DSc424/432

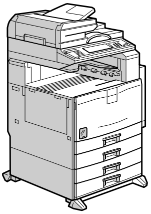
LD124c / LD132c

Aficio™ 3224C / 3232C

ISC 1024c / ISC 1032c

Operating Instructions

General Settings Guide



1 Getting Started

2 Combined Function Operations

3 Document Server

4 User Tools (System Settings)

5 Registering Addresses and Users for Facsimile/Scanner Functions

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7 Remarks

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9 Specifications

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

Introduction

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

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Important

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

Notes:

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

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

Laser Safety:

This machine is considered a Class 1 laser device, safe for office/EDP use. The machine contains two AlGaInP laser diodes, 7-milliwatt, 653-659 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Caution:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.15 *"Machine Types"*.)

- Type 1: DSc424/LD124c/Aficio 3224C/ISC1024c
- Type 2: DSc432/LD132c/Aficio 3232C/ISC1032c

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

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

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

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

Power Source

220–240V, 50/60Hz, 8A or more

Please be sure to connect the power cord to a power source as shown above. For details about power source, see P.143 *"Power Connection"*.

Manuals for This Machine

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

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader/Adobe Reader is necessary to view the manuals as a PDF file.

❒ Two CD-ROMs are provided:

- CD-ROM 1 “Operating Instructions”
- CD-ROM 2 “Scanner Driver and Document Management Utility”

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

Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Security Reference**

This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

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

Provides information about configuring and operating the printer in a network environment or using software.
This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model.

❖ **Copy Reference**

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

❖ **Facsimile Reference <Basic Features>**

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

❖ **Facsimile Reference <Advanced Features>**

Describes advanced facsimile functions such as line settings and procedures for registering IDs.

❖ **Printer Reference**

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

❖ Scanner Reference (PDF file - CD-ROM1)

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

❖ Manuals for DeskTopBinder Lite

DeskTopBinder Lite is a utility included on the CD-ROM labeled “Scanner Driver and Document Management Utility”.

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

❖ Other manuals

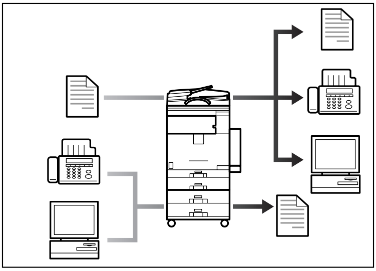
- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

What You Can Do with This Machine

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

Products marked with * are optional. For details about optional products, see p.159 "Options", or contact your local dealer.

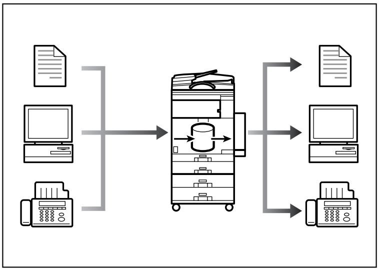
Copier, Facsimile, Printer, and Scanner Functions



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

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

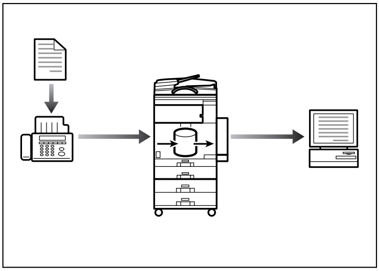
Utilizing Stored Documents



- You can store file from originals scanned by this machine, or file sent from other computers, into the machine's hard disk. You can print and fax stored documents as required. You can also change print settings and print multiple documents (Document Server). See p.37 "Using the Document Server".
- With DeskTopBinder Professional*/Lite, you can search, check, print, and delete stored documents using your computer. You can also retrieve stored documents scanned in scanner mode. With File Format Converter*, you can even download documents stored in copy and printer functions to your computer. See *Network Guide*.

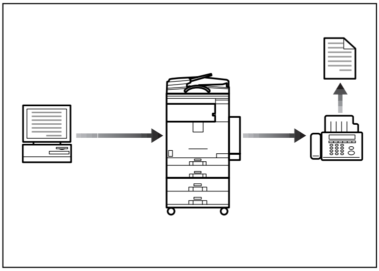
Paperless Fax Transmission and Reception

Reception


AFS016S

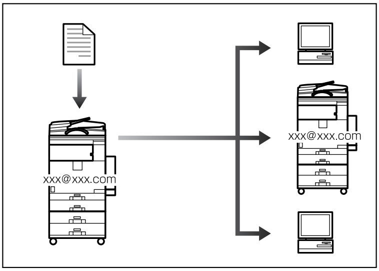
- You can store received fax messages on the machine's hard disk, instead of printing them onto paper. You can use DeskTopBinder Professional*/Lite or a Web browser to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See *Facsimile Reference <Advanced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

Transmission


AFS017S

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

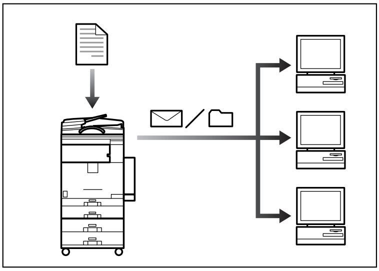
Fax Transmission and Reception Through the Internet



AFS018S

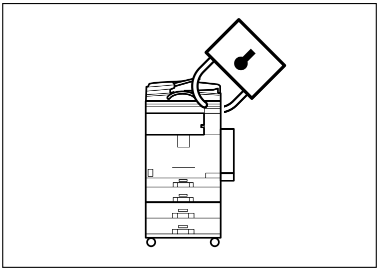
- You can send fax documents through e-mail by specifying the recipient's e-mail address (Internet Fax Transmission).
  You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception). See *Facsimile Reference <Basic Features>*.
- You can send faxes by using data such as the IP address to specify the IP-Fax destination (IP-Fax Transmission).
  The transmitted files can be received using an Internet fax machine (IP-Fax Reception). See *Facsimile Reference <Basic Features>*.

Using the Scanner in a Network Environment



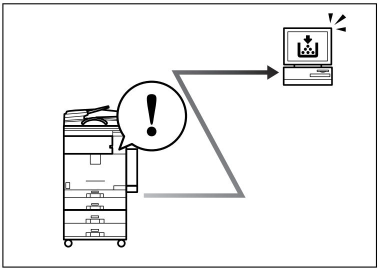
- You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See *Scanner Reference*.
- With ScanRouter delivery software, you can save scanned documents in specified destinations on network computers (File storage). See *Scanner Reference*.
- You can send scanned documents to other network folders (Scan to Folder). See *Scanner Reference*.

Administrating the Machine/Protecting Documents (Security Functions)



- You can protect documents from unauthorized access and stop them from being copied without permission. See *Security Reference*.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See *Security Reference*.
- By setting passwords, you can prevent unauthorized access via the network. See *Security Reference*.
- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit* and *Security Reference*.

Monitoring the Machine Via Computer



AFS021S

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

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

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

Information about Installed Software

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Samba(Ver 2.2.2-ja-1.1)

For SMB transmission, this machine uses Samba ver 2.2.2-ja-1.1 (hereinafter referred to as Samba 2.2.2-ja-1.1).

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Note

❐ The source code for SMB transmission by this machine can be downloaded from the following website:

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How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ ***WARNING:***

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

⚠ ***CAUTION:***

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

* WARNINGS and CAUTIONS are notes for your safety.

Important

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

Preparation

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

Note

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

Limitation

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

Reference

This symbol indicates where further relevant information can be found.

[ ]

Keys that appear on the machine's display panel.

【 】

Keys built into the machine's control panel.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

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

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ CAUTION:

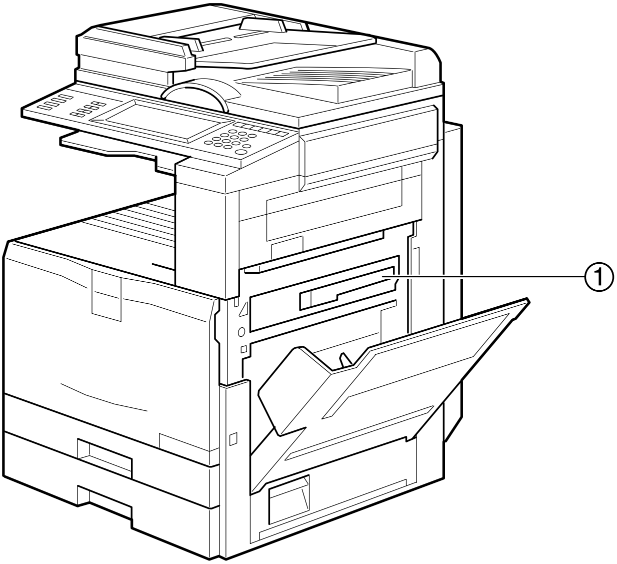
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *If you use the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

⚠ CAUTION:

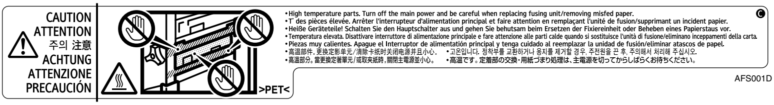
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating "⚠" (means hot surface). Touching "⚠" (means hot surface) could result in a burn.*

Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

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



①



CAUTION
ATTENTION
주의 注意
ACHTUNG
ATTENZIONE
PRECAUCIÓN

- High temperature parts. Turn off the main power and be careful when replacing fusing unit/removing misfed paper.
- T˚ des pièces élevée. Arrêter l'interrupteur d'alimentation principal et faire attention en remplaçant l'unité de fusion/supprimant un incident papier.
- Heiße Geräteteile! Schalten Sie den Hauptschalter aus und gehen Sie behutsam beim Ersetzen der Fixiereinheit oder Beheben eines Papierstaus vor.
- Temperatura elevata. Disattivare interruttore di alimentazione principale e fare attenzione alle parti calde quando si sostituisce l'unità di fusione/eliminano inceppamenti della carta.
- Piezas muy calientes. Apague el Interruptor de alimentatión principal y tenga cuidado al reemplazar la unidad de fusión/eliminar atascos de papel.
- 高温部件。更换定影单元/清除卡纸时关闭电源并且小心。
- 고온입니다. 정착부를 교환하거나 용지를 제거할 경우, 주전원을 끈 후, 주의해서 처리해 주십시오.
- 高溫部分。當更換定著單元/或取夾紙時，關閉主電源並小心。
- 高温です。定着部の交換・用紙づまり処理は、主電源を切ってからしばらくお待ちください。

>PET<

ENERGY STAR Program

ENERGY STAR®

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

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

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

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

❖ Low-Power mode

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

  Reference

  For details about how to change the default interval, see p.59 “Energy Saver Timer”.

- Sleep Mode
  This product automatically lowers its power consumption even further 45 minutes after the last copy or print job has finished. This function is called “Sleep Mode”. Printing from computer or fax is possible in this mode, but if you wish to make copies, press the operation switch first.

  Reference

  For details about how to change the default interval, see p.59 “Auto Off Timer”.

❖ Duplex Priority

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

Reference

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

		Type 1/Type 2
Low - Power mode	Power consumption	109.5 W or less
	Default interval	15 minutes
	Recovery Time	28 seconds or less
Sleep mode	Power consumption	15.4 W or less
	Default interval	45 minutes

Duplex Priority	1 Sided→1 Sided

❖ Recycled Paper

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

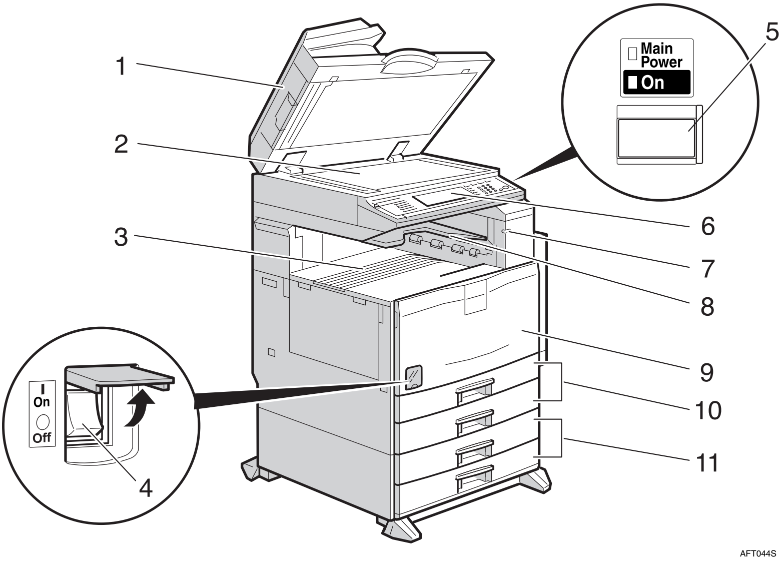
Machine Types

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

	Type 1	Type 2
Copy speed/B&W	24 copies/minute (A4🗋, $8^{1}/_{2}$" × 11"🗋)	32 copies/minute (A4🗋, $8^{1}/_{2}$" × 11"🗋)
Copy speed/Full Colour	10 copies/minute (A4🗋, $8^{1}/_{2}$" × 11"🗋)	10 copies/minute (A4🗋, $8^{1}/_{2}$" × 11"🗋)

1. Getting Started

Guide to Components



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

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

(The illustration shows the ADF.)

2. Exposure glass

Place originals face down.

3. Internal tray

Copied, printed paper or fax messages are delivered here.

4. Main power switch

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

5. Operation switch

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

6. Control panel

See p.21 “Control Panel”.

7. Remove Paper Indicator

The indicator is lit when paper is output to the internal tray 2 (1 bin tray). If the internal tray 2 has not been installed, the indicator does not light.

8. Internal tray 2 (1 bin tray) (optional)

9. Front cover

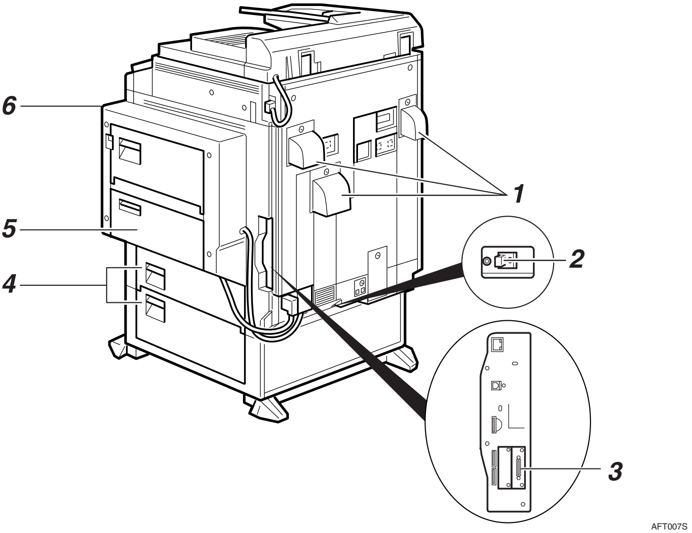
Open to access the inside of the machine.

10. Paper tray (upper:Tray 1, lower:Tray 2)

Load paper here.

11. Paper tray unit (optional upper:Tray3, lower:Tray4>)

Load paper here.



1. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing an object near it or leaning things against it. If the machine overheats, a fault might occur.

2. Earth Leakage Breaker

Prevents electric shock.

3. Interface for network connections

⇒*Network Guide*

4. Lower right cover

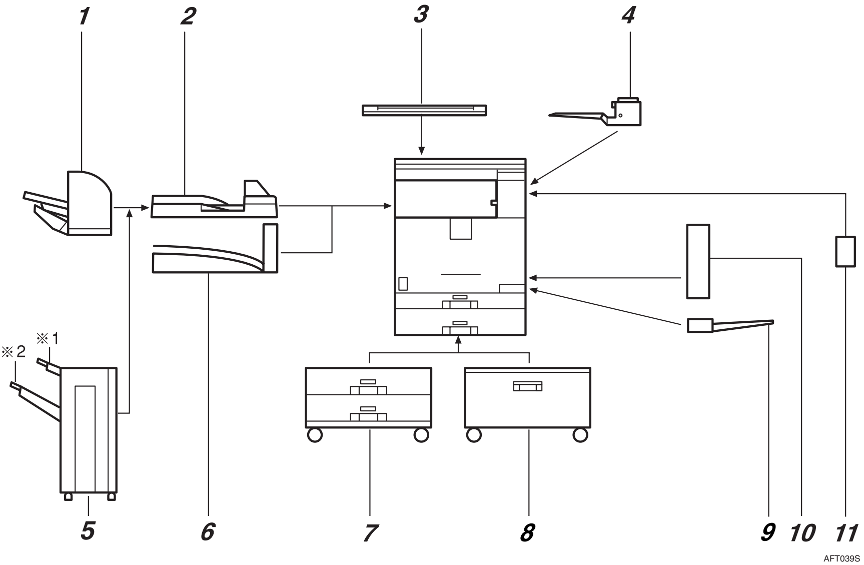
Open this cover to remove misfed paper.

5. Bypass tray (optional)

Use when copying onto OHP transparencies,label paper (adhesive labels), translucent paper, postcards, envelopes and custom size paper.

6. Duplex unit (Unit for two-sided copies) (optional)

External Options



1. 500-Sheet Finisher

Sorts, stacks and staples copies.

2. Bridge unit

Relays copies to the finisher.

3. Exposure glass cover

Lower this over originals for copying.

4. Internal tray 2 (1 bin tray)

If you select this as the output tray, copied paper will be delivered here face down.

5. 1000-Sheet Finisher

Sorts, stacks and staples copies.

*1 : Finisher proof tray

*2 : Finisher shift tray

Note

- ❒ When you use the 1000-Sheet Finisher, the adjustment table is required.

6. Shift sort tray

Sorts and stacks copies.

7. Paper tray unit

Consists of two paper trays.

8. Large Capacity Tray (LCT)

Holds 2000 sheets of paper.

9. Bypass tray

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, envelopes and custom size paper.

10. Duplex unit

Use to make two-sided copies and prints.

11. Interchange unit

Required when installing the internal tray 2 (1 bin tray) and duplex unit.

Internal Options

① Fax unit
Allows you to use the facsimile function.

② IEEE 1394 Interface Board [*1]
Connects to an IEEE 1394 cable.

③ Bluetooth [*1]
Allows you to expand the interface.

④ File Format Converter
Allows you to download documents from the Document Server stored by copier and printer functions. See p.46 "Downloading Stored Documents".

⑤ IEEE 802.11b Wireless LAN Board [*1]
You can install a wireless LAN interface.

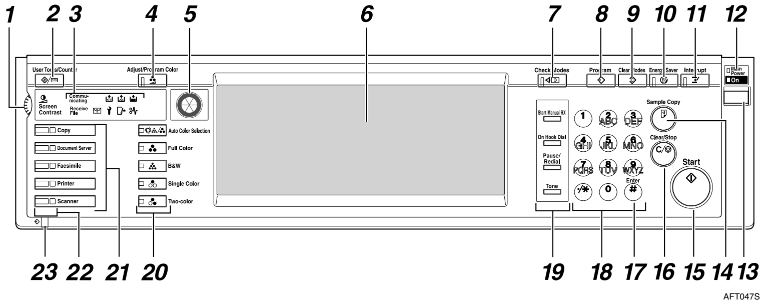
⑥ IEEE 1284 Interface Board [*1]
Connects to an IEEE 1284 cable.

⑦ DataOverWriteSecurity Unit
Allows you to erase data on the hard disk.

[*1] You cannot install two or more of the options below:
IEEE 1394 interface board, IEEE 802.11b Wireless LAN Board, IEEE 1284 Interface Board, Bluetooth.

Control Panel

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


1
2
3
4
5
6
7
8
9
10
11
12
User Tools/Counter
Adjust/Program Color
Screen Contrast
Commu-nicating
Receive File
Check Modes
Program
Clear Modes
Energy Saver
Interrupt
Main Power
On
Sample Copy
Clear/Stop
C/⊘
Start
Start Manual RX
On Hook Dial
Pause/ Redial
Tone
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
Enter
·/✱
0
#
Copy
Document Server
Facsimile
Printer
Scanner
Auto Color Selection
Full Color
B&W
Single Color
Two-color
23
22
21
20
19
18
17
16
15
14
13
AFT047S

1. Screen contrast knob

Adjusts display panel brightness.

2. 【User Tools/Counter】 key

- User Tools
  Press to change defaults and conditions to meet your requirements. See p.52 "Accessing User Tools (System Settings)".
- Counter
  Press to check or print the counter value. See p.149 "Counter".

3. Indicators

Display the status of the machine or indicate errors.

- ⍗: Add Staple indicator. See p.129 "⍗ Adding Staples".
- ⍗: Add Toner indicator. See p.115 "⍗Adding Toner".
- ⍗: Load Paper indicator. See p.112 "⍗Loading Paper".
- 🔧: Service Call indicator
- ⍁: Open Cover indicator
- ✂: Misfeed indicator. See p.119 "✂Clearing Misfeeds".
- Communicating: Communicating indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.
- ⚿: Confidential File indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.
- Receive File: Receiving File indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.

4. 【Adjust/Program Colour】 key (copier mode)

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

Note

- ❒ When image quality is adjusted, the lamp in the 【Adjust/Program Colour】 key is lit.

5. Colour circle

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

6. Display panel

Displays operation status, error messages, and function menus. See p.23 "Display Panel".

7. 【Check Modes】 key

Press to check the entered copy job settings.

8. 【Program】 key (copier/facsimile/scanner mode)

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

9. 【Clear Modes】 key

Press to clear previous copy job settings.

10. 【Energy Saver】 key

Press to switch into and out of Energy Saver mode. See p.27 “Energy Saver Mode”.

11. 【Interrupt】 key (copier/scanner mode)

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

12. Main power indicator and On indicator

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

Important

- ❒ Do not turn off the main power switch while the **On** indicator is lit or blinking. Doing so may damage the hard disk.

13. Operation switch

Press to turn the power on (the **On** indicator goes on). To turn the power off, press again (the **On** indicator goes off). See p.25 “Turning On the Power”.

14. 【Sample Copy】 key

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

15. 【Start】 key

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

16. 【Clear/Stop】 key

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

17. 【#】 key

Press to enter after a numerical value.

18. Number keys

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

19. 【Start Manual RX】 key, 【On Hook Dial】 key, 【Pause/Redial】 key, and 【Tone】 key

Reference

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

20. Colour Selection keys (copy mode)

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

【Auto Colour Selection】: ◎⁂/●●●
【Full Colour】: ●●●
【Black & White】: ⁂
【Single Colour】: ●○○
【Two-colour】: ●●○

See “Colour Functions”, *Copy Reference*.

21. Function keys

Press to select one of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

22. Function status indicators.

Display the status of the above functions:

- Yellow: the function is selected.
- Green: active.
- Red: interrupted.

23. ⇨indicator

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

Display Panel

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

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

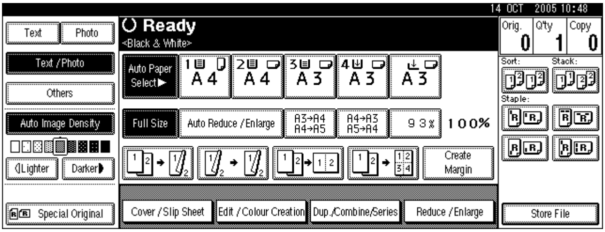
When you select or specify an item on the display panel, it is highlighted thus **Full Size**. Keys appearing as OK cannot be used.

Important

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

The copying screen is displayed as default after power on.

The following display shows a machine with options fully installed.



Ready

<Black & White>

14 OCT 2005 10:48
Text
Photo
Text / Photo
Others
Auto Image Density
◁Lighter
Darker▶
Special Original
Auto Paper Select▶
1 A4
2 A4
3 A3
4 A3
A3
Full Size
Auto Reduce / Enlarge
A3→A4 A4→A5
A4→A3 A5→A4
93%
100%
Create Margin
Cover / Slip Sheet
Edit / Colour Creation
Dup./Combine/Series
Reduce / Enlarge
Orig. 0
Q'ty 1
Copy 0
Sort:
Stack:
Staple:
Store File

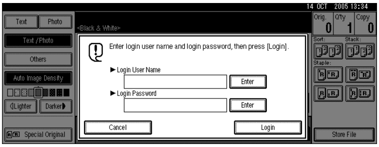
When the Authentication Screen is displayed

When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen is displayed. Unless a valid user name and password are entered, operations are not possible with the machine.

Note

- ❒ Consult the User Administrator about your login user name and login password. For details of the various types of user authentication, consult the respective administrators.
- ❒ When User Code Authentication is set, the screen for entering a user code is displayed instead. For details, see p.72 "Authentication Information".

1 Press [Enter] for Login User Name.



Enter login user name and login password, then press [Login].

14 OCT 2005 13:34
<Black & White>
▶Login User Name
Enter
▶Login Password
Enter
Cancel
Login
Text
Photo
Text / Photo
Others
Auto Image Density
◁Lighter
Darker▶
Special Original
Orig. 0
Q'ty 1
Copy 0
Sort:
Stack:
Staple:
Store File

2 Enter a login user name, and then press [OK].

3 Press [Enter] for Login Password.

4 **Enter a login password, and then press [OK].**

5 **Press [Login].**

When the user is authenticated, the screen for the function you are using appears.

Note

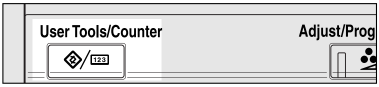
- ❒ When the entered login user name or login password is not correct, "Authentication has failed." appears. Check the login user name and password.

Log Off

Important

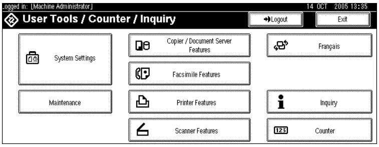
- ❒ To prevent unauthorized users from using the machine, always log off when you have finished using the machine.

1 **Press 【User Tools / Counter】.**


User Tools/Counter
123
Adjust/Prog

ZFLS110N

2 **Press [Logout].**


ogged in: [Machine Administrator]
14 OCT 2005 13:35

User Tools / Counter / Inquiry
Logout
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
123
Counter

3 **Press [Yes].**

4 **Press 【User Tools / Counter】.**

Turning On the Power

This machine has two power switches.

❖ **Operation switch (right side of the control panel)**
Press to activate the machine. When the machine has finished warming up, you can make copies.

❖ **Main power switch (left side of the machine)**
Turning off this switch will turn off the main power indicator on the right side of the control panel. After this is done, machine power is completely off.
When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

Note

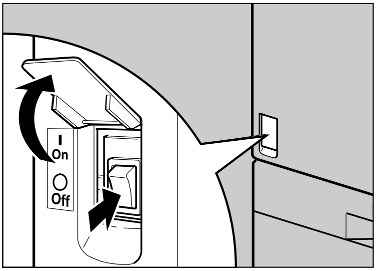
❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See p.59 “Auto Off Timer”, “Energy Saver Timer”.

Turning On the Main Power

1 **Make sure that the power cord is firmly plugged into the wall outlet.**

2 **Open the switch cover, and then turn on the main power switch.**

The main power indicator turns on.



AFT045S

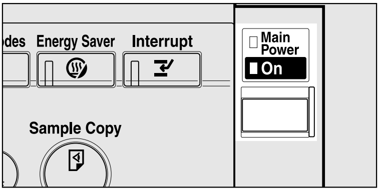
Important

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

Turning On the Power

1 **Press the operation switch.**

The **On** indicator turns on.



ZFLS020N

Note

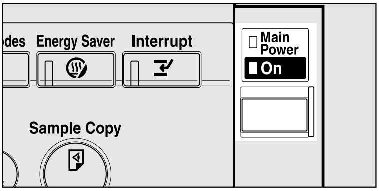
❒ If the power does not turn on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

1 Make sure the exposure glass cover or the ADF is in the right position.

2 Press the operation switch.

The **On** indicator turns off.



Note

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

Turning Off the Main Power

Important

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

1 Make sure the On indicator is not lit.

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

The main power indicator turns off.

When the fax unit (optional) is installed

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

Important

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

Saving Energy

Energy Saver Mode

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

Note

❒ You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See p.59 "Energy Saver Timer".

Auto Off

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

Note

❒ You can change the Auto Off time. See p.59 "Auto Off Timer".

❒ The Auto Off Timer function will not operate in the following cases:

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

2. Combined Function Operations

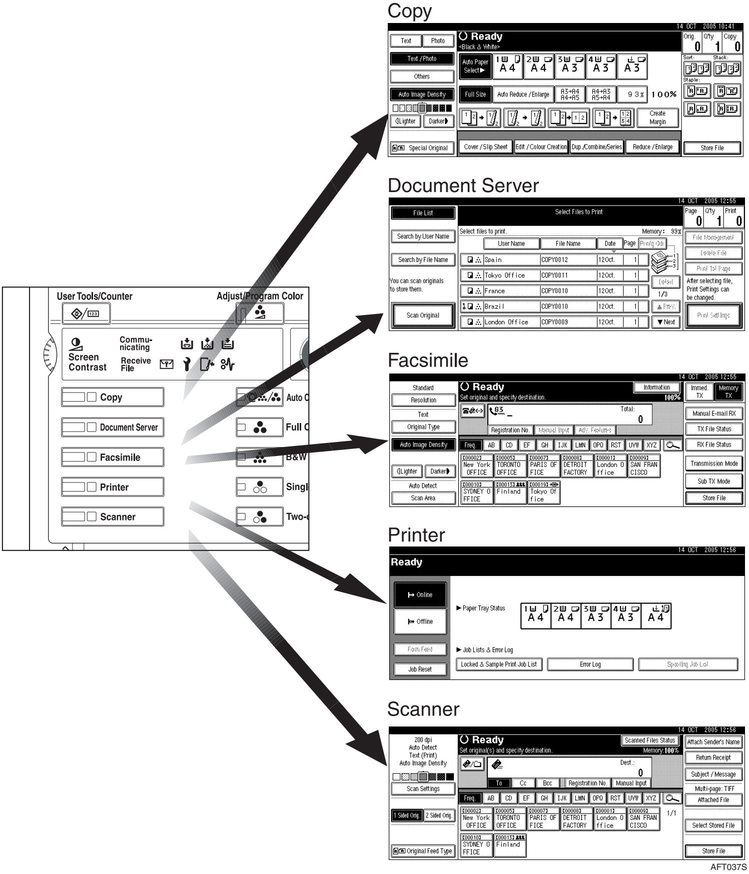
Changing Modes

Note

❒ You cannot switch modes in any of the following situations:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing User Tools
- During interrupt copying
- During On hook dialing for fax transmission
- While scanning an original

- ❒ The copying screen is displayed as default after power on. You can change this default setting. See p.53 "Function Priority".


Copy
Document Server
Facsimile
Printer
Scanner
User Tools/Counter
Adjust/Program Color
Screen Contrast
Commu-nicating
Receive File
Copy
Document Server
Facsimile
Printer
Scanner
Ready
Select Files to Print
Online
Offline
Job Reset
Paper Tray Status
Job Lists & Error Log
Locked & Sample Print Job List
Error Log
Store File
Scan Original
AFT037S

System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset". See p.53 "Function Priority".

Note

- ❒ You can change the System Reset time. See p.59 "System Auto Reset Timer".

Multi-Access

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

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

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

Note

❒ See p.53 “Print Priority” for setting function priority. As default, **[Display Mode]** is set to first priority.

❒ When the internal tray 2, shift sort tray, 500-Sheet finisher or 1000-Sheet finisher is installed on the machine, you can specify the output tray where documents are delivered. For details about how to specify the output tray for each function, see the following descriptions:

  - p.54 “Output: Copier (copier)”
  - p.55 “Output: Document Server (Document Server)”
  - p.55 “Output: Facsimile (facsimile)”
  - p.55 “Output: Printer (printer)”

Function Compatibility

The chart shows Function Compatibility when print priority is set to “Interleave”. See p.53 “Print Priority”.

△: Simultaneous operations are possible.

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

❍: Operation is enabled when the **【Interrupt】** key is pressed to interrupt the preceding operation.

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

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

Mode after you select			Copy			Interrupt Copying		Facsimile						Printer			Scanner		Document Server			DeskTopBinder Professional/Lite		Web Document Server
									Transmission			Reception			Print									
Mode before you select			Operations for Copying	Stapling	Sort	Operations for Copying	Copying	Transmission Operation/Manual Reception Operation	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Stapling	Operations for Scanning	Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server	Printing
Copy		Operations for Copying	×	×	×	❍	❍	●	●	△	●	△	△	△	△	△	●	●	●	●	●	△	△	△
		Stapling	△ *1	→ *1	→ *1	❍	❍ *5	●	● *2	△	● *2	△	△	△	△	→	●	● *2	●	● *2	△ *4	△ *4	△	△ *4
		Sort	△ *1	→ *1	→ *1	❍	❍	●	● *2	△	● *2	△	△	△	△	△	●	● *2	●	● *2	△	△	△	△
Interrupt Copying		Operations for Copying	❍	❍	❍	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	△	△	△
		Copying	❍	❍	❍	×	×	×	×	△	×	△	→	△	→	→	×	×	×	×	×	→	△	→
Facsimile	Transmission Operation/Manual Reception Operation		●	●	●	❍	❍	×	×	△	×	△	△	△	△	△	●	●	●	●	●	△	△	△
	Transmission	Scanning an original for Memory Transmission	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	△	△	△
		Memory Transmission	△	△	△	△	△	△	△	△ *3	△ *3	△ *3	△ *7	△	△	△	△	△	△	△	△	△	→	△
		Immediate Transmission	×	×	×	×	×	×	×	△ *3	×	△ *3	△	△	△	△	×	×	×	×	×	△	→	△
	Reception	Memory Reception	△	△	△	△	△	△	△	△ *3	△ *3	△ *3	△ *7	△	△	△	△	△	△	△	△	△	△	△
		Printing Received Data	△	△	△	△	△	△	△	△ *7	△	△ *7	×	△	△	△	△	△	△	△	△	△	△	△
Printer	Data Reception		△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△	△
	Print	Printing	△	△	△	❍	❍	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△	△	△
		Stapling	△	→	△	❍	❍ *5	△	△	△	△	△	△	△	→	→	△	△	△	△	△ *4	△ *4	△	△ *4
Scanner		Operations for scanning	●	●	●	❍	❍	●	●	△	●	△	△	△	△	△	×	×	●	●	●	△	△	△
		Scanning	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	△	△	△	△

Mode after you select		Copy			Interrupt Copying		Facsimile						Printer			Scanner		Document Server			DeskTopBinder Professional/Lite		Web Document Server
							Operation	Transmission			Reception			Print									
Mode before you select		Operations for Copying	Stapling	Sort	Operations for Copying	Copying	Transmission Operation/Manual Reception	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Stapling	Operations for Scanning	Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server	Printing
Document Server	Operations for Document Server	●	●	●	❍	❍	●	●	△	●	△	△	△	△	△	●	●	×	×	×	△	△	△
	Scanning a Document to Store in Document Server	●	×	×	❍	❍	●	×	△	×	△	△	△	△	△	●	×	×	×	×	△	△	△
	Printing from Document Server	●	△ *4	△	❍	❍	△	△	△	△	△	△	△	△	△ *4	△	△	△ *6	△ *6	△ *6	△	△	△
DeskTopBinder Professional/Lite	Printing from Document Server	△	△ *4	△	❍	❍	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△	△
	Sending a Facsimile from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△
Web Document Server	Printing	△	△ *4	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×

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

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

*3 Operation is possible when extra lines are added.

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

*5 Stapling is not available.

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

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

Limitation

- ☐ Stapling cannot be used at the same time for multiple functions.
- ☐ A machine with the 500-Sheet Finisher installed cannot accept other jobs while printing with the stapling operation.

❒ A machine with the 1000-Sheet Finisher installed, that is printing with the stapling operation on paper larger than A4 size starts the subsequent job (for which Internal Shift Tray is specified as the output tray) only after the current print job finishes.

❒ While printing is in progress, scanning a document using another function may take more time.

3. Document Server

Relationship between Document Server and Other Functions

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

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

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

[*2] You can display stored documents using the scanner function. See "Displaying the List of Stored Files", *Scanner Reference*.

[*3] You can send stored documents using the scanner function. See "Sending Stored Files by E-mail or Scan to Folder, or Delivering", *Scanner Reference*.

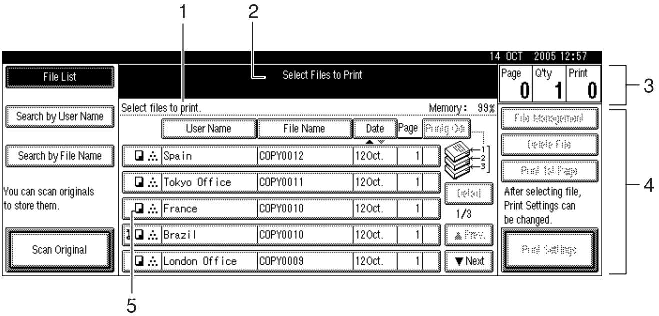
Note

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

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

Document Server Display

❖ Document Server Main Display


1
2
3
4
5
File List
Search by User Name
Search by File Name
Scan Original
User Name
File Name
Date
Page
Printing Order
Detail
▲Prev.
▼Next
File Management
Delete File
Print 1st Page
Print Settings

14 OCT 2005 12:57

Select Files to Print

Page 0 Q'ty 1 Print 0

Select files to print.

Memory: 99%

You can scan originals to store them.

After selecting file, Print Settings can be changed.

User Name	File Name	Date	Page
Spain	COPY0012	12Oct.	1
Tokyo Office	COPY0011	12Oct.	1
France	COPY0010	12Oct.	1
Brazil	COPY0010	12Oct.	1
London Office	COPY0009	12Oct.	1

1/3

AFT026S

1. **Operating status and messages.**

2. **The title of the currently selected screen.**

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

4. **The operation keys**

5. **The functions under which the documents were stored.**

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

Function	Copier	Facsimile	Printer
Icon	❏	☎	🖶

Note

- ❒ Depending on the settings of security functions, not all the stored documents may be displayed.

Using the Document Server

Storing Data

❖ File name

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

❖ User name

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

Reference

For details about the user name, see p.70 “Registering Names”.

❖ Password

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

Reference

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

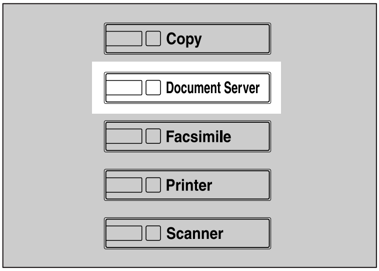
Important

- Data stored in the machine might be lost if some kind of failure occurs. The manufacture shall not be responsible for any damage resulting from loss of data.
- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.
- Avoid using a single number or consecutive numbers for a password such as “0000” or “1234”, since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.
- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. To stop this, be sure to press the **【Clear Modes】** key to cancel the document selection.
- The user name used when adding a document to the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.

Note

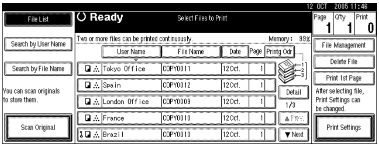
- Enter a four-to eight-digit password.
- By default, data stored in the Document Server is deleted after three days (72 hours). You can specify the time taken for the stored data to be deleted automatically. See p.66 “Auto Delete File”.
- If you do not want stored data to be automatically deleted, select **[No]** in Auto Delete File before storing a document. If you select **[Yes]** later, data stored afterward will be automatically deleted.
- When the machine is printing a document stored using the copier function, wait until printing has finished before you store a document in the Document Server.

1 Press the 【Document Server】 key.


Copy
Document Server
Facsimile
Printer
Scanner

ZGJS776N

2 Press [Scan Original].


12 OCT 2005 11:46
File List
Ready
Select Files to Print
Page 1
Q'ty 1
Print 0
Search by User Name
Search by File Name
File Management
Delete File
Print 1st Page
Detail
1/3
▲Prev.
▼Next
Scan Original
Print Settings

You can scan originals to store them.

Two or more files can be printed continuously. Memory: 99%

User Name	File Name	Date	Page	Printg Odr
Tokyo Office	COPY0011	12Oct.	1	
Spain	COPY0012	12Oct.	1	
London Office	COPY0009	12Oct.	1	
France	COPY0010	12Oct.	1	
Brazil	COPY0010	12Oct.	1	

After selecting file, Print Settings can be changed.

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

Note

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

Reference

p.38 "To register or change a user name"

p.39 "To change a file name"

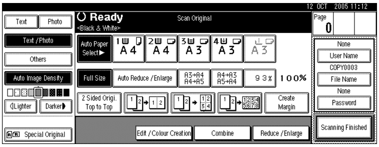
p.40 "To set or change a password"

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

Reference

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

5 Make any required settings.


12 OCT 2005 11:12
Ready
Scan Original
<Black & White>
Page 0
Text
Photo
Text / Photo
Others
Auto Image Density
Lighter
Darker
Special Original
Auto Paper Select▶
1 A4
2 A4
3 A3
4 A3
A3
Full Size
Auto Reduce / Enlarge
A3→A4 A4→A5
A4→A3 A5→A4
93%
100%
2 Sided Origi. Top to Top
Create Margin
Edit / Colour Creation
Combine
Reduce / Enlarge
None
User Name
COPY0003
File Name
None
Password
Scanning Finished

Reference

For details, see *Copy Reference*.

6 Press the 【Start】 key.

The document is stored in the Document Server.

Note

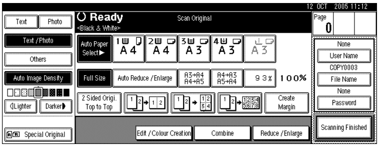
- ❒ To stop scanning, press the 【Clear/Stop】 key. To restart a paused scanning job, press **[Continue]** in the confirmation display. To delete saved images and cancel the job, press the **[Stop]** key.
- ❒ When a password is set, 🔑 appears on the left side of the file name.
- ❒ If you placed originals on the exposure glass, press **[Scanning Finished]** after all the originals have been scanned. The Select Files to Print display appears.

To register or change a user name

1 Press [Scan Original].

The Scan Original display appears.

2 Press [User Name].


12 OCT 2005 11:12
Ready
Scan Original
<Black & White>
Page 0
Text
Photo
Text / Photo
Others
Auto Image Density
Lighter
Darker
Special Original
Auto Paper Select▶
1 A4
2 A4
3 A3
4 A3
A3
Full Size
Auto Reduce / Enlarge
A3→A4 A4→A5
A4→A3 A5→A4
93%
100%
2 Sided Origi. Top to Top
Create Margin
Edit / Colour Creation
Combine
Reduce / Enlarge
None
User Name
COPY0003
File Name
None
Password
Scanning Finished

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

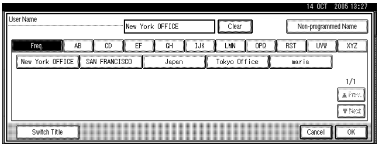
When no user names are registered in the Address Book, the User (Destination) Name entry display appears.

Reference

p.72 "Authentication Information"

When using a registered user name in the Address Book

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


14 OCT 2005 13:27
User Name
New York OFFICE
Clear
Non-programmed Name
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
New York OFFICE
SAN FRANCISCO
Japan
Tokyo Office
maria
1/1
▲Prev.
▼Next
Switch Title
Cancel
OK

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

Reference

p.72 "Registering a New User Code"

When using an unregistered user name in the Address Book

❶ **To enter an unregistered user name, press [Non-programmed Name].**

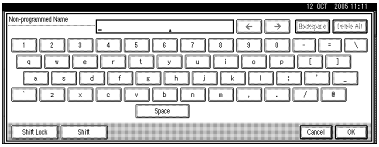
❷ **Enter a new user name, and then press [OK].**

Reference

p.151 "Entering Text"

When no user names are registered in the Address Book

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


12 OCT 2005 11:11
Non-programmed Name
←
→
Backspace
Delete All
1 2 3 4 5 6 7 8 9 0 - = \
q w e r t y u i o p [ ]
a s d f g h j k l ; ' _
` z x c v b n m , . / @
Space
Shift Lock
Shift
Cancel
OK

Reference

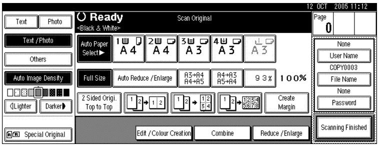
p.151 "Entering Text"

To change a file name

1 **Press [Scan Original].**

The Scan Original display appears.

2 **Press [File Name].**


12 OCT 2005 11:12
Text
Photo
Text / Photo
Others
Auto Image Density
Lighter
Darker
Special Original
Ready
<Black & White>
Scan Original
Page
0
Auto Paper Select▶
1 A4
2 A4
3 A3
4 A3
A3
Full Size
Auto Reduce / Enlarge
A3→A4 A4→A5
A4→A3 A5→A4
93%
100%
2 Sided Origi. Top to Top
Create Margin
Edit / Colour Creation
Combine
Reduce / Enlarge
None
User Name
COPY0003
File Name
None
Password
Scanning Finished

The Change File Name display appears.

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

Note

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

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

Note

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

Reference

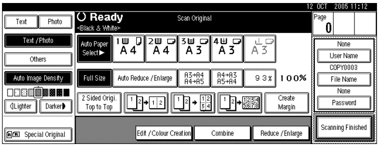
p.151 "Entering Text"

To set or change a password

1 **Press [Scan Original].**

The Scan Original display appears.

2 **Press [Password].**


12 OCT 2005 11:12
Ready
Scan Original
<Black & White>
Page
0
Text
Photo
Text / Photo
Others
Auto Image Density
◁Lighter
Darker▶
Special Original
Auto Paper Select▶
1 A4
2 A4
3 A3
4 A3
A3
Full Size
Auto Reduce / Enlarge
A3→A4 A4→A5
A4→A3 A5→A4
93%
100%
2 Sided Origi. Top to Top
Create Margin
Edit / Colour Creation
Combine
Reduce / Enlarge
None
User Name
COPY0003
File Name
None
Password
Scanning Finished

3 **Enter a four-to eight-digit password using the number keys, and then press the 【#】 key.**

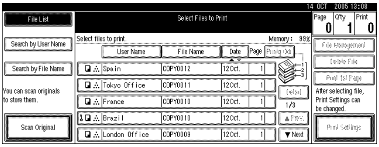
4 **Reenter the password (four-to eight-digit) for verification, and then press the 【#】 key.**

5 **Press [OK].**

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

1 **Press the 【Document Server】 key.**

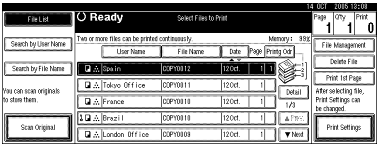
2 **Select the document with the user name, file name, or password you want to change.**


14 OCT 2005 13:08
File List
Select Files to Print
Page
0
Q'ty
1
Print
0
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
Select files to print.
Memory: 99%
User Name
File Name
Date
Page
Printg Odr
Detail
1/3
Prev.
Next
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings

User Name	File Name	Date	Page
Spain	COPY0012	12Oct.	1
Tokyo Office	COPY0011	12Oct.	1
France	COPY0010	12Oct.	1
Brazil	COPY0010	12Oct.	1
London Office	COPY0009	12Oct.	1

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

3 **Press [File Management].**


14 OCT 2005 13:08
File List
Ready
Select Files to Print
Page
1
Q'ty
1
Print
0
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
Two or more files can be printed continuously.
Memory: 99%
User Name
File Name
Date
Page
Printg Odr
Detail
1/3
Prev.
Next
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings

User Name	File Name	Date	Page	Printg Odr
Spain	COPY0012	12Oct.	1	1
Tokyo Office	COPY0011	12Oct.	1	
France	COPY0010	12Oct.	1	
Brazil	COPY0010	12Oct.	1	
London Office	COPY0009	12Oct.	1	

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

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

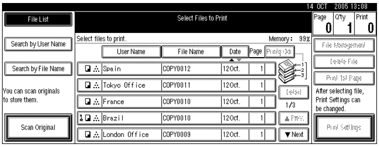
> **Reference**
>
> p.38 "To register or change a user name"
>
> p.39 "To change a file name"
>
> p.40 "To set or change a password"

6 **Press [OK].**

Selecting a Document

1 **Press the 【Document Server】 key.**

2 **Select a document you want to print.**


14 OCT 2005 13:08
File List
Select Files to Print
Page
0
Q'ty
1
Print
0
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
Select files to print.
Memory: 99%
User Name
File Name
Date
Page
Printg Odr
Detail
1/3
Prev.
Next
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings

User Name	File Name	Date	Page
Spain	COPY0012	12Oct.	1
Tokyo Office	COPY0011	12Oct.	1
France	COPY0010	12Oct.	1
Brazil	COPY0010	12Oct.	1
London Office	COPY0009	12Oct.	1

> **Note**
>
> ❒ If a password is already set for the document, enter that password, and then press **[OK]**.
>
> ❒ You can search for the document using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.41 "Searching for Stored Documents".

- ❒ You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- ❒ If you cannot determine document content from the file name, you can print just the first page of the document for checking purposes. See p.44 "Printing the first page".
- ❒ To cancel document selection, press it again.

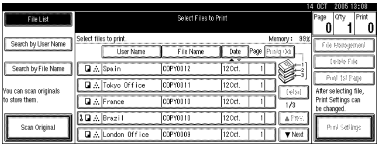
3 To print multiple documents, repeat step 2 in the order you want to print.

Note

- ❒ You can select up to 30 documents.
- ❒ If the sizes or resolution of selected documents are not the same, it may not be possible to print them.
- ❒ If you want to change the printing order, cancel the selection, and select documents again, this time in the order you want.
- ❒ If you press the **【Clear Modes】** key, selection of all documents will be canceled.
- ❒ If you press **[Printg Odr]**, the documents in print order.

To check the details of stored documents

1 Select a document to display its detailed information.

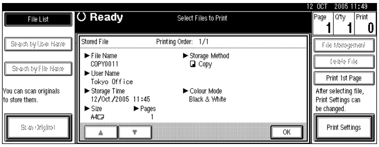

14 OCT 2005 13:08
File List
Select Files to Print
Page 0
Q'ty 1
Print 0
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
Select files to print.
Memory: 99%
Printg Odr
1
2
3
Detail
1/3
▲Prev.
▼Next
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings

User Name	File Name	Date	Page
Spain	COPY0012	12Oct.	1
Tokyo Office	COPY0011	12Oct.	1
France	COPY0010	12Oct.	1
Brazil	COPY0010	12Oct.	1
London Office	COPY0009	12Oct.	1

Note

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

2 Press [Detail].


12 OCT 2005 11:49
File List
Ready
Select Files to Print
Page 1
Q'ty 1
Print 0
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
▲
▼
OK
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings

Stored File Printing Order: 1/1

▶File Name: COPY0011
▶Storage Method: Copy
▶User Name: Tokyo Office
▶Storage Time: 12/Oct./2005 11:45
▶Colour Mode: Black & White
▶Size: A4
▶Pages: 1

Detailed information about the document appears.

Note

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

Searching for Stored Documents

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

Note

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

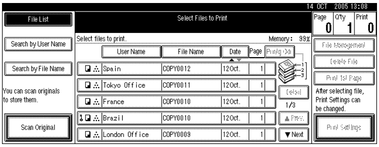
Reference

Manuals for DeskTopBinder Professional/Lite or Help

To search by file name

1 Press the 【Document Server】 key.

2 Press [Search by File Name].


14 OCT 2005 13:08
File List
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
Select Files to Print
Page 0
Q'ty 1
Print 0
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings
Print Order
1
2
3
Detail
1/3
▲Prev.
▼Next

Select files to print. Memory: 99%

User Name	File Name	Date	Page
Spain	COPY0012	12Oct.	1
Tokyo Office	COPY0011	12Oct.	1
France	COPY0010	12Oct.	1
Brazil	COPY0010	12Oct.	1
London Office	COPY0009	12Oct.	1

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

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

Reference

p.151 "Entering Text".

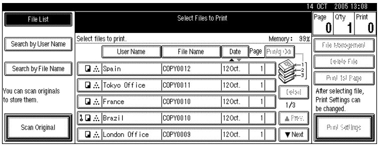
Note

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

To search by user name

1 Press the 【Document Server】 key.

2 Press [Search by User Name].


14 OCT 2005 13:08
File List
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
Select Files to Print
Page 0
Q'ty 1
Print 0
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings
Print Order
1
2
3
Detail
1/3
▲Prev.
▼Next

Select files to print. Memory: 99%

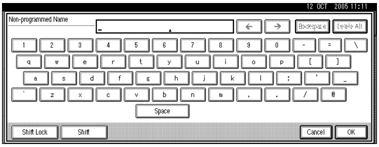
User Name	File Name	Date	Page
Spain	COPY0012	12Oct.	1
Tokyo Office	COPY0011	12Oct.	1
France	COPY0010	12Oct.	1
Brazil	COPY0010	12Oct.	1
London Office	COPY0009	12Oct.	1

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

Note

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

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


12 OCT 2005 11:11
Non-programmed Name
←
→
Backspace
Delete All
1 2 3 4 5 6 7 8 9 0 - = \
q w e r t y u i o p [ ]
a s d f g h j k l ; ' _
` z x c v b n m , . / @
Space
Shift Lock
Shift
Cancel
OK

Reference

p.151 "Entering Text"

5 Press [OK].

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

Note

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

Printing Stored Documents

Note

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

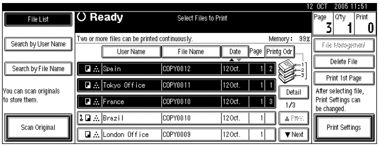
1 Select a document you want to print.

Note

- ❒ If a password is already set for the document, enter that password, and then press **[OK]**.
- ❒ You can print multiple documents. See p.40 "Selecting a Document".

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

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


12 OCT 2005 11:51
File List
Ready
Select Files to Print
Page 3
Q'ty 1
Print 0
Search by User Name
Search by File Name
File Management
Delete File
Print 1st Page
Detail
1/3
▲Prev.
▼Next
Scan Original
Print Settings

Two or more files can be printed continuously. Memory: 99%

User Name	File Name	Date	Page	Printg Odr
Spain	COPY0012	12Oct.	1	2
Tokyo Office	COPY0011	12Oct.	1	1
France	COPY0010	12Oct.	1	3
Brazil	COPY0010	12Oct.	1	
London Office	COPY0009	12Oct.	1	

You can scan originals to store them.

After selecting file, Print Settings can be changed.

Note

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

❖ **Binding format**

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

❖ **Cover handling**

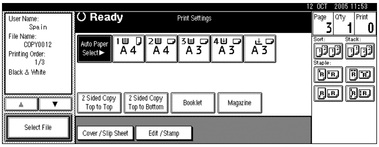
- Cover/Slip Sheet
- Edit/Stamp

❖ **Finish**

- Sort
- Rotate Sort
- Stack
- Staple

- ❒ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See p.44 "Sample copy".
- ❒ When multiple documents are printed at the same time, you can combine them into a single set by adjusting the print order.
- ❒ When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.
- ❒ If you select multiple files, you can check file names or print order selected in step **1** by scrolling the list using **[▼]** and **[▲]**.
- ❒ Press **[Select File]** to return to the Select Files to Print display.
- ❒ The preset stamp function is not available for documents stored in facsimile mode.

3 Enter the required number of prints using the number keys


12 OCT 2005 11:53
Ready
Print Settings
Page 3
Q'ty 1
Print 0
Auto Paper Select▶
1 A4
2 A4
3 A3
4 A3
A3
Sort:
Stack:
Staple:
▲
▼
2 Sided Copy Top to Top
2 Sided Copy Top to Bottom
Booklet
Magazine
Select File
Cover / Slip Sheet
Edit / Stamp

User Name:
Spain
File Name:
COPY0012
Printing Order:
1/3
Black & White

Note

- ❒ Up to 100 can be entered.

4 Press the 【Start】 key.

Printing starts.

To stop printing

1 Press the 【Clear/Stop】 key.

2 Press [Stop].

Changing the number of copies during printing

Limitation

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

1. **Press the 【Clear/Stop】 key.**
2. **Press [Change Quantity].**
3. **Enter a new number of copies using the number key.**
4. **Press the 【#】 key.**
5. **Press [Continue].**

   Printing restarts.

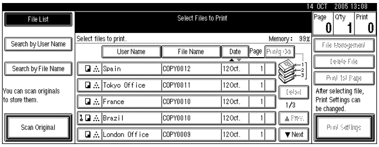
Sample copy

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

Limitation

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

1. **Select the document.**


14 OCT 2005 13:08
File List
Select Files to Print
Page 0
Q'ty 1
Print 0
Search by User Name
Search by File Name
Scan Original
User Name
File Name
Date
Page
Printing Order
1
2
3
Detail
Prev.
Next
File Management
Delete File
Print 1st Page
Print Settings

Select files to print.

Memory: 99%

User Name	File Name	Date	Page
Spain	COPY0012	12Oct.	1
Tokyo Office	COPY0011	12Oct.	1
France	COPY0010	12Oct.	1
Brazil	COPY0010	12Oct.	1
London Office	COPY0009	12Oct.	1

1/3

You can scan originals to store them.

After selecting file, Print Settings can be changed.

Note

- ❒ If a password is already set for the document, enter that password, and then press **[OK]**.
- ❒ You can search for the document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.41 "Searching for Stored Documents".
- ❒ You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- ❒ To cancel a document selection, press it again.

2. **Press the 【Sample Copy】 key.**

   The first set prints out.

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

Note

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

Printing the first page

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

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

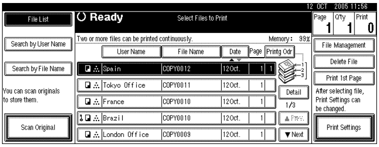
1. **Select the document.**

Note

- ❒ If a password is already set for the document, enter that password, and then press **[OK]**.
- ❒ You can search for the document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.41 "Searching for Stored Documents".

- ❒ You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- ❒ To cancel a document selection, press it again.

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


12 OCT 2005 11:56
File List
Ready
Select Files to Print
Page
Qty
Print
1
1
0
Two or more files can be printed continuously.
Memory: 99%
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
User Name
File Name
Date
Page
Printg Odr
Detail
1/3
Prev.
Next
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings

User Name	File Name	Date	Page	Printg Odr
Spain	COPY0012	12Oct.	1	1
Tokyo Office	COPY0011	12Oct.	1	
France	COPY0010	12Oct.	1	
Brazil	COPY0010	12Oct.	1	
London Office	COPY0009	12Oct.	1	

3 **Press the 【Start】 key.**

Deleting Stored Documents

Important

- ❒ You can store up to 1,000 documents in the Document Server. No more documents can be stored when the total is 1,000. You should delete unnecessary documents to increase available memory.

Note

- ❒ You can delete all stored documents at once with User Tools. See p.66 “Delete All Files”.
- ❒ You can delete stored documents from a network computer using the Web browser. For details about how to start the Web browser, see “Using Web Image Monitor”, *Network Guide*.

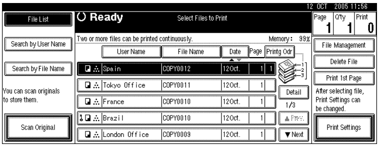
1 **Press the 【Document Server】 key.**

2 **Select the document to delete.**

Note

- ❒ If a password is already set for the document, enter that password, and then press **[OK]**.
- ❒ You can delete multiple documents at once. See p.40 “Selecting a Document”.
- ❒ You can search for a document by using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.41 “Searching for Stored Documents”.
- ❒ You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- ❒ If you cannot find the document by name, you can print the first page of a document to check its contents. See p.44 “Printing the first page”.
- ❒ Press the selected line again to cancel the print job.

3 **Press [Delete File].**


12 OCT 2005 11:56
File List
Ready
Select Files to Print
Page
Qty
Print
1
1
0
Two or more files can be printed continuously.
Memory: 99%
Search by User Name
Search by File Name
You can scan originals to store them.
Scan Original
User Name
File Name
Date
Page
Printg Odr
Detail
1/3
Prev.
Next
File Management
Delete File
Print 1st Page
After selecting file, Print Settings can be changed.
Print Settings

User Name	File Name	Date	Page	Printg Odr
Spain	COPY0012	12Oct.	1	1
Tokyo Office	COPY0011	12Oct.	1	
France	COPY0010	12Oct.	1	
Brazil	COPY0010	12Oct.	1	
London Office	COPY0009	12Oct.	1	

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

Viewing Stored Documents Using a Web Browser

Reference

The Web browser's Help

1 **Start a Web browser.**

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

The top page appears on the Web browser.

3 **Click [Document Server].**

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

Note

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

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

Information about that document appears.

5 **Check the document's content.**

Note

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

Downloading Stored Documents

Note

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

1 **Start a Web browser.**

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

The top page appears on the Web browser.

3 **Click [Document Server].**

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

Note

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

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

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

Note

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

6 **Click [Download].**

7 **Click [OK].**

Settings for the Document Server

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

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

❖ System Settings (See p.53 “General Features”, p.56 “Tray Paper Settings”, p.59 “Timer Settings”, and p.61 “Administrator Tools”.)

Items		**Default**
General Features	Warm Up Notice	*On*
	Copy Count Display	*Up*
	Output: Document Server	*Internal Tray 1*
Tray Paper Settings	Paper Tray Priority: Copier	*Tray 1*
	Cover Sheet Tray	*Off*
	Slip Sheet Tray	*Off*
Timer Settings	Copier/Document Server Auto Reset Timer	*60 seconds*
Administrator Tools	Auto Delete File	*Yes After 3 day(s)*
	Delete All Files	--

4. User Tools (System Settings)

User Tools Menu (System Settings)

Reference

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

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

To register addresses and users, specify them under **[Address Book Management]**.

For details, see p.67 "Registering Addresses and Users for Facsimile/Scanner Functions".

❖ General Features (See p.53 "General Features".)

	Default
Panel Tone	*On*
Warm Up Notice	*On*
Copy Count Display	*Up*
Function Priority	*Copier*
Print Priority	*Display Mode*
Function Reset Timer	*3 seconds*
Output: Copier	*Internal Tray 1*
Output: Document Server	*Internal Tray 1*
Output: Facsimile	*Internal Tray 2*
Output: Printer	*Internal Tray 1*

❖ Tray Paper Settings (See p.56 “Tray Paper Settings”.)

	Default
Paper Tray Priority: Copier	*Tray 1*
Paper Tray Priority: Facsimile	*Tray 1*
Paper Tray Priority: Printer	*Tray 1*
Tray Paper Size: Tray 1	*Auto Detect*
Tray Paper Size: Tray 2	*Auto Detect*
Tray Paper Size: Tray 3	*Auto Detect*
Tray Paper Size: Tray 4	*Auto Detect*
Paper Type: Bypass tray	*No Display*
Paper Type: Tray 1	*No Display :2 Sided Copy : Auto Paper Select On*
Paper Type: Tray 2	*No Display :2 Sided Copy : Auto Paper Select On*
Paper Type: Tray 3	*No Display :2 Sided Copy : Auto Paper Select On*
Paper Type: Tray 4	*No Display :2 Sided Copy : Auto Paper Select On*
Cover Sheet Tray	*Off*
Slip Sheet Tray	*Off*
Printer Bypass Paper Size	*A4*▯

❖ Timer Settings (See p.59 “Timer Settings”.)

	Default
Auto Off Timer	*45 minute(s)*
Energy Saver Timer	*15 minute(s)*
Panel Off Timer	*60 seconds*
System Auto Reset Timer	*60 seconds*
Copier/Document Server Auto Reset Timer	*60 seconds*
Facsimile Auto Reset Timer	*30 seconds*
Printer Auto Reset Timer	*60 seconds*
Scanner Auto Reset Timer	*60 seconds*
Set Date	--
Set Time	--
Auto Logout Timer	*60 seconds*

❖ Interface Settings

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

❖ File Transfer

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

❖ Administrator Tools (See p.61 “Administrator Tools”.)

- For details about Address Book Management, Address Book: Program/Change/Delete Group, Address Book: Program/Change/Delete Transfer Request, see p.67 “Registering Addresses and Users for Facsimile/Scanner Functions”.

	Default
User Authentication Management	*Off*
Administrator Authentication Management	*Off*
Program /Change Administrator	--
Key Counter Management	--
Extended Security	--
Display/Print Counter	--
Display/Clear/Print Counter per User	--
Address Book Management	--
Address Book: Program/Change/Delete Group	--
Address Book: Program/Change/Delete Transfer Request	--
Address Book: Change Order	--
Print Address Book: Destination List	--
Address Book: Edit Title	--
Address Book: Select Title	*Title 1*
Auto Delete File	*Yes After 3 day(s)*
Delete All Files	--
Program/Change/Delete LDAP Server	--
Use LDAP Server	*Off*
AOF (Always ON)	*On*
Firmware Version	--

Accessing User Tools (System Settings)

This section is for administrators in charge of this machine.

User Tools allow you to change or set defaults.

Note

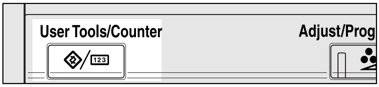
- ❒ Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See p.52 "Exiting User Tools".
- ❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **【Energy Saver】** or **【Clear Modes】** key is pressed.

Changing Default Settings

Note

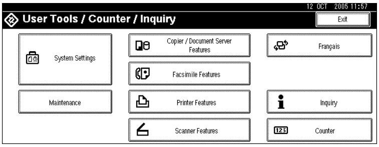
- ❒ If the Administrator Authentication is specified, contact your administrator.

1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog

ZFLS110N

2 **Press [System Settings].**


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

Reference

p.49 "User Tools Menu (System Settings)"

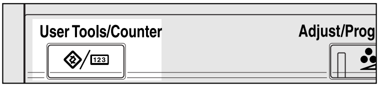
4 **Change settings by following instructions on the display panel, and then press [OK].**

Note

- ❒ To cancel changes made to settings and return to the initial display, press the **【User Tools/Counter】** key.

Exiting User Tools

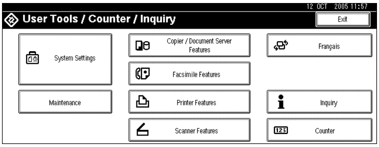
1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog

ZFLS110N

Note

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


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

Settings You Can Change with User Tools

Reference

To access User Tools, see p.52 “Accessing User Tools (System Settings)”.

General Features

❖ Panel Tone

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

Note

❒ Default: *On*

❖ Warm Up Notice (copier/Document Server)

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

Note

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

❒ Default: *On*

❖ Copy Count Display (copier/Document Server)

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

Note

❒ Default: *Up (count up)*

❖ Function Priority

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

Note

❒ Default: *Copier*

❖ Print Priority

Print Priority is given to the mode selected.

Reference

p.31 “Multi-Access”

Note

❒ Default: *Display Mode*

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

❒ When the internal tray 2, shift sort tray, 500-Sheet finisher or 1000-Sheet finisher is installed on the machine, you can specify an output tray for each document to be delivered. For details about how to specify an output tray for each function, see the following sections:

- p.54 “Output: Copier (copier)”
- p.55 “Output: Document Server (Document Server)”
- p.55 “Output: Facsimile (facsimile)”
- p.55 “Output: Printer (printer)”

❖ Function Reset Timer

You can set the length of time the machine waits before changing modes when using the multi-access function (see p.31 “Multi-Access”). This is useful if you are making many copies and have to change settings for each copy. If you set a longer reset period, you can prevent interruption from other functions.

Note

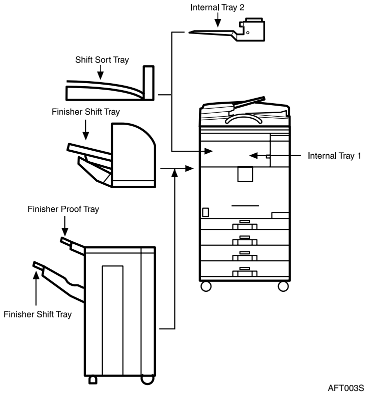
❒ Default: *3 seconds*

❒ The Function Reset Timer setting is ignored if **[Interleave]** is set for Print Priority (see p.53 “Print Priority”).

❒ When you select **[Set Time]**, enter the time (3–30 seconds, in 1 second increments) using the number keys

❖ Output: Copier (copier)

You can specify a tray to which documents are delivered.



Note

❒ Default: *Internal Tray 1*

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

You can specify the tray to which documents are delivered.

Note

- ❒ Default: *Internal Tray 1*
- ❒ For details about output trays, see p.54 "Output: Copier (copier)".

❖ **Output: Facsimile (facsimile)**

You can specify the tray to which documents are delivered.

Note

- ❒ Default: *Internal Tray 2*
- ❒ For details about output trays, see p.54 "Output: Copier (copier)".

❖ **Output: Printer (printer)**

You can specify the tray to which documents are delivered.

Note

- ❒ Default: *Internal Tray 1*
- ❒ The output trays set on the printer driver have priority over the output tray specified above.

Output tray settings

Limitation

- ❒ You cannot interrupt the current stapling job even if a stapling job is specified by a different function.
- ❒ When the 500-Sheet Finisher or 1000-Sheet finisher is installed and stapling or shift-sorting is specified for a job, the job will be delivered to the finisher shift tray regardless of the output tray specified.
- ❒ The output tray used can be changed, when a stapling job of a different function is interrupted by copying, as in the following cases:

❖ **When the 500-Sheet Finisher is installed and the finisher tray is specified for the output tray:**

- The interrupting job will be delivered to Internal Tray 1.

❖ **When the 1000-Sheet Finisher is installed and the finisher tray is specified for the output tray:**

- The interrupting job will be delivered to Finisher Proof Tray.

Tray Paper Settings

❖ Paper Tray Priority: Copier (copier/Document Server)

You can specify the tray to supply paper for output.

Note

❒ Default: *Tray 1*

❖ Paper Tray Priority: Facsimile (facsimile)

You can specify the tray to supply paper for output.

Note

❒ Default: *Tray 1*

❖ Paper Tray Priority: Printer (printer)

You can specify the tray to supply paper for output.

Note

❒ Default: *Tray 1*

❖ Tray Paper Size: (Tray 1-4)

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

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

- The paper sizes you can set for trays 1 and 2 are as follows:
    - Auto Detect, A3▭, B4 JIS▭, A4▯, A4▭, B5 JIS▯, B5 JIS▭, A5▯, A5▭, A6▭, 8K▭, 16K▯, 16K▭
    - 11"×17"▭, 8$^{1}/_{2}$"×14"▭, 8$^{1}/_{2}$"×13"▭, 8$^{1}/_{2}$"×11"▯, 8$^{1}/_{2}$"×11"▭, 8$^{1}/_{4}$"×13"▭, 8"×13"▭, 7$^{1}/_{4}$"×10$^{1}/_{2}$"▯, 7$^{1}/_{4}$"×10$^{1}/_{2}$"▭, 5$^{1}/_{2}$"×8$^{1}/_{2}$"▯, 5$^{1}/_{2}$"×8$^{1}/_{2}$"▭, custom size (100.0-297.0 mm (3.94"-11.69") wide × 148.0-432.0 mm (5.83"-17.00") long)
- The paper sizes you can set for trays 3 and 4 are as follows:
    - Auto Detect, A3▭, B4 JIS▭, A4▯, A4▭, B5 JIS▯, B5 JIS▭, A5▯, A5▭, 8K▭, 16K▯, 16K▭
      11"×17"▭, 8$^{1}/_{2}$"×14"▭, 8$^{1}/_{2}$"×13"▭, 8$^{1}/_{2}$"×11"▯, 8$^{1}/_{2}$"×11"▭, 8$^{1}/_{4}$"×13"▭, 8"×13"▭, 7$^{1}/_{4}$"×10$^{1}/_{2}$"▭, 5$^{1}/_{2}$"×8$^{1}/_{2}$"▯, 5$^{1}/_{2}$"×8$^{1}/_{2}$"▭, custom size (148.0-297.0 mm (5.83"-11.69") wide × 148.0-432.0 mm (5.83"-17.00") long)

Important

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

Note

❒ The paper guide for the optional LCT is fixed for A4▯, 8$^{1}/_{2}$"×11"▯ size paper. Contact your service representative if you need to change the paper size.

❒ Default: *Auto Detect*

Reference

p.124 “Changing the Paper Size”

❖ Paper Type: Bypass tray

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

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

No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Prepunched Paper, Bond Paper, Cardstock, Label Paper, Thick Paper, OHP, Plain: Dup.Back, Thick: Dup.Back

Note

❒ Default: *No Display*

❖ Paper Type: Tray 1–4

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

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

- The paper types you can set for trays 1 and 2 are as follows:
  - No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Prepunched Paper, Bond Paper, Cardstock, Label Paper, Thick Paper, OHP
- The paper types you can set for trays 3 and 4 are as follows:
  - No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Prepunched Paper, Bond Paper, Cardstock

Note

❒ Default:

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

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

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

Limitation

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

❖ Cover Sheet Tray

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

Note

❒ Default:

- Tray to Program: *Off*

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

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

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

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

Reference

"Covers", *Copy Reference*

❖ Slip Sheet Tray

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

Note

❒ Default:

- Tray to Program: *Off*

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

Reference

"Slip Sheets", *Copy Reference*

❖ Printer Bypass Paper Size

You can specify the size of the paper in the bypass tray when printing data from the computer.

- The paper types you can set for trays are as follows:
  A3▭, A4▯, A4▭, A5▯, A5▭, A6▭, B4 JIS▭, B5 JIS▯, B5 JIS▭, B6 JIS▭, C5 Env▯, C6 Env▯, DL Env▯, 12" × 18"▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{2}$" × 11"▯, $8^{1}/_{2}$" × 11"▭, $8^{1}/_{4}$" × 13"▭, 8" × 13"▭, $7^{1}/_{4}$" × $10^{1}/_{2}$"▯, $7^{1}/_{4}$" × $10^{1}/_{2}$"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯, $5^{1}/_{2}$" × $8^{1}/_{2}$"▭, $4^{1}/_{8}$" × $9^{1}/_{2}$"▯, $3^{7}/_{8}$" × $7^{1}/_{2}$"▯, 8K▭, 16K▯, 16K▭

Note

❒ Default:*A4*▯

❒ You can specify a custom size of between 90.0 and 297.0 mm (3.6"-11.7") vertically, and between 148.0 and 432.0 mm (5.9"-17.0") horizontally.

Timer Settings

❖ **Auto Off Timer**

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

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

Note

- ❒ Default: *45 minute(s)*
- ❒ Enter a time interval from 1 to 240 minutes, using the number keys
- ❒ Auto Off may not work when error messages appear.

❖ **Energy Saver Timer**

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

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

Note

- ❒ Default: *15 minute(s)*

❖ **Panel Off Timer**

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

Note

- ❒ The warm up time for making a copy from standby mode is 3 seconds for Panel off Level 1 and 10 seconds for Panel off Level 2.
- ❒ Default: *60 seconds*
- ❒ Enter a time interval from 10 to 999 seconds using the number keys

❖ **System Auto Reset Timer**

The System Reset setting automatically switches the screen to that of the function set in Function Priority, when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval. See p.53 "Function Priority".

Note

- ❒ Default: *On*, *60 seconds*
- ❒ The time can be set from 10 to 999 seconds, using the number keys

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

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

Note

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

❖ Facsimile Auto Reset Timer (facsimile)

Specifies the time to elapse before the facsimile mode resets.

Note

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

❖ Printer Auto Reset Timer (printer)

Specifies the time to elapse before the printer function resets.

Note

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

❖ Scanner Auto Reset Timer (scanner)

Specifies the time to elapse before the scanner function resets.

Note

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

❖ Set Date

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

Note

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

❖ Set Time

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

Note

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

❖ Auto Logout Timer

You can specify whether or not to automatically log out a user when the user does not operate the machine for a specified period of time after logging in.

Note

- ❒ Default: *On*, *60 seconds*
- ❒ When **[On]** is selected, the time can be set from 10 to 999 seconds, in one second increments, using the number keys

Administrator Tools

Administrator Tools are used by the administrator. To change these settings, contact the administrator.

We recommend specifying Administrator Authentication before making Administrator Tools settings.

See *Security Reference*.

❖ User Authentication Management

- User Code Authentication
  Using User Code Authentication, you can limit the available functions and supervise their use.
  When using User Code Authentication, register the user code.
  See p.72 "Authentication Information".
  - Copy:Full Colour/Black & White/Single Colour/Two-colour
  - Printer:Colour/Black & White/Printer: PC Control

  Note

  - ❒ Using the Printer PC Control function, you can obtain a log of prints corresponding to the codes entered using the printer driver.
  - ❒ If User Code Authentication has been specified, Auto Colour Selection cannot be used.

  - Other functions:Document Server/Facsimile/Scanner
- Basic Authentication
- Windows Authentication
- LDAP Authentication
- Off

Note

- ❒ Default: *Off*

Reference

For details about Basic Authentication, Windows Authentication, and LDAP Authentication, see *Security Reference*.

❖ Administrator Authentication Management

See *Security Reference*.

❖ Program / Change Administrator

See *Security Reference*.

❖ Key Counter Management

You can specify that functions that you want to manage with the key counter.

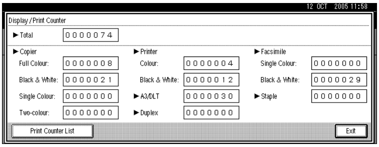
❖ Extended Security

You can specify whether or not to use the extended security functions. For details about the extended security functions, see *Security Reference*.

❖ Display / Print Counter

Allows you to view and print the various counters.

- Display/Print Counter
  Displays counters for each functions (Total, Copier, Facsimile, Printer, A3/DLT, Duplex, Staple).
- Print Counter List
  Prints out a list of counters for each functions.
- To print the counter list
  ① Press the **【User Tools/Counter】** key.
  ② Press **[System Settings]**.
  ③ Press **[Administrator Tools]**.
  ④ Press **[Display / Print Counter]**.
  ⑤ Press **[Print Counter List]**.



▶ Total: 0000074

▶ Copier
Full Colour: 0000008
Black & White: 0000021
Single Colour: 0000000
Two-colour: 0000000

▶ Printer
Colour: 0000004
Black & White: 0000012
▶ A3/DLT: 0000030
▶ Duplex: 0000000

▶ Facsimile
Single Colour: 0000000
Black & White: 0000029
▶ Staple: 0000000

  ⑥ Press the **【Start】** key.
  ⑦ Press **[Exit]**.

❖ Display / Clear / Print Counter per User

Allows you to view and print the various counters accessed with users and to set the values to 0.

Note

❒ Press **[▲Prev.]** and **[▼Next]** to show all counters.

- Print Counter for All Users
  Prints the counter values for all the users.
- Clear Counter for All Users
  Sets the counter value for all the users.
- Print Counter per User
  Prints the counter values for each user.
- Clear Counter per User
  Sets the counter value for each user.

Note

- ❒ To print a list for each user, see p.74 “Printing the Counter for Each User Code”.

❖ Address Book Management

You can add, change or delete information registered in the Address Book. For details, see p.67 “Registering Addresses and Users for Facsimile/Scanner Functions”.

- **[Program / Change]**
  You can register and change names as well as user codes.
- Names
  You can register a name, key display, registration number, and title selection.
- Auth. Info
  You can register a user code, and specify the functions available to each user code. You can also register user names and passwords to be used when sending e-mail, sending files to folders, or accessing an LDAP server.
- Protection
  You can register a protection code.
- Fax Dest.
  You can register a fax number, international TX mode, fax header, label insertion, IP-Fax destination, and protocol.
- E-mail
  You can register an e-mail address.
- Folder
  you can register the protocol, path, port number, and server name.
- Add to Group
  You can put names registered in the Address Book into a group.
- **[Delete]**
  You can delete a name from the Address Book.

Note

- ❒ You can register up to 2,000 names.
- ❒ You can register up to 500 user codes.
- ❒ You can also register user codes from SmartDeviceMonitor for Admin.

❖ Address Book: Program / Change / Delete Group

Names registered in the Address Book can be added into a group.
You can then easily manage the names registered in each group. For details, see p.94 “Registering Names to a Group”.

- **[Program / Change]**
  You can register new groups, or changes a group name, key display, title selection or registration number.
- **[Delete]**
  You can delete a group.

Note

- ❒ You can register up to 100 groups.
- ❒ You can also group users using a Web browser. For more information, see the Web Browser help.

❖ Address Book: Program / Change / Delete Transfer Request

You can register fax destinations for the Transfer Request function in facsimile mode.
For details about operations, see p.101 "Registering the Transfer Request".

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

  Note

  - ❒ You can register up to 10 transfer requests.

❖ Address Book: Change Order

You can change the order of the names in the Address Book.

Note

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

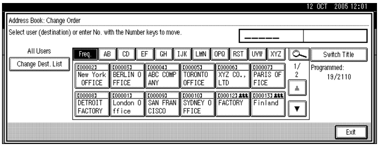
① Press the **【User Tools/Counter】** key.

② Press **[System Settings]**.

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

④ Press **[Address Book: Change Order]**.

⑤ Press the name key to be moved.



12 OCT 2005 12:01

Address Book: Change Order

Select user (destination) or enter No. with the Number keys to move.

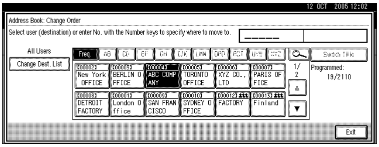
Programmed: 19/2110

All Users
Change Dest. List
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
【00002】 New York OFFICE
【00003】 BERLIN O FFICE
【00004】 ABC COMP ANY
【00005】 TORONTO OFFICE
【00006】 XYZ CO., LTD
【00007】 PARIS OF FICE
【00008】 DETROIT FACTORY
【00001】 London O ffice
【00009】 SAN FRAN CISCO
【00010】 SYDNEY O FFICE
【00012】 FACTORY
【00013】 Finland
1/2
Exit

Note

- ❒ You can also select a name using the number keys.

⑥ Press the name key in the place that you want to move to.



12 OCT 2005 12:02

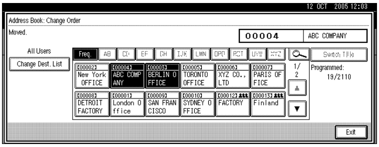
Address Book: Change Order

Select user (destination) or enter No. with the Number keys to specify where to move to.

Programmed: 19/2110

All Users
Change Dest. List
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
【00002】 New York OFFICE
【00003】 BERLIN O FFICE
【00004】 ABC COMP ANY
【00005】 TORONTO OFFICE
【00006】 XYZ CO., LTD
【00007】 PARIS OF FICE
【00008】 DETROIT FACTORY
【00001】 London O ffice
【00009】 SAN FRAN CISCO
【00010】 SYDNEY O FFICE
【00012】 FACTORY
【00013】 Finland
1/2
Exit

The name selected in step ⑤ moves to the place selected in step ⑥, and the keys for other names will be shifted accordingly.



12 OCT 2005 12:03

Address Book: Change Order

Moved.

00004 ABC COMPANY

Programmed: 19/2110

All Users
Change Dest. List
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
[00002] New York OFFICE
[00004] ABC COMPANY
[00003] BERLIN OFFICE
[00005] TORONTO OFFICE
[00006] XYZ CO., LTD
[00007] PARIS OFFICE
[00008] DETROIT FACTORY
[00001] London Office
[00009] SAN FRANCISCO
[00010] SYDNEY OFFICE
[00012] FACTORY
[00013] Finland
1/2
▲
▼
Exit

Note

- ❒ You can also select a name using the number keys.

❖ Print Address Book: Destination List

You can print the list of names registered in the Address Book.

- Print in Title 1 Order
  Prints a list of the names according to the order in Title 1.
- Print in Title 2 Order
  Prints a list of the names according to the order in Title 2.
- Print in Title 3 Order
  Prints a list of the names according to the order in Title 3.
- Print Group Dial List
  Prints a list of the groups registered.

① Select the print format.

② To print on two-sided pages, select **[Print on 2 Sides]**.

③ Press the **【Start】** key.
The list is printed.

❖ Address Book: Edit Title

You can edit the title to locate the desired user easily.

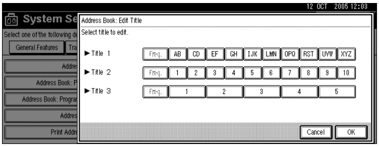
① Press the **【User Tools/Counter】** key.

② Press **[System Settings]**.

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

④ Press **[Address Book: Edit Title]**.

⑤ Press the title key to be changed.



12 OCT 2005 12:03

Address Book: Edit Title

Select title to edit.

System Se
Select one of the following de
General Features
Tra
Addre
Address Book: P
Address Book: Prograr
Addres
Print Addre
▶Title 1
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
▶Title 2
Freq.
1
2
3
4
5
6
7
8
9
10
▶Title 3
Freq.
1
2
3
4
5
Cancel
OK

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

⑦ Press **[OK]**.

❖ Address Book: Select Title

You can specify the title to select a name.

Note

- ❒ Default: *Title 1*

❖ Auto Delete File

You can specify whether documents stored in the Document Server will or will not be deleted after a specified period of time.

Note

- ❒ Default: *Yes After 3 day(s)*
- ❒ If you select **[Yes]**, documents stored subsequently will be deleted.
- ❒ If you select **[No]**, documents will not be deleted automatically.
- ❒ If you select **[Yes]**, enter a number of days in the range of 1 - 180.
- ❒ The default setting is three days, which means documents will be deleted three days (72 hours) after they have been stored.

❖ Delete All Files

All documents stored in Document Server will be deleted.

Note

- ❒ Even if a password has been set, all documents will be deleted.
- ❒ A confirmation dialog box will appear. To delete all documents, select **[Yes]**.

❖ Program / Change / Delete LDAP Server

See “Program / Change / Delete LDAP Server”, *Network Guide*.

❖ Use LDAP Server

You can specify whether or not to use the LDAP server.

Note

- ❒ Default: *Off*
- ❒ When Use LDAP Server is set to Off, **[Search LDAP]** will not appear on the searching display.

❖ AOF (Always On)

Specify whether or not to use Auto Off function.

Note

- ❒ Default: *On*
- ❒ For details about this function, contact your service representative.

❖ Firmware Version

You can check the version of the softwares installed in this machine.

5. Registering Addresses and Users for Facsimile/Scanner Functions

Address Book

Registering information such as the names of users and their e-mail addresses in the Address Book allows you to manage them easily.

Important

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

Note

- You can also use a Web browser to register names in the Address Book. With the SmartDeviceMonitor for Admin, you can register multiple names at the same time.
- Using **[Address Management Tool]** in SmartDeviceMonitor for Admin, you can backup Address Book data. We recommend backing up data when using the Address Book.

Reference

For details about using a Web browser, see the Web browser Help.

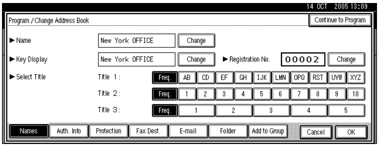
For details about SmartDeviceMonitor for Admin and how to install it, see *Printer Reference*.

For operating instructions, see SmartDeviceMonitor for Admin Help.

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

❖ Name

You can register the name of the user and the key display. This is the basic information required for managing user of the machine.



14 OCT 2005 13:09

Program / Change Address Book

Name: New York OFFICE

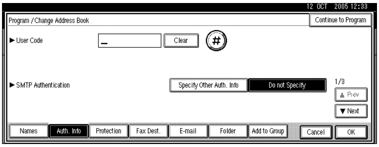
Key Display: New York OFFICE

Registration No. 00002

Continue to Program
Change
Change
Change
Select Title
Title 1: Freq. AB CD EF GH IJK LMN OPQ RST UVW XYZ
Title 2: Freq. 1 2 3 4 5 6 7 8 9 10
Title 3: Freq. 1 2 3 4 5
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

❖ Authentication Information

You can register user codes in order to restrict particular functions to certain users, and to check their use of each function. You can also register login user names and login passwords to be used when sending e-mail, sending to folders, or accessing an LDAP server.



12 OCT 2005 12:33

Program / Change Address Book

User Code: _

SMTP Authentication: Do not Specify

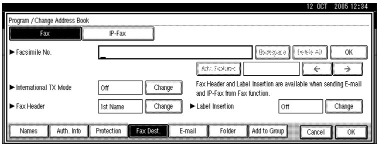
Continue to Program
Clear
#
Specify Other Auth. Info
1/3
Prev
Next
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

❖ Fax Dest.

You can register fax numbers, line, fax header and select label insertion.

When using IP-Fax, you can register the IP-Fax destination and select the protocol.

- Fax Destination



12 OCT 2005 12:34

Program / Change Address Book

Facsimile No.: _

International TX Mode: Off

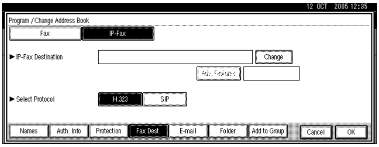
Fax Header: 1st Name

Label Insertion: Off

Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

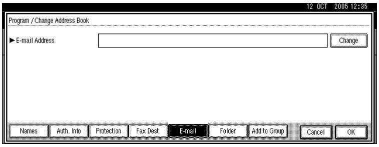
Fax
IP-Fax
Backspace
Delete All
OK
Adv. Features
←
→
Change
Change
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

- IP-Fax Destination


12 OCT 2005 12:35
Program / Change Address Book
Fax
IP-Fax
► IP-Fax Destination
Change
Adv. Features
► Select Protocol
H.323
SIP
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

❖ E-mail

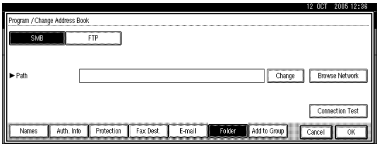
You can register e-mail destinations in the Address Book.


12 OCT 2005 12:35
Program / Change Address Book
► E-mail Address
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

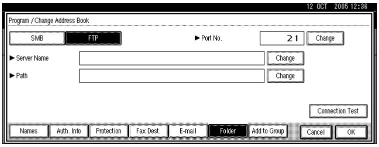
❖ Folder

You can register the protocol, path name and server name.

- SMB

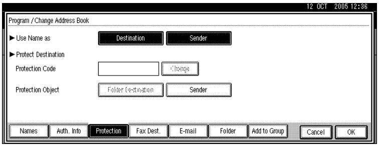

12 OCT 2005 12:36
Program / Change Address Book
SMB
FTP
► Path
Change
Browse Network
Connection Test
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

- FTP


12 OCT 2005 12:36
Program / Change Address Book
SMB
FTP
► Port No.
21
Change
► Server Name
Change
► Path
Change
Connection Test
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

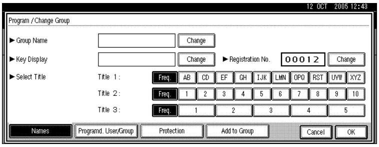
❖ Protection

You can set protection codes to stop sender's name from being used or folders from being accessed without authorization.


12 OCT 2005 12:36
Program / Change Address Book
► Use Name as
Destination
Sender
► Protect Destination
Protection Code
Change
Protection Object
Folder Destination
Sender
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

❖ Add to Group

You can put registered e-mail and folder destinations into a group for easier management.


12 OCT 2005 12:43
Program / Change Group
► Group Name
Change
► Key Display
Change
► Registration No.
00012
Change
► Select Title
Title 1 :
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Title 2 :
Freq.
1
2
3
4
5
6
7
8
9
10
Title 3 :
Freq.
1
2
3
4
5
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

Managing names in the Address Book

By registering a name and key display beforehand, you can specify email and folder destinations simply by selecting the name key.

See p.70 "Registering Names".

Sending fax by Quick Dial

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

By registering IP-Fax destinations in the Address Book, you can specify a destination simply by selecting it from the destinations that appear in the initial fax display.

Registered IP-Fax numbers can be used and printed as sender's IP-Fax numbers.

See p.76 "Fax Destination".

Sending e-mail by Quick Dial

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

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

A registered e-mail address can be used as the sender's address, and the sender's address are automatically entered in the “From” field of an email header.

See p.84 “E-mail Destination”.

Sending scanned files to a shared folder directly

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

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

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

See p.87 “Registering Folders”.

Preventing unauthorized user access to shared folders from the machine

After registering a protection code, you can specify the object of protection to prevent an e-mail destination from being used without permission.

You can prevent unauthorized access to registered folders. See p.99 “Registering a Protection Code”.

Managing users and machine usage

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

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

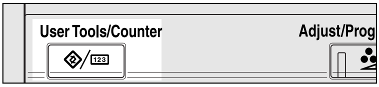
See p.72 “Authentication Information”.

Registering Names

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

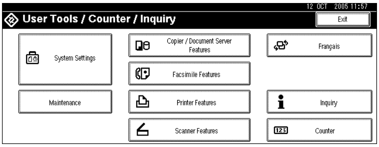
Registering a Name

1. **Press the 【User Tools/Counter】 key.**


User Tools/Counter
123
Adjust/Prog

ZFLS110N

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


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

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

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

6. **Press [Change] on the right of the Name.**

   The name entry display appears.

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

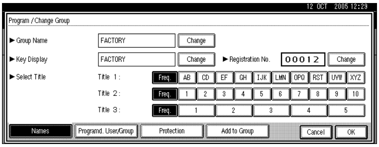
   Note

   ❒ The name can be used for documents in the Document Server. For details about the Document Server, see p.37 "Using the Document Server".

   Reference

   p.151 "Entering Text"

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


12 OCT 2005 12:29
Program / Change Group
Change
Change
Change
Title 1 :
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Title 2 :
Freq.
1
2
3
4
5
6
7
8
9
10
Title 3 :
Freq.
1
2
3
4
5
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

▶Group Name: FACTORY

▶Key Display: FACTORY

▶Registration No.: 00012

▶Select Title

   Note

   ❒ The keys you can select are as follows:

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

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

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

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the 【User Tools/Counter】 key.**

Changing a Registered Name

1. **Press the 【User Tools/Counter】 key.**

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

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

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

5 Select the registered name you want to change.

Press the name key, or enter the registered number using the number keys

Note

- ❒ If you press 🔍, you can search by the registered name, user code, folder name or e-mail address.

To change the name or key display

❶ Press [Change] on the right of the name or key display.

❷ Enter the name or key display, and then press [OK].

Reference

p.151 "Entering Text"

To change the title

❶ Press the key for the classification you want to use from Select Title.

6 Press [OK].

7 Press [Exit].

8 Press the 【User Tools/Counter】 key.

Deleting a Registered Name

If you delete a name, data associated with that name, such as e-mail addresses, fax number, and folder name, is also deleted.

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

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

4 Press [Address Book Management].

5 Press [Delete].

6 Select the name you want to delete.

Press the key, or enter the registered number using the number keys

7 Press [Yes].

8 Press [Exit].

9 Press the 【User Tools/Counter】 key.

Authentication Information

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

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

Note

- ❒ The number of copies made of documents stored in the Document Server using the facsimile function is counted for each user code. This allows you to check each user's usage.
- ❒ The number of copies scanned using the scanner function is counted for each user code. This allows you to check each user's usage.
- ❒ To automatically register the printer driver user code, select **[PC Control]** for the printer in User Code Authentication. To use the user code set in User Tools, select **[Black & White]** or **[Colour]**. Set the user codes registered in User Tools for the printer driver. See p.61 "User Authentication Management".

Reference

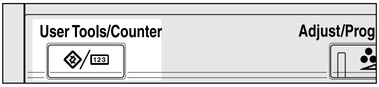
For details about setting user codes for the printer driver, see *Printer Reference* or the printer driver Help.

Important

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

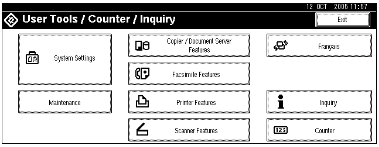
Registering a New User Code

1 Press the 【User Tools/Counter】 key.


User Tools/Counter
Adjust/Prog
123

ZFLS110N

2 Press [System Settings].


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Facsimile Features
Printer Features
Scanner Features
Français
Maintenance
Inquiry
Counter

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

4 Press [Address Book Management].

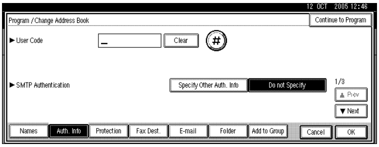
5 Press the name whose code is to be registered, or enter the registered number using the number key.

Note

- ❒ To register the name, see p.70 "Registering a Name".

6 Press [Auth. Info].

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

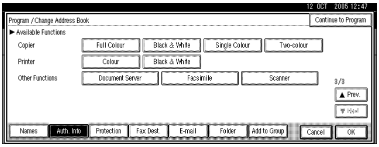

12 OCT 2005 12:46
Program / Change Address Book
Continue to Program
► User Code
Clear
#
► SMTP Authentication
Specify Other Auth. Info
Do not Specify
1/3
▲ Prev.
▼ Next
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Note

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

8 **Press [▼Next] twice.**

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


12 OCT 2005 12:47
Program / Change Address Book
Continue to Program
▶ Available Functions
Copier
Full Colour
Black & White
Single Colour
Two-colour
Printer
Colour
Black & White
Other Functions
Document Server
Facsimile
Scanner
3/3
▲ Prev.
▼ Next
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

10 **Press [OK].**

Note

- ❒ To continue registering user codes, repeat the procedure from step **5**.

11 **Press [Exit].**

12 **Press the 【User Tools/Counter】 key.**

Changing a User Code

Note

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

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

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

5 **Select the registered user code you want to change.**

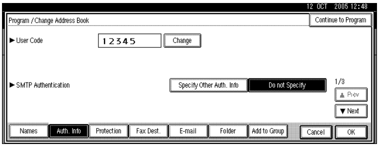
Press the name key, or enter the registered number using the number keys

Note

- ❒ If you press 🔍, you can search for a user by name/index, user code, fax number, or e-mail address.
- ❒ To change the name, key display and title, see p.70 "Changing a Registered Name".

6 **Press [Auth. Info].**

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


User Code 12345

12 OCT 2005 12:48
Program / Change Address Book
Continue to Program
▶ User Code
Change
▶ SMTP Authentication
Specify Other Auth. Info
Do not Specify
1/3
▲ Prev.
▼ Next
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

8 **Press [#].**

To change the available functions

❶ **Press [▼Next] twice.**

❷ **Press the key to select the functions to enable them.**

Note

- ❒ Press the key to highlight it, and then the function is enabled. To cancel a selection, press the highlighted key.

9 **Press [OK].**

10 **Press [Exit].**

11 **Press the 【User Tools/Counter】 key.**

Deleting a User Code

Note

- ❒ After clearing the user code, the counter is automatically cleared.
- ❒ To delete a name from the Address Book entirely, see p.71 "Deleting a Registered Name".

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

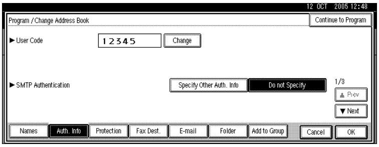
4. **Press [Address Book Management].**

5. **Select the name whose code is to be deleted.**

   Press the name key, or enter the registered number using the number keys

6. **Press [Auth. Info].**

7. **Press [Change] to delete the user code, and then press [#].**


12 OCT 2005 12:48
Program / Change Address Book
Continue to Program
▶ User Code
12345
Change
▶ SMTP Authentication
Specify Other Auth. Info
Do not Specify
1/3
▲ Prev
▼ Next
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

8. **Press [OK].**

9. **Press [Exit].**

10. **Press the 【User Tools/Counter】 key.**

Displaying the Counter for Each User Code

1. **Press the 【User Tools/Counter】 key.**

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

3. **Press [Administrator Tools].**

4. **Press [Display / Clear / Print Counter per User].**

5. **Select [Copy Counter], [Print Counter], [Transmission Counter] or [Scanner Counter].**

   Counters for individual function usage under each user code appear.

Printing the Counter for Each User Code

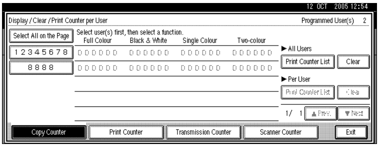
1. **Press the 【User Tools/Counter】 key.**

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

3. **Press [Administrator Tools].**

4. **Press [Display / Clear / Print Counter per User].**

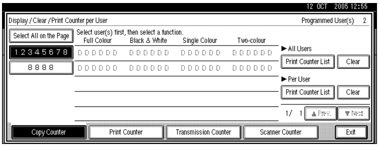
5. **Select a user code from the left side of the display.**


12 OCT 2005 12:54
Display / Clear / Print Counter per User
Programmed User(s) 2
Select All on the Page
Select user(s) first, then select a function.
Full Colour
Black & White
Single Colour
Two-colour
12345678
8888
000000
▶ All Users
Print Counter List
Clear
▶ Per User
Print Counter List
Clear
1/ 1
▲ Prev.
▼ Next
Copy Counter
Print Counter
Transmission Counter
Scanner Counter
Exit

Note

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

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


12 OCT 2005 12:55
Display / Clear / Print Counter per User
Programmed User(s) 2
Select All on the Page
Select user(s) first, then select a function.
Full Colour
Black & White
Single Colour
Two-colour
12345678
8888
000000
▶ All Users
Print Counter List
Clear
▶ Per User
Print Counter List
Clear
1/ 1
▲ Prev.
▼ Next
Copy Counter
Print Counter
Transmission Counter
Scanner Counter
Exit

Note

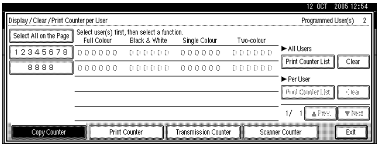
- ❒ Enter the user code, and then press **[#]** if the user code is registered.

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

8. **Press [Print].**

To print the number of prints for all user codes

1. **Press the 【User Tools/Counter】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [Display / Clear / Print Counter per User].**
5. **Press [Print Counter List] under All Users.**


12 OCT 2005 12:54
Display / Clear / Print Counter per User
Programmed User(s) 2
Select All on the Page
► All Users
Print Counter List
Clear
► Per User
Print Counter List
Clear
1/ 1
▲Prev.
▼Next
Copy Counter
Print Counter
Transmission Counter
Scanner Counter
Exit

Select user(s) first, then select a function.

	Full Colour	Black & White	Single Colour	Two-colour
12345678	000000	000000	000000	000000
8888	000000	000000	000000	000000

Note

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

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

Clearing the Number of Prints

1. **Press the 【User Tools/Counter】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [Display / Clear / Print Counter per User].**
5. **Select the user code to clear.**

To clear the number of prints made under a user code

❶ **Select the user code from the left side of the display.**

Note

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

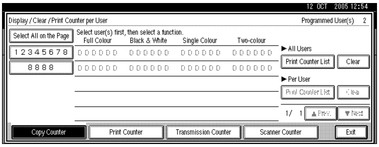
❷ **Press [Clear] under Per User.**

❸ **Select the function usage you want to clear from [Copy Counter], [Print Counter], [Transmission Counter], and [Scanner Counter].**

❹ **Press [OK].**

To clear the number of prints for all user codes

❶ **Press [Clear] under All Users.**


12 OCT 2005 12:54
Display / Clear / Print Counter per User
Programmed User(s) 2
Select All on the Page
► All Users
Print Counter List
Clear
► Per User
Print Counter List
Clear
1/ 1
▲Prev.
▼Next
Copy Counter
Print Counter
Transmission Counter
Scanner Counter
Exit

Select user(s) first, then select a function.

	Full Colour	Black & White	Single Colour	Two-colour
12345678	000000	000000	000000	000000
8888	000000	000000	000000	000000

❷ **Select the function usage you want to clear from [Copy Counter], [Print Counter], [Transmission Counter], and [Scanner Counter].**

❸ **Press [OK].**

6. **Press [Exit].**
7. **Press the 【User Tools/Counter】 key.**

Fax Destination

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

- It is easy to select the fax destination if you register "Name" and "Key Display" for the fax destination.
- You can register fax destinations by selecting them from redial function.
- You can register fax destinations as a group.

Registered Fax numbers can be used as sender's Fax numbers.

There are two types of fax destination, as shown below:

- Fax Destination
  Select this to send the fax over the telephone network.
- IP-Fax
  Select this to send the fax to a machine on a TCP/IP network.

Limitation

❒ You cannot send the fax to a machine on another network if that network is behind a firewall.

❖ Fax Destination

You can program the following items in a fax destination:

- Fax number
  Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number.
- SUB Code
  Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called "SUB Code". See "SUB Code", *Facsimile Reference <Advanced Features>*.
- SEP Code
  Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. See "SEP Code", *Facsimile Reference <Advanced Features>*.
- Line
  If the optional extra G3 interface unit is installed, you can select the line type per destination.
- Fax header
  You can select to print a fax header on fax messages the other party receives. The default is "1st Name". See *Facsimile Reference <Advanced Features>*.
- Label insertion
  With this function you can have the receiver's name printed on the message when it is received at the other end. The name is printed at the top of the page and will be preceded by "To". You can also have a standard message stamped on the second and third lines after that.

Note

❒ Fax header and label insertion are also printed when sending by e-mail using the fax function.

- ❒ You can program a standard message other than those registered in the machine. See “Programming, Changing, and Deleting Standard Messages”, *Facsimile Reference <Advanced Features>*.

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

❖ IP-Fax Destination

You can program the following items in an IP-Fax Destination:

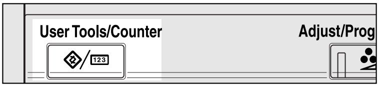
Note

❒ This setting only works if the IP fax function has been selected.

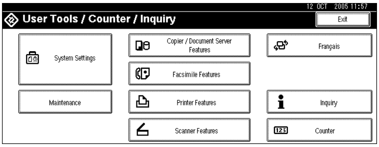
- IP-Fax
  Register the IP-Fax destination. You can register the name using up to 128 characters. You must make this setting when using IP-Fax.
- SUB Code
  Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called “SUB Code”. See “SUB Code”, *Facsimile Reference <Advanced Features>*.
- SEP Code
  Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. See “SEP Code”, *Facsimile Reference <Advanced Features>*.
- Select Protocol
  Select the protocol for the IP-Fax transmission.

Registering a Fax Destination

1 Press the 【User Tools/Counter】 key.


User Tools/Counter
Adjust/Prog
ZFLS110N

2 Press [System Settings].


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

4 Press [Address Book Management].

5 Select the name whose fax destination you want to register.

Press the name key, or enter the registered number using the number keys.

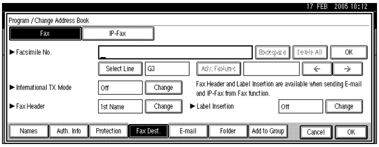
Note

❒ If you press🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.

❒ To register the name, key display, and title, see p.70 “Registering a Name”.

6 Press [Fax Dest.].

7 Enter the fax number using the number keys, and then press [OK] under Facsimile No..


17 FEB 2005 10:12
Program / Change Address Book
Fax
IP-Fax
Backspace
Delete All
OK
Select Line
Adv. Features
←
→
Change
Change
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

▶Facsimile No.

G3

▶International TX Mode Off

Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

▶Fax Header 1st Name

▶Label Insertion Off

To use the Fax destination as the sender

You need to register the user code in advance. ⇒ p.72 “Registering a New User Code”

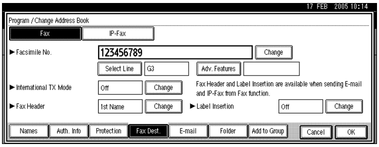
❶ **Press [Protection].**

❷ **Press [Sender].**

❸ **Press [OK].**

To select the line

❶ **Press [Select Line].**



Facsimile No.: 123456789

Select Line: G3

International TX Mode: Off

Fax Header: 1st Name

Label Insertion: Off

Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

❷ **Select the line, and then press [OK].**

To program the SUB Code

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

❷ **Press [Change] under TX SUB Code.**

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

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

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

❻ **Press [OK].**

To program the SEP Code

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

❷ **Press [Change] under RX SEP Code.**

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

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

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

❻ **Press [OK].**

To set the International TX Mode

❶ **Press [Change] under International TX Mode.**

❷ **Select [Off] or [On], and then press [OK].**

To select the fax header

Note

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

❶ **Press [Change] under Fax Header.**

❷ **Select [1st Name] or [2nd Name], and then press [OK].**

To set label insertion

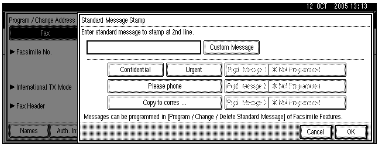
When Label Insertion is set to ON, the receiver's name and standard messages are printed on the fax message when it is received at the other end.

❶ **Press [Change] under Label Insertion.**

❷ **Select [On].**

❸ **Press [Change] under Line 2.**

❹ Select a standard message to print on the second line. To stamp a customized message, press [Custom Message].



12 OCT 2005 13:13

Program / Change Address

Standard Message Stamp

Enter standard message to stamp at 2nd line.

Messages can be programmed in [Program / Change / Delete Standard Message] of Facsimile Features.

Fax
▶ Facsimile No.
▶ International TX Mode
▶ Fax Header
Names
Auth. In
Custom Message
Confidential
Urgent
Please phone
Copy to corres ...
Prgd. Message 1 ✳Not Programmed
Prgd. Message 2 ✳Not Programmed
Prgd. Message 3 ✳Not Programmed
Cancel
OK

❺ Enter a message, and then press [OK].

Reference

p.151 "Entering Text"

❻ Press [OK].

❼ Press [Change] under Line 3.

❽ Select a standard message, and then press [OK].

❾ Press [OK].

8 Press [OK].

Note

❒ When a group is registered, you can also add this fax destination to the group. See p.94 "Registering Names to a Group".

9 Press [Exit].

10 Press the 【User Tools/Counter】 key.

Changing a Registered Fax Destination

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

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

4 Press [Address Book Management].

5 Select the name whose fax destination you want to change.

Press the name key, or enter the registered number using the number keys.

Note

❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.

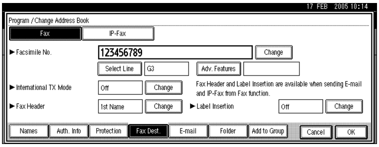
❒ To change the name, key display and title, see p.70 "Changing a Registered Name".

6 Press [Fax Dest.].

7 Change the settings.

To change the fax number

❶ Press [Change] under Facsimile No..



17 FEB 2005 10:14

Program / Change Address Book

▶ Facsimile No. 123456789

Select Line G3

▶ International TX Mode Off

▶ Fax Header 1st Name

▶ Label Insertion Off

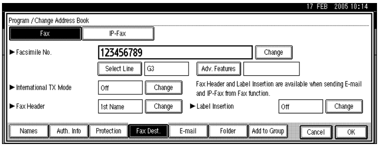
Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

Fax
IP-Fax
Change
Select Line
Adv. Features
Change
Change
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

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

To change the line

❶ Press [Select Line].



17 FEB 2005 10:14

Program / Change Address Book

▶ Facsimile No. 123456789

Select Line G3

▶ International TX Mode Off

▶ Fax Header 1st Name

▶ Label Insertion Off

Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

Fax
IP-Fax
Change
Select Line
Adv. Features
Change
Change
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

❷ Select the line.

❸ Press [OK].

To change the SUB Code

❶ **Press [Adv. Features].**

❷ **Press [SUB Code].**

❸ **Press [Change] under TX SUB Code.**

❹ **Enter the new SUB Code, and then press [OK].**

❺ **To change the password, press [Change] under Password (SID).**

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

❼ **Press [OK].**

To change the SEP Code

❶ **Press [Adv. Features].**

❷ **Press [SEP Code].**

❸ **Press [Change] under RX SEP Code.**

❹ **Enter the new SEP Code, and then press [OK].**

❺ **To change the password, press [Change] under Password (PWD).**

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

❼ **Press [OK].**

To change the fax header

❶ **Press [Change] under Fax Header.**

❷ **Select the new fax header, and then press [OK].**

To change the label insertion

❶ **Press [Change] under Label Insertion.**

❷ **Press [Change] under Line 2.**

❸ **Select the new standard message or press [Custom Message] to enter the new message.**

❹ **Press [OK].**

❺ **Press [Change] under Line 3.**

❻ **Select the new standard message, and then press [OK].**

❼ **Press [OK].**

8 Press [OK].

Note

❒ To change the name, key display and title, see p.70 "Changing a Registered Name".

9 Press [Exit].

10 Press the 【User Tools/Counter】 key.

Deleting a Registered Fax Destination

Note

❒ If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

❒ To delete a name entirely, see p.71 "Deleting a Registered Name".

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

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

4 Press [Address Book Management].

5 Select the name whose fax destination you want to delete.

Press the name key, or enter the registered number using the number keys.

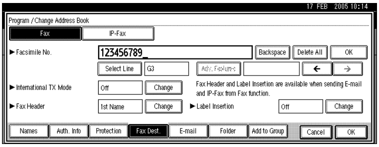
Note

- ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To delete the name, key display, and title, see p.71 “Deleting a Registered Name”.

6 Press [Fax Dest.].

7 Press [Change] under Facsimile No..

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


17 FEB 2005 10:14
Fax
IP-Fax
Backspace
Delete All
OK
Select Line
Adv. Features
←
→
Change
Change
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Program / Change Address Book

► Facsimile No.: 123456789_

Select Line: G3

► International TX Mode: Off

Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

► Fax Header: 1st Name

► Label Insertion: Off

9 Press [OK].

10 Press [Exit].

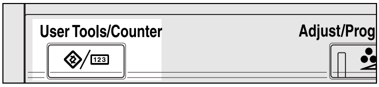
11 Press the 【User Tools/Counter】 key.

Registering an IP-Fax Destination

Reference

For details about sending an IP-Fax, see *Facsimile Reference <Basic Features>*.

1 Press the 【User Tools / Counter】 key.


User Tools/Counter
Adjust/Prog

ZFLS110N

2 Press [System Settings].

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

4 Press [Address Book Management].

5 Select the name whose IP-Fax destination you want to register.

Press the name key, or enter the registered number using the number keys.

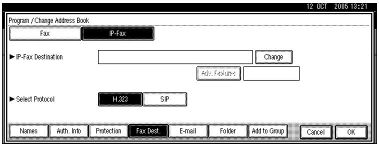
Note

- ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To register the name, key display, and title, see p.70 “Registering a Name”.

6 Press [Fax Dest.]

7 Press [IP-Fax].

8 Enter the IP-Fax destination and then press [OK].


12 OCT 2005 13:21
Fax
IP-Fax
Change
Adv. Features
H.323
SIP
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Program / Change Address Book

► IP-Fax Destination

► Select Protocol: H.323

To use the IP-Fax destination as the sender

❶ Press [Protection].

❷ Press [Sender].

❸ Press [OK].

To program the SUB Code

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

❷ Press [Change] under TX SUB Code.

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

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

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

❻ **Press [OK].**

To program the SEP Code

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

❷ **Press [Change] under RX SEP Code.**

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

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

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

❻ **Press [OK].**

9. **Select the protocol for the IPFax transmission.**

10. **Press [OK].**

Changing a Registered IP-Fax Destination

1. **Press the 【User Tools / Counter】 key.**

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

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

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

5. **Select the name whose IP-Fax destination you want to change.**

   Press the name key, or enter the registered number using the number keys

Note

- ❒ If you press 🔍, you can search for a user by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To change the name, key display and title, see p.70 "Changing a Registered Name".

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

7. **Press [IP-Fax].**

8. **Change the settings.**

To change the IP-Fax Destination

❶ **Press [Change] under IP-Fax Destination.**

❷ **Enter the new destination using the number keys, and then press [OK].**

To change the SUB Code

❶ **Press [Adv. Features].**

❷ **Press [SUB Code].**

❸ **Press [Change] under TX SUB Code.**

❹ **Enter the new SUB Code, and then press [OK].**

❺ **To change the password, press [Change] under Password (SID).**

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

❼ **Press [OK].**

To change the SEP Code

❶ **Press [Adv. Features].**

❷ **Press [SEP Code].**

❸ **Press [Change] under RX SEP Code.**

❹ **Enter the new SEP Code, and then press [OK].**

❺ **To change the password, press [Change] under Password (PWD).**

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

❼ **Press [OK].**

To change the protocol

---

❶ **Select the protocol for the IP-Fax transmission.**

9 **Press [OK].**

Deleting a Registered IP-Fax Destination

Note

- ❒ If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.
- ❒ To delete a name entirely, see p.71 “Deleting a Registered Name”.

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

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

5 **Select the name whose IP-fax destination you want to delete. Press the name key, or enter the registered number using the number keys.**

Note

- ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To delete the name, key display, and title, see p.71 “Deleting a Registered Name”.

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

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

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

9 **Press [OK].**

10 **Press [Exit].**

11 **Press the 【User Tools/Counter】 key.**

E-mail Destination

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

- It is easy to select the e-mail destination if you register “Name” and “Key Display” as the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender's address when sending scan files in scanner mode. If you want to do this, set a protection code on the sender address to prevent unauthorized access. See p.99 “Registering a Protection Code”.

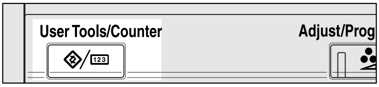
Note

❒ You can select an e-mail address from an LDAP server, and then register it in the Address Book. “Sending Scan File by E-mail”, *Scanner Reference*.

❒ You can set the machine to send a Transmission Result Report by e-mail whenever a transmission is sent. See *Facsimile Reference <Advanced Features>*.

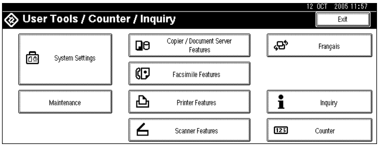
Registering an E-mail Destination

1. **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog

ZFLS110N

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


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

3. **Press [Administrator Tools], and then press [▼Next].**
4. **Press [Address Book Management].**
5. **Select the name whose e-mail address you want to register.**

   Press the name key, or enter the registered number using the number keys.

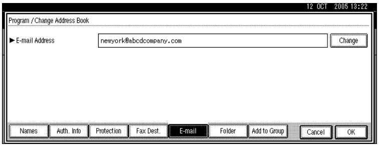
   Note

   ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.

   ❒ To register the name, key display, and title, see p.70 “Registering a Name”.

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

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

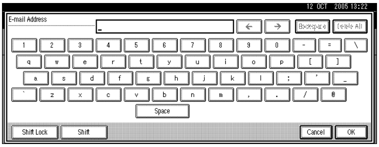

12 OCT 2005 13:22
Program / Change Address Book
► E-mail Address
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

newyork@abcdcompany.com

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

Entering the e-mail address

❶ **Enter the e-mail address.**


12 OCT 2005 13:22
E-mail Address
←
→
Backspace
Delete All
1 2 3 4 5 6 7 8 9 0 - = \
q w e r t y u i o p [ ]
a s d f g h j k l ; ' _
` z x c v b n m , . / @
Space
Shift Lock
Shift
Cancel
OK

❷ **Press [OK].**

Using the e-mail address as the sender

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

❶ **Press [Protection].**

❷ **Press [Sender] on the right side of Use Name as.**

Reference

p.99 "Registering a Protection Code"

❸ **Press [OK].**

9 **Press [Exit].**

10 **Press the 【User Tools/Counter】 key.**

Note

- ❒ When a group is registered, you can add the e-mail destinations to the group. See p.94 "Registering Names to a Group".

Changing a Registered E-mail Destination

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

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

5 **Select the name whose e-mail address you want to change.**

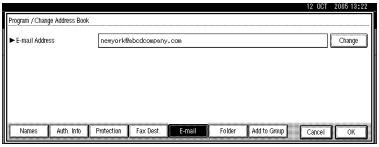
Press the name key, or enter the registered number using the number keys

Note

- ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To change the name, key display, and title, see p.70 "Changing a Registered Name".

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

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


12 OCT 2005 13:22
Program / Change Address Book
► E-mail Address
Change
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

newyork@abcdcompany.com

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

Reference

p.151 "Entering Text"

9 **Press [OK].**

10 **Press [Exit].**

11 **Press the 【User Tools/Counter】 key.**

Deleting a Registered E-mail Destination

To delete a name entirely, see p.71 “Deleting a Registered Name”.

1. **Press the 【User Tools/Counter】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools], and then press [▼Next].**
4. **Press [Address Book Management].**
5. **Select the name whose e-mail address you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   Note

   - ❒ If you press🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
   - ❒ To delete the name, key display, and title, see p.71 “Deleting a Registered Name”.
6. **Press [E-mail].**
7. **Press [Change] under E-mail Address.**
8. **Press [Delete All], and then press [OK].**
9. **Press [OK].**
10. **Press [Exit].**
11. **Press the 【User Tools/Counter】 key.**

Registering Folders

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

There are two types of protocol you can use:

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

Note

- ❒ For details about protocols, server names, and folder levels, consult your network administrator.
- ❒ You can prevent unauthorized users from accessing folders from the machine. See p.99 “Registering a Protection Code”.
- ❒ You can only select either SMB or FTP. If you change protocol after finishing your settings, all previous entries are cleared.

Reference

For details about network settings, see “Setting Up the Machine on a Network”, *Network Guide*.

For details about Scan to Folder, see "Sending Scan Files by Scan to Folder" *Scanner Reference*.

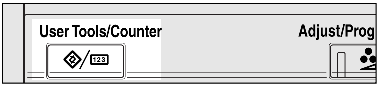
Using SMB to Connect

Note

- ❒ To register a folder in an FTP server, see p.91 “Using FTP to Connect”.

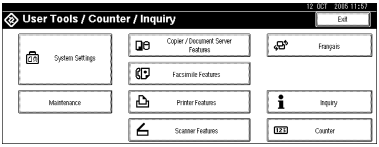
To register an SMB folder

1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog

ZFLS110N

2 **Press [System Settings].**


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

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

5 **Select the name whose folder you want to register.**

Press the name key, or enter the registered number using the number keys.

Note

- ❒ If you press🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To register the name, key display, and title, see p.70 “Registering a Name”.

6 Press [Auth. Info], and then press [▼Next].

7 Press [Specify Other Auth. Info] on the right side of Folder Authentication.

Note

- ❒ When **[Do not Specify]** is selected, the SMB User Name and SMB Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "User Tools Menu (System Settings)", *Network Guide*.

8 Press [Change] under Login User Name.

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

Note

- ❒ You can enter up to 64 characters for the user name.

Reference

p.151 “Entering Text”

10 Press [Change] under Login Password.

11 Enter the password, and then press [OK].

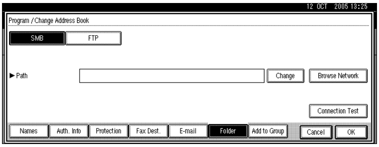
Note

- ❒ You can enter up to 64 characters for the password.

12 Enter the password again to confirm, and then press [OK].

13 Press [Folder].

14 Confirm that [SMB] is selected.


12 OCT 2005 13:25
Program / Change Address Book
SMB
FTP
► Path
Change
Browse Network
Connection Test
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Note

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

Reference

p.88 “To locate the folder manually”

p.89 “Using Browse Network to locate the folder”

To locate the folder manually

❶ Press [Change] under Path.

❷ Enter the path where the folder is located.

Note

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

❸ Press [OK].

Note

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

Using Browse Network to locate the folder

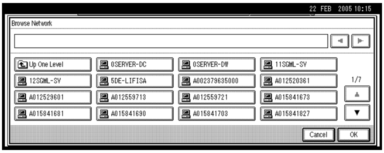
❶ **Press [Browse Network].**

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

Note

- ❒ If you have already specified your user name and password in steps **6** to **12**, the Browse Network display only lists client computers you are authorized to access.

❷ **Select a client computer.**


22 FEB 2005 10:15
Browse Network
Up One Level
0SERVER-DC
0SERVER-DW
11SGML-SV
12SGML-SV
5DE-LIFISA
A002379635000
A012520361
1/7
A012529601
A012559713
A012559721
A015841673
A015841681
A015841690
A015841703
A015841827
Cancel
OK

Shared folders under it appear.

Note

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

❸ **Select the folder you want to register.**

The Logon display appears.

Note

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

❹ **Enter the user name.**

Note

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

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

The Browse Network display reappears.

Note

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

❻ **Press [OK].**

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

16 **Press [Exit].**

Note

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

17 **Press [OK].**

18 **Press [Exit].**

19 **Press the 【User Tools/Counter】 key.**

Changing a registered folder

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

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

5 **Select the name whose folder you want to change.**

Press the user name key, or enter the registered number using the number keys

Note

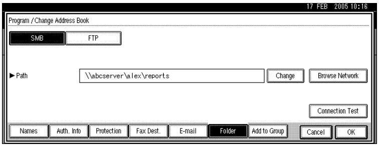
- ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To change the name, key display, and title, see p.70 "Changing a Registered Name".

6 **Press [Folder].**

7 Select the items you want to change.

To change the protocol

❶ **Press [FTP].**



► Path \\abcserver\alex\reports

❷ **A confirmation message appears. Press [Yes].**

Note

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

❸ **Enter each item again.**

Reference

p.91 "To register an FTP folder".

Changing items under SMB

❶ **Press [Change] under Path.**

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

Note

❒ You can also use Browse Network to specify a new folder. For details, see p.89 "Using Browse Network to locate the folder".

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

9 Press [Exit].

Note

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

10 Press [OK].

11 Press [Exit].

12 Press the 【User Tools/Counter】 key.

Deleting a registered folder

Note

❒ To delete a name entirely, see p.71 "Deleting a Registered Name".

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

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

4 Press [Address Book Management].

5 Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys.

Note

❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.

❒ To delete the name, key display, and title, see p.71 "Deleting a Registered Name".

6 Press [Folder].

7 Press the protocol which is not currently selected.

A confirmation message appears.

8 Press [Yes].

9 Press [OK].

10 Press [Exit].

11 Press the 【User Tools/Counter】 key.

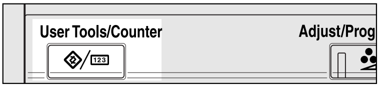
Using FTP to Connect

Note

- ❒ To register a shared folder configured in Windows, see p.87 "Using SMB to Connect".

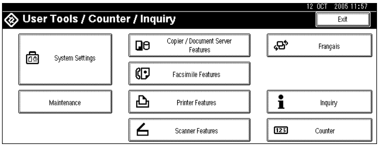
To register an FTP folder

1. **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog
123

ZFLS110N

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


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

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

5. **Select the name whose folder you want to register.**

   Press the name key, or enter the registered number using the number keys.

   Note

   - ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
   - ❒ To delete the name, key display, and title, see p.70 "Registering a Name".

6. **Press [Auth. Info], and then press [▼Next].**

7. **Press [Specify Other Auth. Info] on the right side of Folder Authentication.**

   Note

   - ❒ When **[Do not Specify]** is selected, the SMB User Name and SMB Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "User Tools Menu (System Settings)", *Network Guide*.

8. **Press [Change] under Login User Name.**

9. **Enter the login user name, and then press [OK].**

   Note

   - ❒ You can enter up to 64 characters for the user name.

   Reference

   p.151 "Entering Text"

10. **Press [Change] under Login Password.**

11. **Enter the password, and then press [OK].**

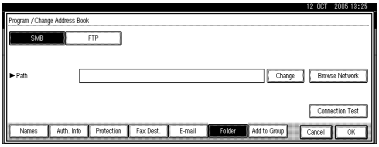
    Note

    - ❒ You can enter up to 64 characters for the password.

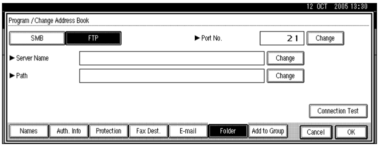
12. **Enter the password again to confirm, and then press [OK].**

13. **Press [Folder].**

14. **Press [FTP].**


12 OCT 2005 13:25
Program / Change Address Book
SMB
FTP
► Path
Change
Browse Network
Connection Test
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

15 Press [Change] under Server Name.


12 OCT 2005 13:30
Program / Change Address Book
SMB
FTP
Port No.
Change
Server Name
Change
Path
Change
Connection Test
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Port No.: 21

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

Note

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

17 Press [Change] under Path.

18 Enter the path.

Note

- ❒ You can enter an absolute path, using this format: "/user/home/username"; or a relative path, using this format: "directory/sub-directory".
- ❒ If you leave the path blank, the login directory is assumed to be the current working directory.
- ❒ You can also enter an IP address.
- ❒ You can enter a path using up to 128 characters.

19 Press [OK].

Note

- ❒ To change the port number, press **[Change]** under Port No.. Enter the port number using the number keys, and then press **[#]**.
- ❒ You can enter 1 to 65535.

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

21 Press [Exit].

Note

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

22 Press [OK].

23 Press [Exit].

24 Press the 【User Tools/Counter】 key.

Changing a registered folder

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

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

4 Press [Address Book Management].

5 Select the name whose folder you want to change.

Press the name key, or enter the registered number using the number keys

Note

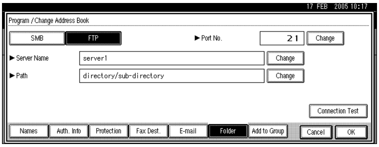
- ❒ If you press 🔍, you can search for a user by name/index, user code, fax number, or e-mail address.
- ❒ To change the name, key display, and title, see p.70 "Changing a Registered Name".

6 Press [Folder].

7 Select the items you want to change.

To change the protocol

❶ Press [SMB].


17 FEB 2005 10:17
Program / Change Address Book
SMB
FTP
Port No.
Change
Server Name
Change
Path
Change
Connection Test
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Port No.: 21
Server Name: server1
Path: directory/sub-directory

❷ A confirmation message appears. Press [Yes].

Note

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

❸ **Enter each item again.**

Reference

p.87 "To register an SMB folder".

Changing items under FTP

❶ **Press [Change] under Port No.**

❷ **Enter the new port number, and then press [#].**

❸ **Press [Change] under Server Name.**

❹ **Enter the new server name, and then press [OK].**

❺ **Press [Change] under Path.**

❻ **Enter the new path, and then press [OK].**

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

9 **Press [Exit].**

Note

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

10 **Press [OK].**

11 **Press [Exit].**

12 **Press the 【User Tools/Counter】 key.**

Deleting a registered folder

Note

- ❒ To delete a name entirely, see p.71 "Deleting a Registered Name".

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

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

5 **Select the name whose folder you want to delete.**

Press the name key, or enter the registered number using the number keys.

Note

- ❒ If you press🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To delete the name, key display, and title, see p.71 "Deleting a Registered Name".

6 **Press [Folder].**

7 **Press the protocol which is not currently selected.**

A confirmation message appears.

8 **Press [Yes].**

9 **Press [OK].**

10 **Press [Exit].**

11 **Press the 【User Tools/Counter】 key.**

Registering Names to a Group

You can register names to a group to enable easy management of e-mail addresses and folders for each group.

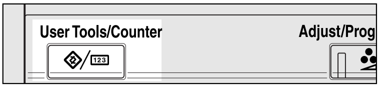
To add names to a group, the groups must be registered beforehand.

Note

- ❒ You can register up to 500 names for each group.
- ❒ When using Scan to Folder function, you cannot send scan files to a group with over 50 folders registered.
- ❒ You can set a protection code to prevent unauthorized access to the folders registered in a group. For details, see p.99 "Registering a Protection Code".

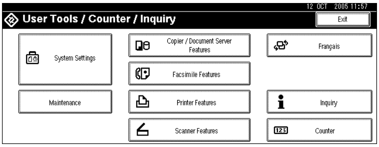
Registering a New Group

1 Press the 【User Tools/Counter】 key.


User Tools/Counter
Adjust/Prog

ZFLS110N

2 Press [System Settings].

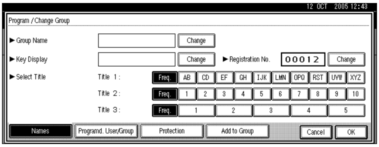

12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

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

5 Press [New Program].

6 Press [Change] under Group Name.


12 OCT 2005 12:43
Program / Change Group
▶Group Name
Change
▶Key Display
Change
▶Registration No.
00012
Change
▶Select Title
Title 1:
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Title 2:
Freq.
1
2
3
4
5
6
7
8
9
10
Title 3:
Freq.
1
2
3
4
5
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

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

The Key Display name is set automatically.

Reference

p.151 "Entering Text"

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

Note

- ❒ The keys you can select are as follows:
  - **[Freq.]**… Added to the page that is displayed first.
  - **[AB]**, **[CD]**, **[EF]**, **[GH]**, **[IJK]**, **[LMN]**, **[OPQ]**, **[RST]**, **[UVW]**, **[XYZ]**, **[1]** to **[10]**… Added to the list of items in the selected title.
- ❒ You can select **[Freq.]** and one more page for each title.

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

10 Press [OK].

11 Press [Exit].

12 Press the 【User Tools/Counter】 key.

Registering Names to a Group

You can put names that have been registered in the Address Book into a group.

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

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

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

5 **Select the name to register in a group.**

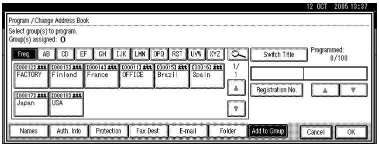
Press the name key, or enter the registered number using the number keys

Note

- ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.

6 **Press [Add to Group].**

7 **Select a group to which you want to add the name to.**


12 OCT 2005 13:37
Program / Change Address Book
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
Programmed:
8/100
【00012】 FACTORY
【00013】 Finland
【00014】 France
【00011】 OFFICE
【00015】 Brazil
【00016】 Spain
【00017】 Japan
【00018】 USA
1/1
Registration No.
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

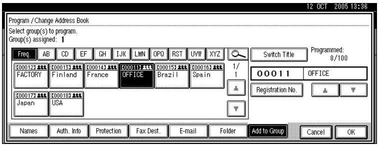
Select group(s) to program.

Group(s) assigned: 0

Note

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

The group key that you have selected becomes highlighted, and the name is added to it.


12 OCT 2005 13:36
Program / Change Address Book
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
Programmed:
8/100
【00012】 FACTORY
【00013】 Finland
【00014】 France
【00011】 OFFICE
【00015】 Brazil
【00016】 Spain
【00017】 Japan
【00018】 USA
1/1
Registration No.
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Select group(s) to program.

Group(s) assigned: 1

00011 OFFICE

To remove the name, click the highlighted group again.

8 **Press [OK].**

9 **Press [Exit].**

10 **Press the 【User Tools/Counter】 key.**

Displaying Names Registered in Groups

You can check the names or groups registered in each group.

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

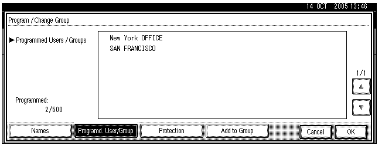
3 **Press [Administrator Tools], and then press [▼Next].**

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

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

6 **Press [Programd. User/Group].**

All the names registered will be displayed.


14 OCT 2005 13:46
Program / Change Group
▶ Programmed Users / Groups
Programmed:
2/500
1/1
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

New York OFFICE
SAN FRANCISCO

7 **Press [OK].**

8 **Press [Exit].**

9 **Press the 【User Tools/Counter】 key.**

Removing a Name from a Group

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

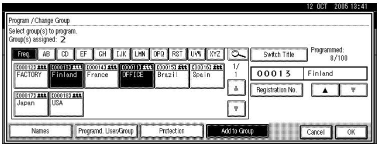
4 **Press [Address Book Management].**

5 **Select the name to remove from a group.**

Press the name key, or enter the registered number using the number keys

6 **Press [Add to Group].**

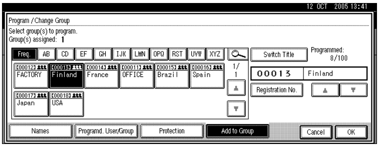
7 **Select the group from which you want to remove the name.**


12 OCT 2005 13:41
Program / Change Group
Select group(s) to program.
Group(s) assigned: 2
Programmed: 8/100
00013 Finland
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
[00012] FACTORY
[00013] Finland
[00014] France
[00011] OFFICE
[00015] Brazil
[00016] Spain
[00017] Japan
[00018] USA
1/ 1
Registration No.
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

Note

- ❒ Highlighted keys indicate groups in which the name has been registered.

The name is removed from the group.


12 OCT 2005 13:41
Program / Change Group
Select group(s) to program.
Group(s) assigned: 1
Programmed: 8/100
00013 Finland
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
[00012] FACTORY
[00013] Finland
[00014] France
[00011] OFFICE
[00015] Brazil
[00016] Spain
[00017] Japan
[00018] USA
1/ 1
Registration No.
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

8 **Press [OK].**

9 **Press [Exit].**

10 **Press the 【User Tools/Counter】 key.**

Changing a Group Name

1 **Press the 【User Tools/Counter】 key.**

2 **Press [System Settings].**

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

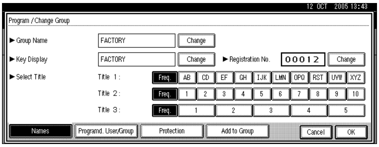
4 **Press [Address Book: Program / Change / Delete Group].**

5 **Press the group key you want to change.**

6 **Enter the items.**

To change the group name and key display

❶ **Press [Change] under Group Name or Key Display.**


12 OCT 2005 13:43
Program / Change Group
Group Name: FACTORY
Key Display: FACTORY
Registration No.: 00012
► Group Name
► Key Display
► Select Title
Change
Change
► Registration No.
Change
Title 1:
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Title 2:
Freq.
1
2
3
4
5
6
7
8
9
10
Title 3:
Freq.
1
2
3
4
5
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

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

To change the title

❶ **Press the title key under Select Title.**

To change the registration number

❶ **Press [Change] under Registration No..**

❷ **Enter the new registration number using the number keys**

❸ **Press [#].**

7. **Press [OK].**
8. **Press [Exit].**
9. **Press the 【User Tools/Counter】 key.**

Deleting a Group

1. **Press the 【User Tools/Counter】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools], and then press [▼Next].**
4. **Press [Address Book: Program / Change / Delete Group].**
5. **Press [Delete].**
6. **Press a group key you want to delete.**
7. **Press [Yes].**
8. **Press [Exit].**
9. **Press the 【User Tools/Counter】 key.**

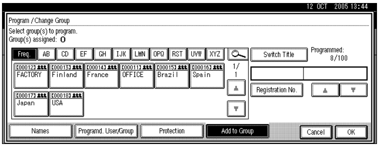
Adding a Group to Another Group

You can add a group to another group.

1. **Press the 【User Tools/Counter】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools], and then press [▼Next].**
4. **Press [Address Book: Program / Change / Delete Group].**
5. **Select the group that you want to put into another group.**

   Press the group key, or enter the registered number using the number keys

6. **Press [Add to Group].**
7. **Select the group which you want to add to.**



12 OCT 2005 13:44

Program / Change Group

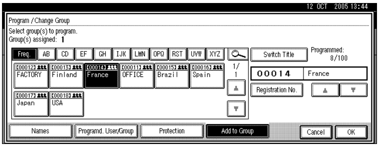
Select group(s) to program.

Group(s) assigned: 0

Programmed: 8/100

Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
[00012] FACTORY
[00013] Finland
[00014] France
[00011] OFFICE
[00015] Brazil
[00016] Spain
[00017] Japan
[00018] USA
1/1
Registration No.
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

The group key that you have selected becomes highlighted, and the group is added to it.



12 OCT 2005 13:44

Program / Change Group

Select group(s) to program.

Group(s) assigned: 1

Programmed: 8/100

00014 France

Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
[00012] FACTORY
[00013] Finland
[00014] France
[00011] OFFICE
[00015] Brazil
[00016] Spain
[00017] Japan
[00018] USA
1/1
Registration No.
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

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

Deleting a Group within a Group

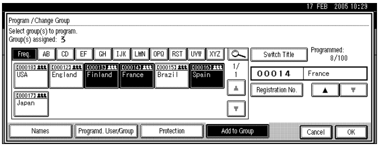
1. **Press the 【User Tools/Counter】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools], and then press [▼Next].**
4. **Press [Address Book: Program / Change / Delete Group].**
5. **Within the group, select the groups you want to delete.**

   Select groups either by pressing their keys or entering their registration numbers.

6. **Press [Add to Group].**

   Keys of groups that contain those groups you selected in step 5 appear reversed and in black.

7 Select the groups you want to delete. Keys of selected groups appear reversed and in white.


17 FEB 2005 10:29
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
[00018] USA
[00012] England
[00013] Finland
[00014] France
[00015] Brazil
[00016] Spain
[00017] Japan
1/
1
Registration No.
▲
▼
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

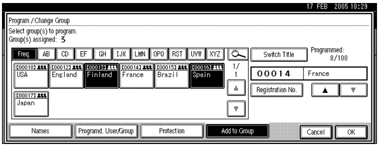
Program / Change Group

Select group(s) to program.
Group(s) assigned: 3

Programmed: 8/100

00014 France

8 Press [OK].


17 FEB 2005 10:29
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Switch Title
[00018] USA
[00012] England
[00013] Finland
[00014] France
[00015] Brazil
[00016] Spain
[00017] Japan
1/
1
Registration No.
▲
▼
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

Program / Change Group

Select group(s) to program.
Group(s) assigned: 3

Programmed: 8/100

00014 France

The groups you selected in step 5 are deleted from the groups that appear reversed and in white.

Registering a Protection Code

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

You can use this function to protect the following:

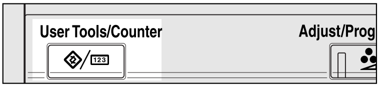
- Folders
  You can prevent unauthorized access to folders.
- Sender's names
  You can prevent misuse of sender's names.

Note

❒ To protect the mail sender's name, the user code must be registered in advance. For details, see p.72 "Authentication Information".

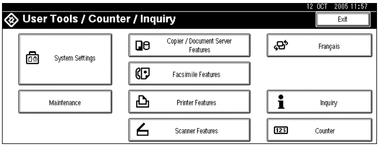
Registering a Protection Code To a Single User

1 Press the 【User Tools/Counter】 key.


User Tools/Counter
Adjust/Prog

ZFLS110N

2 Press [System Settings].


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

4 Press [Address Book Management].

5 Select the name whose protection code you want to register.

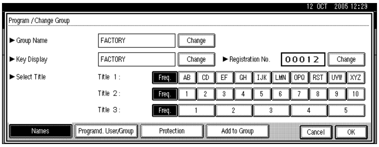
Press the name key, or enter the registered number using the number keys.

Note

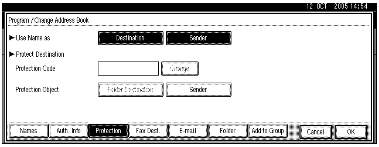
❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.

❒ To register the name, key display, and title, see p.70 "Registering a Name".

6 Press [Protection].


Group Name: FACTORY
Key Display: FACTORY
Registration No.: 00012
12 OCT 2005 12:29
Program / Change Group
Change
Change
Change
Select Title
Title 1 :
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Title 2 :
Freq.
1
2
3
4
5
6
7
8
9
10
Title 3 :
Freq.
1
2
3
4
5
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

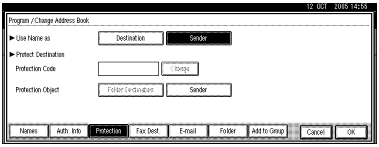
7 Press [Destination] or [Sender] under Use Name as.


12 OCT 2005 14:54
Program / Change Address Book
Use Name as
Destination
Sender
Protect Destination
Protection Code
Change
Protection Object
Folder Destination
Sender
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

Note

❒ Both **[Destination]** and **[Sender]** can be selected at the same time.

8 Select Projection Object.


12 OCT 2005 14:55
Program / Change Address Book
Use Name as
Destination
Sender
Protect Destination
Protection Code
Change
Protection Object
Folder Destination
Sender
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

9 Press [Folder Destination] or [Sender] under Protection Object.

Note

❒ Both **[Folder Destination]** and **[Sender]** can be selected at the same time.

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

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

    Note

    ❒ You can enter up to eight digits.

12. **Press [OK].**

13. **Press [Exit].**

14. **Press the 【User Tools/Counter】 key.**

Registering a Protection Code To a Group User

1. **Press the 【User Tools/Counter】 key.**

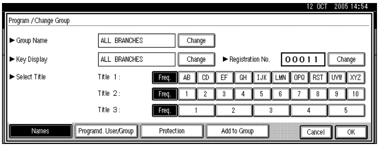
2. **Press [System Settings].**

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

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

5. **Press the group key you want to register or enter the registered number using the number keys.**

6. **Press [Protection].**



12 OCT 2005 14:54

Program / Change Group

► Group Name: ALL BRANCHES

► Key Display: ALL BRANCHES

► Registration No.: 00011

Change
Change
Change
► Select Title
Title 1 : Freq. AB CD EF GH IJK LMN OPQ RST UVW XYZ
Title 2 : Freq. 1 2 3 4 5 6 7 8 9 10
Title 3 : Freq. 1 2 3 4 5
Names
Programd. User/Group
Protection
Add to Group
Cancel
OK

7. **Press [Folder Destination] under Protection Object.**

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

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

    Note

    ❒ You can enter up to eight digits.

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the 【User Tools/Counter】 key.**

Registering the Transfer Request

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

Note

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

❖ **Transfer Station**

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

❖ **Receiving Station**

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

Limitation

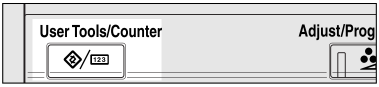
- ❒ When messages are transferred by fax, Transfer Stations must be machines of the same manufacturer as this one, and have the Transfer Station function.
- ❒ When messages are transferred by e-mail, Transfer Stations must be machines of the same manufacturer as this one, and have both the Transfer Station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

Note

- ❒ Polling IDs of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❒ You can have up to 30 Receiving Stations per Transfer Station. If you specify a Transfer Station Group, the group counts as a single receiver.

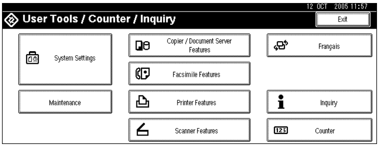
Registering a Transfer Station/Receiving Station

1. **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog

ZFLS110N

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


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

3. **Press [Administrator Tools], and then press [▼Next].**
4. **Press [Address Book: Program / Change / Delete Transfer Request].**
5. **Press [New Program].**
6. **Set the Transfer Request's information.**

To register the Transfer Request name and key display

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

The name entry display appears.

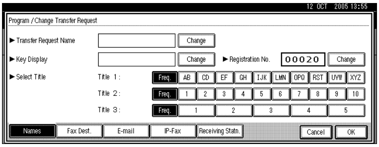
❷ **Enter the Transfer Request name or key display, and then press [OK].**

Reference

p.151 "Entering Text"

To select the title

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


12 OCT 2005 13:55
Program / Change Transfer Request
Transfer Request Name
Change
Key Display
Change
Change
Select Title
Title 1:
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
Title 2:
Freq.
1
2
3
4
5
6
7
8
9
10
Title 3:
Freq.
1
2
3
4
5
Names
Fax Dest.
E-mail
IP-Fax
Receiving Statn.
Cancel
OK

Registration No. 00020

Note

- ❐ The keys you can select are as follows:
  - **[Freq.]**... Added to the page that is displayed first.
  - **[AB]**, **[CD]**, **[EF]**, **[GH]**, **[IJK]**, **[LMN]**, **[OPQ]**, **[RST]**, **[UVW]**, **[XYZ]**, **[1]** to **[10]**... Added to the list of items in the selected title.
- ❐ You can select **[Freq.]** and one more page for each title.

7 **Press [Fax Dest.].**

8 **Enter the items. See step 7 on p.77 "Registering a Fax Destination".**

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

10 **Enter the items. See steps 7 and 8 on p.84 "Registering an E-mail Destination".**

11 **Press [IP-Fax].**

12 **Enter the items. See steps 8-10 on p.81 "Registering an IP-Fax Destination".**

13 **Press [Receiving Statn.].**

14 **Specify the Receiving Stations.**

Note

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

Quick Dial

❶ **Press [#Quick Dial].**

❷ **Enter the number stored in the Quick Dial of the Transfer Station using the number keys**

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

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

Speed Dial

❶ **Press [#*Speed Dial].**

❷ **Enter the Speed Dial number using the number keys.**

For example, to select the destination stored in Speed Dial 12 of the Transfer Station, enter 【1】【2】.

Group Dial

❶ **Press [#**Group Dial].**

❷ **Enter the Group number using the number keys**

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

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

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

16 Press [Exit].

17 Press the 【User Tools/Counter】 key.

Changing a Registered Transfer Station/Receiving Station

1 Press the 【User Tools/Counter】 key.

2 Press [System Settings].

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

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

5 Select the name whose Transfer Station/Receiving Station you want to change.

Press the name key, or enter the registered number using the number keys.

Note

- ❒ If you press 🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
- ❒ To change the name, key display, and title, see p.70 "Changing a Registered Name".

Note

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

6 Enter the items.

To change the Transfer Request name and key display

❶ Press [Change] under Transfer Request Name or Key Display.

❷ Enter the new Transfer Request Name or key display, and then press [OK].

To change the title

❶ Press the title key under Select Title.

To change the Fax Station

❶ Press [Fax].

Proceed to step ❶when messages are transferred by e-mail.

❷ Change the Transfer Station's information. See step 7 on p.79 "Changing a Registered Fax Destination".

To change the IP-Fax Station

❶ Press [IP-Fax].

❷ Change the Transfer Station's information. See step 8 on p.82 "Changing a Registered IP-Fax Destination".

To change the E-mail Transfer Station

❶ Press [E-mail].

❷ Change the Transfer Station's information. See steps 7 and 8 on p.85 "Changing a Registered E-mail Destination".

To change the Receiving Station

❶ **Press [Receiving Station].**

❷ **Select the Receiving Station you want to change.**

❸ **Press [Clear] to clear the number, and then enter the new number using the number keys**

7. **Press [OK].**
8. **Press [Exit].**
9. **Press the 【User Tools/Counter】 key.**

Deleting a Registered Transfer Station/Receiving Station

1. **Press the 【User Tools/Counter】 key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools], and then press [▼Next].**
4. **Press [Address Book: Program / Change / Delete Transfer Request].**
5. **Press [Delete].**
6. **Select the name whose Transfer Station/Receiving Station you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   Note

   - ❒ If you press🔍, you can search by the registered name, user code, fax number, folder name or e-mail address.
   - ❒ To delete the name, key display, and title, see p.71 "Deleting a Registered Name".

7. **Press [Yes].**
8. **Press [Exit].**
9. **Press the 【User Tools/Counter】 key.**

Registering Authentication

SMTP Authentication

For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an SMTP server.

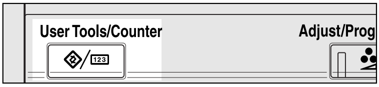
Reference

To use an SMTP server, you need to program it beforehand. For details, see “SMTP Server Settings”, *Network Guide*.

Note

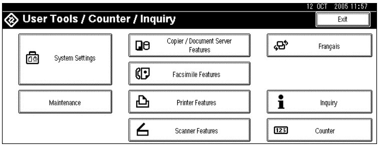
- ❒ When **[Do not Specify]** is selected for SMTP Authentication, the User Name and Password that you have specified in SMTP Authentication of File Transfer settings applies. For details, see “User Tools Menu (System Settings)", *Network Guide*.

1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
123
Adjust/Prog

ZFLS110N

2 **Press [System Settings].**


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
123
Counter

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

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

5 **Press the name you want to register or enter the registered number using the number keys**

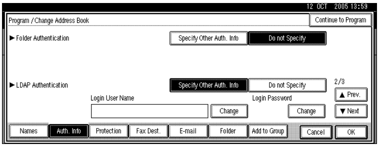
Note

- ❒ To register a name in the Address Book, see p.70 “Registering a Name”.

6 **Press [Auth. Info].**

7 **Press [Specify Other Auth. Info] Info on the right side of SMTP Authentication.**

8 **Press [Change] under Login User Name.**


12 OCT 2005 13:59
Program / Change Address Book
Continue to Program
► Folder Authentication
Specify Other Auth. Info
Do not Specify
► LDAP Authentication
Specify Other Auth. Info
Do not Specify
2/3
Login User Name
Login Password
▲ Prev.
Change
Change
▼ Next
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

9 **Enter the login user name, and then press [OK].**

Note

- ❒ You can enter up to 191 characters for the user name.
- ❒ When using POP before SMTP Authentication, you can enter up to 63 alphanumeric characters.

Reference

p.151 “Entering Text”

10 **Press [Change] under Login Password.**

11 **Enter the password, and then press [OK].**

Note

- ❒ You can enter up to 64 characters for the password.

12 **Enter the password again to confirm, and then press [OK].**

13 **Press [OK].**

Note

- ❒ To change the SMTP Authentication settings, repeat steps 8 to 13.

LDAP Authentication

For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an LDAP server.

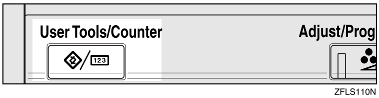
Reference

To use an LDAP server, you need to program it beforehand. For details, see "LDAP Server Settings", *Network Guide*.

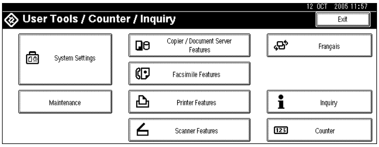
Note

- ❒ When **[Do not Specify]** is selected for LDAP Authentication, the User Name and Password that you have specified in Program/Change LDAP Server of Administrator Tools settings applies. For details, see "Program / Change / Delete LDAP Server", *Network Guide*.

1 Press the 【User Tools/Counter】 key.


User Tools/Counter
Adjust/Prog
ZFLS110N

2 Press [System Settings].


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

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

4 Press [Address Book Management].

5 Press the name you want to register or enter the registered number using the number keys

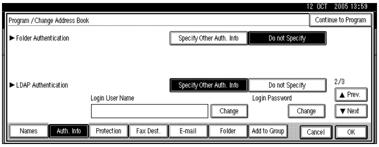
Note

- ❒ To register a name in the Address Book, see p.70 "Registering a Name".

6 Press [Auth. Info], and then press [▼Next].

7 Press [Specify Other Auth. Info] on the right side of LDAP Authentication.

8 Press [Change] under Login User Name.


12 OCT 2005 13:59
Program / Change Address Book
Continue to Program
► Folder Authentication
Specify Other Auth. Info
Do not Specify
► LDAP Authentication
Specify Other Auth. Info
Do not Specify
2/3
Login User Name
Login Password
▲ Prev.
Change
Change
▼ Next
Names
Auth. Info
Protection
Fax Dest.
E-mail
Folder
Add to Group
Cancel
OK

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

Note

- ❒ You can enter up to 128 characters for the user name.

Reference

p.151 "Entering Text"

10 Press [Change] under Login Password.

11 Enter the password, and then press [OK].

Note

- ❒ You can enter up to 128 characters for the password.

12 Enter the password again to confirm, and then press [OK].

13 Press [OK].

Note

- ❒ To change the LDAP Authentication settings, repeat steps 8 to 13.

If Your Machine Does Not Operate As You Want

The following chart contains explanations of common problems and messages. If other messages appear, follow the instructions displayed.

Note

- ❒ If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. See p.165 "Copy Paper".

General

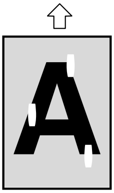
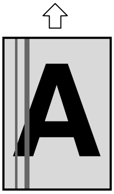
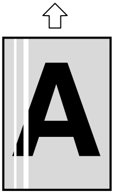
Problem	Causes	Solutions
`"Please wait."` appears	This message appears when you turn on the operation switch or change the toner cartridge.	If the power does not come on even after 2 minutes have elapsed, contact your service representative.
The display is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position to see the display panel properly.
	The machine is in Energy Saver mode.	Press the **【Energy Saver】** key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
	The Earth Leakage Breaker is set to Off.	Contact your service representative.
Memory is full.	There are too many scanned pages or stored files: hard disk capacity is exceeded.	Press **[Delete File]** to delete unnecessary documents.
The function status indicator is red.	The function associated with the red indicator was interrupted.	Press the function key corresponding to the indicator. Follow the instructions that appear on the control panel.

Problem	**Causes**	**Solutions**
The main power indicator continues blinking and does not turn off when pressed.	This occurs in the following cases: • The exposure glass cover or the ADF is open. • The machine is communicating with external equipment. • The hard disk is active.	Close the exposure glass cover or ADF, and check if the machine communicating with a computer.
`“Self Checking...”` appears.	The machine is preforming image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to get ready.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1-4 with the print side up, and into the LCT or bypass tray with the print side down. See p.114 “Orientation-Fixed Paper or Two-Sided Paper”.
The back of the printed sheet is smeared with ink.	The copier's internal parts may have become smeared with ink when misfed paper was removed.	Copy (print) a few sheets to remove the smeared ink.
	The guide boards may be smeared with ink.	Clean the guide boards. See p.145 “Cleaning the Guide Boards”
Misfeeds occur frequently.	The tray's side guides may not be locked or may not be set properly.	Check the side guides are locked and set properly. See p.124 “Changing the Paper Size”.
	The tray's end guide may not be set properly.	Check the end guide is set properly. See p.124 “Changing the Paper Size”.
	You may have loaded paper of a size not shown on the paper size selector.	When using paper of a size that cannot be detected automatically, use Tray Paper Settings to set the paper size. See p.56 “Tray Paper Size: (Tray 1-4)” and p.165 “Copy Paper”.
	Something has been placed on the 500- or 1000-sheet finisher tray.	Do not place anything on the finisher tray. Doing so may cause paper misfeeds.

Problem	**Causes**	**Solutions**
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover as required.	Clear misfed paper, and then open and close the front cover. See p.119 “Clearing Misfeeds”.
	You turned off the main power switch.	If you turn the machine off before removing misfed papers, the error message will reappear after turning the machine back on. Keep the machine turned on while opening/closing the corresponding tray and the front cover
`"Cannot detect original size."` appears.	When the the exposure glass cover / ADF is open, the machine switches to Low-Power Mode or Sleep Mode.	Keep the machine turned on while opening/closing the exposure glass cover / ADF.
Cannot print in duplex mode.	You cannot use paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1-4 in copier mode or with the printer driver.
	[1 Sided Copy] is selected for Paper Type: Tray 1-4.	Select **[2 Sided Copy]** for Paper Type: Tray 1-4. See p.57 “Paper Type: Tray 1–4”
You forgot your user code.	—	Contact your service representative.
The user code entry display appears.	Users are restricted by user codes.	Enter the user code (up to 8-digits), and then press **[#]**.
The Authentication screen appears.	Basic Authentication, Windows Authentication, or LDAP Authentication is set.	Enter your login user name and user password. See p.23 “When the Authentication Screen is displayed”.
`“You do not have the privileges to use this function.”` is displayed.	The use of the function is restricted to authenticated users only.	Contact the administrator.
`“You do not have the privileges to use this function.”` continues to be displayed even though you have entered a valid user code.	This user code is not allowed to use the function selected.	Press the **【Energy Saver】** key. Confirm that the display goes off, and then press the **【Energy Saver】** key again. The display will return to the user code entry display.
Authentication has failed.	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
	The machine cannot perform authentication.	Contact the administrator.

Problem	Causes	Solutions
`"Selected files contain file(s) that the user does not have access privileges to. Please note that only the files with access privileges will be deleted."` is displayed.	You have tried to delete files without the authority to do so.	Files can be deleted by the person who created the file. To delete a file which you are not authorized to delete, contact the person who created the file.

Printing Problems

Problem	Action
Colours are missing in some parts.  Colour lines appear. 	• Perform **[Clean / Adjust]** in the Maintenance menu. See ⇒ p.146 "Cleaning and Adjusting Internal Parts". • Clean the exposure glass. See ⇒ p.144 "Cleaning the Exposure Glass".
White lines appear. 	• Clean the dustproof glass. See ⇒ p.146 "Cleaning the Dustproof Glass". • Perform **[Clean / Adjust]** in the Maintenance menu. See ⇒ p.146 "Cleaning and Adjusting Internal Parts". • Clean the exposure glass. See ⇒ p.144 "Cleaning the Exposure Glass".
The colours of the copied image are fainter than those of the original. A certain colour is printed more vividly than the others. The colours of the copied image are different from those of the original.	Perform the auto colour calibration. ⇒ p.136 "Auto Colour Calibration".

Document Server

Problem	Solutions
`"Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?"` appears.	The number of scanned pages exceeds the capacity per file of the Document Server. To store scanned pages as a file, press **[Store File]**. Scanned data is stored as a file in the Document Server. If you do not want to store scanned pages, press **[No]**. Scanned data is deleted.
You forgot your password.	Contact the administrator.
You cannot find out what is stored in a file.	Check the date or time column in the Document Server: Select Files to Print display.
	Check document content by printing it's first page. Press the line of the document in the Document Server: Select Files to Print display, and then press **[Print 1st Page]** followed by the **【Start】** key.
Memory frequently becomes full.	• Press **[Delete File]** to delete selected documents to increase available memory. • Delete documents stored using the scanner function. See *Scanner Reference*.
You want to check print quality before making a large print run.	Check print quality by printing out only the first set using the **【Sample Copy】** key.
`"Original is being scanned by another function."` appears.	The copier or scanner function is in use. To cancel a job in progress, first press **[Exit]**, and then press the **【Copy】** key or **【Scanner】** key. Next, press the **【Clear/Stop】** key. When the message `"[Stop] key was pressed. Stop storing?"` appears, press **[Stop]**.

Maintenance

Problem	Causes	Solutions

`"Used Toner Bottle Replacement"`
`"Used Toner Bottle is full."`
`"Please replace Used Toner Bottle."`
	The waste toner bottle is full and it is time to replace it.	Check your maintenance service contract.

Loading Paper

Note

- ❒ Fan the paper before loading it in the tray.
- ❒ Straighten curled or warped paper before placing it in the tray.

Reference

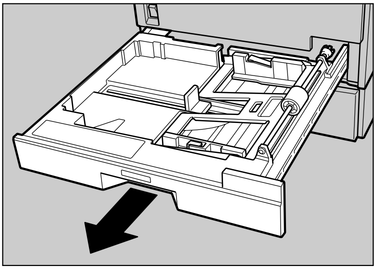
For paper types and sizes, see p.165 "Copy Paper".

Loading Paper into Tray 1 and 2

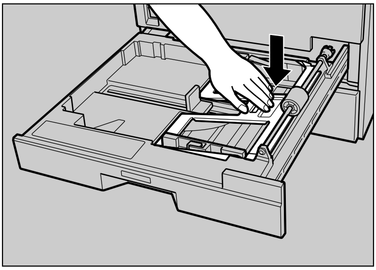
Note

- ❒ You can change the paper size ⇒ p.124 "Changing the Paper Size"

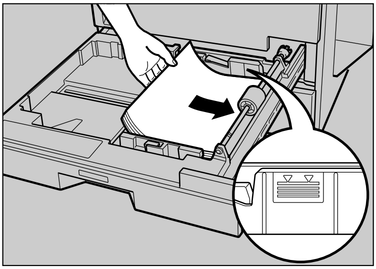
1 Pull out the paper tray slowly until it stops.



2 Lower the base panel by pushing "Push". When paper is set in the tray, push down on the paper.



3 Load paper into the tray with the print side up.



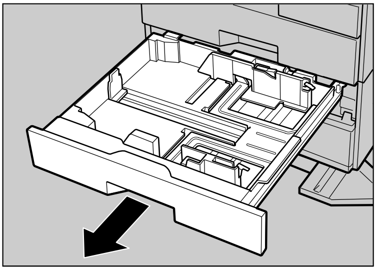
Important

- ❒ Do not stack paper over the limit mark.

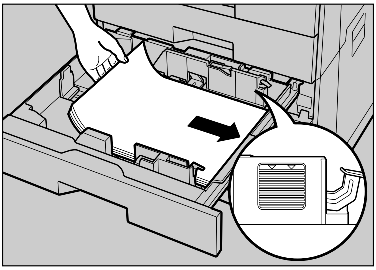
4 Push in the paper tray slowly until it stops.

Loading Paper into Tray 3 and 4 (optional)

1 Pull put the paper tray slowly until it stops.



2 Load paper into the tray with the print side up.


ZGJS230E

Important

- ❒ Check that the top of the stack is not higher than the limit mark inside the tray.

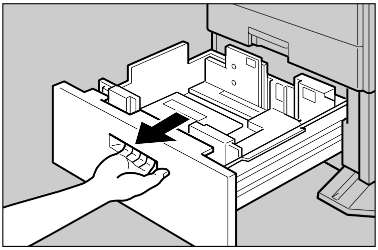
3 Push in the paper tray slowly until it stops.

Loading Paper into Large Capacity Tray (optional)

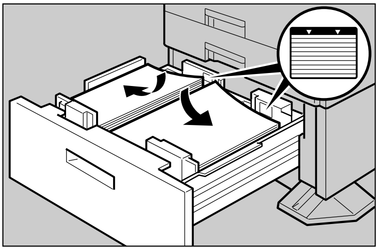
Note

- ❒ Load copy paper of the same size and direction in both left and right side trays.

1 Pull out the LCT, slowly until it stops.


ZGJS170E

2 Align the paper and load it in the tray with the print side up.


ZGJS180E

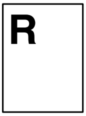
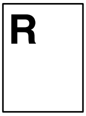
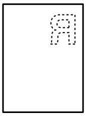
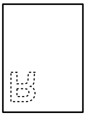
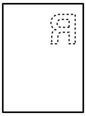
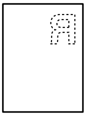
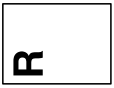
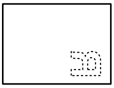
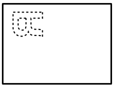
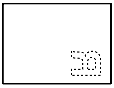
Important

- ❒ Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.
- ❒ Do not stack paper over the limit mark.

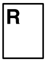
3 Push the paper tray slowly in until it stops.

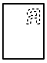
Orientation-Fixed Paper or Two-Sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Select **[Yes]** in Letterhead Setting under Copier/Document Server Features, and then place the original and paper as shown below (see “Letterhead Setting” *Copy Reference*). When printing with the printer function, placement orientation is the same.

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray	
				When originals are set on the exposure glass	When originals are set on the document feeder
Paper placing direction	1 Sided			 *1	 *1
	2 Sided			—	—
Paper placing direction	1 Sided		—	 *1	 *1
	2 Sided		—	—	—

*1 When the paper size is specified.


: Shows the paper frontside facing up.


: Shows the paper backside facing up.

GGH100E

Adding Toner

When appears, it is time to add toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

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

⚠ ***CAUTION:***

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

⚠ ***CAUTION:***

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

⚠ ***CAUTION:***

- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*

If the message "`No toner: xxxx,xxxx`" is shown on the display, replace the applicable colour-toner.

Note

❒ "xxxx,xxxx" is shown as the colour of toner is almost empty, and the combination of 1-4 of Yellow, Magenta, Cyan, and Black is displayed.

Important

❒ Fault may occur if you use toner other than the recommended type.

❒ When adding toner, do not turn off the operation switch. If you do, settings will be lost.

❒ Always add toner when the machine instructs you.

Note

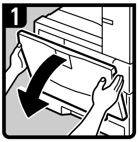
- ❒ The message "`Toner is almost empty.`" on the display shows a toner name and the telephone number for ordering.
- ❒ You can still make about 500 copies after the messages "Toner is almost empty.", "Replace Toner Cartridge(s).", and "Black, Yellow, Magenta, Cyan" appear cyclically, but replace toner early to prevent poor copy quality.
- ❒ If "Toner Cartridge is not set properly." appears, slide the toner cartridge back and forth twice, and push it until it stops.
- ❒ The consumption of toner depends on the humidity, temperature and printing factors such as image size, density, number of prints, paper size, and paper type. Moreover, to preserve print quality, this machine automatically performs periodic maintenance using the toner.
- ❒ Change all four colour-toner cartridges in the same way.
- ❒ You cannot print immediately after inserting a new cartridge. Allow 6-7 minutes per cartridge.
- ❒ While loading black toner, the noise of the machine's processing may continue for a while.

Reference

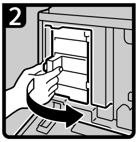
For details about toner storage, see p.141 "Toner Storage".

Removing/Inserting Toner

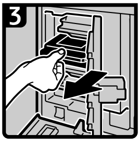
❖ The yellow/magenta/cian toner



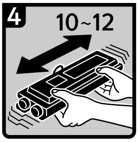
- 1: Open the front cover of the machine.



- 2: Pull the lever and open the green cover.



- 3: Gently pull out the toner cartridge.

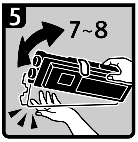


AFT014S

- 4: Hold a new cartridge and shake it 10 or 12 times.

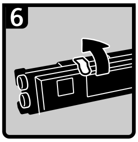
Note

❒ Do not touch the "metal contact point" of the cartridge, or it may be damaged.



AFT015S

- 5: Hold the cartridge as shown and tap it 7-8 times against the palm of your other hand.

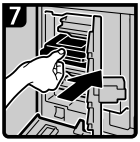


AFT016S

- 6: Carefully remove the tape.

Important

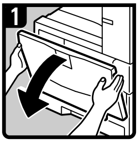
❒ Toner spills if the shutter opens. Take care to keep the shutter closed when removing the tape.



AFT034S

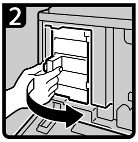
- 7:Insert the cartridge horizontally, and gently push it in completely.

❖ The black toner



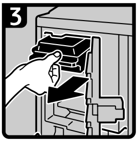
AFT011S

- 1: Open the front cover of the machine.



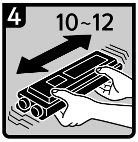
AFT012S

- 2: Pull the lever and open the green cover.



AFT013S

- 3: Gently pull out the toner cartridge.

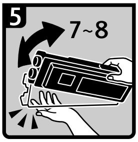


AFT030S

- 4: Hold a new cartridge and shake it 10 or 12 times.

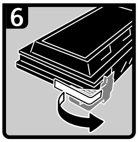
Note

❒ Do not touch the "metal contact point" of the cartridge, or it may be damaged.



AFT031S

- 5: Hold the cartridge as shown and tap it 7-8 times against the palm of your other hand.

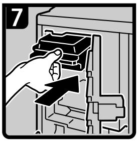


AFT032S

- 6: Carefully remove the tape.

Important

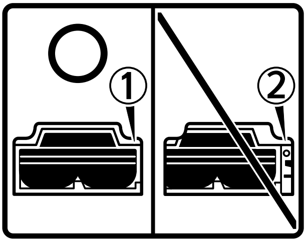
❒ Toner spills if the shutter opens. Take care to keep the shutter closed when removing the tape.



AFT017S

- 7:Insert the cartridge horizontally, and gently push it in completely.

Issues When Installing the Toner Cartridge



AFT018S

Make sure the toner cartridge is not misaligned to the left (②). If it is, carefully lift and move the cartridge to the right so it is located at (①).

Important

❒ If the toner cartridge is misaligned, printing may be affected.

Clearing Misfeeds

⚠ ***CAUTION:***

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

Important

❒ When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings will be lost.

❒ To prevent misfeeds, do not leave any torn scraps of paper inside the machine.

❒ If paper misfeeds occur frequently, contact your service representative.

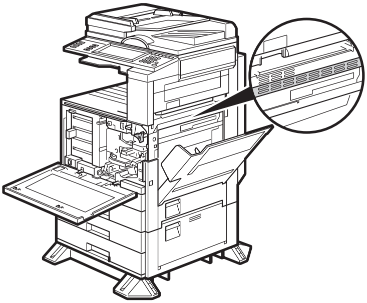
Note

❒ More than one misfed area may be indicated. When this happens, check all the areas indicated. See the following charts:

- A, B, C,D,Y⇒ p.120
- R (500-Sheet Finisher)⇒ p.123

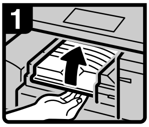
❒ Inside the finisher, or inside the front cover, there is a sticker explaining how to remove misfed paper.

❖ **If paper is stuck to the printer's right side heat roller**

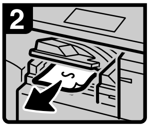


When you open the internal cover of the duplex unit (right side of the machine), you can see the holes in the upper surface of the development unit (the part with the warning label). Normally, from here you will be able to see the orange heat roller. If you can see paper in this area, contact your service representative.

Ⓓ When D is lit



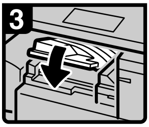
1. Open the front cover of the machine.
2. Open the Bridge unit cover.



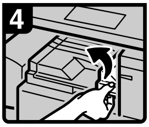
3. Remove the misfed paper.

Note

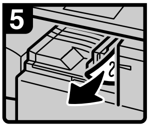
☐ Hold the cover while removing the paper.



4. Close the cover.

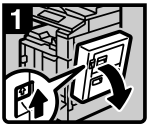


5. If you cannot remove the misfed paper, open the right cover of the Bridge unit.

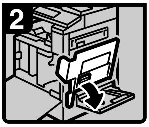


6. Remove the misfed paper.
7. Close the cover.
8. Close the front cover of the machine.

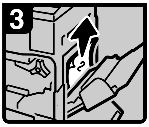
Ⓑ When B is lit



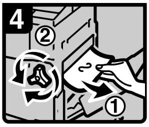
1. Open the Duplex unit and the front cover of the machine.



2. Open the right cover.



3. Remove the misfed paper.

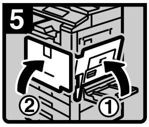


4. To remove the paper from the top feed,slowly turn the blue dial to the left or right and remove the paper.

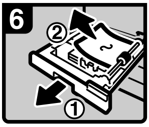
Note

☐ If you cannot see the paper, see the right side of the machine from a lower angle.

☐ If you still cannot remove the paper, contact your service representative.

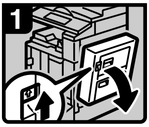


5. Close the right cover.
6. Close the Duplex unit.
7. Close the front cover of the machine.

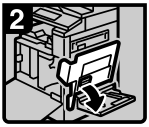


8. If you still cannot remove the paper, pull out the paper tray and see if there is any misfed paper inside.
9. Push in the paper tray.

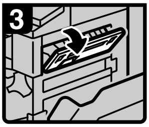
Ⓒ When C is lit



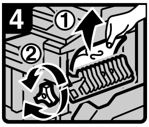
1. Open the Duplex unit and the front cover of the machine.



2. Open the right cover.



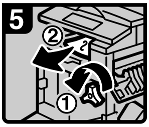
3. Open the upper right cover.



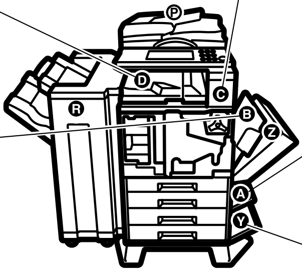
4. Slowly turn the blue dial to the left or right and remove the misfed paper.

Note

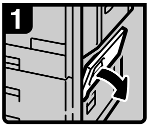
- ☐ If you cannot see the paper, see the right side of the machine from a lower angle.
- ☐ If you still cannot remove the paper, contact your service representative.



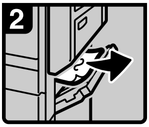
5. If you cannot remove the misfed paper, turn the blue dial to the left and remove the misfed paper from the internal tray.
6. Close the upper right cover, right cover, Duplex unit and front cover of the machine.



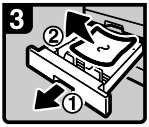
Ⓐ When A is lit



1. Open the upper right cover and the front cover of the machine.

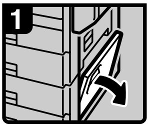


2. Remove the misfed paper.

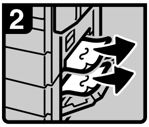


3. If you cannot remove the paper, pull out the paper tray and see if there is any misfed paper inside.
4. Push in the paper tray.

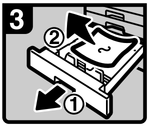
Ⓨ When Y is lit



1. Open the front cover of the machine.
2. Open the right cover.



3. Remove the misfed paper.
4. Close the cover.

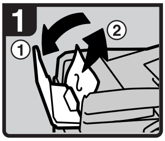


5. If you still cannot remove the paper, pull out the paper tray and see if there is any misfed paper inside.
6. Close the front cover of the machine.

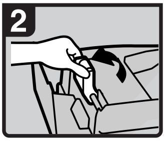
You can make an enlarged copy of this page and stick it on the walls.

AFT005S

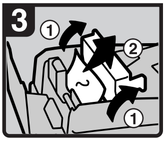
Ⓟ When P is lit



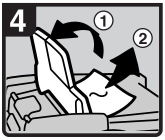
1. Open the cover of the auto document feeder (ADF) and remove the misfed original.



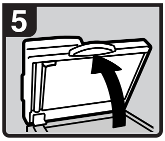
2. Lift the lever.



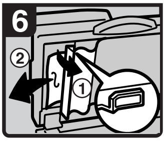
3. Open the cover and remove the misfed original.



4. If you cannot remove the misfed original, open the ADF external cover and remove the misfed original.



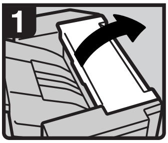
5. Open the auto document feeder (ADF).



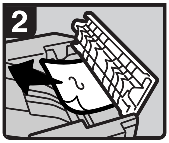
6. Pull the green lever in the upper left corner and remove the misfed original.
7. Close the auto document feeder(ADF).

Ⓡ When R is lit

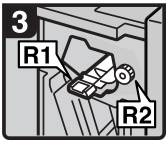
1000-sheet finisher



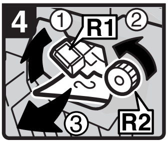
1. Open the upper cover.



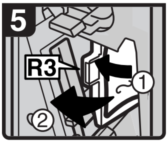
2. Remove the misfed paper.



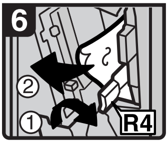
3. Open the front cover.



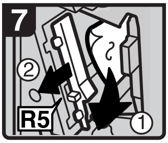
4. Hold up lever R1, turn knob R2 and remove the misfed paper.



5. Open lever R3 to the left and remove the misfed paper.

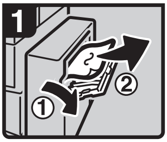


6. Push lever R4 to the right and remove the misfed paper.

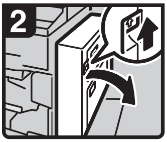


7. Pull lever R5 and remove the misfed paper.
8. Push back lever R5, R4, R3 and R1.
9. Close the front cover of the machine.

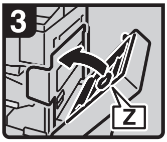
Ⓩ When Z is lit



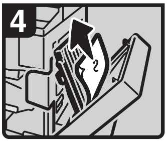
1. Open the Duplex unit cover and remove the misfed paper.



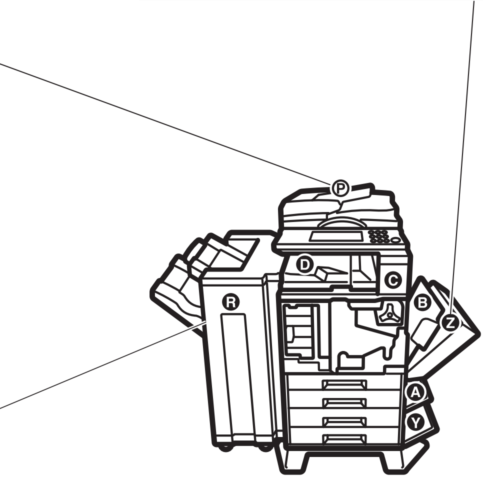
2. Open the Duplex unit and the front cover of the machine.



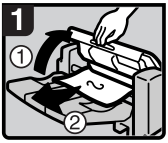
3. Raise the cover Z.



4. Remove the misfed original and close the unit.
5. Close the Duplex unit and the front cover of the machine.



500-sheet finisher



1. Open the upper cover and remove the misfed paper.
2. Close the upper cover.

You can make an enlarged copy of this page and stick it on walls.

AFT006S

Changing the Paper Size

Preparation

Be sure to select the paper size with User Tools and the paper size selector. If you do not, misfeeds might occur. See p.56 “Tray Paper Size: (Tray 1-4)”.

Important

❒ If you wish to change the paper size set in the LCT(optional), contact your service representative.

Note

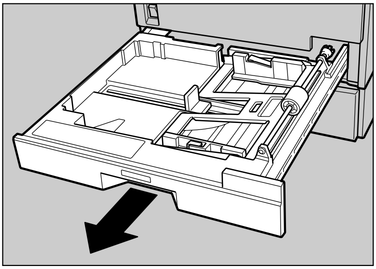
❒ Procedures for changing the paper size differ depending on the tray (paper tray 1, paper tray 2 or the optional paper tray units). Make sure you are following the appropriate procedure before you begin.

Reference

For details about paper sizes and types, see p.165 “Copy Paper”.

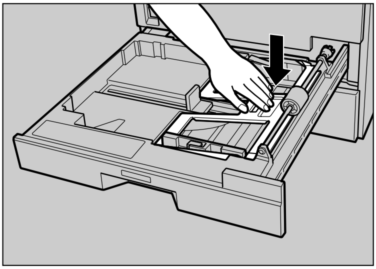
Changing the Paper Size of Tray 1 and 2

1 Make sure the paper tray is not in use. Then, pull out the paper tray slowly until it stops.



ZGJS120E

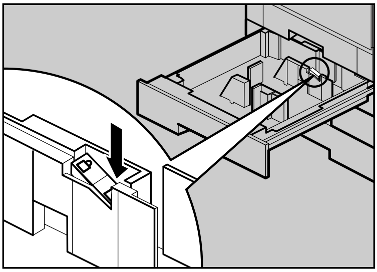
2 Lower the base panel by pushing "Push". When paper is set in the tray, push down on the paper.



ZGJS130E

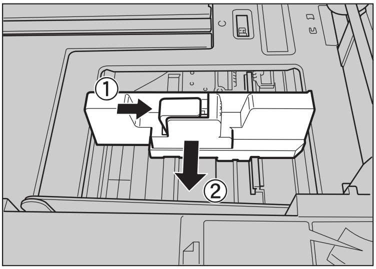
3 If paper is loaded in the tray, remove it.

4 Set the paper guide lock to the “unlocked" position.



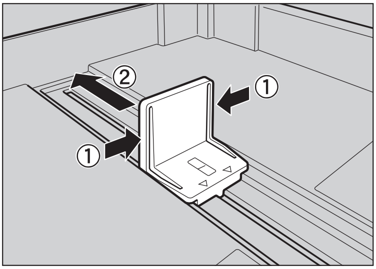
ZJKY280J

5 While pressing the release lever, adjust the side guides to the paper size.



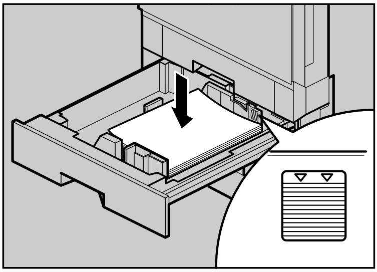
ZGJS210E

6 **Pinching both sides of the end guide (①), move the end guide in the direction of the arrow (②) to open it.**



ZGJS290E

7 **Square the paper, and then load it in the tray with the copying face down.**

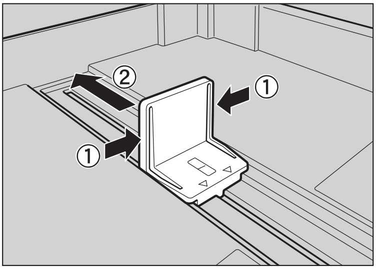


ADL027S

Important

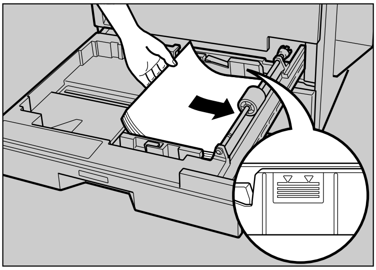
- ❐ Do not stack paper over the limit mark.

8 **Pinching both sides of the end guide (①), move the end guide in the direction of the arrow (②) to open it.**



ZGJS290E

9 **Load paper into the tray with the print side up.**

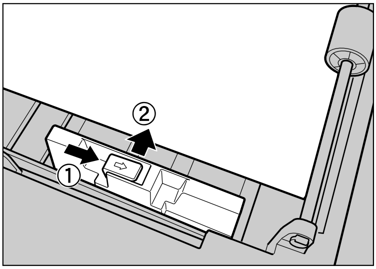


ZGJS140E

Important

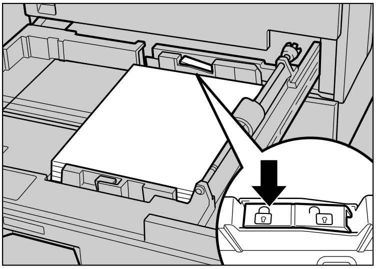
- ❐ Do not stack paper over the limit mark.

10 **Pushing the green lever of the side guide (①), move the side guide toward the paper stack until it stops (②).**



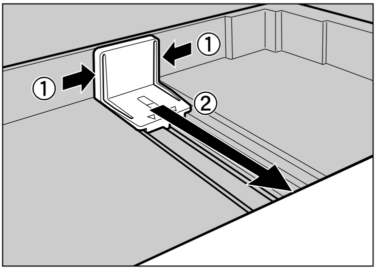
ZGJS310E

11 **Confirm that the paper is fixed in place, and then lock the side guides.**



ZGJS320E

12 Pinching both sides of the end guide (①), move the end guide toward the paper stack until it stops (②).



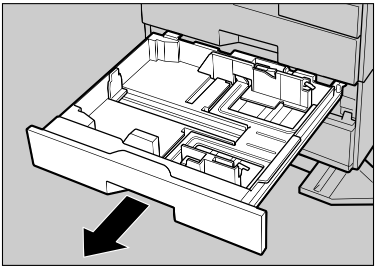
Important

- ❒ Be sure to move the end guide; otherwise, the paper may misfeed.

13 Slide the paper tray into the printer carefully until it stops.

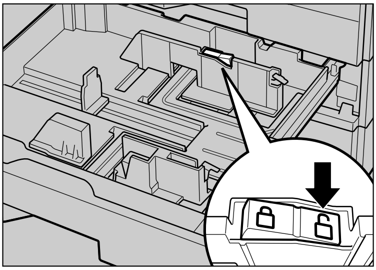
Changing the Paper Size of Tray 3 and 4 (option)

1 Pull out the paper tray slowly until it stops.

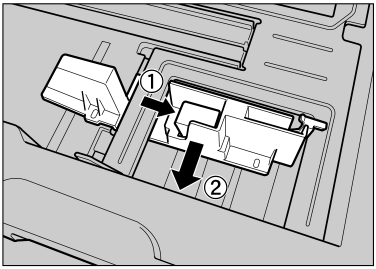


2 When paper is set in the tray, remove them.

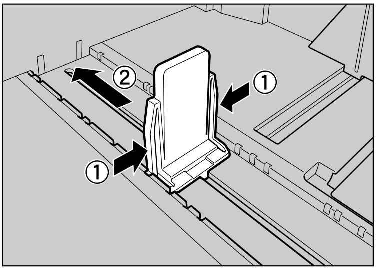
3 Set the paper guide lock to the unlocked" position.



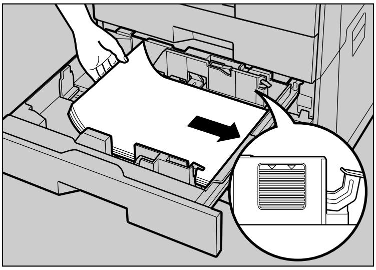
4 Pushing the green lever of the side guide (①), move the side guide toward you to open it (②).



5 Pinching both sides of the end guide (①), move the end guide in the direction of the arrow (②) to open it.



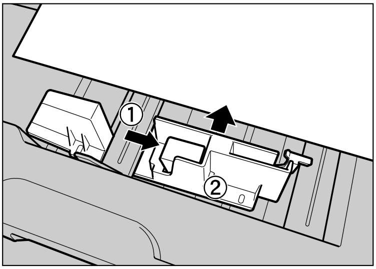
6 **Load paper into the tray with the print side up.**



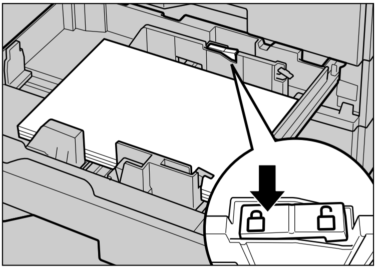
Important

- ❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

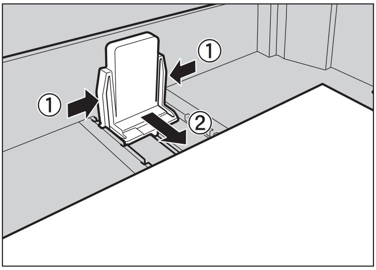
7 **Pushing the green lever of the side guide (①), move the side guide toward the paper stack until it stops (②).**



8 **Confirm that the paper is fixed in place, and then lock the side guides.**



9 **Pinching both sides of the end guide (①), move the end guide toward the paper stack until it stops (②).**



Important

- ❒ Be sure to move the end guide; otherwise, the paper may misfeed.

10 **Slide the paper tray into the printer carefully until it stops.**

If you load a paper size that is not selected automatically

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel.

Following paper sizes that are not selected automatically.

Trays 1 and 2 : A5▭, A6▭, 11"×17"▭, $8^{1}/_{2}$"×14"▭, $8^{1}/_{2}$"×11"▯, $5^{1}/_{2}$"×$8^{1}/_{2}$"▯▭, $7^{1}/_{4}$"×$10^{1}/_{2}$"▯▭, 8"×13"▭, $8^{1}/_{2}$"×13"▭, $8^{1}/_{4}$"×13"▭, 8K▭, 16K▯▭

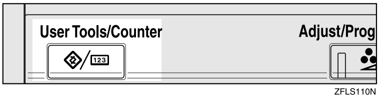
Trays 3 and 4 [*1] : B5 JIS▭, A5▭, $8^{1}/_{2}$"×14"▭, $8^{1}/_{2}$"×11"▭, $5^{1}/_{2}$"×$8^{1}/_{2}$"▯▭, $7^{1}/_{4}$"×$10^{1}/_{2}$"▭, 8"×13"▭, $8^{1}/_{2}$"×13"▭, $8^{1}/_{4}$"×13"▭, 8K▭, 16K▯▭

Tray 3 [*2] : $8^{1}/_{2}$"×11"▯

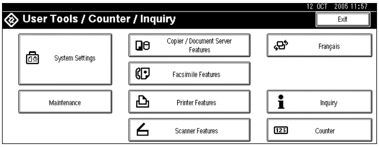
[*1] Paper tray unit (option)

[*2] LCT(option)

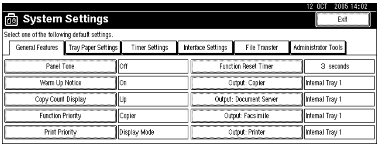
1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog
ZFLS110N

2 **Press [System Settings].**


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

3 **Press [Tray Paper Settings].**

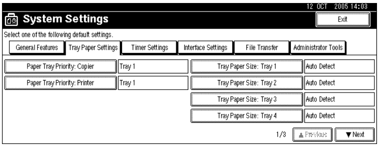

12 OCT 2005 14:02
System Settings
Exit
Select one of the following default settings.
General Features
Tray Paper Settings
Timer Settings
Interface Settings
File Transfer
Administrator Tools

Panel Tone	Off	Function Reset Timer	3 seconds
Warm Up Notice	On	Output: Copier	Internal Tray 1
Copy Count Display	Up	Output: Document Server	Internal Tray 1
Function Priority	Copier	Output: Facsimile	Internal Tray 1
Print Priority	Display Mode	Output: Printer	Internal Tray 1

4 **Select the tray for which you want to change the paper settings.**

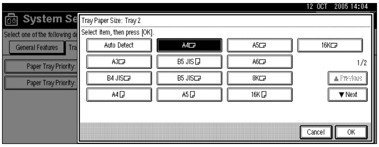
Note

- ❒ Press either of **[Tray Paper Size: Tray 1]** to **[Tray Paper Size: Tray 4]**.

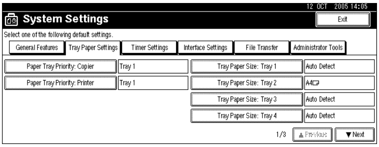

12 OCT 2005 14:03
System Settings
Exit
Select one of the following default settings.
General Features
Tray Paper Settings
Timer Settings
Interface Settings
File Transfer
Administrator Tools
1/3
▲Previous
▼Next

Paper Tray Priority: Copier	Tray 1	Tray Paper Size: Tray 1	Auto Detect
Paper Tray Priority: Printer	Tray 1	Tray Paper Size: Tray 2	Auto Detect
		Tray Paper Size: Tray 3	Auto Detect
		Tray Paper Size: Tray 4	Auto Detect

5 **Select the loaded paper size and feed direction, and then press [OK].**


12 OCT 2005 14:04
System Se
Select one of the following d
General Features
Tra
Paper Tray Priority:
Paper Tray Priority:
Tray Paper Size: Tray 2
Select item, then press [OK].
Auto Detect
A4
A5
16K
A3
B5 JIS
A6
1/2
B4 JIS
B5 JIS
8K
▲Previous
A4
A5
16K
▼Next
Cancel
OK

The set paper size and feed direction is displayed.


12 OCT 2005 14:05
System Settings
Exit
Select one of the following default settings.
General Features
Tray Paper Settings
Timer Settings
Interface Settings
File Transfer
Administrator Tools
1/3
▲Previous
▼Next

Paper Tray Priority: Copier	Tray 1	Tray Paper Size: Tray 1	Auto Detect
Paper Tray Priority: Printer	Tray 1	Tray Paper Size: Tray 2	A4
		Tray Paper Size: Tray 3	Auto Detect
		Tray Paper Size: Tray 4	Auto Detect

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Important

- ❒ If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, repeat step **1** to **4**, and select "Auto Detect" in step **5**. The setting is returned to "Auto Detect".

Adding Staples

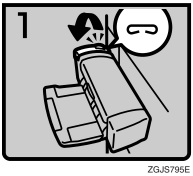
Important

- ❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

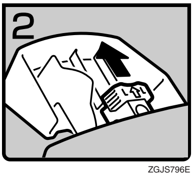
Reference

For the type of finisher, refer to “External Options” ⇒ p.19

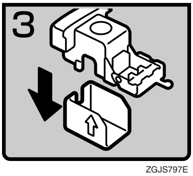
500-Sheet Finisher



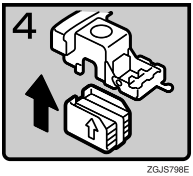
- 1: Open the side cover.



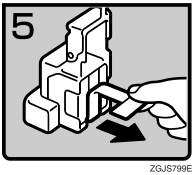
- 2: Remove the cartridge.



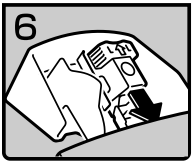
- 3: Take out the empty refill in the direction of the arrow.



- 4: Push in the new refill until it clicks.

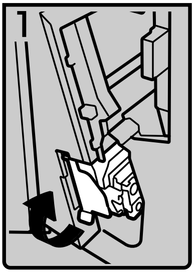


- 5: Pull out the ribbon.

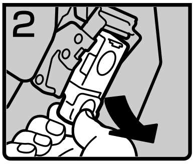


- 6: Reinstall the cartridge.
- 7: Close the side cover.

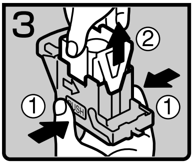
1000-Sheet Finisher



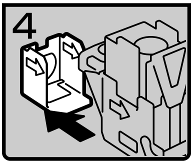
- 1: Open the front cover of the finisher and pull out the staple unit.



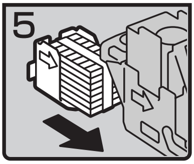
- 2: Hold the green lever and pull out the cartridge gently.


3
②
①
PUSH
①
ZGJS803E

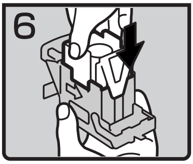
- 3: Hold both sides of the cartridge.
- 4: Pull up the upper unit of the cartridge.



- 5: Take out the empty refill in the direction of the arrow.

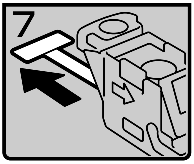


- 6: Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.



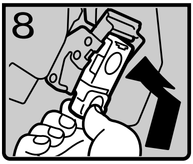
ZGJS806E

- 7: Push down the upper unit into the cartridge gently.



ZGJS807E

- 8: Pull out the ribbon.



ZGJS808E

- 9: Hold the green lever and reinstall the cartridge until it clicks.
- 10: Push back the staple unit and close the front cover of the finisher.

Removing Jammed Staples

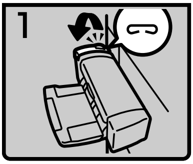
Note

- ❒ Staples might jam because of curled copy paper. In such a case, try turning the copy paper over in the tray. If there is no improvement, change to a copy paper with less curl.
- ❒ When the 500-Sheet Finisher is installed, after removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

Reference

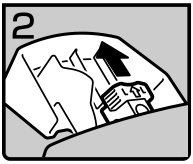
For the type of finisher, refer to “External Options” ⇒ p.19

500-Sheet Finisher



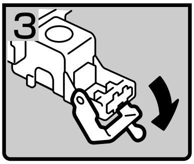
ZGJS795E

- 1: Open the side cover.



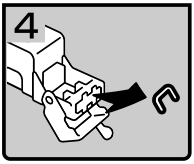
ZGJS796E

- 2: Remove the cartridge.



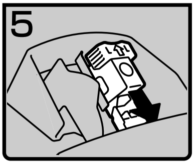
ZGJS810E

- 3: Open the face plate.



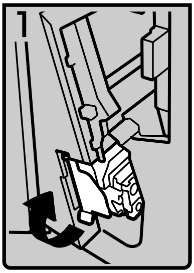
ZGJS811E

- 4: Remove jammed staples.

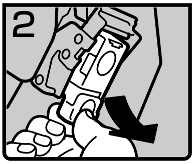


- 5: Reinstall the cartridge.
- 6: Close the side cover.

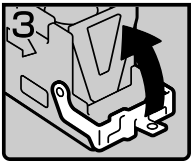
1000-Sheet Finisher



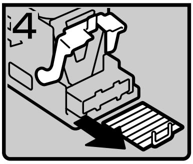
- 1: Open the front cover of the finisher and pull out the staple unit.



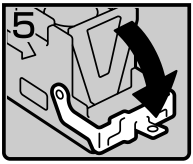
- 2: Hold the green lever and pull out the cartridge gently.



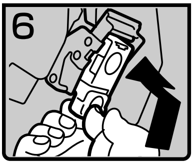
- 3: Open the face plate of the cartridge.



- 4: Remove jammed staples.



- 5: Pull down the face plate of the cartridge until it clicks.



- 6: Hold the green lever and reinstall the cartridge until it clicks.
- 7: Push back the staple unit and close the front cover of the finisher.

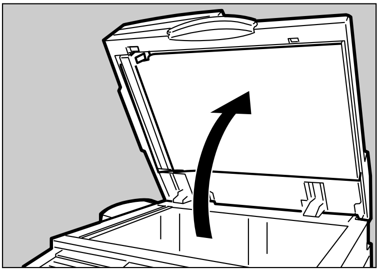
Replacing the Stamp Cartridge

When the stamp becomes lighter, replace the cartridge.

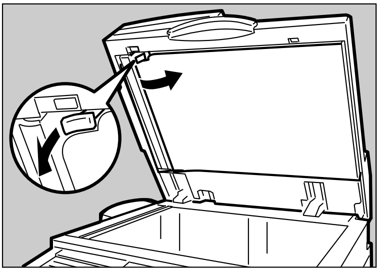
Note

- ❒ This stamp cartridge is used for facsimile and scanner functions.
- ❒ Use the cartridge specified for this machine.
- ❒ Do not add ink to the cartridge by yourself. Neglecting this can cause ink leakage.
- ❒ Be sure not to dirty your fingers with ink from the cartridge.

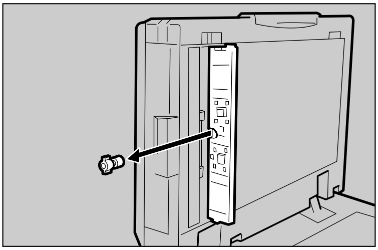
1 Open the ADF unit.



2 Open the stamp cover.

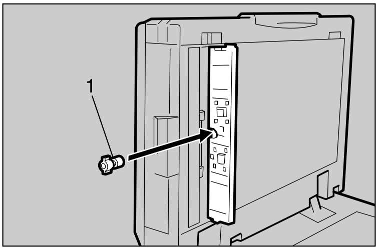


3 Pull out the old stamp cartridge.



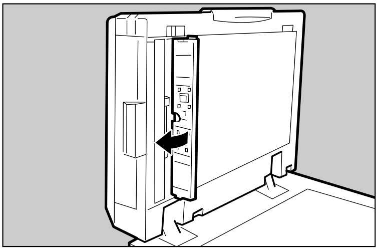
4 Insert the new stamp cartridge.

Insert the cartridge until the metal parts are no longer visible.



1. **New Cartridge**

5 Replace the stamp cover until it clicks.



6 Close the ADF unit.

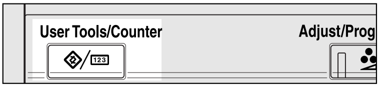
Auto Colour Calibration

If a certain colour is strong or the colour of the copy differs from the original, adjust the yellow, magenta, cyan and black balance.

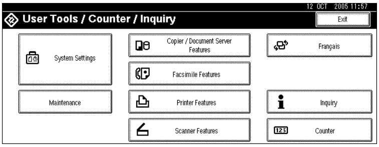
Note

- ❒ If "Toner is almost empty." is shown on the display panel, the test pattern cannot be printed.

1 Press the 【User Tools/Counter】 key.

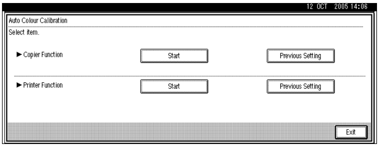

User Tools/Counter
Adjust/Prog
ZFLS110N

2 Press [Maintenance].


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

3 Press [Auto Colour Calibration].

4 Press [Start] on the "Copier Function".


12 OCT 2005 14:06
Auto Colour Calibration
Select item.
► Copier Function
Start
Previous Setting
► Printer Function
Start
Previous Setting
Exit

Note

- ❒ When performing the auto colour calibration from the copy function, press **[Start]** under Copier Function. When performing from the printer function, press **[Start]** under Printer Function.

5 Press [Start Printing] and a test pattern will be printed.

Note

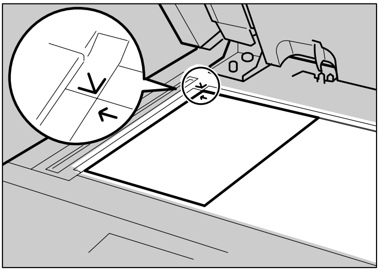
- ❒ When performing the auto colour calibration from the printer function, select test patterns from **[600 × 600 dpi]**, **[1800 × 600 dpi]** and **[1200 × 1200 dpi]** and then press **[Start Printing]**.
- ❒ The test pattern will be printed on an A4▯, 8$^1/_2$"× 11"▯ size page (If A4▯ is not available then A3 ▭, B4 JIS▭ will be used.). Make sure to check the paper set in the paper tray.
- ❒ The counter will not proceed when the test pattern is printed.

6 Place the test pattern on the exposure glass and press [Start Scanning].

The image will be corrected after "`Please wait.`" disappears.

Note

- ❒ The test pattern will not be read if it is set in the ADF.
- ❒ Set the test pattern in the following way:



- ❒ When the ADF is installed, make sure to set the test pattern on the exposure glass, and then 2 or 3 white sheets, same size as the test pattern, above the test pattern.

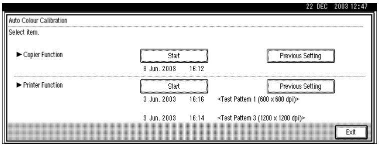
Returning to the previous setting

Note

- ❒ "Previous Setting" means to return to the previous status before any changes.

❶ **Press [Previous Setting] in the "Auto Colour Calibration .**

When returning the auto colour calibration of the copy function, press **[Previous Setting]** of the Copier Function. If returning the auto colour calibration of the printer function, press **[Previous Setting]** of the Printer Function.



22 DEC 2003 12:47
► Copier Function
Start
Previous Setting
► Printer Function
Start
Previous Setting
Exit

Auto Colour Calibration

Select item.

Copier Function: 3 Jun. 2003 16:12

Printer Function: 3 Jun. 2003 16:16 <Test Pattern 1 (600 x 600 dpi)>

3 Jun. 2003 16:14 <Test Pattern 3 (1200 x 1200 dpi)>

❷ **Press [Yes].**

The settings return to the previous contents.

Dos and Don'ts

⚠ ***WARNING:***

- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

❒ Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the hard disk.

❒ Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the display. See p.26 "Turning Off the Power" and p.26 "Turning Off the Main Power".

- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas may become hot.
- After scanning originals continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- Do not turn off the power when the machine is in operation.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move the machine when the power is on.
- If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

Saving Colour Copies

- There is no difference between colour prints and colour copies in terms of fading. However, for long-term storage, make sure to store them in a binder away from direct sunlight.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

Important

❒ Fault may occur if you use toner other than the recommended type.

Reference

To add toner, see p.115 "Adding Toner".

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

Note

❒ Toner cannot be re-used.

Where to Put Your Machine

Machine Environment

Choose your machine's location carefully. Environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ ***CAUTION:***

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

❒ Be careful when moving the machine. Take the following precautions:

  - Turn off the main power. See p.26 "Turning Off the Main Power".
  - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.

- Close all covers and trays, including the front cover and bypass tray.

❒ Move the machine carefully. If you do not, it could result in damage and stored files might be lost.

❒ Do not take off the holding stand.

❒ Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

Power Connection

⚠ ***WARNING:***

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

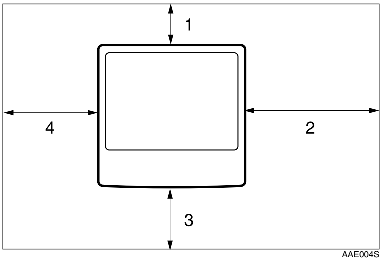
⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters (option) turn off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to the Machine

Place the machine near the power source, providing the clearance areas shown.



1. **Rear: more than 10 cm (4")**
2. **Right: more than 55 cm (21.7")**
3. **Front: more than 75 cm (29.6")**
4. **Left: more than 10 cm (4")**

Note

❒ For the required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover, or ADF is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

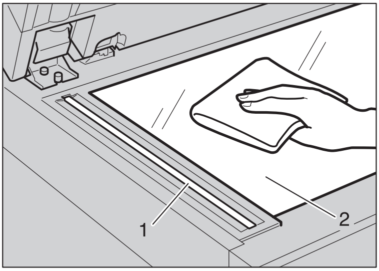
❖ **Cleaning the machine**

Wipe the exposure glass cover and ADF with a soft dry cloth. If stains remain, wipe with a well-wrung wet cloth, and then wipe the water off with a dry cloth. If the stains cannot be removed with water, use a neutral detergent.

Important

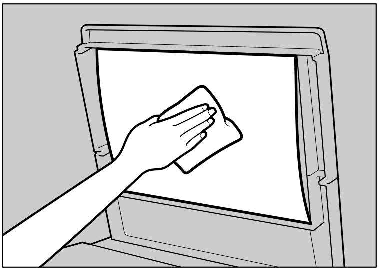
- ❒ Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- ❒ Do not clean parts other than those explicitly specified in this manual. Other parts should be cleaned only by your service representative.

Cleaning the Exposure Glass

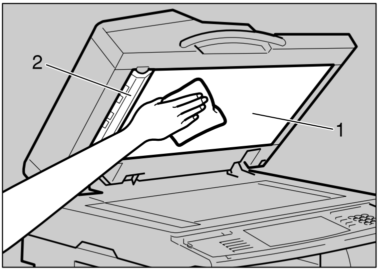


Clean 1 and 2.

Cleaning the Exposure Glass Cover



Cleaning the ADF



Clean 1 and 2.

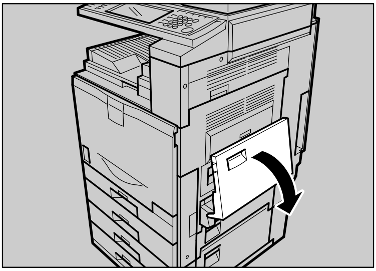
Cleaning the Guide Boards

⚠ CAUTION:

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating "⚠" (means hot surface). Touching "⚠" (means hot surface) could result in a burn.*

1. **Turn off the main power switch.**

2. **Open the Bypass Tray.**

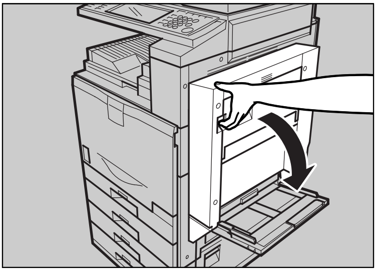


AFS032S

Note

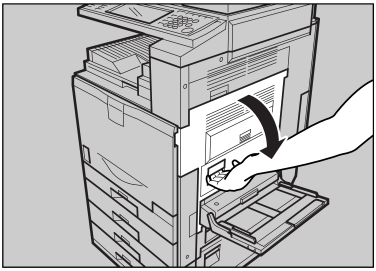
- ❒ Remove the paper on the Bypass Tray to prevent them from falling.

3. **If the Duplex Unit is installed, open it by pushing the catch upwards.**



AFS033S

4. **Open the right cover of the printer by pushing up the handle.**



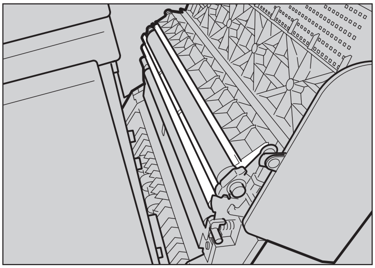
AFS034S

Important

- ❒ Do not touch the inside of the printer as it may cause an injury.

5. **Wipe the guide boards with a dry cloth.**

   The guide boards are installed as shown in the illustration.



AFS037S

Important

- ❒ Do not use alcohol or detergent.

6. **Close the right cover of the printer.**

Note

- ❒ Press "PUSH" to close the cover firmly.

7. **If the Duplex Unit is installed, close it.**

8. **Close the Bypass Tray.**

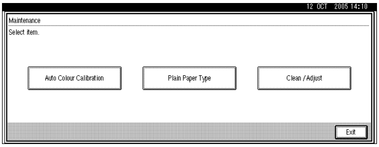
9. **Turn on the main power switch.**

Cleaning and Adjusting Internal Parts

Perform the following procedure when missing colours and lines appear on copies and prints.

1. **Press the 【User Tools/Counter】 key and then [Maintenance].**

2. **Press [Clean / Adjust].**



12 OCT 2005 14:10

Maintenance

Select item.

3. **Press [Yes].**

Note

- ❒ Cleaning may take a while.
- ❒ Do not open the cover or turn off the power while the following display is shown and the machine is cleaning.

4. **The display will return to [Maintenance] automatically when cleaning is finished. Press the 【User Tools/Counter】 key and exit User Tools.**

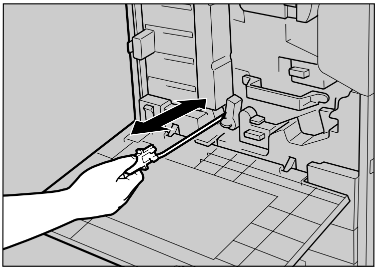
Cleaning the Dustproof Glass

The dustproof glass may require cleaning if white lines appear on the print side of the document.

1. **Turn off the power switch.**

2. **Open the front cover and remove the cleaning brush.**

3. **Slide the cleaning brush with the blue handle in and out, slowly 8 to 10 times.**



Important

- ❒ Do not insert the brush forcefully, or the machine might be damaged.

4. **Return the cleaning brush to its original position.**

5. **Close the front cover of the machine.**

6. **Turn on the power switch.**

Other Functions

To display the **[Inquiry]** settings, the machine must be configured. If you want to display the settings, contact your sales or service representative.

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs or ordering toner. Be sure to contact your service engineer to verify the following:

❖ **Consumables**

- Telephone No. to order
- Toner
- Staple
- TX Stamp Name

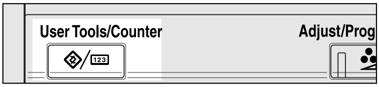
❖ **Machine Maintenance/Repair**

- Telephone No.
- Serial No. of Machine

❖ **Sales Representative**

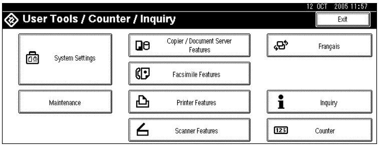
- Telephone No.

1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog

ZFLS110N

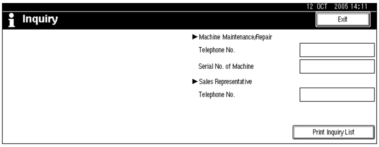
2 **Press [Inquiry].**


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

Inquiry information appears.

Printing inquiry information

❶ **Press [Print Inquiry List].**


12 OCT 2005 14:11
Inquiry
Exit
▶Machine Maintenance/Repair
Telephone No.
Serial No. of Machine
▶Sales Representative
Telephone No.
Print Inquiry List

❷ **Press the 【Start】 key.**

Inquiry information is printed.

3 **Press [Exit].**

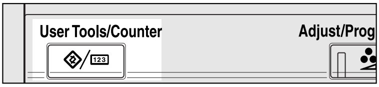
4 **Press [Exit].**

Changing the Display Language

You can change the language used on the display. English is set as default.

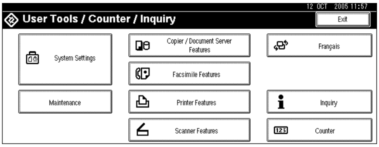
You can configure the machine to display the settings in French. If you want to display the settings in another language, contact your sales or service representative.

1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Adjust/Prog

ZFLS110N

2 **Press [Français].**


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

The language is changed to French.

3 Press [Sortie].

The menu appears in French.

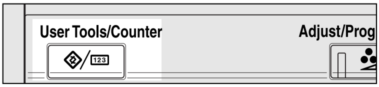
Changing Paper Thickness Settings

Select **[Normal]** or **[Middle Thick/90-105g/m^2]** depending on the type of plain paper.

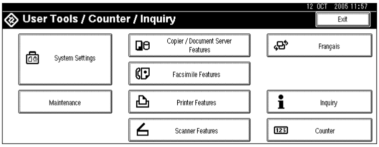
Note

- ❒ Settings will not be cleared even when the **【Clear Modes】** key is pressed or the power is turned off.
- ❒ All paper trays are set to **[Normal]** as default.

1 Press the 【User Tools / Counter】 key.


User Tools/Counter
Adjust/Prog
ZFLS110N

2 Press [Maintenance].


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

3 Press [Plain Paper Type].

4 Select the plain paper type for each tray depending on the paper to be set and press [OK].

Note

- ❒ When printing on paper thicker than 90 g/m^2(24 lb.), select **[Middle Thick/90-105g/m^2]**.

5 Press [Exit].

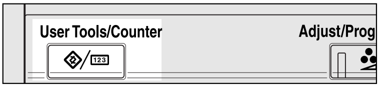
Counter

To display the total counter, the machine must be configured. If you want to display the settings, contact your sales or service representative.

Displaying the Total Counter

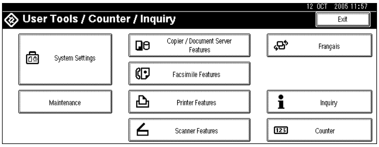
You can display the total counter value used for all functions.

1 Press the 【User Tools/Counter】 key.

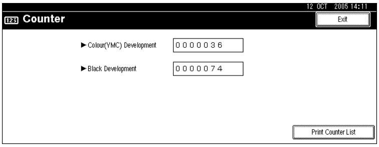

User Tools/Counter
Adjust/Prog

ZFLS110N

2 Press [Counter].


12 OCT 2005 11:57
User Tools / Counter / Inquiry
Exit
System Settings
Copier / Document Server Features
Français
Facsimile Features
Maintenance
Printer Features
Inquiry
Scanner Features
Counter

3 To print a counter list, press [Print Counter List].


12 OCT 2005 14:11
Counter
Exit
Print Counter List

▶ Colour(YMC) Development 0000036

▶ Black Development 0000074

4 Press the 【Start】 key.

A counter list prints out.

8. Entering Text

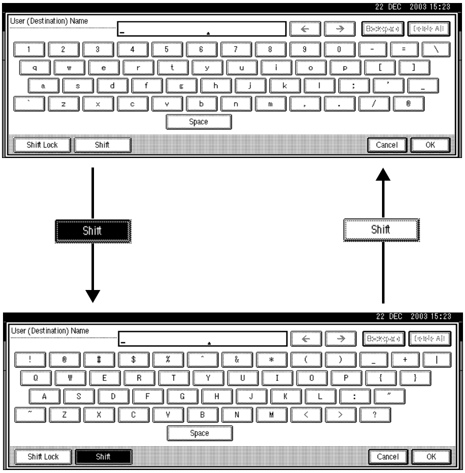
Entering Text

This section describes how to enter characters. When you enter a character, it appears at the position of the cursor. If there is a character already at the cursor position, the entered character appears before it.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys


22 DEC 2003 15:23
User (Destination) Name
Backspace
Delete All
Space
Shift Lock
Shift
Cancel
OK
Shift
Shift

ZHWS030E

Note

❒ When entering uppercase or lowercase letters continuously, use **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

1. **Press [Shift] to switch between uppercase and lowercase.**
2. **Press the letters you want to enter.**

Deleting characters

1. **Press [Backspace] or [Delete All] to delete characters.**

9. Specifications

Mainframe

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC belt

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
2 laser beam & dry electrostatic transfer system

❖ **Development:**
Mono component system

❖ **Fusing:**
Belt fusing system

❖ **Resolution:**
600 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
99 seconds or less (23 °C, 73°F)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3▭, 11" × 17"▭

❖ Copy paper size:

- Trays: A3▭– A6▭, 11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭
- Bypass: A3▭– A6▭, 12" × 18"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭
- Tray 1, 2 (custom size):
  Vertical: 100 – 297mm, 3.94" – 11.69"
  Horizontal: 148 – 432mm, 5.83" – 17.00"
- Bypass (custom size):
  Vertical: 90.0 – 305.0 mm, 3.55" – 12.00"
  Horizontal: 148.0 – 457.2mm, 5.83" – 18.00"
- Duplex: A3▭– A5▯▭, 11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▭ (except, $5^{1}/_{2}$" × $8^{1}/_{2}$" ▯)
- LCT: A4▯, $8^{1}/_{2}$" × 11"▯

❖ Paper weight:

- Tray 1, 2: 64 – 163g/m^2, 17 – 43.6 lb.
- Bypass tray: 64 – 163g/m^2, 17 – 43.6 lb.
- Duplex: 60 – 105 g/m^2, 16 – 28 lb.

❖ Non-reproduction area:

- Leading edge: Less than 4 ± 2mm
- Trailing edge: Less than 2 ± 2mm/1.5mm
- Left edge: Less than 2 ± 2mm
- Right edge: Less than 2 ± 2mm

❖ First copy time:

	Standard mode	**OHP/Thick mode** [*1]	**Auto Colour Select mode** [*1]
Full Colour (4 colours)	18 seconds or less	25 seconds or less	20 seconds or less
Black, Yellow, Magenta, Cyan	7.8 seconds or less	16 seconds or less	9.8 seconds or less

(A4▯, $8^{1}/_{2}$" × 11▯" , when setting an original on the exposure glass and full size copying fed from Tray 1.)

[*1] When you use the bypass tray, it takes a few more seconds.

❖ Copying speed (Full Colour)

	Standard mode	**Thick mode**	**OHP mode**
A4▯	10 copies/minute	4 copies/minute	2 copies/minute
A3▭	5 copies/minute	2 copies/minute	1 copies/minute

(When copying continuously in full size.)

❖ Black, Yellow, Magenta, Cyan

		Standard mode	Thick mode	OHP mode
A4▯	Type 1	24 copies/minute	6.5 copies/minute	3.2 copies/minute
	Type 2	32 copies/minute		
A3▭	Type 1	12 copies/minute	3.2 copies/minute	1.6 copies/minute
	Type 2	16 copies/minute		

(When copying continuously in full size.)

❖ Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in increments of 1%.

❖ Maximum continuous copy run:

100 sheets

❖ Paper capacity:

- Tray 1, 2: 250 sheets (80 g/m^2, 20 lb.)
- Bypass tray: 100 sheets (80 g/m^2, 20 lb.)

❖ Power consumption:

- Mainframe only

	Type 1/Type 2
Warm-up	less than 1.5 kW
Stand-by	less than 200 W
During printing	less than 1.3 kW
Maximum	less than 1.5 kW

- Complete system [*1]

	Type 1/Type 2
Warm-up	less than 1.5 kW
Stand-by	less than 200 W
During printing	less than 1.4 kW
Maximum	less than 1.5 kW

[*1] The Complete System consists of the mainframe, 1000-sheet finisher, duplex unit, internal tray 2, paper tray unit, fax unit, extra G3 interface unit, expansion memory, JBIG function upgrade unit, printer unit, and memory unit.

❖ Dimensions (W × D × H up to exposure glass):

Type1,2 : 550 × 682 × 781 mm, 21.7" × 26.9" × 30.8"

❖ Space for main unit (W × D):

Type 1, 2 : 550 × 682mm, 21.7" × 26.9"

❖ Noise emission [*1] :

Sound power level:

- Mainframe only

	Type 1/Type 2
Stand-by	Less than 40 dB (A)
Copying	Less than 65 dB (A)

- Complete system [*2]

	Type 1/Type 2
Stand-by	Less than 40 dB (A)
Copying	Less than 70 dB (A)

Sound pressure level: [3]

- Mainframe only

	Type 1/Type 2
Stand-by	Less than 27dB(A)
Copying	Less than 52dB(A)

- Complete system [2]

	Type 1/Type 2
Stand-by	Less than 27dB(A)
Copying	Less than 57dB(A)

[1] The above measurements made in accordance with ISO 7779 are actual value.

[2] The Complete System consists of the mainframe, ADF, 1000-sheet finisher, duplex unit, internal tray 2 and paper tray unit.

[3] Measured at the position of the bystander.

❖ Weight:

Types1,2: 85 kg, 187 lb.

❖ HDD:

about 40 GB

- Capacity for Document Server
  about 15 GB
- Capacity for memory sorting
  about 16 GB
- Capacity for others
  about 9 GB

ADF

❖ **Mode:**
ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size originals mode

❖ **Original size:**

- A3▭ – A5▯▭
- 11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭
- Vertical: 105 – 297mm, 4.2" – 11.6"
- Horizontal: 128 – 1,200mm, 5.1" – 47.0"
  (128 – 432mm, 5.1" – 17.0" for Copier and Scanner functions)

❖ **Original weight:**

- 1-sided originals: 40 – 128g/m^2 (11 – 34 lb.)
- 2-sided originals: 52 – 105g/m^2 (14 – 28 lb.) (Duplex)

❖ **Maximum number of originals:**
50 sheets (80g/m^2, 20 lb.) or less than 11mm, 0.43"

❖ **Maximum power consumption:**
Less than 50W (power is supplied from the mainframe)

❖ **Dimensions (W×D×H):**
550 × 470 × 130mm, 21.7" × 18.5" × 5.1"

❖ **Weight:**
Approx. 10 kg, 22.1 lb.

Options

Note

❒ Specifications are subject to change without notice.

500-Sheet Finisher

❖ **Paper size:**

A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 11"▯▭, $8^{1}/_{2}$" × 13"▭, $7^{1}/_{4}$" × $10^{1}/_{2}$"▭, 8K▭, 16K▯

❖ **Paper weight:**

64 – 128g/m^2, 17 – 34 lb.

❖ **Stack capacity:**

- 500 sheets (A4▯▭, $8^{1}/_{2}$" × 11"▯▭ or smaller) (80g/m^2, 20 lb.)
- 250 sheets (B4 JIS▭, 8" × 13"▭ or larger) (80g/m^2, 20 lb.)

❖ **Staple capacity:**

- 30 sheets (80g/m^2, 20 lb.)

❖ **Staple paper size:**

A3▭, B4 JIS▭, A4▯▭, B5 JIS▯, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{2}$" × 11"▯▭, 8K▭, 16K▯

❖ **Staple paper weight:**

64 – 128g/m^2, 17 – 34 lb.

❖ **Staple position:**

1 position (top left)

❖ **Power consumption:**

40W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

350 × 490 × 230mm, 13.8" × 19.3" × 9.1"

❖ **Weight:**

Approx. 10kg, 22.1 lb.

1000-Sheet Finisher

Finisher Proof Tray :

❖ **Paper size:**
A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, B6 JIS▭, A6▭, 12" × 18"▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $10^{1}/_{2}$" × $7^{1}/_{4}$"▯▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{2}$" × 11"▯▭, 8" × 13"▭, $8^{1}/_{4}$" × 13"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭, 8K▭, 16K▯▭

❖ **Paper weight:**
64 – 163g/m^2, 17.0 – 43.6 lb.

❖ **Stack capacity:**

- 250 sheets (A4▯▭, $8^{1}/_{2}$" × 11"▯▭ or smaller) (80g/m^2, 20 lb.)
- 50 sheets (B4 JIS▭, 8" × 13"▭ or larger) (80g/m^2, 20 lb.)

Finisher Shift Tray :

❖ **Paper size:**
A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, $8^{1}/_{2}$" × 11"▯▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $10^{1}/_{2}$" × $7^{1}/_{4}$"▯▭, 8" × 13"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{2}$" × 13"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$" ▯▭, 12" × 18"▭, 8K▭, 16K▯▭

❖ **Paper weight:**
64 – 163g/m^2, 17.0 – 43.6 lb.

❖ **Stack capacity:**

- 1,000 sheets (A4▯▭, $8^{1}/_{2}$" × 11"▯▭ or smaller) (80g/m^2, 20 lb.)
- 500 sheets (B4 JIS▭, 8" × 13"▭ or larger) (80g/m^2, 20 lb.)

❖ **Staple capacity:**

- 50 sheets (A4▯▭, $8^{1}/_{2}$" × 11"▯▭ or smaller) (80g/m^2, 20 lb.)
- 30 sheets (B4 JIS▭, 8" × 13"▭ or larger) (80g/m^2, 20 lb.)

❖ **Staple paper size:**
A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, 12" × 18"▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 11"▯▭, $10^{1}/_{2}$" × $7^{1}/_{4}$"▯▭, 8" × 13"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 13"▭, 8K▭, 16K▯▭

❖ **Staple paper weight:**
64 – 90g/m^2, 17 – 24 lb.

❖ **Staple position:**

- 1 staple – 2 positions (top left, bottom left)
- 2 staples – 2 positions (left)

❖ Power consumption:
Less than 50W (power is supplied from the mainframe)

❖ Dimensions (W × D × H):
527 × 520 × 790mm, 20.7" × 20.5" × 31.1"

❖ Weight:
Approx. 25kg, 55.2 lb.

Bridge Unit

❖ Paper Size:

- Internal tray: A3▭ – A6▭, 12" × 18"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▭
- 500-Sheet Finisher: A3▭ – A5▯, 11" × 17"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▭
- 1000-Sheet Finisher: A3▭ – A5▯▭, 12" × 18"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭

❖ Paper weight:
64 – 163g/m^2, 17.0 – 43.6 lb.

❖ Stack Capacity:
250 sheets

❖ Dimensions:
418 × 446 × 128mm, 16.47" × 17.57" × 50.40"

❖ Weight:
3.3kg, 7.29 lb.

Shift Sort Tray

❖ Paper capacity:
250 sheets (A4▯▭, $8^{1}/_{2}$" × 11"▯▭ or smaller) (80g/m^2, 20 lb.)
125 sheets (B4 JIS▭, 8" × 13"▭ or larger) (80g/m^2, 20 lb.)

❖ Power consumption:
3.6 W (power is supplied from the mainframe)

❖ Dimensions (W × D × H)
430 × 372 × 148 mm, 17" × 15" × 6"

❖ Weight:
Approx. 1.6kg, 3.5 lb.

Duplex Unit

❖ **Paper size:**
A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▭, $7^{1}/_{4}$" × $10^{1}/_{2}$"▭, $8^{1}/_{2}$" × 11"▯▭, 8" × 13"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{4}$" × 13"▭, 11" × 17"▭, 8K▭, 16K▯▭

❖ **Paper weight:**
64 – 105g/m^2, 17 – 28 lb.

❖ **Power consumption (Max):**
35W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
121 × 479 × 510mm, 4.8" × 18.9" × 20.1"

❖ **Weight:**
Approx. 6kg, 13.3 lb.

Internal tray 2 (1 bin tray)

❖ **Number of bins:**
1

❖ **Available paper size:**
A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, B6 JIS▭, A6▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 11"▯▭, $10^{1}/_{2}$" × $7^{1}/_{4}$"▯▭, 8" × 13"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 13"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭, 8K▭, 16K▯▭, $3^{7}/_{8}$" × $7^{1}/_{2}$"▯, $4^{1}/_{8}$" × $9^{1}/_{2}$"▯, C5 Env▯, C6 Env▯, DL Env▯

❖ **Paper capacity:**
125 sheets (80g/m^2, 20 lb.)

❖ **Copy paper weight:**
64 – 105g/m^2 (17 – 28 lb.)

❖ **Maximum power consumption:**
Less than 0.5 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
530 × 435 × 120mm, 20.9" × 17.1" × 4.7"

❖ **Weight:**
Approx. 1.1 kg, 2.5 lb.

Bypass Tray

❖ **Paper size:**

- Standard size: A3▭ – A6▭, 12" × 18"▭ – $5^1/_2$" × $8^1/_2$"▯▭
- Custom size: Vertical (90.0 – 305.0mm, 3.55" – 12.00"), Horizontal (148.0 – 457.2mm, 5.83" – 18.00")

❖ **Copy paper weight:**
64 – 163g/m^2, 17 – 43.6 lb.

❖ **Dimensions (W × D × H):**
310 × 380 × 275mm, 12.4" × 15.2" × 11"

❖ **Paper capacity:**

- 64 – 90g/m^2, 17 – 20 lb: 100 sheets

❖ **Weight:**
Approx. 3kg, 6.6 lb.

Large Capacity Tray (LCT)

❖ **Paper size:**
A4▯, $8^1/_2$" × 11"▯

❖ **Paper weight:**
64 – 105g/m^2, 17 – 28 lb.

❖ **Paper capacity:**
2,000 sheets (80g/m^2, 20 lb.)

❖ **Power consumption**
Maximum. 30 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H, option unit):**
540 × 600 × 270mm, 21.3" × 23.6" × 10.6"

❖ **Weight:**
Approx. 25 kg, 55 lb.

Paper tray unit

❖ **Copy paper weight:**
64 – 128g/m^2 (17 – 34 lb.)

❖ **Available paper size:**
A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{2}$" × 11"▯▭, $8^{1}/_{4}$" × 13"▭, 8" × 13"▭, $7^{1}/_{4}$" × $10^{1}/_{2}$"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭, 8K▭, 16K▯▭

❖ **Maximum power consumption:**
Less than 30 W (power is supplied from the mainframe)

❖ **Paper capacity:**
500 sheets (80g/m^2, 20 lb.) × 2 trays

❖ **Dimensions (W × D × H):**
540 × 600 × 270mm, 21.3" × 23.6" × 10.6"

❖ **Weight:**
Approx. 25 kg, 55.2 lb.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Tray 1, 2	64-105g/m^2 (17-28 lb.)	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯, $8^1/_2$"×11"▭	A4▭, B5 JIS▯▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭	250 sheets
		*1 A5▭, A6▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯, $5^1/_2$"×$8^1/_2$"▯▭, $7^1/_4$"×$10^1/_2$"▯▭, 8"×13"▭, $8^1/_2$"×13"▭, $8^1/_4$"×13"▭, 8K▭, 16K▯▭	*1 A3▭, B4 JIS▭, A4▯, A5▯▭, A6▭, $5^1/_2$"×$8^1/_2$"▯▭, $7^1/_4$"×$10^1/_2$"▯▭, 8"×13"▭, $8^1/_2$"×13"▭, $8^1/_4$"×13"▭, 8K▭, 16K▯▭	
		*2 Custom size Vertical: 100.0-297.0 mm Horizontal: 148.0-432.0 mm	*2 Custom size Vertical: 3.94"-11.69" Horizontal: 5.83"-17.00"	
	Thick paper *8 106-163g/m^2 (28.3-43.6 lb.)	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯, $8^1/_2$"×11"▭	A4▭, B5 JIS▯▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭	50 sheets
		*1 A5▭, A6▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯, $5^1/_2$"×$8^1/_2$"▯▭, $7^1/_4$"×$10^1/_2$"▯▭, 8"×13"▭, $8^1/_2$"×13"▭, $8^1/_4$"×13"▭, 8K▭, 16K▯▭	*1 A3▭, B4 JIS▭, A4▯, A5▯▭, A6▭, $5^1/_2$"×$8^1/_2$"▯▭, $7^1/_4$"×$10^1/_2$"▯▭, 8"×13"▭, $8^1/_2$"×13"▭, $8^1/_4$"×13"▭, 8K▭, 16K▯▭	
		*2 Custom size Vertical: 100.0-297.0 mm Horizontal: 148.0-432.0 mm	*2 Custom size Vertical: 3.94"-11.69" Horizontal: 5.83"-17.00"	
	OHP transparencies *8	A4▯ *1		20 sheets

Tray Type	**Paper Type and Weight**	**Metric Version**	**Inch Version**	**Paper Capacity**
Paper tray unit (option)	64 - 105g/m^2 (17-28 lb.)	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯, A5▯, 11"×17"▭, 8$^1/_2$×11"▯	A3▭, A4▯, 11"×17"▭, 8$^1/_2$"×14"▭, 8$^1/_2$"×11"▯▭, 8$^1/_2$"×5$^1/_2$"▯	500 sheets × 2
		*1 B5 JIS▭, A5▭, 8$^1/_2$"×14"▭, 8$^1/_2$"×11"▭, 5$^1/_2$"×8$^1/_2$"▯▭, 7$^1/_4$"×10$^1/_2$"▭, 8"×13"▭, 8$^1/_2$"×13"▭, 8$^1/_4$"×13"▭, 8K▭, 16K▯▭	*1 B4 JIS▭, A4▭, B5 JIS▯▭, A5▯▭, 5$^1/_2$"×8$^1/_2$"▭, 7$^1/_4$"×10$^1/_2$"▭, 8"×13"▭, 8$^1/_2$"×13"▭, 8$^1/_4$"×13"▭, 8K▭, 16K▯▭	
		*2 Custom size Vertical: 148.0 - 297.0 mm Horizontal: 148.0 - 432.0 mm	*2 Custom size Vertical: 5.83" - 11.69" Horizontal: 5.83" - 17.00"	

Tray Type	**Paper Type and Weight**	**Metric Version**	**Inch Version**	**Paper Capacity**
Bypass Tray (option)	64-105g/m^{2} (17-28 lb.)	A3▭, A4▭, 8" × 13"▭, A5▭	11" × 17"▭, 8$^{1}/_{2}$" × 11"▭, 5$^{1}/_{2}$" × 8$^{1}/_{2}$"▭	100 sheets
		*3 B4 JIS▭, A4▯, B5 JIS▯▭, A5▯, B6 JIS▭, A6▭, 11" × 17"▭, 8$^{1}/_{2}$" × 14"▭, 8$^{1}/_{2}$" × 11"▯▭, 5$^{1}/_{2}$" × 8$^{1}/_{2}$"▯▭, 7$^{1}/_{4}$" × 10$^{1}/_{2}$"▯▭, 8$^{1}/_{2}$"×13"▭, 8$^{1}/_{4}$"×13"▭, 12"×18"▭, 8K▭, 16K▯▭	*3 A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, B6 JIS▭, A6▭, 8$^{1}/_{2}$"×14"▭, 8$^{1}/_{2}$"×11"▯, 8$^{1}/_{2}$" × 5$^{1}/_{2}$"▯, 7$^{1}/_{4}$" × 10$^{1}/_{2}$"▯▭, 8" × 13"▭, 8$^{1}/_{2}$" × 13"▭, 8$^{1}/_{4}$"×13"▭, 12"×18"▭, 8K▭, 16K▯▭	
		*4 Custom size Vertical: 90.0-305.0 mm Horizontal: 148.0-457.2 mm	*4 Custom size Vertical: 3.55"-12.00" Horizontal: 5.83"-18.00"	
	Thick paper *9 106-163g/m^{2} (28.3-43.6 lb.)	A3▭, A4▭, 8" × 13"▭, A5▭	11" × 17"▭, 8$^{1}/_{2}$" × 14"▭, 8$^{1}/_{2}$" × 11"▭, 5$^{1}/_{2}$" × 8$^{1}/_{2}$"▭	30 sheets
		*3 B4 JIS▭, A4▯, B5 JIS▯▭, A5▯, B6 JIS▭, A6▭, 11" × 17"▭, 8$^{1}/_{2}$" × 14"▭, 8$^{1}/_{2}$" × 11"▯▭, 5$^{1}/_{2}$" × 8$^{1}/_{2}$"▯▭, 7$^{1}/_{4}$" × 10$^{1}/_{2}$"▯▭, 8$^{1}/_{2}$"×13"▭, 8$^{1}/_{4}$"×13"▭, 12"×18"▭, 8K▭, 16K▯▭	*3 A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, B6 JIS▭, A6▭, 8$^{1}/_{2}$"×14"▭, 8$^{1}/_{2}$"×11"▯, 8$^{1}/_{2}$" × 5$^{1}/_{2}$"▯, 7$^{1}/_{4}$" × 10$^{1}/_{2}$"▯▭, 8" × 13"▭, 8$^{1}/_{2}$" × 13"▭, 8$^{1}/_{4}$" × 13"▭, 12" × 18"▭, 8K▭, 16K▯▭	
		*4 Custom size Vertical: 90.0-305.0 mm Horizontal: 148.0-457.2 mm	*4 Custom size Vertical: 3.55"-12.00" Horizontal: 5.83"-18.00"	
	Translucent paper *7	A3▭, A4▯▭		50 sheets *5
	OHP transparencies *9	A4▯ *3		50 sheets *5
	Label paper (adhesive labels)	B4▭, A4▯▭		1 sheet
	Envelope *3	3$^{7}/_{8}$" × 7$^{1}/_{2}$"▯, 4$^{1}/_{8}$" × 9$^{1}/_{2}$"▯, C5 Env▯, C6 Env▯, DL Env▯		–
Large Capacity Tray (LCT) (option)	64-105g/m^{2} (17-28 lb.)	A4▯, 8$^{1}/_{2}$" × 11"▯ *6		2000 (1000 + 1000) sheets

[*1] Select the paper size in System Settings. ⇒ p.56 "Tray Paper Size: (Tray 1-4)"

[*2] Specify the paper size. ⇒ p.56 "Tray Paper Size: (Tray 1-4)"

[*3] Place the paper in the bypass tray, and select the paper size. ⇒ "Copying from the Bypass Tray" in *Copy Reference*

[*4] Place the paper in the bypass tray, and specify the paper size. ⇒ "Copying from the Bypass Tray" in *Copy Reference*
With paper longer than 457mm, misfeeds, jams and creasing is more likely. Make sure paper is placed correctly so that it is fed straight.

[*5] It is recommended to place one sheet at a time.

[*6] The paper tray fence is immovable. If you wish to change the size of paper placed in this tray, contact your service representative.

[*7] When loading translucent papers, set the paper direction along its recommendation.

[*8] Select the paper type in System Settings. ⇒ p.57 "Paper Type: Tray 1–4"

[*9] Select the paper type in System Settings. ⇒ p.57 "Paper Type: Bypass tray", "Copying from the Bypass Tray" in *Copy Reference*

Important

❒ If you use damp or curled paper, a misfeed may occur.

Note

❒ When loading paper, make sure the stack height does not exceed the lower limit mark of the paper tray. ⇒ p.112 "📥Loading Paper"

❒ When loading copy paper in the paper tray 1-4 and the large capacity tray (LCT), place the copy side of the paper face up.

❒ When printing on paper less than 90g/m^2(24lb.), select **[Normal]** in the control panel. When printing on paper between 90 to 105g/m^2(24 to 28lb.), select **[Middle Thick/90-105g/m^2]** in the control panel. ⇒ p.148 "Changing Paper Thickness Settings"

❒ When using thick paper, the machine may produce a different sound.

❒ When loading copy paper in the bypass tray, place the copy side of the paper face down.

❒ When you use the bypass tray, it is recommended to set the copy paper direction to ▭.

❒ When you load the OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. When using OHP transparencies with a taped edge, set them so the taped edge is fed last. Set the paper direction to ▯ and select A4▯, $8^{1}/_{2}$"×11"▯ as paper size, ⇒ p.56 "Tray Paper Size: (Tray 1-4)", "Copying from the Bypass Tray" in *Copy Reference*.

❒ When you use OHP transparencies, shuffle them for each use. If you store the sheets in the tray, they may adhere and may cause feeding problems.

❒ If multiple-sheet jams occur, load the paper sheet by sheet.

❒ Envelopes should be fed using the bypass tray.

❖ When copying onto envelopes

- Be sure to set the size of the envelope before copying. For details, see "When Copying onto Envelopes" in the *Copy Reference*.
- If you are printing onto the envelope from the printer driver, set the size of the envelope from the printer driver.

- When you are copying or printing on envelopes, select "Thick Paper" for the paper type.
- The minimum vertical length of envelopes that can be loaded is 140 mm, including opened flap.
- Do not print on both sides.
- Do not stack more than 10 envelopes in the output tray.
- Do not use double-flapped envelopes.
- Do not use envelopes with released tabs attached to the sealed part.
- Some kinds of envelopes might wrinkle or the print quality may be affected, especially on overlaps.
- Load envelopes bottom side first and flaps open.
- Before loading envelopes, flatten opened flaps.

❒ If you load paper of the same size in the same direction in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching.) This saves interrupting a copy run to replenish paper when making a large number of copies.

❒ The paper types you can select in System Settings are only general classifications. The copy quality for every kind of paper in a classification is not guaranteed. See ⇒ p.169 "Non-recommended Paper" for more information.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

❒ To prevent faults, do not use any of the following kinds of paper:

- Papers for inkjet printers
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed-edge paper

❒ Do not copy onto a side that already has copy on, or a fault might occur.

❒ Do not use sheets with copies printed on them by another machine.

Note

❒ To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Torn paper
  - Slippery paper
  - Perforated paper
  - Rough paper
  - Thin paper with little stiffness
  - Paper with a dusty surface

❒ If you copy onto rough grain paper, the image might be blurred.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Avoid storing paper in humid areas (humidity: 70% or less).
  - Store on a flat surface.

❒ Do not store paper vertically.

❒ Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in a vinyl bag.

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MEMO

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

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