

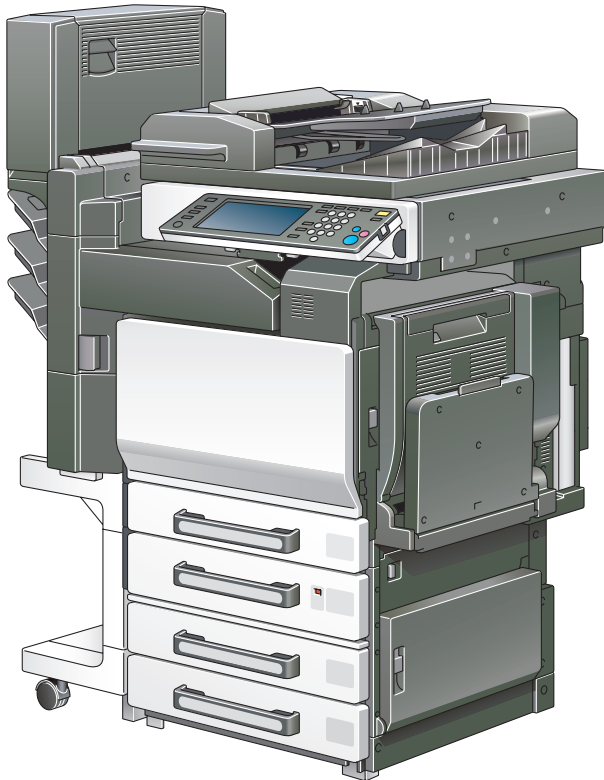


KONICA MINOLTA

The essentials of imaging

bizhub C300

User's Guide [Box Operations]



Introduction

Thank you for choosing a Konica Minolta digital electrophotographic copier. This User's Guide contains details on the operations required to use the Box functions of bizhub C300 and the precautions on their use. Carefully read this manual before using these functions.

If software (such as PageScope Job Spooler, HDDTWAIN or PageScope Box Operator) other than that described in this User's Guide has been installed, data saved in a box can be used from a computer on the network. Since the operation differs for each software, refer to the manual for the corresponding software for details.

After reading this User's Guide, store it in the designated holder.

In order to ensure that this machine is used correctly and safely, carefully read the "Installation and Operation Precautions" in the User's Guide [Copy Operations] before using the machine.

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About this manual

This user's guide covers the bizhub C300 box functions.

This section introduces the structure of the manual and notations used for product names, etc.

This manual is intended for users who understand the basic operations of computers and the machine. For the operating procedures of Windows or Macintosh operating system and application programs, refer to the respective manuals.

In addition, software, such as HDDTWAIN and PageScope Box Operator, which are used with the Box functions of this machine, are also available. Users of these software should refer to the corresponding manuals on the User Software CD-ROM.

Structure of the manual

This manual consists of the following chapters.

Chapter 1 Overview of the Box functions

Chapter 2 Saving documents

Chapter 3 Printing a document from a public user box/personal user box

Chapter 4 Routing a document from a public user box/personal user box

Chapter 5 Routing a document from a system user box

Chapter 6 Control panel settings

Chapter 7 Specifying settings using PageScope Web Connection

Chapter 8 Appendix

Notation

Product name	Notation in the manual
bizhub C300	This machine, C300
Microsoft Windows 98	Windows 98
Microsoft Windows Me	Windows Me
Microsoft Windows NT 4.0	Windows NT 4.0
Microsoft Windows 2000	Windows 2000
Microsoft Windows XP	Windows XP
When the operating systems above are written together	Windows 98/Me Windows NT 4.0/2000/XP Windows 98/Me/NT 4.0/2000/XP

Screens, windows and dialog boxes

The touch panel screens and PageScope Web Connection windows and dialog boxes that appear in this manual show a machine with optional ADF (automatic document feeder) DF-608 installed.

Explanation of manual conventions

Text that appears in this manner describes the function limitations and options required to use certain functions.

Text that appears in this manner describes supplemental information, such as precautions, references and actions, relating to steps.

Text that appears in this manner provides answers to problems and questions that may occur during operation.

Titles indicate the contents of the section.

Application functions
8

8.6 Producing separate copies of each page in a page spread (Book Copy function)

A page spread, such as in an open book or catalog, can be copied with the left and right pages on separate pages or both on the same page.

To copy using the Book Copy function

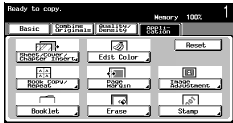
- ✓ Place the original on the original glass.

⚠ CAUTION

Handling toner and the toner cartridges

- ➔ Do not throw toner or the toner cartridge into a fire.
- ➔ Toner expelled from the fire may cause burns.

- 1 Place the pages on the original glass, starting with the first page.
 - ❑ For details on positioning the original, refer to Feeding the original on page 3-7.
 - ❑ To add copies of the covers, load them first.
 - ❑ How are the front and back covers copied?
 - ➔ Scan the front cover, then the back cover, and then scan the remainder of the original.
- 2 Load the paper to be used into the desired paper tray.
- 3 Touch [Application], and then touch [Book Copy/Repeat].
 - ❑ To cancel all settings for the Application functions, touch [Reset].



The Book Copy/Repeat screen appears.

C300
8-21



WARNING , CAUTION

Text highlighted in this manner indicates precautions to ensure safe use of this machine. “Warning” indicates instructions that, when not observed, may result in fatal or critical injuries. “Caution” indicates instructions that, when not observed, may result in serious injuries or property damage.

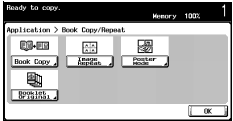
(The page shown above is an example only.)

[] Names highlighted as shown above indicate keys on the control panel, buttons in the touch panel, and the power switches.

Chapter 6 Application functions

8 Application functions

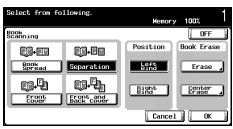
4 Touch [Book Copy].



Touch panel screens are shown to check the actual display.

The Book Scanning screen appears. [Booklet Original] is not available if optional saddle stitcher is not installed.

5 Touch the button for the desired setting.



Reminder
Do not replace the toner cartridge until the message "There is no Toner..." appears. In addition, do not replace the toner cartridge of any color other than the one indicated in the message on the touch panel.

Note
Even though the setting can be specified in increments of 1/3, the setting will appear at the nearest full increment in the Adjust Color screen.

Detail
If the *Single Color* function is set, the colors are inverted with the selected color. If the *Background Color* function is set, the colors, including the selected background color, are inverted.

8-22 C300

Reminder
Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

Detail
Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.

Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

(The page shown above is an example only.)

User's Guides

The following User's Guides have been prepared for this machine.

User's Guide [Copy Operations]

This manual contains details on basic operations and the operating procedures for the various copy functions.

- Refer to this User's Guide for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds.

User's Guide [Network Scanner Operations]

This manual contains details on specifying network settings for standard equipment and on operations for scanning functions.

- Refer to this User's Guide for details on operating procedures for network functions and for using Scan to E-Mail, Scan to FTP and Scan to SMB.

User's Guide [Box Operations] <this manual>

This manual contains details on operating procedures for using the boxes.

- Refer to this User's Guide for details on operating procedures for using the boxes on the hard disk.

User's Guide [Enlarge Display Operations]

This manual contains details on operating procedures for using copy, network scanner and fax functions in Enlarge Display mode.

- Refer to this User's Guide for details on operating procedures in Enlarge Display mode.

User's Guide [FK-502 Facsimile Operations]

This manual contains details on operating procedures for faxing.

- Refer to this User's Guide for details on operating procedures for fax functions when the fax kit is installed.

User's Guide [Network Facsimile Operations]

This manual contains details on operating procedures for network faxing.

- Refer to this User's Guide for details on operating procedures for using the network fax functions (Internet faxing, SIP faxing and IP address faxing).

User's Guide [Print Operations]

This manual contains details on operating procedures using the standard built-in printer controller.

- For details on the printing functions, refer to User's Guide (PDF file) on User Software CD-ROM.

Quick Guide [Print Operations]

This manual contains details on operating procedures using the standard built-in printer controller.

- Refer to this Quick Guide for basic operating procedures for the printing functions.



Overview of the Box functions

1 Overview of the Box functions

1.1 Box functions

The Box functions allow document data to be saved on the machine's internal hard disk and later printed. Documents that can be saved are data scanned for copying, received faxes, and saved scan data. To save data to a box, create the box, and then save the data to the specified box.

The saved data can be printed, sent by e-mail, forwarded to an FTP site, or sent to a computer. If the Box functions are used, documents can easily be scanned repeatedly and the data can be saved on separate computers.

Types of boxes

Various types of boxes are available for different uses. With this machine, 1,000 boxes can be created. The boxes can be given any number between 1 and 999,999,999.

- **Public/personal user boxes**
Two box types can be specified: “Public” and “Personal”. Public user boxes can be used by all users. Access to the box can be controlled by specifying a password for the box. Personal user boxes can be used by certain individuals. If user authentication settings have been applied, the box can only be accessed by users that have logged on.
- **System user boxes**
These are boxes that were already set up when the machine was purchased. There are six types of system user boxes. For details on using the system user boxes, refer to the corresponding User’s Guide.

Box name	Description
Bulletin Board User Box	This appears when optional fax kit FK-502 is installed. Documents can be saved in this box, which can be used like a bulletin board. Up to 10 additional boxes can be created within the bulletin board user box. For details, refer to the User’s Guide [Facsimile Operations].
Polling TX User Box	This appears when optional fax kit FK-502 is installed. Data can be registered in this box for polling transmissions. For details, refer to the User’s Guide [Facsimile Operations].
Secure Print User Box	Confidential documents can be saved in this box. A password must be entered in order to access the document. Up to 200 documents can be saved. For details, refer to the User’s Guide [Print Operations].
Memory RX User Box	This appears when optional fax kit FK-502 is installed. Received fax documents will be saved in this box when “Memory RX” is set to “ON”. When a fax that you do not wish to print out is received, it can be saved and printed when desired. For details, refer to the User’s Guide [Facsimile Operations].
Annotation User Box	This box is used when adding an image of the date/time or number to document data saved in Scan mode before routing it. For details on saving documents in annotation user boxes, refer to the User’s Guide [Network Scanner Operations].
Re-TX User Box	This appears when optional fax kit FK-502 is installed. A document that, even after redialing, could not be sent because the recipient’s line is busy is temporarily saved in this box. The saved document can later be sent to the same recipient. For details, refer to the User’s Guide [Facsimile Operations].

1.2 Available Box functions

Saving documents

Copies made using this machine, sent faxes, and scanned document data can all be saved in boxes. For details on saving using each function, refer to the pages indicated below or refer to the User's Guide [Facsimile Operations].

For copy data, refer to "Saving copies in boxes" on page 2-5.

For scan data, refer to "Saving scans in boxes" on page 2-9.

Faxing: User's Guide [Facsimile Operations]

Printing: User's Guide [Print Operations]

Moving/copying box documents

Document data saved in a box can be moved or copied to a different box. For details, refer to "Moving document data" on page 3-7 and "Copying document data" on page 3-9.

Changing a document name

The name given to document data can be changed. For details, refer to the "Changing the document name" on page 3-6.

Deleting a document

Data that has already been printed or is no longer needed can be deleted. For details, refer to "Deleting document data" on page 3-5.

Changing settings

Before printing document data, settings can be specified, such as the finishing settings, the binding position and whether or not a cover sheet is added. For details, refer to "Printing document data" on page 3-11.

Printing a document

Document data saved in Copy mode or saved with the printer driver can be printed. Each document can be printed separately or up to 10 documents can be selected and printed together. This is called "combined printing". If optional scan accelerator kit SA-501 is installed, data saved from Scan mode can also be printed. If optional scan accelerator kit SA-501 is installed, data saved from Scan mode can also be printed.

For details on printing, refer to "Printing document data" on page 3-11. For details on combined printing, refer to "Combined printing" on page 3-32.

Transmitting a document

Document data saved in Scan mode can be sent as an e-mail attachment or to an FTP site or a shared folder on a computer. In addition, a fax document saved in a box can be routed.

For details, refer to the User's Guide [Facsimile Operations].

Faxing a document

Document data saved in Fax mode can be sent as a fax.

For details, refer to the User's Guide [Facsimile Operations].

1.3 Specifying settings for using the Box functions

Before using the Box functions, the following settings should be specified.

Registering and specifying settings for boxes

Register the boxes where data will be saved.

Boxes can be set up by using the machine's touch panel or by using Page-Scope Web Connection from a Web browser on a computer on the network.



Detail

For registering and specifying settings for recipients, refer to the following sections.

"Registering boxes" on page 6-4

"Opening a box (User mode)" on page 7-14

A large, bold, black number '2' is centered within a gray square. The square is positioned to the left of the chapter title.

Saving documents

2 Saving documents

2.1 Information on saving documents

Keep in mind the following information before saving documents.



Note

For details on saving fax documents, refer to the User's Guide [Facsimile Operations].

User authentication

This machine can be set so that an account or user name and a password must be entered in order to use the machine. Contact the administrator for details on the account or user name for using the machine.

With user authentication

Type in the user name and password, and then press the [Access] key.

With account track

Type in the account name and password, and then press the [Access] key.

**Note**

With user authentication, the only boxes that are displayed are those that can be accessed by the user that is logged on.

With account track, all boxes are considered shared boxes.

If “Prohibit Functions when Auth. Error” in Administrator mode is set to “Mode 2” and a user enters an incorrect password the specified number of times, that user is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

Registering boxes

Before document data can be saved, a box must be created to save the data in.

Up to 1,000 boxes can be created.

Up to 200 documents can be saved in a single box.

A total of 9,000 pages can be saved in all boxes.

A total of 3,000 documents can be saved in all boxes.

There are public user boxes, which can be used by more than one person, and personal user boxes, which can be used only by a single person. For details on registering boxes, refer to “Registering boxes” on page 6-4 and “Opening a box (User mode)” on page 7-14.

Naming documents

Document data that is saved can be given a name.

- The names can contain a maximum of 30 characters.
- The names can also be changed after they are saved.
- The names can be specified when the data is saved; however, if the data is saved without a name specified, a preset name is applied.
- Names are created by combining the following elements.

As an example, the document name “CKMBT_C30004102315230” is described.

Element	Description
C	This letter indicates the mode when the document was saved. C: Copy F: Fax S: Scan P: Printing
KMBT_C300	This represents the name of the device that scanned the data. The factory default is “KMBT_C300”. This name can be changed with the “Input Machine Address” parameter on the Administrator/Machine Setting screen in Administrator mode. A name of up to 10 characters can be specified.
04102315230	This indicates the year (last two digits), month, day, hour and minutes when the data was scanned. The last digit is a serial number if the document is part of a series of scans.
_0001	This indicates the page when multi-page data is scanned. This numeral does not appear in the Document Name screen; however, it is added automatically as part of the name when the file is routed. Add this part to the name according to the naming conditions of the server to receive files, for example, when sending data by FTP.
.JPG	This is the extension for the specified data format. These characters do not appear in the Document Name screen; however, they are added automatically as part of the name when the file is routed.

2.2 Saving copies in boxes

Settings that can be saved and changed

Within the various functions that can be specified before making copies, there are functions whose settings can be saved and there are functions that cannot be saved but can be set when printing. The functions whose settings can be saved and those that can be changed are listed below.

Function type	Function	Can be saved	Can be set when printing
	Number of copies	×	○
	Paper tray selection	○	×
	Output tray selection	○	×
Basic screen settings	Color	○	×
	Paper	○	×
	Zoom	○	×
	Simplex/Duplex	○	○
	Fold & Staple	○	○
	Sort/Group	○	○
	Punch	○	○
	Staple	○	○
Combine Originals	Combine Originals	○	×
Quality/Density	Original Type	○	×
	Density	○	×
	Background Removal	○	×
Application	Sheet/Cover/Chapter Insert	○	×
	Edit Color	○	×
	Page Margin	○	○
	Stamp	○	○



Detail

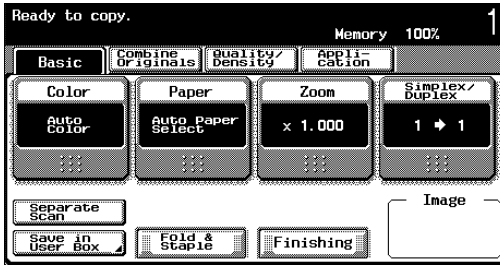
The Fold & Staple settings are available only if saddle stitcher SD-503 is installed on optional finisher FS-514.

The hole punch function is available only when optional finishers FS-514 and punch kit PK-510 are installed.

Saving copy documents

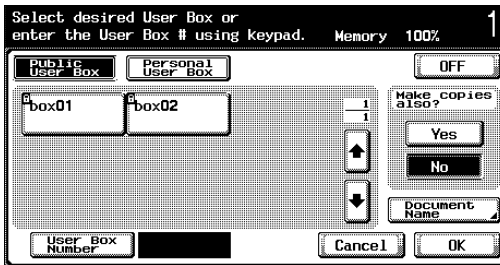
The following procedure describes how to save a copy document in a box.

- 1 Press the [Copy] key in the control panel.
- 2 Touch [Save in User Box].



A screen for selecting a box appears.

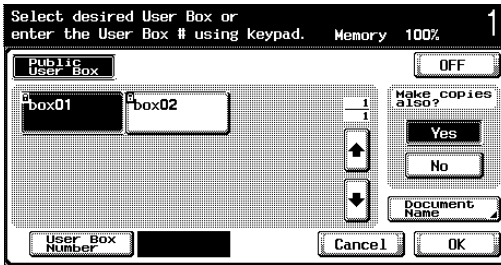
- 3 Select the box where the data is to be saved. Select the tab that contains the box where the data is to be saved, and then touch the button for the box. To specify a box number, touch [User Box #], and then type in the number of the box.



The button for the selected box appears selected.

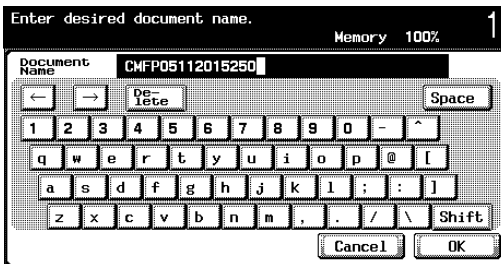
- ? Is a password required when saving data?
- It is not necessary to enter the password when saving data, even if a password has been specified for the box.

- 4 Select whether or not a copy will also be printed when the data is saved. To print a copy, touch [Yes] under “Make copies also?”.



- 5 Check the name of the document to be saved. Touch [Document Name].

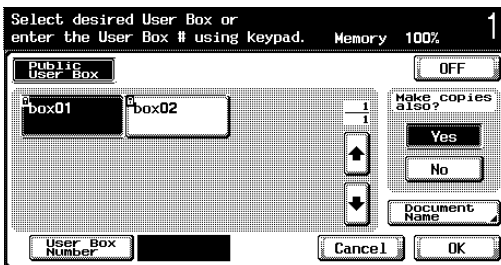
- 6 The default name appears beside “Document Name”.



- To change the name, touch [Delete] until the characters are deleted, and then type in the new name.
- To erase all of the text, press the [C] (clear) key.

- 7 After typing in the name, touch [OK].

- 8 Touch [OK]. The Copy mode screen appears again.



If the function was set, [Save in User Box] appears selected.

- 9 Specify the necessary copy settings.
- 10 Load the document into the optional ADF or place it on the original glass.
- 11 Press the [Start] key in the control panel.
 - If “Yes” under “Make copies also?” was selected, the scanned document is copied and the document data is saved in the specified box.
 - If “No” under “Make copies also?” was selected, the scanned document data is saved in the specified box.

**Note**

For details on the copy settings, refer to the User's Guide [Copy Operations].

For details on printing the document saved in a box, refer to “Printing a document from a public user box/personal user box” on page 3-2.

2.3 Saving scans in boxes

Scanned images can be saved in boxes. Box destinations can be registered in the address book, or a box destination can be specified directly.

The following procedure describes how to specify a box as a destination and how to use the Direct Input tab.



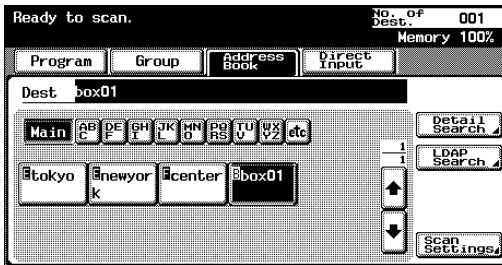
Note

If optional image controller IC-406 is installed, scan documents cannot be saved in boxes on this machine.

Using a box destination

A destination where a box has been registered is called a “box destination”.

Box destinations are saved on the Address Book tab and are indicated by “B” on their buttons.



The following procedure describes how to save data to a specified box destination that has already been registered.



Note

If a box destination is used, the document is automatically saved with the default name.

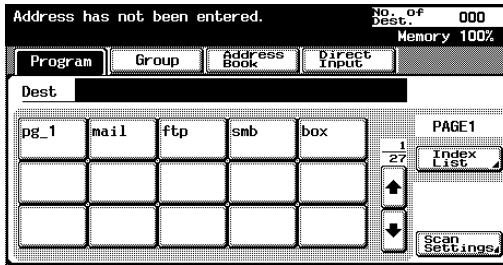
To specify whether or not the marks indicating the destination type are displayed, touch [2 User Setting] in the Utility screen, then [2 Display Setting], then [2 Scan Basic Screen Default Setting], and then specify a setting for the “Address Type Symbol Display” parameter. For details, refer to User’s Guide [Copy Operations].

**Note**

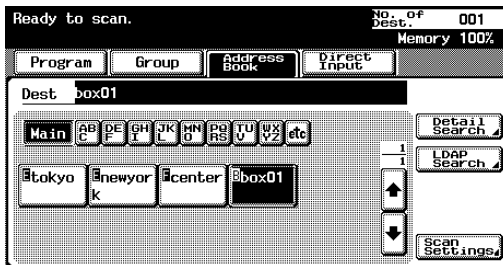
E-mail destinations are indicated by “E”, FTP destinations are indicated by “F”, and SMB destinations are indicated by “S”.

To save data to a box destination

- 1 Press the [Scan] key in the control panel.
The Scan mode screen appears.
- 2 Touch [Address Book].
The registered destinations are displayed.



- 3 Touch the button for the box where the data is to be saved.



- ? Why is [LDAP Search] not displayed on the Address Book tab?
 → If the “Manual Destination Input” parameter on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to “Restrict”, [LDAP Search] does not appear on the Address Book tab.

- 4 Specify the necessary scan settings.
- 5 Load the document into the optional ADF or place it on the original glass.
- 6 Press the [Start] key in the control panel.
The document is scanned and the document data is saved.



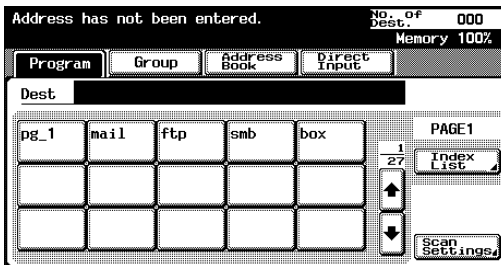
Detail

For details on the scan settings, refer to the User's Guide [Network Scanner Operations].

To save data to the specified box

Specifying the box where the data is to be saved directly from the control panel is called "direct input".

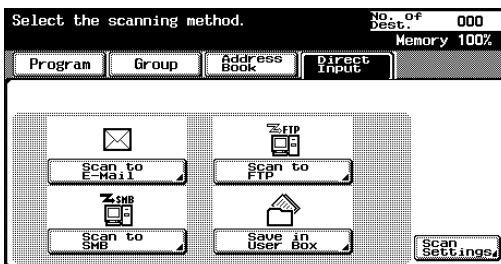
- 1 Press the [Scan] key in the control panel.
The Scan mode screen appears.
- 2 Touch [Direct Input].



? Why is the Direct Input tab not displayed?

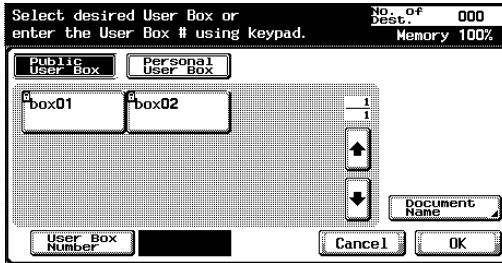
→ If the "Manual Destination Input" parameter on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to "Restrict", the Direct Input tab does not appear.

- 3 Touch [Save in User Box].



A screen for selecting a box appears.

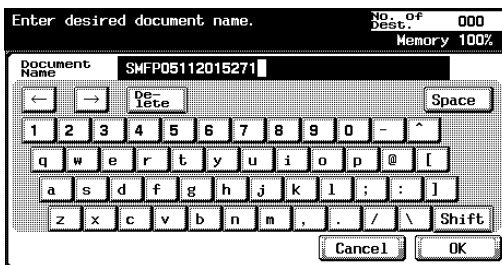
- 4 Select the box where the data is to be saved. Select the tab that contains the box where the data is to be saved, and then touch the button for the box. To specify a box number, touch [User Box Number], and then type in the number of the box.



The button for the selected box appears selected.

- ? Which box recipients can be specified for a single transmission?
 → Only one box recipient can be specified, but multiple e-mail and fax recipients can be specified.

- 5 Check the name of the document to be saved. Touch [Document Name].
- 6 The default name appears beside “Document Name”.

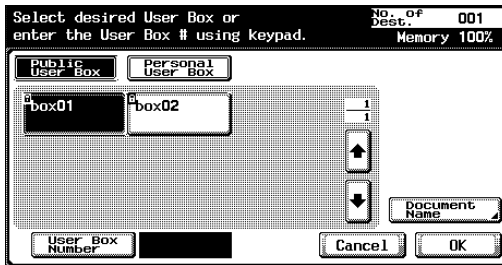


- To change the name, touch [Delete] until the characters are deleted, and then type in the new name.
- To erase all of the text, press the [C] (clear) key.

- 7 After typing in the name, touch [OK].

8 Touch [OK].

The Direct Input tab appears again. The number of the specified box appears under “Broadcast Destinations”.



? Why can't the name of the document be changed after returning to the Direct Input tab?

→ To change the document name after returning to the Direct Input tab, touch [Document Name].

9 Specify the necessary transmission settings.

10 Load the document into the optional ADF or place it on the original glass.

11 Press the [Start] key in the control panel.

**Detail**

For details on the scan settings, refer to the User's Guide [Network Scanner Operations].

3

Printing a document from a public user box/ personal user box

3 Printing a document from a public user box/personal user box

3.1 Displaying the Box mode screen

The documents that can be printed from a box are those that were saved in the box from Copy or Fax mode or during computer printing.



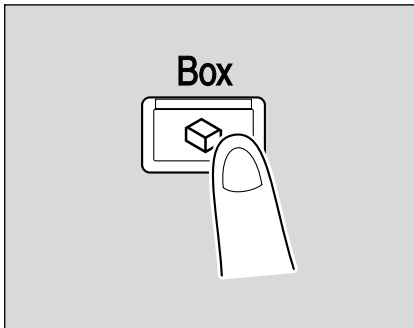
Reminder

If optional scan accelerator kit SA-501 is installed, data saved from Scan mode can also be printed.

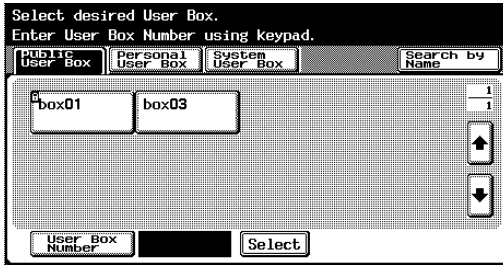
Viewing documents saved in boxes

The following procedure describes how to check the list of documents saved in boxes.

- 1 Press the [Box] key in the control panel.

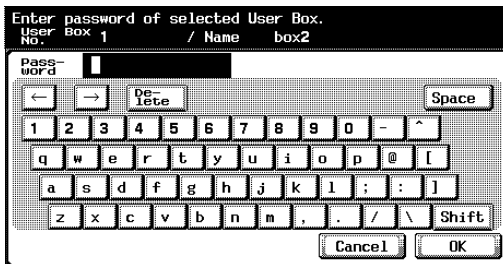


- From the Public User Box tab or the Personal User Box tab, touch the button for the desired box.

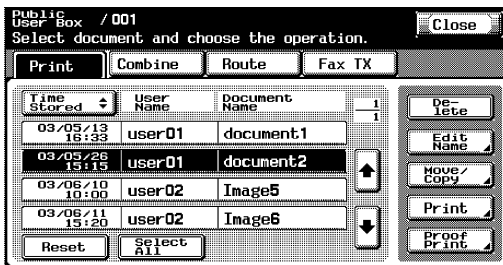


- ? Why does [Personal User Box] not appear?
 - The Personal User Box tab displays only boxes registered to the user that is logged on with user authentication.

- If a password has been set for the box, type in the password, and then touch [OK].



- The list of documents saved in the box is displayed.





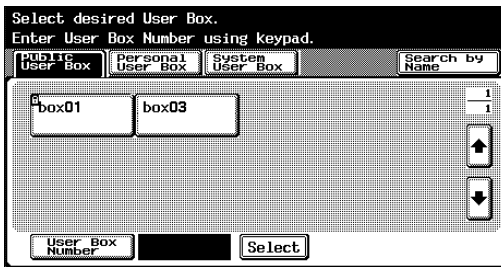
Reminder

If “Prohibit Functions when Auth. Error” in Administrator mode is set to “Mode 2” and a box user enters an incorrect password the specified number of times, that box is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

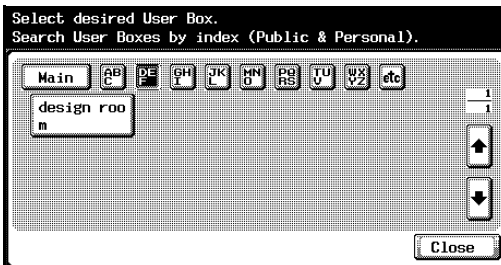
Searching for a box name

The desired box can be searched for by its name.

- 1 From the screen containing a list of the boxes, touch [Search by Name].



- 2 The boxes matching the box search text appear.

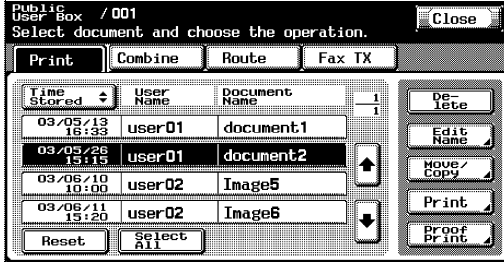


3.2 Deleting document data

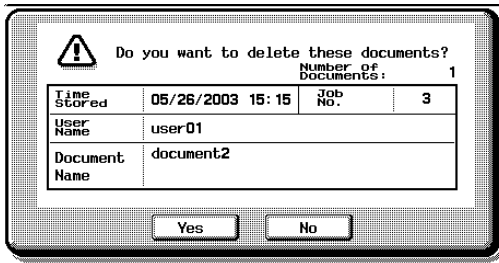
To delete data

Data that has already been printed or is no longer needed can be deleted.

- 1 Select the document to be deleted.
- 2 Touch [Delete].



- 3 Check the document information that appeared, and then touch [Yes] to delete the document.

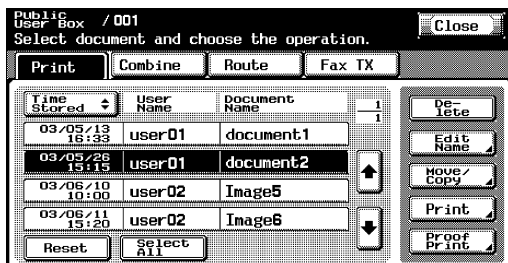


3.3 Changing the document name

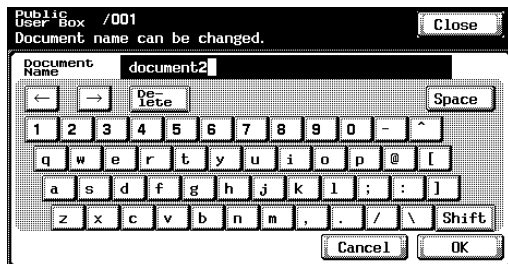
To change the document name

The name of the saved document can be changed.

- 1 Select the document to be renamed.
- 2 Touch [Edit Name].



- 3 The current name appears beside "Document Name". Type in the new name.



- 4 Touch [OK].



Note

The document name is the name of the file sent by e-mail or to an FTP or SMB server. Specify a document name according to the routing conditions of the destination server.

The document name can also be changed when the document is sent.

3.4 Moving document data



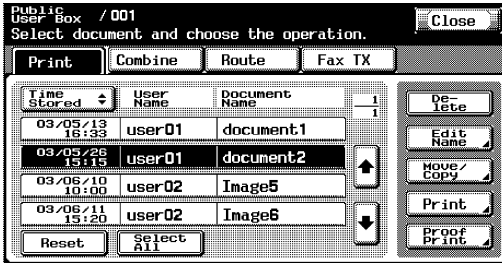
Note

A document cannot be moved if multiple documents are selected.

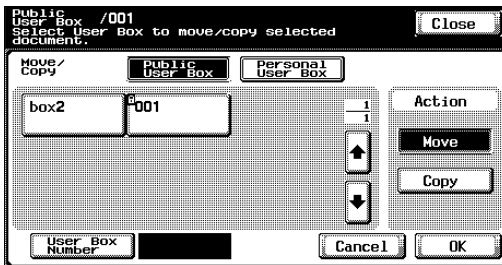
To move a document

Document data currently saved in a box can be moved to a different public user box/personal user box.

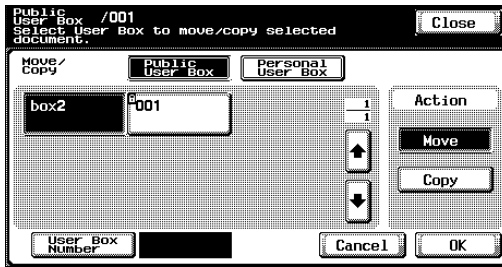
- 1 Select the document to be moved.
- 2 Touch [Move/Copy].



- 3 Under "Action", touch [Move].



- 4 Touch the button for the box where the document is to be moved.



- ? Is a password required for moving data to a different box?
 → It is not necessary to enter the password when moving data to a different box, even if a password has been specified for the box.

- 5 Check the settings, and then touch [OK].

The data is moved.



Note

The date and time that the document is moved is recorded under "Time Stored".

3.5 Copying document data



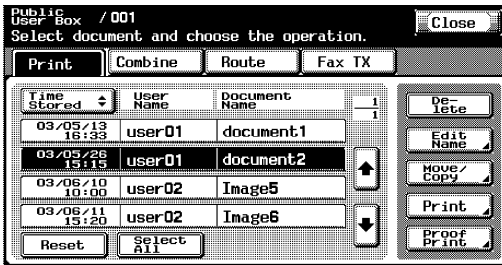
Note

A document cannot be copied if multiple documents are selected.

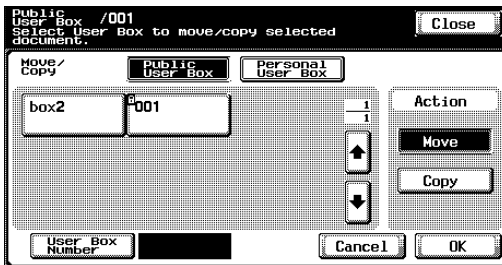
To copy a document

Document data currently saved in a box can be copied to a different public user box/personal user box.

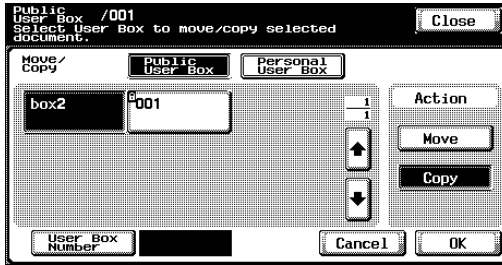
- 1 Select the document to be copied.
- 2 Touch [Move/Copy].



- 3 Under "Action", touch [Copy].



- 4 Touch the button for the box where the document is to be copied.



- ? Is a password required for copying data to a different box?
 → It is not necessary to enter the password when copying data to a different box, even if a password has been specified for the box.

- 5 Check the settings, and then touch [OK].

The data is copied into the selected box.



Note

The date and time that the document is copied is recorded under "Time Stored".

3.6 Printing document data

A document saved in a box from Copy mode, Fax mode or during computer printing can be printed. When printing the document, additional settings, such as those for the number of copies and double-sided printing, can be specified. In addition, a proof copy can be printed as a sample before printing or multiple documents can be combined and printed.



Detail

For details on printing a proof copy, refer to “Printing a proof copy” on page 3-31.



Detail

For details on combining multiple documents for printing, refer to “Combined printing” on page 3-32.



Note

If optional scan accelerator kit SA-501 is installed, data saved from Scan mode can be printed.

If optional scan accelerator kit SA-501 is installed and data saved from Scan mode is being printed, [Cover Mode] cannot be selected in the Change Setting screen.

Available functions	Description	Page reference
# of Sets	Specifies the number of copies to be printed.	p. 3-14
1-Sided/2-Sided	Select whether a single-sided or double-sided copy is to be printed.	p. 3-14
Finishing	Select whether to sort or group the documents. In addition, Staple and Punch settings can also be specified.	p. 3-15
Fold & Staple	Select whether the paper that is fed out is folded in half and stapled at two places along the center.	p. 3-17
Page Margin	The document can be printed with a binding margin.	p. 3-20
Cover Mode	Documents can be printed with cover pages added to the front and back.	p. 3-23
Stamp	The document can be printed with the date/time, page number or distribution number.	p. 3-24

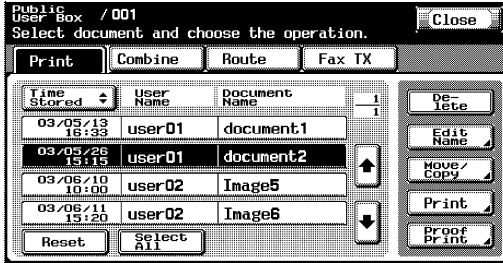
**Detail**

The Fold & Staple settings are available only if saddle stitcher SD-503 is installed on optional finisher FS-514.

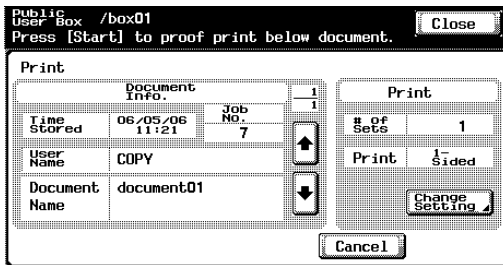
The hole punch function is available only when optional finishers FS-514 and punch kit PK-510 are installed.

To print a document

- 1 Select the document to be printed.
- 2 Touch [Print].



- 3 Check the document information that appeared.



To check detailed information, touch [] or [].

- 4 To specify a setting, such as the number of copies, touch [Change Setting] under "Print".
- 5 Press the [Start] key in the control panel.



Detail

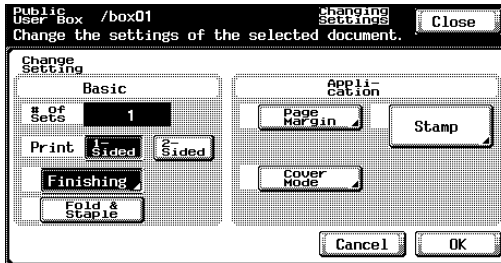
For details on changing the settings, refer to the descriptions starting with "To change the number of copies" on page 3-14.

To change the number of copies

Specify the number of copies to be printed.

The number of copies can be set between 1 and 999.

→ Using the keypad, type in the desired number of copies.

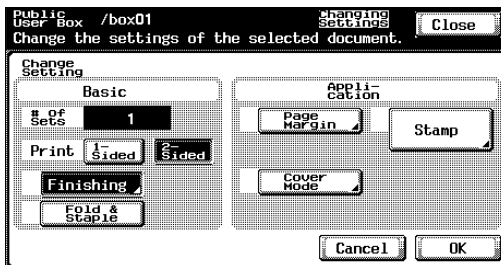


– To reset the number of copies to “1”, press the [C] (clear) key.

To specify single-sided/double-sided printing

Specify whether a single-sided or double-sided copy of the document is to be printed.

→ Touch [1-Sided] or [2-Sided].



Specifying Finishing settings

Select whether to sort or group the documents. In addition, Staple and Punch settings can also be specified.

The following settings can be specified.

Setting	Description
Sort	Feeds out copies by sets.
Group	Feeds out copies by pages.
Offset	Separates the sets or pages of the copies.
Staple	Staples copies in the corner or at two locations. The stapling position can also be selected.
Punch	Punching holes in copies. The position of the punched holes can also be selected.

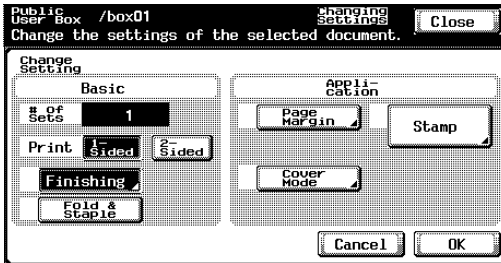


Detail

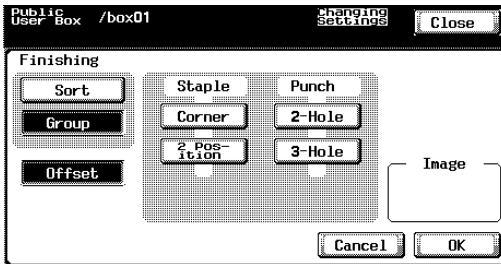
The hole punch function is available only when optional finishers FS-514 and punch kit PK-510 are installed.

To specify the Finishing settings

- 1 Touch [Finishing].

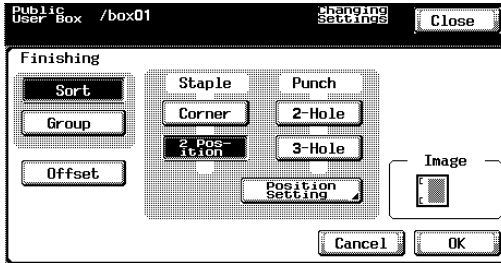


- 2 Touch [Sort] or [Group].



To separate the copies, touch [Offset].

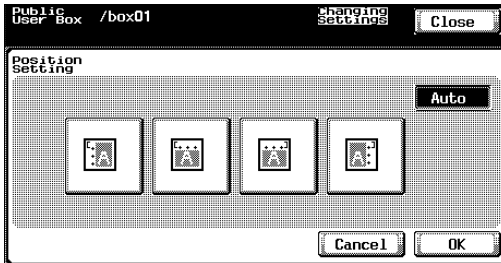
- 3 Select the desired Staple and Punch settings.



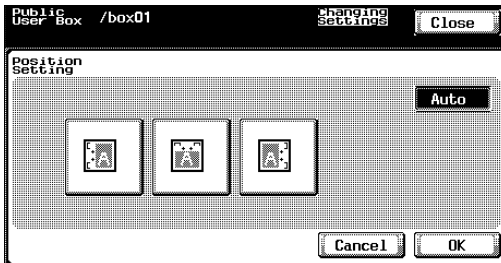
- 4 To specify the positions of the staples and punched holes, touch [Position Setting].

- 5 Touch the button for the desired position.

– If the “Corner” Staple setting is selected



– If the “2 Position” Staple setting is selected



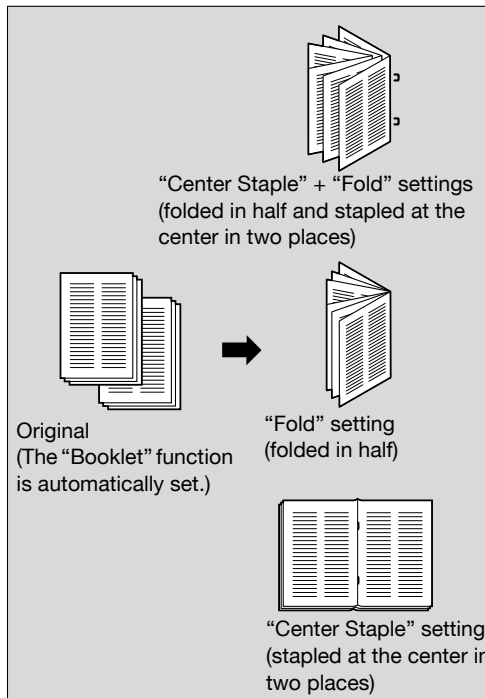
- 6 Touch [OK], and then touch [OK] in the next screen that appears.

Folding the paper in half and binding it (Fold & Staple settings)

The paper that is fed out can be folded in half and stapled at two places along the center.

The following Fold & Staple settings can be selected.

Setting	Description
Center Staple	Staples the paper at two places along the center. The stapling position can be adjusted to one of 10 locations either to the left or to the right of the center.
Fold	Folds the paper in half. The folding position can be adjusted to one of 10 locations either to the left or to the right of the center.





Detail

In order for the paper to be bound at the center or folded in half, all of the following conditions must be met.

The paper width must be between 7-1/4 inch and 11-3/4 inch.

The paper length must be between 10 inch and 17 inch.



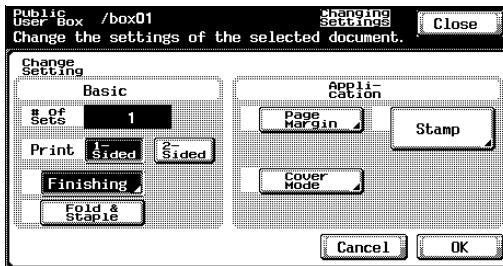
Reminder

The Fold & Staple settings are available only if saddle stitcher SD-503 is installed on optional finisher FS-514.

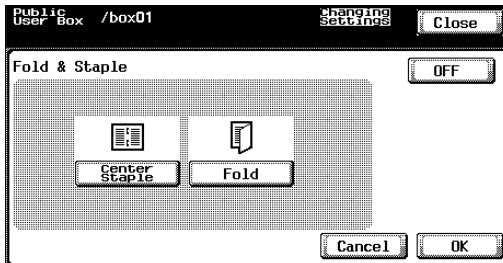
To specify the Fold & Staple settings

- 1 Touch [Fold & Staple].

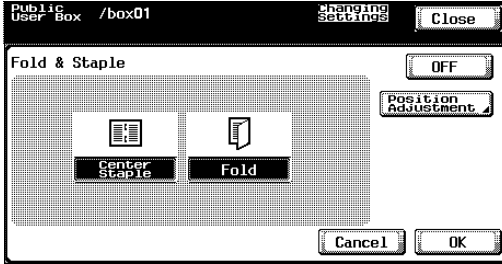
The “Sort” Finishing setting is also selected.



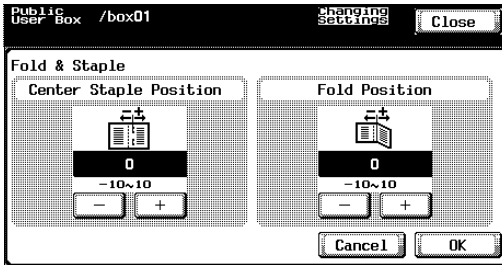
- 2 Select the desired settings.



- To adjust the position, touch [Position Adjustment].



- Adjust the stapling and folding positions.



- Touch [OK], and then touch [OK] in the next screen that appears.

Adding a binding margin

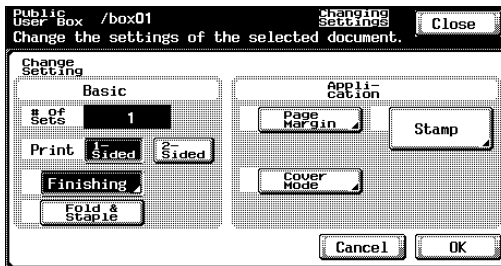
The document can be printed with a binding margin.

The following settings can be specified.

Function	Description
Page Margin	The binding margin can be added to the left side, right side or top of the page. The width of the binding margin can be set between 1/16 in and 3/4 in. If "Auto" is selected, a binding margin along the long side of the paper is selected if the document length is 11-45/64 in or less. If the document length is more than 11-45/64 in, a binding margin along the short side of the paper is selected.

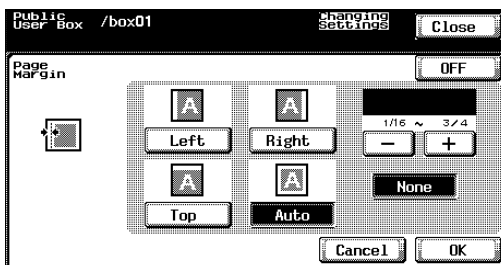
To specify the Page Margin settings

1 Touch [Page Margin].



2 Select the desired position for the binding margin, and then touch [-] or [+] to specify the width of the binding margin.

- The width of the binding margin can be set in 1/16 in increments.
- To set the binding margin to 0 in, touch [None]. Only the binding position can be specified.



3 Touch [OK].

Adding cover pages (“Cover Mode” function)

Documents can be printed with cover pages added to the front and back. First, load the paper trays with the paper for the front cover page and the back cover page.

The following settings can be specified.

Setting	Description
“Front (Copy)” under “Front Cover”	The first page of the document is printed onto the paper for the front cover page. If “2-Sided” was selected, the second page of the document is printed onto the back of the front cover page.
“Front (Blank)” under “Front Cover”	A blank page is added as the first page of the document.
“Back (Copy)” under “Back Cover”	The last page of the document is printed onto the paper for the back cover page. If “2-Sided” was selected, the second to last page of the document is printed onto the back cover page.
“Back (Blank)” under “Back Cover”	A blank page is added as the last page of the document.

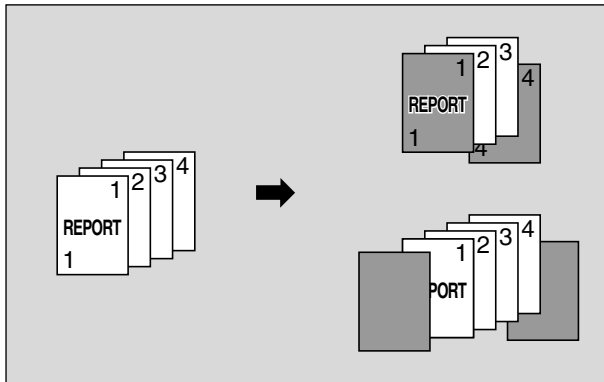


Note

If a setting for the “Cover Mode” function is to be specified when printing a copied document, either of the following conditions must be met when saving the document in a user box.

A paper drawer is specified.

A setting is selected for the “Cover Mode” function.



**Note**

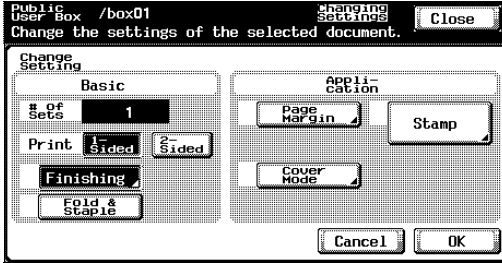
If a setting for the “Cover Mode” function is to be specified when printing a copied document, either of the following conditions must be met when saving the document in a user box.

A paper tray is specified.

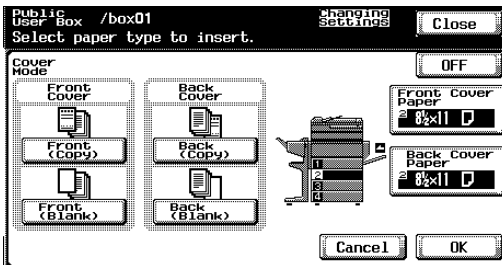
A Cover Mode setting is specified.

To specify the Cover Mode settings

1 Touch [Cover Mode].



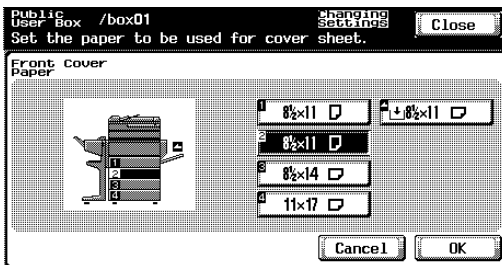
2 Select the desired cover page format.



3 Specify the paper trays loaded with the paper for the front cover page and back cover page.

Touch [Front Cover Paper] or [Back Cover Paper].

4 Select the paper tray.



5 Touch [OK], and then touch [OK] in the next screen that appears.

Printing the date/time (“Date/Time” function)

The printing date and time can be printed on all pages of the document.

Settings can be specified for the following.

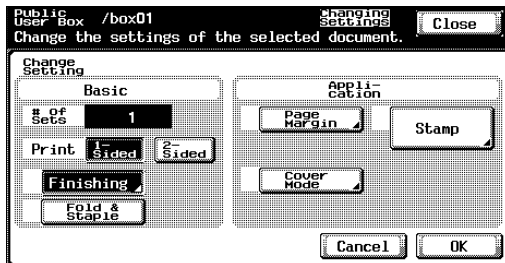
Item	Description
Date Type	Select the format for the date.
Time Type	Select the format for the time.
Pages	Specify the pages to be printed on.

The following settings are available under “Pages”.

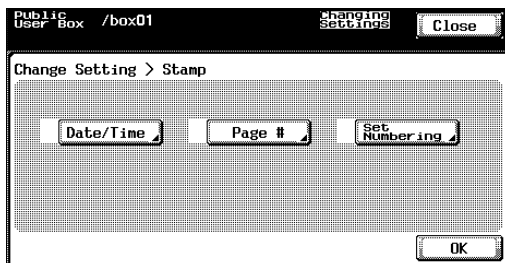
Setting	Description
Cover Only	The date/time is printed only on the cover page.
All Pages	The date/time is printed on all pages.

To specify the “Date/Time” function

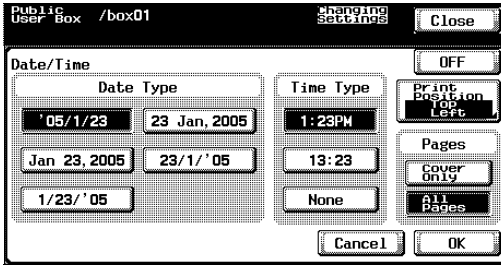
- 1 Touch [Stamp].



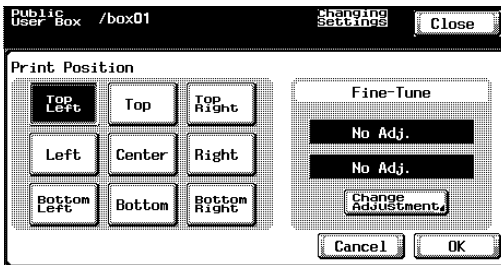
- 2 Touch [Date/Time].



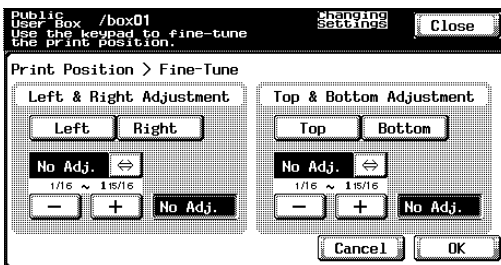
- Under “Date Type”, select the format for the date.



- Under “Time Type”, select the format for the time.
- Under “Pages”, select the pages that the date/time is to be printed on.
- To change the printing position, touch [Print Position].
- Select the printing position. To make fine adjustments to the printing position, touch [Change Adjustment].



- Specify the adjustment for moving the printing position up and down and to the left and right.



- Touch [OK], and then touch [OK] in the next four screens that appear.

Printing page numbers (“Page #” function)

Page numbers can be printed on all pages of the document.

Settings can be specified for the following.

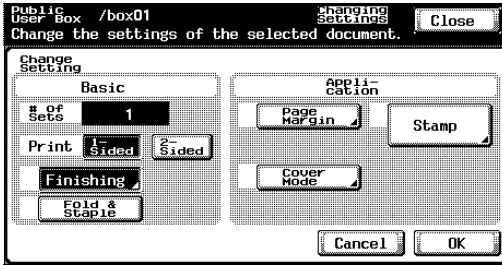
Item	Description
Start No.	Specify the starting chapter and page numbers.
Page No. Type	Select the format for the page number.
Insert Sheet Setting	Select whether or not page numbers are printed on the inserted paper.

The following settings can be specified for printing on inserted pages.

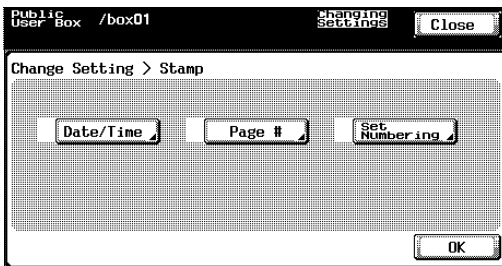
Setting		Description
Cover Mode	All Pages	The page number is printed on all pages, including the front and back cover pages.
	Except for Front Cover	The page number is not printed on the front cover page.
	Do Not Print Page #	The page number is not printed on the front and back cover pages.
Insert (Copy)	Print Page #	A copied insertion is counted as a page, and the page number is printed on it.
	Do Not Print Page #	A copied insertion is counted as a page, but the page number is not printed on it.
	Skip the Page(s)	A copied insertion is not counted as a page, but the page number is not printed on it.
Insert (Blank)	Do Not Print Page #	A blank insertion is counted as a page, but the page number is not printed on it.
	Skip the Page(s)	A blank insertion is not counted as a page, and the page number is not printed on it.

To specify the “Page #” function

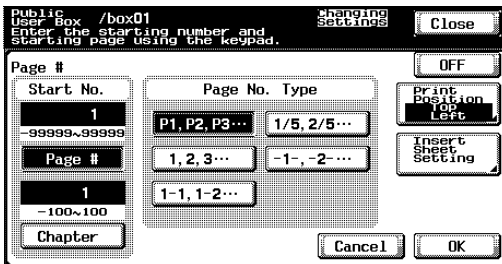
1 Touch [Stamp].



2 Touch [Page #].



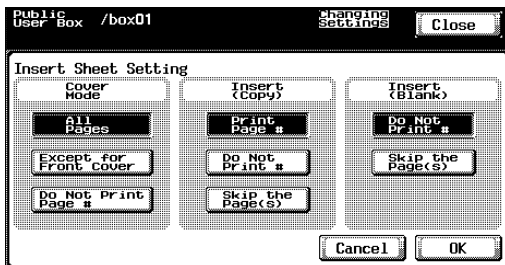
3 Under “Start No.”, type in the starting page and chapter numbers.



4 Under “Page No. Type”, select the page number format.

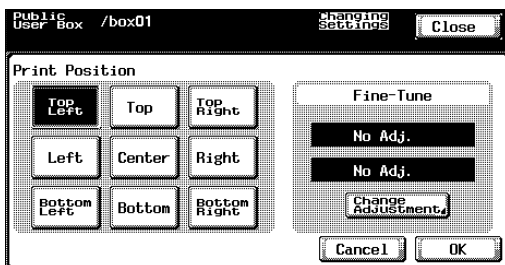
5 If there are inserted pages, specify whether or not page numbers are printed on them. Touch [Insert Sheet Setting].

- 6 Select how page numbers are printed on inserted pages, and then touch [OK].

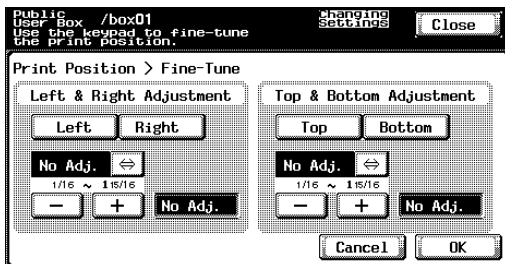


- 7 To change the printing position, touch [Print Position].

- 8 Select the printing position. To make fine adjustments to the printing position, touch [Change Adjustment].



- 9 Specify the adjustment for moving the printing position up and down and to the left and right.



- 10 Touch [OK], and then touch [OK] in the next four screens that appear.



Note

The Chapter settings are applied only when “1-1, 1-2 ...” is selected under “Page No. Type”.

Printing distribution numbers (“Set Numbering” function)

Distribution numbers can be printed on all pages of the document.

Settings can be specified for the following.

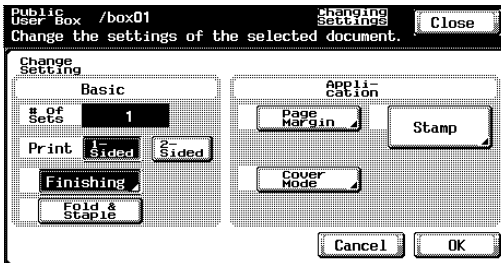
Item	Description
Start Number	Specify the starting distribution number.
Text Color	Select the text color for the distribution numbers.
Pages	Specify the pages to be printed on.

The following settings can be selected as the pages to be printed on.

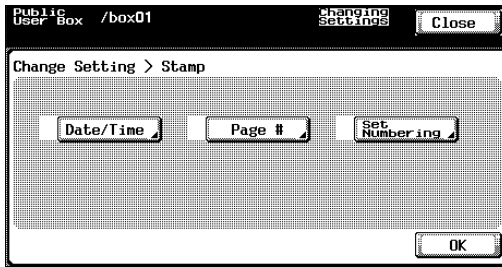
Setting	Description
Cover Only	The distribution number is printed only on the cover page.
All Pages	The distribution number is printed on all pages.

To specify the “Set Numbering” function

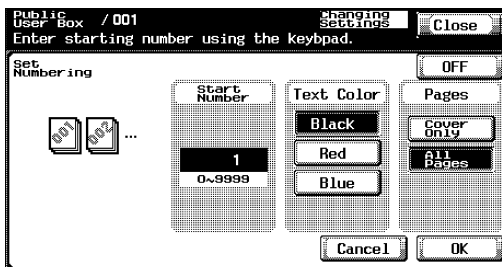
- 1 Touch [Stamp].



- 2 Touch [Set Numbering].



- 3 Under "Start Number", use the keypad to specify the starting number.



- 4 Under "Text Color", select the desired color.
- 5 Under "Pages", select the pages that the distribution numbers are to be printed on.
- 6 Touch [OK], and then touch [OK] in the next two screens that appear.

3.7 Printing a proof copy

The contents of the document can be checked.

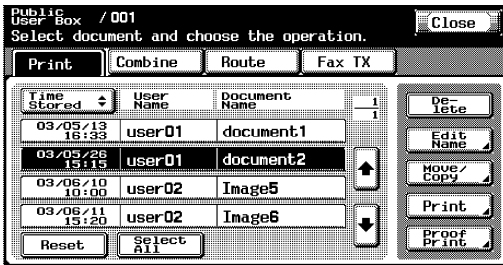


Note

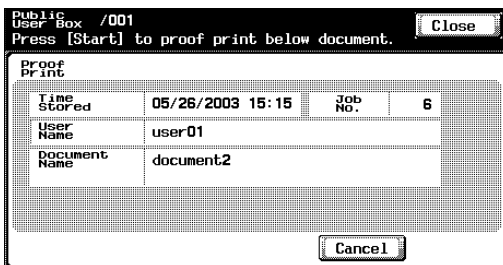
A proof copy cannot be printed if multiple documents are selected. Print proof copies one document at a time.

To print a proof copy

- 1 Select the document to be proofed.
- 2 Touch [Proof Print].



- 3 Check the document information that appeared.



- 4 Press the [Start] key in the control panel.



Note

Only the first page is printed.

3.8 Combined printing

Multiple documents can be printed together. Up to 10 documents can be selected to be printed together.

Additional settings, such as those for the number of copies, can be specified for the selected document.



Detail

For details on changing the settings, refer to descriptions starting with "To change the number of copies" on page 3-34.

Available functions	Description	Page reference
# of Sets	Specifies the number of copies to be printed.	p. 3-34
1-Sided/2-Sided	Select whether a single-sided or double-sided copy is to be printed.	p. 3-35
Finishing	Select whether to sort or group the documents. In addition, Staple and Punch settings can also be specified.	p. 3-36
Fold & Staple	Select whether the paper that is fed out is folded in half and stapled at two places along the center.	p. 3-39
Page Margin	The document can be printed with a binding margin.	p. 3-43
Date/Time	The printing date and time can be printed on all pages of the document.	p. 3-41
Set Numbering	Distribution numbers can be printed on all pages of the document.	p. 3-44
Page #	Page numbers can be printed on all pages of the document.	p. 3-46



Detail

Documents saved in a box and having a front cover, back cover and blank insertion in addition to Image Repeat and OHP Interleave settings specified cannot be combined and printed.

The Fold & Staple settings are available only if saddle stitcher SD-503 is installed on optional finisher FS-514.

The hole punch function is available only when optional finishers FS-514 and punch kit PK-510 are installed.

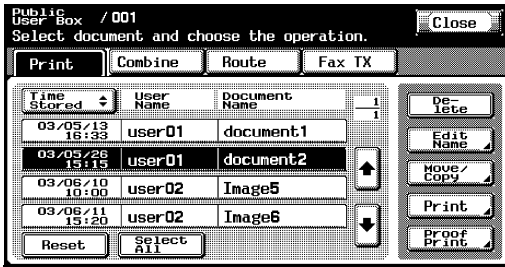


Note

If optional scan accelerator kit SA-501 is installed, data saved from Scan mode can be printed.

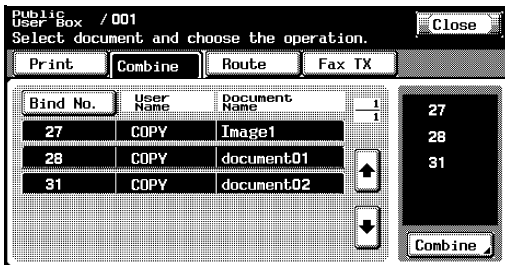
To print a document

- 1 Touch [Combine].



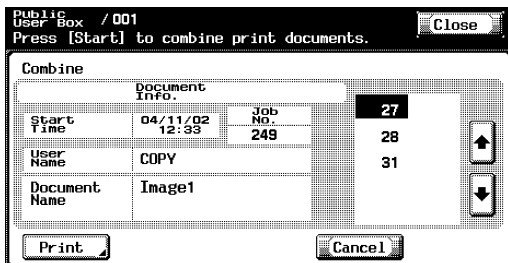
The list of documents appears.

- 2 Select the document to be printed.



The selected document is highlighted, and its bind number appears on the right side.

- 3 Touch [Combine] in the lower-right corner.
- 4 Check the document information that appeared.



To check detailed information, touch [↑] or [↓].

- 5 To specify a setting, such as the number of copies of each document, touch [Print].
- 6 Press the [Start] key in the control panel.



Detail

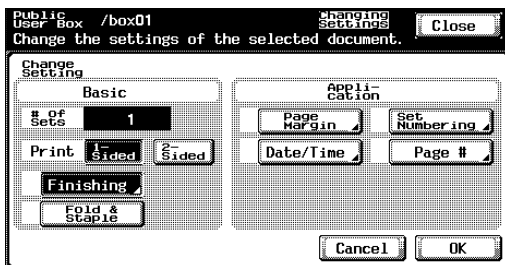
For details on changing the settings, refer to descriptions starting with "To change the number of copies" on page 3-34.

To change the number of copies

Specify the number of copies to be printed.

The number of copies can be set between 1 and 999.

→ Using the keypad, type in the desired number of copies.

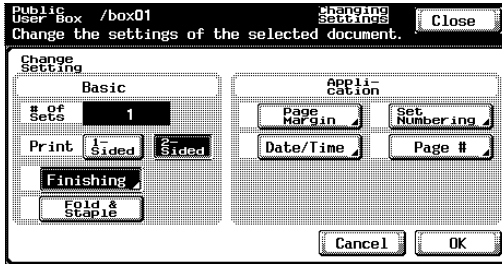


- To reset the number of copies to "1", press the [C] (clear) key.

To specify single-sided/double-sided printing

Specify whether a single-sided or double-sided copy of the document is to be printed.

→ Touch [1-Sided] or [2-Sided].



Specifying Finishing settings

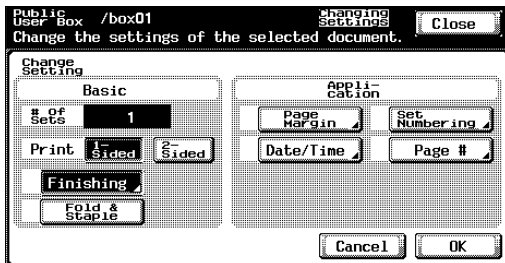
Select whether or not the copies are separated. In addition, Staple and Punch settings can be specified.

The following settings can be specified.

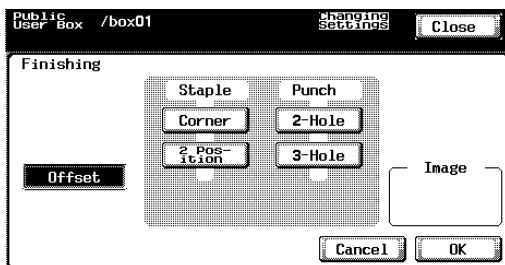
Setting	Description
Offset	Separates the sets or pages of the copies.
Staple	Staples copies in the corner or at two locations. The stapling position can also be selected.
Punch	Punching holes in copies. The position of the punched holes can also be selected.

To specify the Finishing settings

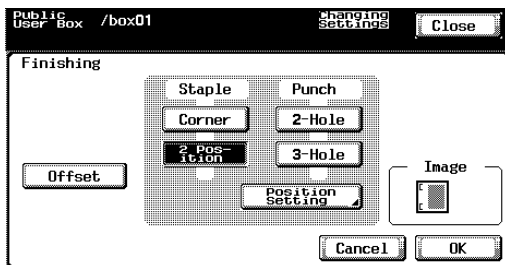
- 1 Touch [Finishing].



- 2 To separate the copies, touch [Offset].

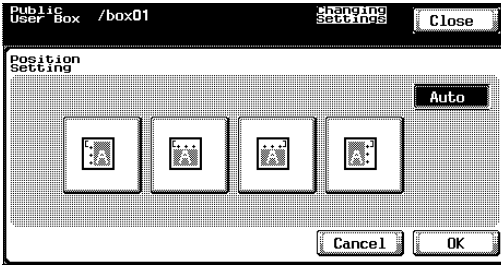


- 3 Select the desired Staple and Punch settings.

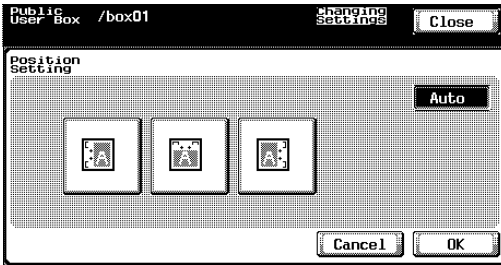


- 4 To specify the positions of the staples and punched holes, touch [Position Setting].
- 5 Touch the button for the desired position.

- If the "Corner" Staple setting is selected



- If the "2 Position" Staple setting is selected



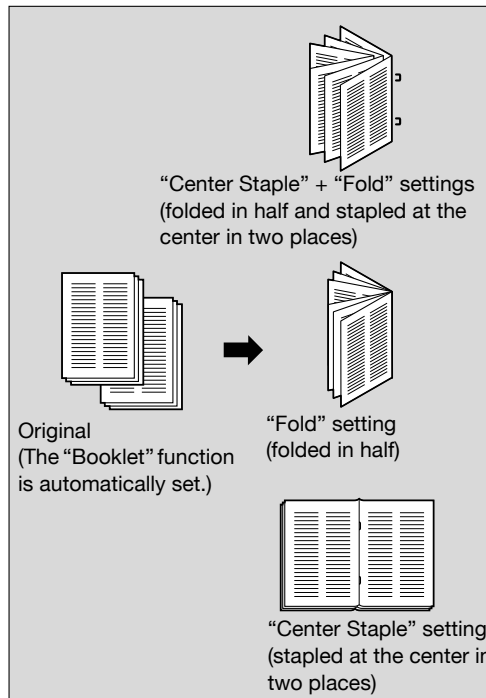
- 6 Touch [OK], and then touch [OK] in the next screen that appears.

Folding the paper in half and binding it (Fold & Staple settings)

The paper that is fed out can be folded in half and stapled at two places along the center.

The following Fold & Staple settings can be selected.

Setting	Description
Center Staple	Staples the paper at two places along the center. The stapling position can be adjusted to one of 10 locations either to the left or to the right of the center.
Fold	Folds the paper in half. The folding position can be adjusted to one of 10 locations either to the left or to the right of the center.





Detail

In order for the paper to be bound at the center or folded in half, all of the following conditions must be met.

The paper width must be between 7-1/4 inch and 11-3/4 inch.

The paper length must be between 10 inch and 17 inch.

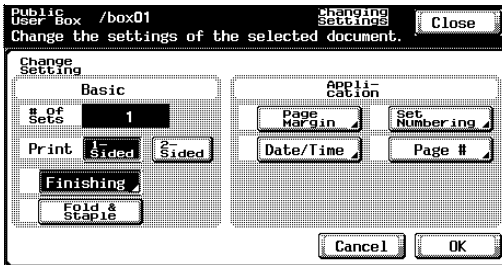


Reminder

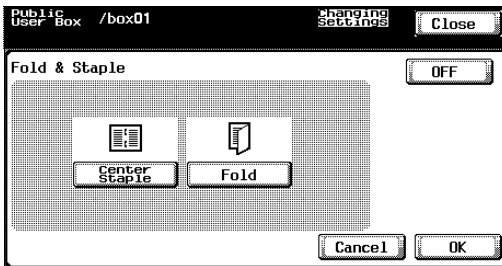
The Fold & Staple settings are available only if saddle stitcher SD-503 is installed on optional finisher FS-514.

To specify the Fold & Staple settings

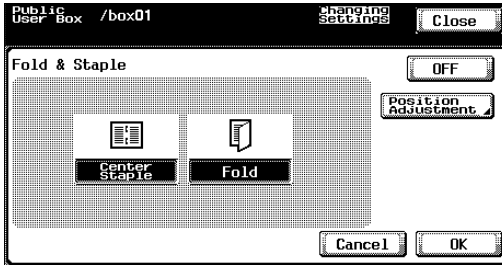
- 1 Touch [Fold & Staple].



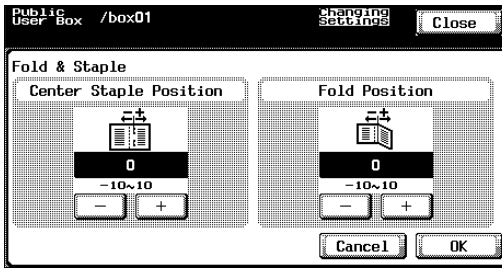
- 2 Select the desired settings.



- 3 To adjust the position, touch [Position Adjustment].



- 4 Adjust the stapling and folding positions.



- 5 Touch [OK], and then touch [OK] in the next screen that appears.

Printing the date/time (“Date/Time” function)

The printing date and time can be printed on all pages of the document. Settings can be specified for the following.

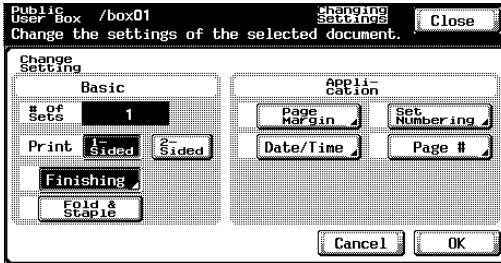
Item	Description
Date Type	Select the format for the date.
Time Type	Select the format for the time.
Pages	Specify the pages to be printed on.

The following settings are available under “Pages”.

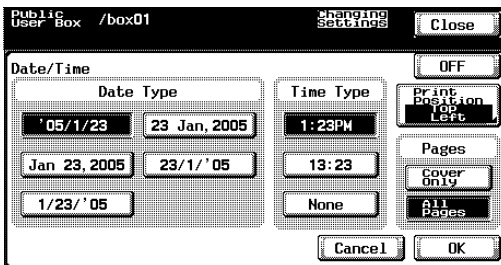
Setting	Description
Cover Only	The date/time is printed only on the cover page.
All Pages	The date/time is printed on all pages.

To specify the “Date/Time” function

- 1 Touch [Date/Time].

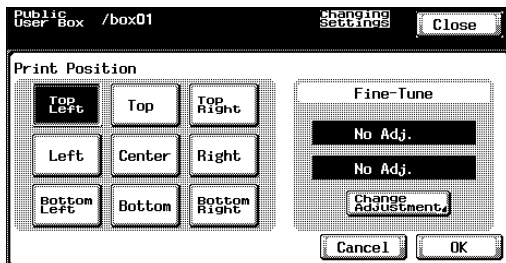


- 2 Under “Date Type”, select the format for the date.

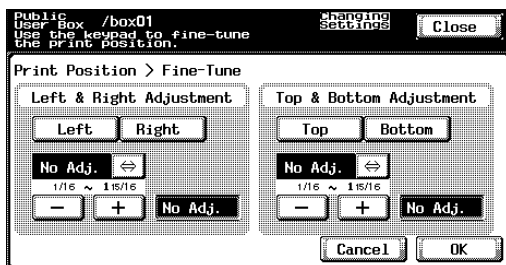


- 3 Under “Time Type”, select the format for the time.

- 4 Under "Pages", select the pages that the date/time is to be printed on.
- 5 To specify the printing position, touch [Print Position].
- 6 Select the printing position. To make fine adjustments to the printing position, touch [Change Adjustment].



- 7 Specify the adjustment for moving the printing position up and down and to the left and right.



- 8 Touch [OK], and then touch [OK] in the next four screens that appear.

Adding a binding margin

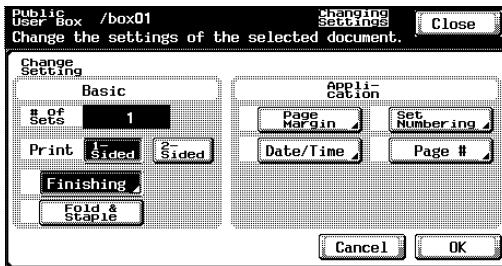
The document can be printed with a binding margin.

The following settings can be specified.

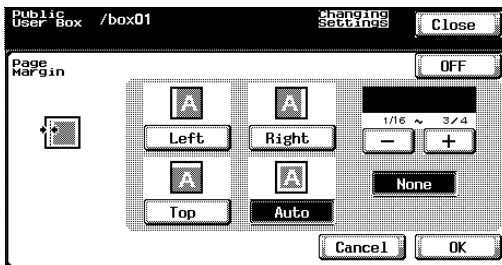
Function	Description
Page Margin	The binding margin can be added to the left side, right side or top of the page. The width of the binding margin can be set between 1/16 in and 3/4 in. If "Auto" is selected, a binding margin along the long side of the paper is selected if the document length is 11-45/64 in or less. If the document length is more than 11-45/64 in, a binding margin along the short side of the paper is selected.

To specify the Page Margin settings

1 Touch [Page Margin].



2 Select the desired position for the binding margin, and then touch [-] or [+] to specify the width of the binding margin.



- The width of the binding margin can be set in 1/16 in increments.
- To set the binding margin to 0 in, touch [None]. Only the binding position can be specified.

3 Touch [OK].

Printing distribution numbers (“Set Numbering” function)

Distribution numbers can be printed on all pages of the document.

Settings can be specified for the following.

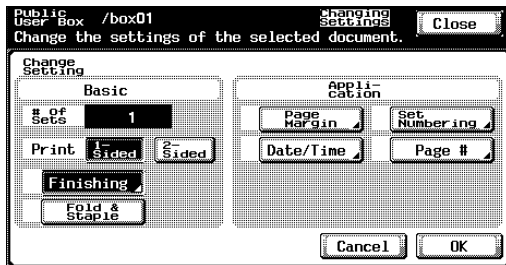
Item	Description
Start Number	Specify the starting distribution number.
Text Color	Select the text color for the distribution numbers.
Pages	Specify the pages to be printed on.

The following settings can be selected as the pages to be printed on.

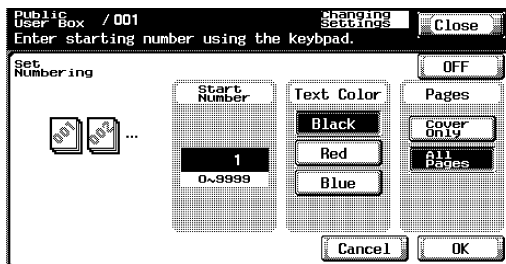
Setting	Description
Cover Only	The distribution number is printed only on the cover page.
All Pages	The distribution number is printed on all pages.

To specify the “Set Numbering” function

- 1 Touch [Set Numbering].



- 2 Under “Start Number”, use the keypad to specify the starting number.



- 3 Under “Text Color”, select the desired color.

- 4 Under “Pages”, select the pages that the distribution numbers are to be printed on.
- 5 Touch [OK], and then touch [OK] in the next two screens that appear.

Printing page numbers (“Page #” function)

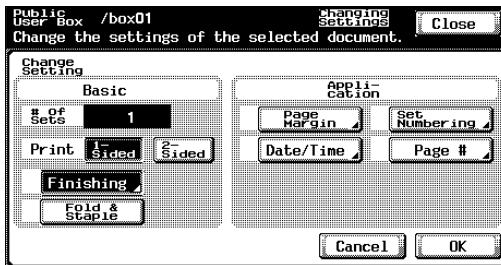
Page numbers can be printed on all pages of the document.

Settings can be specified for the following.

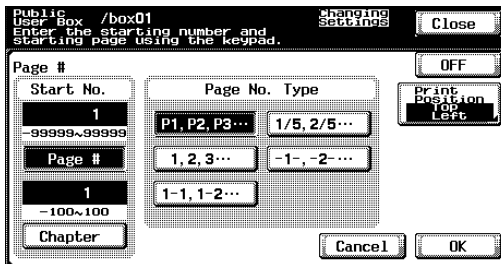
Item	Description
Start No.	Specify the starting chapter and page numbers.
Page No. Type	Select the format for the page number.

To specify the “Page #” function

- 1 Touch [Page #].



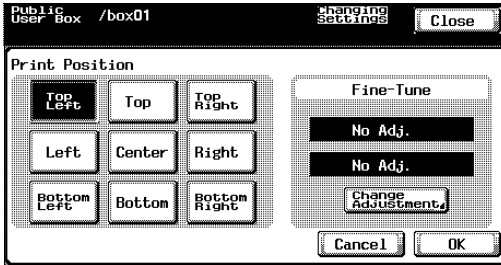
- 2 Under “Start No.”, type in the starting page and chapter numbers.



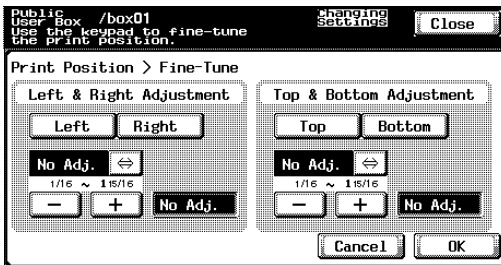
- 3 Under “Page No. Type”, select the desired page number format.

- 4 To specify the printing position, touch [Print Position].

- 5 Select the printing position. To make fine adjustments to the printing position, touch [Change Adjustment].



- 6 Specify the adjustment for moving the printing position up and down and to the left and right.



- 7 Touch [OK], and then touch [OK] in the next four screens that appear.



Note

The Chapter settings are applied only when "1-1, 1-2 ..." is selected under "Page No. Type".

4

Routing a document from a public user box/ personal user box

4 Routing a document from a public user box/personal user box

4.1 Editing document data

From the Route tab, document data can be edited in addition to being routed.

Function	Description
Delete	Data that has already been sent or is no longer needed can be deleted. For details, refer to "Deleting document data" on page 3-5.
Edit Name	The name of the saved document can be changed. For details, refer to "Changing the document name" on page 3-6.
Move/Copy	Document data currently saved in a box can be moved or copied to a different public user box/personal user box. For details on moving document data, refer to "Moving document data" on page 3-7. For details on copying document data, refer to "Copying document data" on page 3-9.

4.2 Routing

Document data saved in a box from Scan mode or Fax mode can be sent via the network. The data can easily be routed by simply registering a destination with this machine instead of by sending the data through different computers.



Note

Data saved from Fax mode can be sent with the fax image resolution.

Routing types

Document data saved in boxes can be routed in three different ways.

Type	Description
E-Mail Direct Input	Document data is sent as an e-mail attachment.
File (FTP) Direct Input	Document data is uploaded to the specified FTP server.
File (SMB) Direct Input	Document data is sent to a shared folder on the specified computer.

Transmission methods

Select one of the four routing methods according to the desired transmission purpose and use.

Destinations can be specified using any combination of these methods.

Method	Description	Page reference
Program	Multiple preset routing types are programmed with this method.	p. 4-6
Group	Multiple destinations can be registered with this method. This is convenient for always sending data to the same people.	p. 4-7
Address book	Select different destinations from those registered in the address book.	p. 4-9
Direct input	With this method, destinations for e-mail transmissions, FTP transmissions and SMB transmissions are entered directly from the control panel. This is used when routing data to a destination that is not already registered.	E-mail transmission: p. 4-11 FTP transmission: p. 4-13 SMB transmission: p. 4-15



Note

If optional image controller IC-406 is installed, routing is not possible.

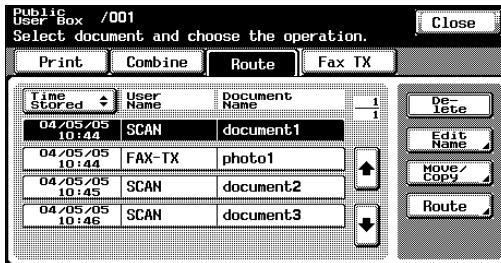
Available settings

The following settings can be specified.

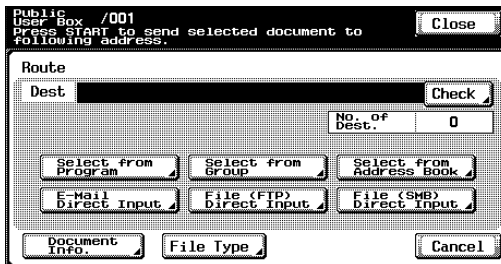
Setting	Description
Destinations	Shows the destination number and number of destinations.
Transmission method	Select the desired method for specifying the destination.
Document Info.	Shows various information, such as the name, date and time that the transmission document was registered.
File Type	Select the format for the file that is to be transmitted.

To route data

- 1 Select the document, and touch [Route].



A screen appears, allowing you to specify the destination.



- 2 Specify the destination by using the programs and groups.

- 3 If necessary, check the document information and specify the data format.
- 4 Press the [Start] key in the control panel.

**Note**

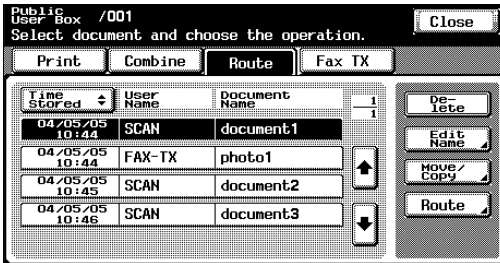
To change the print settings specified with a program, select the destination program, and then change the settings.

If there are limitations on the document name due to the destination server conditions, it may not be possible to send the transmission. Contact your network administrator for information when specifying the document name during a transmission.

4.3 Specifying destinations

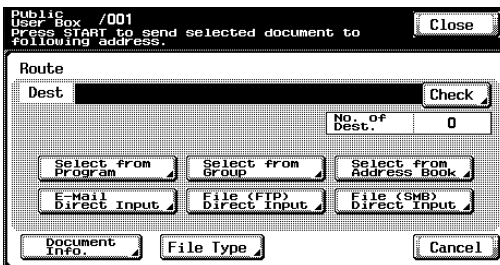
To specify a program as the destination

- 1 Select the document, and touch [Route].

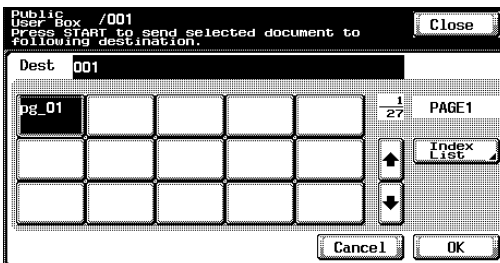


The Route screen appears.

- 2 Touch [Select from Program].



- 3 Touch the button for the program where the data is to be sent.

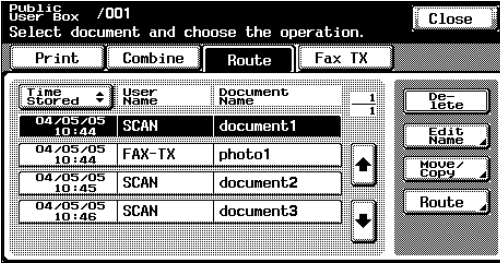


The button for the selected program appears selected.

- 4 Touch [OK].

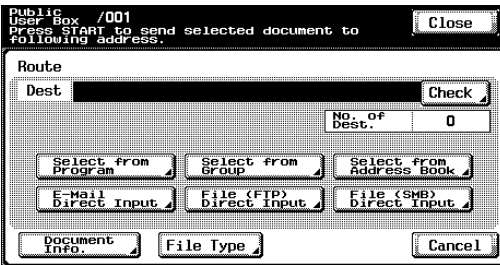
To select a destination from a group

- 1 Select the document, and touch [Route].

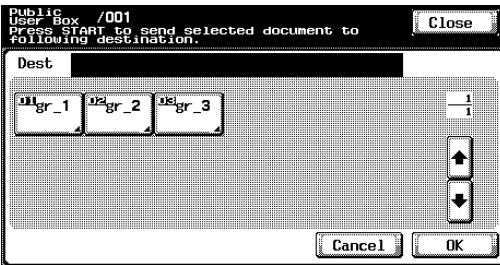


The Route screen appears.

- 2 Touch [Select from Group].



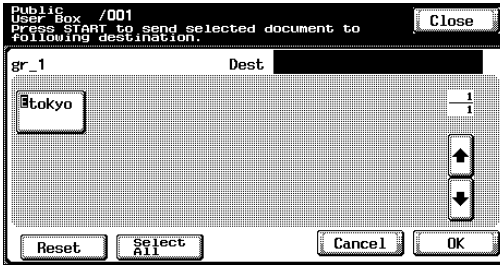
- 3 Touch the button for the group where the data is to be sent.



The list of the addresses registered in the group appears.

4 Select the destinations.

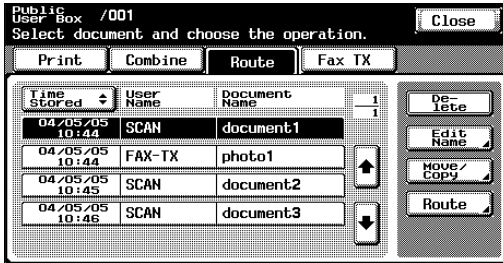
- To send the data to all addresses in the group, touch [Select All].



5 Touch [OK], and then touch [OK] in the next screen that appears.

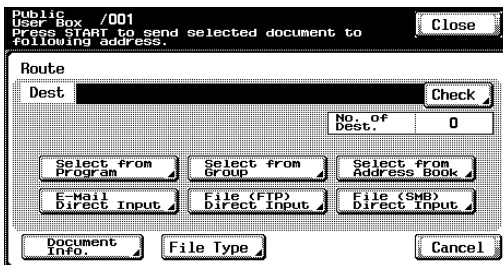
To select a destination from the address book

- 1 Select the document, and touch [Route].

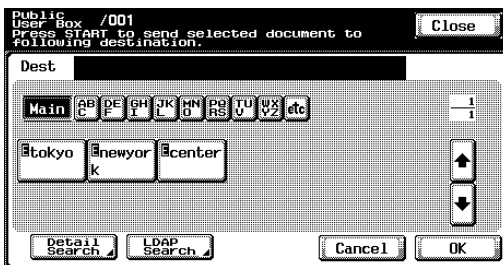


The Route screen appears.

- 2 Touch [Select from Address Book].



- 3 Touch the button for the destination where the data is to be sent.
 - The desired destination can be searched for. For details, refer to "Searching for a destination" on page 4-10.



The button for the selected destination appears selected.

- 4 Touch [OK].

**Note**

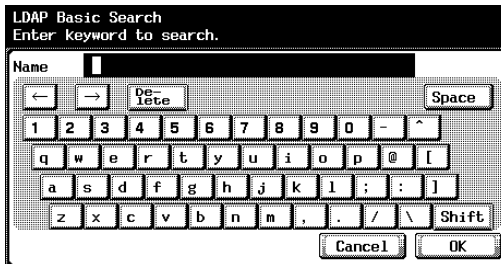
If the “Manual Destination Input” parameter on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to “Restrict”, [LDAP Search] does not appear.

Searching for a destination

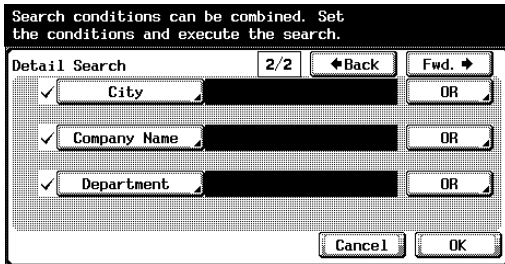
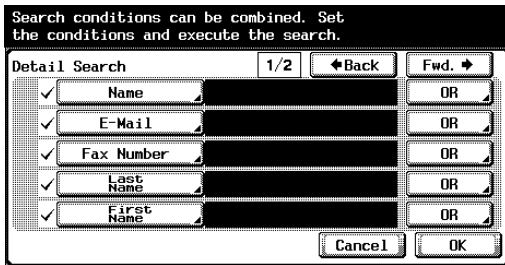
Follow the procedure described below to search for the desired destination.

- Detail Search
Type in the name of the destination or part of the address to search for the corresponding address.
- LDAP Search
Search the addresses registered in the LDAP server for the address that corresponds to the conditions.
To perform a basic search, type in the search text. To search with multiple conditions, perform an advanced search.

For a basic search



For an advanced search



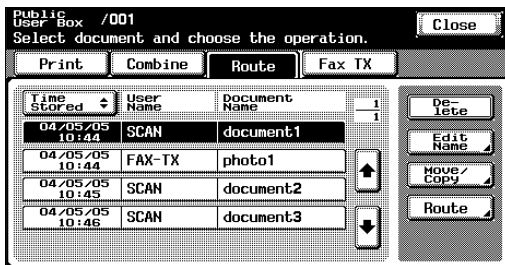
Reminder

For details on an LDAP search and specifying settings for the LDAP server, refer to the User's Guide [Network Scanner Operations].

An LDAP search is possible only if "Select from Address Book" was selected.

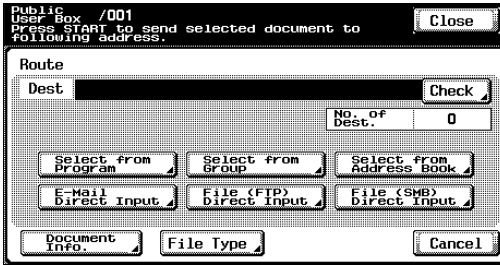
To directly specify the e-mail destination

- 1 Select the document, and touch [Route].



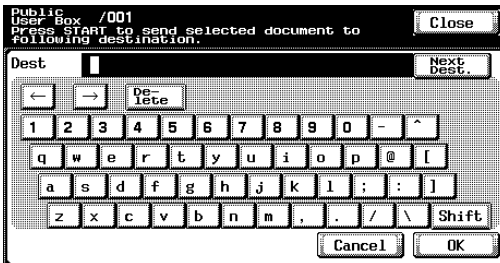
The Route screen appears.

2 Touch [E-Mail Direct Input].



A screen appears, allowing an address to be entered.

3 Type in the e-mail address of the destination.



To specify an additional address, touch [Next Dest.].

4 Touch [OK].



Note

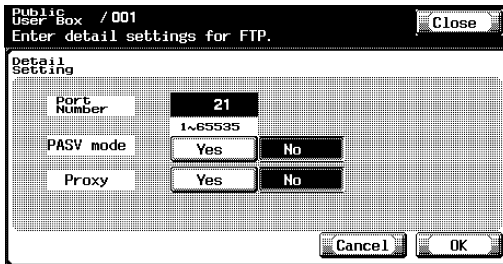
Frequently entered user names and domain names can be registered to be recalled and used again. First, prefixes and suffixes must be registered in Administrator mode.

Directly specifying an FTP destination

The following settings can be specified for the FTP destination.

Setting	Description
Host Name	Type in the host name or IP address for the destination.
Destination Folder	Type in the path of the destination folder.
User Name	Type in the user name for logging on.
Password	Type in the password.

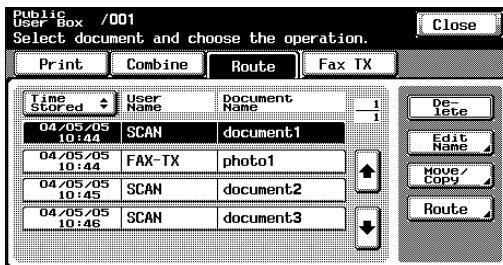
To specify more advanced FTP settings, touch [Detail Setting].



Setting	Description
Port Number	Shows the port number.
PASV mode	Select whether or not the PASV (passive) mode is used.
Proxy	Select whether or not a proxy server is used.

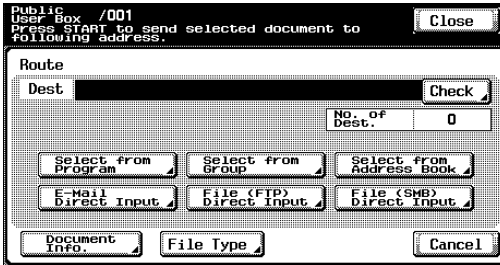
To directly specify an FTP destination

- 1 Select the document, and touch [Route].



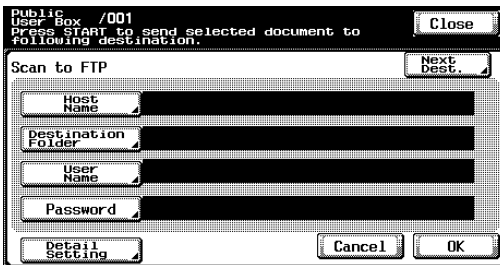
The Route screen appears.

2 Touch [File (FTP) Direct Input].



The Scan to FTP screen appears.

3 Type in the information for the FTP server.



To specify an additional FTP server, touch [Next Dest.], and then enter the information.

4 Touch [OK].

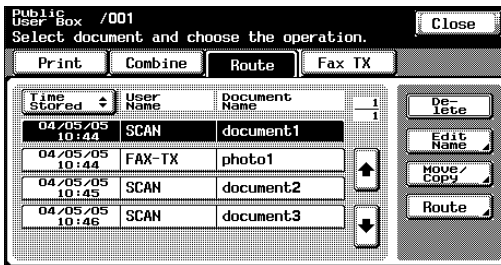
Directly specifying an SMB destination

The following settings can be specified.

Setting	Description
Host Name	Type in the host name or IP address for the destination.
Destination Folder	Type in the path of the destination folder.
User Name	Type in the user name for logging on.
Password	Type in the password.
Reference	Click to check the structure of the folders on the destination computer. This can be used to directly specify the destination folder.

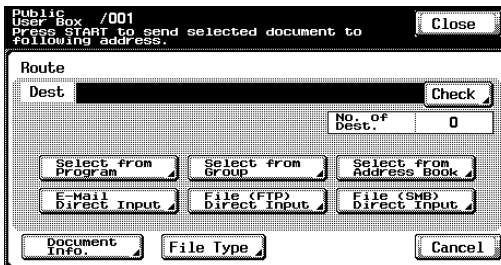
To directly specify an SMB destination

- 1 Select the document, and touch [Route].



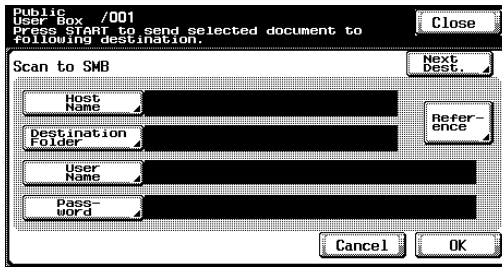
The Route screen appears.

- 2 Touch [File (SMB) Direct Input].



The Scan to SMB screen appears.

3 Type in the destination information.



To specify an additional SMB server, touch [Next Dest.], and then enter the information.

4 Touch [OK].

4.4 Checking settings before routing

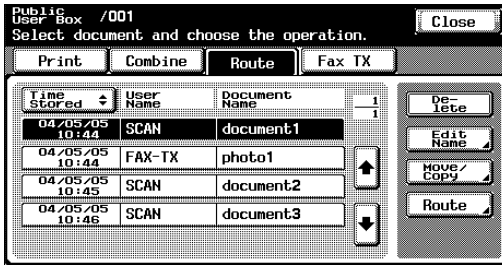
Checking the document information

The following document information can be checked.

Item	Description
Time Stored	Shows the date and time that the data was saved.
Job No.	Shows the number of the registered job.
User Name	Shows the name of the user that saved the data.
Document Name	Shows the name of the document.

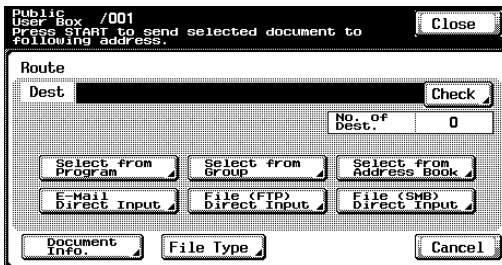
To check information

- 1 Select the document, and touch [Route].

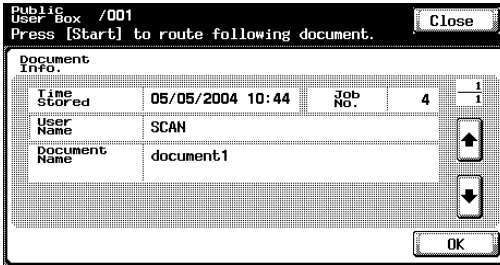


The Route screen appears.

- 2 Touch [Document Info.].



The Document Info. screen appears. Touch [▲] or [▼] to display the next screen of document information.



3 Touch [OK].

Specifying the file format

Data can be routed in the following file formats.

Format	Description
PDF	Sends data in the PDF format.
TIFF	Sends data in the TIFF format.
JPEG	Sends data in the JPEG format.
Compact PDF	Sends data in the compact PDF format.

In addition, there are settings for specifying how much of the saved data is converted.

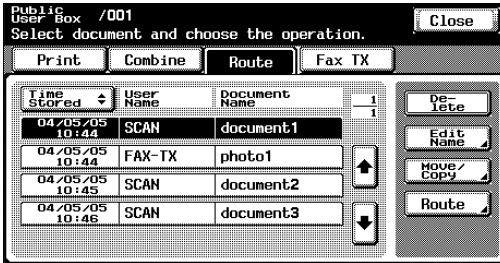
Setting	Description
Single Page	A single file is created for each page of the document.
Multi-Page	A single file is created from the entire document.

The encryption level can be selected if “File Type” was set to “PDF” or “Compact PDF”. Settings can be specified for the following.

Item	Description
Encryption Level	Select the encryption level.
Password	Enter the password necessary to open encrypted data. Type in a password of 32 characters or less. For confirmation, type in the password twice.
Permissions	Enter the password necessary to change document permissions. Type in a password of 32 characters or less. For confirmation, type in the password twice.

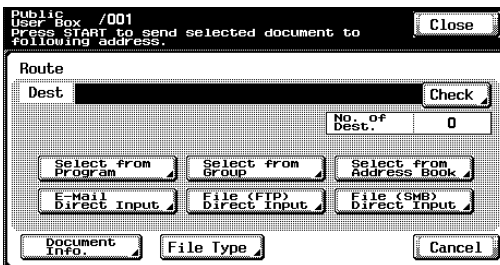
To specify the file format

- 1 Select the document, and touch [Route].

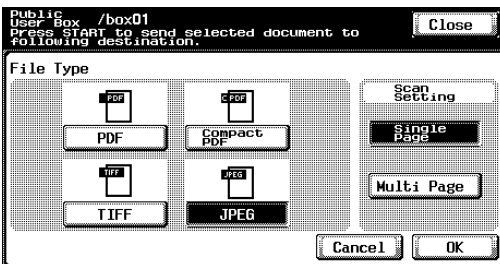


The Route screen appears.

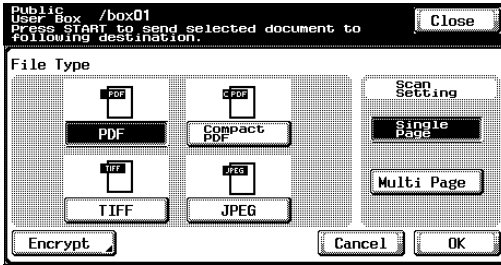
- 2 Touch [File Type].



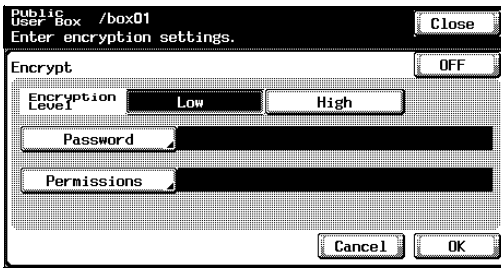
- 3 Select the format of the file to be sent and select the scan setting.



- 4 If “PDF” or “Compact PDF” was selected, touch [Encrypt].



- 5 Specify the encryption settings.



- 6 Touch [OK], and then touch [OK] in the next screen that appears.



Routing a document from a system user box

5 Routing a document from a system user box

5.1 Editing document data

From the Route tab, document data can be edited in addition to being routed.

Function	Description
Delete	Data that has already been sent or is no longer needed can be deleted. For details, refer to "Deleting document data" on page 3-5.
Edit Name	The name of the saved document can be changed. For details, refer to "Changing the document name" on page 3-6.



Detail

For details on creating annotation user boxes and saving documents in them, refer to the User's Guide [Network Scanner Operations].

5.2 Routing

Document data saved in an Annotation User box from Scan mode can be sent via the network. The data can easily be routed by simply registering a destination with this machine instead of by sending the data through different computers.

Routing types

Document data saved in Annotation User boxes can be routed in three different ways.

Type	Description
E-Mail Direct Input	Document data is sent as an e-mail attachment.
File (FTP) Direct Input	Document data is uploaded to the specified FTP server.
File (SMB) Direct Input	Document data is sent to a shared folder on the specified computer.

Transmission methods

Select one of the four routing methods according to the desired transmission purpose and use.

Destinations can be specified using any combination of these methods.

Method	Description	Page reference
Program	Multiple preset routing types are programmed with this method.	p. 5-6
Group	Multiple destinations can be registered with this method. This is convenient for always sending data to the same people.	p. 5-7
Address book	Select different destinations from those registered in the address book.	p. 5-9
Direct input	With this method, destinations for e-mail transmissions, FTP transmissions and SMB transmissions are entered directly from the control panel. This is used when routing data to a destination that is not already registered.	E-mail transmission: p. 5-12 FTP transmission: p. 5-15 SMB transmission: p. 5-16

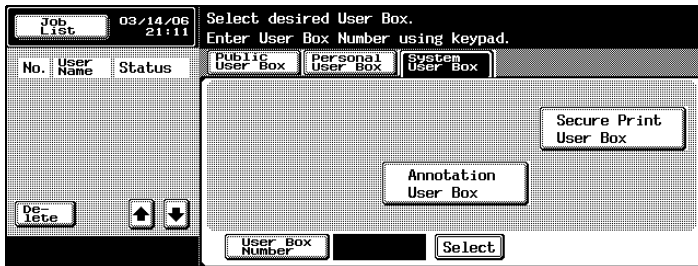
Available settings

The following settings can be specified.

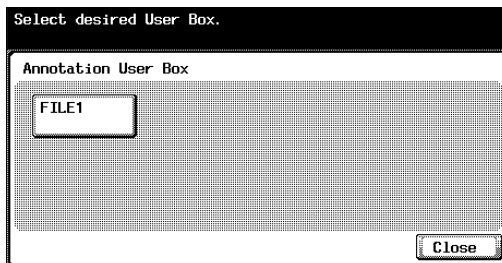
Setting	Description
Destinations	Shows the destination number and number of destinations.
Transmission method	Select the desired method for specifying the destination.
Document Info.	Shows various information, such as the name, date and time that the transmission document was registered.
Edit Stamp Elements	Specify the text to be printed.

To route data

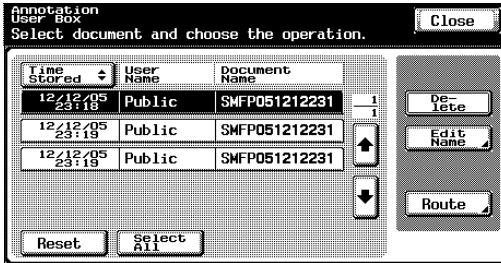
- 1 On the System User Box tab, touch [Annotation User Box].
 - The Annotation User boxes can also be used from the Public User Box screen. For details on using the boxes from the Public User Box screen, refer to “Routing” on page 4-3.



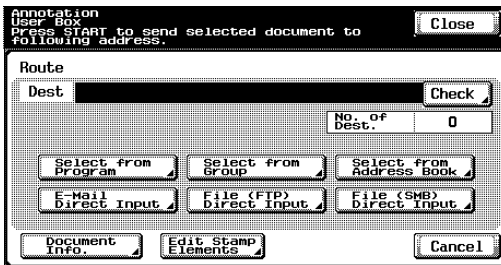
- 2 Select the annotation user box.



- 3 Select the document, and touch [Route].
 - To select all documents, touch [Select All]. To deselect all documents, touch [Reset].



A screen appears, allowing you to specify the destination.



- 4 Specify the destination by using the programs and groups.
- 5 If necessary, check the document information and specify the text.
- 6 Press the [Start] key in the control panel.



Note

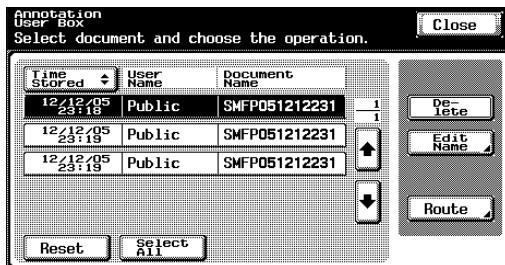
To change the print settings specified with a program, select the destination program, and then change the settings.

If there are limitations on the document name due to the destination server conditions, it may not be possible to send the transmission. Contact your network administrator for information when specifying the document name during a transmission.

5.3 Specifying destinations

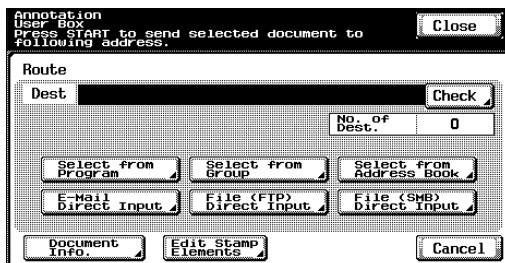
To specify a program as the destination

- 1 Select the document, and touch [Route].
 - To select all documents, touch [Select All]. To deselect all documents, touch [Reset].

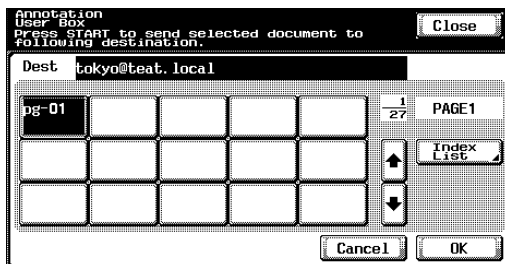


The Route screen appears.

- 2 Touch [Select from Program].



- 3 Touch the button for the program where the data is to be sent.

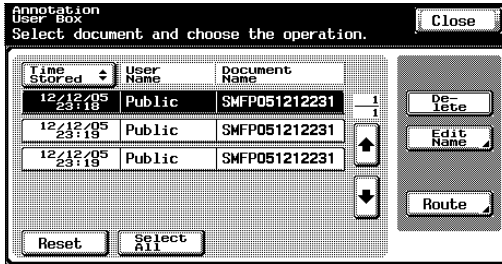


The button for the selected program appears selected.

- 4 Touch [OK].

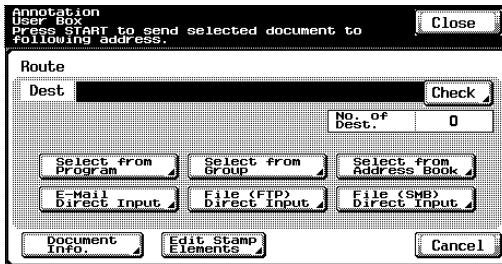
To select a destination from a group

- 1 Select the document, and touch [Route].
 - To select all documents, touch [Select All]. To deselect all documents, touch [Reset].

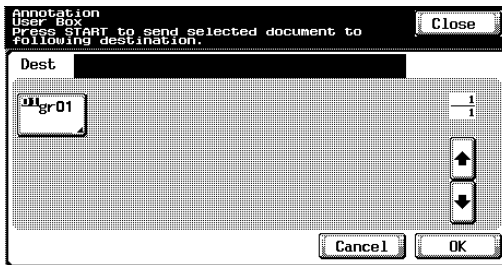


The Route screen appears.

- 2 Touch [Select from Group].



- 3 Touch the button for the group where the data is to be sent.



The list of the addresses registered in the group appears.

4 Select the destinations.

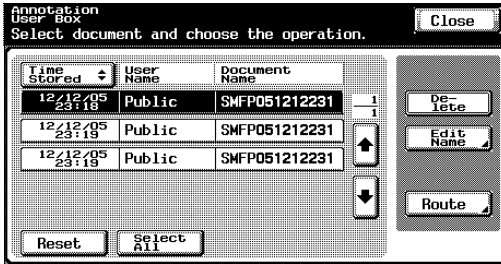
- To send the data to all addresses in the group, touch [Select All].



5 Touch [OK], and then touch [OK] in the next screen that appears.

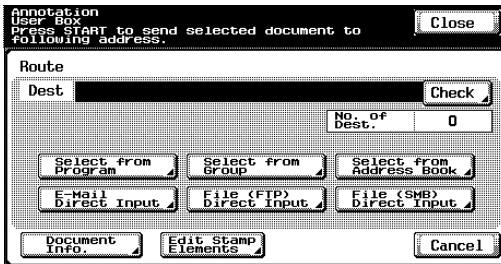
To select a destination from the address book

- 1 Select the document, and touch [Route].
 - To select all documents, touch [Select All]. To deselect all documents, touch [Reset].

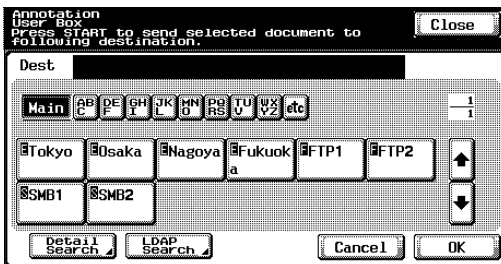


The Route screen appears.

- 2 Touch [Select from Address Book].



- 3 Touch the button for the destination where the data is to be sent.
 - The desired destination can be searched for. For details, refer to "Searching for a destination" on page 4-10.



The button for the selected destination appears selected.

4 Touch [OK].

**Note**

If the "Manual Destination Input" parameter on the Security Details screen (displayed by touching [Security Setting] on the Administrator Setting screen) is set to "Restrict", [LDAP Search] does not appear.

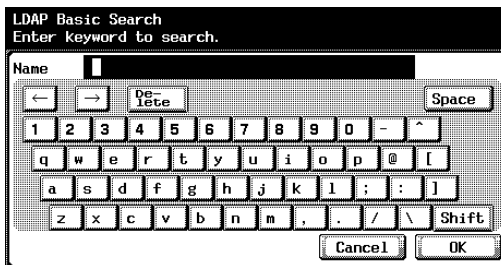
An LDAP search is possible only if "Select from Address Book" was selected.

Searching for a destination

Follow the procedure described below to search for the desired destination.

- Detail Search
Type in the name of the destination or part of the address to search for the corresponding address.
- LDAP Search
Search the addresses registered in the LDAP server for the address that corresponds to the conditions.
To perform a basic search, type in the search text. To search with multiple conditions, perform an advanced search.

For a basic search



For an advanced search

Search conditions can be combined. Set the conditions and execute the search.

Detail Search 1/2 ◀ Back Fwd. ▶

<input checked="" type="checkbox"/>	Name	OR
<input checked="" type="checkbox"/>	E-Mail	OR
<input checked="" type="checkbox"/>	Fax Number	OR
<input checked="" type="checkbox"/>	Last Name	OR
<input checked="" type="checkbox"/>	First Name	OR

Cancel OK

Search conditions can be combined. Set the conditions and execute the search.

Detail Search 2/2 ◀ Back Fwd. ▶

<input checked="" type="checkbox"/>	City	OR
<input checked="" type="checkbox"/>	Company Name	OR
<input checked="" type="checkbox"/>	Department	OR

Cancel OK

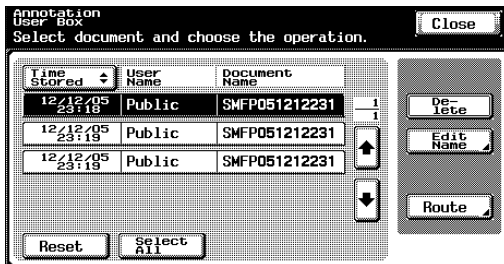


Reminder

For details on an LDAP search and specifying settings for the LDAP server, refer to the User's Guide [Network Scanner Operations].

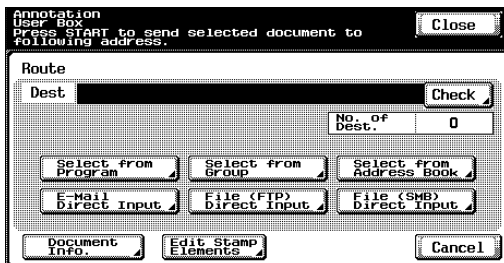
To directly specify the e-mail destination

- 1 Select the document, and touch [Route].
 - To select all documents, touch [Select All]. To deselect all documents, touch [Reset].



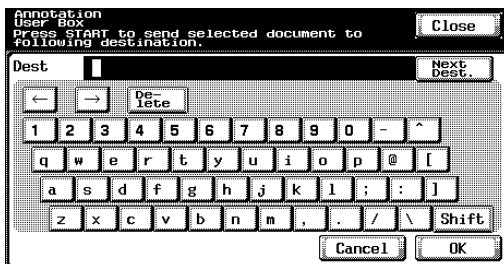
The Route screen appears.

- 2 Touch [E-Mail Direct Input].



A screen appears, allowing an address to be entered.

- 3 Type in the e-mail address of the destination.



To specify an additional address, touch [Next Dest.].

4 Touch [OK].



Note

Frequently entered user names and domain names can be registered to be recalled and used again. First, prefixes and suffixes must be registered in Administrator mode.

Directly specifying an FTP destination

The following settings can be specified for the FTP destination.

Setting	Description
Host Name	Type in the host name or IP address for the destination.
Destination Folder	Type in the path of the destination folder.
User Name	Type in the user name for logging on.
Password	Type in the password.

To specify more advanced FTP settings, touch [Detail Setting].

Setting	Description
Port Number	Shows the port number.
PASV mode	Select whether or not the PASV (passive) mode is used.
Proxy	Select whether or not a proxy server is used.

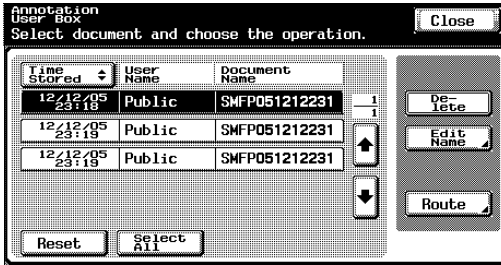


Note

To select all documents, touch [Select All]. To deselect all documents, touch [Reset].

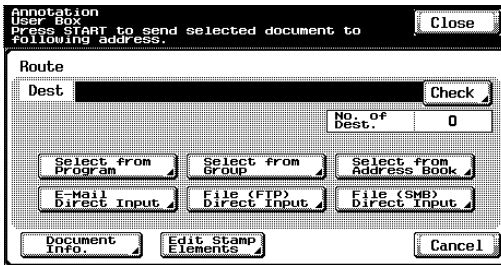
To directly specify an FTP destination

- 1 Select the document, and touch [Route].



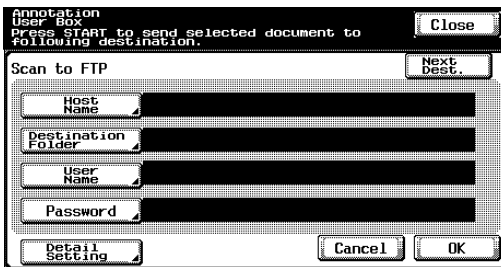
The Route screen appears.

- 2 Touch [File (FTP) Direct Input].



The Scan to FTP screen appears.

- 3 Type in the information for the FTP server.



To specify an additional FTP server, touch [Next Dest.], and then enter the information.

- 4 Touch [OK].

Directly specifying an SMB destination

The following settings can be specified.

Setting	Description
Host Name	Type in the host name or IP address for the destination.
Destination Folder	Type in the path of the destination folder.
User Name	Type in the user name for logging on.
Password	Type in the password.
Reference	Click to check the structure of the folders on the destination computer. This can be used to directly specify the destination folder.

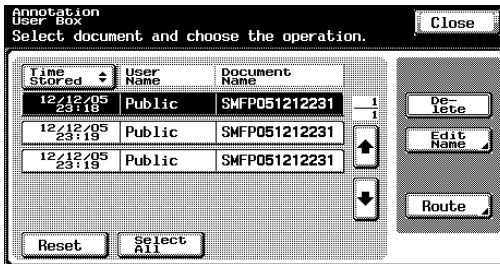


Note

To select all documents, touch [Select All]. To deselect all documents, touch [Reset].

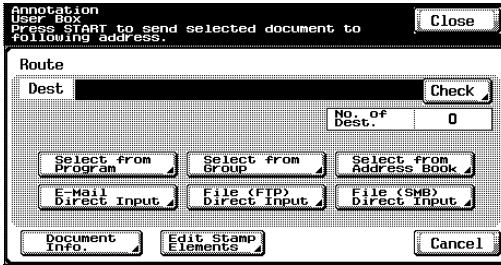
To directly specify an SMB destination

- 1 Select the document, and touch [Route].



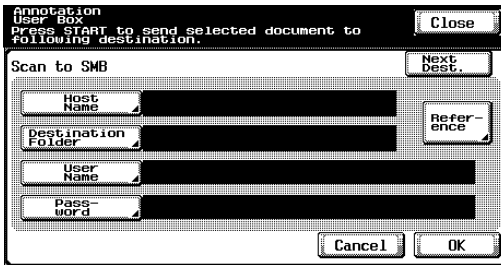
The Route screen appears.

2 Touch [File (SMB) Direct Input].



The Scan to SMB screen appears.

3 Type in the destination information.



To specify an additional SMB server, touch [Next Dest.], and then enter the information.

4 Touch [OK].

5.4 Checking settings before routing

Checking the document information

The following document information can be checked.

Item	Description
Time Stored	Shows the date and time that the data was saved.
Job No.	Shows the number of the registered job.
User Name	Shows the name of the user that saved the data.
Document Name	Shows the name of the document.

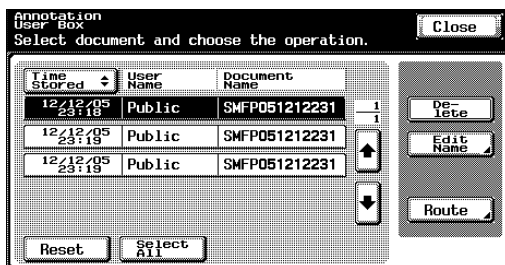


Note

To select all documents, touch [Select All]. To deselect all documents, touch [Reset].

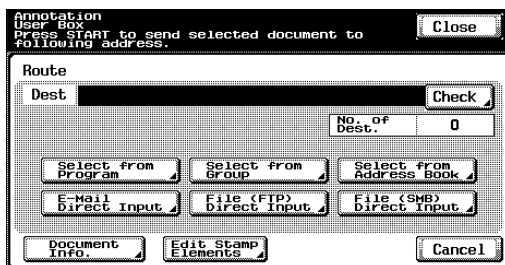
To check information



- 1 Select the document, and touch [Route].

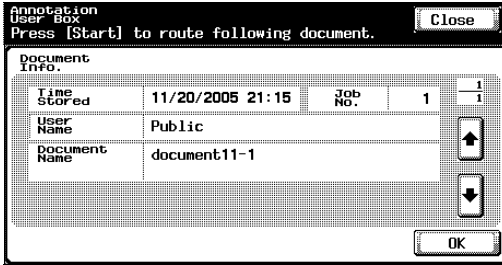


The Route screen appears.

- 2 Touch [Document Info.].



The Document Info. screen appears. Touch [] or [] to display the next screen of document information.



3 Touch [OK].

Changing the text

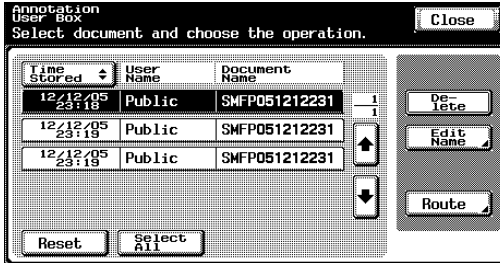
Previously specified text or the count is set for annotation user boxes. This information can be changed while printing.

Settings can be specified for the following.

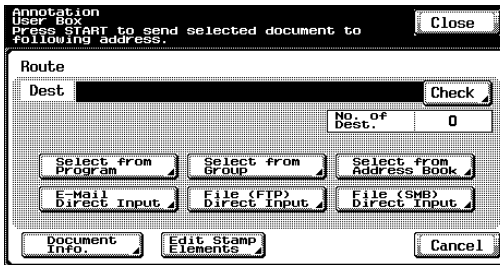
Item	Description
Secondary Field	Text can be added to the number that is printed. A maximum of 20 characters can be entered.
Date/Time	Select the format for the date and time that is printed.
Density	Select the density for the numbers that are printed.
Number Type	Select the output format (number of digits) for the numbers that are printed.
Print Position	Select the printing position.

To change the stamp elements

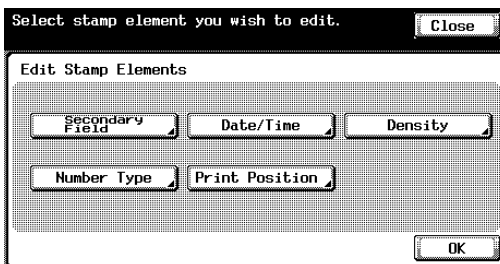
- 1 Select the document, and then touch [Route].
The Route screen appears.



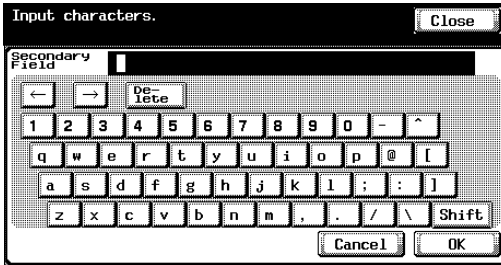
- 2 Touch [Edit Stamp Elements].
The Edit Stamp Elements screen appears.



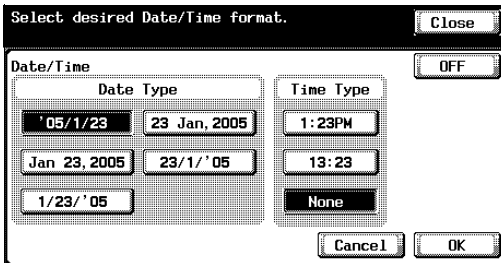
- 3 Touch the button for the setting to be changed, and then change the setting.



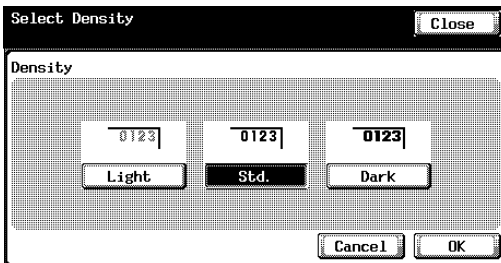
- Touch [Secondary Field], type in the text to be added, and then touch [OK].



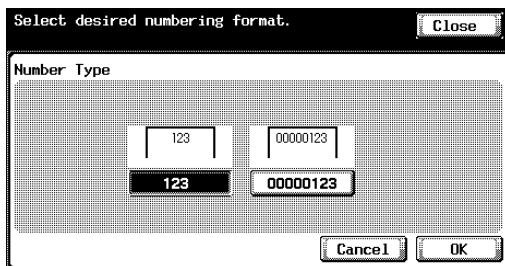
- Touch [Date/Time], select the format for the date and time to be printed, and then touch [OK].



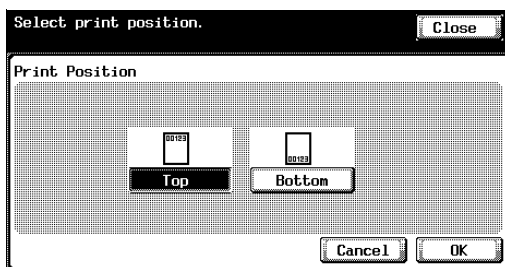
- Touch [Density], touch the button for the desired text density, and then touch [OK].



- Touch [Number Type], select the format for the numbering, and then touch [OK].



- Touch [Print Position], select the printing position, and then touch [OK].

**Note**

To select all documents, touch [Select All]. To deselect all documents, touch [Reset].



Control panel settings

6 Control panel settings

6.1 Specifying settings from the control panel

Various basic settings and advanced parameters for using this machine can be set from the utility mode. This chapter describes the procedures for setting the utility mode parameters for the box functions.



Note

For details on registering bulletin board user boxes, refer to the User's Guide [Facsimile Operations]. For details on registering annotation user boxes, refer to the User's Guide [Network Scanner Operations].

Utility mode parameters

The following utility mode parameters are described in this manual.

Parameter	Description	Page reference
One-Touch Registration	New boxes can be created.	p. 6-4
Administrator Setting	Specify settings for managing the boxes.	p. 6-9 p. 6-11 p. 6-12 p. 6-15

Box permissions

Users of various levels can access this machine. Other than machine administrators, box administrators can use Box functions. The following types of users can access boxes.

User types

Type	Description
Public user	Users for accessing when user authentication settings have not been applied
Registered user	Users registered by the administrator when user authentication settings have been applied
Box administrator	Users that can access User mode as a box administrator when user authentication settings have been applied
Administrator	Administrator managing the machine

Additional information

To log on to User mode as the box administrator, type “boxadmin” as the user name and type the password specified in “Specifying box administrator settings” on page 6-12.

Operations that can be performed

Operation	Create boxes		View/download/delete documents		Change box settings		Delete boxes	
	Public user boxes	Personal user boxes	Public user boxes	Personal user boxes	Public user boxes	Personal user boxes	Public user boxes	Personal user boxes
Public user	<input type="radio"/>	x	<input type="radio"/>	x	<input type="radio"/>	x	<input type="radio"/>	x
Registered user	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *1	<input type="radio"/>	<input type="radio"/> *1	<input type="radio"/>	<input type="radio"/>
Box administrator	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2
Administrator	<input type="radio"/> *2	x	x	x	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2	<input type="radio"/> *2

*1 Only boxes created by the registered user

*2 Box administrators and administrators can perform operations without entering the password, even if a password has been set for the box.



Reminder

The following operations are performed from PageScope Web Connection. For details, refer to Chapter 7, “Settings that can be specified using PageScope Web Connection” on page 7-2.

6.2 Registering boxes

New boxes can be registered.

The following types of boxes can be registered.

Type	Description
Public User Box	Shared box that anyone can use
Personal User Box	Box for an individual that can only be accessed by users that have logged on if user authentication settings have been applied
Bulletin Board User Box	Bulletin box registered on the Bulletin Board User Box screen displayed from the System User Box tab For details, refer to the User's Guide [Facsimile Operations].
Annotation User Box	This box is used when adding an image of the date/time or number to document data saved in Scan mode before routing it. The type of text to be added can be specified during routing. Annotation user boxes are registered in Administrator mode. For details, refer to the User's Guide [Network Scanner Operations].



Note

The mailbox transmission function can be specified for a box.

If user authentication settings have been applied, be sure to type in the user name and password, and press the "Access" key. If authentication settings have not been applied, personal user boxes cannot be created.

Registering public/personal user boxes

The following information can be entered in each screen.

Item	Description
User Box No.	Touch [User Box No.], and then use the keyboard to type in the user box number.
Name	Touch [Name], and then use the keyboard that appears to type in the user box name.
Password	Touch [Password], and then use the keyboard that appears to type in the password.
Index	Touch [Index], and then select the search characters.
Type	Touch [Public] or [Personal]. If [Personal] was selected, the owner name appears. To change the user, touch [Change Owner], and then select a different user.
Auto Delete Document	Select the time until the document is deleted after it is saved in the box.
Advanced Functions	This appears when optional fax kit FK-502 is installed. Select whether or not the confidential reception function is used with the box. To use the confidential reception function, type in the password for confidential reception.



Note

If user authentication is canceled after personal user boxes are created, the personal user boxes become public user boxes.



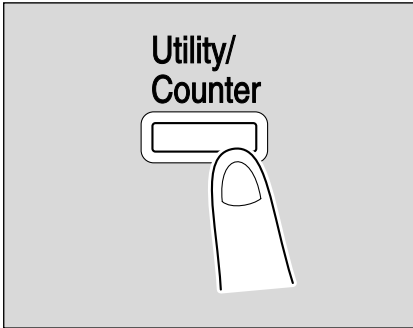
Reminder

If "Password Rules" is set to "ON", a password containing less than 8 characters cannot be registered.

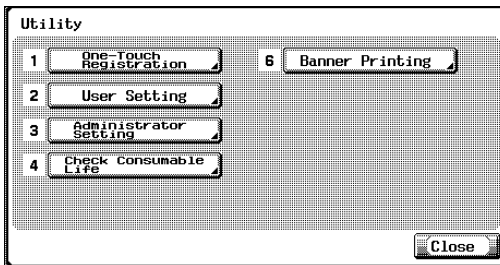
If a box password containing less than 8 characters has already been registered, change the password so that it contains 8 characters before setting "Password Rules" to "ON". For details on the password rules, refer to the User's Guide [Copy Operations].

To register a box

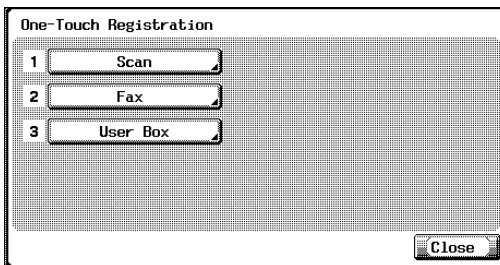
- 1 Press the [Utility/Counter] key.



- 2 Touch [1 One-Touch Registration].

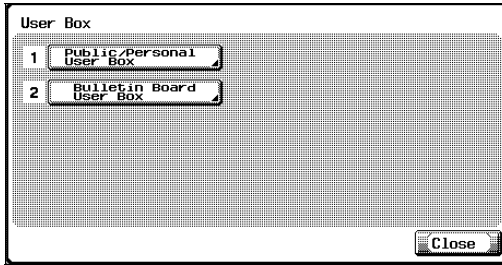


- 3 Touch [3 User Box].

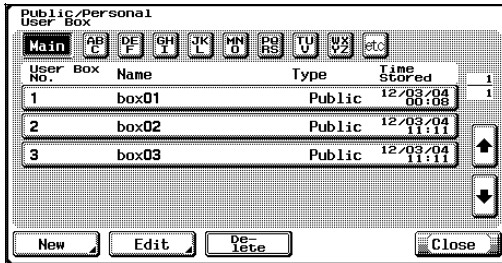


The User Box screen appears.

- 4 Touch [1 Public/Personal User Box].

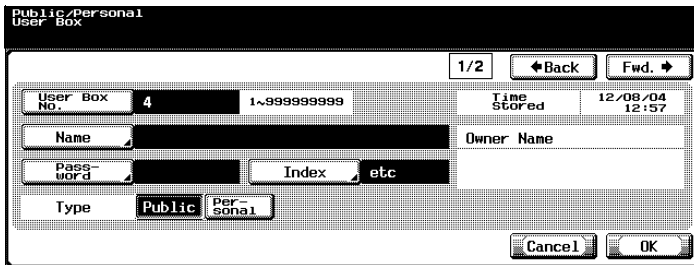


- 5 Touch [New].



The registration screen 1/2 appears.

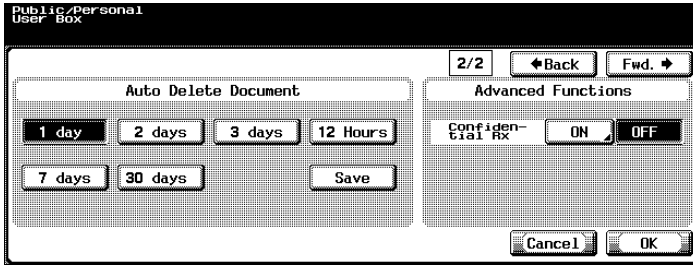
- 6 Specify the desired box settings.



- 7 Touch [Fwd.].

The registration screen 2/2 appears.

8 Specify the desired settings.



9 Touch [OK].

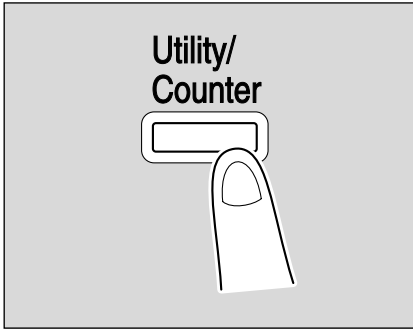
10 Touch [Close].

The box is registered.

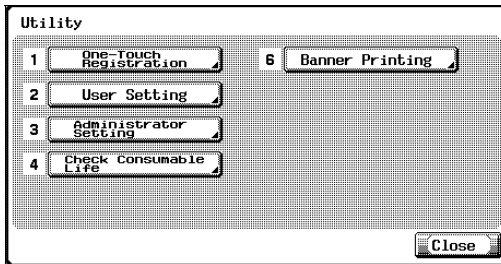
6.3 Displaying the Administrator Setting screen

To display the Administrator Setting screen

- 1 Press the [Utility/Counter] key.

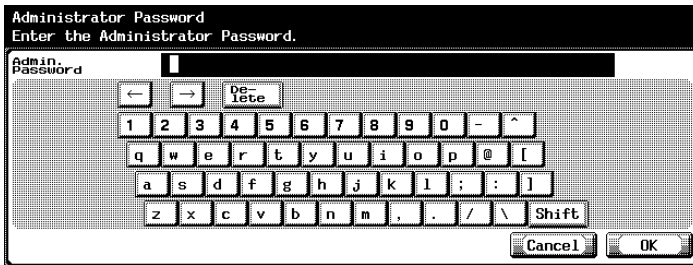


- 2 Touch [3 Administrator Setting].
 - An item in the Utility mode menus can also be selected by pressing the key in the keypad for the number beside the desired button. For “3 Administrator Setting”, press the [3] key in the keypad.

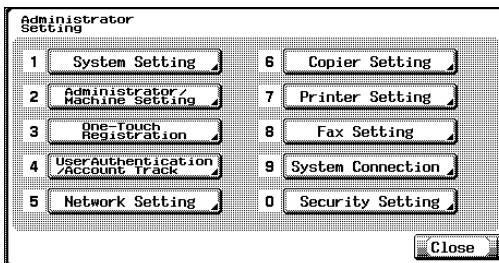


- 3 Type in the password, and then touch [OK].

For details on typing in text, refer to “Entering text” on page 8-3.



- 4 The Administrator Setting screen appears.



Note

If the optional fax kit is not installed, [8 Fax Setting] does not appear.

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Fax, Scan or Box mode appears.



Reminder

If “Prohibit Functions when Auth. Error” in Administrator mode is set to “Mode 2” and an incorrect administrator password is entered the specified number of times, it is no longer possible to enter Administrator mode. For details on the “Prohibit Functions when Auth. Error” parameter, refer to the User’s Guide [Copy Operations].

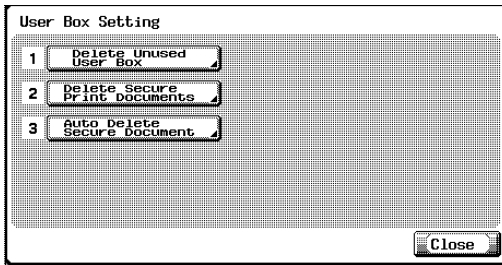
6.4 Specifying user box settings

Boxes that are no longer needed should be deleted.

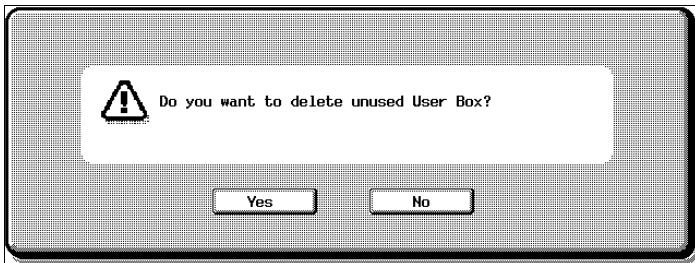
To delete unused user boxes

Boxes containing no saved documents can be deleted as unused boxes.

- 1 In the Administrator Setting screen, touch [System Setting].
- 2 In the System Setting screen, touch [0 User Box Setting].
- 3 In the User Box Setting screen, touch [1 Delete Unused User Box].



- 4 To delete the boxes, touch [Yes].



6.5 Specifying box administrator settings

Select whether or not use by the box administrator is permitted. (The default setting is “Restrict”.)

When logging on as the box administrator, type “boxadmin” as the user name in the user authentication screen, and then type in the password specified in step 5.

Relationship with other settings

- If “User Authentication” and “Account Track” are both set to “OFF”, “Allow” cannot be selected.



Note

For details on operations that can be performed by box administrators, refer to “Box permissions” on page 6-2.



Reminder

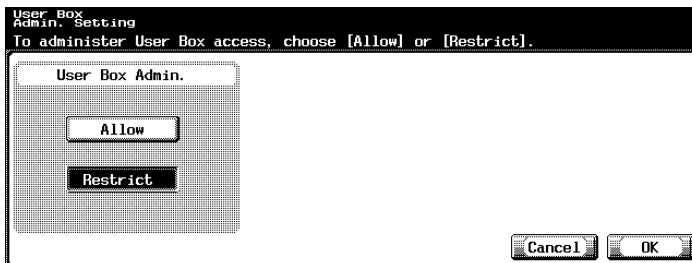
If “Password Rules” is set to “ON”, a password containing less than 8 characters cannot be registered.

If a box password containing less than 8 characters has already been registered, change the password so that it contains 8 characters before setting “Password Rules” to “ON”. For details on the password rules, refer to the User’s Guide [Copy Operations].

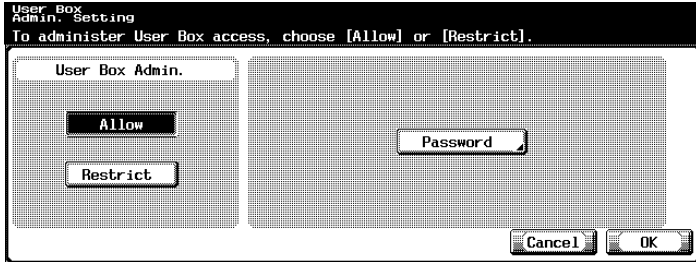
To specify the “User Box Admin. Setting” parameter

- 1 In the Administrator Setting screen, touch [Security Setting].
- 2 In the Security Setting screen, touch [2 User Box Admin. Setting].

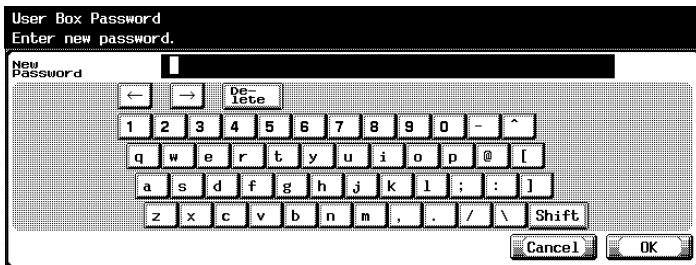
The User Box Admin. Setting screen appears.



- 3 Touch the button for the desired setting.
 - If [Restrict] was selected, continue with step 4.
 - If [Allow] was selected, [Password] appears. Skip to step 5 to specify the password. (The default password is “PASSWORD”.)



- 4 Touch [OK].
Use by the box administrator is restricted. This completes the procedure for restricting use by the box administrator.
- 5 Touch [Password].
A screen appears, allowing the password for the box administrator to be specified.



- 6 Type in the password, and then touch [OK].
A screen for retyping the password appears.
- 7 Type in the password specified in step 6, and then touch [OK].
The password for the box administrator is specified and use by the box administrator is permitted.

**Detail**

For details on typing in text, refer to “Entering text” on page 8-3.

**Note**

To cancel the setting, touch [Cancel].

6.6 Specifying HDD Setting parameters

Various hard disk operations are available, such as those for erasing data from the hard disk and for checking the amount of free space on the hard disk.

The following parameters are available.

Parameter	Description
Check HDD Capacity	Displays the amount of hard disk space that is used and remaining
Temporary Data Overwrite Setting	Select either "Mode 1" or "Mode 2" as the method for overwriting data on the hard disk. Select whether encrypting or overwriting is given priority when the security kit is installed.
Overwrite All Data	Overwrites all data
HDD Lock Password	Specifies the hard disk locking password
HDD Encryption Setting	Specify the setting for encrypting the data on the hard disk. A setting is required only when the security kit is installed.
HDD Formatting	Formats the hard disk.



Detail

The following data is erased when the hard disk is formatted.

Program destinations

Abbreviated destinations

Authentication method settings

User authentication settings

Account track settings

User boxes

Box settings

Documents in boxes

Secure print user box settings

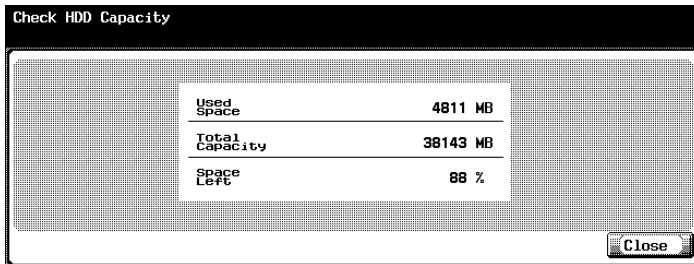
Bulletin board user box settings

To check the hard disk capacity

The amount of space on the hard disk can be checked.

- 1 In the Administrator Setting screen, touch [Security Setting].
- 2 In the Security Setting screen, touch [6 HDD Setting].

- 3 In the HDD Setting screen, touch [1 Check HDD Capacity].
The Check HDD Capacity screen appears.



- 4 Touch [Close].
The HDD Setting screen appears again.

Overwriting temporary data

The setting for overwriting data on the hard disk can be specified. (The default setting is “Mode 1”.)

This machine destroys data by overwriting all data in the entire area where an image was stored when that image data on the hard disk is considered unnecessary. In addition, destroying the structure of data other than image data prevents the disclosure of the data in case the hard disk is stolen.

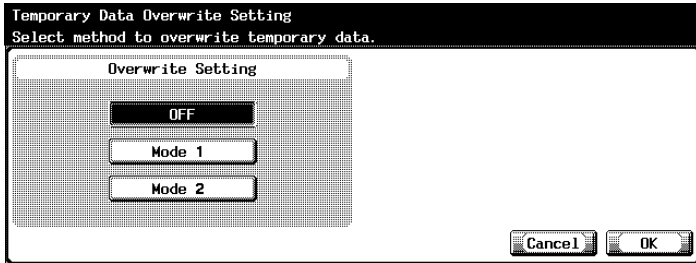
Mode 1: Overwritten with 0x00

Mode 2: Overwritten with 0x00 → Overwritten with 0xff → Overwritten with the letter “A” (0x61) → Verified

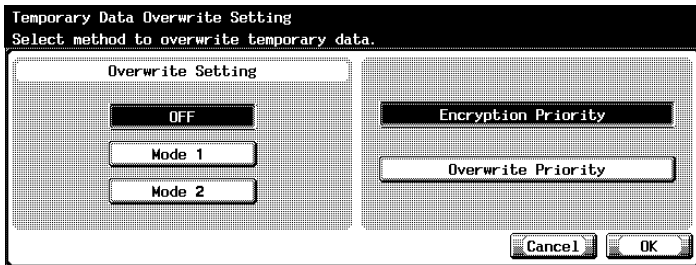
To overwrite temporary data

- 1 In the Administrator Setting screen, touch [Security Setting].
- 2 In the Security Setting screen, touch [6 HDD Setting].

- 3 In the HDD Setting screen, touch [2 Temporary Data Overwrite Setting].
The Temporary Data Overwrite Setting screen appears.
If the security kit is not installed:

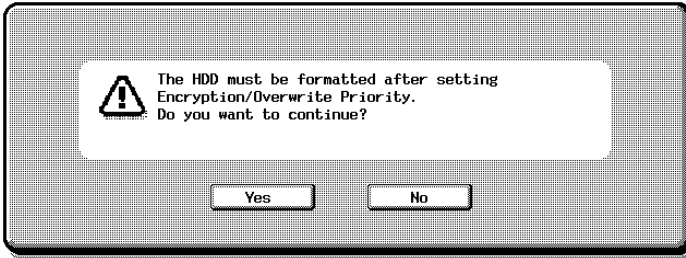


If the security kit is installed:

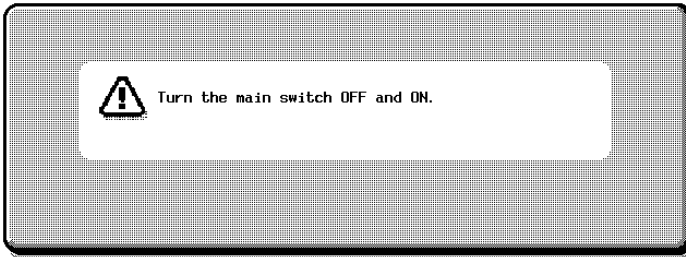


- 4 Select the method for overwriting temporary data.
- Select “Encryption Priority” when performing high-level security encryption processing. However, data overwriting with encryption of the hard disk differs depending on whether “Mode 1” or “Mode 2” is selected. Normally, “Encryption Priority” is selected.
 - If “Overwrite Priority” is selected, data overwriting with encryption of the hard disk is performed depending on whether “Mode 1” or “Mode 2” is selected. Select this setting when the format of the data written to the hard disk is considered important.
 - If the security kit is installed, select “Encryption Priority” or “Overwrite Priority”.
- 5 Touch [OK].
- If “Encryption Priority” and “Overwrite Priority” was changed, continue with step 6.
- The mode for overwriting temporary data is specified.

- 6 If a message appears, asking whether to reformat the hard disk, touch [Yes].
- To cancel changes to the settings, touch [No].



- 7 Follow the instructions in the screen to restart the machine.



- 8 When an error message appears, indicating that the encryption key does not match, the Administrator Setting screen appears. In this screen, touch [HDD Format].



Reminder

When turning the main power switch off, then on again, wait at least 10 seconds before turning it on, otherwise the copier may not function normally.



Note

In order to enable the setting specified in the Temporary Data Overwrite Setting screen, "Overwrite Temporary Data" on the Security Details screen must be set to "ON".

Overwriting all data

The machine can be set to overwrite all data on the hard disk.

With this procedure, all information on this machine is erased.

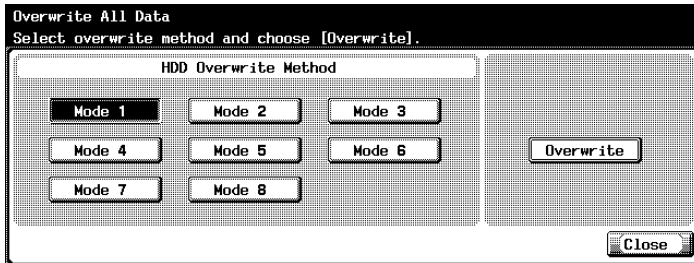
Before performing this operation, be sure to consult with your service representative.

The methods for overwriting data are described below.

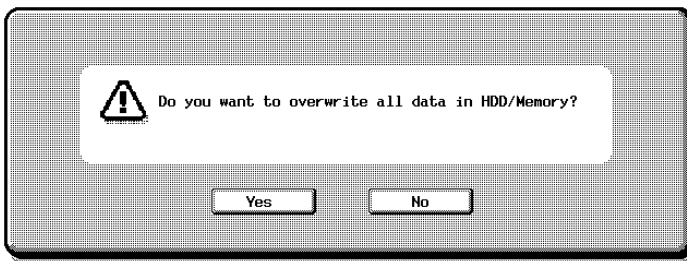
Setting	Description
Mode 1	Overwritten with 0x00
Mode 2	Overwritten with random 1-byte numbers → Overwritten with random 1-byte numbers → Overwritten with 0x00
Mode 3	Overwritten with 0x00 → Overwritten with 0xff → Overwritten with random 1-byte numbers → Verified
Mode 4	Overwritten with random 1-byte numbers → Overwritten with 0x00 → Overwritten with 0xff
Mode 5	Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0x00 → Overwritten with 0xff
Mode 6	Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 512 bytes of the specified data
Mode 7	Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0xaa
Mode 8	Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0x00 → Overwritten with 0xff → Overwritten with 0xaa → Verified

To overwrite all data

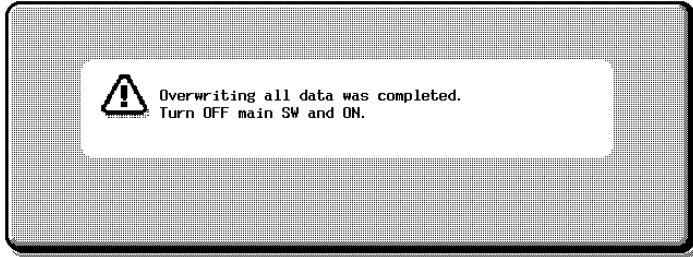
- 1 In the Administrator Setting screen, touch [Security Setting].
- 2 In the Security Setting screen, touch [6 HDD Setting].
- 3 In the HDD Setting screen, touch [3 Overwrite All Data].
The Overwrite All Data screen appears.



- 4 Select the desired method for overwriting data on the hard disk, and then click [Overwrite].
 - The length of time to perform mode 1 is about 40 minutes.A confirmation message appears, asking whether or not to overwrite the data.



- 5 To overwrite the data, touch [Yes].
- To return to the Overwrite All Data screen without overwriting the data, touch [No].
- The message “Overwriting all data was completed. Turn OFF main SW and ON” appears.



- 6 Follow the instructions in the screen to restart the machine.
The data on the hard disk is overwritten.



Reminder

While the data is being overwritten, do not use the main power switch to turn the machine off and on.

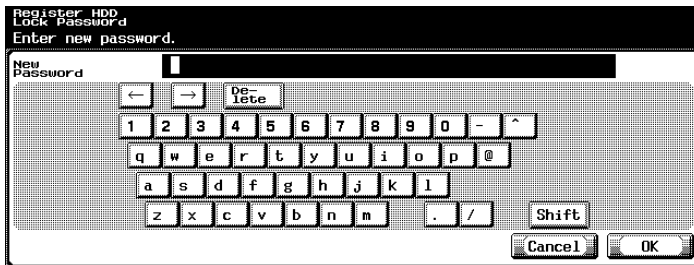
When turning the main power switch OFF then ON, wait for 10 seconds or longer before turning it ON again; otherwise the copier may not function normally.

To specify the hard disk locking password

The password for locking the hard disk can be specified.

The hard disk locking password is extremely important in order to protect the data on the hard disk. Keep the password in a safe place so that it will not be lost.

- 1 In the Administrator Setting screen, touch [Security Setting].
- 2 In the Security Setting screen, touch [6 HDD Setting].
- 3 In the HDD Setting screen, touch [4 HDD Lock Password].
 - The Register HDD Lock Password screen appears.



- If a hard disk locking password has already been specified, touch [6 HDD Lock Password] to display a screen that contains the current password. From the displayed screen, the password can be changed or the hard disk locking password can be canceled.
- 4 Type in the password (20 characters long), and then touch [OK].
A screen for retyping the password appears.
 - 5 Type in the password specified in step 4, and then touch [OK].
The message “HDD password is registered. Turn main switch OFF and ON” appears.
 - 6 Follow the instructions in the screen to restart the machine.
The hard disk locking password is set.



...

Reminder

Be sure to keep the password in a safe place so that it will not be lost. If the password is lost, significant restoration operations will be required for recovery.



...

Note

Do not specify a password that is 20 times the same character.



...

Reminder

Be sure to keep the specified password in a safe place so that it will not be lost.

When turning the main power switch OFF then ON, wait for 10 seconds or longer before turning it ON again; otherwise the copier may not function normally.

**Detail**

For details on typing in text, refer to "Entering text" on page 8-3.



...

Note

To cancel the setting, touch [Cancel].

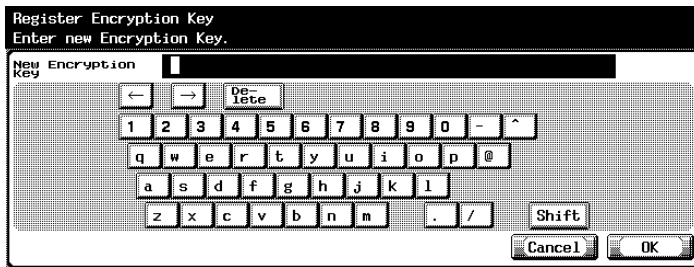
To specify hard disk encryption

If the security kit is installed, the machine can be set to encrypt the hard disk. The setting for the “HDD Encryption Setting” parameter must be specified by the machine’s administrator.

[HDD Encryption Setting] appears when optional security kit SC-503 is installed.

If the encryption key is specified or changed, data saved on the hard disk may no longer be available.

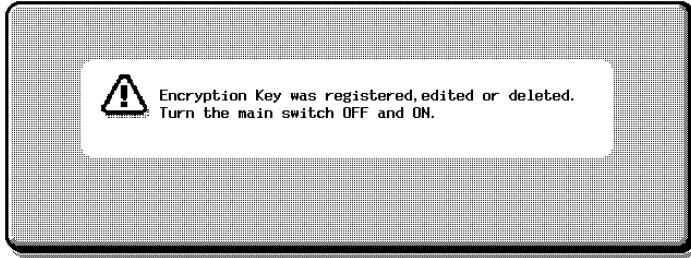
- 1 In the Administrator Setting screen, touch [Security Setting].
- 2 In the Security Setting screen, touch [6 HDD Setting].
- 3 In the HDD Setting screen, touch [5 HDD Encryption Setting].
The Register Encryption Key screen appears.



- 4 Type in the encryption key (20 characters long), and then touch [OK].
 - The encryption key must contain 20 characters.
 - Do not specify an encryption key that is 20 times the same character.
 - Be sure to keep the specified encryption key in a safe place so that it will not be lost.

The Register Encryption Key screen appears again.
- 5 Type the encryption key specified in step 4, and then touch [OK].

The message “Turn the main switch OFF and ON.” appears.

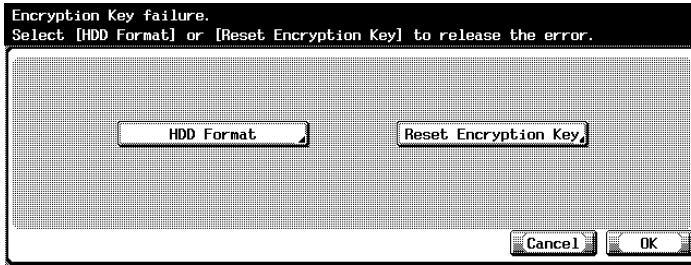


- 6 Follow the instructions in the screen and use the main power switch to turn off the machine.
 - When turning the main power switch off, then on again, wait at least 10 seconds before turning it on, otherwise the copier may not function normally.
- 7 Use the main power switch to turn on the machine.
An error message appears, indicating that the encryption key does not match.



- 8 Display the Administrator Setting screen.
 - When an error message appears, indicating that the encryption key does not match, the Administrator Setting screen appears.

- 9 In the Encryption Key failure screen, touch [HDD Format].



- If [Reset Encryption Key] is touched, the Register Encryption Key screen appears. If authentication of the encryption key failed, specify the encryption key again.

- 10 Restart the machine.



The hard disk is encrypted.



Reminder

When turning the main power switch off, then on again, wait at least 10 seconds before turning it on, otherwise the copier may not function normally.

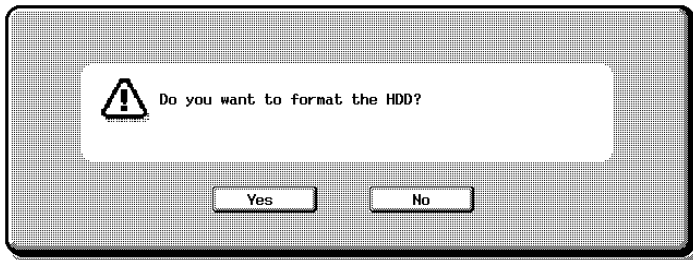
To format the hard disk

The hard disk can be formatted.

When the hard disk is formatted, the data saved on the hard disk is erased.

- 1 In the Administrator Setting screen, touch [Security Setting].
- 2 In the Security Setting screen, touch [6 HDD Setting].
- 3 In the HDD Setting screen, touch [6 HDD Formatting].

A confirmation message appears, asking whether or not to format the hard disk.

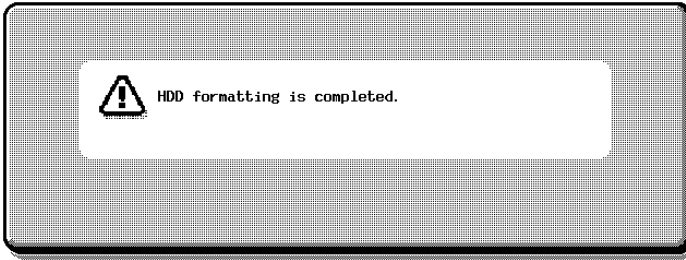


- 4 To format the hard disk, touch [Yes].
 - To return to the HDD Setting screen without formatting the hard disk, touch [No].

A screen appears, indicating that the hard disk is being formatted, and the hard disk is formatted.



- 5 Restart the machine.



The hard disk is formatted.



Reminder

When turning the main power switch off, then on again, wait at least 10 seconds before turning it on, otherwise the copier may not function normally.



Specifying settings using PageScope Web Connection

7 Specifying settings using PageScope Web Connection

7.1 Settings that can be specified using PageScope Web Connection

PageScope Web Connection is a device management utility supported by the HTTP server integrated into the device. Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

When changing settings, operations such as typing text can be performed more easily from your computer.

The following Box function settings can be specified.

User mode

The following settings can be specified by all users.

Setting		Description
User Box tab	Open User Box	Operations, for example, to download or delete a saved document, can be performed after a box number and password have been specified. In addition, attributes, such as the box password and owner, can be changed. The following boxes can be opened. <ul style="list-style-type: none"> Public/personal user boxes
	Create User Box	The following boxes can be created. <ul style="list-style-type: none"> Public/personal user boxes



Note

A password does not need to be entered when logged on as the box administrator.

Only users logged on as a registered user can monitor or create private user boxes.

Administrator mode

The following more advanced settings can be specified by the administrator.

Setting		Description
User Box tab	Open User Box	Operations, for example, to download or delete a saved document, can be performed after a box number has been specified. In addition, attributes, such as the box password and owner, can be changed. The following boxes can be opened. <ul style="list-style-type: none"> • Public/personal user boxes
	Create User Box	The following boxes can be created. <ul style="list-style-type: none"> • Public user boxes
	User Box Admin. Settings	Whether or not box administrator settings have been specified can be viewed.

7.2 Using PageScope Web Connection

System requirements

Item	Operating environment
Network	Ethernet (TCP/IP protocol)
Computer applications	Compatible Web browsers: Microsoft Internet Explorer Ver.6 or later recommended (*) (JavaScript enabled and Cookie enabled), Netscape Navigator Ver.7.02 or later (JavaScript enabled and Cookie enabled) Macromedia® Flash® (plug-in version 7.0 or later required if "Flash" is selected as the display format) (*) If Internet Explorer Ver. 5.5 is being used, Microsoft XML parser MSXML3.X must be installed.



Detail

PageScope Web Connection is a device management utility supported by the HTTP server integrated into the printer controller.

Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

For details on the display formats, refer to "Logging on and logging off" on page 7-8.

Accessing PageScope Web Connection

PageScope Web Connection can be accessed directly from a Web browser.

- 1 Start the Web browser.
- 2 In the Address bar, type the IP address of the this machine, and then press the [Enter] key.
 - http://<IP_address_for_machine>/
 - Example: If the IP address of this machine is 192.168.1.20
http://192.168.1.20/



Detail

When SSL/TLS is enabled, the URL becomes:

https://<IP_address_for_machine>/

Even if "http://" is entered, the URL at "https://" is automatically accessed.



Note

If user authentication is enabled, a page for entering the user name and password appears before you can operate the machine.

Structure of pages

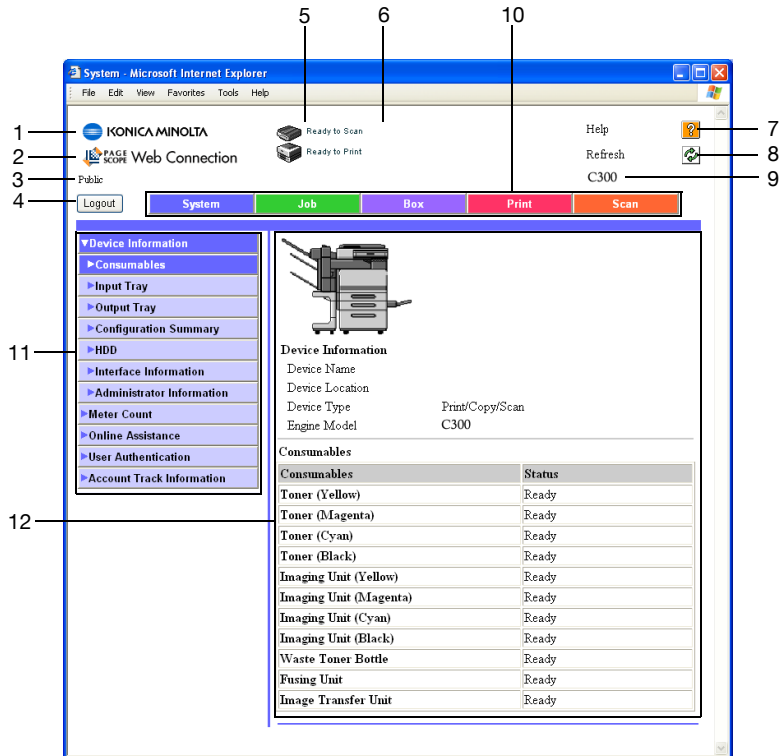
The page that appears immediately after PageScope Web Connection is accessed is called the User mode page. This page appears after logging on to the application as a public user.

The pages of PageScope Web Connection are constructed as shown below.



Detail

For details on logging on, refer to "Logging on and logging off" on page 7-8.



No.	Item	Description
1	Konica Minolta logo	Click the logo to go to the Konica Minolta Web site at the following URL. http://konicaminolta.com/
2	PageScope Web Connection logo	Click the logo to display the version information for PageScope Web Connection.
3	Logon mode	The mode (public, registered user or administrator) of the user that is currently logged on is displayed.
4	[Logout] button	Click to log off from the current mode.
5	Status display	The statuses of this machine's printer section and scanner section are displayed using icons.
6	Message display	If an error occurred in the machine, the status of the malfunction/error and other error information are displayed.
7	Help	The page specified in "Online Manual URL" is displayed.
8	Refresh button	Click to update the displayed page.
9	Device name	The name of the device currently being accessed is displayed.
10	Tabs	Select the category of the page to be displayed. The following tabs are displayed in User mode. <ul style="list-style-type: none"> • System • Job • User Box • Print • Scan
11	Menus	Information and settings for the selected tab are listed. The menu that appears differs depending on the tab that is selected.
12	Information and settings	Details of the item selected from the menu are displayed.

Web browser cache

The newest information may not appear in the PageScope Web Connection pages because older versions of pages are saved in the cache for the Web browser. In addition, the following problems may occur when the cache is used.

When using PageScope Web Connection, disable the cache for the Web browser.



...

Note

If the utility is used with the cache enabled and Administrator mode was timed out, the timeout page may appear even after the utility is accessed again. In addition, since the machine's control panel remains locked and cannot be used, the machine must be restarted. In order to avoid this problem, disable the cache.



...

Note

The menus and commands may vary depending on the Web browser version. For details, refer to Help for the Web browser.

For Internet Explorer

- 1 On the "Tools" menu, click "Internet Options".
- 2 On the General tab, click [Settings] under "Temporary Internet files".
- 3 Select "Every visit to the page", and then click [OK].

For Netscape Navigator

- 1 On the "Edit" menu, click "Preferences".
- 2 In the "Category" box on the left side of the dialog box, click "Advanced", then "Cache".
- 3 Under "Compare the page in the cache to the page on the network:", select "Every time I view the page".

7.3 Logging on and logging off

When PageScope Web Connection is accessed, the page for a public user appears. In order to log on as a registered user or an administrator when user authentication is performed, it is necessary to log off first, then log on again.

Logging off



Note

When logged on, a timeout occurs and you will automatically be logged off if no operation is performed for a specified length of time.

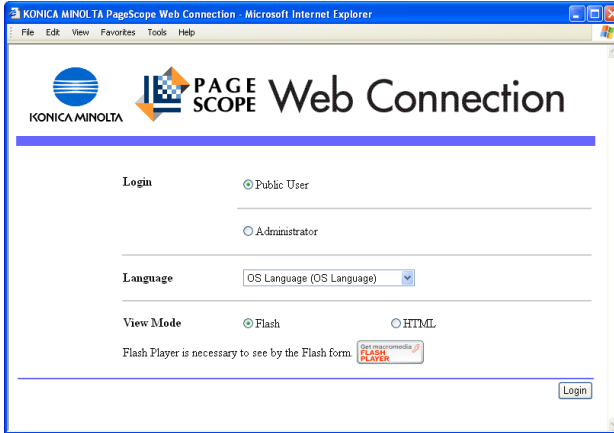
The timeout period for User mode and Administrator mode can be specified in the page that appears by clicking "Authentication (Network Tab)", then "Auto Logout" in Administrator mode.

To log off

- 1 Click [Logout] at the upper left of the window.



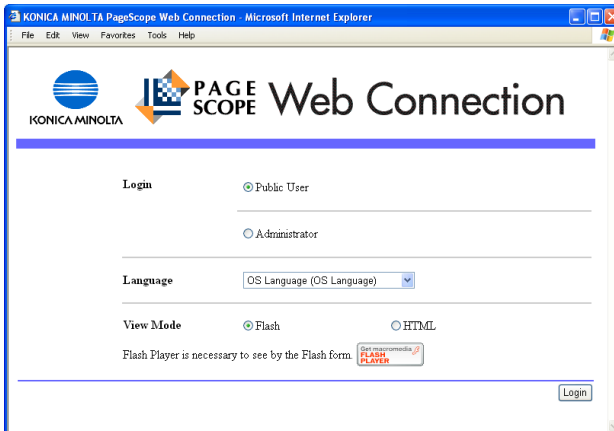
The user is logged off, and the Login page appears.



Logging on to User mode (Public User)

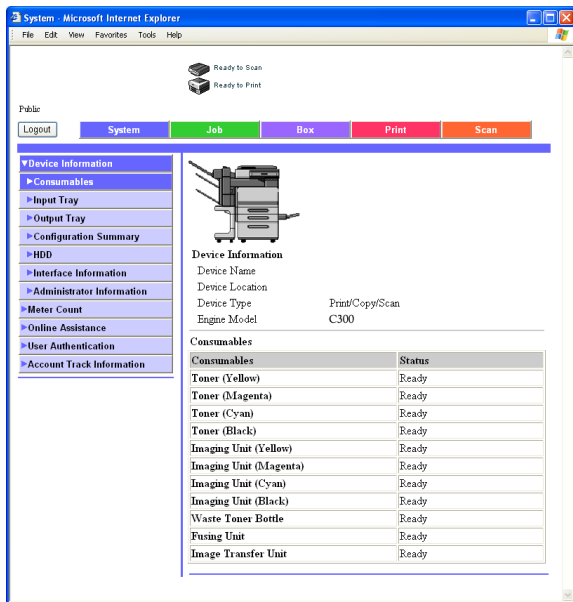
There are two procedures for logging on to User mode: one for a registered user and one for a public user. If user authentication is not performed, log on as a public user.

- 1 In the Login page, select “Public User”.
 - If necessary, select the language and display format.



2 Click [Login].

The User mode page appears.



Note

If “Flash” is selected as the display format, the following will appear using the Flash feature. Flash Player is required to use the Flash feature.

Status icons and messages

Page display when “Input Tray” is selected in the menu below “Device Information” on the System tab

Page display of the Job tab

If a screen reading software is used, we recommend selecting “HTML” as the display format.

Logging on to User mode (registered user/box administrator)

There are two procedures for logging on to User mode: one for a registered user and one for a public user. The following procedure describes how to perform user authentication and log on with a specific user name.

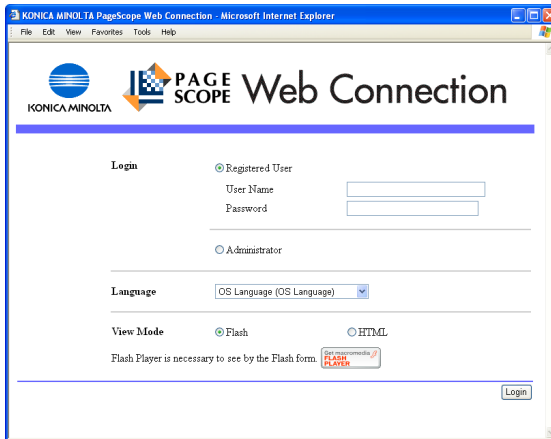


Note

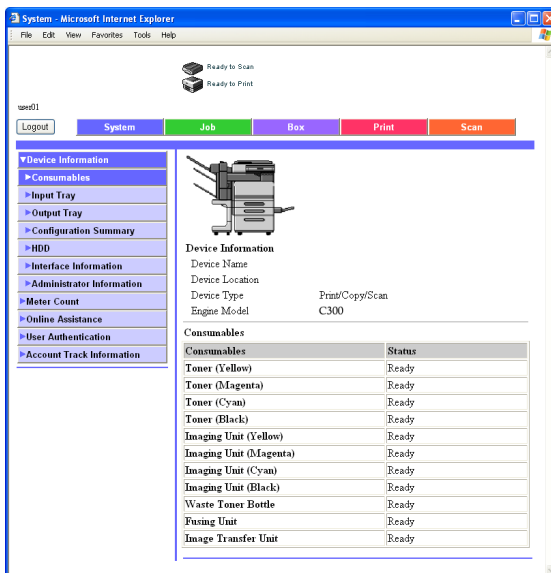
Click the icon to the right of the “User Name” box, and then select a user name from the list.

To log on as a registered user/box administrator

- 1 In the Login page, type the user name and the password.
 - To log on as the box administrator, type “boxadmin” as the user name and type the password specified in “Specifying box administrator settings” on page 6-12.
 - If necessary, select the language and display format.



- 2 Click [Login].
The User mode page appears.





...

Note

If “Prohibit Functions when Auth. Error” in Administrator mode is set to “Mode 2” and a user enters an incorrect password the specified number of times, that user is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

If a screen reading software is used, we recommend selecting “HTML” as the display format.

Logging on to Administrator mode

In order to specify system and network settings, log on to Administrator mode.



...

Note

When logged on to Administrator mode, the control panel of this machine is locked and cannot be used.

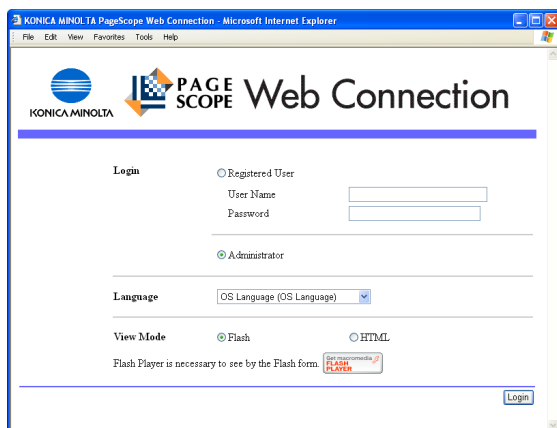
Depending on the status of the machine, you may not be able to log on to Administrator mode.

To log on to Administrator mode

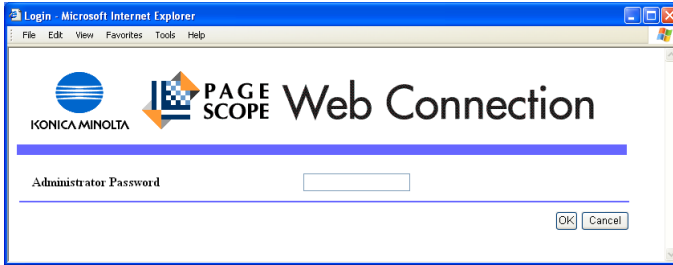
1

In the Login page, select “Administrator”.

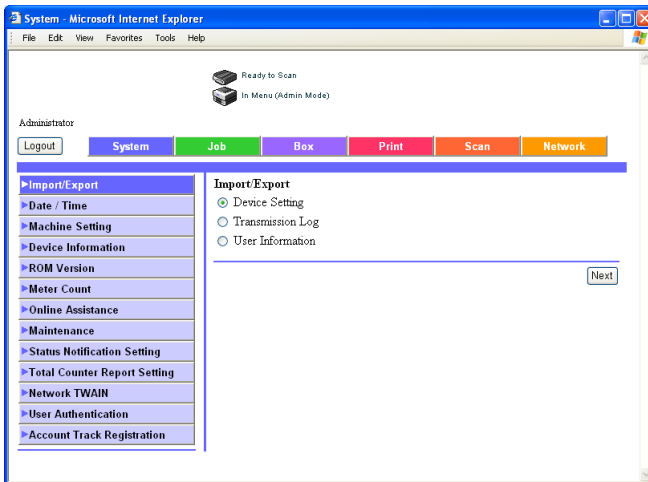
- If necessary, select the language and display format.



- 2 Type in the password for the machine's administrator, and then click [OK].



The Administrator mode page appears.



Reminder

If “Prohibit Functions when Auth. Error” in Administrator mode is set to “Mode 2” and an incorrect administrator password is entered the specified number of times, it is no longer possible to enter Administrator mode. For details on the “Prohibit Functions when Auth. Error” parameter, refer to the User’s Guide [Copy Operations].

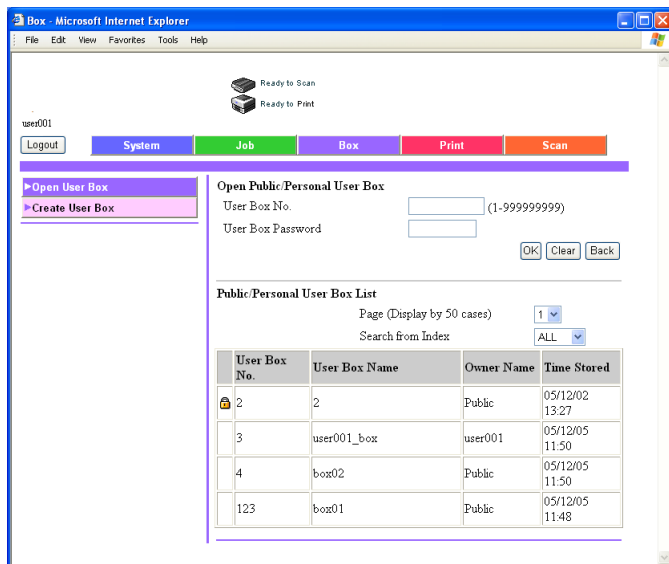
If a screen reading software is used, we recommend selecting “HTML” as the display format.

7.4 Opening a box (User mode)

Files in boxes used with Box functions can be viewed, downloaded or deleted.

Opening boxes

The list of boxes currently created and the list of data saved in those boxes can be viewed.




Reminder

If "Prohibit Functions when Auth. Error" in Administrator mode is set to "Mode 2" and a box user enters an incorrect password the specified number of times, that box is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

Open Public/Personal User Box

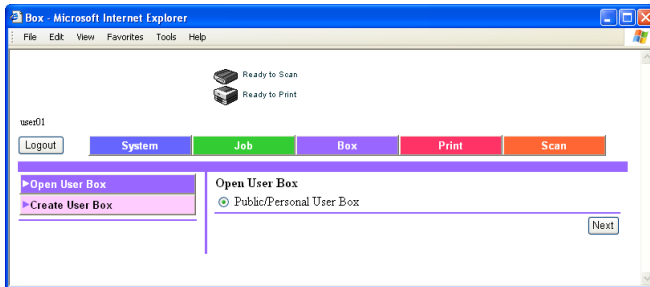
Item	Description
User Box No.	Type in the number of the box to be opened.
User Box Password	Type in the password if a password has been set for the box.

Public/Personal User Box List

Item	Description
Page (Display by 50 cases)	If there are more than 50 boxes, specify the page to be displayed.
Search from Index	Displays the list of boxes according the index search characters selected when the box was created.
Box list	Displays the box number, box name, owner's name and date/time that the box was created.  appears beside boxes that have a password specified.

To open a box

- 1 Select the box type, and then click [Next].



- 2 In the “User Box No.” box, type the box number.
- 3 In the “User Box Password” box, type the password.
- 4 Click [OK].

A list of the documents saved in the specified box is displayed.

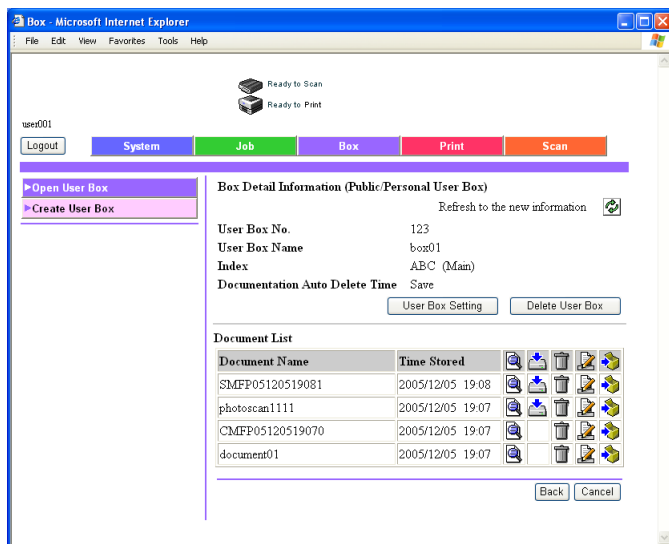
Checking box information and downloading documents

The basic box information and the list of documents saved in the box can be viewed. In addition, documents can be deleted, downloaded, renamed or moved/copied.




Note






The documents that can be downloaded are those saved in Scan mode.



Box Detail Information

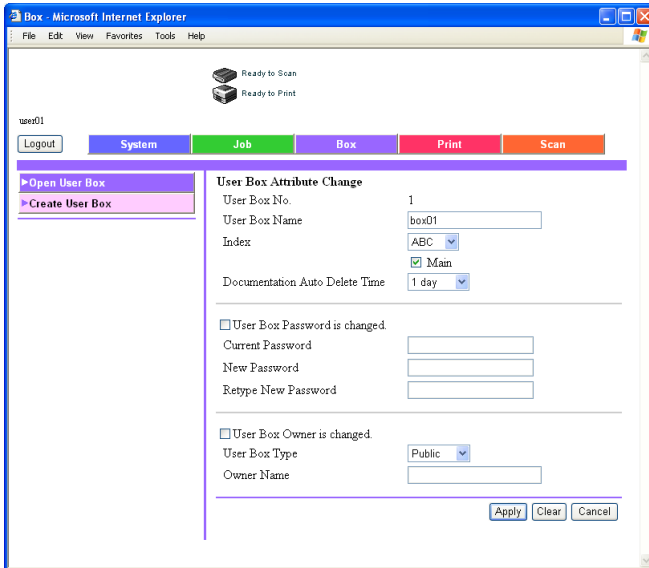
Item	Description
Refresh to the new information	Click  to display the most recent information.
User Box No.	Displays the number of the box.
User Box Name	Displays the name of the box.
Index	Displays the search characters for the box.
Documentation Auto Delete Time	Displays the length of time until documents are deleted from the box.
[User Box Setting] button	Click this button to specify basic box settings.
[Delete User Box] button	Click this button to delete the box.

Document List

Item	Description
Document Name	Displays the name of the document.
Time Stored	Displays the date/time that the document was registered.
	Click this icon to display detailed information for the document.
	Indicates documents that can be downloaded. Click this icon to download the document to a computer. Specify the type of data to be downloaded and the range of pages, and then click [OK].
	Click this icon to delete the document.
	Click this icon to change the name of the document.
	Click this icon to move/copy the document to a different box.

Changing the box settings

To change the box settings, click [User Box Setting] in the Box Detail Information page.



When changing the box attributes, specify information for the following, and then click [Apply].

Item	Description
User Box No.	Displays the box number. This cannot be changed.
User Box Name	Type in a box name of a maximum of 20 characters.
Index	Type in the characters used for indexing. To add the box to the "Main" group, select the check box.
Documentation Auto Delete Time	Select the length of time that a document is stored in the box.
User Box Password is changed.	Select this check box to change the password for the box.
Current Password	Type in the current password of a maximum of 8 alphanumeric characters.
New Password	Type in the new password. Enter 8 or less numbers. The plus sign (+) and quotation mark (") cannot be used.
Retype New Password	Type in the new password again for confirmation.
User Box Owner is changed.	Select this check box to change the box type or the owner of the box.
User Box Type	Select either "Public" or "Personal" as the box type.
Owner Name	If "Personal" was selected as the box type, type in an owner's name of 64 or less characters.



Reminder

The following appear with personal user boxes.

User Box Owner is changed.

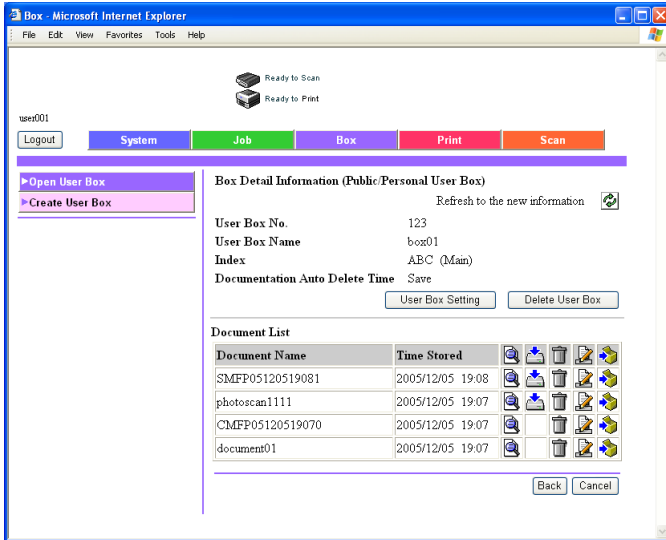
User Box Type

Owner Name

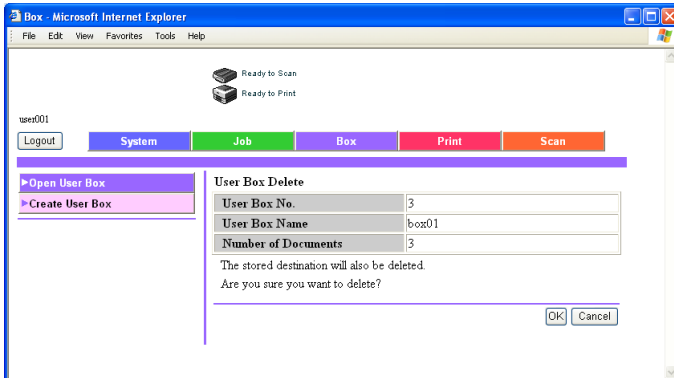
Deleting a box

The currently open box can be deleted.

- 1 In the Box Detail Information page, click [Delete User Box].



- 2 Check the displayed information, and then click [OK] to delete the box.

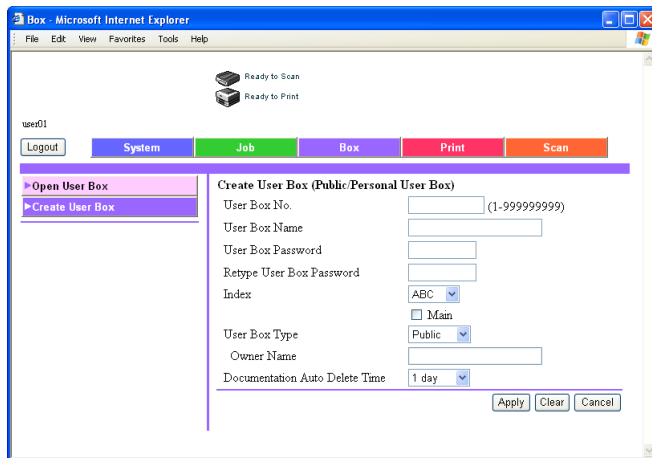


7.5 Creating boxes (User mode)

New boxes can be created.

Specify settings for the following when creating new boxes.

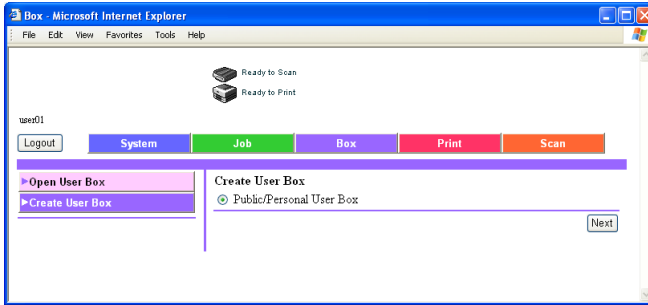
For public/personal boxes



Item	Description
User Box No.	Type in a box number between 1 and 999,999,999. Up to 1,000 boxes can be created.
User Box Name	Type in a box name of a maximum of 20 characters.
User Box Password	Type in a password of a maximum of 8 alphanumeric characters. The plus sign (+) and quotation mark (") cannot be used.
Retype User Box Password	Type in the password again for confirmation.
Index	Type in the characters used for indexing. To add the box to the "Main" group, select the check box.
User Box Type	Select either "Public" or "Personal" as the box type.
Owner Name	If "Personal" was selected as the box type, type in an owner's name of 64 or less characters.
Documentation Auto Delete Time	Select the length of time that a document is stored in the box.

To create a box

- 1 Select the type of box to be created, and then click [Next].



- 2 Specify the necessary settings, and then click [Apply].



Reminder

If "Password Rules" is set to "ON", a password containing less than 8 characters cannot be registered.

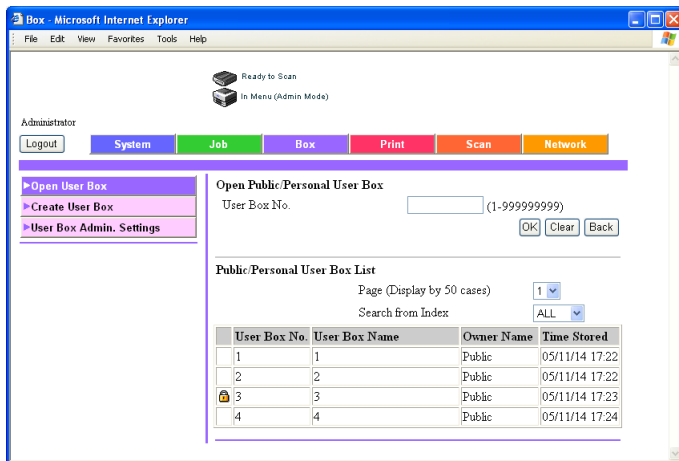
If a box password containing less than 8 characters has already been registered, change the password so that it contains 8 characters before setting "Password Rules" to "ON". For details on the password rules, refer to the User's Guide [Copy Operations].

7.6 Opening a box (Administrator mode)

When logged on to Administrator mode, the settings of boxes can be changed or the boxes can be deleted without the box password being entered.

Opening boxes

The list of boxes currently created and the list of data saved in those boxes can be viewed.



Open Public/Private User Box

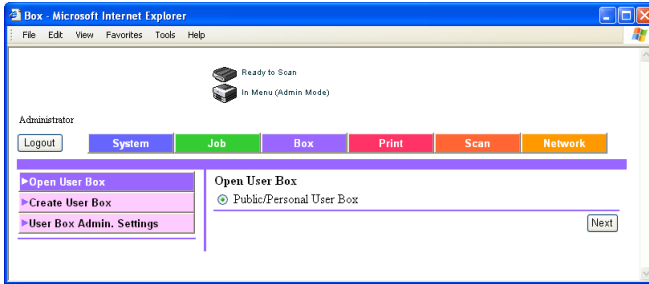
Item	Description
User Box No.	Type in the number of the box to be opened.

Public/Private User Box List

Item	Description
Page (Display by 50 cases)	If there are more than 50 boxes, specify the page to be displayed.
Search from Index	Displays the list of boxes according the index search characters selected when the box was created.
Box list	Displays the box number, box name, owner's name and date/time that the box was created. 🔒 appears beside boxes that have a password specified.

To open a box

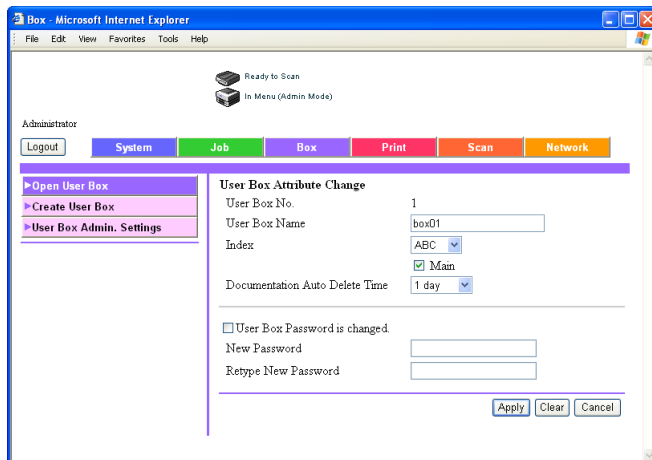
- 1 Select the box type, and then click [Next].



- 2 In the “User Box No.” box, type the box number.
- 3 Click [OK].
A list of the documents saved in the specified box is displayed.

Changing the box settings

To change the box settings, click [User Box Setting] in the Box Detail Information page.



When changing the box attributes, specify information for the following, and then click [Apply].

Item	Description
User Box No.	Displays the box number. This cannot be changed.
User Box Name	Type in a box name of a maximum of 20 characters.
Index	Type in the characters used for indexing. To add the box to the "Main" group, select the check box.
Documentation Auto Delete Time	Select the length of time that a document is stored in the box.
User Box Password is changed.	Select this check box to change the password for the box.
New Password	Type in the new password of a maximum of 8 alphanumeric characters. The plus sign (+) and quotation mark (") cannot be used.
Retype New Password	Type in the new password again for confirmation.
User Box Owner is changed.	Select this check box to change the box type or the owner of the box.
User Box Type	Select either "Public" or "Personal" as the box type.
Owner Name	If "Personal" was selected as the box type, type in an owner's name of 64 or less characters.



...

Reminder

The following appear with personal user boxes.

User Box Owner is changed.

User Box Type

Owner Name



...

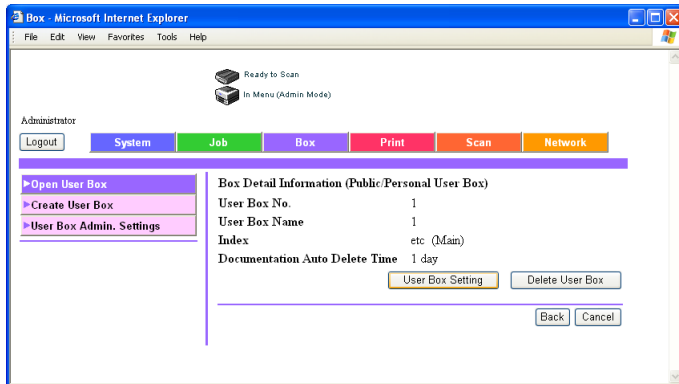
Reminder

If "Password Rules" is set to "ON", a password containing less than 8 characters cannot be registered.

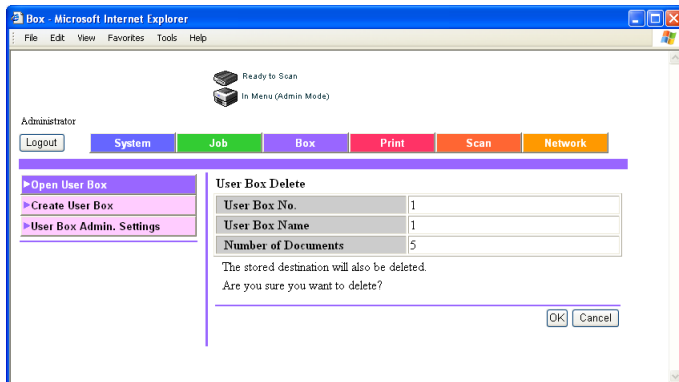
Deleting a box

The currently open box can be deleted.

- 1 In the Box Detail Information page, click [Delete User Box].



- 2 Check the displayed information, and then click [OK] to delete the box.

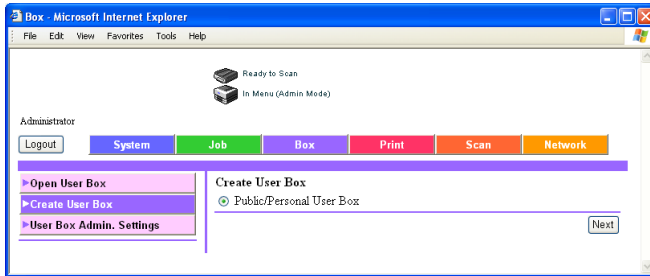


7.7 Creating boxes (Administrator mode)

New boxes can be created. Only shared boxes can be created in Administrator mode.

To create a box

- 1 Select the type of box to be created, and then click [Next].



- 2 Specify the necessary settings, and then click [Apply].
 - For details on the settings, refer to “Creating boxes (User mode)” on page 7-20.

7.8 Specifying box administrator settings (Administrator mode)

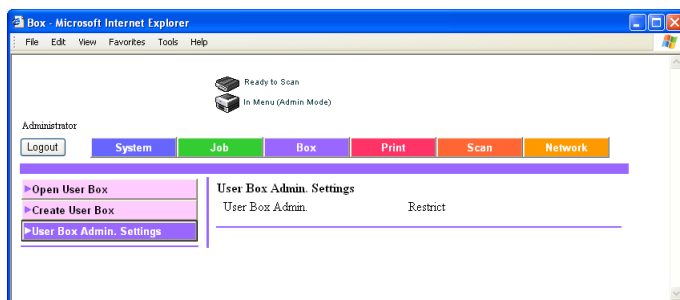
The box can be checked to see whether or not box administrator settings have been specified.

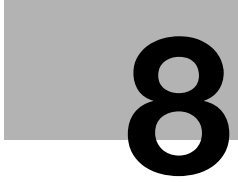


Detail

The box administrator can monitor documents in public and personal user boxes without a password.

From the control panel of the machine or the Login page of PageScope Web Connection, log on with the ID "boxadmin", and then type in the specified password.





Appendix

8 Appendix

8.1 Error message list

If any of the following error messages appear, perform the operations described below.

Message	Cause and remedy
Cannot connect to the network.	A connection to the network could not be established. Check if the network cable is correctly connected. In addition, check that the Network Setting parameters on the Administrator Setting screen have been correctly specified.
The destination cannot be selected because the number of destinations has exceeded the max. number of broadcasting possible.	The number of destinations specified exceeds the number possible for a broadcast transmission. Reduce the number of broadcast destinations, or send the transmission in multiple batches.
Image could not be saved in User Box due to insufficient capacity in HDD. Please check Job History.	The hard disk is full. Delete unnecessary data, and then try saving the image.
The number of User Box has reached its maximum.	The number of user boxes that can be registered has reached the maximum number possible. Delete unnecessary user boxes, and then try registering new boxes.
The number of documents in User Box has reached its maximum.	The number of documents that can be saved in a user box has reached the maximum number possible. Delete unnecessary documents, and then try saving the document.
The number of jobs has reached its maximum. Please wait until a job is completed.	The number of jobs that can be programmed has reached the maximum number possible. Wait until a job has been completed, or delete a current job.

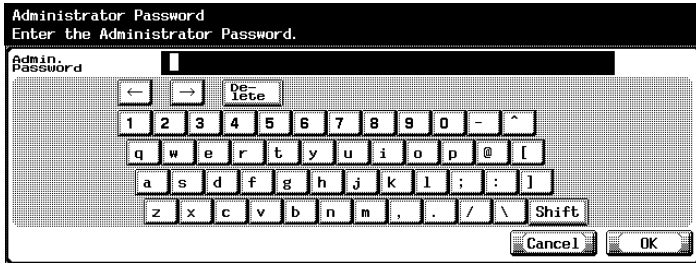
8.2 Entering text

The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered accounts and custom paper sizes. The keypad can also be used to type in numbers.

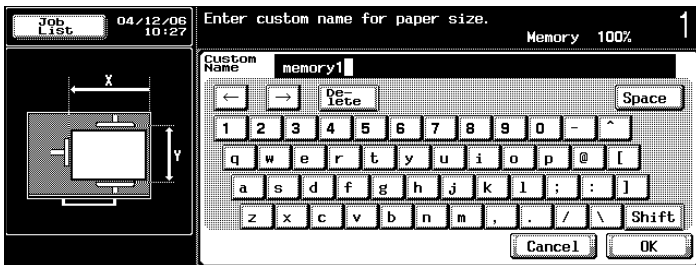
Any of the following keyboards may appear.

Example

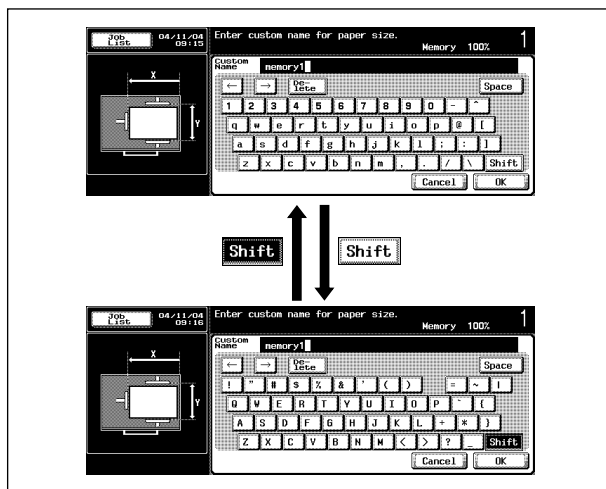
Password input screen:



Screen for entering the name of a custom paper size:

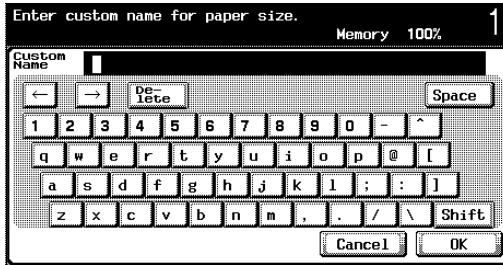


Touching [Shift] switches the keyboard display between lowercase letters (numbers) and uppercase letters (symbols).



To type text

- Touch the button for the desired character from the keyboard that appeared.
 - To type in uppercase letters or symbols, touch [Shift].
 - Numbers can also be typed in with the keypad.
- The entered characters appear in the text box.

**Note**

To cancel changes to the settings, touch [Cancel].

To clear all entered text, press the [C] (clear) key.

**Detail**

To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

List of available characters

Alphanumeric characters/symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz [space]!"#\$%&'()*+,-./\:;<=>?@[^_`{ }~*0123456789
---------------------------------	--

8.3 Glossary

Term	Definition
10Base-T/100Base-TX/ 1000Base-T	An Ethernet standard, which is a cable consisting of twisted copper wire pairs. The transmission speed of 10Base-T is 10 Mbps, of 100Base-TX is 100 Mbps, and of 1000Base-T is 1000 Mbps.
anonymous FTP	While normal FTP sites are protected by an account name and password, this type of FTP site can be used by anyone without a password by simply entering "anonymous" as the account name.
Auto IP	A function for automatically acquiring the IP address. If acquisition of the IP address failed with DHCP, an IP address is acquired from the address space of 169.254.0.0.
bit	Abbreviation for Binary Digit. The smallest unit of information (data quantity) on a computer or printer. Displays data using 0 or 1.
Bit-mapped Font	Fonts that are represented by a set of dots to form the character. Dithering may occur if the character size is increased.
BMP	Abbreviation for Bitmap. A file format for saving image data which uses the .bmp extension. Commonly used on Windows platforms. You can specify the color depth from monochrome (2 values) to full color (16,777,216 colors). Images are not usually compressed when saved.
Byte	Unit of information (data quantity) on a computer or printer. Configured as 1 byte equals 8 bits.
Compact PDF	Compression method for reducing the data amount using the PDF format when converting color documents to data. The highest compression efficiency is achieved by identifying the text and image regions and using the resolution and compression method most appropriate for each region. The compact PDF format can be selected when converting documents to data using the scanning functions of this machine.
Contrast	The difference in intensity between the light and dark parts of the image (light/dark variation). An image with little light/dark variation is said to have a low contrast, and an image with large light/dark variation is said to have a high contrast.
Default	The initial settings. The settings first selected when the machine is turned on, or the settings first specified when the function is selected.
Default Gateway	A device, such as a computer or router, used as a "gateway" to access computers not on the same LAN
Density	An indication of the amount of darkness in the image
Density Adjustment	The function that adjusts the color tones of an output device, such as a printer or monitor
DHCP	Abbreviation for Dynamic Host Configuration Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. With collective management of the IP address for DHCP clients on the DHCP server, you can avoid duplication of an address and you can build a network easily.
Dither	A method of using only black and white to create the illusion of different shades of gray. The process is simpler than with error diffusion; however, some irregularities may occur.

Term	Definition
DNS	Abbreviation for Domain Name System. A system that acquires the supported IP addresses from host names in a network environment. DNS allows the user to access other computers over a network by specifying host names, instead of difficult to memorize and understand IP addresses.
DPI (dpi)	Abbreviation for Dots Per Inch. A resolution unit used by printers and scanners. Indicates how many dots per inch are represented in an image. The higher the value, the higher the resolution.
Driver	Software that works as a bridge between a computer and a peripheral device.
Ethernet	LAN transmission line standard
File Extension	The characters added to the file name in order to differentiate file formats. The file extension is added after a period, for example, “.bmp” or “.jpg”.
FTP	Abbreviation for File Transfer Protocol. A protocol for transferring files over the Internet or an intranet on the TCP/IP network.
Gradation	The light and dark levels of an image. As the number increases, smoother brightness variations can be reproduced.
Grayscale	Monochrome image expressive form using the gradation information from black to white
Halftone	The method of producing the light and dark parts of an image through varying sizes of black and white dots
Hard Disk	Large capacity storage device for storing data. The data can be stored even if the power is turned off.
HTTP	Abbreviation for HyperText Transfer Protocol. A protocol used to send and receive data between a Web server and a client (Web browser). Documents containing images, recordings, and video clips can be exchanged with the expressive form information.
Install	To install hardware, operating systems, applications, printer drivers on to a computer
IP Address	A code (address) that is used to identify individual network devices over the Internet. A maximum of three digits for four numbers are displayed such as 192.168.1.10. IP addresses are assigned to devices, including computers, which are connected to the Internet.
J2RE	Abbreviation for Java 2 Runtime Environment. One type of JavaVirtual Machine (Java VM) in a program operating environment written in the object-oriented language Java, developed by Sun Microsystems. This is required to run applications that were created with Java.
Java	A programming language developed by Sun Microsystems that runs on most computers regardless of the installed hardware and operating system. However, in order to run Java applications, an operating environment called “Java Virtual Machine (Java VM)” is required.
JPEG	Abbreviation for Joint Photographic Experts Group. One of the file formats for saving image data. (The file extension is “.jpg”.) The compression ratio is roughly 1/10 to 1/100. This format uses an effective method in the compression of continuous-tone images, such as photographs.

Term	Definition
Kerberos	A type of network authentication system used by Windows 2000 or later. Used in Active Directory authentication. Users can be safely and efficiently authenticated with a two-phase authentication (user logon and network resource usage) on a dependable site set up on the network.
LAN	Abbreviation for Local Area Network. A network which connects computers on the same floor, in the same building, or in neighboring buildings.
LDAP	Abbreviation for Lightweight Directory Access Protocol. On a TCP/IP network, such as the Internet or an intranet, this protocol is used to access a database for managing environment information and the e-mail addresses of network users.
Macromedia® Flash®	Software developed by Macromedia, Inc. and used to create data combining vector-graphic animation and sound, and the format of this data file. The bidirectional content can be manipulated using a keyboard and a mouse. The files can be kept relatively compact, and they can be accessed with the Web browser plug-in.
Memory	Storage device for storing data temporarily. When the power is turned off the data may or may not be erased.
Multi-Page TIFF	A single TIFF file that contains multiple pages
OS	Abbreviation for Operating System. Basic software for controlling the system of a computer.
PASV	Abbreviation for PASsiVe. A mode for connecting to an FTP server from within a firewall. If this mode is not specified, the firewall will be considered inaccessible and the connection will be terminated, preventing the file from being sent.
PDF	Abbreviation for Portable Document Format. An electronically formatted document which uses the .pdf extension. Based on the Post-Script format, you can use the free Adobe Reader software to view documents.
Pixel	An image pixel. The smallest unit of an image.
Plug-and-play	Ability to automatically find and use the appropriate driver when a peripheral device is connected to a computer
Port Number	The number that identifies the transmission port for each process running on a computer on the network. The same port cannot be used by multiple processes.
PPI	Abbreviation for Pixels Per Inch. Measuring unit for resolution, particularly for monitors and scanners. This measurement indicates the number of image pixels contained within 1 inch.
Preview	A function that allows you to view an image before processing a print or scan job
Print Job	Print request transmitted from a computer to a printing device
Property	Attribute information When using a printer driver, various functions can be specified in the file properties. In the file properties, you can check the attribute information of the file.
Protocol	The rules that allow computers to communicate with other computers or peripheral devices

Term	Definition
Proxy Server	A server that is installed to act as an intermediary connection between each client and different servers to effectively ensure security over the entire system for Internet connections
Resolution	Displays the ability to reproduce the details of images and print matter correctly
Scanning	With the scanning operation of the scanner, an image is read while the row of image sensors is gradually moved. The direction that the image sensors are moved is called the main scanning direction, and the direction in which the image sensors are arranged is called the sub-scanning direction.
Screen Frequency	Indicates the density of dots used to create the image
Single-Page TIFF	A single TIFF file that contains only a single page
SMB	Abbreviation for Server Message Block. A protocol that shares files and printers over a network and which is mainly used by Microsoft Windows.
SSL/TLS	Abbreviation for Secure Socket Layer/Transport Layer Security. The encoding method for safely transmitting data between the Web server and browser.
Subnet Mask	The unit used to divide a TCP/IP network into small networks (sub-networks). It is used to identify the bits in a network address that are higher than the IP address.
TCP/IP	Abbreviation for Transmission Control Protocol/Internet Protocol. The de facto standard protocol used by the Internet that uses IP addresses to identify each network device.
Thumbnail	A small image that shows the contents of the image or document file (the image displayed when the file was opened)
TIFF	Abbreviation for Tagged Image File Format. One of the file formats for saving image data. (The file extension is ".tif".) Depending on the tag indicating the data type, information for various image formats can be saved in a single image data.
TWAIN	The interface standard for imaging devices, such as scanners and digital cameras, and for applications, such as graphics software. In order to use a TWAIN-compliant device, the TWAIN driver is required.
Uninstall	To delete software installed on a computer
USB	Abbreviation for Universal Serial Bus. A general interface standard for connecting a mouse, printer, and other devices to a computer.
Web Browser	Software such as Internet Explorer and Netscape Navigator for viewing Web pages

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