

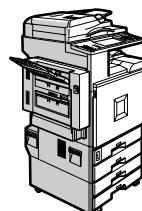


AficioTM

2228C/2232C/2238C

Operating Instructions

General Settings Guide



-
- 1** Getting Started
 - 2** Combined Function Operations
 - 3** Document Server
 - 4** User Tools (System Settings)
 - 5** Troubleshooting
 - 6** Remarks
 - 7** Entering Text
 - 8** Security
 - 9** Specifications

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

.....

Notes:

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

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

.....

Operator Safety:

This machine is considered a Class 1 laser device, safe for office/EDP use. The machine contains five AlGaInp laser diodes, 7-milliwatt, 645-660 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator. The following label is attached on the back side of the machine.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified customer engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.14 "Machine Types".)

- Type 1: Aficio 2228C
- Type 2: Aficio 2232C
- Type 3: Aficio 2238C

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

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

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

Power Source

220–240V, 50/60Hz, 8A or more

Please be sure to connect the power cord to a power source as shown above. For details about power source, see P.139 "Power Connection".

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- Manuals provided are specific to machine type.
- Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- Two CD-ROMs are provided:
 - CD-ROM 1 “Operating Instructions for Printer/Scanner”
 - CD-ROM 2 “Scanner Driver & Document Management Utilities”

❖ **General Settings Guide (this manual)**

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), Document Server functions, and troubleshooting.

Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference <Advanced Features>**

Describes advanced functions, and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled “Scanner Driver & Document Management Utilities”.

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** display when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled “Scanner Driver & Document Management Utilities”.

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** display when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ **Other manuals**

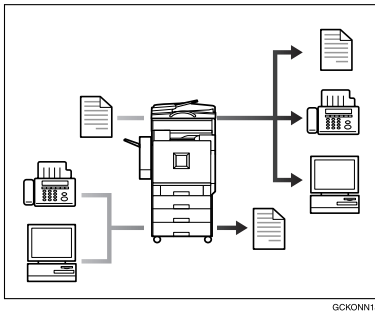
- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

What You Can Do with This Machine

The following introduces the functions of this machine, and the relevant manuals containing detailed information about them.

Products marked with * are optional. For details about optional products, see p.163 "Options", or contact your local dealer.

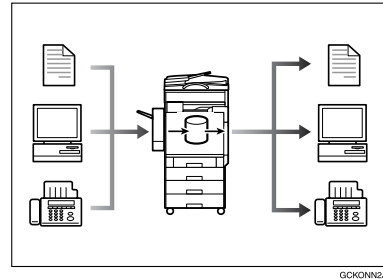
Copier, Facsimile, Printer, and Scanner Functions



This machine provides copier, facsimile*, printer, and scanner functions.

- You can make copies of originals. With a finisher*, you can sort and staple copies. See *Copy Reference*.
- You can send originals by fax and receive faxes from other parties. See *Facsimile Reference <Basic Features>*, and *Facsimile Reference <Advanced Features>*.
- You can print documents created using applications. See *Printer Reference 1*, *Printer Reference 2*.
- You can scan originals and send the scan file to a computer. See *Scanner Reference*.

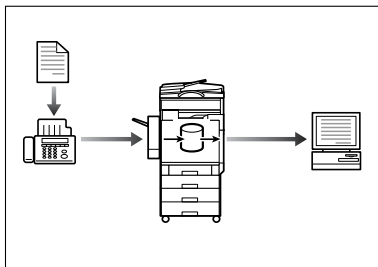
Utilizing Stored Documents



- You can store file from originals scanned by this machine, or file sent from other computers, into the machine's hard disk. You can print and fax stored documents as required. You can also change print settings and print multiple documents (Document Server). See p.33 "Using the Document Server".
- With DeskTopBinder V2 Professional*/Lite, you can search, check, print, and delete stored documents using your computer. You can also retrieve stored documents scanned in scanner mode. With File Format Converter*, you can even download documents stored in copy and printer functions to your computer. See *Network Guide*.

Paperless Fax Transmission and Reception

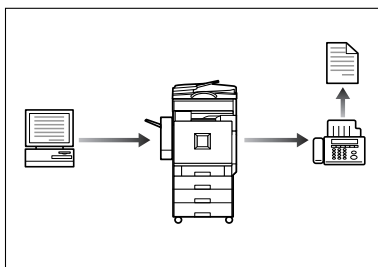
Reception



GCKONN4J

- You can store received fax messages on the machine's hard disk, instead of printing them onto paper. You can use DeskTopBinder V2 Professional*/Lite or a Web browser to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See *Facsimile Reference <Advanced Features>*.

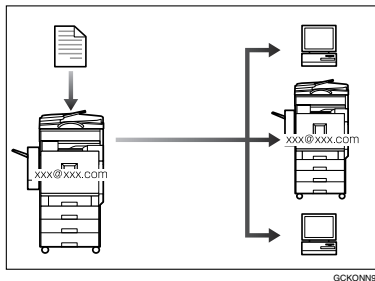
Transmission



GCKONN4J

- You can send documents created using applications to another party's fax machine directly, without performing a print job (LAN-Fax). See *Facsimile Reference <Advanced Features>*.

Fax Transmission and Reception Through the Internet

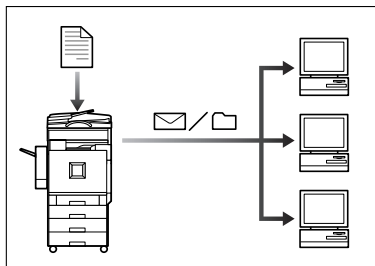


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You can send fax documents through e-mail by specifying the recipient's e-mail address (Internet Fax Transmission).

You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception). See *Facsimile Reference <Basic Features>*.

Using the Scanner in a Network Environment

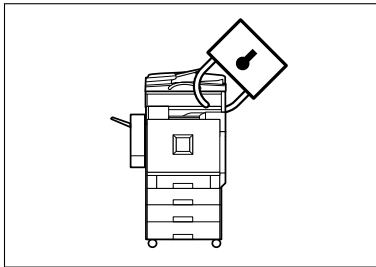


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- You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See *Scanner Reference*.

- With ScanRouter V2 Professional*/Lite, you can save scanned documents in specified destinations on network computers (File storage). See *Scanner Reference*.
- You can send scanned documents to other network folders (Scan to Folder). See *Scanner Reference*.

Adminstrating the Machine/Protecting Documents (Security Functions)



GCKONN7J

The security functions protect documents from being copied without permission or unauthorized access via the network. See p.153 “Security”.

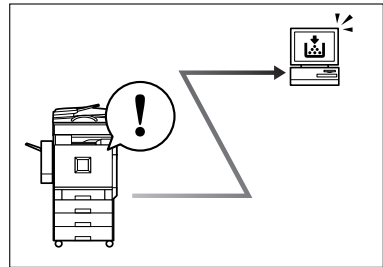
◆ Security Functions

- Protecting stored documents (setting passwords)
- Protecting file remaining in memory
- Protecting against unauthorized access via phone line
- Authenticating administrator (setting the key operator code). See p.57 “Key Operator Code”.

◆ Extended Security Function

By setting a password, documents are protected against unauthorized access. See p.58 “Extended Security”.

Monitoring the Machine Via Computer



GCKONN7J

You can monitor machine status and change settings using a computer.

- Using SmartNetMonitor for Admin, SmartNetMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as to check on paper quantities, or misfeeds, etc. See *Network Guide*.
- You can also use a Web browser to make network settings. See *Network Guide*.
- You can also use a Web browser to register and manage items such as user codes, fax numbers, e-mail addresses, and folders in the Address Book. See the Web browser's Help.

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Notice

Notice To Wireless LAN Interface (optional) Users



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 - Microsoft[®] Windows[®] 2000 Server
 - Microsoft[®] Windows[®] 2000 Professional
- The product names of Windows[®] XP are as follows:
 - Microsoft[®] Windows[®] XP Professional
 - Microsoft[®] Windows[®] XP Home Edition
- The product names of Windows Server[™] 2003 are as follows:
 - Microsoft[®] Windows Server[™] 2003 Standard Edition
 - Microsoft[®] Windows Server[™] 2003 Enterprise Edition
 - Microsoft[®] Windows Server[™] 2003 Web Edition
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 - Microsoft[®] Windows NT[®] Server 4.0
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Symbols

This manual uses the following symbols:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the *General Settings Guide*.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage not involving bodily injury, if you misuse the machine by not following these instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the *General Settings Guide*.

* WARNINGS and CAUTIONS are notes for your safety.

 **Important**

If these instructions are not followed, paper might be misfed, originals damaged, or data lost. Be sure to read these instructions.

 **Preparation**

This symbol indicates the prior knowledge or preparation required before operation.

 **Note**

This symbol indicates precautions for operation, or actions to be taken following user error.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

 **Reference**

This symbol indicates where further relevant information can be found.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
 - **You spill something into the machine.**
 - **You suspect that your machine needs service or repair.**
 - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner bottle in accordance with the local regulations.**
- **Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.**

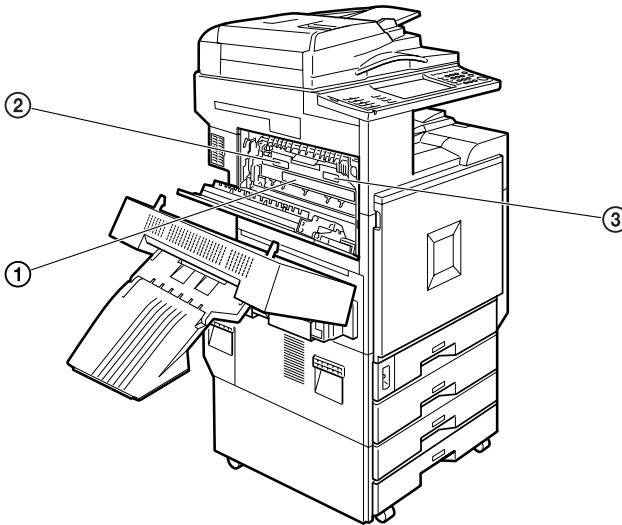
⚠ CAUTION:

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*
- *If your skin comes into contact with toner or used toner, wash the affected area thoroughly with soap and water.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating "hot surface". Otherwise, an injury might occur.*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *The fusing unit becomes very hot. When installing a new fuser oil unit, turn off the machine and wait about an hour. After that, install the new fuser oil unit. Not waiting for the unit to cool could result in a burn.*
- *Keep the fuser oil unit away from flames. There is a risk of fire or burns.*
- *Keep the waste oil bottle away from flames. There is a risk of fire or burns.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Positions of Labels and Hallmarks for

⚠️ WARNING and ⚠️ CAUTION

This machine has labels for ⚠️ WARNING and ⚠️ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



①

 ATTENTION ACHTUNG ATTENZIONE PRECAUCIÓN CAUTION 주의	 130°C	 Incident paper	<ul style="list-style-type: none"> • High temperature parts. Turn off the main power and be careful when replacing fusing unit/removing misfed paper. • Des pièces élevées. Arrêter l'alimentation principale et faire attention en remplaçant l'unité de fusion/appuyant un incident paper. • Heiße Geräteeile! Schalten Sie den Hauptschalter aus und gehen Sie behutsam beim Ersetzen der Fuserereinheit oder Beseitigen eines Papierstaus vor. • Temperatura elevata. Disconnai l'interruttore di alimentazione principale e fare attenzione alle parti calde quando si sostituisce l'unità di fusione/elimina l'incidente della carta. • Piezas muy calientes. Apague el interruptor de alimentación principal y tenga cuidado al reemplazar la unidad de fusión/eliminar atascos de papel. • 高温部分、紙詰まり発生時に電源を切ってください。 • 고온부위, 용지정리 시 전원 차단 후 작업하십시오. • 高温度部、紙詰り発生時に電源を切ってください。 • 高温です。定電流部の交換・用紙づまり処理は、主電源を切ってからしばらくお待ちください。 	注意 注意 注意 注意
--	------------------	--------------------	---	----------------------

②


 CAUTION ATTENTION ACHTUNG ATTENZIONE PRECAUCIÓN 注意 주의
<ul style="list-style-type: none"> ● High temperature parts. ● Piezas muy calientes. ● T des pièces élevées. ● 高温部分 ● Heiße Geräteeile! ● 高温 주의 ● Temperatura elevata. ● 高温になっています。

③

 CAUTION ATTENTION ACHTUNG ATTENZIONE PRECAUCIÓN 注意 주의
130°C

ZKXH640J

ENERGY STAR Program

	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

◆ Low-Power mode

- Low Power Mode

This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies press the **【Energy Saver】** key first.

🔍 Reference

For details about how to change the default interval, see p.55 “Energy Saver Timer”.

- Sleep Mode

This product automatically lowers its power consumption even further 60 minutes after the last copy or print job has finished. This function is called “Sleep Mode”. Printing from computer or fax is possible in this mode, but if you wish to make copies, press the operation switch first.

🔍 Reference

For details about how to change the default interval, see p.55 “Auto Off Timer”.

◆ Duplex Priority

The ENERGY STAR Program recommends the duplex function. By conserving paper resources this function reduces a burden to the environment. For applicable machines, duplex function (one-sided originals→two-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the **【Energy Saver】** key is pressed, or the machine resets automatically.

🔍 Reference

To change the settings of the Duplex Priority mode, see “Duplex Mode Priority” in “General Features 2/5”, *Copy Reference*.

Specifications













		Type 1	Type 2	Type 3
Low- Power mode	Power consumption	140.1W	134.1W	135.2W
Sleep mode	Power consumption	18W or less		
	Default interval	60 minutes		
	Recovery time	101 seconds		
Duplex Priority		1 Sided→1 Sided		

◆ Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of environmentally friendly recycled paper. Please contact your sales representative for recommended paper.

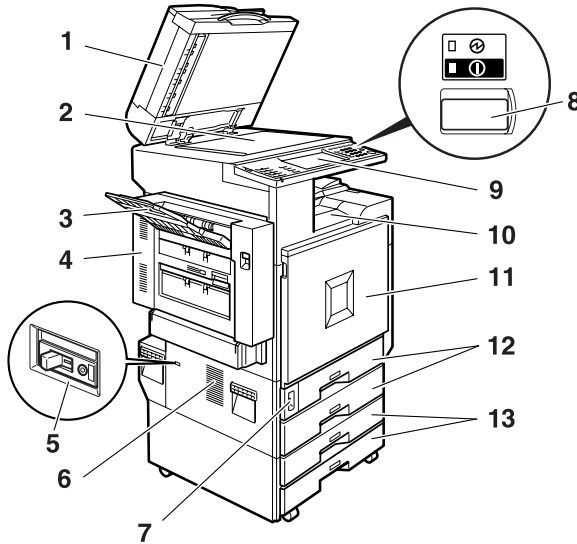
Machine Types

This machine comes in three models which vary in copy speed. To confirm which model you have, see the inside front cover.

	Type 1	Type 2	Type 3
Copy speed/B&W	28 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	32 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	38 copies/minute (A4  , 8 ¹ / ₂ " × 11" )
Copy speed/ Full Colour	20 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	24 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	28 copies/minute (A4  , 8 ¹ / ₂ " × 11" )

1. Getting Started

Guide to Components



ACK0075

1. Exposure glass cover (optional) or Auto Document Feeder (ADF) (optional)

Lower the exposure glass cover over originals placed on the exposure glass. If you have the ADF, load a stack of originals here. They will be fed automatically, one by one.

(The illustration shows the ADF.)

2. Exposure glass

Place originals face down.

3. External tray

Copied, printed paper or fax messages are delivered here.

4. Duplex reversal unit

Open this to remove misfed paper. The upper left cover can be opened by first opening the duplex reversal unit.

5. Earth Leakage Breaker

Prevents electric shock. See p.142 "Earth Leakage Breaker".

6. Ventilation holes

Prevents overheating. Do not obstruct the ventilation holes by placing anything near it or leaning objects against it. If the machine overheats, an error might occur.

7. Main power switch

If the machine does not operate after turning on the operation switch, check the main power switch is turned on. If it is off, turn it on.

8. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

9. Control panel

See p.19 “Control Panel”.


10. Standard tray

Copied, printed paper or fax messages are delivered here.


11. Front cover

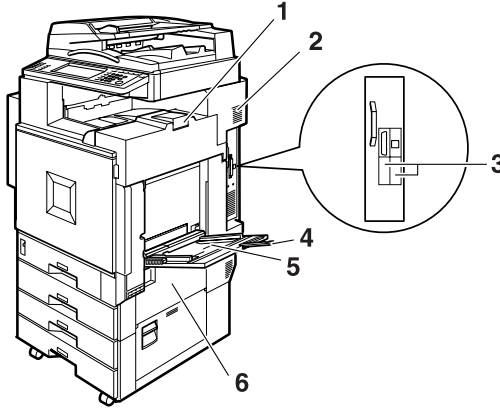
Open to access the inside of the machine.

12. Paper tray

Load paper here. See p.105 “ Loading Paper”.

13. Paper tray unit (optional)

Load paper here. See p.105 “ Loading Paper”, p.17 “External Options”.



AAE020S

1. Upper right cover


Open this cover to replace the toner cartridge.

2. Ventilation holes

3. Optional connectors

Use to connect options such as Bluetooth.

4. Bypass tray extension

Pull out this extension to load paper in the bypass tray when its length is longer than that of A4  size.

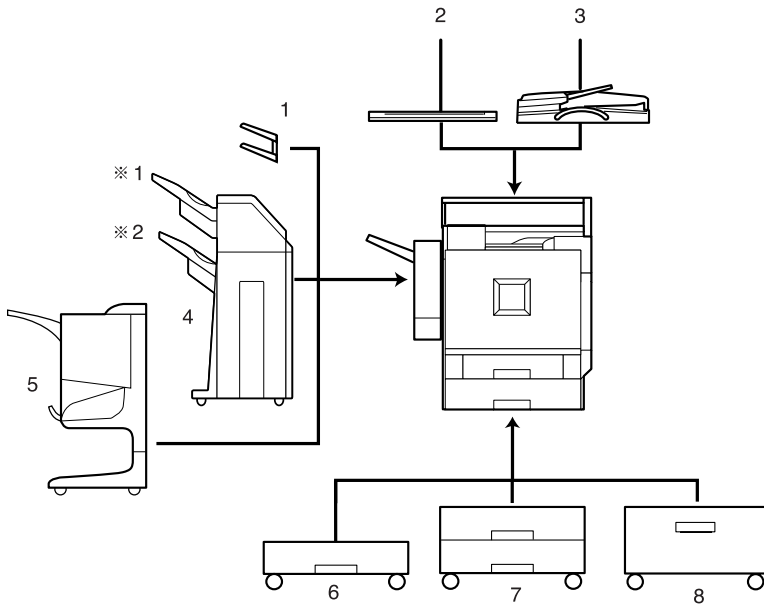
5. Bypass tray

Use to print on thick paper, OHP transparencies, custom size paper, as well as plain paper.

6. Lower right cover

Open this cover to remove misfed paper.

External Options



AAE0215

1. Left tray

If you select this as the output tray, copies will be delivered face down.

2. Exposure glass cover

Lower this cover over originals before copying.

3. ADF

Load a stack of originals here. They will be fed in automatically.

4. 2 Tray finisher

Sorts, stacks, staples, and punches copies.

*1 Finisher Shift Tray 1

*2 Finisher Shift Tray 2

5. Booklet finisher

Sorts, stacks, and staples copies. The saddle stitch function can staple the copies in the centre and folds them like a booklet.


6. 1 Tray paper unit

Consists of 1 paper tray.

7. 2 Tray paper unit

Consists of 2 paper trays.

8. Large Capacity Tray (LCT)

Holds up to 2000 sheets of A4  paper.

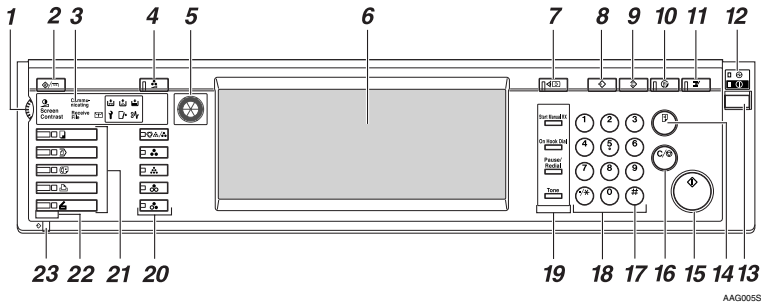
Internal Options

1

- ① Fax unit
Allows you to use the facsimile function.
 - ② IEEE 1394 interface board ^{*1}
Connects to an IEEE 1394 cable.
 - ③ Bluetooth ^{*1}
Allows you to expand the interface.
 - ④ File Format Converter
Allows you to download documents from the Document Server stored by copier and printer functions. See p.42 "Downloading Stored Documents".
 - ⑤ IEEE 802.1b Wireless LAN Board ^{*1}
You can install a wireless LAN interface.
 - ⑥ USB 2.0 Interface Board ^{*1}
Allows you to connect a variety of external devices.
- ^{*1} You cannot install two or more of the options below:
IEEE 1394 interface board, IEEE 802.1b Wireless LAN Board, USB 2.0 Interface Board, Bluetooth

Control Panel

This illustration shows the control panel of a machine with options fully installed.



1. Screen contrast knob

Adjusts display panel brightness.

2. [User Tools/Counter] key

- **User Tools**
Press to change defaults and conditions to meet your requirements. See p.48 "Accessing User Tools (System Settings)".
- **Counter**
Press to check or print the counter value. See p.150 "Counter".
- **Inquiry**
Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See p.149 "Inquiry"

3. Indicators

Display the status of the machine or indicate errors.

- : Add Staple indicator. See p.123 "Adding Staples".
- : Add Toner indicator. See p.108 "Adding Toner".
- : Load Paper indicator. See p.105 "Loading Paper".
- : Service Call indicator
- : Open Cover indicator
- : Misfeed indicator. See p.111 "Clearing Misfeeds".

- : Data In indicator. See "Control Panel", *Printer Reference 1*.
- **Communicating**: Communicating indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.
- : Confidential File indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.
- **Receiving File**: Receiving File indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.

4. [Adjust/Program Colour] key (copy mode)

Use this key to adjust and register colours. See "Colour Adjustment", "User Colour", *Copy Reference*.

Note

- When image quality is adjusted, the lamp in the [Adjust/Program Colour] key is lit.

5. Colour circle

Refer to this when adjusting colours. See "Colour Adjustment", *Copy Reference*.

6. Display panel

Displays operation status, error messages, and function menus. See p.21 "Display Panel".

7. [Check Modes] key

Press to check the entered copy job settings.

8. [Program] key (copier/facsimile/scanner mode)

Press to register frequently used settings, or recall registered settings.

9. [Clear Modes] key

Press to clear previous copy job settings.

10. [Energy Saver] key

Press to switch into and out of Energy Saver mode. See p.24 “Energy Saver Mode”.

11. [Interrupt] key (copier mode)

Press to make interrupt copies during copying or scanning. See “Interrupt Copy”, *Copy Reference*.

12. Main power indicator and On indicator

The main power indicator turns on when you turn on the main power. The **On** indicator lights when the power is on.

Important

- Do not turn off the main power switch while the **On** indicator is turning on or is flashing. The hard disk may malfunction.

13. Operation switch

Press to turn the power on (the **On** indicator goes on). To turn the power off, press again (the **On** indicator goes off). See p.22 “Turning On the Power”

14. [Sample Copy] key

Press to make a single set of copies or prints to check print quality before making multiple sets. See “Sample Copy” *Copy Reference*.

15. [Start] key

Press to start copying. Press to start scanning or printing documents stored using the Document Server function.

16. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a job in progress.

17. [#] key

Press to enter a numerical value.

18. Number keys

Press to enter the number of copies and data for a selected function.

19. [Start Manual RX] key, [On Hook Dial] key, [Pause/Redial] key, and [Tone] key**Reference**

Facsimile Reference <Basic Features>
and *Facsimile Reference* <Advanced Features>

20. Colour Selection keys (copy mode)

Switch keys depending on the type of original, or the copying purpose:

[Auto Colour Selection] : 

[Full Colour] : 

[Black & White] : 






[Single Colour] : 

[Two-colour] : 

See “Colour Functions”, *Copy Reference*.

21. Function keys

Press to select one of the following functions:

- Copy: 
- Document Server: 
- Facsimile: 
- Printer: 
- Scanner: 

22. Function status indicators.

Display the status of the above functions:

- Green: active.
- Red: interrupted.

23.  indicator

The data indicator shows the status of data reception. See “Control Panel”, *Printer Reference 1*.

Display Panel

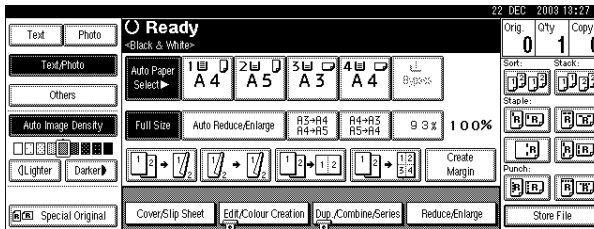
The display panel shows machine status, error messages, and function menus.

Important

- A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

The copying screen is displayed as default after power on.

The following display shows a machine with options fully installed.



The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted thus **Full Size**. Keys appearing as **OK** cannot be used.

Common key operations

The following keys are common to all screens:

◆ Key list

[OK]	Acknowledges a selected function or entered values, and then returns to the previous display.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous display.
[▲Prev.] [▼Next]	Moves to the previous or next display when all items cannot be shown on the same display.
[OK] [Yes]	Closes displayed messages.
[Clear]	Cancels entered values but does not change the settings.
[Exit]	Returns to the previous display.

Turning On the Power

1

This machine has two power switches.

❖ **Operation switch (right side of the control panel)**

Press to activate the machine.
When the machine has finished warming up, you can make copies.

❖ **Main power switch (left side of the machine)**

Turning off this switch will turn off the main power indicator on the right side of the control panel. After this is done, machine power is completely off.

When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

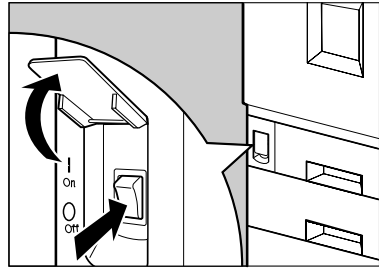
 **Note**

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See p.55 “Auto Off Timer”, “Energy Saver Timer”.

Turning On the Main Power

- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Open the switch cover, and then turn on the main power switch.

The main power indicator turns on.



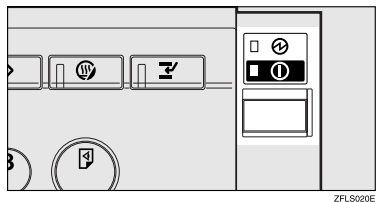
 **Important**

- ❑ Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunction.

Turning On the Power

- 1** Press the operation switch.

The On indicator turns on.



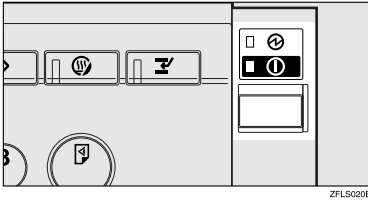
 **Note**

- ❑ If the power does not turn on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

- 1 Make sure the exposure glass cover or the ADF is in the right position.
- 2 Press the operation switch.

The **On** indicator turns off.



Note

- Even if you press the operation switch, and the indicator does not turn off, it will blink in the following cases:
 - When the exposure glass cover or ADF is open.
 - During communication with external equipment.
 - When the hard disk is active.

Turning Off the Main Power

Important

- Do not turn off the main power switch when the **On** indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
- Be sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the hard disk or memory.

- 1 Make sure the **On** indicator is not lit.

- 2 Open the switch cover, and then turn off the main power switch.

The main power indicator turns off.

When the fax unit (optional) is installed

When the main power switch is turned off while using the facsimile function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, follow the procedure below.

Important

- Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Power Failure Report", *Facsimile Reference <Advanced Features>*.
- The **On** indicator will not turn off, but will blink in dial-in mode even if you press the operation switch. When this happens, check the explanations below, and turn off the main power switch.
 - The computer is not controlling the machine.
 - The machine is not receiving a fax.

Saving Energy

1



Energy Saver Mode

If you do not use the machine for a certain period after an operation, or when you press the **[Energy Saver]** key, the display disappears and the machine goes into Energy Saver mode. When you press the **[Energy Saver]** key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.

 **Note**

- You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See p.55 “Energy Saver Timer”.



Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called “Auto Off”.

 **Note**

- You can change the Auto Off time. See p.55 “Auto Off Timer”.
- The Auto Off Timer function will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the “Add Toner” message appears

- When toner is being replenished
- When the User Tools/Counter screen is displayed
- When fixed warm-up is in progress
- When the facsimile, printer or other functions are active
- When operations were suspended during printing
- When the handset is in use
- When the On-hook dialing function is in use
- When a recipient is being registered in the address list or group dial list
- When the Data In indicator is on or blinking
- When the sample print or locked print screen is displayed

2. Combined Function Operations

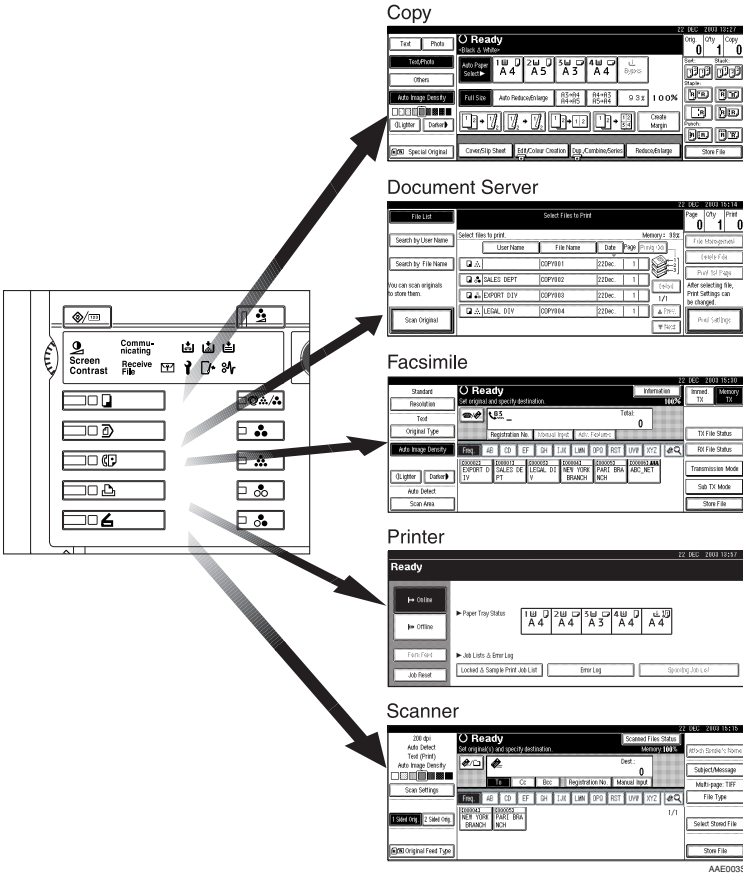
Changing Modes

 **Note**

- You cannot switch modes in any of the following situations:
 - When scanning in a fax message for transmission
 - During immediate transmission
 - When accessing User Tools
 - During interrupt copying
 - During On hook dialing for fax transmission
 - While scanning an original

- ❑ The copying screen is displayed as default after power on. You can change this default setting. See p.49 “Function Priority”.

2



System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called “System Reset”. See p.49 “Function Priority”.

Note

- ❑ You can change the System Reset time. See p.55 “System Auto Reset Timer”.

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously in this manner is called “Multi-accessing”.

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents stored in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Note

- See p.49 “Print Priority” for setting function priority. As default, **[Display mode]** is set to first priority.
- When the 2 tray finisher or booklet finisher is installed on the machine, you can specify the output tray where documents are delivered. For details about how to specify the output tray for each function, see the following descriptions:
 - p.50 “Output: Copier (copier)”
 - p.51 “Output: Document Server (Document Server)”
 - p.51 “Output: Facsimile (facsimile)”
 - p.51 “Output: Printer (printer)”

Function Compatibility

The chart shows Function Compatibility when print priority is set to “Interleave”. See p.49 “Print Priority”.

△: Simultaneous operations are possible.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner/external extension) is done.

○: Operation is enabled when the **[Interrupt]** key is pressed to interrupt the preceding operation.

→: Operation is performed automatically once the preceding operation ends.

×: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

Mode after you select		Copy			Interrupt Copying			Facsimile				Printer				Scanner		Document Server		DeskTopBinder V2 Professional/Lite				
		Operations for Copying	Stapling	Sort	Operations for Copying	Copying	Transmission Operation/Manual Reception Operation	Transmission	Memory Transmission	Immediate Transmission	Reception	Memory Reception	Printing Received Data	Data Reception	Print	Scanning	Operations for Scanning	Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server	
Mode before you select	Copy	×	×	×	○	○	●	●	△	●	△	△	△	△	△	●	●	●	●	●	△	△	△	△
	Operations for Copying	×	×	×	○	○	●	●	△	●	△	△	△	△	△	●	●	●	●	●	△	△	△	△
	Stapling	△ ^{*1}	→ ^{*1}	→ ^{*1}	○ ^{*5}	○	●	●	△	●	△	△	△	△	△	→	●	●	●	●	△	△	△	△
Interrupt Copying	Operations for Copying	○	○	○	×	×	×	△	×	△	△	△	△	△	△	×	×	×	×	×	×	×	△	△
Facsimile	Transmission Operation/Manual Reception Operation	●	●	●	○	○	×	×	△	×	△	△	△	△	△	●	●	●	●	●	●	△	△	△
Printer	Transmission	×	×	×	×	×	×	△	×	△	△	△	△	△	△	×	×	×	×	×	×	×	△	△
	Memory Transmission	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	→
	Immediate Transmission	×	×	×	×	×	×	△	×	△	△	△	△	△	△	×	×	×	×	×	×	×	△	→
	Reception	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△
Printer	Data Reception	△	△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△	△
Scanner	Sort Print	△	△	△	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△
	Stapling	△	→	△	○	○	△	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△	△	△
Scanner	Operations for scanning	●	●	●	○	○	●	●	△	●	△	△	△	△	△	×	×	●	●	●	△	△	△	△
Scanner	Scanning	×	×	×	×	×	×	△	×	△	△	△	△	△	△	×	×	×	×	×	△	△	△	△

Mode before you select	Mode after you select	Copy			Interrupt Copying	Facsimile					Printer												
		Operations for Copying	Stapling	Sort		Copying	Transmission Operation/Manual Reception Operation	Transmission	Memory Transmission	Immediate Transmission	Reception	Memory Reception	Printing Received Data	Data Reception	Print	Scanner	Document Server	DeskTopBinder V2 Professional/Lite					
Document Server	Operations for Document Server	●	●	●	○	○	●	●	△	●	△	△	△	△	●	●	×	×	×	×	△	△	
	Scanning a Document to Store in Document Server	●	×	×	○	○	●	×	△	×	△	△	△	△	△	●	×	×	×	×	△	△	
	Printing from Document Server	●	△	△	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△
DeskTopBinder V2 Professional/Lite	Printing from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△
	Sending a Facsimile from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×

*1 Simultaneous operations are only possible after the preceding job documents are all scanned and the **[Next Job]** key appears.

*2 You can scan a document after the preceding job documents are all scanned.

*3 Operation is possible when extra lines are added.

*4 During stapling, printing automatically starts after the current job.

*5 Stapling is not available.

*6 Simultaneous operation become possible after you press the **[Next Job]** key.

*7 While printing is in progress, scanning using another function may require more time than usual.

*8 During parallel reception, any subsequent job is suspended until the receptions are completed.

*9 Becomes an → only when scanning colour.

*10 Becomes an interrupt operation by changing the function key only when scanning colour. (However, it becomes an → when the network Twain scanner is scanning colour.)

● Limitation

- Stapling cannot be used at the same time for multiple functions.

2

3. Document Server

Relationship between Document Server and Other Functions

The following table describes the relationship between the Document Server and other functions.

function	Where to store documents	Displaying a list	Printing stored documents	Sending documents
Copy	Copy/Document Server	Available	Available	Not Available
Printer	Document Server	Available	Available	Not Available
Facsimile	Facsimile	Available	Available	Available * ¹
Scanner	Scanner	Not Available * ²	Not Available	Available * ³

*¹ You can send stored documents using the facsimile function. See "Sending a Stored File", *Facsimile Reference <Advanced Features>*.

*² You can display stored documents using the scanner function. See *Scanner Reference*.

*³ You can send stored documents using the scanner function. See *Scanner Reference*.

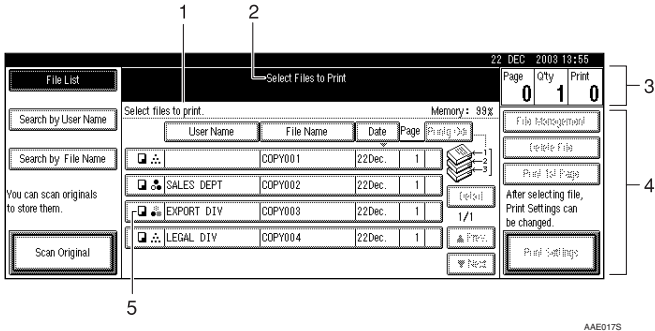
Note

□ The following table shows the capacity of the Document Server.

	Number of pages for each file	Number of files	Number of pages in total
Copy	1,000 pages	2,000 files	9,000 pages
Printer			
Scanner			
Facsimile			

Document Server Display

◆ Document Server Main Display



1. Operating status and messages.

2. The title of the currently selected screen.

3. The numbers of originals, copies, and printed pages.

4. The operation keys.

5. The functions under which the documents were stored.

The icons below show the functions active when the documents were stored in the Document Server.

Function	Copier	Facsimile	Printer
Icon			

Using the Document Server

Storing Data

❖ File name

Stored documents are automatically named "COPY0001", "COPY0002". You can change assigned file names.


❖ User name

You can register a user name to identify the user or user group that stored the documents. To assign it, you can register the user name using the name assigned to the user code, or by entering the name directly.

🔍 Reference

For details about the user name, see p.67 "User Name".

❖ Password

You can set a password for stored documents, and use it to prevent others printing them. When a password is set for the documents,  appears next to the documents.

🔍 Reference

To store documents without using Document Server function, see the manuals for those modes.

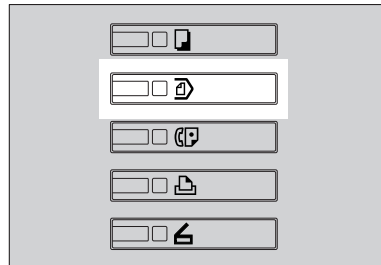
⚠️ Important

- ❑ Data stored in the machine might be lost if some kind of failure occurs. The manufacture shall not be responsible for any damage resulting from loss of data.

📝 Note

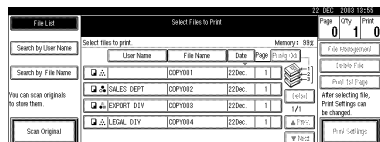
- ❑ Data stored in the Document Server is set to be deleted after three days (72 hours) by default. You can specify the period after which stored data is automatically deleted. See p.62 "Auto Delete File".
- ❑ If you do not want stored data to be automatically deleted, select **[No]** in Auto Delete File before storing a document. If you select **[Yes]** later, data stored afterward will be automatically deleted.
- ❑ When the machine is printing a document stored using the copier function, wait until printing has finished before you store a document in the Document Server.

1 Press the **[Document Server]** key.



ZGJS776E

2 Press **[Scan Original]**.



3 Enter a user name, file name, or password if necessary.

📝 Note

- ❑ If you do not enter a file name, one is automatically assigned.

Reference

p.34 “To register or change a user name”

p.35 “To change a file name”

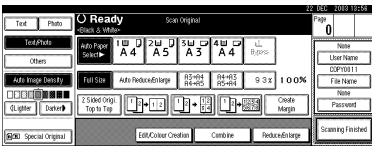
p.35 “To set or change a password”

4 Place originals either on the exposure glass or in the ADF.

Reference

For information about types of originals and how to place them, see “Placing Originals” *Copy Reference*.

5 Make any required settings.



Reference

For details, see *Copy Reference*.

6 Press the [Start] key.

The document is stored in the Document Server.

Note

To stop scanning, press the **[Clear/Stop]** key. To restart a paused scanning job, press **[Continue]** in the confirmation display. To delete saved images and cancel the job, press the **[Stop]** key.

When a password is set, **1** appears on the left side of the file name.

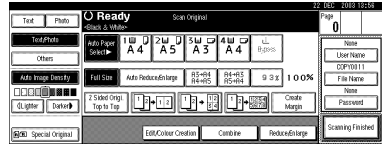
If you placed originals on the exposure glass, press **[Scanning Finished]** after all the originals have been scanned. The Select Files to Print display appears.

To register or change a user name

1 Press [Scan Original].

The Scan Original display appears.

2 Press [User Name].



If user names are already registered, the Change User Name display appears. To use an unregistered user name, press **[Non-programmed Name]**.

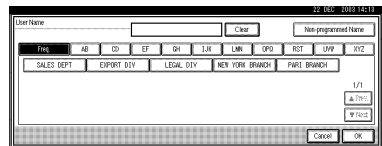
When no user names are registered in the Address Book, the User (Destination) Name entry display appears.

Reference

p.69 “User Code”

When using a registered user name in the Address Book

1 Select a registered user name from the list, and then press [OK].




To change your user name to an unregistered user name, proceed to the next step.

Reference

p.69 “Registering a New User Code”

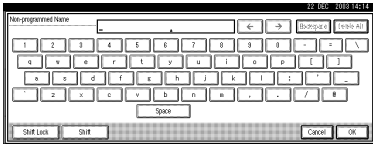
When using an unregistered user name in the Address Book


- 1 To enter an unregistered user name, press [**Non-programmed Name**].
- 2 Enter a new user name, and then press [**OK**].

 **Reference**
p.151 “Entering Text”

When no user names are registered in the Address Book

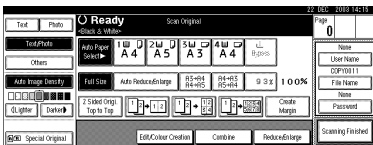
- 1 Enter a new user name, and then press [**OK**].



 **Reference**
p.151 “Entering Text”


To change a file name

- 1 Press [**Scan Original**].
The Scan Original display appears.
- 2 Press [**File Name**].





The Change File Name display appears.

- 3 Press [**Delete All**] to delete the old file name.

 **Note**
 You can also use [**Backspace**] to delete unnecessary characters.

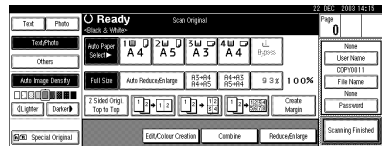
- 4 Enter a new file name, and then press [**OK**].

 **Note**
 Up to 20 characters can be entered as a file name. Note that only 16 characters of each file name appear in the document list.

 **Reference**
p.151 “Entering Text”

To set or change a password

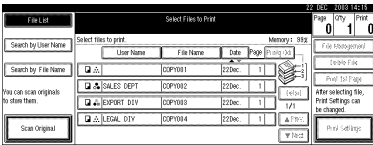
- 1 Press [**Scan Original**].
The Scan Original display appears.
- 2 Press [**Password**].



- 3 Enter a password using the number keys (four digits), and then press the [**#**] key.
- 4 Reenter the password (four digits) for verification, and then press the [**#**] key.
- 5 Press [**OK**].

Changing a Stored Document's File Name, User Name, or Password

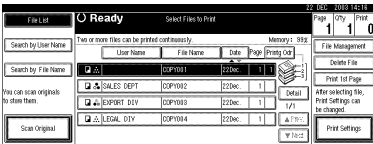
- 1 Press the [Document Server] key.
- 2 Select the document with the user name, file name, or password you want to change.



Note

- If a password is already set for the document, enter that password, and then press [OK].

- 3 Press [File Management].



- 4 Press [Change User Name], [Change File Name], or [Change Password].

- 5 Enter the new user name, file name, or password using the letter keys or number keys and then press [OK].

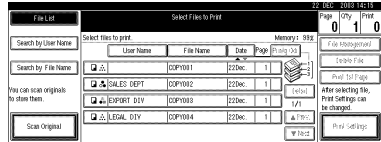
Reference

- p.34 "To register or change a user name"
- p.35 "To change a file name"
- p.35 "To set or change a password"

- 6 Press [OK].

Selecting a Document

- 1 Press the [Document Server] key.
- 2 Select a document you want to print.



Note

- If a password is already set for the document, enter that password, and then press [OK].
- You can search for the document using [Search by User Name] or [Search by File Name] at the left top of the display. See p.37 "Searching for Stored Documents".
- You can sort document names in the list by user name, file name, or date. To sort documents, press [User Name], [File Name], or [Date].
- If you cannot determine document content from the file name, you can print just the first page of the document for checking purposes. See p.40 "Printing the first page".
- To cancel document selection, press it again.

- 3 To print multiple documents, repeat step 2 in the order you want to print.

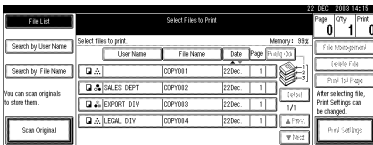
Note

- You can select up to 30 documents.

- ❑ If the sizes or resolution of selected documents are not the same, it may not be possible to print them.
- ❑ If you want to change the printing order, cancel the selection, and select documents again, this time in the order you want.
- ❑ If you press the **[Clear Modes]** key, selection of all documents will be canceled.
- ❑ If you press **[Printg Odr]**, the documents in print order.

To check the details of stored documents

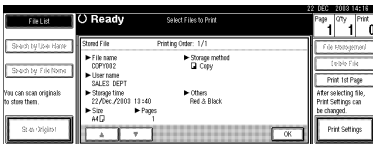
- 1** Select a document to display its detailed information.



Note

- ❑ If a password is already set for the document, enter that password, and then press **[OK]**.

- 2** Press **[Detail]**.



Detailed information about the document appears.

Note

- ❑ If you selected several documents, use **[▲]** and **[▼]** to view the details of each.
- ❑ Press **[OK]**. The Select Files to Print display reappears.

Searching for Stored Documents

You can use either **[Search by File Name]** or **[Search by User Name]** to search for documents stored in the Document Server. You can also list stored documents in a preferred order.

Note

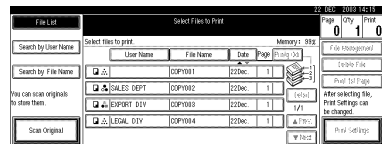
- ❑ If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can search for and rearrange documents using your computer.

Reference

Manuals for DeskTopBinder V2 Professional/Lite or Help

To search by file name

- 1** Press the **[Document Server]** key.
- 2** Press **[Search by File Name]**.



- 3** Enter the file name using the letter keys, and then press **[OK]**.

Only files beginning with the name entered appear in the Select Files to Print display.

Reference

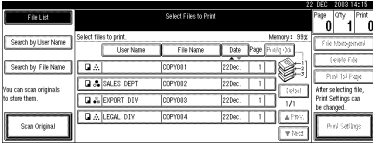
p.151 "Entering Text".

Note

- ❑ To display all files stored in the Document Server, press **[File List]**.

To search by user name

- 1 Press the **[Document Server]** key.
- 2 Press **[Search by User Name]**.

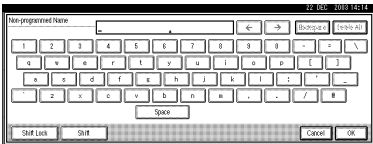


- 3 To specify a registered user name, select the user name from the displayed list, and then press **[OK]**.

Note

- To specify an unregistered user name, follow the procedure below.

- 4 To specify an unregistered user name, press **[Non-programmed Name]**. Enter a user name, and then press **[OK]**.



Reference

p.151 "Entering Text"

- 5 Press **[OK]**.

Only files beginning with the name entered appear in the Select Files to Print display.

Note

- To display all files stored in the Document Server, press **[File List]**.

Printing Stored Documents

Note

- You can print stored documents from a network computer using a Web browser. For details about how to start the Web browser, see *Network Guide*.

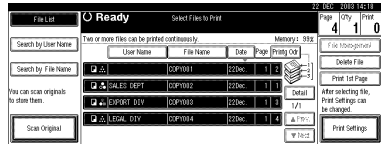
- 1 Select a document you want to print.

Note

- If a password is already set for the document, enter that password, and then press **[OK]**.
- You can print multiple documents. See p.36 "Selecting a Document".

- 2 If you need to change print settings, press **[Print Settings]**.

The Print Settings display appears. User names, file names, and print order of documents appear.



Note

- Print settings made for printing in copier or printer function remain after printing and applied to the next job. Print settings made in facsimile mode, however, do not remain.
- If you select multiple documents, the print settings will remain applied to the first document, but not to other documents.
- Print setting items are listed below. For details about print results of each setting, see *Copy Reference*.

❖ Binding format

- 2 Sided Copy Top to Top
- 2 Sided Copy Top to Bottom
- Magazine

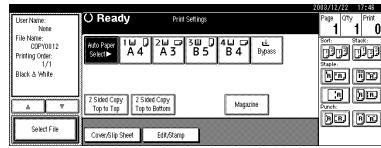
❖ Cover handling

- Cover/Slip Sheet
- Edit/Stamp

❖ Finish

- Sort
 - Stack
 - Staple
 - Punch
- If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See p.40 “Sample copy”.
- When multiple documents are printed at the same time, you can combine them into a single set by adjusting the print order.
- When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.
- If you select multiple files, you can check file names or print order selected in step 1 by scrolling the list using [▼] and [▲].
- Press [Select File] to return to the Select Files to Print display.
- The preset stamp function is not available for documents stored in facsimile mode.

3 Enter the required number of prints using the number keys.



Note

- Up to 999 can be entered.

4 Press the [Start] key.

Printing starts.

To stop printing

1 Press the [Clear/Stop] key.

2 Press [Stop].

Changing the number of copies during printing

Limitation

- The number of copies can only be changed when the Sort function is selected in the print settings.

1 Press the [Clear/Stop] key.

2 Press [Change Quantity].

3 Enter a new number of copies using the number key.

4 Press the [#] key.

5 Press [Continue].

Printing restarts.

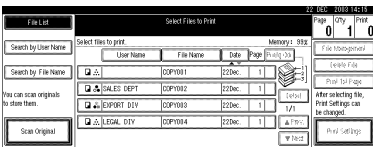
Sample copy

If you print multiple sets using the Sort function, you can check the print order or print settings are correct by printing only the first set using the **[Sample Copy]** key.

Limitation

- This function can only be used when the Sort function is selected.

1 Select the document.



Note

- If a password is already set for the document, enter that password, and then press **[OK]**.
- You can search for the document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.37 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- To cancel a document selection, press it again.

2 Press the **[Sample Copy]** key.

The first set prints out.

3 If the sample is acceptable, press **[Print]**.

Note

- Press **[Suspend]** to cancel printing and return to the Print Settings menu to change settings.

Printing the first page

You can print the first page of the document selected in the Select Files to Print display to check its content.

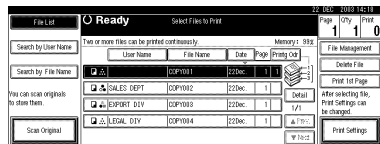
If more than one document selected, the first page of each is printed.

1 Select the document.

Note

- If a password is already set for the document, enter that password, and then press **[OK]**.
- You can search for the document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.37 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- To cancel a document selection, press it again.

2 Press **[Print 1st Page]**.



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

Deleting Stored Documents

Important

- ❑ You can store up to 2,000 documents in the Document Server. No more documents can be stored when the total is 2,000. You should delete unnecessary documents to increase available memory.

Note

- ❑ You can delete all stored documents at once with User Tools. See p.63 “Delete All Files”.
- ❑ You can delete stored documents from a network computer using the Web browser. For details about how to start the Web browser, see *Network Guide*.

1 Press the **[Document Server]** key.

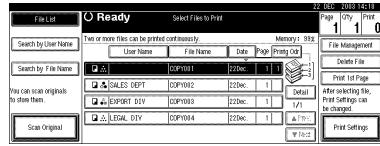
2 Select the document to delete.

Note

- ❑ If a password is already set for the document, enter that password, and then press **[OK]**.
- ❑ You can delete multiple documents at once. See p.36 “Selecting a Document”.
- ❑ You can search for a document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.37 “Searching for Stored Documents”.
- ❑ You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- ❑ If you cannot find the document by name, you can print the first page of a document to check its contents. See p.40 “Printing the first page”.

- ❑ Press the selected line again to cancel the print job.

3 Press **[Delete File]**.



4 Press **[Delete]** to delete the document.

Viewing Stored Documents Using a Web Browser

Reference

The Web browser's Help

1 Start a Web browser.

2 Enter “http:// (IP address of this machine) /” in the **[Address]** box.

The top page appears on the Web browser.

3 Click **[Document Server]**.

The **[Document Server File List]** appears.

Note

- ❑ To switch the display format, click **[Details]**, **[Thumbnails]** or **[Icons]** from the **[Display method]** list.

4 Click the properties button of the document you want to check.

Information about that document appears.

5 Check the document's content.

Note

- ❑ To enlarge the document preview, click **[Enlarge Image]**.

Downloading Stored Documents

Note

- File Format Converter is required when downloading documents stored in copier or printer mode.

1 Start a Web browser.

2 Enter “http:// (IP address of this machine) /” in the [Address] box.

The top page appears on the Web browser.

3 Click [Document Server].

The [Document Server File List] appears.

Note

- To switch the display format, click [Details], [Thumbnails] or [Icons] from the [Display method] list.

4 Click the properties button of the document you want to download.

5 Select [PDF], [JPEG], or [Multi-page TIFF] in the [File format] list.

Note

- [JPEG] can only be selected for documents stored in scanner mode.
- [Multi-page TIFF] is available when file format converter is installed.
- [Multi-page TIFF] cannot be selected for documents stored in copier or printer mode.

6 Click [Download].

7 Click [OK].

Settings for the Document Server

❖ Copier/Document Server Features (See “General Features 4/5”, *Copy Reference*.)

Items		Default
General Features	Document Server Storage Key: F1	<i>2 Sided Original Top to top</i>
	Document Server Storage Key: F2	<i>1 Sided→1 Sided Combine</i>
	Document Server Storage Key: F3	<i>1 Sided→1 Sided Combine: 4 originals</i>
	Document Server Storage Key: F4	<i>1 Sided→1 Sided Combine: 8 originals</i>
	Document Server Storage Key: F5	<i>Create Margin</i>

❖ System Settings (See p.49 “General Features”, p.52 “Tray Paper Settings”, p.55 “Timer Settings”, and p.57 “Key Operator Tools”.)

	Items	Default
General Features	Warm Up Notice	<i>ON</i>
	Copy Count Display	<i>Up</i>
	Output: Document Server	<i>Standard tray</i>
Tray Paper Settings	Paper Tray Priority: Copier	<i>Tray 1</i>
	Cover Sheet Tray	<i>Off</i>
	Slip Sheet Tray	<i>Off</i>
Timer Settings	Copier/Document Server Auto Reset Timer	<i>60 seconds</i>
Key Operator Tools	Auto Delete File	<i>Yes After 3 day(s)</i>
	Delete All Files	<i>--</i>
	Password Management for Stored Files	<i>Do not Unlock</i>

3

4. User Tools (System Settings)


User Tools Menu (System Settings)

Reference

For details about Interface Settings and File Transfer, see “User Tools Menu (System Settings)”, *Network Guide*.

For details about parallel interface, see “System Settings (Parallel Connection)”, *Printer Reference 2*.

◆ General Features (See p.49 “General Features”.)

	Default
Panel Tone	ON
Warm Up Notice	ON
Copy Count Display	Up
Function Priority	Copier
Print Priority	Display mode
Function Reset Timer	3 seconds
Output: Copier	Standard tray
Output: Document Server	Standard tray
Output: Facsimile	Standard tray
Output: Printer	Standard tray
<F/F4>Size Setting	8 ¹ / ₂ "×13" 

◆ Tray Paper Settings (See p.52 “Tray Paper Settings”.)

	Default
Paper Tray Priority: Copier	<i>Tray 1</i>
Paper Tray Priority: Facsimile	<i>Tray 1</i>
Paper Tray Priority: Printer	<i>Tray 1</i>
Tray Paper Size: Tray 2	<i>Auto Detect</i>
Tray Paper Size: Tray 3	<i>Auto Detect</i>
Tray Paper Size: Tray 4	<i>Auto Detect</i>
Paper Type: Bypass tray	<i>No display</i>
Paper Type: Tray 1	<i>No display/2 Sided Copy/Auto Paper Select on</i>
Paper Type: Tray 2	<i>No display/2 Sided Copy/Auto Paper Select on</i>
Paper Type: Tray 3	<i>No display/2 Sided Copy/Auto Paper Select on</i>
Paper Type: Tray 4	<i>No display/2 Sided Copy/Auto Paper Select on</i>
Cover Sheet Tray	<i>Off</i>
Slip Sheet Tray	<i>Off</i>

◆ Timer Settings (See p.55 “Timer Settings”.)

	Default
Auto Off Timer	<i>60 minute(s)</i>
Energy Saver Timer	<i>15 minute(s)</i>
Panel Off Timer	<i>1 minute(s)</i>
System Auto Reset Timer	<i>60 seconds</i>
Copier/Document Server Auto Reset Timer	<i>60 seconds</i>
Facsimile Auto Reset Timer	<i>30 seconds</i>
Scanner Auto Reset Timer	<i>60 seconds</i>
Set Date	<i>--</i>
Set Time	<i>--</i>

◆ Interface Settings

- For details about network settings, see “User Tools Menu (System Settings)”, *Network Guide*.
- For details about parallel interface, see “System Settings (Parallel Connection)”, *Printer Reference 2*.

◆ File Transfer

- For details about network settings, see “User Tools Menu (System Settings)”, *Network Guide*.

◆ **Key Operator Tools (See p.57 “Key Operator Tools”).**

	Default
User Code Management	Printer:PC Control: <i>ON</i>
Key Counter Management	--
External Charge Unit Management	--
Key Operator Code	<i>OFF</i>
Extended Security	<i>OFF</i>
Display/Print Counter	--
Display/Clear/Print Counter per User Code	--
Print Address Book: Destination List	--
Panel Off Level	<i>Level 1</i>
Address Book Management	--
Address Book: Program/Change/Delete Group	--
Address Book: Program/Change/Delete Transfer Request	--
Address Book: Change Order	--
Address Book: Edit Title	--
Address Book: Select Title	<i>Title 1</i>
Auto Delete File	<i>Yes After 3 day(s)</i>
Delete All Files	--
Password Management for Stored Files	<i>Do not Unlock</i>
AOF (Always ON)	<i>ON</i>
Program/Change LDAP Server	--
Use LDAP Server	<i>OFF</i>

Accessing User Tools (System Settings)

This section is for key operators in charge of this machine.

User Tools allow you to change or set defaults.

Note

- ❑ Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See p.48 “Exiting User Tools”.
- ❑ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Energy Saver]** or **[Clear Modes]** key is pressed.

Changing Default Settings

Note

- ❑ If a key operator code is already set, the key operator code entry display appears. Enter the key operator code, and then press **[OK]**. See p.57 “Key Operator Code”.

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



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

- 3** Select the menu, and then press the appropriate key.

Reference

p.45 “User Tools Menu (System Settings)”

- 4** Change settings by following instructions on the display panel, and then press **[OK]**.

Note

- ❑ To cancel changes made to settings and return to the initial display, press the **[User Tools/Counter]** key.

Exiting User Tools

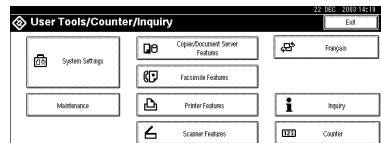
- 1** Press the **[User Tools/Counter]** key.



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Note

- ❑ You can also exit User Tools by pressing **[Exit]**.



Settings You Can Change with User Tools

Reference

To access User Tools, see p.48 “Accessing User Tools (System Settings)”.

General Features

❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.

Note

Default: *ON*

❖ Warm Up Notice (copier/Document Server)

You can set the beeper to sound when the machine becomes ready to copy after switching out of Energy Saver mode, or when the power is turned on.

Note

If the Panel Tone setting is “OFF”, the beeper does not sound, regardless of the Warm Up Notice setting.

Default: *ON*

❖ Copy Count Display (copier/Document Server)

The copy counter can be set to show the number of copies made (count up) or the number of copies yet to be made (count down).

Note

Default: *Up (count up)*

❖ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

Note

Default: *Copier*

❖ Print Priority

Print Priority is given to the mode selected.

Reference

p.27 “Multi-Access”

Note

Default: *Display mode*

When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.

- When the left tray, 2 tray finisher, or booklet finisher is installed on the machine, you can specify an output tray for each document to be delivered. For details about how to specify an output tray for each function, see the following sections:
 - p.50 “Output: Copier (copier)”
 - p.51 “Output: Document Server (Document Server)”
 - p.51 “Output: Facsimile (facsimile)”
 - p.51 “Output: Printer (printer)”

❖ **Function Reset Timer**

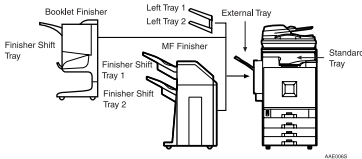
You can set the length of time the machine waits before changing modes when using the multi-access function (see p.27 “Multi-Access”). This is useful if you are making many copies and have to change settings for each copy. If you set a longer reset period, you can prevent interruption from other functions.

 **Note**

- Default: 3 seconds
- The Function Reset Timer setting is ignored if **[Interleave]** is set for Print Priority (see p.49 “Print Priority”).
- When you select **[Set Time]**, enter the time (3–30 seconds, in 1 second increments) using the number keys.

❖ **Output: Copier (copier)**

You can specify a tray to which documents are delivered.



- Standard tray
- External tray
- Finisher Shift Tray
- Finisher Shift Tray 1
- Finisher Shift Tray 2
- Left tray 1
- Left tray 2

 **Note**

- Default: Standard tray
- Paper will be delivered to the standard tray when making a 2 Sided copy, even if you have specified the external tray.

- Paper will be delivered to the external tray when copying onto OHP transparencies, thick paper, thick paper (back side) or 12" × 18" paper from the bypass tray, even if you have specified not to use the external tray as the output tray.

❖ **Output: Document Server (Document Server)**

You can specify the tray to which documents are delivered.

Note

- Default: *Standard tray*
- For details about output trays, see p.50 "Output: Copier (copier)".

❖ **Output: Facsimile (facsimile)**

You can specify the tray to which documents are delivered.

Note

- Default: *Standard tray*
- For details about output trays, see p.50 "Output: Copier (copier)".




❖ **Output: Printer (printer)**

You can specify the tray to which documents are delivered.


Note

- Default: *Standard tray*
- The output trays set on the printer driver have priority over the output tray specified above.
- You cannot use the external tray as the output tray when making a 2 Sided copy.
- For details about output trays, see p.50 "Output: Copier (copier)".

❖ **<F/F4>Size Setting**

Currently three types of F size are available: 8¹/₂"×13" , 8¹/₄"×13"  and 8"×13" . The ADF or exposure glass cover sensor cannot distinguish these three types of originals. This function sets the F size from the ADF or exposure glass cover sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting.

Note

- Default: 8¹/₂"×13" 

Output tray settings

Limitation

- You cannot interrupt the current stapling job even if a stapling job is specified by a different function.
- When the 2 tray Finisher or booklet finisher is installed and stapling or shift-sorting is specified for a job, the job will be delivered to the finisher shift tray, finisher shift tray 1 or finisher shift tray 2 regardless of the output tray specified.
- If you use the bypass tray as the input tray, you cannot use the finisher output tray, left tray 1 or left tray 2 as output trays.

4

Tray Paper Settings

Paper Tray Priority: Copier (copier/Document Server)

You can specify the tray to supply paper for output.

Note

- Default: *Tray 1*
- When optional paper tray unit is installed, "Tray3" and "Tray4" is displayed.
- When optional LCT is installed, "LCT" is displayed.

Paper Tray Priority: Facsimile (facsimile)

You can specify the tray to supply paper for output.

Note

- Default: *Tray 1*
- When optional paper tray unit is installed, "Tray3" and "Tray4" is displayed.
- When optional LCT is installed, "LCT" is displayed.

Paper Tray Priority: Printer (printer)

You can specify the tray to supply paper for output.


Note

- Default: *Tray 1*
- When optional paper tray unit is installed, "Tray3" and "Tray4" is displayed.
- When optional LCT is installed, "LCT" is displayed.














❖ Tray Paper Size:Tray 2–4

Select the size of the paper loaded in the paper tray.

Note

- Tray 1 uses A4  paper exclusively. You cannot specify any other paper size.



❖ The paper sizes you can set for trays are as follows:

- Auto Detect, A3 , B4 JIS , A4 , A4 , A5 
- 11"×17" , 8¹/₂"×14" , 8¹/₂"×11" , 8¹/₂"×11" , 8"×13" , 8¹/₂"×13" , 8¹/₄"×13" , 7¹/₄"×10¹/₂" 

Important

- If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

Note

- The paper guide for the optional LCT is fixed for A4 , 8¹/₂"×11"  size paper. Contact your service representative if you need to change the paper size.
- Default:
 - Tray 2: *Auto Detect*
 - Tray 3: *Auto Detect*
 - Tray 4: *Auto Detect*

Reference

p.120 “Changing the Paper Size”

❖ Paper Type: Bypass tray

Sets the display so you can see what type of paper is loaded in the bypass tray.

❖ The paper types you can set for the bypass tray are as follows:

- No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Thick Paper, OHP, Plain: Dup.Back, Thick: Dup.Back

Note

- Default: *No display*

❖ Paper Type: Tray 1–4

Sets the display so you can see what type of paper is loaded in each paper tray. The print function uses this information to automatically select the paper tray.


❖ The paper types you can set for trays are as follows:

- No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper

 **Note** Default:

- Paper Type: *No Display*
- Copying Method in Duplex: *2 Sided Copy*
- Apply Auto Paper Select: *Yes*

When paper of the same type and size is loaded in two different paper trays and you want to specify tray for 2 Sided Copy and tray for 1 Sided Copy, specify the upper tray for 2 Sided Copy. If one of the trays is specified as the default in Paper Tray Priority, assign 2 Sided Copy to that tray.

A  mark appears next to the paper tray if **[No]** is selected in Auto Paper Select.

 **Limitation**

[Auto Paper Select] can only be selected for the copier function if **[No display]** and **[Recycled paper]** are selected. If **[No]** is selected, Auto Paper Select is not valid for the tray.

❖ **Cover Sheet Tray**

Allows you to specify and display the paper tray that is setting cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

 **Note** Default:

- Tray to Program: *Off*

Functions using the cover sheet tray setting are the front cover function and front/back cover function.

When **[At Mode Selected]** is selected, cover sheet tray settings only appear when the cover function or slip sheet function is selected.

When **[Full Time]** is selected, the cover sheet tray is always displayed.

You can set Copying Method in Duplex only when **[At Mode Selected]** is selected.

 **Reference**

"Covers", Copy Reference

❖ **Slip Sheet Tray**

Allows you to specify and display the paper tray that will be inserting slip sheets. After selecting the paper tray, you can also specify the display timing and copy method.

 **Note** Default:

- Tray to Program: *Off*

When **[At Mode Selected]** is selected, slip sheet tray settings only appear when the cover function or slip sheet function is selected.

 **Reference**

“Slip Sheets”, *Copy Reference*

Timer Settings

❖ Auto Off Timer

After a specified time has elapsed following job completion, the machine automatically turns off in order to conserve energy. This function is called “Auto Off”.

The machine status after the Auto Off operation is referred to as “Sleep mode”. For the Auto Off Timer, specify the time to elapse before Auto Off.

 **Note**

- Default: 60 minute(s)
- Enter a time interval between 10 seconds and 240 minutes, using the number keys
- From “Sleep mode”, the machine is ready to use within 101 seconds.
- Auto Off may not work when error messages appear.

❖ Energy Saver Timer

Set the amount of time the machine waits before switching to lower-power mode after copying has finished or the last operation is performed.

The time can be set from 1 minute to 240 minutes using the number keys.

 **Note**

- Default: 15 minute(s)

❖ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

 **Note**

- The warm up time for making a copy from standby mode is 3 seconds for Panel off Level 1 and 15 seconds for Panel off Level 2.
- Default: 1 minute
- Enter a time interval between 10 seconds and 240 minutes, using the number keys.

❖ System Auto Reset Timer

The System Reset setting automatically switches the screen to that of the function set in Function Priority, when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval. See p.49 “Function Priority”.

 **Note**

- Default: ON, 60 seconds
- The time can be set from 10 to 999 seconds, using the number keys.

❖ **Copier/Document Server Auto Reset Timer (copier/Document Server)**

Specifies the time to elapse before copier and Document Server modes reset.

 **Note**

- If **[OFF]** is selected, the machine does not automatically switch to the user code entry screen.
- Default: *ON, 60 Seconds*
- The time can be set from 10 to 999 seconds, using the number keys.

❖ **Facsimile Auto Reset Timer (facsimile)**

Specifies the time to elapse before the facsimile mode resets.

 **Note**

- Default: *30 seconds*
- The time can be set from 30 to 999 seconds, using the number keys.

❖ **Scanner Auto Reset Timer (scanner)**

Specifies the time to elapse before the scanner function resets.

 **Note**

- If **[OFF]** is selected, the machine does not automatically switch to the user code entry screen.
- Default: *ON, 60 seconds*
- The time can be set from 10 to 999 seconds, using the number keys.

❖ **Set Date**

Set the date for the copier's internal clock using the number keys.

 **Note**

- To change between year, month, and day, press **[←]** and **[→]**.

❖ **Set Time**

Set the time for the copier's internal clock using the number keys.

 **Note**

- To change between hours, minutes and seconds, press **[←]** and **[→]**.
- Enter the time using the 24-hour format (in 1 second increments).

Key Operator Tools

The key operator must set the following items. For settings or more information, contact the key operator.

The key operator is recommended to program a key operator code when performing the settings. See p.57 “Key Operator Code”.

❖ User Code Management

Allows you to control who uses the machine by setting codes for users.

User codes must be registered for user code management. See p.69 “User Code”.

Note

- Default: *Printer: PC Control: ON*
- By using “PC Control: ON” for the printer, you can keep a print log for each user code entered from the driver.

❖ Key Counter Management

Select the functions and colour modes that you want to manage using the Key Counter Management.

❖ External Charge Unit Management

Select the functions and colour modes that you want to manage using the External Charge Unit Management.

❖ Key Operator Code

Specifies whether or not to use passwords (max. eight digits) to control Key Operator Tools settings for key operator codes.


Note

- Default: *OFF*
- If you select **[ON]**, enter the key operator code (max. eight digits) using the number keys, and then select **[Partial]** or **[All Initial Settings]** to set the access limit.
 - If you selected **[Partial]**
A key operator code is only required for the Timer Setting, Key Operator Tools for System Settings, and Key Operator Tools for Facsimile Features. **[Menu Protect]** can be set for **[Maintenance]** in Printer Features. If you set **[Menu Protect]**, you can set the key operator code for some Printer Features. See “Printer Features Parameters”, *Printer Reference 2*.
 - If you selected **[All Initial Settings]**:
A key operator code is required to access all items in System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.
- If you select **[All Initial Settings]**, you must enter a key operator code to access the Key Operator Code display.

❖ **Extended Security**

Specify whether or not to use the security function.

 **Note**

- Default : OFF
- You have to set a 6-digit key operator code to enable Extended Security. See p.57 “Key Operator Code”.
- When the Extended Security function is on, a security mark  appears on the left side of the date, in the upper right of the display panel.

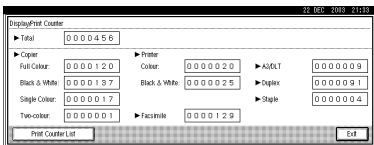
 **Reference**

For details about security, see p.153 “Security”.

❖ **Display/Print Counter**

Allows you to view and print the number of prints.

- Display/Print Counter
Displays the number of prints for each function (Total, Copier, Facsimile, Printer, A3/DLT, Duplex, and Staple).
- Print Counter List
Prints out a list of the number of prints made under each function.
- To print the counter list:
 - ① Press the **[User Tools/Counter]** key.
 - ② Press **[System Settings]**.
 - ③ Press **[Key Operator Tools]**.
 - ④ Press **[Display/Print Counter]**.
 - ⑤ Press **[Print Counter List]**.



- ⑥ Press the **[Start]** key.
- ⑦ Press **[Exit]**.

❖ **Display/Clear/Print Counter per User Code**

Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

 **Note**

- Press **[▲]** and **[▼]** to show all the numbers of prints.
- The number of prints may differ from the counter value shown in Display/Print Counter.
 - Print counter per user code
Prints the number of prints made under each user code

- Clear counter per user code
Sets the number of prints made under each user code to 0.

 **Note**

- Print list for each user code, see p.71 “Printing the Counter for Each User Code”.
 - Print counter for all user codes
Prints the number of prints made under all user codes.
 - Clear counter for all user codes
Sets the number of prints made under all user codes to 0.

❖ **Print Address Book: Destination List**

You can print the destination list registered in the Address Book.

- Print in Title 1 Order
Prints the Address Book in Title 1 order.
 - Print in Title 2 Order
Prints the Address Book in Title 2 order.
 - Print in Title 3 Order
Prints the Address Book in Title 3 order.
 - Print Group Dial List
Prints the group Address Book.
- ① Select the print format.
 - ② To print the list on two-sided pages, select **[Print on 2 Sides]**.
 - ③ Press the **[Start]** key.
The list prints out.

❖ **Panel Off Level**

Specifies the panel off level.

Level	Warm-up time
Level 1	about 3 seconds
Level 2	about 15 seconds

 **Note**

- Default: *Level 1*

❖ **Address Book Management**

You can add, change, or delete user information in the Address Book and facsimile/scanner functions destinations.

For details about these operations, see p.67 “User Name”, p.69 “User Code”, p.74 “Fax Destination”, and p.79 “E-mail Destination”, p.82 “Registering Folders”, p.89 “Registering a Protection Code”.

- **[Program/Change]**
This registers new user codes. You can register and change the items below:

- User Name
User (Destination) Name, key display, registration number, title selection
- User Code
User code, available functions
- Fax Dest.
Fax number, international TX mode, fax header, label insertion
- E-mail
E-mail address, sender registration
- Folder
Protocol, path, user name, password, port no., server name
- Protect Dest.
Sender's name, folder, protection code
- Group
- **[Delete]**
Deletes a user.

 **Note**

- You can register up to 500 user codes.
- You can also register user codes using SmartNetMonitor for Admin.
- You can also register user codes using a Web browser.

❖ **Address Book: Program/Change/Delete Group**

You can register multiple users in a group. This allows you to easily control registered users in each group. For details about operations, see p.91 “Registering Destinations to a Group”.

- **[Program/Change]**
This registers new groups, or changes the group name, key display, title selection, registration number or protection code. You can also secure e-mail destinations and folders.
- **[Delete]**
Deletes a group.

 **Note**

- You can register up to 100 groups.
- You can also group users (destinations) using a Web browser. See the Web browser's Help.

❖ **Address Book: Program/Change/Delete Transfer Request**

You can register fax destinations for the Transfer Request function in facsimile mode. For details about operations, see p.94 “Registering the Transfer Request”.

- **[Program/Change]**
This registers new transfer requests and receiving stations, or changes the transfer request name, key name, title selection, registration number, fax destination, or e-mail address.
- **[Delete]**
Deletes a transfer request.

Note

- You can register up to 100 transfer requests.

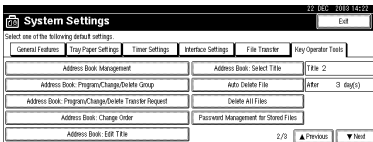
◆ Address Book: Change Order

Changes the order of registered users (destinations).

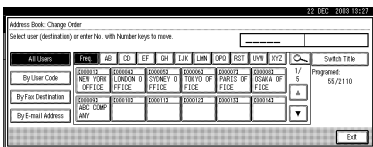
Note

- You can rearrange the order of items on the same page, but you cannot move items to another page. For example, you cannot move an item from “PLANNING” ([OPQ]) to “DAILY” ([CD]).

- Press the **[User Tools/Counter]** key.
- Press **[System Settings]**.
- Press **[Key Operator Tools]**, and then press **[▼Next]**.
- Press **[Address Book: Change Order]**.

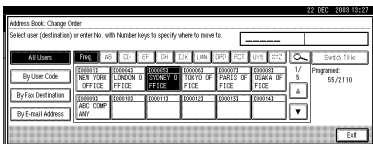


- Press the user (destination) key you want to move.

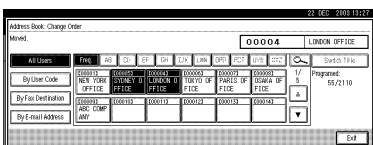
**Note**

- You can select a user using the number key.

- Press the user (destination) key that is in the place you want to move to.



The user (destination) moves to the selected place, and the other users' keys will shift also.

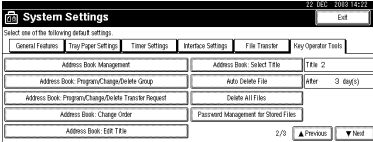
**Note**

- You can select a user using the number key.

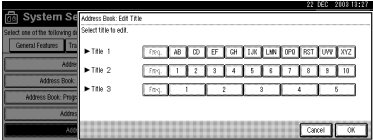
❖ **Address Book: Edit Title**

You can edit the title to easily find a user.

- ① Press the **[User Tools/Counter]** key.
- ② Press **[System Settings]**.
- ③ Press **[Key Operator Tools]**, and then press **[▼Next]**.
- ④ Press **[Address Book: Edit Title]**.



- ⑤ Press the title key you want to change.



- ⑥ Enter the new name, and then press **[OK]**.
- ⑦ Press **[OK]**.
- ⑧ Press **[Exit]**.

❖ **Address Book: Select Title**

Specifies the title to select a user.

 **Note**

- Default: *Title 1*

❖ **Auto Delete File**

Specifies whether documents stored in the Document Server are to be deleted or not after a specified period of time elapses.

 **Note**

- Default: *Yes After 3 days*
- If you select **[Yes]**, documents stored subsequently are deleted after the specified period.
- If you select **[No]**, documents are not automatically deleted.
- If you select **[Yes]**, enter a number of days from of 1 to 180 (in 1 day increments).
- The default is three days, meaning that documents are deleted three days (72 hours) after they are stored.

❖ Delete All Files

Deletes all documents stored in the Document Server.

Note

- Even if a password is already set, all documents are deleted.
- A confirmation message appears. To delete all documents, select **[Yes]**.

❖ Password Management for Stored Files

- Unlocking a locked document
When a document is locked due to a wrong password being entered, this function unlocks the document, allowing access.
- Temporarily disabling document security
Password-protected documents can be temporarily accessed, without entering the password.

Note

- Default: *Do not Unlock*
- Select **[Unlock]** only when you forget the password. After accessing the document, be sure to select **[Do not Unlock]**.

Reference

- p.155 “Unlocking a locked document”
- p.155 “Temporarily Disabling Document Security”

❖ AOF (Always ON)

Specify whether or not to use Auto Off.

Note

- Default: *ON*

❖ Program/Change LDAP Server

Programming an LDAP server allows you to look up e-mail destinations from the LDAP server Address Book directly. This function is available when you send scan files by e-mail in scanner mode.

You can program and change the identification name, server name, search base, port no., authentication, user name, password, and search options.

Reference

For details about these operations, see p.97 “Programming/Changing LDAP Server”.

❖ Use LDAP Server

Specify whether or not to use the LDAP server.

Note

- Default: *OFF*
- If you select **[OFF]**, **[Search LDAP]** will not appear on the searching display.

Address Book

Registering user information, such as fax number and e-mail address, in the Address Book allows you to manage them together.

Important

- ❑ Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure. The manufacturer shall not be responsible for any damages resulting data loss.

Note

- ❑ Using [Address Management Tool] in SmartNetMonitor for Admin, you can backup Address Book data. We recommend backing up data when using the Address Book.

Reference

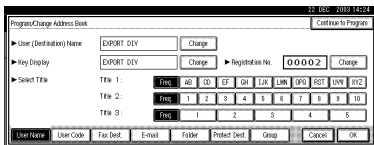
For details about SmartNetMonitor for Admin and how to install it, see *Printer Reference 1*.

For operating instructions, see SmartNetMonitor for Admin Help.

You can register and manage the following items in the Address Book:

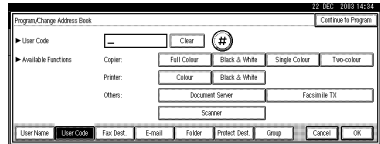
❖ User Name

Register the destination name and key display. This is the basic information required for managing destinations.



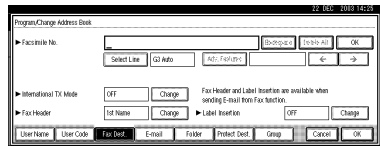
❖ User Code

Register user codes to restrict particular functions to certain users, and check their use of each function.



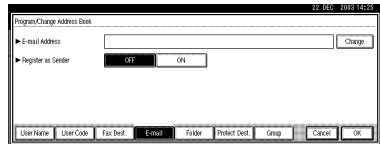
❖ Fax Dest.

Register fax numbers, line, fax header and select label insertion.



❖ E-mail

Register e-mail addresses in the Address Book.



❖ Folder

Register the protocol, path name, user name, password, and server name.

- SMB

- FTP

❖ Protect Dest.

Set a protection code to stop sender's names or folders being accessed.

❖ Group

Group registered fax destinations, e-mail destinations and folders to manage them better.

Managing user (destination) names

Register the user (destination) name and the key display beforehand so you can specify the destination simply by selecting the user (destination) key for fax, e-mail and folder.

See p.67 "User Name".

Sending fax by Quick Dial

Register a fax number in the Address Book so you can specify it only by selecting the fax destination, shown on the fax initial display when sending a fax. When label insertion is set to "ON", the receiver's name and standard messages are printed on the fax message when it is received at the other end.

See p.74 "Fax Destination".

Sending e-mail by Quick Dial

Register e-mail addresses in the Address Book, so you can specify e-mail destinations simply by selecting them from the fax initial display when sending by internet fax.

You can also specify an e-mail address by selecting the destination shown on the initial scanner display when sending a document using the scanner function.

Registered e-mail address can be used as the sender's address, and the sender's address are automatically entered in the "From" field of an e-mail header.

See p.79 "E-mail Destination".

Sending scanned files to a shared folder directly

After registering the path name, user name and password, you can connect to a shared folder simply by selecting the destination shown on the initial scanner display whenever sending files using the scanner function to a shared folder.

To share the folder using Windows, select the SMB protocol.

To register the folder to the FTP server, select the FTP protocol.

See p.82 "Registering Folders".

Preventing unauthorized user access to shared folders from the machine

Designate a destination as "Protect" when registering a protection code to prevent that e-mail destination, sender's name, and folder destination from being accessed.

You can prevent unauthorized access to registered folders. See p.89 "Registering a Protection Code".

Managing users and machine usage

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

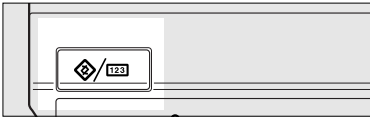
See p.69 "User Code".

User Name

The user name is useful for selecting a destination when sending faxes or e-mail. You can also use it as a folder destination.

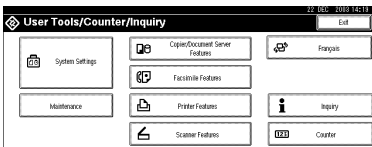
Registering a User Name

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



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



- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

- 5 Press **[New Program]**.

- 6 Press **[Change]** on the right of the user (destination) name.

The user (destination) name entry display appears.

Reference

p.151 "Entering Text"

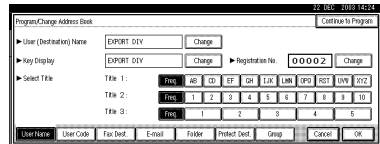
- 7 Enter the user (destination) name, and then press **[OK]**.

Note

- The user name can be used for documents in the Document Server. For details about the Document Server, see p.33 "Using the Document Server".

To select the title

- 1 Press the key for the classification you want to use under **Select Title**.



Note

- The keys you can select are as follows:

- **[Freq.]**... Added to the page that is displayed first.
- **[AB],[CD],[EF],[GH],[IJK],[LMN],[OPQ],[RST],[UVW],[XYZ], [1] to [10]**... Added to the list of items in the title selected.

- You can select **[Freq.]** and one more page for each title.

- 8 To continue registering the user name, press **[Continue to Program]**, and then repeat the procedure from step 6.

- 9 Press **[OK]**.

- 10 Press **[Exit]**.

- 11 Press the **[User Tools/Counter]** key.

Changing a User Name

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

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


- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

5 Select the registered user (destination) you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

 **Note**

- If you press , you can search for a user by user name/index, user code, fax number, or e-mail address.

To change the user (destination) name or key display

- 1** Press **[Change]** on the right of the user (destination) name or key display.
- 2** Enter the user (destination) name or key display, and then press **[OK]**.

 **Reference**

p.151 "Entering Text"

To change the title

- 1** Press the key for the classification you want to use from Select Title.

6 Press **[OK]**.

7 Press **[Exit]**.

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

Deleting a User

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

2 Press **[System Settings]**.

3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

5 Press **[Delete]**.

6 Select the user (destination) you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

7 Press **[Yes]**.

8 Press **[Exit]**.

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

User Code

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

Note

- ❑ The number of copies made of documents stored in the Document Server using the facsimile function is counted for each user code. This allows you to check each user's usage.
- ❑ The number of copies scanned using the scanner function is counted for each user code. This allows you to check each user's usage.
- ❑ To automatically register the printer driver user code, select **[PC Control: ON]** for the printer in User Code Management. To use the user code set in User Tools, select **[PC Control: OFF]**, and then select **[Black & White]** or **[Colour]**. Set the user codes registered in User Tools for the printer driver. See p.57 "User Code Management".

Reference

For details about setting user codes for the printer driver, see *Printer Reference 1* or the printer driver Help.

Important

- ❑ The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code become invalid.

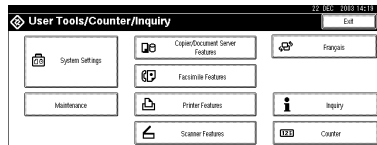
Registering a New User Code

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



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



- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

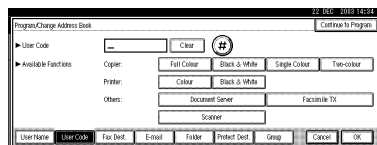
- 5 Press the user (destination) whose code is registered, or enter the registered number using the number key.

Note

- ❑ To register the user (destination) name, see p.67 "Registering a User Name".

- 6 Press **[User Code]**.

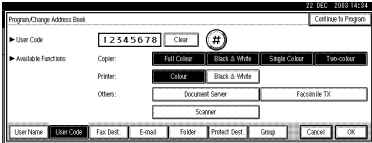
- 7 Enter the user code using the number keys, and then press **[#]**.



Note

- ❑ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key, and then enter the code again.

8 Select the functions to be used with the user code from Available Functions.



9 Press **[OK]**.

Note

- ❑ To continue registering user codes, repeat the procedure from step **6**

10 Press **[Exit]**.

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

Changing a User Code

Note

- ❑ Even if you change a user code, the counter value will not be cleared.

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

2 Press **[System Settings]**.

3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

5 Select the registered user code you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

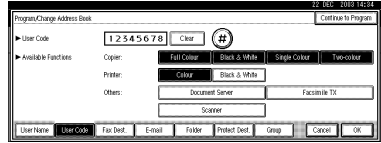
Note

- ❑ If you press **[☞]**, you can search for a user by user name/index, user code, fax number, or e-mail address.

- ❑ To change the user (destination) name, key display and title, see p.67 "Changing a User Name".

6 Press **[User Code]**.

7 Press **[Change]**, and then enter the new user code using the number keys.



8 Press **[#]**.

To change the available functions

1 Press the key to select the functions to enable them.

Note

- ❑ Press the key to highlight it, and then the function is enabled.

9 Press **[OK]**.

10 Press **[Exit]**.

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

Deleting a User Code

Note

- ❑ After clearing the user code, the counter is automatically cleared.
- ❑ To delete a user entirely, see p.68 "Deleting a User".

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

- 2** Press [System Settings].
- 3** Press [Key Operator Tools], and then press [▼Next].
- 4** Press [Address Book Management].
- 5** Select the user (destination) whose code is to be deleted.
Press the user (destination) key, or enter the registered number using the number keys.
- 6** Press [User Code].
- 7** Press [Change] to delete the user code, and then press [#].



- 8** Press [OK].
- 9** Press [Exit].
- 10** Press the [User Tools/Counter] key.

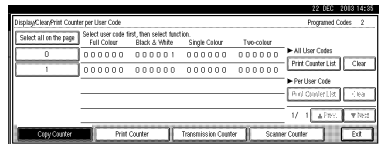
Displaying the Counter for Each User Code

- 1** Press the [User Tools/Counter] key.
- 2** Press [System Settings].
- 3** Press [Key Operator Tools].
- 4** Press [Display/Clear/Print Counter per User Code].
- 5** Select [Copy Counter], [Print Counter], [Transmission Counter] or [Scanner Counter].

Counters for individual function usage under each user code appear.

Printing the Counter for Each User Code

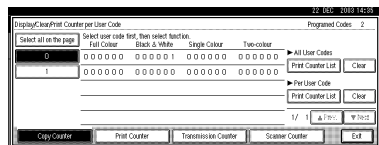
- 1** Press the [User Tools/Counter] key.
- 2** Press [System Settings].
- 3** Press [Key Operator Tools].
- 4** Press [Display/Clear/Print Counter per User Code].
- 5** Select a user code from the left side of the display.



Note

- Press [Select all on the page] to select all user codes on the page.

- 6** Press [Print Counter List] under Per User Code.



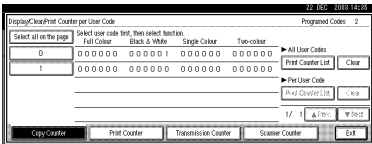
Note

- Enter the user code, and then press [#] if the user code is registered.

- 7** Select the function usage you want to print from [Copy Counter], [Print Counter], [Transmission Counter], and [Scanner Counter].
- 8** Press [Print].

To print the number of prints for all user codes

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**.
- 4 Press **[Display/Clear/Print Counter per User Code]**.
- 5 Press **[Print Counter List]** under All User Codes.



Note

- Enter the user code, and then press **[#]** if the user code is registered.

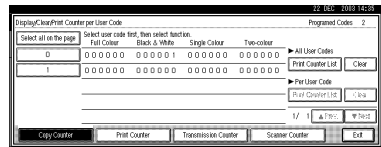
- 6 Select the function usage you want to print from **[Copy Counter]**, **[Print Counter]**, **[Transmission Counter]**, and **[Scanner Counter]**.
- 7 Press **[Print]**.

Clearing the Number of Prints

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**.
- 4 Press **[Display/Clear/Print Counter per User Code]**.
- 5 Select the user code to clear.

To clear the number of prints made under a user code

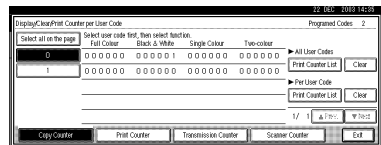
- 1 Select the user code from the left side of the display.



Note

- Press **[Select all on the page]** to select all user codes on the page.

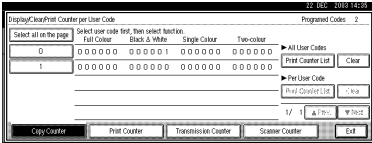
- 2 Press **[Clear]** under Per User Codes.



- 3 Select the function usage you want to clear from **[Copy Counter]**, **[Print Counter]**, **[Transmission Counter]**, and **[Scanner Counter]**.
- 4 Press **[OK]**.

To clear the number of prints for all user codes

- 1 Press **[Clear]** under **All User Codes**.



- 2 Select the function usage you want to clear from **[Copy Counter]**, **[Print Counter]**, **[Transmission Counter]**, and **[Scanner Counter]**.
- 3 Press **[OK]**.
- 6 Press **[Exit]**.
- 7 Press the **[User Tools/Counter]** key.

Fax Destination

Register a fax destination so you do not need to enter fax numbers each time, and can send documents that have been scanned in using the facsimile function.

- It is easy to select the fax destination if you register a “User (Destination) Name” and “Key Display” for the fax destination.
- You can register fax destinations as a group.

You can program the following items in a fax destination:

❖ Fax number

Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number.

❖ SUB Code

Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called “SUB Code”. See “SUB Code”, *Facsimile Reference <Advanced Features>*.

❖ SEP Code

Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. See “SEP Code”, *Facsimile Reference <Advanced Features>*.

❖ Line

If the optional extra G3 interface unit is installed, you can select the line type per destination.

❖ Fax header

You can select to print a fax header on fax messages the other party receives. The default is “1st Name”. See *Facsimile Reference <Advanced Features>*.

❖ Label insertion

With this function you can have the receiver's name printed on the message when it is received at the other end. The name is printed at the top of the page and will be preceded by “To”. You can also have a standard message stamped on the second and third lines after that.

Note

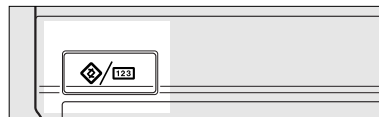
- Fax header and label insertion are also printed when sending by e-mail using the fax function.
- You can program a standard message other than those registered in the machine. See “Programming, Changing, and Deleting Standard Messages”, *Facsimile Reference <Advanced Features>*.

❖ International TX mode

When setting the International TX mode to [ON], the machine transmits more carefully by lowering transmission speed. However, communication times increase.

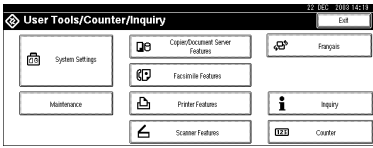
Registering a Fax Destination

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



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2 Press [System Settings].



3 Press [Key Operator Tools], and then press [▼Next].

4 Press [Address Book Management].

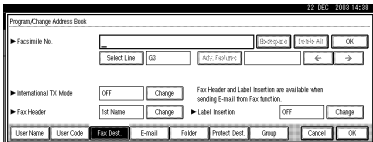
5 Press the user (destination) you want to register or enter the registered number using the number keys.

Note

- To register the user (destination) name, see p.67 "Registering a User Name".

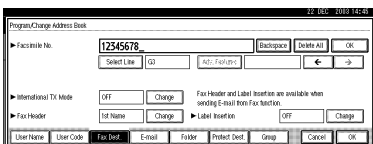
6 Press [Fax Dest.].

7 Enter the fax number using the number keys, and then press [OK].



To select the line

1 Press [Select Line].



2 Select the line, and then press [OK].

To program the SUB Code

1 Press [Adv. Features], and then select [SUB Code].

2 Press [Change] under TX SUB Code.

3 Enter a SUB Code using the number keys, and then press [OK].

4 To enter a password, press [Change] under Password (SID).

5 Enter a password using the number keys, and then press [OK].

6 Press [OK].

To program the SEP Code

1 Press [Adv. Features], and then select [SEP Code].

2 Press [Change] under RX SEP Code.

3 Enter a SEP Code using the number keys, and then press [OK].

4 To enter a password, press [Change] under Password (PWD).

5 Enter a password using the number keys, and then press [OK].

6 Press [OK].

To set the International TX Mode

1 Press [Change] under International TX Mode.

2 Select [OFF] or [ON], and then press [OK].

To select the fax header

 **Note**

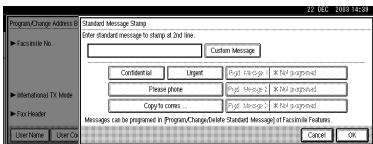
You can register the fax header name in Program Fax Information in the system settings for Facsimile Features. See “Programming”, *Facsimile Reference <Basic Features>*.

- 1 Press [Change] under Fax Header.
- 2 Select [1st Name] or [2nd Name], and then press [OK].

To set label insertion

When Label Insertion is set to ON, the receiver's name and standard messages are printed on the fax message when it is received at the other end.

- 1 Press [Change] under Label Insertion.
- 2 Select [ON].
- 3 Press [Change] under Line 2.
- 4 Select a standard message to print on the second line. To stamp a customized message, press [Custom Message].



- 5 Enter a message, and then press [OK].

 **Reference**

p.151 “Entering Text”

- 6 Press [OK].
- 7 Press [Change] under Line 3.
- 8 Select a standard message, and then press [OK].
- 9 Press [OK].

- 8 Press [OK].

 **Note**

When a group is registered, you can also set label insertion to the group. See p.91 “Registering Destinations to a Group”.

- 9 Press [Exit].

- 10 Press the [User Tools/Counter] key.

Changing a Registered Fax Destination

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

- 2 Press [System Settings].


- 3 Press [Key Operator Tools], and then press [▼Next].

- 4 Press [Address Book Management].

- 5 Select the registered fax destination user you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

 **Note**

If you press , you can search for a user by user name/index, user code, fax number, or e-mail address.

To change the user (destination) name, key display and title, see p.67 “Changing a User Name”.

- 6 Press [Fax Dest.].

7 Change the settings.

To change the fax number

- 1 Press **[Change]** under Facsimile No..

- 2 Enter the new fax number using the number keys, and then press **[OK]**.

To change the line

- 1 Press **[Select Line]**.

- 2 Select the line.
- 3 Press **[OK]**.

To change the SUB Code

- 1 Press **[Adv. Features]**.
- 2 Press **[SUB Code]**.
- 3 Press **[Change]** under TX SUB Code.
- 4 Enter the new SUB Code, and then press **[OK]**.
- 5 To change the password, press **[Change]** under Password (SID).
- 6 Enter the new password, and then press **[OK]**.
- 7 Press **[OK]**.

To change the SEP Code

- 1 Press **[Adv. Features]**.
- 2 Press **[SEP Code]**.
- 3 Press **[Change]** under RX SEP Code.
- 4 Enter the new SEP Code, and then press **[OK]**.
- 5 To change the password, press **[Change]** under Password (PWD).
- 6 Enter the new password, and then press **[OK]**.
- 7 Press **[OK]**.

To change the fax header

- 1 Press **[Change]** under Fax Header.
- 2 Select the new fax header, and then press **[OK]**.

To change the label insertion

- 1 Press **[Change]** under Label Insertion.
- 2 Press **[Change]** under Line 2.
- 3 Select the new standard message or press **[Custom Message]** to enter the new message.
- 4 Press **[OK]**.
- 5 Press **[Change]** under Line 3.
- 6 Select the new standard message, and then press **[OK]**.
- 7 Press **[OK]**.
- 8 Press **[OK]**.
 - Note**
 - To change the user (destination) name, key display and title, see p.67 "Changing a User Name".
- 9 Press **[Exit]**.
- 10 Press the **[User Tools/Counter]** key.

Deleting a Registered Fax Destination

 **Note**

- If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.
- To delete a user entirely, see p.68 “Deleting a User”.

4

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

2 Press **[System Settings]**.

3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

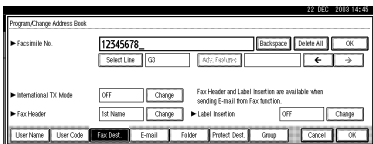
5 Select the fax destination user you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

6 Press **[Fax Dest.]**.

7 Press **[Change]** under Facsimile No..

8 Press **[Delete All]**, and then press **[OK]**.



9 Press **[OK]**.

10 Press **[Exit]**.

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

E-mail Destination

Register e-mail destinations so you do not need to enter an e-mail address every time, and can send scan files from scanner or fax function by e-mail.

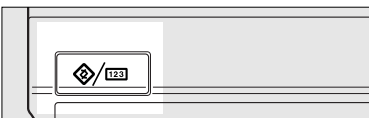
- It is easy to select the e-mail destination if you register “User (Destination) Name” and “Key Display” as the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender’s address when sending scan files in scanner mode. If you want to do this, set a protection code on the sender address to prevent unauthorized access. See p.89 “Registering a Protection Code”.

Note

- You can select an e-mail address from an LDAP server, and then register it in the Address Book. “Sending Scan File by E-mail”, *Scanner Reference*.
- You can set the machine to send a transmission result e-mail whenever a user transmission is sent. See *Facsimile Reference* <Advanced Features>.

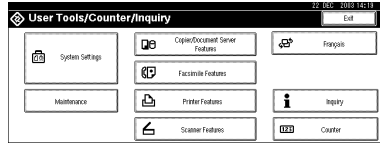
Registering an E-mail Destination

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



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



- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

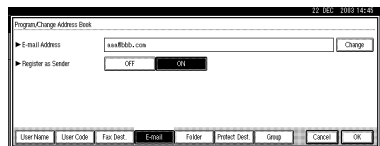
- 5 Press the user (destination) you want to register, or enter the registered number using the number keys.

Note

- To register the user (destination) name, see p.67 “Registering a User Name”.

- 6 Press **[E-mail]**.

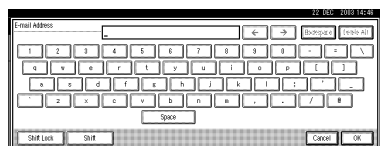
- 7 Press **[Change]** under E-mail Address.



- 8 Enter the e-mail address.

Entering the e-mail address

- 1 Enter the e-mail address.



- 2 Press **[OK]**.

Using the e-mail address as the sender

When an e-mail address is entered, it can be used as the sender's address.

1 Press **[ON]** under **Register as Sender**.

9 Press **[OK]**.

 **Note**

- When a group is registered, other e-mail destinations can be added to the group. See p.91 "Registering Destinations to a Group".

10 Press **[Exit]**.

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

Changing a Registered E-mail Destination

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

2 Press **[System Settings]**.


3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

5 Select the registered e-mail address user you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

 **Note**


- If you press , you can search for a user by user name/index, user code, fax number, or e-mail address.
- To change the user (destination) name, key display, and title, see p.67 "Changing a User Name".

6 Press **[E-mail]**.

7 Press **[Change]** under **E-mail Address**.



8 Enter the e-mail address, and then press **[OK]**.

 **Reference**
p.151 "Entering Text"

9 Press **[OK]**.

10 Press **[Exit]**.

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

Deleting a Registered E-mail Destination

To delete a user entirely, see p.68 "Deleting a User".

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

2 Press **[System Settings]**.

3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

5 Select the e-mail address user you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

6 Press **[E-mail]**.

7 Press **[Change]** under **E-mail Address**.

8 Press **[Delete All]**, and then press **[OK]**.

9 Press [OK].

10 Press [Exit].

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

Registering Folders

By registering a shared folder, you can send scan files to it directly.

There are two types of protocol you can use:

- **SMB**
For sending files to shared Windows folders
- **FTP**
Use when sending files to an FTP server.

Note

- For details about protocols, server names, and folder levels, ask your network administrator.
- You can prevent unauthorized users from accessing folders from the machine. See p.89 “Registering a Protection Code”.
- You can only select either SMB or FTP. If you change protocol after finishing your settings, all previous entries are cleared.
- You can register up to 50 folders per group. Files cannot be sent to a group with over 50 folders registered.

Reference

For details about network settings, see *Network Guide*.

For details about Scan to Folder, see *Scanner Reference*.

4

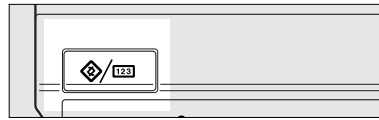
Using SMB to Connect

Note

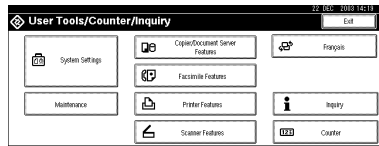
- To register a folder in an FTP server, see p.85 “Using FTP to Connect”.

To register an SMB folder

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



2 Press **[System Settings]**.



3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

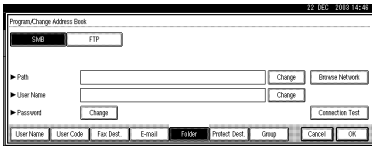
5 Press the user (destination) you want to register or enter the registered number using the number keys.

Note

- To register the user (destination) name, see p.67 “Registering a User Name”.

6 Press **[Folder]**.

7 Press [SMB].



Note

- To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

Reference

p.83 "To locate the folder manually"

p.83 "Using Browse Network to locate the folder"

To locate the folder manually

- Press [Change] under Path.
- Enter the path where the folder is located.

Note

- Enter the path using this format: "\\ServerName\ShareName\PathName".
- You can also enter an IP address.
- You can enter a path using up to 128 characters.

- Press [OK].

Note

- If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

- Press [Change] under User Name.
- Enter the user name, and then press [OK].

Note

- This is a user name which is authorized to access the folder.

- Press [Change] under password.
- Enter the user's password, and then press [OK].

Using Browse Network to locate the folder

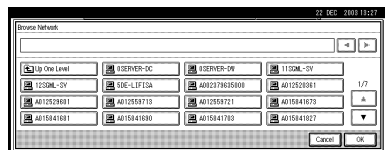
- Press [Browse Network].

The client computers sharing the same network as the machine appear.

Note

- You can enter your user name and password before pressing [Browse Network]. If you do, the Browse Network display only lists client computers you are authorized to access.

- Select a client computer.



Shared folders under it appear.

Note

- You can press [Up One Level] to switch between levels.

- Select the folder you want to register.

The Logon display appears.

Note

- If you have already entered an authorized user name and password, the Logon display will not appear. Proceed to step 6.

4 Enter the user name.

Note

- This is a user name which is authorized to access the folder.

5 Enter the user's password, and then press [OK].

The Browse Network display reappears.

Note

- If the entered user name or password is not correct, a message appears. Press [Exit], and then enter the user name and password again.

6 Press [OK].

8 Press [Connection Test] to check the path is set correctly.

9 Press [Exit].

Note

- If the connection test fails, check the settings, and then try again.

10 Press [OK].

11 Press [Exit].

12 Press the [User Tools/Counter] key.

Changing a registered folder

1 Press the [User Tools/Counter] key.

2 Press [System Settings].

3 Press [Key Operator Tools], and then press [▼Next].

4 Press [Address Book Management].

5 Select the user of the registered folder you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

Note

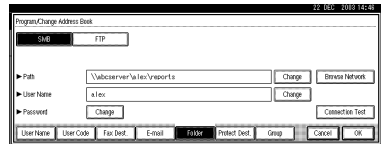
- If you press [Search], you can search for a user by user name/index, user code, fax number, or e-mail address.
- To change the user (destination) name, key display, and title, see p.67 "Changing a User Name".

6 Press [Folder].

7 Select the items you want to change.

To change the protocol

1 Press [FTP].



2 A confirmation message appears. Press [Yes].

Note

- Changing the protocol will clear all settings made under the previous protocol.

3 Enter each item again.

Reference

p.85 "To register an FTP folder".

Changing items under SMB

1 Press [Change] under Path.

2 Enter the new path where the folder is located, and then press [OK].

Note

- You can also use Browse Network to specify a new folder. For details, see p.83 “Using Browse Network to locate the folder”.

3 Press [Change] under User Name.

4 Enter the new user name, and then press [OK].

This is a user name which is authorized to access the folder.

5 Press [Change] under Password.

6 Enter the new password, and then press [OK].

8 Press [Connection Test] to check the path is set correctly.

9 Press [Exit].

Note

- If the connection test fails, check the settings, and then try again.

10 Press [OK].

11 Press [Exit].

12 Press the [User Tools/Counter] key.

Deleting a registered folder

Note

- To delete a user entirely, see p.68 “Deleting a User”.

1 Press the [User Tools/Counter] key.

2 Press [System Settings].

3 Press [Key Operator Tools], and then press [▼Next].

4 Press [Address Book Management].

5 Select the user of the folder you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

6 Press [Folder].

7 Press the protocol which is not currently selected.

A confirmation message appears.

8 Press [Yes].

9 Press [OK].

10 Press [Exit].

11 Press the [User Tools/Counter] key.

Using FTP to Connect

Note

- To register a shared folder configured in Windows, see p.82 “Using SMB to Connect”.

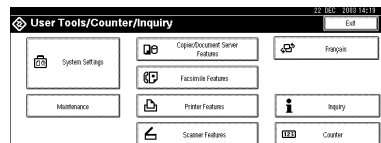
To register an FTP folder

1 Press the [User Tools/Counter] key.



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2 Press [System Settings].



3 Press [Key Operator Tools], and then press [▼Next].

4 Press [Address Book Management].

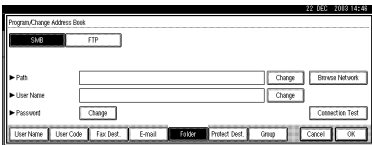
5 Press the user (destination) you want to register, or enter the registered number using the number keys.

Note

- To register the user (destination) name, see p.67 “Registering a User Name”.

6 Press [Folder].

7 Press [FTP].

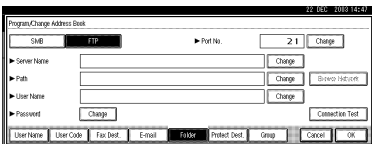


Reference

p.83 “To locate the folder manually”

p.83 “Using Browse Network to locate the folder”

8 Press [Change] under Server Name.



9 Enter the server name, and then press [OK].

Note

- You can enter a server name using up to 64 characters.

10 Press [Change] under Path.

11 Enter the path.

Note

- You can enter an absolute path, using this format: “/user/home/username”; or a relative path, using this format: “directory/sub-directory”.

- If you leave the path blank, the login directory is assumed to be the current working directory.

- You can also enter an IP address.

- You can enter a path using up to 128 characters.

12 Press [OK].

Note

- To change the port number, press [Change] under Port No.. Enter the port number using the number keys, and then press [#].

- You can enter 1 to 65535.

13 Press [Change] under User Name.

14 Enter the user name, and then press [OK].

Note

- This is a user name which is authorized to access the folder.

15 Press [Change] under Password.

16 Enter the user's password, and then press [OK].

17 Press [Connection Test] to check the path is set correctly.

18 Press [Exit].

Note

- If the connection test fails, check the settings, and then try again.

19 Press [OK].

20 Press [Exit].


21 Press the [User Tools/Counter] key.

Changing a registered folder

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.
- 5** Select the user of the registered folder you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

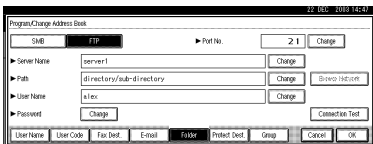
Note

- If you press , you can search for a user by user name/index, user code, fax number, or e-mail address.
- To change the user (destination) name, key display, and title, see p.67 "Changing a User Name".

- 6** Press **[Folder]**.
- 7** Select the items you want to change.

To change the protocol

- 1** Press **[SMB]**.



- 2** A confirmation message appears. Press **[Yes]**.

Note

- Changing the protocol will clear all settings made under the previous protocol.

- 3** Enter each item again.

Reference

p.82 "To register an SMB folder".

Changing items under FTP

- 1** Press **[Change]** under Port No.
 - 2** Enter the new port number, and then press **[#]**.
 - 3** Press **[Change]** under Server Name.
 - 4** Enter the new server name, and then press **[OK]**.
 - 5** Press **[Change]** under Path.
 - 6** Enter the new path, and then press **[OK]**.
 - 7** Press **[Change]** under User Name.
 - 8** Enter the new user name, and then press **[OK]**.
- This is a user name which is authorized to access the folder.
- 9** Press **[Change]** under Password.
 - 10** Enter the new password, and then press **[OK]**.

- 8** Press **[Connection Test]** to check the path is set correctly.

- 9** Press **[Exit]**.

Note

- If the connection test fails, check the settings, and then try again.

- 10** Press **[OK]**.

- 11** Press **[Exit]**.

- 12** Press the **[User Tools/Counter]** key.

Deleting a registered folder

 **Note**

- To delete a user entirely, see p.68 “Deleting a User”.

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

2 Press **[System Settings]**.

3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

5 Select the user of the folder you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

6 Press **[Folder]**.

7 Press the protocol which is not currently selected.

A confirmation message appears.

8 Press **[Yes]**.

9 Press **[OK]**.

10 Press **[Exit]**.

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

Registering a Protection Code

You can stop sender's names or folders being accessed by setting a protection code.

You can use this function to protect the following:

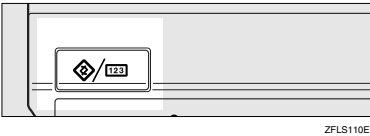
- Folders
You can prevent unauthorized access to folders.
- Sender's names (when sending e-mails)
You can prevent misuse of sender's names.

 **Note**

- This function is not available when using Internet Fax to send e-mails.

Registering a Protection Code To a Single User

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



2 Press **[System Settings]**.

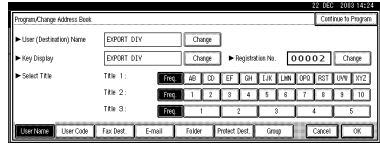


3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press **[Address Book Management]**.

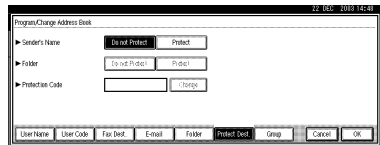
5 Press the user (destination) key you want to register or enter the registered number using the number keys.

6 Press **[Protect Dest.]**.



To protect the sender name

1 Press **[Protect]** under **Sender's Name**.



To protect the folder

1 Press **[Protect]** under **Folder**.

7 Press **[Change]** under **Protection Code**.

8 Enter a protection code using the number keys, and then press **[#]**.

 **Note**

- You can enter up to eight digits.

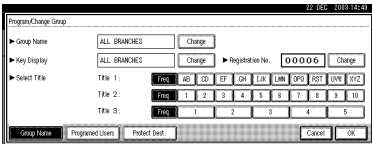
9 Press **[OK]**.

10 Press **[Exit]**.

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

Registering a Protection Code To a Group User

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Key Operator Tools], and then press [▼Next].
- 4 Press [Address Book: Program/Change/Delete Group].
- 5 Press the group key you want to register or enter the registered number using the number keys.
- 6 Press [Protect Dest.].



- 7 Press [Protect] under Folder.
- 8 Press [Change] under Protection Code.
- 9 Enter a protection code using the number keys, and then press [#].

 **Note**

You can enter up to eight digits.

- 10 Press [OK].
- 11 Press [Exit].
- 12 Press the [User Tools/Counter] key.

Registering Destinations to a Group

Register destinations to a group to easily control registered fax, e-mail and folders for each group.

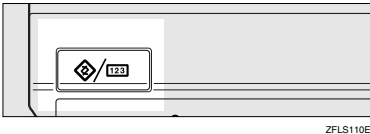
To group destinations, the groups must be registered beforehand.

Note

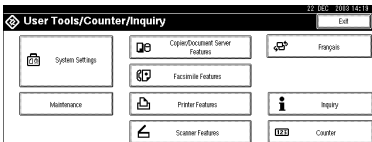
- You can register up to 500 groups.
- When using Scan to Folder function, you cannot send scan files to a group with over 50 folders registered.
- You can set a protection code to prevent unauthorized access to the folders registered in a group. For details, see p.89 "Registering a Protection Code".

Registering a New Group

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



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

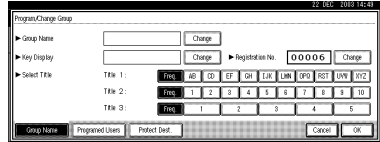


- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4** Press **[Address Book: Program/Change/Delete Group]**.

- 5** Press **[New Program]**.

- 6** Press **[Change]** under Group Name.



- 7** Enter the group name, and then press **[OK]**.

The Key Display name sets automatically.

Reference

p.151 "Entering Text"

- 8** Press the title key under **Select Title**, if necessary.

Note

- The keys you can select are as follows:

- **[Freq.]**... Added to the page that is displayed first.
- **[AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]**... Added to the list of items in the selected title.

- You can select **[Freq.]** and one more page for each title.

- 9** When you want to change the key display, press **[Change]** under Key Display. Enter the key display, and then press **[OK]**.

- 10** Press **[OK]**.

- 11** Press **[Exit]**.

- 12** Press the **[User Tools/Counter]** key.

Registering Destinations to a Group


You can register destinations to a group.

When registering new destinations, you can also register groups at the same time.

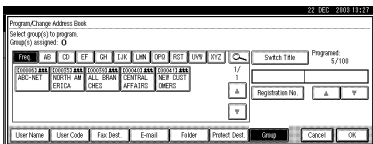
- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.
- 5** Select the user (destination) to register in a group.

Press the user (destination) key, or enter the registered number using the number keys.


 **Note**

- If you press , you can search for a user by user name/index, user code, fax number, or e-mail address.

- 6** Press **[Group]**.
- 7** Select a group to which you want to register the destinations.



 **Note**

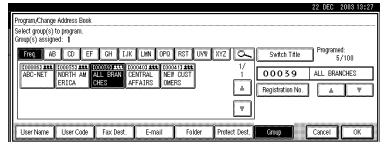
- If you press , you can search for a group by entering the group name.

- 8** Press **[OK]**.
- 9** Press **[Exit]**.

- 10** Press the **[User Tools/Counter]** key.

Removing a Destination from a Group

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.
- 5** Select the user (destination) to remove from a group.
Press the user (destination) key, or enter the registered number using the number keys.
- 6** Press **[Group]**.
- 7** Press the highlighted group key.



- 8** Press **[OK]**.
- 9** Press **[Exit]**.
- 10** Press the **[User Tools/Counter]** key.

Displaying Destinations Registered in Groups

You can check the user (destination) of each group.

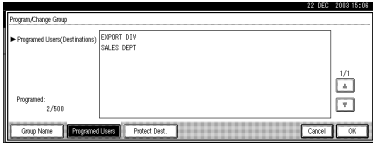
- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.

4 Press [Address Book: Program/Change/Delete Group].

5 Select the group where the data you want to check is registered.

6 Press [Programed Users].

All the user (destination) names appear.



7 Press [OK].

8 Press [Exit].

9 Press the [User Tools/Counter] key.

Changing a Group Name

1 Press the [User Tools/Counter] key.

2 Press [System Settings].

3 Press [Key Operator Tools], and then press [▼Next].

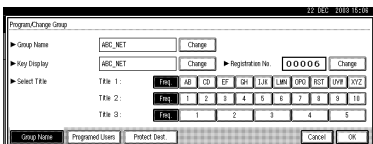
4 Press [Address Book: Program/Change/Delete Group].

5 Press the group key you want to change.

6 Enter the items.

To change the group name and key display

1 Press [Change] under Group Name or Key Display.



2 Enter the new group name or key display, and then press [OK].

To change the title

1 Press the title key under Select Title.

To change the registration number

1 Press [Change] under Registration No..

2 Enter the new registration number using the number keys.

3 Press [#].

7 Press [OK].

8 Press [Exit].

9 Press the [User Tools/Counter] key.

Deleting a Group

1 Press the [User Tools/Counter] key.

2 Press [System Settings].

3 Press [Key Operator Tools], and then press [▼Next].

4 Press [Address Book: Program/Change/Delete Group].

5 Press [Delete].

6 Press a group key you want to delete.

7 Press [Yes].

8 Press [Exit].

9 Press the [User Tools/Counter] key.

Registering the Transfer Request

This section describes how to register the Transfer Station and Receiving Station used in the fax function's Transfer Request.

Note

- ❑ Before you can use Transfer Request, you must program the Polling ID and set the Transfer Report. See “Programming a Polling ID” and “Transfer Report”, *Facsimile Reference <Advanced Features>*.

Transfer Station

Refers to the machine that receives the Transfer Request to forward incoming messages to another destination.

Receiving Station

Refers to the facsimile or computer that receives messages from the Transfer Station.

Limitation

- ❑ When messages are transferred by fax, Transfer Stations must be machines of the same make as this one, and have the Transfer Station function.
- ❑ When messages are transferred by e-mail, Transfer Stations must be machines of the same make as this one, and have both the Transfer Station and Internet Fax functions.
- ❑ You cannot use Transfer Request without programming the fax number or e-mail address of the Requesting Party in the Address Book (Quick Dial) of the Transfer Stations.

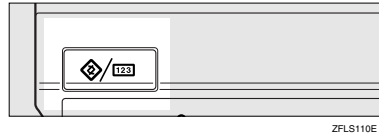
Note

- ❑ Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.

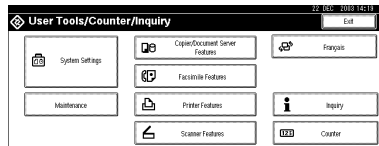
- ❑ You can have up to 30 Receiving Stations per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.

Registering a Transfer Station/Receiving Station

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



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



- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book: Program/Change/Delete Transfer Request]**.

- 5 Press **[New Program]**.

- 6 Set the Transfer Request's information.

To register the Transfer Request name and key display

- 1 Press **[Change]** under Transfer Request Name or Key Display.

The user (destination) name or key display entry display appears.

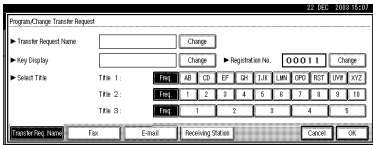
- Enter the Transfer Request name or key display, and then press [OK].

 **Reference**

p.151 “Entering Text”

To select the title

- To associate a Transfer Request name with a title, press the title key under Select Title.



 **Note**

- The keys you can select are as follows:

- [Freq.]... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]... Added to the list of items in the selected title.

- You can select [Freq.] and one more page for each title.

- Press [Fax].
- Enter the items. See step 7 on p.74 “Registering a Fax Destination”.
- Press [E-mail].
- Enter the items. See steps 7 and 8 on p.79 “Registering an E-mail Destination”.
- Press [Receiving Station].
- Specify the Receiving Stations.

 **Note**

- When specifying the Receiving Stations, use the numbers stored in Quick Dial keys, or Groups in the Transfer Station.

Quick Dial

- Press [#Quick Dial].
- Enter the number stored in the Quick Dial of the Transfer Station using the number keys.

For example, to select the destination stored in Quick Dial 01 of the Transfer Station, enter [0][1].

- To specify an additional Receiving Station, press [Add].

Group Dial

- Press [#*-*Group Dial].
- Enter the Group number using the number keys.

For example, to select the destinations stored in Group 04 of the Transfer Station, enter [0][4].

- To specify an additional Receiving Station, press [Add].

- When you have specified all the Receiving Stations, press [OK].

- Press [Exit].

- Press the [User Tools/Counter] key.

Changing a Registered Transfer Station/Receiving Station

- Press the [User Tools/Counter] key.

- Press [System Settings].


3 Press [Key Operator Tools], and then press [▼Next].

4 Press [Address Book: Program/Change/Delete Transfer Request].

5 Select the registered Transfer Station/Receiving Station user you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

 **Note**

If you press , you can search for a user by Transfer Request name, fax number, or e-mail address.

6 Enter the items.

To change the Transfer Request name and key display

- 1** Press [Change] under Transfer Request Name or Key Display.
- 2** Enter the new Transfer Request Name or key display, and then press [OK].

To change the title

- 1** Press the title key under Select Title.

To change the Transfer Station

- 1** Press [Fax].
Proceed to step **3** when messages are transferred by e-mail.
- 2** Change the Transfer Station's information. See step **7** on p.76 "Changing a Registered Fax Destination".
- 3** Press [E-mail].

- 4** Change the Transfer Station's information. See steps **7** and **8** on p.80 "Changing a Registered E-mail Destination".

To change the Receiving Station

- 1** Press [Receiving Station].
- 2** Select the Receiving Station you want to change.
- 3** Press [Clear] to clear the number, and then enter the new number using the number keys.

7 Press [OK].

8 Press [Exit].

9 Press the [User Tools/Counter] key.

Deleting a Registered Transfer Station/Receiving Station

1 Press the [User Tools/Counter] key.

2 Press [System Settings].

3 Press [Key Operator Tools], and then press [▼Next].

4 Press [Address Book: Program/Change/Delete Transfer Request].

5 Press [Delete].

6 Select a Transfer Request you want to delete.

Press the Transfer Request key, or enter the registered number using the number keys.

7 Press [Yes].

8 Press [Exit].

9 Press the [User Tools/Counter] key.

Programming/Changing LDAP Server

Programming an LDAP server allows you to look up e-mail destinations from the LDAP server Address Book directly. This function is available when you send scan files by e-mail using scanner function.

Note

- ❑ Select **[ON]** in the Use LDAP Server setting to use this function. See p.63 "Use LDAP Server".
- ❑ This function supports LDAP Version 2 and 3.
- ❑ To ensure successful searching, make sure the server name and port number are entered correctly. For details, ask your network administrator.

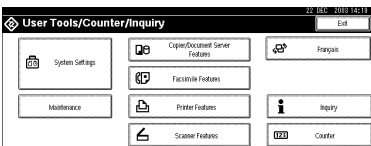
Programming an LDAP Server

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



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



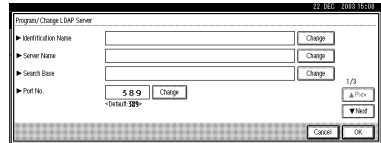
- 3 Press **[Key Operator Tools]**, and then press **[▼Next]** twice.

- 4 Press **[Program/Change LDAP Server]**.

- 5 Enter the items.

To enter an identification name

- 1 Press **[Change]** under Identification Name.



- 2 Enter the server's identification name.

- 3 Press **[OK]**.

To enter a server name

- 1 Press **[Change]** under Server Name.

- 2 Enter the LDAP server name.

- 3 Press **[OK]**.

To enter the search base

- 1 Press **[Change]** under Search Base.

- 2 Enter the search base.

Note

- ❑ For example, if you enter "ou=sales department, o=ABC", searching will start below the sales department level of ABC company (here, "ou" stands for organization unit, and "o" stands for company).

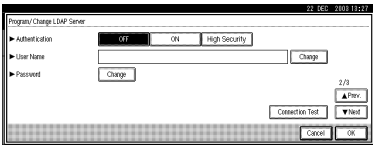
- 3 Press **[OK]**.

To enter a port number

- 1 Press **[Change]** under Port No..
- 2 Enter the port number using the number keys, and then press **[#]**.

To set authentication

- 1 Press **[▼Next]**.
- 2 Press **[ON]** or **[High Security]** under Authentication.



 **Note**

- [High Security]** is not available with LDAP Version 2.
- When **[ON]** or **[High Security]** is selected, the administrator account name and password is required to access the LDAP server.
- When **[High Security]** is selected, you can use a generic password unique to the network. If you do this, the server also requires the same setting. For details, ask your network administrator.

To enter the user name and password

 **Note**

- To use the administrator account for authentication, enter the account name and password here.
- If you leave the user name and password blank, users will be prompted for the password every time they attempt to connect to the LDAP server.

- 1 Press **[▼Next]**.
- 2 Press **[Change]** under User Name.
- 3 Enter the user name, and then press **[OK]**.
- 4 Press **[Change]** under Password.
- 5 Enter the password, and then press **[OK]**.

To test the connection

- 1 Press **[Connection Test]**.

A connection test is carried out.

- 2 Press **[Exit]**.

 **Note**

- If the connection test fails, check your settings, and then try again.

To set search options

 **Note**

- You can search the LDAP server data using keywords below: Name, E-mail Address, Fax Destination, Company Name, Department Name. You can specify an additional keyword. This must be predefined in your LDAP database.

- 1 Press **[▼Next]** twice.
- 2 Press **[Change]** under Attribute.
- 3 Enter the attribute you want to use for searching e-mail addresses, and then press **[OK]**.
- 4 Press **[Change]** under Key Display.
- 5 Enter the attribute's display name, and then press **[OK]**.

Note

- For example, if you want to sort e-mail addresses by employees' number, enter "employeeNo" in the Attribute field, and "Employee No." in the Key Display field.

6 Press [OK].

7 Press the [User Tools/Counter] key.

Changing an LDAP Server

1 Press the [User Tools/Counter] key.

2 Press [System Settings].

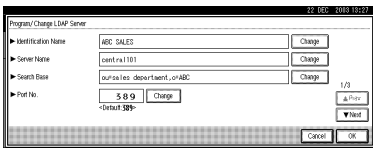
3 Press [Key Operator Tools], and then press [▼Next] twice.

4 Press [Program/Change LDAP Server].

5 Change the items.

To change an identification name

1 Press [Change] under Identification Name.



2 Enter a new identification name for the server.

3 Press [OK].

To change the server name

1 Press [Change] under Server Name.

2 Enter the new LDAP server name.

3 Press [OK].

To change the search base

1 Press [Change] under Search Base.

2 Enter the new search base.

3 Press [OK].

To change a port number

1 Press [Change] under Port No..

2 Enter the new port number using the number keys, and then press [#].

To change authentication

1 Press [▼Next].

2 Select [ON] or [High Security] if you want to activate authentication. Select [OFF] to cancel it.

Note

[High Security] is not available when the LDAP Version is 2.

When [ON] or [High Security] is selected, the administrator account name and password is required to access the LDAP server.

When [High Security] is selected, you can use a generic password unique to the network. If you do this, the server also requires the same setting. For details, ask your network administrator.

To change the user name and password

1 Press [▼Next].

2 Press [Change] under User Name.

3 Enter the new user name, and then press [OK].

4 Press [Change] under Password.

- 5 Enter the new password, and then press [OK].

 **Note**

- The user name and password are of a user who is authorized to access the LDAP server.
- You can press **[Connection Test]** to check if the new settings work.

To change search options

- 1 Press [▼Next] twice.
 - 2 Press [Change] under Attribute.
 - 3 Enter a new attribute, and then press [OK].
 - 4 Press [Change] under Key Display.
 - 5 Enter the attribute's new display name, and then press [OK].
- 6 Press [OK].
 - 7 Press the **[User Tools/Counter]** key.

5. Troubleshooting

If Your Machine Does Not Operate As You Want


The following chart contains explanations of common problems and messages. If other messages appear, follow the instructions displayed.

Note

- ❑ If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. See p.169 "Copy Paper".

General

Problem	Causes	Solutions
"Please wait." appears	This message appears when you turn on the operation switch or change the toner bottle.	If the power does not come on even after 2 minutes have elapsed, contact your service representative.
The display is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position to see the display panel properly.
	The machine is in Energy Saver mode.	Press the [Energy Saver] key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
Memory is full.	There are too many scanned pages or stored files: hard disk capacity is exceeded.	Press [Delete File] to delete unnecessary documents.
The function status indicator is red.	The function associated with the red indicator was interrupted.	Press the function key corresponding to the indicator. Follow the instructions that appear on the control panel.
The user code entry display appears.	Users are restricted by user management.	Enter the user code (up to 8 digits), and then press [#] .

Problem	Causes	Solutions
The main power indicator continues blinking and does not turn off when pressed.	This occurs in the following cases: <ul style="list-style-type: none"> • The exposure glass cover or the ADF is open. • The machine is communicating with external equipment. • The hard disk is active. 	Close the exposure glass cover or ADF, and check if the machine communicating with a computer.
“Self checking.”, “Colour is being adjusted.” appears.	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to get ready.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1-4 with the print side up, and into the LCT or bypass tray with the print side down. See p.107 “Orientation-Fixed Paper or Two-Sided Paper”.
Misfeeds occur frequently.	The tray’s side guides may not be locked.	Check the side guides are locked. See p.120 “Changing the Paper Size”.
	The tray’s end guide may not be set properly.	Check the end guide is set properly. See p.120 “Changing the Paper Size”.
	You may have loaded paper of a size not shown on the paper size selector.	When using paper of a size that cannot be detected automatically, use Tray Paper Settings to set the paper size. See p.53 “Tray Paper Size:Tray 2-4” and p.169 “Copy Paper”.
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover as required.	Clear misfed paper, and then open and close the front cover. See p.111 “  Clearing Misfeeds”.
Cannot print in duplex mode.	You cannot use paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1-4 in copier mode or with the printer driver.
	[1 Sided Copy] is selected for Paper Type: Tray 1-4.	Select [2 Sided Copy] for Paper Type: Tray 1-4. See p.53 “Paper Type: Tray 1-4”
You forgot your key operation code	—	Contact your service representative.

Document Server

Problem	Solutions
"Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?" appears.	<p>The number of scanned pages exceeds the capacity per file of the Document Server.</p> <p>To store scanned pages as a file, press [Store File]. Scanned data is stored as a file in the Document Server. If you do not want to store scanned pages, press [No]. Scanned data is deleted.</p>
You forgot your password.	<p>You can temporarily access password-protected files. Press [Unlock] in Password Management for Stored Files in User Tools. See p.155 "Temporarily Disabling Document Security".</p> <p>You can delete all stored documents at once with User Tools. See p.63 "Delete All Files".</p> <p>Make sure no important documents are stored in the Document Server before deleting all stored documents.</p>
You cannot find out what is stored in a file.	<p>Check the date or time column in the Document Server: Select Files to Print display.</p>
	<p>Check document content by printing it's first page. Press the line of the document in the Document Server: Select Files to Print display, and then press [Print 1st Page] followed by the [Start] key.</p>
Memory frequently becomes full.	<ul style="list-style-type: none"> • Press [Delete File] to delete selected documents to increase available memory. • Delete documents stored using the scanner function. See <i>Scanner Reference</i>.
You want to check print quality before making a large print run.	<p>Check print quality by printing out only the first set using the [Sample Copy] key.</p>
"Original is being scanned by another function." appears.	<p>The copier or scanner function is in use. To cancel a job in progress, first press [Exit], and then press the [Copy] key or [Scanner] key. Next, press the [Clear/Stop] key. When the message "[Stop] key was pressed. Stop printing?" appears, press [Stop].</p>

Maintenance

Problem	Causes	Solutions
Fuser Oil Unit Replacement. Fusing oil is empty. Please replace Fuser Oil Unit.	It is time to replace the fuser oil unit.	Check your maintenance service contract.
Waste Toner Bottle Replacement. Waste Toner Bottle is full. Please replace Waste Toner Bottle.	The waste toner bottle is full and it is time to replace it.	Check your maintenance service contract.

Loading Paper

Important

- ❑ Tray 1 and LCT use A4 paper exclusively. Load only A4 paper at all times.
- ❑ If you want to load Letter-sized paper (8 1/2" × 11") paper in Tray 1 or LCT, contact your sales or service representative.

Reference

For paper types and sizes, see p.169 "Copy Paper".

To load paper in the bypass tray, see "Copying from the Bypass Tray", *Copy Reference*.

Note

- ❑ Fan the paper before loading.
- ❑ Straighten curled or warped paper before loading.

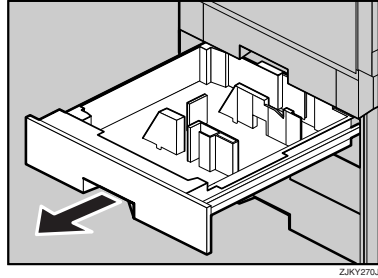
Loading Paper into Paper Trays and Paper Tray Unit

Tray 1 uses only A4 paper. If you want to load 8 1/2" × 11", contact your sales or service representative.

The position of the side and end guides can be changed in tray 2, 1 tray paper unit, and 2 tray paper unit. Paper of various sizes can then be loaded in them.

This section describes loading paper in tray 2.

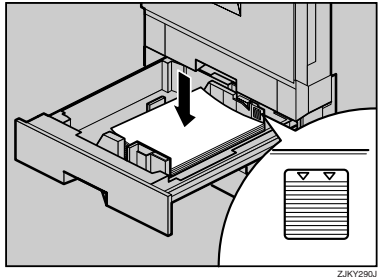
1 Pull out the paper tray until it stops.



Note

- ❑ You can change the paper size, see p.120 "Changing the Paper Size".

2 Load paper into the tray with the print side down.



Important

- ❑ Do not stack paper over the limit mark.

3 Push in the paper tray slowly until it stops.

If a tray is pushed forcefully, the position of its side guide may shift.

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

The following paper sizes are not selected automatically:

- B5 JIS
- 8¹/₂"×14"
- 8¹/₂"×11"

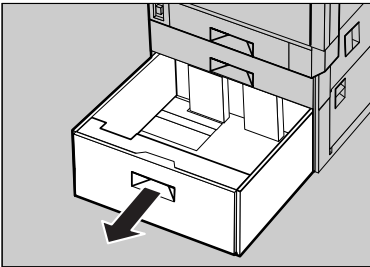
Reference

p.121 "If you load a paper size that is not selected automatically".

Loading Paper into Large Capacity Tray (optional)

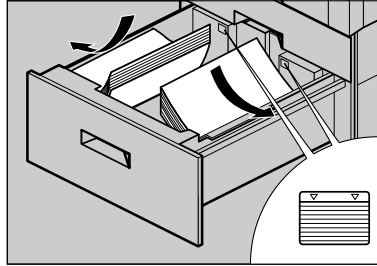
LCT (optional) uses A4 paper exclusively. Only load A4 paper. If you want to load 8¹/₂"×11", contact your sales or service representative.

- 1** Pull out the LCT, slowly until it stops.



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- 2** With the print side down, align all four sides of two paper stacks, and then load them next to each other in the tray. Each side has a limit of 1,000 sheets.



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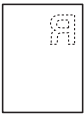
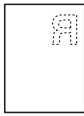









Important

- Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.
- Do not stack paper over the limit mark.

- 3** Push the paper tray slowly in until it stops.

Orientation-Fixed Paper or Two-Sided Paper


Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Select **[Yes]** in Letterhead Setting under Copier/Document Server Features, and then place the original and paper as shown below (see “Letterhead Setting” *Copy Reference*). When printing with the printer function, placement orientation is the same.

Copy Mode		Paper Tray	LCT	Bypass Tray	
				Original on the exposure glass	Original on the ADF
Paper placing direction 	1 Sided			 *1	 *1
	2 Sided			—	—
Paper placing direction 	1 Sided		—	 *1	 *1
	2 Sided		—	—	—

*1 When specifying the paper size.

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Adding Toner

When  appears, it is time to add toner.

WARNING:

- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.**

CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

CAUTION:

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

CAUTION:

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

CAUTION:

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

CAUTION:

- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*

If the message "No toner :xxxx,xxxx" is shown on the display, replace the applicable colour-toner.


Note

- "xxxx,xxxx" is shown as the colour of toner is almost empty, and the combination of 1-4 of Yellow, Magenta, Cyan, and Black is displayed.

Important

- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.

Note

- The message " Toner is almost empty." on the display shows a toner name and the telephone number for ordering.

- ❑ The consumption of toner depends on the humidity, temperature and printing factors such as image size, density, number of prints, paper size, and paper type. Moreover, to preserve print quality, this machine automatically performs periodic maintenance using the toner.
- ❑ Change all four colour-toner cartridges in the same way.

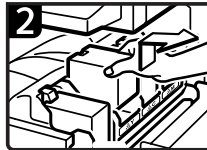
 **Reference**

For details about toner storage, see p.137 “Toner Storage”.

Inserting Toner



1. Open the upper right cover.
2. Unhook the hook on the toner cartridge with one hand.



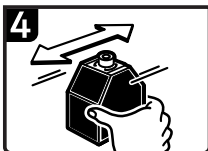
3. Holding the toner cartridge with the other hand, pull the cartridge up and out slowly.

 **Important**

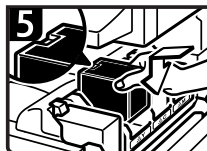
- ❑ Do not shake the removed toner cartridge. The remaining toner might scatter.



4. Take out the new toner cartridge from the box.



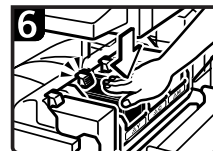
5. Shake the toner cartridge back and forth 5-6 times.



6. Hold the toner cartridge with the metal contact area in front, and attach it observing the direction of the arrow.

 **Important**

- ❑ Do not touch the metal contact point with your fingers.



7. Insert the toner cartridge slowly until the hook snaps on the metal contact area.

 **Important**

- ❑ Do not install and remove the toner cartridges over and over. This could result in a toner leak.

8. Close the upper right cover.

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When toner remains

Toner can remain inside the toner cartridge in certain environments. If this happens, set the toner cartridge again. Toner will be supplied automatically, and you can then continue to use it.

Clearing Misfeeds

CAUTION:

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

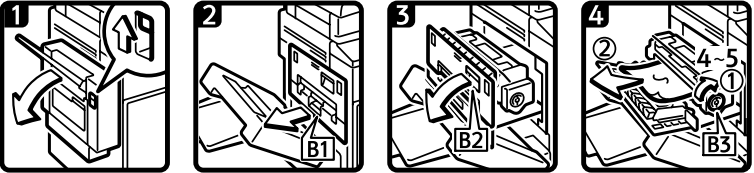
Important

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings will be lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur frequently, contact your service representative.

Note

- More than one misfed area may be indicated. When this happens, check all the areas indicated. See the following charts:
 - A, B, Y, Z1 ⇒ p.112
 - R (2 Tray Finisher) ⇒ p.115
 - R (Booklet Finisher) ⇒ p.114
 - P ⇒ p.116
 - Z2 ⇒ p.118
- Inside the finisher, or inside the front cover, there is a sticker explaining how to remove misfed paper.

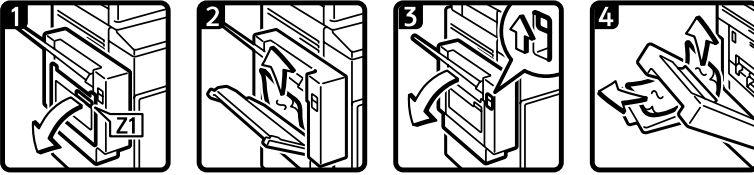
B



1. Open the Duplex Reversal Unit.
2. Hold up lever **B1**, and then gently pull out the upper left cover.
3. Hold up lever **B2**, and then open the upper left cover.
4. Turn knob **B3**, and then remove the misfed paper.

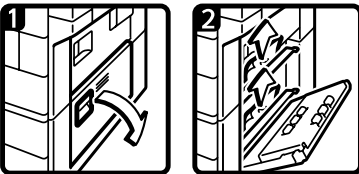
If you can not remove the misfed paper
Contact your service representative.

Z1



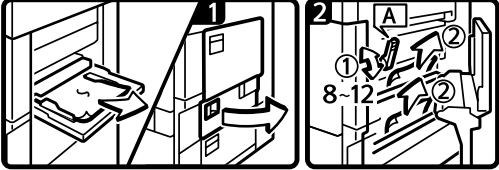
1. Open the Duplex Reversal Unit cover.
2. Remove the misfed paper.
3. Open the Duplex Reversal Unit.
4. Remove the misfed paper.

Y



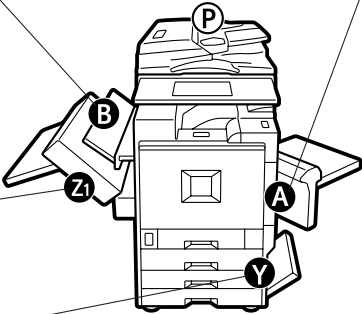
1. Open the lower right cover.
2. Remove the misfed paper.

A



1
1. Pull out the Bypass tray, and then remove the misfed paper.
If you cannot remove the misfed paper, open the cover.

2
2. Move lever **A** up and down, and then remove the misfed paper.



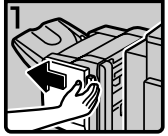
You can make an enlarged copy of this page and stick it on walls in the proximity of the machine.

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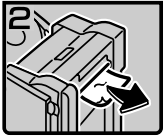


Booklet finisher

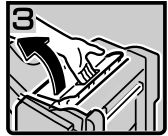
When R1 is displayed



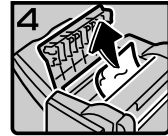
1. Hold the release lever, and then remove the finisher.



2. Remove the misfed paper.

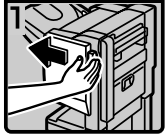


3. Open the upper cover.

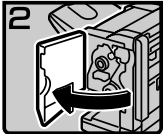


4. Remove the misfed paper.
5. Close the upper cover.
6. Attach the finisher.

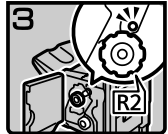
When R2-R4 are displayed



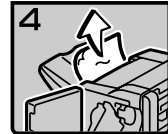
1. Hold the release lever, and then remove the finisher.



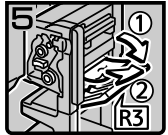
2. Open the front cover.



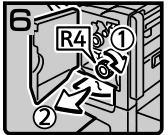
3. Make sure the blue marker is visible. If not, turn knob R2 until it is visible.



4. Remove the misfed paper.



5. Hold lever R3, and then open the cover.
6. Remove the misfed paper.

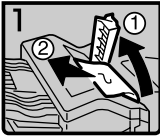


7. Turn knob R4, and then remove the misfed paper.

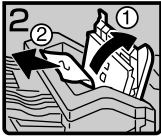
5

R

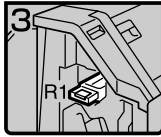
2 Tray finisher



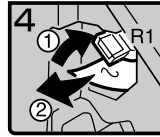
1. Open the upper cover.
2. Remove the misfed paper.



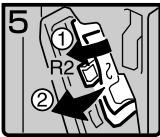
3. If you cannot remove the paper, open the cover next to the upper cover.



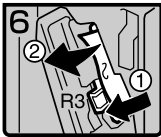
4. Open the front cover.
5. Check the position of R1 lever.



6. Hold up lever R1, and then remove the misfed paper.



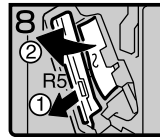
7. Lower R2 lever, and then remove the misfed paper.



8. If you cannot remove the misfed paper, lower R3 lever and then remove the misfed paper.

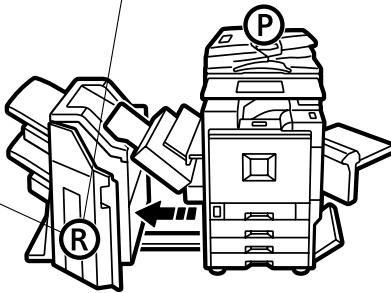


9. Push lever R4 to the right, and then remove the misfed paper.



10. Slide R5 lever to the front, and then remove the misfed paper.

11. Close the front cover.

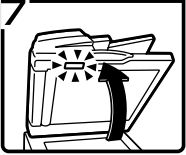
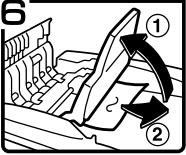
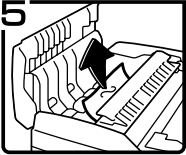
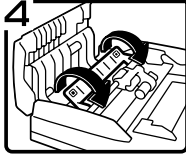
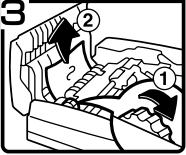
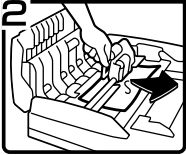
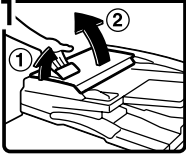


5

You can make an enlarged copy of this page and stick it on walls in the proximity of the machine.

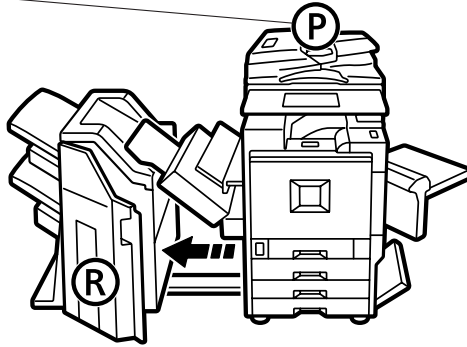
AAE015S

P



1. Pull up the lever, and then open the upper cover.
2. Lift the lever.
3. Remove the misfed paper.
4. Turn the dial in the direction of the arrow, and then slowly remove the paper.
5. Move the panel in the direction of the arrow.
6. Remove the misfed paper.
7. Hold the ADF external cover, and then slowly remove the misfed paper.
8. Close the upper cover.
9. Open the ADF, and then move the blue hook to the left and loosen the white cover.
10. Remove the misfed paper.

5

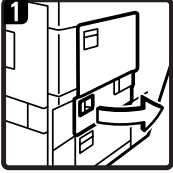


You can make an enlarged copy of this page and stick it on walls in the proximity of the machine.

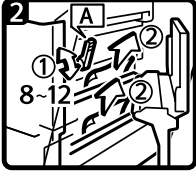
AAE016S



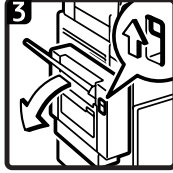
When Z2 is displayed (1)



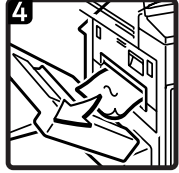
1. Open the lower right cover.



2. Move the [A] lever up and down to remove the misfed paper.



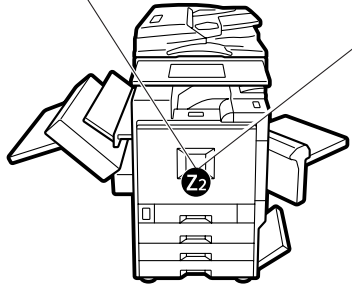
3. If Z2 is still displayed, open the duplex reversal unit.



4. Check if there is any paper in the opening to the duplex reversal unit.

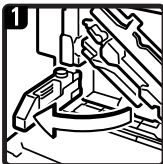
If Z2 is still displayed, follow the procedure in "When Z2 is displayed (2)".

5

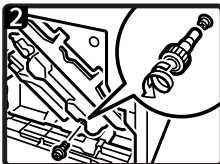


Z2

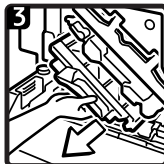
When Z2 is displayed (2)



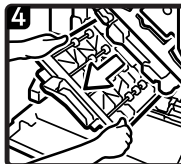
1. Open the front cover. Pivot the waste oil bottle outward.



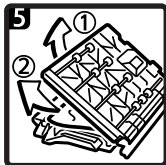
2. Using the green screwdriver inside the front cover, remove the screw holding the duplex feed unit.



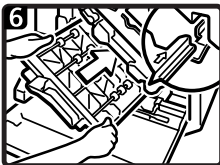
3. Grip the upper left area of the duplex feed unit and slowly pull it halfway out.



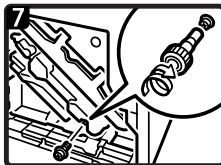
4. Hold the duplex feed unit with both hands, and slide it straight out.



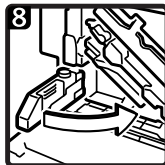
5. Place the duplex feed unit gently on the floor. Slowly open it and remove the misfed paper.



6. Hold the duplex feed unit with both hands. Place it on the vertical rail and slide it in until it stops.



7. Reattach the duplex unit using the screw removed in step 2.



8. Close the waste oil bottle.

5

You can make an enlarged copy of this page and stick it on walls in the proximity of the machine.

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Changing the Paper Size

Preparation

Be sure to select the paper size with User Tools and the paper size selector. If you do not, misfeeds might occur. See p.53 "Tray Paper Size:Tray 2-4".

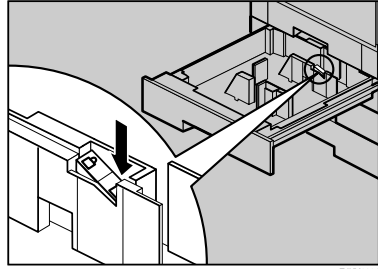
Note

- Tray 1 and LCT (optional) use only A4 paper. To load 8 1/2" x 11" paper, contact your service representative.
- Procedures for changing the paper size differ depending on the tray (tray 1 or other optional paper tray units). Make sure you are following the appropriate procedure before you begin.

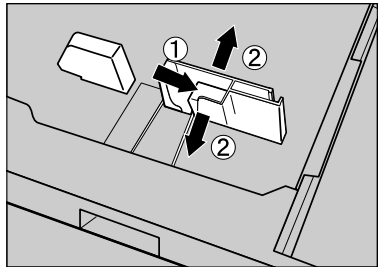
Reference

For details about paper sizes and types, see p.169 "Copy Paper".

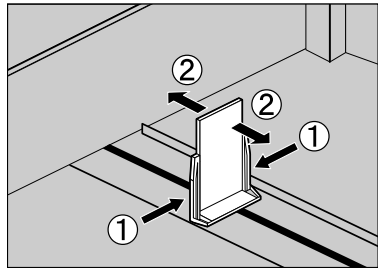
- 3** Set the paper guide lock to the "unlocked" position.



- 4** While pressing the release lever, adjust the side guides to the paper size.



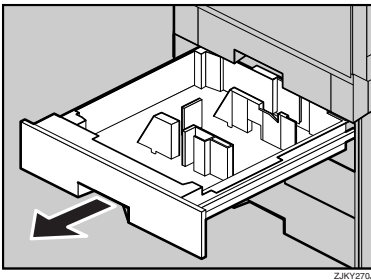
- 5** Adjust the end guide to the paper size.



5

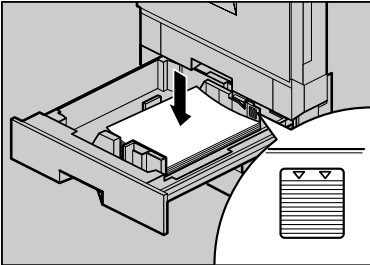
Changing the Paper Size of the Paper Tray

- 1** Make sure the paper tray is not in use. Then, pull the paper tray out slowly.



- 2** If paper is loaded in the tray, remove it.

- Square the paper, and then load it in the tray with the copying face down.



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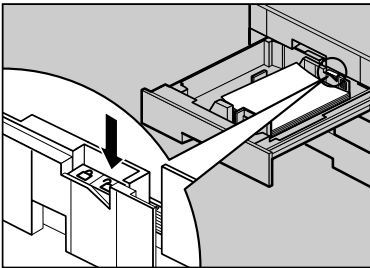
Important

- Do not stack paper over the limit mark.
- Check the top of the paper is aligned to the right side.

Note

- If there is space between the side guide and paper, bring the side guide flash against the edge of the paper.

- Lock the side guide.



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- Gently push the paper tray in until it stops.

- Check the paper size shown on the display panel.

If you load a paper size that is not selected automatically

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

Following paper sizes that are not selected automatically.

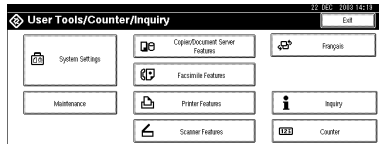
- B5 JIS
- 8 1/2" x 14"
- 8 1/2" x 11"

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

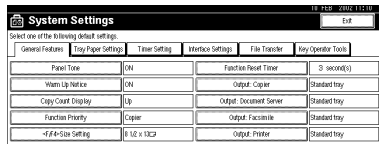


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- Press **[System Settings]**.



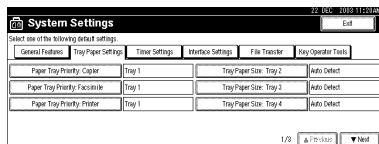
- Press **[Tray Paper Settings]**.



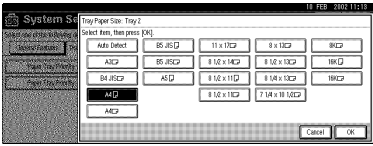
- Select the tray for which you want to change the paper settings.

Note

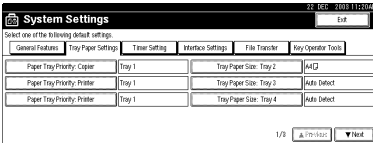
- Press either of **[Tray Paper Size: Tray 2]** to **[Tray Paper Size: Tray 4]**.



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



The set paper size and feed direction is displayed.



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

The initial display is shown.

Important

- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, repeat step 1 to 4, and select "Auto Detect" in step 5. The setting is returned to "Auto Detect".

Adding Staples

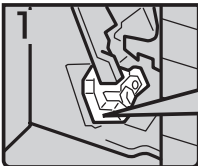
Important

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

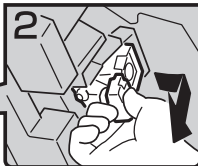
Reference

For details about the type of finisher, see p.17 “External Options”.

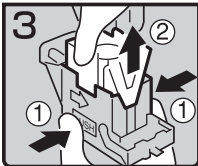
2 Tray Finisher



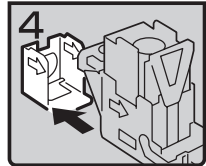
1. Open the front cover of the finisher.



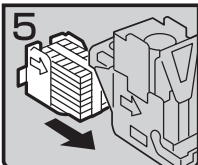
2. Hold the green lever, and then gently pull out the cartridge.



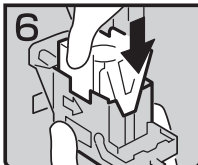
3. Hold both sides of the cartridge, and then raise the upper unit.



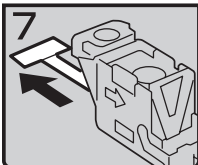
4. Remove the empty refill in the direction of the arrow.



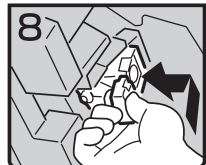
5. Push in the new cartridge until it clicks.



6. Gently push down the upper unit.

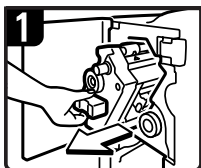


7. Pull out the ribbon.

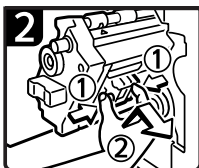


8. Hold the green lever while pushing in the cartridge until it clicks.
9. Close the front cover of the finisher.

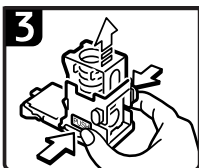
Booklet Finisher



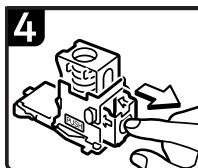
1. Open the front cover.
2. Hold the lever, and then pull out the Staple unit.



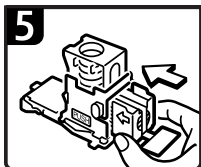
3. Push the cartridge button, and then pull out the cartridge while lifting the cartridge.



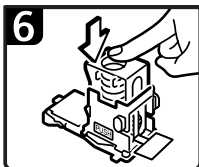
4. Hold both sides of the cartridge, and then pull up the upper unit of the cartridge.



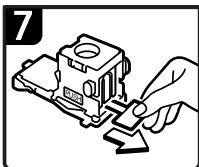
5. Remove the empty refill in the direction of the arrow.



6. Push in the new cartridge until it clicks.



7. Gently push down the upper unit.



8. Pull out the ribbon.



9. Push in the cartridge until it clicks.
10. Close the front cover of the finisher.

5

Removing Jammed Staples

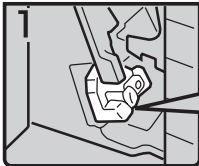
Note

- ❑ Curled paper may cause staples to jam. To avoid this, turn copy paper over in the tray. If there is no improvement, change to a stiffer copy paper.
- ❑ After removing jammed staples, staples will not be ejected the first few times you try to use the stapler.

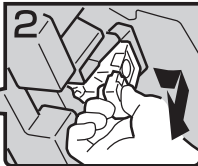
Reference

For types of finisher, see p.17 “External Options”.

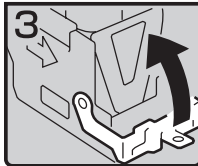
2 Tray Finisher



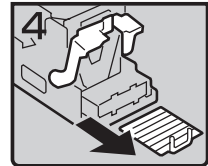
1. Open the front cover of the finisher.



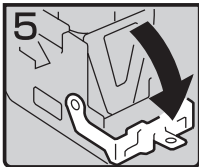
2. Hold the green lever, and then gently pull out the cartridge.



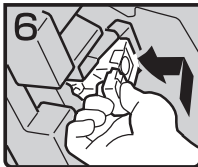
3. Open the faceplate of the cartridge.



4. Remove any jammed staples.



5. Close the faceplate, pushing until it clicks.

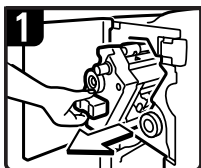


6. Hold the green lever, and then push in the cartridge until it clicks.

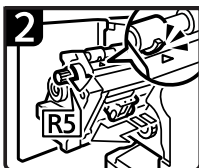
7. Close the front cover of the finisher.

AAE011S

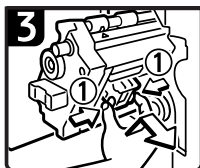
Booklet Finisher



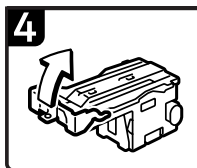
1. Open the front cover of the finisher.
2. Hold the lever, and then pull out the staple unit.



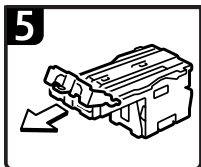
3. Turn knob **R5** until the cartridge moves to the front.



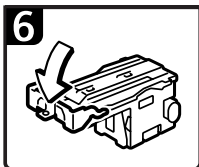
4. Push the cartridge button, and lift up while removing.



5. Open the cartridge's faceplate.



6. Remove any jammed staples.



7. Close the cartridge's faceplate.



8. Push in the cartridge until it clicks.
9. Close the front cover of the finisher.

5

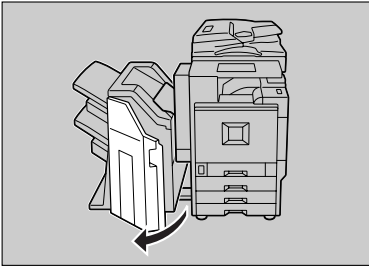
Removing Punch Waste

Note

- While "Punch Receptacle Full" is displayed, you cannot use the Punch function.

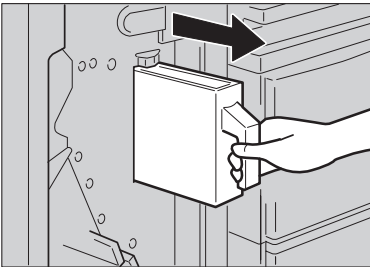
2 Tray Finisher

- Open the front cover of the 2 tray finisher.



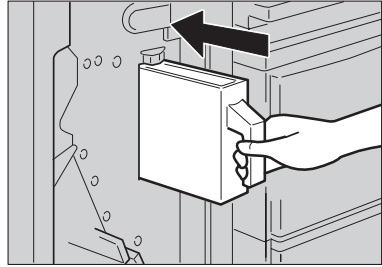
ZKVH170J

- Pull out the punch waste box, and then remove punch waste.



ZDSO020J

- Reinstall the punch waste box.



ZDSO030J

Note

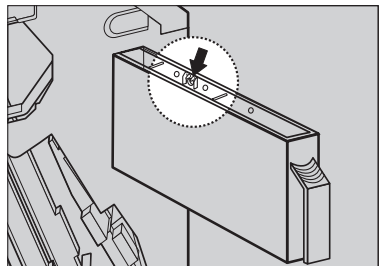
- If you do not, "Punch Receptacle Full" will remain displayed.

- Close the front cover of the 2 tray finisher.

"Punch Receptacle Full" disappears.

Note

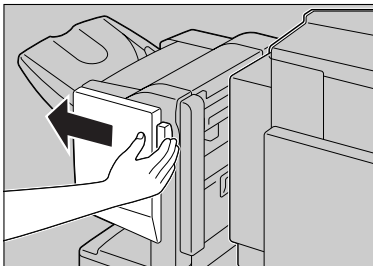
- If the message is still displayed, reinstall the punch waste box.
- The message "Punch Receptacle Full" may appear even when the punch waste box is not yet full. If this happens, the position of the punch waste box (indicated by the arrow as shown) may be blocked by punch waste. Remove the punch waste.



ZHVPO10J

Booklet Finisher

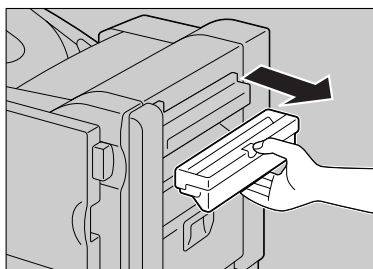
- 1** Hold the release lever, and then pull out the booklet finisher.



ZKXH220J

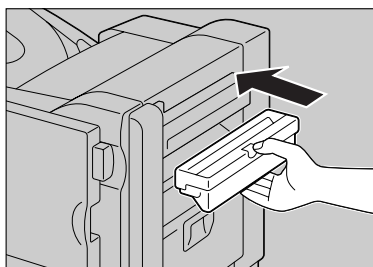
5

- 2** Pull out the punch waste box, and then remove the paper chips.



ZKXH180J

- 3** Reinstall the punch waste box.



ZKXH180J

 **Note**

- If the message does not disappear, reinstall the punch waste box.

- 4** Attach the booklet finisher.

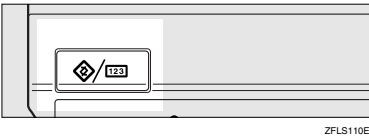
Adjusting the Colour Registration

When the machine is moved, the Fusing Unit is replaced, or after printing repeatedly for some time, registration shifting might occur. By performing colour registration adjustment, you can maintain optimum print results.

Auto Colour Registration

If the colour documents show registration shifting, perform automatic colour registration.

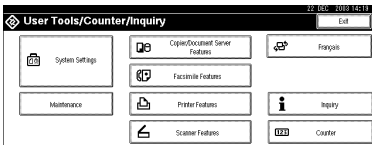
- 1 Press the **[User Tools/Counter]** key.



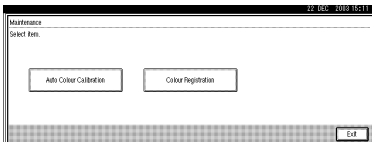
ZFLS110E

"User Tools/Counter" appears on the panel display.

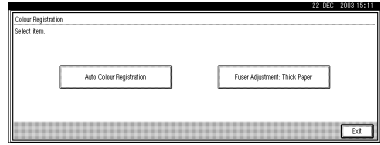
- 2 Press **[Maintenance]**.



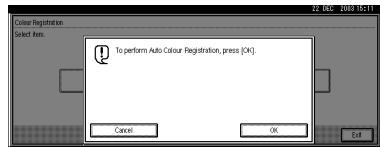
- 3 Press **[Colour Registration]**.



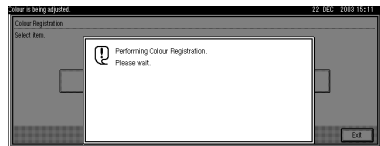
- 4 Press **[Auto Colour Registration]**.



- 5 Press **[OK]**.



Auto colour registration will be started.



Auto colour registration takes about fifty seconds. When it is completed, the display returns to the colour registration menu.

- 6 When you have made all the settings, press the **[User Tools/Counter]** key.

The initial display is shown.

Fuser Adjustment for Thick Paper

When colour shifting occurs using thick paper

Follow the procedure below if colour shifting occurs when you use the thick paper of A4 size or larger.

Important

- When the toner cartridge is almost empty, "Fuser Adjustment: Thick Paper" is not available. Replace the toner cartridge before the adjustment.

Note

- Thick paper is needed for the adjustment. Prepare thick paper similar to what you normally use.

- Load the A4 or larger thick paper in the Bypass Tray.

Reference

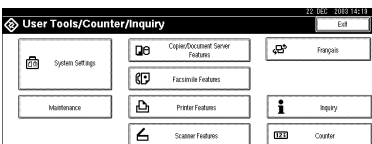
For details about paper size and the procedure for loading paper in the Bypass tray, see "Copying from the Bypass tray", *Copy Reference*

- Press the [User Tools/Counter] key.

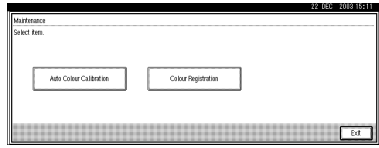


ZFLS110E

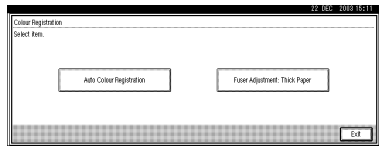
- Press [Maintenance].



- Press [Colour Registration].



- Press [Fuser Adjustment: Thick Paper].

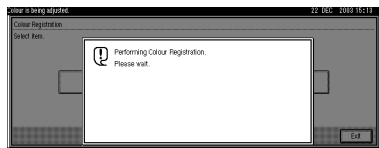
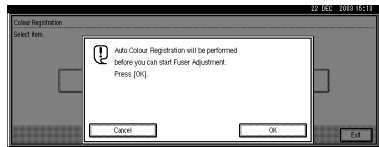


Important

- When the toner cartridge is almost empty "Fuser Adjustment cannot be performed. Replace Toner cartridge." appears on the panel display.

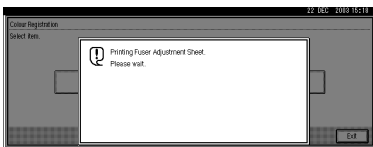
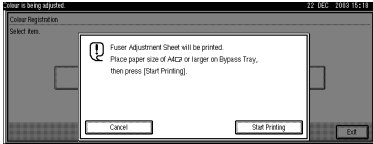
- Press [OK].

Auto Colour Registration begins.

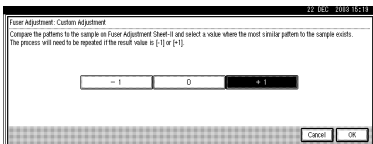


7 Make sure that following message appears on the display, and then press **[Start Printing]**.

Fuser Adjustment Sheet II is printing. See p.132 “Checking the Fuser Adjustment Sheet”.

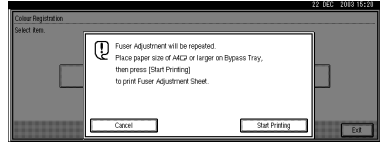


8 Compare the sample with the printed pattern box at the bottom of the Fuser Adjustment Sheet II. Specify which square in the box matches the sample.



If you specify “0”, setting is finished and the display that appeared in step returns.

If you specify “-1” or “+1”, the following display appears.



Press **[Start Printing]**. An adjusted Fuser Adjustment Sheet II is printed and the display that appeared in Step **8** reappears. Keep adjusting until the printed pattern looks the same as the printed pattern, and then specify “0”.

9 After making all the settings, press the **[User Tools/Counter]** key. The initial display is shown.

Checking the Fuser Adjustment Sheet

Following image is sample of the test sheet.

◆ Fuser Adjust Sheet II



5

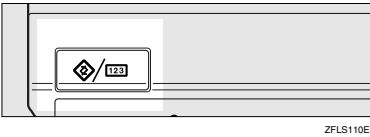
Auto Colour Calibration

If a certain colour is strong or the colour of the copy differs from the original, adjust the yellow, magenta, cyan and black balance.

Note

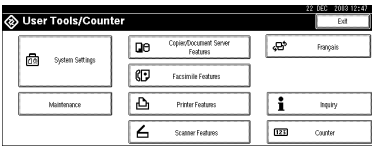
- If "Toner is almost empty." is shown on the display panel, the test pattern cannot be printed.

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



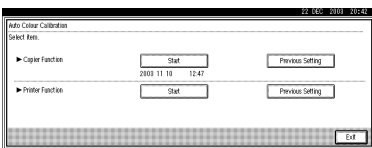
ZFLS110E

2 Press **[Maintenance]**.



3 Press **[Auto Colour Calibration]**.

4 Press **[Start]** on the "Copier Function".








Note

- When performing the auto colour calibration from the copy function, press **[Start]** under Copier Function. When performing from the printer function, press **[Start]** under Printer Function.

5 Press **[Start Printing]** and a test pattern will be printed.

Note

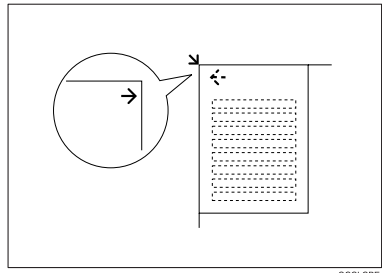
- When performing the auto colour calibration from the printer function, select test patterns from **[600 x 600 dpi]**, **[1800x600 dpi]** and **[1200 x 1200 dpi]** and then press **[Start Printing]**
- The test pattern will be printed on an A4 , 8 1/2" x 11"  size page (If A4  is not available then A3 , B4 JIS  will be used.). Make sure to check the paper set in the paper tray.
- The counter will not proceed when the test pattern is printed.

6 Place the test pattern on the exposure glass and press **[Start Scanning]**.

The image will be corrected after "Please wait." disappears.

Note

- The test pattern will not be read if it is set in the ADF.
- Set the test pattern in the following way:



GCCLDPE

- When the ADF is installed, make sure to set the test pattern on the exposure glass, and then 2 or 3 white sheets, same size as the test pattern, above the test pattern.

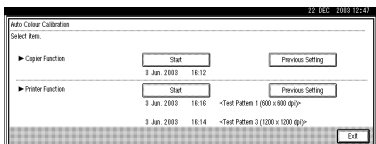
Returning to the previous setting

Note

- “Previous Setting” means to return to the previous status before any changes.

① Press [Previous Setting] in the “Auto Colour Calibration .

When returning the auto colour calibration of the copy function, press [Previous Setting] of the Copier Function. If returning the auto colour calibration of the printer function, press [Previous Setting] of the Printer Function.



② Press [Yes].

The settings return to the previous contents.

Dos and Don'ts

WARNING:

- **Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.**

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the display. See p.23 "Turning Off the Power" and p.23 "Turning Off the Main Power".
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas may become hot.
- After scanning originals continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- Do not turn off the power when the machine is in operation.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move the machine when the power is on.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change. To avoid possible condensation, this machine is equipped with anti-condensation heaters. Even when the main power switch is off, the machine continues to maintain a stable temperature when the anti-condensation heaters are on.
- If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

Saving Colour Copies

- There is no difference between colour prints and colour copies in terms of fading. However, for long-term storage, make sure to store them in a binder away from direct sunlight.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

Toner

Handling Toner

 **WARNING:**

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***


 **CAUTION:**

- *Keep toner (used or unused) and toner containers out of reach of children.*

 **Important**

- Fault may occur if you use toner other than the recommended type.

 **Reference**

To add toner, see p.108 “ Adding Toner”.

Toner Storage

When storing toner, the following precautions should always be followed:

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

Used Toner

 **Note**

- Toner cannot be re-used.

Where to Put Your Machine

Machine Environment

Choose your machine's location carefully. Environmental conditions greatly affect its performance.

Optimum environmental conditions

CAUTION:

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

CAUTION:

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. See p.23 "Turning Off the Main Power".

- Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
 - Close all covers and trays, including the front cover and bypass tray.
- Move the machine carefully. If you do not, it could result in damage and stored files might be lost.
 - Do not take off the holding stand.
 - Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

Power Connection

⚠ WARNING:

- **Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

⚠ CAUTION:

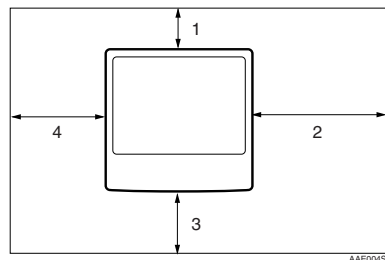
- **Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.**

⚠ CAUTION:

- **When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).**
- When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to the Machine

Place the machine near the power source, providing the clearance areas shown.



1. Rear: more than 10 cm (4")
2. Right: more than 55 cm (21.7")
3. Front: more than 70 cm (27.6")
4. Left: more than 46 cm (18.2")

🔧 Note

- For the required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover, or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

◆ Cleaning the machine

Wipe the machine with a soft, damp cloth, and then wipe it with a dry cloth to remove the water.

⚠ Important

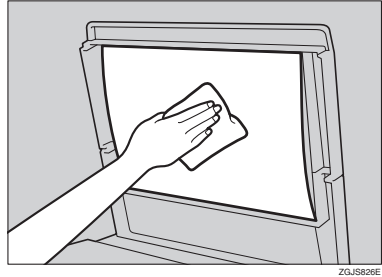
- ❑ Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- ❑ Do not clean parts other than those explicitly specified in this manual. Other parts should be cleaned only by your service representative.

Cleaning the Exposure Glass

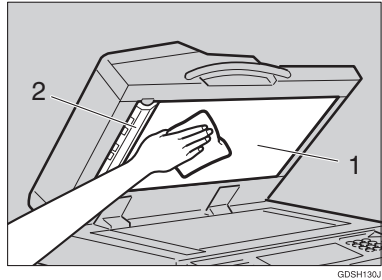


Clean 1 and 2.

Cleaning the Exposure Glass Cover



Cleaning the Auto Document Feeder

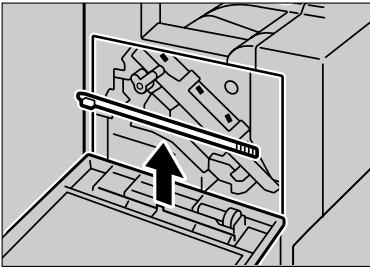


Clean 1 and 2.

Cleaning the Dustproof Glass

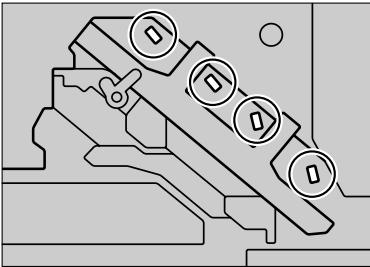
The dustproof glass may require cleaning if white lines appear on the print side of the document.

- 1** Turn off the power switch, and then unplug the power cable.
- 2** Open the front cover and remove the cleaning brush.



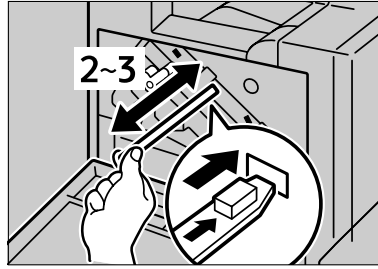
ZKVFH240J

There are four holes for cleaning the dustproof glass.



ZKVFH250J

- 3** Slide the cleaning brush in and out slowly 2 to 3 times to clean all four areas.



ZKVFH260J

Important

- Do not insert the brush forcefully, or the machine might be damaged.

- 4** Return the cleaning brush to its original position.
- 5** Plug in the power cable, and then turn on the power switch.

Earth Leakage Breaker

To prevent electric shock this machine has an earth leakage breaker. The earth leakage breaker is normally in the on position.

Once a month, check that it functions properly by following the procedure below.

Important

- If the earth leakage breaker is not functioning normally, contact your sales or service representative.

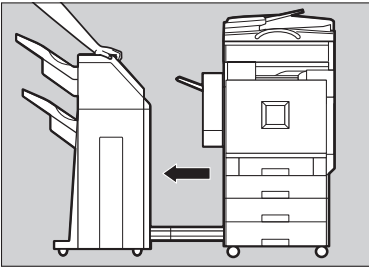
1 Make sure the exposure glass cover or the Automatic Document Feeder (ADF) (optional) is closed.

2 Turn off the power.

Reference

⇒ p.23 "Turning Off the Power", p.23 "Turning Off the Main Power"

3 If the finisher is installed, detach it from the machine.

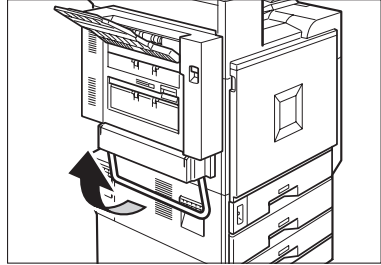


ABE001S

Note

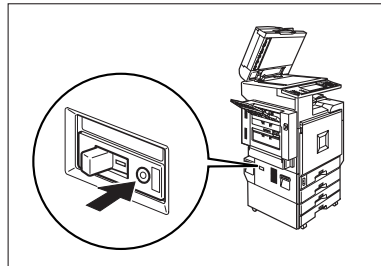
- The above illustration shows the 2 tray finisher. If you are using the Booklet finisher, detach it in the same way.

4 Raise the metal bar below the duplex reversal unit.



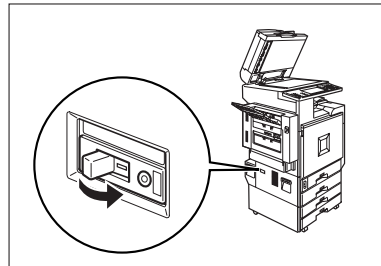
ABM002S

5 Using the tip of a ball-point pen, press the test button of the earth leakage breaker.



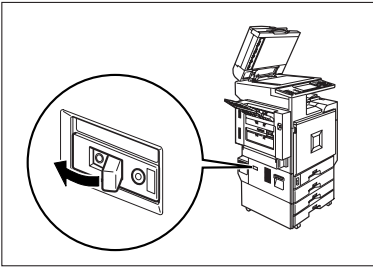
ABM001S

6 Confirm that the earth leakage breaker switch moves to the off position.



ABM003S

- 7** Turn the switch to the on position.



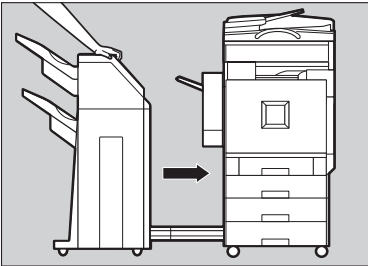
ABM004S

⚠ WARNING:



- *Do not turn the earth leakage breaker from the off to the on position. Otherwise it might lead to an electric shock, fire or smoke, or cause the circuit breakers to trip.*

- 8** If the finisher is installed, reattach it to the machine.



ABE002S

Note

- The above illustration shows the 2 tray finisher. If you are using the Booklet finisher, reattach it in the same way.

- 9** Turn on the main power switch of the machine.

Note

- If the power does not come on, check if the earth leakage breaker is in the off position. If so, do not turn it to the on position. Contact your sales or service representative immediately.

Replacing the Fuser Oil Unit

⚠️ **WARNING:**

- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**

⚠️ **CAUTION:**

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Otherwise, an injury might occur.*
- *Keep toner (used or unused) and the toner cartridge out of reach of children.*
- *The fusing unit becomes very hot. When installing a new fuser oil unit, turn off the machine and wait about an hour. After that, install the new fuser oil unit. Not waiting for the unit to cool could result in a burn.*
- *Keep the fuser oil unit away from flames. There is a risk of fire or burns.*

If the message "Fuser Oil Unit Replacement.", "Fusing oil is empty.", and "Please replace Fuser Oil Unit." are displayed, either replace it on your own by following the procedure below or call your service representative.

🔧 **Note**

- ☐ Service differ depending on the maintenance service contract.

- 1** Turn off the power, and then unplug the power cable.

⚠️ **Important**

- ☐ Be sure to wait about an hour to avoid burns.

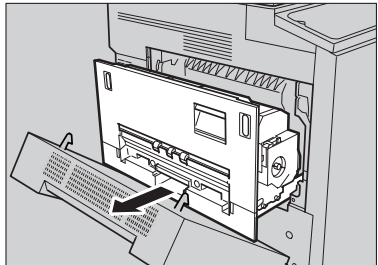
- 2** If the finisher is installed, detach it from the machine.

- 3** Open the duplex reversal unit.



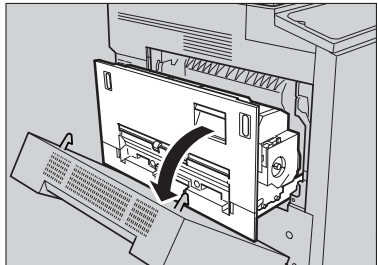
AAE0225

- 4** Slowly pull out the left cover.



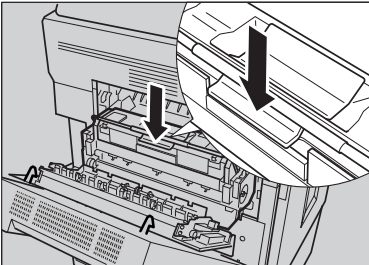
AAE0235

- 5** Open the upper left cover.



AAE0245

- 6** Pull the lever down slightly, and then remove the grip securing the fuser oil unit.

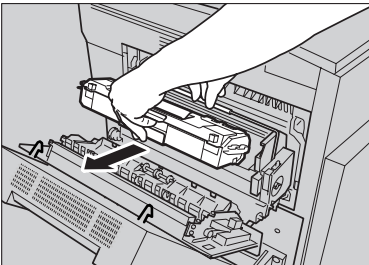


AAE0255

Important

- Do not touch any area other than the green felt parts.

- 7** Hold the fusing unit handle using one hand, and then slowly pull the fuser oil unit out horizontally. Put the unit in the bag that comes with the new fuser oil unit, and then seal the bag.

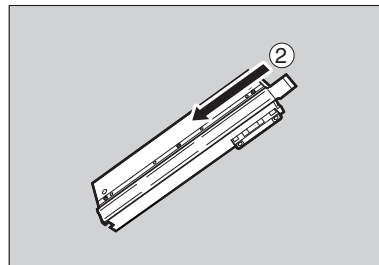
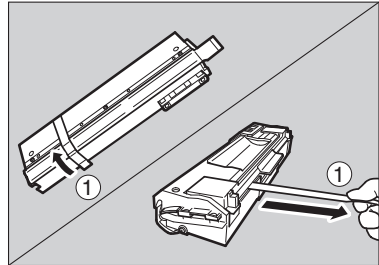


AAE0265

Important

- Do not touch the inside of the fusing unit.

- 8** Take the fuser oil unit out of the bag. Hold the green upper part of seal (1), and then slowly peel the seal off. Position the fuser oil unit as shown, and then slowly pull seal (1) out. Finally, hold the upper part of the seal (2), and then slowly peel it off.



ZH01K041J

6

Note

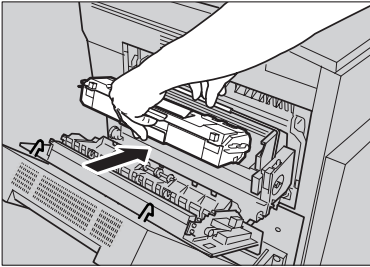
- Be sure to remove seal (1), and then pull it out horizontally.

Important

- Be sure to remove the seals to avoid malfunction.
- Be sure to remove seal (1) first, and then seal (2) to avoid oil leakage.
- Be sure to put the fuser oil unit in a stable and level place to avoid oil leakage.

- ❑ After removing the seals, be careful not to let oil from oil-supplying parts, or the seals come into contact with your body or clothes.

9 As shown, hold the fuser oil unit using one hand, hold the green handle with the other, and then slowly insert the unit horizontally, in the direction of the arrow.

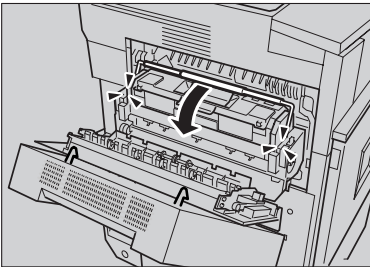


AAE0275

Important

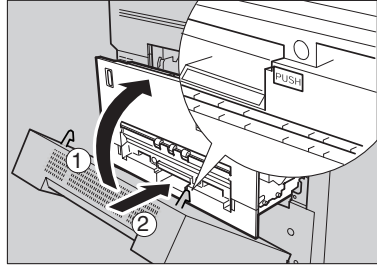
- ❑ Be careful not to get oil on the top metal part of the fuser oil unit.
- ❑ Insert the fuser oil unit firmly, until it stops.

10 Slowly turn the fuser oil unit handle in the direction of the arrow, until it clicks.



AAE0285

11 Close the upper left cover (1), and then push the part labeled "PUSH" next to the handle at the bottom rear, until it clicks (2).



AAE0285

12 Close the duplex reversal unit.

13 If the finisher is installed, reattach it to the machine.

14 Plug in the power cable, and then turn on the power.

Note

- ❑ If you dispose of used fuser oil unit by yourself, dispose according to local regulations.

Replacing the Waste Toner Bottle

⚠ **WARNING:**

- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*

⚠ **CAUTION:**

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Otherwise, an injury might occur.*
- *Keep toner (used or unused) and the toner cartridge out of reach of children.*

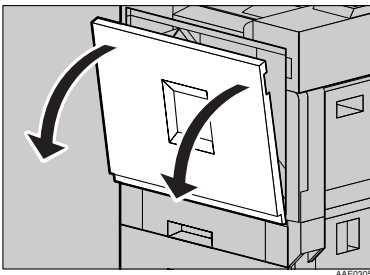
If the message "Waste Toner Bottle Replacement.", "Waste Toner Bottle is full.", and "Please replace Waste Toner Bottle." are displayed, either replace it on your own by following the procedure below or call your service representative.

🔧 **Note**

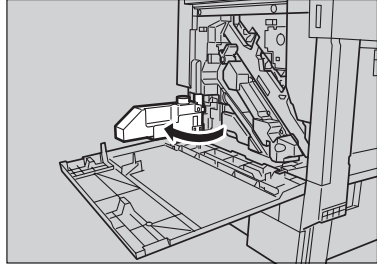
- Service differ depending on the maintenance service contract.

1 Turn off the power, and then unplug the power cable.

2 Slowly open the front cover by pulling down from the two areas on the left and right.



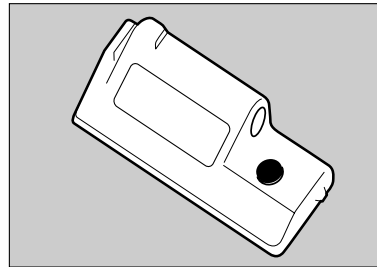
3 Carefully pivot the waste oil bottle outward, in the direction of the arrow.



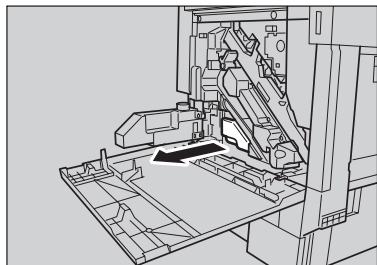
⚠ **CAUTION:**

- *Keep the waste oil bottle away from flames. There is a risk of fire or burns.*

4 Take the new waste toner bottle out of the bag.



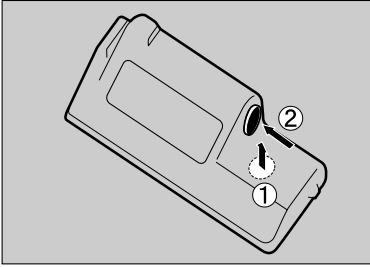
5 Slowly remove the used waste toner bottle from inside the machine.



Important

- ❑ Be sure to remove the waste toner bottle horizontally.

6 Remove the lid (①), and then put it in the position shown in the illustration (②).

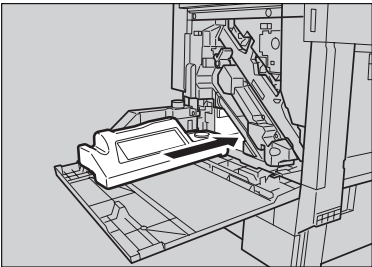


7 Put the used waste toner bottle into the bag that contained the new waste toner bottle, and then seal the bag.

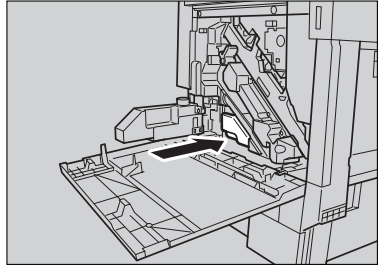
Important

- ❑ Be sure to handle the bottle carefully so waste toner does not spill.

8 Insert the new waste toner bottle as shown.



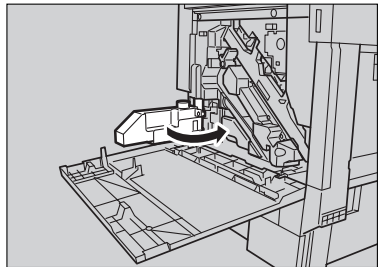
9 Push it in until it stops.



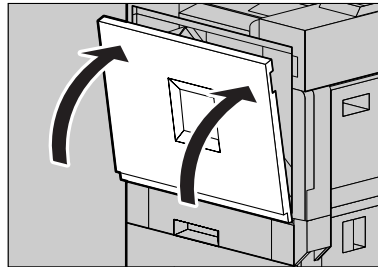
Important

- ❑ Be sure to firmly insert the waste toner bottle to avoid toner leakage inside the machine.

10 Slowly close the waste oil bottle in the direction of the arrow.



11 Slowly close the front cover by pushing the two areas on the left and right.



12 Plug in the power cable, and then turn on the power.

Other Functions

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs or ordering toner. Be sure to contact your service engineer to verify the following:

◆ Consumables

- Telephone No. to order
- Toner
- Staple
- TX Stamp Name

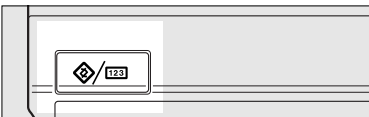
◆ Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

◆ Sales Representative

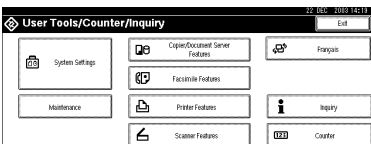
- Telephone No.

1 Press the [User Tools/Counter] key.



ZFLS110E

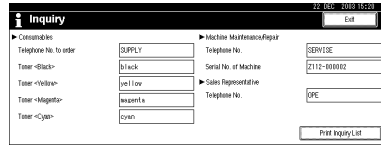
2 Press [Inquiry].



Inquiry information appears.

Printing inquiry information

1 Press [Print Inquiry List].



2 Press the [Start] key.

Inquiry information is printed.

3 Press [Exit].

4 Press [Exit].

Changing the Display Language

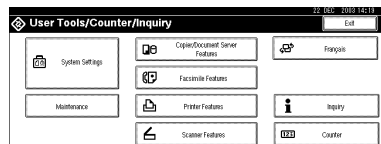
You can change the language used on the display. English is set as default.

1 Press the [User Tools/Counter] key.



ZFLS110E

2 Press [Français].



The language is changed to French.

3 Press [Exit].

The menu appears in French.

Counter

Displaying the Total Counter

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

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

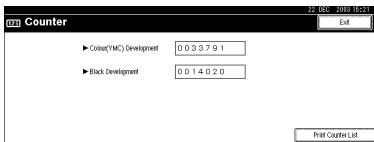


ZFLS110E

- 2 Press **[Counter]**.



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



- 4 Press the **[Start]** key.
A counter list prints out.

7. Entering Text

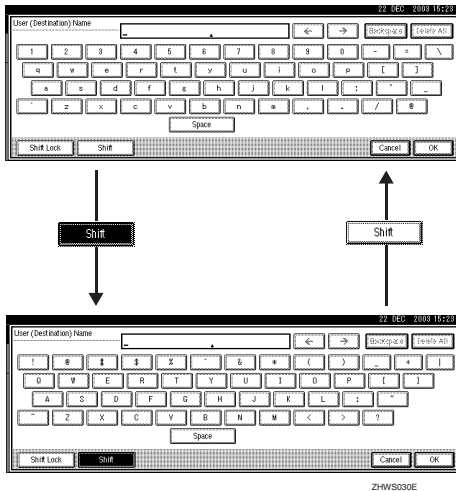
Entering Text

This section describes how to enter characters. When you enter a character, it appears at the position of the cursor. If there is a character already at the cursor position, the entered character appears before it.

Available Characters

- Alphabetic characters
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
0123456789

Keys



Note

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

How to Enter Text

Entering letters

- 1** Press [Shift] to switch between uppercase and lowercase.
 - 2** Press the letters you want to enter.
-

Deleting characters

- 1** Press [Backspace] or [Delete All] to delete characters.

Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but the Extended Security function can also be used to strengthen security.

For those who require increased document protection, we recommend using the Extended Security function.

Primary Security Functions

❖ **Protecting Stored Documents**

Protects documents with a password when using Document Server or Locked Print. Furthermore, the Extended Security function can protect against password-generating cracking. See p.153 “Extended Security Function”.

❖ **Protecting Image Data Remaining in Memory**

Protects image data remaining in memory. When a copy or print job is completed, or a job is canceled, the data is secure.

❖ **Protecting against Unauthorized Access Via Phone Line**

Accepts only facsimile calls.

❖ **Authenticating Administrator**

Protects essential functions for administrating document security using an access code. See p.57 “Key Operator Code”.

Extended Security Function

By setting a password, document operations such as printing, deleting, or delivering can be restricted to authorized users and denied to others. However, passwords can be cracked. When the Extended Security function is used, entering the wrong password 10 times will lock that document, protecting it from unauthorized access.

To unlock documents, see p.155 “Unlocking a locked document”.

The following documents can be protected by the Extended Security function (all documents must be set with a password to be protected using this function):

❖ **Documents stored in the Document Server by the following functions**

- Document Server
- Copier function
- Fax transmission

- Scanner function
- Printer driver

❖ Documents stored from the printer driver using the Locked Print function

 **Reference**

For information about Document Server, see p.31 “Document Server”.
 For information about Locked Print, see “Locked Print”, *Printer Reference*, or the printer driver Help.

 **Note**

- Once a document is locked, it will reject the correct password until it is unlocked.
- When the Extended Security function is on, delivery server settings cannot be changed. Turn the function off to change the settings.

Setting Extended Security


 **Preparation**

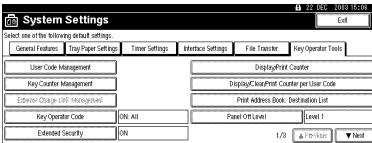
The Extended Security setting is not available unless the key operator code set in the Key Operator Code settings of the System Settings has six or more digits. See p.57 “Key Operator Code”.

 **Note**

- To ensure increased document protection under the Extended Security setting, we recommend you select **[All Initial Settings]** when programming a key operator code.

- 1** Press the **[User Tools/Counter]** key.
- 2** On the display panel, press **[System Settings]**, and then press **[Key Operator Tools]**.
- 3** Press **[Extended Security]**. Press **[On]**, and then **[OK]**.

The Extended Security function is enabled, and the security mark  appears in the upper right of the display panel.



- 4** Press the **[User Tools/Counter]** key to finish.

Unlocking a locked document

Unlock a document that was locked because a wrong password was entered multiple times, making it available for authorized users to access again.

- 1** Press the **[User Tools/Counter]** key.
- 2** On the display panel, press **[System Settings]**, **[Key Operator Tools]**, **[▼Next]** and then press **[Password Management for Stored Files]**.
- 3** Press **[OK]** under **Unlock Files**.
The document is unlocked.
- 4** Press the **[User Tools/Counter]** key to finish.

Temporarily Disabling Document Security

If you forget a password, you can temporarily disable document protection, making documents available for operations such as setting new passwords or deletion.

Important

- When operations are complete, be sure to press **[Do not Unlock]** under **Temporarily Unlock Files**, protecting the document by password again.

Note

- For a document stored using **Locked Print**, only document deletion is available when protection is disabled.

- 1** Press the **[User Tools/Counter]** key.
- 2** On the display panel, press **[System Settings]**, **[Key Operator Tools]**, **[▼Next]** and then press **[Password Management for Stored Files]**.
- 3** Press **[Unlock]** under **Temporarily Unlock Files**.

Note

- Protection can be disabled for only three minutes. Access the document, set a new password, and perform any other necessary operations to the document within that time. Documents will automatically return to the password-protected condition after three minutes.

- 4** Press the **[User Tools/Counter]** key to finish.


Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If there is any possibility of this occurring, other security measures are necessary.
- Regularly check that the Extended Security function is on. While the machine is in this mode, the security mark  is displayed at the upper right of the display panel. Be sure to check it particularly after the machine is moved or a power failure occurs. See p.154 "Setting Extended Security".
- Avoid using a single number or consecutive numbers for an key operator code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- Remote document management using SmartNetMonitor for Admin is not available when the Extended Security function is on.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others. See p.69 "User Code".
- As for using the delivery function, the security of this machine can assure only the protection of documents having a password set and stored in the Document Server. Be sure to select the destination correctly when delivering documents.

For User

- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.
- Avoid using a single number or consecutive numbers for a password such as “0000” or “1234”, since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.
- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. To stop this, be sure to press the **【Clear Modes】** key to cancel the document selection.
- The user name used when adding a document to the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- Before scanning documents using the scanner function, make sure all other operations are complete.

9. Specifications

Main Unit

❖ **Configuration:**

Desktop

❖ **Photosensitivity type:**

OPC drum

❖ **Original scanning:**

One-dimensional solid scanning system through CCD

❖ **Copy process:**

Dry electrostatic transfer system

❖ **Development:**

Dry two-component magnetic brush development system

❖ **Fusing:**

Heating roll pressure system

❖ **Resolution:**

600 dpi

❖ **Exposure glass:**

Stationary original exposure type

❖ **Original reference position:**

Rear left corner

❖ **Warm-up time:**

101 seconds or less (23 °C)

❖ **Originals:**

Sheet/book/objects

❖ **Maximum original size:**

A3□, 11" × 17"□

❖ **Copy paper size:**

- Trays: A3□– A5□, 11" × 17"□ – 5¹/₂" × 8¹/₂"□
- Bypass: A3□– A6□, 11" × 17"□ – 5¹/₂" × 8¹/₂"□
- Bypass (custom size):
Vertical: 90.0 – 305.0 mm, 3.55" – 12.00"
Horizontal: 148.0 – 457.2mm, 5.83" – 18.00"
- Duplex: A3□– A5□, 11" × 17"□ – 5¹/₂" × 8¹/₂"□ (except A5□, 5¹/₂" × 8¹/₂"□)
- LCT: A4□, 8¹/₂" × 11"□

❖ **Paper weight:**

- Paper tray: 60 – 105 g/m², 16 – 28 lb.
- Bypass tray: 60 – 163 g/m², 16 – 43.6 lb.
- Duplex: 60 – 105 g/m², 16 – 28 lb.

❖ **Non-reproduction area:**

- Leading edge: 1.5–5.0mm
- Trailing edge: 0.5–6.0mm
- Left edge: 0.5–4.0mm
- Right edge: 0.5–4.0 mm

❖ **First copy time:**

- Colour: 10 seconds or less
- B&W: 8 seconds or less

❖ **Copying speed: (Type 1) Full Colour / B&W**

- 12/17 copies/minute (A3☐, 11" × 17"☐)
- 20/28 copies/minute (A4☐, 8¹/₂" × 11"☐)

❖ **Copying speed: (Type 2) Full Colour / B&W**

- 12/17 copies/minute (A3☐, 11" × 17"☐)
- 24/32 copies/minute (A4☐, 8¹/₂" × 11"☐)

❖ **Copying speed: (Type 3) Full Colour / B&W**

- 14/18 copies/minute (A3☐, 11" × 17"☐)
- 28/38 copies/minute (A4☐, 8¹/₂" × 11"☐)

◆ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in increments of 1%.

◆ **Maximum continuous copy run:**

999 sheets

◆ **Paper capacity:**

- Tray 1, 2: 500 sheets (80 g/m², 20 lb.)
- Bypass tray: 100 sheets (80 g/m², 20 lb.)

◆ **Power consumption:**

- Main unit only

	Type 1	Type 2	Type 3
Warm-up	about 1.25 kw	about 1.25 kw	about 1.25 kw
Stand-by	about 0.22 kw	about 0.22 kw	about 0.22 kw
During printing	about 1.35 kw	about 1.35 kw	about 1.35 kw
Maximum	less than 1.5 kw	less than 1.5 kw	less than 1.5 kw

- Complete system ^{*1}

	Type 1	Type 2	Type 3
Warm-up	about 1.3 kw	about 1.3 kw	about 1.3 kw
Stand-by	about 0.27 kw	about 0.27 kw	about 0.27 kw
During printing	about 1.5 kw	about 1.5 kw	about 1.5 kw
Maximum	less than 1.5 kw	less than 1.5 kw	less than 1.5 kw

^{*1} The complete system consists of the main unit, ADF, finisher and LCT.

❖ **Dimensions (W × D × H up to exposure glass):**

670 × 698 × 859 mm, 26.4" × 27.5" × 33.9"

❖ **Space for main unit (W × D):**

Types 1, 2, 3: 1285 × 698 mm, 50.6" × 27.5" (Bypass tray extender is used for large size paper)

❖ **Noise emission ^{*1}:**

Sound power level:

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	Less than 40 dB (A)	Less than 40 dB (A)	Less than 40 dB (A)
Copying	Less than 66 dB (A)	Less than 66 dB (A)	Less than 66 dB (A)

- Complete system ^{*3}

	Type 1	Type 2	Type 3
Stand-by	Less than 40 dB (A)	Less than 40 dB (A)	Less than 40 dB (A)
Copying	Less than 72 dB (A)	Less than 72 dB (A)	Less than 72 dB (A)

Sound pressure level ^{*2}

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	Less than 26 dB (A)	Less than 26 dB (A)	Less than 26 dB (A)
Copying	Less than 53 dB (A)	Less than 53 dB (A)	Less than 53 dB (A)

- Complete system ^{*3}

	Type 1	Type 2	Type 3
Stand-by	Less than 26 dB (A)	Less than 26 dB (A)	Less than 26 dB (A)
Copying	Less than 61 dB (A)	Less than 61 dB (A)	Less than 61 dB (A)

^{*1} The above measurements, made in accordance with ISO 7779 are actual values.

^{*2} Measured at the position of the bystander.

^{*3} The complete system consists of the main unit, ADF, finisher and LCT.

❖ **Weight:**

Types 1, 2, 3: Approx. 120 kg, 264.6 lb.

❖ **HDD:**

40 GB × 2

- Capacity for Document Server
37.5 GB
- Capacity for memory sorting
14.4–17.2 GB
- Capacity for others
8 GB or more

Options

Exposure Glass Cover







Lower this over originals for copying.

Auto Document Feeder

❖ Mode:

ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size Originals mode Auto detect (A4, 8¹/₂" × 11")

❖ Original size:

- A3  – B6 JIS ^{*1}  
 Vertical : 128–297mm, 5.1"-11.7"
 Horizontal : 128–432mm, 5.1"-17.0" ^{*2}
- 11" × 17"  – 5¹/₂" × 8¹/₂"  

❖ Original weight:

- One-sided originals: 40–128 g/m² (11–34 lb.)
- Two-sided originals: 52–105 g/m² (14–28 lb.)

❖ Maximum number of originals:

80 sheets (80 g/m², 20 lb.) or less than 11 mm, 0.43"

❖ Maximum power consumption:

Less than 60 W (power is supplied from the main unit)

❖ Dimensions (W×D×H):

570 × 518 × 150 mm, 22.5" × 20.4" × 6.0"

❖ Weight:

Approx. 12 kg, 26.5 lb.

^{*1} B6 JIS-sized originals cannot be detected if they are two-sided.

^{*2} While using the fax function, it can read a maximum of 1260mm.

Note

- Specifications are subject to change without notice.

2 Tray Finisher

Finisher Shift Tray 1:

◆ **Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11"

◆ **Paper weight:**

60 – 105 g/m², 16 – 28 lb.

◆ **Stack capacity:**

- 500 sheets (A4, B5 JIS, A5, 8¹/₂" × 11") (80 g/m², 20 lb.)
- 250 sheets (A3, B4 JIS, 8¹/₂" × 14", 11" × 17") (80 g/m², 20 lb.)

Finisher Shift Tray 2:

◆ **Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11"

◆ **Paper weight:**

60 – 105 g/m², 16 – 28 lb.

◆ **Stack capacity:**

No Staple:

- 2,000 sheets (A4, 8¹/₂" × 11") (80 g/m², 20 lb.)
- 750 sheets (A3, B4 JIS, A4, B5 JIS, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11") (80 g/m², 20 lb.)
- 500 sheets (A5) (80 g/m², 20 lb.)

Staple:

- 1,500 sheets (A4, 8¹/₂" × 11") (80 g/m², 20 lb.)
- 750 sheets (A3, B4 JIS, A4, B5 JIS, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11") (80 g/m², 20 lb.)

◆ **Staple capacity:**

- 2–50 sheets (A4, B5 JIS, 8¹/₂" × 11") (80 g/m², 20 lb.)
- 2–30 sheets (A3, B4 JIS, 11" × 17", 8¹/₂" × 14") (80 g/m², 20 lb.)

◆ **Staple paper size:**

A3, B4 JIS, A4, B5 JIS, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11"

◆ **Staple paper weight:**

64 – 90 g/m², 17 – 24 lb.

◆ **Staple position:**

- 1 staple – 3 positions
- 2 staples – 2 positions

❖ **Power consumption:**

Less than 60 W (power is supplied from the main unit)

❖ **Dimensions (W × D × H):**






















680 × 620 × 1,030 mm, 26.8" × 24.5" × 40.6" (including trays)

❖ **Weight:**

Approx. 55 kg, 121.3 lb.

Punch Kit (2 tray finisher)

❖ **Paper size**

- 2 holes: A3  – A5  , 11" × 17" , 8¹/₂" × 14" 
- 3 holes: A3 , B4 JIS , A4 , B5 JIS , 11" × 17" , 8¹/₂" × 11" 
- 4 holes:
 - Metric version: A3 , B4 JIS , A4 , B5 JIS , 11" × 17" , 8¹/₂" × 11" 
 - Narrow 2 × 2 version: A3  – A5 , 11" × 17" , 8¹/₂" × 14" 

❖ **Paper weight:**

- 4 holes: 52 – 163 g/m², 14 lb. – 43 lb.
- 2 or 3 holes: 52 – 163 g/m², 14 lb. – 43 lb.

❖ **Power consumption:**

26.4 W (power is supplied from the main unit.)

❖ **Dimensions (W × D × H):**

142 × 456 × 92 mm, 55.9 × 179.5 × 36.2 in

❖ **Weight:**

Approx. 2.9 kg, 6.4 lb








 **Note**

- Specifications are subject to change without notice.

Booklet Finisher

Finisher Shift Tray:

❖ **Paper size:**

A3 , B4 JIS , A4  , B5 JIS  , 11" × 17" , 8¹/₂" × 11" , 8¹/₂" × 14"

❖ **Paper weight:**

60 – 128 g/m², 16 – 34 lb.

❖ **Stack capacity:**

No Staple:

- 1,000 sheets (A4, B5 JIS, 8¹/₂" × 11") (80 g/m², 20 lb.)
- 500 sheets (A3, B4 JIS, 11" × 17", 8¹/₂" × 14") (80 g/m², 20 lb.)

Staple:

- 1000 sheets (A4, B5 JIS, 8¹/₂" × 11") (80 g/m², 20 lb.)
- 500 sheets (A3, B4 JIS, 11" × 17", 8¹/₂" × 14") (80 g/m², 20 lb.)

❖ **Staple capacity:**

- 50 sheets (A4, B5 JIS, 8¹/₂" × 11") (80 g/m², 20 lb.)
- 25 sheets (A3, B4 JIS, 11" × 17", 8¹/₂" × 14") (80 g/m², 20 lb.)

❖ **Staple paper size:**

A3, B4 JIS, A4, B5 JIS, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11"

❖ **Staple paper weight:**

64 – 80 g/m², 17 – 21 lb.

❖ **Staple position:**

- 1 staple – 2 positions
- 2 staples – 1 position

❖ **Saddle stitch**

- Paper size:
A3, B4 JIS, A4, 11" × 17", 8¹/₂" × 11", 8¹/₂" × 14" (80 g/m², 20 lb.)
- Saddle stitching capacity: 10 sheets
- Stack capacity:
1–5 sheets: 20 sets
6–10 sheets: 10 sets
- Folding: Centre folding
- Paper weight:
64 – 80 g/m², 17 – 20 lb.
- Saddle Stitch – 1 position

❖ **Power consumption:**

Less than 60 W (power is supplied from the main unit)

❖ **Dimensions (W × D × H):**

- 1 Tray Paper Unit
695 × 603 × 834 mm, 27.4" × 23.8" × 32.9"
- 2 Tray Paper Unit
695 × 603 × 932 mm, 27.4" × 23.8" × 36.7"

❖ **Weight:**

Approx. 38 kg, 83.8 lb. (main unit only)

Punch Kit (Booklet finisher)

❖ Paper size

- 2 holes: A3, A4, B4 JIS, B5 JIS, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11"
- 4 holes: A3, A4

❖ Paper weight:

64 – 128 g/m² (16–34 lb.)

❖ Power consumption:

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

❖ Dimensions (W × D × H):

137 × 560 × 170 mm, 5.4" × 22.1" × 6.7"

❖ Weight:

Approx. 3.0 kg, 6.7 lb

Note

- Specifications are subject to change without notice.

1 Tray Paper Unit

❖ Paper weight:

60–105 g/m² (16–28 lb.)

❖ Paper size:

A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₂" × 11", 8¹/₄" × 13", 8" × 13", 7¹/₄" × 10¹/₂", 8¹/₄" × 14", 5¹/₂" × 8¹/₂"

❖ Maximum power consumption:

Less than 50 W (power is supplied from the main unit)

❖ Paper capacity:

550 sheets (80 g/m², 20 lb.)

❖ Dimensions (W × D × H):

578 × 648 × 876 mm, 22.8" × 25.6" × 34.5"

❖ Weight:

Approx. 18 kg, 39.7 lb.

Note

- Specifications are subject to change without notice.

2 Tray Paper Unit

- ❖ **Paper weight:**
60–105 g/m² (16–28 lb.)
- ❖ **Paper size:**
A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8¹/₂" × 14"☐,
8¹/₂" × 13"☐, 8¹/₂" × 11"☐☐, 8¹/₄" × 13"☐, 8" × 13"☐, 7¹/₄" × 10¹/₂"☐,
8¹/₄" × 14"☐, 5¹/₂" × 8¹/₂"☐
- ❖ **Maximum power consumption:**
Less than 50 W (power is supplied from the main unit)
- ❖ **Paper capacity:**
1,100 sheets (80 g/m², 20 lb.) × 2 trays
- ❖ **Dimensions (W × D × H):**
578 × 648 × 974 mm, 22.8" × 25.6" × 38.4"
- ❖ **Weight:**
Approx. 25 kg, 55.2 lb.

Large Capacity Tray

- ❖ **Paper size:**
A4☐, 8¹/₂" × 11"☐
- ❖ **Paper weight:**
60 – 105 g/m², 16 – 28 lb.
- ❖ **Paper capacity:**
2,000 sheets (80 g/m², 20 lb.)
- ❖ **Power consumption:**
Maximum 50 W (power is supplied from the main unit)
- ❖ **Dimensions (W × D × H, option unit):**
578 × 648 × 974 mm, 22.8" × 25.6" × 38.4"
- ❖ **Weight:**
Approx. 25 kg, 55.2 lb.



Note

- ☐ Specifications are subject to change without notice.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:





Tray type	Paper type and weight	Metric version	Inch version	Paper capacity
Tray 1	60-105 g/m ² (16-28 lb.)	A4 ☐, 8 ¹ / ₂ " × 11" ☐		500 sheets
Tray 2 Paper Tray Unit (Tray 3–4) (option)	60-105 g/m ² (16-28 lb.)	A3 ☐, B4 JIS ☐, A4 ☐ ☐, B5 JIS ☐ ☐, A5 ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 14" ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 7 ¹ / ₄ " × 10 ¹ / ₂ " ☐, 8" × 13" ☐, 8 ¹ / ₂ " × 13" ☐, 8 ¹ / ₄ " × 13" ☐		500 sheets
Bypass tray *1	Standard paper 60-90.2 g/m ² (16-24 lb.)	A3 ☐, B4 JIS ☐, A4 ☐ ☐, A6 ☐, B5 JIS ☐ ☐, A5 ☐ ☐, B6 JIS ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 8 ¹ / ₂ " × 14" ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐, 12" × 18" ☐	B4 JIS ☐, A4 ☐ ☐, B5 JIS ☐ ☐, A5 ☐ ☐, B6 JIS ☐, A6 ☐, Postcard ☐, 8 ¹ / ₂ " × 14" ☐, 7 ¹ / ₄ " × 10 ¹ / ₂ " ☐ ☐, 8 ¹ / ₂ " × 13" ☐, 8 ¹ / ₄ " × 13" ☐	100 sheets
		Custom size Vertical: 90-305 mm Horizontal: 148-457.2 mm	Custom size Vertical: 3.6"-12.0" Horizontal: 5.8"-18.0"	
	Thick paper *3 *5 *6 105-163 g/m ² (24-43.5 lb.)	A3 ☐, B4 JIS ☐, A4 ☐ ☐, A6 ☐, B5 JIS ☐ ☐, A5 ☐ ☐, B6 JIS ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 14" ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐, 12" × 18" ☐	A3 ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐	*3
	Translucent paper	A3 ☐, B4 JIS ☐, A4 ☐ ☐, B5 JIS ☐ ☐	A3 ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐	10 sheets
	OHP transparencies *7 *2	A4 ☐ ☐	8 ¹ / ₂ " × 11" ☐	50 sheets
	Label paper (adhesive labels) *2 *3 *6	B4 ☐, A4 ☐ ☐	A3 ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐	30 sheets
	LCT (optional) *3 *4	Standard paper 60-105 g/m ² (16-28 lb.)	A4 ☐, 8 ¹ / ₂ " × 11" ☐	2000 sheets

- *1 When copying onto custom size paper, you need to specify vertical and horizontal dimensions. See “Copying from the Bypass Tray”, *Copy Reference*.
- *2 Placing one sheet at a time is recommended. See “Copying from the Bypass Tray”, *Copy Reference*.
- *3 When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.
- *4 The paper guide is immovable. If you want to change the size of paper placed in this tray, contact your service representative.
- *5 If you want to use thick (128–163 g/m², 34 lb.–43.5 lb.) paper, select **[Thick Paper]** on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.
- *6 When copying onto label paper from the bypass tray, select **[Thick Paper]** on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.
- *7 When copying onto OHP transparencies from the bypass tray, select **[OHP Sheet]** on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.

 **Important**

- If you use damp or curled paper, a misfeed may occur.

 **Note**

- Load paper into the paper tray, the paper tray unit and the LCT with the print side facing down.
- Place paper in the bypass tray with the print side facing up.
- When using the bypass tray, it is recommended that you set the paper orientation to .
- When loading OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper orientation to  and select A4 , 8¹/₂"×11"  as paper size.
- When using OHP transparencies, fan them for each use. If you store the sheets in the tray, they may stick together and may cause feeding problems.
- When copying onto OHP transparencies, remove copied sheets one by one.
- If multiple-sheet jams occur, load the paper sheet by sheet.
- Postcards should be fed using the bypass tray. Select **[Thick Paper]** on the display panel. See “Copying from the Bypass Tray”, *Copy Reference*.
- When copying onto letterhead paper, placing orientation differs according to the function you are using. See p.107 “Orientation-Fixed Paper or Two-Sided Paper”.
- If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called “Auto Tray Switching”. (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See “General Features 1/5 Auto Tray Switching”, *Copy Reference* and p.53 “Tray Paper Size:Tray 2–4”.
- The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See p.107 “Orientation-Fixed Paper or Two-Sided Paper” for details.

Unusable Paper

CAUTION:

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

- To prevent faults, do not use any of the following kinds of paper:
 - Paper for inkjet printers
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed-edge paper
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use copy paper that has been already copied onto, faults could occur if you do.

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
- If you copy onto rough grain paper, the image might be blurred.

Paper Storage

 **Note**

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
- Do not store paper vertically.
- Under high temperature and humid conditions, or low temperature and humid conditions, store paper in vinyl bags.

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Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

O means **POWER OFF.**

⏻ means **STAND BY.**



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