 13** Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



BSP039S

- 14** Using both hands, carefully push up the front cover until it closes.



BSP253S

 **Note**

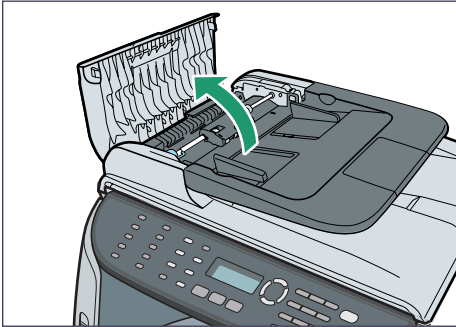
- When closing the covers, push the covers firmly. After closing the covers, check that the error is cleared.

Removing Scanning Jams

When the following message appears on the screen, follow the procedure below to remove the original jammed in the ADF:

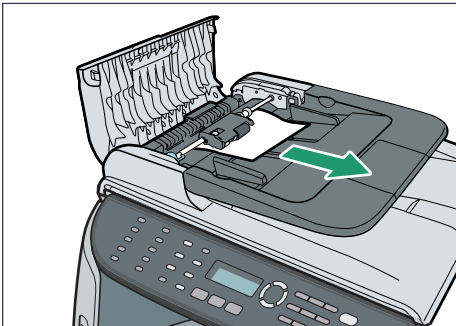
“ADF Jam Open ADF Cover and Clear Jam”

- 1** Open the ADF cover.



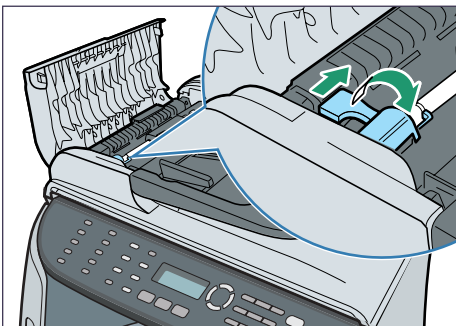
BSP123S

- 2** Gently pull the jammed original to remove it. Be careful not to pull the original too hard, as it may rip.



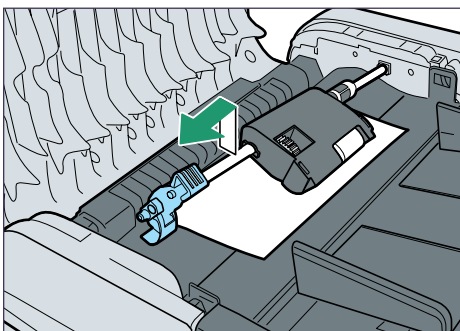
BSP124S

- 3** If you cannot pull out the jammed original easily, move the blue lever slightly to the machine rear, and then raise it to unlock the paper feed roller.



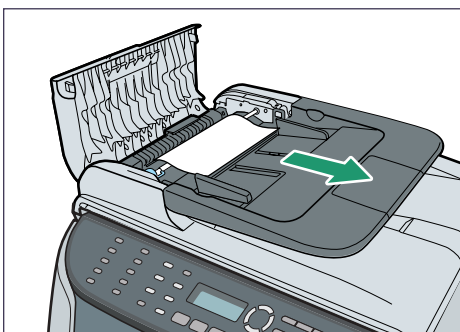
BSP125S

- 4** Lift the paper feed roller slightly and pull it out toward you.



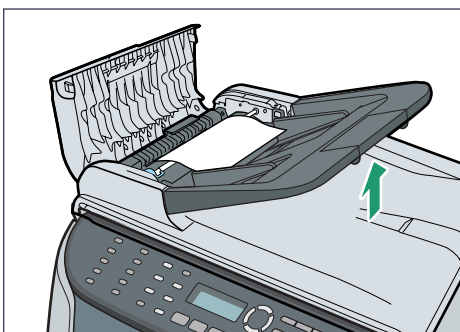
BSP126S

- 5** Gently pull the jammed original to remove it.



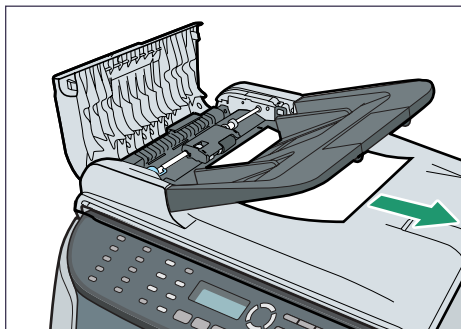
BSP127S

- 6** If you cannot pull out the jammed original easily, raise the input tray to see if the original is jammed in the output area.



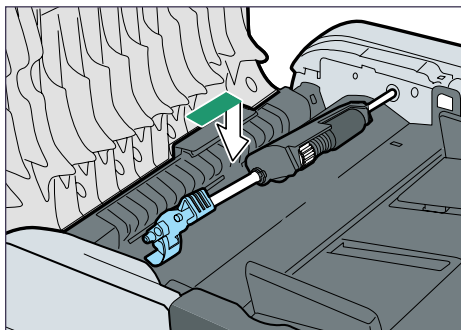
BSP128S

- 7** Gently pull the jammed original to remove it.



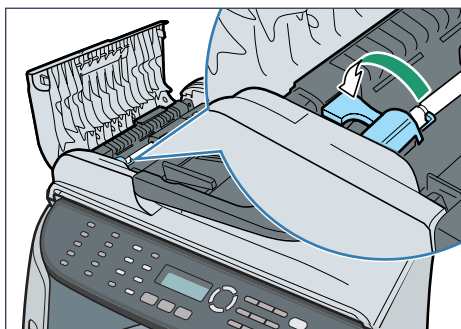
BSP129S

- 8** Put the paper feed roller back in with the roller part facing downwards.



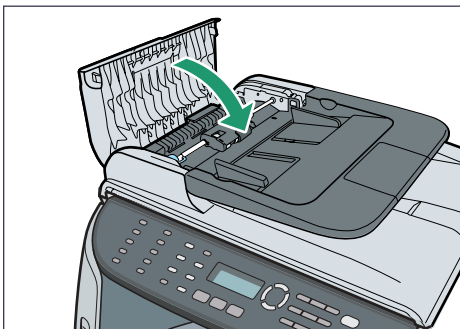
BSP130S

- 9** Lower the blue lever to lock the paper feed roller.



BSP131S

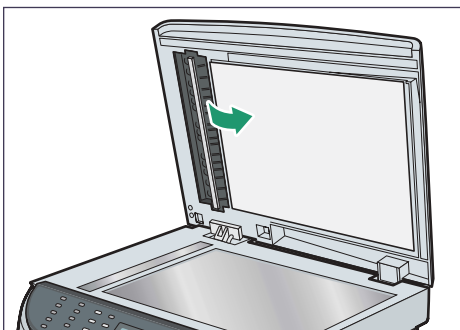
10 Close the ADF cover.



BSP240S

11 Lift the ADF, and if there is original remaining in the ADF, gently pull the jammed original to remove it.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.



BSP140S

12 Close the ADF.

Print Quality Problems

This section describes likely causes of and possible solutions for problems with print quality.

Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See p.56 "Supported Paper for Each Tray".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.81 "Specifying Paper Type and Paper Size".
A non-genuine print cartridge is being used.	Refilled or non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See p.321 "Consumables".
An old print cartridge is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See p.313 "Cleaning", and clean the machine as required.
Humidity level surrounding the machine may be too low.	Using the machine in a room where humidity level is too low may cause black lines of a few millimeters thick appearing on printouts with 75-millimeter spaces in between. Selecting [On] for [Low Humidity Mode] under [Machine Settings] may help to prevent these lines from appearing. See p.218 "Machine Settings".

Printer Problems

This section describes printing problems and possible solutions.

Problem	Solution
An error occurs.	<p>If an error occurs when printing, change the computer or printer driver settings.</p> <ul style="list-style-type: none"> • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used. If it is not the latest one, update it with the latest version. See the instructions provided on the driver CD-ROM.
A print job is canceled.	<p>If [I/O Timeout] under [Machine Settings] is set to 15 seconds, increase the time period. A print job may be canceled if printing is frequently interrupted by data from other ports, or if printing data is large and takes time for processing. For details, see p.218 "Machine Settings".</p>
A Locked Print file is canceled.	<ul style="list-style-type: none"> • The machine already has 5 jobs or 5 MB of Locked Print data. Print or delete an existing Locked Print file. For details, see p.107 "Printing a Locked Print file" or p.108 "Deleting a Locked Print file". • Even if the machine cannot store any more Locked Print files, the machine holds the new Locked Print file for the period of time specified in [Locked Print] under [Machine Settings] before canceling that file. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine. For details about [Locked Print], see p.218 "Machine Settings". • The Locked Print file has too many pages or it is too large. Reduce the number of pages to print, or print with a lower setting for [Resolution] in [Print Quality]. For details, see the printer driver Help.
There is considerable delay between the print start command and actual printing.	<ul style="list-style-type: none"> • Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. • If "Processing" is displayed on the screen, the machine is receiving data. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver. For details, see the printer driver Help.
Prints fall in front of the machine when they are output.	<p>Raise the stop fence. See p.30 "Unpacking".</p>

Problem	Solution
Prints do not stack properly.	<ul style="list-style-type: none"> • Paper is damp. Use paper that has been stored properly. See p.56 "Paper and Other Media". • Raise the stop fence. See p.30 "Unpacking" .
The whole printout is blurred.	<ul style="list-style-type: none"> • Paper is damp. Use paper that has been stored properly. See p.56 "Paper and Other Media". • If you enable [Toner Saver Mode] under [Machine Settings], printing is generally less dense. • Toner is almost depleted. If "Near End Print Cartridge" appears on the screen, replace the print cartridge. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
Printed envelopes come out creased.	Check if the green levers found inside the rear cover are properly set.

Changing the Printer Driver Settings

You may eliminate certain problems by changing the printer driver settings as described below.

Possible Cause	Solution
Cannot print properly when using a certain application, or cannot print image data properly.	<ul style="list-style-type: none"> • Increase the print quality settings. • Adjust the image density. • Set the document to print in gray-scale.
Some characters are printed faintly or not printed.	<ul style="list-style-type: none"> • Increase the print quality settings. • Set the document to print in gray-scale.

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Possible Cause	Solution
Page layout settings have not been configured.	Check that the page layout settings are properly configured in the application.
The paper size setting does not match the paper loaded.	Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. For details, see the printer driver Help.
The printable area has been changed.	Set the printable area to maximum. For details, see the printer driver Help.

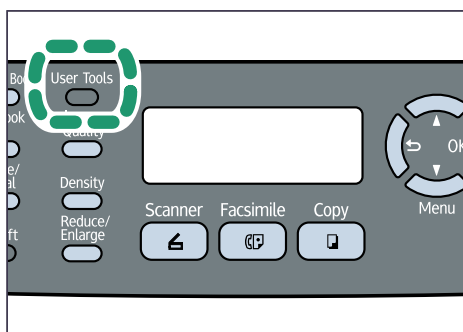
Adjusting Printing Position

You can adjust the printing position of each tray. Use the following procedure to adjust the printing position.

Important

- ❑ A test page for checking the printing position will be output from the tray specified as a priority tray by **[Tray Priority]** under **[PDL Settings]**. Check that the tray you want to adjust is set as a priority tray before you perform the following procedure.

- 1** Press the **[User Tools]** key.



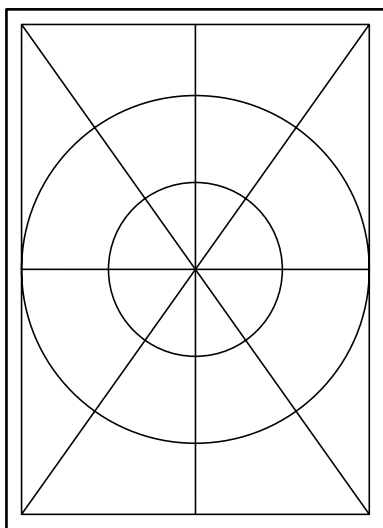
BSP051S

The menu screen appears.

- 2** Press the **[▲][▼]** keys to select **[PDL Settings]**, and then press the **[OK]** key.
- 3** Press the **[▲][▼]** keys to select **[List Print]**, and then press the **[OK]** key.
- 4** Press the **[▲][▼]** keys to select **[Test Page]** or **[Duplex Test Page]**, and then press the **[OK]** key.

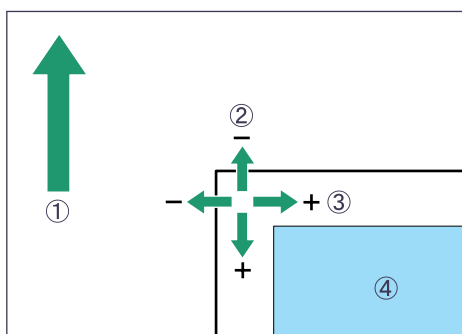
Print a duplex test page to adjust duplex printing position (Type 2 model only).

- 5** Press the [OK] key to print the test page to preview the settings.



- 6** Press the [User Tools] key.
- 7** Press the [▲][▼] keys to select [Machine Settings], and then press the [OK] key.
- 8** Press the [▲][▼] keys to select [User Registration], and then press the [OK] key.
- 9** Press the [▲][▼] keys to select the registration you want to adjust, and then press the [OK] key.
- 10** Press the [▲][▼] keys to set the registration value (mm).

Increase the value to shift the print area in the positive direction, and decrease to shift in the negative direction. Adjust the margins of the test page so that they are equal in size.



BSP192S

- ① Feed Direction
- ② Vertical Adjustment
- ③ Horizontal Adjustment
- ④ Print Area

You can set the value between -15 mm and +15 mm in 1.0 mm increments.

1 Press the **[Clear/Stop]** key to return to the initial screen.

2 Repeat the step **1** to **3** to confirm the adjustment result.

3 Press the **[Clear/Stop]** key.


The display returns to the initial screen.

 **Reference**

For details about **[Tray Priority]**, see p.238 “PDL Settings”.

Copier Problems

This section describes photocopy problems and possible solutions.

Problem	Solution
Photocopied pages are not in correct order.	On the control panel, change the [Sort] setting under copy settings to collate pages as you require. For details about [Sort] , see p.202 "Copy Settings".
Photocopied paper is blank.	The original is not set correctly. When using the exposure glass, place originals copy side down. When using the ADF, place them copy side up. See p.84 "Placing Originals".
The wrong original was copied.	If copying from the exposure glass, make sure that there are no originals in the ADF.
Copied pages come out too light.	Low room temperature may have caused the machine to scan originals unclearly. Selecting [Longer] for [Scan Warm-up Time] under [Machine Settings] may help to improve the scanning quality. See p.218 "Machine Settings".
Copied pages are too dark or too light.	Adjust the image density. See p.130 "Adjusting Image Density".
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original. See p.131 "Selecting the Document Type According to Original".
Black spots appear when photocopying a photographic print.	The original may have stuck to the exposure glass due to high humidity. <ul style="list-style-type: none"> Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.
A moire pattern is produced. 	The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Mixed] may eliminate the moire pattern. See p.131 "Selecting the Document Type According to Original".
Photocopied paper is dirty.	<ul style="list-style-type: none"> Image density is too high. Adjust the image density. See p.130 "Adjusting Image Density". Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. The exposure glass or ADF is dirty. See p.313 "Cleaning". Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.

Problem	Solution
The original was not placed on the exposure glass correctly.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.

Scanner Problems

This section describes scanner problems and possible solutions.

Problem	Solution
The machine does not start scanning.	The ADF or ADF cover is open. If the ADF or ADF cover is open, you cannot scan using the ADF. Close the ADF or ADF cover.
The scanned image is dirty.	<ul style="list-style-type: none"> The exposure glass or ADF is dirty. See p.313 "Cleaning". Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See p.84 "Placing Originals".
The scanned image is blank.	The original was placed with the front and back reversed. When using the exposure glass, place originals copy side down. When using the ADF, place originals copy side up. See p.84 "Placing Originals".
The scanned image comes out too light.	Low room temperature may have caused the machine to scan originals unclearly. Selecting [Longer] for [Scan Warm-up Time] under [Machine Settings] may help to improve the scanning quality. See p.218 "Machine Settings".
The scanned image is too dark or too light.	Adjust the image density. See p.149 "Adjusting image density".
The Scan to E-mail, Scan to FTP, or Scan to Folder function does not work.	Check if a USB flash disk is inserted into the machine. If a USB flash disk is inserted, scanning functions other than Scan to USB are not possible from the control panel.

Fax Problems

This section describes fax problems and possible solutions.

❖ **When an error code appears on the Activity Report/TX Report**

The table below describes the meaning of error codes that appear under "Results" on the Activity Report or TX Report, and what to do when a particular error code appears.

"X" indicates a number in an error code that appear differently depending on a specific situation.

Error Code	Solution
1XXX11	<p>An original has been jammed inside the ADF while sending a fax in Immediate Transmission mode.</p> <ul style="list-style-type: none"> • Remove jammed originals, and then place them again. See p.283 "Removing Scanning Jams". • Check the originals are suitable for scanning. See p.84 "Placing Originals".
1XXX21	<p>The line could not be connected correctly.</p> <ul style="list-style-type: none"> • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.
1XXX22 to 1XXX23	<p>Dial fails when trying to send faxes.</p> <ul style="list-style-type: none"> • Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/Redial] key after, for example, the area code. • Confirm that [PBX Selection] under [Admin Settings] is set properly for your connection method to the telephone network. See p.233 "Administrator Settings".
1XXX32 to 1XXX84	<p>An error occurred while sending a fax.</p> <ul style="list-style-type: none"> • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.

Error Code	Solution
2XXX14	<p>The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large.</p> <ul style="list-style-type: none"> • The paper tray was empty. Load paper in the paper tray. See p.65 "Loading Paper". • The tray set for [Tray Use: Fax] under [Fax Settings] did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure [Paper Size] under [Machine Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See p.272 "Removing Printing Jams". • A print cartridge was empty. Replace the print cartridge. See p.307 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to re-send the document in parts as several smaller individual faxes, or to send at a lower resolution.
2XXX32 to 2XXX84	<p>An error occurred while receiving a fax.</p> <ul style="list-style-type: none"> • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.

❖ **When other problems occur**

The table below describes how to troubleshoot problems that do not produce an error code.

Problem	Solution
Cannot send faxes.	See the solutions provided for errors 1XXX32 to 1XXX84 in the above table.
Cannot receive faxes.	See the solutions provided for errors 2XXX32 to 2XXX84 in the above table.
Cannot receive faxes even when sending them is possible.	<ul style="list-style-type: none"> • A print cartridge is empty. Replace the print cartridge. See p.307 "Replacing the Print Cartridge". • The paper tray is empty. Load paper in the paper tray. See p.65 "Loading Paper". • If fax reception mode is Manual mode, you must receive the fax manually. See p.192 "Receiving a Fax".
Cannot print received faxes.	<ul style="list-style-type: none"> • The paper tray is empty. Load paper in the paper tray. See p.65 "Loading Paper". • The paper tray does not contain paper of the right size. Load paper of the right size in the paper tray.
Faxes you sent appear spotty or dirty when received.	<ul style="list-style-type: none"> • The exposure glass or ADF is dirty. See p.313 "Cleaning". • Before placing originals on the exposure glass, make sure that ink or correction fluid is dry.
A fax you sent appears blank when received.	The original was placed upside down. Place the original in the correct orientation. See p.84 "Placing Originals".
The background of received images is dirty, or images from the rear side of the originals are visible.	Image density is too high. Adjust the image density. See p.130 "Adjusting Image Density".
Faxes you sent come out too light on the receiving end.	<p>Low room temperature may have caused the machine to scan originals unclearly. Selecting [Longer] for [Scan Warm-up Time] under [Machine Settings] may help to improve the scanning quality.</p> <p>See p.218 "Machine Settings".</p>
Dial fails when trying to send faxes.	See the solutions provided for errors 1XXX22 to 1XXX23 in the above table.

Error and Status Messages on the Screen

This section describes the meaning of messages that appear on the screen and what to do when a particular message appears.

Messages are listed in alphabetical order in the table below.

“X” indicates the parts of the messages that appear differently depending on a specific situation, such as the paper sizes or types, or tray names.

Message	Causes	Solutions
2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large.	<ul style="list-style-type: none"> • The paper tray was empty. Load paper in the paper tray. See p.65 “Loading Paper”. • The tray set for [Tray Use: Fax] under [Fax Settings] did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure [Paper Size] under [Machine Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See p.272 “Removing Printing Jams”. • A print cartridge was empty. Replace the print cartridge. See p.307 “Replacing the Print Cartridge”. • The received fax was too large. Ask the sender to re-send the document in parts as several smaller individual faxes, or to send at a lower resolution.
ADF JAM Open ADF Cover and Clear Jam	An original has been jammed inside the ADF.	<ul style="list-style-type: none"> • Remove jammed originals, and then place them again. See p.283 “Removing Scanning Jams”. • Check the originals are suitable for scanning. See p.86 “Placing Originals”.
BP Tray Print Job SizeMismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.

Message	Causes	Solutions
BP Tray Print Job Type Mismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.
Bypass Tray Paper Empty	The bypass tray has run out of paper.	Load paper to the bypass tray. See p.77 "Loading Paper in the Bypass Tray".
Bypass Tray Paper Misfeed Jam	Paper has been jammed in the machine.	Remove the jammed paper. See p.272 "Removing Printing Jams".
Cancel Print JOB I/O TimeOut	The timeout period set in [I/O Timeout] expires when printing is frequently interrupted by data from other ports, or when printing data is large and takes time for processing.	If [I/O Timeout] is set to 15 seconds, increase the time period. For details, see p.218 "Machine Settings".
Cannot Copy 2in1/4in1-Copy Only Support A4/LT/LG	2-in-1 or 4-in-1 copy could not be performed because the tray does not contain the valid size paper, which are A4, Letter, or Legal size.	<ul style="list-style-type: none"> • Set the machine to print copies using the A4, Letter, or Legal size paper in the [Paper Select] setting. See p.202 "Copy Settings". • Specify the A4, Letter, or Legal size paper for the tray selected for printing copies in the [Paper Size] setting. See p.218 "Machine Settings".
Cannot Copy Insert Paper to ADF	2-in-1, 4-in-1, or 2-sided copy could not be performed because the originals were not placed in the ADF.	<ul style="list-style-type: none"> • Use the ADF, even when copying a single sheet. • If you need to use the exposure glass, turn off [2in1], [4in1], or [Duplex Copy] under copy settings, and then try again. See p.202 "Copy Settings".
Connection Fail	The line could not be connected correctly.	<ul style="list-style-type: none"> • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.

Message	Causes	Solutions
Copy Cancel Sort Press Stop Key	The machine's memory reached capacity while originals were being scanned from the ADF to perform sort copying.	Press the [Clear/Stop] key to print the originals that were successfully scanned into memory. Then, copy again the originals left in the ADF.
Cover Open	A cover is open.	Close the cover completely.
Dial Fail	The fax could not be sent.	<ul style="list-style-type: none"> • Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/Redial] key after, for example, the area code.
Dup. Copy Only Supports A4/LG/LT	2-sided copy could not be performed because the tray does not contain the valid size paper, which are A4, Letter or Legal.	<ul style="list-style-type: none"> • Specify the tray containing the A4, Letter or Legal size paper in the [Paper Select] setting. See p.202 "Copy Settings". • Specify the A4, Letter or Legal size for the tray selected for printing copies in the [Paper Size] setting. See p.218 "Machine Settings".
Duplex Jam Duplex Misfeed Jam	Paper has been jammed in the duplex unit.	Remove the jammed paper. See p.272 "Removing Printing Jams".
Email Size Limit Exceeded Press Clear Key	The scan file exceeds the size limit for files that can be sent through e-mail.	<ul style="list-style-type: none"> • Configure [Resolution] under scanner settings to reduce the scanning resolution. See p.207 "Scanner Settings". • Configure [Limitation Of Size Of Mail] under scanner settings to increase the allowed size. See p.207 "Scanner Settings".

Message	Causes	Solutions
Eng. Paper Size Mismatch Form Feed? Y/N	The machine has stopped temporarily before printing out the second and later pages, because the tray's [Paper Size] setting does not match the actual paper loaded in the tray.	<ul style="list-style-type: none"> • Press the [Start] key to continue printing. Note that if the paper is too small, the printed image will be cropped. • Press the [Clear/Stop] key to stop printing. You cannot stop printing if you are receiving a fax.
Fax Job Memory Full	The machine's memory reached capacity while storing a fax in memory before transmission.	Resend the fax in parts as several smaller individual faxes, or send at a lower resolution.
Fax job Set Correct Paper	The tray set for [Tray Use: Fax] under [Fax Settings] does not contain A4, Letter, or Legal size paper.	While the message is displayed, press the [OK] key. A menu for changing the paper size appears on the screen. Load A4/Letter/Legal size paper in the tray, and then press a number key that corresponds to the paper you have loaded. Note that the [Paper Size] setting for the tray under [Machine Settings] will be changed.
Fax Jobs Full	Faxes are stored in memory when using the Memory Transmission, Auto Redial or broadcast features, or when received faxes cannot be printed. The maximum number of jobs has been reached, so new jobs cannot be stored.	Wait until pending jobs have been transmitted or printed.
File Access Fail Press Clear Key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.
File Create Fail Press Clear Key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.
Force Printing Continue? Y/N	The machine has run out of toner.	<ul style="list-style-type: none"> • Press the [Start] key to begin printing. • Press the [Clear/Stop] key to cancel the job and replace the print cartridge. See p.307 "Replacing the Print Cartridge".

Message	Causes	Solutions
ID Card Copy Only Support A4/LT	ID card copy could not be performed because the tray does not contain the valid size paper, which are A4 or Letter size.	<ul style="list-style-type: none"> Set the machine to print copies using the A4 or Letter size paper in the [Paper Select] setting. See p.202 "Copy Settings" . Specify the A4 or Letter size paper for the tray selected for printing copies in the [Paper Size] setting. See p.218 "Machine Settings" .
Indep. Supplier Print Cartridge	A non-supported print cartridge is installed.	Remove and replace it with a print cartridge specified by an authorized dealer.
Inner Jam	Paper has been jammed in the machine.	Remove the jammed paper. See p.272 "Removing Printing Jams" .
Invalid USB Flash Press Clear Key	The Scan to USB function failed because a damaged USB flash disk was used.	Use a known working USB flash disk.
Life End Feed Roller	The feed roller is no longer usable, and must be replaced.	Contact your sales or service representative.
Life End Fuser Unit	The fusing unit is no longer usable, and must be replaced.	Contact your sales or service representative.
Life End Print Cartridge	The machine has run out of the toner.	Replace the print cartridge. See p.307 "Replacing the Print Cartridge" .
Life End Transfer Roller	The transfer roller is no longer usable, and must be replaced.	Contact your sales or service representative.
Lower Misfeed Jam	Paper has been jammed in the machine.	Remove the jammed paper. See p.272 "Removing Printing Jams" .
Media Type is illegal	2-sided copy could not be performed because the tray does not contain the valid type paper, which are thin, plain, recycled, color, preprinted or prepunched.	<ul style="list-style-type: none"> Specify the tray containing the valid type paper in the [Paper Select] setting. See p.202 "Copy Settings" . Specify the valid paper type for the tray selected for printing copies in the [Paper Size] setting. See p.218 "Machine Settings" .
Memory Full	The machine's memory reached capacity while storing a fax in memory in Memory Transmission mode.	Resend the fax in parts as several at a lower resolution.

Message	Causes	Solutions
Memory Full 1.TX 2.Cancel	Memory has reached capacity while scanning originals when trying to send a fax in Memory Transmission mode.	Press [1] to send only the pages that have been scanned in memory, or press [2] to cancel.
Misinstall Print Cartridge	The print cartridge has not been installed or has not been installed correctly.	Reinstall the print cartridge. See p.307 "Replacing the Print Cartridge".
Near End Print Cartridge	The print cartridge is almost empty.	Prepare a new print cartridge.
Near Memory Full	Memory has almost reached capacity during sort copy.	If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF.
Net Communication Error Press Clear Key	Connection with the server was lost while sending or receiving data.	Contact the network administrator.
Network Is Not Ready Press Clear Key	A scanned file could not be sent because the machine has not received IP address information from the DHCP server completely.	Wait until the machine receives the IP address information completely, and then try the operation again.
No Profile Exist	No Quick Dial entry is associated with the One Touch button you pressed.	<ul style="list-style-type: none"> • Press a different One Touch button. • Assign a registered destination to the One Touch button. See p.134 "Registering Scan Destinations".
Outer Jam	Paper has been jammed in the machine.	Remove the jammed paper. See p.272 "Removing Printing Jams".
Please Reboot System	An error occurred and the machine cannot continue to operate.	Turn off the power, and then turn it back on.

Message	Causes	Solutions
Print JOB Memory OverFlow	<ul style="list-style-type: none"> The data is too large or complex to print. Especially when performing printing on Legal size paper under certain print quality setting, print data becomes large and the job may be canceled. If you try to print a Locked Print file stored in the machine with the printer driver's [Resolution] set to [1200 x 600 dpi] in the [Print Quality] tab, printing may be canceled depending on the machine's current memory usage. 	<ul style="list-style-type: none"> If using the PCL6 printer driver, set [Resolution] in [Print Quality] to [600 x 600 dpi]. If using the PostScript 3 printer driver, set [Print Quality] in [Printer Features] to [600 x 600 dpi]. Print or delete other Locked Print files in the machine, and then print the Locked Print file that the machine failed to print. Resend the Locked Print file to the machine with [Resolution] set to [600 x 600 dpi], and then print the Locked Print file.
RX Comm. Error	A reception error occurred, and the fax could not be received correctly.	If possible, contact the sender of the fax and ask them to resend it.
Scan Network Disconnect Press Clear Key	A scanned file could not be sent because the Ethernet cable was not connected properly.	Reconnect the Ethernet cable properly, and then try the operation again.
Scan USB Disconnect	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.
Server Connection Failed Press Clear Key	A scanned file could not be sent because the destination could not be reached.	Confirm that the destination is registered correctly, and then try the operation again.
Server Response Error Press Clear Key	An error occurred in communication with the server before beginning transmission.	Confirm that the destination is registered correctly, and then try the operation again. If the problem could not be solved, contact the network administrator.
Service call - SCXXX	A fatal hardware error has occurred, and the machine cannot function.	Contact your sales or service representative.
Size Exceeded Insert Document into the ADF. Press Clear Key	Scanning could not be performed because the originals were not placed in the ADF, even though the machine is set to scan originals larger than A4/Letter size.	<ul style="list-style-type: none"> Use the ADF, even when scanning A4/Letter or smaller size originals. If you need to use the exposure glass, set A4/Letter or smaller size in [Document Size] under scanner settings, and then try again. See p.207 "Scanner Settings".


Message	Causes	Solutions
TrayX Paper Empty	The tray has run out of paper.	Load paper in the tray. See p.65 "Loading Paper".
TrayX Print Job Size Mismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [Start] key to begin printing, or the [Clear/Stop] key to cancel the job.
TrayX Print Job Type Mismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [Start] key to begin printing, or the [Clear/Stop] key to cancel the job.
Tray Uninstalled Auto Tray?Y/N	Tray 2 was selected for printing, but tray 2 was not installed in the machine.	<ul style="list-style-type: none"> • Install tray 2. • Select a tray other than tray 2 using the printer driver.
TX Comm. Error	A transmission error occurred, and the fax could not be transmitted correctly.	If the [Auto Redial] setting is enabled, the machine will redial the number and try again. If all attempts fail, or if the machine is in Immediate Transmission mode, the fax will not be transmitted. Try the operation again.
Unsupported Device Press Clear Key	The Scan to USB function failed because a USB device other than a flash disk was used.	Use a USB flash disk.
USB Flash Disconnect Press Clear Key	The Scan to USB function failed because the USB flash disk was removed before the operation could be completed.	Check that the USB flash disk is securely inserted in the machine. Do not pull out the USB flash disk until "Ready" appears on the display.
USB Flash Disk Full Press Clear Key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.
Upper Misfeed Jam	Paper has been jammed in the machine.	Remove the jammed paper. See p.272 "Removing Printing Jams".
Write Protect Press Clear Key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.

Replacing the Print Cartridge

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

- *Keep toner (used or unused) and toner containers out of reach of children.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *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.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *The inside of this machine becomes very hot. Do not touch parts labelled “” (indicating a hot surface).*

Important

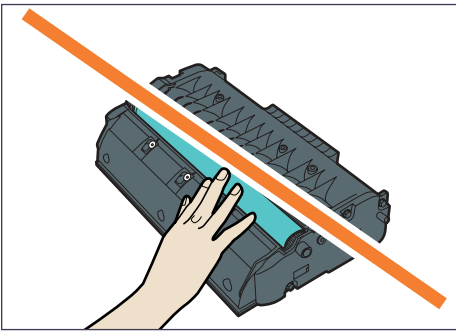
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time. Early replacement of the print cartridge might be necessary. Therefore, we recommend you always keep a new print cartridge ready.
- For good print 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.

❖ **Messages on the screen**

- Replace the print cartridge when “Life End Print Cartridge” appears on the screen.
- Prepare a new print cartridge when “Near End Print Cartridge” appears on the screen.

Important

- Do not allow paper clips, staples, or other small objects to fall inside the machine.
- Do not expose the print cartridge without its cover to direct sunlight for a long time.
- Do not touch the print cartridge's photo conductor unit.



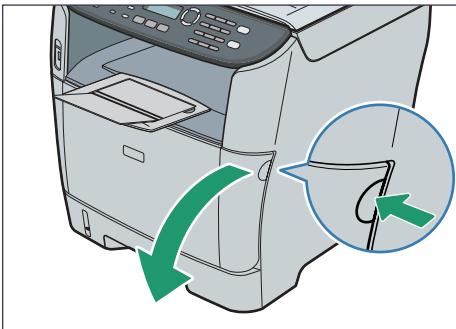
BSP024S

- If toner runs out, you cannot print until the print cartridge is replaced.

1 If paper is loaded in the bypass tray, remove the paper and close the bypass tray.

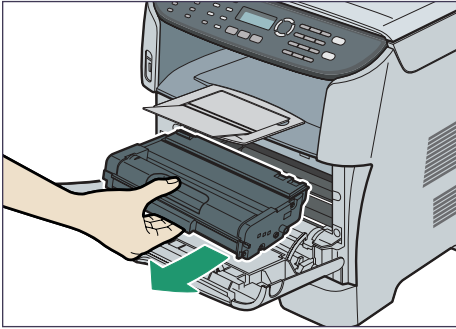
2 Push the side button to open the front cover, and then carefully lower it.

9



BSP032S

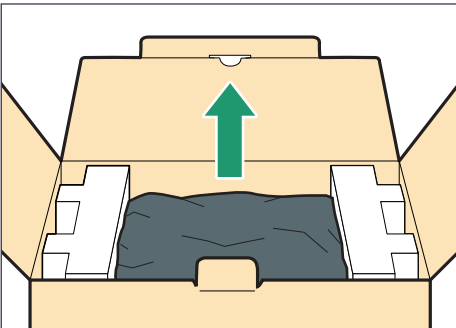
- 3** Carefully pull out the print cartridge horizontally, holding its center.



BSP036S

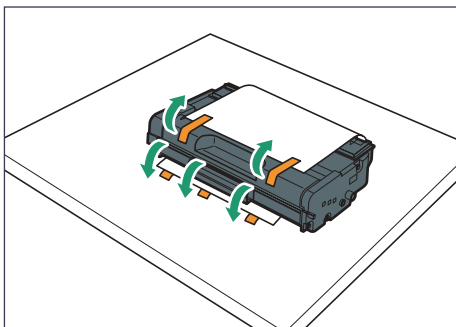
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the old print cartridge on paper or similar material to avoid dirtying your workspace.

- 4** Take the new print cartridge out of the box, and then take it out of the plastic bag.



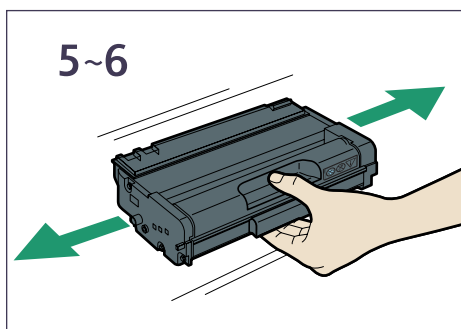
BSP195S

- 5** Place the print cartridge on a flat surface, and then remove the protection sheet.



BSP037S

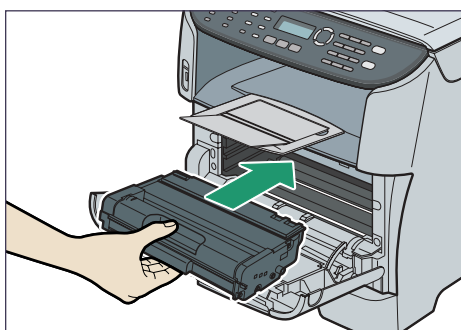
- 6** Hold the print cartridge and shake it from side to side five or six times.



BSP038S

Even distribution of toner within the bottle improves print quality.

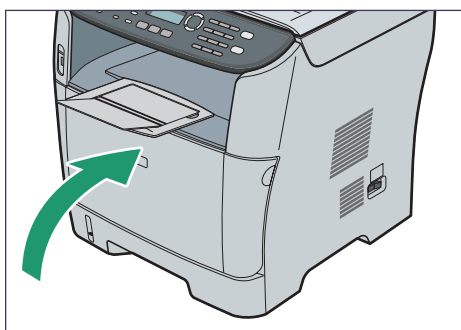
- 7** Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



BSP039S

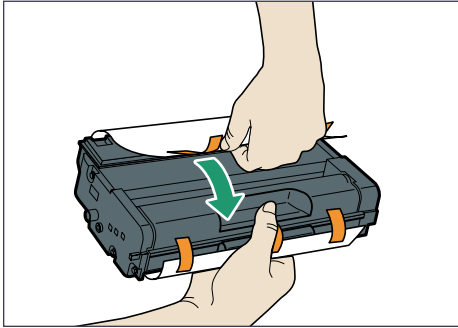
- 8** Carefully push up the front cover until it closes. Be careful not to trap your fingers.

After closing the front cover, wait until the initial screen is displayed.



BSP253S

- 9** Put the protective sheet you removed in step **5** on the old print cartridge. Then, put the old print cartridge into the bag, and then put it into the box.



BSP117S

Note

- Make sure to cover the old print cartridge with the protective sheet for recycling and environmental purposes.
- Comply with the print cartridge Recycling Program, whereby used print cartridges are collected for processing. For details, ask your sales or service representative.

10. Maintenance

This chapter describes how to maintain the machine.

Cleaning

Cautions to Take When Cleaning

⚠ WARNING:

- ***Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.***

⚠ CAUTION:

- *The inside of this machine becomes very hot. Do not touch parts labelled “⚠” (indicating a hot surface).*
- *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.*

Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If dry wiping is not enough, wipe with a soft, damp cloth that is wrung out well. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a well-wrung damp cloth, and then dry wipe the area and allow it to dry.

⚠ Important

- To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.
- If there is dust or grime inside the machine, wipe with a clean, dry cloth.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.

Cleaning the Friction Pad and Paper Feed Roller

If the friction pad or paper feed roller is dirty, a multi-feed or jam might occur. In this case, clean the friction pad and paper feed roller as follows:

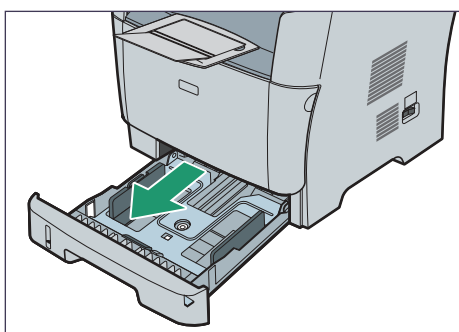
⚠ CAUTION:

- *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 use chemical cleaning fluids or organic solvents such as thinner or benzine.

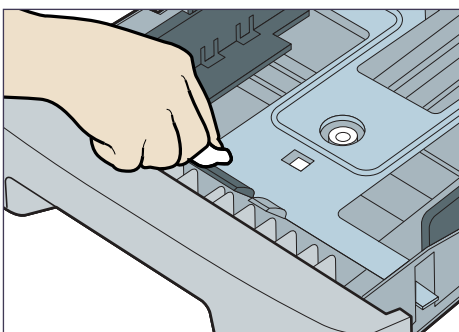
- 1** Turn off the power.
- 2** Unplug the power cord from the wall outlet. Remove all the cables from the machine.
- 3** Carefully pull Tray 1, and then pull out with both hands.



BSP058S

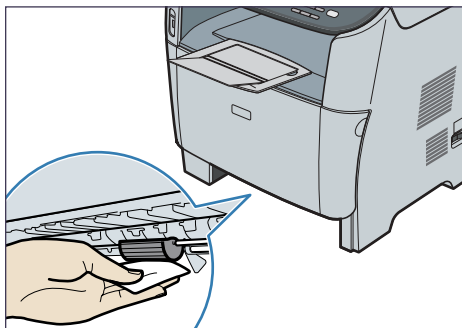
Place the tray on a flat surface. If there is paper in the tray, remove it.

- 4** Wipe the friction pads with a damp cloth.



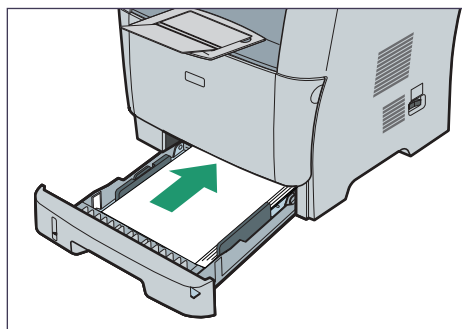
BSP137S

- 5** Wipe the rubber part of the roller with a soft damp cloth. After that, wipe it with a dry cloth to remove the moisture.



BSP138S

- 6** Reload the removed paper into the tray, and then push the tray carefully into the machine until it clicks into place.



BSP068S

- 7** Insert the plug of the power cord into the wall socket securely. Connect all the interface cables that were removed.

- 8** Turn on the power.

Note

- If jams or multi-sheet feeds occur after cleaning the friction pad, contact your sales or service representative.
- If the optional tray 2 is installed, clean its friction pads and paper feed roller in the same way as you did for tray 1.

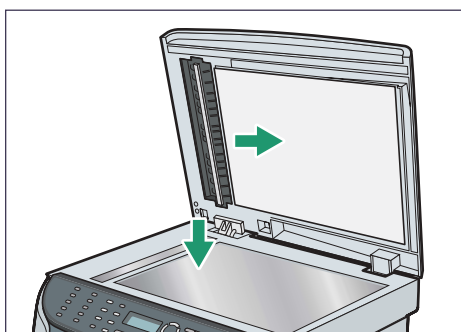
Cleaning the Exposure Glass

The following procedure describes how to clean the exposure glass.

1 Lift the exposure glass cover or ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2 Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



BSP079S

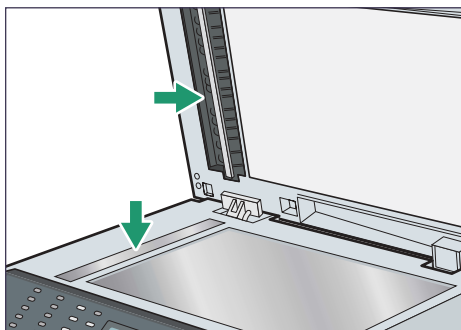
Cleaning the Auto Document Feeder

The following procedure describes how to clean the ADF.

1 Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2 Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



BSP080S

Moving the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

CAUTION:

- *The machine weighs approximately 18 kg (39.6 lb.). When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.*
- *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.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *When moving the machine after use, do not take out the print cartridge to prevent toner spill inside the machine.*

Repack the machine in its original packing materials when moving it a long distance.

Important

- Be sure to disconnect all cables from the machine before transporting it.
- The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.
- Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.
- If tray 2 is installed, remove it from the machine, and move them separately.
- Do not hold onto the tray area when lifting the machine.

Moving over a Short Distance

Important

- Do not remove the print cartridge when moving the machine.

1 Be sure to check the following points:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- All other cables are unplugged from the machine.

2 If tray 2 is installed, remove it.

3 Return the scanning unit inside the machine to its original position using [Scanner Carriage] under [Machine Settings].

- 4** Lift the machine by using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.



BSP025S

- 5** If you have removed tray 2, reinstall it.

 **Note**

- Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.

 **Reference**

For details about **[Scanner Carriage]**, see p.218 “Machine Settings”.

Moving over a Long Distance

If you intend to move the machine over a long distance, you must pack it well. Empty all the paper trays, but do not remove the print cartridge. Take care not to tip or tilt the machine during transit.

 **Important**

- Do not remove the print cartridge when moving the machine.

1 Be sure to check the following points:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- All other cables are unplugged from the machine.
- All paper trays are empty.

2 If tray 2 is installed, remove it.

3 Return the scanning unit inside the machine to its original position using **[Scanner Carriage]** under **[Machine Settings]**.

 **Note**

- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

 **Reference**

For details about **[Scanner Carriage]**, see p.218 “Machine Settings”.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about topics covered in this manual or to enquire about topics not covered in this manual.

Consumables

CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Print Cartridges

Print cartridge	Average printable number of pages per cartridge ^{*1}
Black	2,500 pages, 5,000 pages

^{*1} The printable number of pages is based on pages that are compliant with ISO/IEC 19752 and the image density set as the factory default. ISO/IEC 19752 is an international standard on measurement of printable pages, set by the International Organization for Standardization.

Note

- If print cartridges are not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges (consumables) are not covered by warranty. However, if there is a problem, contact the store where they were purchased.
- When you first use this machine, use the four print cartridges packaged with the machine.
- The supplied print cartridges are good for approximately 1,500 pages.
- This machine routinely performs cleaning and uses toner during this operation to maintain quality.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

❖ Configuration

Desktop

❖ Print process

Laser electrostatic transfer

❖ Maximum paper size for scanning

- Exposure glass
A4, Letter (8¹/₂ " × 11 ")
- ADF
Legal (8¹/₂ " × 14 ")

❖ Maximum paper size for printing

Legal (8¹/₂ " × 14 ")

❖ Warm-up time

Less than 30 seconds (23 °C, 71.6 °F)

❖ Paper sizes

- Standard paper sizes
A4, B5 JIS, A5, B6-S, A6, Legal (8¹/₂ " × 14 "), Letter (8¹/₂ " × 11 "),
Half Letter-S (5¹/₂ " × 8¹/₂ "), Executive (7¹/₄ " × 10¹/₂ "), 8 " × 13 ",
8¹/₂ " × 13 ", Folio (8¹/₄ " × 13 "), 16K (195 × 267 mm), Com 10 (4¹/₈ " × 9¹/₂ "),
Monarch (3⁷/₈ " × 7¹/₂ "), C5 Env (162 × 229 mm), C6 Env (114 × 162 mm),
DL Env (110 × 220 mm)
- Custom size
 - Tray 1
100 to 216 mm (3.94 to 8.50 inches) in width,
148 to 356 mm (5.83 to 14.02 inches) in length
 - Bypass Tray
90 to 216 mm (3.54 to 8.50 inches) in width,
140 to 356 mm (5.51 to 14.02 inches) in length

❖ Paper output capacity

Standard 125 sheets (80 g/m², 20 lb.)

❖ Paper input capacity

- Tray 1
250 sheets (80 g/m², 20 lb.)
- Tray 2 (option)
250 sheets (80 g/m², 20 lb.)
- Bypass tray
50 sheets (80 g/m², 20 lb.)

❖ ADF capacity

35 sheets (80 g/m², 20 lb.)

❖ Paper weight

- Tray 1
52 to 162 g/m² (13.8 to 43.0 lb.)
- Tray 2 (option)
60 to 105 g/m² (16.0 to 28.0 lb.)
- Bypass tray
52 to 162 g/m² (13.8 to 43.0 lb.)

❖ Memory

128 MB

❖ Power source

- **120V**
120 V, 60 Hz, 10 A or more (when fully equipped)
- **220-240V**
220-240 V, 50/60 Hz, 5 A or more (when fully equipped)

❖ Power consumption

- Maximum power consumption
120V: 850 W, **220-240V**: 895 W
- Energy Saver mode 1
70 W or less
- Energy Saver mode 2
10 W or less

❖ Machine dimensions (Width × Depth × Height)

420 × 397 × 442 ^{*1} mm (16.6 × 18.7 × 18.9 ^{*1} inches)

^{*1} If tray 2 is installed, the height increases by 89 mm (3.5 inches).

❖ Weight (machine body with consumables)

- Type 1 model
Approximately 17 kg (37.4 lb.)
- Type 2 model
Approximately 18 kg (39.6 lb.)

Printer Function Specifications

- ❖ **Printing speed (600 dpi)**
28 pages per minute (A4) / 30 pages per minute (Letter)
- ❖ **Resolution**
600 dpi (Maximum: 1200 × 600 dpi)
- ❖ **First print speed**
8 seconds or less (A4/Letter, 600 × 600 dpi)
- ❖ **Interface**
 - Ethernet (10BASE-T, 100BASE-TX)
 - USB 2.0
- ❖ **Printer language**
 - PCL6, PostScript 3
- ❖ **Fonts**
 - 80 fonts
- ❖ **Network protocol**
TCP/IP, IPP

Copier Function Specifications

- ❖ **Maximum resolution (scanning and printing)**
 - Exposure glass
Scanning: 600 × 600 dpi
Printing: 600 × 600 dpi
 - ADF
Scanning: 600 × 300 dpi
Printing: 600 × 600 dpi
- ❖ **Gradation**
Scanning: 256 levels (1 dot)
Printing: Two-value (1 dot)
- ❖ **First copy speed (A4/Letter, at 25 °C, 77 °F)**
12 seconds or less
- ❖ **Multiple copy speed**
28 pages per minute

❖ Reproduction ratio

- **120V**
Fixed ratio: 50%, 65%, 78%, 93%, 129%, 155%, 200%, 400%
Zoom ratio: 25 to 400% (600 × 300 dpi, 600 × 600 dpi)
- **220-240V**
Fixed ratio: 50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%
Zoom ratio: 25 to 400% (600 × 300 dpi, 600 × 600 dpi)

❖ Copy quantity

99

Scanner Function Specifications

❖ Maximum scanning area (horizontal × vertical)

- Exposure glass
216 × 297 mm (8.5 × 11.7 inches)
- ADF
216 × 356 mm (8.5 × 14.1 inches)

❖ Maximum resolution when scanning from the control panel (Scan to E-mail, Scan to FTP, Scan to Folder, Scan to USB)

- Exposure glass
600 × 600 dpi
- ADF
600 × 600 dpi

❖ Maximum resolution when scanning from a computer (TWAIN)

- Exposure glass
19200 × 19200 dpi
- ADF
600 × 600 dpi

❖ Maximum resolution when scanning from a computer (WIA)

- Exposure glass
600 × 600 dpi
- ADF
600 × 600 dpi

❖ Gradation

Input: 16 bit color processing
Output: 8 bit color processing

❖ Scanning time

Black and white: 5 seconds or less
Color: 10 seconds or less (A4/200 dpi/Compressed)
Not including transfer time.

❖ ADF throughput

Black and white: 120 mm per second
Color: 60 mm per second (200 dpi)

❖ Interface

- Scanning from the control panel
Ethernet (10BASE-T, 100BASE-TX), USB2.0 (Scan to USB)
- Scanning from a computer
Ethernet (10BASE-T, 100BASE-TX), USB 2.0

❖ Sendable file formats

TIFF, JPEG, PDF

❖ Address book

Maximum 100 items
Number of redials: 1

Fax Function Specifications

❖ Access line

- Public switched telephone networks (PSTN)
- Private branch exchange (PBX)

❖ Transmission mode

ITU-T Group 3 (G3)

❖ Scan line density

8 dots per mm × 3.85 line per mm (200 × 100 dpi)
8 dots per mm × 7.7 line per mm (200 × 200 dpi)

❖ Transmission time

3–4 seconds (8 dots per mm × 3.85 line per mm, 33.6 kbps, MMR, ITU-T # 1 chart)

❖ Transfer rate

33.6 kbps to 2400 bps (auto shift down system)

❖ Data compression method

MH, MR, MMR

❖ Memory capacity

More than 100 sheets (8 dots per mm × 3.85 line per mm)

❖ Address book

- Speed dial
50 items
- Quick dial
20 items
Number of redials for Fax: 1

Specifications of Options

This section lists the specifications of the various options.

Paper Feed Unit TK1080

❖ **Paper capacity**

250 sheets

❖ **Paper size**

A4, B5 JIS, A5, Legal ($8\frac{1}{2}'' \times 14''$), Letter ($8\frac{1}{2}'' \times 11$), Half Letter ($5\frac{1}{2}'' \times 8\frac{1}{2}''$)

❖ **Dimensions (Width × Depth × Height)**

420 × 397 × 89 mm (16.6 × 18.7 × 3.5 inches)

❖ **Paper weight**

60 to 105 g/m² (16.0 to 28.0 lb.)

❖ **Weight**

Less than 2.4 kg (5.3 lb.)

Electromagnetic Interference

If this machine is located close to another electronic device, both devices may malfunction due electromagnetic interference.

Televisions and radios may produce noise if located too close to this machine. If this happens, do the following:

- Move the television or radio as far as possible from the machine.
- Change the position of the antenna of the television or radio.
- Use a different wall outlet on a different circuit.

Information about Installed Software

expat

- The software including controller, etc. (hereinafter “software”) installed on this product uses the expat under the conditions mentioned below.
- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.
- Information relating to the expat is available at: <http://expat.sourceforge.net/>

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JPEG LIBRARY

The software installed on this product is based in part on the work of the Independent JPEG Group.

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SP 3400SF/SP 3410SF User Guide



Driver Installation Guide

This manual describes how to install drivers and other software to use this machine.

Installing Drivers and Software

You can install the necessary drivers and software for this machine from the supplied CD-ROM.

Important

- The supplied drivers are supported by the following operating systems:
 - PCL printer driver: Windows 2000/XP/Vista and Windows Server 2003/2003 R2
 - DDST printer driver: Windows 2000/XP/Vista and Windows Server 2003/2003 R2, and Mac OS X
 - TWAIN driver: Windows 2000/XP/Vista and Windows Server 2003/2003 R2, and Mac OS X

When you insert the CD-ROM, the **[Printer/Scanner Drivers and Utilities]** dialog box appears. Use this dialog box to specify the installation method you require and the software you want to install.

Select the appropriate method according to your operating system and the connection method.

❖ **USB Quick Install**

If you have connected the machine to your computer via USB cable, select this method to auto install the necessary printer and scanner drivers.

❖ **Network Quick Install**

If you have connected the machine to your computer via a network, select this method to auto install the necessary printer and scanner drivers.

❖ **Standalone Install (PCL /DDST Printer Drivers, Network TWAIN Driver)**

Installs selected printer or TWAIN driver when using the network connection.

❖ **PageManager**

Installs PageManager, which you can use for TWAIN scanning.

Note

- If you install the PCL driver using Quick Install, only the PCL 6 driver will be installed. Use the standalone install to install the PCL 5c printer driver.
- Use Plug and Play to install drivers into 64-bit Windows environments. For details, see "Installing the Drivers Using Plug and Play".
- Quick Install installs either the DDST or PCL printer driver, depending on the type of machine you are using.

Reference

For the Mac OS X installation procedure, see "Installing the Drivers in a Macintosh Environment".

For details about installing the PostScript 3 printer driver, see PostScript 3 Installation Guide.

USB Quick Install

If you have connected this machine to your computer via USB cable, select this method to auto install the necessary printer and TWAIN drivers from the CD-ROM.

Important

- The procedure in this section is an example based on Windows XP. The actual procedure might vary depending on the operating system you are using.
- To install the drivers, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member to acquire this permission.
- Be sure to disconnect the USB cable from the machine or turn the machine off before beginning the installation.

Use this procedure to install the drivers using USB Quick Install.

1 Close all applications except this manual.

2 On the [Printer/Scanner Drivers and Utilities] dialog box, click [USB Quick Install].
The software license agreement appears.

3 After reading the agreement, click [I accept the agreement.], and then click [Next].

A dialog box prompting you to confirm that connection with the machine has not been made appears.

4 Make sure the machine is turned off and not connected to the computer, and then click [Next].

The [Printer Auto-Detecting] dialog box appears.

5 Connect the machine and the computer using a USB cable, and then turn the machine's power switch to on.

The auto-detecting starts.

To cancel the auto-detecting click [Stop Auto-detecting].

6 When the message informing you that the installation was successfully completed appears, click [Finish].

Note

- In this procedure, PCL 6 was the only PCL driver installed. If you need to install the PCL 5c driver, install it separately, and be sure to configure it using the same settings as the PCL 6 driver that is already installed.

Network Quick Install

Use Network Quick Install to install the printer and TWAIN drivers from the CD-ROM when connecting the machine to the network.

Important

- The procedure in this section is an example based on Windows XP. The actual procedure might vary depending on the operating system you are using.
- To install the drivers, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member to acquire this permission.
- Before beginning this procedure, you must assign the IP address on the machine. For details about assigning the machine's IP address, see User Guide.

1 Close all applications except this manual.

2 On the [Printer/Scanner Drivers and Utilities] dialog box, click [Network Quick Install].

The software license agreement appears.

3 After reading the agreement, click [I accept the agreement.], and then click [Next].

The [Printer Detection Method Selection] dialog box appears.

4 Select the detection method, and then click [Next].

To detect the machine automatically, select [Detect printer(s) automatically].

To specify the machine directly, select [Specify IP Address directly], and then specify its IP address.

5 If you selected [Specify IP Address directly] in step 4, enter the machine's IP address in the [IP Address] dialog box.

6 In the [Install Printer Driver] dialog box, select the machine name, configure the necessary settings, and then click [Continue].

7 When the message informing you that the installation was successfully completed appears, select a restart method, and then click [Finish].

Standalone Install

This section describes how to install the printer driver and TWAIN driver respectively.

PCL/DDST Printer Driver

Use this procedure to install the PCL or DDST printer driver.

Important

- Before beginning this procedure, you must assign the IP address on the machine. For details about assigning the machine's IP address, see User Guide.

1 Close all applications except this manual.

2 On the [Printer/Scanner Drivers and Utilities] dialog box, click [PCL Printer Driver] or [DDST Printer Driver].

The software license agreement appears.

3 After reading the agreement, click [I accept the agreement.], and then click [Next].

When installing the PCL printer driver, a dialog box appears to select the printer driver, PCL 6 or PCL 5c.

The [Printer Detection Method Selection] dialog box appears.

4 Select the detection method, and then click [Next].

To detect the machine automatically, select [Detect printer(s) automatically].

To specify the machine directly, select [Specify IP Address directly], and then specify its IP address.

5 If you have selected [Specify IP Address directly] in step 4, enter the machine's IP address in the [IP Address] dialog box.

6 In the [Install Printer Driver] dialog box, select the machine name, and make the necessary settings, then click [Continue].

7 When the message informing you that the installation was successfully completed appears, select a restart method, and then click [Finish].

Network TWAIN Driver

- 1** Close all applications except this manual.
- 2** On the [Printer/Scanner Drivers and Utilities] dialog box, click [Network TWAIN Scanner].
The software license agreement appears.
- 3** After reading the agreement, click [Yes].
- 4** Click [Install].
- 5** When the message informing you that the installation was successfully completed appears, select a restart method, and then click [Finish].

Installing the Drivers Using Plug and Play

This section describes how to install drivers for USB connection using the Windows Plug and Play function.

Important

- The printer driver for the 64-bit Windows is not included on the supplied CD-ROM. If your operating system is the 64-bit Windows, download the drivers from the supplier's Web site, and then store the files in an easily accessible folder.
- To install these printer drivers under Windows 2000/XP/Vista or Windows Server 2003/2003 R2, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member to acquire this permission.

Windows 2000

Use this procedure to install the TWAIN and printer drivers using Plug and Play.

- 1** Close all applications except this manual.
- 2** Connect the machine to your computer using a USB cable, and then turn the machine's power switch on.
The [Found New Hardware Wizard] dialog box for the TWAIN driver appears.
- 3** Click [Search for a suitable driver for my device (recommended)], and then click [Next].
- 4** Insert the CD-ROM.
Skip this step if you are referring this manual from the driver CD-ROM.

- 5** Click **[CD-ROM drivers]**, and then click **[Next]**.

If you want to install the TWAIN driver downloaded from the supplier's Web site, click **[Specify a location]**, and then click **[Next]**. Then, click **[Browse]** and select the TWAIN driver file.

- 6** Click **[Next]**.

- 7** When the message informing you that the installation was successfully completed appears, click **[Finish]**.

The **[Found New Hardware Wizard]** dialog box for the printer driver appears.

- 8** Click **[Next]**.

- 9** Click **[Search for a suitable driver for my device (recommended)]**, and then click **[Next]**.

- 10** Click **[CD-ROM drivers]**, and then click **[Next]**.

If you want to install the printer driver downloaded from the supplier's Web site, click **[Specify a location]**, and then click **[Next]**. Then, click **[Browse]** and select the printer driver file.

- 11** Click **[Next]**.

- 12** When the message informing you that the installation was successfully completed appears, click **[Finish]**.

Windows XP, Windows Server 2003

Use this procedure to install the TWAIN and printer drivers using Plug and Play.

- 1** Close all applications except this manual.

- 2** Connect the machine to your computer using a USB cable, and then turn the machine's power switch on.

The **[Found New Hardware Wizard]** dialog box for the TWAIN driver appears.

- 3** Click **[No, not this time]**, and then click **[Next]**.

- 4** Insert the CD-ROM.

Skip this step if you are referring this manual from the driver CD-ROM.

- 5** Click **[Install the software automatically (Recommended)]**, and then click **[Next]**.

If you want to install the TWAIN driver downloaded from the supplier's Web site, click **[Install from a list or specific location (Advanced)]**, and then click **[Next]**. Then, click **[Search for the best driver in these locations]** and select **[Include this location in the search:]**. Click **[Browse]** to select the TWAIN driver file, and then click **[Next]**.

- 6 When the message informing you that the installation was successfully completed appears, click **[Finish]**.

The **[Found New Hardware Wizard]** dialog box for the printer driver appears.

- 7 Click **[No, not this time]**, and then click **[Next]**.

- 8 Click **[Install the software automatically (Recommended)]**, and then click **[Next]**.

If you want to install the printer driver downloaded from the supplier's Web site, click **[Install from a list or specific location (Advanced)]**, and then click **[Next]**. Then, click **[Search for the best driver in these locations]** and select **[Include this location in the search:]**. Click **[Browse]**, select the printer driver file, and then click **[Next]**.

- 9 When the message informing you that the installation was successfully completed appears, click **[Finish]**.

Windows Vista

Use this procedure to install the TWAIN and printer drivers using Plug and Play.

- 1 Close all applications except this manual.

- 2 Connect the machine to your computer using a USB cable, and then turn the machine's power switch on.

The **[Found New Hardware]** dialog box for the TWAIN driver appears.

- 3 Click **[Locate and install driver software (recommended)]**.

The **[User Account Control]** dialog box appears.

- 4 Click **[Continue]**.

The **[Found New Hardware]** for the TWAIN driver dialog box reappears.

- 5 Insert the CD-ROM.

Skip this step if you are referring this manual from the driver CD-ROM.

- 6 Click **[Next]**.

If you want to install the TWAIN driver downloaded from the supplier's Web site, click **[I don't have the disc. Show me other options.]**. Click **[Browse my computer for driver software (advanced)]**. Then, click **[Browse]**, select the TWAIN driver file, and then click **[Next]**.

- 7 When the message informing you that the installation was successfully completed appears, click **[Close]**.

The **[Found New Hardware Wizard]** dialog box for the printer driver appears.

8 Click **[Next]**.

If you want to install the printer driver downloaded from the supplier's Web site, click **[I don't have the disc. Show me other options.]**. Click **[Browse my computer for driver software (advanced)]**. Then, click **[Browse]**, select the printer driver file, and then click **[Next]**.

9 When the message informing you that the installation was successfully completed appears, click **[Close]**.

When Using the Machine under Mac OS X

The procedures in this section explain how to set up the machine under Mac OS X.

Installing the drivers

Use this procedure to install the drivers under Mac OS X.

Important

- To install the driver, you must log on as an Administrator. For details, contact your administrator.

1 Close all applications except this manual.

2 Double-click the package file icon.

3 Follow the instructions on the screen.

Note

- When the **[Authentication]** dialog box appears, enter the administrator name and password, and then click **[OK]**.

Setting up the machine when using a USB connection

Use this procedure to configure the machine for USB connection to a computer that is running Mac OS 10.4 (or later).

Important

- Before beginning this procedure, make sure the machine is powered and connected to the computer via a USB cable.

1 Start **[Printer Setup Utility]**.

The **[Printer List]** dialog box appears.

2 Click **[Add]**.

The **[Printer Browser]** dialog box appears.

If **[IP Printer]** is selected, select **[Default Browser]**.

- 3** Make sure that “USB” is shown in [Connection], and then click the name of this machine.

This machine name appears in [Printer Name].

- 4** In [Print Using], select the manufacturer name, and then select the model name from the [Model] list.

- 5** Click [Add].

- 6** Close [Printer Setup Utility].

Setting up the machine when using a network connection

Use this procedure to configure the machine for network connection to a computer that is running Mac OS 10.4 (or later).

Important

- Before beginning this procedure, make sure the machine is powered and connected to the network.
- Also before beginning this procedure, you must assign the IP address on the machine. For details about assigning the machine's IP address, see User Guide.

- 1** Start [Printer Setup Utility].

The [Printer List] dialog box appears.

- 2** Click the [Add] button.

The [Printer Browser] dialog box appears.

If [Default Browser] is selected, select [IP Printer].

- 3** In the [Address] field, enter the machine's IP address.

The machine name appears in [Name].

- 4** In [Print Using], select the manufacturer name, and then select the model name from the [Model] list.

- 5** Click [Add].

- 6** Close [Printer Setup Utility].

Troubleshooting

This section describes how to troubleshoot problems related to installing the machine.

Software Installation Problems

This section describes how to troubleshoot problems related to software installation.

If the CD-ROM Does Not Launch Automatically

This section describes what to do if the **[Printer/Scanner Drivers and Utilities]** dialog box, does not appear automatically when you insert the CD-ROM into your computer.

❖ **Checking your computer**

If the CD-ROM does not launch automatically, check the following:

- Confirm that the CD-ROM has been inserted in your computer properly.
- Confirm that the CD-ROM drive of your computer is not defective, by trying a known-working CD-ROM.
- Confirm that the AutoRun feature has not been disabled on your computer.

❖ **Launching the CD-ROM from the CD-ROM directory**

If the problem persists, double-click the CD-ROM drive icon in the **[My Computer]** or **[Explorer]** window, and then double-click the Setup.exe icon.

Note

- When saving a driver on a computer, make sure that the path to the location of the stored data is not too long. A long path name may cause errors during installation.

If Software Cannot Be Installed

This section describes how to troubleshoot failure during software installation.

❖ **Checking your computer environment**

If you have problems installing software, first check the following:

- The operating system of your computer is compatible with the software you are trying to install.
- There is enough space in the hard disk of your computer.
- Unnecessary applications, in particular anti-virus programs, are not running during the installation.

Checking Installed Software

This section describes how to troubleshoot problems related to software installation.

Check whether the software has been installed or not. If not, perform the installation procedure again.

❖ **Printer driver**

If the printer driver is installed, the printer icon appears in the **[Printers and faxes]** folder in your computer.

In the printer properties dialog box, check that “USB connection” or “network printer” is selected as the port. To check the connection, perform a test print. Use this procedure to check the version of the printer driver currently installed. For details, see the printer driver Help.

- ① Open the printer properties dialog box.
- ② Click the **[Setup]** tab.
- ③ Click **[About]**.
The **[About]** dialog box appears.
- ④ Check the version.

❖ **TWAIN driver**

If the TWAIN driver is installed, you can scan originals using a compatible application. See "Basic Operation for TWAIN Scanning".

❖ **User Guide**

If the User Guide is installed, the User Guide icon appears in the **[Programs]** folder in your computer.

Connection Problems

This section describes how to troubleshoot problems related to USB and network connection.

If Connection Cannot Be Made via USB

This section describes possible causes and solutions for problems related to USB connection.

Possible Cause	Solution
The power cord or USB cable may not be properly connected.	Make sure that the power cord and USB cable are properly connected. Also make sure that they are not damaged.
The machine was not recognized automatically.	Turn off the power of the machine, reconnect the USB cable, and then turn it on again.
Windows did not configure USB settings correctly.	Make sure that there is no conflicting USB device installed in your computer. 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. If you are using Windows 2000/XP or Windows Server 2003, erroneous devices are displayed under [USB Controller] in the [Device Manager] dialog box.
The USB driver was not installed correctly.	Turn off the power, and then unplug the USB cable from the machine. Then, reinstall the USB driver using [Quick Install for USB] , making sure that you turn on the power only when instructed.
An error occurs during software installation.	First reboot Windows. Then, on the [Start] menu, select [Control Panel] . Double-click the System icon, and then on the [Hardware] tab, click [Device Manager] . Under [Other Devices] , select the printer, and then open its properties dialog box. On the [General] tab, click [Reinstall Driver] to reinstall the driver.

If Connection Cannot Be Made via Network

This section describes possible causes and solutions for problems related to network connection.

Possible Cause	Solution
The power cord or Ethernet cable may not be properly connected.	Make sure that the power cord and Ethernet cable are properly connected. Also make sure that they are not damaged.
The machine's IP address has not been specified, or the machine and computer are not on the same network.	If the machine cannot be found and only "Printer Port" appears in the machine selection dialog box, either the machine's IP address has not been specified or the computer and machine are not on the same network segment. Before installing the software, check the machine's IP address and the network topology. Alternatively, select "Printer Port" in the dialog box, and then install the software.

Test Print Problems

This section describes what to do if a test page cannot be printed from a computer.

Possible Cause	Solution
The power cord, USB cable, or Ethernet cable is not properly connected.	Check that the power cord, USB cable, and Ethernet cable are properly connected. Check also that they are not damaged. See "Connection Problems".
The port connection is not properly set.	<ol style="list-style-type: none">① On the [Start] menu, click [Printers and Faxes].② Click the printer icon, and then click [Properties] on the [File] menu.③ Click the [Details] tab, and then confirm that the port is set to USB or network printer, as required.

Note

- If the problem persists, contact the network administrator.
- To connect via USB when USB does not appear in the list of available ports, you must reinstall the printer driver.

Software on the CD-ROM

This section describes the CD-ROM supplied with this machine.

Viewing the contents of the CD-ROM

Use this procedure to view the contents of the CD-ROM.

- 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.

Drivers for This Machine

Operations require installing drivers appropriate to your operating system.

The following drivers are included on the CD-ROM provided with this machine.

- ❖ **PCL 5c/6 printer driver, DDST printer driver**

This printer driver allows the computer to communicate with the printer via a printer language.

- ❖ **PostScript 3 printer driver**

PostScript 3 printer driver allows the computer to communicate with the printer using a printer language.

- ❖ **TWAIN driver**

To use the machine as a TWAIN scanner, it is essential to install the TWAIN driver.

Appendix

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 **Note**

PostScript 3 in this manual stands for “Adobe PostScript 3 Emulation”.