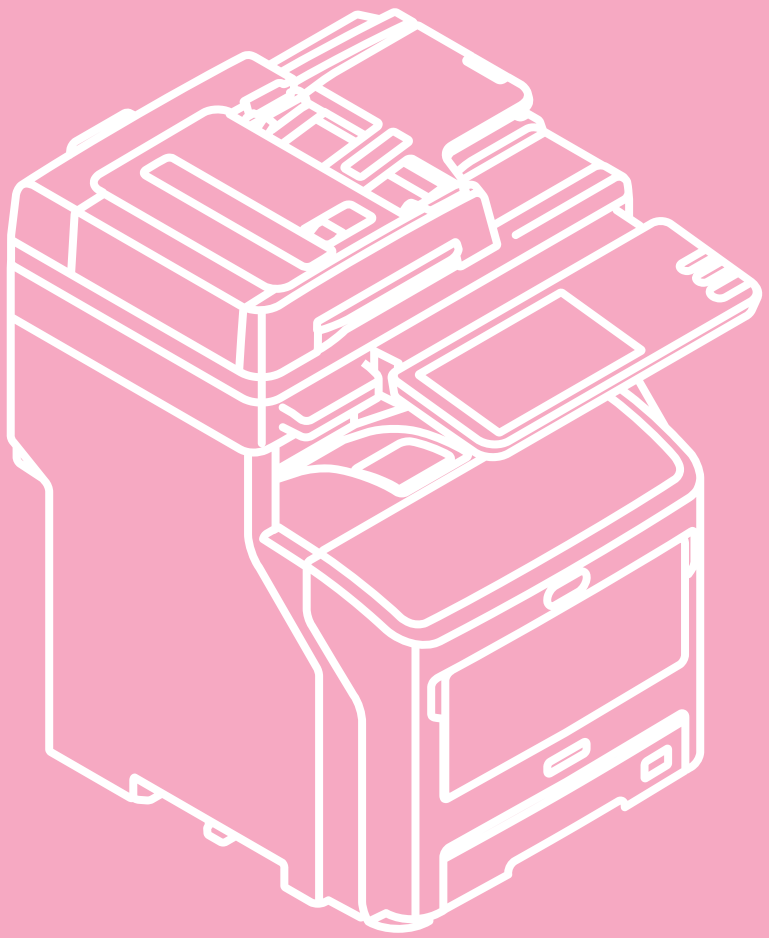
OKI

User's Manual

Advanced Guide



This manual supports the following models.
MB760dnfax, MB770dn, MB770dnfax, MB770dfnfax, ES7170dn MFP, ES7170dfn MFP, MB760, MB770, MB770f, MPS5502mb, MPS5502mbf

The illustrations of the machine used in this document may be different from what you actually see on your machine.

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Printing Operations

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Uninstalling the Printer Drivers

Uninstalling Printer Drivers

For Windows

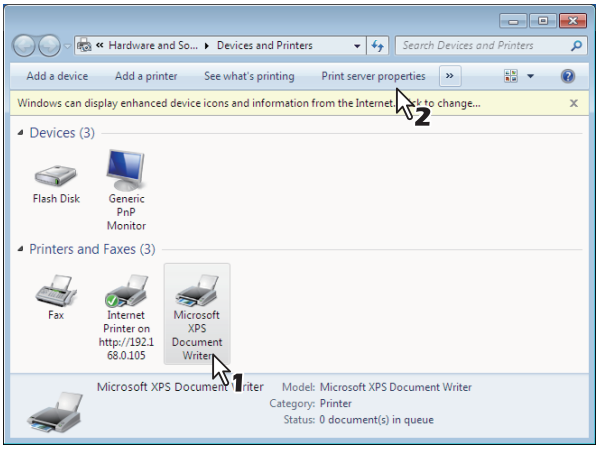
- To perform uninstallation, you must log onto Windows with the “Administrator” account. However, even if you have logged on with a user account other than “Administrator”, entering an administrator password upon display of the [User Account Control] dialog box enables you to perform the uninstallation by temporarily changing the user account.
- Even when you have logged on Windows with the “Administrator” account, the [User Account Control] dialog box may appear. In this case, click a button for allowing the operation, such as [Continue], and then continue.

1 Click [Start] and click [Devices and Printers] to open the [Devices and Printers] folder.

2 Right click on the machine to be deleted and select [Remove device] from the menu displayed.

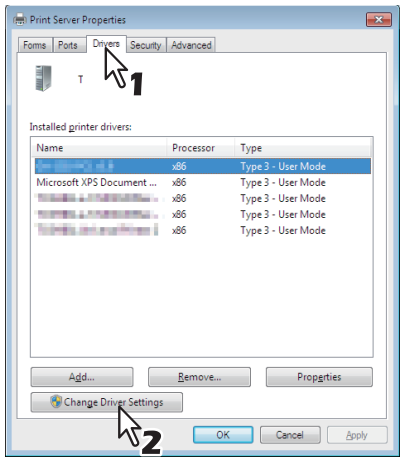
When the confirmation dialog box for deletion is displayed, click [Yes].

3 Select one of the remaining printer icons and click [Print server properties].

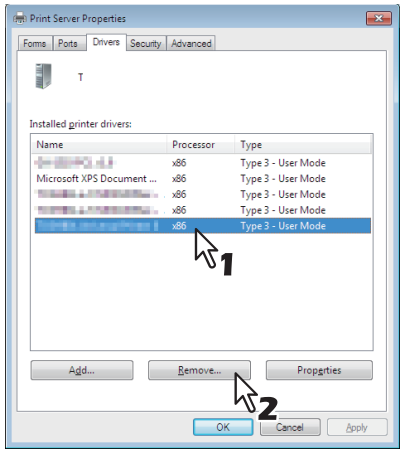


The [Print Server Properties] dialog box appears.

4 Display the [Drivers] tab and click [Change Driver Settings].

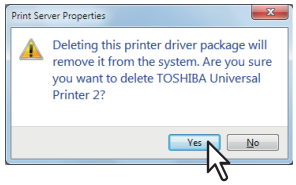


5 Select the printer driver to be deleted and click [Remove].



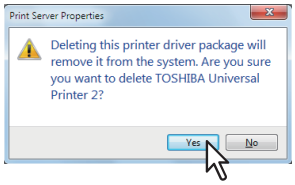
The [Remove Driver And Package] dialog box appears.

6 Select [Remove driver and driver package] and click [OK].



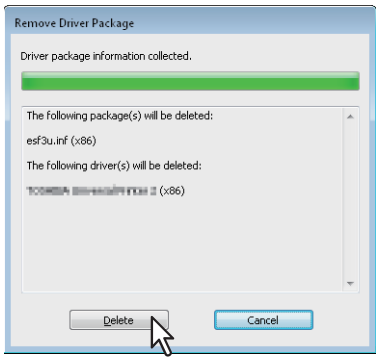
The [Remove Driver And Package] dialog box appears.

7 Click [Yes].



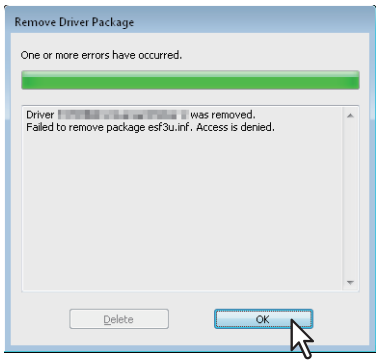
The “Driver package information collected.” message is displayed.

8 Click [Delete].



The “Driver package deleted.” message is displayed.

9 Click [OK].



10 Close the [Print Server Properties] dialog box.

For Mac OS X

In order to uninstall the Macintosh PPD file, delete the PPD file in the following folder.

Library/Printers/PPDs/Contents/Resources/ja.lproj/MB770_ES7170 MFP_MPS5502mb-X7
Library/Printers/PPDs/Contents/Resources/ja.lproj/MB770_ES7170 MFP_MPS5502mb-X4
Library/Printers/Oki/filter
Library/Printers/Oki/Icons
Library/Printers/Oki/PDEs
Library/Receipts

PRINTING FROM WINDOWS

Setting Up Print Options

Print Options are the attributes you set to define the way a print job is processed. For example, the private print and proof print options determine how the copier manages your print job.

Memo

- To find the printing instructions for your specific needs, see the procedures in the following section.
P.33 "Printing With Best Functions for Your Needs"

How to set up

There are several ways to set print options. How the settings affect printing varies depending on the way you set the options. The tabs displayed also vary depending on how you display the printer properties.

■ Setting initial values of print options

Setting the print options by displaying the printer properties from the Printers folder within the Windows Start menu will establish the initial values of the options. For example, the paper size setting you most commonly use, optional device settings, user information settings, etc., are settings you will not want to change every time you print. It is convenient to set these options as initial values.

How to display

1. **Click the [Start] menu and select [Devices and Printers].**
2. **Select the printer driver of your equipment, click the [File] menu and select [Printing Preferences].**
If the [File] menu is not displayed, press [Alt].

■ Setting print options for each print job

The print options that are set in properties dialog box, which can be accessed from the [Print] dialog box of the application, are only applied to the current print job, so once you close the application, the options will be invalid.

How to display:

1. **Click the [File] menu and select [Print] on application.**
2. **Select the printer driver of the equipment to be used and click [Preferences].**
On some applications, click [Properties].

■ Setting print options using profiles

Using profiles, you can save the print settings or apply the saved settings to a print job.

Memo

- There are 5 factory default profiles.
  - BW, Duplex, Staple & 2in1
  - Color Booklet
  - Duplex & Staple
  - Duplex, Staple & 2in1
  - Duplex, Staple & Punch

In order to print a document using profiles, you must first create the saved profile.
P.9 "Saving profile"
Once you save a profile, you can apply its settings to a print job.
P.10 "Loading profile"
You can also delete unnecessary profiles.
P.10 "Deleting profile"

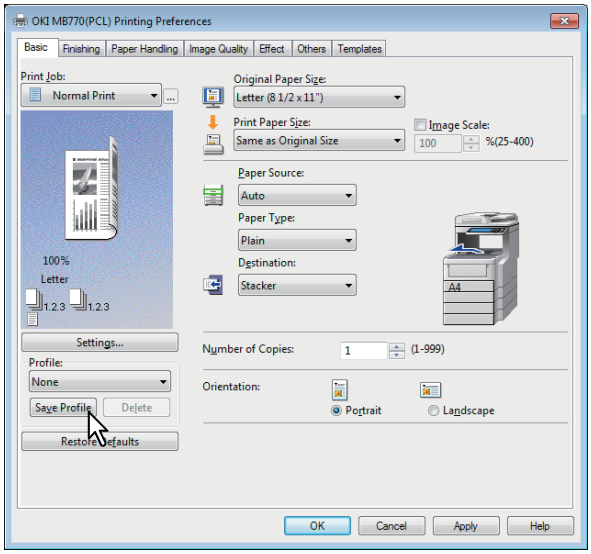
Saving profile

You can register up to 20 profiles (including 5 default profiles) for each printer driver.

Memo

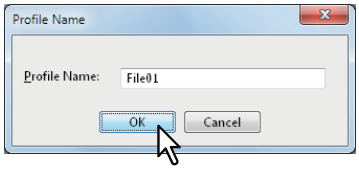
- You can delete the default profile or overwrite it by changing its contents and saving it under the same name.

1. **Configure the print options on each tab.**
Setting the print options varies depending on how you want to print a document.
P.12 "Print options"
2. **Click [Save Profile] in the Profile group.**



The [Profile Name] dialog box appears.

3 Enter the profile name and click [OK].



The file name must be up to 63 characters long.

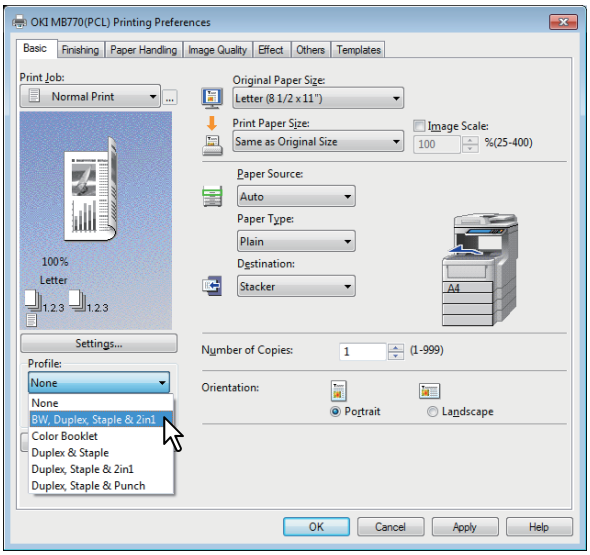
Memo

- If you enter an existing profile name, you are prompted to confirm whether you want to overwrite it. If you want, click [OK].
- If you try to save more than 20 profiles, a dialog box notifying you that no more can be saved appears, then the 21st profile is saved as a temporary profile. If you want to register this temporary profile, delete unnecessary profiles first, and then select [Temporary Profile] to recall this profile and click [Save Profile] to save it.
- You cannot specify [None] for the profile name.

4 The profile is saved.

Loading profile

1 Select a profile in the [Profile] box.



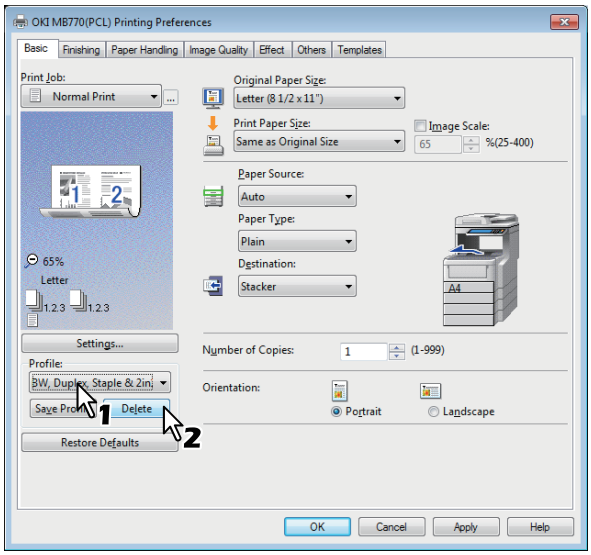
The setting options in the profile are reflected on each tab.

Note

- To restore the default settings after you select the profile, click [Restore Defaults] on each tab. Selecting [None] on the [Profile] box will not restore them. To restore the default settings on any tab other than the [Device Settings] tabs, click [Restore All Defaults] on the [Others] tab.

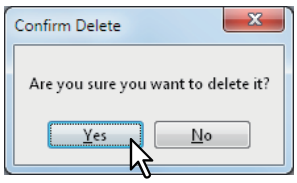
Deleting profile

1 Select the profile that you want to delete in the [Profile] box, and click [Delete].



The [Confirm Delete] dialog box appears.

2 Click [Yes] to delete the selected profile.



■ Setting up print options with Template Buttons

Once you save a profile to a Template Button, the [Templates] dialog box automatically appears upon printing, and you can immediately apply the saved profile to a print job only by selecting this Template Button.

Memo

- 5 factory default profiles are registered in a Template Button.
  - BW, Duplex, Staple & 2in1
  - Color Booklet
  - Duplex & Staple
  - Duplex, Staple & 2in1
  - Duplex, Staple & Punch

To use a Template Button, you must first save a profile to this button. Also you must set a dialog box for selecting Template Buttons to appear automatically upon printing.

P.11 "Saving a profile to the Template Button"
You can apply the saved profile to a print job by selecting the Template Button upon printing.
P.11 "Printing with profiles in a Template Button"
You can delete a Template Button if it is no longer required.
P.12 "Deleting a profile saved in a Template Button"

Saving a profile to the Template Button

You can create up to 6 Template Buttons, including 5 default buttons.

Note

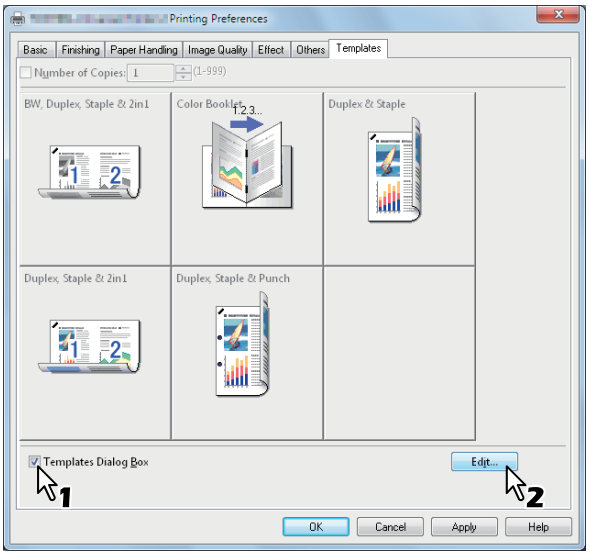
- You can delete any of the default Template Buttons.

1 Save the desired print options as a profile.

P.9 "Saving profile"

2 Select the [Templates] tab.

3 Select the [Templates Dialog Box] check box.

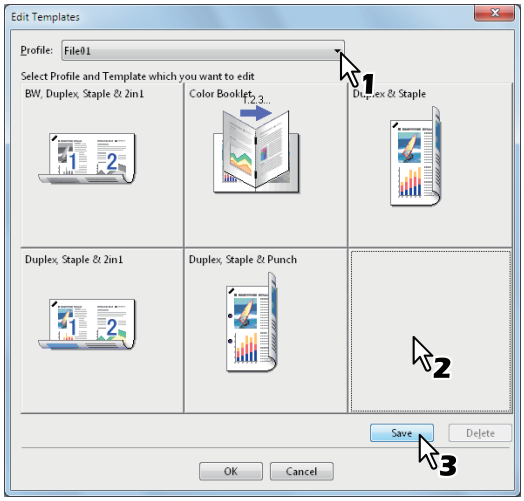


The [Templates] dialog box appears automatically in printing.

4 Click [Edit].

The [Edit Templates] dialog box appears.

5 Select a profile to be saved in the [Profile] box.



6 Select a Template Button to which the chosen profile is saved.

Memo

- If you select a Template Button that is already registered, the profile saved in this button is replaced with a new one.

7 Click [Save] and then [OK].

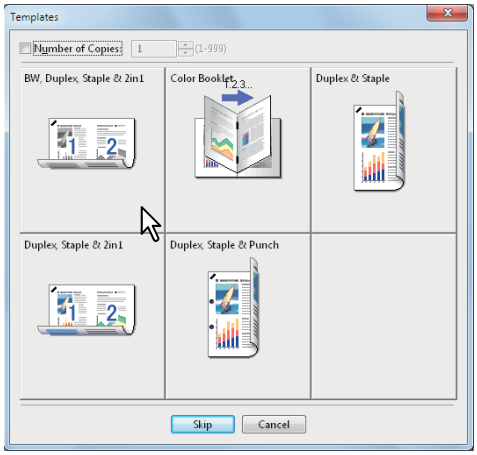
The chosen profile is saved in the selected Template Button.

8 Click [OK] on the [Template] tab.

The saved profile is registered.

Printing with profiles in a Template Button

1 The [Templates] dialog box appears automatically when printing is started.



2 Select a Template Button to be applied.

Printing is performed with the profile saved in the selected Template Button.

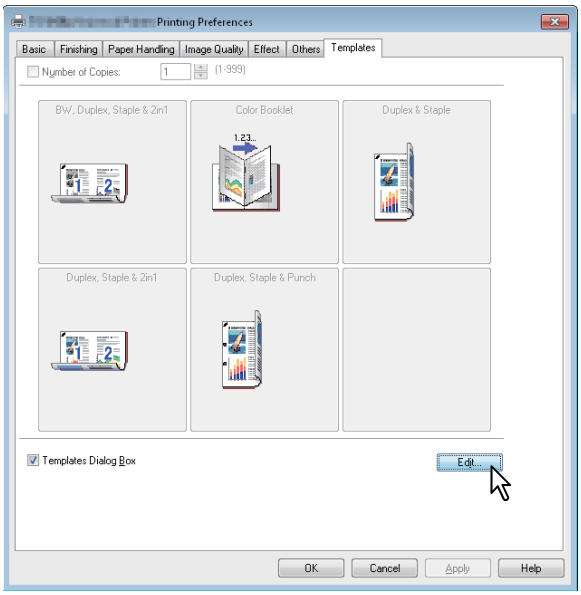
Memo

- To set the number of copies, select the [Number of Copies] check box.
- To print without applying profiles, click [Skip].

Deleting a profile saved in a Template Button

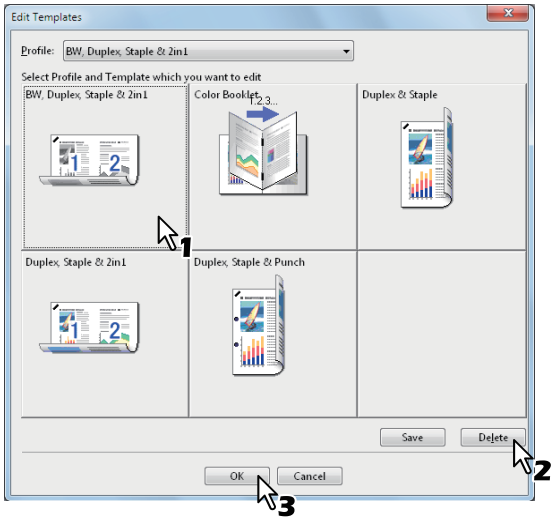
1 **Select the [Templates] tab.**

2 **Click [Edit].**



The [Edit Templates] dialog box appears.

3 **Select a Template Button whose profile needs to be deleted.**



4 **Click [Delete] and then [OK].**

The profile in the selected Template Button is deleted. The Template Button is left blank.

Print options

This section describes print options in each tab of the printer driver. This section will help you to find the description of specific print options, or understand their individual functions.

Memo

- The following tabs are the setting items which depend on the OS. For their setting procedures and details, refer to the Operator's Manual or the Help of the OS to be used.
  - [General] tab
  - [Sharing] tab
  - [Ports] tab
  - [Advanced] tab
  - [Security] tab

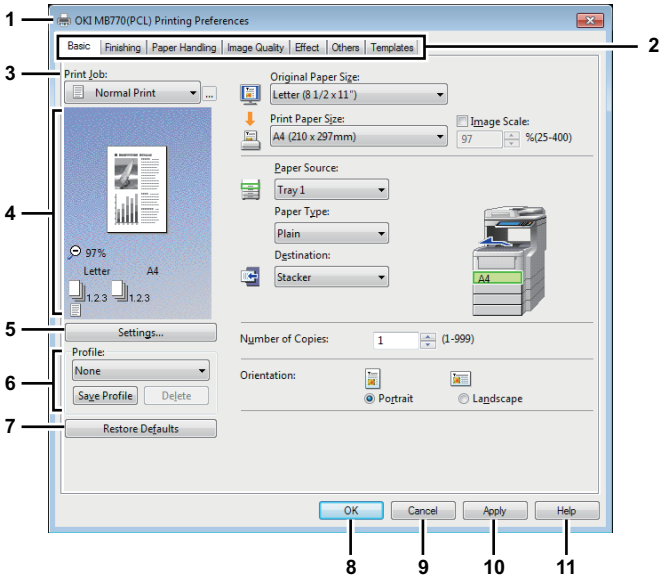
How to display:

1 **Click [Start] menu and select [Devices and Printers].**

The Printers folder appears.

2 **Select the printer driver of this equipment, and then click [File] menu and select [Printing Preferences].**

- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.



1) Printer Name

Displays the name given to the printer driver when it was installed, or the name it displays on the icon in the Printer folder.

2) **Menu Tabs**
The menu items of the printer driver are displayed as tabs. Clicking on a tab will display the contents of the selected tab. The tabs displayed vary depending on the way the print properties are displayed.

- **[Basic] tab**
  The [Basic] tab contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.
  P.15 "[Basic] tab"
- **[Finishing] tab**
  The [Finishing] tab allows you to enable sort printing, 2-sided printing, N-up printing, stapling .
  P.16 "[Finishing] tab"
- **[Paper Handling] tab**
  The [Paper Handling] tab contains Cover page printing.
  P.19 "[Paper Handling] tab"
- **[Image Quality] tab**
  The [Image Quality] tab allows you to select how images are printed. You can easily select appropriate image quality depending on the type of job being printed.
  P.21 "[Image Quality] tab"
- **[Effect] tab**
  The [Effect] tab contains print options that add the effects to your print jobs such as Watermarks, Overlay Image printing and so on.
  P.21 "[Effect] tab"
- **[Others] tab**
  The [Others] tab contains special features such as toner save, custom pager size, and so on.
  P.24 "[Others] tab"
- **[Templates] tab**
  The [Templates] tab allows you to register print options frequently used as a template, or recall the registered print options.
  P.32 "[Templates] tab"
- **[Device Settings] tab**
  The [Device Settings] tab allows you to configure the options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. This tab is only displayed when the printer properties are accessed from the Printers folder.
  P.28 "[Device Settings] tab"

Note

- The [Paper Handling] tab, [Image Quality] tab, [Effect] tab and [Templates] tab appear only when each setting is enabled with the Plug-in feature.
  P.31 "Customization: [Plug-in] tab"

3) **Print Job**
This sets the type of print job.

- **Normal Print**
  Select this to print a job normally.
- **Scheduled Print**
  Select this to print a job on a specified date and time.
  When this is selected, click the [...] on the right of the [Print Job] box to set the date and time to print a job.
- **Private Print**
  Select this option to print a private job. When you select this option, enter a password using the alphanumeric characters and symbol characters (ASCII code characters between 0x21 to 0x7E) in the [Password] box that is displayed after the print settings have been made and the print job is sent. The password must be between 1 and 63 characters.
  The print job, sent as a private job, is saved in the private job queue on this equipment, and is not printed until you activate printing from the touch panel display. This option is useful when you want to print a confidential document that is secured by a password. The user has to enter the password to print the private job when activating printing from the touch panel display.
- **Proof Print**
  Select this to print the first copy of a multicopy job and then wait for approval before printing the remaining copies. If a print job is sent as a proof job, one copy of the job is printed and the remaining copies are saved in the proof job queue on this equipment, which are not printed until you activate printing from the touch panel display. This option allows you to check a job's output before printing the remaining copies and thereby reduce paper waste.

Note

- When you want to print multiple copies, each of which is to be sent as an individual print job by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In such a case, print just one trial copy first, and then specify the required number of copies on the touch panel display.

- **Hold Print**
  The print job, sent as a hold job, is saved in the hold job queue on this equipment. To perform printing, select the desired job on the touch panel display and press [PRINT]. This option is useful to prevent you from forgetting to remove printed sheets.

- **Print to Overlay File**
  Select this to save the print job as an overlay file that is imposed on other documents. When you select this, click the button on the right and enter the file name.
  For example, if you want to print a master page image on the background of a document, you can create an overlay file of the master merge image using this option. Then you can print a document using this overlay by specifying this file as an overlay image in the [Overlay Image] option of the [Effect] tab.

  Note

  - If the print job has several pages in the document, only its first page will be saved as an overlay file.
  - Both the overlay file and the documents on which you superimpose the overlay image must be created with the same size and orientation.

- **Store to e-Filing**
  Select this to save a job to e-Filing. When this is selected, select the box from the box after the print setting has been finished. When the SNMP communication is enabled, it detects the available box numbers and Box name in the box. If not, all box numbers are listed in the box.
  If you select a user box, you may be required to enter the appropriate password for the selected box. The job saved to a box can be printed from the touch panel display at a later time. It can also be composed with other documents using the e-Filing web utility.
  You can also print a job and save it to a box by checking on the [Print] option.

  Note

  - Documents stored in e-Filing are retained with the best image quality for printing. If you want to download them into your computer with a higher image quality, scan the original documents and store them in e-Filing.
  - When you store a document in e-Filing using the printer driver, the printing image (not the original document in your computer) will be stored in e-Filing.

- **Multiple Job Type**
  The Multiple Job Type feature allows you to combine any of Scheduled Print, Private Print, Hold Print, Proof Print, Proof Private Print and Proof Hold Print, with Store to e-Filing.
  For example, you can store a job in the specified e-Filing of this equipment and print it at the specified time by combining Scheduled Print with Store to e-Filing.
  To use this feature, click [...] on the right of the [Print Job] box and select the job types to be combined.

  Memo

  - For more information about e-Filing operations, refer to the ***e-Filing Guide***.
  - For the detailed instructions on how to print with the [Print job] setting, see the following page:
    P.33 "Printing various print job types"

4) **Preview window**
   In the Preview window, you can preview how a document will be printed under the current settings of the printer driver. The image of a page to which the set print options are applied is displayed.
5) **[Settings]**
   The set print options and their details are displayed in a list.
6) **Profile**
   Print option settings can be saved on your hard disk. You can save print option settings by clicking [Save Profile] and easily load a setting file by selecting a profile name in the box.
   P.9 "Setting print options using profiles"

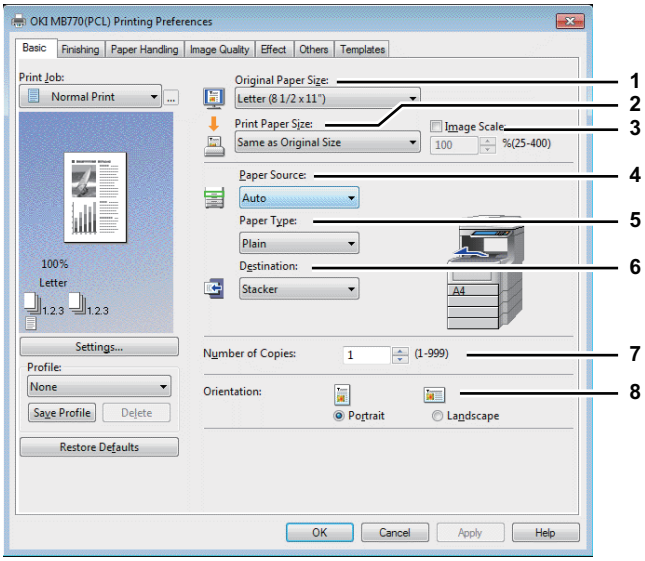
   Memo

   - There are 5 factory default profiles.

7) **[Restore Defaults]**
   Click this to restore the settings to the original factory defaults.
8) **[OK]**
   Click this to enter the input settings and complete the print option settings.
9) **[Cancel]**
   Click this to cancel the input settings and exit the print option settings.
10) **[Apply]**
    Click this to enter the input settings without closing the print option settings. This button is only displayed when the printer properties are accessed from the Printers folder. This button remains grayed out until a setting is changed.
11) **[Help]**
    Click this to browse Help for the printer driver.

■ [Basic] tab

The [Basic] tab contains basic print operation settings, such as the original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.



1) Original Paper Size

This selects the size of a document to be printed.

Available original paper sizes are listed below:

- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- A6 (105 x 148 mm)
- Postcard (100 x 148 mm)
- Return Postcard (148 x 200 mm)
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Statement (5 1/2 x 8 1/2")
- 13"LG (8 1/2 x 13")
- 8.5"SQ (8 1/2 x 8 1/2")
- 16K (195 x 270 mm)
- 13.5"LG (8 1/2 x 13.5")
- IndexCard (3 x 5")
- Executive (7 1/4 x 10 1/2")
- Envelope Com10 (4 1/8 x 9 1/2")
- Envelope Com9 (3 7/8 x 8 7/8")
- Envelope Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope Cho-4 (90 x 205 mm)
- Envelope You-4 (105 x 235 mm)
- Envelope C5 (162 x 229mm)

Note

- There are also 40 custom paper sizes in the [Original Paper Size] box. You can set the custom paper sizes in the [Others] tab.
  P.24 "[Others] tab"
- The default paper size will be [Letter] or [A4] according to the regional setting in the Windows.

2) Print Paper Size

Select this to enlarge or reduce a page image to fit exactly in the selected paper size. If you do not wish to enable enlarge or reduce printing, select [Same as Original Size].

Note

- When you use the custom paper size, you need to select manually the custom paper size in a tray in advance.

Memo

- There are also 40 custom paper sizes in the [Print Paper Size] box. You can set the custom paper sizes in the [Others] tab.

3) Image Scale

Select this check box to enter the scale manually to enlarge or reduce an image. The ratio can be set at between 25 and 400%.

Memo

- For detailed instructions on how to print with the [Image Scale] setting, see the following page:
  P.39 "Fitting images within paper size"

4) Paper Source

This selects a paper source to print a job in the most suitable paper size. The figure on the right indicates the paper size set for each paper source. When you select a paper source, the chosen one is indicated with a green square in the figure.

Memo

- Youj can select a paper source by directly clicking on the figure on the right.

- **Auto** — Automatically selects the paper set in this equipment according to the printed document size.
- **Tray 1** — Paper is fed from the 1st Tray.
- **Tray 2** — Paper is fed from the 2nd Tray.
- **Tray 3** — Paper is fed from the 3rd Tray.
- **Tray 4** — Paper is fed from the 4th Tray.
- **LCF** — Paper is fed from the large capacity feeder (LCF).
- **MPT** — Paper is fed from the multi-purpose tray (MPT). When this is selected and print a job, [JOB STATUS] on the touch panel will blink. Press [JOB STATUS] and check the paper size of the job. Then set the paper and press the [START] button to print a job.

Note

- The selectable values vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.
- When paper such as special that needs to be fed from the multi-purpose tray is set, [MPT] may be automatically selected in the [Paper Source] box, and then a confirmation dialog box may appear.
- When the paper size settings on the [Device Settings] tab differ from those in the equipment, the paper source setting is ignored and the equipment may prompt to set the paper in the multi-purpose tray.

5) Paper Type

This sets the media type of the paper.

- **Plain (Thin)** — Select this when printing on plain thin paper.
- **Plain** — Select this when printing on plain paper.
- **Thick1** — Select this when printing on thick 1 paper.

- **Thick2** — Select this when printing on thick 2 paper.
- **Thick3** — Select this when printing on thick 3 paper.
- **Thick4** — Select this when printing on thick 4 paper.
- **Thick5** — Select this when printing on thick 5 paper.
- **Special 1** — Select this when printing on special 1 paper.
- **Special 2** — Select this when printing on special 2 paper.
- **Special 3** — Select this when printing on special 3 paper.
- **Envelope 1** — Select this when printing on envelope 1.
- **Envelope 2** — Select this when printing on envelope 2.
- **Envelope 3** — Select this when printing on envelope 3.
- **Envelope 4** — Select this when printing on envelope 4.
- **USER TYPE 1** — Select this when printing on user type 1 paper.
- **USER TYPE 2** — Select this when printing on user type 2 paper.
- **USER TYPE 3** — Select this when printing on user type 3 paper.
- **USER TYPE 4** — Select this when printing on user type 4 paper.
- **USER TYPE 5** — Select this when printing on user type 5 paper.

Note

- When [Envelope] is selected at the [Print Paper Size] box, only [Envelope 1], [Envelope 2], [Envelope 3], and [Envelope 4] will be displayed and you cannot select other paper types.

Memo

- For more information about the paper types that are available for this equipment, refer to the ***Setup Guide***.

6) Destination

This selects the tray to which the print job is made to exit. The figure on the right indicates the destination currently set with an arrow.

- **Stacker** — Select this to have paper exit to the face down/up stacker.
- **Finisher** — Select this to route the output to the tray of the Finisher.

Note

- The selectable items differ depending on the option configuration.

Memo

- You can select the tray by directly clicking on the figure on the right.

7) Number of Copies

This sets the number of printed copies. This can be set at between 1 and 999.

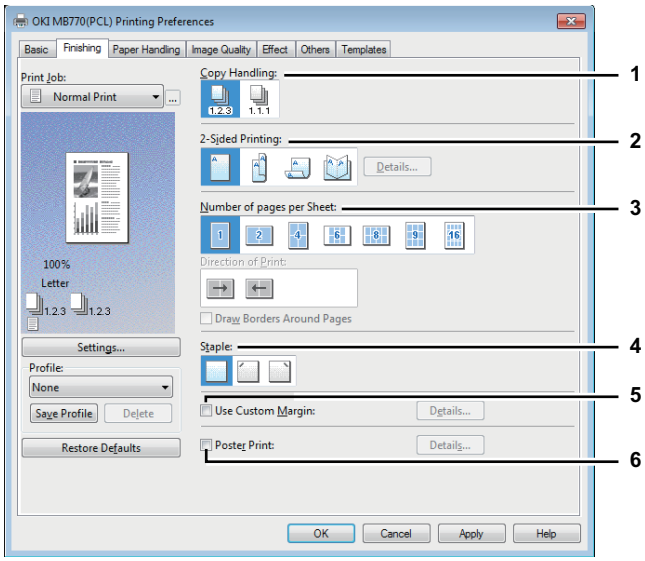
8) Orientation

This sets the paper printing direction.

- **Portrait** — The document is printed in the portrait direction.
- **Landscape** — The document is printed in the landscape direction.

■ [Finishing] tab

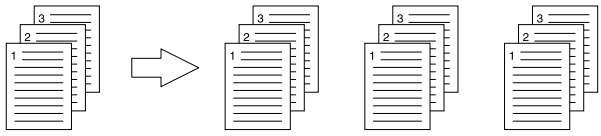
The [Finishing] tab allows you to enable sort printing, 2-sided printing, N-up printing, poster printing, stapling.



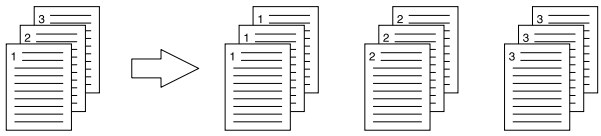
1) Copy Handling

This sets how to sort the printed sheets when numerous copies are made for printing.

- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).



- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).



Note

- [Group Copies] can be selected only when more than 1 copy is entered at the Number of Copies option.

Memo

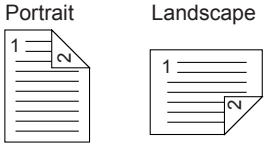
- For the detailed instructions on how to print with the [Copy Handling] setting, see the following page:
P.40 "Sort printing"

2) 2-Sided Printing

This sets printing on both sides of paper. Select this check box and then the position of the margin for 2-sided printing.

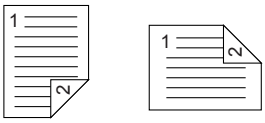
- **Long Edge** — Select this to print on both sides of the paper with a margin on the long edge.

Portrait Landscape

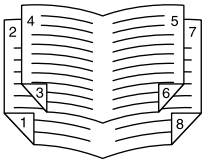


- **Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.

Portrait Landscape



- **Booklet** — Select this to print a properly paginated booklet or magazine-style publication. When this is selected, click [Details] to specify the details of the Booklet printing.
P.18 "Booklet Details"



Note

- 2-Sided printing cannot be set when the following paper size is selected at the [Print Paper Size] box in the [Basic] tab.
  - A6
  - Postcard
  - Return Postcard
  - Custom Paper Size (Some custom paper sizes allow 2-sided printing.)
- 2-Sided printing cannot be set when the following paper type in selected at the [Paper Type] box in the [Basic] tab. However, this may differ depending on whether the Finisher is installed.
  - Special 1 - 3
  - Envelope 1 - 4
  - Thick 5

Memo

- To staple on the 2-sided printed sheets, set each option separately.
P.43 "Stapling"
- For detailed instructions on how to print with the [2-Sided Printing] setting, see the following page:
P.41 "Printing on both sides of a sheet"

3) Number of pages per Sheet

This sets the printing of multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.

- **2 pages** — Select this to print images from 2 pages arranged on one sheet.
- **4 pages** — Select this to print images from 4 pages arranged on one sheet.
- **6 pages** — Select this to print images from 6 pages arranged on one sheet.
- **8 pages** — Select this to print images from 8 pages arranged on one sheet.
- **9 pages** — Select this to print images from 9 pages arranged on one sheet.
- **16 pages** — Select this to print images from 16 pages arranged on one sheet.

Direction of Print

This sets how the pages are arranged on one sheet.

- **Left to Right** — Select this to arrange pages horizontally from the left and printed top to bottom on one sheet.
- **Right to Left** — Select this to arrange pages horizontally from the right and printed top to bottom on one sheet.
- **Left to Right by column** — Select this to arrange pages vertically from the top and printed left to right on one sheet.
- **Right to Left by column** — Select this to arrange pages vertically from the top and printed right to left on one sheet.

Draw Borders Around Pages

Select this check box to print borders around each page.

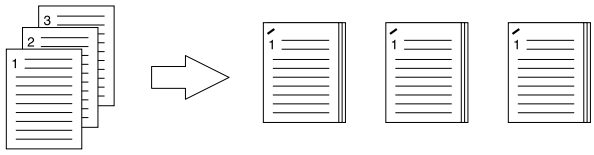
Memo

- When you select [Booklet] in the [2-Sided Printing] box, only [2 pages] can be selected.
- For the detailed instructions on how to print with the [Number of pages per Sheet] setting, see the following page:
P.42 "Printing several pages on one sheet"

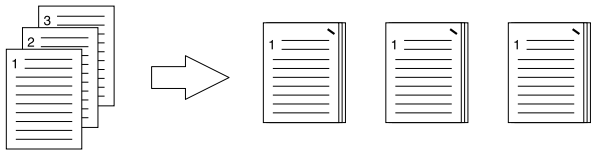
4) Staple

This sets whether a print job is printed with staples.

- **Off** — Select this not to staple the printed document.
- **Upper Left** — Select this to staple the printed document in the upper left.



- **Upper Right** — Select this to staple the printed document in the upper right.



Note

- The selectable options vary depending on the paper size and orientation.
- The “Staple” option is available only when the Finisher is installed.
- The “Staple” option is not available when the Group Copies / Magazine sort function is selected.
- Stapling cannot be set when the following paper sizes are selected in the [Print Paper Size] box in the [Basic] tab.
  - Statement
  - A5
  - A6
  - Postcard
  - Return Postcard
  - IndexCard 3x5"
  - Custom Paper Size
  - Envelope - Com9
  - Envelope - Com10
  - Envelope - Monarch
  - Envelope DL
  - Envelope - CHO3

- Envelope - CHO4
- Envelope - YOU4
- Envelope C5

- Stapling cannot be set when the following paper types are selected at the [Paper Type] box in the [Basic] tab. However, this may differ depending on your model or whether the Finisher is installed.
  - Thick 5
  - Special 1
  - Special 2
  - Special 3
  - Envelope 1
  - Envelope 2
  - Envelope 3
  - Envelope 4

Memo

- For detailed instructions on how to print with the [Staple] setting, see the following page:
  P.43 "Stapling"

5) Use Custom Margin

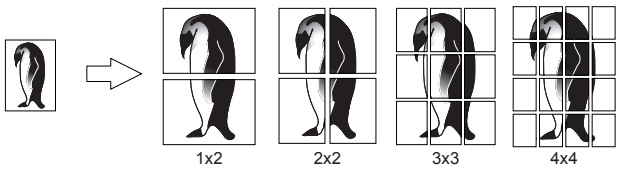
Select this check box to set the margin on the printed pages. When this box is selected, click [Details] to set the margins in the [Custom Margin] dialog box.
0.17 inch to 3.94 inches / 4.2 mm to 100 mm (The margin width cannot be smaller than 0.17 inches / 4.2 mm.)

Note

- If [Booklet] is selected on [2-Sided Printing], this option will be disabled.
- Enable this function to add the margins if the application does not support the margin function. When the application has a margin function, use the application's function rather than this option.
- This cannot specify the binding margin for Booklet printing.

6) Poster Print

You can divide a print job onto more than one sheet of paper, so you can create one large image, such as a poster, by connecting the divided images. If this option is enabled, click [Details] and set the Output number of Sheets.



Note

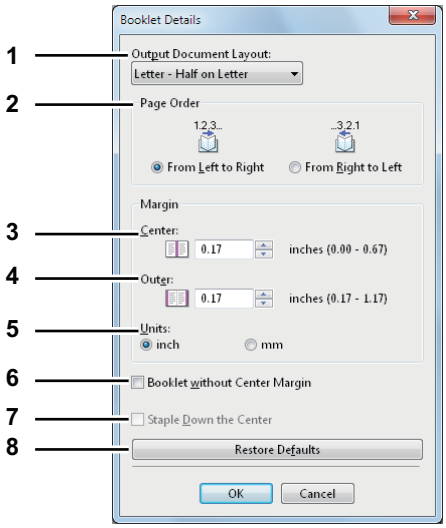
- The Poster Print option is not available when any of the Custom Paper Size, Number of pages per sheet, 2-Sided Printing, Watermark, Overlay Image and Sheet Insertion options is set.
- The Poster Print option is available only when any of the sizes below is selected for [Print Paper Size] box on the [Basic] tab.
  A4, LT

Memo

- For detailed instructions on how to print with the Poster Print option, see the following page:
  P.43 "Dividing one image into multiple sheets (Poster Print)"

Booklet Details

In the [Booklet Details] dialog box, you can specify how Booklet printing is performed.



1) Output Document Layout

Select the booklet size to be made.

- **A5 on A4** — Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).
- **B6 on B5** — Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).
- **A6 on A5** — Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).
- **Letter-Half on Letter** — Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.
- **1/2 LG on LG** — Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.
- **1/2 Statement on Statement** — Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.
- **1/2 13LG on 13LG** — Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.
- **1/2 8.5SQ on 8.5SQ** — Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.
- **32K on 16K** — Select this to print a 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet.
- **1/2 Executive on Executive** — Select this to print a half of Executive size booklet. Every 2 pages are printed on Executive paper to fit on half a sheet.

- **1/2 13.5" LG on 13.5" LG** — Select this to print an half of 13.5 inch LG size booklet. Every 2 pages are printed on 13.5 inch LG paper to fit on half a sheet.
- **1/2 (Custom) on (Custom)** — Select this to print a half of customized size booklet. Every 2 pages are printed on customized size paper to fit on half a sheet.

2) Page Order
Select this to print the pages from left to right or right to left.

3) Margin - Center
This sets the gutter in the center of a two-sided page. You can enter the value between 0 and 0.67 inches (0 and 16.90 mm). The printed images will be reduced according to the margin setting.

4) Margin - Outer
This sets the gutter on the right side and left side on the paper. You can enter the value between 0.17 and 1.17 inches (4.20 and 29.60 mm). The printed images will be reduced according to the margin setting.

5) Margin - Units
Select the unit for the Center Margin and Outer Margin option. The default unit varies depending on the regional setting in the Windows.

6) Booklet without Center Margin
Select this to set the center margin of the paper to 0 inch (mm).
In this case the value set for [Margin - Center] becomes invalid.

7) Staple Down the Center
Select this to staple the center margin.

8) [Restore Defaults]
Click this to restore the settings displayed in the [Booklet Details] dialog box to the original factory defaults.

Memo

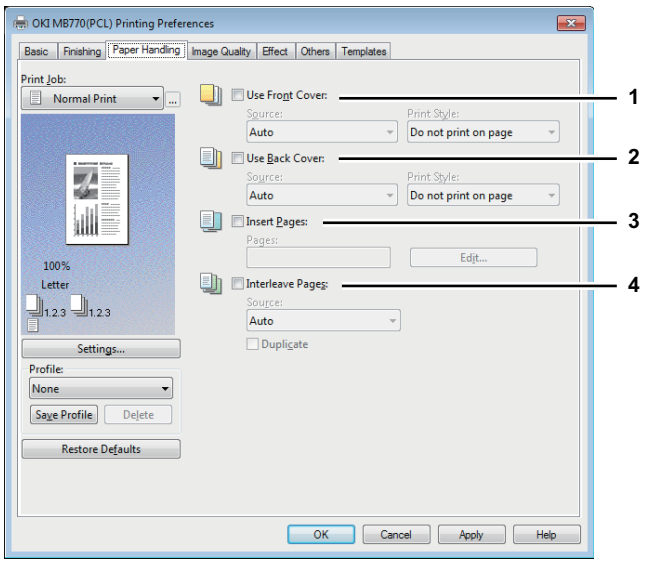
- For detailed instructions on how to print with the [Booklet] setting, see the following page:
P.41 "Making a booklet"

■ [Paper Handling] tab

The [Paper Handling] tab allows you to enable Front Cover printing, Back Cover printing, Inserting Pages, and Interleaving Pages.

Note

- When the size of covers or sheets to be inserted is the same as that of the copy paper, change the media type or specify “Paper Source” on the [Basic] tab menu; otherwise all data will be printed from the insertion tray.
- If you select [Store to e-Filing] in the [Print job] box, [Use Front Cover], [Use Back Cover], [Insert Pages] and [Interleave Pages] are unselectable.



1) Use Front Cover
This sets front cover printing which allows you to insert or print a cover on a sheet fed from a different Tray or Multi-Purpose Tray other than the Paper Source option selected on the [Basic] tab.
To enable cover printing, select the check box and select the location from where a cover sheet is to be fed and the print style to be used.

Memo

- For detailed instructions on how to print with the [Use Front Cover] setting, see the following page:
P.44 "Inserting different types of paper"

Source
Select the location from where a front cover sheet is to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

Note

- The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

Print Style
This selects how you want to print a front cover.
- **Do not print on page** — Select this to insert a blank cover.
- **Print one side of the page** — Select this to print the first page image on the front side of a cover.
- **Print both sides of page** — Select this to print the first two page images on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.

Note

- If [Print one side of the page] is selected while 2-Sided Printing is performed, the first page is printed on the front side of the cover sheet and the back side of the cover will be blank.

2) Use Back Cover

This sets back cover printing which allows you to insert or print a back cover on a sheet fed from a different Tray or Multi-Purpose Tray other than the Paper Source option selected on the [Basic] tab.
To enable back cover printing, select the check box and select the location from where a back cover sheet is to be fed and the print style to be used.

Memo

- For detailed instructions on how to print with the [Use Back Cover] setting, see the following page:
P.44 "Inserting different types of paper"

Source

Select the location from where a back cover sheet is to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

Note

- The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

Print Style

This selects how you want to print a back cover.

- **Do not print on page** — Select this to insert a blank cover.
- **Print one side of the page** — Select this to print the last page image on the front side of a cover.
- **Print both sides of page** — Select this to print the last two page images on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.

Note

- If [Print one side of the page] is selected while 2-Sided Printing is performed, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.
- If [Print both sides of page] is selected but there is only one page printed on the back cover, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.

3) Insert Pages

This sets sheet insertion printing which allows you to insert a sheet between pages, or print a specific page on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab.
This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on the different paper.
To enable sheet insertion printing, select the check box and click [Edit] to set how the pages are inserted in the [Insert Pages] dialog box.
P.20 "Insert Pages"

Note

- This option cannot be set when the [Interleave Pages] option is enabled.
- Up to 50 pages can be inserted.

Memo

- For detailed instructions on how to print with the [Insert Pages] setting, see the following page:
P.44 "Inserting different types of paper"

4) Interleave Pages

This sets the interleaving page feature that is useful when you want to insert paper of a different type (or from another source) between every page of your print job. For example, you can use this option to insert blank, colored sheets between overhead transparencies.
To enable interleaving pages, select the check box and select the location from where sheets are to be fed.

Note

- When this option is enabled as well as the [Use Front Cover] and [Use Back Cover] options enabled, no page is inserted after the front cover and back cover.
- This option cannot be set when [Insert Pages] option is enabled.

Memo

- For detailed instructions on how to print with the [Interleave Pages] setting, see the following page:
P.45 "Interleaving pages"

Source

Select the location from where the interleaving sheet is to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

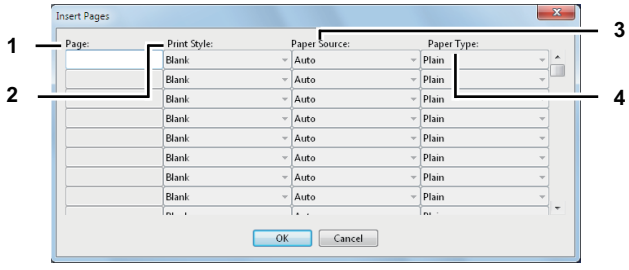
Note

- The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

Duplicate

When you select this check box, you can print previous page images on the inserted sheet.

Insert Pages



1) Page

Enter the page number where the sheet is to be inserted.
When [Blank] is selected from the [Print Style] box, the blank sheet is inserted before the entered pages.
When [1 Side] is selected from the [Print Style] box, the entered page will be printed on the inserted sheet.
When [2 Sides] is selected from the [Print Style] box, the entered page and the next page will be printed on the inserted sheet.

2) Print Style
This selects how you want to print on insertion sheets.
- **Blank** — Select this to insert blank sheets.
- **1 Side** — Select this to print the specified page on the front side of the insertion sheets.
- **2 Sides** — Select this to print the specified page and the next page on both sides of the insertion sheets.

Note

- When [2 Sides] is selected from the [Print Style] box, the entered page and the next page will be printed on the inserted sheet.

3) Paper Source
Select the location from where the insertion sheets are to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

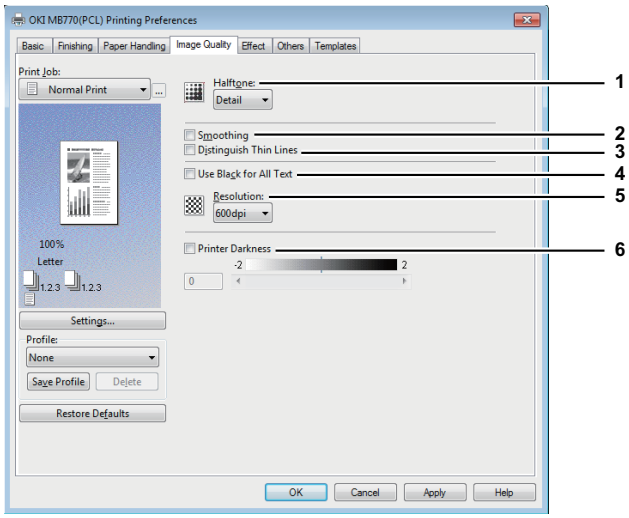
Note

- The selectable values in the [Paper Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

4) Paper Type
Select the paper type to be inserted.

■ [Image Quality] tab

The [Image Quality] tab allows you to select how images are printed. You can easily select the appropriate image quality depending on the type of document.



1) Halftone
This sets how halftones are printed.
- **Auto** — Select this to print using proper halftone depending on the contents in the document automatically.
- **Smooth** — Select this to print halftone smoothly.
- **Detail** — Select this to print halftone in detail.

2) Smoothing
Select this check box to print texts and graphics smoothly.

3) Distinguish Thin Lines
Select this check box to print thin lines clearly.

4) Use Black for All Text
Select this check box to print all text in 100% black except white texts.

Note

- This function is available only for the printer drivers below.
- PCL
- XPS

5) Resolution
This sets the resolution for printing.
- **600 dpi** — Select this to print in 600 x 600 dpi.
- **1200 dpi** — Select this to print in 1200 x 1200 dpi.

Note

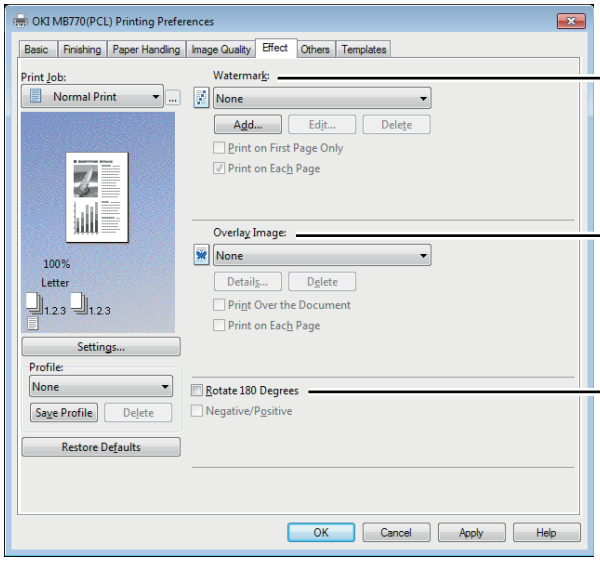
- [1200 dpi] is selectable only when the PS3 printer driver is used.

6) Printer Darkness
Select this check box and move the slider to the left to print lighter or to the right to print darker. The darkness can be adjusted to five levels from -2 to 2.

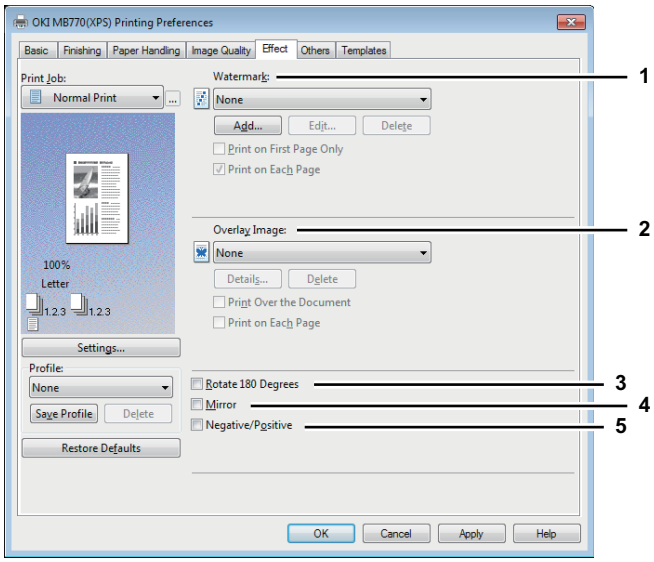
■ [Effect] tab

The [Effect] tab contains print options that add effects to your print jobs such as Watermarks, Overlay Image printing, Rotate printing, Mirror printing, and Negative/Positive printing.

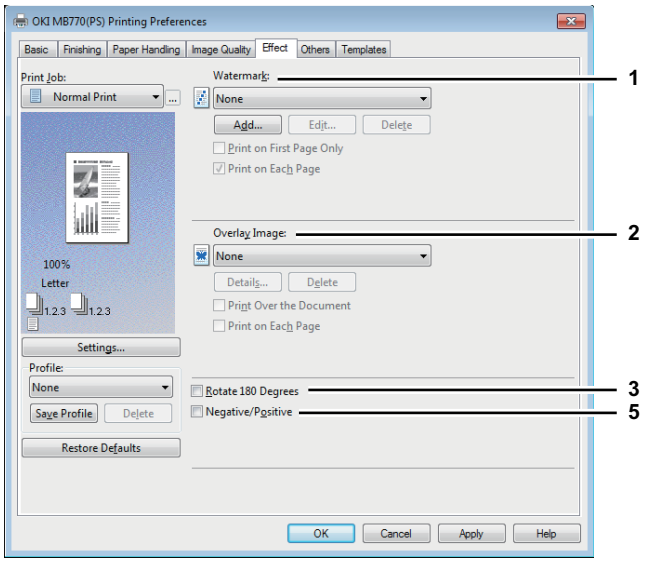
[Effect] tab for PCL driver



[Effect] tab for XPS driver



[Effect] tab for PS3



1) Watermark

This selects the watermark to be used or edited. The following values except [None] are the default watermarks that have been registered in the printer driver. Up to 15 new watermarks can be added in this box.

- **None** — Select this if no watermark is desired.

The following default watermarks are also displayed in the box:

- TOP SECRET
- CONFIDENTIAL
- DRAFT
- ORIGINAL
- COPY

Memo

- For the detailed instructions on how to print with the [Watermark] setting, see the following page:

P.45 "Printing with watermarks"

[Add]

Click this to create a new watermark. The [Watermark] dialog box appears when you click on this.

P.23 "Add/Edit Watermark"

[Edit]

Select a watermark from the [Watermark] box and click it to edit the watermark. The [Watermark] dialog box appears when you click on this.

P.23 "Add/Edit Watermark"

[Delete]

Select a watermark from the [Watermark] box and click it to delete a watermark.

P.46 "Deleting a watermark"

Note

- The default watermarks can be deleted but, once deleted, they cannot be restored.
- [None] cannot be deleted.

Print on First Page Only

Select this check box to print a watermark on the first page only. This setting will become available when any watermark is selected from the [Watermark] box.

Print on Each Page

Select this check box to print a watermark on each page.

2) Overlay Image

This selects an overlay image to be used. This feature allows you to print an image on the background of a print job, although the watermark allows only text.

Note

- When [Overlay Image] is selected together with the N-up printing, 1 overlay image will be printed on the entire page, regardless of the number of images set in 1 page.
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size and orientation.

Memo

- If you want to use an overlay image in your job, you must first create an overlay file. To do this, create an overlay image with most applications and print it as an overlay file. You can enable creating an overlay file on the [Print Job] box.

P.36 "Printing a document as an overlay file"

- For the detailed instructions on how to print with the [Overlay Image] setting, see the following page:

P.47 "Printing with an overlay file"

[Details]

Click this to set which overlay image is applied to which page, such as changing the type of overlay image for odd pages and that for even pages or applying an overlay image only to the specified pages.

If you click this when [Multiple Overlays] is selected in the [Overlay Image] box, the [Multiple Overlays] dialog box appears.

P.24 "Multiple Overlays"

[Delete]

Click this to delete the overlay image that you select in the box.

P.47 "Deleting an overlay image"

Note

- [None] and [Multiple Overlays] cannot be deleted.

Print Over the Document
Select this check box to print an overlay image over the document.

Print on Each Page
Select this check box to print an overlay image on each page. When multiple pages are printed on one sheet with options such as Number of pages per Sheet or Booklet, an overlay image is printed on each page in a sheet.

3) Rotate 180 Degrees
Select this check box to perform rotation printing of an image.

4) Mirror
Select this check box to perform mirror printing of an image.

Note

- This function is available only for the printer drivers below.
  - PCL
  - XPS

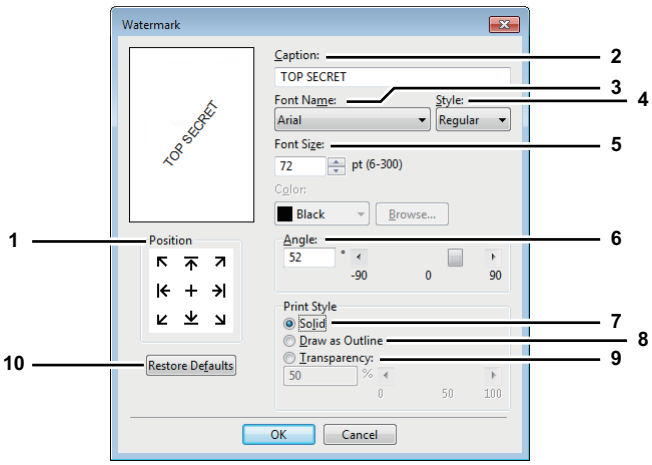
5) Negative/Positive
Select this check box to perform negative printing of an image.

Note

- This function is available only for the printer drivers below.
  - PS3
  - XPS

Add/Edit Watermark

When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks.



1) Position
Select this to adjust the position of the watermark. Click the arrow button or [+] located at the center to adjust it.

2) Caption
Enter the text of a watermark. You can enter up to 63 alphanumeric characters.
When you are editing a watermark, the selected watermark text is displayed in the box.
The entered text is displayed as the sample image on the left.

3) Font Name
Select the font to be used for the watermark text.

4) Style
Select the font style for the watermark text.
- **Regular** — Select this to set the regular style to the text.
- **Bold** — Select this to set the bold style to the text.
- **Italic** — Select this to set the italic style to the text.
- **Bold Italic** — Select this to set the bold and italic style to the text.

5) Font Size
Enter the font size for the watermark text. The font size can be set from 6 to 300 pt in units of 1 pt.

6) Angle
Enter the degree of angle for rotating the watermark text. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set the degree of the angle by moving the scroll bar.

7) Solid
Select this to print a solid type of watermark.

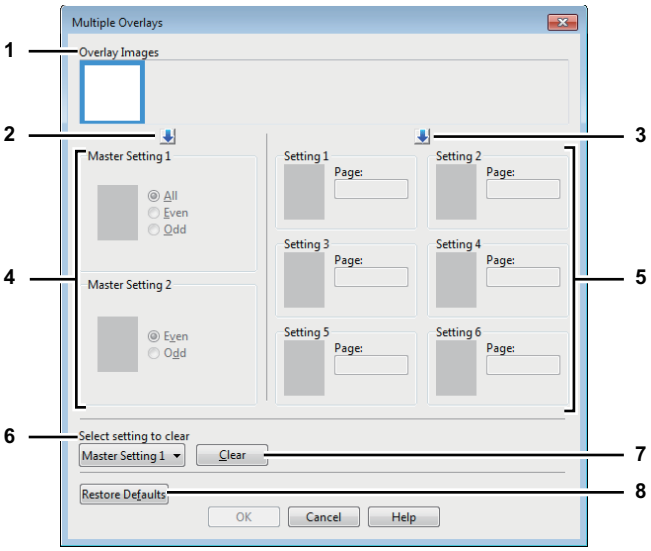
8) Draw as Outline
Select this to print a outline type of watermark.

9) Transparency
Select this to print a transparent watermark. When you select this, set the brightness from 0 (darker) to 100% (lighter) in units of 1%. You can also set the brightness using the scroll bar.

10) [Restore Defaults]
Click this to restore the settings displayed in the [Watermark] dialog box to the original factory defaults.

Multiple Overlays

If you click [Details] when [Multiple Overlays] or the desired overlay is selected in the [Overlay Image] box, the [Multiple Overlays] dialog box appears. Set which overlay image is applied to which page in this dialog box.



1) Overlay Images
The registered overlay images are displayed in a thumbnail. Select the desired overlay image.

Memo

- You can drag and drop an overlay image in the thumbnail to the desired overlay group (Master Setting 1/2 or Setting 1/2/3/4/5/6) to set directly. If another overlay image is already set in the selected group, the overlay image is overwritten.

2) [↓] (Master Setting)
This sets the overlay image selected in the [Overlay Images] box in the [Master Setting] field. Selection is switched in the order of [Master Setting 1] to [Master Setting 2] every time you click this.

3) [↓] (Setting)
This sets the overlay image selected in the [Overlay Images] box in the [Setting] field. Selection is switched in the order of [Setting 1], [Setting 2], [Setting 3], [Setting 4], [Setting 5] and [Setting 6] every time you click this.

4) Master Setting 1/2
This sets if the selected overlay image is applied to all, even or odd pages.

- **All** — Select this to apply the chosen overlay image to all pages.
- **Even** — Select this to apply the chosen overlay image only to even pages.
- **Odd** — Select this to apply the chosen overlay image only to odd pages.

Note

- If the specified pages are overlapped among multiple master settings, the setting of [Even] or [Odd] has priority over that of [All].
- If the specified pages are overlapped in both settings of [Master Setting] and [Setting], the setting of [Setting] has priority over that of [Master Setting].

5) Setting 1/2/3/4/5/6
This sets pages to which the selected overlay image is applied by page number. To specify more than one page, delimit with commas such as “1, 3, 5”. To specify pages in a range, use a hyphen between the first and the last pages, such as “6-10”.

- **Page** — Select this to apply the selected overlay image only to the specified pages.

Note

- If the specified pages are overlapped among multiple settings, the newer setting has priority.

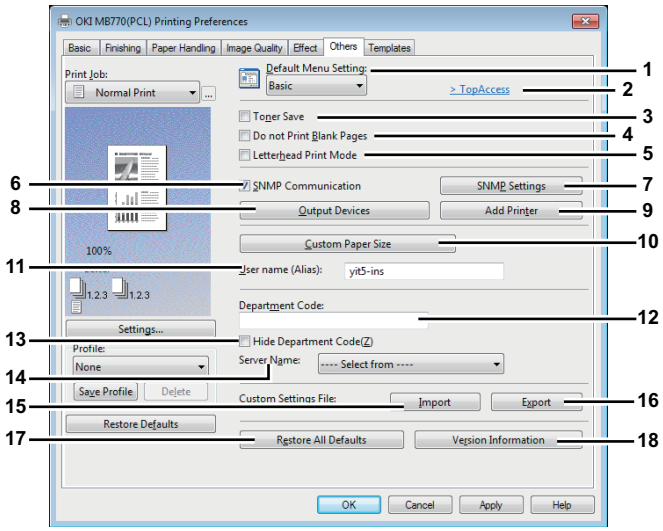
6) Select setting to clear
This selects the overlay image setting to be cleared.

7) [Clear]
This clears the overlay image setting selected in the [Select setting to clear].

8) [Restore Defaults]
Click this to restore the settings displayed in the [Multiple Overlays] dialog box to the original factory defaults.

■ [Others] tab

The [Others] tab contains print options such as toner saving, custom paper size and so on.



1) Default Menu Setting
Select the default tab that is displayed when you open the printing preferences of the printer driver. Set frequently used functions as a default menu setting for your convenience.

Note

- If you made settings on the [Others] tab menu from the print setting page of the application, they are restored to the defaults when you close the printer driver.
  If you want to resume the settings, set the printer driver from the [Devices and Printers] folder.
  P.9 "Setting initial values of print options"

2) TopAccess (Link)
Click this to start a web browser and display the TopAccess menu.

3) Toner Save
Select this check box to print in the toner save mode.

Note

- When the toner save mode is enabled, printing may become lighter.

4) Do not Print Blank Pages
Select this check box to ignore blank pages for printing. If the Watermark feature is enabled, all pages will be printed even when the content is blank.

Note

- The pages having a header or footer will be printed even if the content is blank.

5) Letterhead Print Mode
Select this to add a blank sheet to the last page when duplex printing is performed and the original has odd-number pages.

6) SNMP Communication
This enables SNMP communication between this equipment and your computer to retrieve the option configuration information.

Note

- If you disable SNMP Communication, TopAccessDocMon notification also will be disabled.

7) [SNMP Settings]
Click this button when you need to verify or change the SNMP settings.
P.26 "SNMP Settings"

Note

- In order to set [SNMP Settings], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.

8) [Output Devices]
This switches the equipment to be used for printing or splits one print job between two pieces of equipment (Tandem Printing).
P.48 "Switching equipment to print jobs"
P.49 "Splitting a print job across two pieces of equipment (Tandem Printing)"

9) [Add Printer]
Select this to add the equipment found on the network to [Printer Folder].
P.27 "Add Printer"

10) [Custom Paper Size]
Click this to specify the custom paper size. The [Custom Paper Size] dialog box appears when you click this.
P.27 "Custom Paper Size"

Note

- In order to set [Custom Paper Size], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.
- The [Custom Paper Size] can be set only by an operation with the administrator privilege.

11) User name (Alias)
Enter a nickname as required, which is displayed on the Private Print job list and Hold Print job list. You can specify the desired name so that you can easily find the target job from the job list when releasing it from the equipment's touch panel.

Memo

- Up to 31 characters can be entered for the [User name (Alias)] box.
- The user name that is entered to log in to your computer is initially used for [User name (Alias)]. If the user name is not changed, the log-in user name is displayed on the Private Print job list and Hold Print job list.
- The nickname entered for the [User name (Alias)] box is applied only to the Private Print job list and Hold Print job list. On other job list screens (Scheduled Print jobs / Invalid jobs) and the Print Log screen, the log-in user name is always displayed.

12) Department Code
Enter the user's department code if the system is managed with department codes. Please ask your administrator for your department code.

Note

- When the User Management setting is enabled, it is used to manage a print job instead of the Department Code Management setting. In this case, a user name that has been entered to log in to your computer is used for the authentication of the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid one according to the User Authentication Enforcement setting. Also if a print job is sent in RAW format, it is processed according to the RAW Print Job setting. For more information about the User Authentication Enforcement setting or the RAW Print Job setting, refer to the ***TopAccess Guide***.

- If the number of the printed sheets for a print job exceeds the output limitation for the entered department code, the print job is stored in the invalid department code print job list without printing. When you want to print the print job, perform printing from [JOB STATUS] on the touch panel by entering another department code for which the output limitation is more than the number of printed sheets.
- In the [Department Code] box, you can enter a department code within 63 characters.

Memo

- How the equipment performs printing for an invalid department code print job, for which an invalid department code is specified, varies depending on the Invalid Department Code Print Job setting that can be set in the TopAccess Administrator mode and whether SNMP communication is enabled or not.
- When SNMP communication is enabled and Invalid Department Code Print Job is set to [Store to invalid job list], an error message will be displayed when an invalid department code is entered.
- When SNMP communication is disabled and Invalid Department Code Print Job is set to [Store to invalid job list], the invalid department code print job will be stored in the invalid department code print job list without printing.
- When the Invalid Department Code Print Job is set to [Print], the invalid department code print job will be printed.
- When the Invalid Department Code Print Job is set to [Delete], the invalid department code print job will be deleted.

13) Hide Department Code

Select this check box to display a department code in the blank symbols.

14) Server Name

Select the desired LDAP server as necessary. To register the LDAP servers, open the [Account Settings] - [LDAP Server Settings] dialog box from the [Device Settings] tab.

P.28 "[Device Settings] tab"

15) [Import]

Click this to import custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) to the printer driver.

How to import custom settings

- Click [Import]. A dialog box to select a file appears. Select a file (*cfu for PCL, *cfp for PS3, *cfv for XPS) to be imported.
- Click [Open]. A dialog box to confirm if you overwrite the file appears. Then click [OK].

Note

- In order to set and perform [Import], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.

16) [Export]

Click this to export custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) from the printer driver.

How to export custom settings

- Click [Export].
- The [Save as] dialog box appears. Specify a file name and a directory. Then click [Save].

Note

- In order to set and perform [Export], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.

17) [Restore All Defaults]

Click this to return settings in all the tab menus other than the [Device Settings] tab menus to the default ones. A confirmation dialog box appears as you click this, and if you click [OK], print settings in all the tab menus will return to the default ones.

Note

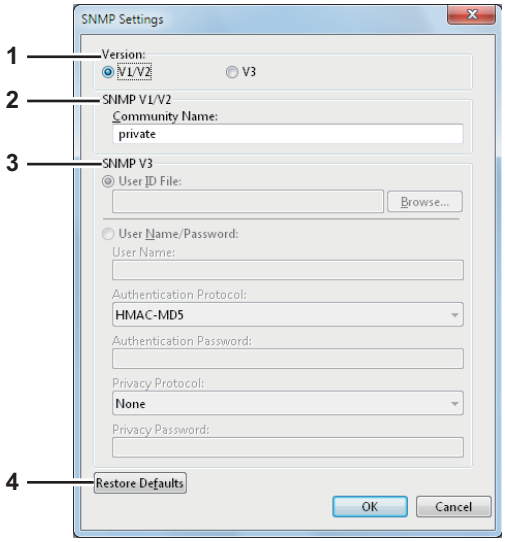
- If you want to change the settings in the [Font] and [Device Settings] tab menus, you need to access with the administrator privilege from the Printers folder. For the details, see the following page:

P.28 "[Device Settings] tab"

18) [Version Information]

Click this to display the [Version Information] dialog box.

SNMP Settings



1) Version

Be sure to have the correct SNMP version set for your MFP and select from the following options:

- **V1/V2** — Select this option to enable SNMP V1 and V2.
- **V3** — Select this option to enable SNMP V3.
- **V1/V2/V3 (for [Discovery Settings] dialog box only)** — Select this option to enable SNMP V1, V2, and V3.

2) SNMP V1/V2

Community Name—If a community name other than "private" (default) is set for the SNMP community name for your MFP, enter its community name.

Note

- To find your MFP under the SNMP V1/V2 environment, the community names set for the target MFP must be specified correctly. For help, consult your administrator.
- To change the community name, the administrator privilege is necessary. You must log in with the "Administrator" privilege and open the printer driver properties.
- Up to 31 characters including the following symbols can be entered for the Community Name.
  ! " # $ % & ' ( ) * + , - / : ; < = > ? @ [\ ] ^ _ ` { | } ~

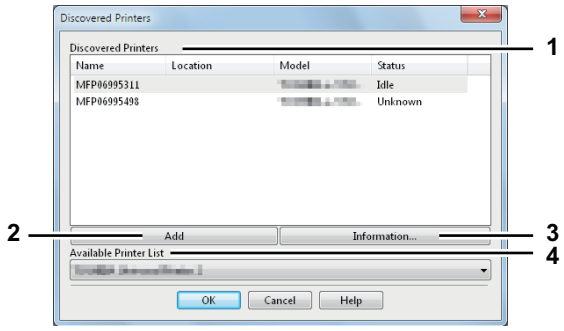
3) SNMP V3
If SNMP V3 is enabled, select one of the following items to set how users are authenticated.
User ID File — Select this option when you want to use a user ID file. Click [Browse] and specify the user ID file.
User Name/Password — Select this option when you want to use the user name and password. When this option is selected, use the keyboard to select the following items:
- **User Name**
- **Authentication Protocol**
- **Authentication Password**
- **Privacy Protocol**
- **Privacy Password**

Note

- If you select to enable SNMP V3, consult your network administrator for preliminary advice on how to authenticate users.
- Up to 31 characters including the following symbols can be entered for each of the User Name, Authentication Password and Privacy Password.
  ! $ % & ' ( ) - , < > @ [ ] ^ _ ` { } ~

4) [Restore Defaults]
Click this button when you want to reset all the settings back to the defaults.

Add Printer



1) Discovered Printers
This displays the MFP discovered over a network. You can check its name, installation site, model name and status.

2) [Add]
This adds the printers selected in the [Discovered Printers] box to [Printer Folder].

3) [Information]
This indicates the basic information of the machine selected in the [Discovered Printers] box. You can check the availability of 2-sided printing or stapling, its copying speed, resolution and the type of paper placed.

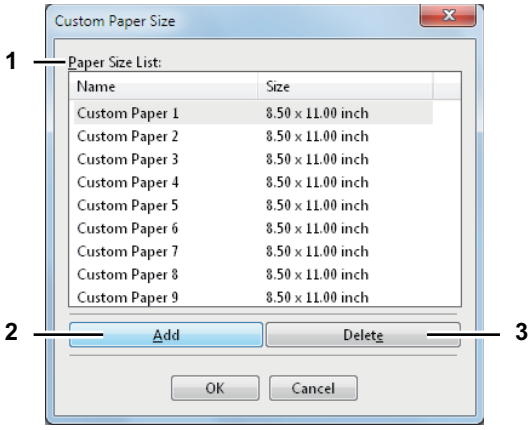
4) Available Printer List
This indicates the printers registered in [Printer Folder].

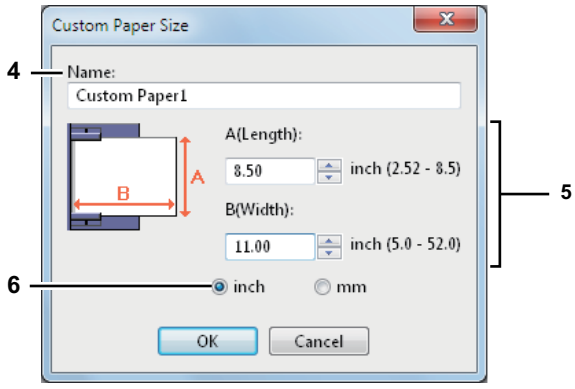
Custom Paper Size

In the [Custom Paper Size] dialog box, up to 40 custom paper sizes can be defined. The custom page size that you specify can be selected in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

Memo

- The defined custom paper size setting can be used in common for the PCL/PS3/XPS printer drivers.





1) Paper Size List
Select the custom paper size that you want to modify.

2) [Add]
Click this to save the settings over the selected custom paper size that you selected in the [Paper Size List].

Note

- If you click [Add], a dialog box prompting you to confirm that the custom paper size differs depending on the model. Select the custom paper size that your equipment supports.

3) [Delete]
Click this to clear and restore the default settings of the selected custom paper size that you selected in the [Paper Size List]. When you click this, the confirmation dialog box appears. Click [Yes] to delete the setting.

Note

- To register a custom paper size, either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created custom paper size is considered as the standard paper size.
- You cannot create a custom paper size with A (Length) longer than B (Width). If you want to print such a document, do so by selecting [landscape] for the [Orientation].
- There are some precautions when you use paper larger than the standard sizes. For details, see the following page:
P.47 "Printing on paper larger than standard sizes"

4) Name
Enter the custom paper size name. You can enter up to 63 characters. This name will be displayed in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

5) Paper Size
Enter A (Length) and B (Width) to specify the paper size.

Note

- Select values within the range shown on the right of each.

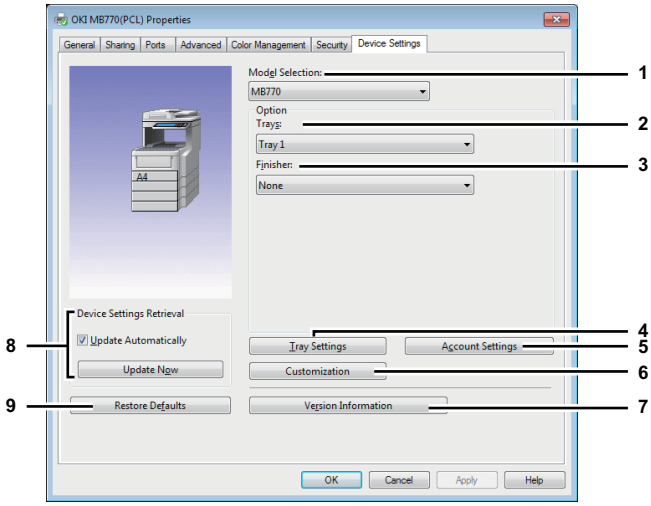
6) Units
Select the unit for the paper size. The default unit varies depending on the regional setting in the Windows.

■ [Device Settings] tab

The [Device Settings] tab allows you to configure options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. The [Device Settings] tab can be displayed only from the Printers folder (and not when displaying the properties from the application's print dialog box).

Note

- In order to set the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder. For detailed instructions on how to set the [Device Settings] tab, see the following guide:
Basic Guide



1) Model Selection
This sets the model type.

Note

- If you select [Universal], you can narrow down the setup items of the printer driver to those used commonly in all of the entire MFP. It is convenient in such cases as when you are using a printer driver already installed to other models.

2) Option
This option sets whether the following optional devices are installed.

Trays
This sets the installation of trays according to the configuration.
- **Tray 1** — Select this when only Tray 1 is installed.
- **Tray 1 & Tray 2** — Select this when Trays 1 and 2 are installed.
- **Tray 1, 2 & Tray 3** — Select this when Trays 1, 2 and 3 are installed.
- **Tray 1, 2 & Tray 3, 4** — Select this when Trays 1, 2, 3 and 4 are installed.
- **Tray 1 & LCF** — Select this when Tray 1 and LCF are installed.
- **Tray 1, 2 & LCF** — Select this when Trays 1, 2 and LCF are installed.

3) Finisher
This sets whether or not the Finisher is installed.
- **None** — Select this when a Finisher is not installed.
- **Inner Finisher (1 Tray)** — Select this when a Finisher is installed.

4) [Tray Setings]
Click this to set the paper size and paper type of each tray. The [Tray Setings] dialog box appears by clicking this.

5) [Account Settings]
Click this button to set whether the user management setting is enabled or not. You can also set whether the Private Print Restriction function and Hold Print Restriction function are enabled or not. The [Account Settings] dialog box appears upon clicking this button.
P.29 "Account Settings"

6) **[Customization]**
This sets options specific to PCL6 or PostScript, or changes the Plug-in settings or the printer driver language. When you click this, the [Customization] dialog box appears.
P.31 "Customization: [Plug-in] tab"
P.31 "Customization: [Language] tab"
P.31 "Customization: [PDL Settings] tab"

Note

- The Printer Language setting is available only for the printer drivers below.

- PCL
- PS3

7) **[Version Information]**
Click this to display the [Version Information] dialog box.

8) **Device Settings Retrieval**
This enables SNMP communication between this equipment and your computer to retrieve the option configuration information.

Update Automatically
Select this check box to update the option configuration information automatically every time you open the [Device Settings] tab.

[Update Now]
Click this to obtain the configuration information from this equipment immediately.

Memo

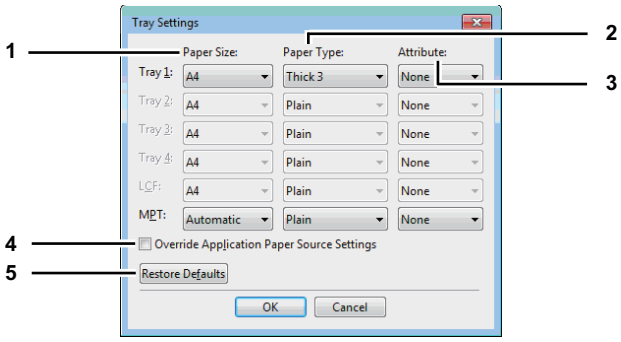
- If the connection to the equipment has not been configured correctly, the message “The address of your machine could not be located. Would you like to find it?” will be displayed when you click [Update Now]. If it is displayed, click [Yes] and search for the equipment using the [Local Discovery] dialog box. After searching for the equipment, SNMP communication will be enabled. For the instructions on how to search for the equipment, refer to the instructions of TopAccessDocMon.

Note

- If you disable SNMP Communication, TopAccessDocMon notification also will be disabled.

9) **[Restore Defaults]**
Click this to restore the configuration of this equipment displayed in the [Device Settings] tab menu to the original factory defaults.

Tray Settings



1) **Paper Size**
Select the paper size set in each tray.

2) **Paper Type**
Select the paper type set in each tray.

3) **Attribute**
Select the attribute of the paper. When you set the attribute, the tray will be selected preferentially according to the print settings.

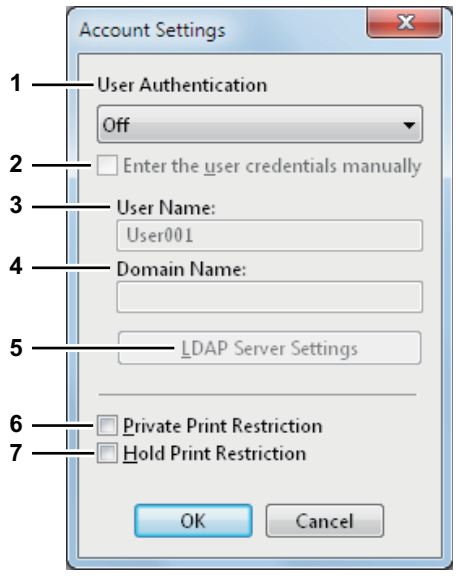
4) **Override Application Paper Source Settings**
Select this check box to use the paper source setting in the printer driver rather than the application setting.

5) **[Restore Defaults]**
Click this to restore the settings displayed in the [Tray Settings] dialog box to the original factory defaults.

Memo

- Trays selectable differ depending on the option configuration.

Account Settings



Memo

- When SNMP communication is enabled, the following account information is automatically obtained from the equipment.

1) User Authentication
Select the authentication method which is to be used. Set it to correspond to that of your MFP.
- **Off** — Select this not to perform user authentication.
- **MFP Local Authentication** — Select this to perform MFP Local Authentication.
- **Windows Domain Authentication** — Select this to perform Windows Domain Authentication.
- **LDAP Authentication** — Select this to perform LDAP Authentication.

2) Enter the user credentials manually
When this check box is selected, you are prompted to enter your user name and password every time you print a document. This option is available when any of MFP Local Authentication, Windows Domain Authentication, or LDAP Authentication is selected in the [User Authentication] box.

Memo

- This option can be used together with any of the user authentication functions (MFP Local Authentication, Windows Domain Authentication, LDAP Authentication).

3) User Name
The user name that is entered to log in to your computer is displayed.

4) Domain Name
The domain name on which the equipment belongs is displayed.

5) LDAP Server Settings
When you click this button, the [LDAP Server Settings] dialog box will appear. This option can be selected only when [LDAP Authentication] is selected in the [User Authentication] box.
P.30 "Setting up LDAP servers"

6) Private Print Restriction
Select this check box to enable the Private Print Restriction function.

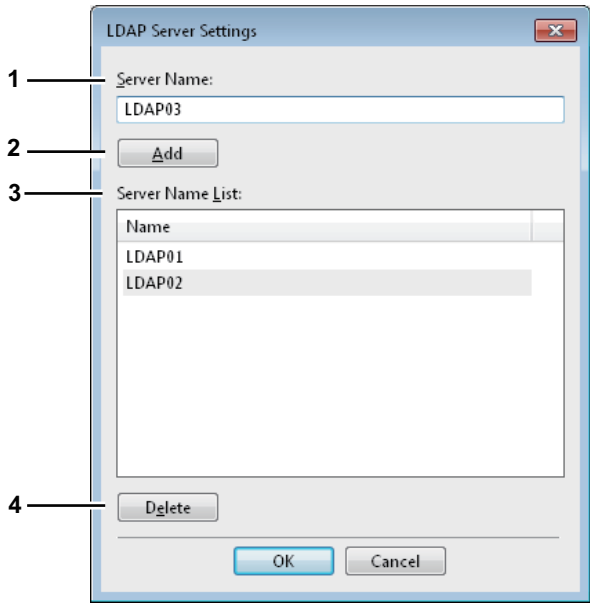
7) Hold Print Restriction
Select this check box to enable the Hold Print Restriction function.

Memo

- For details and setting of the Private Print Restriction function and Hold Print Restriction function, refer to the ***TopAccess Guide***.
- After you adjust settings in the [Account Settings] dialog box, make sure to confirm that the settings have been changed as specified in the printing preferences dialog box, accessing from the [File] menu > [Printing Preferences]. You can also confirm that the settings have been changed as specified on the properties page of the printer driver when you print documents from applications.

Setting up LDAP servers

The [LDAP Server Settings] dialog box allows you to register LDAP servers.



1) Server Name
Enter the desired LDAP server in this box if needed.

Memo

- Up to 64 characters (excluding # ; \ =) can be entered for the [Server Name] box.

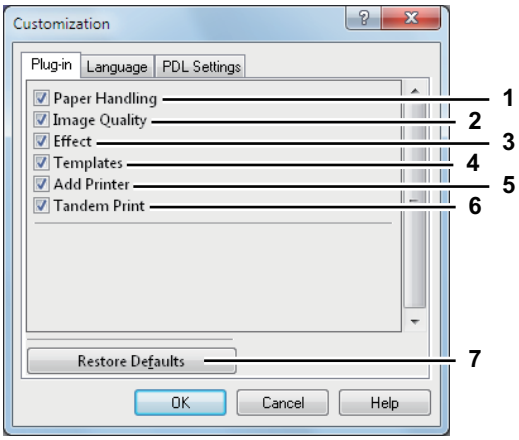
2) [Add]
Click this button to register the LDAP server in the [Server Name List], which has been entered in the [Server Name] box.

3) Server Name List
The registered LDAP servers are displayed in this list. Up to 16 LDAP servers can be registered.

4) [Delete]
Click this button to delete an LDAP server in [Server Name List]. Select the LDAP server that you want to delete in the list, and click this button.

Customization: [Plug-in] tab

You can enable or disable the Plug-in setting.



1) Paper Handling
Select this check box to enable the [Paper Handling] tab.
P.19 "[Paper Handling] tab"

2) Image Quality
Select this check box to enable the [Image Quality] tab.
P.21 "[Image Quality] tab"

3) Effect
Select this check box to enable the [Effect] tab.
P.21 "[Effect] tab"

4) Templates
Select this check box to enable the [Templates] tab.
P.32 "[Templates] tab"

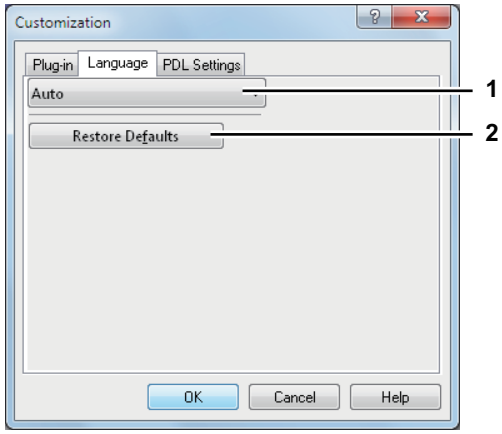
5) Add Printer
Select this check box to enable [Add Printer] on the [Others] tab.
P.24 "[Others] tab"
P.27 "Add Printer"

6) Tandem Print
Select this check box to enable [Output Devices] on the [Others] tab.
P.24 "[Others] tab"
P.48 "Switching equipment to print jobs"
P.49 "Splitting a print job across two pieces of equipment (Tandem Printing)"

7) [Restore Defaults]
Click this to restore the factory defaults on the [Plug-in] tab.

Customization: [Language] tab

You can switch printer driver language.



1) Language
This selects the language to be used.
- **Auto** / Danish / Dutch / English (UK) / English (US) / Finnish / French / German / Italian / Japanese / Norwegian, Nynorsk / Polish / Russian / Spanish / Swedish/ Turkish/ Czech / Greek / Hungarian / Portuguese (Brazil) / Portuguese (Portugal)

Memo

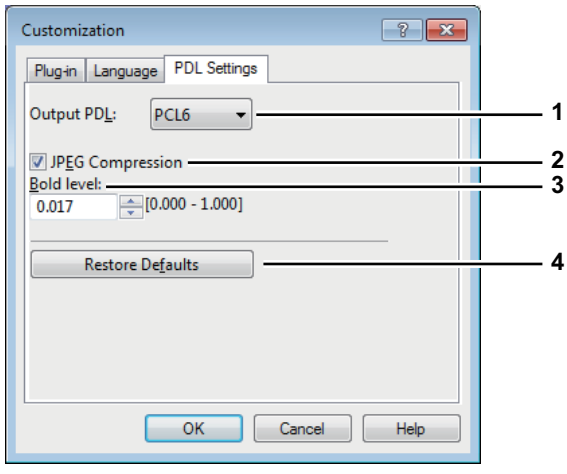
- [Auto] is selected by default. When [Auto] is selected, the most appropriate printer driver language is automatically set according to the regional and language settings in Windows OS.

2) [Restore Defaults]
Click this to restore the factory defaults on the [Language] tab.

Customization: [PDL Settings] tab

Note

- The PDL setting is available only for the printer drivers below.
  - PCL
  - PS3



1) **Output PDL**
The setting is fixed to [PCL6] when the PCL printer driver is used.

2) **JPEG Compression**
This sends compressed JPEG data to this equipment. This setting is displayed only when the PCL printer driver is used.

3) **Bold level**
This adjusts the boldness level of characters. You can adjust the preferred level between 0.000 and 1.000. The default value is “0.017”.

Note

- This option may have no effect on some fonts.

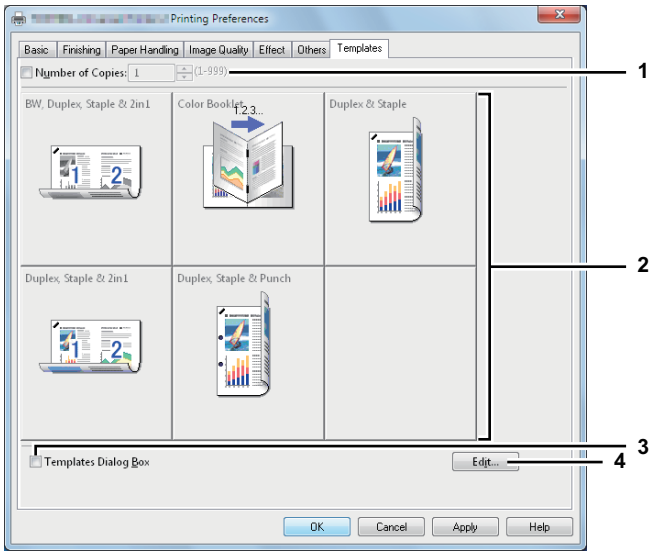
4) **[Restore Defaults]**
Click this to restore the factory defaults on the [PDL Settings] tab.

■ [Templates] tab

You can register print options that you frequently use as a profile. On the [Templates] tab you can save this profile in a Template Button. Also you can display a dialog box for selecting Template Buttons automatically upon printing, enabling easy printing with profiles.
P.10 "Setting up print options with Template Buttons"

Memo

- To use a Template Button, you must first save a profile in this button. For instructions on how to save profiles, see the following page:
P.9 "Setting print options using profiles"



1) **Number of Copies**
This sets the number of copies. 1 copy to 999 copies.

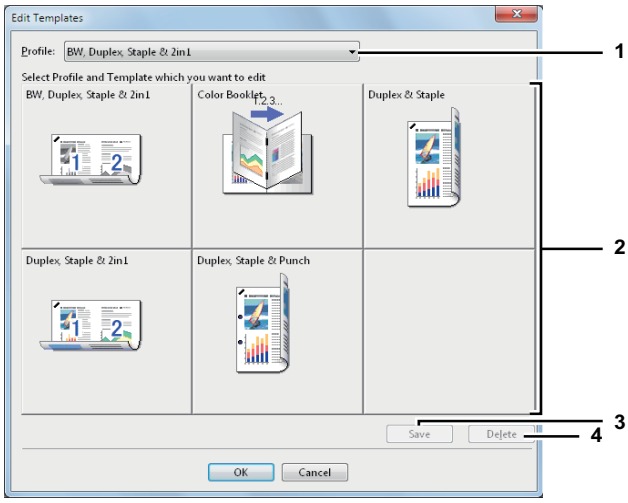
2) **Template Button**
Click this to apply the profile saved in a Template Button to each setting of the printer driver.
On the Template Button, the name of the profile saved and the print image of the job appear. 5 factory default profiles below are saved in a Template Button. You can save up to 6 profiles, including 5 default ones.
- BW, Duplex, Staple & 2in1
- Color Booklet
- Duplex & Staple
- Duplex, Staple & 2in1
- Duplex, Staple & Punch

3) **Templates Dialog Box**
Select this check box to display the [Templates] dialog box automatically upon printing. You can select any of the Template Buttons displayed on the [Templates] dialog box. This saves you the effort of opening the printer driver menu and setting up profiles each time you print, in such cases as when you use profiles frequently.

4) **[Edit]**
This edits the Template Buttons. Click this to display the [Edit Templates] dialog box.
P.32 "Edit Templates"

Edit Templates

You can edit the settings of the Template Buttons.



1) **Profile**
This selects the profile to be saved in a Template Button.

2) **Template Button**
This selects the Template Button to be edited.

3) **[Save]**
This saves the chosen profile in the selected Template Button.

4) **[Delete]**
This deletes the settings of the selected Template Button.

Note

- The print options registered in each profile are not deleted even if you click [Delete].

Printing With Best Functions for Your Needs

In this section, procedures are given to print various types of print jobs, using the layout and finishing options. Read this section before starting printing and select the procedure best suited for your needs.

P.33 "Printing various print job types"
P.39 "Layout and finishing options in [Basic] tab menu"
P.40 "Layout and finishing options in [Finishing] tab menu"
P.44 "Finishing options in [Paper Handling] tab menu"
P.45 "Finishing options in [Effect] tab menu"
P.47 "Using various types of paper"
P.48 "Switching equipment to print jobs"
P.49 "Splitting a print job across two pieces of equipment (Tandem Printing)"

Printing various print job types

The printer drivers provide various ways to handle such jobs as Scheduled Print, Private Print, Hold Print, Proof Print, Overlay Image file, Store to e-Filing, and Multiple Job Type.

P.33 "Printing scheduled print jobs"
P.34 "Printing private print jobs"
P.35 "Printing hold print jobs"
P.35 "Printing proof print jobs"
P.36 "Creating an overlay file"
P.36 "Storing to e-Filing"
P.38 "Multiple Job Type"

■ Printing scheduled print jobs

The Print Scheduling feature allows you to specify the date and time to print your job. This is especially useful for delaying your print job until the off-peak hours.

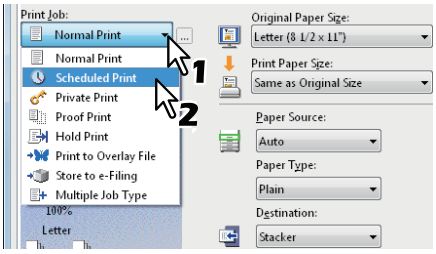
Note

- Time of the System and MFP should be the same.

Printing on a specified date and time

1 **Display the [Basic] tab menu.**

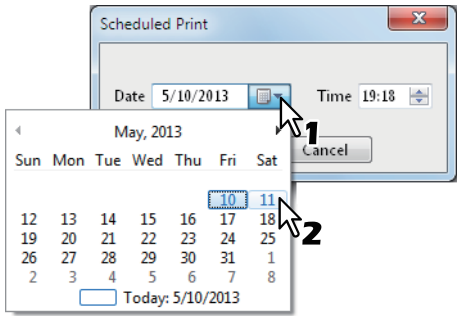
2 **Select [Scheduled Print] in the [Print Job] box.**



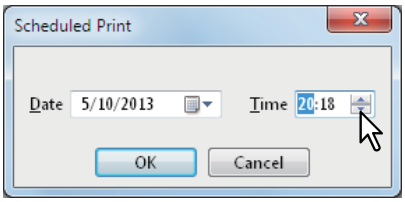
3 **Click [...] on the right of the [Print Job] box.**

The [Scheduled Print] dialog box appears.

4 **Click the arrow button at the [Date] box to display the Calendar window, and select the desired date for your print job.**



5 **Select the [Time] box and click the spin button to change the time.**



- To change the hour, select the hour number and click the spin button.
- To change the time, select the time number and click the spin button.

6 **Click [OK].**

7 **Set any other print options you require and click [OK].**

8 **Click [OK] or [Print] to send the print job.**
The document will be queued to be printed at the specified time and date.

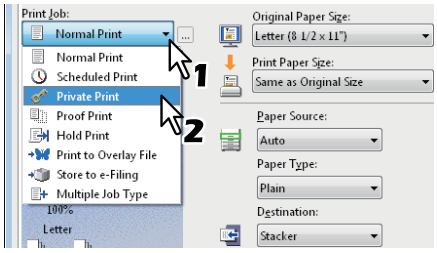
■ Printing private print jobs

When you want to print private documents, use this feature.

Printing confidential documents

1 **Display the [Basic] tab menu.**

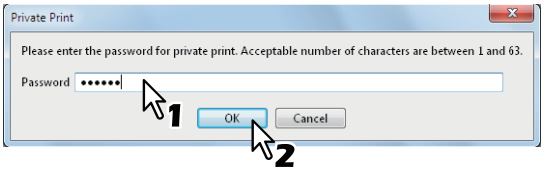
2 **Select [Private Print] in the [Print Job] box.**



3 **Set any other print options you require and click [OK].**

4 **Click [OK] or [Print] to send the print job.**
The print job is stored in the Private Print job list in the touch panel display.

5 **Enter a password in the [Password] box and click [OK].**



The print job is stored in the Private Print job list in the touch panel display.

Note

- Enter a password using the alphanumeric characters and symbol characters (ASCII code characters between 0x21 to 0x7E) in the [Password] box. The password must be between 1 and 63 characters.
- When you enter this password on the touch panel display, confidential documents will be printed. If you forget it, you will not be able to print them.

6 **Press the [PRINT] button on the control panel.**
The print job list is displayed.

7 **Select [PRIVATE] on the touch panel.**

Memo

- If the Private print job list is not displayed, select [PRIVATE] from the box of the job types.

8 **Select the desired user name and press [OK].**

Memo

- When you enter the nickname for the [User name (Alias)] box on the [Others] tab, and send the job to the equipment, its nickname will be displayed on the Private Print job list. If not, the user name that is entered to log in to your computer will be displayed on the Private Print job list.

9 **Enter the password for the Private Print job, which has previously been set via the computer, and then press [OK].**

- When the user name that is entered to log in to your computer is used for [User name (Alias)]:
  The displayed list contains the Private Print jobs for which the same password has been set.
- When the nickname is entered for [User name (Alias)]:
  The displayed list contains the Private Print jobs for which the same nickname and the same password have been set.

10 **Select the desired job (desired document name) on the private print job list and press [PRINT].**
For the detailed instructions on how to use the control panel, see the following page:
P.63 "Private Print jobs"

■ Printing proof print jobs

You can print out one proof copy as a trial first. This helps to prevent wasting paper. After you proof it, you are prompted to specify whether you want to continue the print job or delete it.

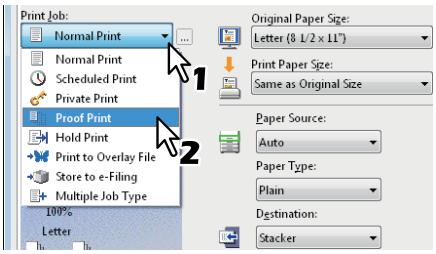
Note

- When you want to print multiple copies, each of which is to be sent as an individual print job by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In such a case, print just one trial copy first, and then specify the required number of copies on the touch panel display.

Printing a proof copy

1 Display the [Basic] tab menu.

2 Select [Proof Print] in the [Print Job] box.



3 Set any other print options you require and click [OK].

4 Click [OK] or [Print] to send the print job.

One copy of the document is printed and remaining sets of job is stored in the Proof Job list in the touch panel display.

5 Press the [PRINT] button on the control panel.

6 Select [PROOF] on the touch panel.

7 Select the desired job on the proof print job list and press [PRINT].

For detailed instructions on how to use the control panel, see the following page:

P.62 "Proof Print jobs"

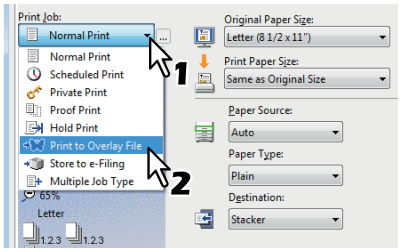
■ Printing hold print jobs

When you want to print Hold Print documents, use this feature.

Printing hold print documents

1 Display the [Basic] tab menu.

2 Select [Hold Print] in the [Print Job] box.



3 Set any other print options as required and click [OK].

4 Click [OK] or [Print] to send the print job.

The print job is stored in the Hold Print job list in the touch panel display.

5 Press the [PRINT] button on the control panel.

6 Select [HOLD] on the touch panel.

7 Select the desired user name.

Memo

- When you enter the nickname for the [User name (Alias)] box on the [Others] tab, and send the job to the equipment, its nickname will be displayed on the Hold Print job list. If not, the user name that is entered to log in to your computer will be displayed on the Hold Print job list.

8 Select the desired job on the Hold Print job list and press [PRINT].

For detailed instructions on how to use the control panel, see the following page:

P.65 "Hold Print jobs"

Memo

- When the user name that is entered to log in to your computer is used for [User name (Alias)]:
  The displayed list contains the Hold Print jobs which have been registered by the selected user.
- When the nickname is entered for [User name (Alias)]:
  The displayed list contains all the Hold Print jobs which have been registered by users having the same nickname.

■ Creating an overlay file

You can save up to 20 documents as overlay files using printer driver. You can print an overlay on the foreground or background of a document. To do that, you must first create an overlay file.

P.47 "Printing with an overlay file"

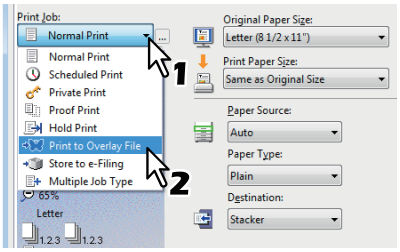
Note

- If you save a multi-page document as an overlay file, only the first page of the document will be saved as an overlay file.
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size and orientation.

Printing a document as an overlay file

1 Display the [Basic] tab menu.

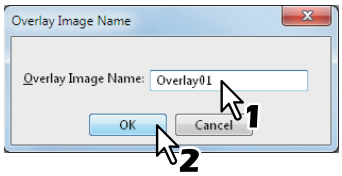
2 Select [Print to Overlay File] in the [Print Job] box.



3 Click [...] on the right of the [Print Job] box.

The [Overlay Image Name] dialog box appears.

4 Enter an overlay image name and then click [OK].



You can enter up to 63 characters.

5 Set any other print options you require and click [OK].

6 Click [OK] or [Print] to send the print job.

The document is saved as an overlay file.

Memo

- You can use a created overlay file when you want to print a document.

P.47 "Printing with an overlay file"

■ Storing to e-Filing

The Store to e-Filing feature allows you to send print jobs to e-Filing on this equipment. The job stored to e-Filing can then be printed from the touch panel display at a later time. It can be also composed with other documents using the e-Filing web utility.

You can select either a [public] or [user] box to store print jobs. You can also specify a folder in which the print job is to be stored in these boxes. The public box is shared by all users who can see the jobs stored in this box. User boxes are boxes that users can create as desired. Access to user boxes can be restricted with a password.

Note

- When the following paper sizes are selected for the originals or the print paper, [Store to e-Filing] is not available. Additionally, when paper of those sizes is also included in a part of the documents, the printing job cannot be stored in e-Filing either.
  - Custom paper
  - Non-standard size paper (multi-purpose tray)
  - IndexCard 3x5"
  - Envelope - Com9
  - Envelope - Com10
  - Envelope - Monarch
  - Envelope - DL
  - Envelope - CHO3
  - Envelope - CHO4
  - Envelope - YOU4
  - Envelope - C5
- When you store a document in e-Filing using the printer driver, the printing image (not the original document in your computer) will be stored in e-Filing.
- Documents stored in e-Filing are retained in the best image quality for printing. If you want to download them into your computer in a higher image quality, scan the original documents and store them in e-Filing.

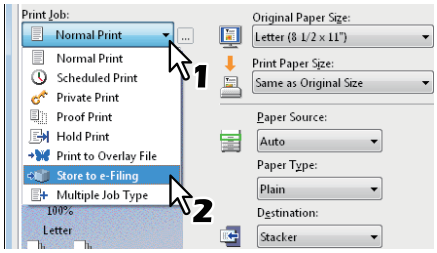
Memo

- You can manage the files within a box from the touch panel display. Refer to the ***e-Filing Guide*** to manage files in a box.
- You can also manage the files within a box using the e-Filing web utility. Refer to the ***e-Filing Guide***.

Saving a print job to a public box

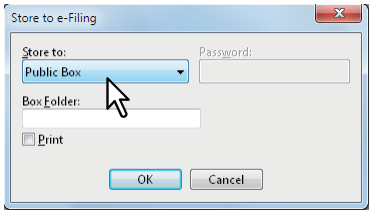
1 Display the [Basic] tab menu.

2 Select [Store to e-Filing] in the [Print Job] box.

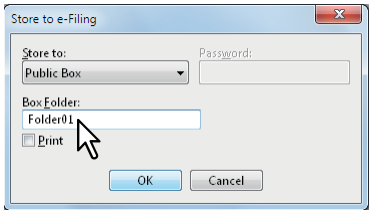


3 **Set any other print options you require and click [OK].**

4 **Select [Public Box].**



5 **When you specify a folder in which the print job is to be stored in a Public Box, enter the folder name in the [Box Folder] box.**



Note

- If the entered folder name is not found, a new folder is created under this box.
- Enter the folder name within 64 characters.
- If the number of folders has reached 100, you cannot create any more.

6 **If you print the job as well as save it to the Public Box, select the [Print] check box.**

7 **Click [OK].**

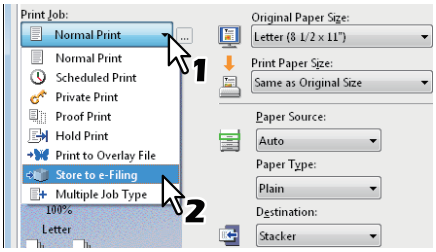
8 **Click [OK] or [Print] to send the print job.**

The print job is saved to the public box.

Saving a print job to a user box

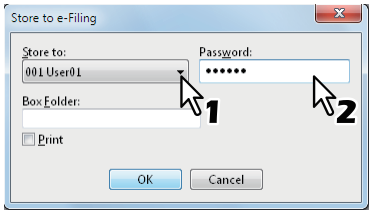
1 **Display the [Basic] tab menu.**

2 **Select [Store to e-Filing] in the [Print Job] box.**

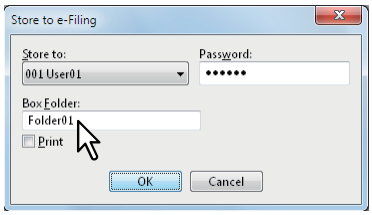


3 **Set any other print options you require and click [OK].**

4 **Select a user box to save a print job and enter the password (maximum 20-digit) for the user box in the [Password] box if required.**



5 **When you specify a folder in which the print job is to be stored in a user box, enter the folder name in the [Box Folder] box.**



Note

- If the entered folder name is not found, a new folder is created under this box.
- Enter the folder name within 64 characters.
- If the number of folders has reached 100, you cannot create any more.

6 **If you print the job as well as saving to a box, select the [Print] check box.**

7 **Click [OK].**

8 **Click [OK] or [Print] to send the print job.**

The print job is saved to the specified user box.

■ Multiple Job Type

The Multiple Job Type feature allows you to combine any of Scheduled Print, Private Print, Hold Print, Proof Print, Proof Private Print and Proof Hold Print, with Store to e-Filing.
For example, you can store a job in the specified e-Filing of this equipment and print it at the specified time by combining Scheduled Print and Store to e-Filing.
To use the Multiple Job Type feature, click [...] on the right of the [Print Job] box and select the job types to be combined.

Note

- Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.
- When you print multiple copies, each of which is to be sent as an individual print job by your application, all of the copies are printed even if you set Proof Print. In this a case, perform Proof Print of only one copy first, and then change the number of copies on the touch panel to print the rest.
- Documents stored in e-Filing are retained with the optimal image quality for printing. If you want to download them into your computer with a higher image quality, scan the original documents and store them in e-Filing.
- When you store a document in e-Filing using the printer driver, it is stored as an image. This is not stored in e-Filing in the same way as the original document is stored in your computer.

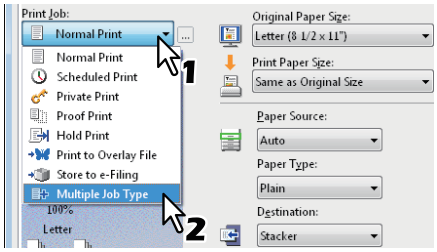
Memo

- You can manage files in e-Filing on the touch panel. For instructions on how to manage them, refer to the ***e-Filing Guide***.
- You can also manage files in e-Filing using the e-Filing web utility. For instructions on how to manage them with the e-Filing web utility, refer to the ***e-Filing Guide***.

Printing with the Multiple Job Type feature

1 **Display the [Basic] tab menu.**

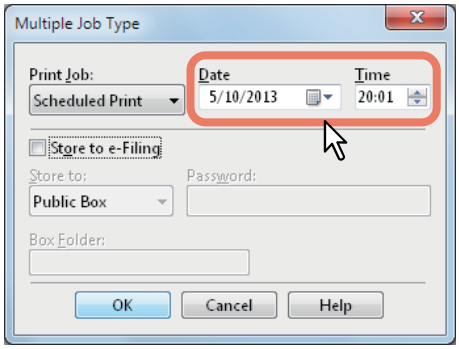
2 **Select [Multiple Job Type] in the [Print Job] box.**



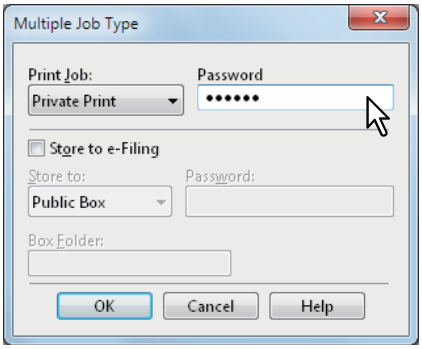
3 **Click [...] on the right of the [Print Job] box.**
The [Multiple Job Type] dialog box appears.

4 **Select a job type in the [Print Job] box.**
The setup screen is switched according to the selected job type.

- Set [Date] and [Time] if you select [Scheduled Print].



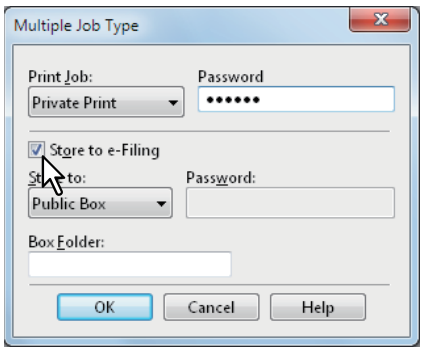
- Enter a password if you select [Private Print] or [Proof Private Print].



Note

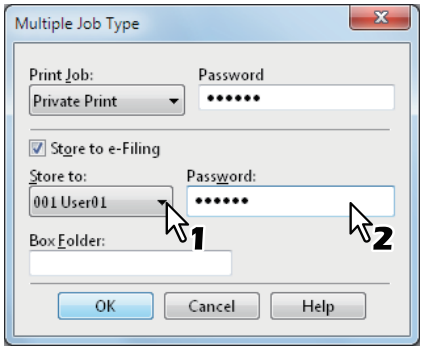
- Enter a password using the alphanumeric characters and symbol characters (ASCII code characters between 0x21 to 0x7E) in the [Password] box. The password must be between 1 and 63 characters.
- When you enter this password on the touch panel display, confidential documents will be printed. If you forget it, you will not be able to print them.

5 **If you want to store a print job in this equipment, select the [Store to e-Filing] check box.**

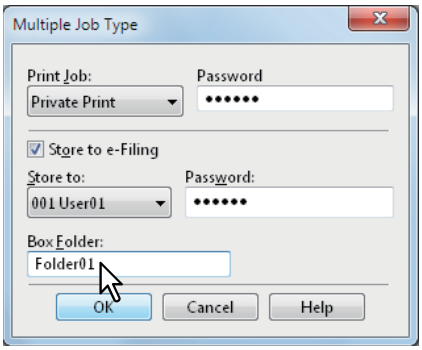


6 **Select where the print job is stored at the [Store to] box.**

- If you store the print job in a user box, enter a password if required.



7 **When you specify a folder in which the print job is to be stored in the selected e-Filing, enter its folder name in the [Box Folder] box.**



Note

- If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
- Enter a folder name within 64 characters.
- If the number of folders has reached 100, you cannot create any more.

8 **Click [OK].**

9 **Click [OK] or [Print] to send the print job.**

- If you select [Scheduled Print], the job is printed at the specified date and time.
- If you select [Private Print] or [Proof Private Print], the job is stored in this equipment as a Private Print job. Print this job on the touch panel.
  P.34 "Printing private print jobs"
- If you select [Hold Print] or [Proof Hold Print], the job is stored in this equipment as a Hold Print job. Print this job on the touch panel.
  P.35 "Printing hold print jobs"
- If you select [Proof Print], [Proof Private Print] or [Proof Hold Print], one sample copy is printed and the rest is stored in this equipment as a Proof Print job. Print this job on the touch panel.
  P.35 "Printing proof print jobs"
- If you select the [Store to e-Filing] check box, the print job is stored in the specified e-Filing.

Layout and finishing options in [Basic] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Basic] tab menu are explained.
P.39 "Fitting images within paper size"

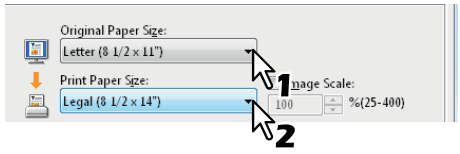
■ Fitting images within paper size

You can automatically enlarge or reduce an image to fit into a specified paper size, or manually set the scale to enlarge or reduce it. Also you can combine the desired paper size and reproduction ratio.

Printing enlarged or reduced image to fit the specified paper size

1 **Display the [Basic] tab menu.**

2 **Select the document size on the [Original Paper Size] box. Then select the paper size that you want to print at the [Print Paper Size] box.**



The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

3 **Set any other print options you require and click [OK].**

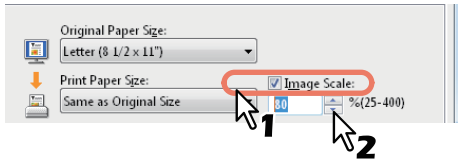
4 **Click [OK] or [Print] to send the print job.**

The enlarged or reduced image is printed to fit the specified paper size.

Printing an enlarged or reduced image by specifying the scale manually

1 **Display the [Basic] tab menu.**

2 **Check the [Image Scale] box. Then enter the scale.**



The scale can be set from 25% to 400% in units of 1%.

3 **Set any other print options you require and click [OK].**

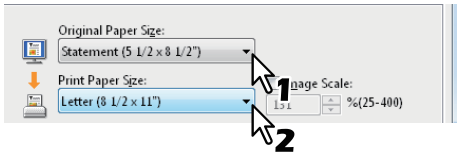
4 **Click [OK] or [Print] to send the print job.**
An enlarged or reduced image is printed in the specified scale.

Combining a paper size and a reproduction ratio

You can combine the desired paper size and reproduction ratio, for example, printing an A5 original to A4 copy paper at a reproduction ratio of 100%.

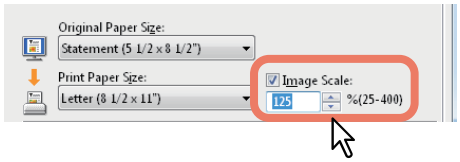
1 **Display the [Basic] tab menu.**

2 **Select the document size on the [Original Paper Size] box. Then select the paper size that you want to print at the [Print Paper Size] box.**



The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

3 **Check the [Image Scale] box. Then enter the scale.**



The scale can be set from 25% to 400% in units of 1%.

4 **Set any other print options you require and click [OK].**

5 **Click [OK] or [Print] to send the print job.**
The image is printed on paper of the specified size at the specified reproduction ratio.

Layout and finishing options in [Finishing] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Finishing] tab menu are explained.

P.40 "Sort printing"
P.41 "Printing on both sides of a sheet"
P.41 "Making a booklet"
P.42 "Printing several pages on one sheet"
P.43 "Stapling"
P.43 "Dividing one image into multiple sheets (Poster Print)"

■ Sort printing

You can select how multiple copies of a document to be output, such as separately for each copy, grouping each page.

Sorting printed documents according to the copies

1 **Display the [Basic] tab menu.**

2 **Enter the number of copies to be printed at the [Number of Copies] box.**



3 **Display the [Finishing] tab menu.**

4 **Select [Sort Copies] icon at [Copy Handling].**



5 **Set any other print options you require and click [OK].**

6 **Click [OK] or [Print] to send the print job.**
The printed documents are sorted according to the copies.

Sorting printed documents according to the pages

For example, assume that you have a three-page job (A, B, C) and you want three copies of each page in this order (AAA, BBB, CCC).

1 **Display the [Basic] tab menu.**

2 **Enter the number of copies to be printed at the [Number of Copies] box.**



3 **Display the [Finishing] tab menu.**

4 **Select [Group Copies] icon at [Copy Handling].**



5 **Set any other print options you require and click [OK].**

6 **Click [OK] or [Print] to send the print job.**
The printed documents are sorted according to the pages.

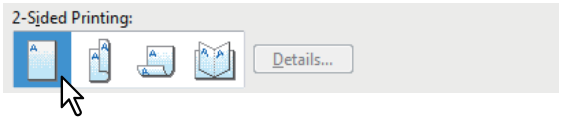
■ Printing on both sides of a sheet

You can print on both sides of the paper.

Printing on both sides of paper

1 **Display the [Finishing] tab menu.**

2 **Select the [2-Sided Printing] direction to be printed.**



Long Edge — Select this to print on both sides of the paper with a margin on the long edge.
Short Edge — Select this to print on both sides of the paper with a margin on the short edge.

Memo

- You can also set booklet printing at the [2-Sided Printing] option by selecting the [Booklet] icon. For instructions on how to perform booklet printing, see the following section.
P.41 "Making a booklet"

3 **Set any other print options you require and click [OK].**

4 **Click [OK] or [Print] to send the print job.**
The print job is printed on both sides of paper in the specified direction.

■ Making a booklet

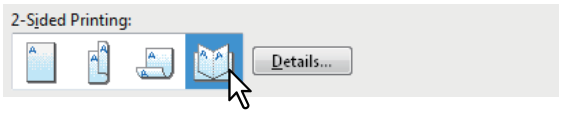
You can create a document in a book- or magazine-style publication by selecting the Booklet option.
For example, if you create a document on Letter-size paper (8½ x 11 inches) and then print in booklet mode, the yield is a 5½-x-8½- inch booklet. Each page has been scaled to fit on half a sheet and reordered so that the booklet is properly paginated when folded.

To retain your original document size when printing booklets, select the booklet size to be the same as your original document size.

Creating a booklet

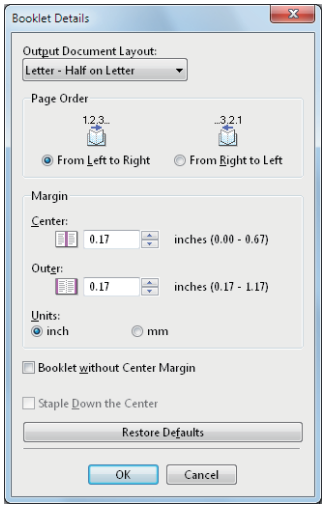
1 **Display the [Finishing] tab menu.**

2 **Select the [Booklet] icon under [2-Sided Printing].**



3 **Click [Details].**
The [Booklet Details] dialog box appears.

4 **Select the booklet size at the [Output Document Layout] box.**



A5 on A4 — Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).
1/2 Folio on Folio — Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.
A6 on A5 — Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).
Letter-Half on Letter — Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.
1/2 LG on LG — Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.
1/2 Statement on Statement — Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.
1/2 13LG on 13LG — Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.
1/2 8.5SQ on 8.5SQ — Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.

32K on 16K — Select this to print a 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet.
1/2 Executive on Executive — Select this to print a half of Executive size booklet. Every 2 pages are printed on Executive paper to fit on half a sheet.
1/2 13.5" LG on 13.5" LG — Select this to print an half of 13.5 inch LG size booklet. Every 2 pages are printed on 13.5 inch LG paper to fit on half a sheet.
1/2 (Custom) on (Custom) — Select this to print a half of customized size booklet. Every 2 pages are printed on customized size paper to fit on half a sheet.

5 Select the page order for booklet in the [Page Order] option.

From Left to Right — Select this to print the pages from left to right.
From Right to Left — Select this to print the pages from right to left.

6 If you want to add a margin space between facing pages, enter a width in the [Center] box, and if you want to add a margin on the outside edge, enter a width in the [Outer] box.

- You can change the unit of the margin at the [Units].
- The center margin can be set from 0.00 inch to 0.67 inches in units of 0.01 inch when the unit is inches, and from 0.00 mm to 16.90 mm in units of 0.10 mm when the unit is mm.
  The printed images will be reduced according to the margin setting.
- The outer margin can be set from 0.17 inch to 1.17 inches in units of 0.01 inch when the unit is inches, and from 4.20 mm to 29.60 mm in units of 0.10 mm when the unit is mm.
  The printed images will be reduced according to the margin setting.

Memo

- If you select the [Booklet without Center Margin] check box, the value in [Center] becomes invalid and the center margin becomes 0 mm (inches).

7 Click [OK] to close the [Booklet Details] dialog box.

8 Set any other print options you require and click [OK].

9 Click [OK] or [Print] to send the print job.

The print job is printed as a booklet.

Note

- If this is not installed, fold the printed document manually.

■ Printing several pages on one sheet

The N-up feature allows you to print several pages of a document on one sheet of paper. This feature is very useful for browsing a large number of pages for appearance or page order.

For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is not only convenient but conserves paper as well.

Memo

- When [Overlay Image] is selected together with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print them on each page, select the [Print on Each Page] check box in [Overlay Image] on the [Effect] tab.
  P.21 "[Effect] tab"

Printing multiple pages per sheet

1 Display the [Finishing] tab menu.

2 Select how many pages you want to print on a single sheet under [Number of pages per Sheet].



2 pages — Select this to print images from 2 pages arranged on one sheet.
4 pages — Select this to print images from 4 pages arranged on one sheet.
6 pages — Select this to print images from 6 pages arranged on one sheet.
8 pages — Select this to print images from 8 pages arranged on one sheet.
9 pages — Select this to print images from 9 pages arranged on one sheet.
16 pages — Select this to print images from 16 pages arranged on one sheet.

3 Select how the pages are arranged on one sheet in the [Direction of print] option.



Left to Right — Select this to arrange pages horizontally from the left and printed top to bottom on one sheet.
Right to Left — Select this to arranged pages horizontally from the right and printed top to bottom on one sheet.
Left to Right by column — Select this to arrange pages vertically from the top and printed left to right on one sheet.
Right to Left by column — Select this to arrange pages vertically from the top and printed right to left on one sheet.

Memo

- Items that can be selected in [Direction of print] may vary depending on the number of pages selected at the [Number of pages per Sheet] box.

4 **If you want to draw a line around each page, select the [Draw Borders Around Pages] check box.**

5 **Set any other print options you require and click [OK].**

6 **Click [OK] or [Print] to send the print job.**
Multiple pages are printed per sheet.

■ Stapling

You can staple sets of paper to exit from the equipment.

Note

- Stapling is not available if a Finisher is not installed.

Stapling the paper

1 **Display the [Finishing] tab menu.**

2 **Select the [Staple] position.**



Off — Select this not to staple the printed document.
Upper Left — Select this to staple the printed document at the upper left.
Upper Right — Select this to staple the printed document at the upper right.

Note

- The selectable options vary depending on the paper size.

3 **Set any other print options you require and click [OK].**

4 **Click [OK] or [Print] to send the print job.**
The output is stapled for each copy.

■ Dividing one image into multiple sheets (Poster Print)

You can print one large image into more than one sheet of paper by dividing it. The divided images on the multiple sheets of paper are then reconnected, so that you can create a large publication such as a poster.

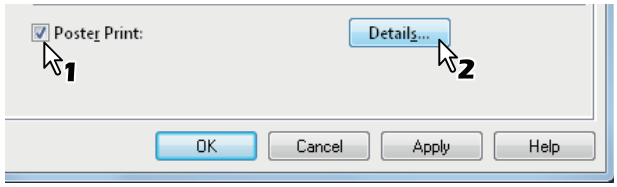
Note

- The Poster Print option is not available when any of the Custom Paper Size, Number of pages per sheet, 2-Sided Printing, Watermark, Overlay Image and Sheet Insertion options is set.
- The Poster Print option is available only when any of the sizes below is selected for [Print Paper Size] on the [Basic] tab.
  A4, LT

Performing Poster Print

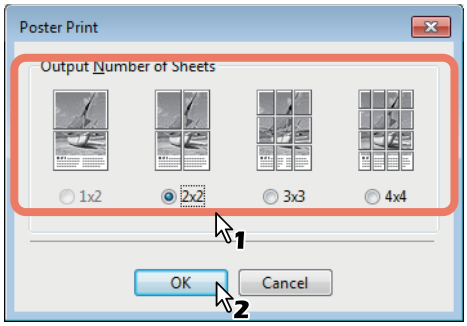
1 **Display the [Finishing] tab menu.**

2 **Select the [Poster Print] check box and then click [Details].**



The [Poster Print] dialog box appears.

3 **Select the number of sheets on which the image is printed, and then click [OK].**



1x2 — Select this to divide the image into 2 sheets.
2x2 — Select this to divide the image into 4 sheets.
3x3 — Select this to divide the image into 9 sheets.
4x4 — Select this to divide the image into 16 sheets.

Note

- [1x2] is selectable only when A4 is selected for [Print Paper Size].
- When you use the Poster Print option, disable the [Do not Print Blank Pages] option on the [Others] tab. If you use the Poster Print option while [Do not Print Blank Pages] is left ON, blank pages in the divided image are not printed.

4 Set any other print options you require and click [OK].

5 Click [OK] or [Print] to send the print job.

The image is divided and printed into the specified number of sheets of paper.

Finishing options in [Paper Handling] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Paper Handling] tab menu are explained.

P.44 "Inserting different types of paper"
P.45 "Interleaving pages"

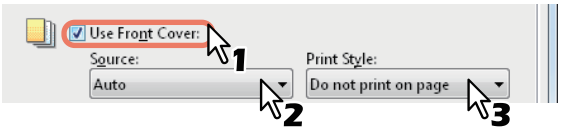
■ Inserting different types of paper

You can insert a different type of sheet into a specified location in the printed documents. This is useful when you want to add front and back covers, or sheets between chapters. Both printed and blank sheets can be inserted.

Printing or inserting a front cover and back cover

1 Display the [Paper Handling] tab menu.

2 To print or insert a front cover, select the [Use Front Cover] check box and select the tray where the cover paper is loaded at the [Source] box. Then select whether you are inserting a blank cover or printed front cover at the [Print Style] box.

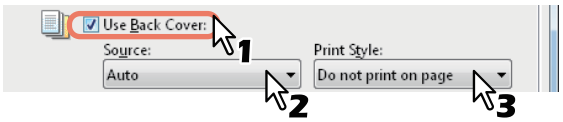


Do not print on page — Select this to insert a blank front cover.
Print one side of the page — Select this to print the first page of the document on a front side of a cover.
Print both sides of page — Select this to print the first two pages of the document on both sides of a cover.

Note

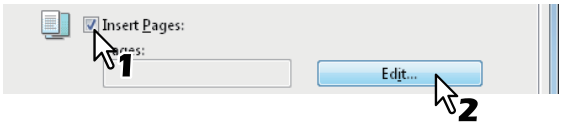
- When [Auto] is selected in the [Source] box, the paper is automatically selected according to the printed document size.
- To insert thick paper, select Multi-Purpose Tray and set Thick for [MPT] for [MPT] in the [Tray Settings] dialog box of the [Device Settings] tab in the printer driver.
- [Print both sides of page] is available only when 2-Sided printing is enabled at the [Finishing] tab.

3 To print or insert a back cover, select the [Use Back Cover] check box and set the [Source] and [Print Style] options that you require.



How to set the Source and Print Style options is the same as for the [Use Front Cover] option.

4 To print or insert sheets between the pages, select the [Insert Pages] check box and click [Edit].

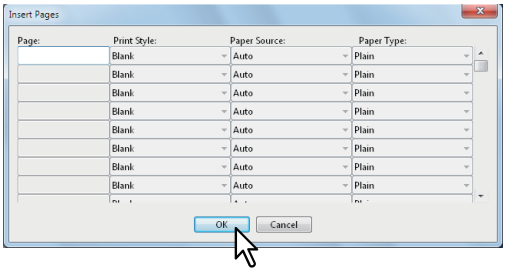


The [Insert Pages] dialog box appears.

Note

- Up to 50 pages can be inserted.

5 Enter the page numbers to which you want to insert the sheet in each [Page] box and select the [Print Style], [Paper Source], and [Paper Type] options as you require.



6 Set any other print options you require and click [OK].

7 Click [OK] or [Print] to send the print job.

A front cover and back cover are inserted into the printed document.

■ Interleaving pages

This feature is useful when you want to insert a different type of paper, or from another source, between every page of your print job. For example, you could use this option to insert blank or color sheets between overhead transparencies.

Inserting sheets between every page of a print job

1 **Display the [Paper Handling] tab menu.**

2 **To insert sheets between every page, select the [Interleave Pages] check box and select the tray where the desired paper is loaded at the [Source] box.**



Note

- When [Auto] is selected in the [Source] box, the paper is automatically selected according to the printed document size.
- To insert thick paper, select Multi-Purpose Tray and set Thick for [Paper Type] for [MPT] in the [Tray Settings] dialog box of the [Device Settings] tab in the printer driver.

3 **To print the previous page on interleaved sheets, select the [Duplicate] check box.**

This equipment prints every previous page on interleaved sheets which are inserted after the page so that you can duplicate a document.

4 **Set any other print options you require and click [OK].**

5 **Click [OK] or [Print] to send the print job.**

The sheets are interleaved between every page.

Finishing options in [Effect] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Effect] tab menu are explained.

P.45 "Printing with watermarks"
P.47 "Printing with an overlay file"

■ Printing with watermarks

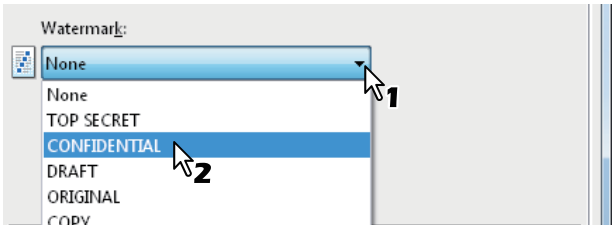
Watermarks overprint your document with useful information, such as [TOP SECRET,] [CONFIDENTIAL,] [DRAFT,] [ORIGINAL,] or [COPY.]. You can choose from several predefined watermarks or you can create and save your own custom watermarks.

Watermarks are text only. To add graphics or other document elements, use image overlays instead.

Printing a watermark

1 **Display the [Effect] tab menu.**

2 **Select the watermark to be printed at the [Watermark] box.**

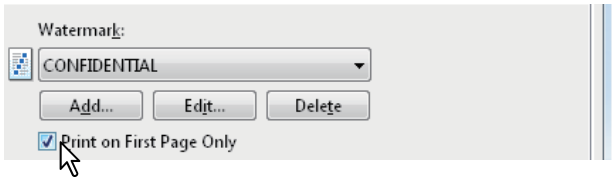


Note

- You can create a new watermark if there is none you want to apply on the box.

P.46 "Creating or editing a watermark"

3 **If you want to print the watermark on only the first page, select the [Print on First Page Only] check box.**



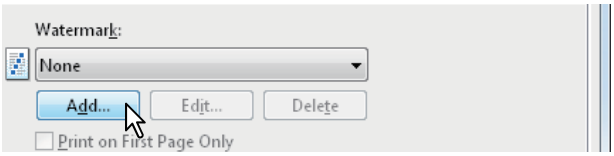
4 **Set any other print options you require and click [OK].**

5 **Click [OK] or [Print] to send the print job.**

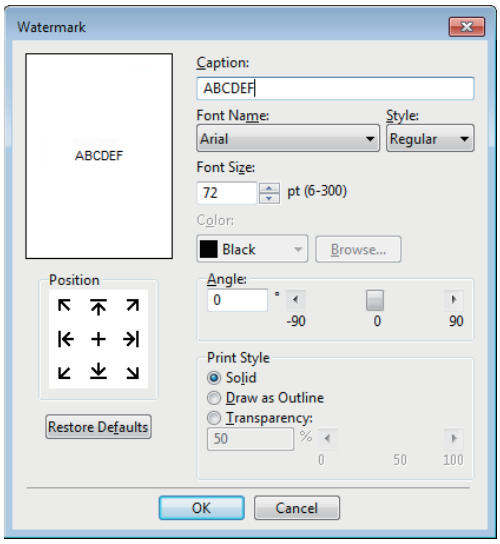
The print job is printed with the watermark.

Creating or editing a watermark

1 Click [Add] to create a new watermark, or select one that you want to edit and click [Edit] to edit a watermark.



The [Watermark] dialog box appears.



2 Enter the watermark text in the [Caption] box.

You can enter up to 63 characters for the [Caption] box. However, if too many characters are entered, the watermark may not be printed correctly.

3 Select the position of the watermark in [Position].

Select the desired icon for the position.

4 Select a font for the watermark at the [Font Name] box.

5 Select a font style for the watermark at the [Style] box.

6 Enter the font size in the [Font Size] box.

You can enter any integer between 6 and 300pt in units of 1pt.

7 To rotate the watermark, enter the number of degrees in the [Angle] box.

- You can enter from -90 degrees to 90 degrees in units of 1 degree in the [Angle] box.
- You can also set the angle using the scroll bar.

8 Select how the watermark text is printed from [Solid], [Draw as Outline], and [Transparency].

Solid — Select this to print a solid type of watermark.
Draw as Outline — Select this to print an outline type of watermark.
Transparency — Select this for a transparent watermark. Set the transparent ratio from 0 to 100% in units of 1%. You can also set the transparent ratio using the scroll bar.

9 Click [OK] to save the watermark settings.

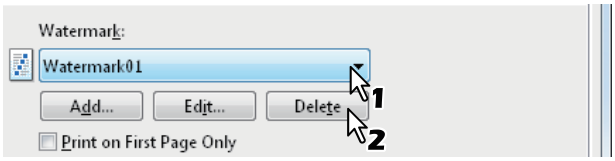
The watermark is added or edited.

Deleting a watermark

Note

- You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

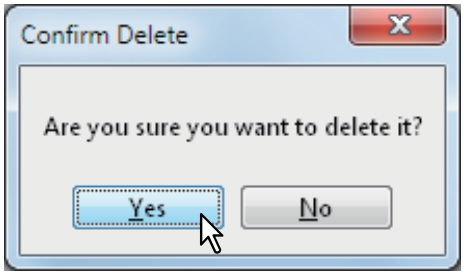
1 Select the watermark that you want to delete at the [Watermark] box.



2 Click [Delete].

The [Confirm Delete] dialog box appears.

3 Click [Yes].



The watermark is deleted.

■ Printing with an overlay file

Using image overlays ensures that widely-used images are readily available and consistently reproduced. Image overlays are independent documents that are merged into other documents during printing and thereby increase the time required to print a job. To superimpose text on your document, it may be faster to use watermarks.
To print with an overlay file, you must first create an overlay file.
P.36 "Creating an overlay file"

Note

- When [Overlay Image] is selected together with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print them on each page, select the [Print on Each Page] check box in [Overlay Image] on the [Effect] tab.
  P.21 "[Effect] tab"
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size and orientation.

Printing an overlay image as a print job

1 **Display the [Effect] tab menu.**

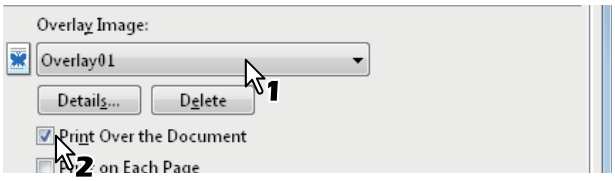
2 **Select the overlay image name to be used in the [Overlay Image] box.**



Note

- If you use different overlay images for odd/even pages or use overlay images only for the specified pages, select [Multiple Overlays] and set them in its dialog box.
  P.24 "Multiple Overlays"

3 **If you want to print the overlay image over the document, select the [Print Over the Document] check box.**



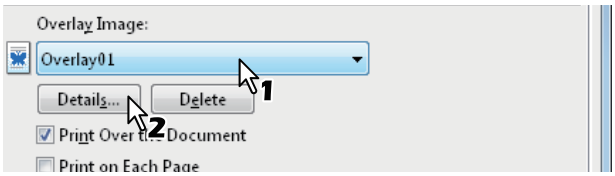
4 **Set any other print options you require and click [OK].**

5 **Click [OK] or [Print] to send the print job.**

- The print job is printed with the overlay image.

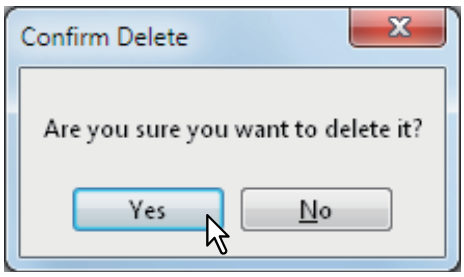
Deleting an overlay image

1 **Select an overlay image that you want to delete at the [Overlay Image] box.**



2 **Click [Delete].**
The [Confirm Delete] dialog box appears.

3 **Click [Yes].**



The overlay image is deleted.

Using various types of paper

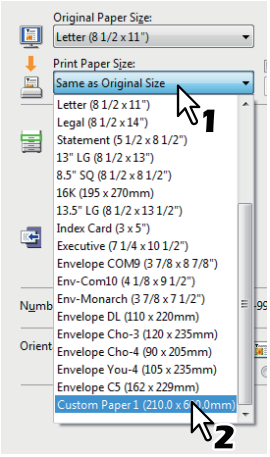
This equipment allows you to print on various types of paper. The procedure below is for print jobs which require precautions before you place the paper.
P.47 "Printing on paper larger than standard sizes"

■ Printing on paper larger than standard sizes

The procedure below is for printing on paper larger than standard sizes defined in the custom paper size setting. (Example: Largest size: 12.34 x 47.24 inches (313.4 x 1200 mm))
Custom paper sizes can be defined in the [Other] tab menu.
P.27 "Custom Paper Size"

Printing on paper larger than standard sizes

1 Display the properties of the printer driver and select the custom paper size in [Print Paper Size] of the [Basic] tab menu before starting printing.



2 Set any other print options you require and click [OK].

3 Click [OK] or [Print] to send the print job.

4 Place paper larger than the standard sizes on the multi-purpose tray.

Note

- Do not mix it with other sizes.
- Print one sheet by one from the multi-purpose tray even if you have set the number of copies as more than one.

5 Press [JOB STATUS] on the touch panel.

The paper type selection screen on the [SUPPLY] tab appears.

6 Select the paper type corresponding to that of the placed paper.

7 Press the [START] button on the control panel.

- The print job is printed on paper larger than the standard sizes.
- For the detailed instructions on how to use the control panel, see the following page:

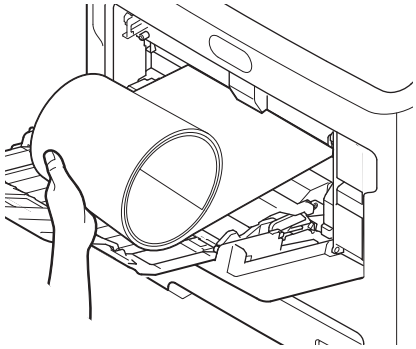
P.60 "Monitoring the Print Job Status"

Inserting from the multi-purpose tray

When the paper is being fed into the equipment

Note

- Do not mix paper of different sizes.
- Place one sheet at a time on the multi-purpose tray even if you wish to print multiple copies.
- Slightly curl the paper. Hold it gently as it is being fed into the equipment.



- Be careful not to cut your fingers on the edge of paper when you hold it.
- Make sure that the trailing edge of the paper will not be fed into the equipment while you are holding it.

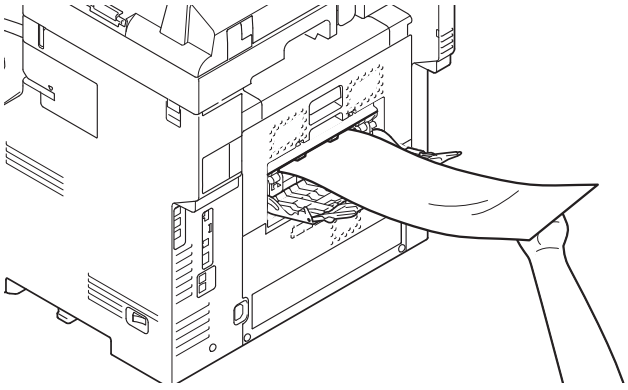


- The paper will be printed with a resolution of 300 dpi.

When the paper is coming out of the equipment

Note

- Hold the paper gently as it is coming out of the equipment.



- Be careful not to cut your fingers on the edge of paper when you hold it.
- Do not pull out the paper forcibly as it is exiting from the equipment.

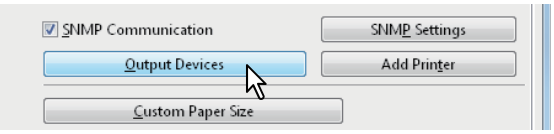
Switching equipment to print jobs

When more than one piece of MFP exists over a network, you can switch it to another one on the printer driver menu.
If the equipment that you intended to use is busy with a large number of print jobs, for example, you can send your job to another piece of MFP that is currently holding no print jobs and have it printed.

Switching equipment to print jobs

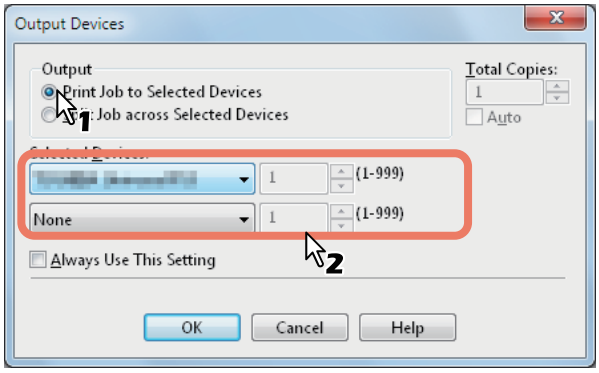
1 **Display the [Others] tab menu.**

2 **Click [Output Devices].**



The [Output Devices] dialog box appears.

3 **Select [Print Job to Selected Devices].**



4 **Select the desired equipment in the [Selected Devices] boxes.**

Note

- You can select more than one piece of equipment in the [Selected Devices] boxes. In this case, the same number of copies is printed from all of the pieces of equipment you selected.
- When you select the equipment in the [Selected Devices] boxes, make sure to select that which supports features enabling all the print options of the job.
  - Select equipment which enables stapling if the job needs that.

Memo

- If you select the [Always Use This Setting] check box, you can omit the setting of the [Output Devices] dialog box from the next time.
- Equipment selected in the [Selected Devices] boxes must be registered in [Printer Folder]. If you want to use equipment not registered in [Printer Folder], add it in [Add Printer] on the [Others] tab of printer driver.

P.27 "Add Printer"

5 **Click [OK] to close the [Output Devices] dialog box.**

6 **Set any other print options you require and click [OK].**

7 **Click [OK] or [Print] to send the print job.**

A job is printed on the selected equipment.

Note

- If the selected equipment does not support features enabling the print options of the job, printing may not be performed properly.
- Department code confirmation for the selected equipment is not performed when the job is printed from the selected one. If a department code specified in the [Department Code] box on the [Others] tab is not recognized on it, Department Management for this print job is not performed.

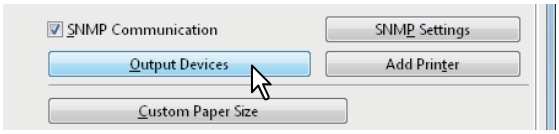
Splitting a print job across two pieces of equipment (Tandem Printing)

This feature splits one print job across two pieces of equipment to print it by means of copies.
If you have to print documents with a large number of pages in a large number of copies, for example, you can have two pieces of MFP on a network share this job to print by copies simultaneously, so that it can be done in a shorter time.

Splitting a print job across two pieces of equipment (Tandem Printing)

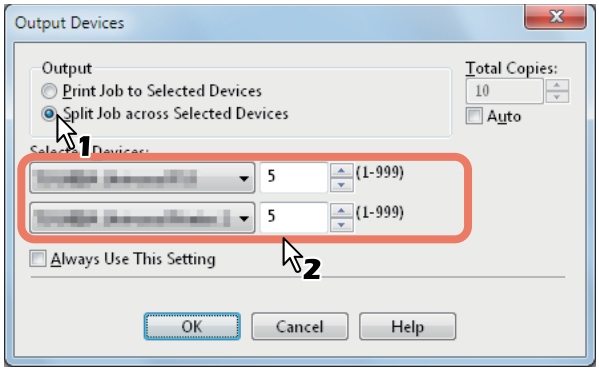
1 **Display the [Others] tab menu.**

2 **Click [Output Devices].**



The [Output Devices] dialog box appears.

3 **Select [Split Job across Selected Devices].**



4 **Select two pieces of equipment in the [Selected Devices] boxes and then specify the number of copies for each one.**

Note

- If you select the [Auto] check box, the number of copies set in the [Total Copies] box is automatically and equally allocated to two pieces of equipment.

- When you select the equipment in the [Selected Devices] boxes, make sure to select that which supports features enabling all the print options of the job.
  - Select equipment which enables stapling if the job needs that.

Memo

- If you select the [Always Use This Setting] check box, you can omit the setting of the [Output Devices] dialog box from the next time.
- Equipment selected in the [Selected Devices] boxes must be registered in [Printer Folder]. If you want to use equipment not registered in [Printer Folder], add it in [Add Printer] on the [Others] tab of printer driver.
  P.27 "Add Printer"

5 Click [OK] to close the [Output Devices] dialog box.

6 Set any other print options you require and click [OK].

7 Click [OK] or [Print] to send the print job.

A job is printed on the selected equipment.

Note

- If the selected equipment does not support features enabling the print options of the job, printing may not be performed properly.
- Department code confirmation for the selected equipment is not performed when the job is printed from the selected one. If a department code specified in the [Department Code] box on the [Others] tab is not recognized on it, Department Management for this print job is not performed.

PRINTING FROM Macintosh

Printing From Application

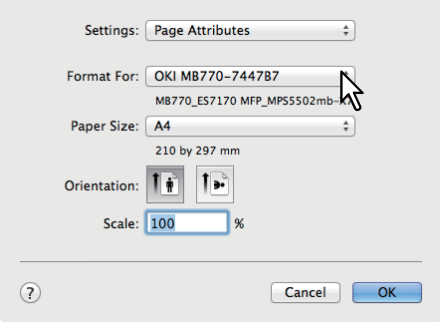
■ Setting options and printing from Macintosh Computers

In Mac OS X applications, print options are set from both the [Page Setup] dialog box and the [Print] dialog box.

Printing from Macintosh applications

1 **Open a file and select [Page Setup] from the [File] menu of the application.**

2 **Select the name of the equipment in the [Format For] box and specify the Page Setup settings for your print job.**

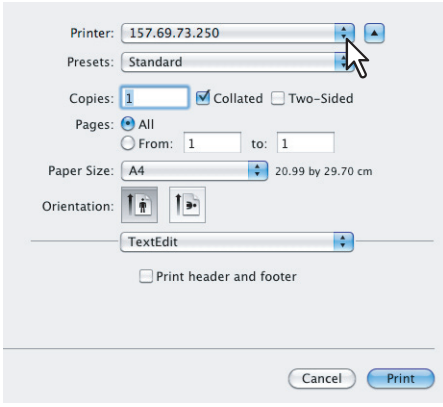


Setting the Page Setup varies depending on how you want to print a document.
P.51 "Page Attributes"

3 **Click [OK] to save the Page Setup settings.**

4 **Select [Print] from the [File] menu of the application.**

5 **In the dialog box that appears, make sure the name of the equipment is selected at the [Printer] box and specify the Print settings for your print job.**



Setting the Print Setup varies depending on how you want to print a document.

Note

- The [Print] dialog boxes vary depending on applications.

6 **Click [Print] to print a document.**

Note

- The content set in the [Print] dialog box can be saved as [Presets]. Select [Save as] in the [Presets] box and save it under the desired name. If you use this preset content as a default setting, select it in the [Presets] box.

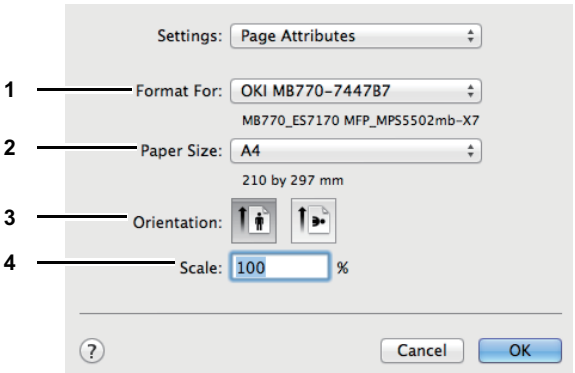
Page Setup dialog

The [Page Setup] dialog boxes can be displayed by selecting the [Page Setup] command from the [File] menu of the application.
In the [Page Setup] dialog boxes, you can specify the Page Attributes settings and manage the Custom Page Size settings.

Note

- The [Page Setup] dialog boxes vary depending on applications. In some applications, it is not included in the [File] menu, but in the [Print] dialog boxes.

■ Page Attributes



1) Format For
This selects the machine to be used for printing.

2) Paper Size

This selects the size of a document to be printed.

Available original paper sizes are listed below:

- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- B5 (182 x 257
- Folio (210 x 330 mm)
- A6 (105 x 148mm)
- Postcard (100 x 148 mm)
- Return Postcard (148 x 200 mm)
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Statement (5 1/2 x 8 1/2")
- 13"LG (8 1/2 x 13")
- 8.5"SQ (8 1/2 x 8 1/2")
- 16K (195 x 270 mm)
- 13.5"LG (8 1/2 x 13.5")
- IndexCard (3 x 5")
- Executive (7 1/4 x 10 1/2")
- Envelope - Com9
- Envelope - Com10
- Envelope Monarch
- Envelope - DL
- Envelope - CHO3
- Envelope - CHO4
- Envelope - YOU4
- Envelope C5

3) Orientation

This sets the paper printing direction.

- **Portrait** — The document is printed in the portrait direction.
- **Landscape (90 degree)** — The document is printed in the landscape direction from left.

4) Scale

This changes the size of the printed image on the page. Enter the zoom ratio to enlarge or reduce an image. You can set any integer from 1 to 10000(%) for the zoom ratio.

■ Custom Page Sizes

The PPD file for this equipment supports the Custom Page Sizes.

Note

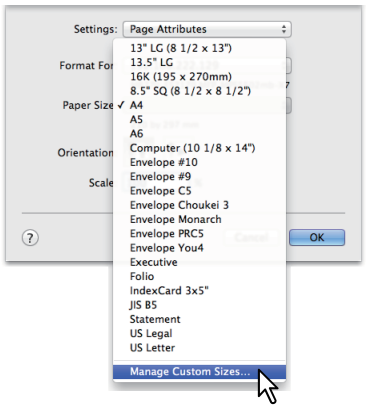
- When you print on paper larger than standard sizes, print one sheet at a time.

P.47 "Printing on paper larger than standard sizes"

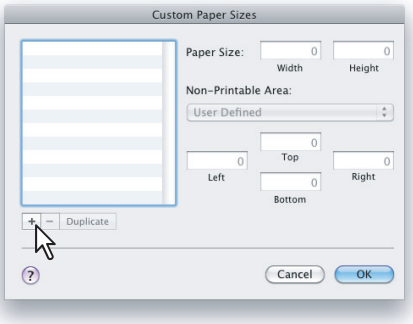
- The paper sizes that can be set for the Custom Paper Size differ depending on the model to be used.

Creating Custom Page Size

1 Select [Manage Custom Sizes] in the [Paper Size] box.



2 Click [+].

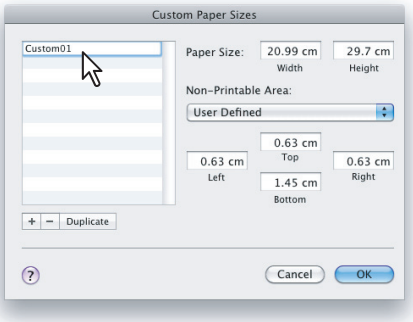


A new custom page size name is added to the list.

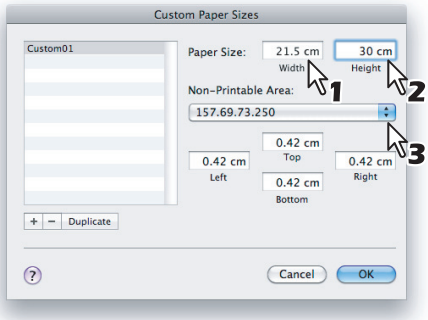
Memo

- If you want to create a new custom page size by duplicating an existing custom page size, select the custom page size name on the list and click [Duplicate].

3 Double-click the added custom page size name on the list and rename the custom page size.



4 **Enter the width and height in the [Paper Size] boxes, and select the machine name of this equipment in the [Printer Margins] box.**



Memo

- Please use the margin settings that are automatically entered by selecting the machine name in the [Printer Margins] box.
- You can delete the created custom page size by clicking [-].

5 **Click [OK].**
The Custom Page Size is saved and it can be selected in the [Paper Size] box in the Page Attributes menu.

Print dialog

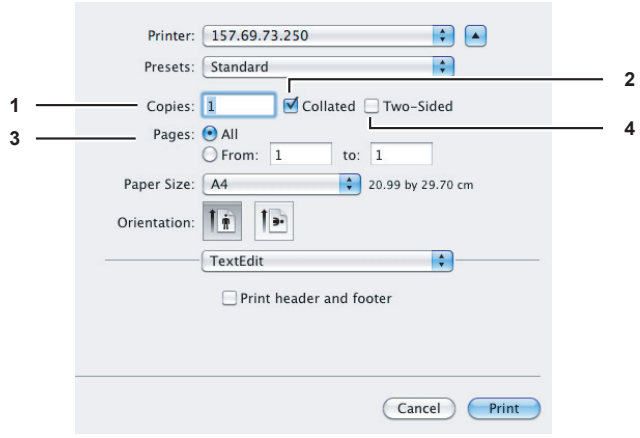
The [Print] dialog boxes can be displayed by selecting the [Print] command from the [File] menu of the application.

Note

- The [Page Setup] dialog boxes varies depending on applications. In some applications, [Page Setup] may not be included in the [File] menu, but in the [Print] dialog boxes.
- The layout of the setting items may vary depending on the type of your Mac OS.

■ Copies & Pages

In the Copies & Pages menu, you can set general print options such as the number of copies, and sort printing.



1) Copies
This sets the number of printed copies.

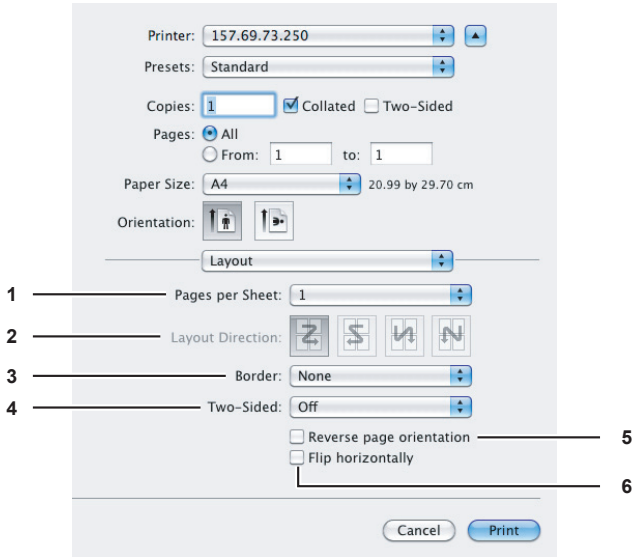
2) Collated
Select this check box for sort-printing (1, 2, 3... 1, 2, 3...)

3) Pages
This sets the range of pages to be printed.
- **All** — Select this to print all pages.
- **From/to** — Select this to specify the pages to be printed. Enter the page range in the From and to box.

4) Two-Sided
This sets two-sided printing. When you select this check box, [Long-Edge binding] is automatically selected in the [Two-Sided] box in the Layout menu.

■ Layout

In the Layout menu, you can set N-up printing (multiple pages per sheet).



1) Pages per Sheet
This sets the number of multiple pages printed on one sheet. The pages are reduced to fit the selected paper size automatically and are printed.
- **1** — Select this if you do not wish to enable N-up printing.
- **2** — Select this to print images from 2 pages arranged on one sheet.
- **4** — Select this to print images from 4 pages arranged on one sheet.
- **6** — Select this to print images from 6 pages arranged on one sheet.
- **9** — Select this to print images from 9 pages arranged on one sheet.
- **16** — Select this to print images from 16 pages arranged on one sheet.

2) Layout Direction

This sets how pages are arranged on one sheet. This is available only when N-up printing (printing multiple pages on one sheet) is set.

- **Across Left to Right Before Down** — Pages arranged horizontally from left to right and then top to bottom on one sheet.
- **Across Right to Left Before Down** — Pages arranged horizontally from right to left and then top to bottom on one sheet.
- **Down Before Across Left to Right** — Pages arranged vertically from top to down and then left to right on one sheet.
- **Down Before Across Right to Left** — Pages arranged vertically from top to down and then right to left on one sheet.

3) Border

Select if a border line is to be drawn on each page.

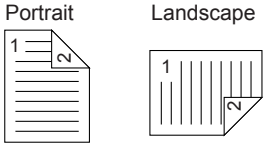
- **None** — Select this if no border line is to be drawn.
- **Single Hairline** — Select this to draw a single hairline for the border.
- **Single Thin Line** — Select this to draw a single thin line for the border.
- **Double Hairline** — Select this to draw a double hairline for the border.
- **Double Thin Line** — Select this to draw a double thin line for the border.

4) Two-Sided

This sets whether or not you want to print on both sides of the paper.

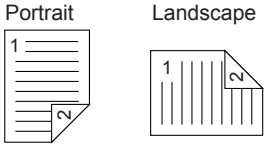
- **Off** — Select this when you do not want to print on both sides of the paper.
- **Long-Edge binding** — Select this to bind along the long edge side of the paper. The direction to be printed on the back side of the paper differs depending on the orientation.

Portrait Landscape



- **Short-Edge binding** — Select this to bind along the short edge side of the paper. The direction to be printed on the back side of the paper differs depending on the orientation.

Portrait Landscape



5) Reverse page orientation

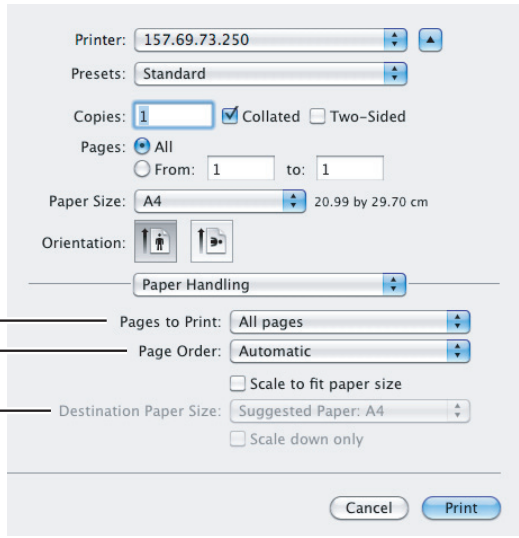
This sets the paper exit orientation. When the orientation of the paper is reversed with this setting, the top of the paper comes to the control panel side.

6) Flip horizontally

Select this check box to perform mirror printing of a page.

■ Paper Handling

In the Paper Handling menu, you can set Reverse page order printing and Odd or Even numbered page printing.



1) Pages to Print

Select whether all pages will be printed or only odd or even pages will be printed.

2) Page Order

Select the page order for printing.

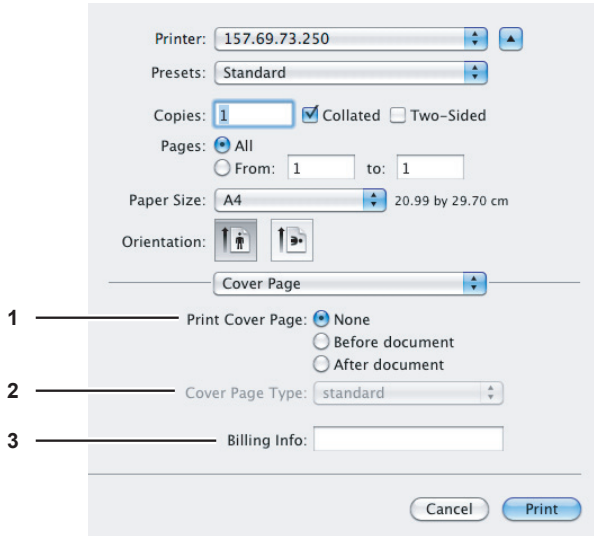
3) Destination Paper Size

Select the output paper size. The paper size selected in the [Page Setup] dialog box appears as a default setting.

- **Scale to fit paper size** — Select this check box to perform enlarge/reduce printing. When this is selected, select the output paper size in the box. If you do not want to enlarge the document images when a larger paper size is selected, select the [Scale down only] check box.

■ Cover Page

In the Cover Page menu, you can set whether to send a print job with a banner page. The banner page includes information about the job owner, job name, application name, date and time, and machine name.



1) Print Cover Page
You can set how to insert a banner page.
- **None** — Select this to print without a banner page.
- **Before document** — Select this to print a banner page before the document.
- **After document** — Select this to print a banner page after the document.

2) Cover Page Type
Select the type of the cover page.

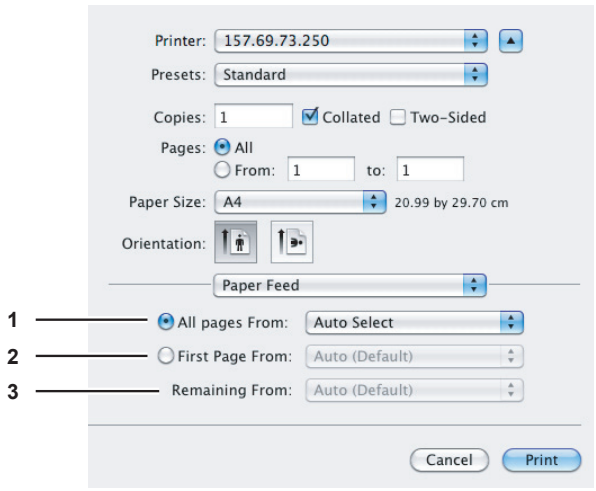
3) Billing Info
Enter the billing information to have it appear on the banner page.

Note

- Due to Mac OS limitations, text input into the [Billing Info] box will only be displayed up to the length of the field.

■ Paper Feed

In the Paper Feed menu, you can set the paper source.



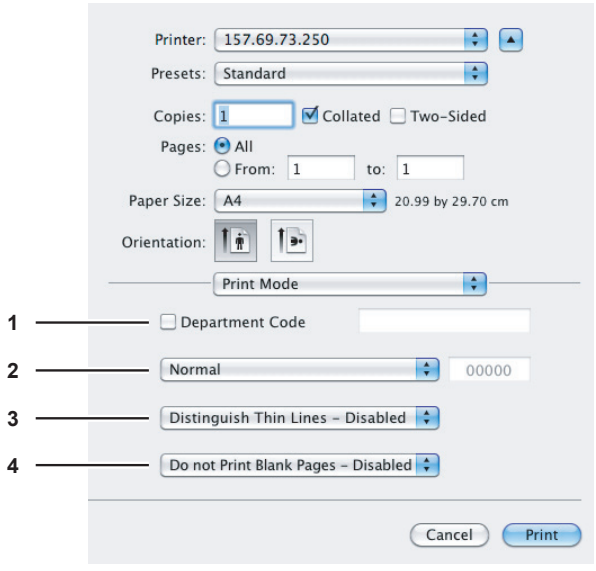
1) All pages from
Select this when you want to use the same paper source for all pages. When this is selected, select the paper source or paper type to be used at the box.

2) First Page From
Select this when you want to specify different paper sources for the first page and remaining pages. When this is selected, specify the paper source or paper type to be used for the first page at the box.

3) Remaining From
Select the paper source or paper type to be used for remaining pages in the box. This can be selected only when you choose the [First Page From] option button.

■ Print Mode

In the Print Mode menu, you can set the way this equipment handles the print job. This menu allows you to enable various job types such as Private Print, Proof Print and Hold Print.



1) **Department Code**
Select whether the entry of a department code is required or not for printing. Select this check box to enable this option if this equipment is managed under department codes. When you do this, enter a department code in the box on the right. For your department code, ask the administrator.

Memo

- Specify a department code in 1 to 63-digit alphanumeric characters.
- A department code must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet from A to Z (in both capital and small ones), a hyphen (-), an underscore (_), and a period (.).

2) **Print Mode**
This sets the type of print job.
- **Normal** — Select this to print a job normally.
- **Proof** — Select this to print the first copy of a multicopy job and then wait for approval before printing the remaining copies. If a print job is sent as a proof job, one copy of the job is printed and the remaining copies are saved in the proof job queue on this equipment, which are not printed until you activate printing from the touch panel display. This option allows you to check the job's output before printing the remaining copies and thereby reduce paper waste.
- **Private** — Select this to print a private job. When this is selected, specify the 5-digit password in the field next to the box. The print job is saved in the private job queue on this equipment, and not printed until you activate printing from the touch panel display of this equipment. This option is useful when you want to print a confidential document secured with a password. The user has to enter the password to print the private job when activating printing from the touch panel display.
- **Hold** — Select this option to print a hold job. The print job, sent as a hold job, is saved in the hold job queue on this equipment. To perform printing, select the desired job on the touch panel display and press [PRINT]. This option is useful to prevent you from forgetting to remove printed sheets.

3) **Distinguish Thin Lines**
Select this check box to print thin lines clearly.

4) **Do not Print Blank Pages**
Select whether you require blank pages to be printed.

Note

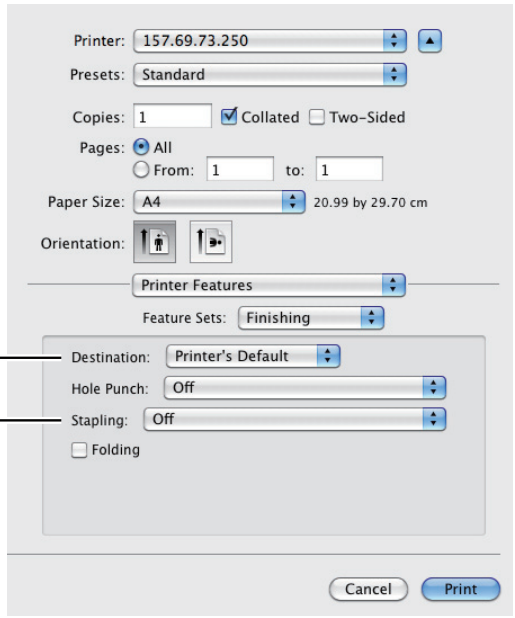
- When more than 2 is selected at the [Page per Sheet] option in the Layout menu, the blank pages will be printed.
- Pages with a header or footer will be printed even if the content is blank.

■ Printer Features

In the Printer Features menu, you can set special printing features.

Finishing

In the Finishing menu, you can set the destination and stapling.

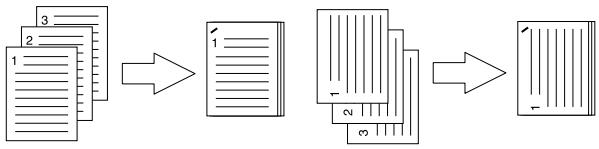


1) **Destination**
This selects the destination tray.
- **Printer's Default** — Select this to set the output to the default tray (that is set as such for raw jobs in the Machine setting page of TopAccess Administrator's page).
- **Face down/up stacker** — Select this to set the output to the face down/up stacker of this equipment.
- **Tray 1** — Select this to set the output to the tray of the Finisher.

Note

- Destinations selectable differ depending on the option configuration.
- Depending on the equipment settings, the paper may be delivered to a tray that cannot carry out stapling when [Printer's Default] is selected as the [Destination] option.

2) **Stapling**
This sets whether a print job is stapled.
- **Off** — Select this to print without stapling.
- **Upper Left (Portrait) / Upper Right (Landscape)** — Select this to staple on the upper left for a portrait document, or on the upper right for a landscape document.

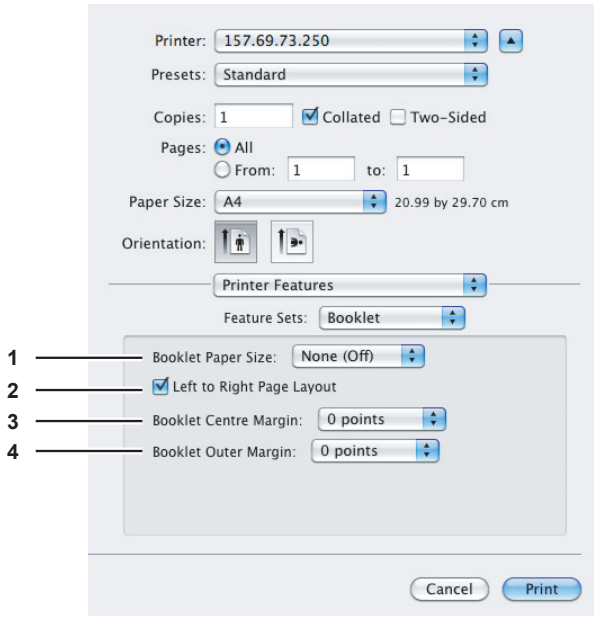


Note

- This option cannot be selected if a Finisher is not installed.

Booklet

In the Booklet menu, you can set booklet printing.



1) Booklet Paper Size
Select a paper size for the booklet. Both sides of a sheet are printed as two pages. The booklet size will be half the size of the paper size that you specify.

2) Left to Right Page Layout
Select this check box to create a booklet that can be read from left to right.

3) Booklet Center Margin
Select the width of the margin added to the center.

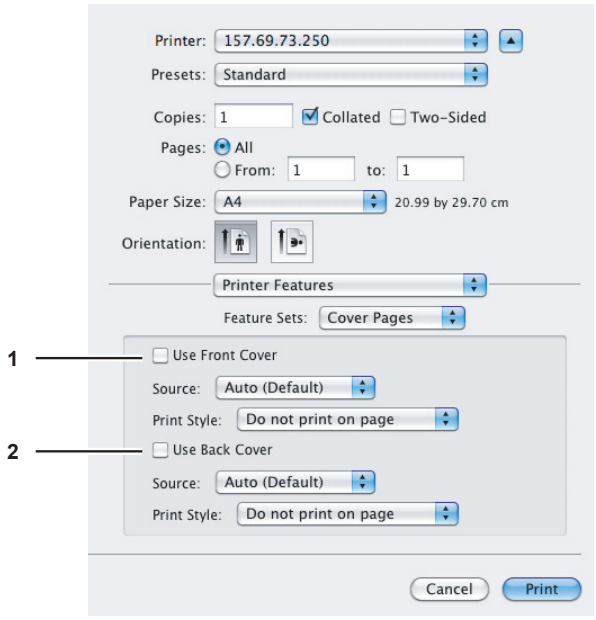
4) Booklet Outer Margin
Select the width of the margin added to the short edge side of a sheet.

Cover Pages

In the Cover Pages menu, you can set Front Cover printing and Back Cover printing.

Note

- This option menu cannot be set when the Cover Page option for sending a print job with a banner page is enabled.



1) Use Front Cover
This sets front cover printing which allows you to insert or print a cover on a sheet fed from a different tray or the multi-purpose tray.
To enable cover printing, select this check box and select the location from where a cover sheet is to be fed and the print style to be used.

Source
Select from where the cover sheet is to be fed. When [Auto (Default)] is selected, the paper is automatically selected according to the printed document size.

Note

- The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the Paper Feed menu.

Print Style
This selects how to print the cover.
- **Do not print on page** — Select this to insert a blank cover.
- **Print on page** — Select this to print the first page image on the front side of a cover. When the Two-Sided Printing option is enabled in the Layout menu, the first two page images are printed on both sides of a cover.
- **Print on 1 side of the page** — Select this to print the first page image on the front side of a cover. This is available only when the Two-Sided Printing option is enabled in the Layout menu.

2) Use Back Cover
This sets back cover printing which allows you to insert or print a back cover on a sheet fed from a different tray or the multi-purpose tray.
To enable back cover printing, select this check box and select the location from where a back cover sheet is to be fed and the print style to be used.

Source
Select from where the cover sheet is to be fed. When [Auto (Default)] is selected, the paper is automatically selected according to the printed document size.

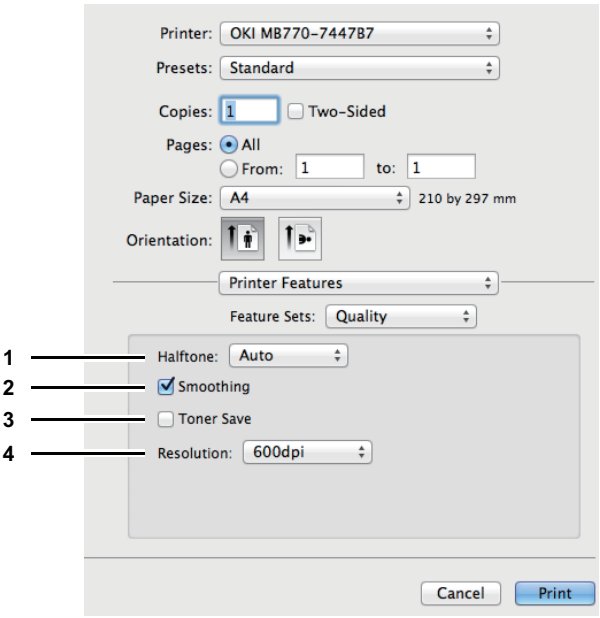
Note

- The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the Paper Feed menu.

Print Style
This selects how you want to print a back cover.
- **Do not print on page** — Select this to insert a blank back cover.
- **Print on page** — Select this to print the last page image on the front side of a back cover. When the Two-Sided Printing option is enabled in the Layout menu, the last two page images are printed on both sides of a back cover.
- **Print on 1 side of the page** — Select this to print the last page image on the front side of a back cover. This is available only when the Two-Sided Printing option is enabled in the Layout menu.

Quality

In the Quality menu, you can specify various image quality features.



1) Halftone
This sets how to print halftones.
- **Auto** — Select this to print with proper halftone depending on the contents in the document automatically.
- **Detail** — Select this to print halftone in detail.
- **Smooth** — Select this to print halftone smoothly.

2) Smoothing
Select this check box to print texts and graphics smoothly.

3) Toner Save
Select this check box to print in the toner save mode.

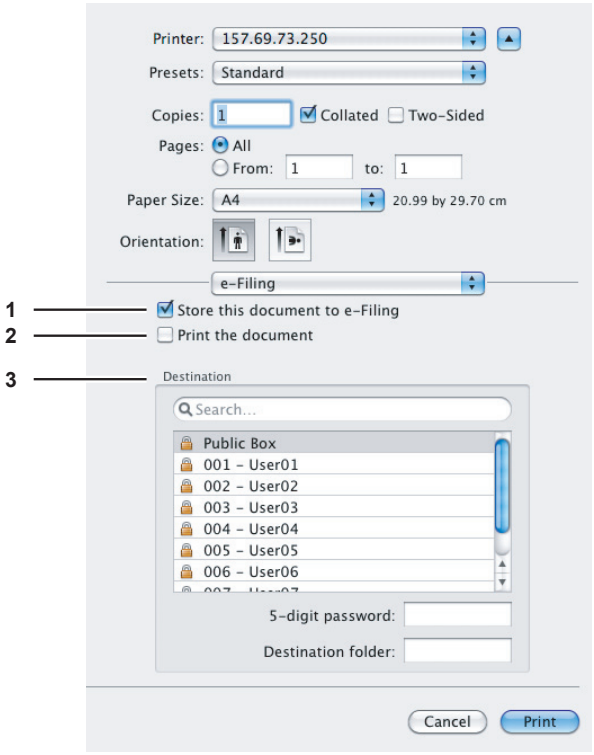
4) Resolution
This sets the resolution for printing.
- **600 dpi** — Select this to print in 600 x 600 dpi.
- **1200 dpi** — Select this to print in 1200 x 1200 dpi.

Note

- When the toner save mode is enabled, printing may become light.

■ e-Filing

In the e-Filing menu, you can send and store print jobs from your application to e-Filing on this equipment (hard disk). The jobs stored to e-Filing can then be printed using the touch panel. You can select either a public or user box in which to store print jobs. You can also specify a folder in which the print jobs are to be stored in these boxes. The public box is shared by all users who can view the jobs stored in this box. User boxes are ones that users can create as desired. Access to user boxes can be restricted with a password.



1) Store this document to e-Filing
To store a print job in e-Filing, select this check box.

2) Print the document
If you want to print the job as well as saving it to a box, select this check box.

3) Destination
Select either the public box or a user box in which to store print jobs.

5-digit password
If a password is set in the user box, enter the 5-digit password.

Destination folder
When you specify a folder in which the print job is to be stored in a public or a user box, enter the folder name.

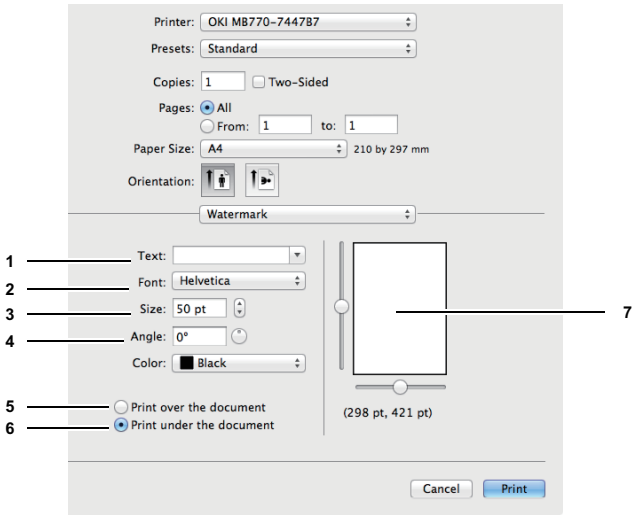
Note

- Enter the folder name within 64 characters.

- If the number of folders has reached 100, you cannot create any more.

■ Watermark

In the watermark menu, you can overprint the document with useful information, such as [Confidential], [Draft], [Proof] and [Top Secret]. You can choose from several predefined watermarks or you can create and save your own custom watermarks. Watermarks consist of text only.



1) Text
Select the watermark. You can create a new watermark if there is none you want to apply on the box.

Note

- You can enter up to 63 alphanumeric characters. If too many characters are entered, the watermark may not be printed correctly.

2) Font
Select the font to be used for the watermark text.

3) Size
Enter the font size for the watermark text.
The font size can be set from 6 to 300 pt in units of 1 pt.
You can also set the font size by moving the scroll bar.

4) Angle
Enter the degree of the angle for rotating the watermark text. The angle can be set from 0 to 360 degrees in units of 1 degree. You can also set the degree of the angle by moving the scroll bar.

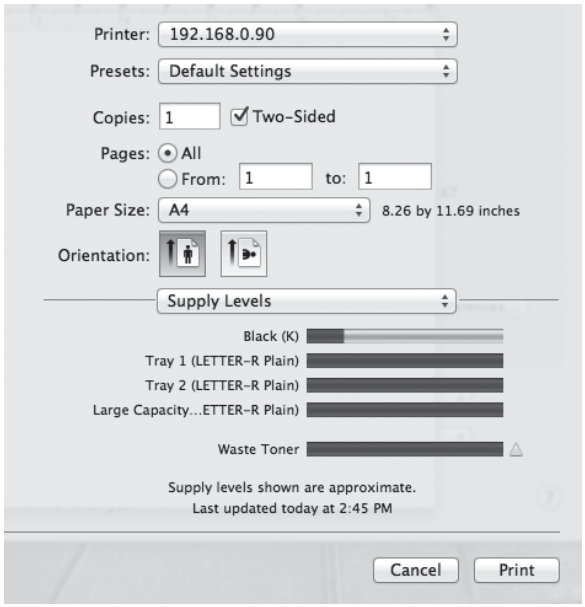
5) Print over the document
Select this to print the watermark text placed above everything.

6) Print under the document
Select this to print the watermark text placed below everything.

7) Position
Adjust the position of the watermark by moving the scroll bars.

■ Supply Levels

In the Supply Levels menu, the remaining toner and paper can be checked.



MANAGING PRINT JOBS FROM THE CONTROL PANEL

Monitoring the Print Job Status

Your print jobs can be monitored on the equipment's touch panel. The types of print jobs you can monitor include Normal Print, Scheduled Print, Private Print, Hold Print and Proof Print. If the Department Management feature is enabled, the equipment can also display the Invalid jobs, which are held without being printed. You can view the status, as well as release, delete, pause/resume, and change the order of these jobs. Connecting a USB storage device to the equipment allows you to print PDF, encrypted PDF, XPS, JPEG, PRN and PS files contained in the media directly from the touch panel without using a client computer (USB Direct Printing).

Note

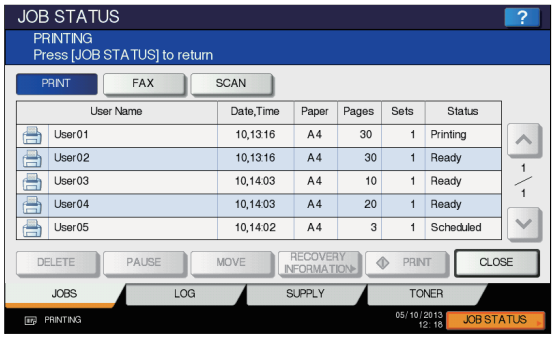
- If the equipment is managed by the User Management feature, you need to enter the user information, such as the user name and password.

Memo

- Only when the Fax received print function is enabled, will the following be possible. Hold Print jobs for faxes stored in the equipment after they have been received can be displayed in the list, which appears when you press the [PRINT] button on the control panel and then [HOLD (FAX)].

Normal Print / Scheduled Print jobs

When you press [JOB STATUS] on the touch panel, the [JOBS] tab of the JOB STATUS screen appears. On the [JOBS] tab, Normal Print and Scheduled Print jobs are listed together with copy jobs. You can check the user name, date and time of registration, paper size, number of pages, number of copies, and current status of each job. You can also delete, pause or resume each job, and change the order of the jobs on the list. When the Job Skip function is enabled, a job fails due to lack of paper or such is automatically skipped and the next job is processed. For instructions on how to set the Job Skip function, refer to the "Setting Items/Printing" (P.211).



For the Scheduled Print jobs, "Scheduled" is indicated in the "Status" column.
Up to 1000 jobs can be listed.

To display the previous or next page, press ⌃ or ⌄. The number of jobs displayed on a page may vary depending on the equipment used.

To exit from the JOB STATUS screen, press [CLOSE].

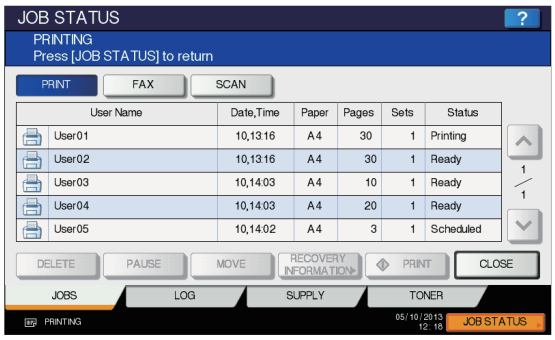
Memo

- On the [JOBS] tab, you can select the desired mode for monitoring the status by pressing [PRINT], [FAX], or [SCAN].
- Besides the Job Skip function, this equipment prevents the process of a print job from being paused with some setting changes. When paper has run out during printing, for example, you can continue printing with Automatic Change of Paper Source (a function that feeds paper in the same size from another tray when paper in the specified tray has run out). For the details, refer to the "Setting Items/Printing" (P.211).

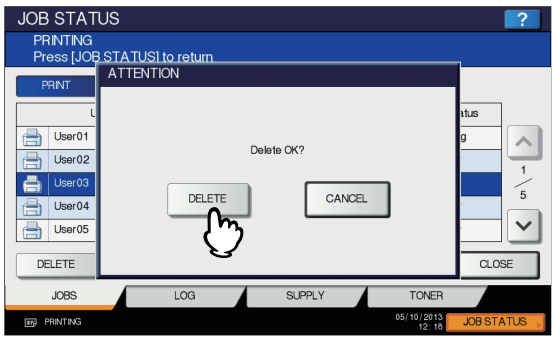
■ Deleting jobs

Follow the procedure below when you want to delete unnecessary Normal Print / Scheduled Print jobs.

1 On the [JOBS] tab listing the print jobs, select the job that you want to delete, and then press [DELETE]. You can select more than one job.



2 When "Delete OK?" appears, press [DELETE].



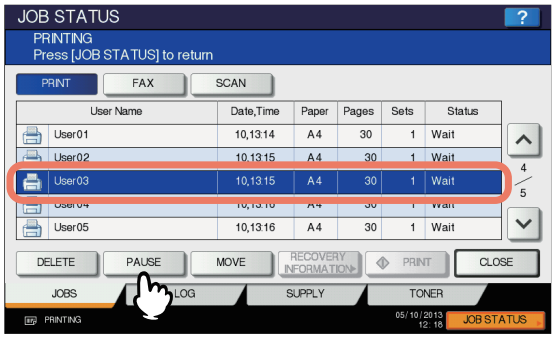
The selected job is deleted.

■ Pausing/Resuming jobs

Jobs whose status is "Wait" can be held in the queue (Pausing).

Pausing jobs

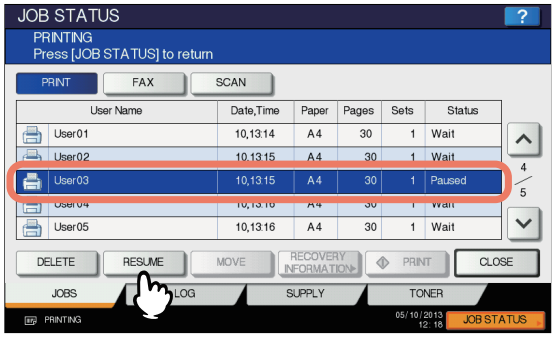
On the [JOBS] tab listing the print jobs, select the job that you want to pause and then press [PAUSE].



The selected job is paused. When a job is paused, the subsequent jobs on the list will be released earlier.

Resuming paused jobs

Select the job that you want to resume and then press [RESUME].



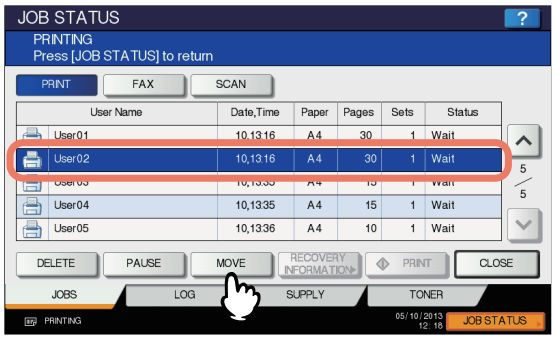
■ Changing the job order

You can change the order of the jobs by moving them within the list.

Note

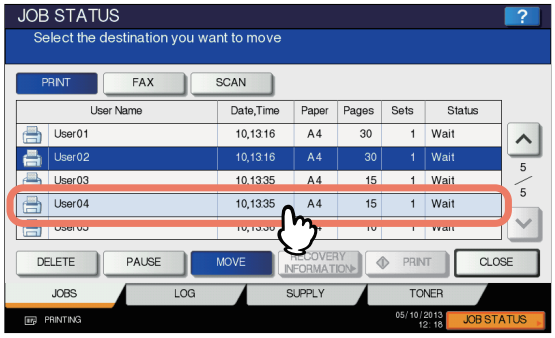
- You can only move jobs from and to those whose status is “Wait”.

1 On the [JOBS] tab listing the print jobs, select the job that you want to move in the list, and then press [MOVE].

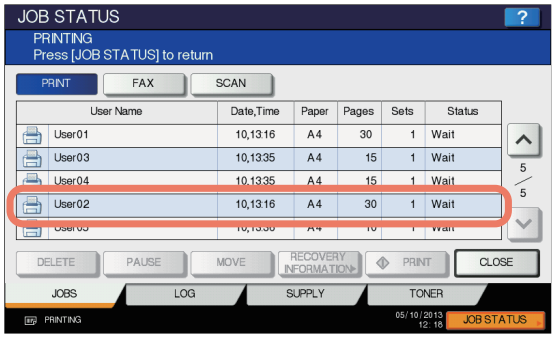


If the target job is not displayed on the page, use ^ and v to change between pages.

2 Specify the new position of the job. (The job will be moved under the job selected here.)





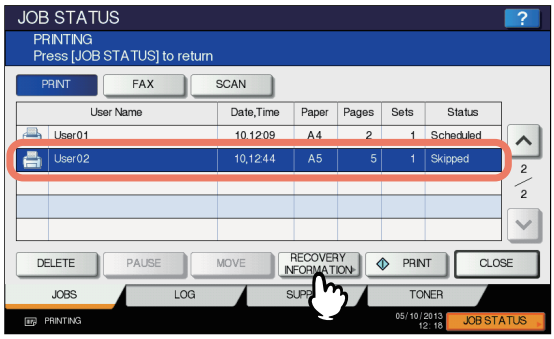


■ Confirming the information of a skipped job

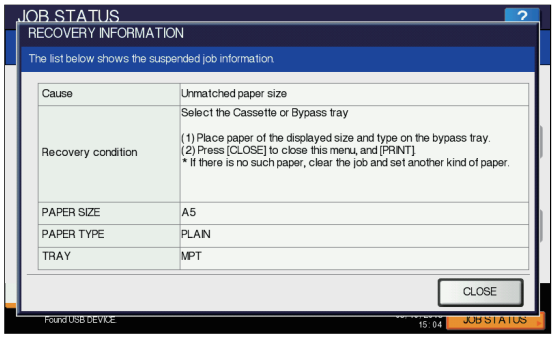
You can confirm the information of a job skipped by the Job Skip function.

1 On the [JOBS] tab listing the print jobs, confirm the information of the skipped job.

1) Select the skipped job.
2) Press [RECOVERY INFORMATION].



2 Resolve the cause of the skip following the instructions on the screen.



Note

- If multiple causes exist, the second cause is displayed after you resolve the first one. Resolve all causes accordingly.

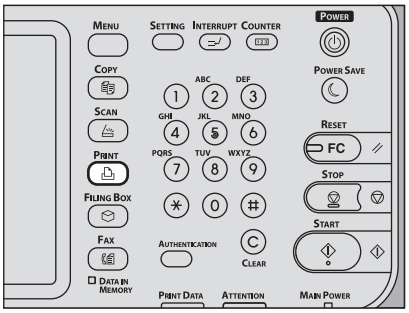
Proof Print jobs

Proof Print refers to the function to print only a single copy as a sample and suspend the rest of the job when you print multiple copies from a computer on the network.
After viewing the first copy, you can decide, on the Proof Print job list, whether to print out the remaining copies or cancel the job to change the settings. If you select to print the remaining copies, you can change the number of copies to print.
For detailed instructions on Proof Print, see the following page:
P.35 "Printing proof print jobs"

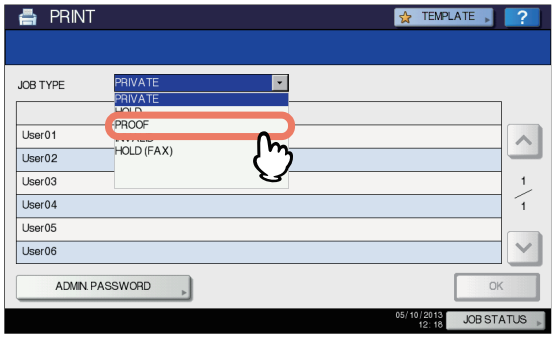
■ Displaying the Proof Print job list

Follow the procedure below when you want to display the list of Proof Print jobs.

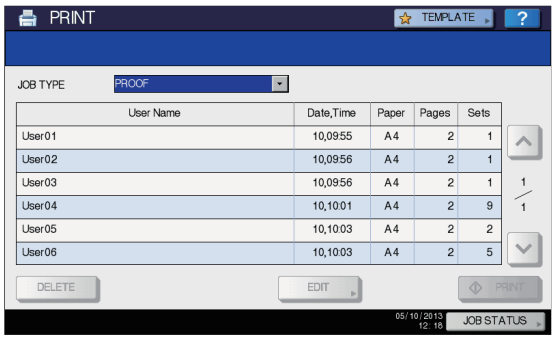
1 On the control panel, press the [PRINT] button.



2 Select [PROOF].



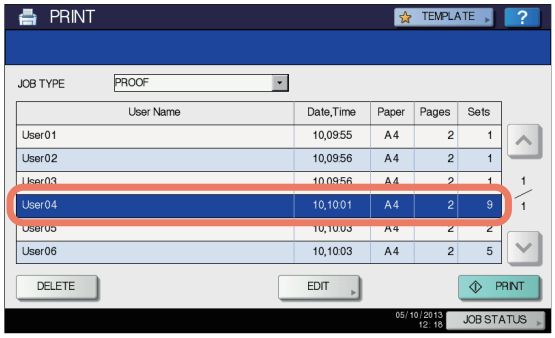
The Proof Print jobs are listed on the screen.



■ Printing remaining copies

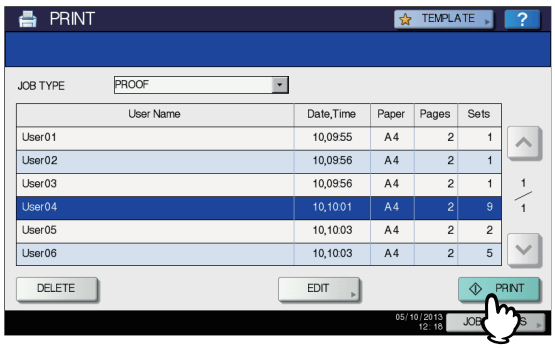
Follow the procedure below if you have checked the first copy and want to print the remaining copies.

1 On the Proof Print job list (P.62), select the job for printing.



If the target job is not displayed on the screen, use ^ and v to change between pages.

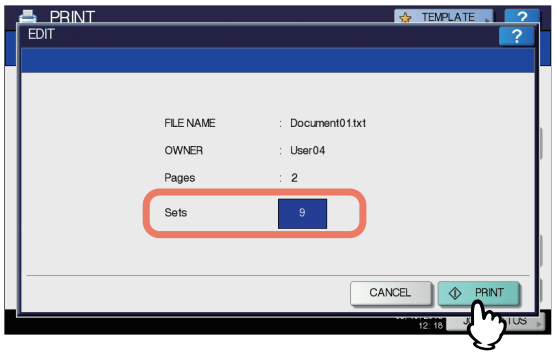
2 Press [PRINT].



The remaining copies are printed out.
The job in progress can be monitored on the [JOBS] tab listing the Normal Print jobs (P.60).

Memo

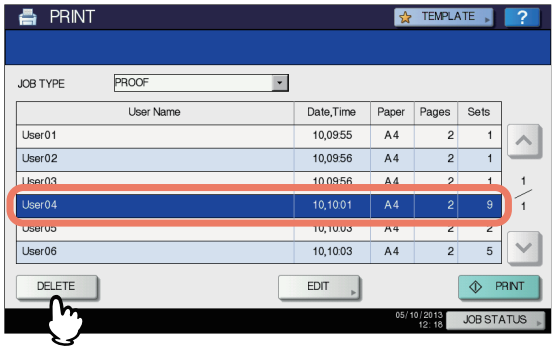
- To change the number of copies to print, press [EDIT] and enter the number of copies. Pressing [PRINT] starts the job.



■ Deleting Proof Print jobs

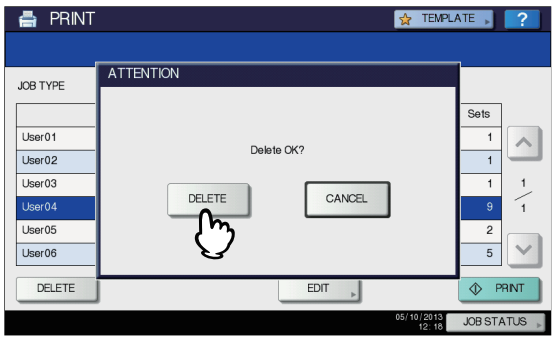
Follow the procedure below to delete Proof Print jobs.

1 On the Proof Print job list (P.62), select the job that you want to delete, and then press [DELETE].



If the target job is not displayed on the screen, use ^ and v to change between pages.

2 When “Delete OK?” appears, press [DELETE].



The selected job is deleted.

Private Print jobs

Private Print refers to the function to print a document from a computer on the network only when a set password is keyed in to the equipment’s control panel. This function is useful when you want to print confidential documents and prevent them from being seen by others. Private Print jobs can be released or deleted from the Private Print job list.
For detailed instructions on Private Print, see the following page:
P.34 "Printing private print jobs"

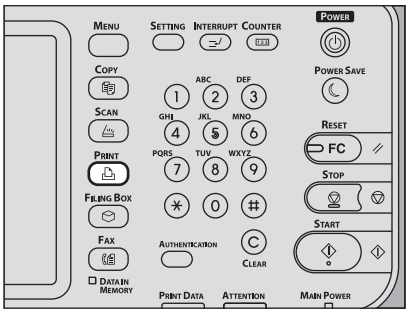
■ Displaying the Private Print job list

Follow the procedure below to display the list of Private Print jobs.

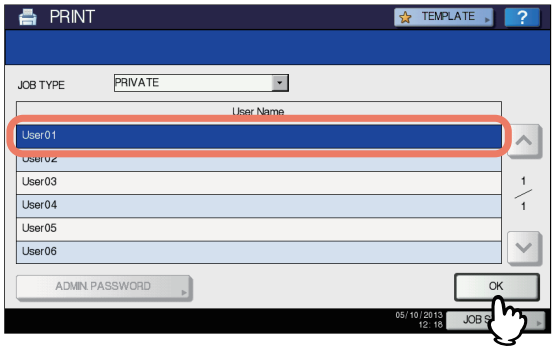
1 On the control panel, press the [PRINT] button.

Memo

- If the Private print job list is not displayed, select [PRIVATE] from the box of the job types.



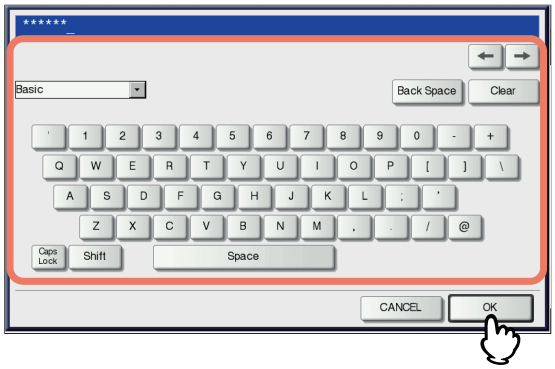
2 On the Private Print job list, select the desired user name and then press [OK].



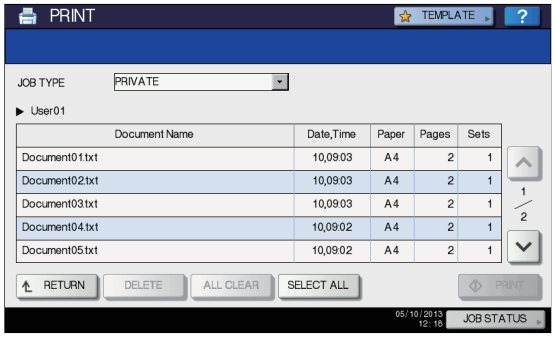
Note

- When you enter the nickname for [User name (Alias)] box on the [Others] tab on a Windows computer, and send the job to the equipment, its nickname will be displayed on the Private Print job list. If not, the user name that is entered to log in to your computer will be displayed on the Private Print job list.
- If you perform the operation as the administrator, press [ADMIN. PASSWORD] instead of selecting a user name. The on-screen keyboard appears, with which you can enter the 6-to-64-digit administrator password. In this case, the jobs can be deleted but are not allowed to be printed.

3 Enter the password for the Private Print job, which has previously been set via the computer, and then press [OK].



The Private Print jobs are listed on the screen.



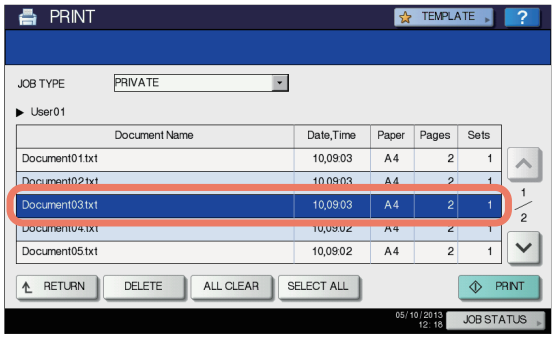
Memo

- When the Private Print job is sent from a Windows computer:
  - When the user name that is entered to log in to your computer is used for [User name (Alias)], the displayed list contains the Private Print jobs for which the same password has been set.
  - When the nickname is entered for [User name (Alias)], the displayed list contains the Private Print jobs for which the same nickname and the same password have been set.

■ Printing Private Print jobs

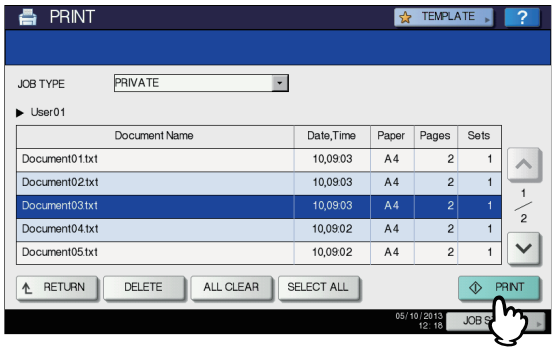
Follow the procedure below to release your Private Print jobs from the control panel.

1 On the Private Print job list (P.63), select a job for printing. You can select more than one job.



- If the target job is not displayed on the screen, use ^ and v to change between pages.
- If you want to select all the jobs displayed on the screen, press [SELECT ALL]. To cancel the selection, press [ALL CLEAR].

2 Press [PRINT].

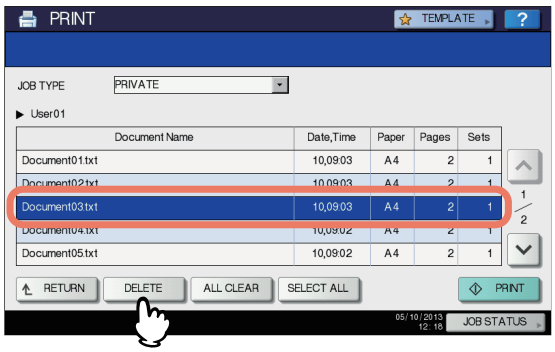


The equipment starts printing.
The job in progress can be monitored on the [JOBS] tab listing the Normal Print jobs (P.60).

■ Deleting Private Print jobs

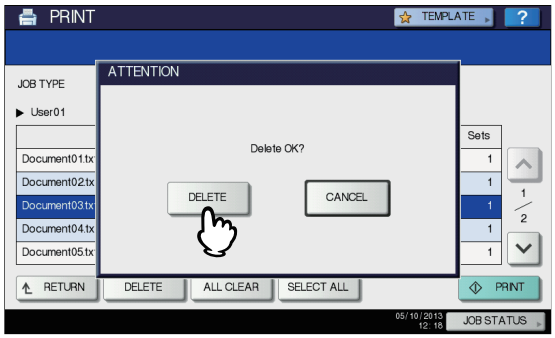
Follow the procedure below to delete a Private Print job.

1 On the Private Print job list (P.63), select the job that you want to delete, and then press [DELETE]. You can select more than one job.



- If the target job is not displayed on the screen, use ^ and v to change between pages.
- If you want to select all the jobs displayed on the screen, press [SELECT ALL]. To cancel the selection, press [ALL CLEAR].

2 When “Delete OK?” appears, press [DELETE].



The selected job is deleted.

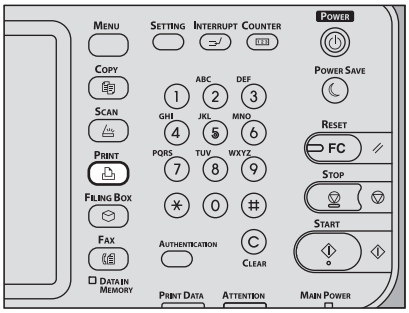
Hold Print jobs

Hold Print refers to the function to retain a document from a computer on the network until a user performs printing from the equipment’s touch panel. This function is useful to prevent you forgetting to remove printed sheets. Hold Print jobs can be released or deleted from the Hold Print job list.
For the detailed instructions on Hold Print, see the following page:
P.35 "Printing hold print jobs"

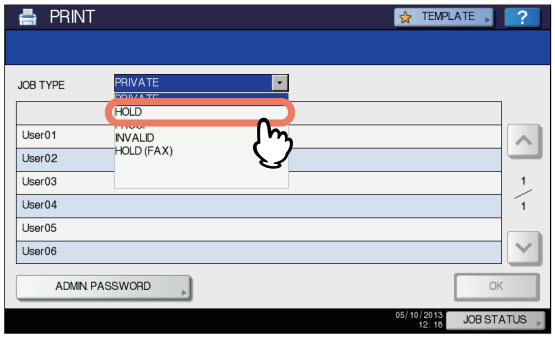
■ Displaying the Hold Print job list

Follow the procedure below to display the list of Hold Print jobs.

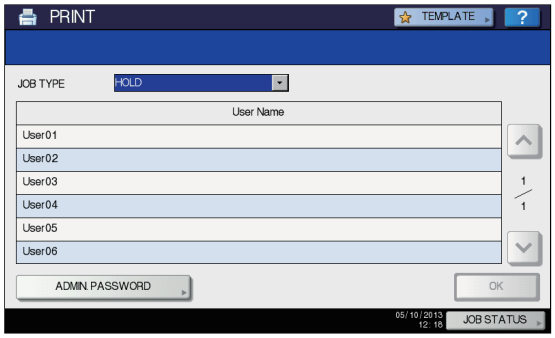
1 On the control panel, press the [PRINT] button.



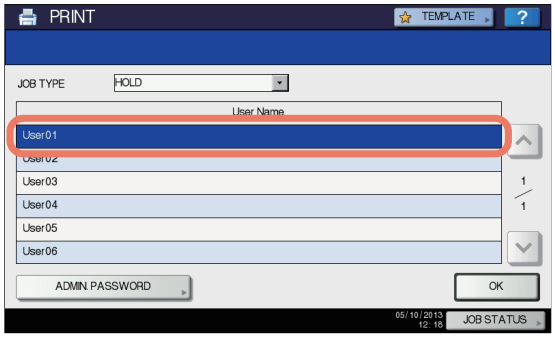
2 Select [HOLD].



The Hold Print jobs are listed on the screen.



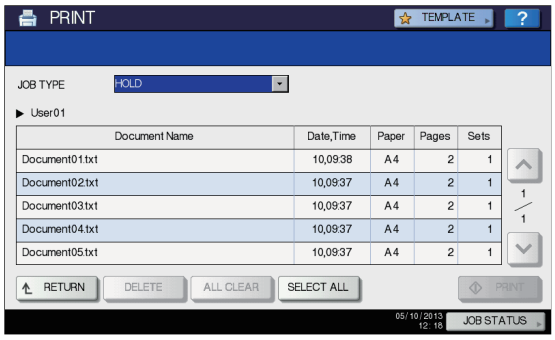
3 On the Hold Print job list, select the desired user name.



The displayed list contains the Hold Print jobs stored in the Hold Print queue.

Note

- When you enter the nickname for [User name (Alias)] box on the [Others] tab on a Windows computer, and send the job to the equipment, its nickname will be displayed on the Hold Print job list. If not, the user name that is entered to log in to your computer will be displayed on the Hold Print job list.
- If you perform the operation as an administrator, press [ADMIN. PASSWORD] instead of selecting a user name. The on-screen keyboard appears, with which you can enter the 6-to-64-digit administrator password. In this case, the jobs can be deleted but are not allowed to be printed.



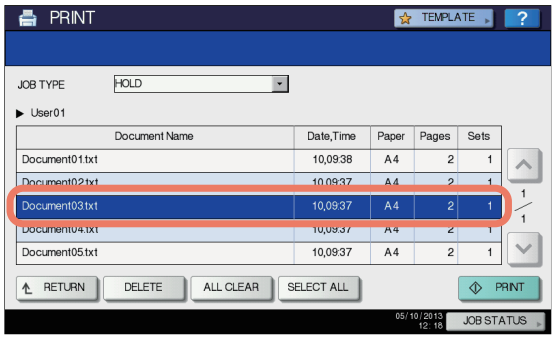
Memo

- When the Hold Print job is sent from a Windows computer:
  - When the user name that is entered to log in to your computer is used for [User name (Alias)], the displayed list contains the Hold Print jobs which have been registered by the selected user.
  - When the nickname is entered for [User name (Alias)], the displayed list contains all the Hold Print jobs which have been registered by users having the same nickname.

■ Printing Hold Print jobs

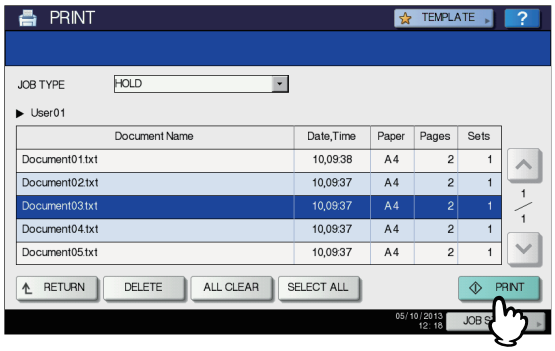
Follow the procedure below to process your Hold Print jobs from the control panel.

1 On the Hold Print job list (P.66), select a job for printing. You can select more than one job.



- If the target job is not displayed on the screen, use ^ and v to change between pages.
- If you want to select all the jobs displayed on the screen, press [SELECT ALL]. To cancel the selection, press [ALL CLEAR].

2 Press [PRINT].



The equipment starts printing.
The job in progress can be monitored on the [JOBS] tab listing the Normal Print jobs (P.60).

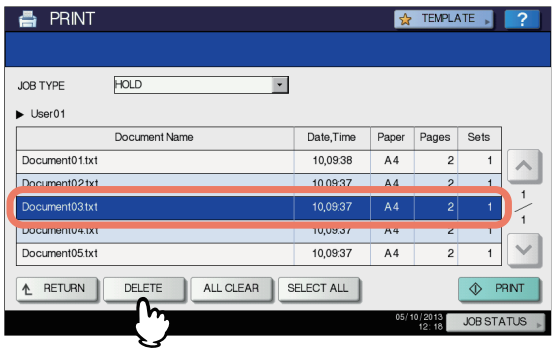
Memo

- The printed job will be deleted from the Hold Print job list.

■ Deleting Hold Print jobs

Follow the procedure below to delete a Hold Print job.

1 On the Hold Print job list (P.66), select the job that you want to delete, and then press [DELETE]. You can select more than one job.



- If the target job is not displayed on the screen, use ^ and v to change between pages.
- If you want to select all the jobs displayed on the screen, press [SELECT ALL]. To cancel the selection, press [ALL CLEAR].

2 When “Delete OK?” appears, press [DELETE].



The selected job is deleted.

Memo

- You cannot use the print job list to delete fax/Internet Fax jobs and E-mail reception print jobs.

Invalid jobs

An Invalid job refers to a job being held due to an incorrect or no department code being entered for performing the job. If the equipment is managed by the Department Management feature with the SNMP network services disabled, entering an incorrect department code for printing from a computer on the network causes the job to be held as an invalid job and stored in the Invalid job queue. To release the job from the queue, enter the correct department code on the [JOBS] tab listing the Invalid jobs.

Note

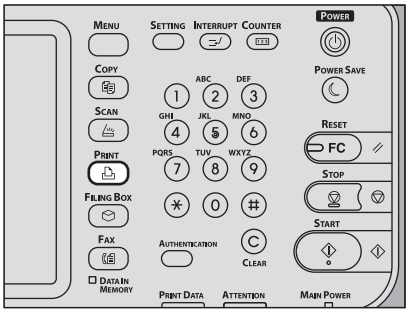
- A print job whose number of copies to print exceeds the limit specified for a particular department code cannot be printed out. In this case, ask the administrator for help.

■ Displaying the Invalid job list

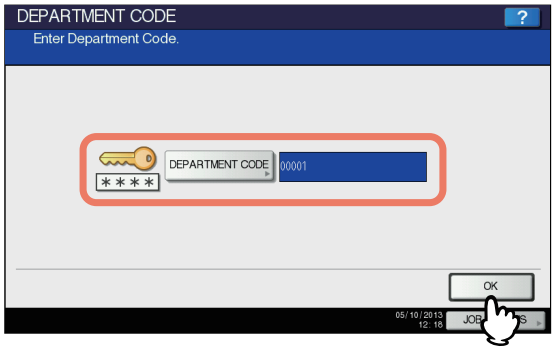
Follow the procedure below to display the list of Invalid jobs.

Displaying the Invalid job list

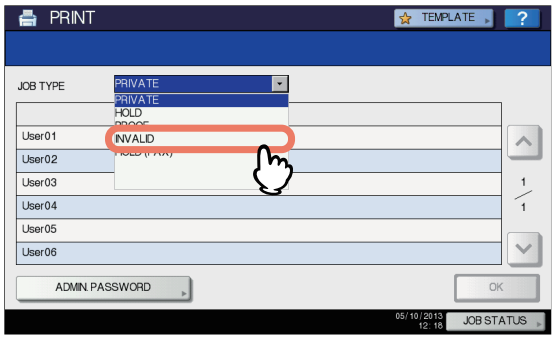
1 On the control panel, press the [PRINT] button.



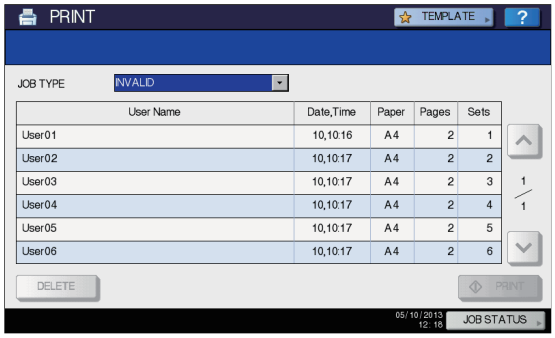
2 Enter the correct department code with the on-screen keyboard and digital keys, and then press [OK].



3 Select [INVALID].



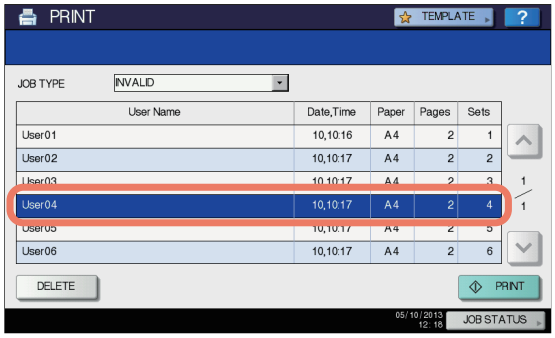
The Invalid jobs are listed on the screen.



■ Printing Invalid jobs

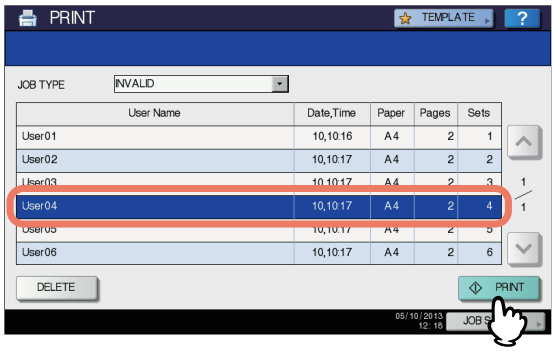
If you have entered an incorrect department code for printing, you need to re-enter the correct one. Follow the procedure below.

1 On the Invalid job list , select the job for printing.



If the target job is not displayed on the screen, use ⌃ and ⌄ to change between pages.

2 Press [PRINT].

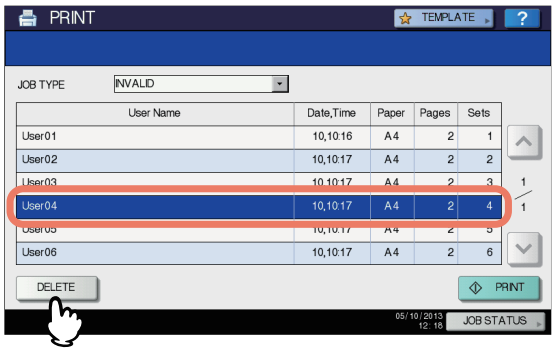


Printing starts.
The job in progress can be monitored from the [JOBS] tab listing the Normal Print jobs (P.60).

■ Deleting Invalid jobs

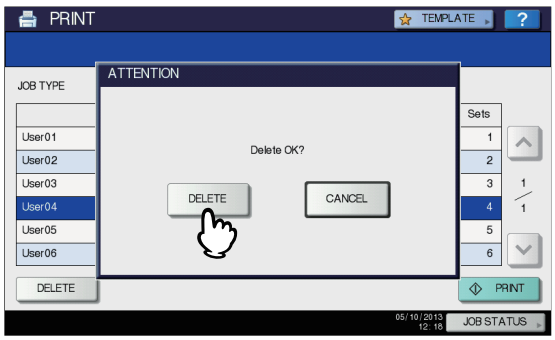
Follow the procedure below to delete an Invalid job.

1 On the Invalid job list (P.68), select the job that you want to delete, and then press [DELETE].



If the target job is not displayed on the screen, use ^ and v to change between pages.

2 When “Delete OK?” appears, press [DELETE].



The selected job is deleted.

Printing files from USB media (USB Direct Printing)

USB Direct Printing refers to the printing of files saved in a USB storage device that is connected to the USB port on the equipment. With this feature, you can print PDF, encrypted PDF (file extension: “.pdf”), XPS (file extension: “.xps”), JPEG (file extension: “.jpg” or “.jpeg”), PRN (file extension: “.prn”), and PS (file extension: “.ps”) files.

Note

- USB Direct Printing requires the USB Direct Print setting to be enabled on TopAccess. For details, refer to the ***TopAccess Guide***.
- You cannot specify which page(s) of the selected file to print. All pages are to be printed.
- USB Direct Printing supports the printing of PDF files whose versions are from 1.3 to 1.7.
- With this feature, the equipment can print encrypted PDF files whose encryption level is either “40-bit RC4” or “128-bit RC4.”
- The feature does not support encrypted PDF files whose encryption level is [128bit AES], and some files of other encryption levels may not be printable as well. In these cases, print these files from a client computer.
- PDF files are printed with the sizes defined in the Page Size in each one.
  If the size defined in the PDF file is not supported in the equipment, it is printed as a custom paper size.
  (If the defined size is outside the supported range, the width and the height are automatically converted into one within the range.)
  When you want to print PDF files with paper placed in a tray, select it on the touch panel.
  If the paper size placed in the tray is smaller than the one defined in the PDF file, a part of images may not be printed.
- For printing the PRN files, the page description languages supported by USB Direct Printing are PostScript 3, PCL5e, PCL5c, PCL6 and XPS.
- Do not turn on the equipment when a USB storage device is connected to the port.
- The USB storage device should meet the following requirements:
  - FAT16 and FAT32 formats
  - Single-partition (USB media with multiple partitions are not supported.)

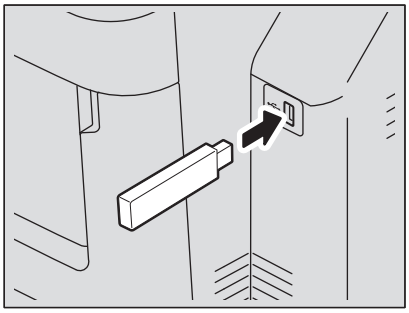
  However, some of the devices may not be used in this equipment, even though these requirements have been met.

1 Connect your USB storage device to the USB port on the equipment.

In a few seconds, “Found USB DEVICE” appears at the lower left of the screen.

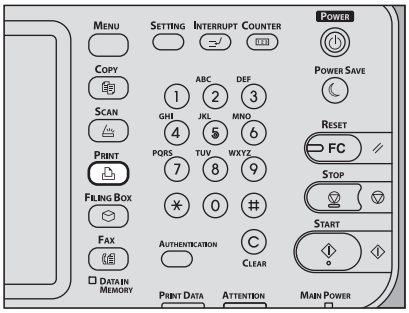
Note

- Do not disconnect the USB storage device when “USB DEVICE in use Do not remove USB DEVICE” is displayed on the screen. Removing the device while the message is displayed could destroy the data in the device or cause a malfunction of the equipment.

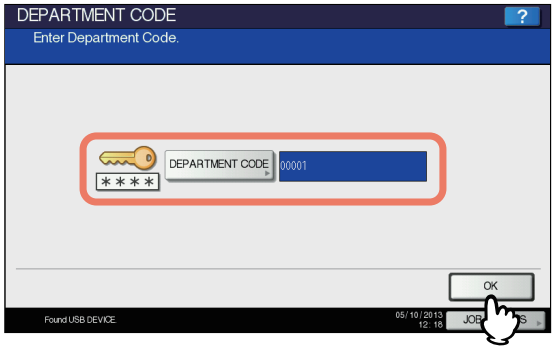


2 On the control panel, press the [PRINT] button.

- If the equipment is not managed by department codes, proceed to Step 4.



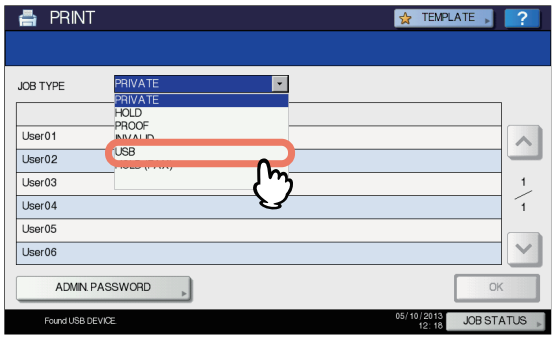
3 Enter the department code using the on-screen keyboard and digital keys, and then press [OK].



Note

- The above screen will not be displayed when the equipment is not managed by department codes. Proceed to the next step.

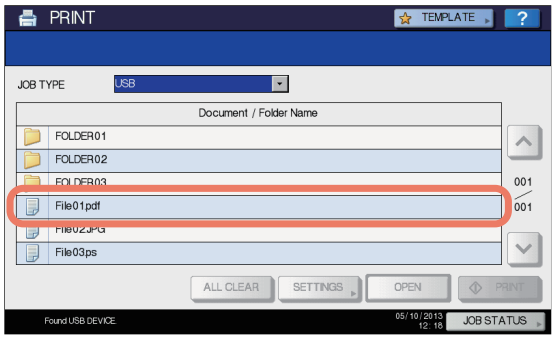
4 Select [USB].



Note

- Do not disconnect the USB storage device when “USB DEVICE in use Do not remove USB DEVICE” is displayed on the screen. Removing the device while the message is displayed could destroy the data in the device or cause a malfunction of the equipment.

5 In the list of files, select the file that you want to print. Select the files you want to print from the list.



- If the target file is not displayed on the screen, use ⌃ and ⌄ to change between pages.
- To select a file contained in a folder, select the folder and press [OPEN]. In the list of files that appears, select the desired file to print.
- If you select an encrypted PDF file for which a password has been set, the password entry screen is displayed. Proceed to Step 6.
- If you change the paper size, stapling position, 2-Sided Printing setting or PDF Overprint setting, proceed to Step 9. If you start printing without changing any of them, proceed to Step 10.

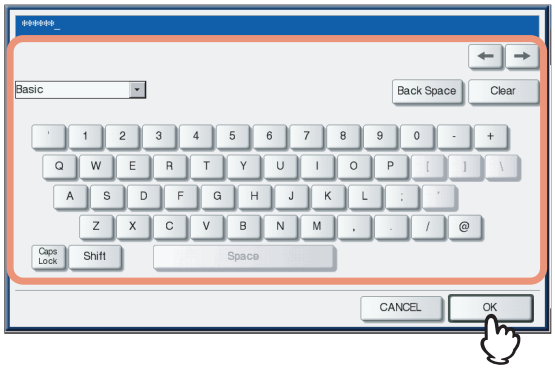
Note

- Do not disconnect the USB storage device when “USB DEVICE in use Do not remove USB DEVICE” is displayed on the screen. Removing the device while the message is displayed could destroy the data in the device or cause a malfunction of the equipment.

6 If you select an encrypted PDF file for which a password has been set, press [PASSWORD].



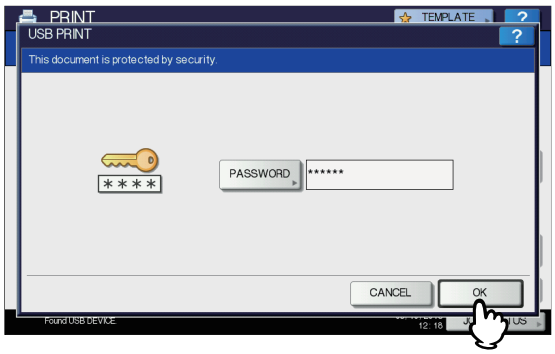
7 Using the on-screen keyboard and the digital keys, enter the user or master password for the encrypted PDF file, and then press [OK].



Memo

- If the selected encrypted PDF file was created on Adobe Acrobat 6.0 or later, enter the document open password or permissions password.
- To print an encrypted PDF file for which “Low Resolution (150 dpi)” is set on Adobe Acrobat, you must enter the permissions password that was set for the file when it was created.

8 Press [OK].



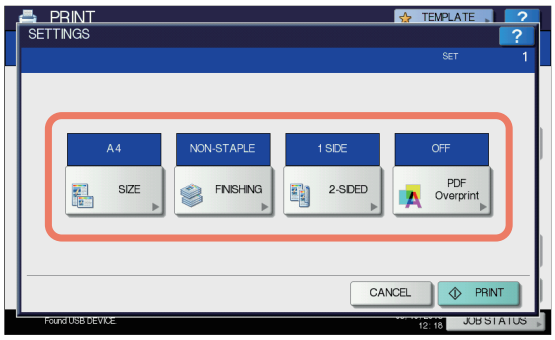
- If you change the paper size, stapling position, 2-Sided Printing setting or PDF Overprint setting, proceed to Step 9. If you start printing without changing any of them, proceed to Step 10.

9 Press [SETTINGS] and then select the setting items as required.

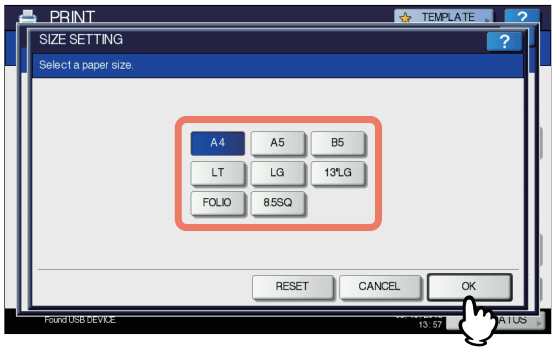
Memo

- To print a JPEG file, you can set [SIZE].
- To print a PDF file, you can set [FINISHING], [2-SIDED] and [PDF Overprint].

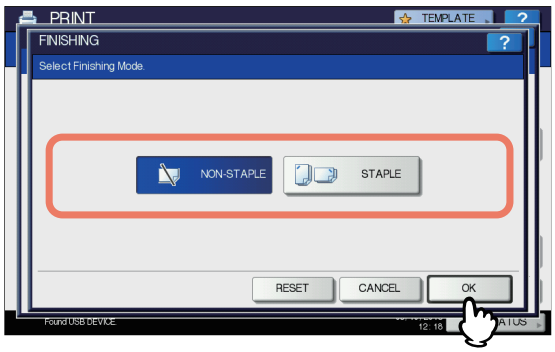
1) Press any of [SIZE], [FINISHING], [2-SIDED] and [PDF Overprint].
2) Select the desired item.
3) Press [OK] when you finish the setting.



- **SIZE**
  Set the paper size.

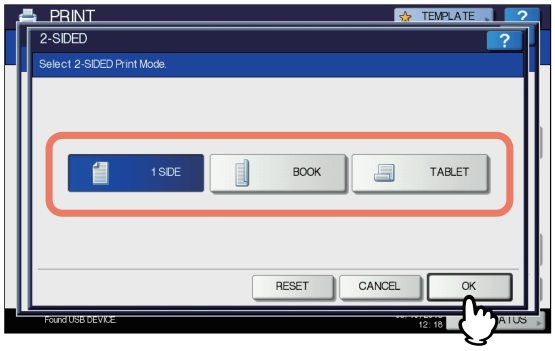


- **FINISHING**
  Set the position of stapling.



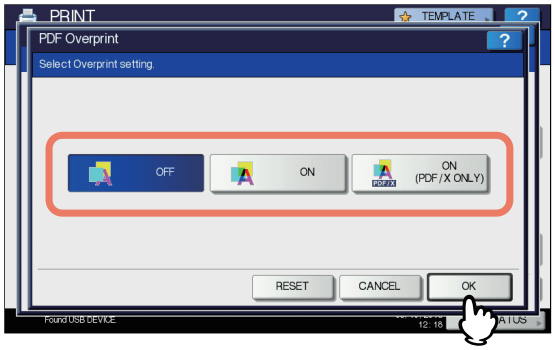
NON-STAPLE — Select this not to staple.
STAPLE — Select this to staple.

- **2-SIDED**
  Set 2-Sided Printing.



1 SIDE — Select this to print only one side.
BOOK — Select this to print on both sides by setting a vertical binding margin. Pages are turned over from right to left.
TABLET — Select this to print on both sides by setting a horizontal binding margin. Pages are turned over from bottom to top.

- **PDF Overprint**
  If a PDF file contains an overprint, this is also overprinted on a print job when this option is enabled.

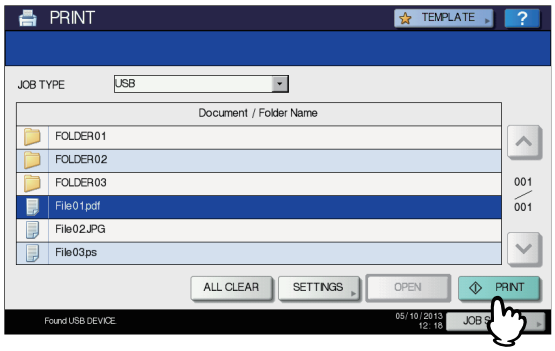


OFF — Select this not to overprint the job.
ON — Select this to enable overprint the job.
ON (PDF/X ONLY) — Select this to enable overprint the job only when the original PDF file is complied with PDF/X specifications.

Note

- The paper size can be set only when you print a JPEG file. (If you print more than one JPEG file continuously, the paper size you set for the first file in this step is applied to the second and the following.)
- The PDF Overprint setting is applied only to objects overprinted in the original PDF file. If you want to preview the effect of overprint in the PDF file, you can do it with the Overprint Preview mode of Adobe Reader by switching the preview screen.

10 Press [PRINT].



- The equipment starts printing. The printouts are directed to the receiving tray.
- The job in progress can be monitored from the [JOBS] tab listing the Normal Print jobs.

Before Disconnecting the USB Storage Device:
Make sure that “USB DEVICE in use. Do not remove USB DEVICE.” is not displayed on the touch panel. If it is, do not disconnect the USB storage device; removing the device while the message is displayed could destroy the data in the device or cause a malfunction of the equipment.

Viewing the Print Job Log

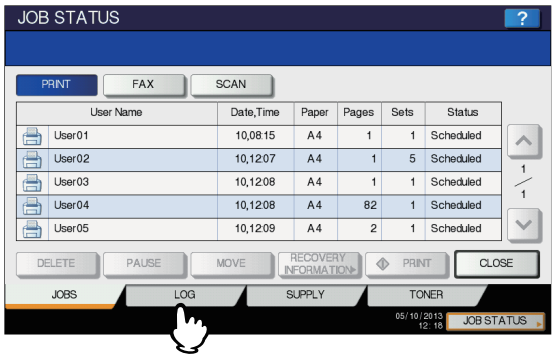
You can view the log of print jobs on the touch panel.

Viewing the print job log

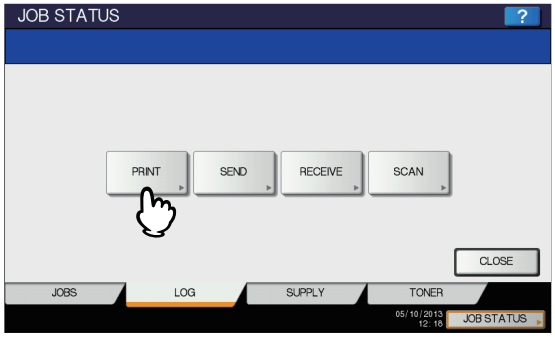
1 On the touch panel, press [JOB STATUS].



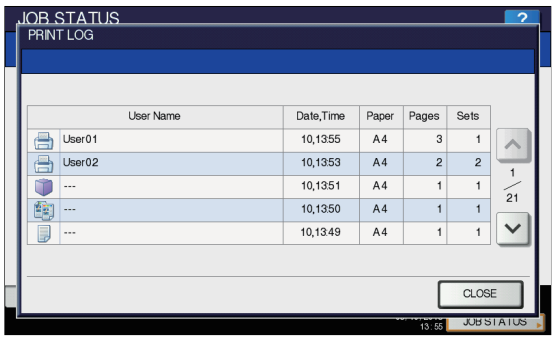
2 **Press [LOG] to display the [LOG] tab.**



3 **Press [PRINT].**



The Print Log is displayed.



On the Print Log, each job's user name, date and time of the job, paper size, the number of pages and the number of copies are displayed.
Up to 1000 jobs can be listed on the log.

To display the previous or next page, press ⌃ or ⌄.
The number of jobs displayed on a page may vary depending on the equipment used.

To exit from the Print Log screen, press [CLOSE].

Memo

- If the equipment encounters an error while printing, it records and displays an error code in the User Name column. For details on print job errors and error codes, refer to the ***Troubleshooting Guide***.

Checking Supplies

Viewing the tray status

When the equipment is idle, pressing [JOB STATUS] > [SUPPLY] displays the [SUPPLY] tab. From this tab, you can view the paper size setting selected for each tray. If you press [SUPPLY] when printing is in progress, the tray from which paper is being fed is highlighted.
If you try to print a document from a client computer and specify a paper size while none of the trays or multi-purpose tray on the equipment has the specified size of paper, a printing error occurs, and [JOB STATUS] blinks. In this case, pressing [JOB STATUS] displays the [SUPPLY] tab, from which you can learn which tray needs additional sheets of paper. For further instructions on how to clear a printing error, refer to the ***Troubleshooting Guide***.

Checking remaining toner levels

Pressing [JOB STATUS] > [TONER] displays the [TONER] tab from which you can check the approximate amount of toner remaining in the toner cartridge.
If the toner cartridge is running out, be sure to get a new cartridge ready. For more information about replacing toner cartridge, refer to the ***Troubleshooting Guide***.

OTHER PRINTING METHODS

FTP Printing

FTP printing is available when the FTP print service is enabled in this equipment.
You can print a document by sending the print file to this equipment using the FTP. This equipment can accept the following files for printing:

- PCL file
- PS (PostScript) file
- Text file

Note

- When the User Management setting is enabled, a print job sent in FTP printing is processed as an invalid job according to the User Authentication Enforcement setting. For more information about the User Authentication Enforcement setting, refer to the ***TopAccess Guide***.

Memo

- In Windows, you can create the PCL file and PS file using the machine driver. To create the PCL file or PS file, change the printer port of the printer driver to “FILE:” port and print a document using the printer driver. For more information about printing to a file, refer to the Windows documentation.
- In Macintosh, you can create the PS file using the printer driver. To create the PS file, select “File” at the [Destination] box in the Print dialog box to print. For more information about printing to a file, refer to the Macintosh documentation.

Printing a file using the FTP command

The procedure below describes the example of printing using the FTP command with the MS-DOS Prompt.

1 Launch the MS-DOS Prompt.

2 Change the current directory to that in which the print file is located.

3 Type following command and press the [Enter] key:

```
ftp <IP Address>
```

In the <IP Address> section, enter the IP address of this equipment.

4 If it prompts you to enter the user name, enter the FTP Print User Name and press the [Enter] key.

Note

- It prompts you to enter the user name if the FTP Print User Name is assigned by an administrator. Ask your administrator for the FTP Print User Name.

5 If it prompts you to enter the password, enter the FTP Print Password and press the [Enter] key.

Note

- It prompts you to enter the password if the FTP Print User Name is assigned by an administrator. Ask your administrator for the FTP Print Password.
- If the FTP Print User Name has been assigned but the FTP Print Password is blank, do not enter when it prompts you to enter the password and press the [Enter] key.

6 Type the following command and press the [Enter] key:

```
put <file name>
```

For example, if the print file name is “sample.ps”:

```
put sample.ps
```

7 The file is sent to this equipment and spooled in the queue.

Email Printing

Email printing is available only when the Email print service is enabled in this equipment.
You can print a document by sending the print file to this equipment as an email attachment using the mail client software. This equipment can accept the following for printing; TIFF-FX (Profile S), TIFF-FX (Profile F), TIFF-FX (Profile J), TIFF images scanned in black and white, and text data (email messages in the plain text format).

If any files failing to meet the above conditions are attached to a received e-mail, an e-mail printing error occurs and is recorded as an error code on the RECEIVE log. On TopAccess, the “Email Print” settings are available for the administrator so that error codes can be printed as a report. The administrator can also set the equipment to forward such e-mail to another e-mail address. For details, refer to the ***TopAccess Guide***.

Note

- When the User Management setting is enabled, a print job sent by Email is processed as an invalid job according to the User Authentication Enforcement setting. For more information about the User Authentication Enforcement setting, refer to the ***TopAccess Guide***.
- An Email print job has two printing types, Discard Printing and RX Reduction Printing, that can be set by pressing the [RX PRINT] button in [FAX] of the ADMIN menu on the control panel.
  When Discard Printing is ON, the part of the print image that exceeds the paper printing area is discarded if the print image is up to 10 mm larger than the printing area. If the print image is 10 mm larger or more than the printing area, the print image is printed on the largest sheet of paper.
  When Discard Printing is OFF, the print image is printed on the largest sheet of paper if its length exceeds the paper printing area.
  When RX Reduction Printing is ON, it will be vertically reduced to fit on the paper if the print image is longer than the paper. When the print image cannot fit in the paper even if the print image is reduced, the print image is printed on the largest sheet of paper.
  When RX Reduction Printing is OFF, the print image is printed on the largest sheet of paper if its length exceeds the paper printing area.

Printing a file using the email client

The procedure below gives an example of printing using Microsoft Outlook Express.

Note

- When you send an email message to this equipment to print a file, send it in plain text format. If you send an email message in HTML format, this equipment prints the HTML source code of the message.

1. **Open your email application and create a new mail message.**
2. **Enter the email address of the equipment in the To: line.**
3. **Enter text in the Subject line or leave the Subject line blank.**
4. **Enter text in the body field.**
5. **Attach the file you want to print.**
6. **Send the email.**

Note

- The header and body of the email will be printed only when the “Print Header” and “Print Message Body” for the Email print service are enabled in this equipment.

APPENDIX

Internal Fonts List

The following fonts are included in this equipment.

Internal PCL fonts list

0	Courier	41	Helvetica-Narrow
1	CG-Times	42	Helvetica-Narrow-Bold
2	CG-Times Bold	43	Helvetica-Narrow-Oblique
3	CG-Times Italic	44	Helvetica-Narrow-BoldOblique
4	CG-Times Bold Italic	45	Palatino-Roman
5	CG Omega	46	Palatino-Bold
6	CG Omega Bold	47	Palatino-Italic
7	CG Omega Italic	48	Palatino-BoldItalic
8	CG Omega Bold Italic	49	ITC AvantGarde-Book
9	Coronet	50	ITC AvantGarde-BookOblique
10	Clarendon Condensed	51	ITC AvantGarde-Demi
11	Univers Medium	52	ITC AvantGarde-DemiOblique
12	Univers Bold	53	ITC Bookman-Light
13	Univers Italic	54	ITC Bookman-LightItalic
14	Univers Bold Italic	55	ITC Bookman-Demi
15	Univers Medium Condensed	56	ITC Bookman-DemiItalic
16	Univers Condensed Bold	57	NewCenturySchlbk-Roman
17	Univers Medium Condensed Italic	58	NewCenturySchlbk-Bold
18	Univers Condensed Bold Italic	59	NewCenturySchlbk-Italic
19	Antique Olive	60	NewCenturySchlbk-BoldItalic
20	Antique Olive Bold	61	Times-Roman
21	Antique Olive Italic	62	Times-Bold
22	Garamond Antiqua	63	Times-Italic
23	Garamond Halbfett	64	Times-BoldItalic
24	Garamond Kursiv	65	ITCZapfChancery-MediumItalic
25	Garamond Kursiv Halbfett	66	Symbol
26	Mrigold	67	Symbol PS
27	Albertus Medium	68	Wingdings
28	Albertus Extra Bold	69	ITCZapfDingbats
29	Arial	70	Courier Bold
30	Arial Bold	71	Courier Italic
31	Arial Italic	72	Courier Bold Italic
32	Arial Bold Italic	73	Letter Gothic Regular
33	Times New Roman	74	Letter Gothic Bold
34	Times New Roman Bold	75	Letter Gothic Italic
35	Times New Roman Italic	76	CourierPS
36	Times New Roman Bold Italic	77	CourierPS Oblique
37	Helvetica	78	CourierPS Bold
38	Helvetica-Bold	79	CourierPS BoldOblique
39	Helvetica-Oblique		AndaleMonoWTJ *1
40	Helvetica-BoldOblique		AndaleMonoWTK *1
			AndaleMonoWTT *1
			AndaleMonoWTS *1

*1 These fonts can be added when the optional Unicode Font Enabler is installed.

Internal PS fonts list

AlbertusMT-Light	NewYork	Helvetica-Condensed
AlbertusMT	Optima	Helvetica-Condensed-Oblique
AlbertusMT-Italic	Optima-Italic	Helvetica-Condensed-Bold
AntiqueOlive-Roman	Optima-Bold	Helvetica-Condensed-BoldObl
AntiqueOlive-Italic	Optima-BoldItalic	Helvetica-Narrow
AntiqueOlive-Bold	Oxford	Helvetica-Narrow-Oblique
AntiqueOlive-Compact	Palatino-Roman	Helvetica-Narrow-Bold
Apple-Chancery	Palatino-Italic	Helvetica-Narrow-BoldOblique
ArialMT	Palatino-Bold	HoeflerText-Regular
Arial-ItalicMT	Palatino-BoldItalic	HoeflerText-Italic
Arial-BoldMT	StempelGaramond-Roman	HoeflerText-Black
Arial-BoldItalicMT	StempelGaramond-Italic	HoeflerText-BlackItalic
AvantGarde-Book	StempelGaramond-Bold	HoeflerText-Ornaments
AvantGarde-BookOblique	StempelGaramond-BoldItalic	JoannaMT
AvantGarde-Demi	Symbol	JoannaMT-Italic
AvantGarde-DemiOblique	Taffy	JoannaMT-Bold
Bodoni	Times-Roman	JoannaMT-BoldItalic
Bodoni-Italic	Times-Italic	LetterGothic
Bodoni-Bold	Times-Bold	LetterGothic-Slanted
Bodoni-BoldItalic	Times-BoldItalic	LetterGothic-Bold
Bodoni-Poster	TimesNewRomanPSMT	LetterGothic-BoldSlanted
Bodoni-PosterCompressed	TimesNewRomanPS-ItalicMT	Univers-CondensedBold
Bookman-Light	TimesNewRomanPS-BoldMT	Univers-CondensedBoldOblique
Bookman-LightItalic	TimesNewRomanPS-BoldItalicMT	Univers-Extended
Bookman-Demi	Univers-Light	Univers-ExtendedObl
Bookman-DemiItalic	Univers-LightOblique	Univers-BoldExt
Candid	Univers	Univers-BoldExtObl
Chicago	Univers-Oblique	Wingdings-Regular
Clarendon-Light	Univers-Bold	ZapfChancery-MediumItalic
Clarendon	Univers-BoldOblique	ZapfDingbats
Clarendon-Bold	Univers-Condensed	IPAexGothic
CooperBlack	Univers-CondensedOblique	IPAexMincho
CooperBlack-Italic	Eurostile-ExtendedTwo	
Copperplate-ThirtyTwoBC	Eurostile-BoldExtendedTwo	
Copperplate-ThirtyThreeBC	Geneva	
Coronet-Regular	GillSans-Light	
Courier	GillSans-LightItalic	
Courier-Oblique	GillSans	
Courier-Bold	GillSans-Italic	
Courier-BoldOblique	GillSans-Bold	
Eurostile	GillSans-BoldItalic	
Eurostile-Bold	GillSans-ExtraBold	
LubalinGraph-Book	GillSans-BoldCondensed	
LubalinGraph-BookOblique	GillSans-Condensed	
LubalinGraph-Demi	Goudy	
LubalinGraph-DemiOblique	Goudy-Italic	
Marigold	Goudy-Bold	
Monaco	Goudy-BoldItalic	
MonaLisa-Recut	Goudy-ExtraBold	
NewCenturySchlbk-Roman	Helvetica	
NewCenturySchlbk-Italic	Helvetica-Oblique	
NewCenturySchlbk-Bold	Helvetica-Bold	
NewCenturySchlbk-BoldItalic	Helvetica-BoldOblique	

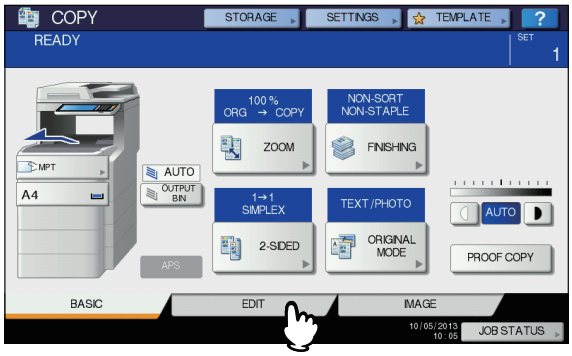
2
Copying Operations

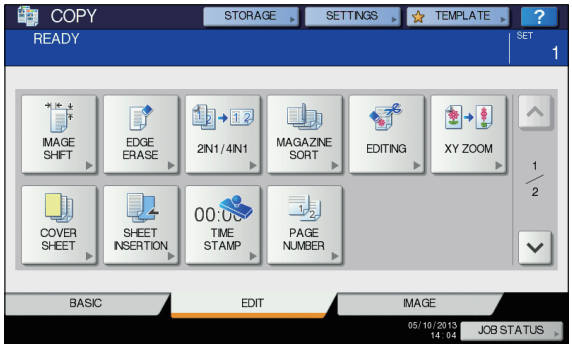
EDITING FUNCTIONS ····· P.79
IMAGE ADJUSTMENT ····· P.97
CONFIRMING JOB STATUS ····· P.99
OTHER INFORMATION ····· P.103

EDITING FUNCTIONS

Displaying EDIT Menu

You can display the EDIT menu by pressing the [EDIT] tab on the touch panel when you want to use various editing functions.





The EDIT menu has 2 pages. To switch the pages, press [^] or [v].

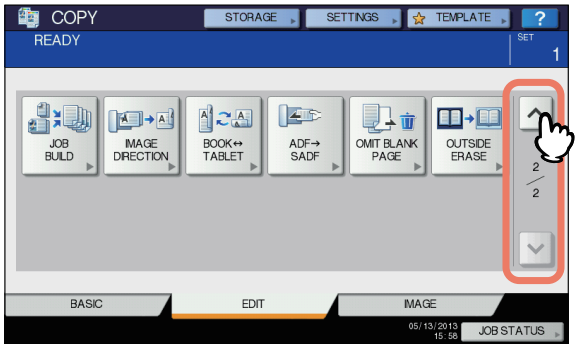
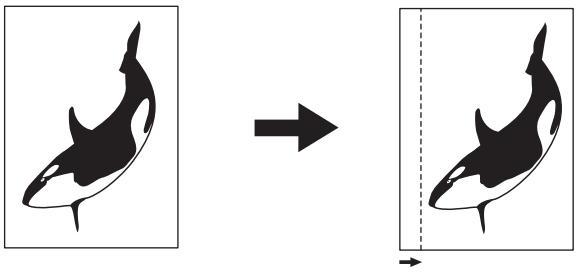


Image Shift

You can create a binding margin by shifting an image to the left, right, top or bottom of the copy paper. This function is called “image shift”. It is useful when you wish to punch or staple a stack of paper after copying it.



Memo

You can make a binding margin in the combinations as follows:

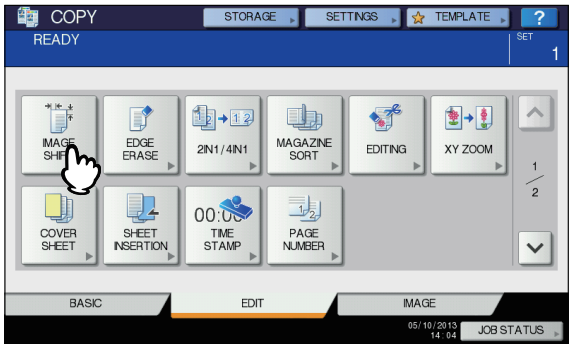
- Top/bottom margin and left/right margin

Creating top/bottom margin or left/right margin

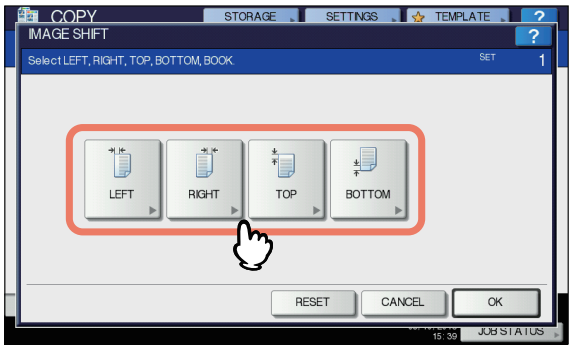
1 **Place paper in the tray(s).**
When using bypass copying, be sure to set the paper size.

2 **Place the original(s).**

3 **Press [IMAGE SHIFT] on the EDIT menu.**

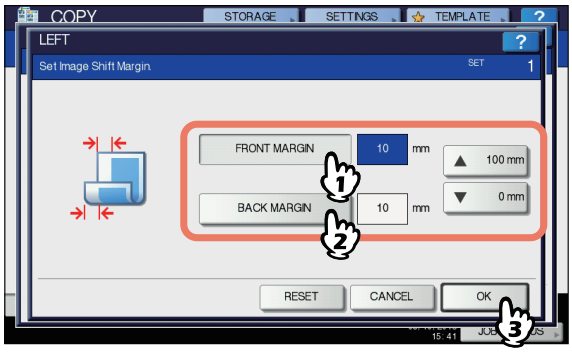


4 **Select the type of binding margin.**



5 **Adjust the width of the binding margin.**

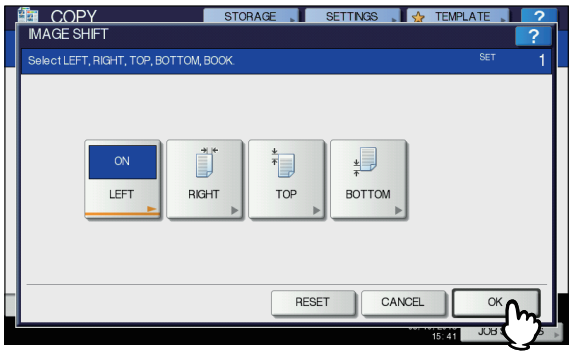
1) **Press [FRONT MARGIN] and adjust the binding margin width on the front side using [▼0 mm] (0") and [▲100 mm] (3.94"). (The width on the back side will be also adjusted in the same way.)**
2) **Press [BACK MARGIN] and adjust the binding margin width on the back side using [▼0 mm] (0") and [▲100 mm] (3.94"). (Only the width on the back side will be adjusted.)**
3) **Press [OK].**



Memo

- Note that a left/right binding margin will be created on the opposite side on the back side of paper in duplex copying. (For example, when a binding margin is created on the right of the front side of the paper, it will be created on the left of the back side.)

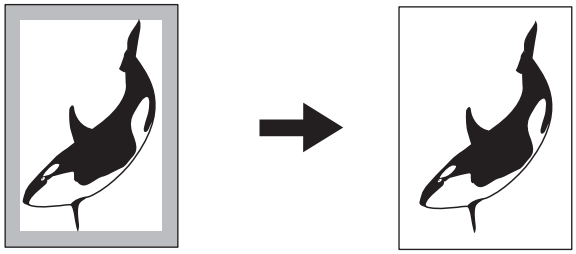
6 **Press [OK].**



7 **Select other copy modes as required, and then press the [START] button on the control panel.**

Edge Erase

You can whiten the edge of the copied image when a shadow-like dark part appears on it. This function is called “edge erase”. It is useful when you want to make the copied image neat and clear if the edge of the original is dirty or torn.



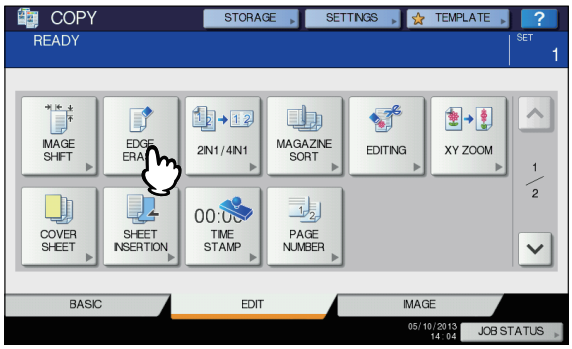
Memo

- Only standard size originals are applicable.

1 **Place paper in the tray(s).**
When using bypass copying, be sure to set the paper size.

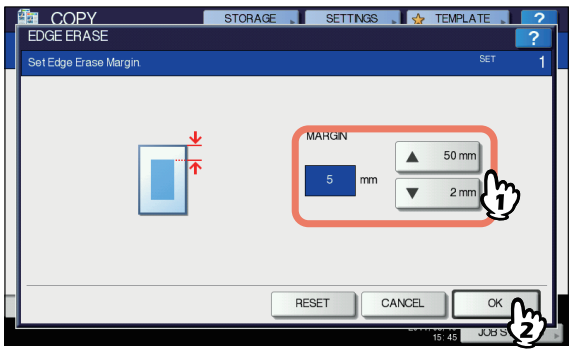
2 **Place the original(s).**

3 **Press [EDGE ERASE] on the EDIT menu.**



4 Adjust the width of the part to be erased.

1) **Press either [▼2 mm] (0.08") or [▲50 mm] (1.97").**
2) **Press [OK].**



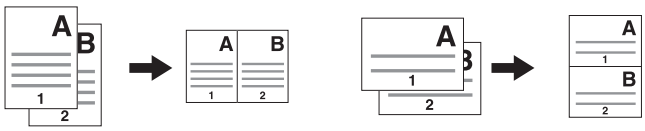
5 Select other copy modes as required, and then press the [START] button on the control panel.

2IN1 / 4IN1

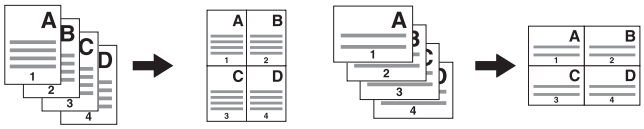
You can copy 2 or 4 originals to 1 sheet of paper by shrinking them. This function is called “2IN1” or “4IN1”. If you use this function together with duplex copying, you can make a total of 8 images on 1 sheet of paper.

The illustrations below show how you can arrange the images.

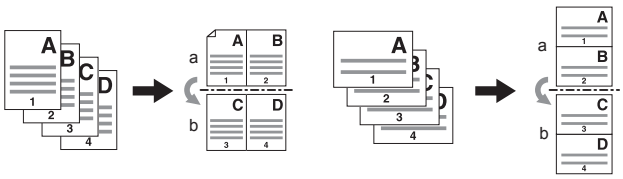
2IN1



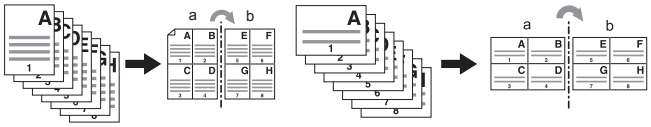
4IN1



2IN1 & duplex copying (a: side 1, b: side 2)



4IN1 & duplex copying (a: side 1, b: side 2)

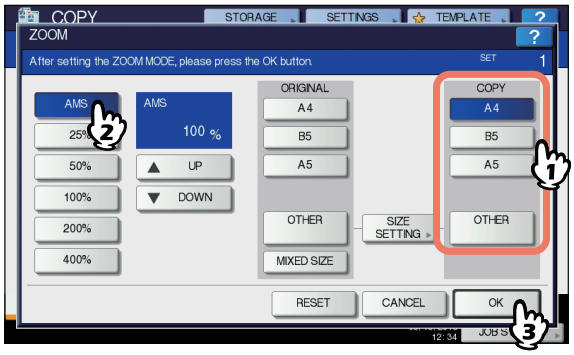


1 Place paper in the tray(s).

When using bypass copying, be sure to set the paper size.

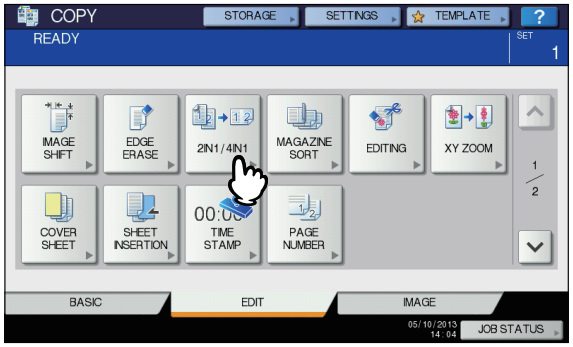
Memo

- If you select paper of a different size to that of the original, press [ZOOM] on the BASIC menu. Next select the desired paper size, press [AMS] and then [OK] in the menu shown below.



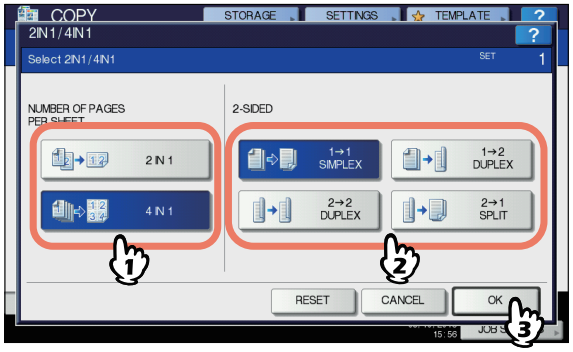
2 Place the original(s).

3 Press [2IN1 / 4IN1] on the EDIT menu.



4 Perform 2IN1 / 4IN1 setting.

1) **If you want to copy 2 originals on 1 page, select [2IN1]. If you want 4 on 1 page, select [4IN1].**
2) **Select the duplex mode.**
3) **Press [OK].**



5 **Select other copy modes as required, and then press the [START] button on the control panel.**

When the originals are placed on the RADF, scanning and copying start. When they are placed on the document glass, follow steps 6 and 7.

6 **Place the next original, and then press [NEXT COPY] on the touch panel or the [START] button on the control panel.**

Scanning of the next original starts. If you have more than one original, repeat this step until the scanning of all the originals is finished.

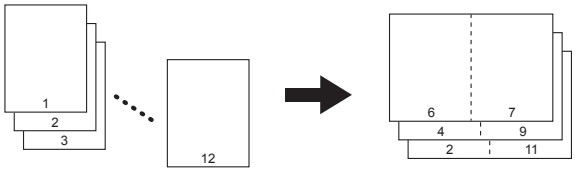
7 **When the scanning of all the originals is finished, press [JOB FINISH] on the touch panel.**

Copying starts.

Magazine Sort Mode

You can copy more than one original in the book-type page order. This mode is called the magazine sort mode.

Magazine sort mode



The magazine sort mode can also be selected on the BASIC menu. For details, see the following page:
📖 *Basic Guide*

1 **Place paper in the tray(s).**

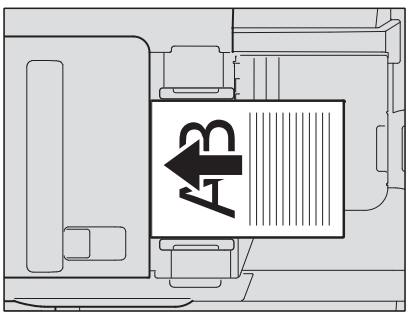
2 **Select the paper size.**

3 **Place the original(s).**

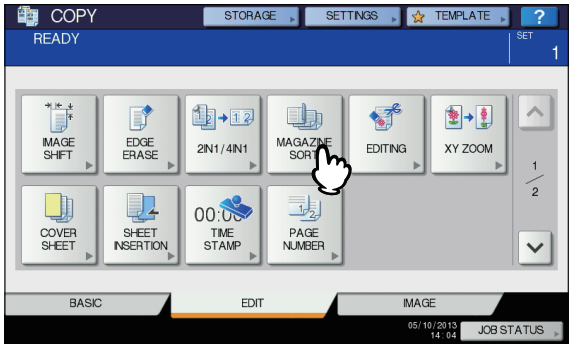
Memo

- When placing portrait originals in a landscape direction as shown on the follow in the magazine sort mode set the image direction function to ON on the EDIT menu. Otherwise the originals will not be copied in the proper page order.

📖 P.93 "Image Direction"



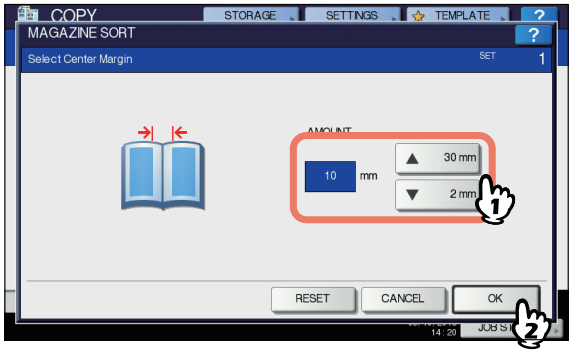
4 **Press [MAGAZINE SORT] on the EDIT menu.**



5 **Set the binding margin width as required.**

1) Press either [▼2 mm] (0.08") or [▲30 mm] (1.18") to adjust the binding margin width.

2) Press [OK].



6 **Select other copy modes as required, and then press the [START] button on the control panel.**

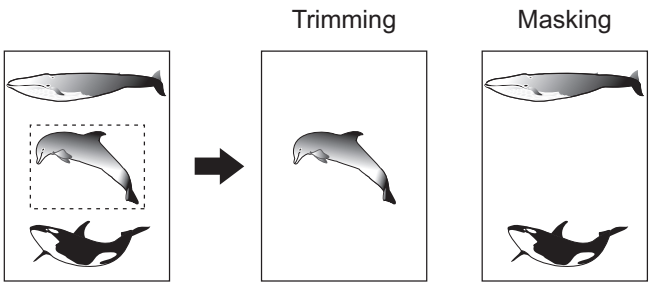
Image Editing

You can select the various editing functions shown below for scanned images.

Trimming: You can select a certain area of an original and copy only the selected area.
Masking: You can mask a certain area of an original and copy only the unmasked area.
Mirror image: You can reverse an image like a mirror.
Negative/Positive reversal: You can reverse the light-and-dark of an image.

Trimming / Masking

You can select the desired area of an original and copy only the selected area (trimming). You can also mask the desired area of an original and copy only the unmasked area (masking). On both functions you can select up to 4 areas on 1 original. The selected area should be in a rectangle.



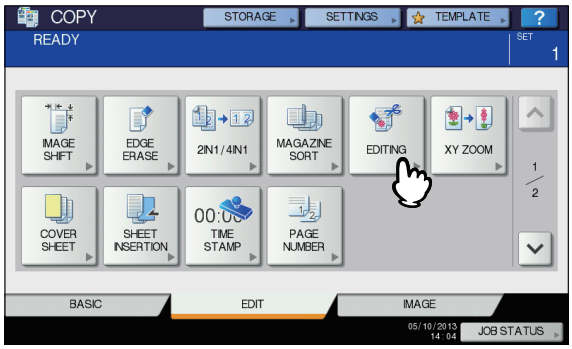
Memo

- Only standard size originals are applicable.
- Note that the entire image of the selected area may not be copied if you do not select proper sizes for the original and copy paper.

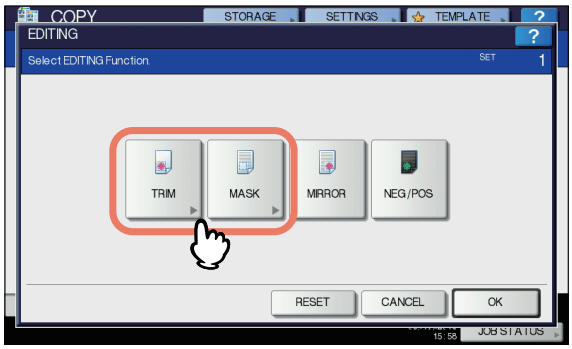
1 Place paper in the tray(s).

When using bypass copying, be sure to set the paper size.

2 Press [EDITING] on the EDIT menu.

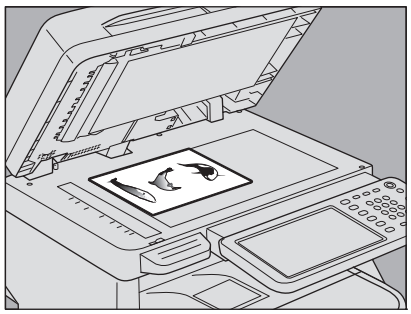


3 Select [TRIM] or [MASK].



4 Place the original on the document glass with its face up.

Place it with its bottom toward you. Align its top left corner against that of the document glass so that the original will be aligned with the original scales.

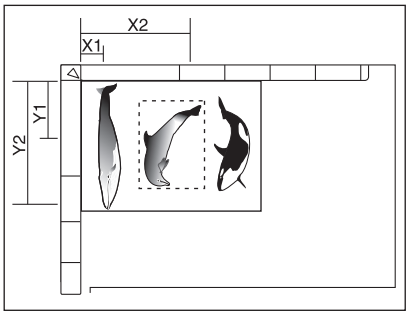


⚠ CAUTION

Do not place any heavy objects (4 kg (9 lb.) or over) on the document glass and do not press on it with force.
Breaking the glass could injure you.

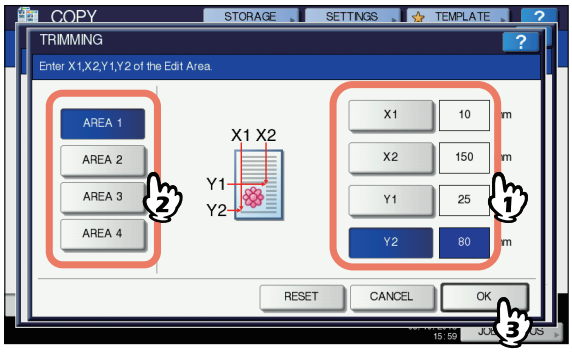
5 Read the following 4 values to specify the area using the left and top scales on the document glass.

X1: From the top left to the left edge of the selected area
X2: From the top left to the right edge of the selected area
Y1: From the top left to the upper edge of the selected area
Y2: From the top left to the lower edge of the selected area



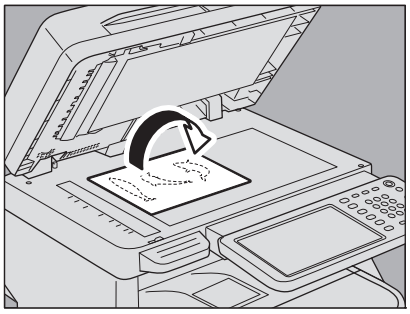
6 Key in the read values.

1) **Press [X1], [X2], [Y1] and [Y2], and then key in the read values correspondingly.**
2) **You can specify up to 4 areas on 1 page. When you want to specify more than one area, press [AREA 1] to [AREA 4] to switch the area, and then key in the values correspondingly.**
3) **Press [OK] after you have specified all the areas.**



7 Place the original again on the document glass with its face down.

Place it with its bottom right to you. Align its top side against the left side of the document glass.

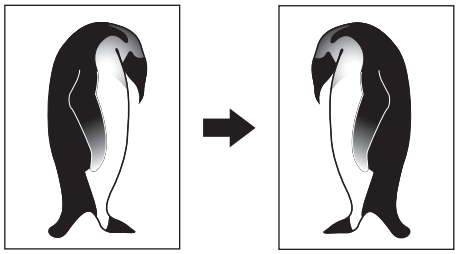


8 Select other copy modes as required, and then press the [START] button on the control panel.

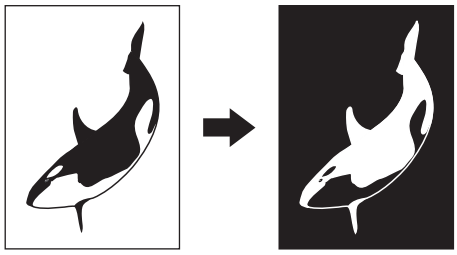
Mirror image / Negative/positive reversal

You can reverse an image like a mirror (mirror image), or you can reverse light-and-dark of an image (negative/positive reversal).

Mirror image



Negative/Positive reversal

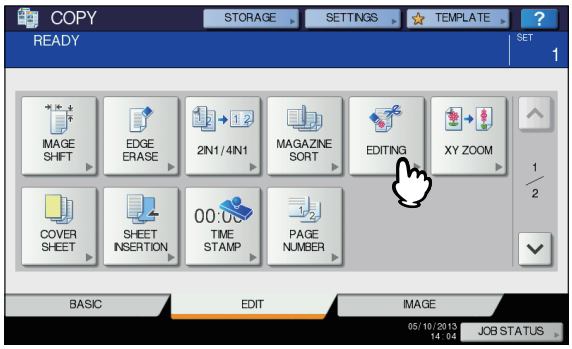


1 Place paper in the tray(s).

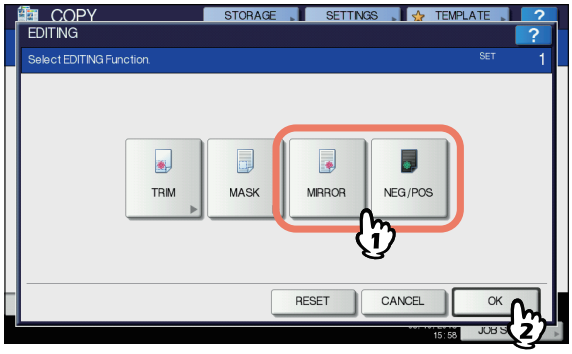
When using bypass copying, be sure to set the paper size.

2 Place the original(s).

3 Press [EDITING] on the EDIT menu.



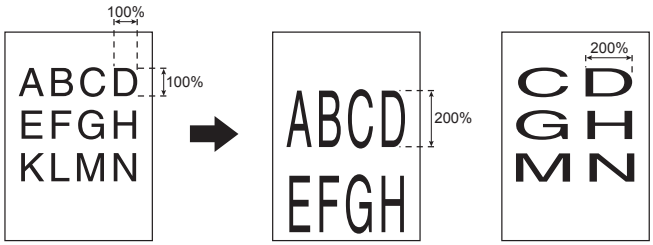
4 **Select [MIRROR] or [NEG/POS], and then press [OK].**



5 **Select other copy modes as required, and then press the [START] button on the control panel.**

XY Zoom

You can change the reproduction ratio in both vertical and horizontal directions separately. This function is called “XY zoom”.



Note

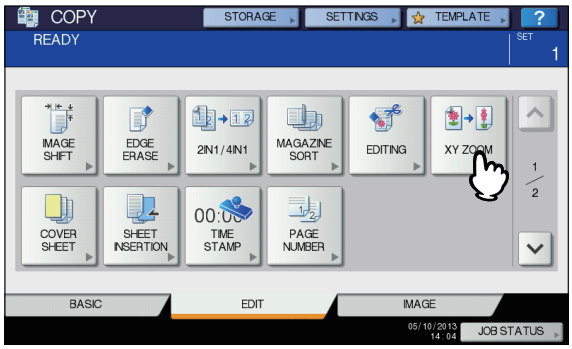
- The reproduction ratio is changeable from 25 to 400%. However in the following cases, this range is 25 to 200%.
  - When the original mode is PHOTO
  - When the original is placed on the RADF
  - When the A4 original is copied on an A4 sheet when Zoom is set to 50%, the edges of the image are chipped off.

1 **Place paper in the tray(s).**

When using bypass copying, be sure to set the paper size.

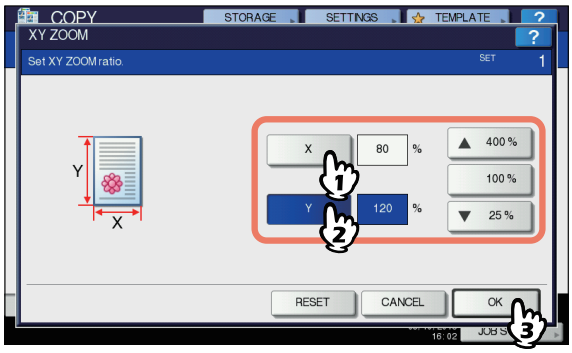
2 **Place the original(s).**

3 **Press [XY ZOOM] on the EDIT menu.**



4 **Set the reproduction ratio in both vertical and horizontal directions.**

1) **Press [X], and then press either [▼25%] or [▲400%] for a horizontal direction.**
2) **Press [Y], and then press either [▼25%] or [▲400%] for a vertical direction.**
3) **Press [OK].**



5 **Select other copy modes as required, and then press the [START] button on the control panel.**

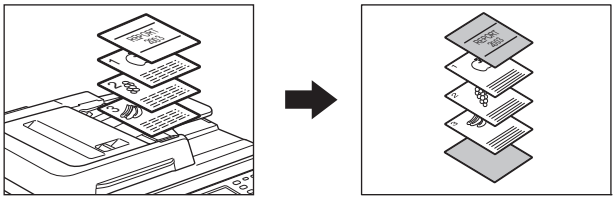
Cover Sheet

You can add a special type of paper such as colored paper as a front cover sheet or a back cover sheet. This function is called “cover sheet”. In the cover sheet mode, you can select whether or not to copy the front or back cover sheet as shown in the table below.

Front cover	
Mode	**Description**
NONE	Does not add a sheet as the front cover
BLANK	Adds a blank sheet as the front cover
TOP COPIED	Adds a sheet copied on the top side as the front cover
BOTH COPIED	Adds a sheet copied on both sides as the front cover

Back cover	
Mode	**Description**
NONE	Does not add a sheet as the back cover
BLANK	Adds a blank sheet as the back cover
TOP COPIED	Adds a sheet copied on the top side as the back cover
BOTH COPIED	Adds a sheet copied on both sides as the back cover
ONLY BACK COPIED	Adds a sheet copied on the back side as the back cover

Example: Selecting “TOP COPIED” for the front cover and “BLANK” for the back cover
A sheet copied on the top is added as the front cover and a blank sheet as the back cover.



1 Place the paper for the cover sheets.

Place it on the multi-purpose tray or in a tray previously set for cover sheets. The paper for the cover sheets must be placed in a different paper source than normal paper.

Note

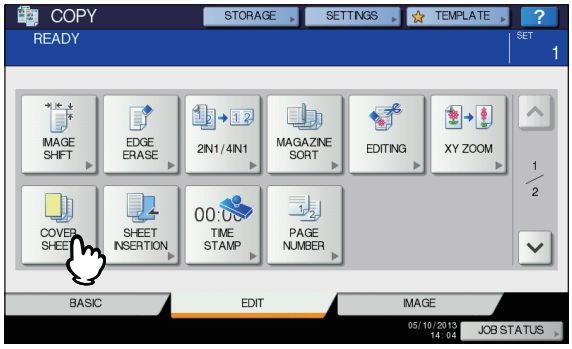
- When placing paper in a tray for cover sheets, be sure to select “COVER” as the paper type, and also set the paper size and thickness.
- When placing paper on the multi-purpose tray, be sure to set the paper size and thickness.
  Basic Guide
- Place the paper for cover sheets of the same size as normal paper in the same direction.

2 Place the normal paper in the tray(s).

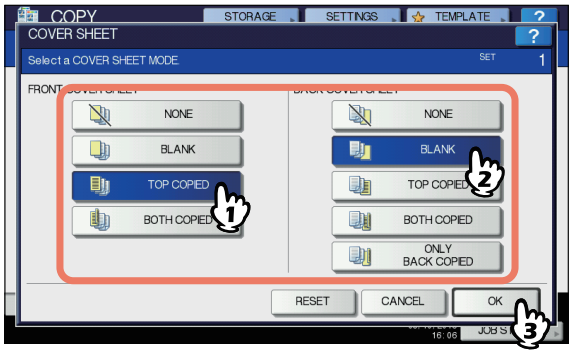
3 Place the original(s).

When placing them on the document glass, they must be placed from the first page.

4 Press [COVER SHEET] on the EDIT menu.



5 Select the front and back cover settings, and then press [OK].

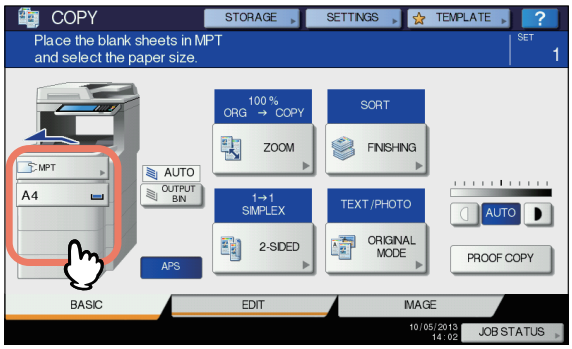


Memo

- You can select [BOTH COPIED] for the front or back cover sheet only when [1->2 DUPLEX] or [2->2 DUPLEX] is set for the 2-sided copy mode on the basic menu.

6 Press the [BASIC] tab to display the BASIC menu. Then select a tray in which normal paper is placed (not the one for the cover sheets).

You must place the normal paper of the same size and direction as that for the cover sheets in advance.



7 **Select other copy modes as required, and then press the [START] button on the control panel.**

When the originals are placed on the RADF, scanning and copying start.
When they are placed on the document glass, follow steps 8 and 9.

8 **Place the next original, and then press [NEXT COPY] on the touch panel or the [START] button on the control panel.**

Scanning of the next original starts. Repeat this procedure until the scanning of all the originals is finished.

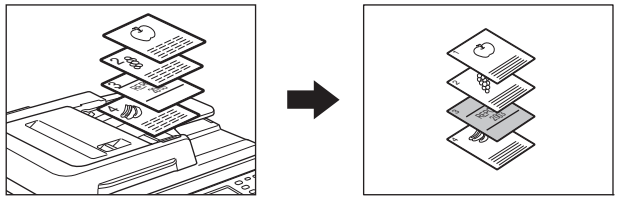
9 **When the scanning of all the originals is finished, press [JOB FINISH] on the touch panel.**

Copying starts.

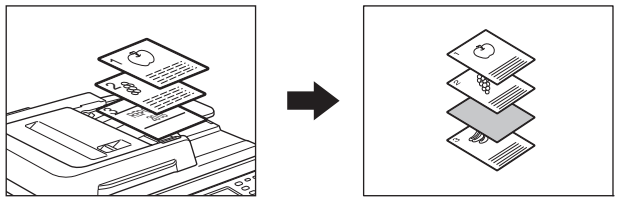
Sheet Insertion

You can insert a special type of paper such as colored paper at the desired page. This function is called “sheet insertion”. You can insert up to 2 types of sheets for a total of 50 pages. The sheet insertion mode has the following 2 types:

COPIED: Inserts a copied sheet, replacing the specified page.



BLANK: Inserts a blank sheet before the specified page.



1 **Place sheets for sheet insertion.**

Place them on the multi-purpose tray or in a tray previously set for insertion sheets. The paper for the insertion sheets must be placed in a different paper source than normal paper.

Note

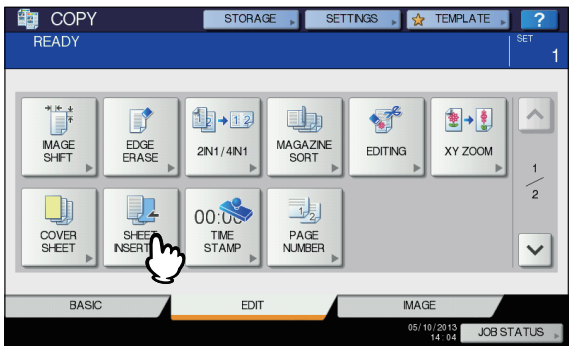
- When placing paper in a tray for sheet insertion, be sure to select “INSERT 1” or “INSERT 2” as a paper type, and also set the paper size and thickness.
- When placing paper on the multi-purpose tray, be sure to set the paper size and thickness.
  Basic Guide
- Place the paper for insertion sheets of the same size as normal paper in the same direction.

2 **Place the normal paper in the tray(s).**

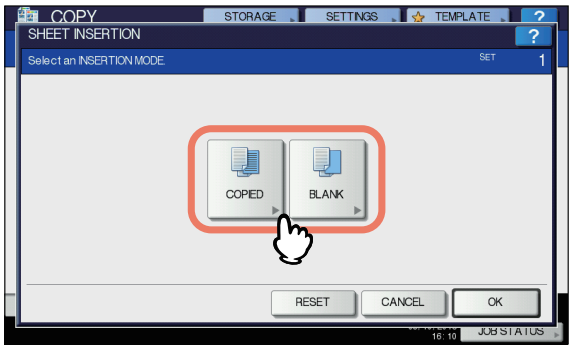
3 **Place the original(s).**

When placing them on the document glass, they must be placed from the first page.

4 **Press [SHEET INSERTION] on the EDIT menu.**

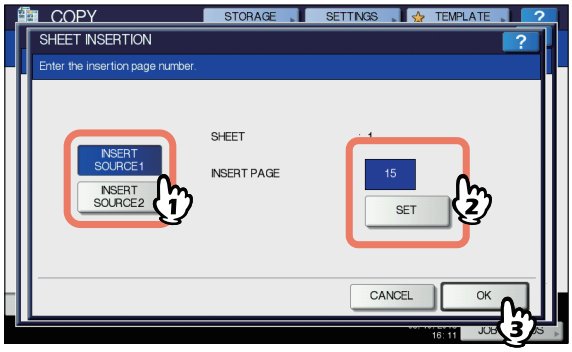


5 Select either [COPIED] or [BLANK].



6 Select the page where the insertion sheets will be inserted.

1) **Select the type of the insertion sheets ([INSERT SOURCE 1] or [INSERT SOURCE 2]).**
2) **Key in page numbers (1 to 1000) where the insertion sheets will be inserted, and then press [SET]. Repeat steps 1) and 2) if you want to insert sheets at more than one page.**
3) **Press [OK] after you have keyed in the page numbers.**

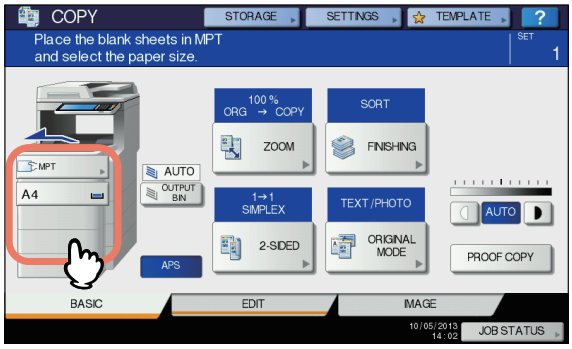


Memo

- If you selected [COPIED] in step 5, the selected page will be replaced with a copied insertion sheet. If you selected [BLANK], a blank insertion sheet will be inserted before the selected page.
- Up to 50 pages in total can be selected for [INSERT SOURCE 1] and [INSERT SOURCE 2].

7 Press the [BASIC] tab to display the BASIC menu. Then select the tray in which normal paper is placed (not the one for sheet insertion).

You must place the normal paper of the same size and direction as that for the insertion sheets in advance.



8 Select other copy modes as required, and then press the [START] button on the control panel.

When the originals are placed on the RADF, scanning and copying start.
When they are placed on the document glass, follow steps 9 and 10.

9 Place the next original, and then press [NEXT COPY] on the touch panel or the [START] button on the control panel.

Scanning of the next original starts. Repeat this procedure until the scanning of all the originals is finished.

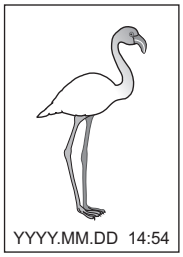
10 When the scanning of all the originals is finished, press [JOB FINISH] on the touch panel.

Copying starts.

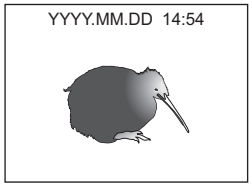
Time Stamp

You can add the date and time on the copied paper.

Printed at the bottom of a portrait copy



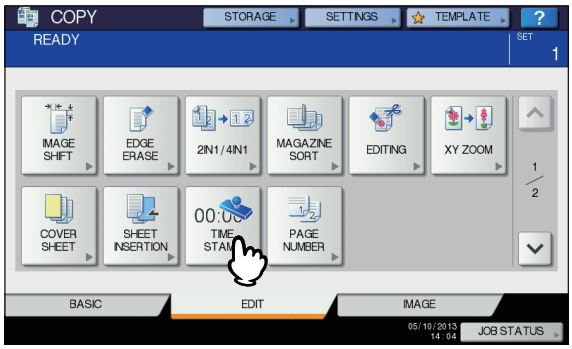
Printed at the top of a landscape copy



1 Place paper in the tray(s).

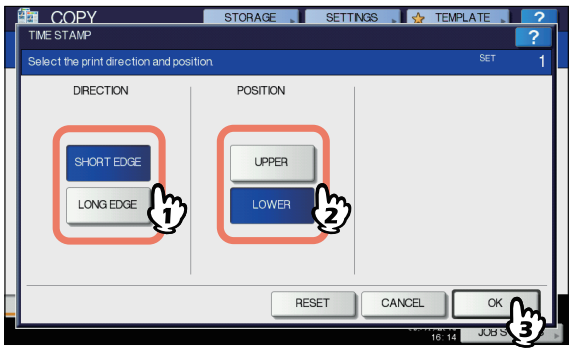
2 Place the original(s).

3 Press [TIME STAMP] on the EDIT menu.



4 Select the direction and position of the time stamp.

1) Select the direction ([SHORT EDGE] or [LONG EDGE]).
2) Select the position ([UPPER] or [LOWER]).
3) Press [OK].

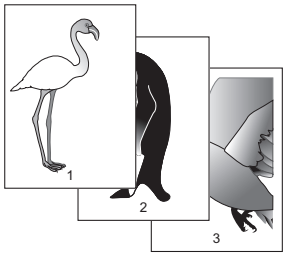


5 Select other copy modes as required, and then press the [START] button on the control panel.

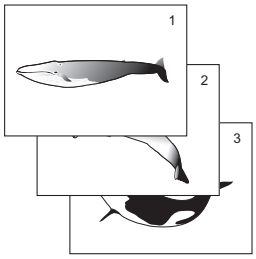
Page Number

You can add a page number on the copied paper.

Printed at the bottom center of a portrait copy



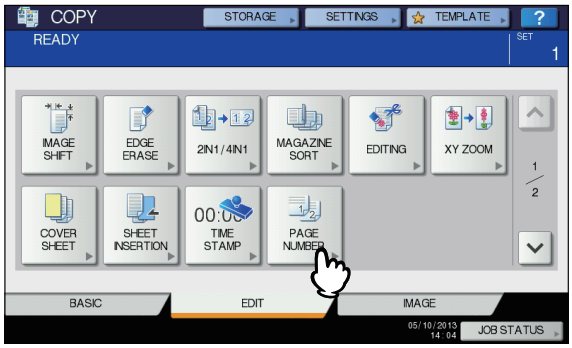
Printed at the top right of a landscape copy



1 Place paper in the tray(s).

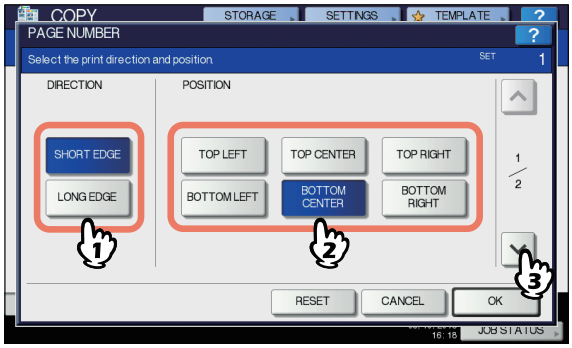
2 Place the original(s).

3 Press [PAGE NUMBER] on the EDIT menu.



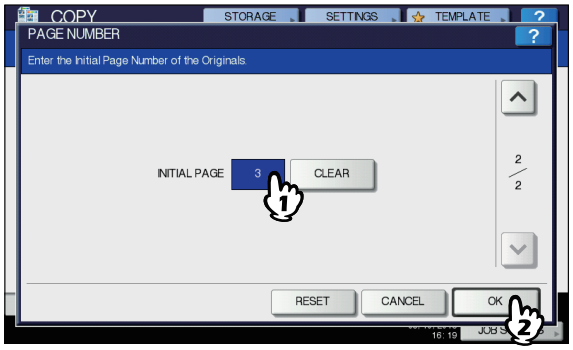
4 Select the direction and position of a page number.

1) Select the direction ([SHORT EDGE] or [LONG EDGE]).
2) Select the position ([TOP LEFT], [TOP CENTER], etc.).
3) If you want to specify the page number to start with, press [v] and go to step 5. Otherwise, press [OK] and go to step 6.



5 Specify the page number you want to start with.

1) Key in the page number.
2) Press [OK].



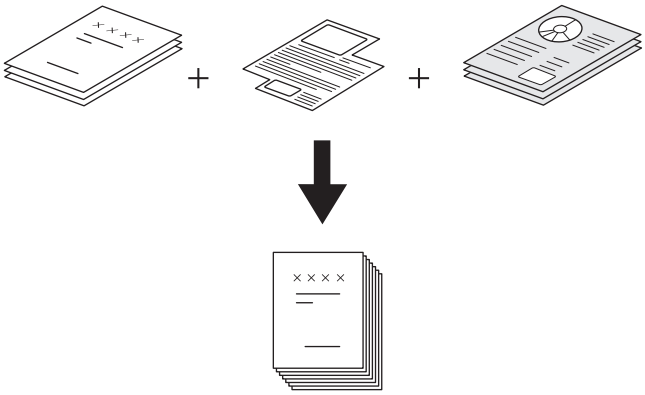
Memo

- You can specify the initial page from 1 to 32766.

6 Select other copy modes as required, and then press the [START] button on the control panel.

Job Build

You can scan several stacks of originals whose settings are individually different, and then copy or store them in one operation. This function is called “job build”. For example, news clips (in the TEXT mode) and photographs in magazines (in the PHOTO mode) in A4 size and photographs in A4 size can be scanned in the optimal settings for each, and copied in one operation.

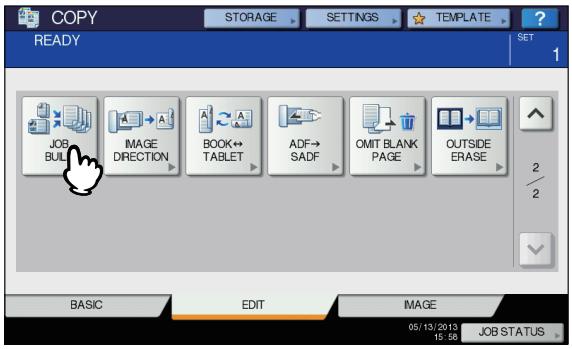


Note

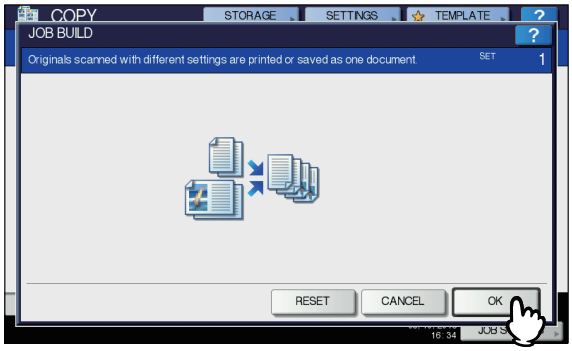
- Up to 1000 pages of originals can be copied in one operation.
- Some settings are not available for job build, and some settings for the first job will be applied to all of the other jobs. See the table below before setting job build.

Settings not available	Settings applied for all jobs	Settings changeable for each job
Automatic Paper Selection Editing XY zoom Cover sheet Sheet insertion Magazine sort 2IN1 / 4IN1	e-Filing / File Mixed-size originals Copy paper size Finishing mode Image shift Time stamp Page number Image direction Book - tablet Omit blank page	Reproduction ratio Automatic Magnification Selection (Default setting for job build) Original size Original mode Simplex/Duplex copying settings (1->1 SIMPLEX, 2->1 SPLIT, 1->2 DUPLEX, 2->2 DUPLEX) Background adjustment Sharpness Edge erase Document feeder (Feeding mode) Outside erase

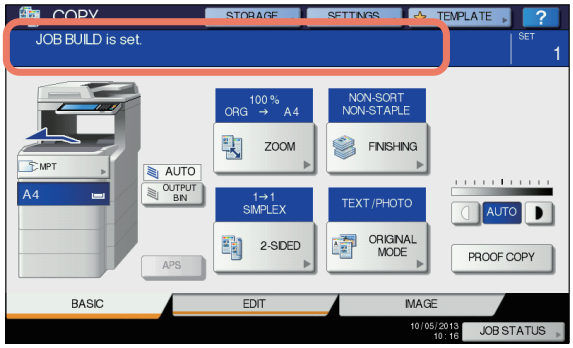
1 Press [JOB BUILD] on the EDIT menu.



2 Press [OK].



Job build is now set and the message below appears.



3 Place the first stack of originals, and then select settings.

Memo

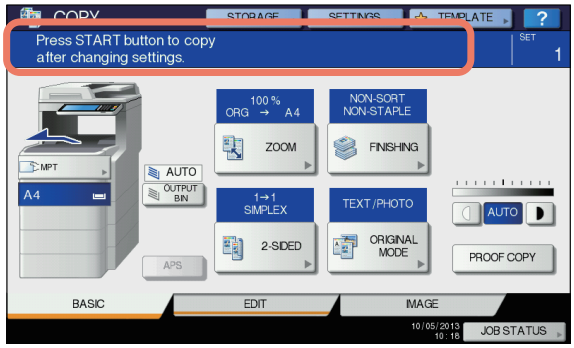
- When placing the original on the document glass, remember that 1 page is equal to 1 job.
- When placing mixed-size originals on the RADF, see the following page:
  Basic Guide
- If you want to use a particular tray, select it.

Note

- Press [SETTINGS] on the touch panel to confirm the current settings.
- If you want to change the settings, press the [RESET] button on the control panel, and then restart the procedure from step 1.

4 Press the [START] button on the control panel.

Scanning starts. When the scanning of all the originals is finished, the message below appears.



5 Place the next stack of originals, and then select the settings.

Repeat steps 4 and 5 until all the desired pages have been scanned.

Note

- If you do not change any settings, those for the last job will be applied.

6 When the scanning of all the originals is finished, change the number of copy sets as required. Then press [JOB FINISH] on the touch panel.

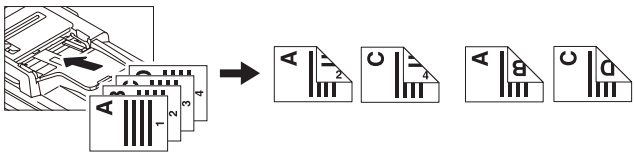


Copying starts. If any storing function is set, that will also start.

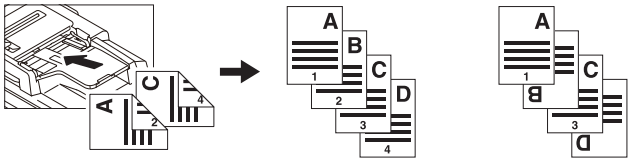
Image Direction

When you make 1-sided portrait originals to 2-sided copy by placing them in a landscape direction, normally the copied pages are “open to top”. With this function you can make them “open to left”. This function is called “image direction”.
When you make 2-sided “open to left” portrait originals to 1-sided copy, normally the copied pages exit in a different direction alternately. With this function, you can make them all exit in the same direction.

1-sided portrait original (placed in a landscape direction) -> 2-sided copy



2-sided “open to left” portrait original -> 1-sided copy

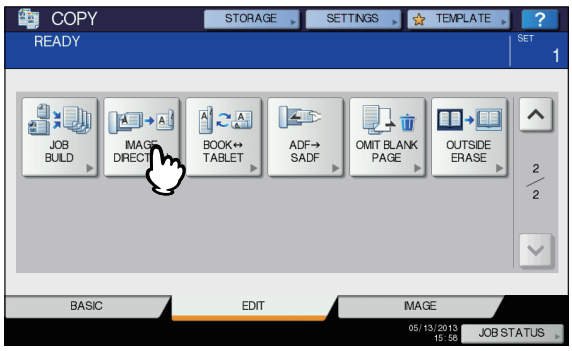


1 **Place paper in the tray(s).**

2 **Place the original(s).**

3 **Set duplex copying setting.**
Basic Guide

4 **Press [IMAGE DIRECTION] on the EDIT menu.**



5 **Press [OK].**

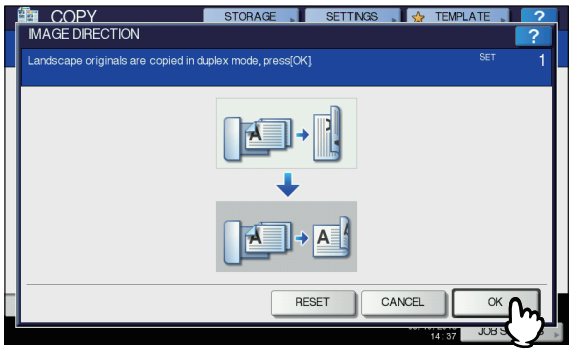
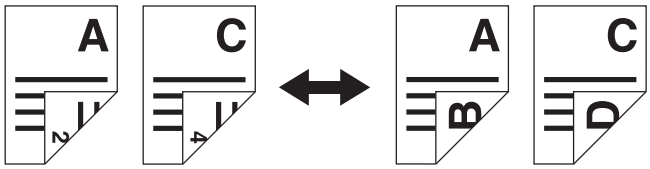


Image direction is now set.

6 **Select other copy modes as required, and then press the [START] button on the control panel.**

Book - Tablet

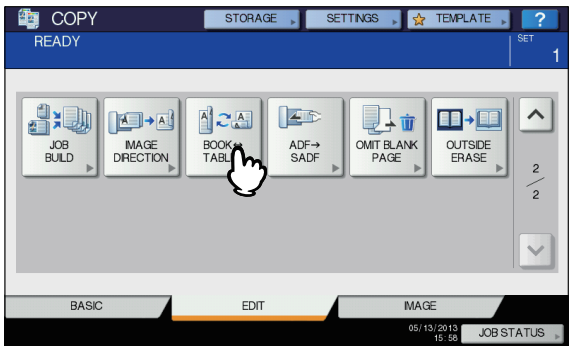
As for the directions of originals or copied images, “open to left” is called “book” and “open to top” is called “tablet”. With this function you can make 2-sided originals to 2-sided copy, rotating only the back side of the copied page by 180 degrees, namely, you can copy “book” originals to “tablet” copy, or vice versa.



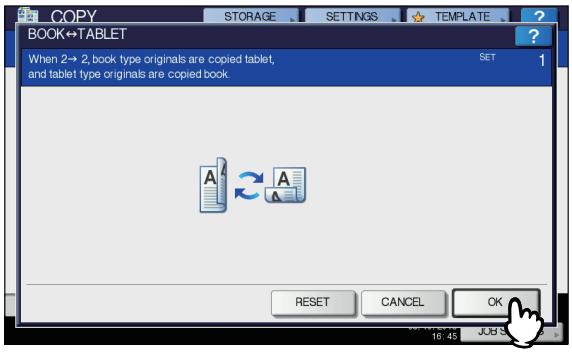
1 **Place paper in the tray(s).**

2 **Place the original(s).**

3 **Press [BOOK <->TABLET] on the EDIT menu.**



4 Press [OK].



Book - tablet is now set.

5 Select other copy modes as required, and then press the [START] button on the control panel.

ADF -> SADF

You can switch the feeding mode when the RADF (Reversing Automatic Document Feeder) is used, from “ADF” to “SADF”. The paper feeding mode has 2 types as follows:

ADF (Continuous feed mode): Feeds originals continuously when you press the [START] button on the control panel while originals are being placed on the RADF. This is useful when you make more than one copy in one operation. (Default setting)

SADF (Single feed mode): Feeds originals one by one automatically. This is useful when you usually only have 1 original.

Note

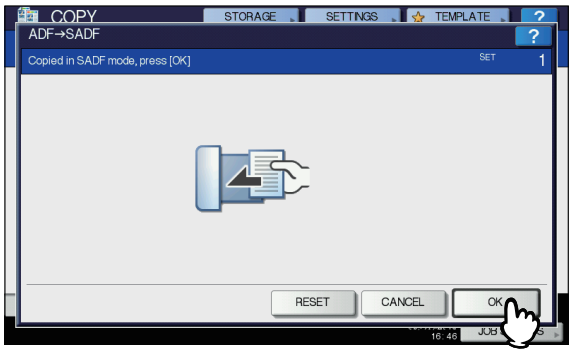
- When the single feed mode (SADF) is set, place originals one sheet at a time. If you place more than one original, the copied image may be skewed or the originals may misfeed.

1 Place paper in the tray(s).

2 Press [ADF -> SADF] on the EDIT menu.



3 Press [OK].

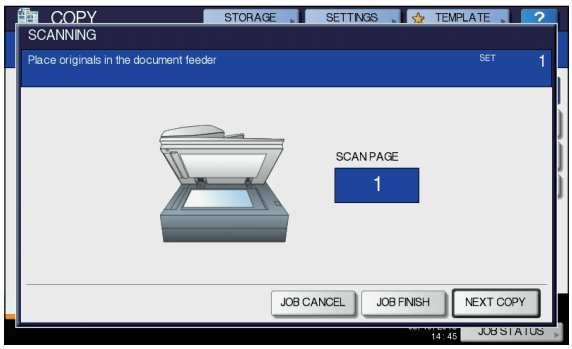


The feeding mode is now set at “single feed mode”.

4 Select other copy modes as required.

5 Place the original(s) on the RADF one sheet at a time.

The original is pulled into the RADF automatically, and then the menu below appears.



Repeat step 5 if you have another original. The placed original will be pulled into the RADF automatically even if you do not press [NEXT COPY] on the touch panel.

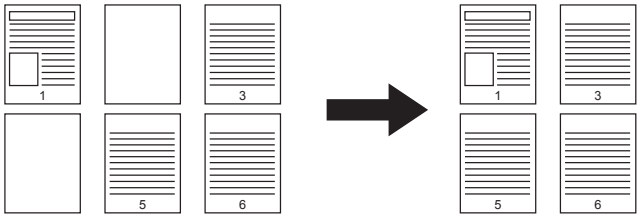
6 When the scanning of all the originals is finished, press [JOB FINISH].

Memo

- If you want to stop copying, press [JOB CANCEL].

Omit Blank Page

You can remove blank sheets included in the scanned originals before copying is started. This function is called “omit blank page”.



Note

- This function may not properly detect blank sheets included in the following types of originals:
  - Half-tone originals
  - Originals including sheets almost blank (e.g. blank pages having only page numbers)
- If you copy 2-sided originals including blank sheets to 2-sided copy while this function is enabled, the front and back sides of the originals and the copies will not match.

Memo

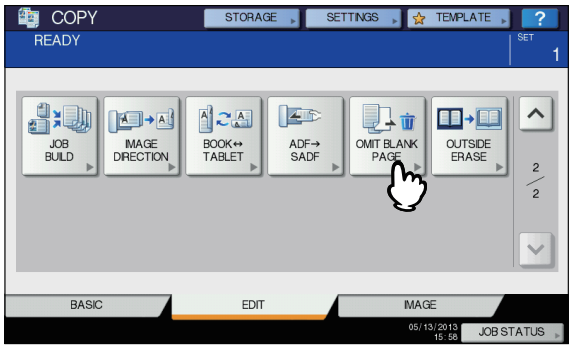
- The sensitivity to detect blank pages can be changed. For details, refer to the "Setting Items/Printing" (P.211).

1 Place paper in the tray(s).

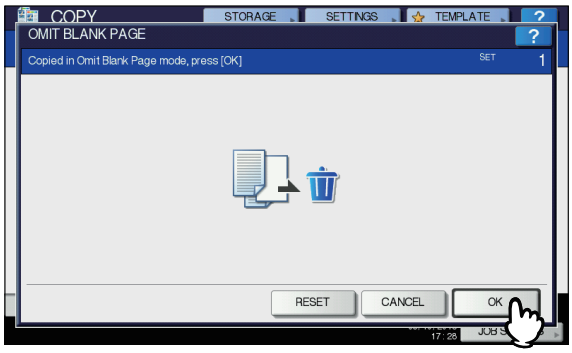
When using bypass copying, be sure to set the paper size.

2 Place the original(s).

3 Press [OMIT BLANK PAGE] on the EDIT menu.



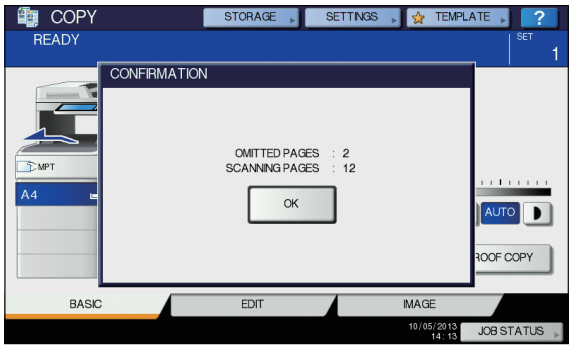
4 Press [OK].



Omit blank page is now set.

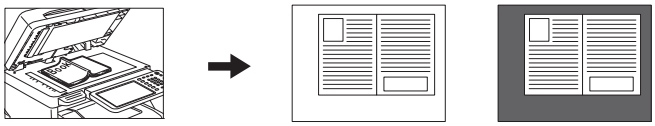
5 Select other copy modes as required, and then press the [START] button on the control panel.

Scanning and copying start. A message notifying you of the number of the blank sheets appears for approx. 5 seconds.



Outside Erase

You can whiten a shadow-like dark part which has appeared outside of the copied image; this has been caused by a gap between the document glass and the platen sheet. This function is called “outside erase”. It is useful when you place thick originals such as booklets on the document glass.



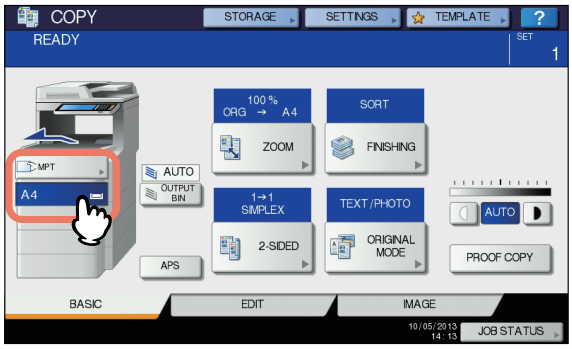
Note

- This function is disabled when you place originals on the RADF or you place them on the document glass with the RADF or the Original Cover closed fully.
- When this function is enabled, the automatic density adjustment is disabled. Adjust the density level manually.
- Originals with an intricate outer shape (e.g. an original with cut-out parts on its edge) may not be copied properly because this function may not detect the border between the original and areas not belonging to it.

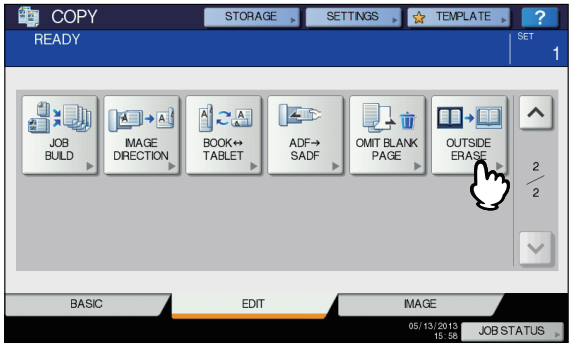
1 Place paper in the tray(s).

When using bypass copying, be sure to set the paper size.

2 Select the tray for the desired paper size.

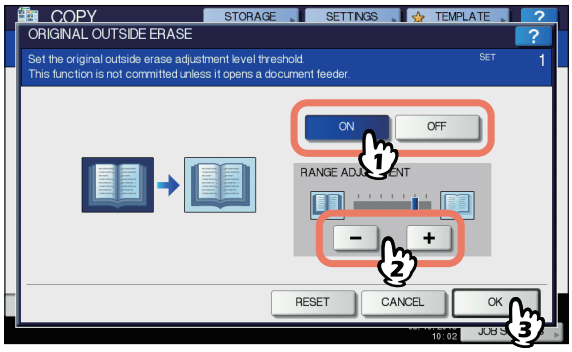


3 Press [OUTSIDE ERASE] on the EDIT menu.



4 Set “outside erase”.

1) **Press [ON].**
2) **Adjust the width of the border around the original by pressing either [−] or [+] as required.**
   When you adjust it to the [+] side, the area to be detected as not belonging to the original is widened.
   When you adjust it to the [−] side, the area to be detected as not belonging to the original is narrowed.
3) **Press [OK].**

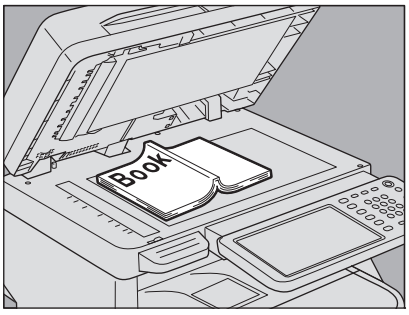


5 Place the original on the document glass.

Press [ZOOM] and set the size of the original.
Basic Guide

Note

- When placing the original, be sure that the Original Cover or the RADF is fully raised. If not, this function may not properly be able to detect the border between the original and areas not belonging to it.
- Do not directly look at the document glass during copying since an intense light may leak.



⚠ CAUTION

Do not place any heavy objects (4 kg (9 lb.) or over) on the document glass and do not press on it with force.
Breaking the glass could injure you.

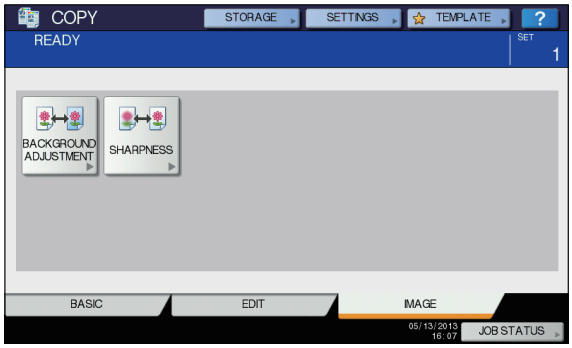
6 Select other copy modes as required, and then press the [START] button on the control panel.

IMAGE ADJUSTMENT

Displaying IMAGE Menu

You can display the IMAGE menu by pressing the [IMAGE] tab on the touch panel when you want to use various image adjustment functions.

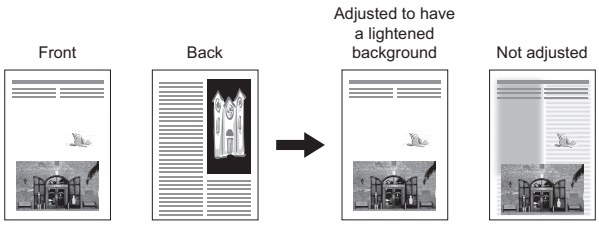




Using Image Adjustment Functions

Background adjustment

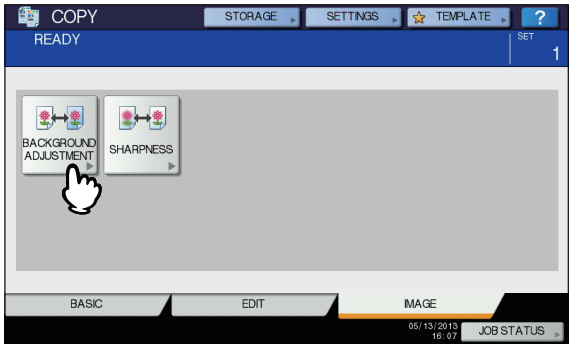
This function allows you to adjust the density of the original's background. It avoids the back side of a 2-sided original becoming visible on its front side.



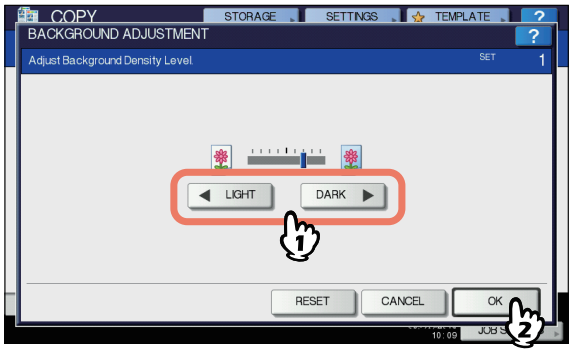
Note

- This mode cannot be used with the automatic density adjustment function.
  Basic Guide

1 Press [BACKGROUND ADJUSTMENT] in the IMAGE menu.



2 Press [LIGHT] or [DARK] to adjust the density, and then press [OK].

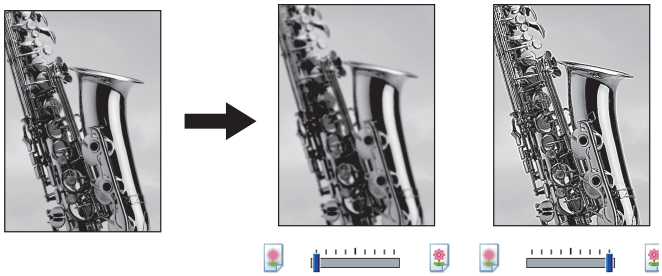


Canceling background adjustment

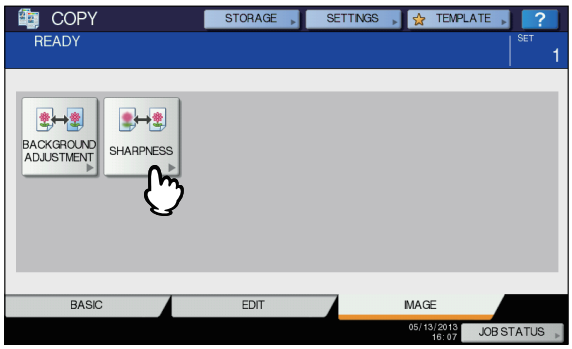
- Move the indicator to the middle, and then press [OK].
- Press [RESET] and then [OK].

Sharpness

This function allows you to emphasize or blur the outline of the image.

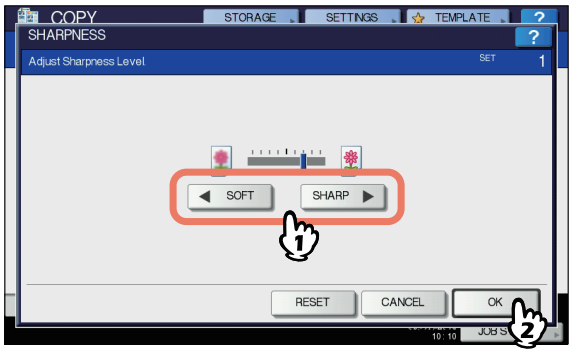


1 Press [SHARPNESS] in the IMAGE menu.



2 Press [SOFT] or [SHARP] to adjust the sharpness, and then press [OK].

When the sharpness level is adjusted to the [SOFT] side, the moire fringes on the printed photos, etc. are softened. If it is adjusted to the [SHARP] side, the letters and fine lines become sharper.



Canceling sharpness adjustment

- Move the indicator to the middle, and then press [OK].
- Press [RESET] and then [OK].

CONFIRMING JOB STATUS

Confirming Copy Job Status

You can confirm jobs in progress or ones in waiting, on the touch panel. Also you can delete, pause or resume jobs in waiting, and change their order. You can also confirm the history of copy jobs performed, the status of trays and the amount of toner remaining in the toner cartridge.

Note

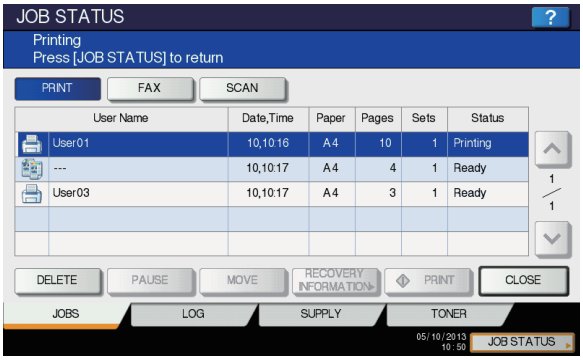
- When this equipment is managed with the user management function, copy jobs in waiting only for a user who has logged in can be deleted, paused or their order changed, and the job history only for such a user is displayed on the print log list.
  However, if the user has an administrator privilege, all copy jobs in waiting can be deleted, paused or their order changed, and the entire job history is displayed on the print log list.

Confirming jobs in progress or ones in waiting

You can confirm the jobs in progress or the ones in waiting, on the touch panel.
To view them, press [JOB STATUS] on the touch panel.



The print job list appears. (Press the [JOBS] tab if another tab menu is displayed.) Copy jobs appear on the print job list as well as print jobs.



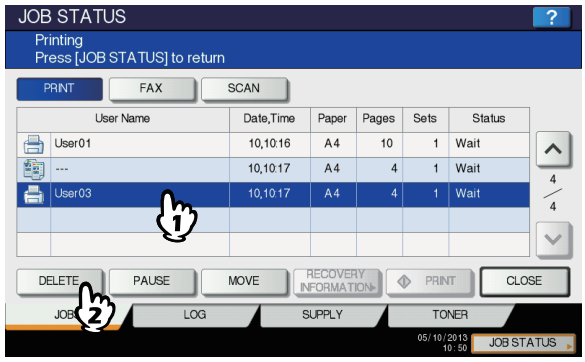
On the print job list, you can confirm the icon of the job type, the name of the user who sent the job, the date and time the job was sent, the paper size, the number of pages and copy sets and the processing status. 5 jobs appear on 1 page of the print job list. When you press [^] or [v] on the touch panel, the menu will be changed to the previous one or the next one, so that you can view up to 1000 jobs.

Press [CLOSE] when you finish the confirmation. The menu returns to the one shown before you pressed [JOB STATUS].

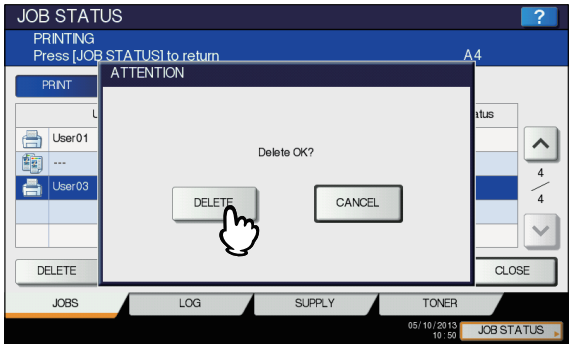
■ Deleting jobs

You can delete jobs that you no longer need to print.

1 Select the desired job on the print job list, and then press [DELETE]. You can select more than one job.



2 Press [DELETE].



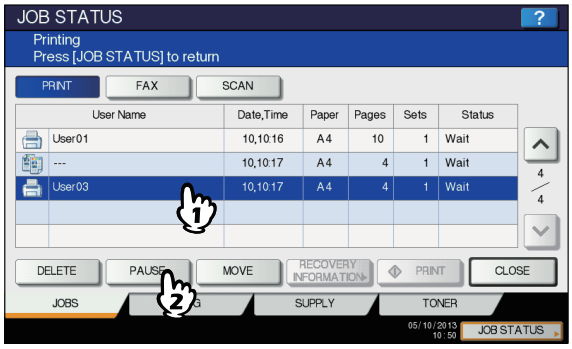
The job is now deleted.

Memo

- You cannot use the print job list to delete fax/Internet Fax jobs and E-mail reception print jobs.

■ Pausing jobs

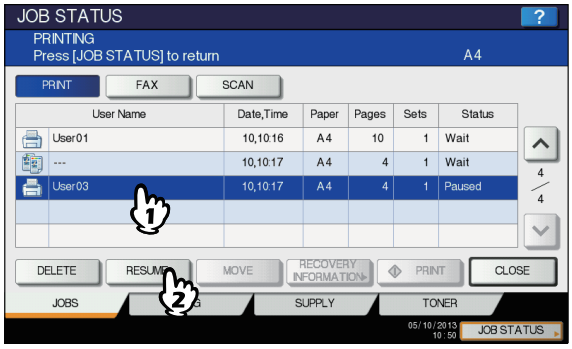
Jobs whose status is “Wait” can be held in the queue (Pausing).
Select the desired job on the print job list, and then press [PAUSE].



The job is now paused. The paused job is not printed even when its turn comes. Printing of the next job starts.

Resuming the paused job

Select the desired job, and then press [RESUME].



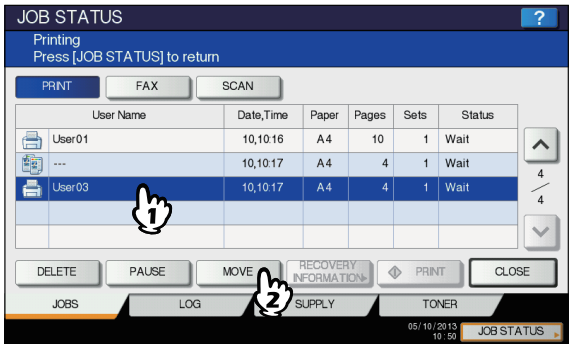
■ Moving jobs

You can change the order of the jobs in waiting by moving them within the list.

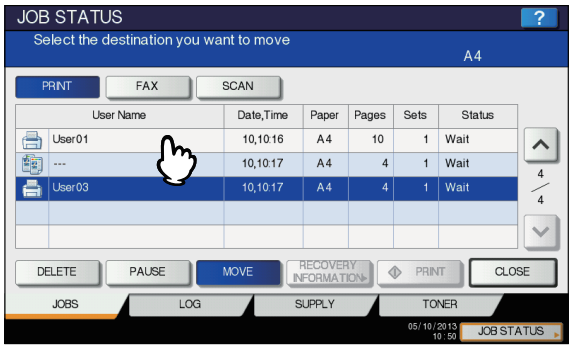
Note

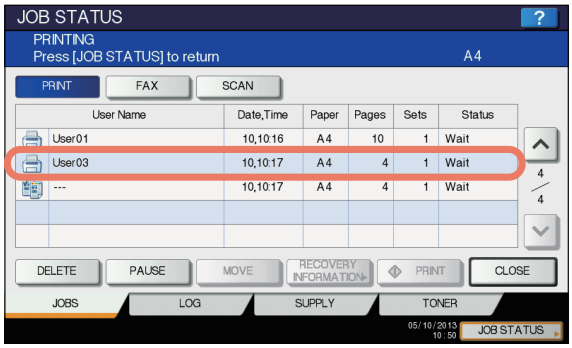
- You can only move jobs from and to those whose status is “Wait”.

1 Select the desired job on the print job list, and then press [MOVE].



2 Select the position that you want the job to move to. (It will come under the selected job.)

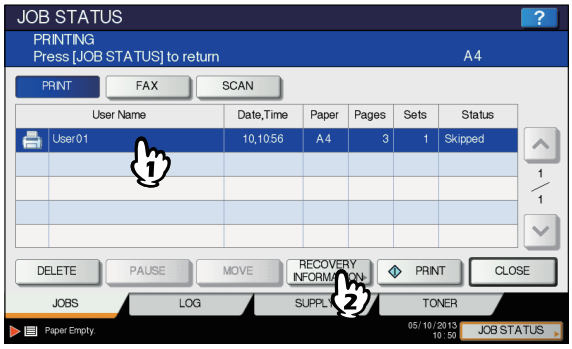




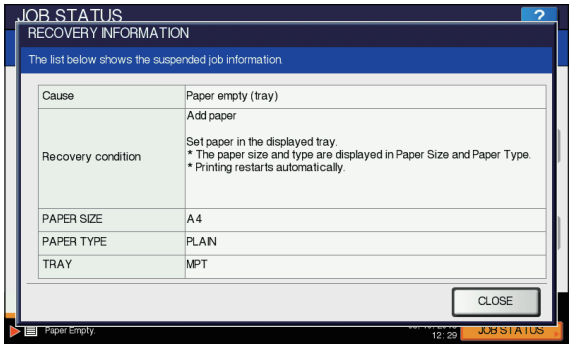
■ Confirming the information of a skipped job

Copy jobs may not be performed because the specified paper or staples have run out, etc. These will be suspended and the next job will be performed (Job Skip function). Check on the touch panel how you can recover the suspended jobs.

1 Select the skipped job in the print job list, and press [RECOVERY INFORMATION].



2 Resolve the cause of the skip following the instructions on the screen.



Note

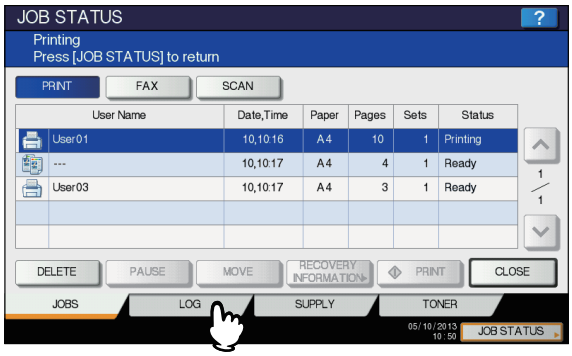
- If multiple causes exist, the second cause is displayed after you resolve the first one. Resolve all causes accordingly.

Confirming copy job history

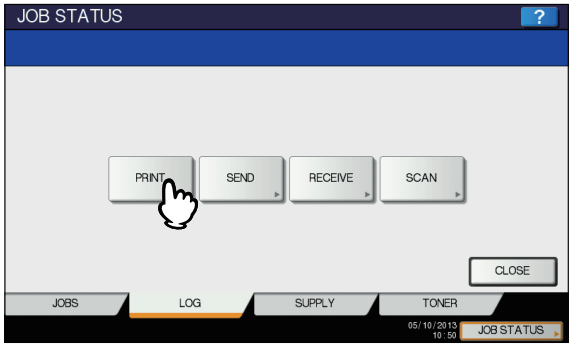
You can confirm the history of copy jobs performed on the touch panel.

1 Press [JOB STATUS] on the touch panel.

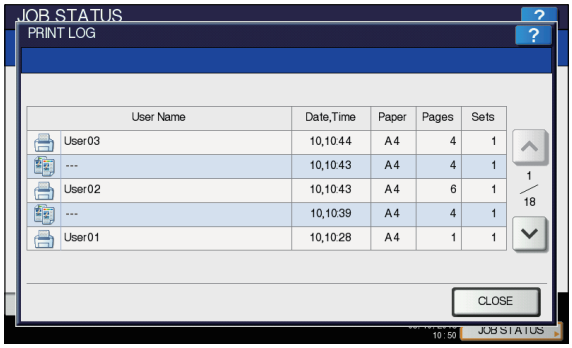
2 Press the [LOG] tab.



3 Press [PRINT].



The print log list appears. Copy jobs appear on the print log list as well as print jobs.



On the print log list, you can confirm the icon of the job type, the name of the user who performed the job, the date and time the job was printed, the paper size and the number of pages or copy sets. 5 jobs appear on 1 page of the print log list. When you press [^] or [v] on the touch panel, the menu will be changed to the previous one or the next one, so that you can view up to 120 jobs.

When you finish the confirmation, press [CLOSE] so that the menu returns to the one in step 3, and then press [CLOSE]. The menu returns to the one shown before you pressed [JOB STATUS].

Confirming trays

You can confirm the size and type-setting of the paper or the amount remaining in the trays. During printing you can confirm which tray is feeding paper.

1. **Press [JOB STATUS] on the touch panel.**
2. **Press the [SUPPLY] tab.**



During printing, the button for the tray from which the paper is fed is highlighted.
Press [CLOSE] when you finish the confirmation. The menu returns to the one shown before you pressed [JOB STATUS].

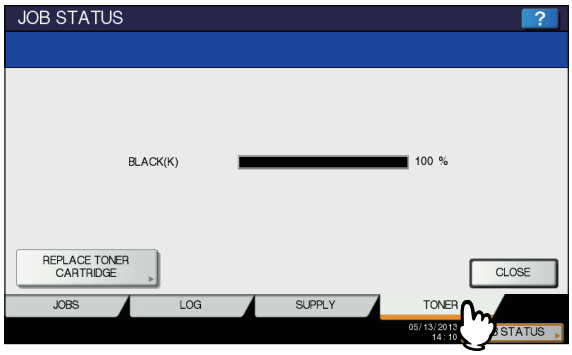
When the paper in the tray has run out during printing, [JOB STATUS] on the touch panel blinks. In this case, press [JOB STATUS] so that the menu for displaying the printing status will appear and the button for the tray whose paper has run out will blink on this menu. Printing resumes when you add paper to this tray.



Confirming amount of toner remaining

You can confirm the approximate amount of toner remaining in the toner cartridge.

1. **Press [JOB STATUS] on the touch panel.**
2. **Press the [TONER] tab.**



Press [CLOSE] when you finish the confirmation. The menu returns to the one shown before you pressed [JOB STATUS].

OTHER INFORMATION

Continuous Copying Speed

Copy speeds under the condition in which originals are placed on the document glass and single-side copies are made continuously with 100% reproduction ratio in the non-sort mode (unit: sheet/minute).

MB760, MB760dnfax

Paper size	Feeder	Paper type	
		PLAIN/RECYCLED PAPER	THICK1/THICK2
A4	Tray	47	20
	Multi-purpose tray	44	20
Letter (LT)	Tray	49	21
	Multi-purpose tray	46	21
Legal (LG)	Tray	39	18
	Multi-purpose tray	37	17

MB770, MB770f, MB770dn, MB770dnfax, MB770dfnfax, ES7170dn MFP, ES7170dfn MFP, MPS5502mb, MPS5502mbf

Paper size	Feeder	Paper type	
		PLAIN/RECYCLED PAPER	THICK1/THICK2
A4	Tray	52	20
	Multi-purpose tray	49	20
Letter (LT)	Tray	55	21
	Multi-purpose tray	51	21
Legal (LG)	Tray	43	18
	Multi-purpose tray	41	17

- The bypass copying speed when the paper size is specified is as listed above.
- Recommended paper is used for the values of the specifications above.
- These specifications vary depending on the copying conditions and the environment.

Copying Function Combination Matrix

Combination matrix 1/2

		Store to e-Filing	Copy & File	Outside erase	Omit blank page	ADF -> SADF	Book <-> TABLET	Image direction	Job build	Page number	Time stamp	Sheet insertion	Cover sheet						XY zoom	Editing		
													Back - Only back copied	Back - Both copied	Back - Top copied	Back - Blank	Front - Both copied	Front - Top copied	Front - Blank		Nega/Pos	Mirror	Trim / Mask
Bypass copy		*1	*1	Yes	Yes	Yes	*1	Yes	*4	*1	*1	*3	*3	*3	*3	*3	*3	*3	*3	Yes	*1	*1	*1
Mixed original sizes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	*4	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Photo zoom		No	No	Yes	Yes	Yes	No	No	*4	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*3	Yes	Yes	Yes
2-sided	1 - 1 Simplex	Yes	Yes	Yes	Yes	Yes	*3	Yes	Yes	Yes	Yes	Yes	No	*3	Yes	Yes	Yes	*3	Yes	Yes	Yes	Yes	Yes
	1 - 2 Duplex	Yes	Yes	Yes	Yes	Yes	*3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
	2 - 1 Split	Yes	Yes	Yes	Yes	Yes	*3	Yes	Yes	Yes	Yes	Yes	No	*3	Yes	Yes	Yes	*3	Yes	Yes	No	Yes	Yes
	2 - 2 Duplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Finishing	Non-sort / Non-staple	*3	Yes	Yes	Yes	Yes	Yes	Yes	*4	Yes	Yes	*3	*3	*3	*3	*3	*3	*3	*3	Yes	Yes	Yes	Yes
	Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Group	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*4	Yes	Yes	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes
	Staple sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Magazine sort	No	No	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes	Yes	Yes	No	No	No	No
Image shift		*3	*3	Yes	Yes	Yes	No	Yes	*4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Edge erase		Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
2IN1 / 4IN1		*3	*3	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Editing	Trim / Mask	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	--	--	
	Mirror	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	--		
	Nega/Pos	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No			
XY zoom		Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Cover sheet	Front - Blank	*3	*3	Yes	*3	Yes	*3	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*3				
	Front - Top copied	*3	*3	Yes	*3	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*3					
	Front - Both copied	*3	*3	Yes	*3	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes						
	Back - Blank	*3	*3	Yes	*3	Yes	Yes	Yes	No	Yes	Yes	Yes	*3	*3	*3	*3							
	Back - Top copied	*3	*3	Yes	*3	Yes	Yes	Yes	No	Yes	Yes	Yes	*3	*3	*3								
	Back - Both copied	*3	*3	Yes	*3	Yes	Yes	Yes	No	Yes	Yes	Yes	*3	*3									
	Back - Only back copied	*3	*3	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	*3										
Sheet insertion		*3	*3	Yes	Yes	Yes	No	Yes	*4	Yes	Yes												
Time stamp		*3	*3	Yes	Yes	Yes	No	Yes	*4	Yes													
Page number		*3	*3	Yes	Yes	Yes	No	Yes	*4														
Job build		*4	*4	Yes	*4	Yes	*4	*4															
Image direction		Yes	Yes	Yes	Yes	Yes	Yes																
Book <-> TABLET		Yes	Yes	Yes	Yes	Yes																	
ADF -> SADF		Yes	Yes	Yes	Yes																		
Omit blank page																							
Outside erase		Yes	Yes	Yes																			
Copy & File		Yes	Yes																				
Store to e-Filing		No																					

*1 Size selection is required.
*2 Size selection is required for [DOUBLE STAPLE] and [REAR STAPLE].
*3 The function set later will be valid.
*4 The setting cannot be changed from 2nd job or later.

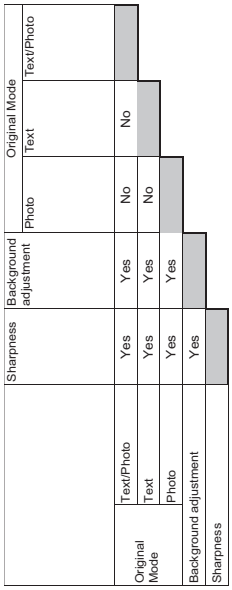
Combination matrix 2/2

		2IN1 / 4IN1	Edge erase	Image shift	Finishing				2-sided				Mixed original sizes	Bypass copy
					Magazine sort	Staple sort	Group	Sort	Non-sort / Non-staple	2 - 2 Duplex	2 - 1 Split	1 - 2 Duplex	1 - 1 Simplex	
Bypass copy		*3	*1	*1	*1	*2	Yes	Yes	Yes	*1	Yes	*1	Yes	*1	
Mixed original sizes		No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
2-sided	1 - 1 Simplex	*3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*3	*3	*3			
	1 - 2 Duplex	*3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*3	*3				
	2 - 1 Split	*3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*3					
	2 - 2 Duplex	*3	Yes	Yes	Yes	Yes	Yes	Yes	Yes						
Finishing	Non-sort / Non-staple	Yes	Yes	Yes	Yes	*3	*3	*3							
	Sort	Yes	Yes	Yes	Yes	*3	*3								
	Group	Yes	Yes	Yes	Yes	*3									
	Staple sort	Yes	Yes	Yes	Yes										
	Magazine sort	No	Yes	No											
Image shift		Yes	Yes												
Edge erase		Yes													
2IN1 / 4IN1															
Editing	Trim / Mask														
	Mirror														
	Nega/Pos														
XY zoom															
Cover sheet	Front - Blank														
	Front - Top copied														
	Front - Both copied														
	Back - Blank														
	Back - Top copied														
	Back - Both copied														
	Back - Only back copied														
Sheet insertion															
Time stamp															
Page number															
Job build															
Image direction															
Book <-> TABLET															
ADF -> SADF															
Omit blank page															
Outside erase															
Copy & File															
Store to e-Filing															

*1 Size selection is required.
*2 Size selection is required for [DOUBLE STAPLE] and [REAR STAPLE].
*3 The function set later will be valid.
*4 The setting cannot be changed from 2nd job or later.

Image Adjustment Function Combination Matrix

Combination matrix



3
FAX Operations

ADVANCED FUNCTIONS ····· P.108
PRINTING LISTS AND REPORTS ····· P.122
SETTING ITEMS ····· P.132
SENDING A N/W FAX ····· P.141
SETTING N/W-Fax DRIVER ····· P.148
APPENDIX ····· P.159

ADVANCED FUNCTIONS

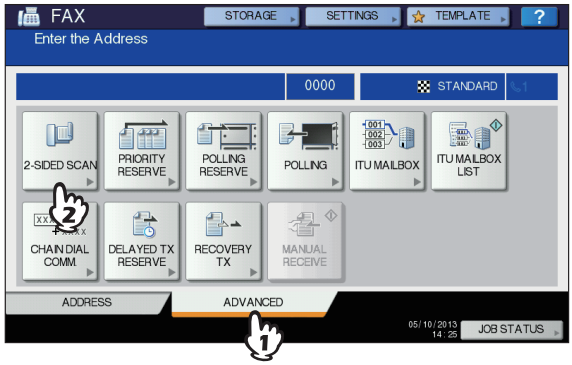
Transmitting 2-Sided Originals

You can send a copy of 2-sided originals by fax using the RADF (Reversing Automatic Document Feeder).

Memo

- Note that each setting will automatically return to its default setting when transmission is completed.

1. **Place the original(s) on the RADF.**
2. **Press the [FAX] button on the control panel.**
3. **Press [OPTION] and set the transmission conditions.**
4. **Select the [ADVANCED] tab, and then press [2-SIDED SCAN].**



5. **Press [BOOK] or [TABLET] depending on the bound position of the original(s), and then press [OK].**



6. **Specify the recipient's fax number.**
7. **Press [SEND].**

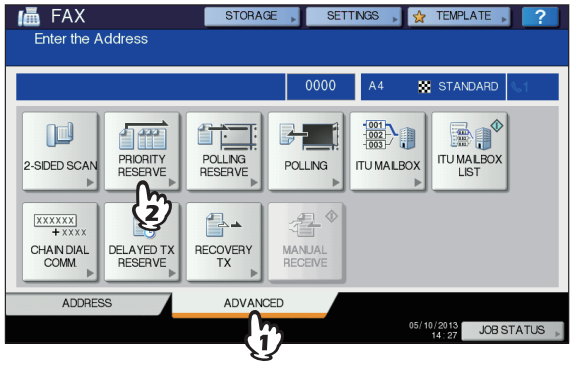
Priority Transmission

You can send a fax prior to other reserved transmissions (including redial standby).

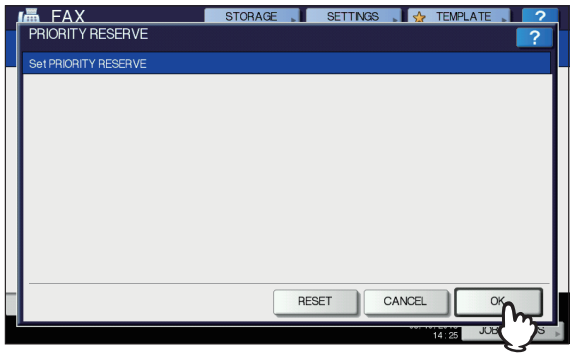
Memo

- Note that each setting will automatically return to its default setting when transmission is completed.

1. **Place the original(s).**
2. **Press the [FAX] button on the control panel.**
3. **Press [OPTION] and set the transmission conditions.**
4. **Press the [ADVANCED] tab, and then press [PRIORITY RESERVE].**



5. **Press [OK].**



6. **Specify the recipient's fax number.**

Memo

- In the priority transmission mode, you cannot specify multiple recipients' fax numbers.

7. **Press [SEND].**

Polling Communication

The polling communication function allows you to receive pending originals in the sender's fax machine by manually operating the receiving fax machine. In this document, the operation in which this equipment is used as the sender's fax machine is called “polling transmission” while that in which it is used as the recipient's fax machine is called as “polling reception”.

Polling transmission

Upon request of a recipient's fax machine, this equipment sends an original document stored into the memory to the recipient. By setting a password and/or a recipient's fax number to an original stored into the memory, you can permit specific recipients to receive the original using the polling transmission.

Note

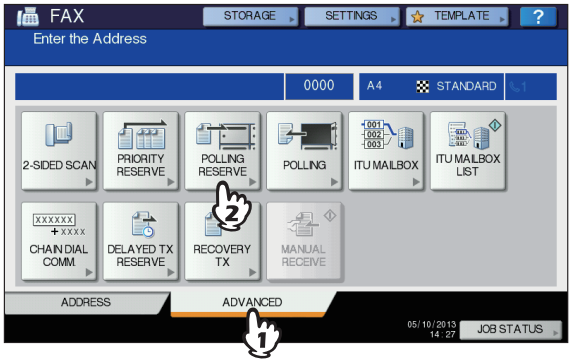
- To use the polling communication function with the password verification applied, the fax machines of both the sender and recipient have to be Oki Fax machines (MFP).

1 Place the original(s).

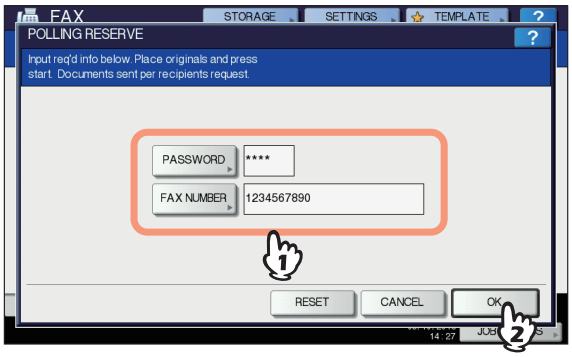
2 Press the [FAX] button on the control panel.

3 Press [OPTION] and set the transmission conditions.

4 Press the [ADVANCED] tab, and then press [POLLING RESERVE].



5 To set the password and/or fax number (the recipient’s telephone number), press the [PASSWORD] and/or [FAX NUMBER] button. On the entry screen that appears, key in the password (4 digits) and/or fax number (a maximum of 20 digits), and then press [OK].



- You do not have to set both the password and the fax number.
- If you have to set neither a password nor a fax number, leave both blank and press [OK].

6 Press the [START] button on the control panel.

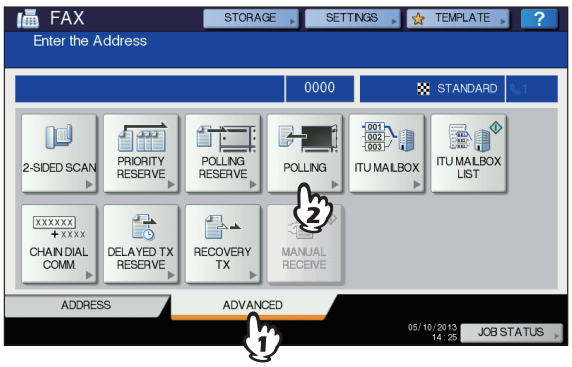
- Upon request of the recipient's fax machine, the data of the original stored into memory are sent automatically. Once they are sent, they are deleted from memory.
- You can delete the data of the original from memory by canceling the polling transmission.

Polling reception

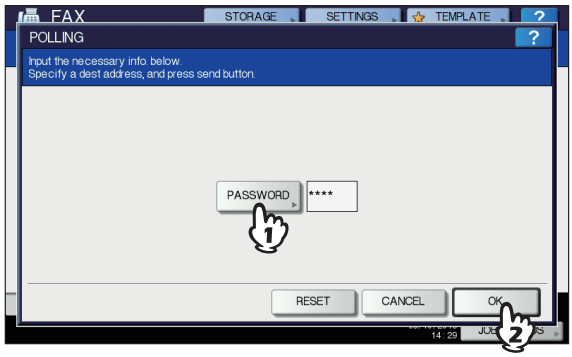
This equipment requests the sender's fax machine to send the data of the original.

1 Press the [FAX] button on the control panel.

2 Press the [ADVANCED] tab, and then press [POLLING].



3 If the password is set to the data of the original in the sender's fax machine, press [PASSWORD] to display the entry screen. Key in the password, and then press [OK].



If you do not have to key in the password, leave this entry box blank, and then press [OK].

4 Specify the sender's fax number.

Memo

- This equipment supports two types of receptions: Individual polling reception in which you specify a recipient's fax number and Multi-polling reception in which you specify multiple recipients' fax numbers.

5 Press [SEND].

Memo

- With the delayed transmission reservation, you can perform the polling reception on a specific date and time. To do that, set the date and time before pressing [SEND].

P.116 "Delayed Transmission Reservation"

Mailbox Transmission

This function is used to communicate between fax machines compatible with a mailbox function (ITU-T compatible). The owners of these fax machines can input or retrieve the data of the originals in the mailbox.
There are 3 types of mailbox: confidential mailbox, bulletin board mailbox and relay station mailbox. To perform mailbox communication, the mailboxes must be created in advance. An individual password for each box can be set for security protection.

P.114 "Creating/modifying/deleting a mailbox"

Confidential mailbox

Once data of an original are retrieved from this mailbox, these data will be deleted. This mailbox is suitable for registering an original you want to send to a specific recipient. If a new original is registered in this mailbox in which another original exists, the mailbox will contain both of the originals.

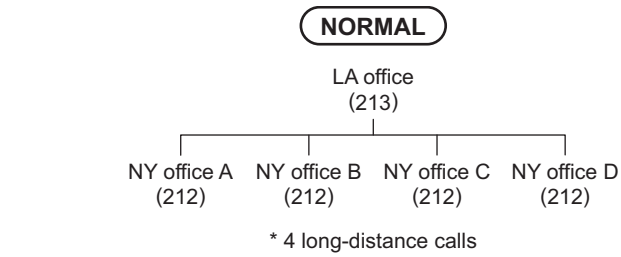
Bulletin board mailbox

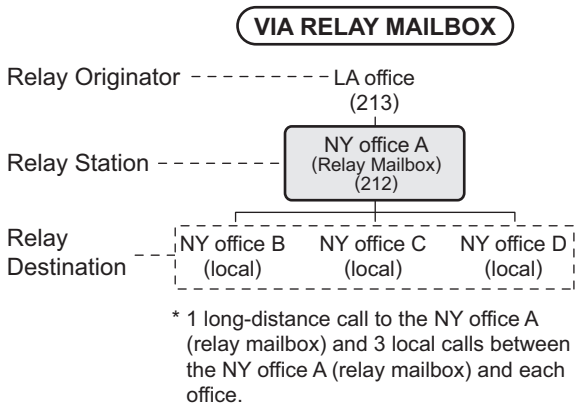
No matter how many times an original is retrieved from this mailbox, the original will not be deleted. This mailbox is suitable for registering an original you want to send to multiple recipients. If a new original is registered in this mailbox in which another original exists, the existing original will be replaced with the new original and the new one will be stored in the mailbox.

Relay station mailbox

Using this mailbox, an original sent from a fax machine is relayed to pre-registered multiple recipients. To inform a user of the result of the relay, a report called RELAY TX END TERMINAL REPORT can be sent to a specific recipient. A copy of the original can be printed out (regularly or when an error occurs).

<Example of how to use the relay station mailbox>
If you want to send a copy of an original from an office in Los Angels to multiple offices in New York, you first send it from the one in Los Angels to one of the offices in New York where the relay station mailbox is set up, so that it is relayed to the other offices in New York. This will reduce communication costs.





Memo

- If you create a forward mailbox whose number is the fax number of the sender, you can use the TSI function. Using this function, this equipment forwards the original sent from the sender whose fax number is set to the mailbox number, based on the pre-set agent (Save as file / Email / Store to e-Filing). This can be set from TopAccess. For details of the operation, refer to the ***TopAccess Guide***.

Registering/printing/deleting an original

This section describes the operations of the mailbox in this equipment.

■ Registering an original

You can register an original to the confidential or bulletin board mailbox in this equipment.

Memo

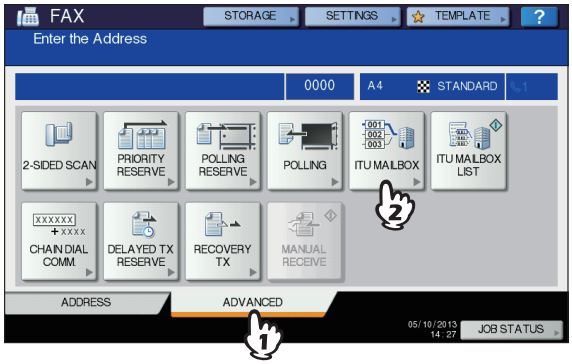
- To register the originals to confidential or bulletin board mailbox, the confidential or bulletin board mailbox must be created in advance.
P.114 "Creating/modifying/deleting a mailbox"

1 Place the original(s).

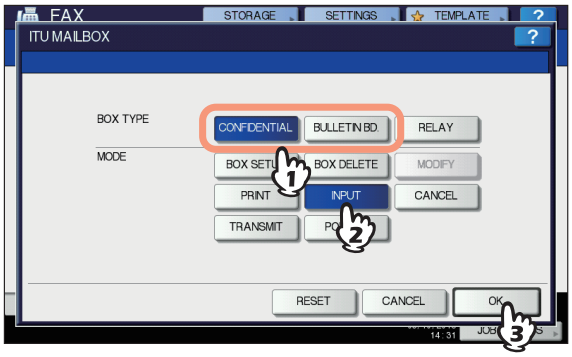
2 Press the [FAX] button on the control panel.

3 Press [OPTION] and set the transmission conditions.

4 Press the [ADVANCED] tab, and then press [ITU MAILBOX].

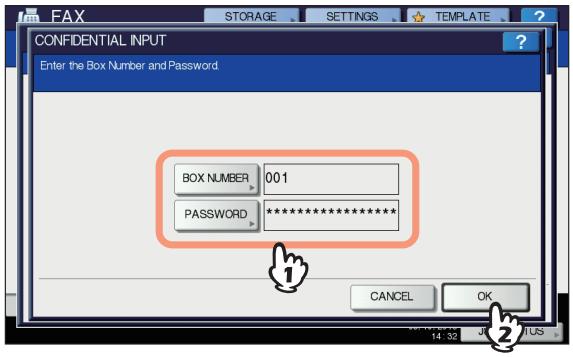


5 In the "BOX TYPE" group, press [CONFIDENTIAL] or [BULLETIN BD]. In the "MODE" group, press [INPUT], and then [OK].



If the selected mailbox has not been set, an error message is displayed and you are unable to proceed.

6 Press [BOX NUMBER] to display the entry screen. Key in the box number, and then press [OK].



- If a password has been set to the selected bulletin board mailbox, key in the password in the same way as the box number. If you have selected the confidential mailbox, it is not necessary to key in a password since it is not verified.
- If the box number or password is incorrect, an error message is displayed and you are unable to proceed.

7 Press the [START] button on the control panel.

When you cancel the registration, press the [STOP] button on the control panel, and then [JOB CANCEL] on the touch panel.

■ Printing an original

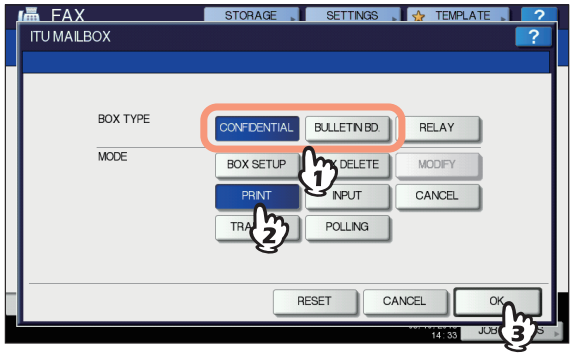
You can print the original registered in the confidential or bulletin board mailbox in this equipment.

1 Press the [FAX] button on the control panel.

2 Press the [ADVANCED] tab, and then press [ITU MAILBOX].

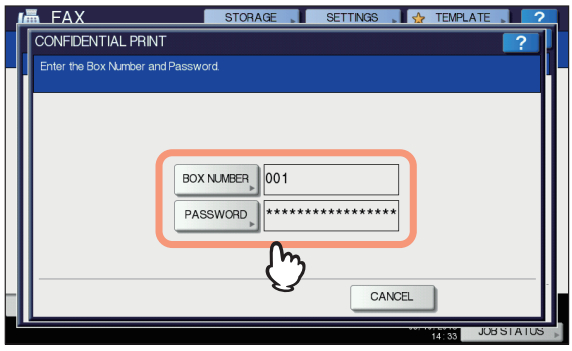
This screen is the same as the one you see when you register the original.
P.111 "Registering an original"

3 In the "BOX TYPE" group, press [CONFIDENTIAL] or [BULLETIN BD]. In the "MODE" group, press [PRINT], and then [OK].



If the selected mailbox has not been set, an error message is displayed and you are unable to proceed.

4 **Press [BOX NUMBER] to display the entry screen and key in the box number.**



If a password has been set to the selected confidential mailbox, key in the password in the same way as the box number. If you have selected the bulletin board mailbox, it is not necessary to key in a password since it is not verified.

5 **Press the [START] button on the control panel.**

If the box number or password is incorrect, an error message is displayed and you are unable to proceed.

■ Deleting an original

You can delete the original registered in the confidential or bulletin board mailbox in this equipment.

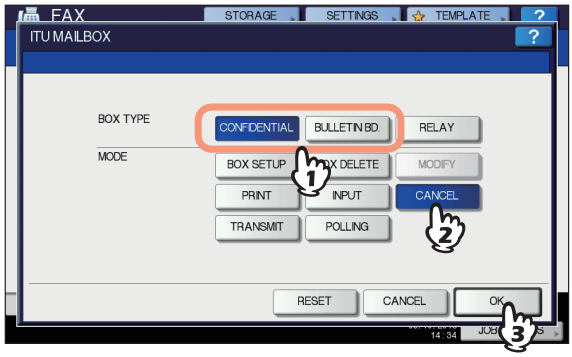
1 **Press the [FAX] button on the control panel.**

2 **Press the [ADVANCED] tab, and then press [ITU MAILBOX].**

This screen is the same as the one you see when you register the original.

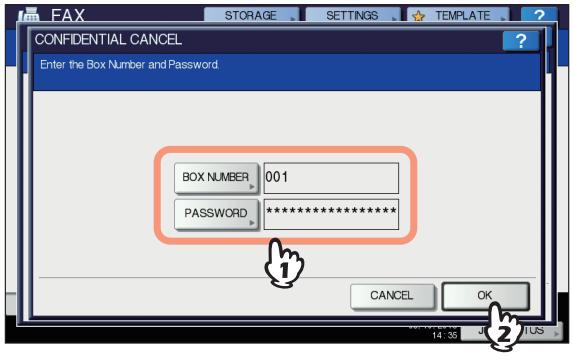
P.111 "Registering an original"

3 **In the “BOX TYPE” group, press [CONFIDENTIAL] or [BULLETIN BD]. In the “MODE” group, press [CANCEL], and then [OK].**



If the selected mailbox has not been set, an error message is displayed and you are unable to proceed.

4 **Press [BOX NUMBER] to display the entry screen. Key in the box number, and then press [OK].**



If a password has been set to the selected mailbox, key in the password in the same way as the box number.

5 **The confirmation screen for the deletion is displayed. Press [YES].**



If the box number or password is incorrect, an error message is displayed and you are unable to proceed.

Sending/retrieving an original

This section describes the operations of the mailbox in the recipient's fax machine.

■ Sending an original

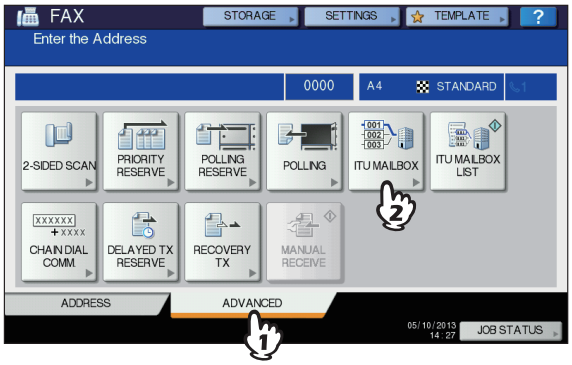
You can send an original to the confidential/bulletin board/relay station mailbox in this equipment.

1 **Place the original(s).**

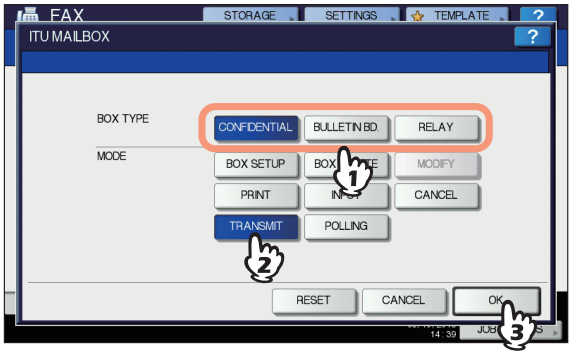
2 **Press the [FAX] button on the control panel.**

3 **Press [OPTION] and set the transmission conditions.**

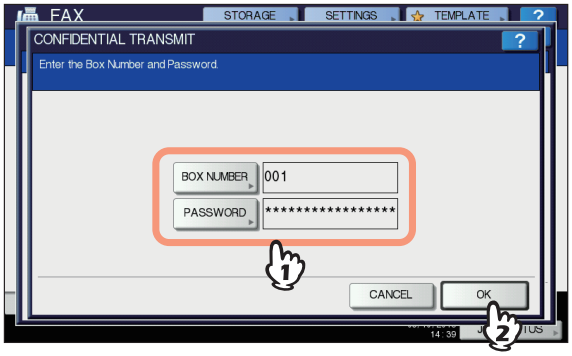
4 **Press the [ADVANCED] tab, and then press [ITU MAILBOX].**



5 **In the “BOX TYPE” group, press [CONFIDENTIAL], [BULLETIN BD] or [RELAY]. In the “MODE” group, press [TRANSMIT], and then [OK].**



6 **Press [BOX NUMBER] to display the entry screen. Key in the box number, and then press [OK].**



If a password has been set to the selected mailbox, key in the password in the same way as the box number.

Memo

- The box number and the password you specified here are sent to the recipient’s fax machine as SUD (box number) and SID (password) of the command compatible with the ITU-T standards.

7 **Specify the recipient’s fax number.**

8 **Press [SEND].**

You can cancel the transmission of the original.
Basic Guide

■ Retrieving an original

You can retrieve an original from the confidential or bulletin board mailbox in the recipient's fax machine.

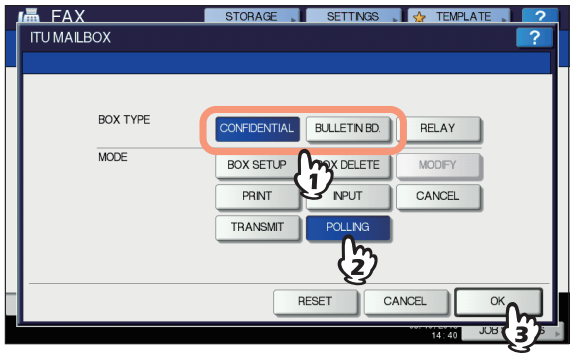
1 **Press the [FAX] button on the control panel.**

2 **Press the [ADVANCED] tab, and then press [ITU MAILBOX].**

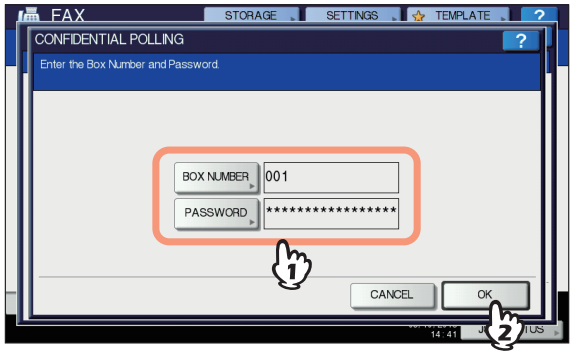
This screen is the same as the one you see when you send the original.

P.112 "Sending an original"

3 **In the “BOX TYPE” group, press [CONFIDENTIAL] or [BULLETIN BD]. In the “MODE” group, press [POLLING], and then [OK].**



4 **Press [BOX NUMBER] to display the entry screen. Key in the box number, and then press [OK].**



If a password has been set to the selected mailbox, key in the password in the same way as the box number.

Memo

- The box number and the password you specified here are sent to the recipient’s fax machine as SUD (box number) and SID (password) of the command compatible with the ITU-T standards.

5 **Specify the recipient's fax number.**

6 **Press [SEND].**

Creating/modifying/deleting a mailbox

This section describes how to manage the mailbox in this equipment.

Memo

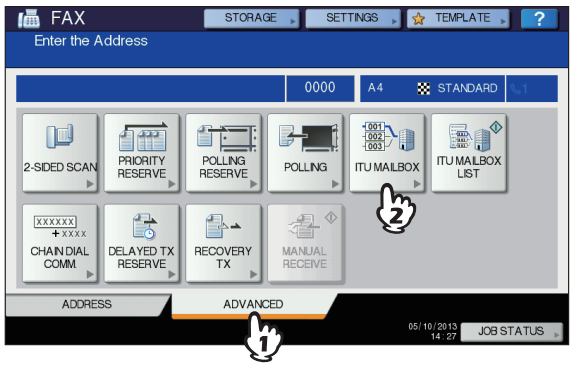
- In the list, you can view the status of the mailbox registered to this equipment.
  P.123 "Mailbox/relay box report"

■ Creating the confidential or bulletin board mailbox

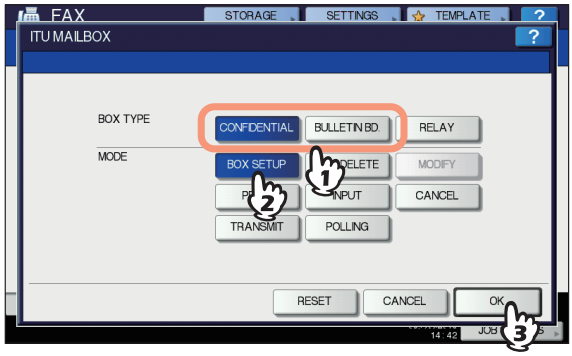
You can create the confidential or bulletin board mailbox in this equipment.

1 Press the [FAX] button on the control panel.

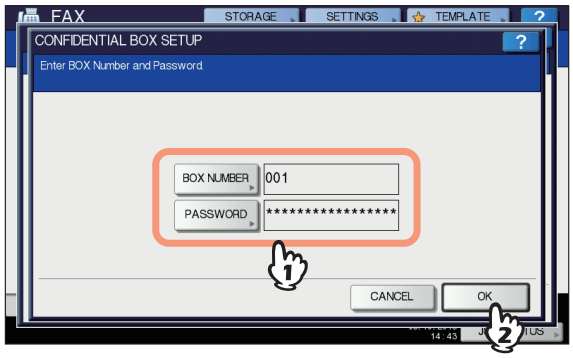
2 Press the [ADVANCED] tab, and then press [ITU MAILBOX].



3 In the “BOX TYPE” group, press [CONFIDENTIAL] or [BULLETIN BD]. In the “MODE” group, press [BOX SETUP], and then [OK].



4 Press [BOX NUMBER] to display the entry screen, key in the box number(s) (a maximum of 20 digits), and then press [OK].



- If you want to set a password (a maximum of 20 digits), key in the password in the same way as the box number.
- If the box number or password keyed in has already been registered, an error message is displayed and you are unable to proceed.

■ Creating/modifying a relay station mailbox

You can create or modify the relay station mailbox.

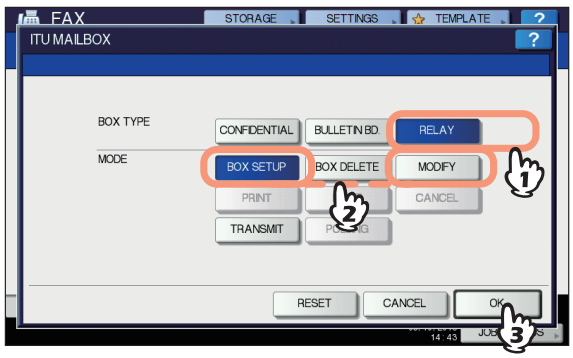
1 Press the [FAX] button on the control panel.

2 Press the [ADVANCED] tab, and then press [ITU MAILBOX].

This screen is the same as the one you see when you create the confidential/bulletin board mailbox.

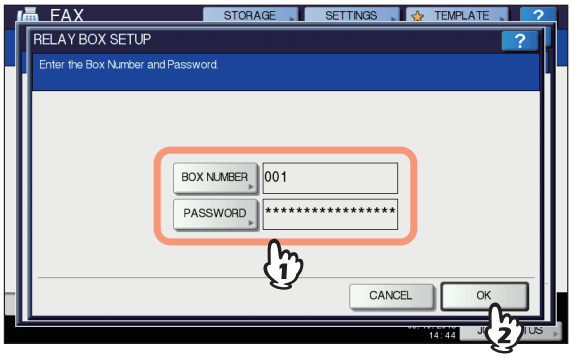
P.114 "Creating the confidential or bulletin board mailbox"

3 In the “BOX TYPE” group, press [RELAY]. In the “MODE” group, press [BOX SETUP] or [MODIFY], and then [OK].



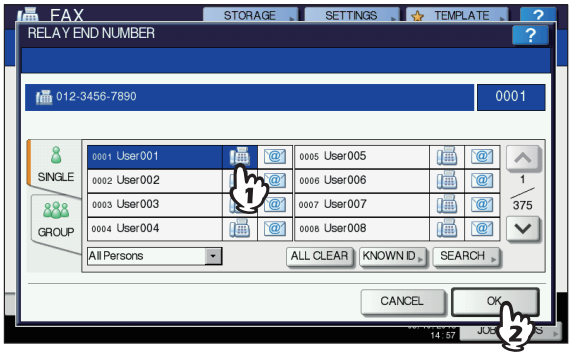
If the selected mailbox is not set at the time of modification, an error message is displayed and you are unable to proceed.

4 Press [BOX NUMBER] to display the entry screen. Key in the box number(s) (a maximum of 20 digits), and then press [OK].



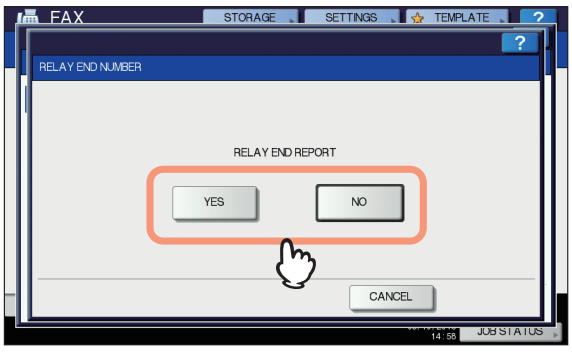
- If you want to set a password (a maximum of 20 digits), key in the password in the same way as the box number.
- If the box number or password is incorrect, an error message is displayed and you are unable to proceed.

5 Specify the recipient to be registered, and then press [OK].



Specify the recipient from the address book because this cannot be done with direct dialing.

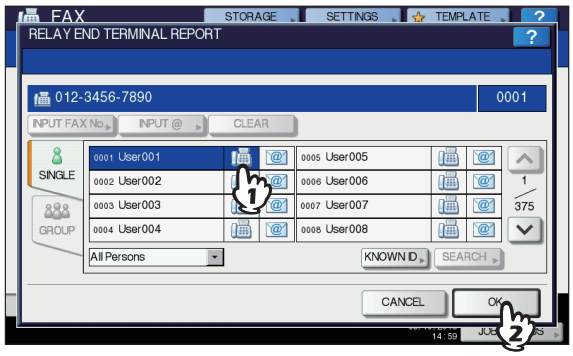
6 The confirmation screen for sending a relay transmission report is displayed. If you want to send the report, select [YES]. If not, select [NO].



Memo

- By default, the relay transmission end terminal report is sent when a communication error occurs. On the ADMIN menu, you can make setting so that the report can be sent automatically. For details of the operation, refer to the "Setting Items/Printing" (P.211).

7 Specify the recipient to which you want to send the report, and then press [OK].



Only one recipient can be specified.

8 The confirmation screen for printing the received copy of the original is displayed. If you want to print it out whenever a copy of the original is delivered, press [ALWAYS]. If you want to print it out only when an error occurs, press the [ON ERROR].



■ Deleting a mailbox

You can delete the confidential/bulletin board/relay station mailbox registered in this equipment.

Memo

- The confidential and bulletin board mailbox in which the original is registered cannot be deleted. To delete the mailbox, delete the original in advance.
  P.112 "Deleting an original"

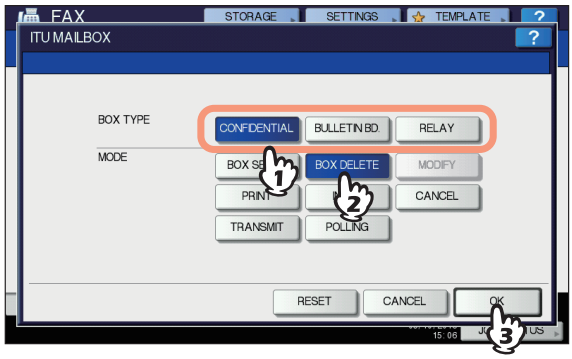
1 Press the [FAX] button on the control panel.

2 **Press the [ADVANCED] tab, and then press [ITU MAILBOX].**

This screen is the same as the one you see when you create the confidential/bulletin board mailbox.

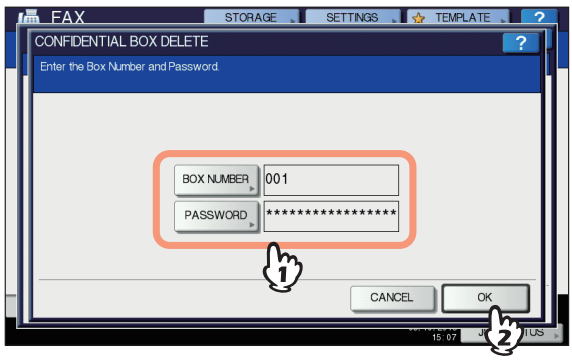
P.114 "Creating the confidential or bulletin board mailbox"

3 **In the "BOX TYPE" group, press [CONFIDENTIAL], [BULLETIN BD] or [RELAY]. In the "MODE" group, press [BOX DELETE], and then [OK].**



If the selected mailbox has not been set, an error message is displayed and you are unable to proceed.

4 **Press [BOX NUMBER] to display the entry screen. Key in the box number, and then press [OK].**



If a password has been set to the selected mailbox, key in the password in the same way as the box number.

5 **The confirmation screen for the deletion is displayed. Press [YES].**



If the box number or password is incorrect, an error message is displayed and you are unable to proceed.

Chain Dial Communication

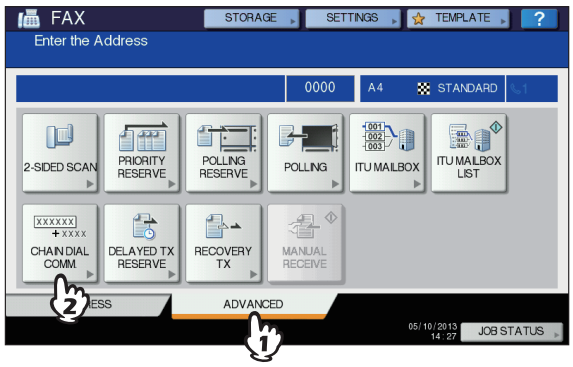
You can chain pre-registered sets of numbers to form a dialing string. For example, you can form the desired number by specifying sets of numbers registered in the address book sequentially such as region code, area code and fax numbers.

1 **Place the original(s).**

2 **Press the [FAX] button on the control panel.**

3 **Press [OPTION] and set the transmission conditions.**

4 **Press the [ADVANCED] tab, and then press [CHAIN DIAL COMM.].**



5 **Repeat this operation until the desired number is formed.**

You can form the dialing number which is up to 128 digits in length. The numbers are chained in the order you specify them.

6 **Press [SEND].**

Delayed Transmission Reservation

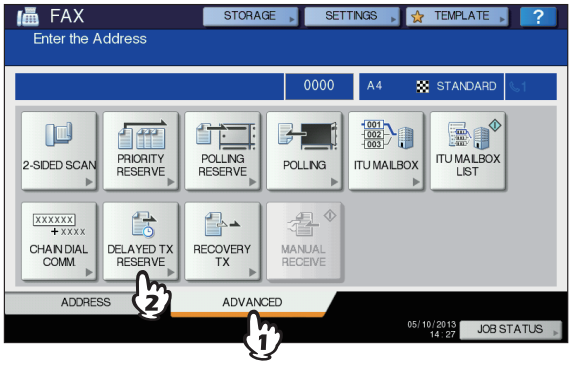
You can send a fax at a specified date and time. It is useful when you want to make use of off-peak discounts (e.g. nighttime) or you want to send a fax to a country which has a time difference.

1 **Place the original(s).**

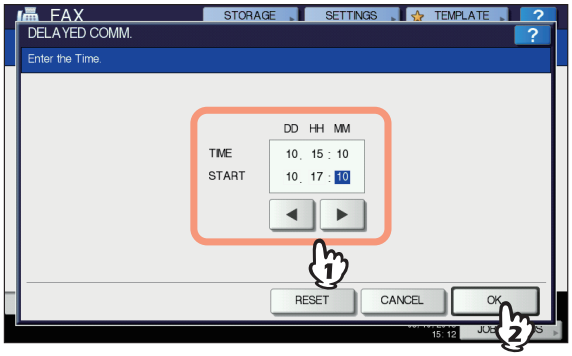
2 **Press the [FAX] button on the control panel.**

3 **Press [OPTION] and set the transmission conditions.**

4 **Press the [ADVANCED] tab, and then press [DELAYED TX RESERVE].**



5 **Key in the date, hour, and minute using the digital keys on the control panel, and then press [OK].**



- The acceptable range of reservation is up to one month later.
- Press ◀ and ▶ to move the cursor.
- Specify the time on a 24-hour basis.
- To correct the entry, press the [RESET] button on the control panel, and then key in the correct number.

6 **Specify the recipient's fax number.**

7 **Press [SEND].**

Canceling delayed transmission reservation

You can cancel the delayed transmission reservation and send a fax in a normal manner. On the reserved transmission confirmation screen, select the transmissions job, and then press [SEND].

Basic Guide

Recovery Transmission

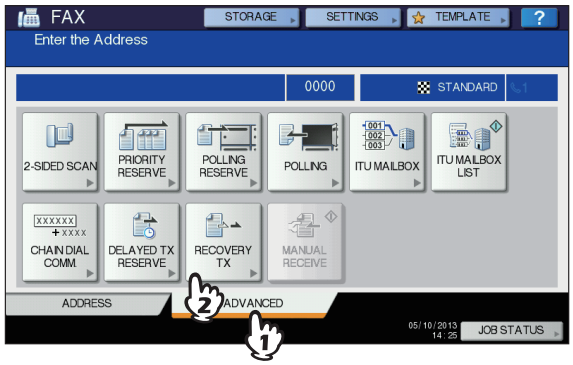
You can save the data of originals, which were not sent after redialing a specified number of times, in the memory and resend them without placing the originals. Enabling or disabling this function or a period of time for the data to be retained can be set on the ADMIN menu. For the details of the current setting, ask your administrator.

P.138 "Setting recovery transmission"

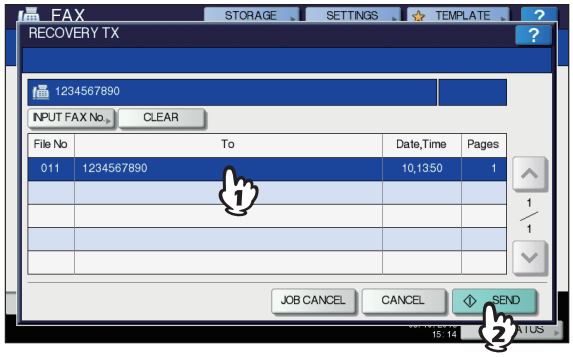
1 **Press the [FAX] button on the control panel.**

2 **Press [OPTION] and set the transmission conditions.**

3 **Press the [ADVANCED] tab, and then press [RECOVERY TX].**



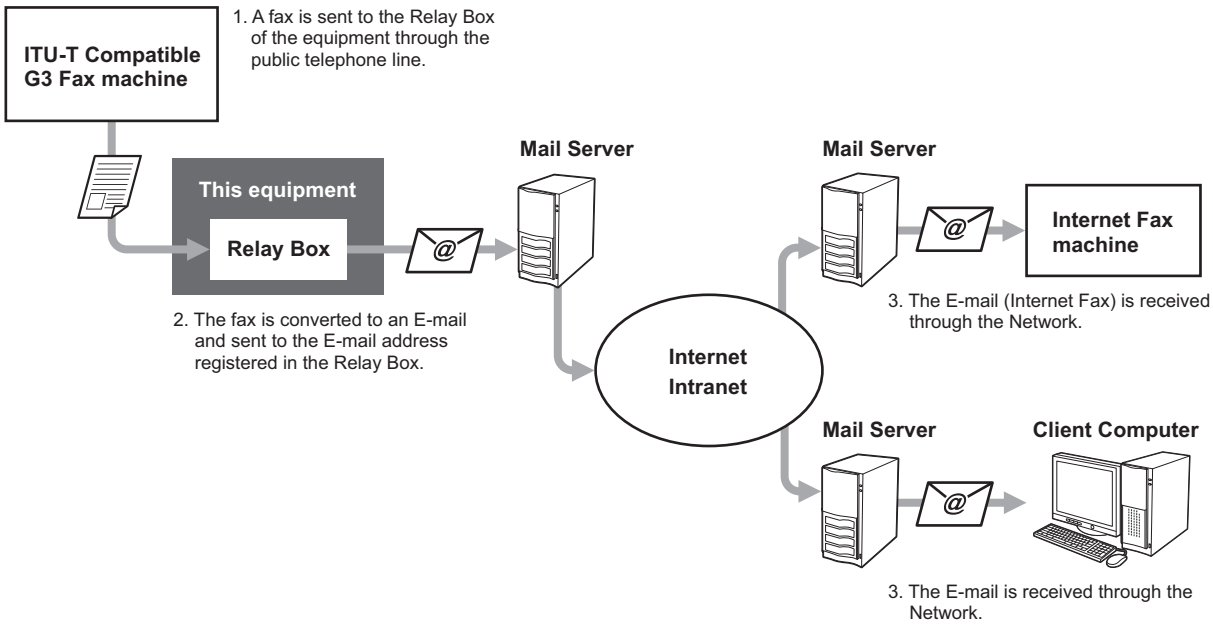
4 **Select the transmission job, and then press [SEND].**



- You can change the fax number which is specified with the direct entry method.
- To delete the selected transmission job, press [JOB CANCEL].

Onramp Gateway

The onramp gateway function allows for an original sent from another mailbox-supported fax machine to be converted into E-mail data, which will be sent to a pre-registered E-mail address, via the mailbox (relay station) in this equipment.



Fax numbers and E-mail addresses can be registered to the mailbox used for an onramp gateway transmission. That mailbox is the same as the one used for the mailbox transmission. For details of how to create/modify/delete a relay station mailbox, see the following section.

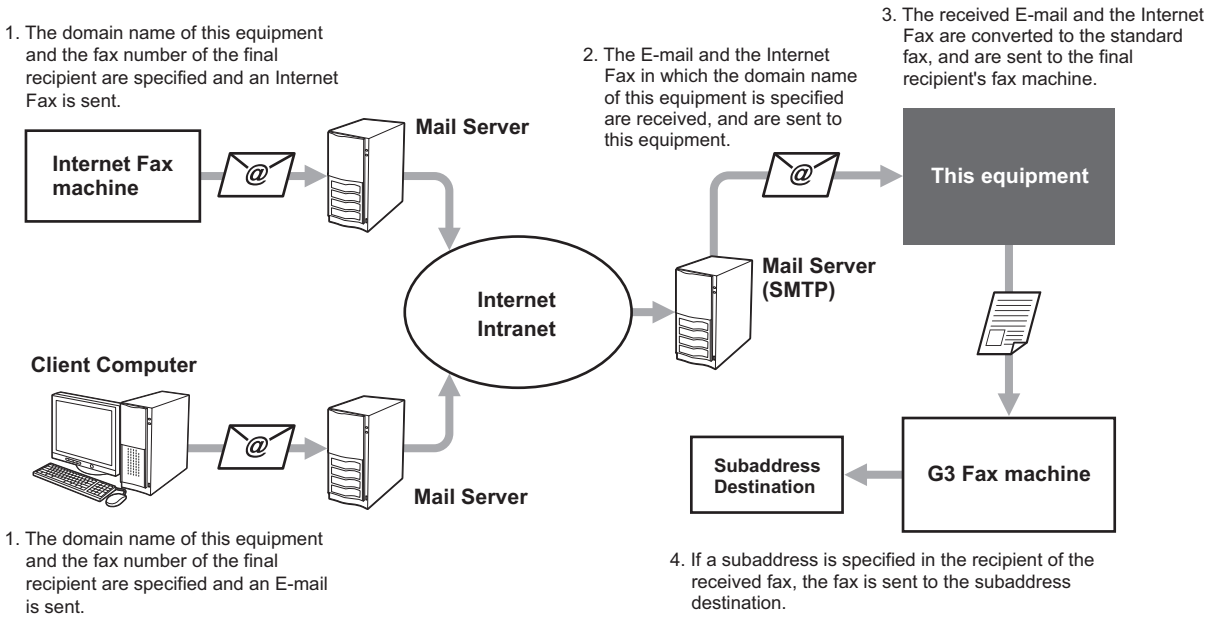
P.114 "Creating/modifying/deleting a mailbox"

Memo

- To use the onramp gateway, you need to set an E-mail address and Internet Fax to this equipment. For details of the operation, refer to the ***TopAccess Guide***.

Offramp Gateway

The offramp gateway function allows for E-mail or Internet Fax sent from another device to be converted into standard fax data via this equipment, which will be sent to the recipient specified by the sender via a public telephone line. This is useful in reducing communication costs by using a combination of both the Internet and public telephone lines. For example, when sending documents long distances, such as overseas, the Internet can be used to send the document to a machine in the country of destination and then it will be forwarded to a target fax machine as fax data via a public telephone line.



Specifying an E-mail address

When you want to use this equipment as a relay station to perform an offramp gateway transmission, ask the sender to specify an E-mail address as follows.

- FAX=xxxxxxxx@FQDN
  The fax number of the final recipient is specified in “xxxxxxxx”.
  e.g.: In case that the fax number is “1234567890” and the domain name of this equipment (FQDN) is “host1.example.com”, the fax should be sent to FAX=1234567890@host1.example.com

Sending to a subaddress

- FAX=xxxxxxxx/T33S=yyyy@FQDN
  The fax number of the final recipient is specified in “xxxxxxxx” and the subaddress in “yyyy”.
  e.g.: In case that the fax number is “1234567890”, the subaddress is “1234”, and the domain name of this equipment (FQDN) is “host1.example.com”, the fax should be sent to FAX=1234567890/T33S=1234@host1.example.com

Setting up the SMTP server

SMTP is a server protocol for sending and receiving E-mails. To use the offramp gateway function, you need to set up the SMTP server so that this equipment can receive E-mails and Internet Fax using SMTP. For details of the operation, refer to the ***TopAccess Guide***.

Save as File

While sending a fax, you can save the fax as a file to a shared folder in this equipment or in a client computer. That file can be accessed from client computers on a network. To save a fax as a file into a shared folder in a client computer, you must make the “Save as file” setting of this equipment in advance. For details of the operation, refer to the ***TopAccess Guide***.

Note

- Be sure to back up the files in the shared folder to protect them from unexpected data loss events.
- If the forced encryption function for PDF security* is enabled, this function is not available. For the details of the security settings, refer to the "Setting Items/Printing" (P.211).

  * The PDF security may not be available depending on the equipment.

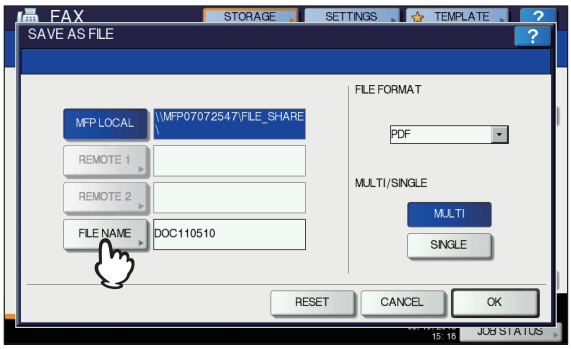
1 Place the original(s).

2 Press the [FAX] button on the control panel.

3 Press [STORAGE].

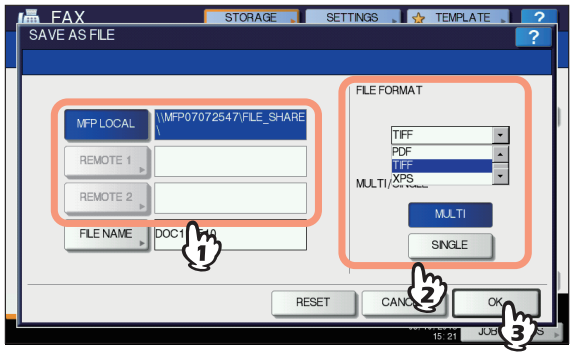


4 Press [FILE NAME], and then enter the file name (a maximum of 45 characters).



If you press [FILE NAME], the on-screen keyboard appears. For details of the operation to enter characters, refer to the ***Setup Guide***.

5 Select the location where you want to save the file and the file format, and then press [OK].



- When PDF-MULTI, TIFF-MULTI, or XPS-MULTI is selected, the file should be saved as a multiple-page file. When PDF-SINGLE, TIFF-SINGLE, or XPS-SINGLE is selected, the file should be saved as a single-page file.
- Select the file format in the [FILE FORMAT] box.

Memo

- When a file is saved in the shared folder of the hard disk in this equipment, it is saved in the “TXFAX” folder under the “FILE_SHARE” folder. When PDF-SINGLE, TIFF-SINGLE, or XPS-SINGLE is selected, another folder with the same file name is automatically created in the “TXFAX” folder in which the file is saved.

6 Specify the recipient's fax number.

7 Press [SEND].

Memo

- When fax transmission is completed, storing of the data of the original is also completed. However, if a fax cannot be sent after redialing a specified number of times, only the storing of the data of the original is completed.

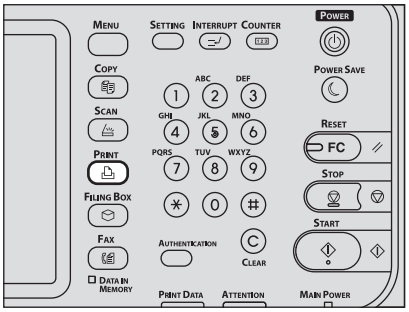
Printing SECURE RECEIVE fax jobs

When the DATA lamp on the control panel is lit, there is a received SECURE RECEIVE fax job.
You can print the fax data by entering your PRINT PASSWORD.

Memo

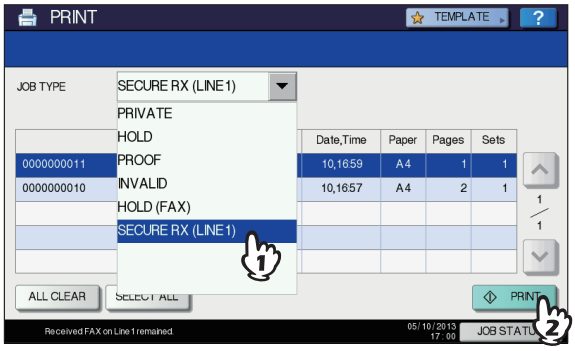
- This lamp does not light when the equipment is in the Sleep mode.

1 Press the [PRINT] button on the control panel.



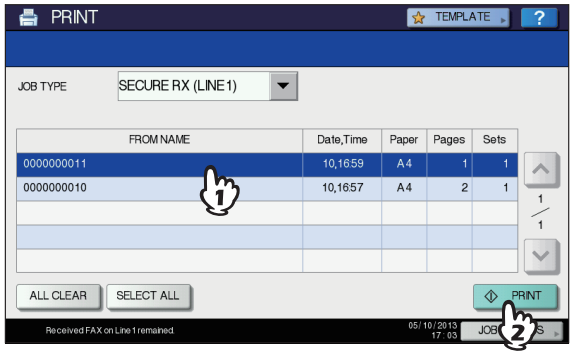
- The print screen is displayed. If you leave the screen unattended for the auto clear setting time (45 sec. by manufacturer default), the screen returns to the default one automatically.

2 Select [SECURE RX (LINE 1)] in the pull-down menu.



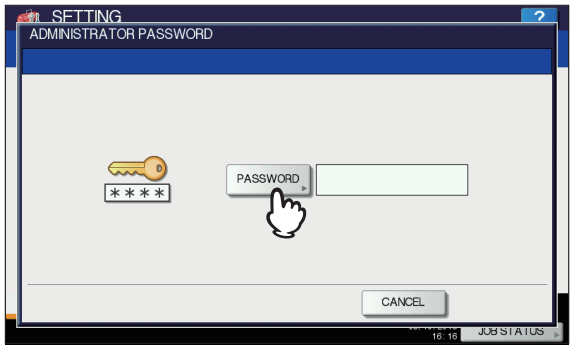
- If the equipment is running in the High Security mode, [SECURE RX (LINE 1)] is not displayed.

3 Select the desired fax job on the touch panel, and then press [PRINT].

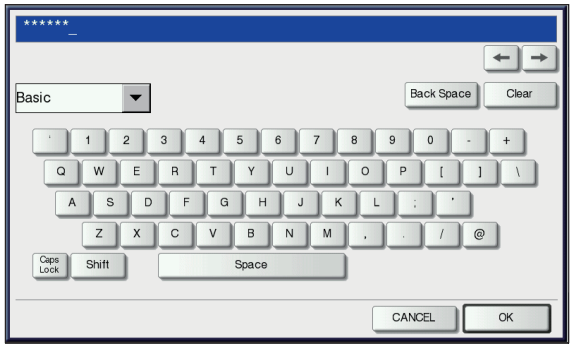


- You can select and print multiple fax jobs at once.

4 Press [PASSWORD].



5 Enter the password for printing a received SECURE RECEIVE fax, and then press [OK] to start printing.



- Use the password set by your administrator for each line.

PRINTING LISTS AND REPORTS

Printing Lists & Reports Manually

You can print lists and reports (journals) manually. For samples of lists and reports, see the following section.
P.124 "Lists/Reports Samples"

Memo

- In addition to the lists described in this section, the following lists can be printed manually: For details of the operation, refer to the "Setting Items/Printing" (P.211).
  ADDRESS BOOK INFORMATION:
  List of recipients registered in the address book.
  GROUP NUMBER INFORMATION:
  List of recipients registered in the address book as a group.
  FUNCTION LIST:
  List of the user settings.

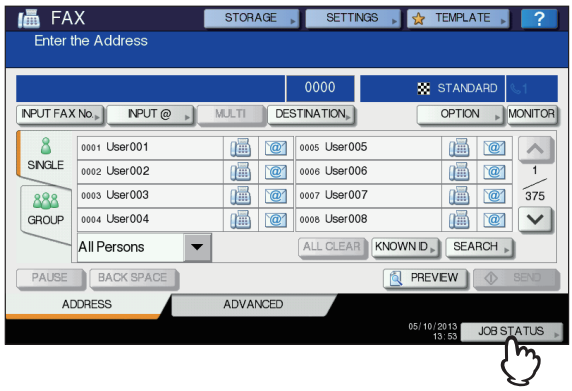
Journal (transmission journal/reception journal)

You can print a list of transmissions and receptions.

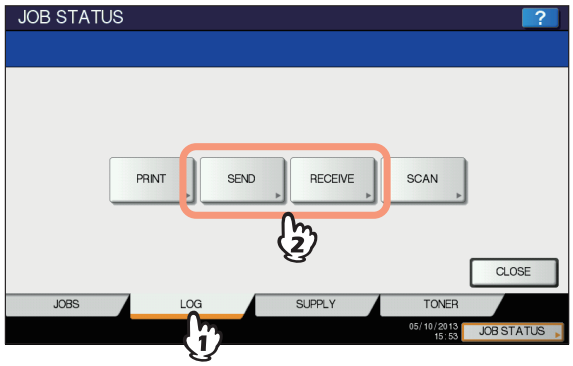
Memo

- This equipment logs up to the latest 40 or 120 transmission/reception records. This number can be set on the ADMIN menu. For details of the operation, refer to the "Setting Items/Printing" (P.211).

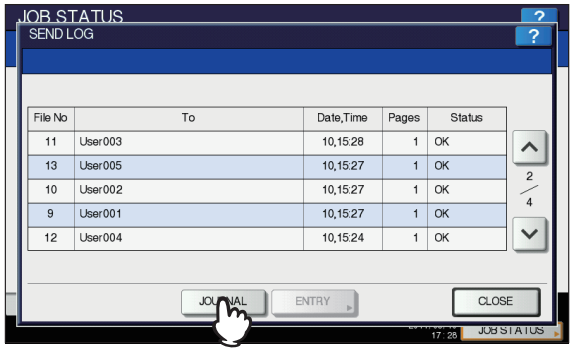
1 Press [JOB STATUS].



2 Select the [LOG] tab, and then press [SEND] or [RECEIVE].



3 Press [JOURNAL].



If [JOURNAL] is pressed with the transmission/reception records selected, the journal of the selected file is printed.

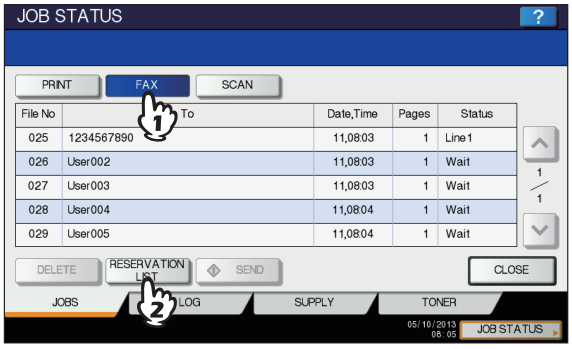
Reservation list

You can print a list of the reserved transmissions.

1 Press [JOB STATUS].



2 Press the [FAX], and then press [RESERVATION LIST].

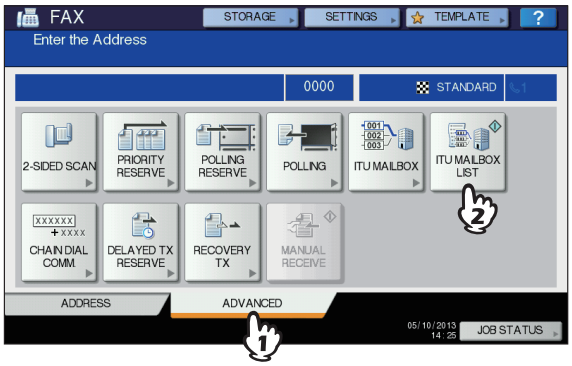


Mailbox/relay box report

You can print a list of the current status of the mailboxes registered to this equipment.

1 Press the [FAX] button on the control panel.

2 Press the [ADVANCED] tab, and then press [ITU MAILBOX LIST].



Printing Lists & Reports Automatically

You can print lists and reports automatically. For samples of lists and reports, see the following section.

P.124 "Lists/Reports Samples"

Memo

- Lists and reports are automatically printed according to the settings that the administrator made, so no user operation is required. For details of the setting operation, refer to the "Setting Items/Printing" (P.211).

The available lists/reports to be printed automatically are as follows:

TRANSMISSION JOURNAL

When this equipment completes 40 or 120 transmission jobs, the transmission journal is printed.

RECEPTION JOURNAL

When this equipment completes 40 or 120 reception jobs, the reception journal is printed.

MEMORY TRANSMISSION REPORT

When the memory transmission is completed, the report is printed. (You have an option to add a reduced image of the transmitted document.)

TRANSMISSION REPORT

When the direct transmission is completed, the report is printed.

MULTI TRANSMISSION REPORT

When the multi-address transmission is completed, the report is printed. (You have an option to add a reduced image of the transmitted document.)

MULTI POLLING REPORT

When a multi-polling RX is completed, the report is printed.

RELAY TX ORIG. TERMINAL REPORT

When the document transmission from an originator terminal to a relay station is completed during the mailbox transmissions, the report is printed. (You have an option to add a reduced image of the transmitted document.)

RELAY TX RELAY STATION REPORT

When a document transmission from a relay station to an end terminal is completed during the mailbox transmissions, the report is printed. (You have an option to add a reduced image of the transmitted document.)

RELAY TX END TERMINAL REPORT

When the document transmission from a relay station to an end terminal is completed during the mailbox transmissions, the report is sent to an originator terminal. (You have an option to add a reduced image of the transmitted document.)

RELAY STATION REPORT

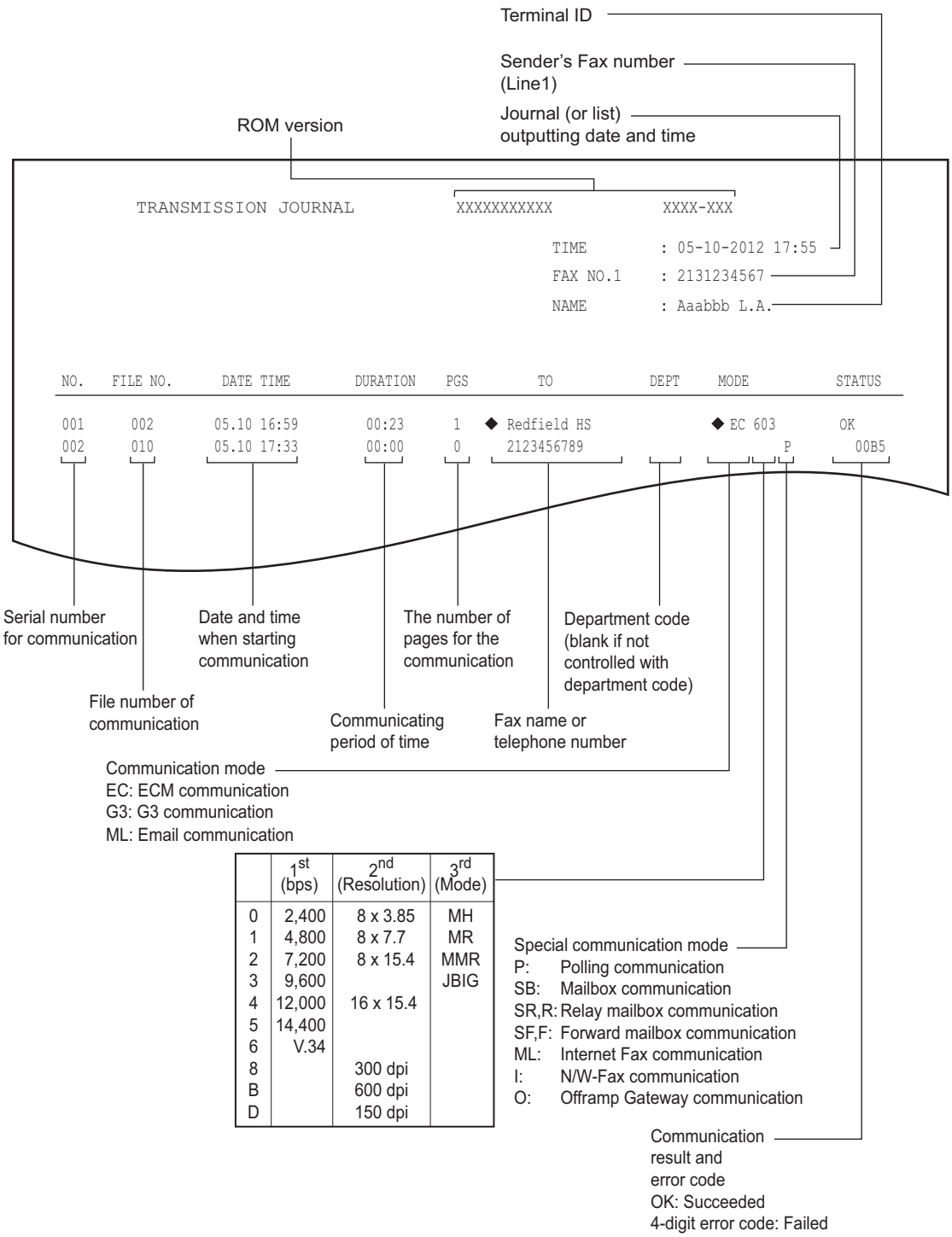
When a relay station in this equipment receives an original during the mailbox transmissions, the report is printed.

MAILBOX RECEPTION REPORT

When the confidential or bulletin board mailbox in this equipment receives an original during the mailbox receptions, the report is printed.

Lists/Reports Samples

Transmission journal



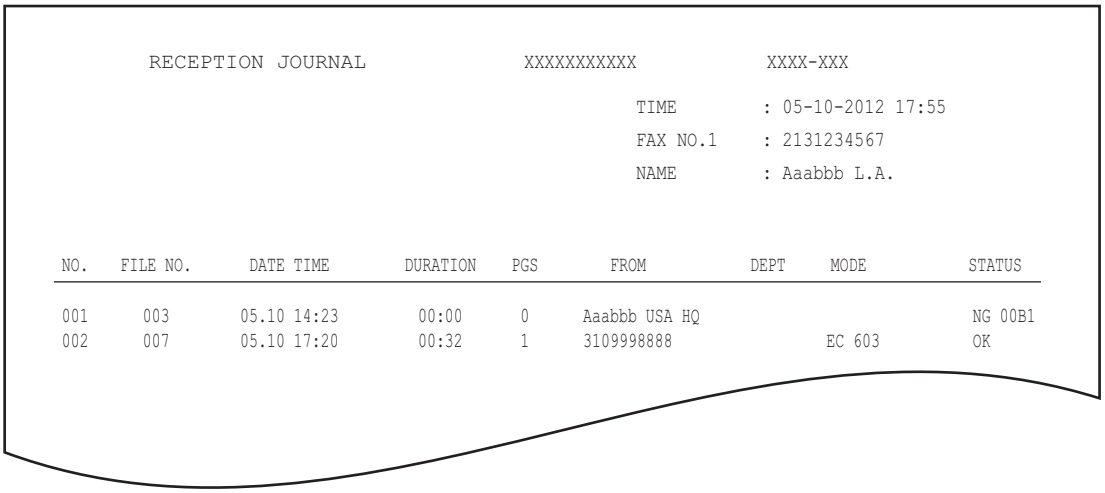
	1st (bps)	2nd (Resolution)	3rd (Mode)
0	2,400	8 x 3.85	MH
1	4,800	8 x 7.7	MR
2	7,200	8 x 15.4	MMR
3	9,600		JBIG
4	12,000	16 x 15.4	
5	14,400		
6	V.34		
8		300 dpi	
B		600 dpi	
D		150 dpi	

Memo

- The mark ◆ in the "TO" column indicates that the 2ND FAX registered in the address book is used.
- For error codes in the "STATUS" column, see the following section.

Troubleshooting Guide

Reception journal



RECEPTION JOURNAL XXXXXXXXXXX XXXX-XXX

TIME : 05-10-2012 17:55
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

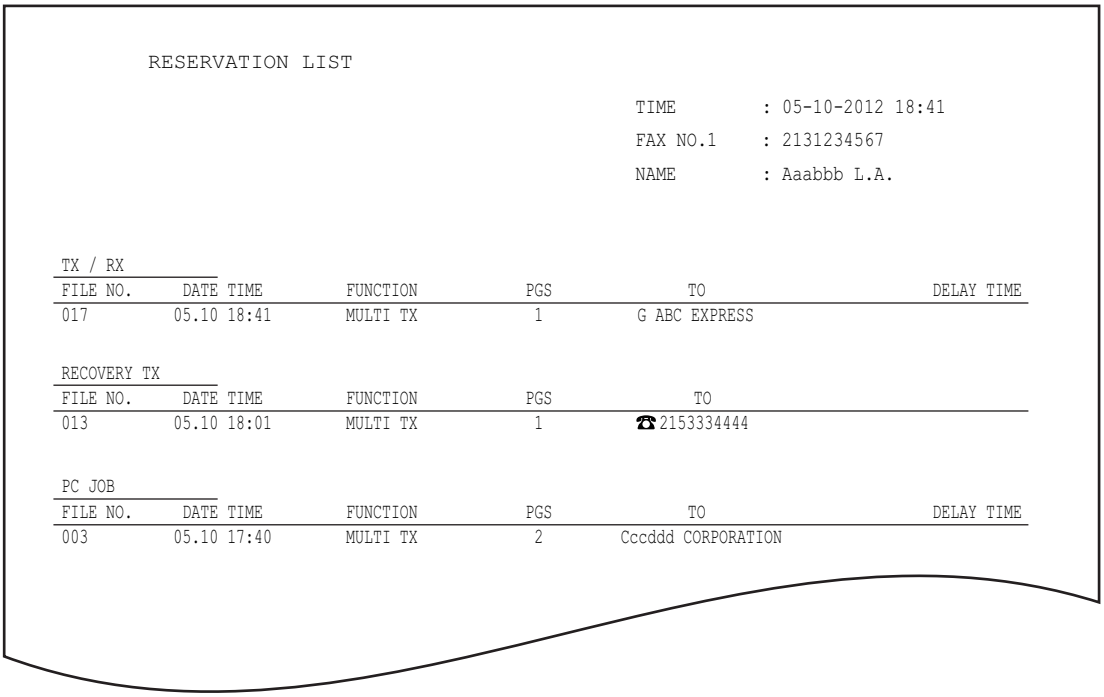
NO.	FILE NO.	DATE TIME	DURATION	PGS	FROM	DEPT	MODE	STATUS
001	003	05.10 14:23	00:00	0	Aaabbb USA HQ			NG 00B1
002	007	05.10 17:20	00:32	1	3109998888		EC 603	OK

Memo

- What is included in this journal is the same as in the transmission journal.
- For error codes in the “STATUS” column, see the following section.

📖 ***Troubleshooting Guide***

Reservation list



RESERVATION LIST

TIME : 05-10-2012 18:41
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

TX / RX

FILE NO.	DATE TIME	FUNCTION	PGS	TO	DELAY TIME
017	05.10 18:41	MULTI TX	1	G ABC EXPRESS	

RECOVERY TX

FILE NO.	DATE TIME	FUNCTION	PGS	TO
013	05.10 18:01	MULTI TX	1	☎2153334444

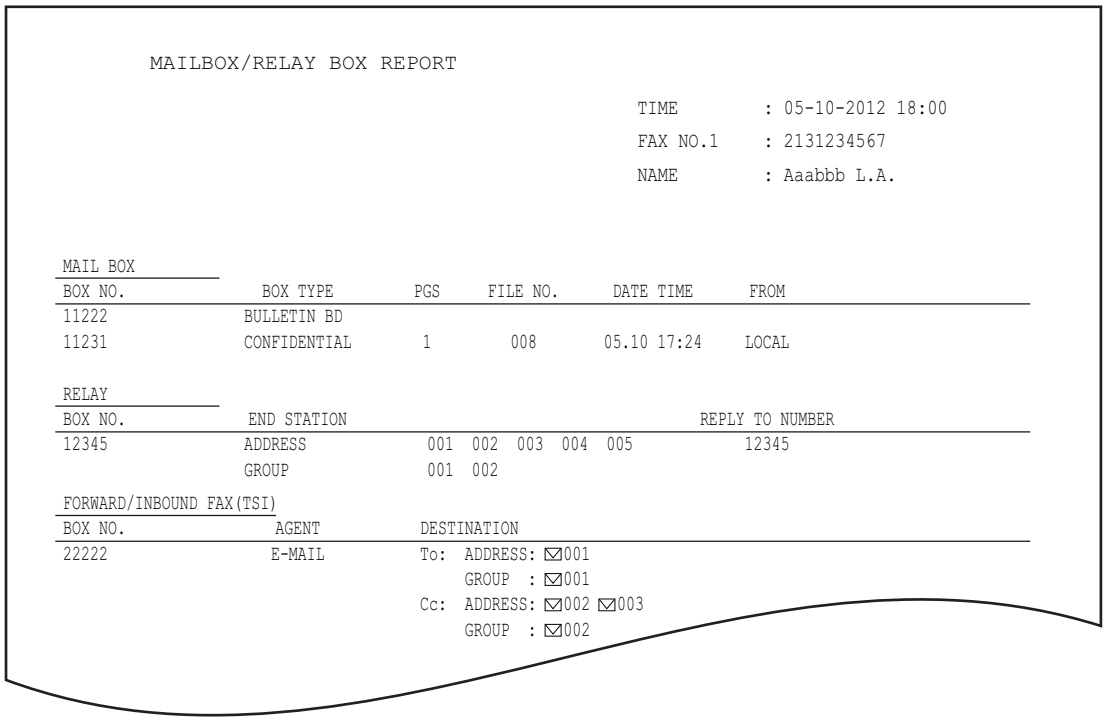
PC JOB

FILE NO.	DATE TIME	FUNCTION	PGS	TO	DELAY TIME
003	05.10 17:40	MULTI TX	2	Ccddd CORPORATION	

Memo

- The mark ☎ in the “TO” column indicates that the recipient is specified with the direct entry method.
- The mark **G** in the “TO” column indicates that the recipient is specified with the group entry method.

Mailbox/relay box report



MAILBOX/RELAY BOX REPORT

TIME : 05-10-2012 18:00
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

MAIL BOX

BOX NO.	BOX TYPE	PGS	FILE NO.	DATE TIME	FROM
11222	BULLETIN BD				
11231	CONFIDENTIAL	1	008	05.10 17:24	LOCAL

RELAY

BOX NO.	END STATION		REPLY TO NUMBER
12345	ADDRESS	001 002 003 004 005	12345
	GROUP	001 002	

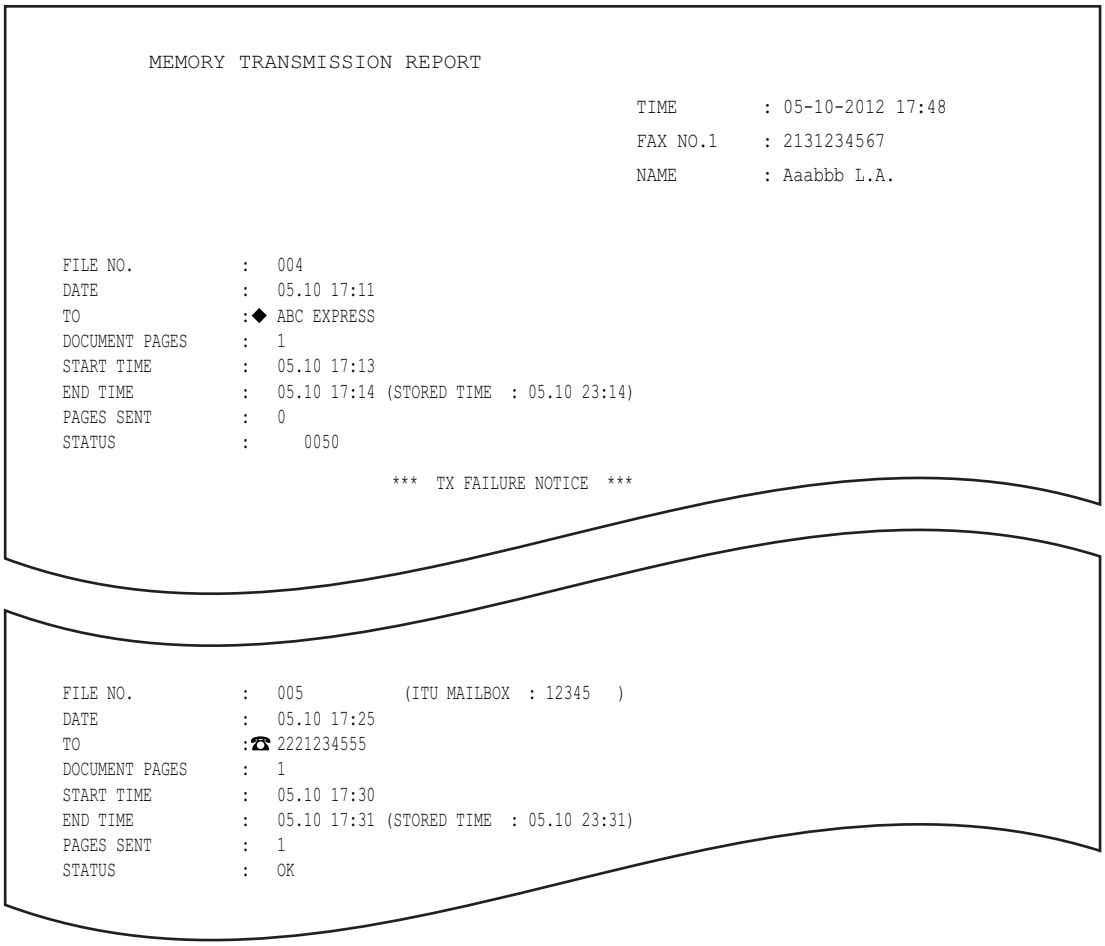
FORWARD/INBOUND FAX(TSI)

BOX NO.	AGENT	DESTINATION
22222	E-MAIL	To: ADDRESS: ☑001
		GROUP : ☑001
		Cc: ADDRESS: ☑002 ☑003
		GROUP : ☑002

Memo

- "END STATION" field indicates an E-mail address by a 4-digit number and the ID of a group by a 3-digit number.

Memory transmission report



```
        MEMORY TRANSMISSION REPORT

                                                TIME         : 05-10-2012 17:48
                                                FAX NO.1     : 2131234567
                                                NAME         : Aaabbb L.A.


FILE NO.           :   004
DATE               :   05.10 17:11
TO                 :◆ ABC EXPRESS
DOCUMENT PAGES     :   1
START TIME         :   05.10 17:13
END TIME           :   05.10 17:14 (STORED TIME  : 05.10 23:14)
PAGES SENT         :   0
STATUS             :      0050

                              ***  TX FAILURE NOTICE  ***

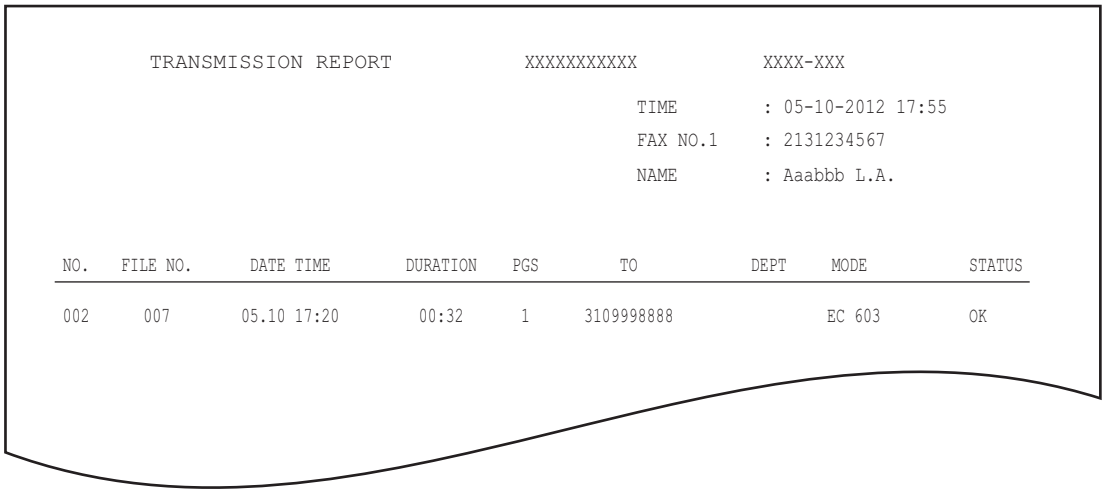

FILE NO.           :   005          (ITU MAILBOX  : 12345   )
DATE               :   05.10 17:25
TO                 :☎ 2221234555
DOCUMENT PAGES     :   1
START TIME         :   05.10 17:30
END TIME           :   05.10 17:31 (STORED TIME  : 05.10 23:31)
PAGES SENT         :   1
STATUS             :   OK
```

Memo

- The mark ◆ in the “TO” column indicates that the 2ND FAX registered in the address book is used.
- The mark ☎ in the “TO” column indicates that the recipient is specified with the direct entry method.
- For error codes in the “STATUS” column, see the following section.

📖 ***Troubleshooting Guide***

Transmission report



TRANSMISSION REPORT XXXXXXXXXX XXXX-XXX

TIME : 05-10-2012 17:55
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

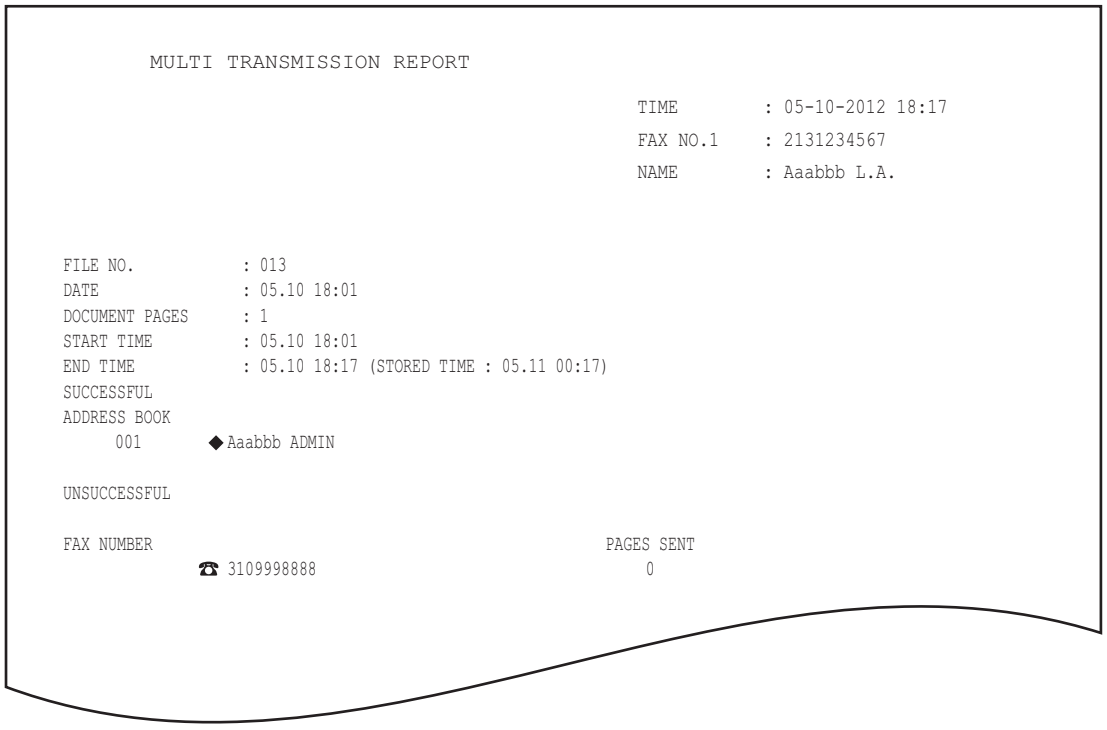
NO.	FILE NO.	DATE TIME	DURATION	PGS	TO	DEPT	MODE	STATUS
002	007	05.10 17:20	00:32	1	3109998888		EC 603	OK

Memo

- For the error codes displayed in the “STATUS” column, see the following section.

Troubleshooting Guide

Multi transmission report



MULTI TRANSMISSION REPORT

TIME : 05-10-2012 18:17
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

FILE NO. : 013
DATE : 05.10 18:01
DOCUMENT PAGES : 1
START TIME : 05.10 18:01
END TIME : 05.10 18:17 (STORED TIME : 05.11 00:17)
SUCCESSFUL
ADDRESS BOOK
001 ◆Aaabbb ADMIN

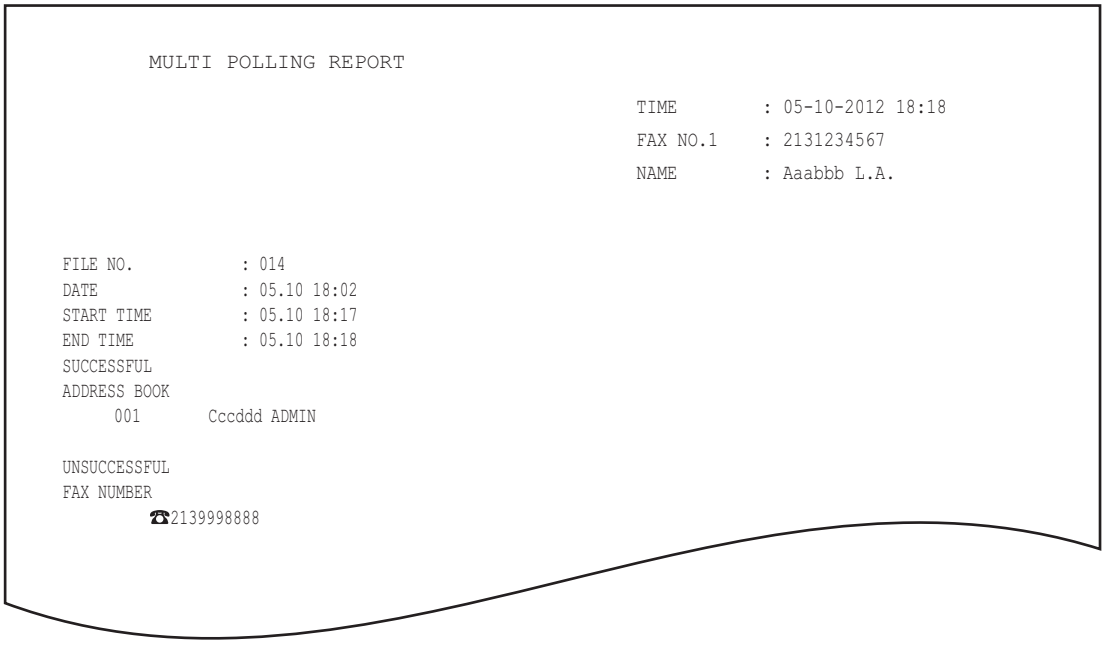
UNSUCCESSFUL

FAX NUMBER PAGES SENT
☎ 3109998888 0

Memo

- The mark ◆ in the “ADDRESS BOOK” column indicates that the 2ND FAX registered in the address book is used.
- The mark ☎ in the “FAX NUMBER” column indicates that the recipient is specified with the direct entry method.

Multi polling report



MULTI POLLING REPORT

TIME : 05-10-2012 18:18
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

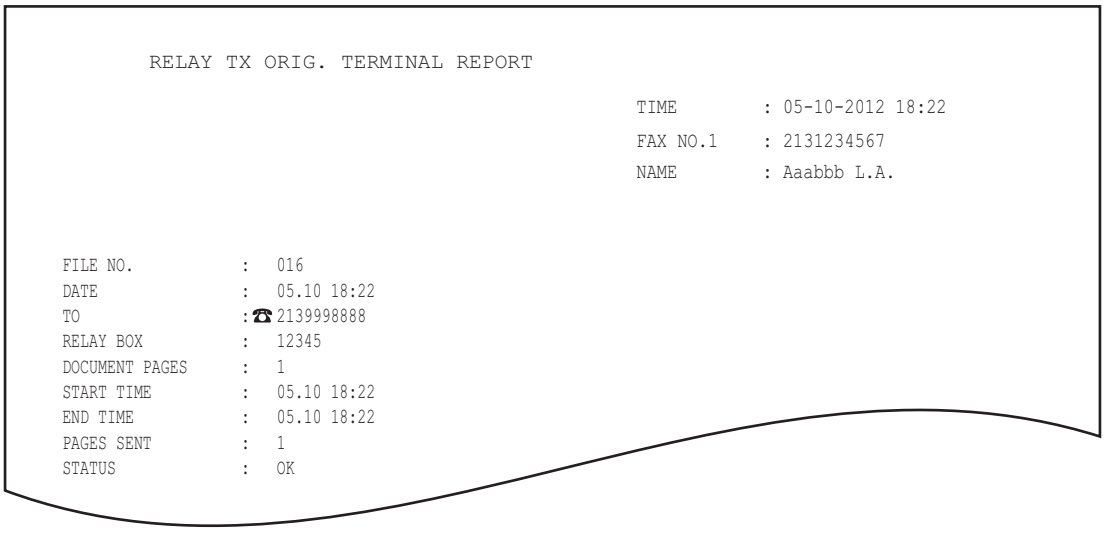
FILE NO. : 014
DATE : 05.10 18:02
START TIME : 05.10 18:17
END TIME : 05.10 18:18
SUCCESSFUL
ADDRESS BOOK
001 Cccddd ADMIN

UNSUCCESSFUL
FAX NUMBER
☎2139998888

Memo

- The mark ☎ in the “FAX NUMBER” column indicates that the recipient is specified with the direct entry method.

Relay TX orig. terminal report



RELAY TX ORIG. TERMINAL REPORT

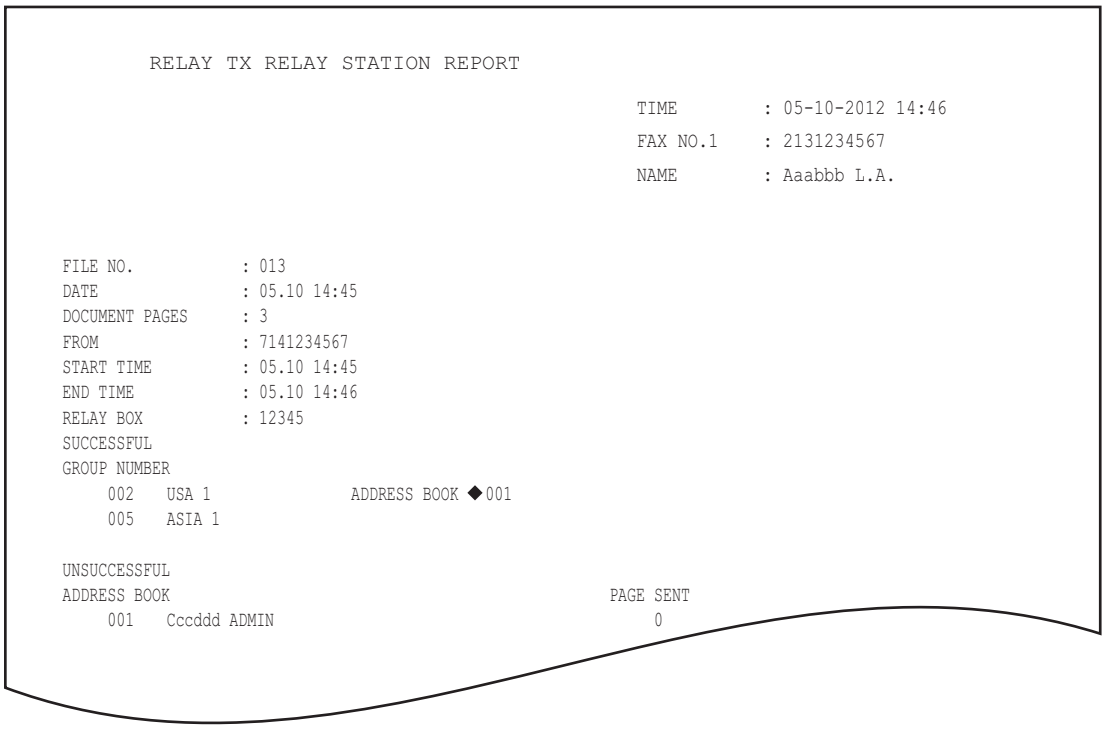
TIME : 05-10-2012 18:22
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

FILE NO. : 016
DATE : 05.10 18:22
TO :☎2139998888
RELAY BOX : 12345
DOCUMENT PAGES : 1
START TIME : 05.10 18:22
END TIME : 05.10 18:22
PAGES SENT : 1
STATUS : OK

Memo

- The mark ☎ in the “TO” column indicates that the recipient is specified with the direct entry method.

Relay TX relay station report



RELAY TX RELAY STATION REPORT

TIME : 05-10-2012 14:46
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

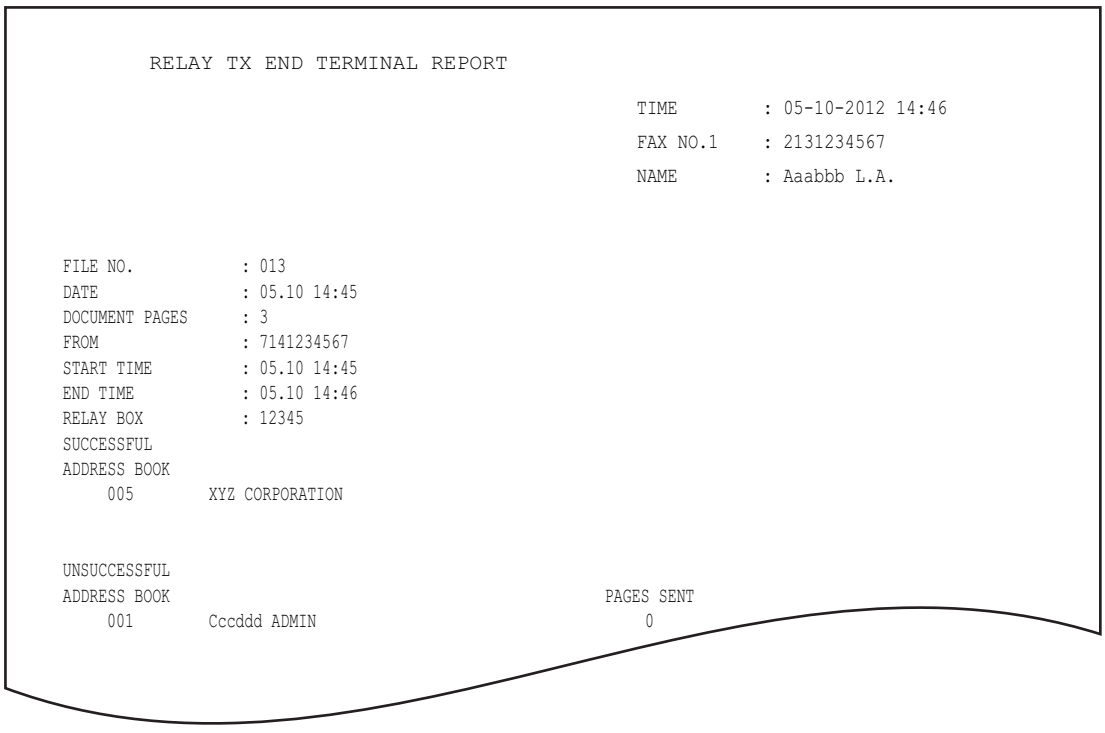
FILE NO. : 013
DATE : 05.10 14:45
DOCUMENT PAGES : 3
FROM : 7141234567
START TIME : 05.10 14:45
END TIME : 05.10 14:46
RELAY BOX : 12345
SUCCESSFUL
GROUP NUMBER
002 USA 1 ADDRESS BOOK ◆001
005 ASIA 1

UNSUCCESSFUL
ADDRESS BOOK PAGE SENT
001 Cccddd ADMIN 0

Memo

- The mark ◆ in the “ADDRESS BOOK” column is appended when the 2ND FAX registered in the address book is used for transmission.

Relay TX end terminal report



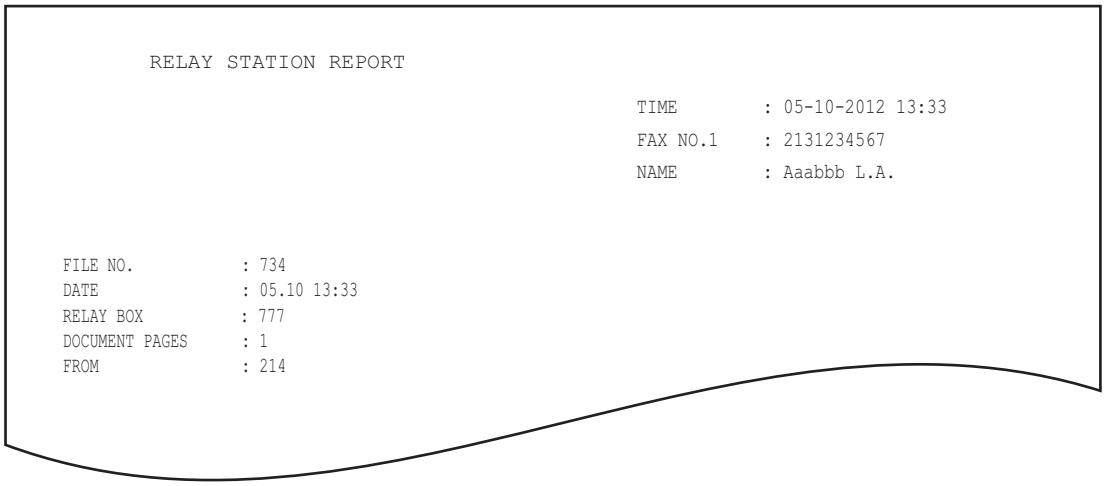
RELAY TX END TERMINAL REPORT

TIME : 05-10-2012 14:46
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

FILE NO. : 013
DATE : 05.10 14:45
DOCUMENT PAGES : 3
FROM : 7141234567
START TIME : 05.10 14:45
END TIME : 05.10 14:46
RELAY BOX : 12345
SUCCESSFUL
ADDRESS BOOK
005 XYZ CORPORATION

UNSUCCESSFUL
ADDRESS BOOK PAGES SENT
001 Cccddd ADMIN 0

Relay station report

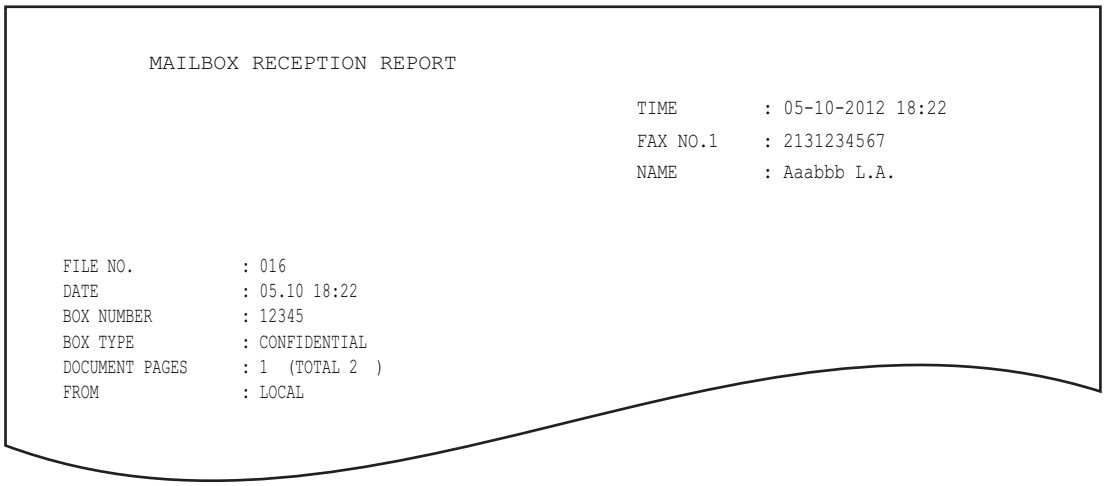


RELAY STATION REPORT

TIME : 05-10-2012 13:33
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

FILE NO. : 734
DATE : 05.10 13:33
RELAY BOX : 777
DOCUMENT PAGES : 1
FROM : 214

Mailbox reception report



MAILBOX RECEPTION REPORT

TIME : 05-10-2012 18:22
FAX NO.1 : 2131234567
NAME : Aaabbb L.A.

FILE NO. : 016
DATE : 05.10 18:22
BOX NUMBER : 12345
BOX TYPE : CONFIDENTIAL
DOCUMENT PAGES : 1 (TOTAL 2)
FROM : LOCAL

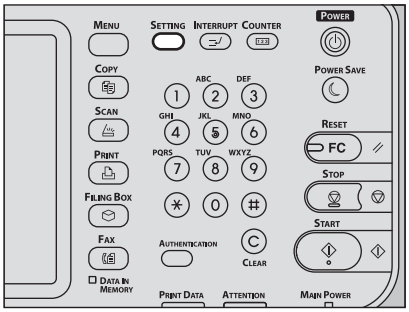
SETTING ITEMS

User Settings

Fax settings

Set the initial settings for the fax transmission functions.

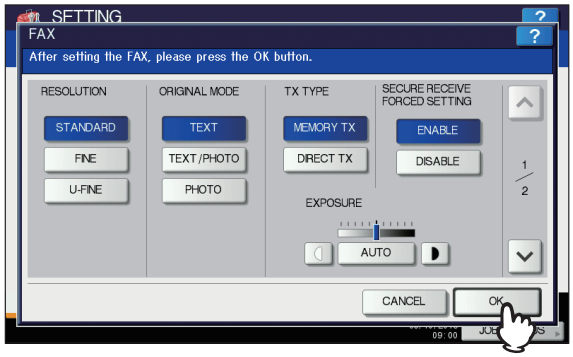
1 Press the [SETTING] button on the control panel.

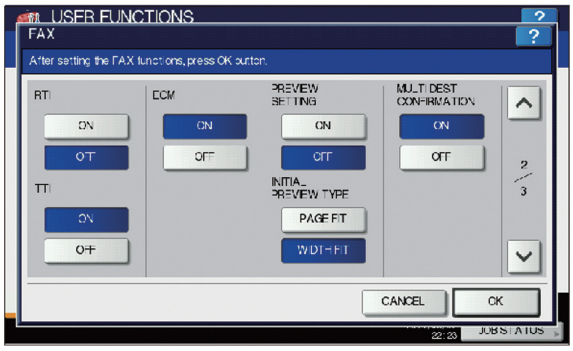


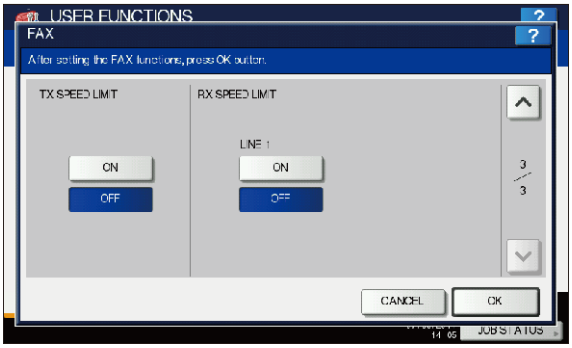
2 Press [FAX].



3 Set each setting item, and then press [OK].







Press [^] or [v] to switch the pages.

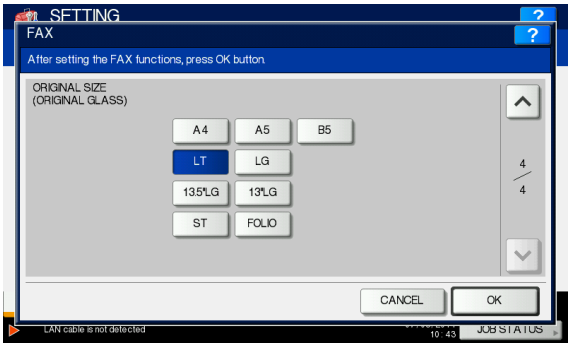
RESOLUTION

Set the resolution based on the fineness of the original.

STANDARD:	This is suitable for an original with regular size text.
FINE:	This is suitable for an original with small size text and detailed illustrations.
U-FINE:	This is suitable for an original with ultra-detailed illustrations.

Memo

- If the recipient's fax machine is not capable of receiving originals at the same resolution, the resolution is automatically converted before being sent it to the recipient. The higher the resolution is, the longer it takes to send an original.



ORIGINAL MODE
Set the scanning mode based on the type of the original.

TEXT:	This is suitable for an original with text and line drawings.
TEXT/PHOTO:	This is suitable for an original with a mixture of text and photos.
PHOTO:	This is suitable for an original with photos.

Memo

- In the TEXT/PHOTO mode or PHOTO mode, transmission time may be longer than in the TEXT mode.

TX TYPE
Set the fax transmission mode.

MEMORY TX:	Send the original after the scanned data are saved in the memory. Up to 100 transmissions of up to 1000 pages per 1 transmission can be reserved.
DIRECT TX:	Send the original directly as it is being scanned. Once a page has been scanned and sent, the next page is scanned and sent. Therefore, it takes longer to scan and send all pages. However, you can confirm on the fly that each page is sent to the recipient.

SECURE RECEIVE FORCED SETTING
You can enable or disable the SECURE RECEIVE function.
This is available only when the WEEKLY SCHEDULE function is set.
ENABLE: This enables the SECURE RECEIVE function.

Memo

- It becomes disabled at the time set by WEEKLY SCHEDULE.

DISABLE: This disables the SECURE RECEIVE function.

Memo

- It becomes enabled at the time set by WEEKLY SCHEDULE.
- An administrator password is required.

EXPOSURE
Set the density at which the original is to be scanned.

AUTO:	This equipment automatically detects the contrast of the original, and scans it with the optimum contrast.
MANUAL:	Press ◁ or ▷ to set the desired contrast.

RTI
Switch the RTI recording ON or OFF. To enable this feature, the Terminal ID must be registered to this equipment in advance.
P.134 "Registering the terminal ID"

TTI
Switch the TTI recording ON or OFF. To enable this feature, the Terminal ID must be registered to this equipment in advance.
P.134 "Registering the terminal ID"

Memo

- Setting this item may not be required since it may not be displayed on the screen (it depends on your country or region).

ECM
Switch the ECM (Error Correction Mode) communication ON or OFF.
ECM is an internationally standardized communication mode that automatically corrects errors that occur during fax transmissions. With this setting option ON, even when the transmitted data have been affected by noise during communication, this mode allows good communication without image distortion by automatically resending the part that have been affected.

Memo

- Both the sender and the receiver must have the ECM function to make ECM communication available.
- When affected by noise during communication, communication time is slightly longer than usual. Even when the ECM communication is used, an error may occur depending on the line status.
- The ECM communication is not available for voice communication.

PREVIEW SETTING
Switch the preview setting ON or OFF.

INITIAL PREVIEW TYPE
Set the preview type to be displayed as an initial

MULTIDEST. CONFIRMATION
Selects whether to display the confirmation screen when multiple destinations are specified.

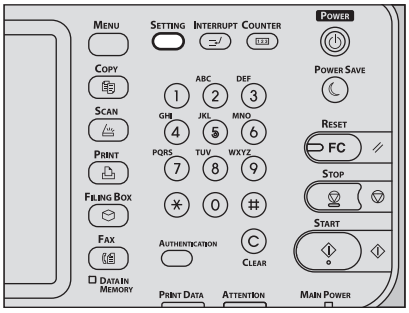
TX SPEED LIMIT
The transmission with V.34 may fail depending on the communication quality of your line. Transmission failures may be avoided when this setting is set to ON.

RX SPEED LIMIT
The reception with V.34 may fail depending on the communication quality of your line. Reception failures may be avoided when this setting is set to ON.

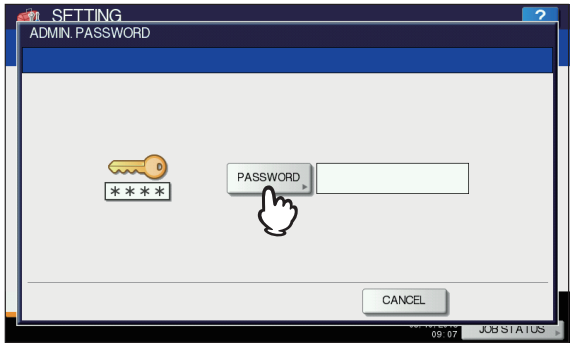
Administrator Settings

This section describes the FAX menu managed by the administrator.
Follow the procedures below to display the menu you want to operate.

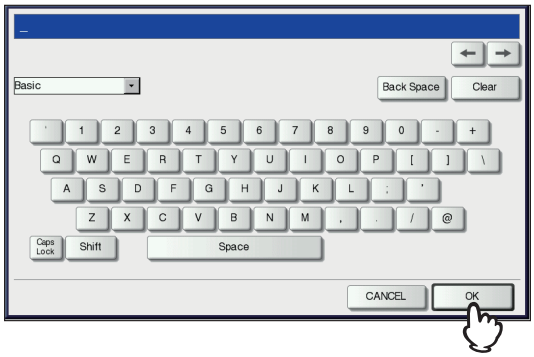
1 Press the [SETTING] button on the control panel.



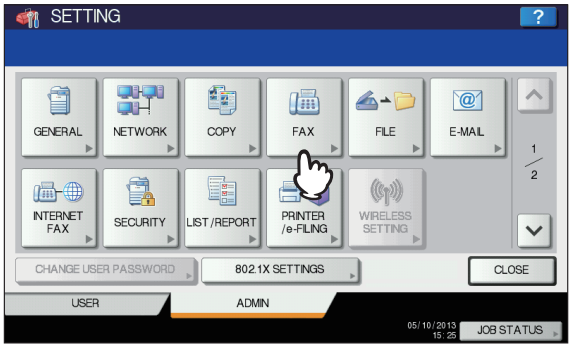
2 Press [ADMIN] tab, and then press [PASSWORD].



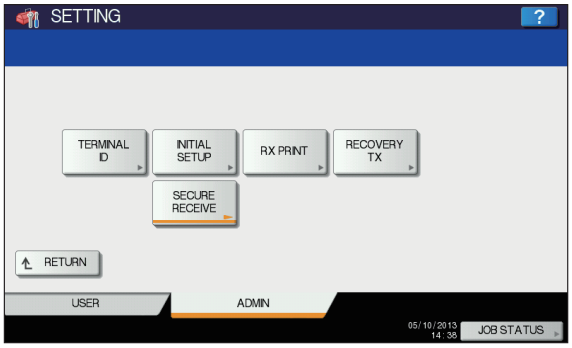
3 Enter the administrator password, and then press [OK].



4 Press [FAX].



The FAX menu is displayed.



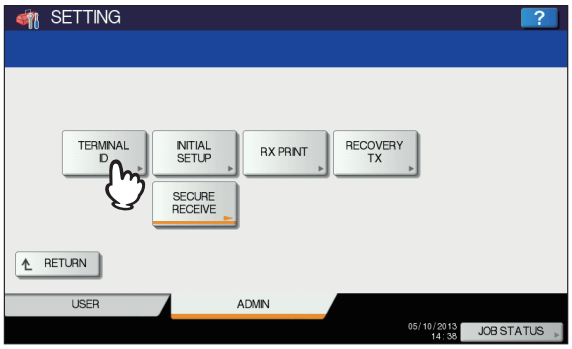
The following section describes each menu.

Registering the terminal ID

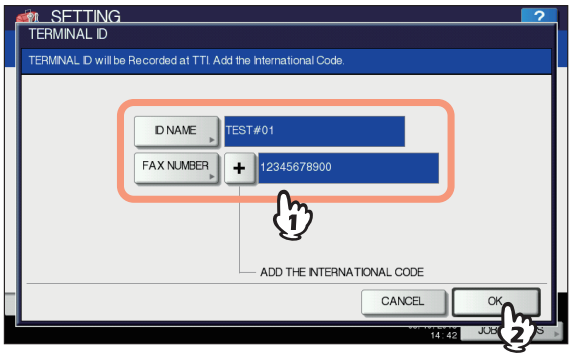
This section describes how to register the terminal ID of this equipment. If the terminal ID is registered in advance, sender information can be printed on the leading edge on the transmitted original, and receiver information on the trailing edge on the received fax.

P.132 "Fax settings"

1 Press [TERMINAL ID].



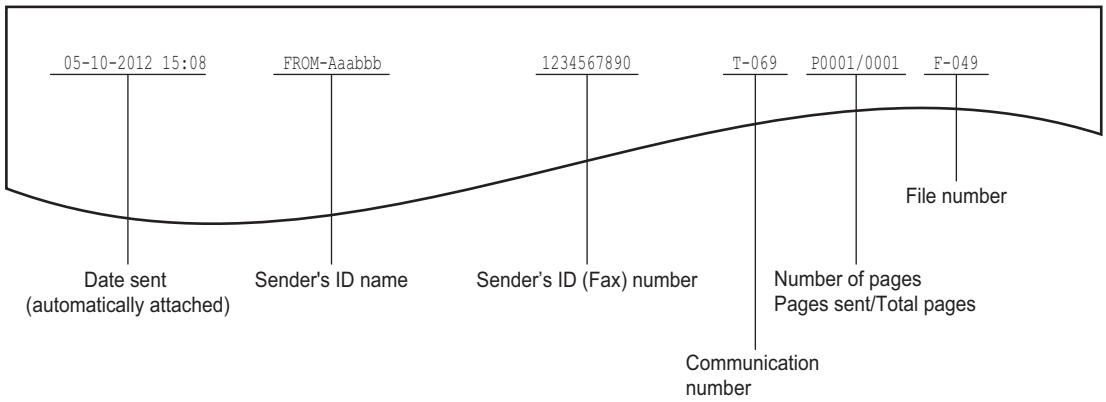
2 Set each setting option, and then press [OK].



- You can enter up to 20 characters in the ID NAME, but whether they can all be displayed or not depends on their size.
- When you add an international code, press [+]. To enter a pause " - ", press [Pause].

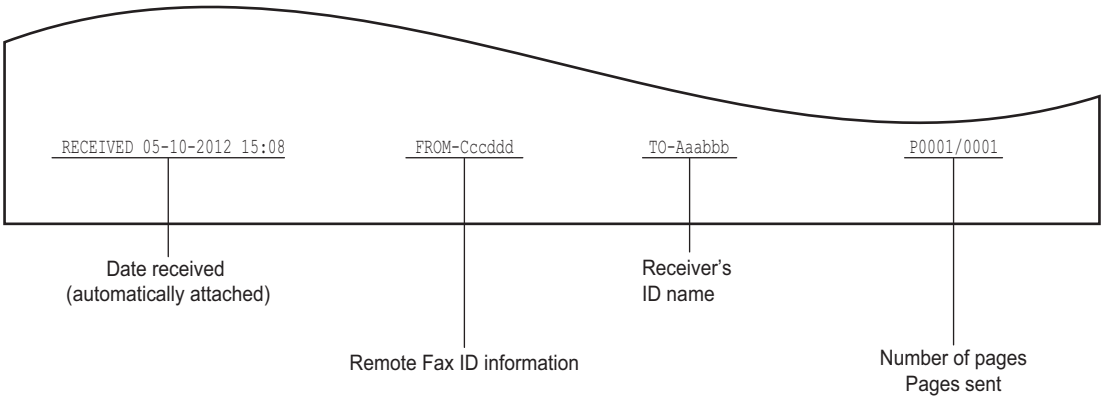
Example of how sender information is printed on paper

Sender information is printed about 5 mm (0.2 inch) from the top edge of the transmitted copy of the original.



Example of how receiver information is printed on originals you receive

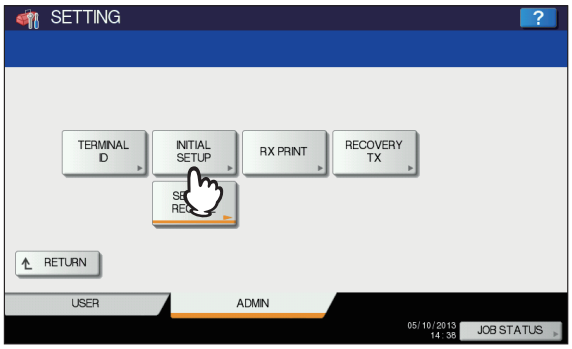
Receiver information is printed about 5 mm (0.2 inch) from the bottom edge of the received copy of the original.



Setting the initial setup

You can set the initial settings for the fax functions.

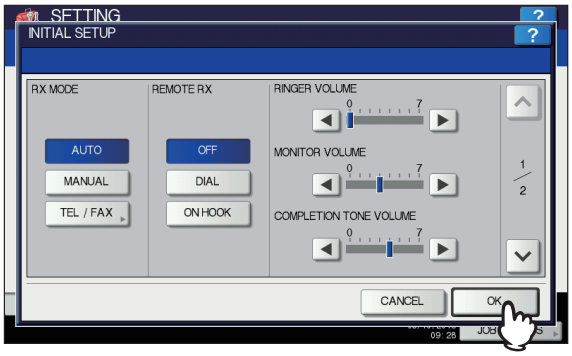
1 Press [INITIAL SETUP].

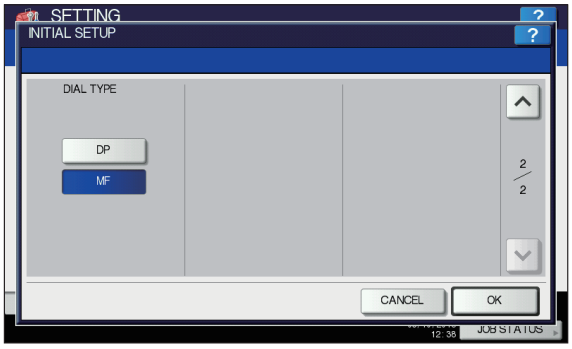


2 Set each option, and then press [OK].

Memo

- Setting these items may not be required since they may not be displayed on the screen (it depends on your country or region).





Press [^] or [v] to switch the pages.

RX MODE
Set the fax reception mode.

AUTO:	This equipment receives an incoming fax automatically.
MANUAL:	This equipment receives an incoming fax manually.
TEL/FAX:	Switches between phone call and FAX automatically when there is an incoming call. The call count setting screen is displayed. Set the call count (1 to 15).

Memo

- To receive a fax in the manual mode, an external telephone is required.

MONITOR VOLUME / COMPLETION TONE VOLUME
Monitor tone volume (line tone when on-hook) and Reception completion tone volume (You hear this tone when reception is completed). Each volume can be set in 8 levels (0: tone Off).

DIAL TYPE
There are 2 types of telephone lines. When you first install this equipment or you change the connected telephone line, set this according to the telephone line type.

DP:	Dial pulse lines.
MF:	Multi frequency lines.

Memo

- Dial type setting is not required depending on the country or region.

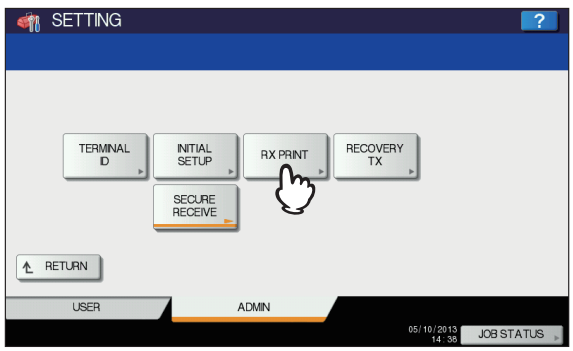
Setting RX printing

You can set up options to print a received fax.

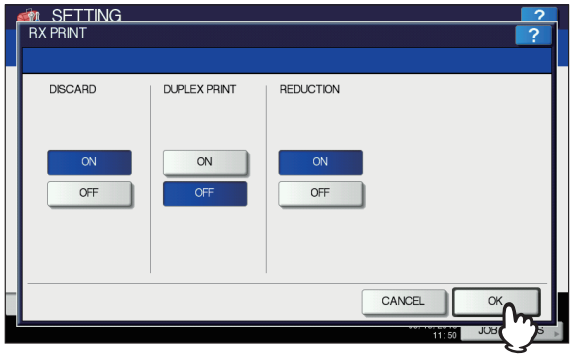
Memo

- In the Administrator's Function List, you can view the status of the options. For details of the operation to print the list, refer to the "Setting Items/Printing" (P.211).

1 Press [RX PRINT].



2 Set each option, and then press [OK].

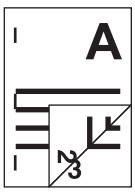


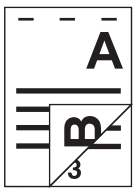
DISCARD
You can switch discard printing ON or OFF. With it being set to ON, if an original is up to 10 mm (0.4 inch) longer than the printing area, the part that exceeds the paper printing area is discarded.
Basic Guide

DUPLEX PRINT
You can switch duplex printing ON or OFF. With it being set to ON, received documents are printed on both sides of paper.

Memo

- Duplex printing is available only if the received fax sizes and resolution are the same.
- When paper has run out during duplex printing, the rest of the documents are printed on another size paper.
- When the received fax is printed on 2 sheets of paper because it exceeds the printing area, duplex printing is not available.
- Documents received using the batch transmission function are printed on both sides of the paper as one continuous document. Pay attention to the separation of the individual documents particularly those consisting of an odd number of pages.
- Even when duplex printing is set to ON, the document printed using the reception forward function is printed on a single side of paper.
- Duplex printing direction differs depending on the received document size, as shown in the figures below.
  Received LG, LT, or A4-sized documents are printed so that they can be bound along the long edge of the direction. (Figure 1)
  Received ST, A5 or B5-sized documents are printed so that they can be bound along the short edge of the direction. (Figure 2)

1 

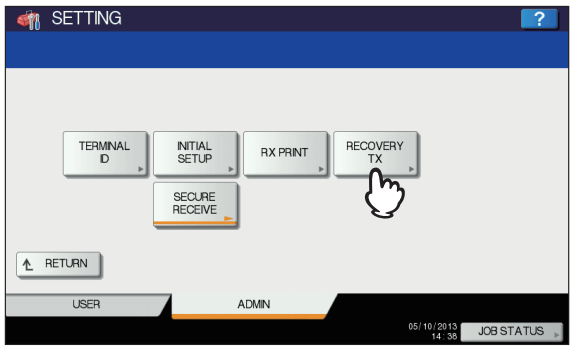
2 

REDUCTION
You can switch RX reduction printing ON or OFF. With it being set to ON, if an original exceeds the printing area by more than 10 mm (0.4 inch), it is reduced by 90% of the original size when printing.
Basic Guide

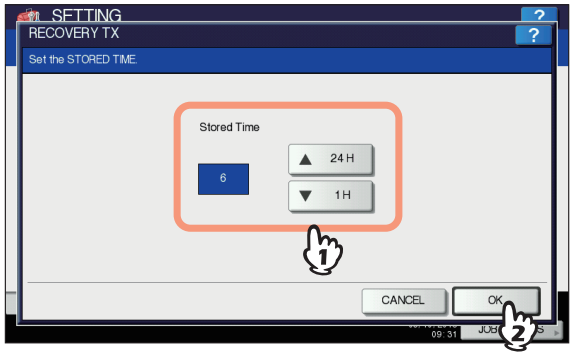
Setting recovery transmission

You can set a period of time to retain original data in the memory for the recovery transmission function, or whether enabling or disabling this function.

1 Press [RECOVERY TX].



2 Press [▲24H] or [▼1H] to set the document-stored time, and then press [OK].



Note

- When the screen is returned to the one shown in step 1 above, make sure that an orange line is marked on [RECOVERY TX]. This line indicates that the recovery transmission function is ON. If you press [RECOVERY TX] again, the orange line disappears, that is, the function is OFF.

SECURE RECEIVE

The SECURE RECEIVE function allows you to store received fax jobs in the equipment without printing them. With this function, you can prevent the leaking of confidential information in a fax received when no people are present in your office, such as nighttime or holidays, or when an unspecified number of people visit your office.
The SECURE RECEIVE setting consists of a manual ON/OFF setting and a scheduled ON/OFF setting for each day of the week (WEEKLY SCHEDULE) by administrators.
The SECURE RECEIVE function can be manually enabled/disabled, or automatically enabled/disabled at a specified time and day of the week.

Note

- If the equipment is being used in the High Security mode, the SECURE RECEIVE function is not available.

- The data lamp does not light when the equipment is in the Sleep mode.

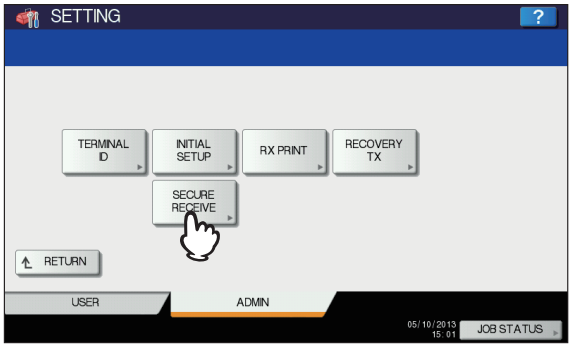
Memo

- In [FAX] in the [USER] tab, you can enable or disable the SECURE RECEIVE function earlier than the time set by WEEKLY SCHEDULE.

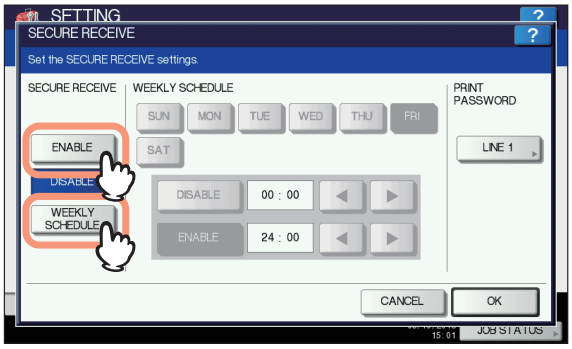
■ Setting SECURE RECEIVE

You can set how you receive a SECURE RECEIVE fax.

1 Press [SECURE RECEIVE].

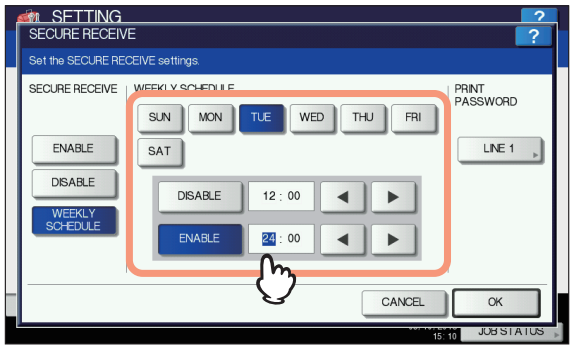


2 Select [WEEKLY SCHEDULE] or [ENABLE] for SECURE RECEIVE.



[ENABLE]
You can enable the SECURE RECEIVE function.

[WEEKLY SCHEDULE]
You can set the time for each day of the week for automatically enabling or disabling the SECURE RECEIVE function.



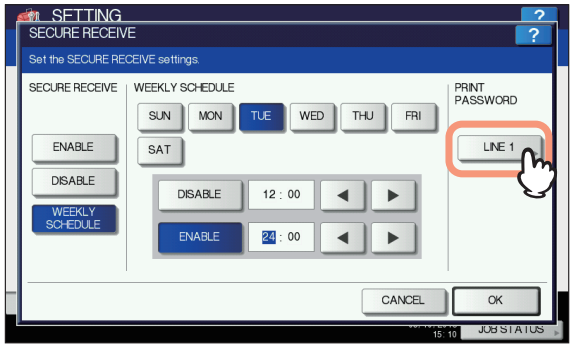
- Time is displayed in 24-hour format.
- To enable the function throughout the day, set [DISABLE]/[ENABLE] to 00:00/00:00.
- To disable the function throughout the day, set [DISABLE]/[ENABLE] to 00:00/24:00.

To clear the entered time, press the [Clear] button on the control panel.

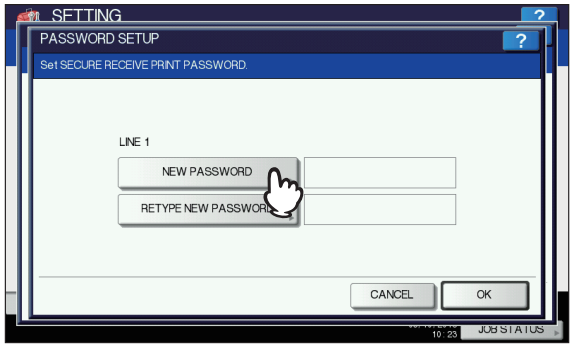
■ Setting a password for printing

You can set a password for printing a received SECURE RECEIVE fax.

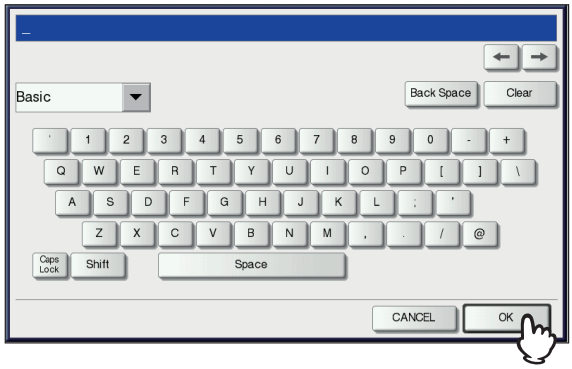
1 Select [LINE 1].



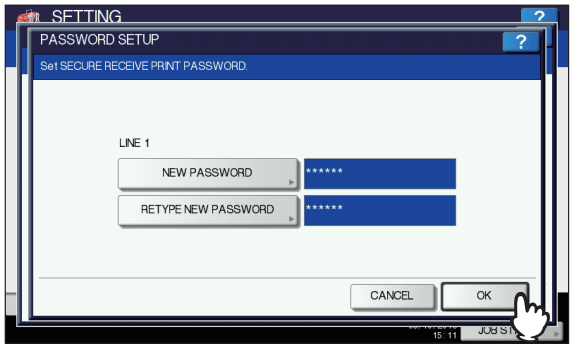
2 Press [NEW PASSWORD].



3 Enter the password and press [OK].

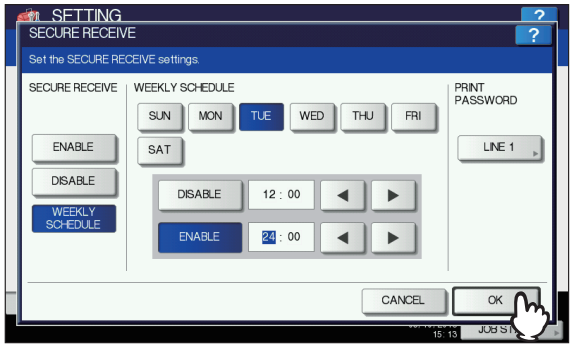


4 Press [RETYPE NEW PASSWORD], enter the same password again, and then press [OK].



- Up to 20 alphanumeric characters (including the following symbols) can be entered for the password. You can use alphanumerics and the following symbols.
  # $ ( ) * + , - . / : ; = ? @ \ ^ _ ` { | } ~

5 Press [OK].



Memo

- It can be set also on the TopAccess menu.

SENDING A N/W FAX

Basic Procedure

The basic procedure for sending a fax (Network Fax / Internet Fax) is as follows.
You can use standard functions or set optional functions as well as the basic ones described in this section. For these operations, see the following section.
P.148 "SETTING N/W-Fax DRIVER"

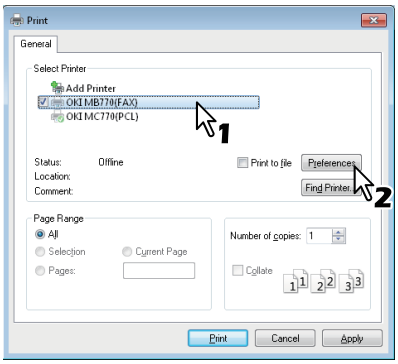
1 Start the application software and prepare the document to be sent.

2 Select [Print] from the [File] menu in the application software.

Memo

- The procedure for displaying the print dialog box may differ from the above depending on the application software.

3 Select [OKI MB770(FAX)] for the machine and click [Preferences].

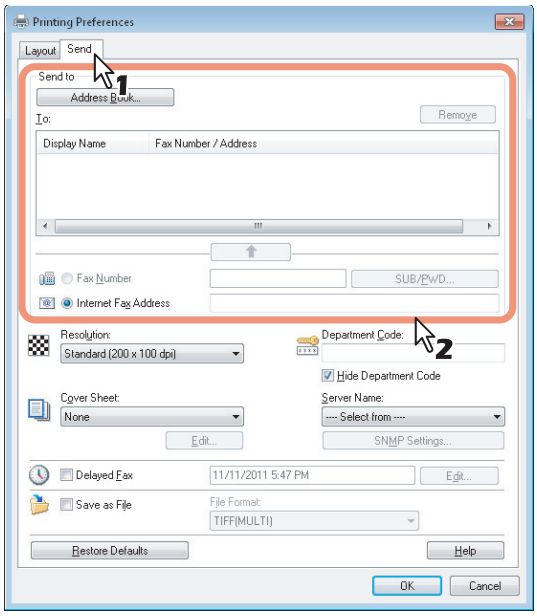


The dialog box of the N/W-Fax driver properties appears.

Memo

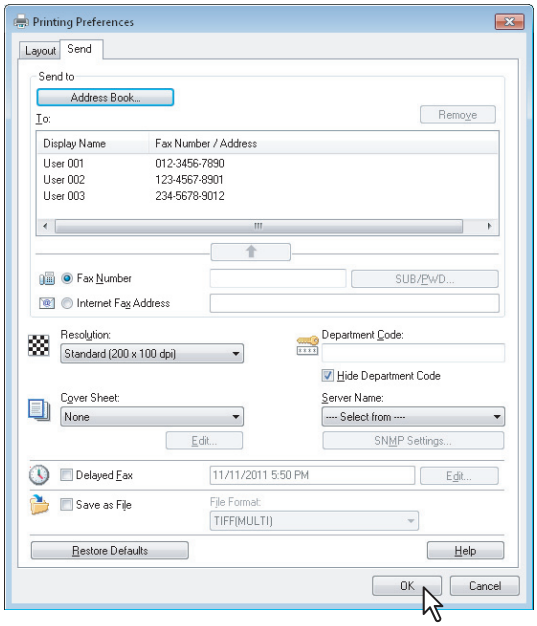
- Note that the command name to open the driver properties may differ from [Preferences] depending on the application software.

4 Click the [Send] tab and specify the recipients.



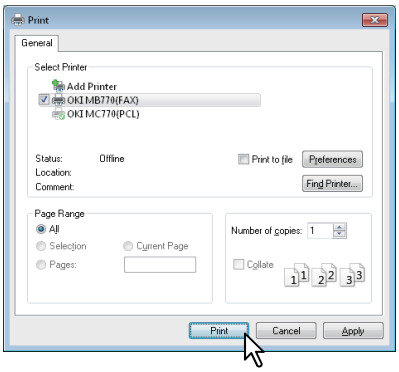
- To specify recipients, enter them with the keyboard or select them from the address book.
  P.143 "Specifying Recipients"
- On the [Send] tab, you can set the resolution of a fax cover sheet, etc. as well as specifying the recipients.
  P.149 "Setting up the [Send] tab"
- On the [Layout] tab, you can set the size and the orientation of the paper.
  P.148 "Setting up the [Layout] tab"
- On the [Cover Sheet] and [Sender Information Properties] tab, the sender information for adding a fax cover sheet can be set.
  P.150 "Setting up the Cover Sheet"
  P.151 "Setting up the SNMP"

5 Click [OK].



The transmission settings are determined and the N/W-Fax driver properties dialog box is closed.

6 Click [Print] in the print dialog box on the application software.



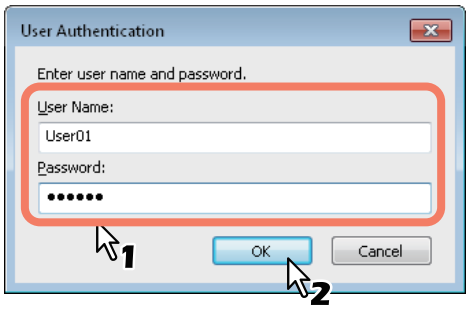
A fax starts being sent.

Memo

- Note that the command name to print a document (send a fax) may differ from [Print] depending on the application software.
- A waiting fax job can be checked or deleted through the managing jobs function in TopAccess. A sent fax job can also be checked through the displaying job logs function in TopAccess. For details, refer to the ***TopAccess Guide***.

Cautionary points when the [Enter the user credentials manually] option is used

When this option is enabled on this equipment, you are prompted to enter your user name and password before sending a fax.
When the dialog box below appears, enter your user name and password, and then click [OK].

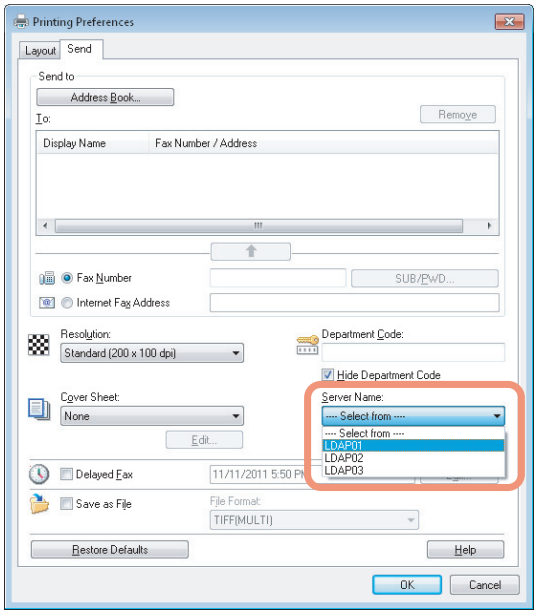


Memo

- Up to 128 characters can be entered in the [User Name] box, and up to 64 characters in the [Password] box.
- The values entered in the above boxes are not stored. Therefore, you must enter your user name and password every time you send a fax.
- You can make settings for this option on the [Device Settings] tab.
P.152 "Setting up the [Device Settings] tab"

Cautionary points when LDAP authentication is used

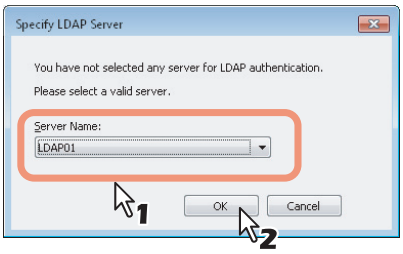
When LDAP authentication is enabled on this equipment, you must specify an LDAP server in the [Server Name] box on the [Send] tab before sending a fax.



If you attempt to send a fax without specifying an LDAP server, the [Specify LDAP Server] dialog box will appear to ask you to do so.



In this case, specify the desired LDAP server in the [Server Name] box and click [OK] to send the fax.



You can make settings for LDAP authentication on the [Device Settings] tab.

P.152 "Setting up the [Device Settings] tab"

Specifying Recipients

Up to 400 recipients can be specified in a single operation. To send a Network Fax, specify the fax number. To send an Internet Fax, specify the Email address.

P.143 "Entering recipients from the keyboard"
P.144 "Selecting recipients from the address book"
P.145 "Selecting recipients from the address book (Search option)"
P.147 "Removing recipients"

Memo

- To use the address book, you need to register recipients in the address book of AddressBook Viewer in advance.

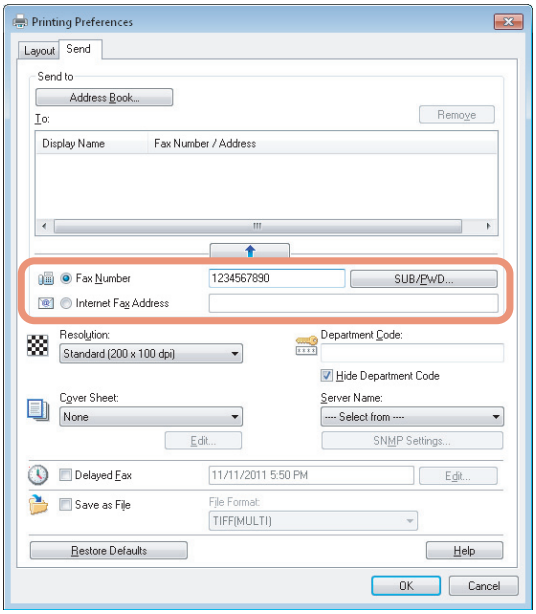
Note

- If more than one recipient is specified in a single transmission, and a cover sheet is set in the N/W-Fax driver or a header page is set to be printed on the recipient's device, all the recipient information may be printed. If you want to secure the recipient information, avoid sending a fax to multiple recipients at the same time.

Entering recipients from the keyboard

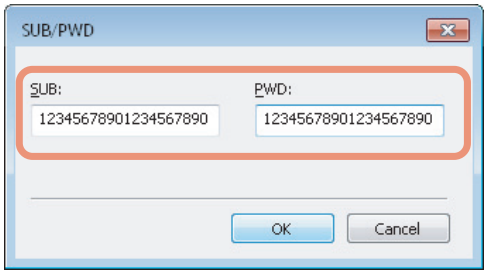
You can enter a recipient with the keyboard.

1 For the recipient of a Network Fax, click [Fax Number] and enter the fax number in the right-hand box. For one of an Internet Fax, click [Internet Fax Address] and enter the Email address in the right-hand box.



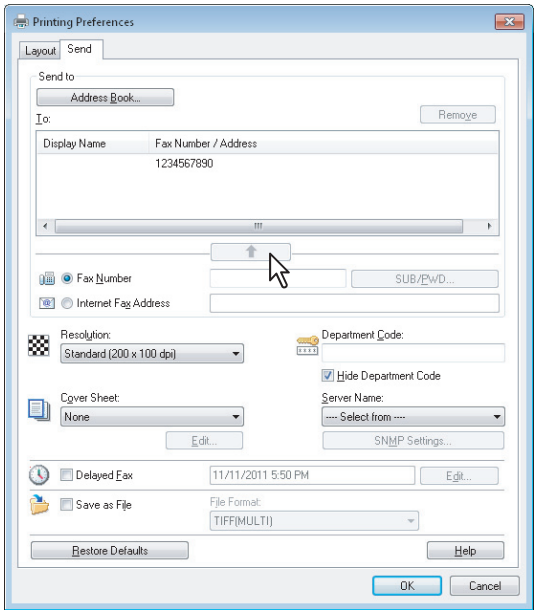
Memo

- When you enter a fax number, you can also enter a sub address and a password. Click [SUB/PWD] to enter them (within 20 digits each) in the dialog box. Entering them enables the document to be transferred from the recipient's device to that of the sub-address, as the communication is in compliance with ITU-T standard. However, in order to use this function, the recipient's device must be a model in compliance with the ITU-T standard.



- Use " - " (hyphen) if you send a Network Fax with pauses (approx. 3 seconds) inserted in the fax number.

2 **Click [↑].**



The recipients selected for “To” are listed.

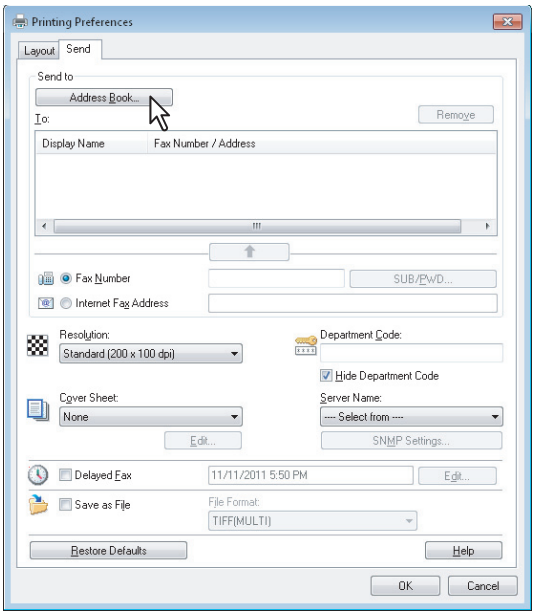
Memo

- When the fax transmission is completed, the recipients are automatically removed from the “To” list.

Selecting recipients from the address book

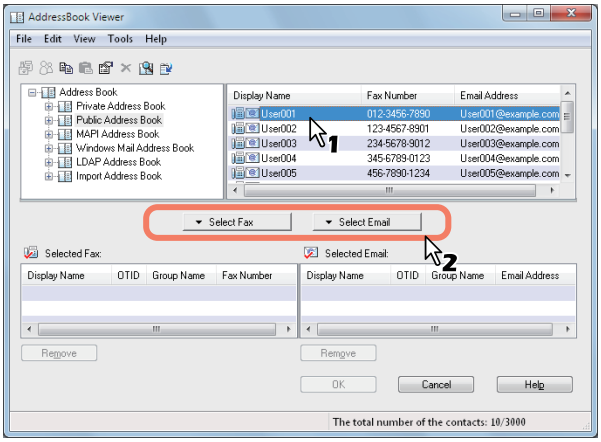
Select a recipient from the address book in the AddressBook Viewer.

1 **Click [Address Book].**



The AddressBook Viewer runs.

2 **When selecting a fax number after selecting a contact from the contact list, click [Select Fax] and when selecting an Email address, click [Select Email].**



The selected recipients are listed in the “Selected Fax” or “Selected Email”.

Note

- A contact, for which only a fax number is registered, cannot be displayed in the “Selected Email” and a contact, for which only an Email address is registered, cannot be displayed in the “Selected Fax”.

You can select a recipient by the following operations:

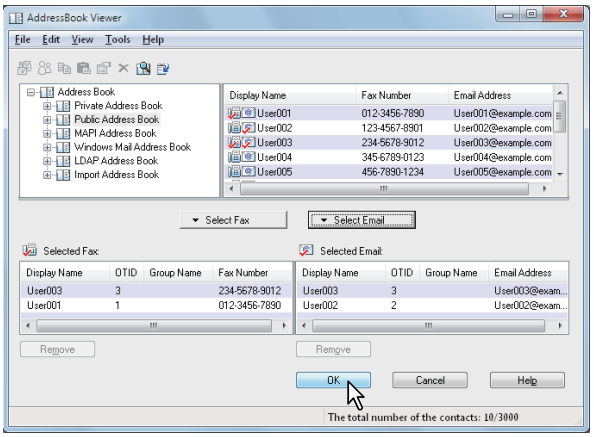
Selecting a contact by dragging and dropping
Drag a contact in the contact list and drop it to the “Selected Fax” or “Selected Email”.

Selecting a contact by double-clicking on it
Double-click on a contact in the contact list. To change the setting of the recipient to be selected upon double-clicking, select [Default Configuration], [Type Selection] in the [View] menu and then one of [Fax], [Email] and [Both].

Selecting a contact from a shortcut menu
Right-click on the contact in the contact list, select [Select] from the shortcut menu and then either [Fax Number] and [Email].

Removing a recipient
Select a recipient in the “Selected Fax” or “Selected Email” and click the corresponding [Remove] (Left: fax number, Right: Email address).

3 Click [OK].



The AddressBook Viewer is closed and the recipients selected for “To” are listed.

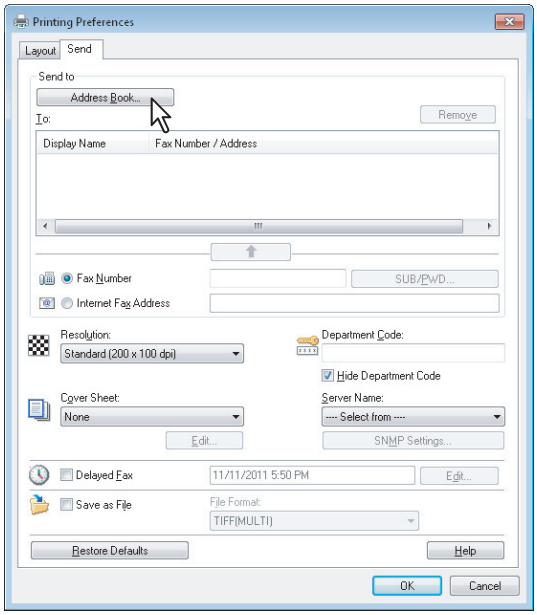
Memo

- When the fax transmission is completed, the recipients are automatically removed from the “To” list.

Selecting recipients from the address book (Search option)

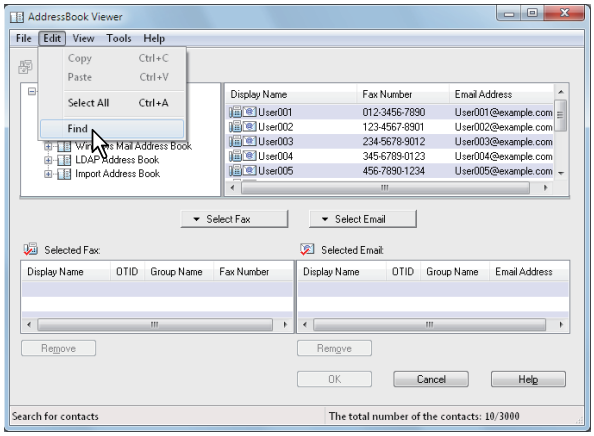
You can find and select a recipient from the address book in the AddressBook Viewer.

1 Click [Address Book].



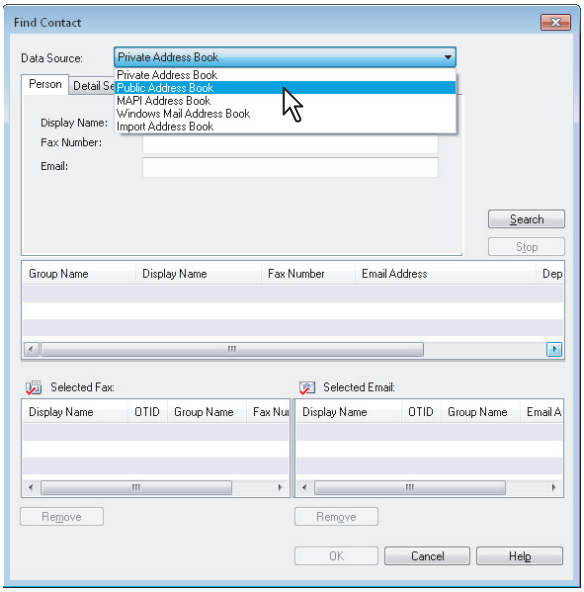
The AddressBook Viewer runs.

2 Select [Find] from the [Edit] menu.



The [Find Contact] dialog box appears.

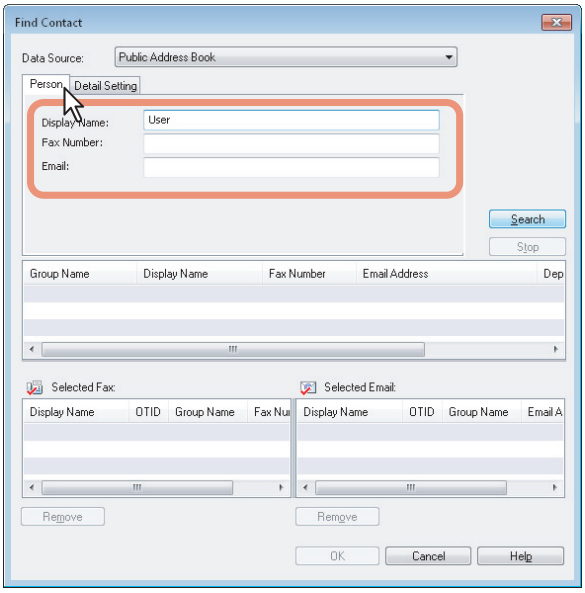
3 Select a registered directory service in [Data Source].



Memo

- To change the setting of the default address book in the [Data Source] box, select [View] - [Default Configuration] - [Data Source] and then choose an address book.

4 Display the [Person] tab and enter search strings in the following boxes.



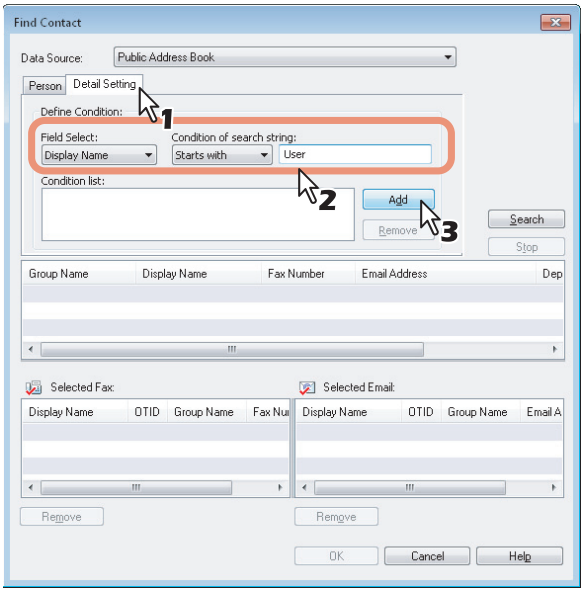
Display Name — To search display names, enter a search string here.
Fax Number — To search fax numbers, enter the numbers here.
Email — To search Email addresses, enter a search string here.

If you perform searching in the above conditions, proceed to step 6. If you want to set more detailed search conditions, proceed to step 5 and set the [Detail Setting] tab. Note that even if you enter the search conditions in both the [Person] and [Detail Setting] tabs, you cannot perform searching in this combination.

Memo

- In the [Person] tab, you do not have to fill in all the boxes and the string does not need to completely correspond to the target of the search. Entering one or more characters in one or more boxes causes a search to be made for contacts which correspond to the particular conditions.

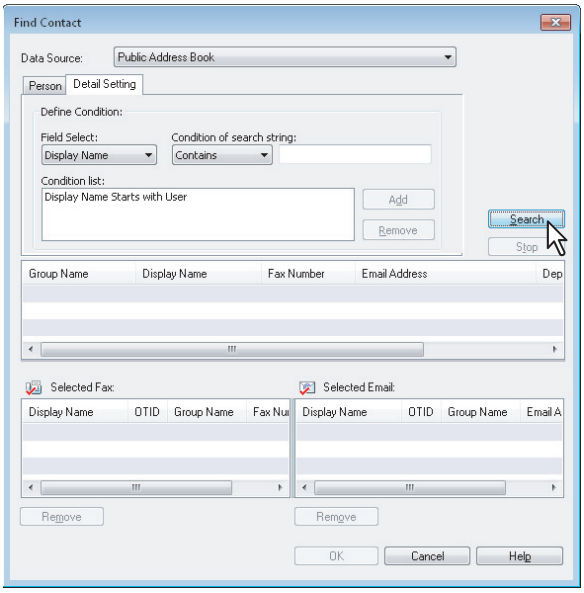
5 Display the [Detail Setting] tab, set the search condition, and then click [Add].



Field Select — Select an item to be searched.
Condition of search string — Select a condition in the left-hand box, and then enter a search string in the right-hand box.

- The search condition is displayed in the “Condition list”.
- To set more than one search condition, repeat this operation as many times as needed.
- To delete the search conditions, select one and click [Remove].

6 Click [Search].

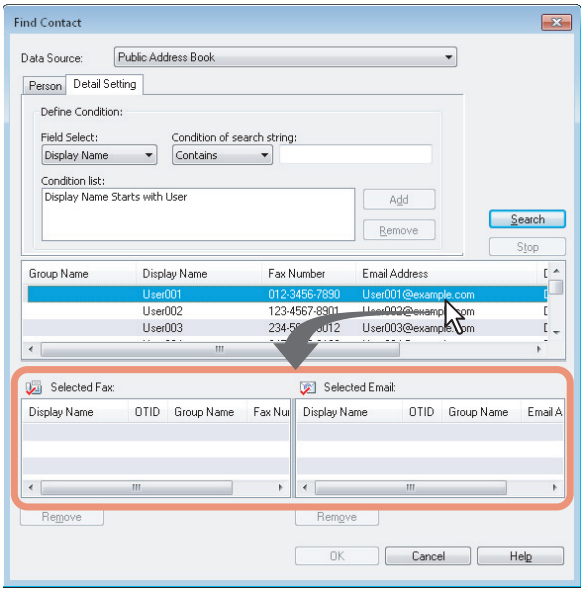


- It starts searching contacts in the selected address book. When the search is complete, the contacts matching the search conditions are listed.
- To stop searching, click [Stop].

Note

- Even if you enter the search conditions in both the [Person] and [Detail Setting] tabs, only the search condition in the tab currently displayed is used. You cannot perform searching in the combined conditions on both tabs.

7 Drag and drop the contacts to “Selected Fax” or “Selected Email” from the list of the search results.



The selected recipients are listed in “Selected Fax” or “Selected Email”.

Note

- A contact, for which only a fax number is registered, cannot be displayed in the “Selected Email” and a contact, for which only an Email address is registered, cannot be displayed in the “Selected Fax”.

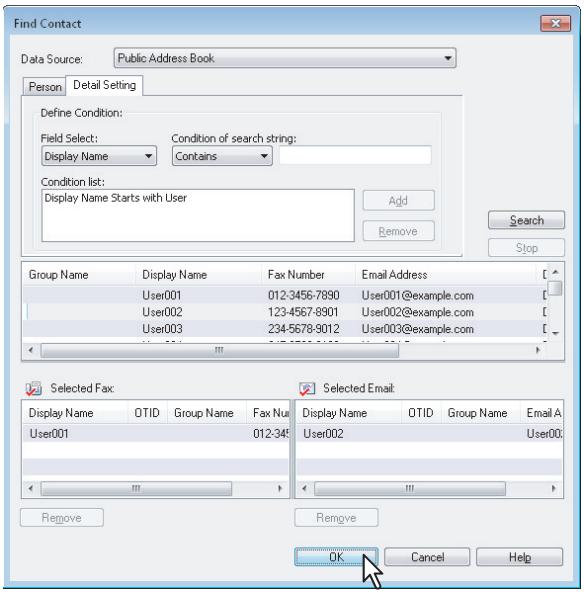
You can select a recipient by the following operations:

Selecting a contact by double-clicking on it
Double-click on a contact in the list of the search results. To change the setting of the recipient to be selected upon double-clicking, select [Default Configuration], [Type Selection] in the [View] menu and then one of [Fax], [Email] and [Both].

Selecting a contact from a shortcut menu
Right-click on the contact in the list of the search results, select [Select] from the shortcut menu and then either [Fax Number] or [Email].

Removing a recipient
Select a recipient in the “Selected Fax” or “Selected Email” and click the corresponding [Remove] (Left: fax number, Right: Email address).

8 Click [OK].



The AddressBook Viewer is closed and the recipients selected for “To” are displayed on the list.

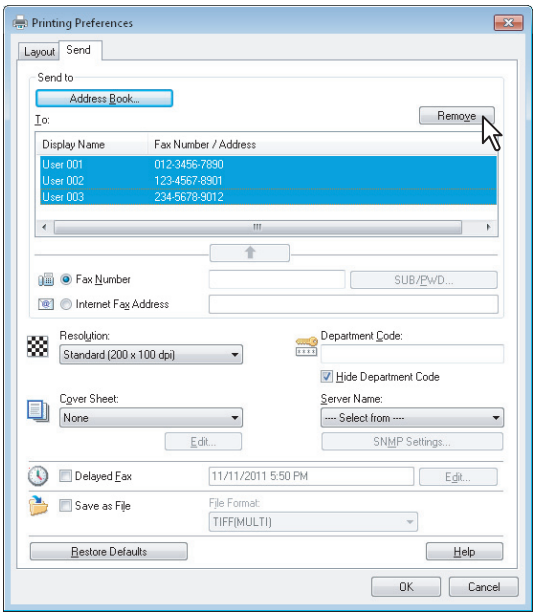
Memo

- When the fax transmission is completed, the recipients are automatically removed from the “To” list.

Removing recipients

You can remove a recipient from the “To” list in the N/W-Fax driver properties.

1 Select a recipient and click [Remove].



The selected recipient is removed.

SETTING N/W-Fax DRIVER

How To Setup

There are two ways to set the N/W-Fax driver options: One is to set the initial values of the options and the other is to set each option for each individual job.

P.148 "Setting Initial Values of the N/W-Fax driver options"
P.148 "Setting print options for each print job"

Setting Initial Values of the N/W-Fax driver options

Setting the N/W-Fax options by displaying the N/W-Fax driver properties from the Printers folder on the Windows [Start] menu will establish the initial values of the options.

1. **Click the Start button and then select [Devices and Printers].**
2. **Right-click [OKI MB770(FAX)], and then select [Printing preferences] or [Printer properties] from a shortcut menu.**
   - If [File] menu is not displayed, press [Alt].

Setting print options for each print job

Setting the N/W-Fax driver options by displaying the printer properties from the Print dialog box within an application will establish the values for the current N/W-Fax job. The N/W-Fax driver option settings specific to each N/W-Fax job are set using this method.

1. **Click the [File] menu and select [Print] on an application.**
2. **Select [OKI MB770(FAX)] and click [Properties] or [Preferences].**

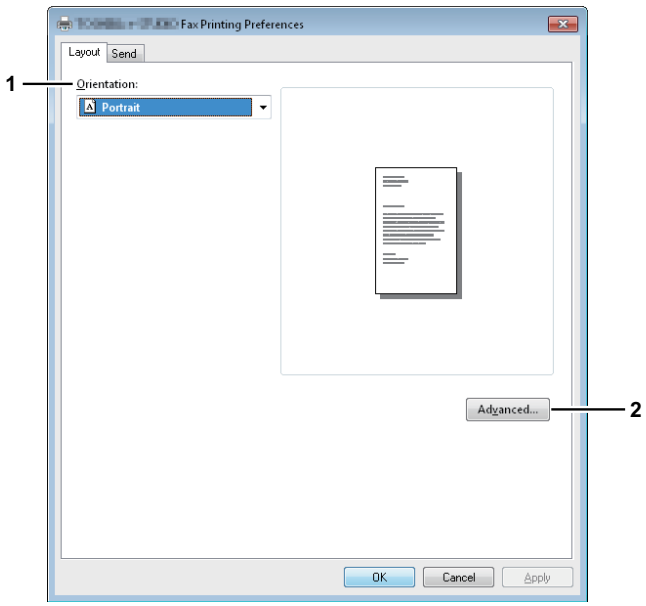
Setting up the N/W-Fax Driver Options

N/W-Fax driver options are the attributes to define the way a fax job is transmitted. For example, you can specify the recipients, resolution, and paper size.

P.148 "Setting up the [Layout] tab"
P.149 "Setting up the [Send] tab"
P.150 "Setting up the Cover Sheet"
P.151 "Setting up the SNMP"
P.152 "Setting up the [Device Settings] tab"
P.153 "Setting up LDAP servers"

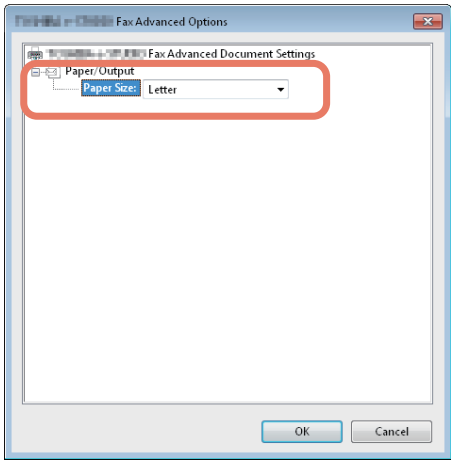
Setting up the [Layout] tab

On the [Layout] tab, you can set the size and the orientation of the paper.



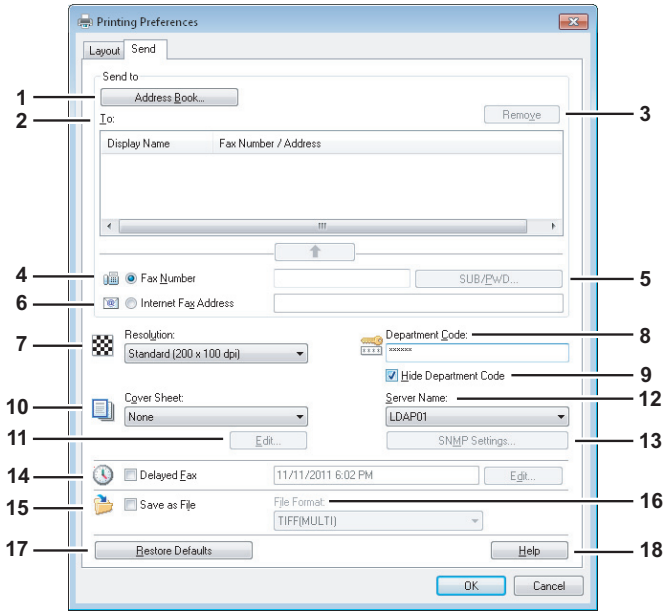
1) Orientation
Set the printing orientation of the document.
- **Portrait** — Data are printed vertically to the paper.
- **Landscape** — Data are printed horizontally to the paper.

2) [Advanced]
Click this to display the [Advanced Option] dialog box. You can select the paper size of the document.



Setting up the [Send] tab

In the [Send] tab, you can specify the recipients and how the fax will be sent.



1) [Address Book]
Click to launch the AddressBook Viewer. You can select recipients from the address book.
P.144 "Selecting recipients from the address book"

2) To
This displays the specified recipients list.
P.143 "Specifying Recipients"

3) [Remove]
Select a recipient in the [To] list and click this to remove the recipient from the list.
P.147 "Removing recipients"

4) Fax Number
Enter the recipient's fax number directly.
P.143 "Entering recipients from the keyboard"

5) [SUB/PWD]
Click this to display the [SUB/PWD] dialog box. You can add a sub address and a password to the entered fax number.
P.143 "Entering recipients from the keyboard"

6) Internet Fax Address
Enter the recipient's Internet Fax number directly.
P.143 "Entering recipients from the keyboard"

7) Resolution
Select the resolution for the fax.
- **Standard (200 x 100 dpi)** — Select this to send a document in Standard mode (200 x 100 dpi).
- **Fine (200 x 200 dpi)** — Select this to send a document in Fine mode (200 x 200 dpi).
- **Super Fine (200 x 400 dpi)** — Select this to send a document in Super Fine mode (200 x 400 dpi).
- **Ultra Fine (400 x 400 dpi)** — Select this to send a document in Ultra Fine mode (400 x 400 dpi).

8) Department Code
Enter a department code of 1 to 63 characters if required. When the department code is enabled on this equipment, you must enter it to send a fax.

Note

- If you do not enter a department code when it is enabled on the equipment and the Invalid Department Code Print Job is set to "Store to invalid job list" in TopAccess, the job will be stored in the Invalid job list without being transmitted. You can print or delete a stored job from the [JOB STATUS] on the touch panel.
- If you do not enter the department code when the department code is enabled on the equipment and the Invalid Department Code Print Job is set to PRINT in TopAccess, the job will be sent.
- If you do not enter the department code when the department code is enabled on the equipment and the Invalid Department Code Print Job is set to DELETE in TopAccess, the job will be deleted automatically.

9) Hide Department Code
Select this check box to display a department code in the blank symbols.

10) Cover Sheet
Select a cover sheet type among [Standard Cover Page], [Business Cover Page] and [Professional Cover Page] if you want to attach a cover sheet to the first page of the document.
P.154 "Sending with a cover sheet"
P.159 "Cover Sheet Samples"

11) [Edit]
Click this to display the [Cover Sheet Settings] dialog box. You can perform various kinds of editing on the cover sheet selected in the Cover Sheet setting, such as entering a subject or a message, or changing the type or size of the fonts.
P.150 "Setting up the Cover Sheet"

12) Server Name
Select the desired LDAP server in the [Server Name] box if needed.

Memo

You can make settings for the LDAP server on the [Device Settings] tab.

P.152 "Setting up the [Device Settings] tab"

13) [SNMP Settings]

Click this to check or change the SNMP settings.

P.151 "Setting up the SNMP"

14) Delayed Fax

Select this to send a document on a specified date and time. When this is selected, click [Edit] to display the [Scheduled Time] dialog box and specify date and time the job will be transmitted. The job sent to this equipment will be stored in the Fax queue until the specified date and time.

P.154 "Delayed transmission"

15) Save as File

Select this to save up to 10 GB of documents in the "FILE_SHARE" folder in the equipment as well as send the document as a fax and Internet Fax.

P.153 "Saving a fax as a file"

Memo

- When the cover sheet is set, the cover sheet and the original will be stored in the "FILE_SHARE" folder.

16) File Format

Select the file format of the document that will be saved. This option can be selected only when the [Save as File] check box is selected.

17) [Restore Defaults]

Click this to restore the default setting values.

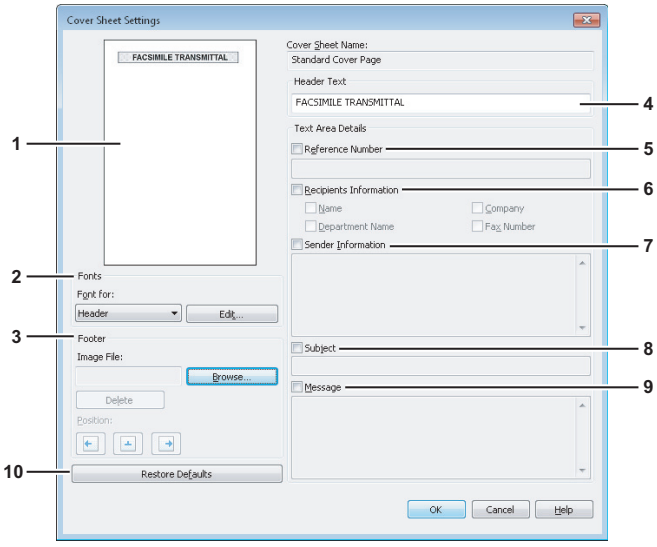
18) [Help]

Click this to browse Help for the N/W-Fax driver.

Setting up the Cover Sheet

You can set the content of the cover sheet to be attached to a fax.

P.154 "Sending with a cover sheet"



1) Preview

The image of the cover sheet can be previewed. You can check the layout of the character strings and images.

Note

- Depending on the line feed positions, the preview may not duplicate the actual print result of the cover sheet, but is used for checking its layout.
- If the contents are on more than one page, such as the many line feeds included in "Sender Information" or "Message", only the first one page is displayed in the preview.

2) Fonts

Select the font to be used for the cover sheet. Select the section for which the font is used, and then click [Edit] to select the type, style and size of the font.

- **Header** — Set the font to be used for the header of the cover sheet.
- **Title** — Set the font to be used for the title such as Reference Number, Recipients Information, Sender Information, Subject or Message.
- **Body** — Set the font to be used for the body of each title.

3) Footer

- Select an image file to be attached to the footer of the cover sheet.
- **[Browse]** — Click this to select an image file to be attached to the footer within 1 MB.
- **[Delete]** — Click this to delete the attached image file.
- **Position** — Select the position of the image file from the left, center and right.

4) Header Text

Enter a title to be displayed on the header of the cover sheet; it can be up to 63 characters.

5) Reference Number

Check this to have a reference number identifying the fax to appear on the cover sheet. Enter the reference number in the text box.

6) Recipient's Information

Check this to have the recipient's information appear on the cover sheet. Select the desired information among the options below.

- **Name** — Check this to have the recipient name appear on the cover sheet.
- **Company** — Check this to have the recipient company name appear on the cover sheet.
- **Department Name** — Check this to have the recipient department name appear on the cover sheet.
- **Fax Number** — Check this to have the recipient fax number or Email address appear on the cover sheet.

7) Sender Information

Check this to have the sender's information appear on the cover sheet. You can enter the information in up to 500 characters.

8) Subject

Check this to have a subject appear on the cover sheet. You can enter the subject in up to 40 characters.

9) Message
Check this to have a message appear on the cover sheet. You can enter the message in up to 500 characters.

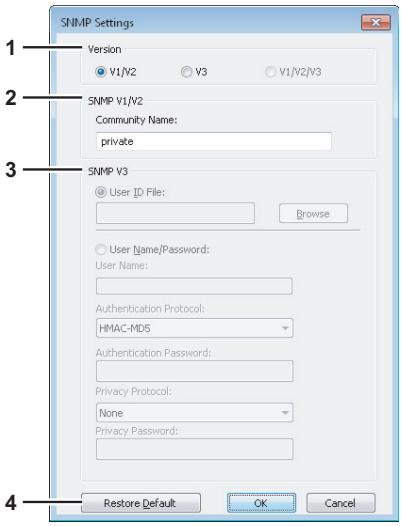
10) [Restore Defaults]
Click this to restore the default setting values.

Setting up the SNMP

If the recipient's MFP is not found over the Internet and the fax job is not sent normally, the SNMP settings may be the cause. Check that the SNMP settings are correct in the [SNMP Settings] dialog box, and if not, change them.

Note

- Ask the administrator for details on the SNMP Network settings configured for your MFP.

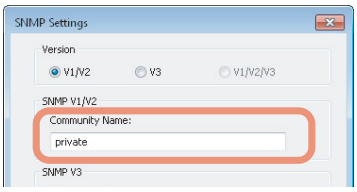


1) Version
Be sure to have the correct SNMP version set for your MFP and select from the following options:
- **V1/V2** — Select this option to enable SNMP V1 and V2.
- **V3** — Select this option to enable SNMP V3.
- **V1/V2/V3 (for [Discovery Settings] dialog box only)** — Select this option to enable SNMP V1, V2, and V3.

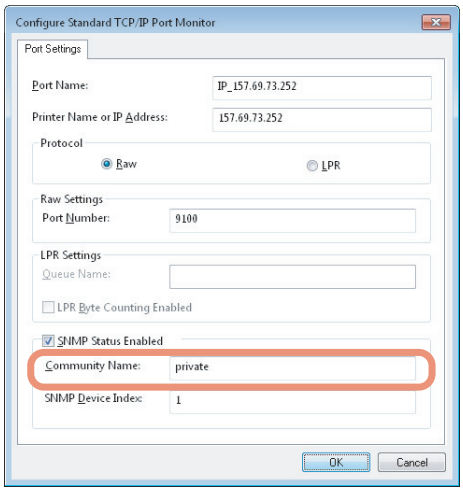
2) SNMP V1/V2
Community Name — If a community name other than "private" (default) is set for the SNMP community name for your machine, enter its community name.

Note

- To send fax jobs normally under an SNMP V1/V2 environment, the SNMP community names must be the same in the 3 settings shown below.
  - Your machine
  - [SNMP Settings] dialog box of the [Sender Information] tab



- TCP/IP port of the [Ports] tab in the N/W-Fax driver



- To change the community name, the administrator privilege is necessary. You must log in with the "Administrator" privilege and open the printer driver properties.
- Up to 31 characters including the following symbols can be entered for the Community Name.
  ! " # $ % & ' ( ) * + , - / : ; < = > ? @ [\ ] ^ _ ` { | } ~

3) **SNMP V3**
If SNMP V3 is enabled, select one of the following items to set how users are authenticated.
User ID File — Select this option when you want to use a user ID file. Click [Browse] and specify the user ID file.
User Name/Password — Select this option when you want to use the user name and password. When this option is selected, keyboard or select the following items:
- **User Name**
- **Authentication Protocol**
- **Authentication Password**
- **Privacy Protocol**
- **Privacy Password**

Note

- If you select to enable SNMP V3, consult your network administrator for preliminary advice on how to authenticate users.
- Up to 31 characters including the following symbols can be entered for each of the User Name, Authentication Password and Privacy Password.
  ! $ % & ' ( ) - , < > @ [ ] ^ _ ` { } ~

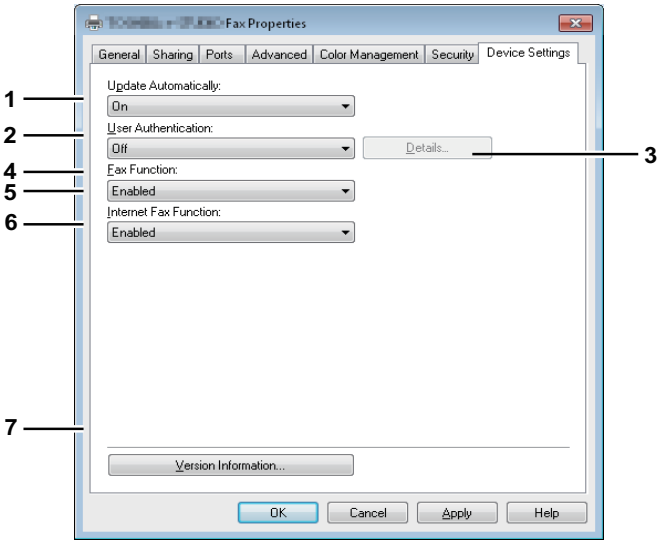
4) **[Restore Default]**
Click this button when you want to reset all the settings back to the defaults.

Setting up the [Device Settings] tab

On the [Device Settings] tab, you can change a setting for N/W-Fax driver update or display the software version of the driver.

Note

- Ask the administrator for details on the settings configured for your MFP.



1) **Update Automatically**
Select whether or not the setting information of each item on the [Device Settings] tab of the N/W-Fax driver is to be obtained by automatically communicating with your MFP every time this tab is opened.
- **On** — Select this to obtain the setting information automatically.
- **Off** — Select this not to obtain the setting information automatically. Set each item manually.

2) **User Authentication**
Select the authentication method which is to be used. Set it to correspond to that of your MFP.
- **Off** — Select this not to perform user authentication.
- **MFP Local Authentication** — Select this to perform MFP Local Authentication.
- **Windows Domain Authentication** — Select this to perform Windows Domain Authentication.
- **LDAP Authentication** — Select this to perform LDAP Authentication.

3) **[Details]**
When you click this button, the [LDAP Server Settings] dialog box will appear. This option can be selected only when [LDAP Authentication] is selected in the [User Authentication] box.
P.153 "Setting up LDAP servers"

4) **Enter the user credentials manually**
When this check box is selected, you are prompted to enter your user name and password every time you send a fax. This option is available when any of MFP Local Authentication, Windows Domain Authentication, or LDAP Authentication is selected in the [User Authentication] box.

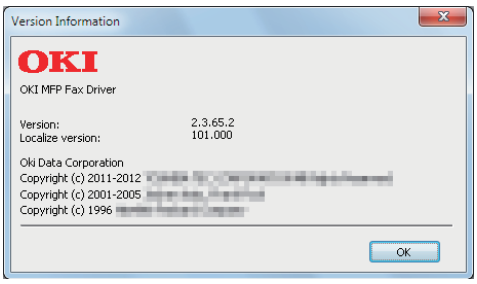
Memo

- To configure this option, select [Off] in the [Update Automatically] box.
- This option can be used together with any of the user authentication functions (MFP Local Authentication, Windows Domain Authentication, LDAP Authentication).

5) **Fax Function**
Select whether or not the fax function is enabled. Set it to correspond to that of your MFP.
- **Enabled** — Select this to enable the fax function.
- **Disabled** — Select this to disable the fax function.

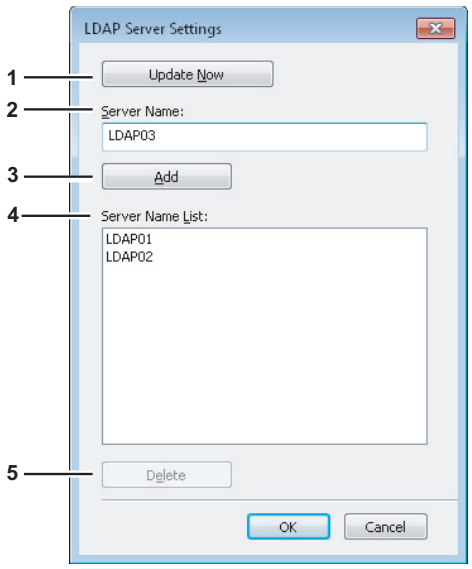
6) **Internet Fax Function**
Select whether or not the Internet Fax function is enabled. Set it to correspond to that of your MFP.
- **Enabled** — Select this to enable the Internet Fax function.
- **Disabled** — Select this to disable the Internet Fax function.

7) **[Version Information]**
Click this to display the software version information of the N/W-Fax driver.



Setting up LDAP servers

The [LDAP Server Settings] dialog box allows you to register LDAP servers.



1) **[Update Now]**
Click this button to obtain LDAP server information automatically from your MFP, and register it in [Server Name List].

2) **Server Name**
Enter the desired LDAP server in this box if needed.

Memo

- Up to 64 characters (excluding # ; \ =) can be entered for the [Server Name] box.

3) **[Add]**
Click this button to register the LDAP server in the [Server Name List], which has been entered in the [Server Name] box.

4) **Server Name List**
The registered LDAP servers are displayed in this list. Up to 8 LDAP servers can be registered.

5) **[Delete]**
Click this button to delete an LDAP server in [Server Name List]. Select the LDAP server that you want to delete in the list, and click this button.

Sending With Extended Fax Functionality

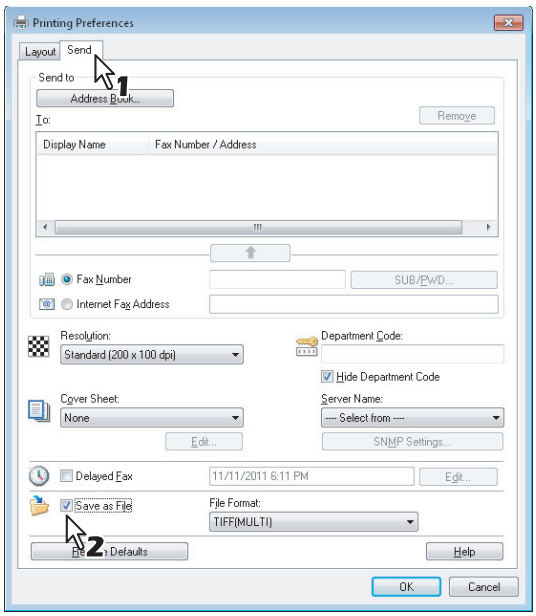
The N/W-Fax driver allows users to perform the following features.

P.153 "Saving a fax as a file"
P.154 "Delayed transmission"
P.154 "Sending with a cover sheet"

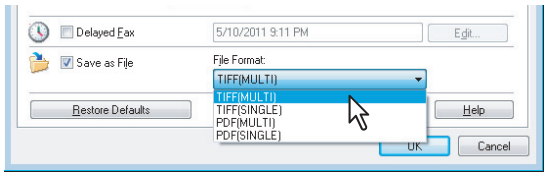
Saving a fax as a file

You can save a document in the “TXFAX” folder in the “FILE_SHARE” folder in this equipment as well as sending the document to fax numbers and Email addresses.

1 Display the [Send] tab and select the [Save as File] check box.



2 Select the file format in the [File Format] box.



3 Specify the other options to send a document and click [OK].

4 Click [OK] (or [Print]) to send a document to this equipment.

The document is saved in the “TXFAX” folder in the “FILE_SHARE” folder in this equipment.

Memo

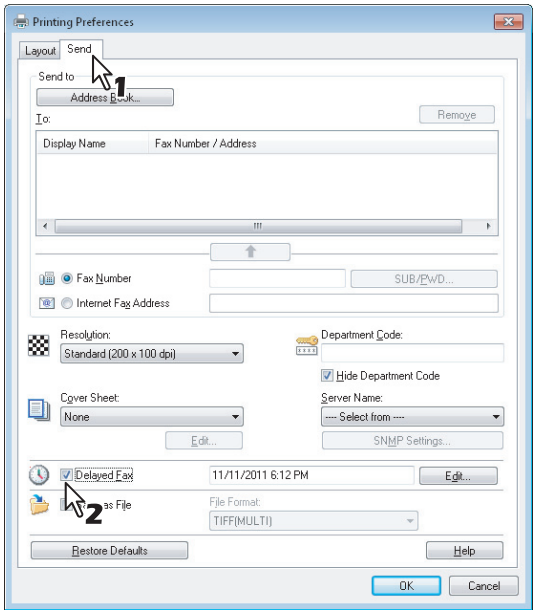
- The saved file contains the cover sheet when the cover sheet is set.

- Since the image smoothing function does not work for the image stored in the “FILE_SHARE” folder, its printing image quality differs from the normal fax image quality.

Delayed transmission

When the delayed transmission is specified, the fax is stored in the fax queue in this equipment and will be sent at the specified date and time.

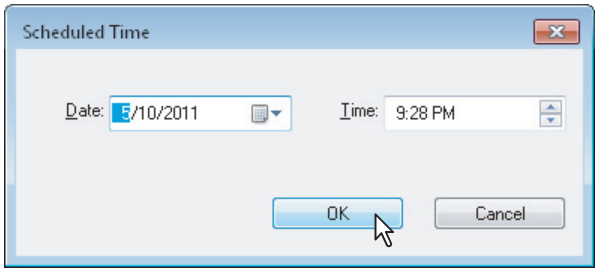
1 Display the [Send] tab and select the [Delayed Fax] check box.



2 Click [Edit].

The [Scheduled Time] dialog box appears.

3 Select the date and time and click [OK].



- You can click the Date arrow to display a calendar that allows you to select a date.
- Enter the time to commence the fax transmission. You can use the up and down arrows to assist with setting the time in the proper format.

Note

- The scheduled date cannot be more than one month from the current date. If the current month does not have a date like the current one, then the date will be set at the last day of the following month. For example, if the current date is March 31st, then the maximum date that can be selected for the scheduled fax is April 30th.

4 Specify the other options to send a document and click [OK].

5 Click [OK] (or [Print]) to send a document to this equipment.

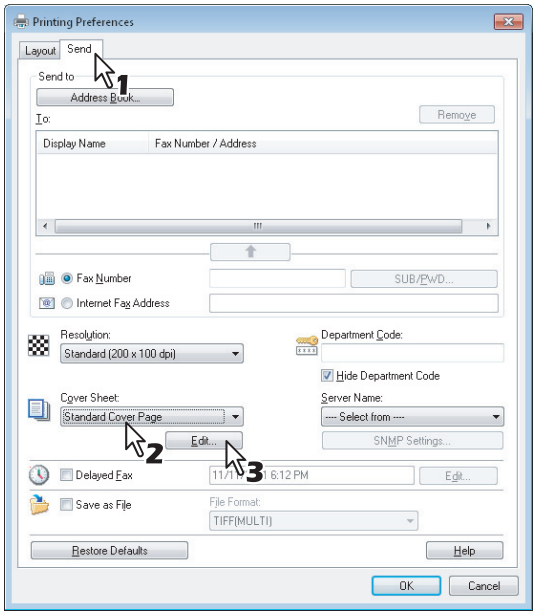
Sending with a cover sheet

You can choose to send a cover sheet with your fax transmission. The cover sheet is merged with the recipient [To] list data to create a fax cover sheet. You can select what to include on the cover sheet such as sender or recipient information.

Note

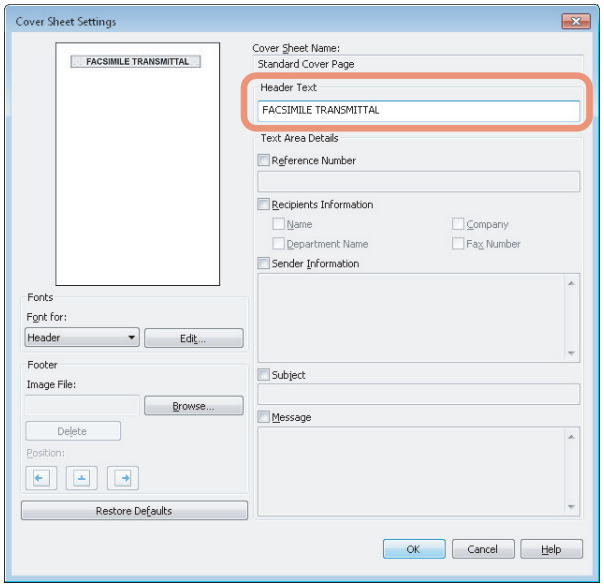
- When a printer driver whose name consists of 54 letters or more is specified for the default printer and an attempt is made to send a fax with a cover sheet added from Microsoft Excel using a N/W-Fax driver with an IPP port, an XL error may occur and fax transmission may be impossible. (This error does not occur in application software other than Microsoft Excel.)
  If this error occurs, perform one of the following and start sending a fax again.
  - Use 30 letters or less for the N/W Fax driver name.
  - Do not attach any cover sheet.

1 Display the [Send] tab, select the cover sheet type in the [Cover Sheet] box and then click [Edit].



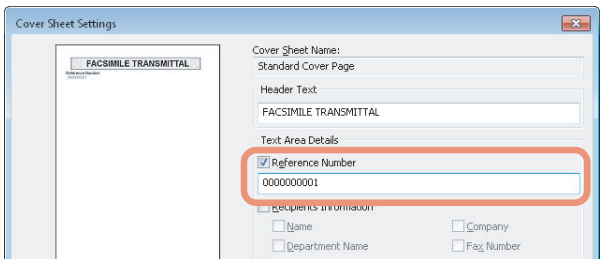
The [Cover Sheet Settings] dialog box appears.

2 Enter the title of the cover sheet in the [Header Text] box.



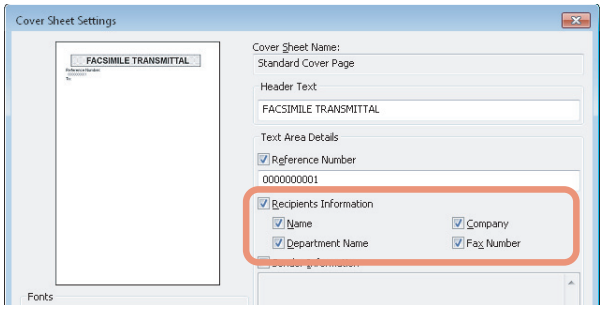
You can enter up to 63 characters for the header text.

3 If you want a reference number identifying the document to appear on the cover sheet, select the [Reference Number] check box and then enter the reference number in the text box.



You can enter up to 20 characters for the reference number.

4 If you want the recipient's information to appear on the cover sheet, select the [Recipient Information] check box and then select the options required for the recipient information.

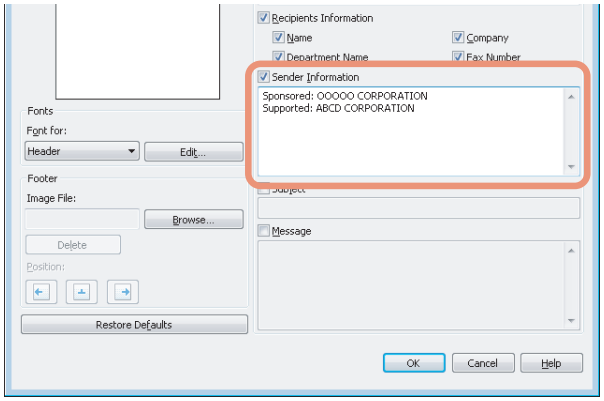


Name — Check this to have the name of the recipient appear on the cover sheet.
Company — Check this to have the company name of the recipient appear on the cover sheet.
Department Name — Check this to have the department name of the recipient appear on the cover sheet.
Fax Number — Check this to have the fax number or Email address of the recipient appear on the cover sheet.

Note

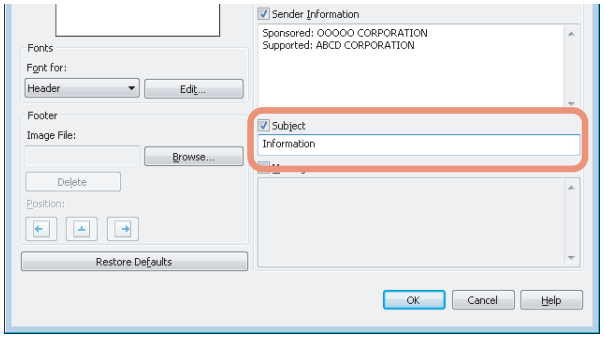
- Recipient information is obtained from the address book. If the recipient is added manually, this information does not appear on the cover sheet except for the fax number or Email address.
- The recipient information for all recipients will appear on the cover sheet.

5 If you want sender information to appear on the cover sheet, select the [Sender Information] check box and then enter the sender information in the text box.



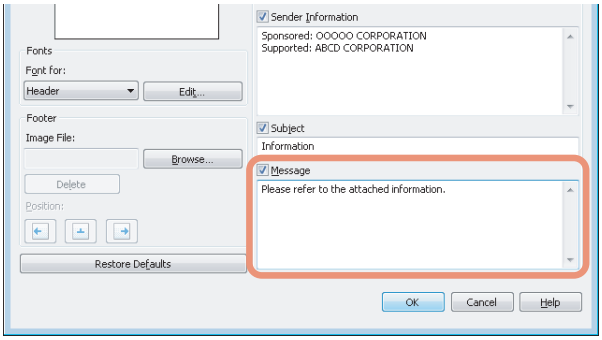
You can enter up to 500 characters for the sender information.

6 If you want a subject to appear on the cover sheet, select the [Subject] check box and then enter the subject in the text box.



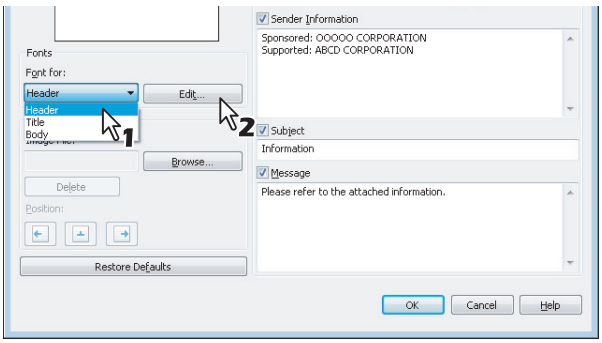
You can enter up to 40 characters for the subject.

7 If you want a message to appear on the cover sheet, select the [Message] check box and then enter the message in the text box.



You can enter up to 500 characters for the message.

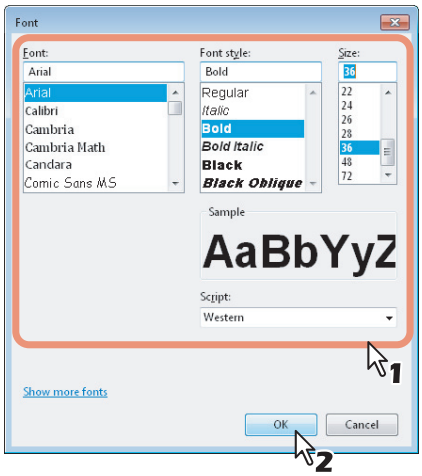
8 If you want to change the font of the characters on the cover sheet, select the corresponding section in the [Font for] box, and then click [Edit].



The [Font] dialog box appears.

If you do not change the font, proceed to step 10.

9 Select the desired one from each of the [Font], [Font style], [Size] and [Script] boxes, and then click [OK].

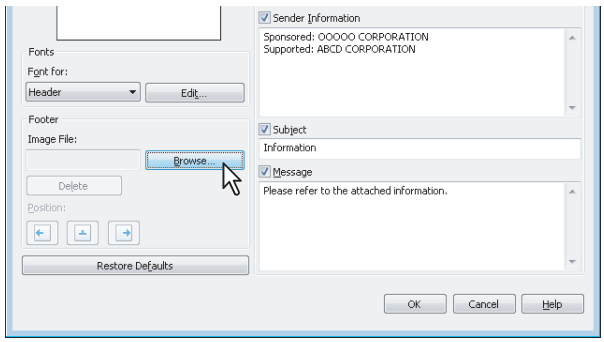


The [Font] dialog box is closed and the font settings are determined for the selected section.

Memo

- If you want to change the font of other sections, repeat the procedure from step 8.

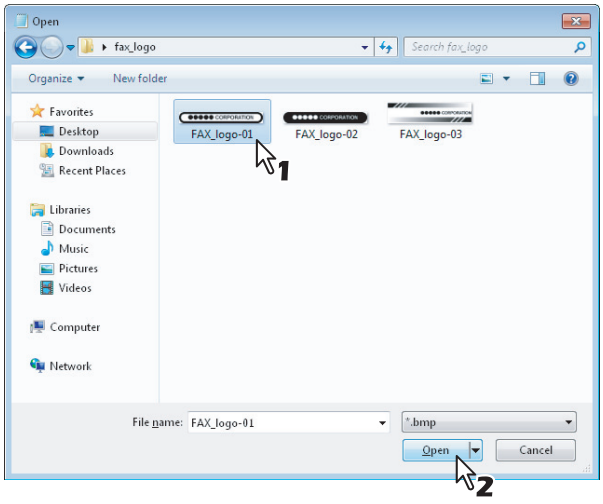
10 If you want to attach an image file on the footer, click [Browse] of Image File.



The [Open] dialog box appears.

If you do not attach an image file, proceed to step 13.

11 Select an image file to be attached and then click [Open].

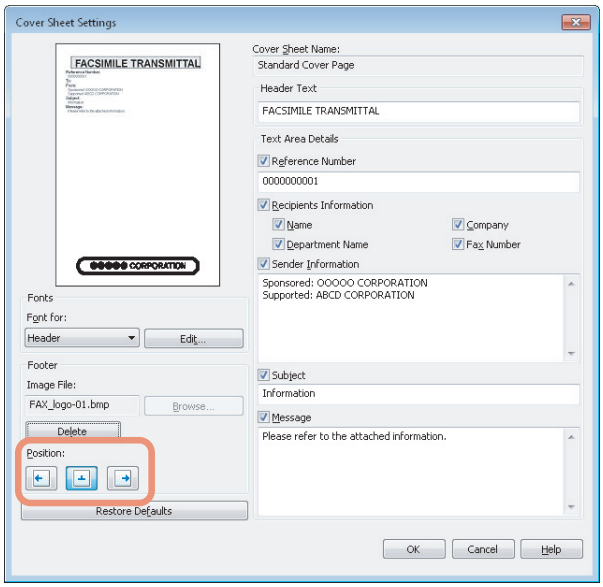


The [Open] dialog box is closed and the selected image file is attached.

Note

- Attach the image file in a bitmap format (.bmp) within 1 MB.

12 Select the position of the image file.



- Select this to align the image to the left.
- Select this to align the image to the center.
- Select this to align the image to the right.

13 Specify the other options to send a document and click [OK].

14 Click [Print] to send a document to this equipment.

INITIALIZE FAX

You can set the country or region in which you use this equipment.
You can also restore the default of the FAX settings.

Note

- You need to reboot this equipment after changing the country/region or initializing the FAX setting.

Setting the country/region of FAX

1 Press the [SETTING] button on the control panel to access the SETTING menu.

2 Press the [ADMIN] tab.

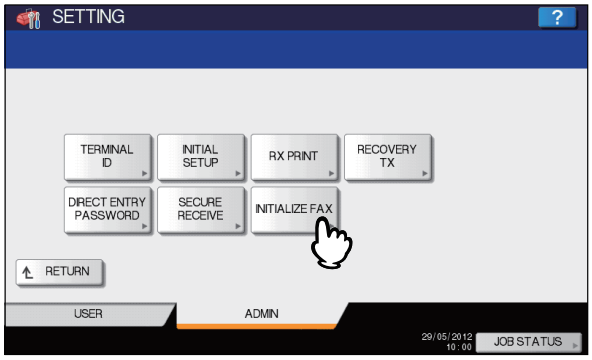
3 Press [PASSWORD].

4 Enter the administrator password and press [OK].

Memo

- If the administrator password has not been changed before, enter the default administrator password "123456".
- The input password appears as asterisks (*).
- For detail, refer to "Accessing the User Menu" (P.212)

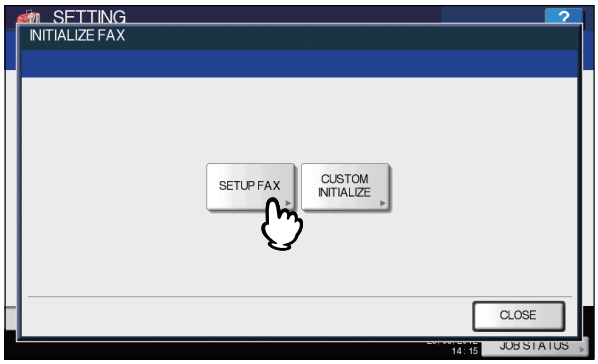
5 Press [INITIALIZE FAX].



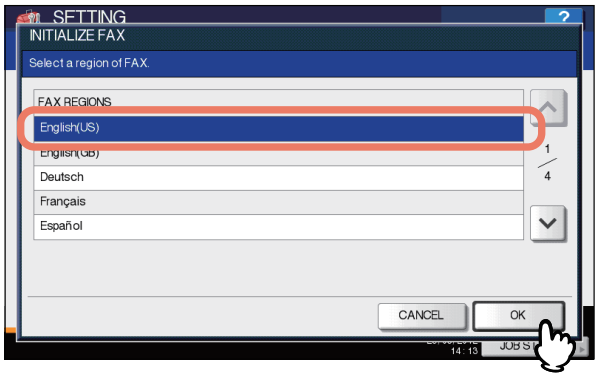
Note

- You cannot perform this operation while a job in process exists. Perform this operation again after the job in process is completed.

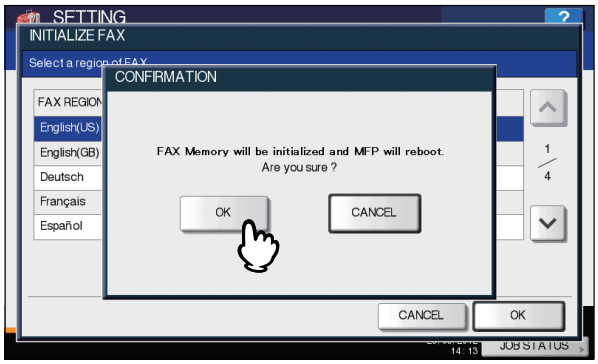
6 Press [SETUP FAX].



7 Select a region in which you use FAX, then press [OK].



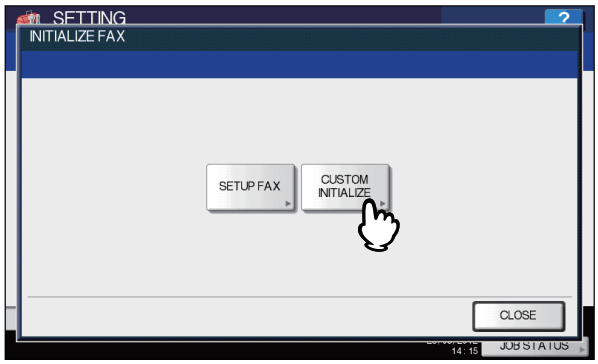
8 Press [OK] to reboot the equipment.



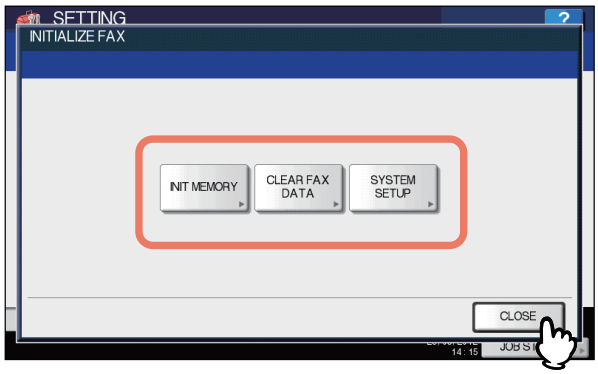
The equipment reboots.

Initializing FAX settings individually

1 Press [CUSTOM INITIALIZE] in the [INITIALIZE FAX] menu.

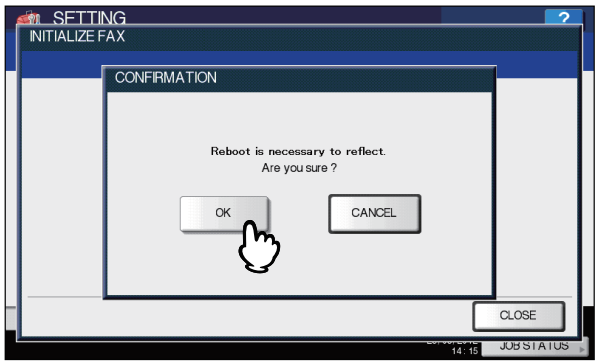


2 Select the item to initialize.



INIT MEMORY: Initializes the memory area.
CLEAR FAX DATA: Deletes the FAX image data.
SYSTEM SETUP: Initializes the system setting.

3 3. Press [OK] to reboot the equipment.



The equipment reboots.

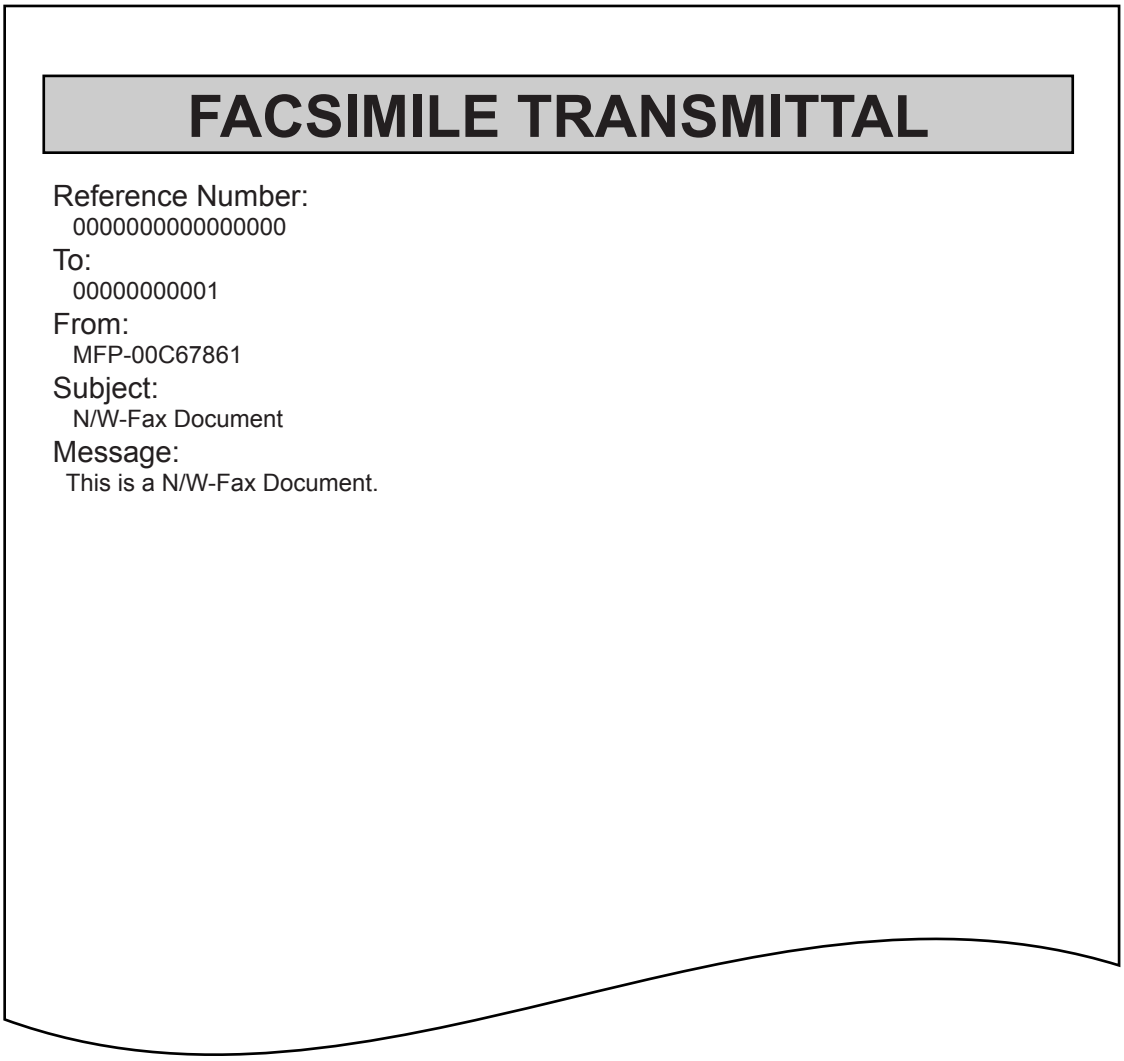
Memo

- To initialize the other FAX settings, press [CANCEL]. The menu returns to the one in step 2.

APPENDIX

Cover Sheet Samples

Standard cover page



Business cover page

FACSIMILE TRANSMITTAL SHEET

Reference Number:
0000000000000000
To:
00000000001
From:
MFP-00C67861
Subject:
N/W-Fax Document
Message:
This is a N/W-Fax Document.

Professional cover page

FACSIMILE TRANSMITTAL SHEET

Reference Number:
0000000000000000
To:
00000000001
From:
MFP-00C67861
Subject:
N/W-Fax Document
Message:
This is a N/W-Fax Document.

4

Scanning Operations

USEFUL FUNCTIONS ····· P.163
OTHER SCANNING METHODS ····· P.179
INTERNET FAX ····· P.180

USEFUL FUNCTIONS

Changing Scan Settings

"Scan settings" are settings applied commonly to the "Scan to e-Filing", "Scan to File", "Scan to E-mail" and "Scan to USB" functions. The options frequently used in scanning are generally registered as the default scan settings, and you can scan documents without changing the settings. If you want to change the settings for a particular job to suit your preferences, press [SCAN SETTING] on the touch panel and select the desired settings. The SCAN SETTING screen consists of 4 pages. Use [^] and [v] to switch between them.

- Page 1/4
  - P.163 "Specifying color mode"
  - P.163 "Specifying resolution"
  - P.164 "Selecting original mode"
  - P.164 "Changing orientation"
  - P.164 "Scanning 2-sided originals"
  - P.165 "Specifying original size"
- Page 2/4
  - P.165 "Changing compression ratio"
  - P.165 "Removing blank pages"
  - P.166 "Erasing black frames around images"
- Page 3/4
  - P.166 "Adjusting exposure"
  - P.166 "Adjusting contrast"
  - P.167 "Adjusting background density"
  - P.167 "Adjusting sharpness"
- Page 4/4
  - P.167 "Adjusting color balance"

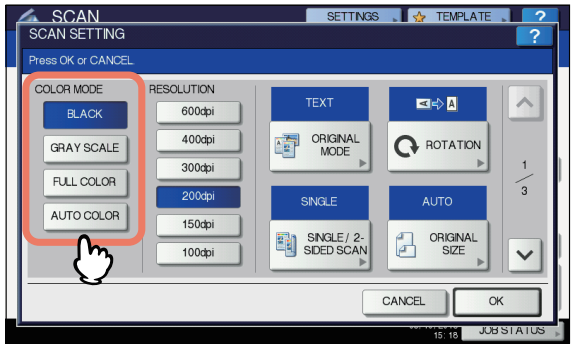
If you finish changing the desired settings, press [OK] to set your selections and continue the scan operation.

📖 ***Basic Guide***

For instructions on how to store your scans with Scan to e-Filing, refer to the ***e-Filing Guide***.

Specifying color mode

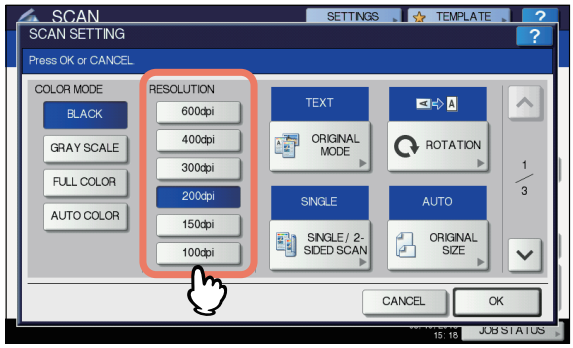
Select the color mode best suited to your scan job from the following options:



[BLACK] — Select this option to scan images in black and white.
[GRAY SCALE] — Select this option to scan images in black and white. Select this to scan images containing both text and photos and when you want to enhance the photo quality.
[FULL COLOR] — Select this option to scan color images.
[AUTO COLOR] — The level for determining monochrome or gray scale can be set with IMAGE QUALITY FOR BLACK IN ACS in the SCAN setting accessible from the [SETTING] button on the control panel.

Specifying resolution

Select a resolution from the following options:



[600] — Select this option to scan originals at 600 dpi.
[400] — Select this option to scan originals at 400 dpi.
[300] — Select this option to scan originals at 300 dpi.
[200] — Select this option to scan originals at 200 dpi.
[150] — Select this option to scan originals at 150 dpi.
[100] — Select this option to scan originals at 100 dpi.

Note

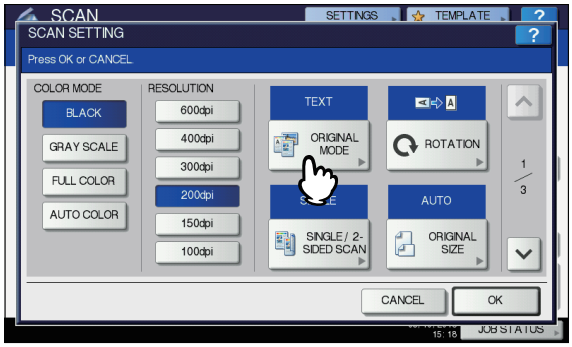
- With "Scan to File" or "Scan to USB", A5, A6, ST, 8K or 16K size originals scanned at 100 dpi may be handled as non-standard size depending on applications.
- With "Scan to File", "Scan to E-mail" or "Scan to USB", the resolution setting is not available if [SLIM PDF] is selected for the file format setting.

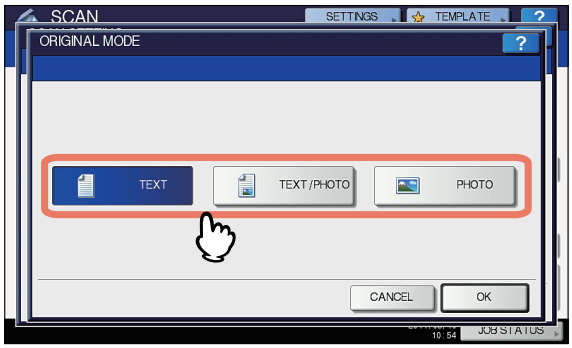
Selecting original mode

Select the original mode for the image quality best suited to your originals.

Note

- The Original Mode setting is not available when [GRAY SCALE] is selected for the color mode setting.

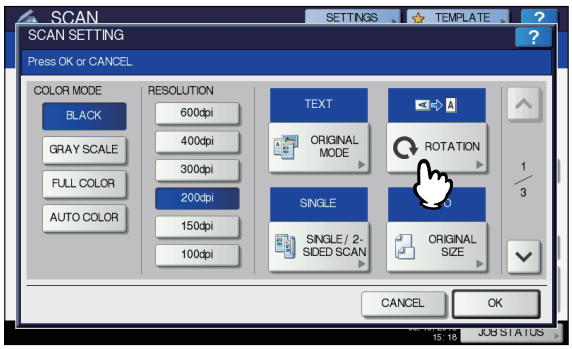


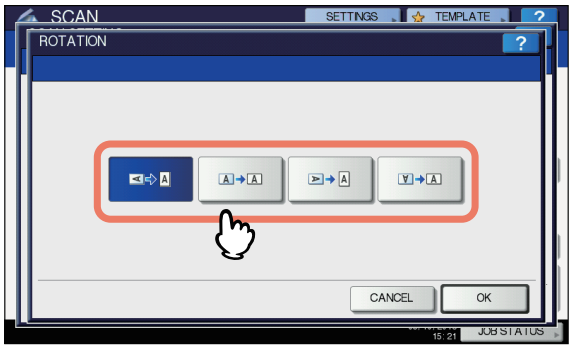


[TEXT] — Select this option to scan text originals.
[TEXT/PHOTO] — Select this option to scan originals containing text and photos.
[PHOTO] — Select this option to scan originals containing photos printed on photographic paper.

Changing orientation

With the rotation setting, you can change the orientation of your scans. If necessary, select the desired rotation pattern from the following options:





— Select this option to rotate your scans 90 degrees to the right.

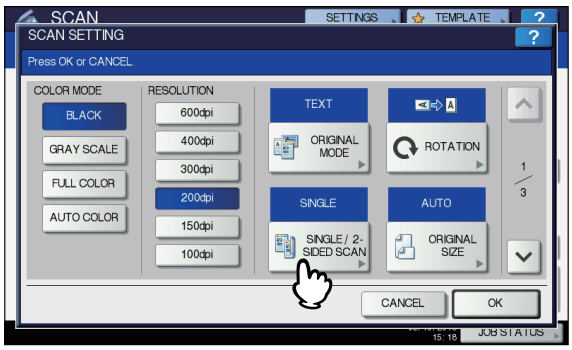
— Select this option to scan originals without a change in orientation.

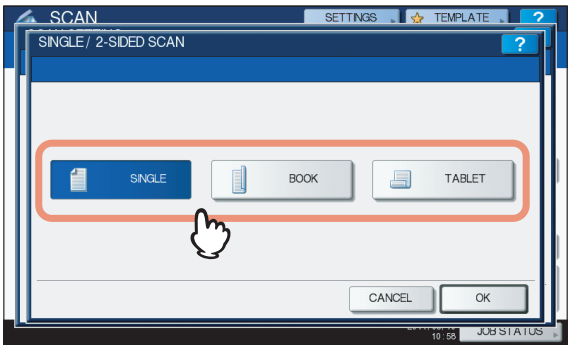
— Select this option to rotate your scans 90 degrees to the left.

— Select this option to rotate your scans 180 degrees.

Scanning 2-sided originals

With the Single/2-sided Scan setting, you can choose whether to scan your originals on both sides. Select from the following options:

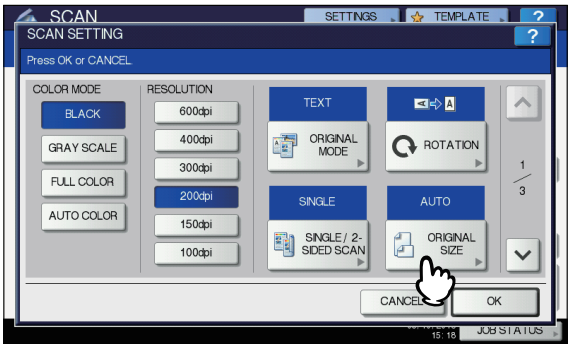


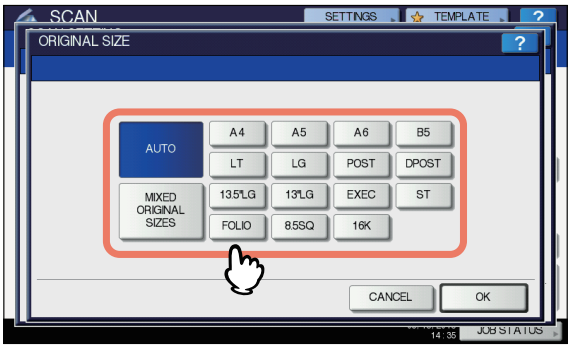


[SINGLE] — Select this option to scan only the front of the originals.
[BOOK] — Select this option to scan both sides of the originals in the same direction.
[TABLET] — Select this option to scan the front in one direction and the back rotated by 180 degrees.

Specifying original size

To specify the original size, press [ORIGINAL SIZE]. Pressing the button displays the buttons for selectable original sizes along with the following buttons:

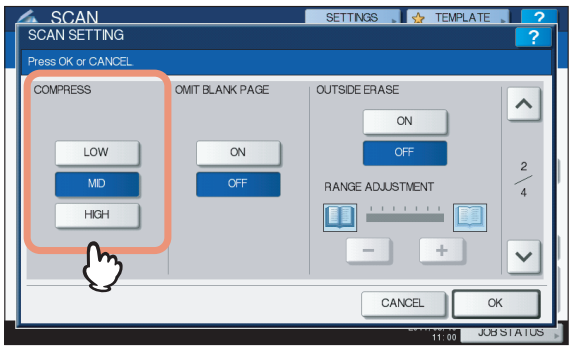




[AUTO] — Select this option to have the equipment automatically detect the size of your originals.
[MIXED ORIGINAL SIZES] — Select this option when placing originals of different sizes in the Reversing Automatic Document Feeder.

Changing compression ratio

You can select the compression ratio for the scanned image data. In general, the higher the compression ratio, the lower the image quality. Select from the following options:



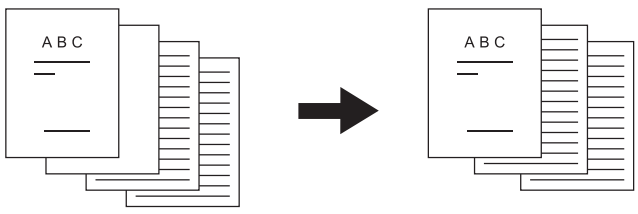
[LOW] — Select this option to apply a low compression ratio and enhance the image quality.
[MID] — Select this option to compress the data with a moderate compression ratio and obtain an average image quality.
[HIGH] — Select this option for a high compression ratio. This option is suitable when you want to minimize the data size rather than enhance the image quality.

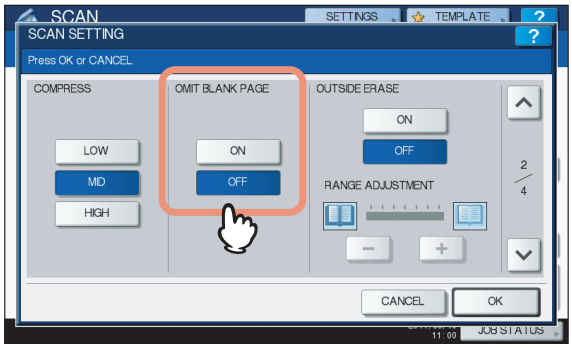
Note

- The compression ratio setting is not available in either of the following conditions:
  - [SLIM PDF] is selected as the file format setting.
  - [BLACK] is selected as the color mode setting.

Removing blank pages

If your original contains blank pages, you can remove them from the scan result. To take advantage of this feature, enable the Omit Blank Page setting.





[ON] — Select this option when you want to enable the feature and remove blank pages from the scan result.

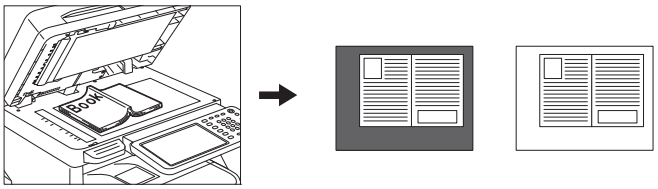
[OFF] — Select this option when you want to disable the feature and include blank pages in your scans.

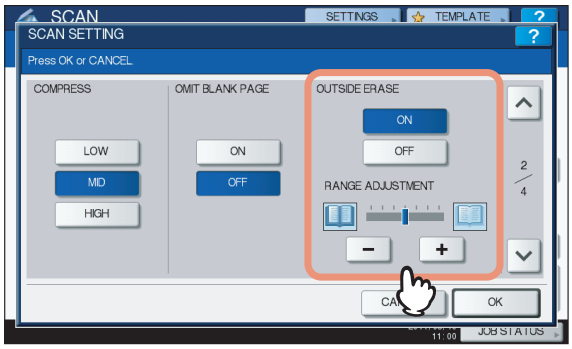
Note

- The equipment may not detect blank pages correctly in the following cases:
- The original consists of half-tone pages.
- Pages contain small text/images, such as a page number printed on a blank page.

Erasing black frames around images

You may want to scan originals with the original cover left open especially when they are as small as a drivers license or as thick a book as a dictionary. In this case, the open cover admits light to the document glass surface, producing a scan image with a black outer frame. This black frame can be erased using the Outside Erase feature.





[ON] — Select this option to enable the Outside Erase feature. Pressing the button makes the Range Adjustment slider available.
[OFF] — Select this option to disable the Outside Erase feature.

RANGE ADJUSTMENT — Use [−] and [+] to select the appropriate sensitivity from 7 levels to detect the boundary between the image and outer frame. The higher the level, the more area is erased.

Memo

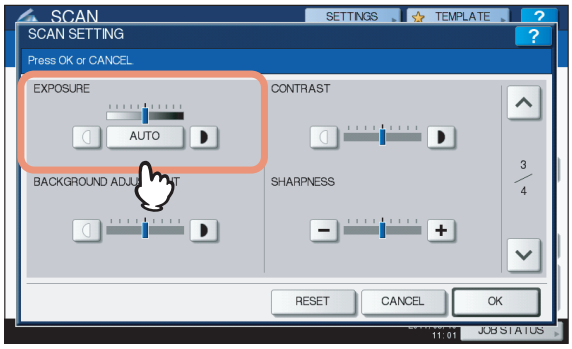
- The sensitivity level for detecting images and the outer frame can be changed for each job using the control panel.

Note

- Regardless of the settings, this feature is disabled under the following conditions:
  - The Document Cover is closed at the time of scanning.
  - The originals are scanned from the Reversing Automatic Document Feeder.
- Set the appropriate exposure manually. Enabling Outside Erase cancels the automatic exposure adjustment feature.
  P.166 "Adjusting exposure"
- The feature may not produce an appropriate output when your original contains a concave shaped image with a dent.
- The margins may not be erased correctly under the following conditions:
  - Light intrudes into the margin area of the original placed on the document glass.
  - Hands or fingers holding the original on the document glass are scanned.

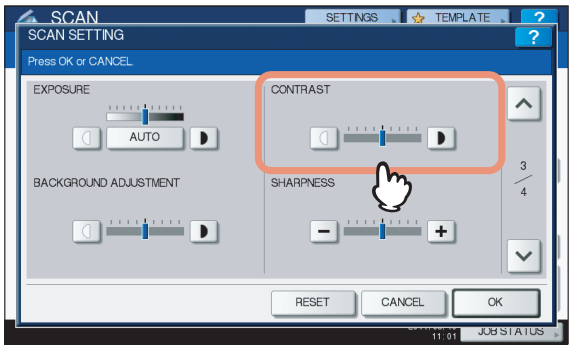
Adjusting exposure

Use [◁] and [▷] to select the preferable exposure setting from 11 levels. If [AUTO] is selected, the automatic exposure adjustment feature is enabled, automatically setting the exposure best suited to your originals.



Adjusting contrast

Use [◁] and [▷] to select the preferable contrast setting from 9 levels.

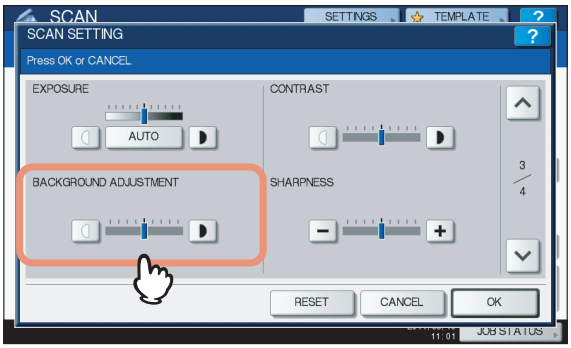


Note

- The contrast setting is available only when [FULL COLOR] or [AUTO COLOR] is selected for the color mode setting.

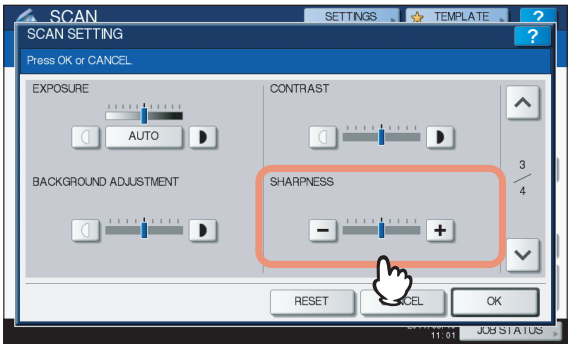
Adjusting background density

With the background adjustment setting, you can lighten or darken the background of your scans. Use [◐] and [◑] to select the preferable background density from 9 levels.



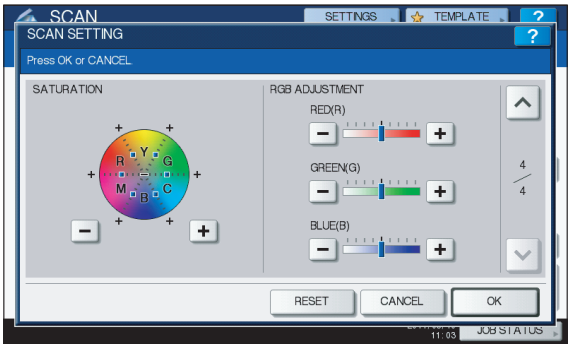
Adjusting sharpness

The sharpness setting determines whether your scans look clear or blurry. Use [−] and [+] to select the preferable setting from 9 levels.



Adjusting color balance

The color balance of your scans can be adjusted with the saturation and RGB adjustment settings.



Note

- The page shown in the above figure is available only when [FULL COLOR] or [AUTO COLOR] is selected for the color mode setting.

■ Saturation

Use [−] and [+] to manually specify the saturation level.

■ RGB adjustment

Use [−] and [+] to manually specify the density level for each color: red (R), green (G), and blue (B).

Memo

- To reset all of the color balance settings back to the defaults, press [RESET].

Previewing Scans

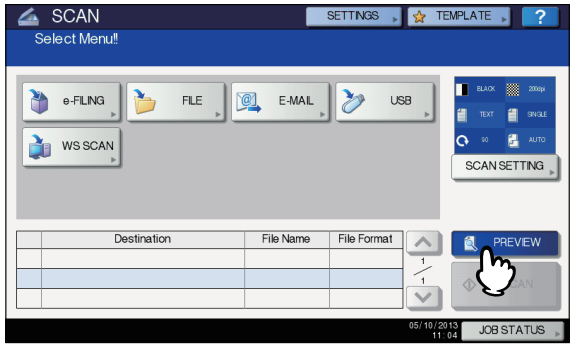
With the preview feature, you can view your scans on the touch panel before saving or e-mailing them. Follow the procedure below.

Note

- The preview feature is not available with the WS Scan function.

Previewing scans

1 On the SCAN or FAX menu screen, press [PREVIEW].





2 See the following sections to select the desired function before scanning originals:

Basic Guide
P.181 "Sending Internet Faxes"
For instructions on how to scan your documents with Scan to e-Filing, refer to the ***e-Filing Guide***.

Note

- The preview feature is not available with the WS Scan function.

3 Carefully check the displayed preview of your scans. To save or e-mail your scans, press [OK].



- If you want to scan another original, place it on the document glass or in the Reversing Automatic Document Feeder, and then press [START] button.
- To delete the page being previewed, press [DELETE PAGE].
- To replace the page being previewed with another page, press [REPLACE PAGE].
- To insert another scan before the page being previewed, press [INSERT PAGE].
- To change scan settings, press [SCAN SETTING] on the SCAN menu, or press [OPTION] on the FAX menu.

P.163 "Changing Scan Settings"
P.181 "Sending Internet Faxes"

Memo

- Three kinds of preview types are provided as follows.
  - — Press this button to display a page of your scan to fit entirely in the preview window.
  - — Press this button to display a page of your scan to fit the width of the preview window.
  - — Press this button to display a page of your scans at the actual size.
- Use , , , and to scroll the displayed image.
- If multiple pages are scanned, you can switch between the pages using the following navigation buttons:
  - — Press this button to display the very first page.
  - — Press this button to display the previous page.
  - — Press this button to display the following page.
  - — Press this button to display the very last page.

Specifying E-mail Addresses

To specify e-mail addresses for the Scan to E-mail function or Internet faxing, you have the following options:

Memo

- Up to 400 addresses can be specified.

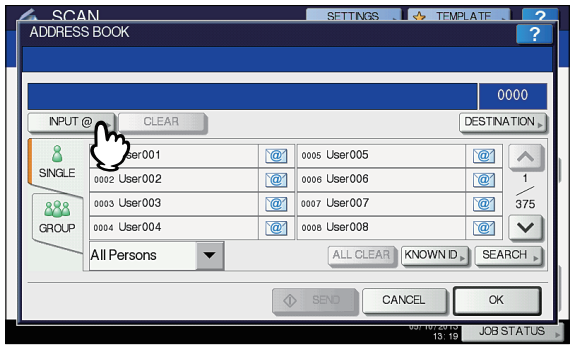
P.168 "Entering an e-mail Addresses"
P.169 "Selecting from the address book"
P.170 "Refining your search"
P.170 "Searching the address book with ID numbers"
P.170 "Searching the address book with search strings"
P.171 "Searching the LDAP server with search strings"
P.172 "Selecting groups"
P.173 "Searching for groups with ID numbers"
P.174 "Searching for groups by name"
P.175 "Viewing/Deleting specified e-mail addresses"

Note

- The screen displays in the following procedures are examples of the Scan to E-mail function. The appearance of the screens differs slightly from those of Internet faxes.

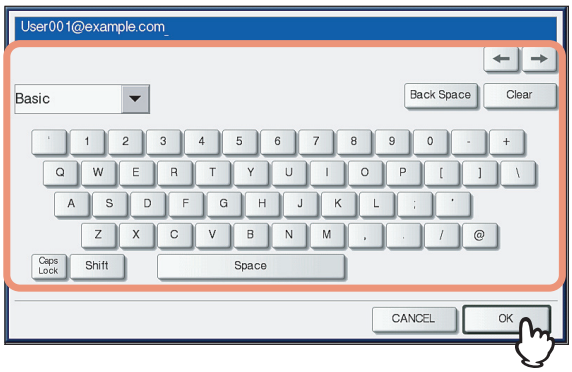
Entering an e-mail Addresses

1 Press [INPUT @].



The on-screen keyboard appears.

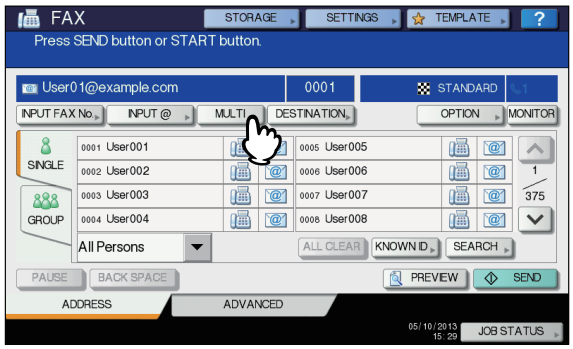
2 Enter an e-mail address using the keyboard and digital keys, and then press [OK] to set the entry.



- For Scan to E-mail, proceed to step 3.
- For Internet faxing, the e-mail address is specified. Continue the Internet faxing operation.
  P.181 "Sending Internet Faxes"

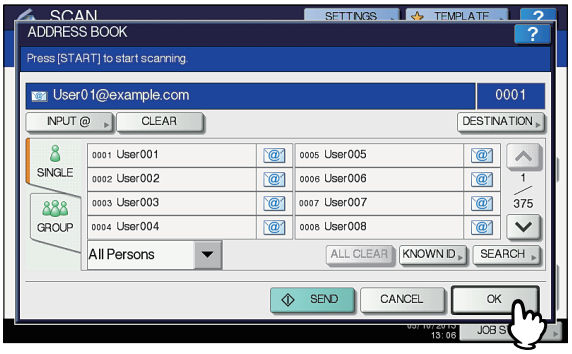
Memo

- If you want to specify multiple e-mail addresses for Internet faxing, press [MULTI] and repeat steps 1 and 2.



- If you press [INPUT @] without pressing [MULTI], you can edit the e-mail address you have just entered.

3 Press [OK].

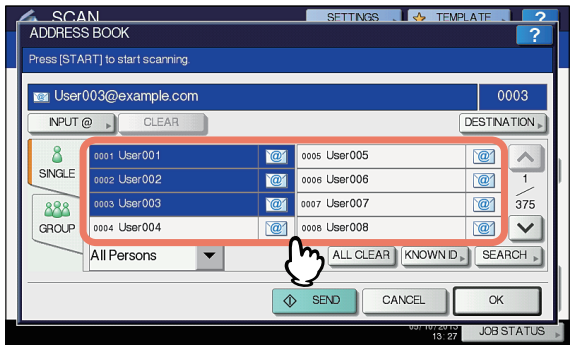


Memo

- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].
  P.175 "Viewing/Deleting specified e-mail addresses"

Selecting from the address book

1 On the [SINGLE] tab, press @ for the desired contacts.

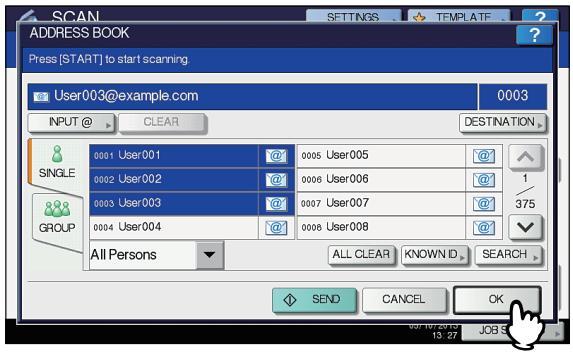


- For Scan to E-mail, proceed to step 2.
- For Internet faxing, the e-mail address is specified. Continue the Internet faxing operation.
  P.181 "Sending Internet Faxes"

Memo

- You can select multiple contacts.
- Selected contacts are highlighted.
- To cancel your selection, press @ again.

2 Press [OK].



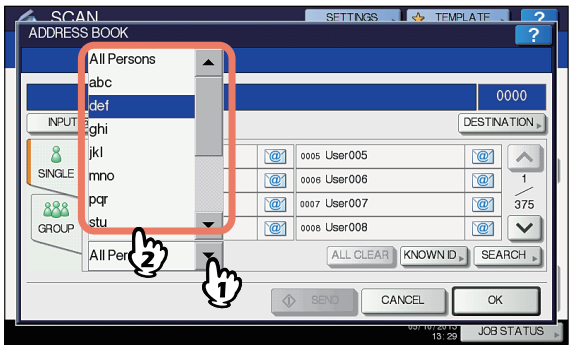
Memo

- If you want to view or delete the specified e-mail addresses, press [DESTINATION].
  P.175 "Viewing/Deleting specified e-mail addresses"

Refining your search

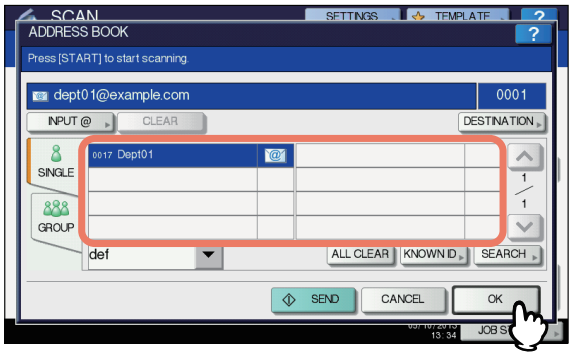
1 Click the pull-up menu, and then select letters that you want to display.

1) Click the pull-up menu.
2) Select letters that you want to display.



Addresses with the selected letter(s) first are displayed.

2 Press @ for the desired contacts. For Scan to E-mail, press [OK] at the end.



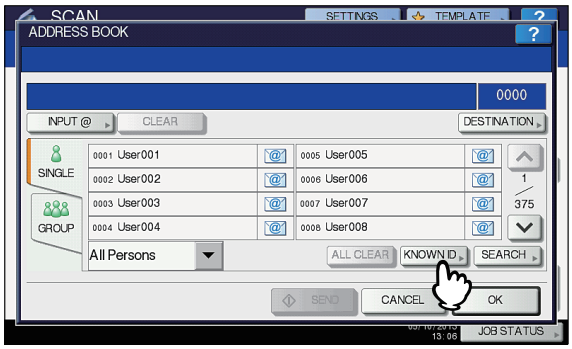
Note

- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].

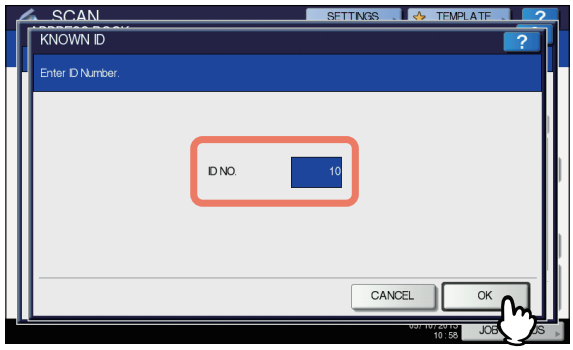
P.175 "Viewing/Deleting specified e-mail addresses"

Searching the address book with ID numbers

1 Press [KNOWN ID].

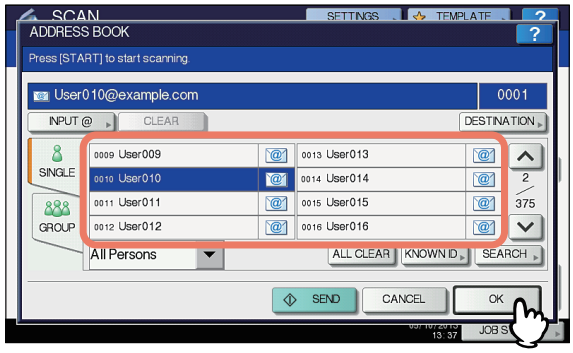


2 Using the digital keys, enter the ID number for the desired contact and then press [OK].



The page containing the contact of the specified ID number is displayed.

3 Press @ for the desired contacts. For Scan to E-mail, press [OK] at the end.



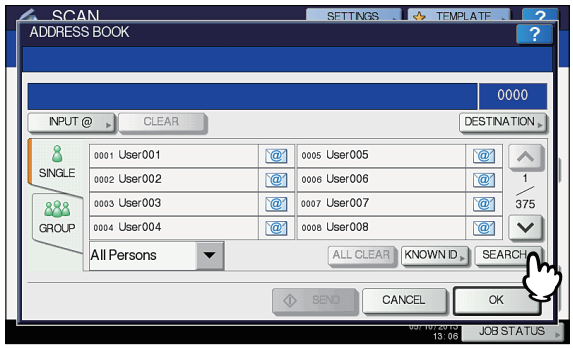
Memo

- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].

P.175 "Viewing/Deleting specified e-mail addresses"

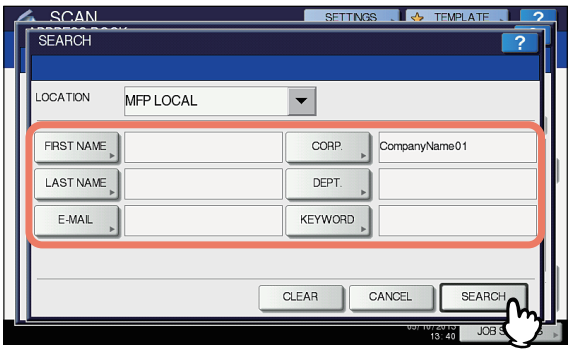
Searching the address book with search strings

1 Press [SEARCH].



The SEARCH screen appears.

2 Press the corresponding button(s) for the desired search category and enter the search string. Finally, press [SEARCH].

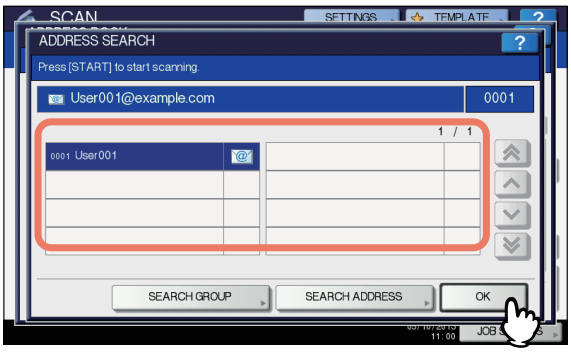


Pressing each button displays an on-screen keyboard. Enter a search string using the keyboard and digital keys, and then press [OK] to set the entry.

Memo

- The contacts are searched for based on the entered search string(s).

3 Press [@] for the desired contacts and then press [OK].

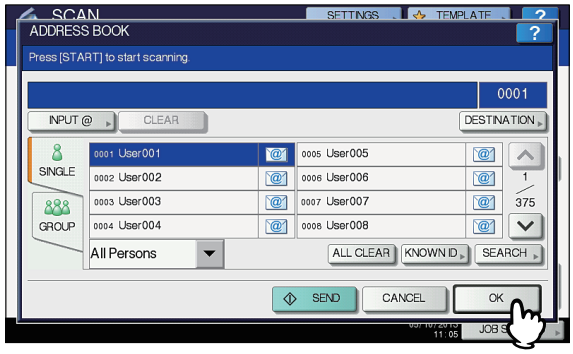


- For Scan to E-mail, proceed to step 4.
- For Internet faxing, the e-mail addresses are specified. To specify additional e-mail addresses, repeat the above steps.

Memo

- For Scan to E-mail, pressing [SEARCH ADDRESS] or [SEARCH GROUP] allows you to continue searching for individual contacts or groups with other search strings.
- Pressing [≪] or [≫] allows you to skip 5 pages

4 Press [OK].



Memo

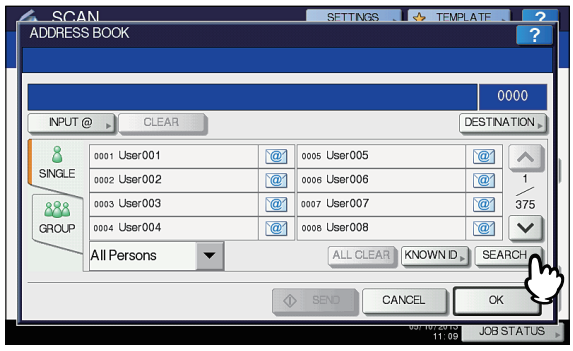
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].
  P.175 "Viewing/Deleting specified e-mail addresses"

Searching the LDAP server with search strings

Note

- To search an LDAP server for e-mail addresses, the network administrator must register the directory service on TopAccess.

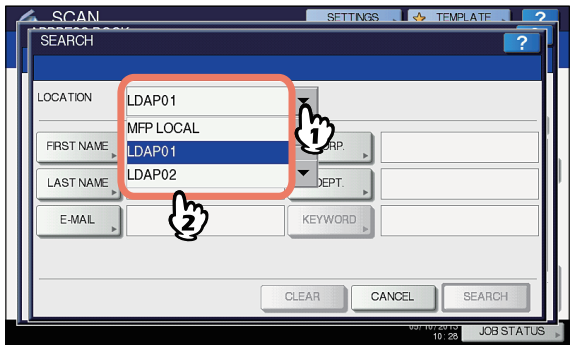
1 Press [SEARCH].



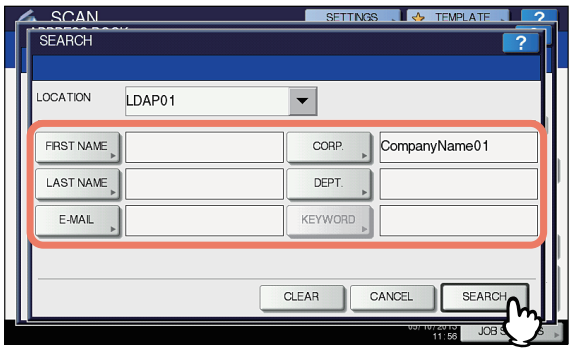
The ADDRESS SEARCH screen appears.

2 Select the directory service name that you want to search in the LOCATION.

1) **Click the pull-down menu.**
2) **Select the directory service name that you want to search.**



3 Press the corresponding button(s) for the desired search category and enter the search string. Finally, press [SEARCH].

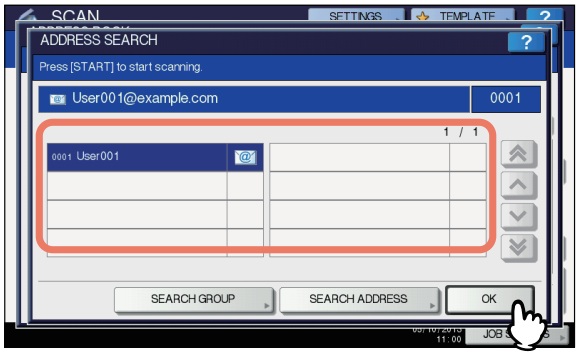


Pressing each button displays an on-screen keyboard. Enter a search string using the keyboard and digital keys, and then press [OK] to set the entry.

Memo

- The contacts are searched for based on the entered search string(s).

4 Press [@] for the desired contacts and then press [OK].

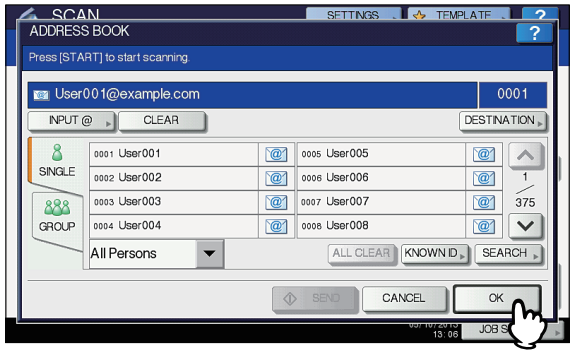


- For Scan to E-mail, proceed to step 5.
- For Internet faxing, the e-mail addresses are specified. To specify additional e-mail addresses, repeat the above steps.

Memo

- If you selected a wrong contact, press the wrong contact again to be unselected, or press the [RESET] button to restart the operation.
  Basic Guide
  P.181 "Sending Internet Faxes"
- For Scan to E-mail, pressing [SEARCH ADDRESS] or [SEARCH GROUP] allows you to continue searching for individual contacts or groups with other search strings.
- Pressing [<<] or [>>] allows you to skip 5 pages

5 Press [OK].

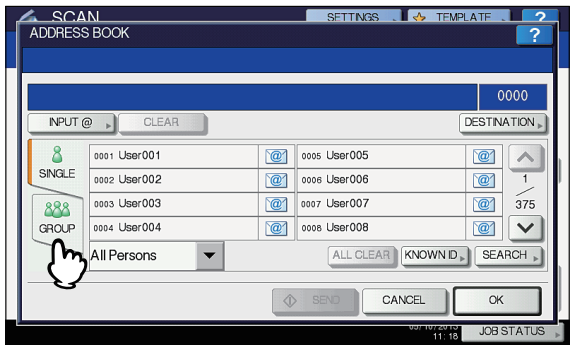


Memo

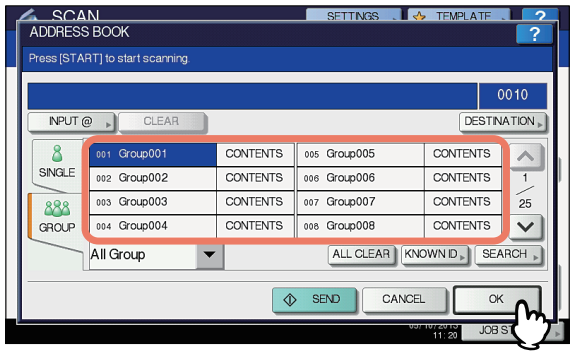
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].
  P.175 "Viewing/Deleting specified e-mail addresses"

Selecting groups

1 Press [GROUP] to display the [GROUP] tab.



2 Select the desired group(s). For Scan to E-mail, press [OK] at the end.



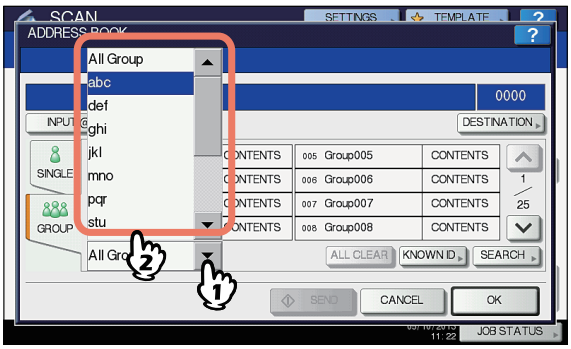
Memo

- To view e-mail addresses registered in a group, press [CONTENTS].
- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].
  P.175 "Viewing/Deleting specified e-mail addresses"

Refining groups search

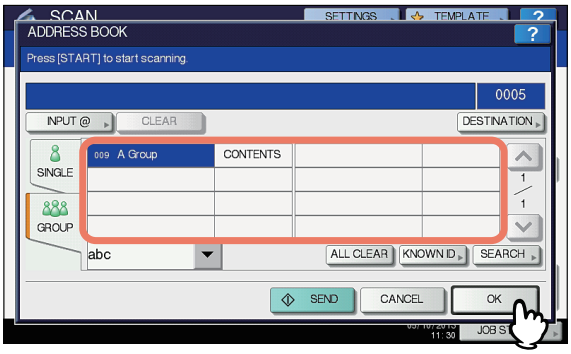
1 Click the pull-up menu, and then select the letters that you want to display.

1) Click the pull-up menu.
2) Select the letters that you want to display.



Addresses with the selected letter(s) first are displayed.

2 Select the desired group. For Scan to E-mail, press [OK] at the end.



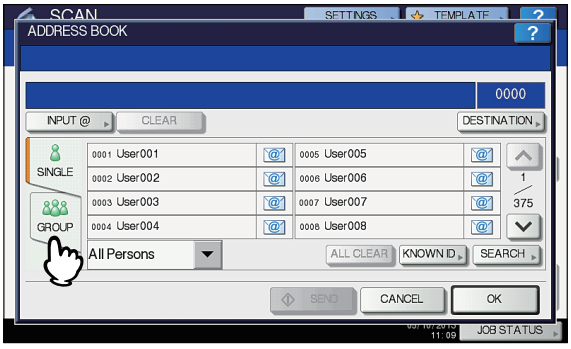
Memo

- To view e-mail addresses registered in a group, press [CONTENTS].
- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].

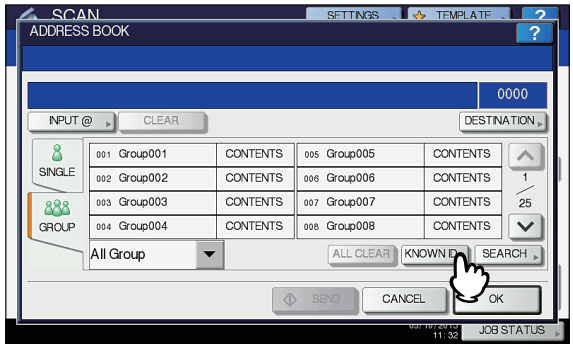
P.175 "Viewing/Deleting specified e-mail addresses"

Searching for groups with ID numbers

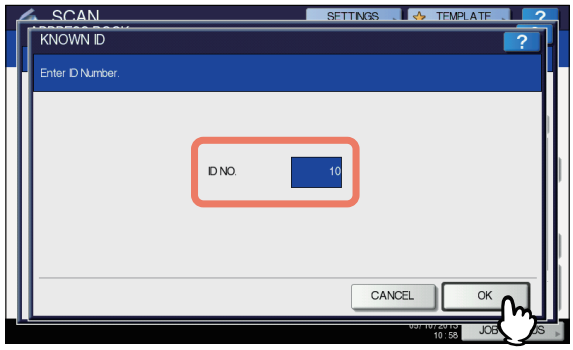
1 Press [GROUP] to display the [GROUP] tab.



2 Press [KNOWN ID].

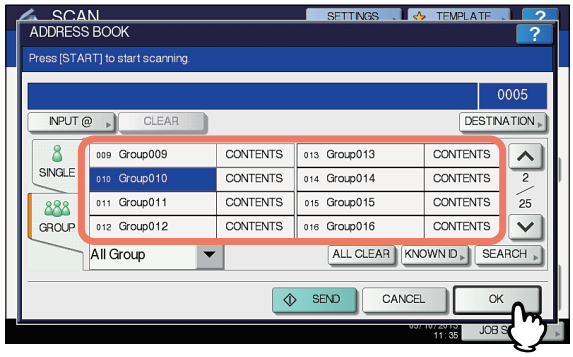


3 Using the digital keys, enter the ID number for the desired group, and then press [OK].



The page containing the group of the specified ID number is displayed.

4 Select the desired group. For Scan to E-mail, press [OK] at the end.



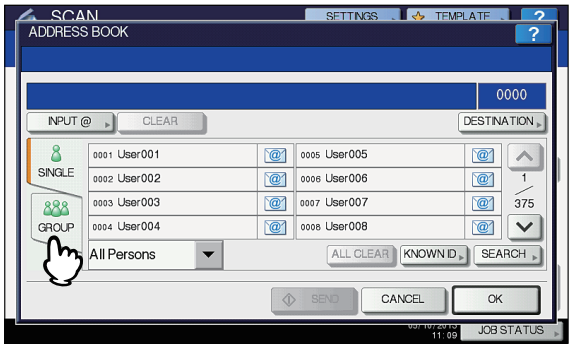
Memo

- To view e-mail addresses registered in a group, press [CONTENTS].
- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].

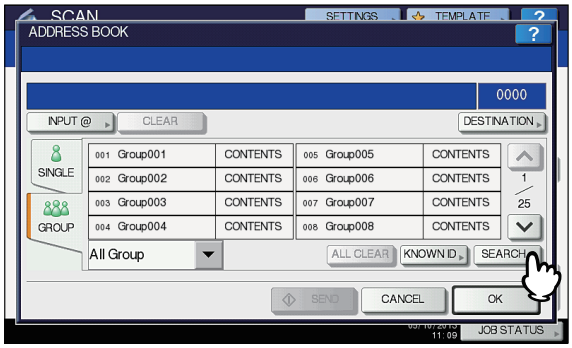
P.175 "Viewing/Deleting specified e-mail addresses"

Searching for groups by name

1 Press [GROUP] to display the [GROUP] tab.

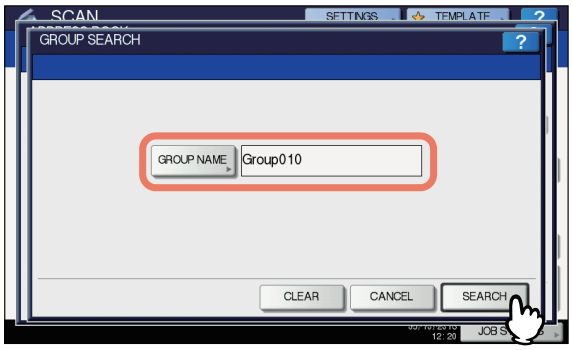


2 Press [SEARCH].



The GROUP SEARCH screen appears.

3 Press [GROUP NAME] and key in a search string for the desired group name. Finally, press [SEARCH].

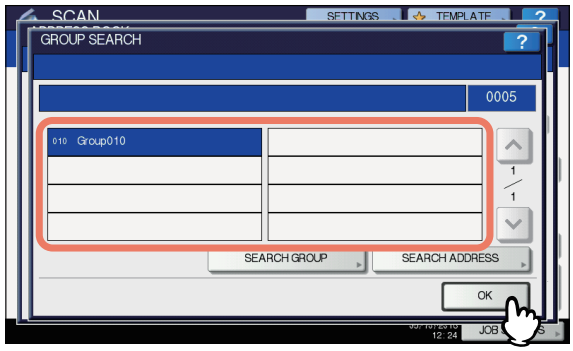


Pressing [GROUP NAME] displays an on-screen keyboard. Enter a search string using the keyboard and digital keys, and then press [OK] to set the entry.

Memo

- The groups are searched for based on the entered search string.

4 Press the corresponding button(s) for the desired group(s), and then press [OK].

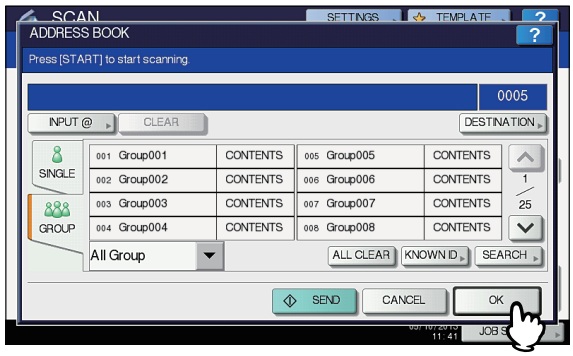


- For Scan to E-mail, proceed to step 5.
- For Internet faxing, the e-mail addresses are specified. To specify additional e-mail addresses, repeat the above steps.

Memo

- For Scan to E-mail, pressing [SEARCH ADDRESS] or [SEARCH GROUP] allows you to continue searching for individual contacts or groups with other search strings.

5 Press [OK].



Memo

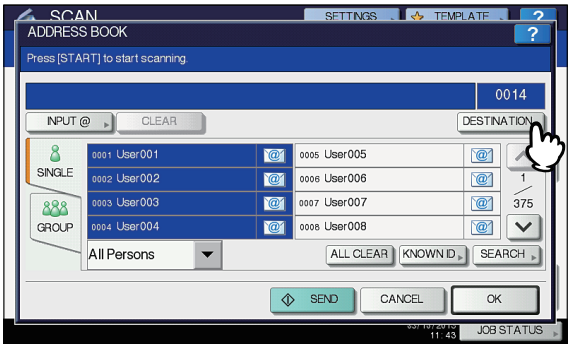
- To view e-mail addresses registered in a group, press [CONTENTS].
- Before pressing [OK], you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, press [DESTINATION].

P.175 "Viewing/Deleting specified e-mail addresses"

Viewing/Deleting specified e-mail addresses

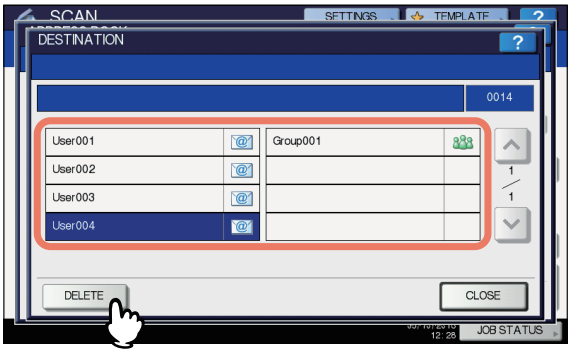
You can view the specified e-mail addresses, contacts, and groups, and delete them from the list.

1 Press [DESTINATION].



Currently selected e-mail addresses, contacts, and groups are listed on the screen.

2 To delete an e-mail address, contact, and/or group from the list, select a listing you want to delete, and then press [DELETE].



Scanning With Dual Functions (Dual Agents)

When performing a scan operation, you can select 2 of the scan functions at one time.

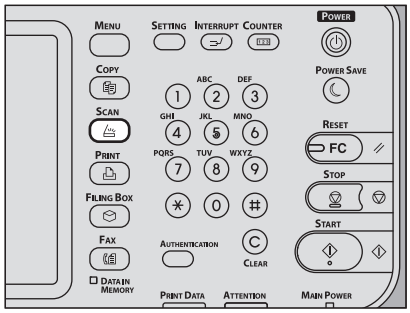
Note

- The WS Scan function cannot be selected together with other scan functions.

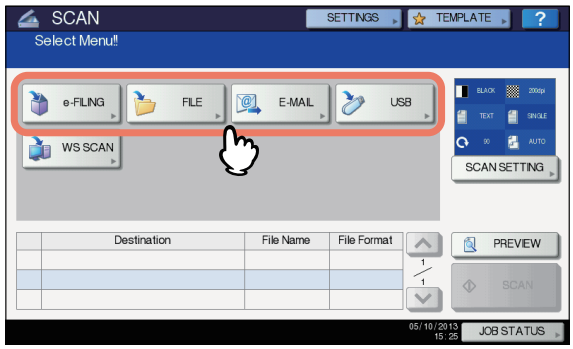
Scanning with dual functions (Dual Agents)

1 Place the original(s).

2 On the control panel, press the [SCAN] button to enter the SCAN menu.



3 Select a scan function that you want to use.



[e-FILING] — Your scans are saved in the e-Filing boxes.
[FILE] — Your scans are saved as files in the equipment's shared folder or a network folder.
[E-MAIL] — Your scans are sent to specified e-mail addresses.
[USB] — Press this button to store scans to a USB storage device.

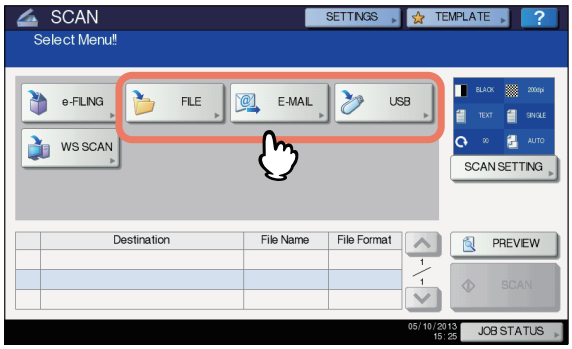
Note

- The WS Scan function cannot be selected with other scan functions.

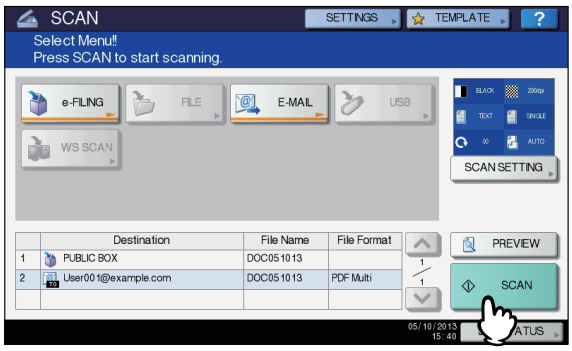
4 Make the settings required for the selected scan function, and then press [OK].

- The required settings vary depending on the selected scan function. For instructions on how to perform settings for each scan function, see the following sections:
  📖 ***Basic Guide***
  For instructions on how to scan your documents with Scan to e-Filing, refer to the *e-Filing Guide*.
- Pressing [OK] on the screen for each scan function takes you back to the basic scan menu with the selected function button marked with an orange line.

5 On the SCAN menu, select the second scan function that you want to use, and repeat step 4.



6 On the SCAN menu, press [SCAN].



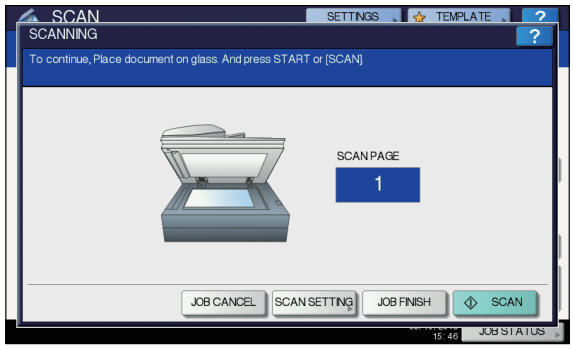
Note

- You can set 2 scan functions at one time. Selecting 3 scan functions at one time is not allowed.
- The WS Scan function cannot be selected with other scan functions.

Memo

- To clear the scan functions, select one and press [RESET]. The screen on the touch panel returns to the basic scan menu and the selected button is cleared.

7 If the screen below appears, place another original on the document glass and press [SCAN] or the [START] button to continue scanning. To finish the job, press [JOB FINISH], followed by the [RESET] button.



- The above screen is not displayed under the following conditions:
  - You scan the original from the Reversing Automatic Document Feeder without pressing [CONTINUE] to scan additional originals.
  - A scan preview is displayed.
- To cancel the operation, press [JOB CANCEL].
- To change the scan settings, press [SCAN SETTING].
  📖 P.163 "Changing Scan Settings"

Note

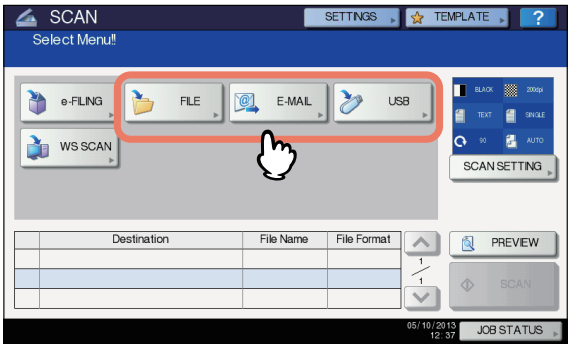
- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limits. Will you save stored originals?” message appears. If you want to save the scans, press [YES].
- When the temporary workspace is full on the equipment’s hard disk, a message appears and the job is canceled. The available workspace can be viewed on the TopAccess [Device] tab.
- If the number of jobs waiting to store scans in the equipment’s hard disk exceeds 20, a message appears to indicate that the equipment’s memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [JOB STATUS].
  📖 ***Basic Guide***

Encrypting PDF Files

With “Scan to File”, “Scan to E-mail” or “Scan to USB”, you can encrypt PDF files when you select [PDF] for the file format by following the procedure below.

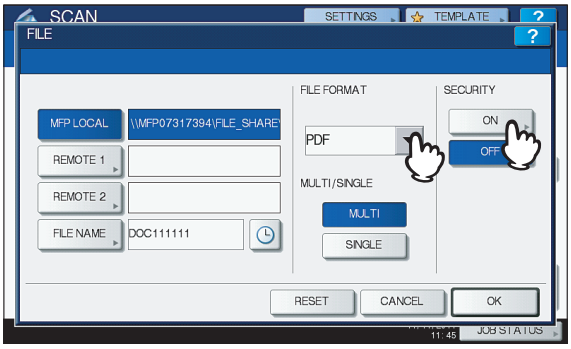
Encrypting PDF files

1 On the SCAN menu, press [FILE], [E-MAIL] or [USB] for the desired scan function.



For help, see the following sections:
📖 ***Basic Guide***

2 Select [PDF] for the file format and then [ON] for the security setting.

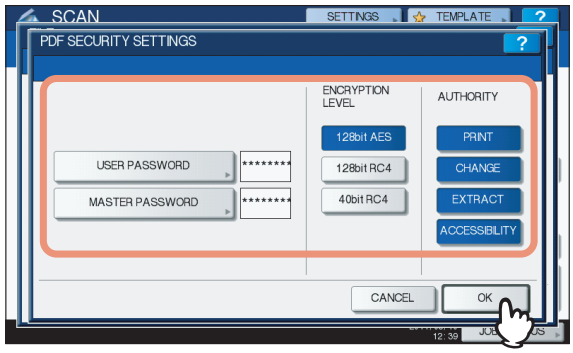


The PDF SECURITY SETTINGS screen appears.

Memo

- If the forced encryption setting is enabled, [ON] is always selected for the security setting. To learn more about the forced encryption setting, refer to the "Setting Items/Printing" (📖 P.211).

3 Key in or select the following items, and then press [OK].



- **[USER PASSWORD]**
  Press this button to set a password for the encrypted PDF file(s). The password is asked for when you open the file.
- **[MASTER PASSWORD]**
  Press this button to set a password for changing the encryption level and authority settings.

Memo

- The user password and the master password are not set at the factory shipment. If the master password is to be set, ask your network administrator.
- Pressing each button displays an on-screen keyboard. Enter a password using the keyboard and digital keys, and then press [OK] to set the entry.
- Passwords can consist of between 1 and 20 one-byte characters, including “#” and “*.”
- You cannot set the same password for the user and master passwords.

Note

- Depending on the Security Setting by the Administrator, the user and master passwords can be changed. If you are unauthorized to change the master password, you cannot change the encryption level or authorization settings described below. To reset these passwords, ask your network administrator.

- **Encryption Level**
  [128bit AES] — Press this button to set to an encryption level compatible with Acrobat 7.0 (PDF Version 1.6).
  [128bit RC4] — Press this button to set to an encryption level compatible with Acrobat 5.0 (PDF Version 1.4).
  [40bit RC4] — Press this button to set to an encryption level compatible with Acrobat 3.0 (PDF Version 1.1).

Note

- When [128bit AES] is selected, the created PDF files cannot be printed using USB Direct Printing. In this case, print these files from a client computer.

- **Authority**
  [PRINT] — Press this button to authorize users to print PDF files.
  [CHANGE] — Press this button to authorize users to edit and convert PDF files.
  [EXTRACT] — Press this button to authorize users to copy and extract the contents of PDF files.
  [ACCESSIBILITY] — Press this button to enable the accessibility feature.

4 Make the other settings as required, and press [SCAN] to scan your documents.

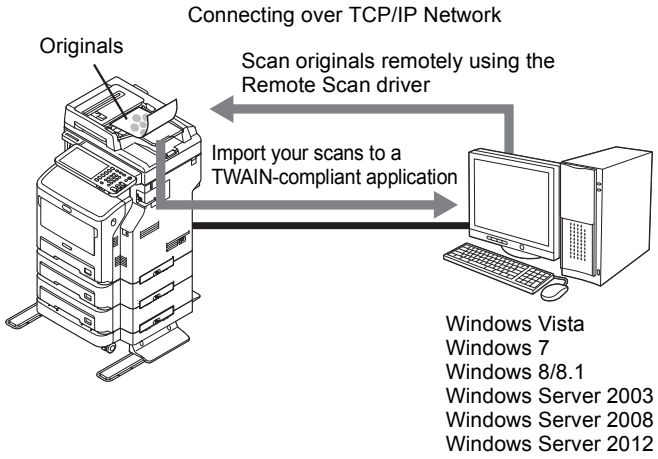
For help, see the following sections:

📖 ***Basic Guide***
📖 P.163 "Changing Scan Settings"

OTHER SCANNING METHODS

Scanning Images Using the Remote Scan Driver

One of the scan drivers included with the software DVD-ROM is the Remote Scan driver. With this driver, you can perform scanning operations remotely from your Windows computer over the TCP/IP network. Your scans can be loaded to your Windows computer running a TWAIN-compliant application.

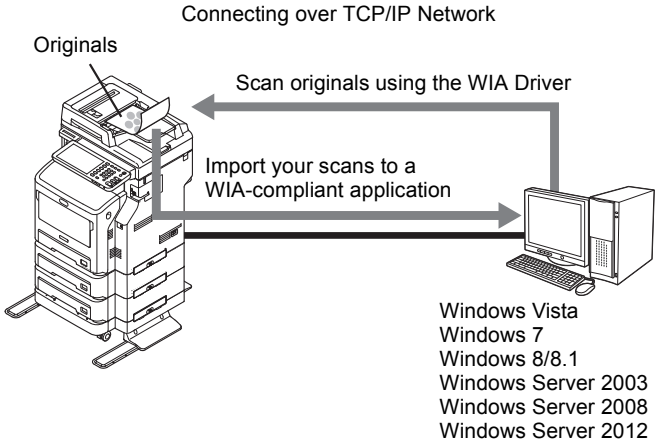


Scanning Images Using the WIA Driver

The the software DVD-ROM also includes the WIA Driver for users of Windows Vista/Windows 7/Windows 8/Windows Server 2003/Windows Server 2008/Windows Server 2012. This driver can be used together with a WIA-compliant application, such as Microsoft Paint supported by Windows Vista, to scan images on the equipment and load them to your client computer.

Note

- If only the Department Management features are enabled, the department code needs to be entered.



For instructions on how to scan and acquire images to your computer, refer to the documentation that comes with your WIA-compliant application.

Note

- If you are using Windows Server 2003, follow the procedure below to register this equipment to the WIA Driver after the installation of the driver.
  1. Double-click [Scanners and Cameras] of [Control Panel].
  2. Right-click [WIA] and then click [Properties].
  3. Click [Discover] on the [Device Setting] tab menu.
  4. Click [Start Discovery].
  5. Select this equipment and then click [OK].
  6. Click [OK].

INTERNET FAX

Precautions for Internet Fax Transmissions

Internet Fax works just like e-mail and may cause the same kinds of troubles as e-mail unless you understand how it works. Before you start using the Internet Fax feature, carefully read and familiarize yourself with the following precautions:

- Internet Fax sends a copy of a document to your e-mail server, not via the PSTN* as with a traditional fax. The data is then sent from the server to the Internet. Unlike traditional faxing, Internet faxing does not involve a direct communication with the recipient(s). Transmission is considered complete when the sent copy of the document reaches your e-mail server.
- The security level of Internet transmissions is low. We recommend traditional faxing when sending confidential documents.
- Due to heavy line traffic, Internet transmissions may take a while to arrive.
- The configuration of the e-mail server may prevent successful transmission if the data size of the sent document exceeds set limits.
- When you send an Internet fax to multiple recipients, all the recipients' e-mail addresses are printed if the header page is set to be printed on the recipients devices. If you need to secure the personal information, send the Internet fax separately to each recipient rather than sending to multiple recipients at the same time.

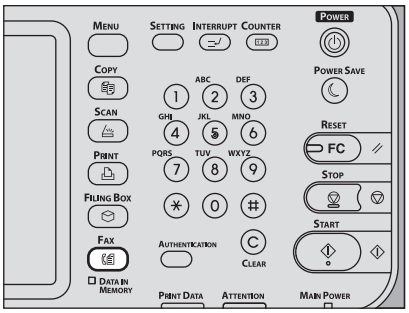
* PSTN (Public Switched Telephone Network) is a global telephone system capable of communicating worldwide using copper wires to transmit analog data.

Viewing Touch Panel for Fax Menu

When you press the [FAX] button on the control panel, the FAX menu is displayed on the touch panel.

Note

- If the equipment is managed by the Department Management or User Management features, you need to enter a department code or the user information, such as the user name and password.





1) Message Display Area
Operational instructions and the status of the equipment are displayed.

2) [SINGLE] Tab
On this tab, you can select individual contacts and various function buttons relevant to Internet faxing operation.

3) [GROUP] Tab
On this tab, you can select groups of contacts and various function buttons relevant to Internet faxing operation.

4) [ADDRESS] Tab
This tab contains contacts information saved in the equipment's address book and displays the information on the [SINGLE] and the [GROUP] tab.

5) [ADVANCED] Tab
On this tab, various kinds of advanced functions are available for you.
P.185 "Setting advanced functions"

6) Alert Message Display Area
Alert messages are displayed when the equipment needs a toner cartridge replacement, the waste toner box needs cleaning, etc. For details on these messages, refer to the ***Troubleshooting Guide***.

7) Date and Time

8) [JOB STATUS]
Press this button when you want to monitor your copy, fax, scan, and/or print jobs or view the job logs.
P.188 "Viewing the Internet fax job status"
P.188 "Viewing the send log for Internet fax jobs"
P.189 "Viewing the receive log for Internet fax jobs"

9) [PREVIEW]
Press this button to preview scans.
P.167 "Previewing Scans"

10) [SEND]
Press this button to send a copy of your document placed on the equipment.

11) [STORAGE]
Press this button when you want to both send a copy of your document and store the sent data in the equipment's hard disk.
P.183 "Saving sent data as a file (Internet fax and file)"

Sending Internet Faxes

Just like the Scan to E-mail function, Internet Fax sends scanned data to specified e-mail addresses as an attached file. The difference is the format of the file; it is TIFF-FX (Profile S), which can be received and printed on Internet Fax devices. With a few additional steps, you can also save the sent data or set advanced functions for each transmission.
P.181 "Sending Internet Faxes"
P.183 "Saving sent data as a file (Internet fax and file)"
P.185 "Setting advanced functions"

Note

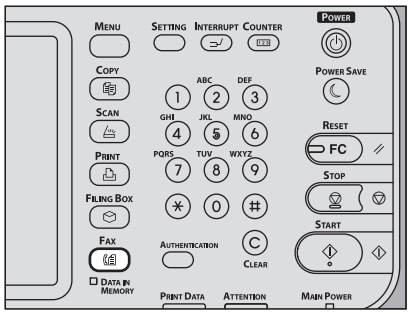
- To use the Internet Fax feature, the network administrator must set the equipment configuration.

Sending Internet faxes

Sending Internet Faxes

1 Place the original(s).

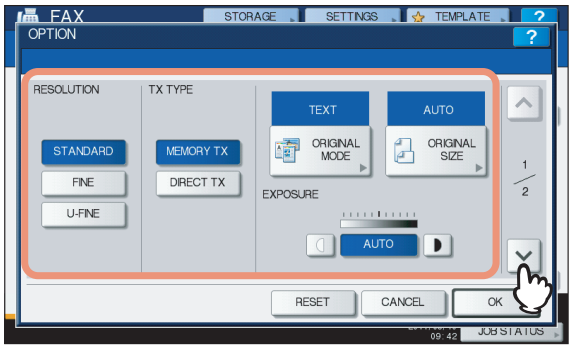
2 On the control panel, press the [FAX] button.



3 On the [ADDRESS] tab, press [OPTION].



4 Specify the following items as required, and then press [▽].



- **RESOLUTION**
  Select the resolution for scanning the original.

Note

- When sending an Internet Fax, [FINE] is always applied even if you select [U-FINE].

- **TX TYPE**
  When sending an Internet Fax, you can only select [MEMORY TX].
  This button can be selected only when the FAX Unit is installed on the equipment.
- **ORIGINAL MODE**
  Select an original mode to scan the original for the best image quality.
  [TEXT/PHOTO] — Press this button to scan an original consisting of both text and photos.
  [TEXT] — Press this button to scan an original consisting of text.
  [PHOTO] — Press this button to scan an original containing photo images printed on photographic paper.

Memo

- When either [TEXT/PHOTO] or [PHOTO] is selected, the transmission may take a while.

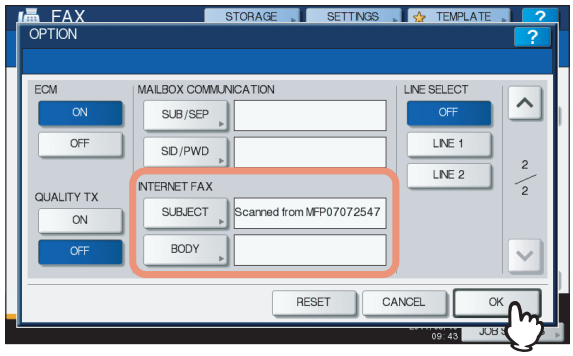
- **ORIGINAL SIZE**
  Press the corresponding button for the original size. To have the equipment automatically set the original size, press [AUTO].

Note

- Internet faxing sends copies of A4, LT or LG size originals in the same size as the originals.

- **EXPOSURE**
  Select the appropriate exposure for scanning the original. Pressing [AUTO] automatically sets the exposure best suited to your originals. To set the exposure manually, use [◁] and [▷] to select the appropriate exposure.

5 Specify the following items as required, and then press [OK].



- **[SUBJECT]**
  Press this button to enter the subject of the Internet Fax to be sent.
- **[BODY]**
  Press this button to enter the body message of the Internet Fax to be sent.

Memo

- Pressing each button displays an on-screen keyboard. Enter each item using the keyboard and digital keys, and then press [OK] to set the entry.
- The administrator can change the body message from TopAccess. For details, refer to the ***TopAccess Guide***.

Note

- All the settings required for Internet faxing are mentioned in the above steps. Settings other than the above apply only to fax transmissions.

6 Specify the e-mail addresses that you want to send to, and then press [SEND] or the [START] button.

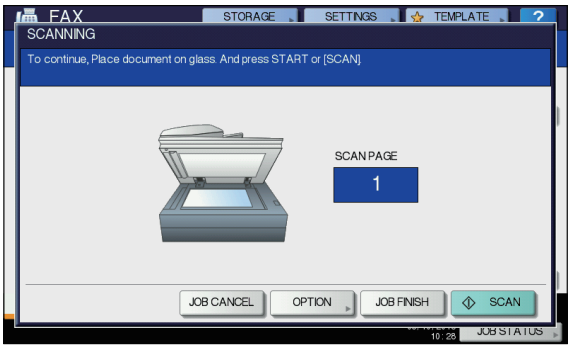


You can specify e-mail addresses in various ways. For details, see the following section:
P.168 "Specifying E-mail Addresses"

Memo

- You can save the sent data as a file.
  P.183 "Saving sent data as a file (Internet fax and file)"
- You can also set advanced functions, such as 2-sided Scan and Priority Reserve.
  P.185 "Setting advanced functions"

7 **If the screen below appears, place another original on the document glass and press [SCAN] or the [START] button to continue scanning. If you finish scanning all the originals, press [JOB FINISH].**



- The above screen is not displayed when the original is scanned from the Reversing Automatic Document Feeder.
- To cancel the operation, press [JOB CANCEL].
- To change the selected settings, press [OPTION].

Saving sent data as a file (Internet fax and file)

When sending an Internet fax, you can also save the sent data in the equipment's shared folder and/or a network folder (REMOTE1 or 2).

Note

- To save the data in a network folder, the administrator needs to set the equipment configuration. For details, refer to the ***TopAccess Guide***.
- Internet Fax and File is not available when the forced encryption setting is enabled. To learn more about the forced encryption setting, refer to the "Setting Items/ Printing" (P.211).

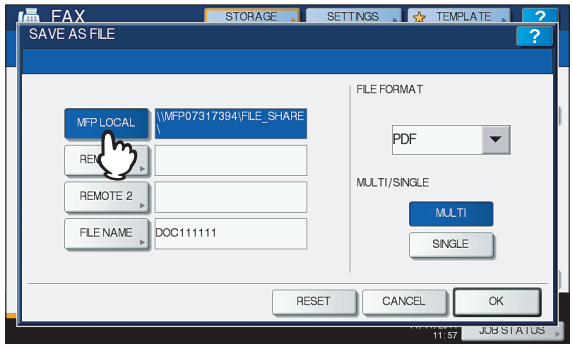
Saving sent data as a file (Internet Fax and File)

1 **Refer to "Sending Internet Faxes"(P.181) and follow steps 1 to 5.**

2 **Press [STORAGE].**



3 **If you want to store the data in the equipment's shared folder, select [MFP LOCAL] and make sure that the button is highlighted.**

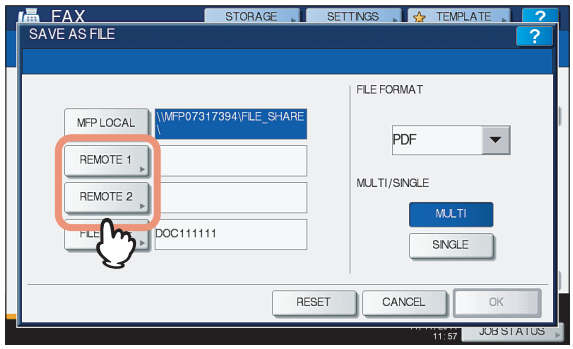


Proceed to step 6.

Memo

- If saving data in a network folder is enabled by the administrator, you can select 2 file destinations from [MFP LOCAL], [REMOTE 1] and [REMOTE 2]. If you want to select [REMOTE 1] and/or [REMOTE 2], proceed to step 4.

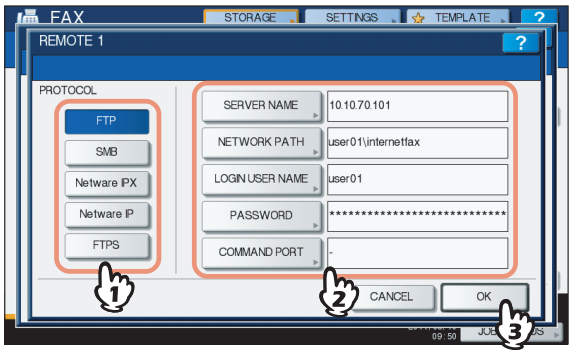
4 **To store the data in a network folder, press [REMOTE 1] or [REMOTE 2].**



- If the selected remote destination (REMOTE 1 or 2) is configured by the administrator so that you can specify a desired network folder, the screen for setting up the remote destination is displayed. Proceed to step 5.
- If the selected remote destination (REMOTE 1 or 2) is already defined by the administrator so that your scans are saved in a specified network folder, pressing the button does not display the screen for specifying the file destination. In this case, you cannot change the file destination. Proceed to step 6. If you need to change set remote destinations, ask your network administrator for help.

5 Select a folder for the remote destination.

1) **Select FTP, SMB, NetWare IPX, NetWare IP, or FTPS as a protocol to transfer the file.**
2) **Press [SERVER NAME], [NETWORK PATH], [LOGIN USER NAME], [PASSWORD] and/or [COMMAND PORT] and specify the file destination.**
3) **Finally, press [OK].**



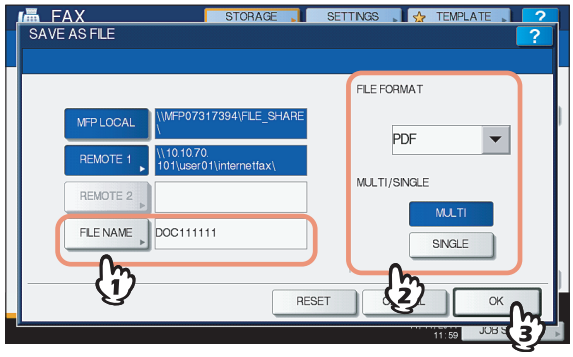
- **[SERVER NAME] (FTP, NetWare IPX, NetWare IP, and FTPS only)**
  When you select [FTP]:
  Enter the IP address of the FTP server. For example, to transfer the data to "ftp://10.10.70.101/user01/internetfax/," enter "10.10.70.101" in this box.
  When you select [NetWare IPX]:
  Enter the name of the NetWare file server or the Tree/Context (when NDS is available).
  When you select [NetWare IP]:
  Enter the IP address of the NetWare file server.
  When you select [FTPS]:
  Enter the IP address of the FTP server. For example, to transfer the scanned data to "ftps://10.10.70.101/user01/scan/," enter "10.10.70.101" in this box.
- **[NETWORK PATH]**
  When you select [FTP]:
  Enter the path to a folder in the FTP server where you want to store the data. For example, to transfer the data to "ftp://10.10.70.101/user01/internetfax/," enter "user01\internetfax" in this box.
  When you select [SMB]:
  Enter the network path to the folder where you want to store the data.
  When you select [NetWare IPX] or [NetWare IP]:
  Enter the path to a folder in the NetWare file server where you want to store the data. For example, to transfer the data to the "sys\internetfax" folder in the NetWare file server, enter "\sys\internetfax" in this box.
  When you select [FTPS]:
  Enter the path to a folder in the FTP server where you want to store the scanned data. For example, to transfer the scanned data to "ftps://10.10.70.101/user01/scan/," enter "user01\scan" in this box.
- **[LOGIN USER NAME]**
  When you select [FTP]:
  Enter the log-in user name for the FTP server if required.
  When you select [SMB]:
  Enter the user name to access the network folder if required.
  When you select [NetWare IPX] or [NetWare IP]:
  Enter the log-in user name for the NetWare file server if required.
  When you select [FTPS]:
  Enter the log-in user name for the FTP server if required.
- **[PASSWORD]**
  When you select [FTP]:
  Enter the log-in password for the FTP server if required.
  When you select [SMB]:
  Enter the password for accessing the network folder if required.
  When you select [NetWare IPX] or [NetWare IP]:
  Enter the log-in password for the NetWare file server if required.
  When you select [FTPS]:
  Enter the log-in password for the FTP server if required
- **[COMMAND PORT] (FTP and FTPS only)**
  Enter the port number to be used for command execution. By default, a hyphen "-" is entered in this box, and the port number set by the administrator is used. Change the entry in this box only when you want to use another port number.

Memo

- Pressing each button displays an on-screen keyboard. Enter each item using the keyboard and digital keys, and then press [OK] to set the entry.

6 Define the settings for the new file(s) as required.

1) **Press [FILE NAME] and change the file name.**
2) **Select an option for the FILE FORMAT and/or MULTI/SINGLE PAGE settings.**
3) **Finally, press [OK].**



- **[FILE NAME]**
  Pressing the button displays an on-screen keyboard. Change the file name using the keyboard and digital keys, and then press [OK] to set the entry. The file name can consist of a maximum of 128 characters.

Memo

- The trailing characters in a file name (maximum 74) may be deleted depending on the type of letters used.

- **FILE FORMAT**
  [PDF] — Press this button to store your scan as a PDF file.
  [TIFF] — Press this button to store your scan as a TIFF file.
  [XPS] — Press this button to store your scan as an XPS file.

Memo

- XPS files are supported only by the following operating systems:
  Operating systems:
  - Windows Vista
  - Windows 7
  - Windows 8/8.1
  - Windows Server 2008 SP1 or later versions
  - Windows Server 2003 SP1 or later versions with .NET Framework 3.0 installed
  - Windows Server 2012

- **MULTI/SINGLE PAGE**
  [MULTI] — Press this button to store your scan as a multiple page file. When you scan several pages, the equipment stores all the pages as a single file.
  [SINGLE] — Press this button to store your scan as a single file for each page. When you scan several pages, the equipment stores each page as a separate file.

7 Refer to "Sending Internet Faxes"(P.181) and follow steps 6 and 7 to send your documents.

Memo

- When the transmission is complete, the equipment saves the sent data. If the transmission results in failure even after several retries, the equipment saves the data in the selected folder(s). The number of retries to be made can be specified by the administrator on TopAccess.
- If the data are saved in the equipment's shared folder, they will be found in the "TXFAX" folder under the "file_share" folder. To learn more about the "file_share" folder, see the following section:
  Basic Guide

Setting advanced functions

Pressing [ADVANCED] during the Internet faxing operation displays the [ADVANCED] tab. On this tab, the following advanced functions are available:

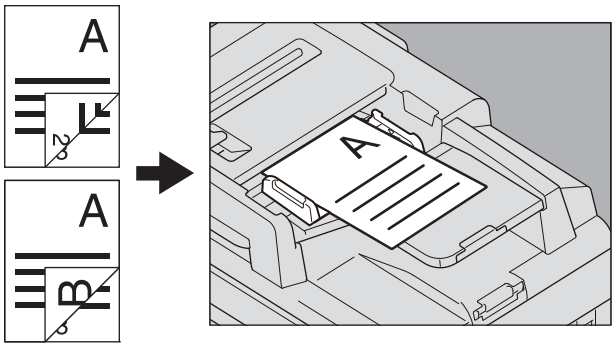
- **2-SIDED SCAN** — Use this function when you want to send 2-sided originals from the Reversing Automatic Document Feeder.
  P.185 "Setting 2-sided scan"
- **PRIORITY RESERVE** — Use this function when you want to send originals ahead of the currently reserved transmissions.
  P.186 "Setting Priority Reserve"

■ Setting 2-sided scan

Use this function when you want to send 2-sided originals from the Reversing Automatic Document Feeder. The default of this function is restored when each transmission is complete; you must enable the setting every time you want to use this function.

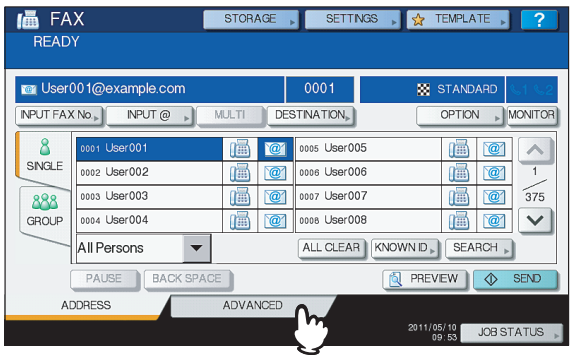
Note

- To set A4 or LT size originals in the Reversing Automatic Document Feeder, place them in portrait orientation.

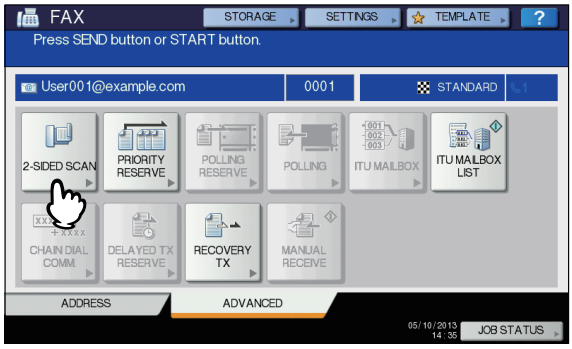


Setting 2-sided scan

1 Press [ADVANCED] to display the [ADVANCED] tab.



2 Press [2-SIDED SCAN].



The 2-SIDED SCAN screen appears.

3 **Select either [BOOK] or [TABLET] for the original type, and then press [OK].**



4 **Press [ADDRESS] to return to the [ADDRESS] tab.**



Continue the Internet faxing operation.

P.181 "Sending Internet Faxes"

■ Setting Priority Reserve

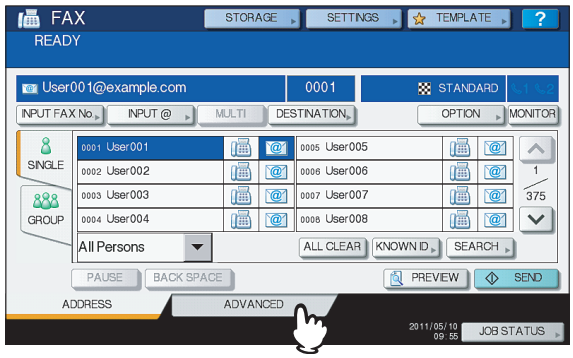
Use the Priority Reserve function when you want to send originals ahead of the jobs currently waiting in the queue. The default of this function is restored when each transmission is complete; you must enable the setting every time you want to use this function.

Note

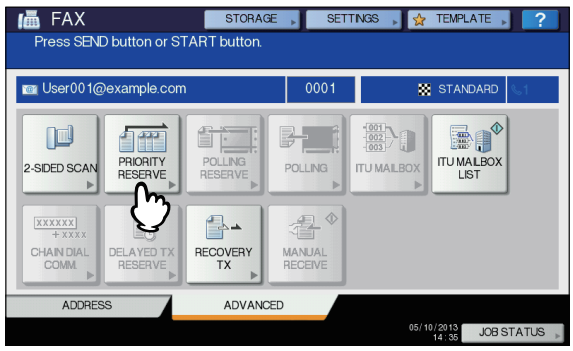
- You can specify the e-mail addresses by keying in them or searching the address book.

Setting Priority Reserve

1 **Press [ADVANCED] to display the [ADVANCED] tab.**

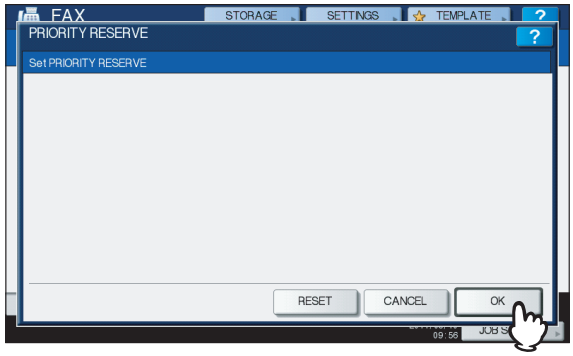


2 **Press [PRIORITY RESERVE].**

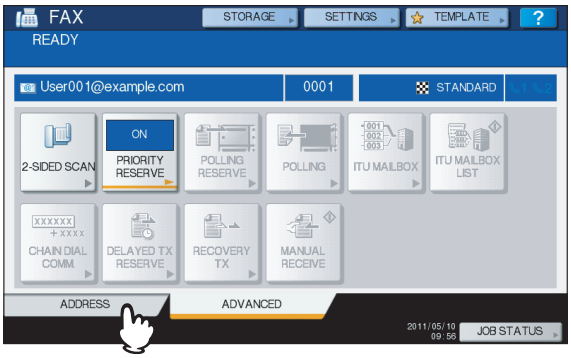


The PRIORITY RESERVE screen appears.

3 **Press [OK].**



4 **Press [ADDRESS] to return to the [ADDRESS] tab.**



Continue the Internet faxing operation.

P.181 "Sending Internet Faxes"

Receiving Internet Faxes

Available file formats

The equipment can print out TIFF-FX images, TIFF images scanned in black and white, and text data (email messages in the plain text format). In addition, the resolution of the TIFF-FX images must be either 8 x 3.85 or 8 x 7.7 or 8 x 15.4 (dot/mm) while that of scanned TIFF images must be 200 x 100, 200 x 200, 200 x 400, 400 x 400, or 600 x 600 (dpi).

If any files failing to meet the above conditions are attached to a received Internet Fax, an e-mail printing error occurs and is recorded as an error code on the RECEIVE log. On TopAccess, the “Email Print” settings are available for the administrator so that error codes can be printed as a report. The administrator can also set the equipment to forward such Internet Faxes to another e-mail address. For details, refer to the ***TopAccess Guide***.

Receiving Internet faxes

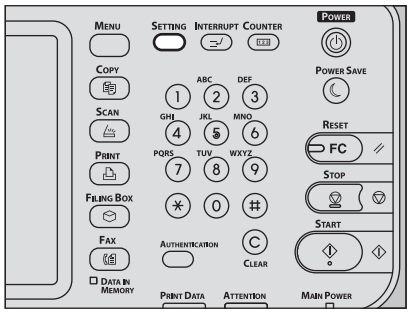
The equipment accesses the e-mail server at specified intervals to check whether any e-mail has been delivered. New e-mail is automatically received and printed out unless you check manually.

Receiving Internet Faxes automatically

The administrator can set up the equipment configuration on TopAccess to automatically receive Internet faxes from the e-mail server. If the “Scan Rate” setting is specified, the equipment accesses the e-mail server to check for any new e-mail at specified intervals. (The factory default is 5 minutes.) For more details, refer to the ***TopAccess Guide***.

Receiving Internet Faxes manually

1 **On the control panel, press [SETTING] button.**



2 **On the [USER] tab, press [CHECK E-MAIL].**



- The equipment begins checking for new e-mail. If Internet Faxes have been received, “RECEIVING E-mail” appears on the screen. After “NEW E-mail RECEIVED” is displayed, the equipment starts printing the Internet Faxes.
- If no new e-mails are found, “CURRENTLY NO E-mail” is displayed on the screen.

Viewing the Internet Fax Job Status and Log

You can view the status of the Internet Fax transmissions from the touch panel. After Internet Faxes are sent or received, the record of the jobs can also be viewed and printed. On the SEND/RECEIVE LOG screen, you can save contact information, such as phone numbers and e-mail addresses, to the address book.

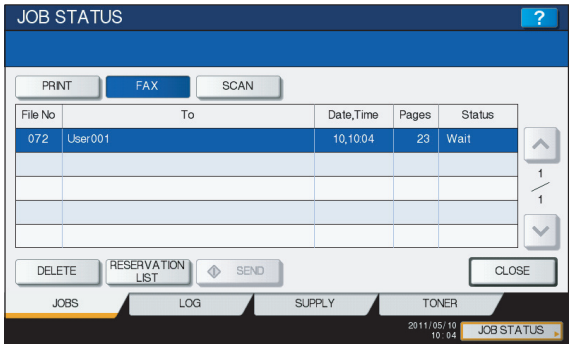
Note

- If the equipment is managed by the User Management feature, you need to enter the user information, such as the user name and password.

P.188 "Viewing the Internet fax job status"
P.188 "Viewing the send log for Internet fax jobs"
P.189 "Viewing the receive log for Internet fax jobs"
P.189 "Saving contact information to the address book"

Viewing the Internet fax job status

Pressing [JOB STATUS] > [JOBS] > [FAX] on the touch panel displays a list of Internet Fax, traditional fax, and Network Fax jobs in progress or in wait for transmission. The jobs can be deleted if needed.



In the list, you can view each job's file number (chronological order of jobs), recipient's e-mail address or fax number, date and time, number of pages, and current status. The maximum number of displayed jobs differs depending on your model or operating environment.

To display the previous or next page, press [^] or [v]. The number of jobs displayed on a page varies depending on the equipment used.
To delete jobs, select a job on the list and press [DELETE]. You can select more than one job to be deleted.
To print out the displayed information, press [RESERVATION LIST].

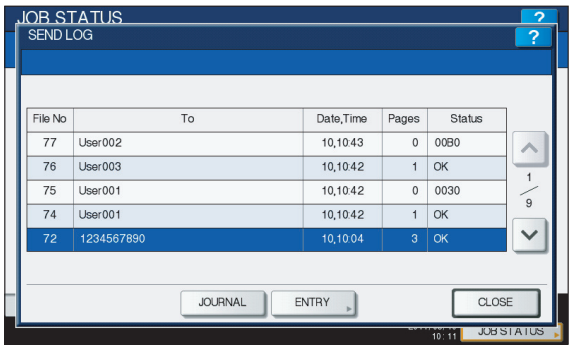
The STATUS column provides the following status information:

- Line1 — Traditional faxing in progress on the 1st line.
- Network — Internet faxing in progress.
- Delayed — Traditional fax or Network Fax transmission scheduled for a specified time.
- Wait — The job in wait for transmission.
- Invalid — The Network Fax job suspended due to an invalid department code.

To exit from the JOB STATUS screen, press [CLOSE].

Viewing the send log for Internet fax jobs

The transmission record of Internet Fax jobs can be displayed on the SEND LOG screen. To display the record on the touch panel, press [JOB STATUS] > [LOG] > [SEND].



On the SEND LOG screen, you can view each job's file number (chronological order of jobs), recipient's e-mail address or fax number, date and time, number of pages, and status (job result).

To display the previous or next page, press [^] or [v]. The number of jobs displayed on a page varies depending on the equipment model.
To print out the displayed information, press [JOURNAL].
If you want to save contact information, such as phone numbers and e-mail addresses, to the address book, press [ENTRY].
P.189 "Saving contact information to the address book"

To exit from the SEND LOG screen, press [CLOSE].

Note

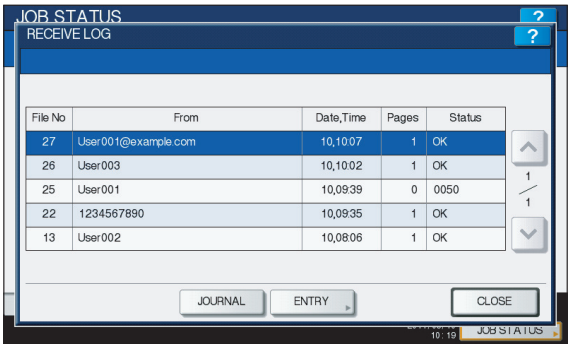
- Besides Internet Fax transmissions, fax transmissions are recorded and displayed on the SEND LOG screen.

Memo

- For details on error codes displayed in the "Status" column, refer to the ***Troubleshooting Guide***.
- The transmission record of Internet FAX jobs can be exported to a USB storage device.

Viewing the receive log for Internet fax jobs

The record of received Internet Faxes can be displayed on the RECEIVE LOG screen. To display the record on the touch panel, press [JOB STATUS] > [LOG] > [RECEIVE].



On the RECEIVE LOG screen, you can view each job's file number (chronological order of jobs), sender's e-mail address or fax number, date and time, number of pages, and status (job result).
Up to 1000 jobs can be listed.

To display the previous or next page, press [^] or [v]. The number of jobs displayed on a page varies depending on the equipment model.
To print out the displayed information, press [JOURNAL].
If you want to save contact information, such as phone numbers and e-mail addresses, to the address book, press [ENTRY].
P.189 "Saving contact information to the address book"

To exit from the RECEIVE LOG screen, press [CLOSE].

Note

- Besides Internet Fax receptions, fax and e-mail receptions are recorded and displayed on the RECEIVE LOG screen.

Memo

- For details on error codes displayed in the "Status" column, refer to the ***Troubleshooting Guide***.
- The reception record of Internet FAX jobs can be exported to a USB storage device.

Saving contact information to the address book

On the SEND, RECEIVE, and SCAN LOG screens, you can save contact information, such as phone numbers and e-mail addresses, to the address book.

5

Registering Functions

TEMPLATES P.191
USING TEMPLATES P.201

TEMPLATES

Templates

You can create a template with several functions that are frequently used so that they can be employed whenever you want by recalling the template, thus eliminating the need to perform complicated settings every time. Templates can be used in copying, scanning and sending a fax.

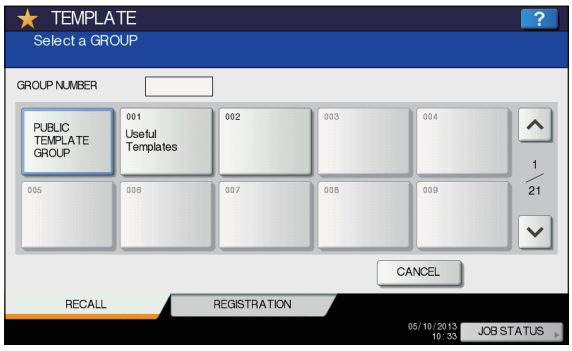
Note

- Fax functions are available only when the FAX Unit is installed.

Displaying template menu

You can display the template menu by pressing [TEMPLATE] on the touch panel when you want to register or recall templates.

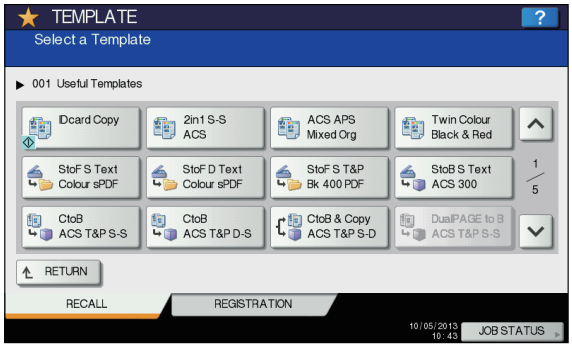




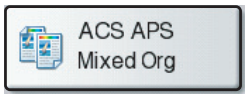
Using “Useful Templates”

This equipment has 12 default templates that can be used immediately. They are registered to the group number 001 “Useful Templates”. For how to recall them, see the following page:

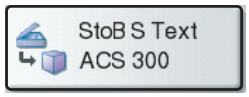
P.196 "Recalling Templates"



Templates with copying functions

Button	Function *1
	Original size: 2-sided small originals, such as business cards Paper size: A4 (equipment for the A/B format), LT (equipment for the LT format) 2IN1 / 4IN1: 2IN1 (Place the original on the document glass before recalling the template since the automatic start is enabled in this template. After scanning the front side and then the back of the 2-sided original, press [JOB FINISH] to start copying.)
	Color mode: AUTO COLOR 2IN1 / 4IN1: 2IN1 Simplex/Duplex: 1 -> 1 SIMPLEX
	Color mode: AUTO COLOR Paper selection: Automatic Paper Selection Original size: Mixed-size
	TWIN/MONO COLOR: TWIN COLOR (BLACK & RED)

Templates with scanning functions

Button	Function *1
	Original: 1-sided Color mode: FULL COLOR Original mode: TEXT Storing method: Stored in the share folder of this equipment as a high-compression PDF file (multi)
	Original: 2-sided Color mode: FULL COLOR Original mode: TEXT Storing method: Stored in the share folder of this equipment as a high-compression PDF file (multi)
	Original: 1-sided Color mode: BLACK Original mode: TEXT/PHOTO Resolution: 400 dpi Storing method: Stored in the share folder of this equipment as a PDF file (multi)
	Original: 1-sided Color mode: AUTO COLOR Original mode: TEXT Resolution: 300 dpi Storing method: Stored in the e-Filing box (public box)

Templates with e-Filing functions

Button	Function *1
	Color mode: AUTO COLOR Original mode: TEXT/PHOTO Simplex/Duplex: 1 -> 1 SIMPLEX Storing method: Stored in the e-Filing box No copying
	Color mode: AUTO COLOR Original mode: TEXT/PHOTO Simplex/Duplex: 2 -> 1 SPLIT Storing method: Stored in the e-Filing box No copying
	Color mode: AUTO COLOR Original mode: TEXT/PHOTO Simplex/Duplex: 1 -> 2 DUPLEX Storing method: Stored in the e-Filing box Copying performed

*1 Functions other than those noted here are in their default settings.

Registering Templates

Templates must be registered to either the “public template group” or “private groups”. You can set a password to restrict the use of registered templates.

Public template group:
Provided by default. Templates in this group can be used by everyone. It is useful to register several combinations of functions frequently used in the entire office or department. Up to 12 templates can be registered to the public group. The Admin (administrator) Password is required when you wish to register, delete or change templates in the public template group.

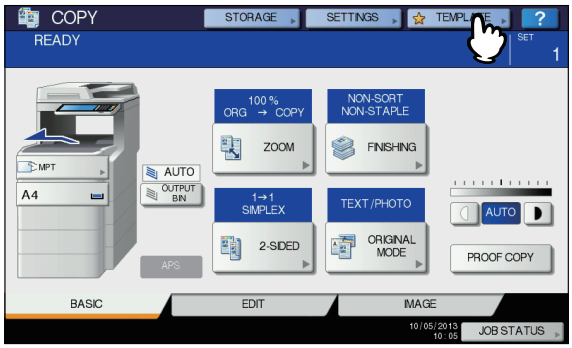
Private group:
You can create up to 200 private groups. These are useful for each department, section or user. Up to 60 templates can be registered per group. You can set a password to restrict the use of the registered templates. “Useful Templates” are registered under the group 001 by default.

Registering templates into the public template group

1 Set all the required functions.

Example: Editing function – image shift, reproduction ratio – 90%, number of copy sets –10

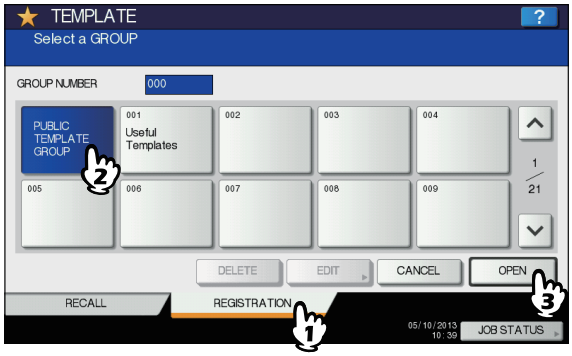
2 Press [TEMPLATE] on the touch panel.



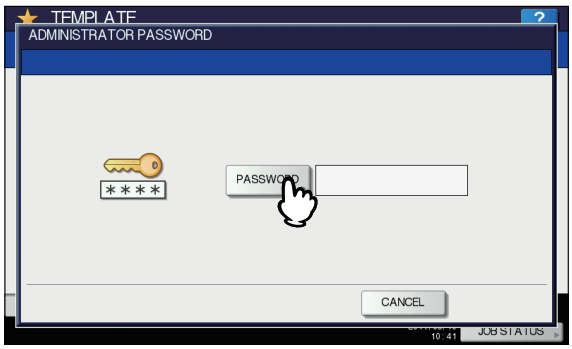
The template menu appears.

3 Select the public template group.

1) **Press the [REGISTRATION] tab.**
2) **Press [PUBLIC TEMPLATE GROUP].**
3) **Press [OPEN].**

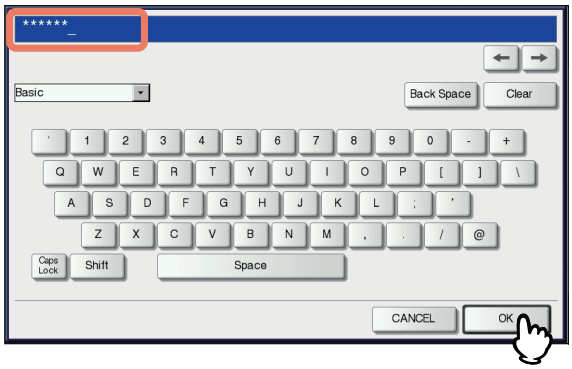


4 Press [PASSWORD].



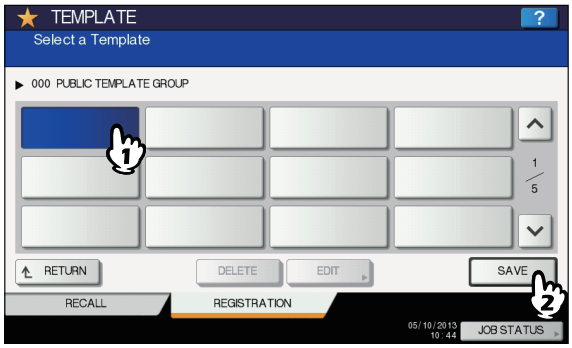
The on-screen keyboard appears.

5 Enter the Admin Password using the on-screen keyboard or the digital keys. Then press [OK].



6 Select a template.

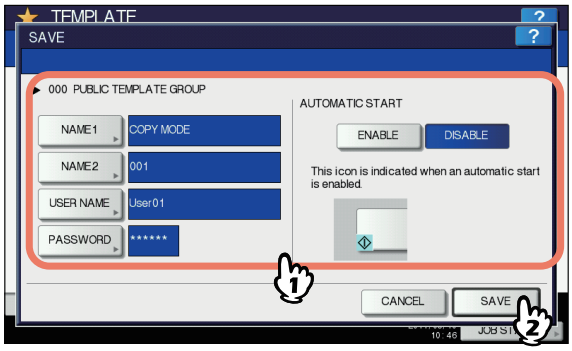
1) **Press a blank button.**
2) **Press [SAVE].**



To switch the menu

Press [^] or [v].

7 Enter the necessary information about the template.



NAME 1 & 2: Enter the name of the template. NAME 1 appears above the template button and NAME 2 appears below. Be sure to enter at least one of them. When you press either of them, the on-screen keyboard appears. Enter within 11 characters.

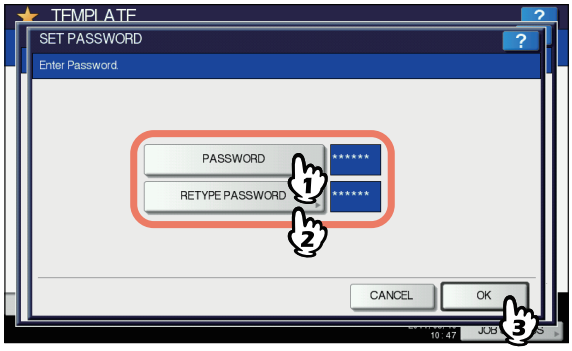
Note

- The symbols below cannot be used.
  ; : / \ " = | * < > ? + [ ] , .

USER NAME: Enter the name of the template owner as required. When you press it, the on-screen keyboard appears. Enter within 30 characters.

PASSWORD: Key in a password here, if you want to require a password to recall the template. When you press it, the on-screen keyboard appears. Key in following the procedure below.

1) **Press [PASSWORD] and then enter the password (up to 20 characters) with the buttons on the touch panel or the digital keys on the control panel. The characters keyed in appear as asterisks (*).**
2) **Press [RETYPE PASSWORD], and then key in the password again.**
3) **Press [OK].**



Note

- The symbols below cannot be used.
  ' \ % & < > [ ]

AUTOMATIC START: Press [ENABLE] if you want the operation of set functions to start immediately after pressing a button for the corresponding template. Press [DISABLE] if you do not want it to start until you press the [START] button on the control panel.

Note

- Even when the automatic start function is enabled, you need to enter the user name and password when recalling the template in the following cases. For details of the User Authentication for Scan to E-mail and the user management function, ask your administrator.
- When the User Authentication for Scan to E-mail is enabled and the user management function is disabled
- When both the User Authentication for Scan to E-mail and the user management function are enabled, but the user names and passwords are different

When you have entered all the necessary items, press [SAVE].
The template is now registered and the menu returns to the one immediately before registration.

Creating a new private group

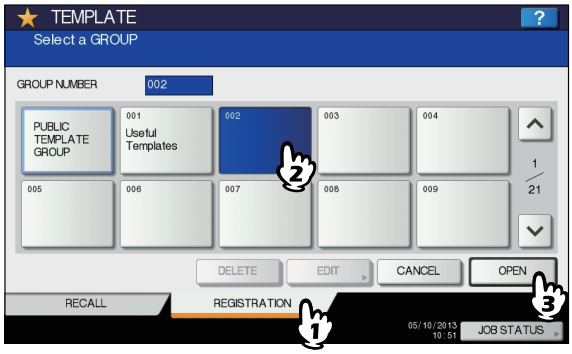
1 Press [TEMPLATE] on the touch panel.



The template menu appears.

2 Select a group.

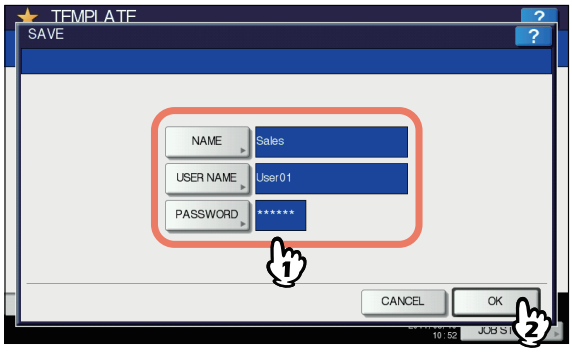
1) **Press the [REGISTRATION] tab.**
2) **Select the desired group by pressing its button or keying in its group number (3 digits).**
3) **Press [OPEN].**



To switch the menu

Press [^] or [v].

3 Enter the necessary information about the group.

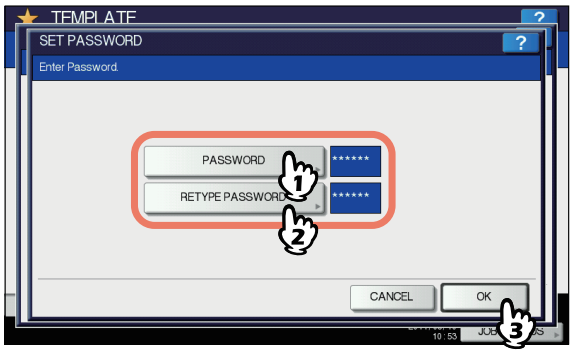


NAME: Enter the name of the group. When you press it, the on-screen keyboard appears. Enter within 20 characters. Be sure to enter it.

USER NAME: Enter the name of the group owner as required. When you press it, the on-screen keyboard appears. Enter within 30 characters.

PASSWORD: Key in a password here, if you want to require a password to view the group or register templates into the group. When you press it, the on-screen keyboard appears. Key in following the procedure below.

1) **Press [PASSWORD] and then enter the password (up to 20 characters) with the buttons on the touch panel or the digital keys on the control panel. The characters keyed in appear as asterisks (*).**
2) **Press [RETYPE PASSWORD], and then key in the password again.**
3) **Press [OK].**



Note

- The symbols below cannot be used.
  ' \ % & < > [ ]

When you have entered all the necessary items, press [OK].
The new group is now registered and the menu moves to the one for registering templates.

4 Press the [RESET] button on the control panel.

The menu returns to the BASIC menu.

Registering templates into a private group

1 Set all the required functions.

Example: Editing function – image shift, reproduction ratio – 90%, number of copy sets – 10

Note

- The [PAPER SIZE] and [PAPER TYPE] functions for bypass copying cannot be set in templates.

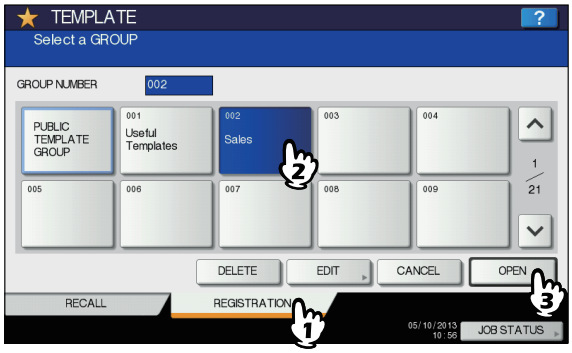
2 Press [TEMPLATE] on the touch panel.



The template menu appears.

3 Select the desired group.

1) Press the [REGISTRATION] tab.
2) Select the desired group by pressing its button or keying in its group number (3 digits).
3) Press [OPEN].

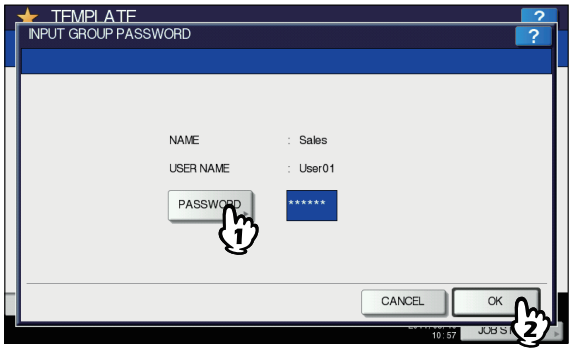


To switch the menu

Press [^] or [v].

4 Key in the password for the selected group. (If no password is set, go to step 5.)

1) Press [PASSWORD] and then enter the password with the buttons on the touch panel or the digital keys on the control panel.
2) Press [OK].



5 Register a template following steps 6 and 7 on "Registering templates into the public template group" (P.193).

Recalling Templates

When you recall a template, the functions set in the template will be available automatically. If the automatic start function is enabled, this equipment will automatically start the operation of each function when you press the button for the corresponding template.

1 Place paper in the tray(s).

2 Place the original(s).

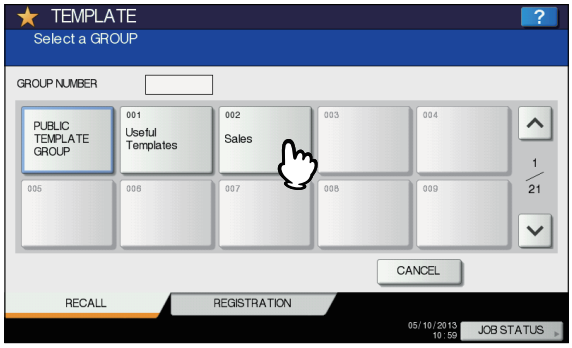
3 Press [TEMPLATE] on the touch panel.



The template menu appears.

4 Press the button for the group to which the desired template is registered.

You can also select the group by keying in its group number (3 digits).



To switch the menu

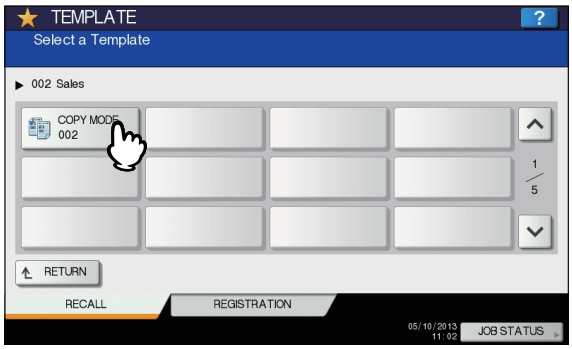
Press [^] or [v].

5 Key in the password when you have selected the private group. (If no password is set, go to step 6.)

1) Press [PASSWORD] and then enter the password with the buttons on the touch panel or the digital keys on the control panel.
2) Press [OK].



6 Press the button for the desired template.



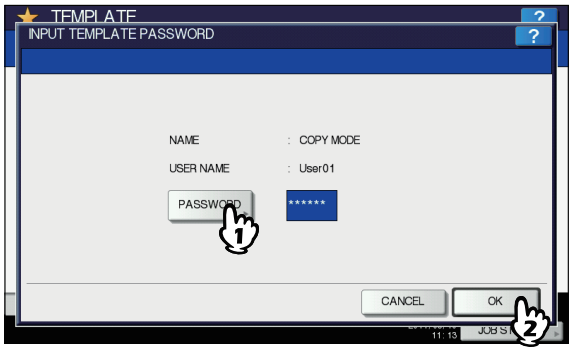
To switch the menu

Press [^] or [v].

Templates with the automatic start function enabled can be identified with ◈. If this mark is displayed, you can press it to immediately start the operation of the functions set in the template.

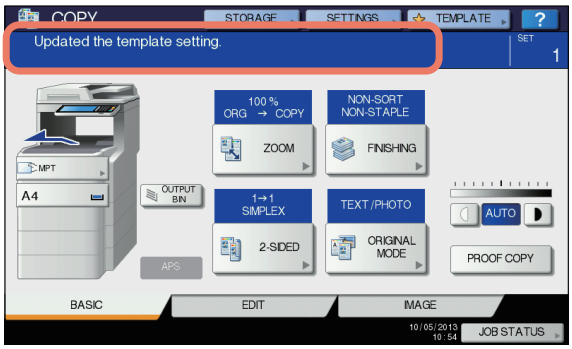
7 Key in the password for the selected template. (If no password is set, go to step 8.)

1) **Press [PASSWORD] and then enter the password with the buttons on the touch panel or the digital keys on the control panel.**
2) **Press [OK].**



8 Confirm that "Updated the template setting" is displayed on the touch panel.

The message is displayed for approx. 3 seconds.



9 Select other copy modes as required, and then press the [START] button on the control panel.

Changing Data

You can change the data of templates or private groups that are already registered, such as the template name, user name, password and setting of the automatic start function.

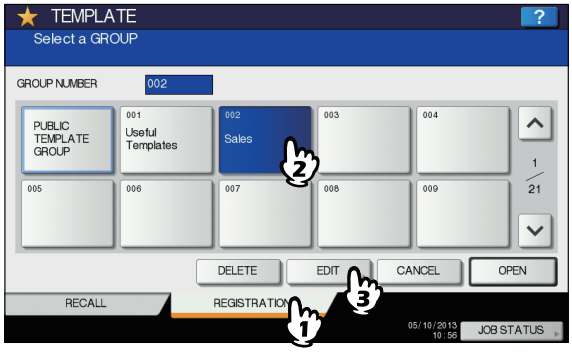
Note

- The data of the public template group can be changed from the TopAccess menu but this cannot be done from the control panel. For how to change them from the TopAccess menu, refer to the ***TopAccess Guide***.

Changing private group data

1 In the template menu, select the desired group.

1) **Press the [REGISTRATION] tab.**
2) **Select the desired group by pressing its button or keying in its group number (3 digits).**
3) **Press [EDIT].**

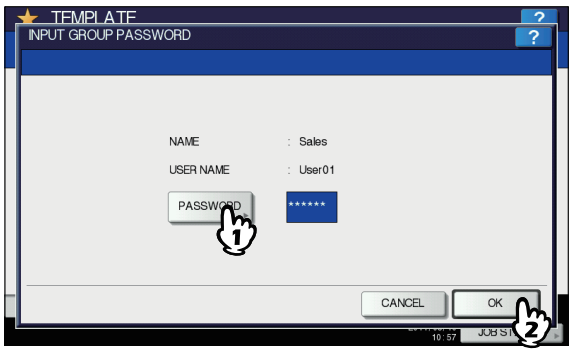


To switch the menu

Press [^] or [v].

2 Key in the password for the selected group. (If no password is set, go to step 3.)

1) **Press [PASSWORD] and then enter the password with the buttons on the touch panel or the digital keys on the control panel.**
2) **Press [OK].**



3 **Change the data following step 3 on "Creating a new private group" (P.194).**

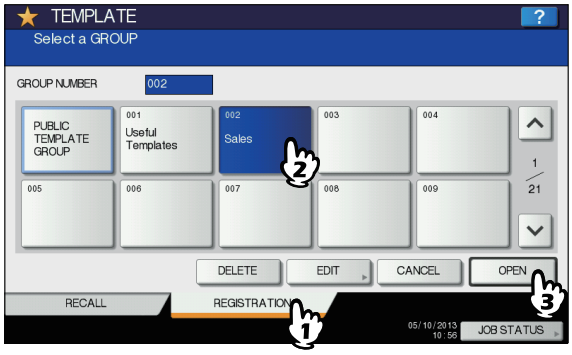
4 **Press the [RESET] button on the control panel.**

The menu returns to the BASIC menu.

Changing template data

1 **In the template menu, select the group to which the desired template is registered.**

1) **Press the [REGISTRATION] tab.**
2) **Select the desired group by pressing its button or keying in its group number (3 digits).**
3) **Press [OPEN].**



To switch the menu

Press [^] or [v].

2 **Enter the password as follows and then press [OK].**

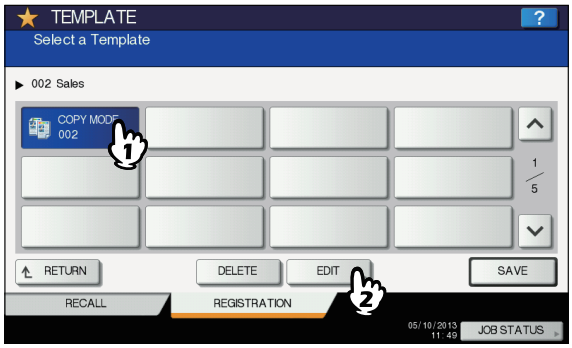
When the public template group is selected: Press [PASSWORD] and then enter the Admin Password (6 to 64 characters) with the buttons on the touch panel or the digital keys on the control panel.

When a private group is selected: Press [PASSWORD] and then enter the password (up to 20 characters) with the buttons on the touch panel or the digital keys on the control panel. If no password is set, go to step 3.



3 **Select the desired template.**

1) **Press the button for the corresponding template.**
2) **Press [EDIT].**

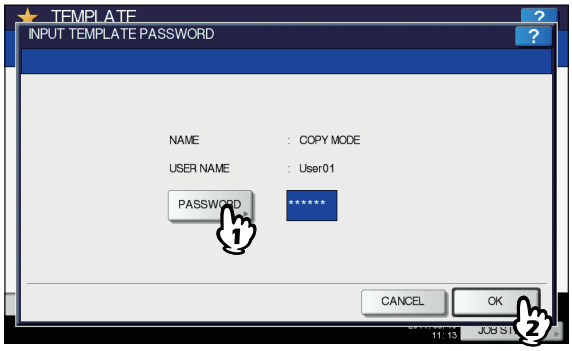


To switch the menu

Press [^] or [v].

4 **Key in the password for the selected template. (If no password is set, go to step 5.)**

1) **Press [PASSWORD] and then enter the password with the buttons on the touch panel or the digital keys on the control panel.**
2) **Press [OK].**



5 **Change the data following step 7 on "Registering templates into the public template group" (P.193).**

Deleting Groups or Templates

You can delete private groups or templates no longer needed. If a private group is deleted, all the templates in the private group are also deleted.

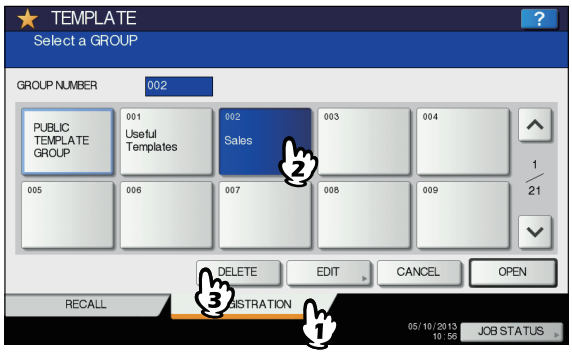
Note

- The public template group cannot be deleted.

Deleting private groups

1 In the template menu, select the desired private group.

1) **Press the [REGISTRATION] tab.**
2) **Select the desired group by pressing its button or keying in its group number (3 digits).**
3) **Press [DELETE].**



To switch the menu

Press [^] or [v].

2 Key in the password for the selected group. (If no password is set, go to step 3.)

1) **Press [PASSWORD] and then enter the password with the buttons on the touch panel or the digital keys on the control panel.**
2) **Press [OK].**



3 Press [DELETE].

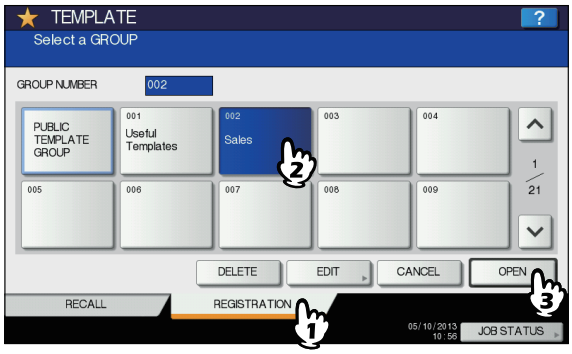


The private group is now deleted.

Deleting templates

1 In the template menu, select the group to which the desired template is registered.

1) **Press the [REGISTRATION] tab.**
2) **Select the desired group by pressing its button or keying in its group number (3 digits).**
3) **Press [OPEN].**



To switch the menu

Press [^] or [v].

2 Enter the password as follows and then press [OK].

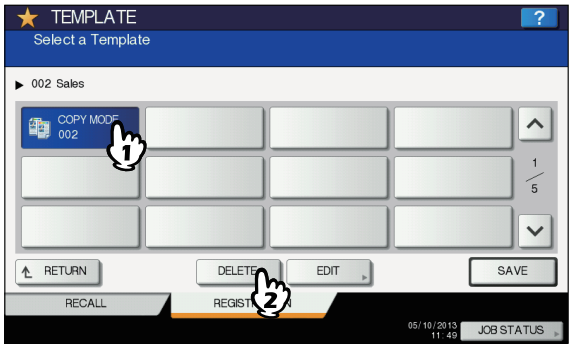
When the public template group is selected: Press [PASSWORD] and then enter the Admin Password (6 to 64 characters) with the buttons on the touch panel or the digital keys on the control panel.

When a private group is selected: Press [PASSWORD] and then enter the password (up to 20 characters) with the buttons on the touch panel or the digital keys on the control panel. If no password is set, go to step 3.



3 Select the desired template.

1) **Press the button for the desired template.**
2) **Press [DELETE].**

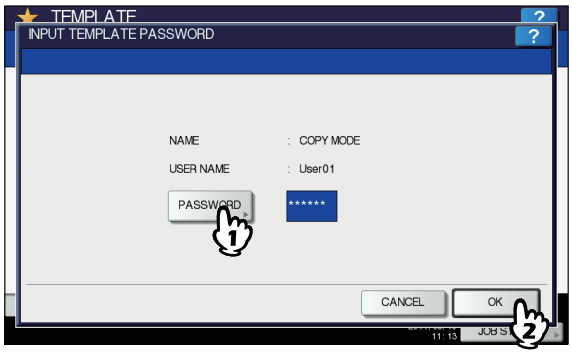


To switch the menu

Press [^] or [v].

4 Key in the password for the selected template. (If no password is set, go to step 5.)

1) **Press [PASSWORD] and then enter the password with the buttons on the touch panel or the digital keys on the control panel.**
2) **Press [OK].**



5 Press [DELETE].



The template is now deleted.

USING TEMPLATES

Registering Scan Templates

Once you register a template, you can easily perform scan operations by recalling a set of preferred scan settings. Depending on the purpose, templates can be registered either to the public template group or a private template group.

- **PUBLIC TEMPLATE GROUP**
  This group is provided for registering scan templates that are frequently used by all users in the company, a department, etc. Access to a template can be restricted by setting a password.
- **PRIVATE TEMPLATE GROUP**
  This group is created and controlled by each department, section, or user to register their own templates. The group #001 contains pre-defined templates useful for various situations. Use can be restricted by setting a password for each group.

Note

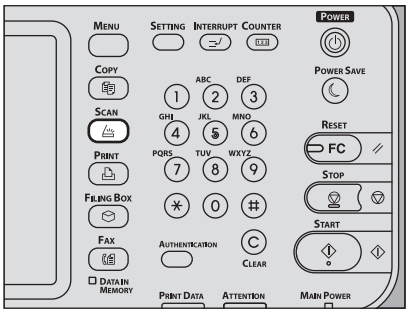
- The maximum number of groups and that of templates to be registered per group are as follows.

Group (Maximum)		Template per group (Maximum)
Public	Private	
1	200	60

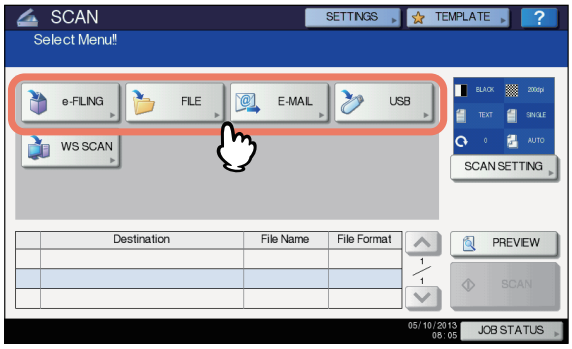
- To register a template to the public template group, the administrator's password must be entered.
- Before registering a template to a private template group other than the group #001, you need to create your own private template group.
- Templates cannot be created with the WS Scan function.

Registering scan templates

1 On the control panel, press the [SCAN] button to enter the SCAN menu.



2 Select a scan function and make the settings as required.

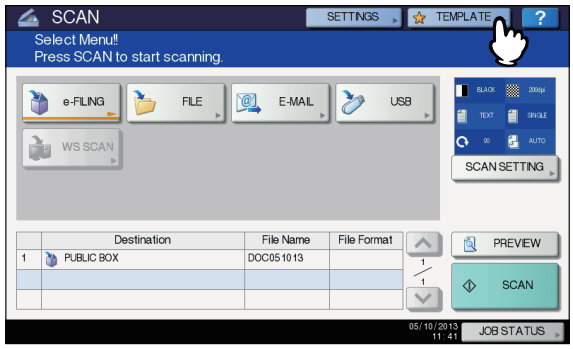


For help, see the following sections:
📖 ***Basic Guide***
For instructions on how to make the settings for Scan to e-Filing, refer to the ***e-Filing Guide***.

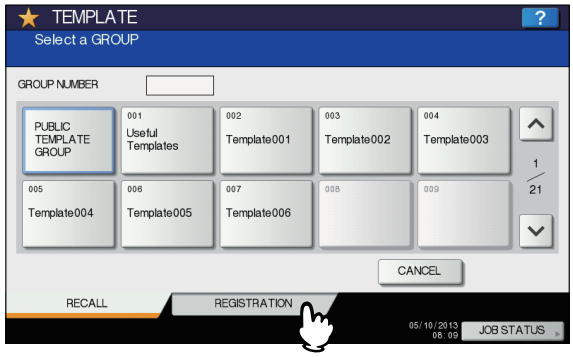
Note

- Do not press [SCAN] in this step.
- Templates cannot be created or used with the WS Scan function.

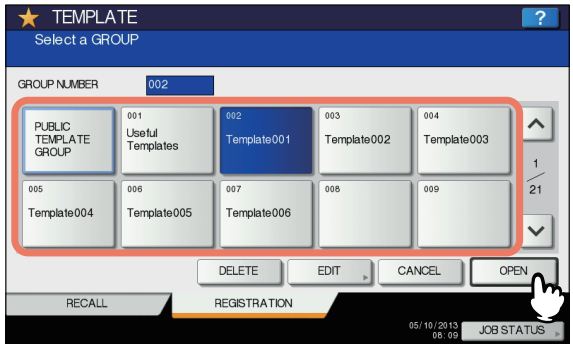
3 On the touch panel, press [TEMPLATE] to display the TEMPLATE menu.



4 Press [REGISTRATION] to display the [REGISTRATION] tab.



5 Select [PUBLIC TEMPLATE GROUP] or one of the private template group buttons, and then press [OPEN].

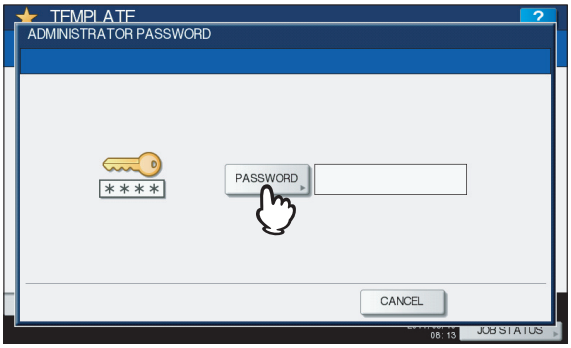


- If you select [PUBLIC TEMPLATE GROUP], the ADMINISTRATOR PASSWORD screen appears. In this case, proceed to step 6.
- If you select a private template group for which a password has been set, the password input screen appears. In this case, proceed to step 8.
- If you select a private template group for which no password has been set, the template buttons are displayed for the selected group. In this case, proceed to step 11.

Memo

- If the desired private template group is not displayed on the screen, use ∧ and ∨ to switch between pages.

6 Press [PASSWORD].



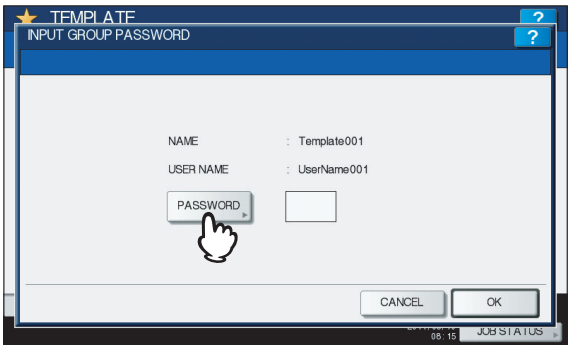
The on-screen keyboard appears.

7 Enter the administrator password using the keyboard and digital keys, and then press [OK].



The template buttons are displayed for the selected group. Proceed to step 11.

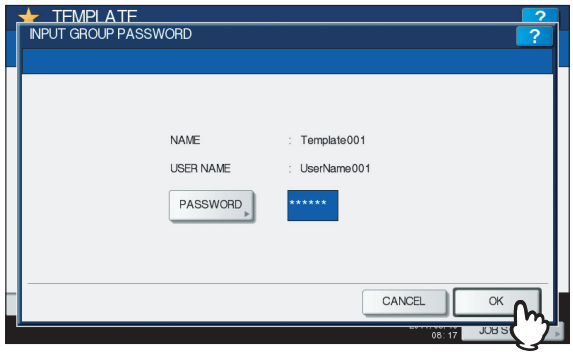
8 Press [PASSWORD].



9 Using the keyboard and digital keys, enter the password for the selected private template group, and then press [OK].

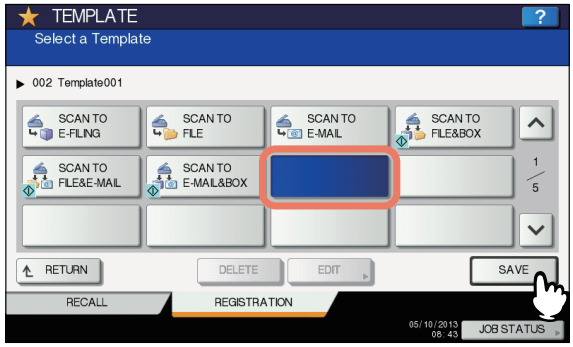


10 Press [OK].



The template buttons are displayed for the selected group.

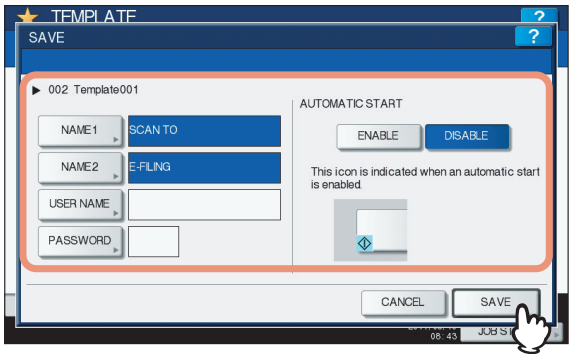
11 Select an empty template button, and then press [SAVE].



Memo

- If you press the button for an existing template, you can overwrite the template.

12 Make the settings for the following items as required, and then press [SAVE].



- **[NAME 1]**
  Press this button to enter the name displayed on the 1st line of the template button. This name can consist of a maximum of 11 alphanumeric characters.
- **[NAME 2]**
  Press this button to enter the name displayed on the 2nd line of the template button. This name can consist of a maximum of 11 alphanumeric characters.

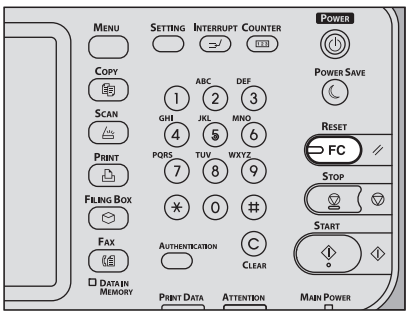
Note

- The following symbols cannot be used for [NAME 1] and [NAME 2]:

;	:	/	\	"	=	|	*	<	>	?	+	[	]	,	.

- **[USER NAME]**
  Press this button to enter the user name of the template. The user name can consist of a maximum of 30 alphanumeric characters.
- **[PASSWORD]**
  Press this button to set a 1 to 20-digit password for the template. When you use a template for which a password has been set, you must enter the password.
- **AUTOMATIC START**
  Select whether to enable or disable the automatic start function. If this function is enabled, pressing the template button automatically starts operation with the registered template. When this function is enabled, the icon is shown in the lower left corner of the template button.

13 On the control panel, press the [RESET] button to return to the SCAN menu.



Using Scan Templates

Once you register a template, your scanning operation becomes much easier.

Note

- Before using a template for scanning, you need to register the template. For instructions on how to register a template, see the following section:
  P.201 "Registering Scan Templates"

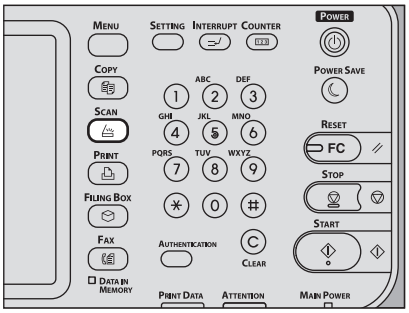
Memo

- Using the templates for the Scan to E-mail function may require users to be authenticated for access to the SMTP server. For instructions on how to use templates for Scan to E-mail, see the following section:
  P.207 "Using templates for Scan to E-mail (When SMTP is selected for authentication method)"
- icon appears on a template created exclusively for meta scan. You may need to enter various information before performing meta scan depending on the template settings. The Meta Scan Enabler is required to enable the meta scan feature.
- With the meta scan function, you can attach meta data (XML file) to scan images and send them with an e-mail, or store them in the shared folder in this equipment. For the details of meta scan function, refer to the ***TopAccess Guide***.

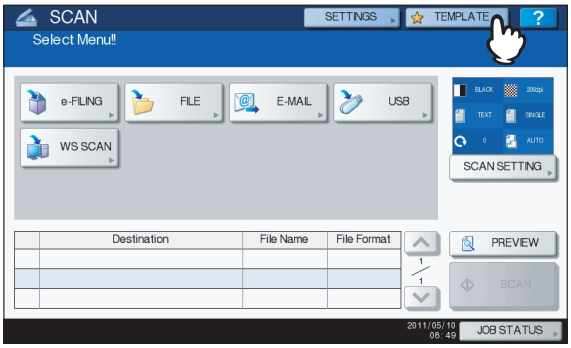
Using scan templates

1 **Place the original(s).**

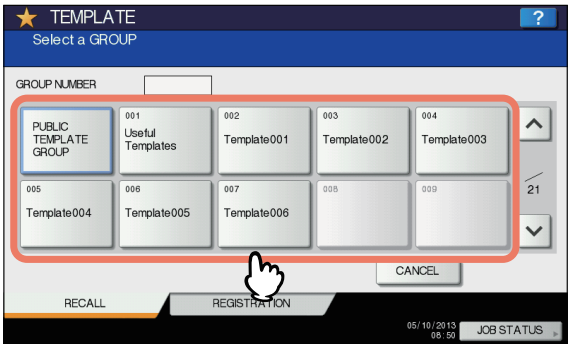
2 **On the control panel, press the [SCAN] button to enter the SCAN menu.**



3 **On the touch panel, press [TEMPLATE] to display the TEMPLATE menu.**



4 **On the [RECALL] tab, select a group containing the template that you want to use.**

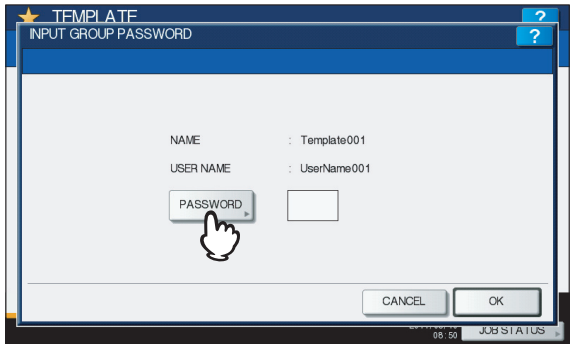


- If you select a private template group for which a password has been set, the password input screen appears. In this case, proceed to step 5.
- If you select [PUBLIC TEMPLATE GROUP] or a private template group for which no password has been set, the template buttons are displayed. In this case, proceed to step 8.

Memo

- If the desired private template group is not displayed on the screen, use [^] and [v] to switch between pages.

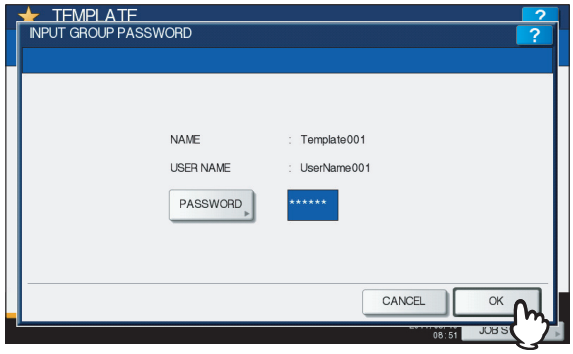
5 **Press [PASSWORD].**



6 **On the password input screen, enter the group password using the keyboard and digital keys, and then press [OK].**

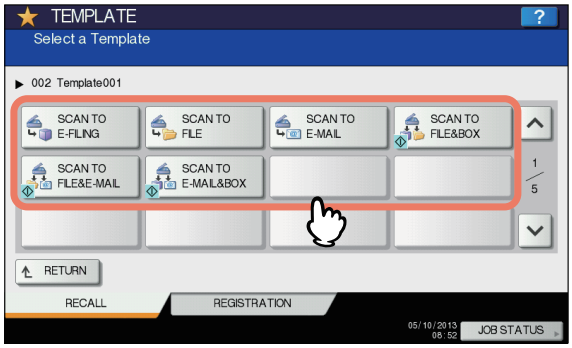


7 **Press [OK].**



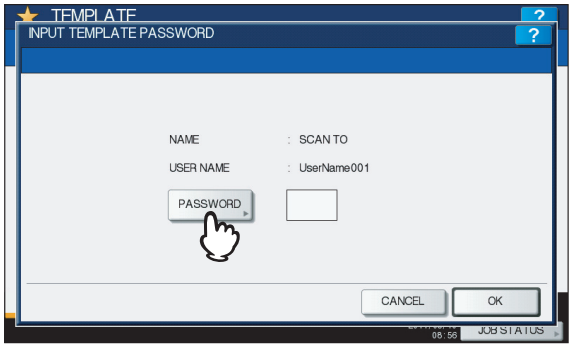
The template buttons are displayed for the selected group.

8 Select the template that you want to use.

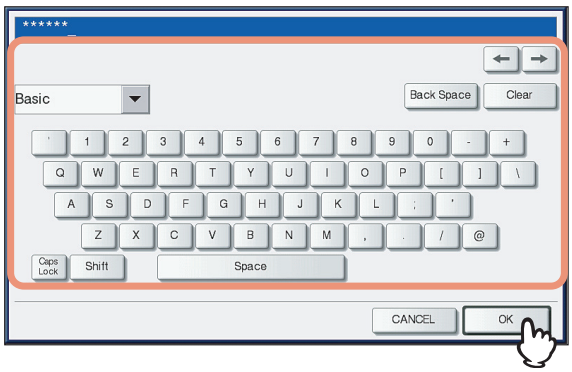


- If you select a password-free template for which the automatic start function is enabled (is shown on the button), the equipment automatically starts the scanning operation. (End of procedure)
- If you select a password-free template for which the automatic start function is disabled, the SCAN menu appears. In this case, proceed to step 13.
- If you select a template for which a password is set, you need to enter the password. In this case, proceed to step 9.
- icon appears on a meta scan template. If you select a meta scan template, proceed to step 12.

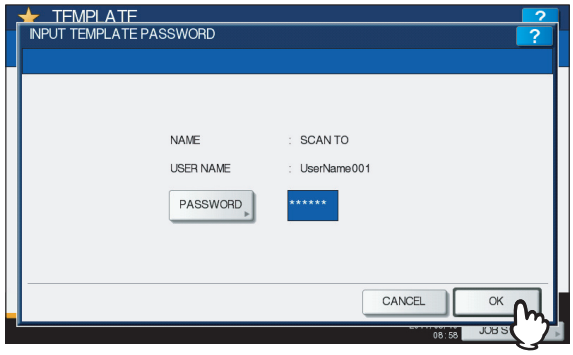
9 Press [PASSWORD].



10 On the password input screen, enter the template password using the keyboard and digital keys, and then press [OK].



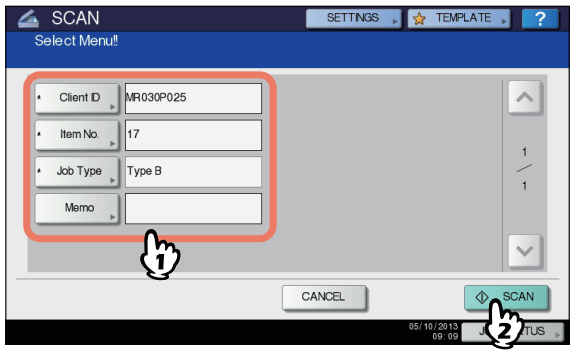
11 Press [OK].



If you select a template for which the automatic start function is enabled (is shown on the button), the equipment automatically starts the scanning operation. (Proceed to step 14.)

12 To use a meta scan template, enter information as required, and then press [SCAN].

1) **Press the button for each item and enter information as required.**
2) **Finally, press [SCAN].**

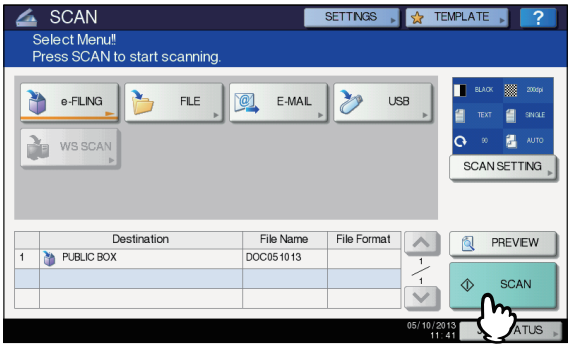


Proceed to step 14.

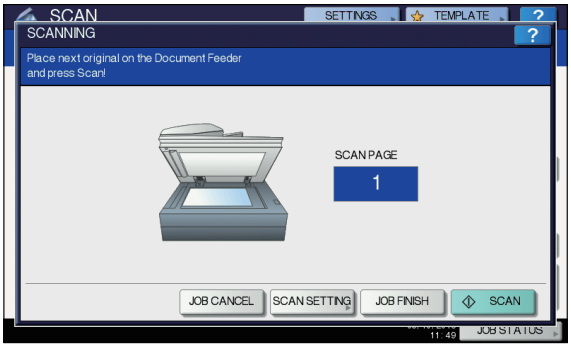
Memo

- Items shown in the figure above are samples. Ask the administrator for items you need to enter.
- Required items are marked with asterisks.
- Pressing each button displays an on-screen keyboard. Enter each item using the keyboard and digital keys, and then press [OK] to set the entry.

13 Press [SCAN].



14 If the screen below appears, place another original on the document glass and press [SCAN] or the [START] button to continue scanning. To finish the job, press [JOB FINISH], followed by the [RESET] button.



- The above screen is not displayed under the following conditions:
  - You scan the original from the Reversing Automatic Document Feeder without pressing [CONTINUE] to scan additional originals.
  - A scan preview is displayed.
- To cancel the operation, press [JOB CANCEL].
- To change the scan settings, press [SCAN SETTING].
  P.163 "Changing Scan Settings"

Note

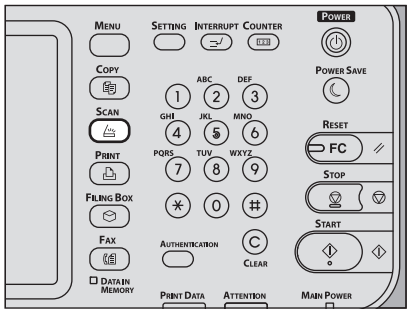
- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limit. Do you want to save stored originals?” message appears. If you want to save the scans, press [YES].
- When the temporary workspace is full on the equipment’s hard disk, a message appears and the job is canceled. The available workspace can be viewed on the TopAccess [Device] tab.
- If the number of jobs waiting to store scans in the equipment’s hard disk exceeds 20, a message appears to indicate that the equipment’s memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [JOB STATUS].
  Basic Guides

Using templates for Scan to E-mail (When SMTP is selected for authentication method)

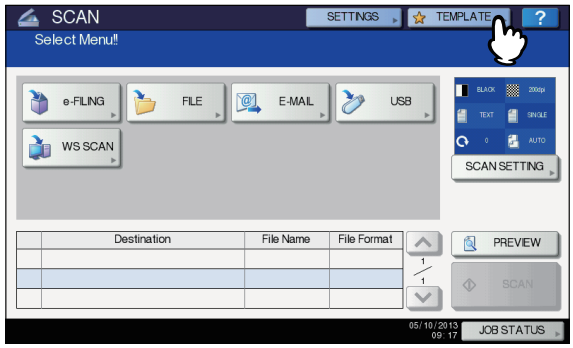
The procedure for using templates for the Scan to E-mail function differs slightly when the “User Authentication for Scan to Email” setting on TopAccess is set to use SMTP to authenticate users. In this case, follow the steps below.

1 Place the original(s).

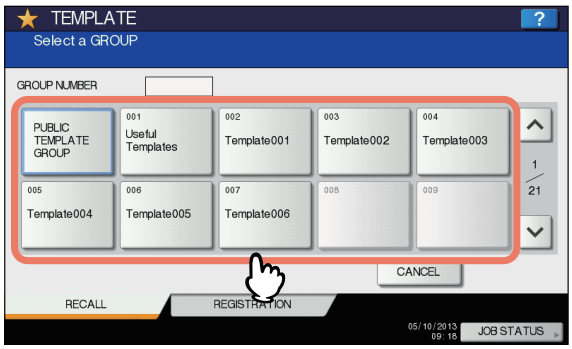
2 On the control panel, press the [SCAN] button to enter the SCAN menu.



3 On the touch panel, press [TEMPLATE] to display the TEMPLATE menu.



4 On the [RECALL] tab, select a group containing the template that you want to use.

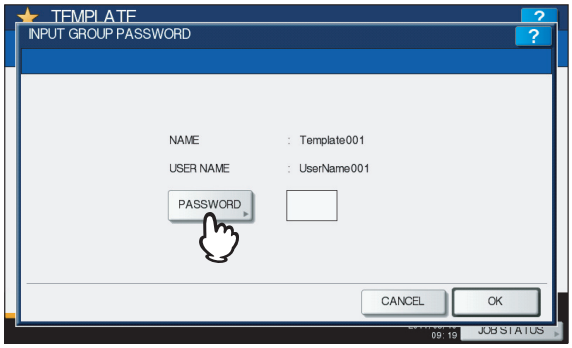


- If you select a private template group for which a password has been set, the password input screen appears. In this case, proceed to step 5.
- If you select [PUBLIC TEMPLATE GROUP] or a private template group for which no password has been set, the template buttons are displayed. In this case, proceed to step 7.

Memo

- If the desired private template group is not displayed on the screen, use [^] and [v] to switch between pages.

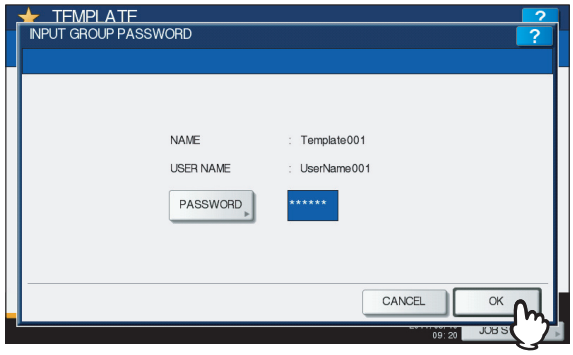
5 Press [PASSWORD].



6 On the password input screen, enter the group password the keyboard and digital keys, and then press [OK].

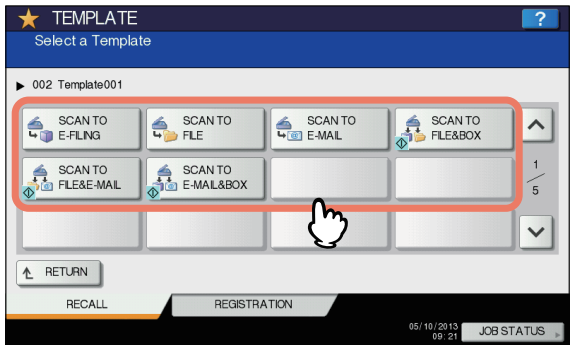


7 Press [OK].



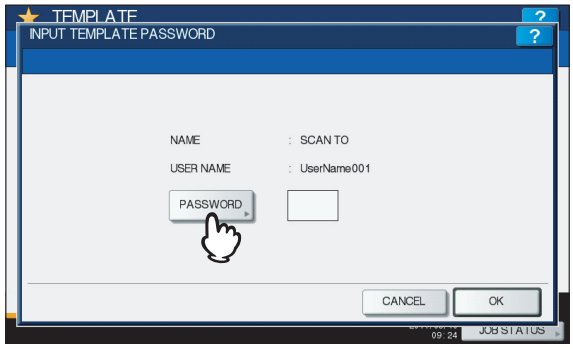
The template buttons are displayed for the selected group.

8 Select a “SCAN TO E-MAIL” template that you want to use.



- If you select a template for which a password is set, you need to enter the password. In this case, proceed to step 9.
- If you select a password-free template, the AUTHENTICATION screen appears. In this case, proceed to step 12.

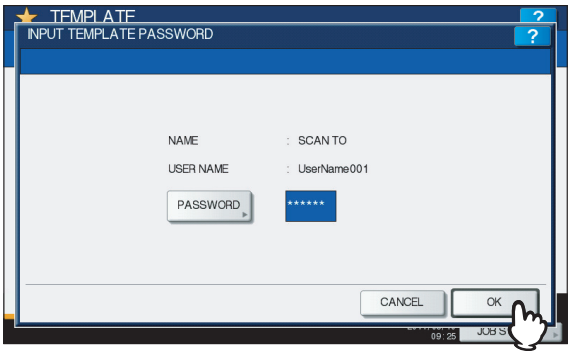
9 Press [PASSWORD].



10 On the password input screen, enter the template password using the keyboard and digital keys, and then press [OK].

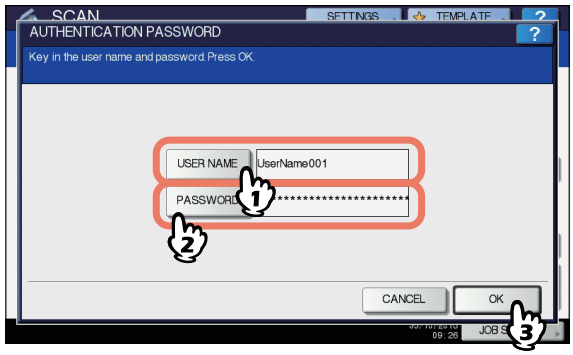


11 Press [OK].



12 When the AUTHENTICATION screen is displayed, enter the user name and the password to complete the user authentication.

1) Press [USER NAME] and enter the user name.
2) Press [PASSWORD] and enter the password.
3) Finally, press [OK].

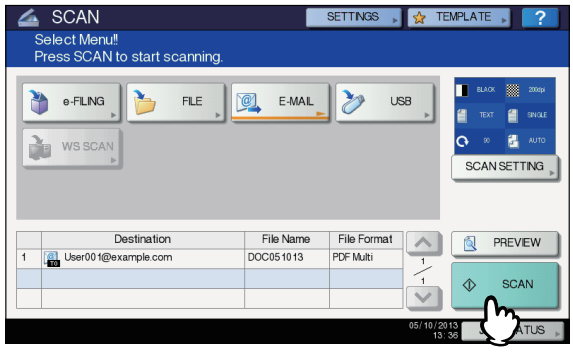


- If you select a template for which the automatic start function is enabled (is shown on the button), the equipment automatically starts the scanning operation. (End of procedure)
- If you select a template for which the automatic start function is disabled, the SCAN menu appears. In this case, proceed to step 13.

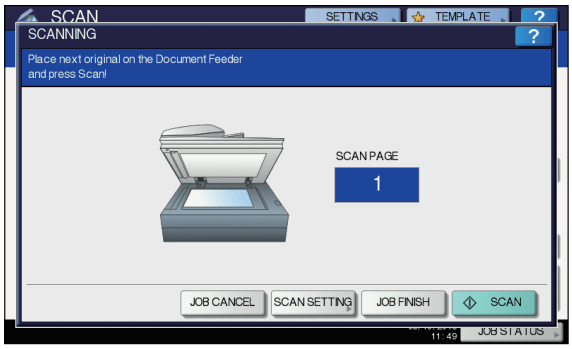
Note

- Pressing each button displays an on-screen keyboard. Enter each item using the keyboard and digital keys, and then press [OK] to set the entry. Ask the administrator for the user name and password.

13 Press [SCAN].



14 If the screen below appears, place another original on the document glass and press [SCAN] or the [START] button to continue scanning. To finish the job, press [JOB FINISH], followed by the [RESET] button.



- The above screen is not displayed under the following conditions:
  - You scan the original from the Reversing Automatic Document Feeder without pressing [CONTINUE] to scan additional originals.
  - A scan preview is displayed.
- To cancel the operation, press [JOB CANCEL].
- To change the scan settings, press [SCAN SETTING].
  P.163 "Changing Scan Settings"

Note

- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limits. Will you save stored originals?” message appears. If you want to save the scans, press [YES].
- When the temporary workspace is full on the equipment’s hard disk, a message appears and the job is canceled. The available workspace can be viewed on the TopAccess [Device] tab.
- If the number of jobs waiting to store scans in the equipment’s hard disk exceeds 20, a message appears to indicate that the equipment’s memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [JOB STATUS].
  Basic Guide

6

Setting Items/Printing

SETTING ITEMS (USER) ····· P.212
SETTING ITEMS (ADMIN) ····· P.232
MANAGING COUNTERS (COUNTER MENU) ····· P.290
APPENDIX ····· P.300
Specifications ····· P.328

SETTING ITEMS (USER)

Accessing the User Menu

Follow the steps below to access the SETTING menu in the SETTING screen.

1 Press the [SETTING] button on the control panel to access the SETTING menu.

2 Press the [USER] tab.
The USER menu is displayed.

3 Continue with the user setting operation that you require.



The SETTING screen contains the following buttons. For details of each button, see the corresponding page.



P.213 "GENERAL"



P.214 "COPY"



P.215 "FAX"



P.216 "SCAN"



P.218 "LIST"



P.219 "TRAY"



P.219 "ADDRESS"



P.231 "CHECK E-MAIL"



P.231 "CHANGE USER PASSWORD"

Note

- [CHANGE USER PASSWORD] is available only when the MFP Local Authentication function is enabled.
- When the User Management function is enabled, the [ADMIN] tab will be unavailable for a user who logs into the MFP without administrator privileges.

GENERAL

You can change the initial settings (defaults) for the equipment.

Memo

- For instructions on how to display the GENERAL menu, see the following page:
  P.212 "Accessing the User Menu"



This menu allows you to perform the following operations:



P.213 "Changing the display language"



P.213 "Setting the reversed display"



P.213 "Adjusting the display setting"



P.213 "Setting the calibration"

Note

- The displayed buttons differ depending on the model.

Changing the display language

You can change the language used on the touch panel to a different one. Selecting the desired display language and pressing [OK] changes the language used on the display to that selected.

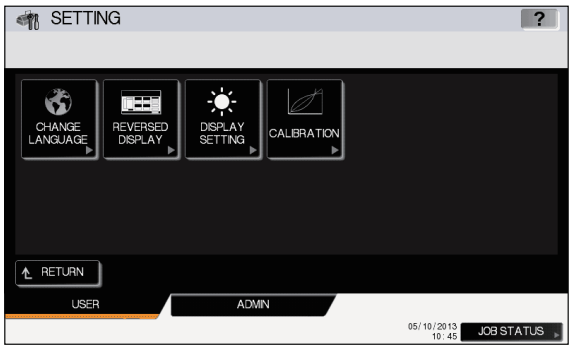
Memo

- To add a display language, see the following page:
  P.241 "Adding or removing display languages"

Setting the reversed display

You can display the touch panel reversed when normal display is too bright for you, or you want to display it more clearly. Press [ON] to enable the reversed display, or [OFF] to disable the reversed display.

Screen in reversed display mode



Adjusting the display setting

You can adjust the touch panel brightness.
On the DISPLAY SETTING screen, adjust the brightness by pressing [−] or [+].

Memo

- Pressing [RESET] resets the display setting back to the factory default.

Setting the calibration

You can automatically calibrate the gradation when the shading is not reproduced accurately in the images scanned by this machine.
Instructions on how to perform calibration are the same as when it is performed from the ADMIN menu.
See the following page:
P.239 "Setting the calibration"

Note

- [CALIBRATION] is displayed in the USER menu only when [CALIBRATION] in the DISPLAY LEVEL screen of the ADMIN menu is set to [USER]. For instructions on how to change the display level, see the following page:
  P.239 "Setting the calibration display level"

COPY

You can change the initial settings (defaults) for copy jobs.

Memo

- The number of pages and options displayed on the COPY screen differ depending on the model.
- For instructions on how to display the COPY screen, see the following page:
  P.212 "Accessing the User Menu"

The screen is composed of multiple pages. Press [^] or [v] to navigate back and forth through the pages.

Item name	Description
EXPOSURE	Select the desired exposure for copy jobs. • **AUTO** — Press this button to set the contrast automatically in accordance with the original. • **MANUAL** — Press this button to set the contrast manually.
IMAGE DIRECTION	Select whether to use the function for IMAGE DIRECTION. • **ENABLE** — Press this button to use this function. • **DISABLE** — Press this button to disable this function.
MPT	Press the button of the desired paper type for MPT. The displayed paper types differ depending on the model.
ORIGINAL MODE	Press the button of the desired original mode.
OMIT BLANK PAGE ADJUSTMENT	Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a copy job. The higher the level is set by pressing [+], the more likely the equipment is to detect blank pages. For details of the function, refer to the "EDITING FUNCTIONS" (P.79).

FAX

You can change the initial settings (defaults) for fax and Internet Fax jobs.

To send and receive faxes, the FAX Unit must be installed. If the FAX Unit is not installed, you can only set [RESOLUTION], [ORIGINAL MODE], [EXPOSURE], [PREVIEW SETTING] and [INITIAL PREVIEW TYPE].

Memo

- If the FAX Unit is not installed, the options set in this menu are applied to Internet Fax transmission jobs.
- Depending on the model, [FAX] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the FAX screen, see the following page:
  P.212 "Accessing the User Menu"

The screen is composed of multiple pages. Press [^] or [v] to navigate back and forth through the pages.

Item name	Description
RESOLUTION	Select the resolution based on the fineness of the original. • **STANDARD** — This option is suitable for an original with regular size text. • **FINE** — This option is suitable for an original with small size text and fine illustrations. • **U-FINE** — This option is suitable for an original with small size text and detailed illustrations.
ORIGINAL MODE	Select the scanning mode based on the type of the original. • **TEXT** — This option is suitable for an original with text and line drawings. • **TEXT/PHOTO** — This option is suitable for an original with a mixture of text and photos. • **PHOTO** — This option is suitable for an original with photos.
EXPOSURE	Select the desired exposure for the original. When setting the contrast manually, press [◐] or [◑] to set the desired contrast. When setting the contrast automatically in accordance with the original, press [AUTO].
PREVIEW SETTING	Enabling the Preview function allows you to preview the scanned image before transmitting the fax/ Internet Fax job. • **ON** — Press this button to enable the function. • **OFF** — Press this button to disable the function.
INITIAL PREVIEW TYPE	Select the display mode for the preview screen. The available options are: [PAGE FIT] and [WIDTH FIT].

Note

- [PREVIEW SETTING] and [INITIAL PREVIEW TYPE] are available only for some models.

SCAN

You can change the initial settings (defaults) for scan jobs.

Memo

- Depending on the model, [SCAN] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the SCAN screen, see the following page:
P.212 "Accessing the User Menu"

The screen is composed of multiple pages. Press [^] or [v] to navigate back and forth through the pages.

Item name	Description
COLOR MODE	Press the desired mode button.
COMPRESS	Press the desired mode button for scan jobs in Gray Scale, Full Color, or Auto Color mode.
SINGLE/2-SIDED SCAN	Press the desired mode button. • **SINGLE** — Press this button to set the Single Page Scan mode as the default scan mode. • **BOOK** — Press this button to set the Book Scan mode as the default scan mode. This enables scans of both sides of originals in the same direction. • **TABLET** — Press this button to set the Tablet Scan mode as the default scan mode. This enables scans of front pages in the general direction, and scans of back pages in the opposite direction.
ROTATION	Press the desired mode button. • — Select this option to rotate your scans 90 degrees to the right. • — Select this option to scan originals without a change in orientation. • — Select this option to rotate your scans 90 degrees to the left. • — Select this option to rotate your scans 180 degrees.
PREVIEW SETTING	Enabling the Preview function allows you to preview the scanned images before saving or E-mailing them. • **ON** — Press this button to enable the function. • **OFF** — Press this button to disable the function.
INITIAL PREVIEW TYPE	Select the display mode for the preview screen. The available options are: [PAGE FIT] and [WIDTH FIT].
OMIT BLANK PAGE ADJUSTMENT	Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a scan job. The higher the level set by pressing [+], the more likely the equipment to detect blank pages.
ACS ADJUSTMENT	Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color mode is color or black and white. The higher the level set by pressing , the more likely the equipment to detect the scanned original as a color document. The lower the level set by pressing , the more likely the equipment to detect the scanned original as a black and white document.
IMAGE QUALITY FOR BLACK IN ACS	Press the desired image quality mode button for scanning black and white originals in the Auto Color mode. The available options are: [STANDARD] and [HIGH QUALITY].
B/W ADJUSTMENT FOR STANDARD	Select the exposure for scanning black and white originals in the Auto Color mode. The higher the exposure set by pressing , the lighter the scans of black and white in an original. The lower the exposure set by pressing , the darker the scans of black and white in an original.

Note

- [PREVIEW SETTING] and [INITIAL PREVIEW TYPE] are available only for some models.

Set the following items for each color mode (Full Color/Auto Color, Gray Scale, or Black mode).

Item name	Description
RESOLUTION	Press the button of the desired resolution (dpi) for scans.
ORIGINAL MODE	Press the button of the desired mode for scans. ([ORIGINAL MODE] is not available in Gray Scale mode.)
EXPOSURE	Select the desired exposure for scans. To set the contrast manually, press ◐ or ◑ and set the desired contrast level. To set the contrast automatically in accordance with the original, press [AUTO].
BACKGROUND ADJUSTMENT	Select the desired background exposure for scans. The higher the exposure set by pressing ◐, the lighter the background color. The lower the exposure set by pressing ◑, the darker the background color.
ORIGINAL SIZE	Select the original size of Flatbed scanning.

LIST

You can print the lists below.

Memo

- For instructions on how to display the LIST screen, see the following page:
  P.212 "Accessing the User Menu"

Item name	Description
ADDRESS BOOK	Press this button to print the ADDRESS BOOK INFORMATION that shows all registered contacts in the equipment. • **ID SORT** — Press this button to print the ADDRESS BOOK INFORMATION sorted by ID number. • **NAME SORT** — Press this button to print the ADDRESS BOOK INFORMATION sorted by last name. Memo For an output example of ADDRESS BOOK INFORMATION, see the following page: P.303 "ADDRESS BOOK INFORMATION"
GROUP NUMBERS	Press this button to print the GROUP NUMBER INFORMATION that shows all registered groups and members in the equipment. Memo • For an output example of GROUP NUMBER INFORMATION, see the following page: P.304 "GROUP NUMBER INFORMATION"
FUNCTION	Press this button to print the FUNCTION LIST (User). Memo • For an output example of FUNCTION LIST, see the following page: P.305 "FUNCTION LIST (User)"

When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code and press [OK] to print each list.

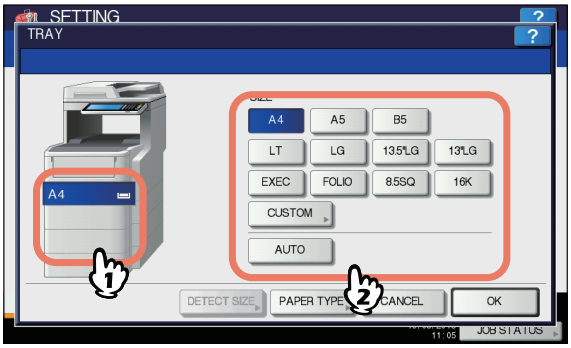
TRAY

You can set the paper size and paper type for each tray.

Memo

- For instructions on how to display the TRAY screen, see the following page:
  P.212 "Accessing the User Menu"

1 On the TRAY screen, press the portion of the illustration corresponding to the tray whose paper size you want to change, and press the desired paper size button.



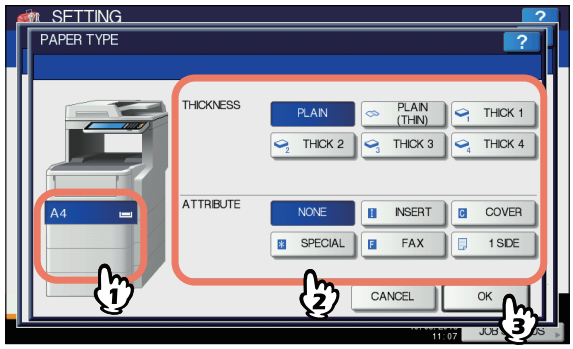
In models that can automatically detect the paper size, selecting [AUTO] instead of the paper size button allows you to automatically set the size of the paper placed in the trays.
Select [CUSTOM] and then key in the paper size when using non-standard size paper.
The acceptable paper size is as follows; Length: 210 to 356 mm, Width: 148 to 216 mm.
If 13LG, 13.5LG, 14LG or Folio size paper is placed on the tray, "Change the size to be detected, press [DETECT SIZE]." will appear on the lower left of the screen.
In that case, press [DETECT SIZE], select the size of the placed paper and then press [OK].

Note

- The displayed buttons differ depending on the model.

If you want to change the paper type from plain paper to another or want to specify the purpose of use of the paper in the tray, press [PAPER TYPE] and proceed to step 2. If you do not need to set paper type, press [OK] and complete the operation.

2 Press the portion of the illustration corresponding to the tray whose paper type you want to change and press the desired paper type button, then press [OK] to complete the settings.



The PAPER TYPE screen consists of two sections: THICKNESS and ATTRIBUTE.
Set THICKNESS when using thick paper and recycled paper.
Set ATTRIBUTE when using the paper in the tray for a specific purpose. For example, if you select [INSERT] for a tray, the paper in the tray will always be used for copy insertion.

Note

- The displayed buttons differ depending on the model.

Memo

- Paper placed in a tray set with THICKNESS other than [PLAIN], or paper placed in a tray set with ATTRIBUTE other than [NONE] is out of the scope of the Automatic Paper Selection (APS).
  For details of APS, refer to the ***Basic Guide***.
- When an attribute other than [NONE] is set for a tray, the paper placed in this tray is out of the scope of the Automatic Change of Paper Source function.
  For details of this function, see the following page:
  P.214 "COPY"

ADDRESS

This menu allows you to perform the following operations:
P.220 "Managing contacts in address book"
P.225 "Managing groups in address book"

Memo

- For instructions on how to display the ADDRESS BOOK menu, see the following page:
  P.212 "Accessing the User Menu"

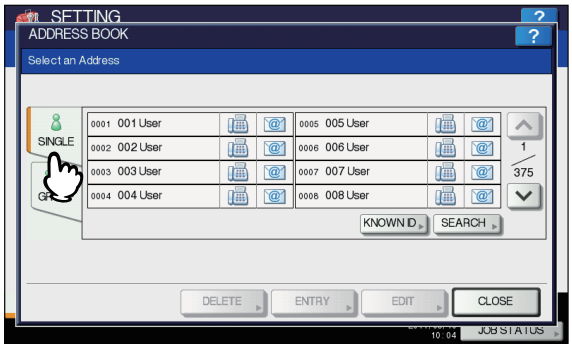
Managing contacts in address book

Contacts registered in the address book can be listed from the screen displayed when the [FAX] button on the control panel is pressed, for example. When transmitting a fax or internet fax, you can easily specify the recipients by selecting from the address book list. Furthermore, the address book can also be used to specify E-mail addresses for Scan to E-mail transmission.
In the address book, you can register up to 3000 contacts, which can contain a fax number, an e-mail address, or both. When the FAX Unit is installed, you can also specify fax transmission options for each contact, such as transmission type, ECM, quality transmission, and subaddress settings.

Note

- To send and receive faxes, the FAX Unit must be installed.
- Depending on the model, you can use E-mail addresses registered in the address book as destinations for Scan to E-mail or Internet Fax only when the Scanner Kit or Printer/ Scanner Kit is installed.

On the [SINGLE] tab of the ADDRESS BOOK menu, you can perform the following operations to manage contacts.



P.225 "Creating new groups"
P.226 "Editing or deleting groups"
P.229 "Searching for groups"

Memo

- You can import and export address book data in the TopAccess administrator mode. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

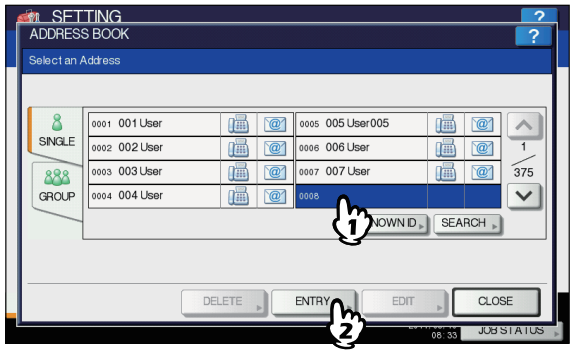
■ Creating new contacts

You can create new contacts in the address book. The following two methods are available to create new contacts.

P.220 "Registering contacts from the SETTING using [ADDRESS] button"
P.221 "Registering contacts from Log lists"

Registering contacts from the SETTING using [ADDRESS] button

1 Press an undefined button to register a new contact and press [ENTRY].

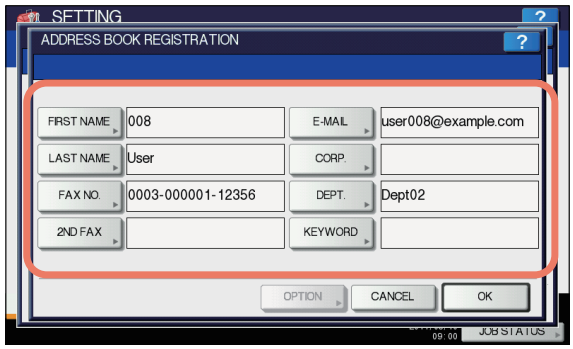


The ADDRESS BOOK REGISTRATION screen is displayed.

Memo

- If the touch panel does not display an undefined button, press ⌄ to display the next page.

2 Press each button on the touch panel to enter the following contact information.



Item name	Description
FIRST NAME	Press this button to enter the first name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
LAST NAME	Press this button to enter the last name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
FAX NO.	Press this button to enter the fax number of the contact. You can enter a number of up to 128 digits.
2ND FAX	Press this button to enter the second fax number of the contact. (When repeated attempts to connect to [FAX NO.] fail, fax is sent to [2ND FAX] if registered.) You can enter a number of up to 128 digits.

Item name	Description
E-MAIL	Press this button to enter the E-mail address of the contact. You can enter an address of up to 192 alphanumeric characters.
CORP.	Press this button to enter the company name of the contact. You can enter up to 64 characters.
DEPT.	Press this button to enter the department name of the contact. You can enter up to 64 characters.
KEYWORD	Press this button to enter a keyword for the contact. This keyword can be used to search for this contact. You can enter up to 256 characters.

Note

- [FIRST NAME] or [LAST NAME], and [FAX NO.] or [E-MAIL] are mandatory items. The contact will not be registered if any of them are missing.

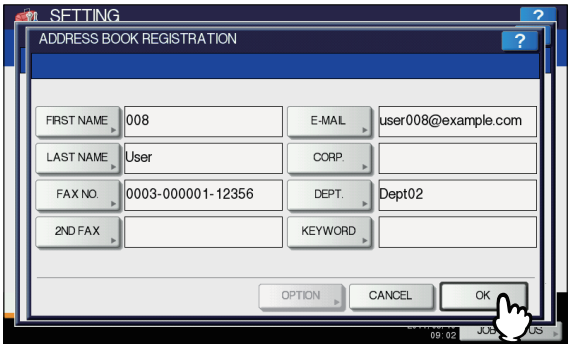
- When you press a button other than [FAX NO.] and [2ND FAX], the on-screen keyboard is displayed. For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"
- When you press [FAX NO.] or [2ND FAX], the on-screen numeric keypad is displayed. For details of the on-screen numeric keypad, see the following page:
P.300 "On-screen numeric keypad"

3 Press [OPTION] to specify the default settings for fax transmission.

Note

- This step is available only when the FAX Unit is installed.

4 Press [OK] to register the contact.



The contact is registered in the address book.

Registering contacts from Log lists

You can register information such as remote fax numbers and E-mail addresses in the address book from the Send/Receive Log screen.

The following information can be registered from the Send Log:

- Remote fax numbers that were directly dialed, or that were searched from the LDAP server
- E-mail addresses that were manually entered, or that were searched from the LDAP server

The following information can be registered from the Receive Log:

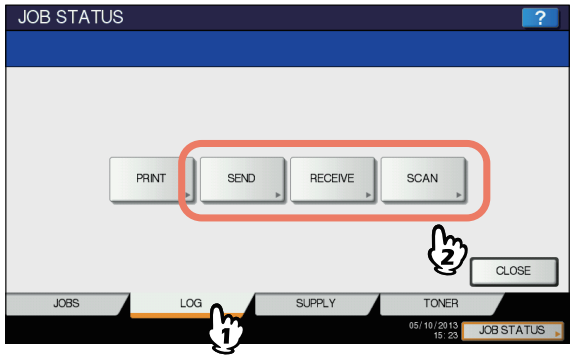
- Remote fax numbers that were directly dialed, or that were searched from the LDAP server for a polling reception
- E-mail address of the sender

The following information can be registered from the Scan Log:

- E-mail addresses that were manually entered

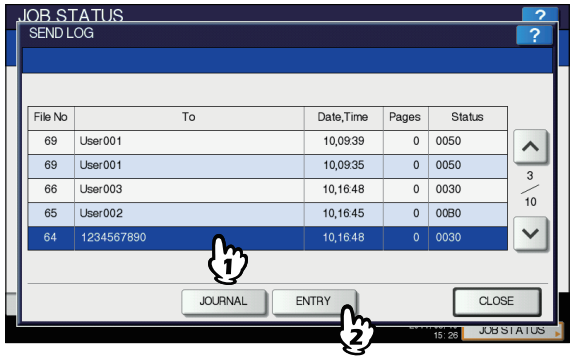
1 Press [JOB STATUS] on the touch panel.

2 Press the [LOG] tab and then, [SEND] (or [RECEIVE] or [SCAN]).



The SEND (or RECEIVE or SCAN) LOG list is displayed.

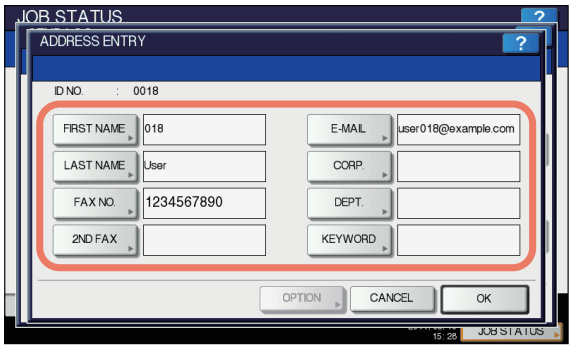
3 Select the job that includes the fax number or E-mail address you want to register into the address book, and press [ENTRY].



Note

- To register E-mail addresses specified as Bcc contacts into the address book from the scan log, it is necessary to enable the [BCC Address Display] option from the TopAccess - Email menu. If the [BCC Address Display] option is disabled, the description [BCC Address] is displayed on the Scan Log screen instead of an E-mail address. In this case, [ENTRY] is disabled even if you select the description [BCC Address]. For instructions on how to enable the [BCC Address Display] option, refer to the ***TopAccess Guide "Chapter 8: SETTING ITEMS"***.

4 Edit the contact information.



For the description of each item, see step 2 of the following operation:

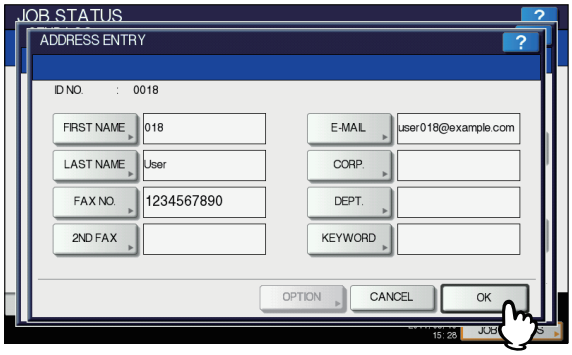
P.220 "Registering contacts from the SETTING using [ADDRESS] button"

5 Press [OPTION] to specify the default settings for fax transmission.

Note

- This step is available only when the FAX Unit is installed.

6 Press [OK] to register the contact.

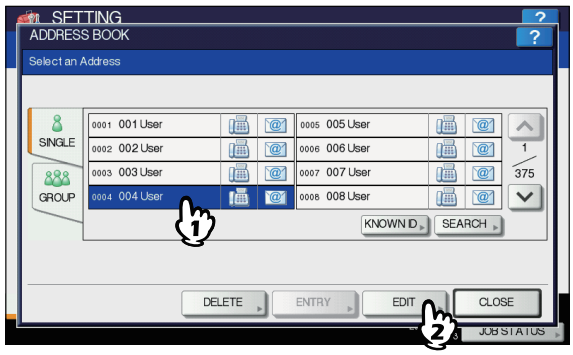


The contact is registered in the address book.

■ Editing or deleting contacts

You can edit (or delete) contact information registered in the address book.

1 On the ADDRESS BOOK screen, press the contact that you want to edit and press [EDIT].



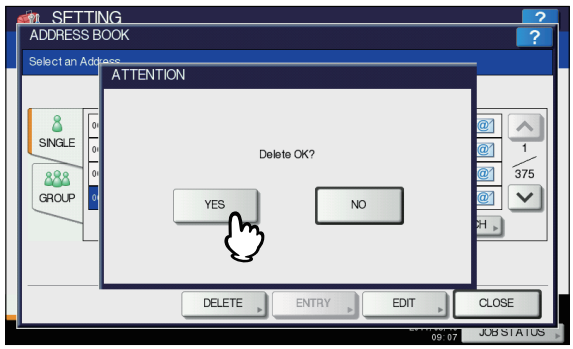
The ADDRESS BOOK EDIT screen is displayed.

Note

- If the touch panel does not display the contact you want to edit, press ▽ to display the next page.
- The search function allows you to quickly search for the contact you want to edit. To search for the contact, see the following page:

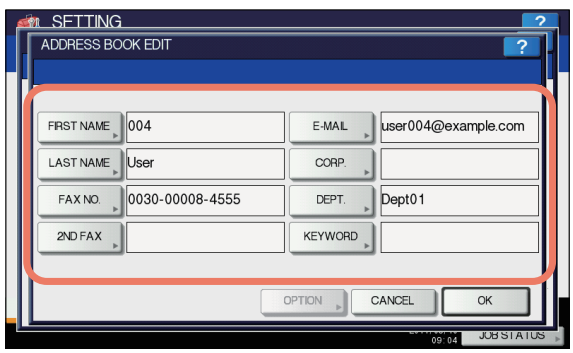
P.223 "Searching for contacts"

To delete, press the contact you want to delete, and then [DELETE].
The message "Delete OK?" is displayed on the ATTENTION screen.



Press [YES] to delete the contact.

2 Edit the contact information.



For the description of each item, see step 2 of the following operation:

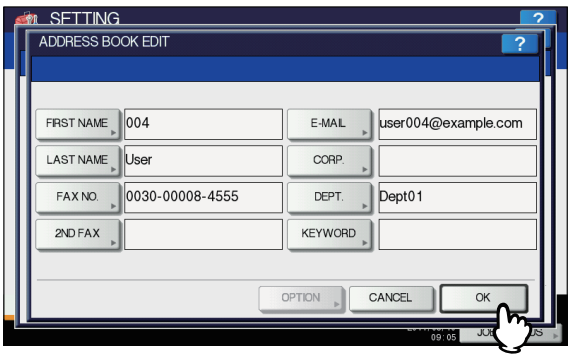
P.220 "Registering contacts from the SETTING using [ADDRESS] button"

3 Press [OPTION] to specify the default settings for fax transmission.

Note

- This step is available only when the FAX Unit is installed.

4 Press [OK] to save the contact.



The edited contact information is saved.

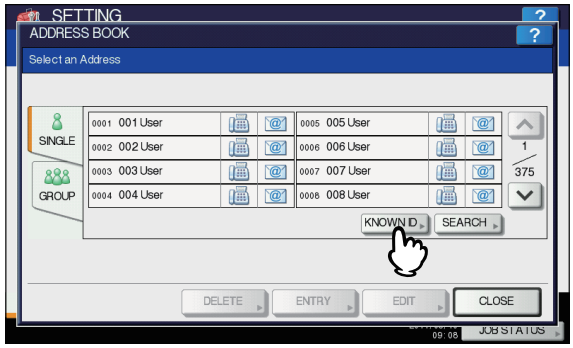
■ Searching for contacts

The following two methods are available to search the address book for contacts. This function is convenient when searching for certain contacts.

P.223 "Searching for contacts by ID number"
P.224 "Searching for contacts by entering a search string"

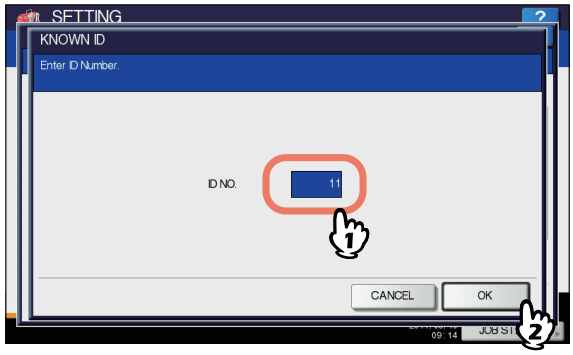
Searching for contacts by ID number

1 On the ADDRESS BOOK screen, press [KNOWN ID].



The KNOWN ID screen is displayed.

2 Enter the ID Number using the digital keys and press [OK].



3 **The touch panel displays the found contact. Press the contact, and then [EDIT] to edit the contact information. Or, press [DELETE] to delete the contact.**

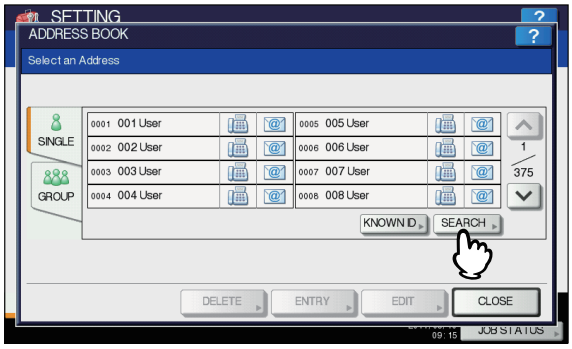


For instructions on editing or deleting contacts, see the following page:

P.222 "Editing or deleting contacts"

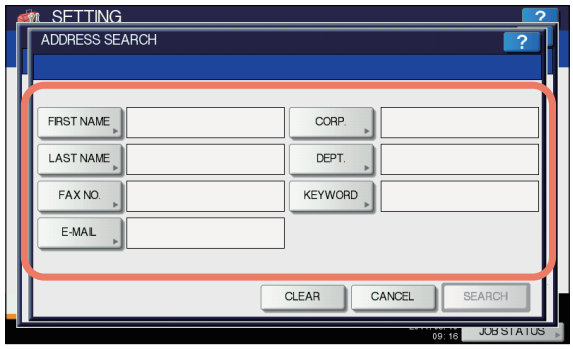
Searching for contacts by entering a search string

1 **On the ADDRESS BOOK screen, press [SEARCH].**



The ADDRESS SEARCH screen is displayed.

2 **Press the button of the item target of the search.**



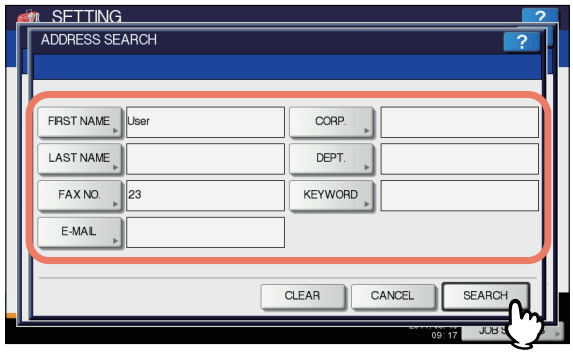
- When you press a button other than [FAX NO.], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"
- When you press [FAX NO.], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  P.300 "On-screen numeric keypad"

Memo

- Contacts that contain the search string for the specified item will be found.

3 **Enter the search string and press [OK].**

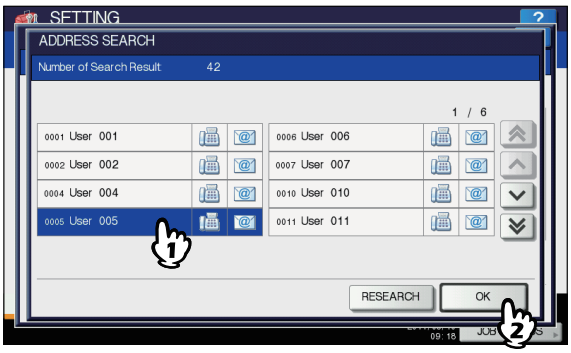
4 **Specify the search string in the items that you require and press [SEARCH].**



Memo

- Press [CLEAR] to clear the search strings you entered.

5 **The touch panel displays the found contacts. Press the desired contact and press [OK] to edit the contact information.**



For instructions on editing contacts, see the following page:
P.222 "Editing or deleting contacts"

Memo

- Press [^] or [v] to display the found contacts on different pages if one page is not enough to display them. Pressing [^^] or [vv] allows you to skip 5 pages.

  If you want to change the results of the search, press [RESEARCH]. Then you will be returned to the Step 2 screen, specify the search string again.

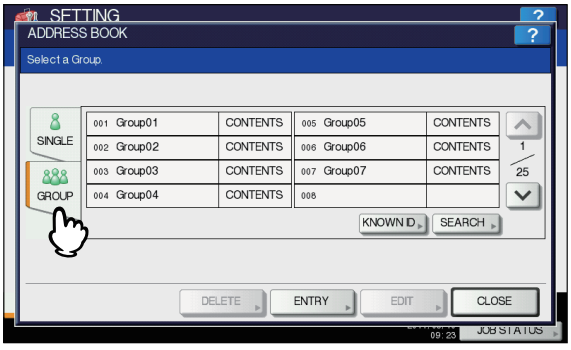
Managing groups in address book

You can create groups that contain multiple contacts to enable you to specify groups instead of each recipient separately when operating Scan to E-mail, or fax or Internet Fax transmissions.
In the address book, you can register up to 200 groups of up to 400 members.

Note

- One fax number or one E-mail address is counted as one destination. Therefore, if you select a contact that contains both a fax number and an E-mail address, it results in two destinations in the group.
- To send and receive faxes, the FAX Unit must be installed.

On the GROUP tab of the ADDRESS BOOK menu, you can perform the following operations to manage contacts.

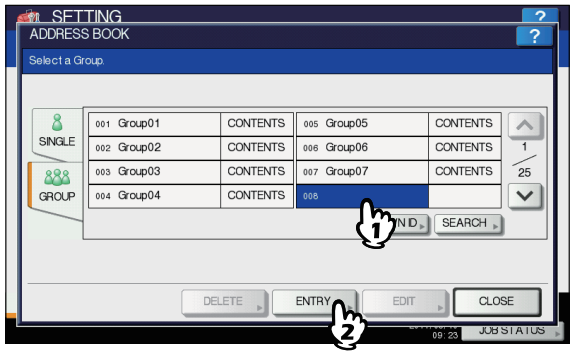


P.225 "Creating new groups"
P.226 "Editing or deleting groups"
P.229 "Searching for groups"

■ Creating new groups

You can create new groups in the address book.

1 **On the ADDRESS BOOK screen, press an undefined button to register a new group, and then [ENTRY].**

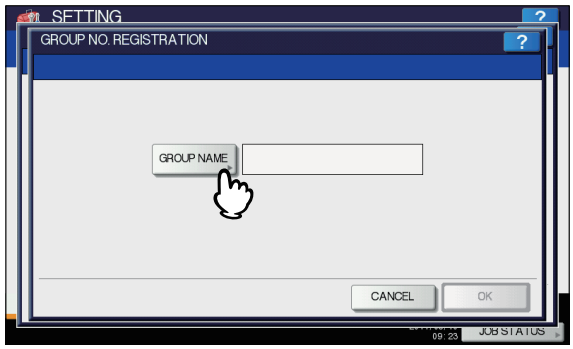


The GROUP NO. REGISTRATION screen is displayed.

Memo

- If the touch panel does not display an undefined button, press [v] to display the next page.

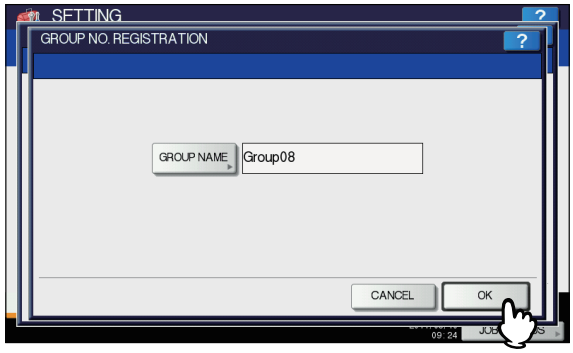
2 **Press [GROUP NAME].**



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

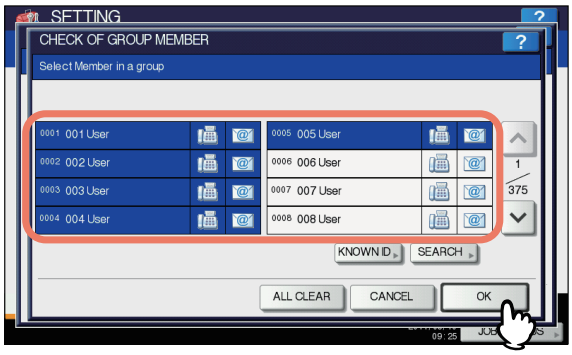
3 **Enter the group name and press [OK].**

4 **Press [OK].**



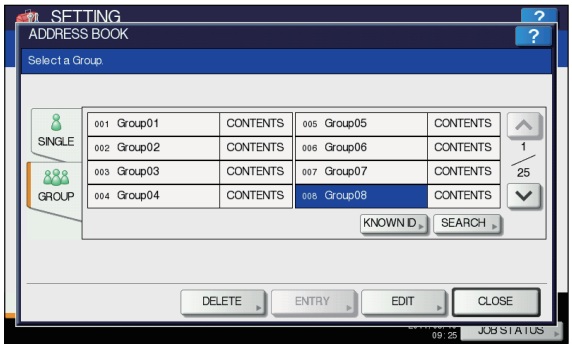
The CHECK OF GROUP MEMBER screen is displayed.

5 Select the contacts that you want to add to the group and press [OK].



- To add contacts by selecting each contact manually, see the following page:
  P.227 "Adding or removing contacts"
- To add contacts by searching for them by ID number, see the following page:
  P.228 "Adding or removing contacts by searching by ID number"
- To add contacts by searching for them with a search string, see the following page:
  P.228 "Adding or removing contacts by searching with a search string"

6 The new group is created and it appears on the touch panel.



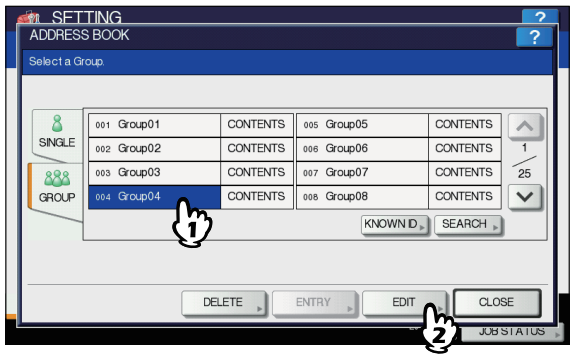
■ Editing or deleting groups

You can edit and delete groups registered in the address book, as well as add and remove contacts to/from a group.

Note

- Deleting a group does not delete the contacts from the [SINGLE] tab. However, deleting a contact in the [SINGLE] tab deletes the contact from the group it is registered in.

1 On the ADDRESS BOOK screen, press the group that you want to edit, and then [EDIT].

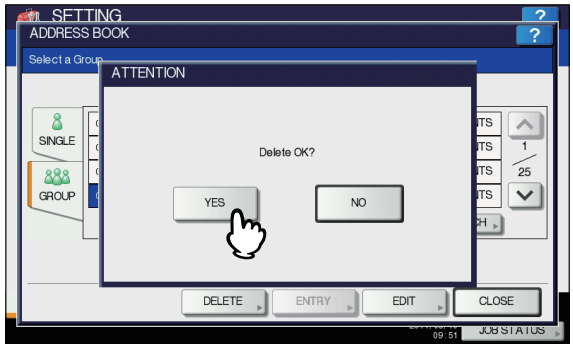


The GROUP NO. EDIT screen is displayed.

Memo

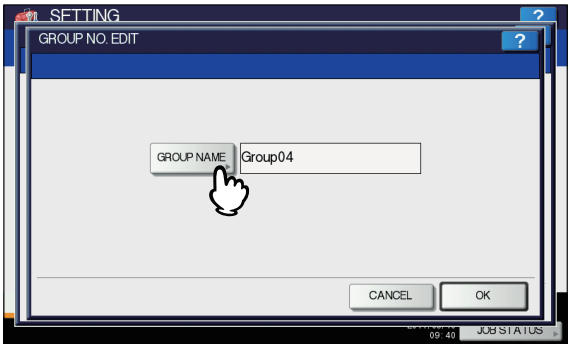
- If the touch panel does not display the group that you want to edit, press [▽] to display the next page.
- The following two methods are available to find the group that you want to edit.
  P.229 "Searching for groups by ID number"
  P.230 "Searching for groups by group name"

To delete, press the group you want to delete, and then [DELETE].
The message “Delete OK?” is displayed on the ATTENTION screen.



Press [OK] to delete the group.

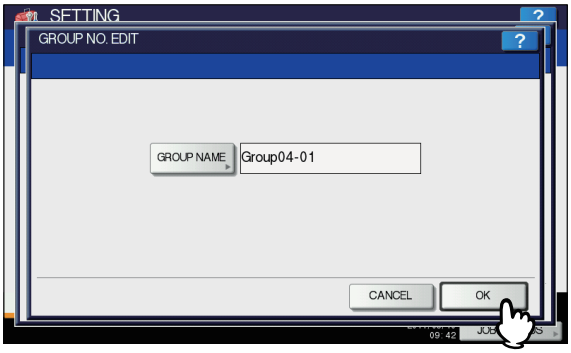
2 Press [GROUP NAME].



- The on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"
- If you do not need to edit the group name, proceed to step 6.

3 Enter the group name and press [OK].

4 Press [OK].



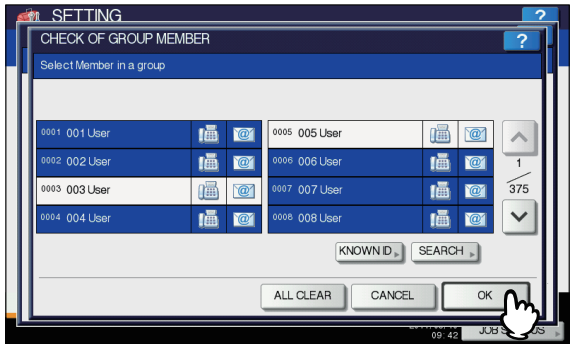
The CHECK OF GROUP MEMBER screen is displayed.

- If you do not need to change the members in the group, proceed to the next step.
- If you need to change the members in the group, see the following pages:
  - Adding or removing contacts by selecting each contact manually
    P.227 "Adding or removing contacts"
  - Adding or removing contacts by searching for them by ID number
    P.228 "Adding or removing contacts by searching by ID number"
  - Adding or removing contacts by searching for them with a search string
    P.228 "Adding or removing contacts by searching with a search string"

Memo

- The highlighted contacts are those registered in the group.

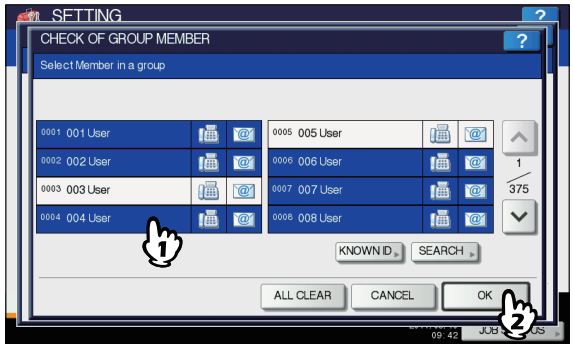
5 Press [OK].



The edited information is saved.

Adding or removing contacts

1 To add a contact to the group, press a non-highlighted contact to highlight it. To remove a contact from the group, remove its highlight. When the addition or removal of contacts is complete, press [OK].



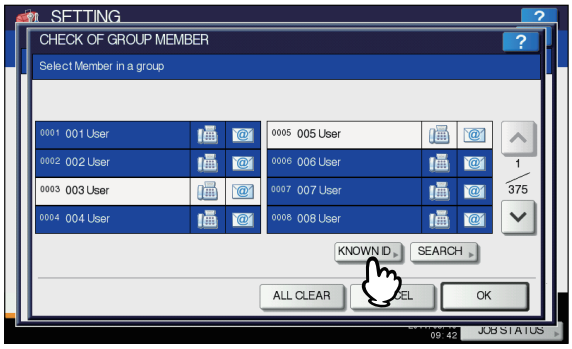
- To add/remove both the fax number and E-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press in the contact information.
- To add/remove only the E-mail address of a contact to/from the group, press in the contact information.

Memo

- Press ^ or v to display contacts on different pages.
- You can remove all contacts by pressing [ALL CLEAR].

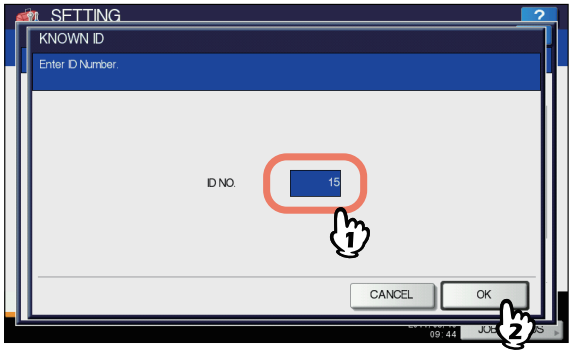
Adding or removing contacts by searching by ID number

1 On the CHECK OF GROUP MEMBER screen, press [KNOWN ID].



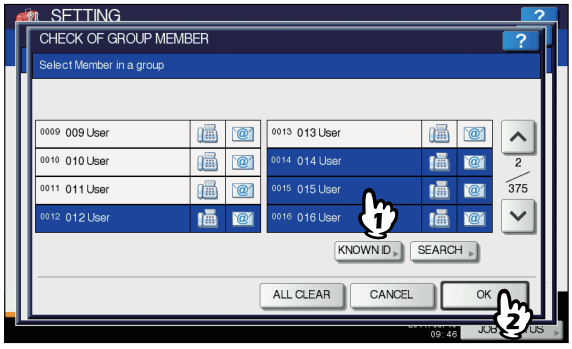
The KNOWN ID screen is displayed.

2 Enter the ID Number using the digital keys and press [OK].



The touch panel displays the found contacts.

3 To add a contact to the group, press the contact to highlight it. To remove a contact from the group, clear its highlight. When the addition or removal of contacts is complete, press [OK].



- To add/remove both the fax number and E-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press in the contact information.
- To add/remove only the E-mail address of a contact to/from the group, press in the contact information.

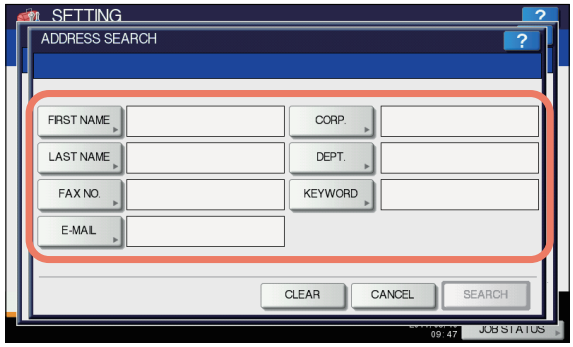
Adding or removing contacts by searching with a search string

1 On the CHECK OF GROUP MEMBER screen, press [SEARCH].



The ADDRESS SEARCH screen is displayed.

2 Press the button of the item target of the search.



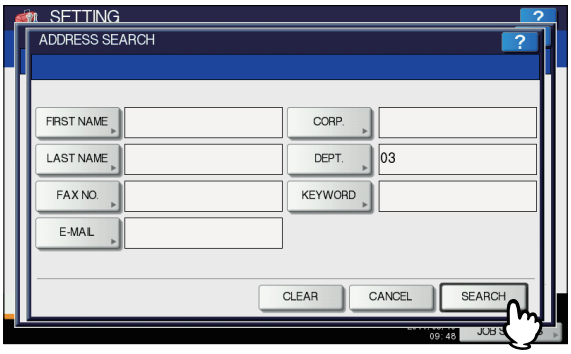
- When you press a button other than [FAX NO.], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"
- When you press [FAX NO.], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  P.300 "On-screen numeric keypad"

Memo

- Contacts that contain the search string for the specified item will be found.

3 Enter the search string and press [OK].

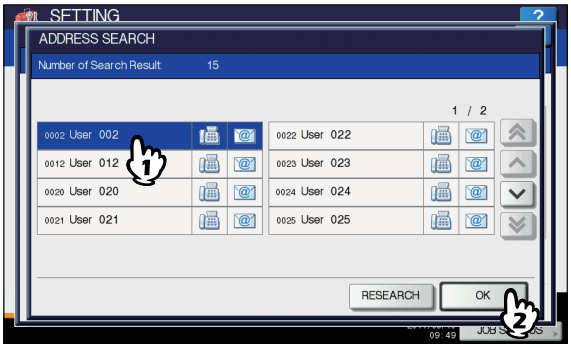
4 **Specify the search string in the items that you require and press [SEARCH].**



Memo

- Press [CLEAR] to clear the search strings you entered.

5 **The touch panel displays the found contacts. Press the contact you want to add to the group to highlight it. To remove a contact from the group, remove its highlight. When the addition or removal of contacts is complete, press [OK].**



- To add/remove both the fax number and E-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press in the contact information.
- To add/remove only the E-mail address of a contact to/from the group, press in the contact information.

Memo

- Press ^ or v to display the found contacts on different pages if one page is not enough to display them. Pressing ^^ or vv allows you to skip 5 pages.

If you want to change the results of the search, press [RESEARCH]. Then you will be returned to the Step 2 screen, specify the search string again.

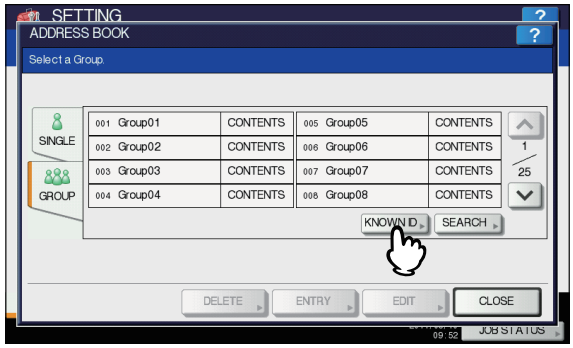
■ Searching for groups

The following two methods can be used to search the address book for groups. This function is convenient when searching for certain groups.

P.229 "Searching for groups by ID number"
P.230 "Searching for groups by group name"

Searching for groups by ID number

1 **On the ADDRESS BOOK screen, press [KNOWN ID].**



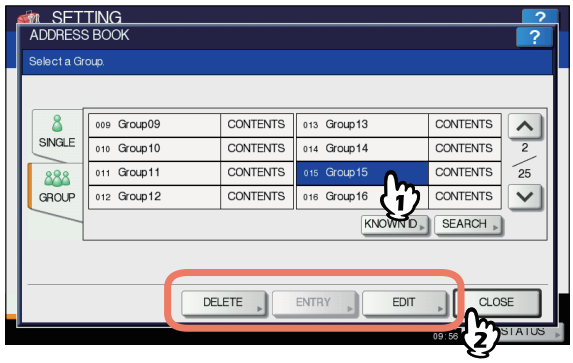
The KNOWN ID screen is displayed.

2 **Enter the ID Number using the digital keys and press [OK].**



The touch panel displays the found groups.

3 **Press the button of the desired group and proceed to the edit or delete operation.**

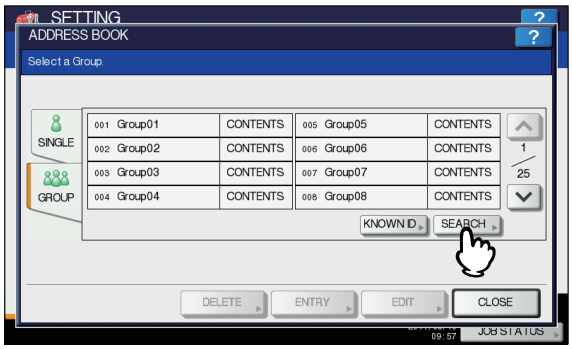


For instructions on editing or deleting groups, see the following page:

P.226 "Editing or deleting groups"

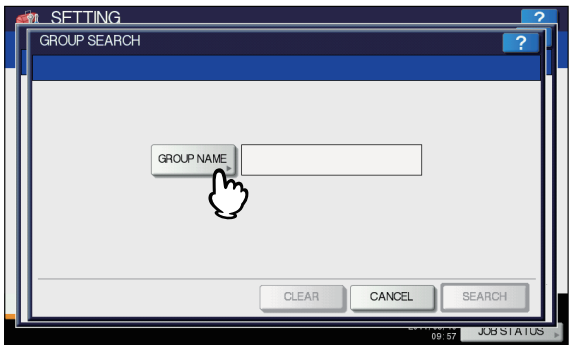
Searching for groups by group name

1 **On the ADDRESS BOOK screen, press [SEARCH].**



The GROUP SEARCH screen is displayed.

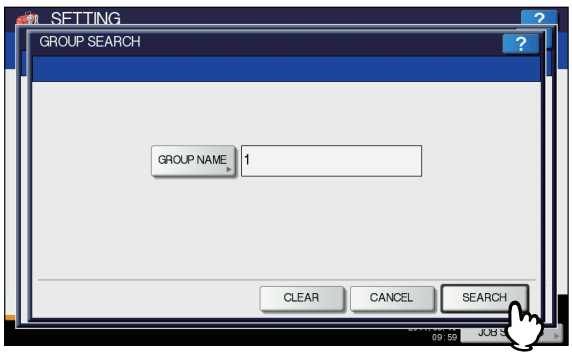
2 **Press [GROUP NAME].**



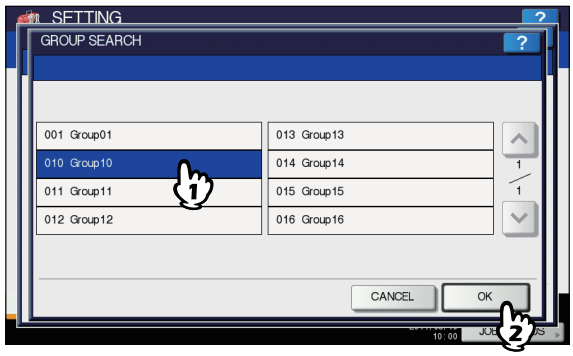
The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

3 **Enter the search string and press [OK].**

4 **Press [SEARCH].**



5 **The touch panel displays the found groups. Press the desired group and press [OK] to edit the group information.**

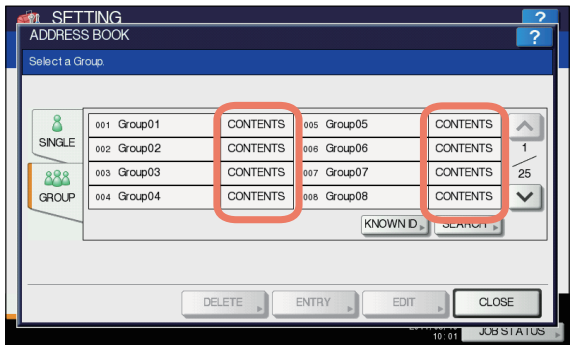


For instructions on editing or deleting groups, see the following page:
P.226 "Editing or deleting groups"

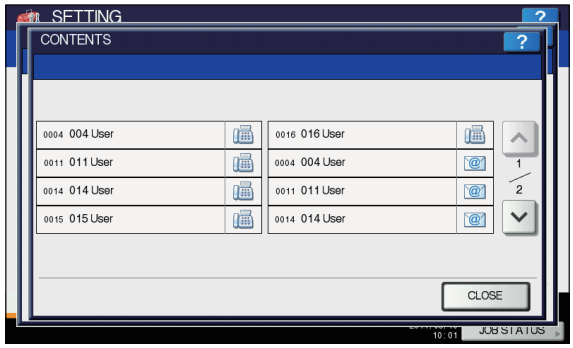
■ Confirming the members of a group

You can confirm the contacts that are registered in a group.

1 **On the ADDRESS BOOK screen, press [CONTENTS] of the group whose members you want to confirm.**



The contacts registered in the group are displayed.



Memo

- In the CONTENTS screen, you will see all the fax numbers listed first, and then all the E-mail addresses.

CHECK E-MAIL

You can check for new E-mails (Internet Faxes) on the POP3 server. If a new E-mail is on the POP3 server, the equipment automatically prints the E-mail data after retrieving them from the POP3 server.

Note

- To perform this operation, the POP3 server must be configured using TopAccess. For instructions on how to configure the POP3 server, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

Memo

- For instructions on how to display the CHECK E-MAIL screen, see the following page:
  P.212 "Accessing the User Menu"
- The equipment can also automatically check for new E-mails (Internet Faxes) on the POP3 server.

CHANGE USER PASSWORD

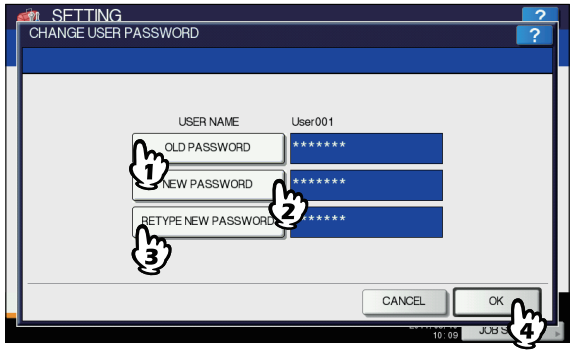
When the MFP Local Authentication function is enabled, users can change their authentication password that has been entered in the authentication screen from this menu.

Memo

- [CHANGE USER PASSWORD] is available only when the MFP Local Authentication function is enabled.
- For instructions on how to display the CHANGE USER PASSWORD screen, see the following page:
  P.212 "Accessing the User Menu"

1 Change the password.

1) **Press [OLD PASSWORD] to enter the current password.**
2) **Press [NEW PASSWORD] to enter the new password.**
3) **Press [RETYPE NEW PASSWORD] to enter the new password again.**
4) **Press [OK] to save the new password.**



You will be returned to the USER menu screen.

Memo

- When you press [OLD PASSWORD], [NEW PASSWORD], or [RETYPE NEW PASSWORD], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"
- The input password appears as asterisks (*) in the [OLD PASSWORD], [NEW PASSWORD], and [RETYPE NEW PASSWORD] boxes.

SETTING ITEMS (ADMIN)

Accessing the Admin Menu

Follow the steps below to display the ADMIN menu in the SETTING screen.

1 Press the [SETTING] button on the control panel to access the SETTING menu.

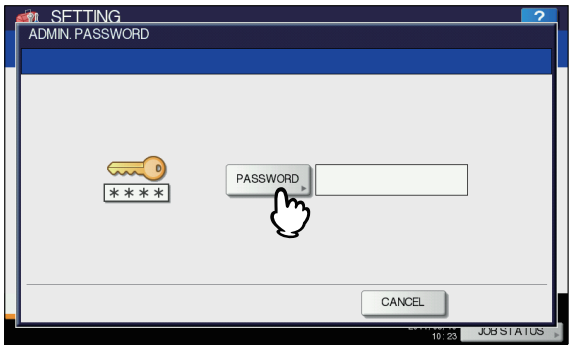
2 Press the [ADMIN] tab.

- When the User Management function is disabled, you must enter the administrator password.
  Proceed to the next step.
- When the User Management function is enabled, you must log into the MFP as a user with administrator privileges.
  When you press the [ADMIN] tab, the ADMIN menu will be displayed.
  Proceed to step 5.

Note

- If you log into the MFP as a user without administrator privileges, the [ADMIN] tab will be unavailable.
  Setting role information allows you to give privileges to users. For details of role information, refer to the ***TopAccess Guide "Chapter 7: [User Management] Tab Page"***.

3 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

4 Enter the administrator password and press [OK].

The ADMIN menu is displayed.

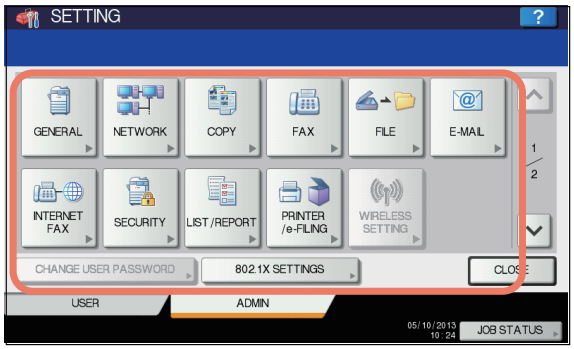
Memo

- If the administrator password has not been changed before, enter the default administrator password "123456".
- The input password appears as asterisks (*).

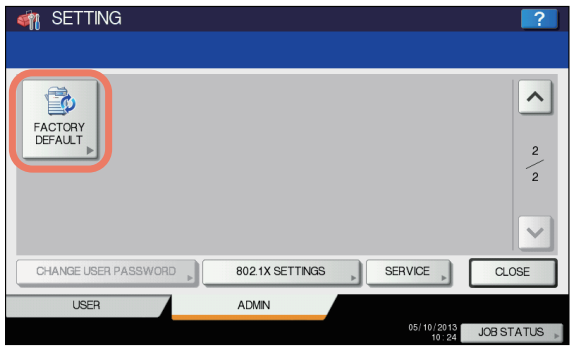
5 Proceed with the administrative operation that you require.

Pressing [v] on the ADMIN menu (1/2) displays ADMIN menu (2/2).

ADMIN menu (1/2)



ADMIN menu (2/2)



The SETTING screen contains the following buttons. For details of each button, see the corresponding page.



P.213 "GENERAL"



P.250 "NETWORK"



P.214 "COPY"



P.215 "FAX"



P.262 "FILE"



P.262 "E-MAIL"



P.263 "INTERNET FAX"



P.264 "SECURITY"



P.268 "LIST/REPORT"



P.270 "PRINTER/e-FILING"



P.271 "WIRELESS SETTING"



P.288 "FACTORY DEFAULT"



P.285 "CHANGE USER PASSWORD"



P.285 "802.1X SETTINGS"

GENERAL

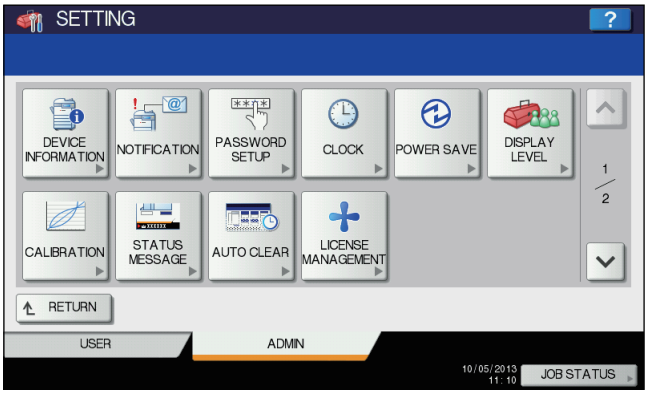
You can change the initial settings (defaults) for the equipment.

Memo

- For instructions on how to display the GENERAL menu, see the following page:
  P.212 "Accessing the User Menu"

Pressing ▽ on the GENERAL menu (1/2) displays GENERAL menu (2/2).

GENERAL menu (1/2)



GENERAL menu (2/2)



This menu allows you to perform the following operations:



P.234 "Setting the device information"



P.234 "Setting the notification"



P.235 "Changing the administrator password and resetting the service password"



P.236 "Setting the clock"



P.237 "Setting the energy saver modes"



P.239 "Setting the calibration display level"



P.239 "Setting the calibration"



P.240 "Setting the status message"



P.240 "Setting the auto clear function"



P.240 "Managing the option licenses"



P.241 "Adding or removing display languages"



P.243 "Updating your system"



P.245 "Creating or installing clone files"



P.247 "Setting the panel calibration"



P.247 "Exporting logs"



P.248 "Setting job skip"



P.248 "Changing the keyboard layout"



P.249 "Setting the Print Adjustment"



P.249 "Setting the Scan Adjustment"



P.249 "Setting the pop-up messages"

Note

- The displayed buttons differ depending on the model.

Setting the device information

You can set the device information of this equipment. These items appear in the Device page of TopAccess, a web-based device management utility.

Item name	Description
LOCATION	Press this button to enter the location of this equipment. You can enter up to 64 characters.
SERVICE PHONE NUMBER	Press this button to enter the service phone number. You can enter a number of up to 32 digits.
CONTACT INFORMATION	Press this button to enter the name of the service technician. You can enter up to 64 characters.
ADMIN. MESSAGE	Press this button to enter a message from the administrator. You can enter up to 40 characters.

Memo

- When you press a button other than [SERVICE PHONE NUMBER], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"
- When you press [SERVICE PHONE NUMBER], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  P.300 "On-screen numeric keypad"

Setting the notification

You can set the notification mail to send a notification message when specified events occur on the equipment, such as paper empty and service call.

You can specify up to three E-mail addresses for the destination of the notification message.

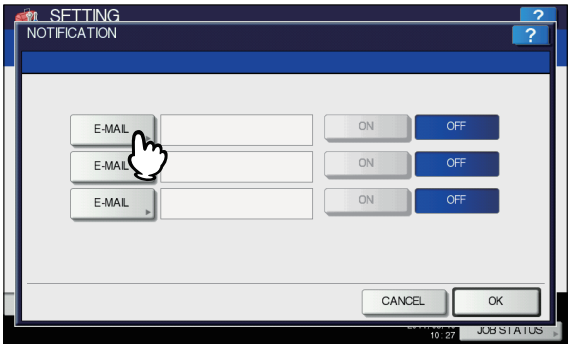
Memo

- You can specify events that you want to be notified about using the TopAccess web utility. For instructions on how to specify events for notification, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

Note

- To enable this function, there must be a SMTP server in your network. In addition, the settings to enable Internet communication on this equipment must be configured correctly.

1 On the NOTIFICATION screen, press [E-MAIL].



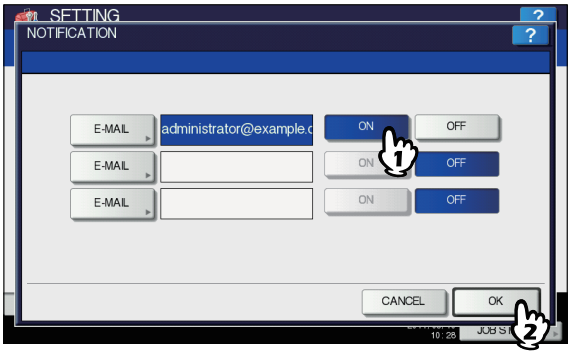
The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

2 Enter the E-mail address and press [OK].

Memo

- You can specify up to three E-mail addresses to which notification messages will be sent, if needed. To enable notification, you must have at least one E-mail address entered.

3 Press [ON] for the E-mail address to receive notification, and then [OK].



To disable notification for an E-mail address, press [OFF].

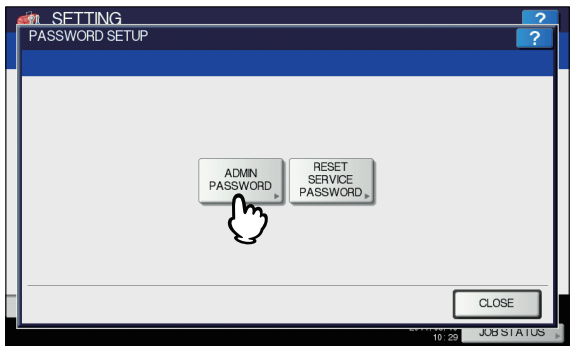
Note

- [ON] is available only after an E-mail address is entered.

Changing the administrator password and resetting the service password

You can change the administrator password.

1 On the PASSWORD SETUP screen, press [ADMIN PASSWORD] or [RESET SERVICE PASSWORD].



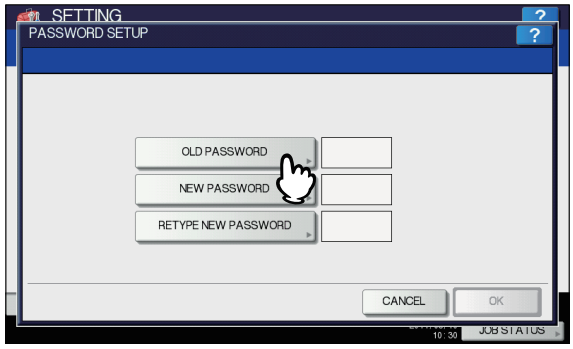
The screen for changing the administrator password is displayed.

If [RESET SERVICE PASSWORD] has been selected, the message "Are you sure?" is displayed on the ATTENTION screen.



Press [YES] to reset the service password.

2 Press [OLD PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:

P.300 "On-screen keyboard"

3 Enter the current administrator password and press [OK].

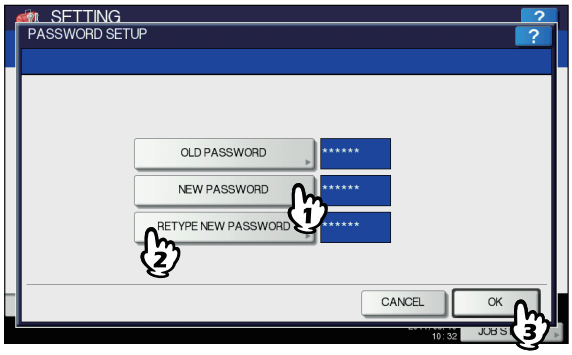
The input password appears as asterisks (*).

Memo

- If the administrator password is being changed for the first time, enter “123456” in the [OLD PASSWORD] box.

4 Set new password and complete the setting.

1) **Press [NEW PASSWORD] to enter new password.**
2) **Press [RETYPE NEW PASSWORD] to enter the new password again.**
3) **Press [OK].**



Memo

- When you press [NEW PASSWORD] and [RETYPE NEW PASSWORD], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"

Note

- Specify a 6 to 64-character long administrator password. You can use alphanumerics and the following symbols.
  ! # $ ( ) * + , - . / : ; = ? @ \ ^ _ ` { | } ~

Setting the clock

You can adjust the clock built into this equipment by entering the date and time using the digital keys.

P.236 "Changing the date and time"
P.237 "Changing the date format"

Note

- When the time settings of the equipment are adjusted using the SNTP service, the date and time cannot be set manually. You can make settings for the SNTP service in the TopAccess administrator mode. For details, refer to the ***TopAccess Guide “Chapter 8: [Administration] Tab Page”***.

Changing the date and time

1 On the CLOCK screen, press [DATE/TIME].

The DATE/TIME screen is displayed.

2 Highlight the section that you want to edit using the arrow buttons, enter the value using the digital keys, and press [OK].



You will be returned to the CLOCK menu screen.

Memo

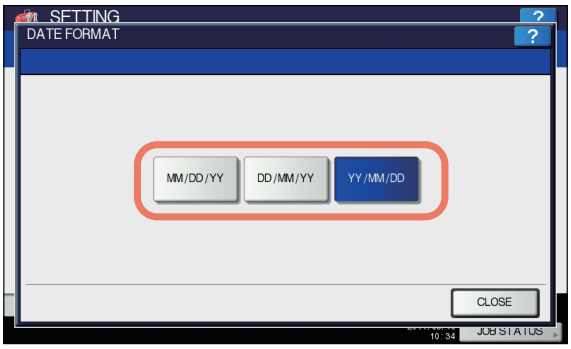
- When you change either “YEAR”, “MONTH”, or “DATE”, the day of week in the DAY section will be set automatically.

Changing the date format

1 On the CLOCK screen, press [DATE FORMAT].

The DATE FORMAT screen is displayed.

2 Press the desired date format button.



You will be returned to the CLOCK menu screen.

Setting the energy saver modes

You can set the following energy saver modes.

- **Weekly timer**
  P.237 "Setting the weekly timer"
  Set this function to recover or turn ON the device from the Sleep mode/the Super Sleep mode automatically at the specified time. For example, set the timer according to your own office start and end work times to recover or turn ON the device from the Sleep mode/the Super Sleep mode automatically at the specified time.

  Note
  - When the power switch is turned off, the weekly timer does not work.

- **Auto Power Save mode**
  P.238 "Setting the Auto Power Save mode"
  This function allows the equipment to automatically go into the Power Save mode if it is left inactive for a certain period of time.

- **Auto Sleep mode**
  P.238 "Setting the Auto Sleep mode"
  This function puts the equipment into the Sleep mode/the Super Sleep mode if it is left inactive for a certain period of time. In the Sleep mode/the Super Sleep mode, power to the unused sections of this equipment is shut off while this equipment is in the standby status.

  Memo
  - For the types of Energy Saver mode and procedures for entering each mode.
  - See the Setup Guide for the energy saver mode types and startup procedure.

  Note
  - Neither the [AUTO POWER SAVE] nor [AUTO SLEEP] button is displayed in the European version. Contact your service representative to change the default setting for each button.

Setting the weekly timer

1 On the POWER SAVE screen, press [WEEKLY TIMER].

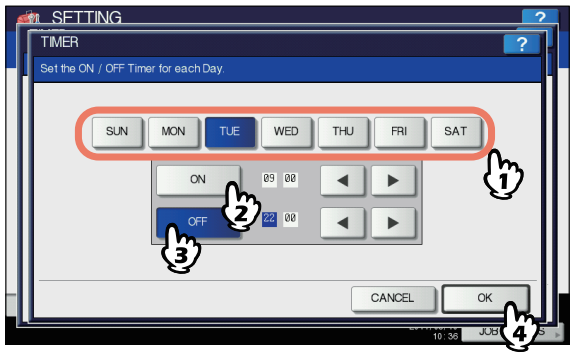
The TIMER screen is displayed.

2 Check the settings on the display. If changes are required, press [CHANGE].

If no changes are required, press [OK] and complete the operation.

3 Make settings for the weekly timer.

1) **Press the button of the desired day of the week.**
2) **Press [ON] to enter the time the device wakes up from the Sleep mode/the Super Sleep mode.**
   Use the arrow buttons to switch the active box between “Hour” and “Minute”.
3) **Press [OFF] to enter the time to put the device into the Sleep mode/the Super Sleep mode.**
   Use the arrow buttons to switch the active box between “Hour” and “Minute”.
4) **Press [OK] to save the settings.**



Memo

- If you want to clear an entered time, press the [CLEAR] button on the control panel.
- If you want to put the equipment into the Sleep mode/the Super Sleep mode for an entire day, enter the same time in both the [ON] and [OFF] boxes.
  Example) When you enter “0:00” in both the [ON] and [OFF] boxes for [SUN],
  the equipment automatically goes into the Sleep mode/the Super Sleep mode at the [OFF] time specified for [SAT]. The Sleep mode/the Super Sleep mode is kept until the [ON] time specified for [MON] comes.
- If you do not want to put the equipment into the Sleep mode/the Super Sleep mode for an entire day, make settings for the desired day of the week as follows:
  [ON]: 0:00 / [OFF]: 24:00
  The equipment does not go into the Sleep mode/ the Super Sleep mode for an entire day, which is activated by the weekly timer function. However, the equipment automatically goes into the Sleep mode/the Super Sleep mode according to the time value set for [Auto Sleep mode], if it is left inactive for a certain period of time.

Setting the Auto Power Save mode

1 On the POWER SAVE screen, press [AUTO POWER SAVE].

The AUTO POWER SAVE screen is displayed.

2 Press the desired period of time (in minutes) that this equipment should wait before the Power Save mode is activated.



The Auto Power Save mode setting is completed, and you will be returned to the previous screen.

Setting the Auto Sleep mode

1 On the POWER SAVE screen, press [AUTO SLEEP].

The AUTO SLEEP screen is displayed.

2 Specify the following items as required and complete the setting.

Item name		Description
SLEEP TIMER		Press the desired period of time (in minutes) that this equipment should wait before the Sleep mode is activated.
SLEEP MODE		Select the AUTO, SLEEP, or POWER OFF mode after the specified [SLEEP TIMER] time.
	POWER OFF	The equipment enters the status equivalent to shutdown. The equipment recovers by pressing the [POWER] button.
	AUTO	In the following conditions, the equipment behaves in the same manner as in the [SLEEP] mode. • A LAN cable is connected to the equipment • A Wireless LAN Module is installed and enabled • A FAX unit is installed In conditions other than those listed above, the equipment behaves in the same manner as in the [POWER OFF] status.
	SLEEP	If the following conditions are met, the equipment is in the SLEEP mode and only the green MAIN POWER lamp lights. Condition 1: Particular options are not installed *1 Condition 2: Particular protocols are disabled *2 Condition 3: The SECURE RECEIVE function of the fax setting is disabled. To recover, press the [POWER] button. The equipment recovers when the print data are received via the LAN cable or a fax is received. In conditions other than those listed above, the display on the touch panel is turned off, and the equipment is in the SLEEP mode and the green [POWER SAVE] button lights. To recover, press one of the following buttons: • [START], [POWER SAVE, COPY], [e-FILING], [SCAN], [PRINT], or [FAX] The equipment recovers from the SLEEP mode when the print data are received via the LAN cable or a fax is received.

*1 The target options are as follows:
- Wireless LAN Module
- e-BRIDGE ID Gate

- IPsec Enabler
- Data Overwrite Enabler

*2 The target protocols are IPX/SPX, AppleTalk and so on. For details, refer to the TopAccess Guide "Chapter 8: [Administration] Tab Page - [Setup] Item List".

Memo

- The settable times are described below.
  - 1 min.
  - 3 mins.
  - 5 mins.
  - 10 mins.
  - 15 mins.
  - 20 mins.
  - 25 mins.
  - 30 mins.
  - 40 mins.
  - 50 mins.
  - 60 mins.

Note

- The equipment may not enter the Sleep mode at the set timing depending on its operating status.
- The machine is not switched to the Sleep mode in the following cases:
  - A particular option is installed. (Wireless LAN module, e-BRIDGE ID Gate)
  - The IPsec function is enabled.
  - IEEE 802.1X authentication is enabled.
  - IPv6 is enabled and the IPv6 address is set other than manually.
  - POP3 client setting is enabled and under any of the following conditions:
    (1) The scan rate is set to other than 0 minute.
    (2) A POP3 server address is entered.
    (3) An account name is entered.
  - A particular network protocol is enabled. (AppleTalk, IPX/SPX)
- Protocol settings for recovering this equipment from the Auto Sleep mode are made in the TopAccess administrator mode. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.
- By default, the Power Save period is set to 1 min and the Sleep period is set to 1 min.

Setting the calibration display level

You can set whether this equipment will use the calibration setting set by a user or the administrator.
The relevant buttons ([CALIBRATION]) will appear under the ADMIN menu only or under both the USER and ADMIN menus according to this setting.

Item name	Description
CALIBRATION	• **USER** — Press this button to display [CALIBRATION] in the ADMIN menu as well as the USER menu. • **ADMIN** — Press this button to display [CALIBRATION] in the ADMIN menu.

Setting the calibration

You can automatically calibrate the gradation when the shading is not reproduced accurately in the images scanned by this machine.

Note

- Whether to allow calibration by not only administrators but also users, is set by DISPLAY LEVEL.
  P.239 "Setting the calibration display level"
- Place LT or A4 paper (recommended paper) in the tray before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the glass is dirty or any foreign objects are stuck to it, calibration may not be performed properly. Keep the glass clean.
- Do not raise the Reversing Automatic Document Feeder, or open the front cover while the calibration is in progress. If this does happen, calibration cannot be finished properly.
- Interrupt copying is not available during the calibration.

Memo

- For instructions on how to display the CALIBRATION screen, see the following page:

P.212 "Accessing the User Menu"

1 Press [COPY].

2 Select the paper type and press [OK].

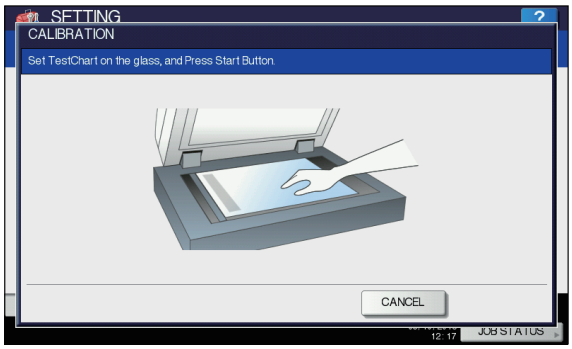
Note

- Depending on the machine settings, the screen to select the paper type may not be displayed. In this case, proceed to the next step.

3 Select the calibration settings.

Item name	Description
DEFAULT	Press this button to restore the default calibration setting and return to the previous screen.
CALIBRATION	Press this button to calibrate using the printed chart. In this case, proceed to the next step.

4 **Place the printed chart face down on the glass, so that the two black rectangular marks are placed on the left side.**



5 **Press the [START] button on the control panel.**

The calibration begins. Do not operate the equipment until the message “Scanning and calibrating” disappears.

Note

- If the chart is not properly placed, the message “Set chart correctly” is displayed on the touch panel. In this case, return to step 3 and realign the chart.

Setting the status message

You can have a status message displayed at the bottom of the touch panel, notifying the occurrence of specified events, such as paper empty and toner low.
Press [ON] or [OFF] for each status message and press [OK].

Item name	Description
SUPPLIES NEAR LIFE MESSAGE	Enabling this option displays a message at the lower left of the screen when supplies such as toner, image drum, fuser unit and belt unit nears the end of their lifespan.
PAPER EMPTY MESSAGE	Enabling this option displays a message at the lower left of the screen when there is no paper in a tray.

Setting the auto clear function

You can set how long the machine waits before clearing the previous operation left uncompleted on the control panel.
Press the desired period of time (in seconds). If you want to disable the Auto Clear function, press [NO LIMIT].

Note

- Selecting [NO LIMIT] does not clear the control panel for any mode including the SETTING, JOB STATUS, and TEMPLATE screens.

Managing the option licenses

You can view product information, such as the license ID for certain options. You can also install these options on the equipment if necessary.

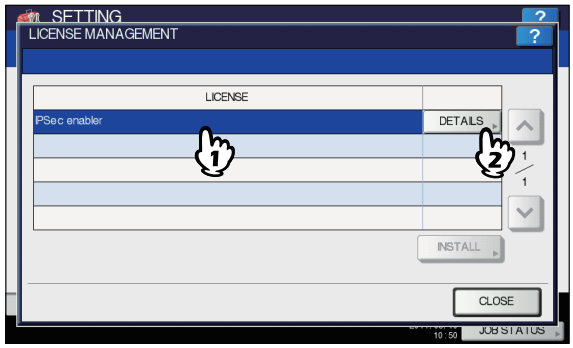
P.240 "Viewing product information"
P.241 "Installing an option"

Important

For installation, be sure to follow the dealer’s instructions.

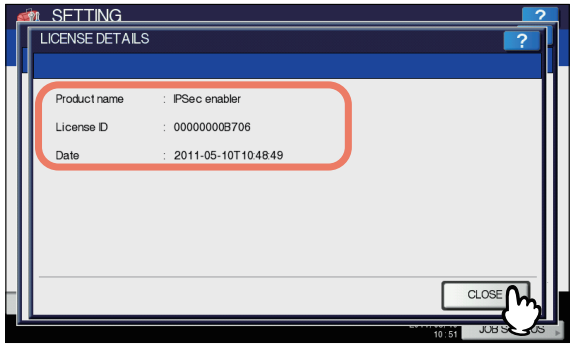
Viewing product information

1 **On the LICENSE MANAGEMENT screen, select the option for which you want to confirm product information, and press [DETAILS].**



The LICENSE DETAILS screen is displayed.

2 **After you confirm product information, press [CLOSE].**



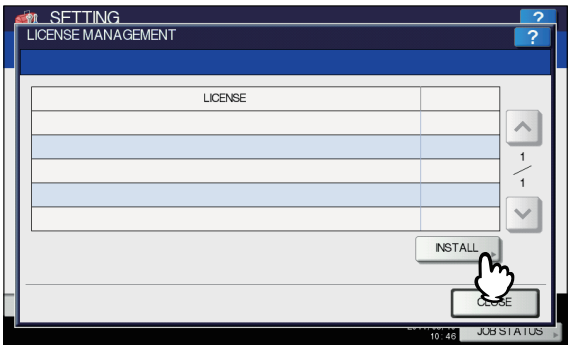
You will be returned to the LICENSE MANAGEMENT screen.

Memo

- The following information is displayed.
- Product name: Option name
- License ID: License ID
- Date: The date and time of when the option has been installed

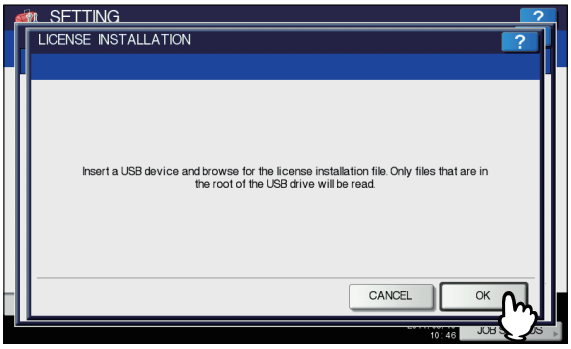
Installing an option

1 On the LICENSE MANAGEMENT screen, press [INSTALL].



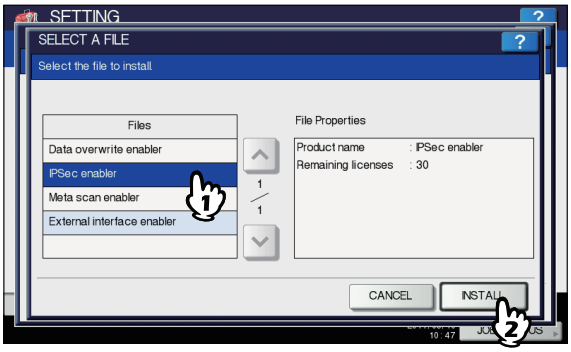
The LICENSE INSTALLATION screen is displayed.

2 Connect your USB storage device to the USB port on the equipment, and press [OK].



The SELECT A FILE screen is displayed.

3 Select the option that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

4 Press [YES].

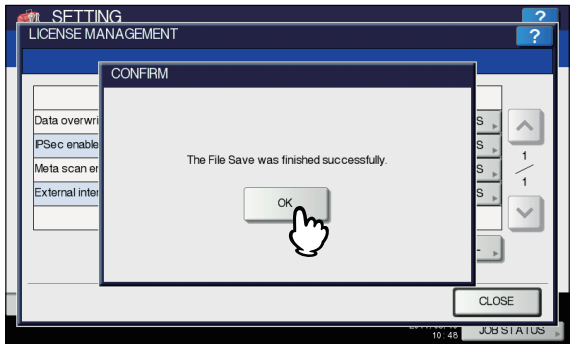


The installation begins.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 When the installation is complete, press [OK].



The option which has just been installed is displayed on the LICENSE MANAGEMENT screen.

Note

- If the installation fails, the message “It failed in the installation. Do you retry?” will be displayed on the CAUTION screen. In this case, press [YES] to perform the installation again.

6 Remove the USB storage device from the USB port on the equipment.

Memo

- After the installation is complete, it is necessary to reboot the equipment. When the message “Reboot the machine” is displayed on the touch panel, turn the power of the equipment OFF and then back ON by using the [POWER] button on the control panel.

Adding or removing display languages

You can add new languages to be used on the touch panel, and also remove those you no longer need. Furthermore, from this menu, you can also change the default language used on the touch panel to a different one.

P.242 "Adding a language"

P.243 "Removing a language"
P.243 "Setting the default language"

Memo

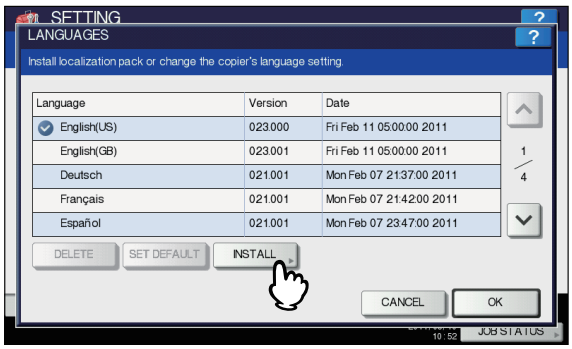
- The following language packs are initially installed on the equipment.

English (US)	English (UK)	German
French	Spanish	Italian
Danish	Finnish	Norwegian
Swedish	Dutch	Polish
Russian	Japanese	Simplified Chinese
Traditional Chinese	Turkish	

- When adding a language, store the desired language pack in the root directory of your USB storage device in advance.
- For information of languages which can be newly added, contact your dealer.

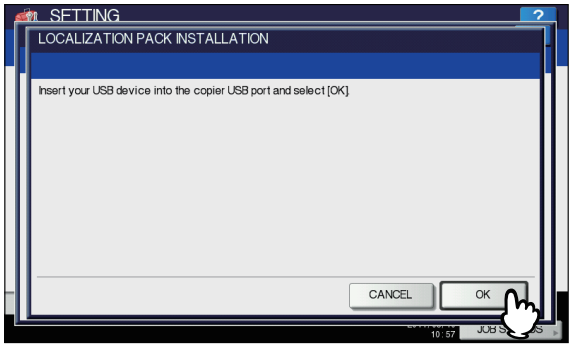
Adding a language

1 On the LANGUAGES screen, press [INSTALL].



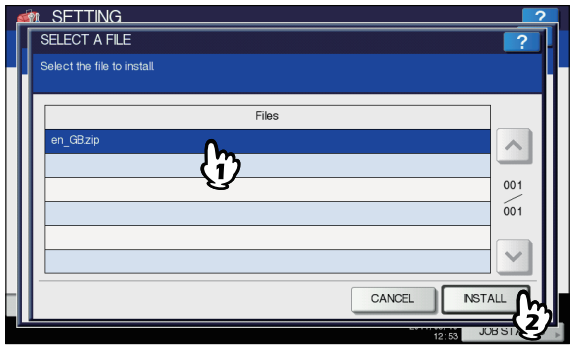
The LOCALIZATION PACK INSTALLATION screen is displayed.

2 Connect your USB storage device in which the language pack is stored to the USB port on the equipment, and press [OK].



The SELECT A FILE screen is displayed.

3 Select the language pack that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

4 Press [YES].

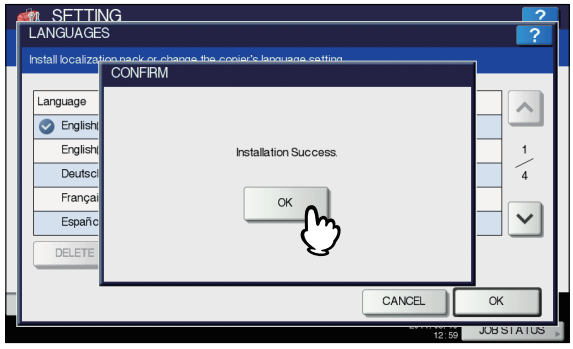


The installation begins.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 When the installation is complete, press [OK].



You will be returned to the GENERAL menu (2/2).

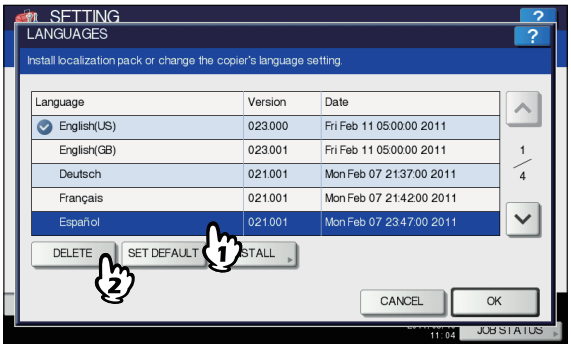
Memo

- If the installation fails, the message “Installation Failed.” will be displayed on the CAUTION screen. In this case, press [CLOSE], and perform the operation again.

6 **Remove the USB storage device from the USB port on the equipment.**

Removing a language

1 **On the LANGUAGES screen, select the language pack that you want to remove, and press [DELETE].**



The deletion confirmation screen is displayed.

Note

- The language packs for English (US), English (UK), and the default language cannot be removed.

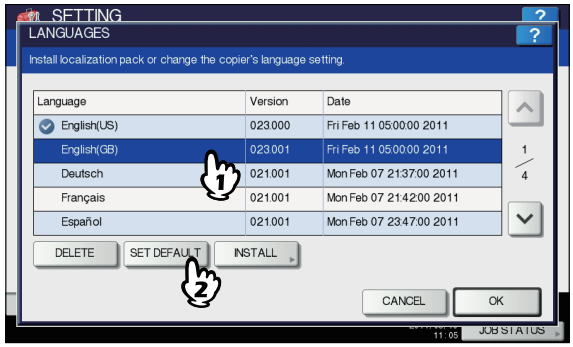
2 **Press [YES].**



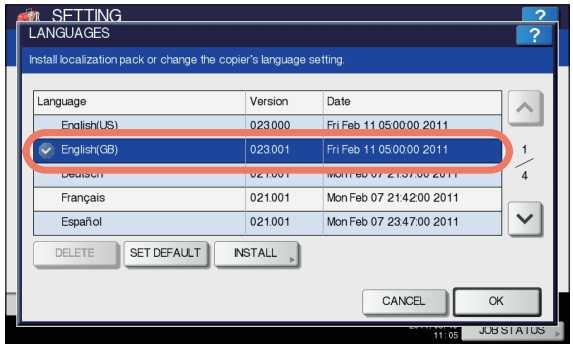
When the language pack is removed, you will be returned to the LANGUAGES screen.

Setting the default language

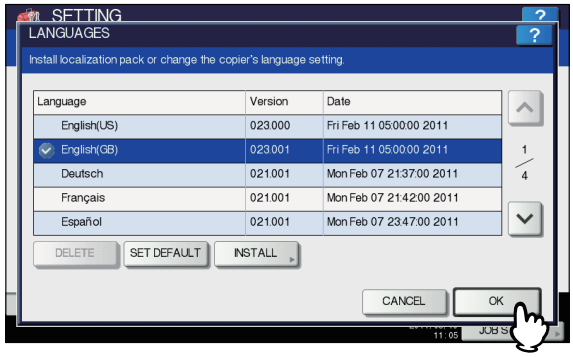
1 **On the LANGUAGES screen, select the language to be used as the default, and press [SET DEFAULT].**



The mark ✔ is displayed beside the selected language.



2 **Press [OK].**



The setting is completed, and you will be returned to the previous screen.

Updating your system

You can install files for updating the system of your equipment.

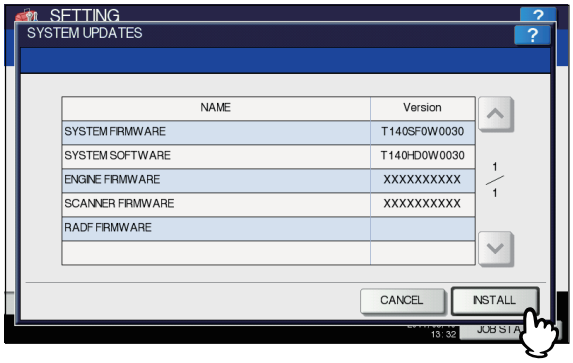
Memo

- To obtain the updating files, contact your dealer.
- Before performing the operation, store the updating files in the root directory of your USB storage device in advance.

1 Press [SYSTEM UPDATES] on the GENERAL menu (2/2) screen.

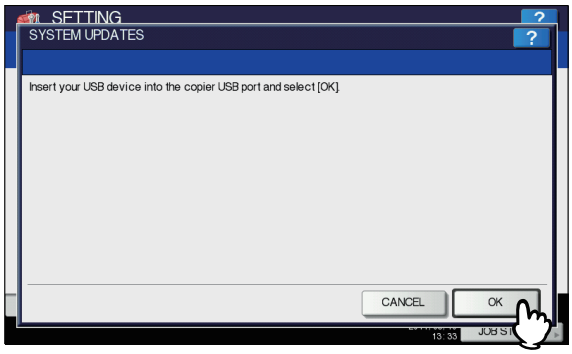
The SYSTEM UPDATES screen is displayed, and you can view the software currently installed and the respective versions.

2 Press [INSTALL].



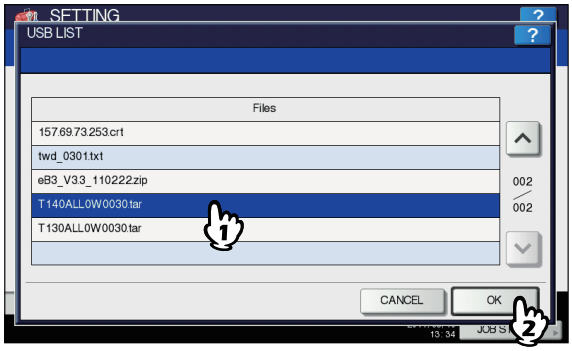
A message appears prompting you to insert the USB storage device.

3 Connect your USB storage device in which the files for updating the system are stored to the USB port on the equipment, and press [OK].



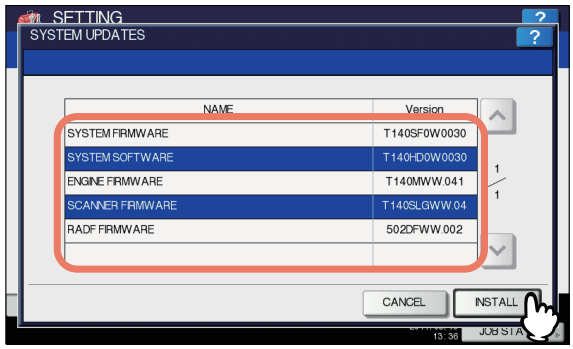
The USB LIST screen is displayed.

4 Select the file type, and press [OK].



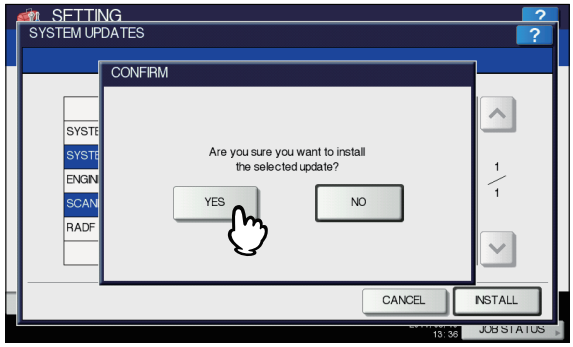
The SYSTEM UPDATES screen is displayed.

5 Select the file that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

6 Press [YES].



The installation begins.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.
- Pressing [YES] in the above screen while jobs are being processed, displays the message “Process cannot be performed while Job is processing or Admin function is in progress.” in the CAUTION screen. In this case, press [CLOSE], and wait until the job is complete, then perform the operation again.

7 When the installation is complete, remove the USB storage device from the USB port on the equipment, and press [OK] to reboot the equipment.



Your system is now updated. When update is complete, the equipment is automatically rebooted.

Creating or installing clone files

You can create clone files of the setting data and user data by using the cloning function. These files can also be installed on other equipment of the same multifunctional digital system series. This function is convenient when you want to apply the same settings to multiple equipment.

P.245 "Installing the clone data"
P.246 "Creating clone files"

Note

- The clone files are compatible with models of the same MFP series but not with those of others.

Memo

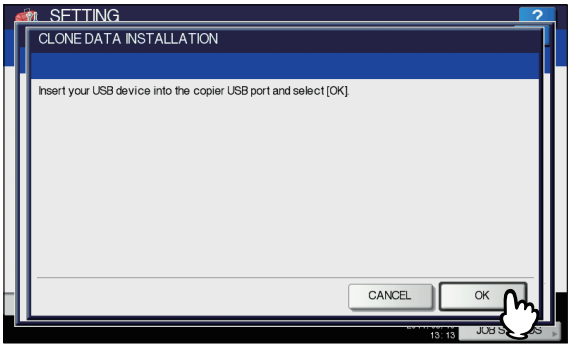
- When installing the clone data, store the corresponding files in the root directory of your USB storage device in advance. For details of the cloning function, contact your dealer.

Installing the clone data

1 On the CLONING screen, press [INSTALL CLONE DATA].

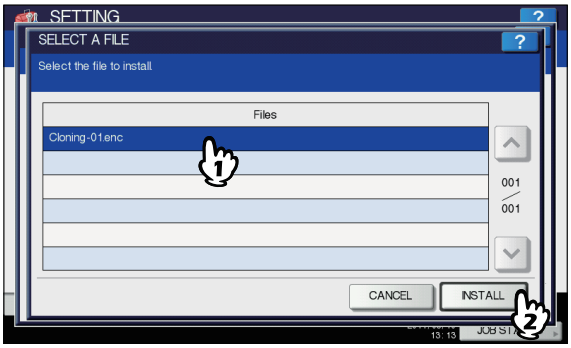
The CLONE DATA INSTALLATION screen is displayed.

2 Connect your USB storage device in which the clone files are stored to the USB port on the equipment, and press [OK].



The SELECT A FILE screen is displayed.

3 Select the file that you want to install, and press [INSTALL].

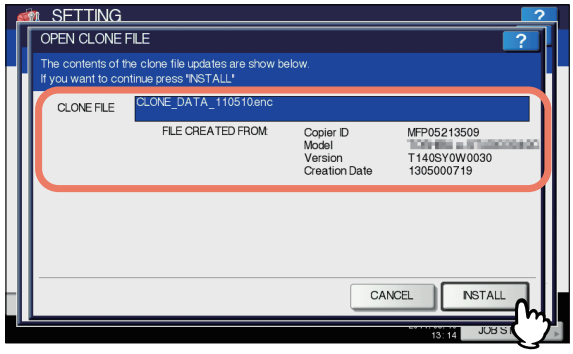


The OPEN CLONE FILE screen is displayed.

Note

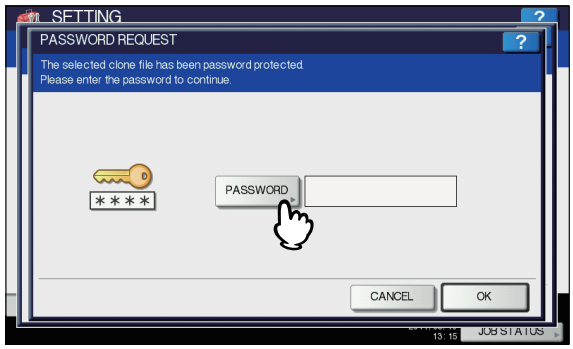
- You can select only one file per operation.

4 Confirm the file name and file contents, and press [INSTALL].



The PASSWORD REQUEST screen is displayed.

5 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:

P.300 "On-screen keyboard"

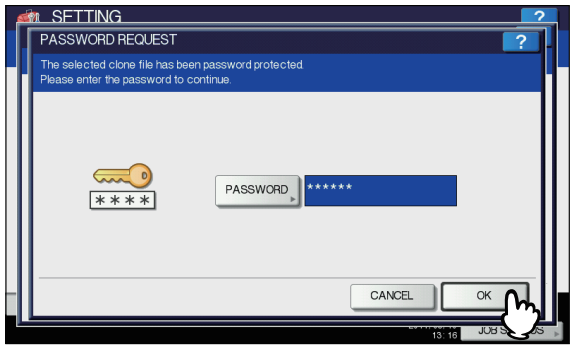
6 Enter the password and press [OK].

You will be returned to the PASSWORD REQUEST screen.

Memo

- The input password appears as asterisks (*).

7 Press [OK].



The installation confirmation screen is displayed.

8 Press [YES].



The installation begins.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

9 When the installation is complete, remove the USB storage device from the USB port on the equipment, and press [OK] to reboot the equipment.

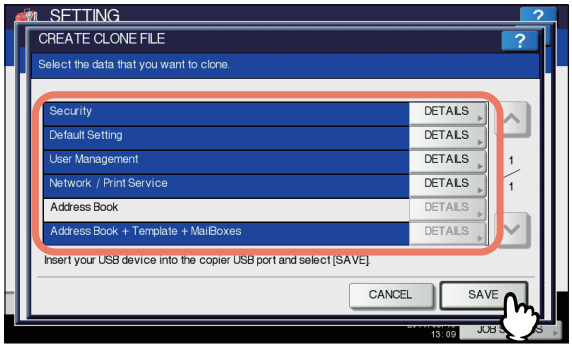


Creating clone files

1 On the CLONING screen, press [CREATE CLONE FILE].

The CREATE CLONE FILE screen is displayed.

2 Connect your USB storage device, select the data that you want to duplicate, and then press [SAVE].



The SAVE AS screen is displayed.

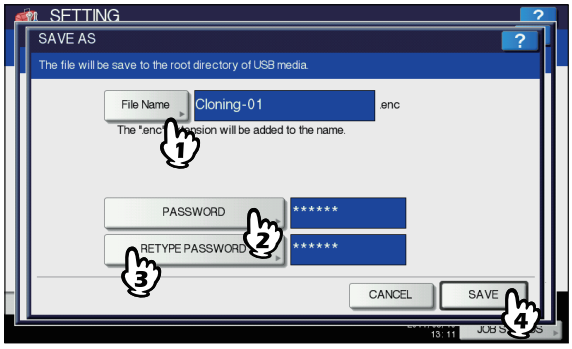
Memo

- For data you do not need to duplicate, press the data category button(s) to clear the highlight.
- Press [DETAILS] to confirm which data are duplicated.

Data category	Data to be duplicated
Security	Secure Erase, Authentication
Default Setting	General, Copy, Scan, Fax, Internet Fax, Fax/Internet Fax Received Forward, E-mail, Save as File, Printer, Notification, Log Settings, EWB Settings
User Management	User, Group, Role, Quota, Department Code, My Menu with Template/Address Book
Network/Print Service	Network settings, Print service, Wireless LAN, Directory Service
Address Book	Address Book
Address Book + Template + MailBoxes	Address Book, Template, Mailboxes

3 Enter the file name, set the password, and then save the file.

1) **Press [File Name] to enter the file name.**
   Enter a file name of up to 128 alphanumeric characters.
2) **Press [PASSWORD] to enter a password.**
3) **Press [RETYPE PASSWORD] to enter the password again.**
4) **Press [SAVE].**



Creating of the clone files begins.

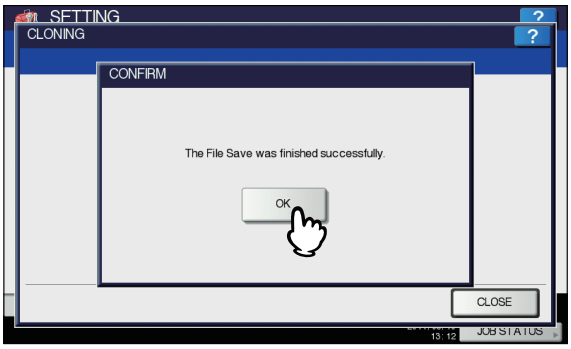
Memo

- When you press [File Name], [PASSWORD], and [RETYPE PASSWORD], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

4 When the creating of the clone files is complete, press [OK].



You will be returned to the CLONING screen.

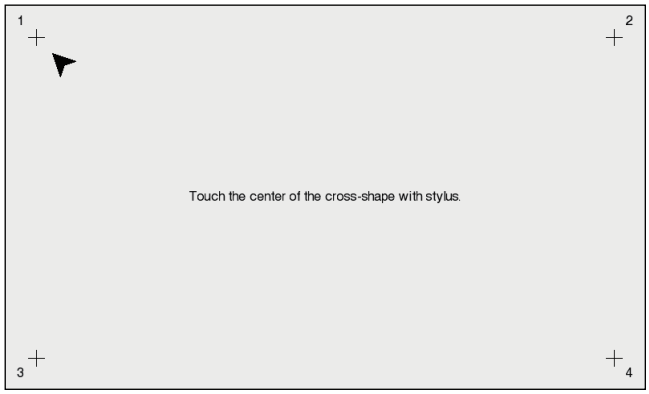
Memo

- When creating the cloning files fails, the message “The File Save Failed.” will be displayed on the CAUTION screen. In this case, press [CLOSE], and perform the operation again.
- When the memory of your USB storage device becomes full while the clone files are being saved, the message “USB Media is full. Change USB Media.” will be displayed on the ATTENTION screen. In this case, change the USB storage device to a new one, and perform the operation again.

5 Remove the USB storage device from the USB port on the equipment.

Setting the panel calibration

You can adjust the position of each button when properly pressing the buttons on the touch panel becomes difficult. On the panel calibration screen, touch the center of the + mark with a stylus by following the message displayed on the touch panel.



When the panel calibration operation is completed, you will be returned to the GENERAL menu (2/2).

Note

- While the panel calibration operation is being performed, no other operations can be performed on the touch panel. If you open the front cover of the equipment during the panel calibration operation and instructions to replace toner cartridge are displayed, close the front cover to complete the panel calibration operation before proceeding to replace the toner cartridge.

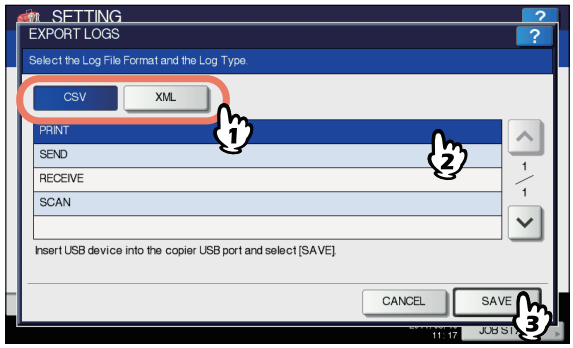
Exporting logs

You can export logs of each operation displayed in the LOG list (PRINT/SEND/RECEIVE/SCAN) on the JOB STATUS screen to a USB storage device.

1 Connect your USB storage device to the USB port on the equipment.

2 Begin exporting the log data.

1) **Select the log file format from CSV or XML.**
2) **Select the log type to export.**
3) **Press [SAVE] to begin exporting.**



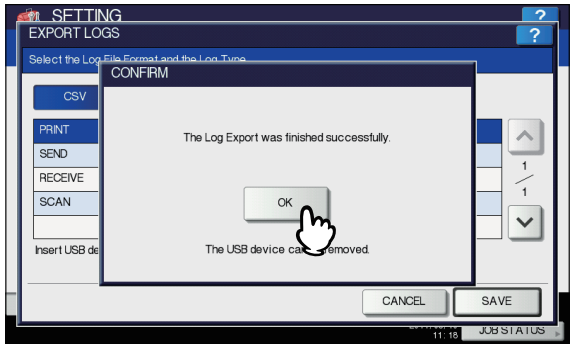
Memo

- You can select only one log type per operation.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

3 When exporting is complete, press [OK].



4 Remove the USB storage device from the USB port on the equipment.

Setting job skip

You can set to skip a copy or print job that failed due some reason and proceed to others.

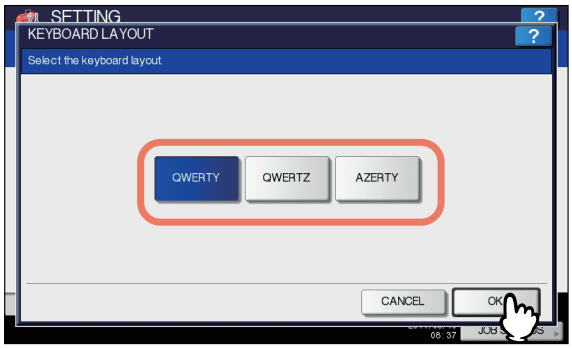
Item name	Description
JOB SKIP CONTROL	• **ON** — Press this button to enable the function. • **OFF** — Press this button to disable the function.

Memo

- For instructions on how to resolve the cause of a skipped copy or print job, refer to "MANAGING PRINT JOBS FROM THE CONTROL PANEL" (P.60).

Changing the keyboard layout

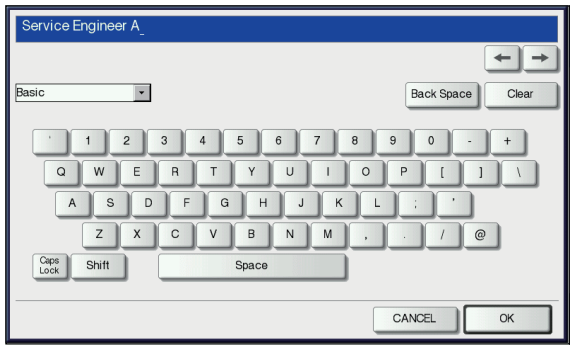
You can change the layout of the on-screen keyboard to a different one.
On the KEYBOARD LAYOUT screen, select the desired keyboard layout, and press [OK].



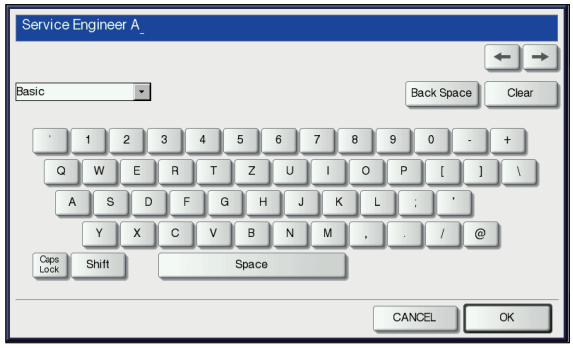
You will be returned to the GENERAL menu (2/2).

The keyboard layout is changed as follows.

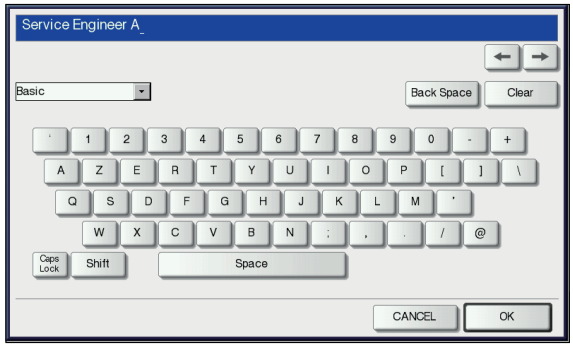
- When you selected [QWERTY]:



- When you selected [QWERTZ]:



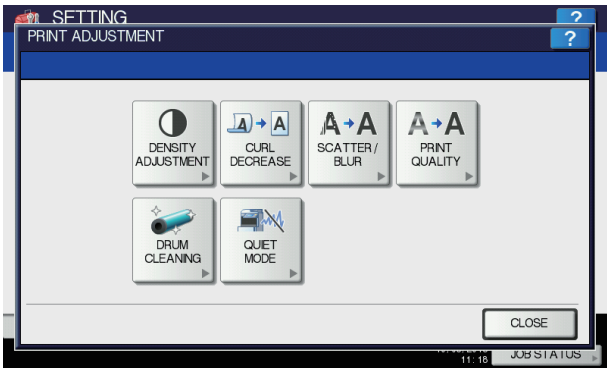
- When you selected [AZERTY]:



Setting the Print Adjustment

Use this function when you want to set or adjust the print quality in details.

1 Press the desired button in the [PRINT ADJUSTMENT] menu.



Item name	Description
DENSITY ADJUSTMENT	Adjusts the density.
CURL DECREASE	Changes the settings according to the configuration.(The equipment reboots after the setting is switched.) **CURL DECREASE**:Selects whether to enable the control for reducing post-printing paper curling when it has absorbed moisture.
SCATTER/BLUR	Makes micro adjustments for scattered or finely blurred colors. **PLAIN**: Adjusts the plain paper setting. **SPECIAL 3**: Adjusts the special paper 3 setting.
PRINT QUALITY	Adjusts the printing quality if it is uneven due to temperature/ humidity or print density/ frequency. **PRINT QUALITY**: Adjusts the printing quality when it is uneven. **BACK GROUND**: Adjusts the background when it is dark.
DRUM CLEANING	Selects whether to enable drum cleaning control before printing when horizontal white streaks appear on the image. If it is enabled, its life will be shorter since the total number of rotations will increase.
QUIET MODE	Reduces the acoustic noise during printing. However, if it is enabled, the printing speed will become lower.
FINISHER ADJUSTMENT	Improves the alignment with the relevant print settings enabled if the output paper is conspicuously misaligned. There are 6 items below. • PLAIN/THICK1/SORT/NON-SORT/LG • THICK2 • THICK3 • THICK4 • 1SIDE STAPLE/LG • 1SIDE STAPLE (The equipment reboots after the setting is switched.)

2 Make the adjustment by following the onscreen guidance.

Setting the Scan Adjustment

If the images scanned from the RADF (Reversing Automatic Document Feeder) are distorted, you can lower the scanning speed to reduce the distortion.

Item name	Description
SCAN SPEED	Reduces distortion by lowering the scanning speed of the RADF. (The equipment reboots after the setting is switched.)

Setting the pop-up messages

You can set whether or not to display a message asking the user if he or she wants to continue copying or printing after clearing a paper misfeed.
Press [ENABLE] or [DISABLE] for each option and press [OK].

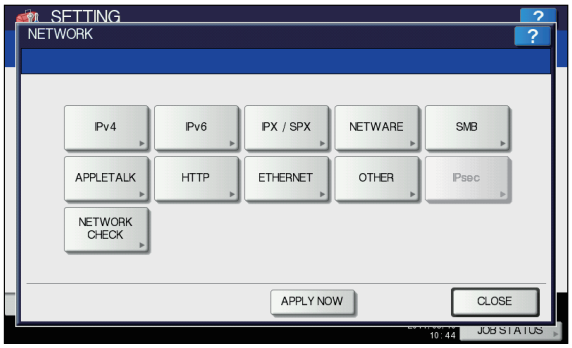
Item name	Description
PAPER MISFEED RECOVERY	Enabling this option displays a message asking the user if he or she wants to continue with the job being executed when the paper misfeed occurred.

NETWORK

You can set various network functions.

Memo

- For instructions on how to display the NETWORK menu, see the following page:
  P.232 "Accessing the Admin Menu"



P.250 "Setting the TCP/IP protocol (IPv4)"
P.251 "Setting the TCP/IP protocol (IPv6)"
P.255 "Setting the IPX/SPX protocol"
P.255 "Setting the NetWare settings"
P.256 "Setting the SMB protocol"
P.257 "Setting the AppleTalk protocol"
P.258 "Setting the HTTP network service"
P.258 "Setting the Ethernet speed"
P.258 "Setting the LDAP services, filtering functions and link down detection"
P.259 "Setting IPsec (IP security)"
P.259 "Checking the network"

Note

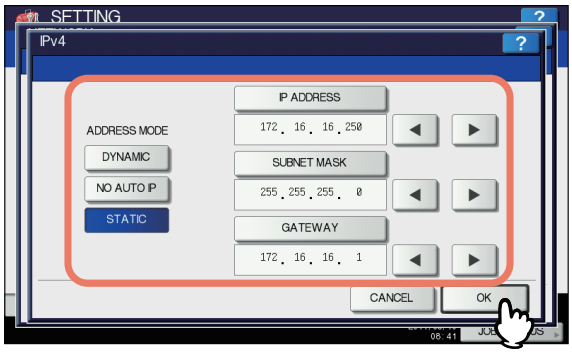
- When performing network settings, you are required to press [APPLY NOW] after changing the settings to initialize the NIC. Pressing [APPLY NOW] displays the message “NETWORK INITIALIZING” at the lower left of the screen in a few seconds. The time for this message to appear differs depending on the setting.
  This message disappears when the setting is complete.

Setting the TCP/IP protocol (IPv4)

You can set the TCP/IP protocol that is commonly used in most network systems. When using Web-based utilities such as TopAccess and e-Filing, or network features of this equipment such as network printing, network scanning, and Internet Fax, you are required to set the TCP/IP protocol.

In the TCP/IP setting operation, you can select the addressing mode, as well as assign the IP address, subnet mask and default gateway (when manually assigned).

How the TCP/IP protocol must be set depends on your network environment.



Item name	Description
ADDRESS MODE	• **DYNAMIC** (When TCP/IP is set by Auto-IP addressing or DHCP server) Select [DYNAMIC] when you do not know the TCP/IP settings that should be assigned to the equipment. If [DYNAMIC] is selected when your network supports the DHCP, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server. If the DHCP is not supported, an appropriate IP address is assigned to this equipment by the auto-IP addressing function. However, the auto-IP addressing may not work properly if a router is placed in the network. • **NO AUTO IP** (When TCP/IP is set using only the DHCP server) Select [NO AUTO IP] when the equipment is connected to a local area network with a DHCP server and you want to set the TCP/IP not using the auto-IP addressing function, but only the DHCP. When [NO AUTO IP] is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server, and the IP address assignment by the auto-IP addressing function disabled. • **STATIC** (When connecting to a local area network using static IP addresses) Select [STATIC] and specify an IP address when connecting to a local area network where static IP addresses are used. Also set the subnet mask and default gateway as required.
IP ADDRESS SUBNET MASK GATEWAY	Press [IP ADDRESS] and enter the IP address of this equipment using the digital keys. Enter the subnet mask and default gateway as required. Use the arrow buttons to switch the active box. Note • This item is enabled only when [STATIC] is selected for [ADDRESS MODE].

Setting the TCP/IP protocol (IPv6)

You can set the TCP/IP v6 protocol.

In IPv6 setting operation, you can enable or disable the IPv6 protocol in this equipment, as well as set the IPv6 address, for example, by selecting the addressing mode.

How the IPv6 address is acquired depends on the addressing mode you select.

- **When you select [MANUAL]:**
  You assign the IPv6 address, prefix and default gateway manually. In this mode, it is possible to register one IPv6 address.
  P.252 "Setting the IPv6 protocol manually"
- **When you select [STATELESS]:**
  The IPv6 address is acquired automatically from the DHCPv6 server and routers. In this mode, it is possible to register up to nine IPv6 addresses.
  P.253 "Setting the IPv6 protocol automatically (in a stateless network environment)"

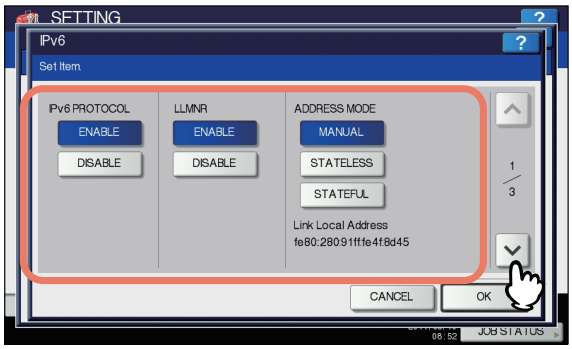
  Memo
  - Up to seven IPv6 addresses can be acquired from routers. One IPv6 address can be obtained from the DHCPv6 server. And, one link-local address is generated automatically.

- **When you select [STATEFUL]:**
  The IPv6 address is automatically acquired from the DHCPv6 server. In this mode, it is possible to register one IPv6 address.
  P.254 "Setting the IPv6 protocol automatically (in a stateful network environment)"

  Memo
  - If Duplicate Address Detection (DAD) detects duplicate addresses, the message “IPv6 ADDRESS CONFLICT” is displayed on the touch panel.

Setting the IPv6 protocol manually

1 On the IPv6 screen, specify the following items as required and press [v].

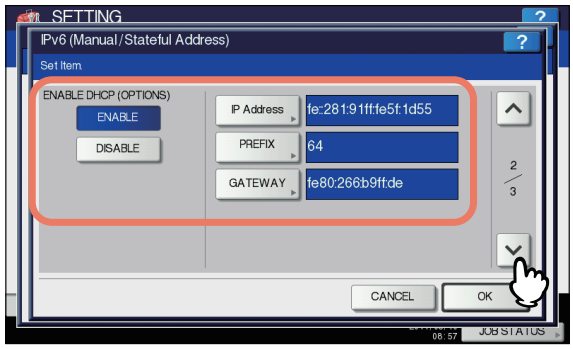


Item name	Description
IPv6 PROTOCOL	• **ENABLE** — Press this button to enable the IPv6 protocol. • **DISABLE** — Press this button to disable the IPv6 protocol.
LLMNR	• **ENABLE** — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **DISABLE** — Press [DISABLE] to disable the LLMNR protocol.
ADDRESS MODE	Select [MANUAL] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Note

- The link-local address cannot be used to connect to network places across a router.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

2 Specify the following items as required and press [v].



Item name	Description
ENABLE DHCP (OPTIONS)	Select whether or not to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server. • **ENABLE** — Press this button to use the optional information. • **DISABLE** — Press this button to not use the optional information.
IP Address	Press this button to assign an IPv6 address to this equipment.
PREFIX	Press this button to assign the prefix for the IPv6 address.
GATEWAY	Press this button to assign the default gateway.

Memo

- When you press [IP Address], [PREFIX] or [GATEWAY], the on-screen keyboard is displayed. For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

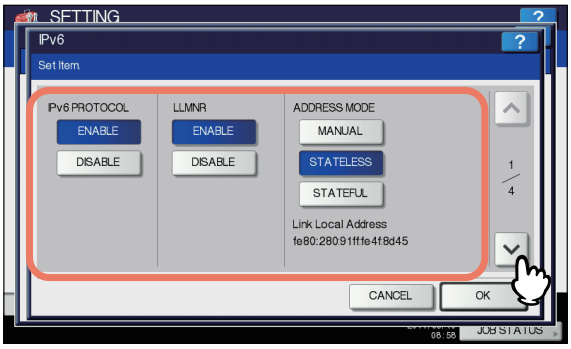
3 Confirm the settings and press [OK].



You will be returned to the NETWORK menu.

Setting the IPv6 protocol automatically (in a stateless network environment)

1 On the IPv6 screen, specify the following items as required and press [▽].

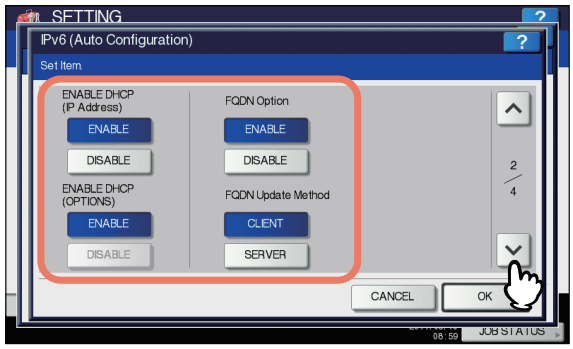


Item name	Description
IPv6 PROTOCOL	• **ENABLE** — Press this button to enable the IPv6 protocol. • **DISABLE** — Press this button to disable the IPv6 protocol.
LLMNR	• **ENABLE** — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **DISABLE** — Press [DISABLE] to disable the LLMNR protocol.
ADDRESS MODE	Select [STATELESS] for IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Note

- The link-local address cannot be used to connect to network places across a router.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

2 Specify the following items as required and press [▽].

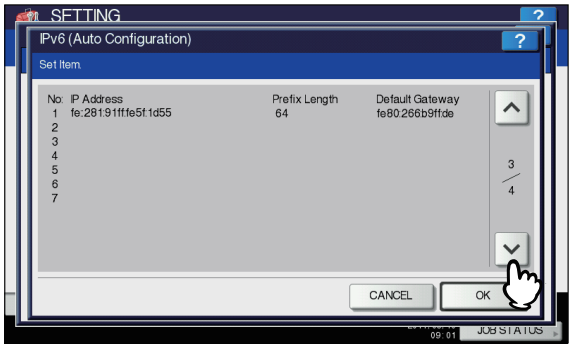


Item name	Description
ENABLE DHCP (IP Address)	• **ENABLE** — Press this button to use the IPv6 address issued by the DHCPv6 server. • **DISABLE** — Press this button to disable the IPv6 address issued by the DHCPv6 server.
ENABLE DHCP (OPTIONS)	• **ENABLE** — Press this button to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server. • **DISABLE** — Press this button to not use the optional information other than the IPv6 address for this equipment issued by the DHCPv6 server.
FQDN Option	• **ENABLE** — Press this button to assign a FQDN (Fully Qualified Domain Name) using the DNS server. • **DISABLE** — Press this button to not assign a FQDN using the DNS server.
FQDN Update Method	• **CLIENT** — Press this button to update the DNS server from this equipment. • **SERVER** — Press this button to update the DNS server from the DHCPv6 server.

Memo

- When you select [ENABLE] for the [ENABLE DHCP (IP Address)] option, [ENABLE] is automatically set for the [ENABLE DHCP (OPTIONS)] option.

3 Confirm the settings and press [▽].



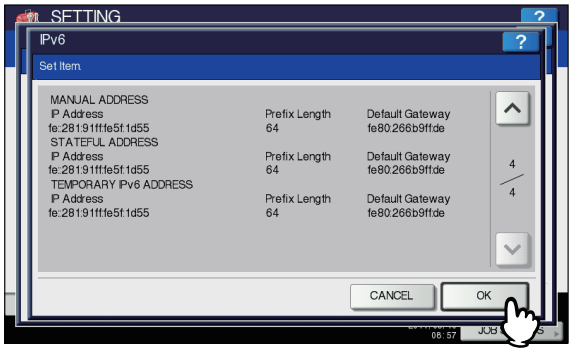
Memo

- The IPv6 addresses acquired from routers are displayed. Up to seven IPv6 addresses can be retained.

Note

- When this equipment receives a router advertisement (RA) from a router with the M flag set to “0”, the DHCPv6 function is disabled. When the router advertisement (RA) M flag setting is changed from “0” to “1” with the router settings, reboot this equipment by using the [POWER] button on the control panel to enable the DHCPv6 function.

4 Confirm the settings and press [OK].



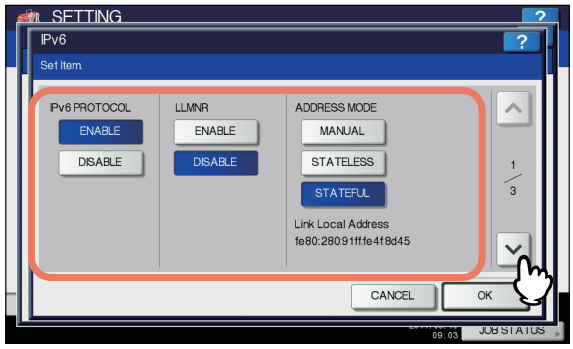
You will be returned to the NETWORK menu.

Memo

- The IPv6 address acquired from the DHCPv6 server is displayed.

Setting the IPv6 protocol automatically (in a stateful network environment)

1 On the IPv6 screen, specify the following items as required and press [▽].

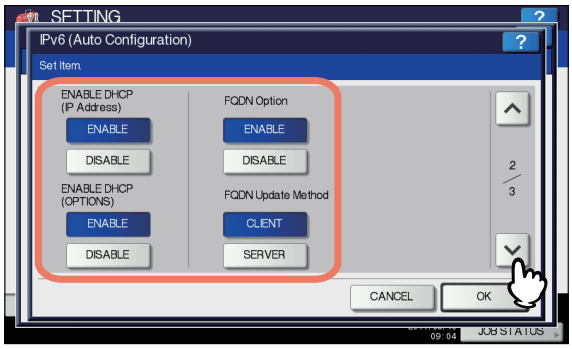


Item name	Description
IPv6 PROTOCOL	• **ENABLE** — Press this button to enable the IPv6 protocol. • **DISABLE** — Press this button to disable the IPv6 protocol.
LLMNR	• **ENABLE** — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **DISABLE** — Press [DISABLE] to disable the LLMNR protocol.
ADDRESS MODE	Select [STATEFUL] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Note

- The link-local address cannot be used to connect to network places across a router.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

2 Specify the following items as required and press [v].

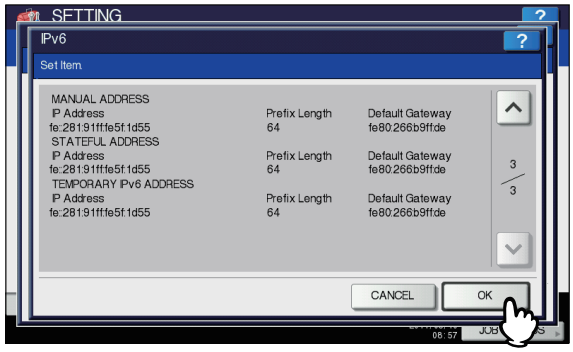


Item name	Description
ENABLE DHCP (IP Address)	• **ENABLE** — Press this button to use the IPv6 address issued by the DHCPv6 server. • **DISABLE** — Press this button to disable the IPv6 address issued by the DHCPv6 server.
ENABLE DHCP (OPTIONS)	• **ENABLE** — Press this button to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server. • **DISABLE** — Press this button to not use the optional information other than the IPv6 address for this equipment issued by the DHCPv6 server.
FQDN Option	• **ENABLE** — Press this button to assign a FQDN (Fully Qualified Domain Name) using the DNS server. • **DISABLE** — Press this button to not assign a FQDN using the DNS server.
FQDN Update Method	• **CLIENT** — Press this button to update the DNS server from this equipment. • **SERVER** — Press this button to update the DNS server from the DHCPv6 server.

Note

- [ENABLE DHCP (IP Address)] and [ENABLE DHCP (OPTIONS)] cannot be disabled simultaneously.

3 Confirm the settings and press [OK].



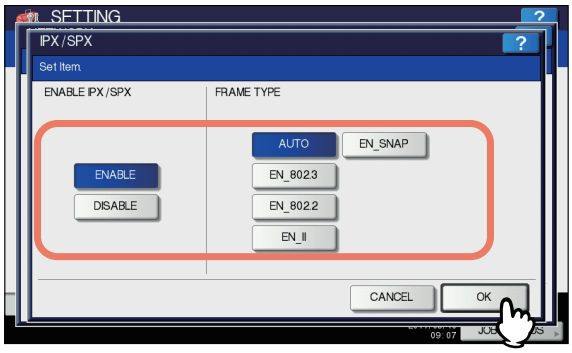
You will be returned to the NETWORK menu.

Memo

- The IPv6 address acquired from the DHCPv6 server is displayed.

Setting the IPX/SPX protocol

You can set the IPX/SPX protocol in this equipment. The IPX/SPX protocol is normally used to communicate with the NetWare file server through the network.



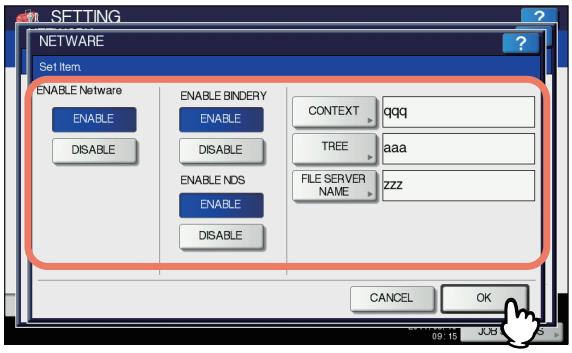
Item name	Description
ENABLE IPX/SPX	• **ENABLE** — Press this button to use the IPX/SPX protocol in this equipment. • **DISABLE** — Press this button to disable the IPX/SPX protocol.
FRAME TYPE	Press [AUTO] to automatically detect the appropriate frame type, or press a specific frame type button. If you do not know the frame type that must be used, select [AUTO].

Setting the NetWare settings

You can set the NetWare configuration to be connected.

Note

- This option must be set when you use the NetWare file server for Novell printing.



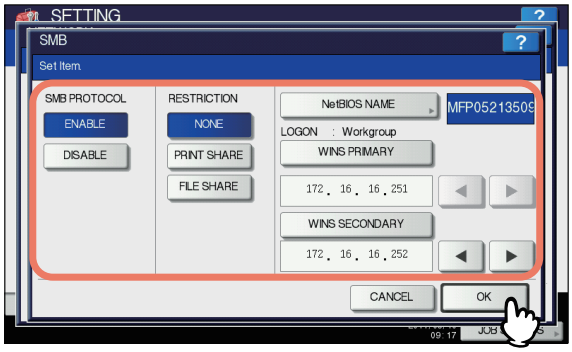
Item name	Description
ENABLE Netware	• **ENABLE** — Press this button to use the NetWare protocol. • **DISABLE** — Press this button to disable the NetWare protocol.
ENABLE BINDERY	• **ENABLE** — Press this button to enable communication with the NetWare file server in bindery mode. • **DISABLE** — Press this button to disable communication with the NetWare file server in bindery mode.
ENABLE NDS	• **ENABLE** — Press this button to enable communication with the NetWare file server in NDS mode. • **DISABLE** — Press this button to disable communication with the NetWare file server in NDS mode.
CONTEXT	Press this button to enter the NDS context in which the NetWare print server for this equipment is located. This must be entered when you connect the NetWare file server in the NDS mode.
TREE	Press this button to enter the NDS tree. This must be entered when you connect the NetWare file server in the NDS mode.
FILE SERVER NAME	Press this button to enter the NetWare file server name. It is recommended that this be entered when you connect the NetWare file server in bindery mode.

Memo

- When you press [CONTEXT], [TREE] or [FILE SERVER NAME], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"
- You can enable both bindery and NDS modes at the same time.

Setting the SMB protocol

You can set the SMB network properties to enable access to this equipment and SMB printing from a Microsoft Windows network. Enabling SMB allows you to enable the file sharing service in addition to SMB printing. Furthermore, if the WINS server is used to allow file sharing and printer sharing across segments, you must specify the WINS server address so that this equipment is visible from the different segments.



Item name	Description
SMB PROTOCOL	• **ENABLE** — Press this button to use the SMB protocol. • **DISABLE** — Press this button to disable the SMB protocol. When you select [ENABLE], select the function that you want to disable in [RESTRICTION].
RESTRICTION	Select whether to disable the machine sharing or file sharing function. You can select one of the following: • **NONE** — Press this button when not restricting neither the machine sharing nor the file sharing function. Both SMB printing and the file sharing service using SMB are enabled. • **PRINT SHARE** — Press this button to disable SMB printing. • **FILE SHARE** — Press this button to disable the file sharing service using SMB.
NetBIOS NAME	Press this button to enter the name by which this equipment will be displayed on the Windows network. The NetBIOS name is set to "MFP<NIC serial number>" by factory default.
LOGON	Displays the Windows network environment to which this equipment is logged on. “Workgroup” is displayed if this equipment is logged on to a workgroup network and “Domain” if it is logged on to a domain network. "Workgroup" or "Domain" can be specified only from TopAccess. For details on how to change the setting, refer to the ***TopAccess Guide “Chapter 8: [Administration] Tab Page”***.

Item name	Description
WINS PRIMARY	Press this button to enter the IP address of the primary WINS server using the digital keys. The primary WINS server IP address is required when you want to allow access to this equipment from a different subnet using NetBIOS name, and the NetBIOS name and workgroup name of the equipment are resolved using the WINS server. Use the arrow buttons to switch the active box.
WINS SECONDARY	Press this button to enter the IP address of the secondary WINS server using the digital keys. Specify the IP address of the secondary WINS server as needed when using the WINS server to resolve the NetBIOS name and workgroup name of this equipment. The secondary WINS server is used when the primary WINS server is unavailable. Use the arrow buttons to switch the active box.

Memo

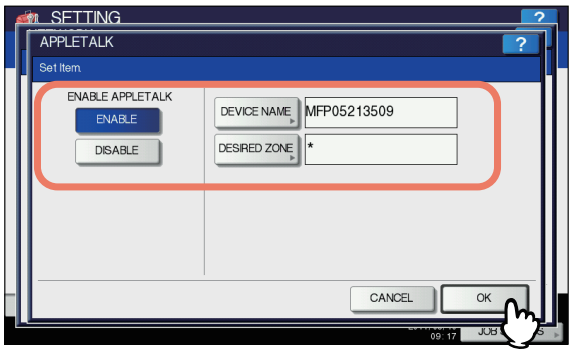
- When you press [NetBIOS NAME], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"

Note

- When you select [DISABLE] for [SMB PROTOCOL] or [FILE SHARE] for [RESTRICTION], the Save as File to MFP Local function is disabled.
- If this equipment is set to log on to the domain in the SMB Session of TopAccess (administrator mode) but “Workgroup” is displayed, logging on to the domain network has failed. In that case, check whether the Windows Server and the Top Access SMB Session settings are correct.
- If you set “Domain” for Log-on setting in the TopAccess (administrator mode) SMB Session, and power ON this equipment or press [APPLY NOW] after changing the network settings of this equipment, the equipment logs on to the Windows domain network.
- You can enter only alphanumeric characters and “-” (hyphen) for [NetBIOS NAME].
- Do not enter an IP address that starts with “0” (i.e. “0.10.10.10”), “127” (i.e. “127.10.10.10”), or “224” (i.e. “224.10.10.10”) in [WINS PRIMARY] and [WINS SECONDARY]. If you enter such an address, the equipment cannot communicate with the WINS server.
- If you enter “0.0.0.0” for [WINS PRIMARY] and [WINS SECONDARY], this equipment will not use the WINS server.
- When [DYNAMIC] or [NO AUTO IP] is selected for [ADDRESS MODE] in the TCP/IP settings, this equipment can acquire the IP address for [WINS PRIMARY] and [WINS SECONDARY] from the DHCP server.

Setting the AppleTalk protocol

The AppleTalk protocol must be enabled and properly set to enable AppleTalk printing from a Macintosh computer.



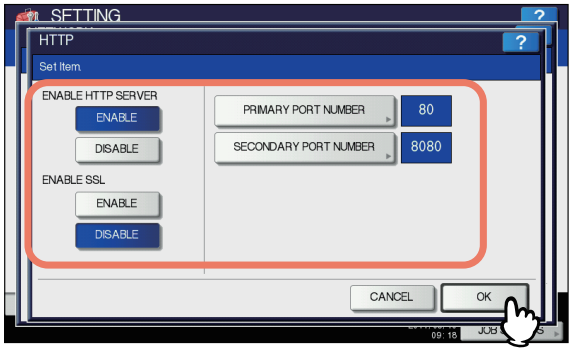
Item name	Description
ENABLE APPLETALK	• **ENABLE** — Press this button to use the AppleTalk protocol. • **DISABLE** — Press this button to disable the AppleTalk protocol.
DEVICE NAME	Press this button to enter the device name of this equipment.
DESIRED ZONE	Press this button to enter the AppleTalk zone name. If your AppleTalk network has not been configured with a zone, enter the default zone name "*".

Memo

- When you press [DEVICE NAME] or [DESIRED ZONE], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"

Setting the HTTP network service

You can enable or disable the HTTP network server service that provides web-based utilities on this equipment, such as TopAccess and e-Filing.



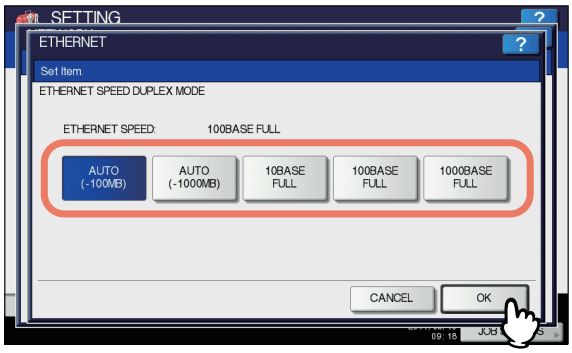
Item name	Description
ENABLE HTTP SERVER	• **ENABLE** — Press this button to use the HTTP network server service. • **DISABLE** — Press this button to disable the HTTP network server service. This option must be enabled for TopAccess and the e-Filing web utility.
ENABLE SSL	Select whether or not to use SSL (Secure Sockets Layer). • **ENABLE** — Press this button to encrypt the data transferred between the equipment and client computers using a private key, as a result of operating TopAccess or the e-Filing web utility. • **DISABLE** — Press this button to disable encryption.
PRIMARY PORT NUMBER	Press this button to enter the primary port number to be used for receiving HTTP access from other clients. Normally use the default port number “80”.
SECONDARY PORT NUMBER	Press this button to enter the secondary port number to be used to access TopAccess and the e-Filing web utility. Normally use the default port number “8080”.

Memo

- When you press [PRIMARY PORT NUMBER] or [SECONDARY PORT NUMBER], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  P.300 "On-screen numeric keypad"

Setting the Ethernet speed

You can specify the Ethernet speed.



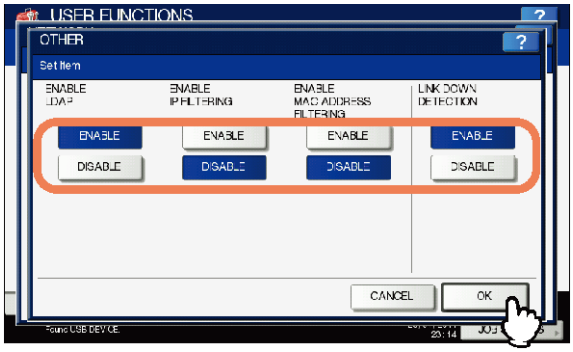
Item name	Description
ETHERNET SPEED DUPLEX MODE	Select the desired combination of communication speed and transmission method.

Note

- The options vary depending on the model.
- Some models have [AUTO] while others have [AUTO (-100MB)] and [AUTO (-1000MB)] as options. If you do not know the speed of the network you are connected to, select [AUTO], or either [AUTO (-100MB)] or [AUTO (-1000MB)] depending on your model instead of the button of a specific speed and mode.
- The current Ethernet speed is displayed above the buttons. “Link not detected” is displayed when links failed to be detected.
- If the network is not stable, turn the power of the equipment OFF and then back ON.

Setting the LDAP services, filtering functions and link down detection

You can enable the LDAP directory service which allows the equipment to search the LDAP server for contacts to specify recipients for Internet Faxes, fax transmissions, and Scan to E-mail jobs. Furthermore, the LDAP server can also be used for searching for contacts when creating a template with TopAccess, or a contact in the address book.
In this setting menu, you can also select whether to use the IP/MAC address filtering functions and the linkdown detection function.



Item name	Description
ENABLE LDAP	• **ENABLE** — Press this button to use the LDAP network server service. • **DISABLE** — Press this button to disable the LDAP network server service.
ENABLE IP FILTERING	• **ENABLE** — Press this button to use IP filtering. • **DISABLE** — Press this button to disable IP filtering.
ENABLE MAC ADDRESS FILTERING	• **ENABLE** — Press this button to use MAC address filtering. • **DISABLE** — Press this button to disable MAC address filtering.
LINK DOWN DETECTION	• **ENABLE** — Press this button to use the link down detection. • **DISABLE** — Press this button to disable the link down detection.

Memo

- To add the LDAP directory service, you must operate using TopAccess. For details on how to register the directory service, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

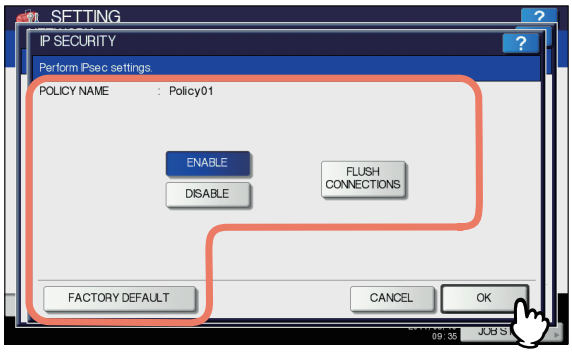
Note

- If the LDAP network service is disabled, you will not be able to acquire the "From Address" from the LDAP server during the User Authentication for Scan to E-mail for transmitting an E-mail.
- If this equipment is not connected to the network, disable the link down detection function.

Setting IPsec (IP security)

When the IPsec Enabler is installed, the encrypting of communication using the IPsec (IP Security Protocol) becomes possible.
In IP security setting, you can perform the following operations.

- Viewing the IPsec policy name currently applied
- Enabling or disabling IPsec communication
- Flushing (resetting) IPsec session



Item name	Description
POLICY NAME	The name of the currently applied IPsec policy is displayed.
ENABLE	Press this button to enable IPsec communication.
DISABLE	Press this button to disable IPsec communication.
FLUSH CONNECTIONS	Press this button to manually clear (flush) the current IPsec session and start a new session when the key currently used for IPsec communication has leaked or a security violation has occurred.
FACTORY DEFAULT	Press this button to reset the IPsec settings back to the factory defaults. When you press this button, a confirmation message is displayed.

Memo

- Settings required for IPsec such as entry of IPsec policies can be performed from TopAccess. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

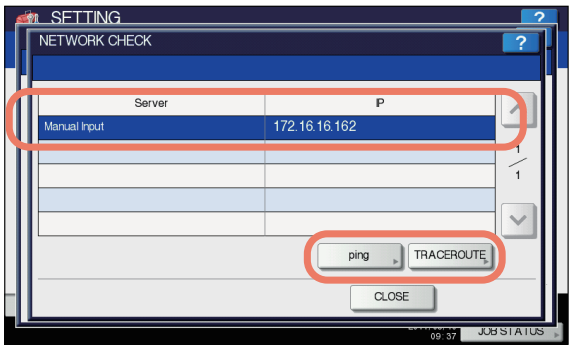
Note

- [IPsec] is available only when the IPsec Enabler is installed.

Checking the network

Two functions are available for checking the network status: ping and traceroute.
The ping function allows you to check the connection status between this equipment and the servers on the network. And, the traceroute function allows you to view and check the network path to the desired server.

1 On the NETWORK CHECK screen, select the server you want to check, and press [ping] or [TRACEROUTE].



The check result is displayed.

Memo

- There are two ways to select the server you want to check.
  To select the desired server from the server list displayed on the touch panel:
  Checkable servers and supported protocols are as follows.
  - Primary DNS server (IPv4/IPv6)
  - Secondary DNS server (IPv4/IPv6)
  - Primary WINS server (IPv4)
  - Secondary WINS server (IPv4)
  - SMTP server (IPv4/IPv6)
  - POP3 server (IPv4/IPv6)
  - Primary SNTP server (IPv4/IPv6)
  - Secondary SNTP server (IPv4/IPv6)
  - LDAP server 1
  - LDAP server 2
  - LDAP server 3
  - LDAP server 4
  - LDAP server 5
  - Remote server 1
  - Remote server 2

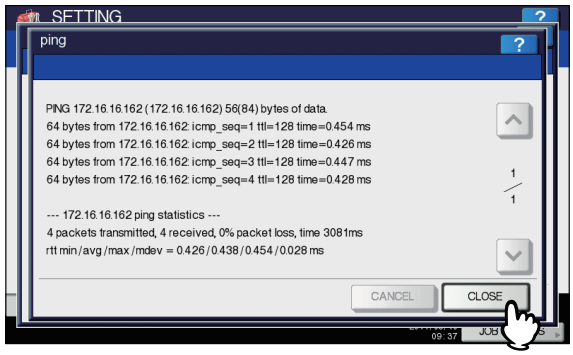
To designate the desired server manually:
Enter the server name, IPv4 address, or IPv6 address manually. When you press the Manual Input field, the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

Note

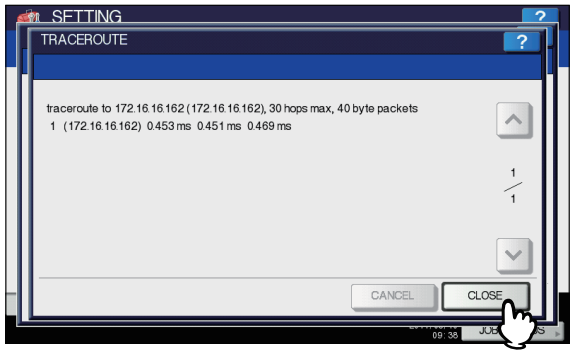
- When you have entered a WINS name for the network path of the remote server 1/2 in TopAccess “Save as file Setting”, you will not be able to perform network check on those servers by selecting them from the server list. In this case, designate the IP address of the remote server 1/2 manually to perform the network check.

2 Check the results. When finished, press [CLOSE].

When you performed ping:



When you performed traceroute:



Note

- When the ping/traceroute command can reach a server, the IP address is displayed for the check result for the server. If the command cannot reach it for some reason, the host name is displayed instead of the IP address.
  You will be returned to the NETWORK CHECK screen.

COPY

You can change the system behavior for copy jobs, such as the maximum number of copies, auto 2-sided mode, and the sort mode priority.

Memo

- For instructions on how to display the COPY screen, see the following page:
  P.232 "Accessing the Admin Menu"

The screen is composed of multiple pages. Press ⌃ or ⌄ to navigate back and forth through the pages.

COPY screen (1/2)

Item name	Description
MAXIMUM COPIES	Press the button of the desired maximum number of copies to be allowed from, [999], [99], and [9].

Item name	Description
AUTO 2-SIDE MODE	Press the button of the 2-sided mode copy settings (Available only when the Automatic Duplexing Unit is installed) that applies by default to originals placed in the Reversing Automatic Document Feeder. • **OFF** — Press this button to set the 2-sided mode to [1->1 SIMPLEX]. • **1->2 DUPLEX** — Press this button to set the 2-sided mode to [1->2 DUPLEX]. • **2->2 DUPLEX** — Press this button to set the 2-sided mode to [2->2 DUPLEX]. • **USER** — Press this button to automatically display the screen to select the 2-sided mode when originals are placed in the Reversing Automatic Document Feeder.
SORT MODE PRIORITY	Select the default sort mode for copy jobs. If [STAPLE] is selected, the output is stapled on the upper left corner by default. To staple copies, the finisher must be installed.

COPY screen (2/2)

Item name	Description
AUTOMATIC CHANGE OF PAPER SOURCE	This option allows you to specify whether to enable the function to automatically change the paper source also when the paper source has been manually specified for a copy job. Selecting [ON] makes the equipment feed the same size of paper from a different tray when the specified tray becomes empty during a copy job. This function is always enabled for copy jobs performed using Automatic Paper Selection (APS). For details of APS, refer to the ***Basic Guide***. Note • When ATTRIBUTE is set to other than [NONE] for a tray, the paper placed in this tray is out of the scope of the Automatic Change of Paper Source function. For instructions on how to check and/or change attribute for a tray, see the following page: P.219 "TRAY"
SUSPEND PRINTING IF STAPLER EMPTY	This option allows you to select whether to stop printing when the stapler is empty during stapling. • **ON** — Press this button to stop printing. • **OFF** — Press this button to continue printing without stapling.
AUTO OUTPUT BIN (CASCADE PRINT)	• **ON** — Press this button to continue printing by automatically changing the face down/up stacker when the original face down/up stacker becomes full. • **OFF** — Press this button to stop printing when the face down/up stacker becomes full.
ORIGINAL OUTSIDE ERASE	• **ON** — Press this button to use the original outside erase function. • **OFF** — Press this button to disable the original outside erase function.

FAX

If the FAX Unit is not installed, only [DISCARD] and [REDUCTION] for [RX PRINT] are available.

Memo

- When the FAX Unit is not installed, the options set in this menu are applied to Internet Fax reception jobs.
- Depending on the model, [FAX] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the FAX screen, see the following page:
  P.232 "Accessing the Admin Menu"

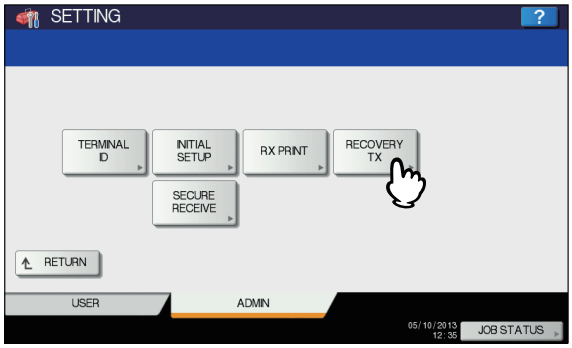
Setting the discard and reduction print option for RX print

You can set print settings for printing received Internet Fax originals.
Two print settings are available: discard print and reduction print.

DISCARD: ON, OFF
- ON — When originals are up to 10 mm larger than the printing area, the area of the originals that exceeds the paper printing area is discarded.
- OFF — The received original is printed on two sheets of paper if its length exceeds the paper printing area.
  * For discard print setting details, contact your dealer.

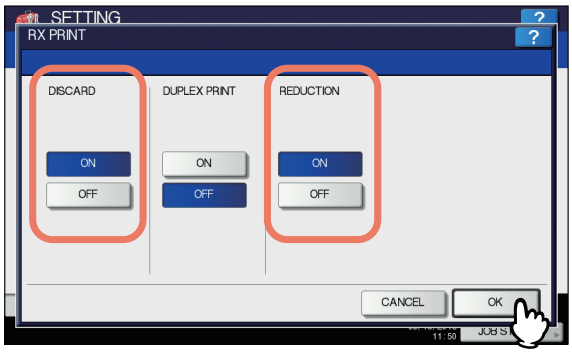
REDUCTION: ON, OFF
- ON — If the received original is longer than the recording paper, it will be vertically reduced to 90% to fit on the recording paper.
- OFF — The received original is printed on two sheets of paper if its length exceeds the recording paper printing area.

1 On the FAX screen, press [RX PRINT].



The RX PRINT screen is displayed.

2 Press [ON] or [OFF] for [DISCARD] and [REDUCTION] as required and press [OK].



The registered options can be confirmed in FUNCTION LIST.

P.308 "FUNCTION LIST (Administrator)"

FILE

You can automatically delete files stored by the Scan to File operation. Use this menu to set the maintenance function and periodically delete files stored in the local storage to secure available hard disk space.

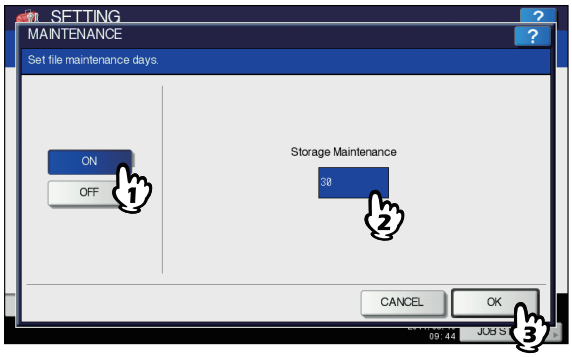
Memo

- For instructions on how to display the MAINTENANCE screen, see the following page:

P.232 "Accessing the Admin Menu"

1 On the MAINTENANCE screen, enable the storage maintenance function and complete the setting.

1) **Press [ON].**
2) **Using the digital keys, enter the number of days that the system will preserve files before deleting them.**
   You can enter 1 to 99 days. To correct the value, press the [CLEAR] button on the control panel to delete the input value and re-enter the number of days.
3) **Press [OK] to save the settings.**



Memo

- When you press [OFF], press [OK] to complete the setting.

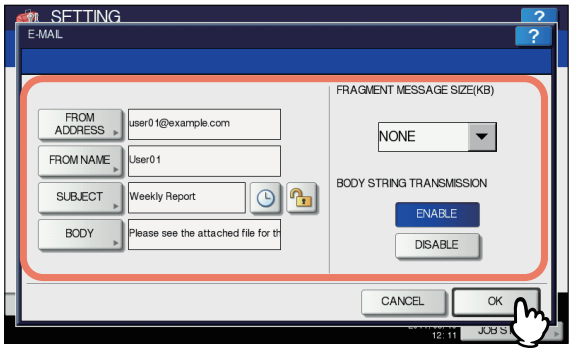
E-MAIL

This menu allows you to set the options below.

Memo

- For instructions on how to display the E-MAIL screen, see the following page:

P.232 "Accessing the Admin Menu"



Item name	Description
FROM ADDRESS	Press this button to enter the E-mail address of this equipment.
FROM NAME	Press this button to enter the name of this equipment.
SUBJECT	Press this button to set the default E-mail subject. Pressing this button displays the SUBJECT screen. For details of this screen, see “Operations in the SUBJECT screen” below.
/	— Press this button to add date and time to the E-mail subject. — Press this button to not add date and time to the E-mail subject.

Item name	Description
/	— Press to enable edit of the E-mail subject. — Press to disable edit of the E-mail subject.
BODY	Press this button to enter the default message body.
FRAGMENT MESSAGE SIZE (KB)	Select the desired fragment size from the drop-down list. Press [NONE] to disable the fragmentation.
BODY STRING TRANSMISSION	• **ENABLE** — Press this button to send the message body. • **DISABLE** — Press this button to not send the message body.

Note

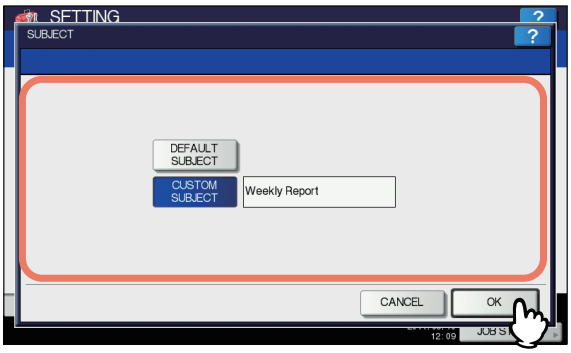
- To enable Scan to E-mail, you must have an E-mail address entered in the [FROM ADDRESS] box.

Memo

- When you press [FROM ADDRESS], [FROM NAME] or [BODY], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"

Operations in the SUBJECT screen

Select whether to use the default subject or your own, and press [OK].
When you press [OK], you will be returned to the E-MAIL screen.



Item name	Description
DEFAULT SUBJECT	Press this button to use the factory default subject.
CUSTOM SUBJECT	Press this button to specify your own subject. When you press this button, the on-screen keyboard is displayed. Enter a subject using the on-screen keyboard and press [OK] to commit the entry. You can enter up to 128 characters. You can also use the digital keys on the control panel to enter numerals.

INTERNET FAX

This menu allows you to set the options below.

Memo

- Depending on the model, [INTERNET FAX] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
  - **Internet Fax Message Properties**
    Specifies the details of messages sent by the Internet Fax transmission.
    You can set the following options:
    - FROM ADDRESS
    - FROM NAME
    - BODY
  - **Internet Fax Fragmentation**
    You can send the Internet Fax job split into the fragment size specified. This option can reduce transmission errors caused by network traffic problems.
  - **Internet Fax Body String Transmission**
    You can specify whether or not to send the body string.

Memo

- For instructions on how to display the INTERNET FAX screen, see the following page:
  P.232 "Accessing the Admin Menu"



Item name	Description
FROM ADDRESS	Press this button to enter the E-mail address of this equipment.
FROM NAME	Press this button to enter the name of this equipment.
BODY	Press this button to enter the message body.
FRAGMENT PAGE SIZE (KB)	Select the desired fragment page size from the drop-down list. Press [NONE] to disable the fragmentation.
BODY STRING TRANSMISSION	• **ENABLE** — Press this button to send the message body. • **DISABLE** — Press this button to not send the message body.

Note

- To enable Internet Fax, you must have an E-mail address entered in the [FROM ADDRESS] box.

Memo

- When you press [FROM ADDRESS], [FROM NAME] or [BODY], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"

SECURITY

This menu allows you to perform the following operations:

P.264 "Managing certificates"
P.266 "Setting secure PDF"
P.267 "Performing the integrity check"

Memo

- For instructions on how to display the SECURITY screen, see the following page:
  P.232 "Accessing the Admin Menu"

Managing certificates

You can import device certificates and CA certificates, as well as export device certificates.

P.264 "Importing a certificate"
P.265 "Exporting the device certificate"

Memo

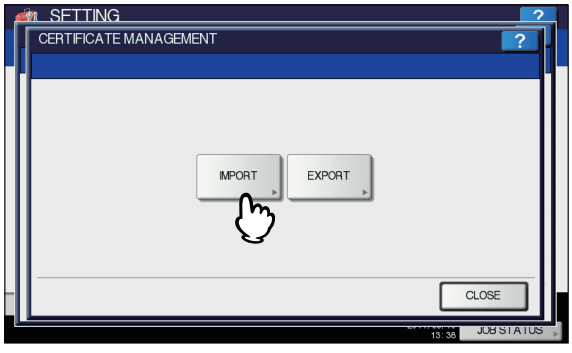
- When importing certificates into the equipment, store the files that you want to import in the root directory of your USB storage device in advance.

Importing a certificate

1 On the SECURITY screen, press [CERTIFICATE MANAGEMENT].

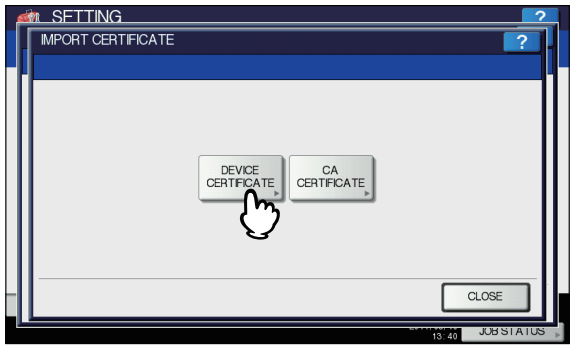
The CERTIFICATE MANAGEMENT screen is displayed.

2 Press [IMPORT].



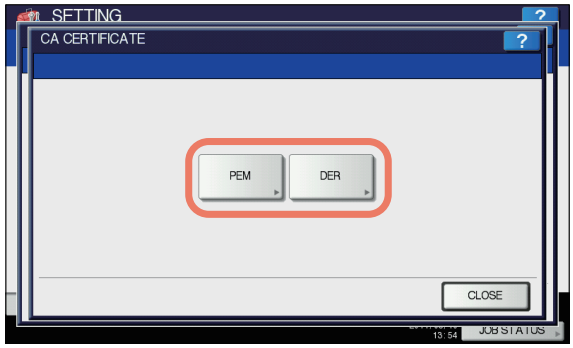
The IMPORT CERTIFICATE screen is displayed.

3 Press [DEVICE CERTIFICATE] or [CA CERTIFICATE].



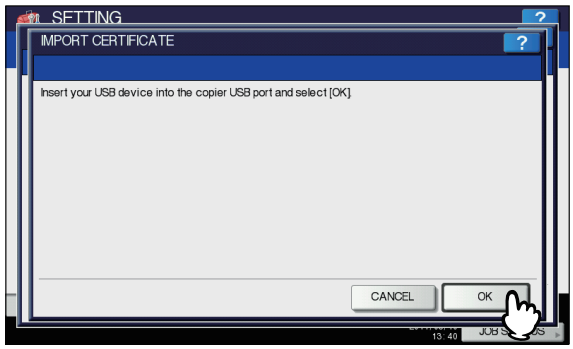
A message appears prompting you to insert the USB storage device.

If you selected [CA CERTIFICATE], the CA CERTIFICATE screen is displayed.



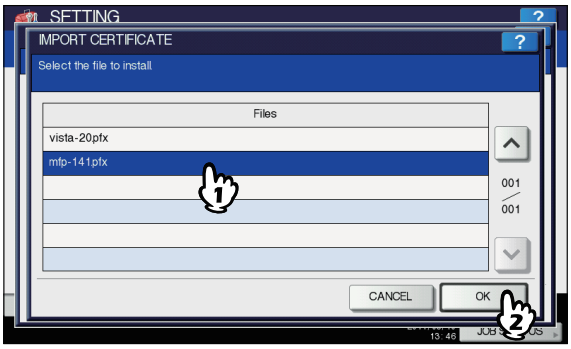
Select the desired encoding method from [PEM] and [DER].

4 Connect the USB storage device in which the certificates are stored to the USB port on the equipment, and press [OK].



The screen for choosing a file is displayed.

5 Select the certificate that you want to import, and press [OK].



- When the file extension is ".pfx" or ".p12", the PASSWORD REQUIRED screen will be displayed. Proceed to the next step.
- When the file extension is any other than above, importing the certificate will begin. Proceed to step 9.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

6 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

7 Enter the password and press [OK].

- The input password appears as asterisks (*).
- You will be returned to the PASSWORD REQUIRED screen.

8 Press [OK].

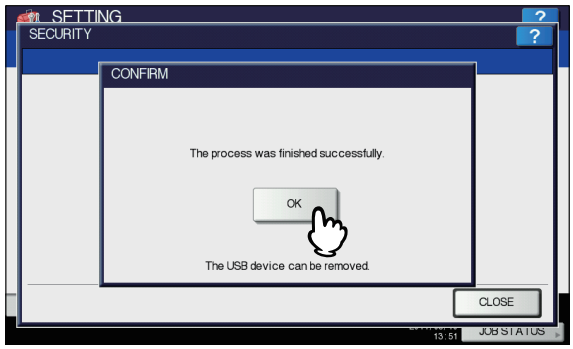


Importing the certificate begins.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

9 When importing the certificate is complete, press [OK].



You will be returned to the SECURITY screen.

10 Remove the USB storage device from the USB port on the equipment.

Exporting the device certificate

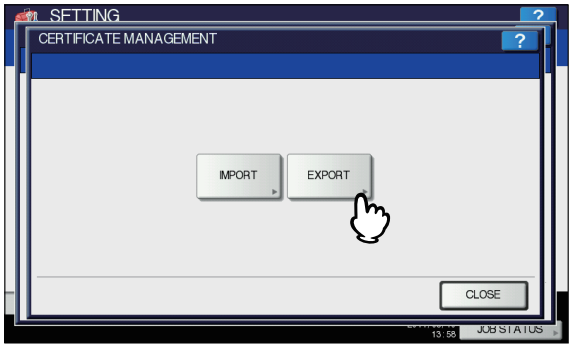
Memo

- The file format of the exported device certificate will be PEM (extension .crt).

1 On the SECURITY screen, press [CERTIFICATE MANAGEMENT].

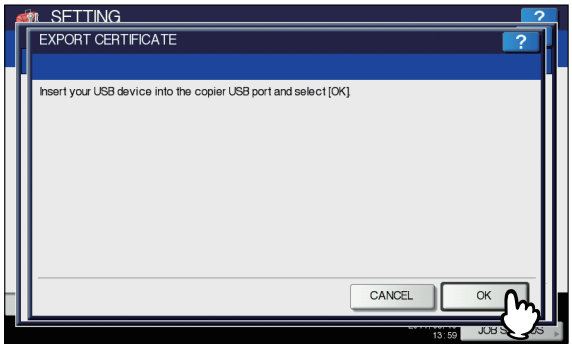
The CERTIFICATE MANAGEMENT screen is displayed.

2 Press [EXPORT].



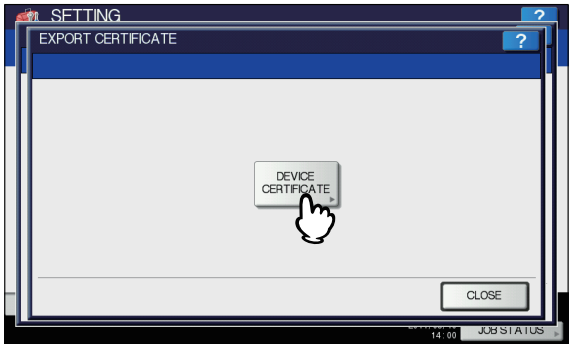
A message appears prompting you to insert the USB storage device.

3 Connect your USB storage device to the USB port on the equipment, and press [OK].



The EXPORT CERTIFICATE screen is displayed.

4 Press [DEVICE CERTIFICATE].



Exporting the certificate begins.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 When exporting is complete, press [OK].



You will be returned to the SECURITY screen.

6 Remove the USB storage device from the USB port on the equipment.

Setting secure PDF

You can set the default values for the encryption that will be applied when generating a secure PDF file from data scanned on this equipment. You can also enable or disable the forced encryption mode.

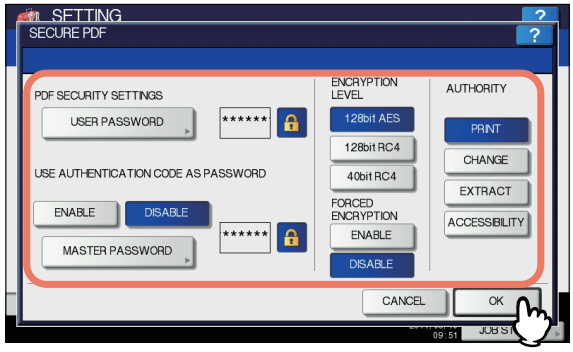
Memo

- This security settings apply to “Scan to File or USB” and “Scan to E-mail” jobs.

1 On the SECURITY screen, press [SECURE PDF].

The SECURE PDF screen is displayed.

2 Specify the default values to apply when generating a secure PDF as required, and press [OK].



Item name	Description
USER PASSWORD	Press this button to enter the password required to open a secure PDF file. No user password is initially set.

Item name	Description
USE AUTHENTICATION CODE AS PASSWORD	• **ENABLE** — Press this button to use the user authentication user name as user password. • **DISABLE** — Press this button to use the user password entered in [USER PASSWORD] above instead of the user authentication user name.
MASTER PASSWORD	Press this button to enter the password required to change the security setting of a secure PDF file. No master password is initially set.
ENCRYPTION LEVEL	Select the encryption level for the secure PDF files. • **128bit AES** — Press this button to set an encryption level compatible with Acrobat 7.0, PDF V1.6. • **128bit RC4** — Press this button to set an encryption level compatible with Acrobat 5.0, PDF V1.4. • **40bit RC4** — Press this button to set an encryption level compatible with Acrobat 3.0, PDF V1.1.
FORCED ENCRYPTION	• **ENABLE** — Press this button to only allow output of data scanned by this equipment as secure PDF files. • **DISABLE** — Press this button to allow other file formats (such as JPEG and TIFF).
AUTHORITY	Select the authority for a secure PDF file. • **PRINT** — Press this button to allow printing. • **CHANGE** — Press this button to allow changing the document. • **EXTRACT** — Press this button to allow copying and extracting content. • **ACCESSIBILITY** — Press this button to allow Content Extraction for Accessibility.

Memo

- When you press [USER PASSWORD] or [MASTER PASSWORD], the on-screen keyboard is displayed. For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

Note

- Different passwords must be set for [USER PASSWORD] and [MASTER PASSWORD].
- Enter 1 to 32 alphanumeric characters for [USER PASSWORD] and [MASTER PASSWORD]. The input password appears as asterisks (*).
- When the lock icon next to the [USER PASSWORD] box is highlighted ( ), the user cannot change the password.
- When the lock icon next to the [MASTER PASSWORD] box is highlighted ( ), the user cannot change the encryption level or authority.
- If either [EXTRACT] or [ACCESSIBILITY] is selected or deselected when [40bit RC4] is selected, both options are enabled or disabled accordingly.
- If you select [ENABLE] for the Forced Encryption mode, outputting file formats other than secure PDF (such as JPEG, TIFF, etc.) will be prohibited. Furthermore, the following Scan to File operations which cannot generate secure PDFs will be unavailable.

Copy & File	Fax & File
Internet Fax & File	Network Fax & File

Performing the integrity check

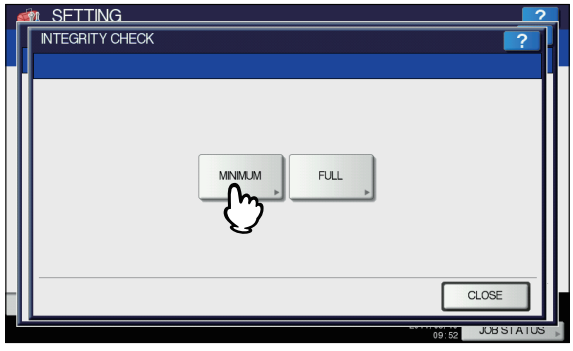
This menu allows you to perform the following integrity check operations.

- [MINIMUM]
Selecting [MINIMUM] checks the execution code to run the security function and the data to which the security execution code refers.
- [FULL]
Selecting [FULL] checks all execution codes and the data to which the security execution code refers.

1 On the SECURITY screen, press [INTEGRITY CHECK].

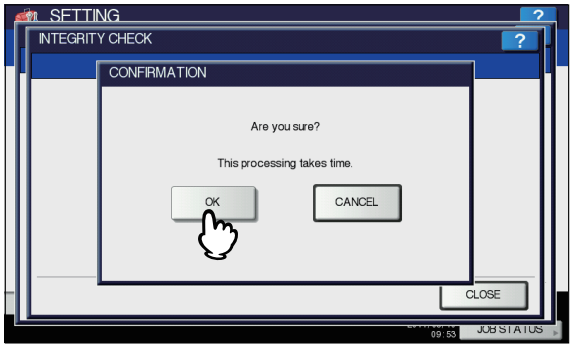
The INTEGRITY CHECK screen is displayed.

2 Press [MINIMUM] or [FULL].



The message “Are you sure ?” is displayed on the CONFIRMATION screen.

3 Press [OK].

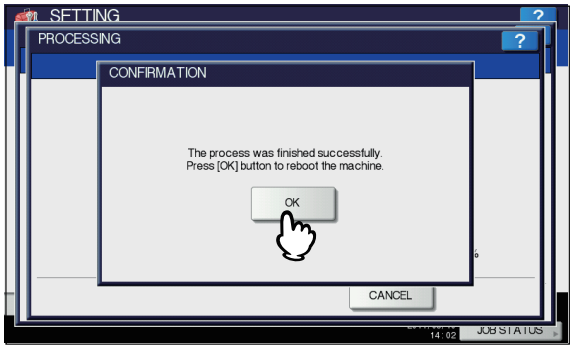


When the integrity check is complete, the message “The process was finished successfully.” will be displayed on the CONFIRMATION screen.

Note

- It may take some time to complete the integrity check.
- When you press [OK] in the above screen while a job is being processed, the message “Process cannot be performed while Job is processing or Admin function is in progress.” will be displayed on the CAUTION screen. In this case, press [CLOSE], and wait until the job is complete, then perform the operation again.
- If an error, such as illegally modified data, is detected, the service call screen will be displayed. In this case, contact your service representative.

4 Press [OK] to reboot the equipment.



The equipment reboots.

LIST/REPORT

This menu allows you to perform the following operations:
P.268 "Setting the report"
P.270 "Printing lists"

Memo

- For instructions on how to display the LIST/REPORT menu, see the following page:
P.232 "Accessing the Admin Menu"

Setting the report

This menu allows you to make required settings for printing the following reports:

- **Transmission / Reception Journal**
P.268 "Setting the transmission / reception journal output"
There are two types of journals available on this equipment. Journals can be printed either automatically or manually. If you select [AUTO], you can specify the number of transmissions and receptions after which to print each journal.

Memo

The old journals are deleted and only the specified number of journals beginning with the newest one are kept. The most recent 100 journals can be exported as a file from TopAccess administrator mode.

- **Communication Report**
P.269 "Setting the communication report"
The communication report allows you to print a report after every transmission. You can also select the conditions for printing communication reports for each transmission type.

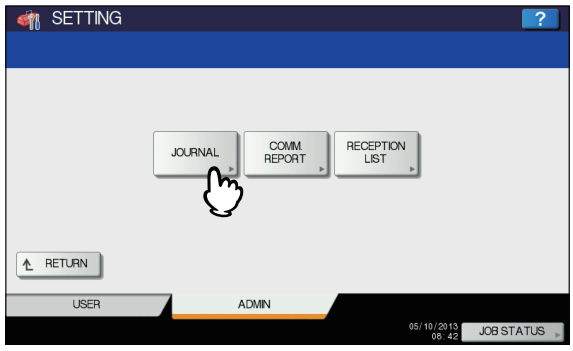
- **Reception List**
P.269 "Setting the communication report"
The settings for the reception list allows you to specify whether to print a reception list when the mailbox on this equipment has received a document. This can be set for each the following mailbox transactions:
  - **RELAY STATION** — When a relay transmission has been received from an originator as a relay hub.
  - **LOCAL** — When the mailbox on this equipment has been reserved for a local document.
  - **REMOTE** — When the mailbox on this equipment has been reserved for a remote document from another facsimile.

Setting the transmission / reception journal output

1 On the LIST/REPORT menu, press [REPORT SETTING].

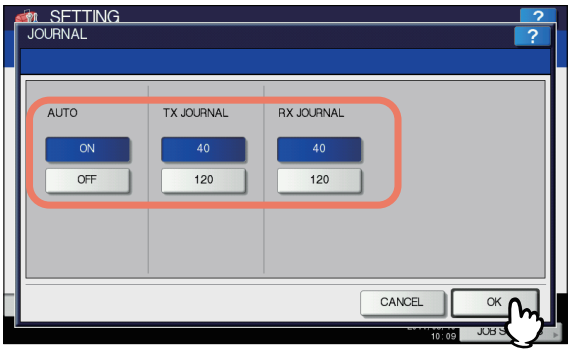
The REPORT SETTING screen is displayed.

2 Press [JOURNAL].



The JOURNAL screen is displayed.

3 Specify the following items as required and press [OK].



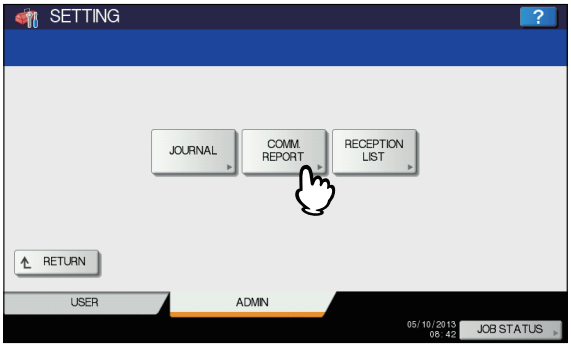
Item name	Description
AUTO	Press [ON] to enable printing the transmission and reception journals automatically. When you enable this option, the transmission and reception journals will be printed when the specified numbers of transactions are completed.
TX JOURNAL	Press the number button that specifies the number of transmissions you want to be printed in the transmission journal.
RX JOURNAL	Press the number button that specifies the number of receptions you want to be printed in the reception journal.

Setting the communication report

1 On the LIST/REPORT menu, press [REPORT SETTING].

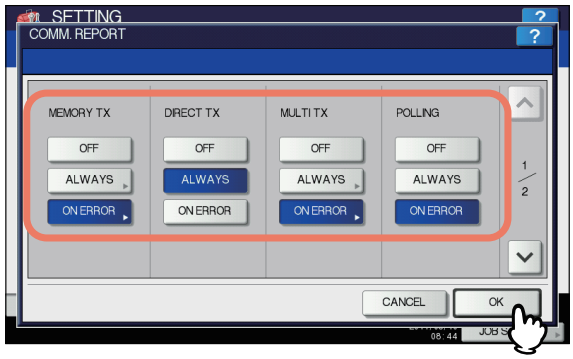
The REPORT SETTING screen is displayed.

2 Press [COMM. REPORT].



The COMM. REPORT screen is displayed.

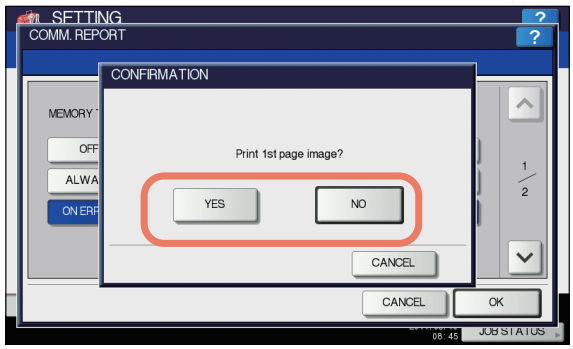
3 Specify the conditions for each transmission type and press [OK].



Item name	Description
MEMORY TX DIRECT TX MULTI TX POLLING RELAY ORIGINATOR RELAY STATION RELAY DESTINATION	• **OFF** — Press this button to disable printing of communication report. • **ALWAYS** — Press this button to always print the communication report. • **ON ERROR** — Press this button to print the communication report in the event of an error.

Note

- Items other than [MEMORY TX] and [MULTI TX] are available only when the FAX Unit is installed.
  When you press [ALWAYS] or [ON ERROR] for other than [DIRECT TX] and [POLLING], the “Print 1st page image?” message is displayed. Press [YES] when you want to print the communication report by adding the first page of the sent document. Press [NO] when not.

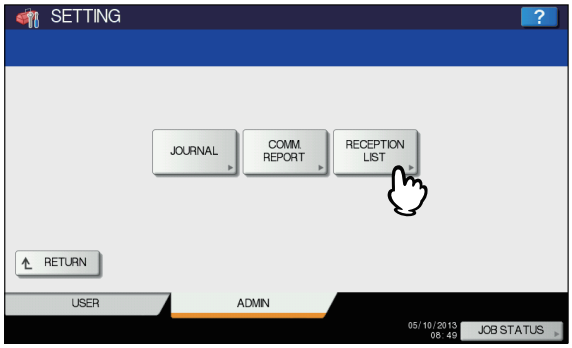


Setting the reception list

1 On the LIST/REPORT menu, press [REPORT SETTING].

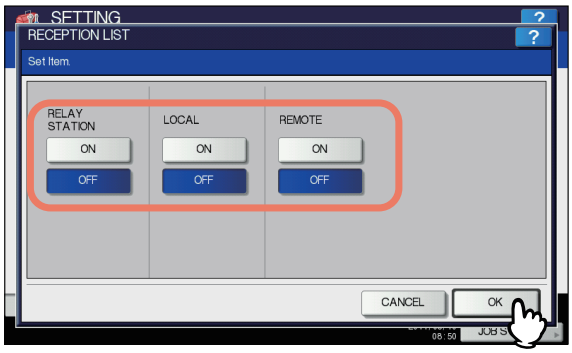
The REPORT SETTING screen is displayed.

2 **Press [RECEPTION LIST].**



The RECEPTION LIST screen is displayed.

3 **Specify whether to print the reception list for each transaction type and press [OK].**



Item name	Description
RELAY STATION	Select [ON] to print the reception list when a relay transmission has been received from an originator.
LOCAL	Select [ON] to print the reception list when a local document has arrived to the mailbox on the equipment.
REMOTE	Select [ON] to print the reception list when a remote document from another facsimile has arrived to the mailbox on the equipment.

Printing lists

You can print NIC CONFIGURATION PAGE, FUNCTION LIST, PS3 FONT LIST, and PCL FONT LIST.

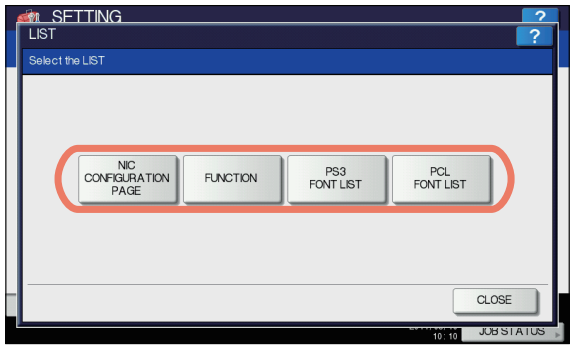
Note

- The displayed buttons vary depending on the model.

* For an output example of each list, see the following page:
P.301 "List Print Format"

1 **On the LIST/REPORT menu, press [LIST].**
The LIST screen is displayed.

2 **Press the button of the list that you want to print.**



The selected list is printed.

PRINTER/e-FILING

You can make printer settings for print jobs or for printing documents stored using the e-Filing function.

Memo

- For instructions on how to display the PRINTER / E-FILING screen, see the following page:
P.232 "Accessing the Admin Menu"

The screen is composed of multiple pages. Press ⌃ or ⌄ to navigate back and forth through the pages.

PRINTER / E-FILING screen (1/2)

Item name	Description
AUTOMATIC CHANGE OF PAPER SOURCE	Select whether to enable the function to automatically change the paper source also when the paper source is manually specified for a print job. Selecting [ON] makes the equipment feed the same size of paper from a different tray when the specified tray becomes empty during a print job. This function is always enabled when printing is performed by selecting [Auto] for the paper source on the print dialog box. For details of the print dialog box, refer to "PRINTING FROM WINDOWS" (P.9) and ""PRINTING FROM Macintosh" (P.51).
SUSPEND PRINTING IF STAPLER EMPTY	Select whether to stop printing when the stapler is empty during stapling. • **ON** — Press this button to stop printing. • **OFF** — Press this button to continue printing without stapling.

Item name	Description
ENFORCEMENT CONTINUE (ILLEGAL PAPER)	Select whether to change the output bin automatically and continue printing when paper whose size or type does not allow it to exit is included in the second or later page of a print job. • **ON** — Press this button to continue printing by automatically changing the output bin. • **OFF** — Press this button to stop printing.
AUTO OUTPUT BIN CHANGE (CASCADE PRINT)	• **ON** — Press this button to continue printing by automatically changing the face down/up stacker when the original face down/up stacker becomes full. • **OFF** — Press this button to stop printing when the face down/up stacker becomes full.

PRINTER / E-FILING screen (2/2)

Item name	Description
AUTO RELEASE PRIVATE/HOLD PRINT	Select whether to automatically print Private Print jobs and Hold Print jobs on login to this equipment. • **ON** — Press this button to automatically print the user's Private Print jobs and Hold Print jobs on login to this equipment. • **OFF** — Press this button to require touch panel operation. For details of Private Print jobs and Hold Print jobs, refer to the following chapters of this manual. • PRINTING FROM WINDOWS • PRINTING FROM Macintosh • MANAGING PRINT JOBS FROM THE CONTROL PANEL Memo • This option is available when the user authentication is enabled.

WIRELESS SETTING

When the Wireless LAN Module is installed, [WIRELESS SETTING] allows you to make settings for the Wireless LAN Module.
This button is displayed only in some models.

Setting Up the Infrastructure Mode

The wireless settings can be operated from the Control Panel of this equipment.
When setting up the equipment for the wireless network in the Infrastructure Mode, follow the steps below.

1. Select the network type
   P.271 "Select network type"
2. Specify the SSID
   P.272 "Specify SSID"
3. Select the security mode
   P.274 "Select security mode"

■ Select network type

First access the WIRELESS SETTING screen from the ADMIN menu from the Touch Panel Display to select the network type for the wireless network.

Note

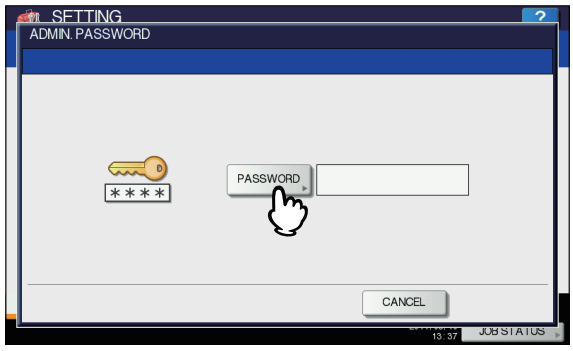
- If you are not sure what network type to select, see the following section to determine the network type first.

1 Press [SETTING] button on the control panel to enter the SETTING menu.

2 Press [ADMIN].

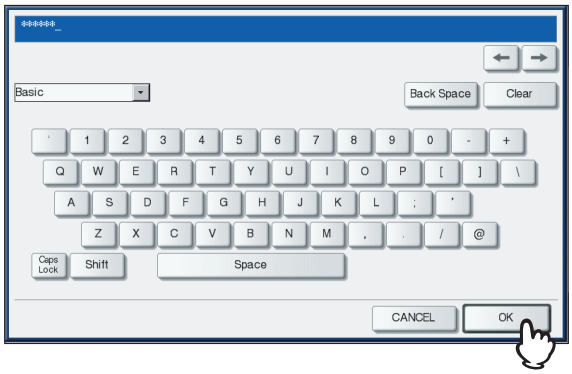
The ADMINISTRATOR PASSWORD screen is displayed.

3 Press [PASSWORD].



The input screen is displayed.

4 Enter the administrator password and press [OK].



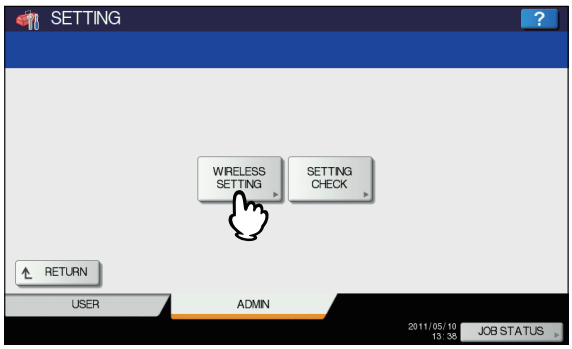
The ADMIN menu is displayed.

5 Press [WIRELESS SETTING].



The WIRELESS SETTING menu is displayed.

6 Press [WIRELESS SETTING].

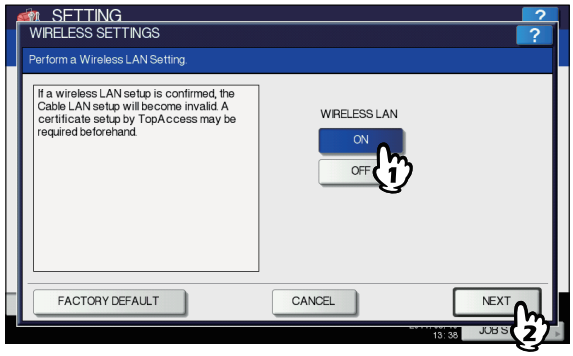


The WIRELESS SETTING screen is displayed.

Note

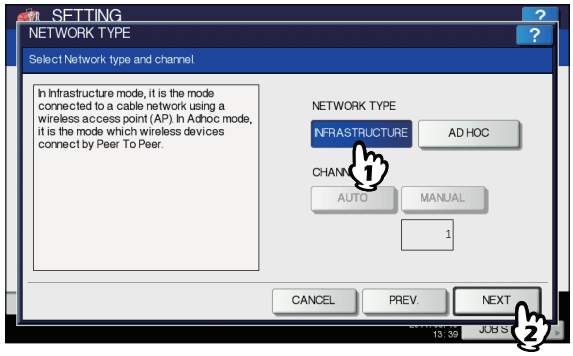
- It may take a time to display the WIRELESS SETTING screen.

7 Press [ON] and press [NEXT].

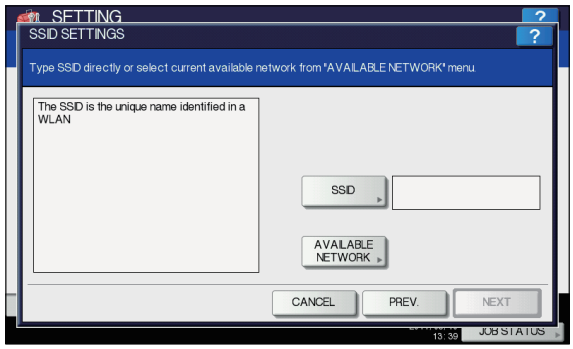


The NETWORK TYPE screen is displayed.

8 Press [INFRASTRUCTURE] and press [NEXT].



9 The SSID SETTINGS screen displayed.



Continue to the procedure for specifying the SSID.
P.272 "Specify SSID"

■ Specify SSID

When you select the Infrastructure Mode for the network type, you can specify the SSID by selecting the available network list or manually entering the SSID.
P.273 "Selecting the SSID from the available network list"
P.273 "Entering the SSID manually"

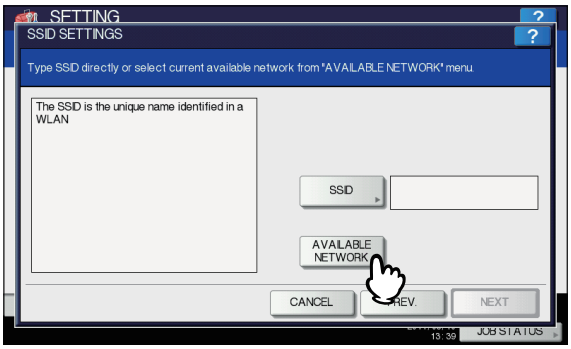
Note

- If you are not sure how the SSID must be specified, see the following section to determine the SSID.

Selecting the SSID from the available network list

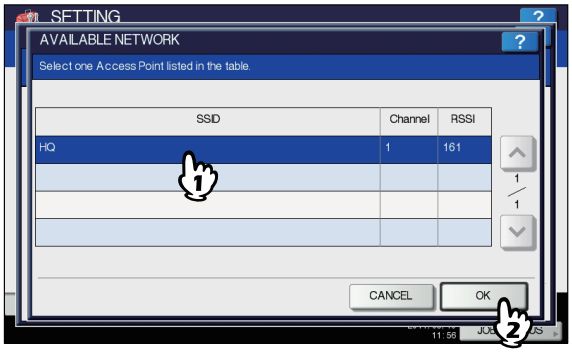
This equipment can search the available SSID automatically from the wireless network. Then you can select the SSID from the list.

1 Press [AVAILABLE NETWORK].



The AVAILABLE NETWORK screen is displayed.

2 Select the SSID that this equipment will connect and press [OK].

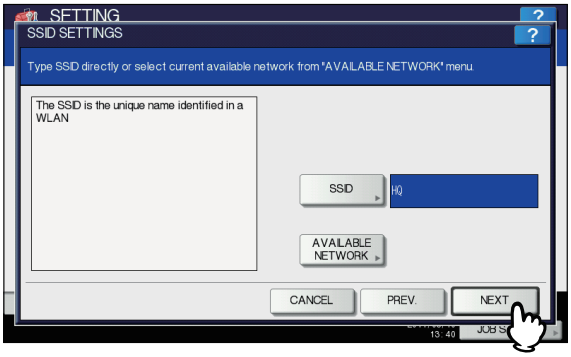


The screen returns to the SSID SETTINGS screen.

Note

- The available network may not be displayed according to the communication environmental conditions.
- If the desired SSID is not displayed, please specify the SSID manually.
  P.273 "Entering the SSID manually"
- This Wireless LAN supports only channel 1 to 11. This equipment cannot connect the Access Point that uses the other channel than these channels. Please make sure to set the channel between 1 to 11 in the Access Point.

3 Press [NEXT].



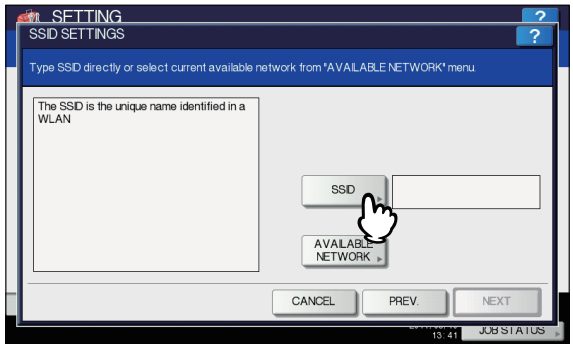
4 The WIRELESS LAN SECURITY SETTINGS screen is displayed.



Continue to the procedure for specifying the security mode.
P.274 "Select security mode"

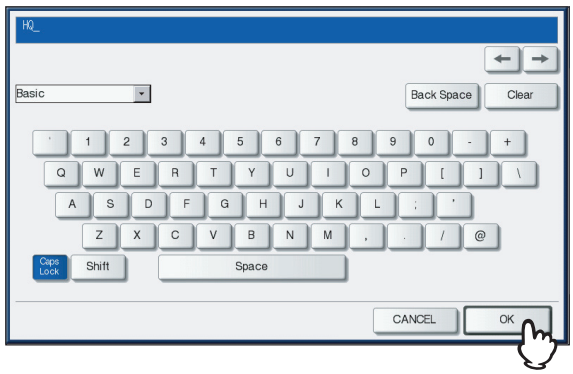
Entering the SSID manually

1 Press [SSID].



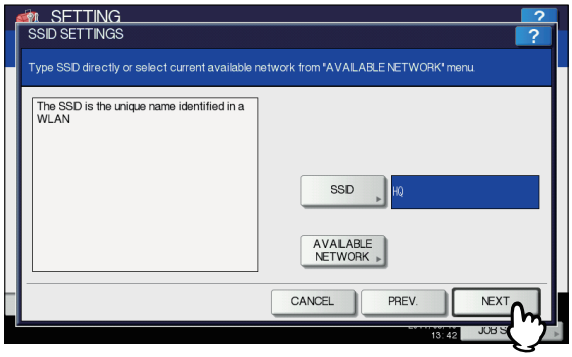
The letter entry screen is displayed.

2 Enter the SSID using the keyboard and digital keys and press [OK].

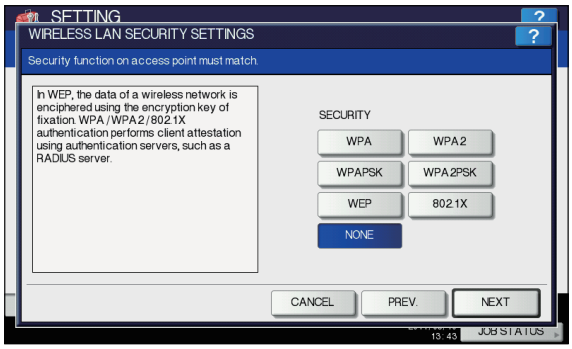


The screen returns to the SSID SETTINGS screen.

3 Press [NEXT].



4 The WIRELESS LAN SECURITY SETTINGS screen is displayed.



Continue to the procedure for specifying the security mode.
P.274 "Select security mode"

■ Select security mode

After specifying the SSID, you must select the security mode for your wireless network.
The procedure to configure the security mode varies depending on the security mode that you select.

P.274 "Selecting WPA/WPA2/802.1X security mode with EAP-TLS protocol"
P.276 "Selecting WPA/WPA2/802.1X security mode with PEAP protocol"
P.278 "Selecting WPAPSK/WPA2PSK security mode"
P.279 "Selecting WEP security mode"
P.280 "Selecting no security mode"

Note

- If you are not sure what security mode to select, see the following section to determine the security mode.

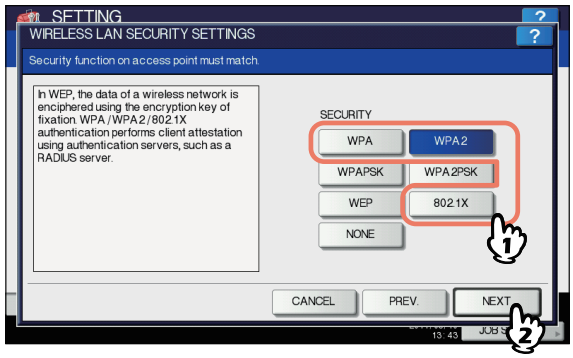
Selecting WPA/WPA2/802.1X security mode with EAP-TLS protocol

Using the WPA/WPA2/802.1X with the EAP-TLS protocol, you must install user certification file and CA certification file in the equipment. This equipment uses the user certification file to authenticate the access rights to the wireless network, and the RADIUS server authenticate this equipment using the CA certification file.

Note

- When using the WPA/WPA2/802.1X with the EAP-TLS protocol, you must install the CA certification file and user certification file in the equipment using TopAccess first. For instructions on how to install the CA certification and user certification files using TopAccess, refer to ***TopAccess Guide***.

1 Press [WPA], [WPA2] or [802.1X], and then [NEXT].

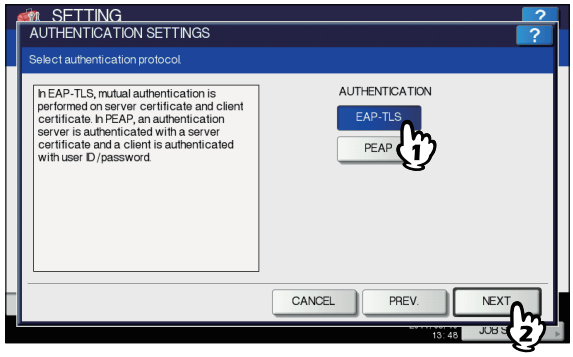


The AUTHENTICATION SETTINGS screen is displayed.

Note

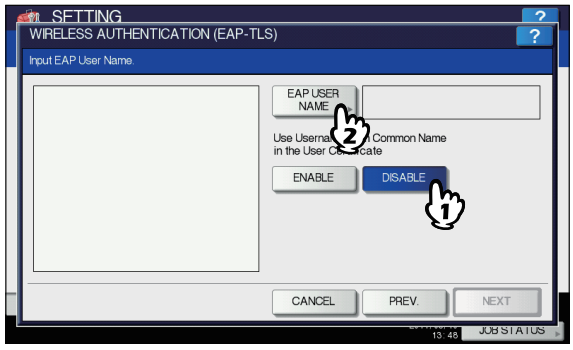
- To select [TKIP] or [AES (CCMP)], press [WPA] or [WPA2], or to select [DYNAMIC WEP], press [802.1X].

2 Press [EAP-TLS] and press [NEXT].



The WIRELESS AUTHENTICATION (EAP-TLS) screen is displayed.

3 Press [DISABLE] and press [EAP USER NAME].

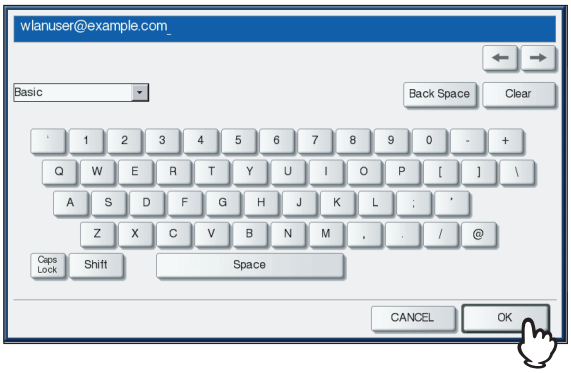


The letter entry screen is displayed.

Note

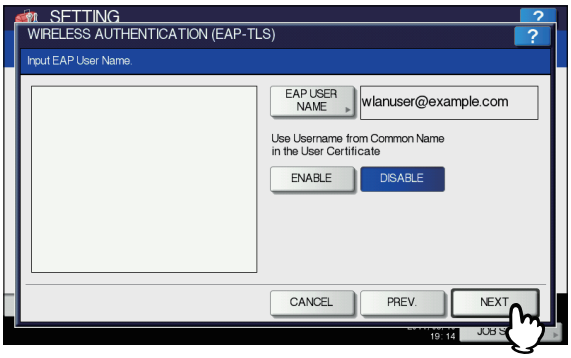
- Press [ENABLE] to use the user name from Common Name in the User Certificate.

4 Enter the EAP user name using the keyboard and digital keys and press [OK].



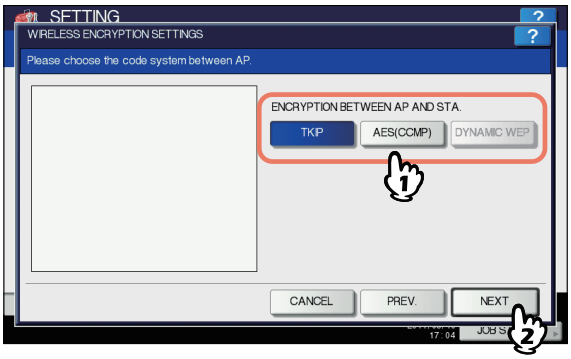
The screen returns to the WIRELESS AUTHENTICATION (EAP-TLS) screen.

5 Press [NEXT].



The WIRELESS ENCRYPTION SETTINGS screen is displayed.

6 Specify the following items and press [NEXT].



- **ENCRYPTION BETWEEN AP AND STA.**
  Select the encryption type that is used for the communication between Access Point and this equipment.
  [TKIP] — Select this to use TKIP encryption. TKIP provides a different key for per packet with a message integrity check. This key will be changed for every fixed interval.
  [AES(CCMP)] — Select this to use AES encryption. AES is the next-generation cryptography algorithm that the U.S. government improves to replace the DES and 3DES.
  [DYNAMIC WEP] — Select this to use an encryption which automatically updates the WEP key. DYNAMIC WEP does so periodically as well as automatically.

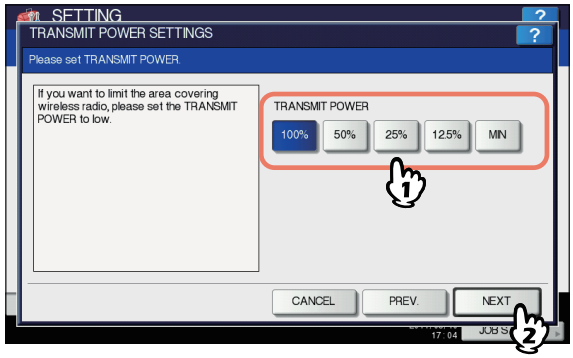
Note

- To select [TKIP] or [AES (CCMP)], press [WPA] or [WPA2], or to select [DYNAMIC WEP], press [802.1X].

Memo

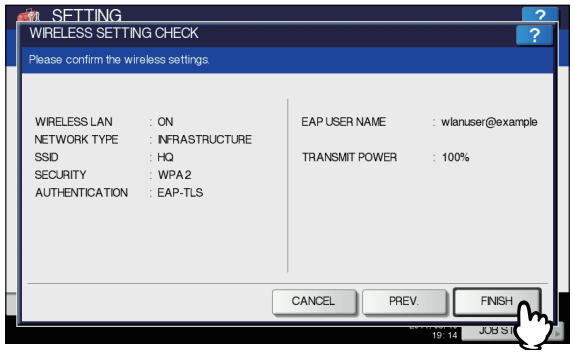
- The encryption intensity between each encryption is: AES(CCMP) > TKIP > DYNAMIC WEP

7 Specify the following items and press [NEXT].



- **TRANSMIT POWER**
  Select the low transmit power if you want to limit the area that the wireless communication is enabled. If you do not have to limit the area, select [100%].

8 Confirm the settings and press [FINISH].



Memo

- If you want to change the settings, press [PREV] to move back to the screen that you want to change and then repeat the operation.

9 Press [YES], and wait until the setting is reflected.



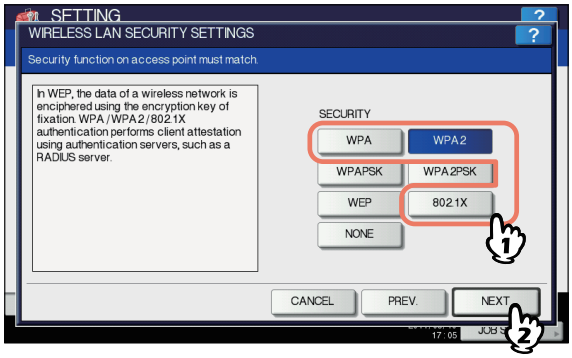
Selecting WPA/WPA2/802.1X security mode with PEAP protocol

Using the WPA/WPA2/802.1X with the PEAP protocol, you must install the CA certification file in the equipment. This equipment uses the user name and password to authenticate the access rights to the wireless network, and the RADIUS server authenticate this equipment using the CA certification file.

Note

- When using the WPA/WPA2/802.1X with the PEAP protocol, you must install the CA certification file in the equipment using TopAccess first. For instructions on how to install the CA certification using TopAccess, refer to ***TopAccess Guide***.

1 Press [WPA], [WPA2] or [802.1X], and then [NEXT].

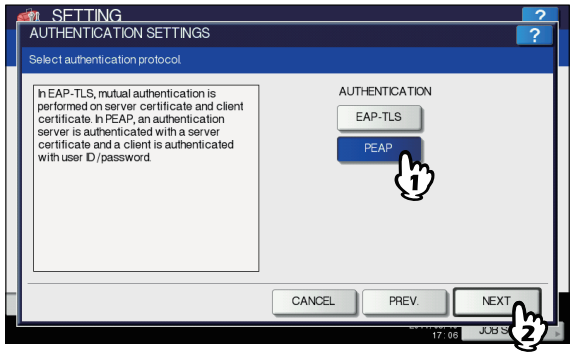


The AUTHENTICATION SETTINGS screen is displayed.

Note

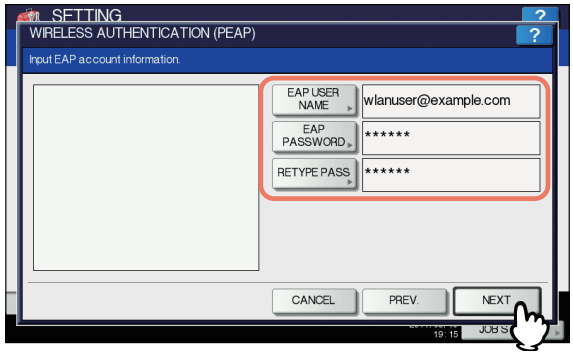
- To select [TKIP] or [AES (CCMP)], press [WPA] or [WPA2], or to select [DYNAMIC WEP], press [802.1X].

2 Press [PEAP] and press [NEXT].



The WIRELESS AUTHENTICATION (PEAP) screen is displayed.

3 Enter the following items and press [NEXT].

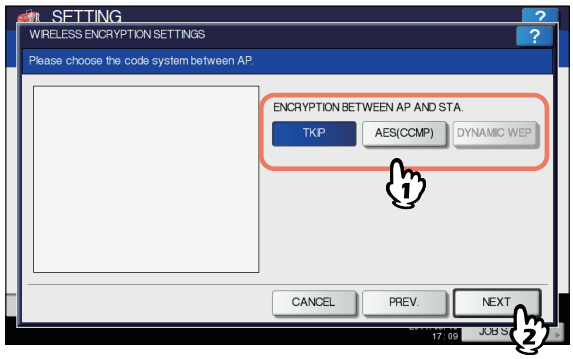


- **[EAP USER NAME]**
  Press this to enter the EAP user name that is used for the authentication.
- **[EAP PASSWORD]**
  Press this to enter the EAP password that is used for the authentication.
- **[RETYPE PASS]**
  Press this to enter the EAP password again that you enter in the EAP PASSWORD field.

Memo

- When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press [OK] to set the entry.

4 Specify the following items and press [NEXT].



- **ENCRYPTION BETWEEN AP AND STA.**
  Select the encryption type that is used for the communication between Access Point and this equipment.

[TKIP] — Select this to use TKIP encryption. TKIP provides a different key for per packet with a message integrity check. This key will be changed for every fixed interval.
[AES(CCMP)] — Select this to use AES encryption. AES is the next-generation cryptography algorithm that the U.S. government improves to replace the DES and 3DES.
[DYNAMIC WEP] — Select this to use an encryption which automatically updates the WEP key. DYNAMIC WEP does so periodically as well as automatically.

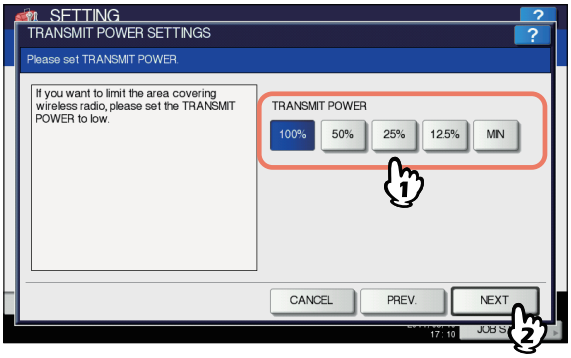
Note

- To select [TKIP] or [AES (CCMP)], press [WPA] or [WPA2], or to select [DYNAMIC WEP], press [802.1X].

Memo

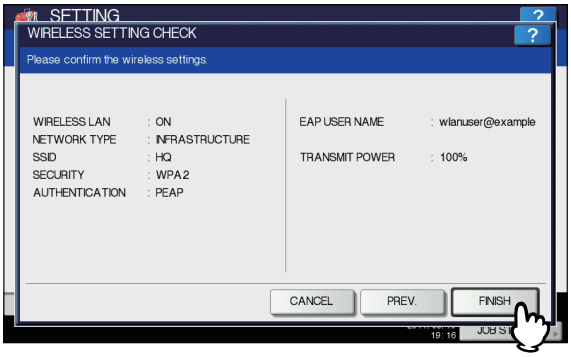
- The encryption intensity between each encryption is: AES(CCMP) > TKIP > DYNAMIC WEP

5 Specify the following items and press [NEXT].



- **TRANSMIT POWER**
Select the low transmit power if you want to limit the area that the wireless communication is enabled. If you do not have to limit the area, select [100%].

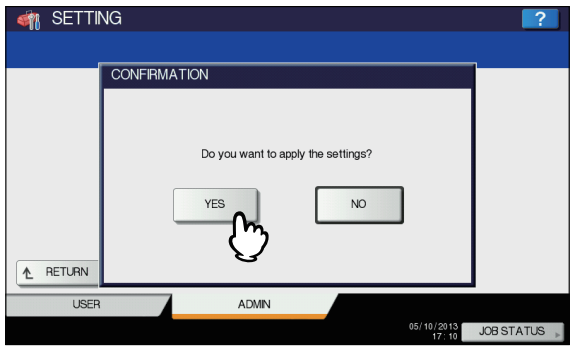
6 Confirm the settings and press [FINISH].



Memo

- If you want to change the settings, press [PREV] to move back to the screen that you want to change and then repeat the operation.

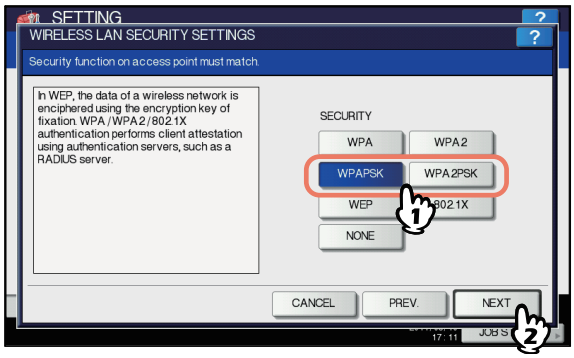
7 Press [YES], and wait until the setting is reflected.



Selecting WPAPSK/WPA2PSK security mode

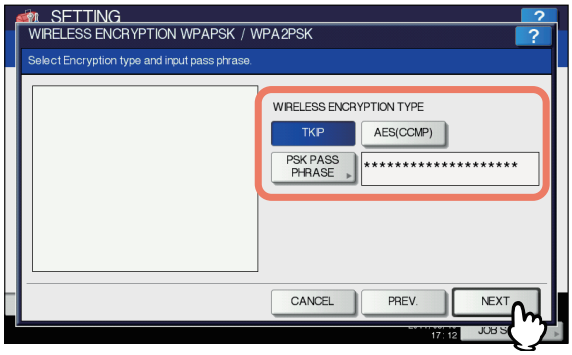
The WPAPSK/WPA2PSK is an authentication method using the PSK (Pre-Shared Key) between the Access Point and other wireless devices.
To access the wireless network using the WPAPSK/WPA2PSK authentication, the same PSK Path Phrase must be assigned in both the Access Point and other wireless devices. If the PSKs are same between the Access Point and other wireless devices, the Access Point allows them to access the wireless network through the Access Point.

1 Press [WPAPSK] or [WPA2PSK] and press [NEXT].



The WIRELESS ENCRYPTION WPAPSK/WPA2PSK screen is displayed.

2 Enter the following items and press [NEXT].

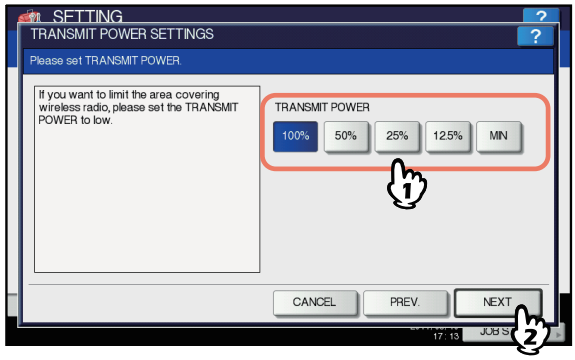


- **WIRELESS ENCRYPTION TYPE**
  Select the encryption type for the PSK.
  [TKIP] — Select this to use TKIP encryption. The TKIP provides a different key for per packet with a message integrity check. This key will be changed for every fixed interval.
  [AES(CCMP)] — Select this to use AES encryption. The AES is the next-generation cryptography algorithm that the U.S. government improves to replace the DES and 3DES.
- **[PSK PASS PHRASE]**
  Press this to enter the PSK Pass Phrase. The PSK is created by using the this pass phrase. You must enter the same pass phrase that is set in the Access Point. The PSK Pass Phrase must be between 8 to 63 characters long.

Memo

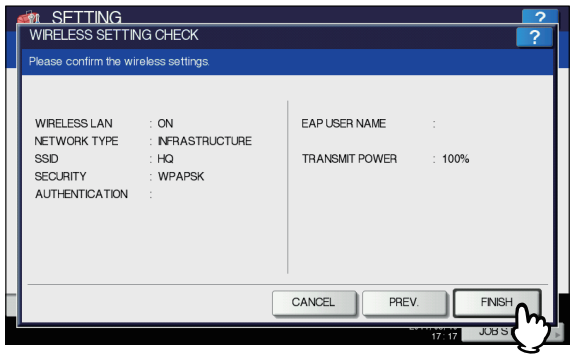
- When pressing [PSK PASS PHRASE], the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press [OK] to set the entry.

3 Specify the following items and press [NEXT].



- **TRANSMIT POWER**
  Select the low transmit power if you want to limit the area that the wireless communication is enabled. If you do not have to limit the area, select [100%].

4 Confirm the settings and press [FINISH].



Memo

- If you want to change the settings, press [PREV] to move back to the screen that you want to change and then repeat the operation.

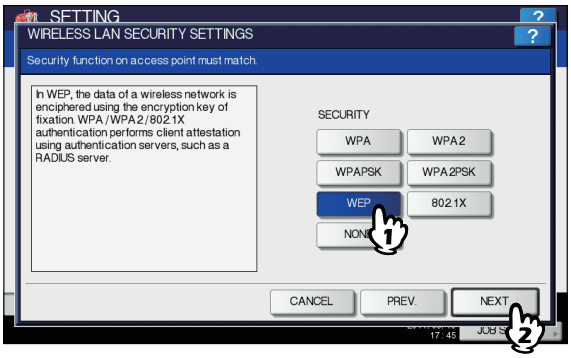
5 Press [YES], and wait until the setting is reflected.



Selecting WEP security mode

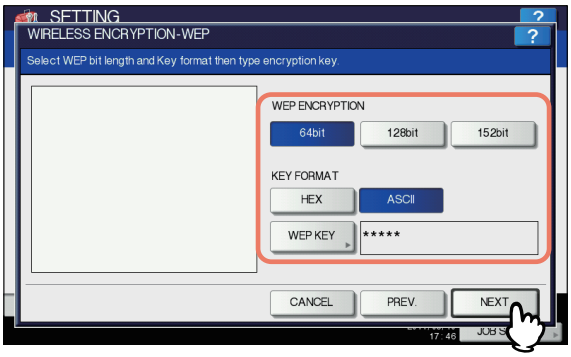
The WEP is a data encryption method using the WEP key between the Access Point and other wireless devices. Compared with WPA/WPA2/802.1X and WPAPSK/WPA2PSK, the WEP is less security. If the wireless network is configured in the Infrastructure Mode and the Access Point supports WPA/WPA2/802.1X or WPAPSK/WPA2PSK, it is recommended to use WPA/WPA2/802.1X or WPAPSK/WPA2PSK rather than WEP.

1 Press [WEP] button and press [NEXT].



The WIRELESS ENCRYPTION - WEP screen is displayed.

2 Enter the following items and press [NEXT].



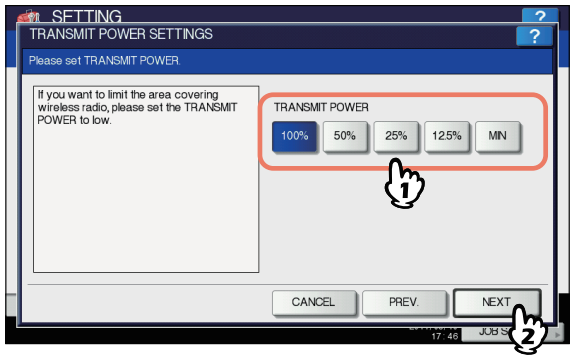
- **WEP ENCRYPTION**
  Select the bit length of the WEP key.
- **KEY FORMAT**
  Select the character code for the WEP key.
- **WEP KEY**
  Press this to enter the WEP key.
  The maximum length of WEP key varies depending on the WEP Encryption and Key Entry Method.

	64 bit	128 bit	152 bit
HEX:	10	26	32
ASCII:	5	13	16

Memo

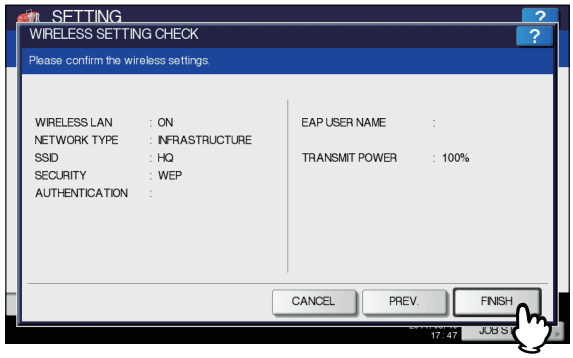
- When pressing [WEP], the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press [OK] to set the entry.

3 Specify the following items and press [NEXT].



- **TRANSMIT POWER**
  Select the low transmit power if you want to limit the area that the wireless communication is enabled. If you do not have to limit the area, select [100%].

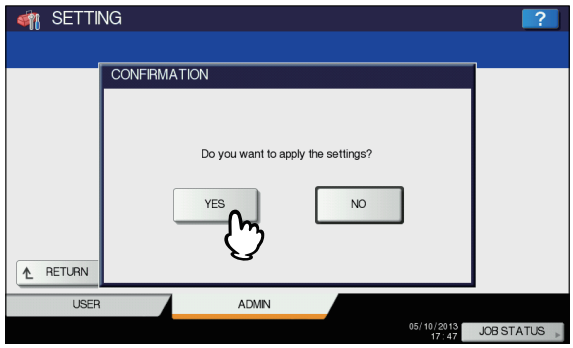
4 Confirm the settings and press [FINISH].



Memo

- If you want to change the settings, press [PREV] to move back to the screen that you want to change and then repeat the operation.

5 Press [YES], and wait until the setting is reflected.



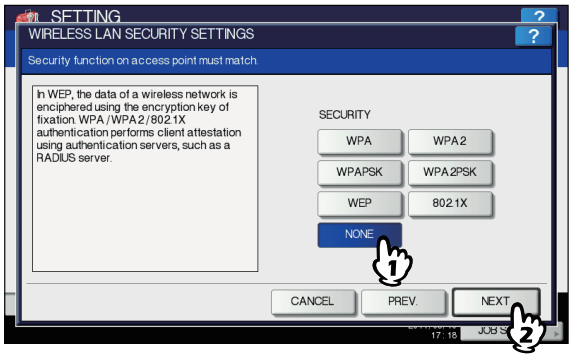
Selecting no security mode

You can also set no security for wireless access.

Note

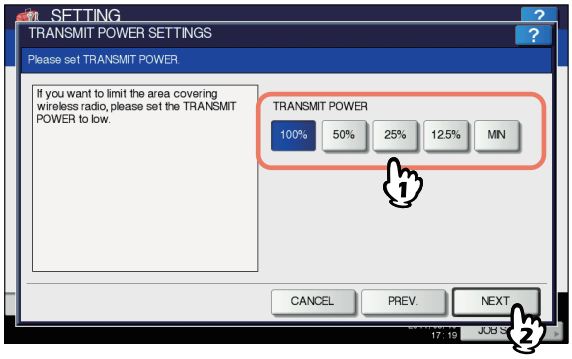
- If you do not set no security, anyone knows how the SSID can connect to the wireless network. Therefore, it is recommended to set the security if it is possible.

1 Press [NONE] and press [NEXT].



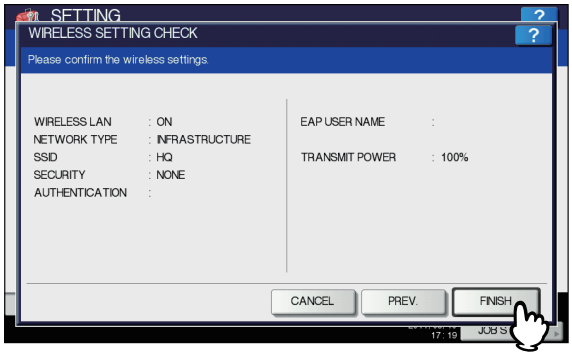
The TRANSMIT POWER SETTINGS screen is displayed.

2 Specify the following items and press [NEXT].



- **TRANSMIT POWER**
  Select the low transmit power if you want to limit the area that the wireless communication is enabled. If you do not have to limit the area, select [100%].

3 Confirm the settings and press [FINISH].



Memo

- If you want to change the settings, press [PREV] to move back to the screen that you want to change and then repeat the operation.

4 Press [YES], and wait until the setting is reflected.



Setting up the Ad Hoc Mode

The wireless settings can be operated from the Control Panel of this equipment.
When setting up the equipment for the wireless network in the Infrastructure Mode, follow the steps below.

1. Select the network type
   P.271 "Select network type"
2. Specify the SSID
   P.272 "Specify SSID"
3. Select the security mode
   P.274 "Select security mode"

■ Select network type

First access the WIRELESS SETTING screen from the ADMIN menu from the Touch Panel Display to select the network type for the wireless network.

Note

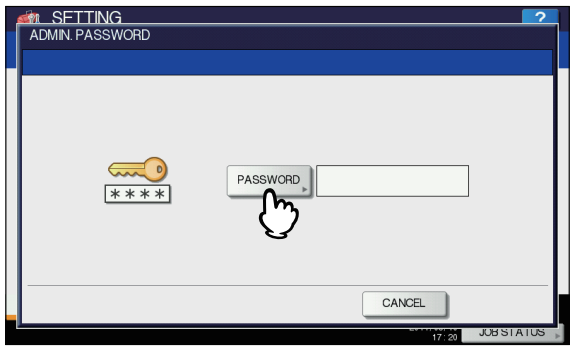
- If you are not sure what network type to select, see the following section to determine the network type first.

1 Press [SETTING] button on the control panel to enter the SETTING menu.

2 Press [ADMIN].

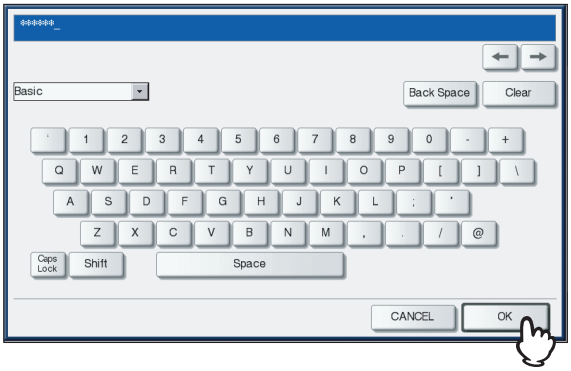
The ADMINISTRATOR PASSWORD screen is displayed.

3 Press [PASSWORD].



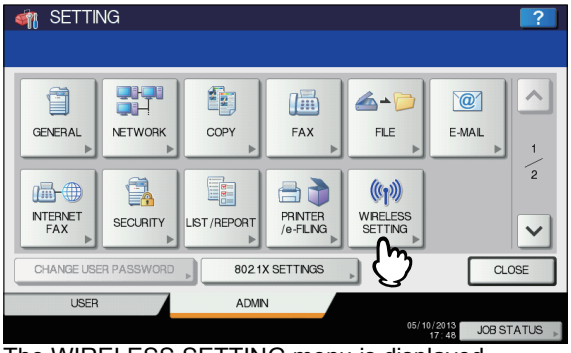
The input screen is displayed.

4 Enter the administrator password and press [OK].



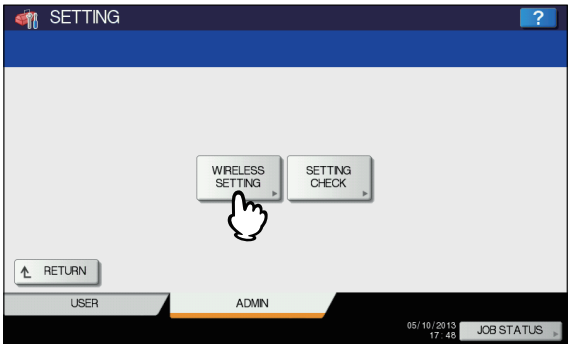
The ADMIN menu is displayed.

5 Press [WIRELESS SETTING].



The WIRELESS SETTING menu is displayed.

6 Press [WIRELESS SETTING].



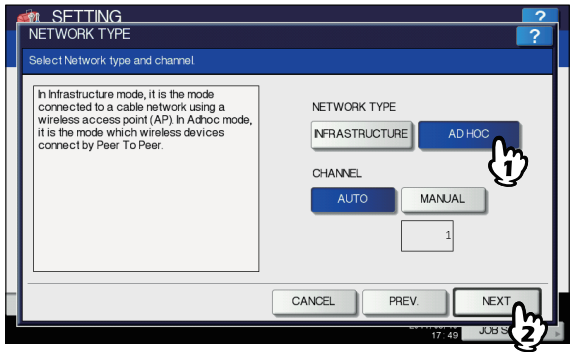
The WIRELESS SETTING screen is displayed.

7 Press [ON] and press [NEXT].



The NETWORK TYPE screen is displayed.

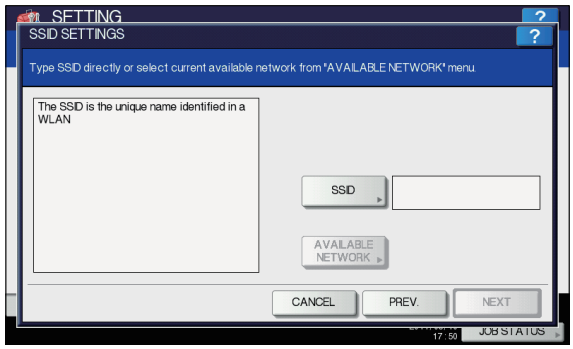
8 Press [AD HOC] and press [NEXT].



Note

- You can specify the between 1 to 11 for the channel. However, if there is a channel that has already been used for Ad Hoc network, use the same channel.

9 The SSID SETTINGS screen displayed.



Continue to the procedure for specifying the SSID.
P.272 "Specify SSID"

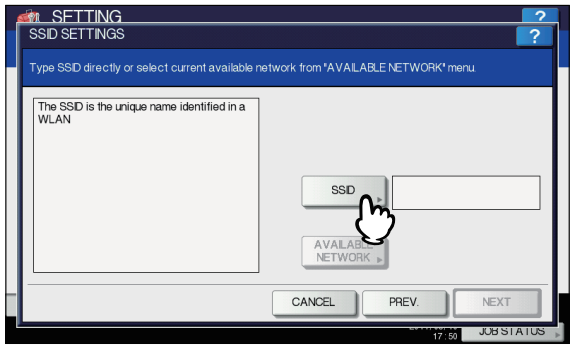
■ Specify SSID

When you select the Ad Hoc Mode for the network type, you can specify the SSID by entering the SSID manually.
P.273 "Entering the SSID manually"

Note

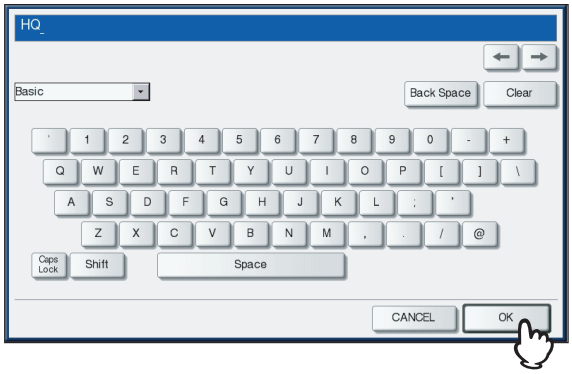
- If you are not sure how the SSID must be specified, see the following section to determine the SSID.

1 Press [SSID].



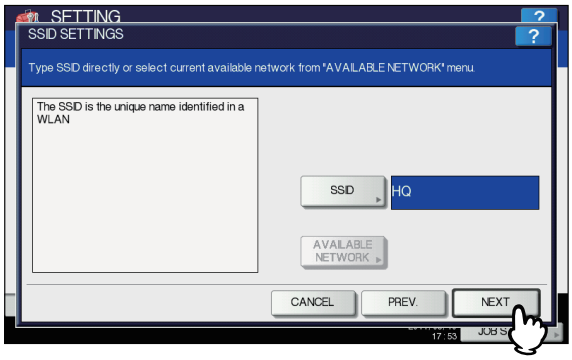
The letter entry screen is displayed.

2 **Enter the SSID using the keyboard and digital keys and press [OK] button.**

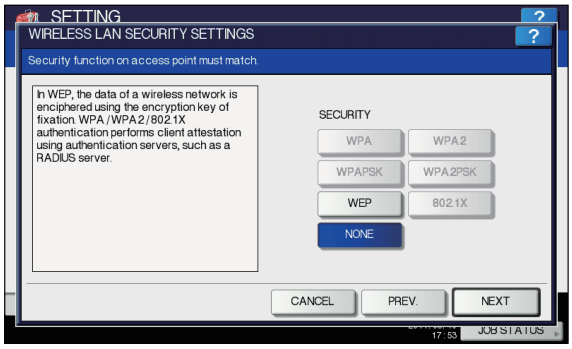


The screen returns to the SSID SETTINGS screen.

3 **Press [NEXT].**



4 **The WIRELESS LAN SECURITY SETTINGS screen is displayed.**



Continue to the procedure for specifying the security mode.
P.273 "Entering the SSID manually"

■ Select security mode

After specifying the SSID, you must select the security mode for your wireless network.
The procedure to configure the security mode varies depending on the security mode that you select.
P.279 "Selecting WEP security mode"
P.280 "Selecting no security mode"

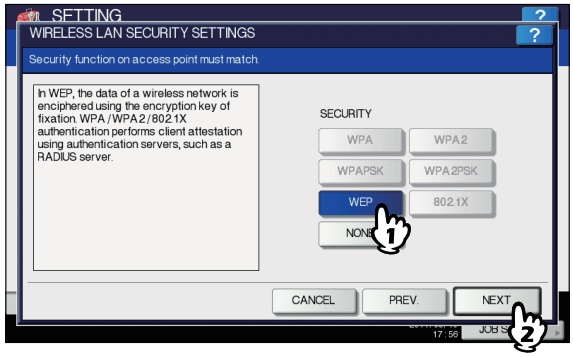
Note

- If the Ad Hoc Mode, only WEP or NONE can be selected for the security mode.
- If you are not sure what security mode to select, see the following section to determine the security mode.

Selecting WEP security mode

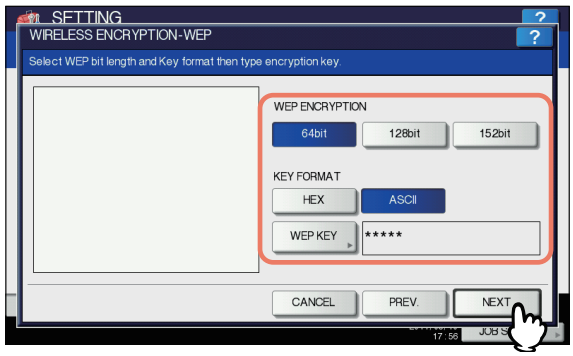
The WEP is a data encryption method using the WEP key between the Access Point and other wireless devices.

1 **Press [WEP] and press [NEXT].**



The WIRELESS ENCRYPTION - WEP screen is displayed.

2 **Enter the following items and press [NEXT].**



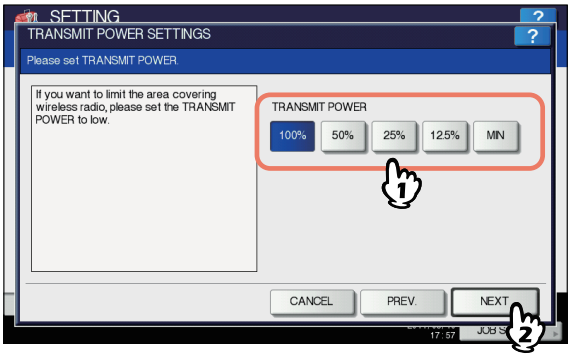
- **WEP ENCRYPTION**
  Select the bit length of the WEP key.
- **KEY FORMAT**
  Select the character code for the WEP key.
- **WEP KEY**
  Press this to enter the WEP key.
  The maximum length of WEP key varies depending on the WEP Encryption and Key Entry Method.

	64 bit	128 bit	152 bit
HEX:	10	26	32
ASCII:	5	13	16

Memo

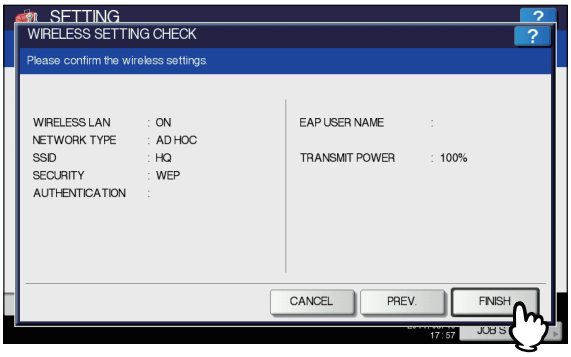
- When pressing WEP KEY button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press [OK] to set the entry.

3 Select the transmit power and press [NEXT].



Select the low transmit power if you want to limit the area that the wireless communication is enabled. If you do not have to limit the area, select [100%].

4 Confirm the settings and press [FINISH].



Memo

- If you want to change the settings, press [PREV] to move back to the screen that you want to change and then repeat the operation.

5 Press [YES], and wait until the setting is reflected.



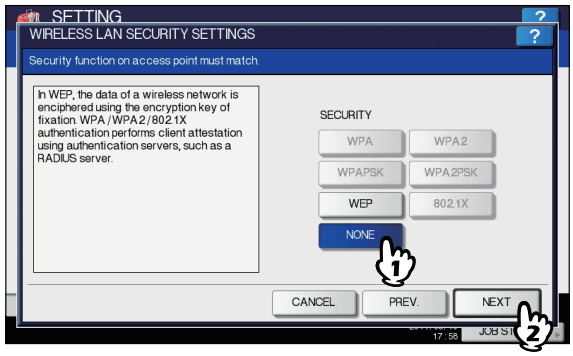
Selecting no security mode

You can also set no security for wireless access.

Note

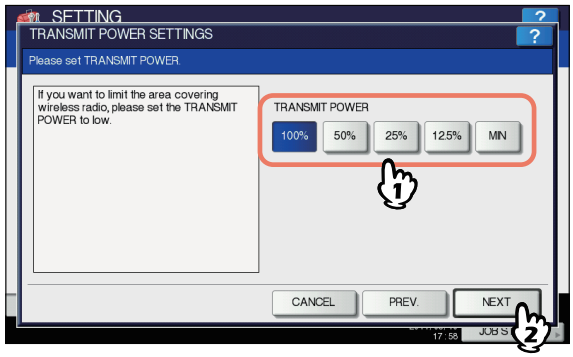
- If you do not set no security, anyone knows how the SSID can connect to the wireless network. Therefore, it is recommended to set the security if it is possible.

1 Press [NONE] and press [NEXT].



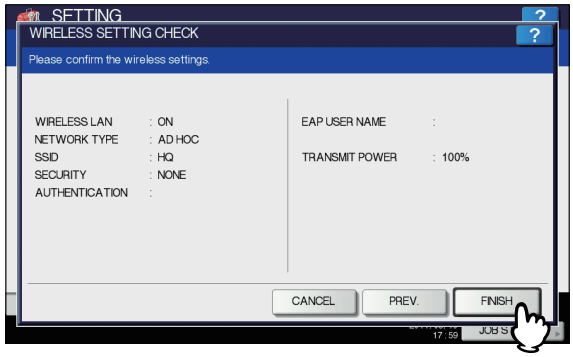
The TRANSMIT POWER SETTINGS screen is displayed.

2 Select the transmit power and press [NEXT] button.



Select the low transmit power if you want to limit the area that the wireless communication is enabled. If you do not have to limit the area, select [100%].

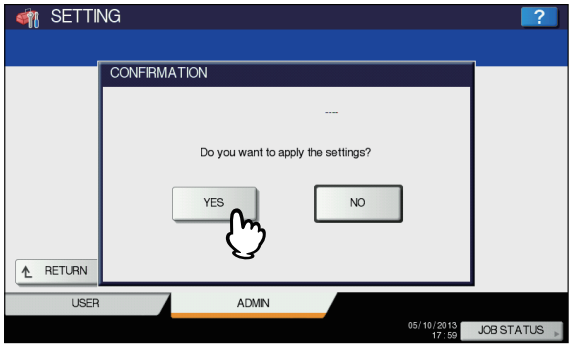
3 Confirm the settings and press [FINISH] button.



Memo

- If you want to change the settings, press [PREV] to move back to the screen that you want to change and then repeat the operation.

4 **Press [YES], and wait until the setting is reflected.**



Disabling Wireless Network

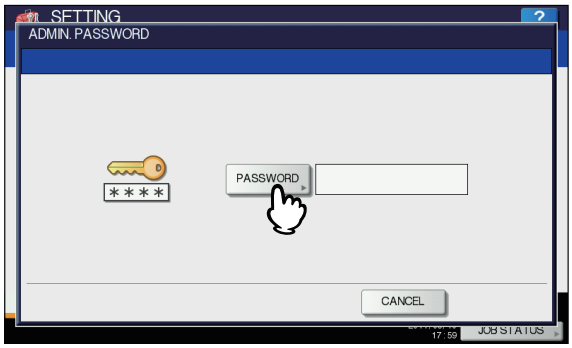
When you enable the wireless network, the on-board NIC (Network Interface Card) will be disabled.
If you want to connect the equipment to wired network via the on-board NIC, you must disable the wireless network.

1 **Press [SETTING] button on the control panel to enter the SETTING menu.**

2 **Press [ADMIN].**

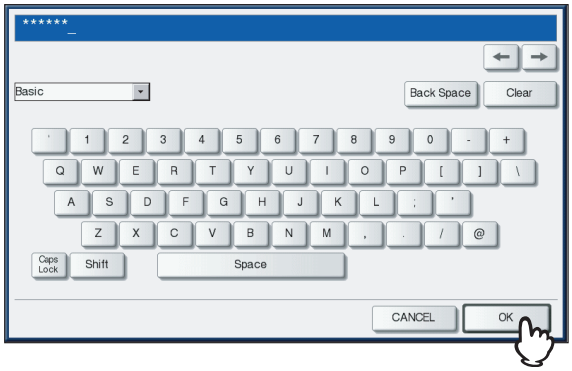
The ADMINISTRATOR PASSWORD screen is displayed.

3 **Press [PASSWORD] button.**



The input screen is displayed.

4 **Enter the administrator password and press [OK].**



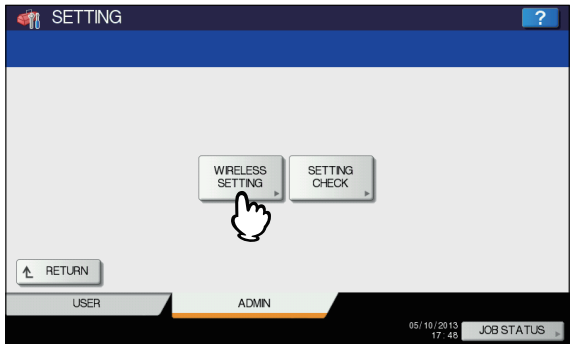
The ADMIN menu is displayed.

5 **Press [WIRELESS SETTING].**



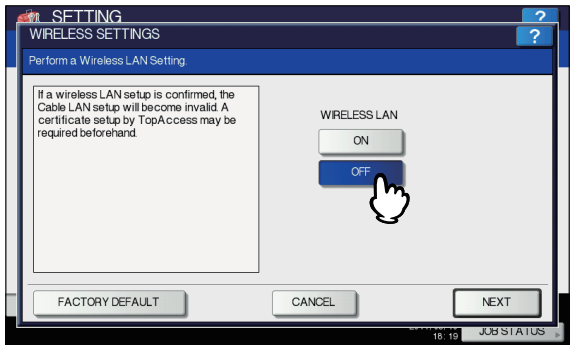
The WIRELESS SETTING menu is displayed.

6 **Press [WIRELESS SETTING].**



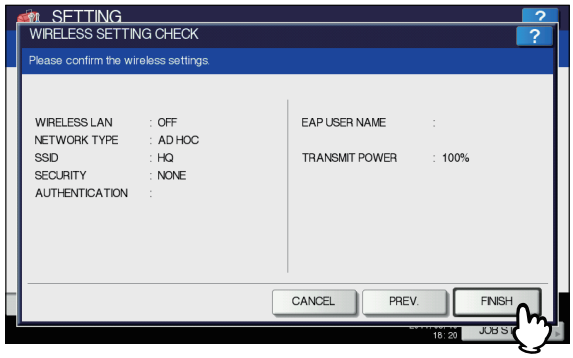
The WIRELESS SETTING screen is displayed.

7 **Press [OFF] and press [NEXT].**

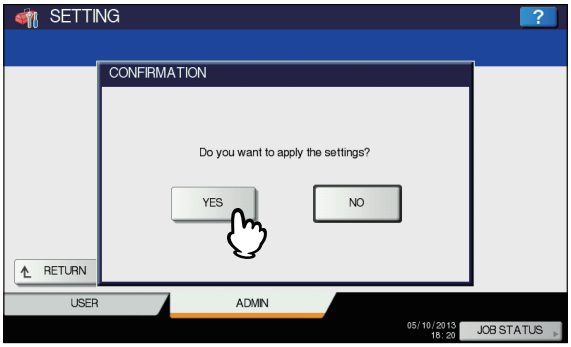


The WIRELESS SETTING CHECK screen is displayed.

8 **Press [FINISH].**



9 Press [YES], and wait until the setting is reflected.



Memo

- For instructions on how to display the WIRELESS SETTING screen, see the following page:
  P.232 "Accessing the Admin Menu"

CHANGE USER PASSWORD

When the MFP Local Authentication function is used, administrators can change the authentication password assigned for each user in case it is forgotten.

Note

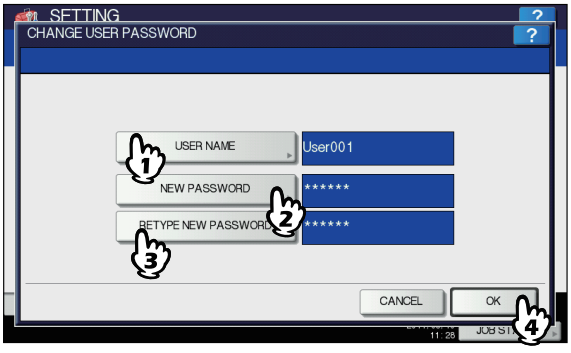
- [CHANGE USER PASSWORD] is available only when the MFP Local Authentication function is enabled. This function can be enabled from TopAccess administrator mode. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

Memo

- For instructions on how to display the CHANGE USER PASSWORD screen, see the following page:
  P.232 "Accessing the Admin Menu"

1 On the CHANGE USER PASSWORD screen, set a new password and complete the setting.

1) **Press [USER NAME] to enter the user name for which the password is to be changed.**
2) **Press [NEW PASSWORD] to enter the new password.**
3) **Press [RETYPE NEW PASSWORD] to enter the new password again.**
4) **Press [OK].**



The password is now changed.

Memo

- When you press [USER NAME], [NEW PASSWORD] or [RETYPE NEW PASSWORD], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"
- The input password appears as asterisks (*) in the [NEW PASSWORD] and [RETYPE NEW PASSWORD] boxes.

802.1X SETTINGS

You can make settings for IEEE 802.1X authentication that will apply to wired networks.

This equipment supports the following authentication methods:

- EAP-MSCHAPv2
- EAP-MD5
- EAP-TLS
- PEAP*1
  The following protocols are available for inner authentication:
  - EAP-MSCHAPv2
- EAP-TTLS
  The following protocols are available for inner authentication:
  - PAP
  - CHAP
  - EAP-MSCHAPv2
  - EAP-MD5

*1 PEAP cannot be used for Windows Server 2008.

To enable IEEE 802.1X authentication, you must install certificates in this equipment as required, using TopAccess. The certificates that must be installed are as follows.

Authentication Method	Inner Authentication Method	CA Certificate	User Certificate
EAP-MSCHAPv2	-	-	-
EAP-MD5	-	-	-
EAP-TLS	-	Necessary*1	Necessary*2
PEAP	EAP-MSCHAPv2	Necessary*1	-
EAP-TTLS	PAP	Necessary*1	-
	CHAP	Necessary*1	-
	EAP-MD5	Necessary*1	-
	EAP-MSCHAPv2	Necessary*1	-

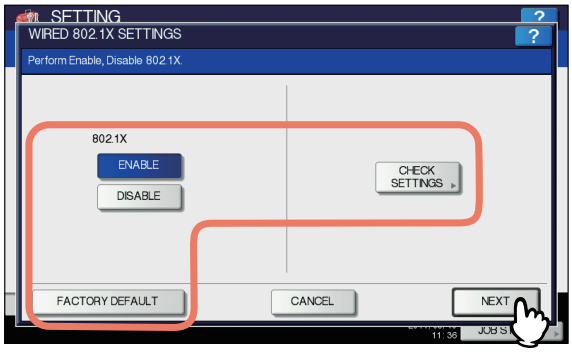
*1 The CA certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed.
*2 The user certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed.

Memo

- For instructions on how to install certificates, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.
- For instructions on how to display the WIRED 802.1X SETTINGS screen, see the following page:
P.232 "Accessing the Admin Menu"

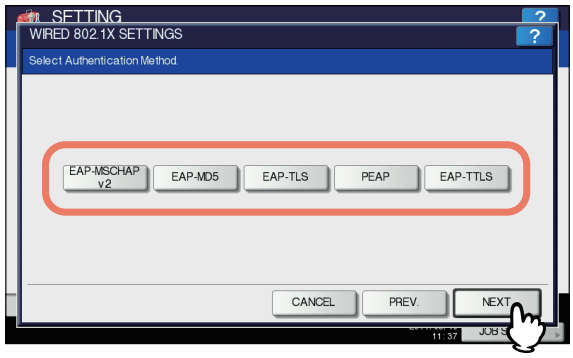
Setting IEEE 802.1X authentication

1 On the WIRED 802.1X SETTINGS screen, specify the following items as required and press [NEXT].



Item name	Description
802.1X	• **ENABLE** — Press this button to use IEEE 802.1X authentication. • **DISABLE** — Press this button to disable IEEE 802.1X authentication. Memo • When changing IEEE802.1X authentication from [ENABLE] to [DISABLE], press [Next], and on the "Confirm the following settings" screen that appears, press [APPLY NOW] to complete the setting.
CHECK SETTINGS	Press this button to confirm the options currently selected. ! Note • [CHECK SETTINGS] is available when you selected [ENABLE] for 802.1X.
FACTORY DEFAULT	Press this button to reset the IEEE802.1X settings back to the factory defaults.

2 Proceed with the operation that you require.

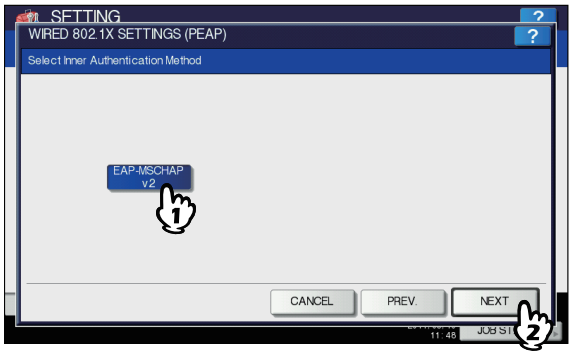


If you selected [EAP-MSCHAPv2], [EAP-MD5] or [EAP-TLS], proceed to step 5.

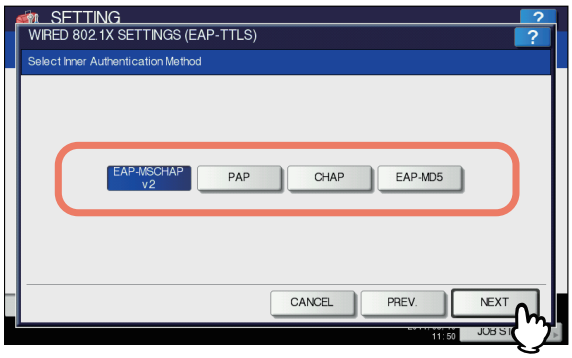
3 Select the inner authentication method and press [Next].

Selecting inner authentication method is necessary only when you selected [PEAP] or [EAP-TTLS] in step 3.

When you selected [PEAP]:

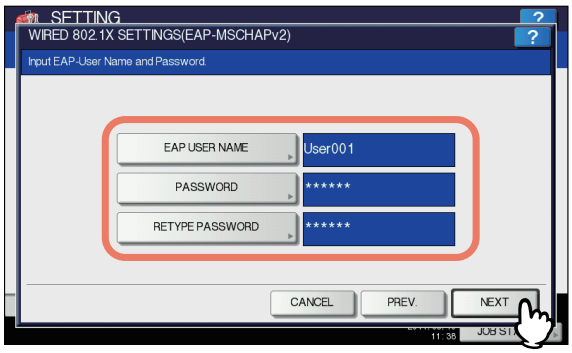


When you selected [EAP-TTLS]:



4 Specify the following items as required and press [Next].

When you selected other than [EAP-TLS]:



When you selected [EAP-TLS]:

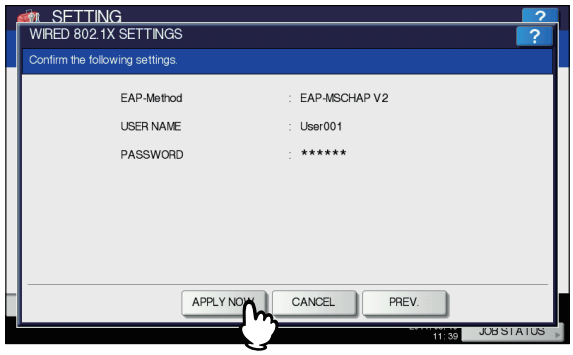


Item name	Description
EAP USER NAME	Press this button to enter the EAP user name.
PASSWORD	Press this button to enter the authentication password.
RETYPE PASSWORD	Press this button to enter the authentication password again.
Use Username from Common Name in the User Certificate	To set the common name in the user certificate installed in this equipment as EAP user name, press [ENABLE]. Note • If you set this item to [ENABLE], you will not be able to enter [EAP USER NAME].

Memo

- When you press [EAP USER NAME], [PASSWORD], or [RETYPE PASSWORD], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.300 "On-screen keyboard"

5 Confirm the settings and press [APPLY NOW].



"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears when the setting is complete.

Error messages

The following error messages may be displayed on the touch panel.

Message	Cause
[802.1X] Auth Server/Switch couldn't be contacted	• The RADIUS server service is stopped. • Configuration for the RADIUS server is not correct. • The IEEE 802.1X switch has problem.
[802.1X] Authentication failed	• The username or password that the user entered is not correct. • The certificates uploaded are wrong.
Certificate verification Failure	• A CA certificate is not installed in the equipment. • The installed CA certificate is not valid. • The server certificate is invalid.

FACTORY DEFAULT

You can reset the equipment settings back to the factory defaults, as well as clear the user data.
The data reset by this operation are as follows:

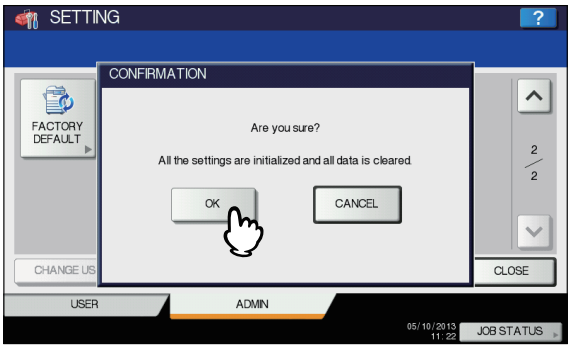
Settings Data		Remarks
Setup	General	All the settings are reset to the factory defaults.
	Network	
	Copy	
	Fax	
	Scan to File	
	E-mail	
	Internet Fax	
	Printer / e-Filing	
	Printer	
	Print Service	
	Security	

User Data		Remarks
User Management	User Account	When the user management data are cleared, the LDAP mapping information will be also cleared.
	Group Management	
	Role Management	
	Department Management	
	Quota Management	
Counter	User Counter	The data are cleared.
	Department Counter	
Template		
Address Book		
Mailbox / Inbound Fax (TSI)		
Print Data Converter		
XML Format File		The data are reset to the default XML.

Memo

- For instructions on how to display the FACTORY DEFAULT screen, see the following page:
P.232 "Accessing the Admin Menu"

1 On the CONFIRMATION screen of the FACTORY DEFAULT screen, press [OK].



The initialization begins.

Note

- If you want to back up the setting data and user data before initialization, use the cloning function to create clone files.
  For details of the cloning function, see the following page:
  P.245 "Creating or installing clone files"
- When the initialization fails, the message “The process failed.” will be displayed. In this case, press [CLOSE], and perform the operation again.

2 Press [OK] to reboot the equipment.



The equipment reboots.

MANAGING COUNTERS (COUNTER MENU)

TOTAL COUNTER

This menu allows you to display and confirm the following total counters:

- **Print counter**
  Indicates the total number of sheets output by this equipment. The print counter contains the following counters:
  - **Copy counter** — Indicates the number of sheets printed by copy jobs.
  - **Fax counter** — Indicates the number of sheets printed by fax receptions.
  - **Printer counter** — Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
  - **List counter** — Indicates the number of sheets printed by system page print jobs.

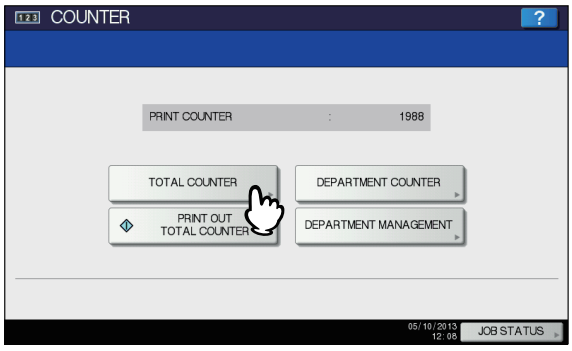
- **Scan counter**
  Displays the total number of originals scanned by this equipment. The scan counter contains the following counters:
  - **Copy counter** — Indicates the number of originals scanned by copy jobs.
  - **Fax counter** — Indicates the number of originals scanned by fax and Internet Fax transmissions.
  - **Network counter** — Indicates the number of originals scanned by scan jobs.

Note

- The total counters cannot be cleared.

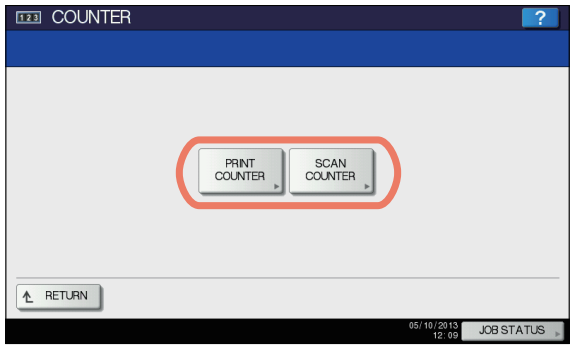
1 Press the [COUNTER] button on the control panel to access the COUNTER menu.

2 Press [TOTAL COUNTER].



The TOTAL COUNTER screen is displayed.

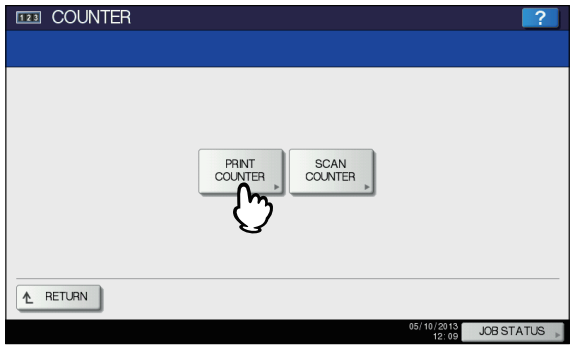
3 Continue with the operation that you require.



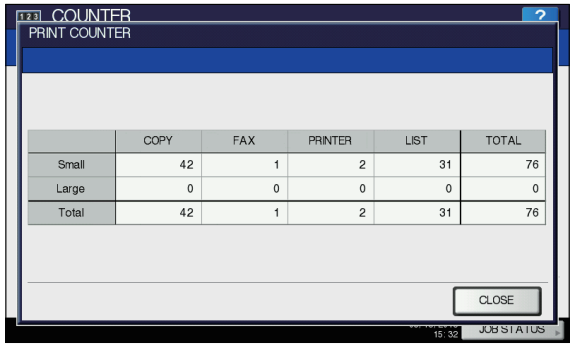
P.290 "Displaying print counter"
P.291 "Displaying scan counter"

Displaying print counter

1 Press [PRINT COUNTER].

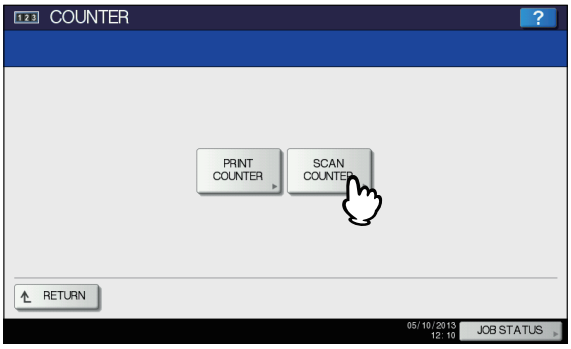


The PRINT COUNTER screen is displayed.



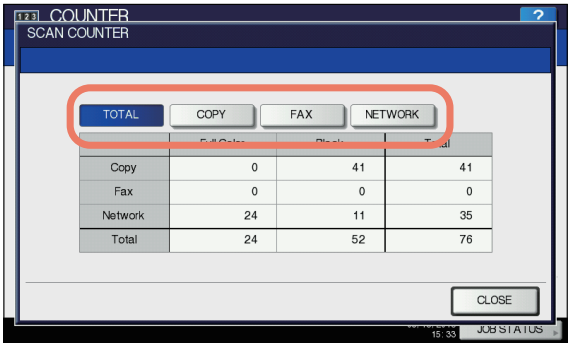
Displaying scan counter

1 Press [SCAN COUNTER].



The SCAN COUNTER screen is displayed.

2 Select the button of the counter you want to check.

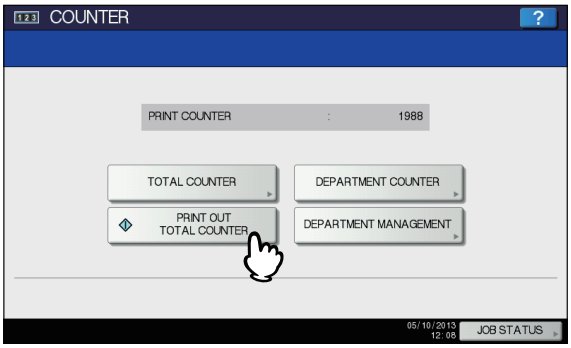


PRINT OUT TOTAL COUNTER

This menu allows you to print TOTAL COUNTER LIST.

1 Press the [COUNTER] button on the control panel to access the COUNTER menu.

2 Press [PRINT OUT TOTAL COUNTER].



- When the Department Management function is disabled, TOTAL COUNTER LIST is printed.
- When the Department Management function is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press [OK] to print TOTAL COUNTER LIST.

Memo

- For an output example of TOTAL COUNTER LIST, see the following page:

P.301 "TOTAL COUNTER LIST"

DEPARTMENT COUNTER

This menu allows you to display and check the counters below for each department.

Note

- The department counter is available only when this equipment has been managed using the Department Management function.

P.294 "Enabling department codes"

- **Print counter for department code**
  This counter allows you to display the value of the print counter for each department code. The print counter contains the following counters:
  - **Copy counter** — Indicates the number of sheets printed by copy jobs.
  - **Fax counter** — Indicates the number of sheets printed by polling jobs.
  - **Printer counter** — Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
  - **List counter** — Indicates the number of sheets printed by system page print jobs.

Memo

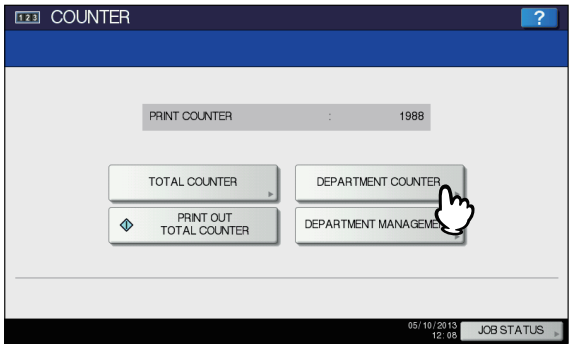
The Department Management function set on copy/fax/printer/scan/list counter for department code can be disabled individually. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

- **Scan counter for department code**
  This counter allows you to display the value of the scan counter for each department code. The scan counter contains the following counters:
  - **Copy counter** — Indicates the number of originals scanned by copy jobs.
  - **Fax counter** — Indicates the number of originals scanned by fax and Internet Fax transmissions.
  - **Network counter** — Indicates the number of originals scanned by scan jobs.

- **Fax communications counter for department code**
  This counter allows you to display the value of the Fax and Internet Fax transmission and reception counter for each department code. The fax communication counter contains the following counters:
  - **Transmit** — Indicates the number of pages sent by Fax transmissions.
  - **Reception** — Indicates the number of pages received by polling jobs.

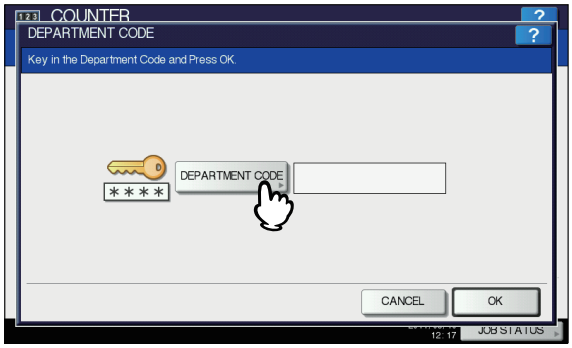
1 **Press the [COUNTER] button on the control panel to access the COUNTER menu.**

2 **Press [DEPARTMENT COUNTER].**



The DEPARTMENT CODE screen is displayed.

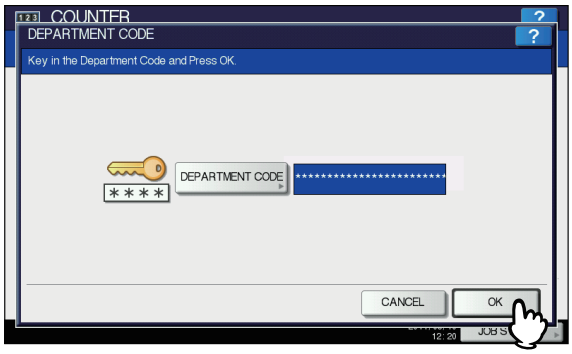
3 **Press [DEPARTMENT CODE].**



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

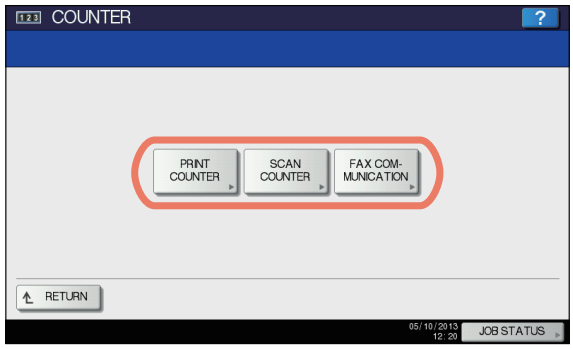
4 **Enter the department code and press [OK].**
You will be returned to the DEPARTMENT CODE screen.

5 **Press [OK].**



The COUNTER screen is displayed.

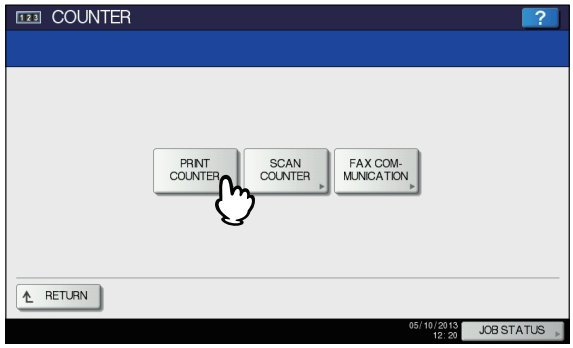
6 **Continue with the operation that you require.**



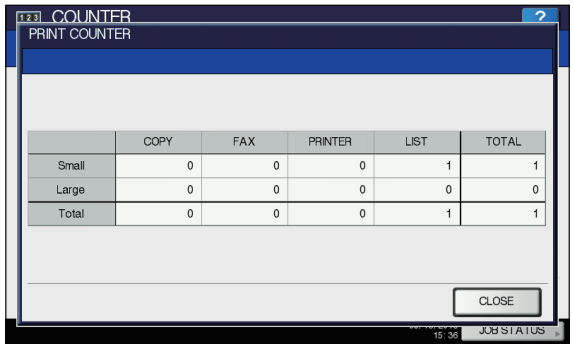
P.292 "Displaying print counter for department code"
P.293 "Displaying scan counter for department code"
P.293 "Displaying fax communications counter for department code"

Displaying print counter for department code

1 **Press [PRINT COUNTER].**

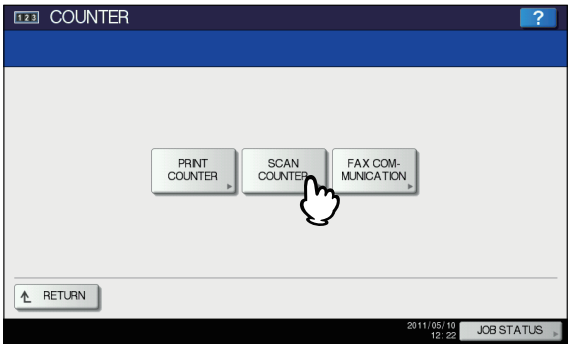


The PRINT COUNTER screen for the specified department code is displayed.



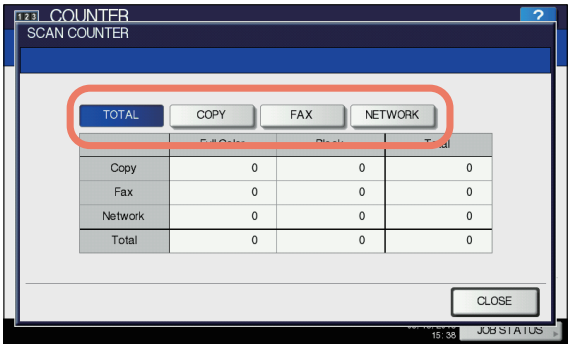
Displaying scan counter for department code

1 **Press [SCAN COUNTER].**



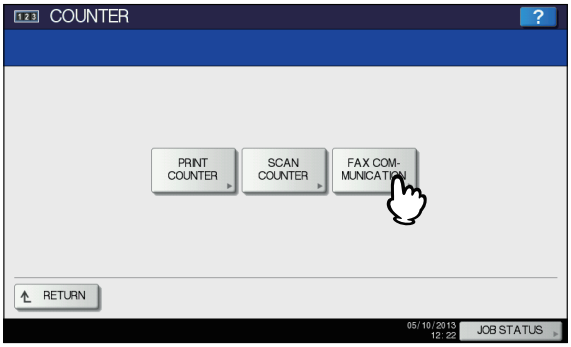
The SCAN COUNTER screen for the specified department code is displayed.

2 **Select the button of the counter you want to check.**

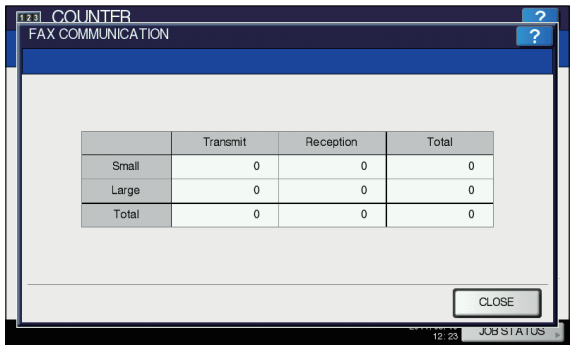


Displaying fax communications counter for department code

1 **Press [FAX COMMUNICATION].**



The FAX COMMUNICATION screen for the specified department code is displayed.



DEPARTMENT MANAGEMENT

Logging on as administrator

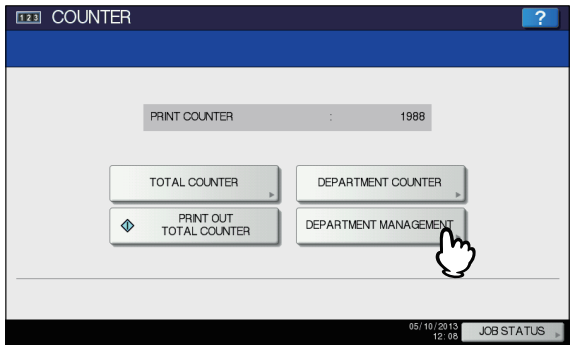
You can define department codes to control the quantity of copy, print, scan, and facsimile pages printed by each department code. You can register up to 1000 department codes.
To manage the department codes, you must know the administrator password for this equipment. For this reason, it is recommended that this task be performed only by an authorized administrator.

Note

- If the User Management function is enabled and you log in using a user name with Account Manager privileges, you are not required to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

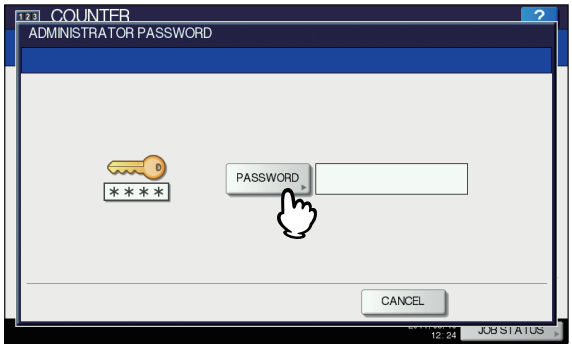
1 **Press the [COUNTER] button on the control panel to access the COUNTER menu.**

2 **Press [DEPARTMENT MANAGEMENT].**



The ADMINISTRATOR PASSWORD screen is displayed.

3 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

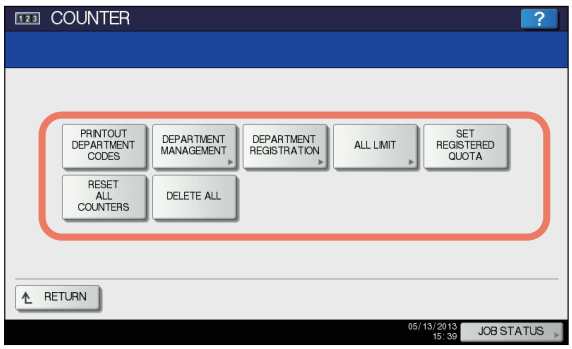
4 Enter the administrator password and press [OK].

The DEPT. MANAGEMENT menu screen is displayed.

Memo

- If the administrator password has not been changed before, enter the default administrator password "123456".
- The input password appears as asterisks (*).

5 Continue with the operation that you require.



P.294 "Printing the department code list"
P.294 "Enabling department codes"
P.295 "Registering a new department code"
P.296 "Editing department codes"
P.297 "Deleting department codes"
P.298 "Resetting the counters for each department"
P.298 "Setting output limitations for all departments"
P.299 "Setting the registered quota"
P.299 "Resetting all department counters"
P.299 "Deleting all department codes"

Note

- Menus other than [DEPARTMENT MANAGEMENT] and [DEPARTMENT REGISTRATION] will be available after you register a department code and enable the Department Management function.

Printing the department code list

You can print out the department code list and counters for each department code.
On the DEPT. MANAGEMENT menu screen, press [PRINT OUT DEPARTMENT CODES].

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
  P.293 "Logging on as administrator"
- For an output example of DEPARTMENT CODE LIST, see the following page:
  P.302 "DEPARTMENT CODE LIST"

Enabling department codes

Initially, the Department Management function is disabled. If you want to manage the counters separately by department codes, you must enable this function. When the Department Management function is enabled, the department code input screen will be displayed at the time of accessing the copy, scan, fax, and e-Filing operation screens to manage the operations for each department code. In addition, print jobs ordered from computers are also managed for each department code.
For details of the counters that can be individually managed by department codes, see the following page:
P.291 "DEPARTMENT COUNTER"

Note

- [DEPARTMENT MANAGEMENT] will be available after one or more department codes are registered. Before enabling the Department Management function, register the required department codes.
  P.295 "Registering a new department code"
- When the print jobs from computers are also managed by department, using TopAccess, you can specify whether to require the input of department code at printing or allow printing even if the department code has not been entered. For instructions on how to set the Department Code Enforcement, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.
- The Department Management function does not support Web Services Scan. Web Services Scan jobs performed when this function is enabled are always counted as "Undefined" Department Name.

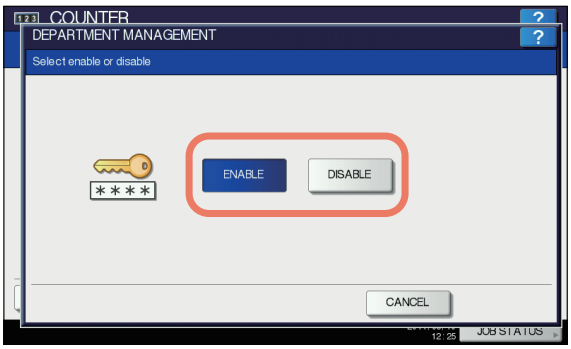
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT MANAGEMENT].

The DEPARTMENT MANAGEMENT screen is displayed.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press [ENABLE] to use the Department Management function. Press [DISABLE] when not using.



Registering a new department code

You can register new department codes.

Note

- The Department Management function must be enabled after one or more department codes are registered.
P.294 "Enabling department codes"

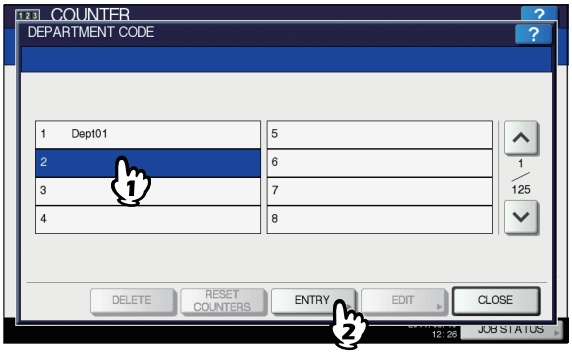
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press an undefined button to create a new department, and then [ENTRY].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

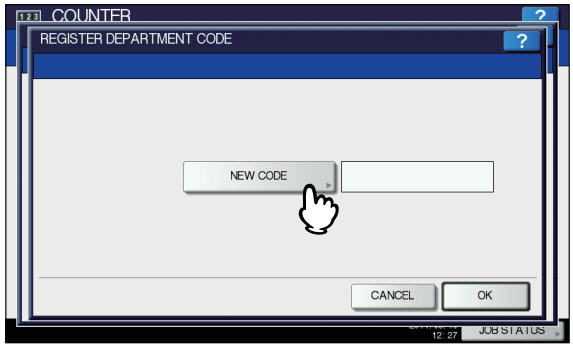
Memo

- If the touch panel does not display an undefined department code, press ⌄ to display the next page.

3 Enter a department name and press [OK].

The REGISTER DEPARTMENT CODE screen is displayed.

4 Press [NEW CODE].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

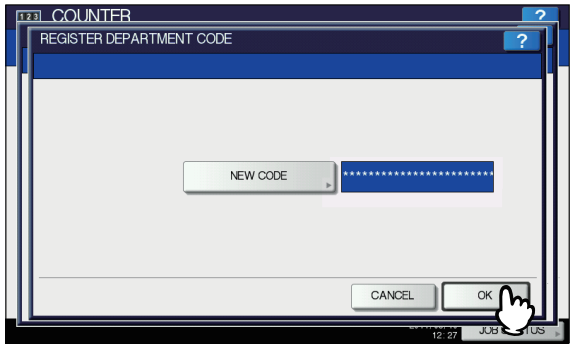
5 Enter the department code and press [OK].

You will be returned to the REGISTER DEPARTMENT CODE screen.

Memo

- You can enter a department code of up to 63 characters. Characters you can enter are as follows:
  - Alphanumerics, "-", "_", and "."

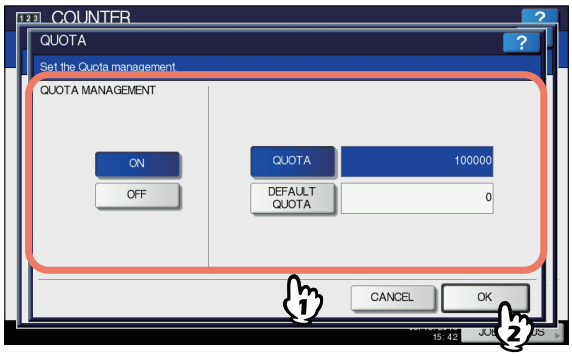
6 Press [OK].



The QUOTA screen is displayed.

7 Set the quota of this department code as required, and press [OK].

You will be returned to the DEPARTMENT CODE screen.



Item name	Description
Quota Management	Quota management is enabled or disabled by pressing [ON] or [OFF]. To enable it, press [ON] and set the quota and the default quota value. • **QUOTA** — Displays the remaining number of available copies/prints for this department code. The number entered in the [DEFAULT QUOTA] box is subtracted every time a copy/print is performed. Copy/print is restricted when it reaches “0”. When a new department code is registered, the number entered in the [DEFAULT QUOTA] box is displayed in this box. You can manually change the number displayed in this box to a desired value. • **DEFAULT QUOTA** — Enter the initial quota for this department code. You can enter up to “99,999,999”.

Note

- When the remaining number of available copies/prints becomes “0” during printing, a few copies that exceed the quota may be printed and counted because the equipment cannot stop the job immediately.

Editing department codes

You can edit an existing department code.

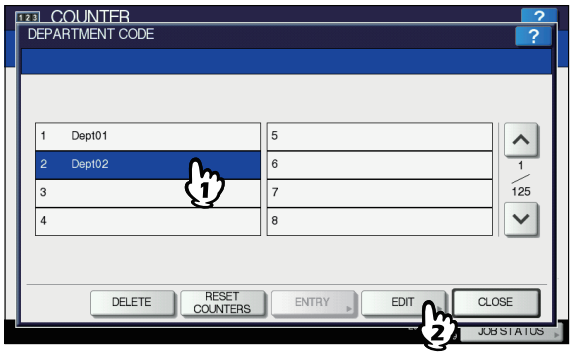
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press the department button that you want to edit, and then [EDIT].



The message “This department code is already registered. Do you wish to replace this code?” is displayed on the CONFIRMATION screen.

Memo

- If the touch panel does not display the desired department code, press ▽ to display the next page.

3 Press [YES].

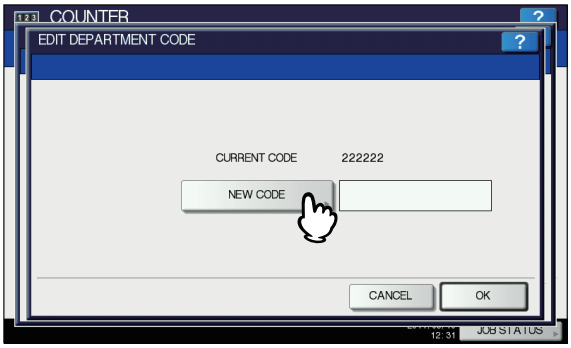


The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

4 If changing the department name, enter a new department name and press [OK]. If not, just press [OK].

The department code currently set is displayed on the EDIT DEPARTMENT CODE screen.

5 Press [NEW CODE].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.300 "On-screen keyboard"

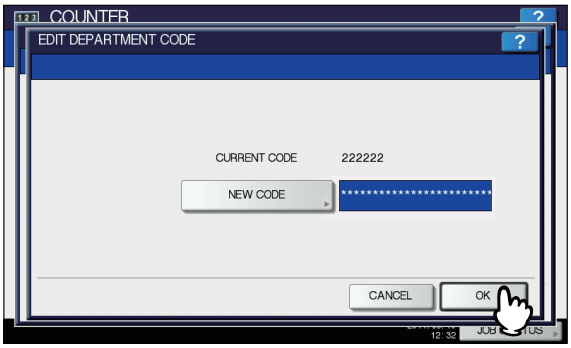
6 Enter the new department code and press [OK].

You will be returned to the EDIT DEPARTMENT CODE screen.

Memo

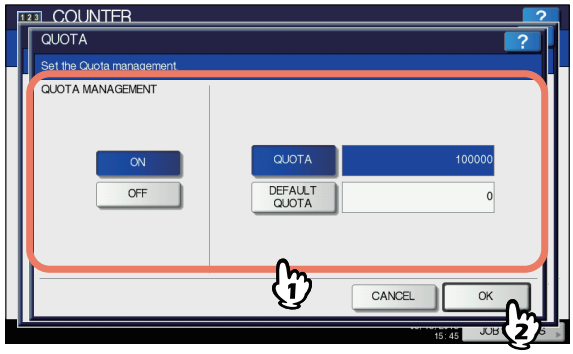
- You can enter a department code of up to 63 characters. Characters you can enter are as follows:
  - Alphanumerics, "-", "_", and "."
- If you want to clear the code to retype it, press [Clear] on the on-screen keyboard or the [CLEAR] button on the control panel.

7 Press [OK].



The QUOTA screen is displayed.

8 Set the quota of this department code as required, and press [OK].



For the description of each item, see step 7 in the following operation:
P.295 "Registering a new department code"

Deleting department codes

You can delete an existing department code.

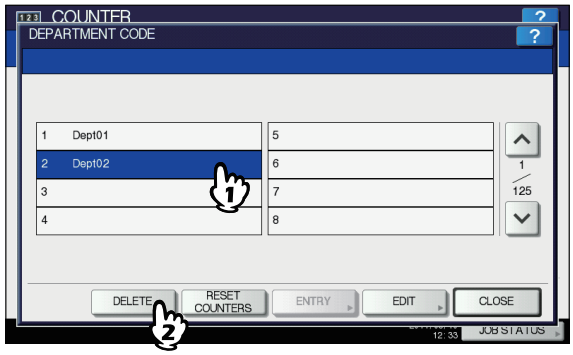
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press the department button that you want to delete, and then [DELETE].

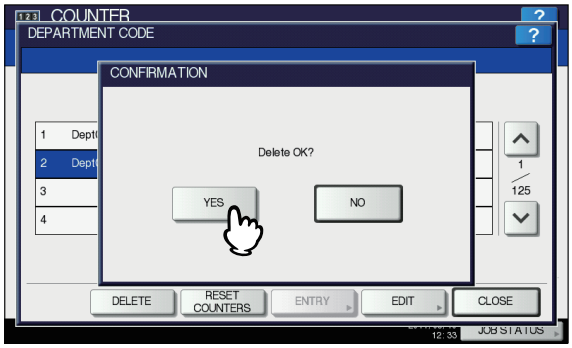


The message "Delete OK?" is displayed on the CONFIRMATION screen.

Note

- If the touch panel does not display the desired department code, press [v] to display the next page.

3 Press [YES].



The department code is now deleted.

Memo

- Press [NO] to cancel the deletion.

Resetting the counters for each department

You can reset the counters for the specified department code.

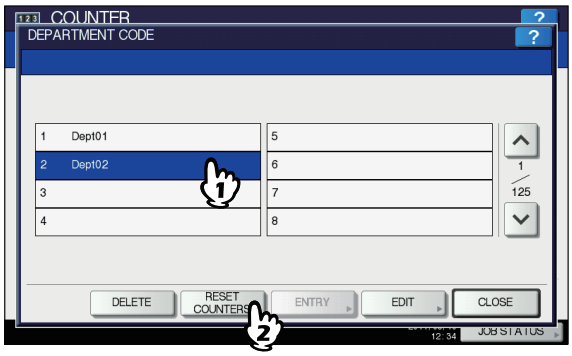
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press the department button whose counters you want to reset, and then [RESET COUNTERS].



The message “CLEAR OK?” is displayed on the CONFIRMATION screen.

Memo

- If the touch panel does not display the desired department code, press [v] to display the next page.

3 Press [YES].



The counter is now cleared.

Memo

- Press [NO] to cancel the clear operation.

Setting output limitations for all departments

You can set output limitations for all departments in a single operation. When you select [ON], output will be disabled for all departments. When you select [OFF], unlimited outputs will be allowed for all departments.

Memo

- When you select [ON] in this operation, the quota settings for all department codes are set to “0”. If you want to change the quota settings for each department code, perform the settings individually for each code.
P.293 "Logging on as administrator"

1 On the DEPT. MANAGEMENT menu screen, press [ALL LIMIT].

The ALL LIMIT screen is displayed.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Enable or disable the All Limit function, and then press [OK].



The All Limit function is enabled or disabled by pressing [ON] or [OFF].
When you press [OK], the setting is saved. "WAIT" is displayed on the touch panel until it is applied.

Note

- Applying the setting may take some time depending on the number of registered department codes.

Setting the registered quota

You can return the copy and print quotas for all departments to the default ones in a single operation.

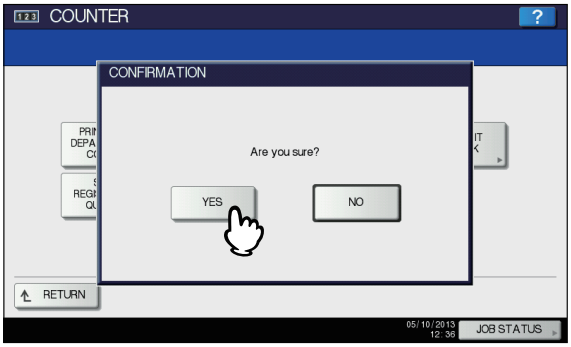
1 On the DEPT. MANAGEMENT menu screen, press [SET REGISTERED QUOTA].

The message “Are you sure?” is displayed on the CONFIRMATION screen.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press [YES].



The quotas for all departments are now returned to the default ones.

Memo

- Press [NO] to cancel the operation.

Resetting all department counters

You can clear all department counters.

Note

- This operation clears only the department counters. You cannot clear the total counter.

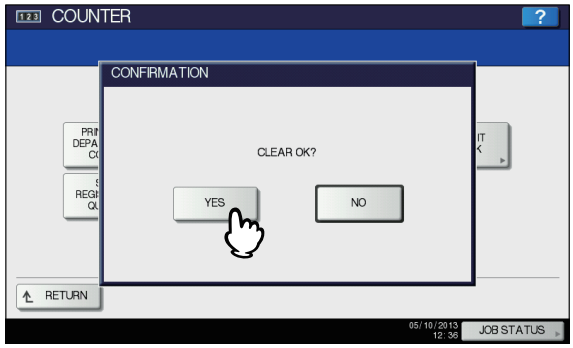
1 On the DEPT. MANAGEMENT menu screen, press [RESET ALL COUNTERS].

The message “CLEAR OK?” is displayed on the CONFIRMATION screen.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press [YES].



All department counters are now cleared.

Memo

- Press [NO] to cancel the clear operation.

Deleting all department codes

You can delete all registered department codes.

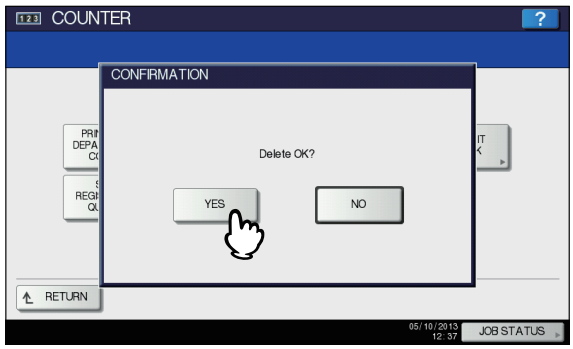
1 On the DEPT. MANAGEMENT menu screen, press [DELETE ALL].

The message “Delete OK?” is displayed on the CONFIRMATION screen.

Memo

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.293 "Logging on as administrator"

2 Press [YES].



All department codes are now deleted.

Memo

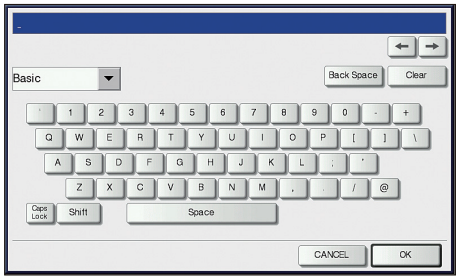
- Press [NO] to cancel the deletion.

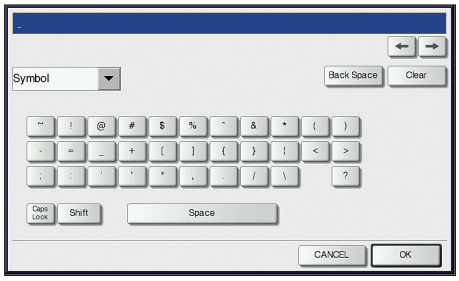
APPENDIX

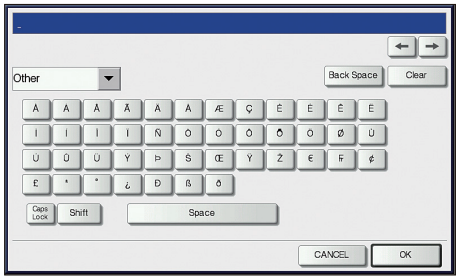
Setting Letters

Whenever a character string or fax number needs to be entered, an on-screen keyboard is displayed. Enter the characters or digits by touching the button on the screen. Digits can also be entered from the digital keys on the control panel. When you press [OK] after finishing, the displayed screen changes.

On-screen keyboard







Item name	Description
Basic	Press this to access the basic keys.
Symbol	Press this to access the symbol keys.
Other	Press this to access the special keys.
Caps Lock	Press this to switch capital letters and small letters.
Shift	Press this to enter capital letters.
Space	Press this to enter a space.
← →	Press these to move the cursor.
Back Space	Press this to delete the letter before the cursor.
Clear	Press this to delete all letters entered.
CANCEL	Press this to cancel the entry of letters.
OK	Press this to fix all entered letters.

■ USB keyboard

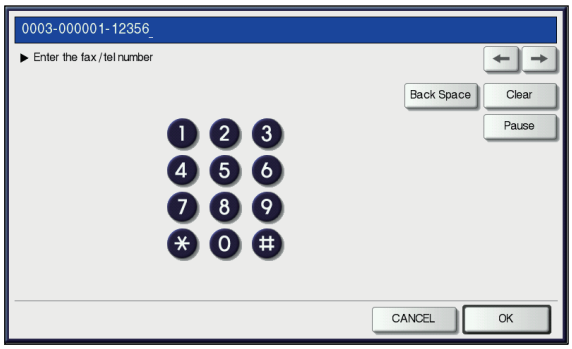
Connecting a commercially available USB keyboard to the USB port on the equipment allows you to enter character strings and fax numbers (except [Caps Lock]) from the USB keyboard instead of the on-screen keyboard.
When using a USB keyboard, be sure the “keyboard layout” setting in the ADMIN menu is suitable with the connected keyboard.
P.248 "Changing the keyboard layout"

The supported keyboards are as follows:
- 101 keyboard (QWERTY layout)
- 102/105 keyboard (QWERTZ layout)
- 102/105 keyboard (AZERTY layout)

Note
- There is no guarantee that all keyboards will function properly.

On-screen numeric keypad

Whenever a fax number needs to be entered, the following screen is displayed.



Press [Pause] to enter “-”. One “-” in a fax number, adds a three-second pause to the dialing of the number.
You can also use the digital keys on the control panel to enter fax numbers.

List Print Format

TOTAL COUNTER LIST

Output example of TOTAL COUNTER LIST

TOTAL COUNTER LIST
05-13-2013 16:18

S/N:CME000034
XXXXXXXX XXXXXXXXXX

TOTAL :9999
DF TOTAL :9999

PRINT COUNTER

	COPY	FAX	PRINT	LIST	TOTAL
SMALL	99999	99999	99999	99999	399996
LARGE	99999	99999	99999	99999	399996
TOTAL	199998	199998	199998	199998	799992

SCAN COUNTER
TOTAL

	FULL COLOR	BLACK	TOTAL
COPY	99999	99999	199998
FAX	99999	99999	199998
NETWORK	99999	99999	199998
TOTAL	299996	299996	599994

COPY

	FULL COLOR	BLACK	TOTAL
SMALL	16667	16667	33334
LARGE	16667	16667	33334
TOTAL	33334	33334	66668

FAX

	FULL COLOR	BLACK	TOTAL
SMALL	16667	16667	33334
LARGE	16667	16667	33334
TOTAL	33334	33334	66668

NETWORK

	FULL COLOR	BLACK	TOTAL
SMALL	16667	16667	33334
LARGE	16667	16667	33334
TOTAL	33334	33334	66668

CALIBRATION COUNTER : 2

DEPARTMENT CODE LIST

Output example of DEPARTMENT CODE LIST

DEPARTMENT CODE LIST

TIME : 05-13-2013 16:18

DEPT NO.	DEPARTMENT
D 1	01

PRINT COUNTER

	COPY	PRINT	TOTAL	LIST	TOTAL	LIMIT
SMALL	99999	99999	99999	99999	399996	
LARGE	99999	99999	99999	99999	399996	
	199998	199998	199998	199998	799992	999999

FAX COMMUNICATION

	TRANSMIT	RECEPTION
SMALL	99999	99999
LARGE	99999	99999
	199998	199998

SCAN COUNTER

	FULL COLOR	BLACK		
	NETWORK	COPY	FAX	NETWORK
SMALL	99999	99999	99999	99999
LARGE	99999	99999	99999	99999
	199998	199998	199998	199998

DEPT NO.	DEPARTMENT
D 2	02

PRINT COUNTER

	COPY	PRINT	TOTAL	LIST	TOTAL	LIMIT
SMALL	99999	99999	99999	99999	399996	
LARGE	99999	99999	99999	99999	399996	
	199998	199998	199998	199998	799992	999999

FAX COMMUNICATION

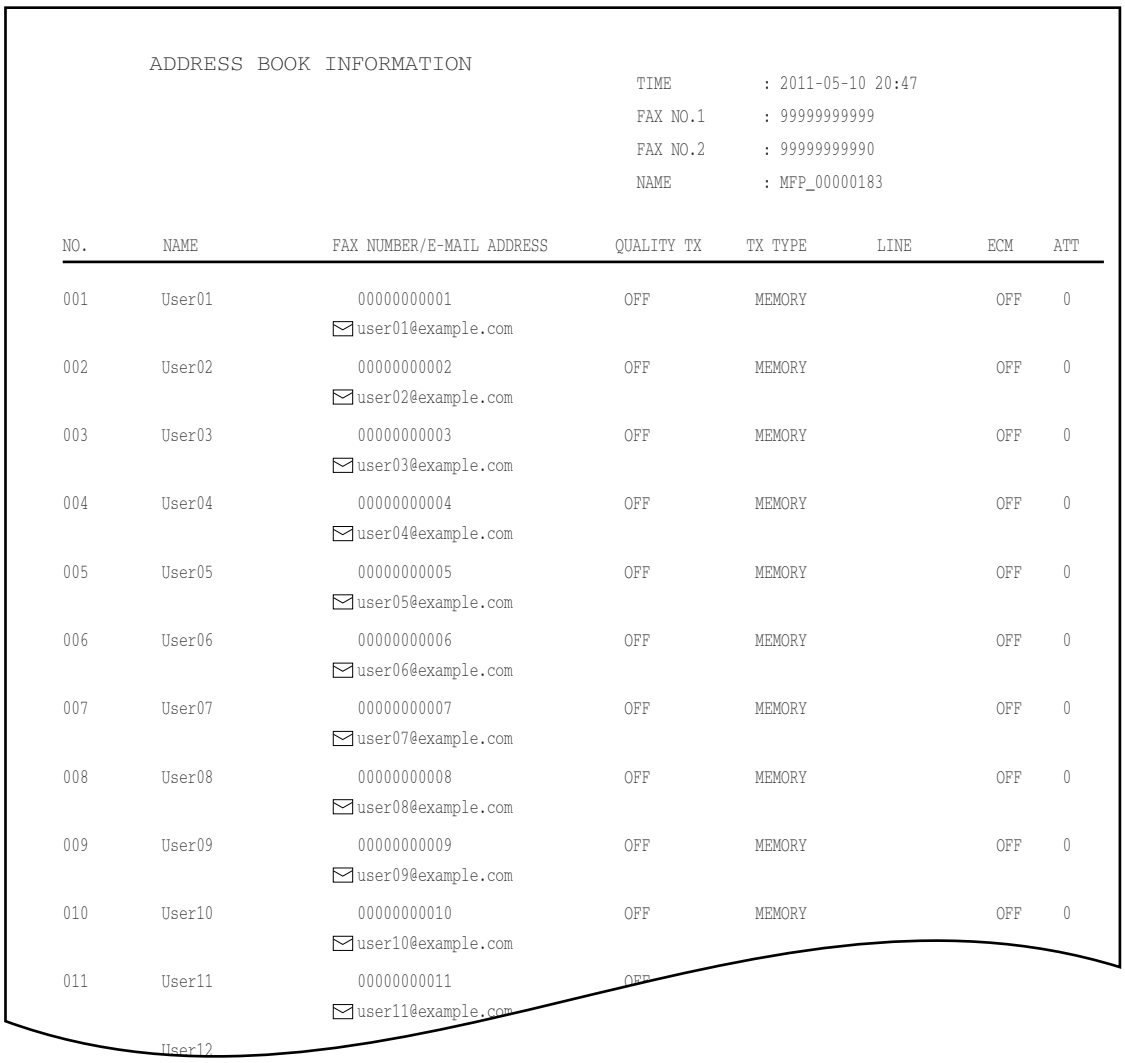
	TRANSMIT	RECEPTION
SMALL	99999	99999
LARGE	99999	99999
	199998	199998

SCAN COUNTER

	FULL COLOR	BLACK		
	NETWORK	COPY	FAX	NETWORK
SMALL	99999	99999		
LARGE	99999			

ADDRESS BOOK INFORMATION

Output example of ADDRESS BOOK INFORMATION



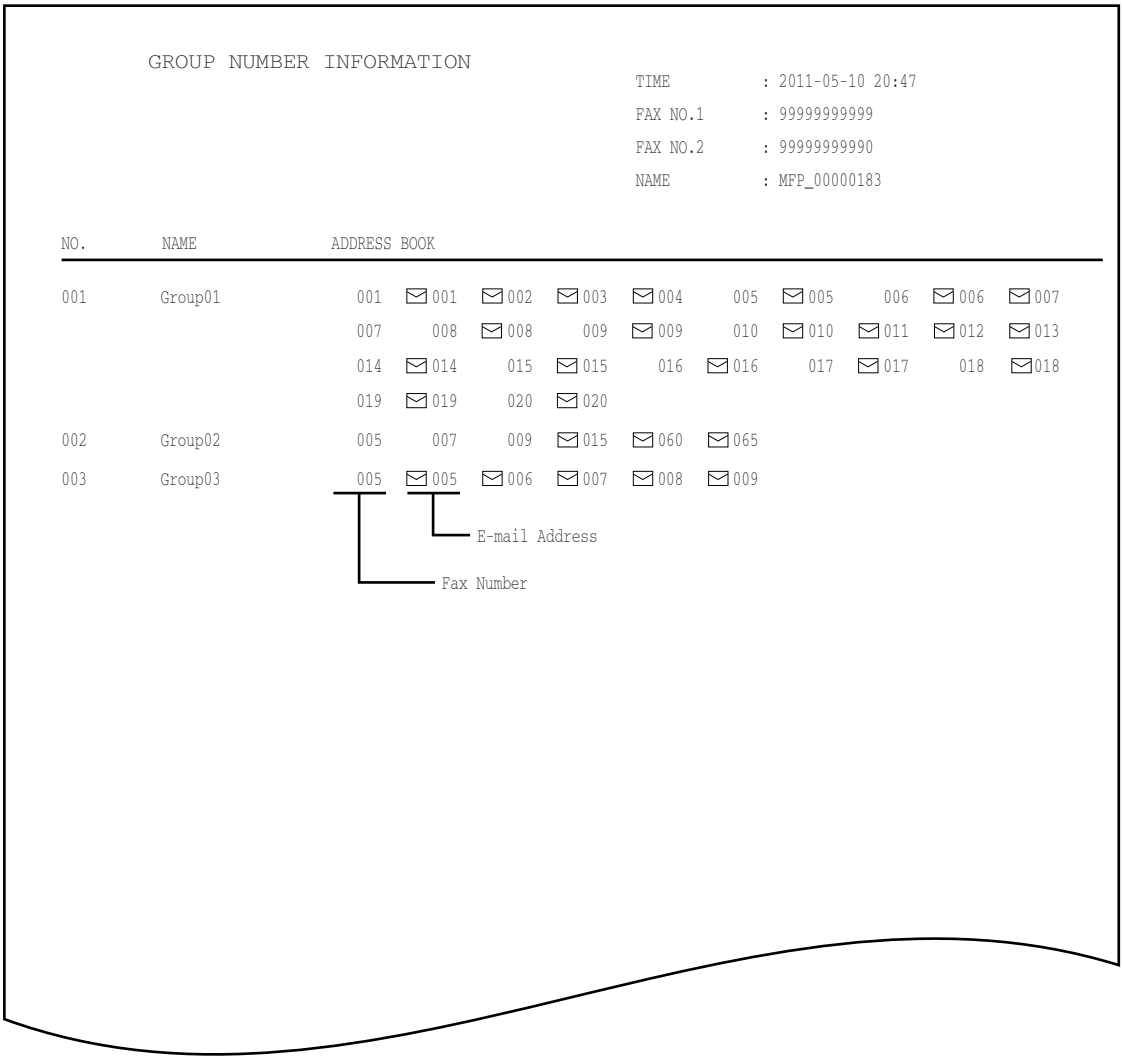
ADDRESS BOOK INFORMATION

TIME : 2011-05-10 20:47
FAX NO.1 : 99999999999
FAX NO.2 : 99999999990
NAME : MFP_00000183

NO.	NAME	FAX NUMBER/E-MAIL ADDRESS	QUALITY TX	TX TYPE	LINE	ECM	ATT
001	User01	00000000001	OFF	MEMORY		OFF	0
		user01@example.com					
002	User02	00000000002	OFF	MEMORY		OFF	0
		user02@example.com					
003	User03	00000000003	OFF	MEMORY		OFF	0
		user03@example.com					
004	User04	00000000004	OFF	MEMORY		OFF	0
		user04@example.com					
005	User05	00000000005	OFF	MEMORY		OFF	0
		user05@example.com					
006	User06	00000000006	OFF	MEMORY		OFF	0
		user06@example.com					
007	User07	00000000007	OFF	MEMORY		OFF	0
		user07@example.com					
008	User08	00000000008	OFF	MEMORY		OFF	0
		user08@example.com					
009	User09	00000000009	OFF	MEMORY		OFF	0
		user09@example.com					
010	User10	00000000010	OFF	MEMORY		OFF	0
		user10@example.com					
011	User11	00000000011	OFF				
		user11@example.com					
	User12						

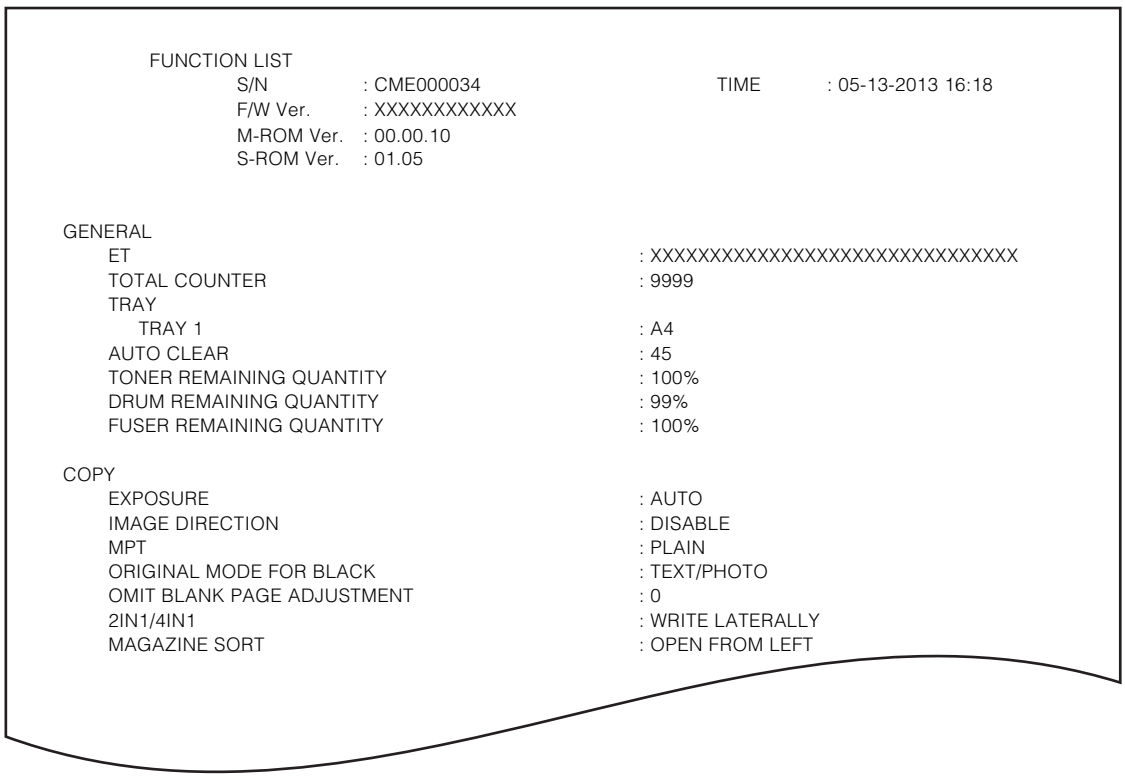
GROUP NUMBER INFORMATION

Output example of GROUP NUMBER INFORMATION



FUNCTION LIST (User)

Output example of FUNCTION LIST (User)



FUNCTION LIST

S/N	: CME000034	TIME	: 05-13-2013 16:18
F/W Ver.	: XXXXXXXXXXX		
M-ROM Ver.	: 00.00.10		
S-ROM Ver.	: 01.05		

GENERAL	
ET	: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TOTAL COUNTER	: 9999
TRAY	
TRAY 1	: A4
AUTO CLEAR	: 45
TONER REMAINING QUANTITY	: 100%
DRUM REMAINING QUANTITY	: 99%
FUSER REMAINING QUANTITY	: 100%
COPY	
EXPOSURE	: AUTO
IMAGE DIRECTION	: DISABLE
MPT	: PLAIN
ORIGINAL MODE FOR BLACK	: TEXT/PHOTO
OMIT BLANK PAGE ADJUSTMENT	: 0
2IN1/4IN1	: WRITE LATERALLY
MAGAZINE SORT	: OPEN FROM LEFT

Memo

- For further information about the items printed in FUNCTION LIST, see the following page:
P.308 "FUNCTION LIST (Administrator)"

NIC configuration page

Output example of the NIC Configuration Page

```
================================================================================

Unit Serial No    : CME000034               Version : XXXXXXXXXXXX
Network Address   : 00:40:af:7e:28:55
Network Topology  : Ethernet                Connector: RJ45
Network Mode      : Auto

Novell Network Information                  enabled
    Print Server Name         : MFP_04998820
    Password Defined          :
    Search Root not defined
    Directory Services Tree   : ORG
    Directory Services Context: dept1.org
    Scan Rate                 : 5
    Frame Type                : Auto Sense

TCP/IP Network Information for IPv4         enabled
     Address Mode             : Static IP
     IP Address               : 10.10.70.120
     Subnet Mask              : 255.255.255.0
     Default Gateway          : 10.10.70.1
     Primary DNS Server       : 0.0.0.0
     DNS Name                 :
     Host Name                : MFP04998820
     Primary WINS Server      : 0.0.0.0
     NetBIOS Name             : MFP04998820

IPP Network Information                     enabled
     IPP without SSL          : http://10.10.70.120:631/Print
     IPP with SSL             : https://10.10.70.120:443/Print

AppleTalk Network Information               enabled
     AppleTalk Printer Name   : MFP00C67861
     AppleTalk Zone           : *
     AppleTalk Type           : LaserWriter

================================================================================

 Novell Connection Information
     File System Server Name  : NWSRV
     Queue Name               : MFP_QUEUE

 AppleTalk Connection Information
     AppleTalk Printer Name   : MFP00C67861

 Raw Socket Connection Informati
     Port Number
```

Unit Serial No	The serial No. of this equipment
Version	The system version of this equipment
Network Address	The MAC address of this equipment
Network Topology	The network type
Connector	The connector type
Network Mode	The network mode
Novell Network Information	
Print Server Name	The Novell printer name of this equipment
Password Defined	Shows whether the password is defined.
Search Root	The search root setting of this equipment
Directory Services Tree	The NDS tree setting of this equipment
Directory Service Context	The NDS context setting of this equipment
Scan Rate	The scan rate setting of this equipment

Frame Type	The frame type setting of this equipment
TCP/IP Network Information for IPv4	
Address Mode	The TCP/IP address mode of this equipment
IP Address	The IP address of this equipment
Subnet Mask	The subnet mask of this equipment
Default Gateway	The default gateway of this equipment
Primary DNS Server	The primary DNS server address of this equipment
DNS Name	The DNS name of this equipment
Host Name	The host name of this equipment
Primary WINS Server	The primary WINS server address of this equipment
NetBIOS Name	The NetBIOS name of this equipment
IPP Network Information	
IPP without SSL	URL for the IPP printing
IPP with SSL	URL for the IPP printing with SSL
AppleTalk Network Information	
AppleTalk Printer Name	The AppleTalk printer name of this equipment
AppleTalk Zone	The AppleTalk zone of this equipment
AppleTalk Type	The AppleTalk printer type of this equipment
Novell Connection Information	
File System Server Name	The NetWare file system server name to which this equipment is connected
Queue Name	The NetWare queue name to which this equipment is connected
AppleTalk Connection Information	
AppleTalk Printer Name	The AppleTalk printer name of this equipment
Raw Socket Connection Information	
Port Number	The port number for the RAW printing
TCP/IP Network Information for IPv6	
LLMNR	The LLMNR (Linklocal Multicast Name Resolution) protocol setting
Link Local Address	The link local address of this equipment
Address Mode	The IPv6 address mode
IP Address	The IPv6 address of this equipment
Prefix Length	The prefix length of the IPv6 address
Default Gateway	The default gateway address of this equipment
Primary IPv6 DNS Server	The primary IPv6 DNS server address
Secondary IPv6 DNS Server	The secondary IPv6 DNS server address

FUNCTION LIST (Administrator)

Output example of FUNCTION LIST (Administrator)

The Function List for an administrator shows the setting list for all functions. The following table shows all functions that are printed in an administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes each function.

GENERAL

Function	Description	User
TOTAL COUNTER	Shows the total counter.	YES
MAIN / PAGE MEMORY SIZE	Shows the main memory size and page memory size.	NO
TRAY - TRAY 1	Shows the paper size for tray 1.	YES
TRAY - TRAY 2	Shows the paper size for tray 2.	YES
TRAY - TRAY 3 *1	Shows the paper size for tray 3.	YES
TRAY - TRAY 4 *2	Shows the paper size for tray 4.	YES
AUTO CLEAR	Shows the time (in seconds) it takes the touch panel display to clear the previous settings and return to the initial screen.	YES
POWER SAVE - WEEKLY TIMER	Shows the time to enter the energy saver mode (ON time), and the time to exit the energy saver mode (OFF time) for each day (Sunday to Saturday).	NO
POWER SAVE - AUTO POWER SAVE	The standby time (mins.) from the device switching from standby (idling) status to the Power Save mode.	NO
POWER SAVE - SLEEP TIMER	Shows the time to enter the sleep mode (in minutes). Select the standby time (mins.) for the device to switch from standby mode (idling mode) to the Sleep mode/the Super Sleep mode.	NO
POWER SAVE - SLEEP MODE	Shows the item which is set to the sleep mode.	NO
DAYLIGHT SAVINGS TIME - ENABLE DAYLIGHT SAVINGS TIME	Shows whether the daylight savings time is enabled or disabled.	NO
DAYLIGHT SAVINGS TIME - OFFSET	Shows the offset (time difference) from the local standard time.	NO
DAYLIGHT SAVINGS TIME - START DATE/END DATE	Shows the date and time to start and end the daylight savings time.	NO
DATA CLONING FUNCTION	Shows whether the data cloning function is enabled or disabled.	NO
USB DIRECT PRINT	Shows whether the USB Direct Print function is enabled or disabled.	NO
FUNCTIONS - SAVE AS LOCAL HDD	Shows whether the Save as Local HDD function is enabled or disabled.	NO
FUNCTIONS - E-FILING	Shows whether the e-Filing function is enabled or disabled.	NO
FUNCTIONS - EMAIL SEND	Shows whether the E-mail transmission is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTP	Shows whether the Save as FTP function is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTPS	Shows whether the Save as FTPS function is enabled or disabled.	NO
FUNCTIONS - SAVE TO USB MEDIA	Shows whether the Save to USB media function is enabled or disabled.	NO
FUNCTIONS - SAVE AS SMB	Shows whether the Save as SMB function is enabled or disabled.	NO

GENERAL

Function	Description	User
FUNCTIONS - SAVE AS NETWARE	Shows whether the Save as NetWare function is enabled or disabled.	NO
FUNCTIONS - INTERNET FAX SEND	Shows whether the Internet Fax transmission is enabled or disabled.	NO
FUNCTIONS - FAX SEND	Shows whether the fax transmission is enabled or disabled.	NO
FUNCTIONS - WEB SERVICES SCAN	Shows whether the Web Scan Service is enabled or disabled.	NO
FUNCTIONS - TWAIN SCANNING	Shows whether the TWAIN scanning function is enabled or disabled.	NO
FUNCTIONS - SCAN TO EXTERNAL CONTROLLER	Shows whether the scanning function to external controllers is enabled or disabled.	NO
FUNCTIONS - NETWORK FAX	Shows whether the network fax function is enabled or disabled.	NO
FUNCTIONS - NETWORK INTERNET FAX	Shows whether the network Internet fax function is enabled or disabled.	NO
LONG FILE NAME SETTING - LONG FILE NAME EXPRESSION (DISPLAY)	Shows the display setting of long file name.	NO
JOB SKIP CONTROL - ENABLE JOB SKIP CONTROL	Shows whether the Job Skip Control is enabled or disabled.	NO
ADDRESS BOOK RESTRICTION BY ADMIN	Shows whether operations on the address book are restricted by the administrator authority.	NO
HARDCOPY SECURITY PRINTING - COPY INHIBITION	Shows whether to inhibit copying the document.	NO
HARDCOPY SECURITY PRINTING - SCAN INHIBITION	Shows whether to inhibit scanning the document.	NO
HARDCOPY SECURITY PRINTING - FAX INHIBITION	Shows whether to inhibit faxing the document.	NO
CONFIDENTIALLY SETTING - DOCUMENT NAME	Shows whether the confidential setting on the JOB STATUS screen or PRINT screen is enabled or disabled.	NO
POP-UP - PAPER MISFEED RECOVERY	Shows whether the paper misfeed recovery pop-up is enabled or disabled.	NO
MENU SETTING - DEFAULT MENU SCREEN SETTING	Shows the default screen for a menu.	NO
DENSITY ADJUSTMENT – BLACK	Shows the density level.	NO
CURL DECREASE	Shows whether the curl decrease function is enabled or disabled.	NO
SCATTER/BLUR – PLAIN – BLACK	Shows the adjustment level for the plain paper when the image is scattered or blurred.	NO
SCATTER/BLUR – SPECIAL3 – BLACK	Shows the adjustment level for the special paper when the image is scattered or blurred.	NO
PRINT QUALITY – PRINT QUALITY	Shows the print quality level.	NO
PRINT QUALITY – BACK GROUND	Shows the back ground density level.	NO
DRUM CLEANING	Shows whether the drum cleaning function is enabled or disabled.	NO
QUIET MODE	Shows whether the quiet mode function is enabled or disabled.	NO

GENERAL

Function	Description	User
TONER REMAINING QUANTITY	Shows the approximate amount of toner remaining in the toner cartridge.	YES
DRUM REMAINING QUANTITY	Shows the approximate remaining lifetime of drum unit.	YES
FUSER REMAINING QUANTITY	Shows the approximate remaining lifetime of fuser unit.	YES

*1 "TRAY 3" is printed only when Tray 3 is installed.
*2 "TRAY 4" is printed only when Tray 4 is installed.

COPY

Function	Description	User
EXPOSURE	Shows the default exposure setting for copies.	YES
IMAGE DIRECTION	Shows whether the image direction is enabled or disabled.	YES
MPT	Shows the default paper type of the MPT.	YES
ORIGINAL MODE	Shows the default original mode for copies.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
MAXIMUM COPIES	Shows the maximum copies that are allowed to be set.	NO
AUTO 2-SIDE MODE	Shows the default auto 2-sided mode.	NO
SORT MODE PRIORITY	Shows the default sort mode.	NO
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
AUTO OUTPUT BIN CHANGE (CASCADE PRINT)	Shows whether the Auto Stacker Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO
ORIGINAL OUTSIDE ERASE	Shows whether the original outside erase function is enabled or disabled.	NO
RESOLUTION	Shows the resolution for printing.	NO

SCAN

Function	Description	User
COLOR MODE	Shows the default color mode for scan.	YES
COMPRESS	Shows the default compression setting.	YES
B/W ADJUSTMENT IN ACS	Shows the default B/W resolution in ACS.	YES
ROTATION	Shows the default rotation mode.	YES
SINGLE/2-SIDED SCAN	Shows the default 2-sided scan mode.	YES
IMAGE QUALITY FOR BLACK	Shows the default image quality setting that applies when scanning a black original in auto color mode.	YES
PREVIEW SETTING	Shows whether the preview function is enabled or disabled.	YES
INITIAL PREVIEW TYPE	Shows the default preview type.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT	Shows the ACS adjustment level.	YES

SCAN

Function	Description	User
COLOR - RESOLUTION	Shows the resolution for color scans.	YES
COLOR - ORIGINAL MODE	Shows the default original mode for color scans.	YES
COLOR - EXPOSURE	Shows the default exposure setting for color scans.	YES
COLOR - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for color scans.	YES
GRAY SCALE - RESOLUTION	Shows the resolution for gray scale scans.	YES
GRAY SCALE - EXPOSURE	Shows the default exposure setting for gray scale scans.	YES
GRAY SCALE - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for gray scale scans.	YES
BLACK - RESOLUTION	Shows the resolution for black scans.	YES
BLACK - ORIGINAL MODE	Shows the default original mode for black scans.	YES
BLACK - EXPOSURE	Shows the default exposure setting for black scans.	YES
BLACK - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for black scans.	YES

FAX

Function	Description	User
FAX ROM VERSION	Shows the ROM version of the Fax unit.	YES
RESOLUTION	Shows the default resolution setting for a fax/Internet Fax transmission.	YES
ORIGINAL MODE	Shows the default original mode for a fax/Internet Fax transmission.	YES
EXPOSURE	Shows the default exposure setting for a fax/Internet Fax transmission.	YES
TX TYPE *1	Shows the default transmission type.	YES
TTI	Shows whether the TTI is enabled or disabled.	NO
RTI	Shows whether the RTI is enabled or disabled.	YES
ECM *1	Shows whether the ECM is enabled or disabled.	YES
PREVIEW SETTING	Shows whether the preview function is enabled or disabled.	NO
INITIAL PREVIEW TYPE	Shows the default preview type.	NO
INITIAL SETUP - RINGER VOLUME*1	Shows the ringer volume setting.	NO
INITIAL SETUP - MONITOR VOLUME *1	Shows the monitor volume setting.	NO
INITIAL SETUP - COMPLETION TONE VOLUME *1	Shows the complete volume setting.	NO
INITIAL SETUP - RX MODE *1	Shows the default RX mode.	NO
INITIAL SETUP - DIAL TYPE *1	Shows the dial type of line 1.	NO
RX PRINT - DISCARD	Shows whether the discard function is enabled or disabled.	NO
RX PRINT - REDUCTION	Shows whether reduction is enabled or disabled.	NO
RX PRINT - DUPLEX PRINT *1	Shows whether duplex print is enabled or disabled.	NO
RECOVERY TX *1	Shows whether recovery transmission is enabled or disabled.	NO

FAX

Function	Description	User
RECOVERY TX - STORED TIME *1	Shows how many hours a recovery transmission job is to be stored.	NO
FAX RECEIVED FORWARD - AGENT1 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD - AGENT2 *1	Shows the agent type if the Fax Received Forward is registered.	NO
SECURE RECEIVE - TIMER *1	Shows the time to enter the secure receive mode (ON time), and the time to exit the secure receive mode (OFF time) for each day (Sunday to Saturday).	NO
SECURE RECEIVE - ENABLE SECURE RECEIVE *1	Shows whether the secure receive is enabled or disabled.	NO
MULTI DESTINATIONS CONFIRMATION *1	Shows whether multi-destinations confirmation is enabled or disabled.	YES
TX SPEED LIMIT*1	Shows whether transmission speed limit is enabled or disabled.	YES
RX SPEED LIMIT*1	Shows whether reception speed limit is enabled or disabled.	YES

*1 These are printed only when the FAX Unit is installed.

FILE

Function	Description	User
MAINTENANCE	Shows whether storage maintenance is enabled or disabled.	NO
STORAGE MAINTENANCE	Shows how many days the data in the local folder is stored. This applies only when the maintenance function is enabled.	NO

E-MAIL

Function	Description	User
FRAGMENT MESSAGE SIZE (KB)	Shows the fragment message size that applies to an e-mail transmission.	NO
FROM ADDRESS	Shows the sender’s e-mail address that applies to an e-mail transmission.	NO
FROM NAME	Shows the sender’s name that applies to an e-mail transmission.	NO
RECIPIENT DOMAIN NAME	Shows whether the automatic adding of the domain name is enabled or disabled when an address is entered.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an e-mail when it had previously failed.	NO
RETRY INTERVAL	Shows the interval of an e-mail transmission.	NO
BCC ADDRESS DISPLAY	Shows whether Bcc address display is enabled or disabled.	NO
EDITING OF SUBJECT	Shows whether the editing of the e-mail subject is enabled or disabled.	NO
ADD THE DATE AND TIME TO THE SUBJECT	Shows whether the adding of the date and time to the e-mail subject is enabled or disabled.	NO
DEFAULT SUBJECT	Shows the default subject of the e-mail.	NO

E-MAIL

Function	Description	User
URL TRANSMISSION SETTINGS - URL TRANSMISSION	Shows whether URL transmission is enabled or disabled.	NO
URL TRANSMISSION SETTINGS - THRESHOLD TO SEND ATTACHED FILE	Shows the file size to be available for switching the file attachment to URL transmission when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - PRESERVATION PERIOD FOR DOWNLOAD FILE	Shows the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - SEARCH INTERVAL TO DELETE THE EXPIRED DOWNLOAD FILE	Shows the interval for monitoring the expiration of the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - HOST NAME FORMAT IN URL	Shows the host name format in URL when URL transmission is enabled.	NO

INTERNET FAX

Function	Description	User
FRAGMENT PAGE SIZE (KB)	Shows the fragment page size that applies to an Internet Fax transmission.	NO
BODY STRING TRANSMISSION	Shows whether the body string transmission is enabled or disabled.	NO
TO/BCC DESTINATION	Shows the destination setting of an Internet Fax transmission.	NO
FROM ADDRESS	Shows the sender's e-mail address that applies to an Internet Fax transmission.	NO
FROM NAME	Shows the sender's name that applies to an Internet Fax transmission.	NO
RECIPIENT DOMAIN NAME	Shows whether the automatic adding of the domain name is enabled or disabled when an address is entered.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an Internet Fax when it had previously failed.	NO
RETRY INTERVAL	Shows the interval of an Internet Fax transmission.	NO
INTERNET FAX RECEIVED FORWARD - AGENT1	Shows the agent type if the Internet Fax Received Forward is registered.	NO
INTERNET FAX RECEIVED FORWARD - AGENT2	Shows the agent type if the Internet Fax Received Forward is registered.	NO

REPORT SETTING

Function	Description	User
JOURNAL - AUTO	Shows whether auto journal print is enabled or disabled.	NO
JOURNAL - TX JOURNAL	Shows how many transmissions will be printed in a transmission journal.	NO
JOURNAL - RX JOURNAL	Shows how many receptions will be printed in a reception journal.	NO
COMM. REPORT - MEMORY TX	Shows the conditions for printing a memory transmission report.	NO
COMM. REPORT - DIRECT TX	Shows the conditions for printing a direct transmission report.	NO
COMM. REPORT - MULTI TX	Shows the conditions for printing a multi transmission report.	NO
COMM. REPORT - POLLING	Shows the conditions for printing a polling report.	NO

REPORT SETTING

Function	Description	User
COMM. REPORT - RELAY ORIGINATOR	Shows the conditions for printing a relay originator report.	NO
COMM. REPORT - RELAY STATION	Shows the conditions for printing a relay station report.	NO
COMM. REPORT - RELAY DESTINATION	Shows the conditions for printing a relay destination report.	NO
RECEPTION LIST - LOCAL	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment.	NO
RECEPTION LIST - REMOTE	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment remotely from another facsimile.	NO
RECEPTION LIST - RELAY STATION	Shows whether a reception list will be printed or not after receiving a relay transmission from an originator as a relay hub.	NO

PRINTER/E-FILING

Function	Description	User
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
ENFORCEMENT CONTINUE OF ILLEGAL PAPER	Shows whether the Enforcement Continue of Illegal Paper function is enabled or disabled.	NO
AUTO OUTPUT BIN CHANGE (CASCADE PRINT)	Shows whether the Auto Stacker Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO

WIRED 802.1X SETTING

Function	Description	User
ENABLE 802.1X	Shows whether the wired 802.1X authentication is enabled or disabled.	NO
EAP-METHOD	Shows the current EAP-method.	NO

WIRELESS SETTINGS

Function	Description	User
WIRELESS LAN	Shows whether the Wireless LAN function is enabled or disabled.	NO

Note

- WIRELESS SETTINGS are printed only when the Wireless LAN Module is installed.

NETWORK SETTING - GENERAL PRODUCT - GENERAL

Function	Description	User
ETHERNET SPEED DUPLEX MODE	Shows the Ethernet speed setting.	NO

NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
ADDRESS MODE	Shows the TCP/IP address mode.	NO
HOST NAME	Shows the TCP/IP address mode.	NO

NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
IP ADDRESS	Shows the IP address of this equipment.	NO
SUBNET MASK	Shows the subnet mask of this equipment.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
LLMNR	Shows whether the LLMNR (Linklocal Multi-cast Name Resolution) is enabled or disabled.	NO
ADDRESS MODE	Shows the IPv6 address mode.	NO
LINK LOCAL ADDRESS	Shows the link local address of this equipment.	NO
IP ADDRESS	Shows the IPv6 address of this equipment.	NO
PREFIX LENGTH	Shows the prefix length of the IPv6 address.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO
USE DHCPv6 SERVER FOR OPTIONS	Shows whether the optional information is obtained from the DHCPv6 server.	NO
USE STATELESS FOR IP ADDRESS (M FLAGS)	Shows whether the stateless usage (IP address acquisition M flag) is enabled or disabled.	NO
USE STATELESS FOR OPTIONS (O FLAGS)	Shows whether the stateless usage (optional information acquisition O flag) is enabled or disabled.	NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
IP ADDRESS1	The IP address, prefix length and default gateway which are issued from routers.	NO
PREFIX LENGTH1		NO
DEFAULT GATEWAY1		NO
IP ADDRESS2		NO
PREFIX LENGTH2		NO
DEFAULT GATEWAY2		NO
IP ADDRESS3		NO
PREFIX LENGTH3		NO
DEFAULT GATEWAY3		NO
IP ADDRESS4		NO
PREFIX LENGTH4		NO
DEFAULT GATEWAY4		NO
IP ADDRESS5		NO
PREFIX LENGTH5		NO
DEFAULT GATEWAY5		NO
IP ADDRESS6		NO
PREFIX LENGTH6		NO
DEFAULT GATEWAY6		NO
IP ADDRESS7		NO
PREFIX LENGTH7		NO
DEFAULT GATEWAY7		NO
USE STATEFUL FOR IP ADDRESS	Shows whether the stateful usage (IP address acquisition) is enabled or disabled.	NO
USE STATEFUL FOR OPTIONS	Shows whether the stateful usage (optional information acquisition) is enabled or disabled.	NO

NETWORK SETTING - NETWORK - IPX/SPX

Function	Description	User
ENABLE IPX/SPX	Shows whether the IPX/SPX protocol is enabled or disabled.	NO
FRAME TYPE	Shows the frame type to be selected.	NO

NETWORK SETTING - NETWORK - APPLETALK

Function	Description	User
ENABLE APPLE TALK	Shows whether the AppleTalk protocol is enabled or disabled.	NO
DEVICE NAME	Shows the AppleTalk device name.	NO
DESIRED ZONE	Shows the AppleTalk zone.	NO

NETWORK SETTING - SESSION - LDAP SESSION

Function	Description	User
ENABLE LDAP	Shows whether the LDAP is enabled or disabled.	NO
ATTRIBUTE 1	Shows the name of the schema corresponding to the LDAP server configuration.	NO

NETWORK SETTING - SESSION - LDAP SESSION

Function	Description	User
ATTRIBUTE 2	Shows the name of the schema corresponding to the LDAP server configuration.	NO
SEARCH METHOD	Shows search conditions for LDAP searching.	NO

NETWORK SETTING - SESSION - DNS SESSION

Function	Description	User
ENABLE DNS	Shows whether the DNS is enabled or disabled.	NO
PRIMARY DNS SERVER ADDRESS	Shows the primary DNS server address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS	Shows the secondary DNS server address if it has been set.	NO
PRIMARY DNS SERVER ADDRESS (IPv6)	Shows the primary DNS server IPv6 address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS (IPv6)	Shows the secondary DNS server IPv6 address if it has been set.	NO

NETWORK SETTING - SESSION - DDNS SESSION

Function	Description	User
ENABLE DDNS	Shows whether the DDNS is enabled or disabled.	NO
HOST NAME	Shows the host name of this equipment.	NO
DOMAIN NAME	Shows the domain name of this equipment.	NO
SECURITY METHOD	Shows the security method of this equipment.	NO
PRIMARY LOGIN NAME	Shows the primary log-in name if GSS-TSIG is selected for the security method.	NO
SECONDARY LOGIN NAME	Shows the secondary log-in name if GSS-TSIG is selected for the security method.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SERVER PROTOCOL	Shows whether the SMB protocol is enabled or disabled.	NO
RESTRICTION	Shows whether or not the print share/file share functions are restricted.	NO
NETBIOS NAME	Shows the NetBIOS name of this equipment.	NO
LOGON	Shows the log-on setting.	NO
WORKGROUP	Shows the workgroup of this equipment.	NO
DOMAIN	Shows the domain name of this equipment.	NO
PRIMARY DOMAIN CONTROLLER	Shows the primary domain controller address if it has been set.	NO
BACKUP DOMAIN CONTROLLER	Shows the backup domain controller address if it has been set.	NO
LOGON USER NAME	Shows the logon user name of this equipment for the domain if it has been set.	NO
PRIMARY WINS SERVER	Shows the primary WINS server address if it has been set.	NO
SECONDARY WINS SERVER	Shows the secondary WINS server address if it has been set.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SIGNING OF SMB SERVER	Shows the setting of the SMB Signing of SMB Server.	NO
SMB SIGNING OF SMB CLIENT	Shows the setting of the SMB Signing of SMB Client.	NO

NETWORK SETTING - SESSION - NETWARE SESSION

Function	Description	User
ENABLE BINDERY	Shows whether the bindery mode is enabled or disabled.	NO
ENABLE NDS	Shows whether the NDS mode is enabled or disabled.	NO
CONTEXT	Shows the NDS context.	NO
TREE	Shows the NDS tree.	NO
PREFERRED FILE SERVER	Shows the name of the preferred file server.	NO

NETWORK SETTING - SESSION - BONJOUR SESSION

Function	Description	User
ENABLE BONJOUR	Shows whether Bonjour is enabled or disabled.	NO
LINK-LOCAL HOST NAME	Shows the link-local host name of this equipment for Bonjour.	NO
SERVICE NAME	Shows the service name of this equipment for Bonjour.	NO

NETWORK SETTING - SESSION - LLTD SESSION

Function	Description	User
ENABLE LLTD	Shows whether the LLTD (Link Layer Topology Discovery) protocol is enabled or disabled.	NO
DEVICE NAME	Shows the device name displayed on the Network Map.	NO

NETWORK SETTING - SESSION - SLP SESSION

Function	Description	User
ENABLE SLP	Shows whether SLP (Service Location Protocol) is enabled or disabled.	NO
TTL	Shows TTL (Time To Live, a scope in the network that provides SLP service).	NO
SCOPE	Shows the scope for specifying the groups that provide SLP services.	NO

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
ENABLE HTTP SERVER	Shows whether the HTTP network service is enabled or disabled.	NO
PRIMARY PORT NUMBER	Shows the primary port number for the HTTP network service.	NO
SECONDARY PORT NUMBER	Shows the secondary port number for the HTTP network service.	NO
ENABLE SSL	Shows whether the SSL for the HTTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number for the HTTP network service.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP CLIENT NETWORK SERVICE

Function	Description	User
ENABLE SMTP CLIENT	Shows whether the SMTP client is enabled or disabled.	NO
AUTHENTICATION	Shows whether SMTP authentication is enabled or disabled.	NO
POP BEFORE SMTP	Shows whether POP Before SMTP is enabled or disabled.	NO
SMTP SERVER ADDRESS	Shows the IP address of the SMTP server that has been assigned.	NO
LOGIN NAME	Shows the login name used for SMTP authentication.	NO
PORT NUMBER	Shows the port number to be used for sending an e-mail or Internet Fax to the SMTP server.	NO
ENABLE SSL	Shows whether the SSL for the SMTP client is enabled or disabled.	NO
SSL/TLS	Shows the protocol used for SSL.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE SMTP SERVER	Shows whether the SMTP server is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for receiving Internet Faxes using the SMTP protocol.	NO
ENABLE OFFRAMP GATEWAY	Shows whether the offramp gateway is enabled or disabled.	NO
ENABLE OFFRAMP SECURITY	Shows whether offramp security is enabled or disabled.	NO
ENABLE OFFRAMP PRINT	Shows whether offramp print is enabled or disabled.	NO
E-MAIL ADDRESS	Shows the e-mail address of this equipment if the SMTP server is enabled and it has been set.	NO

NETWORK SETTING - NETWORK SERVICE - IP SECURITY SERVICE

Function	Description	User
ENABLE IP SECURITY	Shows whether the IP security function is enabled or disabled.	NO
POLICY NAME	Shows the policy name used for the IP security function.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
ENABLE POP3 CLIENT	Shows whether the POP3 client is enabled or disabled.	NO
POP3 SERVER ADDRESS	Shows the IP address of the POP3 server if it has been assigned.	NO
AUTHENTICATION	Shows whether POP3 authentication is enabled or disabled.	NO
TYPE POP3 LOGIN	Shows the POP3 login type.	NO
ACCOUNT NAME	Shows the POP3 account name if it has been set.	NO
SCAN RATE	Shows the scan rate to check the POP3 server for new messages (in minutes).	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
PORT NUMBER	Shows the port number to be used for accessing the POP3 server.	NO
ENABLE SSL	Shows whether the SSL for the POP3 network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the POP3 server.	NO

NETWORK SETTING - NETWORK SERVICE - FTP CLIENT NETWORK SERVICE

Function	Description	User
SSL SETTING	Shows the status of the FTP SSL setting.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for saving a document to the network folder using FTP.	NO

NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE FTP SERVER	Shows whether the FTP server service is enabled or disabled.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for receiving data using FTP.	NO
ENABLE SSL	Shows whether SSL for the FTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the FTP server.	NO

NETWORK SETTING - NETWORK SERVICE - WEB SERVICES SETTING

Function	Description	User
ENABLE SSL	Shows whether SSL for Web Services is enabled or disabled.	NO
FRIENDLY NAME	Shows the display name of this equipment.	NO
WEB SERVICES PRINTER	Shows whether Web Service print is enabled or disabled.	NO
PRINTER NAME	Shows the machine name of this equipment.	NO
PRINTER INFORMATION	Shows the machine information of this equipment.	NO
WEB SERVICES SCANNER	Shows whether Web Service scan is enabled or disabled.	NO
SCANNER NAME	Shows the scanner name of this equipment.	NO
SCANNER INFORMATION	Shows the scanner information of this equipment.	NO
AUTHENTICATION FOR PC INITIATED SCAN	Shows the authentication setting when this equipment receives jobs.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
ENABLE SNMP	Shows whether SNMP is enabled or disabled.	NO
READ COMMUNITY	Shows the read community name.	NO
ENABLE SNMP V3	Shows whether the SNMP V3 is enabled or disabled.	NO
ENABLE SNMP V3 TRAP	Shows whether the SNMP V3 trap is enabled or disabled.	NO
ENABLE AUTHENTICATION TRAP	Shows whether the authentication trap is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
ENABLE ALERTS TRAP	Shows whether the alerts trap is enabled or disabled.	NO
IP TRAP ADDRESS1	Shows the IP address that has been set for IP trap address 1.	NO
IP TRAP COMMUNITY	Shows the IP Trap community name.	NO
IPX TRAP ADDRESS	Shows the IPX trap address.	NO

NETWORK SETTING - NETWORK SERVICE - SNTP SERVICE

Function	Description	User
ENABLE SNTP	Shows whether SNTP is enabled or disabled.	NO
PRIMARY SNTP ADDRESS	Shows the primary SNTP server address if it has been set.	NO
SECONDARY SNTP ADDRESS	Shows the secondary SNTP server address if it has been set.	NO
PORT NUMBER	Shows the port number to be used for accessing the SNTP server.	NO
SCAN RATE	Shows the scan rate to check the SNTP server for adjusting the time setting.	NO
NTP AUTHENTICATION	Shows whether the NTP authentication is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - TELNET SERVICE

Function	Description	User
ENABLE TELNET	Shows whether the TELNET service is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for the TELNET service.	NO
USER NAME	Shows the user name for the TELNET service.	NO

NETWORK SETTING - NETWORK SERVICE - FILTERING

Function	Description	User
ENABLE IP FILTERING	Shows whether the IP filtering is enabled or disabled.	NO
ENABLE MAC ADDRESS FILTERING	Shows whether the MAC address filtering is enabled or disabled.	NO

NETWORK SETTING - PRINT SERVICE SETTING - RAW TCP PRINT

Function	Description	User
ENABLE RAW TCP	Shows whether Raw TCP printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for Raw TCP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - LPD PRINT

Function	Description	User
ENABLE LPD	Shows whether LPR printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for LPR printing.	NO
BANNERS	Shows whether a banner will be printed for each LPR print job.	NO

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
ENABLE IPP	Shows whether IPP printing is enabled or disabled.	NO
ENABLE PORT80	Shows whether Port80 is used for IPP printing.	NO
PORT NUMBER	Shows the port number to be used for IPP printing.	NO
URL	Shows the URL for IPP printing.	NO
AUTHENTICATION	Shows whether the authentication for IPP printing is enabled or disabled.	NO
USER NAME	Shows the user name for authentication.	NO
ENABLE SSL	Shows whether SSL for IPP printing is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for IPP printing.	NO
SSL URL	Shows the SSL URL for IPP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - FTP PRINT

Function	Description	User
ENABLE FTP PRINT	Shows whether FTP printing is enabled or disabled.	NO
PRINT USER NAME	Shows the user name for FTP printing.	NO
PRINT PASSWORD	Shows the password for FTP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - NETWARE PRINT

Function	Description	User
PRINT SERVER NAME	Shows the print server name of this equipment.	NO
PASSWORD	Shows the password for the NetWare file server.	NO
PRINT QUEUE SCAN RATE	Shows how often the equipment scans the queue on NetWare file server (in second).	NO

NETWORK SETTING - PRINT SERVICE SETTING - E-MAIL PRINT

Function	Description	User
ENABLE PRINT HEADER	Shows whether the header will be printed or not for e-mail printing.	NO
ENABLE PRINT MESSAGE BODY	Shows whether the message body will be printed or not for e-mail printing.	NO
MAXIMUM E-MAIL BODY PRINT	Shows the maximum number of pages to print the body strings of the received e-mail print job.	NO
ENABLE PRINT E-MAIL ERROR	Shows whether an e-mail error report will be printed or not.	NO
ENABLE E-MAIL ERROR FORWARD	Shows whether an e-mail error message will be sent or not.	NO
E-MAIL ERROR TRANSFER ADDRESS	Shows the e-mail address to which an e-mail error message will be sent if it is to be set.	NO
ENABLE PARTIAL E-MAIL	Shows whether the equipment allows printing an e-mail job that is partially received.	NO
PARTIAL WAIT TIME	Shows how long the equipment will wait to receive data for a partial e-mail job before printing (in seconds).	NO
MDN REPLY	Shows whether MDN Reply is enabled or disabled.	NO

DATA CONVERTER

Function	Description	User
ENABLE DATA CONVERTER	Shows whether the Print Data Converter is enabled or disabled.	NO

OFF DEVICE CUSTOMIZATION ARCHITECTURE

Function	Description	User
ENABLE PORT	Shows whether the port is enabled or disabled.	NO
PORT NUMBER	Shows the port number.	NO
ENABLE SSL	Shows whether SSL is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number.	NO
SESSION TIMEOUT	Shows the session timeout period.	NO

SECURITY SETTING - AUTHENTICATION - DEPARTMENT SETTING

Function	Description	User
DEPARTMENT CODE	Shows whether the department code management is enabled or disabled.	NO
INVALID DEPARTMENT CODE PRINT JOB	Shows the handling method for invalid print jobs.	NO
DEPARTMENT CODE - COPY	Shows whether the department code management (copy) is enabled or disabled.	NO
DEPARTMENT CODE - FAX	Shows whether the department code management (fax) is enabled or disabled.	NO
DEPARTMENT CODE - PRINT	Shows whether the department code management (print) is enabled or disabled.	NO
DEPARTMENT CODE - SCAN	Shows whether the department code management (scan) is enabled or disabled.	NO
DEPARTMENT CODE - LIST	Shows whether the department code management (list) is enabled or disabled.	NO
REQUIRE DEPARTMENT NUMBER IN USER REGISTRATION	Shows whether the department number is required or not for user registration.	NO

SECURITY SETTING - AUTHENTICATION - USER AUTHENTICATION SETTING

Function	Description	User
USER AUTHENTICATION	Shows whether the user authentication is enabled or disabled.	NO
USER AUTHENTICATION - COPY	Shows whether the user authentication (copy) is enabled or disabled.	NO
USER AUTHENTICATION - FAX	Shows whether the user authentication (fax) is enabled or disabled.	NO
USER AUTHENTICATION - PRINT	Shows whether the user authentication (print) is enabled or disabled.	NO
USER AUTHENTICATION - SCAN	Shows whether the user authentication (scan) is enabled or disabled.	NO
USER AUTHENTICATION - LIST	Shows whether the user authentication (list) is enabled or disabled.	NO
AUTHENTICATION METHOD FOR ADMIN	Shows the authentication method for administrator.	NO
AUTHENTICATION FAILED PRINT JOB	Shows the handling method for print jobs of when the authentication failed.	NO
AUTO RELEASE ON LOGON	Shows whether the Auto Release on Logon function is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - USER AUTHENTICATION SETTING

Function	Description	User
ENABLE GUEST USER	Shows whether or not operations by guest users are accepted.	NO
AUTHENTICATION TYPE	Shows the authentication type.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL AUTHENTICATION SETTING

Function	Description	User
EMAIL AUTHENTICATION	Shows whether the E-mail authentication is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL ADDRESS SETTING

Function	Description	User
FROM ADDRESS SETTING	Shows the sender address setting.	NO
FROM NAME	Shows the sender's name setting.	NO
RESTRICTION SETTING FOR DESTINATION	Shows the restriction setting for destination.	NO

SECURITY SETTING - AUTHENTICATION - SINGLE SIGN ON SETTING

Function	Description	User
SINGLE SIGN ON FOR SCAN TO EMAIL	Shows whether the Single Sign ON function for Scan to E-mail is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - HOME DIRECTORY SETTING

Function	Description	User
ENABLE HOME DIRECTORY	Shows whether the home directory is enabled or disabled.	NO
HOME DIRECTORY SERVER	Shows the home directory server to be used.	NO

SECURITY SETTING - CERTIFICATE MANAGEMENT

Function	Description	User
DEVICE CERTIFICATES	Shows the device certificate type.	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR USERS

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS TO APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR ADMINISTRATOR, AUDITOR

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS TO APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR ADMINISTRATOR, AUDITOR

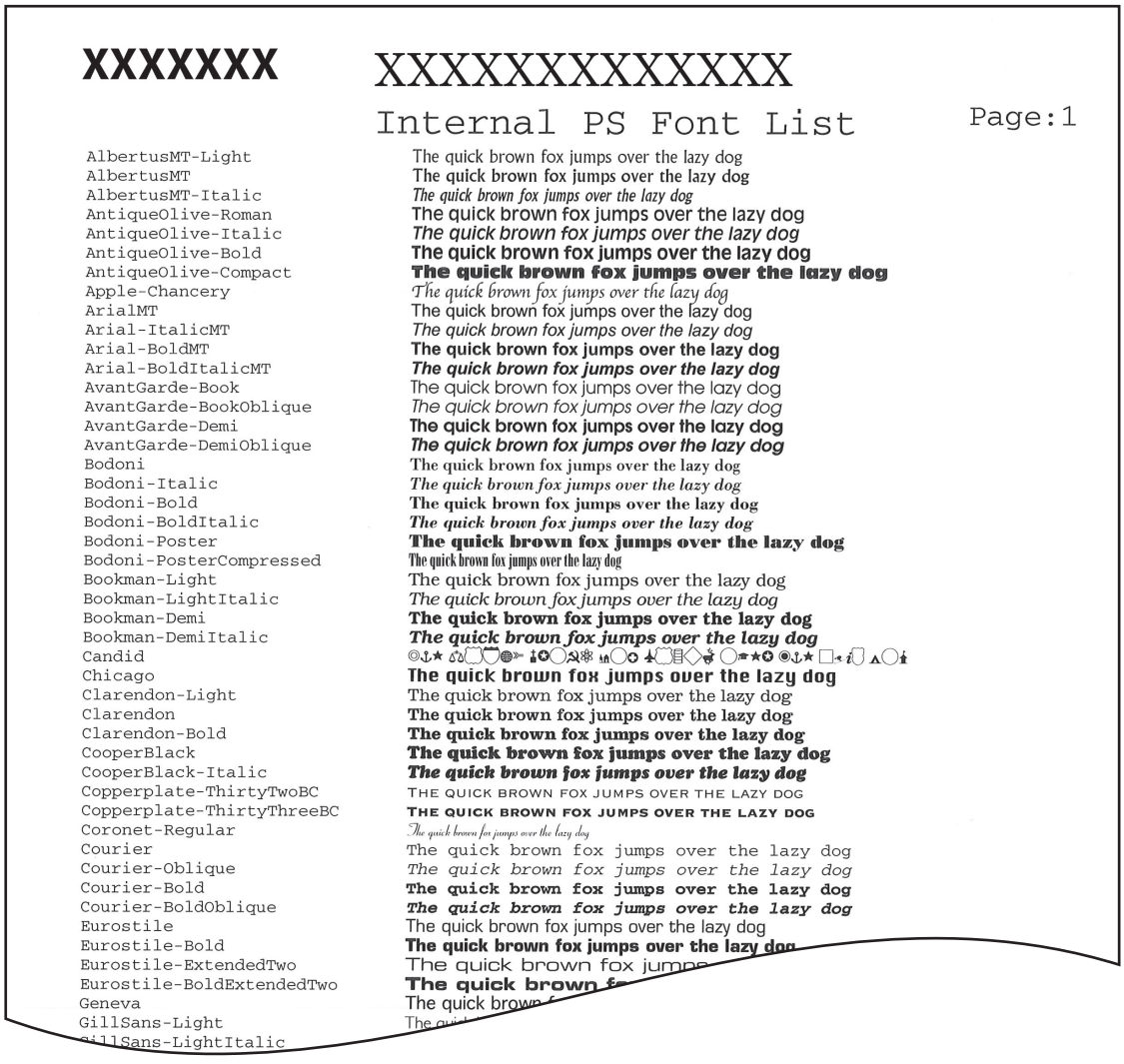
Function	Description	User
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR E-FILING, TEMPLATE GROUPS, TEMPLATES, SECURE PDF, SNMP V3, CLONING, SECURE RECEIVE

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS TO APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO

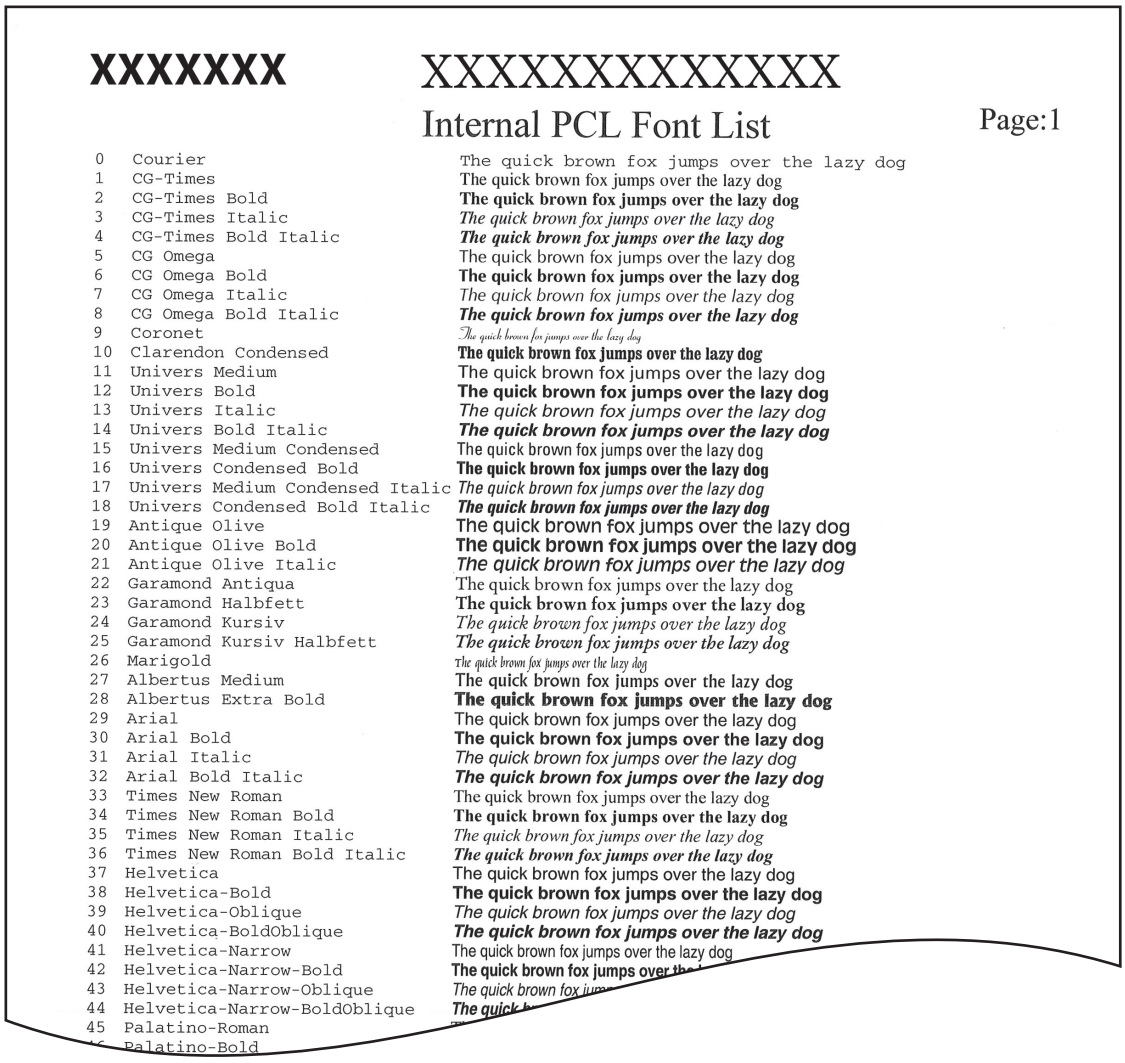
PS3 font list

Output example of the PS3 Font List



PCL font list

Output example of the PCL Font List



XXXXXXX XXXXXXXXXXXXX

Internal PCL Font List Page:1

0	Courier	The quick brown fox jumps over the lazy dog
1	CG-Times	The quick brown fox jumps over the lazy dog
2	CG-Times Bold	**The quick brown fox jumps over the lazy dog**
3	CG-Times Italic	*The quick brown fox jumps over the lazy dog*
4	CG-Times Bold Italic	***The quick brown fox jumps over the lazy dog***
5	CG Omega	The quick brown fox jumps over the lazy dog
6	CG Omega Bold	**The quick brown fox jumps over the lazy dog**
7	CG Omega Italic	*The quick brown fox jumps over the lazy dog*
8	CG Omega Bold Italic	***The quick brown fox jumps over the lazy dog***
9	Coronet	*The quick brown fox jumps over the lazy dog*
10	Clarendon Condensed	**The quick brown fox jumps over the lazy dog**
11	Univers Medium	The quick brown fox jumps over the lazy dog
12	Univers Bold	**The quick brown fox jumps over the lazy dog**
13	Univers Italic	*The quick brown fox jumps over the lazy dog*
14	Univers Bold Italic	***The quick brown fox jumps over the lazy dog***
15	Univers Medium Condensed	The quick brown fox jumps over the lazy dog
16	Univers Condensed Bold	**The quick brown fox jumps over the lazy dog**
17	Univers Medium Condensed Italic	*The quick brown fox jumps over the lazy dog*
18	Univers Condensed Bold Italic	***The quick brown fox jumps over the lazy dog***
19	Antique Olive	The quick brown fox jumps over the lazy dog
20	Antique Olive Bold	**The quick brown fox jumps over the lazy dog**
21	Antique Olive Italic	*The quick brown fox jumps over the lazy dog*
22	Garamond Antiqua	The quick brown fox jumps over the lazy dog
23	Garamond Halbfett	**The quick brown fox jumps over the lazy dog**
24	Garamond Kursiv	*The quick brown fox jumps over the lazy dog*
25	Garamond Kursiv Halbfett	***The quick brown fox jumps over the lazy dog***
26	Marigold	*The quick brown fox jumps over the lazy dog*
27	Albertus Medium	The quick brown fox jumps over the lazy dog
28	Albertus Extra Bold	**The quick brown fox jumps over the lazy dog**
29	Arial	The quick brown fox jumps over the lazy dog
30	Arial Bold	**The quick brown fox jumps over the lazy dog**
31	Arial Italic	*The quick brown fox jumps over the lazy dog*
32	Arial Bold Italic	***The quick brown fox jumps over the lazy dog***
33	Times New Roman	The quick brown fox jumps over the lazy dog
34	Times New Roman Bold	**The quick brown fox jumps over the lazy dog**
35	Times New Roman Italic	*The quick brown fox jumps over the lazy dog*
36	Times New Roman Bold Italic	***The quick brown fox jumps over the lazy dog***
37	Helvetica	The quick brown fox jumps over the lazy dog
38	Helvetica-Bold	**The quick brown fox jumps over the lazy dog**
39	Helvetica-Oblique	*The quick brown fox jumps over the lazy dog*
40	Helvetica-BoldOblique	***The quick brown fox jumps over the lazy dog***
41	Helvetica-Narrow	The quick brown fox jumps over the lazy dog
42	Helvetica-Narrow-Bold	**The quick brown fox jumps over th**
43	Helvetica-Narrow-Oblique	*The quick brown fox jum*
44	Helvetica-Narrow-BoldOblique	***The quick***
45	Palatino-Roman	
	Palatino-Bold	

Specifications

Model Number

MFP Model	Model Number
MB760, MB770, MPS5502mb	N22400A
MB760dnfax, MB770dn, MB770dnfax, ES7170dn MFP, MPS5502mb	N22400B
MB770f, MPS5502mbf	N22401A
MB770dfnfax, ES7170dfn MFP, MPS5502mbf	N22401B

General Specifications

CPU	Power PC Appliedmicro APM86190 (1.2GHz)
RAM	2GB (Max.2GB)
Weight	With the Inner Finisher : 60kg (132.3 lb.) Without the Inner Finisher : 50kg (110.2 lb.)
Dimensions	With the Inner Finisher : 522(W) x 564(D) x 811(H) Without the Inner Finisher : 522(W) x 564(D) x 675(H)
Power supply	N22400A, N22401A : 110-127VAC 50/60Hz ±2% N22400B, N22401B : 220-240VAC 50/60Hz ±2%
Power consumption	Typical Operation: 870W Idle: 120W(25°C) Peak: 1500W Power save mode: Less Than 40W Sleep mode: Less than 1.5W(no FAX) Less than 2.0W(With FAX) Off mode: Less than 0.5W
Interface	USB (Hi-Speed USB), 100BASE-TX/10BASE-T, 1000Base-T, Wireless LAN (option)
Display	Graphics LED panel 9inch 800 x 400 dots
Supported OS	• Windows 8.1, Windows 8, Windows Server 2012 R2, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows Server 2003 • Mac OS X 10.4-10.9

Printing Specifications

Printing method	Dry electrophotographic recording method with LED (Light-emitting diode)
Emulation language	PCL6 (XL3.0 and PCL5c), PostScript 3
Resident fonts	PCL: 80 european fonts PS: 138 european fonts
Resolution	600 x 600 dpi, 1200 x 1200 dpi
Color	Black
Print speed (A4)	MB760 series : 47 pages/min MB770 series, ES7170 series, MPS5502 series : 52 pages/min
Paper size	A4, A5, A6, B5, Letter, Legal13", Legal13.5", Legal14", Executive, Statement, 8.5"SQ, Folio, China 16K, Envelope, IndexCard
Media type	Plain paper, Recycled paper, Envelopes, Post Card
Paper Source	Automatic feeding from the tray 1, MP tray and additional tray unit (optional), Manual feeding from MP tray

Paper loading capacity	• Tray 1: 530 sheets of Standard paper /80 g/m^2 (20 lb.), total thickness 53 mm (2 inch) or lower. • MP tray: 100 sheets of Standard paper /80 g/m^2 (20 lb.) and total thickness 10 mm (0.4 inch) or lower, 10 envelopes/ weight of 85 g/m^2 (21 lb.). • Additional tray unit (optional): 530 sheets of Standard paper /80 g/m^2 (20 lb.), total thickness 53 mm (2 inch) or lower.
Output method	Face up/Face down
Paper output capacity	• Face up: 100 sheets (less than 80 g/m^2 (20 lb.)), 20 sheets (ultra-heavy/envelopes) • Face down: 500 sheets (less than 80 g/m^2 (20 lb.))
Print guaranteed area	6.35 mm or more from the paper edge (not applicable to special media such as envelopes)
Print precision	Print beginning:± 2 mm, paper skew:± 1 mm/100 mm, image expansion:± 1 mm/100 mm (80 g/m^2 (20 lb.))
Warm-up time	• From power on: 35 seconds (at room temperature 25°C, rated voltage) • From power save mode: 19 seconds (at room temperature 25°C, rated voltage)
Operating environment	• When in operation: 10 - 32°C / Relative Humidity of 20 - 80% (maximum wet bulb temperature of 25°C, maximum dry bulb temperature of 2°C) • When not in operation: 0 - 43°C / Relative Humidity of 10 - 90% (maximum wet bulb temperature of 26.8°C, maximum dry bulb temperature of 2°C)
Conditions for the guarantee of print quality	Operating Range: Temperature 10°C, humidity 20 to 80% RH Temperature 32°C, humidity 20 to 60% RH Humidity 20% RH, temperature 10 to 32°C Humidity 80% RH, temperature 10 to 27°C
Consumables, Maintenance Unit	Toner cartridge, print cartridge, image drum, belt unit, fuser unit

Scanning Specifications

Type	Flat surface scanning system (When the Reversing Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Image Sensor	Color CIS
ADF paper weight	60-105g/m^2 (15 - 26.3 lb.)
ADF paper capacity	100 sheets (80g/m^2 (20 lb.))
Acceptable size	Scanner part : Max:215.9 x 355.6 ADF : Max:215.9 x 355.6 Min:105 x 148.5
Feeding speed	52 sheets/min. (Gray Scale, 600 dpi)
Unit life	Scanner part : 5 years or 50,000 times for page scanning ADF : 5 years or 240,000 times for page scanning

Inner Finisher

Type	Inner Finisher
Power source	Supplied from the equipment
Dimensions	388.1 mm (15.28") (W) x 305.8 mm (12.04") (D) x 213.4 mm (8.40") (H) (Excluding the tary)
Weight	Approx. 9kg (19.84 lb.)
Power consumption	40 W max.

Fax Specifications

Size of Original (North America)	LG, LT, ST
Size of Original (A/B format)	A4, A5, B5, FOLIO
Recording Paper Size (North America)	8.5" x 14" (LG), 8.5" x 11" (LT), 5.5" x 8.5" (ST)
Recording Paper Size (A/B format)	210 mm x 297 mm (8.3 - 11.7 inch) (A4), 148 mm x 210 mm (5.8 - 8.3 inch) (A5), 182 mm x 257 mm (7.2 - 10.1 inch) (B5), 210 mm x 330 mm (8.3 - 13.0 inch) (Folio)
Compatibility Communication Modes	Exclusive Mode, ECM, G3
Communication Resolution	Horizontal: 8 dots/mm, 16 dots/mm, 300 dots/inch
	Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm, 300 dots/inch
Transmission Rate	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps
Encoding Systems	JBIG/MMR/MR/MH
Memory Capacity	Transmission/Reception: 1GB *1
Unit Type	Desktop type, transmitting/receiving dual type
Applicable Network	Public Switched Telephone Network (PSTN)

*1 For hard drives, MB means 1 million bytes. (Total hard drive accessible capacity may vary depending on operating environment.)

When the total time that the power is turned off for 12 hours a day becomes about 5 years, the battery will expire. If the battery is run down, ask your dealer. (Repair and replacement will be charged.)

* Specifications and appearance are subject to change without notice in the interest of product improvement.
* If trouble occurs, call service for assistance.

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