

# 4 Copying Functions

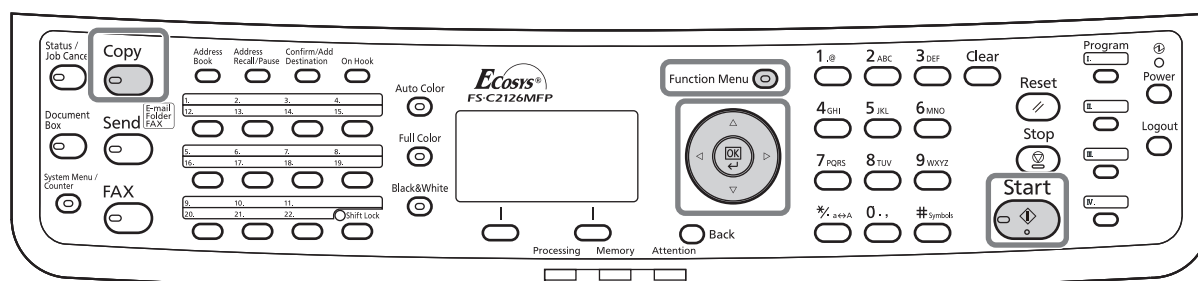
This chapter explains the functions available for copying.

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## Original Size

Specify the size of originals being scanned. Be sure to select the original size before starting the copying process.

### Part that is operated



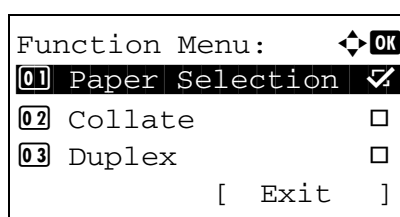
The following options are available.

Item	How to Select	Sizes
Standard Sizes	Select from standard sizes, envelope, postcard or the custom sized originals*.	Letter, Legal, Statement, Executive, Officio II, A4, A5, A6, B5, B6, Folio, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2 and Custom

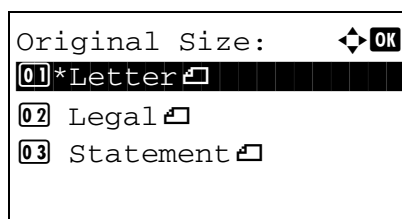
\* For instructions on how to specify the custom original size, refer to *Custom Original Size Setup* on page 8-8.

Use the procedure below to select the original size.

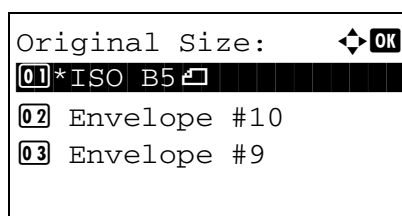
- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.



- 4 Press the  $\Delta$  or  $\nabla$  key to select [Original Size].



**5** Press the **OK** key. Original Size appears.



**6** Press the  $\Delta$  or  $\nabla$  key to select the desired original size and then press the **OK** key.

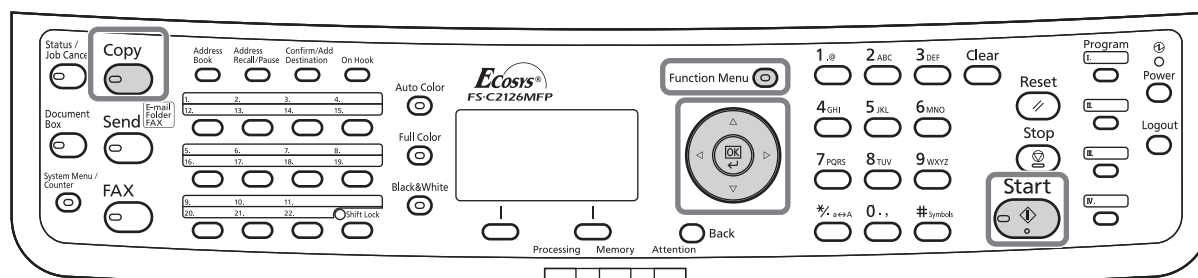
*Completed.* is displayed and the screen returns to the basic screen for copying.

**7** Press the **Start** key to start copying.

## Paper Selection

Select the paper source that contains the required paper size.

### Part that is operated

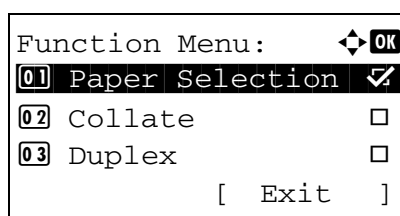


**NOTE:** Specify in advance the size and type of the paper loaded in the cassette (refer to *Original/Paper Settings* on page 8-8).

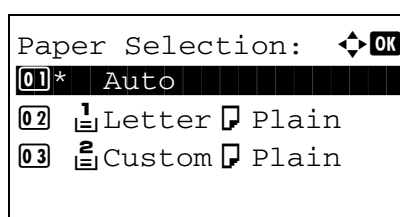
## Selecting the Cassette

Use the procedure below to select the paper supply cassette.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.



- 4 Press the  $\Delta$  or  $\nabla$  key to select [Paper Selection].
- 5 Press the **OK** key. Paper Selection appears.



- 6 Press the  $\Delta$  or  $\nabla$  key to select the desired paper size.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

7 Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for copying.

8 Press the **Start** key to start copying.

## Selecting the Multi Purpose Tray

Change the paper size and media type.

The available paper sizes and media types are shown in the table below.

4

Category	Item	How to Select	Sizes
Paper Size	Standard Sizes	Select from the standard size, envelope, postcard or the custom sized originals	Letter, Legal, Statement, Executive, Oficio II, A4, A5, A6, B5, B6, Folio, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2 and Custom*
	Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 5.83 to 14.02" (in 0.01" increments), Vertical: 2.76 to 8.50" (in 0.01" increments)
			Metric models Vertical: 70 to 216 mm (in 1 mm increments), Horizontal: 148 to 356 mm (in 1 mm increments)
Media Type	Plain, Transparency, Vellum, Labels, Recycled, Preprinted***, Bond, Cardstock, Color, Prepunched***, Letterhead***, Envelope, Thick, High Quality, Custom 1 to 8***		

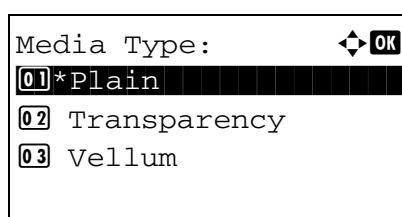
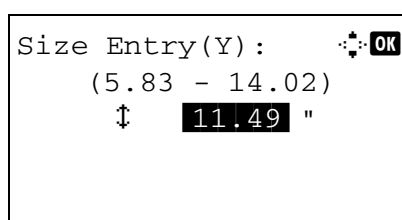
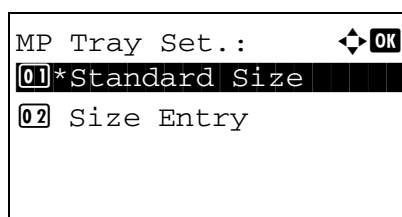
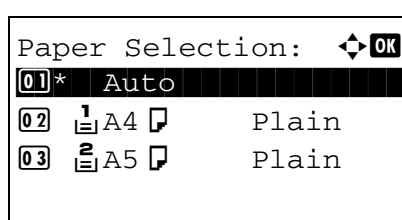
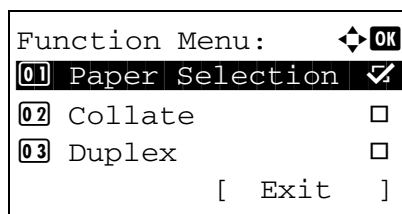
\* For instructions on how to specify the custom paper size (Custom), refer to *Adding a Custom Size and Media Type for Paper to Print on page 8-11*.

\*\* The input units can be changed in the System menu. Refer to *Switching Unit of Measurement on page 8-27*.

\*\*\* For instructions on how to specify the custom paper types 1 to 8, refer to *Paper Weight on page 8-17*.  
To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 8-24*.

**NOTE:** You can conveniently select in advance the size and type of paper that will be used often and set them as default (refer to *Paper Size and Media Type Setup for Multi Purpose Tray on page 8-15*).

Use the procedure below to select the paper size and media type.



- 1 Press the **Copy** key.
  - 2 Place the originals on the platen or in the document processor.
  - 3 Press the **Function Menu** key. Function Menu appears.
  - 4 Press the  $\Delta$  or  $\nabla$  key to select [Paper Selection].
  - 5 Press the **OK** key. Paper Selection appears.
  - 6 Press the  $\Delta$  or  $\nabla$  key to select [MP Tray Set.].
  - 7 Press the **OK** key. MP Tray Set. appears.
  - 8 Press the  $\Delta$  or  $\nabla$  key to select [Standard Size] or [Size Entry] and press the **OK** key, select the desired paper size, and then press the **OK** key.
- If you select [Size Entry], using the numeric keys to enter the Y (vertical) size and press the **OK** key, and then enter the X (horizontal) size and press the **OK** key.
- 9 Press the  $\Delta$  or  $\nabla$  key to select the desired paper type and then press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for copying.

**10** Place paper in the multi purpose tray.

**11** Press the **Start** key to start copying.

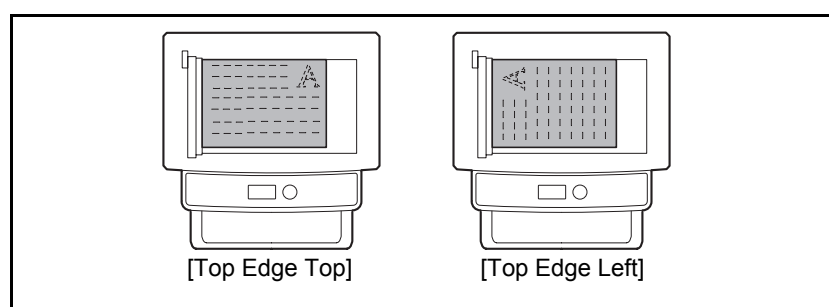
If Add paper in MP tray. is displayed during the copying process, add paper in the multi purpose tray, and then press the **OK** key. Copying then resumes.

## Original Orientation

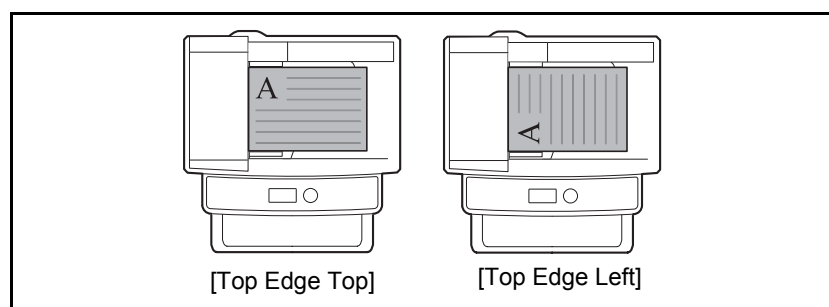
Select the original orientation to use the following functions.

- Duplex
- Combine mode

### When placing originals on the platen



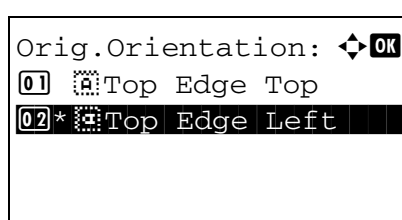
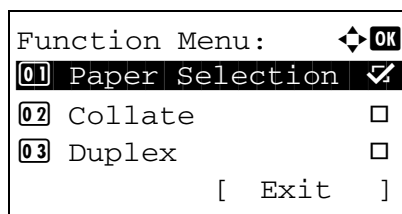
### When placing originals on the document processor



**NOTE:** To change the default setting for the original orientation, refer to *Orig.Orientation* on page 8-30.



Use the procedure below to select the orientation when placing the originals on the platen.

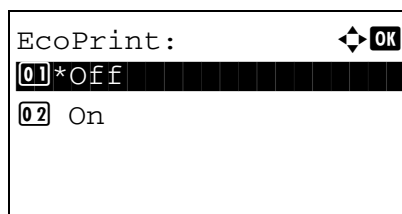
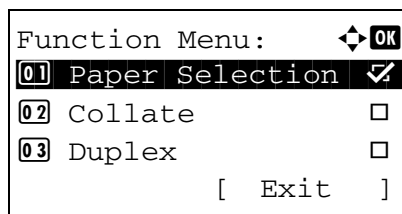


- 1** Press the **Copy** key.
- 2** Place the originals on the platen or in the document processor.
- 3** Press the **Function Menu** key. Function Menu appears.
- 4** Press the  $\Delta$  or  $\nabla$  key to select [Orig.Orientation].
- 5** Press the **OK** key. Orig.Orientation appears.
- 6** Press the  $\Delta$  or  $\nabla$  key to select [Top Edge Top] or [Top Edge Left].
- 7** Press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for copying.
- 8** Press the **Start** key to start copying.

## EcoPrint

Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary.

The procedure for making copies using EcoPrint is explained below.

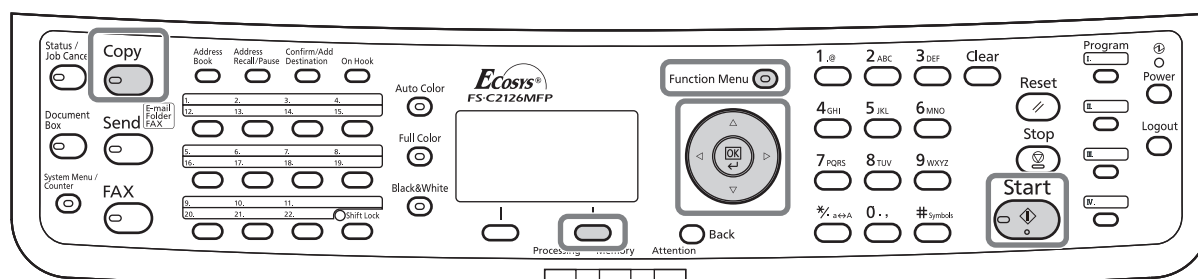


- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [EcoPrint].
- 5 Press the **OK** key. EcoPrint appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [On] and then press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for copying.
- 7 Press the **Start** key to start copying.

## Combine Mode

This mode allows you to copy 2 or 4 originals combined onto a single page. 2-in-1 mode or 4-in-1 mode. The page boundary of each original can be indicated.

### Part that is operated

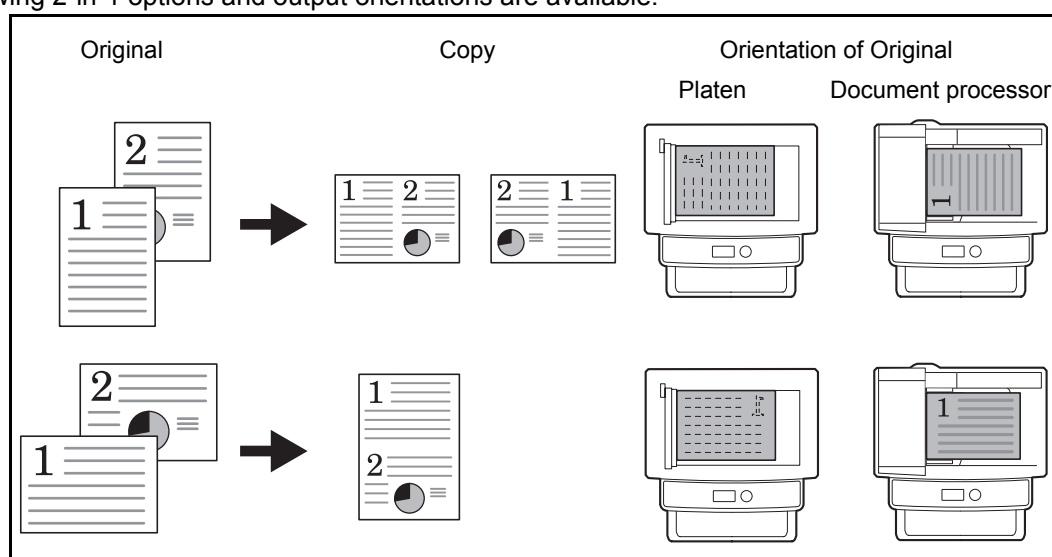


**NOTE:** Combine mode is available for the copy paper sizes of Folio, A4, B5, Legal, Oficio II, Letter, Statement and 16K.

## 2-in-1 Mode

For copying two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet.

The following 2-in-1 options and output orientations are available.

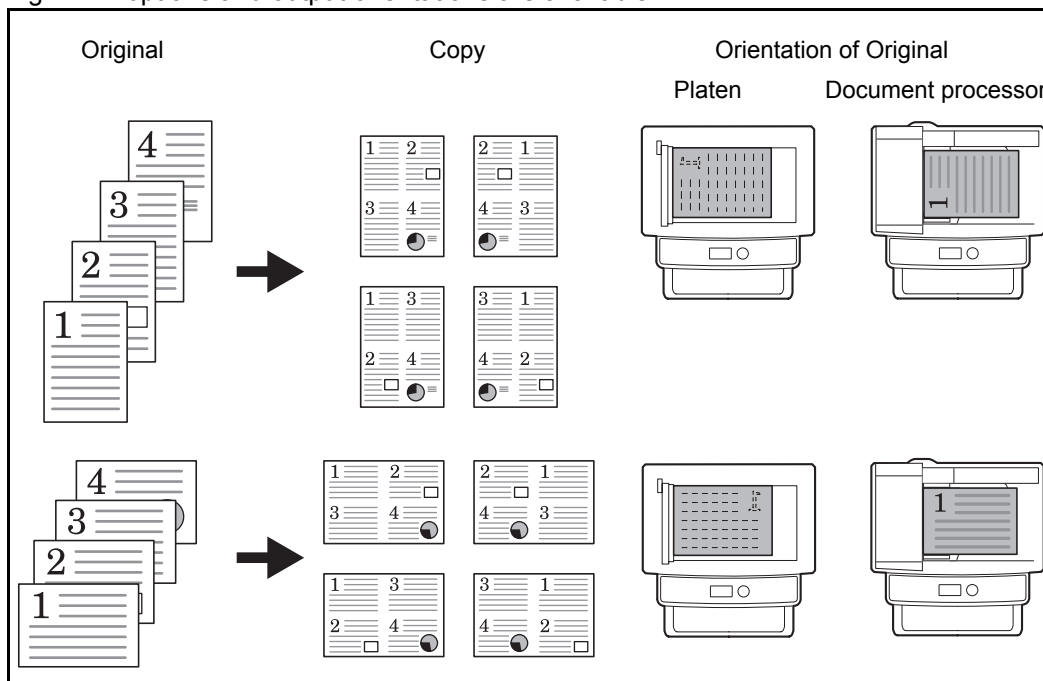


**NOTE:** When placing the original on the platen, be sure to copy the originals in page order.

## 4-in-1 Mode

For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.

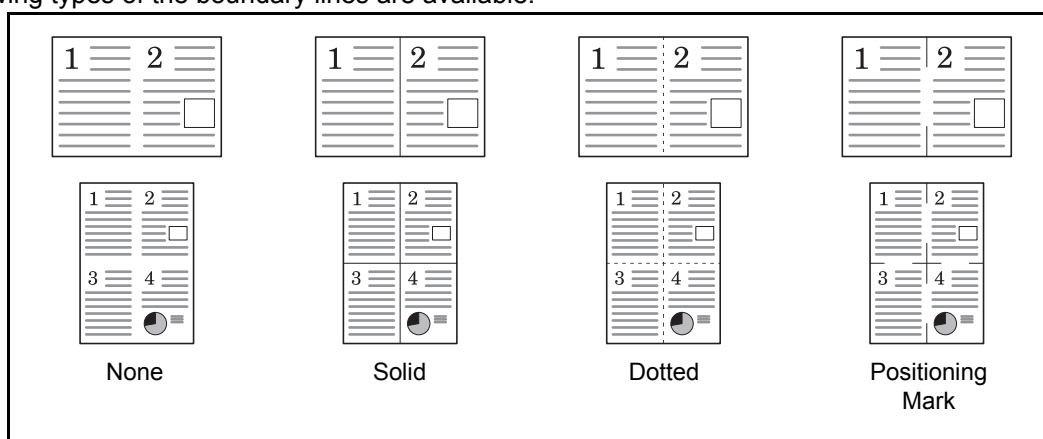
The following 4-in-1 options and output orientations are available.



**NOTE:** When placing the original on the platen, be sure to copy the originals in page order.

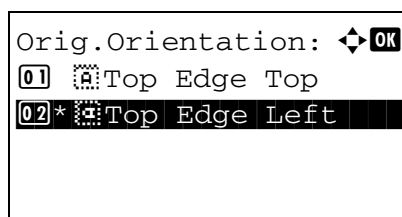
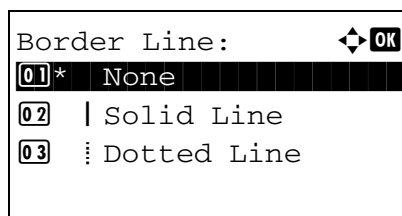
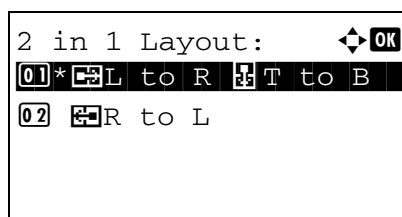
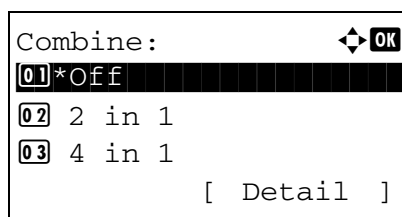
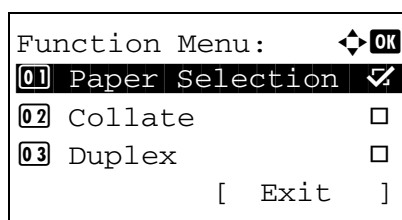
## Types of Page Boundary Lines

The following types of the boundary lines are available.



The procedure for using Combine mode copying is explained below.

**1** Press the **Copy** key.

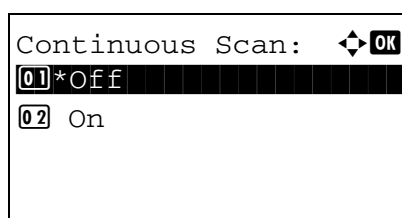
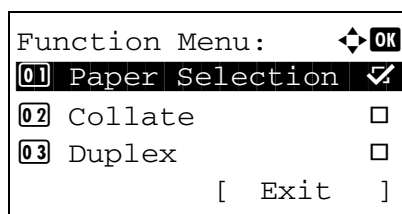


- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Combine].
- 5 Press the **OK** key. Combine appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [2 in 1] or [4 in 1].
- 7 Press [Detail] (the **Right Select** key).
- 8 Press the  $\Delta$  or  $\nabla$  key to select the desired layout and then press the **OK** key.
- 9 Press the  $\Delta$  or  $\nabla$  key to select the desired border line type and then press the **OK** key.
- 10 Press the  $\Delta$  or  $\nabla$  key to select the orientation of the original and then press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for copying.
- 11 Press the **Start** key. Scanning begins.  
If the original is placed on the platen, replace the original and press the **Start** key.  
After scanning all originals, press [End Scan] (the **Right Select** key) to start copying.

## Continuous Scan

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied as one job. With this function, originals are scanned until you press [End Scan] (the **Right Select** key).

The procedure for making copies using Continuous Scan is explained below.



- 1 Press the **Copy** key.
- 2 Press the **Function Menu** key. Function Menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Continuous Scan].
- 4 Press the **OK** key. Continuous Scan appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [On] and then press the **OK** key.
- 6 Place the originals in the document processor or on the platen and press the **Start** key.
- 7 Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.

*Completed.* is displayed and the screen returns to the basic screen for copying.

After scanning all originals, press [End Scan] (the **Right Select** key) to start copying.

## Job Finish Notice

Sends a notice by E-mail when a copy job is complete. User can be notified of the completion of a copy job while working at a remote desk, saving the time spent waiting beside the machine for copying to finish.

**NOTE:** PC should be configured in advance so that E-mail can be used.

### Example of Job Finish Notice

To:	h_pttr@owl-net.net
Subject:	1234 Job end report mail

Job No.:	000002
Result:	OK
End Time:	Wed 28 Apr 2010 14:56:08
File Name:	doc28042010145608
Job Type:	Copy

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1234


[00:c0:ee:d0:01:14]

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Use the procedure below to enable job finish notification when making copies.

Function Menu:		OK
01	Paper Selection	✓
02	Collate	<input type="checkbox"/>
03	Duplex	<input type="checkbox"/>
[ Exit ]		


- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [JobFinish Notice].

JobFinish Notice: 

☒ \*Off

☐ On


- 5 Press the **OK** key. JobFinish Notice appears.

Destination: 

☒ \*Address Book

☐ Address Entry

- 6 Press the  $\Delta$  or  $\nabla$  key to select [On] and then press the **OK** key.
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Address Book] or [Address Entry], and then press the **OK** key.

Address Book: 

☒ Fiala

☒ Maury


☒ Morgan

[ Menu ]

- 8 If you select [Address Book], select [Address Book] on the next screen and press the **OK** key, and then select the notice destination.

Press [Menu] (the **Right Select** key), select [Detail] on the next screen and press the **OK** key to view the details of the selected notice destination.

If you select [Address Entry], enter the address of the notice destination.

Address Entry: 

\*\*\*\*\*@abcdefg.jp

ABC

[ Text ]

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

- 9 Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for copying.

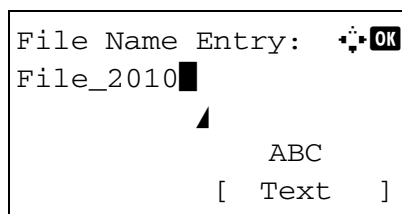
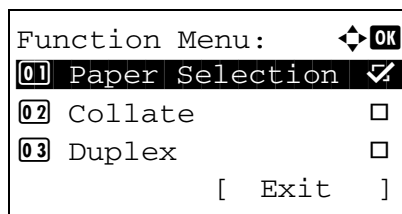
- 10 Press the **Start** key to start copying. Upon completion of the job, an E-mail notice is sent to the selected destination.



## File Name Entry

Names a copy job. Add other information such as date and time or job number as necessary. You can check a job history or job status using the job name, date and time, or job number specified here.

Use the procedure below to assign a name to your copy job.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [File Name Entry].
- 5 Press the **OK** key. File Name Entry appears.
- 6 Enter the file name, press the **OK** key. Additional Info. appears.
- 7 Enter the date, job number, etc. on the screen, and then press the **OK** key.

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**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

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**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

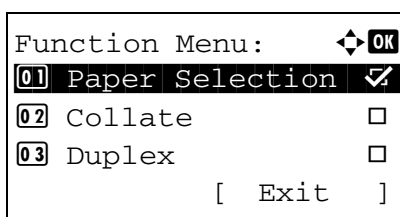
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*Completed.* is displayed and the screen returns to the basic screen for copying.


- 8 Press the **Start** key to start copying.

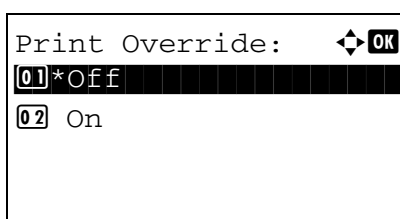
## Print Override


This function allows you to suspend the current print job when you need to make copies immediately. When the interrupt copy job is completed, the machine resumes the suspended print job.



Function Menu: 

01	Paper Selection	
02	Collate	<input type="checkbox"/>
03	Duplex	<input type="checkbox"/>
[ Exit ]		



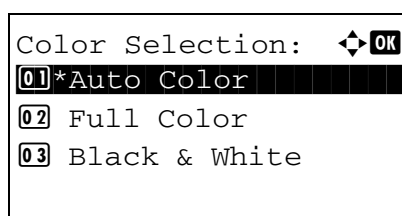
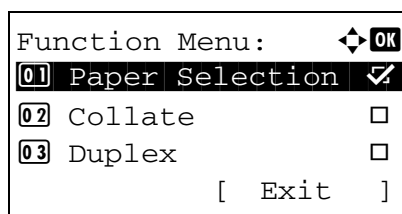
Print Override: 

01	*Off
02	On

- 1 Press the **Function Menu** key. Function Menu appears.
- 2 Press the  $\Delta$  or  $\nabla$  key to select [Print Override].
- 3 Press the **OK** key. Print Override appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [On].
- 5 Press the **OK** key. *Completed.* is displayed, the machine is put into the interruption copy mode, and the basic screen appears.
- 6 Perform the interrupt copy job in the same fashion as a normal copy job. When the interrupt copy job is completed, the machine resumes the suspended print job.

## Color Selection

Select the color mode for copying. To select the color mode, you can also select from the Auto Color key, Full Color key or Black & White key.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.

4

- 4 Press the  $\Delta$  or  $\nabla$  key to select [Color Selection].
- 5 Press the **OK** key. Color Selection appears.

- 6 Press the  $\Delta$  or  $\nabla$  key to select the desired color mode and then press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for copying.

- 7 Press the **Start** key to start copying.

## Color Balance

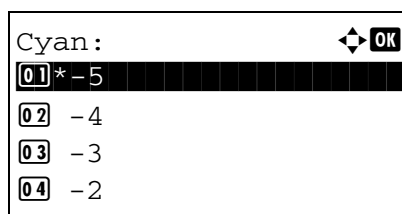
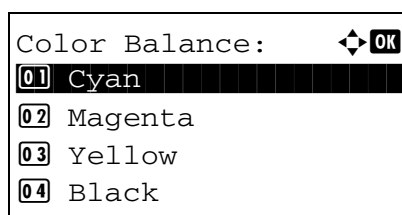
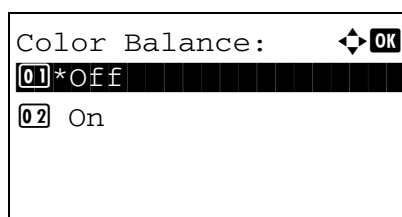
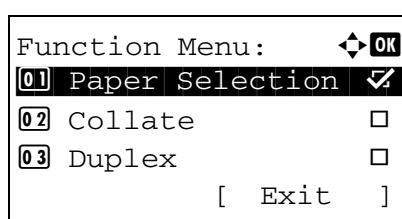
Adjust the strength of cyan, magenta, yellow, and black to make fine hue adjustments.

**NOTE:** This feature is used with full color copying.

This feature can not be used together with Adjusting Density (see *page 3-8*).

Refer to the sample image in *Color balance adjustment on Appendix-20*.

Follow the steps below to adjust color balance.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Color Balance].
- 5 Press the **OK** key. Color Balance appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [On].
- 7 Press the **OK** key. A selection menu for the color to be adjusted appears.
- 8 Press the  $\Delta$  or  $\nabla$  key to select the color to be adjusted.
- 9 Press the **OK** key. The color adjustment menu appears.

**10** Press the  $\Delta$  or  $\nabla$  key to select the color intensity. A larger negative value makes the color fainter, and a larger positive value makes the color more intense.

**11** Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for copying.

**12** Press the **Start** key to start copying.

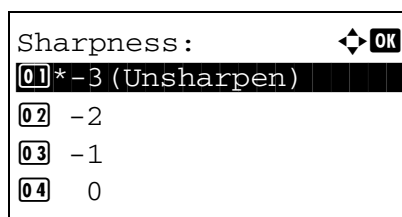
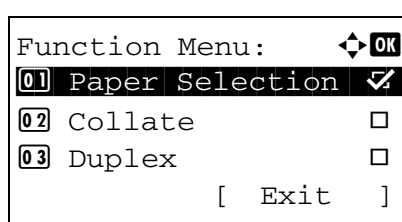
## Sharpness

Adjust the sharpness of image outlines. When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward [Sharpen]. When copying images made up of patterned dots such as magazine photos, in which moire\* patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward [Unsharpen].

\* Patterns that are created by irregular distribution of halftone dots.

Refer to the sample image in Appendix-21.

Follow the steps below to adjust sharpness.

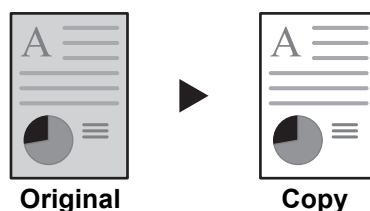


- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Sharpness].
- 5 Press the **OK** key. Sharpness appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to adjust the sharpness. A larger negative value decreases the sharpness, and a larger positive value increases the sharpness.
- 7 Press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for copying.
- 8 Press the **Start** key to start copying.

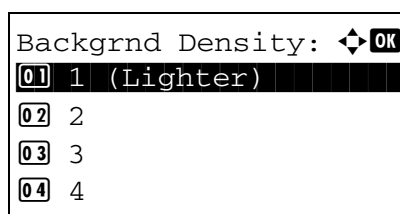
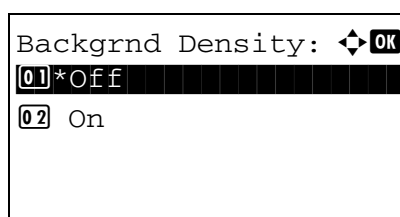
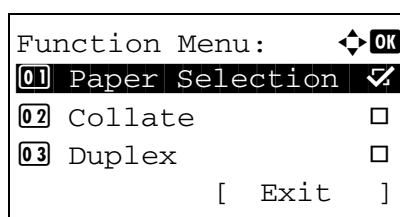
## Background Density

Lightens the background of color originals with dark backgrounds.

**NOTE:** This feature is used with full color and auto color copying. Background Density Adjust is disabled during auto color copying when the a black & white original has been detected.



Follow the steps below to use background density adjust.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Backgrnd Density].
- 5 Press the **OK** key. Backgrnd Density appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [On].
- 7 Press the **OK** key. A setting menu for the density of the ground color appears.

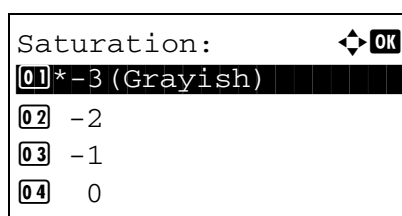
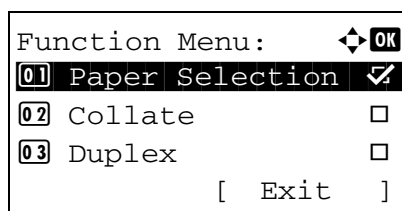
- 8 Press the  $\Delta$  or  $\nabla$  key to select the density of the ground color. A smaller value decreases the density of the ground color, and a larger value increases the density.
- 9 Press the **OK** key.  
  
*Completed.* is displayed and the screen returns to the basic screen for copying.
- 10 Press the **Start** key to start copying.



## Saturation

Adjust the color saturation of the image.

The procedure for adjusting the color saturation is explained below.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.

- 4 Press the  $\Delta$  or  $\nabla$  key to select [Saturation].

- 5 Press the **OK** key. Saturation appears.

- 6 Press the  $\Delta$  or  $\nabla$  key to adjust the color saturation. A larger negative value reduces the saturation, resulting in paler color in the copy. A larger positive value increases the saturation, resulting in more vivid color.

- 7 Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for copying.

- 8 Press the **Start** key to start copying.



# 5 Sending Functions

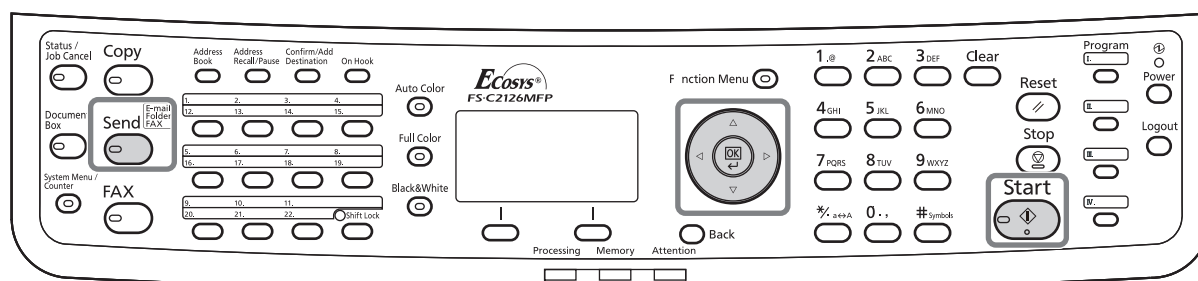
This chapter explains the functions available for sending originals.

• Original Size .....	5-2
• Sending Size .....	5-4
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## Original Size

Select the size of originals that will serve as the basis for scanning. Be sure to select the original size before starting the sending process.

### Part that is operated



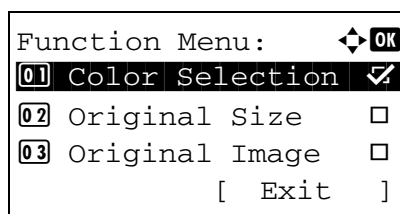
Choose the original size from the following groups of original size.

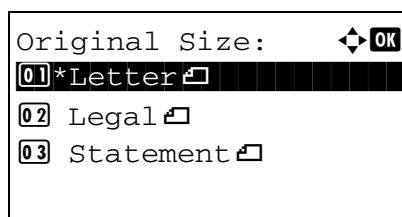
Item	Detail	Size
Standard Sizes	Select from standard sizes, Hagaki and Custom Original Size *.	Letter, Legal, Statement, Executive, Officio II, A4, A5, A6, B5, B6, Folio, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2 and Custom

\* Regarding the setting method of Custom Original Size, refer to *Custom Original Size Setup* on page 8-8.

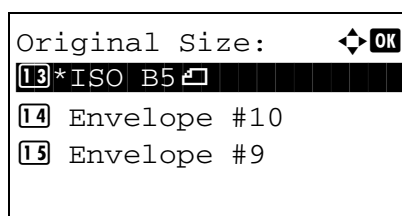
Use the procedure below to select the original size when sending scanned images.

- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Original Size].





- 5 Press the **OK** key. Original Size appears.



- 6 Press the  $\Delta$  or  $\nabla$  key to select the desired original size and then press the **OK** key.

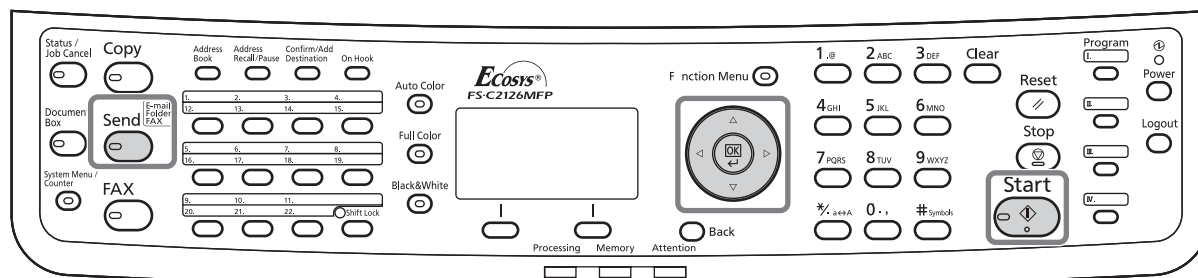
*Completed.* is displayed and the screen returns to the basic screen for sending.

- 7 Specify the destination, and press the **Start** key to start sending.

## Sending Size

Select the sending size (the size of image to be sent).

### Part that is operated



The table below lists the sizes.

Item	Detail	Size
Standard Sizes	Select from Same as Original Size, Standard Size, envelope, postcard or the custom sized originals*.	Same as OrigSize, Legal, Letter, Statement, Executive, Offcio II, A4, A5, A6, B5, B6, Folio and 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4 and Youkei 2

\* For instructions on how to specify the custom original size, refer to *Custom Original Size Setup* on page 8-8.

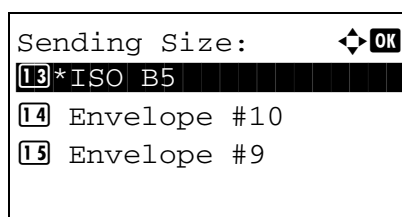
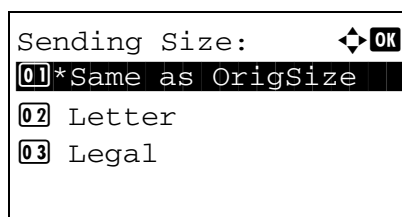
### Relationship between Original Size, Sending Size, and Zoom

Original Size (page 5-2), Sending Size, and Zoom (page 5-6) are related to each other. Refer to the following table.

Original Size and the size you wish to send as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Sending Size	Select [Same as OrigSize]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

**NOTE:** When you select Sending Size that is different from Original Size, and select the Zoom [100%], you can send the image as the actual size (No Zoom).

Use the procedure below to select the size for transmission when sending scanned images.

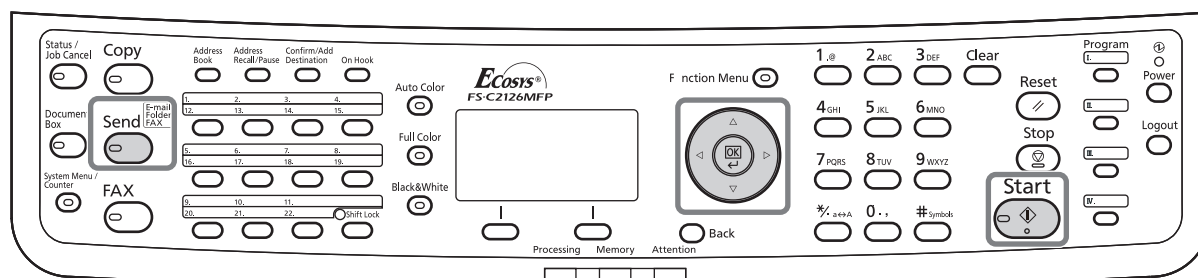


- 1 Press the **Send** key.
  - 2 Place the originals on the platen or in the document processor.
  - 3 Press the **Function Menu** key. Function Menu appears.
  - 4 Press the  $\Delta$  or  $\nabla$  key to select [Sending Size].
  - 5 Press the **OK** key. Sending Size appears.
  - 6 Press the  $\Delta$  or  $\nabla$  key to select the desired sending size.
  - 7 Press the **OK** key.
- Completed.* is displayed and the screen returns to the basic screen for sending.
- 8 Specify the destination, and press the **Start** key to start sending.

## Zoom

Scans the original by automatically zooming it depending on the sending size.

### Part that is operated



The table below lists the available options.

Item	Detail
100%	No Zoom (to be scanned at actual size)
Auto	Zoomed automatically according to the specified sending size.

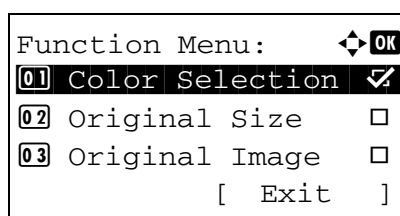
**NOTE:** When zooming in or out, see *Sending Size on page 5-4* when selecting the sending size.

When Custom Size or *Size Entry* is selected as the original size, the originals are sent at normal size and zooming cannot be used.

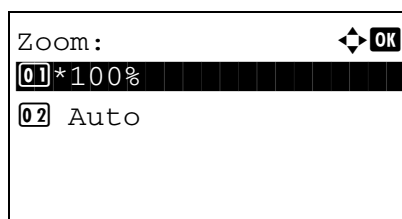
Depending on the combination of original size and sending size, the image is placed at the edge of the paper.

Use the procedure below to enlarge or reduce the original to match the transmission size.

- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Select the transmission size.
- 4 Press the **Function Menu** key. Function Menu appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Zoom].







6 Press the **OK** key. Zoom appears.

7 Press the  $\Delta$  or  $\nabla$  key to select [100%] or [Auto] and then press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for sending.

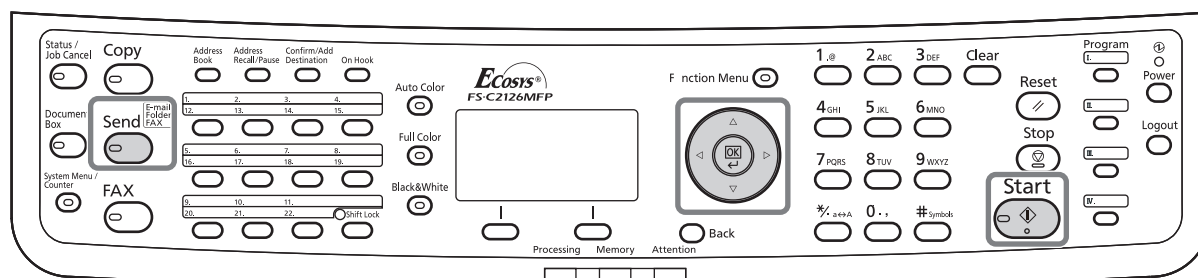
8 Specify the destination, and press the **Start** key to start sending.

5

## Duplex Sending

Select the type and binding of original depending on the original.

### Part that is operated

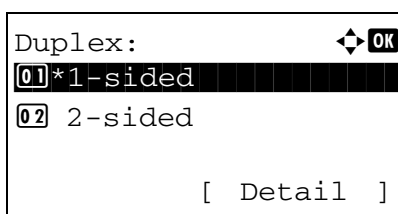
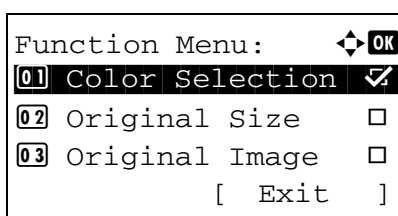


The table below lists the binding directions for each original type.

Original	Type	Binding
1-sided Sheet Original	1-sided	—
2-sided Sheet Original	2-sided	Binding Left/Right, Binding Top

Use the procedure below to select the original type and binding direction when sending scanned originals.

- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Duplex].
- 5 Press the **OK** key. Duplex appears.



- 6** Press the  $\Delta$  or  $\nabla$  key to select [1-sided] or [2-sided].

If you select [2-sided], press [Detail] (the **Right Select** key), select the binding edge and press the **OK** key, and then select the original setting orientation on the next screen.

- 7** Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for sending.

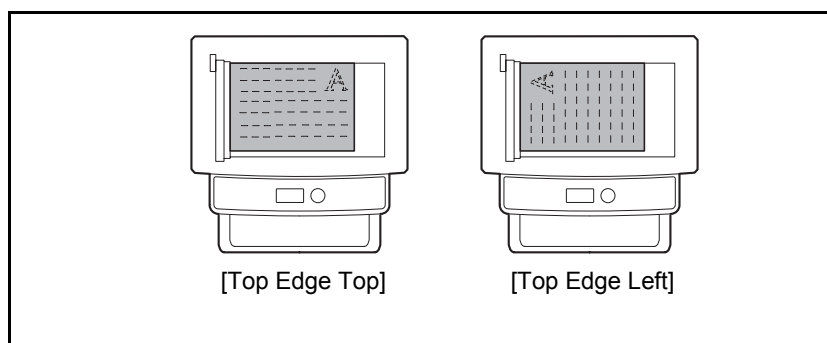
- 8** Specify the destination, and press the **Start** key to start sending.

## Original Orientation

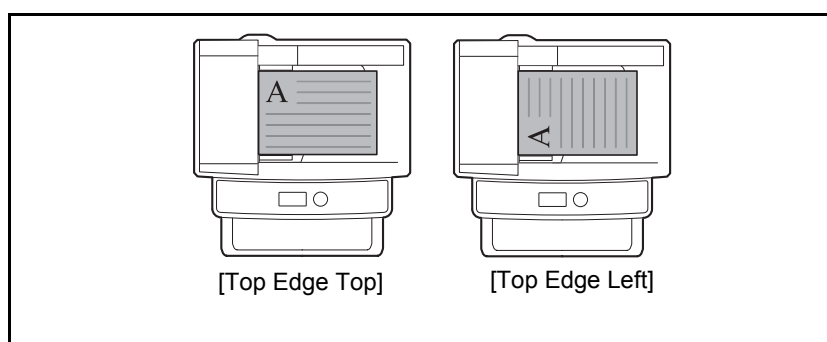
To send the document in the orientation that can be read properly, specify the upper orientation of original. To use the functions below, select the orientation in which the original is set on the platen.

- 1-sided / 2-sided Selection

### When placing the original on the platen

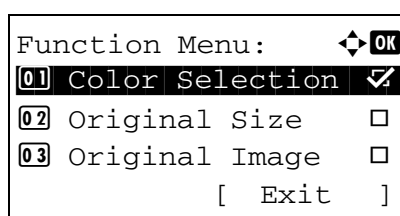


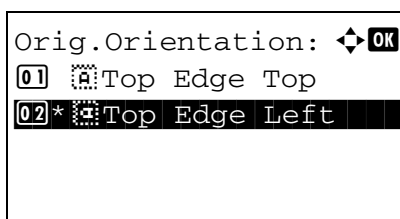
### When placing the original on the document processor



Use the procedure below to select the orientation when placing the originals on the platen for sending.

- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Orig.Orientation].





**5** Press the **OK** key. Orig.Orientation appears.

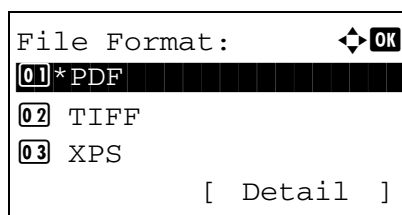
**6** Press the  $\Delta$  or  $\nabla$  key to select [Top Edge Top] or [Top Edge Left].

**7** Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for sending.

**8** Specify the destination, and press the **Start** key to start sending.





- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.

4 Press the  $\Delta$  or  $\nabla$  key to select [File Format].

5 Press the **OK** key. File Format appears.

5

6 Press the  $\Delta$  or  $\nabla$  key to select the file format from [PDF], [TIFF], [XPS] or [JPEG].

[Details] (the **Right Select** key) can be pressed to select the PDF/A file format. If full color or grayscale is selected for the scanning color mode, press [Details] (the **Right Select** key) to select the image quality.

7 Press the **OK** key.

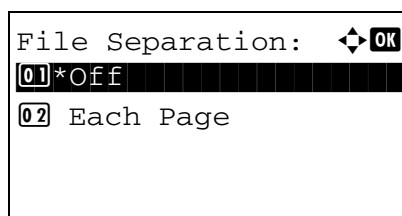
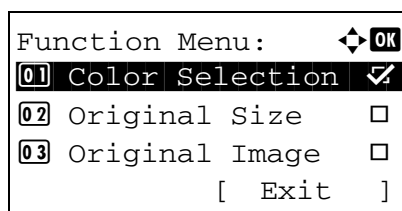
*Completed.* is displayed and the screen returns to the basic screen for sending.

8 Specify the destination, and press the **Start** key to start sending.

## File Separation

Create several files by dividing scanned original data page by page, and send the files.

Use the procedure below to split scanned original data into separate files when sending scanned originals.



- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [File Separation].
- 5 Press the **OK** key. File Separation appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [Each Page].
- 7 Press the **OK** key.
- 8 Specify the destination, and press the **Start** key to start sending. The scanned originals are sent in files of one page each.

*Completed.* is displayed and the screen returns to the basic screen for sending.

**NOTE:** Three-digit serial number such as abc\_001.pdf, abc\_002.pdf... is attached to the end of the file name.



## Original Image

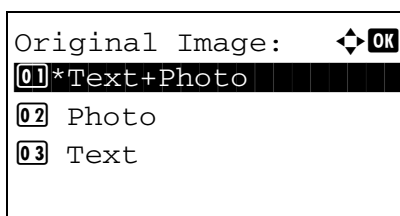
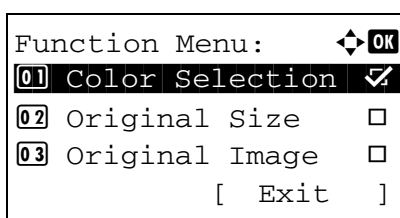
Select image quality suitable to the type of original.

The table below shows the quality options.

Item	Detail
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text	Only text, no photos.
OCR	For documents to be read by OCR.

5

Use the procedure below to select the quality when sending scanned originals.

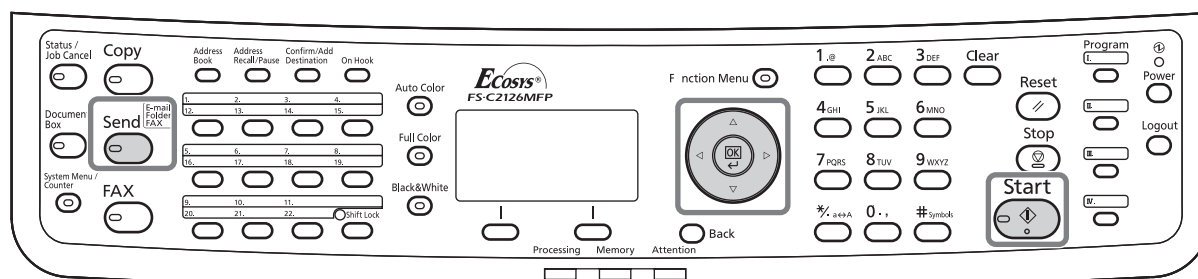


- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Original Image].
- 5 Press the **OK** key. Original Image appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select the desired image quality.
- 7 Press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for sending.
- 8 Specify the destination, and press the **Start** key to start sending.

## Adjusting Density

Use the procedure below to adjust the density when scanning the originals.

### Part that is operated

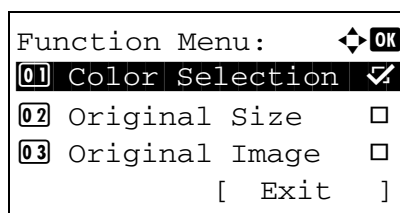


The table below shows the available settings.

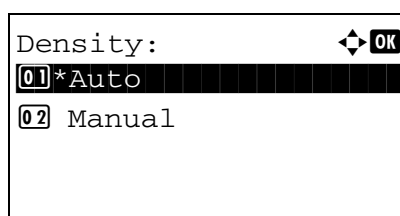
Item	Detail
Manual	Adjust density using 7 levels.
Auto	Optimum density is selected according to the density of the original.

The procedure for adjusting the density is explained below.

- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.



- 4 Press the  $\Delta$  or  $\nabla$  key to select [Density].
- 5 Press the **OK** key. Density appears.



- 6 Press the  $\Delta$  or  $\nabla$  key to select [Auto] or [Manual].

If you select [Manual], press the **OK** key, and then select the density on the next screen.

- 7** Press the **OK** key.

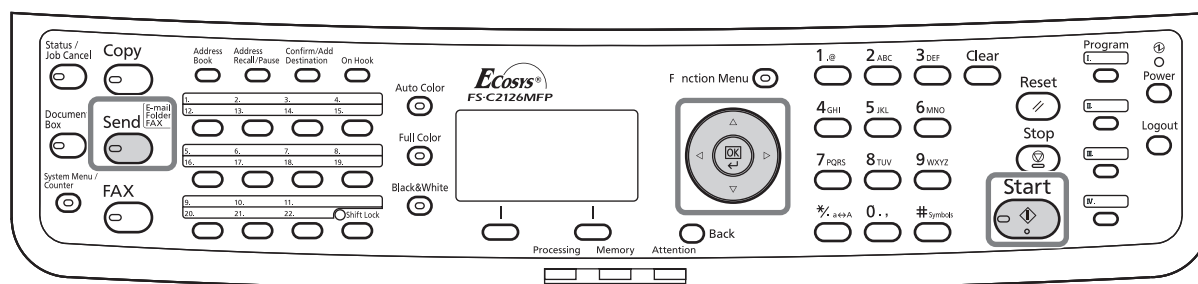
*Completed.* is displayed and the screen returns to the basic screen for sending.

- 8** Specify the destination, and press the **Start** key to start sending.

## Scan Resolution

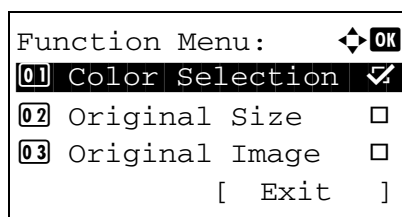
Select the fineness of scanning resolution. The finer the scanning becomes (the larger the number becomes), the better the image quality becomes. However, better resolution also results in larger file size (file capacity) and longer scanning and sending times. The selectable resolution is 200x100dpi Normal, 200x200dpi Fine, 200x400dpi Super Fine, 300x300dpi, 400x400dpi Ultra Fine, or 600x600dpi.

### Part that is operated

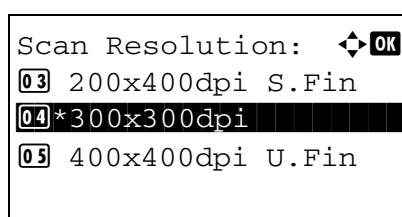


The procedure for adjusting the scanning resolution when sending a scanned image is explained below.

- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.



- 4 Press the  $\Delta$  or  $\nabla$  key to select [Scan Resolution].
- 5 Press the **OK** key. Scan Resolution appears.

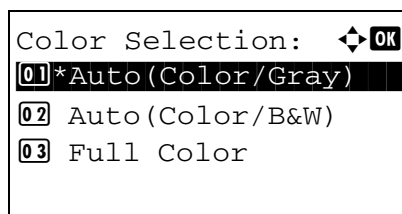
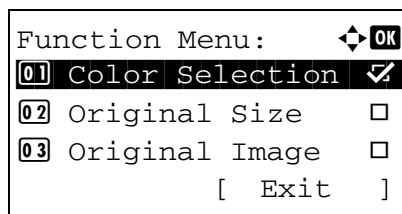


- 6 Press the  $\Delta$  or  $\nabla$  key to select the desired scan resolution.
- 7 Press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for sending.
- 8 Specify the destination, and press the **Start** key to start sending.

## Color / Grayscale / Black and White Selection

This feature allows you to select the color mode used for scanning when sending images. You can select from Auto(Color/Gray), Auto(Color/B&W), Full Color, Grayscale or Black & White.

Use the procedure below to select the color mode when sending scanned images.

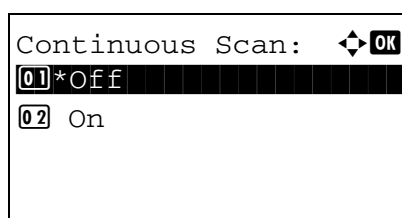
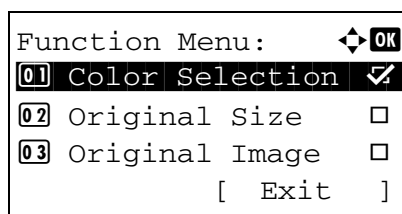


- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Color Selection].
- 5 Press the **OK** key. Color Selection appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select the desired color mode.
- 7 Press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for sending.
- 8 Specify the destination, and press the **Start** key to start sending.

## Continuous Scan

When the multi-page originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then sent as one job. With this function, originals can be scanned one after another until you press [End Scan] (the **Right Select** key).

The procedure for using continuous scanning when sending scanned images is explained below.



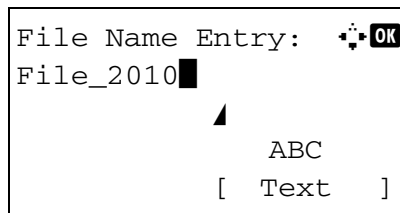
- 1 Press the **Send** key.
- 2 Press the **Function Menu** key. Function Menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Continuous Scan].
- 4 Press the **OK** key. Continuous Scan appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [On] and then press the **OK** key.  
  
*Completed.* is displayed and the screen returns to the basic screen for sending.
- 6 Specify the destination.
- 7 Place the original, and press the **Start** key.
- 8 Place the next original, and press the **Start** key. Scan the remaining originals by the same procedure.

When you have scanned all the originals, press [End Scan] (the **Right Select** key) to start sending.

## File Name Entry

This setting allows you to assign a document name to scanned images. You can specify a default for the document name.

Use the procedure below to assign names to scanned documents that you are sending.



- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [File Name Entry].
- 5 Press the **OK** key. File Name Entry appears.
- 6 Enter the file name, press the **OK** key. Additional Info. appears.
- 7 Enter the date, job number, etc. on the screen, and then press the **OK** key.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

*Completed.* is displayed and the screen returns to the basic screen for sending.

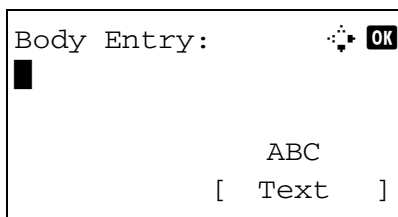
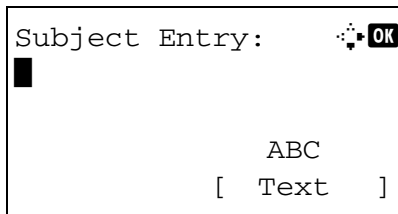
- 8 Specify the destination, and press the **Start** key to start sending.

## Subject and Body Entry

When sending E-mail, enter the subject and body of the E-mail.

Use the procedure below to enter the subject and body for an E-mail message and then send the E-mail.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.



- 1 Press the **Send** key.
- 2 Press the **Function Menu** key. Function Menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Subject/Body].
- 4 Press the **OK** key. Subject Entry appears.

- 5 Enter the subject and press the **OK** key.

**NOTE:** Up to 60 characters can be entered for the subject.

- 6 Enter the body and press the **OK** key.

**NOTE:** Up to 500 characters can be entered for the body.

*Completed.* is displayed and the screen returns to the basic screen for sending.

- 7 Specify the destination, and press the **Start** key to start sending.



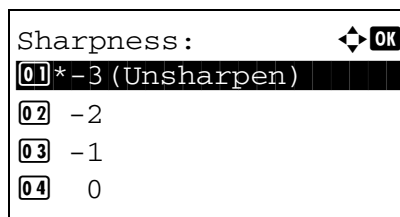
## Sharpness

Adjust the sharpness of image outlines. When scanning penciled originals with rough or broken lines, clear scanning data can be taken by adjusting sharpness toward [Sharpen]. When scanning images made up of patterned dots such as magazine photos, in which moire\* patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward [Unsharpen].

\* Patterns that are created by irregular distribution of halftone dots.

Refer to the sample image in Appendix-21.

Follow the steps below to adjust sharpness.

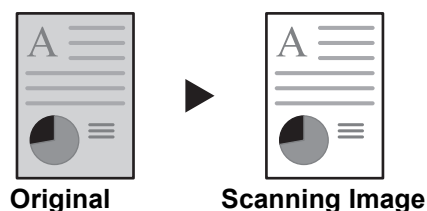


- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Sharpness].
- 5 Press the **OK** key. Sharpness appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to adjust the sharpness. A larger negative value decreases the sharpness, and a larger positive value increases the sharpness.
- 7 Press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for sending.
- 8 Specify the destination, and press the **Start** key to start sending.

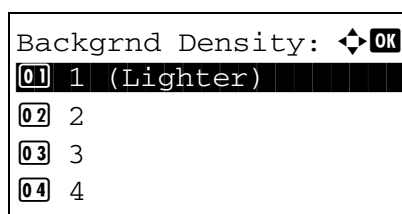
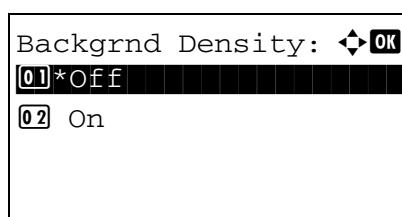
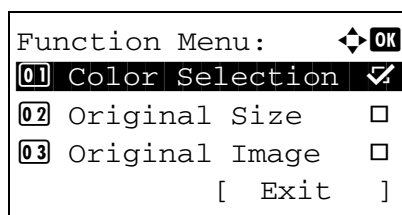
## Background Density

Lightens the background of color originals with dark backgrounds.

**NOTE:** This feature is used with full color and auto color copying. Background Density Adjust is disabled during auto color sending when the a black & white original has been detected.



Follow the steps below to use background density adjust.



- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Backgrnd Density].
- 5 Press the **OK** key. Backgrnd Density appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [On].
- 7 Press the **OK** key. A setting menu for the density of the ground color appears.

- 8 Press the  $\Delta$  or  $\nabla$  key to select the density of the ground color. A smaller value decreases the density of the ground color, and a larger value increases the density.
- 9 Press the **OK** key.  
*Completed.* is displayed and the screen returns to the basic screen for sending.
- 10 Specify the destination, and press the **Start** key to start sending.

## WSD Scan

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

**NOTE:** For information on operating the computer, refer to the operating system help for your computer. To use WSD Scan, *WSD Scan Setup* (page 8-150) must be set to [On] in the network settings.

### Procedure using computer

- 1 Install the WIA driver on your computer in the custom mode from the supplied CD-ROM (Product Library).

**NOTE:** For details of installation for WIA driver, refer to *Setup Guide*.

- 2 Select **Start** button of the Windows display, and then **Network**.
- 3 Select the machine displayed *Multifunctional Devices*, and then right-click **Install**.

Installing of the driver starts.

- 4 After installing the driver, click **Close**.

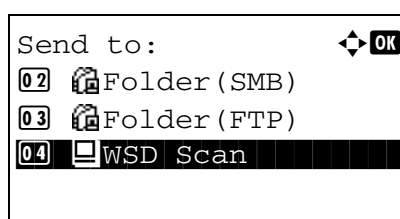
### Procedure using this machine

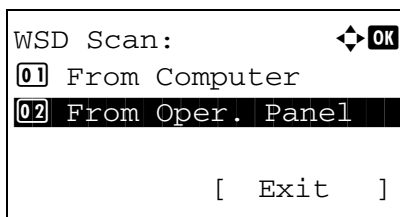
- 1 Press the **Send** key.
- 2 Place the originals on the platen or in the document processor.

Displays the screen for sending.

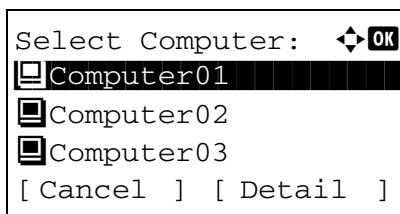
**NOTE:** Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [WSD Scan].





- 4 Press the **OK** key. WSD Scan appears.

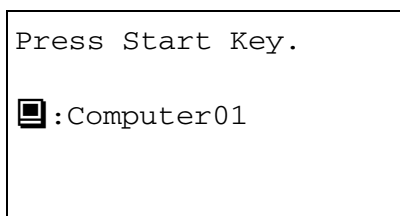


- 5 Press the  $\Delta$  or  $\nabla$  key to select [From Oper. Panel].

- 6 Select the destination computer from the computer list.

Press [Detail] (the **Right Select** key) to see the information of the selected computer.

5



- 7 Press the **OK** key to confirm the destination, and then press the **Start** key. Transmission starts.

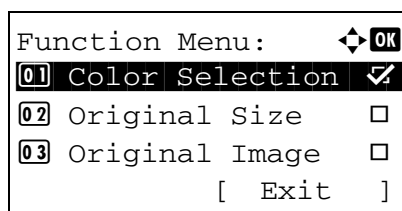
**NOTE:** To change the destination computer, press the **Back** key and then press [Yes] (the **Left Select** key). This brings you back to step 6.


**NOTE:** To use WSD Scan from your computer, press [From Computer] in step 5 and then scan the original from the computer.


## Job Finish Notice

This feature sends an e-mail providing notification that transmission has been completed.

Use the procedure below to specify the Job Finish Notice settings.



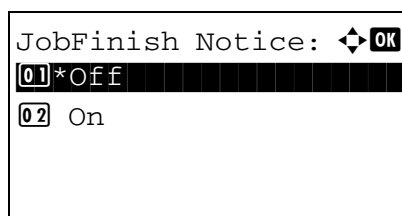
Function Menu: 


**01** Color Selection 

**02** Original Size ☐

**03** Original Image ☐

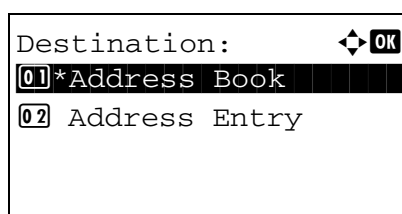
[ Exit ]




JobFinish Notice: 

**01** \*Off

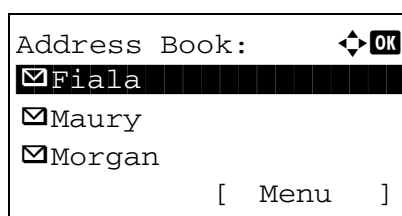
**02** On




Destination: 

**01** \*Address Book

**02** Address Entry



Address Book: 

☒ Fiala

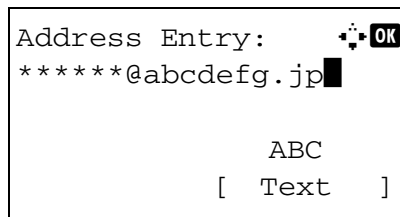
☒ Maury


☒ Morgan

[ Menu ]

- 1** Press the **Send** key.
- 2** Place the originals on the platen or in the document processor.
- 3** Press the **Function Menu** key. Function Menu appears.
- 4** Press the  $\Delta$  or  $\nabla$  key to select [JobFinish Notice].
- 5** Press the **OK** key. JobFinish Notice appears.
- 6** Press the  $\Delta$  or  $\nabla$  key to select [On] and then press the **OK** key.
- 7** Press the  $\Delta$  or  $\nabla$  key to select [Address Book] or [Address Entry], and then press the **OK** key.
- 8** If you select [Address Book], select [Address Book] on the next screen and press the **OK** key, and then select the notice destination.

Press [Menu] (the **Right Select** key), select [Detail] on the next screen and press the **OK** key to view the details of the selected notice destination.



Address Entry:  **OK**

\*\*\*\*\*@abcdefg.jp

ABC  
[ Text ]

If you select [Address Entry], enter the address of the notice destination.

**NOTE:** Refer to *Character Entry Method* on *Appendix-7* for details on entering characters.

**9** Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for sending.

**10** Specify the destination, and press the **Start** key to start sending.

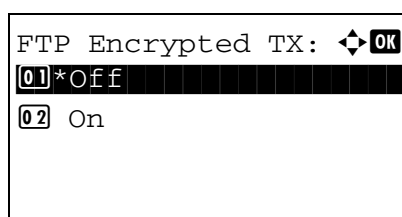
When the sending is completed, the finish notice is sent to the specified E-mail address.

5

## FTP Encrypted TX

This allows you to encrypt documents when you send them. If you select [On] in this option, you can then select the encryption method in the basic send screen.

Use the procedure below to scan and send originals as encrypted files.



- 1 Press the **Send** key.
- 2 Place the originals in the document processor or on the platen.
- 3 Press the **Function Menu** key. Function Menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [FTP Encrypted TX].
- 5 Press the **OK** key. FTP Encrypted TX appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [On] and then press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen for sending.

**NOTE:** Click *Advanced* -> Secure Protocols in the COMMAND CENTER. Be sure that **SSL** of **Secure Protocol Settings** is *On* and more than two effective encryptions are selected in **Clientside Settings**. For details, refer to the *KYOCERA COMMAND CENTER Operation Guide*.



## Scanning Image using Application

Be sure that you connect your PC with the machine using the USB cable and install the Kyocera TWAIN or WIA Driver. The scan can be carried out from any TWAIN or WIA compatible application program. For details of installation for TWAIN or WIA driver, refer to *Setup Guide*.

The following procedure is an example for scan operation using the TWAIN Driver. Operate the WIA Drivers in the same manner.

- 1 Connect your computer to the machine using a USB cable.
- 2 Place the originals in the document processor or on the platen.
- 3 Use the TWAIN-compatible application to scan from your computer.

---

**NOTE:** When the login user name and password entry screen appears, enter them and click the OK button.

---

- 4 Choose the appropriate settings and click Scan. The scanned data will be sent to your computer.

## About Color Profiles

The color scanner provides color profiles to adjust color.

---

**NOTE:** The color profile data import method varies for every TWAIN/WIA-compliant software. Use the color profile after carefully reading the manual included with your TWAIN/WIA-complaint software.

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### Selecting a color profile compatible with this device

- 1 Select the color profile found in the CD included with this scanner CD (Product Library) under the **Color Profile** folder.

---

**NOTE:** Use the indicated color profiles when you chose RGB in color type.

---



## 6 Document Box

This chapter explains the typical procedure for utilizing Document Box.

- Printing Documents Stored in USB Memory..... 6-2
- Saving Documents to USB Memory (Scan to USB)..... 6-5
- Removing USB Memory ..... 6-7
- Printing from a Job Box ..... 6-8

## Printing Documents Stored in USB Memory

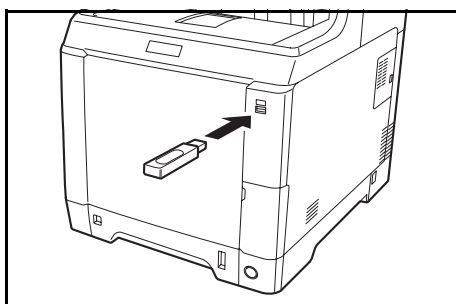
Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

### Limitations

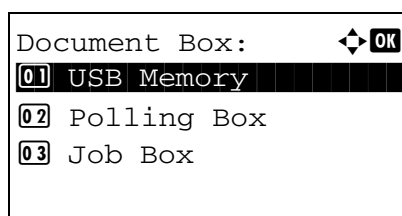
- The following file types can be printed:
  - PDF file (Version 1.5)
  - TIFF file (TIFF V6/TTN2 format)
  - XPS file
- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels.
- Plug the USB memory directly into the USB memory slot. We do not guarantee that USB memory printing is error free if a USB hub is used.

### Printing

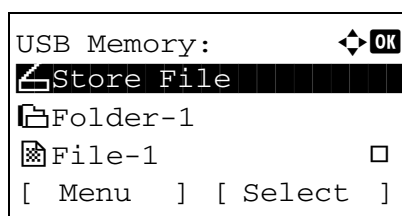
Print documents stored in the removable USB memory.



- 1 Plug the USB memory into the USB memory slot.

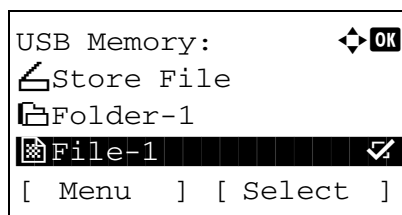


- 2 Press the **Document Box** key. The Document Box menu appears.



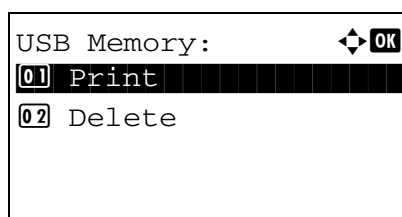
- 3 Press the  $\Delta$  or  $\nabla$  key to select [USB Memory].
- 4 Press the **OK** key. USB Memory appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select the file you want to print.

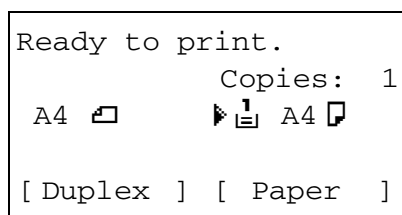


- 6 Press [Select] (the **Right Select** key). The selected file name is indicated by a checkmark next to it.

When you want to print additional files, repeat steps 5 to 6 to select them.



- 7 Press the **OK** key. A menu appears.

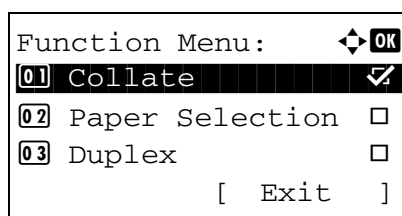


- 8 Press the  $\Delta$  or  $\nabla$  key to select [Print].
- 9 Press the **OK** key. The basic screen appears. Change the number of copies, 1-sided/2-sided printing, etc., as necessary. For changing print settings, refer to *Copying on page 3-6* and *Copying Functions on page 4-1*.

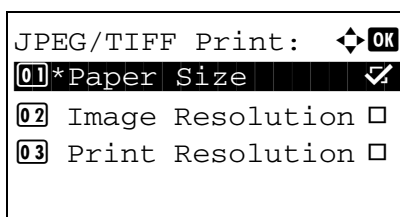
- 10 Press the **Start** key. Printing of the selected file begins.

## JPEG/TIFF Print

Sets the print mode for JPEG/TIFF files. The default setting is [Paper Size].



- 1 Follow steps 1 to 8 of *Printing on page 6-2*.
- 2 Press the **Function Menu** key. Function Menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [JPEG/TIFF Print].



- 4 Press the **OK** key. JPEG/TIFF Print appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select the the desire print mode.

The print modes are as follows:

Paper Size (scaled to fit the paper size)

Image Resolution (matched to the image resolution)

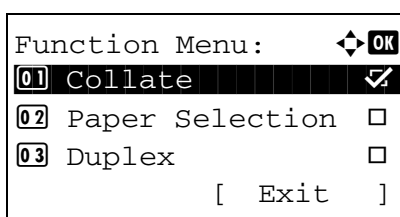
Print Resolution (matched to the print resolution)

- 6 Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen.

## XPS FitTo Page

If you select [On] in this setting, XPS data is scaled to fit the paper size during printing. If you select [Off], the data is printed at its original size.

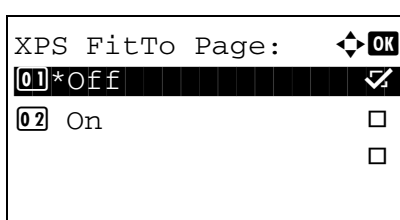


- 1 Follow steps 1 to 8 of *Printing on page 6-2*.

- 2 Press the **Function Menu** key. Function Menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [XPS FitTo Page].

- 4 Press the **OK** key. XPS FitTo Page appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

- 6 Press the **OK** key.

*Completed.* is displayed and the screen returns to the basic screen.

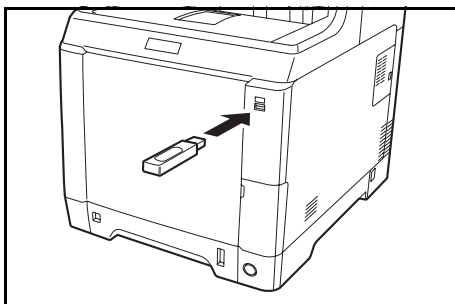
## Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG or XPS format.

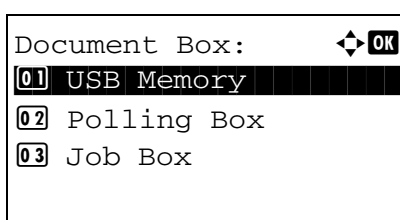
**NOTE:** The maximum number of the storable files is 100.

### Storing Documents

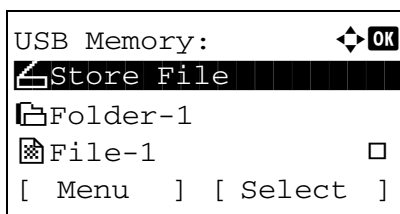
The procedure for storing documents in removable USB memory is explained below.



- 1 Plug the USB memory into the USB memory slot .



- 2 Press the **Document Box** key. The Document Box menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [USB Memory].
- 4 Press the **OK** key. USB Memory appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Store File].

**NOTE:** To save the data in the folder of USB memory, press the  $\Delta$  or  $\nabla$  key to select the folder, and then press [Select] (the **Right Select** key). The machine will display documents in the top 3 folder levels, including the root folder.

Ready to scan.

A4 

1-sided      300x300dpi  
[2-sided ]   [ScanRes.]

- 6** Press the **OK** key. The basic screen appears. Change the original type, file format, etc., as necessary. For changing scan settings, refer to *Sending Functions on page 5-1*.

- 7** Press the **Start** key. The original is scanned and the data is stored in the USB memory.

---

**IMPORTANT:** When removing the USB memory, ensure that you use the correct removal procedure, as described in *Removing USB Memory on page 6-7*.

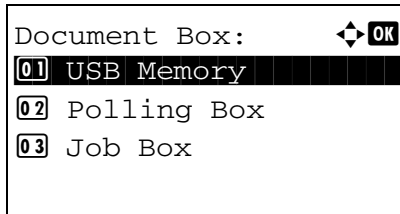
---



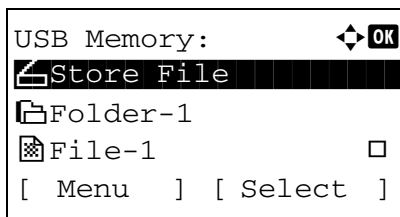
## Removing USB Memory

Remove the USB memory.

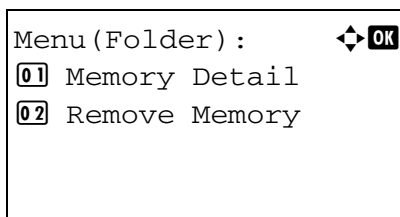
**IMPORTANT:** Be sure to follow the proper procedure to avoid damaging the data or USB memory.



- 1 Press the **Document Box** key. The Document Box menu appears.

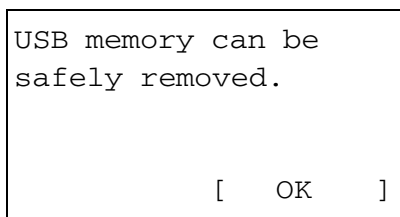


- 2 Press the  $\Delta$  or  $\nabla$  key to select [USB Memory].
- 3 Press the **OK** key. USB Memory appears.



- 4 Press [Menu] (the **Left Select** key). A menu appears.

**NOTE:** This is the image on the screen when a folder is selected. [Open] is not displayed when a file is selected.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Remove Memory].
- 6 Press the **OK** key. A confirmation message appears.
- 7 Press [OK] (the **Right Select** key) or remove the USB memory. The screen returns to the Document Box menu.

## Printing from a Job Box

When optional memory is installed and RAM Disk Mode is enabled, you can use a Job Box to print.

Job Box is a function that stores print data on the set RAM disk in the machine, enabling the data to be printed as needed from the operation panel of the machine.

If an ID (4-digit number) is set when printing is executed from the computer, the data can be kept more confidential. When an ID is set, the ID must be entered in order to print the stored data from the machine.

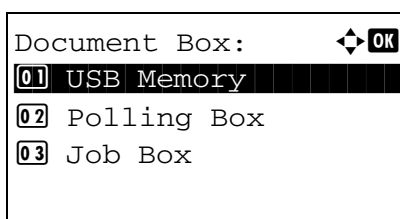
For the RAM disk settings, see *RAM Disk Mode on page 8-60*.

### Private Print

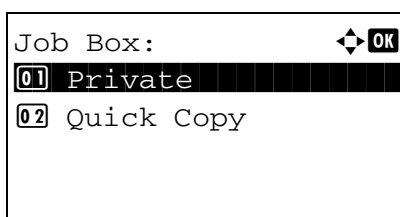
Private Print is used to allow printing only after the same 4-digit ID that was entered in the printer driver at the time of printing is entered at the operation panel. The data is erased after printing. Store job mode stores the print data on the RAM disk after printing. An ID is not entered in the printer driver.

For information on Private Print and store job mode, see Help in the printer driver.

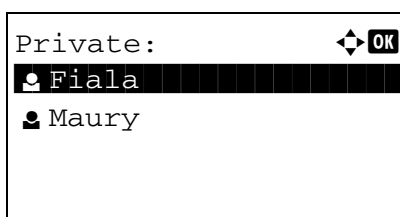
The procedure for printing stored data is explained below.



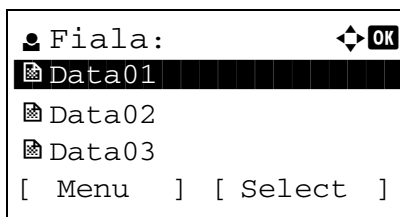
- 1 Press the **Document Box** key. The Document Box menu appears.



- 2 Press the  $\Delta$  or  $\nabla$  key to select [Job Box].
- 3 Press the **OK** key. The Job Box menu appears.



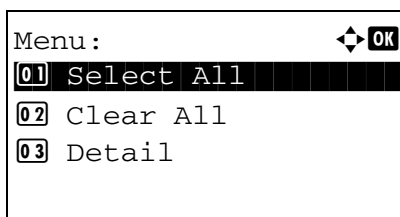
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Private].
- 5 Press the **OK** key. The user selection menu appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select the user.



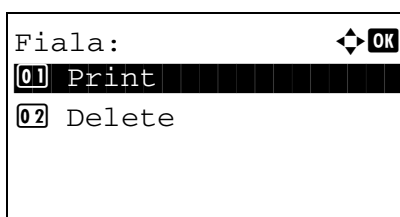
- 7 Press the **OK** key. The print file selection menu appears.

- 8 Press the  $\Delta$  or  $\nabla$  key to select the file to be printed, and then press [Select] (the **Right Select** key). The selected file will be marked.

If you need to add another file, repeat this procedure to select the file.



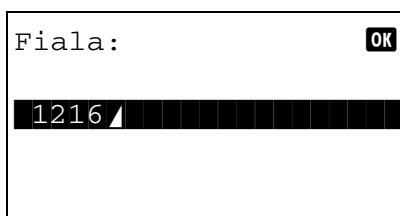
**NOTE:** To select all files, press Menu (the **Left Select** key) and select [Select All]. To deselect all files, select [Clear All]. To show file details, select [Detail].



- 9 Press the **OK** key. The file print and delete selection menu appears.

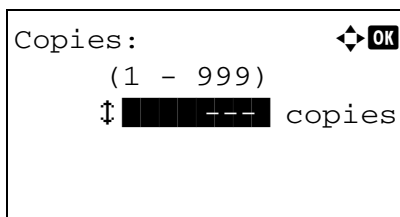
- 10 Press the  $\Delta$  or  $\nabla$  key to select [Print] and press the OK key.

**NOTE:** To delete the selected file without printing it, select [Delete] and press the **OK** key. The file deletion confirmation screen appears. Press [Yes] (the **Left Select** key). *Completed* appears and the file is deleted.



- 11 If a file is selected for which an ID was set at the time of printing, the ID entry screen appears. Enter the ID and press the **OK** key.

If an ID is not set, go to step 12.

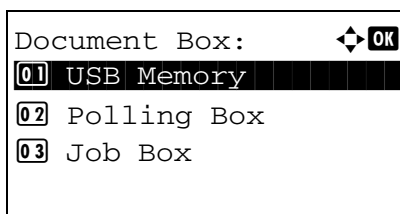


- 12** The number of copies screen appears. Set the number of copies and press the **OK** key.

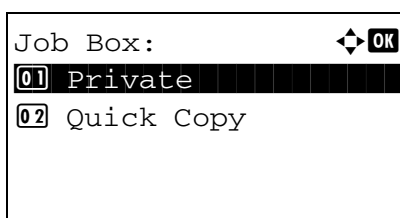
- 13** The file print confirmation screen appears. Press [Yes] (the **Left Select** key). *Accepted* appears and printing begins.

## Quick Copy mode

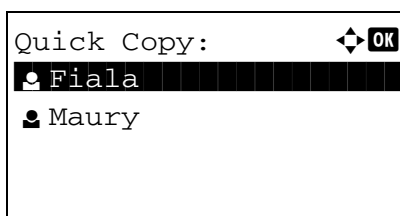
This mode is used to print an additional copy of a document that has already been printed. If a document is printed with Quick Copy selected in the printer driver, the document will be simultaneously stored on the RAM disk. The required number of copies can be printed whenever needed from the operation panel. If more documents than the set maximum are stored, the oldest job will be overwritten each time a new job is stored. When the machine power is turned off, jobs stored in this mode are erased. For the number of documents that can be stored in Quick Copy mode, see *Quick Copy Jobs* on page 8-75.



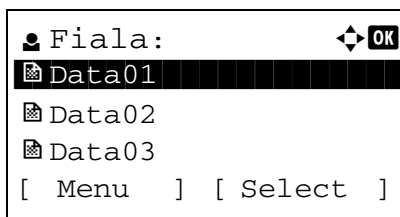
- 1** Press the **Document Box** key. The Document Box menu appears.



- 2** Press the  $\Delta$  or  $\nabla$  key to select [Job Box].
- 3** Press the **OK** key. The Job Box menu appears.



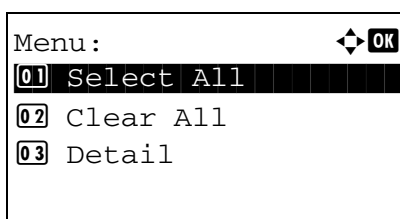
- 4** Press the  $\Delta$  or  $\nabla$  key to select [Quick Copy].
- 5** Press the **OK** key. The user selection menu appears.
- 6** Press the  $\Delta$  or  $\nabla$  key to select the user.



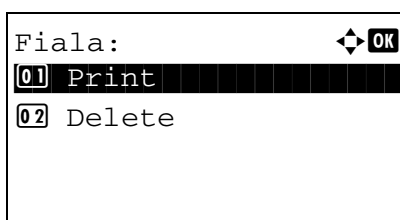
- 7 Press the **OK** key. The print file selection menu appears.

- 8 Press the  $\Delta$  or  $\nabla$  key to select the file to be printed, and then press [Select] (the **Right Select** key). The selected file will be marked.

If you need to add another file, repeat this procedure to select the file.



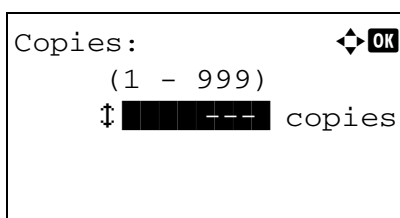
**NOTE:** To select all files, press Menu (the **Left Select** key) and select [Select All]. To deselect all files, select [Clear All]. To show file details, select [Detail].



- 9 Press the **OK** key. The file print and delete selection menu appears.

- 10 Press the  $\Delta$  or  $\nabla$  key to select [Print] and press the **OK** key.

**NOTE:** To delete the selected file without printing it, select [Delete] and press the **OK** key. The file deletion confirmation screen appears. Press [Yes] (the **Left Select** key). *Completed* appears and the file is deleted.



- 11 The number of copies screen appears. Set the number of copies and press the **OK** key.

- 12 The file print confirmation screen appears. Press [Yes] (the **Left Select** key). *Accepted* appears and printing begins.



# 7    Status / Job Cancel

This chapter explains how to check the status and history of jobs and cancel the jobs being processed or waiting to be printed.

This chapter also explains how to check the remaining amount of toner and paper and the status of devices, and how to cancel the fax communication.

- Checking Job Status..... 7-2
- Checking Job History..... 7-8
- Sending the Job Log History ..... 7-13
- Pause and Resumption of Jobs..... 7-19
- Canceling of Jobs ..... 7-19
- Device/Communication..... 7-20

## Checking Job Status

Check the status of jobs being processed or waiting to be printed.

### Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the Message Display in four different screens - Print Job, Send Job, Store Job, and Scheduled Job. The following job statuses are available.

Screen	Job statuses to be displayed
Print Job	<ul style="list-style-type: none"> <li>• Copy</li> <li>• Printer</li> <li>• FAX reception</li> <li>• Document Box</li> <li>• E-mail reception</li> <li>• Job Report /List</li> <li>• Printing data from removable memory</li> </ul>
Send Job	<ul style="list-style-type: none"> <li>• FAX transmission</li> <li>• PC (SMB/FTP) transmission</li> <li>• E-mail</li> <li>• Application</li> <li>• Multiple destination</li> <li>• Sending Job FAX using Delayed transmission</li> </ul>
Store Job	<ul style="list-style-type: none"> <li>• Scan</li> <li>• FAX</li> </ul>
Scheduled Job	<ul style="list-style-type: none"> <li>• FAX</li> </ul>

### Print Job Status Screen

```

Status:  [OK]
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause ]

```

- 1 Press the **Status/Job Cancel** key. The Status menu appears.

```


Print Job Status: [OK]
0008 [ Copy
0009 [ maury's data
0010 [ aaaa
[ Pause ] [ Menu

```

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Print Job Status].
- 3 Press the **OK** key. Print Job Status appears. Press the  $\Delta$  or  $\nabla$  key to check the print queue.

1 2 3 4



0009 Detail:	 <b>OK</b>
Status:	1 / 9
Processing	

Press the **OK** key to check detailed information of the selected job.

**NOTE:** You can also check the job information by pressing [Menu] (the **Right Select** key) and selecting [Detail] in the menu that appears.

Press the < or > key to switch the display to other information items. The items displayed are as follows:








Status (status of job)  
 Accepted Time  
 Job Name  
 Job Type  
 User Name  
 Page and Copy  
 (number of pages and copies to be printed)  
 Original Page (number of pages of the original)  
 Color Mode





7

### When complete job name not displayed in detailed information

When the job name in Job Name is displayed in a short form, press [Detail] (the **Right Select** key) to see the complete job name. Press the **OK** key to return to the original screen.


The table below lists the items displayed in the Printing Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Type	Icons that indicate the job type ■Copy job  ■Printer job  ■FAX reception  ■E-mail reception  ■Job from Document Box  ■Report / List  ■Data from Removable Memory 
3	Job Name	Job Name or file name

No.	Item / Key	Detail
4	Status	Status of job  Printing  Print Waiting no icon: Pausing print job or error  Preferential print job is running  Suspended because preferential print job is running

### Send Job Status screen

```





Status: 
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause ]
  
```

- 1 Press the **Status/Job Cancel** key. The Status menu appears.


- 2 Press the  $\Delta$  or  $\nabla$  key to select [Send Job Status].

- 3 Press the **OK** key. Send Job Status appears. Press the  $\Delta$  or  $\nabla$  key to check the send queue.

```

Send Job Status: 
0010  066764333
0011  Broadcast
0017  0324256345
[ Cancel ] [ Menu ]
1       2       3       4
  
```

```

0011 Detail: 
Status: 1/8
Processing
  
```

Press the **OK** key to check detailed information of the selected job.

**NOTE:** You can also check the job information by pressing [Menu] (the **Right Select** key) and selecting [Detail] in the menu that appears.

Press the  $\triangleleft$  or  $\triangleright$  key to switch the display to other information items. The items displayed are as follows:

Status (status of job)  
 Accepted Time  
 Job Name  
 Job Type  
 User Name  
 Original Pages (number of pages of the original)  
 Color/B & W (color mode of the original)  
 Destination

## When complete job name not displayed in detailed information

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.






## When complete destination name not displayed in detailed information

When there is only one destination, press [Detail] (the **Right Select** key) in Destination to see the complete destination name. Press the **OK** key to return to the original screen.

When there are two or more destinations, press [List] (the **Right Select** key) in Destination to display the destination list. Press the  $\Delta$  or  $\nabla$  key to select the desired destination and press the **OK** key. This displays the complete name of the destination. Press the **OK** key to return to the destination list.

Pressing [Exit] (the **Right Select** key) while the destination list is displayed brings you back to the original screen.

The table below lists the items displayed in the Sending Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Type	<p>Icons that indicate the job type</p> <ul style="list-style-type: none"> <li>■ Sending Job FAX </li> <li>■ Sending Job PC (SMB/FTP) </li> <li>■ Sending Job E-mail </li> <li>■ Sending Job TWAIN2/WSD Scan </li> </ul> <p>When broadcast sending is done, <i>Broadcast</i> is displayed next to the icon. When TWAIN send or WSD send is executed, "Application" appears next to the icon.</p>
3	Destination	Destination (Either destination name, FAX number, E-mail address, or server name)
4	Status	<p>Status of job</p> <ul style="list-style-type: none"> <li> Sending</li> <li>no icon: Sending Waiting</li> <li>II: Pausing the job</li> <li>X: Stop sending</li> </ul>

## Store Job Status screen

```

Status: [OK]
[01] Print Job Status
[02] Send Job Status
[03] Store Job Status
[ Pause ]

```

- 1 Press the **Status/Job Cancel** key. The Status menu appears.

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Store Job Status].

- 3 Press the **OK** key. Store Job Status appears. Press the  $\Delta$  or  $\nabla$  key to check the store queue.

```

Store Job Status: [OK]
0008 [ Scan
0009 [ maury's data
0010 [ aaaa
[ Cancel ] [ Menu ]

```

1 2 3 4

```

0009 Detail: [OK]
Status: 1/8
Processing

```

Press the **OK** key to check detailed information of the selected job.

**NOTE:** You can also check the job information by pressing [Menu] (the **Right Select** key) and selecting [Detail] in the menu that appears.

Press the  $\triangleleft$  or  $\triangleright$  key to switch the display to other information items. The items displayed are as follows:

Status (status of job)  
 Accepted Time  
 Job Name  
 Job Type  
 User Name  
 Original Pages (number of pages of the original)  
 Color/B & W (color mode of the original)  
 Sender Info. (destination information)



### When complete job name not displayed in detailed information

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.

### When complete destination information not displayed in detailed information

Press [Detail] (the **Right Select** key) in Sender Info. to see the complete destination information. Press the **OK** key to return to the original screen.

The table below lists the items displayed in the Storing Jobs Status screen.

No.	Display / Key	Details
1	Job No.	Acceptance No. of job
2	Type	Icons that indicate the job type ■ Storing Job Scan  ■ Storing Job FAX 
3	Job Name	Job name or file name is displayed.
4	Status	Status of job ▶ : Storing Data no icon: Storing Waiting

## Checking Job History

Check the history of completed jobs.

**NOTE:** Job history is also available by COMMAND CENTER or KMnet Viewer from the computer.


### Available Job History Screens

The job histories are displayed separately in three screens - Print Jobs, Send Jobs, Store Jobs, and Scheduled Jobs. The following job histories are available.

Screen	Job histories to be displayed
Print Job	<ul style="list-style-type: none"> <li>• Copy</li> <li>• Printer</li> <li>• FAX reception</li> <li>• E-mail reception</li> <li>• Printing from a Document Box</li> <li>• Job Report / List</li> <li>• Printing data from removable memory</li> </ul>
Send Job	<ul style="list-style-type: none"> <li>• FAX</li> <li>• PC (SMB/FTP)</li> <li>• E-mail</li> <li>• Application</li> <li>• Multiple destination</li> </ul>
Store Job	<ul style="list-style-type: none"> <li>• Scan</li> <li>• FAX</li> </ul>
Scheduled Job	<ul style="list-style-type: none"> <li>• FAX</li> </ul>

### Displaying Print Job Log






```

Status:  OK
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause ]

```

**1** Press the **Status/Job Cancel** key. The Status menu appears.

```

Print Job Log:  OK
0006  maury's da. 
0007  tom's da. OK
0008  susan's da. OK
[ Detail ]

```

**2** Press the  $\Delta$  or  $\nabla$  key to select [Print Job Log].

**3** Press the **OK** key. Print Job Log appears. Press the  $\Delta$  or  $\nabla$  key to check the print log.

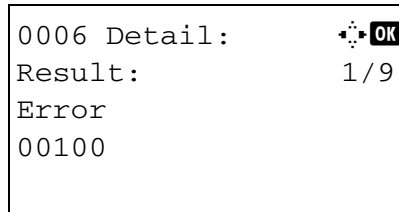
A job result icon is displayed on the extreme right of each job.

**OK** : Job completed normally

⚠ : Job error

⊘ : Job aborted

**NOTE:** For details of other items, refer to *Print Job Status Screen* on page 7-2.



Press the **OK** key or [Detail] (the **Right Select** key) to check the detailed information of the selected print log.

Press the ◀ or ▶ key to switch the display to other information items. The items displayed are as follows:

Result  
Accepted Time  
End Time  
Job Name  
Job Type  
User Name  
Page and Copy  
(number of pages and copies to be printed)  
Original Page (number of pages of the original)  
Color Mode  
Sender Info. (destination information)

7

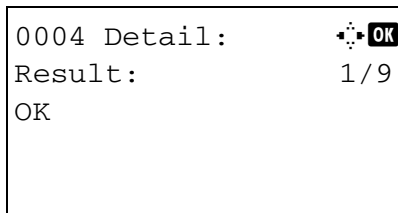
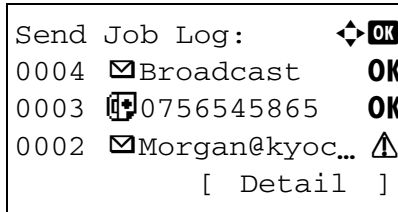
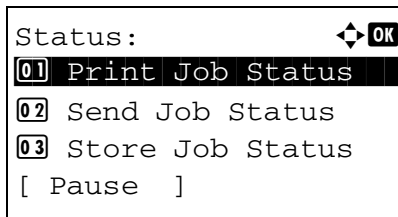
### When complete job name not displayed in detailed information

When the job name in Job Name is displayed in a short form, press [Detail] (the **Right Select** key) to see the complete job name. Press the **OK** key to return to the original screen.

### When complete destination information not displayed in detailed information

Press [Detail] (the **Right Select** key) in Sender Info. to see the complete destination information. Press the **OK** key to return to the original screen.

## Displaying Send Job Log



**1** Press the **Status/Job Cancel** key. The Status menu appears.

**2** Press the  $\Delta$  or  $\nabla$  key to select [Send Job Log].

**3** Press the **OK** key. Send Job Log appears. Press the  $\Delta$  or  $\nabla$  key to check the send log.

A job result icon is displayed on the extreme right of each job.

**OK** : Job completed normally

: Job error

: Job aborted

**NOTE:** For details of other items, refer to *Send Job Status* screen on page 7-4.

Press the **OK** key or [Detail] (the **Right Select** key) to check the detailed information of the selected send log.

Press the  $\triangleleft$  or  $\triangleright$  key to switch the display to other information items. The items displayed are as follows:

Result  
Accepted Time  
End Time  
Job Name  
Job Type  
User Name  
Original Pages (number of pages of the original)  
Color/B & W (color mode of the original)  
Destination



## When complete job name not displayed in detailed information

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.

## When complete destination name not displayed in detailed information

When there is only one destination, press [Detail] (the **Right Select** key) in Destination to see the complete destination name. Press the **OK** key to return to the original screen.

When there are two or more destinations, press [List] (the **Right Select** key) in Destination to display the destination list. Press the  $\Delta$  or  $\nabla$  key to select the desired destination and press the **OK** key. This displays the complete name of the destination. Press the **OK** key to return to the destination list.

Pressing [Exit] (the **Right Select** key) while the destination list is displayed brings you back to the original screen.

## Displaying Store Job Log

```
Status:                               ⬅️ OK
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause ]
```

```
Store Job Log:                       ⬅️ OK
0008 📄 Scan                               OK
0009 📄 maury's data                       ⚠️
0010 📄 aaaa                              ⚠️
[ Detail ]
```

- 1 Press the **Status/Job Cancel** key. The Status menu appears.

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Store Job Log].

- 3 Press the **OK** key. Store Job Log appears. Press the  $\Delta$  or  $\nabla$  key to check the store queue.

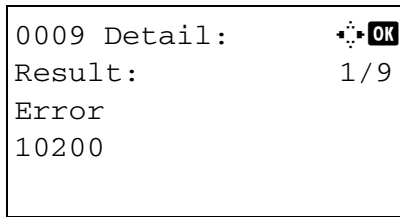
A job result icon is displayed on the extreme right of each job.

**OK** : Job completed normally

⚠️ : Job error

🚫 : Job aborted

**NOTE:** For details of other items, refer to *Store Job Status* screen on page 7-6.



Press the **OK** key or [Detail] (the **Right Select** key) to check the detailed information of the selected job.

Press the < or > key to switch the display to other information items. The items displayed are as follows:

Result  
Accepted Time  
End Time  
Job Name  
Job Type  
User Name  
Original Pages (number of pages of the original)  
Color/B & W (color mode of the original)  
Sender Info. (destination information)

### **When complete job name not displayed in detailed information**

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.

### **When complete destination information not displayed in detailed information**

Press [Detail] (the **Right Select** key) in Sender Info. to see the complete destination information. Press the **OK** key to return to the original screen.

## Sending the Job Log History

You can send the job log history by e-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

### Displaying Job Log History Menu

```

Sys. Menu/Count.: ⬅➡ OK
[01] Report
[02] Counter
[03] System
           [ Exit ]
  
```

```

Login User Name: ⬅➡ OK
[ ]
Login Password:
           [ Login ]
  
```

```

Sys. Menu/Count.: ⬅➡ OK
[01] Report
[02] Counter
[03] System
           [ Exit ]
  
```

```

Report: ⬅➡ OK
[01] Report Print
[02] Admin Rpt Set.
[03] Result Rpt Set.
           [ Exit ]
  
```

```

Now, the machine is
prohibited to be
used.
      23:00 - 08:30
  
```

- 1 Press the **System Menu/Counter** key on the main unit operation panel. The Sys. Menu/Count. menu appears.

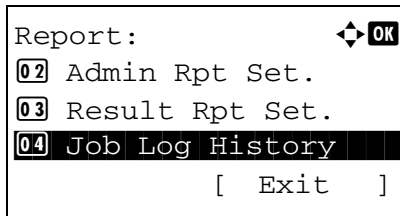
When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.


**NOTE:** Refer to *Character Entry Method* on Appendix-7 for details on entering characters.

- 2 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Report].

- 3 Press the **OK** key. The Report menu appears.

**IMPORTANT:** When a time period to prohibit acceptance of jobs is set in timer settings, the screen will display *Now, the machine is prohibited to be used.* and return to the standby screen.



Report: 

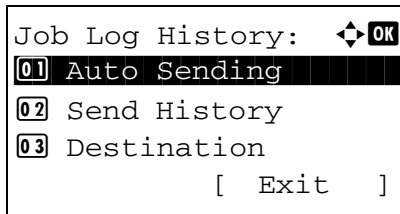
**02** Admin Rpt Set.


**03** Result Rpt Set.

**04** Job Log History

[ Exit ]

- 4 Press the  $\Delta$  or  $\nabla$  key to select [Job Log History].



Job Log History: 

**01** Auto Sending

**02** Send History

**03** Destination

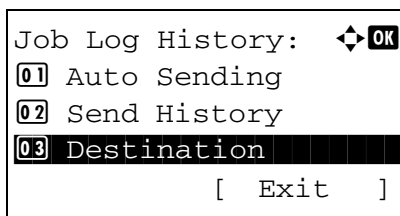
[ Exit ]


- 5 Press the **OK** key. The Job Log History menu appears.

## Setting the destination

Set the destination to which job log histories are sent.

Use the procedure below to set the destination.



Job Log History: 

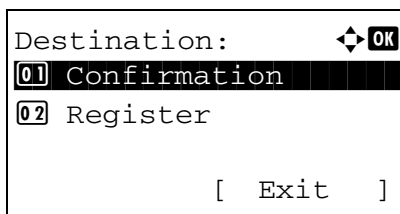
**01** Auto Sending


**02** Send History

**03** Destination

[ Exit ]

- 1 In the Job Log History menu, press the  $\Delta$  or  $\nabla$  key to select [Destination].



Destination: 

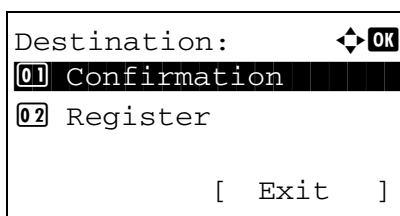
**01** Confirmation


**02** Register

[ Exit ]

- 2 Press the **OK** key. The Destination menu appears.

## Confirming Current Destination



Destination: 

**01** Confirmation

**02** Register

[ Exit ]

- 1 In the Destination menu, press the  $\Delta$  or  $\nabla$  key to select [Confirmation].

- 2 Press the **OK** key. Dest. Confirm. appears.

**NOTE:** Press the **OK** key to edit/delete the current destination. Refer to *Character Entry Method on Appendix-7* for details on entering characters.

- 3 Press [Exit] (the **Right Select** key). The basic screen reappears.

## Registering Destination

- 1 In the Destination menu, press the  $\Delta$  or  $\nabla$  key to select [Register].

- 2 Press the **OK** key. Register appears.

To select a destination from the address book, press the  $\Delta$  or  $\nabla$  key to select [Address Book] and then press the **OK** key. This displays the address book. Select your desired destination.

**NOTE:** For selecting a destination from the address book, refer to *Specifying Destination on page 3-39*.

To directly enter a destination, press the  $\Delta$  or  $\nabla$  key to select [Address Entry] and then press the **OK** key. This displays an entry screen. Enter the destination address directly.

- 3 Press the **OK** key. *Completed.* is displayed and the screen returns to the Destination menu.

```

Register:  [OK]
[01] Address Book
[02]*Address Entry

```

**NOTE:** If the address of the selected destination has been changed after you selected the destination from the address book, [\*] is displayed before [Address Entry]. Refer to *Confirming Current Destination on page 7-14* and reconfirm the destination address.

## Automatic Job Log History Transmission

This function automatically sends the job log history to the specified destinations whenever a set number of jobs has been logged.

Use the procedure below to set automatic job log history transmission.

```

Job Log History: [OK]
[01] Auto Sending
[02] Send History
[03] Destination
      [ Exit ]

```

- 1 In the Job Log History menu, press the  $\Delta$  or  $\nabla$  key to select [Auto Sending].

```

Auto Sending: [OK]
[01]*Off
[02] On

```

- 2 Press the **OK** key. Auto Sending appears.

```

Jobs: [OK]
      (1 - 16)
      [ 16 ] jobs

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

If you select [On] and press the **OK** key, Jobs appears. Use the numeric keys to enter the number of jobs to be sent at a time.

- 4 Press the **OK** key. *Completed.* is displayed and the screen returns to the Job Log History menu.

## Manual Job Log History Transmission

You can also send the job log history to the specified destinations manually.

Use the procedure below to send the job log history manually.

```

Job Log History:  [OK]
[01] Auto Sending
[02] Send History
[03] Destination
           [ Exit ]

```

- 1 In the Job Log History menu, press the  $\Delta$  or  $\nabla$  key to select [Send History].

```

Send the job log
history.
Are you sure?

[ Yes ] [ No ]

```

- 2 Press the **OK** key. A confirmation screen appears.

```

Enter destination.

```

**IMPORTANT:** If no destination is registered, Enter destination is displayed. Refer to *Registering Destination* on page 7-15 and register the desired destination

7

- 3 Press [Yes] (the **Left Select** key). Accepted. is displayed and the job log is sent to the registered destination before the screen returns to the Job Log History menu.

## Setting E-mail Subject

Set the subject automatically entered when sending job log histories by e-mail.

Use the procedure below to set the subject.

```

Job Log History:  [OK]
[02] Send History
[03] Destination
[04] Subject
           [ Exit ]

```

- 1 In the Job Log History menu, press the  $\Delta$  or  $\nabla$  key to select [Subject].

```

Subject:  [OK]
%printer
          ABC
          [ Text ]

```

- 2 Press the **OK** key. Subject appears.

**NOTE:** Refer to *Character Entry Method* on Appendix-7 for details on entering characters.

- 3 Enter the destination address.

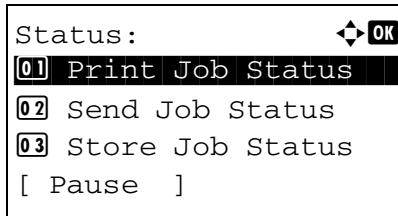
- 4 Press the **OK** key. *Completed.* is displayed and the screen returns to the Job Log History menu.



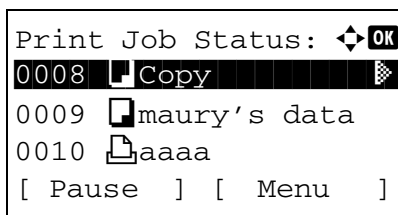
## Pause and Resumption of Jobs

Pause /resume all printing jobs in printing/waiting.

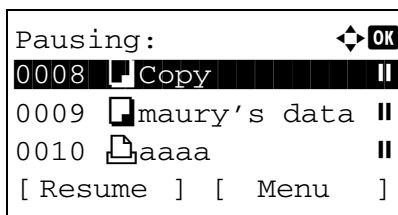
The procedure for pausing and resuming jobs is explained below.



- 1 Press the **Status/Job Cancel** key. The Status menu appears.

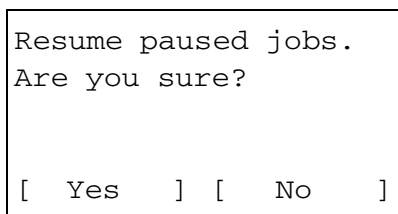


- 2 Press the  $\Delta$  or  $\nabla$  key to select [Print Job Status].
- 3 Press the **OK** key. Print Job Status appears.



- 4 Press [Pause] (the **Left Select** key). Printing is paused.

When you press [Resume] (the **Left Select** key) to resume printing.



**NOTE:** When you press the **Back** key, a confirmation screen appears. Press [Yes] (the **Left Select** key) to resume printing.

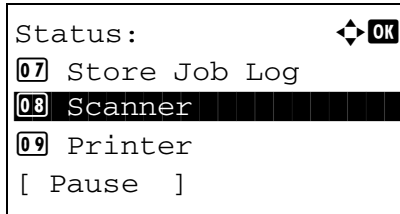
## Canceling of Jobs

For canceling jobs, refer to *Canceling Jobs* on page 3-45.

## Device/Communication

Configure the devices/lines installed or connected to this machine or check their status. You can also control devices depending on their status.

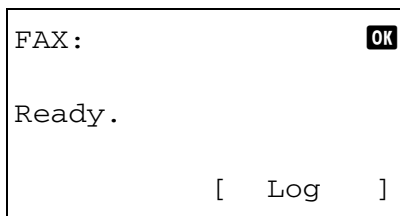
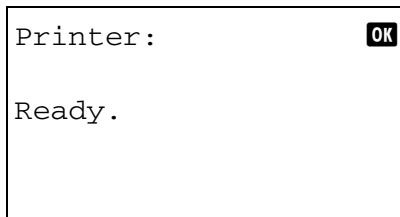
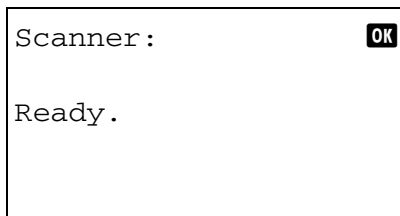
### Check of Device Status



**1** Press the **Status/Job Cancel** key. The Status menu appears.

**2** Press the  $\Delta$  or  $\nabla$  key to select [Scanner], [Printer] or [FAX].

**3** Press the **OK** key. This displays the status of the device selected in step 2.



**4** Press the **OK** key. The screen returns to the Status menu.

The items you can check are described below.

#### Scanner

The information (scanning, pausing, etc.) is displayed.

#### Printer

Information (waiting, printing, etc.) is displayed.

## FAX

The information (sending, waiting, etc.) is displayed.

Log:	OK
01 Outgoing FAX Log	
02 Incoming FAX Log	
03 Outgoing FAX Rpt	

If you press [Log] (the **Right Select** key), the Log menu appears. From this screen, you can check or print the transmission/reception history.

**NOTE:** If you are using a user management function, the menu for printing the transmission/reception history appears only when you have logged in as an administrator.

## Handling the Devices

### USB memory

The status of the USB memory that is connected to the machine appears. This is also used when removing the USB memory from the machine.

Status:	OK
01 Print Job Status	
02 Send Job Status	
03 Store Job Status	
[ Pause ]	

**1** Press the **Status/Job Cancel** key. The Status menu appears.

Status:	OK
12 Paper Status	
13 USB Memory	
14 USB Keyboard	
[ Pause ]	

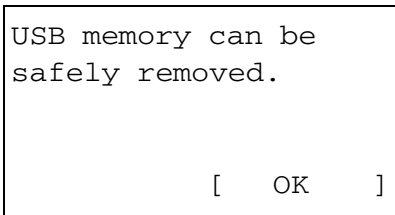
**2** Press the  $\Delta$  or  $\nabla$  key to select [USB Memory].

USB Memory:	OK
Capacity:	1 / 3
512.0MB	
[ Remove ]	

**3** Press the **OK** key. This displays the status of the USB memory.

Press the  $\triangleleft$  or  $\triangleright$  key to switch the display to other information items. The items displayed are as follows:

Capacity  
Used Area  
Free Space

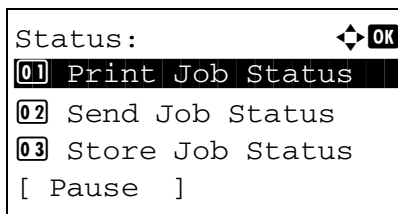


When you press [Remove] (the **Left Select** key), a confirmation screen appears and you can remove the USB memory.

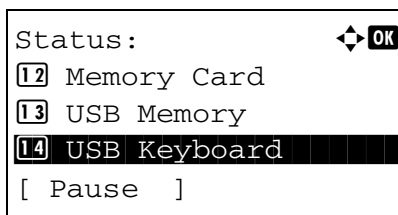
- 4 Press the **OK** key. The screen returns to the Status menu.

## USB keyboard

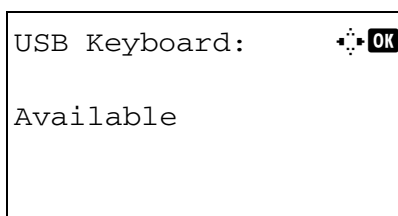
This appears when a USB keyboard is connected to the machine, and indicates whether the keyboard can be used.



- 1 Press the **Status/Job Cancel** key. The Status menu appears.



- 2 Press the  $\Delta$  or  $\nabla$  key to select [USB Keyboard].



- 3 Press the **OK** key. Indicates whether the USB keyboard can be used.

- 4 Press the **OK** key. The screen returns to the Status menu.

## 8 Default Setting (System Menu)

This chapter explains how to configure various settings of the machine using the menus on the operation panel.

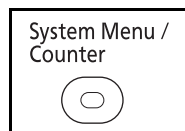
• Common Settings .....	8-2
• Copy Settings .....	8-61
• Sending Settings .....	8-69
• Document Box Settings .....	8-73
• Printer Settings .....	8-78
• Printing Reports/Sending Notice .....	8-94
• Adjustment/Maintenance .....	8-100
• Date/Timer .....	8-113
• Editing Destination (Address Book/Adding One-Touch Keys) .....	8-129
• Restarting the System .....	8-144
• Network Setup .....	8-145
• Network Security .....	8-156
• Interface Block Setting.....	8-164
• Security Level (Security Level setting) .....	8-169
• Optional Functions.....	8-170

## Common Settings

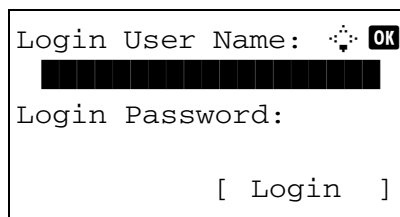
Common settings include;

- How to display the Sys. Menu/Count. menu ...8-2
- Switching the Language for Display [Language] ...8-3
- Default Screen ...8-5
- Sound ...8-6
- Display Bright. ...8-7
- Original/Paper Settings ...8-8
- Switching Unit of Measurement ...8-27
- Error Handling ...8-28
- Function Defaults ...8-30
- Login Operation ...8-59
- RAM Disk Mode ...8-60

### How to display the Sys. Menu/Count. menu



- 1 Press the **System Menu/Counter** key on the main unit operation panel.

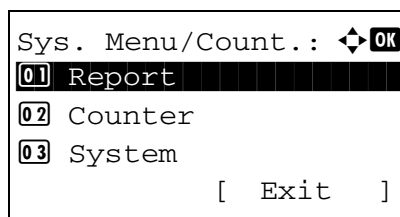


When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.

---

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

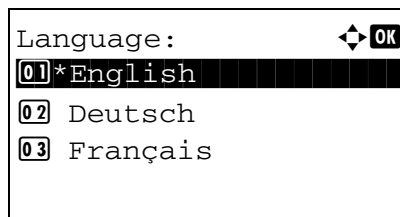
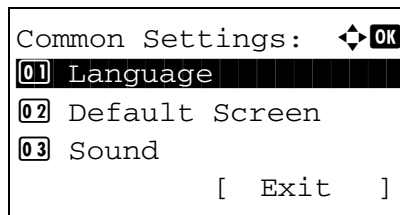
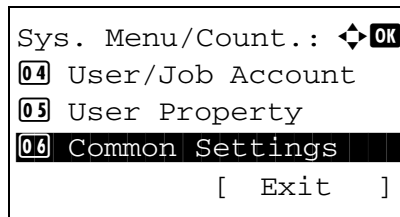
---



- 2 The Sys. Menu/Count. menu appears.

## Switching the Language for Display [Language]

You can select the language of the message display by following the procedure given below. You can optionally download messages in other languages. Contact your service technician for information.



**1** In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

**2** Press the **OK** key. The Common Settings menu appears.

**3** Press the  $\Delta$  or  $\nabla$  key to select [Language].

**4** Press the **OK** key. The Language menu appears.

The available languages are as follows:

English  
Deutsch  
Français  
Español  
Italiano  
Nederlands  
Русский  
Português

The optional languages are as follows:

Optional language	Message display
Turkish	Türkçe
Greek	Ελληνικά
Polish	Polski
Czech	Český
Hungarian	Magyar
Finnish	Suomi
Hebrew	אנגלית
Arabic	اَرَبِيك

Optional language	Message display
Swedish	Svensk
Danish	Dansk
Norwegian	Norsk
Romanian	Român
Korean	한국어
Simplified Chinese	简体中文
Traditional Chinese	繁體中文

If you are using one of the optional languages, it is displayed in place of Portugues.

- 5 Press the  $\Delta$  or  $\nabla$  key to select a language.
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.



## Default Screen

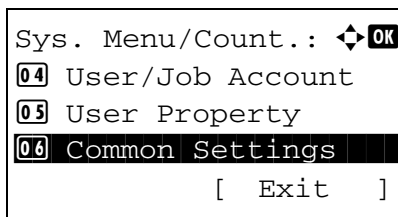
Select the screen appearing right after start-up (default screen). The options are as follows.

The table below lists the available screens.

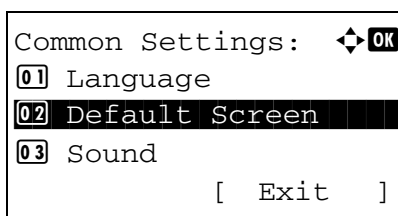
Item	Description
Status	The Status/Job Cancel screen (the screen shown when the <b>Status/Job Cancel</b> key is pressed) appears.
Copy	The Copy screen (the screen shown when the <b>Copy</b> key is pressed) appears.
Send	The Send screen (the screen shown when the <b>Send</b> key is pressed) appears.
FAX	The FAX screen (the screen shown when the <b>FAX</b> key is pressed) appears.
Document Box	The Document Box screen (the screen shown when the <b>Document Box</b> key is pressed) appears.

8

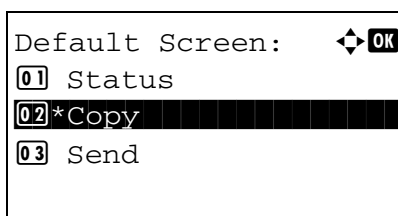
Use the procedure below to select the default startup screen.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Default Screen].
- 4 Press the **OK** key. Default Screen appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select the default screen.

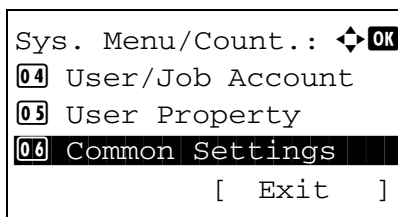
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

## Sound

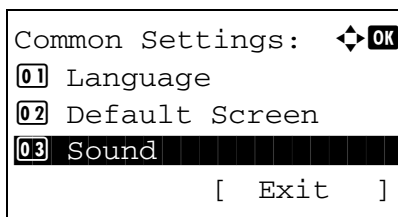
Set options for buzzer sound during the machine operations.

The table below lists the buzzer types and their settings and details. The asterisk in the table is a default setting.

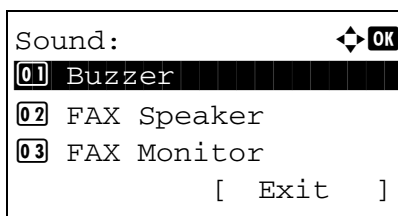
Item	Value	Description
Key Confirmation	Off, On *	Emit a sound when the control panel are pressed.
Job Finish	Off*, On	Emit a sound when a print job is normally completed.
Ready	Off*, On	Emit a sound when the warm-up is completed.
Warning	Off, On*	Emit a sound when errors occur.
Keyboard Confirm	Off*, On	This sounds when the USB keyboard is used.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

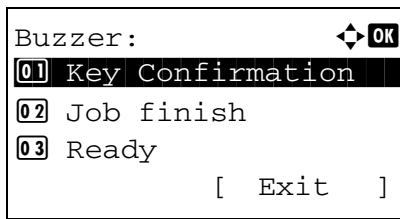


- 2 Press the **OK** key. The Common Settings menu appears.

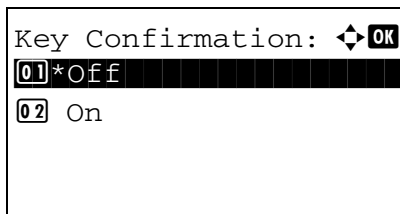


- 3 Press the  $\Delta$  or  $\nabla$  key to select [Sound].
- 4 Press the **OK** key. Sound appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Buzzer].



6 Press the **OK** key. Buzzer appears.



7 Press the  $\Delta$  or  $\nabla$  key to select [Key Confirmation].

8 Press the **OK** key. Key Confirmation appears.

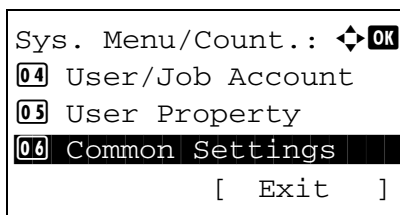
9 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Buzzer menu.

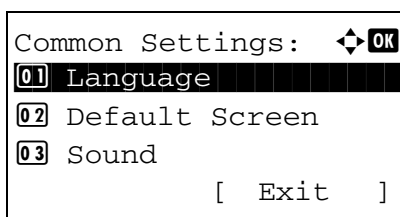
## Display Bright.

Set the brightness of the display.

Use the procedure below to adjust the display brightness.



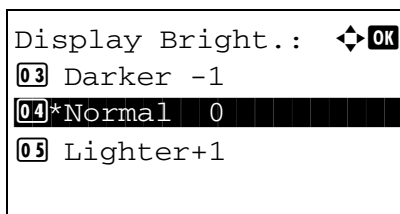
1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



2 Press the **OK** key. The Common Settings menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [Display Bright.].

4 Press the **OK** key. Display Bright. appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select the display brightness from [Darker -3] to [Lighter +3].
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

## Original/Paper Settings

Register additional types and sizes of originals and paper.

### Custom Original Size Setup

Set up frequently-used custom original size. The dimensions available are as follows.

The table below lists the sizes that can be registered.

Input units	Dimensions
Inch models	X: 1.97 to 14.02" (in 0.01" increments) Y: 1.97 to 8.50" (in 0.01" increments)
Metric models	X: 50 to 356 mm (in 1 mm increments) Y: 50 to 216 mm (in 1 mm increments)

Use the procedure below to set a custom original size.

```

Sys. Menu/Count.:  $\blacktriangleleft$  OK
04 User/Job Account
05 User Property
06 Common Settings
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```

Common Settings:  $\blacktriangleleft$  OK
01 Language
02 Default Screen
03 Sound
[ Exit ]
  
```

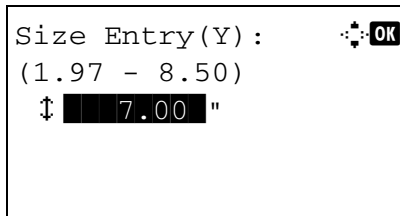
- 2 Press the **OK** key. The Common Settings menu appears.

```

Orig./Paper Set.:  $\blacktriangleleft$  OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
[ Exit ]
  
```

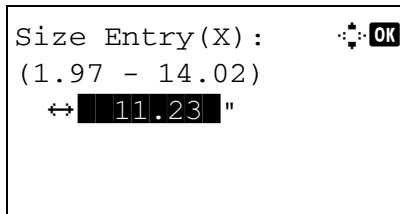
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].
- 4 Press the **OK** key. The Orig./Paper Set. menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Custom Orig.Size].



Size Entry(Y):  
(1.97 - 8.50)  
↓ 7.00 "

6 Press the **OK** key. Size Entry(Y) appears.



Size Entry(X):  
(1.97 - 14.02)  
↔ 11.23 "

7 Use the numeric keys to enter the paper length (Y).

8 Press the **OK** key. Size Entry(X) appears.

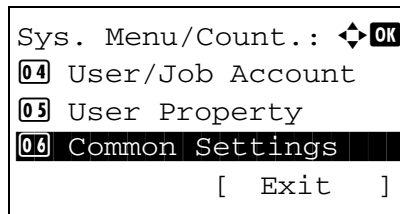
9 Use the numeric keys to enter the paper width (X).

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.

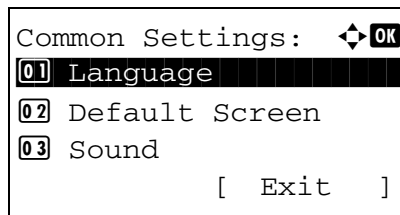
## Default Original Size Setup

In the screen for setting the paper size for the paper feed cassette or multi purpose tray, select the paper size to be used as the default value.

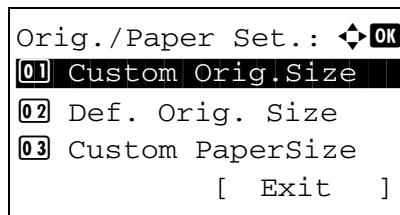
Use the procedure below to select the paper size to be used as the default value.



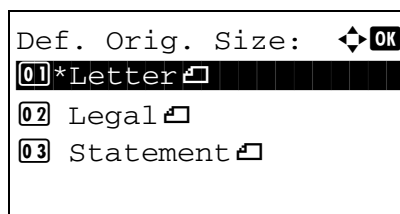
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].
- 4 Press the **OK** key. The Orig./Paper Set. menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Def. Orig. Size].
- 6 Press the **OK** key. Def. Orig. Size appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select the paper size to be used as the default value.
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.

## Adding a Custom Size and Media Type for Paper to Print

Set up a frequently-used custom paper size. The custom size options are displayed on the screen to select paper.

The table below lists the sizes that can be registered.

Input units	Dimensions	
Inch models	Cassette:	X: 4.13 to 8.50" (in 0.01" increments) Y: 5.83 to 14.02" (in 0.01" increments)
	Paper Feeder:	X: 5.83 to 8.50" (in 0.01" increments) Y: 8.27 to 14.02" (in 0.01" increments)
	MP Tray:	X: 2.75 to 8.50" (in 0.01" increments) Y: 5.83 to 14.02" (in 0.01" increments)
Metric models	Cassette:	X: 105 to 216 (in 1 mm increments) Y: 148 to 356 (in 1 mm increments)
	Paper Feeder:	X: 148 to 216 (in 1 mm increments) Y: 210 to 356 (in 1 mm increments)
	MP Tray:	X: 70 to 216 (in 1 mm increments) Y: 148 to 356 (in 1 mm increments)

Custom paper sizes can be added for each paper source.

Select media type for each paper size.

Media type: Plain, Transparency, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, High Quality, Custom 1-8

**NOTE:** Refer to *Paper Weight on page 8-17* for Custom 1-8 for media type.

Use the procedure below to select a custom paper size and media type.

```

Sys. Menu/Count.:  OK
04 User/Job Account
05 User Property
06 Common Settings
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```

Common Settings:  OK
01 Language
02 Default Screen
03 Sound
[ Exit ]
  
```

- 2 Press the **OK** key. The Common Settings menu appears.

```

Orig./Paper Set.:  OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
    [ Exit ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].
- 4 Press the **OK** key. The Orig./Paper Set. menu appears.

```

Custom PaperSize  OK
01 Cassette 1 Size
02 Cassette 2 Size
03 Cassette 3 Size

```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Custom PaperSize].
- 6 Press the **OK** key. The Custom PaperSize menu appears.

```

Size Entry(Y):  OK
(5.83 - 14.02)
↓  11.49 "

```

- 7 Select the paper source in which you want to set the custom size and press the **OK** key. Size Entry(Y) appears.

```

Size Entry(X):  OK
(4.13 - 8.50)
↔  6.00 "

```

- 8 Use the numeric keys to enter the paper length (Y).
- 9 Press the **OK** key. Size Entry(X) appears.

```

Media Type:  OK
01 *Plain
02 Transparency
03 Vellum

```

- 10 Use the numeric keys to enter the paper width (X).
- 11 Press the **OK** key. Mediatype appears.
- 12 Press the  $\Delta$  or  $\nabla$  key to select the media type for which you want to set the custom size.
- 13 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.



## Paper Size and Media Type Setup for Cassettes

Select the size and type of paper used when cassette 1 and the optional paper feeder (cassettes 2 and 3) are used. A paper size setting can be specified for a cassette when the Paper Size Dial is set to "Other".

The available paper sizes and media types are shown in the table below.

Item	Description
Paper Size	Letter, Legal, Statement*, Executive, Oficio II, A4, A5, A6*, B5, Folio, 16K, Envelope C5, Custom
Media Type	Plain (105 g/m <sup>2</sup> or less), Vellum (64 g/m <sup>2</sup> or less), Recycled, Preprint***, Bond**, Color, Prepunched***, Letterhead***, Thick (106 g/m <sup>2</sup> and more)***, High Quality, Custom 1-8**

\* Cassette 1 only

\*\* To change to a media type other than *Plain*, refer to *Paper Weight* on page 8-17.

\*\*\* To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action* on page 8-24.

Use the procedure below to select the paper size and media type for each cassette.

8

```

Sys. Menu/Count.: ⬅➡OK
04 User/Job Account
05 User Property
06 Common Settings
      [ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```

Common Settings: ⬅➡OK
01 Language
02 Default Screen
03 Sound
      [ Exit ]
  
```

- 2 Press the **OK** key. The Common Settings menu appears.

```

Orig./Paper Set.: ⬅➡OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
      [ Exit ]
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].
- 4 Press the **OK** key. The Orig./Paper Set. menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Cassette 1 Set.], [Cassette 2 Set.] or [Cassette 3 Set.].

Follow the steps below when you select the main unit cassette ([Cassette 1]). Operate in a similar fashion when you select an optional cassette ([Cassette 2 or 3])

- 6 The Cassette 1 Set. menu appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Cassette 1 Size].

**NOTE:** This item does not appear when the Paper Size Dial on the cassette is set to other than "Other".

- 8 Press the **OK** key. Cassette 1 Size appears.

- 9 Press the  $\Delta$  or  $\nabla$  key to select the paper size.

- 10 Press the **OK** key. The screen returns to the Cassette 1 Set. menu.

- 11 Press the  $\Delta$  or  $\nabla$  key to select [Cassette 1 Type].

- 12 Press the **OK** key. Cassette 1 Type appears.

- 13 Press the  $\Delta$  or  $\nabla$  key to select the paper type.

- 14 Press the **OK** key. *Completed.* is displayed and the screen returns to the Cassette 1 Set. menu.

## Paper Size and Media Type Setup for Multi Purpose Tray

Select size and media type for multi purpose tray. Set up frequently-used size and media type before use.

The available paper sizes and media types are shown in the table below.

Item		Description
Paper Size	Standard Sizes	Letter, Legal, Statement, Executive, Oficio II, A4, A5, A6, B5, B6, Folio, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom*
	Size Entry	Enter a size not displayed in the standard sizes. Inch models: X: 2.76 to 8.50" (in 0.01" increments) Y: 5.83 to 14.02" (in 0.01" increments) Metric models: X: 70 to 216 (in 1 mm increments) Y: 148 to 356 (in 1 mm increments)
Media Type		Plain (105 g/m <sup>2</sup> or less), Transparency, Vellum (64 g/m <sup>2</sup> or less), Labels, Recycled, Preprinted**, Bond, Cardstock, Color, Prepunched**, Letterhead**, Envelope, Thick (106 g/m <sup>2</sup> and more), High Quality, Custom 1-8**

\* Refer to *Adding a Custom Size and Media Type for Paper to Print on page 8-11* for selecting Custom Paper Size.

\*\* Refer to *Paper Weight on page 8-17* for selecting Custom 1- 8 from Media Type.

To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 8-24*.

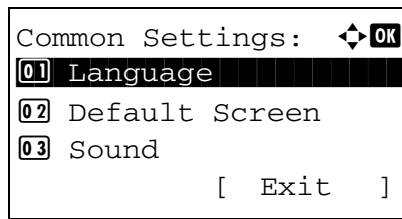
**NOTE:** To change to a media type other than *Plain*, refer to *Paper Weight on page 8-17*

Use the procedure below to select the paper size and media type for manual paper feed.

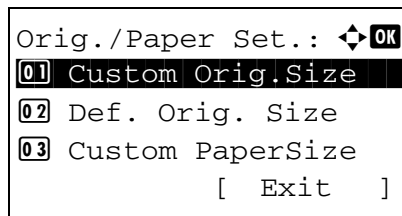
```

Sys. Menu/Count.: ⬅️➡️ [OK]
[04] User/Job Account
[05] User Property
[06] Common Settings
      [ Exit ]
  
```

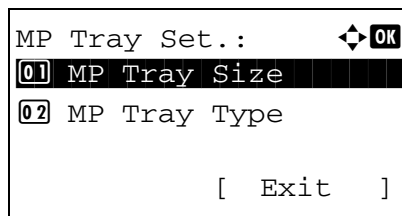
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



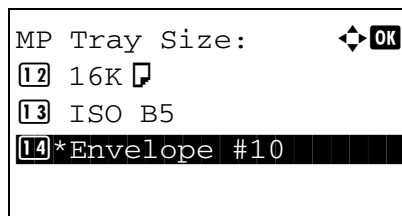
- 2 Press the **OK** key. The Common Settings menu appears.



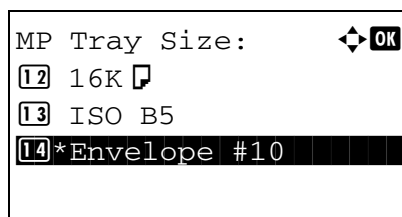
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].
- 4 Press the **OK** key. The Orig./Paper Set. menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [MP Tray Set.].
- 6 Press the **OK** key. The MP Tray Set. menu appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [MP Tray Size].
- 8 Press the **OK** key. MP Tray Size appears.



- 9 Press the  $\Delta$  or  $\nabla$  key to select the paper size.

```

Size Entry(Y) :  ⏏ OK
(5.83 - 14.02)
↓ 11.49 "

```

If you select [Size Entry], you can register a custom size. In the screen that appears, set the vertical size (Y) and horizontal size (X) of the paper using the numeric keys.

```

MP Tray Set.:  ⏏ OK
01 MP Tray Size
02 MP Tray Type
[ Exit ]

```

- 10 Press the **OK** key. The screen returns to the MP Tray Set. menu.

```

Cassette 1 Type:  ⏏ OK
01 *Plain
02 Transparency
03 Vellum

```

- 11 Press the  $\Delta$  or  $\nabla$  key to select [MP Tray Type].

- 12 Press the **OK** key. MP Tray Type appears.

- 13 Press the  $\Delta$  or  $\nabla$  key to select the paper type.

- 14 Press the **OK** key. *Completed.* is displayed and the screen returns to the MP Tray Set. menu.

## Paper Weight

Select weight for each media type. The options for media type and weight of paper are as follows.

### Paper types and weights

●: Default value ○: Available

Paper Weight	Light	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Weight (g/m <sup>2</sup> ), Media type	60g/m <sup>2</sup> to 63g/m <sup>2</sup>	64g/m <sup>2</sup> to 74g/m <sup>2</sup>	75g/m <sup>2</sup> to 90g/m <sup>2</sup>	91g/m <sup>2</sup> to 105g/m <sup>2</sup>	106g/m <sup>2</sup> to 135g/m <sup>2</sup>	136g/m <sup>2</sup> to 170g/m <sup>2</sup>	171g/m <sup>2</sup> to 220g/m <sup>2</sup>	Transpar- ency
Plain	○	○	●	○**	○	○	○	○
Transparency	○	○	○	○	○	○	○	●
Vellum	●	○	○	○	○	○	○	○
Labels	○	○	○	○	●	○	○	○
Recycled	○	●	○	○	○	○	○	○
Preprinted	○	○	●	○	○	○	○	○

Paper Weight	Light	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Bond	○	○	○	●	○	○	○	○
Cardstock	○	○	○	○	●	○	○	○
Color	○	●	○	○	○	○	○	○
Prepunched	○	●	○	○	○	○	○	○
Letterhead	○	○	●	○	○	○	○	○
Thick	○	○	○	○	○	●	○	○
Envelope	○	○	○	○	○	●	○	○
High Quality	○	●	○	○	○	○	○	○
Custom 1-8	○	●	○	○	○	○	○	○

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item		Description
Duplex	Prohibit	Duplex printing not allowed.
	Permit	Duplex printing allowed.
Name		Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multi purpose tray, the name after change will be displayed.

Use the procedure below to set the paper weight.

```

Sys. Menu/Count.: ⬅➡OK
04 User/Job Account
05 User Property
06 Common Settings
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

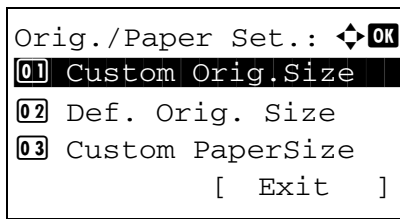
```

Common Settings: ⬅➡OK
01 Language
02 Default Screen
03 Sound
[ Exit ]

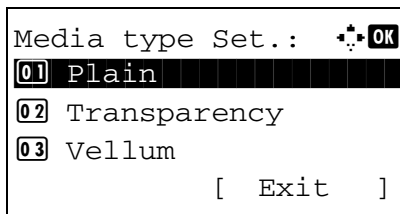
```

- 2 Press the **OK** key. The Common Settings menu appears.

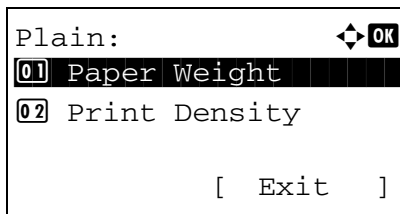
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].



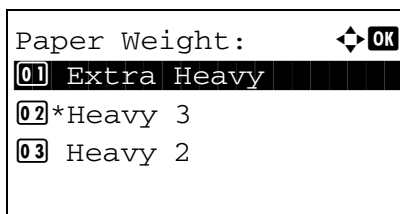
- 4 Press the **OK** key. The Orig./Paper Set. menu appears.



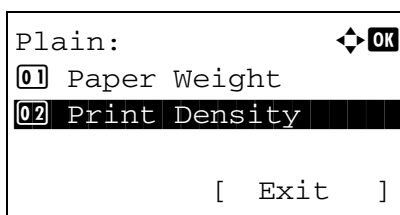
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Media Type Set].  
6 Press the **OK** key. Media Type Set. menu appears.



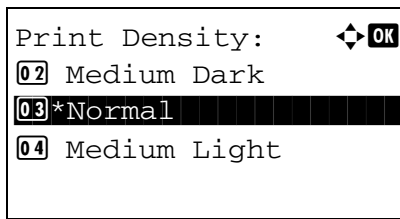
- 7 Press the  $\Delta$  or  $\nabla$  key to select the paper type for which you want to make settings.  
8 Press the **OK** key. The menu for the selected paper type appears.



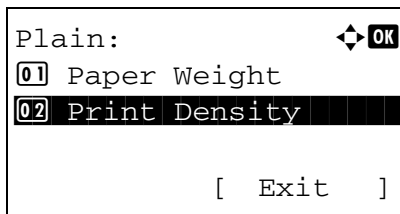
- 9 Press the  $\Delta$  or  $\nabla$  key to select [Paper Weight].  
10 Press the **OK** key. The Paper Weight menu appears.



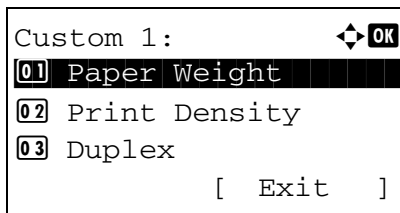
- 11 Press the  $\Delta$  or  $\nabla$  key to select the weight of paper.  
12 Press the **OK** key. *Completed.* is displayed and the screen returns to the menu for the selected paper type.  
13 Press the  $\Delta$  or  $\nabla$  key to select [Print Density].



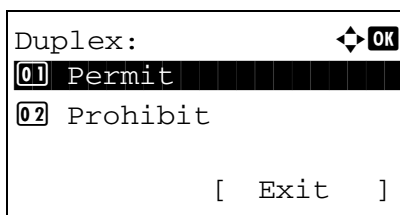
- 14 Press the **OK** key. The Print Density menu appears.



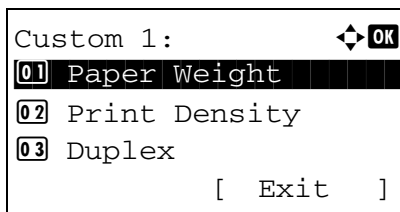
- 15 Press the  $\Delta$  or  $\nabla$  key to select the print density.
- 16 Press the **OK** key. *Completed.* is displayed and the screen returns to the menu for the selected paper type.



When the selected paper type is [Custom 1 to 8], you can further set whether to enable or disable duplex and the name of the custom paper type.



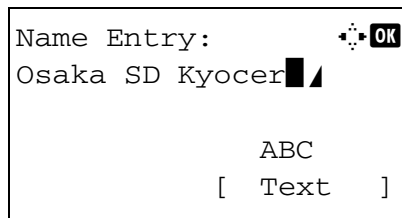
- 17 Press the  $\Delta$  or  $\nabla$  key to select [Duplex].
- 18 Press the **OK** key. The Duplex menu appears.



- 19 Press the  $\Delta$  or  $\nabla$  key to select whether to enable or disable duplex.
- 20 Press the **OK** key. *Completed.* is displayed and the screen returns to the menu for the selected custom paper type.

- 21 Press the  $\Delta$  or  $\nabla$  key to select [Name].





Name Entry: Osaka SD Kyocer

ABC

[ Text ]

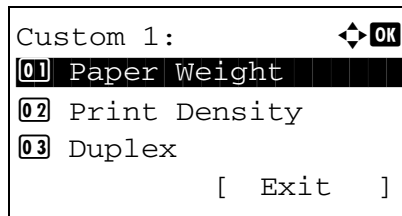
**22** Press the **OK** key. Name Entry is displayed.

Enter the name of the custom paper type.

---

**NOTE:** Refer to *Character Entry Method* on *Appendix-7* for details on entering characters.

---



Custom 1:

[01] Paper Weight

[02] Print Density

[03] Duplex

[ Exit ]

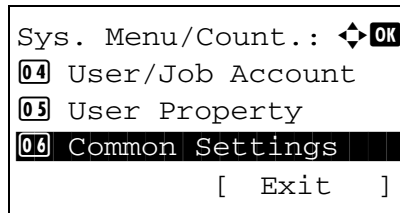
**23** Press the **OK** key. *Completed.* is displayed and the screen returns to the menu for the selected custom paper type.

## Default Paper Source

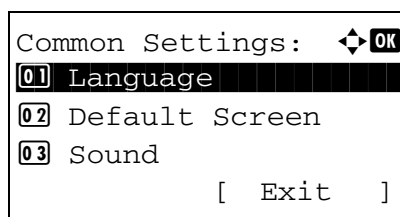
Select the default paper source from Cassette 1-3 and Multi Purpose Tray.

**NOTE:** [Cassette 2] and [Cassette 3] are displayed when the optional paper feeder is installed.

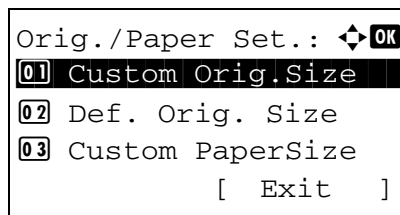
Use the procedure below to select the default paper source.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

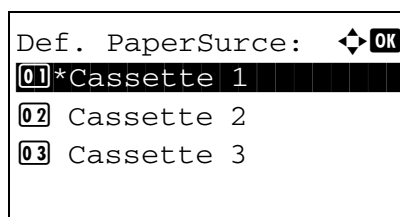


- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].

- 4 Press the **OK** key. The Orig./Paper Set. menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Def. PaperSource].

- 6 Press the **OK** key. Def. PaperSource appears.

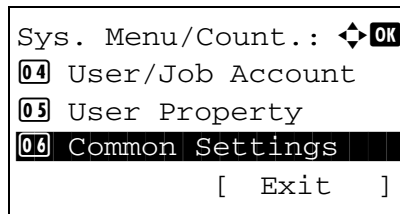
- 7 Press the  $\Delta$  or  $\nabla$  key to select the paper source to be used preferentially.

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

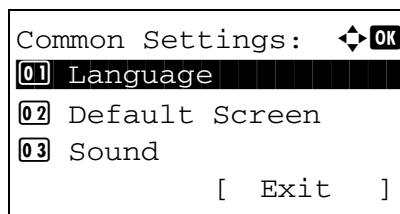
## Media for Auto Selection

When [Auto] is selected in Paper Selection, the paper source that is automatically selected can be limited by media types. If *Plain* is selected, the paper source with plain paper loaded in the specific size is selected. Select [All Media Types] for the paper source with any kind of paper loaded in the specific size.

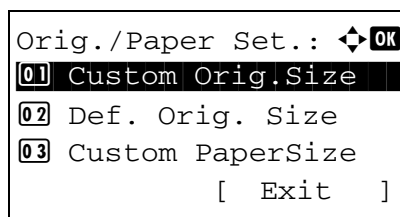
Use the procedure below to select the paper size and media type used by Auto Selection.



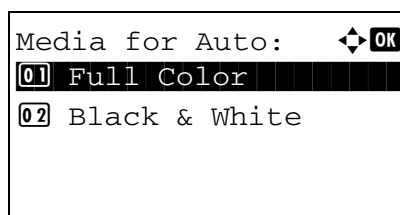
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



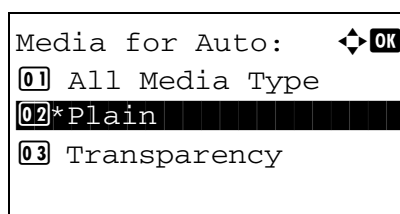
- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].
- 4 Press the **OK** key. The Orig./Paper Set. menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Media for Auto].
- 6 Press the **OK** key. The color selection menu appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [Full Color] or [Black & White].
- 8 Press the **OK** key. Media for Auto appears.

- 9 Press the  $\Delta$  or  $\nabla$  key to select [All Media Type] or the paper type to be used for paper selection.
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.

### Special Paper Action

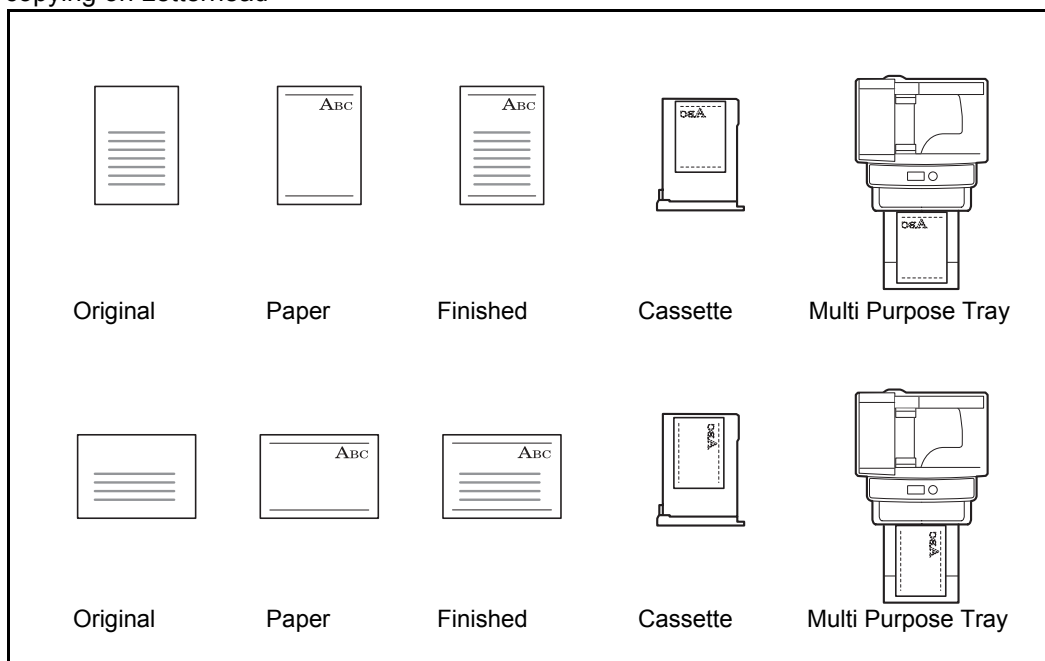
When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adj. PrintDirect] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

The table below lists the available settings and their details.

Item	Description
Adj. PrintDirect	Adjust print direction. Print speed is a little slower. Select this item to print on Prepunched, Preprint and Letterhead.
Speed Priority	Give the job speed top priority and disregard the paper orientation. Select this item when paper orientation is not important.

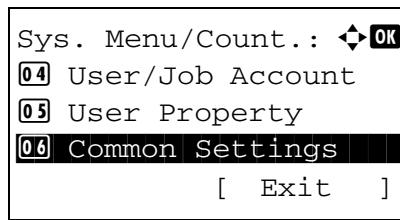
If you select [Adj. PrintDirect], load paper according to the steps below.

Example: copying on Letterhead

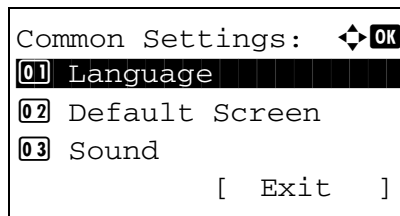


**NOTE:** When loading cover paper in a cassette or multi purpose tray, load the face, on which printing is supposed to be done, upward.

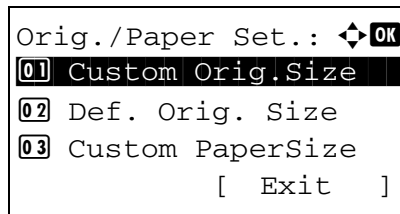
Use the procedure below to specify the actions performed for special paper types.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

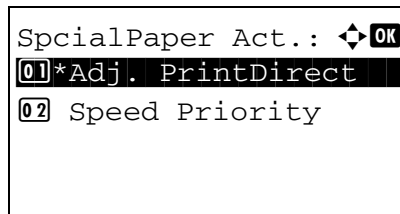


- 2 Press the **OK** key. The Common Settings menu appears.



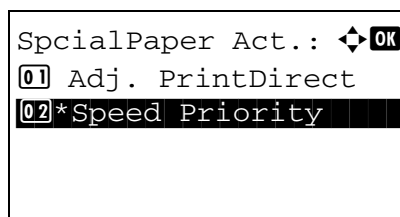
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orig./Paper Set.].

- 4 Press the **OK** key. The Orig./Paper Set. menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [SpcialPaper Act.].

- 6 Press the **OK** key. SpcialPaper Act. appears.



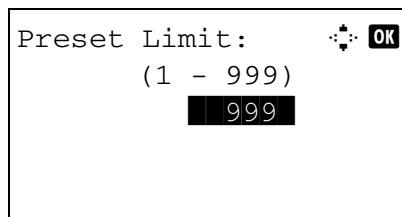
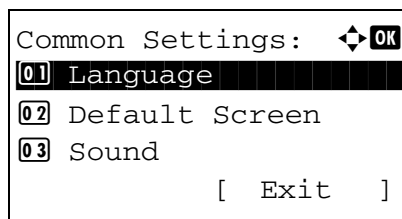
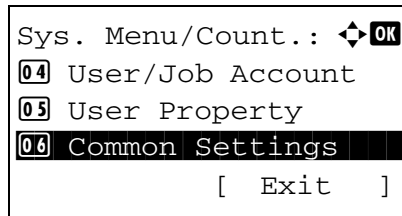
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Adj. PrintDirect] or [Speed Priority].

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.

## Preset Limit

Restrict the number of copies that can be made at one time. Options are 1-999 copies.

Use the procedure below to set the limit on the number of copies.

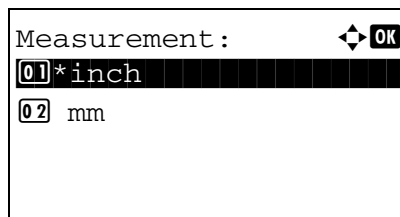
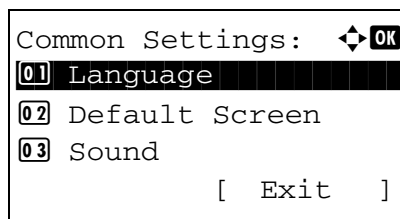
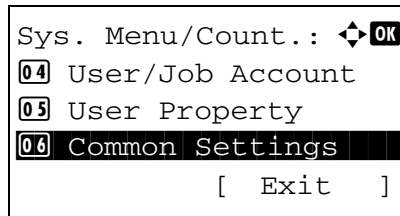


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].
- 2 Press the **OK** key. The Common Settings menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Preset Limit].
- 4 Press the **OK** key. The Preset Limit menu appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to enter the number of copies.
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

## Switching Unit of Measurement

Select inch or metric for the unit for paper dimensions.

Use the procedure below to change the input units.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].
- 2 Press the **OK** key. The Common Settings menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Measurement].
- 4 Press the **OK** key. The Measurement menu appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [inch] or [mm].
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

## Error Handling

Select whether to cancel or continue the job when error has occurred. The possible errors and what to do for the errors are as follows.

### Duplexing Error

Select what to do when duplex printing is not possible for the selected paper size and media type.

Item	Description
1-sided	Printed in 1-sided
Display Error	Error message to cancel printing is displayed.

### Paper Mismatch Error

Select the method to handle if the selected paper size or paper type does not match the paper size or paper type set in the paper source when printing from your computer.

Item	Description
Ignore	Printing continues.
Display Error	Error message to cancel printing is displayed.

Use the procedure below to specify the settings for error handling.

```

Sys. Menu/Count.: ⬅➡OK
04 User/Job Account
05 User Property
06 Common Settings
      [ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

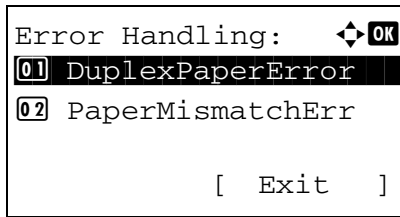
```

Common Settings: ⬅➡OK
01 Language
02 Default Screen
03 Sound
      [ Exit ]
  
```

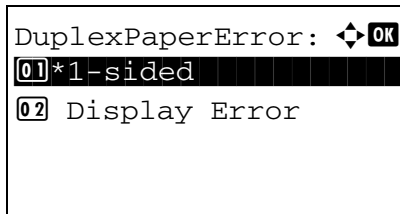
- 2 Press the **OK** key. The Common Settings menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Error Handling].

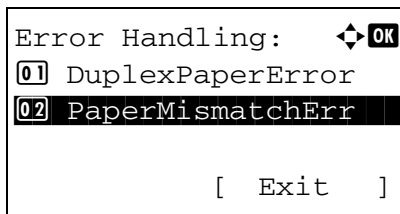




- 4 Press the **OK** key. The Error Handling menu appears.

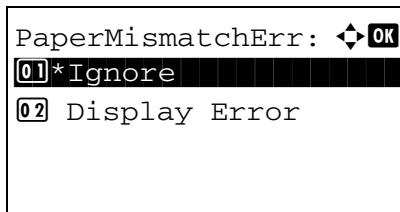


- 5 Press the  $\Delta$  or  $\nabla$  key to select [DuplexPaperError].
- 6 Press the **OK** key. DuplexPaperError appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select the method to handle if duplex is disabled.
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Error Handling menu.

8



- 9 Press the  $\Delta$  or  $\nabla$  key to select [PagerMismatchErr].
- 10 Press the **OK** key. PagerMismatchErr appears.

- 11 Press the  $\Delta$  or  $\nabla$  key to select the method to handle paper mismatch.
- 12 Press the **OK** key. *Completed.* is displayed and the screen returns to the Error Handling menu.



## Function Defaults

Defaults are the values automatically set after the warm-up is completed or the **Reset** key is pressed.

Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier.

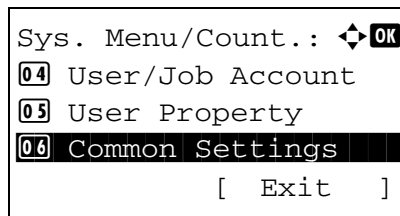
### Orig.Orientation

Set the original orientation defaults. The available default settings are shown below.

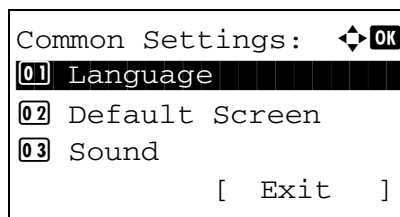
Item	Description
 Top Edge Top	Select the original's top edge at the top.
 Top Edge Left	Select the original's top edge at the left.

Refer to *page 4-8 for Original Orientation*.

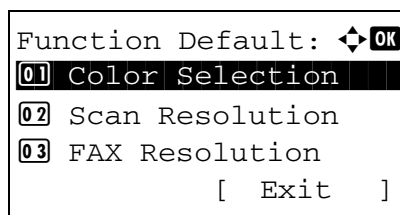
Use the procedure below to select the default orientation when originals are placed on the platen.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

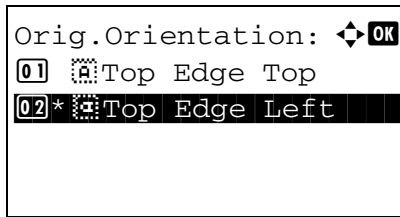


- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Orig.Orientation].



6 Press the **OK** key. Orig.Orientation appears.

7 Press the  $\Delta$  or  $\nabla$  key to select [ Top Edge Top] or [ Top Edge Left] .

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

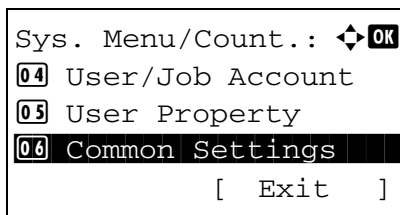
## Continuous Scan

Set the continuous scan defaults. The available default settings are shown below.

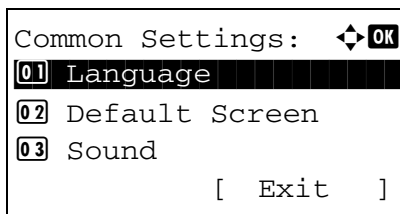
Item	Description
Off	Continuous scan not performed
On	Continuous scan performed

Refer to page 4-14 for Continuous Scan.

Use the procedure below to select the default settings for continuous scanning.

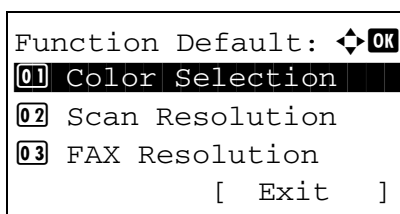


1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

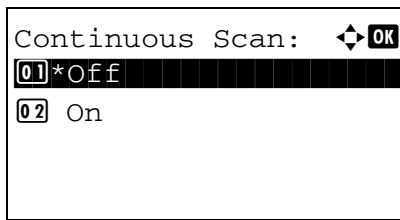


2 Press the **OK** key. The Common Settings menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].



4 Press the **OK** key. The Function Default menu appears.



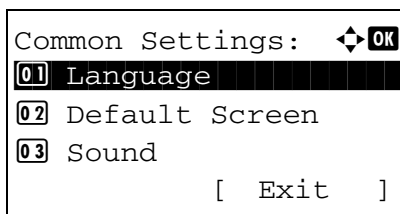
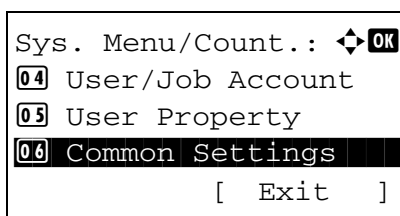
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Continuous Scan].
- 6 Press the **OK** key. Continuous Scan appears.
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

### Original Image

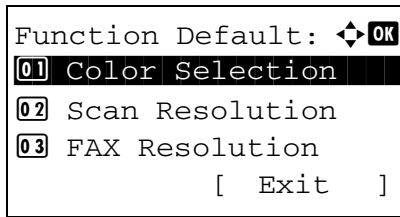
Set the default original document type. The available default settings are shown below.

Item	Description
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text	Only text, no photos.
Map	For maps, etc.
Printed Document	For documents printed from this machine.
for OCR	Image quality suitable for OCR software.

Use the procedure below to select the default quality setting for originals.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].
- 2 Press the **OK** key. The Common Settings menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].



- 4 Press the **OK** key. The Function Default menu appears.



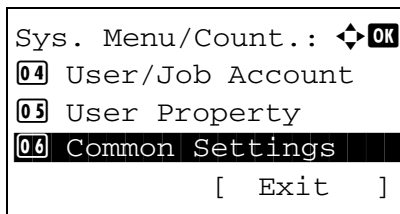
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Original Image].
- 6 Press the **OK** key. Original Image appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Text+Photo], [Photo], [Text] or [for OCR].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

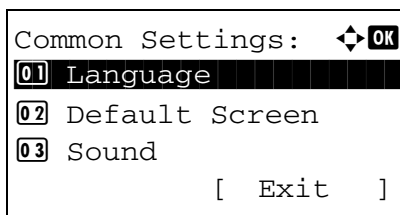
## Scan Resolution

Select the default scanning resolution. The options are 600x600dpi, 400x400dpi U.Fin (Ultra Fine), 300x300dpi, 200x400dpi S.Fin (Super Fine), 200x200dpi Fine, 200x100dpi Norm. (Normal).

Use the procedure below to select the default resolution setting.

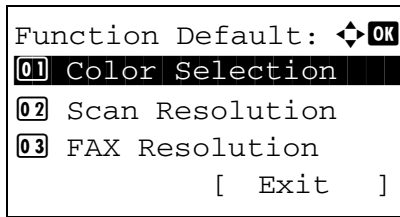


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

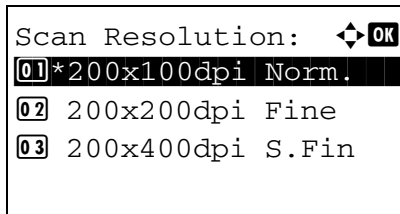


- 2 Press the **OK** key. The Common Settings menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].



- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Scan Resolution].

- 6 Press the **OK** key. Scan Resolution appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [200x100dpi Norm.], [200x200dpi Fine], [200x400dpi S.Fin], [300x300dpi], [400x400dpi U.Fin] or [600x600dpi].

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

### Color Selection

Select the default color mode setting. The available default settings are shown below.

<Copy>

Color mode	Description
Auto Color	Automatically recognize whether documents are color or black and white.
Full Color	Scan document in full color.
Black & White	Scan document in black and white.

<FAX/Scan>

Color mode	Description
Auto(Color/Gray)	Color and black & white originals are automatically detected. Color originals are scanned in full color, and black & white originals are scanned in shades of black & white.

Color mode	Description
Auto(Color/B&W)	Color and black & white originals are automatically detected. Color originals are scanned in full color, and black & white originals are scanned in binary black & white.
Full Color	Scan document in full color.
Grayscale	Scan document in grayscale for smoother and finer finish.
Black & White	Scan document in black and white.

Use the procedure below to select the default color mode setting.

```
Sys. Menu/Count.:  
04 User/Job Account
05 User Property
06 Common Settings
[ Exit ]
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```
Common Settings:  
01 Language
02 Default Screen
03 Sound
[ Exit ]
```

- 2 Press the **OK** key. The Common Settings menu appears.

```
Function Default:  
01 Color Selection
02 Scan Resolution
03 FAX Resolution
[ Exit ]
```

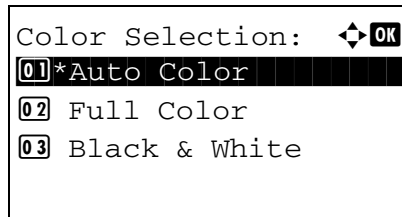
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].

- 4 Press the **OK** key. The Function Default menu appears.

```
Color Selection:  
01 Copy
02 Send/Store
```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Color Selection].

- 6 Press the **OK** key. Color Selection appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [Copy] or [Send/Store].
- 8 Press the **OK** key. Color Selection appears.
- 9 If the  $\Delta$  or  $\nabla$  key was pressed to select Copy, select [**Auto Color**], [**Full Color**], or [**Black & White**]. If Send or Save was selected, select [**Auto (Color/Gray)**], [**Auto (Color/B&W)**], [**Full Color**], [**Grayscale**], or [**Black & White**].
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.



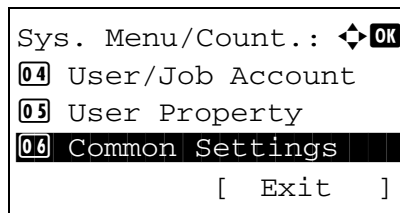
## File Format

Select the default file type to send the scanned originals. The available default settings are shown below.

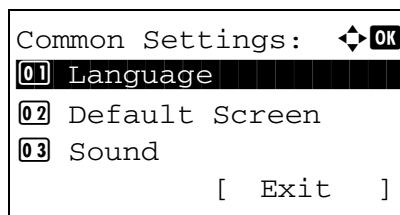
File Format	Description
PDF	Send files in PDF format.
TIFF	Send files in TIFF format.
XPS	Send files in XPS format.
JPEG	Send files in JPEG format.

**NOTE:** Refer to *page 5-12* for file formats.

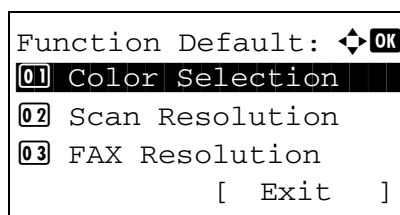
Use the procedure below to select the default file format.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

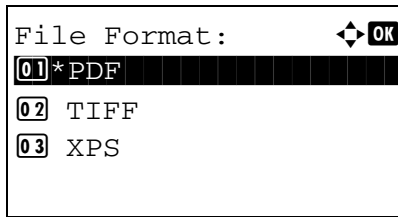


- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [File Format].



**6** Press the **OK** key. File Format appears.

**7** Press the  $\Delta$  or  $\nabla$  key to select [PDF], [TIFF], [XPS] or [JPEG].

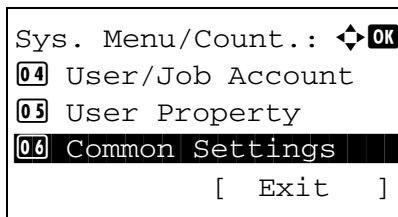
**8** Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

## Density

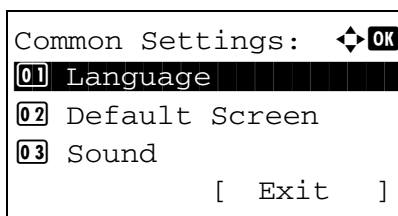
Set the default density. The available default settings are shown below.

Item	Description
Manual (Normal 0)	Set to (Normal 0) in the Manual density.
Auto	Set to Auto density.

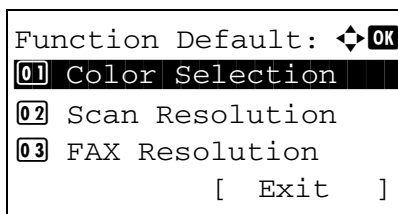
Use the procedure below to select the default zoom setting.



**1** In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



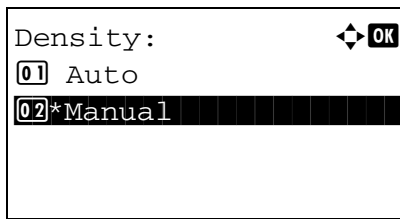
**2** Press the **OK** key. The Common Settings menu appears.



**3** Press the  $\Delta$  or  $\nabla$  key to select [Function Default].

**4** Press the **OK** key. The Function Default menu appears.

**5** Press the  $\Delta$  or  $\nabla$  key to select [Density].



- 6 Press the **OK** key. Density appears.
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Auto] or [Manual].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

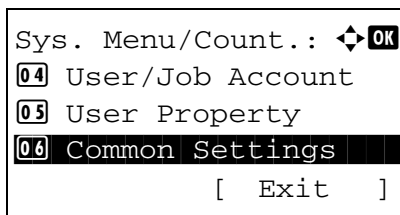
## Zoom

Select the enlarged/reduced default when paper size/sending size changed after the originals set. The available default settings are shown below.

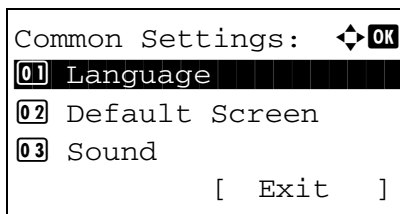
Item	Description
100%	Copy (send/save) at actual size (100%).
Auto	Automatically reduce or enlarge the originals to match paper size/ sending size.

8

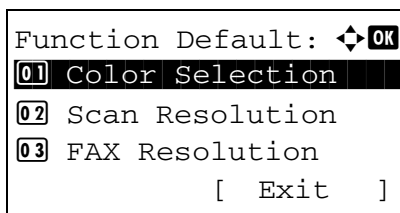
Use the procedure below to select the default zoom setting.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Zoom].

```

Zoom:
[01]*100%
[02] Auto
  
```

6 Press the **OK** key. Zoom appears.

7 Press the  $\Delta$  or  $\nabla$  key to select [100%] or [Auto].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

## File Name Entry

Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

The table below lists the additional information available.

Item	Description
None	No additional information available.
Date	Adds date and time.
Job No.	Adds the job number.
Job No. + Date	Adds the job number plus date and time.
Date + Job No.	Adds date and time plus the job number.

## NOTE:

- Refer to *page 4-17* and *page 5-21* for name entry.
- Refer to *Character Entry Method on Appendix-7* for details on entering characters.

Use the procedure below to set the default file name.

```

Sys. Menu/Count.:
[04] User/Job Account
[05] User Property
[06] Common Settings
[ Exit ]
  
```

1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```

Common Settings:
[01] Language
[02] Default Screen
[03] Sound
[ Exit ]
  
```

2 Press the **OK** key. The Common Settings menu appears.

```

Function Default: [OK]
[01] Color Selection
[02] Scan Resolution
[03] FAX Resolution
      [ Exit ]

```

```

File name Entry: [OK]
doc 1
      ▲
      ABC
      [ Text ]

```

```

Additional Info.: [OK]
[01] *None
[02] Date
[03] Job No.

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [File Name Entry].
- 6 Press the **OK** key. File Name Entry appears. Enter the document name (up to 32 characters).
- 7 Press the **OK** key. Additional Info appears.
- 8 Press the  $\Delta$  or  $\nabla$  key to select [None], [Date], [JobNo.], [JobNo. + Date] or [Date + JobNo.].
- 9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

### Subject/Body

Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail.

#### NOTE:

- Refer to *Send as E-mail on page 3-22*.
- Refer to *Character Entry Method on Appendix-7* for details on entering characters.

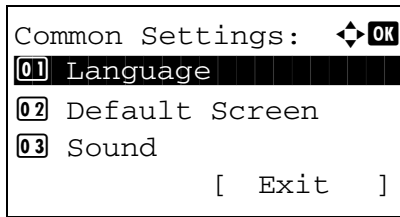
Use the procedure below to set the default e-mail subject and message body.

```

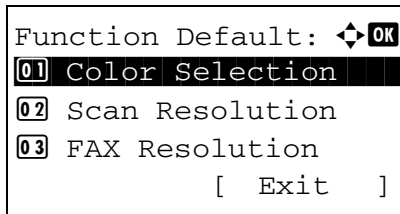
Sys. Menu/Count.: [OK]
[04] User/Job Account
[05] User Property
[06] Common Settings
      [ Exit ]

```

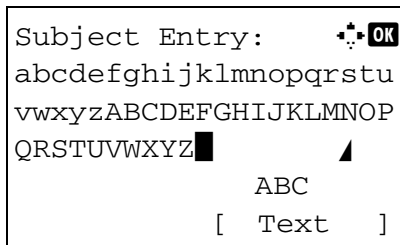
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.

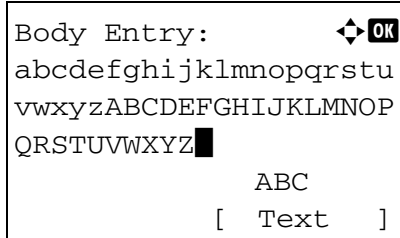


- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Subject/Body].
- 6 Press the **OK** key. Subject Entry appears. Enter the e-mail subject (up to 60 characters).

If you press the Back key, you can return to the Function Default menu.



- 7 Press the **OK** key. Body Entry appears. Enter e-mail body text (up to 500 characters).
- If you press the Back key, you can return to Subject Entry.

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

## Collate

Set the defaults for Collate. The table below shows the available settings.

Item		Description
Collate	Off	Collate not performed.
	On	Collate performed.

**NOTE:** Refer to *page 3-17 for Collate/Offset*.

Use the procedure below to set the default Collate/Offset settings.

```

Sys. Menu/Count.: ⬆⬇⬆⬆ OK
04 User/Job Account
05 User Property
06 Common Settings
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```

Common Settings: ⬆⬇⬆⬆ OK
01 Language
02 Default Screen
03 Sound
[ Exit ]
  
```

- 2 Press the **OK** key. The Common Settings menu appears.

```

Function Default: ⬆⬇⬆⬆ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
[ Exit ]
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.

```

Collate: ⬆⬇⬆⬆ OK
01 Off
02*On
  
```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Collate].
- 6 Press the **OK** key. Collate appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

## EcoPrint

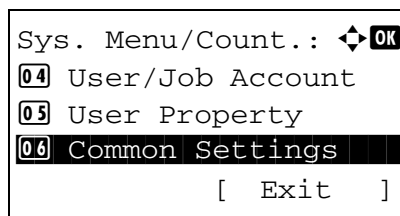
EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem.

Select the EcoPrint default. The table below shows the available settings.

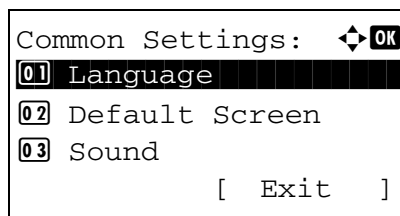
Item	Description
Off	No EcoPrint performed.
On	EcoPrint performed.

**NOTE:** Refer to *page 4-10 for EcoPrint.*

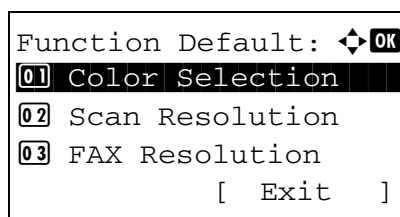
Use the procedure below to set the default EcoPrint setting.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



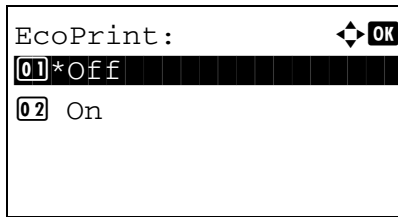
- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [EcoPrint].





6 Press the **OK** key. EcoPrint appears.

7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

## JPEG/TIFF Print

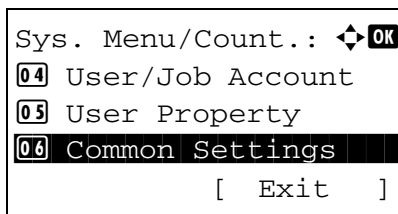
Select the JPEG/TIFF Print default. The table below shows the available settings.

Item	Description
Paper Size	Scaled to fit the paper size.
Image Resolution	Matched to the image resolution.
Print Resolution	Matched to the print resolution.

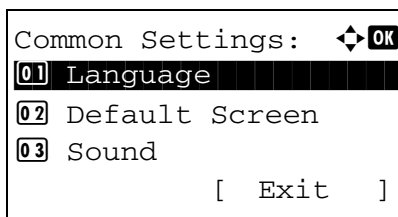
8

**NOTE:** Refer to page 6-3 for JPEG/TIFF Print.

Use the procedure below to set the default JPEG/TIFF Print setting.

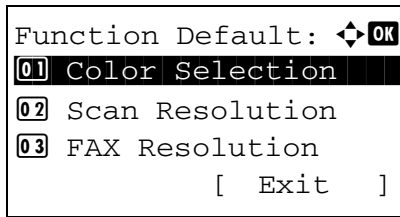


1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

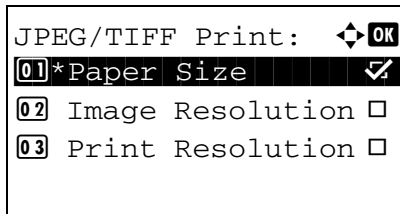


2 Press the **OK** key. The Common Settings menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].



- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [JPEG/TIFF Print].
- 6 Press the **OK** key. JPEG/TIFF Print appears.

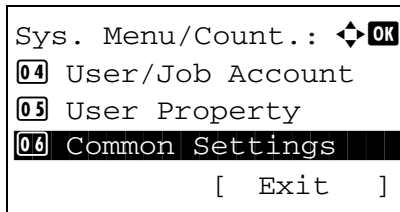
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Paper Size], [Image Resolution] or [Print Resolution].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

### XPS FitTo Page

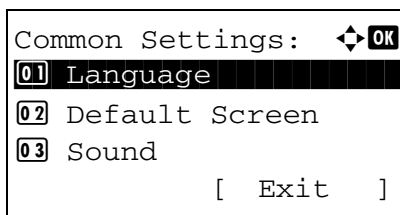
Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

Use the procedure below to set the default XPS FitTo Page setting.

**NOTE:** Refer to page 6-4 for XPS FitTo Page.

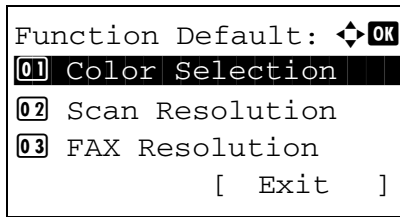


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

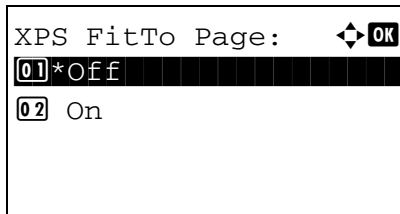


- 2 Press the **OK** key. The Common Settings menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].



- 4 Press the **OK** key. The Function Default menu appears.



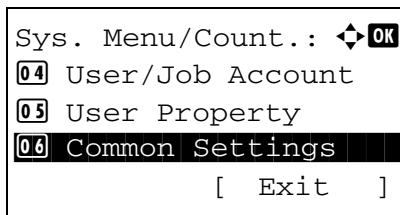
- 5 Press the  $\Delta$  or  $\nabla$  key to select [XPS FitTo Page].
- 6 Press the **OK** key. XPS FitTo Page appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

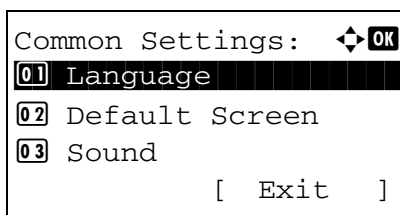
## File Separation

Create several files by dividing scanned original data page by page, and send the files.

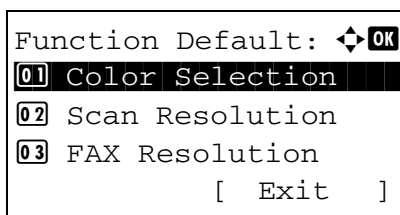
Use the procedure below to split scanned original data into separate files when sending scanned originals.



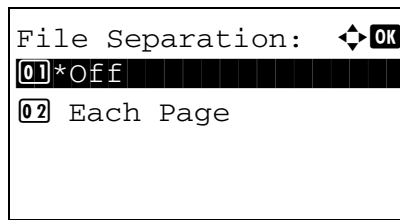
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [File Separation].
- 6 Press the **OK** key. File Separation appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [Each Page].

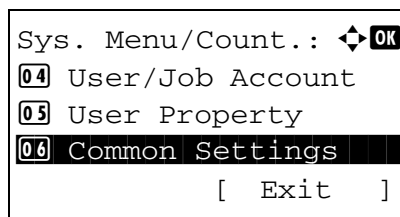
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

## 2 in 1 Layout

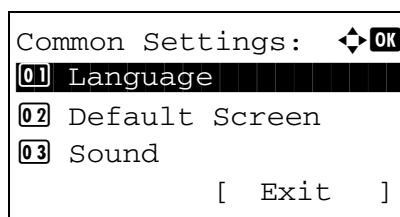
Select the default value for layout when [2 in 1 Layout] is selected for Combine. Items available for the default value are as follows:

Item	Description
L to R  T to B	Arranges from left to right or top to bottom.
R to L	Arranges from right to left.

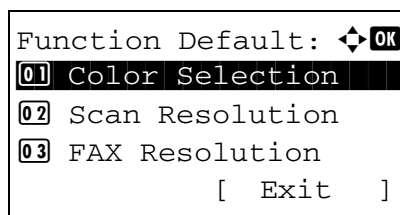
Use the procedure below to select the default value for layout.



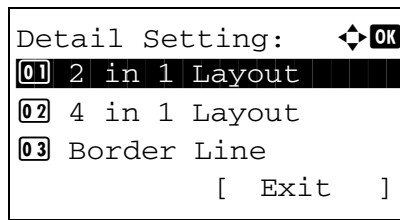
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



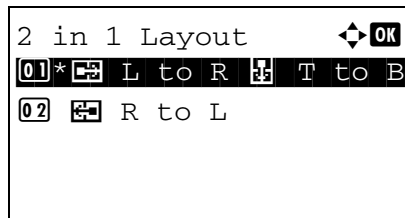
- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].
- 6 Press the **OK** key. The Detail Setting menu appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [2 in 1 Layout].
- 8 Press the **OK** key. 2 in 1 Layout appears.

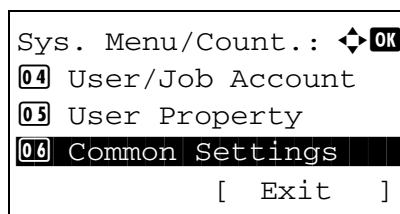
- 9 Press the  $\Delta$  or  $\nabla$  key to select [ $\rightarrow$  L to R  $\uparrow$  T to B] or [ $\rightarrow$  R to L].
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

#### 4 in 1 Layout

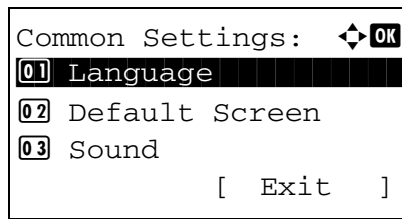
Select the default value for layout when [4 in 1 Layout] is selected for Combine. Items available for the default value are as follows:

Item	Description
$\rightarrow$ Right then Down	Arranges from upper left to right.
$\downarrow$ Down then Right	Arranges from upper left to bottom.
$\leftarrow$ Left then Down	Arranges from upper right to left.
$\downarrow$ Down then Left	Arranges from upper right to bottom.

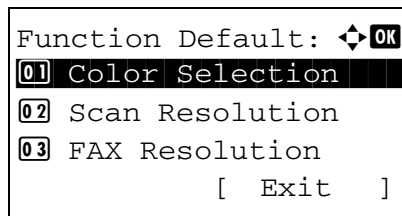
Use the procedure below to select the default value for layout.



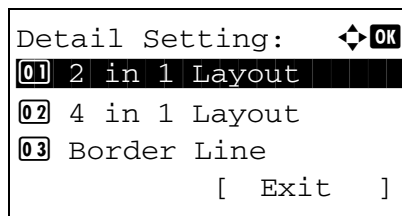
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



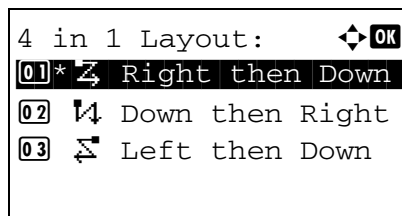
- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].
- 6 Press the **OK** key. The Detail Setting menu appears.



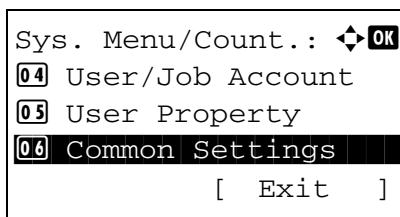
- 7 Press the  $\Delta$  or  $\nabla$  key to select [4 in 1 Layout].
- 8 Press the **OK** key. 4 in 1 Layout appears.
- 9 Press the  $\Delta$  or  $\nabla$  key to select [ $\text{Z}$  Right then Down], [ $\text{14}$  Down then Right], [ $\text{Z}$  Left then Down] or [ $\text{14}$  Down then Left].
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

## Border Line

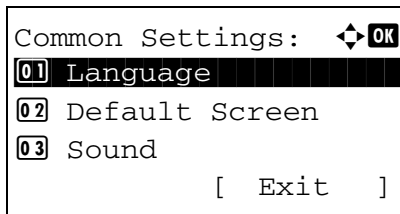
Select the default value for border line when [2 in 1 Layout] is selected for Combine. Items available for the default value are as follows:

Item	Description
None	No border line.
Solid Line	Draws solid border lines.
⋮ Dotted Line	Draws dotted border lines.
‡ Positioning Mark	Puts a mark on the border line position.

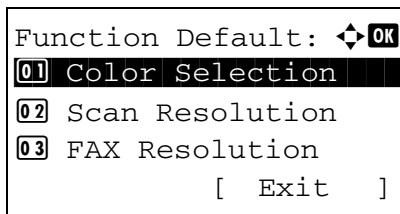
Use the procedure below to select the default value for border line.



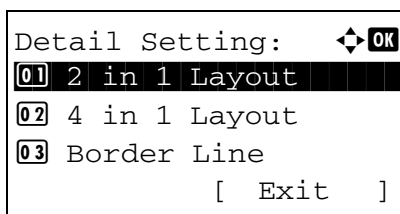
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.

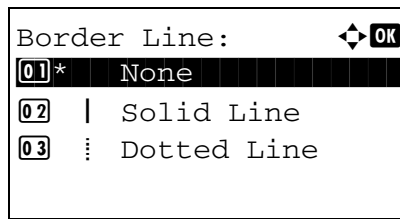


- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].
- 6 Press the **OK** key. The Detail Setting menu appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Border Line].



8 Press the **OK** key. Border Line appears.

9 Press the  $\Delta$  or  $\nabla$  key to select [ None], [ | Solid Line], [ : Dotted Line] or [ + Positioning Mark].

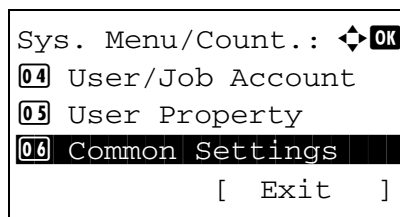
10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

## Orig. Binding

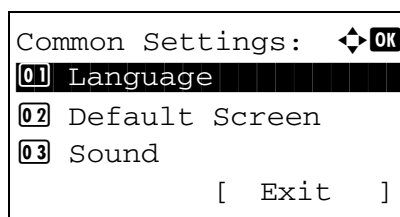
Select the default value for the binding edge of the original when [2-sided>>1-sided] or [2-sided>>2-sided] is selected for Duplex. Items available for the default value are as follows:

Item	Description
Left/Right	Left/right binding
Top	Top binding

Use the procedure below to select the default value for the binding edge of the original.



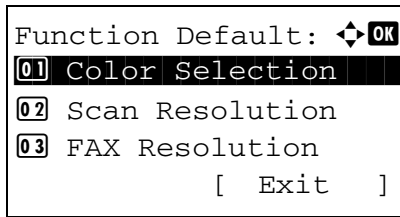
1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



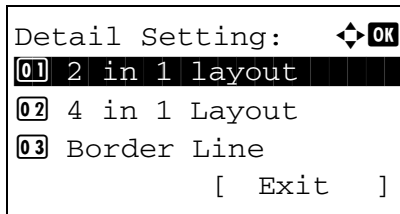
2 Press the **OK** key. The Common Settings menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].

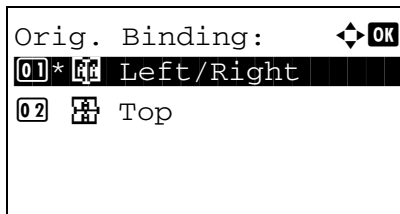




- 4** Press the **OK** key. The Function Default menu appears.



- 5** Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].
- 6** Press the **OK** key. The Detail Setting menu appears.





- 7** Press the  $\Delta$  or  $\nabla$  key to select [Orig. Binding].
- 8** Press the **OK** key. Orig. Binding appears.

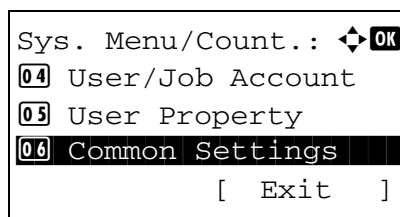
- 9** Press the  $\Delta$  or  $\nabla$  key to select [ Left/Right] or [ Top].
- 10** Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

## Finish Binding

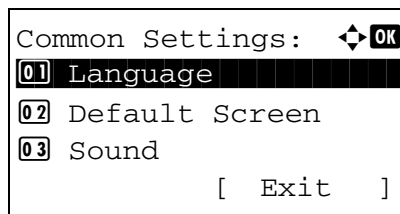
Select the default value for the binding edge of the finished copies when [1-sided>>2-sided] or [2-sided>>2-sided] is selected for Duplex. Items available for the default value are as follows:

Item	Description
 Left/Right	Left/right binding
 Top	Top binding

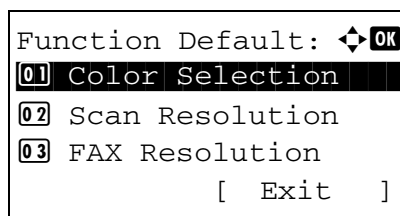
Use the procedure below to select the default value for the binding edge of the finished copies.



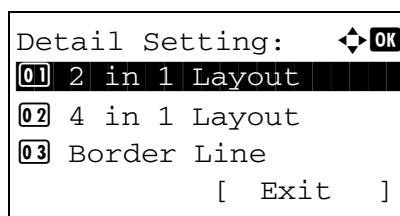
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.

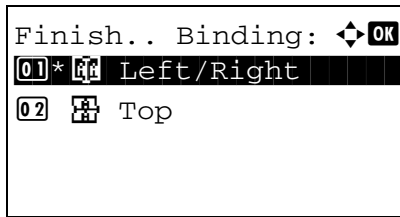


- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].
- 6 Press the **OK** key. The Detail Setting menu appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Finish Binding].



- 8 Press the **OK** key. Finish Binding appears.

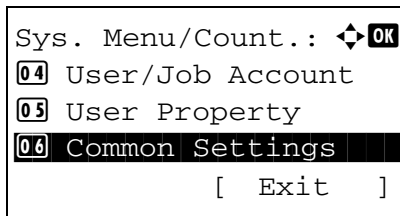
- 9 Press the  $\Delta$  or  $\nabla$  key to select [ Left/Right] or [ Top].

- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

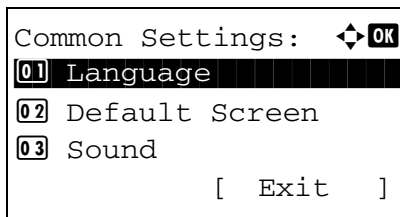
## Image Quality

Select the default value for image quality when File Format is selected. Select the default value in the range from [1 Low(High Comp)] (high compression) to [5 High(Low Comp)] (low compression).

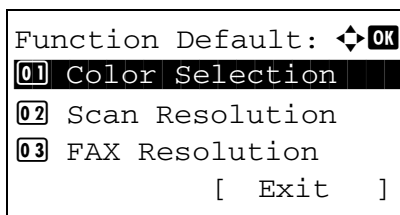
Use the procedure below to select the default value for image quality.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



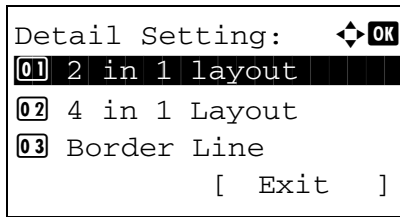
- 2 Press the **OK** key. The Common Settings menu appears.



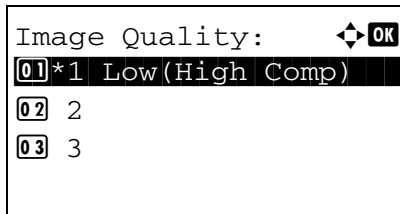
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].

- 4 Press the **OK** key. The Function Default menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].



- 6 Press the **OK** key. The Detail Setting menu appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [Image Quality].

- 8 Press the **OK** key. Image Quality appears.

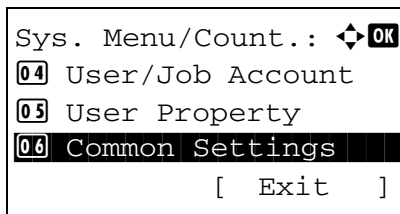
- 9 Press the  $\Delta$  or  $\nabla$  key to select from [1 Low(High Comp)] to [5 High(Low Comp)].

- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

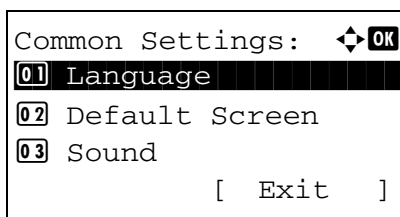
### Color TIFF Comp.

Set the default value for compression method for TIFF images handled by this machine.

Use the procedure below to set the default value for color TIFF compression method.

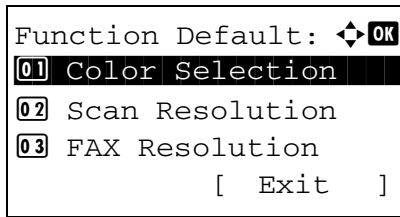


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

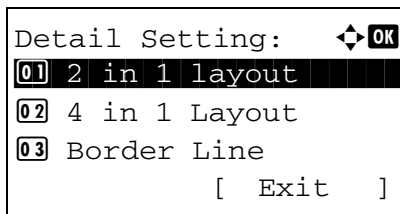


- 2 Press the **OK** key. The Common Settings menu appears.

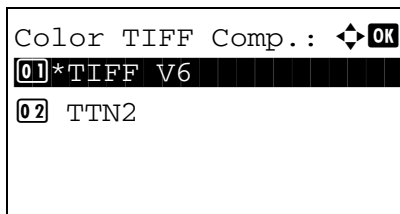
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].



- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].
- 6 Press the **OK** key. The Detail Setting menu appears.



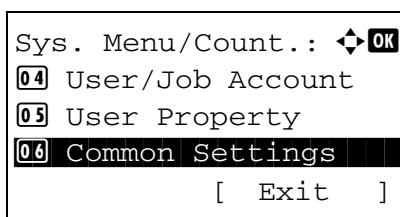
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Color TIFF Comp.].
- 8 Press the **OK** key. Color TIFF Comp. appears.

- 9 Press the  $\Delta$  or  $\nabla$  key to select [TIFF V6] or [TTN2].
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

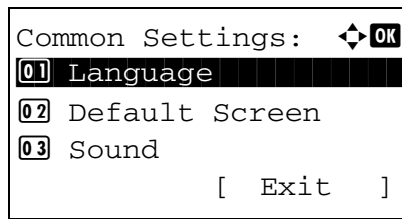
## PDF/A setting

You can set the default PDF/A setting used in the machine.

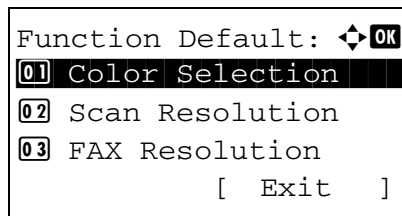
The procedure for specifying the default PDF/A setting is explained below.



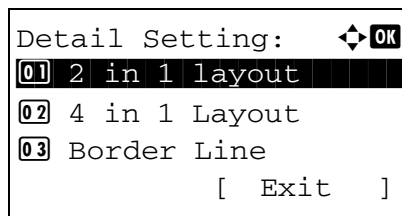
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



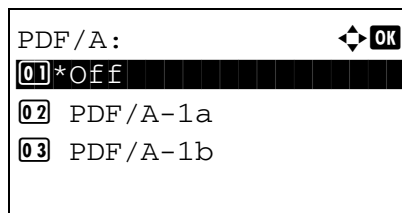
- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Function Default].
- 4 Press the **OK** key. The Function Default menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail Setting].
- 6 Press the **OK** key. The Detail Setting menu appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [PDF/A].
- 8 Press the **OK** key. The PDF/A menu appears.

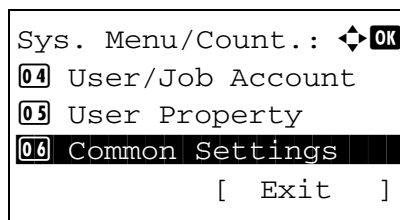
- 9 Press the  $\Delta$  or  $\nabla$  key to select [Off], [PDF/A-1a], or [PDF/A-1b].
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

## Login Operation

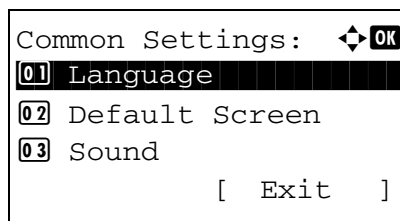
Specify the character entry method in the login screen that appears when user management is enabled.

Item	Description
Use Numeric Key	Use the numeric keys to select and enter characters.
Select Character	Enter characters by selecting them from the character palette that appears.

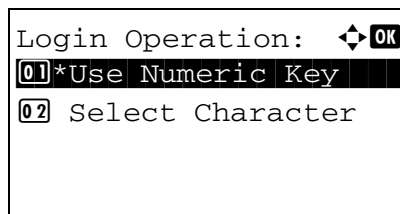
Use the procedure below to adjust the Login Operation.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.



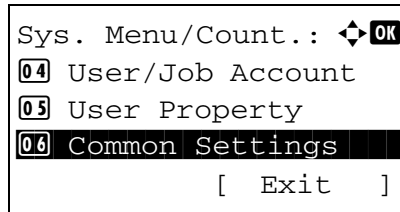
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Login Operation].
- 4 Press the **OK** key. Login Operation appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Use Numeric Key] or [Select Character].
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

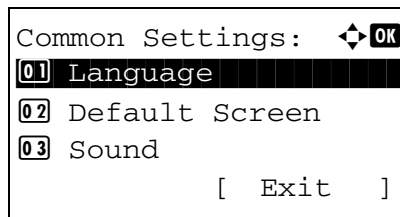
## RAM Disk Mode

When optional memory is installed, a RAM disk can be created and its size can be set. Creating a RAM disk makes it possible to print from a Job Box.

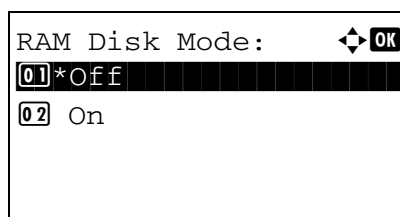
The procedure for setting the login method is explained below.



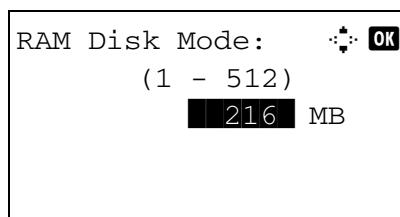
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [RAM Disk Mode].
- 4 Press the **OK** key. RAM Disk Mode appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].
- 6 Press the **OK** key. If [Off] is selected, "Completed" appears and you return to the Common Settings menu. If [On] is selected, the RAM disk size screen appears.
- 7 Enter the size of the RAM disk with the numeric keys.
- 8 Press the **OK** key. *Completed* appears and you return to the Common Settings menu.



## Copy Settings

The following settings are available for copying functions.

- Photo Processing ...8-61
- Paper Selection ...8-62
- Auto Paper Selection ...8-63
- Auto % Priority ...8-64
- DP Read Action ...8-65
- Select Key Set ...8-67

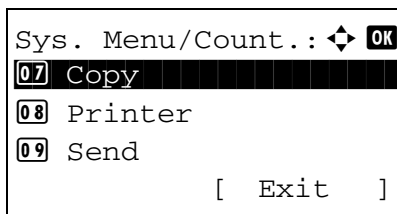
**NOTE:** If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

### Photo Processing

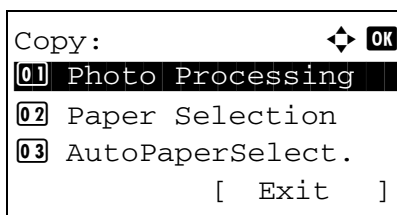
Set the resolution for copying a photo.

Item	Description
Dithering(Normal)	Sets the resolution to standard.
Dithering(Rough)	Sets the resolution to low.

Use the procedure below to set Photo Processing.

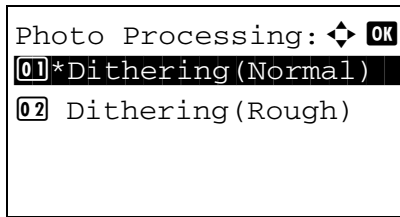


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Copy].



- 2 Press the **OK** key. The Copy menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Photo Processing].



4 Press the **OK** key. Photo Processing appears.

5 Press the  $\Delta$  or  $\nabla$  key to select [Dithering(Normal)] or [Dithering(Rough)].

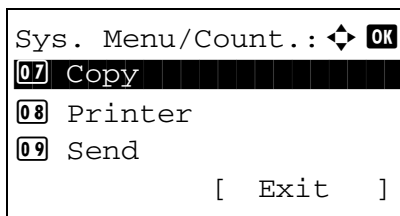
6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Copy menu.

## Paper Selection

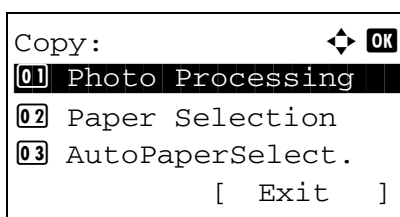
Set the default paper selection. The table below shows the available settings.

Item	Description
Auto	Automatically select the cassette containing paper in the same size as originals.
Def. PaperSource	Select paper source set by Default Paper Source (refer to <i>page 8-22</i> ).

Use the procedure below to set the default paper selection.

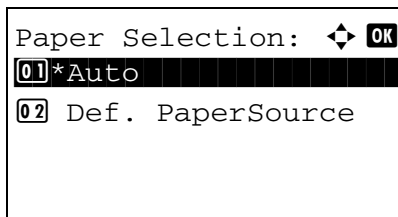


1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Copy].



2 Press the **OK** key. The Copy menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [Paper Selection].



4 Press the **OK** key. Paper Selection appears.

5 Press the  $\Delta$  or  $\nabla$  key to select [Auto] or [Def. Paper Source].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Copy menu.

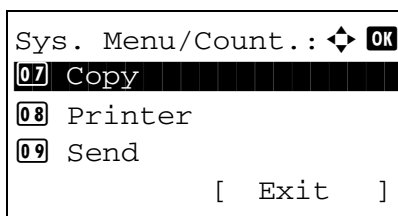
## Auto Paper Selection

If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes. The table below shows the available settings.

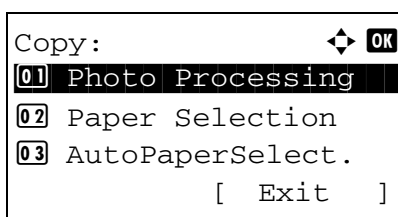
Item	Description
MostSuitableSize	Select paper based on the current zoom and the size of the original.
Same as OrigSize	Select paper that matches the size of the original, regardless the zoom.

8

Use the procedure below to specify the action performed for Auto Paper Selection.

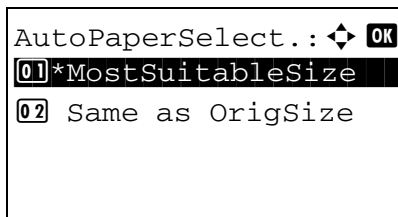


1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Copy].



2 Press the **OK** key. The Copy menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [AutoPaperSelect.].



4 Press the **OK** key. AutoPaperSelect. appears.

5 Press the  $\Delta$  or  $\nabla$  key to select [MostSuitableSize] or [Same as OrigSize].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Copy menu.

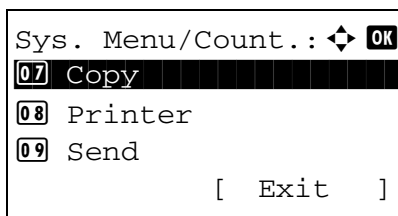
## Auto % Priority

When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed.

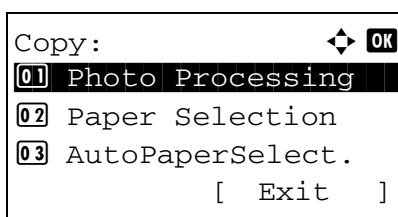
The table below shows the available settings. The default setting is *Off*.

Item	Detail
Off	No zoom performed (copied in original size).
On	Automatic zoom performed as appropriate.

Use the procedure below to specify the automatic zoom priority.

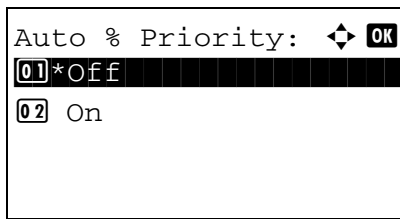


1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Copy].



2 Press the **OK** key. The Copy menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [Auto % Priority.].



4 Press the **OK** key. AutoPaperSelect. appears.

5 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Copy menu.

## DP Read Action

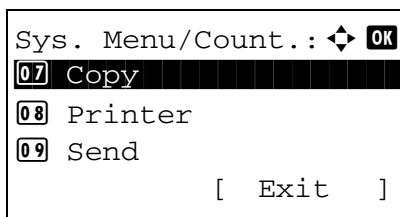
You can set whether priority is given to speed or image quality when scanning an original on the document processor.

The table below shows the available settings. The default setting is *Speed Priority*.

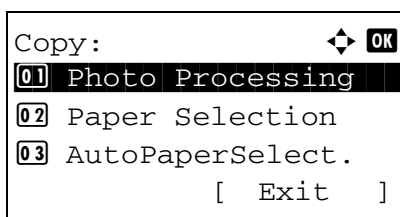
Item	Detail
Speed Priority	Priority is given to speed when scanning
Quality Priority	Priority is given to image quality when scanning

8

Use the procedure below to specify the DP Read Action.



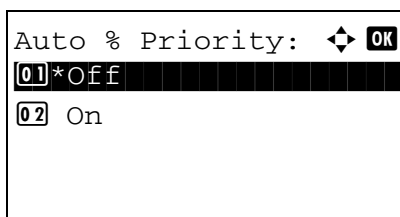
1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Copy].



2 Press the **OK** key. The Copy menu appears.

3 Press the  $\Delta$  or  $\nabla$  key to select [DP Read Action].

4 Press the **OK** key. DP Read Action appears.



- 5** Press the  $\Delta$  or  $\nabla$  key to select [Speed Priority] or [Quality Priority].
- 6** Press the **OK** key. *Completed.* is displayed and the screen returns to the Copy menu.

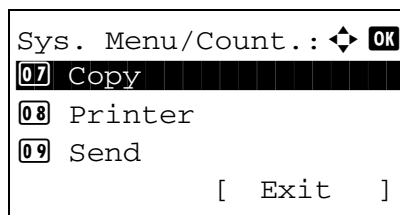
## Select Key Set

If you register a function to the **Left Select** key or **Right Select** key, you can quickly set the function when using copy functions.

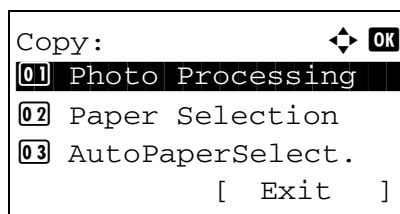
You can register one of the following functions to each key.

- None
- Paper Selection
- Collate
- Duplex
- Zoom
- Combine
- Original Size
- Orig.Orientation
- Original Image
- Density
- EcoPrint
- Continuous Scan
- File Name Entry
- JobFinish Notice
- Print Override
- Color Selection
- Color Balance
- Sharpness
- Backgrnd Density
- Saturation

Use the procedure below to set Select Key Set.

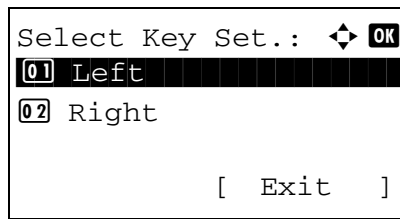


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Copy].

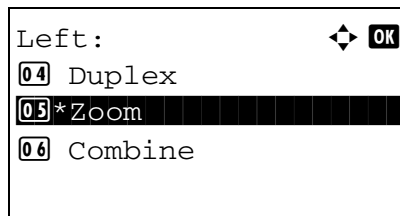


- 2 Press the **OK** key. The Copy menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Select Key Set.].



- 4 Press the **OK** key. Select Key Set. appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Left] or [Right].
- 6 Press the **OK** key. This displays the function selection screen for the flexible key selected in step 5. The screen shown is the one when [Left] is selected.

- 7 Press the  $\Delta$  or  $\nabla$  key to select the function you want to register to the flexible key.
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Copy menu.

This function is  
already registered.

**IMPORTANT:** If you try to set the function that is registered to the other flexible key, you cannot set it and *This function is already registered.* is displayed.



## Sending Settings

The sending settings allow you to specify the following sending function options.

- Select Key Set ...8-69
- Destination confirmation screen before transmission ...8-71

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**NOTE:** If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

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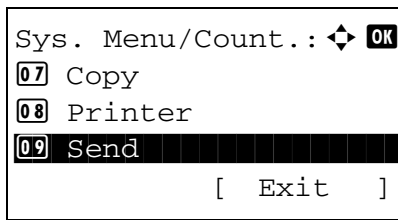
### Select Key Set

If you register a function to the **Left Select** key or **Right Select** key, you can quickly set the function when using sending functions.

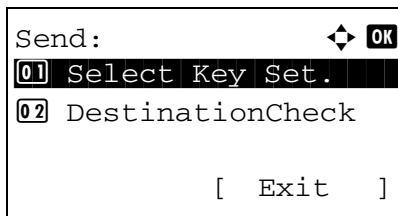
You can register one of the following functions to each key.

- None
- Color Selection
- Original Size
- Original Image
- Scan Resolution
- Sending Size
- Zoom
- Orig.Orientation
- Continuous Scan
- File Format
- File Name Entry
- Subject/Body
- JobFinish Notice
- FAX Resolution
- FAX Direct TX
- FAX Delayed TX
- FAX RX Polling
- Density
- Duplex
- FTP Encrypted TX
- File Separation
- Sharpness
- Backgrnd Density

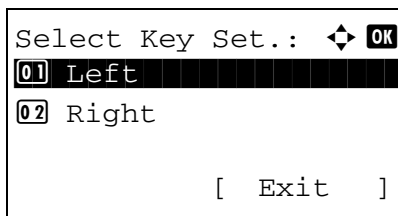
Use the procedure below to set Select Key Set.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Send].



- 2 Press the **OK** key. The Send menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Select Key Set.].

- 4 Press the **OK** key. Select Key Set. appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Left] or [Right].

- 6 Press the **OK** key. This displays the function selection screen for the flexible key selected in step 5. The screen shown is the one when [Left] is selected.

- 7 Press the  $\Delta$  or  $\nabla$  key to select the function you want to register to the flexible key.

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Send menu.

This function is  
already registered.

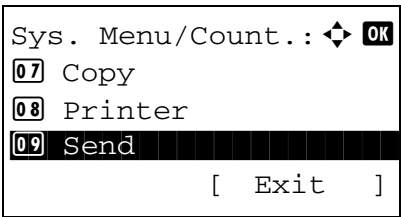
**IMPORTANT:** If you try to set the function that is registered to the other flexible key, you cannot set it and *This function is already registered.* is displayed.

# Destination confirmation screen before transmission

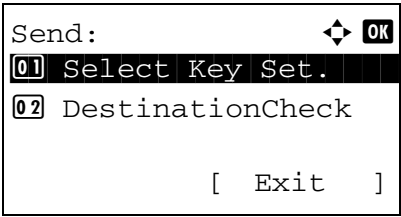
You can specify whether or not the destination confirmation screen appears after the Start key is pressed or after a destination is added or edited before transmission.

The table below shows the available settings..

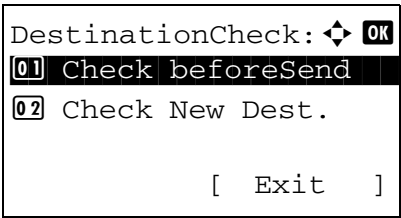
Item	Detail
Check beforeSend	Specify whether or not the destination confirmation screen appears before transmission.
Check New Dest.	Specify whether or not the destination confirmation screen appears when the destination is new.



1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Send].



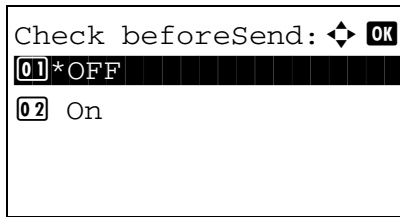
2 Press the **OK** key. The Send menu appears.



3 Press the  $\Delta$  or  $\nabla$  key to select [Check before Send].

4 Press the **OK** key. The destination confirmation menu appears.

5 Press the  $\Delta$  or  $\nabla$  key to select [Check before Send] or [Check New Dest.].



- 6** Press the **OK** key. The menu of the selected function appears.

The screen when the Check before Send menu is selected is shown.

- 7** Press the  $\Delta$  or  $\nabla$  key to select the function you want to register to the flexible key.
- 8** Press the **OK** key. *Completed.* is displayed and the screen returns to the Send menu.

## Document Box Settings

The following settings are available for Document Box.

- Select Key Set ...8-73
- Job Box ...8-75

### Select Key Set

If you register a function to the **Left Select** key or **Right Select** key, you can quickly set the function when printing from or saving to a document box.

You can register one of the following functions to each key for either of printing from and saving to a document box.

#### Print

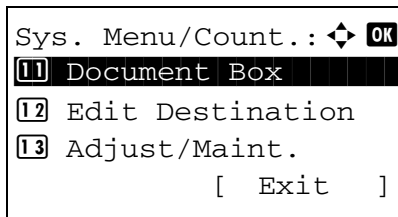
- None
- Collate
- Paper Selection
- Duplex
- File Name Entry
- JobFinish Notice
- Print Override
- Color Selection
- Encrypted PDF
- JPEG/TIFF Print
- XPS FitTo Page
- Del. afterPrint

#### Store

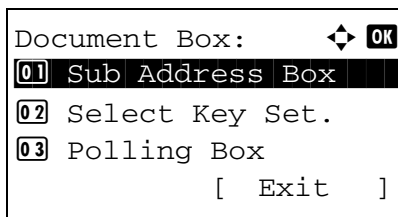
- None
- Color Selection
- Original Size
- Original Image
- Scan Resolution
- Storing Size
- Zoom
- Orig.Orientation
- Continuous Scan
- File Format
- File Name Entry
- JobFinish Notice
- Density
- Duplex

- Sharpness
- Backgrnd Density

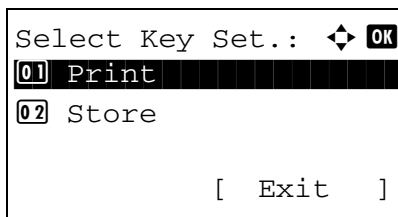
Use the procedure below to set Select Key Set.



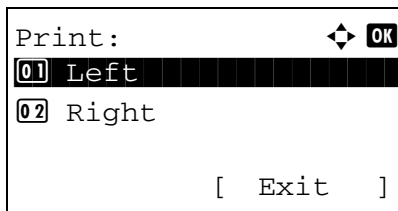
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Document Box].



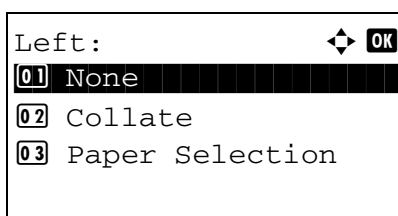
- 2 Press the **OK** key. The Document Box menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Select Key Set.].
- 4 Press the **OK** key. Select Key Set. appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Print] or [Store].
- 6 Press the **OK** key. This displays the flexible key selection screen for the function selected in step 5. The screen shown is the one when [Print] is selected.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [Left] or [Right].
- 8 Press the **OK** key. This displays the function selection screen for the flexible key selected in step 7. The screen shown is the one when [Left] is selected.
- 9 Press the  $\Delta$  or  $\nabla$  key to select the function you want to register to the flexible key.

- 10** Press the **OK** key. *Completed.* is displayed and the screen returns to the Document Box menu.

**IMPORTANT:** If you try to set the function that is registered to the other flexible key, you cannot set it and *This function is already registered.* is displayed.

This function is  
already registered.

## Job Box

Job Box settings can be set. Select settings for Quick Copy Jobs and Job Retention Deletion. Quick Copy Jobs sets the number of files that can be saved using Quick Copy. Job Ret. Deletion sets the period of time a job retention file can be saved. When a file has been saved for longer than the period, it is automatically deleted.

### Quick Copy Jobs

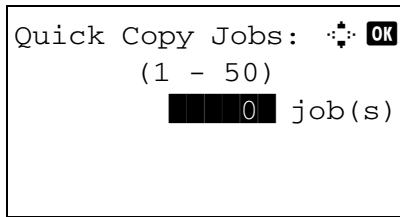
The procedure for setting Quick Copy Jobs is explained below.

```
Sys. Menu/Count.: [Up] [Down] [OK]
[01] Document Box
[02] Edit Destination
[03] Adjust/Maint.
      [ Exit ]
```

```
Document Box: [Up] [Down] [OK]
[01] Sub Address Box
[02] Select Key Set.
[03] Polling Box
      [ Exit ]
```

```
Job Box: [Up] [Down] [OK]
[01] Quick Copy Jobs
[02] JobRet. Deletion
```

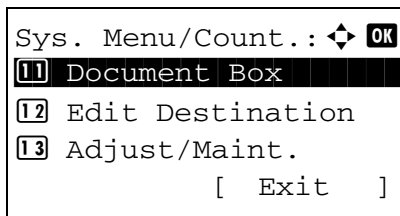
- 1** In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Document Box].
- 2** Press the **OK** key. The Document Box menu appears.
- 3** Press the  $\Delta$  or  $\nabla$  key to select [Job Box].
- 4** Press the **OK** key. The Job Box screen appears.
- 5** Press the  $\Delta$  or  $\nabla$  key to select [Quick Copy Jobs].



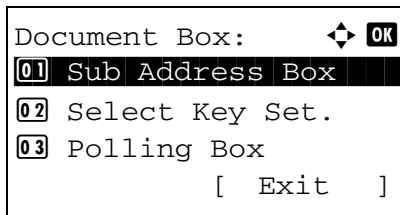
- 6 Press the **OK** key. The Quick Copy Jobs screen appears.
- 7 Enter the number of Quick Copy Jobs that can be saved with the numeric keys.
- 8 Press the **OK** key. *Completed* appears and you return to the Common Settings menu.

## Job Retention Deletion

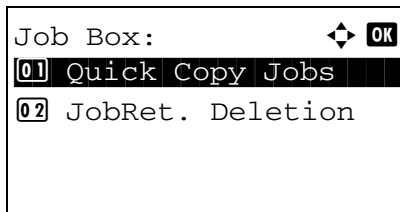
The procedure for setting Job Retention Deletion is explained below.



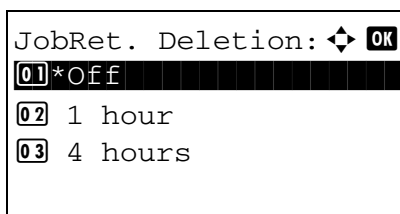
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Document Box].



- 2 Press the **OK** key. The Document Box menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Job Box].
- 4 Press the **OK** key. The Job Box screen appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Job Ret. Deletion].
- 6 Press the **OK** key. The Job Retention Deletion screen appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select the period that jobs are retained.
- 8 Press the **OK** key. *Completed* appears and you return to the Common Settings menu.

## Printer Settings

Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.

- Emuration Set ...8-78
- Color Setting ...8-81
- EcoPrint ...8-81
- Override A4/LTR ...8-82
- Duplex ...8-83
- Copies ...8-84
- Orientation ...8-86
- Gloss Mode ...8-87
- Wide A4 ...8-88
- FormFeed Timeout ...8-88
- LF Action ...8-89
- CR Action ...8-90
- Print Offset ...8-91
- Paper Feed Mode...8-92

**NOTE:** If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

### Emuration Set

Select the emulation for operating this machine by commands oriented to other types of printers.

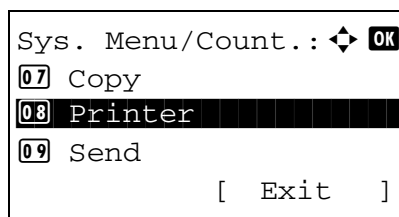
#### Selection of emulation

This machine can emulate the following printers:

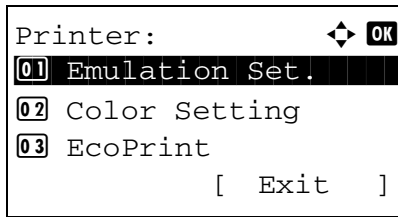
- PCL6
- KPDL
- KPDL(Auto)

**NOTE:** When [KPDL (Auto)] is selected for the emulation mode, automatic switching between KPDL and PCL6 (substitute emulation) takes place based on the print data.

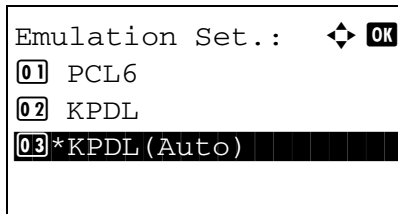
Use the procedure below to select the emulation.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



2 Press the **OK** key. The Printer menu appears.



3 Press the  $\Delta$  or  $\nabla$  key to select [Emuration Set.].

4 Press the **OK** key. Emuration Set. appears.

5 Press the  $\Delta$  or  $\nabla$  key to select the printer you want to emulate.

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

**NOTE:** If you select [KPDL] or [KPDL(Auto)], the operation after selecting the emulation is different from others.

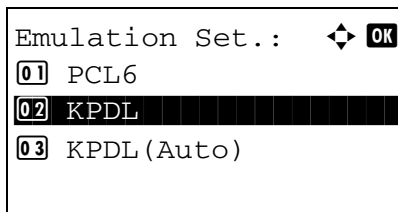
If you select [KPDL], refer to *page 8-79*.

If you select [KPDL(Auto)], refer to *page 8-80*.

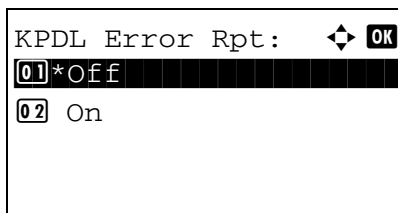
### When KPDL Is Selected for Emulation

When you use the KPDL emulation mode, set whether or not to output KPDL error reports. The default setting is *Off*.

Use the procedure below to make the setting.



1 In Emulation Set, press the  $\Delta$  or  $\nabla$  key to select [KPDL].



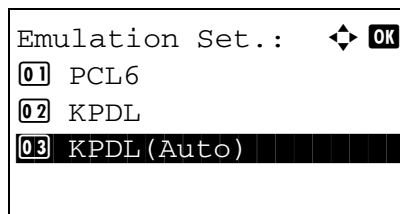
2 Press the **OK** key. KPDL Error Rpt appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].
- 4 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

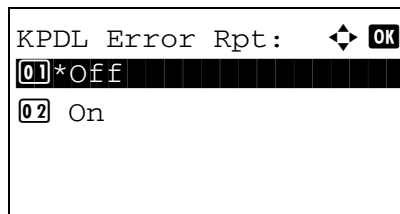
### When KPD(LAuto) Is Selected for Emulation

When you select [KPD(LAuto)], set whether or not to output KPD(L error reports. The default setting is *Off*.

Use the procedure below to make the setting.



- 1 In Emulation Set, press the  $\Delta$  or  $\nabla$  key to select [KPD(LAuto)].



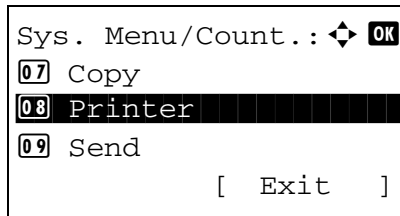
- 2 Press the **OK** key. KPD(L Error Rpt appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].
- 4 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

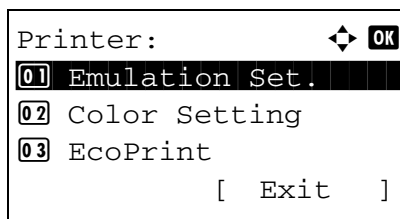
## Color Setting

You can select whether status reports are printed in color or black & white.

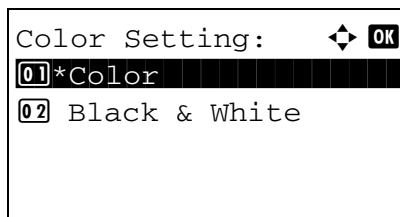
Use the procedure below to select the Color Setting.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Color Setting].

- 4 Press the **OK** key. Color Setting appears.

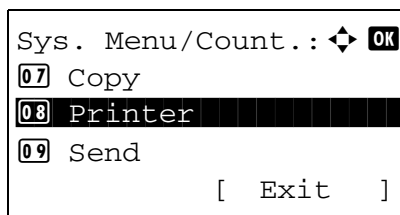
- 5 Press the  $\Delta$  or  $\nabla$  key to select to select [Color] or [Black & White].

- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

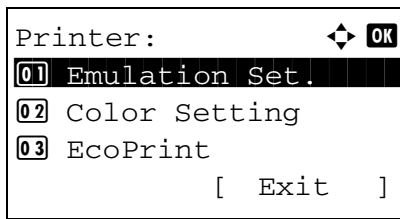
## EcoPrint

EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem.

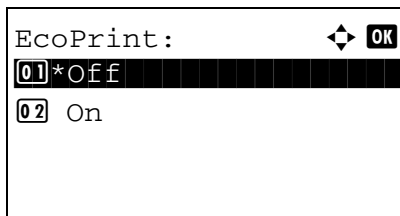
Use the procedure below to specify the EcoPrint setting.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



2 Press the **OK** key. The Printer menu appears.



3 Press the  $\Delta$  or  $\nabla$  key to select [EcoPrint].

4 Press the **OK** key. EcoPrint appears.

5 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

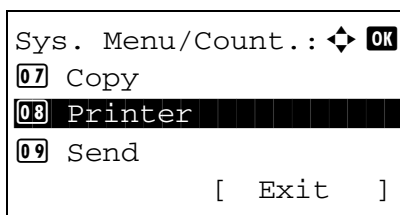
6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## Override A4/LTR

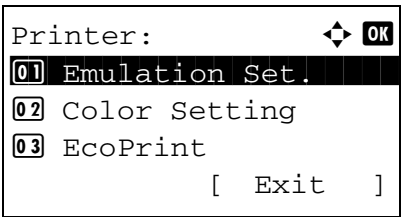
Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. The table below shows the available settings.

Item	Description
On	A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Off	A4 and Letter are not regarded as the same in size.

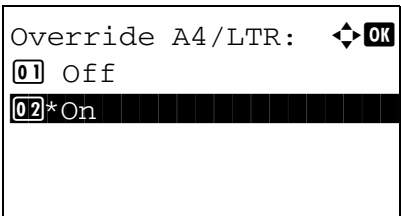
Use the procedure below to specify the override A4/Letter setting. The default setting is *On*.



1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



2 Press the **OK** key. The Printer menu appears.



3 Press the  $\Delta$  or  $\nabla$  key to select [Override A4/LTR].

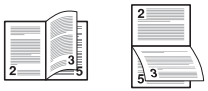
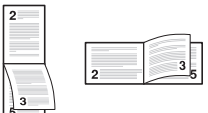
4 Press the **OK** key. Override A4/LTR appears.

5 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

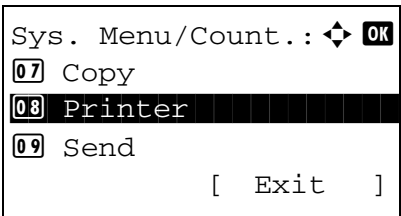
6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## Duplex

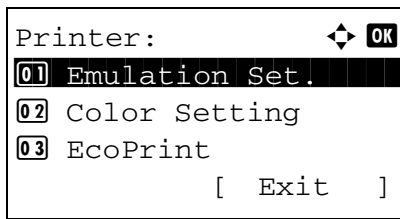
Select binding orientation for duplex mode. The table below shows the available settings.

Item	Description	Finish
Off	No duplex mode	
Bind Long Edge	Longer edge bound	
Bind Short Edge	Shorter edge bound	

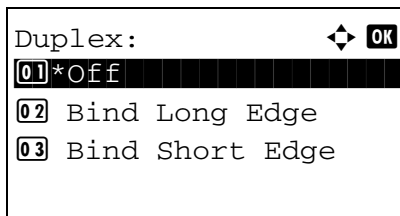
Use the procedure below to select a duplex setting.



1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Duplex].

- 4 Press the **OK** key. Duplex appears.

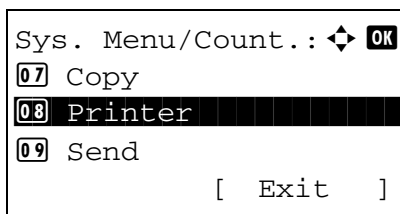
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Off], [Bind Long Edge] or [Bind Short Edge].

- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

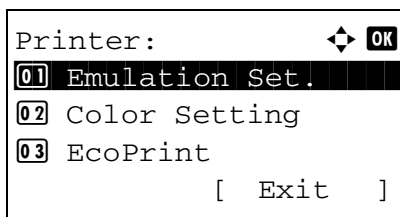
## Copies

Set the default number of copies, from 1 to 999.

Use the procedure below to specify the default number of copies.



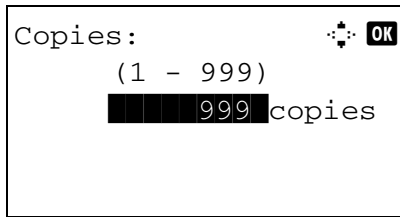
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Copies].

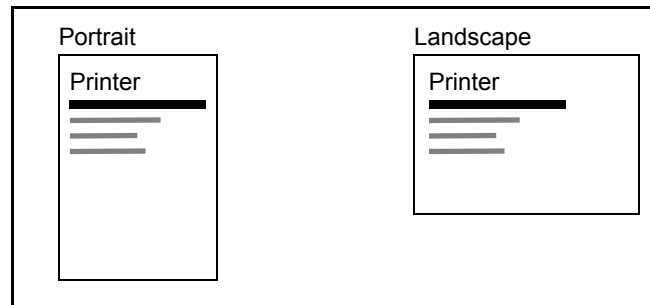




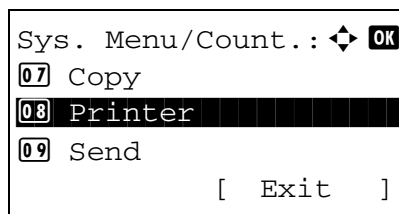
- 4 Press the **OK** key. Copies appears.
- 5 Press the  $\Delta$  or  $\nabla$  key or the numeric keys to set the default number of copies.
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## Orientation

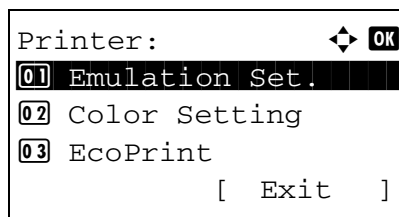
Set the default orientation, *Portrait* or *Landscape*.



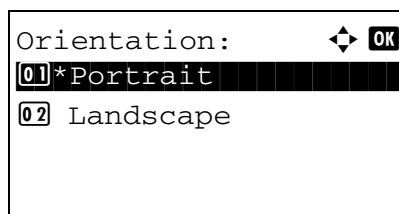
Use the procedure below to set the default orientation for printing.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Orientation].

- 4 Press the **OK** key. Orientation appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Portrait] or [Landscape].

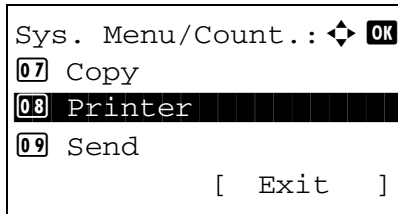
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## Gloss Mode

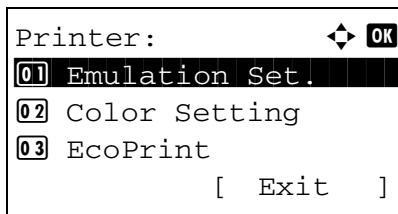
Gloss Mode, when set to High, increases the effect of glossiness in printing by reducing the printing speed by half.

**IMPORTANT:** Gloss Mode is not available when Labels and Transparency is selected as the paper type setting. Depending on the paper used, printing in gloss mode may cause wrinkle in paper. To reduce wrinkle, try using thicker paper.

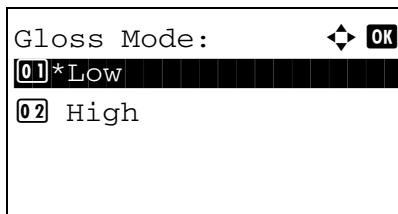
Use the procedure below to select Gloss mode.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Gloss Mode].
- 4 Press the **OK** key. Gloss Mode appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Low] or [High].
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## Wide A4

Turn this to On to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL 6 emulation.

Use the procedure below to select Wide A4.

```

Sys. Menu/Count.: [OK]
07 Copy
08 Printer
09 Send
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].

```

Printer: [OK]
01 Emulation Set.
02 Color Setting
03 EcoPrint
[ Exit ]
  
```

- 2 Press the **OK** key. The Printer menu appears.

```

Wide A4: [OK]
01 *Off
02 On
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Wide A4].

- 4 Press the **OK** key. Wide A4 appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## FormFeed Timeout

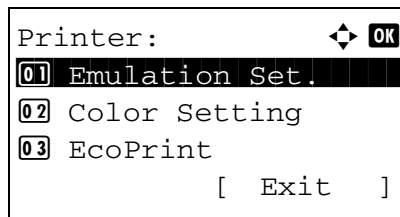
Receiving print data from the computer, the machine may sometimes wait if there is no information signalling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds.

Use the procedure below to set the form feed timeout.

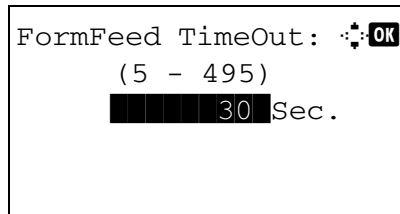
```

Sys. Menu/Count.: [OK]
07 Copy
08 Printer
09 Send
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [FormFeed Timeout].
- 4 Press the **OK** key. FormFeed Timeout appears.

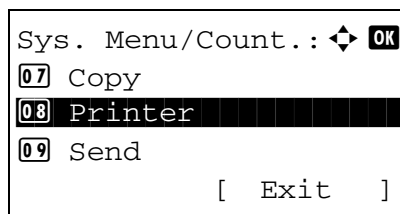
- 5 Press the  $\Delta$  or  $\nabla$  key to set the Form Feed Timeout. You can set the timeout delay in seconds. You cannot use the numeric keys to enter this value.
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## LF Action

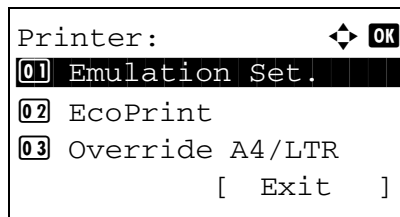
Set the line feed action when the machine receives the line feed code (character code 0AH). The table below shows the available settings. The default setting is *LF Only*.

Item	Description
LF Only	Only line feed performed.
LF and CR	Line feed and character return performed.
Ignore LF	No line feed performed.

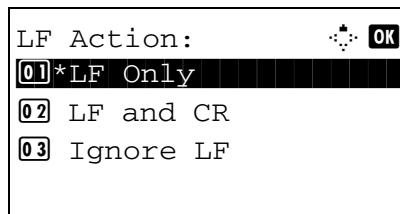
Use the procedure below to specify a LF action.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [LF Action].

- 4 Press the **OK** key. LF Action appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [LF Only], [LF and CR] or [Ignore LF].

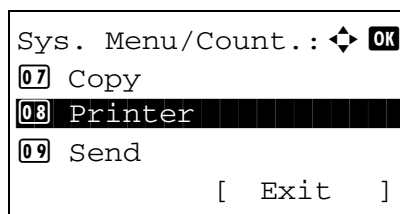
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## CR Action

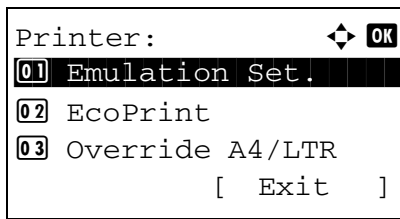
Set the character return action when the machine receives the character return code (character code 0DH). The table below shows the available settings. The default setting is *CR Only*.

Item	Description
CR Only	Only character return performed.
LF and CR	Character return and line feed performed.
Ignore CR	No character return performed.

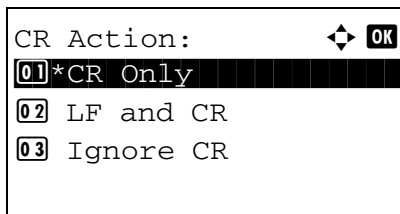
Use the procedure below to specify a CR action.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [CR Action].

- 4 Press the **OK** key.

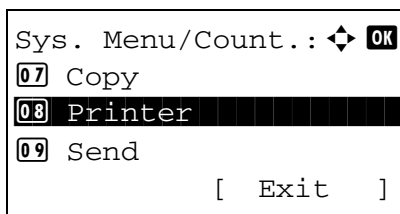
- 5 Press the  $\Delta$  or  $\nabla$  key to select [CR Only], [LF and CR] or [Ignore CR].

- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

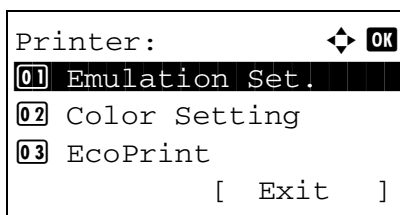
## Print Offset

Print range correction can be used to correct the horizontal and vertical print ranges in order to correct image skew.

Use the procedure below to set the Print Offset.

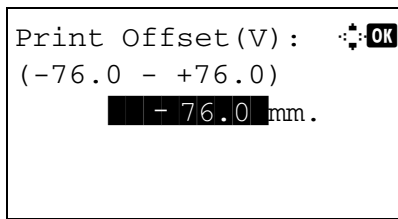


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].

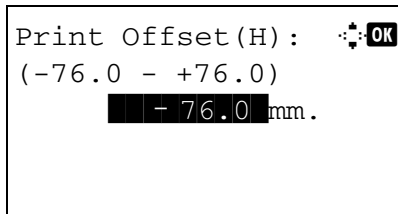


- 2 Press the **OK** key. The Printer menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Print Offset].



- 4 Press the **OK** key. The vertical print range correction menu appears.



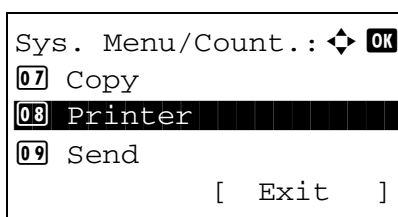
- 5 Press the  $\Delta$  or  $\nabla$  key to set the vertical range correction value.
- 6 Press the **OK** key. The horizontal print range correction menu appears.
- 7 Press the  $\Delta$  or  $\nabla$  key to set the horizontal range correction value.
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## Paper Feed Mode

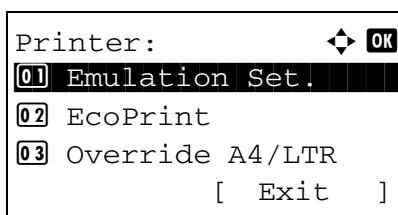
Set the default value of the paper feed direction used for the printer functions. The default setting is *Auto*.

Item	Description
Auto	Sets the paper feed direction automatically.
Fixed	Sets the paper feed direction the same as in the previous printing operation.

Use the procedure below to set Paper Feed Mode.

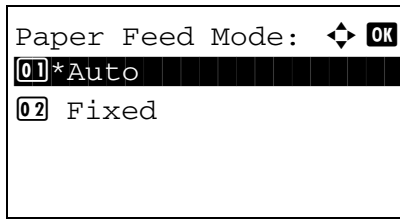


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Printer].



- 2 Press the **OK** key. The Printer menu appears.





- 3 Press the  $\Delta$  or  $\nabla$  key to select [Paper Feed Mode].
- 4 Press the **OK** key. Paper Feed Mode appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Auto] or [Fixed].
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

## Printing Reports/Sending Notice

Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

---

**NOTE:** If user login administration is enabled, you can only print by logging in with administrator privileges.

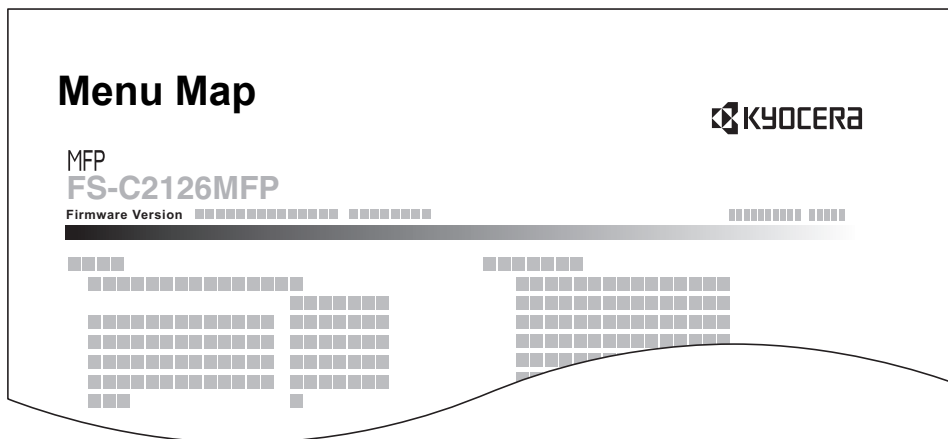
---

### Printing Reports

Printable reports are as follows.

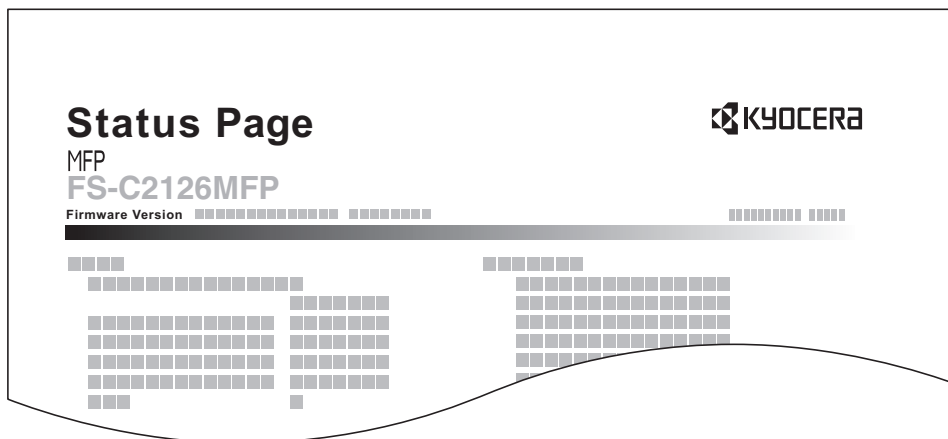
#### Menu map

Outputs a menu map of this machine.



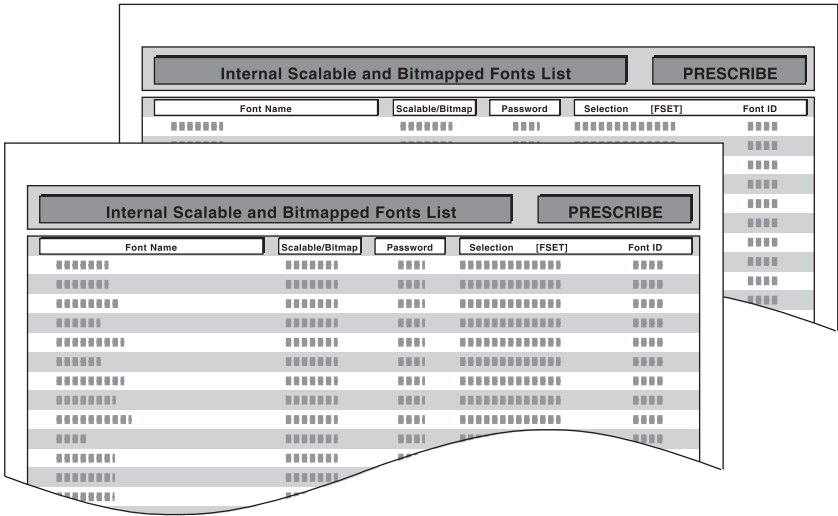
#### Status Page

Check the information including current settings, available memory space, and optional equipment installed.

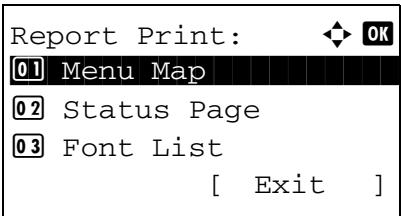
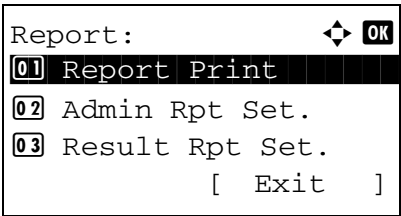
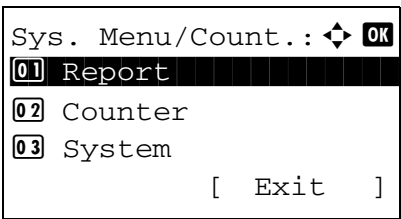


# Font List

Check the font samples installed in the machine.



Use the procedure below to print a Menu Map / Status Page / Font List.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Report].
- 2 Press the **OK** key. The Report menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Report Print].
- 4 Press the **OK** key. The Report Print menu appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Menu Map], [Status Page] or [Font List].

```

Print.
Are you sure?
→Status Page

[  Yes  ] [  No  ]

```

- 6** Press the **OK** key. A confirmation screen appears.

The screen shown is the one when Status Page is selected.

- 7** Press [Yes] (the **Left Select** key). The selected report is output. *Accepted.* is displayed and the screen returns to the Report Print menu.

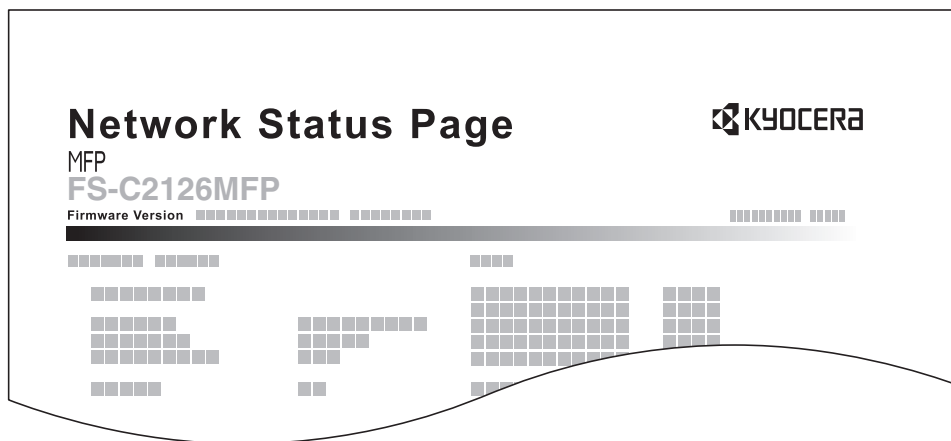
**NOTE:** When acceptance of jobs is prohibited, *Now, the machine is prohibited to be used.* is displayed and the output is canceled.

### Service Status Page

More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.

### Network Status Page

Check the information including network interface firmware version, network address and protocol.



Use the procedure below to print a Service Status / Network Status.

```

Sys. Menu/Count.: ⬆ ⬇ ⬆ ⬆ OK
[1] Document Box
[2] Edit Destination
[3] Adjust/Maint.
[ Exit ]

```

- 1** In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].

```

Adjust/Maint.:  [OK]
[01] Copy Denst. Adj.
[02] Send/Box Density
[03] Correct. Bk Line
               [ Exit ]

```

- 2 Press the **OK** key. The Adjust/Maint. menu appears.

```

Service Setting: [OK]
[01] Service Status
[02] Network Status
[03] New Developer
               [ Exit ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Service Setting].
- 4 Press the **OK** key. Service Setting appears.

```

Print.
Are you sure?
→Network Status

[ Yes ] [ No ]

```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Service Status] or [Network Status].
- 6 Press the **OK** key. A confirmation screen appears.
- The screen shown is the one when Network Status is selected.
- 7 Press [Yes] (the **Left Select** key). The selected report is output. *Accepted.* is displayed and the screen returns to the Adjust/Maint. menu.

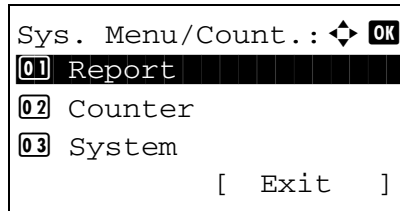
**NOTE:** When acceptance of jobs is prohibited, *Now, the machine is prohibited to be used.* is displayed and the output is canceled.

## Send Result Report

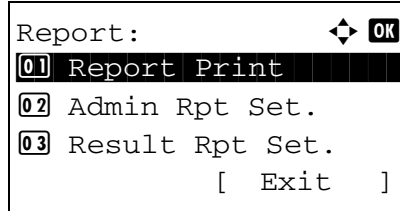
Automatically print a report of transmission result when a transmission is complete. The table below shows the available settings. The default setting is *Error Only*.

Item	Description
Off	No result report printed.
On	Result report automatically printed. Transmitted images can also be attached.
Error Only	Result report printed only when a transmission ends in an error. If two or more destinations are registered, the reports are printed only for the destinations with the errors. Transmitted images can also be attached.

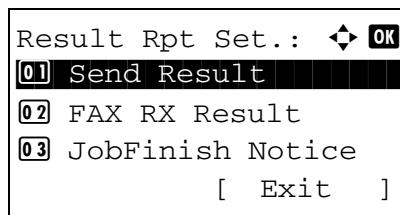
Use the procedure below to send a Result Report.



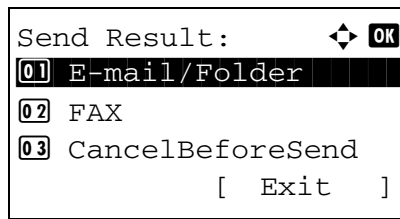
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Report].



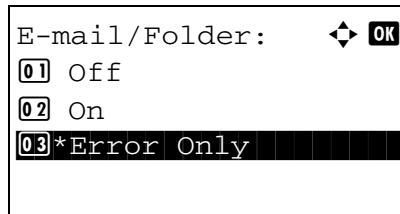
- 2 Press the **OK** key. The Report menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Result Rpt Set.].
- 4 Press the **OK** key. The Result Rpt Set. menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Send Result]. The Send Result menu appears.



- 6 Press the  $\Delta$  or  $\nabla$  key to select [E-mail/Folder], [FAX] or [CancelBeforeSend]. Selected menu appears.

**NOTE:** Selecting [CancelBeforeSend] can be specified whether the machine prints the report when canceling the operation before sending. When selecting [Off] in both E-mail/Folder and FAX menu, [CancelBeforeSend] is not displayed.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Off], [On] or [Error Only].  
When selecting [CancelBeforeSend], press the  $\Delta$  or  $\nabla$  key to select [Off] or [On]
- 8 Press the **OK** key. A Result Report is sent. *Completed.* is displayed and the screen returns to the Send Result menu.

## Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.


- Copy Denst. Adj. ...8-100
- Send/Box Density ...8-101
- AutoColorCorrect ...8-102
- ColorCalibration ...8-103
- Color Regist. ...8-103
- Correct. Bk Line ...8-110
- New Developer...8-111

**NOTE:** If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

**Copy Denst. Adj.**

Adjust copy density. Adjustment can be made in 7 levels both in auto and manual density modes.


Use the procedure below to adjust the copy density.


```
Sys. Menu/Count.:  OK
```

<b>10</b>	Document Box
<b>11</b>	Edit Destination
<b>12</b>	Adjust/Maint.

[ Exit ]

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].

```
Adjust/Maint.:  OK
```


```
01 Copy Denst. Adj. 
```

```
02 Send/Box Density
```

```
03 AutoColorCorrect
```

```
[ Exit ]
```

**2** Press the **OK** key. The Adjust/Maint. menu appears.

Copy Denst. Adj.:  **OK**

**01** Auto

**02** Manual

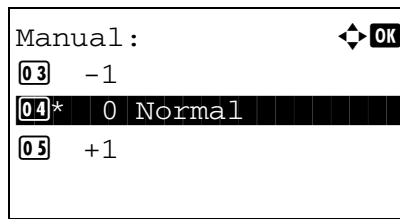
[ Exit ]

**3** Press the  $\Delta$  or  $\nabla$  key to select [Copy Denst. Adj.].

**4** Press the **OK** key. Copy Denst. Adj. appears.

**5** Press the  $\Delta$  or  $\nabla$  key to select [Auto] or [Manual].





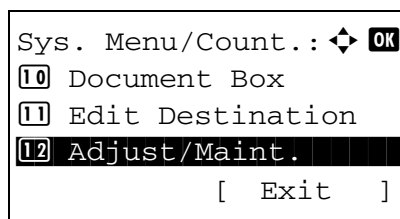
- 6 Press the **OK** key. This displays the density selection screen for the mode selected in step 5. The screen shown is the one when [Manual] is selected.

- 7 Press the  $\Delta$  or  $\nabla$  key to select the density from [-3 Lighter] to [+3 Darker].

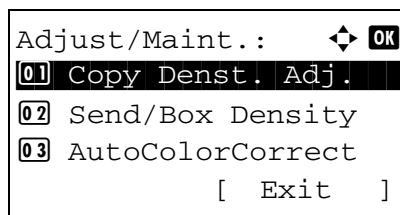
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Adjust/Maint. menu.

## Send/Box Density

Adjust scan density when sending or storing the data in Document Box. Adjustment can be made in 7 levels both in auto and manual density modes.



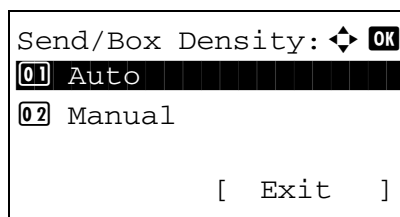
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].



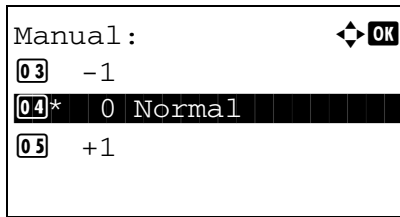
- 2 Press the **OK** key. The Adjust/Maint. menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Send/Box Density].

- 4 Press the **OK** key. Send/Box Density appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Auto] or [Manual].

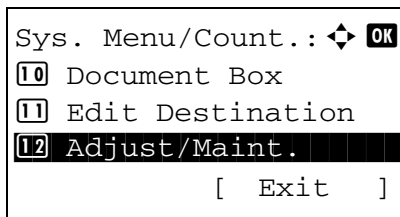


- 6 Press the **OK** key. This displays the density selection screen for the mode selected in step 5. The screen shown is the one when [Manual] is selected.
- 7 Press the  $\Delta$  or  $\nabla$  key to select the density from [-3 Lighter] to [+3 Darker].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Adjust/Maint. menu.

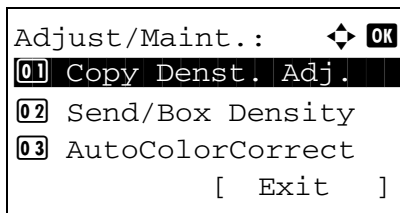
## AutoColorCorrect

This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white during Auto Color Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white.

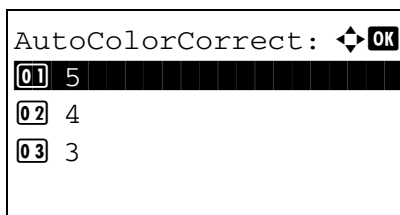
Use the procedure below to set the Auto Color Detection Level.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].



- 2 Press the **OK** key. The Adjust/Maint. menu appears.

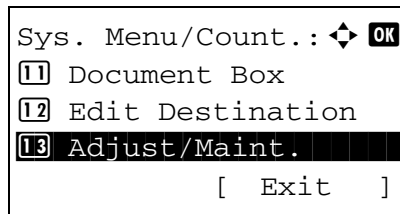


- 3 Press the  $\Delta$  or  $\nabla$  key to select [AutoColorCorrect].
- 4 Press the **OK** key. AutoColorCorrect appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select a value from [5] to [1].
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Adjust/Maint. menu.

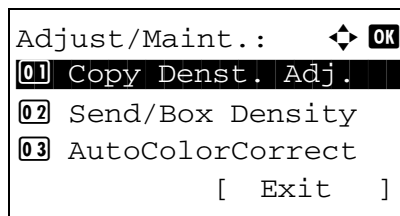
## ColorCalibration

This machine contains a calibration function that automatically makes adjustments to compensate for changes that occur over time due to variations in the ambient temperature and humidity. So that the highest quality color printing can be maintained, this color calibration operation is carried out automatically each time the power to the machine is turned on. If color tone does not improve or color drift does not improve after executing this color adjustment, perform color print position correction on page 103.

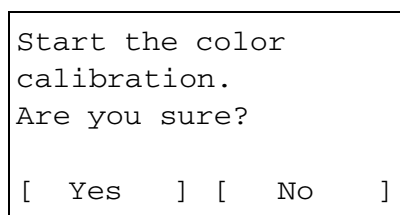
Use the procedure below to set the Color Calibration.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].



- 2 Press the **OK** key. The Adjust/Maint. menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [ColorCalibration].
- 4 Press the **OK** key. ColorCalibration appears.

- 5 Press [Yes] (the **Left Select** key) to execute Color Calibration.
- 6 *Completed.* is displayed and the screen returns to the Adjust/Maint. menu.

## Color Regist.

When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift. Normal registration and detailed settings are available for Color Registration. Color drift can be largely corrected through normal registration. However, if it is not resolved or to perform more detailed settings, use the detailed settings.

**NOTE:** To perform color registration, verify that either Letter or A4 paper is loaded into a cassette.

**IMPORTANT:** Before performing color registration, be sure to perform color calibration (see page 103). If color drift remains, perform color registration. By performing color registration without performing color calibration, the color drift will be resolved once, however, it may cause the serious color drift later.

## Normal Registration

Follow the steps below to correct normal color drift.

```

Sys. Menu/Count.:  OK
[1] Document Box
[2] Edit Destination
[3] Adjust/Maint.
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].

```

Adjust/Maint.:  OK
[0] Copy Denst. Adj.
[2] Send/Box Density
[3] AutoColorCorrect
[ Exit ]
  
```

- 2 Press the **OK** key. The Adjust/Maint. menu appears.

```

Color Regist.:  OK
[0] Normal
[2] Detail
[ Exit ]
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Color Regist.].
- 4 Press the **OK** key. Color Regist. appears.

```

Normal:  OK
[0] Print Chart
[2] Adjust Magenta
[2] Adjust Cyan
  
```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Normal].
- 6 Press the **OK** key. The normal registration appears. Press the  $\Delta$  or  $\nabla$  key to select [Print Chart].

```

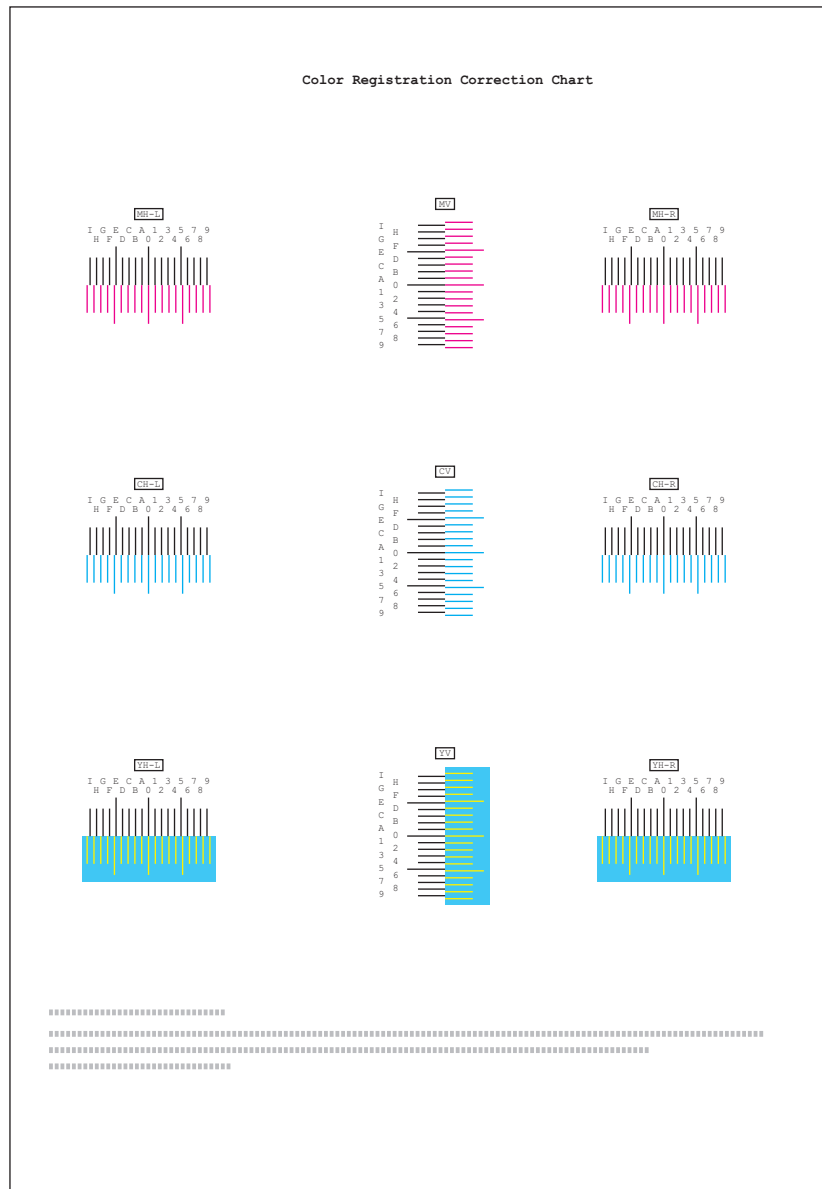
Print.
Are you sure?
→Registration chart.
[ Yes ] [ No ]
  
```

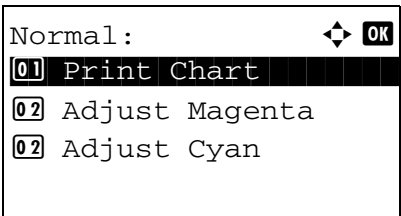
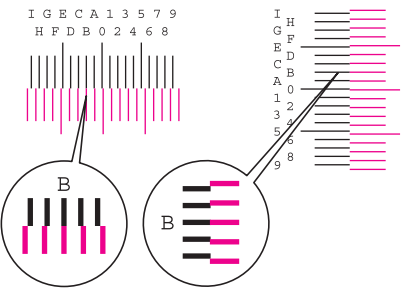
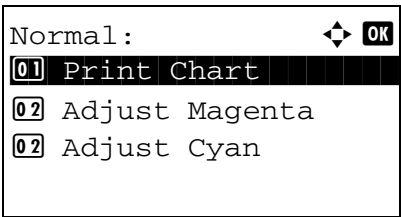
- 7 Press the **OK** key. The chart print confirmation menu appears.

- 8** Press [Yes] (the Left Select key) to execute chart printing. After the charts are printed, you will return to the standard menu of color print position correction.

Three charts, H-L (left), V (center), and H-R (right) are printed on one sheet of paper for each of the colors M (magenta), C (cyan), and Y (yellow).

<Chart Example>





9 Press the  $\Delta$  or  $\nabla$  key to select [Adjust Magenta]. Press the **OK** key. The magenta correction menu appears.

10 In the color registration correction chart printed in Print Registration Chart above, note the numbers of the sections in the magenta H and V charts where the lines most closely coincide as a single straight line. In the left example, the value would be B.

11 Press  $\triangleleft$  or  $\triangleright$  key to change items (H-1 to H-5, V-3). Press  $\Delta$  or  $\nabla$  key to enter the value read from the chart and press [OK]. Magenta correction is performed. After a brief interval you will return to the standard menu of color print position correction.

Press  $\Delta$  key to increase the value from 0 to 9. To decrease, press  $\nabla$ .

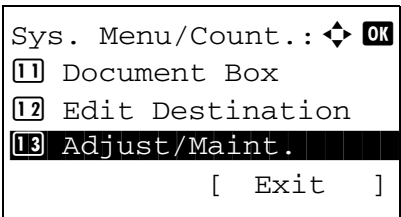
By pressing  $\nabla$ , the value changes from 0 to alphabetic letters, going from A to I. To move in the reverse direction, press  $\Delta$ .

You cannot use the numeric keys to enter these values.

12 Repeat steps 9 to 11 to correct cyan and yellow.

### Detailed Settings

Follow the steps below to perform more detailed correction.



1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].

```

Adjust/Maint.:  [OK]
[01] Copy Denst. Adj.
[02] Send/Box Density
[03] AutoColorCorrect
           [ Exit ]

```

- 2 Press the **OK** key. The Adjust/Maint. menu appears.

```

Color Regist.:  [OK]
[01] Normal
[02] Detail
           [ Exit ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Color Regist.].

- 4 Press the **OK** key. Color Regist. appears.

```

Detail:  [OK]
[01] Print Chart
[02] Adjust Magenta
[02] Adjust Cyan

```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Detail].

- 6 Press the **OK** key. The normal registration appears. Press the  $\Delta$  or  $\nabla$  key to select [Print Chart].

```

Print.
Are you sure?
→Registration chart.
[ Yes ] [ No ]

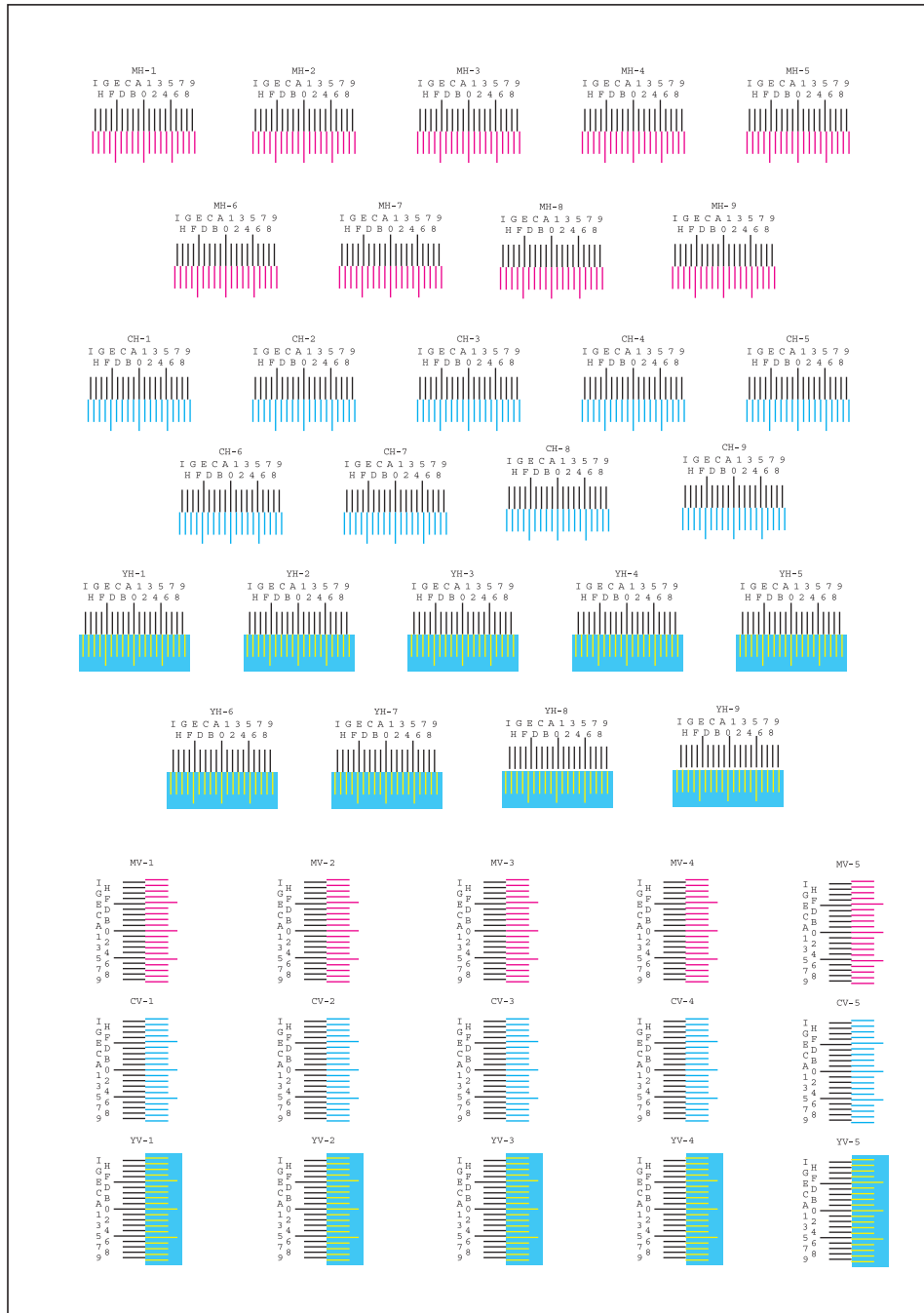
```


- 7 Press the **OK** key. The chart print confirmation menu appears.

- 8 Press [Yes] (the **Left Select** key) to execute chart printing. After the charts are printed, you will return to the standard menu of color print position correction.

Three charts, H-L (left), V (center), and H-R (right) are printed on one sheet of paper for each of the colors M (magenta), C (cyan), and Y (yellow).

<Chart Example>



Normal:  **OK**

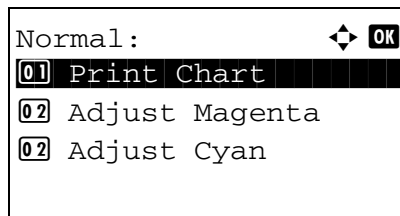
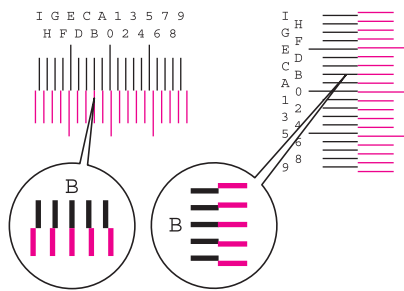
**01** Print Chart

**02** Adjust Magenta

**02** Adjust Cyan

- 9 Press the  $\Delta$  or  $\nabla$  key to select [Adjust Magenta]. Press the **OK** key. The magenta correction menu appears.





- 10** In the color registration correction chart printed in Print Registration Chart above, note the numbers of the sections in the magenta H and V charts where the lines most closely coincide as a single straight line. In the left example, the value would be B.

- 11** Press ◀ or ▶ key to change items (H-1 to H-5, V-3). Press ▲ or ▼ key to enter the value read from the chart and press [OK].  
Magenta correction is performed. After a brief interval you will return to the standard menu of color print position correction.

Press ▲ key to increase the value from 0 to 9. To decrease, press ▼.

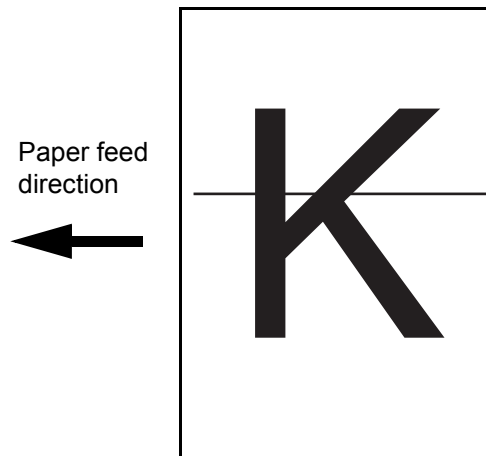
By pressing ▼, the value changes from 0 to alphabetic letters, going from A to I. To move in the reverse direction, press ▲.

You cannot use the numeric keys to enter these values.

- 12** Repeat steps 9 to 11 to correct cyan and yellow.

## Correct. Bk Line

Correct fine black lines (black streaks caused by contamination), which may appear on the copies, when the document processor is used.

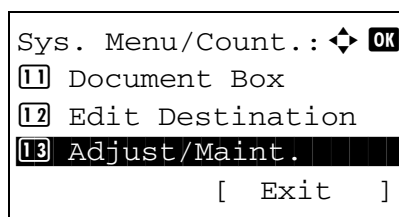


The table below shows the available settings.

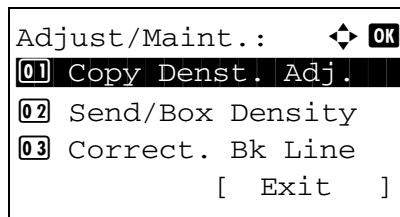
Item	Description
Off	No correction performed.
On(Low)	Correction performed. The reproduction of the image becomes lower when using Off.
On(High)	Correction performed. Select this item if black streak remains after using On (Low). The reproduction of the image becomes lower when using On (Low).

**NOTE:** Using Correcting Fine Black Line can impair reproduction of fine characters. It is recommended to keep the default ([Off]).

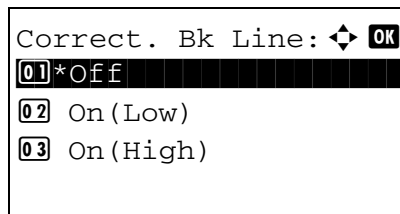
Use the procedure below to specify the setting for correcting fine black lines.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].



- 2 Press the **OK** key. The Adjust/Maint. menu appears.



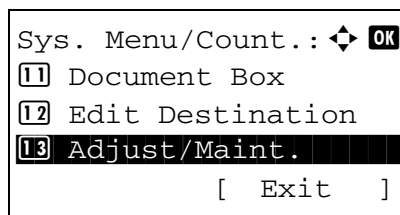
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Correct. Bk Line].
- 4 Press the **OK** key. Correct. Bk Line appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Off], [On(Low)] or [On(High)].

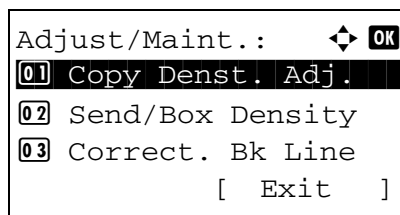
- 6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Adjust/Maint. menu.

## New Developer

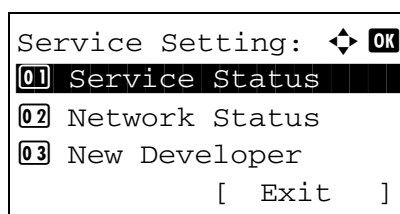
When the printing is too light or incomplete, even though there is enough toner, refresh the developer.



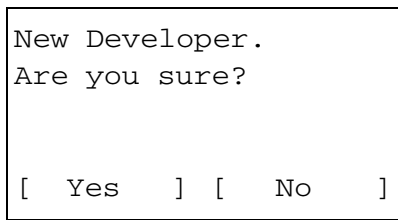
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Adjust/Maint.].



- 2 Press the **OK** key. The Adjust/Maint. menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Service Setting].
- 4 Press the **OK** key. The Service Setting menu appears.



New Developer.  
Are you sure?  
  
[ Yes ] [ No ]

- 5 Press the  $\Delta$  or  $\nabla$  key to select [New Developer].
- 6 Press the **OK** key. A confirmation screen appears.
- 7 Press [Yes] (the **Left Select** key). *Completed.* is displayed and the screen returns to the Adjust/Maint. menu.

## Date/Timer

Date/Timer settings include:

- Date/Time ...8-113
- Date Format ...8-115
- Time Zone ...8-116
- Summer Time ...8-117
- Auto Error Clear ...8-118
- Sleep Timer ...8-121
- Sleep Level ...8-122
- Auto Panel Reset ...8-124
- Unusable Time ...8-126

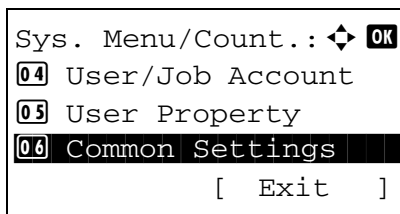
**NOTE:** If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

## Date/Time

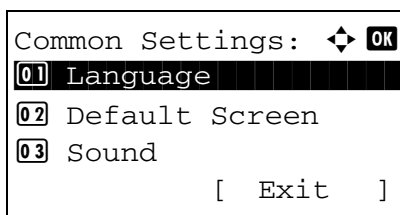
Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.

**CAUTION:** Be sure to set Time Zone before the Date/Time setup.

Use the procedure below to set the date and time.



**1** In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



**2** Press the **OK** key. The Common Settings menu appears.

**3** Press the  $\Delta$  or  $\nabla$  key to select [Date Setting], and press the **OK** key.

```

Login User Name:  [Cursor] OK
[Redacted Password]
Login Password:

[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.

```

Date Setting:  [Cursor] OK
[01] Date/Time
[02] Date Format
[03] Time Zone
[ Exit ]

```

4 The Date Settings menu appears.

```

Date/Time:  [Cursor] OK
Year  Month  Day
[2009]  01  01
(Time Zone:Tokyo )

```

5 Press the  $\Delta$  or  $\nabla$  key to select [Date/Time].

6 Press the **OK** key. The screen to enter the date of Date/Time appears.

7 Set the date.

Press the  $\triangleleft$  or  $\triangleright$  key to move to the item (Year / Month / Day) you want to enter.

Press the  $\Delta$  or  $\nabla$  key to set each item.

```

Date/Time:  [Cursor] OK
Hour  Min.  Second
[11] : 45: 50
(Time Zone:Tokyo )

```

8 Press the **OK** key. The screen to enter the time of Date/Time appears.

9 Set the time.

Press the  $\triangleleft$  or  $\triangleright$  key to move to the item (Hour / Min. / Second) you want to enter.

Press the  $\Delta$  or  $\nabla$  key to set each item.

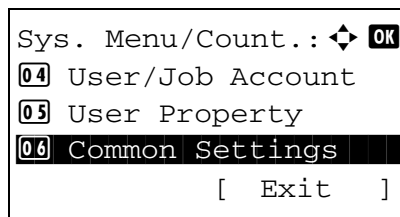
10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

**NOTE:** If you try to change the date/time when a trial application (page 8-170) is running, the *If you change Date/Time setting, trial functions will be unavailable. Are you sure?* message is displayed. To change the date/time, press [Yes](the **Left Select** key).

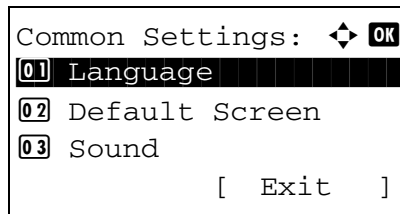
## Date Format

Select the display format of year, month, and date. The year is displayed in Western notation.

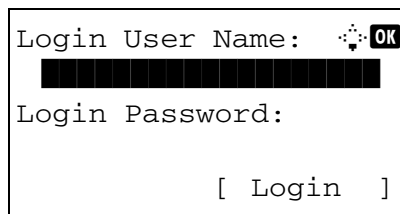
Use the procedure below to select the date format.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

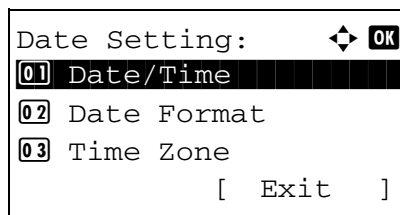


- 2 Press the **OK** key. The Common Settings menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Date Setting], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).



- 4 The Date Settings menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Date Format]

```

Date Format:  [OK]
[01] *Month/Day/Year
[02] Day/Month/Year
[03] Year/Month/Day

```

- 6 Press the **OK** key. Date Format appears.
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Month/Day/Year], [Day/Month/Year] or [Year/Month/Day].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

## Time Zone

Set the time difference in the location you are from GMT.

Use the procedure below to set the time difference.

```

Sys. Menu/Count.: [OK]
[04] User/Job Account
[05] User Property
[06] Common Settings
[ Exit ]

```

```

Common Settings: [OK]
[01] Language
[02] Default Screen
[03] Sound
[ Exit ]

```

```

Login User Name: [OK]
[ ]
Login Password:
[ Menu ] [ Login ]

```

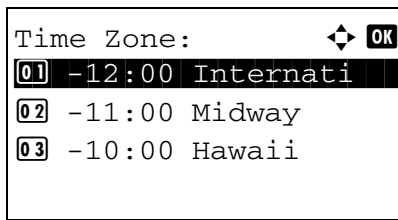
```

Date Setting: [OK]
[01] Date/Time
[02] Date Format
[03] Time Zone
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].
- 2 Press the **OK** key. The Common Settings menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Date Setting], and press the **OK** key.  
  
When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).
- 4 The Date Settings menu appears.





- 5 Press the  $\Delta$  or  $\nabla$  key to select [Time Zone].
- 6 Press the **OK** key. Time Zone appears.

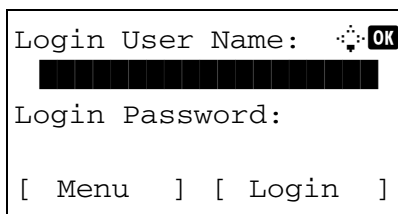
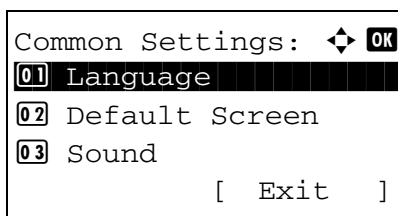
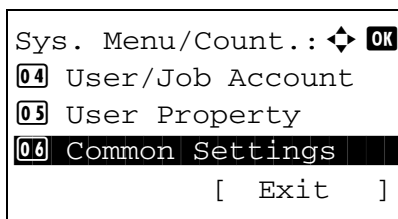
- 7 Press the  $\Delta$  or  $\nabla$  key to select your location.
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

**NOTE:** If you select a region that does not utilize summer time, the summer time setting screen will not appear.

## Summer Time

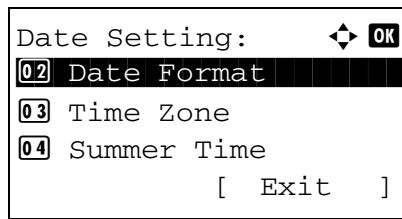
Set whether or not to apply summer time to the display of the date.

Use the procedure below to set Summer Time.

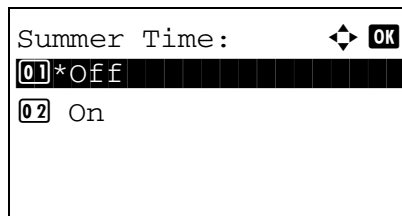


- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].
- 2 Press the **OK** key. The Common Settings menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Date Setting], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).



4 The Date Settings menu appears.



5 Press the  $\Delta$  or  $\nabla$  key to select [Summer Time].

6 Press the **OK** key. Summer Time appears.

7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

## Auto Error Clear

If an error occurs during printing, the print job stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses.

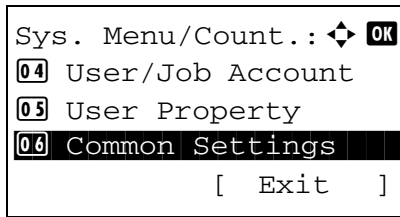
The following errors are automatically cleared.

- Cannot duplex print on this paper.
- Send error.
- Cannot connect to Authentication Server.
- Incorrect account ID. Job is canceled.
- Job Accounting restriction exceeded. Cannot print.
- Job Accounting restriction exceeded. Cannot scan.
- Job not stored. Press [OK].
- Job Accounting restriction exceeded. Job is canceled.
- Sub address/Polling box limit exceeded. Job is canceled.
- Memory is full. Print job cannot be processed completely.
- Maximum Number of scanned pages. Job is canceled.
- Print overrun.
- KPDL error.
- USB memory error. Job is canceled.
- No multi copies. Press [OK].

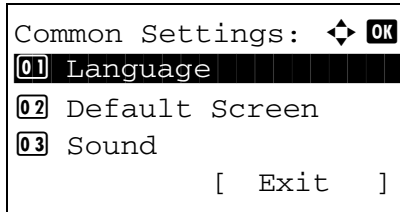
## Auto Error Clear ON/OFF

Select whether to use Auto Error Clear or not.

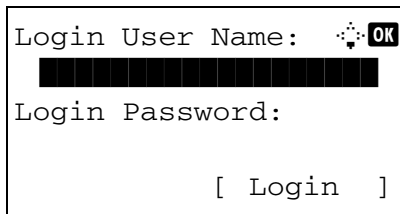
Use the procedure below to specify the auto error clear setting.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



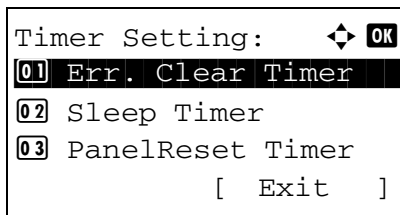
- 2 Press the **OK** key. The Common Settings menu appears.



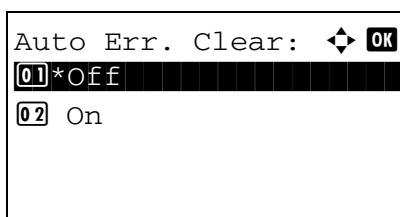
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Timer Setting], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

8



- 4 The Timer Settings menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Auto Err. Clear].
- 6 Press the **OK** key. Auto Err. Clear appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

### Error Clear Timer

If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. Options are between 5 and 495 seconds (every five seconds). The default setting is 30 minutes.

If you set 0 as the time, errors are not displayed.

**NOTE:** If you select [Off] for *Auto Error Clear*, the time display does not appear.

Use the procedure below to set the automatic error clear delay.

```

Sys. Menu/Count.: ⬆ ⬇ ⬆ ⬆ OK
04 User/Job Account
05 User Property
06 Common Settings
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```

Common Settings: ⬆ ⬇ ⬆ ⬆ OK
01 Language
02 Default Screen
03 Sound
[ Exit ]
  
```

- 2 Press the **OK** key. The Common Settings menu appears.

```

Login User Name: ⬆ ⬇ ⬆ ⬆ OK
[ ]
Login Password:
[ Login ]
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Timer Setting], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

Timer Setting: ⬆ ⬇ ⬆ ⬆ OK
01 Err. Clear Timer
02 Sleep Timer
03 PanelReset Timer
[ Exit ]
  
```

- 4 The Timer Settings menu appears.

```

Err. Clear Timer: * OK
(5 - 495)
[ ] 30 sec.
  
```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Err. Clear Timer].
- 6 Press the **OK** key. Err. Clear Timer appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to set the Error Clear Timer. Set the amount of time before clearing errors in

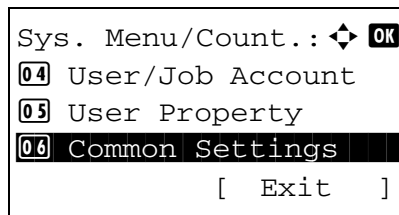
seconds. You cannot use the numeric keys to enter this value.

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

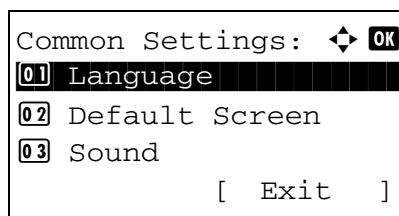
## Sleep Timer

Set the amount of time to wait before Auto Sleep. Options are between 1 and 240 minutes (every one minute)

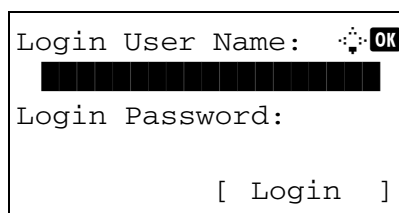
Use the procedure below to set the Auto Sleep time. The default setting is 1 minutes.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

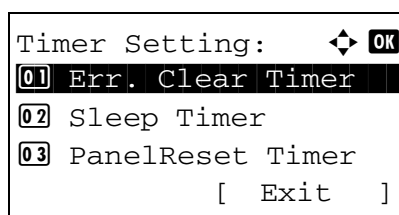


- 2 Press the **OK** key. The Common Settings menu appears.



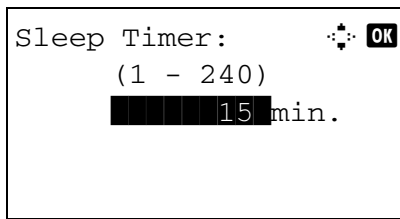
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Timer Setting], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).



- 4 The Timer Settings menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Sleep Timer].



- 6 Press the **OK** key. Sleep Timer appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to set the Sleep Timer. Set the amount of time before entering the sleep state in minutes. You cannot use the numeric keys to enter this value.

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

## Sleep Level

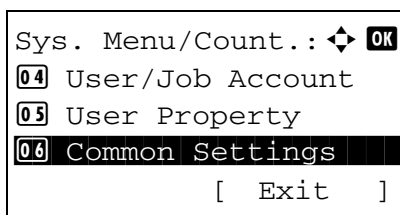
Detailed settings can be selected for sleep mode. Detailed settings for sleep mode are called Energy Saver mode. When a function is set in Energy Saver mode and the function sends data to the machine, the machine does not execute the function. When Quick Recovery is specified, the machine wakes from sleep mode when any kind of data is received.

Example: When print data is sent from a PC connected by USB

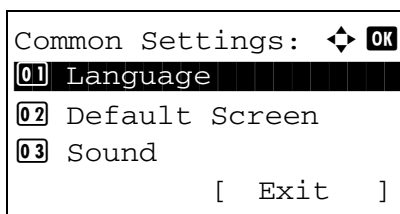
<b>Quick Recovery</b>	When the machine receives print data, it wakes from sleep mode and starts printing.
<b>Energy Saver</b>	The machine does not wake from sleep mode when it receives print data and printing does not take place.

**NOTE:** On a product with the fax function, the setting is fixed at Quick Recovery.

Use the procedure below to specify the Sleep Level.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Timer Setting], and press the **OK** key.

```

Login User Name:  [  ] OK
[  ]
Login Password:
[  ]
[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

Timer Setting:  [  ] OK
[01] Err. Clear Timer
[02] Sleep Timer
[03] PanelReset Timer
[ Exit ]

```

4 The Timer Settings menu appears.

```

Sleep Action:  [  ] OK
[01] Quick Recovery
[02] Energy Saver

```

5 Press the  $\Delta$  or  $\nabla$  key to select [Sleep Level].

6 Press the **OK** key. Sleep Level appears.

```

Status:  [  ] OK
[01] Network
[02] USB Cable
[03] Card Reader

```

7 Press the  $\Delta$  or  $\nabla$  key to select [Quick Recovery] or [Energy Saver].

8 Select [Quick Recovery] and press the **OK** key. *Completed* appears and you return to the timer settings menu. Select [Energy Saver] and press the **OK** key. The detailed settings screen of Energy Saver mode appears.

9 Press the  $\Delta$  or  $\nabla$  key to select the desired item.

Items that can be set are as follows:

- Network
- USB Cable
- Card Reader
- RAM Disk
- NIC

```

Network:  [  ] OK
[01]*Off
[02] On

```

10 Press the **OK** key. The setting screen of each item appears.

- 11 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On]. When [On] is set for a function and that function sends data to the machine when the machine is in Energy Saver mode, the machine will not execute the function.
- 12 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

## Auto Panel Reset

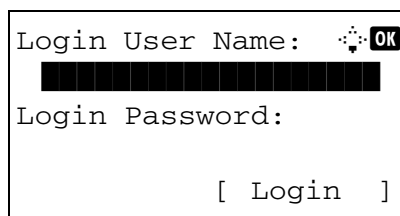
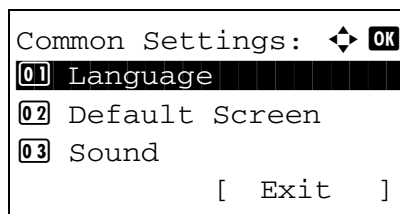
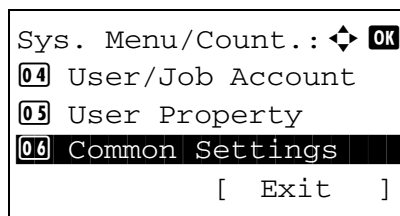
If no jobs are run for a certain period of time, automatically reset settings and return to the default setting.

**NOTE:** Refer to *page 8-30* for the default settings.

### Auto Panel Reset ON/OFF

Select to use Auto Panel Reset or not.

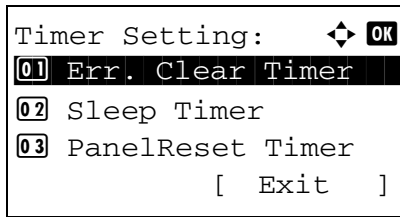
Use the procedure below to specify the auto panel reset setting. The default setting is *On*.



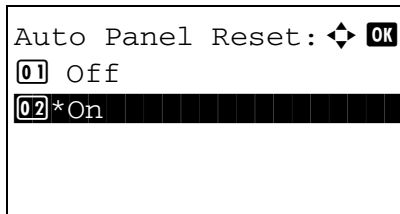
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].
- 2 Press the **OK** key. The Common Settings menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Timer Setting], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).





- 4 The Timer Settings menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [Auto Panel Reset].
- 6 Press the **OK** key. Auto Panel Reset appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [Off] or [On].

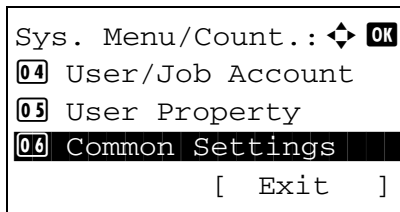
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

### Panel Reset Timer

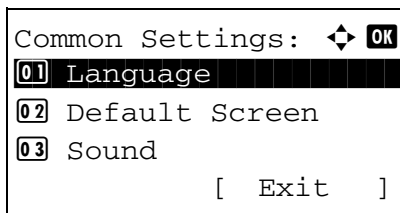
If you select [On] for *Auto Panel Reset*, set the amount of time to wait before *Auto Panel Reset*. Options are between 5 and 495 seconds (every five seconds). The default setting is 90 seconds.

**NOTE:** If you select [Off] for *Auto Panel Reset*, the time display does not appear.

Use the procedure below to set the reset time.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].



- 2 Press the **OK** key. The Common Settings menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Timer Setting], and press the **OK** key.

```

Login User Name: [Cursor] OK
[Redacted Password]
Login Password:

[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

Timer Setting: [Cursor] OK
[01] Err. Clear Timer
[02] Sleep Timer
[03] PanelReset Timer
[ Exit ]

```

4 The Timer Settings menu appears.

```

PanelReset Timer: [Cursor] OK
(5 - 495)
[Redacted] 90 sec.

```

5 Press the  $\Delta$  or  $\nabla$  key to select [Panel Reset Timer].

6 Press the **OK** key. Panel Reset Timer appears.

7 Press the  $\Delta$  or  $\nabla$  key to set the Panel Reset Timer. Set the amount of time before resetting the message display on the panel in seconds. You cannot use the numeric keys to enter this value.

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

## Unusable Time

You can specify the prohibition period to use.

Use the procedure below to set the Unusable Time.

```

Sys. Menu/Count.: [Cursor] OK
[04] User/Job Account
[05] User Property
[06] Common Settings
[ Exit ]

```

1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Common Settings].

```

Common Settings:  [OK]
[01] Language
[02] Default Screen
[03] Sound
                [ Exit ]

```

- 2 Press the **OK** key. The Common Settings menu appears.

```

Login User Name:  [OK]
[ ]
Login Password:
                [ Login ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Timer Setting], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

Timer Setting:  [OK]
[01] Err. Clear Timer
[02] Sleep Timer
[03] PanelReset Timer
                [ Exit ]

```

- 4 The Timer Settings menu appears.

```

Unusable Time:  [OK]
[07] Off
[08] On
                [ Exit ]

```

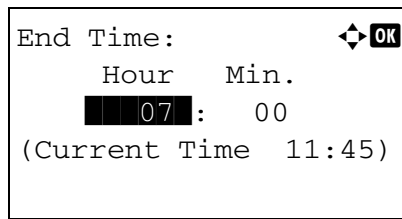
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Unusable Time].  
6 Press the **OK** key. Unusable Time appears.

```

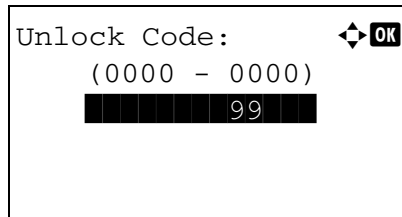
Start Time:  [OK]
    Hour  Min.
    [ ] [ ] : [ ] [ ]
    (Current Time 11:45)

```

- 7 Press the  $\Delta$  or  $\nabla$  key to select [On].  
8 Press the **OK** key. Start Time appears.  
9 Press the  $\Delta$  or  $\nabla$  key or numeric keys to set the Start Time.



**10** Press the **OK** key. Start Time appears.



**11** Press the  $\Delta$  or  $\nabla$  key or numeric keys to set the End Time.

**12** Press the **OK** key. Unlock Code appears.

**13** Press the  $\Delta$  or  $\nabla$  key or numeric keys to set the unlock code.

**14** Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

## Editing Destination (Address Book/Adding One-Touch Keys)

Save frequently used destinations to Address Book or One-touch keys. The saved destinations can be changed. The destinations are available for Send as E-mail, Send to Folder, and Fax Transmission.

### Adding an Individual Destination

A maximum of 100 individual addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No..

#### NOTE:

- If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.
- Refer to *Character Entry Method on Appendix-7* for details on entering characters.

Use the procedure below to register a new individual contact.

```

Sys. Menu/Count.: [OK]
[01] Document Box
[02] Edit Destination
[03] Adjust/Maint.
      [ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Edit Destination].

```

Edit Destination: [OK]
[01] Addressbook
[02] Print List
      [ Exit ]
  
```

- 2 Press the **OK** key. The Edit Destination menu appears.

```

Addressbook: [OK]
[01] Design
[02] Fiala
[03] Maury
      [ Menu ]
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Address Book].
- 4 Press the **OK** key. The Address Book list screen appears.

```

Menu: [OK]
[01] Detail Edit
[02] Delete
[03] Add Address
[04] Search (Name)
  
```

- 5 Press [Menu] (the **Right Select** key). Menu appears.

Add Address: **OK**

01 Contact

02 Group

- 6 Press the  $\Delta$  or  $\nabla$  key to select [Add Address].
- 7 Press the **OK** key. Add Address appears.

Detail: **OK**

Contact Name 1/7

Sally

[ Edit ]

- 8 Press the  $\Delta$  or  $\nabla$  key to select [Contact].
- 9 Press the **OK** key. This displays the screen for editing destinations.

**NOTE:** If the maximum number of destinations has already been registered, the screen will display *Registered numbers exceeded.* and return to the Address Book.

- 10 Enter each item and then press the **OK** key. *Registered.* is displayed and the screen returns to the Address Book list screen.

Refer to the descriptions below for how to enter each item.

### Entering Contact Name

Detail: **OK**

Contact Name 1/7

Sally

[ Edit ]

- 1 Press the  $\triangleleft$  or  $\triangleright$  key to select [Contact Name].

Contact Name: **OK**

Sally

ABC

[ Text ]

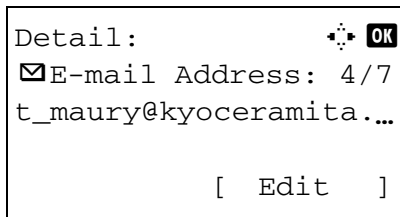
- 2 Press [Edit] (the **Right Select** key). An entry screen appears.


- 3 Enter the contact name.

If creating a new contact name, the address number allocated to the destination is already entered.

- 4 Press the **OK** key. The contact name is registered.

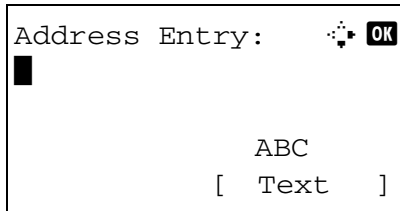
## Entering E-mail Address




Detail:  **OK**

☒ E-mail Address: 4/7  
t\_maury@kyoceramita...

[ Edit ]



Address Entry:  **OK**

█

ABC

[ Text ]

1 Press the ◀ or ▶ key to display E-mail Address.

2 Press [Edit] (the **Right Select** key). An entry screen appears.

3 Enter the e-mail address.

**NOTE:** Destination can be specified using the Address Book or the One-touch keys. Refer to *Specifying Destination on page 3-39*.

4 Press the **OK** key. The e-mail address is registered.

## Entering Folder (SMB/FTP) Address

### Folder (SMB) Address

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name*	Host name or IP address of the sending computer	64 chars
Path	Path to the folder used to save files E.g. "User\ScanData"	128 chars
Login User Name	User name for folder access For example, <i>abcdnetjames.smith</i>	64 chars
Login Password	Password for folder access	64 chars

\* If you specify a port number other than the default (139), use the "Host name: port number" format. (E.g. SMBhostname: 140)

## Folder (FTP) Address

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name*	Host name or IP address of the sending computer	64 chars
Path	Path to the folder used to save files E.g. "\User\ScanData"	128 chars
Login User Name	User name for folder access For example, <i>abcdnet\james.smith</i>	64 chars
Login Password	Password for folder access	64 chars
Encryption	If secure communication is On, encryption method can be selected from Auto, DES, 3DES and AES.	-

\* If you specify a port number other than the default (21), use the "Hostname: port number" format. (E.g. FTPhostname: 140)

Detail:

Folder(SMB) : 4/6

Ntid7004

[ Edit ]

**1** Press the ◀ or ▶ key to display Folder(SMB) or Folder(FTP).

Host Name(SMB) :

Osaka SD

ABC

[ Text ]

**2** Press [Edit] (the **Right Select** key). An entry screen appears.

**3** Enter the host name.

or

Host Name(FTP) :

Osaka SD

ABC

[ Text ]

**NOTE:** Destination can be specified using the Address Book or the One-touch keys. Refer to *Specifying Destination* on page 3-39.

Enclose the IPv6 address in brackets [ ].



```

Path:
SD3\report
                                ABC
                                [  Text  ]

```

4 Press the **OK** key. Path appears.

```

Login User Name:
Maury
                                ABC
                                [  Text  ]

```

5 Enter the path name.

6 Press the **OK** key. Login User Name appears.

```

Login Password:
*****
                                ABC
                                [  Text  ]

```

7 Enter the login user name.

8 Press the **OK** key. Login Password appears.

```

Check the connection.
Are you sure?

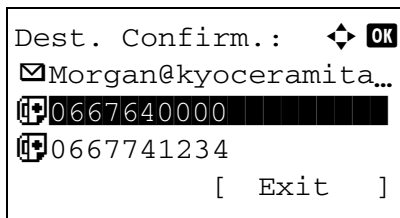
[  Yes  ] [  No  ]

```

9 Enter the login password.

10 Press the **OK** key. A confirmation screen appears.

**NOTE:** If the screen for confirming the entry of a new destination (page 8-73) is set to [On], screens to confirm the entered host name and path name appear. Enter the same host name and path name again and press the **OK** key on their respective screens.



```

Dest. Confirm.:
☑Morgan@kyoceramita...
☎0667640000
☎0667741234
[ Exit ]
  
```

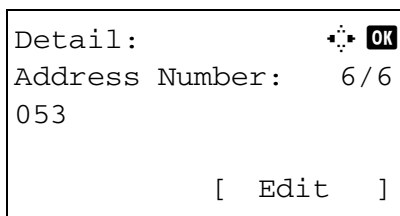
- 11 Press [Yes] (the **Left Select** key). This makes a connection with the entered destination.

If the connection is successful, *Connected.* is displayed on the screen. Press [OK] (the **Right Select** key). *Completed.* is displayed and the folder (SMB/FTP) address is registered.

If the connection failed, *Cannot connect.* is displayed. Press [OK] (the **Right Select** key). The screen shown in step 2 reappears. Check and re-enter the destination.

### Address Number

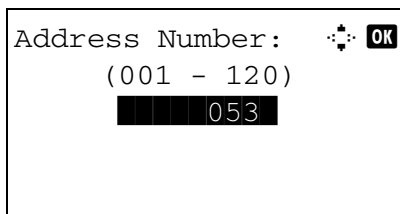
Address Number is an ID for a destination. When creating a new destination, the smallest unused address number is automatically allocated. You can select any available number out of 100 numbers for individuals and 20 numbers for groups.



```

Detail:
Address Number: 6/6
053
[ Edit ]
  
```

- 1 Press the ◀ or ▶ key to display Address Number.



```

Address Number:
(001 - 120)
053
  
```

- 2 Press [Edit] (the **Right Select** key). An entry screen appears.

- 3 Press the △ or ▽ key or the numeric keys to enter the address number.

- 4 Press the **OK** key. The address number is registered.

**NOTE:** If you enter an address number that is already registered, the screen will display *This address number is already registered.* and return to the screen of step 2.

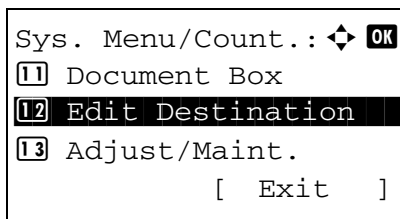
## Adding a Group

Compile two or more individuals into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 20 groups can be added in the Address Book.

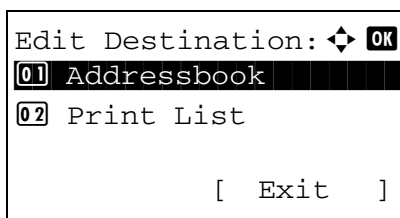
**NOTE:** If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Before adding a group in the Address Book, the individuals to be included in the group must be added first. Up to 100 destinations for the e-mail, 100 destinations for the FAX, and the total of 10 destinations for the FTP and SMB can be registered per a group.

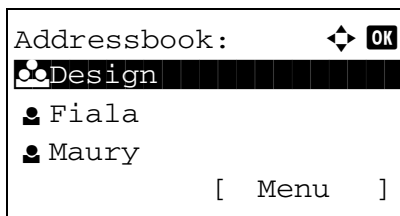
Use the procedure below to register a group.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [Edit Destination].



- 2 Press the **OK** key. The Edit Destination menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [Address Book].
- 4 Press the **OK** key. The Address Book list screen appears.



- 5 Press [Menu] (the **Right Select** key). Menu appears.

- 6 Press the  $\Delta$  or  $\nabla$  key to select [Add Address].

- 7 Press the **OK** key. Add Address appears.

- 8 Press the  $\Delta$  or  $\nabla$  key to select [Group].

- 9 Press the **OK** key. This displays the screen for editing groups.

**NOTE:** If the maximum number of groups has already been registered, the screen will display *Registered numbers exceeded.* and return to the Address Book.

- 10 Enter each item and then press the **OK** key. *Registered.* is displayed and the screen returns to the Address Book list screen.

Refer to the descriptions below for how to enter each item.

### Entering Group Name

- 1 Press the  $\triangleleft$  or  $\triangleright$  key to display Group Name.

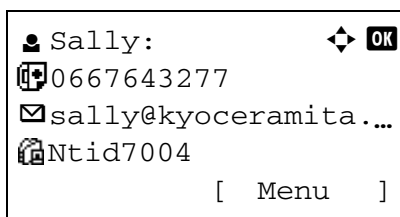
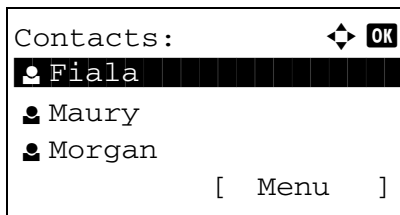
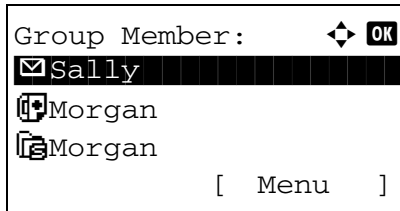
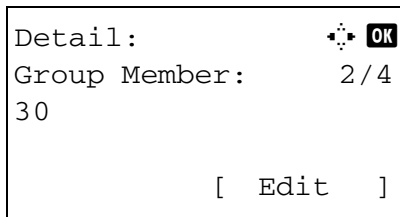
- 2 Press [Edit] (the **Right Select** key). An entry screen appears.

- 3 Enter the group name.

If creating a new group name, the address number allocated to the destination is already entered.

- 4 Press the **OK** key. The group name is registered.

## Entering Group Member



- 1 Press the ◀ or ▶ key to display Group Member.
  - 2 Press [Edit] (the **Right Select** key). This displays the list of destinations registered to the group.
  - 3 Press [Menu] (the **Right Select** key). The group editing menu appears.
  - 4 Press the △ or ▽ key to select [Add Member].
  - 5 Press the **OK** key. This displays the list of destinations registered in the Address Book.
- NOTE:** If 100 members have already been registered in the group, the screen will display *Registered numbers exceeded.* and return to the Group Member.
- 6 Press the △ or ▽ key to select the destination you want to add to the group.
  - 7 Press the **OK** key. This displays the sending address registered to the selected destination.
  - 8 Press the △ or ▽ key to select the sending address.
  - 9 Press the **OK** key. The selected destination is added to the group and the screen returns to Group Member.

**NOTE:** If you select an individual destination that has already been registered to the group, the screen will display *This address is already registered.* and return to the screen of step 7.

### Deleting member from group

To delete a member registered to the group, follow the procedure below.

**1** While Group Member is displayed, press [Edit] (the **Right Select** key). This displays the list of destinations registered to the group.

**2** Press the  $\Delta$  or  $\nabla$  key to select the destination you want to delete.

**3** Press [Menu] (the **Right Select** key). The group editing menu appears.

**4** Press the  $\Delta$  or  $\nabla$  key to select [Delete].

**5** Press the **OK** key. A confirmation message appears.

**6** Press [Yes] (the **Left Select** key). *Completed.* is displayed and the screen returns to Group Member.

### Entering Address Number

Address Number is an ID for a destination. When creating a new destination, the smallest unused address number is automatically allocated. You can select any available number out of 100 numbers for individuals and 20 numbers for groups.

```

Detail:
Address Number:  4/4
019

[ Edit ]

```

- 1 Press the ◀ or ▶ key to display Address Number.

```

Address Number:
(001 - 120)
  053

```

- 2 Press [Edit] (the **Right Select** key). An entry screen appears.

- 3 Press the ▲ or ▼ key or the numeric keys to enter the address number.

- 4 Press the **OK** key. The address number is registered.

**NOTE:** If you enter an address number that is already registered, the screen will display *This address number is already registered.* and return to the screen of step 2.

8

## Editing a Destination

Edit/delete the destinations (individuals) you added to the Address Book.

Use the procedure below to edit a destination.

```

Sys. Menu/Count.:
[1] Document Box
[12] Edit Destination
[13] Adjust/Maint.
      [ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the ▲ or ▼ key to select [Edit Destination].

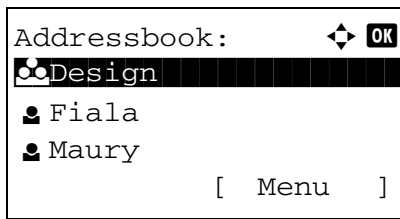
```

Edit Destination:
[01] Addressbook
[02] Print List
      [ Exit ]

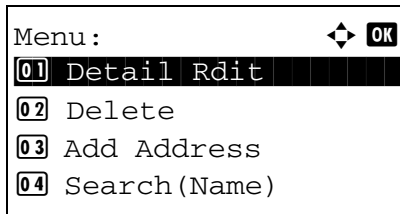
```

- 2 Press the **OK** key. The Edit Destination menu appears.

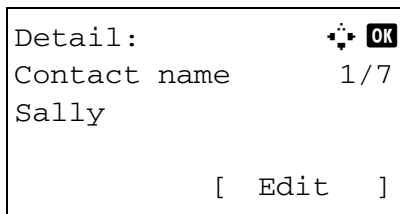
- 3 Press the ▲ or ▼ key to select [Address Book].



- 4 Press the **OK** key. The Address Book list screen appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select the destination you want to edit.
- 6 Press [Menu] (the **Right Select** key). Menu appears.



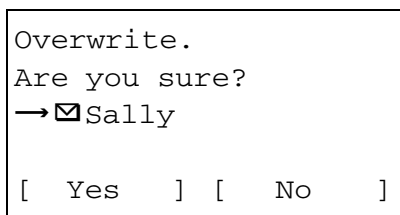
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Detail/Edit].

- 8 Press the **OK** key. This displays the screen for editing the selected destination.

The screen shown is the one when an individual's destination is selected.

- 9 Edit items as necessary.

For how to edit each item, refer to *Adding an Individual Destination* on page 8-129 and *Adding a Group* on page 8-135.



- 10 After completing editing, press the **OK** key. A confirmation screen appears.

- 11 Press [Yes] (the **Left Select** key). *Registered.* is displayed and the screen returns to the Address Book list screen.



## Adding a Destination on One-touch Key

This machine has 11 one-touch keys and you can register 2 destinations to each of them.

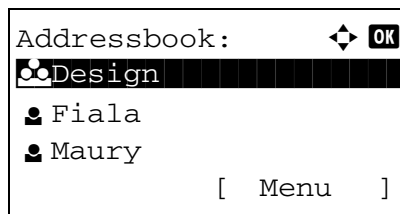
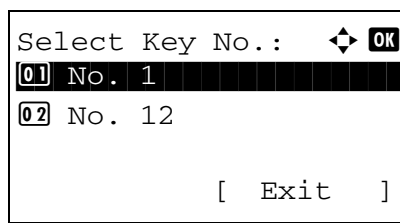
The one-touch keys are arranged as shown below:

No.1	No.2	No.3	No.4
No.12	No.13	No.14	No.15
No.5	No.6	No.7	No.8
No.16	No.17	No.18	No.19
No.9	No.10	No.11	SHIFT
No.20	No.21	No.22	

**NOTE:** Refer to *One-Touch Key* on page 3-3 for how to use them.

### Registering new destination

Use the procedure below to register a new destination under a One-touch key.



- 1 In the basic screen, press the one-touch key to which you want to register the destination and hold it (2 seconds or longer). Select Key Set. appears.

The screen shown is the one when No.1/No.12 is pressed and held.

- 2 Press the  $\Delta$  or  $\nabla$  key to select the key number to which you want to register the destination.
- 3 Press the **OK** key. The Address Book list screen appears.

- 4 Press the  $\Delta$  or  $\nabla$  key to select the destination you want to register.

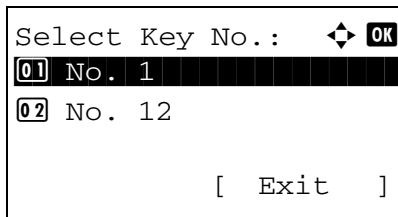
**NOTE:** If you want to search from the Address Book, refer to *Search in Address Book* on page 3-40.

- 5 Press the **OK** key. The selected destination is registered to the one-touch key. *Registered.* is displayed and the screen returns to the basic screen.

## Editing One-touch Key

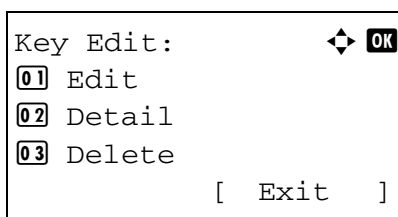
Edit/delete the destinations you added to One-touch Key.

Use the procedure below to edit the one-touch key.



- 1 In the basic screen, press the one-touch key where you want to edit the destination and hold it (2 seconds or longer). Select Key Set. appears.

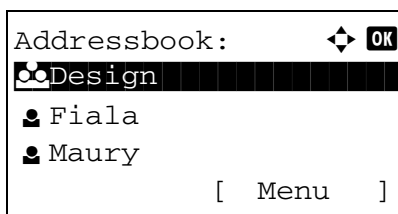
The screen shown is the one when No.1/No.12 is pressed and held.



- 2 Press the  $\Delta$  or  $\nabla$  key to select the key number where you want to edit the destination.
- 3 Press the **OK** key. The Key Edit appears.

- 4 Press the  $\Delta$  or  $\nabla$  key to select [Edit].

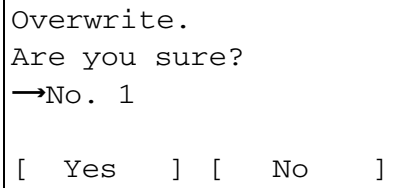
**NOTE:** If you select [Delete] here and press the **OK** key, you can delete the registration of the destination. If you press [Yes] (the **Left Select** key) in the screen that appears, *Completed.* is displayed and the registration of the destination is deleted.



- 5 Press the **OK** key. The Address Book list screen appears.

- 6 Press the  $\Delta$  or  $\nabla$  key to select the destination you want to newly register.

**NOTE:** If you want to search from the Address Book, refer to *Search in Address Book on page 3-40.*



Overwrite.  
Are you sure?  
→No. 1  
[ Yes ] [ No ]

- 7 Press the **OK** key. A confirmation screen appears.
- 8 Press [Yes] (the **Left Select** key). The selected destination is registered to the one-touch key, overwriting the previous one. *Registered.* is displayed and the screen returns to the basic screen.

## Restarting the System

Restart the machine without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Use the procedure below to restart the system.

```

Sys. Menu/Count.:  
01 Report
02 Counter
03 System
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

```

Login User Name:  
[ ]
Login Password:
[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

System:  
03 Security Level
04 Restart
05 Op Functions
[ Exit ]

```

- 2 The System menu appears.

```

Restart.
Are you sure?
[ Yes ] [ No ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Restart].
- 4 Press the **OK** key. A confirmation screen appears.

- 5 Press [Yes] (the **Left Select** key). The machine is restarted.

If you press [No] (the **Right Select** key), the machine does not restart and the screen returns to the System menu.

## Network Setup

The following network settings are available.

- LAN Interface Setup ...8-145
- TCP/IP (IPv4) Setup ...8-146
- TCP/IP (IPv6) Setup ...8-146
- NetWare Setup ...8-147
- AppleTalk Setup ...8-149
- WSD Scan Setup ...8-150
- WSD Print Setup ...8-151
- Protocol Detail ...8-153

### LAN Interface Setup

Specify the settings for the LAN interface to be used. The default setting is *Auto*.

Use the procedure below to select the interface.

```

Sys. Menu/Count.: [OK]
01 Report
02 Counter
03 System
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

8

```

Login User Name: [OK]
[ ]
Login Password:
[ Login ]
  
```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

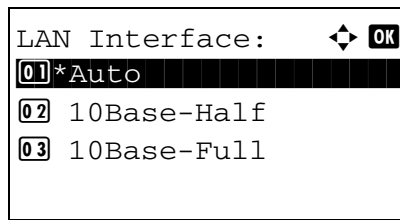
System: [OK]
01 Network Setting
02 I/F Block Set.
03 Security Level
[ Exit ]
  
```

- 2 The System menu appears.

```

Network Setting: [OK]
01 *TCP/IP Setting
02 NetWare
03 AppleTalk
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].
- 4 Press the **OK** key. The Network Setting menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [LAN Interface].
- 6 Press the **OK** key. LAN Interface appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select the desired LAN interface.

The available LAN interfaces are as follows:

Auto  
10Base-Half  
10Base-Full  
100Base-Half  
100Base-Full

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Network Setting menu.

## TCP/IP (IPv4) Setup

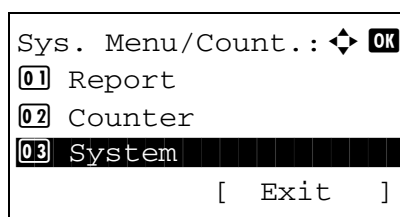
Set up TCP/IP to connect to the Windows network.

Refer to *Network Setup (LAN Cable Connection)* on page 2-14 about the procedures.

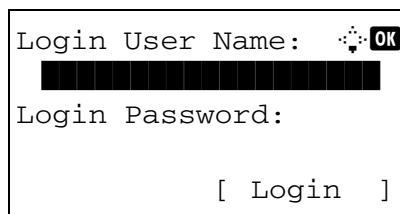
## TCP/IP (IPv6) Setup

Set up TCP/IP (IPv6) to connect to the network. The default setting is *Off*.

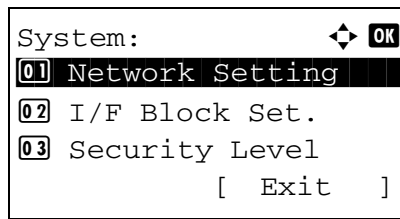
Use the procedure below to setup the TCP/IP (IPv6) setting.



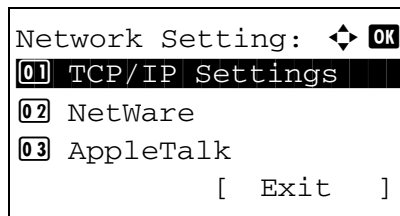
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.



When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

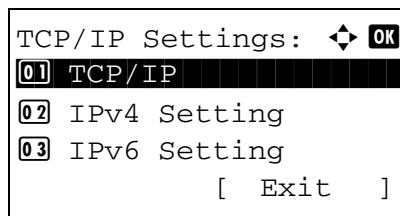


2 The System menu appears.



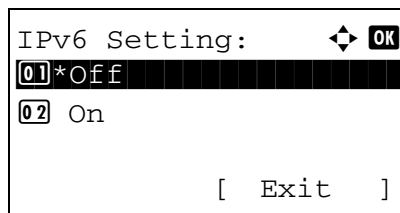
3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].

4 Press the **OK** key. The Network Setting menu appears.



5 Press the  $\Delta$  or  $\nabla$  key to select [TCP/IP Settings].

6 Press the **OK** key. The TCP/IP Settings menu appears.



7 Press the  $\Delta$  or  $\nabla$  key to select [IPv6 Setting].

8 Press the **OK** key. IPv6 Setting appears.

9 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the TCP/IP Settings menu.

## NetWare Setup

Select the NetWare network connection. After that, select frame types for NetWare network from Auto, Ethernet-II, 802.3, 802.2, or SNAP. The default settings is "Off".

Use the procedure below to setup the NetWare setting.

```

Sys. Menu/Count.:  
01 Report
02 Counter
03 System
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

```

Login User Name:  
[ ]
Login Password:
[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

System:  
01 Network Setting
02 I/F Block Set.
03 Security Level
[ Exit ]

```

- 2 The System menu appears.

```

Network Setting:  
01 TCP/IP Settings
02 NetWare
03 AppleTalk
[ Exit ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].
- 4 Press the **OK** key. The Network Setting menu appears.

```

NetWare:  
01 *Off
02 On

```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [NetWare].
- 6 Press the **OK** key. NetWare appears.

```

Frame Type:  
01 *Auto
02 802.3
03 Ether-II

```

- 7 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

If you select [On] and press the **OK** key, Frame Type appears. Press the  $\Delta$  or  $\nabla$  key to select the desired frame type.

The available frame types are as follows:

Auto  
802.3



Ether-II  
802.2  
SNAP

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Network Setting menu.

For detailed information on restarting the system, refer to *Restarting the System* on page 8-144.

## AppleTalk Setup

Select the Apple Talk network connection. The default setting is *On*.

Use the procedure below to setup the AppleTalk setting.

```

Sys. Menu/Count.: [Up] [Down] [OK]
[01] Report
[02] Counter
[03] System
[ Exit ]

```

```

Login User Name: [Up] [Down] [OK]
[ ]
Login Password:
[ Login ]

```

```

System: [Up] [Down] [OK]
[01] Network Setting
[02] I/F Block Set.
[03] Security Level
[ Exit ]

```

```

Network Setting: [Up] [Down] [OK]
[01] TCP/IP Settings
[02] NetWare
[03] AppleTalk
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

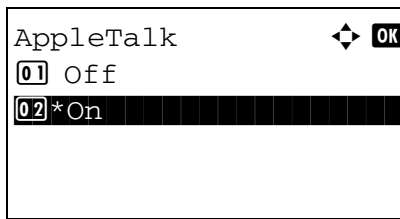
When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

- 2 The System menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].

- 4 Press the **OK** key. The Network Setting menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [AppleTalk].



- 6 Press the **OK** key. AppleTalk appears.

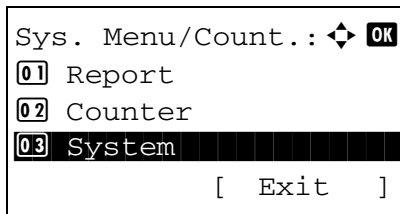
- 7 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off] and then press the **OK** key.

*Completed.* is displayed and the screen returns to the Network Setting menu.

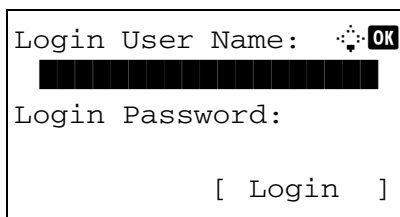
## WSD Scan Setup

Select whether or not to use WSD Scan. The default setting is *On*.

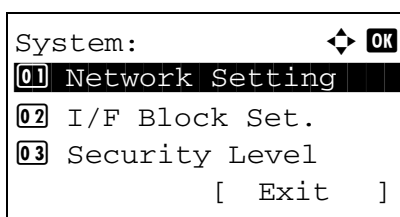
Use the procedure below to setup the WSD-SCAN setting. The machine must be restarted after the setting is changed.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.



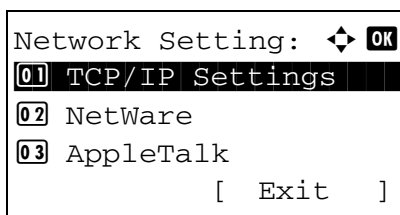
When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).



- 2 The System menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].

- 4 Press the **OK** key. The Network Setting menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [WSD-SCAN].
- 6 Press the **OK** key. The WSD-SCAN menu appears.
- 7 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Network Settings menu.

## WSD Print Setup

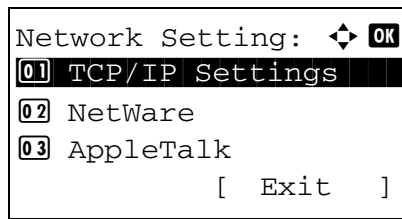
Select whether or not to use WSD Print. The default setting is *On*.

Use the procedure below to setup the WSD-PRINT setting. The machine must be restarted after the setting is changed.

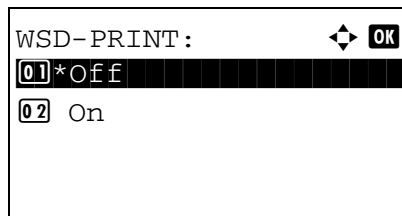
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

- 2 The System menu appears.
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].



- 4 Press the **OK** key. The Network Setting menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [WSD-PRINT].

- 6 Press the **OK** key. The WSD-PRINT menu appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Network Settings menu.

## Protocol Detail

Make other network related settings.

Item	Description	Default Setting	Restarting the System*
NetBEUI	Selects whether or not to receive documents using NetBEUI.	On	×
LPD	Select whether or not to receive documents using LPD as the network protocol.	On	●
FTP (Server)	Select whether or not to receive documents using FTP.	On	●
FTP (Client)	Select whether or not to send documents using FTP, and the number of the port to be used.	On Port number: 21	×
Raw Port	Select whether or not to receive documents using Raw Port.	On	●
LDAP	Select whether or not to use LDAP.	Off	×
SNMP	Select whether or not to communicate using SNMP.	On	●
SNMPv3	Set SNMPv3.	Off	●
SMB	Select whether or not to send documents using SMB, and the number of the port to be used.	On Port number: 139	×
SMTP (E-mail TX)	Select whether or not to send <i>e-mail</i> using SMTP.	Off	×
POP3 (E-mail RX)	Select whether or not to receive <i>e-mail</i> using POP3.	Off	×
HTTP	Select whether or not to communicate using HTTP.	On	●
HTTPS	Select whether or not to communicate using HTTPS. SSL must be set to [On] in <i>SSL Setting on page 8-156</i> .	On	●

Item	Description	Default Setting	Restarting the System*
IPP	Select whether or not to use IPP, and the number of the port to be used.	Off Port number: 631	●
IPP over SSL	Select whether or not to use IPP over SSL. SSL must be set to [On] in <i>SSL Setting on page 8-156</i> .	On	●
Thin Print	Select whether or not to use Thin Print.	Off	×

\* ●: The machine must be restarted after the setting is changed.

×: The machine does not need to be restarted after the setting is changed.

Use the procedure below.

```

Sys. Menu/Count.: [Up] [Down] [OK]
[01] Report
[02] Counter
[03] System
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

```

Login User Name: [Up] [Down] [OK]
[User ID]
Login Password:
[ Password ]
[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

System: [Up] [Down] [OK]
[01] Network Setting
[02] I/F Block Set.
[03] Security Level
[ Exit ]

```

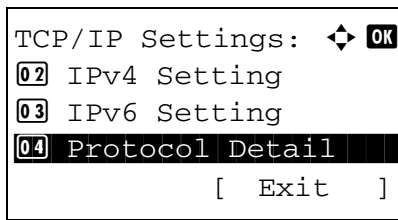
- 2 The System menu appears.

```

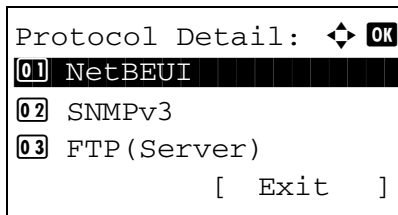
Network Setting: [Up] [Down] [OK]
[01] TCP/IP Settings
[02] NetWare
[03] AppleTalk
[ Exit ]

```

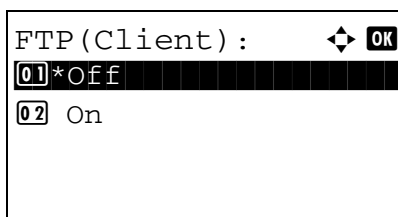
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].
- 4 Press the **OK** key. The Network Setting menu appears.



- 5 Press the  $\Delta$  or  $\nabla$  key to select [TCP/IP Settings].
- 6 Press the **OK** key. The TCP/IP Settings menu appears.

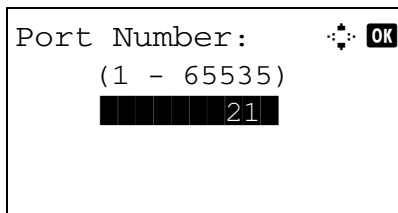


- 7 Press the  $\Delta$  or  $\nabla$  key to select [Protocol Detail].
- 8 Press the **OK** key. The Protocol Detail menu appears.



- 9 Press the  $\Delta$  or  $\nabla$  key to select the item for which you want to make settings.
- 10 Press the **OK** key. This displays the setting screen for the item selected in step 9.

The screen shown is the one when [FTP(Client)] is selected.



- 11 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

If you select [On] for each of [FTP(Client)] and [IPP] and press the **OK** key, a port number entry screen appears.

Press the  $\Delta$  or  $\nabla$  key or the numeric keys to set the port number.

- 12 Press the **OK** key. *Completed.* is displayed and the screen returns to the Protocol Detail menu.

## Network Security

The network security functions can be set up to protect printer operation and the print data.

The following network security settings are available.

- SSL Setting ...8-156
- SNMPv3 Setting ...8-161
- IPSec Setting ...8-162

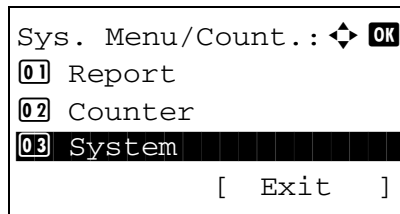
### SSL Setting

This allows you to use SSL network security for communication. You can use SSL Setup to select whether or not SSL is used and to specify the IPP port and HTTP port security settings.

#### SSL

Make this setting Make this setting when you use SSL. The default setting is *Off*.

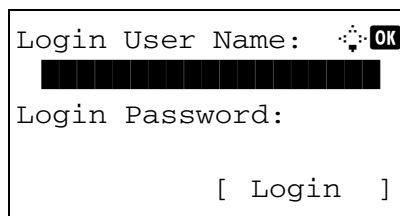
Use the procedure below to make the setting.



```

Sys. Menu/Count.: [Up] [Down] [OK]
01 Report
02 Counter
03 System
[Exit]
  
```

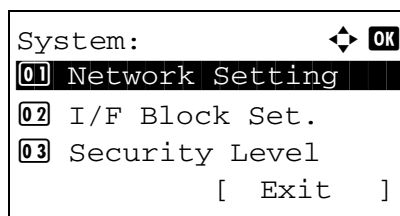
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.



```

Login User Name: [User ID]
Login Password: [Password]
[Login]
  
```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).



```

System: [Up] [Down] [OK]
01 Network Setting
02 I/F Block Set.
03 Security Level
[Exit]
  
```

- 2 The System menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].



```

Network Setting:  [OK]
07 Secure Protocol
08 Host Name
09 LAN Interface
                  [ Exit ]

```

- 4 Press the **OK** key. The Network Setting menu appears.

```

Secure Protocol:  [OK]
01 SSL
02 IPP Security
03 HTTP Security
                  [ Exit ]

```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Secure Protocol].
- 6 Press the **OK** key. Secure Protocol appears.

```

SSL:  [OK]
01 *Off
02 On
                  [ Exit ]

```

- 7 Press the  $\Delta$  or  $\nabla$  key to select [SSL].
- 8 Press the **OK** key. SSL appears.

- 9 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Secure Protocol menu.

## IPP Security

Specify the protocol to be used for IPP. The default setting is *IPP/IPP over SSL*.

Use the procedure below to make the setting.

```

Sys. Menu/Count.: [OK]
01 Report
02 Counter
03 System
                  [ Exit ]

```

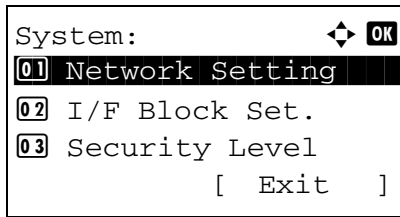
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

```

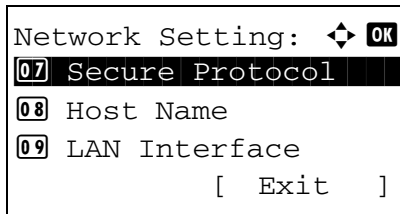
Login User Name:  [OK]
[ ]
Login Password:
                  [ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

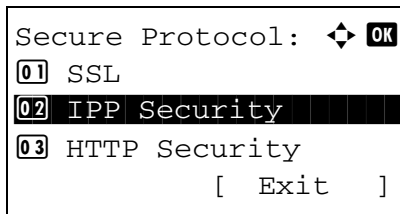


2 The System menu appears.



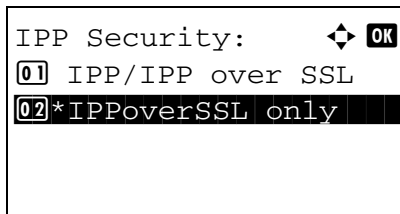
3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].

4 Press the **OK** key. The Network Setting menu appears.



5 Press the  $\Delta$  or  $\nabla$  key to select [Secure Protocol].

6 Press the **OK** key. Secure Protocol appears.



7 Press the  $\Delta$  or  $\nabla$  key to select [IPP Security].

8 Press the **OK** key. IPP Security appears.

9 Press the  $\Delta$  or  $\nabla$  key to select [IPP/IPP over SSL] or [IPPOverSSL only].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Secure Protocol menu.

## HTTP Security

Specify the protocol to be used for HTTP. The default setting is *HTTPS only*.

Use the procedure below to make the setting.

```

Sys. Menu/Count.:  OK
01 Report
02 Counter
03 System
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

```

Login User Name:  OK
[ ]
Login Password:
[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

System:  OK
01 Network Setting
02 I/F Block Set.
03 Security Level
[ Exit ]

```

- 2 The System menu appears.

```

Network Setting:  OK
07 Secure Protocol
08 Host Name
09 LAN Interface
[ Exit ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].
- 4 Press the **OK** key. The Network Setting menu appears.

```

Secure Protocol:  OK
01 SSL
02 IPP Security
03 HTTP Security
[ Exit ]

```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Secure Protocol].
- 6 Press the **OK** key. Secure Protocol appears.

```

HTTP Security:  OK
01 HTTP/HTTPS
02*HTTPS only

```

- 7 Press the  $\Delta$  or  $\nabla$  key to select [HTTP Security].
- 8 Press the **OK** key. HTTP Security appears.

- 9 Press the  $\Delta$  or  $\nabla$  key to select [HTTP/HTTPS] or [HTTPS only].
- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Secure Protocol menu.

## LDAP Security

Specify the protocol to be used for LDAP. The default setting is *Off*.

Use the procedure below to make the setting.

```

Sys. Menu/Count.:  $\blacktriangleleft$   $\blacktriangleright$  OK
[01] Report
[02] Counter
[03] System
[ Exit ]

```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

```

Login User Name:  $\blacktriangleleft$   $\blacktriangleright$  OK
[ ]
Login Password:
[ Login ]

```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

System:  $\blacktriangleleft$   $\blacktriangleright$  OK
[01] Network Setting
[02] I/F Block Set.
[03] Security Level
[ Exit ]

```

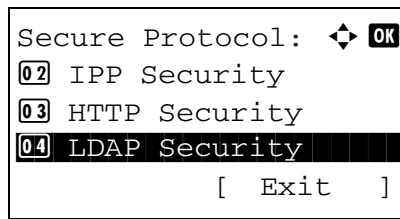
- 2 The System menu appears.

```

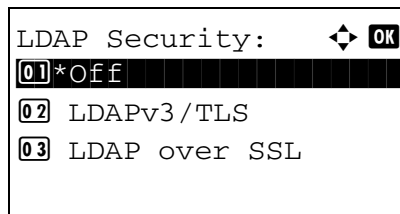
Network Setting:  $\blacktriangleleft$   $\blacktriangleright$  OK
[07] Secure Protocol
[08] Host Name
[09] LAN Interface
[ Exit ]

```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].
- 4 Press the **OK** key. The Network Setting menu appears.
- 5 Press the  $\Delta$  or  $\nabla$  key to select [Secure Protocol].



- 6 Press the **OK** key. Secure Protocol appears.



- 7 Press the  $\Delta$  or  $\nabla$  key to select [LDAP Security].

- 8 Press the **OK** key. LDAP Security appears.

- 9 Press the  $\Delta$  or  $\nabla$  key to select [Off], [LDAPv3/TLS] or [LDAP over SSL].

- 10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Secure Protocol menu.

## SNMPv3 Setting

Sets up SNMPv3. The default setting is *Off*. Use the procedure below.

Refer to *Protocol Detail on page 8-153* about the procedures.

## IPSec Setting

Make this setting when you use IPSec. The default setting is *On* and that of Rule Setting is also *Off*.

Use the procedure below to make the setting.

```

Sys. Menu/Count.: [OK]
01 Report
02 Counter
03 System
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.

```

Login User Name: [ ]
Login Password: [ ]
[ Login ]
  
```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

System: [OK]
01 Network Setting
02 I/F Block Set.
03 Security Level
[ Exit ]
  
```

- 2 The System menu appears.

```

Network Setting: [OK]
04 WSD-SCAN
05 WSD-PRINT
06 IPSec
[ Exit ]
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [Network Setting].
- 4 Press the **OK** key. The Network Setting menu appears.

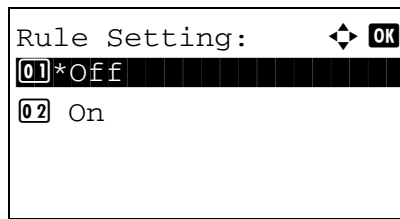
```

IPSec: [OK]
01 *Off
02 On
  
```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [IPSec].

- 6 Press the **OK** key. IPSec appears.

- 7 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].



If you select [On] and press the **OK** key, Rule Setting appears. Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

- 8** Press the **OK** key. *Completed.* is displayed and the screen returns to the Network Setting menu.

## Interface Block Setting

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

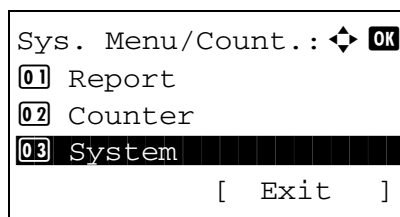
The following interface block settings are available:

- USB Host (USB memory slot setting)
- USB Device (USB interface setting)
- Optional interface (Optional interface card setting)

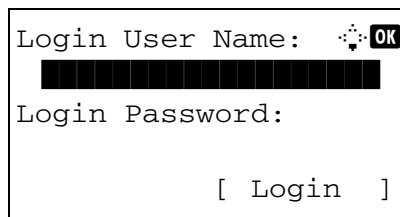
### USB Host (USB memory slot setting)

This locks and protects the USB memory slot (A1) or USB port (A2) (USB host). The default setting is *Unblock*.

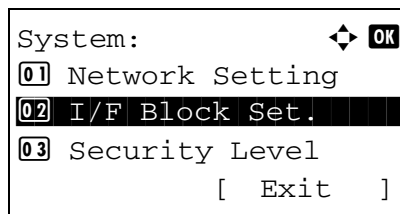
Use the procedure below to specify the USB Host setting.



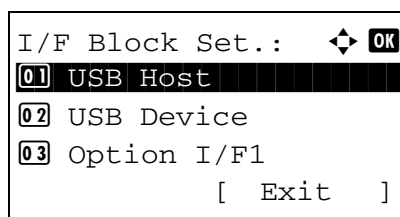
- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.



When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).



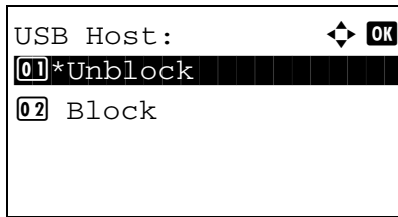
- 2 The System menu appears.



- 3 Press the  $\Delta$  or  $\nabla$  key to select [I/F Block Set.].
- 4 Press the **OK** key. The I/F Block Set. menu appears.

- 5 Press the  $\Delta$  or  $\nabla$  key to select [USB Host].





- 6 Press the **OK** key. USB Host appears.

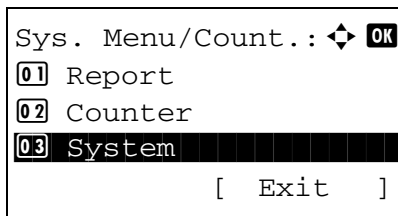
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Unblock] or [Block].

- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the I/F Block Set. menu.

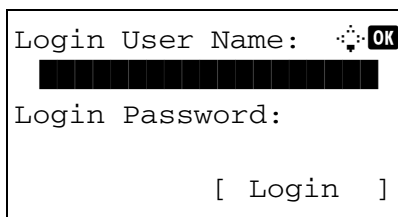
## USB Device (USB interface setting)

This locks and protects the USB interface connector (B1) (USB Device). The default setting is *Unblock*.

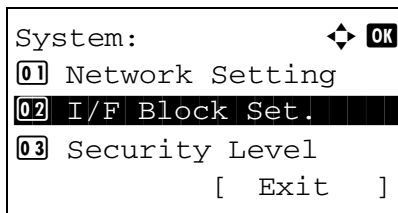
Use the procedure below to specify the USB Device setting.



- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System], and press the **OK** key.



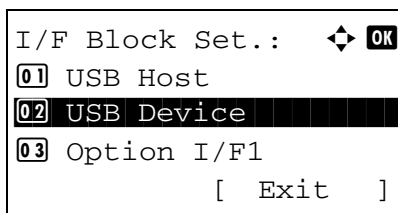
When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

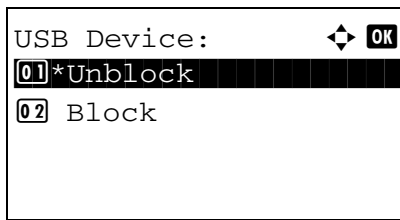


- 2 The System menu appears.

- 3 Press the  $\Delta$  or  $\nabla$  key to select [I/F Block Set.].

- 4 Press the **OK** key. The I/F Block Set. menu appears.





- 5 Press the  $\Delta$  or  $\nabla$  key to select [USB Device].
- 6 Press the **OK** key. USB Device appears.
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Unblock] or [Block].
- 8 Press the **OK** key. *Completed.* is displayed and the screen returns to the System menu.

## Optional interface (Optional interface card setting)

This locks and protects the optional interface slot. The default setting is *Unblock*.

Use the procedure below to specify the optional interface setting.

```

Sys. Menu/Count.:  
01 Report
02 Counter
03 System
[ Exit ]
  
```

- 1 In the Sys. Menu/Count. menu, press the  $\Delta$  or  $\nabla$  key to select [System].

```

Login User Name:  
[ ]
Login Password:
[ Login ]
  
```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in, and press [Login] (the **Right Select** key).

```

System:  
01 Network Setting
02 I/F Block Set.
03 Security Level
[ Exit ]
  
```

- 2 The System menu appears.

```

I/F Block Set.:  
01 USB Host
02 USB Device
03 Option I/F1
[ Exit ]
  
```

- 3 Press the  $\Delta$  or  $\nabla$  key to select [I/F Block Set.].
- 4 Press the **OK** key. The I/F Block Set. menu appears.

```

Option I/F1:  
01 *Unblock
02 Block
  
```

- 5 Press the  $\Delta$  or  $\nabla$  key to select [Option I/F 1] or [Option I/F 2].
- 6 Press the **OK** key. Option I/F appears.
- 7 Press the  $\Delta$  or  $\nabla$  key to select [Unblock] or [Block].

- 8** Press the **OK** key. *Completed.* is displayed and the screen returns to the System menu.

## Security Level (Security Level setting)

The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu.

## Optional Functions

You can use the optional applications installed on this machine.

### Op Functions

*See Optional Functions on page Appendix-4.*

# 9 Maintenance

This chapter describes cleaning and toner replacement.

- Cleaning ..... 9-2
- Toner Container Replacement..... 9-4
- Replacing the Waste Toner Box ..... 9-6

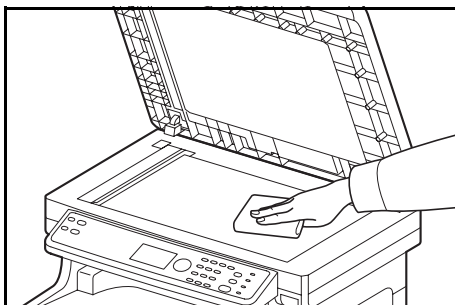
## Cleaning

Clean the machine regularly to ensure optimum output quality.

**CAUTION:** For safety, always unplug the power cord before cleaning the machine.

### Glass Platen

Wipe the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

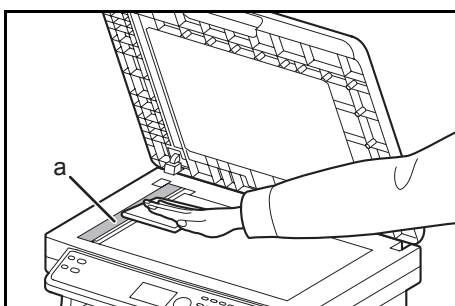


**IMPORTANT:** Do not use thinner or other organic solvents.

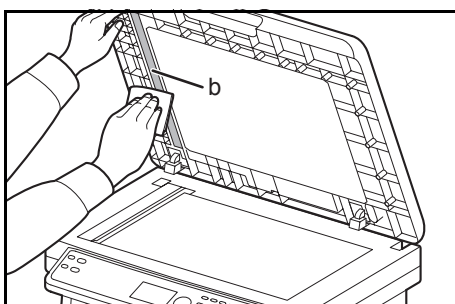
### Document Processor

If black streaks or dirt appears in copies when using the document processor, clean the slit glass with the supplied cleaning cloth. The message Clean the slit glass. may be displayed if the slit glass requires cleaning.

**NOTE:** Wipe the slit glasses with the dry cloth. Do not use water, soap or solvents for cleaning.



**1** Open the document processor and wipe the slit glass (a).



**2** Wipe the white guide (b) on the document processor.

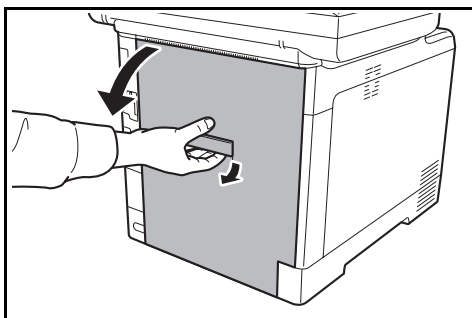
**3** Close the document processor.



## Cleaning the paper transfer unit

**CAUTION:** Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.

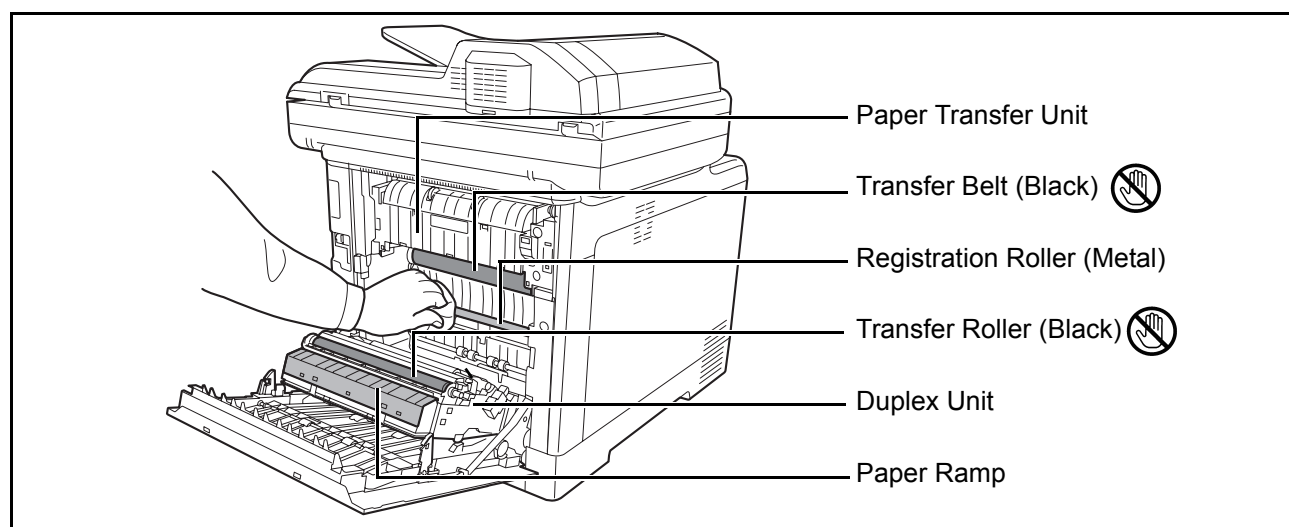
The paper transfer unit should be cleaned each time the toner container and waste toner box are replaced. To maintain optimum print quality, it is also recommended that the inside of the machine be cleaned once a month as well as when the toner container is replaced. It should also be cleaned if streaking or lines appear on printed copies, or if printouts appear faint or blurred.



- 1 Pull up the rear cover lever and open the rear cover.

- 2 Wipe away the paper dust on the registration roller and the paper ramp using the cloth.

**IMPORTANT:** Be careful not to touch the black transfer roller and black transfer belt during cleaning as this may adversely affect print quality.



- 3 Close the rear cover.

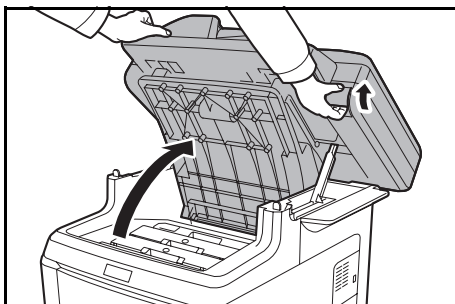
## Toner Container Replacement

When the message display displays *Add toner*, replace the toner.

Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

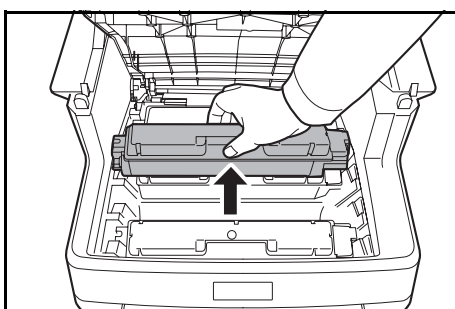
**CAUTION:** Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

### Toner Container Replacement



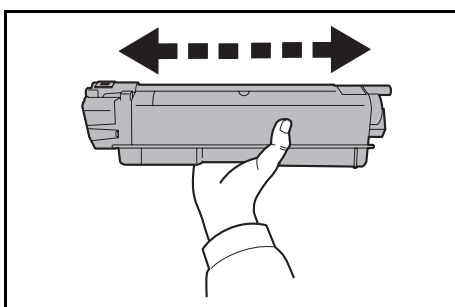
- 1 While pulling the top tray cover lever, open the top tray.

**CAUTION:** To prevent toppling, the top tray and document processor cannot be opened at the same time.

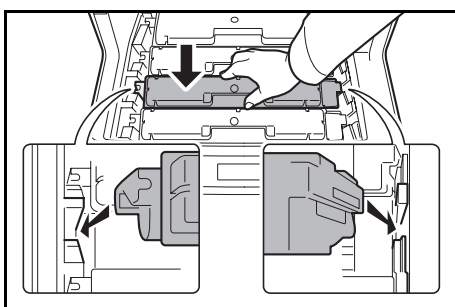


- 2 Carefully remove the old toner container from the machine.

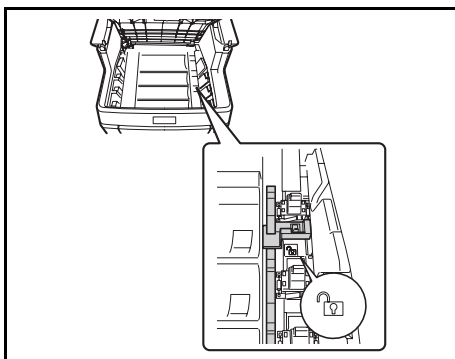
**NOTE:** Put the old toner container in the plastic bag (supplied with the new toner kit) and discard it later according to the local code or regulations for waste disposal.



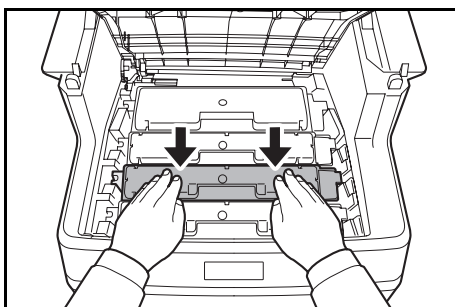
- 3 Take the new toner container out of the toner kit. Shake the new toner container at least 5 or 6 times as shown in the figure in order to distribute the toner evenly inside the container.



- 4 Set the new toner container in the machine.



Make sure the release lever is in the release position.



- 5** Push down on the top of the toner container to install it firmly in place.

- 6** Close the top tray.

When closing the top tray, do not press hard on the operation panel.

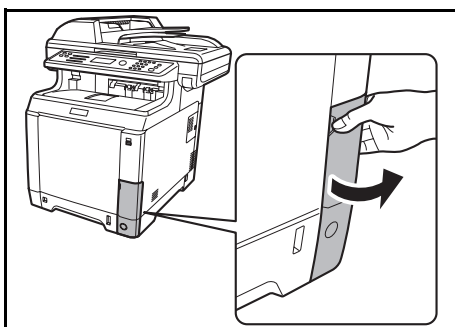
**NOTE:** When closing the top tray, take care not to pinch your fingers.

## Replacing the Waste Toner Box

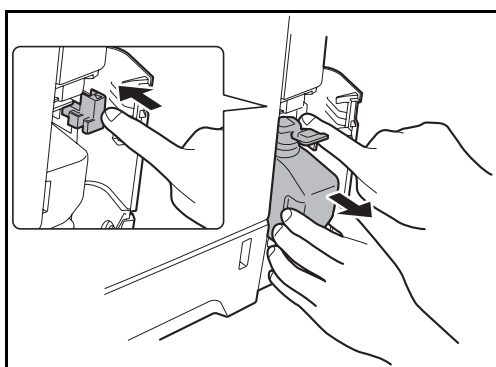
Replace the waste toner box when the Check waste toner box message is displayed. A new waste toner box is included with the toner kit. The waste toner box needs to be replaced before the machine will operate.

**CAUTION:** Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

### Replacing the Waste Toner Box

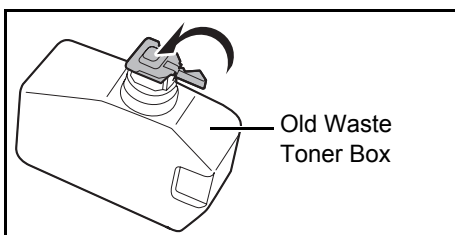


- 1 Open the waste toner cover.



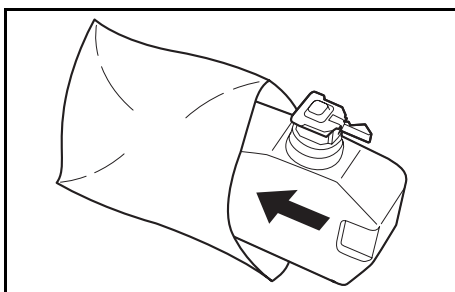
- 2 Press the lock button and gently remove the waste toner box.

**NOTE:** Remove the waste toner box as gently as possible so as not to scatter the toner inside. Do not let the opening of the waste toner box face downward.

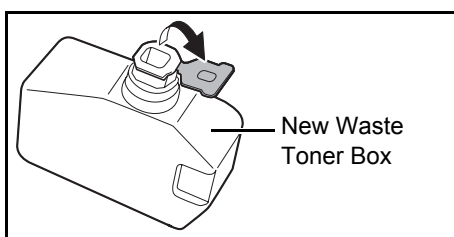


- 3 Close the cap to the old waste toner box after removing the box from the machine.

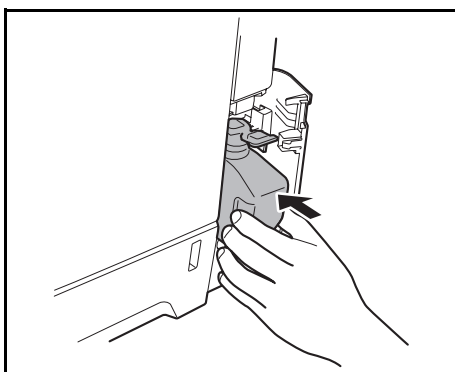
**NOTE:** Put the old waste toner box in the plastic bag (supplied with the new toner kit) and discard it later according to the local code or regulations for waste disposal.



Set the new toner container in the machine.



- 4** Open the cap of the new waste toner box.



- 5** Insert the new waste toner box as shown in the figure. When the box is set correctly, it will snap into place.

- 6** Make sure that the waste toner box is correctly inserted and close the waste toner cover.

After replacing the toner containers and the waste toner box, clean the paper transfer unit. For instructions, refer to Cleaning on page 9-2.

## **Prolonged Non-Use and Moving of the Machine**

### **Prolonged Non-use**

If you ever leave the machine unused for a long period of time, remove the power cord from the wall outlet.

We recommend you consult with your dealer about the additional actions you should take to avoid possible damage that may occur when the machine is used next time.

### **Moving the Machine**

When you move the machine:

- Move it gently.
- Keep it as level as possible to avoid spilling toner inside the machine.
- Be sure to consult a service technician before attempting long distance transportation of the machine.
- Lock the lock lever for the optical system.
- Remove the toner container and waste toner box and put them in a plastic bag.
- Pull the release lever forward until it stops.

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**WARNING:** If you ship the machine, remove and pack the toner container and the waste toner box in a plastic bag and ship them separately from the machine.

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# 10 Troubleshooting

This chapter explains how to solve problems with the machine.

- Solving Malfunctions..... 10-2
- Responding to Error Messages ..... 10-5
- Clearing Paper Jams ..... 10-11

# Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
<b>The operation panel does not respond when the main power switch is turned on.</b>	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is there a message on the Message Display?	Determine appropriate response to the message and respond accordingly.	—
<b>Pressing the Start key does not produce copies.</b>	Is the machine in Sleep mode?	Press the <b>Power</b> key to recover the machine from Sleep mode. The machine will be ready to copy within 45 seconds.	2-9
	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	2-41
<b>Blank sheets are ejected.</b>		When placing originals in the document processor, place them face-up.	2-43
<b>Printouts are too light.</b>	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Select the correct density level.	5-16
		When changing the default density level, adjust the density manually and choose the desired level.	—
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side about several times.	9-4
	Is there a message indicating the addition of toner?	Replace the toner container.	9-4
	Is the paper damp?	Replace the paper with new paper.	2-26
	Is EcoPrint mode enabled?	Disable EcoPrint mode.	4-10
<b>Printouts are too dark.</b>	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Select the correct density level.	5-16
		When changing the default density level, adjust the density manually and choose the desired level.	—



Symptom	Checkpoints	Corrective Actions	Reference Page
<b>Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).</b>	Is the original a printed photograph?	Set the image quality to [Photo].	5-15
<b>Printouts are not clear.</b>	Did you choose appropriate image quality for the original?	Select appropriate image quality.	5-15
<b>Printouts are dirty.</b>	Is the platen or the document processor dirty?	Clean the platen or the document processor.	—
<b>Printouts are fuzzy.</b>	Is the machine being used in very humid conditions?	Use in a location that has suitable humidity.	—
<b>Images are skewed.</b>	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	2-41
		When placing originals in the document processor, align the original width guides securely before placing the originals.	2-42
	Is the paper loaded correctly?	Check the position of the paper width guides.	2-42
<b>Paper often jams.</b>	Is the paper loaded correctly?	Load the paper correctly.	2-26
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	2-26
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	2-26
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	10-11
<b>Printouts are wrinkled.</b>	Is the paper damp?	Replace the paper with new paper.	2-26
	Is the paper set in a proper orientation?	Change the orientation in which the paper is positioned.	—
<b>Cannot print.</b>	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	2-7
	Is the printer cable connected?	Connect the correct printer cable securely.	2-5
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	2-5 2-7
	Is the print job paused?	Press [Resume] (the <b>Left Select</b> key) to resume printing.	7-19

Symptom	Checkpoints	Corrective Actions	Reference Page
<b>Documents are printed improperly.</b>	Are the application software settings at the PC set properly?	Check that the printing system driver and application software settings are set properly.	—
<b>While the operation panel was being used, the keys locked up and do not respond when pressed.</b>	Is the operation panel locked?	Check the panel lock setting in Embedded Web Server and change the setting if necessary.	Embedded Web Server Operation Guide
<b>Cannot print with USB memory.</b>	Was the USB memory formatted with a machine other than this machine?	Format the USB memory with this machine.	
	Is the USB host blocked?	Select <i>Unblock</i> in the USB host settings.	8-164
	Check that the USB memory is securely plugged into the machine.	—	—
<b>When displaying an image sent from the machine on the PC, an image size is shrunk vertically or horizontally.</b>	Have you selected 200×100dpi Normal or 200×400dpi Super Fine for the scan resolution?	Select a scan resolution other than 200×100dpi Normal or 200×400dpi Super Fine when sending an image.	5-18
<b>USB memory not recognized.</b>	Check that the USB memory is securely plugged into the machine.	—	—
	Is the USB host blocked?	Select <i>Unblock</i> in the USB host settings.	8-164
<b>Vertical streaks appear on prints.</b>	The inside of the machine may be dirty.	Check the toner container and if necessary replace.	9-4

# Responding to Error Messages

If the control panel displays any of these messages, follow the corresponding procedure.

## Alphanumeric

Error Message	Checkpoints	Corrective Actions	Reference Page
Load paper in cassette 1.	Is the indicated cassette out of paper?	Load paper.	2-27
Load paper in MP Tray.	Is the paper of the selected size loaded in the multi purpose tray?	Load the paper in the multi purpose tray which is of the size and type indicated on the Message Display.	2-29
Toner is running out. [C], [M], [Y], [K]	–	It is almost time to replace the toner container. After a certain number of pages (about 20) are printed, printing will stop. Obtain a new toner container of the color indicated in [].	9-4
Add toner. [C], [M], [Y], [K]		Replace the toner container. Replace with a toner container of the color indicated in [].	9-4
Check waste toner box.	Is the waste toner box full?	Replace the waste toner box.	9-6
Cannot connect to Authentication Server.	–	Press the <b>OK</b> key and check the following items: <ul style="list-style-type: none"><li>• Registration to Authentication Serve</li><li>• Password and computer address for Authentication Server</li><li>• Connection of Network</li></ul>	—
Cannot duplex print on this paper.	Did you select a paper size/ media type that cannot be duplex printed?	Select the available paper type. Press the <b>OK</b> key to print without using Duplex.	3-14
Incorrect account ID. Job is canceled.	–	This job is canceled because it is restricted by Job Accounting. Press the <b>OK</b> key.	—
Close top (rear or left) cover.	Is there any cover which is open?	Close the cover indicated on the control panel.	—
Close Document Processor.	Is the document processor open?	Close the document processor.	—
	Is the top cover of the document processor open?	Close the top cover of the document processor.	2-42

Error Message	Checkpoints	Corrective Actions	Reference Page
<b>Job Accounting restriction exceeded. Cannot print.</b>	—	The job is canceled. Press the <b>OK</b> key.	—
<b>Job Accounting restriction exceeded. Cannot scan.</b>	—	The job is canceled. Press the <b>OK</b> key.	—
<b>Sub address/Polling box limit exceeded. Job is canceled.</b>	—	FAX box is full, and no further storage is available. The job is canceled. Press the <b>OK</b> key.	—
<b>Incorrect Login User Name or Password. Job is canceled.</b>	—	Enter correct login user name or password.	—
<b>Job Accounting restriction exceeded. Job is canceled.</b>	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press the <b>OK</b> key.	—
<b>Machine failure. Call service.</b>	—	Internal error has occurred. Make a note of the error code displayed on the Message Display. Turn off the machine, unplug the power cord, and contact your Service Representative.	—
	Is Error code "C4200" displayed?	Internal condensation has occurred as a result of a sudden change in temperature. Turn off the machine and let stand for 30 to 90 minutes, and then back on again. If this message still remains, turn off the machine, unplug the power cord, and contact your Service Representative.	—
<b>Memory is full. Print job cannot be processed completely.</b>	—	Unable to continue the job as the memory is used up. Press the <b>OK</b> key to print the scanned pages. The print job cannot be processed completely. Press the <b>Stop</b> key to cancel the job.	—
<b>Paper jammed.</b>	—	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the Message Display. Leave the machine on and follow the instruction to remove the jammed paper.	10-11
<b>USB memory error. Job is canceled.</b>	—	This job is canceled. Press the <b>OK</b> key.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
Place original and press Start key.	—	Remove originals from the document processor, put them back in their original order, and place them again. Press the <b>Start</b> key to resume printing. Press the <b>Stop</b> key to cancel the job.	2-43
Remove original from document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Maximum Number of scanned pages. Job is canceled.	—	Scanning cannot be performed due to insufficient memory of scanner. The job is canceled. Press the <b>OK</b> key.	—
	Is the acceptable scanning count exceeded?	Press the <b>OK</b> key to print, send or store the scanned pages. Press the <b>Stop</b> key to cancel printing, sending or storing.	—
Send error. #####	—	An error has occurred during transmission. The possible error codes and their descriptions are as follows. 1101: The server name of the SMTP server is not set correctly or the host name is incorrect when sending scan data to an FTP server. Use Embedded Web Server and register the SMTP server name and the host name correctly. 1102: The login user name is incorrect or the domain name has not been entered. Enter login user name, domain name and password correctly. 1103: The network path name is incorrect or you do not have access to the folder specified. Use Embedded Web Server and register the path name correctly. 1104: No recipient address. Enter E-mail address correctly.	—

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10-8

Error Message	Checkpoints	Corrective Actions	Reference Page
<b>File is not found. Job is canceled.</b>	—	The specified file is not found. The job is canceled. Press the <b>OK</b> key.	—
<b>Top tray is full of Paper. Remove the paper.</b>	—	Remove paper from the top tray, and press the <b>OK</b> key to resume the job.	—
<b>Unknown toner Installed.</b>	—	If the toner container was taken from a different machine of the same model while it was displaying the <i>Add toner.</i> message, ignore the message and use the toner.	—
<b>Unknown toner Installed. PC</b>	—	This message is displayed if the installed toner container's regional specification does not match the machine's.	—
<b>Insufficient memory. Cannot start the job</b>	—	Further scanning cannot be performed due to insufficient memory. Press the <b>OK</b> key to print the scanned pages. Press the Cancel key to cancel the printing job.	—
<b>Replace MK.</b>	—	Replace Maintenance Kit which is displayed on the message display. Replacement of the maintenance kit is necessary at every 200,000 pages of printing and requires professional servicing. Contact your service technician.	—

## Responding to an Error Lamp Flashes

If an error lamp flashes, press [Status/Job Cancel] to check an error message. If the message is not indicated on the Message Display when [Status/Job Cancel] is pressed or the error lamp flashes for 1.5 seconds, check the following.

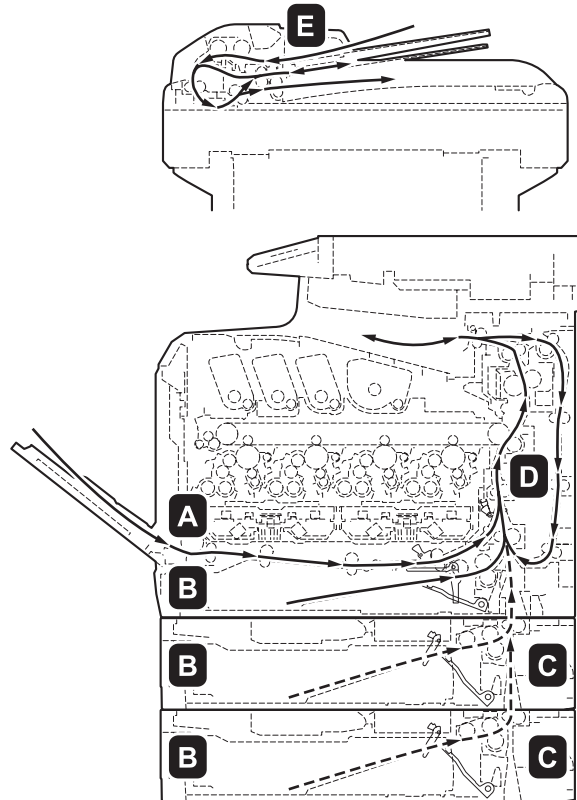
Symptom	Checkpoints	Corrective Actions	Reference Page
<b>Cannot send fax.</b>	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is Permitted FAX No. or Permitted ID No. registered correctly?	Check Permitted FAX No. and Permitted ID No..	<i>FAX Operation Guide</i> Chapter 6 "Registering Permit FAX No." and "Registering Permit ID No."
	Has a communication error occurred?	Check error codes in the TX/RX Result Report and Activity Report. If the error code starts with "U" or "E", perform the corresponding procedure.	<i>FAX Operation Guide</i> Appendix "Error Code List"
	Is the destination FAX line busy?	Send again.	—
	Does the destination FAX machine respond?	Send again.	—
	Is there an error other than above?	Contact your Service Representative.	—



# Clearing Paper Jams

If a paper jam occurs, a message will be displayed about the jam and copying or printing will stop. Remove jammed paper. After removing jammed paper, the machine will re-start printing. Leave the main power switch on and to remove the jammed paper refer to the following information below.

Detailed paper jam positions are as follows. Refer to the indicated page number to remove the paper jam.



Paper Jam Location	Description	Reference Page
A	Paper jam in the bypass tray.	10-11
B	Paper jam in the machine cassette, or in a cassette of the optional paper feeder.	10-13
C	Paper jam in the paper feeder.	10-13
D	Paper jam in the transfer unit.	10-14
E	Paper jam in the document processor.	10-15

## Paper jams

If paper jams occur frequently, the specifications of the paper may not be suitable for the machine. Try changing the paper type. For paper specifications, see "Paper Specifications" in the Appendix. If paper jams still occur frequently even though you have changed the paper, the machine may have a problem. Please contact your Kyocera dealer or our company.

**IMPORTANT:** When removing a paper jam, make sure that no torn pieces of paper remain in the machine.

## Online Help Messages

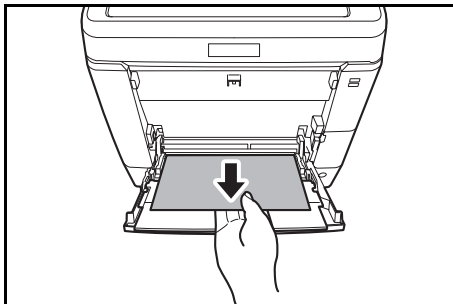
The online Help message function of the machine will show the procedure for removing a paper jam in the message display. When Paper Jam is displayed, press [Help](the **Left Select** key) to display the procedure to clear the jam.

Press  $\Delta$  to display the next step or press  $\nabla$  to display the previous step. Press the **OK** key to exit the online help message display.

When a paper jam occurs, you can use the online Help message to remove the paper jam.

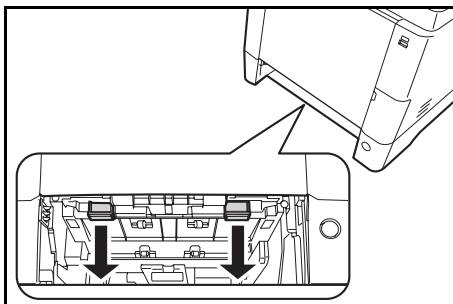
## Multi Purpose Tray

Follow the steps below to clear paper jams in the MP tray.



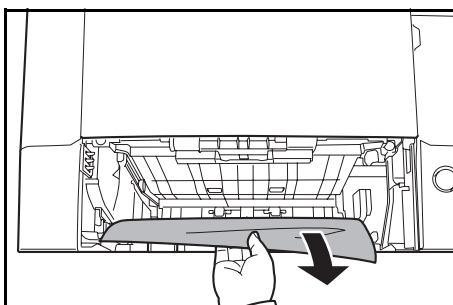
- 1 Remove the paper jammed at the MP tray.

**IMPORTANT:** If the paper cannot be removed, do not try to forcefully remove it. Go to paper jam in the feed unit on page 10-14.

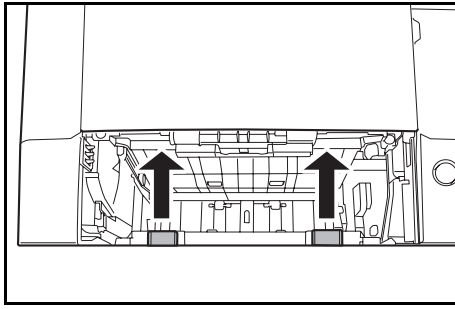


- 2 Pull the cassette out of the machine.

- 3 Open the lower feed cover.



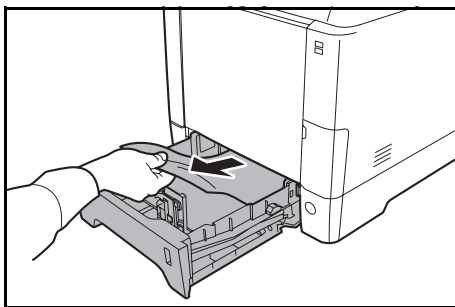
- 4 Remove any partially fed paper.



After you have removed the paper jam, replace the lower feed cover.

## Paper Cassette/Paper Feeder

In the event that a paper jam occurs in the paper cassette, follow the procedure below to remove the jam. Paper jams in the cassette of the optional paper feeder are removed in the same way.



- 1 Pull out the cassette or optional paper feeder.
- 2 Remove any partially fed paper.  
If you are able to remove the jam, go to step 5.

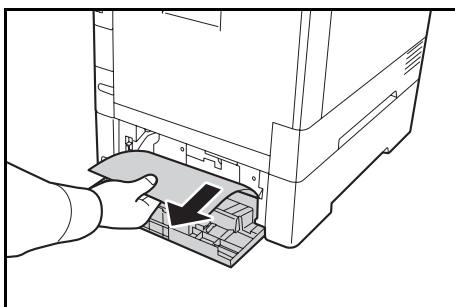
**IMPORTANT:** If the paper cannot be removed, do not try to forcefully remove it. Go to paper jam in the feed unit on page 10-14.

- 3 Replace the paper cassette in the machine.

**NOTE:** If the paper is not loaded correctly, reload the paper.

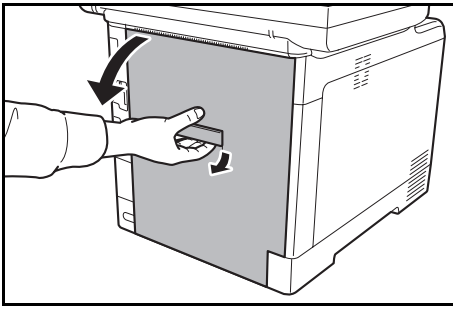
## Paper jam in the paper feeder

If the paper jam cannot be removed using the procedure in paper jam in the paper cassette on page 10-13, open the rear cover of the paper feeder and remove the jammed paper.



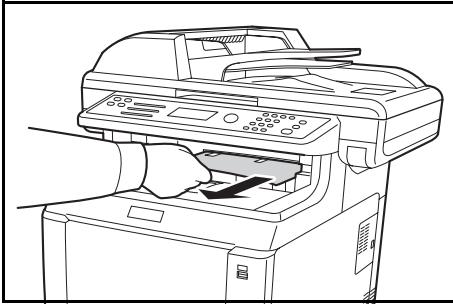
**NOTE:** If the paper cannot be removed, do not try to forcefully remove it. Go to paper jam in the feed unit on page 10-14.

## Inside the Machine

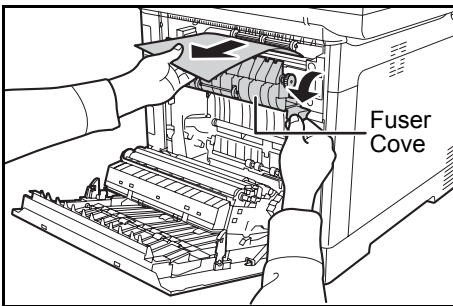


- 1 Pull up the rear cover lever and open the rear cover.

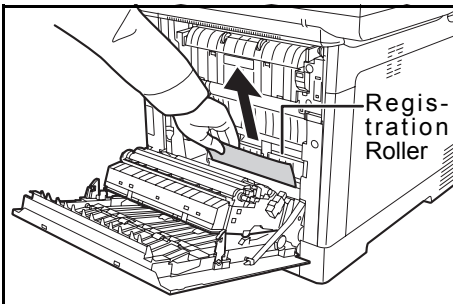
**CAUTION:** Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.



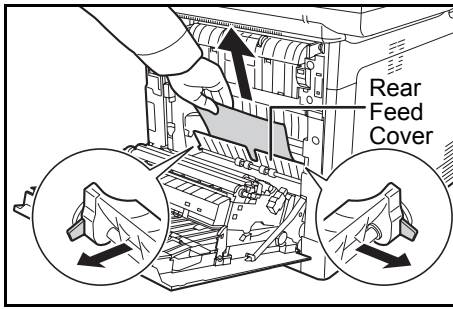
- 2 If most of the paper is out in the upper tray, grasp the paper and pull it out.



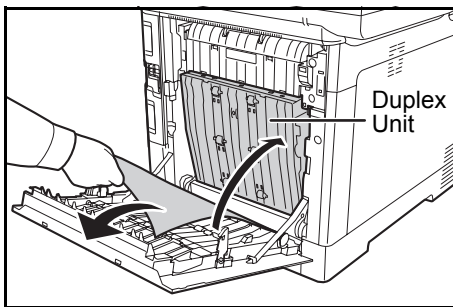
- 3 If a paper jam reaches the fuser unit as shown, open the fuser cover, grasp the paper, and pull it out.



- 4 If a paper jam does not reach the metal roller as shown, grasp the paper and pull it out.



- 5** If a paper jam has occurred inside the machine as shown, open the rear feed cover and pull out the paper.

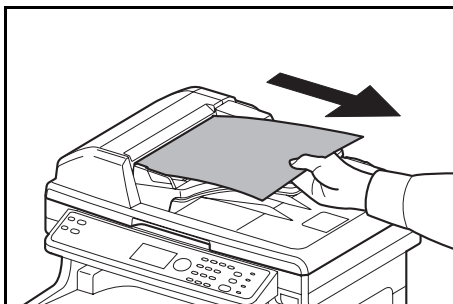


- 6** If a paper jam reaches the Duplex Unit as shown, lift up the Duplex Unit and remove the paper.

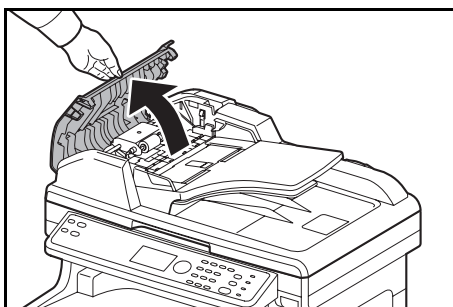
- 7** Close the rear cover. The error will be cleared and printing will resume after warm-up.

## Document Processor

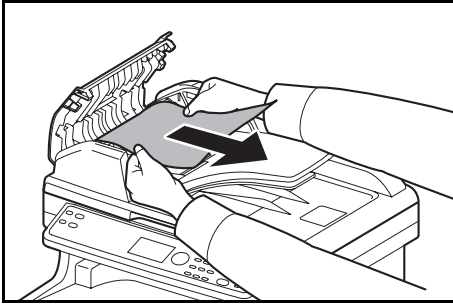
Follow the steps below to clear paper jams in the document processor.



- 1** Remove all of the originals from the document feed tray.

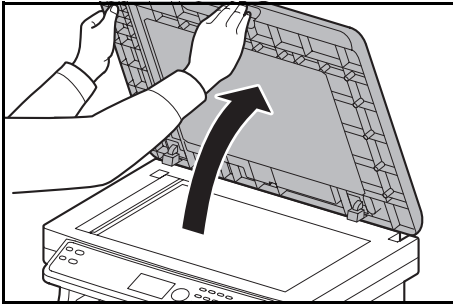


- 2** Open the left cover of the document processor.

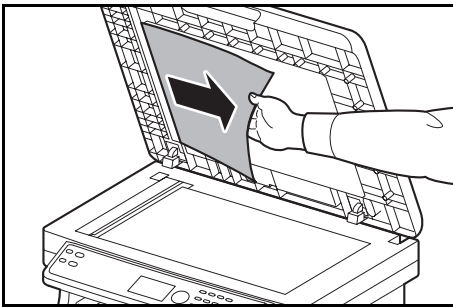


**3** Remove the jammed original.

If the original is caught in the rollers or difficult to remove, proceed to the next step.



**4** Open the document processor.



**5** Remove the jammed original.

If the original tears, remove every loose scrap from inside the machine.

**6** Close the document processor.

**7** Place the originals.

# 11 Management

This chapter explains the following operations.

- User Login Administration ..... 11-2
- Job Accounting ..... 11-13
- Checking the Counter ..... 11-33

## User Login Administration

User login administration specifies how the user access is administered on this machine. Enter correct login user name and password for user authentication to log in.

Access are in three levels - User, Administrator, and Machine Administrator. The security levels can be modified only by the machine administrator.

### First User Login Administration

Follow these steps for the first user login administration.

Enable user login administration. (*page 11-3*)



Add a user. (*page 11-6*)

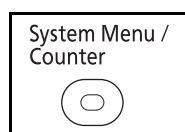


Log out. (*page 11-5*)



The registered user logs in for operations. (*page 11-5*)

### Displaying user control



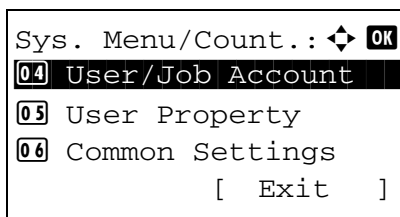
- 1 Press the system menu / counter key on the operation panel.

If user control is disabled, the user authentication screen appears. Enter the login user name and login password, and press [Login]. In this case, log in with administrator authority. For the default login user name and login password, see *Adding a User* on *page 11-6*.

**NOTE:** To enter text, see Character Entry Method on Appendix-7.

The system/counter menu appears.





- 2 From the system menu / counter menu, press the  $\Delta$  or  $\nabla$  key to select [User/Job Account].

- 3 Press the **OK** key. The User/Job Account menu appears.

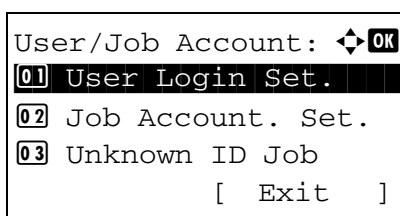
## Enabling/Disabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

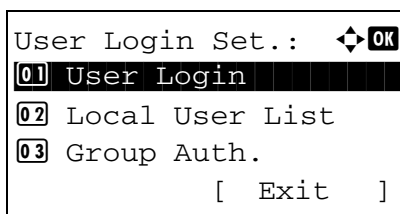
Item	Description
Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

Use the procedure below to enable user login administration.

**NOTE:** Refer to *Character Entry Method* on Appendix-7 for details on entering characters.



- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 Press the  $\Delta$  or  $\nabla$  key to select [User Login Set.].



- 3 Press the **OK** key. The User Login Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [User Login].

5 Press the **OK** key. User Login appears.

6 Press the  $\Delta$  or  $\nabla$  key to select [Local Authentic.] or [Netwk Authentic.], and then press the **OK** key.

Select [Off] to disable user login administration.

When "Network Authentication" is selected, select [NTLM], [Kerberos], or [Account Agency] for the server type and press the **OK** key.

If [NTLM] or [Kerberos] is selected for the server type, enter the host name (up to 64 characters) and domain name (up to 256 characters) of the authentication server, and press the **OK** key.

If [Account Agency] is selected for the server type, enter the host name (up to 64 characters) and port number of the authentication server, and press the **OK** key.

**NOTE:** If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings. If the server type is [Kerberos], only domain names entered in uppercase will be recognized.

*Completed.* is displayed and the screen returns to the User Login Set. menu.

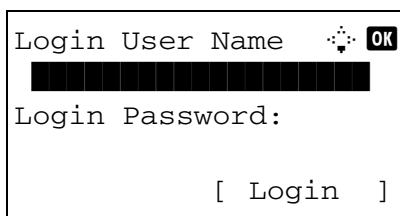
## Login/Logout


Once you enable user login administration, a login user name and password entry screen appears each time you use this machine.

### Login

Log in using the procedure below.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.



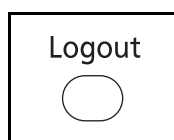
Login User Name  **OK**

Login Password:

[ Login ]

- 1** If the screen below appears during the operations, perform the following login operations.
- 2** Press the **OK** key, enter the login user name, and then press the **OK** key.
- 3** Press the  $\nabla$  key to select [Login Password], press the **OK** key, enter the login password, and then press the **OK** key.
- 4** Check the login user name and password are correct, and press [Login] (the **Right Select** key).

### Logout



To log out the machine, press the **Logout** key to return to the login user name/login password entry screen.

#### Auto Logout

Logout is automatically executed in the following cases:

- When the **Power** key is pressed to enter the sleep mode
- When auto sleep is activated
- When auto panel reset is activated

## Adding a User

This adds a new user. You can add Up to 21 users (including the default login user name). The table below explains the user information to be registered.

Item	Description
User Name*	Enter the name displayed on the user list (up to 32 characters).
Login User Name*	Enter the login user name to log in (up to 32 characters). The same login user name cannot be registered.
Login Password*	Enter the password to log in (up to 64 characters).
Access Level*	Select Administrator or User for user access privileges.
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can log in without entering the account ID. Refer to <i>Job Accounting on page 11-13</i> .
E-mail Address	The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.

\* Mandatory at user registration.

**NOTE:** By default, one of each default user with machine administrator rights and administrator privileges is already stored. The following are the default user's properties.

User Name: DeviceAdmin  
 Login User Name: 2600  
 Login Password: 2600  
 Access Level: Administrator

It is recommended to periodically change the user name, login user name and login password regularly for your security.

Use the procedure below to register a new user.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

- 1 Log in as a user with administrator rights.
- 2 See the procedure for displaying user control on page 11-2, and display the User/Job Account.

```

User Login Set.:  [OK]
01 User Login
02 Local User List
03 IC Card Setting
    [ Exit ]

```

- 3 Press the **OK** key. The User Login Set. menu appears.

```

Local User List:  [OK]
  Admin
  DeviceAdmin
    [ Menu ]

```

- 4 Press the  $\Delta$  or  $\nabla$  key to select [Local User List].

- 5 Press the **OK** key. Local User List appears.

```

Menu:  [OK]
01 Detail/Edit
02 Delete
03 Add User

```

- 6 Press [Menu] (the **Right Select** key), press the  $\Delta$  or  $\nabla$  key to select [Add User], and then press the **OK** key.

```

User Name:  [OK]
  ABC
    [ Text ]

```

- 7 Enter the user name and press the **OK** key, enter the login user name in the next screen, and then press the **OK** key.

```

User01:  [OK]
01 Exit
02 Detail

```

- 8 Press the  $\Delta$  or  $\nabla$  key to select [Exit] and then press the **OK** key.

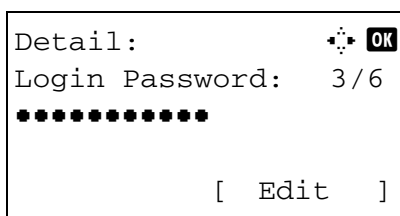
Select [Detail] and press the **OK** key to see information of the registered users.

```

Local User List:  [OK]
  DeviceAdmin
  Admin
  User 1
    [ Menu ]

```

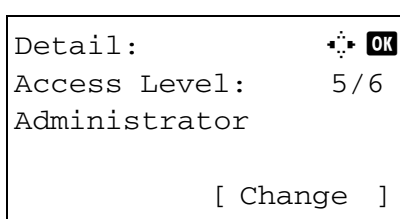
- 9 In Local User List, press the  $\Delta$  or  $\nabla$  key to select the added user and then press the **OK** key.



- 10 Press the ◀ or ▶ key to select [Login Password:], press [Edit] (the **Right Select** key), enter the login password, and then press the **OK** key.

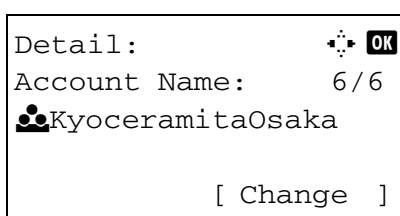


- 11 Enter the same login password to confirm and press the **OK** key.
- 12 Press the ▶ key to select [E-mailAddress:], press [Edit] (the **Right Select** key), enter the e-mail address, and then press the **OK** key.



- 13 Press the ▶ key to select [Access Level:], press [Change] (the **Right Select** key), select the user access privilege, and then press the **OK** key.

**NOTE:** If the user list is for device administrator, [Change] is not displayed.



- 14 Press the ▶ key to select [Account Name:], press [Change] (the **Right Select** key), select the account, and then press the **OK** key.

**NOTE:** If the user list is for device administrator and the device administrator does not log in, [Change] is not displayed.

- 15 After entering the user information, press the **OK** key again.

*Registered.* is displayed and the screen returns to Local User List.

## Changing User Properties

User information can be changed. It can be changed only by a user with administrator privileges.

Use the procedure below to change the user properties.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

```

User/Job Account:  [OK]
01 User Login Set.
02 Job Account. Set.
03 Unknown ID Job
      [ Exit ]

```

```

User Login Set.:  [OK]
01 User Login
02 Local User List
03 Group Auth.
      [ Exit ]

```

```

Local User List:  [OK]
DeviceAdmin
Admin
User1
      [ Menu ]

```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [User Login Set.].
- 3 Press the **OK** key. The User Login Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Local User List].
- 5 Press the **OK** key. Local User List appears.

The procedure differs depending on the details to be edited.

### Changing user information

```

Local User List:  [OK]
DeviceAdmin
Admin
User1
      [ Menu ]

```

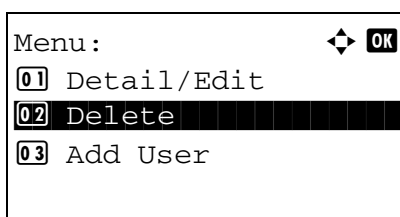
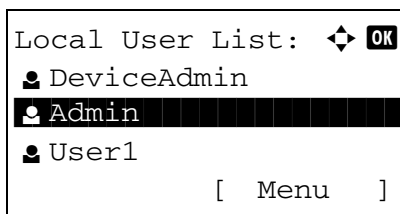
```

Detail:  [OK]
User Name: 1/6
User1
      [ Edit ]

```

- 1 Press the  $\Delta$  or  $\nabla$  key to select the user whose information you want to change, and then press the **OK** key.
- 2 In the same fashion as registering a new user, press the  $\triangleleft$  or  $\triangleright$  key to select the desired item, press [Edit] (the **Right Select** key), change information, and then press the **OK** key.
- 3 Repeat step 2 to change items as necessary.
- 4 After completing changing the user information, press the **OK** key again.

## Deleting a user



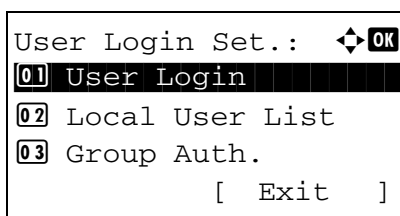
- 5 The overwrite confirmation screen appears.  
Press [Yes] (the **Left Select** key). The user information is changed and the screen returns to Local User List.
- 1 Press the  $\Delta$  or  $\nabla$  key to select the user you want to delete, and then press [Menu] (the **Right Select** key).
- 2 Press the  $\Delta$  or  $\nabla$  key to select [Delete] and then press the **OK** key.
- 3 In the delete confirmation screen, press [Yes] (the **Left Select** key). The user is deleted and the screen returns to Local User List.

## Enabling/Disabling Group Authentication

This enables group authentication using the LDAP server. This menu can be used only when [Netwk Authentic.] is selected as the user authentication method. For details of LDAP server settings, refer to the Operation Guide of the LDAP server. This menu can be used only when [Netwk Authentic.] is selected as the user authentication method.

Use the procedure below to enable group authentication.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.



- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 Press the  $\Delta$  or  $\nabla$  key to select [User Login Set.].
- 3 Press the **OK** key. The User Login Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Group Auth.].



```

Group Auth.:  [OK]
[01]*Off
[02] On
  
```

- 5 Press the **OK** key. Group Auth. appears.

- 6 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

- 7 Press the **OK** key.

*Completed.* is displayed and the screen returns to the User/Job Account menu.

## Displaying Network User Property

Use the procedure below to display the property of the user logged on using the network authentication. This menu can be used only when [Netwk Authentic.] is selected as the user authentication method.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

```

User Login Set.: [OK]
[01] User Login
[02] Local User List
[03] Group Auth.
           [ Exit ]
  
```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 Press the  $\Delta$  or  $\nabla$  key to select [User Login Set.].
- 3 Press the **OK** key. The User Login Set. menu appears.

- 4 Press the  $\Delta$  or  $\nabla$  key to select [NW User Property].

- 5 Press the **OK** key. NW User Property appears.

```

NW User Property: [OK]
[01]*Off
[02] On
  
```

- 6 Press the  $\Delta$  or  $\nabla$  key to select [On] or [Off].

- 7 Press the **OK** key.

*Completed.* is displayed and the screen returns to the User/Job Account menu.

## Unknown login user name Job

This specifies the behavior for handling the jobs sent with unknown login user names or User ID (i.e. unsent IDs). If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

The table below shows the available settings.

Item	Description
Reject	The job is rejected (not printed).
Permit	The job is permitted to be printed.

Use the procedure below to process jobs sent from unknown users.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

```

User/Job Account:  [OK]
01 User Login Set.
02 Job Account. Set.
03 Unknown ID Job
[ Exit ]
  
```

```

Unknown ID Job:  [OK]
01 *Reject
02 Permit
  
```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Unknown ID Job].
- 3 Press the **OK** key. Unknown ID Job appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Reject] or [Permit].
- 5 Press the **OK** key.

*Completed.* is displayed and the screen returns to the User/Job Account menu.

## Job Accounting

Job accounting Manages the copy/print count accumulated by individual accounts by assigning an ID to each account.

Job accounting helps the following activities in business organizations.

- Manageability of up to 20 individual accounts.
- Availability for account IDs with as many as eight digits (between 0 and 99999999) for security.
- Integrated management of printing and scanning statistics through the use of an identical account ID.
- Tracking the print volume for each account and for all accounts combined.
- Restricting the print counter in one-page increments up to 9,999,999 copies.
- Resetting the print counter for each account or for all accounts combined.

### First Job Accounting Setup

Follow these steps for the first job accounting setup.

Enable job accounting. (*page 11-13*)



Add an account. (*page 11-16*)



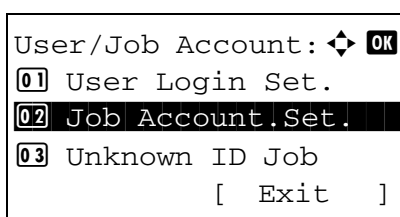
Log out. (*page 11-15*)



Other users log in for operations. (*page 11-15*)

### Enabling/Disabling Job Accounting

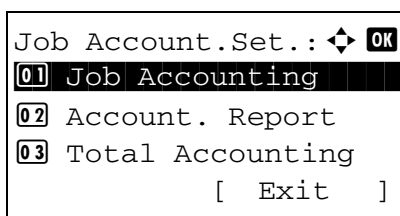
Enable job accounting. Use the procedure below to specify the job accounting setting.




```

User/Job Account: [Cursor] [OK]
01 User Login Set.
02 Job Account.Set.
03 Unknown ID Job
    [ Exit ]
  
```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].



Job Account. Set. :  **OK**

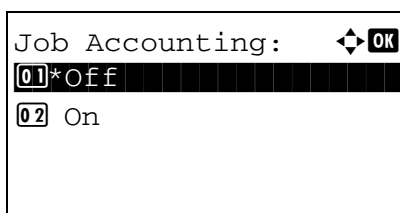
**01** Job Accounting


**02** Account. Report

**03** Total Accounting

[ Exit ]

- 3** Press the **OK** key. The Job Account. Set. menu appears.



Job Accounting:  **OK**

**01**\*Off

**02** On

- 4** Press the  $\Delta$  or  $\nabla$  key to select [Job Accounting].
- 5** Press the **OK** key. Job Accounting appears.

- 6** Press the  $\Delta$  or  $\nabla$  key to select [On]. To disable job accounting, select [Off].

- 7** Press the **OK** key.

*Completed.* is displayed and the screen returns to the Job Account. Set. menu.

**NOTE:** When the display returns to the System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

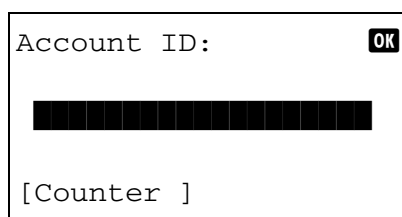
## Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Use the procedure below to login and logout.

### Login

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

A rectangular screen with a white background. At the top left, the text "Account ID:" is displayed. To its right is a small black square button with the white text "OK". Below the text is a horizontal row of 12 black rectangular boxes, each representing a digit or character position. At the bottom of the screen, the text "[Counter ]" is displayed.

- 1 In the screen below, enter the account ID using the numeric keys and press the **OK** key.

**NOTE:** If you entered a wrong character, press the **Clear** key and enter the account ID again.

If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.

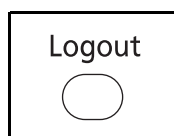
By pressing [Counter] (the **Left Select** key), you can refer to the number of pages printed and the number of pages scanned.

### When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to log in. (Refer to *Login/Logout on page 11-5*.) If the user has already registered the account information, the account ID entry would be skipped. (Refer to *Adding a User on page 11-6*.)

- 2 Proceed to complete the rest of the steps.

### Logout

A rectangular screen with a white background. At the top, the word "Logout" is displayed. Below it is a large, empty oval shape, likely a button or a placeholder for a logo.

When the operations are complete, press the **Logout** key to return to the account ID entry screen.

## Managing Accounts

This section explains how to add a new account. The following entries are required.

Item	Description
Account Name	Enter the account name (up to 32 characters).
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).
Restriction	This Prohibits printing/scanning or restricts the number of sheets to load. Refer to <i>Restricting the Use of the Machine</i> on page 11-20.

Use the procedure below to register a new account.

**NOTE:** Refer to *Character Entry Method* on Appendix-7 for details on entering characters.

```
User/Job Account: [OK]
01 User Login Set.
02 Job Account.Set.
03 Unknown ID Job
   [ Exit ]
```

```
Job Account.Set.: [OK]
04 Each Job Account
05 Account. List
06 Default Setting
   [ Exit ]
```

```
Account. List: [OK]
UI R&D DEP.
Osaka GUI Design
Kyoceramita
   [ Menu ]
```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].
- 3 Press the **OK** key. The Job Account. Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Account. List].
- 5 Press the **OK** key. Account. List appears.

```

Menu:
01 Detail/Edit
02 Delete
03 Add Account
  
```

- 6 Press [Menu] (the **Right Select** key), press the  $\Delta$  or  $\nabla$  key to select [Add Account], and then press the **OK** key.

```

Account Name:
[ ]
ABC
[ Text ]
  
```

- 7 Enter the account name and press the **OK** key.

```

Account ID:
[ ]
ABC
[ Text ]
  
```

- 8 Enter the account code and press the **OK** key.

**NOTE:** Any account ID that has already registered cannot be used. Enter any other account ID.

```

Dep. 01:
01 Exit
02 Detail
  
```

- 9 Press the  $\Delta$  or  $\nabla$  key to select [Exit] and then press the **OK** key.

Select [Detail] and press the **OK** key to see information of the registered accounts.

- 10 Account. List is displayed and the new account is added to the account list.

## Managing Accounts

This changes the registered account information or deletes the account.

Use the procedure below to manage accounts.

**NOTE:** Refer to *Character Entry Method on Appendix-7* for details on entering characters.

```

User/Job Account: [OK]
01 User Login Set.
02 Job Account.Set.
03 Unknown ID Job
    [ Exit ]

```

```

Job Account.Set.: [OK]
04 Each Job Account
05 Account. List
06 Default Setting
    [ Exit ]

```

```

Account. List: [OK]
UI R&D DEP.
Osaka GUI Design
Kyoceramita
    [ Menu ]

```

```

Account. List: [OK]
UI R&D DEP.
Osaka GUI Design
Kyoceramita
    [ Menu ]

```

```

Detail: [OK]
Account Name: 1/7
Osaka GUI Design
    [ Edit ]

```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].
- 3 Press the **OK** key. The Job Account. Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Account. List].
- 5 Press the **OK** key. Account. List appears.

The procedure differs depending on the details to be edited.

### Changing account information

- 1 Press the  $\Delta$  or  $\nabla$  key to select the account whose information you want to change, and then press the **OK** key.
- 2 Press the  $\triangleleft$  or  $\triangleright$  key to select the item you want to change, press [Edit] (the **Right Select** key), change account information and restriction of use, and then press the **OK** key.

**NOTE:** Activate or deactivate restriction. Refer to *Restricting the Use of the Machine* on page 11-20.

- 3 Repeat step 2 to change items as necessary.



```

Overwrite.
Are you sure?
→  Osaka GUI DESIGN
[ Yes ] [ No ]

```

- 4 After completing changing the account information, press the **OK** key again. A confirmation screen appears.

- 5 Press [Yes] (the **Left Select** key). The account information is changed. *Registered.* is displayed and the screen returns to Account. List.

#### Deleting an account

```

Account. List:  OK
 UI R&D DEP.
 Osaka GUI Design
 Kyoceramita
[ Menu ]

```

- 1 Press the  $\Delta$  or  $\nabla$  key to select the account you want to delete, and then press [Menu] (the **Right Select** key).

```

Menu:  OK
01 Detail/Edit
02 Delete
03 Add Account

```

- 2 Press the  $\Delta$  or  $\nabla$  key to select [Delete].

```

Delete.
Are you sure?
→  UI R&D DEPT.
[ Yes ] [ No ]

```

- 3 Press the **OK** key. A confirmation screen appears.

- 4 Press [Yes] (the **Left Select** key). The account is deleted. *Completed.* is displayed and the screen returns to Account. List.

## Managing the Copier/Printer Counts

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. Refer to *Restricting the Use of the Machine on page 11-20*, *Counting the Number of Pages Printed on page 11-27* and *Printing an Accounting Report on page 11-31* for details.

Use the procedure below to set the counting methods.

```

User/Job Account: ⬅➡ OK
01 User Login Set.
02 Job Account.Set.
03 Unknown ID Job
      [ Exit ]

```

```

Job Account.Set: ⬅➡ OK
01 Job Accounting
02 Account Report
03 Total Accounting
      [ Exit ]

```

```

Default Setting: ⬅➡ OK
01 Apply Limit
02 Copy/Print Count
03 Counter Limit
      [ Exit ]

```

```

Copy/Print Count: ⬅➡ OK
01 Total
02 *Split

```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].
- 3 Press the **OK** key. The Job Account. Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Default Setting].
- 5 Press the **OK** key. The Default Setting menu appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [Copy/Print Count].
- 7 Press the **OK** key. Copy/Print Count appears.
- 8 Press the  $\Delta$  or  $\nabla$  key to select [Total] or [Split].
- 9 Press the **OK** key.  
*Completed.* is displayed and the screen returns to the Default Setting menu.

## Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available.

The items that can be restricted differ depending on whether [Split] or [Total] is selected for *Managing the Copier/Printer Counts* on page 11-19.

## Restriction Items

◆ [Split] selected for *Copier/Printer Count*

Item	Detail
Copier print limit (total)	A limit can be set for the total number of full color copies, monochrome copies, and black & white copies.
Copier print limit (full color)	A limit can be set for the number of full color copies.
Printer print limit (total)	A limit can be set for the total number of pages printed in color and black & white.
Printer print limit (color)	A limit can be set for the number of pages printed in color.
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).
Fax TX Restriction	Limits the number of sheets sent by fax. (Only on products with the fax function installed)

◆ [Total] selected for *Copier/Printer Count*

Item	Detail
Print limit (total)	A limit can be set for the total number of printer and copier pages printed.
Print limit (full color)	A limit can be set for the number of pages printed in full color.
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).
Fax TX Restriction	Limits the number of sheets sent by fax. (Only on products with the fax function installed)

## Applying Restriction

Restriction can be applied in two modes as follows:

Item	Description
Off	No restriction given
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 copies.
Reject Usage	Restriction is applied.

Use the procedure below to select a restriction method.

**1** Follow steps 1 to 7 of *Managing Accounts* on page 11-16.

**2** In Account. List, press the  $\Delta$  or  $\nabla$  key to select the account to which you want to set restriction of use, and then press the **OK** key.

```

Account. List:  [OK]
  UI R&D DEP.
  Osaka GUI Design
  Kyoceramita
                [ Menu ]
  
```

**3** Press the  $\triangleleft$  or  $\triangleright$  key to select the item to be restricted and then press [Edit] (the **Right Select** key).

```

Detail:  [OK]
Print Restrict.: 4/6
Off
                [ Edit ]
  
```

When selecting [Split] in Copy/Print Count, screen changes as shown in the left.

```

Detail:  [OK]
Print Restrict.: 4/7
Copier
Off
                [ Edit ]
  
```

**4** Press the  $\Delta$  or  $\nabla$  key to select the desired restriction method and then press the **OK** key.

```

Print Restrict.: [OK]
  01*Off
  02 Counter Limit
  03 Reject Usage
                [ Exit ]
  
```

```

Limit Pages:  [OK]
(1 - 9999999)
  123456 pages

```

If you select [Counter Limit], enter the upper limit number of pages in the next screen, and then press the **OK** key.

```

Overwrite.
Are you sure?
→ Osaka GUI DESIGN
[ Yes ] [ No ]

```

- 5 Repeat step 3 to 4 to set items as necessary.
- 6 Press the **OK** key again. A confirmation screen appears.
- 7 Press [Yes] (the **Left Select** key). The restriction of use is changed. *Registered.* is displayed and the screen returns to Account. List.

### Applying Limit of Restriction

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

Item	Description
Immediately *	Job stops when the counter reaches its limit.
Subsequently	Printing/scanning of the job continues but the subsequent job will be rejected.
Alert Only	Job continues while displaying an alert message.

\* The next job will be prohibited in sending or in storing in the box.

Use the procedure below to apply the restriction limit.

```

User/Job Account: [OK]
01 User Login Set.
02 Job Account.Set.
03 Unknown ID Job
[ Exit ]

```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].

```
Job Account.Set.: ⬆ ⬇ ⬆ ⬆ OK
04 Each Job Account
05 Account. List
06 Default Setting
[ Exit ]
```

- 3 Press the **OK** key. The Job Account. Set. menu appears.

```
Default Setting: ⬆ ⬇ ⬆ ⬆ OK
01 Apply Limit
02 Copy/Print Count
03 Counter Limit
[ Exit ]
```

- 4 Press the  $\Delta$  or  $\nabla$  key to select [Default Setting].

- 5 Press the **OK** key. The Default Setting menu appears.

```
Apply Limit: ⬆ ⬇ ⬆ ⬆ OK
01 Immediately
02*Subsequently
03 Alert Only
[ Exit ]
```

- 6 Press the  $\Delta$  or  $\nabla$  key to select [Apply Limit].

- 7 Press the **OK** key. Apply Limit appears.

- 8 Press the  $\Delta$  or  $\nabla$  key to select [Immediately], [Subsequently] or [Alert Only].

- 9 Press the **OK** key.

*Completed.* is displayed and the screen returns to the Default Setting menu.

## Default Counter Limit

When you add a new account, you can change the default restrictions on the number of sheets used.

You can set any number from 1 to 9,999,999 in 1-sheet increments.

The items that can be set differ depending on whether [Split] or [Total] is selected for *Managing the Copier/Printer Counts* on page 11-19.

### Available Settings

#### ◆ [Split] selected for *Copier/Printer Count*

Item	Detail
Copier print limit (total)	A default value can be set for the total color copy and black & white copy limit.
Copier print limit (full color)	A default value can be set for the full color copy limit.
Printer print limit (total)	A default value can be set for the total color and black & white printed page limit.
Printer print limit (color)	A default value can be set for the color printed page limit.
Scan Restriction (Other)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX TX Restriction	Sets the default restriction on the number of sheets used for sending faxes. (Only on products with the fax function installed)

#### ◆ [Total] selected for *Copier/Printer Count*

Item	Detail
Print limit (total)	A default value can be set for the full color printed page limit.
Print limit (full color)	Sets the default restriction on the total number of sheets used for copying and printing.
Scan Restriction (Other)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX TX Restriction	Sets the default restriction on the number of sheets used for sending faxes. (Only on products with the fax function installed)

Use the procedure below to specify the counter limits.

```

User/Job Account: ⬆ ⬇ ⬆ ⬆ OK
01 User Login Set.
02 Job Account.Set.
03 Unknown ID Job
      [ Exit ]

```

```

Job Account.Set.: ⬆ ⬇ ⬆ ⬆ OK
01 Each Job Account
02 Account. List
03 Default Setting
      [ Exit ]

```

```

Default Setting: ⬆ ⬇ ⬆ ⬆ OK
01 Apply Limit
02 Copy/Print Count
03 Counter Limit
      [ Exit ]

```

```

Counter Limit: ⬆ ⬇ ⬆ ⬆ OK
01 Copy Restriction
02 Print Restrict.
03 ScanRest.(Other)

```

```

Copy Restriction: ⬆ ⬇ ⬆ ⬆ OK
      (1 - 9999999)
      123456

```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].
- 3 Press the **OK** key. The Job Account. Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Default Setting].
- 5 Press the **OK** key. The Default Setting menu appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select [Counter Limit].
- 7 Press the **OK** key. Counter Limit appears.
- 8 Press the  $\Delta$  or  $\nabla$  key to select the item for which you want to set the default restriction on the number of sheets, and then press the **OK** key.
- 9 Use the numeric keys to enter the default restriction on the number of sheets, and then press the **OK** key.  
  
*Completed.* is displayed and the screen returns to Counter Limit.
- 10 Repeat steps 10 to 11 set other default restrictions on the number of sheets.



## Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

Types of the counts are as follows.

Item	Detail
Printed Pages	Displays the number of pages copied and printed, and the total number of pages used. You can also use [Duplex Pages] and [Combine Pages] to check the number of pages used.
Scanned Pages	Displays the number of pages scanned for copying, faxing* and other functions, as well as the total number of pages scanned.
FAX TX Pages*	Displays the number of pages faxed.
FAX TX Time*	Displays the total duration of fax transmissions.

\* Only on products with the fax function installed

### Total Job Accounting/Resetting the Counter

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

Use the procedure below to check and reset the counter.

```

User/Job Account: [OK]
[01] User Login Set.
[02] Job Account.Set.
[03] Unknown ID Job
      [ Exit ]
  
```

```

Job Account.Set: [OK]
[01] Job Accounting
[02] Account. Report
[03] Total Accounting
      [ Exit ]
  
```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].
- 3 Press the **OK** key. The Job Account. Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Total Accounting].

```

Total Accounting: [OK]
01 Printed Pages
02 Scanned Pages
03 FAX TX Pages
      [ Exit ]

```

- 5 Press the **OK** key. The Total Accounting menu appears.

```

Copy/Print Pages: [OK]
Copy:              1/4
      1234567

```

- 6 Press the  $\Delta$  or  $\nabla$  key to select the function of which you want to check counts, and then press the **OK** key.

If you select [Printed Pages] or [Scanned Pages], press the  $\triangleleft$  or  $\triangleright$  key to switch the counted items.

```

Total Accounting: [OK]
01 Printed Pages
02 Scanned Pages
03 Counter Reset
      [ Exit ]

```

- 7 After confirming the content, press the **OK** key. The screen returns to the Total Accounting menu.

- 8 To reset the counter, press the  $\Delta$  or  $\nabla$  key to select [Counter Reset].

```

Reset counter.
Are you sure?
→Total JobAccounting
[ Yes ] [ No ]

```

- 9 Press the **OK** key. A confirmation screen appears.

- 10 Press [Yes] (the **Left Select** key). The counter is reset. *Completed.* is displayed and the screen returns to the Total Accounting menu.

### Each Job Accounting/Resetting the Counter

This counts the number of pages for each account and resets the counts by account.

Use the procedure below to display and reset the counter.

```

User/Job Account: [Up] [Down] [OK]
[01] User Login Set.
[02] Job Account.Set.
[03] Unknown ID Job
      [ Exit ]

```

```

Job Account.Set.: [Up] [Down] [OK]
[04] Each Job Account
[05] Account List
[06] Default Setting
      [ Exit ]

```

```

Each Job Account: [Up] [Down] [OK]
[01] Osaka GUI DESIGN
[02] Kyoceramita
[03] UI R&D DEPT.

```

```

Osaka GUI DESIGN: [Up] [Down] [OK]
[01] Printed Pages
[02] Scanned Pages
[03] Counter Reset
      [ Exit ]

```

- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].
- 3 Press the **OK** key. The Job Account. Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Each Job Account].
- 5 Press the **OK** key. The Each Job Accounting menu appears.
- 6 Press the  $\Delta$  or  $\nabla$  key to select the account of which you want to check counts.
- 7 Press the **OK** key. A menu for the account appears.
- 8 Press the  $\Delta$  or  $\nabla$  key to select the function of which you want to check counts, and then press the **OK** key.

If you select [Printed Pages], select the item for which you want to check printed page counts, and then press the **OK** key. Press the  $\triangleleft$  or  $\triangleright$  key to switch the counted items.

```
Copy/Print Pages:  OK
Copy:                1/4
    1234567
        Limit:1234567
```

If you select [Scanned Pages], press the ◀ or ▶ key to switch the counted items.

If the number of output sheets is restricted by an account management function, the upper limit on the number of output sheets is also displayed.

```
Osaka GUI DESIGN:  OK
[01] Printed Pages
[02] Scanned Pages
[03] Counter Reset
          [ Exit ]
```

**9** After confirming the content, press the **OK** key. The screen returns to the menu for the account.

**10** To reset the counter, press the △ or ▽ key to select [Counter Reset].

```
Reset counter.
Are you sure?
→  Osaka GUI DESIGN
[ Yes ] [ No ]
```

**11** Press the **OK** key. A confirmation screen appears.

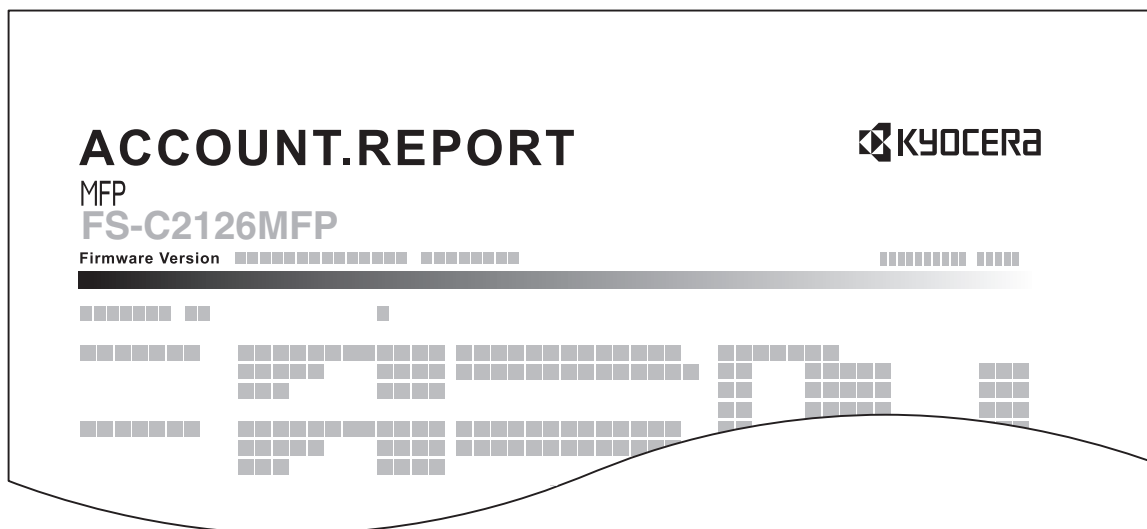
**12** Press [Yes] (the **Left Select** key). The counter is reset. *Completed.* is displayed and the screen returns to the menu for the account.

## Printing an Accounting Report

Total pages counted at all relevant accounts can be printed as an accounting report.

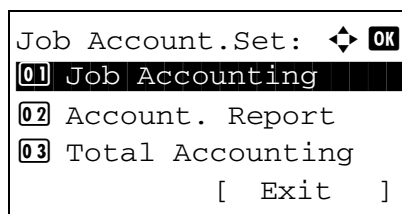
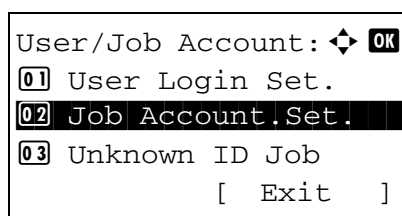
Reports have different formats depending on how the count of copiers and printers is administered.

### When Split is selected for Managing the Copier/Printer Count



For the count by paper size, the report will be printed by size.

Use the procedure below to print a job accounting report.



- 1 See the procedure for displaying user control on page 11-2, and display the User/Job Account.
- 2 In the User/Job Account menu, press the  $\Delta$  or  $\nabla$  key to select [Job Account. Set.].
- 3 Press the **OK** key. The Job Account. Set. menu appears.
- 4 Press the  $\Delta$  or  $\nabla$  key to select [Account. Report] and then press the **OK** key.

```
Print.  
Are you sure?  
→Total JobAccounting  
  
[  Yes  ] [  No  ]
```

- 5** In the confirmation screen, press [Yes] (the **Left Select** key). A job accounting report is printed.

## Checking the Counter

You can check the number of pages printed and scanned.

The number is counted by the following items:

Item		Description
Printed Pages	By Function	You can check the number of pages copied, faxed*, and printed, and the total number of pages used.
	By Paper Size	You can check the number of pages printed for each paper size.
Scanned Pages		You can check the number of pages copied, faxed*, and otherwise scanned, and the total number of pages used.

\* FAX functions available only on products with the fax function installed.

```

Sys. Menu/Count.: [OK]
[01] Report
[02] Counter
[03] System
[ Exit ]

```

- 1 Press the system menu / counter key, press  $\Delta$  or  $\nabla$  key to select [Counter] from the system menu / counter menu, and press the OK key.

```

Login User Name [OK]
[ ]
Login Password:
[ Login ]

```

- 2 If user control is disabled, the user authentication screen appears. Enter the login user name and login password, and press [Login]. In this case, log in with administrator authority. For the default login user name and login password, see Adding a User on page 11-5.

```

Counter: [OK]
[01] Printed Pages
[02] Scanned Pages
[ Exit ]

```

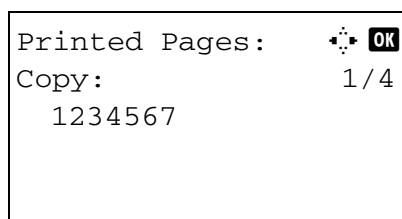
- 3 Press the  $\Delta$  or  $\nabla$  key to select [Printed Pages] or [Scanned Pages], and then press the OK key.

```

Printed Pages: [OK]
[01] by Function
[02] by Paper Size
[ Exit ]

```

If you select [Printed Pages], select [by Function] or [by Paper Size] in the next screen, and then press the OK key.



**4** Press the ◀ or ▶ key to check the count.

**5** After completing checking the count, press the **OK** key. The screen returns to the menu for the account.