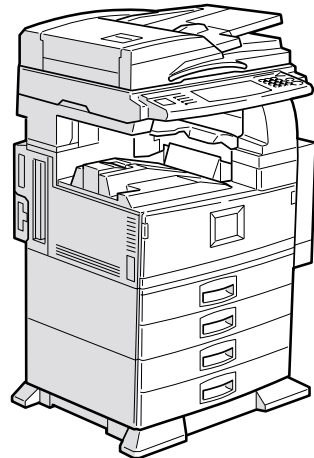2535/2545/2535p/2545p
3502/4502/3502p/4502p
2235/2245/2335/2345
Series

System Settings

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

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

Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diodes, 5-milliwatt, 760-800 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.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment 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, ⇒ P.2 *"Machine Types"*.)

- Type1: 2235, 2535, 2535P, 3502, 3502P
- Type2: 2245, 2545, 2545P, 4502, 4502P

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 inch version.

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

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the "Copy Reference" manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ **means POWER ON.**

⏻ **means STAND BY.**

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Information about Installed Software

expat

Expat(Version 1.1). Copyright 1998, 1999 James Clark. All rights reserved.

- The software installed on this product includes the expat application software Version 1.1 (hereinafter "expat 1.1").

- The product manufacturer has not made any modification to the source code of the expat 1.1.

- The product manufacturer provides warranty and support to the software of the product including the expat 1.1 and the product manufacturer makes Mr. James Clark, the initial developer of the expat 1.1, free from these obligations.

- The expat 1.1 is made available under Mozilla Public License Version 1.1 (hereinafter "MPL 1.1"), and controller software of the product equals the Larger Work as defined in MPL 1.1. The software of this product except the expat 1.1 is licensed to the product manufacturer under separate agreement(s).

- The source code of the expat 1.1 is available at:
  ftp://ftp.jclark.com/pub/xml/expat1_1.zip

- MPL 1.1 is also available at:
  http://www.mozilla.org/MPL/MPL-1.1.html

- Information relating to the expat 1.1 is available at:
  http://www.jclark.com/xml/expat.html

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NetBSD

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A full source code can be found at http://www.netbsd.org/.

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Authors Name List

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ENERGY STAR Program

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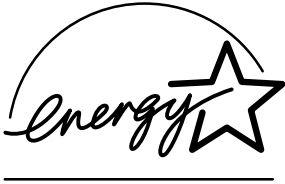
As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

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
  This product automatically lowers its power consumption 1 minutes after the last copying or printing job has been completed. Printing is available in this mode, but if you use the copier, press the 【Energy Saver】 key.
  For how to change the default interval before entering Low Power mode, see "Panel Off Timer" in ⇒ P.41 *"Timer Setting"*.

- Auto Off mode
  To conserve energy, this product automatically turns off 1 minutes after the last copying or printing job has been completed. Printing is available in this mode, but if you use the copier, press the operation switch.
  For how to change the default interval before entering Auto Off mode, see "Auto Off Timer" in ⇒ P.41 *"Timer Setting"*.

- Duplex Priority
  To conserve paper resources, the Duplex function (1-Sided → 2-Sided) is selected preferentially when you turn on the operation switch or the main power switch, press the 【Energy Saver】 key, or the machine resets itself automatically. To change Duplex Priority mode, see "Duplex Mode Priority" in the Copy Reference manual.

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❖ **Specification**

		Copier Only or Copier with printer		Fax, printer and scanner installed	
		Type 1	Type 2	Type 1	Type 2
Low Power mode	Power consumption	115 W	150 W	118 W	153 W
	Default interval	1 minute			
	Recovery time	3 seconds			
Auto Off mode	Power consumption	6 W	6 W	8 W	8 W
	Default interval	1 minute			
	Recovery Time	10 seconds or less	15 seconds or less	10 seconds or less	15 seconds or less

Duplex Priority	1 Sided→2 Sided

Recycled Paper

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

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

🔩Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

📖 Preparation

This symbol indicates the prior knowledge or preparations required before operating.

📝 Note

This symbol indicates precautions for operation or actions to take after misoperation.

💡 Limitation

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

🔍Reference

This symbol indicates a reference.

[   ]

Keys that appear on the machine's display panel.

【   】

Keys built into the machine's control panel.

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TABLE OF CONTENTS

1. Combined Function Operations

2. Configuring the Network

3. User Tools (System Settings)

Manuals for this Machine

This is a multi-functional machine combining copying, facsimile, Printer and Scanner functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures separately for the copying, facsimile, Printer and Scanner functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **When using as a copier**

- Copy Reference
  Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **When using as a facsimile**

- Facsimile Reference (option)
  Describes the operational procedures and functions to use the machine as a facsimile.

❖ **When using as a printer**

- Printer Reference (option)
  Describes the system settings, procedures and functions for using this machine as a printer.

❖ **When using as a scanner**

- Scanner Reference (option)
  Describes the system settings, procedures and functions for using this machine as a scanner.

1

Machine Types

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

	Type 1	Type 2
Copy speed	35 copies/minute (A4⍈, $8^1/_2$" × 11"⍐)	45 copies/minute (A4⍈, $8^1/_2$" × 11"⍐)

2

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/ enlargement or combining several originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.
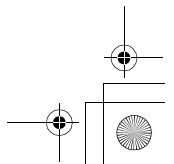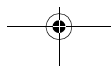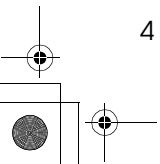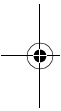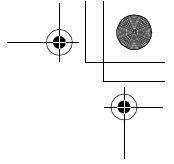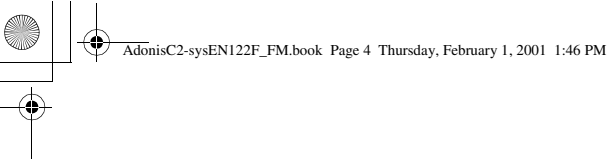
Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used, and more data to be stored.

Printer Mode (Option)

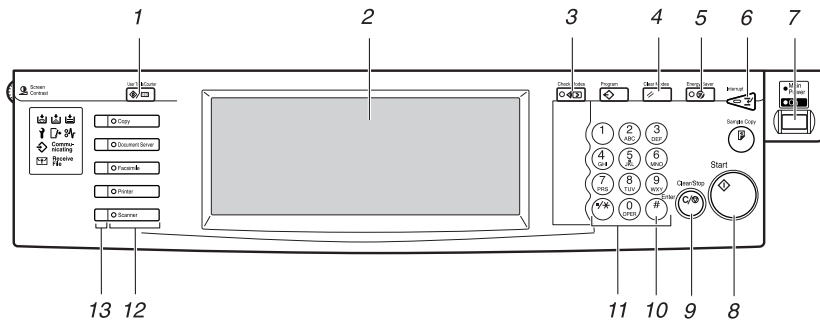Installation of optional expansion memory allows more data to be stored.

Scanner Mode (Option)

You can use this machine as a scanner.

3

4

1. Combined Function Operations

Control Panel

ZDSS100N

1.【**User Tools/Counter**】**key**

- User Tools
  Press to change the default settings and conditions to meet your requirements.

- Counter
  Press to check or print the total number of copies made.
  ⇒ P.29 *"User Tools (System Settings)"*

2. **Display panel**

Shows operation status, error messages, and function menus.

3.【**Check Modes**】**key**

Press to check the enterd copy job settings.

4.【**Clear Modes**】**key**

Press to clear the previously entered copy job settings.

5.【**Energy Saver**】**key**

Press to switch to and from Energy Saver mode.

6.【**Interrupt**】**key**

Press to make interrupt copies during a copy run.

7. **Operation switch**

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

8.【**Start**】**key**

Press to start copying. Use to set Auto Start.

9.【**Clear/Stop**】**key**

- Clear
  Press to delete a number entered.

- Stop
  Press to stop a copy job in progress.

10.【**#**】**key**

Press to enter a value.

11. **Number keys**

Use to enter the desired number of copies and data for selected modes.

12. **Function keys**

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

5

13. **Function Status indicator**

These show the status of the above functions:

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

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Changing Modes

You can use this machine not only as a copier, but optionally as a fax, printer and scanner machine as well. Press the **〖Copy〗**, **〖Document Server〗**, **〖Facsimile〗**, or **〖Printer〗**, **〖Scanner〗** key to use each function.

Copy Mode

Document Server Mode

Facsimile Mode

Printer Mode

Scanner Mode

GDSH071N
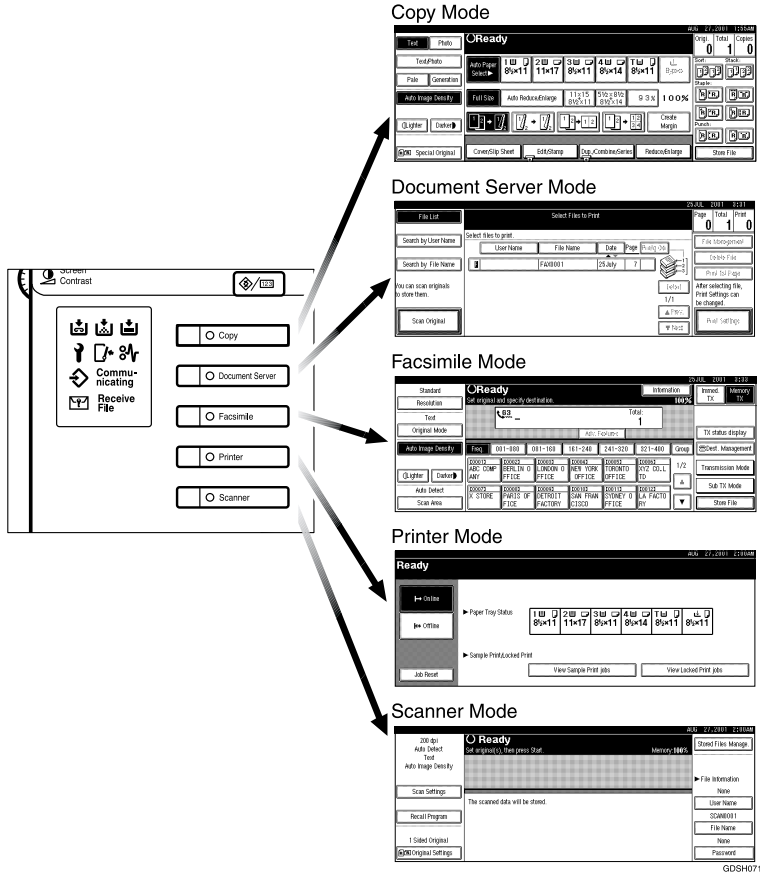
⬇ **Limitation**

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

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During interrupt copying.
- During on hook dialing for fax transmission
- While scanning an original

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Copy Mode

1

You can make basic copies, and enlarge/reduce, combine, or use various other copy functions to make copies. You can also add options to further increase the number of functions. For more details, refer to "Options" in the Copy Reference manual.

Changing to Copy Mode

You can always make a copy when the machine isn't printing or scanning a fax data.

A **Press the 【Copy】 key.**

The copier display appears on the panel display.
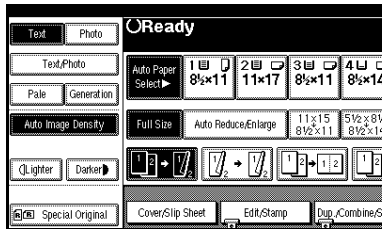
ⓅReference
For details, see the "Copy Reference".

Interrupt copying to make urgently needed copies

You can interrupt the current job to make a copy.

📋 **Preparation**
Machine operations are different depending on the settings "Print Priority"(⇒ P.34 *"General Features $^{1}/_{2}$"*) or "User Code Management" (⇒ P.47 *"Key Operator Tools $^{1}/_{2}$"*) settings.

💡 **Limitation**
❒ You cannot use the interrupt copy function in the following cases:
  • during fax immediate transmission
  • while scanning an original for memory transmission
  • during interrupt copying

A **Press the 【Interrupt】 key.**

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the 【Start】 key after pressing the 【Interrupt】 key. When the current job stops, the interrupt copy display appears on the panel display.

✏ **Note**
❒ When you interrupt a copying job, remove the previous original.

B **Make your copies.**

⚠**Important**
❒ If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

✏ **Note**
❒ While copying, a received fax document is stored in memory and the Receive File indicator is lit.

C **After interrupt copying is completed, remove the original and delivered copies.**

8

D **Press the 【Interrupt】 key again.**

The machine resumes the printing job of the received fax document.

Resuming the interrupted copying job

❶ **Reset the previous original.**

❷ **Press the 【Start】 key.**

The machine resumes the interrupted copy run.

Copying and Multi-accessing

If you want to make copy while using another function, follow the procedure below.

A **Press the 【Interrupt】 key.**

The interrupt display appears on the panel display.

B **Set originals, and then press the 【Start】 key.**

The machine interrupts the job that is printing and starts copying your originals.

C **When copying is complete, remove your originals and the copies.**

D **Press the 【Interrupt】 key again.**

The previous job settings will be restored and the machine will continue from where it left off.

✐ Note

❒ Machine operations are different depending "Print Priority" (⇒ P.34 *"General Features $^1/_2$"*) or "User Code Management" (⇒ P.34 *"General Features $^1/_2$"*) settings.

🔎 Reference

⇒ P.17 *"Multi-Access"*

❖ **When "Print Priority" = "Fax", "Printer", or "Display" (default)**
The machine completes the operation of the function set by Print priority before performing the operation of another function.

♥ Limitation

❒ While the machine is performing two-sided printing in fax mode, you cannot make two-sided copies until the printing ends.

❖ **When "Print Priority" = "Interleave"**
The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

1

9

Combined Function Operations

Document Server Mode

1

You can store files in the document server.

✐ Note
❒ If you want to re-send fax documents, go back to the Facsimile display.
❒ For details about this function and operation refer to the Copy Reference.

Copying by Using the Document Server

You can print out while other documents are printing.

A Press the 【Document Server】 key.

The Document Server display appears on the panel display.

B Select the desired documents, and then press [OK].

✐ Note
❒ You can select output trays for each function if you have optional finishers.

Storing Documents onto the Document Server

Storing Documents in the Document Server

A Set originals.

B Press the 【Document Server】 key.

The Document server display appears on the panel display.

C Press the [Scan Original] key.

D Press the 【Start】 key.

Documents are stored for the copier function.

Storing Documents while Copying

You can copy while storing files.

A Set Originals.

B Press the 【Copy】 key.

The Copier display appears on the panel display.

C Press [Store File], and then press [OK].

Both copy job and store file will be started.

D Press the 【Start】 key.

Storing Documents from the Fax display

You can select to store and transmit documents at the same time or store documents only.

A Set originals.

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B **Press the 【Facsimile】 key.**

The facsimile display appears on the panel display.

C **Press the [Store File] key.**

D **Press [Store&Transmit] or [Store Only], and then press the [OK] key.**

E **If you select [Store&Transmit] and then input dial numbers or if you select [Store Only], go to step F.**

F **Press the 【Start】 key.**

If you press **[Store&Transmit]**, the machine starts storing documents and transmitting them. If you press **[Store Only]**, the machine starts storing documents.

🔎 Reference

For details about this function refer to the "Facsimile Reference".

Storing Documents from Printer

If you want to store files from printer, use this function from the printer driver.

Interrupt the Operating Function and Start Storing

Even if another function is operating, you can use the document server.

Refer to the following procedure.

1

While Copying

A **Press the 【Clear/Stop】 key.**

The copy job will be interrupted.

B **Remove the originals.**

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

The document server display appears on the panel display.

D **Set originals to be stored.**

E **Press the [Scan Original] key.**

The machine starts storing documents.

📝 Note

❒ If you want to go back to the copier function, press 【Copy】.
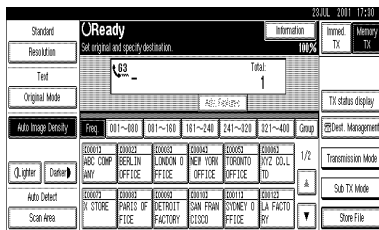
11

Facsimile Mode

1

Changing to Facsimile Mode

You can always use the machine as a facsimile when you are not copying.

A Press the 【Facsimile】 key.

The facsimile display appears on the panel display.

✎ Note

❐ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

⌕ Reference

For details, see the "Facsimile Reference".

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

▤ Preparation

Machine operations are different depending on the settings "Print Priority" (⇒ P.34 *"General Features ¹/₂"*) or "User Code Management" (⇒ P.47 *"Key Operator Tools ¹/₂"*) settings.

⌕ Reference

⇒ P.17 *"Multi-Access"*.

Printing a received fax while copying

❖ When "Print Priority" = "Fax" or "Display" (default)

The machine once interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

❖ When "Print Priority" = "Interleave"

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

❖ Printing a received fax in a hurry

Press the 【Facsimile】 key to switch to the facsimile display. The copying job is interrupted and the machine starts printing the received fax automatically. After printing the fax, press the 【Copy】 key and do the previous job again.

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Sending a Fax

Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

A **Complete the usual operations for sending a fax, then press the 【Start】key.**

Sending a fax while copying

While outputting copy

A **Press the 【Facsimile】key to switch to the facsimile display.**

You can send a fax while copying.

✐ Note

❒ Remove any originals of your copy job.

B **Complete the usual operations for sending a fax, then press the 【Start】key.**

C **After the transmission has finished, press the 【Copy】key.**

D **Reset the copy job originals, then press the 【Start】key.**

The machine resumes the interrupted copy run.

Sending a fax while printing

A **Press the 【Facsimile】key to switch to the fax display.**

Printing is interrupted.

B **Complete the usual operations for sending a fax, then press the 【Start】key.**

After the transmission has finished, printing re-starts.

When Scanning Other Jobs

A **You cannot scan originals to be sent by fax when scanning originals for another job.**
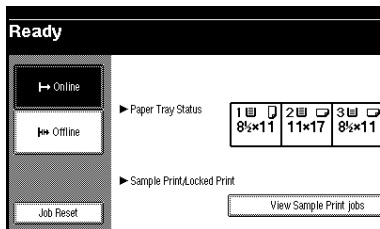
1

13

Printer Mode

1

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to printer mode. However, if you wish to cancel a print job, you need to switch to printer mode.

◢ Press the 【Printer】 key.

The printer display appears on the panel display.

ℳ Reference

For details, see the "Printer Reference".

Printing

The machine can receive print data while another mode is functioning.

◢ Print the job from your computer.

Printing starts.

ℳ Reference

For details, see the "Printer Reference".

14

Scanner Mode

Changing to Scanner Mode

This scanner unit has two scanner functions: "Network TWAIN Scanner" and "Network Delivery Scanner".

$\mathcal{P}$ Reference

To configure the function priority, see the "Scanner Reference".

✦ Limitation

❒ In the following cases, the machine cannot be used as a scanner.

- While scanning originals for copying
- While scanning a fax message for transmission
- During immediate fax transmission
- While scanning an original

Storing Documents in Memory

A **Set originals.**

B **Press the 【Scanner】 key.**

The scanner display appears on the panel display.

C **Press the 【Store File】 key.**

D **The machine prepares to store the document.**

E **Press the 【Start】 key.**

Using the Network TWAIN Scanner

A **Set originals.**

B **Configure the scan options using the computer.**

C **Start the scan.**

$\mathcal{P}$ Reference

For more information, see the "Scanner Reference".

Using the Network Delivery Scanner

A **Set originals.**

B **Press 【Scanner】 key.**

The screen for the scanner mode appears.
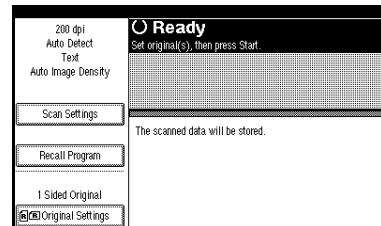
C **Set the scan options, an address and a sender.**

D **Press 【Start】 key.**

$\mathcal{P}$ Reference

For more information, see the "Scanner Reference".

15

1

Interrupting scanning

If you want to scan while copying or faxing, follow the procedure below.

Scanning while copying

Usually, you cannot use this machine as a scanner until it finishes copying.

📖 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ P.34 "*General Features ¹/₂*"

A **Press 【Clear/Stop】 key.**

Copying is interrupted.

B **Remove the originals.**

C **Press 【Reset】 key.**

D **Start the scan.**

📎 **Note**

❒ When the scan is completed, press 【Copy】 key and restart copying.

Scanning while scanning a fax message for memory transmission

Usually, you cannot use the scanner function until scanning a fax message for memory transmission is completed.

📖 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ P.34 "*General Features ¹/₂*"

A **Press 【Clear/Stop】 key.**

The fax message scan is interrupted.

📎 **Note**

❒ While using the quick memory delivery, previously scanned originals will be delivered.

B **Remove the originals.**

C **Start the scan.**

📎 **Note**

❒ When the scan is completed, press 【Facsimile】 key and restart faxing.

Scanning while doing an Immediate Fax Transmission

Usually, you cannot use the scanner function while it is doing an immediate fax transmissions.

📖 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ P.34 "*General Features ¹/₂*".

A **Press 【Clear/Stop】 key.**

The immediate fax transmission is interrupted.

📎 **Note**

❒ Previously scanned originals will be delivered.

B **Remove the originals.**

C **Start the scan.**

📎 **Note**

❒ When the scan is completed, press 【Facsimile】 key and restart faxing.

Scanning while printing

You can scan without interrupting printing.

16

Multi-Access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your 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 saved 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.

Performing multiple functions simultaneously like this is called Multi-accessing.

Note
- ❒ You can choose which mode has the highest priority for performing a print job by using ⇒ "Print Priority" in General Features $^1/_2$. The default mode is shown in the display. ⇒ P.34 *"General Features $^1/_2$"*.
- ❒ When your machine is equipped with the optional external tray, the 1000 sheet finisher, the 2 tray finisher or the print post you can specify the tray used for each function so that completed documents are not mixed. ⇒ "Output" in P.34 *"General Features $^1/_2$"*.

Sample operations

This chart is based on the following conditions:

- When "Print priority" is set to "Interrupt" (⇒ "Print Priority" in P.34 *"General Features $^1/_2$"*)
- For details on operations under other conditions, contact your service representative.

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Combined Function Operations

1

Mode after you select / Mode before you select

Column legend:
1 = Copy: Operations for Copying
2 = Copy: Stapling
3 = Copy: Sort
4 = Interrupt Copying: Operations for Copying
5 = Interrupt Copying: Copying
6 = Facsimile: Transmission Operation/Manual Reception Operation
7 = Facsimile Transmission: Scanning an original for Memory Transmission
8 = Facsimile Transmission: Memory Transmission
9 = Facsimile Transmission: Immediate Transmission
10 = Facsimile Reception: Memory Reception
11 = Facsimile Reception: Printing Received Data
12 = Data Reception
13 = Printer Print: Printing
14 = Printer Print: Stapling
15 = Scanner: Operations for Scanning
16 = Scanner: Scanning
17 = Document Server: Operations for Document Server
18 = Document Server: Scanning a Document to Store in Document Server
19 = Document Server: Printing from Document Server
20 = DeskTopBinder V2 Professional/Lite: Printing from Document Server
21 = DeskTopBinder V2 Professional/Lite: Sending a Facsimile from Document Server

| Mode before you select	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Copy: Operations for Copying	×	×	×	○	○	●	●	○	●	○	○	○	○	○	●	●	●	●	●	○	○
Copy: Stapling	○*1	→*1	→*1	○	○*5	●		○		●	○	○	○	○	→	●	●	●		○*2	○*4
Copy: Sort	○*1	→*1	→*1	○	○	●	●	○	●	○	○	○	○	○	●	●	●	●		○*2	○
Interrupt Copying: Operations for Copying	○	○	○	×	×	×	×	○	×	○	○	○	○	○	×	×	×	×	×	○	○
Interrupt Copying: Copying	○	○	○	×	×	×	×	○	×	○	→	○	→	○	→	×	×	×	×	→	○
Facsimile: Transmission Operation/Manual Reception Operation	●	●	●	○	○	×	×	○	×	○	○	○	○	○	●	●	●	●	●	○	○
Facsimile Transmission: Scanning an original for Memory Transmission	×	×	×	×	×	×	×	○	×	○	○	○	○	○	×	×	×	×	×	○	○
Facsimile Transmission: Memory Transmission	○	○	○	○	○	○	○	○*3	○*3	○*3	○*3	○	○	○	○	○	○	○	○	○	→
Facsimile Transmission: Immediate Transmission	×	×	×	×	×	×	×	○*2	×	○*3	○	○	○	○	×	×	×	×	×	○	→
Facsimile Reception: Memory Reception	○	○	○	○	○	○	○	○*3	○*3	○*3	○*3	○	○	○	○	○	○	○	○	○	→
Facsimile Reception: Printing Received Data	○	○	○	○	○	○	○	○*8	○	○*8	×	○	○	○	○	○	○	○	○	○	→
Data Reception	○	○	○	○	○	○	○	○	○	○	○		→	→	→	○	○	○	○	○	○
Printer Print: Sort Print	○	○	○	○	○	○	○	○	○	○	○		→	→	→	○	○	○	○	○	○
Printer Print: Staplling	○	→	○	○	○*5	○	○	○	○	○	○		○	→	→	○	○	○	○*4	○*4	○
Scanner: Operations for Scanning	●	●	●	○	○	●	●	○	●	○	○	○	○	○	×	×	●	●	●	○	○
Scanner: Scanning	×	×	×	×	×	×	×	○	×	○	○	○	○	○	×	×	×	×	×	○	○
Document Server: Operations for Document Server	●	●	●	○	○	●	●	○	●	○	○	○	○	○	●	●	×	×	×	○	○
Document Server: Scanning a Document to Store in Document Server	●	×	×	○	○	●	×	○	×	○	○	○	○	○	●	×	×	×	×	○	○
Document Server: Printing from Document Server	●	○*4	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○*8	○*8	○*8	○

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Mode before you select		Copy — Operations for Copying	Copy — Stapling	Copy — Sort	Interrupt Copying — Operations for Copying	Interrupt Copying — Copying	Transmission Operation/Manual Reception Operation	Facsimile Transmission — Scanning an original for Memory Transmission	Facsimile Transmission — Memory Transmission	Facsimile Transmission — Immediate Transmission	Facsimile Reception — Memory Reception	Facsimile Reception — Printing Received Data	Printer — Data Reception	Printer Print — Printing	Printer Print — Stapling	Scanner — Operations for Scanning	Scanner — Scanning	Document Server — Operations for Document Server	Document Server — Scanning a Document to Store in Document Server	Document Server — Printing from Document Server	DeskTopBinder V2 Professional/Lite — Printing from Document Server	DeskTopBinder V2 Professional/Lite — Sending a Facsimile from Document Server
DeskTopBinder V2 Professional/Lite	Printing from Document Server	○	○*4	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	→	○
	Sending a Facsimile from Document Server	○	○	○	○	○	○	○	○*3	○*3	○*3	○*3	○	○	○	○	○	○	○	○	○	→

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

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

*3 Simultaneous operations are only available when the machine is equipped with multiple telephone lines.

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

*5 Stapling is not available.

*6 Simultaneous operations become available after you press the **[Next Job]** key.

*7 If you are making stapled copies with paper larger than A4, $8^1/_2" \times 11"$ using the operational 1000 sheet finisher, subsequent operations using the finisher shift tray are suspended until the current job is finished.

*8 If you scan a document during printing, the scanning speed might be slow.

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

❖ Limitation

❒ Simultaneous stapling is not available.

- -

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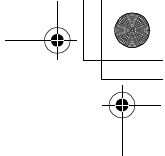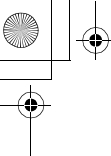
Combined Function Operations

1

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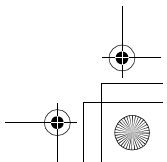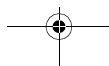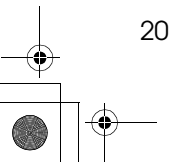
2. Configuring the Network

Configuring the Network

Mode	Network Setting
Distribute received fax documents [*1]	IP Address, Subnet Mask, Gateway Address, Delivery Server IP Address,Fax RX File Transmission, Effective Protocol (TCP/IP)
Scanner (Network Twain Scanner) [*2]	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP)
Scanner (Network Delivery Scanner) [*3]	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), Delivery Server IP Address,Number of Recalls, Recall Interval time
Printer (TCP/IP) [*4]	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Ethernet Speed
Printer (NetWare) [*5]	IP Address, Subnet Mask, Gateway Address,Effective Protocol, NW Frame Type, Ethernet Speed

[*1] The optional Scan Router V2 Lite/Professional is required to use this function. In addition to the network settings, you will also need to specify the settings for "Delivery Server IP Address" and "Fax RX File Transmission" for file transfer.

[*2] You will need to specify the settings for a network TWAIN scanner and network delivery scanner when using the scanner function.

[*3] When you use this function, you need to have an optional network interface board and 32MB of memory, or Scan Router V2 Lite which handled with the printer/scanner unit. If you need to have Scan Router V2 Professional, see the "Printer Reference" or "Scanner Reference".

[*4] Make the necessary settings for your network environment. For details about settings, see the "Printer Reference".

[*5] Configure the TCP/IP when you use pure IP of NetWare 5.

This section describes the basic procedures. For detailed settings values, refer to the Network Settings Items on page 30.

If your network environment has TCP/IP, you can configure the IP address by using the SmartNetMonitor for Admin which handle with printer/scanner unit.

Configuring the Network with the Operation Panel

This section describes the basic procedures. Please set the settings appropriate for the network you are using.

⚙️**Important**

❐ These settings should be set by your systems administrator or after consulting with your systems administrator.

The following table shows the operation panel settings and their default settings. These are included in "TCP/IP Menu" of the "Network" menu.

Setting Name	Value	
IP Address	011.022.033.044	
Subnet Mask	000.000.000.000	
Gateway Address	000.000.000.000	
Access Control	000.000.000.000	
Access Mask	000.000.000.000	
Network Boot	None	
NW Frame Type	Auto Select	
Effective Protocol	TCP/IP	○ [*1]
	NetWare	○ [*1]
	NetBEUI	○ [*1]
	AppleTalk	○ [*1]
Ethernet Speed	Auto	

[*1] ○ means that this protocol is active.

A **Press 【User Tools/Counter】.**
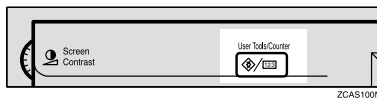
The "User Tools Main Menu" appears.
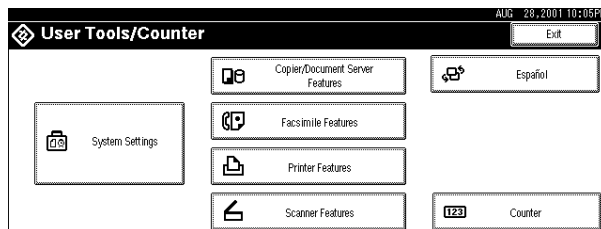
B **Press 【System Settings】.**

C **Press [Interface Settings].**

The following screen appears on the panel display.

2

D **Make sure that the [Network] key is pressed.**

The following screen appears on the panel display.

E **Press [Effective Protocol].**

The following message appears on the panel display.

✎ **Note**

❒ Consult the network administrator for help with these settings.

❒ You must configure IP Address for using TCP/IP protocol. You don't have to configure it if Networkboot is DHCP.

❒ Press **[Invalid]** for protocols that you don't use.

❒ Press **[Effective]** for TCP/IP protocol when you use pure IP of NetWare 5.

♥ **Limitation**

❒ You need to have PostScript 3 module for AppleTalk.

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Configuring the Network

A **Make sure that the [Effective Protocol] key is pressed.**

B **Select [Invalid] or [Effective] for each protocol.**

2
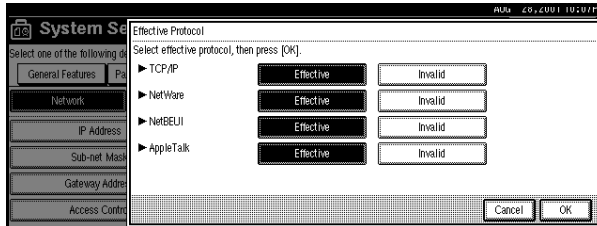
C **Press [OK].**

The following operation will be different, depending on each protocols.

F **If you use TCP/IP, you should assign an IP address.**

A **Make sure that the [Network] key is pressed.**
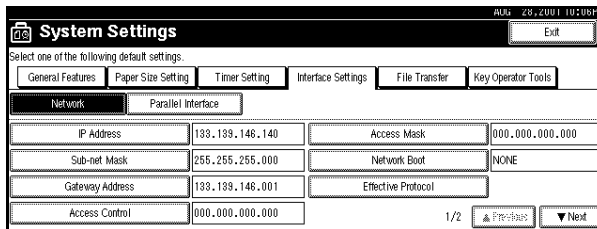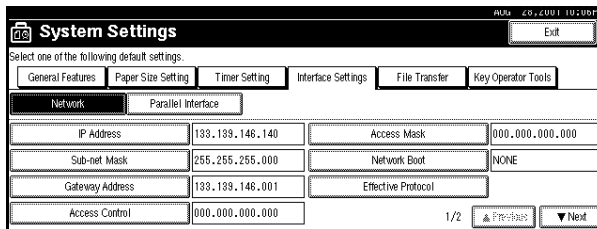
B **Press [IP Address].**

C **Use the number keys to enter the IP address.**

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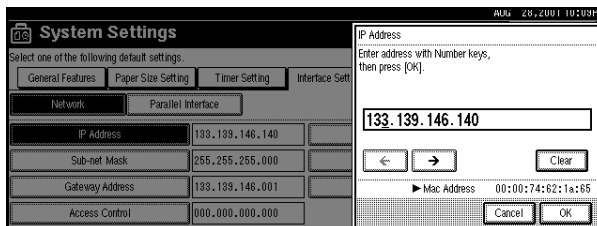
Note

❒ Press **[←]** and **[→]** Keys to move to the next entry field.

❒ If you enter the wrong IP address, press **[Clear]** and re-enter the IP address.

D **Press [OK].**

G **Refer to step** F **if you want to make settings for the following TCP/IP protocols: [Sub-net Mask], [Gateway Address], [Access Control] and [Access Mask].**

H **If you use the DHCP server, press [Network Boot].**

Note

❒ You need to change the settings when you use DHCP.

❒ Use the default IP address.

A **Make sure that the [Network] key is pressed.**

B **Press [Network Boot].**

C **Press [DHCP], and then press [OK].**

25

2

I **Press [▼Next], and then press [NW Frame Type] if you use NetWare.**
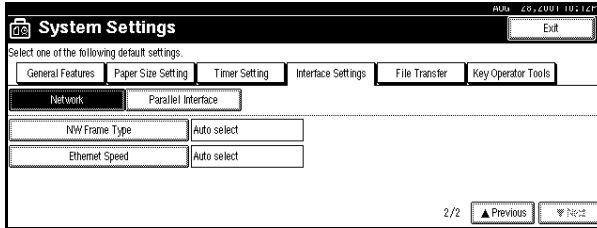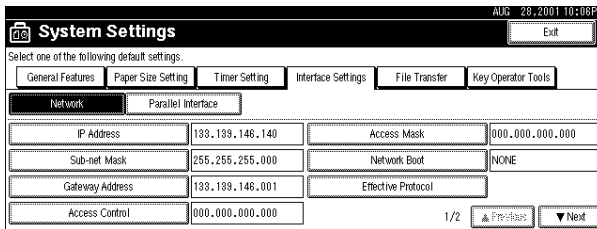

You can select the following frame types:

- Auto select (Default)
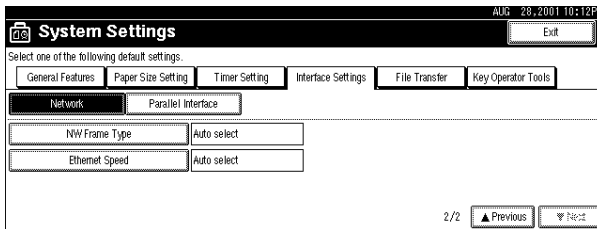- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

✍ Note

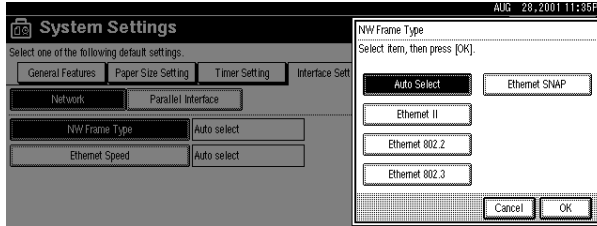❒ Select File server which connection must be same as the frame type.

A **Make sure that the [Network] is selected, and then press [▼Next].**

B **Press [NW Frame Type].**

C **Select the Frame Type, and then press [OK].**

2

J **Press [Exit].**

Returns to the **[User Tools/Counter]** display.

K **Press [List/Test Print] to print out the settings.**

A **Press [Printer Features].**
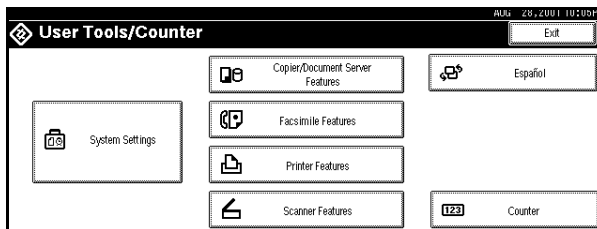
B **Press [List/Test Print].**
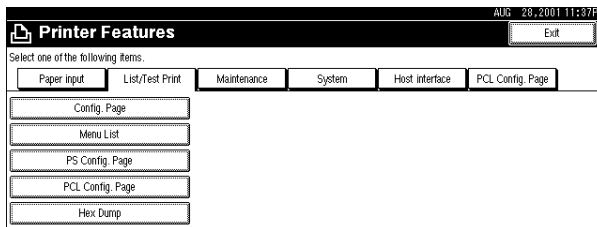
C **Press [Config. Page].**

The configuration Page will be printed.

Reference

For details about List/Test Print refer to the Printer Reference.

Note

❒ Ignore step K if your machine does not have printer or scanner options.

L **Press 【User Tools/Counter】 key.**

Note

❒ The settings become effective and back to display.

27

2

28
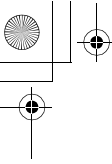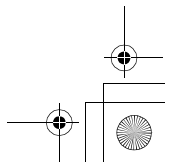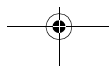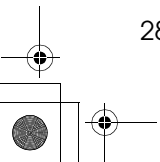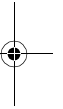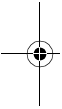
3. User Tools (System Settings)

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

📖 **Preparation**

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

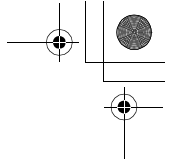Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Energy Saver】 key is pressed.

🔎 **Reference**

For information on the User Tools (Copy/Document Server Features), see the Copy Reference manual.

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

The User Tools Main Menu appears.

ZCAS100N
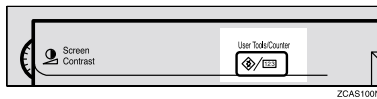
B **Press the [System Settings] key.**

The System Settings menu appears.
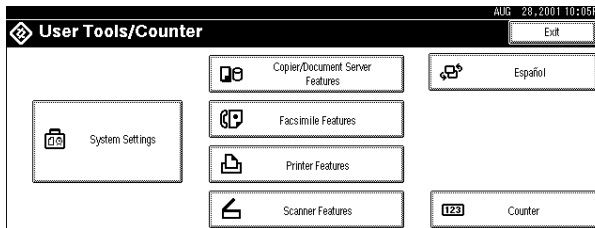
C **Select the desired menu and press the key.**

29
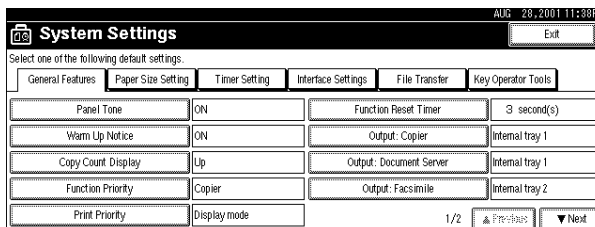
D **Change the settings by following the instructions on the display panel. Then press the [OK] key.**

Note

❒ **[OK]**: Press to set the new settings and return to the previous menu.

❒ **[Cancel]**: Press to return to the previous menu without changing any data.

Exiting from the User Tools

A **After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.**

Changing the User Tools is completed, and the machine is ready for copying.
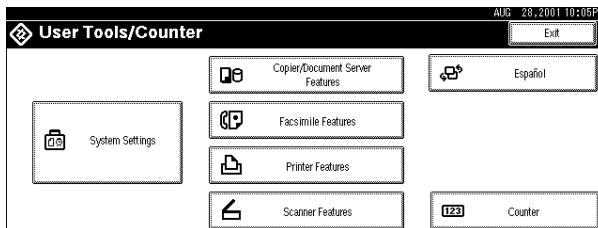
Note

❒ To exit from the change of the machine's default settings and return to Copy mode, press the 【User Tools/Counter】 key.

❒ You can also exit from the User Tools by pressing the 【User Tools/Counter】 key.

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3

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User Tools Menu (System Settings)

3

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3
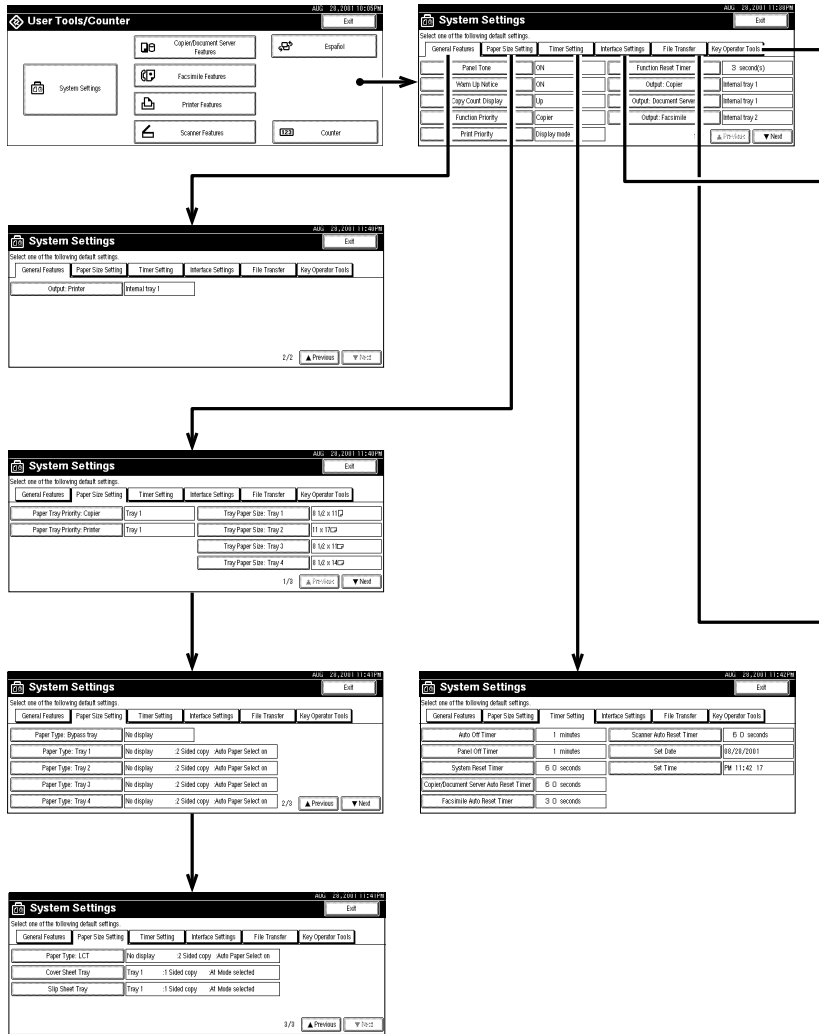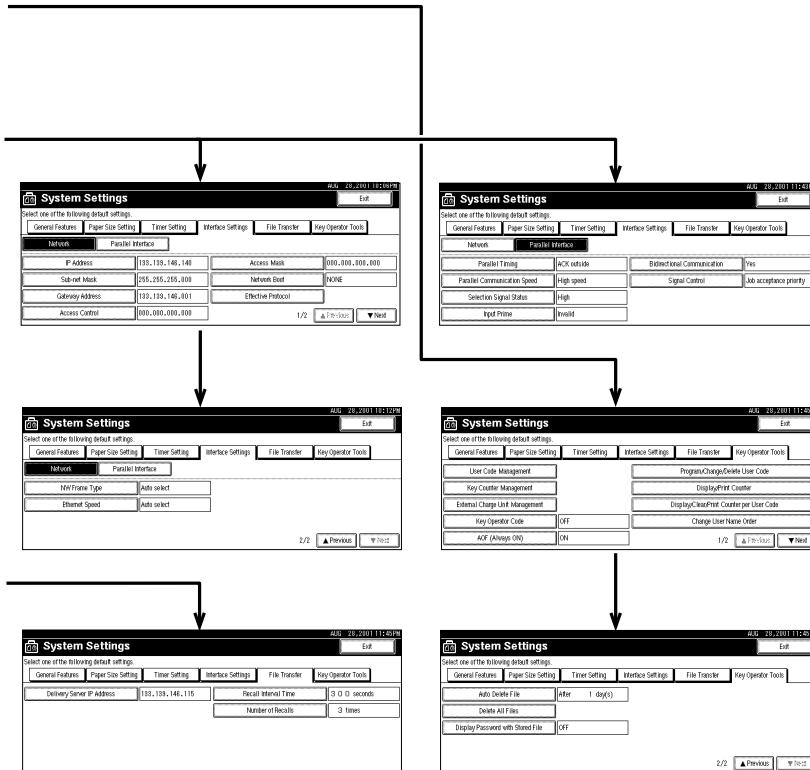
Settings You Can Change with the User Tools

$\mathcal{P}$Reference

For how to access the User Tools, ⇒ P.29 *"Accessing the User Tools (System Settings)"*.

General Features $^1/_2$

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❖ **Panel Tone**
The beeper(key tone)sounds when a key is pressed.

$\mathscr{D}$ Note
❐ Default: *ON*

❖ **Warm Up Notice**
Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

$\mathscr{D}$ Note
❐ If the "Panel Tone"setting is "Off", the beeper does not sound irrespective of the "Warm Up Notice"setting.
❐ Default: *ON*

❖ **Copy Count Display**
The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

$\mathscr{D}$ Note
❐ Default: *Up (count up)*

❖ **Function Priority**
You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

$\mathscr{D}$ Note
❐ Default: *Copier*

❖ **Print Priority**
Set print priority for each mode.
• "Display mode"
  Print priority is given to the mode displayed on the display.
• "Copier"
  Print priority is given to the copy function.
• "Document Server"
  Print priority is given to the Document server.

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- "Facsimile"
Print priority is given to the fax function.
- "Printer"
Print priority is given to the printer function.
- "Interleave"
Prints jobs in the order in which they are initiated regardless of mode/ function. Output from each function might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output tray Prio". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer.

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✐ Note

❒ Default: *Display mode*

𝒫 Reference

⇒ P.17 *"Multi-Access"* or "Output Tray Prio." in ⇒ P.34 *"General Features $^1/_2$"*

❖ **Function Reset Timer**
The length of time the machine waits before changing modes when using the multi-access function. This is useful if you make many copies where you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job. This setting is ignored if "Interleave" is set for "Print Priority".

✐ Note

❒ Default: *Set Time*

❒ When you select "Set Time", enter the time (3~30seconds by 1 second steps) with the number keys.

❒ The default time setting is 3 seconds.

❖ **Output: Copier**

You can specify a tray to which documents are delivered.
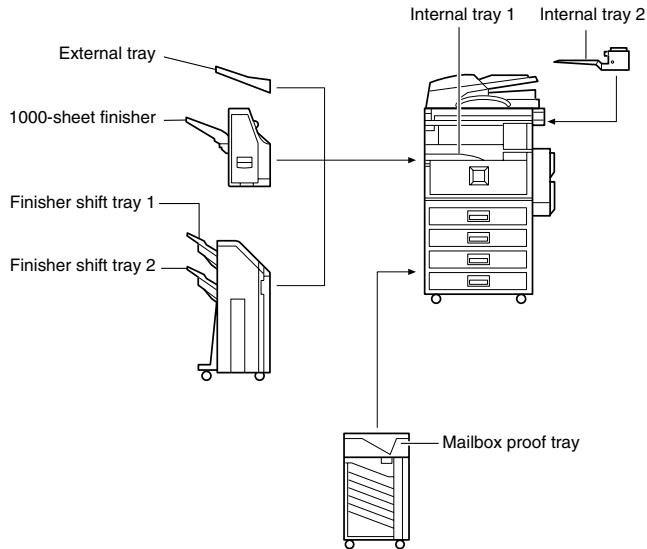
- Internal tray 1
- Internal tray 2
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray

❖ **Output: Document Server**

You can specify a tray to which documents are delivered.

- Internal tray 1
- Internal tray 2
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray

✏ **Note**

❒ For details about output trays refer to ⇒ P.36 *"Output: Copier"*

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❖ **Output: Facsimile**

You can specify a trays to which documents are delivered.

- Internal tray 1
- Internal tray 2
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray

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✐ **Note**

❒ For details about output trays refer to ⇒ P.36 *"Output: Copier"*

General Features ²/₂

❖ **Output: Printer**

You can specify a tray to which documents are delivered.

- Internal tray 1
- Internal tray 2
- External tray
- Finisher shift tray
- Finisher shift tray 1
- Finisher shift tray 2
- Mailbox proof tray
- Mailbox output tray1-9

✐ **Note**

❒ For details about output tray refer to the illustration in ⇒ P.36 *"Output: Copier"*

❖ **Prepare Stapling**

Perform a test staple after replacing staples or removing jammed staples.

✐ **Note**

❒ Press **[OK]** to prepare stapling.

Output tray settings

💡 Limitation

❒ You cannot interrupt a job when 1000–sheet Finisher is stapling jobs using paper larger than $8^1/_2$"×14". However, jobs received by fax will be printed and delivered to Internal tray 1.

❒ If the staple function is selected when using 2 Tray Finisher, the job will be delivered to Finisher shift tray 2 regardless of the setting.

❒ When Print post is installed, even if the output tray selected is an internal tray, paper longer than $8^1/_2$"×14" size is delivered automatically to the following output trays.

Installed option	More than $8^1/_2$"×14" paper
Mailbox proof tray	Mailbox output tray
2 Tray Finisher+Mailbox proof tray	Mailbox output tray Finisher shift tray1

If Mailbox proof tray is installed on your machine and you often use paper larger than $8^1/_2$"× 14", specify an output tray other than internal tray.

Paper Size Settings $^1/_3$

❖ **Paper Tray Priority (Copy/Document Server)**
You can specify the output tray for delivery.

✐ Note
❒ Default: *Internal tray 1*

❖ **Paper Tray Priority (Fax/Printer)**
You can specify the output tray for delivery.

✐ Note
❒ Default: *Internal tray 1*

❖ **Tray Paper Size: (Tray 1–4)**
Select the size of the copy paper set in the paper tray.

🔎 Reference
Copy Reference "Changing the Paper Size".

⚠️ Important
❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

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Note

❒ The tray fence for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.

❒ If the paper size set for the dial in paper tray 1 and 2 is different to the paper size for this setting, the paper size of the dial has priority.

❒ If you load paper in tray 1 or 2 that is not available on the paper size dial, set the dial to "*".

❒ The paper sizes you can set for (Tray1–4) are as follows:

- A3▯, B4▯, A4▯, A4▯, B5▯, B5▯, A5▯
- 11"×17"▯, $8^1/_2$"×14"▯, $8^1/_2$"×11"▯, $8^1/_2$"×11"▯, 8"×13"▯, $8^1/_2$"×13"▯, $8^1/_4$"×13"▯, $8^1/_4$"×14"▯, 11"×14"▯, $7^1/_4$"× $10^1/_2$"▯, 8"×$10^1/_2$"▯, 8"×$10^1/_2$"▯, $5^1/_2$"×$8^1/_2$"▯

❒ Default:

- Internal tray 1: $8^1/_2$"×11"▯
- Internal tray 2: 11"×17"▯
- Internal tray 3: $8^1/_2$"×11"▯
- Internal tray 4: $8^1/_2$"×14"▯

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Paper Size Settings $^2/_3$

❖ **Paper Type (Bypass Tray)**
Sets the display so you can see what type of paper is loaded in the bypass tray.

Note

❒ Default: *No display*

❖ **Paper Type (Tray1–4)**
Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

Note

❒ Default:

- Paper Type: *No display*
- Copying Method: 2 Sided Copy
- Apply Auto Paper Select: Yes

❒ A key mark is displayed next to the paper tray if No is selected.

Limitation

❒ Auto paper select can only be selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

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Paper Size Settings ³/₃

❖ **Paper Type (LCT)**
Sets the display so you can see what type of paper is loaded in the large capacity tray.

🖉 **Note**
❒ Default
- Paper Type: No display
- Copying Method in Duplex: 2 Sided Copy
- Apply Auto Paper Select: Yes

❒ A key mark is displayed next to the paper tray if No is selected.

💡 **Limitation**
❒ Auto paper select is only selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

❖ **Cover Sheet Tray (Copy/Document Server)**

🖉 **Note**
❒ Default:
- Tray to program: NONE

❒ The functions that use the Cover Sheet Tray setting are the front cover function and both covers function.

❒ When Mode Selected is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.

❒ You can only set the Copying Method in Duplex setting when At Mode selected is selected.

❖ **Slip Sheet Tray (Copy/Document Server)**

🖉 **Note**
❒ Default:
- Tray to program: NONE

❒ When you use the Slip Sheet function, you can use the output tray specified in the Slip Sheet Tray setting.

❒ When At Mode selected is selected, the options are only displayed when the cover function or slip sheet function is selected.

🔍 **Reference**
Copy Reference "Cover/Slip Sheet"

Timer Setting

When entering Set Time mode, if a key operator code has already been set, you must enter the code (up to 8 digits). ⇒ P.49 *"User Code"*.

❖ **Auto Off Timer**
The machine turns off automatically to conserve energy after a specified amount of time has past after a job. This function is called "Auto Off". The Time can be set from 10 seconds to 240 minutes.

📝 **Note**
❐ Default: 1 minute
❐ Enter numbers with number keys
❐ Use **[←]** and **[→]** keys to switch between minites and seconds.
❐ Auto off may not work while an error is displayed.

❖ **Panel Off Timer**
Set the amount of time the machine waits before switching the panel off after copying has finished or no operations are performed with the machine.

📝 **Note**
❐ The default setting is the same time interval as Auto Off Timer, so the Panel Off Timer is not used. This setting is only used if the Auto Off Timer setting is set to a longer interval than the Panel Off Timer setting.
❐ The warm up time for making a copy from standby mode is three seconds.
❐ The default setting is 1 minute
❐ Enter a time interval between 10 seconds and 240 minutes with the number keys.
❐ Press the **[←]** or **[→]** keys to move the cursor between minutes and seconds.

❖ **System Reset Timer**
The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or to when clearing an interruputed job. This setting sets the system reset interval.

📝 **Note**
❐ Default: Yes, 60 seconds
❐ The time can be set from 10 to 999 seconds.

❖ **Copier/Document Server Auto Reset Timer**
Set the time interval after which the copy function and document server function are reset.

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✐ **Note**

❐ If No is selected, the machine will not automatically switch the user code entry screen and you will not be able to limit who uses the machine.

❐ Default: Yes, 60 seconds

❐ The time can be set from 10 to 999 seconds.

❖ **Facsimile Auto Reset Timer**

Set the time interval for when the fax function should be reset.

✐ **Note**

❐ Default: 30 seconds

❐ The time can be set from 30-999 seconds.

❖ **Scanner Auto Reset Timer**

Set the time interval for when the scanner function should be reset.

✐ **Note**

❐ If No is selected, the machine will not automatically switch the user code entry screen and you will not be able to limit who uses the machine.

❐ Default: Yes, 60 seconds

❐ The time can be set from 10-999 seconds.

❖ **Set Date**

Set the date for the copier's internal clock.

✐ **Note**

❐ To change among year and month and day, press **[←] [→]** keys.

❖ **Set Time**

Set the date for the copier's internal clock.

✐ **Note**

❐ To change between minutes and seconds, press **[←] [→]** keys.

Interface Settings/Network $^1/_2$—$^2/_2$

❖ **IP Address**

Before using this machine with the network environment you must configure the IP address.

✐ **Note**

❒ Default: *011.022.033.044*

❒ Do not use IP address that has been used for another machine. To get the addresses, contact your network administrator.

❒ Press **[←]** or **[→]** keys to move between each group of three numbers.

❒ Press **[Clear]** if you enter the wrong number.

❖ **Sub-net Mask**

A number used to mathematically "mask" or hide an IP address on the network by eliminating those parts of the address that are alike for all the machine on the network.

✐ **Note**

❒ Default: *000.000.000.000*

❒ Press **[←]** or **[→]** keys to move between each group of three numbers.

❒ Press **[Clear]** if you enter the wrong number.

❖ **Gateway Address**

A gateway is a connection or interchange point that connects two networks. Configure the gateway address for the router or host computer used as a gateway.

✐ **Note**

❒ Default: *000.000.000.000*

❒ To get the addresses, contact your network administrator.

❖ **Access Control and Access Mask**

You can control the client access. Access control and Access mask set to be together.

✐ **Note**

❒ Default: *000.000.000.000*

❒ If you do not want to set any limitation for this machine, use default settings.

❒ Press **[Clear]** if you enter the wrong number.

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❒ If you set access control as192.168.15.16, clients address might be assign as follows:

Address for access mask	Client Address
000.000.000.000	xxx.xxx.xxx.xxx
255.000.000.000	192.xxx.xxx.xxx
255.255.000.000	192.168.xxx.xxx
255.255.255.000	192.168.15.xxx
255.255.255.255	192.168.15.16

❖ **Network Boot**
Select how to set IP address from client.

✎ Note
❒ Default: *NONE*
❒ For details about settings, consult your network administrator.

❖ **Effective Protocol**
Select protocol, using in the network.

✎ Note
❒ Default: *TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk: Effective.*

❖ **NW Frame Type**
Select the frame type when you use NetWare.

✎ Note
❒ Default: *Auto select*

❖ **Ethernet Speed**
Set the access speed for networks.

✎ Note
❒ Default: *Auto select*

🔎 Reference
For more information and settings about networks, see the Printer Reference.

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Interface Settings/Parallel Interface

❖ **Parallel Timing**
Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

Note
❒ Default: *ACK outside*

❖ **Parallel Communication Speed**
Specifies the communication speed for the parallel interface. If the communication speed is set too fast, data transfers may not flow smoothly. If this occurs, change the setting to "Standard".

Note
❒ Default: *High speed*

❖ **Selection Signal Status**
Specifies the level for the select signal setting of the parallel interface.

Note
❒ Default: *High*

❖ **Input Prime**
Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Note
❒ Default: *Invalid*

❖ **Bidirectional Communication**
Specifies the printer's response mode etc., for status request when using the parallel interface. If you experience problems when using other manufacturers printers, set this to "Off". However, if this is set to "Off", asynchronous functions will not work.

Note
❒ Default: *Yes*

❖ **Signal Control**
Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

Note
❒ Default: *Job acceptance priority*

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File Transfer

Be sure to make these settings if you are using ScanRouter V2 Lite/Professional.

Note

❒ The optional ScanRouter V2 Professional is required for distributing received fax documents.

❖ **Delivery Server IP Address**
Specifies the IP address of the ScanRouter V2 Lite delivery server for distributing documents or data from the machine.

Note

❒ Default: *000.000.000.000*

❒ Press **[←]** or **[→]** to move between each group of three numbers.

❒ If you make a mistake, press the "Clear" key and enter the correct number.

❖ **Fax RX File Transmission**

• Setting per Line
Specifies whether or not received fax documents should be sent to the ScanRouter V2 Professional for each of the fax lines.

Note

❒ Default: *G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver*

• Print at Delivery
Specifies whether or not received fax documents that are sent to the ScanRouter V2 Professional should also be printed by the machine at the same time.

Note

❒ Default: *No*

• File to Deliver
Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should sent to the ScanRouter V2 Professional.

Note

❒ Default: *File with Dlvry Code*

• Delivery Failure File (Dlvry Failure File)
If a received fax document cannot be sent to the ScanRouter V2 Professional, the documents is stored in the machine's memory. To print this stored data select "Print File", to delete the data select "Delete File".

Note

❒ If the machine can send data to the ScanRouter V2 Professional, data is sent automatically.

❒ If you delete the data, you will not be able to distribute or print the data.

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❖ **Recall Interval Time**
Specifies the interval the machine waits before resending data or a document, if a data could not be sent to the ScanRouter V2 Professional.

Note
❒ Default: *300 Seconds*
❒ Enter an interval within the range of "60 -999 seconds" (in one second intervals) with the number keys.
❒ This setting is for the Scanner function. The distribution of received fax documents will still be performed.

❖ **Number of Recalls**

Note
❒ Default: *Yes*
❒ Enter a number of times within the range of "1-99" with the number keys.
❒ The default setting is 3 times.
❒ This setting is for the Scanner function. The distribution of received fax documents will still be performed.

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Key Operator Tools $^1/_2$

If an access code has been set, you cannot use the Key Operator Tools unless you enter the access code (max. 8 digits). ⇒ P.48 *"Key Operator Code"*

Reference
For details about user codes, ⇒ P.49 *"User Code"*

❖ **User Code Management**
Allows you to control who uses the machine by setting user codes for users.

Note
❒ Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*
❒ By using "Auto Registration" for the printer you can keep a print log for each user code entered from the driver.

❖ **Key Counter Management**
Use the key counter to specify whether users are limited or not.

Note
❒ Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

User Tools (System Settings)

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❖ **Key Operator Code**
This specifies whether or not to use passwords (max. 8 digits) to control use of the "Timer Setting" or "Key Operator Tools" settings for the access codes.

Note
❒ Default: *OFF*
❒ If you select "ON", enter the access code (max. 8 digits) with the number keys, then select "Partial" or "All Initial Settings" to set the access limit.

• If you selected "Partial"
An access code is only required for the "Timer Setting" and "Key Operator Tools" initial settings and for "Key Operator Tools" for the fax initial settings. "MENU PROTECT" will be set for "CHANGE/CONTROL" in the printer initial settings.

• If you selected "All Initial Settings"
An access code will be required to access all the items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.

❒ If you select "All Initial Settings", you will need to enter the access code to access the Key Operator Code screen.

❖ **AOF (Always ON)**
Makes the Auto Off Timer setting active. Leave this set to "ON".

Note
❒ Default: *ON*

❖ **Program/Change/Delete User Code**
Adds, changes or deletes user codes (max 8 digits).

Note
❒ You can register up to 100 user codes. If you add the optional extension module, you can register up to 500 user codes.
❒ You can also register user codes from the SmartNetMonitor for Admin (printer option required).
❒ Even if you change the user codes, the counter values are not cleared.
❒ If you clear a user codes, the counter values associated with it are also automatically cleared.

• **[Program/Change]**
This registers new user codes, and changes the functions that can be used with user codes and user names.

• **[Delete]**
Deletes a user code.

• **[Delete All]**
Deletes all the user codes.

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❖ **Display/Print Counter**

Allows you to view and print the various counters.

- Display/Print Counter
  Displays counters for each functions (Total, Copier, Facsimile, Printer).

- Print Counter List

  A If you want to print Counter List, press **[Print Counter List]**, and then press start.

  ✐ **Note**

  ❒ If you do not want to print, then press **[Cancel]**.

  B Press **[Exit]**

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

Allows you to view and print the various counters accessed with user codes, and to set the values to 0.

⚠ **Important**

❒ If you use the "Delete All" for the user codes, the user code names (Fax function), counter values, and communication settings will also be deleted. Be sure to print the list of these settings before pressing the "OK" key.

✐ **Note**

❒ Press **[▲] [▼]** keys to show all counters.

- Print Counter per User Code
  Prints the counter values for each of the user codes.

- Clear Counter per User Code
  Sets the counter value for each of the user codes to 0.

❖ **Change User Name Order**

Changes the order of the registered user codes.

✐ **Note**

❒ You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from "PLANNING" to "DAILY".

❒ Select the user code you want to move and press the **[←]**, **[↑]**, **[↓]**, **[→]** keys to change its position. To move it to the end, press "To End".

User Code

By registering user codes you can control which users can use which functions, and check their use of a function.

❖ **Copier**

Limits the users who can use the Copy function and manages the use of each user code.

❖ **Document Server**

Limits the users who can use the Document Server function and manages the use of each user code.

❖ **Facsimile**

Limits the users who can use the Fax function and manages the use of each user code.

❖ **Printer**

Limits the users who can use the Printer function and manages the use of each user code.

❖ **Scanner**

Limits the users who can use the Scanner function and manages the use of each user code.

⚡**Important**

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

To Register the New User Code

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

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

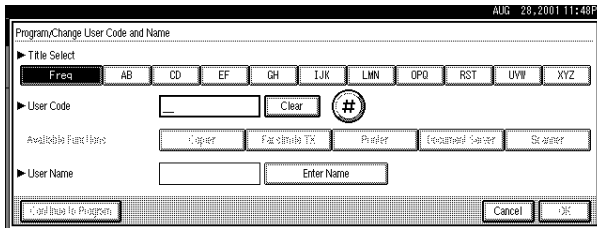D **Press the [Program/Change/Delete User Code] key.**

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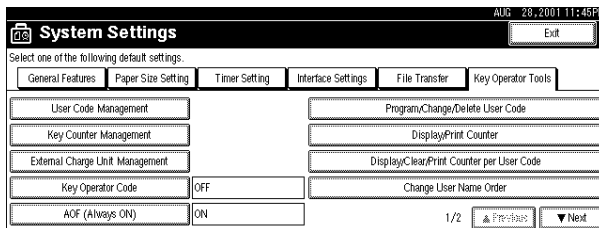
E **Press [New Program] key.**
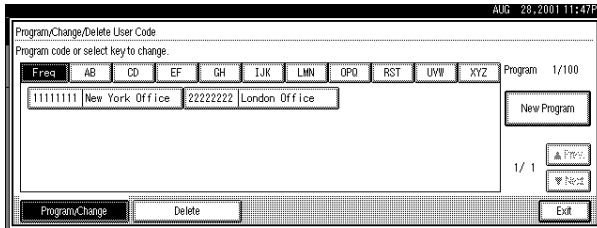
F **Press the key for the classification you want to use from "Title Select".**

✎ Note

❒ The keys you can select are as follows.

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

❒ You can only select one page for "Title Select".

G **Enter the user code (8 digits max), then press the [#] key.**
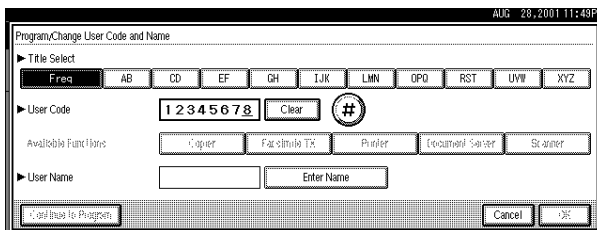
✎ Note

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

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

```
                                                              AUG  28,2001 11:49PM
Program/Change User Code and Name
► Title Select
   Freq      AB     CD     EF     GH     IJK     LMN     OPQ     RST     UVW     XYZ
► User Code        1 2 3 4 5 6 7 8   Clear      #
  Available Functions     Copier    Facsimile TX    Printer    Document Server    Scanner
► User Name                            Enter Name
   Continue to Program                                          Cancel      OK
```

Note

❒ The functions that can selected are as follows.

 • **[Copier]**, **[Facsimile TX]**, **[Printer]**, **[Document Server]**, **[Scanner]**

❒ Select "Yes" for each function of the user code. ⇒ P.47 *"User Code Management"*

I **Press [Enter Name], then enter the name for the user code.**

```
                                                              AUG  28,2001 11:53PM
Program/Change User Code and Name
► Title Select
   Freq      AB     CD     EF     GH     IJK     LMN     OPQ     RST     UVW     XYZ
► User Code        1 2 3 4 5 6 7 8   Clear      #
  Available Functions     Copier    Facsimile TX    Printer    Document Server    Scanner
► User Name                            Enter Name
   Continue to Program                                          Cancel      OK
```

Note

❒ For details on how to enter the name for the user code, see "Entering text" on ⇒ P.66 *"Entering Text"*.

❒ This can be used to attach the user name to documents in the document server. You do not need to enter a user code for this. → Functions, Document Server, in the Copy Reference manual.

J **To continue registering user codes, press [Continue to Program], and then repeat the procedures from step F.**

```
                                                              AUG  28,2001 11:57PM
Program/Change User Code and Name
► Title Select
   Freq      AB     CD     EF     GH     IJK     LMN     OPQ     RST     UVW     XYZ
► User Code        1 2 3 4 5 6 7 8   Clear      #
  Available Functions     Copier    Facsimile TX    Printer    Document Server    Scanner
► User Name       Office 3             Enter Name
   Continue to Program                                          Cancel      OK
```
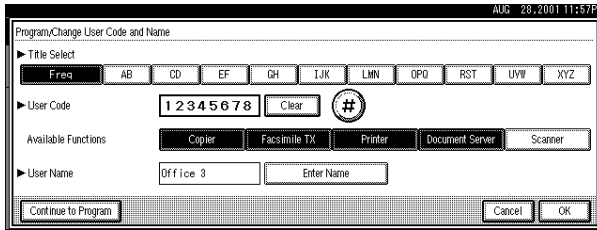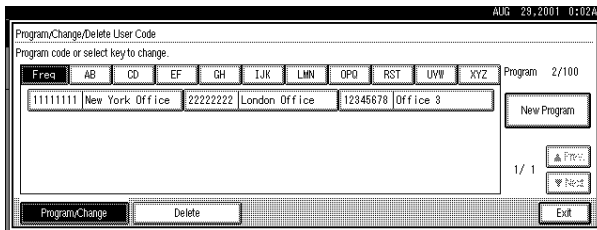
52

⓫ Press the [OK] key.

AUG 28.2001 11:57PM

| Program/Change User Code and Name |
| ► Title Select |
Freq	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ
► User Code	1 2 3 4 5 6 7 8	Clear	#
Available Functions	Copier	Facsimile TX	Printer	Document Server	Scanner
► User Name	Office 3	Enter Name
Continue to Program	Cancel	OK

⓬ Press the [Exit] key.

3

The display returns to the initial settings screen.

AUG 29.2001 0:02AM

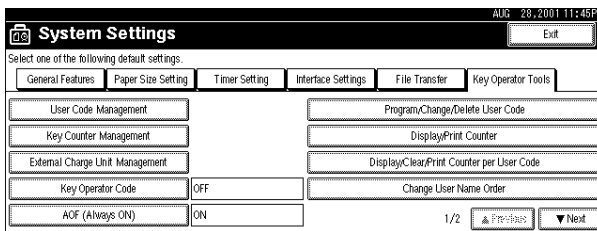| Program/Change/Delete User Code |
| Program code or select key to change. |
Freq	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Program 2/100
11111111 New York Office	22222222 London Office	12345678 Office 3	New Program
	1/ 1	▲ Prev.
		▼ Next
Program/Change	Delete	Exit

Changing the User Code

❶ Press the【User Tools/ Counter】key.

❷ Press the [System Settings] key.

❸ Press the [Key Operator Tools] key.
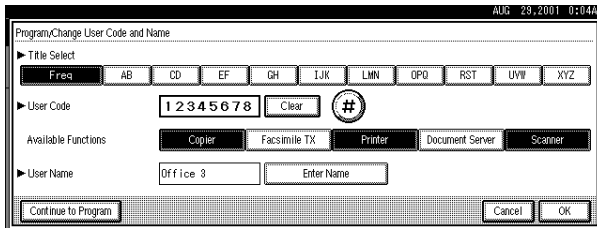
❹ Press the [Program/Change/Delete User Code] key.

AUG 28.2001 11:45PM

| 🖼 **System Settings** | Exit |
| Select one of the following default settings. |
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools
User Code Management		Program/Change/Delete User Code
Key Counter Management		Display/Print Counter
External Charge Unit Management		Display/Clear/Print Counter per User Code
Key Operator Code	OFF	Change User Name Order
AOF (Always ON)	ON	1/2	▲ Previous	▼ Next

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User Tools (System Settings)

E **Select the user code you want to change.**

```
                                                          AUG  29,2001  0:02AM
Program/Change/Delete User Code
Program code or select key to change.
  Freq   AB    CD    EF    GH    IJK   LMN   OPQ   RST   UVW   XYZ   Program  2/100
  11111111  New York Office   22222222  London Office   12345678  Office 3
                                                                         New Program
                                                                    1/ 1   ▲ Prev.
                                                                           ▼ Next
    Program/Change        Delete                                            Exit
```

3

F **Enter the new information for the item that you want to change.**

```
                                                          AUG  29,2001  0:04AM
Program/Change User Code and Name
► Title Select
   Freq   AB    CD    EF    GH    IJK   LMN   OPQ   RST   UVW   XYZ
► User Code        1 2 3 4 5 6 7 8    Clear    ( # )
  Available Functions    Copier    Facsimile TX    Printer    Document Server    Scanner
► User Name        Office 3         Enter Name
  Continue to Program                                           Cancel    OK
```

G **Press the [OK] key.**

```
                                                          AUG  29,2001  0:04AM
Program/Change User Code and Name
► Title Select
   Freq   AB    CD    EF    GH    IJK   LMN   OPQ   RST   UVW   XYZ
► User Code        1 2 3 4 5 6 7 8    Clear    ( # )
  Available Functions    Copier    Facsimile TX    Printer    Document Server    Scanner
► User Name        Office 3         Enter Name
  Continue to Program                                           Cancel    OK
```

H **Press the [Exit] key.**

The display returns to the initial settings screen.

```
                                                          AUG  29,2001  0:02AM
Program/Change/Delete User Code
Program code or select key to change.
  Freq   AB    CD    EF    GH    IJK   LMN   OPQ   RST   UVW   XYZ   Program  2/100
  11111111  New York Office   22222222  London Office   12345678  Office 3
                                                                         New Program
                                                                    1/ 1   ▲ Prev.
                                                                           ▼ Next
    Program/Change        Delete                                            Exit
```
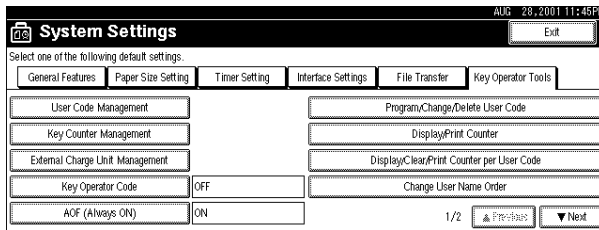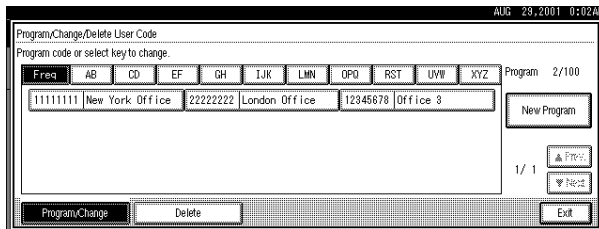
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Clearing the User Code

To clear a user code

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

🅱 **Press the [System Settings] key.**

🅲 **Press the [Key Operator Tools] key.**
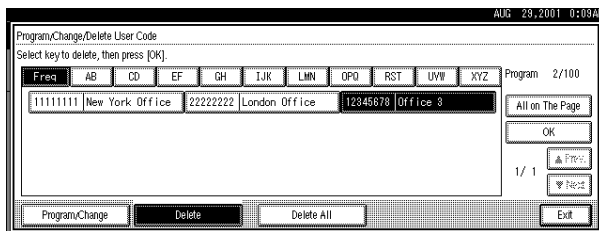
🅳 **Press the [Program/Change/Delete User Code] key.**

AUG 28,2001 11:45PM
📠 **System Settings**	Exit

Select one of the following default settings.

General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools

User Code Management		Program/Change/Delete User Code
Key Counter Management		Display/Print Counter
External Charge Unit Management		Display/Clear/Print Counter per User Code
Key Operator Code	OFF	Change User Name Order
AOF (Always ON)	ON	1/2 ▲ Previous ▼ Next

🅴 **Press the [Delete] key.**

AUG 29,2001 0:02AM

Program/Change/Delete User Code

Program code or select key to change.

Freq	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Program 2/100

11111111 New York Office	22222222 London Office	12345678 Office 3		New Program
			1/ 1	▲ Prev.
				▼ Next

Program/Change	Delete		Exit

🅵 **Select the user code you want to delete.**

AUG 29,2001 0:03AM

Program/Change/Delete User Code

Select key to delete, then press [OK].

Freq	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Program 2/100

11111111 New York Office	22222222 London Office	12345678 Office 3	All on The Page
			OK
		1/ 1	▲ Prev.
			▼ Next

Program/Change	Delete	Delete All	Exit

✎ **Note**

❐ Press **[All on The Page]** when you want to select all the user codes displayed on the page.
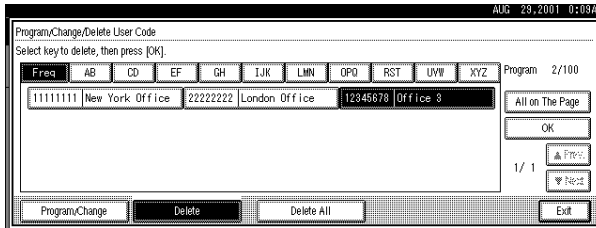
55

G **Press the [OK] key.**

3

H **Press "Yes" in the confirmation screen.**
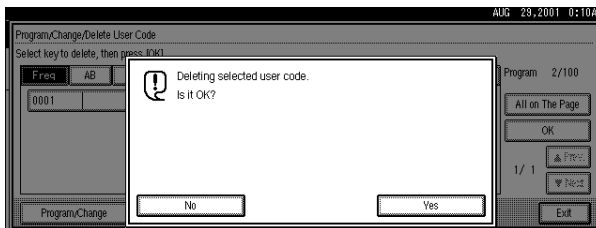
Note

❒ If you don't want to quit deleting, press **[No]**.

I **Press the [Exit] key.**

The display returns to the initial settings screen.
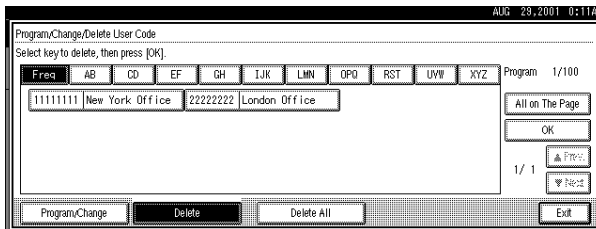
To delete all user codes

Using "Print Counter", you can check the user codes for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

Important

❒ Using **[Print Counter]**, you can check the user codes for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

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

56

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Program/Change/Delete User Code] key.**

E **Press the [Delete] key.**

F **Press the [Delete All] key.**
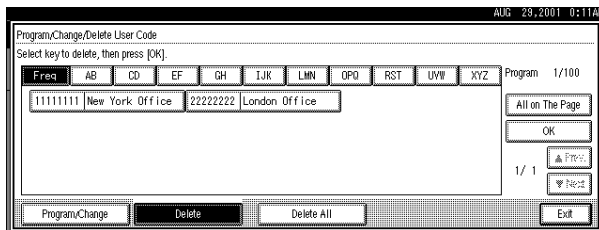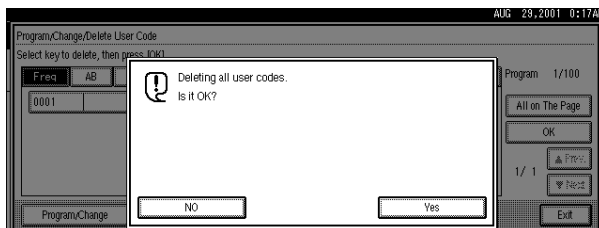
G **Press [Yes] in the confirmation screen.**

Note

❒ If you don't want to quit deleting, press **[No]**.

57

H **Press the [Exit] key.**

The display returns to the initial settings screen.
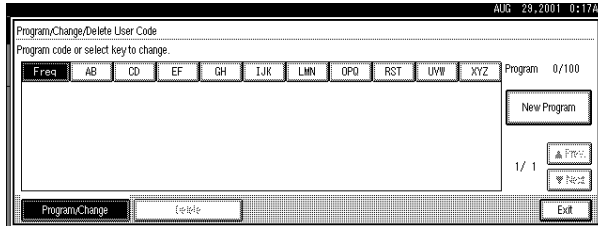
3

To display counter for each user code

Using "Print Counter", you can check the user codes for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

Using "Transmission Counter" you can check the number pages sent by fax and the charge for each fax sent.
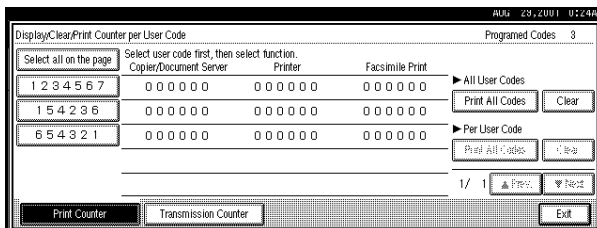
A **Press the 【User Tools/ Counter】 key.**

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

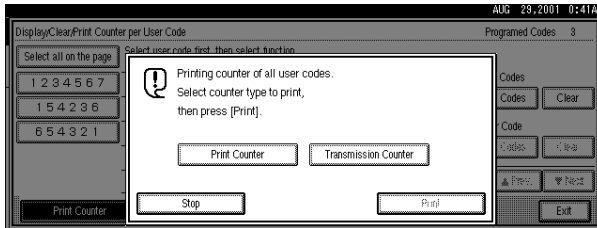**D** **Press the [Display/Clear/Print Counter per User Code] key.**
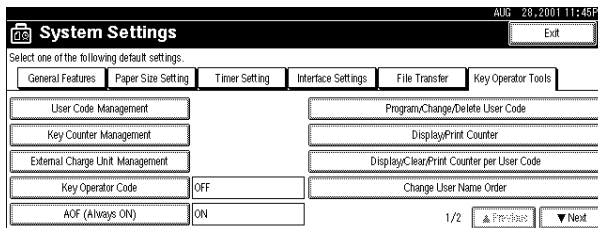
E **Press the [Print Counter] Key or [Transmission Counter] key.**

The individual function counters for each user code are displayed.

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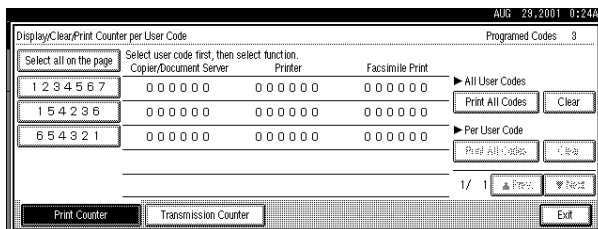
Printing the Counter

Printing the Number of Prints (Counter) for Each User Code

You can print out how many prints you used for Copier/Document Server, Printer, and Fax.

3

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

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Program/Change/Delete User Code] key.**
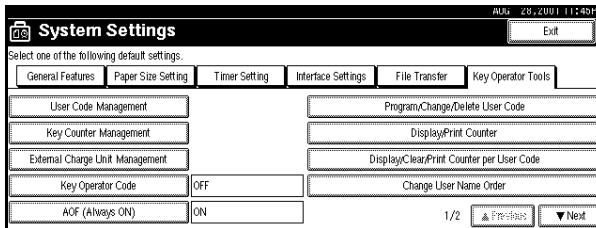
E **Select User Code from the left side of display.**
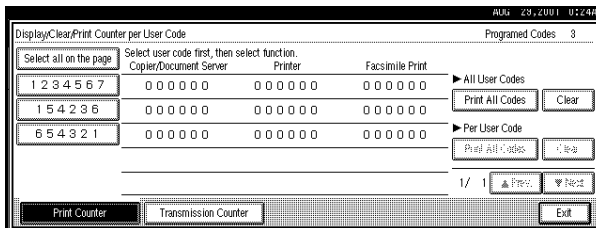
✒ Note

❒ Press **[All on The Page]** if you want to select all user codes on the page.

F **Press [Print All Codes] of Per User Code.**
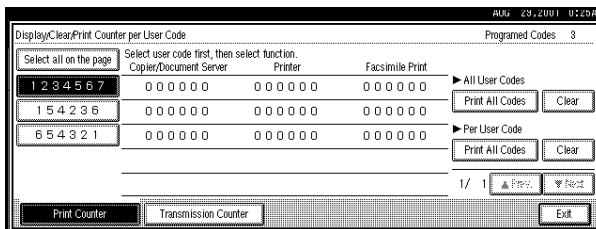
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User Tools (System Settings)

G **Press either [Print Counter] or [Transmission Counter].**

3
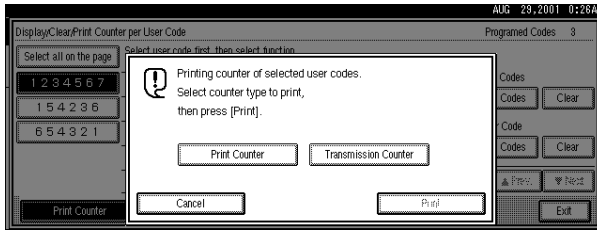
⚿ Note

❒ You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.
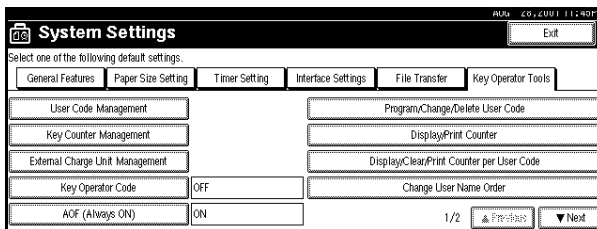
H **Press [Print].**

Printing the Number of Prints (Counter) for All User Code

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

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Display/Clear/Print Counter per User Code] key.**
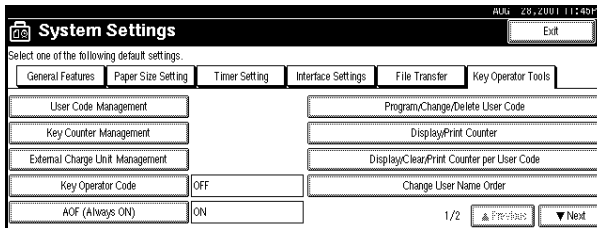
E **Press [Print All Codes] of All User Code.**

⚿ Note

❒ If **[User Code Management]** is set to **[ON]**, input the enter codes.

60

F **Press either [Print Counter] or [Transmission Counter].**

✍ Note

❒ You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.

G **Press 【Print】.**

Clearing the Counter

Clearing the Number of Print (Counter) for Each User Codes

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

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Display/Clear/Print Counter per User Code] key.**

3

E **Select User Code from the left side of display.**
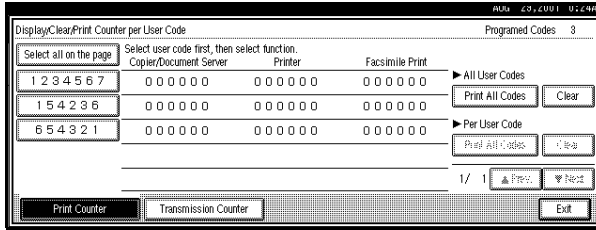
3

Note

❐ Press **[All on The Page]** if you want to select all user codes on the page.

F **Press [Clear] for Per User Code.**
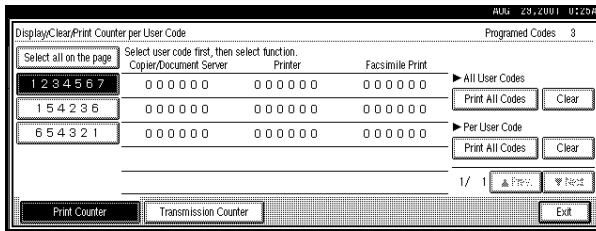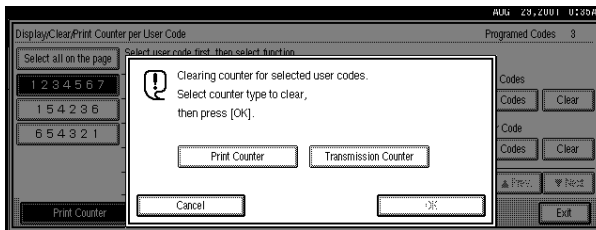
G **Press either [Print Counter] or [Transmission Counter].**
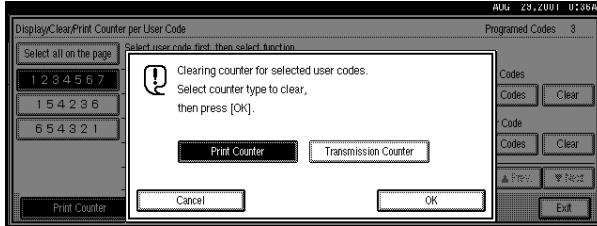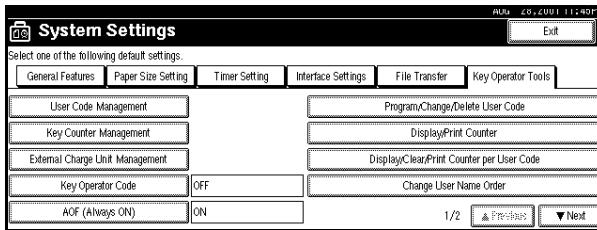

Note

❐ You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.

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H **Press [OK].**

The user code counter will be clear.

⚙ **Note**

❒ If you want to cancel the operation, press **[Cancel]**.

Clearing the Number of Prints (Counter) for All User Code
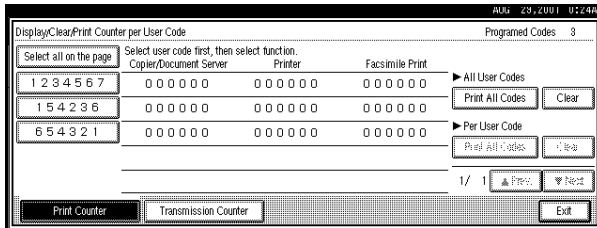

A **Press the 【User Tools/Counter】 key.**

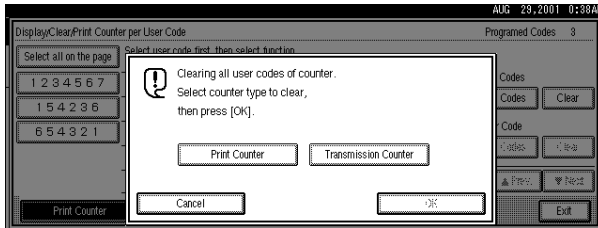B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Display/Clear/Print Counter per User Code] key.**
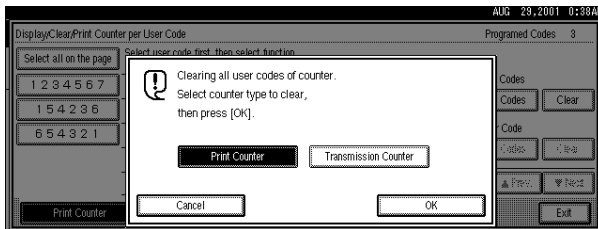

E **Press [Clear] for All User Codes.**

3

63

F **Press either [Print Counter] or [Transmission Counter].**

3

✎ Note

❒ You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.

G **Press [OK].**

All user code counters will be clear.

✎ Note

❒ If you want to cancel the operation, press **[Cancel]**.

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Settings You Can Change with the User Tools

Key Operator Tools $^2/_2$

❖ **Auto Delete File**
You can select whether the files on the document server will be deleted after a specified amount of time or not.

Note
❒ Default: *No*
❒ If you select **[Yes]**, you can set the time interval from 1 to 180 days by one day steps.

❖ **Delete All Files**
You can delete all stored files on the document server.

Note
❒ You can delete stored files even if password is set for a file.

❖ **Display Password with Stored File**
You can select whether the documents which have passwords will be temporarily displayed or not.

Note
❒ If you forget the password, press **[Yes]**. And if you make sure the password, press **[No]**.

3

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Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  012345689

Keys
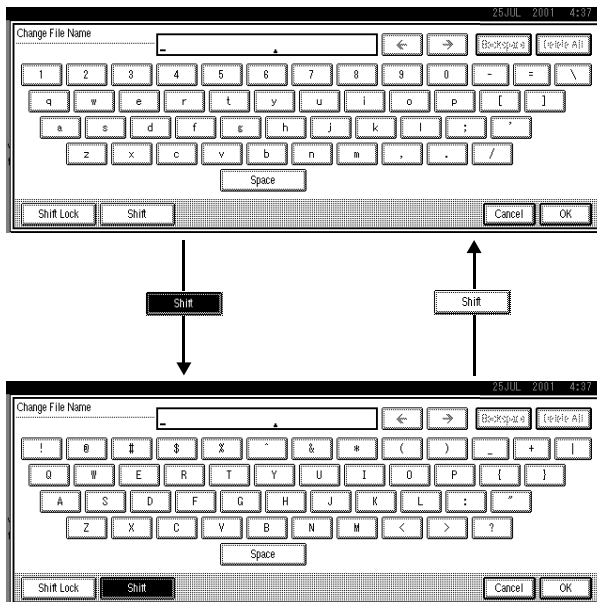
✐ Note

❒ When entering uppercase or lowercase continuously, use the **[Shift Lock]** to lock the case.

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How to Enter Text

Entering letters

1 **Press the [Shift] to switch between uppercase and lowercase.**

2 **Press letter you want to enter.**

Deleting characters

3

1 **Press [Backspace] or [Delete All] to delete characters.**

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