SP 3500SF/SP 3510SF

Operating Instructions

User Guide

Rinmei-MF 2 User Guide

Per-MF 3

Firmware Version: v0.24
Engine FW Version: v0.06:01
PCL driver: v0.06.0.0
LAN-Fax driver: v0.05.0.0
PS 3 driver: v0.05.0.0

LDAP

PerMF 3

PageManager

For safe and correct use, be sure to read "Safety Information" before using the machine.

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3. Using the Printer Function

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1. Guide to the Machine

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

Introduction

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

Trademarks

Disclaimer

Manuals for This Machine

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

⭐ **Important**

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

Safety Information

Provides information on safe usage of this machine.

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

Quick Installation Guide

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

Initial Guide for Scanner and Fax

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

User Guide

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

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

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

Driver Installation Guide

Quick Guide

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

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

Notice

Important

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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

"Laws and Regulations"
Model-Specific Information
List of Option

1

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

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

⬇ **Note**

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

📄 **Reference**

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

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

🌐 **Region A** (mainly Europe and Asia)

🌐 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see p.17 "Model-Specific Information".

Names of Major Items

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

- Auto Document Feeder (Auto Reverse Scanning) → ARDF
- Auto Document Feeder (1 Side Scanning) → ADF

Notes

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

Some illustrations in this manual might be slightly different from the machine.

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

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Laws and Regulations

Legal Prohibition

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

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

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

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

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Model-Specific Information

This section explains how you can identify the model type and region of your machine.

This machine comes in two models which vary in what type of auto document feeder (ADF) they are equipped with: ADF (capable of 1 Side Scanning) or ARDF (capable of Auto Reverse Scanning).

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

Model types

Model type	Model name	Type of ADF
Type 1	SP 3500SF	ADF
Type 2	SP 3510SF	ARDF

Furthermore, there is a label on the right side of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.

CMF003
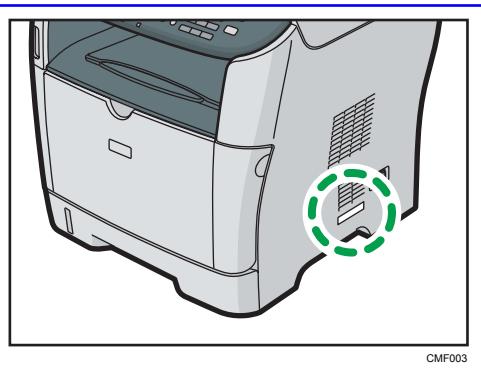
The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

🌐 Region **A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -22, -27
- 220-240V

🌐 Region **B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120 V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

List of Option

This section provides a list of option for this machine, and how it is referred to as in this manual.

Option List	Referred to as
Paper Feed Unit TK1080	Paper feed unit

🗒 **Reference**

- For details about the specifications of this option, see p.461 "Specifications of Options".

Using Manuals

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

• This manual uses procedures based on Windows 7 as an example, unless otherwise specified. Procedures and screens might vary depending on the operating system you are using.

Installing Manuals on Your Computer

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

⭐ Important

• System requirements for installing the HTML manual:

• Operating system: Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2

• Minimum display resolution: 800 × 600 pixels

• Recommended browsers for viewing the HTML manual:

• Internet Explorer 6 or later

• Firefox 3.5 or later

• Safari 4.0 or later

• Applications for viewing the PDF manuals:

• Adobe Acrobat Reader or Adobe Reader

• The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

1. **Quit all applications currently running.**

2. **Insert the manual CD-ROM into the CD-ROM drive.**

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

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

4. **Click [Install manuals].**

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

6. **Click [Finish] when the installation is completed.**

7. **Click [Exit].**

1

Note

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

Opening Manuals

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

Opening from the desktop icon

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

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

   The manual opens.

Opening from the [Start] menu

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

Important

- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

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

   The manual opens.

Note

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

Opening from the CD-ROM

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

Important

- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

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

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

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

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

   The manual opens.

🔽**Note**

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

Removing Manuals from Your Computer

Follow the procedure below to remove manuals from your computer.

⭐**Important**

• The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

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

2. **Follow the instructions to remove the manual.**

3. **Click [Finish].**

🔽**Note**

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

Feature Highlights

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

⭐**Important**

- Certain functions require special machine configuration.

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

The Type 2 model

Using the Machine as a Printer

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

- USB connection

- Network connection

Connecting via USB

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

CMF004
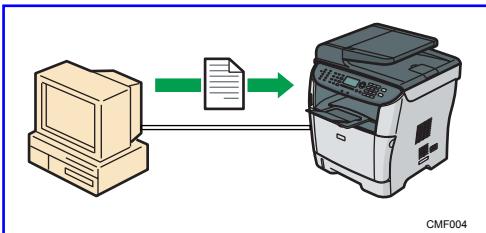
Preparation for printing via USB

To use this machine as a printer via USB connection:

1. Connect the machine to a computer using a USB cable, and install the printer driver on the computer.

   For details, see p.66 "Connecting with a Computer Using a USB Cable" and the instructions provided on the driver CD-ROM.

Connecting via a network

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

CMF005
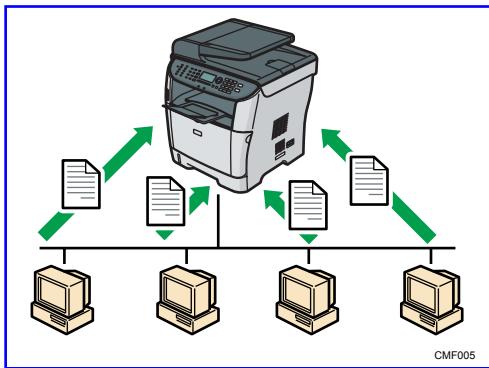
Preparation for printing via a network

To use this machine as a printer via network connection:

1. Connect the machine to a network.

   For details, see p.66 "Connecting with a Network Cable".

2. Specify the network settings, such as the machine's IP address.

   For details, see p.70 "Configuring the Machine".

3. Install the printer driver on a computer.

   For details, see the instructions provided on the driver CD-ROM.

Printing confidential documents

If you use the Locked Print function, you can password protect your print job.

This means that your job is printed only after you enter the password using the machine's control panel.

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

⭐ **Important**

This function is available for the Type 2 model only.

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

TCP/IP, USB

CMF006

1
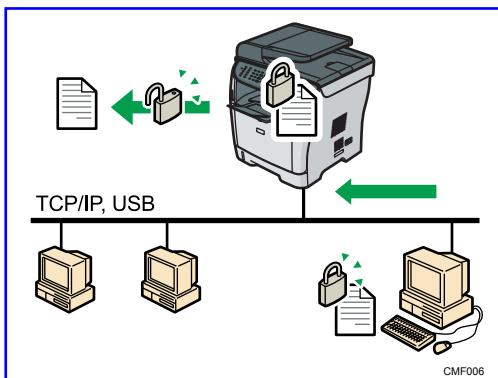
Printing confidential documents

1. Use the printer driver to send a print job as a Locked Print file from a computer.

   For details, see p.139 "Storing a Locked Print file".

2. Enter the password using the control panel to print the file.

   For details, see p.140 "Printing a Locked Print file".

Using the Machine as a Copier

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

Making enlarged or reduced copies

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

CES103
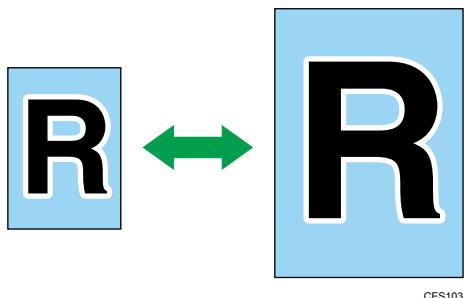
Preparation for making enlarged or reduced copies

To always enlarge or reduce copies:

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

   For details, see p.259 "Copy Settings".

To use this function for the current job only:

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

   For details, see p.156 "Making Enlarged or Reduced Copies".

Making combined copies and 2-sided copies
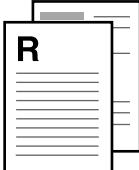
You can combine multiple pages (2 or 4 pages) of an original onto a single page. Also, with the Type 2 model, you can scan 2-sided originals and make 2-sided copies.

⭐ **Important**

- This function is only available when the original is set in the ARDF or ADF, not when it is set on the exposure glass.
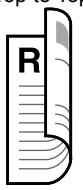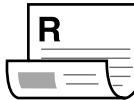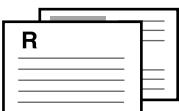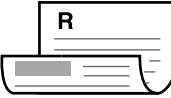
Example of combined copying

	Original	Copy
Portrait		
Landscape		

CMF250

Example of 2-sided copying

	Original	Copy	
		Top to Top	Top to Bottom
Portrait			
		Top to Top	Top to Bottom
Landscape			

CMF260

1

You can either set this machine to always make combined/2-sided copies, or use this function only when necessary.

Preparation for making combined/2-sided copies

To always make combined/2-sided copies:

1. Configure the machine's default [Duplex/Combine] setting.

   For details, see p.259 "Copy Settings".

To use this function for the current job only:

1. Configure the setting by pressing [Dup/Comb] before starting the current job.

   For details, see p.158 "Combining Pages and Making 2-sided Copies".

⬇ Note

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

🗐 Reference

- For details about how to make 2-sided copies using the Type 1 model, see p.168 "Making 2-sided Copies Manually (Type 1 model)".

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

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

⭐ Important

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

Front		Front
	➡	Back
Back		
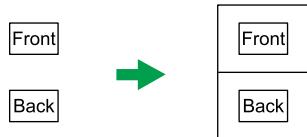
CES165

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

Preparation for copying an ID card

To always make photocopies in ID card copy mode:

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

   For details, see p.259 "Copy Settings".

To use this function for the current job only:

1. Press the [Short Cut] key (to which the ID card copy mode is assigned) before starting the current job.

   For details, see p.166 "Copying Both Sides of an ID Card onto One Side of Paper".

↓ Note

- To use the [Short Cut] key to set ID card copy mode for the current job, [Short Cut Key Setting] under administrator settings must be set to [ID Card copy mode].

☰ Reference

- For details about [Short Cut Key Setting], see p.301 "Administrator Settings".

Sorting the output paper

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

★ Important

- This function is only available when the original is set in the ARDF or ADF, not when it is set on the exposure glass.
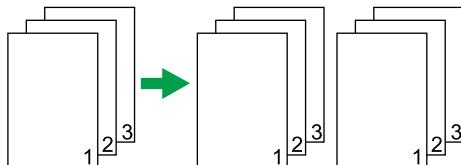
CES104

Preparation for sorting the output paper

1. Enable the [Sort] setting under copy settings.

   For details, see p.259 "Copy Settings".

Using the Machine as a Scanner

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

Scanning from the computer

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

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

TWAIN scanning is available with both USB and network connections.

1

Scanning using the control panel

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

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

Note

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

Scanning from a computer

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

SCN

TCP/IP, USB

SCN

CMF007
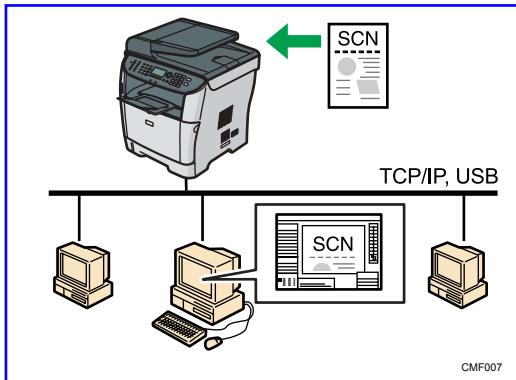
Preparation for scanning from a computer with USB connection

1. Connect the machine to the computer using a USB cable, and install the scanner driver on the computer.

   For details, see p.66 "Connecting with a Computer Using a USB Cable" and the instructions provided on the driver CD-ROM.

2. If a TWAIN-compliant application is not installed on the computer, install Presto! PageManager.

   For details, see the instructions provided on the driver CD-ROM. PageManager

Preparation for scanning from a computer with network connection

1. Connect the machine to the network.

   For details, see p.66 "Connecting with a Network Cable".

2. Specify the network settings, such as the machine's IP address.

1

> For details, see p.70 "Configuring the Machine".

3. Install the scanner driver on the computer.

   For details, see the instructions provided on the driver CD-ROM.

4. If a TWAIN-compliant application is not installed on the computer, install Presto! PageManager.

   For details, see the instructions provided on the driver CD-ROM. **PageManager**

Sending scanned files via e-mail

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

CMF008
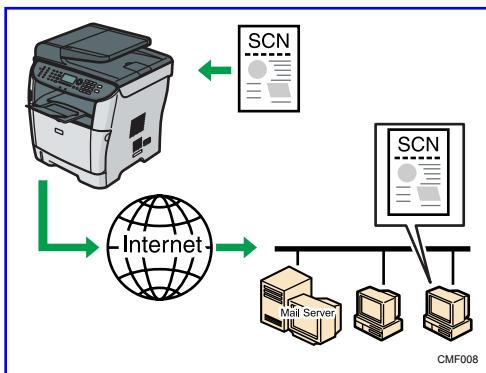
Preparation for sending scanned files via e-mail

1. Connect the machine to the network.

   For details, see p.66 "Connecting with a Network Cable".

2. Specify the network settings, such as the machine's IP address.

   For details, see p.70 "Configuring the Machine".

3. Configure the DNS and SMTP settings using Web Image Monitor.

   For details, see p.337 "Configuring the DNS Settings" and p.341 "Configuring the SMTP Settings".

4. Register the destinations to the Address Book using Web Image Monitor.

   For details, see p.175 "Registering Scan Destinations".

Sending scanned files to an FTP server

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

CMF009
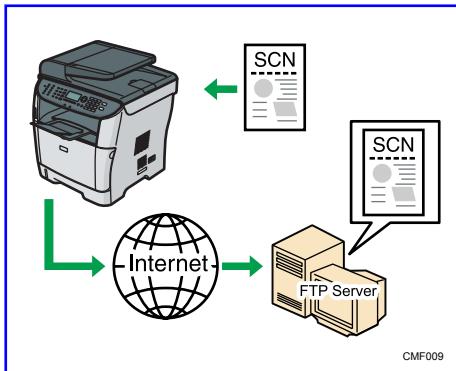
Preparation for sending scanned files to an FTP server

1. Connect the machine to the network.

   For details, see p.66 "Connecting with a Network Cable".

2. Specify the network settings, such as the machine's IP address.

   For details, see p.70 "Configuring the Machine".

3. Register the destinations to the Address Book using Web Image Monitor.

   For details, see p.175 "Registering Scan Destinations".

Sending scanned files to a computer's shared folder

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

CMF010
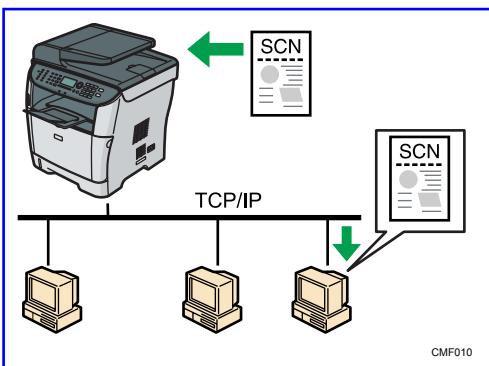
Preparation for sending scanned files to a computer's shared folder

1. Connect the machine to the network.

   For details, see p.66 "Connecting with a Network Cable".

2. Specify the network settings, such as the machine's IP address.

   For details, see p.70 "Configuring the Machine".

3. Create a destination folder on the computer's hard disk drive, and configure it as a shared folder.

   For details, see your operating system's documentation.

4. Register the destinations to the Address Book using Web Image Monitor.

   For details, see p.175 "Registering Scan Destinations".

1

Sending scanned files to a USB flash disk

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

CMF011
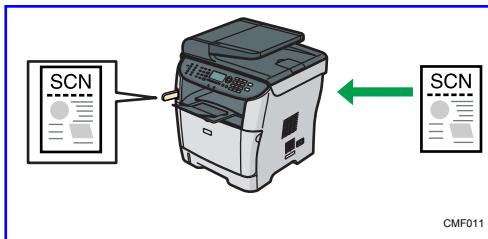
Preparation for sending scanned files to a USB flash disk

1. Insert a USB flash disk in the machine.

   For details, see p.188 "Basic Operation for Scan to USB".

Using the Machine as a Fax Machine

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

Using as a fax machine

CMF012
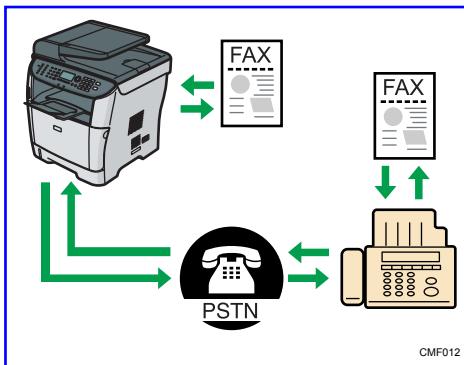
Preparation for using as a fax machine

1. Connect the machine to the telephone line.

   For details, see p.68 "Connecting to a Telephone Line".

2. Configure the telephone network settings.

   For details, see p.76 "Configuring Telephone Network Settings".

3. Configure the time and date.

   For details, see p.203 "Setting the Date and Time".

4. Register the destinations to the Address Book using the control panel or Web Image Monitor.

   For details, see p.205 "Registering Fax Destinations".

↓Note

- Make sure to register the user fax number and user name during Initial Setup. For details, see p. 58 "Initial Setup".

Using the machine with an external telephone

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

CMF013
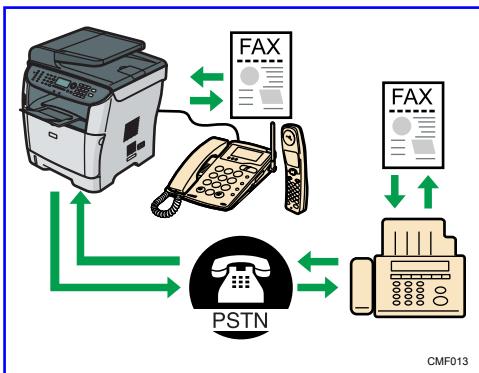
Preparation for using the machine with an external telephone

1. Connect an external telephone to the machine.

   For details, see p.68 "Connecting to a Telephone Line".

2. Select the fax reception mode.

   For details, see p.241 "Receiving a Fax".

Sending faxes from a computer (LAN-Fax)

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

⭐Important

- **This function is supported by Windows XP/Vista/7, and Windows Server 2003/2003 R2/2008/2008 R2. Mac OS X does not support this function.**

CMF014
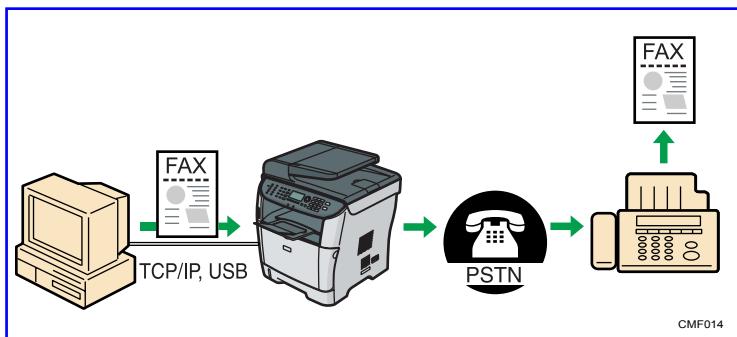
Preparation for sending faxes from a computer connected via USB

1. Connect the machine to a computer using a USB cable.

   For details, see p.66 "Connecting with a Computer Using a USB Cable".

2. Install the LAN-Fax driver on the computer.

   For details, see the instructions provided on the driver CD-ROM.

3. Register LAN-Fax destinations in the LAN-Fax Address Book.

   For details, see p.227 "Configuring the LAN-Fax Address Book".

Preparation for sending faxes from a computer connected via network

1. Connect the machine to the network.

   For details, see p.66 "Connecting with a Network Cable".

2. Specify the network settings, such as the machine's IP address.

   For details, see p.70 "Configuring the Machine".

3. Install the LAN-Fax driver on the computer.

   For details, see the instructions provided on the driver CD-ROM.

4. Register LAN-Fax destinations in the LAN-Fax Address Book.

   For details, see p.227 "Configuring the LAN-Fax Address Book".

Guide to Components

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

Exterior: Front View (Type 2 model)
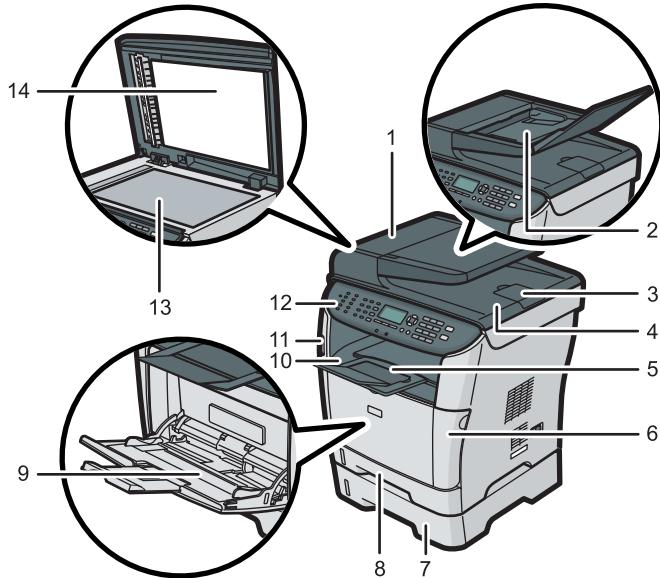
CMF015

1. **ARDF (Auto Reverse Document Feeder) Cover**

   Open this cover to remove originals jammed in the ARDF.

2. **Input Tray for the ARDF**

   Open the cover and place stacks of originals here. They will feed in automatically. This tray can hold up to 50 sheets of plain paper.

3. **Extender for the ARDF output tray**

   Extend this when placing paper longer than A4 in the input tray for ARDF.

4. **Output Tray for the ARDF**

   Originals scanned with the ARDF are output here.

5. **Stop Fences**

   Raise this fence to prevent paper from falling off.

6. **Front Cover**

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

7. **Tray 2 (option)**

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

1

8. **Tray 1**

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

9. **Bypass Tray**

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

10. **Output Tray**

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

11. **USB Flash Disk Port**

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

12. **Control Panel**

    Contains a screen and keys for machine control.

13. **Exposure Glass**

    Place originals here sheet by sheet.

14. **Cover for the Exposure Glass**

    Open this cover to place originals on the exposure glass.

Exterior: Front View (Type 1 model)
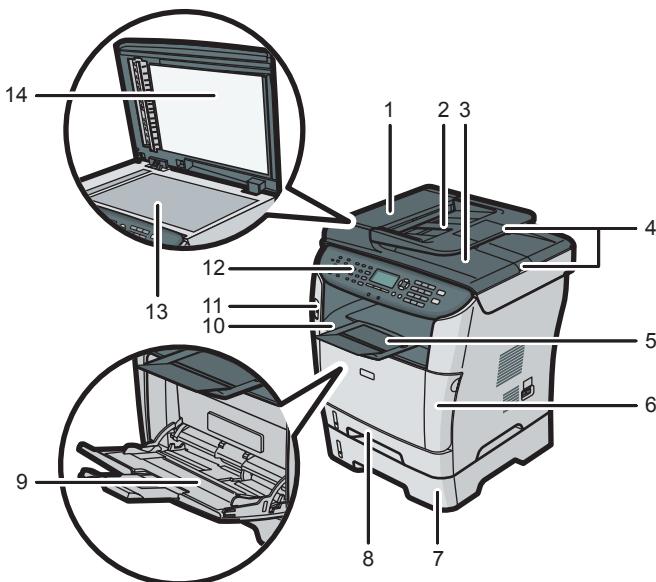
CMF052

1. **ADF (Auto Document Feeder) Cover**

   Open this cover to remove originals jammed in the ADF.

2. **Input Tray for the ADF**

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

1

3. **Output Tray for the ADF**

   Originals scanned with the ADF are output here.

4. **Extender for the ADF Trays**

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

5. **Stop Fences**

   Raise this fence to prevent paper from falling off.

6. **Front Cover**

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

7. **Tray 2 (option)**

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

8. **Tray 1**

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

9. **Bypass Tray**

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

10. **Output Tray**

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

11. **USB Flash Disk Port**

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

12. **Control Panel**

    Contains a screen and keys for machine control.

13. **Exposure Glass**

    Place originals here sheet by sheet.

14. **Cover for the Exposure Glass**

    Open this cover to place originals on the exposure glass.

Exterior: Rear View

CMF016
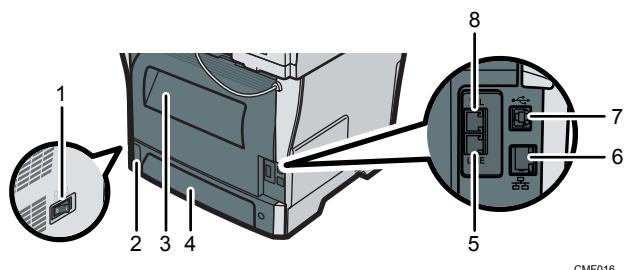
1. **Power Switch**

   Use this switch to turn the power on or off.

2. **Power Socket**

   For connecting the power cord to the machine.

3. **Rear Cover**

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

4. **Tray 1 Rear Cover**

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

5. **G3 (analog) Line Interface Connector**

   For connecting a telephone line.

6. **Ethernet Port**

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

7. **USB Port**

   For connecting the machine to a computer using a USB cable.

8. **External Telephone Connector**

   For connecting an external telephone.

Interior
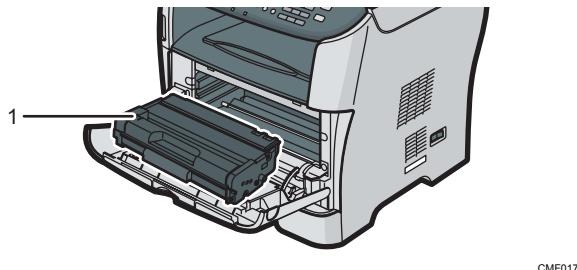
CMF017

1. **Print Cartridge**

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

   🖹 Reference

   • For details about the messages that appear on the screen when consumables need to be replaced, see p.401 "Error and Status Messages on the Screen".

Control Panel

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

⭐ Important

- The actual control panel may look different from the illustration below, depending on the country of use.
- If the machine remains turned off for a certain period of time (for example, when the power switch is turned off or when there is a power failure), all documents stored in memory will be lost. If the Fax Received indicator is lit or flashing, make sure to print out the stored documents before turning off the power (for example, prior to relocating the machine).

PerMF 3
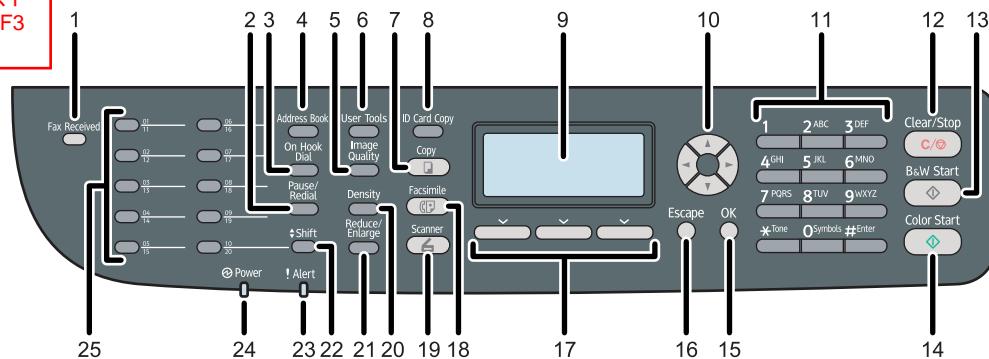
CES167

1. **Fax Received indicator**

   Lights up when received faxes that have not been printed out exist in the machine's memory. Flashes when the machine is unable to print out the faxes due to machine errors such as an empty paper tray or a paper jam.

2. **[Pause/Redial] key**

   - Pause

     Press to insert a pause in a fax number. The pause is indicated by "P".

   - Redial

     Press to display the last used scan or fax destination.

3. **[On Hook Dial] key**

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

4. **[Address Book] key**

   Press to select a scan or fax destination from the Address Book.

5. **[Image Quality] key**

   Press to select scan quality for the current job.

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

6. **[User Tools] key**

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

1

7. **[Copy] key**

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

8. **[Short Cut] key**

   Press to use the function pre-assigned for this key. Depending on the setting, one of the following functions can be used by one-touch:

   - Activate ID card copy mode for the current job
   - Enter the [Print Received File] menu under fax feature settings
   - Enter the [Immediate TX] menu under fax transmission settings
   - Open the scanner Address Book (for Scan to E-mail/FTP/Folder)
   - Enter the combined/2-sided copy menu for the current job

9. **Screen**

   Displays current status and messages.

10. **Scroll keys**

    Press to move the cursor in the directions indicated by each scroll key.

    Pressing the [◀][▶] keys while the machine is in standby mode will display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax).

11. **Number keys**

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

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

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

13. **[Start] key**

    Press to scan, copy, or send a fax.

    Color Start

14. **[OK] key**

    Press to confirm settings or enter the next level of the menu tree.

15. **[Escape] key**

    Press to cancel the last operation or exit to the previous level of the menu tree.

16. **Selection keys**

    Press the key that corresponds to an item shown on the bottom line of the screen to select it.

17. **[Facsimile] key**

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

18. **[Scanner] key**

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

19. **[Density] key**

    Press to adjust image density for the current job.

1

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

20. **[Reduce/Enlarge] key**

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

21. **[Shift] key**

Press to use the Quick Dial numbers 11 to 20 when specifying a scan or fax destination using the One Touch buttons.

22. **Alert indicator**

Flashes yellow when the machine will require maintenance soon (such as replacing a print cartridge), or lights up red when a machine error occurs.

When an alert is issued, check the messages on the screen and follow the instructions as provided in "Error and Status Messages on the Screen".

23. **Power indicator**

Remains lit while the power is on. It is unlit when the power is off.

24. **One Touch buttons**

Press to select a scan or fax Quick Dial destination.

Note

- The backlight of the screen is turned off when the machine is in Energy Saver mode.
- When the machine is processing a job, you cannot display the menu for configuring the machine. You can confirm the machine's status by checking messages on the screen. If you see messages such as "Printing...", "Copying...", or "Processing...", wait until the current job is finished.
- A sticker for control panel keys and a name sheet for One Touch buttons may be included, depending on the country of use. If included, apply the stickers appropriate for your language to the control panel. Note that if the control panel is covered with a protective sheet, be sure to remove it before applying the stickers.
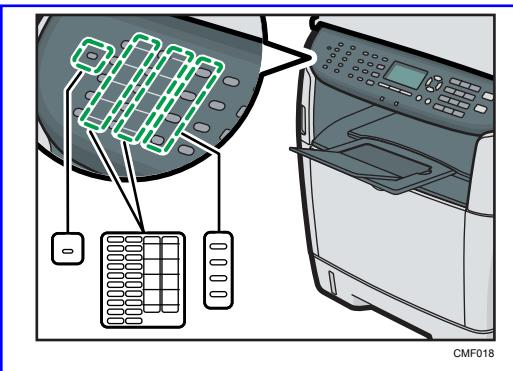
CMF018

Reference

2. Getting Started

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

Installing the Machine

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

Where to Put the Machine

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

⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

⚠ CAUTION

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

⚠ CAUTION

- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

⚠ **CAUTION**

- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.

⚠ **CAUTION**

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

⚠ **CAUTION**

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

⚠ **CAUTION**

- Machine sound levels exceeding [Sound Power Level (Black and White)] > 65.8dB (A) are not suitable for desk work environments, so place the machine in another room.

⚠ **CAUTION**

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

Space Required for Installation

The recommended (minimum) space requirements are as follows:

CMF019
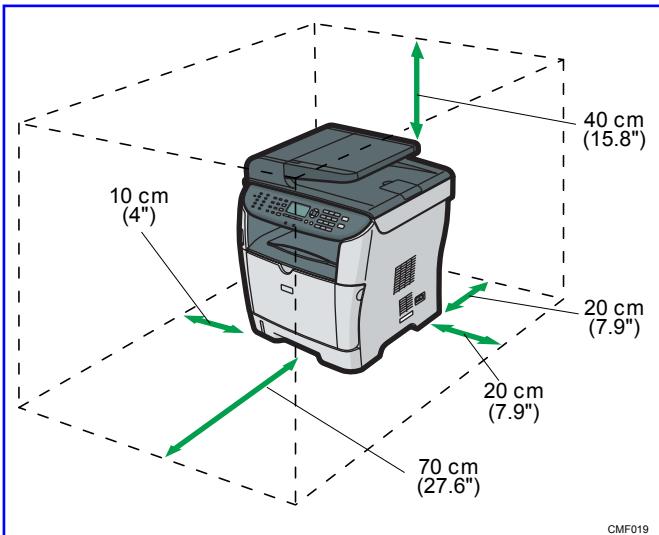
Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:
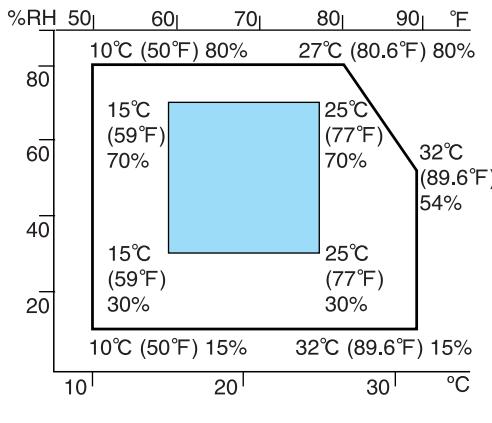
CER119

- White area: Permissible Range

- Blue area: Recommended Range

To avoid possible build-up of ozone, locate this machine in large well ventilated room that has an air turnover of more than 30m^3/hr/person.

Environments to Avoid

⭐ **Important**

- Areas exposed to direct sunlight or strong light

- Dusty areas

- Areas with corrosive gases

- Areas that are excessively cold, hot, or humid

- Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners

- Areas directly exposed to radiant heat from heaters

- Locations near air conditioners, heaters, or humidifiers

- Locations near other electronic equipment

- Locations subject to frequent strong vibration

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.

- Ventilation should be more than 30 m^3/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Power Source

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

Please be sure to connect the power cord to a power source as above.

Unpacking

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.

2

⚠️WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.

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

⚠️WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

⚠️WARNING

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

⚠️WARNING

- Do not use the cleaner to suck spilled toner (including used toner). Sucked toner may cause firing or explosion due to electrical contact flickering inside the cleaner. However, it is possible to use the cleaner designed for dust explosion-proof purpose. If toner is spilled over the floor, sweep up spilled toner slowly and clean remainder with wet cloth.

⚠️CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

⚠️CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

⚠️CAUTION

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

⚠️CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

- When moving the machine, use the inset grips on both sides. The machine will break or cause injury if dropped.

⚠ CAUTION

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

⚠ CAUTION

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

⭐ Important

- Removed tape is dirty. Be careful not to let it touch your hands or clothes.
- Leave the protective materials in place while moving the machine.
- Lower the machine slowly and carefully to prevent trapping your hands.
- Do not grip on the tray area when lifting the machine.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.
- Keep uncovered print cartridge away from direct sunlight.
- Do not touch the print cartridge's photo conductor unit.
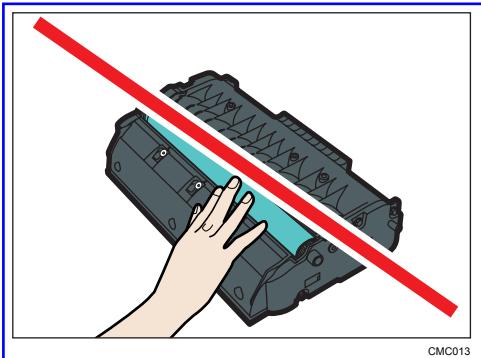
CMC013

- Do not touch the ID chip on the side of the print cartridge as indicated in the illustration below.
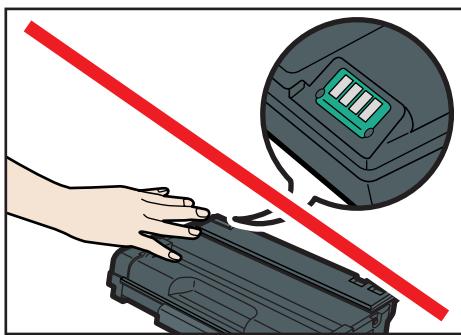
CMC014

1. **Remove the plastic bag.**

2. **Lift the machine by using the inset grips on both sides of the machine.**

CMF053

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

Be sure to also remove the protective sheet on the control panel.

CMF054

3 7
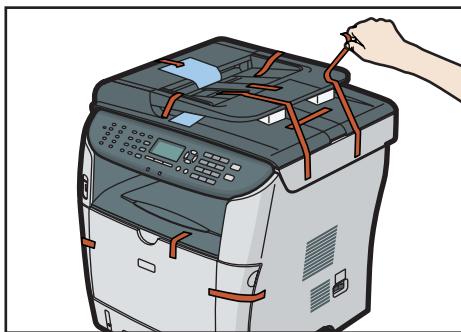
ARDF
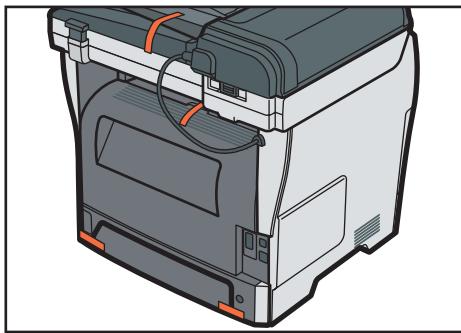
CMF055

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

4. **Open the ADF cover.**

CMF056

5. **Gently pull the protective sheet to remove it.**
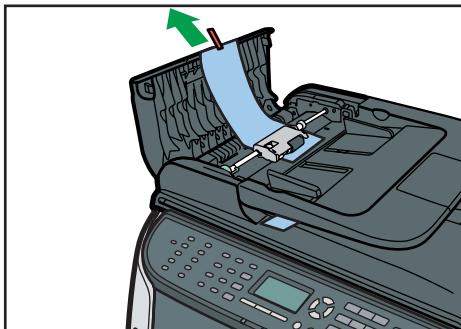
CMF057

6. **Close the ADF cover.**
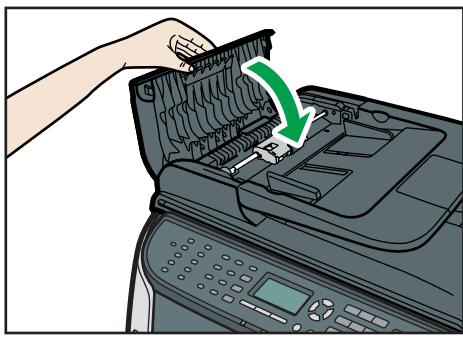
CMF059

7. **Remove the protective sheet and materials.**
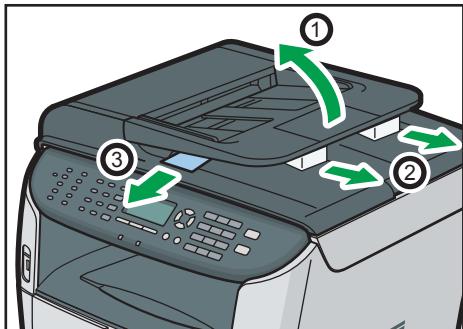
CMF058

8. **Open the rear cover.**
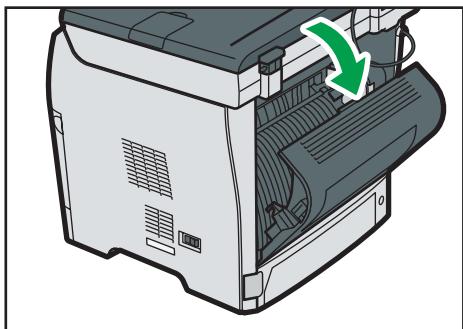
CMF095

8   10

"   "

9. **Pull up the levers for printing envelopes on both sides to the position indicated with a paper mark.**

Make sure that the levers on both sides are pulled up completely to the paper mark positions. Leaving the levers lowered or not pulled up completely may affect the print quality, as toner may be insufficiently fused.
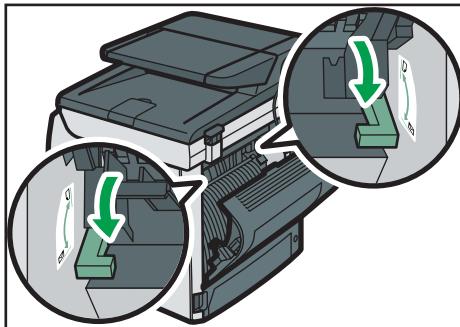
CMF047

10. Close the rear cover.
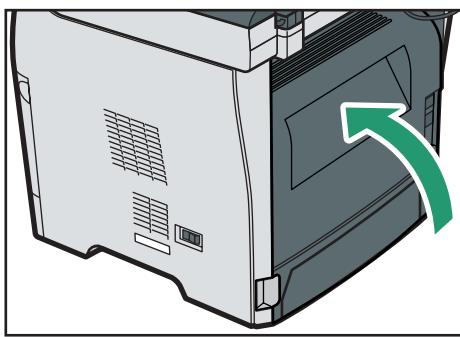
CMF076

11. Push the side button to open the front cover, and then carefully lower it.
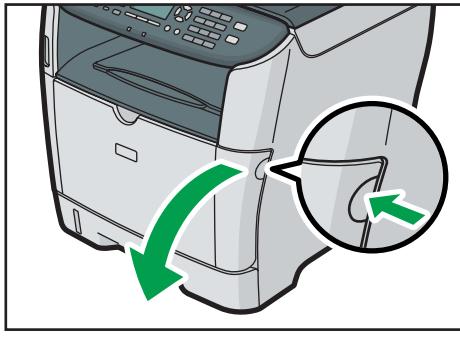
CMF020

12. **Remove the protective material attached inside the machine.**

CMF060
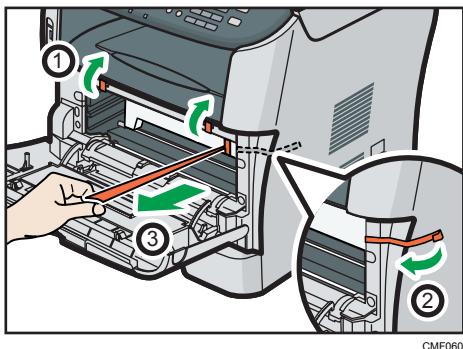
13. **Unpack the print cartridge. Then, place it on a flat surface, and remove the protection sheet.**

CMC019
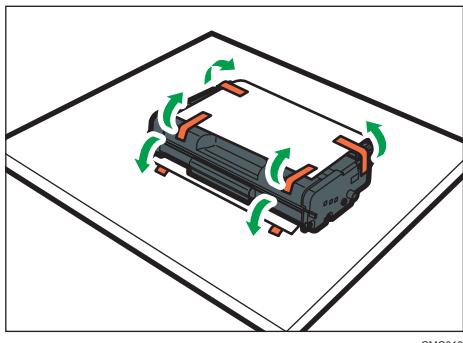
Shake the print cartridge from side to side five or six times.

5~6

CMC020
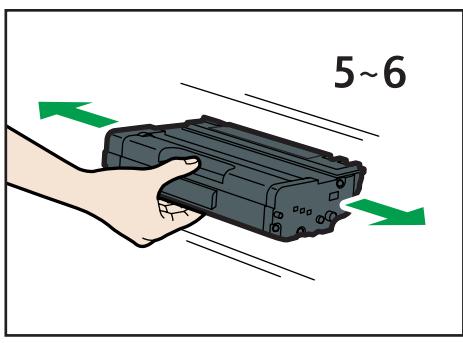
14. Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.
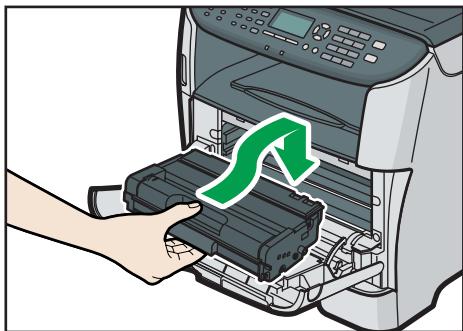
CMF021

15. Using both hands, carefully push up the front cover until it closes.
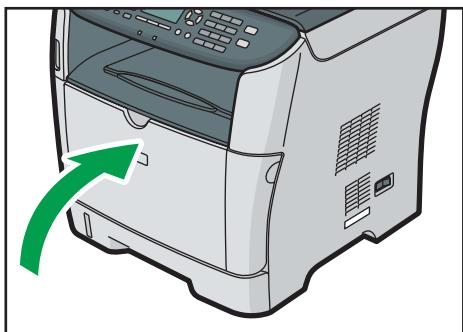
CMF022

16. Carefully pull tray 1, and then pull out with both hands.
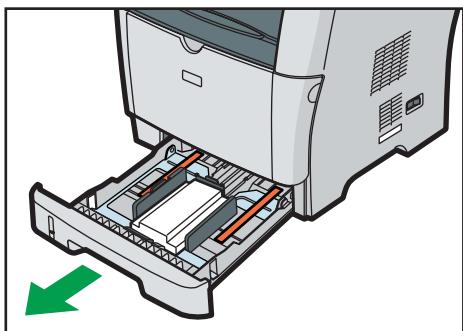
CMF023

Place the tray on a flat surface.

17. Remove the protective material attached inside the tray.
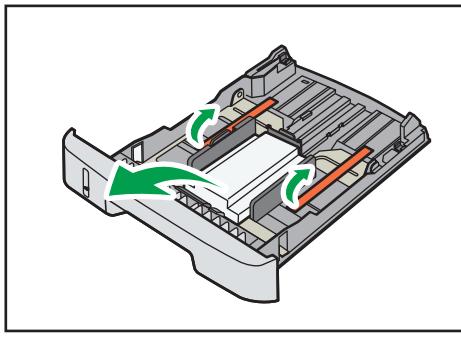
CMF061

18. Carefully push tray 1 straight into the machine.
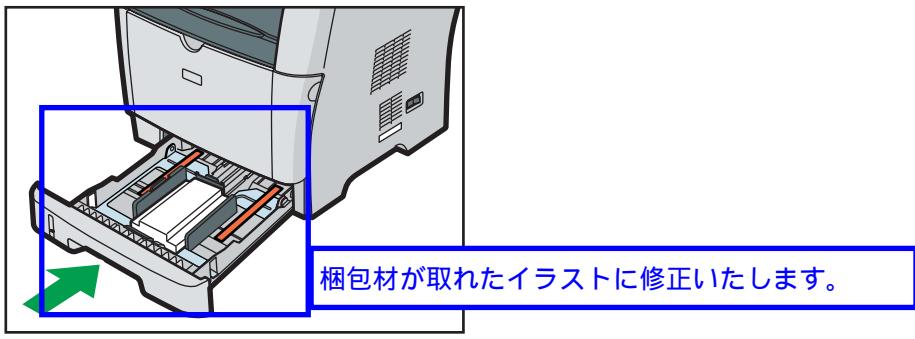
CMF024

19. Pull out and raise the stop fence.
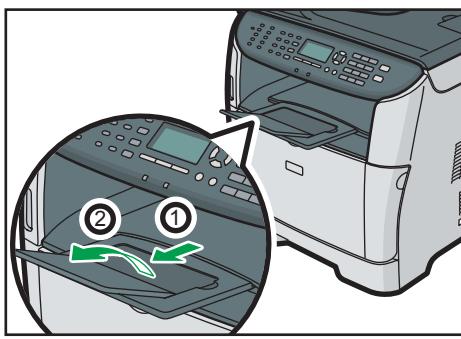
CMF025

Turning the Power on

This section describes how to turn on the machine.

⚠️WARNING

- Do not use any power sources other than those that match the specifications shown in this manual. Doing so could result in fire or electric shock.

⚠️WARNING

- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

⚠️WARNING

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

⚠️CAUTION

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

⚠ CAUTION

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

⚠ CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

★ Important

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

1. **Plug in the power cord.**

MF2/P2

CMF026
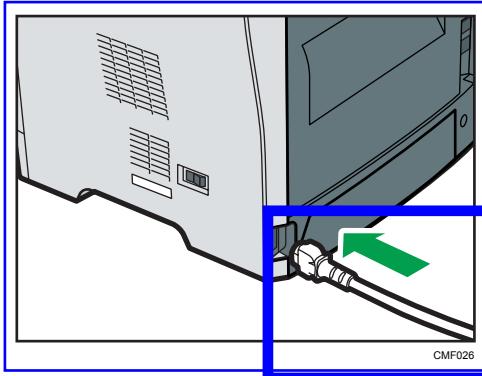
2. **Insert the plug of the power cord into the wall socket securely.**

3. **Turn the power switch to " | On".**

CMF027
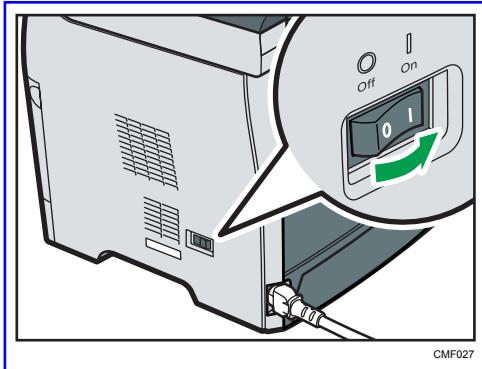
The Power indicator lights up, and then the [Copy] key on the control panel lights up.

🔽 **Note**

- Depending on the [Function Priority] setting under [Admin. Tools], the [Facsimile] or [Scanner] key may light up instead of the [Copy] key.

- The machine may make a noise while initializing. This noise does not indicate a malfunction.

- To turn off the power, turn the power switch to "○ Off".

CMF028
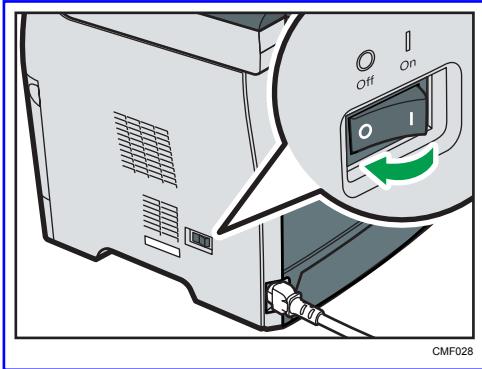
📑 **Reference**

- For details about [Function Priority], see p.301 "Administrator Settings".

Initial Setup

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

⭐ **Important**

- 🌐 **Region B** : The fax number code is required by international law. You cannot legally connect a fax machine to the telephone system if the fax number code is not programmed. Also, the fax header code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

- Make sure to select the correct code for the country of use. Selecting the wrong country code may cause failures in fax transmissions.

Display language

The language selected here is used for the display.

User fax number

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

User name

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

Country code

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

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

2. Press the [▲] [▼] keys to select [Number:], and then enter the user fax number (up to 20 digits).

3. Press the [▲] [▼] keys to select [Name:], enter the user name (up to 20 characters), and then press the [OK] key.

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

Note

- You can change the settings configured during the Initial Setup later under [Admin. Tools]. In addition, you can set the machine's time and date under [Admin. Tools].

- When the [Print Fax Header] setting under fax transmission settings is turned on, the registered user fax number, user name, and time and date of transmission appear on the header of every fax you send.

Reference

- For details about entering characters, see p.123 "Entering Characters".

- For details about [Admin. Tools], see p.301 "Administrator Settings".

- For details about [Print Fax Header], see p.269 "Fax Transmission Settings".

Changing Operation Modes

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

Copier mode

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

PerMF 3

CES174
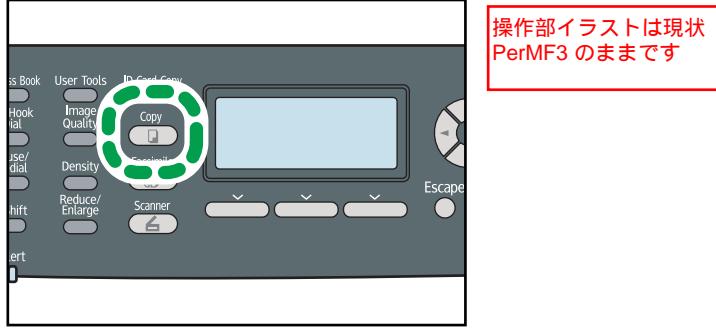
Scanner mode

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

CES175
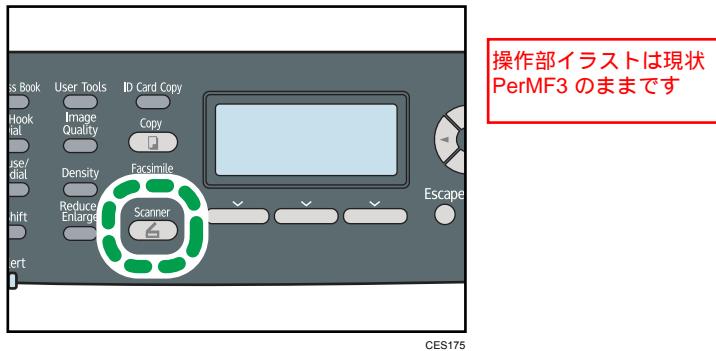
Fax mode

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

CES176
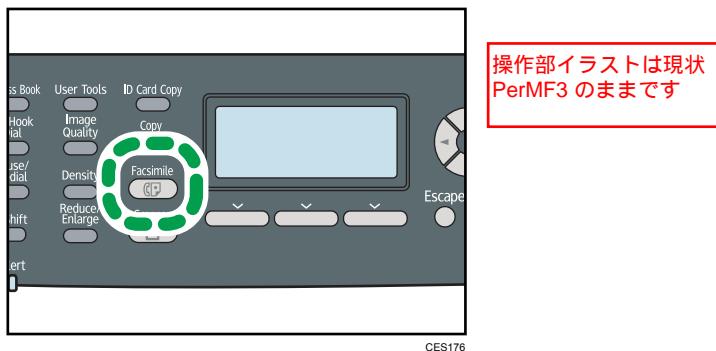
Function Priority

By default, copy mode is selected when the machine is turned on, or if the preset [System Auto Reset Timer] time passes with no operation while the initial screen of the current mode is displayed. You can change the selected mode using [Function Priority] under [Admin. Tools].

🖹 Reference

- For details about [System Auto Reset Timer] or [Function Priority], see p.301 "Administrator Settings".

Saving Energy

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

2

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

Energy Saver mode 1

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

Energy Saver mode 2

If [EnergySaverMode 2] under [Admin. Tools] is enabled, the machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. When the machine is in Energy Saver mode 2, the screen turns off while the Power indicator remains lit. Power consumption is lower in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

⬇ **Note**

- Even if Energy Saver mode 2 is enabled, the machine will not enter Energy Saver mode 2 for two hours if [Low humidity] under [System Settings] is enabled.

🗐 **Reference**

- For details about Energy Saver modes, see p.301 "Administrator Settings".

- For details about [Low humidity], see p.281 "System Settings".

Multi-access

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

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

Current job	Job that you want to execute simultaneously
Copying	• Fax memory transmission • Fax memory reception • Internet Fax reception (no printing) • Receiving a print job from a computer (the actual printing starts after copying is finished) • Receiving a LAN-Fax job from a computer

No.63 Dual Access
PRO2 System Functional Specification V1.00_20110718   3.10. Dual Access Specification
RinMF1   Copy   Print

MF1

2

Current job	Job that you want to execute simultaneously
Scanning	• Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Internet Fax reception • Printing • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Scanning a fax into the machine's memory before transmission	• Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Internet Fax reception • Printing • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Fax immediate transmission (scanning an original and sending it simultaneously)	• Printing a fax received in the machine's memory • Internet Fax reception • Printing • Receiving a LAN-Fax job from a computer
Fax memory transmission (sending a fax that has already been stored in the machine's memory)	• Copying • Scanning • Scanning a fax into the machine's memory before transmission • Internet Fax transmission • Printing a fax received in the machine's memory • Internet Fax reception • Printing • Receiving a LAN-Fax job from a computer

Current job	Job that you want to execute simultaneously
Internet Fax transmission	• Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Printing • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Fax immediate printing (receiving a fax and printing it simultaneously)	• Scanning • Scanning a fax into the machine's memory before transmission • Internet Fax transmission • Internet Fax reception (no printing) • Receiving a LAN-Fax job from a computer
Fax memory reception (storing a received fax into the machine's memory)	• Copying • Scanning • Scanning a fax into the machine's memory before transmission • Internet Fax transmission • Internet Fax reception • Receiving a LAN-Fax job from a computer
Printing a fax received in the machine's memory	• Scanning • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Internet Fax transmission • Internet Fax reception (no printing) • Receiving a LAN-Fax job from a computer • LAN-Fax transmission

2

Current job	Job that you want to execute simultaneously
Internet Fax reception	• Copying (except when printing out the received Internet Fax) • Scanning • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Fax immediate printing (except when printing out the received Internet Fax) • Fax memory reception (except when printing out the received Internet Fax) • Printing a fax received in the machine's memory (except when printing out the received Internet Fax) • Printing (except when printing out the received Internet Fax) • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Printing	• Scanning • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Internet Fax transmission • Internet Fax reception (no printing) • LAN-Fax transmission
Receiving a LAN-Fax job from a computer	• Copying • Scanning • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Internet Fax reception • LAN-Fax transmission

Current job	Job that you want to execute simultaneously
LAN-Fax transmission	- Copying - Scanning - Scanning a fax into the machine's memory before transmission - Internet Fax transmission - Printing a fax received in the machine's memory - Internet Fax reception - Printing - Receiving a LAN-Fax job from a computer

Note

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

Connecting the Machine

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

Connecting with a Computer Using a USB Cable

⭐ **Important**

- USB 2.0 interface cable is not supplied. Obtain a USB cable that is correct for the computer you are using.
- USB connection with a Macintosh is only possible via the computer's standard USB port.

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

CMF029
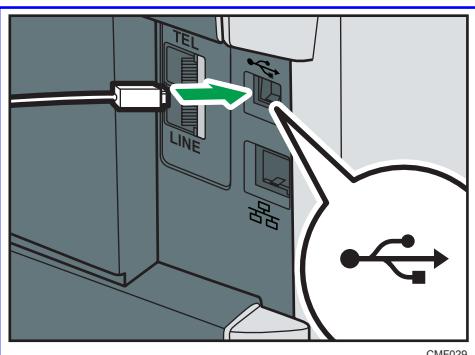
2. **Connect the opposite end's flat connector to your computer's USB interface or USB hub.**

🔖 **Reference**

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

Connecting with a Digital Camera Using a USB Cable

Connecting with a Network Cable

Follow the procedure below to connect the machine to a computer through a network.

Prepare the hub and other network devices before connecting the 10BASE-T or 100BASE-TX cable to the machine's Ethernet port.

⚠️ **CAUTION**

- Do not connect the Ethernet port of the machine to a network that may supply excess voltage, such as a telephone line. Doing so may result in fire or electric shock

Use shielded Ethernet cable. Unshielded cables create electromagnetic interference that could cause malfunctions.

⚠CAUTION

- Network cable with a ferrite core must be used for RF interference suppression.

⭐ **Important**

- The Ethernet cable is not supplied with this machine. Select your cable according to the network environment.

- The ferrite core is supplied with this machine.

1. Connect the Ethernet cable to the Ethernet port.

CMF030
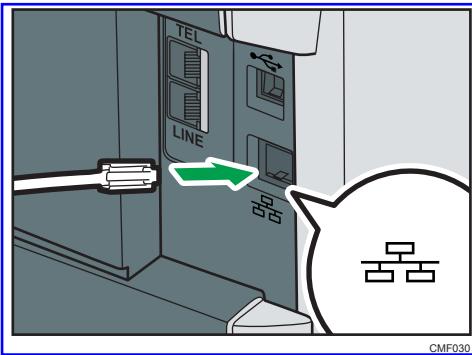
2. Attach the ferrite core supplied with this machine at the other end of the Ethernet cable about 5 cm (2 inches) (①) from the connector, making a loop as shown.

CMF031
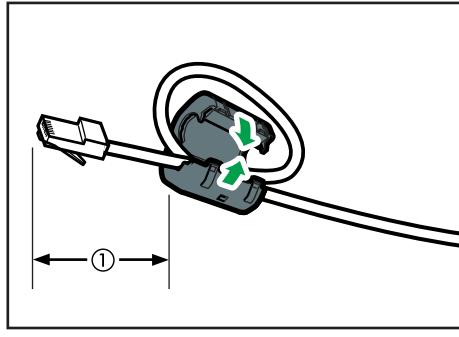
3. Connect the cable to the network (e.g., a network hub).

📘 **Reference**

- For details about network environment settings, see p.70 "Configuring the Machine".

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

Reading the LED lamps
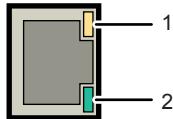
CMF062

1. **Yellow: Lights up when 10BASE-T connection is properly established. Flashes when data is being transmitted.**

2. **Green: Lights up when 100BASE-TX connection is properly established. Flashes when data is being transmitted.**

Connecting to a Telephone Line

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

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

🌐 Region B

⚠ CAUTION

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

🌐 Region B

⚠ ATTENTION

- Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.

⭐ Important

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

1. **Connect a telephone line cord to LINE.**
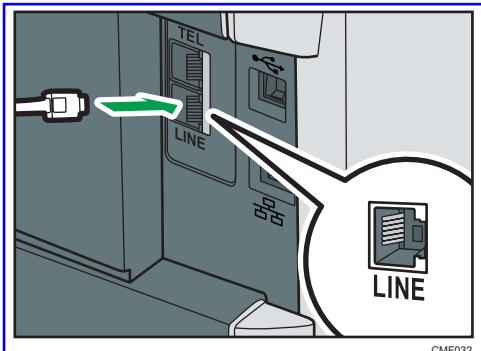
CMF032

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

CMF033
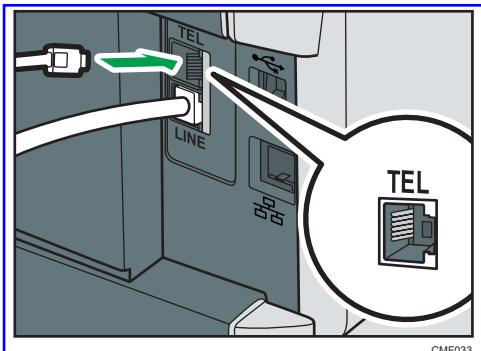
🔽 **Note**

- After connecting the machine to the telephone line, configure the telephone network settings and fax reception mode.

- If your telephone has functions that are not compatible with this machine, those functions will not be usable.

- Confirm that you have registered user fax number and user name during Initial Setup. You can check the registered information in [Program Fax Information] under [Admin. Tools].

📘 **Reference**

- For details about registering fax sender information, see p.301 "Administrator Settings".

- For details about configuring the telephone network settings, see p.76 "Configuring Telephone Network Settings".

- For details about configuring fax reception mode, see p.241 "Selecting Reception Mode".

- For details about [Program Fax Information], see p.301 "Administrator Settings".

Configuring the Machine

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

Configuring the IPv4 Address Settings

The procedure for configuring network settings differs depending on whether IPv4 address information is assigned automatically by the network (DHCP), or manually.

Setting the machine to receive an IPv4 address automatically

⭐ **Important**

- A DHCP server is required on the network for the machine to receive an IPv4 address automatically.

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

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

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

4. **Press the [▲] [▼] keys to select [IPv4 Configuration], and then press the [OK] key.**

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

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

7. **Press the [User Tools] key to return to the initial screen.**

8. **If you are requested to restart the machine, turn off the machine, and then turn it back on.**

9. **Print the configuration page to confirm the setting.**

   The IPv4 address setting will appear under "TCP/IP" on the configuration page.

⬇**Note**

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

- A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock].

- If your network environment requires a specific transmission speed that is not automatically detected, set the transmission speed in [Set Ethernet Speed] under [Network Settings].

- When [DHCP] is activated, manually configured IPv4 address settings are not used.

🔲**Reference**

- For details about turning the machine on and off, see p.55 "Turning the Power on".

- For details about printing the configuration page, see p.293 "Printing the Configuration Page".

- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

- For details about [Set Ethernet Speed], see p.75 "Configuring the Ethernet Speed".

Assigning the machine's IPv4 address manually

⭐**Important**

- The IPv4 address assigned to the machine must not be used by any other device on the same network.

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

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

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

4. **Press the [▲] [▼] keys to select [IPv4 Configuration], and then press the [OK] key.**

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

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

7. **Press the [▲] [▼] keys to select [IP Address], and then press the [OK] key.**

   The current IPv4 address is shown.

8. **Enter the machine's IPv4 address using the number keys, and then press the [OK] key.**

   Press the [◀] [▶] keys to move between fields.

9. **Press the [▲] [▼] keys to select [Subnet Mask], and then press the [OK] key.**

   The current subnet mask is shown.

10. **Enter the subnet mask using the number keys, and then press the [OK] key.**

    Press the [◀] [▶] keys to move between fields.

11. **Press the [▲] [▼] keys to select [Gateway Address], and then press the [OK] key.**

    The current gateway address is shown.

12. **Enter the gateway address using the number keys, and then press the [OK] key.**

    Press the [◀] [▶] keys to move between fields.

13. **Press the [User Tools] key to return to the initial screen.**

14. **If you are requested to restart the machine, turn off the machine, and then turn it back on.**

15. **Print the configuration page to confirm the setting.**

    The IPv4 address setting will appear under "TCP/IP" on the configuration page.

⬇ **Note**

- You can press the [Escape] key to exit to the previous level of the menu tree.
- A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock].
- If your network environment requires a specific transmission speed that is not automatically detected, set the transmission speed in [Set Ethernet Speed] under [Network Settings].
- When [DHCP] is activated, manually configured IPv4 address settings are not used.

🄴 **Reference**

- For details about turning the machine on and off, see p.55 "Turning the Power on".
- For details about printing configuration page, see p.293 "Printing the Configuration Page".
- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".
- For details about [Set Ethernet Speed], see p.75 "Configuring the Ethernet Speed".

Configuring the IPv6 Address Settings

The procedure for configuring network settings differs depending on whether IPv6 address information is assigned automatically by the network (DHCP), or manually.

Setting the machine to receive an IPv6 address automatically

⭐ **Important**

- A DHCP server is required on the network for the machine to receive an IPv6 address automatically.

1. Press the [User Tools] key.

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

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

4. Press the [▲] [▼] keys to select [IPv6 Configuration], and then press the [OK] key.

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

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

7. Press the [User Tools] key to return to the initial screen.

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

9. Print the configuration page to confirm the setting.

   The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

🔽 **Note**

- You can press the [Escape] key to exit to the previous level of the menu tree.
- A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock].
- When [DHCP] is activated, manually configured IPv6 address settings are not used.

📑 **Reference**

- For details about turning the machine on and off, see p.55 "Turning the Power on".
- For details about printing configuration page, see p.293 "Printing the Configuration Page".
- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Assigning the machine's IPv6 address manually

⭐**Important**

- The IPv6 address assigned to the machine must not be used by any other device on the same network.

1. Press the [User Tools] key.

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

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

4. Press the [▲] [▼] keys to select [IPv6 Configuration], and then press the [OK] key.

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

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

7. Press the [▲] [▼] keys to select [Manual Config. Address], and then press the [OK] key.

8. Press the [▲] [▼] keys to select [Manual Config. Address], and then press the [OK] key.

9. Enter the machine's IPv6 address using the number keys, and then press the [OK] key.

10. Press the [▲] [▼] keys to select [Prefix Length], and then press the [OK] key.

11. Enter the prefix length using the number keys, and then press the [OK] key.

12. Press the [▲] [▼] keys to select [Gateway Address], and then press the [OK] key.

13. Enter the gateway address using the number keys, and then press the [OK] key.

14. Press the [User Tools] key to return to the initial screen.

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

16. Print the configuration page to confirm the setting.

The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

⬇**Note**

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

- A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock].

- When [DHCP] is activated, manually configured IPv6 address settings are not used.

Reference

- For details about turning the machine on and off, see p.55 "Turning the Power on".
- For details about printing configuration page, see p.293 "Printing the Configuration Page".
- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Configuring the Ethernet Speed

You can set the speed that the machine will use for Ethernet communications.

In most cases, this should be left on the default setting, [Auto Select]. This setting allows two interfaces to automatically determine the optimum speed when they are connected.

Connection cannot be established if the selected Ethernet speed does not match your network's transmission speed.

The use of this feature is recommended. To use it, select [Auto Select].

Router/HUB	Machine				
	[10Mbps Half Duplex]	[10Mbps Full Duplex]	[100Mbps Half Duplex]	[100Mbps Full Duplex]	[Auto Select]
10 Mbps half duplex	○	-	-	-	○
10 Mbps full duplex	-	○	-	-	○
100 Mbps half duplex	-	-	○	-	○
100 Mbps full duplex	-	-	-	○	○
auto-negotiation (auto selection)	○	○	○	○	○

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

PerMF3

CES184
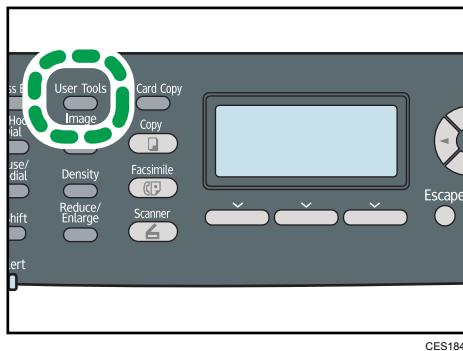
2. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

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

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

5. **Press the [▲][▼] key to select [Ethernet Speed], and then press the [OK] key.**

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

7. **Press the [User Tools] key to return to the initial screen.**
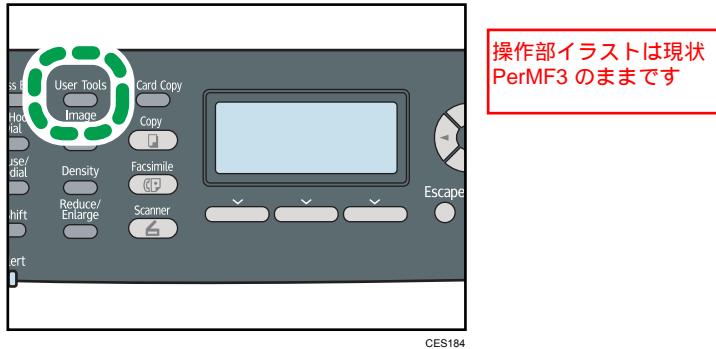
You can press the [Escape] key to exit to the previous level of the menu tree.

A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].

For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Configuring Telephone Network Settings

Selecting the telephone line type

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

This function is not available in some regions.

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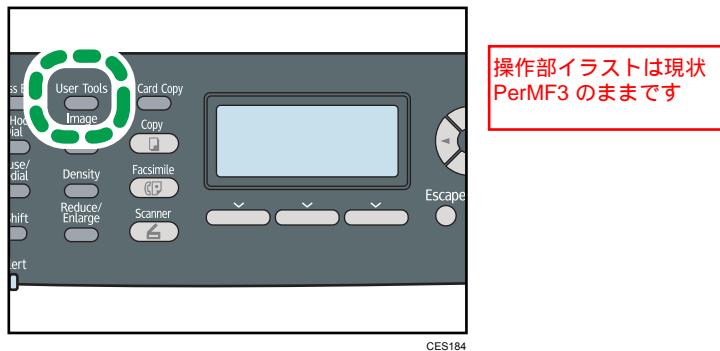
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2. **Press the [▲] [▼] keys to select [Admin. Tools], and then press the [OK] key.**

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

4. **Press the [▲] [▼] keys to select [Dial/Push Phone], and then press the [OK] key.**

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

6. **Press the [User Tools] key to return to the initial screen.**

🔽 **Note**

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

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].

🔖 **Reference**

- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Selecting the telephone network connection type

Select the type of connection to the telephone network.

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

1. **Press the [User Tools] key.**
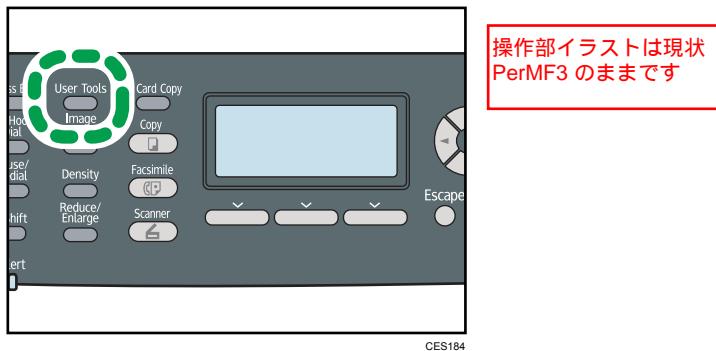
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2. **Press the [▲] [▼] keys to select [Admin. Tools], and then press the [OK] key.**
3. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**
4. **Press the [▲] [▼] keys to select [PSTN / PBX], and then press the [OK] key.**
5. **Press the [▲] [▼] keys to select [PSTN] or [PBX], and then press the [OK] key.**
6. **Press the [User Tools] key to return to the initial screen.**

⏬ Note

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

📄 Reference

- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Setting the outside line access number

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

✴️ Important

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

1. **Press the [User Tools] key.**
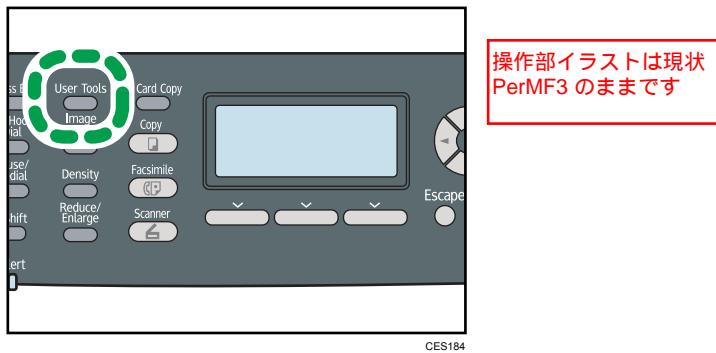
CES184

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

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

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

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

6. **Press the [User Tools] key to return to the initial screen.**

⬇ Note

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

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].

🔗 Reference

- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Sharing the Printer on a Network

This section describes how to configure this machine as a Windows network printer.

The network printer is configured to enable network clients to use it.

⭐ **Important**

2

- To change printer properties, you must have Manage Printers permission (Full Control access authentication under Windows Vista/7). Log on to the file server as an Administrator to acquire this permission.

- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

1. On the [Start] menu, click [Devices and Printers].
2. Right click the icon of the printer you want to use, and then click [Printer properties].
3. On the [Sharing] tab, click [Share this printer].

   To share the printer with users using a different version of Windows, follow steps 4 to 7.

   Proceed to step 8 if you have installed an alternative driver by selecting [Share this printer] during the printer driver installation.

4. Click [Additional Drivers...].
5. Select the version of Windows in [Additional Drivers], and then click [OK].
6. Click [Browse...], and select the driver file, and then click [Open].
7. Click [OK].
8. On the [Advanced] tab, click the [Printing Defaults...] button. Specify the default values for the printer driver that will be distributed to client computers, and then click [OK].
9. Click [Apply].
10. Click [OK].

Installing Option

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

Installing the Paper Feed Unit (Tray 2)

⚠️**WARNING**

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

⚠️**WARNING**

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

⚠️**CAUTION**

- Before installing or removing options, always disconnect the power cord plugs from the wall outlet and allow time for the main unit to fully cool. Failing to take these precautions could result in burns.

⚠️**CAUTION**

- The machine weighs approximately 18.0 kg (39.6 lb.). When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.

in pairs

⚠️**CAUTION**

- Lifting the paper feed unit carelessly or dropping may cause injury.

⚠️**CAUTION**

- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.

⭐**Important**

- Tray 1 is required to print using the optional paper feed unit. Without Tray 1, paper jams will occur.

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

- The machine should always be lifted by two people.

1. **Check that the package contains paper feed unit.**

CMC030
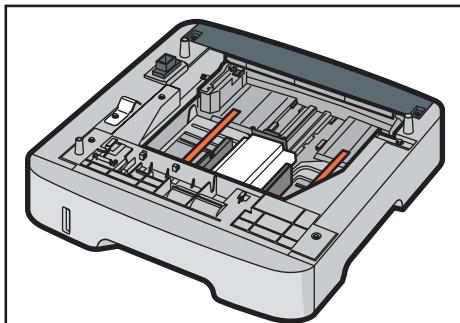
MF1/P1

2. **Turn off the power, and then unplug the machine's power cord from the wall outlet.**

3. **Carefully pull the tray, and then pull it out with both hands.**

   Place the tray on a flat surface.

4. **Remove the protective material attached inside the tray.**

CMF061
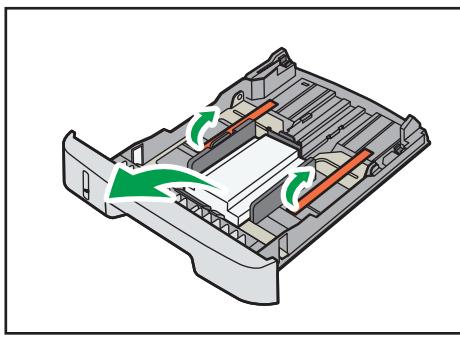
5. **Carefully push the tray straight into the optional paper feed unit.**

6. **Lift the machine using the inset grips on both sides.**

CMF034

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

CMF035
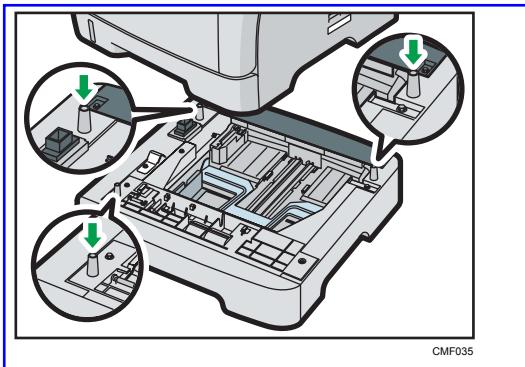
8. **After installing the option, print the configuration page to confirm the installation.**

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

⬇️**Note**

- After installing the optional paper feed unit, select tray 2 in the printer driver. For details, see the printer driver Help.

- If the optional paper feed unit is not installed properly, reinstall it following this procedure. If you cannot install it properly even after attempting reinstallation, contact your sales or service representative.

🖹 **Reference**

- For details about printing configuration page, see p.293 "Printing the Configuration Page".

- For details about loading paper in tray 2, see p.105 "Loading Paper in Tray 2".

Paper and Other Media

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

↓ Note

2

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

Supported Paper for Each Tray

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

Tray 1

Type	Size	Weight	Capacity
Thin paper	A4	52 to 162 g/m^2	250
Plain paper	B5 JIS	(13.8 to 43.0 lb.)	(80 g/m^2, 20 lb.)
Thick paper 1, 2	A5		
Recycled paper	B6 JIS		
Color paper	A6		
Preprinted paper	Legal (8$^1/_2$ " × 14 ")		
Prepunched paper	Letter (8$^1/_2$ " × 11 ")		
Letterhead	Half Letter (5$^1/_2$" × 8$^1/_2$")		
Bond paper	Executive (7$^1/_4$ " × 10$^1/_2$ ")		
Cardstock	8 " × 13 "		
Label paper	8$^1/_2$" × 13 "		
Middle thick, Envelope	Folio (8$^1/_4$ " × 13 ")		
	16K (195 × 267 mm)		
Com 10 (4 1/8" × 9 1/2") Monarch (3 7/8" × 7 1/2") C5 Env (162 × 229 mm) C6 Env (114 × 162 mm) DL Env (110 × 220 mm)	Custom size: 100 to 216 mm in width, 148 to 356 mm in length (3.94 to 8.50 inches in width, 5.83 to 14.02 inches in length)		

Tray 2 (option)

Middle thick	Type	Size	Weight	Capacity
	Thin paper Plain paper Thick paper 1 Recycled paper Color paper Preprinted paper Prepunched paper Letterhead	A4 B5 JIS A5 Legal ($8^1/_2$ " × 14 ") Letter ($8^1/_2$ " × 11 ") Half Letter ($5^1/_2$ " × $8^1/_2$ ")	60 to 105 g/m^2 (16.0 to 28.0 lb.)	250 (80 g/m^2, 20 lb.)

Bypass tray

Middle thick	Type	Size	Weight	Capacity
	Thin paper Plain paper Thick paper 1, 2 Recycled paper Color paper Preprinted Paper Prepunched paper Letterhead Bond paper Cardstock Label paper OHP transparencies Envelope	A4 B5 JIS A5 B6 JIS A6 Legal ($8^1/_2$ " × 14 ") Letter ($8^1/_2$ " × 11 ") Half Letter ($5^1/_2$" × $8^1/_2$") Executive ($7^1/_4$ " × $10^1/_2$ ") 16K (195 mm × 267 mm) Com 10 ($4^1/_8$" × $9^1/_2$") Monarch ($3^7/_8$" × $7^1/_2$") C5 Env (162 × 229 mm) C6 Env (114 × 162 mm) DL Env (110 × 220 mm) Custom size: 90 to 216 mm in width, 140 to 356 mm in length (3.54 to 8.50 inches in width, 5.51 to 14.02 inches in length)	8 " × 13 " 81/2 " × 13 " Folio (81/4 " × 13 ") 52 to 162 g/m^2 (13.8 to 43.0 lb.)	50 (80 g/m^2, 20 lb.)

No. 37

Note

- The number of sheets that can be printed in one minute may become lower than normal when printing on Legal size paper. print at the resolution 1200 x 1200 dpi,
- If you ~~select [1200×1200dpi] for [Resolution] (PCL6 printer driver) or [Print Quality:] (PostScript 3 printer driver)~~, the following conditions apply:
  - Available paper tray: tray 1 and bypass tray
  - Available paper size: A4, B5 JIS, or Letter ($8^1/_2$ " × 11 ")
  - Available paper type: plain paper, ~~recycled paper, color paper, preprinted paper, prepunched paper~~
  - Duplex printing: not available

Specifications of Paper Types

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

Important

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

Thin paper

Item	Description
Paper thickness	52 to 64 g/m^2 (13.8 to 17.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 ")
Notes	Tray 2 only supports paper weighing 60 to 64 g/m^2 (16.0 to 17.0 lb.).

Plain paper

Item	Description
Paper thickness	65 to 99 g/m^2 (17.1 to 26.5 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 ")

Thick paper 1

Item	Description
Paper thickness	100 to 130 g/m^2 (26.6 to 34.6 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8^1/$_2$ " × 14 "), Letter (8^1/$_2$ " × 11 ")
Notes	• Tray 2 only supports thick paper weighing 100 to 105 g/m^2 (26.6 to 28.0 lb). • Duplex printing is only possible with thick paper weighing 100 to 105 g/m^2 (26.6 to 28.0 lb). • The number of sheets that can be printed in one minute is approximately half that of plain paper. • The number of sheets that can be printed in one minute may become lower than normal when printing on paper of the following sizes: A4, Legal (8^1/$_2$ " × 14 "), Letter (8^1/$_2$ " × 11 "), 8 " × 13 ", 8^1/$_2$ " × 13 ", Folio (8^1/$_4$ " × 13 "), or 16K (195 × 267 mm).

Thick paper 2

Item	Description
Paper thickness	131 to 162 g/m^2 (34.7 to 43.0 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper. • The number of sheets that can be printed in one minute may become lower than normal when printing on paper of the following sizes: A4, Legal (8^1/$_2$ " × 14 "), Letter (8^1/$_2$ " × 11 "), 8 " × 13 ", 8^1/$_2$ " × 13 ", Folio (8^1/$_4$ " × 13 "), or 16K (195 × 267 mm). • When using 135 g/m^2 (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m^2 (35.9 lb.) or heavier paper, take prints from the output tray frequently.

2

Recycled paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$ " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2]. [Plane Paper]

Color paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$ " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2]. [Plane Paper]

Preprinted paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Tray 1 and tray 2
Duplex supported size	A4, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$ " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2]. [Plane Paper]

Prepunched paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$ " × 11 ")

Item	Description
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2]. [Plane Paper]

Letterhead

Item	Description
Paper thickness	100 to 130 g/m^2 (26.6 to 34.6 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal ($8^1/_2$ " × 14 "), Letter ($8^1/_2$ " × 11 ")
Notes	• Tray 2 only supports letterhead weighing 100 to 105 g/m^2 (26.6 to 28.0 lb). • Paper that has a thickness outside the specified range cannot be printed onto.

Bond paper

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

Cardstock

Item	Description
Paper thickness	105 to 160 g/m^2 (28.0 to 42.6 lb.)
Supported paper tray	Tray 1 and bypass tray

2

Item	Description
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper. • When using 135 g/m^2 (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m^2 (35.9 lb.) or heavier paper, take prints from the output tray frequently. • Paper thicker than 160 g/m^2 cannot be printed onto.

Label paper

Item	Description
Paper thickness	105 to 160 g/m^2 (28.0 to 42.6 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper. • Avoid using adhesive label paper on which glue is exposed. Glue may stick to the inner parts of the machine, which can cause paper feed problems, deterioration in print quality, or premature wear of the print cartridge's photo conductor unit.

No.8

MF1
105 to 160 g/m2 (28.0-42.6)

"105-160"

OHP transparencies

Item	Description
Supported paper tray	Bypass tray
Duplex supported size	None

rinmei-mf2_com_user_guide_gb_00059650_eng.xml

Item	Description
Notes	• When loading OHP transparencies, take care not to load them upside down. Doing so may cause a malfunction. • It is recommended to place one sheet at a time. • Make sure to fan OHP transparencies every time before printing. Leaving OHP transparencies loaded in the bypass tray may cause them to stick together and result in a misfeed. • If multiple OHP transparencies are fed at the same time, load them one by one. • When printing on OHP transparencies, remove the transparencies one by one as they are output. • When printing on OHP transparencies that have a print side, load them with the print side over on the bypass tray. Not taking this precaution may cause them to stick to the fusing unit and cause misfeeds.

Envelope

Item	Description
Supported paper tray	Bypass tray
Duplex supported size	None

Notes

• Avoid using self-adhesive envelopes. They may cause machine malfunctions.

• The number of envelopes that can be printed in one minute is approximately half that of plain paper.

• Paper can be loaded only up to the lower of the two paper limit marks of the tray.

• If printed envelopes come out badly creased, load the envelopes in the opposite direction. Also, configure the printer driver to rotate the print object 180 degrees. For details about changing the loading orientation, see the printer driver Help.

• Environmental factors can degrade the print quality on both recommended and non-recommended envelopes.

• If envelopes are severely curled after printing, flatten them by bending them back against the curl.

• After printing, envelopes sometimes have creases along their long edges and toner smear on their unprinted sides. Their print images might also be blurred. When printing large, black-solid areas, striping can occur as a result of the envelopes overlapping.

• To correctly specify the length of an envelope whose flap opens along its short edge, be sure to include the open flap when measuring.

CMC039
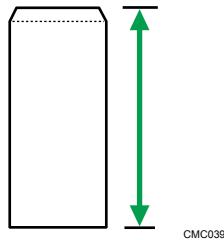
- Fan envelopes, and then align their edges before loading.

CMC040
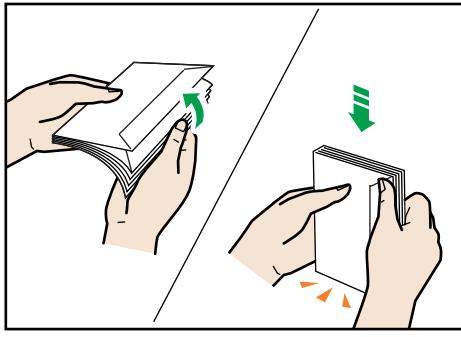
- When fanning envelopes, make sure they are not stuck together. If they are stuck together, separate them.

- When fanning envelopes, make sure the envelope flaps are not stuck together. If they are stuck together, separate them.

- Before loading envelopes, flatten them out so that their curl does not exceed that shown in the illustration below.

5 mm

0 mm

CMC041
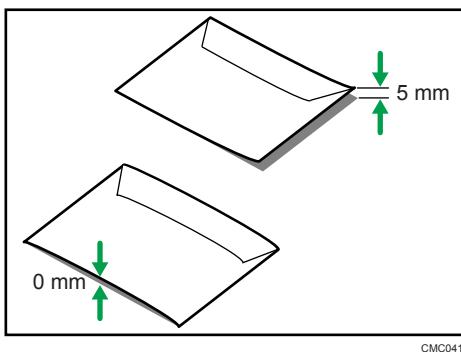
- If the curl is severe, flatten out the envelopes using your fingers, as shown in the illustration below.

CMC042
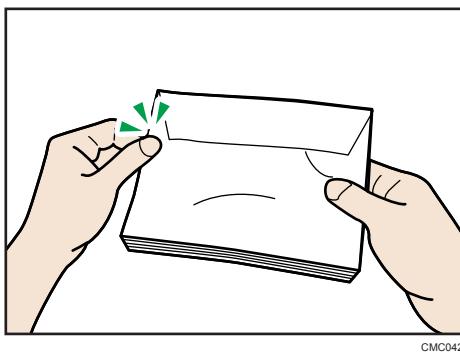
Note
• You may not be able to perform duplex printing on 8 " × 13 ", 81⁄2 " × 13 ", Folio (81⁄4 " × 13 "),
or 16K (195 mm × 267 mm) size paper in the following cases:
• PCL/DDST printer driver
When [Gradation:] in [Print Quality] is set to [Fine]
• PostScript 3 printer driver
When [Print Quality:] in [Printer Features] is set to [Best Quality]

Unsupported Types of Paper

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

- Paper meant for an ink-jet printer

- Bent, folded, or creased paper

- Curled or twisted paper

- Torn paper

- Wrinkled paper

- Damp paper

- Dirty or damaged paper

- Paper that is dry enough to emit static electricity

- Paper that has already been printed onto, except a preprinted letterhead.

  Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)

- Special paper, such as thermal paper, aluminum foil, carbon paper and conductive paper

- Paper that is heavier or lighter than the specified limitations

- Paper with windows, holes, perforations, cutouts, or embossing

- Adhesive label paper on which the adhesive under-layer or base paper is exposed

- Paper with clips or staples

- Do not use ink-jet printer paper because it may stick to the fusing unit and cause a paper jam.

- Do not use paper that has already been printed onto by other printers.

⬇ Note

- When loading paper, take care not to touch the surface of the paper.

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

• Do not load OHP transparencies. Load translucent media only.

Paper Storage Precautions

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

Recommendations are as follows:

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

Printable Area

The following diagrams show the areas of paper that the machine can print onto.

Be sure to set the print margins correctly using the settings of the application in which it was created.

Paper
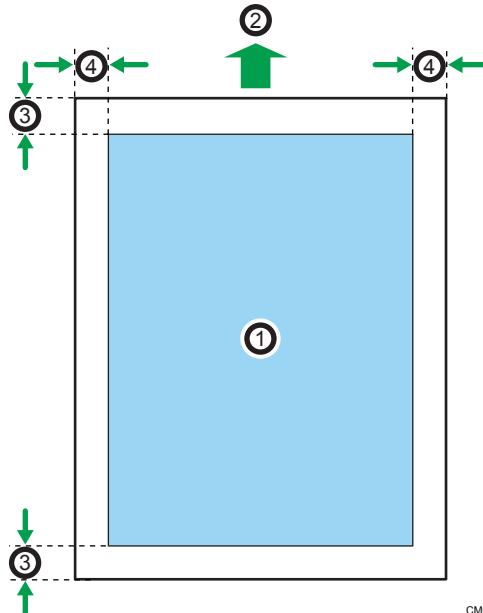
CMC043

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

Envelope
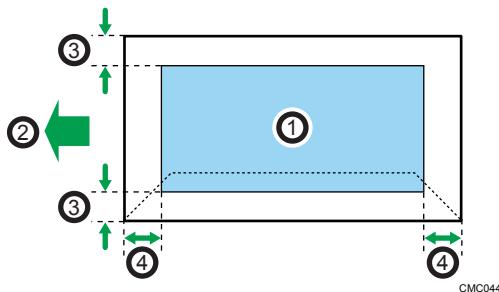
CMC044

1. **Print area**

2. **Feed direction**

3. **Approximately 10 mm (0.39 inches)**

4. **Approximately 15 mm (0.59 inches)**

🔸**Note**

- The print area may vary depending on the paper size, printer language and printer driver settings.

- For better envelope printing, we recommend you set the right, left, top, and bottom print margins to at least 15 mm (0.59 inches) each.

Loading Paper

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

⚠️ CAUTION

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

⚠️ CAUTION

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

Loading Paper in Tray 1

The following example explains loading procedure for the standard paper tray (Tray 1).

⭐ Important

make sure to ...

- Before printing on paper other than envelopes, to pull up the levers on the machine rear, inside the rear cover. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.
- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.
- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.
- Do not mix different types of paper in the same paper tray.
- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the machine.
- Curled paper may jam. Straighten curled paper before loading.

1. Pull out tray 1 carefully with both hands.

CMF036

Place the tray on a flat surface.
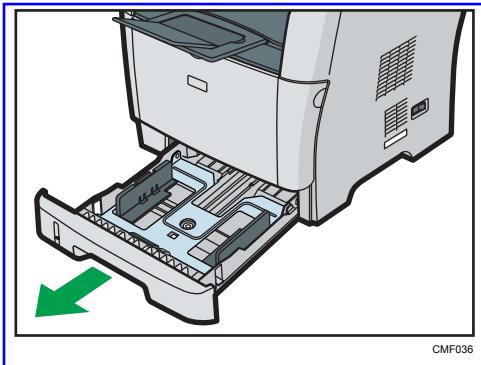
2. Push the metal plate down until it clicks into place to lock.)

2. **Pinch the clip on the side paper guide and slide it to match the standard size.**
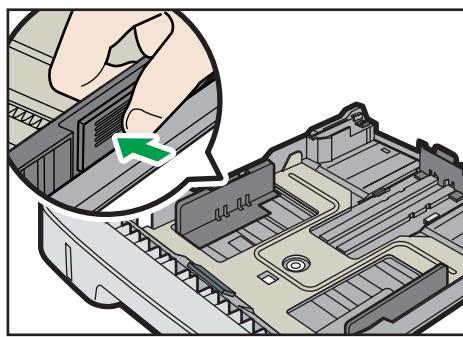
CMC046
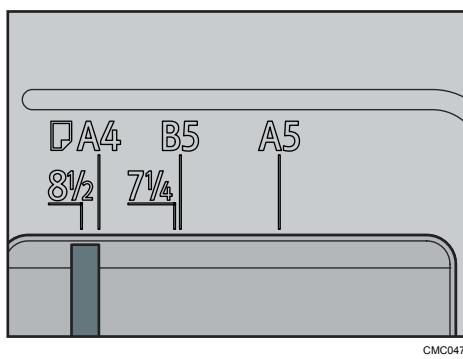
CMC047

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

3. **Pinch the end paper guide and slide it inward to match the standard size.**
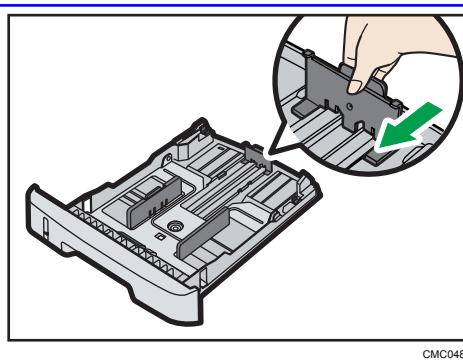
CMC048
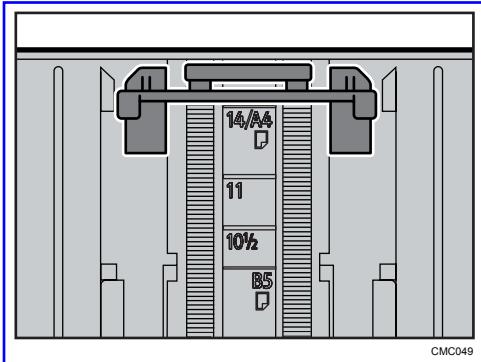
CMC049

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

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

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

CMC050
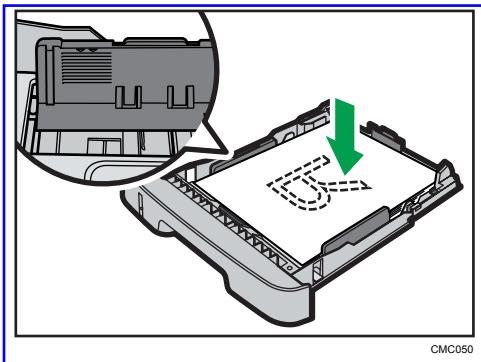
upper line

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

Make sure the paper is not stacked higher than the projection on the side paper guides.
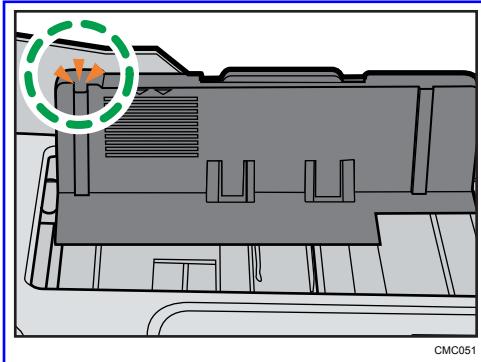
CMC051

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

front

front

If there is a gap between the paper and the end paper guide, as in the example below, the paper might not feed in correctly.
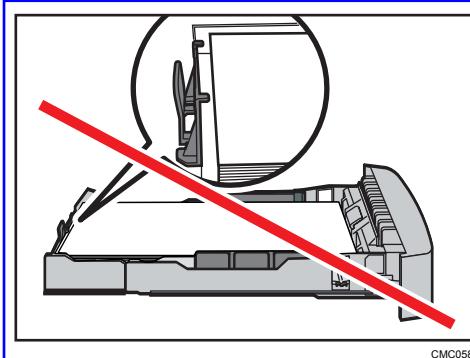
CMC058

6. **Carefully push tray 1 straight into the machine.**

CMF037

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

The upper limit differs depending on paper type; thin paper or thick paper. Check the label inside the tray to confirm the upper limit.

🔽 Note

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

🗐 Reference

- For details about paper types supported by the machine, see p.84 "Paper and Other Media".

- For details about the paper settings, see p.113 "Specifying Paper Type and Paper Size".

Loading paper longer than A4

This section explains how to load paper longer than A4 (297 mm) into the machine.

⭐ Important

- Before printing on paper other than envelopes, make sure to pull up the levers on the machine rear, inside the rear cover. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.

- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.

- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.

- Do not mix different types of paper in the same paper tray.

- Do not move the side paper guides forcefully. Doing so can damage the tray.

- Do not move the end paper guide forcefully. Doing so can damage the tray.

- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the machine.

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

CMF038
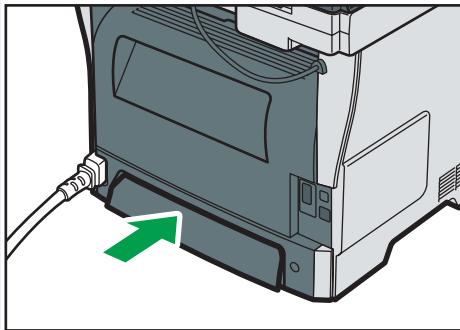
2. **Pull out tray 1 carefully with both hands.**

CMF036
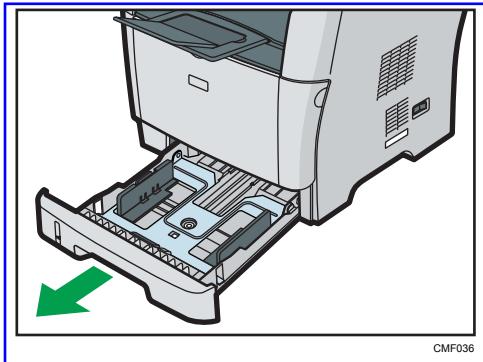
Place the tray on a flat surface.

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

Make sure the extender's inner surface and the scale are aligned.
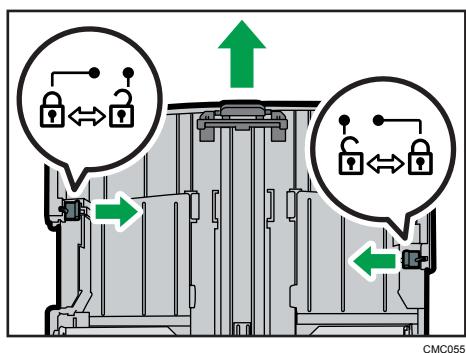
CMC055

4. **Lock the extender in the extended position.**
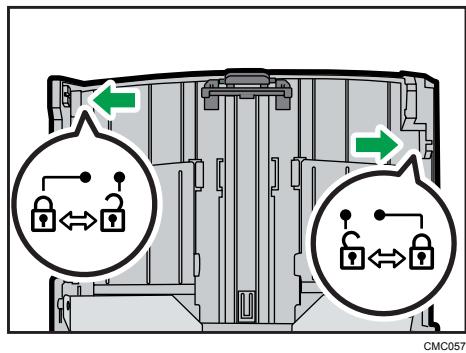
CMC057

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

CMC059

A4 B5 A5

8½ 7¼

front   CMC047   Legal
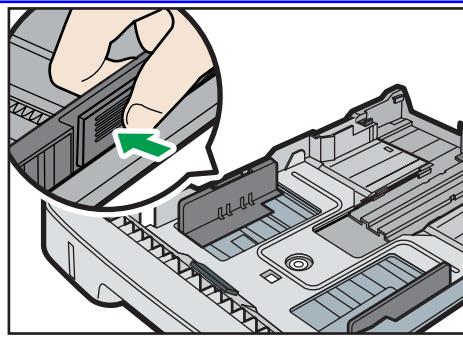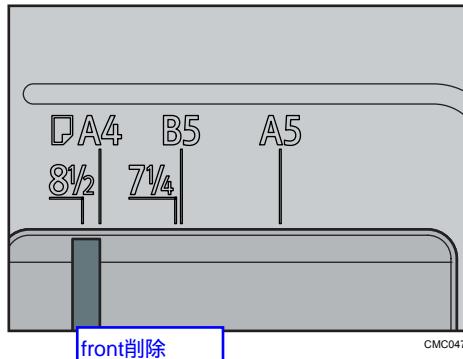
6. **Pinch the end paper guide and slide it inward to match the paper size.**

CMC060

CMC049
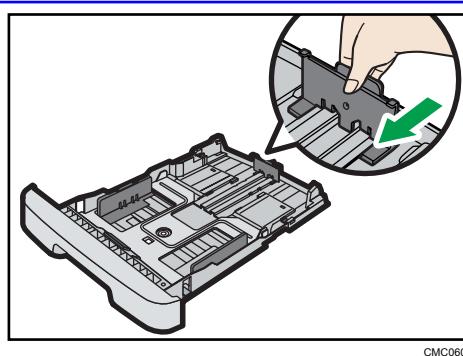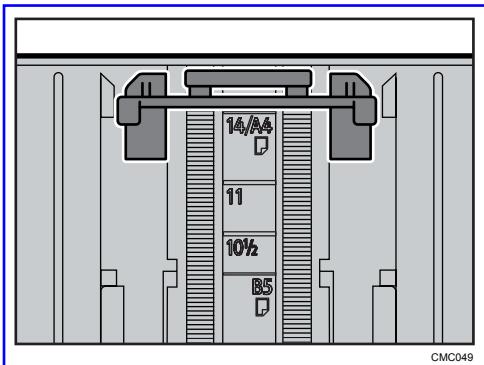
7. **Load the new paper stack print side down.**   Upper line

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

CMC069

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

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

CMC051
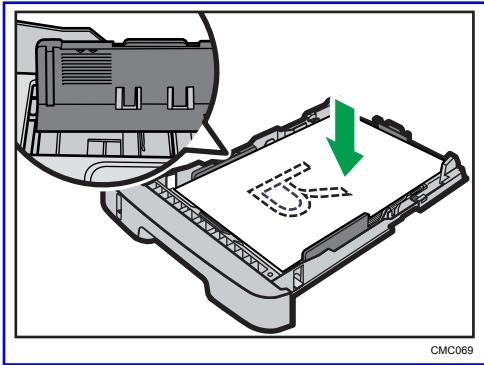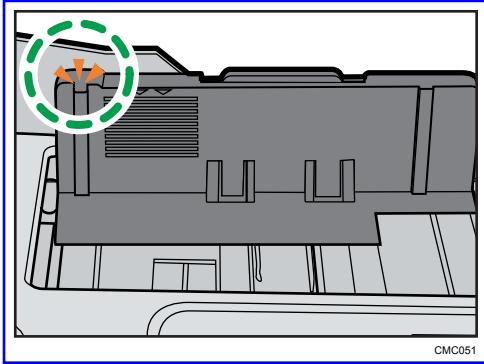
8. **Check there are no gaps between the paper and the paper guides; both side and end paper guides.**

front

CMC062
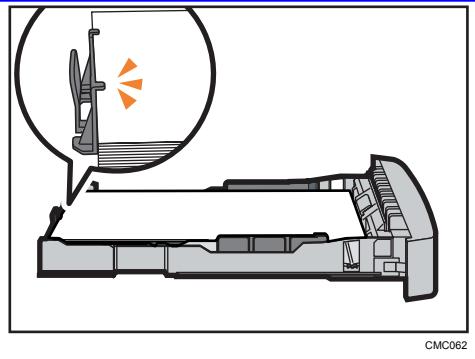
If there is a gap between the paper and the end paper guide, as in the example below, the paper might not feed in correctly.

front

CMC063
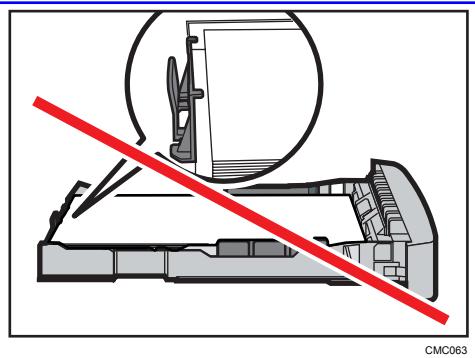
9. **Carefully push tray 1 straight into the machine.**

CMF037
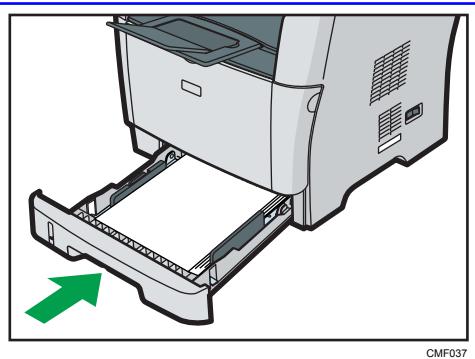
To avoid paper jams, make sure the tray is securely inserted.

🔽 **Note**

- To reinsert the extender, you might have to push it with moderate force.

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

- The upper limit differs depending on paper type; thin paper or thick paper. Check the label inside the tray to confirm the upper limit.

rinmei-mf2_com_user_guide_gb_00059656_eng.xml

- For details about paper types supported by the machine, see p.84 "Paper and Other Media".

- For details about the paper settings, see p.113 "Specifying Paper Type and Paper Size".

Loading Paper in Tray 2

The following example explains the loading procedure for tray 2.

Important

- Before printing on paper other than envelopes, make sure to pull up the levers on the machine rear, inside the rear cover. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.

- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.

- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.

- Do not mix different types of paper in the same paper tray.

- Do not move the side paper guides forcefully. Doing so can damage the tray.

- Do not move the end paper guide forcefully. Doing so can damage the tray.

- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the machine.

1. Pull out tray 2 carefully with both hands.
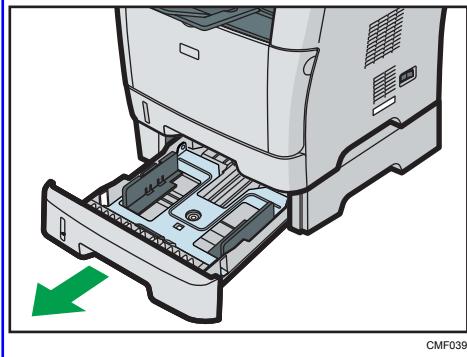
Place the tray on a flat surface.

2. Press down on the bottom plate until it clicks.

2

2. **Pinch the clips on the side paper guide, and then adjust the guide to the paper size.**
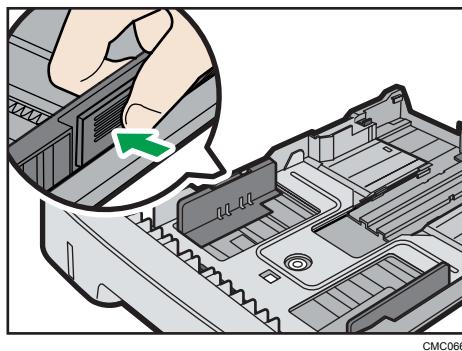
CMC066

3. **Pinch the clip on the end paper guide, and slide it inward to match the paper size.**
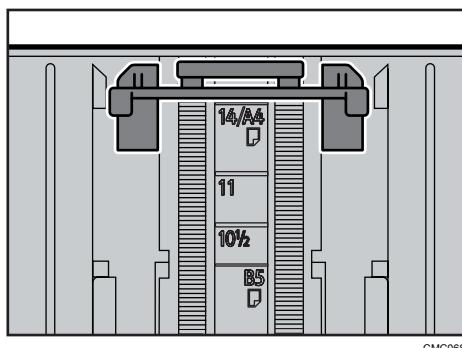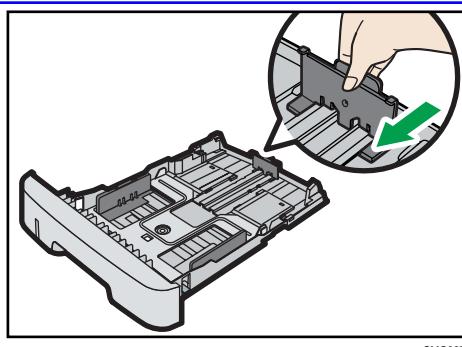
CMC067

CMC068

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

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

upper line

rinmei-mf2_com_user_guide_gb_00059656_eng.xml
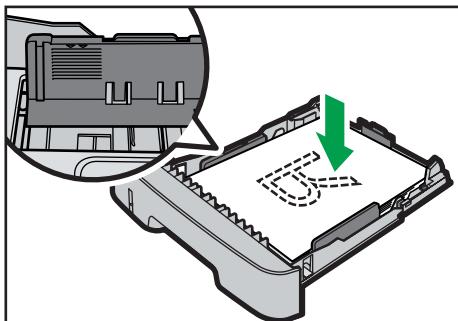
CMC069

Make sure the paper is not stacked higher than the projection on the side paper guides.
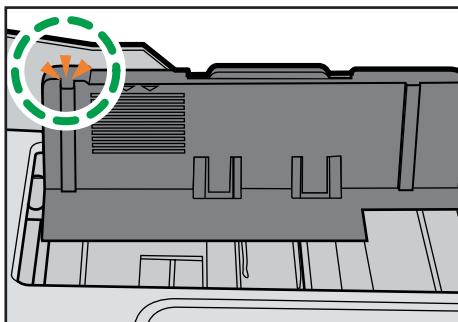
CMC070

5. **Check there are no gaps between the paper and the paper guide; both side and end paper guides.**
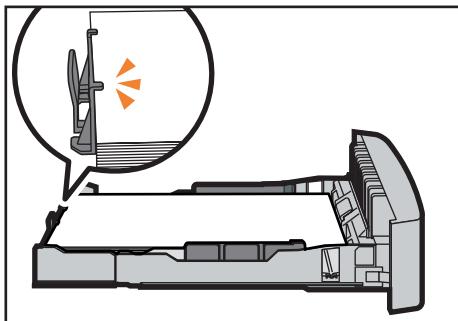
CMC071

6. **Carefully push tray 2 straight into the machine.**
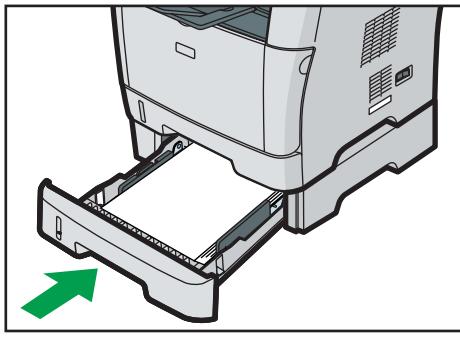
CMF040

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

• The upper limit differs depending on paper type; thin paper or thick paper. Check the engraved line inside the tray to confirm the upper limit.

↓Note

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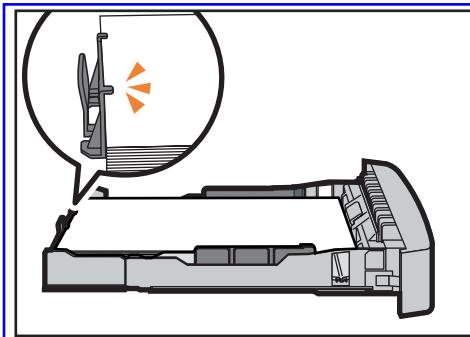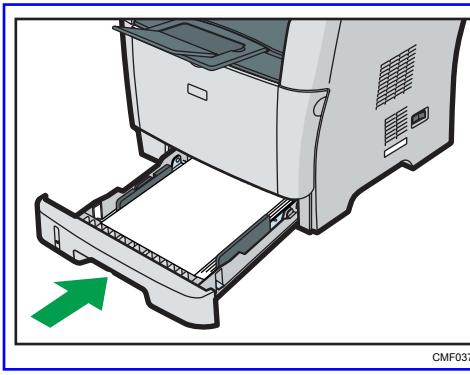
🗐 Reference

• For details about paper types supported by the machine, see p.84 "Paper and Other Media".

• For details about the paper settings, see p.113 "Specifying Paper Type and Paper Size".

Loading Paper in the Bypass Tray

⭐Important

• Before printing on paper other than envelopes, make sure to pull up the levers on the machine rear, inside the rear cover. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.

• Make sure paper is not stacked above the paper guides inside the bypass tray.

• After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.

• Load paper with the print side up and in the short-edge feed direction.

• Duplex printing is not possible.

• If paper is curled, straighten it before loading, by bending the paper in the opposite direction to the curl, for example.

• Do not load paper while the machine is printing.

• You cannot use the bypass tray to feed in paper that requires a specified printing position (such as preprinted paper). Use tray 1 for such paper.

• Tray 1 and 2 are unavailable while paper is being loaded in the bypass tray.
• You cannot load paper into the bypass tray while the machine is in Energy Saver mode. If the machine is in Energy Saver mode, press the [Copy] key to recover from Energy Saver mode.

1. **Open the bypass tray.**
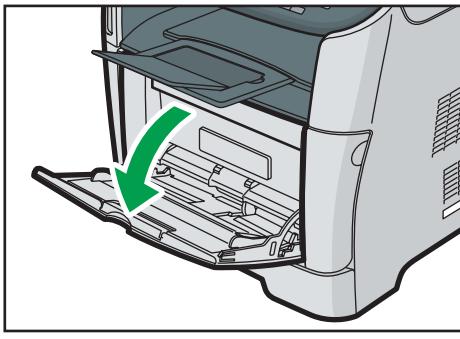
CMF041

If you load A4 (297 mm) or larger size paper, pull out the bypass tray extension.
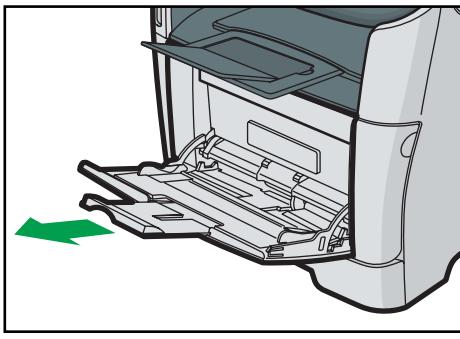
CMF042

2. **Slide the side guides outward, then load paper with the print side up, and push in until it stops against the machine.**
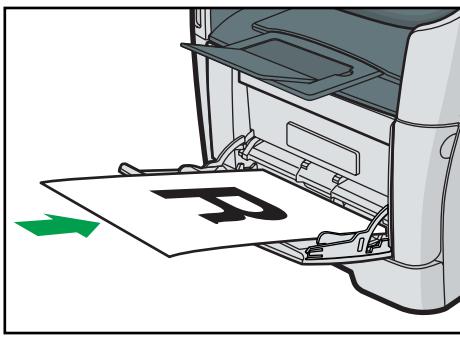
CMF043

3. Adjust the side guides to the paper width.

CMF044
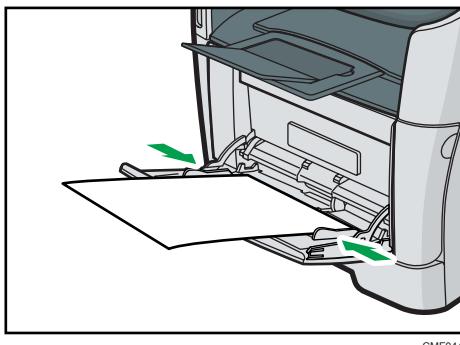
⤵ Note

- After loading paper in the tray, specify the paper type and size using the control panel. Also, specify the printer driver's paper setting accordingly before printing.

▤ Reference

- For details about supported types of paper, see p.84 "Paper and Other Media".

- For details about specifying the paper type and size, see p.113 "Specifying Paper Type and Paper Size".

Loading Envelopes

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).

★ Important

- Before printing on envelopes, make sure to lower the levers on the machine rear, inside the rear cover, to avoid envelopes coming out creased. Also, pull up the levers back to their original positions after printing. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.

- Avoid using self-adhesive envelopes. They may cause machine malfunctions.

- Check there is no air in the envelopes before loading.

- Envelopes whose flaps are open must be printed with the flaps open, and envelopes whose flaps are closed must be printed with the flaps closed.

- Load only one size and type of envelope at a time.

- Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.

- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.

- Print quality on envelopes may be uneven if parts of an envelope have different thicknesses. Print one or two envelopes to check print quality.

- In a hot and humid environment, the envelope might be output creased or improper printing quality.

- After loading envelopes in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.

1. **Open the bypass tray.**
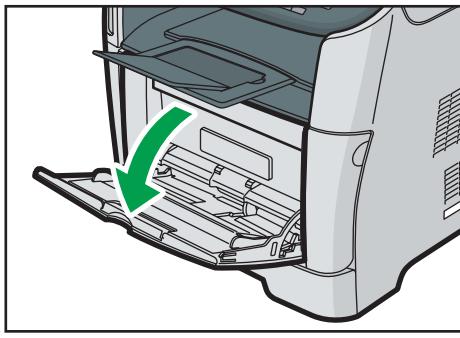
CMF041

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

   Envelopes whose flaps are open must be printed with the flaps open, and envelopes whose flaps are closed must be printed with the flaps closed. Before loading envelopes, make sure they are as flat as possible.

CMF045

3. **Adjust the side guides to the envelope width.**
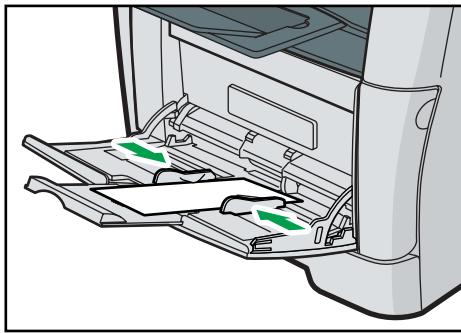
CMF046

4. **Open the rear cover.**
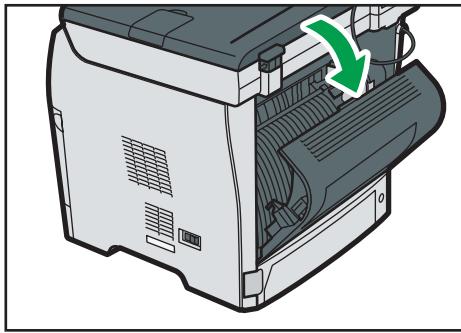
CMF095

5. **Lower the levers for printing envelopes on both sides to the position indicated with an envelope mark.**
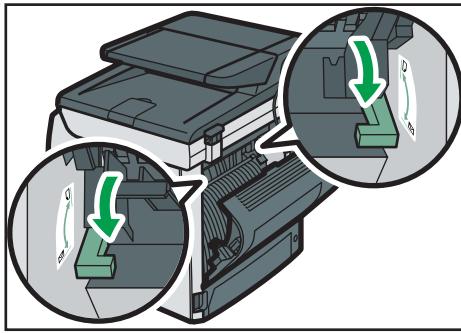
CMF047

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

6. **Close the rear cover.**
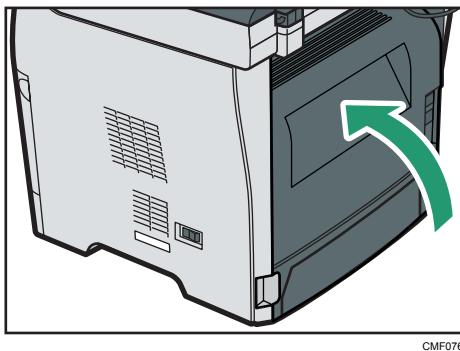
CMF076

Note

- After loading envelopes in the tray, specify the paper type and size using the control panel. Also, specify the printer driver's paper setting accordingly before printing.

- Be sure to load envelopes so that their flaps are on the left. If you do not, the envelopes will become creased.

- If printed envelopes come out badly creased, load the envelopes in the opposite direction, and then rotate the print object by 180 degrees using the printer driver before printing. For details, see the printer driver Help.

Reference

- For details about supported types of paper, see p.84 "Paper and Other Media".

- For details about specifying the paper type and size, see p.113 "Specifying Paper Type and Paper Size".

Specifying Paper Type and Paper Size

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

Note

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

- For prints from the bypass tray, you can select to print according to either the printer driver settings or the control panel settings with [Bypass Tray Priority] under system settings.

- If [Auto Continue] under system settings is enabled, printing stops temporarily if a paper type/size error is detected. The printing restarts automatically with the settings made with the control panel after about ten seconds.

Reference

- For details about [Bypass Tray Priority], see p.281 "System Settings".

• For details about [Auto Continue], see p.281 "System Settings".

Specifying the paper type

This section describes how to specify the paper type.
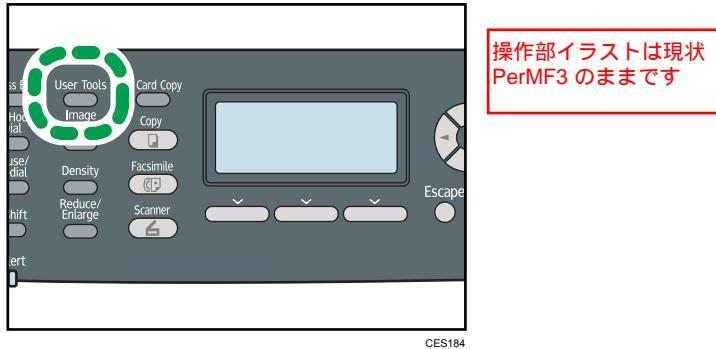
1. **Press the [User Tools] key.**

CES184

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

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

4. **Press the [▲] [▼] keys to select the paper type setting for the desired tray, and then press the [OK] key.**

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

6. **Press the [User Tools] key to return to the initial screen.**

🔽 **Note**

• You can press the [Escape] key to exit to the previous level of the menu tree.

Specifying the standard paper size

This section describes how to specify the standard paper size.

1. **Press the [User Tools] key.**
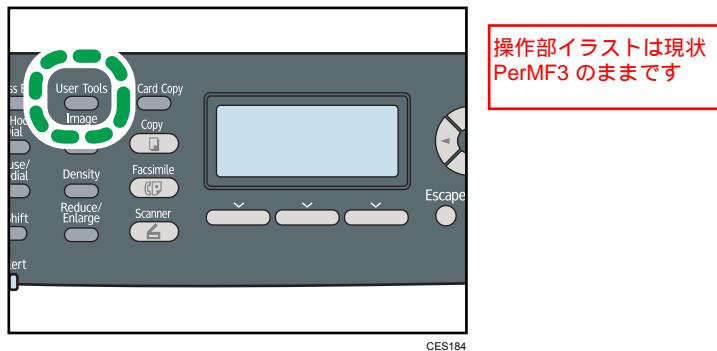
CES184

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

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

4. **Press the [▲] [▼] keys to select the paper size setting for the desired tray, and then press the [OK] key.**

5. **Press the [▲] [▼] [◄] [►] keys to select the desired paper size, and then press the [OK] key.**

6. **Press the [User Tools] key to return to the initial screen.**

⬇ Note

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

Specifying a custom paper size

This section describes how to specify a custom paper size.

⭐ Important

- Custom size paper cannot be loaded in tray 2.

- When you perform printing, make sure that the paper size specified with the printer driver matches the paper size specified with the control panel. If a paper size mismatch occurs, a message appears on the display. To ignore the error and print using mismatched paper, see "If a Paper Mismatch Occurs".

1. **Press the [User Tools] key.**
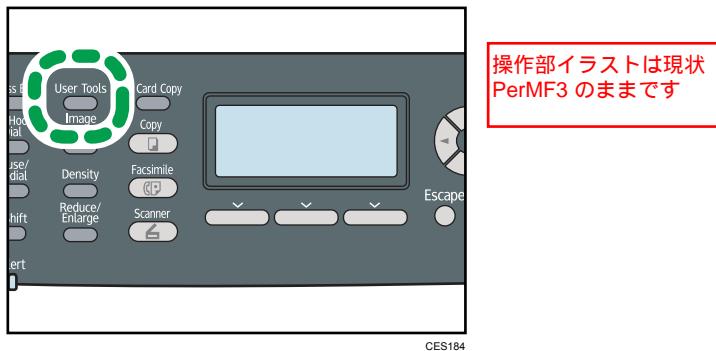
CES184

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

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

4. **Press the [▲] [▼] keys to select the paper size setting for the desired tray, and then press the [OK] key.**

5. **Press the [▲] [▼] [◄] [►] keys to select [Custom Size], and then press the [OK] key.**

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

7. **Enter the width using number keys, and then press the [OK] key.**

   To enter a decimal point, press [✱].

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

   To enter a decimal point, press [✱].

9. **Press the [User Tools] key to return to the initial screen.**

🔽 **Note**

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

📄 **Reference**

- For details about printing using mismatched paper, see p.136 "If a Paper Mismatch Occurs".

Placing Originals

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

About Originals

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

Recommended size of originals

This section describes the recommended size of the original.

Exposure glass

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

ARDF/ADF

- Paper size: 140 to 216 mm ($5^1/_2$" to $8^1/_2$") in width, 140 to 356 mm ($5^1/_2$" to 14") in length
- Paper weight: 52 to 105 g/m^2 (13.8 to 28.0 lb.)

↓Note

- Only 1 sheet of an original can be placed on the exposure glass at a time.
- In the ARDF or ADF, up to 50 sheets or 35 sheets of originals can be placed at once, respectively (when using paper weighing 80 g/m^2, 20 lb.).

Types of originals not supported by the ARDF or ADF

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

- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts

- Sticky originals such as translucent paper

- Thin, highly flexible originals

- Thick originals such as postcards

- Bound originals such as books

- Transparent originals such as OHP transparencies or translucent paper

- Originals that are wet with toner or white out

Unscannable image area

Even if you correctly place originals in the ARDF or ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be scanned.
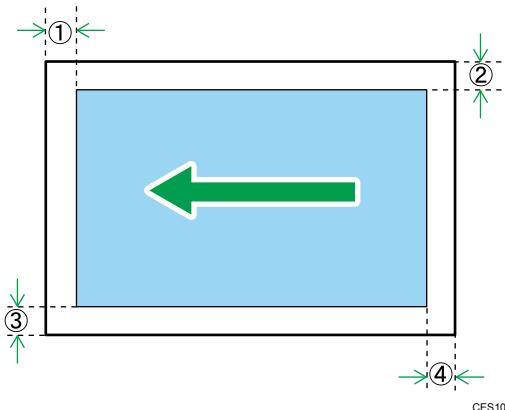
CES107

Margins when using exposure glass

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

Margins when using ARDF or ADF

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

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

Placing Originals

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

⭐ **Important**

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

🔽 **Note**

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

Placing originals on the exposure glass

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

⭐ **Important**

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

1. Lift the ARDF or ADF.

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

2. **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**
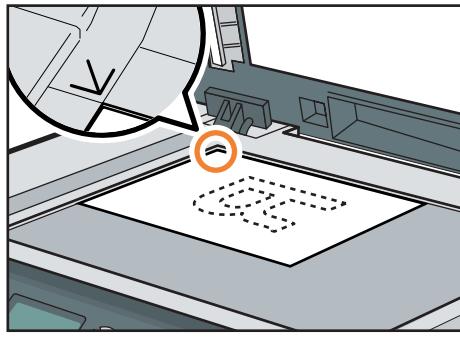
CMF048

3. **Lower the ARDF or ADF.**

   Hold down the ARDF or ADF with your hands when using thick, folded, or bound originals and the ARDF or ADF cannot be lowered completely.

Placing originals in the ARDF (Type 2 model)

By using the ARDF, you can scan multiple pages at once. Also, you can scan both sides of original with the ARDF.

⭐ **Important**

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

1. **Open the cover of the ARDF.**
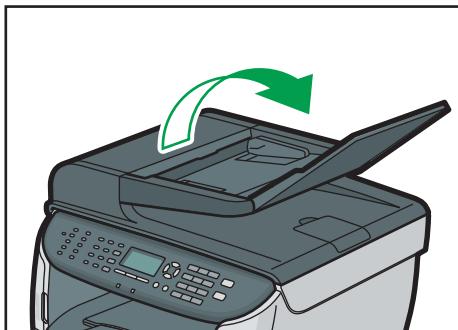
"ARDF
"

CMF049

2. **Adjust the guides according to the size of the original.**
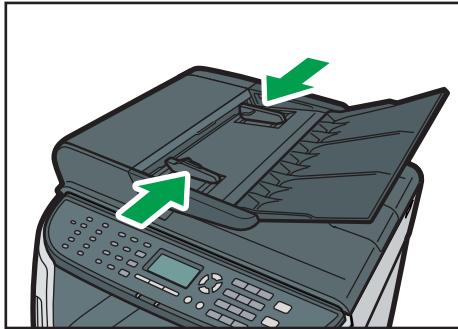
CMF050

3. **Place the aligned originals face up in the ARDF. The last page should be on the bottom.**

CMF051
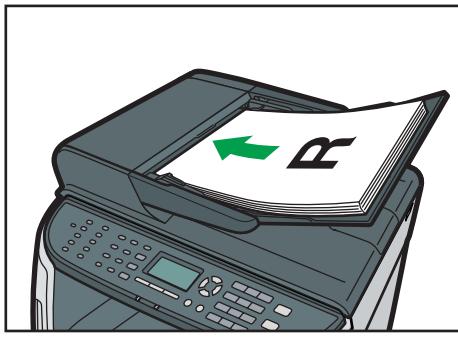
↩ Note

- When placing originals longer than A4, pull out the ARDF output tray's extender.

Placing originals in the ADF (Type 1 model)

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

★ Important

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

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

CMF063
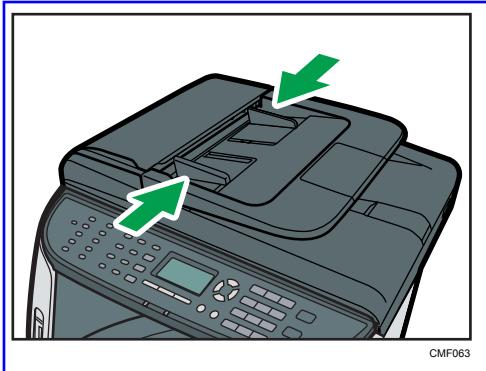
2. **Place the aligned originals face up in the ADF. The last page should be on the bottom.**

CMF064
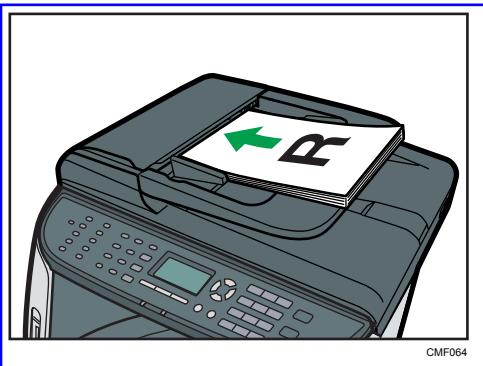
🔔 **Note**

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

rinmei-mf2_com_user_guide_gb_00059666_eng.xml

Entering Characters

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

Use the keys as follows to enter characters.

To enter a digit

Press a number key.

To delete a character

Press the [◄] key.

To enter a fax number

- To enter a number

  Use the number keys.

- To enter characters other than digits

  "✳": Press [✳].

  "#": Press [#].

  Pause: Press the [Pause/Redial] key. "P" appears on the screen.

  Space: Press the [►] key.

To enter a name

Letters, numbers, and symbols can be entered using the number keys.

To enter two characters that use the same number key successively, wait briefly after entering the first character.

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

20 → "6"

CMF106

Note

- Characters you can enter depend on the setting you are configuring.

- If the number you entered is too large or too small for the setting, it will not be accepted. If you press the [OK] key, the machine will increase or decrease the number to the minimum or maximum value for the setting.

2

Restricting Machine Functions According to User

You can set the machine to require a user code when someone tries to use certain machine functions.

Important   • This function is available for the Type 2 model only.

- When print jobs are restricted, you can only authenticate through the PCL6 printer driver. Printing from the PostScript 3 printer driver will not be possible.

- User restriction settings can be used in combination with LDAP authentication, except for printing using the PCL6 printer driver and sending LAN-Faxes. Under LDAP authentication, users will only be able to authenticate for PCL6 printing and LAN-Faxes using user names and passwords for the LDAP server, not user codes for the user restriction settings.

Use of the following functions can be restricted:

- Copying
- PictBridge
- Sending faxes
- Scan to E-mail/FTP/Folder
- Scan to USB
- Printing
- Sending faxes via LAN-Fax

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

Reference

- For details about LDAP authentication, see p.443 "Using the LDAP Authentication and Address Search Functions".

Enabling the User Restriction Settings

This section describes how to set the machine to permit only authorized users to use certain machine functions.

Using Web Image Monitor, enable user restriction for all or some of the functions listed below, and then register users who can use those functions.

- Copying
- Sending faxes
- Scan to E-mail/FTP/Folder
- Scan to USB
- Printing
- Sending faxes via LAN-Fax

For each user, you can specify which functions are available upon authentication. A maximum of 30 users can be registered.

1. **Start the Web browser, and access the machine by entering its IP address.**

2. **Click [Restrict Available Functions].**

3. **Enter the administrator password if required.**

4. **Click [Apply].**

5. **Under "Available Functions", enter the timeout value in seconds (5 to 60, the default is 30) in [Restrict User Timeout].**

   Within the time specified here, user stays authenticated after paper is output when copying with the exposure glass. Note that authentication for other functions will expire immediately after using that function.

6. **Select [Restrict] for the functions you want to restrict, and then click [Apply].**

   Select [Do not Restrict] for the functions you do not want to restrict.

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

7. **Click [Available Functions per User].**

   A list of currently registered user entries appears.

8. **Select a user entry, and then click [Change].**

Available Functions

- No.　1 ▾
- User Name
- User Code
- Available Functions : ☐ Copying ☐ Fax Transmitting ☐ Scanner Sending
  ☐ Scanner Sending (USB) ☐ Printing ☐ PC Fax Transmitting

[Apply]　[Cancel]
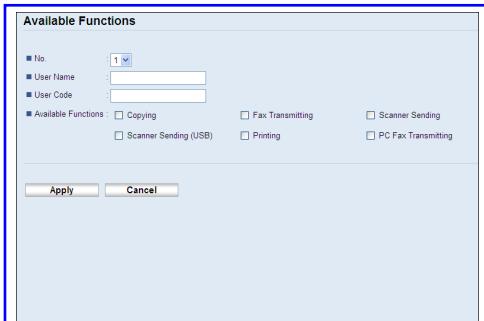
9. **Type a unique user name in [User Name] using up to 16 alphanumeric characters.**

10. **Type a unique user code in [User Code] using up to 8 digits.**

    The user code will be used to authenticate users when they try to use a restricted function.

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

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

12. **Click [Apply].**

13. **Close the Web browser.**

🔽 **Note**

- You must enter both a user name and user code to register a user entry.

- No two user entries can have the same user name or user code.

- Under "Available Functions per User", you will see counter information for prints made by the copier and printer functions on a user basis.

- The counter resets to 0 in the following cases:

    - When you select a user and click [Clear Copying Counter] or [Clear Printing Counter]

    - When the user code is changed (not the user name)

    - When the setting is cleared with [Reset Settings of Available Functions] under [Administrator Tools].

🔖 **Reference**

- For details about using Web Image Monitor, see p.313 "Using Web Image Monitor".

- For details about [Reset Settings of Available Functions], see p.357 "Configuring the Administrator Settings".

Modifying user entries

This section describes how to modify user entries.

1. **Start the Web browser, and access the machine by entering its IP address.**

2. Click [Restrict Available Functions].

3. Enter the administrator password if required.

4. Click [Apply].

5. Click [Available Functions per User].

    A list of currently registered user entries appears.

6. Select the entry to modify, and then click [Change].

7. Modify settings as necessary.

8. Click [Apply].

9. Close the Web browser.

🔖 Reference

- For details about using Web Image Monitor, see p.313 "Using Web Image Monitor".

Deleting user entries

This section describes how to delete user entries.

1. Start the Web browser, and access the machine by entering its IP address.

2. Click [Restrict Available Functions].

3. Enter the administrator password if required.

4. Click [Apply].

5. Click [Available Functions per User].

    A list of currently registered user entries appears.

6. Select the entry to delete, and then click [Delete].

7. Confirm that the entry you have selected is the entry that you want to delete.

8. Click [Apply].

9. Close the Web browser.

🔖 Reference

- For details about using Web Image Monitor, see p.313 "Using Web Image Monitor".

When Machine Functions are Restricted

When a machine function is restricted, only authorized users are able to use that function.

Depending on the restricted function, users will be authenticated from the machine's control panel or in the printer/LAN-Fax driver.

⭐ **Important**

• This function is available for the Type 2 model only.

- When print jobs are restricted, you can only authenticate through the PCL6 printer driver. Printing from the PostScript 3 printer driver will not be possible.

- User restriction settings can be used in combination with LDAP authentication, except for printing using the PCL6 printer driver and sending LAN-Faxes. Under LDAP authentication, users will only be able to authenticate for PCL6 printing and LAN-Faxes using user names and passwords for the LDAP server, not user codes for the user restriction settings.

The table below shows the functions that can be restricted, and how users can be authenticated to use those functions.

Restricted function	PictBridge	Authentication method
• Copying • Sending faxes • Scan to E-mail/FTP/Folder • Scan to USB		The machine requests for a user code when a user presses the [Start] key. The user must enter a valid user code from the control panel.
• Printing • Sending faxes via LAN-Fax		The user must enter a valid user code in the printer or LAN-Fax driver before executing a print command.

Authenticating through the control panel

1. **When the machine requests for a user code, enter a user code using the number keys.**

   If you enter a wrong user code 3 times, the machine beeps and denies the authentication.

2. **Press the [OK] key.**

Authenticating through the printer or LAN-Fax driver

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

2. **Open the printer driver's properties.**

3. **Click the [Valid Access] tab (PCL6 printer driver) or check the [User Code] check box. (LAN-Fax driver).**

4. **Type the user code using 1 to 8 digits, and then click [OK].**

2

5. **Execute a print command.**

   If an incorrect user code is entered, the job will be canceled automatically.

   ⬇ **Note**

   - You cannot enter the user code if the [User Authentication] (PCL6 printer driver) or [User authentication] (LAN-Fax driver) check box on the [Advanced Options] tab of the driver's properties is checked. Clear the check box if necessary.

   ⬇ **Reference**

   - For details about LDAP authentication, see p.443 "Using the LDAP Authentication and Address Search Functions".

3. Using the Printer Function

This chapter describes the printer functions.

Configuring Option and Paper Settings

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

⭐ **Important**

- **Manage Printers permission is required to change the printer properties. Log on as an Administrators group member to acquire this permission.**
- **We recommend that bidirectional communication between the machine and the computer be enabled whenever possible. Bidirectional communication allows the computer to retrieve the machine's paper settings, current status, and other information.**

Conditions for Bidirectional Communication

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

- Operating system of the computer: Windows XP/Vista/7, and Windows Server 2003/2003 R2/2008/2008 R2
- When connected via a network

    The machine is connected via a standard TCP/IP port, and the default port name must not be changed.

    [Enable bidirectional support] in the [Port] tab of the printer properties is selected.

- When connected via USB

    The machine is connected to the computer's USB port using a USB interface.

    [Enable bidirectional support] in the [Port] tab of the printer properties is selected.

Windows

The following procedure is based on Windows 7 as an example.

1. **On the [Start] menu, click [Devices and Printers].**
2. **Right click the icon of the printer you want to use, and then click [Printer properties].**
3. **Click the [Accessories] tab.**
4. **Click [Update Now].**

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

5. **Click the [Paper Size Settings] tab.**

6. **Select the tray you want to use under [Input Tray:], select the paper size under [Paper Size:], and then click [Update Now].**

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

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

Mac OS X 10.3

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

Mac OS X 10.4

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

Mac OS X 10.5/10.6

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

6. **From the [System Preferences] menu, click [Quit System Preferences].**

Accessing the Printer Properties

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

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

⭐ **Important**

- To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators group have Manage Printers permission by default.

- You cannot change the printer default settings for each user. Settings configured in the printer properties dialog box are applied to all users. Procedures and screens might vary depending on the operating system you are using.

- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

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

2. Right click the icon of the printer you want to use, and then click [Printer properties].

   The printer properties dialog box appears.

⬇ **Note**

- The settings you configure here are used as the default settings for all applications.

- When accessing the PostScript3 printer properties, do not change settings for [Form to Tray Assignment].

Accessing the Printer Properties from an Application

Windows

You can configure printer settings for a specific application.

To configure printer settings for a specific application, open the printer's properties in that application.

The following procedure explains how to configure settings for the WordPad application provided with Windows 7.

1. Click [Print] on the menu at the upper left corner.

   The [Print] dialog box appears.

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

⊙Note

- The procedure to open the printer's properties dialog box may vary depending on the application. For details, see the manuals provided with the application.

- Any settings you configure in the procedure above are valid for the current application only.

- General users can configure the settings displayed in the printer's properties dialog box of an application. The settings configured here are used as defaults when printing from that application.

Mac OS X

1. **Open the file you want to print.**
2. **On the [File] menu, click [Print...].**
3. **In the [Printer:] list, select the printer you want to use.**

Basic Operation in Printer Mode

The following procedure explains how to perform basic printing.

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

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

   The printer properties dialog box closes.

3. **Click [OK].**

⬇ Note   (both color and black-and-white or only color)

- If printing is restricted, you must enter a user code in the printer driver's properties before sending a print job to the machine.

- If LDAP authentication is specified, you must enable user authentication and enter a user name and password in the printer driver's properties before sending a print job to the machine.

- If tray 2 is installed and automatic tray selection is specified for the print job, you can select the tray the machine uses first in [Paper Tray Priority] under system settings.

- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.

- After printing on envelopes, make sure to pull up the levers for printing on envelopes back to their original positions. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.

🔖 Reference

- For details about accessing the printer properties, see p.134 "Accessing the Printer Properties from an Application".

- For details about entering a user code, see p.129 "When Machine Functions are Restricted".

- For details about enabling user authentication and entering a user name and password, see p.448 "When LDAP Authentication is Specified".

- For details about [Paper Tray Priority], see p.281 "System Settings".

- For details about how to remove the jammed paper, see p.368 "Removing Printing Jams".

- For details about the levers for printing on envelopes, see p.110 "Loading Envelopes".

If a Paper Mismatch Occurs

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

Continue printing using mismatched paper

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

Reset the print job

> Cancel printing.

↓Note

- If [Auto Continue] under system settings is enabled, the machine ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after about ten seconds using the settings made on the control panel.

Reference

- For details about [Auto Continue], see p.281 "System Settings".

Continuing printing using mismatched paper

1. **While the error message is displayed, press [FormFeed].**

   Printing resumes on whatever paper is loaded.

↓Note

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

Resetting the print job

1. **When the error message is displayed, press [JobReset].**

   Printing is canceled.

Canceling a Print Job

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

Canceling a print job before printing has started

Cancel the print job from the computer.

Windows

1. **Double-click the printer icon on the task bar of your computer.**

2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**

Mac OS X 10.3

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

Mac OS X 10.4

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

Mac OS X 10.5/10.6

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

⬇ Note

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

🗐 Reference

- For details about deleting a Locked Print file, see p.141 "Deleting a Locked Print file".

Canceling a print job while printing

Cancel the print job using the control panel.

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

• In Windows Vista/7 and Windows Server 2008/2008 R2, click [Cancel Printing] on the [Document] menu.

Printing Confidential Documents

If you use the Locked Print function, you can password protect your print job.

This means that your job is printed only after you enter the password using the machine's control panel.

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

⭐ **Important**

• This function is available for the Type 2 model only.

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

Storing a Locked Print file

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

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

2. **Open the printer driver's properties.**

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

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

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

4. **Type the password (containing 4 to 8 digits) and user ID (containing 1 to 9 alphanumeric characters), and then click [OK].**

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

5. **Execute a print command.**

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

⬇ **Note**

- The Locked Print file is automatically erased from the machine's memory when it is printed out, or when the machine's power is turned off.

- The machine can store a maximum of 5 jobs or 5 MB of Locked Print data at a time.

- Even if the machine cannot store any more Locked Print files, the machine holds a new Locked Print file for the period of time specified in [Locked Print] under system settings before canceling the job. Within this time, you can print or delete the new Locked Print file. You can also print or delete an existing Locked Print file so that the new Locked Print file can be stored in the machine.

- When a Locked Print job is canceled, the machine automatically records the cancellation in a log. You can use this log to identify which Locked Print jobs have been canceled.

3

Reference

* For details about [Locked Print], see p.281 "System Settings".

Printing a Locked Print file

When there is a Locked Print file stored in the machine, "Locked Print Job Press User Tools key" appears on the machine's control panel display when the machine is in the copier mode.

```
Locked Print Job
1 🗐 A4            Mixed   ⇕
[100]              ■■■□□         1
          Dup/Comb    Logout

Press User Tools key
1 🗐 A4            Mixed   ⇕
[100]              ■■■□□         1
          Dup/Comb    Logout
```
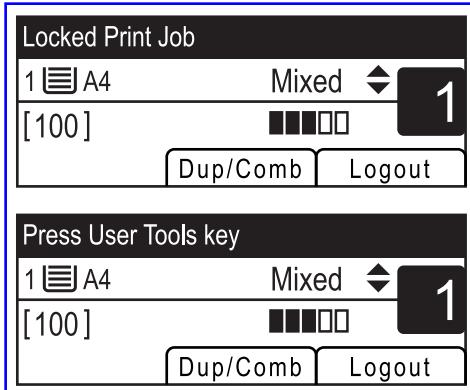
Use the following procedure to unlock and print the Locked Print file.
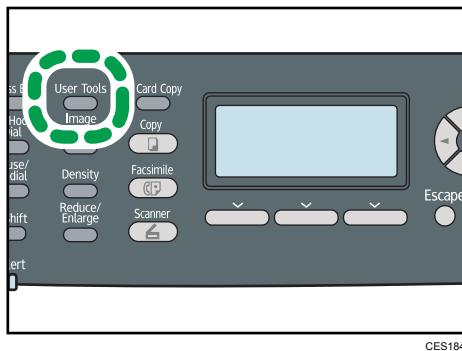
1. **When the Locked Print message is displayed, press the [User Tools] key.**

PerMF 3

```
No.100                               FW v0.24
                                          30

System Auto Reset Timer     OFF
30
```

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

```
🗐Locked Print Job      1/2 ⇕ OK
20:17 Job5
20:15 Job4
20:13 Job3
```
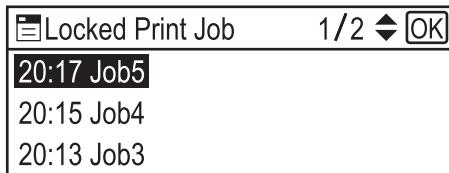
Identify the Locked Print file by checking its time stamp and user ID.

3. **Press [Print].**

4. Enter the password using the number keys, and then press the [OK] key.

The Locked Print file is printed.

↓Note

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

- To enter the menu for changing the machine's settings, press the [Scanner] key or the [Facsimile] key, and then press the [User Tools] key. To print a Locked Print file, press the [Copy] key to return to the copier mode.

- If the machine is currently printing, you cannot print a Locked Print file. The machine beeps if you try to do so.

- While in the Locked Print menu, the machine cannot receive new print jobs.

- The Locked Print file is automatically erased from the machine's memory when it is printed out or canceled, or when the machine's power is turned off.

Deleting a Locked Print file

When there is a Locked Print file stored in the machine, "Locked Print Job Press User Tools key" appears on the machine's control panel display when the machine is in the copier mode.

```
Locked Print Job
1 ▤ A4          Mixed    ⬍
[100]           ■■■□□        1
        Dup/Comb    Logout

Press User Tools key
1 ▤ A4          Mixed    ⬍
[100]           ■■■□□        1
        Dup/Comb    Logout
```
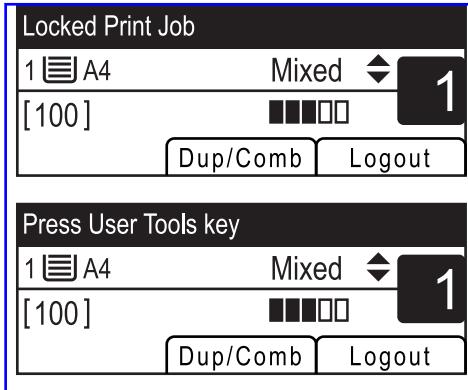
Use the following procedure to delete a Locked Print file. You do not need to enter a password to delete a Locked Print file.

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

PerMF 3

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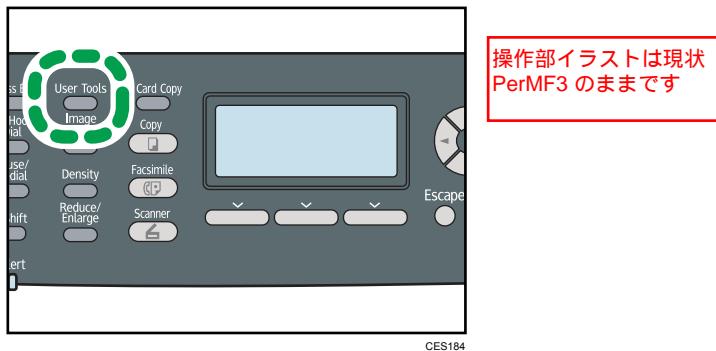
2. **Press the [▲][▼] keys to select the file you want to delete, and then press the [OK] key.**
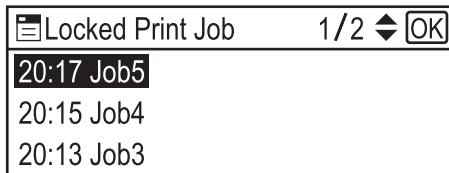
Identify the Locked Print file by checking its time stamp and user ID.

3. **Press [Delete].**

The Locked Print file is deleted.

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

↓Note

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

- To enter the menu for changing the machine's settings, press the [Scanner] key or the [Facsimile] key, and then press the [User Tools] key. To delete a Locked Print file, press the [Copy] key to return to the copier mode.

Checking which Locked Print File Jobs Have Been Canceled

When a Locked Print job is canceled, the machine automatically records the cancellation in a log. If the machine has created a cancellation log, "Locked Print Job Deleted Press User Tools key" will appear on the control panel display when the machine is in the copier mode.

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```
Press User Tools key
1 📋 A4          Mixed    ⬍      1
[100]              ■■■□□
         Dup/Comb      Logout
```
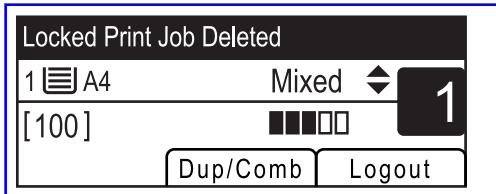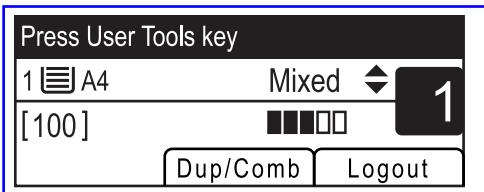
Use the following procedure to check which Locked Print file jobs have been canceled.

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

PerMF 3

CES184
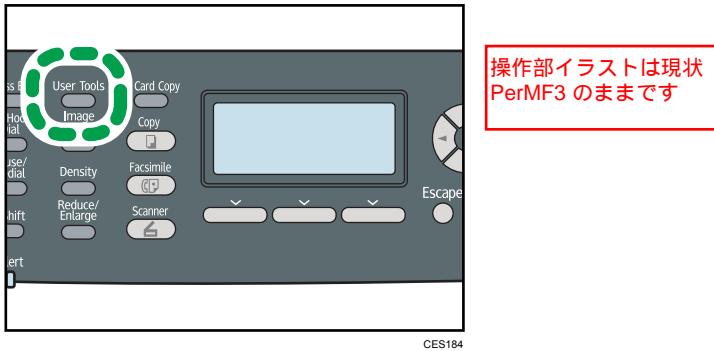
2. **Press the [▲][▼] keys to find a file whose name starts with an "!" mark.**

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

```
📋 Locked Print Job    1/2 ⬍ OK
 20:11 Job2
 20:09 Job1
!20:19 Job6
```
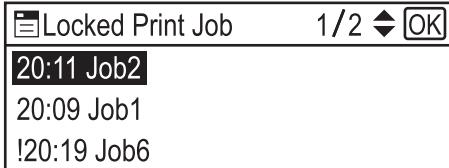
   Identify the Locked Print file by checking its time stamp and user ID.

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

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

4. **Press [Delete].**

   The log is deleted.

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

📌 **Note**

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

- To enter the menu for changing the machine's settings, press the [Scanner] key or the [Facsimile] key, and then press the [User Tools] key. To check the Locked Print log, press the [Copy] key to return to the copier mode.

- The machine keeps a log of the 10 most recent canceled jobs. If a Locked Print file is canceled when the machine's log is already full, the oldest log will be deleted automatically.

- The message "Locked Print Job Deleted Press User Tools key" disappears when all log entries are cleared.

- The log will be cleared when the machine is turned off.

Manual Duplex Printing (Type 1 model)

To print on both sides of paper using the Type 1 model, use the Manual Duplex function.

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

⭐ **Important**

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

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

2. **Open the printer driver's properties.**

3. **On the [Setup] tab, select [Long edge bind (to left/top)] or [Short edge bind (to top/left)] from the [Duplex:] list.**

   Manual duplex printing requires that [Zoom] be set at 100% and [Print On] be checked on the [Paper] tab. If not, a dialog box appears to inform you that the setting must be changed; clicking [OK] will automatically change the settings.

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

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

   When all even pages are printed out, "Set 2-sides in tray1" appears on the machine's control panel display.

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

   If paper orientation is portrait, put the top of paper towards you for [Long edge bind (to left/top)] or towards the machine rear for [Short edge bind (to top/left)].

   If paper orientation is landscape, put the top of paper to the right for [Long edge bind (to left/top)] or to the left for [Short edge bind (to top/left)].

6. **Press [Continue].**

   Odd pages will then be printed.

⬇ **Note**

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

⊟ Reference

- For details about loading paper in the trays, see p.96 "Loading Paper".

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

3

Direct Printing from a Digital Camera (PictBridge)

Using Various Print Functions

This section briefly describes various print functions that you can configure with the printer driver to make printouts appropriate for your purposes.

Printing color documents in black and white
Separating the print data into CMYK and printing in designated color only
Changing the color profiling pattern
Printing grayscale images using black or CMYK
Using ICM (Image Color Matching)

Print Quality Functions

Print quality and color tone can be adjusted to suit the print data. Some of the print quality settings you can configure are described below.

Changing the image printing method

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

Changing the graphics mode

You can send graphic information to the machine as either all raster or a mixture of vector and raster images. Most geometric shapes or patterns print faster as vector images than as raster images. However, if certain graphics do not print as they appear on the screen, try to print them as raster images.

Saving toner when printing

You can save toner by printing with lower toner consumption. While this increases the life of the print cartridge, the output appears slightly lighter.

Changing the printable area

You can change the printable area when printing a document printed on a single page with one machine is printed on two separate pages with another machine, or vice-versa.

Changing the method of downloading TrueType fonts to the machine

When you print documents that contain characters in TrueType fonts, garbled or distorted characters may be printed. Changing the method of downloading TrueType fonts may help to solve the problem.

Changing the dither pattern

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

🔸 **Note**

- Some of the functions described above might not be available depending on the printer driver or operating system. For details, see the printer driver Help.

Print Output Functions

You can specify the form of print outputs according to your purposes. This section briefly describes some of the settings that you can specify.

Printing multiple sets of a document

You can print multiple sets of the same document.

Collating the output in document batches

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

Changing orientation or rotating the image

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

Printing multiple pages per sheet

You can print multiple pages onto one sheet of paper.

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

Printing on both sides of paper (duplex printing)

You can print on both sides of paper.

Duplex printing using the Type 2 model can be done automatically, and available binding options include booklet.

Duplex printing using the Type 1 model requires manually reloading paper.

Reducing or enlarging the document

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

If the [Enable Large Papers] option is selected, A3/11" × 17"/B4/8K documents can be scaled to a size that the machine supports, so it can then be printed out.

Suppressing printing of blank pages

If a print job contains blank pages, they can be prevented from being printed.

Note that the printer driver's setting has higher priority than [Blank Page Print] under printer feature settings of the control panel.

Printing with a cover page

You can add a cover page to the print job.

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

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

Printing on custom size paper

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

Superimposing text on prints (watermark)

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

📥 **Note**

- Some of the functions described above might not be available depending on the printer driver or operating system. For details, see the printer driver Help.

📘 **Reference**

- For details about [Blank Page Print], see p.307 "Printer Feature Settings".

3

4. Using the Copier Function

This chapter describes the copier functions.

The Screen in Copier Mode

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

By default, the display shows the copier screen when the machine is turned on.

If the scanner or fax screen is shown on the display, press the [Copy] key on the control panel to switch to the copier screen.
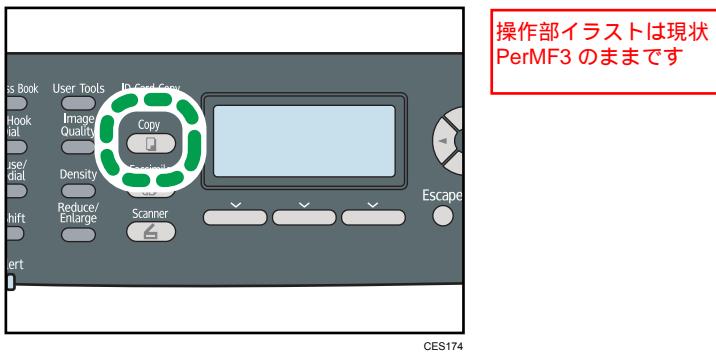
CES174

Screen in standby mode
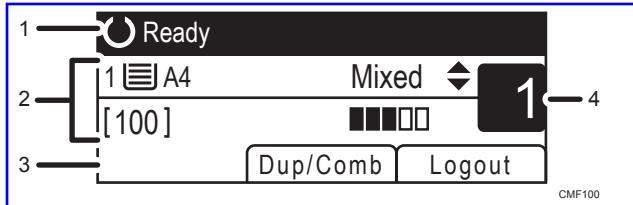
CMF100

1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current tray, reproduction ratio, and scan settings.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

4. **Copy quantity**

   Displays the current copy quantity. You can change the copy quantity using the number keys.

⬇**Note**

- The start-up mode can be specified in the [Function Priority] setting under [Admin. Tools].

• If LDAP authentication is specified, you must first log in to the machine by entering a user name and password.

Reference

• For details about [Function Priority], see p.301 "Administrator Settings".

• For details about how to log in to the machine, see p.448 "When LDAP Authentication is Specified".

Basic Operation in Copier Mode

This section describes the basic procedure for making photocopies.

⭐ **Important**

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

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

PerMF 3
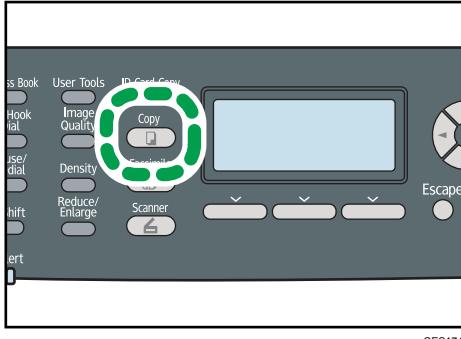
CES174

2. **Place the original on the exposure glass or in the ARDF/ADF.**

   If necessary, configure advanced photocopy settings.

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

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

PerMF 3
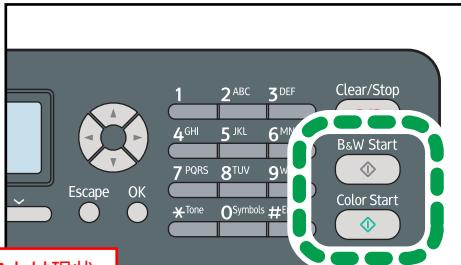
CES169

No.101	Manual Duplex Scan Mode	FB	FW v0.24
	Manual Duplex Scan Mode	ON	FB

1. Start   Set Back Side
2.   Start   Set Front
Side
3.   Start   Set Back Side
4.   2
                #

   Depending on the machine's settings, "Set Back Side" appears on the screen when using the exposure glass.

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

5. **If you want to scan the original's back side, turn over the original on the exposure glass, and then press the [Start] key.**

   Pages that have been scanned so far will be output, and "Set Front Side" appears on the screen.

- If you do not want to scan the back side, Press [#] to end the job. The front side will be output.
- If you have more originals, place the next original, and then return to step 4.

Note

- The maximum number of copies is 99.
- You can change the paper tray for the current job by pressing the [▲][▼] keys. If tray 2 is installed, you can select to change the paper tray automatically according to the paper size (A4 or Letter).
- You can select the paper tray for printing out copies in [Select Paper] under copy settings. If you set the machine to switch between tray 1 and 2 automatically depending on the paper size in this setting, you can also specify the tray the machine uses first in [Paper Tray Priority] under system settings.
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under copy settings.
- If [Manual Duplex Scan Mode] under copy settings is enabled, you can copy both sides of original with the exposure glass. (You must scan the back side within the time specified in [System Auto Reset Timer] under administrator settings; otherwise the copying will automatically be canceled.)
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- If a scanning jam occurs in the ARDF or ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page.

Reference

- To place the original, see p.119 "Placing Originals".
- To make reduced or enlarged copies, see p.156 "Making Enlarged or Reduced Copies".
- To make combine or 2-sided copies, see p.158 "Combining Pages and Making 2-sided Copies".
- To make copies of an ID card, see p.166 "Copying Both Sides of an ID Card onto One Side of Paper".
- To make advanced scan settings, see p.169 "Specifying Scan Settings".
- For details about [Select Paper] or [Sort], see p.259 "Copy Settings".
- For details about [Paper Tray Priority], see p.281 "System Settings".
- For details about [Manual Duplex Scan Mode], see p.259 "Copy Settings".
- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".
- For details about how to remove the jammed paper, see p.368 "Removing Printing Jams", or p. 378 "Removing Scanning Jams (Type 2 model)" or p.381 "Removing Scanning Jams (Type 1 model)".

Canceling a Copy

Follow the procedure below to cancel copying.

While scanning the original

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

When the original is set in the ARDF or ADF, scanning stops immediately but pages that have already been scanned completely will be copied.

While printing

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

1. **Press the [Copy] key.**
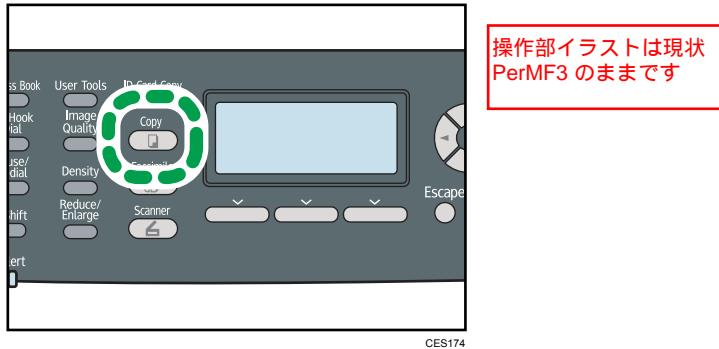
CES174

2. **Press the [Clear/Stop] key.**
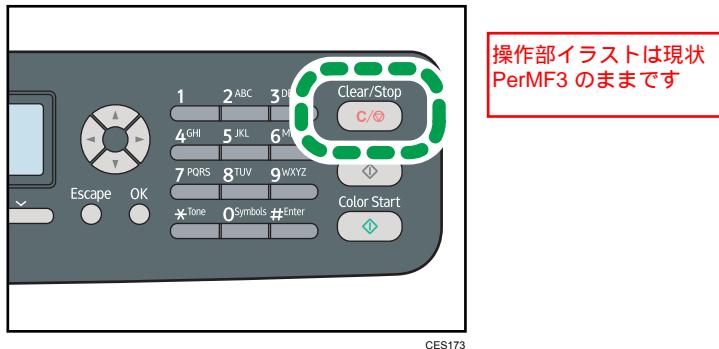
CES173

Making Enlarged or Reduced Copies

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

Scaling

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

- Preset ratio

CES103
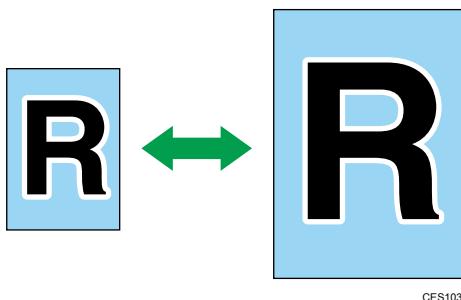
Region **A**

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

Region **B**

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

- Custom ratio

CES106

25% to 400% in 1% increments.

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

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

PerMF 3

CES177
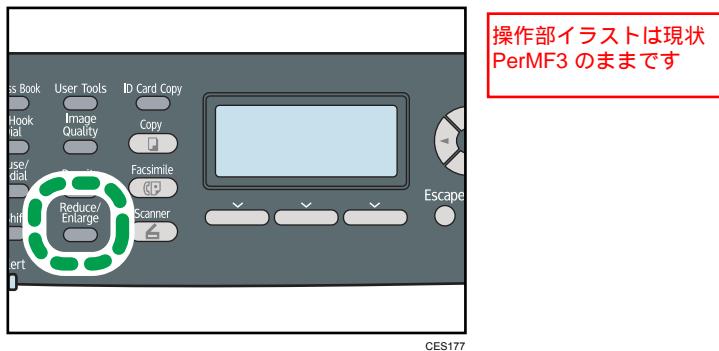
2. **Press [Reduce], [Enlarge], or [Zoom].**
3. **For [Reduce] or [Enlarge], press the [▲][▼][◄][►] keys to select the desired ratio. For [Zoom], specify the desired ratio using the number keys.**
4. **Press the [OK] key.**

⬇ Note

- You can press the [Escape] key to exit to the previous level of the menu tree.
- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in the specified ratio.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

🗐 Reference

- For details about [Reduce/Enlarge], see p.259 "Copy Settings".
- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Combining Pages and Making 2-sided Copies

This section describes how to set the machine to combine multiple pages (2 or 4 pages) of an original onto a single page. Also, with the Type 2 model, you can scan 2-sided originals and make 2-sided copies.

⭐**Important**

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

- For combine and 2-sided copying, the paper size must be A4, Letter or Legal.

- For 2-sided copying, the paper type must be thin, plain, recycled, color, preprinted or prepunched.

There are following copy modes. Select a copy mode according to your original and how you want the copy outputs to appear.

Combined copy on 1 side
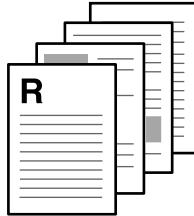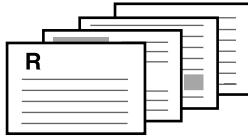
In this mode, copy will be made on 1 side, on which 2 or 4 pages of an original will be printed.

- 1 Sided 2 Orig > 2in1 Sim

	Original	Copy
Portrait		
Landscape		
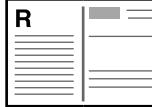
CMF250

- 1 Sided 4 Orig > 4in1 Sim

rinmei-mf2_com_user_guide_gb_00059715_eng.xml

	Original	Copy	
Portrait		Left to Right	Top to Bottom
Landscape		Left to Right	Top to Bottom

CMF251

- 2 Sided 1 Orig > 2in1 Sim (Type 2 model only)

	Original		Copy
Portrait	Top to Top	Top to Bottom	
Landscape	Top to Top	Top to Bottom	

CMF252

- 2 Sided 2 Orig > 4in1 Sim (Type 2 model only)

CMF253

CMF254

Combined copy on 2 sides (Type 2 model only)

In this mode, copy will be made on 2 sides, on each of which 2 or 4 pages of an original will be printed.

- 1 Sided 4 Orig > 2in1 Dup

	Original	Copy	
		Top to Top	Top to Bottom
Portrait	R	R	R
		Top to Top	Top to Bottom
Landscape	R	R	R
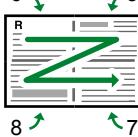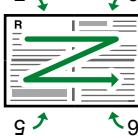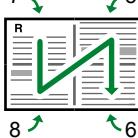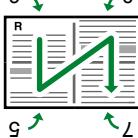
CMF254

• 1 Sided 8 Orig > 4in1 Dup

	Original	Copy	
		Left to Right, Top to Top	Left to Right, Top to Bottom
Portrait	R	6 5 / R / 8 7	7 8 / R / 5 9
		Top to Bottom, Top to Top	Top to Bottom, Top to Bottom
		7 5 / R / 8 6	9 8 / R / 5 7

CMF255

	Original	Copy	
Landscape		**Left to Right, Top to Top**	**Left to Right, Top to Bottom**
		Top to Bottom, Top to Top	**Top to Bottom, Top to Bottom**

CMF256

• 2 Sided 2 Orig > 2in1 Dup

	Original	Copy	
Portrait		**Top to Top**	**Top to Bottom**
Landscape		**Top to Top**	**Top to Bottom**

CMF257

• 2 Sided 4 Orig > 4in1 Dup

Portrait	Original	Copy	
		Left to Right, Top to Top	**Left to Right, Top to Bottom**
		Top to Bottom, Top to Top	**Top to Bottom, Top to Bottom**

CMF258

Landscape	Original	Copy	
		Left to Right, Top to Top	**Left to Right, Top to Bottom**
		Top to Bottom, Top to Top	**Top to Bottom, Top to Bottom**

CMF259

Copy on 2 sides (Type 2 model only)

In this mode, copy will be made on 2 sides, on each of which a single page of an original will be printed.

• 1 Sided Orig > Dup Copy

	Original	Copy	
Portrait	R	Top to Top R	Top to Bottom R
Landscape	R	Top to Top R	Top to Bottom R

CMF260

Use this procedure to set copy mode for the current job.

1. **Press [Dup/Comb].**

   Alternatively, you can press the [Short Cut] key if [Short Cut Key Setting] under administrator settings is set to [Dup/Comb Copy].

2. **Press the [▲][▼] keys to select the desired copy mode, and then press the [OK] key.**

3. **Press the [▲][▼] keys to select page and binding orientations, and then press the [OK] key.**

   The screen will show the selected copy mode.

Note

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

- You can change the machine's default [Duplex/Combine] setting to always make photocopies in combine/2-sided mode.

- Setting 2-sided copying automatically disables the [ID Card Copy] setting.

- Temporary job settings are cleared in the following cases:

  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.

  - When the [Clear/Stop] key is pressed while the initial screen is displayed.

  - When the machine's mode is changed.

  - When the power is turned off.

  - When the machine's default for the same setting is changed.

Reference

- For details about [Short Cut Key Setting], see p.301 "Administrator Settings".

- For details about [Duplex/Combine], see p.259 "Copy Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

- To make 2-sided copies with the Type 1 model, perform manual duplex copying. See p.168 "Making 2-sided Copies Manually (Type 1 model)".

4

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

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

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

⭐**Important**

- This function is only available when the original is set on the exposure glass, not when it is set in the ARDF or ADF.
- To use this function, the paper size used for printing copies must be set to A4 or Letter.
- To use the [Short Cut] key to set ID card copy mode for the current job, [Short Cut Key Setting] under administrator settings must be set to [ID Card copy mode].

Front	➡	Front
Back		Back
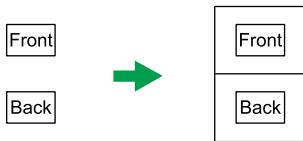
CES165

No.102   ID-Card Copy Mode
Short Cut   ID Card Copy   Short Cut
   ID Card Copy
      Short Cut   ID Card Copy
ID Card

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

1. **Press the [Short Cut] key.**

PerMF 3

CES201
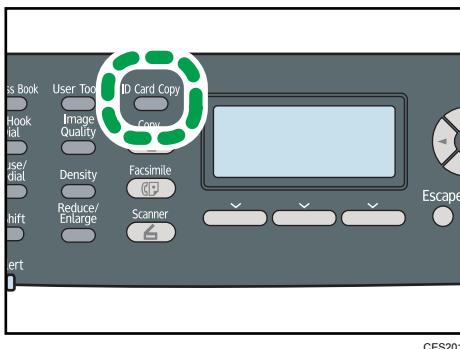
The machine is now in ID card copy mode. Proceed to the following steps to perform the ID card copy.

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

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

CMF065
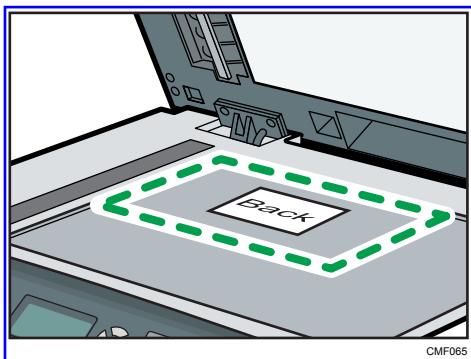
3. **Press the [Start] key.**

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

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

Note

Use the same mode (color or black-and-white) for both sides.

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

- Regardless of the machine's reduction or enlargement ratio setting, an ID card copy will always be made at 100%.

- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in ID card copy mode. In addition, if the [Short Cut] key is not set to [ID Card copy mode], you must configure the machine's default setting to perform ID card copy.

- Setting this function for the current job temporarily disables 2-sided copying automatically. However, after the temporary job setting is cleared, the 2-sided copying will be enabled again automatically.

- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

Reference

- For details about [Short Cut Key Setting], see p.301 "Administrator Settings".

- For details about [Reduce/Enlarge], see p.259 "Copy Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Making 2-sided Copies Manually (Type 1 model)

This section describes how to make 2-sided copies by copying single-sided documents onto the front and back sides of each sheet using the Type 1 model.

Perform duplex copying manually with the Type 1 model. It does not support automatic duplex copying.

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

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

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

4. **Load the output paper into the current tray.**

   If using tray 1 or tray 2, reload the paper with the blank side down; if using the bypass tray, sort the output paper in reverse order, and then load the paper with the blank side up.

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

5. **Place the even-numbered pages of the original in the ADF.**

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

🔽 **Note**

- When making 2-sided copies, confirm which tray is used to feed paper from for making copies, by checking the [Paper Select] setting under [Copy Settings].

- If the [System Auto Reset Timer] under administrator setting is enabled, temporary job settings may be cleared during the operation. Make sure to reconfigure the settings if they are cleared.

🔖 **Reference**

- To place the original, see p.119 "Placing Originals".

- To load paper in the trays, p.96 "Loading Paper".

- For details about [Paper Select], see p.259 "Copy Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Specifying Scan Settings

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

Adjusting Image Density

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

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

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

2. **Press the [◄][►] keys to select the desired density level, and then press the [OK] key.**

↓Note

- Press the [Escape] key to discard the current change and return to the initial screen.

- You can change the machine's default [Density] setting to always make copies with a specific density level.

- Temporary job settings are cleared in the following cases:

  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.

  - When the [Clear/Stop] key is pressed while the initial screen is displayed.

  - When the machine's mode is changed.

  - When the power is turned off.

  - When the machine's default for the same setting is changed.

🔖Reference

- For details about [Density], see p.259 "Copy Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Selecting the Document Type According to Original

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

There are three document types:

Mixed

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

Text

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

Photo

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

- Photographs

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

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

CES179
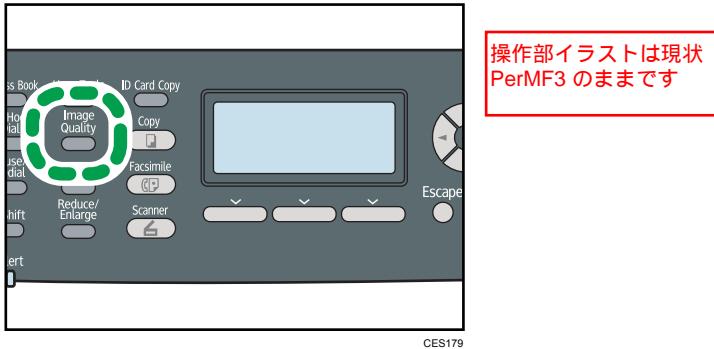
2. **Press the [▲][▼] keys to select the desired document type, and then press the [OK] key.**

Note

- Press the [Escape] key to discard the current change and return to the initial screen.

- You can change the machine's default [Original Type] setting to always make copies with a specific document type.

- Temporary job settings are cleared in the following cases:

  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.

  - When the [Clear/Stop] key is pressed while the initial screen is displayed.

  - When the machine's mode is changed.

  - When the power is turned off.

  - When the machine's default for the same setting is changed.

Reference

- For details about [Original Type], see p.259 "Copy Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

4

4

5. Using the Scanner Function

This chapter describes the scanner functions.

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

The Screen in Scanner Mode

This section provides information about the screen in scanner mode.

By default, the display shows the copier screen when the machine is turned on. If the copier or fax screen is shown on the display, press the [Scanner] key on the control panel to switch to the scanner screen.
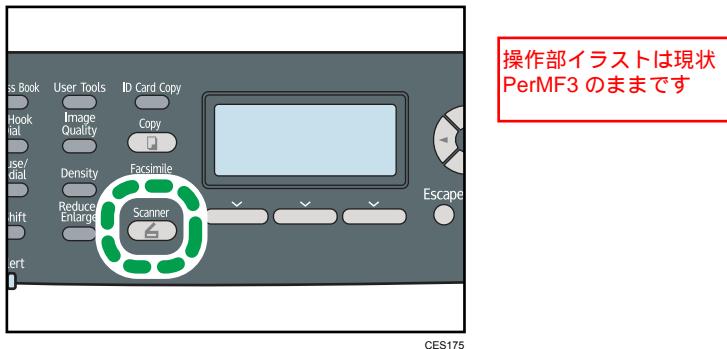
CES175

Screen in standby mode
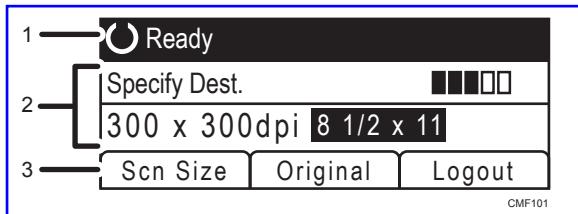
CMF101

1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current scanning mode and scan settings.

   - When "Specify Dest." is displayed:

     Scan to E-mail, Scan to FTP, or Scan to Folder functions can be used.

   - When "Save Scn Data to USB" is displayed:

     A USB flash disk is inserted in the machine, and the Scan to USB function can be used.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

↓Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools].

- If LDAP authentication is specified, you must first log in to the machine by entering a user name and password.

⊟Reference

- For details about [Function Priority], see p.301 "Administrator Settings".

- For details about how to log in to the machine, see p.448 "When LDAP Authentication is Specified".

5

Registering Scan Destinations

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

⭐ Important

- The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.

- Depending on your network environment, the Scan to FTP and Scan to Folder functions may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations.

The Address Book can contain up to 100 entries, including 20 Quick Dial entries.

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

1. **Start the Web browser, and access the machine by entering its IP address.**
2. **Click [Quick Dial Destination] or [Scan Destination].**
3. **From the [Destination Type] list, select [E-mail Address], [FTP] or [Folder].**
4. **Register information as necessary.**

   The information you must register varies depending on the destination type. For details, see the tables below.
5. **Enter the administrator password if required.**
6. **Click [Apply].**
7. **Close the Web browser.**

Scan to E-mail Settings
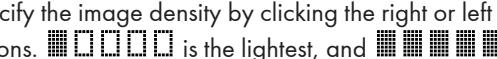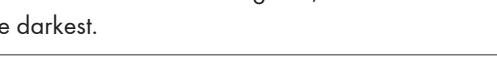
Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's Name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or a similar field of the recipient's email application. Can contain up to 32 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.

Item	Setting	Description
Original (Type 2 model only)	Required	Select the sides of the original (1 side or 2-sides) to scan according to the page and binding orientation. Note that if 2-sided scanning is specified, you must use the ARDF (scanning will not be possible with the exposure glass).
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. ▥▢▢▢▢ is the lightest, and ▥▥▥▥▥ is the darkest.

Scan to FTP Settings

Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.

5
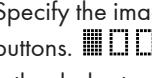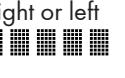
Item	Setting	Description
Hostname or IP Address	Required	Name or IP address of the FTP server. Can contain up to 64 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
FTP User Name	Optional	User name for logging in to the FTP server. Can contain up to 32 characters.
FTP Password	Optional	Password for logging in to the FTP server. Can contain up to 32 characters.
Directory	Optional	Name of the FTP server directory where scanned files are stored. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Original (Type 2 model only)	Required	Select the sides of the original (1 side or 2-sides) to scan according to the page and binding orientation. Note that if 2-sided scanning is specified, you must use the ARDF (scanning will not be possible with the exposure glass).
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. ▓□□□□ is the lightest, and ▓▓▓▓▓ is the darkest.

Scan to Folder Settings

Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer (can contain up to 64 characters), and name of the shared folder (can contain up to 32 characters).
Domain	Optional	Specify the name of the domain to which the computer belongs. Can contain up to 15 characters.
Login User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters.
Login Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.

5

Item	Setting	Description
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (B&W)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Original (Type 2 model only)	Required	Select the sides of the original (1 side or 2-sides) to scan according to the page and binding orientation. Note that if 2-sided scanning is specified, you must use the ARDF (scanning will not be possible with the exposure glass).
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons. ▉☐☐☐☐ is the lightest, and ▉▉▉▉▉ is the darkest.

↓Note

- To send files via e-mail, SMTP and DNS settings must be configured properly.
- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time.
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- On a network that uses a DNS server, specify a computer name in [Service Name] and the name of the domain to which the computer belongs in [Domain]. In this case, also configure the DNS related settings using Web Image Monitor.
- The Scan to Folder destination must operate on one of the following operating systems: Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2, or Mac OS X.
- Scan destinations cannot be registered using the control panel.
- The Scan to USB function does not require destinations registered in the Address Book.

Reference

- To test sending files to a Scan to FTP or Scan to Folder destination, see p.183 "Basic Operation for Scan to E-mail/FTP/Folder".

- For details about creating backup files, see p.358 "Backing Up the Machine's Settings".

- For details about SMTP and DNS settings, see p.337 "Configuring the DNS Settings" and p.341 "Configuring the SMTP Settings".

- For details about the time zone setting, see p.341 "Configuring the SMTP Settings".

- For details about using Web Image Monitor, see p.313 "Using Web Image Monitor".

Modifying Scan Destinations

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

1. **Start the Web browser, and access the machine by entering its IP address.**

2. **Click [Scan Destination].**

3. **Click the [E-mail Address], [FTP], or [Folder] tab.**

4. **Select the entry to modify, and then click [Change].**

5. **Modify settings as necessary.**

6. **Enter the administrator password if required.**

7. **Click [Apply].**

8. **Close the Web browser.**

Note

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

- The machine will notify you if the destination you want to modify is set as a forwarding destination of received faxes.

Reference

- For details about using Web Image Monitor, see p.313 "Using Web Image Monitor".

- For details about fax forwarding settings, see p.324 "Configuring the Fax Settings".

Deleting Scan Destinations

This section describes how to delete registered destinations.

1. **Start the Web browser, and access the machine by entering its IP address.**

2. Click [Scan Destination].

3. Click the [E-mail Address], [FTP], or [Folder] tab.

4. Select the entry to delete, and then click [Delete].

5. Confirm that the entry you have selected is the entry that you want to delete.

6. Enter the administrator password if required.

7. Click [Apply].

8. Close the Web browser.

🔽 Note

- The machine will notify you if the destination you want to delete is set as a forwarding destination of received faxes. If you delete the destination anyway, reconfigure the fax forwarding setting.

📑 Reference

- For details about using Web Image Monitor, see p.313 "Using Web Image Monitor".

- For details about fax forwarding settings, see p.324 "Configuring the Fax Settings".

Scanning Using the Control Panel

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

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

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

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

⭐ **Important**

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

- When using the Scan to E-mail, Scan to FTP or Scan to Folder function, you must first register the destination in the Address Book using Web Image Monitor.

- If a USB flash disk is inserted in the machine, scanning functions other than Scan to USB are not possible from the control panel. Make sure there is no USB flash disk inserted in the machine.

1. Place the original on the exposure glass or in the ARDF/ADF.

2. Press the [Scanner] key, and then press the [Address Book] key.
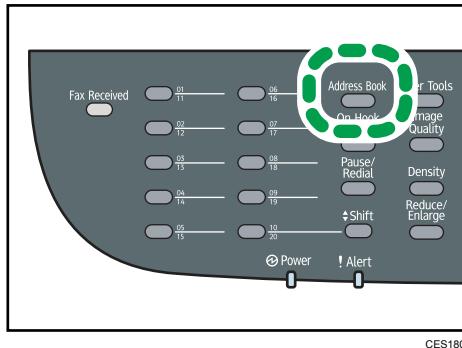
Alternatively, you can press the [Short Cut] key if [Short Cut Key Setting] under administrator settings is set to [Scan to Address].

3. **Press the [▲][▼] keys to select [Search Address book], and then press the [OK] key.**

   If you want to search for a specific entry by its name, enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

4. **Search for the desired destination by pressing the [▲][▼] keys to scroll the Address Book, and then press the [OK] key.**

5. **Press the [Start] key.**
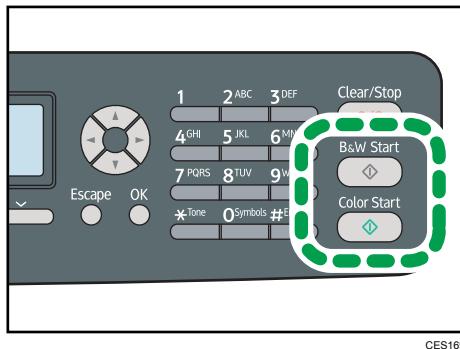
PerMF3

To scan in black and white, press the [B&W Start] key.
To scan in color, press the [Color Start] key.

CES169

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

Scan Next Original?

| Yes | No |
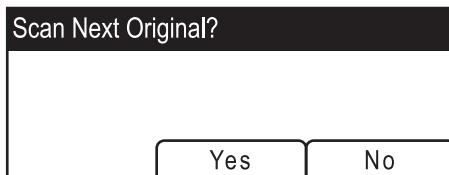
If you see this screen, proceed to the next step.

6. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**

7. **When all originals have been scanned, press [No] to start sending the scanned file.**

⬇ **Note**

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.

- You can configure the machine to scan documents in black and white, color, or grayscale by changing the [Scanning Mode] setting under scanner settings.

- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel.

- You can also specify a destination using the One Touch buttons, [Pause/Redial] key, or from an LDAP server.

- If the [Limitless Scan] setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure.

- If [File Type] under scanner settings is set to [Multi-page], you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned.

- If paper is jammed in the ARDF or ADF, the scan job will be discarded. Remove the jammed paper and scan the entire originals again.

Reference

- For details about [Short Cut Key Setting], see p.301 "Administrator Settings".

- To place the original, see p.119 "Placing Originals".

- To configure advanced scan settings, see p.190 "Specifying the Scan Settings".

- For details about specifying the scan destination, see p.185 "Specifying the scan destination using the One Touch buttons or [Pause/Redial] key".

- For details about specifying the scan destination from an LDAP server, see p.186 "Specifying the scan destination from an LDAP server".

- For details about [Scanning Mode], [File Type], or [Limitless Scan], see p.265 "Scanner Settings".

- For details about how to remove the paper jammed in the ARDF or ADF, see p.378 "Removing Scanning Jams (Type 2 model)" or p.381 "Removing Scanning Jams (Type 1 model)".

Specifying the scan destination using the One Touch buttons or [Pause/Redial] key

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

- One Touch buttons

  Use these to specify destinations registered as Quick Dial entries.

- [Pause/Redial] key

  Press this to specify the last used destination as the destination for the current job.

Using the One Touch buttons

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

Press the [Shift] key to use the Quick Dial entries Nos. 11 to 20.
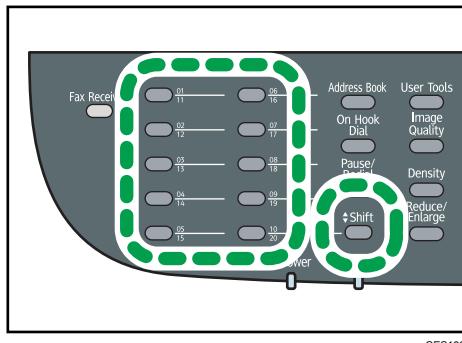
CES183

Using the [Pause/Redial] key

Press the [Pause/Redial] key to select the last used destination.
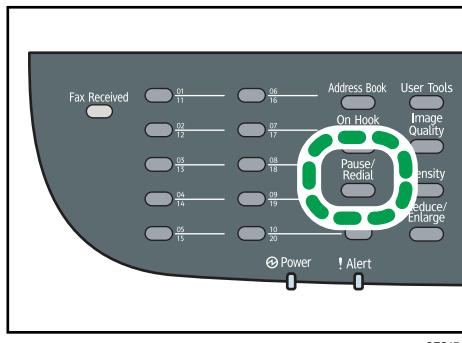
CES171

Note

- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel.

- The [Pause/Redial] key is not effective for the first scan job after the machine is turned on.

- To select destinations not registered as Quick Dial entries, use the [Address Book] key.

Reference

- For details about how to specify destinations using the [Address Book] key, see p.183 "Basic Operation for Scan to E-mail/FTP/Folder".

Specifying the scan destination from an LDAP server

This section describes how to select a destination registered on the LDAP server.

Important

- To search for a destination from an LDAP server, the LDAP server must be registered in advance.

- You can search Scan to E-mail destinations from the LDAP server (not Scan to FTP or Scan to Folder destinations).

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

PerMF 3
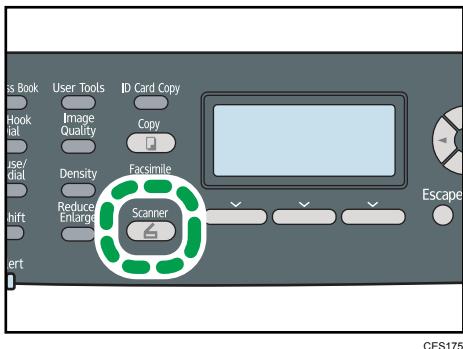
CES175

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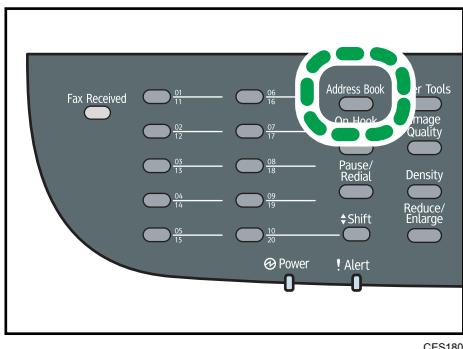
PerMF 3

CES180

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

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

    A list of addresses that match the search conditions appears on the display.

5. **Press the [▲][▼] keys to scroll through the search result, and then press [▶] to select the desired destination.**

    You can select multiple destinations. A check mark will appear for the selected destinations. To deselect a destination, press [▶] again.

🔽 **Note**

- The search result will contain destinations that match the predefined search conditions.

📑 **Reference**

- For details about registering LDAP servers, see p.444 "Programming the LDAP server".

- For details about specifying the search conditions, see p.450 "Specifying the LDAP Address Search Conditions".

Basic Operation for Scan to USB

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

⭐ **Important**

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

- This machine does not support the use of USB flash disks connected to external USB hubs. Insert your USB flash disk directly into the USB flash disk port located at the top left corner of the machine.

- Certain types of USB flash disks cannot be used.

- If [Scan to USB] under administrator settings is disabled, this function cannot be used.

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

CMF066

2. **Press the [Scanner] key.**

PerMF 3

CES175
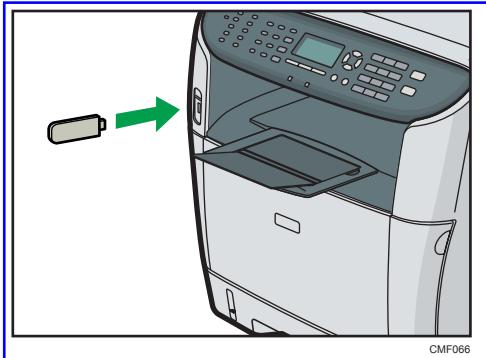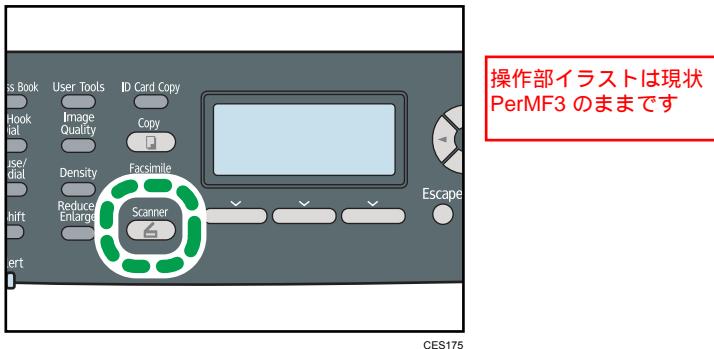
"Loading..." appears on the display. Wait until the display changes to show "Save Scn Data to USB" (the duration depends on your USB flash disk).

3. **Place the original on the exposure glass or in the ARDF/ADF.**

If necessary, configure advanced scan settings.

rinmei-mf2_com_user_guide_gb_00059731_eng.xml

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

Per MF 3

To scan in black and white, press the [B&W Start] key.
To scan in color, press the [Color Start] key.

CES169
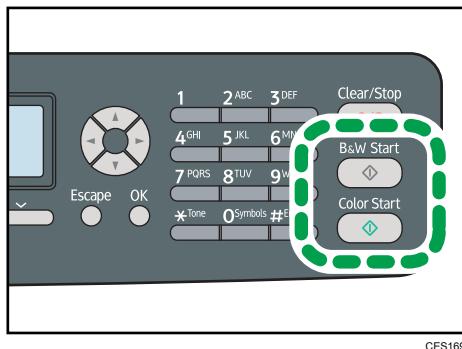
Depending on the machine's setting, you will see the following screen on the display.

- When in black-and-white scanning mode:

halftone

Select File Format:

TIFF	PDF

- When in color or gray scale scanning mode:

black-and-white

Select File Format:

JPEG	PDF
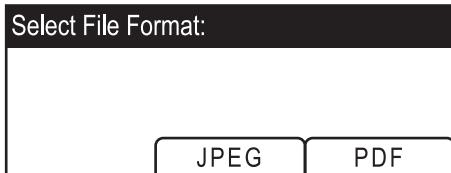
5. **Press the appropriate selection key according to the desired file format.**

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

   Scan Next Original?

Yes	No

   If you see this screen, proceed to the next step. If not, proceed to step 8.

6. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**

7. **When all originals have been scanned, press [No] to start sending the scanned file.**

8. **Confirm that "Ready" appears on the display.**

   The scanned file is created in the root directory of the USB flash disk.

9. Remove the USB flash disk from the machine.

Make sure to close the cover of the USB flash disk port after use.

📥**Note**

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.

- You can configure the machine to scan documents in black and white, color, or grayscale by changing the [Scanning Mode] setting under scanner settings.

- If the [Limitless Scan] setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure.

- If the [File Type] setting under scanner settings is enabled, you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned.

- If paper is jammed in the ARDF/ADF or an access error to the USB flash disk occurs, the scan job will be discarded. Remove the jammed paper and scan the entire originals again.

🔖**Reference**

- For details about [Scan to USB], see p.301 "Administrator Settings".
- To place the original, see p.119 "Placing Originals".
- To configure advanced scan settings, see p.190 "Specifying the Scan Settings".
- For details about [Scanning Mode], [Limitless Scan], or [File Type], see p.265 "Scanner Settings".
- For details about how to remove the paper jammed in the ARDF or ADF, see p.378 "Removing Scanning Jams (Type 2 model)" or p.381 "Removing Scanning Jams (Type 1 model)".

Specifying the Scan Settings

This section describes how to specify the scanning size, image density, and resolution for the current job.

When a scan destination is specified

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book.

This allows you to send scanned files without having to reconfigure the scan settings according to each destination. If necessary, you can change the scan settings using the control panel.

📥**Note**

- The machine maintains the preset scan settings for the current destination until the machine returns to standby mode.

- Changing the preset scan settings for the current destination does not change the information registered in the Address Book.

- If you specify the last used destination, the preset scan settings become effective again, even if you have changed the settings for the previous job.

Specifying the scanning size according to the size of the original

This section describes how to specify the scanning size according to the size of the current original.

1. **Press the [Reduce/Enlarge] key or [Scn Size].**

CES177
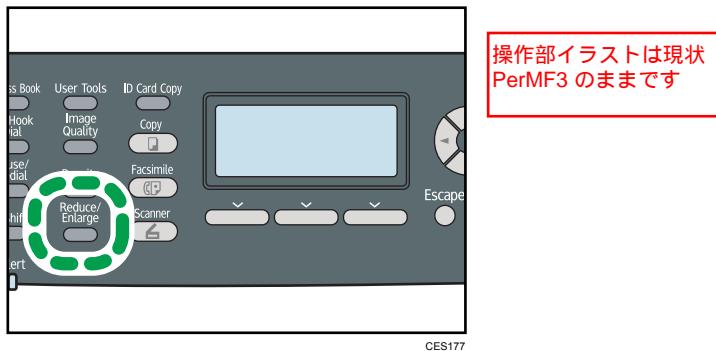
2. **Press the [▲][▼] keys to select the size of the original, and then press the [OK] key.**

   If you selected anything other than [Custom Size], you do not need to perform the remaining steps of the procedure.

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

4. **Enter the width using the number keys, and then press the [OK] key.**

   To enter a decimal point, press [✱].

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

   To enter a decimal point, press [✱].

🔸 **Note**

- You can press the [Escape] key to exit to the previous level of the menu tree.
- You can change the machine's default [Scan Size] setting to always scan originals with a specific scanning size.
- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

🔹 **Reference**

- For details about [Scan Size], see p.265 "Scanner Settings".
- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Adjusting image density

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

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

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

CES178

2. **Press the [◀][▶] keys to select the desired density level, and then press the [OK] key.**

↓Note

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

▤Reference

- For details about [Density], see p.265 "Scanner Settings".
- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Specifying resolution

This section describes how to specify the scan resolution for the current job.

There are six resolution settings. The higher the resolution, the higher the quality but greater the file size.

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

CES179
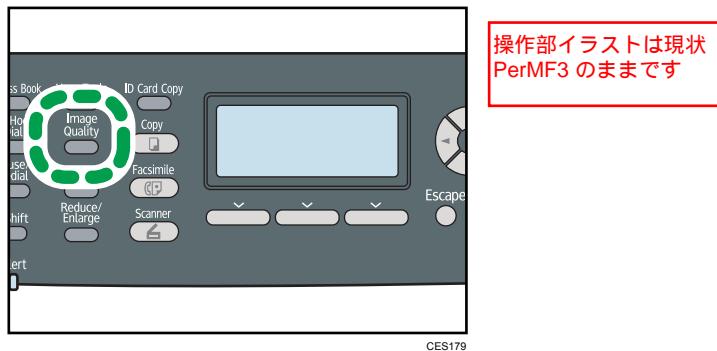
2. **Press the [▲][▼][◄][►] keys to select the desired resolution, and then press the [OK] key.**

🔽 **Note**

- Press the [Escape] key to discard the current change and return to the initial screen.

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level.

- Temporary job settings are cleared in the following cases:

    - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.

    - When the [Clear/Stop] key is pressed while the initial screen is displayed.

    - When the machine's mode is changed.

    - When the power is turned off.

    - When the machine's default for the same setting is changed.

📖 **Reference**

- For details about [Resolution], see p.265 "Scanner Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Specifying the scanning side according to the original (Type 2 model)

If you are using the Type 2 model, you can specify the machine to scan both sides of original automatically using the ARDF.

This section describes how to specify the scanning side according to the current original.

1. **Press [Original].**

2. **Press the [▲][▼] keys to select the desired scanning method, and then press the [OK] key.**

    Select the sides of the original (1 side or 2-sides) to scan. When scanning 2-sides, select the page and binding orientations according to the original.

⬇ Note

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

- If 2-sided scanning is specified, you must use the ARDF (scanning will not be possible with the exposure glass).

- You can change the machine's default [Original] setting to always scan specific sides of originals.

- Temporary job settings are cleared in the following cases:

  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.

  - When the [Clear/Stop] key is pressed while the initial screen is displayed.

  - When the machine's mode is changed.

  - When the power is turned off.

  - When the machine's default for the same setting is changed.
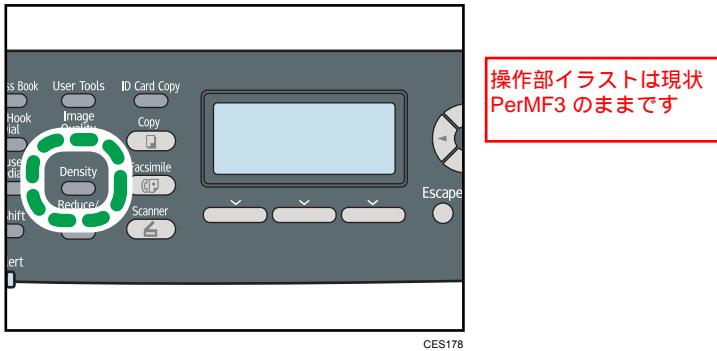
⧉ Reference

- For details about [Original], see p.265 "Scanner Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

No.104   Original   FW v0.24
          Original

                              Original

Scan to USB   Original   Scan to USB

          Original   Scan to USB

PageManager

Scanning from a Computer

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

TWAIN scanning is available with both USB and network connections.

Basic Operation for TWAIN Scanning

This section describes the basic TWAIN scanning operation.

PageManager

TWAIN scanning is possible if your computer is running a TWAIN-compatible application. Presto! PageManager, which is provided on the driver CD-ROM, can be used for TWAIN scanning.

Listed below are some of the useful features of Presto! PageManager. Note that the Presto! PageManager features are subject to change depending on its version.

- Easily create electronic files by scanning originals using Scan Buttons.
- Create, edit, share, and backup files in various formats, including PDF, XPS, and many more.
- Display and sort files in thumbnail, list, and tile views.
- Stack related image and document files in different file formats.
- Extract text out of images using the OCR (Optical Character Recognition) function.
- Search for files with specific annotations, title, author, and memo information.
- Add annotations without affecting the original file with handy annotation tools, such as text, stamp, highlighter, freehand line, straight line, sticky note, and bookmark.
- Enhance images with a set of image tools such as crop, rotate, mirror, flip, invert, auto-enhancement, brightness/contrast adjustment, color adjustment, and remove noise.

🔖 Reference

- For more details about Presto! PageManager's features and its contact information, see the manual for Presto! PageManager.

Scanning from a computer (Windows)

The following procedure uses Windows 7 and Presto! PageManager as an example.

The procedure may vary depending on Presto! PageManager's version. For details, see the manual for Presto! PageManager.

1. **Place the original on the exposure glass or in the ARDF or ADF.**
2. **On the [Start] menu, point to [All Programs], point to [Presto! PageManager X.XX], and then click [Presto! PageManager X.XX].**

   "X.XX" indicates the version of Presto! PageManager.

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PageManager

3. **On the [File] menu, click [Select Source...].**

4. **In the [Select Source] dialog box, select the scanner, and then click [OK].**

5. **On the [Tools] menu, click [Scan Central Settings...].**

6. **Configure the scan settings as required, and then click [OK].**

   For details, see the TWAIN driver Help or the manual for Presto! PageManager.

7. **On the [File] menu, click [Acquire Image Data...].**

8. **For [Original], select [Reflective] (when using the exposure glass) or [Automatic Document Feeder] (when using the ARDF or ADF).**

9. **Click [Scan].**

   If LDAP authentication is specified, you will be required to enter a user name and password.

10. **On the [File] menu, click [Exit].**

🔽 **Note**

- If there are two or more scanners on the network, make sure you have selected the correct scanner. If you have not, click [Select Source...] on the [File] menu, and select the scanner again.

- You can use the launcher installed with Presto! PageManager to perform the following scan operations easily. For more details, see the manual for Presto! PageManager.

  - Scanning originals into another application.

  - Passing the scanned files to an OCR application.

  - Passing the scanned files to an email application to send as attachments.

  - Saving the scanned files in a preset folder.

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

- If paper is jammed in the ARDF or ADF, the scan job will be discarded. Remove the jammed paper and scan the entire originals again.

📧 **Reference**

- For details about how to remove the paper jammed in the ARDF or ADF, see p.378 "Removing Scanning Jams (Type 2 model)" or p.381 "Removing Scanning Jams (Type 1 model)".

- For details about entering a user name and password, see p.448 "When LDAP Authentication is Specified".

Scanning from a computer (Mac OS X)

The following procedure uses Mac OS X 10.6 and Presto! PageManager as an example.

The procedure may vary depending on Presto! PageManager's version. For details, see the manual for Presto! PageManager.

PageManager

1. Place the original on the exposure glass or in the ARDF or ADF.

2. On the [Go] menu, click [Applications].

3. Click [Presto! PageManager X.XX], and then double-click [Presto! PageManager X].

   "X" indicates the version of Presto! PageManager.

4. On the [File] menu, click [Select Source...].

5. In the [Select Source] dialog box, select the scanner, and then click [OK].

6. On the [File] menu, select [Scan Settings...].

   For details, see the TWAIN driver Help or the manual for Presto! PageManager.

7. Configure the scan settings as required, and then click [OK].

   For details, see the TWAIN driver Help or the manual for Presto! PageManager.

8. On the [File] menu, click [Acquire Image Data...].

9. Configure the scan settings as required, and then click [Scan].

10. On the [Presto! PageManager X] menu, click [Quit Presto! PageManager X].

⊕ Note

- If there are two or more scanners on the network, make sure you have selected the correct scanner. If you have not, click [Select Source...] on the [File] menu, and select the scanner again.

- You can use the launcher installed with Presto! PageManager to perform the following scan operations easily. For more details, see the manual for Presto! PageManager.

  - Scanning originals into another application.

  - Passing the scanned files to an OCR application.

  - Passing the scanned files to an email application to send as attachments.

  - Saving the scanned files in a preset folder.

- If paper is jammed in the ARDF or ADF, the scan job will be discarded. Remove the jammed paper and scan the entire originals again.

🗐 Reference

- For details about how to remove the paper jammed in the ARDF or ADF, see p.378 "Removing Scanning Jams (Type 2 model)" or p.381 "Removing Scanning Jams (Type 1 model)".

Settings you can configure in the TWAIN dialog box

This section describes the settings you can configure in the TWAIN dialog box.

PerMf 3

CES194
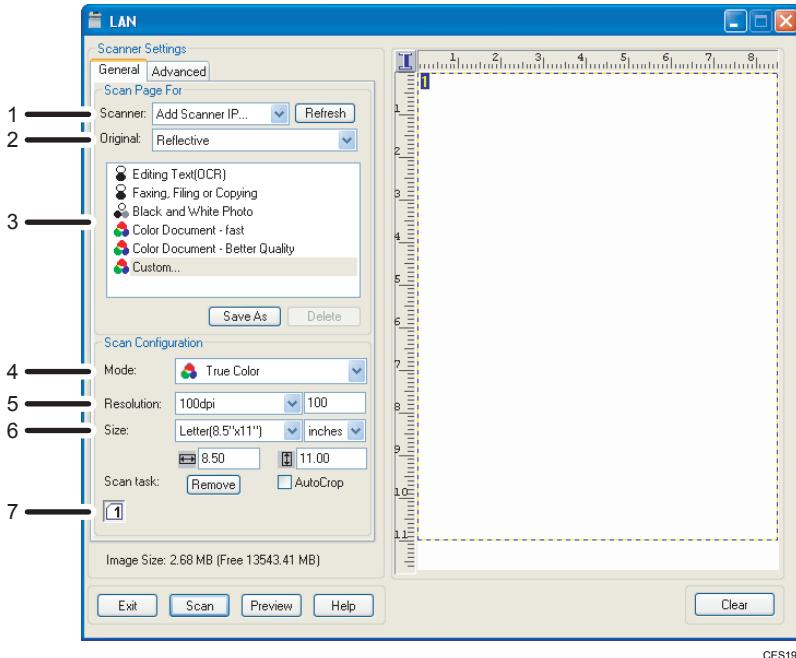
1. **Scanner:**

   Select the scanner you want to use. The scanner you select becomes the default scanner. Click [Refresh] to discover all available scanners connected via USB or the network.

2. **Original:**

   Select [Reflective] to scan from the exposure glass, or [Automatic Document Feeder] to scan from the ARDF or ADF.

3. **Original type**

   According to your original, select a setting from the list of options detailed below, or select [Custom...] to configure your own scan settings.

   • When using the exposure glass:

     [Editing Text (OCR)]

     Select this to scan business letters, contracts, memos, or other documents in editable form.

     [Faxing, Filing or Copying]

     Select this to scan newspaper and magazine articles, receipts, forms, or other printed text material.

     [Black and White Photo]

     Select this to scan black and white photographs as grayscale images.

     [Color Document - fast]

     Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in fast scan mode.

     [Color Document - Better Quality]

     Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in high-resolution scan mode.

[Custom...]

Select this to configure your own scan settings. You can save or delete your custom scan settings by clicking [Save As] or [Delete], respectively.

- When using the ARDF or ADF:

[ADF-Faster]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in fast scan mode.

[ADF-Better]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs in high-resolution scan mode.

[ADF-gray]

Select this to scan originals with many graphics, originals with both text and graphics, line art, or color photographs as grayscale images.

[Custom...]

Select this to configure your own scan settings. You can save or delete your custom scan settings by clicking [Save As] or [Delete], respectively.

4. **Mode:**

Select from color, grayscale, or black-and-white.

5. **Resolution:**

Select a resolution from the list. If you select [User defined], enter a resolution value directly in the edit box. Note that increasing the resolution also increases the file size and scanning time.

Selectable resolutions vary depending on where the original is set.

- When using the exposure glass:

75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800, 9600, 19200 dpi, User defined

- When using the ARDF or ADF:

75, 100, 150, 200, 300, 400, 500, 600 dpi, User defined

6. **Size:**

Select the scanning size. If you select [User defined], enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from [cm], [inches], or [pixels].

7. **Scan task:**

Displays a maximum of 10 previously used scan areas. To remove a scan task, select the number of the task, and then click [Remove]. When scanning from the exposure glass, you can select [AutoCrop] to let the scanner automatically detect the size of your original.

⬇️ **Note**

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.

5

6. Using the Fax Function

This chapter describes the fax functions.

The Screen in Fax Mode

This section provides information about the screen in fax mode.

By default, the display shows the copier screen when the machine is turned on.

If the copy or scanner screen is shown on the display, press the [Facsimile] key on the control panel to switch to the fax screen.

PerMF 3
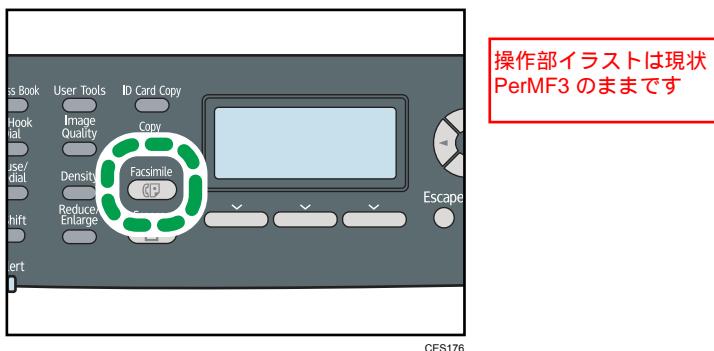
CES176

Screen in standby mode
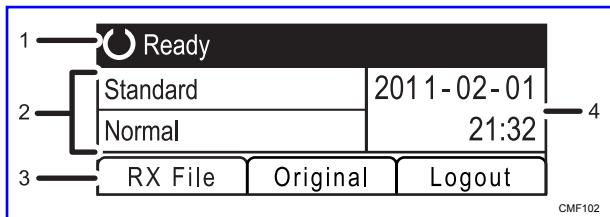
CMF102

1. **Current status or messages**

   Displays the current status or messages.

2. **Current settings**

   Displays the current density and resolution settings.

3. **Selection key items**

   Displays the functions you can use by pressing the corresponding selection keys.

4. **Current date and time**

   Shows the current date and time.

⤵ **Note**

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools].

- The display format for time and date can be specified in [Set Date/Time] under [Admin. Tools].

- If LDAP authentication is specified, you must first log in to the machine by entering a user name and password.

Reference

- For details about [Function Priority], see p.301 "Administrator Settings".

- For details about setting the date and time, see p.203 "Setting the Date and Time".

- For details about how to log in to the machine, see p.448 "When LDAP Authentication is Specified".

Setting the Date and Time

This section describes how to set the time and date for the machine's internal clock, and how to select the display format.

- Date

  Year, month, date, and date format (Month/Day/Year, Day/Month/Year, or Year/Month/Day)

- Time

  Hour, minute, time format (12- or 24-hour), and AM/PM stamp (when 12-hour time format is selected)

1. **Press the [User Tools] key.**
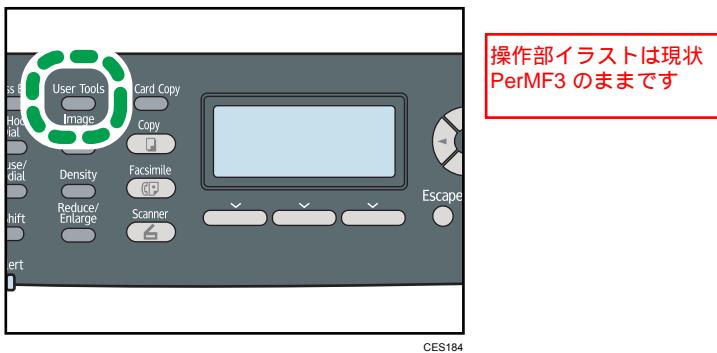
   CES184

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

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

4. **Press the [▲][▼] keys to select [Set Date/Time], and then press the [OK] key.**

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

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

7. **Enter the current date using the number keys, and then press the [OK] key.**

   You can press the [◀][▶] keys to move between fields.

8. **Press the [▲][▼] keys to select [Set Time], and then press the [OK] key.**

9. **Press the [▲][▼] keys to select the desired time format, and then press the [OK] key.**

10. **Enter the current time using the number keys, and then press the [OK] key.**

    If you selected [12-hour Format], press the [▲][▼] keys to select [AM] or [PM].

    You can press the [◀][▶] keys to move between fields.

11. **Press the [User Tools] key to return to the initial screen.**

⬇ Note

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

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].

- If an incorrect time or date is input, the machine automatically corrects it to the nearest valid time or date.

🗐 Reference

- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

6

Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel or Web Image Monitor. The Address Book allows you to specify fax destinations quickly and easily.

⭐ **Important**

- **The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.**

The Address Book can contain up to 220 entries (20 Quick Dial entries and 200 Speed Dial entries).

Quick Dial entries

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

Speed Dial entries

Destinations registered as Speed Dial entries can be selected from the Address Book. Press the [Address Book] key, select [Search Address Book], and then select the desired entry using the [▲] [▼] keys.

🔖 **Reference**

- For details about creating backup files, see p.358 "Backing Up the Machine's Settings".

Registering Fax Destinations Using the Control Panel

This section describes how to register destinations using the control panel.

1. **Press the [User Tools] key.**
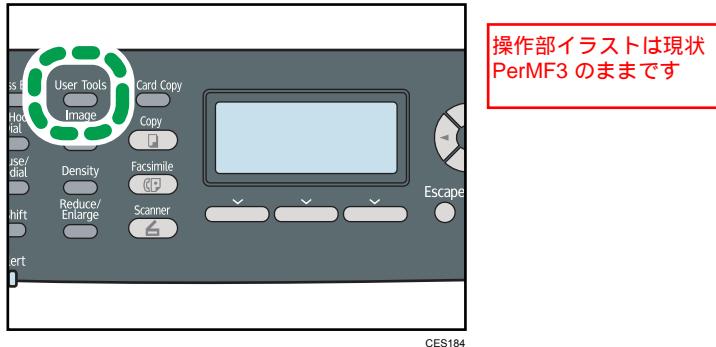
PerMF 3

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

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

4. **Press the [▲][▼] keys to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.**

5. **Press the [▲][▼] keys to select [No.], and then enter the desired Quick Dial number (1 to 20) or Speed Dial number (1 to 200) using the number keys.**

   If a destination is already registered for the input number, the fax number and fax name registered for that number appear.

6. **Press the [▲][▼] keys to select [Fax No.], and then enter the fax number (up to 40 characters).**

7. **Press the [▲][▼] keys to select [Name], and then enter the fax name (up to 20 characters).**

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

9. **Press the [User Tools] key to return to the initial screen.**

🔽 **Note**

- You can press the [Escape] key to exit to the previous level of the menu tree.
- A fax number can contain 0 to 9, pause, "✱", "#", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings.
- To use tone services on a pulse-dialing line, insert "✱" in the fax number. "✱" switches the dialing mode from pulse to tone temporarily.
- If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number.
- Use Web Image Monitor to register an Internet Fax destination (an e-mail address).
- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock].

🔵 **Reference**

- For details about entering characters, see p.123 "Entering Characters".
- For details about [Pause Time], see p.269 "Fax Transmission Settings".
- For details about [PBX Access Number], see p.301 "Administrator Settings".
- For details about registering an Internet Fax destination, see p.208 "Registering Fax Destinations Using Web Image Monitor".
- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Modifying fax destinations

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

1. **Press the [User Tools] key.**
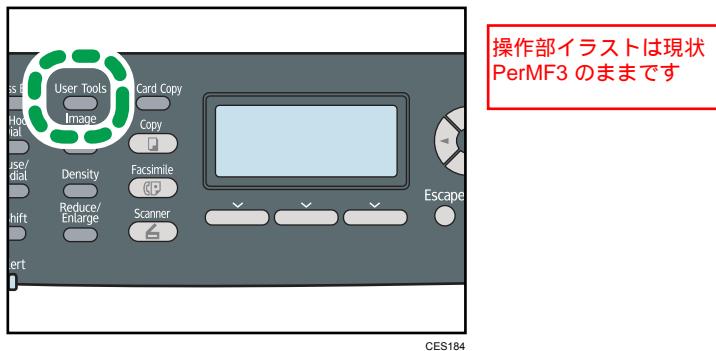
CES184

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

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

4. **Press the [▲][▼] keys to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.**

5. **Press the [▲][▼] keys to select [No.], and then enter the desired Quick Dial number (1 to 20) or Speed Dial number (1 to 200) using the number keys.**

   The fax number and fax name registered for that number appear.

6. **Press the [▲][▼] keys to select [Fax No.], and then modify the fax number (up to 40 characters).**

7. **Press the [▲][▼] keys to select [Name], and then modify the fax name (up to 20 characters).**

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

9. **Press the [User Tools] key to return to the initial screen.**

⬇️**Note**

- You can press the [Escape] key to exit to the previous level of the menu tree.
- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock].

🇪**Reference**

- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".
- For details about entering characters, see p.123 "Entering Characters".

Deleting fax destinations

This section describes how to delete registered destination.

1. **Press the [User Tools] key.**
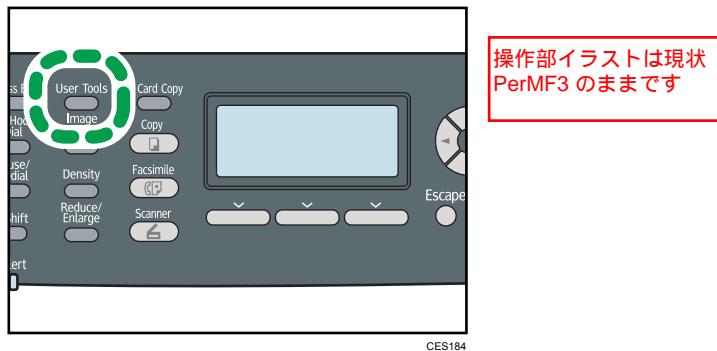
CES184

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

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

4. **Press the [▲][▼] keys to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.**

5. **Press the [▲][▼] keys to select [No.], and then enter the desired Quick Dial number (1 to 20) or Speed Dial number (1 to 200) using the number keys.**

   The fax number and fax name registered for that number appear.

6. **Press the [▲][▼] keys to select [Fax No.], and then press the [◀] key repeatedly until the current number is deleted.**

7. **Press the [▲][▼] keys to select [Name], and then press the [◀] key repeatedly until the current name is deleted.**

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

9. **Press the [User Tools] key to return to the initial screen.**

⏬Note

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

- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock].

🄴Reference

- For details about [Admin. Tools Lock], see p.301 "Administrator Settings".

Registering Fax Destinations Using Web Image Monitor

This section describes how to register destinations using Web Image Monitor.

1. **Start the Web browser and access the machine by entering its IP address.**

2. **Click [Quick Dial Destination] or [Fax Speed Dial Destination].**

3. **From the [Destination Type] list, select [Fax].**

4. **Select [Quick Dial Number] or [Speed Dial Number], and then select the registration number from the list.**

5. **Register information as necessary.**

6. **Enter the administrator password if required.**

7. **Click [Apply].**

8. **Close the Web browser.**

Fax destination settings

Item	Setting	Description
Quick Dial Number / Speed Dial Number	Required	Select the number to which you want to register Quick Dial or Speed Dial destination.
Name	Optional	Name of the destination. The name specified here will be shown on the screen when selecting a fax destination. Can contain up to 20 characters.
Fax Number	Optional	Fax number of the destination. Can contain up to 40 characters. If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number.
Forwarding Destination E-mail Address	Optional	E-mail address of the destination of the Internet Fax. Can contain up to 64 characters. This setting appears only for the Type 2 model.

Note

- A fax number can contain 0 to 9, "P" (pause), "✳", "#", "-", and space.

- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings.

- To use tone services on a pulse-dialing line, insert "�" in the fax number. "✱" switches the dialing mode from pulse to tone temporarily.

🗐 Reference

- For details about [Pause Time], see p.269 "Fax Transmission Settings".

- For details about [PBX Access Number], see p.301 "Administrator Settings".

- For details about using Web Image Monitor, see p.313 "Using Web Image Monitor".

Modifying fax destinations

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

1. **Start the Web browser and access the machine by entering its IP address.**
2. **Click [Quick Dial Destination] or [Fax Speed Dial Destination].**

   If you modify the Speed Dial entry, proceed to step 4.
3. **Click [Fax Quick Dial Destination].**
4. **Select the entry to modify, and then click [Change].**
5. **Modify settings as necessary.**
6. **Enter the administrator password if required.**
7. **Click [Apply].**
8. **Close the Web browser.**

Deleting fax destinations

This section describes how to delete registered destination.

1. **Start the Web browser and access the machine by entering its IP address.**
2. **Click [Quick Dial Destination] or [Fax Speed Dial Destination].**

   If you delete the Speed Dial entry, proceed to step 4.
3. **Click [Fax Quick Dial Destination].**
4. **Select the entry to delete, and then click [Delete].**
5. **Confirm that the entry you have selected is the entry that you want to delete.**
6. **Enter the administrator password if required.**
7. **Click [Apply].**
8. **Close the Web browser.**

Sending a Fax

This section describes the transmission modes and the basic operations for sending a fax.

⭐ Important

- It is recommended that you call the receiver and confirm with them when sending important documents.

Selecting Transmission Mode

This section describes how to select the transmission mode.

There are two transmission modes: Memory Transmission and Immediate Transmission.

Memory Transmission

In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations.

Select this mode when scanning 2-sides of original and send them using the ARDF with the Type 2 model.

Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

Note that if the machine is in this mode, only one side of the original is scanned using the ARDF regardless of the ARDF original setting for the Type 2 model.

1. **Press the [Facsimile] key, and then press the [◀][▶] keys.**
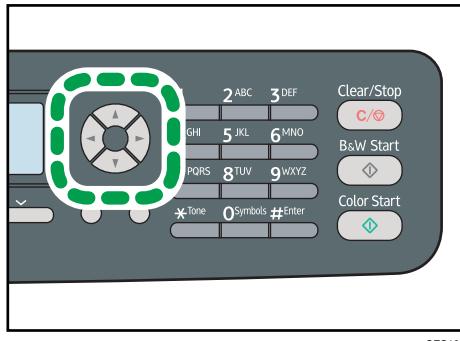
CES168

Alternatively, you can press the [Short Cut] key if [Short Cut Key Setting] under administrator settings is set to [FAX Immediate TX].

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

3. **Press the [▲][▼] keys to select [Off], [On], or [Next Fax Only], and then press the [OK] key.**

   For Memory Transmission, select [Off].

   For Immediate Transmission, select [On] or [Next Fax Only].

4. **Press the [User Tools] key to return to the initial screen.**

⬇**Note**

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

🗐**Reference**

- For details about [Short Cut Key Setting], see p.301 "Administrator Settings".

Internet Fax Transmission Overview

You can send faxes over the Internet. When you send faxes to Internet Fax destinations, the machine converts scanned images to TIFF-F format files and send them as attachments to e-mail.

⭐**Important**

- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.

- Internet Fax delivery might be delayed due to network congestion. Use a public telephone line if the fax needs to be delivered in a timely manner.

⬇**Note**

- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37 (Simple Mode).

- To use the Internet Fax function, network settings must be configured properly.

- Internet Fax transmission may take some time before it starts. The machine needs a certain amount of time to convert data in memory prior to transmission.

- Depending on e-mail environment conditions, you may not be able to fax large images.

- The "Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Fine" resolution if "Photo" resolution has been specified.

- If the faxes are received on a computer, a viewer application needs to be installed in order to view the documents.

🗐**Reference**

- For details about network settings, see p.334 "Configuring the Network Settings".
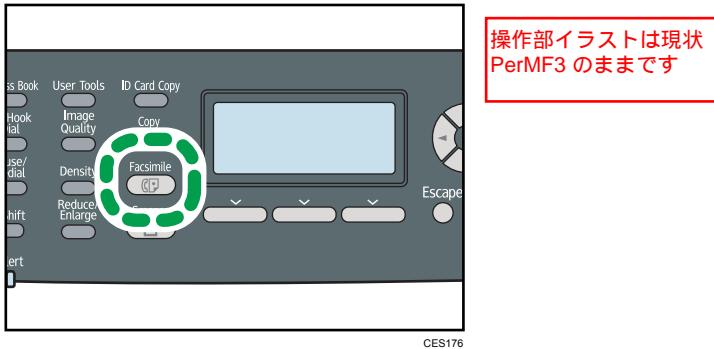
Basic Operation for Sending a Fax

This section describes the basic operation for sending a fax.

⭐ **Important**

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

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

   PerMF 3

   CES176

2. **Place the original on the exposure glass or in the ARDF/ADF.**

   If necessary, configure the advanced scan settings.

3. **Enter the fax number (up to 40 characters) using the number keys, or specify a destination using the One Touch buttons or Speed Dial function.**

   - If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number.

   - To specify an Internet Fax destination, use the One Touch buttons or Speed Dial function.

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

   PerMF 3

   CES172
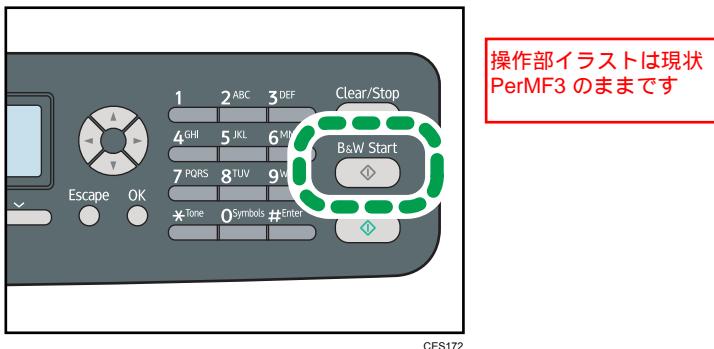
   - Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. In this case, re-enter the number within 30

seconds, press [OK], and then press the [Start] key. If the fax numbers do not match, go back to step 3.

- When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

5. **If you have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all originals are scanned.**

   If you do not press [Yes] within 60 seconds, the machine will start to dial the destination.

6. **When all originals have been scanned, press [No] to start sending the fax.**

Note

- A fax number can contain 0 to 9, pause, "✱", "#", and space.

- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings.

- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.

- You can also specify a destination from an LDAP server or with the [Pause/Redial] key.

- You can specify multiple destinations and broadcast the fax you are sending.

- The machine prompts you to enter the fax number twice only when you dial the destination manually. Destinations specified using the One Touch buttons, Speed Dial function, or [Pause/Redial] key need not be confirmed.

- When in Memory Transmission mode, you can enable the [Auto Redial] setting under fax transmission settings to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission.

- When in Memory Transmission mode, the machine's memory may become full while scanning the originals. In this case, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.

- If you specify an Internet Fax destination in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.

- If paper is jammed in the ARDF or ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again.

Reference

- For details about entering characters, see p.123 "Entering Characters".

- To place the originals, see p.119 "Placing Originals".

- To configure advanced scan settings, see p.224 "Specifying the Scan Settings".

- For details about [PBX Access Number], see p.301 "Administrator Settings".

- For details about specifying destinations using the One Touch buttons, Speed Dial function, LDAP server, or [Pause/Redial] key, see p.216 "Specifying the Fax Destination".

- For details about broadcasting a fax, see p.216 "Specifying the Fax Destination".

- For details about fax number confirmation, see p.301 "Administrator Settings".

- For details about [Auto Redial] or [Pause Time], see p.269 "Fax Transmission Settings".

- For details about how to remove the paper jammed in the ADF or ARDF, see p.378 "Removing Scanning Jams (Type 2 model)" or p.381 "Removing Scanning Jams (Type 1 model)".

Canceling a fax

Follow the procedure below to cancel sending a fax.

When in Immediate Transmission mode

If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

When in Memory Transmission mode

If you cancel sending a fax while the machine is scanning the original, the machine will not send the document.
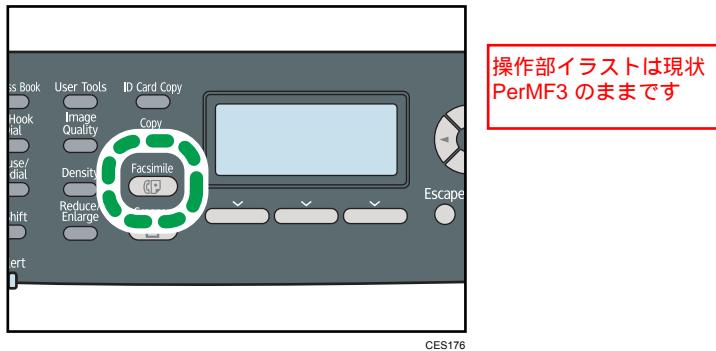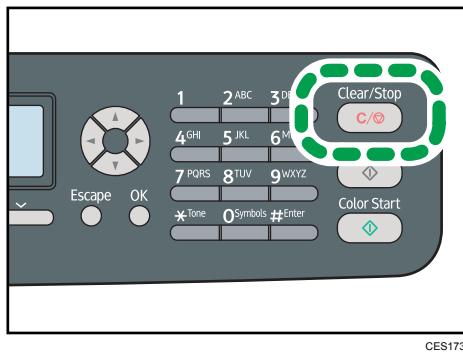
If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

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

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2. Press the [Clear/Stop] key.

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⬇ Note

- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal.

🄱 Reference

- For details about the broadcasting function, see p.220 "Specifying the destination using the broadcast function".

Specifying the Fax Destination

This section describes how to specify the destination when sending a fax.

Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- Using the One Touch buttons
- Using Speed Dial
- Using the LDAP server search function
- Using the Broadcast function
- Using the Redial function

Specifying the destination using the One Touch buttons

This section describes how to select a destination registered as a Quick Dial entry using One Touch buttons.

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

CES176
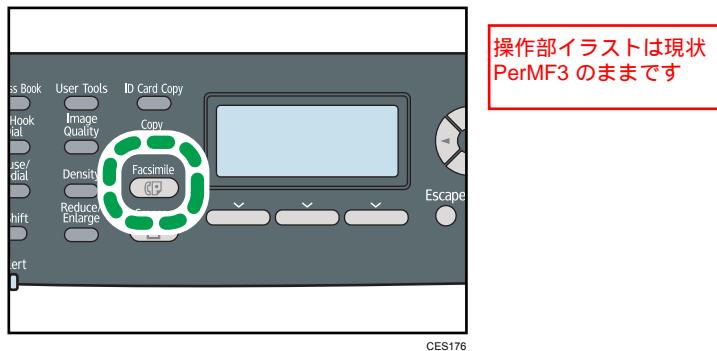
2. **Press the One Touch button to which the desired Quick Dial entry is registered.**

   Press the [Shift] key if you want to use Quick Dial entries Nos. 11 to 20 before pressing a One Touch button.

CES183
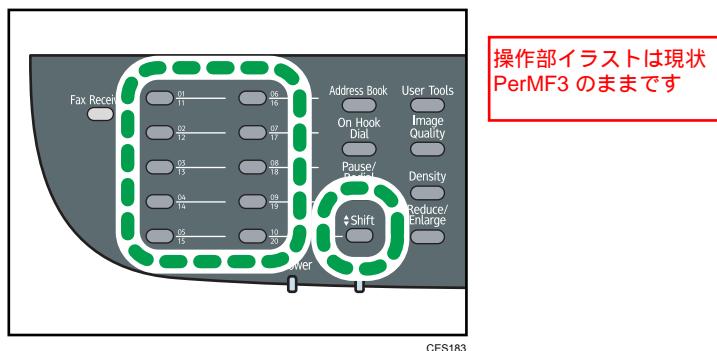
Note

- You can check the registered names and fax numbers by printing a report.

Reference

- For details about registering the Quick Dial entries, see p.205 "Registering Fax Destinations".

- For details about printing the Quick Dial list, see p.293 "Printing Lists/Reports".
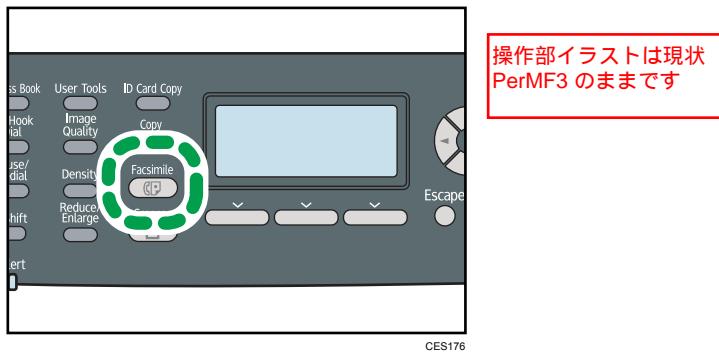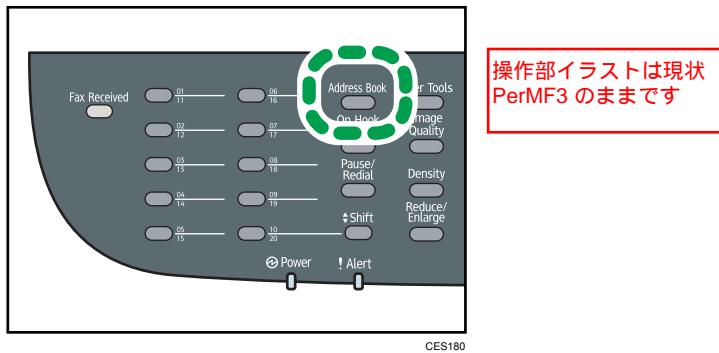
Specifying the destination using Speed Dial

This section describes how to select a destination registered as a Speed Dial entry.

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

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

PerMF3

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3. **Press the [▲][▼] keys to select [Search Address book], and then press the [OK] key.**

   If you want to search for a specific entry by its registration number or name, use the following procedure:

   • Searching by the registration number

   Press the [Address Book] key again, enter the number using the number keys, and then press the [OK] key.

   • Searching by the name

   Enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

4. **Press the [▲][▼] keys to select the desired Speed Dial entry, and then press the [OK] key.**

🔽 **Note**

   • The Address Book shows only the Speed Dial entries. Use the One Touch buttons to specify Quick Dial destinations.

   • You can check the registered names and fax numbers by printing a report.

🔖 **Reference**

   • For details about registering the Speed Dial entries, see p.205 "Registering Fax Destinations".

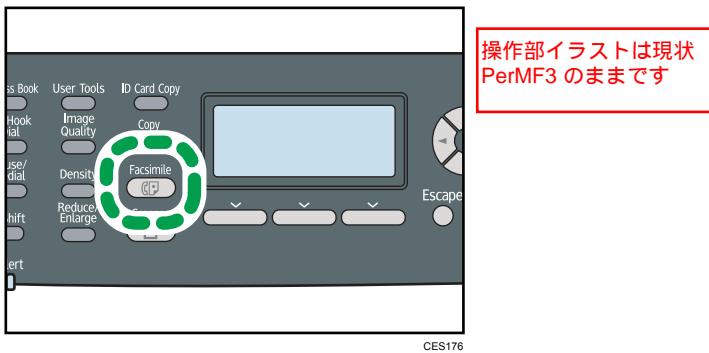- For details about printing the Speed Dial list, see p.293 "Printing Lists/Reports".

Specifying the destination from an LDAP server

This section describes how to select a destination registered on the LDAP server.

⭐ **Important**

- **To search for a destination from an LDAP server, the LDAP server must be registered in advance.**

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

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

PerMF 3

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

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

   A list of addresses that match the search conditions appears on the display.

5. **Press the [▲][▼] keys to scroll through the search result, and then press [▶] to select the desired destination.**

   You can select multiple destinations. A check mark will appear for the selected destinations. To deselect a destination, press [▶] again.

🔅 **Note**

- The search result will contain destinations that match the predefined search conditions.

6

> **Reference**
>
> - For details about registering LDAP servers, see p.444 "Programming the LDAP server".
>
> - For details about specifying the search conditions, see p.450 "Specifying the LDAP Address Search Conditions".

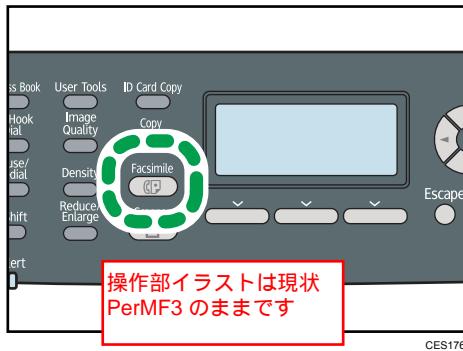### Specifying the destination using the broadcast function

You can send a fax to multiple destinations simultaneously. You can broadcast faxes to a maximum of 100 destinations (including both normal fax destinations and Internet Fax destinations).

Faxes are sent to destinations in the order they were specified.

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

   No.107   FW v0.24
      PRO2 FAX Functional Spec for Internet FAX v1.00   2.3.
   Broadcasting
                    I-FAX
   I-FAX
              FW v0.24
   I-FAX

   PerMF 3

   CES176

2. **Add a destination by using one of the following methods:**

   - To add a Quick Dial destination: press a corresponding One Touch button.

   - To add a Speed Dial destination: press the [Address Book] key, select [Search Address Book], select a destination, and then press the [OK] key.

   - To add a manually-specified destination: confirm that [No.key] is pressed, and then enter the destination fax number using the number keys.

   - To add a destination from an LDAP server: follow the procedure in "Specifying the destination from an LDAP server".

     LDAP

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

   Press [List] to see the list of destinations that have been added so far.

   Go back to step 2 to add further destinations.

> **Note**
>
> - While specifying multiple destinations, you can press the [Clear/Stop] key to clear all destinations.
>
> - If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.

- If the destinations contain both normal fax destinations and Internet Fax destinations, the fax will be sent to the Internet Fax destinations first.

- While broadcasting, pressing the [Clear/Stop] key cancels the fax to the current destination only.

🗉 Reference

- For details about specifying a destination from an LDAP server, see p.xx "Specifying the destination from an LDAP server".

Specifying the destination using the redial function

You can specify the last used destination as the destination for the current job.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

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

PerMF 3
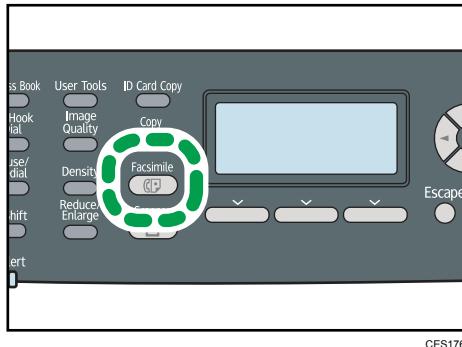
CES176

2. **Press the [Pause/Redial] key.**

PerMF 3

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Useful Sending Functions

This section explains some useful fax functions.

You can confirm the status of the other party's machine easily before sending a fax by using the On Hook Dial function. If you have an extra telephone, you can talk and send a fax in one call.

⭐ **Important**

- **This function is available in Immediate Transmission mode only.**

- **This function is not available with Internet Fax.**

📄 **Reference**

- For details about selecting the transmission mode, see p.211 "Selecting Transmission Mode".
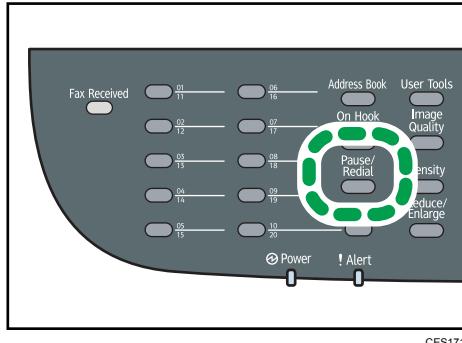
Sending a fax using On Hook Dial

The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

⭐ **Important**

- **The On Hook Dial function cannot be used when [Fax Number Confirmation] under administrator settings is enabled.**

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

2. **Place the original.**

3. **Press the [On Hook Dial] key.**

CES181
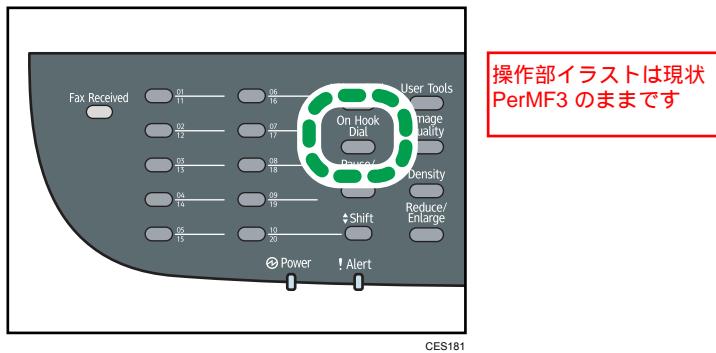
"On Hook" appears on the screen.

4. **Specify the destination using the number keys.**

5. **If you hear a high pitched tone, press the [Start] key.**

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6. **Press [TX], and then press the [Start] key.**

Reference

- For details about [Fax Number Confirmation], see p.301 "Administrator Settings".

Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation, without having to disconnect and redial. This function is useful when you want to ensure that the fax will be received.

1. **Place the original.**
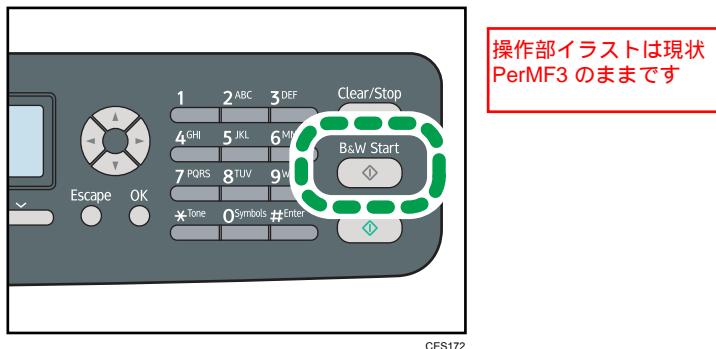2. **Pick up the handset of the external telephone.**
3. **Specify the destination using the external telephone.**
4. **When the other party answers, ask them to press their fax start button.**
5. **If you hear a high pitched tone, press the [Start] key.**

PerMF 3
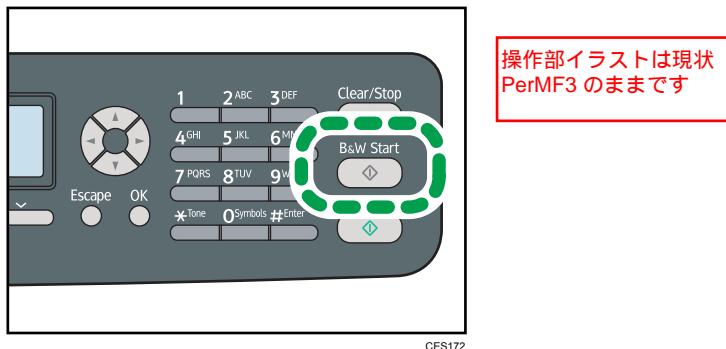
CES172

6. **Press [TX], and then press the [Start] key.**
7. **Replace the handset.**

Reference

- For details about connecting an external telephone, see p.68 "Connecting to a Telephone Line".

Specifying the Scan Settings

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

Adjusting image density

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

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

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

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

Note

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

Reference

- For details about [Density], see p.269 "Fax Transmission Settings".
- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Specifying the resolution

This section describes how to specify the scan resolution for the current job.

There are three resolution settings:

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

Detail

Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

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

CES179
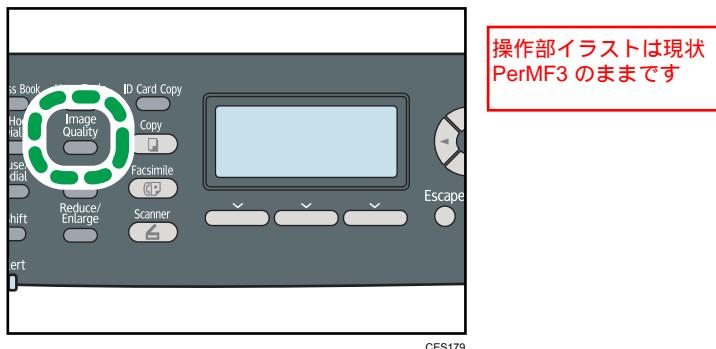
2. **Press the [▲][▼] keys to select the desired resolution setting, and then press the [OK] key.**

Note

- Press the [Escape] key to discard the current change and return to the initial screen.

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level.

- The "Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Fine" resolution if "Photo" resolution has been specified.

- Temporary job settings are cleared in the following cases:
  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.
  - When the [Clear/Stop] key is pressed while the initial screen is displayed.
  - When the machine's mode is changed.
  - When the power is turned off.
  - When the machine's default for the same setting is changed.

No.106　Original　　　FW v0.24
PRO2MF LCD Panel Operation Spec V1.03 @ 20110811.pdf　　4.2. Fax Features Menu
Immediate TX　　ON　　　Next Fax Only　　　　　　　　Original　　　　　　　　　　Original

FW v0.24
Original　　A　　　　　　　　　　　　　　　　Sim Portrait　　Sim Lanndscape
　　　　　A

Reference

- For details about [Resolution], see p.269 "Fax Transmission Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Specifying the scanning side according to the original (Type 2 model)

If you are using the Type 2 model, you can specify the machine to scan both sides of original automatically using the ARDF.

This section describes how to specify the scanning side according to the current original.

Important

- If the machine is in Immediate Transmission mode, this function is not available.

1. **Press [Original].**

2. **Press the [▲][▼] keys to select the desired scanning method, and then press the [OK] key.**

   Select the sides of the original (1 side or 2-sides) to scan. When scanning 2-sides, select the page and binding orientations according to the original.

Note

- Press the [Escape] key to discard the current change and return to the initial screen.

- If 2-sided scanning is specified, you must use the ARDF (scanning will not be possible with the exposure glass).

- You can change the machine's default [Original] setting to always scan specific sides of originals.

- Temporary job settings are cleared in the following cases:

  - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed.

  - When the [Clear/Stop] key is pressed while the initial screen is displayed.

  - When the machine's mode is changed.

  - When the power is turned off.

  - When the machine's default for the same setting is changed.

Reference

- For details about [Original], see p.269 "Fax Transmission Settings".

- For details about [System Auto Reset Timer], see p.301 "Administrator Settings".

Using the Fax Function from a Computer (LAN-Fax)

This section describes how to use the fax function of the machine from a computer.

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

⭐ **Important**

- **This function is supported by Windows XP/Vista/7, and Windows Server 2003/2003 R2/2008/2008 R2. Mac OS X does not support this function.**

Configuring the LAN-Fax Address Book

This section describes the LAN-Fax Address Book. Configure the LAN-Fax Address Book on the computer. The LAN-Fax Address Book allows you to specify LAN-Fax destinations quickly and easily.

The LAN-Fax Address Book can contain up to 1000 entries, including individual destinations and groups of destinations.

⬇ **Note**

- You can configure separate LAN-Fax Address Books for each user account on your computer.

- You can import and export the LAN-Fax Address Book as required.

### Opening the LAN-Fax Address Book

This section describes how to open the LAN-Fax Address Book.

⭐ **Important**

- **The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.**

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

2. **Right-click the icon of the LAN-Fax driver, and then click [Printing Preferences].**

3. **Click the [Address Book] tab.**
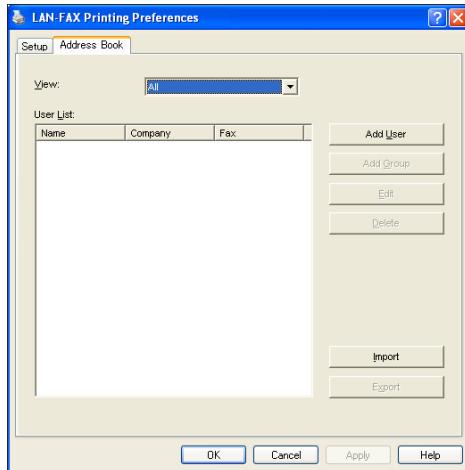
PerMF 3

Note

- From the [View:] list, you can select the type of destinations to display.

  - [All]: Displays all destinations.

  - [Group]: Displays groups only.

  - [User]: Displays individual destinations only.

Registering destinations

This section describes how to register destinations in the LAN-Fax Address Book.

1. **Open the LAN-Fax Address Book, and then click [Add User].**
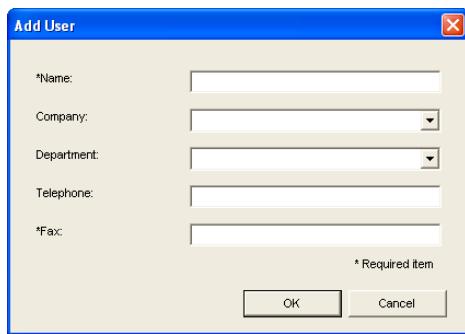
PerMF 3

2. **Register the required information and click [OK].**

   For details, see the table below.

Setting LAN-Fax destinations

Item	Setting	Description
Name	Required	Name of the destination. Can contain up to 32 characters.
Company	Optional	Company name of the destination. Can contain up to 64 characters. You can select from registered data.
Department	Optional	Department name of the destination. Can contain up to 64 characters. You can select from registered data.
Telephone	Optional	Telephone number of the destination. Can contain up to 40 characters.
Fax	Required	Fax number of the destination. Can contain up to 40 characters.

⬇️**Note**

- A telephone number or fax number can contain 0 to 9, "P" (pause), "✱", "#", "-" and space.

- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings.

- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.

- A message appears if the name you specified already exists in the LAN-Fax Address Book. To register the destination under a different name, click [No] and enter a different name. Clicking [Yes] allows you to register it under the same name.

- You can partly modify an existing destination and register it as a new one with similar information.

🔖**Reference**

- For details about [Pause Time], see p.269 "Fax Transmission Settings".

- For details about how to register a new destination similar to an existing one, see p.229 "Modifying destinations".

Modifying destinations

This section describes how to modify registered destinations.

1. **Open the LAN-Fax Address Book, select the destination you want to modify from the [User List:], and then click [Edit].**
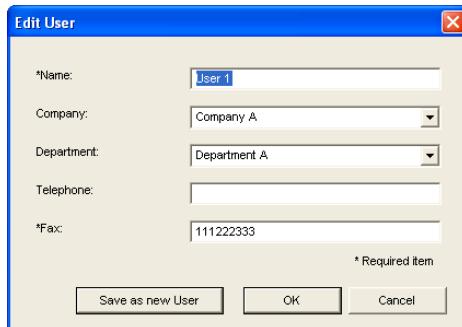
PerMF3

2. **Modify information as necessary, and then click [OK].**

   Click [Save as new User] if you want to register a new destination with similar information. This is useful when you want to register a series of destinations that contain similar information. To close the dialog box without modifying the original destination, click [Cancel].

Note

- A message appears if the name you specified already exists in the LAN-Fax Address Book. To register the destination under a different name, click [No] and enter a different name. Clicking [Yes] allows you to register it under the same name.

Registering groups

This section describes how to register groups of destinations.

A group can contain up to 100 individual destinations.

1. **Open the LAN-Fax Address Book, and then click [Add Group].**
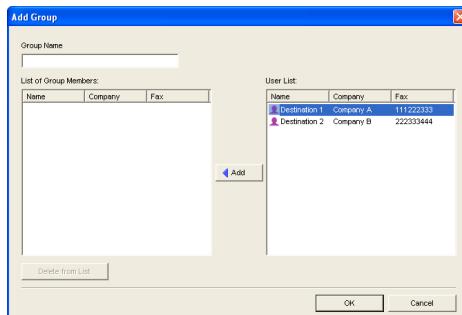
PerMF3

2. **Enter the group name in [Group Name].**

3. **Select the destination you want to include in the group from [User List:], and then click [Add].**

   To delete a destination from a group, select the destination you want to delete from [List of Group Members:], and then click [Delete from List].

4. **Click [OK].**

⬇ Note

- A group must contain at least one destination.

- A group name must be specified for a group. No two groups can have the same group name.

- A single destination can be included in more than one group.

Modifying groups

This section describes how to modify registered groups.

1. **Open the LAN-Fax Address Book, select the group you want to modify from the [User List:], and then click [Edit].**

2. **To add a destination to the group, select the destination you want to add from [User List:] and click [Add].**

3. **To delete a destination from the group, select the destination you want to delete from [List of Group Members:], and then click [Delete from List].**
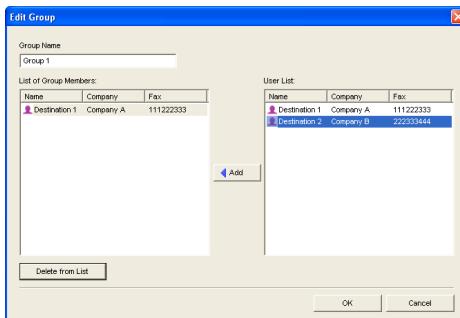
4. **Click [OK].**

⬇ Note

- A message appears if the name you specified already exists in the LAN-Fax Address Book. Click [OK] and register it under a different name.

Deleting individual destinations or groups

This section describes how to delete individual destinations or groups from the LAN-Fax Address Book.

1. **Open the LAN-Fax Address Book, select the destination you want to delete from [User List:], and then click [Delete].**

   A confirmation message appears.

2. **Click [Yes].**

⬇Note

- A destination is automatically deleted from a group if that destination is deleted from the LAN-Fax Address Book. If you are deleting the last destination from a group, a message asking you to confirm the deletion appears. Click [OK] if you want to delete the group.

- Deleting a group does not delete the destinations it contains from the LAN-Fax Address Book.

Exporting/Importing LAN-Fax Address Book data

This section describes how to export or import LAN-Fax Address Book data.

⭐Important

- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

Exporting LAN-Fax Address Book data

LAN-Fax Address Book data can be exported to a file in CSV (Comma Separated Values) format.

Follow this procedure to export LAN-Fax Address Book data.

1. **Open the LAN-Fax Address Book, and then click [Export].**

2. **Navigate to the location to save the LAN-Fax Address Book data, specify a name for the file, and then click [Save].**

Importing LAN-Fax Address Book data

LAN-Fax Address Book data can be imported from files in CSV format. You can import address book data from other applications if the data is saved as a CSV file.

Follow this procedure to import LAN-Fax Address Book data. To import address book data from other applications, you must select the appropriate items to import.

1. **Open the LAN-Fax Address Book, and then click [Import].**

2. **Select the file containing the address book data, and then click [Open].**

   A dialog box for selecting the items to import appears.
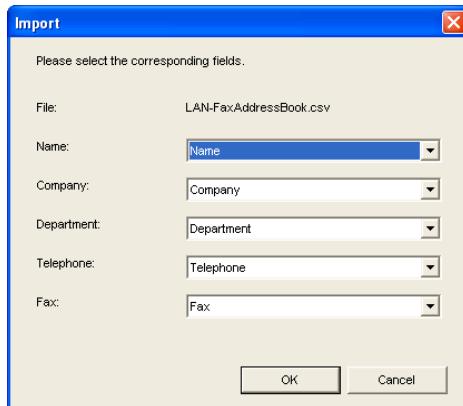
3. **For each field, select an appropriate item from the list.**

   Select [*empty*] for fields for which there is no data to import. Note that [*empty*] cannot be selected for [Name] or [Fax].

4. **Click [OK].**

   If a destination with the same name is found during the import process, select one of the following operations:

   - [Skip]: Skips the destination, and imports the remaining data.
   - [Save as new User]: Imports the current destination as a separate destination under the same name as an existing destination.
   - [Save All as new User]: Imports the current and subsequent destinations as separate destinations under the same names as existing destinations.
   - [Overwrite]: Imports the destination, overwriting the data in the LAN-Fax Address Book.
   - [Overwrite All]: Imports the current and subsequent destinations under the same names as existing destinations, overwriting the data in the LAN-Fax Address Book.
   - [Cancel]: Cancels the import operation.

   If a destination does not contain a name, or invalid characters are used in the telephone number or fax number, select one of the following operations:

   - [Skip]: Skips the destination, and imports the remaining data.
   - [Save]: Imports the destination as is.
   - [Save All]: Imports the current and subsequent destinations as is.
   - [Cancel]: Cancels the import operation.

⬇ **Note**

- CSV files are exported using Unicode encoding.
- LAN-Fax Address Book data can be imported from CSV files whose character encoding is Unicode or ASCII.

- Group data cannot be exported or imported.

- Up to 1000 destinations can be registered in the LAN-Fax Address Book. If this limit is exceeded during importing, the remaining destinations will not be imported.

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select the destination from the LAN-Fax Address Book or enter the fax number directly. You can send faxes to up to 100 destinations at one time.
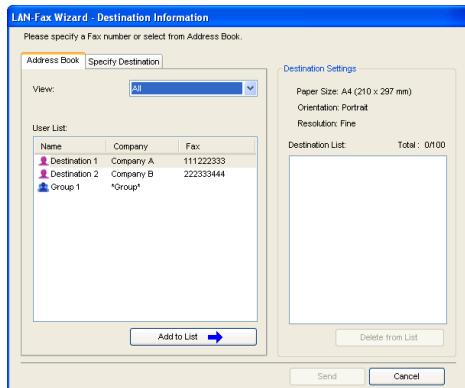
⭐ **Important**

- Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.

- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

1. **Open the file you want to send.**

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

3. **Select the LAN-Fax driver as the printer, and then click [Print].**

   If necessary, configure the transmission settings in the LAN-Fax driver's properties before clicking [Print].

   PerMF 3

   No.99   PC   FW
   v0.24   PC   v0.05.0.0
   PC
        "Write ticket file failure"
                                              LDAP

        FW

4. **To specify a destination from the LAN-Fax Address Book, select a destination from [User List:], and then click [Add to List].**

   Repeat this step to add more destinations.

5. **To directly enter a fax number, click the [Specify Destination] tab, enter a fax number (up to 40 digits) in [Fax Number:], and then click [Add to List].**

   Repeat this step to add more destinations.

6. **If you want to attach a fax cover sheet, click [Edit Cover Sheet] on the [Specify Destination] tab, and then select the [Attach a Cover Sheet] check box.**

   Edit the cover sheet as necessary, and then click [OK].

7. **Click [Send].**

Note

- A fax number can contain 0 to 9, "P" (pause), "✱", "#", "-", and space.

- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings.

- To use tone services on a pulse-dialing line, insert "✱" in a fax number. "✱" switches the dialing mode from pulse to tone temporarily.

- To delete an entered destination, select the destination in the [Destination List:], and then click [Delete from List].

- You can register the fax number you entered in the [Specify Destination] tab in the LAN-Fax Address Book. Click [Save to Address Book] to open the dialog box for registering a destination.

- From the [View:] list, you can select the types of destinations to display.

  - [All]: Displays all destinations.

  - [Group]: Displays groups only.

  - [User]: Displays individual destinations only.

- If sending faxes via LAN-Fax is restricted, you must enter a user code in the LAN-Fax driver's property before sending a fax.

- If LDAP authentication is specified, you must enable user authentication and enter a user name and password in the LAN-Fax driver's properties before sending a fax job to the machine.

Reference

- For details about configuring the transmission settings, see p.238 "Configuring Transmission Settings".

- For details about [Pause Time], see p.269 "Fax Transmission Settings".

- For details about editing a fax cover sheet, see p.236 "Editing a Fax Cover Sheet".

- For details about entering a user code, see p.129 "When Machine Functions are Restricted".

- For details about enabling user authentication and entering a user name and password, see p.448 "When LDAP Authentication is Specified".

Canceling a fax

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

Canceling while the machine is receiving a fax from the computer

Cancel the fax from the computer.

If the machine is shared by multiple computers, be careful not to cancel the fax of another user.

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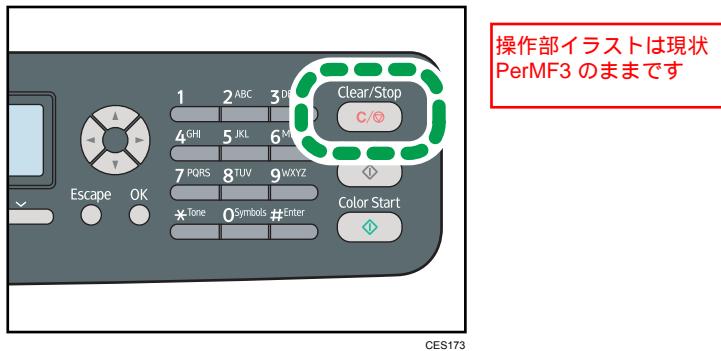3. **Click [Yes].**

Canceling while sending a fax

Cancel the fax using the control panel.

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

CES176

2. **Press the [Clear/Stop] key.**

CES173
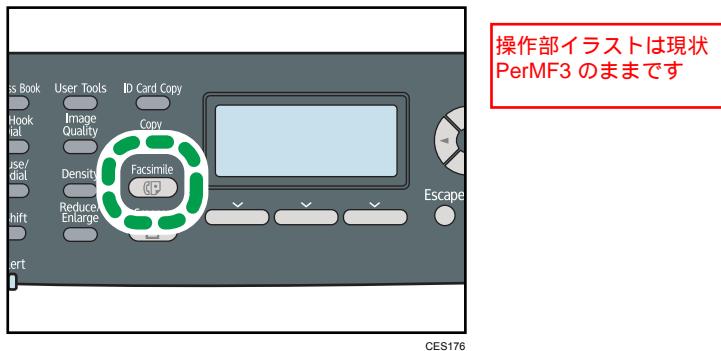
Editing a Fax Cover Sheet

This section describes how to edit a fax cover sheet in the LAN-Fax driver's properties.

1. **On the [File] menu, click [Print...].**
2. **Select the LAN-Fax driver as the printer, and then click [OK]**

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