DocuCentre-II C3000

User Guide

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Table of Contents

	Table of Contents	1
1	Before Using the Machine	13
	Preface	14
	Using This Guide	15
	Related Information Sources	
	Organization of this Guide	16
	Conventions	17
	Safety Notes	18
	WARNING - Electrical Safety Information	
	Laser Safety Information	19
	Operational Safety Information	20
	Maintenance Information	21
	Ozone Safety Information	
	For Consumables	
	Radio Frequency Emissions	
	Product Safety Certification	22
	About License	23
	RSA BSAFE	23
	Heimdal	
	JPEG Code	
	Legal Notice	24
2	Product Overview	
2	Product Overview Machine Components	25
2		 25 26
2	Machine Components	 25 26 30
2	Machine Components Power On / Off	 25 26 30 30
2	Machine Components Power On / Off Powering On	 25 26 30 30 31
2	Machine Components Power On / Off Powering On Powering Off	25 26 30 30 31 32
2	Machine Components Power On / Off Powering On Powering Off Circuit Breaker.	25 26 30 30 31 32 33
2	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode	25 26 30 31 32 33 33
2	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval	25 26 30 30 31 32 33 35
2	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval Exiting the Power Saver Mode.	25 26 30 31 31 32 33 33 35 36
2	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval Exiting the Power Saver Mode. Control Panel.	25 26 30 31 32 33 35 36 38
	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval Exiting the Power Saver Mode. Control Panel Customizing the Control Panel	25 26 30 31 31 32 33 35 36 38 38
	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval Exiting the Power Saver Mode Control Panel Customizing the Control Panel Copy	25 26 30 30 31 32 33 33 35 36 38 38 43
	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval Exiting the Power Saver Mode Control Panel Customizing the Control Panel Copy Copying Procedure	25 26 30 31 31 32 33 35 36 38 38 43 44 44
	Machine Components Power On / Off Powering On Powering Off. Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval Exiting the Power Saver Mode. Control Panel Customizing the Control Panel Customizing the Control Panel Copying Procedure Step 1 Loading Documents	25 26 30 31 32 33 35 36 38 43 44 44 44
	Machine Components Power On / Off Powering On Powering Off Circuit Breaker Power Saver mode Changing the Power Saver Mode Change Interval Exiting the Power Saver Mode Control Panel Customizing the Control Panel Copying Procedure Step 1 Loading Documents Step 2 Selecting Features	25 26 30 31 31 32 33 33 35 36 38 38 44 44 44 46 46

Operations during Copying	49
Stopping the Copy Job	49
Changing the Number of Copies	50
Interrupting the Copy Job	50
Сору	52
Reduce/Enlarge (Making Enlarged/Reduced Copies)	52
Paper Supply (Selecting the Paper for Copying)	54
Output Color (Selecting the Color to Copy)	56
Image Shift (Shifting the Image Copy Position)	59
Edge Erase (Erasing Edges and Margin Shadows in the Document)	
Lighten/Darken (Adjusting the Copy Density)	59
Image Quality	60
Color Effects (Selecting Image Quality)	60
Original Type (Selecting the Document Type)	61
Image Options (Adjusting Copy Density / Sharpness / Color Saturation of Ir	nages)
Image Enhancement (Erasing the Background Color of Documents/Adjustin	
contrast)	
Color Balance (Adjusting Color Balance)	
Color Shift (Adjusting Color Tone)	
Layout Adjustment	
2 Sided Copying (Making 2 sided Copies)	
Book Copying (Copying Facing Pages onto Separate Sheets)	
2 Sided Book Copy (Making 2 Sided Copies of Facing Pages)	
Original Size (Specifying the Scan Size for the Document)	
Mixed Sized Originals (Scanning Different Size Documents Simultaneously	-
Edge Erase (Erasing Edges and Margin Shadows of the Document)	
Image Shift (Shifting the Image Copy Position) Image Rotation (Making Copies with the Image Rotated Vertically or Horizo	
Invert Image (Making Reversed Copies of Images)	
Original Orientation (Specify the Orientation of Loaded Documents)	
Output Format	
2 Sided Copying (Making 2-sided Copies) Copy Output / Stapling (Outputting by Specifying Finishing)	
Booklet Creation (Creating a Booklet)	
Covers (Attaching a Cover to Copies)	
Transparency Separators (Inserting Blank Sheets between Transparencies	
Multiple-Up (Copying Multiple Sheets onto One Sheet)	-
Poster (Making Enlarged Copies Spread over Multiple Sheets)	
Repeat Image (Making Multiple Copies on One Sheet)	
Annotation (Adding Stamp/Date/Page Number to Copies)	
Watermark (Printing Control Number on the Background)	
Preset Repeat Image (Making Multiple Copies on a Single Sheet)	
Job Assembly	

	Build Job (Making Copies of Documents with Different Settings in a Single Operation)	91
	Sample Set (Checking the Finished Output of the Copy)	
	Combine Original Sets (Adding Originals)	
	Delete Outside/Delete Inside	
	(Deleting Outside or Inside of the Selected Area when Copying)	95
4	Fax	97
	Fax Procedure	98
	Step 1 Loading Documents	98
	Step 2 Selecting Features	100
	Step 3 Specifying the Destination	101
	Step 4 Starting the Fax Job	102
	Step 5 Confirming the Fax Job in the Job Status	103
	Stopping the Fax Job	104
	About Internet Fax	
	Internet Fax Overview	
	Sending iFax (iFax Transmission)	
	Useful Features	109
	Fax/Internet Fax	112
	iFax/Fax (Sending iFax/Fax)	
	Next Recipient (Sending Faxes to Multiple Recipients)	
	Specifying a Destination Using the Address Book	
	Speed Dialing (Entering Numbers using Address Number)	
	Specifying a Destination using One Touch Buttons	
	Specifying a Destination using the Keyboard Screen	
	Entering Specific Symbols	
	Removing/Confirming Specified Recipient	
	General Settings	
	Lighten/Darken (Adjusting Density Level)	
	2 Sided Originals (Transmitting 2-sided Originals)	
	Original Type (Selecting the Image Quality Type for the Document)	
	Resolution (Specifying the Scanning Resolution)	
	Layout Adjustment	
	2 Sided Originals (Transmitting 2-sided Originals)	
	Book Scanning (Transmitting Facing Pages on Separate Sheets) Original Size (Specifying the Original Size for the Original)	
	Mixed Sized Originals (Scanning Different Size Documents Simultaneously)	
	Reduce/Enlarge (Specifying the Scan Ratio for the Original)	
	Stamp (Adding a Stamp when Scanning a Document)	
	Transmission Options	
	Communication Mode (Selecting a Communication Mode)	
	Priority Send / Delayed Start (Specifying Send Priority/Send Time)	
	Send Header (Adding Sender Name and Phone Number to Faxes)	
	Cover Note (Transmitting Documents With a Cover Page)	

iFax Comment (Inserting Comments in Body Text)	130
Transmission Report/Read Receipts/Delivery Receipts (Confirming Transmiss	
Results)	
Recipient Print Sets (Printing Multiple Copies at the Remote Machine)	
Remote Mailbox (Using Remote Mailbox)	
F Code (Using F Code Transmission)	
iFax Profile (Specifying iFax Profiles)	
Multiple-Up (Sending Multiple Documents with Combining in 1 sheet)	
Encryption (Sending iFax Encrypted by S/MIME)	
Digital Signature (Sending iFax with a Digital Signature by S/MIME)	
Advanced Fax Features	
Polling (Retrieving Documents from Remote Machines)	
Store for Polling (Allowing Remote Machines to Retrieve Documents from You Machine)	
Machine) On-hook (Confirming Remote Machine Response Prior to Transmission)	
Broadcast	
Broadcast Send (Transmitting to Multiple Recipients)	
Relay Broadcast (Transmitting Documents Through a Relay Station)	
Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)	
Receiving Faxes	
Switching between Auto Receive and Manual Receive	
Using Auto Receive	
Using Manual Receive	154
Facsimile Information Services	155
Using the Receiver	155
When Not Using an External Telephone	156
Scan	
Scanning Procedure	
Step 1 Loading Documents	
Step 2 Selecting Features	
Step 3 Starting the Scan Job	
Step 4 Confirming the Scan Job in Job Status	
Step 5 Saving the Scanned Data	
Stopping the Scan Job	
E-mail	
Address Book	
Keyboard	
Adding the Sender's Address	
Recipient(s) [Edit Recipient] Screen	
From	
Subject	
Message	
-	
Scan to Mailbox	171

	Network Scanning	172
	Scan to FTP/SMB	173
	Transfer Protocol	173
	Address Book	173
	Browse	174
	Forwarding Specification	174
	General Settings	176
	Scanning Color (Selecting the Color to Scan)	176
	2 Sided Originals (Scanning Both Sides of a Document)	177
	Original Type (Selecting the Document Type)	178
	File Format (Selecting the Format of Scanned Data)	178
ļ	Image Quality	184
	Photographs (Scanning a Color Photograph)	
	Image Options (Adjusting Scan Density and Image Sharpness)	
	Image Enhancement (Erasing the Background Color of Documents/Adjusting	
	contrast)	
	Shadow Suppression (Suppressing the Document Background)	
	Color Space (Specifying Color Space)	185
	Layout Adjustment	187
	Scan Resolution (Specifying a Scanning Resolution)	187
	2 Sided Originals (Scanning Both Sides of a Document)	187
	Book Scanning (Scanning Facing Pages on Separate Sheets)	188
	Original Size (Specifying a Scanning Size)	189
	Mixed Sized Originals (Scanning Different Size Documents Simultaneously)	189
	Edge Erase (Erasing Edges and Margin Shadows in the Document)	190
	Reduce/Enlarge (Specifying a Scanning Ratio)	191
•	Output Format	192
	Image Compression (Specifying an Image Compression Ratio When Scannir	g)
		192
	Read Receipts	193
	Split Send (Sending in Sections)	193
	File Name (Specifying the Filename to be Sent)	193
	Reply To (Set the Address for Reply)	194
	File Name Conflict (Setting Procedures When a File Name conflicts with othe	rs)
		194
	Document Name (Specifying the Filename to be Saved)	
	Encryption (Sending E-mail Encrypted by S/MIME)	195
	Digital Signature (Sending E-mail with a Digital Signature by S/MIME)	195
	Check Mailbox	197
	Mailbox Operating Procedure	198
	Step 1 Opening the [Check Mailbox] Screen	
	Step 2 Selecting a Mailbox	
	Step 3 Checking/Selecting Mailbox Documents	
	Step 4 Operating Mailbox Documents	

	Selecting a Mailbox	200
	Checking/Selecting Mailbox Documents	201
	Printing/Deleting Documents in the Mailbox	202
	[Mailbox - Print Settings] Screen	202
	Configuring/Starting Job Flow	205
	Job Flow Restrictions	208
7	Stored Programming	209
	Stored Programming Overview	210
	Registering/Deleting/Renaming Stored Programs	211
	Registering Stored Program	212
	Deleting a Stored Program	212
	Entering/Changing Stored Program Name	
	Assigning/Changing Icons for Stored Programs	213
	Calling Stored Programs	214
8	Job Flow Sheets	215
	Job Flow Procedure	216
	Step 1 Opening the [Job Flow Sheets] Screen	216
	Step 2 Selecting a Job Flow Sheet	216
	Step 3 Confirming/Changing the Job Flow Sheet	
	Step 4 Starting the Job Flow Sheet	217
	Oalasting/Obanaing a Jak Elaw Obast	0.4.0
	Selecting/Changing a Job Flow Sheet	218
9	Computer Operations	
9		221
9	Computer Operations	221 222
9	Computer Operations Features Overview Print Driver Network Scanner Utility2	221 222 222 224
9	Computer Operations Features Overview Print Driver	221 222 222 224
9	Computer Operations Features Overview Print Driver Network Scanner Utility2	221 222 222 224 224 224
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services	221 222 222 224 224 228
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing	221 222 222 224 224 228 229
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing E-mail Printing	221 222 224 224 224 228 229 229
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing E-mail Printing Setup	221 222 222 224 224 228 229 229 229 229
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing E-mail Printing Setup Sending E-Mail	221 222 224 224 224 228 229 229 231
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing E-mail Printing Setup Sending E-Mail Importing Scanned Data	221 222 222 224 224 228 229 229 229 231 231
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing E-mail Printing Setup Sending E-Mail Importing Scanned Data	221 222 224 224 224 228 229 229 229 231 231 233
9	Computer Operations Features Overview	221 222 222 224 224 228 229 229 229 229 229 231 231 233 235
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing E-mail Printing Setup Sending E-Mail Importing Scanned Data Importing to a TWAIN Compatible Application Importing Using Mailbox Viewer2 Importing Using CentreWare Internet Services	221 222 224 224 224 228 229 229 229 229 231 233 235 236
9	Computer Operations Features Overview Print Driver Network Scanner Utility2 CentreWare Internet Services Printing E-mail Printing Setup Sending E-Mail Importing Scanned Data Importing to a TWAIN Compatible Application Importing Using Mailbox Viewer2 Importing Using CentreWare Internet Services Importing with the WebDAV protocol	221 222 224 224 224 228 229 229 229 229 231 231 231 235 236 237
	Computer Operations Features Overview	221 222 224 224 224 224 228 229 229 229 231 233 235 236 237
	Computer Operations Features Overview	221 222 224 224 224 224 229 229 229 231 231 231 235 236 237 237 239

	Loading Paper	. 242
	Loading Paper in the Trays 1 to 3	. 242
	Loading Paper in the Tray 5 (Bypass)	. 243
	Tandem Tray Module (TTM)	. 244
	Changing the Paper Size for the Trays	. 245
	Changing the Paper Settings	. 247
11	System Settings	. 249
	System Settings Procedure	. 250
	Step 1 Entering System Administration Mode	. 250
	Step 2 Entering the System Administrator User ID and Password	. 250
	Step 3 Selecting the Operation Mode from the System Administrator Menu	. 251
	Step 4 Selecting an Item on the [System Settings] Screen	. 251
	Step 5 Setting a Feature	. 252
	Step 6 Exiting the System Administration Mode	. 252
	System Settings Menu List	. 253
	Entering Text	. 265
	Common Settings	. 266
	Machine Clock/Timers	. 266
	Audio Tones	. 268
	Screen/Button Settings	. 270
	Paper Tray Settings	. 271
	Watermark	. 273
	Image Quality Adjustment	. 275
	Reports	. 277
	Maintenance	. 278
	Other Settings	. 279
	Copy Mode Settings	. 286
	Сору Тав	. 286
	Copy Defaults	. 287
	Copy Control	. 291
	Original Size Defaults	
	Reduce/Enlarge Presets	
	Custom Colors	
	Annotation - Create Stamps	. 293
	Network Settings	. 294
	Port Settings	. 294
	Protocol Settings	. 294
	Machine's E-mail Address/Host Name	. 295
	Proxy Server Settings	. 295
	Outgoing / Incoming E-mail Settings	. 296
	Remote Authentication Server/Directory Service	
	PKI (Public Key) Settings	
	Other Settings	. 302

Print Mode Settings	
Allocate Memory	
Delete Form	
Other Settings	
Scan Mode Settings	
General Settings Tab	
Scan Defaults	
Scan-to-FTP/SMB Defaults	
Original Size Defaults	310
Output Size Defaults	310
Reduce/Enlarge Presets	311
Other Settings	311
Fax Mode Settings	313
Screen Defaults	
Fax Defaults	313
Fax Control	315
File Destination/Output Destination	318
Reduce/Enlarge Presets	
Original Size Defaults	
Local Terminal Information	
iFax Control	320
E-mail/Internet Fax Settings	
E-mail Defaults	
E-mail Control	
Mailbox/Stored Document Settings	
Mailbox Settings	
Stored Document Settings	
Job Flow Settings	
.	
Setup Menu	
Mailbox	
Job Flow Sheets	
Job Flow Sheet Keywords	
Address Book (Address Number)	
Group Send	
Comments	
System Administrator Settings	
System Administrator Login ID	
System Administrator Password	
Maximum Login Attempts	
Login Setup/Auditron Administration	
Create/Check User Accounts	346
Account Details	
Reset User Accounts	348
System Administrator's Meter (Copy Jobs)	349

	User Details Setup	349
	Charge Print Settings	350
	Fax Billing Data	352
	Password Entry from Control Panel	352
	Login Setup/Auditron Mode	352
12	Job Status	355
	Job Status Overview	356
	Checking Current/Pending Jobs	357
	Checking Completed Jobs	358
	Printing and Deleting Stored Documents	359
	Private Charge Print	359
	Charge Print	361
	Secure Print	362
	Sample Print	364
	Delayed Print	365
	Public Mailbox	
	Undelivered Faxes	
	Printing Pending Jobs	369
	Handling Error Terminations	370
13	Machine Status	371
	Overview of Machine Status	372
	Machine Status	373
	Machine Information	373
	Paper Tray	374
	Overwrite Hard Disk	375
	Print Mode	375
	Fax Receiving Mode	377
	Billing Meter/Print Report	378
	Billing Meter	378
	User Account Billing Meter	379
	Print Report/List	380
	Automatically Printed Reports/Lists	387
	Supplies	389
	Faults	390
14	Authentication and Auditron Administration	391
	Overview of Authentication	392
	Users Controlled by Authentication	392
	Types of Authentication	392
	Features Controlled by Authentication	
	Authentication for Job Flow Sheets and Mailboxes	396
	Job Flow Sheet Types	396

	Types of Mailboxes	
	Linking Job Flow Sheets to Mailboxes	401
	Overview of Auditron Administration	403
	Authentication and Auditron Administration	403
	Manageable Features and Services	404
15	Maintenance	411
	Replacing Consumables	412
	Replacing the Toner Cartridge	412
	Replacing the Black (K) Toner Cartridge	413
	Replacing the Color (CMY) Toner Cartridges	414
	Replacing the Waste Toner Container	415
	Replacing the Drum Cartridge	417
	Replacing the Second Bias Transfer Roll Unit	
	Replacing the Fuser Unit	
	Replacing the Transfer Belt Cleaner	
	Replacing the Staple Cartridge (For B Finisher)	
	Replacing the Staple Cartridge (For A Finisher)	
	Replacing the Stamp Cartridge	428
	Cleaning the Machine	429
	Cleaning the Exterior	
	Cleaning the Document Cover and Document Glass	429
	Cleaning the Film and Constant Velocity Transport Glass	
	Cleaning the Document Feeder Roller	431
	Executing Auto Gradation Adjustment	432
	Printing a Report/List	435
16	Problem Solving	437
	Troubleshooting	438
	Machine Trouble	440
	Image Quality Trouble	444
	Trouble during Copying	
	Unable to Copy	
	The Copy Result is Not What was Expected	
	Trouble during Printing	
	Unable to Print	
	The Print Result is Not What was Expected	
	Trouble during Faxing	
	Sending Problems	
	Receiving Problems	
	Trouble during Scanning	
	Unable to Scan with the Machine	
	Unable to Import Scanned Documents to the Computer	
	Unable to Send a Scanned Document over the Network (FTP/SMB)	

	Unable to Send E-mail	
	The Image is not What was Expected	463
	Error Code	465
	Other Errors	507
	Paper Jams	508
	Paper Jams in the Top Left Cover [A]	
	Paper Jams in the Bottom Left Cover [B]	
	Paper Jams in the Bottom Left Cover [C]	
	Paper Jams in the Top Cover [E]	
	Paper Jams in the Trays 1 to 3	
	Paper Jams in the Tandem Tray Module	
	Paper Jams in the Tray 5 (Bypass)	
	Paper Jams in the Duplex Kit	
	Paper Jams in the B Finisher	
	Paper Jams in the A Finisher	
	Document Jams	
	Stapler Faults	
	Staple Jams in the Staple Cartridge (For B Finisher)	
	Staple Jams in the Staple Cartridge (For A Finisher)	519
17	Appendix	523
	Specifications	524
	Printable Area	
	Standard Printable Area	
	Extended Printable Area	
	ESC/P Emulation	
	Emulation	
	Fonts	
	Output Feature	533
	ESC/P Emulation Print Features	534
	ESC/P Emulation Settings	534
	Magnification Table	541
	Paper Size and Number of Printable Characters	545
	PDF Direct Print	547
	PDF Direct Print Settings	547
	PCL Emulation	549
	HP-GL2 Emulation	552
	Hard Clip Area	
	Printable Area	
	Auto Layout	
	Optional Components	
	Notes and Restrictions	566
	Notes and Restrictions on the Use of the Machine	
	Notes and Restrictions in the Interrupt Mode	

Notes and Restrictions on the Use of the iFax Feature	569
Using the Telephone	572
Placing a Call	572
Simple Operating Procedures	574
Fax Settings	574
Scan Settings	575
Copy Settings	575
Common Settings	576
Removing the A Finisher	578
Opening/Closing the Back Cover	579
18 Glossary	581
Glossary	
Index	587

1 Before Using the Machine

This chapter describes how to use this guide, as well as cautions on using the product safely and legally.

٠	Preface	.14
•	Using This Guide	. 15
•	Safety Notes	. 18
•	About License	.23
•	Legal Notice	.24

Preface

Thank you for selecting the Fuji Xerox DocuCentre-II C3000 (hereafter referred to as "the machine").

This guide provides all the necessary copy/print/scan/fax operating procedures, maintenance information like how to clear paper jams, daily care, setting various items, and precautions.

This guide assumes that an operator has a basic knowledge of the operating environment of the personal computer in use, networking environments, and how to operate a personal computer. For information on the environment of the personal computer in use, basic knowledge of networking environments, and how to operate a personal computer, refer to the manuals provided with the personal computer, operating system, and network system.

Please read this guide thoroughly to obtain the best performance on this product. After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the machine.

For instructions on configuring your network environment, refer to the Network Administrator Guide. For information about optional accessories for the printer functionality, also refer to the guide provided with each optional accessory.

In this manual, safety instructions are preceded by the symbol \triangle . Always read and follow the instructions before performing the required procedures.

The equipment is certified by NEMKO in compliance with [IEC60950-1 (AS/NZS 3260)]. The equipment is manufactured under an ISO 9001 Quality System. The equipment is also certified in compliance with applicable standards by various national bodies.

The equipment was tested and is certified by the New Zealand Ministry of Commerce in conformance with CISPR publ. 22 (AS/NZISS CISPR22:2002) which relates to radio frequency interference regulations, and also complies with the Australian Communication Authority requirements.

NOTE: Machines intended for use in South Korea and Taiwan have been certified separately in compliance with their requirements.

Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification.

Contact your local Xerox representative for a list of approved accessories.

Using This Guide

This section describes the organization of this guide.

Related Information Sources

We provide the following guides for optimum usage of the machine.

Included Manuals

Several manuals are included with this product. They are referred to as accompanying manuals.

These accompanying manuals include descriptions on configurations and operation of the product.

The following manuals are included with the machine.

■User Guide (this guide)

Describes all the necessary steps for copy/print/scan/fax, clearing paper jams, daily care, setting the various items and safety information.

Network Administrator Guide

Aimed toward network administrators, as a guide to setting up the network environment.

■Quick Reference Guide

Introduces the basic operations of the machine, as well as daily management and maintenance.

■Manual (HTML)

A guide for installing print drivers, configuring the printer environment, etc. This manual is included in the CentreWare Utilities CD-ROM.

Guides for Optional Accessories

Optional accessories are also available for the machine. User Guides are provided with the optional accessories exclusively for DocuCentre-II C3000. These User Guides are referred to as "guides for optional accessories". Guides for optional accessories are provided in two forms, as printed or as On-line Help.

Guides for optional accessories describe all the necessary steps for operating optional accessories and installing software.

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Organization of this Guide

This guide consists of the following chapters.

■1 Before Using the Machine

Describes how to use this document, as well as cautions on using the product safely and legally.

■2 Product Overview

Describes basic information such as identifying the major components, how to switch the machine on and off, how to use the touch screen, and how to set the power saver feature.

■3 Copy

Describes the copy features and operations.

■4 Fax

Describes the fax features and operations.

■5 Scan

Describes the scan features and operations.

■6 Check Mailbox

Describes the mailbox features and how to work with mailboxes.

■7 Stored Programming

Describes the stored programming feature.

■8 Job Flow Sheets

Describes operations using a job flow created by a remote system.

■9 Computer Operations

Describes operations performed from a computer, such as printing documents, importing scanned documents, sending fax, as well as using CentreWare Internet Services.

■10 Paper and Other Media

Describes the types of paper that can be used on the machine, precautions when handling paper, and how to load paper in trays.

■11 System Settings

Describes how to use the system settings.

12 Job Status

Describes how to confirm the job status and delete jobs.

■13 Machine Status

Describes how to confirm the machine configurations and error information.

■14 Authentication and Auditron Administration

Describes the authorization feature for restricting use of the machine, as well as the administration feature for monitoring usage statuses for each feature using the authorization feature.

■15 Maintenance

Describes procedures for replacing consumables, cleaning the machine, performing auto gradation adjustment, and printing reports/lists.

■16 Problem Solving

Describes measures for paper jams, and actions when an error message appears.

■17 Appendix

Describes the machine specifications, optional accessories, and cautions/restrictions.

■18 Glossary

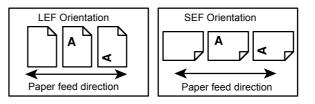
A glossary of terms used in this guide.

Conventions

- In this document, "Computer" refers to a personal computer or workstation.
- The following icons are used in this guide.
 - Important : Indicates important information that you should read.
 - Note : Indicates additional information on operations or features.
- The following conventions are used in this guide:
 - " : A cross-reference included in this guide.
 - " " : Refers to the names of CD-ROM, features, and touch screen messages and input text.
 - [] : Refers to folders, files, applications, button or menu names displayed in the touch screen, as well as the names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.
 - < > button : Indicates a hardware button on the computer.
 - < > key : Indicates a key on the keyboard of the computer.
- Orientation of documents or paper is described in this guide as follows:

, , Long Edge Feed (LEF) : Loading with one of the long edges of the document or paper.

☐, □, Short Edge Feed (SEF): Loading with one of the short edges of the document or paper.



Safety Notes

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Fuji Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Fuji Xerox materials only.

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information.

Warning Markings

All warning instructions marked on or supplied with the product should be followed.



Warning

This WARNING alerts users to areas of the product where there is the possibility of personal injury.



Warning This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched.

Electrical Supply

This product shall be operated from the type of electrical supply indicated on the product data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.



WARNING: This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

Safety Notes

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

- \triangleright Only use the power cord supplied with the equipment.
- Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of the machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Fuji Xerox Service Representative or your authorized local representative or service support organization.
- Improper connection of the equipment-grounding conductor can result in an electric shock.
- ▶ Do not place this equipment where people might step on or trip over the power cord.
- ► Do not place objects on the power cord.
- ▶ Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings.
- ▶ Never push objects of any kind into slots or openings on the equipment.
- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
 - The equipment emits unusual noises or odors.
 - The power cord is damaged or frayed.
 - A wall panel circuit breaker, fuse, or other safety device has been tripped.
 - Liquid has spilled into the equipment.
 - The equipment is exposed to water.
 - Any part of the equipment is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Laser Safety Information

CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Operational Safety Information

To ensure the continued safe operation of your Fuji Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- > This equipment must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Fuji Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
- Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions.
- Always use materials and supplies specifically designed for your Fuji Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance procedures that are not specifically described in the customer documentation.
- This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no
 operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Fuji Xerox Service Representative or Service Provider immediately.

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Maintenance Information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with the machine.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the customer documentation.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Fuji Xerox publication Ozone from your Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- $\,\triangleright\,$ Keep all consumables away from the reach of children.
- \triangleright Never throw toner, toner cartridges or toner containers into an open flame.
- ▷ Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a wet cloth.

Radio Frequency Emissions

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to the International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radiocommunication Act 1992 in Australia/New Zealand. 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 or 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.

Changes and modifications to this equipment not specifically approved by Fuji Xerox may void the user's authority to operate this equipment.

Shielded interface cables must be used with this equipment to maintain compliance with CISPR Publ. 22 and Radiocommunications Act 1992 in Australia/New Zealand.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

<u>Agency</u> NEMKO Standard

IEC60950-1 Edition 1 (2001)

This product was manufactured under a registered ISO9001 Quality system.

About License

RSA BSAFE



This product includes RSA BSAFE encryption software from RSA Security Inc.

Heimdal

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JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Legal Notice

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- · Passports and identification cards
- · Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

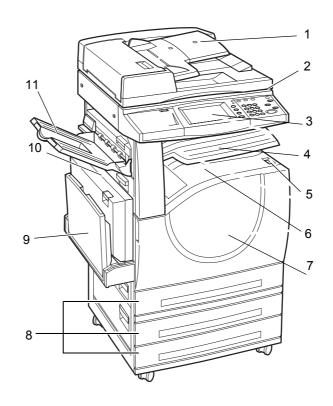
This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

2 **Product Overview**

This chapter describes the names of each component, features and tools, switching on and off of the machine, cable connections, and the operation of the touch screen.

٠	Machine Components	. 26
٠	Power On / Off	30
•	Circuit Breaker	32
•	Power Saver mode	33
•	Control Panel	36

Machine Components

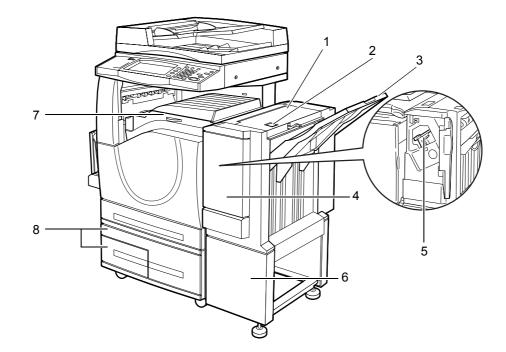


This section describes the machine components and functions of the machine.

No.	Component	Function			
1	Duplex automatic document feeder	Holds the document down.			
2	Document glass	Originals are loaded here.			
3	Control panel	Consists of operation buttons, LED indicators and a touch screen. Refer to "Control Panel" (P.36).			
4	Exit 2 tray	Printed or copied documents are delivered with the printed side facing down.			
5	Power switch	Switches the power of the machine on/off.			
6	Center output tray	Printed or copied documents are delivered with the printed side facing down.			
7	Front cover	Open this cover to replace consumables.			
8	Tray 1, 2, 3	Accommodates paper.			
9	Tray 5 (Bypass)	Used for loading non-standard paper (thick-stock paper, and other special media) that cannot be loaded in the Trays 1 to 3.			
10	Auto duplex module	Allows you to make double-sided copies or prints automatically.			
11	Side output tray (optional)	Copies and prints are delivered here facing up.			
• In text descriptions, the duplex automatic document feeder is abbreviated as					

"document feeder".

■Tandem Tray Module + B Finisher

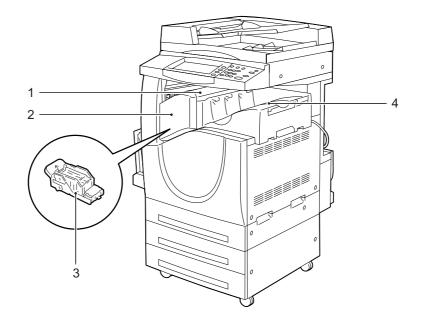


No.	Component	Function		
1	B Finisher (optional)	Allows you to staple printed or copied documents.		
2	Finisher top cover button	Pressed to open the upper cover of the finisher when clearing paper jams.		
3	Finisher tray	Stapled documents are delivered.		
4	Front cover	Opened to clear staple jams, or replace staples.		
5	Staple cartridge	Contains staples.		
6	Finisher stand	Connects the machine to the finisher.		
7	Finisher transport cover	Opened to clear paper jams.		
8	Tray 2 - 3 (optional)	Accommodates paper.		

Note

 The B Finisher is optional. In text descriptions, the B Finisher is abbreviated as "finisher".

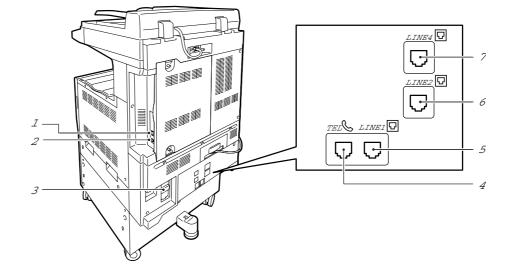
■A Finisher



No.	Component	Function		
1	Finisher top cover	Open this cover when clearing paper jams.		
2	Front cover	Open this cover when replacing the staple cartridge or clearing staple jams.		
3	Staple cartridge	Contains staples.		
4	Center tray	Holds printed or copied documents.		

Note

 The A Finisher is optional. In text descriptions, the A Finisher is abbreviated as "finisher".



	No.	Component	Function	
ĺ	1	10BASE-T / 100BASE-TX Connected to a network cable. connector		
	2	USB 2.0 interface connector	Connected to a USB cable.	
	3	<reset> button</reset>	Automatically turns the power off when detecting current leakage.	

■Telephone Line Connectors

No.	Name on the machine cover	Name on the touch screen	Function	
4	TEL	-	Used to connect an external telephone.	
			Note • Do not connect other fax machines.	
5	LINE 1	Line 1	Connected to a public telephone network.	
6	LINE 2 (optional)	Line 2	Connected to a public telephone network.	
7	LINE 4 (optional)	Line 4	Connected to a public telephone network.	

Note

• Fax features are not available for some models. An optional package is required. For information, contact our Customer Support Center.

Power On / Off

Turn on the power before operating the machine.

The machine is ready for operation within 42 seconds after the power is turned on. The time may vary depending on the machine configuration.

Turn the machine off at the end of the day or when it is not in use for a long period of time. Also, you can use the power saving feature when not in use for a while to reduce the power consumption.

Important • Switching off the power of the machine may cause loss of data being processed.

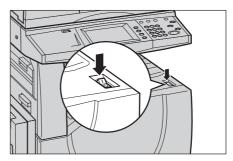
For information on the power saving feature, refer to "Power Saver mode" (P.33).

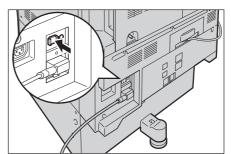
• When the power is turned off, all functions of the machine will stop. Do not turn the machine off if it is used all day for receiving faxes.

Powering On

The procedure for turning on the power is as follows.

- **1** Press the power switch to the [|] position to turn the power on.
 - Note The "Please wait..." message indicates that the machine is warming up. The machine cannot be used during warming up. The machine will be ready for operation within 42 seconds. The time may vary depending on the machine configuration.
 - Note When the power does not come on, check if the power cord is plugged into the power outlet and the <RESET> button is in a reset state (button is pressed in).





Powering Off

The procedure for turning the power off is as follows.

Important • Turning off the power of the machine may cause loss of data being processed.

1 Before turning the power off, make sure that all copy or print jobs have completely finished. Also, make sure that the <Online> indicator and the <Job in Memory> indicator are not lit.

Important • Never turn the power off in the following instances:

- -While data is being received
- -While jobs are being printed
- -While jobs are being copied
- -While jobs are being scanned
- -While jobs are being faxed
- Turn off the power in 5 seconds after paper is delivered.
- **2** Press the power switch to the $[\oplus]$ position.
 - Important Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.
 - Before you turn the power back on after turning it off, wait 20 seconds.

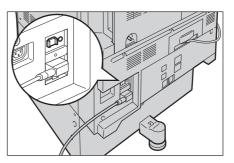
Circuit Breaker

Note

The machine is provided with a circuit breaker.

In the event of a current leakage, the breaker will automatically cut off the power circuit to prevent any leakage or fire from occurring.

The <RESET> button is normally in a pressed-in state as shown in the figure on the right. When the machine is to be left unused for a long period of time or is to be moved, lightly press the <TEST> button with the tip of a ball-pen or other fine-tipped object to cancel the pressed-in state of the <RESET> button.



Once a month, check the breaker for correct operation. Also, make sure that it is earthed. If not, the breaker cannot detect current leakage which can cause electric shock.

If you notice any unusual conditions, contact our Customer Support Center.

- The <RESET> button automatically turns the power off when current leakage is detected. Normally, do not operate this button.
 - Before you cancel the pressed-in state of the <RESET> button, first make sure that the power switch is off.

Power Saver mode

The machine is installed with a Power Saver feature that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

The Power Saver feature has two modes, [Low Power mode] and [Sleep mode].

The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time.

The machine then enters the Sleep mode if a further preset time elapses.

Low Power mode

In this mode, the power to the control panel and fuser unit is lowered to save power.

The touch screen goes out, and the <Power Saver> button on the control panel lights. To use the machine, press the <Power Saver> button. The <Power Saver> button goes out to indicate that the Power Saver feature is canceled.

■Sleep Mode

In this mode, the power is lowered more than in the Low Power mode.

The touch screen goes out, and the <Power Saver> button on the control panel lights. To use the machine, press the <Power Saver> button. The <Power Saver> button goes out to indicate that the Power Saver feature is canceled.

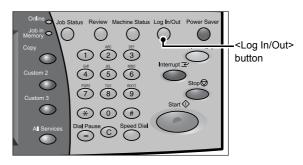
Changing the Power Saver Mode Change Interval

The procedure for setting the Power Saver feature is as follows.

To activate the Power Saver feature, set both the times until the activation of Low Power Mode and Sleep Mode.

System Administrator Logi

1 Press the <Log In/Out> button.



- **2** Enter the user ID with the numeric keypad, and select [Confirm].
 - Note The default User ID is "11111". When using the Authentication feature, a password is required. The default password is "x-admin".
- .

UserID

3 Select [System Settings].

User Mode System Settings	System Administrator Menu	
	User Mode	System Settings

Confirm

Keyboard

4	Select [System Settings].	System Settings			Close
		System Settings	Setup Menu	System Administr Settings	ator
		Login Setup / Auditron Administration			
5	Select [Common Settings].	System Settings			Close
		Common Settings	Copy Mode Settings	Network Settings	
		Print Mode Settings	Scan Mode Settings	Fax Mode Settings	;
		E-mail / iFax Settings	Mailbox / Stored Document Settings	Job Flow Settings	:
~					
6	Select [Machine Clock/Timers].	Common Settings			Close
		Machine Clock / Timers	Audio Tones	Screen / Button Settings	
		Paper Tray Settings	Watermark		
		Image Quality Adjustment	Reports	Maintenance	
7	Select [▼].				

- 8 Select [Auto Power Saver], and select [Change Settings].
- 9 Using [▲] and [▼], configure a power saver mode migration time in 1 minute increments.

8. Auto Power Saver	(Cancel	Save
From Last Selection to Low Power Mode	From Last Se to Sleep Mod		
(1 - 240) 15 Minutes	(1 - 240 60	0) Minutes	

From Last Selection to Low Power Mode

Set the time to move to the [Low Power Mode] after the last operation.

• The default for [From Last Selection to Low Power Mode] is [15] minutes. The Low Power Mode cannot be disabled.

From Last Selection to Sleep Mode

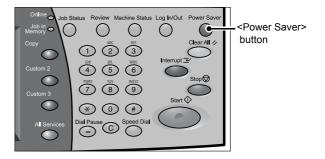
Set the time to move to the [Sleep Mode] after the last operation.

- The default for [From Last Selection to Sleep Mode] is [60] minutes. Configure the [From Last Selection to Sleep Mode] time to be longer than the [From Last Selection to Low Power Mode] time.
- 10 Select [Save].
- **11** Select [Close] repeatedly until the [System Settings] screen is displayed.
- **12** Select [Exit] to exit the System Administration mode.

Exiting the Power Saver Mode

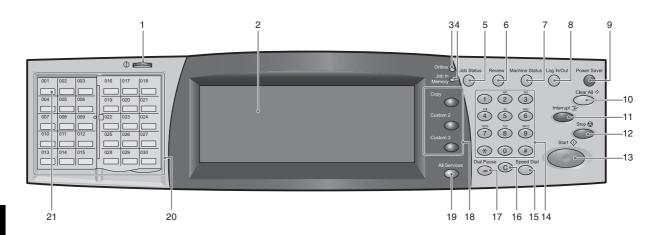
The following describes how to exit the Power Saver mode. The Power Saver mode is exited in the following instances:

- Pressing the <Power Saver> button
- Receiving data
- Selecting [Apply New Settings] in CentreWare Internet Services
- **1** Press the <Power Saver> button.



Product Overview 2

Control Panel



The following describes the names and functions of components on the control panel.

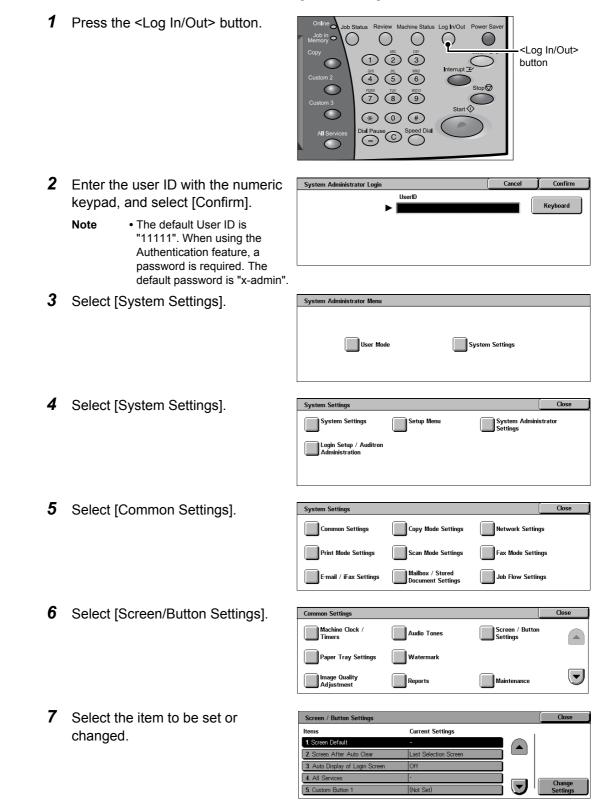
No.	Component	Function
1	Contrast dial	Adjusts the contrast of the touch screen. Use this dial to enhance or decrease the contrast.
2	Touch screen	Displays messages required for operation and buttons for various features. You can directly touch the touch screen to instruct operations in screens and set features.
3	<online> indicator</online>	Lights when the machine is sending or receiving data to or from a client.
4	<job in="" memory=""> indicator</job>	Lights when data is stored in the machine's memory.
		You can check stored documents in [Stored Documents List]. For information on [Stored Documents List], refer to "Stored Document List" (P.381).
5	<job status=""> button</job>	Press this button to confirm or cancel currently executing or completed jobs, or to confirm or print saved documents. In this manual, this button is indicated as the <job status=""> button.</job>
6	<review> button</review>	Press this button to open the [Review] screen. In this screen, you can check a list of the status of copy, fax and scan features whose settings have changed from the defaults. You can also check the destination information for sending faxes and e-mail. In this manual, this button is indicated as the <review> button.</review>
7	<machine status=""> button</machine>	Press this button to confirm the machine status and meters, check the state of consumables, and print reports. In this manual, this button is indicated as the <machine status=""> button.</machine>
8	<log in="" out=""> button</log>	Press this button to display the user ID input screen for System Administration mode or Login Setup/Auditron Administration. In this manual, this button is indicated as the <log in="" out=""> button.</log>
9	<power saver=""> button</power>	If the machine is not operated for a while, the machine's power consumption is lowered to enter the power saver mode. In the power saver mode, this button lights up. To cancel the power saver mode, press this button again. In this manual, this button is indicated as the <power saver=""> button.</power>
10	<clear all=""> button</clear>	Returns the statuses of all displayed services to their default values. The machine will be reset to this state after it is turned on. In this manual, this button is indicated as the <clear all=""> button.</clear>

Product Overview 2

Component	Function
<interrupt> button/indicator</interrupt>	Press this button to temporarily stop a continuous copy job or printing to give another job higher priority. During an interrupt, the interrupt indicator lights up. Pressing the <interrupt> button again cancels the interrupt and the previous operation is resumed. In this manual, this button is indicated as the <interrupt> button.</interrupt></interrupt>
	Some jobs cannot be executed during the interruption. For detail information, refer to "Notes and Restrictions in the Interrupt Mode" (P.567).
<stop> button</stop>	Press this button to stop the current copy job or communications. In this manual, this button is indicated as the <stop> button.</stop>
<start> button</start>	Press this button to start copying or scanning. In this manual, this button is indicated as the <start> button.</start>
Numeric keypad	Press these buttons to enter the number of copies, passwords and other numerical values. In this manual, these buttons are indicated as the "numeric keypad".
<speed dial=""> button</speed>	Used to specify a destination phone number for fax or e-mail. In this manual, this button is indicated as the <speed dial=""> button.</speed>
<c (clear)=""> button</c>	Press this button if you have entered the wrong numerical value with the numeric keypad. In this manual, this button is indicated as the <c> button.</c>
<dial pause=""> button</dial>	Used to insert a pause into a destination number. In this manual, this button is indicated as the <dial pause=""> button.</dial>
<custom> buttons (<copy>, <custom 2="">, <custom 3=""> buttons)</custom></custom></copy></custom>	Used to call a custom feature. You can assign a feature to the buttons selected from the features displayed on the [All Services] screen and [Language].
	For information on registering a feature with a button, refer to "Screen/Button Settings" (P.270).
<all services=""> button</all>	Used to display the [All Services] screen. In this manual, this button is indicated as the <all services=""> button.</all>
	You can change the features that appear in the <all services=""> screen. For detail information, refer to "Screen/Button Settings" (P.270).</all>
One touch button panels	Panels for one touch buttons. You can leaf through panels to display 001 to 030, 031 to 060, and 061 to 070. M01 to M20 are reserved for the stored programming feature. These buttons correspond to jobs registered in 01 to 20.
	Note • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.
One touch buttons	Specify a recipient with one button. These buttons are available for fax and iFax. Registered preset recipient numbers 001 to 070 are supported.
	<interrupt> button/indicator <interrupt> button/indicator <stop> button <start> button Numeric keypad <speed dial=""> button <c (clear)=""> button <c (clear)=""> button <dial pause=""> button <custom> buttons (<copy>, <custom 2="">, <custom 3=""> buttons) <all services=""> button One touch button panels</all></custom></custom></copy></custom></dial></c></c></speed></start></stop></interrupt></interrupt>

Customizing the Control Panel

You can customize items displayed on the screen when turning the machine on or canceling the power saver mode, items displayed on the screen after auto clear, the <Custom> buttons, and items on the [All Services] screen.



Cancel

Customizing the Screen Default

Set the features displayed on the screen that appears after turning the machine on or canceling the Power Saver mode. This section describes how to set the [Check Mailbox] screen as the initial screen, as an example.

1. Screen Default

- 1 Select [Screen Default], and select [Change Settings].
- 2 Select [Check Mailbox].
 - Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



All Services	Scan to Mailbox	
Сору	Network Scanning	
O Fax	Scan to FTP/SMB	
E-mail	Check Mailbox	

Customize items displayed on the screen after Auto Clear. You can select from [Last Selection Screen] and [All Services].

- 1 Select [Screen After Auto Clear], and select [Change Settings].
- 2 Select [Last Selection Screen] or [All Services].

2. Screen After Auto Clear	Cancel	Save
Last Selection Screen		
All Services		

Customizing the [All Services] Screen

You can customize the types of features and the location of buttons on the [All Services] screen when pressing the <All Services> button on the control panel. The following is the factory default settings.

All Services

• When the feature is not available, the button will not be displayed. Also, if the feature is Note unavailable due to hardware problems, the button will be grayed out.

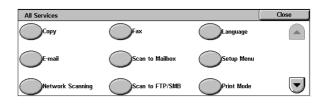
- Copy
- Fax/Internet Fax
- E-mail
- Scan to Mailbox
- Network Scanning
- Scan to FTP/SMB
- Check Mailbox
- Stored Programming
- Job Flow Sheets
- Language
- Setup Menu
- Auto Gradation Adjustment
- Print Mode
- Fax Receiving Mode
- Activity Report

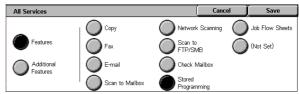
The following is the procedure to change the [Language] button displayed at the upper right corner of the first page of the [All Services] screen to the [Stored Programming] button, as an example.



}{ La

- **1** Select [All Services], and select [Change Settings].
- **2** Select [Language].
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.
- **3** Select [Features].
- **4** Select [Stored Programming].
 - Note The layout of buttons in this screen is corresponding to the layout of those on the [All Services] screen when pressing the <All Services> button.





• You cannot assign the same feature to more than one button.

Features

You can select a feature button. The feature buttons are the oval buttons in the [All Services] screen.

If you select [Not Set], the selected button position will remain empty.

■Additional Features

You can select an additional feature button. The auxiliary features appear in the [All Services] screen as rectangular buttons.

If you select [Not Set], the selected button position will remain empty.

Assigning Features to <Custom> Buttons

Assign features to the <Custom> buttons on the control panel: Custom 1 to Custom 3.

By assigning features to the <Custom> buttons, you can switch to the features without returning to the [All Services] screen. To leave a feature unassigned, select [Not Set].

As the factory defaults, [Copy] is assigned to the <Copy> button. No feature is assigned to the <Custom 2> and <Custom 3> buttons. The features assigned to the buttons are selected from the features displayed on the [All Services] screen and [Language].

Attach the labels included in this product when you have changed the assignment. If you have used a feature for which no label is provided, use a blank label and write down the feature using a permanent marker, and then attach the label to the appropriate button.

The following is the procedure to assign [Check Mailbox] to the <Custom 2> button, as an example. The same procedure can be applied to the <Custom 3> button.

- **1** Select [Custom Button 2], and select [Change Settings].
- **2** Select [Check Mailbox].
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.

6. Custom Button 2		Cancel	Save
Сору	Network Sca	nning	
Fax	Scan to FTP	/SMB	
◯ E-mail			
Scan to Mailbox	Check Mailbo	ж	

Changing the Feature Screen

You can customize the selectable feature display of the setting screen for the following features on the [All Services] screen.

- Copy
- Fax/Internet Fax
- E-mail
- · Scan to Mailbox
- Network Scanning
- Scan to FTP/SMB

For information on how to change the settings, refer to "Copy Tab" (P.286), "General Settings Tab" (P.308), and "Screen Defaults" (P.313).

3 Сору

This chapter describes the copy features provided by the machine.

•	Copying Procedure	.44
•	Operations during Copying	.49
•	Сору	.52
•	Image Quality	.60
•	Layout Adjustment	.65
•	Output Format	.75
•	Job Assembly	.91

Copying Procedure

This section describes the basic copy procedures. The following shows the reference section for each procedure.

Step 1 Loading Documents	44
Step 2 Selecting Features	46
Step 3 Entering the Quantity	
Step 4 Starting the Copy Job	47
Step 5 Confirming the Copy Job in the Job Status	

Step 1 Loading Documents

There are two methods for loading documents:

Document Feeder

- · Single sheet
- Multiple sheets

■Document Glass

- · Single sheet
- · Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from $115 \times 125 \text{ mm}$ to $297 \times 432 \text{ mm}$ (A3, $11 \times 17 \text{ inches}$).

The document feeder automatically detects standard size documents. For nonstandard size documents, input the size in the [Original Size] screen.

For information on entering document sizes, refer to "Original Size (Specifying the Scan Size for the Document)" (P.68).

 Note
 The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information about paper size settings, refer to "Paper Size Settings" (P.280).

The document feeder accepts the following number of sheets.

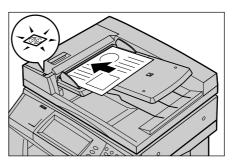
Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 g/m ²)	75 sheets
Plain paper (50 - 80 g/m ²)	75 sheets
Heavyweight paper (81 - 128 g/m ²)	50 sheets

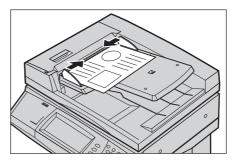
For information about copying documents of mixed size, refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.69).

Important • Place folded or creased documents on the document glass to avoid paper jams.

• Two sided scanning of lightweight paper 38 - 49 g/m² is not supported.

- **1** Remove any paper clips and staples before loading the document.
- 2 Place the document (the front side of 2-sided document) face up in the center of the document feeder.
 - Note The indicator lights when the document is loaded correctly. If the indicator does not light up, the document glass detects the document. Press the <C> button, and then reload the document.
- **3** Adjust the movable document guides to just touch the edges of the document loaded.





Document Glass

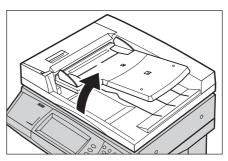
The document glass supports a single sheet, a book, or other similar documents up to $297 \times 432 \text{ mm}$ (A3, $11 \times 17 \text{ inches}$).

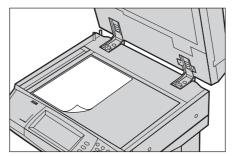
Important • Close the document cover after the job is completed when the document glass is used.

The document feeder automatically detects standard size documents. For nonstandard size documents, input the size in the [Original Size] screen.

For information on entering document sizes, refer to "Original Size (Specifying the Scan Size for the Document)" (P.68).

- The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).
- **1** Open the document cover.
 - Important Check that the screen of the control panel is displayed correctly and then load the document. When the document is loaded before the screen is displayed, the machine may not properly detect document sizes.
- **2** Place the document face down, and align it against the top left corner of the document glass.
- **3** Close the document cover.
 - Note When a standard size document is placed on the document glass, the size of the document is displayed in the message area.





Step 2 Selecting Features

You can select the features from the [Copy] tab.

- Note Features displayed may vary depending on the model you are using.
 - To use the Login Setup feature or Auditron Administration feature, a user ID and password may be required. Ask your system administrator for the user ID and password.

All Services

Copy

🖗 E-mai

1 Press the <All Services> button.



- **2** Select [Copy].
- **3** If the previous settings still remain, press the <Clear All> button.
- Online Marrory
 Job Status
 Review
 Machine Status
 Log In/Out
 Power Saver

 Auto Gradation Adjustment

 Online Marrory
 Job Status
 Review
 Machine Status
 Log In/Out
 Power Saver

 Ob In/Out
 Image: Class of the status
 Image: Class of the status
 Image: Class of the status
 Class of

Fax / Internet Fax

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Langua کِ اِ

4 Select the features to set from each tab as necessary.

Copy Ima	ge Quality Layout Adjustme	Output Format	Job Assembly
Reduce / Enlarge	Paper Supply	Output Color	Image Shift
() 100%	Auto	Auto Detect	No Shift
Auto %	🔘 1🗉 A4D	Color	Edge Erase
	🔘 2🖬 A3🗖	🙆 Black	T/B:2mm L/R:2mm
70% A3→A4	🔘 3⊞ 8.5 x 11"⊡	Dual-Red/Black	
More	More	More	

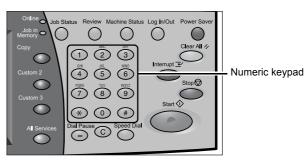
The following shows the reference section for each feature.

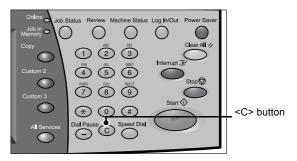
- "Copy" (P.52)
- "Image Quality" (P.60)
- "Layout Adjustment" (P.65)
- "Output Format" (P.75)
- "Job Assembly" (P.91)

Step 3 Entering the Quantity

You can enter up to 999 for the number of copies.

- **1** Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.
- 2 If you enter an incorrect value, press the <C> button and then enter the correct value.





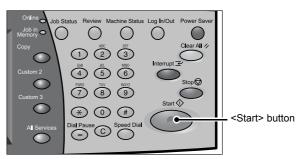
Step 4 Starting the Copy Job

Note

1 Press the <Start> button.

Important • If the document has been set in the document feeder, do not hold down the document while it is being conveyed.

- If a problem occurs, an error message appears in the touch screen. Solve the problem in accordance with the message.
 - You can set the next job during copying.



■If you have more documents

If you have another document, select [Next Original] on the touch screen while the current document is being scanned. You can scan multiple documents for later output.

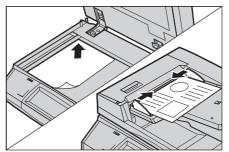
2 Select [Next Original] while scanning is in progress.

Copy Job	: Document 00002		Close
Quantity: 1 / 1 Pages: 2 / 1 Originals: 1 (A4_) Color 100% 1 A4_ Collated		Last Original Stop	Next Original

Note

- When using the document feeder, load the next document after the machine has finished scanning the first document.
 - When the above screen is displayed and no operation is performed during a certain period of time, the machine automatically assumes that there are no more documents.

3 Load the next document.

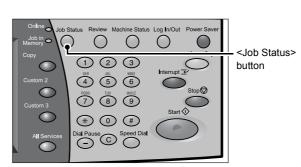


- 4 Press the <Start> button.If you have more documents, repeat Steps 3 and 4.
- **5** When all documents have been scanned, select [Last Original].

Copy Job	: Document 00002		Close
Guantity: 1 / 1 Pages: 2 / 1 Originals: 1 (A4 []) Color 100% 1Ш A4 [] Collated		Last Original Stop	Next Original

Step 5 Confirming the Copy Job in the Job Status

1 Press the <Job Status> button.



- **2** Confirm the job status.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

	Current and Pending Jobs	Completed Jobs	Stored Documents	Print Waitng Jo	bs	Close
	Joc. No Job Type	Status	Remote Tern	ninal/Contents	Progress	0
00003 Print Job Print Wait A4D: 100% 0/1	JOOO2 Copy Job	Scanning	A4 🛛: 100%		1/1	(📥
	00003 Print Job	Print Wait	A4 🛛: 100%		0/1	
						r

Operations during Copying

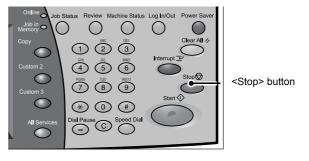
This section describes available operations during copying. The following shows the reference section for each feature.

Stopping the Copy Job	. 49
Changing the Number of Copies	. 50
Interrupting the Copy Job	. 50

Stopping the Copy Job

To cancel copying, follow the procedure below.

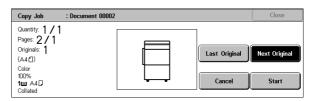
1 Press either [Stop] on the touch screen or the <Stop> button on the control panel.



Copy CO

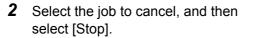
Copy Job	: Document 00002		Close
Quantity: 1/1]		
Pages: 2/1			
Originals: 1		Last Original	Next Original
(A4 🗋)			
Color 100%			
100% 100 A4 🖸		- Stop	
Collated	l		

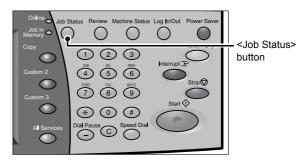
2 Select [Cancel].



■When the screen in Step 1 does not appear

1 Press the <Job Status> button.



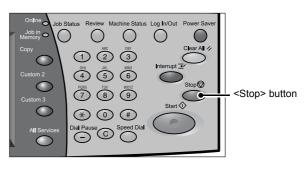


Current and Pending Jobs	Completed Jobs	Stored Print Documents Waiting J	
Doc. No Job Type	Status	Remote Terminal/Contents	Progress 🦳
00002 Copy Job	Scanning	A4 🛛: 100%	1/1
00003 Print Job	Print Wait	A4 🕽: 100%	0/1

Changing the Number of Copies

You can change the number of copies that is set initially during scanning or copying the document.

1 Press either [Stop] on the touch screen or the <Stop> button on the control panel.



Copy Job	: Document 00002			Close
Quantity: 1 / 1 Pages: 2 / 1				
Originals: 1 (A4 1)			Last Original	Next Original
Color 100% 1 I A4 D Collated		لیے ا	Stop	

2 Select [Change Quantity...].

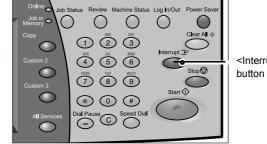
Copy Job	: Document 00002		Close
Quantity: 1 / 1 Pages: 2 / 1 Originals: 1	Change Quantity	Last Original	Next Original

- **3** Set the number of copies with the numeric keypad. The new quantity must include the number of copies that have already been printed. When reducing the quantity, you cannot enter a number less than the number of copies that have already been printed.
- **4** Press the <Start> button.

Interrupting the Copy Job

You can temporarily suspend the current continuous copy job to give another job higher priority.

- 1 Press the <Interrupt> button.
 - Note • The interrupt indicator lights up to indicate that the machine is in the job interrupt mode.



<Interrupt>

- **2** Load the interrupt document and set features if necessary.
- **3** Set the number of copies with the numeric keypad.
- **4** Press the <Start> button.

- **5** After you have finished making the interrupt copy, press the <Interrupt> button.
 - Note The interrupt indicator goes out to indicate that the interrupt is canceled.
 - Remove the interrupt document from the document glass when using the document glass.
- **6** Press the <Start> button. The suspended copy job is resumed.

Сору

You can set the basic features on the [Copy] screen. The following shows the reference section for each feature.

Reduce/Enlarge (Making Enlarged/Reduced Copies)	52
Paper Supply (Selecting the Paper for Copying)	54
Output Color (Selecting the Color to Copy)	56
Image Shift (Shifting the Image Copy Position)	59
Edge Erase (Erasing Edges and Margin Shadows in the Document)	59
Lighten/Darken (Adjusting the Copy Density)	59

- **1** On the [All Services] screen, select [Copy].
- 2 Select features on the [Copy] screen that appears first.

Copy Im	age Quality Layout Adjustm	Output Format	Job Assembly
Reduce / Enlarge	Paper Supply	Output Color	Image Shift
(a) 100%	Auto	Auto Detect	No Shift
Auto %	🔘 1🗉 🗛 🕽	Color	Edge Erase
	🔘 2🖬 A3🗖	🙆 Black	T/B:2mm L/R:2mm
70% A3→A4	🔘 3∎ 8.5 x 11"⊡	Dual-Red/Black	
More	More	More	

Reduce/Enlarge (Making Enlarged/Reduced Copies)

You can select a ratio to make enlarged or reduced copies.

1 Select the copy ratio from [Reduce/ Enlarge].

Copy Ima	ige Quality Layout Adjustme	Output Format	Job Assembly
Reduce / Enlarge	Paper Supply	Output Color	Image Shift
(1 00%)	🌰 Auto	Auto Detect	No Shift
Auto %	🔘 1🗉 A4D	Color	Edge Erase
	🔘 2🖬 A3⊅	Black	T/B:2mm L/R:2mm
70% A3→A4	🔘 3⊞ 8.5 x 11"⊡	Dual-Red/Black	
More	More	More	

■100%

Copies are made at the same size as the original document.

■Auto %

The copy ratio is automatically set based upon the document and paper sizes specified in [Paper Supply], and the document is copied to fit in the specified paper size.

Note • If you select [Auto %], specify a value other than [Auto] for [Paper Supply].

Ratio (3rd and 4th buttons)

Select from preset ratios.

You can change the indicated ratios. For information on the settings, refer to "Reduce/Enlarge - Buttons 3 and 4" (P.287).

■More...

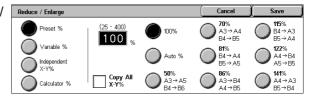
Displays the [Reduce/Enlarge] screen.

Refer to "When [Preset %] is Selected" (P.53), "When [Variable %] is Selected" (P.53), "When [Independent X-Y%] is Selected" (P.53), or "When [Calculator %] is Selected" (P.54).

When [Preset %] is Selected

You can select a ratio from preset standard copy ratios.

1 Select the copy ratio from [Reduce/ Enlarge].



■100%

Copies are made at the same size as the original document.

■Auto %

The copy ratio is automatically set based upon the document and paper sizes specified in [Paper Supply], and the document is copied to fit in the specified paper size.

Note • If you select [Auto %], specify a value other than [Auto] for [Paper Supply].

■Presets % (7 types)

Select from 7 preset ratios.

You can change the indicated ratios. For information on the settings, refer to "Reduce/Enlarge Presets" (P.293).

■Copy All X-Y%

The document is copied at a slightly reduced size to prevent image loss at the edge of the original. If this option is selected, a check mark is added.

Important • If you select [Copy All X-Y%], when you do not want to erase the edges of the document, set the amount of edge erase to 0 mm. Note that if the amount is set to 0 mm, the edges of the copied document may get dirty or the image loss may occur.

When [Variable %] is Selected

You can enter any ratio for copying. Set the ratio within the range from 25 to 400% in 1% increments.

Reduce / Enlarge

Preset %

∨ariable %

Calculator %

25 - 400)

100 "

 Specify the ratio with the numeric keypad or [▲] and [▼].

Note • If you enter an incorrect value, press the <C> button.

When [Independent X-Y%] is Selected

You can specify different length and width ratios to scale the height and width independently.

1 Select any item.



Cance

2 3

5 6

8 9

0 C

4

7

■Auto

Copies are made with the length and width ratios set automatically to match the paper size. If this option is selected, a check mark is added.

■Copy All X-Y%

The length and width ratios are set automatically to match the paper size and the document is copied at a slightly reduced size to prevent image loss at the edge of the original. If this option is selected, a check mark is added.

■Width X% / Length Y%

Set the length and width ratios within the range from 25 to 400% in 1% increments.

■XY

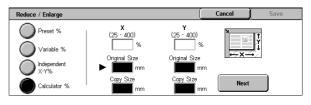
You can simultaneously change the numerical values of the height and width by the same amount.

When [Calculator %] is Selected

You can specify a different size for the length and width.

If you specify both the original document size and the copy size, the copy ratios for the length and width are calculated automatically within the range from 25 to 400% according to the sizes that you entered.

- Enter the value for the original document width in [Original Size] of [X] (width) using the numeric keypad, and select [Next].
- 2 Enter the value for the copy size width in [Copy Size] of [X] (width) using the numeric keypad, and select [Next].



- **3** In the same way, enter the original document height value and copy size length value in the [Original Size] and [Copy Size] of [Y] (length), and select [Next].
 - To change the copy ratios you have entered, select [Next], move the ► mark, and enter the new values.

■X:width Y:length

The automatically calculated ratios based on the values entered in [Original Size] and [Copy Size] are displayed.

Original Size

Set the length and width of the original size from 1 to 999 mm in 1 mm increments.

■Copy Size

Set the length and width of the copy size from 1 to 999 mm in 1 mm increments.

Paper Supply (Selecting the Paper for Copying)

You can select the tray loaded with the copy paper you want to use.

1 Select the paper tray.

Copy In	nage Quality Layout Adjustr	Nent Output Format	Job Assembly
Reduce / Enlarge	Paper Supply	Output Color	Image Shift
(2) 100%	Auto	Auto Detect	No Shift
Auto %	🔘 1🗉 A4D	Color	Edge Erase
	🔘 2🖬 A3🗖	C Black	T/B:2mm L/R:2mm
70% A3→A4	🔵 3 🖬 8.5 x 11" 🗖	Dual-Red/Black	
More	More	More	

■Auto

Based on the original document size and set ratios, the machine automatically selects the tray loaded with the appropriate paper.

Note • If you select [Auto], specify a value other than [Auto %] for [Reduce/Enlarge].

■Trays (2nd to 4th Buttons)

Select from preset paper trays.

You can change the paper trays to display. For information on the settings, refer to "Paper Supply - Buttons 2 to 4" (P.287).

■More...

Displays the [Paper Supply] screen. Refer to "[Paper Supply] Screen" (P.55).

[Paper Supply] Screen

You can select a paper tray that does not appear on the [Copy] screen.

1 Select the paper tray.

Paper Supply	Cancel	Save
Auto		
A4D Plain Paper Bypass. Auto Size Detect Plain Paper		
A3D Plain Paper		

Copy Co

■Auto

Based on the original document size and set ratios, the machine automatically selects the tray loaded with the appropriate paper.

■Trays 1 to 3

Select paper from 3 trays.

■Bypass...

The [Tray 5 (Bypass)] screen is displayed. Refer to "[Tray 5 (Bypass)] Screen" (P.55).

[Tray 5 (Bypass)] Screen

If you want to make copies on paper that cannot be loaded in the Trays 1 to 3, use the Tray 5 (bypass).

1 Select the paper type.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.

Tray 5 (Bypass)	Cancel Save
Paper Size	Paper Type
Auto Size Detect	Plain Paper Bond Paper
Standard Size	Recycled Paper Plain Paper (Side 2)
Custom Size	Transparency

■Paper Size

Select from [Auto Size Detect], [Standard Size], and [Non-standard Size].

When [Auto Size Detect] is selected, the paper size is identified automatically.

When selecting [Standard Size] or [Non-standard Size], refer to "When [Standard Size] is Selected" (P.56) and "When [Non-standard Size] is Selected" (P.56).

Note • [Auto Size Detect] can only detect standard sizes.

■Paper Type

Select the paper type.

When [Standard Size] is Selected

Select the paper size from standard sizes and then select the paper type.

- **1** Select the paper size and paper type.
 - Note
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

When [Non-standard Size] is Selected



Set the X (width) within the range from 99 to 432 mm, and the Y (height) within the range from 89 to 297 mm in 1 mm increments.

- **Important** If the X (width) of non-standard size paper is less than 140 mm, documents may not be printed properly.
 - When copying both sides on non-standard size paper, specify the size within the range from 139 to 432 mm for the X (width) direction and from 128 to 297 mm for the Y (height) direction.
- Enter the paper size using [▲],
 [♥], [◀], and [▶].
- **2** Select the paper type.
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.

Tray 5 (Bypass)			Cancel	Save
Paper Size	↑ (100 - 305)	Paper	Туре	
Auto Size Detect	¥ 200 mm	Plain F		
Auto Size Detect	(100 - 483)	Bond F)aper	
Standard Size	200 mm	Í	ed Paper	
Ă		Plain F	Paper (Side 2)	
Custom Size		Transp	arency	

Output Color (Selecting the Color to Copy)

You can set the output color to use when copying.

- **Note** If output color restrictions have been set, there are restrictions on which colors are available for copying. For information about output color restrictions, refer to "Account Limit" (P.347).
- **1** Select the [Output Color].

Сору	Image Quality	Layout Adjustment	Output Format	Job Assembly
Reduce / Enlarge	Paper Supply	y Output	Color	Image Shift
(a) 100%	Auto		Auto Detect	No Shift
C Auto %	🔵 1 🖬 🖉	44D 🔘	Color	Edge Erase
	5 🛛 🔘 2🖬 A	4307 🙆	Black	T/B:2mm L/R:2mm
70% A3→A	.4 🛛 🔘 3 🖬 8	8.5 x 11"🖙 🛛 🔘	Dual-Red/Black	
More	More		More	

Auto Detect

The machine automatically determines the color of the original document and makes copies in full color if the original document is color and in a single color (black) if the document is black-and-white.

- The machine may make copies in black and white in the case of the following documents. In this case change the level at which the machine distinguishes documents (5 levels) in reference to "Output Color Recognition" (P.275).
 - Colored area is very small
 - In light color

■Color

Copies are made in full color using all the four colors of toner: yellow, magenta, cyan, and black.

■Black

The machine makes copies in black and white regardless of the colors in the original document.

■Dual

The machine makes copies of color documents in two preset colors. You can change the colors to display. For information on the setting procedures, refer to "Dual - Target Area Color" (P.288) and "Dual - Non-target Area Color" (P.288).

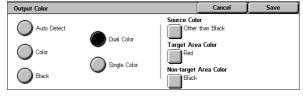
■More...

Displays the [Output Color] screen.

[Output Color] Screen

You can copy in full color, dual color, and single color.

- 1 Select [More...].
- **2** Select the desired output color type for copying.



■Auto Detect

The machine automatically determines the color of the original document and makes copies in full color if the original document is color and in a single color (black) if the document is black-and-white.

■Color

Copies are made in full color using all the four colors of toner: yellow, magenta, cyan, and black.

■Black

The machine makes copies in black and white regardless of the colors in the original document.

■Dual Color

The document is separated into specified source colors and unspecified colors and then copied in the specified dual colors. If you select [Dual Color], you can set the following items:

Source Color

The [Source Color] screen is displayed.

Refer to "[Source Color] Screen" (P.57).

· Target Area Color

The [Target Area Color] screen is displayed.

Refer to "[Target Area Color] Screen" (P.58).

Non-target Area Color

The [Non-target Area Color] screen is displayed.

Refer to "[Non-target Area Color] Screen" (P.58).

■Single Color

The [Color] screen is displayed. Refer to "[Color] Screen" (P.58).

[Source Color] Screen

Select the color to scan (extract) from the document.

- **1** Select [Dual Color].
- **2** Select [Source Color].
- 3 Select [Other than Black] or [Color
- **4** If you selected [Color], select the color to scan.

■Other than Black

Colors other than black are scanned.

■Color

From 6 predetermined colors, you can specify single or multiple colors to scan.

[Target Area Color] Screen

You can change the color that was extracted by [Source Color] to one of the 7 predetermined colors and 6 custom colors. From the displayed [Target Area Color] screen, select a color.

For information about how to set custom colors, refer to "Custom Colors" (P.293).

- **1** Select [Dual Color].
- 2 Select [Target Area Color].
- **3** Select a color.

Target Area Color		Cancel Save
Red	Yellow	Custom Color 1 Custom Color 4 0, 0, 0 Custom Color 4
Green	Magenta	Custom Color 2 0, 0, 0 0, 0, 0
Black	Cyan	Custom Color 3 0, 0, 0 Custom Color 6 0, 0, 0

[Non-target Area Color] Screen

You can change a color that was not extracted to one of the 7 fixed colors and 6 custom colors. From the displayed [Non-target Area Color] screen, select one color. For information about how to set custom colors, refer to "Custom Colors" (P.293).

- **1** Select [Dual Color].
- **2** Select [Non-target Area Color].
- **3** Select a color.

Non-target Area Color		(Can	cel	Save
Red	Yellow	Custom Color 1 0, 0, 0		Custom Color 4 O, O, O
Green Blue	Magenta	Custom Color 2 0, 0, 0	\bigcirc	Custom Color 5 0, 0, 0
Black	Cyan	Custom Color 3 0, 0, 0		Custom Color 6 0, 0, 0

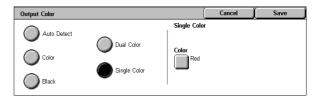
[Color] Screen

The machine makes copies in the single specified color regardless of the colors in the document.

You can select a color from 6 predetermined colors and 6 custom colors. From the displayed [Color] screen, select a color.

For information about how to set custom colors, refer to "Custom Colors" (P.293).

1 Select [Single Color].



	Source Color			Cancel	Save
	Other than Black	Red	Yellov	N	
1		Green	Mager	nta	
ŀ	Color	Blue	Cyan		

- 2 Select [Color].
- **3** Select a color.

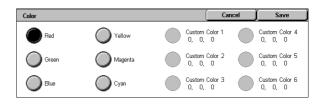


Image Shift (Shifting the Image Copy Position)

This feature is the same as [Image Shift] of the [Layout Adjustment] screen. Refer to "Image Shift (Shifting the Image Copy Position)" (P.70).

Edge Erase (Erasing Edges and Margin Shadows in the Document)

This feature is the same as [Edge Erase] of the [Layout Adjustment] screen. Refer to "Edge Erase (Erasing Edges and Margin Shadows of the Document)" (P.70).

Lighten/Darken (Adjusting the Copy Density)

You can adjust the copy density to one of 7 levels. The copy density becomes darker when you move [$\mathbf{\nabla}$] to the left and lighter when you move it to the right.

- **Note** [Lighten/Darken] of the [Copy] screen and [Lighten/Darken] of [Lighten/Darken/Contrast] in the [Image Quality] screen are the same.
- Use [◀] and [▶] to select from 7 density levels.

Сору	Image Quality	Layout Adjustment	Output Format	Job Assembly
Reduce / Enlarge	Paper Supply	y Output	Color	Image Shift
() 100%	🌰 Auto			No Shift
Auto %	🔵 1 🖬 🖉	A4D 🔘	Color	Edge Erase
50% A3→A	5 🛛 🔘 2 🖬 /	A3D 🌑	Black	T/B:2mm L/R:2mm
70% A3→A	.4 🛛 🔘 3 🖬 8	8.5 x 11" 🗖 🛛 🥥	Dual-Red/Black	
More	More		More	

Image Quality

On the [Image Quality] screen, you can configure the document image quality features. The following shows the reference section for each feature.

Color Effects (Selecting Image Quality)	60
Original Type (Selecting the Document Type)	61
Image Options (Adjusting Copy Density / Sharpness / Color Saturation of Images)62	
Image Enhancement (Erasing the Background Color of Documents/Adjusting contrast)	63
Color Balance (Adjusting Color Balance)	63
Color Shift (Adjusting Color Tone)	64

- **1** On the [All Services] screen, select [Copy].
- **2** Select the [Image Quality] tab and then select a feature on the [Image Quality] screen that appears.

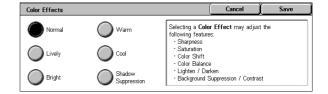
Сору		_ayout Adjustment	Output Format	Job Assembly
Original Type Photo & Text Printed Origin	a 🔲 Š	je Options Lighten / Darken: Norr Sharpness: Normal Saturation: Normal		hancement Suppression ast: Normal
Color Effects Normal		rBalance Y:000 MI:00 C:000 K:00	Color Shi Norm O	

If color reproducibility is poor, perform auto gradation adjustment. For information about auto gradation adjustment, refer to "Executing Auto Gradation Adjustment" (P.432).

Color Effects (Selecting Image Quality)

If you select an image quality of [Color Effects], the [Image Enhancement], [Image Options], [Color Shift], and [Color Balance] settings are automatically adjusted and copies are made at a quality that matches the images.

- If the settings of other image quality features are changed after selecting an image quality in [Color Effects], the Color Effects setting will return to its default (state of nothing being selected).
- **1** Select [Color Effects].
- **2** Select the image quality.



■Normal

Copies are made with the [Sharpness], [Saturation], [Color Shift], [Color Balance], [Lighten/Darken] and [Background Suppression/Contrast] settings at their defaults.

■Lively

The color saturation is raised to reproduce images that appear fresher and livelier.

■Bright

Reproduces images that have a brighter appearance with enhanced contrast. Select this item to make copies of documents such as posters that are intended to attract people's attention.

Copy

3

∎Warm

Reproduces colors that have a slightly low density as brighter and warmer colors with more dominant red in them. Select this item when, for example, you wish skin to appear pinker or subdued warm colors to have more warmth.

■Cool

Reproduces blue colors that appear even clearer. Select this item, for example to make water or sky bluer or to reproduce subdued cold colors more clearly.

■Shadow Suppression

This setting suppresses document shadows.

Original Type (Selecting the Document Type)

When making copies of photographs, text and other documents, you can make copies at the image quality corresponding to each type of document. Copies of the document can be reproduced at a more faithful image quality by selecting the document type that matches the document.

- **1** Select [Original Type].
- 2 Select the original type.



■Auto

This item sets [Output Color] of the [Copy] screen according to the document type preset in the System Administration mode.

For information about the auto setting of [Original Type], refer to "Copy Defaults" (P.287).

■Photo & Text

Select to make copies of documents containing both text and photos. The machine automatically distinguishes the text and photo areas and sets the appropriate image quality for each area of the document. For photo areas, specify the photo type from [Printed Original], [Photograph], and [Photocopy].

· Printed Original

Select when photo areas of the document is printed matter such as a pamphlet.

Photograph

Select when photos have been pasted on document. This prevents the copy from being reproduced bluish.

Photocopy

Select this item for documents that are copies or prints made on a color copier such as the machine. This prevents colors from being reproduced faint.

■Text

Select to make sharp copies of text. Sharp copies of graphs, illustrations, etc. are also made in this mode.

Normal Text

Select this item for printed documents, inked text documents, etc.

Light Text

Select for documents with light image density such as a document written in pencil to increase the copy density.

• Lightweight Originals

Select to reduce blurs of tracing paper and background suppression for lightweight documents.

Note • Whether [Lightweight Originals] is displayed depends on the specifications. For information, refer to "Original Type - Lightweight Originals" (P.292).

■Photo

Select to make copies of photos. In the same way as for Text and Photo, specify the photo type from [Printed Original], [Photograph] and [Photocopy].

■Map

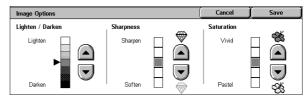
Select this item for making copies of documents that have text on colored backgrounds such as maps.

Image Options (Adjusting Copy Density / Sharpness / Color Saturation of Images)

You can make copies with adjusting the copy density, sharpness and color saturation.

- Note [Lighten/Darken] of [Image Options] and [Lighten/Darken] of [Copy] are the same.
 - If [Lighten/Darken], [Sharpness] or [Saturation] is selected when the Color Effects is set, the values set in the Color Effects are cleared.
- **1** Select [Image Options].
- **2** Adjust with $[\blacktriangle]$ and $[\triangledown]$.

■Lighten/Darken



You can select from seven copy density levels between [Lighten] and [Darken].

The copy color density increases the nearer the level is to [Darken] and the copy color density decreases the nearer the level is to [Lighten].

Sharpness

You can select from five sharpness levels between [Soften] and [Sharpen].

The nearer the level is to [Sharpen], the sharper the contours of images. The nearer the level is to [Soften], the softer the contours of images.

Saturation

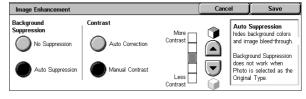
You can select from five color saturation levels between [Vivid] and [Pastel].

The brightness of color in documents increases the nearer the level is to [Vivid] and the brightness of color in documents decreases the nearer the level is to [Pastel].

Image Enhancement (Erasing the Background Color of Documents/ Adjusting contrast)

The background color of documents such as newspaper and colored paper can be erased. You can also make copies with adjusting contrast.

- When [Original Type] is set to [Photo], the [Background Suppression] feature does not work.
 If [Background Suppression] or [Contrast] is selected when the Color Effects is set, the
 - If [Background Suppression] or [Contrast] is selected when the Color Effects is set, the values set in the Color Effects are cleared.
- **1** Select [Image Enhancement].
- Select [Background Suppression] and [Contrast]. Adjust contrast with [▲] and [▼].



Background Suppression

No Suppression

Scans the document backgrounds with no filtering.

Auto Suppression

When copies are made with [Black] of Output Color, the background color of documents such as newspaper and colored paper documents is erased. When copies are made with [Color], [Dual Color], or [Single Color] of [Output Color], the background of white documents is erased.

■Contrast

Auto Correction

This setting sharpens the image by adjusting the brightness and hue of the original.

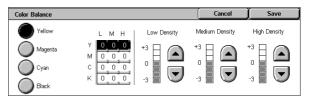
Manual Contrast

You can select from 5 contrast levels between [More Contrast] and [Less Contrast]. The nearer the level is to [More Contrast], the greater the difference between light parts and dark parts as light parts become lighter and dark parts become darker. [Less Contrast] contrasts decrease the difference between light and dark areas.

Color Balance (Adjusting Color Balance)

The strength of the four colors (yellow, magenta, cyan, and black) can be adjusted in 7 levels for each of their low, medium, and high density ranges.

- Note If [Color Balance] is selected when the Color Effects is set, the values set in the Color Effects are cleared.
- **1** Select [Color Balance].
- **2** Select the button for the color you want to adjust.
- 3 Use [▲] and [▼] to adjust the color balance for each density.



■Low Density

Use this item to adjust the strength of the low density.

Medium Density

Use this item to adjust the strength of the medium density.

High Density

Use this item to adjust the strength of the high density.

Color Shift (Adjusting Color Tone)

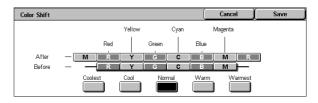
The tone of color documents can be adjusted to make subtle changes to the overall tone of the document. You can adjust the tone 4 levels by moving the bar to the left or right.

The lower bar of the [Color Shift] screen indicates the tone of the document and the upper bar indicates the tone after adjustment. If you press a color shift button, you can move the lower bar to change the overall tone of the document to the tone of the upper bar.

For example, if Y (yellow) on the lower bar is moved to the left towards R (red) on the upper bar, the yellow in fruit becomes reddish to give an apple a riper-looking tone. This changes all colors. For example, R (red) becomes more M (magenta) and G (green) becomes more Y (yellow).

If Y (yellow) on the lower bar is moved to the right towards G (green) on the upper bar, the yellow in fruit becomes greener. This changes all colors. For example, M (magenta) becomes more R (red) and R (red) becomes more Y (yellow).

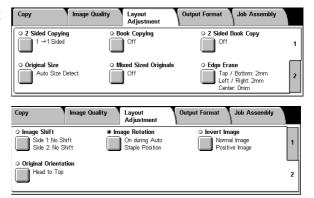
- Note
- Confirm that [Color] is selected in [Output Color] of the [Copy] screen. Tone adjustment is
 not available when [Output Color] is set to [Black].
 - If [Color Shift] is selected when Color Effects is set, the values set in the Color Effects are cleared.
- **1** Select [Color Shift].
- **2** Select the color shift buttons.



Layout Adjustment

On the [Layout Adjustment] screen, you can configure features for scanning documents.	
The following shows the reference section for each feature.	
2 Sided Copying (Making 2 sided Copies)	65
Book Copying (Copying Facing Pages onto Separate Sheets)	66
2 Sided Book Copy (Making 2 Sided Copies of Facing Pages)	67
Original Size (Specifying the Scan Size for the Document)	68
Mixed Sized Originals (Scanning Different Size Documents Simultaneously)	69
Edge Erase (Erasing Edges and Margin Shadows of the Document)	70
Image Shift (Shifting the Image Copy Position)	70
Image Rotation (Making Copies with the Image Rotated Vertically or Horizontally)	72
Invert Image (Making Reversed Copies of Images)	73
Original Orientation (Specify the Orientation of Loaded Documents)	73

- **1** On the [All Services] screen, select [Copy].
- 2 Select the [Layout Adjustment] tab and then select a feature on the [Layout Adjustment] screen that appears.



2 Sided Copying (Making 2 sided Copies)

Copies of 1-sided and 2-sided documents can be made on one side or both sides of paper.

- **Important** Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- **1** Select [2 Sided Copying].
- **2** Select any item.

 2 Sided Copying
 Cancel
 Save

 1 \rightarrow 1 Sided
 Originals
 Copies

 1 \rightarrow 2 Sided
 Head to Head
 Head to Head

 2 \rightarrow 2 Sided
 Head to Toe
 Head to Toe

 2 \rightarrow 1 Sided
 Head to Toe
 Head to Toe

■1 → 1 Sided

Makes a copy of a 1-sided document on one side of the paper.

■1 → 2 Sided

Makes a copy of a 1-sided document on both sides of the paper.

■2 → 2 Sided

Makes a copy of a 2-sided document on both sides of the paper.

$\blacksquare 2 \rightarrow 1 \text{ Sided}$

Makes a copy of a 2-sided document on one side of the paper.

■Originals

· Head to Head

Select this item when the first and second sides of the document are of the same orientation.

Head to Toe

Select this item when the first and second sides of the document are of the opposite orientation.

This appears when $[2 \rightarrow 2 \text{ Sided}]$ or $[2 \rightarrow 1 \text{ Sided}]$ is selected.

■Copies

Head to Head

Select this item when you want the orientation of the first and second sides of the copy to be the same as that of the document.

· Head to Toe

Select this item when you want the orientation of the first and second sides of the copy to be the opposite of that of the document.

It appears when $[1 \rightarrow 2 \text{ Sided}]$ or $[2 \rightarrow 2 \text{ Sided}]$ is selected.

Book Copying (Copying Facing Pages onto Separate Sheets)

The book copying feature allows you to copy facing pages of a document on separate sheets of paper in page order.

It is useful if you need to make separate copies from facing pages of bound documents such as a booklet.

• When sending faxes using this feature, place the document on the document glass.

- Non-standard sized documents will not be separated into two accurately.
- **1** Select [Book Copying].
- **2** Select any item.



∎Off

Not scans as a bound document.

■Left Page then Right

Copies are made from the left page of facing pages in a document starting from the left page.

Right Page then Left

Copies are made from the right page of facing pages in a document starting from the right page.

■Top Page then Bottom

Copies are made from the top page of facing pages in a document starting from the top page.

■Both Pages

Copies are made of both pages of facing pages in page order.

■Left Page Only

Copies are made of the left page only. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Right Page Only

Copies are made of the right page only. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Top Page Only

Copies are made of the top page only. You can select this item when [Top Page then Bottom] is selected.

■Bottom Page Only

Copies are made of the bottom page only. You can select this item when [Top Page then Bottom] is selected.

■Binding Erase

Erases the shadow from the center section of the document. You can set the binding erase width within the range from 0 to 50 mm in 1 mm increments.

2 Sided Book Copy (Making 2 Sided Copies of Facing Pages)

You can assign pages when making copies of facing pages in a bound document so that pages face each other in the same way as the document. You can also specify the start page and the end page from the left and right facing pages.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - Non-standard sized documents will not be separated into two accurately.
- **1** Select [2 Sided Book Copy].
- **2** Select any item.



∎Off

The document is not copied as 2-sided book copy.

■Left Page then Right

Copies are made of both pages from the left page of facing pages in a document starting from the left page.

Right Page then Left

Copies are made of both pages from the right page of facing pages in a document starting from the right page.

■Top Page then Bottom

Copies are made of both pages from the top page of facing pages in a document starting from the top page.

Start Page & End Page

Displays the [2 Sided Book Copy-Start Page & End Page] screen. Refer to "[2 Sided Book Copy-Start Page & End Page] Screen" (P.68).

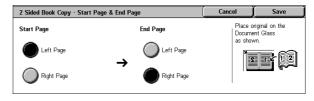
Binding Erase

Erases the shadow from the center section of the document. You can set the binding erase width within the range from 0 to 50 mm in 1 mm increments.

[2 Sided Book Copy-Start Page & End Page] Screen

You can set the copy start page and end page.

1 Set [Start Page] and [End Page].



■Start Page

Select the copy start page from the following items.

• [Left Page] / [Right Page]

You can select these items when [Left Page then Right] or [Right Page then Left] is selected.

• [Top Page] / [Bottom Page]

You can select these items when [Top Page then Bottom] is selected.

End Page

Select the copy end page from the following items.

• [Left Page] / [Right Page]

You can select these items when [Left Page then Right] or [Right Page then Left] is selected.

• [Top Page] / [Bottom Page]

You can select these items when [Top Page then Bottom] is selected.

Original Size (Specifying the Scan Size for the Document)

You can set the scan size for the document.

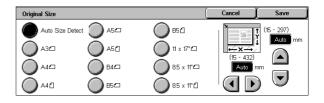
Specify the size of the document when scanning non-standard size documents or when making copies at a size different from that of the currently loaded document.

When a document size is specified, it is scanned at the specified size regardless of the size of the loaded document. This feature allows you to copy the document with adding or deleting the margin.

- **1** Select [Original Size].
- 2 Select the size of the document. If you select a non-standard size, specify values for the X and Y directions.

■Auto Size Detect

Detects the document size automatically.



Note • If the document size cannot be detected automatically, a screen to input the document size appears.

■Standard Size

Select a document size from 11 pre-configured types.

You can change the indicated document sizes. For information on the settings, refer to "Original Size Defaults" (P.293).

■Variable Size

Enter the desired scan size when scanning non-standard size documents or when making copies at a size different from that of the currently loaded document. Set the size in the document glass X (width) direction within the range 15 to 432 mm and in the Y (height) direction within the range 15 to 297 mm in 1 mm increments. The scale on the outside of the document glass is a useful reference for specifying the document size.

Mixed Sized Originals (Scanning Different Size Documents Simultaneously)

When using the document feeder, you can simultaneously scan different size documents and make copies onto paper that matches the respective sizes of the documents. You can also specify the size of the paper to make copies on so that copies are made on the same size of paper.

- **Important** Confirm that the orientation of the first sheet of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.
 - Always load the A5-size documents vertically.
 - When loading a B5 size document with A3 or A4 size documents in a vertical direction, place the B5 document also in vertical orientation.
 - The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If the combination of the document sizes is not our recommendation, the documents can be fed at an angle and may not be copied properly.
 - This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - [Original Orientation] is set in reference to the direction set for the first page of the document. Load the rest of the document from the second page onwards in the same direction as that of the first page of the document.
- **1** Select [Mixed Sized Originals].
- 2 Select [On].

Note

Mixed Sized Originals		Cancel	Save
Off On	- Align top left corners of the originals and load in the Document Feeder. Adjust Document Guides Load 55 x 85" and A5 originals in portrait orientation.		

■Off

Select this item when all documents are of the same size.

∎On

When documents of different sizes are copied, the machine automatically detects the size of each document.

Important • When the document is loaded on the document feeder, the base point in the Y (height) direction is the center of the edge. If you specify 100 mm, the scan size becomes from 50 mm above to 50 mm below the center of the document.

Edge Erase (Erasing Edges and Margin Shadows of the Document)

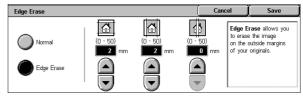
When you make copies with the document cover open or make copies from a book, black shadows sometimes appear along the edges and center margin of the paper. If this happens, you can make copies with the shadows erased.

Important • Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

- For 2-sided originals, the same edge erase amounts are set for the front and back sides.
 - If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you configured.

For information on the areas that can actually be printed, refer to "Printable Area" (P.531).

- **1** Select [Edge Erase].
- **2** Select [Edge Erase].
- 3 Use [▲] and [♥] to set the width to erase for each of the top and bottom, left and right, and center.



■Normal

The border erase amount is set to 2 mm for the top and bottom, and left and right. If you do not want to erase edges, set each [Edge Erase] value to 0 mm.

■Edge Erase

You can erase only the necessary amount.

Top & Bottom Erase

Shadows at the top and bottom of the document are erased. Edges at the top and bottom are erased in accordance with the direction that the document was loaded. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

· Left & Right Erase

Shadows on the left and right of the document are erased. Edges on the left and right are erased in accordance with the direction that the document was loaded. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

Binding Erase

Shadows in the center of documents such as booklets or documents with facing pages are erased. You can set the binding erase width within the range from 0 to 50 mm in 1mm increments.

Image Shift (Shifting the Image Copy Position)

Copies can be made with the document image position shifted to the left, right, top, or bottom of the paper, or with the document center shifted to the center of the paper. You can also make copies with a margin added to the top, bottom, left, or right. When making 2-sided prints, you can set the shift positions for both [Side 1] and [Side 2].

- **Important** Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.
- The image shift amount is set in accordance with the paper. Even if you set copies to be enlarged or reduced in [Reduce/Enlarge], the image shift amount is not affected.

- 1 Select [Image Shift].
- **2** Select any item.

Image Shift		(Ca	ncel 📗	Save
O № Shift	Side 1	Side 2		
Auto Center				
Margin Shift		•	firror Shift	

■No Shift

The position of the document image is not shifted.

■Auto Center

The center of the document is shifted to match the center of the paper.

■Margin Shift

You can set the margin amount. Set the top & bottom, and left & right values within the range from 0 to 50 mm in 1 mm increments.

• Side 1

Displays the [Image Shift - Side 1] screen.

Refer to "[Image Shift - Side 1] Screen" (P.71).

• Side 2

Displays the [Image Shift - Side 2] screen.

Refer to "[Image Shift - Side 2] Screen" (P.72).

■Mirror Shift

Select this item when you want the positioning of Side 2 to match the positioning of Side 1.

[Image Shift - Side 1] Screen

You can set the image shift of Side 1.

1 Select any item.

Image Shift - Side 1	(Cancel)	Save
No Shift		Jp / Down 0 - 0 - 50)
Auto Center	Left / Right (50 - 0 - 50)	
Corner Shift		
() Variable Shift		\bigcirc

■No Shift

The position of the document image is not shifted.

■Auto Center

The center of the document is shifted to match the center of the paper.

When adjusting the margin amount, set the top and bottom, and left and right values within the range from 0 to 50 mm in 1 mm increments.

■Corner Shift

The document image is shifted to the edges or corners of the paper. You can select from 8 shift directions.

When adjusting the margin amount, set the top and bottom, and left and right values within the range from 0 to 50 mm in 1 mm increments.

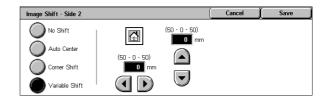
■Variable Shift

You can set the margin amount. Set the top and bottom, and left and right values within the range from 0 to 50 mm in 1 mm increments.

[Image Shift - Side 2] Screen

You can set the image shift of Side 2.

1 Select any item.



■No Shift

The position of the document image is not shifted.

Auto Center

The center of the document is shifted to match the center of the paper.

When adjusting the margin amount, set the top and bottom, and left and right values within the range from 0 to 50 mm in 1 mm increments.

■Corner Shift

The document image is shifted to the edges or corners of the paper. You can select from 8 shift directions.

When adjusting the margin amount, set the top and bottom, and left and right values within the range from 0 to 50 mm in 1 mm increments.

■Variable Shift

You can set the margin amount. Set the top and bottom, and left and right values within the range from 0 to 50 mm in 1 mm increments.

Image Rotation (Making Copies with the Image Rotated Vertically or Horizontally)

If the orientation of the paper currently loaded in the tray differs from that of the document loaded, the machine automatically rotates the document image to make copies with the document and paper orientations matched. You can also select where to use as a reference for image rotation if documents are of mixed orientations.

The image rotation feature can only be used to make copies to paper of A4 and 8.5 x 11 inches or smaller.

- **1** Select [Image Rotation].
- **2** Select any item.

Image Rotation	(Cancel	Save
Off Always On On during Auto	On During Auto provides automatic rotation of the image on your original to fit correctly on your selected copy paper when Auto Pape or Auto % is selected 12 → 12 0		Direction ple Position

∎Off

Copies of documents are made as they are, even if they are orientated differently.

■Always On

The document image is automatically rotated so that the orientation of the document matches that of the paper.

On during Auto

The document image is automatically rotated so that the orientation of the document matches that of the paper when [Auto %] of [Reduce/Enlarge] or [Auto] of [Paper Supply] is selected.

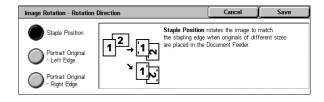
Rotation Direction

Displays the [Image Rotation - Rotation Direction] screen. Refer to "[Image Rotation - Rotation Direction] Screen" (P.73).

[Image Rotation - Rotation Direction] Screen

You can set the reference position for rotation.

1 Select any item.



■Staple Position

When the finisher is installed, [Staple Position] is displayed. If documents are of mixed orientations, images will be rotated to match the stapling edge based on the staple feature settings.

■Portrait Original - Left Edge

If documents are of mixed orientations, images will be rotated so that the top edge of a landscape document is aligned with the left edge of a portrait document.

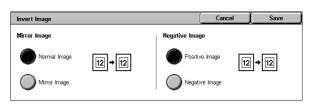
Portrait Original - Right Edge

If documents are of mixed orientations, the image will be rotated so that the top edge of a landscape document is aligned with the right edge of a portrait document.

Invert Image (Making Reversed Copies of Images)

Copies can be made with the left and right sides of the document image reversed or the colors reversed in Output Color of the document image.

- When Output Color is set to Black or Single Color, the density (contrast) is reversed for black and white.
 - When Output Color is set to Color, the complementary colors are reversed.
 - When [Negative Image] and [Edge Erase] are set simultaneously, the edge erase area turns to white.
- **1** Select [Invert Image].
- **2** Select any item.



■Mirror Image

The left and right sides of the document image are reversed.

■Negative Image

The density (contrast) of the document image is reversed.

Original Orientation (Specify the Orientation of Loaded Documents)

In order to identify the top of the document, the orientation of the set document must be configured.

- **Note** If the [Original Orientation] differs from the actual document orientation, then the machine may mistakenly detect the head of the document.
- **1** Select [Original Orientation].
- 2 Select [Head to Top] or [Head to Left] in accordance with the orientation of the document loaded.

Original Orientation		Cancel)	Save
Head to Top	Original Orientation is used to inform the s orientation on the paper as you load it in the place it on the Document Glass. This information is used by the system to m	Document Feeder or	S
Head to Left	how to accurately place images on paper whe such as Image Shift, Edge Erase, Multiple-Up Annotation, and Booklet Creation.	en using features	

■Head to Top

Select this item when placing the top of the document facing the inner side of the document glass or document feeder.

■Head to Left

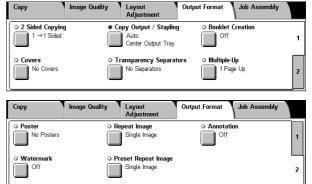
Select this item when placing the top of the document facing the left side of the document glass or document feeder. Be sure to select [Head to Left] when the top of the document is placed facing the left side (horizontal text).

Output Format

On the [Output Format] screen, you can configure features for outputting documen	nts.
The following shows the reference section for each feature.	

2 Sided Copying (Making 2-sided Copies)	75
Copy Output / Stapling (Outputting by Specifying Finishing)	75
Booklet Creation (Creating a Booklet)	77
Covers (Attaching a Cover to Copies)	
Transparency Separators (Inserting Blank Sheets between Transparencies)	80
Multiple-Up (Copying Multiple Sheets onto One Sheet)	80
Poster (Making Enlarged Copies Spread over Multiple Sheets)	81
Repeat Image (Making Multiple Copies on One Sheet)	82
Annotation (Adding Stamp/Date/Page Number to Copies)	83
Watermark (Printing Control Number on the Background)	86
Preset Repeat Image (Making Multiple Copies on a Single Sheet)	89

- **1** On the [All Services] screen, select [Copy].
- **2** Select the [Output Format] tab, and then select a feature on the screen.



2 Sided Copying (Making 2-sided Copies)

This feature is the same as [2 Sided Copying] of the [Layout Adjustment] screen. Refer to "2 Sided Copying (Making 2 sided Copies)" (P.65).

Copy Output / Stapling (Outputting by Specifying Finishing)

You can specify the copy output method.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

If the offset stacking module is installed, the output position of copies is offset alternately to distinguish each set of copies.

- **1** Select [Finishing].
- 2 Select any item.



■Auto

According to the set feature, the machine automatically select [Collated] or [Uncollated].

Copies are output collated when auto document feeder, 2 Sided Book Copy, Covers, [Blank Separators & Handouts] or [Transparency Set & Handouts] of [Transparency Separators], Booklet Creation, Stapling, Build Job, Sample Set, and [Combine Original Sets] are set.

When the settings other than the above-mentioned settings are configured, copies are output uncollated.

■Collated/Stapling

The machine outputs sheets sorted into sets that are arranged in page order.

Uncollated

The machine outputs the specified number of copies and sort sheets by page.

Uncollated with Separators

The machine outputs copies with inserting blank sheets as a separator and sorts sheets by page.

■Stapling

Displays the [Copy Output-Stapling] screen. Refer to "[Copy Output/Stapling] Screen" (P.76).

■Output Destination

Select the output destination. Select from the following trays.

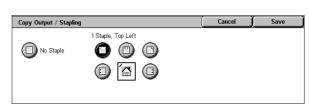
- This feature does not appear for some models. An optional package is necessary. And also the displayed items may be different, depending on the options installed. For more information, contact our Customer Support Center.
- Center Output Tray
- Side Output Tray
- Finisher tray

[Copy Output/Stapling] Screen

Sets the position for stapling. The number of pages that can be stapled is 2 to 50 (P paper and J paper). Paper types that can be stapled are bond paper, plain paper, recycled paper, and User 1 to User 5 paper.

- **Important** Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.
 - When A Finisher is installed on the machine, the following two options are available: 1 Staple, Top Left; 1 Staple, Top Right.
- **1** Select the stapling position.

■No Staple



Stapling is not performed.

Staple Position

Select from 5 staple positions: 1 Staple, Top Left; 2 Staples, Left; 2 Staples, Top; 1 Staple, Top Right; and 2 Staples, Right.

Important • The staple direction appearing on the screen and the direction in which staples are actually stapled may differ depending on the combination of the document size and orientation in the following cases:

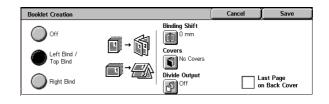
When placing documents in Head to Top orientation and staples on the top right When placing documents in Head to Left orientation and staples on the top left

Booklet Creation (Creating a Booklet)

The machine can copy pages laid out so as when multiple-page sheets are overlaid and folded along the center (gutter), a booklet is created in page order. You can also set the binding shift and attach a cover when making booklets.

Important • Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - If the number of pages in the booklet is not a multiple of four, the remaining pages will be output as blank pages.
- **1** Select [Booklet Creation].
- **2** Select any item.



■Off

Note

Booklet Creation is not applied to copies.

■Left Bind/Top Bind

Copies are made to enable left binding or top binding.

Right Bind

Copies are made to enable right binding.

Binding Shift

Displays the [Booklet Creation-Binding Shift] screen. Refer to "[Booklet Creation-Binding Shift] Screen" (P.77).

■Covers

Displays the [Booklet Creation-Covers] screen. Refer to "[Booklet Creation-Covers] Screen" (P.78).

Divide Output

Displays the [Booklet Creation-Divide Output] screen. Refer to "[Booklet Creation-Divide Output] screen" (P.78).

■Last Page on Back Cover

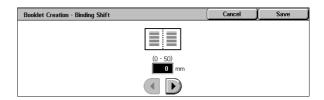
The last page of the original is used as the back cover of the booklet. Select the check box to use the last page as the back cover. When using [Divide Output] to separate booklets, the cover will be made on the last page of the last subset.

• Depending on the number of pages in the original, a blank sheet may be inserted before the last page.

[Booklet Creation-Binding Shift] Screen

You can set the value within the range from 0 to 50 mm in 1 mm increments.

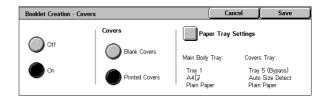
 Use [◄] and [▶] to specify a binding shift value.



[Booklet Creation-Covers] Screen

You can attach a cover to a booklet.

- 1 Select [On].
- **2** Select any item.



■Covers

Blank Covers

A blank sheet of paper is attached as the cover.

• Printed Covers

The first page of the document is copied on the cover. When you only want to copy to the outside of the cover, insert a blank sheet of paper for the page that will become the inside of the cover.

Paper Tray Settings

Displays the [Booklet Creation-Covers-Paper Tray Settings] screen.

Select the tray to use from [Main Body Tray] and [Covers Tray]. Select trays with paper of the same size and orientation for the copy paper and the cover.

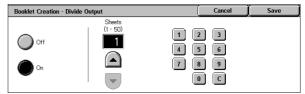
When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. Refer to "[Tray 5 (Bypass)] Screen" (P.55).

[Booklet Creation-Divide Output] screen

When you have a large number of originals, the originals are divided to create subsets to reduce the thickness of each booklet. The machine folds copies in half, and piles them up to form a booklet. This feature can be set to from 1 to 50 pages in 1 page increments.

• When specifying [Folding], set the dividing number of sheets in the range from 1 to 15.

- **1** Select [On].
- Set the number of copies using [▲] and [▼] or with the numeric keypad.



Covers (Attaching a Cover to Copies)

You can make copies with a cover attached.

The front cover can be output before the first page of the document on a different type of paper (e.g. colored paper or heavyweight paper).

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - When making 2-sided copies, copies are made on both sides of the top cover/back cover in accordance with the page order of the document.

Copy

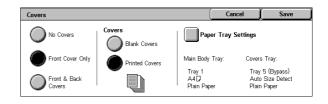
1 Select [Covers].

2 Select any item.

■No Covers

No cover is added.

Front Cover Only



Make copies with a cover output on a different type of paper before the first page of the document. Also, if [On] of [Printed Covers] is selected, the first page of the document can be copied on the different type of paper added as a front cover.

Front & Back Covers

Outputs covers on a different type of paper before the first page and after the last page of the document. Also, if [On] of [Printed Covers] is selected, copies can be made on a different type of paper for the cover on the first page and last page of the document.

■Covers

Blank Covers

A blank sheet of paper is attached as the cover.

• Printed Covers

The first page of the document is copied on the cover. When you only want to copy to the outside of the cover, insert a blank sheet of paper in the second page of the document.

■Paper Tray Settings

Displays the [Covers-Paper Tray Settings] screen.

Select the tray to use from [Main Body Tray] and [Covers Tray]. Select trays with paper of the same size/orientation for the copy paper and the cover.

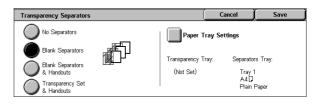
When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. For more information, refer to "[Tray 5 (Bypass)] Screen" (P.55).

Important • [Auto Size Detect] of [Tray 5 (Bypass)] cannot be selected as [Covers Tray].

Transparency Separators (Inserting Blank Sheets between Transparencies)

A blank sheet can be inserted as a separator between copied transparencies. At the same time, the required number of copies for distribution is printed. When loading transparencies, make sure that the paper for the separators (or for distribution) is loaded at the same orientation as that of the transparencies.

- Important Use V516 (Xerox film [no border]) transparency sheets. Using transparency sheets for color (V556/V558 [with white border]) may cause a malfunction or paper jam.
- When loading A4 size transparencies on Tray 5 (bypass), we recommend loading them vertically.
- **1** Select [Transparency Separators].
- **2** Select any item.



■No Separators

Separators are not inserted.

Blank Separators

A separator is inserted each time a transparency is copied. Only one set of copies can be made.

Blank Separators & Handouts

A separator is inserted each time a transparency is copied. At the same time, the required number of copies for distribution is printed.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■Transparency Set & Handouts

Copies are made on transparencies and the required number of copies for distribution is printed.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Paper Tray Settings

Displays the [Transparency Separators-Paper Tray Settings] screen. Select the tray to use.

When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. Refer to "[Tray 5 (Bypass)] Screen" (P.55).

Multiple-Up (Copying Multiple Sheets onto One Sheet)

When the machine is equipped with a document feeder, 2, 4, or 8 sheets of documents can be copied together onto a single sheet of paper.

When you select [Multiple-Up], [Auto %] of [Reduce/Enlarge] is selected automatically. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

- **Important** Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.
- When [Auto %] of [Reduce/Enlarge] is canceled (a new copy ratio is selected), image loss may occur depending on the document image size of the document.

Copy

3

- When Image Shift is set, shift is executed on the whole document. For this reason, image loss at the edge of the original may occur depending on the document image size of the document.
- When Edge Erase is set, edges are erased for each document copied to the whole document.
- Select an item other than [Auto] for the paper tray of [Paper Supply] on the [Copy] screen.
- **1** Select [Multiple-Up].
- 2 Select any item.

Multiple-Up		Cancel	(Save)
O 1 Page Up	Image Order		
2 Pages Up			
4 Pages Up	21		
8 Pages Up			

■1 Page Up

Multiple Up is not applied.

■2 Pages Up

Two document sheets are copied together onto a single sheet of paper.

■4 Pages Up

Four document sheets can be copied together onto a single sheet of paper.

■8 Pages Up

Eight document sheets can be copied together onto a single sheet of paper.

■Image Order

You can select the layout for copying the documents together.

Poster (Making Enlarged Copies Spread over Multiple Sheets)

An enlarged copy of a document can be made spread over multiple sheets.

This feature allows you to create a large poster by pasting together the copies spread over multiple sheets. Copied sheets are provided with a paste margin so that they can be pasted together. The paste margin is fixed to 10 mm.

Important • Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

- **1** Select [Poster].
- **2** Select any item.

■No Posters

No enlarged copies are made.

Output Size

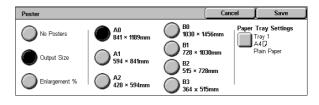
You can select from 7 paper sizes.

■Enlargement %

Refer to "When [Enlargement %] is Selected" (P.82).

Paper Tray Settings

Displays the [Poster-Paper Tray Settings] screen.



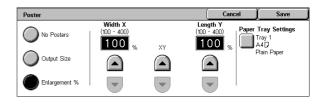
Select the paper tray to use.

When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. Refer to "[Tray 5 (Bypass)] Screen" (P.55).

When [Enlargement %] is Selected

You can specify a different ratio for the height and width.

1 Use [▲] and [▼] to specify the height and width ratios.



■Width X / Length Y

Set the height and width ratios within the range from 100 to 400% in 1% increments.

■XY

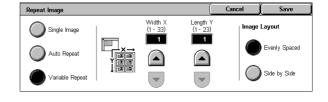
You can simultaneously change the numerical values of the height and width by the same amount.

Repeat Image (Making Multiple Copies on One Sheet)

A document image can be copied on one sheet of paper repeatedly for a specified number of times.

When the copy ratio is set to [Auto], the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

- When making repeat copies at the same size as the document image, specify a number of repeats that will fit on the paper.
- 1 Select [Repeat Image].
- 2 Select any item.



■Single Image

Image Repeat is not applied.

Auto Repeat

The machine automatically sets the number of copies according to the document size, paper size, and copy ratio, and then repeatedly copies the document image onto the paper.

• Copies cannot be made when the document image is larger than the specified paper size.

■Variable Repeat

Specify the number of times to repeatedly copy the document image along each of the long and short sides of the paper. You can specify from 1 to 23 repeats along the long side (Y) and from 1 to 33 repeats along the short side (X).

■Image Layout

Evenly Spaced

The specified number of images are evenly arranged on the paper.

· Side by Side

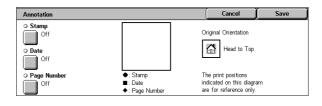
The specified number of images are arranged with no clearance on the paper.

Annotation (Adding Stamp/Date/Page Number to Copies)

You can add a stamp, date, and page number not included on the document to copy paper when outputting copies.

You can select from already provided formats for the stamp type, date, page number, and printing position.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - The annotation image and character size is not changed even if you set the enlarge/reduce setting.
 - If Stamp, Date, and Page Number are specified at the same time, we recommend confirming that none of the positions overlap before making copies.
 - If [Multiple-Up] is set, the annotation is added to the combined image.
 - If [Repeat Image] or [Booklet Creation] is set, the annotation is added to each individual image.
- **1** Select [Annotation].
- 2 Select any item.



■Stamp

Displays the [Stamp] screen. Refer to "[Stamp] Screen" (P.83).

■Date

Displays the [Date] screen. Refer to "[Date] Screen" (P.84).

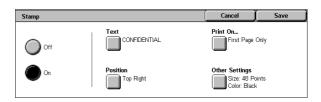
■Page Number

Displays the [Page Number] screen. Refer to "[Page Number] Screen" (P.84).

[Stamp] Screen

You can set the style and position of the stamp.

1 Select any item.



■Off

No stamp is added.

∎On

A stamp is added.

■Text

Displays the [Stamp-Text] screen. You can select the text for stamp. You can specify text from 8 preset text or the text set in the System Administration mode.

For information on how to register text, refer to [System Settings] > [Custom Text].

Position

Displays the [Stamp-Position] screen. You can select from 9 positions for the stamp.

■Print On...

Displays the [Stamp-Print On] screen. You can select the page(s) to print the stamp from [First Page Only] and [All Pages].

Other Settings

Displays the [Stamp-Other Settings] screen. You can select from 3 sizes and 4 colors for the stamp. You can set the stamp size in the range from 6 to 64 points in 1 point increments.

Note • If [Date] and [Page Number] are both set, specify [Black] for stamp color.

[Date] Screen

You can make copies with a date added. The printed date is the date and time that the printing was started.

The format of the date printed on can be changed. For more information, refer to "Date Format" (P.273).

1 Select any item.

■Off

No date is added.

∎On

A date is added.

Print On...

Displays the [Date-Print On] screen. You can select the page(s) to print the date from [First Page Only] and [All Pages].

Position

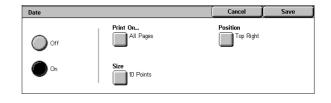
Displays the [Date-Position] screen. You can select from 6 positions for the date.

■Size

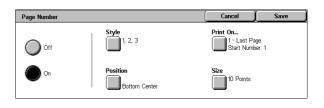
Displays the [Stamp - Size] screen. You can select a stamp size from the three preset values or enter a value within the range of 6 to 24 points in 1 point increments.

[Page Number] Screen

You can add a page number to copies.



1 Select any item.



■Off

No page number is added.

∎On

A page number is added.

■Style

Displays the [Page Number-Style] screen. Refer to "[Page Number-Style] Screen" (P.85).

■Position

Displays the [Page Number-Position] screen. You can select from 6 positions for the page number.

■Print On...

Displays the [Page Number-Print On] screen. Refer to "[Page Number-Print On] Screen" (P.86).

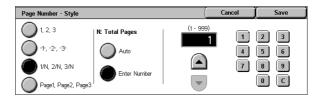
■Size

Displays the [Page Number-Size] screen. You can select from 3 sizes for the page number. You can set size in the range from 6 to 24 points in 1 point increments.

[Page Number-Style] Screen

You can set the style for the page number.

1 Select the style for the page number.



■1, 2, 3

A page number is added.

■-1- , -2-, -3-

A hyphen is added to the left and right of the page number. (Example: -1-)

■1/N , 2/N, 3/N

The total number of pages is added to the right side of the page number. (Example: 1/50, 2/50)

If [1/N, 2/N, 3/N] is selected, you can select the following items:

Auto

The number of pages of the document is automatically counted as the total number of pages.

Enter Number

You can specify the total number of pages within the range from 1 to 999.

■Page1, Page2, Page3

"Page" is added in front of the page number. (Example: Page1, Page2)

[Page Number-Print On] Screen

You can specify the page(s) to add a page number.

1 Select any item.



■All Pages

A page number is added to all pages.

■Enter First Page Number

Refer to "When [Enter First Page Number] is Selected" (P.86).

■Include Covers

Add a check to include a cover.

Start Number

Specify the starting number for adding page numbers within the range from 1 to 999. To enter the number with the numeric keypad, select [Enter Number using Keypad] and then enter the number.

When [Enter First Page Number] is Selected

Specify the start page for adding page numbers within the range from 1 to 999.

 Use [▲] and [▼] or select [Enter Number using Keypad] and enter the start page number.



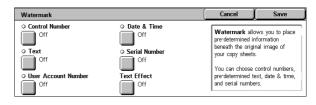
Watermark (Printing Control Number on the Background)

You can faintly print a sequential control number on the background of each copy set. For example, if you set 1 as the starting number, 1 is printed on all pages of the first copy set and 2 is printed on all pages of the second set.

To prevent, for instance, the duplication of confidential documents for distribution at conferences, you can use sequential numbering to associate distribution copies to people.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

- 1 Select [Watermark].
- **2** Select any item.



Control Number

Displays the [Watermark - Control Number] screen. Refer to "[Watermark - Control Number] Screen" (P.87).

■Text

Displays the [Watermark - Text] screen. Refer to "[Watermark - Text] Screen" (P.87).

■User Account Number

Displays the [Watermark - User Account Number] screen. Refer to "[Watermark - User Account Number] Screen" (P.88).

■Date & Time

Displays the [Watermark - Date & Time] screen. Refer to "[Watermark - Date & Time] Screen" (P.88).

Serial Number

Displays the [Watermark - Serial Number] screen. Refer to "[Watermark - Serial Number] Screen" (P.88).

Text Effect

Displays the [Watermark - Text Effect] screen. Refer to "[Watermark - Text Effect] Screen" (P.89).

[Watermark - Control Number] Screen

You can set a control number within the range from 1 to 999.

- **1** Select [On].
- 2 Set the start number using [▲] and [▼] or with the numeric keypad.



■Off

No control number is printed.

∎On

A control number is printed. Enter the starting number of the control number.

[Watermark - Text] Screen

Select the text to print on the copy.



1 Select [On].

Select any text.

Watermark - Text		Cancel)Save
Orf	Copy Prohibited Copy Duplicate		

■Off

No text is printed.

∎On

Text is printed. You can select the text for stamp. You can specify text from 3 preset text or the text set in the System Administration mode.

For information on how to register text, refer to "Custom Text 1 to 3" (P.274).

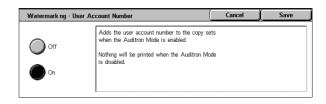
[Watermark - User Account Number] Screen

When using User Administration or Auditron Administration, a user account number is printed.

Note

• [User Account Number] is the No. (User Administration Number) registered by users in Login Setup/Auditron Administration.

- Displays when using Auditron Administration. If the Login Setup/Auditron Administration feature is used, [User Account Number] is displayed even when no data is collected. In this case, even if [On] is selected for [User Account Number], the No. registered by users (User Administration Number) is not printed on.
- **1** Select [On].



∎Off

The user account number is not printed.

∎On

The user account number is printed. However, nothing will be printed if user authorization has not taken place.

[Watermark - Date & Time] Screen

You can print the date and time that copying was started. For information about the format for the date, refer to "Date Format" (P.273).

1 Select [On].



■Off

No date or time is printed.

∎On

The date and time are printed.

[Watermark - Serial Number] Screen

The serial number of the machine is printed.

1 Select [On].

Watermark - Serial Num	ber	Cancel	Save
Off On	Serial Number allows you to add the system behind your original image as it is produced o	n's serial number n copy sets.	

∎Off

No serial number is printed.

∎On

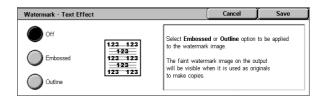
The serial number is printed.

[Watermark - Text Effect] Screen

You can set the text effect.

If you set a text effect and make a copy, text strings specified in [Control Number], [Text], [User Account Number], [Date & Time], and [Serial Number] of the [Watermark] screen are embedded in the background. When making a copy of a document that has been copied with Text Effect, the embedded text on the output copy is either printed in an embossed or outline state.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- **1** Select any item.



Copy

■Off

Print the specified text as it is.

Embossed

When making a copy of a document that has been copied with the text effect, the embedded text on the output copy is printed in an embossed state.

■Outline

When making a copy of a document that has been copied with the text effect, the embedded text on the output copy is printed in an outline state.

For information on the background patterns, refer to "Background Pattern" (P.274).

You can also set the color, character size, density, and other Watermark print settings in the System Administration mode. For information about other advanced settings, refer to "Watermark" (P.273).

Preset Repeat Image (Making Multiple Copies on a Single Sheet)

Repeatedly copies one original onto equally divided areas according to the specified number of copies.

• When anything other than [Auto %] is selected for [Reduce/Enlarge], image loss may occur at edges depending on the image size of the document.

- **1** Select [Preset Repeat Image].
- 2 Select any item.

Preset Repeat Image		Cancel	Save
Single Image			
2 images			
4 images			
0 8 images			

■Single Image

Preset Repeat Image is not applied.

■2 images

Two copies of the document image are made on a single sheet of paper.

■4 images

Four copies of the document image are made on a single sheet of paper.

■8 images

Eight copies of the document image are made on a single sheet of paper.

Job Assembly

On the [Job Assembly] screen, you can configure the Build Job features. The following shows the reference section for each feature.

Build Job (Making Copies of Documents with Different Settings in a Single Operation).......91

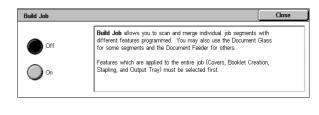
- **1** On the [All Services] screen, select [Copy].
- **2** Select the [Job Assembly] tab and then select a feature on the [Job Assembly] screen that appears.

Сору	Image Quality	Layout Adjustment	Output Format	Job Assembly
Off Off	⇒ S	ample Set	◇ Combine Off	Original Sets
• Delete Outside	e/ Delete Inside			

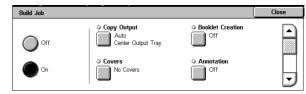
Build Job (Making Copies of Documents with Different Settings in a Single Operation)

This feature allows you to change and save settings individually for each document page or stack and then to finally make copies of documents with different settings as one job.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- **1** Select [Build Job].
- **2** Select [On].



- **3** When [On] is selected, then select print settings.
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.



∎Off

Build Job is not applied.

∎On

Build Job is applied. The feature buttons appear. Set any item if necessary. For the features that can be set here, refer to "Features that can be set in Build Job" (P.91).

Features that can be set in Build Job

■Copy Output

For information on the feature, refer to "Copy Output / Stapling (Outputting by Specifying Finishing)" (P.75).

Booklet Creation

For information on the feature, refer to "Booklet Creation (Creating a Booklet)" (P.77).

■Covers

For information on the feature, refer to "Covers (Attaching a Cover to Copies)" (P.78).

Annotation

For information on the feature, refer to "Annotation (Adding Stamp/Date/Page Number to Copies)" (P.83).

Watermark

For information about the feature, refer to "Watermark (Printing Control Number on the Background)" (P.86).

[Copy Job] screen

The following describes the screen that appears while the Build Job is being executed.

Copy Job	: Document 00002		Close
Quantity: 1/1 Pages: 2/1 Originals: 1			
Chapter Start	Change Settings	Cancel	Start

Chapter Start...

Displays the [Build Job - Chapter Start/Separators] screen. Refer to "Build Job (Making Copies of Documents with Different Settings in a Single Operation)" (P.91).

■Change Settings...

The Copy screen appears and you can change the settings for the loaded document. After setting the features, press the <Start> button on the control panel to start scanning of the document.

Cancel

The document data stored by the Build Job feature is cleared and the job is canceled.

• The same operation is performed if you press the <C (Clear)> button or <Clear All> button on the control panel.

Last Original

Select this to end scanning of documents. The build job starts.

Next Original

Select this when you have another document. This item is selected when using the Build Job feature.

■Start

When loading the next document and select [Start], the next documents are scanned.
• The same operation is performed if you press the <Start> button on the control panel.

[Build Job - Chapter Start/Separators] Screen

You can set the chapter start and separators.

1 Select any item.

Build Job - Chapter Start / Separators		Cancel)	Save
Off	This feature determines whether the first j is to be copied onto a new sheet of paper. It works when 2 Sided is selected.	bage of the added orig	inals
Chapter Start	Select Off to copy onto the continuing pag set of originals.	e of the previous	
Separators	Select Chapter Start or Separators to copy	onto a new sheet of	paper.

∎Off

The next stack of documents is copied after the previous stack.

Chapter Start

The next stack of documents is copied from Side 1 of a new sheet of paper. If [Chapter Start] is not selected and copying of the first loaded document ends on Side 1, copying for the next document will begin on Side 2 of the last page of the first document. When [Chapter Start] is selected and [Multiple-Up] is marked, even if all documents are divided for every chapter before all of them are assembled in [Multiple-Up] feature, the next stack of document is copied from Side 2 of a paper.

■Separators

Separators can be inserted. Select the paper tray to use for the separators from [Separators Tray].

Sample Set (Checking the Finished Output of the Copy)

When making multiple sets of copies, you can make a proof set to check the finished output and then print the remaining copies. You can select to continue or cancel the job after the confirmation. The number of sets to be copied can also be changed. The sample is included in the total number of sets.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- **1** Select [Sample Set].
- **2** Select [On].

Sample Set		Cancel	Save
Off On	The first output set will be printed as a proc to check if the result is satisfactory when th selected is 2 sets or above.	/f set e Quantity	

∎Off

No sample set is made.

∎On

A sample set is made.

[Copy Job] screen

The machine pauses and displays the [Copy Job] screen after a proof set is copied.

Copy Job	: Document 00002		Close
Quantity: 1 / 1 Pages: 2 / 1 Setting Change	Change Quantity	Cancel	Start

■Setting Change

The [Setting Change] screen is displayed. Uncheck the settings you want to cancel. This button is displayed only when the settings that can be cancelled.

Change Quantity...

The [Change Quantity] screen appears and you can change the number of copies entered before. Enter a new quantity using the numeric keypad. The new value must include the number of the sample set that has already been printed. When reducing the quantity, you cannot enter a number less than the number of copies that have already been printed.

• When you enter 1 for the number of sets and then press the <Start> button, the machine does not start copying.

■Cancel

The remaining copies are canceled.

■Start

The remaining copies are made.

• The same operation is performed if you press the <Start> button on the control panel.

Combine Original Sets (Adding Originals)

This feature allows you to copy sheets of documents that cannot be loaded into the document feeder at one time. This feature also enables to copy multiple documents as one job by the document glass.

[Next Original] that is usually displayed while scanning documents with the document feeder is always selected in this mode. In addition, when using the document glass to scan documents, [Next Original] is also selected during scanning. If the [Finishing] is set to [Auto], the output is automatically sorted.

When all documents have been scanned, select [Last Original].

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- **1** Select [Combine Original Sets].
- **2** Select [On].



∎Off

In the screen displayed during scanning documents with the document feeder with specifying Collated, [Last Original] is selected.

∎On

In the screen displayed during scanning documents with the document feeder with specifying Collated, [Next Original] is selected.

[Copy Job] screen

The [Copy Job] screen is displayed when copying begins.

Copy Job	: Document 00002	Close
Quantity: 1 / 1 Pages: 2 / 1 Originals: 1 (A4_1) Color 100% 1007 100 A4_ Collated	Last Original	Next Original

Copy

3

■Cancel

The document data stored by [Combine Original Sets] is cleared and the copying is canceled.

• The same operation is performed if you press the <C> button or <Clear All> button on the control panel.

Last Original

Select this to end scanning of documents.

■Next Original

Select this when you have another document. This is on when using the [Combine Original Sets] feature.

■Start

When loading the next document and select [Start], the next documents are scanned.Note • The same operation is performed if you press the <Start> button on the control panel.

Delete Outside/Delete Inside (Deleting Outside or Inside of the Selected Area when Copying)

Specify an area to delete everything outside or inside of when copying. Up to 3 areas can be specified.

- **1** Select [Delete Outside/Delete Inside].
- Delete Outside / Delete Inside
 Cancel
 Save

 Off
 Area Settings
 Originals

 Delete Outside
 Area 1
 Area 3

 Delete Outside
 Y: 100 200
 Image: Choice of the set of th

2 Select any item.

■Off

Nothing is deleted.

■Delete Outside

Delete the outside of the selected area when copying.

■Delete Inside

Delete the inside of the selected area when copying.

Area Settings

The [Delete Outside/Delete Inside - Area X] screen is displayed. Select up to 3 areas, from [Area 1] to [Area 3].

Refer to "[Delete Outside/Delete Inside - Area X] screen" (P.96).

Note • X represents the number of the area displayed.

Originals

For 2 sided documents, specify the side of the area you want to delete outside of or inside of.

Both Sides

The setting is applied to both sides of the document.

Side 1 Only

The setting is applied to only to Side 1 of the document.

• Side 2 Only

The setting is applied to only to Side 2 of the document.

[Delete Outside/Delete Inside - Area X] screen

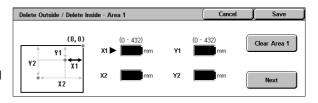
Set the area to delete outside of or inside of. The quadrangle with a diagonal line and 4 straight sides connecting the coordinates, X1/Y1 and X2/Y2 is a deleted or extracted area. By making the top right corner of a document into the starting point, the X-axis is set as the direction of width, and the Y-axis is set as the direction of length.

You can specify a value of 0 to 432 mm for the width (X) and the length (Y) in 1 increments.

- Note Specify the 2 coordinates from the top right corner of the document.
 - When specifying multiple areas, the specified areas can overlap each other.
 - When [Reduce/Enlarge] is enabled, the specified area will be reduced/enlarged accordingly.
- **1** Select [Area X].

Note • X represents the number of the area displayed.

2 Enter the value for X1 in [X1] using the numeric keypad, and select [Next].



- 3 Enter the value for Y1 in [Y1] using the numeric keypad, and select [Next].
- 4 Enter the value for X2 in [X2] using the numeric keypad, and select [Next].
- 5 Enter the value for Y2 in [Y2] using the numeric keypad, and select [Next].
 - To change the coordinates you have entered, select [Next], move ►, and then enter the value again.
 - If all of [X1], [Y1], [X2], and [Y2] are set to [0], the area will be invalid. If no other area is specified, the Delete Outside/Delete Inside feature cannot be used.
 - If you select <C> button, values that the **>** mark indicates is cleared.

■Clear Area X

Clear the specified area.

Note • X represents the number of the area displayed.

■Next

The ► mark moves to the next coordinate.

4 Fax

This chapter describes the basic operations and features for fax provided by the machine.

Im	portant • The fax features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.	
•	Fax Procedure	98
•	Stopping the Fax Job	104
•	About Internet Fax	105
•	Fax/Internet Fax	112
•	General Settings	117
•	Layout Adjustment	120
•	Transmission Options	125
•	Advanced Fax Features	140
•	Broadcast	144
٠	Receiving Faxes	153
•	Facsimile Information Services	155

Fax Procedure

This section describes the basic fax operations. The following shows the fax flow and reference sections.

Step 1 Loading Documents	98
Step 2 Selecting Features	
Step 3 Specifying the Destination	101
Step 4 Starting the Fax Job	102
Step 5 Confirming the Fax Job in the Job Status	103

Step 1 Loading Documents

There are two methods for loading documents:

Document Feeder

- · Single sheet
- Multiple sheets

Document Glass

- · Single sheet
- · Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 115 x 125 mm to 297 x 600 mm (long) (A3, 11 x 17 inches).

The document feeder automatically detects documents of standard-size widths.

 Note
 The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

The sizes on the left are converted into sizes shown on the right.

- 8-inch width document → B5 width document
- 10-inch width document → B4 width document

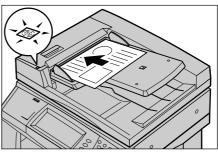
The document feeder accepts the following number of sheets.

Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 g/m ²)	75 sheets
Plain paper (50 - 80 g/m ²)	75 sheets
Heavyweight paper (81 - 128 g/m ²)	50 sheets

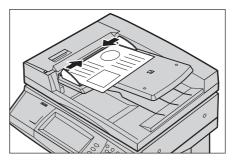
For information on faxing mixed size documents, refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.122).

Important • Place folded or creased documents on the document glass to avoid paper jams.
 • 2-sided scanning of lightweight paper (38 - 48 g/m²) is not supported.

- 1 Remove any paper clips and staples before loading the document.
- **2** Place the document (the front side of 2-sided document) face up in the center of the document feeder.
 - Note • The indicator lights when the document is loaded correctly. If the indicator does not light document.
- **3** Adjust the movable document guides to just touch the edges of the document loaded.



up, the document glass detects the document. Press the <C> button, and the reload the



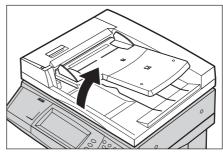
Document Glass

The document glass supports a single sheet, a book, or other similar documents up to 297 x 432 mm (A3, 11 x 17 inches).

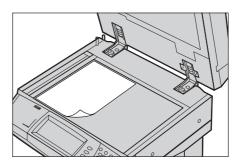
Important • Close the document cover after the job is completed when the document glass is used.

The document feeder automatically detects standard size documents.

- The standard document sizes that can be detected automatically depend on the [Paper Size Note Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).
- 1 Open the document cover.
 - **Important** Check that the screen of the control panel is displayed correctly and then load the document. When the document is loaded before the screen is displayed, the machine may not properly detect document sizes.



- **2** Place the document face down, and align it against the top left corner of the document glass.
- 3 Close the document cover.
 - Note • When a standard size document is placed on the document glass, the size of the document is displayed in the message area.



Step 2 Selecting Features

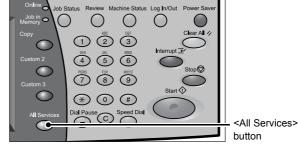
You can select features from the [Fax/Internet Fax] tab.

- Note Features displayed may vary depending on the model you are using.
 - To use the Login Setup feature or Auditron Administration feature, a user ID and password may be required. Ask your system administrator for the user ID and password.

All Services

Сору

1 Press the <All Services> button.



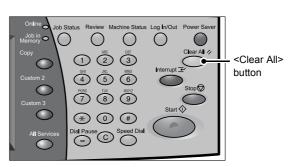
Fax / Internet Fax

Scan to FTP/S

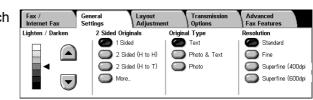
(1)

}{ Lar

- **2** Select [Fax/Internet Fax].
- **3** If the previous settings still remain, press the <Clear All> button.



4 Select the features to set from each tab as necessary.



The following shows the reference section for each feature.

- "General Settings" (P.117)
- "Layout Adjustment" (P.120)
- "Transmission Options" (P.125)
- "Advanced Fax Features" (P.140)

Step 3 Specifying the Destination

Three methods are available to specify recipients: by phone number, by address number, and by group dial number. The following shows input methods supported by each method.

	Numeric Keypad	One Touch buttons	Address Book	
Phone Number	0	Х	х	
	3 digits (001 to 500)			
Address Number (Speed Dialing)	2 digits + * (nn0 to nn9)	3 digits (001 to 070)	From the list tab and index	
(opeen bianing)	*** (All address numbers)			
Group Dial Number	# + 2 digits	х	0	

O: Available X: Not available

You can specify multiple recipients (Broadcast Send) using the above methods. You can also use a combination of the methods.

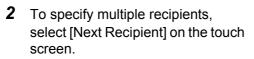
If the same recipient was specified for several pending documents, you can send the documents with a single phone call. This feature is referred to as Batch Send. Note that you cannot use Batch Send with Broadcast Send, Relay Broadcast Send, Remote Mailbox, and Delayed Start when prior to the specified time. When using a redial, resend, or delayed start send transmission job, or authentication feature, to send to the same address from different users, then a batch send is not possible.

Important • Confirm the recipient before sending a fax.

For information on Broadcast Send, refer to "Broadcast Send (Transmitting to Multiple Recipients)" (P.144).

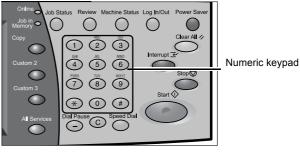
This section describes how to enter a phone number with the numeric keypad.

1 Enter a fax number using the numeric keypad.



Note

 If you enter an incorrect value, press the <C> button and enter the correct value.



Fax / Internet Fax	General Settings	Layout Adjustment	Transmission Options	Advanced Fax Features
Address 007:	< Fax 01234	56789>		Next Recipient
iFax / Fax	Address	Recipient	Show	v Fax No. / E-mail
Address Boo	k			^
Keyboard				

For information on specifying a fax number using the address book, refer to "Specifying a Destination Using the Address Book" (P.113).

For information on specifying a fax number using the speed dialing, refer to "Speed Dialing (Entering Numbers using Address Number)" (P.114).

For information on specifying a fax number using one touch buttons, refer to "Specifying a Destination using One Touch Buttons" (P.114).

You can send an iFax. For information on the iFax, refer to "About Internet Fax" (P.105).

Step 4 Starting the Fax Job

- 1 Press the <Start> button.
 - Important If the document has been set in the document feeder, do not hold down the document while it is being conveyed.
 - If a problem occurs, an error Note message appears in the touch screen. Solve the problem in accordance with the message.
 - · You can set the next job during faxing.



<Start> button

If you have another document, select [Next Original] on the touch screen while the current document is being scanned. This allows you to send several documents as one set of data.

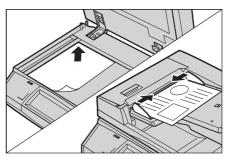
2 While documents are being scanned, select [Next Original].

■If you have more documents

Fax Store : Document 00	D02		Close
1123456789 : 0123456789			
Type: Single Terminal Pages: 1		Last Original	Next Original
A4 D Standard		Stop	

Note

- When using the document feeder, load the next document after the machine has finished scanning the first document.
 - When the above screen is displayed and no operation is performed during a certain period of time, the machine automatically assumes that there are no more documents.
 - You can change the scan settings of the next document by selecting [Change Settings] displayed after selecting [Next Original].
- 3 Load the next document.

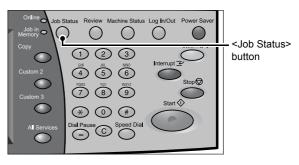


- **4** Press the <Start> button. If you have more documents, repeat Steps 3 and 4.
- **5** When all documents have been scanned, select [Last Original].

Fax Store : Document 00002		Close
123456789		
Type: Single Terminal Pages: 1 Change Settings	Last Original Cancel	Next Original

Step 5 Confirming the Fax Job in the Job Status

1 Press the <Job Status> button.



- **2** Confirm the job status.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

Current and Corr Pending Jobs		tored ocuments	Print Waiting Jol)S C	lose
Doc. No Job Type	Status	Remote Termin	al/Contents	Progress	
00002 Fax Job	Scanning	A4 🖓: 100%		1/1	
					_

■If undelivered documents exist

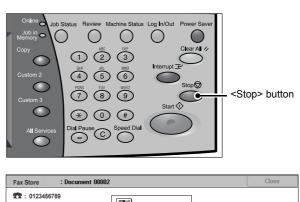
You can confirm undelivered documents in the [Job Status] screen or [Job Status/ Activity Report] screen.

For information on how to send again or delete undelivered documents, refer to "Undelivered Faxes" (P.367).

Stopping the Fax Job

To cancel faxing, follow the procedure below.

1 Press either [Stop] on the touch screen or the <Stop> button on the control panel.



 Type: Single Terminal

 Pages: 1

 A4[]

 Standard

 Fax Store

 : Document 00002

 Close

 1: : 0123456789

23 : 0123456789]	
Type: Single Terminal Pages: 1		Last Original	Next Original
Change Settings	L	Cancel	Start

■When the screen in Step 1 does not appear

1 Press the <Job Status> button.

2 Select [Cancel].

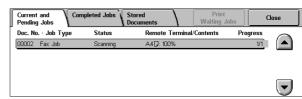
 Online
 Job Status
 Review
 Machine
 Status
 Log In/Out
 Power Saver

 Output
 Image: Construction of the status
 Image: Construction of the status
 Image: Construction of the status
 Job Status
 Status

 Custom 2
 Image: Construction of the status
 Image: Construction of the status
 Image: Construction of the status
 Job Status
 Status
 Job Status
 Job Status

 Custom 3
 Image: Construction of the status
 Image: Construction of the status
 Status
 Job Status
 Job Status
 Job Status

 All Services
 Image: Construction of the status
 Image: Construction of the status
 Status
 Job Status
 Job Status



2 Select the job to cancel, and then select [Stop].

104

About Internet Fax

Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet without using public phone lines to send or receive documents scanned by the machine via e-mail as attached documents.

As the iFax feature transmits data via an existing intranet and the Internet, communication charges are less than for sending regular faxes. Also, communication with regular fax machines that do not support the iFax feature is possible via a fax gateway.

For more information on the fax gateway feature, refer to "Sending an iFax to normal fax machines via a relay station" (P.106).

For information on how to connect the machine to a network and set the network environment, refer to the "Network Administrator Guide" and the manual on the Driver CD Kit CD-ROM.

• This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Internet Fax Overview

The following describes the Internet Fax (hereafter referred to as iFax) features of the machine.

Sending iFax

An iFax allows you to send documents scanned by the machine as TIFF file format email attachments to iFax-compatible machines.

Important • The TIFF file profiles that can be processed differ depending on the iFax-compatible machine of the recipient. Confirm the profile that can be processed by the recipient's iFaxcompatible machine before specifying a profile.

For more information, refer to "Sending iFax (iFax Transmission)" (P.107). For information on profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.137).

Important • If an iFax sends a document directly to a computer, the document cannot be opened on the computer in some cases. Use E-mail when sending a document to a computer.

Registering e-mail addresses in the address book

If you register a recipient's e-mail address in the address book, you do not need to enter the e-mail address each time when sending an iFax to the recipient.

• In the address book, you can also preset other settings such as the iFax profile and send related settings when setting a mail address.

For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

■Using the Broadcast Send feature

An iFax can be sent to multiple destinations by specifying multiple e-mail addresses for its recipients. Also, you can mix normal fax recipients and iFax recipients to send a broadcast transmission for fax and iFax.

For information on how to specify recipients, refer to "Step 3 Specifying the Destination" (P.101) and "Specifying a Destination Using the Address Book" (P.113).

Forwarding documents stored in mailboxes

When the forwarding feature and a forwarding mail address are set on a mailbox beforehand, the documents stored in the mailbox can be automatically forwarded. The document can be forwarded to a specified computer, therefore a user does not have to go to the fax machine to pick the document up.

For more information, refer to "Forwarding Documents Stored in a Mailbox" (P.110).

Sending an iFax to normal fax machines via a relay station

By specifying mail addresses in a specific format, you can send faxes from the machine on the network via an iFax-compatible machine (fax gateway) to fax machines that do not support the iFax feature.

Important • This feature is available only when the e-mail reception method on the fax gateway is set to SMTP.

For more information, refer to "Sending an iFax to normal fax machines via a relay station" (P.109).

Precautions when sending iFax

The message "Doc. Sent" displayed on the [Job Status] screen of the machine, [Job History Report], and the [Transmission Report] indicates that the transmission to the SMTP server configured on the machine has been successful. The iFax transmission to the recipient may not complete if there is a problem in the Internet. In such case, the machine will not be notified of such transmission error. After sending an important e-mail, we suggest you to confirm it is received, such as by calling the recipient.

 You can receive a transmission result e-mail if you set Read Receipts (MDN)/Delivery Receipts (DSN) when transmitting. For more information, refer to "Transmission Report/ Read Receipts/Delivery Receipts (Confirming Transmission Results)" (P.132).

Receiving iFax (Printing iFax)

The machine automatically prints the received documents when receiving e-mail from an iFax-compatible machine. No specific operations are needed to receive e-mail.

- Note The following TIFF file format and profiles can be handled when receiving e-mail. File format: TIFF-FX (RFC2301) Profile: TIFF-S, TIFF-F, TIFF-J, and TIFF-C
 - If an unsupported profile is received, the machine may not be able to print the file. When receiving TIFF-C, it is printed in black and white.

For more information, refer to "Receiving iFax (Printing iFax)" (P.108). For information on profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.137).

Restrictions on the E-mail Server

Large e-mail may not be sent or received depending on the system environment (e-mail server restrictions, etc.). If sending a large e-mail by splitting it into pages, check your system environment as well that of the recipient to ensure it is split small enough to be sent.

If the split pages are still too large to send, reduce their sizes by lowering their image or transmission resolution.

Features Unavailable for Sending iFax

The following features that are available for sending regular faxes are unavailable for sending iFax.

Screen	Features
Transmission Options	Communication Mode
	Priority Send
	Delayed Start
	Send Header
	Cover Note
	Recipient Print Sets
	F Code
	Remote Mailbox
Advanced Fax Features	Polling

If you are using the fax gateway feature, you can set the communication mode and F code. For more information on the fax gateway feature, refer to "Sending an iFax to normal fax machines via a relay station" (P.109).

Sending iFax (iFax Transmission)

Important • You cannot use the CC, BCC, or Reply To feature used with regular e-mail.

- The machine converts documents to the TIFF format and then sends them as e-mail attachments.
- Display the [Fax/Internet Fax] screen and select [iFax/Fax] several times to display iFax in the Recipient section.

	neral tings	Layout Adjustment	Transmission Options	Advanced Fax Features
: iFax				Next Recipient
iFax / Fax	Address	Recipient	Show	Fax No. / E-mail
Address Book				
Keyboard				

- **2** Select [Keyboard].
- **3** Specify a recipient by entering up to 128 characters with the keyboard displayed in the touch screen.

iFax:	Next Recipient	Close
· 1 2 3 4 5 6 7 8	9 0 -	Backspace
q wertyui	D P [
a s d f g h j		
Shift z x c v b n m More Characters		/ Shift

Important • Specifying a fax number results in an error and the data is not sent.

- You can use the address number, one touch buttons, group dial number, or address book to specify e-mail addresses. For more information, refer to "Speed Dialing (Entering Numbers using Address Number)" (P.114), "Specifying a Destination using One Touch Buttons" (P.114), and "Specifying a Destination Using the Address Book" (P.113).
 - If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Choose one of the processes.
 - If the hard disk of the machine becomes full during iFax transmission, the transmission is canceled and the document data is deleted.
 - If TIFF-J is specified for the profile, the recipient's computer may not be able to display the attached TIFF file properly. In this case, specify the TIFF-S or TIFF-F profile.
 - Data sent to an iFax-compatible machine other than this model may not be able to be printed. Before sending data, confirm the iFax feature of the machine that will receive the data.

Receiving iFax (Printing iFax)

■Reception method

When the machine receives e-mail from an iFax-compatible machine, the received document is printed automatically. No specific operations are needed to receive e-mail.

The machine can also receive e-mail from mail addresses for which the mailbox is specified such as "BOX123@myhost.example.com".

For information on the mailbox, refer to "Mailbox" (P.328) and job flow sheets, refer to "Job Flow Sheets" (P.330).

- Note
 If domains for receiving e-mail are restricted by CentreWare Internet Services, you will only receive iFax from the permitted domains. For information about the domain filter, refer to "Network Administrator Guide".
 - You can confirm the domain setting status in the [Domain Filter List]. For more information, refer to "Domain Filter List" (P.383).

Printing size

Basically, received iFax is printed at the same size as the document sent by the sender.

• When [TIFF-S] is selected for the profile, the printing size will be A4.

When the loaded paper is not the same size as the sent document or when the paper tray used for printing received documents is restricted, the receiving process will be the same as that for regular faxes.

■Receiving e-mail

Each e-mail header and attachment (TIFF file) of received e-mail will be printed.

Split documents sent by e-mail

If a document scanned by the machine is split and sent according to the [Max. No. of Pages for Split Send] setting made with CentreWare Internet Services, the information indicating the split will be attached and each segment will be treated as individual e-mail.

Attachments (TIFF format)

If an unsupported attachment file is received, the file is deleted. You can confirm the error in the [Job History Report].

When the mailbox number is not registered

If the specified mailbox is not registered, the received data is deleted. You can confirm the cause of the problem in the [Job History Report].

Mailbox operations

If the machine runs out of hard disk space while printing e-mail or storing e-mail to the mailbox, the page being processed will be deleted at the point in time when the machine runs out of hard disk space.

Restricting incoming e-mail

The machine can be configured to receive or reject e-mail sent from specified domains. This feature is known as the "Domain Filter". You can register up to 50 domains as approved or rejected domains.

When e-mail arrives, the feature confirms the domain settings. If the e-mail is sent from a rejected or not approved domain, the machine rejects to receive the e-mail. You can confirm the result in the [Job History Report]. Job history of rejected mail is not stored. For information about the domain filter, refer to "Network Administrator Guide".

Useful Features

Using a Mail Address to Send iFax to the Mailbox

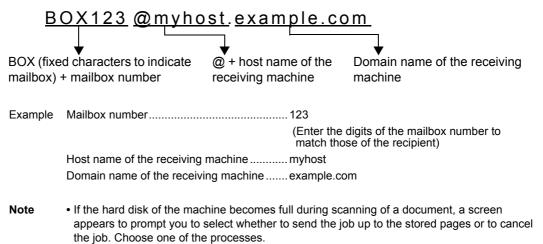
If you enter a specific mail address, you can send iFax to the mailbox of the machine from an iFax-compatible machine.

When iFax is received, the machine stores it in the mailbox specified by the mail address and prints a mailbox documents report.

- This feature is only available if the recipient's machine can receive e-mail via SMTP.
 - To use this feature, a mailbox that does not have a password set needs to be registered with the machine that will receive the e-mail. For more information, refer to "Mailbox" (P.328).
- Display the [Fax/Internet Fax] screen and select [iFax/Fax] several times to display iFax in the Recipient section.
- **2** Select the profile for setting each feature as necessary.

	neral ttings	Layout Adjustment	Transmission Options	Advanced Fax Features
: iFax				Next Recipient
iFax / Fax	Address	Recipient	Show	v Fax No. / E-mail
Address Book				
Keyboard				

3 Enter the e-mail address for the mailbox that will receive the e-mail as shown below.



• If the hard disk of the machine becomes full during iFax transmission, the transmission is canceled and the document data is deleted.

Sending an iFax to normal fax machines via a relay station

If you specify e-mail addresses in a specific format, a machine on the network can send faxes to regular fax machines that do not support the iFax feature.

This feature sends faxes as e-mail to iFax-compatible machines (fax gateways) that are connected to a network via the Internet. The fax is converted from an e-mail to a fax document on the iFax-compatible machine and forwarded to a specified fax machine. When using this configuration, fax transmission costs can be reduced by locating the fax gateway and fax machines within an area where the same local rate applies.

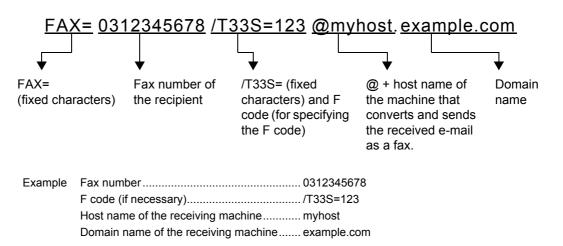
- Important This feature is available only when the e-mail reception method on the fax gateway is set to SMTP.
- The e-mail received by the fax gateway is deleted even if the fax was not correctly sent.
 - The settings configured in [Communication Mode] of the [Transmission Options] screen apply to the communication mode used between the fax gateway and the fax machine.
 - Fax forwarding can be restricted by setting [Fax Transfer from Address Book] and [Fax Transfer Maximum Data Size] in the system setting.

Fax

- **1** Display the [Fax/Internet Fax] screen and select [iFax/Fax] several times to display iFax in the Recipient section.
- **2** Select the profile for setting each feature as necessary.

	neral Itings	Layout Adjustment	Transmission Options	Advanced Fax Features
: iFax				Next Recipient
iFax / Fax	Address	Recipient	Shov	v Fax No. / E-mail
Address Book				
Keyboard				-

3 Enter the e-mail address for the recipient that will receive the e-mail as shown below.



Note

- If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Choose one of the processes.
 - If the hard disk of the machine becomes full during iFax transmission, the transmission is canceled and the document data is deleted.

Forwarding Documents Stored in a Mailbox

The following describes the feature to automatically forward fax documents stored in a mailbox, as e-mail attachment.

Fax documents sent to mailboxes using the fax signal method (proprietary communication procedures), F Code method or DTMF method, and fax documents stored in mailboxes by the Box Selector feature can be forwarded as e-mail attachments.

Important • This feature can only be used when the mail receiving protocol is SMTP.

For information on the mailbox forwarding settings, sending to mailboxes, using the Box Selector to receive documents in a mailbox, and printing or deleting documents received in a mailbox, refer to "Printing/Deleting Documents in the Mailbox" (P.202).

Forwarding iFax

The machine can automatically forward fax documents received in a mailbox or fax documents stored in a mailbox by the Box Selector feature to the forwarding address specified for the mailbox as e-mail.

As you can use the e-mail forwarding feature to forward received fax documents, you do not have to go and collect them from the fax machine. Furthermore, you can save paper by displaying the fax documents on a computer screen.

■How to forward iFax

The following operations are required for using the forwarding feature of iFax.

· On the machine sending a fax

Sending faxes to the mailbox using the fax signal method (proprietary communication procedure), F Code method or DTMF method.

For information on the transmission method, refer to "Advanced Fax Features" (P.140).

· On the machine receiving the fax in a mailbox and forwarding an iFax

Creating a job flow sheet to specify a forwarding address and then making a link between the job flow sheet and the mailbox.

For the method of registering a job flow, refer to "Job Flow Sheets" (P.330).

Important • Do not set the address of the machine as the forwarding address.

- **Note** [Mailbox Number] and [Password] are required by the sender. Inform the sender of the settings.
 - Do not set a password of the mailbox for receiving forwarded iFax.
 - You can register up to 100 locations.
 - If the fax you received is a JBIG-compressed image, and if the iFax profile of the forwarding destination is set to TIFF-F, the image is converted into MH format when forwarding. Also, if the iFax profile is TIFF-S, the fax image is forwarded as is without changing the size and resolution settings.
 - If the hard disk in the machine becomes full while receiving an iFax, the reception is cancelled and the partly received file is deleted.
 - If there is a problem with the data during iFax forwarding, the forwarding is canceled and the received document is saved to the mailbox.
 - If forwarding using SMTP fails, the received document is stored in the mailbox.
 - You can confirm the forwarding result in the [Job History Report].

For information on the operation to use of the box selector feature to receive fax documents in a mailbox, refer to "File Destination/Output Destination" (P.318).

Fax/Internet Fax

You can specify recipients in [Fax/Internet Fax]. The following sh section for each feature.	lows the reference
iFax/Fax (Sending iFax/Fax)	112
Next Recipient (Sending Faxes to Multiple Recipients)	112
Specifying a Destination Using the Address Book	113
Speed Dialing (Entering Numbers using Address Number)	114
Specifying a Destination using One Touch Buttons	114
Specifying a Destination using the Keyboard Screen	115
Entering Specific Symbols	115
Removing/Confirming Specified Recipient	

- **1** Select [Fax/Internet Fax] on the [All Services] screen.
- 2 Select features on the [Fax/Internet Fax] screen that appears first.

	neral Itings	Layout Adjustment	Transmission Options	Advanced Fax Features
: Fax				Next Recipient
iFax / Fax	Address	Recipient	Show	v Fax No. / E-mail
				▲ I
Address Book				
Keyboard				

iFax/Fax (Sending iFax/Fax)

You can switch between iFax and fax features.

1 Select [iFax/Fax].

Fax / Internet Fax	General Settings	Layout Adjustment	Transmission Options	Advanced Fax Features	
: Fax				Next Recip	pient
iFax / Fax	Address	Recipient	Show	Fax No. / E-mail	
Address Boo	k				
Keyboard					▼

Next Recipient (Sending Faxes to Multiple Recipients)

The Broadcast Send feature allows you to transmit the same document to multiple recipients with a single operation. There is no need to repeat the same operation for each recipient.

When an Additional G3 Port (optional) is installed, you can use the extra lines to make multiple transmissions simultaneously with Broadcast Send.

If you specify Broadcast Send, the machine prints a relay broadcast report/multi-poll report after the Broadcast Send operation finishes.

- Note
- The maximum number of recipients that you can specify at one time is as follows: Using the numeric keypad: 200 locations; using address number: 500 locations; and using the numeric keypad in combination with address number: 699 locations.
 - The one touch buttons correspond to address numbers 001 070.
 - When using Broadcast Send, [Cover Note] and [Remote Mailbox] are invalid even if they are selected on the control panel. If you want to use [Cover Note] and [Remote Mailbox], set them when registering each recipient in address numbers.
 - · You cannot specify [Transmission Report].

Fax

4

113

- **1** Select the first recipient.
- 2 Select [Next Recipient].
- **3** Select the next recipient.
- **4** Repeat Step 2 and Step 3.
- **5** Press the <Start> button.
- 6 Select [Yes] on the confirmation screen to start transmission.

Specifying a Destination Using the Address Book

This section describes how to use the address book to specify recipients. The address book shows the fax numbers registered to the address numbers. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

Address Book

- **1** Select [Address Book].
- 2 Select the button in which you want to search and search for a fax number.

- Co to (001 · 999) 003 004 007 008 010 0111 V Addresses A-C DEF GH JKL M-O P-R S-U V-X YZ 0 - 9 Group
- Fax 4

- **3** Select recipients to specify and check the check box.
 - If you clear the check box, the recipient is deleted. And also it can be deleted by selecting <C> button.

Using the Address Book

Allows you to use address numbers, recipient names, index, and group dialing numbers to search fax numbers.

In the System Administration mode, you can change the initial number of the address number. For information on how to change the default values, refer to "Address Book Default" (P.313).

Addresses

Select this item to display a list of all registered addresses.

Select [\blacktriangle] to return to the previous screen or [\triangledown] to move to the next screen. Select [Go to] and enter a 3-digit address number (001 to 500) using the numeric keypad to display the specified number at the top of the list.

■Index Search

Select this item to search index characters specified when address numbers are registered.

Click the [A-C], [DEF], [GHI], [JKL], [M-O], [P-R], [S-U], [V-X], [YZ] or [0-9] button to specify index characters on the screen that appears.

■Group

Select this item to search pre-registered group dial numbers.

You can select group dial numbers in the screen appearing when the [Group] button is selected.

Select [\blacktriangle] to return to the previous screen or [\blacktriangledown] to move to the next screen.

For information on how to register group dial numbers, refer to "Group Send" (P.342).

Fax / Internet Fax	General Settings	Layout Adjustment	Transmission Options	Advanced Fax Features	
Address 007:	< Fax 0123	3456789>		Next Reci	ipient
iFax / Fax	Address	Recipient	Show	v Fax No. / E-mail	
Address Boo	ok 📃				
Keyboard					5

Note • Repeat this step to specify multiple recipients.

Speed Dialing (Entering Numbers using Address Number)

You can use address numbers to specify recipients. Register the address numbers for speed dialing beforehand.

You can also use a wild card ("*" character on the numeric keypad or [*] on the keyboard screen) to specify multiple recipients.

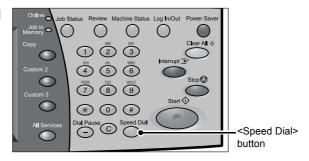
· Enter the first two digits to specify address numbers

For example, enter "10*" to specify 10 numbers from 100 to 109.

· Specify all the address numbers

Enter "***" to specify all the address numbers.

- When you specify address numbers, confirm that the corresponding fax numbers registered in the machine are correct. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).
 - You cannot specify two wildcard characters such as 1**, *1*, or **1.
 - The maximum number of recipients that you can specify at one time is as follows: Dialing with address numbers: 500 locations. Using the numeric keypad in combination with address numbers: 699 locations.
- Press the <Speed Dial> button and enter a 3-digit address number. Repeat this procedure for each additional recipient.



Specifying a Destination using One Touch Buttons

You can use the one touch buttons to specify recipients. One touch buttons correspond to the numbers registered for the address numbers from 001 to 070. For example, when the number you want to dial is registered to the address number 001, press the one touch button 001.

For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

- Important One touch buttons have sensors. The sensors recognize the address numbers from 001 to 030, 031 to 060, and 061 to 070. Press a one touch button after turning over the one-touch panel and removing your hand from the panel. Do not touch a one touch button while you are turning over the panel.
 - Do not put labels (such recipient labels) to one touch button panels or one touch buttons.
 - Take care not to place an object or spill liquid on or near the one touch buttons.
- **1** Press a one touch button. Confirm that the recipient (fax number) specified with the one touch button is displayed on the touch screen.
 - One touch buttons correspond to the numbers registered for the address numbers from 001 to 070.
 - Repeat this step to specify multiple recipients.



• Turn the one touch button panels over to press the one touch buttons for address numbers 031 and above.

Specifying a Destination using the Keyboard Screen

When the Additional G3 Port (optional) is installed, you can specify a line (port) to send faxes. Local terminal information can be registered to each line. You can use a line for your purpose.

For information on local terminal information, refer to "Local Terminal Information" (P.319).

- **1** Select [Keyboard].
- 2 Enter "<", "port number", ">", and recipient's "telephone number" with the keyboard that appears on the touch screen.

Fax:	Next Recipient	Close
12345678	9 0 -	Backspace
A qwertyui	90	
Tone (:) a s d f g h j	k ;	•
Shift Z X C V b n m		/ Shift
More Characters Space		

- **3** Press the <Start> button.
 - Note
 The port numbers are "1", line 2 (LINE 2 jack) → "2" and line 4 (LINE 4 jack) → "4".
 You can specify line 2 and line 4 when an option is installed.

Entering Specific Symbols

When specifying a recipient, you can use the following features to enter specific symbols from the touch screen.

Feature	Button	Function	Input method
Enter pause	- or <pause> (-)</pause>	One pause is 3 seconds. You can enter pauses of 6 seconds, 9 seconds, etc. by additional button presses.	Press the <pause> button. (Example) 0-123 0123</pause>
Transmit using a password	S	When a password has been set, transmission will only start if the password matches the ID number on the remote terminal.	 Select [Keyboard] in the [Fax/Internet Fax] screen to display the keyboard. Select [S]. (Example) 0312345678S12345678
Transmit DTMF signal	!	Use to transmit the DTMF signal.	 Select [Keyboard] in the [Fax/Internet Fax] screen to display the keyboard. Select [More Characters]. Select [!]. (Example) 0311123456!123#
Transmit PB (from dial pulse to tone)	:	Switches the dial type from pulse to tone when the Fax service is used.	1. Select [Tone (:)] on the [On-hook] or [Off- hook] screen.

When using the DTMF method, use specific symbols. For information on the DTMF method, refer to "Remote Mailbox (Using Remote Mailbox)" (P.133), and "Broadcast" (P.144).

Removing/Confirming Specified Recipient

You can remove or confirm recipients using the pop-up menu.

- 1 Select the recipient to be removed or confirmed from [Address/ Recipient].
- **2** Select any item from the pop-up menu.

■Remove

Removes the recipient.

■Details...

The [Recipient Details] screen is displayed. You can confirm recipients or address numbers.

	neral tings	Layout Adjustmen	t Transmiss	sion Advanced Fax Features
: Fax				Next Recipient
iFax / Fax	Address	Recipient	Remove	Show Fax No. / E-mail
	007	<fax 012345678<="" th=""><th>Details</th><th></th></fax>	Details	
Address Book	d001	<fax 12345789=""></fax>	Cancel	
Keyboard				

General Settings

You can set the basic features on the [General Settings] screen. The following shows the reference section for each feature.

- Lighten/Darken (Adjusting Density Level).
 117

 2 Sided Originals (Transmitting 2-sided Originals).
 117

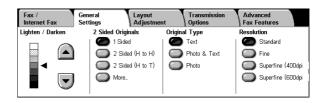
 Original Type (Selecting the Image Quality Type for the Document)
 118
- **1** Select [Fax/Internet Fax] on the [All Services] screen.
- **2** Select the [General Settings] tab, and select a feature on the [General Settings] screen.

Fax / Internet Fax	General Settings	Layout Adjustment	Transmiss Options	ion Advanced Fax Features
Lighten / Darken	2 Sided Orig	inals (Driginal Type	Resolution
		ed (H to H) ed (H to T)	 Text Photo & Tex Photo 	tt Standard Fine Superfine (400dpi

Lighten/Darken (Adjusting Density Level)

You can adjust the fax density from seven levels.

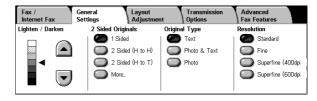
1 Use [▲] and [▼] to select the density level.



2 Sided Originals (Transmitting 2-sided Originals)

This feature enables you to scan and then transmit both sides of a document automatically.

- Note
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - The data for the second side of a 2-sided document is rotated so that it has the same orientation as that for the first side.
- **1** Select the scan options.



■1 Sided

Select to transmit 1-sided documents.

■2 Sided (H to H)

Select to transmit 2-sided documents (head to head).

■2 Sided (H to T)

Select to transmit 2-sided documents (head to toe).

117

Fax

4

■2 Sided - Skip Blank

Select to transmit only documents whose surface is not blank. You can send documents without concerning for which side is the front.

- When [2 Sided Skip Blank] is selected, the settings change as follows:
 - [Original Type]: [Text]
 - [Lighten / Darken]: [Normal]
 - [Reduce/Enlarge]: [100%]
 - You can switch [Skip Blank Pages] by pressing the <Power Saver> button while fax features are being set.
 - [2 Sided Skip Blank] appears when [Skip Blank Pages] is set to [Enabled]. For more information, refer to "Skip Blank Pages" (P.315).

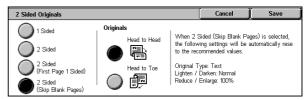
■More...

Note

The [2 Sided Originals] screen is displayed. Refer to "[2 Sided Originals] Screen" (P.118).

[2 Sided Originals] Screen

1 Select which side of the documents is sent and the document type.



1 Sided

Select to transmit 1-sided documents.

2 Sided

Select to use the 2-sided feature to transmit all pages.

■2 Sided (First Page 1 Sided)

Select when the front side of the first page and both sides of the remaining pages are sent. Use this item when the second side of the first page is blank.

2 Sided (Skip Blank Pages)

Select to transmit only documents whose surface is not blank. You can send documents without concerning for which side is the front.

Originals

[Head to Head] is selected when the first and second sides of a 2-sided document are of the same orientation. [Head to Toe] is selected when the first and second sides of a 2-sided document are of the opposite orientation.

Original Type (Selecting the Image Quality Type for the Document)

Specify the image quality in accordance with whether the document contains text, photos, etc.

1 Select the original type.

Fax / Internet Fax	General Settings	Layout Adjustmer	nt	Transmission Options	Adva Fax F	inced Features
Lighten / Darken	2 Sided	Originals	Origina	l Type	Resolu	tion
	=	l Sided 2 Sided (H to H)		Text Photo & Text	0	Standard Fine
		2 Sided (H to H) 2 Sided (H to T)	-	Photo & Text	lo	Superfine (400dpi
		vlore				Superfine (600dpi

■Text

Select this item when transmitting a document that contains only text.

■Photo & Text

Select this item when transmitting a document that contains both text and photos. The machine automatically distinguishes the text and photo areas and sets the appropriate image quality for each area of the document.

■Photo

Note

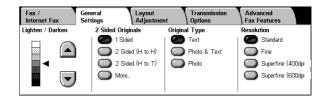
Select this item when transmitting documents that contain only photos.

• Stripes may appear in the photo image sections if a setting such as scanning at a reduced size was specified.

Resolution (Specifying the Scanning Resolution)

You can set the resolution for the documents to be scanned.

- The [Resolution] can be set individually for each address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).
 - The machine scans a document at the specified resolution, but if a machine of the recipient does not support the resolution, the machine automatically changes the resolution to one supported by the recipient's machine and there is a corresponding loss in guality.
 - The higher the resolution, the lower the transmission speed. Usually, we recommend using [Superfine (400dpi)] or lower.
- **1** Select the resolution.



■Standard

Select this item when transmitting documents with easily legible text. (Approx. 200 x 100 dpi/25.4 mm)

■Fine

Select this item when transmitting documents with small text and/or detailed images. (Approx. 200 x 200 dpi/25.4 mm)

■Superfine (400dpi)

Select this item when transmitting documents with extremely fine text and/or images. (400 x 400 dpi/25.4 mm)

■Superfine (600dpi)

Select this item when transmitting documents with extremely fine text and/or images. (600 x 600 dpi/25.4 mm)

Fax

4

Layout Adjustment

On the [Layout Adjustment] screen, you can configure features for scanning documents. The following shows the reference section for each feature.

2 Sided Originals (Transmitting 2-sided Originals)	120
Book Scanning (Transmitting Facing Pages on Separate Sheets)	120
Original Size (Specifying the Original Size for the Original)	121
Mixed Sized Originals (Scanning Different Size Documents Simultaneously)	122
Reduce/Enlarge (Specifying the Scan Ratio for the Original)	122
Stamp (Adding a Stamp when Scanning a Document)	123

- **1** Select [Fax/Internet Fax] on the [All Services] screen.
- 2 Select the [Layout Adjustment] tab and then select a feature on the [Layout Adjustment] screen that appears.

Fax / Internet Fax	General Settings	Layout Adjustment	Transmission Options	Advanced Fax Features
 2 Sided Originals 1 Sided 	s 0 0	iginal Size Auto Size Detect	 Mixed Siz On 	ed Originals
• Book Scanning Off	○ Re	educe / Enlarge Auto %	Stamp Off	

2 Sided Originals (Transmitting 2-sided Originals)

This procedure is the same as that for selecting the [2 Sided Originals] of [General Settings]. For information on [General Settings], refer to "2 Sided Originals (Transmitting 2-sided Originals)" (P.117).

Book Scanning (Transmitting Facing Pages on Separate Sheets)

You can transmit the left and right pages of a bound document on separate sheets. This feature is useful if you need to make separate scans from facing pages of bound originals such as a booklet.

Note • When sending faxes using this feature, place the document on the document glass.

- · Non-standard sized documents will not be separated into two accurately.
- **1** Place the document on the document glass and close the document cover.
- **2** Select [Book Scanning].
- **3** Select any item.

■Off

Not scans as a bound document.

■Left Page then Right

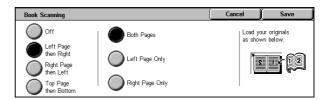
Scans from the left page of facing pages in a document starting from the left page.

Right Page then Left

Scans from the right page of facing pages in a document starting from the right page.

Top Page then Bottom

Scans from the top page of facing pages in a document starting from the top page.



■Both Pages

Scans both pages in page order.

■Left Page Only

Scans the left page only in page order. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Right Page Only

Scans the right page only in page order. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Top Page Only

Scans the top page only in page order. You can select this item when [Top Page then Bottom] is selected.

■Bottom Page Only

Scans the bottom page only in page order. You can select this item when [Top Page then Bottom] is selected.

Original Size (Specifying the Original Size for the Original)

You can specify the original size before sending a fax.

When an original size is specified, it is scanned at the specified size regardless of the size of the loaded document. The feature allows you to add a margin to or delete excess space from the actual image that is transmitted.

- Note
 The default values for buttons other than the [Auto Size Detect] button can be changed in the System Administration mode. For information on how to change the default values, refer to "Original Size Defaults" (P.310).
 - When a document size cannot be detected automatically, a message prompting document size entry appears.
- **1** Select [Original Size] on the [Layout Adjustment] screen.
- **2** Select the desired original size.

Original Size			Cancel	Save
Auto Size Detect	○ A5 ①	🔘 11 x 17	°D	
A3C	🔘 в4 🗆	O 85 x ⁻	14"@	
▲4 ¹	O 85-	0 85 x 1	11"	
A4C	0 85 1	0 85 x 1	11"1	

■Auto Size Detect

Detects the document size automatically.

	Document Feeder	Document Glass
Auto-detectable Document size	B5⊡, B4, A5⊡, A4, A4⊡, A3, 8.5 x 11 inches ⊡	B6, B6 ^ᠿ , B5, B5 ^ᠿ , B4, A6, A5, A5 ^ᠿ , A4, A4 ^ᠿ , A3, 8.5 x 11 inches ^ᠿ , 8.5 x 13 inches, 8.5 x 14 inches

Refer to the table in "Paper Size Settings" (P.280) for information on document sizes that can be automatically detected.

- **Note** If the document size cannot be detected automatically, a screen to input the document size appears.
 - The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

Standard Size

Select a document size from 11 pre-configured types.

You can change the indicated document sizes. For more information, refer to "Original Size Defaults" (P.310).

Mixed Sized Originals (Scanning Different Size Documents Simultaneously)

When using the document feeder, you can simultaneously send different size documents with the sizes matching the respective sizes of the documents. You can also specify the size of the paper so that faxes are sent at the same paper size.

Important • Originals may not be scanned correctly if the top-left corners are not aligned properly.

- Always load the A5-size documents vertically.
- When loading a B5 size document with A3 or A4 size documents in a vertical direction, place the B5 document also in vertical orientation.
- The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If the combination of the document sizes is not our recommendation, the documents can be fed at an angle may not be copied properly.
- Note

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

- Be sure to set [Scan Size] on the [Layout Adjustment] screen to [Auto Size Detect] when using mixed size documents.
- **1** Select [Scan Size] on the [Layout Adjustment] screen.
- 2 Confirm that [Auto Size Detect] is selected and select [Save]. If [Auto Size Detect] is not set, select [Auto Size Detect], and then select [Save].
- Original Size
 Cancel
 Save

 Auto Size Detect
 A5.0
 11 x 17.0

 A3.0
 B4.0
 85 x 14.0

 A4.0
 B5.0
 85 x 11.0

 A4.0
 B5.0
 85 x 11.0
- **3** Select [Mixed Sized Originals].
- **4** Select [On].



■Off

Select this item when all documents are of the same size.

∎On

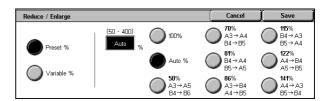
When scanning documents of different sizes, the machine automatically detects the size of each document.

Reduce/Enlarge (Specifying the Scan Ratio for the Original)

This feature enlarges or reduces a scanned document to a specified ratio prior to transmission.

Important • Some machines may not be able to receive faxes at the specified ratio.

- **1** Select [Reduce/Enlarge].
- **2** Select the desired scanning ratio.



■100%

Scanned at the same size as the original.

■Auto %

The copy ratio is automatically set based upon the document and paper sizes, and the document is copied to fit in the selected paper.

Note • If you select [Auto %], specify a value other than [Auto Size Detect] for [Scan Size].

Presets % (7 types)

Select from preset ratios.

Note

- Initial values for ratio other than [100%] and [Auto %] can be changed. For more information, refer to "Reduce/Enlarge Presets" (P.319).
 - If a magnification is specified in [Reduce/Enlarge], automatic rotation transmission does not work. For information about the feature, refer to "Rotate 90 Degrees" (P.315).
- 100%

Scanned at the same size as the original.

• Auto %

If the scan width of the document is greater than the maximum image size, the scanned image is rotated or reduced to fit the maximum image.

When speed dialing is used, the maximum image size will be the size registered in the speed dialing. When speed dialing is not used, the size will be A3.

You can specify whether to rotate documents in the System Administration mode. For more information, refer to "Rotate 90 Degrees" (P.315).

■Variable %

You can scan by selecting a variable ratio. The ratio can be set within the range of 50 to 400% in 1% increments.

Stamp (Adding a Stamp when Scanning a Document)

This feature adds a stamp when scanning a document using a document feeder. A circular stamp is added at the bottom edge of the scanned documents. You can confirm whether or not the document has already been scanned with the stamp.

Important • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

- The stamp cannot be added to the following documents:
- Documents placed on the document glass
- Documents suspended by pressing the <Stop> button
- Documents suspended by paper jams
- Single-sided documents greater than 600 mm
- Double-sided documents greater than 431.8 mm
- Documents remaining on the document feeder
- Documents suspended by memory over flow
- Documents that were being scanned when suspending an immediate transmission

- **1** Select [Stamp].
- 2 Select [On].

∎Off

No stamp is added.

∎On

A stamp is added.



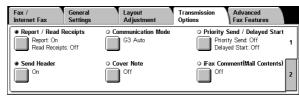
Originals that are fed through the Feeder are stamped to ensure that no more than one sheet is fed at any given time. Stamps of small circles are impressed at the bottom edge of the originals that have been scanned.

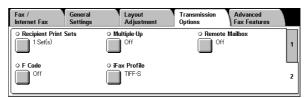
Cancel Save

Transmission Options

You can specify fax transmission conditions in the [Transmission Options] screen. following shows the reference section for each feature.	The
Communication Mode (Selecting a Communication Mode)	5
Priority Send / Delayed Start (Specifying Send Priority/Send Time) 120	6
Send Header (Adding Sender Name and Phone Number to Faxes)	7
Cover Note (Transmitting Documents With a Cover Page)	8
iFax Comment (Inserting Comments in Body Text)	0
Transmission Report/Read Receipts/Delivery Receipts (Confirming Transmission Results). 132	2
Recipient Print Sets (Printing Multiple Copies at the Remote Machine)	3
Remote Mailbox (Using Remote Mailbox)	3
F Code (Using F Code Transmission)	5
iFax Profile (Specifying iFax Profiles)	7
Multiple-Up (Sending Multiple Documents with Combining in 1 sheet)	9
Encryption (Sending iFax Encrypted by S/MIME)	9
Digital Signature (Sending iFax with a Digital Signature by S/MIME)	9

- **1** Select [Fax/Internet Fax] on the [All Services] screen.
- 2 Select the [Transmission Options] tab and then select a feature on the [Transmission Options] screen that appears.





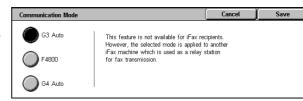
4

Fax

Communication Mode (Selecting a Communication Mode)

You can select a communication mode based on the features of the remote machine. G3 is the international standard for facsimile transmissions established by the ITU-T.

- Important When the speed dialing, one touch buttons, group dialing numbers, or address book is used to specify a recipient registered in an address number, the communications mode currently set to the address number is set and cannot be changed. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).
- Note
 The communication mode default value can be changed in the System Administration mode. For information on how to change the default values, refer to "Communication Mode" (P.314).
- **1** Select [Communication Mode] on the [Transmission Options] screen.
- **2** Set the communications mode.



■G3 Auto

Select this mode if the remote machine is G3 compatible. This mode is the one normally selected.

In accordance with the reception capabilities of the remote machine, the machine automatically switches modes in the following order of priority: G3 Unique ECM \rightarrow G3 Unique \rightarrow ITU-T G3 ECM \rightarrow ITU-T G3.

■F4800

Select this mode when transmitting over noisy or poor telephone lines, as can be the case with overseas calls.

Also select this mode when transmitting over noisy or poor telephone lines domestically.

■G4 Auto

Do not use this mode.

Note • [G4 Auto] is displayed when an Internet Fax Kit is installed. This setting applies the transmission speed between the fax gateway and destination fax for the iFax.

F4800

You can communicate with faxes overseas via telephone company exchanges, etc.

- Note
 The international telephone networks are originally designed for voice communications. Noise that does not really affect voice communications causes a problem with fax communications. It may result in the deterioration of images quality, the inability to transmit a fax, or even terminate the transmission. Regardless of whether transmission is successful, you are charged for the call once the line is connected. For information on line trouble and call charges, contact your telephone company.
- **Note** If you select [F4800], the transmission time may be longer because transmission is performed at 4800 bps or less to ensure transmission is successful.

Communication M

G3 Auto

F4800

G4 Auto

This feature is not available for iFax recipients However, the selected mode is applied to anott iFax machine which is used as a relay station for fax transmission.

- **1** Select [Communication Mode] on the [Transmission Options] screen.
- 2 Select [F4800], then [Save].
- **3** Enter the telephone company ID number, "0011", country code, area

code, and recipient fax number as shown below.



Important • In some areas, you may need to enter a pause after the telephone company ID number.

Priority Send / Delayed Start (Specifying Send Priority/Send Time)

If you set the send priority, you can send faxes prior to stored documents or use the polling feature.

- This feature is unavailable for iFax.
 - If the Priority Send feature is selected during transmission, the fax will be sent after the current transmission ends.
 - [Priority Send] can be set in combination with [Delayed Start]. If both features are set, Priority Send is performed at the set time.
 - In redial mode, the fax will be resent preferentially after the set redial interval.
 - The Priority Send feature cannot be set separately for each recipient of Broadcast and multipolling jobs.

You can give priority to a pending job. For more information, refer to "Checking Current/Pending Jobs" (P.357).

You can specify a send time for a fax using the Delayed Start feature. It is useful for sending fax when communication charges are low, such as midnight.

Fax

- **Important** If a power failure occurs or the power is turned off when the Delayed Start feature is set, the setting is cleared and transmission begins as soon as the power is turned on.
- You can specify a time within 24 hours in 1 minute increments. You cannot specify a date.
 - You can set [Delayed Start] separately for each address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).
 - If address number or group dial numbers are dialed with the Broadcast Send feature, the Delayed Start setting specified for each address number is invalid.
 - If the fax cannot be sent at the specified time because, for example, the telephone line is busy, it will be sent as soon as the line becomes available.
 - The default value of [Start Time] can be changed in the System Administration mode. For more information, refer to "Delayed Start Start Time" (P.314).
- **1** Select [Priority Send / Delayed Start] on the [Transmission Options] screen.
- 2 Select [On] of [Priority Send] to set Priority Send, and select [On] of [Delayed Start] to set Delayed Start.

■Priority Send

• Off

Priority Send is not applied.

• On

Priority Send is applied.

■Delayed Start

• Off

Delayed Start is not applied.

• On

Delayed Start is applied.

■Start Time

Displays the [Delayed Start - Start Time] screen. Refer to "[Delayed Start - Start Time] Screen" (P.127).

[Delayed Start - Start Time] Screen

Specify the start time.

- 1 Select [AM] or [PM].
- 2 Enter [Hours] and [Minutes].
 - Important If you press the <Start> button after the specified time elapses, the stored document will be sent at the specified time the next day.

Delayed Start - Start Time				Cancel	Save
О АМ Ф РМ	Hours (1 - 12) 9 (1 - 12)	:	Minutes (00 - 59)		nt Time 18 PM

Send Header (Adding Sender Name and Phone Number to Faxes)

The Send Header feature adds the start time, sender name, recipient name, G3 ID, and number of pages to the transmitted document.

Priority Send / Delaye	ed Start	Cancel	Save
Priority Send	Delayed Start	Start Time 9:00 PM	
Off	Off		
On	On		

This feature enables the recipient to confirm when and from whom the fax was sent.

Important • The Send Header is printed at the top of the document, so an area of about 3 to 5 mm may not be printed at the top of each page at the remote machine.

Note

- If the document is resent, "Resend" is printed at the left of the date and time indication.
- If this feature is activated for Broadcast, the Send Header is attached for all recipients.
- The start time is printed in the format set on the machine (12 or 24 hour clock). For information on setting the time, refer to "Time" (P.266).
- For information on the sender name and G3 ID, refer to "Local Terminal Information" (P.319).
- The recipient name is only added if it has been registered in the address number.
- The default value of [Send Header] can be changed in the System Administration mode. For information on how to change the default values, refer to "Send Header" (P.314).
- **1** Select [Send Header] on the [Transmission Options] screen.
- 2 Select [On].



∎Off

No sender information is added.

∎On

Sender information is added.

Cover Note (Transmitting Documents With a Cover Page)

Cover Note is a feature for attaching a cover page to the document.

It includes the recipient name, comment, sender name, machine fax number, number of pages, and send date and time.

- Note
- [Cover Note] can be individually set for each address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).
 - When [Send Header] is set, the sender information is not printed on the cover note.
 - You cannot use the Cover Note feature if you specify Broadcast using the numeric keypad. If necessary, register recipients to the address numbers.
 - The size and resolution of the cover note is based on the first page of the document.
- **1** Select [Cover Note] on the [Transmission Options] screen.
- 2 Select [On].

∎Off

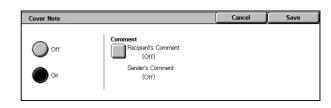
No cover note is added.

∎On

A cover note is added.

Comment

The [Cover Note - Comment] screen is displayed. Refer to "[Cover Note - Comment] Screen" (P.129).



[Cover Note - Comment] Screen

Select a comment to be added to the cover sheet.

- Note Comments must be entered beforehand. For information on how to register comments, refer to "Comments" (P.343).
- **1** Select any item.

Cover Note - Comment			Cancel	Save
	The following cor	nments are added to the	top of the cover note.	
Recipient's Comment	Fax Cove	r Note		
	Τα	(Recipient Na	rme in Address Book)	
Sender's Comment	From:			

Recipient's Comment

The [Cover Note - Comment - Recipient's Comment] screen is displayed. Refer to "[Cover Note - Comment - Recipient's Comment] Screen" (P.129).

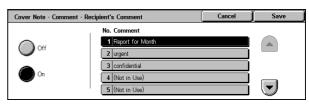
Sender's Comment

The [Cover Note - Comment - Sender's Comment] screen is displayed. Refer to "[Cover Note - Comment - Sender's Comment] Screen" (P.129).

[Cover Note - Comment - Recipient's Comment] Screen

Select a comment to be added to the recipient field.

1 Select any item.



Fax

■Off

No comment is added to the recipient field.

∎On

A comment is added to the recipient field. Select a comment from [No. Comment].

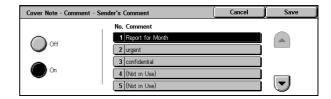
■No. Comment

The registered comments are displayed. For information on how to register comments, refer to "Comments" (P.343).

[Cover Note - Comment - Sender's Comment] Screen

Select a comment to be added to the sender field.

1 Select any item.



■Off

No comment is added to the sender field.

∎On

A comment is added to the sender field.

Select a comment from the registered comments.

No. Comment

The registered comments are displayed. For information on how to register comments, refer to "Comments" (P.343).

About the Cover Note

■To

If the remote machine was specified with an address number, the recipient name registered for the address number is printed. This field is blank if a recipient name has not been registered.

■Recipient's Comment

The comment for the number specified with [No. Comment] is printed.

From

The registered sender name is printed.

Sender's Comment

The comment for the number specified with [No. Comment] is printed.

Fax Number

The registered fax number of the machine is printed. When using G3 communications, the G3 ID is recorded.

Number of Pages

The number of pages is printed.

Send Date and Time

The transmission start date and time is printed.

Remarks

This field is printed when using Broadcast, Mailbox, Relay Broadcast Indication, and Redial Mode.

iFax Comment (Inserting Comments in Body Text)

You can insert a pre-registered comment in the body text of e-mail. You can specify up to two comments.

- This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - Comments must be entered beforehand. For information on how to register comments, refer to "Comments" (P.343).
- Display the [Fax/Internet Fax] screen by selecting the [Fax/ Internet Fax] tab.
- Select [iFax/Fax] several times to display [iFax] in the recipient section.
- **3** Display the [Transmission Options] screen by selecting the [Transmission Options] tab.

	General Settings	Layout Adjustment	Transmission Options	Advanced Fax Features
: iFax				Next Recipient
iFax / Fax	Address	Recipient	Show	v Fax No. / E-mail
Address Book				
Keyboard				

Save

Cancel

- **4** Select [iFax Comment (Mail Contents)].
- 5 Select [On].

■Off

No comment is added.

■Comment 1

The [iFax Comment (Mail Contents) - Comment 1] screen is displayed. Refer to "[iFax Comment (Mail Contents) - Comment 1] Screen" (P.131).

iFax Comment (Mail Contents

Off

Comment 1

Off)

■Comment 2

The [iFax Comment (Mail Contents) - Comment 2] screen is displayed. Refer to "[iFax Comment (Mail Contents) - Comment 2] Screen" (P.131).

[iFax Comment (Mail Contents) - Co

Select a comment to be ad the Comment 1 field.

1 Select any item.

■Off

Comment 1 is not added.

■On

Comment 1 is added. Select a comment from [No. Comment].

■No. Comment

The registered comments are displayed. For information on how to register comments, refer to "Comments" (P.343).

[iFax Comment (Mail Contents) - Comment 2] Screen

Select a comment to be added to the Comment 2 field.

1 Select any item.

■Off

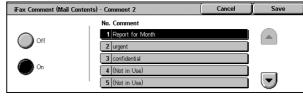
Comment 2 is not added.

■On

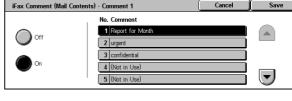
Comment 2 is added. Select a comment from [No. Comment].

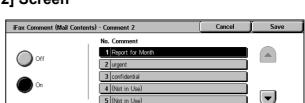
■No. Comment

The registered comments are displayed. For information on how to register comments, refer to "Comments" (P.343).



omment 1	I] Scree	n		ŕ	
dded to	iFax Comment (M	lail Contents) -	Comment 1		Cancel
	O ~"		No. Commen 1 Report fo		
	() Off	i l i			





Transmission Report/Read Receipts/Delivery Receipts (Confirming Transmission Results)

You can confirm transmission results of fax and iFax. The methods to confirm transmission results are different for fax and iFax.

For fax, Transmission Report is used. If you activate [Transmission Report], a transmission report is automatically printed when the transmission completes successfully. If the transmission does not end successfully, a transmission report - undelivered is printed.

For iFax, Delivery Confirmation is used. There are two different types of confirmation: Read Receipts (MDN) and Delivery Receipts (DSN).

You can confirm whether the iFax you sent was delivered to the recipient's mailbox successfully if you select Read Receipts (MDN). If you select Delivery Receipts (DSN), you can confirm whether the iFax including attachments you sent was processed properly at the recipient.

Note

- An option is necessary for the Delivery Confirmation feature. For more information, contact our Customer Support Center.
 - You can only use the Read Receipts feature if the recipient's machine supports MDN. You can only use the Delivery Receipts feature if the recipient's machine supports DSN.
 - You can select Read Receipts or Delivery Receipts in the System Administration mode. For more information, refer to "Delivery/Read Receipts" (P.314).
 - You can only use the Delivery Receipts (DSN) feature to check the delivery of e-mail to servers that support this feature. Furthermore, if any of the e-mail servers along the transmission route do not support DSN, the delivery of the e-mail is not confirmed but e-mail delivery is performed as usual. Therefore, the result of the Delivery Receipts may differ from the actual status.
 - If you set [Transmission Report] to [On] and transmission does not end successfully, [Transmission Report Undelivered] is printed.

This section describes how to use the MDN feature. The procedure is the same as for the DSN feature.

- Display the [Fax/Internet Fax] screen by selecting the [Fax/ Internet Fax] tab.
- 2 Select [iFax/Fax] several times to display [iFax] in the recipient section.
- **3** Display the [Transmission Options] screen by selecting the [Transmission Options] tab.
- 4 Select [Report/Read Receipts].
- **5** Select any item.

Transmission Report

• Off

No transmission report is printed.

• On

A transmission report is automatically printed when the transmission completes successfully. If the transmission does not end successfully, a transmission report - undelivered is printed.

	General Settings	Layout Adjustment	Transmission Options	Advanced Fax Features
: iFax				Next Recipient
iFax / Fax	Address	Recipient	Show	Fax No. / E-mail
Address Book				^
Keyboard				

Transmission Report / Re	ead Receipts (MDN)		Cancel	Save
Transmission Report	Read Receipts (MDN)	prints a report indicating the The Read Rec the iFax recipi to the sender result.	after each fax transmission res eipts feature is ient to send a co indicating the iFa s server must su	ult. used to request infirmation mail ax transmission

■Read Receipts (MDN)

• Off

The Read Receipts feature is not applied.

• On

The Read Receipts feature is applied. You can confirm whether the iFax you sent was delivered to the recipient's mailbox successfully.

Recipient Print Sets (Printing Multiple Copies at the Remote Machine)

This feature allows you to print multiple copies of the transmitted document at the remote machine.

- **1** Select [Recipient Print Sets] on the [Transmission Options] screen.
- **2** Select any item.



■1 Set

The remote machine will output one copy.

■Multiple Sets

Specify the number of copies the remote machine will output within the range from 2 to 99 in increments of 1. Use [\blacktriangle] and [\triangledown] or the numeric keypad on the screen to specify the number of print sets.

Remote Mailbox (Using Remote Mailbox)

Remote Mailbox is a feature for exchanging confidential documents that you do not want others to see.

Sending to Mailbox (Fax Signal Method)

This feature allows your machine to store a document in the recipient fax remote mailbox to enable printing by the recipient machine. You need to confirm the remote mailbox number and password of the recipient machine.

■Private Polling (Fax Signal Method)

You can retrieve a document stored in the recipient's remote mailbox by sending instructions from your machine. You need to confirm the remote mailbox number and password.

Important • You cannot use polling to retrieve documents from multiple remote mailboxes simultaneously.

The retrieved document is stored in a mailbox. When a document is received in a mailbox, the <Job in Memory> indicator lights and a [Mailbox Report] is printed. The [Mailbox Report] includes the mailbox number and name.

```
Note
```

- Mailbox reception using the DTMF method is possible, but the only signals that can be received are numerals, *, and #.
 - It may be possible to automatically print a document received in the mailbox depending on the mailbox settings. For information about setting the mailbox, refer to "Mailbox" (P.328).

• Depending on the report print settings, the [Mailbox Report] may not be printed even if email is received in the mailbox. For information on setting the report print settings, refer to "Reports" (P.277).

For information on printing received documents, refer to "Printing/Deleting Documents in the Mailbox" (P.202).

Sending to Mailbox (DTMF Method)

To use the DTMF method to send to a mailbox, you need to confirm the mailbox number of the recipient machine. Two methods are available for Sending to Mailbox using the DTMF method: Auto and Manual.

Off) Off

Or

Sending to Mailbox (Fax Signal Method)

- **1** Select [Remote Mailbox] on the [Transmission Options] screen.
- 2 Select [On].
 - ∎Off

Remote Mailbox is not applied.

∎On

Remote Mailbox is applied. Enter [Remote Mailbox Number].

Remote Mailbox Number

Enter the 3-digit number of the remote mailbox number using the numeric keypad.

■Password

Enter the 4-digit number of the password for the remote mailbox using the numeric keypad. If a password has not been set, you do not need to enter one.

■Next

Select this button after entering [Remote Mailbox Number] or [Password].

Private Polling (Fax Signal Method)

- **1** Display the [Advanced Fax Features] screen by selecting the [Advanced Fax Features] tab.
- **2** Select [Polling].
- **3** Select [On].
- **4** Display the [Transmission Options] screen by selecting the [Transmission Options] tab.
- **5** Select [Remote Mailbox] on the [Transmission Options] screen.
- 6 Select [On].

■Off

Private Polling is not used.

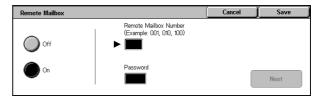
∎On

Private Polling is used. Enter [Remote Mailbox Number].



Remote Mailbox Number (Example: 001, 010, 100)

Next



■Remote Mailbox Number

Enter the 3-digit number of the remote mailbox number using the numeric keypad.

■Password

Enter the 4-digit number of the password for the remote mailbox using the numeric keypad. If a password has not been set, you do not need to enter one.

■Next

Select this button after entering [Remote Mailbox Number] or [Password].

Format for Auto Send (DTMF Method)

1 Select [Keyboard] to display the keyboard on the touch screen and enter the following format.

Telephone number of	! * \$	Mailbox number of	# # \	Password for mailbox of	\##\$
remote machine		remote machine		remote machine	

Format for Manual Send (DTMF Method)

1 Select [Keyboard] to display the keyboard on the touch screen and enter the following format.

Telephone number of remote machine	Facsimile tone		
	Mailbox number # # of remote machine	Password for mailbox of remote machine	# # Beep! Ready to start

- Use the keyboard on the touch screen to enter symbols such as "!" and "*". For information on the input method, refer to "Entering Text" (P.265).
 - Enter the password if necessary.
 - You can transmit to any machine that supports our DTMF method feature.
 - The above dialing format can be registered in address number to enable private polling using an address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

F Code (Using F Code Transmission)

F Code is the transmission procedure set by the Communications and Information Network Association of Japan and is the T.30 (communication protocol) method for using sub-addresses that was standardized by the ITU-T. The F Code feature enables various features to be used with transmission among F Code-compatible machines manufactured by different companies.

When using F Code transmission, use an F Code and password. The F Code, which is also called a sub-address by other companies, must be registered (entered). Set the password if necessary.

- To use the F Code feature, you need to confirm the F Code of the recipients machine in advance.
 - You can set the F Code and password for each address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).
 - You can use Relay Broadcast/Remote Relay Broadcast with F Code transmission. For information on Relay Broadcast, refer to "Relay Broadcast (Transmitting Documents Through a Relay Station)" (P.144). For information on Remote Relay Broadcast, refer to "Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)" (P.148).

Fax

Fax

• We recommend using the fax signal method for sending to a mailbox or private polling when the recipient is using the same model of machine.

You can use the following features with F Code transmission.

Sending to Mailbox (F Code Method)

When the recipient's mailbox has been set, you can transmit to the mailbox from the machine if you set the F Code (sub-address) and the password (if necessary).

Confirm the F Code (sub-address) and password of the recipient in advance.

Example: When the machine is the recipient machine

F Code (sub-address)	:	0 (Display F Code transmission) and the mailbox number of the machine
Password (if necessary)	:	Password of the remote mailbox of the machine

■Private Polling (F Code Method)

When the recipient's mailbox has been set, you can perform private polling if you set the F Code (sub-address) and the password (if necessary).

Confirm the F Code (sub-address) and the password in advance of using the machine for private polling.

Furthermore, notify the recipient of the following information to perform private polling for the machine.

F Code (sub-address)	:	0 (Display F Code transmission) and the storage mailbox number of the machine.	
Decoword (if personary)		Decoverd of the meilbox in which a meil is stored	

Password (if necessary) : Password of the mailbox in which e-mail is stored.

The retrieved document is stored in the mailbox. When a document is received in a mailbox, the <Job in Memory> indicator lights and a [Mailbox Report] is printed. The [Mailbox Report] includes the mailbox number and name. Furthermore, notify the recipient of the following information for using the F Code method to receive e-mail from the mailbox.

F Code (sub-address)	:	0 (Display F Code transmission) and the storage mailbox number.
Password (if necessary)	:	Password of the mailbox in which e-mail is stored.

- Mailbox reception using the DTMF method is possible, but the only signals that can be received are numerals, *, and #.
 - It may be possible to automatically print a document received in the mailbox depending on the mailbox settings. For information about setting the mailbox, refer to "Mailbox" (P.328).
 - Depending on the report print settings, the [Mailbox Report] may not be printed even if email is received in the mailbox. For information on setting the report print settings, refer to "Reports" (P.277).

For information on printing received documents, refer to "Printing/Deleting Documents in the Mailbox" (P.202).

Sending to Mailbox (F Code Method)

- **1** Select [F Code] on the [Transmission Options] screen.
- **2** Select [On].

F Code Cancel Save Orf F Code Orf Password

■Off

The F code transmission is not used.

∎On

The F code transmission is used. Enter the F Code.

■F Code

Enter the F code using the numeric keypad.

Note • You can enter up to 20 digits for the F Code.

■Password

Enter the password using the numeric keypad. If a password has not been set, you do not need to enter one.

Note • You can enter up to 20 digits for the password.

■Next

Select this button after entering [F Code] or [Password].

Private Polling (F Code Method)

- **1** Select [F Code] on the [Transmission Options] screen.
- 2 Select [On].
- **3** Enter the F Code with the numeric keypad and select [Next].

Note • You can enter up to 20 digits for the F Code.

4 If necessary, enter the password using the numeric keypad and select [Next].

Polling

Off

l Or

Note • You can enter up to 20 digits for the password.

- **5** Select [Save].
- **6** Select [Polling] on the [Advanced Fax Features] screen.
- 7 Select [On].

■Off

Private Polling is not used.

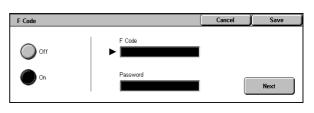
∎On

Private Polling is used.

iFax Profile (Specifying iFax Profiles)

A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between iFax-compatible machines.

- Note
- This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - The profiles that can be processed differ depending on the iFax-compatible machine of the recipient. Before specifying a profile, confirm the profiles the iFax-compatible machine of the recipient can process.
 - If inconsistencies occur between the profile and the stored document size and resolution combination, priority is given to the settings specified in the profile.
 - If the profile differs for each recipient when using Broadcast Send, the smallest size becomes the maximum image size.
 - You can set an iFax profile for each address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).



This feature allows you to retrieve docu from a remote machine.

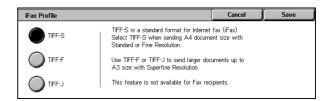
However, it is not available for iFax recipients

Fax

Save

- The default values of [iFax Profile] can be changed in the System Administration mode. For information on how to change the default values, refer to "iFax Profile" (P.314).
- 1 Display the [Fax/Internet Fax] screen by selecting the [Fax/ Internet Fax] tab.
- 2 Select [iFax/Fax] several times to display [iFax] in the recipient section.
- 3 Display the [Transmission Options] screen by selecting the [Transmission Options] tab.
- 4 Select [iFax Profile]. Select the profile.

Fax / Internet Fax	General Settings	Layout Adjustment	Transmission Options	Advanced Fax Features		
: iFax				Next Recipient		
iFax / Fax	Address	Recipient	Show	r Fax No. / E-mail		
Address Bool	k					
Keyboard				•		



■TIFF-S

5

This profile is the iFax standard. For documents that are larger than A4, the size is reduced automatically to A4 for transmission.

- Encoding method MH :
- Stored Document Size : A4
- Standard, Fine Resolution
- Note
- If Superfine (400 dpi) or Superfine (600 dpi) is selected for [Resolution] on the [Basic Features] screen, TIFF-S cannot be selected.

■TIFF-F

Select this profile when you specify super-fine for the resolution or when you send A3 or B4 documents.

- Encoding method : MMR
- Stored Document Size : A4, B4, A3
- Resolution : Standard, Fine, Superfine (400 dpi), Superfine (600 dpi)
- Note When a fax is sent to a machine that does not support TIFF-F, the recipient machine will not be able to display or print the images.

■TIFF-J

Select this profile for sending documents in JBIG.

- Encoding method : JBIG
- Stored Document Size : A4, B4, A3
- : Standard, Fine, Superfine (400 dpi), Superfine (600 dpi) Resolution
- When a fax is sent to a machine that does not support TIFF-J, the recipient machine will not Note be able to display or print the images.

Multiple-Up (Sending Multiple Documents with Combining in 1 sheet)

You can send multiple documents with combining in 1 sheet. For example, if you specify the number of pages to be combined as 3 sheets and load 12 sheets of documents into the document feeder, it is stored as 4 pages. Number of pages to be combined in 1 sheet is from 2 to 9 sheets.

- **Important** If documents sizes are large after being combined, they will be split on the recipient machine.
 - If number of pages of documents is smaller than the specified pages, scanned number of pages will be only combined and transmitted.
- This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- 1 Select [Multiple-Up].
- 2 Select [On].
- **3** Use [▲] and [▼] to enter the number of pages.



Multiple-Up is not applied.

∎On

Multiple-Up is applied. Specify the number of pages.

Encryption (Sending iFax Encrypted by S/MIME)

When using the iFax feature, you can send iFax encrypted by S/MIME.

When sending encrypted iFax, select a recipient with a certificate that can be encrypted from Address Book.

■Off

Sends iFax without encryption.

∎On

Sends encrypted iFax.

Digital Signature (Sending iFax with a Digital Signature by S/MIME)

When using the iFax feature, you can send iFax with a digital signature by S/MIME.

Digital Signature allows a recipient to confirm whether contents of the iFax are changed, or whether the iFax is sent from the proper sender.

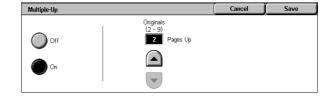
To use this feature, the machine's mail address must be linked to a certificate. For information on how to link a certificate to the machine's e-mail address, refer to the Network Administrator Guide.

∎Off

Sends iFax without a digital signature.

∎On

Sends iFax with a digital signature.



Advanced Fax Features

You can set the pooling and on-hook features in the [Advanced Fax Features] screen. The following shows the reference section for each feature.

Polling (Retrieving Documents from Remote Machines).....140

1 Select [Fax/Internet Fax] on the [All Services] screen.

2 Select the [Advanced Fax Features] tab and then select a feature on the [Advanced Fax Features] screen that appears.

Fax /	General	Layout	Transmission	Advanced	
Internet Fax	Settings	Adjustment	Options	Fax Features	
○ Polling Off	⇒ St	ore for Polling Off	On-ho (Manu	iok ial Send/Receive)	

Polling (Retrieving Documents from Remote Machines)

Polling is a feature that allows your machine to retrieve a document stored on a remote machine. You are charged for the transmission fee.

This feature is used for Facsimile Information Services.

For information on Facsimile Information Services, refer to "Receiving Faxes" (P.153).

Note

- Depending on the remote machine, the Polling feature may be unavailable.
 - When you specify polling in combination with [Delayed Start] on the [Transmission Options] screen, you can retrieve a document at a specified time.

■Polling

You can retrieve a document stored on a remote machine by sending instructions from your machine. You can retrieve documents from multiple machines. This process is known as Multi-Polling.

Private Polling (DTMF Method)

You can retrieve a document stored in the recipient's remote mailbox by sending instructions from your machine. A mailbox must be registered on the remote machine. A document stored in the mailbox can be transmitted without others seeing it if a password is set.

Important • You cannot use polling to retrieve documents from multiple remote mailboxes simultaneously.

Polling

Fax

- 1 Select [Polling] on the [Advanced Fax Features] screen.
- 2 Select [On].

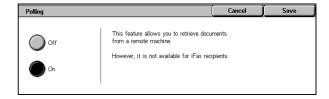
• To use Multi-Polling, specify multiple recipients.

∎Off

Polling is not used.

∎On

Polling is used.



Cancel

Private Polling (DTMF Method)

- **1** Display the [Fax/Internet Fax] screen by selecting the [Fax/Internet Fax] tab.
- 2 Select [Keyboard] to display the keyboard on the touch screen.
- **3** Enter a format corresponding to Manual Send or Auto Send, and select [Close].

Fax:	Next Recipient	Close
· 1 2 3 4 5 6 7 8	9 0 -	Backspace
l q w e r t y u i		
Tone () a s d f g h j	k ;) · @
Shift Z X C V b n m		/ Shift
More Characters Space		

- **4** Display the [Advanced Fax Features] screen by selecting the [Advanced Fax Features] tab.
- 5 Select [Polling].
- **6** Select [On].
 - ■Off

Private Polling is not used.

∎On

Private Polling is used.

■Format for Auto Send

	Orf On	This feature allows you to retrieve documents from a remote machine. However, it is not available for iFax recipients.
I		

Telephone number of	! * \$	Mailbox number of	**\	Password for mailbox of	\##\$
remote machine		remote machine		remote machine	

■Format for Manual Send

Telephone number of remote machine	Facsimile tone 🔀 Beep!		
	Mailbox number # # of remote machine	Password for mailbox of remote machine	# # Beep! Ready to start

- Note
- Use the keyboard on the touch screen to enter symbols such as "!" and "*". For information on the input method, refer to "Entering Text" (P.265).
 - Enter the password if necessary.
 - You can specify to any machine that supports our DTMF method feature.
 - The above dialing format can be registered in address number to enable private polling using an address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

Store for Polling (Allowing Remote Machines to Retrieve Documents from Your Machine)

Storing for Polling is to store a document on your machine so as a remote machine can retrieve it from your machine. There are two methods for Store for Polling: Public Mailbox and Private Mailbox.

The machine can be set to automatically delete the documents for polling after transmission. For more information, refer to "Documents for Polling - Auto Delete" (P.315).

1 Select [Store for Polling] on the [Advanced Fax Features] screen.

2 Select any item.

Store for Polling		Cancel	Save
Off	Save in:		
Public Mailbox	Public Mailbox Number of Documents: 5		
Private Mailbox			

■Public Mailbox

Store documents to be sent, in response to instructions received from remote machines, in the public mailbox of the machine.

■Private Mailbox

Store documents to be sent, in response to instructions received from remote machines, in a mailbox of the machine. A document stored in the mailbox can be transmitted without others seeing it if a password is set.

Note • A Private Mailbox must be registered on the machine.

For more information on registering a mailbox, refer to "Mailbox" (P.328).

Save in:

When selecting [Public Mailbox]

[Public Mailbox] is displayed. When selecting [Public Mailbox], the [Public Mailbox] screen appears.

Refer to "[Public Mailbox] Screen" (P.142).

When selecting [Private Mailbox]

[Private Mailbox] is displayed. When selecting [Private Mailbox], the [Mailbox] screen appears. Select a mailbox to store the polling documents.

Store for Polling		(Cancel)	(Save)
Off	Save in:		
Public Mailbox	Public Mailbox Number of Documents: 5		
Private Mailbox			

For information on how to select a

mailbox, refer to "Step 2 Selecting a Mailbox" (P.198). For information on how to confirm, or print/ delete document for private polling, refer to "Step 3 Checking/Selecting Mailbox Documents" (P.198), or "Printing/Deleting Documents in the Mailbox" (P.202), respectively.

[Public Mailbox] Screen

You can confirm, print, and delete documents stored for polling.

- Select the document to print or delete. You can select either one document or all documents.
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.

Public Mailbox				Refresh	Close	
Number ocument No Type	Stored Date		Pages			lo. of Docs: 5
1 00010 Document for Polling	2001/2/3	10:20 AM	655			
2 00020 Document for Polling	2002/4/6	8:10 AM	1			Select All
3 00030 Document for Polling	2003/6/9	12:15 PM	10			Delete
4 00040 Document for Polling	2000/7/7	4:30 PM	100			
5 00050 Document for Polling	2000/11/1	8:30 AM	999			Print

■Refresh

Information on documents stored in the public mailbox is refreshed.

Select All

Selects all documents stored in the public mailbox.

■Delete

Deletes the selected document. Confirm the contents on the screen that appears and select [Yes].

■Print

Prints the selected document.

On-hook (Confirming Remote Machine Response Prior to Transmission)

Use this feature when using Manual Send.

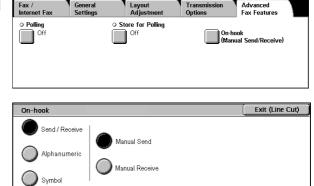
Manual Send is a transmission method that involves confirming the remote machine response with an external telephone or when the machine is in an on-hook state prior to beginning transmission.

In this case, it is recommended to have the line monitor volume set to "Loud".

• When an error occurs from the second page while sending multiple pages, the first page may end abnormally.

The volume of the line monitor can be changed in the System Administration mode. For information on how to change the default values, refer to "Line Monitor Volume" (P.269).

 Pick up the receiver of the external telephone or select [On-hook (Manual Send/Receive)] on the [Advanced Fax Features] screen.



■Send / Receive

Select any item.

2

Switches between Manual Receive and Manual Send.

- · Manual Send: Confirms remote machine response prior to transmission
- Manual Receive: Used for receiving fax manually, such as Facsimile Information Services.

■Alphanumeric

The [Keyboard] screen is displayed. Specify destination using the keyboard.

• When the line type is set to a pulse line, [Tone (:)] does not appear. If you want to send to

appear. If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].

• Some touch-tone services may not be available even if you set your telephone to send tones.

■Symbol

The [Symbol] screen is displayed. Specify destination using symbols.

■Exit (Line Cut)

Cuts the line connected.



Fax

Broadcast

This section describes setting Broadcast Send and Relay Broadcast.	
Broadcast Send (Transmitting to Multiple Recipients)	144
Relay Broadcast (Transmitting Documents Through a Relay Station)	144
Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)	148

Broadcast Send (Transmitting to Multiple Recipients)

The Broadcast Send feature allows you to transmit the same document to multiple recipients with a single operation. There is no need to repeat the same operation for each recipient.

When an Additional G3 Port (optional) is installed, you can use the extra lines to make multiple transmissions simultaneously with Broadcast Send.

If you specify Broadcast Send, the machine prints a relay broadcast report/multi-poll report after the Broadcast Send operation finishes.

- The maximum number of recipients that you can specify at one time is as follows: Using the numeric keypad: 200 locations; using address number: 500 locations; and using the numeric keypad in combination with address number: 699 locations.
 - One touch buttons correspond to the numbers registered for the address numbers from 001 to 070.
 - When using Broadcast Send, [Cover Note] and [Remote Mailbox] are invalid even if they are selected on the control panel. If you want to use [Cover Note] and [Remote Mailbox], set them when registering each recipient in address numbers.
 - You cannot specify [Transmission Report]. Confirm transmission results in a Broadcast / Multi-poll report.
- **1** Display the [Fax/Internet Fax] screen by selecting the [Fax/ Internet Fax] tab.
- **2** Select the first recipient.

Note

- **3** Select [Next Recipient].
- **4** Select the next recipient.
- **5** Repeat Step 3 and Step 4.
- **6** Press the <Start> button.
- 7 Select [Yes] on the confirmation screen to start transmission.

Relay Broadcast (Transmitting Documents Through a Relay Station)

The Relay Broadcast feature transmits documents to multiple recipients via other fax machines (relay stations). When a document is to be transmitted over a long distance to multiple recipients, it is first transmitted to one relay station and from there to multiple recipients. When you transmit documents over a long distance to many recipients, using Relay Broadcast can save on call charges.

Furthermore, multiple Relay Broadcast operations can be performed simultaneously. This is referred to as Multiple Relay Broadcast.

There are three Relay Broadcast Send methods.

Fax

■Fax Signal Method

This method employs a Fuji Xerox proprietary communication procedure that is only for use with specific machines that have the Relay Broadcast Send feature. The G3 mode is available.

■DTMF Method

G3 fax machines that support Manual Send can make Relay Broadcasts for the machine.

■F Code Method

This method can be used among machines that have the F Code and the Relay Broadcast Send features. The G3 mode is available.

Before using the Relay Broadcast Send Feature

Before using the Relay Broadcast Send feature, register the following information in the address numbers of initiating stations and relay stations.

For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

Where	Contents
Initiating Station	 Fax Signal Method Assign the relay station to an address number (001 to 500*) to set up the Relay Broadcast Send feature. Register the last two digits of the address number of the initiating station (which is already registered at a relay station) as a relay station ID for the Relay Broadcast Send operation. Register the address numbers or group dial number of the relay recipients (which are registered at a relay station) as broadcast recipients. The wildcard "*" can be used. DTMF Method (G3)/F Code Method No registration is required. The dialing format can be registered to an address number.
Relay Station	 Fax Signal Method Assign the initiating station to an address number from 001 to 099 and set Relay Station Setup of the address number to [On]. Assign the relay recipient to an address number from 001 to 099. The relay recipients can also be assigned group dial numbers from the initiating station. DTMF Method (G3)/F Code Method Assign the initiating station either to an address number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). Then, set Relay Station Setup of the address number to [On]. Assign the relay recipients to an address number. Assign the relay recipient either to a relay station address number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification address number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code).

Note
 The above describes using Relay Broadcast with the machine. When using a machine of a different model as a relay station, check the F Code (sub-address) and password of the target recipient machine.

* When the Speed Dial Extension Kit is installed, it will be 001 to 999.

Fax Signal Method

 Select an address number or group dial number to which a relay broadcast is registered and press the <Start> button.
 To perform Multiple Relay Broadcast, repeat this step.

DTMF Method

There are two methods in the DTMF method: Auto Send and Manual Send.

■Auto Send (transmitting without picking up the receiver)

1 Select [Keyboard] to display the keyboard on the touch screen and enter the following format.



2 Select [Next Recipient] to perform Multiple Relay Broadcast.

Note • You can specify up to 20 locations for relay recipients.

Password

A pre-registered two-digit number

- By default, no password is set. For setting a password, contact our Customer Support Center. If a password has not been set, you do not need to enter one.
- · Relay station ID

The last two digits of the initiating station address number registered at the relay station.

Address number

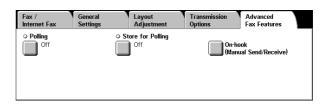
An address number for the relay recipients registered at the relay station.

The wildcard "*" can also be used.

Note
 The above dialing format can be registered in an address number to send using the address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

Manual Send (transmitting with picking up the receiver or on-hook)

1 Display the [Advanced Fax Features] screen by selecting the [Advanced Fax Features] tab.



- 2 Select [On-hook (Manual Send/ Receive)].
- 3 Select [Manual Send].
- 4 Select [Alphanumeric] or [Symbol].

On-hook		Exit (Line Cut)
Send / Receive		
Alphanumeric	Manual Send	

5 Use the keyboard shown in the touch screen to enter the following format.

Fax

• You can specify up to 20 locations for relay recipients.

F Code Method

When the machine is an initiating station, you can perform Relay Broadcast Send if the F Code that has been set for the relay station and the password (if necessary) are registered on the machine.

When the machine is a relay station, you can perform Relay Broadcast Send if the F Code that has been set for the initiating station and the password (if necessary) are registered on the machine.

- **Important** When performing Relay Broadcast Send with the F Code method, you can use a password if you set a receive password for the relay station.
- When performing Relay Broadcast Send with machines of this model, we recommend using the fax signal method.
 - When using a machine of a different model as a relay station, confirm the F Code (subaddress) and password of the target recipient machine.

When using the machine as a relay station, the F Code that is transmitted to the initiating station is as follows.

RelayBroadcast Send	Print Directive	Relay Station ID	Address Number	Address Number	
1					1

Up to 20 digits

■Relay Broadcast Send

Number of digits of the relay station ID:

- 1: For relay station IDs and address numbers that are 2 digits
- 2: For relay station IDs and address numbers that are 3 digits

Print Directive

Existence of printing at the relay station

- 1: Printing at the relay station
- 0: No printing at the relay station

Relay Station ID

An address number for an initiating station registered at the relay station.

When the relay station ID is set, the initiating station is notified of the results of a Relay Broadcast Send.

When the relay station ID is "00" or "000", the initiating station is not notified of the results of a Relay Broadcast Send.

Address Number

The address number assigned to the relay recipient.

The following shows an example of F Code that indicates printing at the relay station, notifying the initiating station (100) of the results, and performing Relay Broadcast Send to relay recipients (200, 201, 202 and 203).

F Code Example: 21100200201202203

- **1** Display the [Transmission Options] screen by selecting the [Transmission Options] tab.
- 2 Select [F Code] on the [Transmission Options] screen.
- 3 Select [On].



- **4** Enter the F Code with the numeric keypad and select [Next]. You can enter up to 20 digits for the F Code.
- **5** If necessary, enter the password using the numeric keypad and select [Next]. You can enter up to 20 digits for the password.

Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)

The Remote Relay Broadcast feature combines two or more Relay Broadcast operations and use Broadcast Send.

This feature is more economical than Relay Broadcast in transmitting documents to multiple remote machines.

Note • Multiple Relay Broadcast can be performed from a secondary relay station.

There are three Relay Broadcast Send methods.

Fax Signal Method

This method employs a Fuji Xerox proprietary communication procedure that is only for use with specific machines that have the Relay Broadcast Send feature. The G3 mode is available.

■DTMF Method

G3 fax machines that support Manual Send can make Remote Relay Broadcasts for the machine.

■F Code Method

This method can be used among machines that have the F Code and the Relay Broadcast Send features. The G3 mode is available.

Fax Signal Method

Register the following information in the address numbers of initiating stations and relay stations in advance.

For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

Where	Contents
Initiating Station	 Assign the relay station to an address number (001 to 500*) to set up the Relay Broadcast Send feature. Register the last two digits of the address number of the initiating station (which is already registered at a primary relay station) as a relay station ID. Register the address numbers or group dial number of the secondary relay stations (which are registered at a primary relay station) as broadcast recipients.
Primary Relay Station	 Assign the initiating station to an address number from 001 to 099 and set Relay Station Setup of the address number to [On]. Assign the secondary relay station to an address number from 001 to 099. As the relay station ID, assign the last two digits of the Address Number for the primary relay station that is registered to the secondary relay station. As the broadcast recipients, assign the Address Number for the relay recipients that have been registered to the secondary relay station.
Secondary Relay Station	Assign the primary relay station to the same address number as that of the initiating station registered at the primary relay station, and set Relay Station Setup of the address number to [On]. Assign the relay recipient to an address number from 001 to 500*. Relay recipients of address number 100 or above can be registered to a group and specified by address number.

* When the Speed Dial Extension Kit is installed, it will be 001 to 999.

1 Select an address number or group dial number to which a remote relay broadcast is registered and press the <Start> button.

DTMF Method

Register the following information in the address numbers of the primary relay station and the secondary relay station in advance.

For information on how to register address numbers, refer to "Address Book (Address Number)"
(P.336).

Where	Contents
Primary Relay Station	 Assign the initiating station to an address number from 001 to 500* and set Relay Station Setup of the address number to [On]. Assign the secondary relay station to an address number from 001 to 500*. As the relay station ID, assign the last two digits of the Address Number for the primary relay station that is registered to the secondary relay station. As the broadcast recipients, assign the Address Number for the relay recipients that have been registered to the secondary relay station.
Secondary Relay Station	Assign the primary relay station to the same address number as that of the initiating station registered at the primary relay station, and set Relay Station Setup of the address number to [On]. Assign the relay recipient to an address number from 001 to 500*.

Note

• There are two methods in the DTMF method: Auto Send and Manual Send.

• You can specify to any machine that supports our DTMF method feature. The dialing format can be registered in address number to enable dialing using an address number. For information on how to register address numbers, refer to "Address Book (Address Number)" (P.336).

* When the Speed Dial Extension Kit is installed, it will be 001 to 999.

Auto Send (transmitting without picking up the receiver)

1 Select [Keyboard] to display the keyboard on the touch screen and enter the following format.

The 1st relay station I * * * * Password Relay station ID	Address # # \$
---	----------------

2 Select [Next Recipient] to perform Multiple Relay Broadcast.

■Password

A pre-registered two-digit number

• By default, no password is set. For setting a password, contact our Customer Support Center. If a password has not been set, you do not need to enter one.

Relay Station ID

The last two digits of the initiating station address number registered at the primary relay station.

Address Number

The address number for the secondary relay station registered at the primary relay station.

On-hook

Send / Receive

Alphanumeri

) Symbol

Manual Send

Manual Receive

Exit (Line Cut)

Manual Send (transmitting with picking up the receiver or on-hook)

- **1** Display the [Advanced Fax Features] screen by selecting the [Advanced Fax Features] tab.
- 2 Select [On-hook (Manual Send/ Receive)].
- 3 Select [Manual Send].
- **4** Select [Alphanumeric] or [Symbol].
- **5** Use the keyboard shown in the touch screen to enter the following format.



• You can specify up to 20 locations for relay recipients.

F Code Method

When using the machine as the initiating station for performing remote Relay Broadcast Send, confirm the F Code and the password (if necessary) for the primary relay station.

When using the machine as the primary relay station for performing remote Relay Broadcast Send, inform the initiating station of the F Code (sub-address) and the password (if necessary) and confirm the F Code for the secondary relay station.

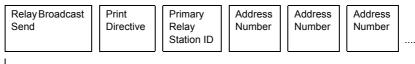
When using the machine as the secondary relay station for performing remote Relay Broadcast Send, inform the primary relay station of the F Code and the password (if necessary).

Register the following information in the address numbers of the primary relay station and the secondary relay station in advance.

Where	Contents
Primary Relay Station	 Assign the initiating station either to an address number from 001 to 500* (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). Then, set Relay Station Setup of the address number to [On]. Assign the secondary relay station either to an address number from 001 to 500* (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). As the relay station ID, assign the last two digits of the Address Number for the primary relay station that is registered to the secondary relay station. As the broadcast recipients, assign the Address Number for the relay recipients that have been registered to the secondary relay station.
Secondary Relay Station	Assign the primary relay station to the same address number as that of the initiating station registered at the primary relay station, and set Relay Station Setup of the address number to [On]. Assign the relay recipients either to an address number from 001 to 500* (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code).

- Important When using the F Code method for remote Relay Broadcast Send, the primary relay stations and secondary relay stations must support our F Code method and be equipped with the Relay Broadcast feature.
- **Note** When performing Relay Broadcast Send with machines of this model, we recommend using the fax signal method.
- * When the Speed Dial Extension Kit is installed, it will be 001 to 999.

When using the machine as a relay station, the F Code that is transmitted to the initiating station is as follows.



Up to 20 digits

■Relay Broadcast Send

Number of digits of primary relay station

- 1: For primary relay station IDs and address numbers that are 2 digits
- 2: For primary relay station IDs and address numbers that are 3 digits

Print Directive

Existence of printing at the primary relay station

- 1: Printing at the primary relay station
- 0: No printing at the primary relay station

■Primary Relay Station ID

The address number for the initiating station registered at the primary relay station

When the primary relay station ID is set, the initiating station is notified of the results of the remote Relay Broadcast Send.

When the relay station ID is "00" or "000", the initiating station is not notified of the results of a remote Relay Broadcast Send.

Address Number

The address number assigned to the secondary relay station

The operating procedure is the same as for Relay Broadcast Send.

Receiving Faxes

There are two reception modes: Auto Receive and Manual Receive.

In the Auto Receive mode, reception of a fax from a remote machine begins automatically.

In the Manual Receive mode, reception of a fax from a remote machine is manual. This mode is convenient for confirming the fax sender or using an external telephone to answer the call before beginning fax reception.

The Fax Receiving Mode default value can be changed in the System Administration mode. For information on how to change the default values, refer to "Fax Control" (P.315).

Switching between Auto Receive and Manual Receive

- **1** Press the <Machine Status> button.
- 2 Select [Fax Receiving Mode] on the [Machine Status] screen.
- **3** Select [Manual Receive] or [Auto Receive].

Machine Billing Me Status Print Rep	eter / Supplies port	Faults	Close
Machine Information Overwrite Hard Disk Standby	Paper Tray	Fax Receiving Auto Re	
Fax Receiving Mode		(Cancel) Save
Fax Receiving Mode		Cancel	j Save
~		(Cancel	<u>X</u> Save

Manual Receive

Reception of a fax from a remote machine is manual. This mode is convenient for confirming the fax sender or using an external telephone to answer the call before beginning fax reception.

■Auto Receive

Reception of a fax from a remote machine begins automatically.

Using Auto Receive

When the machine is in the Auto Receive mode, it automatically answers incoming calls and receives documents.

- You can set the length of time that the machine rings when there is an incoming call. While the machine is ringing, you can pick up the telephone and then talk if the call is from a telephone or receive the fax manually if the call is from a fax machine.
 - The ring time (Auto Switch Time) can be changed in the System Administration mode. For information on how to change the default values, refer to "Auto Switch Attempts" (P.316).

Using Manual Receive

If the fax reception mode is set to the Manual Receive when the machine rings to notify of an incoming call, answer the call using the external telephone or select [On-hook] on the screen that appears.

• We recommend setting the monitor volume to [Loud] when using the On-hook feature. The volume of the line monitor can be changed in the System Administration mode. For information on how to change the default values, refer to "Line Monitor Volume" (P.269).

1 When the machine rings, a screen appears.

If the machine is equipped with a telephone handset, pick it up. If not, select [On-hook] from the [Receiving] screen.

2 Confirm whether the call is from a telephone or a fax machine. If the call is from a telephone, use the handset to talk.

If the call is from a fax machine, you will hear the sound of the fax machine.

- **Note** If [On-hook] was selected, you will hear the sound from the machine speaker. However, you cannot talk to the other party.
- **3** Press the <Start> button.
- **4** If you picked up the handset, replace it when the <Online> indicator on the control panel lights up.

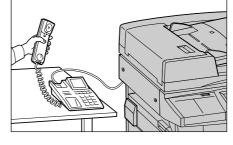
Important • Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".

Facsimile Information Services

For information on subscriptions and advanced operating procedures, contact the corresponding facsimile information service.

Using the Receiver

1 Pick up the receiver of the external telephone.



Manual Send

Vanual Receiv

- **2** Select [Manual Receive].
- **3** Specify the fax number of the facsimile information service.
 - The call destination can be specified using the numeric keypad, address numbers, or one touch buttons. The address book cannot be used.

Symbol

Send / Recei

Alphanumeric

On-hook

 The call destination can be specified also with the keyboard displayed by pressing [Alphanumeric] or [Symbol] button.

On-hook	Manual Send	Exit (Line Cut)
~ 1 2	34567890	_
	WERTYUIOP	
A	S D F G H J K L	: "@
Shift	Z X C V B N M < >	? Shift
More Charac	ters	

- When the line type is set to a pulse line, [Tone (:)] does not appear.
 - If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].
 - Some touch-tone services may not be available even if you set your telephone to send tones.
- **4** When the machine connects to the service, you will hear voice prompts. Follow the voice prompts to enter the required numbers.
- **5** When input is finished, press the <Start> button.
 - Note The <Online> indicator on the control panel lights and reception begins.
- **6** Place the receiver back in the cradle.
 - Important Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".

Exit (Line Cut)

Adjust the volume of the line monitor.
 We recommend setting the volume of the line monitor to [Loud] so that it is easy to hear the voice prompts.

For information on how to change the volume of the line monitor, refer to "Line Monitor Volume" (P.269)

Fax /

General

- 2 Select [On-hook (Manual Send/ Receive)] on the [Advanced Fax Features] screen.
- **3** Select [Manual Receive].

On-hook		Exit (Line Cut)
Send / Receive		
Alphanumeric	Manual Send	
Symbol	Manual Receive	

Layout

Store for Pollir

Transmission

Advanced Fax Features

On-hook (Manual Send/Receive)

- **4** Specify the fax number of the facsimile information service.
 - The call destination can be specified using the numeric keypad address numbers, or one touch buttons. The address book cannot be used.
 - The call destination can be specified also with the keyboard displayed by pressing [Alphanumeric] or [Symbol] button.

On-hook Manual Send 💌	Exit (Line Cut)
~ 1 2 3 4 5 6 7 8 9 0	_
V Q W E R T Y U I O P	
A S D F G H J K L	: . e
Shift ZXCVBNM<>	? Shift
More Characters	

• When the line type is set to a pulse line, [Tone (:)] does not

appear.

- If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].
- Some touch-tone services may not be available even if you set your telephone to send tones.
- **5** When the machine connects to the service, you will hear voice prompts. Follow the voice prompts to enter the required numbers.
- **6** When input is finished, press the <Start> button.

5 Scan

This chapter describes the basic scanning procedure and scan features.

To use the scan features, network settings are required. For information on the network settings, refer to the Network Administrator Guide.

Important • The scan features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

•	Scanning Procedure	158
•	Stopping the Scan Job	164
•	E-mail	165
•	Scan to Mailbox	171
•	Network Scanning	172
•	Scan to FTP/SMB	173
•	General Settings	176
•	Image Quality	184
•	Layout Adjustment	.187
•	Output Format	192

Scanning Procedure

This section describes the basic scanning procedure. The following shows the reference section for each step.

Step 1 Loading Documents	
Step 2 Selecting Features	
Step 3 Starting the Scan Job	
Step 4 Confirming the Scan Job in Job Status	
Step 5 Saving the Scanned Data	

Step 1 Loading Documents

There are two methods for loading documents:

Document Feeder

- · Single sheet
- Multiple sheets

Document Glass

- · Single sheet
- · Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from $115 \times 125 \text{ mm}$ to $297 \times 432 \text{ mm}$ (A3, $11 \times 17 \text{ inches}$).

The document feeder automatically detects standard size documents. For nonstandard size documents, input the size in the [Original Size] screen.

For information on entering document sizes, refer to "Original Size (Specifying a Scanning Size)" (P.189).

Note
 The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

The document feeder accepts the following number of sheets.

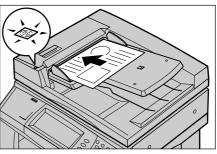
Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 g/m ²)	75 sheets
Plain paper (50 - 80 g/m ²)	75 sheets
Heavyweight paper (81 - 128g /m ²)	50 sheets

For information on scanning mixed size documents, refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.189).

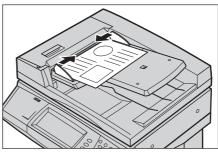
Important • Place folded or creased documents on the document glass to avoid paper jams.

• 2-sided scanning of lightweight paper (38 - 49 g/m²) is not supported.

- **1** Remove any paper clips and staples before loading the document.
- **2** Load the document (the front side of 2-sided document) face up in the center of the document feeder.
 - Note Load documents in the [Head to Left] orientation. When displayed on a computer, the document is in the "Head to Top" orientation.



- The indicator lights when the document is loaded correctly. If the indicator does not light up, the document glass detects the document. Press the <C> button, and then reload the document.
- **3** Adjust the movable document guides to just touch the edges of the document loaded.



Document Glass

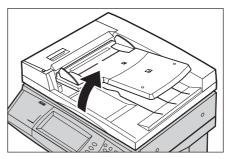
The document glass supports a single sheet, a book, or other similar documents up to $297 \times 432 \text{ mm}$ (A3, $11 \times 17 \text{ inches}$).

Important • Close the document cover after the job is completed when the document glass is used.

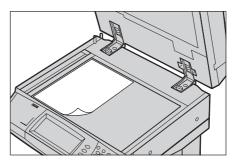
The document feeder automatically detects standard size documents. For a nonstandard size document, specify the size in the [Original Size] field.

For information on entering document sizes, refer to "Original Size (Specifying a Scanning Size)" (P.189).

- Note
 The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).
- **1** Open the document cover.
 - Important Check that the screen of the control panel is displayed correctly and then load the document. When the document is loaded before the screen is displayed, the machine may not properly detect document sizes.



- **2** Place the document face down, and align it against the top left corner of the document glass.
- **3** Close the document cover.



Step 2 Selecting Features

You can select features on the [General Settings] screen.

From the [All Services] screen, you can select from 4 scan modes: E-mail, Scan to Mailbox, Network Scanning, and Scan to FTP/SMB.

∎E-mail

Scans a document and sends the scanned data as an e-mail attachment.

■Scan to Mailbox

Scans a document and saves the scanned data into a mailbox on the machine. You need to create a mailbox in advance. For information on how to create a mailbox, refer to "Mailbox" (P.328).

Netword Scanning

Scans a document using a job template stored on a server.

■Scan to FTP/SMB

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

The following shows the reference section for each feature.

E-mail	165
Scan to Mailbox	171
Scan to FTP/SMB	

Note • Features displayed may vary depending on the model you are using.

- When using the Auditron mode, a user ID and password may be required. Ask your system administrator for the user ID and password.
- To use the scan features, network settings are required. For information on the network settings, refer to the Network Administrator Guide.

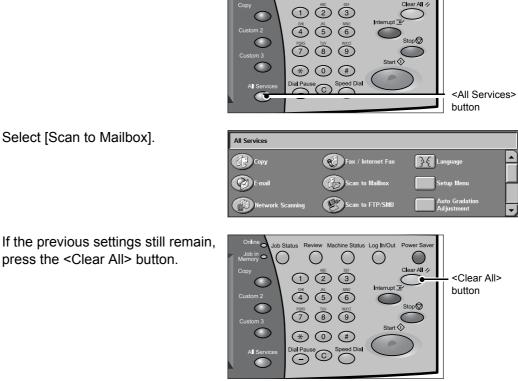
The following describes how to store scanned data into a mailbox.

1 Press the <All Services> button.

Select [Scan to Mailbox].

2

3



 \bigcirc

 \bigcirc

 \bigcirc

press the <Clear All> button.

- 4 Specify a mailbox to save the data in.
- 5 Select the features to set from each tab as necessary.

Image Quality Scan to Mail General Output Format Layout Adjustr d Originals ing Color Original Type Photo & Text Auto Detect 1 Sided Color 2 Sided (H to H) 🙆 Text Grayscale Photo 2 Sided (H to T) More. 🙆 Black

Image Quality

003 Photos

007 Private

Layout Adjust

▼

The following shows the reference section for each feature.

Scan to Maill

forWORK

005 Private

General

"General Settings" (P.176) "Image Quality" (P.184)

- "Layout Adjustment" (P.187)
- "Output Format" (P.192)

Output Format

Go to (001 - 200)

Document List

▶

Step 3 Starting the Scan Job

- 1 Press the <Start> button.
 - Important If the document has been set in the document feeder, do not hold down the document while it is being conveyed.
 - Note • If a problem occurs, an error message appears in the touch screen. Solve the problem in accordance with the message.
 - The next scan job can proceed while scanning.

■If you have more documents



<Start> button

If you have another document, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan multiple documents as a set of data.

Up to 999 pages can be stored.

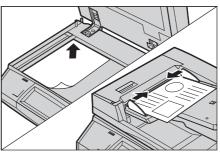
- Note • If the number of document pages exceeds this maximum, then scanning stops. Follow the displayed message, and either abort the operation, or save the scanned document data.
- **2** While documents are being scanned, select [Next Original].

Note

• When the screen at right is displayed and no operation is performed during a certain period of time, the machine automatically assumes that there are no more documents.

Scan to Mailbox	: Document No. 00320	Close
Save in: Mailbox 011 - Document Name:		
Pages: 1 (A4(1) 200 dpi / 100%	Last Origin	al Next Original

- When using the document feeder, load the next document after the machine has finished scanning the first document.
- You can change the scan settings of the next document by selecting [Change Settings] displayed after selecting [Next Original].
- 3 Load the next document.

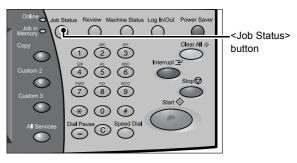


- **4** Press the <Start> button. If you have more documents, repeat Steps 3 and 4.
- **5** When all documents have been scanned, select [Last Original].

Scan to Mailbox : Document	No. 00320	Close
Save in Mailbox 011 - scan1 Document Name: Img-209154930 Pages: 3 Channee Settings	Last Original Cancel	Next Original Start

Step 4 Confirming the Scan Job in Job Status

1 Press the <Job Status> button.



- **2** Confirm the job status.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

Current and Co Pending Jobs	mpleted Jobs	Stored Documents	Print Waiting Jobs	Close	,
Doc. No Job Type	Status	Remote Termin	al/Contents Pr	ogress	
00002 Fax Job	Scanning	A4 🕽: 100%		1/1	▲)
					-
					- T /

Step 5 Saving the Scanned Data

When you select Scan to Mailbox, the document stored in a mailbox of the machine is imported into your computer. Importing can be done in the following ways:

Import using application

Uses a network scan driver. Refer to "Importing to a TWAIN Compatible Application" (P.231).

Import using Mailbox Viewer2

Uses Mailbox Viewer2 (Fuji Xerox application software). Refer to "Importing Using Mailbox Viewer2" (P.233).

Import using CentreWare Internet Services

Uses CentreWare Internet Services. Refer to "Importing Using CentreWare Internet Services" (P.235).

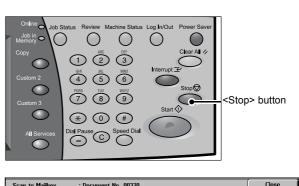
■Import using WebDAV

Uses WebDAV. Refer to "Importing with the WebDAV protocol" (P.236).

Stopping the Scan Job

To cancel scanning, follow the procedure below.

1 Press either [Stop] on the touch screen or the <Stop> button on the control panel.



Save in: Mailbox 011 -			
Document Name:			
Pages: 1		Last Original	Next Original
Pages: 1 (A4 _1)			
200 doi / 100%	ل ہ ہ ا	Stop	

 Scan to Mailbox
 : Document No. 00320
 Close

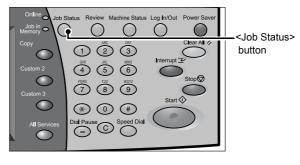
 Save in: Mailbox 011 - scan1
 Document Name: imgr:20954930
 Imgr:20954930

 Pages: 3
 Image: Settings...
 Image: Change Settings...

2 Select [Cancel].

■When the screen in Step 1 does not appear

1 Press the <Job Status> button.



2 Select the job to cancel, and then select [Stop].

Current and Pending Jobs		ocuments Print	obs
Doc. No Job Type	Status	Remote Terminal/Contents	Progress
00002 Fax Job	Scanning	A4D: 100%	1/1

Scan 5

E-mail

following shows the reference section for each feature.	
• This feature is not available for some models. An optional packa information, contact our Customer Support Center.	ge is necessary. For more
Address Book	
Keyboard	
Adding the Sender's Address	
Recipient(s)	
[Edit Recipient] Screen	
From	
Subject	
Message	

You can scan a document and send the scanned data as an e-mail attachment. The

The [Read Receipts] and [Split Send] features on the [Output Format] screen are only available for the [E-mail] feature. The following shows the reference section for each feature.

Read Receipts	193
Split Send (Sending in Sections)	193

1 Select [E-mail] on the [All Services] screen.

E-mail	General Settings	Image Quality	Layout Adjustment		Output Format
Select Recipient	Recipient(s)				From
Address Book	. 1.)	smtp_MailAddress
	2.				Subject
Keyboard	3.				(Auto Set)
ā	J.			_	Message
Add Me	4.)	Mail Body

- **2** On the [E-mail] screen, specify a recipient using the Address Book or the keyboard.
 - Important Recipients cannot be specified by Address Numbers using the numeric keypad, One Touch buttons, or Group Numbers.
 - You can only specify recipients registered for e-mail. Any recipients registered for fax cannot be specified.
 - The [Keyboard] button and the [Add Me] button are not displayed depending on the System Administration mode settings.

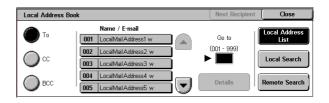
Address Book

The following describes how to specify a recipient using the Address Book. You can also enter an e-mail address using the keyboard.

When you select an address with a certificate from the Address Book, the e-mail can be encrypted.

For information on settings of the address book, refer to "Address Book (Address Number)" (P.336).

1 Select [Address Book].



2 Select any item.

■To

Sets the selected address as a recipient.

■CC

Sets the selected address as CC.

■BCC

Sets the selected address as BCC.

■Go to

Displayed only when [Local Address List] is selected. Refer to "When [Local Address List] is Selected" (P.166).

Details

Displays detailed information on the selected recipient.

Local Address List

Displays the local address list. Refer to "When [Local Address List] is Selected" (P.166).

Local Search

Searches recipients in the local address list. Refer to "When [Local Search] or [Remote Search (Directory Svc.)] is Selected" (P.166).

■Remote Search (Directory Svc.)

Refer to "When [Local Search] or [Remote Search (Directory Svc.)] is Selected" (P.166).

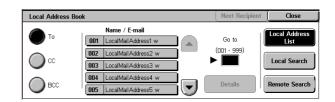
Next Recipient

Allows to specify the e-mail address for sending e-mail to multiple recipients (Broadcast).

When [Local Address List] is Selected

Select a recipient from the local address list.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



■Go to

Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

Details

Select a recipient from [Name/E-mail Address], and select [Details]. Then the detailed information on the recipient appears.

When [Local Search] or [Remote Search (Directory Svc.)] is Selected

Enter a keyword to search the address.

For information on how to enter characters, refer to "Entering Text" (P.265).

Note • When multiple keywords are used, the address is searched with the AND clause.

Remote Address Boo	k (Directory Service)	Next Recipient	Close
Recipient Name	Keyword (Not Set)		Local Address List
E-mail Address Custom Item	(Not Set) (None)		Local Search
	Enter / Change Keyword Searc	h Now	Remote Search

• The screen shown right appears when [Local Search] is selected.

Recipient Name

Searches with a recipient name as a keyword. Selecting [Enter/Change Keyword] displays the screen for entering the keyword. Up to 32 characters are allowed. Example: John Smith

E-mail Address

Searches with an e-mail address as a keyword. Selecting [Enter/Change Keyword] displays the screen for entering the keyword. Up to 128 characters are allowed. Example: myhost@example.com

■Custom Item

This field is used to search with a keyword item other than the recipient name and email address. Selecting [Enter/Change Keyword] displays the screen listing the custom items.

Note • Only one custom item can be selected.

• None

No custom item is used for the keyword search.

• Telephone

A telephone number is used for the keyword search.

• Office

An office name is used for the keyword search.

Department

A department name is used for the keyword search.

Change Settings

Select a custom item, and select this button. Then the keyword entry screen appears. Up to 60 characters are allowed.

■Enter/Change Keyword

Select a keyword item, and select [Enter/Change Keyword]. Then the keyword is set or changed.

Search Now

The search starts. The searched results are listed on the screen.

Keyboard

You can enter addresses using the keyboard.

1 Select [Keyboard] on the [E-mail] screen.

To: 🔻		Next Recipient	Close
To: 1 2 3	4 5 6 7 8	90.	Backspace
	e r t y u		
BCC: a s	d f g h j		
Shift z	x c v b n i	m . (/ Shift
More Characters		\leftarrow \rightarrow	

2 Use the keyboard shown on the screen to enter an e-mail address of up to 128 characters.

■To/CC/BCC

Switches the recipient type (To/CC/BCC) from the drop-down menu.

More Characters

Displays symbols. Use this button to enter symbols for the e-mail address.

Next Recipient

Allows to specify the e-mail address for sending e-mail to multiple recipients (Broadcast).

Backspace

Moves the cursor back to delete one character.

∎Shift

Used for entering uppercase characters.

Adding the Sender's Address

This button is used to add the sender's address to [To], [CC], or [BCC].

- 1 Select [Add Me].
- **2** Select a type.

■To

Adds the sender's address to To.

■CC

Adds the sender's address to CC.

■BCC

Adds the sender's address to BCC.

Recipient(s)

Allows you to confirm, delete or change recipients using the pop-up menu displayed.

- Select the recipient to be deleted, confirmed, or changed from [Recipient(s)].
- 2 Select any item from the pop-up menu.

Remove

Removes the selected recipients.

■Edit

Displays the [Edit Recipient] screen. Allows you to confirm or change the recipient and S/MIME certificate.

Refer to "[Edit Recipient] Screen" (P.169).

Select Sender as recipient	(Cancel	Save
T₀		
\bigcirc cc		
BCC		

	General Settings	Image Quality	Layout Adjustment	Output Format
Select Recipient	Recipient(s)	Remove		From
Address Book	1. To:	Edit	s1 with a v 🔺	smtp_MailAddress
Keyboard	2.	Cancel		Subject (Auto Set)
Add Me	4.		•	Message Mail Body

Scan

5

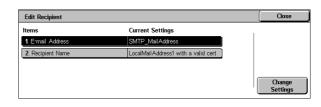
■Cancel

Hides the pop-up menu.

[Edit Recipient] Screen

Allows you to confirm and change recipients.

1 Select the item to be changed.



■E-mail Address

To change the e-mail address, select [Change Settings] to display the keyboard and enter the new address.

Recipient Name

To change the recipient name, select [Change Settings] to display the keyboard and enter the new name.

The recipient name appears when registered in the Address Book.

■S/MIME Certificate

To confirm whether there is a linked certificate or not, select [Change Settings].

When S/MIME communication is available and the address is linked with a certificate, you can confirm the details of the S/MIME certificate.

For more information on S/MIME communication, refer to "S/MIME Settings" (P.301).

■Change Settings

Allows you to confirm and change the settings of the selected item.

From

Set a sender's e-mail address. You can specify only one address as a sender's address.

• When the Authentication feature is used, the e-mail address registered in user information is automatically set as a sender's address. For more information on user information, refer to "Create/Check User Accounts" (P.346).

- [From] may not be edited depending on the System Settings.
- When the digital signature feature is used, the sender's address will be the machine's address.
- **1** Select [From].
- **2** Select any item from the pop-up menu.

E-mail	General Settings	Image Quality	Layout Adjustment	Output Format
Select Recipient	Recipient(s)			Address Book
Address Bool	, <u>1.</u> To:	SMTP_MailAdd	ress 🔺	Keyboard
Keyboard	2.			Cancel (Auto Set) Message
Add Me	4.		-	Mail Body

Address Book

Allows you to select the sender's email address from the address book.

For information on the address book, refer to "Address Book" (P.173).

■Keyboard

Enter the sender's e-mail address of up to 128 characters.

■Cancel

Hides the pop-up menu.

Subject

Set the e-mail subject using the following procedure.

■Auto Set

Automatically sets the subject to [Scan data from XXX] (where XXX is the host name).

■To set a user-defined subject

- 1 Select [Subject].
- **2** Enter a subject of up to 128 characters using the displayed keyboard. For information on how to enter characters, refer to "Entering Text" (P.265).

Message

Enter the e-mail body using the following procedure.

- **1** Select [Message].
- **2** Enter a message of up to 256 characters using the keyboard. For information on how to enter characters, refer to "Entering Text" (P.265).

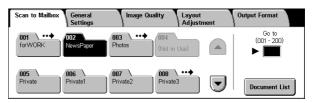
Scan to Mailbox

You can scan documents and save the scanned data to a mailbox of the machine.

To use the [Scan to Mailbox] feature, select [Scan to Mailbox].

A mailbox needs to be registered beforehand. For more information on registering a mailbox, refer to "Mailbox" (P.328).

1 Select [Scan to Mailbox] on the [All Services] screen.



- **2** On the [Scan to Mailbox] screen, specify a mailbox to save the scanned data in.
 - If a password is set for the mailbox, the password entry screen may appear. Enter the
 password and select [Confirm]. If you have forgotten the password, set the mailbox
 password in the System Administration mode again.

■Mailbox

Note

Select a mailbox to save the scanned data in.

• Select [▲] to return to the previous screen and select [▼] to move to the next screen.

■Go to

Use the numeric keypad to enter a 3-digit mailbox number. The mailbox then appears at the top of the list.

Document List

Select a mailbox and then select this button to display the [Document List] screen. You can confirm or delete documents stored in the mailbox.

For more information on the [Mailbox - Confirm/Delete] screen, refer to "Checking/Selecting Mailbox Documents" (P.201).

Network Scanning

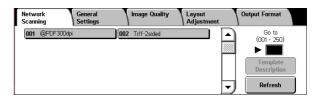
You can scan documents after specifying a file (job template) saving scanning conditions, information on the forwarding destination server and others.

Job templates are created on a computer using the job template utility of CentreWare Scan Service and stored on a server. Scanned data is converted to TIFF or PDF format, and is automatically sent to the server. The machine automatically gets job templates from the server.

For information on CentreWare Scan Services, refer to the CentreWare Scan Services Installation Guide.

Note • CentreWare Scan Services (optional) is required to use this feature.

1 Select [Network Scanning] on the [All Services] screen.



2 Select a job template.

■Job Template

Select a job template that has the scan conditions you want.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.

■Go to

Use the numeric keypad to enter a 3-digit job template number. The job template then appears at the top of the list.

Template Description

Displays the [Template Description] screen. The screen displays the description of the job template.

Refer to "[Template Description] screen" (P.172).

■Refresh

Refreshes the information. If a created job template has not been displayed, selecting [Refresh] will display the job template.

[Template Description] screen

This screen displays the description of a job template. The description only appears if it has been set during the creation of the job template.

1 Select a job template, and select [Template Description].

Template Description	Close)
PDF300dpi	

Scan to FTP/SMB

You can convert scanned data to TIFF, JPEG, DocuWorks, or PDF format, and then use the FTP or SMB protocol to send the data to a computer on the network. The following shows the reference section for each feature.

- Note
 Before scanning, a shared folder must be created on the computer for saving scanned data. If the FTP protocol is used, the FTP service must be set. For information on the computer settings, refer to the documentation supplied with your operating system. For information on compatible operating systems, refer to "Scan Feature Specifications" (P.527).
 - This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - Transfer Protocol
 173

 Address Book
 173

 Browse
 174

 Forwarding Specification
 174
- **1** Select [Scan to FTP/SMB] from the [All Services] screen.

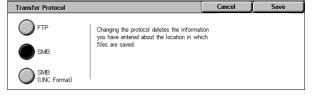
	neral Im ttings	age Quality	Layout Adjustment	Output Format
Transfer Protocol	Server			
SMB	Shared Name			
Address Book	Save In			
Address Book	User Name			
Browse	Password	[

- 2 Specify a forwarding destination on the [Scan to FTP/SMB] screen.
 - **Note** Fields displayed vary depending on the protocol.

Transfer Protocol

You can select a transfer protocol using the following procedure.

- **1** Select [Transfer Protocol].
- 2 Select any item.



■FTP

Transfers using the FTP protocol.

■SMB

Transfers using the SMB protocol.

■SMB (UNC Format)

Transfers using the SMB protocol (UNC Format).

Address Book

You can specify the server name, user name and other information from the address book.

For information on settings of the address book, refer to "Address Book (Address Number)" (P.336).

- **1** Select [Address Book].
- **2** Select the destination in which the data is stored.
 - Important You can only use destinations configured for SMB or FTP. Any destinations registered for fax cannot be specified.

Ade	dress Book		(Ca	ancel	Save
No.	Recipient Name	Protocol	Server/IP Address		
1	Taro	FTP	taro.fujixerox.com		
2	Jiro	FTP	jiro.fujixerox.com		
					Details

- Note
 - Select [▲] to return to the previous screen and select [▼] to move to the next screen.

Details

You can confirm information such as recipient name, transfer protocol, server name, and user name.

No. 1		Close
Recipient Name	Taro	
Transfer Protocol	FTP	
Server Name/IP Address	taro.fu jixerox.com	
Save in		

Browse...

A hierarchy consisting of server names and folders is displayed. You can specify a save destination by tracing the hierarchy.

- **1** Select [Browse...].
- 2 Select the destination in which the data is stored.You can move to another level by

pressing [Previous] or [Next].

Browse			Cancel) Save
Save in	\\server0\Folder011\D			
B٥		🔁 Dir		
🗁 Direc		🗁 Direct0		1 Previous
🗁 Direct0150	DDirect0170Direct0170	🗁 Direct0160Direct0170Dire	ect0170	I Next
Direct0170	DDirect0170Direct0170	Direct018-fxec-us2b-as-	SMBTe 🔻	*

Important • You can specify recipients for SMB only.

■Save in:

Allows you to confirm the current level in the hierarchy.

Forwarding Specification

Enter the information for the fields appropriate to the selected protocol, to specify the forwarding destination.

- **1** Select the item to be set.
 - Note You can also select [Address Book] to enter information.
 - Fields displayed vary depending on the protocol.
- **2** Enter information using the keyboard on the screen.

For information on how to enter characters, refer to "Entering Text" (P.265).

Note • To delete characters, select [Backspace].

Scan to FTP / SMB	General Im Settings	age Quality Layout Output Format Adjustment
Transfer Protocol	Server	smb.foo.bar.com
SMB	Shared Name	pub
Address Book	Save In	DataStore
	User Name	fuj_taro
	Password	*****
—		<u>.</u>

	Cancel	Save
12345678	9 0 -	Backspace
\ q w e r t y u i	<u> 0 P </u>	
a s d f g h j	k ;	· @
Shift Z X C V b n m		/ Shift
Symbol Space	$ \rightarrow $	

■Server

Displayed when [FTP] or [SMB] is selected for [Transfer Protocol]. Enter a server name or IP address. Up to 64 characters are allowed.

Example: : myhost.example.com (myhost: host name, example.com: domain name)

■Shared Name

Displayed when [SMB] is selected for [Transfer Protocol]. Enter a shared name. Up to 64 characters are allowed.

■Save In

- When [FTP] or [SMB] is selected for [Transfer Protocol]: Enter a directory name. Up to 128 characters are allowed.
- When [SMB(UNC format)] is selected for [Transfer Protocol]: Enter "\\Host Name\Shared Name\Directory Name". Up to 260 characters are allowed.

■User Name

Enter the user name of the computer you are forwarding to. When user name is not required for the destination, this field can be skipped.

When [FTP] is selected for [Transfer Protocol], up to 32 characters are allowed. When [SMB] is selected for [Transfer Protocol], use one of the following formats.

• User name@Domain name (user name: up to 32 characters, domain name: up to 64 characters)

Example: fuji@example.com (fuji: user name, example.com: domain name)

Domain name\User name (domain name: up to 64 characters, user name: up to 32 characters)

Example: example\fuji (example: domain name, fuji: user name)

Local user (up to 32 characters)

Example: Fuji-Taro

■Password

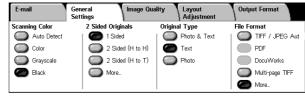
Enter the password for the user name. Up to 32 characters are allowed.

General Settings

The [General Settings] screen displayed for [E-mail], [Scan to Mailbox], [Network Scanning], and [Scan to FTP/SMB] allows you to set basic features. The following shows the reference section for each feature.

Scan		
2 Sic	177	
Orig	inal Type (Selecting the Document Type)	
File	Format (Selecting the Format of Scanned Data)	
Note	When selecting [Scan to Mailbox], [File Format] is disabled.	

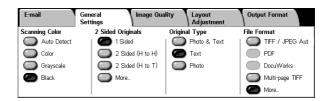
- **1** On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to FTP/SMB].
- **2** Select the [General Settings] tab, and select a feature on the screen.



Scanning Color (Selecting the Color to Scan)

You can set the scanning color for the documents to be scanned.

1 Select the scanning color from [Scanning Color].



■Auto Detect

The color of the document is determined automatically; the machine scans in full color when the document is colored, otherwise scans in monochrome.

• The features which can be set in the [Image Quality] screen when [Auto Detect] is selected, are the same as if [Color] is specified for the [Scanning Color] when a color document is loaded, or the same as if [Black] is specified for the [Scanning Color] when a monochrome document is loaded.

■Color

Select to scan a color document.

■Grayscale

Scans a document in grayscale. Adds shades to monochrome, creating intermediate tones that change gradually. Suited to documents containing gradations that cannot be reproduced with monochrome (2-color).

■Black

Scans a document in monochrome 2 tone. You can select the document type in the [Original Type].

2 Sided Originals (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select any item.

E-mail	General Settings	Image Quality		Layout Adjustment	Output Format	
Scanning Color	2 Sided Orig	inals	Original	Туре	File Fo	rmat
Auto Detect	🌰 1 Sid	ed	\bigcirc	Photo & Text	\bigcirc	TIFF / JPEG Aut
Color	🔵 2 Sid	led (H to H)		Text		PDF
Crayscale 🔘	🔵 2 Sid	led (H to T)	\bigcirc	Photo		DocuWorks
🌀 Black	More.				\bigcirc	Multi-page TIFF
					9	More

■1 Sided

Select this to scan only 1 side of the document.

■2 Sided (H to H)

Select this when both sides of the 2-sided document are in the same orientation.

■2 Sided (H to T)

Select this when both sides of the 2-sided document are in the opposite orientation.

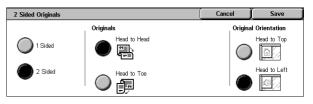
■More...

The [2 Sided Originals] screen is displayed. Refer to "[2 Sided Originals] Screen" (P.177).

[2 Sided Originals] Screen

This screen allows you to select the status and orientation of original documents.

1 Select any item.



■Originals

Displayed when [2 Sided] is selected.

· Head to Head

Select this when both sides of the 2-sided document are in the same orientation.

Head to Toe

Select this when both sides of the 2-sided document are in the opposite orientation.

■Originals Orientation

To scan using the document feeder, the orientation must be set to specify the head of the document.

Load the document in the [Head to Left] orientation when [File Format] is set to [TIFF/ JPEG Auto Select], [TIFF], or [JPEG]. When viewing the scanned document on a computer, the document is displayed in the [Head to Top] orientation.

- **Note** If the setting for [Original Orientation] differs from the actual document orientation, then the machine may mistakenly detect the head of the document.
- Head to Top

Select this when placing the head of the document facing the inner side of the document glass or the document feeder.

· Head to Left

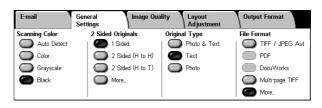
Select this when placing the head of the document facing the left side of the document glass or the document feeder. Be sure to select [Head to Left] when the top of the document is placed facing the left side (horizontal text).

Original Type (Selecting the Document Type)

When scanning a document with [Scanning Color] set to [Black] in the [General Settings] screen, select the document type.

Important • When selecting [Original Type] with setting Color or Grayscale for [Scanning Color], actual image quality is not affected except in the case of sending fax/iFax in job flow.

1 Select [Original Type].



■Photo & Text

Select this item when the scanning document contains both text and photos. This setting automatically identifies text and photo areas to scan each area with optimum quality.

■Text

Select this item when scanning text clearly.

Photo

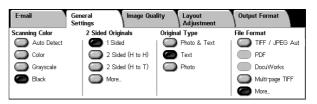
Select this item when scanning photos.

File Format (Selecting the Format of Scanned Data)

You can select the format of scanned data.

Note • When selecting [Scan to Mailbox], [File Format] is disabled.

1 Select a file format.



■TIFF/JPEG Auto Select

Automatically selects JPEG or TIFF. The file format is determined for each page: [JPEG] for full color and grayscale images, [TIFF] for monochrome.

■PDF

Note

Saves as a PDF file.

DocuWorks

Saves as a DocuWorks file.

- To browse or print DocuWorks files on a computer, one of the following software is required.
 - DocuWorks 4.0 or later
 - DocuWorks Viewer Light 4.0 or later
 - DocuWorks Viewer Light for Web 4.0 or later

■Multi-page TIFF

Saves multiple pages as 1 TIFF file.

■More...

The [File Format] screen is displayed. Refer to "[File Format] Screen" (P.179).

[File Format] Screen

You can select the other file formats here.



■ TIFF

Saves each page as a TIFF file.

■JPEG

Saves as a JPEG file. When either [Color] or [Grayscale] is selected for [Output Color], configure the image compression method. You can also configure the compression ratio with [Image Compression] in the [Output Format] screen.

■PDF Security

Allows you to prevent the data saved as a PDF file from unauthorized access.

The [File Format - PDF Security] screen appears.

Refer to "[File Format - PDF Security] Screen" (P.180).

DocuWorks Security

Allows you to configure security on the data saved as a DocuWorks file to prevent unauthorized access.

The [File Format - DocuWorks Security] screen appears. Refer to "[File Format - DocuWorks Security] Screen" (P.181).

DocuWorks Signature

The [File Format - DocuWorks Signature] screen appears.

A digital signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

• Off

No digital signature is added.

• On

Adds a digital signature using the certificate of the machine.

Signature Field Location

Select a location where the signature is displayed.

■PDF Signature

The [File Format - PDF Signature] screen appears.

A digital signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

To verify the signature with $\mathsf{Adobe}^{\texttt{R}}$ $\mathsf{Acrobat}^{\texttt{R}},$ use the default handler provided by $\mathsf{Adobe}.$

- Acrobat 6.0.x : Windows Digital Certificate Security
- Acrobat 7.0.x : Adobe Default Security
- Off

No digital signature is added.

Visible Signature

Adds a digital signature using the certificate of the machine.

Invisible Signature

Adds an invisible digital signature using the certificate of the machine.

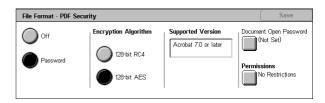
• Signature Field Location

Select a location for [Visible Signature] where the signature is displayed.

[File Format - PDF Security] Screen

Allows you to encrypt a PDF file by password, and assign the access privileges for the file operation.

1 Select any item.



■Off

The file is not encrypted, and no access privilege is configured.

Password

Encrypts the file using password.

Encryption Algorithm

Set the encryption method.

• 128-bit RC4

Encrypts by the 128-bit RC4 method. Files encrypted by this method can be opened with $Adobe^{\$}$ Acrobat^{\$\mathbf{B}\$} 5.0 or later.

• 128-bit AES

Encrypts by the 128-bit AES method. Files encrypted by this method can be opened with $Adobe^{\mathbb{R}}$ Acrobat^{\mathbb{R}} 7.0 or later.

Supported Version

The supported versions of Adobe[®] Acrobat[®] for encryption are displayed.

Document Open Password

The [PDF Security - Document Open Password] screen appears.

If you select [On] and set a password, the password is required to open the file.

You can enter a password up to 32 characters.

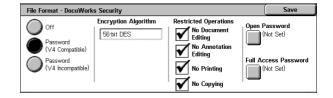
Permissions

The [PDF Security - Permissions] screen appears. Refer to "[PDF Security] Screen" (P.182).

[File Format - DocuWorks Security] Screen

Allows you to encrypt a DocuWorks file by password, and assign the access privileges for the file operation.

1 Select any item.



■Off

The file is not encrypted, and no access privilege is configured.

■Password (V4 Compatible)

Encrypts the file by the 56 bit DES method using password. Files encrypted by this method can be opened with DocuWorks Ver4.0 or later. Select [Open Password], and set a password.

■Password (V4 Incompatible)

Encrypts the file by the 128 bit AES method using password. Files encrypted by this method can be opened with DocuWorks Ver5.0 or later. Select [Open Password], and set a password.

Digital Certificate (V4 Incompatible)

Encrypts the file by the 128 bit AES method using certificate. Files encrypted by this method can be opened with DocuWorks Ver.5.0 or later. Select [Certificate] to set a certificate.

If you encrypt a file using a certificate without Basic Constraints, DocuWorks Ver.5.0.1 and Ver.6.0.1 cannot open the file. To use such certificates, use DocuWorks Ver.5.0.2, or Ver.6.0.2 or later.

■Encryption Algorithm

Displays the encryption methods.

Restricted Operations

Select file operations to whom access privileges are assigned. When assigning access privileges, configure [Full Access Password] or [Full Access] as well.

Open Password

The [DocuWorks Security - Open Password] screen appears.

If you select [On] and set a password, the file is encrypted. To open the file, the password is required. The access privileges set in [Restricted Operations] are assigned.

You can enter a password up to 32 characters.

■Full Access Password

The [DocuWorks Security - Full Access Password] screen appears.

When setting a password, the password is required to change the access privileges set in [Restricted Operations].

You can enter a password up to 32 characters.

■Certificate

The [DocuWorks Security - Certificate] screen appears.

Refer to "[PDF Security] Screen" (P.182).

[DocuWorks Security - Certificate] Screen

Select a certificate added to the file.

■Delete

Deletes the selected certificates from the list.

■Change Settings

Displays the [Change Settings] screen.

You can change the access privileges and confirm the certificate information.

Access Right

Allows you to change the access right to open or operate files.

Certificate Details

The [Certificate Details] screen appears.

Certificate information including issuer, expiration date, persons to whom the certificate is issued, and the like is displayed.

■Cancel

Closes the pop-up menu.

■Delete All

Deletes all settings of the certificate.

Add Device Certificate

If a valid certificate is linked to the machine, the machine certificate is added to the certificate list.

■Add from Address Book

The [DocuWorks Security - Address Book] screen appears. Refer to "[DocuWorks Security - Address Book] Screen" (P.183).

[PDF Security] Screen

Allows you to assign access privileges to a file.

- **1** Select [Security Password].
- **2** Enter the password.
- **3** Select any item.

PDF Security - Permissions		Cancel	Save
Items	Current Settings		
1 Security Password	(Not Set)		

Security Password

The [PDF Security - Permissions] screen appears.

Security Password allows to assign access privileges to files. The password is required when changing the access privileges or performing unauthorized operations.

You can enter a password up to 32 characters.

Printing

The [Authorization - Printing] screen appears. Configure whether to allow to print the file. If allowed, select the print resolution as well.

■Changes Allowed

The [Authorization - Changes Allowed] screen appears.

Configure whether to allow to change the file contents such as inserting pages or adding notes.

Allow Contents Copying and Extraction

The [Authorization - Allow Contents Copying and Extraction] screen appears. Configure whether to allow to copy the file contents such as text and images included.

[DocuWorks Security - Address Book] Screen

Allows you to select parties to whom the encrypted file is disclosed, and address to whom privileges are assigned.

Open Document

Displayed only when [Local Address List] is selected. Configure certificates of persons who are allowed to open the file.

■Full Access

Displayed only when [Local Address List] is selected.

Configure certificates of persons who are allowed to change access privileges including editing or operating the file (full access).

■Go to

Displayed only when [Local Address List] is selected.

Enter a recipient number using the numeric keypad to display the recipient on the list.

■Certificate Details

The [Certificate Details] screen appears.

Certificate information including issuer, expiration date, persons to whom the certificate is issued, and the like is displayed.

■Local Address List

Displays the local address list.

For information on Local Search, refer to "When [Local Address List] is Selected" (P.166)".

■Local Search

Searches recipients in the local address list.

For information on Local Search, refer to "When [Local Search] or [Remote Search (Directory Svc.)] is Selected" (P.166).

■Remote Search

For information on Remote Search, refer to "When [Local Search] or [Remote Search (Directory Svc.)] is Selected" (P.166). For information on Directory Service, refer to "LDAP Server/Directory Service" (P.297).

Image Quality

On the [Image Quality] screen under [E-mail], [Scan to Mailbox], [Network Scanning], or [Scan to FTP/SMB], you can set the image quality features. The following shows the reference section for each feature.

Photographs (Scanning a Color Photograph)	184
Image Options (Adjusting Scan Density and Image Sharpness)	184
Image Enhancement (Erasing the Background Color of Documents/Adjusting contrast)	185
Shadow Suppression (Suppressing the Document Background)	185
Color Space (Specifying Color Space)	185

- On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to FTP/SMB].
- **2** Select the [Image Quality] tab, and configure each feature.

E-mail General Settings	Image Quality Lay Adj	out Output Format ustment
• Photographs Off	 Image Options Lighten / Darken: Normal Sharpness: Normal 	Image Enhancement No Suppression Contrast: Normal
 Shadow Suppression No Suppression 	Color Space Standard Color Space	

Note • [Color Space] is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center. A setting must be made in the System Administration mode to activate [Color Space]. For information on the setting procedures, refer to "Color Space" (P.311) and "Color Space (Specifying Color Space)" (P.185).

Photographs (Scanning a Color Photograph)

Configure when scanning a color photograph.

This feature is only available when [Scanning Color] is set to [Color] in the [General Settings] screen.

Important • When sending faxes using this feature, place the document on the document glass.

- When selecting [Photographs], [Shadow Suppression] and [Background Suppression] feature cannot be used.
- **1** Select [Photographs].
- **2** Select [Enhance Photographs].

Photographs		Cancel	Save
Off Enhance Photographs	The Photographs feature enhances the i scanned from originals which are photogra Shadow Suppression and Background Sup set to No Suppression when this feature	aphs. pression are automat	tically

Image Options (Adjusting Scan Density and Image Sharpness)

You can scan with adjusting the scan density and image sharpness.

- **1** Select [Image Options].
- 2 Select [▲] and [▼] and adjust any item.



■Lighten/Darken

You can select from among 7 density levels between [Lighten] and [Darken].

The scan density increases the nearer the level is to [Darken] and decreases the nearer the level is to [Lighten].

Auto Suppression hides background colors and image bleed-through

Background Suppression does not work when Photo is selected as the Original Type.

Less

■Sharpness

You can select from 5 sharpness levels between [Soften] and [Sharpen]. The nearer the level is to [Sharpen], the sharper the contours of images. The nearer the level is to [Soften], the softer the contours of images.

Image Enhancement (Erasing the Background Color of Documents/ Adjusting contrast)

The background color of a document such as newspaper and colored paper can be erased. In addition, when [Scanning Color] is set to [Color] or [Grayscale] in the [General Settings] screen, you can also adjust contrast.

Image Enhanc Background

No Suppre

Auto Suppression

Contrast

Auto Correctio

vlanual Contras

- **1** Select [Image Enhancement].
- Select [Background Suppression] and [Contrast]. Adjust contrast with [▲] and [▼].

Background Suppression

No Suppression

Scans the document backgrounds with no filtering.

Auto Suppression

When a document is scanned with [Black] of [Scanning Color], the background color of documents such as newspaper and colored paper documents is erased. When [Scanning Color] is set to [Color], white backgrounds are suppressed.

■Contrast

You can select from 5 contrast levels between [Less Contrast] and [More Contrast]. The nearer the level is to [More Contrast], the greater the difference between light parts and dark parts as light parts become lighter and dark parts become darker. [Less Contrast] contrasts decrease the difference between light and dark areas.

Shadow Suppression (Suppressing the Document Background)

When scanning a 2 sided document printed on thin paper, you can suppress the image on the reverse side.

Only enabled when [Scanning Color] is set to [Color] or [Grayscale] in the [General Settings] screen.

Important • This feature cannot be used with [Photographs].

- **1** Select [Shadow Suppression].
- **2** Select [Auto Suppression].



Color Space (Specifying Color Space)

You can specify color space for scans.

Important • Color Space is available when [Scanning Color] is set to [Color].

- This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center. A setting must be made in the System Administration mode to display [Color Space] on the [Layout Adjustment] screen. For more information, refer to "Color Space" (P.311).
- **1** Select [Color Space].
- 2 Select either [Standard Color Space] or [Device Color Space].

Color Space		Cancel	Save
	This feature only works when Color is a	selected.	
Color Space	Selecting Device Color Space sets the fi - Lighten / Darken - Contrast	ollowing features to s	tandard settings.
O Device Color Space	- Sharpness - Background Suppression - Shadow Suppression		

Standard Color Space

Color space for scanned data conforms to sYCC.

■Device Color Space

Use to perform advanced color processing.

Note

• When [Device Color Space] is selected, the image quality features described below are changed to their defaults.

• You can find profile data in the CD-ROM of the Driver CD Kit.

Lighten/Darken, Sharpness, Shadow Suppression, Contrast, Background Suppression

• When [Scanning Color] is set to [Auto Detect], [Standard Color Space] is applied to color pages of the documents.

Layout Adjustment

On the [Layout Adjustment] screen under [E-mail], [Scan to Mailbox], [Network Scanning], or [Scan to FTP/SMB], you can configure the scan options. The follow shows the reference section for each feature.	ving
Scan Resolution (Specifying a Scanning Resolution)	57
2 Sided Originals (Scanning Both Sides of a Document)	57
Book Scanning (Scanning Facing Pages on Separate Sheets)	8
Original Size (Specifying a Scanning Size)	9
Mixed Sized Originals (Scanning Different Size Documents Simultaneously)	39
Edge Erase (Erasing Edges and Margin Shadows in the Document) 19	0
Reduce/Enlarge (Specifying a Scanning Ratio)19	1

- 1 On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to FTP/SMB].
- 2 Select the [Layout Adjustment] tab and then select a feature on the [Layout Adjustment] screen that appears.

E-mail	General Settings	Image Quality	Layout Adjustment	Output Format	
Scan Resolution	n o	2 Sided Originals 1 Sided	Off	anning	1
Original Size Auto Size D		Mixed Sized Originals	Left	i se / Bottom: 2mm / Right: 2mm er: 0mm	2
E-mail	General Settings	Image Quality	Layout Adjustment	Output Format	
Reduce / Enlarge 100%	3				1
					2

Scan 5

Scan Resolution (Specifying a Scanning Resolution)

You can set the resolution for the documents to be scanned.

As the value increases, the scan becomes more detailed, but the data size also increases. The scanning and transfer time increases as well.

- **1** Select [Scan Resolution].
- **2** Select a resolution.

Scan Resolution	Cancel	Save
200dpi		
300dpi		
400dpi		
600dpi		

2 Sided Originals (Scanning Both Sides of a Document)

This feature is the same as [2 Sided Originals] in the [General Settings] tab. Refer to "2 Sided Originals (Scanning Both Sides of a Document)" (P.177).

Book Scanning (Scanning Facing Pages on Separate Sheets)

The [Book Scanning] feature allows you to scan facing pages of a document onto separate sheets of paper in page order.

This feature is useful if you need to make separate scans for facing pages of bound originals such as a booklet.

- When sending faxes using this feature, place the document on the document glass.Non-standard sized documents will not be separated into two accurately.
- **1** Select [Book Scanning].
- **2** Select any item.



■Off

Note

Not scans as a bound document.

■Left Page then Right

Scans from the left page of facing pages in a document starting from the left page.

Right Page then Left

Scans from the right page of facing pages in a document starting from the right page.

Top Page then Bottom

Scans from the top page of facing pages in a document starting from the top page.

Both Pages

Scans both pages in page order.

■Left Page Only

Scans the left page only in page order. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

Right Page Only

Scans the right page only in page order. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Top Page Only

Scans the top page only in page order. You can select this item when [Top Page then Bottom] is selected.

Bottom Page Only

Scans the bottom page only in page order. You can select this item when [Top Page then Bottom] is selected.

Binding Erase

Erases the shadow from the center section of the document. You can set the binding erase width within the range from 0 to 50 mm in 1 mm increments.

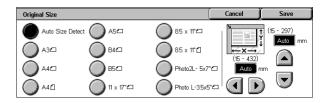
Original Size (Specifying a Scanning Size)

You can set the scan size for the document.

Specify the scan size to scan non-standard size documents or to scan with the different size from the original document size.

When a document size is specified, it is scanned at the specified size regardless of the size of the loaded document. This feature allows you to add or delete the document margins.

- **1** Select [Original Size] on the [Layout Adjustment] screen.
- **2** Select a size.



■Auto Size Detect

Detects the document size automatically.

	Document feeder	Document glass
Document size	B5, B5 ^① , B4, A5 ^① , A4, A4 ^① , A3, 8.5 x 11 inches, 8.5 x 11 inches ^① , 8.5 x 14 inches, 11 x 17 inches	B6, B6ᠿ, B5, B5ᠿ, B4, A6, A5, A5ᠿ, A4, A4ᠿ, A3, 8.5 x 11 inchesᠿ

Refer to the table in "Paper Size Settings" (P.280) for information on document sizes that can be automatically detected.

Note

 If the document size cannot be detected automatically, a screen to input the document size appears.

• The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

■Standard Size

Select a document size from 11 pre-configured types.

■Free

Enter the desired scan size when scanning non-standard size documents or when making copies at a size different from that of the currently loaded document. Set the size in the document glass X (horizontal) direction within the range of 15 to 432 mm and in the Y (vertical) direction within the range of 15 to 297 mm, in 1 mm increments. The scale on the outside of the document glass is a useful reference for specifying the document size.

Mixed Sized Originals (Scanning Different Size Documents Simultaneously)

When using the document feeder, you can simultaneously scan different size documents with the respective sizes. You can also specify a size to scan different size documents with the same size.

Important • When selecting [Color] for [Scanning Color], and [2 Sided] for [2 Sided Originals], set the [Scan Resolution] to a maximum of [400dpi].

- Always load the A5-size documents vertically.
- When loading a B5 size document with A3 or A4 size documents in a vertical direction, place the B5 document also in a vertical direction.

- The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If the combination of the document sizes is not our recommendation, the documents can be fed at an angle may not be copied properly.
- Note
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - When [Reduce/Enlarge] is set to [Auto %] and the output size is specified for [Output Size], the scanned data is automatically reduced/enlarged to the specified size. However, since the scanned image is not rotated, the image will be reduced/enlarged to fit the specified size while keeping its orientation. For example, when an A3 landscape original is loaded and the output size is set to A4 portrait, the scanned image is reduced to A5 landscape and printed on A4 portrait paper.
 - If the document size cannot be detected automatically, a screen to input the document size appears.
- 1 Select [Mixed Sized Originals].
- 2 Select [On].



Cancel

⋜∃

0

Save Original Orientation

Head to Top

Head to Left **1**

■Off

Select this item when all documents are of the same size.

■On

When scanning documents of different sizes, the machine automatically detects the size of each document.

Edge Erase (Erasing Edges and Margin Shadows in the Document)

When you scan a document while the document cover is open or when you scan a booklet, black shadows sometimes appear along the edges or center margin of the output scanned image. This feature allows you to erase such shadows.

Edge Erase

) Norma

Edge Eras

Note

- For 2-sided originals, the same edge erase amounts are set for the front and back sides.
 - If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you configured.

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- **1** Select [Edge Erase].
- 2 Select [Edge Erase].
- **3** Use $[\blacktriangle]$ and $[\triangledown]$ to set the erase widths of top and bottom, left and right, and center of the document.
- 4 Select [Original Orientation].

■Normal

The edge erase amount is set to 2 mm for the top and bottom, and left and right. If you do not want to erase edges, set each [Edge Erase] value to 0 mm.

Edge Erase

You can erase only the necessary amount.

Top & Bottom Erase

Shadows at the top and bottom of the document are erased. Edges at the top and bottom are erased in accordance with the direction that the document was loaded. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.



• Left & Right Erase

Shadows on the left and right of the document are erased. Edges on the left and right are erased in accordance with the direction that the document was loaded. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

• Binding Erase

Shadows in the center of documents such as booklets or documents with facing pages are erased. You can set the binding erase width within the range from 0 to 50 mm in 1 mm increments.

Original Orientation

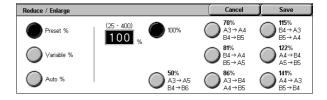
In order to identify the top of the document, the orientation of the document must be specified.

Refer to "Originals Orientation" (P.177).

Reduce/Enlarge (Specifying a Scanning Ratio)

You can set the scanning ratio for the document to be scanned.

- **1** Select [Reduce/Enlarge].
- **2** Select the desired scanning ratio.



■Preset %

Select from preset ratios.

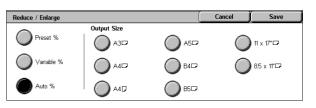
You can change the indicated ratios other than [100%]. For information on the settings, refer to "Reduce/Enlarge Presets" (P.311).

■Variable %

You can scan by selecting a variable ratio. The ratio can be set within the range of 25 to 400% in 1% increments.

■Auto %

In [Output Size], select the output size of the scanned document. The machine automatically calculates the scanning ratio based on the selected output size and the original document size.



• Any margins generated by the [Auto %] setting become blank data.

Output Format

On the [Output Format] screen under [E-mail], [Scan to Mailbox], [Network Scanning],
or [Scan to FTP/SMB], you can configure the output formats.

For more information, refer to below.

Image Compression (Specifying an Image Compression Ratio When Scanning)	
Read Receipts	193
Split Send (Sending in Sections)	193
File Name (Specifying the Filename to be Sent)	
Reply To (Set the Address for Reply)	194
File Name Conflict (Setting Procedures When a File Name conflicts with others)	194
Document Name (Specifying the Filename to be Saved)	195
Encryption (Sending E-mail Encrypted by S/MIME)	
Digital Signature (Sending E-mail with a Digital Signature by S/MIME)	

- **1** On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to FTP/SMB].
- **2** Select the [Output Format] tab, and then select a feature on the screen.
 - Note Item
 - Items displayed vary depending on the selected feature. The screen on the right is for the [E-mail] feature.



E-mail	General Settings	Image Quality	Layout Adjustment	Output Format	
• Digital Signa	ature				1
					2

Cancel

The higher the compression rate, the smaller the file size and the poorer the image quality.

The lower the compression rate, the bigger the file size and the better the image quality

This feature is unavailable when Black is selected as Scanning Color. Save

Image Compression (Specifying an Image Compression Ratio When Scanning)

When scanning a document from the [General Settings] screen with [Scanning Color] set to [Color] or [Grayscale], select the image compression ratio.

High

Norma

Low

- 🛆

 \vdash

Image Compression

Ö.

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- **1** Select [Image Compression].
- **2** You can select from among 5 levels of compression, including the 3 below.

■High

Image is saved with high compression. Image quality degrades, but file size decreases.

■Normal

Image is saved with standard compression. Results in a standard image quality and file size.

■Low

Image is saved with low compression. Image quality improves, but file size increases.

Save

Cancel

Read Receipts

This feature allows you to receive read receipts from e-mail recipients when using the [E-mail] feature. This feature is not available unless recipients support the MDN feature.

Note

- When multiple mails are sent using [Split Send], then Read Receipts is requested for each mail.
 - Read Receipts are returned to the address of [Reply To], or they are returned to the address of [From] if [Reply To] is not set.
 - This feature is only available when the recipient also sets to return the read receipts.

Read Receipts

) Off

On On

- Select [Read Receipts].
- 2 Select [On].

■Off

Select this item when you do not request read receipts.

∎On

Select this when you request read receipts.

Split Send (Sending in Sections)

When using the [E-mail] feature, you can split a large amount of attachment into pages to send them separately. You can also configure the machine not to split.

For information about setting for page division, refer to "Max No. of Pages for Split Send" (P.323).

- Note [Split Send] is available only when the [File Format] on the [General Settings] screen is set to [PDF], [DocuWorks], or [Multi-page TIFF].
- **1** Select [Split Send].
- **2** Select [Split by page].

■Off

The data is not split.

■Split by page

The data is split in pages.



This feature is used to request the recipie to send a confirmation mail to the sender indicating the mail delivery status.

Support for MDN must be provided by the recipient

File Name (Specifying the Filename to be Sent)

When using the [E-mail] or [Scan to Mailbox] feature, you can specify the file name of the document to be sent.

■Auto Set

The file name is "img-xxx-yyy.zzz" (where xxx is the date and time, yyy is the page number, and zzz is the extension).

The extension depends on the setting in [File Format].

- When [Multi-page TIFF] or [TIFF] is set for [File Format]: tif
- When [PDF] is set for [File Format]: pdf
- When [DocuWorks] is set for [File Format]: xdw

■To set the file name

- **1** Select [File Name].
- **2** Enter a name of up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.265).

• When saving each page as one file, the page number is added to the end of each file name.

Reply To (Set the Address for Reply)

When using the [E-mail] feature, you can specify the address for reply.

- **1** Select [Reply To].
- **2** Enter an address for reply.



■Clear Field

Deletes the address entered in [Reply To].

Reply To Me

The address set for [From] is set as a reply address.

• This button is enabled only when an address is set for [From] on the [E-mail] screen.

Address Book

Select the sender's E-mail address from the Address Book. Refer to "Address Book" (P.165).

File Name Conflict (Setting Procedures When a File Name conflicts with others)

When using the [Scan to FTP/SMB] feature, you can set the action to be taken when the file name conflicts with another file stored in the destination.

- **1** Select [File Name Conflict].
- **2** Select any item.

■Cancel Job

 File Name Conflict
 Cancel
 Save

 Image: Concel Job
 Image: Concel Job

 Image: Concel Job</

The job is canceled and the file is not saved.

Change Name and Save

The file name is automatically changed and saved. The machine adds a number (0001 - 9999) to the end of the file name.

Overwrite Name and Save

The existing file is replaced with the new one.

Document Name (Specifying the Filename to be Saved)

When using the [Scan to Mailbox] feature, you can specify the name of the document to be saved.

■Auto Set

The file name is "img-xxx" (where xxx is the date and time).

■To set the file name

- **1** Select [Document Name].
- 2 Enter a name of up to 28 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.265).

Encryption (Sending E-mail Encrypted by S/MIME)

When using the [E-mail] feature, you can send e-mail encrypted by S/MIME. When sending encrypted e-mail, select an e-mail address with a certificate that can be encrypted from Address Book.

■Off

Sends e-mail without encryption.

∎On

Sends e-mail with encryption.

Digital Signature (Sending E-mail with a Digital Signature by S/MIME)

When using the [E-mail] feature, you can send e-mail with a digital signature by S/MIME.

Digital Signature allows a recipient to confirm whether contents of the e-mail are changed, or whether the e-mail is sent from the proper sender.

To use this feature, the machine's mail address must be linked to a certificate.

For information on how to link a certificate to the e-mail address, refer to the Network Administrator Guide.

■Off

Sends e-mail without a digital signature.

∎On

Sends e-mail with a digital signature.

6 Check Mailbox

This chapter describes the basic mailbox operation and mailbox features.

No	• The Check Mailbox feature is not available for some models. An optional packa necessary. For more information, contact our Customer Support Center.	age is
•	Mailbox Operating Procedure	. 198
•	Selecting a Mailbox	200
•	Checking/Selecting Mailbox Documents	. 201
•	Printing/Deleting Documents in the Mailbox	. 202
•	Configuring/Starting Job Flow	. 205

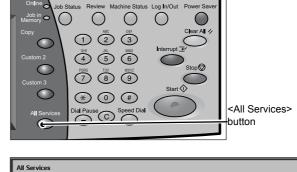
Mailbox Operating Procedure

The following shows the reference section for each procedure.	
Step 1 Opening the [Check Mailbox] Screen	
Step 2 Selecting a Mailbox	
Step 3 Checking/Selecting Mailbox Documents	
Step 4 Operating Mailbox Documents	

Step 1 Opening the [Check Mailbox] Screen

Follow the procedure below to open the [Check Mailbox] screen.

- **Note** Features displayed depend on the machine configuration.
- **1** Press the <All Services> button.



2 Open the next screen, and select [Check Mailbox].

All Services			
Check Mailbox	Stored Programming	Print Mode	
Job Flow Sheets		Fax Receiving Mode	
		Activity Report	•

Step 2 Selecting a Mailbox

Selectable mailboxes depend on the settings on the user authentication feature. For information on selectable mailboxes, refer to "Types of Mailboxes" (P.399).

- **1** Select a mailbox.
- **2** Select [Document List].

For information on the [Check Mailbox] screen, refer to "Selecting a Mailbox" (P.200).



Step 3 Checking/Selecting Mailbox Documents

1 Select a document.

For information on the [Document List] screen, refer to "Checking/Selecting Mailbox Documents" (P.201).

Mailbox 011 - Document Lis	st				Refresh		Close
Doc. Name	Stored Date			Page].	No	of Docs: 4
📚 img-131130549	2005/ 1/31	1:05	ΡM	1)
🕥 img-131130559	2005/ 1/31	1:05	PM	1			Select All
8 img-209140431	2005/2/9	204	PM	3		Р	rint/Delete
M img-209140551	2005/2/9	205	PM	3			
占 img-209140559	2005/2/9	1:05	PM	3			Job Flow Settings

Step 4 Operating Mailbox Documents

The following shows the reference sections for operations available Mailbox] screen.	on the [Check
Printing/Deleting Documents in the Mailbox	
Configuring/Starting Job Flow	

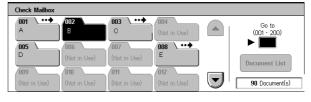
Selecting a Mailbox

Note

Selectable mailboxes depend on the settings on the user authentication feature.

For information on selectable mailboxes, refer to "Types of Mailboxes" (P.399).

- **1** Select a mailbox.
 - Select [▲] to return to the previous screen and select
 [♥] to move to the next screen.
 - An arrow is displayed next to each mailbox which has a link to a job flow sheet and for which the auto start is set.



- When the mailbox contains documents, the number of stored documents is indicated in [No. of Docs.] in the lower right area of the screen.
- If you are prompted for a password, enter the password and select [Confirm].

■Go to

Displays a mailbox at the top when you enter the three-digit mailbox number with the numeric keypad.

■No. of Docs

Displays the number of documents stored in the selected mailbox.

■Document List

Displays the [Document List] screen. You can confirm documents stored in the mailbox. Refer to "Checking/Selecting Mailbox Documents" (P.201).

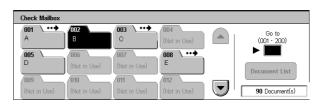
Checking/Selecting Mailbox Documents

You can check or select documents stored in the mailbox.

- **1** On the [Check Mailbox] screen, select a mailbox.
- 2 Select [Document List].
- **3** Select a document.

Note

- Select [▲] to return to the previous screen or [♥] to move to the next screen.
 - You can sort documents in ascending or descending order by pressing either [Doc. Name] or [Stored Date].



Mail	box 011 - Document	List				Refresh) Close	
	Doc. Name	Stored Date			Page		No. of Docs: 4	
8	img-131130549	2005/ 1/31	105	ΡM	1		·)
R.	img-131130559	2005/ 1/31	1:05	PM	1		Select All	J
8	img-209140431	2005/ 2/ 9	2:04	PM	3		Print/Delete	Ì
2	img-209140551	2005/ 2/ 9	2:05	PM	3			Į.
凸	img-209140559	2005/2/9	1:05	PM	3		Job Flow Settings	

- At the left of the document name, an icon is displayed to show the document type.
 - Scanned document
 - : Document to be printed
 - Solution : Document for Private Polling
 - a : Fax to Mailbox
 - 🔊 : iFax to Mailbox
- Up to 9 documents can be selected separately. You can also select all documents. When selecting individual documents, a number appears to the left of the document icon indicating the order in which it was selected. Documents are processed in this order.
- **4** Select any item.

■Refresh

Displays the refreshed information.

■No. of Docs

Displays the number of documents stored in the selected mailbox.

■Select All

Selects all the documents in the mailbox. This selection will be canceled if [Select All] is selected again.

■Print/Delete

Displays the [Print/Delete] screen. This screen allows you to print/delete documents stored in the mailbox.

Refer to "Printing/Deleting Documents in the Mailbox" (P.202).

■Job Flow Settings

Displays the [Job Flow Settings] screen. This screen allows you to create and execute job flows.

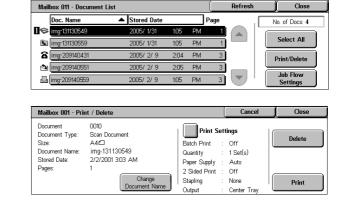
Refer to "Configuring/Starting Job Flow" (P.205).

• Print documents are not supported by job flows. If print documents are included in the selected documents, the job flow is executed for the documents other than the print documents.

Printing/Deleting Documents in the Mailbox

You can print/delete documents selected in the mailbox.

- **1** On the [Document List] screen, select documents.
- 2 Select [Print/Delete].
- **3** Select any item.



■Change Doc. Name

Allows you to change the name of the document. This is unavailable when multiple documents are selected.

Print Settings

Displays the [Mailbox - Print Settings] screen. You can change the print settings of the document.

Refer to "[Mailbox - Print Settings] Screen" (P.202).

■Delete

Deletes the selected document.

■Print

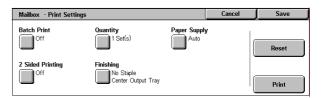
Prints the selected document.

• When a print document stored by [Save to Mailbox] of a print driver is printed, the settings specified on the control panel or CentreWare Internet Services will override the settings specified on the print driver except the [Multiple Up], [Skip Blank Pages], and print position settings.

[Mailbox - Print Settings] Screen

You can change the print settings of the document.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- **1** Select any item.



Batch Print

Allows you to set batch printing.

You can print multiple documents as one document. The documents are bound in selected order.

- For 2-sided printing, the last page becomes blank when the total number of printed pages is odd. For printing of multiple documents, a blank page is inserted after the final page of each document.
 - If a different size document is included in multiple documents, it may be printed in improper orientation.
 - [Batch Print] is not available while interrupting another job.
 - [Batch Print] is not available for fax/iFax documents such as confidential polling reserved documents, fax confidential reception documents, and iFax confidential reception documents.

■Quantity

Allows you to change the quantity.

■Paper Supply

Allows you to select paper.

■2 Sided Printing

Allows you to set 2-sided printing.

■Stapling

Allows you to set stapling and output trays.

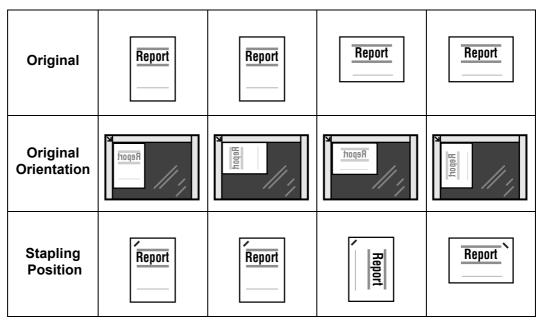
The following tables show the stapling positions when you select [Top Left] for print documents stored with the [Save to Mailbox] feature, and when you select [Top Left] for scanned documents.

 For print documents stored in a mailbox by specifying [Save to Mailbox] on a print driver

Original	Report	Report
Stapling Position	Report	Report

• For scanned documents stored in a mailbox

Important • Ensure that the orientation of the document, and the [Edge Erase] setting of [Layout Adjustment] or the [Original Orientation] setting of [2 Sided Originals] are the same.



Configuring/Starting Job Flow

Job flow is a feature for executing a series of registered actions.

A job flow operates on documents stored in a mailbox, and starts in either of the following ways: 1) manually or automatically start a job flow when a document is stored in a mailbox, or 2) select a job flow to act on documents stored in a mailbox manually.

To start a job flow, you must make a link with a mailbox and the job flow sheet in advance. Documents are automatically processed by the job flow sheet when they stored in the mailbox.

- Important If the Authentication feature is not used, a job flow created in [Check Mailbox] can only be used/edited/duplicated/deleted through the mailbox where the job flow is created. This type of job flow is not displayed on the [Job Flow Sheets] screen. When using the Authentication feature, job flows whose owners are authenticated are displayed on the [Job Flow Sheets] screen.
 - To use job flows, a HDD is necessary.

Features that can be registered are listed below.

■Forward

Multiple forwarding recipients can be configured for each forwarding method.

• FTP

Forwards via FTP. Up to 2 recipients can be specified.

• SMB

Forwards via SMB. Up to 2 recipients can be specified.

• Mail

Forwards via E-mail. Up to 100 recipients can be specified.

• Fax

Forwards via fax. Up to 100 recipients can be specified.

• iFax Transmission

Forwards via iFax. Up to 100 recipients can be specified.

■Print

Documents in a mailbox can be printed.

Some features are unavailable depending on the store type of the document.

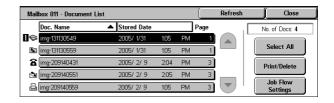
Output Input	Print	Fax	iFax Transmis- sion ^{*1}	Mail	FTP	SMB
Fax Documents for Private Polling	0	0	0	0	0	0
Scanning	0	0	0	0	0	0
Fax to Mailbox	0 ^{*2}	0	0	0	0	0
iFax Received	0	0	Δ	\triangle	0	0
Print Stored	Х	Х	Х	Х	Х	Х

O: Available

X: Not available

Available depending on System Administration mode settings
 Load an A4 document in landscape orientation when TIFF-S has been selected for iFax forwarding profile. Loading the document in portrait orientation will reduce the size of the iFax image.

- *2 Even if you have set to delete documents after printing, a printed document in a mailbox will not be deleted if the USB cable is disconnected while the document is being printed.
- **1** On the [Document List] screen, select documents.



- **2** Select [Job Flow Settings].
- **3** Select any item.



■Auto Start

This sets auto start of the job flow for documents stored in the mailbox. The job flow automatically starts when a document is stored.

■Start

Select documents from the mailbox and select this button to start the job flow linked to this mailbox.

Important • After executing the job flow, print the job history report to check the result. For information on the job history report, refer to "Job Status/Activity Report" (P.380).

■Cut Link

Cancels the link between a mailbox and its job flow sheet.

■Create/Change Link

Displays the [Link Job Flow Sheet to Mailbox] screen. Refer to "[Link Job Flow Sheet to Mailbox] Screen" (P.206).

■Select Job Flow Sheet

When selecting this button while documents are selected, the [Select Job Flow Sheet] screen is displayed.

Refer to "[Select Job Flow Sheet] Screen" (P.207).

[Link Job Flow Sheet to Mailbox] Screen

You can change the link between the mailbox and its job flow sheet.

- Linking, delinking, and auto start settings can be also performed during the creation of a mailbox.
- **1** Select a job flow sheet to link to.
 - Important Pressing [Save] without selecting a job flow sheet does not set a link. If the selected job flow sheet is already linked, then the link is cancelled.

Lir	nk Job Flow She	et to Mailbo	x				Save
	Name		Updated] s	heet Filtering	, Search	n by Name
	work			<u>i</u> aí	Mailbox		
	ftp			j 🗖 '		Search	n by Keyword
	work			ī	Create		
	ftp			Ī—			
	work			ī	Edit / Delete	1	Select Keyword

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.

- You can sort the list in ascending or descending order by pressing either [Name] or [Updated].
- At the left of the name, an icon showing the target of the job flow is displayed.
 Mailbox Document
- 2 Select any item.

■Save

Links the selected job flow sheet.

■Sheet Filtering

Displays the [Sheet Filtering] screen. Refer to "[Sheet Filtering] Screen" (P.207).

■Create

Displays the [Create Job Flow Sheet] screen. Refer to "Create Job Flow Sheet" (P.332).

■Edit/Delete

Displays the [Edit/Delete] screen. For details, refer to "Edit/Delete" (P.335).

Search by Name

Searches job flow sheet that partially corresponds with entered characters for registered names when job flow sheet is created. Up to 128 characters are allowed. For information about how to enter characters, refer to "Entering Text" (P.265).

Search by Keyword

Searches job flow sheet that fully corresponds with the keyword for registered keywords when job flow sheet is created.

For information on how to enter characters, refer to "Entering Text" (P.265).

Select Keyword

Displays the [Select Keyword] screen. Searches job flow sheet by selecting keywords registered in the System Settings. Searches job flow sheet that fully corresponds with the keyword for registered keywords when job flow sheet is created.

[Sheet Filtering] Screen

Filters the job flow sheets displayed.

Displayed job flow sheets may vary depending on the user authentication feature. Refer to "Job Flow Sheet Types" (P.396).

1 Select the filtering conditions, then select [Save].

Sheet Filtering	Cancel	Save
Owner		
Shared		
Personal		

■Owner

Allows you to select an owner.

[Select Job Flow Sheet] Screen

You can specify a job flow sheet to execute a document.

- 1 Select a job flow, and press the <Start> button.
 - Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Mailbox 003 Select Job Flow Sheet
 Close

 Name
 Updated

 ftp
 Mailbox

 work
 Details

 ftp
 Change Settings

 ftp
 Select Keyword
- You can sort the list in
- ascending or descending order by pressing either [Name] or [Updated].
- At the left of the name, an icon showing the target of the job flow is displayed.

Sheet Filtering

Displays the [Sheet Filtering] screen. For more information, refer to "[Sheet Filtering] Screen" (P.207).

Details

Displays the [Details] screen. Refer to "Edit/Delete" (P.335).

Change Settings

If the selected job flow sheet setting is editable, the [Change Settings] screen appears. You can temporarily change the settings.

■Start

Executes the selected job flow sheet.

■Search by Name

Searches job flow sheet that partially corresponds with entered characters for registered names when job flow sheet is created. Up to 128 characters are allowed. For information on how to enter characters, refer to "Entering Text" (P.265).

Search by Keyword

Searches job flow sheet that fully corresponds with the keyword for registered keywords when job flow sheet is created.

For information on how to enter characters, refer to "Entering Text" (P.265).

Select Keyword

Displays the [Select Keyword] screen. Searches job flow sheet by selecting keywords registered in the System Settings. Searches job flow sheet that fully corresponds with the keyword for registered keywords when job flow sheet is created.

Job Flow Restrictions

Job flows can be assigned to a specified user, can be shared by many users, or can only be accessible from the specified mailboxes to which they are linked.

Job flow restrictions may vary depending on the user authentication feature. For more information, refer to "Job Flow Sheet Types" (P.396).

7 Stored Programming

This chapter describes the Stored Programming features for recording procedures provided by the machine.

•	Stored Programming Overview	.210
•	Registering/Deleting/Renaming Stored Programs	.211

Stored Programming Overview

Frequently used features can be registered as Stored Programming and recalled by a single button operation. In addition, you can also register a screen to open from a shortcut button.

Stored Programming not only remembers feature settings, but also can record a series of operations. This enables you to record the hierarchy of displayed screens for each step.

For example, Stored Programming can be used when you want to record a procedure starting from pressing the <Machine Status> button, to displaying the [Report Job] screen to print a job history report.

The following shows the reference section for each feature.	
Registering/Deleting/Renaming Stored Programs	211
Calling Stored Programs	214

Registering/Deleting/Renaming Stored Programs

The [Stored Programming] screen allows you to register and delete stored programs.

- Any services that are set using the following cannot be registered: System Settings, [Browse...] under Scan to FTP/SMB, Job Flow Sheets, Network Scanning, Address Book, and other stored programs.
 - A stored program registration is cancelled when the <Interrupt> button is pressed, the Auto Clear feature causes a time-out, or a popup window (such as a paper jam window) appears.
- Important When registering a stored program to select the paper size or type loaded on the bypass tray, register both the paper size and the paper type. If only the paper size or type is registered, the stored program may not be called properly.
 - If any of the following operations is performed while a stored program is being registered, the stored program may not be registered or may not work correctly.
 - Removing or inserting a paper tray
 - Loading or reloading paper on the bypass tray
 - If any of the following operations is performed after a stored program registration, the registered stored program may not be called properly.

All Services

- If the stored program has the Watermark feature and the Watermark value is changed.
- If any registered feature becomes disabled due to its value change under System Settings.
- If the stored program has an operation for a mailbox and the mailbox password is changed.
- 1 Press the <All Services> button.
- 2 Select [Setup Menu].

Select the feature.

Note

3 Select [Stored Programming].

Network Scan	ning	Scan to FTP/SMB	Auto Gradati Adjustment	•••
Setup Menu			(Close
Mailbox		Stored Programming	Job Flow Sheets	;
Address Book		Group Send	Comments	
Stored Programming			ļ	Close
Store		store1	5 (Not in Use)	
Delete	2	(Not in Use)	6 (Not in Use)	
Enter / Change Name	3	(Not in Use)	(Not in Use)	
Assign / Change Icon	4	(Not in Use)	(Not in Use)	▣

😴 🖌 Fax / Internet Fax

Scan to Mailb

کر Language

Setup Men

Stored Programming

■Store

Δ

Register a stored program. Refer to "Registering Stored Program" (P.212).

■Delete

Deletes a stored program. Refer to "Deleting a Stored Program" (P.212).

■Enter/Change Name

Enter or change a stored program name. Refer to "Entering/Changing Stored Program Name" (P.213).

Assign/Change Icon

Configure an icon for a registered stored program. Refer to "Assigning/Changing Icons for Stored Programs" (P.213).

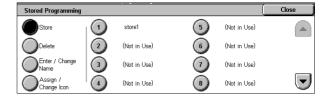
Registering Stored Program

Up to 58 actions can be registered with one stored program. Up to 40 stored programs can be registered in the machine.

The one touch buttons M01 to M20 are provided for Stored Programming 1 to 20.

The following is the procedure for registering actions with stored programs.

- Important If registered settings such as tray paper size and comments, or default values in the system settings are changed after a stored program is registered, then the program's content also changes.
- 1 Select [Store].
- **2** Select the number to register.
 - Note Once a job is stored to a button, it cannot be overwritten.
 - Select [▲] to return to the previous screen or [♥] to move to the next screen.



- **3** Set the feature you want to register.
 - Press the <Interrupt> button to cancel registration.
 - The machine produces an audible tone while a stored program is registered.

You can change the volume of the sound that notifies of stored program registration. For information on the settings, refer to "Stored Programming Tone" (P.269).

4 Press the <Start> button or <Clear All> button.

If no name is entered for a registered stored program, the name becomes "No Name".

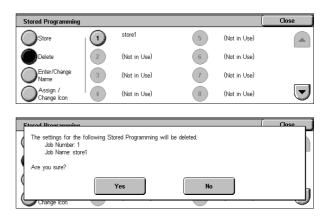
For information on how to name a registered stored program, refer to "Entering/Changing Stored Program Name" (P.213).

Deleting a Stored Program

Note

The following is the procedure for deleting stored programs.

- 1 Select [Delete].
- **2** Select the number to delete.
 - Note Select [▲] to return to the previous screen or [♥] to move to the next screen.
- **3** Select [Yes].



∎Yes

Deletes a stored program.

Note • Deleted stored programs cannot be restored.

■No

Cancels deleting a stored program.

Entering/Changing Stored Program Name

The following is the procedure for entering or changing a name of a stored program.

Up to 18 characters are allowed for a stored program's name. For information on how to enter characters, refer to "Entering Text" (P.265).

- **1** Select [Enter/Change Name].
- **2** Select the number to register or change a name.
 - Select [▲] to return to the previous screen or [♥] to move to the next screen.
- **3** Enter a name, and select [Save].

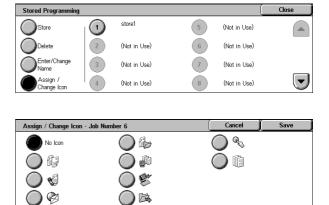
Stored Programming					Close
Store		store1	5	(Not in Use)	
Delete	2	(Not in Use)	6	(Not in Use)	
Enter/Change Name	3	(Not in Use)	7	(Not in Use)	
Assign / Change Icon	4	(Not in Use)	8	(Not in Use)	펳

job memory1	Cancel	Save)
· 1 2 3 4 5 6 7 8	9 0 -	Backspace
A qwertyu i	o p	
a s d f g h j	k ;	•
Shift z x c v b n m		/ Shift
Symbol Space	$ \rightarrow $	

Assigning/Changing Icons for Stored Programs

The following is the procedure for assigning or changing an icon of a stored program. Nine icons are available.

- **1** Select [Assign/Change Icon].
- **2** Select the number to assign or change an icon.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
- 3 Select an icon, and select [Save].



■No Icon

No icon is assigned to a registered stored program.

∎lcon

Select an icon according to the content of the registered stored program.

Calling Stored Programs

This describes the procedure for calling a stored program.

When calling a specified stored program, the last screen shown when you registered the stored programming appears.

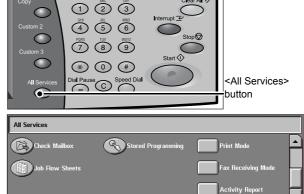
 \bigcirc

О

 \bigcirc

1 Press the <All Services> button.

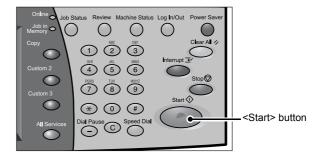
- **2** Display the next screen, and select [Stored Programming].
- **3** Select the number of a stored program containing the features you want to use.
 - Note You can only select registered numbers.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
- **4** After a stored program is called, select other features if necessary.
- **5** Press the <Start> button.



 \bigcirc

 \square

Stored Programming					
	store1	5	(Not in Use)		
2	(Not in Use)	6	(Not in Use)		
3	(Not in Use)	7	(Not in Use)		
4	(Not in Use)	8	(Not in Use)		



8 Job Flow Sheets

This chapter describes the scanning operation using a job flow sheet created on a network computer and registered in the machine.

Job Flow is a feature for executing a series of registered actions.

•	Job Flow Procedure	216
•	Selecting/Changing a Job Flow Sheet	218

Job Flow Procedure

The following shows the reference sections of the job flow operation.

To create and register a job flow sheet, use a personal computer.

 Step 2 Selecting a Job Flow Sheet
 216

 Step 3 Confirming/Changing the Job Flow Sheet
 217

 Step 4 Starting the Job Flow Sheet
 217

Step 1 Opening the [Job Flow Sheets] Screen

Follow the procedure below to open the [Job Flow Sheets] screen.

1 Press the <All Services> button.



```
2 Select [Job Flow Sheets].
```

All Services			
Check Mailbox	Stored Programming	Print Mode	
Job Flow Sheets		Fax Receiving Mode	
		Activity Report	Ţ

Step 2 Selecting a Job Flow Sheet

1 Select a job flow sheet.

For more information on the [Job Flow Sheets] screen, refer to "Selecting/ Changing a Job Flow Sheet" (P.218).

Jo	b Flow Sheets						Refresh
	Name		Updated		Sheet Filtering		Search by Name
8	Name 1				Scan Jobs / Application		
8	Name 2						Search by Keyword
0	Name 3				Details		
9	Name 4			Īm	Change		<u> </u>
8	Name 5			ī 🔍	Settings	ויע	Select Keyword
				_			

Step 3 Confirming/Changing the Job Flow Sheet

- **1** Select a job flow sheet.
- **2** To see the details, select [Details]. To change the settings, select [Change Settings].

For information on checking/changing job flow settings, refer to "Selecting/Changing a Job Flow Sheet" (P.218).

Jo	b Flow Sheets						Refresh
	Name	▲	Updated		Sheet Filtering		Search by Name
	Name 1				Scan Jobs / Application		
6	Name 2						Search by Keyword
Ø	Name 3			Ī.	Details		
	Name 4			Īm	Change		<u> </u>
6	Name 5			ī 🔍	Settings	ų	Select Keyword

Step 4 Starting the Job Flow Sheet

1 Load the originals.

Note • A job flow sheet with application linkage does not require loading documents.

2 Press the <Start> button.

Important • After executing the job flow, print the job history report to check the result. For information on the job history report, refer to "Print Report/List" (P.380).

Selecting/Changing a Job Flow Sheet

Job Flow is a feature for executing a series of registered actions.

To use a job flow sheet whose target is scanned documents from a network computer with CentreWare EasyOperator, select the job flow sheet from this list.

- Important If characters not supported by the machine are used in names or description of job flow sheets, the characters will not be displayed or will be garbled on the screen. For information on characters that can be used in names or description of job flow sheets, refer to "Notes and Restrictions on the Use of the Machine" (P.566).
- Note
- To communicate with network computers, [SOAP Port] must be enabled on the machine.
- A job flow sheet created on a network computer can be deleted, but cannot be changed or copied.
- A job flow sheet stored on the pool server cannot be changed, copied, or deleted. However, editable items can be temporarily edited for use.

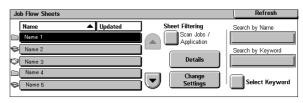
For information on how to enable the port, refer to "Port Settings" (P.294).

1 Select a job flow sheet.

Displayed job flow sheets may vary depending on the user authentication feature.

For more information, refer to "Job Flow Sheet Types" (P.396).

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



 You can sort the list in ascending or descending order by pressing either [Name] or [Updated].

Refresh

Displays refreshed information.

■Details

The [Details] screen appears. Allows you to confirm the detail information.

• Some operations may be restricted according to types of job flow owners, authentication settings, and user types. For more information, refer to "Types of Mailboxes" (P.399).

Change Settings

Displays the [Change Settings] screen. Allows you to change the job flow settings. Refer to "[Change Settings] Screen" (P.220).

Search by Name

Searches job flow sheet names registered when it is created. The job flow sheets whose name includes the entered character string are displayed. Up to 128 characters are allowed to enter.

8

Search by Keyword

Searches job flow sheet by keywords registered when created. The job flow sheets whose keyword completely matches with the entered character string are displayed. Up to 12 characters are allowed to enter.

Select Keyword

The [Select Keyword] screen is displayed. Searches job flow sheets by selecting the keywords that have already been registered in [System Settings]. Searches job flow sheet by keywords registered when created. The job flow sheets whose keyword completely matches with the selected character string are displayed.

■Sheet Filtering

Displays the [Sheet Filtering] screen. Filters the job flow sheets displayed. For more information on this screen, refer to "[Sheet Filtering] Screen" (P.219).

[Sheet Filtering] Screen

Filters the job flow sheets displayed. Job flow sheets displayed on the screen depend on the settings of the Authentication feature.

Displayed job flow sheets may vary depending on the user authentication feature. For more information, refer to "Job Flow Sheet Types" (P.396).

1 Select the filtering conditions, then select [Save].

Sheet Filtering	Cancel	Save
Owner		
Shared		
Personal		

■Owner

Select an owner of job flow sheets displayed on the screen.

■Target

Select the start point of job flow operation.

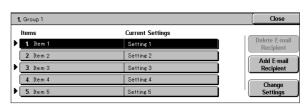
• Job flow sheets whose [Target] is [Mailbox] can use Check Mailbox only.

[Change Settings] Screen

- **1** Select a group to be changed from [Group of Items].
- **2** Select [Change Settings].

Close
Change
Settings

- **3** Select the item to be changed.
 - A triangle icon appears at the left of each mandatory item.
- **4** Select any item.



∎ltems

The items set for the job flow sheet.

■Current Settings

The values set for the job flow sheet.

■Delete E-mail Recipient

Deletes recipients of the e-mail.

Add E-mail Recipient

Adds recipients of the e-mail.

■Change Settings

Allows you to add or change recipients, and confirm the settings.

9 Computer Operations

This chapter describes how to print documents, import scanned documents, perform Direct Fax, and operate CentreWare Internet Services on your computer.

No	 Some models do not support the features de package is necessary. For more information 	
	 The computer screen images shown in this 	section are as of April 2006.
•	Features Overview	
•	Printing	
•	E-mail Printing	
•	Importing Scanned Data	231
•	Sending Fax	

Features Overview

This section describes the overview of features that can be operated on a computer.

Print Driver

In order to print from your computer, a print driver must be installed on the computer. For instructions on installing the print driver, refer to the manual contained in the CD-ROM of the Driver CD Kit.

■Print Driver Screen

Paper/Output Image Options Layout Watermarks / Forms	Detailed Settings Fax
Job Type: Normal Print	2 Sided Print:
Paper Summary: A4, Auto Tray Select	Stapling: No Staple Collated
Paper Select	Stapling for Mixed Sige
Eavorites:	Output <u>M</u> ethod:
Saye Edit	Offset Stacking:
	Output Color: Quantity: Color (Auto)
X RUIN XEROX	Printer Status Defaults

Print Features

The main print features of the machine are as follows:

To learn about print features, click [Help] on the print driver screen to see the print driver's online help. For information on printing, refer to "Printing" (P.228).

• Some features are not available unless you perform optional component settings in the [Printer] tab. The unavailable features are grayed out.

■Multiple-Up

Prints multiple pages onto one sheet of paper.

2 Sided Printing

Prints data on both sides of paper. Only available when the machine has the 2-sided printing feature.

■Poster

Splits one page of print data into multiple sheets of paper and expands the printed image to fit the size of each sheet. Used to create large posters, etc.

Booklet Creation

Performs 2-sided printing and page allocation for printing a booklet in the correct page order. Only available when the machine has the 2-sided printing feature.

Transparency Separators

Automatically inserts a blank sheet of paper as a separator each time a transparency is printed.

Watermarks

Prints fixed text, such as "Confidential", over the print data.

Secure Print

Temporarily stores the print data on the machine, to print it with the print command from the machine side. This feature allows you to set a password, which is helpful to print confidential documents.

For information on how to print, refer to "Secure Print" (P.362).

■Sample Set

Before printing multiple sets of a document, you can first print one copy for trial, and then print the rest from the machine side.

For information on how to print, refer to "Sample Print" (P.364).

Delayed Print

Temporarily stores the print data on the machine to print it at specified time. For information on how to print, refer to "Delayed Print" (P.365).

■Save to Mailbox

Temporarily stores the print data in a registered mailbox, to print it with the print command from the machine side.

Important • This feature requires a Full Scan Kit (optional).

• The print result of the Print from Mailbox feature may be inferior to the other print results in quality.

For information on how to print, refer to "Printing/Deleting Documents in the Mailbox" (P.202).

■Charge Print

Temporarily stores the print data on the machine for each Billing ID, to print it with the print command from the machine side. This feature is useful to reduce the amount of undesired outputs because you can select and print only necessary documents. In addition, by registering a user ID and password for the authentication on the machine in advance, no one besides the registered user can print the documents.

• To prohibit users other than you from operating documents, a password should be registered for the Billing ID on the print driver.

For details on how to setup charge printing, refer to "Charge Print Settings" (P.350). For information on how to print, refer to "Charge Print" (P.361).

■Private Charge Print

Temporarily stores the print data on the machine for a user ID for the authentication, to print it with the print command from the machine side. This feature is useful to reduce the amount of undesired outputs because you can select and print only necessary documents. As only documents of authenticated user is displayed, you can protect privacy. It allows Login Setup/Auditron Administration of unspecified user managed by system administrator.

• Not to store unnecessary documents, the machine should be set to store only authenticated job.

For details on how to setup private charge print, refer to "Charge Print Settings" (P.350). For information on how to print, refer to "Private Charge Print" (P.359).

E-mail Printing

When the E-mail feature is available, allows you to send e-mail attaching TIFF or PDF documents from a computer to the machine. The received e-mail is automatically printed from the machine.

For details on how to use this software, refer to "E-mail Printing" (P.229).

■Direct Fax

You can directly send fax documents created with application software in the same way that you print. To learn about other direct fax features, click on [Help] and refer to the driver's online help.

For information about how to send, refer to "Sending Fax" (P.237).

Network Scanner Utility2

Network Scanner Utility 2 allows you to import scan documents stored on the device's mailbox onto a network computer.

There are two types of Network Scanner Utility2:

Network Scan Driver	Mailbox Viewer2
Stater Name Deschate.DC0000 Rescont.cer.11 020001124.153.41.13 Select.Scauer Optione Select.Scauer Optione	Seasarer Optionel Casoel Halp



• Use the included CD-ROM of the Driver CD Kit to install Network Scanner Utility2.

Network Scan Driver

Network Scan Driver is software to allow a client-side application to import documents (scan data) from a machine's mailbox via a network.

For details on how to use this software, refer to "Importing to a TWAIN Compatible Application" (P.231).

Mailbox Viewer2

Mailbox Viewer2 is software to import documents from a machine's mailbox without using any client-side application.

For details on how to use this software, refer to "Importing Using Mailbox Viewer2" (P.233).

CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as change settings via a web browser. You can also import documents saved in a mailbox.

For information on importing documents, refer to "Importing Using CentreWare Internet Services" (P.235).

See also the Network Administrator Guide for CentreWare Internet Services.

CentreWare Internet Services Screen

The [CentreWare Internet Services] screen consists of four frames (divided windows). At the top and bottom are frames that occupy the full width of the browser. Between those are 2 frames on the left and right. The information displayed in each frame depends on the feature: [Services], [Jobs], [Status], [Properties], [Maintenance], or [Support].



• Clicking [Help] in the top frame displays the online help for CentreWare Interest Services.

■Top Frame

Displayed at the top of the window. This frame includes the logo, the machine model name, a link to the online help, and tabs (links) leading to each feature.

For details on each feature provided by CentreWare Internet Services, click [Help] in this frame to see the help.

■Right Frame / Upper Left Frame

Information appearing in the right and upper left frames changes depending on the feature. Selecting a feature displays its available features and information in these frames.

■Lower Left Frame

Displays a link to the Fuji Xerox home page.

Main features of CentreWare Internet Services are listed below.

Tab Name	Main Features
Status	 Display Device Status Displays the status of paper trays, output trays, and consumables such as toner. Reboots by system administrator.
Jobs	Job List, Job History Report, Deletes Jobs
Print/Scan	 Print Command Prints a specified file stored on your computer.
Properties	 Display and configuration of the following properties Device information, device configuration display such as memory and print language, counter display, paper tray settings, paper settings, power saver mode settings, Address Book settings, mailbox edit, Job Flow edit, PKI (Public Key) Settings, mail notification settings, Auditron settings, Remote Authentication Server Settings, Internet Services settings, proxy server settings, port activation settings Port Settings Protocol Settings Emulation Settings Memory Allocation
Support	 Display Support Data Display Error History System Administrator Settings Pool Server Settings

- Note
- Some field settings take effect after a reboot (after power-cycling the machine or after changing a system setting from the control panel).
 - If a setting is changed by CentreWare Internet Services during operation on the control panel, the updated information does not appear on the control panel. Power-cycle the machine in that case.
 - To change settings managed by a system administrator, the user name and password are required. The default user name is "11111", and the default password is "x-admin".

Browser

CentreWare Internet Services supports the following browsers:

For Windows OS

- · Microsoft Internet Explorer 6.0 Service Pack 1 or later
- Netscape Navigator 7.0 or later

For Mac OS X 10.2

- Microsoft Internet Explorer 5.2 or later
- Netscape Navigator 7.0 or later

■For Mac OS X 10.3.9

- Netscape Navigator 7.1 or later
- Safari 1.3 or later

Browser Settings

Before using this service, ensure the following settings on your browser. The following is the setting procedure for Internet Explorer 6.0 SP1.

- **1** Select [Internet Options] from the [Tools] menu.
- **2** In the [General] tab, click [Settings] for [Temporary Internet Files].
- **3** In the [Settings] dialog box, select [Every visit to the page] or [Every time you start Internet Explorer] for [Check for newer versions of stored pages:].
- **4** Click [OK].

Proxy Server and Port Number

The following describes proxy server settings and a port number required for this service.

Proxy Server

We recommend that you access this service directly, not through a proxy server.

Note
 If using a proxy server, specifying the machine's IP address in the browser results in slower responses, and could prevent some screens from appearing. In this case, it is necessary to set the machine's IP address on the browser not to go through a proxy server. Refer to your browser's documentation for the setting instructions.

Port Number

The default port number of this service is "80". The port number can be changed in [Properties] > [Protocol Settings] > [HTTP]. Usable ports are "1" to "65535".

If you set the port to a number other than 80, you must add ":" and the port number after the IP address or the Internet address when entering the address into your browser.

For example, if the port number is 8080, the URL is:

http://[the machine's IP address]:8080/

or

http://[the machine's Internet address]:8080/

You can check the port number in [Maintenance] under [Settings List]. For information on [Setting List], refer to "Settings List - Common Items" (P.383).

Note • If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

Starting CentreWare Internet Services

To use this service, perform the following procedure on your computer.

- **1** Start up the computer, and a web browser.
- 2 Enter the machine's IP address or Internet address in the browser address field and press the <Enter> key.
 - Note
 If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
 - Ask your system administrator for the IP address or Internet address.
 - When specifying a port number, add ":" and the port number after the Internet address.
 - If using the authentication feature on the machine, enter a user ID and password into the [User Name] and [Password] fields. Ask your system administrator for the user ID and password.
 - If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
 - If authentication of the system administrator fails, the following message is displayed in the right frame of web browser.
 "Authentication failed"
 - If the number of times that authentication fails exceeds the set number, the following message is displayed in the right frame of web browser.
 "Switch the machine Off and then On for System Administrator login."

Printing

This section describes print procedures.

The print procedure depends on the application software you use. For details, refer to the documentation provided with the application.

To learn about print features, click [Help] on the print driver screen to see the print driver's online help.

- **1** Select [Print] from the [File] menu on the application.
- 2 Confirm [Printer Name] and click [Properties] if necessary.
- **3** Set the properties if necessary.
- **4** Click [OK].
- **5** Click [OK] in the [Print] dialog box.

Paper/Output Image Options Layout Watermarks / Forms	Detailed Settings Fax
Job Type: Normal Print	2 Sided Print:
Paper Summary: A4, Auto Tray Select	Stapling:
Paper Select	Stapling for Mixed Sige
Eavorites:	Output Method: None
Saye Edit	Offset Stacking: None
	Output Color: Quantity: Color (Auto) I
RUII XEROX	Printer Status Defaults

E-mail Printing

You can send e-mail attaching TIFF or PDF documents from a computer to the machine. Received e-mail is automatically printed. This feature is called "E-mail Printing".

Setup

To use the E-mail Printing feature, the following setup is necessary. Check with your system or network administrator whether these settings have been completed.

Network Environment Settings

In order to use E-mail printing, an e-mail account must be registered.

■E-mail Environment Settings

Settings for the port activation, machine's e-mail address, TCP/IP environment, e-mail server, etc.

For information on network settings, refer to the Network Administrator Guide.

Sending E-Mail

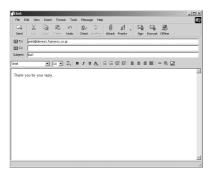
The following describes how to send e-mail from the computer to the machine, using Outlook Express as an example.

1 Use your e-mail software to create an e-mail body, and then attach a TIFF or PDF document to the e-mail if necessary.

Important • Only plain text is permitted for the e-mail body. Change the body text format to plain text by the e-mail software setting.

- Attached mail is not printed in the case of forwarded mail format (other E-mail attached).
 If the extension of the attached files is other than ".tif" and ".pdf", the file may not be printed
- Note
- Up to 31 documents can be attached.
- 2 Enter the machine's e-mail address as a recipient.

correctly.



3 Send the e-mail.

Note

 The printer prints the e-mail body and the attached documents according to the following settings. The offset output setting is disabled in all cases.
 E-mail body:

Default values of the PCL print driver for this machine which is installed on the computer TIFF formatted attached file:

Default values of the logical printer set in [Memory Settings] of [TIFF] in [Emulation Settings] of CentreWare Internet Services

PDF formatted attached file:

Settings of the PDF direct print when [Print Processing Mode] of the PDF direct print is set to [PDF Bridge].

Default values of a logical printer configured by [Logical Printer Number] of [PostScript] in [Emulation Settings] of CentreWare Internet Services when [Print Processing Mode] of the PDF direct print is set to [PS]

Importing Scanned Data

There are four methods for importing documents from a machine's mailbox to your computer.

Importing to a TWAIN Compatible Application	
Importing Using Mailbox Viewer2	
Importing Using CentreWare Internet Services	
Importing with the WebDAV protocol	
Each procedure is as follows.	

Importing to a TWAIN Compatible Application

The following describes how to import documents from a machine's mailbox to application software.

Network Scan Driver is used to import stored documents.

Network Scan Driver is software to allow a client-side application to import documents (scan data) from the machine's mailbox via the network.

For instructions on installing Network Scan Driver, refer to the manual contained in the CD-ROM of the Driver CD Kit.

To learn about fields in the displayed dialog box, click [Help] to refer to the Network Scan Driver's online help.

1 Launch application software to which documents are imported.

Important • The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

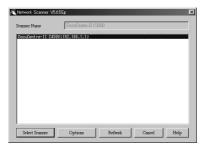
- Note For information on supported applications, refer to the "Readme" contained in the CD-ROM of the Driver CD Kit.
- 2 From the [File] menu, select the command for selecting the scanner (source).
- **3** Select [FX Network Scan], and click [Select].

Select Source	
Sources:	
FX Network Scan 5.6 (32–32)	
	Select
	Cancel

4 From the [File] menu, select the command for importing the image from the scanner.

5 From the displayed list, click the scanner name of the machine, and click [Select Scanner].

- Note If no items are shown in the list, click [Refresh]. The application searches for scanners.
 - Click [Options] to change the display of scanner names.



 Only scanners on the network are automatically listed. To view scanners on other networks, click [Options] to change the settings. For information on changing settings, refer to "Changing Network Scan Driver Settings" (P.232). 6 In the [Mailbox No.] field, enter the mailbox number (001 - 200) that contains the document to be imported. In the [Password] field, enter a password (up to 20 digits).

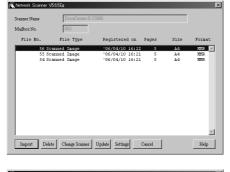
Scanner Name	DocuCent	re-II C3000		
Mailbox No.	002	_		
Password	***		🗖 Save H	assword

- When you check the [Save Password] check box, you can skip steps 5 to 7 the next time you select the same mailbox.
 - Clicking [Change Scanner] returns to step 5, where you can reselect a scanner.
- 7 Click [Open Mailbox].
- **8** Select a document to import from the list, and click [Import].
 - Note You can select one or more documents.
 - [Import], [Update], and [Delete] are available from the menu that appears when you right-click on the list.

When the import starts, a dialog box shown right appears and scan data is forwarded from the mailbox to the client.

After the forwarding, the data is loaded onto the application software and is deleted from the mailbox.

Note • [*] is attached to a document that are scanned in pages and whose forwarding operation has not been completed.





- For most applications except DocuWorks, Network Scan Driver expands the compressed data and passes it to the application as a BMP file.
- The machine can be set not to delete the document from the mailbox after forwarding operation. For details on how to set this, refer to "Delete Document After Retrieval" (P.329).

Changing Network Scan Driver Settings

To learn about fields in the displayed dialog box, click [Help] to refer to the Network Scan Driver's online help.

Changing display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, click [Options] in the scanner selection dialog box.

To display scanners on other subnetworks, register them in [Scanner Registration].

Options 🔀
C Use network
 Use local file
C:WINDOWS'system32%drivers'etch Browse
🔽 Search local network scanners
Scanner registration
🔽 Display registered scanners
IP Address Scanner Name
Add Edit Delete
OK Cancel Help

■Import Method for Scanned Documents

You can change the display and the import settings for documents scanned from a mailbox.

To change the import method, click [Settings] in the document select dialog box, and configure the settings in the dialog box that appears.

ettings		×
Import Order		
• Descending	C Ascending	
Display Mode		
 By file 	 By page 	
Negative Image		
⊙ Off	C On	
C Off Add Display Ite	• On ms	
Add Display Ite	ms	
File Name	Display Width 24	
Location	Display Width 24 🚁	
Femporary Save is		
C:Documents an	d Settings'Sato-Sachi Browse	
OK	Cancel Help	J

Importing Using Mailbox Viewer2

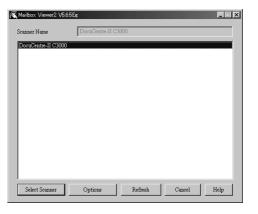
The following describes how to use Mailbox Viewer2 to import a document from a machine's mailbox.

Mailbox Viewer2 is software to import documents from a machine's mailbox without using any client-side application.

For instructions on installing Mailbox Viewer2, refer to the manual contained in the CD-ROM of the Driver CD Kit.

To learn about fields in the displayed dialog box, click [Help] to see the Mailbox Viewer2 online help.

- Click [Start] and select [Programs] > [FujiXerox] > [Network Scanner Utility2] > [Mailbox Viewer2].
 - Note If you used another directory for installation, specify the directory instead of above.
- **2** From the displayed list, click the scanner name of the machine, and click [Select Scanner].
 - Note If no items are shown in the list, click [Refresh]. The application searches for scanners.
 - To change the display of scanner names, click [Options].
 - Only when the machine is connected to the network, the scanner name is automatically shown in the list. To view the machine connected to other networks, click on [Change View] and register an IP address and scanner name.
- **3** In the [Mailbox No.] field, enter the mailbox number (001 200) that contains the document to be imported. In the [Password] field, enter a password (up to 20 digits).



Scanner Name	DocuCentr	æ-II C3000		
Mailbox No.	002			
Password	+++		🗖 Save F	assword
Open Mailbox	_	Change Scanner	Cancel	Help
openmanoox		oninge searcher	Cancer	menth

- When you check the [Save Password] check box, you can skip steps 2 to 4 the next time you select the same mailbox.
 - Clicking [Change Scanner] returns to step 2, where you can reselect a scanner.
- 4 Click [Open Mailbox].

5 Select a document from the list, and click [Import].

For information on Mailbox Viewer2 settings, refer to "Import settings for scanned documents" (P.234).

K Mailbox Viewer	2 V5.6.5Eg				_ 🗆 🗵
Scanner Name:	DocuCentre-II C3000				
Maibox No.:	2			Ch	ange Scanner
	File Type			Size	Format
34	Scanned Image	'06/04/10 16:3	1 3	Å4	HIGR A
Import	Delete	efiesh	Clos	*	Settings <u>H</u> elp

6 Clicking on the [Import] button removes stored documents from the mailbox, and saves them in the specified directory.

Changing Mailbox Viewer2 Settings

To learn about fields in the displayed dialog box, click [Help] to see the Mailbox Viewer2 online help.

Changing display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, click [Options] in the scanner selection dialog box.

To display scanners on other subnetworks, register them in [Scanner Registration].

Options X
C Use network
C Use local file
C:\WINDOWS\system32\thrivers\etc\h Browse
Search local network scanners
Scanner registration
Display registered scanners
IP Address Scanner Name
Add Edit Delete
OK Cancel Help

Import settings for scanned documents

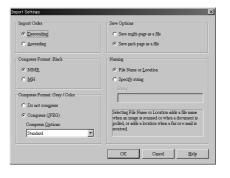
You can change the display and the import settings for documents scanned from a mailbox.

To change the import method, click [Settings] in the document select dialog box, and configure the settings in the dialog box that appears.



Import Settings

Set import method for scanned documents.



Note • One or more documents can be selected.

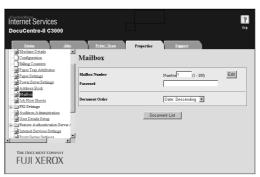
Importing Using CentreWare Internet Services

Describes methods for importing documents stored on the machine's mailbox using CentreWare Internet Services.

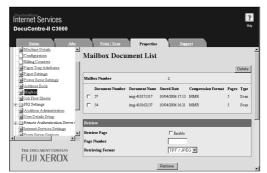
CentreWare Internet Services allows you to import documents from a machine's mailbox to a computer through no application software.

For overview of CentreWare Internet Services, refer to "CentreWare Internet Services" (P.224).

- **1** Start up the computer, and a web browser.
- 2 Enter the machine's IP address or Internet address in the browser address field and press the <Enter> key.
 - Note
 If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
 - Ask your system administrator for the IP address or Internet address.
 - When specifying a port number, add ":" and the port number after the Internet address.
 - If using the authentication feature on the machine, enter a user ID and password into the [User Name] and [Password] fields. Ask your system administrator for the user ID and password.
 - If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
- **3** Select [Mailbox] from the [Properties] tab.
- 4 In the [Mailbox Number] field, enter the mailbox number (1 - 200) that contains the document to be imported. In the [Password] field, enter a password (up to 20 digits).
- 5 Click [Document List].



- 6 Place a check next to each document to be imported, and click [Retrieve].
 - Note To retrieve a color document as a JPEG, place a check next to [Retrieve Page], and specify the page number.



7 Click [Save this link].

For details on this operation, click [Help] in the bottom frame to see the online help.

Internet Services DocuCentre-II C3000			nt S
Status Jobs Machine Detsils Configuration Billing Counters	Print∕.Sran Retrieve Docum	Properties and a set of the set o	ingest DOX
Paper Tray Attributes Paper Saver Sattings Power Saver Sattings Address Book Address Book	Mailbox Number Document Number Link to	2 57 Save thi	e link
Iob Flow Sheets PKI Settings Auditron Administration User Details Setup			
Renote Authentioation Server / Internet Services Settings Process Settings			
THE DOCUMENT COMPANY FUJI XEROX			

Importing with the WebDAV protocol

To import documents from a machine's mailbox without using Network Scan Driver, use a Fuji Xerox application supporting the WebDAV protocol, such as CentreWare EasyOperator.

The documents in a mailbox can be listed/displayed with thumbnails.

The WebDAV protocol uses an HTTP port. If HTTP communication is encrypted, WebDAV communication for importing scanned documents is also encrypted.

To use the WebDAV protocol, a WebDAV port must be activated on the machine beforehand. For information on network settings, refer to the Network Administrator Guide. For information on the operations on the application, refer to the documentation provided with the application.

Sending Fax

This section describes how to use the Direct Fax feature.

The Direct Fax procedure depends on the application you use. For details, refer to the documentation provided with the application.

For details on the Direct Fax feature, click [Help] on the fax driver screen to see the fax driver's online help.

- **1** Select [Print] from the [File] menu on the application.
- 2 Select a fax printer from [Printer Name].
- **3** Click [Properties], and select [Fax] for [Job Type].
- 4 Click [OK].
- **5** Click [OK] in the [Print] dialog box.
- **6** Specify a destination in the [Fax Recipient] dialog box.
- **7** Click [OK].

The [Fax Job Confirmation] dialog box appears after you have sent a fax job. A list of recipients to whom the fax job is being sent will be displayed.

Paper/Output Image Options Layout Watermarks / Forms	Detailed Settings Fax
Job Type: Fax	2 Sided Print:
Paper Summary: A4, Auto Tray Select	Stapling: No Staple
Paper Select	Stepling for Mixed Sige
Eavorites:	Output Method:
Saye Edit	Offset Stacking:
	Output. Color: Quantity: Color (Auto) Y 1 -
X RUIN XERRIX	Printer Status Defaults

Registering Destinations

The following describes how to register fax destinations from the machine to another machine (DocuCentre-II C3000) in one operation through a computer.

You can use the same procedure to register fax destinations from another machine (DocuCentre-II C3000) to this machine.

The registration requires CentreWare Internet Services.

For information on CentreWare Internet Services, refer to "CentreWare Internet Services" (P.224).

The control panel allows you to register destinations separately. For details, refer to "Address Book (Address Number)" (P.336).

- Important Because CentreWare Internet Services is accessible by multiple users simultaneously, the registered data will have a risk to be overwritten if no system administrator and password are set. We recommend that data edit is permitted only by a system administrator with a password.
 - Be sure not to perform this operation simultaneously with the address number registration from the control panel.
 - If a number is duplicated, the existing number will be overwritten by the new one.
 - A file in CSV format exported by CentreWare Internet Services (address book data) is not designed to be edited or changed by editing software. The data may be damaged when it is edited or changed. Due to the altered data, fax may be sent to undesired recipients. Therefore, do not edit or change the file in CSV format (address book data) with software such as Microsoft[®] Excel.
- **1** Start up the computer, and a web browser.
- 2 Enter the machine's IP address or Internet address in the browser address field and press the <Enter> key.

- Note
 If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the URL with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the URL is "myhost.example.com".
 - Ask your system administrator for the IP address or Internet address.
 - When specifying a port number, add ":" and the port number after the address. The default port number is "80".
 - When using the Authentication feature on the machine, enter a user ID and password into the [User Name] and [Password] fields respectively. Ask your system administrator for the user ID and password.
 - If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
- **3** Click the [Properties] tab, and select [Address Book] in the left frame on the screen.
- **4** Click [Map Existing Address Book] for [Export].
- **5** Specify the destination to save the file in.

Internet Services DocuCentre-II C3000				Нар
Status Jobs	Print / Scan	Properties	Support	
Paper Tray Attributes	Address Book			
Address Book Mailbox Job Flow Sheets	Import Address Book Address Book File (*:CSV)			Browse
PKI Settings Mail Notice Settings Auditron Administration		Im	port Now	
User Details Setup	Export Address Book	_	_	
Internet Services Settings		<u>Map Existir</u>	ng Address Book	
THE DOCUMENT COMPANY FUJI XEROX				

- **6** Enter the IP address or Internet address of the machine (DocuCentre-II C3000) into the browser address field, and press the <Enter> key.
- 7 Click the [Properties] tab, and select [Address Book] in the left frame on the screen.
- 8 Click [Browse] in [Import] to specify the file saved in Step 5.
- **9** Click [Import Now].
 - Important Only fax destinations can be registered. Any addresses of iFax and E-mail, or destination servers for Scan to FTP/SMB cannot be registered.

10 Paper and Other Media

This chapter describes the types of paper that can be used on the machine, precautions when handling paper, and how to load paper in trays.

٠	Paper Types	.240
•	Loading Paper	.242
٠	Changing the Paper Size for the Trays	.245
•	Changing the Paper Settings	.247

Paper Types

This section describes the kinds of paper available for this device.

Use of inappropriate paper may result in paper jams, cause reduced print quality, malfunctions and other trouble. To make full and effect use of the machine's performance, we recommend using only paper recommended by Fuji Xerox.

If you want to use paper not recommended by Fuji Xerox, contact our Customer Support Center.

- **Important** The printed image may fade due to moisture such as water, rain or vapor. For more information, contact our Customer Support Center.
 - When copying or printing on heavyweight paper or outputting to the side tray, paper sometimes is curled.

Supported Paper Types

The following table lists the paper types supported for each paper tray, duplex module, and the finisher.

Paper Type	Weightg/m ² (Ib)	Tray 1	Tray 2, 3 (Two Tray Module/ TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
Bond		0	0	0	0	0
Plain	60–105	0	0	0	0	0
Recycled	(16-28 lb.	0	0	0	0	0
Custom 1-5	bond)	0	0	0	0	0
Side 2 Paper ^{*1}		0	0	0	Х	0
Heavyweight 1	106-169 (28 lb. bond- 60 lb. cover)	0	0	0	0 ^{*2}	O ^{*3}
Heavyweight 2 ^{*4, *5}	170–216 (65-80 lb. cover)	0	0	0	Х	х
Coated 1 ^{*4, *6}	106-169 (28 lb. bond- 60 lb. cover)	0	0	0	O ^{*2}	O ^{*3}
Coated 2 ^{*4, *5,} *6	170-216 (65-80 lb. cover)	0	0	0	Х	х
Labels ^{*4, *6}	106-169 (28 lb. bond- 60 lb. cover)	0	0	0	Х	Х
Transparency	_	0	0	0	х	Х

O:Available X:Not available

*1: Side 2 Paper: Refers to the paper already printed on one side (i.e. scrap paper).

*2: Full color is not available.

- *3: Only 106-128g/m² paper fed from Tray 1, 2, or 3 is available.
- *4: Coated 1, Coated 2, and Labels should be fed one by one from a paper tray.
- *5: Heavyweight 2 or coated 2: If heavyweight or coated paper is not loaded into the machine, the paper needs to be slightly curled upward.
- *6: Paper having coated surface on one side should not be fed from Bypass tray.
- When printing onto postcard or envelope, Heavyweight 2 should be selected, and the size should be specified.
- Depending on heavyweight paper, the machine cannot load Short Edge Feed. In that case set the paper Long Edge Feed.
- Depending on the type of paper used and the operating environment, paper may not feed to the machine properly, or print quality may be negatively affected.

Storing and Handling Paper

■Please keep the following points in mind when storing paper

- Store paper inside a cabinet or other dry place. Paper that has absorbed moisture can cause paper jams and image quality defects.
- After opening a package of paper, wrap up the remaining paper to store it. It is recommended that you include moisture prevention packets.
- Paper should be stored flat to prevent bends or warping.

■Please adhere to the following when setting paper into the tray

- Align the stack of paper neatly before setting it in the tray.
- Do not use paper that is folded, creased, or heavily warped.
- Do not use waved or curled paper.
- Do not load paper of mixed size together into the tray.
- Transparency paper and label paper can cause paper jams, and multiple sheets can be fed to the printer at once. Be sure to carefully fan these types of paper.
- When continuously outputting onto transparencies, transparency sheets may sometimes stick to each other. Remove transparencies from the output tray every 20 or so sheets, and fan them to cool them down.

Loading Paper

This section describes how to load paper.

■Types of paper loaded in trays

The machine automatically detects the size and orientation of loaded paper in trays. You need to set a paper type, however. Normally, each of the trays is set to plain paper. When loading paper other than plain paper in trays, change the paper type settings. Paper can also be named and set as user-defined paper. Up to five paper types can be set as user-defined paper.

For information on changing the paper type in trays, refer to "Paper Size/Type" (P.271).

■Automatic Tray Selection

If you set paper source on the [Paper/Output] tab to [Paper Tray] in the PCL print driver's properties screen when making prints, the machine automatically selects the corresponding paper tray according to the size and orientation of the document to print. This is called [Automatic Tray Selection].

When making copies, automatic tray selection is active if [Auto] is selected for [Paper Supply]. If the machine detects two or more corresponding trays in the automatic tray selection, the machine gives higher priority to the tray having the highest [Paper Type Priority] set at [Paper Tray Settings]. During automatic tray selection, trays whose [Paper Type Priority] setting is set to [Auto Paper Off] are not targeted in the automatic tray selection. Also, if the [Paper Type Priority] setting is exactly the same, the tray priority is determined by [Paper Tray Priority].

Note

- The Tray 5 (bypass) cannot be selected in the automatic tray selection.
 - When the machine runs out of paper during copying or printing, select the tray containing the paper of the same size and orientation that was being used for copying or printing, and continue copying or printing (Auto Tray Switch feature). During this operation, a tray containing paper of type whose [Paper Type Priority] setting is set to [Auto Paper Off] cannot be switched to.

For information about setting [Paper Type], [Paper Type Priority], [Paper Tray Priority], and setting the paper substitute feature, refer to "Paper Tray Settings" (P.271). The same settings can also be made from CentreWare Internet Services.

Loading Paper in the Trays 1 to 3

The following describes the procedure for loading paper in the Trays 1 to 3.

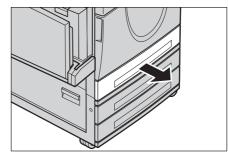
When the machine runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the displayed instructions. Copying or printing is automatically resumed when paper is supplied.

Note

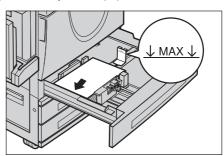
- Before loading paper in a tray, fan the paper well. It prevents paper from adhering to each other and reduces paper jams.
 - When using Tray 1, 2, or 3 to load envelopes/postcards, contact our Customer Support Center to have the tray replaced with a dedicated one.

For information on changing the paper size and orientation, refer to "Changing the Paper Size for the Trays" (P.245).

- **1** Pull out the tray towards you until it stops.
 - Important While the machine processes a job, do not pull the tray out that the job uses.
 - Do not add new paper to the paper on the tray in order to prevent paper jams or making mistakes of paper loading. Remove any paper remaining
- 2 Load and align the edge of the paper against the left edge of the tray
 - Important Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.
- **3** Push the tray in gently until it comes to a stop.



in the tray and then load the paper on newly loaded paper.

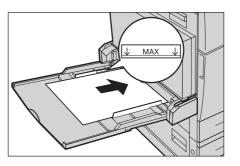


Loading Paper in the Tray 5 (Bypass)

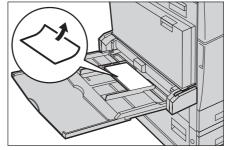
When printing or copying with paper sizes or types that cannot be set in the Trays 1 to 3, use the Tray 5 (bypass). The following describes how to load paper into Tray 5 (bypass).

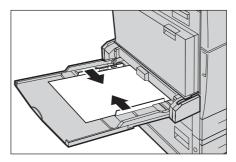
To make detailed instructions during printings, specify the instructions using the [Tray/Output] tab in the print driver. Also specify the type of paper to load here.

- **Important** Do not supply new paper until the loaded paper runs out in order to prevent paper jams or making mistakes of paper loading.
- Be sure to fan the paper well. Otherwise, paper may cause paper jams, and multiple sheets may be fed to the printer at once.
- **1** Open the Tray 5 (bypass).
 - Note If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.
- 2 Load paper with the side to be copied or printed on face down, and insert the paper lightly along the paper guides until it comes to a stop.
 - Important Do not load mixed paper types into the tray.
 - Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.



- When loading envelopes, make sure the flaps are closed and that the envelopes are oriented on the tray so that the flaps will enter the machine first. However, when loading C5-size envelopes, set the long edge feed so that the edge with the flaps is facing towards you.
- When making copies or prints on thick-stock paper and the paper will not feed into the machine, apply a curl to the paper as shown in the figure on the right. Note, however, that excessively bending or folding the paper may cause paper jams.
- Depending on the type of the paper, paper may not be fed to the machine or image quality may deteriorate.
- **3** Adjust the paper guides to just touch the edges of the paper loaded.





4 Select a copy or print job.

Tandem Tray Module (TTM)

The Tandem Tray Module allows you to load larger amounts of paper. It consists of two trays.

Note • You cannot load custom size paper into the Tandem Tray Module.

- **1** Pull out Tray 2 or Tray 3 of the TTM. The elevator in the tray lowers.
- **2** Place the paper stock tightly against the left rear corner of the tray.
 - Do not load paper above the maximum fill line.
 - Always load paper into the tray in the orientation shown in the diagram.
- **3** Close the tray. The elevator rises and positions the paper for use.

Changing the Paper Size for the Trays

The following describes how to change the paper size for the Trays 1 to 3.

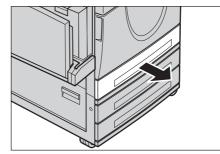
- The paper types for the Trays 1 to 3 are preset. Normally, plain paper is set. When changing the setting to a different paper type, change the paper quality settings to match the type of paper to be loaded to maintain high print quality.
 - For more information on paper type, refer to "Paper Size/Type" (P.271).
 - When setting a non-standard size paper, you must register the paper size in advance. For information on registering the paper size, refer to "Paper Size" (P.271).
 - When using Tray 1, 2, or 3 to load envelopes/postcards, contact our Customer Support Center to have the tray replaced with a dedicated one.

For information on how to make copies on non-standard size paper, refer to "Paper Supply (Selecting the Paper for Copying)" (P.54). For information on how to print on non-standard size paper, refer to the print driver's online help.

- **1** Pull out the tray towards you until it stops.
 - Note

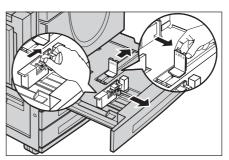
Note

- While the machine processes a job, do not pull the tray out that the job uses.
 - Do not add new paper to the paper on the tray in order to prevent paper jams or making mistakes of paper loading. Remove any paper remaining

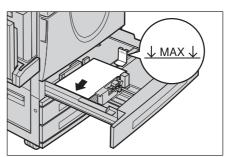


in the tray and then load the paper on newly loaded paper.

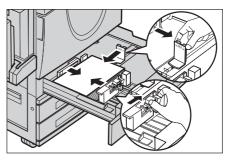
- **2** Remove any paper loaded on the tray.
- **3** Pinch the lever on each paper guide and move each guide further out.



- **4** Move the paper guides to their new positions.
- **5** To secure the guides in position, release the levers.
- **6** Load the paper neatly against the left-hand side of the tray.
 - Important Do not load mixed paper types into the tray. It may cause paper jam.
 - Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.



- **7** Slide the three paper guide levers to just touch the edges of the paper.
 - Note When loading standard size paper in the Tray, move the paper guides to the marks corresponding to the paper size.
- **8** Push the tray in gently until it comes to a stop.



Note • Affix the paper size label to the front of the paper tray.

9 When changing paper type, set it to trays.

For information on setting paper type, refer to "Changing the Paper Settings" (P.247).

Changing the Paper Settings

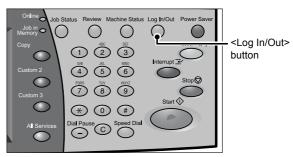
The following describes how to change the paper type on Trays 1 to 3 and how to set image quality processing by individual paper type.

Image quality best suited to the paper type can be obtained by setting the desired image processing to particular paper types.

Note • Users can name User1 to User5 displayed in the paper type.

For information on how to set names to custom paper 1 to 5, refer to "Custom Paper Name" (P.271). For information on image quality processing for different paper types, refer to "Image Quality" (P.272).

1 Press the <Log In/Out> button.



- 2 Enter the user ID with the numeric keypad or a keyboard displayed by pressing [Keyboard], and select [Confirm].
 - Note • The default user ID is "11111". When using the Authentication feature, a password is required. The default password is "x-admin".
- 3 Sele

4

5

6



Select [System Settings].	System Administrator Menu			
	User Moo	le S	System Settings	
Select [System Settings].	System Settings		(Close
	System Settings	Setup Menu	System Adminis Settings	strator
	Login Setup / Auditron Administration			
Select [Common Settings].	System Settings			Close
	Common Settings	Copy Mode Settings	Network Settings	
	Print Mode Settings	Scan Mode Settings	Fax Mode Setting	s
	E-mail / iFax Settings	Mailbox / Stored Document Settings	Job Flow Settings	ŝ
Select [Paper Tray Settings].	Common Settings			Close
ociou (i apor may ocilingo).	Machine Clock / Timers	Audio Tones	Screen / Button Settings	
	Paper Tray Settings	Watermark		
	Image Quality Adjustment	Reports	Maintenance	

- 7 Select [Paper Size/Type].
- **8** Select the paper tray whose paper type setting is to be changed at [Items], and select [Change Settings].
- 9 Select [Paper Type].
- 10 Select paper type to be set and click [Save] until [Paper Tray Settings] screen appears.
- 11 Select [Image Quality].
- 12 Select the paper type whose image processing is to be changed at [Items], and select [Change Settings].
- 13 Select the image processing value to change, and select [Save].

1. Bond Paper		Cancel	Save
Plain Paper A	Plain Paper E		
Plain Paper B	Plain Paper F		
Plain Paper C	Plain Paper G		
Plain Paper D	Plain Paper - S	Special	

14 Make sure that the [Current Settings] at the [Items] you changed is the newly entered value, and select [Close].

Paper Tray Settings

Image Quality

Paper Size / Type

1. Tray 1

2. Tray 2

3. Tray 3

Tray 1

Tray 1 · Paper Ty Paper Type Plain Paper

Paper Tray Settings

Image Quality

led Pap

Image Quality

1. Bond Paper

3. Re 4. Plain Paper (Side 2

5 He

Custom Paper Name

Paper Tray Attributes During Loading

Bond Paper Recycled Paper Plain Paper (Side 2) Transparency

Custom Paper Name Paper Tray Attri During Loading

Close

Close

Change Settings

Save

Close

Close

Auto Paper by Output Color

All output color

Paper Tray Attributes on Setup Menu

Paper Type Priority

Auto Tray Switching

•

Paper Tray Attributes on Setup Menu

Paper Type Priority

Auto Tray Switching

Paper Size / Type

Paper Tray Priority

Tray 5 (Bypass) -Paper Size Default:

Current Settin

Auto Size Detect Plain Par

Auto Size Detect Plain F

Select Save if paper size and type are correct Auto Size Detect

Paper Size / Type

Paper Tray Priority

Tray 5 (Bypass) -Paper Size Defaults

Current Settings

Plain Paper B

Plain Paper E

Plain Paper

Plain Paper B

Paper Type

to Size Detect Plain P

- **15** Select [Close] repeatedly until the [System Settings] screen is displayed.
- 16 Select [Exit] to exit the System Administration mode.

11 System Settings

Each feature of the machine is set to the factory default (initial) settings, but you can customize these settings. To change the settings, enter the System Administration mode, and use the [System Settings] screen.

This chapter is intended for system administrators, and explains the features whose set values can be changed and their setting procedures.

•	System Settings Procedure	.250
•	System Settings Menu List	.253
•	Entering Text	.265
•	Common Settings	.266
•	Copy Mode Settings	.286
•	Network Settings	.294
•	Print Mode Settings	.303
•	Scan Mode Settings	.308
•	Fax Mode Settings	.313
•	E-mail/Internet Fax Settings	.322
•	Mailbox/Stored Document Settings	.325
•	Job Flow Settings	.327
•	Setup Menu	. 328
•	System Administrator Settings	.344
•	Login Setup/Auditron Administration	.346

System Settings Procedure

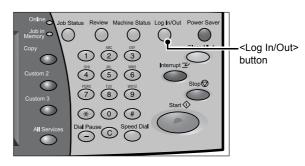
To make or change the system settings, it is necessary to enter the System Administration mode.

This section describes the basic procedures for system settings. The following shows the reference section for each procedure.

Step 1 Entering System Administration Mode	
Step 2 Entering the System Administrator User ID and Password	
Step 3 Selecting the Operation Mode from the System Administrator Menu	
Step 4 Selecting an Item on the [System Settings] Screen	
Step 5 Setting a Feature	
Step 6 Exiting the System Administration Mode	

Step 1 Entering System Administration Mode

1 Press the <Log In/Out> button.



Step 2 Entering the System Administrator User ID and Password

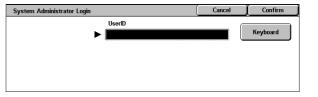
To enter System Administration mode, enter the system administrator user ID. If you are using the authentication feature, a password may be required.

It is recommended to change the system administrator user ID and password immediately after installing the machine. For more information, refer to "System Administrator Settings" (P.344).

 Enter the user ID with the numeric keypad or a keyboard displayed by pressing [Keyboard], and select [Confirm].

Note

 The default user ID is "11111". When using the Authentication feature, a password is required. The default password is "x-admin".



- The machine displays the following message if the system administration login failed: "Login failed. Re-enter User Details and select Confirm."
- The machine displays the following message if the login failed more than the specified number of times:

"You have made the maximum number of attempts to access the system. Access denied."

Step 3 Selecting the Operation Mode from the System Administrator Menu

1 Select [System Settings].



■User Mode

Note

While still in the System Administration mode, you can carry out normal operations such as copying and scanning.

To exit a mode entered from [User Mode], use the following procedure.
 (1) Press the <Log In/Out> button.

(2) In the [Login] screen, select [Cancel].

System Settings

You can set or register the system settings.

Step 4 Selecting an Item on the [System Settings] Screen

In the [System Settings] screen, select an item to be set. For the items that can be selected in the system settings, refer to "System Settings Menu List" (P.253).

1 Select the item to be set.

System Settings			Close
System Settings	Setup Menu	System Admini Settings	strator
Login Setup / Auditron Administration			

System Settings

You can set or change the default values.

■Common Settings

Set the settings relating to the machine itself. For more information, refer to "Common Settings" (P.266).

■Copy Mode Settings

Set the copy feature defaults, copy operation control, button indications, and so on. For more information, refer to "Copy Mode Settings" (P.286).

Network Settings

Set the ports, protocols, and so on. For the items in the Print Settings, refer to "Network Settings" (P.294).

Print Mode Settings

Set the memory settings, print operation control, and so on. For more information, refer to "Print Mode Settings" (P.303).

Scan Mode Settings

Set the scanner feature defaults, button indications, and so on. For more information, refer to "Scan Mode Settings" (P.308).

Fax Mode Settings

Set the fax feature defaults, fax operation control, button indications, and so on. For more information, refer to "Fax Mode Settings" (P.313).

E-mail/Internet Fax Settings

Set the e-mail and iFax feature defaults, address search, and so on. For more information, refer to "E-mail/Internet Fax Settings" (P.322).

Mailbox/Stored Document Settings

Set the settings relating to mailboxes. For more information, refer to "Mailbox/Stored Document Settings" (P.325).

Job Flow Settings

Set the pool server where job flow sheets are to be stored. For more information, refer to "Job Flow Settings" (P.327).

Setup Menu

You can create mailboxes, and create and change an address book (address numbers).

For more information, refer to "Setup Menu" (P.328).

System Administrator Settings

You can set the system administrator ID and system administrator password for entering System Administration mode.

For more information, refer to "System Administrator Settings" (P.344).

Login Setup/Auditron Administration

You can set restrictions on users using features of the machine, or administer jobs by user.

For more information, refer to "Login Setup/Auditron Administration" (P.346).

Step 5 Setting a Feature

- **1** Set any feature.
- **2** After setting the feature, select [Save].

Step 6 Exiting the System Administration Mode

 When the settings are completed, select [Close] until the [System Settings] screen appears.

System Settings			Exit
System Settings	Setup Menu	System Adminis Settings	strator
Login Setup/Auditron Administration			

2 Select [Exit].

System Settings Menu List

The following table shows a list of the items that can be set. Note that the items appearing depend on the configuration of the machine.

System Settings

■Common Settings

Machine Clock/Timers (P.266)	 Date (P.266) Time (P.266) Time Zone (P.266) Daylight Savings (P.267) NTP Time Synchronization (P.267) Connection to Time Server (P.267) Connection Interval (P.267) Time Server IP Address (P.267) Auto Clear (P.267) Auto Job Release (P.267) Auto Print (P.268) Printer Lockout Duration (P.268) Auto Power Saver (P.268)
Audio Tones (P.268)	 Control Panel Select Tone (P.268) Control Panel Alert Tone (P.268) Machine Ready Tone (P.268) Copy Job Complete Tone (P.269) Non-Copy Job Complete Tone (P.269) Fault Tone (P.269) Alert Tone (P.269) Out of Paper Warning Tone (P.269) Low Toner Alert Tone (P.269) Line Monitor Volume (P.269) Ringing Volume (P.269) Stored Programming Tone (P.269) Auto Clear Alert Tone (P.269) Base Tone (P.270)
Screen/Button Settings (P.270)	 Screen Default (P.270) Screen After Auto Clear (P.270) Auto Display of Login Screen (P.270) All Services (P.270) Custom Buttons 1 to 3 (P.270) Job Type on Job Status Screen (P.270) Default Language (P.271)
Paper Tray Settings (P.271)	 Custom Paper Name (P.271) Paper Size/Type (P.271) Paper Size (P.271) Paper Type (P.271) Auto Paper by Output Color (P.271) Paper Tray Attributes on Setup Menu (P.272) Paper Tray Attributes During Loading (P.272) Paper Tray Priority (P.272) Paper Type Priority (P.272) Image Quality (P.272) Tray 5 (Bypass) - Paper Size Defaults (P.273) Auto Tray Switching (P.273)

Watermark (P.273)	 Date Format (P.273) Text Effect Default (P.273) Text Default (P.274) Text Size (P.274) Background Pattern (P.274) Color (P.274) Density (P.274) Text/Background Contrast (P.274) Force Watermark - Copy Job (P.274) Force Watermark - Client Print (P.274) Force Watermark - Mailbox Print (P.274) Custom Text 1 to 3 (P.274)
Image Quality Adjustment (P.275)	 Image Quality (P.275) Photo & Text Recognition (P.275) Output Color Recognition (P.275) Photo Reproduction Level (P.275) Photo Image Quality (P.275) Background Suppression (Color Copy) (P.275) Background Suppression (B/W Copy) (P.275) Background Suppression (Scan Jobs) (P.275) Image Enhancement (P.276) Auto Gradation Adjustment (P.276)
Reports (P.277)	 Print Report Button (P.277) Job History Report (P.277) Activity Report (P.277) Transmission Report - Undelivered (P.277) Transmission Report - Cancelled (P.277) Mailbox Report (P.277) Broadcast/Multi-Poll Report (P.277) Relay Broadcast Report (P.277) 2 Sided Report (P.278) Recipient on Activity Report (P.278) Job Flow Error Report (P.278)
Maintenance (P.278)	 Initialize Hard Disk (P.278) Delete All Data (P.278) Software Options (P.278)
Other Settings (P.279)	 Offset Stacking (Center Output Tray) (P.279) Offset Stacking (Finisher Tray) (P.279) Auto Job Promotion (P.279) Default Print Paper Size (P.279) Odd Page 2 Sided (P.279) Odd Page 2 Sided (P.280) Millimeters/Inches (P.282) Keyboard Input Restriction (P.282) Operation of Up/Down Buttons (P.282) Display Consumables Screen (P.282) Overwrite Hard Disk (P.283) Data Encryption (P.284) Service Rep. Restricted Operation (P.284) Software Download (P.285) Recipient Selection Method (P.285)

■Copy Mode Settings

Copy Tab (P.286)	 Features Allocation (P.286)
	 Paper Supply - Buttons 2 to 4 (P.287)
	 Reduce/Enlarge - Buttons 3 and 4 (P.287)

Copy Defaults (P.287)	Paper Supply (P.287)
	Reduce/Enlarge (P.287)
	Output Color (P.287)
	Single Color (P.287)
	 Dual Color - Source Color (P.287)
	 Dual - Target Area Color (P.288)
	Dual - Non-target Area Color (P.288)
	Original Type (P.288)
	Original Type - Auto (Color) (P.288)
	Original Type - Auto (Black) (P.288)
	Lighten/Darken (P.288)
	Contrast (P.288) Sharmann (P.288)
	Sharpness (P.288)Saturation (P.288)
	Background Suppression (P.288)
	Color Balance - Yellow (P.288)
	Color Balance - Magenta (P.288)
	Color Balance - Cyan (P.289)
	Color Balance - Black (P.289)
	Color Shift (P.289)
	 2 Sided Copying (P.289)
	 Mixed Sized Originals (P.289)
	 Edge Erase - Top & Bottom Edges (P.289)
	 Edge Erase - Left & Right Edges (P.289)
	 Center Erase/Binding Erase (P.289)
	 Image Shift - Side 1 (P.289)
	 Image Shift - Side 2 (P.289)
	Image Rotation (P.289)
	Image Rotation Direction (P.289)
	Original Orientation (P.289)
	Copy Output (P.290)
	Uncollated - Separators Tray (P.290) Output Destination (P.200)
	 Output Destination (P.290) Stamp Text (P.290)
	Stamp Position (P.290)
	Stamp Color (P.290)
	• Stamp Size (P.290)
	Date Position (P.290)
	• Date Size (P.290)
	Page Number Style (P.290)
	Page Number Position (P.290)
	Page Number Size (P.290)
	Sample Set (P.291)
	 Booklet Creation - Covers Tray (P.291)
	 Covers - Covers Tray (P.291)
Copy Control (P.291)	Memory Full Procedure (P.291)
	 Maximum Stored Pages (P.291)
	Auto Paper Off (P.291)
	 Mixed Sized Originals - 2 Sided Copy (P.291)
	• Fine-tune 100% (P.291)
	 Background Suppress (Photo & Text) (P.292)
	 Background Suppression Level (Text) (P.292)
	Photo & Text / Printed Original (P.292)
	Original Type - Lightweight Originals (P.292)
	• Stamp Density (P.292)
	Stamp Position (Side 2) (P.292)
	 Date Position (Side 2) (P.292) Page Number Position (Side 2) (P.293)

Reduce/Enlarge Presets (P.293)	-
Custom Colors (P.293)	-
Annotation - Create Stamps (P.293)	-

■Network Settings

Port Settings (P.294)	 USB LPD NetWare SMB IPP EtherTalk Bonjour Salutation Port 9100 SNMP FTP Client Receive E-mail E-mail Mail Notice Service UPnP Discovery Internet Service (HTTP) SOAP WebDAV
Protocol Settings (P.294)	 Ethernet Settings TCP/IP - Get IP Address TCP/IP - IP Address TCP/IP - Subnet Mask TCP/IP - Gateway Address TCP/IP - IP Filter
Machine's E-mail Address/Host Name (P.295)	E-mail AddressHost NameDomain Name
Proxy Server Settings (P.295)	 Use Proxy Server (P.295) Proxy Server Setup (P.295) Addresses to Bypass Proxy Server (P.295) HTTP Proxy Server Name (P.295) HTTP Proxy Server Port Number (P.295) HTTP Proxy Server Login Name (P.295) HTTP Proxy Server Password (P.295) HTTPS Proxy Server Port Number (P.295) HTTPS Proxy Server Port Number (P.295) HTTPS Proxy Server Authentication (P.295) HTTPS Proxy Server Authentication (P.295) HTTPS Proxy Server Port Number (P.295) HTTPS Proxy Server Authentication (P.295) HTTPS Proxy Server Authentication (P.295) HTTPS Proxy Server Port Number (P.295) HTTPS Proxy Server Login Name (P.296)

System Settings

 POP3 Server Settings (P.296) POP3 Server Setup POP3 Server IP Address POP3 Server Server Name POP3 Server Port Number POP3 Server Check Interval POP3 Server Login Name POP3 Server Password POP Password Encryption SMTP Server Settings (P.296) SMTP Server Setup SMTP Server Setver Name SMTP Server Server Name SMTP Server Port Number SMTP Server Port Number
 E-mail Send Authentication SMTP AUTH Login Name SMTP AUTH Password Domain Filter (P.296)

Remote Authentication Server/Directory	Authentication System (P.296)
Service (P.296)	 Kerberos Server Settings (P.297)
	 Primary Server Setup
	 Primary Server IP Address
	- Primary Server Name
	- Primary Server Port Number
	- Secondary Server Setup
	- Secondary Server IP Address
	- Secondary Server Name
	- Secondary Server Port Number
	- Realm Name
	 LDAP Server/Directory Service (P.297)
	- Primary Server Setup
	- Primary Server IP Address
	- Primary Server Name
	- Primary Server Port Number
	- Secondary Server Setup
	- Secondary Server IP Address
	- Secondary Server Name
	- Secondary Server Port Number
	- Authentication with SSL
	- Authentication Method
	- Attribute of Typed User Name
	- Attribute of Login User Name
	- Use Added Text String
	- Text String Added to User Name
	- Search Login Name
	- Search Password
	- Search Root Entry DN
	- Scope of Search from Root Entry
	- Object Class of Search Target
	- Server Application
	- Attribute Type of Recipient Name
	- Attribute Type of Last Name
	- Attribute Type of First Name
	- Attribute Type of E-mail Address
	- Attribute Type of Custom Items 1 to 3 - Attribute Name of Custom Items 1 to 3
	- Attribute Type of Certificate
	- Maximum Search Results
	- Search Time-Out
	- Directory Service for E-mail Address Book
	SMB Server Settings (P.300)
	- SMB Server Setup
	- Server Domain Name
	- Server IP Address
	- Server Server Name

System Settings

PKI (Public Key) Settings (P.300)	 SSL/TLS Settings (P.300) Device Certificate - Server SSL/TLS Communications SSL/TLS Port Number Device Certificate - Client Verify Remote Server Certificate S/MIME Settings (P.301) Device Certificate - S/MIME S/MIME Communication Receive Untrusted E-mail Receive Untrusted iFax Message Digest Algorithm Contents Encryption Method Digital Signature - Outgoing E-mail Digital Signature - Outgoing iFax Certificate Auto Store PDF/DocuWorks Security Settings (P.301) Device Certificate - PDF/DocuWorks PDF Signature
	- Device Certificate - PDF/DocuWorks - PDF Signature - DocuWorks Signature
Other Settings (P.302)	E-mail Receive Protocol

■Print Mode Settings

Allocate Memory (P.303)	 PostScript Memory (P.303) HP-GL/2 Auto Layout Memory (P.303) Receiving Buffer - USB (P.303) Receiving Buffer - LPD Spool (P.304) Receiving Buffer - NetWare (P.304) Receiving Buffer - SMB Spool (P.304) Receiving Buffer - IPP Spool (P.304) Receiving Buffer - EtherTalk (P.305) Receiving Buffer - Port 9100 (P.305)
Delete Form (P.305)	 ESC/P (P.305) Form Number (P.305) Form Name (P.305)
Other Settings (P.305)	 Print Area (P.305) Substitute Tray (P.305) Paper Type Mismatch (P.306) Unregistered Forms (P.306) Print User ID (P.306) Banner Sheet (P.306) Banner Sheet Tray (P.306) PostScript Default Color (P.306) PostScript Paper Supply (P.307) PostScript Font Absence (P.307) PostScript Font Substitution (P.307)

■Scan Mode Settings

General Settings Tab (P.308)	 Feature in 2nd Column (P.308)
	 Reduce/Enlarge - 2nd to 4th Buttons (P.308)

Scan Defaults (P.308)	 Scanning Color (P.308) Original Type (P.309) File Format (P.309) Lighten/Darken (P.309) Contrast (P.309) Sharpness (P.309) Shadow Suppression (P.309) Shadow Suppression (P.309) Color Space (P.309) Original Orientation (P.309) Scan Resolution (P.309) Scan Resolution (P.309) Edge Erase (P.309) Edge Erase (P.309) Edge Erase - Top & Bottom Edges (P.309) Edge Erase - Left & Right Edges (P.310) Center Erase/Binding Erase (P.310) Image Compression (P.310)
Scan-to-FTP/SMB Defaults (P.310)	Transfer Protocol
Original Size Defaults (P.310)	Original Size buttons 1 to 11
Output Size Defaults (P.310)	Output Size buttons 1 to 8
Reduce/Enlarge Presets (P.311)	Preset % 1 to 7
Other Settings (P.311)	 Scan Service (P.311) Memory Full Procedure (P.311) Maximum Stored Pages (P.311) Saturation (P.311) Background Suppression Level (P.311) Shadow Suppression Level (P.311) Color Space (P.311) TIFF Format (P.312) Image Transfer Screen (P.312)

■Fax Mode Settings

Screen Defaults (P.313)	 Fax Screen Default (P.313) General Settings Tab - 2nd Column (P.313) Address Book Default (P.313) Transmission Screen (P.313)
Fax Defaults (P.313)	 Resolution (P.314) Original Type (P.314) Lighten/Darken (P.314) Mixed Sized Originals (P.314) Stamp (P.314) Stamp (P.314) Skip Blank Pages (P.314) Communication Mode (P.314) Delayed Start - Start Time (P.314) Send Header (P.314) Transmission Report (P.314) Delivery/Read Receipts (P.314) iFax Profile (P.314)

System Settings

Fax Control (P.315)	 Send Header - Polling (P.315) Documents for Polling - Auto Delete (P.315) Rotate 90 Degrees (P.315) Standard Size Originals Scanning Mode (P.315) Skip Blank Pages (P.315) Sender ID (P.315) Redial Attempt (P.315) Redial Interval (P.315) Save Undelivered Faxes (P.315) Save Cancelled Faxes (P.315) Save Cancelled Faxes (P.316) Transmission Interval (P.316) Batch Send (P.316) Manual Send/Receive Default (P.316) Fax Receiving Mode (P.316) Fax Receiving Mode (P.316) Border Limit (P.316) Auto Reduce On Receipt (P.316) Receiving Paper Size (P.316) 2 Pages Up On Receipt (P.317) 2 Sided Printing (P.317) Edge Erase - Left & Right Edges (P.317) Reduce 8.5×11" Original to A4 (P.317) File Destination - Line Setup (P.317) Memory Full Procedure (P.317) Maximum Stored Pages (P.318)
File Destination/Output Destination	 Mailbox Receive Display Priority 1 to 5 (P.318) File Destination - Line Setup (P.318)
(P.318)	Output Destination - Line Setup (P.318)
Reduce/Enlarge Presets (P.319)	Preset % 1 to 7
Original Size Defaults (P.319)	Original Size buttons 1 to 11
Local Terminal Information (P.319)	 Local Name (P.319) Company Logo (P.319) Machine Password (P.319) G3 Line 1, 2, 4 - Fax ID (P.320) G3 Line 1, 2, 4 - Dial Type (P.320) G3 Line 1, 2, 4 - Line Type (P.320)
iFax Control (P.320)	 Fax Path (P.320) Broadcast iFax Profile (P.320) Broadcast Communication Mode (P.320) Delivery Confirmation Method (P.321) Incoming iFax Print Options (P.321) Incoming iFax Output Destination (P.321) Fax Transfer from Address Book (P.321) Fax Transfer - Add Sender Header (P.321) Fax Transfer Maximum Data Size (P.321)

■E-mail/Internet Fax Settings

E-mail Defaults (P.322)

• Subject (P.322)

E-mail Control (P.322)	 Maximum E-mail Size (P.322) Maximum Address Entries (P.322) Incoming E-mail Print Options (P.322) Auto Print Error Mail (P.323) Response to Read Receipts (P.323) Read Receipts (P.323) Auto Print Delivery Confirmation Mail (P.323) Max No. of Pages for Split Send (P.323) Allow Casual Users to Edit From (P.323) Allow Guest Users to Edit From (P.324) Allow to Edit From if Search Found (P.324) Allow to Edit From if Search Failed (P.324) E-mail Sending When Search Failed (P.324)
■Mailbox/Stored Document Setting	gs
Mailbox Settings (P.325)	 Documents Retrieved By Client (P.325) Print & Delete Confirmation Screen (P.325) Convert Custom to Standard Size (P.325) Standard Size Threshold Value (P.325) iFax to iFax (P.325) iFax to E-mail (P.325)
Stored Document Settings (P.326)	 Document Expiry Date (P.326) Delete Charge Print Documents (P.326)

■Job Flow Settings

Job Flow Settings (P.327)	Pool Server (P.327)
	 Pool Server Login Method (P.327)
	 Default Job Flow Sheet List (P.327)
	 Fax Transfer Resolution (P.327)

Delete Secure Print Documents (P.326)
Delete Private Charge Print Docs. (P.326)
Delete Sample Print Documents (P.326)
Print Job Confirmation Screen (P.326)

Setup Menu

Mailbox (P.328)	 Mailbox Name (P.329) Check Password (P.329) Delete Document After Retrieval (P.329) Delete Documents with Expiry Date (P.329)
Joh Flow Shoota (D. 220)	Link Job Flow Sheet to Mailbox (P.330)
Job Flow Sheets (P.330)	 Name (P.332) Description (P.332) Keyword (P.332) Send as Fax (P.332) Send as iFax (P.333)
	 Send as E-mail (P.333) Transfer via FTP (1), Transfer via FTP (2) (P.333)
	• Transfer via SMB (1), Transfer via SMB (2) (P.334)
	Print (P.335)Edit/Delete (P.335)
Job Flow Sheet Keywords (P.335)	

Address Book (Address Number)	Address Type (P.337)
(P.336)	• Fax Number (P.337)
	• E-mail Address (P.337)
	Recipient Name (P.337)
	• Index (P.338)
	Relay Station Setup (P.338)
	Communication Mode (P.338)
	Resolution (P.338)
	Cover Note (P.338)
	Maximum Image Size (P.338)
	Delayed Start (P.339)
	Remote Mailbox (P.339)
	• F Code (P.339)
	 Relay Broadcast (P.339)
	• Billing - Day Time, Billing - Night Time, Billing
	Midnight (P.340)
	 iFax Profile (P.340)
	 Last Name (P.341)
	 First Name (P.341)
	 S/MIME Certificate (P.341)
	 Custom Item 1 (P.341)
	 Custom Item 2 (P.341)
	 Custom Item 3 (P.341)
	 Transfer Protocol (P.341)
	 Server Name/IP Address (P.341)
	 Shared Name (SMB Only) (P.341)
	 Save In (P.341)
	 User Name (P.342)
	 Password (P.342)
	Port Number (P.342)
Group Send (P.342)	-

System Administrator Settings

System Administrator Login ID (P.344)	-
System Administrator Password (P.344)	-
Maximum Login Attempts (P.345)	-

Login Setup/Auditron Administration

Create/Check User Accounts (P.346)	 UserID (P.346) User Name (P.347) Password (P.347) E-mail Address (P.347) Account Limit (P.347) Feature Access (P.347) Account Limit (P.347) Reset Total Impressions (P.348)
	 Reset Account (P.348)
Account Details (P.348)	-

Reset User Accounts (P.348)	 All User Accounts (P.349) All Feature Access Settings (P.349) All Account Limits (P.349) Total Impressions (P.349) Meter (Print Jobs) (P.349) Print Report (P.349) Reset (P.349)
System Administrator's Meter (Copy Jobs) (P.349)	-
User Details Setup (P.349)	 User ID Characters (P.349) Hide User ID (P.349) Account ID Characters (P.350) Hide Account ID (***) (P.350) Failed Access Log (P.350) Store User Details (P.350)
Charge Print Settings (P.350)	 PJL Receive Command Control (P.350) PJL Output Command Control (P.350) Receive Control (P.350)
Fax Billing Data (P.352)	Charge Rate per Unit (P.352)
Password Entry from Control Panel (P.352)	-
Login Setup/Auditron Mode (P.352)	 Off (P.353) Local Machine Access (P.353) Network Access (P.353) Check User Details Remote Access (P.353) Guest User Guest User Guest Password Xerox Standard Accounting (P.354) Auditron Mode (P.354) Copy Service Fax Service Scan Service Print Service Mailbox Access (P.354) Login During Printing Login During Retrieval

Entering Text

During operations, a screen for entering text sometimes appears. This section describes how to enter text.

job memory1	Cancel	Save
12345678	9 0 -	Backspace
l q w e r t y u i	l d d	
asd f g h j	k ;	•
Shift Z X C V b n m		/ Shift
Symbol Space	$\leftarrow \rightarrow$	

You can enter the following characters: numerals, letters, and symbols.

Item	Description
Entering letters and numerals	Select [Alphanumeric]. If you select [Shift], capital letters appear. To return to lowercase, select [Shift] again.
Entering symbols	Select [Symbol].
Entering a space	Select [Space].
Deleting characters	Select [Backspace]. You can delete one character at a time.

Common Settings

In [Common Settings], you can make settings relating to the machine itself. The following shows the reference section for each item.

Machine Clock/Timers	266
Audio Tones	268
Screen/Button Settings	270
Paper Tray Settings	271
Watermark	273
Image Quality Adjustment	275
Reports	277
Maintenance	278
Other Settings	279

- **1** On the [System Settings] screen, select [System Settings].
- For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250). **2** Select [Common Settings].
- **3** Select the item to be set or changed.

Machine Clock/Timers

You can set the clock time, or the time intervals until the power saver or reset features take effect.

Date

Set the date in the system clock of the machine. The date set here is printed on lists and reports.

Date Format

Y/M/D

) м/ d / y

) рими у

1. Date

- **1** Select [Date], and select [Change Settings].
- **2** Select the date format.
- **3** Select Year/Month/Day.

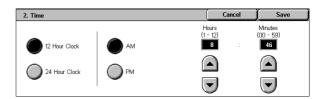
Time

Set the time in the system clock of the machine, using 12-hour or 24-hour format. The time set here is printed on lists and reports.

- **1** Select [Time], and select [Change Settings].
- **2** Select the display format.
- **3** When [12-Hour Clock] is selected, select [AM] or [PM].
- **4** Set the hours and minutes.

Time Zone

Set the time difference from GMT.



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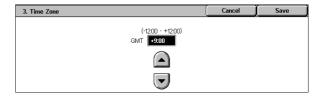
 $\mathbf{\overline{v}}$

Save

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- **1** Select [Time Zone], and select [Change Settings].
- **2** Set the time difference from GMT.



Daylight Savings

With this feature enabled, the machine automatically adjusts the current time when daylight savings time starts and ends. Specify the start and end dates of daylight savings time periods.

4. Daylight Savings

- **1** Select [Daylight Savings], and select [Change Settings].
- 2 Select [Adjust On].
- **3** Set the start date for daylight savings time in [Start Date].
- **4** Set the end date for daylight savings time in [End Date].

NTP Time Synchronization

 Start Date
 End Date

 Month
 Day
 Month
 Day

 Adjust Off
 (1 - 12)
 (1 - 31)
 (1 - 12)
 (1 - 13)

 Adjust Off
 /
 Image: Adjust On
 /
 Image: Adjust On
 /
 Image: Adjust On

Cancel

Save

You can obtain the time from a time server (NTP: Network Time Protocol), to synchronize the machine time to the server time.

■Connection to Time Server

Select whether to connect to a time server. If you select [Off], the machine does not obtain the time from a time server.

■Connection Interval

Select the time interval at which a connection is made to the time server. Select an interval from 1 to 500 hours in 1 hour increments.

■Time Server IP Address

Set the IP address of the time server from which the time is obtained, using values 0 to 255.

Note • The range between 244.XXX.XXX and 255.XXX.XXX, and 127.XXX.XXX.XXX cannot be set.

Auto Clear

If a given time period elapses with no operation, the machine automatically returns to the initial screen.

When [On] is selected, specify a value between 30 and 240 seconds, in 1 second increments. In order not to set this feature, select [Off].

Even if [Off] is selected, when there is no operation for 1 minute on the screen waiting for a job command after scanning, the machine cancels the waiting condition and starts to process the scanned documents.

Auto Job Release

If an error occurs (document or paper jams, running out of paper, etc.) during copying or scanning, the machine cancels the active job and starts the next job after a given period of time. In that case, jobs that can be activated are limited to those that only use parts of the machine not affected by the error.

When [On] is selected, specify a value between 4 and 99 minutes, in 1 minute increments. In order not to set this feature, select [Off].

Auto Print

Set the time period to start the next print job after finishing a copy operation. When [On] is selected, specify a value between 1 and 240 seconds, in 1 second increments. If you select [Off], printing starts immediately after the machine is ready.

Printer Lockout Duration

The machine disables to print fax documents received and reports during a given period of time.

If you selected [On], specify a starting time and an ending time to disable printing, in one minute increments.

- **Note** A job which has already been activated before the starting time will be printed continuously even after the starting time elapses.
 - The print-disabled condition is canceled when you operate using the control panel after the ending time.
 - To enable printing during the printer lockout duration, select a job under [Current and Pending Jobs] on the [Job Status] screen, and then select [Promote Job].

Auto Power Saver

The machine is provided with the Low Power and Sleep modes as the power saving mode. When a specified period of time has elapsed, the machine switches to these modes in the following order to reduce power consumption.

Last selection on the machine \rightarrow Low Power mode \rightarrow Sleep mode

For more information, refer to "Changing the Power Saver Mode Change Interval" (P.33).

• There is no setting to disable switching to the Low Power mode or the Sleep mode.

■From Last Selection to Low Power Mode

Specify a time period between the last operation and entering the Low Power mode in the range from 1 to 240 minutes, in 1 minute increments.

- Configure the [From Last Selection to Sleep Mode] time to be longer than the [From Last Selection to Low Power Mode] time.
- ■From Last Selection to Sleep Mode

Specify a time period between the last selection and entering the Sleep mode from 1 to 240 minutes, in 1 minute increments.

Audio Tones

Select whether or not to sound an alarm, for example when a job ends or a fault occurs.

Control Panel Select Tone

Select the sound to be made when a button displayed on the screen is correctly selected. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Control Panel Alert Tone

Select the sound to be made when a button that cannot be selected is selected, or an error occurs.

You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Machine Ready Tone

Set the sound for when the machine is ready to copy or print, after powering on, for example. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Copy Job Complete Tone

Select the sound to be made when a copy completes normally. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Non-Copy Job Complete Tone

Select the sound to be made when a job other than copying completes. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Fault Tone

Select the sound to be made when an error termination occurs. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Alert Tone

Select the sound to be made when a fault such as a paper jam occurs, and the fault is left unattended to.

You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Out of Paper Warning Tone

Select the sound to be made when a job is suspended due to running out of paper in a tray. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Low Toner Alert Tone

Select the sound to be made when the toner cartridge needs to be replaced. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Line Monitor Volume

You can relay the sound on the telephone circuit in the interval from dialing until the connection is made through the speakers on the machine. This is convenient for using Fax Information Services without using the telephone.

You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Ringing Volume

Select the sound to be made when an incoming call arrives at the machine. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Stored Programming Tone

Select the sound to be made while a stored program is registered. You can select the volume from [Soft], [Normal], and [Loud]. It is not possible to disable this sound.

Auto Clear Alert Tone

Select the sound to be made at 5 seconds before automatically returning to the initial screen, when the auto clear feature is enabled.

You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Base Tone

For a button that toggles (changes setting each time it is pressed), set the sound to be made when in the home position. The machine makes this sound when the <Interrupt> button is released.

You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Screen/Button Settings

Set screens and buttons.

Screen Default

Set the features displayed on the screen that appears after turning the machine on or canceling the Power Saver mode.

For more information, refer to "Customizing the Control Panel" (P.38).

Screen After Auto Clear

Set the screen displayed after Auto Clear. For more information, refer to "Customizing the Control Panel" (P.38).

Auto Display of Login Screen

When the authentication feature is used, set whether or not to automatically display the login screen after turning the machine on or canceling the Power Saver mode.

All Services

Set the layout of buttons that appear on the [All Services] screen when pressing the <All Services> button on the control panel.

The layout of buttons in this screen is corresponding to the layout of those on the [All Services] screen.

For more information, refer to "Customizing the Control Panel" (P.38).

• It is not possible to assign the same feature to more than one button.

Features

You can select a feature button. The feature buttons are the oval buttons in the [All Services] screen.

If you select [Not Set], the selected button position will remain empty.

Additional Features

You can select an additional feature button. The auxiliary features appear in the [All Services] screen as rectangular buttons.

If you select [Not Set], the selected button position will remain empty.

Custom Buttons 1 to 3

You can assign features such as Copy and Fax to the custom buttons on the control panel: Custom Button 1 to Custom Button 3.

To leave a feature unassigned, select [Not Set].

For more information, refer to "Customizing the Control Panel" (P.38).

- The operation settings can be registered in the [Stored Programming] screen. For information on Stored Programming, refer to "Registering Stored Program" (P.212).
 - The default setting of [Custom Button 1] is [Copy].

Job Type on Job Status Screen

Select the job types to be shown on the [Completed Jobs] screen of the [Job Status] screen that is displayed when the <Job Status> button on the control panel is pressed.

Select from [All Jobs], [Fax/E-mail/Scan Jobs], [Auto Transfer Jobs], and [Print Jobs].

Default Language

You can select the language displayed on the machine.

There are two ways of selecting the language: set in the System Administration mode, and set by ordinary users.

- Setting in the System Administration mode The language set here is the standard language that is retained even when the machine is powered off and on.
- Setting by ordinary users The language setting in [Language] in the [All Services] screen is lost when the machine is powered off.

Paper Tray Settings

Set the items relating to the paper and trays, including the types and precedence of paper loaded in the trays.

Custom Paper Name

Assign custom names to User 1 to User 5. The following paper types are available as the custom paper: plain paper, bond paper, and recycled paper. You can use letters, numerals, and symbols of up to 24 characters for each name.

For example, you can use a name showing its usage, such as "Color" for colored paper, and "Covers" for bond paper.

For information about how to enter characters, refer to "Entering Text" (P.265).

Paper Size/Type

You can set Paper Type and Size for paper loaded in trays and Auto Paper by Output Color. For more information, refer to "Changing the Paper Settings" (P.247).

■Paper Size

The machine automatically detects standard size paper loaded in the Trays 1 to 3. However, when non-standard size paper is loaded, it is necessary to specify the width and height.

Important • Adjust the paper guides to the paper size to prevent paper jams or errors. If the machine does not detect trays, use the Tray 5 (Bypass).

· Auto Size Detect

Standard size paper loaded in trays is automatically detected.

• Variable Size

When setting non-standard size paper in the Trays 1 to 3, set the size in the X (width) direction within the range 99 to 432 mm and in the Y (height) direction within the range 89 to 297 mm in 1 mm increments.

■Paper Type

For the Trays 1 to 3, you can select from 12 paper types, and custom paper types 1 to 5. For the Tray 5 (Bypass), you can select 15 paper types and custom paper types 1 to 5. For information about paper types available on the machine, refer to "Storing and Handling Paper" (P.241).

■Auto Paper by Output Color

The automatically selected paper tray can be designated according to the output color settings. In any mode other than the specified output color mode, the designated tray will not be selected when the paper tray is set to auto. Choose from [All Output Colors], [When Color is Selected], or [When Black is Selected].

Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

You can select the Trays 1 to 3. The Tray 5 (Bypass) cannot be selected.

Paper Tray Attributes on Setup Menu

Select whether [Paper Size/Type] is displayed in the [Setup Menu] screen or not.

Paper Tray Attributes During Loading

Select whether the [Change Settings] screen ([Paper Size/Type] screen) for the target tray is displayed or not when pulling out or inserting the tray. Tray 5 (Bypass) cannot be selected.

Paper Tray Priority

Set the paper tray priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing. You can select the Trays 1 to 3. The Tray 5 (Bypass) cannot be selected.

Paper Type Priority

Set the paper type priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing. You can set bond paper, plain paper, recycled paper, side 2 paper, heavyweight paper F,

coated paper F, heavyweight paper F (A), and custom paper 1 to 5.

The paper type priority setting takes precedence over the paper tray priority settings. If different paper types appear in the same priority sequence, the paper selection is determined by paper tray priority sequence.

For information about the tray priority sequence, refer to "Paper Tray Priority" (P.272).

Image Quality

You can specify the image quality processing method for each of bond paper, plain paper, recycled paper, side 2 paper, heavyweight paper F, heavyweight paper 1, heavyweight paper 1 (side 2), heavyweight paper 2, heavyweight paper 2 (side 2), and custom paper 1 to 5. When copying or printing a document, the machine controls the image quality according to the type of paper set in [Paper Type] and the image quality processing method specified for that type of paper.

Refer to the following table for available setting items.

For information about paper characteristics and notes on use, refer to "Storing and Handling Paper" (P.241).

Setting Item	Details
Plain (A)	This image quality is suitable for paper used for color printing.
Plain (B)	This image quality is suitable for paper used in general offices.
Plain (C)	This image quality is suitable for recycled paper made from 100% recycled pulp, or containing 70% or more of recycled pulp.
Plain (D)	This image quality is suitable for paper made from 100% recycled pulp that is mainly made from old newspaper.
Heavyweight 1 (A)	This image quality is suitable for bond paper, ecologically friendly paper made from 100% wood pulp, and postcards.
Heavyweight 2 (A)	This image quality is suitable for bond paper, ecologically friendly paper made from 100% wood pulp, postcards, envelops, and recycled business cards made from 100% recycled paper.

Note

• This machine does not support the following paper types:

Plain E, Plain F, Plain G, Heavyweight 1 (B), Heavyweight 1 (C), Heavyweight 1 (S), Heavyweight 2 (B), Heavyweight 2 (C), Heavyweight 2 (D), Heavyweight 2 (S)

• Plain (S) is set by our customer engineer.

• Setting values with "(side 2)" are used to set for printing on the reverse side of printed paper.

Tray 5 (Bypass) - Paper Size Defaults

Set the paper sizes shown in the [Tray 5 - (Bypass)] screen for [Paper Supply] when copying with the Tray 5 (Bypass).

You can assign 11 paper sizes to the Tray 5 standard size buttons 1 to 11. If you frequently use non-standard size paper for copying, assigning the paper size to a button will save your time to specify the size each time. It is also convenient to set the commonly used paper sizes toward the top.

■A/B Series Size

You can select from sizes of A and B series.

■Inch Size

You can select from sizes of inch series.

■Others

You can select from other sizes.

Variable Size

You can enter any size. Set the width (X) within the range 100 to 483 mm, and the height (Y) within the range 100 to 305 mm in 1 mm increments.

Auto Tray Switching

Set the method of auto tray switching when running out of paper loaded in the tray selected.

Enable during Auto Paper

Only when [Auto] is selected for [Paper Supply], the machine automatically selects a tray containing appropriate paper.

■Always Enable

Regardless of which paper tray is selected for [Paper Supply], the machine automatically selects a tray containing appropriate paper depending on the conditions.

- The machine does not switch the tray automatically in the following cases:
 - The Tray 5 (Bypass) is selected.
 - The tray containing paper other than plain paper, recycled paper, side 2 paper, or Custom1 to Custom 5 paper is selected.
 - The tray containing paper that is set as [Auto Paper Off] in [Paper Type Priority] is selected.

Watermark

You can make settings relating to the Watermark feature.

Pressing [Sample List] at the upper-right of the screen prints hidden text samples of various densities. Set the optimum contrast for hidden text and background referring to the print samples.

Date Format

Set the format for printing dates in annotations and Watermark. This setting is common to Annotation and Watermark. Three format types are available: D/M/Y, M/D/Y, and Y/M/D.

Text Effect Default

Set the type of text effect for Watermark.

■Off

A text effect is not applied.

Embossed

The text hidden in the background is embossed. The text part is printed with the pattern specified in [Background Pattern].

■Outline

The text hidden in the background is printed as white cutout. In the background other than the text printed as white cutout, the pattern set in [Background Pattern] is printed.

Text Default

Set text to be printed with the Watermark feature. You can select text from "Copy Prohibited", "Copy", "Duplicate", and the strings registered on Custom Text 1 to 3.

For more information about Custom Text, refer to "Custom Text 1 to 3" (P.274).

Text Size

Set the size of the text printed with the Watermark feature. You can set the value from 24 to 80 points in 1 point increments.

Background Pattern

Set the background pattern to be used for the Watermark text effect. You can select from eight patterns: wave, circle, stripe, chain, beam, rhombic, sunflower, and fan.

Color

Set the color used for printing Watermark text. You can select from 3 colors: black, magenta, and cyan.

Density

Set the density for printing the text in Watermark. You can select from three levels from lighter to darker.

Text/Background Contrast

Set the text/background contrast for Watermark printing. You can select from contrast levels 1 to 9. Set the text/background contrast after checking the samples by selecting [Sample List].

Force Watermark - Copy Job

Set whether to force Watermark printing for copying.

Force Watermark - Client Print

Set whether to force Watermark printing for printing from a client computer.

Force Watermark - Mailbox Print

Set whether to force Watermark printing for printing from the mailbox.

Custom Text 1 to 3

Register text to be printed with the Watermark feature. You can enter up to 32 characters. The registered text is displayed at "Text Default" (P.274).

For information about how to enter characters, refer to "Entering Text" (P.265).

Image Quality Adjustment

You can set the image quality and auto gradation adjustment settings.

Image Quality

You can select the image quality processing method when the machine is scanning an original.

■Photo & Text Recognition

Select a level which is used for the machine to determine text or photos. This setting is used when you select [Photo & Text] for [Original Type] on the [Image Quality] screen. Selecting [More Text] makes it easier for very fine print to be recognized as text. Selecting [More Photo] makes it easier for newspaper and advertisement halftone images to be recognized as photos.

■Output Color Recognition

Select a level from the five levels which is used for the machine to determine a document as monochrome or color. This setting is used when you select [Auto] for [Output Color] on the [Copy] screen.

Selecting [More Black] makes originals more easily recognized as monochrome. Selecting [More Color] makes originals more easily recognized as color.

Photo Reproduction Level

When copying with [Original Type] in the [Image Quality] screen set to [Photo & Text], you can adjust the color reproduction level in the areas determined by the machine to be photos. Selecting [More Text] emphasizes the dense parts of the image, yielding a bold copy effect. Selecting [More Photo] makes the gradation of the photo parts of the image softer.

■Photo Image Quality

[Photo Image Quality] is valid when [Text] is selected for [Original Type] on the [Image Quality] screen.

Selecting [High Speed] copies a document without reducing the processing speed. Selecting [High Quality] copies a document with actual image quality.

- **Note** This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - Selecting [High Quality] may reduce the copy speed.
- Background Suppression (Color Copy)

Set the method for background suppression to be used when making color copies. Set how the machine detects the density of and deletes the background color. Select [High Speed] to sample a section of the original and detect the background color. Select [High Quality] to conduct a pre-scan, and sample the whole document to detect the background color.

- Important When you select [High Quality], and if [Corner Shift] is selected in [Image Shift] and a ratio not greater than 60% is set in [Reduce/Enlarge], a part of an image may not be printed or blank paper may be output.
- ■Background Suppression (B/W Copy)

Set the method for background suppression to be used when making monochrome copies. Set how the machine detects the density of and deletes the background color. Select [High Speed] to sample a section of the original and detect the background color. Select [High Quality] to conduct a pre-scan, and sample the whole document to detect the background color.

- Important When you select [High Quality], and if [Corner Shift] is selected in [Image Shift] and a ratio not greater than 60% in [Reduce/Enlarge] is set, a part of an image may not be printed or blank paper may be output.
- ■Background Suppression (Scan Jobs)

Set the method for background suppression to be used for scan operations. Set how the machine detects the density of and deletes the background color. Select [High Speed] to sample a section of the original and detect the background color. Select [High Quality] to conduct a pre-scan, and sample the whole document to detect the background color.

■Image Enhancement

Select whether or not to carry out image enhancement. If you select [On], copy data is smoothed, to give a smoother appearance.

Auto Gradation Adjustment

When the color gradation of a printed image is shifted, the gradation can be adjusted. By means of this adjustment, the print image quality of the machine can be maintained at a constant level.

For more information, refer to "Executing Auto Gradation Adjustment" (P.432). If color gradation is not compensated despite the periodic execution of auto gradation adjustment, contact our Customer Support Center.

Screen Type

Copy Job - Text Adjusts the gradation for copying documents.

Print Job - Text Basic screen for printing.

For PCL print drivers:

- Adjusts the gradation for the items of [Image Types/Intent], when choosing [Standard] of [Image Quality] in the [Image Options] tab.
- Adjusts the gradation for [CAD] of [Image Types/Intent], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

For PostScript print drivers:

- Adjusts the gradation for the items of [Image Types], when choosing [Standard] of [Image Quality] in the [Image Options] tab.
- Adjusts the gradation for [CAD] of [Image Types], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.
- Adjusts the gradation for [Auto], [Standard], and [Fineness] of [Screen] in the [Image Options] tab.

Note When [Auto] is selected, displayed screen may differ corresponding to settings of [Image Type] after selecting [Basic Settings]; or [RGB Color Correction] and [CMYK Color Correction] after selecting [Advance Settings].

Print Job - Photo

For PCL print drivers:

• Adjusts the gradation for the items other than [CAD] of [Image Types/Intent], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.

For PostScript print drivers:

- Adjusts the gradation for the items other than [CAD] of [Image Types], when choosing [High Speed] of [Image Quality] in the [Image Options] tab.
- Adjusts the gradation for [Auto] and [Gradation] of [Screen] in the [Image Options] tab.

Note When [Auto] is selected, displayed screen may differ corresponding to settings of [Image Type] after selecting [Basic Settings]; or [RGB Color Correction] and [CMYK Color Correction] after selecting [Advance Settings].

Paper Supply

Specifies the paper tray to be used during gradation adjustment.

Target

Specifies the range of jobs affected by the gradation adjustment.

Reports

These settings relate to printing reports.

Print Report Button

You can set whether or not to display [Print Report/List] button on the [Billing Meter/Print Report] tab of the [Machine Status] screen.

For information on [Print Report/List], refer to "Print Report/List" (P.380).

Job History Report

You can select whether or not to automatically print a [Job History Report] when a total of 50 jobs have been processed. All jobs are automatically listed on the printed report.

Activity Report

Select whether or not to automatically print an activity report when a total of 100 communication results have been obtained.

Transmission Report - Undelivered

Select whether or not to automatically print a transmission report (undelivered).

Transmission Report - Cancelled

Select whether or not to automatically print a transmission report (undelivered) for a cancelled document.

Mailbox Report

Select whether or not to automatically print a [Mailbox Report].

Broadcast/Multi-Poll Report

Select whether or not to automatically print a [Broadcast/Multi-Poll Report].

Relay Broadcast Report

Select whether or not to automatically print a [Relay Broadcast Report], and a location where the report is printed.

■Off

Does not print a report automatically.

- Send to Relay Station Sends a report to the relay station specified by the machine.
- Print at Local Station Prints a report on the machine.
- Send to Relay, Print at Local Sends a report to the relay station specified by the machine, and also prints on the machine.

2 Sided Report

When printing a report/list, select whether to print 1-sided or 2-sided.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Recipient on Activity Report

Specify how the information on recipients is shown when printing an activity report.

- First 40 characters Shows the first 40 characters.
- ■Last 40 characters Shows the last 40 characters.

Job Flow Error Report

Select whether or not to automatically print a [Job Flow Error Report].

Maintenance

You can initialize the hard disk or delete data recorded in the machine.

Initialize Hard Disk

Initializes the hard disk.

The data deleted by the initialization includes supplementary fonts and HP-GL/2 forms.

- Note Some of the items do not appear for some models.
 - The secure print documents and logs are not erased.

Delete All Data

This feature is used to prevent the leakage of customer's confidential information when the machine is returned to Fuji Xerox. All data registered in the machine is deleted, when executing [Delete All Data]. Do not use this function.

Software Options

This feature is for customer engineer use. For more information, contact our Customer Support Center.

Other Settings

You can make other settings relating to the machine itself.

Offset Stacking (Center Output Tray)

Set the offset feature for the output tray.

When you select offset stacking, each of output documents is delivered at a slightly shifted position from the position of the previous document. If the previous document is delivered at the front side of the machine, the next document is delivered at the rear side of the machine. Set the operation of this offset feature.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■None

No offset output.

- Offset per set Outputs paper in the number of copy sets being made.
- Offset per job Output paper with each job offset.

Offset Stacking (Finisher Tray)

Set the offset feature for the finisher tray.

For information on the settings, refer to "Offset Stacking (Center Output Tray)" (P.279).

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Auto Job Promotion

You can select whether to allow other jobs that can be started to automatically bypass the job, if the machine is unable to start an operation for any reason, (for example, running out of paper in a tray when starting copying or printing).

Note • Stored documents such as Secure Print and Sample Print documents are excluded from Auto Job Promotion.

Default Print Paper Size

Set the paper size used when printing reports or lists. You can select from two sizes: A4 or 8.5×11 ".

Odd Page 2 Sided

When 2-sided printing is specified for an original with an odd number of pages, the paperfeed system treats those sheets printed on both sides differently from those printed on one side only.

Since odd-numbered pages are printed on the reverse side of the paper, sheets printed on both sides are ejected to the tray the opposite way up from sheets printed on only one side. For example, when printing on punched forms, or stock with the front and rear sides of different colors, to prevent the printing from being back to front, you can set forced 2-sided printing.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

∎Off

Does not treat as 2-sided.

∎On

For a page printed on one side only, a blank page is added, and treated by the system as an even-numbered page, thus being handled as in 2-sided printing.

Paper Size Settings

Set the paper sizes for standard size originals and for automatic paper detection. You can select from five types: A/B series (8×13 "), A/B series, A/B series (8×16 K), A/B series (8×13 "), and inch series.

Refer to the following table for the combinations of sizes that can be detected automatically.

Documents

The machine automatically recognizes the following sizes when a document is placed on the document glass or loaded in the document feeder.

				ment	Glass		Document Feeder					
Size	Width (mm)	Length (mm)	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
A5 SEF	148.0	210.0	0	0	0	0		0* ¹	O* ¹	0* ¹	0* ¹	
A5 LEF	210.0	148.0	0	0	0	0		0	0			
5.5 × 8.5" LEF	215.9	139.7			0		0			0	0	0
5.5 × 8.5" SEF	139.7	215.9					0					0* ¹
B5 SEF	182.0	257.0	0	0	0			0	0			
B5 LEF	257.0	182.0	0	0	0			0	0	0* ¹	0* ¹	0* ¹
A4 SEF	210.0	297.0	0	0	0	0		0	0	0* ¹	0* ¹	O* ¹
A4 LEF	297.0	210.0	0	0	0	0	0	0	0	0	0	0
8.5 × 11" SEF (Letter)	215.9	279.4			0		0	0* ¹	0* ¹	0	0	0
8.5 × 11" LEF (Letter)	279.4	215.9	0		0	0	0	0* ¹	0* ¹	0	0	0
8.5 × 13" SEF (Legal)	215.9	330.2			0	0				0	0	
8.5 × 14" SEF (Legal)	215.9	355.6					0					0
B4 SEF	257.0	364.0	0	0	0			0	0	O* ¹	0* ¹	O* ¹
16K SEF	194.0	267.0	0									
16K LEF	267.0	194.0	0					0* ¹	O* ¹			
8K SEF	267.0	388.0	0					0* ¹	0* ¹			
A3 SEF	297.0	420.0	0	0	0	0	0	0	0	0	0	0
11 × 17" SEF	279.4	431.8	0		0	0	0	0* ¹	0* ¹	0	0	0
7.25 × 10.5" SEF (Executive)	184.2	266.7										
7.25 × 10.5" LEF (Executive)	266.7	184.2				0	0			0	0	0
C4 Envelope SEF	229.0	324.0										
C5 Envelope LEF	229.0	162.0										
C5 Envelope SEF	162.0	229.0										
Commercial 10 Envelope LEF	241.3	104.8										
DL Envelope LEF	220.0	110.0										
Monarch Envelope LEF	190.5	98.4										
European 0 Envelope LEF	235.0	120.0										
A6 SEF	105.0	148.0	0	0	0	0						
A6 LEF	148.0	105.0										
Postcard SEF	100.0	148.0										
Postcard LEF	148.0	100.0										
4 × 6" LEF	152.4	101.6										

		Document Glass					Document Feeder					
Size	Width (mm)	Length (mm)	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
4 × 6" SEF	101.6	152.4					0					
Prepaid Postcard LEF	200.0	148.0										
3.5 × 5.5" SEF	89.0	139.7										
5 × 7" SEF	127.0	177.8					0					
B6 LEF	182.0	128.0										
B6 SEF	128.0	182.0	0	0	0	0						

System Settings

*1:When scanning mixed size originals, automatic size detection is not available.

Paper Size

The machine automatically recognizes the following sizes when recording media is loaded in Trays 1–3, and Trays 2 and 3 of the Tandem Tray Module.

 When using Tray 1, 2, or 3 (except for TTM) to load any of the following envelopes/ postcards, contact our Customer Support Center to have the tray replaced with a dedicated one: C4 Envelope SEF, C5 Envelope LEF, Prepaid Postcard LEF, Postcard 6 x 9" LEF.

			Tray	(excep	t for T	Tray 2, 3 (TTM)						
Size	Width (mm)	Length (mm)	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
A5 SEF	148.0	210.0	0	0	0	0						
A5 LEF	210.0	148.0										
5.5 × 8.5" LEF	215.9	139.7										
5.5 × 8.5" SEF	139.7	215.9					0					
B5 SEF	182.0	257.0	0	0	0	0	0					
B5 LEF	257.0	182.0	0	0				0	0	0	0	
A4 SEF	210.0	297.0	0	0	0	0	0					
A4 LEF	297.0	210.0	0	0	0	0	0	0	0	0	0	0
8.5 × 11" SEF (Letter)	215.9	279.4	0	0	0	0	0					
8.5 × 11" LEF (Letter)	279.4	215.9	0	0	0	0	0	0	0	0	0	0
8.5 × 13" SEF (Legal)	215.9	330.2	0	0	0	0	0					
8.5 × 14" SEF (Legal)	215.9	355.6	0	0	0	0	0					
B4 SEF	257.0	364.0	0	0	0	0	0					
16K SEF	194.0	267.0										
16K LEF	267.0	194.0	0	0								
8K SEF	267.0	388.0	0	0	0	0	0					
A3 SEF	297.0	420.0	0	0	0	0	0					
11 × 17" SEF	279.4	431.8	0	0	0	0	0					1
7.25 × 10.5" SEF (Executive)	184.2	266.7										
7.25 × 10.5" LEF (Executive)	266.7	184.2			0	0	0					0
C4 Envelope SEF	229.0	324.0										

Note • For [Tray 5 (Bypass)], 11 paper sizes can be selected as presets by the Key Operator from the sizes listed in the following table.

			Tray	(excep	t for T	Tray 2, 3 (TTM)						
Size	Width (mm)	Length (mm)	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
C5 Envelope LEF	229.0	162.0										
C5 Envelope SEF	162.0	229.0										
Commercial 10 Envelope LEF	241.3	104.8										
DL Envelope LEF	220.0	110.0										
Monarch Envelope LEF	190.5	98.4										
Youkei 0 Envelope LEF	235.0	120.0										
A6 SEF	105.0	148.0										
A6 LEF	148.0	105.0										
Postcard SEF	100.0	148.0										
Postcard LEF	148.0	100.0										
4 × 6" LEF	152.4	101.6										
4 × 6" SEF	101.6	152.4										
Prepaid Postcard LEF	200.0	148.0										
3.5 × 5.5" SEF	88.9	139.7										
B6 LEF	182.0	128.0										
B6 SEF	128.0	182.0										

Millimeters/Inches

Select whether the unit of measure displayed on the screen is millimeters or inches.

Keyboard Input Restriction

Select whether to restrict the display of the virtual keyboard on the machine. To prevent characters being garbled when switched from one character set to another, you can restrict the input to ASCII characters only. If you select [On (Standard ASCII only)], the displayed keyboard shows ASCII characters only.

Operation of Up/Down Buttons

Select whether or not there is a continuous scrolling effect when the scroll buttons are held down.

Disable Fast Scrolling Holding down the scroll buttons does not scroll.

■Enable Fast Scrolling

Holding down the scroll buttons causes continuous scrolling.

Display Consumables Screen

Set whether the machine displays the parts status when parts need to be replaced.

∎Off

Does not display the consumable status screen.

- When power is switched on Status is displayed at startup.
- When Auto Clear is activated Status is displayed when Auto Clear is executed.

Overwrite Hard Disk

Select whether or not to carry out hard disk overwrite erasing. If you overwrite the hard disk, you can select whether to overwrite once or three times.



When copy (P.43), fax (P.97), scan (P.157), or print (P.228) processing is completed, the data is deleted from the hard disk and the area on which the deleted data was stored is automatically overwritten with blank data. This feature prevents unauthorized retrieval or restoration of the data recorded on the hard disk. It also applies to copy source, and other information stored temporarily by the system.

- Important If the machine is powered off during the overwriting operation, unfinished files may remain on the hard disk. The overwriting operation will resume if you power the machine on again with the unfinished files remaining on the hard disk.
 - The data is erased by overwriting once, but overwriting three times makes it even more definite that the data cannot be recovered. It does, however, take longer.
 - During the overwriting process, processing of normal operations may be slowed down.

Note

 An optional package is required to use this feature. For more information, contact our Customer Support Center.

For information about how to check the status during the overwriting process, refer to "Overwrite Hard Disk" (P.375).

Prerequisite for Using Security Kit

The system administrator must follow the instructions below:

- To protect the data deleted from or stored on the hard disk, the following settings are required:
 - Overwrite Hard Disk: [1 Overwrite] or [3 Overwrite]
 - Data Encryption: [On]: an encryption key of 8 digits or more (maximum 12 digits)
 - Service Rep. Restricted Operation: [On]
- Change the system administrator's factory default password (x-admin). Register a new
 password of 7 characters or more (maximum 12 characters). Be careful not to register a
 password that can be easily assumed and not to store the registered password in a location
 that is easily accessible to other persons.
- **Important** If the system administrator's user ID and password are forgotten, the machine configuration will not be able to recover in case of malfunction.
- Set [Password Entry from Control Panel] to [On].
- Set [Maximum Login Attempts] to 5 times.
- Note that the hard disk security will not be warranted if you do not correctly follow the above setting instructions.

For information on how to set [Data Encryption], refer to "Data Encryption" (P.284).

For information on how to set [Service Rep. Restricted Operation], refer to "Service Rep. Restricted Operation" (P.284).

For information on how to set [Password Entry from Control Panel], refer to "Password Entry from Control Panel" (P.352).

For information on how to set the system administrator's user ID, refer to "System Administrator Login ID" (P.344).

The manager (of the organization that this machine is used for) must be follow the instructions below:

- Assign appropriate persons as system and machine administrators, and manage and train them properly.
- Note that Security Kit is used to protect deleted document data from being recovered; it does not protect documents stored in mailboxes on the hard disk.
- Install an anti-bugging device on the internal network that the machine with Security Kit is located on, and perform the network settings properly to protect the machine from interceptions.
- To block unauthorized access, install a firewall device between the external network and the internal network that the machine is located on.

Data Encryption

Select whether to encrypt the data recorded on the hard disk of the machine. By setting data encryption, copy (P.43), fax (P.97), scan (P.157), or print (P.228) data is automatically encrypted when written to the hard disk. The encryption prevents unauthorized access to the stored data. In order to activate this feature, set an encryption key.

12. Data Encryption

() Ofi

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Keyboard

Next

- **1** Select [Data Encryption].
- 2 Select [On].
- **3** Select [Keyboard], and enter a 12character encryption key.
- 4 Select [Save].
- **5** Repeat Steps 3 and 4 to reenter the same encryption key.

Data Restoration

The encrypted data cannot be restored at the following.

- · When a trouble occurs in the hard disk.
- When you have forgotten the encryption key.
- When you have forgotten the System Administrator user ID and a password when making the [Service Rep. Restricted Operation] set to [On].

Starting use of the data encryption feature and changing the settings

When data encryption is started or ended, or when the encryption key is changed, the machine must be restarted. The corresponding recording area (the hard disk) is reformatted when restarting. In this case, the previous data is not guaranteed.

The recording area stores the following data.

- Spooled print data
- Print data including secure print and sample print
- Forms for the form overlay feature
- Mailbox and job flow sheet settings (box name, password. etc.)
- Documents in mailboxes
- Address book data
- **Important** Be sure to save all necessary settings and documents before starting to use the data encryption feature or changing the settings.
 - An error occurs if the connected hard disk does not match the encryption settings. For information on error messages and their remedies, refer to "Other Errors" (P.507).

Service Rep. Restricted Operation

This feature protects the Security Kit settings from being changed by an outsider pretending our customer engineer. Select whether to permit our customer engineer to perform [Overwrite Hard Disk] and [Data Encryption] operations, and to change the [HTTP - SSL/TLS], [System Administrator Login ID], [System Administrator Password], and [Maximum Login Attempts] settings.

System Settings

- Important When [On] is selected, make sure not to forget the system administrator's user ID and password. If they are forgotten, contact our Customer Support Center; the machine must be reset to the factory defaults.
- An optional package is required to use this feature. For more information, contact our Customer Support Center.

Software Download

This feature is for customer engineer use. For more information, contact our Customer Support Center.

Recipient Selection Method

Set whether to place restrictions on fax, iFax, or E-mail transmissions to addresses unregistered on Address Book.

Selecting [Only From Address Book] disables address entry on the [Fax], [iFax], or [E-mail] screen using the keyboard or numeric keypad, and permits only transmissions to addresses registered on Address Book.

Copy Mode Settings

In [Copy Mode Settings], you can make settings relating to the copy feature. The following shows the reference section for each item.

Copy Tab	
Copy Defaults	
Copy Control	
Original Size Defaults	
Reduce/Enlarge Presets	
Custom Colors	
Annotation - Create Stamps	

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250). Select [Copy Mode Settings].

3 Select the item to be set or changed.

Copy Tab

You can change the tray and an enlargement/reduction ratio appearing on the [Copy] screen. By setting most commonly used tray and ratio, you can reduce the number of selection operations for making a copy.

Features Allocation

2

You can set the features that appear in the third and fourth columns from the left of the [Copy] screen. By setting the most commonly used features, you can avoid extra operations such as selecting tabs.

- **1** Select [Features Allocation], and select [Change Settings].
- 2 Select the number of features displayed on the [Copy] screen.

Features Allocation	Cancel)Save
5 Features	(Not	Set)
6 Features	(Not	Set)
8 Features	(Not	Set)

- **3** From the buttons appearing on the right, select the position where you want to allocate a feature.
 - The position of the buttons on the right of the screen shows the position of the buttons in the [Copy] screen.

■5 Features

The [Output Color], [Reduce/Enlarge], [Paper Supply], [2 Sided Copying], and [Finishing] features are displayed on the [Copy] screen. You cannot change the displayed features and their positions.

■6 Features

You can set the features appearing in the fourth column from the left of the [Copy] screen. Up to 3 features can be allocated. [Output Color], [Reduce/Enlarge], and [Paper Supply] cannot be allocated.

■8 Features

You can set the features appearing in the third and fourth columns from the left of the [Copy] screen. Up to 5 features can be allocated. However, [Output Color] at the top in the third column is fixed.

Note • [Output Color], [Reduce/Enlarge], and [Paper Supply] cannot be allocated.

4 Select the feature to be displayed, and select [Save].

5 Repeat Steps 3 and 4 as required.

Paper Supply - Buttons 2 to 4

Features Allocation - 4th Co	olumn - Button 1	Cancel	Save
Color Effects	Image Enhancement	(Head to Head)	
Original Type	Color Balance	\bigcirc ² \rightarrow ² Sided	
Lighten / Darken	Color Shift	Book Copying	
Image Options	2 Sided Copying	² Sided Book Copy	

For the 5 feature buttons appearing in [Paper Supply] on the [Copy] screen, you can set the second to fourth paper trays from the top. Select from the Trays 1 to 3, and Tray 5 (Bypass).

Reduce/Enlarge - Buttons 3 and 4

For the 5 feature buttons appearing in [Reduce/Enlarge] in the [Copy] screen, you can set the ratio for the third row from the top.

You can select the ratio from the registered R/E Preset buttons.

Copy Defaults

This sets the default settings of copy feature settings. When the power is turned on or the machine returns from a Power Save mode, or when the <Clear All> button is pressed, the system returns to the defaults set here. By setting features you often use as defaults, you can avoid extra operations required in use.

Paper Supply

Set the default value for [Paper Supply] in the [Copy] screen. When the default value of [Reduce/Enlarge] is set to [Auto %], [Auto] cannot be selected for [Paper Supply].

Reduce/Enlarge

Set the default value for [Reduce/Enlarge] in the [Copy] screen. Select the ratio from [100%], [Auto %], and the buttons registered as R/E Preset buttons. When the default setting for [Paper Supply] is [Auto], [Auto %] cannot be selected for [Reduce/Enlarge].

For information about R/E Preset buttons, refer to "Reduce/Enlarge Presets" (P.293).

Output Color

Set the default value for [Output Color] in the [Copy] screen. When [No Default] is selected, select the output color in the [Copy] screen before making copies.

Single Color

Set the default value for [Output Color] > [More...] > [Single Color] in the [Copy] screen. You can select from six preset colors and six custom colors.

For information about custom colors, refer to "Custom Colors" (P.293).

Dual Color - Source Color

Set the default value for [Source Color] that appears when [Output Color] > [More...] > [Dual Color] is selected in the [Copy] screen. After selecting [Color Selection], you can select from six colors.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.

Dual - Target Area Color

Set the default value for [Target Area Color] that appears when [Output Color] > [More...] > [Dual Color] is selected in the [Copy] screen. You can select from seven preset colors and six custom colors.

For information about custom colors, refer to "Custom Colors" (P.293).

Dual - Non-target Area Color

Set the default value for [Non-target Area Color] that appears when [Output Color] > [More...] > [Dual Color] is selected in the [Copy] screen. You can select from seven preset colors and six custom colors.

For information about custom colors, refer to "Custom Colors" (P.293).

Original Type

Set the default value for [Original Type] in the [Image Quality] screen.

Original Type - Auto (Color)

Set the default value for [Original Type] on the [Image Quality] screen. This is valid when an item other than [Black] is selected for [Output Color] in the [Copy] screen.

Original Type - Auto (Black)

Set the default value for [Original Type] in the [Image Quality] screen. This is valid when [Black] is selected for [Output Color] in the [Copy] screen.

Lighten/Darken

Set the default value for [Lighten/Darken] of [Image Options] in the [Image Quality] screen.

Contrast

Set the default value for [Contrast] of [Image Enhancement] in the [Image Quality] screen.

Sharpness

Set the default value for [Sharpness] of [Image Options] in the [Image Quality] screen.

Saturation

Set the default value for [Saturation] of [Image Options] in the [Image Quality] screen.

Background Suppression

Set the default value for [Background Suppression] in the [Image Quality] screen. [Background Suppression] is valid when [Original Type] is set to [Photo & Text], [Text], or [Map].

Color Balance - Yellow

Set the default density levels for the [Color Balance] in the [Image Quality] screen. You can set density levels of yellow for each of the [Low Density], [Medium Density], and [High Density].

Color Balance - Magenta

Set the default density levels for the [Color Balance] in the [Image Quality] screen. You can set density levels of magenta for each of the [Low Density], [Medium Density], and [High Density].

Color Balance - Cyan

Set the default density levels for the [Color Balance] in the [Image Quality] screen. You can set density levels of cyan for each of the [Low Density], [Medium Density], and [High Density].

Color Balance - Black

Set the default density levels for the [Color Balance] in the [Image Quality] screen. You can set density levels of black for each of the [Low Density], [Medium Density], and [High Density].

Color Shift

Set the default value for [Color Shift] in the [Image Quality] screen.

2 Sided Copying

Set the default value for [2 Sided Copying] in the [Layout Adjustment] screen.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Mixed Sized Originals

Set the default value for [Mixed Sized Originals] in the [Layout Adjustment] screen.

Edge Erase - Top & Bottom Edges

Set the default value for the amount of edges erased from the original in the top and bottom directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

Edge Erase - Left & Right Edges

Set the default value for the amount of edges erased from the original in the left and right directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

Center Erase/Binding Erase

Set the default value for the binding erase amount of the original in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

Image Shift - Side 1

Set the default value for [Side 1] of [Image Shift] in the [Layout Adjustment] screen.

Image Shift - Side 2

Set the default value for [Side 2] of [Image Shift] in the [Layout Adjustment] screen.

Image Rotation

Set the default value for [Image Rotation] in the [Layout Adjustment] screen.

Image Rotation Direction

Set the default value for [Image Rotation - Rotation Direction], if documents are of mixed orientations.

Original Orientation

Set the default value for [Original Orientation] in the [Layout Adjustment] screen.

Copy Output

Set the default value for [Copy Output] in the [Copy] screen.

• If no option is installed in the machine, even when [Collated] is selected, the machine operates as [Uncollated].

Uncollated - Separators Tray

Set the default value for [Separators Tray] under [Uncollated with Separators] on the [Finishing] screen.

Output Destination

Set the default value of the output destination for printing or copying.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Stamp Text

Set the default value for [Text] displayed when [Stamp] is selected for [Annotation] on the [Output Format] screen.

You can select a stamp type from eight preset types and custom text.

For information about how to set custom text, refer to "Annotation - Create Stamps" (P.293).

Stamp Position

Set the default value for [Position] displayed when [Stamp] is selected for [Annotation] in the [Output Format] screen.

Stamp Color

Set the default value for [Color] displayed when [Stamp] is selected for [Annotation] in the [Output Format] screen.

Stamp Size

Set the default value for [Size] displayed when [Stamp] is selected for [Annotation] in the [Output Format] screen.

Date Position

Set the default value for [Position] displayed when [Date] is selected for [Annotation] in the [Output Format] screen.

Date Size

Set the default value for [Size] displayed when [Date] is selected for [Annotation] in the [Output Format] screen.

Page Number Style

Set the default value for [Style] displayed when [Page Number] is selected for [Annotation] on the [Output Format] screen.

Page Number Position

Set the default value for [Position] displayed when [Page Number] is selected for [Annotation] in the [Output Format] screen.

Page Number Size

Set the default value for [Size] displayed when [Page Number] is selected for [Annotation] in the [Output Format] screen.

Sample Set

Set the default value for [Sample Set] in the [Job Assembly] screen.

Booklet Creation - Covers Tray

Set the default value for [Covers Tray] in the [Booklet Creation] screen.

Covers - Covers Tray

Set the default value for [Covers Tray] in the [Covers] screen.

Copy Control

These settings relate to copy operation control.

Memory Full Procedure

When the space of the hard disk runs out during scanning originals, a screen appears asking how the partly stored data should be handled.

Once a certain time has elapsed with the confirmation screen displayed, the subsequent processing is determined by these settings.

You can set the time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.267).

■Cancel Job

The stored data is discarded.

■Run Job

The read-in data is treated as valid, and the part of the original read in is copied.

Maximum Stored Pages

Set the maximum number of stored pages of a copy original. You can set a number from 1 to 999 pages.

Auto Paper Off

Select the tray used when [Auto] of [Paper Supply] in the [Copy] screen is canceled (the tray used when [Auto] of [Paper Supply] is selected in the [Copy] screen, and [Auto %] or [Independent X-Y %] is selected for [Reduce/Enlarge]).

Mixed Sized Originals - 2 Sided Copy

Specify paper to copy side 2 of the original if different size of originals for side 1 and side 2 are selected by automatic paper supply when the size of the side 1 differs from that of the side 2 in 2-sided copy.

Important • When side 1 and side 2 are different sizes and if side 2 is copied on the sheet on which side 1 has already been printed, an image may be missing.

■Copy to new sheet

Side 2 is copied on the front of a new sheet.

■Copy to Side 2

Side 2 is copied on the opposite side of Side 1 without changing the paper size.

Fine-tune 100%

You can fine-tune the magnification when copying at 100% (actual size). The set value is applied when [Reduce/Enlarge] or [Preset %] on the [Copy] screen is set to 100%. Set the value in the X/Y direction within the range 98 to 102% in 0.1% increments.

- Important This feature is applied only when a copy is made with the document glass. This setting is not reflected in the magnification (100%) under [Variable %], [Independent X-Y%] or [Calculator %].
- **Note** A magnification displays [100%] even if [Fine-tune 100%] is set.

Background Suppress (Photo & Text)

Set the background suppression level for color copying. This setting is valid when [Photo & Text] is selected for [Original Type] on the [Image Quality] screen. The larger the value, the stronger the effect of removing background noise.

Background Suppression Level (Text)

Set the background suppression level for color copying. This setting is valid when [Text] is selected for [Original Type] on the [Image Quality] screen. The larger the value, the stronger the effect of removing background noise.

Photo & Text / Printed Original

Set the type of original when [Halftone] of [Photo & Text] is selected for [Original Type] in the [Image Quality] screen.

■Standard

Copies with standard image quality.

Inkjet Originals

Select when copying an original printed with an inkjet printer. This improves the recognition of inkjet colors.

■Highlighted Originals

Select when copying an original marked with a highlight pen. This improves the recognition of the highlight pen colors.

Original Type - Lightweight Originals

When [Text] is selected for [Original Type] in the [Image Quality] screen, set whether to display a special original ([Lightweight Originals]).

Stamp Density

Set the translucency of the stamp printed as annotation.

You can select from three translucency values: 0% (solid), 25%, and 50%. 0% represents no translucency.

• If the stamp with [0%] density is printed over text, the text may no longer be readable.

Stamp Position (Side 2)

When an annotation stamp is specified for 2 sided copying, set where to place the stamp printed on the reverse side.

■Opposite to Side 1

Prints in a position symmetrically opposite to the front side.

■Same as Side 1

Prints in the same position as the front side.

Date Position (Side 2)

When an annotation date is specified for 2 sided copying, set where to place the date printed on the reverse side.

■Opposite to Side 1

Prints in a position symmetrically opposite to the front side.

Same as Side 1 Prints in the same position as the front side.

Page Number Position (Side 2)

When an annotation page is specified for 2 sided copying, set where to place the page printed on the reverse side.

- Opposite to Side 1 Prints in a position symmetrically opposite to the front side.
- Same as Side 1 Prints in the same position as the front side.

Original Size Defaults

Set the original sizes that appear in [Original Size] in the [Layout Adjustment] screen. Original sizes can be assigned to the buttons other than [Auto Size Detect].

When frequently making copies of non-standard size originals, by presetting the nonstandard size, you can save time to enter the original size each time a copy is made.

■A/B Series Size

You can select from sizes of A and B series.

■Inch Size

You can select from sizes of inch series.

■Others

You can select from other sizes.

■Variable Size

You can enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

Reduce/Enlarge Presets

Set the magnifications shown in [Preset %], in [Reduce/Enlarge] in the [Copy] screen. You can assign any magnification to the R/E Preset buttons.

Custom Colors

Set the custom colors used for [Single Color] and [Dual Color] in [Output Color].

You can assign custom colors with yellow (0 to 100%), magenta (0 to 100%), and cyan (0 to 100%) to each of custom color buttons 1 to 6.

• Adjust so that the total of yellow, magenta, and cyan does not exceed 240%.

Annotation - Create Stamps

Register text to be printed with [Stamp] under [Annotation]. You can enter up to 32 characters.

For information about how to enter characters, refer to "Entering Text" (P.265).

Network Settings

In [Network Settings], set the type of interface through which the machine is connected to the client in [Port Settings], and the parameters required for communications in [Protocol Settings].

For information on network settings, refer to the Network Administrator Guide.

When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to "CentreWare Internet Services" (P.224), and refer to the Network Administrator Guide.

The following shows the reference section for each item.

Port Settings	294
Protocol Settings	294
Machine's E-mail Address/Host Name	
Proxy Server Settings	
Outgoing / Incoming E-mail Settings	
Remote Authentication Server/Directory Service	
PKI (Public Key) Settings	
Other Settings	

1 On the [System Settings] screen, select [System Settings].

- For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250).
- **2** Select [Network Settings].
- **3** Select the item to be set or changed.

Port Settings

Set the interface by which the machine is connected to a client. In [Port Settings], you can set the following items.

For information on port settings, refer to the Network Administrator Guide.

- 1. USB8. Salutation15. UPnP Discovery2. LPD9. Port910016. Internet Service (HTTP)3. NetWare10. SNMP17. SOAP4. SMB11. FTP Client18. WebDAV5. IPP12. Receive E-mail
- **Protocol Settings**

6. EtherTalk

7. Bonjour

. _..

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Set the parameters required for communications. In [Protocol Settings], you can set the following items.

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For information on protocol settings, refer to the Network Administrators Guide.

13. Send E-mail

14. Mail Notice Service

1. Ethernet Settings	4. TCP/IP - Subnet Mask
2. TCP/IP - Get IP Address	5. TCP/IP - Gateway Address
3. TCP/IP - IP Address	6. TCP/IP - IP Filter

-

Machine's E-mail Address/Host Name

Set the e-mail address and host name for the machine. In [Machine's E-mail Address/ Host Name], you can set the following items.

For information on e-mail address/host name of the machine, refer to the Network Administrator Guide.

- 1. E-mail Address
- 2. Host Name
- 3. Domain Name

Proxy Server Settings

Configure the settings for a proxy server.

Important • Do not set this item unless you use services requiring proxy settings.

Use Proxy Server

Select whether to use a proxy server.

Proxy Server Setup

Select the proxy server specification from [Same Settings for All Protocols] and [Set for Each Protocols].

Addresses to Bypass Proxy Server

Enter addresses not using the proxy server. You can use wildcards "*" for specifying the addresses.

HTTP Proxy Server Name

Enter the HTTP server name. Up to 255 characters are allowed.

HTTP Proxy Server Port Number

Set the HTTP server port number in the range from 1 to 65535.

HTTP Proxy Server Authentication

Select whether to enable the authentication feature of the HTTP server.

HTTP Proxy Server Login Name

Enter a login name of the HTTP server. Up to 31 characters are allowed.

HTTP Proxy Server Password

Enter a password of the HTTP server. Up to 31 characters are allowed.

HTTPS Proxy Server Name

Enter the HTTPS server name. Up to 255 characters are allowed.

HTTPS Proxy Server Port Number

Set the HTTPS server port number in the range from 1 to 65535.

HTTPS Proxy Server Authentication

Select whether to enable the authentication feature of the HTTPS server.

HTTPS Proxy Server Login Name

Enter a login name of the HTTPS server. Up to 31 characters are allowed.

HTTPS Proxy Server Password

Enter a password of the HTTPS server. Up to 31 characters are allowed.

Outgoing / Incoming E-mail Settings

Set e-mail transmission and reception.

POP3 Server Settings

Set the POP3 server. In [POP3 Server Settings], you can set the following items. For information on POP server settings, refer to the Network Administrator Guide.

- 1. POP3 Server Server Setup 5. POP3 Server Check Interval
- 2. POP3 Server IP Address
- 3. POP3 Server Server Name
- 4. POP3 Server Port Number

SMTP Server Settings

Set the SMTP server. In [SMTP Server Settings], you can set the following items. For information on SMTP server settings, refer to the Network Administrator Guide.

- 1. SMTP Server Setup
- 2. SMTP Server IP Address
- 3. SMTP Server Server Name
- 4. SMTP Server Port Number

Domain Filter

Set accepted domains. In [Domain Filter], you can set the following items. For information on domain filter, refer to the Network Administrator Guide.

1. Domain Filtering

2 to 51. Domains 1 to 50

Remote Authentication Server/Directory Service

You can make the settings for the remote authentication server and Directory Service.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Authentication System

Allows you to select the system for authentication from [Kerberos (Windows2000)], [Kerberos (Solaris)], [LDAP], and [SMB],

Important • After the authentication system has been changed, personal mailboxes and personal job flow sheets operated on the previous authentication system are not deleted automatically. If these mailboxes or job flow sheets are no longer needed, delete them from the machine. If the same user IDs are also used on the new authentication system, the personal mailboxes and personal job flow sheets can be used by the same users.

E-mail Send Authentication
 SMTP AUTH Login Name

6. POP3 Server Login Name
 7. POP3 Server Password

8. POP Password Encryption

- 6. SIMIP AUTH LOGIN Name
- 7. SMTP AUTH Password

System Settings

Kerberos Server Settings

Configure the Kerberos server settings.

■Primary Server Setup

Select the primary server specification method from [By IP Address] and [By Server Name].

■Primary Server IP Address

Enter the primary server IP address using values from 0 to 255.

• You can set this item when [Primary Server Setup] is [By IP Address].

224.XXX.XXX.XXX, 255.XXX.XXX.XXX, and 127.XXX.XXX.XXX cannot be set.

Primary Server Name

Enter the name of the primary server. Up to 255 characters are allowed.

Note • You can set this item when [Primary Server Setup] is [By Server Name].

Primary Server Port Number

Set the Primary server port number in the range from 1 to 65535.

■Secondary Server Setup

Select the secondary server specification method from [By IP Address] and [By Server Name].

Secondary Server IP Address

Enter the secondary server IP address using values from 0 to 255.

- Note You can set this item when [Secondary Server Setup] is [By IP Address].
 - 224.XXX.XXX.XXX, 255.XXX.XXX.XXX, and 127.XXX.XXX.XXX cannot be set.

Secondary Server Name

Enter the name of the secondary server. Up to 255 characters are allowed.

- You can set this item when [Secondary Server Setup] is [By Server Name].
- Secondary Server Port Number

Set the secondary server port number in the range from 1 to 65535.

Realm Name

When using Active Directory of Windows 2000 Server or Windows Server 2003, set the domain name of Active Directory in [Realm Name]. Up to 64 characters are allowed.

Important • Enter a realm name with capital letters. Otherwise, an authentication error occurs.

LDAP Server/Directory Service

Note

Configure the directory server, authentication method, and search attributes and ranges for LDAP authentication and address book search by LDAP.

■Primary Server Setup

Select the primary server specification method from [By IP Address] and [By Server Name].

Primary Server IP Address

Enter the primary server IP address using values from 0 to 255.

- You can set this item when [Primary Server Setup] is [By IP Address].
 - 224.XXX.XXX.XXX, 255.XXX.XXX.XXX, and 127.XXX.XXX.XXX cannot be set.

Primary Server Name

Enter the name of the primary server. Up to 64 characters are allowed.

• You can set this item when [Primary Server Setup] is [By IP Address].

Primary Server Port Number

Set the Primary server port number in the range from 1 to 65535.

Secondary Server Setup

Select the secondary server specification method from [By IP Address] and [By Server Name].

Secondary Server IP Address

Enter the secondary server IP address using values from 0 to 255.

- You can set this item when [Secondary Server Setup] is [By IP Address].
- 224.XXX.XXX.XXX, 255.XXX.XXX.XXX, and 127.XXX.XXX.XXX cannot be set.
- Secondary Server Name

Note

Enter the name of the secondary server. Up to 64 characters are allowed.

- You can set this item when [Secondary Server Setup] is [By Server Name].
- Secondary Server Port Number

Set the secondary server port number in the range from 1 to 65535.

■Authentication with SSL

Configure whether to use SSL Communication for LDAP authentication and address book search by LDAP.

To use the SSL communication, [Primary Server Port Number] and [Secondary Server Port Number] must be set. The port number for the SSL communication of the LDAP directory server is 636, in general.

■Authentication Method

Select the method for LDAP authentication from [Direct Authentication] and [Authentication of User Attributes].

When selecting [Authentication of User Attributes], the machine searches a user name as [Attribute of Typed User Name] on the directory server, and converts the attribute set in [Attribute of Login User Name] of the user name found into the user name for LDAP authentication.

■Attribute of Typed User Name

When [Authentication of User Attributes] is used for LDAP authentication, set an attribute of a user name input. Up to 32 characters are allowed.

Attribute of Login User Name

When [Authentication of User Attributes] is used for LDAP authentication, set an attribute of a user name to be authenticated. Up to 32 characters are allowed.

■Use Added Text String

When [Authentication of User Attributes] is used for LDAP authentication, select whether to use additional text strings for the user name.

■Text String Added to User Name

Enter text strings for [Text String Added to User Name].

Search Login Name

Set a login name for address book search and access to the directory server by [Authentication of User Attributes] of LDAP authentication. However, set this item only when authentication is required for the directory service. Do not make the setting when authentication is not required.

When setting the login name, you can enter up to 255 characters.

Search Password

Set a password for address book search and access to the directory server by [Authentication of User Attributes] of LDAP authentication. However, set this item only when authentication is required for the directory service. Do not make the setting when authentication is not required.

When setting the password, you can enter up to 32 characters.

Search Root Entry DN

Enter the search root character string with up to 255 characters.

■Scope of Search from Root Entry

Select the search range from the search root.

- · Root entry only
 - Searches the root level only.
- One level below root entry only
 - Searches from the root, as far as one level below.
- All levels below root entry
 Searches from the root, including all levels below.
- ■Object Class of Search Target

Enter the search target object class with up to 32 characters.

Server Application

Select the software used by the directory server, from [Microsoft Active Directory], [Novell NetWare 5.*], and [Other Applications].

Attribute Type of Recipient Name

Set the recipient name attribute type. Up to 32 characters are allowed.

■Attribute Type of Last Name

Set the sender's family name attribute type. Up to 32 characters are allowed.

■Attribute Type of First Name

Set the sender's first name attribute type. Up to 32 characters are allowed.

■Attribute Type of E-mail Address

Set the e-mail address attribute type. Up to 32 characters are allowed.

■Attribute Type of Custom Items 1 to 3

Set the LDAP attribute type of custom items 1 to 3. Up to 32 characters are allowed.

■Attribute Name of Custom Items 1 to 3

Set the attribute names assigned to custom items 1 to 3. You can enter up to 16 characters.

Attribute Type of Certificate

Set the certificate attribute type. Up to 32 characters are allowed.

■Maximum Search Results

Set the upper limit on the number of searched address results from 5 to 100. If there are more search results than the upper limit, the search operation is stopped at that number.

Search Time-Out

Select whether or not to set a search timeout. Set the value from 5 to 120 seconds in 1 second increments.

■Directory Service for E-mail Address Book

Select whether to use an address book stored on the directory server.

Even when [Use] is selected, unless the following conditions are satisfied, the address book of the directory server will not be started.

- · The IP address of the directory server (primary) of the machine must be set
- The IP address or Internet address of the directory server (primary) must be set
- The port numbers used for LDAP communication must be set on the directory server and the machine

SMB Server Settings

■SMB Server Setup

Select the server specification method from [By Domain name], [By Domain Name & IP Address], and [By Domain Name & Server Name].

Server Domain Name

Enter the domain name of the server. Up to 15 characters are allowed.

- Note You can set this item when [SMB Server Setup] is [By Domain Name].
- Important Use the NetBIOS domain name for the domain name.

■Server IP Address

Enter the server IP address using values from 0 to 255.

- You can set this item when [SMB Server Setup] is [By Domain Name & IP Address].
 - 224.XXX.XXX.XXX to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX cannot be set.

Server Server Name

Enter the name of the server. Up to 64 characters are allowed.

- You can set this item when [SMB Server Setup] is [By Domain Name & Server Name].
- Important Use the NetBIOS computer name or full computer name with DNS suffix for the server name.

PKI (Public Key) Settings

Note

You can make the settings for SSL/TLS, S/MIME, and PDF/DocuWorks Signature.

• Before setting the HTTP-SSL/TLS communication or S/MIME, the device certificate must be set. For information on the certificate, refer to the Network Administrator Guide.

SSL/TLS Settings

Configure the settings of SSL/TLS.

Device Certificate - Server

Select a certificate to be linked.

■SSL/TLS Communication

Select whether to enable or disable the SSL/TLS communications.

■SSL/TLS Port Number

Set the SSL/TLS communication port number in the range from 1 to 65535.

Device Certificate - Client

Select a certificate to be linked.

■Remote Server Certificate Validation

Select whether to enable or disable a certificate of a remote server.

S/MIME Settings

Configure the settings of S/MIME.

Device Certificate - S/MIME

Select a certificate to be linked.

For information on the certificate, refer to the Network Administrator Guide.

■S/MIME Communication

Select whether to enable or disable the S/MIME communications.

■Receive Untrusted E-mail

If you select [No], the machine does not receive the following e-mail:

- E-mail other than e-mail sent by S/MIME when [S/MIME Communication] is activated.
- · E-mail that fails to attach a signature or verification.
- ■Receive Untrusted iFax

If you select [No], the machine does not receive the following iFax:

- iFax other than iFax sent by S/MIME when [S/MIME Communication] is activated.
- · iFax that fails to attach a signature or verification.
- Message Digest Algorithm

Select a message digest algorithm. Two algorithms are available: SHA1 and MD5.

Contents Encryption Method

Set the encryption method for mail contents. Four methods are available: 3DES, RC2-40, RC2-64, and RC2-128.

Digital Signature - Outgoing E-mail

Select whether or not to always add a digital signature to e-mail. You can also select the setting in which the machine asks to add a digital signature to the E-mail whenever you send.

Digital Signature - Outgoing iFax

Select whether or not to always add a digital signature to iFax. You can also select the setting in which the machine asks to add a digital signature to the iFax whenever you send.

Certificate Auto Store

Select whether or not automatically store a S/MIME certificate attached with the e-mail when receiving e-mail sent from an address registered in the address book.

PDF/DocuWorks Security Settings

Allows you to make the settings for security and signature of PDF/DocuWorks documents.

Device Certificate

Select a certificate to be linked.

For information on the certificate, refer to the Network Administrator Guide.

■PDF Signature

Select the setting for PDF Signature from [Do not add signature], [Always add visible signature], [Always add invisible signature], and [Select during send].

■DocuWorks Signature

Select the setting for DocuWorks Signature from [Do not add signature], [Always add signature], and [Select during send].

Other Settings

You can make other settings. In [Other Settings], you can set the following item. For information on other settings, refer to the Network Administrator Guide.

1. E-mail Receive Protocol

Print Mode Settings

	In [Print Mode Settings], you make settings relating to the printe When using CentreWare Internet Services, more detailed settings are possible "CentreWare Internet Services" (P.224), and refer to the Network Administra	. For more details, refer
	The following shows the reference section for each item.	
	Allocate Memory	
	Delete Form	
	Other Settings	
1	On the [System Settings] screen, select [System Settings].	
2	For the method of displaying the [System Settings] screen, refer to "System Se Select [Print Mode Settings].	ettings Procedure" (P.25
2	Onland the item to be not on channed	

3 Select the item to be set or changed.

Allocate Memory

For each interface, set the memory capacity for the receiving buffer (temporary storage for data sent from the client).

You can change the receiving buffer capacity depending on the pattern of use and purpose. Increasing the receiving buffer capacity may allow a client to be released sooner from an interface.

Important • If you change the memory capacity settings, the memory is reset, and therefore data stored in all memory areas is lost.

- It is not possible to assign more than the total memory. When the power is turned on, if the settings exceed the available memory capacity, they are automatically adjusted by the system.
- Note
 - When a port is set to [Disabled], the corresponding items do not appear.
 - Depending on the amount of data sent from the client, increasing the memory capacity may not change the time taken to release the client.

PostScript Memory

Specify a value for the PostScript memory capacity from 16.00 to 96.00 MB in 0.25 MB increments.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - The maximum value that can be set varies according to the available memory capacity.

HP-GL/2 Auto Layout Memory

Specify the capacity for HP-GL/2 auto layout memory. If a hard disk is not installed, data can be stored in the HP-GL/2 auto layout memory. You can specify a value within the range from 64 to 5,120 KB in 32 KB increments.

- This feature appears when an Emulation Kit or PostScript 3 Kit is installed.
 - The maximum value that can be set varies according to the available memory capacity.

Receiving Buffer - USB

Set the receiving buffer for USB.

You can specify the value within the range from 64 to 1024 KB in 32 KB increments.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - LPD Spool

∎Off

Does not use spooling. While LPD print processing is being carried out for one client, data cannot be received over the same interface from another client.

Specify a value for the dedicated LPD receiving buffer memory capacity from 1,024 to 2,048 KB, in 32 KB increments.

Memory

Carries out spooling. The receiving buffer for spooling uses a memory. When this setting is selected, specify the memory capacity of a receiving buffer for spooling from 0.50 MB to 32.00 MB, in 0.25 MB increments.

Note that print data exceeding the set memory capacity is not accepted. In such cases, select [Hard Disk] or [Off].

Hard Disk

Carries out spooling. The receiving buffer for spooling uses the hard disk.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - NetWare

Set the NetWare receiving buffer. Specify a value from 64 to 1,024 KB in 32 KB increments.

Receiving Buffer - SMB Spool

■Off

Does not use spooling. While SMB print processing is being carried out for one client, data cannot be received over the same interface from another client.

Specify a value for the dedicated SMB receiving buffer memory capacity from 64 to 1,024 KB in 32 KB increments.

Important • If you select [Off], job names are displayed as "unknown document name".

Memory

Carries out spooling. The receiving buffer for spooling uses a memory. When this setting is selected, specify the memory capacity of a receiving buffer for spooling from 0.50 to 32.00 MB, in 0.25 MB increments.

Note that print data exceeding the set memory capacity is not accepted. In such cases, select [Hard Disk] or [Off].

Hard Disk

Carries out spooling. The receiving buffer for spooling uses the hard disk.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - IPP Spool

■Off

Does not use spooling. While IPP print processing is being carried out for one client, data cannot be received over the same interface from another client. Set a value for the dedicated IPP receiving buffer memory capacity from 64 to 1,024 KB in 32 KB increments.

■Hard Disk

Carries out spooling. The receiving buffer for spooling uses the hard disk.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

System Settings

Receiving Buffer - EtherTalk

Set the EtherTalk receiving buffer. Specify a value within the range from 1,024 to 2,048 KB, in 32 KB increments.

Receiving Buffer - Port 9100

Set the Port 9100 receiving buffer. Specify a value within the range from 64 to 1,024 KB in 32 KB increments.

Delete Form

You can delete forms registered for ESC/P.

- **1** Select [Delete Form].
- **2** Select the print mode to delete forms.
- **3** Enter the form number with the numeric keypad, and select [Confirm].
- Delete Form
 Close

 Form Number (1 - 2,048)
 Form Name (1 - 2,048)

 ESC/P
 Confirm
- 4 Check the form name, and select [Delete Data].
 - ■ESC/P

Deletes ESC/P emulation forms.

Form Number

When you select an item to be deleted, you can enter the form number. Specify a form number from 1 to 64 (when a hard disk is installed, from 1 to 2,048).

■Form Name

After you enter the form number and select [Confirm], the form name matching the entered number appears.

Other Settings

You can make other settings relating to the paper used in the printer.

Print Area

Set whether to expand the print area.

For information about the printable area, refer to "Printable Area" (P.531).

Substitute Tray

When there is no tray containing the paper size selected by the automatic tray selection, select whether or not to print replaced with paper loaded in another paper tray. In the event of using substitute tray, set the size.

■Display Message

Does not use a substitute tray, but displays a paper loading message.

- Use Larger Size Replaces with the next larger paper size than that selected, and prints at the same size.
- ■Use Closest Size

Replaces with the closest paper size to that selected, and prints. If necessary, the printing is automatically reduced in size.

Note • If there is a client specification, the client specification takes precedence.

Select Tray 5 (Bypass) Replaces with the paper in the Tray 5 (Bypass).

Paper Type Mismatch

Set the action to be taken when the paper type loaded in the paper tray does not match that specified.

■Print

Prints with the paper loaded in the tray.

Display Confirmation Screen
 A confirmation screen appears to show procedures.

Display Paper Supply Screen The [Paper Supply] screen appears to change the paper type of the selected tray.

Unregistered Forms

Set whether to print a job or not if a form specified for printing in a form data file (overlay printing) is not registered on the machine. If you specify [Print], since the specified form is not present, only the data is printed.

This setting is added to the print settings menu when there is a print specification from the host computer.

Print User ID

When printing using a print driver, specify whether to print user identification information on paper. The first 64 letters of the user information is printed.

Select a position to print from [Top Left], [Top Right], [Bottom Left], and [Bottom Right].

- To use the Print User ID feature, the user ID must be set on the print driver
 - beforehand. For more information, refer to the print driver's online help.
- When user authentication information is not available, "Unknown User" is printed.

Banner Sheet

Select whether to output banner sheets to separate different outputs. A user name and document name are printed on a banner sheet.

- Note
- Even if the stapler feature is enabled, banner sheets are not stapled.
 - On a print job from a Macintosh, the document name does not appear on the banner sheet.
 - When printed, banner sheets are counted by meter.

∎Off

Does not print banner sheets.

Start Sheet

Prints a banner sheet before a print job.

■End Sheet

Prints a banner sheet after a print job.

Start Sheet & End Sheet Prints a banner sheet before and after a print job.

Banner Sheet Tray

Set the paper tray used for banner sheets. Select from [Tray 1] to [Tray 3].

PostScript Default Color

Set the default values for AdobePS and PDF color mode.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

PostScript Paper Supply

Select whether the PostScript DMS (Deferred Media Selection) feature is enabled or disabled.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

PostScript Font Absence

Set the action to be taken when a PostScript font specified in a job is not present.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- Cancel Printing

Cancels printing.

Substitute Font and Print Continues printing, using a substitute font. Courier is used as the substitute font.

PostScript Font Substitution

Set whether to use ATCx as a substitute if a PostScript font specified in a job is not present.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Scan Mode Settings

Make settings relating to the scanner feature.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to "CentreWare Internet Services" (P.224), and refer to the Network Administrator Guide.

The following shows the reference section for each item.

General Settings Tab	
Scan Defaults	
Scan-to-FTP/SMB Defaults	310
Original Size Defaults	
Output Size Defaults	
Reduce/Enlarge Presets	
Other Settings	

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250).

- **2** Select [Scan Mode Settings].
- **3** Select the item to be set or changed.

General Settings Tab

You can set items relating to the [General Settings] screen display.

Feature in 2nd Column

You can set the features shown in the second column of the [General Settings Tab] screen. You can select from [2 Sided Originals], [Scan Resolution], [Lighten/Darken], and [Reduce/ Enlarge].

Reduce/Enlarge - 2nd to 4th Buttons

This item can be set when [Reduce/Enlarge] is selected in [Feature in 2nd Column]. Set the magnification shown in the second to fourth rows from the top of the 5 feature buttons shown in [Reduce/Enlarge] in the [General Settings] screen. Select the magnification from the registered R/E Preset buttons.

For information about R/E Preset buttons, refer to "Reduce/Enlarge Presets" (P.311).

Scan Defaults

Set the default values for the scanner feature. When the power is turned on or the machine returns from a Power Save mode, or when the <Clear All> button is pressed, the system returns to the defaults set here. By setting features you often use as defaults, you can avoid extra operations required in use.

The values set become valid after the power has been turned off and on again.

Scanning Color

Set the default value for [Scanning Color] in the [General Settings] screen.

Original Type

Set the default value for [Original Type] in the [General Settings] screen.

File Format

Set the default value for [File Format] in the [General Settings] screen.

Lighten/Darken

Set the default value for [Lighten/Darken] of [Lighten/Darken/Contrast] in the [Image Quality] screen.

Contrast

Set the default value for [Contrast] of [Lighten/Darken/Contrast] in the [Image Quality] screen. The contrast setting is valid when [Scanning Color] is set to [Color] or [Grayscale].

Sharpness

Set the default value for [Sharpness] in the [Image Quality] screen.

Background Suppression

Set the default value for [Background Suppression] in the [Image Quality] screen.

Shadow Suppression

Set the default value for [Shadow Suppression] in the [Image Quality] screen.

Color Space

Set the default value for [Color Space] in the [Image Quality] screen.

Important • When [Device Color Space] is selected as default and "Color Space" (P.311) is set to [Off], [Auto] of [Scanning Color] in the [General Settings] screen does not appear.

Original Orientation

Set the default value for [Original Orientation] when scanning.

Scan Resolution

Set the default value for [Scan Resolution] in the [Layout Adjustment] screen. You can select from 200 dpi, 300 dpi, 400 dpi, and 600 dpi.

Mixed Sized Originals

Set the default value for [Mixed Sized Originals] in the [Layout Adjustment] screen.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Edge Erase

Set the default value for [Edge Erase] in the [Layout Adjustment] screen. You can select from [Normal] or [Edge Erase].

Edge Erase - Top & Bottom Edges

Set the default value for the amount of edges erased from the original in the top and bottom directions in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1 mm increments.

Edge Erase - Left & Right Edges

Set the default value for the amount of edges erased from the original in the left and right directions in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1mm increments.

Center Erase/Binding Erase

Set the default value for the binding erase amount of the original in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1 mm increments.

Image Compression

Set the default value for [Image Compression] in the [Output Format] screen.

Scan-to-FTP/SMB Defaults

You can select the default protocol (transfer protocol) used for transfer from FTP, SMB, and SMB (UNC Format).

Original Size Defaults

Set the original size shown in [Original Size] in the [Layout Adjustment] screen. An original size is assigned to each of the 11 buttons other than [Auto Size Detect].

When frequently scanning non-standard size originals, by presetting the non-standard size, you can save time to enter the original size each time a document is scanned.

- A/B Series Size Select from 10 sizes of A and B series.
- Inch Size Select from 12 sizes of inch series.
- ■Others Select from other 13 sizes.
- ■Variable Size

You can enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

Output Size Defaults

Set the sizes to be displayed at [Output Size] when selecting [Auto %] for scanning documents at [Reduce/Enlarge] in the [Layout Adjustment] screen.

Any output sizes can be assigned to output size buttons 1 to 8. By setting the commonly used sizes, you can reduce the number of selection operations for scanning.

- A/B Series Size Select from 10 sizes of A and B series.
- Inch Size Select from 12 sizes of inch series.
- ■Others

Select from other 13 sizes.

Reduce/Enlarge Presets

Set the magnifications shown in [Preset %] for [Reduce/Enlarge] in the [Layout Adjustment] screen.

You can assign any magnification to the R/E Preset buttons 1 to 7 other than [100%].

■Preset %

Select from 20 standard magnification ratios.

■Variable %

You can specify a magnification within the range from 25 to 400% in 1% increments.

Other Settings

You can make other settings relating to the scanner feature specification.

Scan Service

Set whether or not to use the scanner feature.

Memory Full Procedure

While scanning an original, if there is insufficient hard disk space for the scanner, a screen appears, asking how the partly stored data should be handled.

Once a certain time has elapsed with the confirmation screen displayed, the subsequent processing is determined by these settings.

You can set the time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.267).

Cancel Job

The stored data is discarded.

■Run Job

The read-in data is treated as valid, and the part of the original read in is treated as a complete stored file.

Maximum Stored Pages

Set the maximum number of stored pages of a scan original. You can specify a number from 1 to 999 pages.

Saturation

Set the saturation when scanning a full color original. When carrying out a scan, it is automatically adjusted according to this setting value.

Background Suppression Level

For a color scan, set the background suppression level. This is valid when [Background Suppression] is set to [Auto Suppression].

The larger the value, the stronger the effect of removing background noise.

Shadow Suppression Level

Set the show-through prevention level. This is valid when [Shadow Suppression] is set to [On].

Color Space

Set whether to display the color space feature. When set to [Enabled], [Color Space] buttons appear in the [Image Quality] screen for [E-mail], [Scan to Mailbox], [Scan to FTP/SMB], and [Job Template]. Important • When [No] is selected as default and "Color Space" (P.309) is set to [Device Color Space], [Auto] of [Scanning Color] in the [General Settings] screen does not appear.

TIFF Format

Set the TIFF format for scanned data. You can select [TIFF V6] or [TTN2].

Image Transfer Screen

Select whether to display a message when the scan of an original is completed.

- Hide Message and Screen Does not show a scan completion message.
- Display Message Only Shows a scan completion message.
- Display Message and Screen Shows a screen while original is being scanned, and also a scan completion message.

Fax Mode Settings

In [Fax Mode Settings], you can make settings relating to the fax fe	ature.
• This feature does not appear for some models. An optional package information, contact our Customer Support Center.	is necessary. For more
The following shows the reference section for each item.	
Screen Defaults	
Fax Defaults	
Fax Control	
File Destination/Output Destination	
Reduce/Enlarge Presets	
Original Size Defaults	
Local Terminal Information	
iFax Control	

- **1** On the [System Settings] screen, select [System Settings].
- For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250). 2 Select [Fax Mode Settings].
- **3** Select the item to be set or changed.

Screen Defaults

You can set items relating to the [Fax/Internet Fax] screen.

Fax Screen Default

Set the default screen that appears when the [Fax/Internet Fax] screen is displayed. Select from the [Fax Recipients Programming Screen], [General Settings], and [Address Book] screens.

General Settings Tab - 2nd Column

You can set the features that appear in the second column from the left of the [General Settings] screen. By setting the most commonly used features, you can avoid extra operations such as selecting tabs.

Address Book Default

Set the address number that appears at the top of the screen when the address book is displayed.

Specify an address number in the range from 1 to 500.

• When the Speed Dial Extension Kit is installed, you can specify a value up to 999.

Transmission Screen

Set whether to display transmission status during transmission.

Fax Defaults

You can set the default values for the fax feature. When the power is turned on or the machine returns from a Power Save mode, or when the <Clear All> button is pressed,

the system returns to the defaults set here. By setting features you often use as defaults, you can avoid extra operations required in use.

Resolution

Set the default value for [Resolution] in the [General Settings] screen.

Original Type

Set the default value for [Original Type] in the [General Settings] screen.

Lighten/Darken

Set the default value for [Lighten/Darken] in the [General Settings] screen.

Mixed Sized Originals

Set the default value for [Mixed Sized Originals] in the [Layout Adjustment] screen.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Stamp

Set the default value for [Stamp] in the [Layout Adjustment] screen.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Skip Blank Pages

Set the default value for [2 Sided Originals] as [2 Sided (Skip Blank Pages)] in the [Layout Adjustment] screen.

Note • This feature is for customer engineer use. For more information, contact our Customer Support Center.

Communication Mode

Set the default value for [Communication Mode] in the [Transmission Options] screen.

Delayed Start - Start Time

Set the default value for [Start Time] of [Priority Send / Delayed Start] in the [Transmission Options] screen.

Send Header

Set the default value for [Send Header] in the [Transmission Options] screen.

Transmission Report

Set the default value for [Transmission Report] of [Report/Read Receipts] in the [Transmission Options] screen. Set whether a report for checking the transmission results is automatically printed.

Delivery/Read Receipts

Set the default value for [Read Receipts (MDN)] of [Report/Read Receipts] in the [Transmission Options] screen. Set whether to request an iFax recipient to send a confirmation mail indicating the iFax transmission result to the sender.

iFax Profile

Set the default value for [iFax Profile] in the [Transmission Options] screen.

Fax Control

You can set the fax control settings.

Send Header - Polling

Set whether to attach a send header to a polling document. A "polling document" means that an original is stored in the machine's public mailbox for polling, and can then be sent by an operation from the other end.

Documents for Polling - Auto Delete

Set whether to automatically delete a polling document after transmission.

Rotate 90 Degrees

If the original can be rotated and sent without reducing the original image, set whether to automatically rotate the document.

Note • If an arbitrary magnification is specified in [Reduce/Enlarge], automatic rotation transmission does not function.

Standard Size Originals Scanning Mode

If only documents of the standard sizes are scanned, it is recommended that you set [Standard Size].

- Important When [Standard Size] is selected, image loss may occur if the following types of documents are scanned:
 - Non-standard size documents
 - B4 size documents with the inch series setting in [Paper Size Settings]

Skip Blank Pages

Set whether to use the feature that detects blank sheets while scanning 2-sided documents and transmits only documents whose surface is not blank.

Note • This feature is for customer engineer use. For more information, contact our Customer Support Center.

Sender ID

For G3 communications, you can select whether to notify the G3-ID to recipients.

Redial Attempt

The redial feature automatically redials when the recipient is busy, or does not respond for any other reason. Specify the number of redials from 0 to 9.

Redial Interval

Specify a redialing interval from 0 to 15 minutes in 1 minute increments.

Save Undelivered Faxes

Set whether to save a fax document if fax transmission failed. When [On] is selected, the [Undelivered Faxes] button appears on the [Stored Documents] tab of the [Job Status] screen. Select this button to send the fax document again.

For details on [Undelivered Faxes], refer to "Undelivered Faxes" (P.367).

Save Cancelled Faxes

When [On] is selected for [Save Undelivered Faxes], set whether to also save cancelled fax documents.

Saved Faxes - Auto Delete

When [On] is selected for [Save Undelivered Faxes], set whether to automatically delete saved documents in 24 hours.

Transmission Interval

Specify a value for the interval between the end of one transmission and the beginning of the next, from 3 to 255 seconds in 1 second increments.

A longer transmission interval increases the total time to send a broadcast transmission, for example, but allows calls to be received during the standby time.

Batch Send

A batch send means that when multiple transmissions have been stored for the same address, the documents are sent in a single transmission to the address, and this sets whether or not to do this. When Batch Send is set, the communications cost can be reduced. Select whether to use the batch send feature.

Note that a batch send is not possible for manual transmissions, broadcast, relay broadcast, mailbox transmissions, and transmissions with a specified time before the specified time. When using a redial, resend, or delayed start send transmission job or the authentication feature, to send to the same address from different users, then a batch send is not possible.

Manual Send/Receive Default

When using on-hook or off-hook, set whether the initial state of the touch screen is [Manual Send] or [Manual Receive].

Auto Switch Attempts

Set the number of times the phone ring should sound for an incoming call before starting fax communications. Set a value from 0 to 9 rings.

If the other party is a telephone, within the set number of rings you can use an external telephone to answer the call. If it is a fax, switch manually to receive.

Fax Receiving Mode

Set the default value for [Fax Receiving Mode] in the [Machine Status] screen displayed by pressing the <Machine Status> button. Select whether to receive a fax transmission automatically or manually.

Border Limit

When the length of a received document is more than the paper size, set the length to make a page break. You can specify a value within the range from 0 to 127 mm in 1 mm increments.

This setting can conveniently be used together with the following Auto Reduce on Receipt feature.

Auto Reduce On Receipt

When the length of a received document exceeds the paper length but is within the page break threshold value, select whether to automatically reduce the image to fit the page. This setting can conveniently be used together with the Border Limit feature. If you select [Off], the part of the image beyond the paper length is discarded.

Receiving Paper Size

Set the method of notifying the paper size on which the received document will be printed, from the receiver to the sender.

■Tray Mode

The paper (plain paper only) loaded into any of the trays can be used for printing. The paper whose size is the closest to that of the original on which the image can be printed without losing any of the image is selected among the paper sizes loaded in the available trays.

■User Mode

The paper size to be printed is specified (declared), and regardless of whether it is loaded into a tray, only the declared size paper is used for printing. When [User Mode] is selected, select paper sizes from [A3 \square], [A4 \square], [A4 \square], [A5 \square], [B4 \square], [B5 \square], and [8.5×11" \square]. You can select more than one paper size.

2 Pages Up On Receipt

Set to have two received pages printed combined on one sheet. This is convenient for saving paper.

For example, when two A5 pages are received, they are printed on a single A4 sheet. However, if paper of the same paper size as the received document is declared in [Receiving Paper Size], it is printed on that size. Depending on the sizes of the received documents, multiple-up receiving may not be possible.

2 Sided Printing

Set whether to print received fax documents (including iFax received documents) as 2-sided. This is convenient for saving paper.

- **Note** This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - Even if you select [On], depending on the data, 2-sided printing may not always be possible.

Edge Erase - Top & Bottom Edges

Specify an amount of border erased from the original in the top and bottom directions. You can specify a value within the range from 0 to 20 mm in 1 mm increments.

Edge Erase - Left & Right Edges

Specify an amount of border erased from the original in left and right directions. Specify a value in the range from 0 to 20 mm, in 1 mm increments.

Reduce 8.5x11" Criginal to A4

When [Reduce/Enlarge] in the [Layout Adjustment] screen is set to [Auto %], you can set whether to reduce 8.5×11" size to A4 , while scanning the original.

Pseudo-Photo Gradation Mode

You can set the toning method for photo originals. To get closer to photo image quality, select the handling of intermediate tones (gray). You can select from [Error Diffusion] and [Dither].

File Destination - Line Setup

Select whether to use the Fine Destination - Line Setup feature. The File Destination - Line Setup feature allows you to classify received documents into line types and store them in specified mailboxes.

Memory Full Procedure

When the space of the hard disk runs out during scanning originals, a screen appears asking how the partly stored data should be handled.

Once a certain time has elapsed with the confirmation screen displayed, the subsequent processing is determined by these settings.

You can set the time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.267).

■Cancel Job

The stored data is discarded.

■Run Job

The read-in data is treated as valid, and the part of the original read in is treated as a complete stored file.

Maximum Stored Pages

Specify the maximum number of stored pages of a fax original. You can set a number from 1 to 999 pages.

Mailbox Receive Display Priority 1 to 5

Set the display priority for documents received using mailboxes. The priority levels are from 1 to 5, and each setting takes these values. For each item, the same setting as another item can be set.

Note • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

File Destination/Output Destination

File Destination/Output Destination allows you to specify a method for classifying received documents into specified mailboxes. This setting is used for the box selector feature.

File Destination - Line Setup

Classifies received documents by line type and stores the documents in specified mailboxes.

- **1** Select [File Destination Line Setup].
- **2** Select the line you want to register, and select [Change Settings].
 - Note The displayed items may be different, depending on the options installed.
- 3 Select [On].
- 4 Enter the mailbox number (3-digits) where you want to store the documents, with the numeric keypad.
- **5** Select [Save].

Output Destination - Line Setup

In [Output Destination - Line Setup], you can set the output destination for each receiving line, and the destination for a mailbox print.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - The displayed items may be different, depending on the options installed.

File Destination - Line Setup		Close
tems	Current Settings	1
1 . Line 1	(Not Set)	
2. Line 2	(Not Set)]
3. Line 4	(Not Set)	j l

1. Line 1 - File Destination		Cancel)	Save
Off	Mailbox Number		

Reduce/Enlarge Presets

You can set the magnifications shown in [Preset %] for [Reduce/Enlarge] in the [Layout Adjustment] screen. You can assign any magnification to the 7 buttons other than [100%] and [Auto %].

■Preset %

You can select from 23 preset ratios.

■Variable %

You can specify a magnification from 50 to 400% in 1% increments.

Original Size Defaults

You can set the original size shown in [Original Size] in the [Layout Adjustment] screen.

An original size is assigned to each of the 11 buttons other than [Auto Size Detect]. When frequently scanning non-standard size originals, by presetting the non-standard size, you can save time to enter the original size each time a document is scanned.

- ■A/B Series Size Select from 10 sizes of A and B series.
- Inch Size Select from 12 sizes of inch series.
- ■Others

Select from other 13 sizes.

Local Terminal Information

You can set the local terminal information, including a local name and sender name. For information about how to enter characters, refer to "Entering Text" (P.265).

- Note The displayed items may be different, depending on the options installed.
 - \bullet There are a maximum of three lines that can be used for G3 communications: line 1, line 2 , and line 4.
 - For each line, you can set a G3 ID (fax number), G3 dialing type, and G3 line type.

Local Name

Register the name of the local terminal as the local name.

The local name is shown in the recipient's [Activity Report]. However, depending on the recipient's device, it may not be shown.

Using the displayed keyboard and the numeric keypad, make the specification with not more than 20 characters.

Company Logo

Register a sender's name. The sender name is the name of the local terminal as printed in the send headers and on cover notes.

Using the displayed keyboard and the numeric keypad, make the specification with not more than 30 characters.

Machine Password

Set the machine password when you want to limit the other parties that can send faxes. When the machine password is set, only a party that sends the correct machine password by F code is allowed to send or poll. Note that this means that faxes cannot be accepted from a fax without the F code feature.

G3 Line 1, 2, 4 - Fax ID

When using G3 communications, register the G3 ID. The G3 ID is normally set to the local terminal fax number.

Using the displayed keyboard and the numeric keypad, specify with not more than 20 digits.

• A G3 ID (fax number) consists of not more than 20 digits, including 0 to 9, +, and space.

G3 Line 1, 2, 4 - Dial Type

Set the dial type.

■Tone

Tone dialing line.

10pps Pulse dialing line.

G3 Line 1, 2, 4 - Line Type

Set the line type.

■PSTN

Subscriber telephone line.

■PBX

Private branch exchange.

iFax Control

You can make the settings relating to control of Internet fax (iFax) operation.

Fax Path

Set the iFax path.

- Via E-mail Server Sends e-mail through an SMTP server.
- Direct (P2P) Directly sends to the machine with the iFax feature, without using an SMTP server.

Broadcast iFax Profile

Set the default value for iFax profile when carrying out an iFax broadcast send. A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between iFax-compatible machines.

- Important The TIFF file profiles that can be handled depend on the recipient's machine with the iFax feature.. When specifying a profile, check that it can be handled by the recipient's machine with the iFax feature.
- ■TIFF-S

This profile is the iFax standard. For documents that are larger than A4, the size is reduced automatically to A4 for transmission.

■TIFF-F

Select this profile when you specify super-fine for the resolution or when you send A3 or B4 documents.

■TIFF-J

Select this profile for sending documents in JBIG.

Broadcast Communication Mode

Set the default value for communications mode of the iFax Broadcast Send feature.

Delivery Confirmation Method

Set the default value for the method of confirming that a transmitted iFax has arrived at its destination.

- Note You can select [Delivery Receipts] when the destination machine supports the DSN feature. You can use [Read Receipts] when the destination machine supports the MDN feature.
- Delivery Receipts

You can confirm whether the iFax you sent was delivered to the recipient's mailbox successfully.

■Read Receipts

You can confirm whether the iFax including attachments you sent was processed properly at the recipient.

Incoming iFax Print Options

Set the print operation to be enabled when e-mail that is sent to the machine's e-mail address is received from a machine with the iFax feature.

- Attachment Only prints the attached documents.
- Full Headers and Contents Prints the e-mail headers and body of the e-mail.
- Basic Headers and Contents Prints a part of e-mail headers (From/To/Subject/Date) and the body of e-mail.
- ■Auto Print

Prints the e-mail headers and body of the e-mail if the e-mail body is not empty.

Incoming iFax Output Destination

Set the output tray to be used for printed iFax documents.

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Fax Transfer from Address Book

Set whether to set restrictions when forwarding e-mail received in SMTP format by iFax to fax addresses not in the address book.

∎Off

Forwarding is not restricted.

∎On

Checks if the forwarding fax number is listed in the address book, and if not, refuses the received e-mail and destroys the data.

Fax Transfer - Add Sender Header

When forwarding received e-mail from iFax to fax, select whether to add a send header (start time, sender name, recipient name, G3 ID, and number of pages).

Fax Transfer Maximum Data Size

When sending a received e-mail from iFax to a fax, set the maximum data size.

∎Off

No limit on data size.

∎On

Specify a value within the range from 1 to 65,535 KB, in 1 KB increments. If a data size exceeds the specified value, the data is discarded.

E-mail/Internet Fax Settings

In [E-mail/Internet Fax Settings], you can make settings relating to the e-mail and iFax features.

• This feature does not appear for some models. An optional package is necessary. For information, contact our Customer Support Center.

The following shows the reference section for each item.	
E-mail Defaults	
E-mail Control	

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250). Select [E-mail/Internet Fax Settings].

3 Select the item to be set or changed.

E-mail Defaults

2

Set the default subject for e-mail. The subject line can be up to 128 characters long.

E-mail Control

You can set the specifications for e-mail transmissions.

Maximum E-mail Size

Select whether or not to set an upper limit on data size in e-mail transmissions.

■Off

No limit on data size.

∎On

Set an upper limit on data size.

You can specify a value within the range from 50 to 65,535 KB in 1 KB increments.

Note • If the set value is exceeded, the e-mail transmission is aborted.

Maximum Address Entries

Set the maximum number of addresses that can be specified when sending an E-mail. The number of addresses is the total number of To:/Cc:/Bcc:.

You can set the maximum number of addresses in the range from 1 to 100. If the maximum number of addresses is exceeded, the e-mail transmission is aborted.

Note • This item does not apply to the iFax feature.

Incoming E-mail Print Options

When an e-mail sent to the e-mail address of the machine is received, you can select the print operation.

■Attachment

Only prints the attached documents.

■Full Headers and Contents

Prints the e-mail headers and body of the e-mail. When you check a mark to [Print S/MIME Information], S/MIME Information is also printed.

■Basic Headers and Contents

The basic headers (From/To/Subject/Date) and the contents of the E-mail are printed. When you check a mark to [Auto Print], the machine prints only E-mail that has contents.

Auto Print Error Mail

Select whether the error e-mail resulting from an incorrect address, or transmission error should be automatically printed.

Note • The job for printing error e-mail is displayed as error on the [Job Status] screen and a job history report even when the job has been complete successfully.

Response to Read Receipts

Set whether or not to respond when a read receipt (MDN) is requested.

■Off

Does not respond.

∎On

Automatically notifies the sender that the e-mail has been processed.

Read Receipts

When an e-mail is sent from the machine, select whether to require the recipient to return the read status.

• This item does not apply to the iFax feature.

■Off

The read receipts (MDN) feature is disabled.

∎On

All users are permitted to use the read receipts (MDN) feature.

Auto Print Delivery Confirmation Mail

Select whether to automatically print transmission result e-mails (DSN response/MDN response).

■Off

Transmission result e-mails are not printed.

∎On

Transmission result e-mails are automatically printed regardless of success or failure of the transmission.

Print when delivery fails Prints only when the transmission failed.

Max No. of Pages for Split Send

Select whether to split the attachment data into pages for transmission. When split for transmission, set the number of pages.

Important • It is only possible to split into multiple-page files when the output file format is specified as PDF, DocuWorks or multiple-page TIFF.

■Off

The attachment data is not split for transmission.

∎On

Set a value from 1 to 999 pages, in 1 page increments.

Allow Casual Users to Edit From

Set whether to protect e-mail addresses from being changed by unauthenticated users under [From] on the [E-mail] tab.

Allow Guest Users to Edit From

Set whether to protect e-mail addresses from being changed by guest users under [From] on the [E-mail] tab.

Allow to Edit From if Search Found

Set whether to protect e-mail addresses from being changed under [From] on the [E-mail] tab when an authenticated user retrieves an e-mail address from the LDAP server.

Allow to Edit From if Search Failed

Set whether to protect e-mail addresses from being changed under [From] on the [E-mail] tab when an authenticated user fails to retrieve an e-mail address from the LDAP server.

E-mail Sending When Search Failed

Set whether to disable [E-mail] when an authenticated user fails to retrieve an e-mail address from the LDAP server.

Mailbox/Stored Document Settings

In [Mailbox/Stored Document Settings], make the settings for handling documents stored in mailboxes. The following shows the reference section for each item.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - Mailbox Settings
 325

 Stored Document Settings
 326
- **1** On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250).

- **2** Select [Mailbox/Stored Document Settings].
- **3** Select the item to be set or changed.

Mailbox Settings

You can set actions after retrieving documents by a client and when forwarding received iFax documents.

Documents Retrieved By Client

Set whether to delete a document stored in the mailbox when it is retrieved by the client.

- Delete according to Mailbox Settings
 Follows the settings for individual mailbox.
 For information about setting the mailbox, refer to "Delete Document After Retrieval" (P.329).
- ■Force Delete

Ignores the settings for each individual mailbox, and when a document is retrieved by a client, the retrieved document is forcibly deleted.

Print & Delete Confirmation Screen

Set whether to display a confirmation screen before a document stored in a mailbox is deleted.

Convert Custom to Standard Size

Set whether to convert a fax document of non-standard size to the standard size.

Standard Size Threshold Value

Specify a threshold value for standardizing a document, in the range from 1 to 10 mm.

iFax to iFax

Select whether to permit automatic forwarding of documents received in a mailbox from an iFax-compatible machine to an iFax-compatible machine.

iFax to E-mail

Select whether to permit automatic e-mail forwarding of documents received in a mailbox from an iFax-compatible machine.

Stored Document Settings

You can select whether to automatically delete documents stored in a mailbox. Set the document expiry date, and the time of deletion.

You can also select whether documents are deleted or not according to their types.

If you selected [Set], set the following items:

Document Expiry Date

Set the document expiry date. If automatically deleted, you can specify a date (elapsed days) and time of deletion. This setting applies to all stored documents.

Documents kept for

Set the document retention period in the range 1 to 14 days.

Documents deleted at

Set the time for the document to be deleted after the retention period has expired, in the range from 0 to 23 hours, 00 to 59 minutes.

When a storage period is set, set document deletion to enabled. For more information, refer to "Delete Documents with Expiry Date" (P.329).

Delete Charge Print Documents

Select whether or not to delete charge print documents after the expiry date has expired.

Delete Secure Print Documents

Select whether or not to delete secure print documents after the expiry date has expired.

- This item does not appear when [Receive Control] under [Charge Print Settings] is selected as follows:
 - [According to Print Auditron] > [Job Login Success] > [Save in Private Charge Print]
 [Save in Private Charge Print]

For more information, refer to "Charge Print Settings" (P.350).

Delete Private Charge Print Docs.

Select whether or not to delete private charge print documents after the retention period has expired.

- Note This item appears when [Receive Control] under [Charge Print Settings] is selected as follows:
 - [According to Print Auditron] > [Job Login Success] > [Save in Private Charge Print]
 - [Save in Private Charge Print]

For more information, refer to "Charge Print Settings" (P.350).

Delete Sample Print Documents

Select whether or not to delete sample print documents after the expiry date has expired.

Print Job Confirmation Screen

You can change the number of document copies on a confirmation screen when the number of copies is modifiable for the document. Set whether to display the confirmation screen.

Job Flow Settings

[Job Flow Settings] allows you to configure the settings for a pool server when job flow sheets are managed and stored with ApeosWare JF Pool Service.

A pool server is an external server that manages and stores job flow sheets.

When you set a pool server, a job flow sheet list and job flow sheets stored on the pool server become available.

In order to use a pool server, the machine must be registered in the pool server in advance.

Pool Server

Select whether to use a pool server.

Pool Server Login Method

Select a pool server login method.

■Show Login Screen

A screen to enter a login name and a password appears whenever logging on the pool server.

Automatically Log In The machine automatically logs on the pool server. Enter a login name and a password here.

Default Job Flow Sheet List

Select which of the job flow sheet lists stored in the machine or the pool server to be displayed when selecting a job flow sheet.

Fax Transfer Resolution

You can set the resolution for forwarding color documents via Fax. Select the resolution from [Same Resolution (High Quality)] and [200dpi (High Speed)].

Setup Menu

- In [Setup Menu], you can register or update mailboxes, job flows, and Address Book.
- **Note** This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

The following shows the reference section for each item.

Mailbox	
Job Flow Sheets	
Job Flow Sheet Keywords	
Address Book (Address Number)	
Group Send	
Comments	

1 In the [System Settings] screen, select [Setup Menu].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250).

2 Select any item.

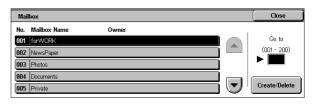
Mailbox

Register mailboxes in order to store scanned documents, carry out mailbox communications, or distribute received documents to mailboxes. You can register up to 200 mailboxes.

Scanned documents, and documents send to a mailbox or private mailbox are stored in specified mailboxes. According to the purpose, you can create various mailboxes, such as mailboxes for receiving documents and for sending documents (stored for polling).

You can check the current mailboxes in the "Mailbox list". For more information, refer to "Mailbox List" (P.385).

- **1** Select [Mailbox].
- **2** Select the mailbox to be registered, and select [Create/Delete].
 - Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can specify the mailbox directly by entering a threedigit number with the numeric keypad.
- **3** When creating a new mailbox, a password setting screen appears.
 - When not setting a password
 - 1) Select [Off], and select [Save].
 - When setting a password
 - 1) Select [On], and then enter a password.
 - 2) Select [Save].





- **4** Select the item to be set, and select [Change Settings].
- **5** Select the setting value.
- **6** Select [Save].

Mailbox Name

Set a mailbox name.

Using the displayed keyboard and the numeric keypad, you can enter up to 20 characters. For information about how to enter characters, refer to "Entering Text" (P.265).

Check Password

Set an access restriction to permit operations for specified users only.

- Check Password Set whether to check the password.
- ■Password

To use the Access Restriction feature, enter a password. You can enter a password of up to 20 numeric digits (0 to 9).

■Target Operation

Set the operations to be restricted.

- Always (All Operations)
 A password entry is required when a mailbox is selected or a document in a mailbox is printed or deleted.
- Save (Write) A password entry is required when a mailbox is selected.
- Print/Delete (Read) A password entry is required when a document in a mailbox is printed or deleted.

Delete Document After Retrieval

When a document stored in a mailbox is printed, or is retrieved by an external action, set whether the document should be deleted.

■No

The document is left stored.

∎Yes

After the document is printed, or is retrieved by an external action, it is automatically deleted.

Delete Documents with Expiry Date

Specify whether to enable the feature to delete documents stored in a mailbox at a specified time after a retention period has expired.

■No

Even when the set retention period has elapsed, documents are not deleted.

■Yes

Set the document retention period. Documents are deleted at a specified time after the retention period has expired. However, if the retention period has not been specified, documents are not deleted even when [Enabled] is selected.

For information about setting the document retention period, refer to "Mailbox Settings" (P.325).

Link Job Flow Sheet to Mailbox

Makes a link with a job flow sheet and a mailbox. You can determine how documents stored in a mailbox are processed by linking the mailbox to a job flow sheet in which a series of operations are registered.

For the method of registering a job flow, refer to "Job Flow Sheets" (P.330).

Cut Link

Cancels the link between a mailbox and its job flow sheet.

■Create/Change Link

A screen for linking a job flow sheet appears. You can select from the existing job flow sheets or create a new job flow sheet.

For information about the operation, refer to "Job Flow Sheets" (P.330).

■Auto Start

If you select the [Auto Start] check box, when a document is stored in the mailbox, the procedure registered in the job flow is automatically started.

When the [Delete Mailbox] Button is Selected

Deletes the selected mailbox.

If there are documents in the mailbox, all documents are deleted. All job flow sheets created in the mailbox are also deleted.

Important • Once a document or job flow is deleted, it cannot be recovered.

Job Flow Sheets

Job flow is a feature for executing a series of registered actions.

The target of a job flow is documents stored in a mailbox. Two methods are available: 1) automatically start a job flow when a document is stored to a mailbox, or 2) select a job flow to manually act on documents stored in the mailbox.

To start a job flow, you must link the job flow to a mailbox. Documents are automatically processed by the job flow sheet when they stored in the mailbox.

• To link a mailbox with a job flow sheet created with [Job Flow Sheets], start from [Check Mailbox]. For more information, refer to "Configuring/Starting Job Flow" (P.205).

Features that can be registered are listed below.

- Forwarding specification (FTP, SMB, e-mail, fax, iFax)
- Multiple forwarding specifications, multiple processing execution
- Print

Depending on the method of storing in the mailbox, there are restrictions on the combination of features.

Output Input	Print	Fax trans- mission	iFax trans- mission *1	Mail Send	FTP trans- mission	SMB trans- mission
Fax Documents for Private Polling	0	0	0	0	0	0
Scan	0	0	0	0	0	0
Fax to Mailbox	0 ^{*2}	0	0	0	0	0
iFax Received	0	0	\bigtriangleup	0	0	0
Print Accumulation	Х	Х	Х	Х	Х	Х

O: Available

X: Not available

 \triangle : Available depending on System Administration mode settings

*1 Load an A4 document in landscape orientation when TIFF-S has been selected for iFax forwarding profile. Loading the document in portrait orientation will reduce the size of the iFax image.

*2 Even if you have set to delete documents after printing, a printed document in a mailbox will not be deleted if the USB cable is disconnected while the document is being printed.

Restrictions on Using Job Flow

A job flow can be used by single or multiple users, or can be used by linking to a specific mailbox. The use of job flows is restricted by the authentication feature.

For information about the available job flow features and restrictions on use, refer to "Authentication for Job Flow Sheets and Mailboxes" (P.396).

- **1** Select [Job Flow Sheets].
- **2** Carry out the job flow operation.

Cr	eate Job Flow Sheet					Close
	Name 🖌	▶ Updated] 9	Sheet Filtering	Search	i by Name
	work			Mailbox		
	ftp		j		Search) by Keyword
	work		İ	Create		
	ftp		ĺ			
	work		i 🔍	Edit / Delete	l 📃 s	elect Keyword

■Sheet Filtering

Filters the job flow sheets displayed. The screen display depends on the user authentication feature settings.

1 Select the filtering conditions, then select [Save].

Sheet Filtering	Cancel	Save
Owner		
Shared		
Personal		

■Create

The [Create Job Flow Sheet] screen appears.

Refer to "Create Job Flow Sheet" (P.332).

■Edit/Delete

The [Details] screen appears. Refer to "Edit/Delete" (P.335).

■Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

For information about how to enter characters, refer to "Entering Text" (P.265).

Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation.

For information about how to enter characters, refer to "Entering Text" (P.265).

Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the system settings to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

Create Job Flow Sheet

Creates a new job flow.

1 Select the item to be changed.

Create New Job Flow Sheet	t	Cancel	Save
ltems	Current Settings		
1. Name	(Not Set)		
2. Description	(Not Set)		Delete Settings
3. Send as Fax	9 Entries		
4. Send as iFax	49 Entries		Change
5. Send as E-mail	98 Entries		Settings

■Delete Settings

Deletes the setting values of all selected items.

■Change Settings

Confirm or change the settings of the selected items.

Name

Set the name for the job flow sheet, of up to 128 characters.

Description

Set the description of the job flow sheet, of up to 256 characters.

Keyword

Enter a keyword of up to 12 characters for job flow search.

Send as Fax

Specify the fax transmission address. You can specify a total of up to 100 addresses, using either address numbers or direct input.

Important • It is not possible to use wildcard or group dial number specifications.

Address Number

Specify an address with an address number. Enter the address number with the numeric keypad, and select [Save]. The specified address appears in [Recipient Name/Fax Number] in the [3. Send as Fax] screen.

■New Recipient

Specify a new address. Select the item you want to change, and select [Change Settings]. The specified address appears in [Recipient Name/Fax Number] in the [3. Send as Fax] screen.

Delete Recipient

Deletes all information for the selected addresses.

■Change Settings

Confirm or change the selected recipients.

For information about the method for confirm/change, refer to "Address Book (Address Number)" (P.336).

Send as iFax

Specify an address for iFax transmission.

You can specify a total of up to 100 addresses, using either address numbers or direct input.

Important • It is not possible to use wildcard or group dial number specifications.

Address Number

Specify an address with an address number. Enter the address number with the numeric keypad, and select [Save]. The specified address appears in [Recipient Name/E-mail Address] on the [4. Send as iFax] screen.

■New Recipient

Specify a new address. Select the item you want to change, and select [Change Settings]. The specified address appears in [Recipient Name/E-mail Address] on the [4. Send as iFax] screen.

Delete Recipient Deletes all information for the selected addresses.

■Change Settings

Confirm or change the selected recipients.

For information about the method for confirm/change, refer to "Address Book (Address Number)" (P.336).

Send as E-mail

Specify the recipients for e-mail transmission.

You can specify a total of up to 100 addresses, either selecting from the address book or by direct input.

- Note
- If [On] for [Encryption] in the [Detailed Settings] screen has been selected, you cannot specify a recipient by selecting [New Recipient].
 - If selecting [On] for [Encryption] in the [Detailed Settings] screen, enable this item before specifying the recipients. You cannot select [On] for [Encryption] after specifying the recipients.

Address Book

The recipients can be specified from address book. The specified address appears in [Recipient Name/E-mail Address] in the [5. Send as E-mail] screen.

■New Recipient

Specify a new address. Select the item you want to change, and select [Change Settings] to set. The specified address appears in [Recipient Name/E-mail Address] in the [5. Send as E-mail] screen.

Detailed Settings

Set the subject, output file format, encryption, and digital signature. Select the item you want to change, and select [Change Settings] to set.

- **Note** If selecting [On] for [Encryption], enable this item before specifying the recipients. You cannot select [On] for [Encryption] after specifying the recipients.
- ■Delete Recipient

Deletes all information for the selected recipients.

■Change Settings

Confirm or change the selected recipients.

For information on the settings, refer to "Address Book (Address Number)" (P.336).

Transfer via FTP (1), Transfer via FTP (2)

• Transfer via FTP (2) will appear when Transfer via FTP (1) is configured.

Specify a locatoin where FTP forwarding is to be stored.

Address Book

When the server address is registered in Address Book, you can specify the address from Address Book. The specified address appears in the [Transfer via FTP] screen.

For information on Address Book, refer to "Address Book (Address Number)" (P.336).

■File Format

Specify the output file format.

For information on file formats, refer to "Output Format" (P.192).

■Clear Field

Deletes all information for the selected addresses.

■Keyboard

Select one of [Recipient Name], [Server], [Save in], [User Name], and [Password] and press the button, to display an input screen.

The numbers of characters you can input are as follows.

- Recipient Name: Up to 18 characters
- Server: Up to 64 characters
- Save in: Up to 128 characters
- User Name: Up to 32 characters
- Password: Up to 32 characters

For detail information, refer to "Job Flow Sheets" (P.330).

Transfer via SMB (1), Transfer via SMB (2)

Note • Transfer via SMB (2) will appear when Transfer via SMB (1) is configured.

Specify where SMB forwarding is to be stored.

■Address Book

When the server address is registered in Address Book, you can specify the address from Address Book. The specified address appears in the [Transfer via SMB] screen.

For information on Address Book, refer to "Address Book (Address Number)" (P.336).

■File Format

Specify the output file format.

For information on the output file formats, refer to "File Format (Selecting the Format of Scanned Data)" (P.178).

■Clear Field

Deletes all information for the selected addresses.

■Keyboard

Select one of [Recipient Name], [Server], [Shared Name], [Save in], [User Name], and [Password] and press the button, to display an input screen.

The numbers of characters you can input are as follows.

- · Recipient Name: Up to 18 characters
- Server: Up to 64 characters
- Shared Name: Up to 128 characters
- Save in: Up to 128 characters
- User Name:

For domain users: Up to 97 characters with the format of "user name@domain name" or "domain name\user name"

(the user name and domain name must be up to 32 and 64 characters, respectively) For local users: Up to 32 characters

· Password: Up to 32 characters

For detail information, refer to "Job Flow Sheets" (P.330).

Print

Make print settings. When [On] is selected, you then configure print settings.

■Quantity

Set the number of copies from 1 to 999, in 1 copy increments.

Paper Supply

Select the printing paper tray. When [Auto] is selected, the same paper size as the original size is printed.

- Auto
 A suitable paper tray is automatically selected.
- Trays 1 to 3 Select paper from the 3 trays.
- Bypass Prints on paper loaded in the Tray 5 (Bypass).
- Sided Printing Sets the 2-sided printing option.
- Stapling/Output Destination Perform the stapling and output destination settings.
 - Stapling Set the position for stapling.
 - Output destination Select the output destination.

Edit/Delete

Check the content of a job flow sheet, and edit, copy, or delete it.

Note
 Some operations may be restricted according to types of job flow owners, authentication settings, and user types. For derails, refer to "Authentication for Job Flow Sheets and Mailboxes" (P.396).

Delete

Deletes the selected job flow sheet.

■Сору

Makes a copy of the selected job flow sheet. From the copy of the job flow sheet, you can create a new job flow sheet.

The method of creation is the same as when creating a new job flow sheet. For more information, refer to "Create Job Flow Sheet" (P.332).

■Edit

Edit the selected job flow sheet.

The changing method is the same as when creating a new job flow sheet. For more information, refer to "Create Job Flow Sheet" (P.332).

Job Flow Sheet Keywords

Registering a keyword for Job Flow Search allows you to search for the job flow by keyword. Up to 12 characters are allowed for a job flow search keyword.

Address Book (Address Number)

You can store frequently used addresses in an address book. Select an address type from fax, iFax, e-mail, and server (FTP/SMB).

When an address is registered, you can search for it with [Address Book] on the [Fax], [iFax], and [E-mail] screens.

You can store a total of 500 addresses for fax, iFax, e-mail, and server (FTP/SMB).

Note

Note

- If the Speed Dial Extension Kit (optional) is installed, you can register up to 999 locations.
 Abbreviated address numbers (001 to 070) are supported by the one touch buttons. The one touch buttons are available for fax and iFax.
- To specify an e-mail or server (FTP/SMB) address (for insertion in the address book), it is not possible to use an address number specified with the numeric keypad, one-touch dialing, or a group dial number.
- **1** Select [Address Book].
 - Note To display the [Address Book] screen, press the <Log In/ Out> button and enter the user ID, and then select [System Settings] > [Setup Menu] > [Address Book]. If [Setup Menu] is displayed on the [Setup Menu] screen, select [Setup Menu] > [Address Book].

Address Book			Close
Address No.	Address		0. 4.
001	(Not in Use)		Go to (001 - 999)
002	(Not in Use)		(001 - 595)
003	(Not in Use)		
004	(Not in Use)		
005	(Not in Use)		Create/Delete

- 2 Press the abbreviated number you want to register, and select [Create/Delete].
 - Select [▲] to return the previous screen or [▼] to move the next screen.
 - By entering a three-digit number with the numeric keypad, you can specify the abbreviated number directly.

Address Number 001

- **3** Select [Address Type], and select [Change Settings].
- **4** Select the address type, and select [Save].
- 1. Address Type
 (Not Set)

 2. Address
 (Address Not Entered)

 3. Recipient Name
 (Address Not Entered)

 4. Index
 (Address Not Entered)

 5. Recipient Name
 (Address Not Entered)

 6. Address Not Entered)
 Change

 7. Address Type
 Cancel

 7. Fax
 IFax

 9. Fax
 Server

Current Settings

- **5** Select the item to be set, and select [Change Settings].
- **6** When the settings are completed, select [Save].
- Address Number 016 Fa Current Setti 1. Address Type Fax e All Settin 2 Fax Numbe (Not Set 3. Recipient Name (Not Set) 4. Inde (Not Se ▼ Chang Setting 5. Relay Station S Off
- When selecting [Fax] as the address type The following items appear.
 - Address Type
 - Fax Number
 - Recipient Name
 - Index

- Maximum Image Size
- · Delayed Start
- Remote Mailbox
- F Code

- · Relay Station Setup
- Communication mode
- Resolution
- Cover Note
- When selecting [iFax] as the address type The following items appear.
 - · Address Type
 - E-mail Address
 - Recipient Name
 - Index
 - Resolution

- Relay Broadcast
- Billing Day Time
- · Billing Night Time
- Billing Midnight
- Maximum Image Size
- iFax Profile
- Communication mode
- S/MIME Certificate

· Custom Item 1

· Custom Item 2

Custom Item 3

S/MIME Certificate

System Settings

- When selecting [E-mail] as the address type The following items appear.
 - Address Type
 - E-mail Address
 - · Recipient Name
 - Last Name
 - · First Name
- When selecting [Server] as the address type The following items appear.
 - Address Type
 - Recipient Name
 - Transfer Protocol
 - Server Name/IP address
 - Shared Name (SMB Only)

Address Type

Changes an address type.

Fax Number

Enter a fax number with not more than 128 digits. For information about how to enter characters, refer to "Entering Text" (P.265).

E-mail Address

Enter an e-mail address with not more than 128 characters. For information about how to enter characters, refer to "Entering Text" (P.265).

Recipient Name

Enter a recipient name with not more than 18 characters. For information about how to enter characters, refer to "Entering Text" (P.265).

- Save In
- User Name
- Password
- Port Number
- Save III

Index

You can enter a single alphanumeric index character for use as a keyword to search the address book.

For information about how to enter characters, refer to "Entering Text" (P.265).

Relay Station Setup

When the machine is used as a relay station in a relay broadcast, select whether or not to certify the registered address number as an initiating station for the relay broadcast. When performing the relay broadcast, the initiating station must be registered to an address number in the relay station regardless of the instruction method.

Communication Mode

Set the communications mode. You can select [G3 (Auto)] or [F4800]. When the destination is specified by an address book entry with the communications mode set, it is not possible to change the communications mode in the [Fax/Internet Fax] screen.

Note • [G4 Auto] appears when an Internet Fax Kit is installed. For iFax, the setting applies to the section between the fax gateway and the recipient fax.

Resolution

Set the transmission image quality. Select from [Panel] (image quality selected on the control panel), [Standard], [Fine], [Superfine (400 dpi)], and [Superfine (600 dpi)].

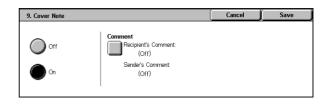
Cover Note

Select whether to send transmissions with a cover note attached. If attached, specify comments relating to the recipients and sender to be included in the cover notes. Comments must be registered in advance.

9. Cover No

For information on comment registration, refer to "Comments" (P.343).

- 1 Select [Off] or [On].
- 2 When [On] is selected, select [Comment].

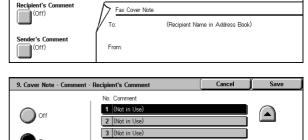


Cancel

◄

- 3 Select [Recipient's Comment].
- Select [On], and select a comment 4 from the displayed list of comments.

Note • Select [▲] to return to the previous screen or [▼] to



4 (Not in Use

5 (Not in Use)

The following comments are added to the top of the cover note

- move to the next screen.
- 5 Select [Save].
- 6 To insert a [Sender's Comment], repeat the procedure of Steps 4 and 5.

Maximum Image Size

Select the maximum storage size from [A3], [B4], and [A4], to match the recipient's paper size or processable profile.

Delayed Start

Set whether or not to use a delayed start transmission.

If the machine's system clock is set to the 24-hour display, [AM] and [PM] do not appear. For information on the system clock, refer to "Time" (P.266).

Remote Mailbox

Select whether to use mailbox communications. Note that when using mailbox communications, the other party's mailbox number and password must be set in advance.

- **1** Select [Off] or [On].
- 2 If you selected [On], enter a recipient's mailbox number with the numeric keypad, and select [Next].



System Settings

3 If a password is set, enter the password with the numeric keypad, and select [Save].

Note • If no password is set, do not input anything, and select [Save].

F Code

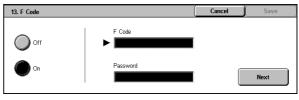
Select whether to use F code communications.

F Code is the transmission procedure set by the Communications and Information Network Association of Japan and is the T.30 (communication protocol) method for using subaddresses that was standardized by the ITU-T.

The F code (sub address) and password use not more than 20 digits 0 to 9, *, and #.

- **1** Select [Off] or [On].
- 2 If you selected [On], enter the F code with the numeric keypad, and select [Next].

• The F code consists of "0" + mailbox number. For example



mailbox number. For example, if the mailbox number is 123, the F code is "0123".

3 Enter the password as required with the numeric keypad, and select [Save].

Note • You can enter up to 20 digits for the password.

Relay Broadcast

Set the instruction given to a relay station, which is used when the machine is an initiating station and the registered address number is a relay station for relay broadcast. When set to [On], set [Relay Station ID], [Broadcast Recipients], and [Print at Relay Station].

- **1** For a relay broadcast, select [On], and select [Save].
- 2 With the numeric keypad, enter the relay station ID with two digits, then select [Enter/Change Recipients].

14. Relay Broadcast		Cancel	Save
Off Cn	Relay Station ID (01 - 99) ►	Enter/Change Recipients	

Note • The relay station ID is the address number for the initiating station (this machine) already registered on the relay station.

- **3** With the numeric keypad, enter the address number (001 to 099) or group dial number (#01 to #09) for the broadcast destination, and select [Add].
 - Note If there is more than one broadcast destination, continue by entering another address number or group dial number, and pressing [Add].



Cancel Save

1 2 3

4 5 6

7 8 9

4 To print a document also to the relay station, under [Print at Relay Station] select [On].

Billing - Day Time, Billing - Night Time, Billing - Midnight

Set the connection time for one unit charge in each of the time bands (daytime/night/ midnight).

You can set the value from 0.1 to 255.9 seconds in 0.1 second increments.

This item appears when the fax feature for the Login Setup/Auditron Administration is enabled. For information on how to enable the feature, refer to "Auditron Mode" (P.354).

The registered details can be confirmed by printing the [Billing Data List]. For information about how to print, refer to "Billing Data List" (P.385).

14. Billing - Day Time

No Billing

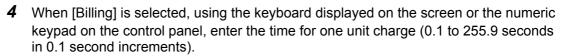
Time per Unit

1.0

1 Enter the System Administration mode.

For details on how to enter the System Administration mode, refer to "System Settings Procedure" (P.250).

- 2 Select one of [Billing Day Time], [Billing - Night Time], and [Billing -Midnight], and select [Change Settings].
- **3** Select [No Billing] or [Billing].



- 5 Select [Save].
- **6** Exit the System Administration mode.

iFax Profile

Set the format of the iFax profile.

A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between iFax-compatible machines.

■TIFF-S

This profile is the iFax standard. For documents that are larger than A4, the size is reduced automatically to A4 for transmission.

■TIFF-F

Select this profile when you specify super-fine for the resolution or when you send A3 or B4 documents.

■TIFF-J

Select this profile for sending documents in JBIG.

Last Name

Enter a recipient's last name (up to 32 characters). For information about how to enter characters, refer to "Entering Text" (P.265).

First Name

Enter a recipient's first name (up to 32 characters). For information about how to enter characters, refer to "Entering Text" (P.265).

S/MIME Certificate

Allows you to make a link with a S/MIME certificate. The S/MIME certificate needs to be registered in advance.

In order to link a certificate, select a certificate in a screen displayed when selecting [Create/ Change Link]. To delete a link, select [Cut Link].

Note • If many certificates are registered in the machine, it may take a long time to link a certificate. For information on the certificate, refer to the Network Administrator Guide.

Custom Item 1

The attribute name set as [Custom Item 1 attribute name] is shown as the item name. You can input any information as an auxiliary item. Up to 20 characters can be used. This item is appropriate for information represented by a shortish character string, such as telephone number, employee number.

For more information on the attribute name, refer to "Attribute Name of Custom Items 1 to 3" (P.299).

Custom Item 2

The attribute name set as [Custom Item 2 attribute name] is shown as the item name. You can input any information as an auxiliary item. Up to 40 characters can be used. This item is appropriate for information represented by a longer character string, such as company name, department.

For more information on the attribute name, refer to "Attribute Name of Custom Items 1 to 3" (P.299).

Custom Item 3

The attribute name set as [Custom Item 3 attribute name] is shown as the item name. You can input any information as an auxiliary item. Up to 60 characters can be used. This item is appropriate for information represented by a longer character string, such as company division, company address.

For more information on the attribute name, refer to "Attribute Name of Custom Items 1 to 3" (P.299).

Transfer Protocol

Set the forwarding destination protocol. You can select from [FTP] and [SMB].

Server Name/IP Address

Enter a name or IP address of a forwarding destination server.

Shared Name (SMB Only)

Enter the shared name set for the SMB folder.

Important • If the "/" mark is used at the top of a shared name, a job flow cannot read the shared name correctly. Do not use the "/" mark at the top of a shared name.

Save In

Enter the directory for storing documents. When SMB is selected, use a UNC format.

aaa/bbb

- Forwarding via FTP Example: To save in the bbb directory under the aaa directory in the root directory.
- Forwarding via SMB Example: To save in the bbb directory under the aaa directory in a specified volume. aaa\bbb

User Name

When a user name is required to be input by the forwarding destination server, set the user name.

When [FTP] has been selected under [Transfer Protocol], up to 32 characters are allowed. When [SMB] has been selected under [Transfer Protocol], you can enter using the following formats:

User name@Domain name (User name: up to 32 characters / Domain name: up to 64 characters)

Example: fuji@example.com (fuji: user name / example.com: domain name)

Domain name\User name (Domain name: up to 64 characters / User name: up to 32 characters)

Example: example\fuji (example: domain name / fuji: user name)

• Local user (up to 32 characters) Example: Fuji-Taro

Password

When a password entry is prompted by the forwarding destination server, specify a password. You can enter up to 32 characters for a password.

Port Number

Set the forwarding destination port number. Specify a number in the range from 1 to 65535.

When the [Delete All Settings] Button is Selected

Deletes all the information registered for the selected address. To delete all the registered information, select [Yes].

Important • Deleted information cannot be recovered.

Group Send

You can register addresses for broadcast transmission as a group. Each group can include up to 20 address numbers. The maximum number of groups that can be registered is 50.

Note that recipients to be added to a group must already be stored in the address book.

- Note It is not possible to include a group in another group.
 - As shown in the following example, you can use wildcards for specifying the numbers.
 - 01*: Specifies the 10 addresses with address numbers 010 to 019.
 - *** : Specifies all address numbers.
- **1** Select [Group Send].
- 2 Select a group number you want to register, and select [Create/ Delete].
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.

Group Send		Close
Group (Total)	Address Number	
#21 (0)	(Not in Use)	
#22 (0)	(Not in Use)	
#23 (0)	(Not in Use)	
#24 (0)	(Not in Use)	
#25 (0)	(Not in Use)	Create/Delete

- **3** Enter an address number (3 digits) you want to register with the numeric keypad, and select [Add].
- **4** Repeat the procedure of Step 3 to register the address numbers.
- 5 Select [Save].
 - ■Delete

 Group #21 · Create/Delete
 Cancel
 Save

 Recipients (Total Entries: 0)
 Address No. (001 - 999)
 (001 - 999)

 (Not in Use)
 Add
 Delete

neric System Settings

Deletes a registered address. Enter the address number you want to delete with the numeric keypad, and select [Delete].

Comments

You can register comments to be added to cover sheets. A maximum of 50 comments can be registered, each of which can be up to 18 characters.

For information about how to enter characters, refer to "Entering Text" (P.265).

System Administrator Settings

In [System Administrator Settings], you can set the system administrator ID and password.

You are recommended to set the system administrator ID and password to prevent setting changes and ensure security.

The following shows the reference section for each item.

System Administrator Login ID	.344
System Administrator Password	.344
Maximum Login Attempts	.345

1 In the [System Settings] screen, select [System Administrator Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250). Select any item.

System Administrator Login ID

2

Set the system administrator user ID. Enter the ID from 1 to 32 characters. Note • The default of the system administrator user ID is "11111".

- **1** Select [System Administrator Login ID].
- 2 Select [On].
- **3** Select [Keyboard], then in [New System Administrator Login ID], enter the system administrator ID, and select [Save].

System Administrator Login ID		Cancel	Save
Orf Cn	New System Administrator Login ID Re-enter System Administrator Logi		Keyboard Next

- **4** Select [Keyboard] once more, and in [Re-enter System Administrator Login ID], enter the same system administrator ID, and select [Save].
- 5 Select [Save].

System Administrator Password

Set the password for System Administration mode. Setting a password is strongly recommended for security.

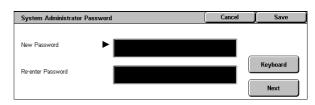
• The default of the system administrator password is "x-admin".

The system administrator password becomes valid when the password feature is activated in the Login Setup/Auditron Administration operation. Set the password after setting the system administrator user ID.

You can set the password from 4 to 12 numeric digits.

For information about enabling and disabling passwords, refer to "Login Setup/Auditron Mode" (P.352).

- **1** Select [System Administrator Password].
- **2** Select [Keyboard].
- **3** Enter a new password (4 to 12 digits) in [New Password], and select [Next].



- 4 In [Re-enter Password], enter the same password, and select [Save].
 - Note To set no password, leave the password blank, and select [Save].

Maximum Login Attempts

This feature protects the settings from being changed by an outsider pretending a system administrator. If authentication for a system administrator's ID fails more than specified times continuously, access is denied.

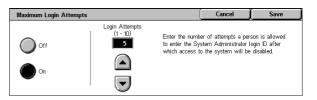
You can specify a login attempt count in the range from 1 to 10.

The failure count is reset when the machine is restarted.

- To chancel the access rejection state, restart the machine by turning off and on the power.
- **1** Select [Maximum Login Attempts].
- 2 Select [On].

Note

- **3** With [▲] and [▼], set the number of authentication attempts allowed.
- 4 Select [Save].



Login Setup/Auditron Administration

In [Login Setup/Auditron Administration], you can set different restrictions for each user to prevent unauthorized users from operating or accessing the machine, and can check the number of pages used by each user.

When the Login Setup/Auditron Administration feature is enabled, each machine user must enter a user ID and password, thus providing administrative control and accounting for the machine.

The following shows the reference section for each item.

Create/Check User Accounts	
Account Details	
Reset User Accounts	
System Administrator's Meter (Copy Jobs)	
User Details Setup	
Charge Print Settings	
Fax Billing Data	
Password Entry from Control Panel	
Login Setup/Auditron Mode	

1 In the [System Settings] screen, select [Login Setup/Auditron Administration].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.250).

2 Select any item.

Create/Check User Accounts

When the Login Setup/Auditron Administration feature is used, register user IDs and user names to authenticate registered users.

For a user of the machine, you can control the use of output color, or set a limit on the number of pages. For each registered user, you can also check the cumulative number of pages. Up to 1,000 sets of user data can be registered.

- Important Before registering users, refer to "Login Setup/Auditron Mode" (P.352) to set the Login Setup/Auditron Administration mode you use.
- This item does not appear when [Network Access] or [Xeorx Standard Accounting] is selected in "Login Setup/Auditron Mode" (P.352).
- 1 Select [Create/Check User Accounts].
- 2 Select [No.] for which you want to register a user, and select [Create/ Delete].

Create	/ Check User Accou	ints	Close
No.	UserID	User Name	
0001	0001	user1	Go to
0002	0002	user2	(0001 - 1000)
0003	0003	user3	
0004		(Not in Use)	
0005		(Not in Use)	Create / Delete
0000		1461 11 0007	

- Note [No
 - [No.] is a user control number.
 - Select [\blacktriangle] to return the previous screen or [\blacktriangledown] to move the next screen.
 - Entering a 4-digit user ID with the numeric keypad specifies the user directly.
- **3** Select any item, and set it.
- **4** Select [Save].

UserID

You can enter up to 32 characters for a user ID to use the machine.



User Name

Set a user name. You can enter up to 32 characters.

For information about how to enter characters, refer to "Entering Text" (P.265).

Password

Set the password. Setting the password is strongly recommended for security. You can use a 4 to 12-digit password.

E-mail Address

Enter an e-mail address (up to 128 characters). The address set here will be shown as the sender when sending [E-mail].

For information about how to enter characters, refer to "Entering Text" (P.265).

Account Limit

You can place restrictions on the use and the maximum number of allowed pages for each of the copy, fax, scan, and print features.

Account 0001 - Account Limit

Feature Access

Total Impressions

Account Limit

Copy Service

🔵 Fax Service

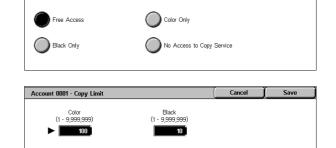
Scan Service

Print Service

Account 0001 - Feature Acces

- **1** Select [Account Limit].
- 2 Select [Copy Service], [Fax Service], [Scan Service] or [Print Service].
- **3** To place restrictions on a color mode or feature, select [Feature Access], and select the item.
- **4** To set account limits, select [Account Limit], then with the numeric keypad enter the maximum number of pages.

Note • Select [Next] to switch to another item.



Free Acces

10

100

Feature Acces

Cancel

1: Colo

■Feature Access

Place access restrictions on color modes and features.

- Free Access The feature is not restricted.
- Black Only Only monochrome can be used. The item does not appear when [Fax] is selected.
- Color Only Only color can be used. The item does not appear when [Fax] or [Printer] is selected.
- No Access to Copy/Scan/Print/Fax Service Disables the copy/scan/print/fax feature.
- ■Account Limit

Set the maximum number of pages for copying, scanning, or printing.

- Color You can specify a number from 1 to 9999999 (7 digits) sheets.
- Black

You can specify a number from 1 to 9999999 (7 digits) sheets.

Close

2: Black

10

Account Limit

Save

Next

Reset Total Impressions

Resets the current cumulative number of pages for a selected user, returning it to zero.

■Yes

Resets the current cumulative number of pages for users. Once reset, the previous count cannot be restored.

■No

Cancels resetting the cumulative number of pages.

Reset Account

Deletes all registered information for a selected user.

■Yes

Deletes the registered user data. Once deleted, the data cannot be restored.

Important • All job flow sheets, mailboxes, and documents within mailboxes belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of documents is left remaining within a mailbox for example), the deletion will take a considerable time.

■No

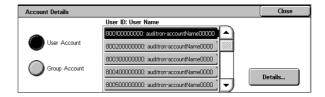
Cancels the deletion of the user data.

Account Details

Selecting [Xerox Standard Accounting] on the [Login Setup/Auditron Mode] screen allows you to check the following for each registered user or group: (1) the maximum number of times that the account can be used for each service or output color mode, and (2) how many times the account has been used for each service or output color mode.

• You can register users and groups on CentreWare Internet Services. For more information, refer to the CentreWare Internet Services Help.

1 Click [Account Details].



- **2** Select [User Account] or [Group Account]. If you select [User Account], select also the User ID to be checked.
- **3** Click [Details...].

Reset User Accounts

You can delete all registered information for all registered users in a single operation, or reset the auditron. It is also available to print contents for confirmation before resetting.

 Note
 This item does not appear when [Network Access] or [Xerox Standard Accounting] is selected in "Login Setup/Auditron Mode" (P.352).

System Settings

■All User Accounts

Deletes all information registered for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, output color restrictions, and printer auditron data.

- Important All job flow sheets, mailboxes, and documents within mailboxes belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of documents is left remaining within a mailbox for example), the deletion will take a considerable time.
- ■All Feature Access Settings

Resets the [Color Access] settings for all users to [Free Access].

■All Account Limits

Resets the maximum number of pages for all users to the default (9,999,999 pages).

Total Impressions

Resets all auditron administration data for all users including the system administrator. The number of pages is also reset to 0.

Meter (Print Jobs)

Resets all printer auditron, and deletes automatically registered job owner names. The count of the number of pages printed is also reset to 0.

- **Note** [Meter (Print Jobs)] is displayed when [Off] is selected for [Print Service] in the Login Setup/ Auditron Administration.
- Print Report

Prints a report including contents for confirmation before resetting.

■Reset

Deletes or resets the data for the selected item.

System Administrator's Meter (Copy Jobs)

You can check or reset the total impressions copied using the System Administration mode on the screen.

The total impressions are counted up to 9,999,999 pages for both color and monochrome.

• This item does not appear when [Network Access] is selected in "Login Setup/Auditron Mode" (P.352).

User Details Setup

Set the information required when carrying out authentication.

User ID Characters

If required, you can change the indication "UserID" on the [System Administrator Login] screen that appears when the <Log In/Out> button on the control panel is pressed to another name such as "UserName" or "Number". The alias can be set to 1 to 15 characters.

Note • The value is also reflected in report/list displays, and when accessing from CentreWare Internet Services.

Hide User ID

You can set how an entered user ID is shown on the screen. Use this feature to strengthen security as required.

■Show

As you enter the user ID, the characters are echoed on the screen in the normal way.

■Hide

As you enter the user ID, the character string is hidden as a row of asterisks (*****).

Account ID Characters

If required, you can change the indication "Account ID" on the [System Administrator Login] screen that appears when the <Log In/Out> button on the control panel is pressed to another name such as "AccountName" or "Number". The alias can be set to 1 to 15 characters.

- This item appears when [Network Access] is selected in "Login Setup/Auditron Mode" (P.352).
 - The value is also reflected in report/list displays, and when accessing from CentreWare Internet Services.

Hide Account ID (***)

You can set how an entered Account ID is shown on the screen. Use this feature to strengthen security as required.

 • This item appears when [Network Access] is selected in "Login Setup/Auditron Mode" (P.352).

■Show

As you enter the Account ID, the characters are echoed on the screen in the normal way.

■Hide

As you enter the Account ID, the character string is hidden as a row of asterisks (*****).

Failed Access Log

In order to detect unauthorized access, an error is logged if authentication fails within a specified period of time. Set the failure count.

Store User Details

You can set the destination to save authentication information. Select NVM or hard disk.

 • This item appears when [Network Access] is selected in "Login Setup/Auditron Mode" (P.352).

Charge Print Settings

You can set how received print jobs should be handled.

PJL Receive Command Control

Print jobs submitted by external equipment can be controlled by PJL commands. The settings for [Receive Control] described later are applied when either [Off] is selected or no PJL command is received.

PJL Output Command Control

Print jobs submitted by an external equipment can be controlled by PJL commands.

Receive Control

You can set how received print jobs should be handled.

For information about printing from a print driver, refer to "Printing" (P.228).

For information about save destinations for jobs and how to print using the Control Panel, refer to "Private Charge Print" (P.359) and "Charge Print" (P.361).

Job Login Failure

Charge Prin

ancel Job

. Job without User IC

Save in Charge Print

Cancel Job

Print Job

- **1** Select [Receive Control], and select [Change Settings].
- **2** Select any item.
- **3** According to the selected item, set the processing to be applied to jobs.



Follows the settings for the [Printer Settings] under "Login Setup/Auditron Mode" (P.352) and "Auditron Mode" (P.354).

3. Receive Control

According to Print Auditror

Save in Privat Charge Print

Save in Charge Print Job Login Succes

Print Job

Save in Private Charge Print

Note
 To restrict print job operations using the authentication feature, set [Login/Setup Auditron Mode] to [Local Machine Access] or [Network Access], and also set [Printer] under [Auditron Mode] to [On].

When [According to Print Auditron] is selected, [Job Login Success], [Job Login Failure] and [Job without UserID] appear.

Job Login Success

Set the processing to be applied to successfully authenticated jobs.

- To print all received jobs, select [Print Job].
- To save received jobs using the Private Charge Print feature, select [Save in Private Charge Print].

Note

- When [Save in Private Charge Print] is selected, the Security Print, Sample Print, and Delayed Print settings specified on the print driver will be ignored.
- Job Login Failure

Set the processing to be applied to authentication failure jobs (whose information, such as the user ID and password, has been incorrectly registered on the print driver).

- When [Save in Charge Print] is selected, all jobs received are saved.
- When [Cancel Job] is selected, jobs received are deleted.
- Job without UserID

Set the processing to be applied to jobs with no user ID attached (such as print or e-mail print jobs sent from CentreWare Internet Services).

- To print all jobs, select [Print Job].
- To save jobs using the Charge Print feature, select [Save in Charge Print].
- To delete jobs, select [Cancel Job].
- Note
 [Job without UserID] is changed to [Print Job] when you select as follows on CentreWare Internet Serivces: [Properties] > [Auditron Settings] > [Non-Account Print]. When [Job without UserID] is set to [Save in Charge Print] or [Cancel Job], the [Non-Account Print] check box on CentreWare Internet Services is cleared.

■Save in Private Charge Print

Regardless of whether the authentication feature is being used or not, all jobs that have a user ID are saved using the Private Charge Print feature. Any print document to which a user ID is incorrectly attached will also be saved using the Private Charge Print feature.

Note • When [Save in Private Charge Print] is selected, the Security Print, Sample Print, and Delayed Print settings specified on the print driver will be ignored.

When [Save in Private Charge Print] is selected, [Job without UserID] appears.

• Job without UserID

Set the processing to be applied to jobs with no user ID attached (such as print or e-mail print jobs sent from CentreWare Internet Services).

- To print all jobs, select [Print Job].
- To save jobs using the Charge Print feature, select [Save in Charge Print].
- To delete jobs, select [Cancel Job].
- Note [Job without UserID] is changed to [Print Job] when you select as follows on CentreWare Internet Serivces: [Properties] > [Auditron Settings] > [Non-Account Print]. When [Job without User ID] is set to [Save in Charge Print] or [Cancel Job], the [Non-Account Print] check box on CentreWare Internet Services is cleared.



■Save in Charge Print

Regardless of whether the authentication feature is being used or not, all received jobs are saved using the Charge Print feature.

• When [Save in Charge Print] is selected, the Security Print, Sample Print, and Delayed Print settings specified on the print driver will be ignored.

Fax Billing Data

You can make settings for the fax billing.

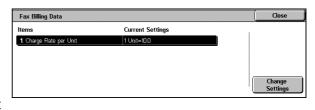
- Important In order to register the billing data, enable the fax feature for the Login Setup/Auditron Administration prior to the operations. For details on how to enable the fax feature, refer to "Auditron Mode" (P.354).
- Note
 Set the communications time per unit charge in each time band (daytime/night/midnight) in [Billing]. For information on how to set [Billing], refer to "Billing - Day Time, Billing - Night Time, Billing - Midnight" (P.340).
 - The registered details can be confirmed by printing the [Billing Data List]. For information about how to print, refer to "Billing Data List" (P.385).
- **1** Enter the System Administration mode.

For details on how to enter the System Administration mode, refer to "System Settings Procedure" (P.250).

- **2** Select [Fax Billing Data] and select [Charge Rate per Unit].
 - ■Charge Rate per Unit

This is a communication charge per unit.

- **3** Select [Change Settings].
- 4 Enter an amount using the keyboard displayed on the screen or the numeric keypad.
- 5 Select [Save].



1. Charge Rate per Unit		Cancel	Save
Charge Rate	1 2	3	
per Unit	4 5	6	
(0.1 - 2559)	7 8	9	
► 10.0	. 0	C	

Password Entry from Control Panel

You can set whether a password is required when the system administrator or a user uses the machine. Select [On] to enable "System Administrator Password" (P.344), and "Password" (P.347) for [Create/Check User Accounts].

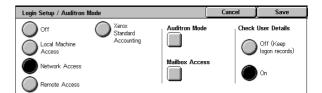
Select [Off] to not require the password, even if a password is set in the above procedures.

- Important The setting of [Password Entry from Control Panel] is used for authentication on the machine. A password must always be entered when accessing from remote devices using CentreWare Internet Services or the like, regardless of the use of password setting. Depending on authentication procedures, a password may be required for other processes as well.
- The system administrator's password is also required when you change settings from CentreWare Internet Services.

Login Setup/Auditron Mode

Set whether the Auditron administration feature is enabled or not, and whether to request an authentication operation.

- 1 Select [Login Setup/Auditron Mode].
- **2** Select any item.



Off

No user login setup/auditron administration is required to operate the machine.

• When [Off] is selected, [Auditron Mode] and [Mailbox Access] are disabled even if they are set to [On].

Local Machine Access

Carries out the auditron administration using the authenticated users already registered on the machine.

For information about authentication on the machine, refer to "Authentication and Auditron Administration" (P.403).

Network Access

Carries out the auditron administration using user information managed by the remote accounting service. User information is registered by the remote accounting service. For information about net authentication, refer to "Authentication and Auditron Administration"

(P.403).

- When [Network Access] is set in the [Login Setup/Auditron Mode] screen which appears when the <Log In/Out> button on the control panel is pressed, you can enter the account ID.
- Check User Details

Select whether to check user details. If [Off (Keep logon records)] is selected, [User ID] and [Account ID] must be entered. The entered information is not verified, but is logged onto the machine. Select [On] to verify user information.

The following items are common settings for each verification feature.

Remote Access

Verifies a remote accounting server. Can be used to manage user information managed on a remote accounting server. User information cannot be registered on the machine.

For information on the settings, refer to "Login Setup/Auditron Mode" (P.352).

- Important When switching to or from the remote access mode, the following information is lost.
 - All user information
 - Personal mailboxes and personal job flow sheets
 - When a Kerberos server is used as a remote authentication server, if the time of the remote authentication server and that of this machine differs, authentication may fail.
 - Remote Access is not available when enabling [TCP/IP IP Filter] of [Protocol Settings] in [Network Settings] under [System Settings] on the touch screen.
 - This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- ■Guest User

Note

Set whether to allow a user not registered with the remote authentication server to use the machine as a guest user.

■Guest Password

Configure the guest password as necessary. You can set the password from 4 to 12 digits.

Xerox Standard Accounting

Carries out the auditron authentication based on accounting users registerd on the machine.

Auditron Mode

Select whether to use the auditron administration feature when using the copy, fax, scan, and print services. Note that Login Setup/Auditron Administration cannot be used unless the system administrator user ID is set.

For information about the items you can manage, refer to "Authentication and Auditron Administration" (P.391).

- To set the fax charging data, be sure to select [Exit] to exit the System Administration mode, then once again enter the System Administration mode to make the settings.
 - The items appearing depend on the services provided.

■Copy Service

Set whether to enable the administration feature for copy operations.

- Fax Service Set whether to enable the administration feature for fax and iFax operations.
- Scan Service Set whether to enable the administration feature for scan operations.
- ■Print Service

Set whether to enable the administration feature for print operations.

• A job may be cancelled depending on the settings for "Receive Control" (P.350)

Mailbox Access

Set whether to carry out authentication when printing or retrieving documents stored in a mailbox.

• This item appears when a mailbox is registered.

■Login During Printing

Set whether authentication is required when a document within a mailbox is printed.

■Login During Retrieval

Set whether authentication is required when a document within a mailbox is retrieved through the network.

12 Job Status

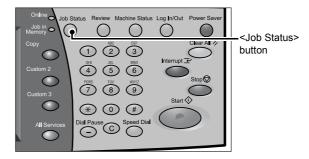
This chapter describes the job status feature.

Job Status Overview	.356
Checking Current/Pending Jobs	.357
Checking Completed Jobs	.358
Printing and Deleting Stored Documents	.359
Printing Pending Jobs	.369
Handling Error Terminations	.370
	Checking Current/Pending Jobs Checking Completed Jobs Printing and Deleting Stored Documents Printing Pending Jobs

Job Status Overview

The job status feature allows you to check current, pending, and completed jobs. You can also cancel printing and preferentially print pending jobs.

1 Press the <Job Status> button.



You can do the following on the [Job Status] screen.

■Checking Current/Pending Jobs

Lists current and pending jobs, and displays their details. Also allows you to cancel current or pending jobs.

For more information, refer to "Checking Current/Pending Jobs" (P.357).

Checking Completed Jobs

Displays the status of completed jobs. Also displays their details. For more information, refer to "Checking Completed Jobs" (P.358).

Checking Stored Documents

Prints or deletes documents stored using the Charge Print, Secure Print, Private Charge Print, Sample Print, and Delayed Print features, and also undelivered fax documents and documents stored in public mailboxes.

For more information, refer to "Printing and Deleting Stored Documents" (P.359).

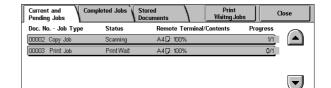
■Job Priority Printing

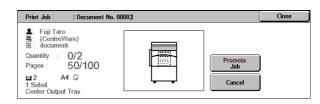
You can preferentially print pending jobs. For more information, refer to "Printing Pending Jobs" (P.369).

Checking Current/Pending Jobs

This section describes how to check current or pending jobs. On the status screen, you can cancel or preferentially execute jobs.

- **1** Press the <Job Status> button.
- **2** Check the current/pending jobs.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
- **3** Select the job to be canceled or preferentially executed.
- **4** Select [Cancel] or [Promote Job].





■Cancel

Cancels the current or pending job.

■Promote Job

Preferentially executes the selected job. A [鮒] will be marked on the [Status] of the job set to [Promote Job].

■Stop

Stops the job processing.

■Last Original

Select this to end scanning of documents. The job is then executed.

Next Original

Select this when you have another document to scan.

■Start

Resumes the stopped job.

Checking Completed Jobs

This section describes how to check completed jobs.

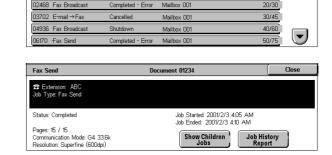
You can check whether a job has been completed successfully. Also, you can select a job to see the details.

Current and Pending Jobs

01234 Fax Send

Document / Job Type

- **1** Press the <Job Status> button.
- **2** Select the [Completed Jobs] tab.
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.
- **3** Select a job to see the details.
- **4** Select [Close] after the check.



Stored Documents

Grou Jobs

Remote Terminal / Contents

Mailbox 001

Close

Pages

10/15

Completed Jobs

Status

Completed

■Group Parent Jobs

Allows you to check the list or history of related jobs (such as broadcast fax and job flow jobs).

Show Children Jobs

Displays a job list.

■Job History Report

Prints the job results to allow you to check the job history.

Printing and Deleting Stored Documents

This section describes how to print or delete documents stored with the Secure Print or Sample Print feature, or stored with the charge print receiving control. The [Job Status] screen allows you to print or delete stored documents.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

The following shows the reference section for each item.

Private Charge Print	
Charge Print	
Secure Print	
Sample Print	
Delayed Print	
Public Mailbox	
Undelivered Faxes	

- **1** Press the <Job Status> button.
- **2** Select the [Stored Documents] tab.
 - Note [Secure Print] displayed on the screen may be replaced with [Private Charge Print] depending on the [Receive Protocol] setting under [Charge F

•••••			367
Current and Pending Jobs	Completed Jobs Stored Documents		Close
Charge Print	Secure Print	Sample Print	
Delayed Print	Public Mailbox	Undelivered Faxes	

Protocol] setting under [Charge Print Settings].

For more information, refer to "Charge Print Settings" (P.350).

Private Charge Print

When you set to use the Private Charge Print feature under [Charge Print Settings] > [Receive Protocol], received print jobs are saved for each authentication user ID.

- **Note** This feature is displayed when either of the following options is selected for [Receive Protocol] under [Charge Print Settings]:
 - [According to Print Auditron] > [Job Login Success] > [Save in Private Charge Print]
 - [Save in Private Charge Print].

For more information, refer to "Charge Print Settings" (P.350).

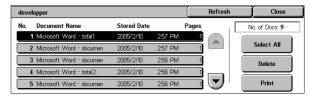
The following describes how to print or delete a document stored with the Private Charge Print feature.

- **1** Press the <Log In/Out> button.
- 2 Enter the user ID with the numeric keypad or the keyboard displayed by pressing [Keyboard], and select [Confirm].

User Login		Cancel	Confirm
Þ	UserID		Keyboard

- 3 Select [Private Charge Print].
 - Note
 If you are authenticated as a system administrator, pressing [Private Charge Print] will display a list of authentication user IDs. Select a user ID from the list, and then select [Document List] to display a list of documents.

- **4** Select the document to be printed or deleted.
- **5** Select any item.



■Select All

Selects all documents. To deselect all the documents, select this button again.

■Delete

Deletes the Private Charge Print document.

Note • If documents with the same user ID are all deleted, the user ID will be deleted. Refer to "When [Delete] is Selected" (P.360).

■Print

Prints the Private Charge Print document. Refer to "When [Print] is Selected" (P.360).

When [Delete] is Selected

1 Select [Yes].



■Yes

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

1 Select what to do with the document after printing.



Print and Delete

Starts printing the document. After printing, deletes the document.

Print and Save

Starts printing the document. After printing, the document remains undeleted.

■Cancel

Cancels printing the document.

Print Quantity

Allows to specify the number of print.

- Note [Print Quantity] is disabled when you have selected all the documents using [Select All].
 - When you select [Print and Save], the setting of [Print Quantity] is also saved.

Charge Print

When you set to use the Charge Print feature under [Charge Print Settings] > [Receive Protocol], received print jobs are saved for each Billing ID. Any jobs that were not given a Billing ID on the print driver are saved in [No User ID].

For more information, refer to "Charge Print Settings" (P.350).

The following describes how to print and delete a document saved in Charge Print.

Charge Print

003 A

005 0

007 E

devel

001 (No User ID)

- **1** Press the <Log In/Out> button.
- **2** Enter the user ID with the numeric keypad or the keyboard displayed by pressing [Keyboard], and select [Confirm].

System Administrator Login	Cancel	Confirm
UserID		
		Keyboard

Refre

Close Go to ``- 200)

ent List

Cancel

▶ 🔳

- 3 Select [Charge Print].
- **4** Select the user to be checked, and select [Document List].
 - Note · Select [Refresh] to display the updated information.
- 009 G 010 ⊦ $\mathbf{\overline{}}$ 011 I 012 J 95 Document(s) Select [▲] to return to the previous screen or [▼] to move to the next screen.

002 devel

004 E

006

008

- Entering a 3-digit user ID with the numeric keypad specifies the user directly.
- 5 Enter the password, and select [Confirm].
 - Note If no password is assigned, the password entry screen will not appear.
- 6 Select the document to be printed or deleted.
- 7 Select any item.



devel	opper				Refresh	Close
No.	Document Name	Stored Date		Pages		No. of Docs: 8
1	Microsoft Word - total1.	2005/2/10	257 PM	1		•
2	Microsoft Word - documen	2005/2/10	257 PM	1		
3	Microsoft Word - documen	2005/2/10	256 PM	1		Delete
4	Microsoft Word - total2.	2005/2/10	256 PM	1		
5	Microsoft Word - documen	2005/2/10	256 PM	1		Print

■Delete

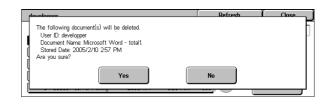
Deletes the document stored with Charge Print. Refer to "When [Delete] is Selected" (P.361).

■Print

Prints the document stored with Charge Print. Refer to "When [Print] is Selected" (P.362).

When [Delete] is Selected

1 Select [Yes].





Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

1 Select what to do with the document after printing.



Print and Delete

Starts printing the document. After printing, deletes the document.

Print and Save

Starts printing the document. After printing, the document remains undeleted.

■Cancel

Note

Cancels printing the document.

Print Quantity

Allows to specify the number of print.

Note • When you select [Print and Save], the setting of [Print Quantity] is also saved.

Secure Print

This section describes how to print or delete documents stored with the Secure Print feature.

For information on secure print operations, refer to the print driver's help.

- This feature is not displayed when either of the following options is selected for [Receive Protocol] under [Charge Print Settings]:
 - [According to Print Auditron] > [Job Login Success] > [Save in Private Charge Print]
 - [Save in Private Charge Print].
 - When you have selected [Save in Private Charge Print] or [Save in Charge Print] for [Receive Protocol] under [Charge Print Settings], jobs will not be saved in [Secure Print] under [Stored Documents] even if you select [Secure Print] on the print driver.

For more information, refer to "Charge Print Settings" (P.350).

- **1** Select [Secure Print].
- **2** Select the user to be checked, and select [Document List].



- Note Select [Refresh] to display the updated information.
 - Select [\blacktriangle] to return to the previous screen or [\blacktriangledown] to move to the next screen.
 - Entering a 3-digit user ID with the numeric keypad specifies the user directly.
- **3** Enter the password, and select [Confirm].
 - Note If no password is assigned, the password entry screen will not appear.

e numeric keypad specifies the user directly.					
developper	Cancel				
Password					

- **4** Select the document to be printed or deleted.
- **5** Select any item.

deve	developper				Refresh		Close
No.	Document Name	Stored Date		Pages		N	o. of Docs: 9
· · · ·	Microsoft Word - total1.	2005/2/10	257 PM	1)
2	Microsoft Word - documen	2005/2/10	257 PM	1			Select All
3	Microsoft Word - documen	2005/2/10	256 PM	1			Delete
4	Microsoft Word - total2.	2005/2/10	2:56 PM	1			
5	Microsoft Word - documen	2005/2/10	2:56 PM	1			Print
_					-	J	

■Select All

Selects all documents. To deselect all the documents, select this button again.

■Delete

Deletes the selected document.

• If documents with the same user ID are all deleted, the user ID will be deleted. Refer to "When [Delete] is Selected" (P.363).

■Print

Prints the selected document. Refer to "When [Print] is Selected" (P.363).

When [Delete] is Selected

1 Select [Yes].



∎Yes

Deletes the document.

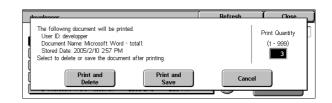
Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

1 Select what to do with the document after printing.



Print and Delete

Starts printing the document. After printing, deletes the document.

Print and Save

Starts printing the document. After printing, the document remains undeleted.

■Cancel

Note

Cancels printing the document.

Print Quantity

Allows to specify the number of print.

- [Print Quantity] is disabled when you use [Select All] to select all documents.
 - When you select [Print and Save], the setting of [Print Quantity] is also saved.

Job Status

Sample Print

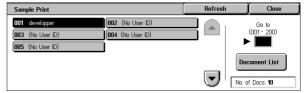
This section describes how to print or delete documents stored with the Sample Print feature.

For information on sample print operations, refer to the print driver's help.

• When you have selected [Save in Private Charge Print] or [Save in Charge Print] for [Receive Protocol] under [Charge Print Settings], jobs will not be saved in [Sample Print] under [Stored Documents] even if you select [Sample Print] on the print driver.

For more information, refer to "Charge Print Settings" (P.350).

- **1** Select [Sample Print].
- **2** Select the user to be checked, and select [Document List].



- Note Select [Refresh] to display the updated information.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - Entering a 3-digit user ID with the numeric keypad specifies the user directly.
- **3** Select the document to be printed or deleted.
- **4** Select any item.

devel	opper				Refresh	ļ	Close
No.	Document Name	Stored Date		Pages		N	o. of Docs: 9
1	Microsoft VVord - total1	2005/2/10	2:57 PM	1			
2	Microsoft Word - documen	2005/2/10	2:57 PM	1			Select All
3	Microsoft Word - documen	2005/2/10	2:56 PM	1			Delete
4	Microsoft Word - total2.	2005/2/10	2:56 PM	1			
5	Microsoft Word - documen	2005/2/10	2:56 PM	1			Print

Select All

Selects all documents. To deselect all the documents, select this button again.

Delete

Deletes the selected document. Refer to "When [Delete] is Selected" (P.365).

■Print

Prints a Sample Print document. After printing the remaining sets of the document, the stored Sample Print document is deleted.

Refer to "When [Print] is Selected" (P.365)

When [Delete] is Selected

1 Select [Yes].



∎Yes

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

1 Select [Yes].



Job Status

■Print and Delete

Starts printing the document. After printing, deletes the document.

Print and Save

Cancels printing the document.

■Print Quantity

Allows to specify the number of print.

Note • [Print Quantity] is disabled when you use [Select All] to select all documents.

Delayed Print

This section describes how to print or delete documents stored with the Delayed Print feature.

For information on Delayed Print operations, refer to the print driver's help.

 When you have selected [Save in Private Charge Print] or [Save in Charge Print] for [Receive Protocol] under [Charge Print Settings], jobs will not be saved in [Delayed Print] under [Stored Documents] even if you select [Delayed Print] on the print driver.

For more information, refer to "Charge Print Settings" (P.350).

- **1** Select [Delayed Print].
- **2** Select the document to be printed or deleted.
- Delayed Print Clr Print Time Поси ment Name Page No. of Docs: 91 No 1 Microsoft Word - total1 115 PM 2 Mic oft Word - do 2:16 PM 3 Microsoft Word - doc 11:22 AM Delete 4 Mic 3:30 PN -Print 5 Microsoft Word - docur 11:46 PM
- Note Select [Refresh] to display the updated information.
 - Select [\blacktriangle] to return to the previous screen or [\blacktriangledown] to move to the next screen.
 - [Print Time] shows the time to start printing.
- 3 Select any item.

■Delete

Deletes the selected document. Refer to "When [Delete] is Selected" (P.366).

■Print

Prints the selected document. After printing, deletes the document. If printed manually, the document will not be printed at the specified time. Refer to "When [Print] is Selected" (P.366).

When [Delete] is Selected

1 Select [Yes].



∎Yes

Deletes the document.

 $\ensuremath{\text{Important}}$ \bullet Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

1 Select [Yes].

Polavod Drint	Refresh	í Close 1
The following document(s) will be deleted after printing. Document Name: Microsoft Word - total1 Print Time: 115 PM (Stored Date : 2005/2/10 257 AM) User Name: developper Host Name: ep001		
The job will not print at the programmed time. Do you want to p	nint now?	

■Yes

Starts printing the document. After printing, deletes the document.

■No

Cancels printing the document.

Public Mailbox

This section describes how to print or delete a document stored in a public mailbox.

For information on how to operate Public Mailbox, refer to "Store for Polling (Allowing Remote Machines to Retrieve Documents from Your Machine)" (P.141).

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- **1** Select [Public Mailbox].
- **2** Select the document to be printed or deleted.
 - Note Select [Refresh] to display the updated information.



- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- **3** Select any item.

■Select All

Selects all documents. To deselect all the documents, select this button again.

■Delete

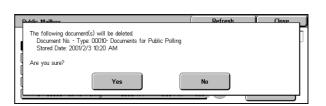
Deletes the selected document. Refer to "When [Delete] is Selected" (P.367).

■Print

Prints the selected document. Refer to "When [Print] is Selected" (P.367).

When [Delete] is Selected

1 Select [Yes].



∎Yes

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

Starts printing the document.

Undelivered Faxes

This section describes how to re-send or delete an undelivered fax document.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - This feature may not be displayed depending on the system settings.
- **1** Select [Undelivered Faxes].
- **2** Select the document to be re-sent or deleted.
 - Note Select [Refresh] to display the updated information.



Refresh

Close

• Select [▲] to return to the previous screen or [▼] to move to the next screen.

Undelivered Faxes

3 Select any item.

To re-send to the previously specified fax number, press the <Start> button.



■Delete This Document

Deletes the selected document.

Refer to "When [Delete This Document] is Selected" (P.368).

■Change Recipients...

Allows you to change the number, and re-send the document. Refer to "When [Change Recipients...] is Selected" (P.368).

When [Delete This Document] is Selected

1 Select [Yes].



∎Yes

Deletes the fax document.

■No

Cancels deleting the fax document.

When [Change Recipients...] is Selected

Specify a fax recipient for the undelivered fax document.

Besides the fax recipient, the following features can be changed on the control panel:

- Communication mode
- Line (port) selection
- Switch between extension and outside lines

Important • If the fax number is changed, the setting for adding a header will be disabled. For information on how to specify a fax number, refer to "Step 3 Specifying the Destination" (P.101).

Printing Pending Jobs

This section describes how to print pending jobs.

Note • If there are no pending jobs, the [Print Waiting Jobs] button is disabled.

- **1** Press the <Job Status> button.
- 2 Select [Print Waiting Jobs].

Current and Pending Jobs		tored Print ocuments Waitng J	obs Close
Doc. No Job Type	Status	Remote Terminal/Contents	Progress
00002 Copy Job	Scanning	A4 💭: 100%	1/1
00003 Print Job	Print Wait	A4 🛛: 100%	0/1
ų			

Handling Error Terminations

This section describes how to handle error terminations.

■For a Print Job

Select a job shown as an error termination in the [Completed Jobs] tab to check the error code. Follow the error code instructions.

For information on error codes, refer to "Error Code" (P.465).

■For a Fax Job

A transmission report (undelivered) is printed.

For more information on transmission reports (undelivered), refer to "Transmission Report -Undelivered" (P.387). For details on how to get transmission reports (undelivered) automatically, refer to "Transmission Report - Undelivered" (P.277).

• The transmission report (undelivered) is not printed for fax data which is forwarded by a job flow linked to a mailbox. To check the sending status of such data, print a job status/activity report as other jobs.

For Other Jobs

Print a job status/activity report, and check the execution results. For information about job history reports, refer to "Job Status/Activity Report" (P.380).

13 Machine Status

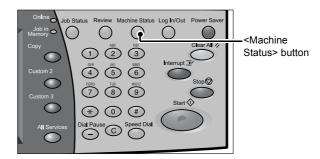
This chapter describes the features for checking the machine status.

٠	Overview of Machine Status	. 372
•	Machine Status	.373
٠	Billing Meter/Print Report	.378
•	Supplies	.389
•	Faults	.390

Overview of Machine Status

You can check machine status and the number of printed pages on the screen. You can also print various reports/lists to check the job history, settings and registered information.

1 Press the <Machine Status> button.



The [Machine Status] screen offers the following features.

■Machine Status

You can check the machine configuration, paper tray status, and hard disk overwriting status. You can also set print modes.

For more information, refer to "Machine Status" (P.373).

Billing Meter/Print Report

You can check the number of pages printed by meter or user. You can also print various reports/lists to check the job history, settings and registered information. For more information, refer to "Billing Meter/Print Report" (P.378).

Supplies

You can check the status of consumables. For more information, refer to "Supplies" (P.389).

Faults

You can check the faults that occurred on the machine. For more information, refer to "Faults" (P.390).

Machine Status

On the [Machine Status] screen, you can check the machine configuration and paper tray status. You can also change settings for the print mode and fax receiving mode.

The following shows the reference section for each item.

- Machine Information373Paper Tray374Overwrite Hard Disk375Print Mode375Fax Receiving Mode377
- 1 Press the <Machine Status> button.
- **2** On the [Machine Status] screen displayed, you can check the machine status.

Machine Billing Meter / Supplies Status Print Report	Faults Close
Machine Information	Print Mode On-line
Overwrite Hard Disk	Fax Receiving Mode

Machine Information

On the [Machine Information] screen, you can check the serial number of the machine, machine configuration, and software version.

1 Select [Machine Information].

Machine Information		Close
For enquiry on maintenance and operation	Machine Configuration	
Call your local Service Representative.	X0000X	
Serial Number	Software Version	
NOONX	хжх	

For enquiry on maintenance and operation

Indicates how to make maintenance and operating enquiries.

Serial Number

Indicates the serial number of the machine.

Machine configuration

Displays the [Machine Configuration] screen.

■Software version

Displays the [Software Version] screen.

[Machine Configuration] Screen

You can check the machine configuration.

- **1** Select [Machine Configuration].
 - Note Select [▲] to return to the previous screen or [▼] to move to the next screen.

Machine Configuration		Close
Items	Status	
1 Configuration Code	HB	
2. Auto Document Feeder	Available	
3. Paper Tray	3 Tray Configuration	
4. Side Output Tray	Available	
5. Center Output Tray	Extra Tray for Standard Output	

On the [Machine Configuration] screen, you can check the following items.

Page Memory SizeSystem Memory Size

· Hard Disk

PostScript

• ESC/P

- Configuration Code
- Document Feeder
- Stamp
- Paper Tray
- Side Output Tray
- Offset stacking module
 HP-GL/2
- Output Device
 PCL
- 2 Sided Printing Unit
 PDF
- Note [Output Device] indicates whether or not a finisher (optional) is installed. If A Finisher is installed, it is displayed as "A Finisher". If B Finisher is installed, it is displayed as "B Finisher".

[Software Version] Screen

You can check the software version.

- **1** Select [Software Version].
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

Surtware version		Close
Items	Status	
1. Controller ROM	хжх	
2. IOT ROM	XXX	
3. Finisher Å(B) ROM	XXX	
4. IT ROM	XXX	
5. ADF ROM	XXX	
		•

On the [Software Version] screen, you can check the following items.

- Controller ROM
- IOT ROM
- Finisher A (B) ROM
- IIT ROM
- ADF ROM

• Fax G3 Option ROM

Fax ROM

- SJFI
- SSMI

Paper Tray

You can check the paper trays set on the machine. On the screen, you can check the following items.

- Status
- Filled (Amount of paper remaining)
- Paper Size
- Paper Type
- **1** Select [Paper Tray].

	-				
ltems	Status	% Full	Paper Size	Paper Type	
Tray 1	Ready	100%	A4 🖓	Plain Paper	
Tray 2	Ready	25%	A3D	Plain Paper	
Tray 3	Ready	75%	8.5 x 11" 🖵	Plain Paper	
Tray 5	-	-	Auto Size Dete	ect Plain Paper	

- USB
- Fax Main Board
- Fax Extension Board 1
- Fax Extension Board 2

13

Machine Status

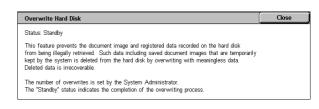
13

Overwrite Hard Disk

Note

You can check the overwriting status of the hard disk. The indication "Overwriting" shows that the overwriting is in progress. "Standby" shows the completion of the overwriting process.

- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
 - [Overwrite Hard Disk] appears only when [Overwrite Hard Disk] is enabled in [System Settings]. For more information, refer to "Overwrite Hard Disk" (P.283).
- **1** Select [Overwrite Hard Disk].



Print Mode

You can set print modes.

Note • The items displayed vary depending on the options installed.

- **1** Select [Print Mode].
- 2 Select [Off-line] or [On-line].

Print Mode			Close
Off-line	PCL Emulation	ESC/P Emulation	

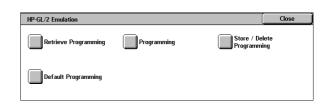
■Off-line

The printer cannot accept data. Any data being sent is canceled and not printed.

■On-line

The printer can accept data.

- **3** Select a printer language.
- 4 Select the item to be set.



Retrieve Programming

You can retrieve and use print modes registered in the memory.

- **1** Select [Retrieve Programming].
- 2 Select the memory number to be used.

HP-GL/2 Emulation - Retrie	ve Programming	Close
Factory Defaults	1 (Not in Use) 2 (Not in Use) 3 (Not in Use) 4 (Not in Use) 5 (Not in Use) .	
Custom Settings		

■Factory Defaults

You can use the factory default settings.

■Custom Settings

The numbers stored in the memory appear.

Programming

You can check or change the values set for the print mode item numbers. For information on item numbers that can be set in each emulation mode, refer to "Appendix" (P.523). For information on the KS/KSSM emulation, refer to the Korean version of this User Guide. For information on the ESCPK emulation, refer to the Traditional or Simplified Chinese version of this User Guide.

- **1** Select [Programming].
- 2 Enter the feature number to be set in [Item Number] using the numeric keypad.
- **3** Select [Confirm] as necessary.
- 4 Select [Change Value].
- **5** Enter [New Value] using the numeric keypad.
- 6 Select [Save].

■Item number

Enter the item number of the feature to be set.

Current Value

When you enter [Item Number], the currently set value appears.

■New Value

Enter a new value.

Store/Delete Programming

For the ESC/P and HP-GL/2 emulations, you can register print modes in the memory. You can register up to 20 print modes for ESC/P and HP-GL/2 emulations.

- **1** Select [Store/Delete Programming].
- 2 Select [Store Current Selections] or [Delete].
- **3** Select the memory number to be stored or to be deleted.

Store Current Selections

Stores the current selections. If you select a number already stored, its settings will be overwritten with the new settings. The overwritten settings cannot be restored.

Delete

When you select [Delete] and then select the number to be deleted, the number will be deleted.

Important • The deleted numbers cannot be restored.

Default Programming

You can start the printer in a print mode stored in the memory.

HP-GL/2 Emulation - Se	ətup		Close
	Item Number	Current Value	Confirm
			Change Value

HP·GL/2 Emulation - Setup			Close
Iten	n Number 101	Current Value	Cancel
		New Value	Save

377

- **1** Select [Default Programming].
- 2 Select [Factory Defaults] or [Custom Settings].
- **3** When you select [Custom Settings], select the memory number to be used.

■Factory Defaults

You can use the factory default settings.

■Custom Settings

The numbers stored in the memory appear.

Password

For PDF emulation, if a password is set for PDF files, set the password here in advance. PDF files can be printed only when their password matches the password set here.

You can use up to 32 characters for the password.

- **1** Press [Password].
- 2 Select [Keyboard].
- **3** Enter a password (within 32 characters) in [New Password], and select [Set].
- 4 In [Re-enter Password], enter the same password, and select [Save].

Fax Receiving Mode

You can set a fax receiving mode.

For information on automatic and manual fax receiving modes, refer to "Receiving Faxes" (P.153).

- **1** Select [Fax Receiving Mode].
- **2** Select a fax receiving mode.

Manual Receive

Allows you to manually receive a fax from a remote machine. This mode is convenient when you want to confirm the fax sender or answer the call using the external telephone before fax reception.

■Auto Receive

Automatically starts receiving a fax from a remote machine.

PDF - Password		Cancel	Save
New Password			
Re-enter Password			Keyboard
	ļ		Next

HP-GL/2 Emulation - Default	Programming		Cancel	Save
Factory Defaults	1 (Not in Use) 3 (Not in Use) 5 (Not in Use)	2 (Not in Use) 4 (Not in Use)		
Custom Settings			•	

Machine Status
3

Billing Meter/Print Report

On the [Billing Meter/Print Report] screen, you can check the number of printed pages for each meter or user. You can also print various reports/lists to check the job history, settings and registered information.

The following shows the reference section for each item.

- Billing Meter378User Account Billing Meter379Print Report/List380Automatically Printed Reports/Lists387
- **1** Press the <Machine Status> button.
- **2** Select the [Billing Meter/Print Report] tab.
 - Important The tab name will be [Billing Meter] if report output is disabled under system settings.

Machine Billing Meter / Status Print Report	Supplies	Faults	Close
Billing Meter	User Account Billing Meter		
Print Report / List			

Billing Meter

You can check the number of copied/printed pages for each meter. The meters are classified by color mode.

1 Select [Billing Meter].

Billing Meter			Close
Serial Number	Cum	ent Meter Reading	
XXXXX	Meter 1	300	
	Meter 2	200	
	Meter 3	100	
	Meter 4	500	

Meter 1	Number of full color copies + Number of full color prints.
Meter 2	Number of B/W copies + Number of B/W prints + FAX*1
Meter 3	Number of large-size full color prints*2
Meter 4	Meter 1 + Meter 2

Note

- When print data resulting from color conversion using an ICC profile, for example, on the application is printed at Auto (Color/B/W), even documents that appear in black-and-white on the monitor are printed in color. In this case, meter 3 (color printing) is used for counting the number of prints.
 - *1 is applied on models equipped with FAX features. Only B/W and not color is supported for FAXes.
 - For *2, large-size full color is counted as a print at either of number of full color copies or number of full color prints in meter 1 if a copy or print is made on paper of 279 mm × 400 mm or larger (279 mm or more in the primary scanning direction and 400 mm or more in the secondary scanning direction) when the user has selected color (4-color or 3-color) for copying or printing or a color document has been recognized during document scanning on the scanner.

13

■Serial Number

Displays the serial number of the machine.

■Meter 1

Displays the number of pages copied/printed in black and white.

Meter 2

Reserved

Meter 3

Displays the number of pages copied/printed in colors.

User Account Billing Meter

You can check the number of pages printed in monochrome and colors for each user. When the Login Setup/Auditron Administration feature is enabled, you can check the billing meters for the currently authenticated user IDs.

For information on the Login Setup/Auditron Administration feature, refer to "Login Setup/Auditron Mode" (P.352).

- **1** Press the <Log In/Out> button.
- 2 Enter the user ID with the numeric keypad or the keyboard displayed by pressing [Keyboard], and select [Confirm].

ystem Administrator Login		Cancel	Confirm
	UserID		
►			Keyboard

To check the billing meter of a currently authenticated user ID

1) Enter the user ID of a user whose billing meter needs to be checked, and select [Confirm].

• Enter a password if required.

- 2) Press the <Machine Status> button.
- 3) Proceed to Step 3.

■To check the system administrator meter

1) Enter the user ID to enter the System Administration mode, and select [Confirm].

• Enter a password if required.

- 2) Select [User Mode].
- Press the <Machine Status> button.
- 4) Proceed to Step 3.
- **3** Select the [Billing Meter/Print Report] tab.
- **4** Select [User Account Billing Meter].

System Administrator Menu		
User Mode	System Settings	
Machine Billing Meter / Supplie Status Print Report User /	s Faults	Close
Billing Meter	Meter	

5 Select the meter to be checked.

User Account Billing Me	ter		(Close
Meter (Copy Jobs)		Color	Black	(
-	This Session	21		11
Meter (Scan Jobs)	Total	20		10
Meter	Account Limit			
(Print Jobs)	Available Balance			

■Meter (Copy Jobs)

Displays the number of pages copied.

Meter (Scan Jobs)

Displays the number of pages scanned.

■Meter (Print Jobs)

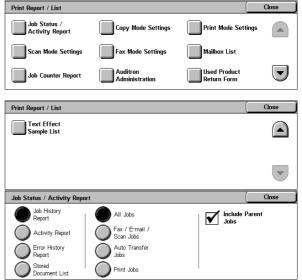
Displays the number of pages printed.

Print Report/List

This section describes how to print a report/ list.

Note • The items displayed vary depending on the optional features installed.

- **1** Select [Print Report/List].
 - Note
- The image shown right is the screen displayed by selecting [User Mode] in the System Administration mode.



Job Status/Activity Report

- **1** Select [Job Status/Activity Report].
 - Note To display the [Job Status/ Activity Report] screen, select the <Machine Status> button, and then select [Billing Meter/ Print Report] > [Print Report/ List] > [Job Status /Activity Report] > [Activity Report]. If [Activity Report] is being displayed on the menu screen, select [Activity Report] > [Activity Report].
- **2** Select the report/list to be printed.
- **3** Press the <Start> button.

■Job History Report

You can check job results. The data for the latest 200 jobs is printed. Select the type of the report to be printed from [All Jobs], [Fax/E-mail/Scan Jobs], [Auto Transfer Jobs], and [Print Jobs].

If [All Jobs] is selected, the [Include Parent Jobs] check box appears. Clearing this check box prints the related jobs (such as broadcast fax and job flow jobs) on one line. Selecting this check box prints each related job on each line.

You can also have [Job History Report] printed automatically for every 50 jobs.

For information on having reports printed automatically, refer to "Reports" (P.277). Automatically printed reports include job results of all jobs types.

■Activity Report

You can check whether fax transmissions or receptions completed successfully. The activity results are organized by remote terminal names or by whether they are transmissions or receptions.

The following activities are not included in [Activity Report].

- Redialed transmissions and pollings.
- When a document is deleted while it is waiting to be transmitted or to be redialed.
- When the power is shut off, or when a system error occurs during an activity.

You can also have the [Activity Report] printed automatically for every 100 activities. For how to configure, refer to "Reports" (P.277).

■Error History Report

You can print the information on the errors that occurred on the machine. The latest 50 errors are printed.

Stored Document List

A list of uncompleted jobs (documents of which transmissions/receptions are incomplete, or those that are stored for polling) stored in mailboxes are printed.

Copy Mode Settings

- **1** Select [Copy Mode Settings].
 - Note To display the [Copy Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Copy Mode Settings].
- **2** Select [Settings List Common Items].
- **3** Press the <Start> button.

Settings List - Common Items

You can check the hardware configuration, network information, and print and copy settings of the machine.

Note • The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

Print Mode Sett

Print Mode Settings

- 1 Select [Print Mode Settings].
 - Note To display the [Print Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Print Mode Settings].
- **2** Select the list to be printed.
- **3** Press the <Start> button.

Copy Mode Settings	Close
Settings List - Common Items	

				2
	Settings List - Common Items	TIFF Settings List	ESC/P Stored Programming List	
Э	PCL Settings List	TIFF Logical Printers List	HP-GL/2 Settings List	
	PCL Form List	PS Logical Printers List	HP-GL/2 Stored Programming List	_
	PDF Settings List	ESC/P Settings List	Fonts List	
t				
	Print Mode Settings			Close
	PostScript Fonts List			

Note • The items displayed vary depending on the options installed.

Settings List - Common Items

Allows you to check the hardware configuration, network information, and print and copy settings of the machine.

• The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

■PDF Settings List

Prints the settings configured in the PDF printer mode.

TIFF Settings List

Prints the settings configured in the TIFF printer mode.

■TIFF Logical Printers List

Prints the list of logical printers created in the TIFF printer mode.

TIFF logical printers are configured on CentreWare Internet Services. For more information, refer to the online help of CenterWare Internet Services.

■ESC/P Settings List

Prints the settings configured in the ESC/P emulation mode.

■ESC/P Stored Programming List

Prints the stored programming settings configured in the ESC/P emulation mode.

■ESP/P User Defined List

Prints the information on forms, logos, and patterns that can be used in the ESC/P emulation mode.

Fonts List

Prints the list of fonts available on the machine.

Note • Printed information depends on the installed options.

PS Logical Printers List

Prints the list of logical printers created in PostScript.

PostScript logical printers are configured on CentreWare Internet Services. For more information, refer to the online help of CenterWare Internet Services.

PostScript Fonts List

Prints the fonts available in PostScript.

■HP-GL/2 Settings List

Prints the settings for the HP-GL, HP-GL/2 and HP-RTL emulation modes.

■HP-GL/2 Stored Programming List

Prints the stored programming settings for the HP-GL, HP-GL/2, and HP-RTL emulation modes.

■HP-GL/2 Palette List

Prints a sample list of 256 colors that can be used for the Pen attribute on HP-GL and HP-GL/2 emulations.

Close

■PCL Settings List

Prints the settings for the PCL virtual printer.

■PCL Macro List

Prints the list of forms registered for PCL.

■PCL Fonts List

Prints the fonts available in PCL.

Scan Mode Settings

- **1** Select [Scan Mode Settings].
 - Note To display the [Scan Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Scan Mode Settings].



3 Press the <Start> button.

Settings List - Common Items

You can check the hardware configuration, network information, and print and copy settings of the machine.

Settings Lis

ob Templati

Address Boo

Settings List - Common Items

Extended

Features

Settings List

Domain Filter List

Note • The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

■Extended Features Settings List

You can check the settings configured for the scan service.

Note • The content of [Extended Features Settings List] is identical whether it is printed from [Scan Mode Settings] or [Fax Mode Settings].

Domain Filter List

You can check the permitted domains registered for domain filtering.

■Job Template List

You can print the settings for the server where the job templates, which were configured using the scan service setting tools of CentreWare Scan Service (optional), are stored.

For information on CentreWare Scan Service, refer to the "CentreWare Scan Service Installation Guide".

Address Book

You can check the settings for the address numbers and relay stations.

When you specify a range of address numbers, the list of settings for the specified address numbers (3 pages) and relay stations (1 page) will be printed. Each page contains the settings information on 50 address numbers.

If you select [Address Book], the screen for specifying a range of address numbers is displayed. Select a range of numbers, and press the <Start> button.

13

Scan Mode Settings		Close
O Settings List	Address Number (Multiple Selections Possible) 001 - 050 051 - 100	
Job Template List	101 - 150 (151 - 200) 201 - 250 (251 - 300)	
Address Book	301 - 350 351 - 400 401 - 450 451 - 500	

Fax Mode Settings

- 1 Select [Fax Mode Settings].
 - Note To display the [Fax Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Fax Mode Settings].

Fax Mode Settings			Close
Settings List Address Book	Settings List - Common Items Extended Features	Box Selector List	
Billing Data	Settings List	`	

- **2** Select the list to be printed.
- **3** Press the <Start> button.

Settings List - Common Items

You can check the hardware configuration, network information, and print and copy settings of the machine.

Note • The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

Extended Features Settings List

You can check the settings configured for the fax service.

Note • The content of [Extended Features Settings List] is identical whether it is printed from [Scan Mode Settings] or [Fax Mode Settings].

Box Selector List

You can check the settings for the mailbox sorting feature.

Domain Filter List

You can check the permitted domains registered for domain filtering.

Address Book

You can check the settings for the address numbers, Group Send, and relay stations.

When you specify a range of address numbers, the list of settings for the specified address numbers (3 pages) and relay stations (1 page) will be printed. Each page contains the settings information on 50 address numbers.

If you select [Address Book], the screen for specifying a range of address numbers is displayed. Select a range of numbers, and press the <Start> button.

Fax Mode Settings		Close
Settings List	Address Number (Multiple Selections Possible)	
	001 - 050 051 - 100	
Address Book	101 - 150 151 - 200	Group Send
Comments List	201 - 250 251 - 300	
Billing Data	301 - 350 351 - 400	Select All (001 - 999)
List	401 - 450 451 - 500	(001 - 555)

Group Send

You can print the list of settings for Group Send only.

Select All

You can print the list of settings for all address numbers, Group Send, and relay stations.

■Comment List

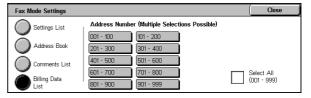
You can check the registered comments to be used on cover notes.

■Billing Data List

You can check the status of the billing data.

Note • [Billing Data List] appears when [Fax] for the Auditron Administration feature is set to [On].

If you select [Billing Data List], the following screen for specifying a range of address numbers is displayed. Select a range of numbers, and press the <Start> button.



Select All

Note

You can print the list of all billing data.

Mailbox List

Prints the list of mailbox settings and the procedure for saving documents to mailboxes.

- [Mailbox List] appears when [User Mode] is selected in the System Administration mode.
- **1** Select [Mailbox List].
 - Note To display the [Mailbox List] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Mailbox List].

Mailbox List			Close
Mailbox List	001 - 050	151 - 200	

- Select a range of mailbox numbers to be printed.
- **3** Press the <Start> button.

Job Counter Report

2

Prints the counter report for each feature.

- Note [Job Counter Report] appears when [User Mode] is selected in the System Administration mode.
- **1** Select [Job Counter Report].
 - Note To display the [Job Counter Report] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Job Counter Report].
- 2 Select [Job Counter Report].
- **3** Press the <Start> button.

Auditron Administration

You can print an auditron report by user. Note that the content on the screen differs depending on whether the Auditron Administration feature is enabled.

Note • [Auditron Administration] appears when [User Mode] is selected in the System Administration mode.



When the Auditron Administration feature of each service is set to [Off]

When the Auditron Administration feature of each service is set to [Off], the following screen appears, allowing you to print a printer meter report.

For information on enabling the Auditron Administration feature for each service, refer to "Auditron Mode" (P.354).

- **1** Select [Auditron Administration].
 - Note To display the [Auditron Administration] screen, select the <Machine Status> button, and then select [Billing Meter/ Print Report] > [Print Report/ List] > [Auditron Administration].

Auditron Administration	Close
Meter Report (Print Jobs)	

- **2** Select [Meter Report (Print Jobs)].
- **3** Press the <Start> button.

■Meter Report (Print Jobs)

You can check the total printed pages and the total sheets used for each client (job owner). The number of print pages is counted for each of color and monochrome. [Meter Report (Print Jobs)] counts pages from the time at which the data has been initialized.

When the Auditron Administration feature is set to [On]

When the Auditron Administration feature is set to [On], the following screen appears. The auditron report for each user organized by each service can be printed for the services of which the Auditron Administration feature is set to [On].

For information on enabling the Auditron Administration feature for each service, refer to "Auditron Mode" (P.354).

1 Select [Auditron Administration].

Note

 To display the [Auditron Administration] screen, select the <Machine Status> button, and then select [Billing Meter/ Print Report] > [Print Report/ List] > [Auditron Administration].

Auditron Administration	Close
Auditron Report (Print Jobs) Auditron Report (Cay Jobs) Auditron Report (Fax Jobs) Auditron Report (Sax Jobs)	iect All 01 - 1000)

- **2** Select the auditron report to be printed.
- **3** Select a range of user numbers.
 - Note Selecting [Select All] selects all users.
- **4** Press the <Start> button.

Auditron Report (Print Jobs)

You can check the total printed pages and the total sheets used for each client (job owner).

The number of print pages is counted for each of color and monochrome. [Auditron Report (Print Jobs)] counts pages from the time at which the data has been initialized.

Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

■Auditron Report (Copy Jobs)

You can check the total number of pages copied on the machine, and the numbers of color and monochrome print pages. If the maximum limit is set for the number of pages or colors that can be scanned, you can also view the limit value. [Auditron Report (Copy Jobs)] counts pages from the time at which the data has been initialized.

Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

■Auditron Report (Fax Jobs)

You can check the number of fax transmissions and receptions and the number of pages transmitted for each user.

Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

■Auditron Report (Scan Jobs)

You can check the total number of pages, and the numbers of color and monochrome pages scanned on the machine. If the maximum limit is set for the number of pages or colors that can be scanned, you can also view the limit value. [Auditron Report (Scan Jobs)] counts pages from the time at which the data has been initialized.

Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

Automatically Printed Reports/Lists

Some reports/lists relating to the fax service can only be printed automatically. This section describes reports/lists that can be printed automatically.

Transmission Report - Undelivered

Printed when a transmission failed. You can check a reduced image of the transmitted document and its transmission result.

For information on specifying whether or not to have the report printed automatically, refer to "Transmission Report - Undelivered" (P.277).

Transmission Report

Printed when a transmission succeeded. You can check a reduced image of the transmitted document and its transmission result.

You can specify whether or not to have the report printed when sending the document.

You can also have the report printed automatically every time when you send a document. For more information, refer to "Transmission Report" (P.314).

Mailbox Report

You can confirm that a document is stored in a mailbox.

For information on specifying whether or not to have the report printed automatically, refer to "Mailbox Report" (P.277).

Broadcast Report

You can check the result of a broadcast transmission. The recipients and transmission result/status are recorded.

If this report is set to be printed automatically, it is printed each time when a broadcast transmission is complete.

13

For information on specifying whether or not to have the report printed automatically, refer to "Broadcast/Multi-Poll Report" (P.277).

Multi-poll Report

You can check the result of a multi-poll communication (polling from multiple recipients). The remote terminal name and transmission result/status are recorded.

If this report is set to be printed automatically, it is printed each time when a multi-poll transmission is complete.

For information on specifying whether or not to have the report printed automatically, refer to "Broadcast/Multi-Poll Report" (P.277).

Relay Broadcast Report

You can check the result of a relay broadcast transmission.

If this report is set to be printed automatically, it is printed each time when a relay broadcast transmission is complete.

For information on specifying whether or not to have the report printed automatically, refer to "Relay Broadcast Report" (P.277).

Supplies

You can check the status of consumables on the [Supplies] screen. The status of consumables is shown as "Ready", "Replace Soon", or "Replace Now". For toner, the amount is shown in percentage (0 to 100%).

The following describes the procedure for checking the status of consumables. For information on replacing consumables, refer to "Maintenance" (P.411).

- 1 Press the <Machine Status> button.
- 2 Select the [Supplies] tab.
 - Select [▲] to return to the previous screen or [♥] to move to the next screen.

Mar Sta	chine tus	Billing Meter / Print Report	Supplies	Faults	Close
	Components		St	atus	
	1. Black Tone	r [K]	100)% Full	
	2. Cyan Tone	r [C]	100)% Full	
	3. Magenta T	oner [M]	100)% Full	
	4. Yellow Tor	ner (Y)	100)% Full	

Machine Status

On the [Supplies] screen, you can check the following items.

Note • The items displayed vary depending on the options installed.

- Black Toner (K)
- Cyan Toner (C)
- Magenta Toner (M)
- Yellow Toner (Y)
- Drum Cartridge (R1)
- Waste Toner Container [R3] [R4]
- Fuser
- Staple Cartridge
- Transfer Belt Cleaner [R2]
- Second Bias Transfer Roll
- Important If using a partly consumed toner cartridge (such as a toner cartridge removed from another DocuCentre-II C3000 unit), the status shown may not match the actual remaining amount. When replacing toner cartridges, we recommend you use new ones.

Faults

This section describes how to check the information of errors that occurred on the machine.

The error history report shows the latest 50 errors. The items displayed include the date and time, error code, and error category.

The following describes how to print the error history report.

1 Press the <Machine Status> button.

Machine Status	Billing Meter / Print Report	Supplies	Faults	Close
Error His Report	tory			

- **2** Select the [Faults] tab.
- **3** Select [Error History Report].
- **4** Press the <Start> button.
 - You can also access the [Error History Report] from the [Job Status/Activity Report] on the [Billing Meter/Print Report] screen.
 - [Error History Report] may not be displayed depending on the system settings.

14 Authentication and Auditron Administration

The machine has the Authentication feature that allows you to restrict the use of features and the Auditron Administration feature that allows you to keep track of how often each feature was used.

This chapter is intended for system administrators, and explains the features whose set values can be changed and their setting procedures.

•	Overview of Authentication	.392
•	Authentication for Job Flow Sheets and Mailboxes	. 396
•	Overview of Auditron Administration	.403

Overview of Authentication

This section is an overview of the Authentication feature used with the machine.

Users Controlled by Authentication

The following explains the types of users controlled with the Authentication feature. Users are classified into the following four categories. The machine restricts user operations according to the categories.

- System Administrators
- Authenticated Users
- Unauthenticated Users
- General Users

System Administrators

These are users who can register and change system settings.

A system administrator uses a specific user ID called System Administrator ID.

To enter the System Administration mode, type the System Administrator ID into the user ID entry field on the authentication screen.

Authenticated Users

These are users who are registered with the machine.

When using a restricted service, an authenticated user is prompted to type the user ID on the authentication screen.

Unauthenticated Users

These are users who are not registered with the machine.

An unauthenticated user cannot use restricted services.

General Users

These are users who are not permitted to use the machine in the authentication mode.

Types of Authentication

Authentication is carried out using a user ID registered on the machine or a user ID registered on a remote accounting server.

The following four different authentication methods are offered according to the registration condition of user information.

Local machine authentication

Local machine authentication uses the user information registered on the machine to manage authentication.

The print or fax data sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's fax driver with that registered on the machine.

For information on configuring drivers, refer to the online help provided for each driver.

■Network authentication

Network authentication uses the user information managed on a remote service to manage authentication.

User information managed on the remote service is sent to be registered on the machine. When the user information on the remote service is updated, the updated information must be sent from the remote service to the machine.

Network Authentication allows an unified management of user information for multiple devices.

Remote services supported by the machine include ApeosWare EasyAdmin.

Remote authentication

Remote authentication uses a remote authentication server. User information is not required to be registered on the machine.

Important • When registering user information on a remote authentication server, use up to 32 characters for a user ID and up to 128 characters for a password. Note, however, that up to 32 characters are allowed for an SMB authentication password.

■Xerox Standard Accounting

Authentication is carried out using the user information and account information preregistered on the machine. The print and fax data sent directly from a computer can be received on the machine after being authenticated by cross-checking the preregistered authentication information on the client's fax driver with the one registered on the machine. For information on the print driver or fax driver, refer to the online help of each driver. For information on the user information settings or account information settings, refer to the online help of CentreWare Internet Services.

Important • When setting the user information or account information for other DocuCentre-II C3000, it is recommended to use the Cloning feature of the CentreWare Internet Services. For more information, refer to the online help of CentreWare Internet Services.

Features Controlled by Authentication

This section describes the features that are controlled by using the Authentication feature.

The controlled features are different depending on how the machine is used.

The machine can be used in the following two conditions.

- Local Access
- Remote Access

For information on the mailbox and job flow sheet restrictions that are applied when the Authentication feature is enabled, refer to "Authentication for Job Flow Sheets and Mailboxes" (P.396).

Local Access

Local access refers to direct operation from the machine's control panel.

The following features are controlled by local access.

∎Сору

Copy operations are restricted.

When copy operations are registered in a job flow sheet, the use of the job flow sheet is also restricted.

■Fax

Fax and iFax operations are restricted.

When fax or iFax operations are registered a job flow sheet, the use of the job flow sheet is also restricted.

■Scan

The E-mail, Scan to Mailbox, and Scan to FTP/SMB features are restricted.

When the E-mail, Scan to Mailbox, and Scan to FTP/SMB services are registered in a job flow sheet, the use of the job flow sheet is also restricted.

■Mailbox

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print service, authentication is required for the mailbox operations when the Authentication feature is used on the machine.

■Job Flow Sheet

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print service, authentication is required for the job flow sheet operations when the Authentication feature is used on the machine.

■Print

Printing operations for documents stored on the machine are restricted. The printing operations include Charge Print and Private Charge Print.

Remote Access

Remote access refers to remote operation by accessing the machine using CentreWare Internet Services or EasyOperator/EasyAdmin through a network.

The following features are controlled by remote access.

■Print

Print instructions from a computer are restricted.

To use the Authentication feature, authentication information such as a user ID and password must be set on the print driver.

Print data that was sent to the machine and failed authentication is either stored on the machine or deleted, according to the Charge Print settings.

• Print operations are not restricted when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access].

Direct Fax

When the Authentication feature is used for the fax service, the use of the Direct Fax feature from a computer is restricted.

To use the Authentication feature, authentication information such as a user ID and password must be set on the driver.

• The Direct Fax feature is not restricted when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access].

CentreWare Internet Services

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print service, authentication is required to access the machine with a web browser when the Authentication feature is used on the machine.

• Only the system administrators are authenticated when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access]. CentreWare Internet Services is not available for general users.

■EasyOperator/EasyAdmin

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print services, authentication is required to access the machine when the Authentication feature is used on the machine.

 • Only the system administrators are authenticated when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access]. EasyOperator/EasyAdmin is not available for general users.

Authentication for Job Flow Sheets and Mailboxes

This section describes job flow sheet and mailbox restrictions that are applied when the Authentication feature is enabled.

Job Flow Sheet Types

The following four types of job flow sheets are available for the machine.

- Important You can create job flow sheets for mailbox operations on the machine. Job flow sheets for scanner operations can be created on a network-connected computer using software such as EasyOperator.
 - The job flow sheets created on a network-connected computer cannot be edited or copied on the machine.

■General Shared Job Flow Sheet

This is a job flow sheet created on the [Job Flow Sheets] screen by a general user when the Authentication feature is disabled.

When the Authentication feature is disabled, this type of job flow sheet can be shared and its settings can be changed by any machine user.

When the Authentication feature is enabled, this type of job flow sheet can only be handled by a system administrator.

■Mailbox Job Flow Sheet

This is a job flow sheet created by a general user or system administrator on the [Mailbox] or [Check Mailbox] screen when the Authentication feature is disabled.

The owner of the job flow sheet is the "mailbox" it was created from. For example, the owner of a job flow sheet created in Mailbox 001 will be "Mailbox 001", and the job flow sheet can be used only in Mailbox 001.

Any users who have access to the mailbox upon the job flow sheet creation can use the job flow and change its settings.

This job flow sheet can be used by any machine users when the Authentication feature is disabled. When the Authentication feature enabled, this job flow sheet can be handled only by a system administrator.

Administrator Shared Job Flow Sheet

This is a job flow sheet created by a system administrator.

When the Authentication feature is disabled, any machine users can use this type of job flow sheet.

When the Authentication feature is enabled, any machine's authenticated user can use the job flow sheet.

Only a system administrator, however, can change its settings.

To create a job flow sheet shared by system administrators, you need to select the <Log In/Out> button and operate the machine as a system administrator.

■Personal Job Flow Sheet

This is a job flow sheet created by an authenticated user when the Authentication feature is enabled.

When the Authenticaiton feature is enabled, this type of job flow sheet is available for the authenticated user who created the job flow sheet and by the system administrator.

When the Authentication feature is disabled, this job flow sheet can be handled only by the system administrator.

14

The available operations for job flow sheets are different depending on whether the Authentication feature is enabled or disabled.

When the Authentication Feature is not Enabled

When the Authentication feature is not enabled, the relations between users and job flows are as follows.

The available job flow sheet operations are different between the job flow sheets created on the [Mailbox] screen under [Setup Menu] or the [Check Mailbox] screen and those created on the [Job Flow Sheets] screen under [Setup Menu].

[Mailbox] under [Setup Menu]/[Check Mailbox]

The following table describes the operations that can be performed on the [Mailbox] screen under [Setup Menu] or on the [Check Mailbox] screen.

Job Flow		Genera	l Users		System Administrators					
operation	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal		
Create/Register	-	0	-	-	-	-	0	-		
Display	0	0	0	-	0	0	0	0		
Edit	0	0	-	-	0	0	0	0		
Copy *	0	0	0	-	0	0	0	0		
Delete	0	0	-	-	0	0	0	0		
Select/Run	0	0	0	-	0	0	0	0		
Link to mailbox	0	0	0	-	0	0	0	0		

*The owner of a copied job flow sheet is the user who made the copy.

- Important A job flow sheet created on the [Mailbox] screen under [Setup Menu] or on the [Check Mailbox] screen can be edited, copied, deleted, or selected/run only from the mailbox where the job flow sheet was created. The applicable users are all users who can use the mailboxes.
 - If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

■[Job Flow Sheets] under [Setup Menu]

The following table describes the operations that can be performed on the [Job Flow Sheets] screen under [Setup Menu].

Job Flow		Genera	l Users		Sys	tem Adr	ninistra	tors
operation	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal
Create/Register	0	-	-	-	-	-	0	-
Display	0	-	0	-	0	0	0	0
Edit	0	-	-	-	0	0	0	0
Copy *	0	-	0	-	0	0	0	0
Delete	0	-	-	-	0	0	0	0
Select/Run	0	-	0	-	0	0	0	0

*The owner of a copied job flow sheet is the user who made the copy.

When the Authentication Feature is Enabled

When the Authentication feature is enabled, the relations between users and job flows are as follows.

The same operations can be permitted on the [Mailbox] and [Job Flow Sheets] screens. For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.352).

When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access]

Important • If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot handle job flow sheets.

Job flow		ithentio Genera			Authenticated Users					System Administrators			
operation	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal (owner)	Personal (Non- owner)	General shared	Mailbox	Admin shared	Personal
Create/ Register	-	-	-	-	-	-	-	0	-	-	-	0	-
Display	-	-	-	-	-	-	0	0	-	0	0	0	0
Edit	-	-	-	-	-	-	-	0	-	0	0	0	0
Copy *	-	-	-	-	-	-	0	0	-	0	0	0	0
Delete	-	-	-	-	-	-	-	0	-	0	0	0	0
Select/ Run	-	-	-	-	-	-	0	0	-	0	0	0	0
Link to Mailbox	-	-	-	-	-	-	0	0	-	0	0	0	0

*The owner of a copied job flow sheet is the user who made the copy.

■When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

Job flow		ithentio Genera				Authenticated Users					System Administrators			
operation	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal (owner)	Personal (Non- owner)	General shared	Mailbox	Admin shared	Personal	
Create/ Register	-	-	-	-	0	-	-	-	-	-	-	0	-	
Display	-	-	-	-	0	-	0	-	-	0	0	0	0	
Edit	-	-	-	-	0	-	-	-	-	0	0	0	0	
Copy *	-	-	-	-	0	-	0	-	-	0	0	0	0	
Delete	-	-	-	-	0	-	-	-	-	0	0	0	0	
Select/ Run	-	-	-	-	0	-	0	-	-	0	0	0	0	
Link to Mailbox	-	-	-	-	0	-	0	-	-	0	0	0	0	

*The owner of a copied job flow sheet is the user who made the copy.

Types of Mailboxes

The following three types of mailboxes can be used with the machine.

■General Shared Mailbox

This is a mailbox created by a general user when the Authentication feature is not enabled.

When the Authentication feature is not enabled, this mailbox is shared and its settings can be changed by any user.

When the Authentication feature is enabled, this mailbox can only be handled by a system administrator.

■Administrator Shared Mailbox

This is a mailbox created by a system administrator.

When the Authentication feature is not enabled, this mailbox can be shared by all users. When the Authentication feature is enabled, this mailbox can be shared by all authenticated users.

Only a system administrator, however, can change the settings.

To create a administrator shared mailbox, you need to press the <Log In/Out> button and operate the machine as a system administrator.

Personal Mailbox

This is a mailbox created by an authenticated user when the Authentication feature is enabled.

Only the authenticated user who created it can use it.

When the Authentication feature is not enabled, this mailbox can only be handled by a system administrator.

The ways you can use mailboxes differ depending on whether the Authentication feature is enabled.

When the Authentication Feature is not Enabled

When the Authentication feature is not enabled, the relations between users and mailboxes are as follows.

м	ailbox	Ge	eneral Use	ers	System	n Adminis	trators
ор	eration	General shared	Admin shared	Personal	General shared	Admin shared	Personal
Create/	Register	0	-	-	-	0	-
Display		0	0	-	0	0	0
Delete		0	-	-	0	0	0
Change	Settings	0	-	-	0	0	0
Display	Document	0	0	-	0	0	0
Delete [Document	0	0	-	0	0	0
Registe	r Document *	0	0	-	0	0	0
Output	Document *	0	0	-	0	0	0
	Display	0	0	-	0	0	0
Job Flow	Link	0	-	-	0	0	0
Sheet	Auto Start	0	0	-	0	0	0
	Manual Run	0	0	-	0	0	0

- * The following operations are not authenticated:
 - Fax to Mailbox
 - iFax to Mailbox

- Document retrieval using a scan driver or Mailbox Viewer2.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

When the Authentication Feature is Enabled

When the Authentication feature is enabled, the relations between users and mailboxes are as follows.

For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.352).

■When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access]

Important • If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot handle mailboxes.

	Mailbox operation		uthentic Users neral Us		Authenticated Users				System Administrators			
ор	eration	General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non- owner)	General shared	Admin shared	Personal	
Create/	Register	-	-	-	-	-	0	-	-	0	-	
Display		-	O*2	-	-	0	0	-	0	0	0	
Delete		-	-	-	-	-	0	-	0	0	0	
Change	Settings	-	-	-	-	-	0	-	0	0	0	
Display	Document	-	O*2	-	-	0	0	-	0	0	0	
Delete I	Document	-	O*2	-	-	0	0	-	0	0	0	
Registe	r Document	-	O*2	-	-	0	0	-	0	0	0	
Output	Document *1	-	O*2	-	-	0	0	-	0	0	0	
	Display	-	_*3	-	-	0	0	-	0	0	0	
Job Flow	Link	-	-	-	-	-	0	-	0	0	0	
Sheet	Auto Start	-	_*3	-	-	0	0	-	0	0	0	
	Manual Run	-	_*3	-	-	0	0	-	0	0	0	

*1 The following operations are not authenticated:

- Fax to Mailbox

- iFax to Mailbox

- Document retrieval using a scan driver or Mailbox Viewer2.

*2 Available only when the mailbox operations are permitted in the Authentication feature settings of the System Administration mode.

*3 You can perform display, auto run and manual run operations for job flow sheets linked to mailboxes.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

	ailbox		uthentic Users neral Us		Au	thentic	ated Us	ers	System Administrators			
ор	eration	General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non- owner)	General shared	Admin shared	Personal	
Create/	Register	-	-	-	0	-	-	-	-	0	-	
Display		-	O*2	-	0	0	-	-	0	0	0	
Delete		-	-	-	0	-	-	-	0	0	0	
Change	Settings	-	-	-	0	-	-	-	0	0	0	
Display	Document	-	O*2	-	0	0	-	-	0	0	0	
Delete [Document	-	O*2	-	0	0	-	-	0	0	0	
Registe	r Document	-	O*2	-	0	0	-	-	0	0	0	
Output I	Document *1	-	O*2	-	0	0	-	-	0	0	0	
	Display	-	_*3	-	0	0	-	-	0	0	0	
Job Flow	Link	-	-	-	0	-	-	-	0	0	0	
Sheet	Auto Start	-	_*3	-	0	0	-	-	0	0	0	
	Manual Run	-	_*3	-	0	0	-	-	0	0	0	

When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

*1 The following operations are not authenticated:

- Fax to Mailbox

- iFax to Mailbox

- Document retrieval using a scan driver or Mailbox Viewer2.

*2 Available only when the mailbox operations are permitted in the Authentication feature settings of the System Administration mode.

*3 You can perform display, auto run and manual run operations for job flow sheets linked to mailboxes.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

Linking Job Flow Sheets to Mailboxes

The ways to link job flow sheets to mailboxes differ depending on whether the Authentication feature is enabled.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

When the Authentication Feature is not Enabled

When the Authentication feature is not enabled, the relations between users and mailboxes are as follows.

Mailbox	G	eneral Use	rs	System Administrators				
Job Flow	General shared	Admin shared	Personal	General shared	Admin shared	Personal		
Mailbox	0	-	-	0	0	0		

Mailbox	G	eneral Use	rs	Syster	n Administ	trators
Job Flow	General shared	Admin shared	Personal	General shared	Admin shared	Personal
General shared	0	-	-	0	0	0
Admin shared	0	-	-	0	0	0
Personal	-	-	-	0	0	0

When the Authentication Feature is Enabled

When the Authentication feature is enabled, the relations between users and mailboxes are as follows.

For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.352).

■When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access]

Important • If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot handle job flow sheets or mailboxes.

Mailbox	Unauthenticated Users (General Users)			Au	Ithentica	ated Use	ers	System Administrators			
Job Flow	General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non- owner)	General shared	Admin shared	Personal	
General shared	-	-	-	-	-	-	-	0	0	0	
Admin shared	-	-	-	-	-	0	-	0	0	0	
Personal (Owner)	-	-	-	-	-	0	-	0	0	0	
Personal (Non-owner)	-	-	-	-	-	-	-	0	0	0	

■When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

Mailbox	Unauthenticated Users (General Users)			Au	Ithentica	ated Use	ers	System Administrators			
Job Flow	General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non- owner)	General shared	Admin shared	Personal	
General shared	-	-	-	0	-	-	-	0	0	0	
Admin shared	-	-	-	0	-	-	-	0	0	0	
Personal (Owner)	-	-	-	-	-	-	-	0	0	0	
Personal (Non-owner)	-	-	-	-	-	-	-	0	0	0	

Overview of Auditron Administration

This section describes an overview of the Auditron Administration feature that can be used with the machine.

Authentication and Auditron Administration

The Auditron Administration feature, which works in conjunction with the Authentication feature, is classified into the following four types:

■Using Machine Authentication

Auditron administration is carried out based on the authenticated user information preregistered on the machine, using a variety of counters automatically created for each user.

For information on configuring print and fax drivers, refer to the online help provided for each driver.

■Using Network Authentication

Auditron administration is carried out based on user information managed by a remote service.

User information managed by the remote service is sent to be registered on the machine. When the user information on the remote service is updated, the updated information must be sent from the remote service to the machine.

Network Authentication allows an unified management of user information for multiple devices.

Remote services supported by the machine includes ApeosWare EasyAdmin (optional).

■Using Remote Authentication

Remote authentication is carried out based on the user information managed on a remote authentication server, such as ApeosWare Accounting Service (optional).

User information is not required to be registered on the machine.

Important • When registering user information on the remote authentication server, use up to 32 characters for a User ID and up to 128 characters for a password. Note, however, that up to 32 characters are allowed for an SMB authentication password.

■Using Xerox Standard Accounting

Auditron administration is carried out based on the user information and account information pre-registered on the machine. Auditron administration uses each counter created automatically for individual users. Auditron reports are created in CSV format using CentreWare Internet Services. For information on the print driver or fax driver settings, refer to the online help of each driver. For information on the user information settings, account information settings, and how to create a report, refer to CentreWare Internet Services.

Important • When setting the user information or account information for other DocuCentre-II C3000, it is recommended to use the Cloning feature of CentreWare Interet Services.

Manageable Features and Services

This section describes features and services that can be managed with the Auditron Administration feature.

The features and corresponding services that can be managed vary depending on the type of authentication: local machine authentication, network authentication, remote authentication.

For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.352).

- Local Machine Access
- Network Access
- Remote Access
- Xerox Standard Accounting

■Local Machine Access

The features and services that can be managed in Local Machine Access are as follows.

Corresponding	Authentica- tion *1	Restrictio	ns on Use	Per-user
Service	User ID	Feature restrictions *2	Account Limit	Usage Count
Сору	0	0	0	0
Print	0	0	0	0
Charge Print, Private Charge Print	0	0	0	0
Scan Service	0	0	0	0
Fax, iFax	0	0	-	0
Direct Fax	0	0	-	0
Report/List	-			-

*1 This column shows whether authentication is required for each service. "O" indicates that authentication is required.

*2 You can select features available for each user. For more information, refer to "Account Limit" (P.347).

Network Access

When the network authentication is used, the Auditron Administration information can be managed with ApeosWare Accounting Service.

For features supported by ApeosWare Accounting Service, refer to the documentation provided with it.

The features and services that can be managed on the machine are as follows.

Corresponding	Authentica- tion ^{*1}	Restrictio	Per-user Usage Count	
Service	User ID	Feature restrictions *2 Account Limit *3		
Сору	0	0	-	-
Print	0	0	-	-

^{*3} This feature stops further machine operation if the number of pages has reached the specified maximum number. For more information, refer to "Account Limit" (P.347).

Corresponding	Authentica- tion ^{*1}	Restrictio	Per-user	
Service	User ID	Feature restrictions *2	Account Limit	Usage Count
Charge Print, Private Charge Print	0	0	-	-
Scan Service	0	0	-	-
Fax, iFax	0	-	-	-
Direct Fax	0	-	-	-
Report/List	-	-	-	-

*1 This column shows whether authentication is required for each service. "O" indicates that authentication is required.

*2 You can select features available for each user. The settings can be made with the remote service.

*3 This feature stops further machine operation if the number of pages has reached the specified maximum number. The settings can be made with the remote service.

Authentication is not performed when [System Settings] > [Login/Setup Auditron Mode] > [Network Access] > [Check User Details] is set to [Off (Keep logon records)].

For information on [Network Access], refer to "Network Access" (P.353).

■Remote Access

When the remote authentication is used, the auditron administration information can be managed with ApeosWare Accounting Service.

For features supported by ApeosWare Accounting Service, refer to the documentation provided with it.

The features and services that can be managed on the machine are as follows.

Corresponding	Authentica- tion *1	Restrictio	Per-user		
Service	User ID	Feature restrictions *2	Account Limit	Usage Count	
Сору	0	-	-	-	
Print	_*3	-	-	-	
Charge Print, Private Charge Print	0	-	-	-	
Scan Service	0	-	-	-	
Fax, iFax	0	-	-	-	
Direct Fax	-	-	-	-	
Report/List	-	-	-	-	

*1 This column shows whether authentication is required for each service. "O" indicates that authentication is required.
 *2 If ApeosWare Authentication Agent (optional) is used as an authentication system, you can select features to restrict. For information on ApeosWare Authentication Agent, refer to the documentation provided with it.

 *3 For Remote Access, the Print feature cannot be restricted. To restrict print operations, use the Charge Print or Private Charge Print feature.

■Xerox Standard Accounting

The features and services that can be managed in Xerox Standard Accounting are as follows.

Corresponding	Authentica- tion ^{*1}	Restrictio	Per-user	
Service	User ID	Feature restrictions * ²	Account Limit	Usage Count
Сору	0	0	0	0
Print	0	0	0	0
Charge Print, Private Charge Print	0	0	0	0
Scan Service	0	0	0	0
Fax, iFax	0	0	-	0
Direct Fax	0	0	-	0
Report/List	-	-	-	-

*1 This column shows whether authentication is required for each service. "O" indicates that authentication is required.
*2 You can select features available for each user. For more information, refer to the CentreWare Internet Services online help.

*3 This feature stops further machine operation if the number of pages has reached the specified maximum number. For more information, refer to the CentreWare Internet Services online help.

Jobs that can be Managed for Each Service

The types of jobs you can manage using the Auditron Administration feature vary for print, scan, and fax services.

This section describes the items that can be managed for the jobs of each service.

■Print

The items you can manage for print jobs using the Auditron Administration feature are as follows.

Services (Jobs)		Authent- ication	Users for which Auditron are Collected	Managed Items
Normal Print	Machine's print driver	Required	Authenticated user	Print color pages/monochrome pages/number of sheets
	Other than machine's print driver	_*2	Unregistered user	Print color pages/monochrome pages/number of sheets
Secure	Store Documents	Required	-	-
Print	Print Documents	Not required ^{*1}	Authenticated user	Print color pages/monochrome pages/number of sheets
Sample Print	Sample Print Store Documents in Mailboxes/Print Documents	Required	Authenticated user	Print color pages/monochrome pages/number of sheets
	Sample Print Print Mailbox-stored Documents	Not required ^{*1}	Authenticated user	Print color pages/monochrome pages/number of sheets

Services (Jobs)		Authent- ication	Users for which Auditron are Collected	Managed Items
Delayed	Store Documents	Required	-	-
Print	Print Documents	Not required ^{*1}	Authenticated user	Print color pages/monochrome pages/number of sheets
Charge Print	Store Documents	Not required	-	-
	Print Documents	Required	Authenticated user	Print color pages/monochrome pages/number of sheets
Private Charge Print	Store Documents	Required/ Not required ^{*3}	-	-
	Print Documents	Required	Authenticated user	Print color pages/monochrome pages/number of sheets
E-mail Printing		_*2	Unauthenticat ed user	Print color pages/monochrome pages/number of sheets

*1 Authentication is unnecessary upon printing because each print job has been authenticated when received by the machine.

*2 You can print only when [Non-Account Print] is set to [Enable] on CentreWare Internet Services.

*3 Depends on the "Mailbox Access" (P.354) settings in System Administration mode.

*4 Depends on the "Receive Control" (P.350) settings in the System Administration mode.

■Fax

The items you can manage for fax jobs using the Auditron Administration feature are as follows.

Services (Jobs)		Authenti- cation	Users for which Auditron are Collected	Managed Items
Fax Send	Automatic Transmission	Required	Authenticated user	Transmissions/pages, charging units
	Manual Transmission (Call in, Call out)	Required	Authenticated user	Transmissions/pages, charging units
Fax reception/	Automatic Reception/ Printing	Not required	Fax reception	Receptions/pages, charging units, printed pages/sheets
printing	Manual Reception/Printing (Calling in, Calling out)	Required	Fax reception	Receptions/pages, charging units, printed pages/sheets
Fax to Mailbox	Automatic Reception to Mailbox	Not required	Fax reception	Receptions/pages, charging units
	Reception/ Printing of Mailbox-received Fax	Required ^{*1}	Authenticated user	Pages/number of sheets

s	Services (Jobs)		Users for which Auditron are Collected	Managed Items
Fax Polling	Storing Documents for Polling (Mailboxes, Polling Mailboxes)	Required ^{*1}	-	-
	Automatic Transmission (to Mailbox)	Not required	Unregistered user	Transmissions/pages
	Automatic Reception/ Printing	Required	Authenticated user	Polls/pages, charging units, printed pages/sheets
	Polling Document Printing (Mailboxes, Polling Mailboxes)	Required ^{*1}	Authenticated user	Pages/number of sheets
Fax Relay	Reception of Relayed Documents	Not required	Fax reception	Receptions/pages, charging units
Broadcast	Relay Broadcasting, Printing	Not required	Relay Broadcast	Transmissions/pages, charging units, printed pages/sheets
Direct Fax t	ransmission	Required	Authenticated user	Transmissions/pages, charging units
Send as iFa	X	Required	Authenticated user	transmissions/pages
iFax Reception/	Automatic Reception/ Printing	Not required	iFax Received	Receptions/pages, printed pages/ sheets
Printing	Automatic Reception to Mailbox	Not required	iFax Received	Receptions/pages
	Reception/ Printing of Mailbox-received Fax	Required ^{*1}	Authenticated user	Pages/number of sheets
iFax Received	Relayed iFax Reception	Not required	iFax Received	Receptions/pages
Fax Forward- ing	Automatic Transmission (Forwarding)	Not required	iFax reception/fax forwarding	Transmissions/pages, charging units

*1 In the System Administration mode, when you select [Off] for [Login During Printing] under [System Settings] > [Login Setup/Auditron Administration] > [Login Setup/Auditron Mode] > [Mailbox Access], authentication is not required to access mailboxes shared by system administrators, and the machine will print the job as unauthenticated.

- Restriction on Using the Login/Setup Auditron Administration Feature on Fax Jobs: Note the followings when using the Login Setup/Auditron Administration feature on fax jobs.
 - Sending documents from different user accounts to the same destination is not counted as a batch send.
 - The number of charging units is calculated using the machine's built-in timer. Therefore, the communication charges calculated from the number of charging units may slightly differ from the charges invoiced by the telecommunications company.
 - When fax-received pages are split for printing, the number of pages counted will be those received, not those printed.
 - The number of charging units is not computed for the following communications. When dialing a fax number using the numeric keypad or the on-hook/off-hook

feature.

When using an address number in which the billing data is not registered. When a phone conversation took place, including the one before a transmission.

■Scan Service

The items you can manage for scan jobs using the Auditron Administration feature are as follows.

Corresponding Service	Authenti- cation	Users for which Auditron are Collected	Managed Items
E-mail	Required	Authenticated user	Scanned color pages/monochrome pages, mail transmission color pages/monochrome pages
Scan to Mailbox	Required	Authenticated user	Scanned color pages/monochrome pages, stored color pages/monochrome pages
Scan to FTP/SMB	Required	Authenticated user	Scanned color pages/monochrome pages, file transfer color pages/monochrome pages
Network Scanning	Required	Authenticated user	Scanned color pages/monochrome pages, file transfer color pages/monochrome pages

15 Maintenance

This chapter describes how to replace consumables, clean the machine, perform auto gradation adjustment, and print a report/list.

٠	Replacing Consumables	412
•	Cleaning the Machine	429
•	Executing Auto Gradation Adjustment	432
•	Printing a Report/List	435

Replacing Consumables

The machine is provided with the following consumables and periodical replacement parts. We recommend the use of the following consumables as they have been manufactured to meet the specifications of the machine.

Type of Consumables/ Periodical Replacement Parts	Product Code	Quantity/Box
Toner cartridge [Y]	CT200871	1 unit/box
Toner cartridge [M]	CT200870	1 unit/box
Toner cartridge [C]	CT200869	1 unit/box
Toner cartridge [K]	CT200868	1 unit/box
Drum cartridge [R1]	CT350489	1 unit/box
Waste toner container [R3] [R4]	CWAA0692	1 unit/box
Staple cartridge	CWAA0455	5,000 staples × 3 sets/box
Staple cartridge for 50 sheets XE	CWAA0540	5,000 staples × 3 sets/ box

Note

· We recommend that you always have spare consumables/periodical replacement parts available

Handling consumables/periodical replacement parts

- Do not store boxes for consumables/periodical replacement parts upright.
- Do not unpack consumables/periodical replacement parts before use. Avoid storing consumables/periodical replacement parts in the following locations:
 - In extreme temperature and humidity
 - Near heat-generating devices
 - In direct sunlight
 - In dusty locations
- Use consumables only as directed on their packages.
- We recommend always having spare consumables available.
- When calling our Customer Support Center to order consumables/periodic replacement parts, have the product codes ready.
- Use of consumables/periodic replacement parts not recommended by Fuji Xerox can impair machine quality and performance. Use only consumables/periodic replacement parts recommended by Fuji Xerox.

Checking the status of consumables

The current status of consumables can be checked on the [Supplies] screen. The status is indicated by "Ready", "Replace Soon", "Replace", or other indications. For information about confirming consumables, refer to "Supplies" (P.389).

Replacing the Toner Cartridge

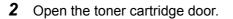
The machine will display a prompt when the toner level falls below a certain threshold. giving you time to order a replacement cartridge. The machine will then display a warning message approximately 1,500/3,500 (CMY/K) pages before the toner cartridge is empty stating that the toner needs to be replaced. Then the following

screen will appear on the touch screen automatically when a toner unit needs to be replaced. The machine will shutdown if a toner cartridge becomes empty.

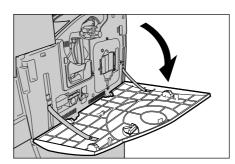
- **Important** When replacing the waste toner container, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
 - Used toner cartridges require proper disposal. Return all used toner cartridges to our Customer Support Center.
 - The use of toner cartridges not recommended by Fuji Xerox may impair quality and performance. Use only toner cartridges recommended by Fuji Xerox.
 - When the remaining amount of toner becomes small, the machine may stop during printing and display a message. If this happens, replace the toner cartridge to continue copying or printing.
 - Replace toner cartridges while the machine is on.

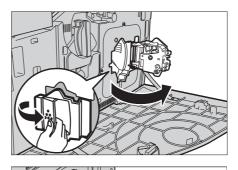
Replacing the Black (K) Toner Cartridge

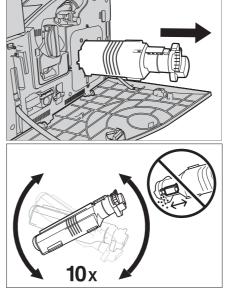
1 Make sure that the machine is not in operation, and open the front cover.



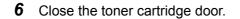
- **3** Remove the toner cartridge from the machine.
 - Important Be careful when handling the empty cartridge to avoid spilling any residue toner.
- **4** Remove the new toner cartridge from its box. Rotate the cartridge from side to side approximately 10 times to evenly distribute the toner within the cartridge.

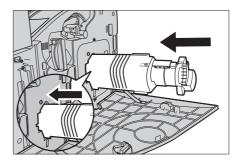


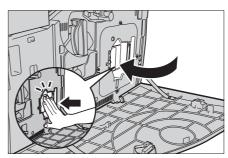




5 Insert the cartridge, aligning the arrow on the cartridge with the arrow on the machine, and push until it locks into position.



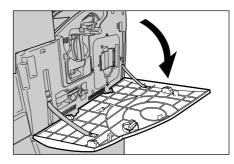


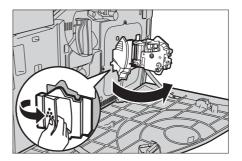


- **7** Close the front cover.
 - A message will be displayed and the machine will not operate if the front cover is not completely closed.

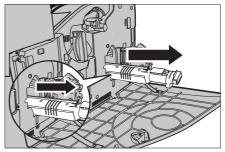
Replacing the Color (CMY) Toner Cartridges

- **1** Make sure that the machine is not in operation, and open the front cover.
- **2** Open the toner cartridge door.

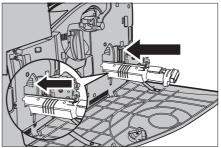




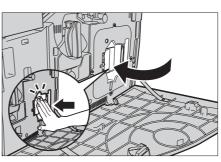
- **3** Remove the toner cartridge from the machine.
 - Important Be careful when handling the empty cartridge to avoid spilling any residue toner.



- **4** Remove the new toner cartridge from its box. Rotate the cartridge from side to side approximately 10 times to evenly distribute the toner within the cartridge.
- **5** Insert the cartridge, aligning the arrow on the cartridge with the arrow on the machine, and push until it locks into position.



6 Close the toner cartridge door.



- **7** Close the front cover.
 - Important A message will be displayed and the machine will not operate if the front cover is not completely closed.
- **8** When the touch screen indicates another toner should be replaced, repeat steps 1 to 7.

Replacing the Waste Toner Container

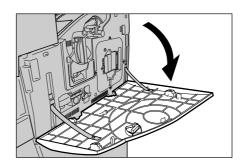
The machine will display a warning message approximately 1,500 pages before the waste toner container becomes full. The machine will shutdown when the waste toner container is full, and a message will be displayed on the screen to indicate that the container needs to be replaced. The ROS cleaner should be replaced at the same time. When replacing the waste toner container, toner may spill on the floor. We recommend laying paper on the floor beforehand.

- Used waste toner containers require special processing during disposal. Return all used toner cartridges to our Customer Support Center.
- The use of waste toner containers not recommended by Fuji Xerox may impair quality and performance. Use only waste toner containers recommended by Fuji Xerox for the machine.
- Replace the waste toner container while the machine is on.

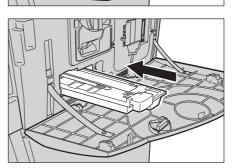
Note

- The number of pages is for when A4 (\square) paper is used.
- The number of copies that can be printed is only an estimate and varies depending on the image type, paper size, paper type, and the machine usage environment.

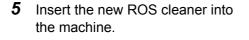
1 Make sure that the machine is not in operation, and open the front cover.

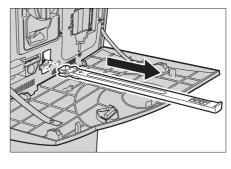


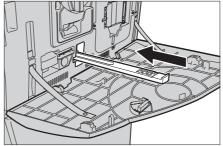
- **2** Remove the waste toner container (R3) from the machine.
 - Be careful when handling the waste toner container to avoid spilling toner.
- **3** Insert the new waste toner container in the machine and push until it locks into position.



4 Completely remove the old ROS cleaner (R4) from the machine.





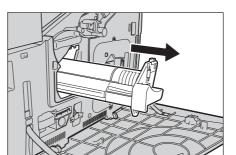


- **6** Close the front cover.
 - A message will be displayed and the machine will not operate if the front cover is not completely closed.

Replacing the Drum Cartridge

The machine will display a warning message approximately 2,500 pages before the drum cartridge reaches the end of its life. Another message will be displayed at this point when the drum cartridge needs to be replaced.

- **Important** The use of drum cartridges not recommended by Fuji Xerox may impair quality and performance. Use only drum cartridges recommended by Fuji Xerox.
- Note
 Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum cartridge. Doing so may result in unsatisfactory printing.
 - Used drum cartridges require proper disposal. Return all used toner cartridges to our Customer Support Center.
 - Replace the drum cartridge while the machine is switched on. If the power is turned off, all information stored to the machine's memory will be erased.
 - The number of pages is for when A4 (\Box) paper is used.
 - The number of copies that can be printed is only an estimate and varies depending on the image type, paper size, paper type, and the machine usage environment.
- **1** Make sure that the machine is not in operation, and open the front cover.
- **2** Rotate the drum cartridge release lever (R1) 90 degrees clockwise to release the cartridge.
- **3** Remove the drum cartridge from the machine.
 - Note When replacing the drum cartridge, make sure that the new cartridge is the correct one specified for the machine.



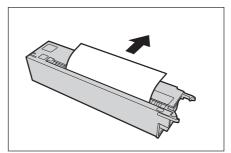
4 Take a new drum cartridge out of the box, and put the used drum cartridge into a supplied plastic bag and then into the box.

Important • Do not place the new drum cartridge in an upright position.

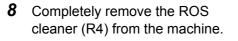
Return used drum cartridges to our Customer Support Center.



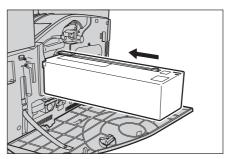
5 Carefully remove the protective sheet from the cartridge.

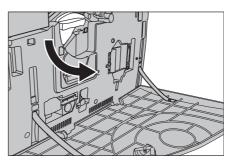


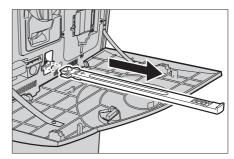
- **6** Place the cartridge in position, aligning the guides. Push the slider on the top edge all the way to the end marker to insert the drum cartridge. Remove the cartridge container.
- **7** Rotate the drum cartridge release lever (R1) 90 degrees anticlockwise to lock the cartridge in position.

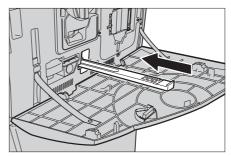


9 Reinsert the ROS cleaner to clean the raster output scanner.









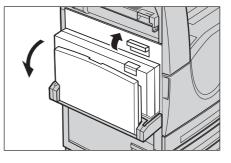
- **10** Close the front cover.
 - A message will be displayed and the machine will not operate if the front cover is not completely closed.

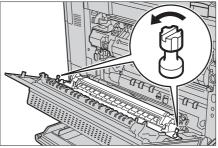
Replacing the Second Bias Transfer Roll Unit

The Second Bias Transfer Roll unit lasts approximately 150,000 copies and prints. The machine will display a warning message approximately 1,500 copies and prints before the unit reaches the end of its life. Another message will be displayed at this point when the unit needs to be replaced.

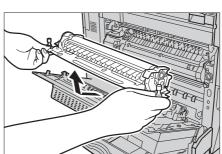
- **1** Select [Second Bias Transfer Roll] on the [Supplies] screen or the [Consumables Status] screen.
- **2** Pull the side cover open.

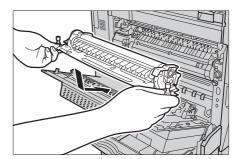
3 Loosen the two screws securing the Second Bias Transfer Roll unit by rotating them anticlockwise.





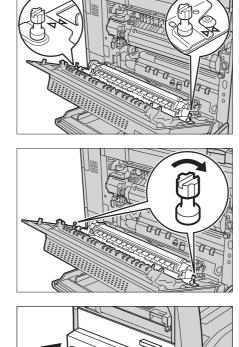
- **4** Remove the Second Bias Transfer Roll unit from the machine.
 - Important Be careful when handling the Second Bias Transfer Roll to avoid contact with any residue toner left on the unit.
- **5** Remove the new Second Bias Transfer Roll unit from its box and insert it into the machine.



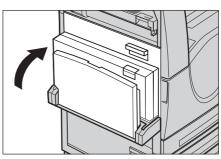


6 Place the unit in the machine, aligning the arrow indicators.

7 Fasten the unit into position by rotating the screws clockwise.



8 Close the side cover.

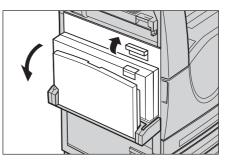


- **9** Select [Reset Counter] on the screen.
- **10** Select [Yes] on the screen to reset the counter.

Replacing the Fuser Unit

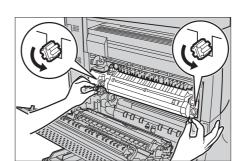
The fuser unit lasts approximately 100,000 copies and prints. The machine will display a warning message approximately 1,500 copies and prints before the unit reaches the end of its life. Another message will be displayed when the unit needs to be replaced.

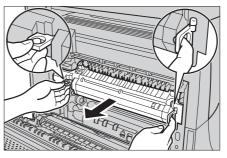
- **1** Select [Fuser] on the [Supplies] screen or the [Consumables Status] screen.
- **2** Turn the power off, unplug the machine, and allow the machine to cool for approximately 30 minutes.
- **3** Pull the side cover open.

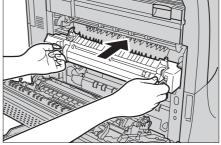


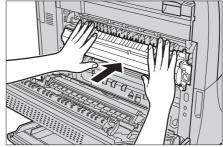
- **4** Remove the two screws securing the fuser unit by rotating them anticlockwise.
- **5** Grip the fuser unit by the two ring tabs and remove the fuser unit from the machine.
- 6 Remove the new fuser unit from its box. Holding the unit by the two ring tabs, insert the unit into the machine.
- 7 Push the unit into the machine until it locks into position.

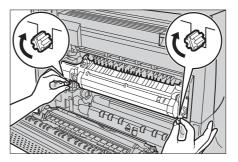
8 Fasten the unit into position by rotating the screws clockwise.



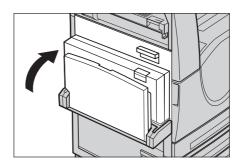








9 Close the side cover.



- **10** Connect the power cord, then turn the power switch on of the machine.
- **11** Select [Fuser] on the [Consumables Status] screen.

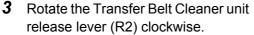
When the [Consumables Status] screen does not appear on the touch screen, press the <Machine Status> button on the control panel, select the [Supplies] tab on the touch screen, then select [Fuser].

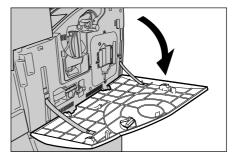
- **12** Select [Reset Counter] on the screen.
- **13** Select [Yes] on the screen to reset the counter.

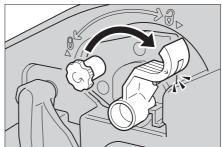
Replacing the Transfer Belt Cleaner

The Transfer Belt Cleaner lasts approximately 100,000 copies and prints. The machine will display a warning message approximately 1,500 copies and prints before the cleaner reaches the end of its life. Another message will be displayed at this point when the cleaner needs to be replaced.

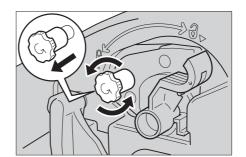
- **1** Select [Transfer Belt Cleaner] on the [Supplies] screen or the [Consumables Status] screen.
- **2** Pull the front cover open.





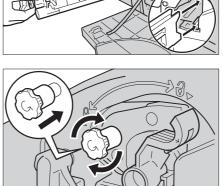


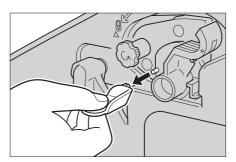
4 Loosen the Transfer Belt Cleaner unit locking screw by rotating it anticlockwise.



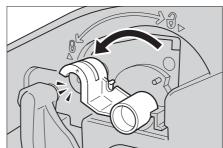
- **5** Remove the Transfer Belt Cleaner unit from the machine.
 - Important Be careful when handling the unit not to spill any residue toner left on the Transfer Belt Cleaner unit.
- **6** Remove the new Transfer Belt Cleaner from its box.
- 7 Insert the new Transfer Belt Cleaner unit into the machine and push until it locks into position.
- **8** Push in and securely fasten the locking screw by turning it clockwise.

9 Remove the ring tag on the righthand side of the locking screw and discard it.

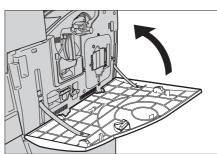




10 Rotate the release lever clockwise to lock the unit into position.



- **11** Close the front cover.
 - Note Press firmly in the top center when closing the cover. If an error message appears on the display, press the cover on the right-hand side to close the cover completely.

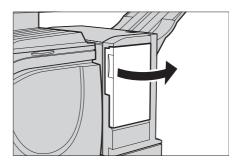


- 12 Select [Reset Counter] on the screen.
- **13** Select [Yes] on the screen to reset the counter.

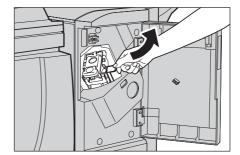
Replacing the Staple Cartridge (For B Finisher)

When the B Finisher (optional) is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

- **Important** The use of staple cartridges not recommended by Fuji Xerox may impair quality and performance. Use only staple cartridges recommended by Fuji Xerox.
- Note To order a new staple cartridge, contact our Customer Support Center.
- **1** Make sure that the machine has stopped, and open the front cover of the finisher.



2 Grip the lever as shown in the figure to pull out the staple cartridge to the right, towards you.



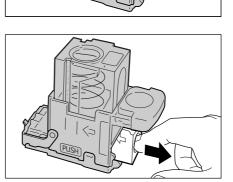
- **3** Move up the staple cartridge to take it out of the machine.

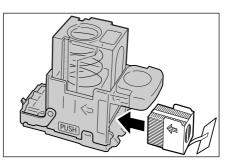
cartridge holder marked "PUSH".

4 Press in both sides of the staple

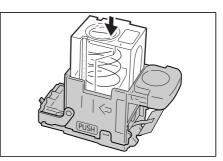
The staple cartridge rises up and becomes removable.

- Important If there are still staples inside the staple case, the case will not rise up.
- **5** Insert your fingertip into the round section on the holder and remove the staple cartridge.
- **6** Push a new staple cartridge into the holder.

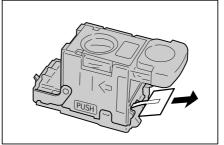




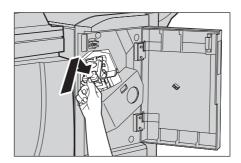
7 Push the top of the staple cartridge holder down as shown.



8 Remove the tab from the new staple cartridge as shown.



9 Insert the staple cartridge into the machine until you hear it click into place.

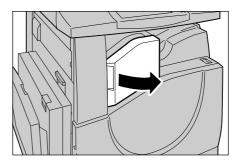


- **10** Close the front cover of the finisher.
 - A message will be displayed and the machine will not operate unless the front cover is completely closed.

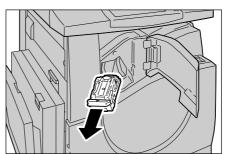
Replacing the Staple Cartridge (For A Finisher)

When the A Finisher (optional) is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

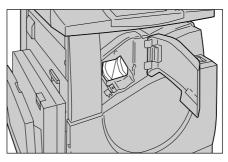
- Important The use of staple cartridges not recommended by Fuji Xerox may impair quality and performance. Use only staple cartridges recommended by Fuji Xerox.
- Note To order a new staple cartridge, contact our Customer Support Center.
- **1** Make sure that the machine has stopped, and open the front cover of the finisher.



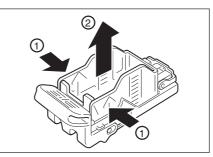
Take the staple cartridge out of the finisher.



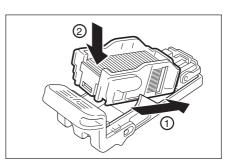
After removing the staple cartridge, check the inside of the finisher for any remaining staples.

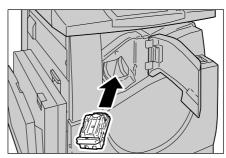


Pick the empty staple case with your fingers (1), and then remove the case from the cartridge (2) as shown in the figure.



- Prepare a new staple case. Insert the front of the staple case into the staple cartridge (1), and push the rear of the case to set (2).
- Return the staple cartridge to its original position.





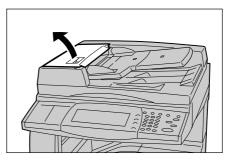
- 7 Close the front cover of the finisher.
 - **Note** A message will be displayed and the machine will not operate unless the front cover is completely closed.

Maintenance

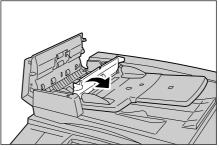
Replacing the Stamp Cartridge

If your machine offers fax service, and if the optional stamp kit is installed, replace the stamp cartridge when stamp impressions start to fade.

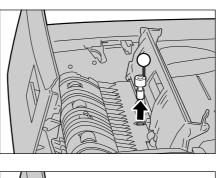
- Important Do not touch the ink pad of the stamp cartridge. If it comes into contact with your skin, wash immediately.
 - Problems caused by using consumables other than what is recommended by us are not covered by the maintenance service contract.
 - · Before using consumables, carefully read the instructions and precautions on the packaging.
- Note • We recommend having spare consumables ready.
 - To order consumables, contact our Customer Support Center. (Product name: Stamp Replace Kit / Product code: F451)
- **1** Pull up the knob on the left cover of the document feeder, and open the document feeder cover completely.

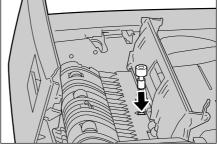


2 Pull up the green lever to open the inner cover.



- **3** Stick the supplied pin into the old stamp cartridge, and pull it straight out of the machine.
 - Note
- If only the sponge part of the stamp cartridge is removed, also remove the bottom part of the cartridge.
- 4 Insert a new stamp cartridge.





5 Close the inner cover, and then close the document feeder cover until it clicks into place.

428

Cleaning the Machine

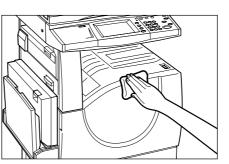
The following describes how to clean the machine.

The cleaning instructions will be explained individually for various parts of the machine: the machine exterior, document cover/document glass, film/constant velocity transport glass, and document feeder roller.

Cleaning the Exterior

The following describes how to clean the exterior of the machine.

- **Important** Always switch the power off and unplug the power cord before cleaning any part of the machine. Cleaning the machine with the power on may cause an electric shock.
 - Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the machine as they might discolor, deform, or crack covers.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.
- **1** Wipe the exterior with a firmly wrung soft cloth moistened with water.
 - Important Do not use cleaning agents other than water or neutral detergent.
 - Note If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.
- **2** Wipe off any excess water with a soft cloth.

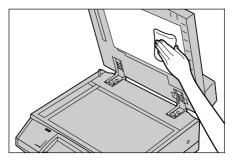


Cleaning the Document Cover and Document Glass

If the document cover and document glass are dirty, streaks or smears may appear on copies and the machine may not properly detect document sizes.

To ensure clean copies at all times, clean the document feeder roller about once a month.

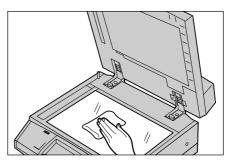
- **Important** Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.
- **1** Wipe the document cover with a soft cloth moistened with water to remove any dirt and then wipe it with a soft, dry cloth.
 - Important Do not use cleaning agents other than water or neutral detergent.
 - Note If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.



2 Wipe the document glass with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

Important • Do not use cleaning agents other than water or neutral detergent.

Note If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.

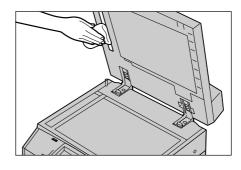


Cleaning the Film and Constant Velocity Transport Glass

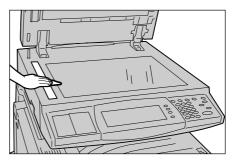
If the machine is equipped with a document feeder, and its film and constant velocity transport glass are dirty, streaks or smears may appear on copies and the machine may not properly detect document sizes.

To ensure clean copies at all times, clean the document feeder roller about once a month.

- **Important** Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.
- **1** Wipe the film with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.
 - Important Do not press the film with an excessive force as it can be easily damaged.
 - Do not use cleaning agents other than water or neutral detergent.



- **Note** If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.
- 2 Wipe the document feeder glass with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.
 - Important Do not use cleaning agents other than water or neutral detergent.
 - If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.

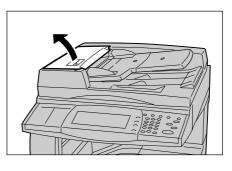


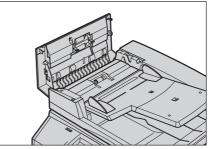
Cleaning the Document Feeder Roller

If the machine is equipped with a document feeder and if the document feeder roller is dirty, streaks or smears may appear on copies and paper jams may occur.

To ensure clean copies at all times, clean the document feeder roller about once a month.

- **Important** Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or printing.
- Pull up the knob on the left cover of the document feeder, and open the document feeder cover completely.
 - Note When you fully open the cover, it enters a fixed position. Open the cover gently.
- **2** While turning the roller, gently clean it with a soft cloth moistened with water.
 - Important Do not use cleaning agents other than water or neutral detergent.
 - Use a cloth firmly wrung to prevent water drops from falling into the machine. If water gets into the machine, it may cause machine malfunction.





- Maintenance
- **Note** If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.
- **3** Close the left cover of the document feeder until it clicks into place.

Executing Auto Gradation Adjustment

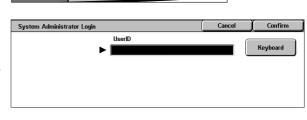
The machine automatically adjusts gradation when the density or color reproducibility in copies and prints has deteriorated. Gradation can be adjusted for each screen type. The machine offers the following three screen types:

- Copy Job
- Print Job 1
- Print Job 2

For details on the above screen types, refer to "Auto Gradation Adjustment" (P.276)

- Important Because the auto gradation adjustment uses the Tray 5 (Bypass), load plain paper in the Tray 5 (Bypass). Any other types of paper are not available. For more information, refer to "Paper Size/Type" (P.271).
- Note
- It is recommended that you perform adjustments for all the screen types. After one screen type is adjusted, specify another screen type and repeat the adjustment procedure.
 - If color gradation is not compensated despite the periodic execution of auto gradation adjustment, contact our Customer Support Center.
 - The auto gradation adjustment does not execute when [Text] or [Map] is selected for [Original Type] in the [Image Quality] tab for copying. Before performing auto gradation adjustment, make sure that [Copy Defaults] in the System Administration mode is set as follows: Lighten/Darken: Normal, Color Shift: Normal, Saturation: Normal, Color Balance: 0. After finishing the auto gradation adjustment, change the settings of [Copy Defaults] if necessary. For information about the [Copy Defaults], refer to "Copy Defaults" (P.287).
- **1** Press the <Log In/Out> button.
 - Note Auto gradation adjustment can also be performed through the menu screen. Clicking [Auto Gradation Adjustment] on the menu screen displays the screen shown in step 9.
- Online Memory
 Job Status
 Review
 Machine Status
 Log In/Out
 Power Saver

 Copy
 1
 62
 33
 Image: Copy
 Image: C
- 2 Enter the user ID with the numeric keypad, and select [Confirm].
 - Note The default user ID is "11111". When using the Authentication feature, a password is required. The default password is "x-admin".
- **3** Select [System Settings].

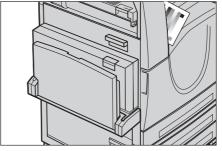


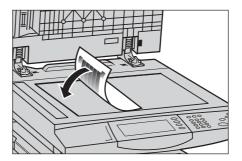
System Administrator Menu	System Settings
System Settings	Close

4 Select [System Settings].

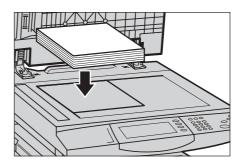
System Settings		Close
System Settings	Menu System . Settings	Administrator
Login Setup / Auditron Administration		

- **5** Select [Common Settings]. Close System Settings Copy Mode Settings Network Settings Common Settings Scan Mode Setting Fax Mode Settings int Mode Setti Mailbox / Stored Document Settings Job Flow Settings mail / iFax Settings 6 Select [Image Quality]. on Settings Con Machine Clock / Timers Screen / Button Settings Audio Tones Paper Tray Settings Watermark Mage Quality Adjustment ▼ Reports Maintenance 7 Select [Auto Gradation age Quality Adjustr Adjustment]. Auto Gradation Adjustment age Quality **8** Load A4 \square plain paper in the Tray 5 (Bypass), and gently align the paper guides with the paper. 9 Select the screen type for Aute Gradation Adjustr Close gradation adjustment. Screen Type Paper Supply Target None Tray 1 A4 D Plain Pape Copy Job Note • The example described here Print Job 1 is for the [Copy Job] screen. Start Print Job 2 Select [Start]. Note • The message "Printing the Gradation Adjustment
- 10
 - Chart. Copy Job" appears and the document for gradation adjustment (Gradation Adjustment Chart) is printed.
- 11 Align the magenta patch of the printed Gradation Adjustment Chart against the left side of the document glass.
 - Place the Gradation Note Adjustment Chart on the document glass.





12 Put at least five sheets of white paper over the Gradation Adjustment Chart and close the document cover.



13 Select [Start].

The message "Gradation adjustment is in progress. Copy Job" appears and the machine automatically adjusts the gradation. It takes about 20 seconds to complete the gradation adjustment.

When the adjustment is completed successfully, the [Auto Gradation Adjustment] screen (for screen type settings) appears again. If there is a problem, the machine stops the adjustment and displays an error message. Solve the problem in accordance with the displayed error message.

- **14** To continue automatic gradation adjustment for other screen types, repeat steps 6 to 12.
- **15** Select [Close] repeatedly until the [System Settings] screen is displayed.
- **16** Select [Exit] to exit the System Administration mode.
- **17** Make a copy to check the image quality.

Printing a Report/List

This section describes how to print a report/ list.

Note • The items displayed vary depending on the optional features installed.

Machine Status

Billing Meter

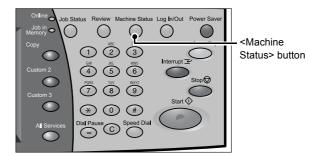
Print Report / List

• When the <Job in Memory> indicator is lit, you can confirm the documents stored to memory in the [Stored Documents List].

Billing Meter / Print Report

For information about report/list types, refer to "Print Report/List" (P.380).

1 Press the <Machine Status> button.



Supplies

User Account Billing Meter Faults

- 2 Select the [Billing Meter/Print Report] tab.
- **3** Select [Print Report/List].
- **4** Select a report or list you want to print and press the <Start> button.

Print Report / List			Close
Job Status / Activity Report	Copy Mode Settings	Print Mode Sett	ings
Scan Mode Settings	Fax Mode Settings	Mailbox List	
Job Counter Report	Auditron Administration	Used Product Return Form	
		(Close
Print Report / List			Close
Text Effect Sample List			

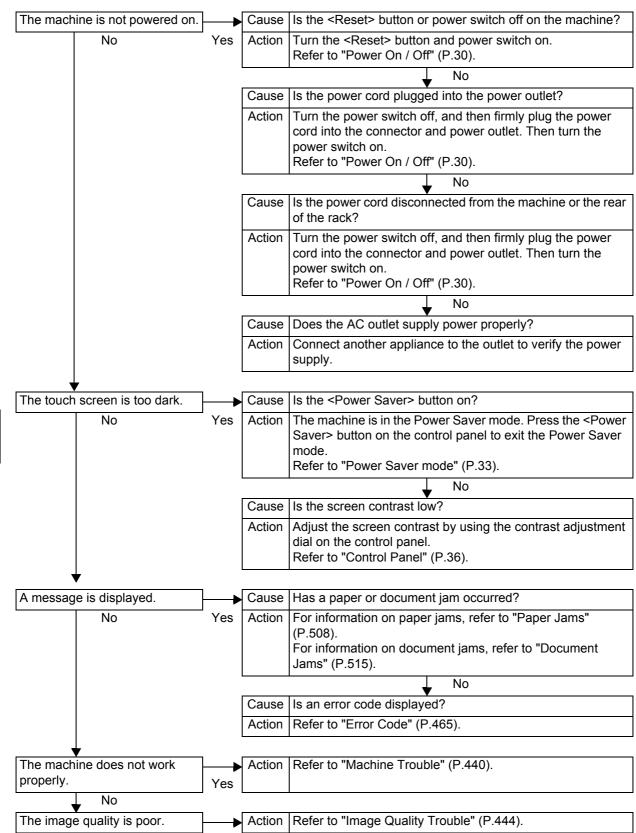
Close

16 Problem Solving

This chapter describes problems that may occur with the machine and their solutions.

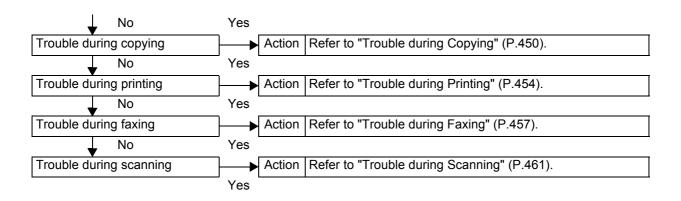
•	Troubleshooting	.438
•	Machine Trouble	.440
•	Image Quality Trouble	.444
•	Trouble during Copying	.450
•	Trouble during Printing	.454
•	Trouble during Faxing	.457
•	Trouble during Scanning	.461
•	Error Code	.465
•	Paper Jams	.508
•	Document Jams	.515
•	Stapler Faults	.517

Troubleshooting



This section describes troubles that may occur with the machine and their solutions. Follow the troubleshooting procedure below to solve the problems.

Problem Solving



If the machine does not recover even after following the above procedure, contact our Customer Support Center.

Machine Trouble

Symptom	Cause	Remedy
The machine is not powered on.	Is the <reset> button or power switch off on the machine?</reset>	Turn the <reset> button and power switch on. Refer to "Power On / Off" (P.30).</reset>
	Is the power cord plugged into the power outlet?	Turn the power switch off, and then firmly plug the power cord into the connector and
	Is the power cord disconnected from the machine or the rear of the rack?	power outlet. Then turn the power switch on. Refer to "Power On / Off" (P.30).
	Does the AC outlet supply power properly?	Connect another appliance to the outlet to verify the power supply.
The touch screen is too dark.	Is the <power saver=""> button on?</power>	The machine is in the Power Saver mode. Press the <power saver=""> button on the control panel to exit the Power Saver mode. Refer to "Power Saver mode" (P.33).</power>
	Is the screen contrast low?	Adjust the screen contrast by using the contrast adjustment dial on the control panel.
Unable to print,	Is a message displayed on	Refer to "Control Panel" (P.36). Follow the instructions displayed to solve
or unable to copy.	the touch screen? Is the memory capacity insufficient?	the problem. Perform one of the following: set [Print Mode] to [Normal], set [Page Print Mode] to [On], reduce the number of open ports to increase the print page buffer size, or install additional 128MB Memory to increase the memory size.
		 Refer to "Allocate Memory" (P.303). Note When memory capacity is insufficient, the port status is automatically set to [Stop] and the machine restarts. For information on expanding memory, contact our Customer Support Center.
	Is the print mode [Off-line]?	Press the <machine status=""> button to check the [Print Mode] on the [Machine Status] screen. If [Print Mode] is set to [Off- line], select [On-line].</machine>
	Is the power cord connector disconnected from the rear of the rack?	Turn the power switch off, and then firmly plug the power cord into the connector and power outlet. Then turn the power switch on. Refer to "Power On / Off" (P.30).

Before you determine that the machine is defective, check the machine status again.

Symptom	Cause	Remedy
<online> indicator does not light even though you</online>	Is the interface cable disconnected?	Turn the power switch off, unplug the power cord from the power outlet, and check the interface cable connection. Refer to the Network Administrator Guide for
instructed the machine to print.	Is the computer's environment correctly set?	details. Check the computer environment such as print driver settings.
	Is the required interface correctly set?	Check the status of the interface port. Refer to the Network Administrator Guide for details.
A document is not fed from the Tray 5 (Bypass).	Is the specified size paper loaded in the tray?	Follow the instructions displayed to load paper of correct size, and try again. Refer to "Loading Paper in the Tray 5 (Bypass)" (P.243).
Unsatisfactory print quality.	A probable cause is an image defect.	Remedy the problem referring to "Image Quality Trouble". Refer to "Image Quality Trouble" (P.444).
Unable to print text correctly. (Text is garbled.)	Non-standard fonts are used for printing.	Check the application or print driver settings. If PostScript (optional) is being used, attach an optional HDD to download the required fonts.
<online> indicator lights or blinks, but printed paper is not output.</online>	The data remains in machine memory.	Cancel printing, or delete the remaining data. Refer to "Checking Current/Pending Jobs" (P.357).
Unable to insert or remove a paper tray.	Did you open a cover or turn the power switch off during printing?	Do not forcibly insert or remove the paper tray. Turn the power switch off. In a few seconds, turn the power switch on. When the machine is ready to receive data, insert or remove the paper tray.
with the specified	Is the document glass or the document cover dirty?	Clean the document glass and the document cover.
size.		Refer to "Cleaning the Document Cover and Document Glass" (P.429).
	Is the document a transparent type such as a transparency film?	Place the document on the document glass, and then place a white sheet over the document.
	Is the document in the correct position?	Load the document correctly. Refer to "Step 1 Loading Documents" (P.44).
	Is the document loaded correctly?	
	Are the document guides on the document feeder in the correct positions?	Adjust the document guide positions. Refer to "Step 1 Loading Documents" (P.44).
	Is the document folded?	Unfold and correctly place the document. Refer to "Step 1 Loading Documents" (P.44).
	Is the document a non- standard size?	Specify the document size. Refer to "Original Size (Specifying the Scan Size for the Document)" (P.68).

Symptom	Cause	Remedy
Paper is often	Is the paper loaded correctly	Load the paper correctly.
jammed or wrinkled.	in the tray?	Refer to "Loading Paper in the Trays 1 to 3" (P.242).
	Is the paper tray inserted correctly?	Firmly push in the paper tray as far as possible to insert it correctly.
		Refer to "Loading Paper in the Trays 1 to 3" (P.242).
	Is the paper damp?	Replace the paper with new one.
		Refer to "Loading Paper" (P.242).
	Is the paper curled?	Turn over the paper in the tray, or replace the paper with new one.
		Refer to "Loading Paper" (P.242).
	Are the paper and paper tray settings correct?	Correctly load the paper into the paper tray.
	, ,	Refer to "Paper Tray Settings" (P.271).
	Are there any torn pieces of paper remaining or is there a foreign object in the	Open the door of the machine or slide out the paper tray to remove the torn pieces or the foreign object.
	machine?	Refer to "Paper Jams" (P.508), or "Loading Paper" (P.242).
	Is non-standard paper loaded in the tray?	Replace with paper that meets machine specifications.
		Refer to "Paper Types" (P.240), or "Loading Paper" (P.242).
	Is paper exceeding the maximum fill line in the tray?	Load paper in the paper tray so that it does not exceed the maximum fill line.
		Refer to "Loading Paper in the Trays 1 to 3" (P.242).
	Are the paper guides set correctly?	Load the paper correctly, and align the paper guides with the paper gently.
		Refer to "Loading Paper" (P.242), or "Changing the Paper Size for the Trays" (P.245).
	Is the image nearly the	Increase the edge erase widths.
	same size as the paper?	For more information, refer to "Edge Erase (Erasing Edges and Margin Shadows in the Document)" (P.59) when you make copies, or to the print driver's online help when you print data.
	Is the paper finely cut out?	Some types of paper may not be cut out finely. Load the paper after fanning it well.
A document is not fed into the document	Is the document small?	The minimum size of the document that can be loaded on the document feeder is A5.
feeder.		Refer to "Step 1 Loading Documents" (P.44).

Symptom	Cause	Remedy
An error message appears after paper is loaded in the Tray 5 (Bypass) and the <start> button is pressed.</start>	Check the positions of the paper guides of the Tray 5 (Bypass).	Adjust the paper guides to the correct positions. Refer to "Loading Paper in the Tray 5 (Bypass)" (P.243).
Documents are often jammed.	Are the suitable types of documents used? Are you trying to copy irregular shaped documents, business cards, transparencies, or thin documents?	Correctly load documents suitable for the document feeder. Refer to "Step 1 Loading Documents" (P.44).
	Are you trying to copy documents with sticky labels, paper clips or adhesive tape?	Remove sticky labels, paper clips or adhesive tape from the document before copying.
	Are the document guides in the correct positions?	Adjust the document guide positions. Refer to "Step 1 Loading Documents" (P.44).
	Is a piece of torn paper remaining in the document feeder?	Open the document feeder cover and check inside. Refer to "Document Jams" (P.515).
	Is the [Mixed Sized Originals] setting set to [On] when you copy originals of different sizes?	Set [Mixed Sized Originals] to [On]. Refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.69).
	Is an A5 document loaded in landscape orientation (()) on the document feeder when the Mixed Sized Originals feature is in use?	Load the A5 document in portrait orientation (伯).
A corner of the document is folded.	Is the document curled?	Flatten out the curl and load the document again.
Color copies cannot be made.	Is [Output Color] set to [Black]?	Select [Color] for [Output Color]. Refer to "Output Color (Selecting the Color to Copy)" (P.56).
	Is a message displayed on the touch screen, prompting you to replace the toner cartridge?	Replace with the toner cartridge of the color indicated in the message. Refer to "Replacing Consumables" (P.412).
Stapler Faults	-	Refer to "Stapler Faults" (P.517).

Image Quality Trouble

If the image quality of printed documents is poor, identify the similar symptom in the following table to prescribe the remedy.

If the image quality is not improved even after prescribed the relevant remedy, contact our Customer Support Center.

Symptom	Cause	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover. Refer to "Cleaning the Document Cover and
	Is the document a transparent type such as a transparency film?	Document Glass" (P.429). If the document is transparent, dirt on the document cover will be copied. Place a white sheet of paper over the original document when copying.
	Is the document colored, rough, or a blueprint?	Adjust the copy density or image quality. Refer to "Original Type (Selecting the Document Type)" (P.61), or "Image Options (Adjusting Copy Density / Sharpness / Color Saturation of Images)" (P.62).
	Is the document glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied and shown as dirt. Place a transparency film under the document when copying.
The copy has black lines.	Is the document glass on the document feeder dirty?	Clean the document glass. Refer to "Cleaning the Film and Constant Velocity Transport Glass" (P.430).
White stripes appear near around 210 mm from the top of the output.	Are the [Image Quality] settings appropriate for the paper type?	 When choosing Bond Paper, Plain Paper, Recycled Paper, or Custom Paper as a paper type and printing in black and white, change the paper type in [Image Quality] to [Heavyweight 2D]. When choosing Bond Paper, Plain Paper, Recycled Paper, or Custom Paper as a paper type and printing in colors, change the paper type in [Image Quality] to [Heavyweight 1S]. When choosing Heavyweight 1S as a paper type and printing in black and white, change the paper type in [Image Quality] to [Heavyweight 2A], [Heavyweight 2B], [Heavyweight 2C], or Heavyweight 2S]. For more information about the paper type in
		[Image Quality], refer to "Paper Tray Settings" (P.271)
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density. Refer to "Image Options (Adjusting Copy
The copy is too light.	Is the document faint?	Density / Sharpness / Color Saturation of Images)" (P.62).
iigiit.	Is the copy density set to [Lighten]?	

Symptom	Cause	Remedy
The copy is slightly misaligned.	Are the paper edges aligned and the leading edge flush with the tray corners?	Align the paper edges, and adjust them with the tray's front corners to reload the paper. Refer to "Loading Paper" (P.242).
The copy is	Is the document loaded	Load the document correctly.
misaligned or skewed.	correctly?	Refer to "Step 1 Loading Documents" (P.44).
Skeweu.	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper in the Trays 1 to 3" (P.242).
	Are the paper guides of the Tray 5 (Bypass) correctly aligned with the paper?	Load the paper correctly. Refer to "Loading Paper in the Tray 5 (Bypass)" (P.243).
	Are the document guides on the document feeder in the correct positions?	Load the document correctly, and align the document guides with the document sides. Refer to "Step 1 Loading Documents" (P.44).
	Is the paper tray inserted correctly?	Firmly push in the tray as far as possible to insert it properly.
		Refer to "Loading Paper in the Trays 1 to 3" (P.242).
Part of the image is missing on the copy.	Is the paper damp?	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with new one. Refer to "Loading Paper" (P.242).
	Is folded or wrinkled paper included in the tray?	Remove the improper paper or replace whole paper with new one.
	Is the document pasted or folded?	Refer to "Loading Paper" (P.242). There may be a gap between the document glass and the pasted or folded section. Place a stack of white sheets on the document to remove the gap between
		the document and the document glass.
The copy has a stripe pattern.	Is the enlargement ratio large?	Output may have vertical stripes depending on the ratio. Adjust the ratio to remove the stripes.
		Refer to "Reduce/Enlarge (Making Enlarged/ Reduced Copies)" (P.52).
Tonal	Is tonal reproduction poor?	Perform the auto gradation adjustment.
reproduction for color copies is poor, resulting in unsatisfactory image quality.		Refer to "Executing Auto Gradation Adjustment" (P.432).
	Is the machine exposed to direct sunlight?	If the machine is switched on or the Power Saver mode is cancelled while the document glass is exposed to strong light, tonal reproduction may become poor. In that case, close the document cover, switch the machine on, wait until the machine is ready to copy or print, and then power-cycle the machine again.

Symptom	Cause	Remedy
Printing is faint. (smudged, unclear)	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.242).
Printer	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.417).
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Consumables" (P.412).
Black or colored dots are printed.	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.417).
Black or colored lines are printed.	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.417).
Frinter	The document glass on the document feeder is dirty.	Clean the document glass. Refer to "Cleaning the Film and Constant Velocity Transport Glass" (P.430).
Dirt appears at equal intervals.	The paper feeder is dirty. The drum cartridge has deteriorated or is damaged.	Print a few pages to remove the dirt. Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.417).

Symptom	Cause	Remedy
White dots appear in black filled areas.	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.242).
P	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.417).
Printed toner smudges when	The paper is damp.	Replace the paper with new one.
rubbed with your	The nener is unquitable	Refer to "Loading Paper" (P.242).
finger. Toner is not fused. The paper is dirty with toner.	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.242).
Printer		
The entire paper area is printed	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
black.		Refer to "Replacing the Drum Cartridge" (P.417).
	High-voltage power supply problem may have occurred.	Contact our Customer Support Center.
Nothing is	Two or more sheets of	Fan the paper well and load it again.
printed.	paper are being fed simultaneously (double- feed).	Refer to "Loading Paper" (P.242).
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Consumables" (P.412).
	High-voltage power supply problem may have occurred.	Contact our Customer Support Center.

Symptom	Cause	Remedy
White areas or white or colored stripes appear.	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.242).
Pri Printer Printer Printer	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.242).
The output is entirely faint. Printer Printer Printer Printer	When the Tray 5 (Bypass) is used, the size and type of the loaded paper are different from the settings on the print driver. Two or more sheets may be fed at once.	Load correct paper into the Tray 5 (Bypass). Refer to "Loading Paper in the Tray 5 (Bypass)" (P.243). Fan the paper well and load it again. Refer to "Loading Paper" (P.242).
Paper becomes wrinkled.	The paper is unsuitable.	Replace the paper with new one.
Text is blurred.	Paper has been added to the loaded paper. The paper is damp.	Refer to "Loading Paper" (P.242).
Printer Printer Printer Printer		
White or color patches appear vertically.	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.417).
P: int :r P: int :r P: int :r P: int :r	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Consumables" (P.412).

Symptom	Cause	Remedy
Text or images are printed at an angle.	The paper guides in the paper tray are not set in the correct positions.	Adjust the horizontal and vertical paper guides to the correct positions. Refer to "Loading Paper in the Trays 1 to 3" (P.242).

Trouble during Copying

This section describes how to solve copy problems.

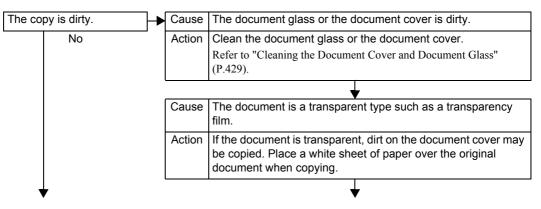
Unable to Copy

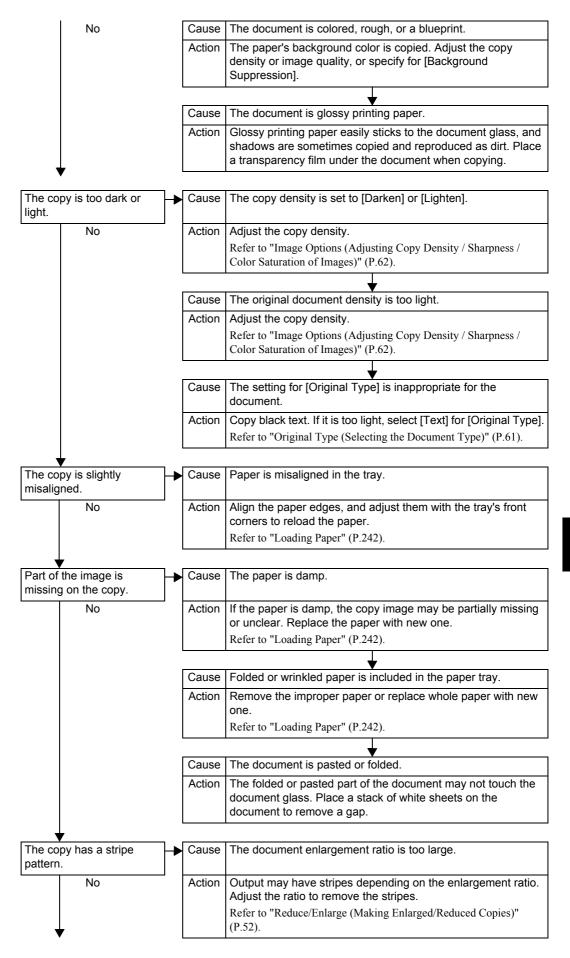
Follow the procedure below if you cannot copy documents.

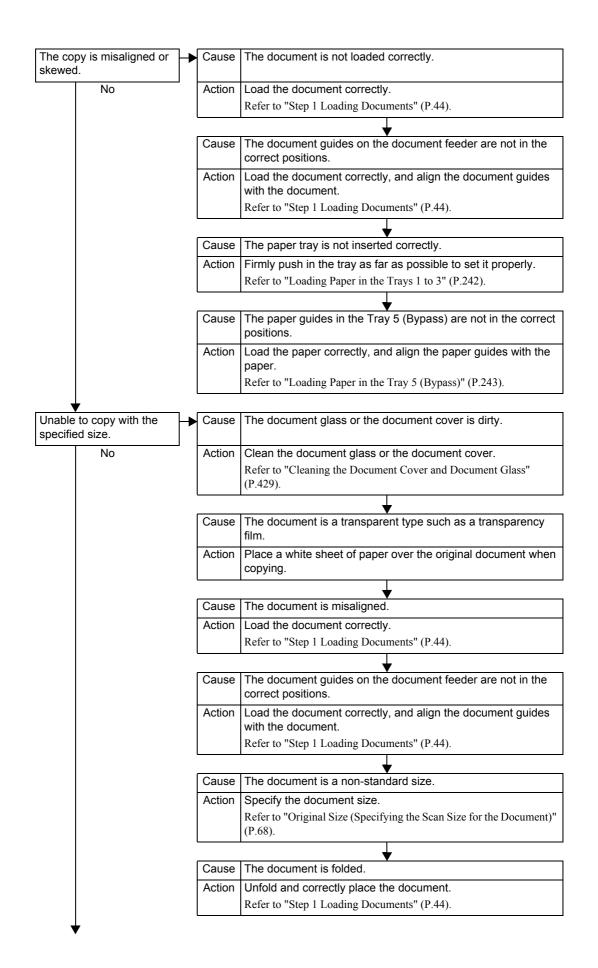
document feeder. Action The minimum size of the document that can be loaded on document feeder is A5. Refer to "Step 1 Loading Documents" (P.44). Cause The document type is unsuitable. Action The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents	he
Cause The document type is unsuitable. Action The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents.	
Action The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents.	
Action The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents.	
documents, business cards, transparencies, or thin documents.	
with tags, paper clips, or tape. Refer to "Step 1 Loading Documents" (P.44).	
Refer to Step 1 Loading Documents (1.44).	
▼	
Cause The document guides are in incorrect positions.	
Action Adjust the document guides to the document.	
Refer to "Step 1 Loading Documents" (P.44).	
•	
Cause Part of a document is remaining in the document feeder.	
ActionOpen the document feeder cover, and remove the piece.Refer to "Document Jams" (P.515).	
Cause Documents of different sizes are loaded.	
Action When loading documents of different sizes, be sure to spe [Mixed Sized Originals]. Otherwise, a paper jam will result.	ify
Refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.69).	

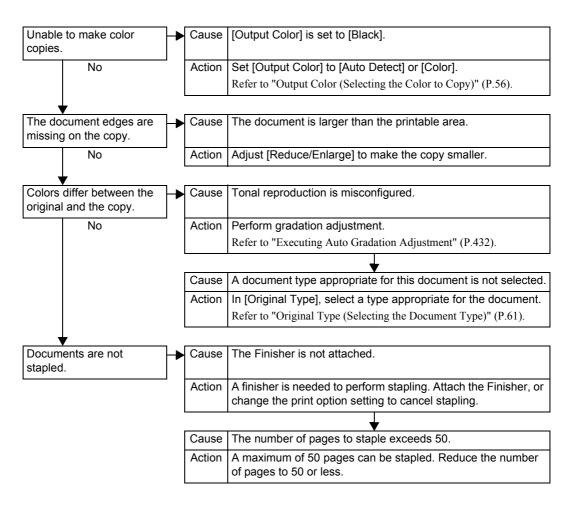
The Copy Result is Not What was Expected

Follow the procedure below if the copy result is not what was expected.







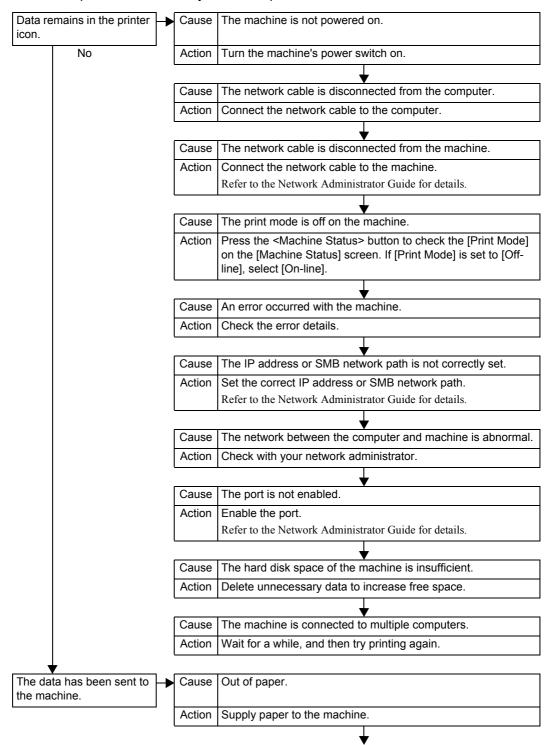


Trouble during Printing

This section describes how to solve print problems.

Unable to Print

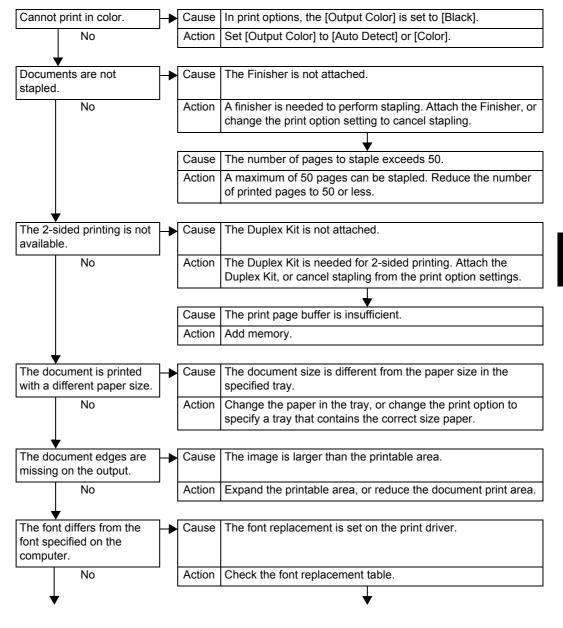
Follow the procedure below if you cannot print a document.

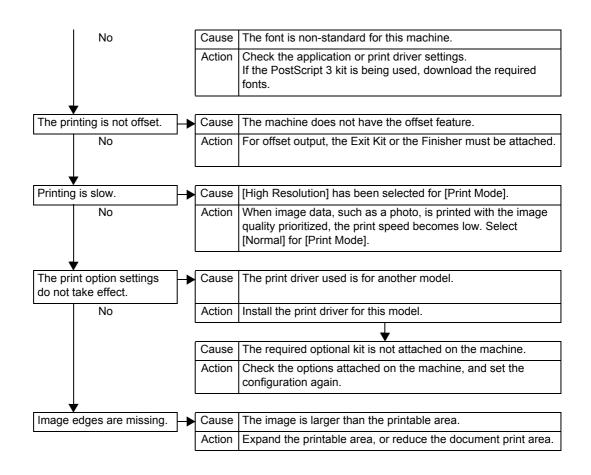


Cause	No paper for the specified paper size.					
Action	Set the specified size paper.					
	Refer to "Loading Paper in the Trays 1 to 3" (P.242) or "Loading Paper in the Tray 5 (Bypass)" (P.243).					
	▼					
Cause	Printing is interrupted by a copy operation.					
Action	Cancel the interrupting operation.					
	•					
Cause	An error occurred on the machine.					
Action	Check the error details.					

The Print Result is Not What was Expected

Follow the procedure below if the print result is not what was expected.





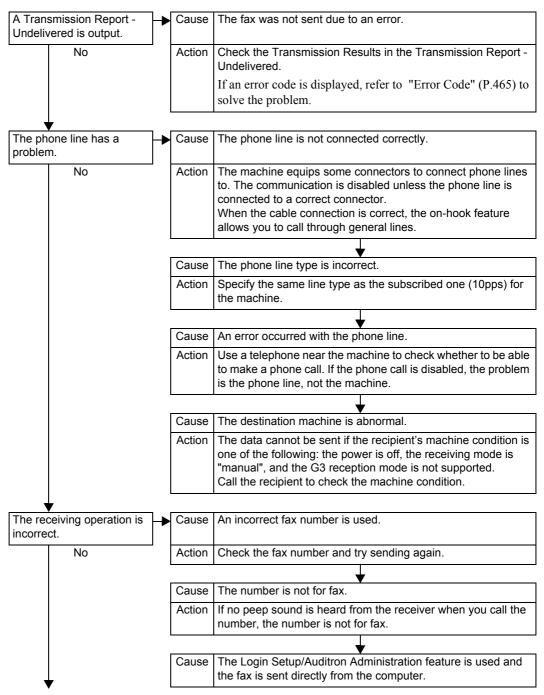
Trouble during Faxing

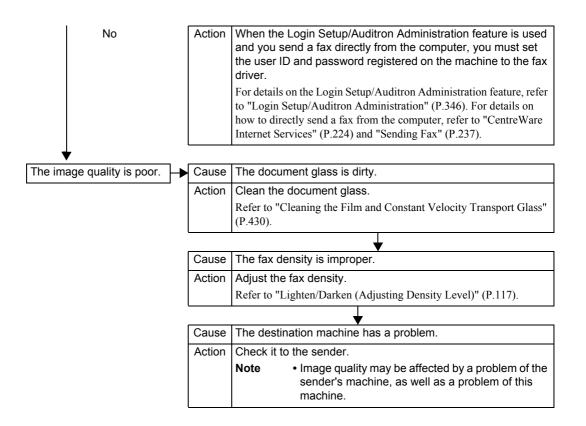
This section describes how to solve fax problems.

Note • The fax features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Sending Problems

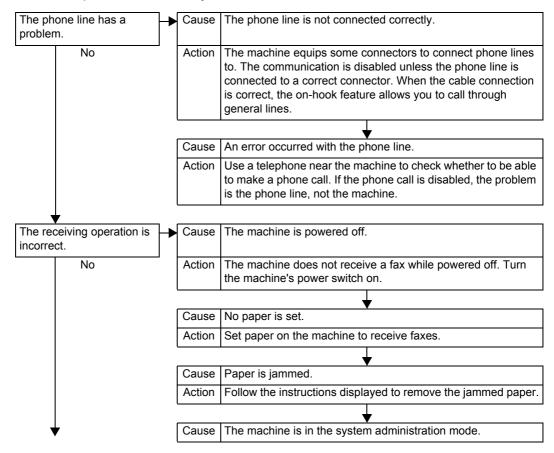
Follow the procedure below if you cannot send a fax.

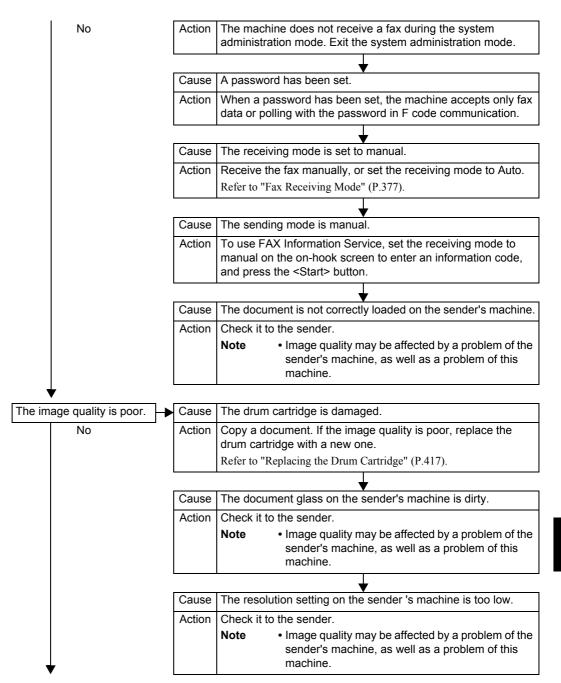




Receiving Problems

Follow the procedure below if you cannot receive a fax.





The received one-page document is split into multiple pages.		When scanned on the sender's machine, the document was enlarged for some reason.			
	Action	This machine can pro Receiving feature an According to the setti printed as follows.	d a border limit value	0	
		Auto Reduce on Receipt Page split Border Limit	Auto Reduce on Receipt ON	Auto Reduce on Receipt OFF	
		Equal to, or less than border limit	Automatically reduces in size and prints on one page.	Prints only the area of the standard size.	
		More than border limit	Prints by splitting w	ith the same ratio.	
		Refer to "Border Limit (P.316).	" (P.316), or "Auto Re	duce On Receipt"	

Trouble during Scanning

This chapter describes how to solve scanning problems.

Note • Scan features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

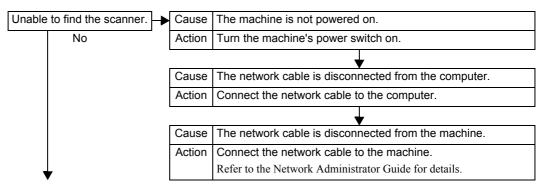
Unable to Scan with the Machine

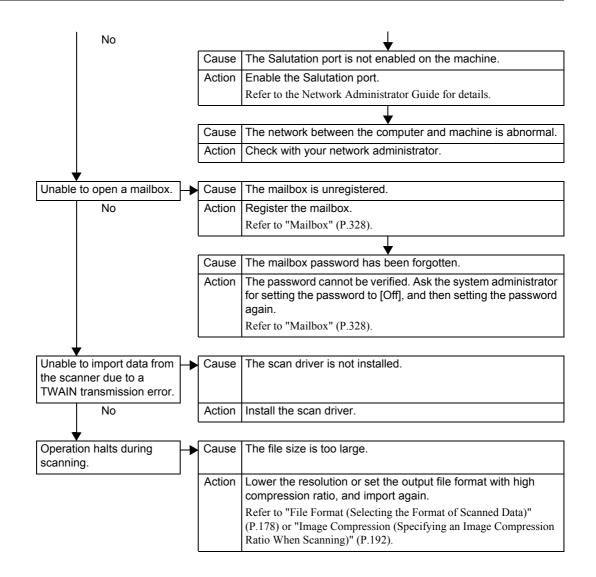
Follow the procedure below if you cannot scan with the machine.

·	,	
The document is not fed from the document feeder.	Cause	The document is too small.
	Action	The minimum size of the document that can be loaded on the document feeder is A5.
		Refer to "Step 1 Loading Documents" (P.158).
		•
	Cause	The document type is unsuitable.
	Action	The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents with tags, paper clips, or tape. Refer to "Step 1 Loading Documents" (P.158).
		Refer to Step 1 Eduling Documents (1.156).
	Cause	The document guides are in incorrect positions.
	Action	Adjust the document guides to the document.
		Refer to "Step 1 Loading Documents" (P.158).
		•
	Cause	Part of a document is remaining in the document feeder.
	Action	Open the document feeder cover, and remove the piece.
		Refer to "Document Jams" (P.515).
	Cause	Documents of different sizes are loaded.
	Action	When loading documents of different sizes, be sure to specify [Mixed Sized Originals]. Otherwise, a paper jam will result.
		Refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.189).

Unable to Import Scanned Documents to the Computer

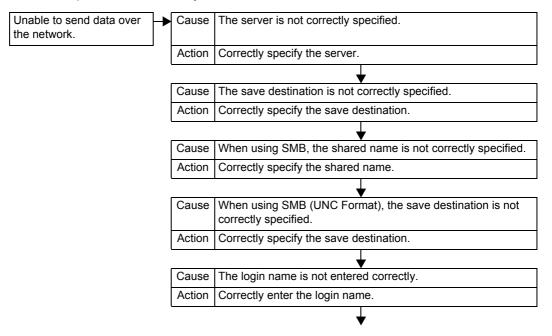
Follow the procedure below if you cannot import scanned documents to the computer.





Unable to Send a Scanned Document over the Network (FTP/SMB)

Follow the procedure below if you cannot send a scanned document over the network.

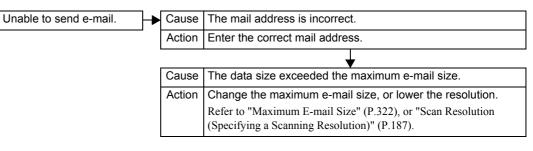


462

Cause	The password is not correctly entered.
Action	Correctly enter the password.

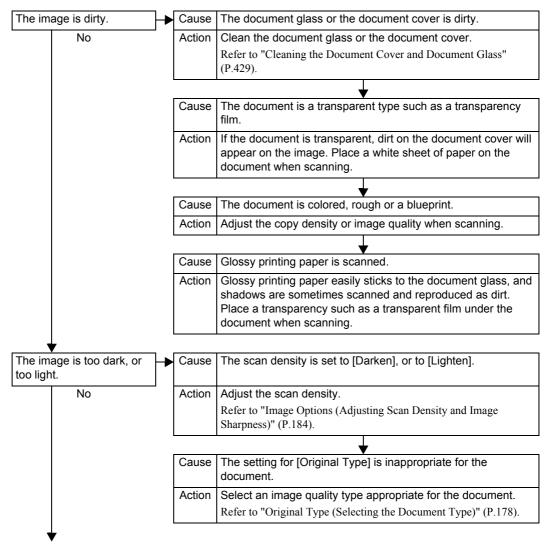
Unable to Send E-mail

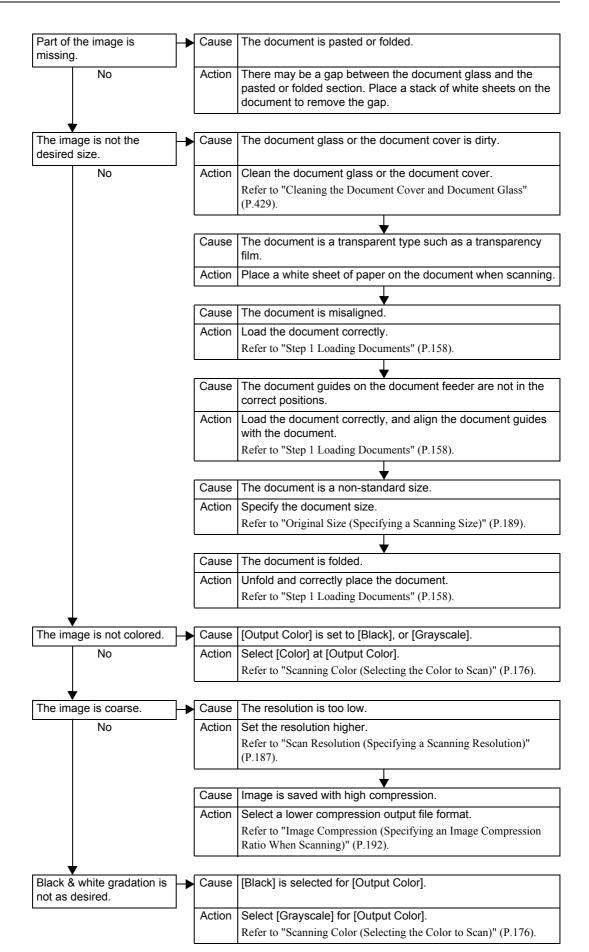
Follow the procedure below if you cannot send a scanned document using the e-mail feature.



The Image is not What was Expected

Follow the procedure below if the image is not what was expected.





Error Code

This section explains error codes.

If an error caused printing to end abnormally, or a malfunction occurred in the machine, then an error message code (***-***) is displayed.

Error codes for fax are written also in job status/activity reports and unsent reports.

If an error code appears that is not listed in the table below, or if an error persists after you follow the listed solution, then contact our Customer Support Center.

For information on job status/activity reports and transmission reports (undelivered), refer to "Activity Report" (P.381) and "Transmission Report/Read Receipts/Delivery Receipts (Confirming Transmission Results)" (P.132) respectively.

Refer to the following table for error codes to rectify problems.

Important • If an error code is displayed, any print data remaining on the machine and information stored in the machine's memory is not warranted.

Errors are classified into the following categories.

- C: Copy
- P: Print
- F: Fax
- S: Scan
- M: Mail
- O: Others

Error Code	Category			Cause and Remedy			
	С	Ρ	F	S	Μ	0	Gause and Remedy
002-770				0		0	[Cause] Unable to process the job template due to insufficient hard disk space.[Remedy] Remove unnecessary data from the hard disk to increase free disk space.
003-701	0			0			[Cause] A digital code is embedded in the document to restrict duplication.[Remedy] Use a document that no digital code is embedded in.
003-750	0						 [Cause] Unable to store any documents using the 2-Sided Book Copy feature. [Remedy] Check the 2-Sided Book Copy settings. Refer to "2 Sided Book Copy (Making 2 Sided Copies of Facing Pages)" (P.67).
003-751	0			0			[Cause] Unable to process, because the specified document area is too small.[Remedy] Increase the resolution or scan area.
003-752				0			[Cause] The mixed size document was to be scanned at 600dpi with Color/2 Sided.[Remedy] Set [Scan Resolution] to [400dpi] or lower, and try again.
003-753				0			[Cause] The mixed size document was to be scanned with high resolution using the 2-sided feature. [Remedy] Set [Scan Resolution] to [200dpi] or lower, and try again.

Emer Oada	Category						Course and Remodul	
Error Code	С	Ρ	F	S	М	0	Cause and Remedy	
003-754 003-755	0		0				[Cause] An error occurred in the document scanner. [Remedy] Reprocess the job.	
003-756			0				[Cause] The fax document is all blank. [Remedy] Check whether or not the document is blank or the document is correctly loaded.	
003-757				0			[Cause] The mixed size document was to be scanned with high resolution using the 2-sided feature.[Remedy] Set [Scan Resolution] to [300dpi] or lower, and try again.	
003-760			0	0			[Cause] An incompatible combination of features are specified as document scan conditions.[Remedy] Check the selected options.	
003-761	0	0					 [Cause] The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat. [Remedy] Change the paper size for the tray, or change the [Paper Type Priority] settings. 	
003-763						0	 [Cause] An error occurred when reading the Gradation Adjustment Chart. [Remedy] Place the Adjustment Chart properly on the document glass. Refer to "Executing Auto Gradation Adjustment" (P.432). 	
003-780			0				[Cause] Failed to compress the scanned document. [Remedy] Reduce the resolution or the ratio for [Reduce/Enlarge] to decrease the data size, or split the data to send it separately.	
003-795	0						 [Cause] When enlarging/reducing a scanned document to the specified paper size, the reduction/enlargement ratio value is out of allowed range. [Remedy] Take one of the following actions: Manually enter a reduction/enlargement ratio. Change the paper size. 	
003-970			0				Refer to 003-976.	
003-972	0		0	0			[Cause] The document exceeded the maximum number of stored pages.[Remedy] Have your System Administrator check the setting of [Maximum Stored Pages].	
003-973	0	0					[Cause] The document orientation is different from the orientation of the specified paper.[Remedy] Press the <start> button to proceed, or cancel the job to change the orientation.</start>	
003-976			0				[Cause] The document size is out of allowed range. [Remedy] Change the document size, or split the document to send it separately.	
003-977	0						 [Cause] With the Book Copying/Booklet Creation/Poster feature used, the reloaded document was different from the previously loaded document in size. [Remedy] Load a correct size document, and start copying again. 	
003-980	0						[Cause] The stapled position is not the specified position. [Remedy] Change the document orientation or the stapled position, or cancel stapling.	

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
003-981	0						[Cause] For a mixed size document, the stapling feature is available for paper with the same width.[Remedy] Cancel stapling or align the paper width for stapling.
005-210 005-274 005-275 005-280 005-283 005-284 005-285 005-286						0	[Cause] An error occurred in the document feeder. [Remedy] Power-cycle the machine. Contact our Customer Support Center.
010-420 010-421						0	[Cause] It is time to replace the fuser unit. [Remedy] Contact our Customer Support Center.
012-211 012-212 012-213 012-221 012-223 012-223 012-260 012-260 012-263 012-283 012-283 012-285 012-291 012-293 012-294 012-295 012-296						0	[Cause] Finisher malfunction [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
016-210 016-211 016-212 016-213 016-214 016-215 016-216						0	[Cause] Software error [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
016-220 016-221 016-222 016-223 016-224 016-225 016-225 016-227 016-228	0		0				[Cause] Document scanner error [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
016-229							Refer to 016-210.

Error Code		C	ate	goi	ъ		Coupo and Remody
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
016-450						0	[Cause] The SMB host name already exists. [Remedy] Change the host name. Refer to the Network Administrator Guide for details.
016-454						0	 [Cause] Unable to retrieve the IP address from DNS. [Remedy] Check the DNS configuration and IP address retrieve setting. Refer to the Network Administrator Guide for details.
016-455						0	 [Cause] Connection to the SNTP server was timed out. [Remedy] Check the network cable connection and the IP address of the SNTP server. Refer to the Network Administrator Guide for details.
016-456						0	[Cause] Received from the SNTP server a message saying that it was not synchronized with the standard time source.[Remedy] Check the SNTP server settings.Refer to the Network Administrator Guide for details.
016-503					0		 [Cause] Unable to resolve the SMTP server name when sending email. [Remedy] Check on the CentreWare Internet Services if the SMTP server settings are correct. Also, check the DNS server settings.
016-504					0		 [Cause] Unable to resolve the POP3 server name when sending email. [Remedy] Check on CentreWare Internet Services if the POP3 server settings are correct. Also, check the DNS server settings.
016-505					0		[Cause] Unable to login to the POP3 server when sending e-mail. [Remedy] Check on CentreWare Internet Services if the user name and password used in the POP3 server are correct.
016-522				0			 [Cause] LDAP server SSL authentication error. Unable to get an SSL client certificate. [Remedy] The LDAP server is requesting an SSL client certificate. Set an SSL client certificate on the machine.
016-523				0			 [Cause] LDAP server SSL authentication error. The server certificate data is incorrect. [Remedy] The machine cannot trust the SSL certificate of the LDAP server. Register the root certificate for the LDAP server's SSL certificate to the machine.
016-524				0			 [Cause] LDAP server SSL authentication error. The server certificate will expire soon. [Remedy] Change the SSL certificate of the LDAP server to a valid one. This error can be cleared if you select [Off] for [Authentication with SSL] under [LDAP Server/Directory Service] on the machine; however, note that selecting this option will not ensure the validity of the LDAP server.

Error Code		C	ate	goi	ſy		Course and Domedu
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
016-525				0			 [Cause] LDAP server SSL authentication error. The server certificate has expired. [Remedy] Change the SSL certificate of the LDAP server to a valid one. This error can be cleared if you select [Off] for [Authentication with SSL] under [LDAP Server/Directory Service] on the machine; however, note that selecting this option will not ensure the validity of the LDAP server.
016-526				0			 [Cause] LDAP server SSL authentication error. The server name does not match the certificate. [Remedy] Set the same LDAP server address to the machine and the SSL certificate of the LDAP server. This error can be cleared if you select [Off] for [Authentication with SSL] under [LDAP Server/Directory Service] on the machine; however, note that selecting this option will not ensure the validity of the LDAP server.
016-527				0			 [Cause] LDAP server SSL authentication error. This is an SSL authentication internal error. [Remedy] Software has a problem. Contact our Customer Support Center.
016-533						0	[Cause] Kerberos server authentication protocol error [Remedy] The time difference between the machine and the Kerberos server exceeded the clock skew limit value set on the Kerberos server. Check if the clocks on the machine and Kerberos server are correctly set.
016-534						0	[Cause] Kerberos server authentication protocol error [Remedy] The realm set on the machine does not exist on the Kerberos server, or the Kerberos server address set on the machine is invalid for connection. Check if the realm name and the server address have been correctly set on the machine. For connection to Windows 2000 or Windows 2003 Server, specify the realm name in uppercase.
016-539						0	[Cause] Kerberos server authentication protocol error [Remedy] An error occurred on the software. Contact our Customer Support Center.
016-546						0	[Cause] A general user tried to obtain the information of another user.[Remedy] Contact our Customer Support Center.
016-702		0					 [Cause] Unable to process PCL print data due to insufficient print page buffer. [Remedy] Take one of the following actions: Set [Print Mode] to [Normal]. Set [Page Print Mode] to [On]. Increase the print page buffer size. Add on memory. For information about the Print Mode and the Page Print Mode, refer to the print driver's online help. For information about memory, refer to "Allocate Memory" (P.303).

Error Code		С	ate	goı	У		Cause and Remodu
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
016-703		0			0		 [Cause] The hard disk has not been installed or the machine received e-mail which specified an invalid mailbox number [Remedy] For error upon fax or iFax transmission: Contact our Customer Support Center. For error upon e-mail/fax/iFax reception: Take one of the following actions: Register the specified mailbox number, and request the sender to send the e-mail/fax/iFax again. Request the sender to send to an available mailbox. If the problem persists, contact our Customer Support Center. For error upon using the Delayed Print feature: Check if the hard disk has been installed on the machine. If the Delayed Print feature is disabled with the hard disk installed, contact our Customer Support Center. If the hard disk is not installed, set [Hard Disk] to [Off] on the [Printer] tab of the print driver. A HDD is required for the Delayed Print feature.
016-704						0	[Cause] The mailbox is full, and hard disk capacity is insufficient.[Remedy] Remove unnecessary documents from the mailbox, and save the document.Refer to "Printing/Deleting Documents in the Mailbox" (P.202).
016-705		0					[Cause] Unable to register the Secure Print document because a HDD is unattached.[Remedy] A HDD is required for the Secure Print feature.Refer to "Secure Print" (P.362).
016-706		0					 [Cause] The hard disk space is insufficient because Secure Print users exceeded the allowed number. [Remedy] Remove unnecessary documents from the machine, and delete unnecessary Secure Print users. For information about Secure Print, refer to "Secure Print" (P.362). For information about mailboxes, refer to "Printing/Deleting Documents in the Mailbox" (P.202).
016-707		0					 [Cause] Unable to print with the Sample Print feature because a HDD is unattached or defective. [Remedy] A HDD is required for the Sample Print feature. If the HDD is defective, contact our Customer Support Center.
016-708	0						[Cause] Unable to annotate due to insufficient hard disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-710		0					 [Cause] Unable to register the Delayed Print document because a HDD is unattached. [Remedy] A HDD is required for the Delayed Print feature.
016-711			0			0	Refer to 016-985.
016-712				0			Refer to 003-751.
016-713						0	[Cause] The input password does not agree with the password set to the mailbox. [Remedy] Input the correct password.

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Error Code	С	Ρ	F	S	м	0	Cause and Remedy
016-714						0	[Cause] The specified mailbox does not exist. {Remedy] Create a new mailbox or specify an existing mailbox.
016-716		0					 [Cause] Unable to spool TIFF file due to insufficient hard disk space. [Remedy] Remove unnecessary documents and users from the machine, and then attach the hard disk. For information on attaching the hard disk, contact our Customer Support Center. Refer to "Printing/Deleting Documents in the Mailbox" (P.202).
016-717			0				 [Cause] Unable to create a transmission report (undelivered) or transmission report because transmission result information required for creating the report is not stored in the machine's memory. [Remedy] Take one of the following actions: Execute the jobs for large size iFax documents (about 2GB) by splitting each document to minimize memory or HDD usage. If there are many scan or iFax jobs, execute each job after the previous job is complete. After the job that you want to check in a report is completed, do not execute 200 or more jobs to have the job recorded on a report.
016-718		0					[Cause] Unable to process the PCL print data due to insufficient memory.[Remedy] Reduce the resolution, or cancel 2-sided printing or N up, and then print again.
016-719		0					[Cause] Unable to process the PCL print data due to insufficient print page buffer.[Remedy] Increase the size of the print page buffer.
016-720		0					[Cause] An invalid command is included in PCL print data. [Remedy] Check the print data and try to print again.
016-721		0				0	 [Cause] An error occurred during print processing. Probable causes are as follows: Printing was instructed by [automatic tray selection] when [Paper Type Priority] is set to [Automatic Tray switching Off] for all paper in the [Common Settings]. ESC/P command error [Remedy] For Cause 1: When printing by automatic tray selection, set one of the paper types to a setting other than [Automatic Tray switching Off] in [Paper Type Priority]. For Cause 2:Check the print data.
040 700		0					Refer to "Paper Type Priority" (P.272).
016-722		0					[Cause] The staple position you specified is unsupported. [Remedy] Check the staple position and try to print again.
016-725			0				 [Cause] A scanned document stored in a mailbox was to be sent by fax using the Job Flow feature, but the mailbox document could not be converted to fax data. [Remedy] Do not use the Job Flow feature. Simply scan the document through the machine's [Fax] screen to send it by fax.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
016-726		0					 [Cause] Unable to automatically select a printer language even though the print mode is set to [Auto]. Probable causes are as follows: PostScript data was sent with no PostScript 3 Kit (optional) installed. The PDF file was sent directly to the machine using LPR with PostScript 3 Kit installed and no HDD installed. [Remedy] For Cause 1:A PostScript 3 Kit must be installed. For Cause 2:A HDD must be installed.
016-727		0					 [Cause] A job was cancelled without storing a document into a mailbox because the document was determined as 0 page. [Remedy] The document could not be stored into the mailbox because the machine determined the print document as 0 page. Disable [Skip Blank Pages] on the Print Options setting, or add text to the document if the document is blank.
016-728		0					[Cause] An unsupported tag is included in the TIFF file. [Remedy] Check the print data. Refer to "Layout Adjustment" (P.187).
016-729		0					 [Cause] Unable to print because the number of colors or the resolution of the TIFF file is out of allowed range. [Remedy] Change the number of colors/resolution for the TIFF file, and try again. Refer to "Layout Adjustment" (P.187).
016-731		0					[Cause] Unable to print TIFF data because it was interrupted. [Remedy] Retry printing.
016-732		0					[Cause] The form specified by the emulation has not been registered at the host side.[Remedy] Resend the form data.
016-733				0	0		 [Cause] 1. Unable to obtain the IP address (the string after "@" in the destination e-mail address) when sending e-mail. 2. Unable to resolve the Internet address (the string after "@") by the DNS server when sending e-mail. [Remedy] For Cause 1: Check the e-mail address. For Cause 2: Check the DNS server address.
016-734					0		[Cause] Failed to print the simple address result report. [Remedy] Set the e-mail reception setting to [STMP reception] on the sender's machine.
016-735				0		0	[Cause] Attempted to print [Job Template List] while updating the job template.[Remedy] Retry printing after waiting for a while.
016-736				0			 [Cause] Any data cannot be saved in the forwarding destination directory. [Remedy] Take one of the following actions: Check the free space of the forwarding destination disk. Check to see whether you have privileges for the forwarding destination directory. Delete a ".LCK" file from the forwarding destination directory.

		С	ate	goi	ъ		
Error Code	С	Ρ	F	s	М	0	Cause and Remedy
016-737				0			[Cause] Any data cannot be saved in the forwarding destination directory.[Remedy] Delete ".LCK" file from the forwarding destination directory.
016-746		0					[Cause] An unsupported feature is included in the received PDF. [Remedy] Print using the print driver.
016-748	0	0	0			0	[Cause] Unable to print due to insufficient hard disk space. [Remedy] Reduce the number of print pages by dividing up the print data or printing one copy at a time when making multiple copies.
016-749		0					 [Cause] For a print job: The print language received from the print driver is unsupported by this machine. A PDF file was to be printed on the PDF-unsupported model using ContentsBridge. For printing of a document received by iFax : The print language received from the print driver is unsupported by this machine. [Remedy] For Cause 1: Use the machine's print driver for printing. If the problem persists, contact our Customer Support Center.
							 Note An optional package is necessary for some print languages such as PostScript. For more information, contact our Customer Support Center. For Cause 2: Do not use ContentsBridge to print a PDF file. For Cause 3: Request the sender to send iFax using a print language supported by this machine.
016-750		0					 [Cause] The machine received a PDF and a printing job ticket from an application that allows to directly send PDF (such as "ContentsBridge 2005"), but the printing job ticket data had a grammar or print instruction unsupported by this machine. [Remedy] Check if you are correctly using the application (such as "ContentsBridge 2005") and if the print instruction was correct. If your application usage and print instruction are correct, check with the application manufacturer for operations of the application. If the problem persists, have a printer settings list, a job history report, and the print data with the printing job ticket ready, and contact our Customer Support Center.
016-751		0					 [Cause] 1. During the PDF Bridge processing, one of the following occurred: a syntax or parameter error occurred; an undefined command was used; and a PDF file was damaged. 2. When [Print Processing Mode] for the PDF Direct Print feature has been set to [PS]: Cause 1 or insufficient memory. [Remedy] For Cause 1: Use the print driver to print the document. For Cause 2: Take one of the following actions: Use the print driver to print the document. Expand the PostScript memory. For information on the memory, refer to "Allocate Memory" (P.303).

E		C	ate	goi	у		
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
016-752		0					 [Cause] Unable to process for PDF Bridge due to insufficient memory space. [Remedy] Change the [Print Mode] setting from [High Image Quality] to [Normal], or from [Normal] to [High Speed]. Or, add memory.
016-753		0					[Cause] The entered password does not agree with that of the PDF file.[Remedy] Set the correct password on ContentsBridge.
016-755		0					[Cause] Attempted to process a print protected PDF file. [Remedy] Cancel the print protection using Adobe Reader, and try to print again.
016-756						0	[Cause] No permissions to use the service. [Remedy] Check with your System Administrator.
016-757						0	[Cause] The password is incorrect. [Remedy] Enter the correct password.
016-758	0	0	0	0			[Cause] No permissions to use the service. [Remedy] Check with your Auditron Administrator.
016-759	0	0		0			[Cause] The number of pages reached the maximum number of pages for this service.[Remedy] Check with your Auditron Administrator.
016-760		0					 [Cause] An error occurred during PostScript (optional) processing. [Remedy] Take one of the following actions: Set [Print Mode] to [Normal]. Expand PostScript memory. For information about [Print Mode], refer to the print driver's online help. For information about memory, refer to "Allocate Memory" (P.303).
016-761		0					[Cause] An error occurred during image processing. [Remedy] Set [Print Mode] to [Normal] and try again. If the problem persists, set [Page Print Mode] to [On].
016-762		0					[Cause] The specified print language is not installed on the machine.[Remedy] In [Specify Print Mode] under [Port Settings], specify another print language.
016-764					0		[Cause] Unable to connect to the SMTP server. [Remedy] Contact the SMTP server administrator.
016-765					0		[Cause] Unable to send the e-mail because the hard disk on the SMTP server is full. [Remedy] Contact the SMTP server administrator.
016-766					0		[Cause] An error occurred on the SMTP server. [Remedy] Contact the SMTP server administrator.
016-767					0		[Cause] Unable to send the e-mail due to an incorrect address. [Remedy] Check the address, and try again.
016-768					0		[Cause] Unable to connect to the SMTP server due to the machine's incorrect mail address.[Remedy] Check the machine's mail address.
016-769					0		 [Cause] The SMTP server does not support confirmation of mail distribution (DSN). [Remedy] Send e-mail without setting confirmation of mail distribution (DSN).

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Error Code	С	Ρ	F	s	М	0	Cause and Remedy
016-770			0				[Cause] Direct Fax is disabled. [Remedy] Check the system administrator if Direct Fax is available. If it is available, contact our Customer Support Center.
016-771				0			[Cause] Unable to retrieve the scan data repository address. [Remedy] Check the connection to DNS. Or, check if the scan data repository domain name has been registered to DNS.
016-772				0			[Cause] Unable to retrieve the scan data repository address. [Remedy] Check the DNS address. Or, set the scan data repository address with its IP address.
016-773						0	 [Cause] The machine's IP address is incorrect. [Remedy] Check the DHCP environment. Or, assign a fixed IP address to the machine. Refer to the Network Administrator Guide for details.
040 774			0	0		0	
016-774			0	0		0	[Cause] Unable to process compression conversion due to insufficient hard disk space.[Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-775			0	0		0	[Cause] Unable to process image conversion due to insufficient hard disk space.[Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-776			0	0		0	 [Cause] An error occurred during image conversion processing. [Remedy] For error upon forwarding with Scan to Mailbox or iFAX: The image conversion processing for the data may be finished partially. Get each converted page from the mailbox using CentreWare Internet Services. Refer to "CentreWare Internet Services" (P.224). For error after instructing encryption or signature using certificate: Take one of the following actions: Check if the certificate is valid.
016-777						0	Set the correct date and time on the machine. [Cause] A hard disk error occurred during image processing. [Remedy] The hard disk may be defective. For replacing the hard
							disk, contact our Customer Support Center.
016-778				0			[Cause] The scanned image conversion processing was interrupted, due to insufficient disk space.[Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-779				0			[Cause] An error occurred during scanned image conversion processing.[Remedy] Retry scanning.
016-780				0			[Cause] A hard disk error occurred during scanned image conversion processing.[Remedy] The hard disk may be defective. For replacing the hard disk, contact our Customer Support Center.
016-781				0			[Cause] Unable to connect to the FTP server during file forwarding. [Remedy] Check the network cable connection.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
016-782				0			 [Cause] Unable to login to the server during file forwarding. [Remedy] For forwarding with FTP: Check the network cable connection. For forwarding with SMB: Check the network cable connection. If the problem persists, check if the OS of the forwarding destination PC is Windows NT4.0 and if the IP address is used for the "Server Name/IP Address" setting on the Address Book. If the IP address is used, change it to the host name.
016-783				0			 [Cause] Unable to find the specified server path during file forwarding. [Remedy] Check the server path name specified in the job template. If this code appears while using CentreWare Scan Service, refer to the "CentreWare Scan Service Installation Guide".
016-784				0			 [Cause] A write error occurred on the server during file forwarding. [Remedy] Cancel forwarding the file. Then check if you have the write privilege for the server directory and if the server directory has free space. If this code appears while using CentreWare Scan Service, refer to the "CentreWare Scan Service Installation Guide".
016-785				0			 [Cause] Unable to forward a file due to insufficient hard disk space on the server. [Remedy] Cancel forwarding the file, and check if you have the write privilege for the server directory. Remove unnecessary data from the server's hard disk to increase free disk space. If this code appears while using CentreWare Scan Service, refer to the "CentreWare Scan Service Installation Guide".
016-786				0		0	[Cause] Unable to write to a file using the scan feature due to insufficient hard disk space.[Remedy] Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.
016-787				0			[Cause] The server IP address specified in the job template is invalid.[Remedy] Specify the correct job template.
016-788						0	 [Cause] Failed to retrieve a file from the Web browser. [Remedy] Take one of the following actions, and try again. Reload the browser page. Restart the browser. Power-cycle the machine.
016-789					0	0	 [Cause] Insufficient space available for mail processing. Processing was interrupted. [Remedy] Reduce the resolution or the ratio for [Reduce/Enlarge] to decrease the data size, or split the data to send it separately.
016-791				0		0	 [Cause] Failed to access the forwarding destination or the job template save location with [Scan to FTP/SMB] or [Job Template]. [Remedy] Check whether you can access the server specified by the forwarding destination.

Error Code		C	ate	goi	ъ		Cause and Damadu
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016-792						0	[Cause] Failed to get the job history report specified in [Job Counter Report].[Remedy] The specified job history does not exist.
016-793						0	[Cause] Free space is insufficient on the hard disk. [Remedy] Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.
016-794						0	[Cause] A medium is not inserted correctly. [Remedy] Insert the medium correctly.
016-795 016-796 016-797						0	[Cause] An error occurred when reading data stored in a media. [Remedy] Check the data stored in the media with a computer.
016-798		0					[Cause] Unable to print the document because a HDD is unattached.[Remedy] Attach a HDD, and print again.
016-799		0					[Cause] An invalid print parameter is included. [Remedy] Check the print data and options, and print again.
016-982						0	[Cause] An error occurred due to insufficient hard disk space. [Remedy] Delete unnecessary documents from the machine and from the mailboxes.
016-985					0	0	 [Cause] The e-mail size is over the limit. [Remedy] Take one of the following actions, and try again: Reduce the number of document pages. Reduce the resolution in [Scan Resolution]. Decrease the ratio in [Reduce/Enlarge]. For multivalued scanning, increase the ratio in [Image Compression]. Ask the System Administrator to increase the value for [Maximum E-mail Size].
018-505						0	 [Cause] Unable to authenticate due to an incorrect user name or password. [Remedy] Check the user name and password with the system administrator. Important • The password cannot be verified. If you have forgotten the password, reset the password.
018-701				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "1" (operations error) for Address Book inquiry. [Remedy] Check if [LDAP Server/Directory Service] under [Remote Authentication Server/Directory Service] has been set correctly. Or, the server may have a problem. Check with your network administrator.
018-702				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "2" (protocol error) for Address Book inquiry. [Remedy]Have the network administrator check the LDAP server settings, and try again.

Error Code		C	Cate	goi	ſУ		Course and Remody
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
018-703				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "3" (timelimit exceeded) for Address Book inquiry. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.
018-704				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "4" (sizelimit exceeded) for Address Book inquiry. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.
018-705				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "5" (compare false) for Address Book inquiry. [Remedy] The result may be different from the specified content. Have the network administrator check the LDAP server status.
018-706				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "6" (compare true) for Address Book inquiry. [Remedy] The desired result has been achieved. No problem occurred.
018-707				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "7" (strong authentication not supported) for Address Book inquiry. [Remedy] The LDAP server does not support the specified authentication method. Change the authentication method. Check with your system administrator for another method.
018-708				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "8" (strong authentication required) for Address Book inquiry. [Remedy] Check if the authentication settings are correct. Check with your system administrator to consolidate the authentication, and try again.
018-710				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "10" (referral) for Address Book inquiry. [Remedy] No registered items were found in the specified retrieval range. Have the network administrator check the authentication settings.
018-711				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "11" (admin limit exceeded) for Address Book inquiry. [Remedy] Have the network administrator check the operational status of the server.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
018-712				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "12" (unavailable extension) for Address Book inquiry. [Remedy] Have the network administrator check the operational status of the server.
018-713				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "13" (confidentiality required) for Address Book inquiry. [Remedy] Have the network administrator check the operational status of the server.
018-714				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "14" (SASL bind in progress) for Address Book inquiry. [Remedy] Retry after waiting for a while. If the problem persists, check with your network administrator.
018-716				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "16" (no such attribute) for Address Book inquiry. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-717				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "17" (undefined type) for Address Book inquiry. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-718				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "18" (inappropriate matching) for Address Book inquiry. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-719				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "19" (constraint violation) for Address Book inquiry. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-720				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "20" (attribute exists) for Address Book inquiry. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-721				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "21" (invalid syntax) for Address Book inquiry. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-732				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "32" (no such object) for Address Book inquiry. [Remedy] The target e-mail address does not exist. Check the e-mail address you entered and the e-mail address registered on the LDAP server.

Emer Code		C	ate	goi	у		Course and Domody
Error Code	С	Ρ	F	s	М	0	Cause and Remedy
018-733				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "33" (incorrect alias) for Address Book inquiry. [Remedy] The LDAP server has a Name problem. Have the network administrator check the LDAP server status.
018-734				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "34" (invalid DN syntax) for Address Book inquiry. [Remedy] The LDAP server has a Name problem. Check the user name and password to cancel an incorrect password. If the problem persists, have the network administrator check the authentication settings and status of the LDAP server.
018-735				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "35" (object is leaf) for Address Book inquiry. [Remedy] The LDAP server has a Name problem. Have the network administrator check the LDAP server status.
018-736				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "36" (alias dereferencing problem) for Address Book inquiry. [Remedy] The LDAP server has a Name problem. Have the network administrator check the LDAP server status.
018-748				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "48" (inappropriate authentication) for Address Book inquiry. [Remedy] The LDAP server has a security problem. Have the network administrator check the authentication settings of the LDAP server.
018-749				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "49" (invalid credentials) for Address Book inquiry. The address search was performed with an incorrect authentication user name and password. [Remedy] The LDAP server has a security problem. Check the authentication user name and password to cancel an incorrect login name. If the problem persists, have the network administrator check the authentication settings or the LDAP server.
018-750				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "50" (insufficient access) for Address Book inquiry. [Remedy] The LDAP server has a security problem. Have the network administrator check the access rights for the LDAP server.
018-751				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "51" (busy) for Address Book inquiry. [Remedy] The service has a problem. Retry after waiting for a while If the problem persists, check with your network administrator.

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Error Code	С	Ρ	F	s	М	0	Cause and Remedy
018-752				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "52" (unavailable) for Address Book inquiry. [Remedy] The service has a problem. Retry after waiting for a while. If the problem persists, check with your network administrator.
018-753				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "53" (unwilling to perform) for Address Book inquiry. [Remedy] The service has a problem. Retry after waiting for a while. If the problem persists, check with your network administrator.
018-754				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "54" (loop detected) for Address Book inquiry. [Remedy] The service has a problem. Have the network administrator check the operational status of the service on the LDAP server.
018-764				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "64" (naming violation) for Address Book inquiry. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-765				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "65" (object class violation) for Address Book inquiry. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-766				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "66" (not allowed on nonleaf) for Address Book inquiry. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-767				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "67" (not allowed on RDN) for Address Book inquiry. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-768				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "68" (already exists) for Address Book inquiry. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-769				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "69" (no object class modifications) for Address Book inquiry. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
018-770				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "70" (results too large) for Address Book inquiry. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.
018-771				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "71" (affecting multiple DSAs) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-780				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "80" (unknown error) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-781				0			 [Cause] LDAP server protocol error caused by the Address Book operation. Connection to the server cannot be established for Address Book inquiry. [Remedy] Take one of the following actions: Check the network cable connection. If the network cable connection has no problem, check the active status of the target server. Check if the server name has been correctly set for [LDAP Server/Directory Service] under [Remote Authentication Server/Directory Service].
018-782				0			 [Cause] LDAP server protocol error caused by the Address Book operation .The server returned RFC2251 Result Message No "82" (program error or SASL authentication error) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-783				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "83" (encoding error) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-784				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "84" (decoding error) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-785				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "85" (timeout) for Address Book inquiry. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.

Error Code		С	ate	goi	У		Course and Demody
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
018-786				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "86" (unknown authentication method) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-787				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "87" (search filter error) for Address Book inquiry. [Remedy] Check the search conditions set on Address Book. If the problem persists, check with your network administrator.
018-788				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "88" (user cancelled operation) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-789				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "89" (incorrect parameter) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-790				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "90" (no memory) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-791				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "91" (server connection error) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-792				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "92" (unsupported feature) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-793				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "93" (no results returned) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-794				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "94" (no more results) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-795				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "95" (results remaining) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.

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Error Code	С	Ρ	F	s	м	0	Cause and Remedy
018-796				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "96" (client loop detected) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
018-797				0			 [Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "97" (referral limit exceeded) for Address Book inquiry. [Remedy] Have the network administrator check the LDAP server status.
021-732						0	[Cause] Unable to use the EP system. [Remedy] Insert a card or coins. Check whether the indicated amount is sufficient.
021-733						0	[Cause] Unable to use the EP system because colors are not available or the number of color pages exceeded the limit.[Remedy] Enable the use of colors or use a card that has not reached the limit value.
024-742		0					 [Cause] Booklet printing was specified for [Print Options], but the number of print pages for the job exceeded the maximum number for booklet creation. [Remedy] Change the [Print Options] setting to split the pages appropriately to create separate volumes, or to cancel the booklet setting.
024-746		0					 [Cause] The specified paper type is not compatible with the specified paper size, paper tray, output tray, or 2-sided printing. [Remedy] Check the print data.
024-747		0					 [Cause] Incompatible print parameters are used. (For example, while [Tray Selection] is set to [Auto], a non-standard size paper is specified.) [Remedy] Check the print data. In the above case, select the Tray 5 (Bypass).
024-775		0					Refer to 024-742.
024-942 024-975	0	0					[Cause] The number of pages exceeded the maximum number that can be stapled or folded.[Remedy] Reduce the document pages, and try again.
024-985						0	[Cause] An error occurred at the Tray 5 (Bypass). [Remedy] Check the paper size/orientation/type, and press the <start> button.</start>
026-700				0			[Cause] By Address Book operation, the machine received an unsupported protocol from the LDAP server.[Remedy] Try again. If the problem persists, contact our Customer Support Center.
026-701				0			 [Cause] The number of inquiries to machine's Address Book exceeded the machine's processing capability. [Remedy] Operate Address Book after a while. If the number of inquiries that Address Book needs to process is only one, the machine's software may be defective. Contact our Customer Support Center.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
026-702				0			 [Cause] By Address Book operation, the number of communications from the LDAP server to the machine exceeded the machine's processing capability. [Remedy] Operate Address Book after a while. If the problem persists, contact our Customer Support Center.
027-452						0	[Cause] The IP address already exists. [Remedy] Change the IP address. Refer to the Network Administrator Guide for details.
027-500					0	0	 [Cause] Unable to resolve the SMTP server name when returning e-mail. [Remedy] Check on the CentreWare Internet Services if the SMTP server settings are correct.
027-501					0	0	 [Cause] Unable to resolve the POP3 server name when using the POP3 protocol. [Remedy] Check on CentreWare Internet Services if the POP3 server settings are correct.
027-502					0	0	[Cause] Failed to login to the POP3 server when using the POP3 protocol.[Remedy] Check on CentreWare Internet Services if the user name and password used in the POP3 server are correct.
027-547						0	 [Cause] SMB protocol error. An invalid character was detected in the specified domain name. [Remedy] Check with the network administrator for the domain name. Also, check if the domain name set on the machine is correct, using the following procedure: Enter the System Administration mode, and select [System Settings] > [System Settings] > [Network Settings] > [Remote Authentication Server/Directory Service] > [SMB Server Settings]. Select the SMB server to check the domain name.
027-548						0	[Cause] SMB protocol error. An invalid character was detected in the specified user name.[Remedy] Check with the network administrator for the user name.
027-549						0	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.
027-564						0	 [Cause] SMB protocol error. The SMB server was not found. [Remedy] Check if the connection between the authentication server and the machine has been established via a network. For example, check the following points: Network cable connection TCP/IP settings Connection via Port 137 (UDP)/Port 138 (UDP)/Port 139 (TCP)
027-565						0	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
027-566						0	[Cause] SMB protocol error. SMB (TCP/IP) is not active. [Remedy] Check on CentreWare Internet Services that SMB (TCP/ IP) is active on the [Port Status] screen of the [Properties] tab.
027-572 027-573 027-574 027-576 027-578						0	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.
027-584						0	 [Cause] SMB protocol error. The SMB server is in shared security mode. [Remedy] The SMB server may be on Windows 95, Windows 98, or Windows Me OS. Set the SMB server on an OS other than Windows 95, Windows 98, or Windows Me OS.
027-585						0	[Cause] SMB protocol error. Login disabled period [Remedy] Check with the system administrator for the login- permitted period.
027-586						0	[Cause] SMB protocol error. The password has expired. [Remedy] Obtain a valid password from the system administrator.
027-587						0	[Cause] SMB protocol error. The password must be changed. [Remedy] Log in to Windows, and change the password. Ask the system administrator for changing the setting so that you do not need to change the login password next time.
027-588						0	[Cause] SMB protocol error. The user is invalid. [Remedy] Ask the system administrator for validating the user.
027-589						0	[Cause] SMB protocol error. The user was locked out. [Remedy] Ask the system administrator for canceling the lockout status.
027-590						0	[Cause] SMB protocol error. The user account has expired. [Remedy] Obtain a valid user account from the system administrator. Or, ask the system administrator to extend the account expiration date.
027-591						0	[Cause] SMB protocol error. Users are restricted. A blank password is invalid.[Remedy] Set the password for the user.
027-593						0	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.
027-706					0		 [Cause] Unable to find the S/MIME certificate linked to the mail address when sending e-mail. [Remedy] Import the S/MIME certificate corresponding to the mail address to the machine.
027-707					0		[Cause] The S/MIME certificate linked to the mail address has expired.[Remedy] Import a new S/MIME certificate to the machine.
027-708					0		[Cause] The S/MIME certificate linked to the mail address is not reliable.[Remedy] Import a reliable S/MIME certificate to the machine.

Error Code		C	ate	goi	ſy		Course and Demody
Error Code	С	Ρ	F	s	М	0	Cause and Remedy
027-709					0		[Cause] The S/MIME certificate linked to the mail address has been discarded. [Remedy] Import a new S/MIME certificate to the machine.
027-710					0		[Cause] No S/MIME certificate is attached to the received e-mail. [Remedy] Ask the sender to send the e-mail with an S/MIME certificate.
027-711					0		 [Cause] No S/MIME certificate was obtained from the received e-mail. [Remedy] Import the sender's S/MIME certificate to the machine, or attach an S/MIME certificate to S/MIME signature mail sent from the sender.
027-712					0		[Cause] The received S/MIME certificate has expired, or is an unreliable certificate.[Remedy] Ask the sender to send the e-mail with a valid S/MIME certificate.
027-713					0		[Cause] The received e-mail has been discarded because it might be altered on its transmission route.[Remedy] Tell the sender about it, and ask to send the e-mail again.
027-714					0		 [Cause] The received e-mail has been discarded because the address in its From field was not the same as the mail address in the S/MIME signature mail. [Remedy] Tell the sender that the mail addresses are not identical, and ask to send the e-mail again.
027-715					0		 [Cause] The received S/MIME certificate has not been registered on the machine, or has not been set to use on the machine. [Remedy] Import the sender's S/MIME certificate to the machine, or change settings to use the S/MIME certificate on the machine when the S/MIME certificate has already been registered.
027-716					0		[Cause] The received S/MIME certificate has been discarded because the certificate was unreliable.[Remedy] Ask the sender to send the e-mail with a reliable S/MIME certificate.
027-720						0	 [Cause] Unable to find the server of an application interface destination. [Remedy] Check the DNS server address. Or, check whether or not the computer that the application (ApeosWare Flow Service) is installed on has been registered on the DNS server.
027-721						0	[Cause] An application interface destination does not exist. [Remedy] Check whether the application linked (ApeosWare Flow Service) operates correctly.
027-722						0	[Cause] The jobs was timed out during connection with an application interface destination.[Remedy] Try to process the job flow again.
027-723						0	[Cause] Authentication at the application interface destination (ApeosWare Flow Service) failed.[Remedy] Check the user name and password that is used when creating a job flow.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
027-724				0			 [Cause] An application interface destination (ApeosWare Flow Service) could not be accessed. [Remedy] Check whether ApeosWare Flow Service operates correctly. When it is operating correctly, check the log.
027-725						0	[Cause] A job operation failed using an application interface. [Remedy] Check whether the application linked (ApeosWare Flow Service) operates correctly. When it is operating correctly, check the log. When it is not operating, check the network environments.
027-726				0			 [Cause] The status of the application interface destination (ApeosWare Flow Service) is unknown. [Remedy] Check whether ApeosWare Flow Service operates correctly. When it is operating correctly, check the log.
027-727						0	[Cause] A parameter is illegal during an application interface. [Remedy] Try to process the job flow again.
027-728						0	[Cause] The number of files that are to be sent to external services exceeded the maximum number.[Remedy] Reduce the number of files, and send them again.
027-737				0		0	[Cause] An error occurred while reading data from the job template pool server.[Remedy] Check to see whether you have privileges for the directory which stores the job template.
027-739				0		0	[Cause] Unable to find the specified job template server. [Remedy] Check the path name of the job template server.
027-740				0		0	[Cause] Unable to login to the job template pool server. [Remedy] Check the login user name and password.
027-741				0		0	[Cause] Unable to connect to the job template pool server. [Remedy] Ask the network administrator to check the network and server environments.
027-742				0		0	[Cause] Unable to store job template due to insufficient hard disk space.[Remedy] Remove unnecessary data from the hard disk to increase free disk space.
027-743				0		0	[Cause] The specified job template pool server is incorrect. [Remedy] Check the settings of the job template server.
027-744				0		0	[Cause] The domain name of the job template server has a problem.[Remedy] Make sure that the DNS server connection and the domain name have been registered to the DNS server.
027-745				0		0	[Cause] The address of the DNS server has not been registered on the machine.[Remedy] Either register the address of the DNS server on the machine, or set the address of the job template server with its IP address.
027-746				0		0	[Cause] The protocol settings on the job template pool server are incorrect.[Remedy] Set up the correct port.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
027-750						0	 [Cause] Attempted to give a fax/print/iFax command to the scan document. [Remedy] Fax/print/iFax features are unavailable for scan documents. Set the job flow correctly.
027-751						0	[Cause] An error occurred during job flow processing. [Remedy] Check the settings of the job flow.
027-752						0	 [Cause] A mandatory entry field is blank in the job flow. [Remedy] Take one of the following actions: Link mailboxes only to job flows that do not have mandatory entry fields. Set the default values to the mandatory fields of the job flow.
027-753						0	[Cause] Attempted to execute the service when the port necessary for the job flow is either deactivated or disabled.[Remedy] Have your System Administrator check the port status.
027-754				0			 [Cause] The setting contents for [DocuWorks Signature] or [PDF Signature] on the job flow are not appropriate. [Remedy] Check the DocuWorks and PDF signatures for both the system data settings (machine's current settings) and the executed job flow settings. If these settings are not the same, change either of them.
027-796		0			0	0	 [Cause] The received e-mail was discarded because it had no attached documents. (The machine is set to print attached documents only.) [Remedy] To also print the mail body or header information, change settings in the Properties screen of CentreWare Internet Services. Refer to "E-mail Printing" (P.229).
027-797					0	0	[Cause] The output destination of the received e-mail is invalid. [Remedy] Specify a correct output destination, and send the e-mail again.
033-363			0				[Cause] An error occurred during fax transmission. [Remedy] Contact our Customer Support Center.
033-710			0				[Cause] The document to be sent by polling was deleted. [Remedy] Store the document again.
033-712			0				[Cause] Unable to process due to insufficient memory. [Remedy] Remove unnecessary data.
033-713			0				[Cause] An error occurred during fax transmission. [Remedy] Contact our Customer Support Center.
033-716			0				[Cause] The mailbox specified from the sender's machine does not exist.[Remedy] Register the mailbox.Refer to "Mailbox" (P.328).
033-717			0				[Cause] The mailbox password specified from the sender's machine is incorrect. Or, the machine password is incorrect.[Remedy] Notify the correct password to the sender's machine.

	Category						Oracia and Damada
Error Code	С	Ρ	F	S	Μ	0	Cause and Remedy
033-718			0				 [Cause] Fax or polling documents do not exist in the mailbox specified from the sender's machine. [Remedy] Store fax or polling documents into the mailbox as necessary.
033-719			0				[Cause] The document may be deleted by power-cycling the machine. [Remedy] Retry sending.
033-721			0				 [Cause] An error occurred during fax transmission. [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-722			0				[Cause] The document is jammed, or the document pages are ove the limit.[Remedy] Remove the jammed paper or reduce the document pages, and retry sending.
033-724			0				 [Cause] The reception was interrupted because the image volume exceeded the upper limit. [Remedy] Attach a HDD or 256MB Memory to increase the maximum volume of image data.
033-725			0				[Cause] The hard disk is full. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
033-726			0				[Cause] The received document was printed with the single sided printing, because the 2-sided printing is not available for a mixed size document. [Remedy] No user action is necessary.
033-727			0				 [Cause] The received page was printed without being rotated, because its data volume was too large to change the orientation automatically. [Remedy] No user action is necessary.
033-728			0				 [Cause] The Auto Print formatting of the received fax document was interrupted by a manual print operation. [Remedy] No user action is necessary. The machine will automatically start the Auto Print job after manual printing
033-730			0				 [Cause] An error occurred during fax transmission. [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-731			0				[Cause] The print job for the received fax document was interrupted.[Remedy] The Auto Print processing of the received fax document was interrupted by a manual print operation. No user action is necessary.
033-732			0				[Cause] An error occurred during EP system communication. [Remedy] This is an FX maintenance system operational error. No remedy is required.
033-733			0				 [Cause] An error occurred during fax transmission. [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.

Error Code		C	ate	goı	ſy		Course and Demody
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
033-734			0				[Cause] The print job of the received fax document was interrupted by a report job.[Remedy] No user action is necessary.
033-735			0				[Cause] An error occurred during fax transmission. [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-736			0				[Cause] The forwarding job was interrupted because the data volume exceeded the upper limit. [Remedy] No user action is necessary.
033-737			0				[Cause] An error occurred during fax transmission. [Remedy] Try again.
033-738			0				[Cause] Received abnormal JBIG data. [Remedy] No user action is necessary.
033-740			0				[Cause] The print job for the received fax document was interrupted.[Remedy] No user action is necessary.
033-741 033-742			0				[Cause] An error occurred during fax transmission. [Remedy] Try again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-743 033-744 033-745 033-746			0				[Cause] An error occurred during fax transmission. [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-747			0				[Cause] The job is in pending status. [Remedy] No user action is necessary.
033-749			0				[Cause] The machine will automatically resume and print out. [Remedy] No operation is necessary.
033-750			0				 [Cause] An error occurred during fax transmission. [Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-211 034-212			0				[Cause] An error occurred on the fax control system. [Remedy] Contact our Customer Support Center.
034-500			0				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again.
034-501			0				[Cause] The telephone line (modular jack) may not be correctly connected.[Remedy] Check the telephone line connection, and try again.Refer to "Telephone Line Connectors" (P.29).
034-505			0				[Cause] An error occurred during fax transmission.[Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.

Error Code		C	ate	goı	ъ		Cause and Remedy
EnorCode	С	Ρ	F	S	М	0	
034-506			0				 [Cause] The destination machine does not have the remote copy feature (for printing the multiple sets of a received document). [Remedy] Check if the destination machine has the remote copy feature.
034-507			0				 [Cause] The specified password is not identical with the ID number of the destination machine. [Remedy] Check the password and the phone number. The destination machine may be set not to send its ID number. Check the setting of the destination machine. This error code also appears when polling is rejected.
034-508 034-509 034-510			0				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-511			0				 [Cause] Unable to send with the Relay Broadcast feature. [Remedy]Check if Relay Broadcast is correctly set for the abbreviated number. If the registered number is incorrect, modify it. Check also the abbreviated number registered in the relay station. For information on Relay Broadcast, refer to "Relay Broadcast (Transmitting Documents Through a Relay Station)" (P.144). For information on Renave Relay Broadcast, refer to "Remote Relay Broadcast.
034-512			0				 (Performing Relay Broadcast to Remote Locations)" (P.148). [Cause] An infinite loop was detected on the remote relay broadcast. [Remedy] Check the abbreviated number of the relay broadcast. Check also the abbreviated number registered in the rela station. For information on Remote Relay Broadcast, refer to "Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)" (P.148).
034-513 034-514						0	 [Cause] An error occurred during EP system communication. [Remedy] This is an FX maintenance system operational error. No remedy is required.
034-515			0				[Cause] The destination machine has a problem. [Remedy] Check the conditions of the destination machine.
034-519			0				[Cause] The number of destinations specified for the broadcast transmission exceeded the upper limit.[Remedy] Wait until the waiting jobs decrease, or reduce the number of destinations, and try again.
034-520			0				[Cause] The number of waiting jobs exceeded the upper limit. [Remedy] Wait until the waiting jobs decrease, and try again.
034-522			0				[Cause] There is no line available for the manual communication. [Remedy] Wait until the job in communication is completed, and try again.
034-523			0				[Cause] Unable to accept jobs. [Remedy] Retry after waiting for a while.
034-528			0				[Cause] Manual communication is not available during dialing. [Remedy] Try again after the dialing.

Error Code		C	ate	goi	ſy		Cause and Remedy
Enor Code	С	Ρ	F	S	М	0	
034-529			0				 [Cause] Paper with the same size as the received document is not loaded on the machine. [Remedy] Check the following: Check the sizes of paper loaded on the machine. Check if the paper trays are correctly inserted.
034-530			0				[Cause] Operation time out [Remedy] Operate within a specified time.
034-702			0				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If an abbreviated number is used for the phone number, check the registered phone number.
034-703 034-704 034-705 034-706			0				 [Cause] The phone cable is not correctly connected. [Remedy] Check the phone cable connection, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-707 034-708 034-709 034-710 034-711 034-712 034-713 034-714 034-715 034-715 034-716 034-717 034-718 034-719 034-720 034-722 034-725 034-726			0				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-728			0				 [Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If DP (dial pulse) is used for G3, check that "*" and "#" are not included in the phone number.
034-730 037-732			0				Refer to 034-508.
034-738 034-739			0				 [Cause] The phone cable is not correctly connected. [Remedy] Check the phone cable connection, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.

Error Code		C	ate	goı	ъ		Cause and Remedy
Endicode	С	Ρ	F	S	М	0	Cause and Remedy
034-740 034-741 034-742 034-743 034-744 034-745			0				Refer to 034-508.
034-752			0				[Cause] The destination machine is busy. [Remedy] Retry after waiting for a while. If the problem persists, refer to 034-729.
034-753			0				[Cause] The destination machine does not respond. [Remedy] Check the phone number, and try again. If the problem persists, refer to 034-729.
034-754			0				[Cause] The destination machine does not respond.[Remedy] Check if the destination machine is ready to receive a fax, and try again.
034-755			0				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If the problem persists, contact your telephone company. If the problem persists, refer to 034-729.
034-756			0				[Cause] The destination machine does not respond. [Remedy] Check the phone number, and try again. If the problem persists, send to another machine at the recipient's site. If the problem persists, refer to 034-729.
034-757			0				Refer to 034-729.
034-768 034-769 034-770 034-771 034-772			0				[Cause] Communication error [Remedy] When this error was caused by a sending operation, try again. If the problem persists, refer to 034-729.
034-773 034-774			0				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If the problem persists, refer to 034-729.
034-775 034-776 034-777 034-778 034-779 034-780 034-781 034-782 034-783			0				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again. If the problem persists, refer to 034-729.
034-784			0				 [Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If DP (dial pulse) is used for G3, check that "*" and "#" are not included in the phone number.

Error Code		С	ate	goı	ſy		Cause and Remody
Error Code	С	Ρ	F	S	Μ	0	Cause and Remedy
034-785 034-786 034-787 034-788 034-789			0				Refer to 034-508.
034-790 034-791 034-792 034-793 034-794 034-795			0				[Cause] Is the telephone line (modular jack) correctly connected? [Remedy] Check the telephone line connection, and try again. Refer to "Telephone Line Connectors" (P.29).
034-796			0				Refer to 034-728.
035-700			0				[Cause] An error occurred during fax transmission.[Remedy] Try to send the fax again. If the problem persists, contact our Customer Support Center.
035-701			0				Refer to 034-728.
035-702 035-703			0				[Cause] The communication was interrupted on the destination machine. This error is not due to this machine.[Remedy] Call the destination to check the condition of the destination machine, and try again.
035-704			0				[Cause] The fax was sent using a feature (such as Polling), but the destination machine does not have the feature.[Remedy] Make a phone call to the recipient to check the destination machine features.
035-705 035-706			0				[Cause] The destination machine may have a problem. [Remedy] Call the destination to check the condition of the machine, and try again.
035-707			0				[Cause] The received document has an incorrect or no password. [Remedy] No operation is necessary. This error is just to notify that the machine received such a document.
035-708 035-709 035-710 035-711 035-712							[Cause] The destination machine may have a problem.[Remedy] Call the destination to check the condition of the machine, and try again.
035-713			0				[Cause] The destination machine may have a problem. [Remedy] Call the destination to check the condition of the machine, and try again.
035-714	1		0				Refer to 003-702.
035-715			0				Refer to 034-507.
035-716 035-717 035-718 035-719			0				[Cause] Communication error [Remedy] Ask the sender to try again.

Error Code		C	ate	goi	У		Cause and Remedy
Endi Code	С	Ρ	F	S	М	0	
035-720			0				 [Cause] The connection to the destination machine was established, but the machine could not receive the fax. [Remedy] The destination machine may have a problem. Call the recipient to check the following: No paper is loaded. Paper is jammed. Memory is full. G3 reception is not supported. When the fax was sent with a specific feature such as Relay Broadcast and Remote Mailbox, check by telephone if the destination machine has a feature to receive such a fax and if the password is correct.
035-721 035-722			0				[Cause] Communication error [Remedy] Ask the sender to try again.
035-723 035-724			0				 [Cause] Communication error [Remedy] For sending error, check the destination phone number, check also if the destination machine has the feature you specified, and then try again. For receiving error, ask the sender to try again.
035-725			0				Refer to 024-511.
035-726			0				[Cause] Communication error [Remedy] For sending error, check the destination phone number, check also if the destination machine has the feature you specified, and then try again. For receiving error, ask the sender to try again.
035-727 035-728 035-729			0				[Cause] Communication error [Remedy] Ask the sender to try again.
035-730 035-731 035-732 035-733 035-734 035-735 035-736 035-737 035-738 035-739 035-740 035-741			0				[Cause] Communication error [Remedy] For sending error, check the destination phone number, check also if the destination machine has the feature you specified, and then try again. For receiving error, ask the sender to try again.
035-742			0				 [Cause] Communication error [Remedy] For sending error, check the destination phone number, check also if the destination machine has the feature you specified, and then try again. For receiving error, ask the sender to try again.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
035-743 035-744 035-745			0				 [Cause] Unable to communicate. The phone number is incorrect or the destination machine does not have the feature you specified. [Remedy] Check the destination phone number, check also if the destination machine has the feature you specified, and then try again.
035-746			0				 [Cause] The fax network does not respond. This may be caused by the following. Check them and then send the fax again. [Remedy] Is the telephone line correctly connected? You may not have a fax network contract, or the fax network may have a problem.
035-747 035-748			0				[Cause] The dialing or transmission was interrupted by the <stop> button.</stop>[Remedy] No action is necessary.
035-749			0				[Cause] The number was re-dialed the specified number of times, but the destination machine did not respond.[Remedy] Ask the recipient if the telephone line and telephone switchboard for the destination machine are defective.
035-750			0				 [Cause] The communication was interrupted by a power-off operation or with the <reset> button.</reset> [Remedy] Turn the machine's power switch on to send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
035-751 035-752			0				[Cause] The dialing or transmission was interrupted by the <stop> button.</stop>[Remedy] No action is necessary.
035-762			0				Refer to 034-508.
036-500 036-501 036-502 036-503 036-504 036-505 036-506 036-507 036-508 036-509 036-510 036-511 036-512 036-513 036-514 036-515			0				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.

Error Code		C	ate	goi	ſУ		Cause and Remody
Enor Code	С	Ρ	F	S	М	0	Cause and Remedy
036-516			0				[Cause] An error occurred during fax transmission.
036-516			0				[Remedy] Check the settings and the phone number, and send the
036-517							fax again. If the machine conditions are not improved by
036-519							performing the relevant remedy, contact our Customer
036-520							Support Center.
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036-720							
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Error Code		C	ate	goi	у		Cause and Remedy
Endi Code	С	Ρ	F	S	М	0	Cause and Kennedy
036-721 036-722			0				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the
036-722 036-723 036-724							fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer
036-725							Support Center.
036-726							
036-727 036-728							
036-729							
036-730 036-731							
036-731							
036-733							
036-734 036-735							
036-736							
036-737							
036-738 036-739							
036-740							
036-741 036-742							
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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
036-770 036-771 036-772 036-773 036-774 036-775 036-776 036-777			0				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
036-778 036-779			0				[Cause] The communication was interrupted on the destination machine.[Remedy] Ask the sender to try again.
036-780 036-781 036-782 036-783 036-784 036-785			0				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
036-786 036-787			0				Refer to 034-507.
036-788 036-789			0				[Cause] The machine sent a polling request, but the destination machine does not have target documents.[Remedy] Call the destination to check the condition, and try again.
036-790 036-791			0				[Cause] Unable to communicate due to incorrect operation. [Remedy] Refer to this User Guide to operate the machine correctly.
036-792 036-793			0				Refer to 034-508.
036-795			0				 [Cause] The destination machine does not have the remote copy feature (for printing the multiple sets of a received document). [Remedy] Check if the destination machine has the remote copy feature.
036-796			0				 [Cause] The document was faxed with normal transmission, because the destination machine does not have the remote copy feature (for printing the multiple sets of a received document). [Remedy] No operation is necessary.
036-797 036-798 036-799			0				Refer to 034-508.
042-400						0	[Cause] It is time to replace the odor filter. [Remedy] Replace the odor filter to a new one.
047-211						0	[Cause] Offset output tray error [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center.
047-214						0	[Cause] Duplex unit error [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center.

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Error Code	С	Ρ	F	S	М	0	Cause and Remedy
047-216						0	[Cause] Finisher error
							[Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center.
062-210						0	[Cause] Document feeder malfunction [Remedy] Contact our Customer Support Center.
062-211						0	[Cause] An error occurred in the document feeder. [Remedy] Contact our Customer Support Center.
062-220						0	Refer to 062-210.
062-277						0	[Cause] A communication error occurred between the document scan unit and the document feeder.[Remedy] Contact our Customer Support Center.
062-278						0	[Cause] An error occurred in the document feeder. [Remedy] Contact our Customer Support Center.
062-368						0	[Cause] An error occurred in the document scan unit of the machine.[Remedy] Close the document cover, and power-cycle the machine. If the problem persists, contact our Customer Support Center.
062-790						0	[Cause] The scanned document is copy-protected. [Remedy] Check documents you can copy.
063-210 063-220 063-230 063-240						0	Refer to 062-211.
065-210 065-211 065-212 065-213						0	[Cause] An error occurred with the machine. [Remedy] Contact our Customer Support Center.
065-215 065-216	0			0		0	[Cause] An error occurred in the document feeder.[Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center.
065-219 065-220						0	Refer to 062-210.
071-210 071-212						0	[Cause] Tray 1 malfunction [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center. The other trays are available.
071-401 071-402						0	[Cause] It is time to replace the paper feeding roller on Tray 1. [Remedy] Contact our Customer Support Center or customer engineer.
072-210 072-212						0	[Cause] Tray 2 malfunction [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center. The other trays are available.
072-401 072-402						0	[Cause] It is time to replace the paper feeding roller on Tray 2.[Remedy] Contact our Customer Support Center or customer engineer.

Error Code		C	ate	goi	ry		Cause and Remody
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073-210 073-212						0	[Cause] Tray 3 malfunction [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center. The other trays are available.
073-401 073-402						0	[Cause] It is time to replace the paper feeding roller on Tray 3. [Remedy] Contact our Customer Support Center or customer engineer.
075-401 075-402						0	 [Cause] It is time to replace the paper feeding roller on Bypass Tray. [Remedy] Contact our Customer Support Center or customer engineer.
077-215						0	 [Cause] Tray 2 and Tray 3 malfunction [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center. The other trays are available.
078-210						0	 [Cause] Tray 2 (High Capacity) malfunction [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center. The other trays are available.
078-211						0	 [Cause] Tray 3 (High Capacity) malfunction [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center. The other trays are available.
091-400						0	[Cause] It is time to replace the waste toner container. [Remedy] Replace the waste toner container with a new one.
091-402 091-441						0	[Cause] It is time to replace the drum cartridge. [Remedy] Replace the drum cartridge with a new one.
093-400 093-406						0	[Cause] It is time to replace the toner cartridge (black). [Remedy] Replace the toner cartridge (black) with a new one.
093-407						0	[Cause] It is time to replace the toner cartridge (yellow). [Remedy] Replace the toner cartridge (yellow) with a new one.
093-408						0	[Cause] It is time to replace the toner cartridge (magenta). [Remedy] Replace the toner cartridge (magenta) with a new one.
093-409						0	[Cause] It is time to replace the toner cartridge (cyan). [Remedy] Replace the toner cartridge (cyan) with a new one.
093-414						0	[Cause] It is time to replace the developer (yellow). [Remedy] Contact our Customer Support Center or customer engineer.
093-415						0	[Cause] It is time to replace the toner cartridge (magenta). [Remedy] Contact our Customer Support Center or customer engineer.
093-416						0	[Cause] It is time to replace the toner cartridge (cyan). [Remedy] Contact our Customer Support Center or customer engineer.
093-417						0	[Cause] It is time to replace the toner cartridge (black). [Remedy] Contact our Customer Support Center or customer engineer.

Emer Code		С	ate	goi	ſy		Course and Domody
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
093-418						0	[Cause] It is time to replace the developer (yellow). [Remedy] Contact our Customer Support Center or customer engineer.
093-419						0	[Cause] It is time to replace the toner cartridge (magenta). [Remedy] Contact our Customer Support Center or customer engineer.
093-420						0	[Cause] It is time to replace the toner cartridge (cyan). [Remedy] Contact our Customer Support Center or customer engineer.
093-421						0	[Cause] It is time to replace the toner cartridge (black). [Remedy] Contact our Customer Support Center or customer engineer.
093-423						0	[Cause] It is time to replace the toner cartridge (yellow). [Remedy] Replace the toner cartridge (yellow) with a new one.
093-424						0	[Cause] It is time to replace the toner cartridge (magenta). [Remedy] Replace the toner cartridge (magenta) with a new one.
093-425						0	[Cause] It is time to replace the toner cartridge (cyan). [Remedy] Replace the toner cartridge (cyan) with a new one.
094-417						0	[Cause] It is time to replace the transfer belt. [Remedy] Replace the transfer belt with a new one.
094-418						0	[Cause] It is time to replace the transfer cleaning belt. [Remedy] Replace the transfer cleaning belt with a new one.
094-419						0	[Cause] It is time to replace the second bias transfer roll. [Remedy] Replace the second bias transfer roll with a new one.
094-420						0	[Cause] It is time to replace the transfer belt. [Remedy] Replace the transfer belt with a new one.
094-421						0	[Cause] It is time to replace the transfer cleaning belt. [Remedy] Replace the transfer cleaning belt with a new one.
094-422						0	[Cause] It is time to replace the second bias transfer roll. [Remedy] Replace the second bias transfer roll with a new one.
116-324		0					[Cause] An error occurred on the machine. [Remedy] Turn the machine power off. Then, turn the machine power on while pressing both the <start> and <stop> buttons, and keep pressing the buttons for six seconds. The machine will delete the print data causing the error, and will start up.</stop></start>
116-701	0	0					[Cause] Unable to use the 2-sided printing feature due to insufficient memory.[Remedy] Add on memory, or attach a HDD if it is unattached.
116-702		0					[Cause] Printing was performed using a substitute font. [Remedy] Check the print data.
116-703		0					 [Cause] An error occurred during PostScript (optional) processing. [Remedy] Either check the print data, or click [Spool Settings] on the [Details] tab in the print driver to set bi-directional communication to off.

Emer Code		C	ate	goi	ſУ		Course and Domedu
Error Code	С	Ρ	F	S	М	0	Cause and Remedy
116-710		0					 [Cause] A probable cause is that the correct document size could not be judged as the receive data exceeded the HP-GL/2 spool size. [Remedy] Increase the size assigned to HP-GL/2 auto-layout memory.
116-713						0	[Cause] Job was divided and printed due to insufficient disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
116-714		0					[Cause] An HP-GL/2 command error occurred. [Remedy] Check the print data.
116-720		0					[Cause] An error occurred during print processing due to insufficient memory.[Remedy] Stop unnecessary ports or remove unnecessary data from the hard disk, to increase free disk space.
116-725						0	 [Cause] Unable to write the image log because the image log save space is insufficient on the machine. [Remedy] Execute the job again. If this error persists, take one of the following actions: Delete unnecessary image logs. Change the [Assurance Level] setting for image logs to [Low]. Note that selecting [Low] will not secure the contents of created image logs.
116-740		0					 [Cause] Numerical value operation error occurred as a value exceeding the value limit of the printer was used in the print data. [Remedy] Check the print data.
116-747		0					[Cause] The paper margin value is too large for the HP-GL/2 effective coordinate area.[Remedy] Decrease the paper margin value, and try again.
116-748		0					[Cause] There is no plot data in the HP-GL/2 print data. [Remedy] Check the print data.
116-749		0					[Cause] The job was canceled because the specified font does not exist.[Remedy] Install the font, or set the font replacement on the print driver.
116-752		0					[Cause] The descriptions of the PDF printing job ticket has a problem.[Remedy] Try again. If the problem persists, contact our Customer Support Center.
116-771 116-772 116-773 116-774 116-775 116-776 116-777 116-778			0				 [Cause] The data was automatically modified because it included an invalid parameter. [Remedy] The printed image may be incomplete. Check if the image has no problem, or ask the sender to send the data again. When using the iFax forwarding feature, check the data sent to the e-mail recipient.
116-780					0	0	[Cause] There is a problem with the document attached to the received e-mail.[Remedy] Check the attached document.

Problem Solving

Error Code		C	ate	gor	у		Course and Remody
Error Code	С	Ρ	F	S	Μ	0	Cause and Remedy
116-790		0					 [Cause] 1. If the operator cancelled printing a document that was received using the Fax to Mailbox or iFAX to Mailbox feature: The first set of the document is not stapled. 2. For a cause other than Cause 1: All the sets of the document are not stapled. [Remedy] For Cause 1. Manually staple the first set of the document. Or, do not cancel printing a document that is received using the Fax to Mailbox or iFAX to Mailbox feature. For Cause 2. Check if the staple position has been correctly specified, and try printing again.
123-400		0					[Cause] Machine malfunction [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center.
124-701						0	[Cause] The output destination was changed to the center tray due to the malfunction of the specified side tray.[Remedy] Contact our Customer Support Center. Any trays other than the defective output tray can be used.
124-702						0	[Cause] The output destination was changed to the center tray due to the malfunction of the specified Finisher tray.[Remedy] Contact our Customer Support Center. Any trays other than the defective output tray can be used.
124-704						0	[Cause] The output destination was changed to the center tray due to the malfunction of the specified output tray.[Remedy] Contact our Customer Support Center. Any trays other than the defective output tray can be used.
124-706	0						[Cause] The folding setting was canceled. [Remedy] Check the folding setting, and try to print again.
127-320						0	[Cause] An error occurred with the machine.[Remedy] Power-cycle the machine. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
124-708	0						 [Cause] The output tray was changed to the center tray because the size of the paper used was different from the size specified for the 2-Sided feature. [Remedy] Check if the specified size paper has been loaded in a paper tray.
124-709	0						[Cause] The document exceeded the maximum number of pages that can be stapled.[Remedy] Reduce the number of pages, or cancel the stapling setting, then try to print again.

Error Code	Category		ſУ		Cause and Remedy		
Enor Code	С	Ρ	F	S	М	0	
133-210			0				[Cause] An error occurred during fax transmission.
133-211							[Remedy] Power-cycle the machine. If the machine conditions are
133-212							not improved by performing the relevant remedy, contact
133-213							our Customer Support Center.
133-214							
133-215							
133-216							
133-217							
133-218							
133-219							
133-220							
133-221							
133-222							
133-223							
133-224							
133-226							[Cause] An unsupported country code was specified. [Remedy] Contact our Customer Support Center.
133-280			0				[Cause] An error occurred during fax transmission.
133-281							[Remedy] Power-cycle the machine. If the machine conditions are
133-282							not improved by performing the relevant remedy, contact
133-283							our Customer Support Center.
134-210			0				[Cause] An error occurred during fax transmission.
134-211							[Remedy] Power-cycle the machine. If the machine conditions are
							not improved by performing the relevant remedy, contact our Customer Support Center.

Other Errors

Remedies are described for situations in which the following messages are displayed.

Error		C	ate	gor	ъ		Cause and Remedy
messages	С	Ρ	F	S	Μ	0	
A fault has occurred. Switch off the machine. (xxx-yyy)	0	0	0	0	0	0	 [Cause] An error occurred. [Remedy] Turn off the power, wait until the touch screen goes dark, and then turn on power again. If this message persists, take a note of the displayed code "(xxx-yyy)". Switch off the machine immediately, wait for the touch screen to go dark, and contact our Customer Support Center.
Completed with an error. (ixxx-yyy)	0	0	0	0	0	0	[Cause] An error occurred. [Remedy] Retry the same procedure after waiting for a while.
A fault has occurred. The machine has rebooted. Select [Close]. If the problem persists, call for service. (xxx-yyy)	0	0	0	0	0	0	 [Cause] An auto-recoverable internal error occurred, and the machine restarted automatically. [Remedy] Select the [Close] button. The machine is operating normally now. If the error persists, call our Call Center.

Paper Jams

If paper is jammed inside the machine, the machine stops and an alarm sounds. A message is also displayed on the touch screen. Follow the instructions displayed to remove the jammed paper.

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

If a paper jam message is displayed again after you have cleared the paper jam, paper is probably jammed at another location. Clear this by following the message.

When you have finished clearing the paper jam, printing is automatically resumed from the state before the paper jam occurred.

If a paper jam occurred during copying, press the <Start> button. Copying is resumed from the state before the paper jam occurred.

This section describes how to clear paper jams at the following locations. Refer to each section.

Paper Jams in the Top Left Cover [A]	509
Paper Jams in the Bottom Left Cover [B]	510
Paper Jams in the Bottom Left Cover [C]	511
Paper Jams in the Top Cover [E]	511
Paper Jams in the Trays 1 to 3	512
Paper Jams in the Tandem Tray Module	512
Paper Jams in the Tray 5 (Bypass)	512
Paper Jams in the Duplex Kit	513
Paper Jams in the B Finisher	513
Paper Jams in the A Finisher	514

Important • When a paper jam occurs, paper is sometimes torn and remains inside the machine if you pull out a paper tray without identifying the paper jam location. This may cause machine malfunctions. Identify where the paper jam occurred first.

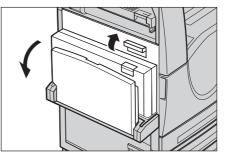
- If a piece of jammed paper remains inside the machine, the paper jam message will not disappear from the touch screen.
- Clear the paper jams while the machine is on. If the power is turned off, all information stored to the machine's memory will be erased.
- Do not touch components inside the machine. This may cause print defects.

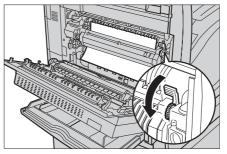
Paper Jams in the Top Left Cover [A]

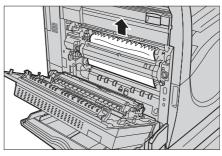
Follow the steps below to clear paper jams in Cover A. Follow the messages on the touch screen and remove jammed paper from the specified location.

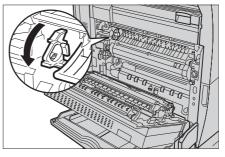
- Important The left-hand cover should not be opened while the machine is operating. If the left-hand cover is opened, the machine automatically stops. Push firmly to close the cover, as it may become difficult to close. Follow the message on the screen, if present, to remove any paper jammed in the machine.
- **1** Open the bypass tray, and then open Cover A while lifting up the release lever.
 - Note Remove the paper from the side tray before opening Cover A.
- 2 If the jammed paper extends from behind the fuser unit, rotate the lever on the right-hand side in the direction of the arrow to feed the paper.
- **3** Pull out the paper from the machine in the direction of the arrow.

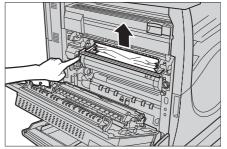
- 4 If the jammed paper is inside the fuser unit, lift the lever on the left-hand side in the direction of the arrow to open the fuser unit cover.
- **5** Hold the lever and carefully remove the paper from the machine. Close the lever after removing the jammed paper.
 - Important Do not touch the fuser unit because it may be hot.



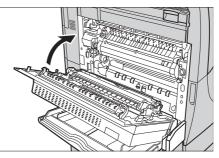








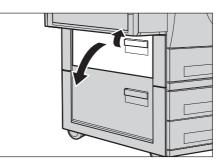
6 Close the Cover A until it latches, and then close the bypass tray.



Paper Jams in the Bottom Left Cover [B]

Follow the steps below to clear paper jams in Cover B.

1 Open Cover B while lifting up the release lever.



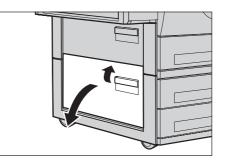
- **2** Remove the jammed paper.
- **3** Close the Cover B until it latches.
 - Note
- Firmly press the center of the cover to close it.
 - Depending on the type of paper jam, a message may be displayed on the screen with instructions on opening and closing the paper tray.



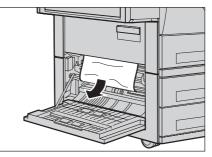
Paper Jams in the Bottom Left Cover [C]

Follow the steps below to clear paper jams in Cover C.

1 Open Cover C while lifting up the release lever.



- **2** Remove the jammed paper.
- **3** Close the Cover C until it latches.
 - Note Depending on the type of paper jam, a message may be displayed on the screen with instructions on opening and closing the paper tray.



Paper Jams in the Top Cover [E]

Follow the steps below to clear paper jams in Cover E.

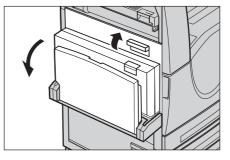
- **1** Open the bypass tray, and then open Cover A while lifting up the release lever.
- **2** Lift up the handle to open Cover E.

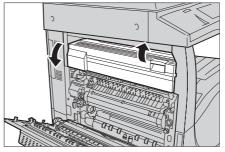
3 Remove the jammed paper.

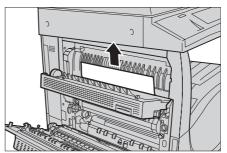
then close the bypass tray.

Close Cover A until it latches, and

4 CloseCover E.



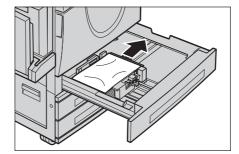




Paper Jams in the Trays 1 to 3

Follow the steps below to clear paper jams in Trays 1 to 3 of the machine.

- **1** Pull out Tray 1, 2, or 3.
- **2** Remove the jammed paper.
- **3** Close the paper tray.



Paper Jams in the Tandem Tray Module

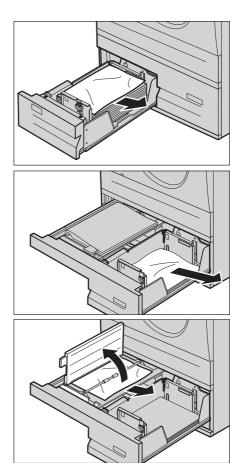
Follow the steps below to clear paper jams in the Tandem Tray Module.

In Tray 2

- **1** Pull out Tray 2 of the Tandem Tray Module.
- **2** Remove the jammed paper.
- **3** Close Tray 2.

In Tray 3

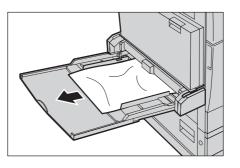
- **1** Pull out Tray 3 of the Tandem Tray Module
- **2** Remove the jammed paper.
- **3** If paper is jammed underneath the inner cover, open the cover and remove the paper.
- 4 Close Tray 3.



Paper Jams in the Tray 5 (Bypass)

Follow the steps below to clear paper jams in the bypass tray.

1 Remove the jammed paper in the bypass tray.

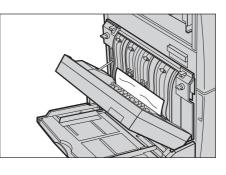


Paper Jams in the Duplex Kit

Follow the steps below to clear paper jams in the Duplex Kit.

- **1** Open the bypass tray.
- **2** Open the Duplex Kit Cover D while lifting up the release lever.
- **3** Remove the jammed paper inside the Duplex Kit.
- **4** Close the Duplex Kit Cover D until it latches.

Close the bypass tray.

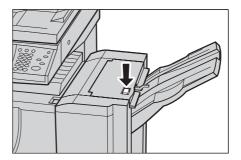


Paper Jams in the B Finisher

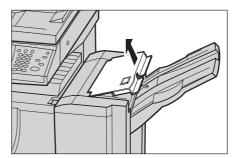
The following describes how to clear paper jams in the optional B Finisher.	
Paper Jams in the Top Cover of the B Finisher	. 513
Paper Jams in the Top Cover [F] of the Finisher Transport	. 514

Paper Jams in the Top Cover of the B Finisher

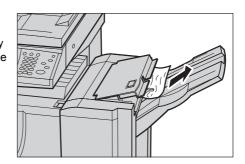
1 Press the button on the top cover of the finisher.



2 The top cover opens.



- **3** Remove the jammed paper.
 - Note If paper is torn, check for any torn pieces of paper inside the machine.



4 Close the top cover.

Paper Jams in the Top Cover [F] of the Finisher Transport

1 Open the Finisher Transport Cover F.

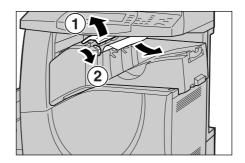


- **2** Remove the jammed paper.
- **3** Close the Finisher Transport Cover F.



The following describes how to clear paper jams in the optional A Finisher.

1 Open the finisher top cover.

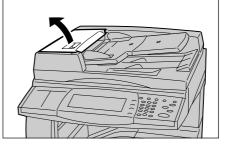


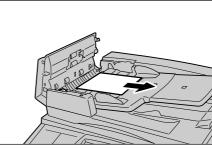
- **2** Turn the wheel to remove the jammed paper.
- **3** Close the finisher top cover.
 - If a paper jam message appears again or you cannot see the jammed paper inside the machine, the A Finisher must be removed to clear the jam. For details on how to remove the A Finisher, refer to "Removing the A Finisher" (P.578).

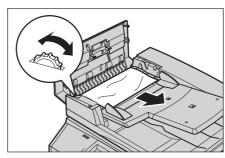
Document Jams

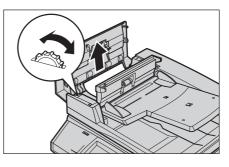
If a document is jammed in the document feeder, the machine stops and an error message is displayed on the screen. Clear the document jam according to the instructions displayed, and then load the document again on the document feeder.

- Hold the front handle on the left cover of the document feeder, to open the left cover until it comes to a stop.
 - Note When you fully open the cover, it enters a fixed position. Open the cover gently.
- 2 If the document is not caught in the entry of the document feeder, remove the document.
- **3** If the displayed message instructs you to turn the wheel, turn the green wheel to eject the document upward.
 - Important If the document is caught, do not pull it out forcibly. The document could be damaged.
- 4 If the displayed message instructs you to open the inner cover, lift up the lever with the green label attached, and open the inner cover.
- **5** Turn the green wheel to eject the document upward.
 - Important If the document is caught, do not pull it out forcibly. The document could be damaged.



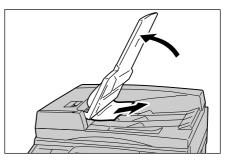






- **6** Close the inner cover, and then close the left cover until you hear it click into place.
- 7 If the document cannot be found, move up the document feeder gently, and remove the document if it is there. Then close the document feeder.

- 8 If the document is not found in step7, move up the document feedertray and remove the document.
- **9** Gently return the document feeder tray to its original position.

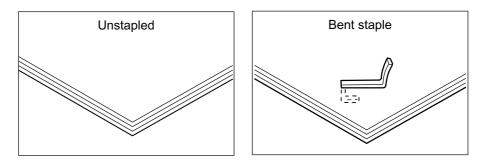


- **10** Make sure that the document is not torn, wrinkled or folded, and load the document again following the instructions displayed on the touch screen.
 - **Note** After removing the jammed document, reload the entire document including the pages already scanned. The machine will automatically skip the scanned pages and start scanning unscanned pages.
 - Torn, wrinkled or folded documents may cause document jams and damage. To copy such documents, directly place them on the document glass.

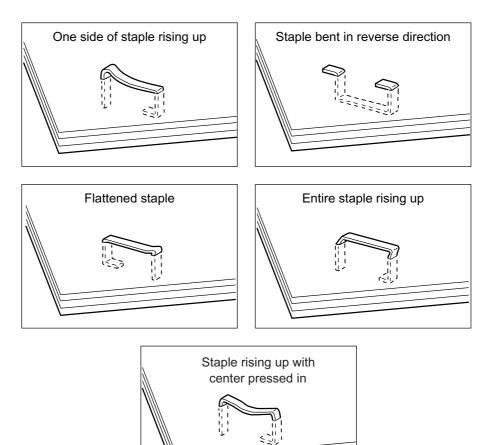
Stapler Faults

The following describes stapler troubles when the finisher (optional) is installed.

Follow the procedures on the following pages when copies are not stapled or staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions.



If copies are stapled as shown in the figures below, contact our Customer Support Center.

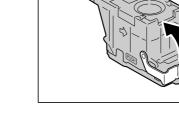


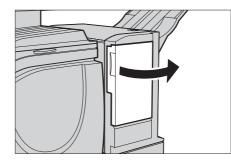
Staple Jams in the Staple Cartridge (For B Finisher)

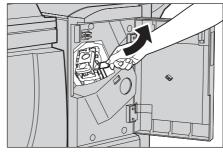
The following describes how to clear staple jams in the B Finisher (optional).

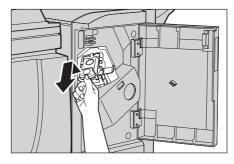
- **1** Make sure that the machine has stopped, and open the front cover of the finisher.
- **2** Grip the lever as shown in the figure to pull out the staple cartridge to the right, towards you.
- **3** Move up the staple cartridge to take it out of the machine.

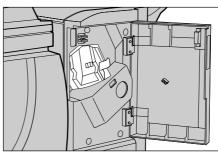
- 4 After removing the staple cartridge, check the inside of the finisher for any remaining staples.
- **5** Pull up the front lever on the staple cartridge.



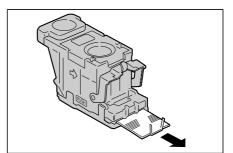




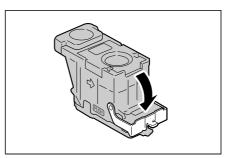




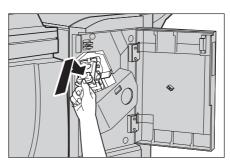
- **6** Remove the entire staple sheet including the jammed staple.
 - Important Be sure to remove the entire staple sheet. Do not remove the jammed staple only.



7 Pull down the front lever on the staple cartridge until you hear it click into place.



8 Return the staple cartridge to its original position, and pull the lever down until you hear it click into place.



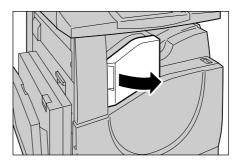
- **9** Close the front cover of the finisher.
 - Note A message will be displayed and the machine will not operate unless the front cover is completely closed.

If the staples cannot be removed after carrying out the above procedure, contact our Customer Support Center.

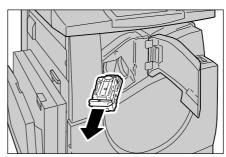
Staple Jams in the Staple Cartridge (For A Finisher)

The following describes how to clear staple jams in the A Finisher (optional).

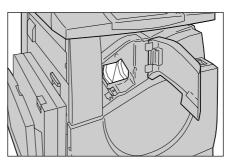
1 Make sure that the machine has stopped, and open the front cover of the finisher.



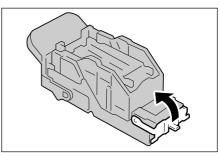
2 Take the staple cartridge out of the finisher.



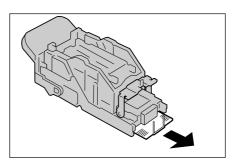
3 After removing the staple cartridge, check the inside of the finisher for any remaining staples.

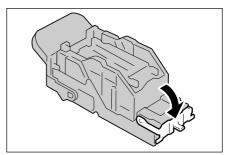


4 Pull up the front lever on the staple cartridge.

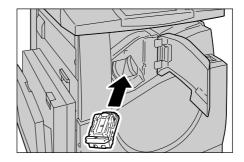


- **5** Remove the entire staple sheet including the jammed staple.
 - Important Be sure to remove the entire staple sheet. Do not remove the jammed staple only.
- **6** Pull down the front lever on the staple cartridge until you hear it click into place.





7 Return the staple cartridge to its original position.



- 8 Close the front cover of the finisher.
 - Note A message will be displayed and the machine will not operate unless the front cover is completely closed.

If the staples cannot be removed after carrying out the above procedure, contact our Customer Support Center.

17 Appendix

This chapter contains information on the machine specifications, notes and restrictions, optional components, and printer emulation languages.

•	Specifications	524
•	Printable Area	531
•	ESC/P Emulation	532
•	PDF Direct Print	547
•	PCL Emulation	549
•	HP-GL2 Emulation	552
•	Optional Components	565
•	Notes and Restrictions	566
•	Using the Telephone	572
•	Simple Operating Procedures	574
•	Removing the A Finisher	578
•	Opening/Closing the Back Cover	579

Specifications

This section lists the main specifications of the machine. Note that the specifications and the appearance of the product may change without prior notice.

For the latest information on the specifications, contact our Customer Support Center.

■Copy Feature Specifications

Туре	Console
Color support	Full Color
Scan Resolution	600×600 dpi (23.6×23.6 dots/mm)
Output resolution	600×600 dpi (23.6×23.6 dots/mm)
Color gradation	256 color gradation for each color (16,700,000 colors).
Warm-up time	With hard disk 42 seconds or less (at 20 °C room temperature)
	Important-The warm-up time may be 42 seconds or more when an optional fax kit is installed or depending on the network environment.
	Without hard disk 30 seconds or less (at 20 °C room temperature)
	Important-For Traditional Chinese models, the warm-up time will be 40 seconds or less.
Copy document	The maximum size is 297×432 mm (A3, 11×17") for both sheets and books.
Copy (sheet) size	[Trays 1 - 3] Maximum: A3 (297×420 mm), 11×17"(279×432mm) Minimum: A5 (148×210 mm) [Bypass tray]
	Maximum: A3 (297 x 420 mm), 11×17" (279×432mm) Minimum : X direction 99 to 432 mm Y direction 128 to 297 mm Non-standard size: X direction 99 to 432 mm, Y direction 89 to
	297 mm Image loss width: First 4 mm or less, last 2 mm or less, and top/front 2 mm or less.
Copy paper	 Paper Tray 1 : 60-105 g/m² Paper Trays 2 and 3 : 60-216 g/m^{2*} Paper Tray 5 (Bypass): 60-216 g/m^{2*} * Depending on the type of paper used and the operating environment, paper may not feed to the machine properly or print quality may be negatively affected.

 First copy output time Important The values may vary depending on the machine configuration. 	<when document="" glass="" the="" using=""> • For A4 []/monochrome priority mode (the default for the [Color Mode] is [Black] or [No Default]) Monochrome: 6.9 seconds (without hard disk) : 6.9 seconds (without hard disk) Color : 18.0 seconds (without hard disk) : 18.1 seconds (with hard disk) • For A4 []/color priority mode (the default for the [Output Color] is [Color], [Auto Detect], [Dual Color], or [Single Color]) Monochrome: 8.6 seconds (without hard disk) : 9.5 seconds (with hard disk) Color : 19.8 seconds (without hard disk) : 22.8 seconds (with hard disk) * When outputting from the Tray 1 to the center tray with same magnification and single sided.</when>
First copy output time Important • The values may vary depending on the machine configuration. Magnification	<pre><when document="" feeder="" the="" using=""> Monochrome: 7.9 seconds (without hard disk) 9.8 seconds (with hard disk) Color : 19.0 seconds (without hard disk) 23.0 seconds (with hard disk) * When outputting from the Tray 1 to the center tray with same magnification and single sided. Size-for-Size 1:1±0.7% Preset % 1:0.500, 1:0.707, 1:0.816, 1:0.866, 1:1.154,</when></pre>
	1:1.225, 1:1.414 Variable % 1:0.25 to 1:4.00 (1% increments)
Continuous copy speed Important • The speed may be reduced due to image quality adjustment. • The performance may be reduced depending on the paper type.	 Paper Tray 1 - 3: Continuous 1 sided copy/same magnification [Monochrome] [Color] B5□, A4□ : 32 sheets/minute 8 sheets/minute A5 : 16 sheets/minute 8 sheets/minute A4/B5/B4/A3: 16 sheets/minute 4 sheets/minute Paper Tray 1 - 3: Continuous 2 sided copy/same magnification [Monochrome] [Color] B5□, A4□ : 21.3 pages/minute 8 pages/minute A4/B5/B4/A3: 10.7 pages/minute 8 pages/minute Paper Tray 5 : Continuous 1-sided copy/same magnification [Monochrome] [Color] B5□, A4□ : 32 sheets/minute 4 pages/minute Paper Tray 5 : Continuous 1-sided copy/same magnification [Monochrome] [Color] B5□, A4□ : 32 sheets/minute 4 sheets/minute A4/B5/B4/A3: 16 sheets/minute 4 sheets/minute Paper Tray 5 : Continuous 2-sided copy/same magnification [Monochrome] [Color] B5□, A4□ : 32 sheets/minute 4 sheets/minute A4/B5/B4/A3: 16 sheets/minute 4 sheets/minute Paper Tray 5 : Continuous 2-sided copy/same magnification [Monochrome] [Color] B5□, A4□ : 21.3 pages/minute 4 sheets/minute A4/B5/B4/A3: 16 sheets/minute 4 sheets/minute A4/B5/B4/A3: 10.7 pages/minute 4 pages/minute A5 : 10.7 pages/minute 4 pages/minute A4/B4/B4/A3: 10.7 pages/minute 4 pages/minute
Paper feed method/ Capacity	[3-tray model] 520 sheets × 3 trays + 97 sheets (Bypass tray) Maximum paper feed capacity: 1,657 sheets [Tandem tray model] 520 sheets (Tray 1) + 900 sheets (Tray 2) + 1,180 sheets (Tray 3) + 97 sheets (Bypass Tray) Maximum paper feed capacity: 2,697 sheets
Continuous copy pages	Important • When using Colotech Plus 80g/m ² 999 images Note • The machine may pause temporarily to perform image stabilization.

Output tray capacity	Exit 2 Tray (optional):Approx. 250 sheets (A4)Center output tray-lower:Approx. 500 sheets (A4)Side tray (optional):Approx. 100 sheets (A4)
	* When the Exit 2 Tray (optional) or a finisher (optional) is installed, the output tray capacity is 250 sheets. The center output tray is called "center output tray-lower" when the Exit 2 Tray is installed.
	Important • When using Colotech Plus 80g/m ²
Power	110V AC & 220-240V AC
Power consumption	Maximum power consumption
•	: 1,650 VA (@110V AC)
	: 1,760 VA (@220V AC)
	: 1,920 VA (@240V AC)
	Low power mode
	: 128.2 W
	Sleep mode
	: 57 W
	: 8 W (copier-only model)
Dimensions	With document feeder, and 2 trays or Tandem Tray Module: Width 640.0 × Depth 654.0 × Height 1,112.0 mm With document glass: Width 640.0 × Depth 654.0 × Height 754.0 mm
Weight	With the document glass:83.0 kg
(excluding paper and options)	Important • The weight is with new toner cartridges and without any paper.
Space Requirements	Width 1, 341 × Depth 1,501 mm

■Print Feature Specifications

Туре	Built-in
Continuous printing speed	Same as the main unit
Resolution	Output resolution (High Speed): 600×600dpi (23.6×23.6 dots/mm)Output resolution (Standard): 1200×600dpi (47.2×23.6 dots/mm)
Page description language	Standard : PCL6, PCL5c Option : PostScript 3
Supported protocols	Ethernet : TCP/IP (SMB, LPD, Port9100, IPP), NetBEUI (SMB), IPX/SPX (NetWare), EtherTalk (optional)*
	Important • EtherTalk is supported by Mac OS 7.5.3 - 9.2.2, and Mac OS X 10.2.x/10.3.3 - 10.4.3

Supported operating systems	 PCL6 : Microsoft[®] Windows[®] 95, Microsoft[®] Windows[®] 98, Microsoft[®] Windows[®] Millennium Edition (Windows[®] Me), Microsoft[®] Windows[®] 2000, Microsoft[®] Windows[®] 4.0, Microsoft[®] Windows[®] XP, Microsoft[®] Windows[®] Server[™] 2003 PostScript : Microsoft[®] Windows[®] 95, Microsoft[®] Windows[®] 98, Microsoft[®] Windows[®] 98, Microsoft[®] Windows[®] Millennium Edition (Windows[®] Me), Microsoft[®] Windows[®] 2000, Microsoft[®] Windows[®] NT 4.0, Microsoft[®] Windows[®] XP, Microsoft[®] Windows[®] XP, Microsoft[®] Windows[®] XP, Microsoft[®] Windows[®] Server[™] 2003, Mac OS[®] 7.5.3 - Mac OS[®] 9.2.2, Mac OS[®] X 10.2.x/10.3.3 - 10.4.3 	
Built-in fonts	PCL : European 81 type faces, symbol 35 sets PostScript (optional) : European 136 type faces	
Emulation	ESC/P (VP-1000), HP-GL (HP7586B), HP-GL2/RTL (HP Design Jet 750C Plus), PCL5c/PCL6 (HP Color Laser Jet 5500), ESCP/ K ^{*1} , KS/KSSM ^{*2} * 1: Only for Traditional Chinese model * 2: Only for Korean model	
Memory capacity	256MB (Maximum 512MB)	
Interface	Ethernet (100Base-TX/10Base-T), USB 2.0 [*]	
	Important • USB 2.0 is supported by Windows 98SE/Me/2000/XP, Windows Server 2003, Mac OS 8.6 - Mac OS 9.2.2, and Mac OS X 10.2.x/10.3.3 - 10.4.3.	

■Scan Feature Specifications

Туре	Color scanner	
Scan Size	The maximum size is 297×432 mm (A3, 11×17 ") for both sheets and books.	
Scan Resolution	600×600dpi, 400×400dpi, 300×300dpi, 200×200dpi (23.6×23.6, 15.7×15.7, 11.8×11.8, 7.9×7.9 dots/mm)	
Scan gradation	10-bit input / 8-bit output for each RGB color	
Scanning speed	Monochrome: 40 sheets/minute (For ITU-T No.1 Chart A4 ☐ 200dpi, Scan to Mailbox) Color : 13 sheets/minute (For FX standard document A4 ☐ 200dpi, Scan to Mailbox)	
	Important • The scanning speed varies depending on documents.	
Interface	Ethernet 10BASE-T/100BASE-TX	

Appendix

Scan to Mailbox	Output format ^{*1} : Driver : Driver supported OS	Windows NT 4.0 Windows 2000/XP Windows Server 2003
	*1 When the driver is application for the d	used, the output format depends on the driver.
	*2 Supported only whe Internet Services.	en documents are received using CentreWare
Scan to FTP/SMB	Supported protocol : Supported OS :	TCP/IP(SMB, FTP) Windows 95/98/Me ^{*1} Windows NT 4.0 Windows 2000/XP Windows Server 2003 Mac OS X 10.1.5/10.2.x/10.3.8/10.3.9/ 10.4.2* ² NetWare 5.11J/5.12J* ²
	*1 The supported proto	ocol is SMB only.
	*2 The supported proto	ocol is FTP only.
		ation about the latest supported OS's, refer to our
	Output format :	Monochrome binary: TIFF (Compression type: MH, MMR), DocuWorks documents, PDF Gray scale/full color: TIFF (Compression type: JPEG), JPEG, DocuWorks documents, PDF
Send as E-mail	Supported protocols: Output format :	TCP/IP (SMTP) Monochrome binary: TIFF (Compression type: MH, MMR), DocuWorks documents, PDF Gray scale/full color: TIFF (Compression type: JPEG), JPEG, DocuWorks documents, PDF

■Fax Feature Specifications

Sending document size	Maximum: A3 (297mm×420mm), Long document (Maximum 600mm)	
Recording paper size	Maximum: A3, Minimum: A5	
Transmission time	Between 2 and 3 seconds ^{*1}	
Communication Mode	ITU-T G3	
Scanning density	Standard : 8×3.85 lines/mm 200×100dpi (7.9×3.9 dots/mm) Fine : 8×7.70 lines/mm 200×200dpi (7.9×7.9 dots/mm) Superfine : 16×15.4 lines/mm Superfine (400dpi) : 400×400dpi (15.7×15.7 dots/mm) Superfine (600dpi) : 600×600dpi (23.6×23.6 dots/mm)	
Encoding method	MH / MR / MMR / JBIG	

Communication speed	G3: 33.6/31.2/28.8/26.4/24.0/21.6/19.2/16.8/14.4/12.6/9.6/7.2/ 4.8/2.4kbps
Applicable line	Subscribed telephone line, PBX, fax network (G3), (G3 maximum 3 ports)

*1 When transmitting an A4 size 700-character document in the standard quality (8×3.85 lines/ mm) and high speed mode (28.8 kbps or above: JBI). This transmission speed is only for that of image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, machine that the recipient uses, and the status of the communication line.

■Direct Fax Feature Specifications

Sending document size	A3, B4, A4	
Communication speed	Same as the fax feature	
Resolution	Standard : 200×100 dpi (7.9×3.9 dots/mm) Fine : 200×200 dpi (7.9×7.9 dots/mm) Super-fine : 400×400 dpi (15.7×15.7 dots/mm) 600×600 dpi (23.6×23.6 dots/mm)	
Applicable line	Same as the fax feature	
Supported operating systems	Windows 95/98/Me, Windows NT 4.0, Windows 2000/XP, Windows Server 2003	

■Internet Fax Feature Specifications

Sending document size	A3, B4, A4
Scanning density	Same as the fax feature
Output format	Format : TIFF-FX Compression method: MH, MMR, JBIG
Profile	TIFF-S, TIFF-F, TIFF-J
Supported protocols	Transmission: SMTP, Reception: SMTP, POP3

■Document Feeder Specifications

Document feeder type	DADF
Document size/type	Maximum: 297mm×432mm (A3, 11×17"), 297×600mm [*] Minimum : 139.7×210mm
	 * When using the fax feature. Only one set is available for a long document of more than 432 mm. The paper type of the document is 60 - 128g/m². 38 - 128g/m² (2-sided: 50 - 128g/m²)
Number of originals held	75 images
	Important • When using Xerox P paper
Original scanning speed	A4/B5/A5 : 33 sheets/minute (1-sided) : 23 sheets/minute (2-sided) A4①/B5①/B4①/A3①: : 21 sheets/minute (1-sided) : 15 sheets/minute (2-sided)
Dimensions/Weight	Width 560.0 \times Depth 510.0 \times Height 120.0mm, 10.0kg

Tray type	Finisher tray \times 1: Collate (offset stacking available)/ Stack (offset stacking available)	
Paper size/Supported paper	Maximum: A3, 11x17", Minimum: A4, B5 ⁴ 60 - 128g/m ²	
Tray capacity	A4: 1,500 sheets, B4 or larger: 500 sheets, Mixed stack*: 300 sheets	
	* Larger size paper is stacked on top of smaller size paper.	
	Important • When using Xerox P paper	
Staple	Maximum stapled sheets: 50 sheets (90 g/m² or less), the paper stack height must not exceed 5.7 mm. Paper size : 1 place: Maximum A3, 11x17" Minimum A4 2 places: Maximum A3, 11x17" Minimum B5D Stapling position : 1 place (front/back, angled stapling), 2 places (parallel stapling) Important • When using 90 g/m²	
Dimonsions/Moight		
Dimensions/Weight	Width 566.0 × Depth 584.0 × Height 940.0mm, 30kg	
Space requirements (when connected to the main unit)	Width 1,842 x Depth 1,501mm (main unit + B Finisher)	

■B Finisher Specifications

■A Finisher Specifications

Tray type	Finisher tray × 1: Collate (offset stacking available)/ Stack (offset stacking available)	
Paper size/Supported paper	Maximum: A3, 11x17", Minimum: Postcard 3.5x5.5" (88.9x139.7mm) / Monarch 7.3x4" (190.5x98.4 mm) 60-216 g/m ^{2*} * Paper less than 148 mm in length must be 160 g/m ² or more to be delivered.	
Tray capacity	Stapled 30 sets or 500 sheets Important • When using 80 g/m ² paper	
Staple	Maximum stapled sheets:50 sheets (80 g/m² or less)Paper size:Maximum: A3, 11 × 17", Minimum: A4, B5 ^c Stapling position:1 place (front/back, angled stapling)	
Dimensions/Weight	Width 250.0 \times Depth 565.0 \times Height 450.0mm, 11.3 kg	
Space requirements (when connected to the main unit)	Width 1,341 x Depth 1,501 mm (main unit + A Finisher)	

Printable Area

The area on paper that can be printed is as follows.

Standard Printable Area

The standard printable area is an area on paper excluding the 4.1 mm margins on all four edges of paper. The actual printable area, however, may vary depending on the printer (plotter) control language.

Extended Printable Area

With the extended printable area setting, the printable area can be extended to 297×432 mm at a maximum. The un-printable area, however, may vary depending on the size of paper.

Note • To extend the print area, change the PCL print driver or the [Print Area] setting on the touch screen.

For the setting method on the printer driver, refer to the online help provided for the print driver. For more about the setting on the control panel, refer to "Print Area" (P.305).

ESC/P Emulation

This section explains how to use ESC/P emulation.

Emulation

The following describes the printer language emulations available on this machine.

Print data follows certain rules (grammars). These rules (grammars) are called printer languages.

This machine supports two types of printer languages: a page description language, which is used to create images on a page-by-page basis, and an emulation, which is used to obtain the print results similar to that of other printers. To "emulate" means to imitate the print results of other printers.

Emulation Mode

When printing data written in a language other than the page description language supported by this machine, switch this machine to the emulation mode. The relationships between the emulation mode and the printer to be emulated are as follows.

Emulation Mode	Printer to be Emulated
ESC/P emulation mode (ESC/P mode)	VP-1000

Host Interfaces and Emulation

Different host interfaces support different printer languages. The host interfaces that support printer languages are as follows.

- NetWare port
- Ipd port
- SMB port
- IPP port
- Port 9100 port

Switching between Printer Languages

The machine provides a multi-emulation feature that allows to switch between different printer languages.

There are three methods of switching between printer languages.

Switching by Commands

Commands for switching between printer languages are provided. Upon receipt of a command, the machine switches to the relevant printer language.

Automatic Switching

The machine analyzes the data received by a host interface, and automatically identifies the printer language to be used. It then switches to the identified printer language.

■Interface-dependent

You can set a printer language for each host interface using the control panel. The machine switches to a printer language corresponding to the host interface that received data.

Fonts

This section explains the fonts used for emulation.

Available fonts

Available fonts are the followings:

- Roman
- Sans serif

User-defined Characters

On this machine, you can use user-defined characters. User-defined characters can be stored only in the memory. Therefore, they are erased when the machine is switched off. When an internal hard disk is added to the machine, user-defined characters can be stored on the hard disk, and are not erased even when the machine is switched off. The volume of user-defined characters that can be stored in the add-in hard disk drive is the same as the volume when stored in the memory.

The total capacity of memory for storing user-defined characters and other userdefined data can be set on the control panel. This value is retained after the machine is switched off.

User-defined characters are registered as bitmap fonts, and cannot be shared among different printer languages.

Font Caching

To ensure hi-speed printing, outline fonts of up to a certain size are cached. Outline fonts are converted into bit map data temporarily and then printed. To minimize this processing time, the processed bit map data is saved in the memory. This process is called font caching.

The saved bit map data is deleted upon power-off or system reset.

Output Feature

This section describes the machine's output feature.

Outputting a Pending Print Job

The jobs received by the printer can be prioritized over other jobs.

For information on how to give priority to the jobs received by the printer, refer to "Printing Pending Jobs" (P.369).

ESC/P Emulation Print Features

Multiple-Up

The multiple-up feature reduces the size of multiple-sheet documents and prints them on a single sheet of paper.

The multiple-up feature can be used in the ESC/P emulation mode. In the ESC/P mode, 2 Up can be used.

Form Overlay

In the ESC/P mode, you can register an original form to the printer, and overprint it on a printed output.

A form to be overprinted can be specified on the control panel.

Barcodes

In the ESC/P mode, you can use barcodes. The barcodes that can be used are as follows.

- JAN code
- CODE39
- CODABAR
- Industrial 2 of 5
- Industrial 2 of 5
- Interleaved 2 of 5

Forms

You can use ESC/P to register forms on the machine. Up to 64 forms can be registered.

ESC/P Emulation Settings

The following tables show the basic and extended settings that can be configured on the ESC/P emulation mode menu.

Basic Settings

Setting Item	ltem Number	Value
Output color	5	Sets the color mode. [0] (Default) : Color [1] : Monochrome

Setting Item	ltem Number	Value
Paper tray	3	Sets the paper tray to be used for printing. [0] : Auto [1] (Default) : Tray 1 [2] : Tray 2 [3] : Tray 3 [5] : Tray 5 (Bypass) If printing from Tray 5 (Bypass), instruct printing and then operate the machine to start printing. To cancel the setting, change the setting for "Tray 5 Confirmation".
		 Important • When Tray 1, 2, or 3 is selected, the size of paper loaded in the tray becomes the output paper size, and thus [Paper Size] cannot be set. Note When [Auto] is selected, and if the paper of the same size is loaded in the same orientation in multiple trays, paper will be supplied in the order of Tray 1 → Tray 2 → Tray 3. If paper of the same size is loaded
		in multiple trays but in different orientations, the paper loaded in the landscape orientation is given priority.
Document size	1	Sets the client-created document size. [99] (Default) : Paper [100] : Continuous form paper (10 x 12) [101] : Continuous form paper (15 x 11) [102] : Continuous form paper (15 x 12) [103] : Continuous form paper (15 x 11) [3] : A3 [4] : A4 [5] : A5 [14] : B4 [15] : B5 [21] : 8.5×14 [22] : 8.5×13 [23] : 8.5×11 [24] : 11×17 [0] : Postcard The number of characters printed is: 80 characters/72 rows for continuous form paper (10 x 12), 80 characters/66 rows for continuous form paper (10 x 11), 136 characters/72 rows for continuous form paper (15 x 12), and 136 characters/66 rows for continuous form paper (15 x 11).
		 When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set. When [Preset%] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the machine automatically calculates the magnification based on [Original Size] and [Paper Size]. If the magnification, however, is not within 45-210%, the original will not be reduced/enlarged, and will be printed in a scale of 100%. When [2 Up] is selected, the machine automatically calculates the magnification based on [Original Size] and 1/2 of [Paper Size]. The orientation set here is that of the original. It is not affected by the orientation of paper loaded in the paper trays.
Orientation	19	Sets the orientation of paper. [0] (Default) : Portrait [1] : Landscape

Setting Item	ltem Number	Value
Paper size	2	Sets the size of paper to be printed. This setting can be made only when[Paper Tray] is set to [Auto] or [Tray 5 (Bypass)]. This setting can bemade only for cut sheets.[3]: A3[4]: A4[5]: A5[14]: B4[15]: B5[21]: 8.5 x 14[22]: 8.5 x 13[23]: 8.5 x 11[24]: 11 x 17[0]: PostcardImportant • If [Paper Tray] is set to Tray 1, 2, or 3, [Paper Size] cannot be set.
		 Note If [Preset%] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the machine automatically calculates the magnification based on [Original Size] and [Paper Size]. If the magnification, however, is not within 45-210%, the original will not be reduced/enlarged, and will be printed in a scale of 100%. When [2 Up] is selected, the machine automatically calculates the magnification based on [Original Size] and 1/2 of [Paper Size].

Extended Settings

Setting Item	ltem Number	Value
Paper position	20	Sets the paper position. [0] (Default) : Without cut sheet feeder (left) [1] : With cut sheet feeder (center)
		• When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set.
Output quantity	8	Sets the number of copies to be printed. [1 to 250] (Default: 1): 1-250 copies
		Important • When the output quantity is specified by a client, the copies of that set of number will be printed. After printing, the number set on the control panel will be changed to that number. However, the number of copies specified from NetWare or Ipd port will not change the number set on the control panel.

Appendix

Setting Item	ltem Number	Value
Reduce/enlarge	54 (Reduce/ enlarge mode)	Sets the print magnification. [0] (Default) : Preset % [1] : Variable % [2] : Fit to Cut Sheet
		[Preset %] is a magnification calculated automatically based on [Original Size] and [Paper Size], and reduces/enlarges the printable area of the original to fit to the printable area of the output paper. Therefore, if the size of the original and that of the output paper are the same, the magnification will be 100%. Also, if [2 Up] is selected, the original will be reduced to the size where two pages fit into one sheet of paper. [Variable %] is a magnification set in [Variable %] under [Reduce/ Enlarge]. A reference point for scaling (reducing/enlarging) is the upper left corner of the printable area. This reference point applies to all texts, images, and graphics. [Fit to Cut Sheet] prints the entire cut sheet area to the printable area of the output paper. It is a magnification calculated automatically based on [Original Size] and [Paper Size], and reduces/enlarges the whole original (including the area outside of the printable area) to fit to the printable area of the output paper.
	17 (Variable %/ vertical	Sets the magnification for the vertical or horizontal direction. [45 to 210] (Default:100):45-210% Note • When a continuous form paper is selected for [Original Size], both
	magnification)	[Preset %] and [Fit to Cut Sheet] produce the same print result.
	(Variable %/ horizontal magnification)	
2 Up mode	21	Sets whether to print in 2 Up or page by page. 2 Up is a feature that prints two pages onto one sheet of paper. Depending on the paper orientation, the two pages are printed side by side, or one above the other. [0] (Default) : Off [1] : Reverse [2] : Forward
		Important• When [Landscape] is selected for [Original Size], [Forward] or [Reverse] produce the same print result.
Output destination	9	Sets the output tray where the output will be delivered.[0] (Default): Center Tray[1]: Side Tray (optional)[2]: Center Output Tray-Lower[80]: Finisher Tray (optional)
Tray 5 confirmation	67	Prints from Tray 5 (Bypass), after instructing to print and then operating the machine to start printing. [0] (Default) : Off [1] : On
Grid lines	22	Sets the method for printing 2-byte grid lines. The options are as follows. [0] (Default) : Image [1] : Font

Setting Item	ltem Number	Value
2 Sided printing	12	Sets the 2-sided printing. [0] (Default) : Off [1] : Head to Head [2] : Head to Toe
		Important • When [Postcard] is selected for [Paper Size], [Head to Head] and [Head to Toe] cannot be selected.
		Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
Font	14 (alphanumeric font)	Sets the font for 1-byte characters (ANK). [0] (Default) : Roman [1] : Sanserif
		Important • Since this feature selects the default value, its setting will not be affected when an extended command is received.
Print control	51 (Blank sheet output)	Sets whether to print blank pages if included in the original. [0] (Default) : Off [1] : On
		 • Even when [Off] is selected, blank pages will be printed if they are spaces created with user-defined characters or images in white color.
		 If [Off] is selected, and if 2 Up or 2-sided printing is specified, blank pages will not be printed.
	52 (Character print area)	Extends the position of the right margin. [0] (Default) : Standard [1] : Extended
		 Important • If the character print area is changed from [Extended] to [Standard], the left and right margins will be initialized to the default values. When the position of the right margin is set here, that position will be the right edge of the character print area.
	53 (Image enhancement)	Sets whether or not to enable the Image Enhancement feature. Image Enhancement makes border between black and white smooth, with rough edges reduced, giving the appearance of higher resolution. [0] : Off [1] (Default) : On

Setting Item	ltem Number	Value
ESCP switch	55 (Text quality)	Sets the Text Quality mode to high quality or draft. [0] (Default) : High Quality [1] : Draft
		Important • Since the [Text Quality], [Reduced Characters], [Character Code Table], [Page Length], and [1-inch Perforation Skip] features select the default values, their settings will not be affected when the an extended command is received.
		 When the setting is changed, only the state of the setting changes, not the actual printing quality. This setting affect the Text Quality selection commands.
	56 (Reduced characters)	Reduces the size of 1-byte alphanumeric characters when printing. Sets whether to reduce their sizes or to print them in a scale of 100%. [0] (Default) : Off [1] : On
	58 (1 Page length)	Sets the length of a page (printable area) to 11 inches or 12 inches.[0] (Default): 11 inches[1]: 12 inches
	59 (1-Inch perforation skip)	Sets whether or not to leave a 1-inch space between pages. [0] (Default) : Off [1] : On
		Important • This is only effective when CSF under [Paper Position] is set to [Off].
	60 (Paper feed position)	Sets the position to start printing to 8.5 mm or 22 mm below the top edge of paper. [0] (Default) : 8.5 mm [1] : 22 mm
	61 (CR feature)	Sets the action to be performed when a CR command is received. [0] (Default) :Carriage return [1] : Carriage return and linefeed
Position adjustment	15 (Vertical position adjustment)	Adjusts the printing position vertically or horizontally, and changes the positions of the margins.[0] (Default): Off[1-500]: -250 to +250 mm
	16 (Horizontal position adjustment)	Important • Data outside the printable area will not be printed even when the printing position is adjusted. In addition, data moved outside the printable area due to the adjustment of the printing position will not be printed.
Escape sequence	62 (Escape sequence)	 Note The syntax of an extended command starts with an escape sequence, then the data identifying the command, and followed by parameters if any. The escape sequence is the first two bytes of an extended command (an ESC, which is a hexadecimal 1BH, plus the semicolon (3BH) followed by it). This setting specifies whether or not to enable the escape sequence you specified. When enabled, an extended command can be controlled using a text code. The default setting is "Disabled". [0] (Default) : Disabled
	63 (Escape sequence character)	[1]: EnabledTo control an extended command with a text code, an escape sequence (the first two bytes) of the extended command must be specified. Enter two characters using the keyboard displayed on the screen. (Default: &%)

Setting Item	ltem Number	Value
Form overlay	64	Constantly performs Form Overlay by selecting a form name (No. 01-64)registered on the machine.[0] (Default): Off[1-64]: No. 1 - No. 64
		Important • Since this setting selects the default value, it is not affected when an extended commend is received.
		 Once a form name is selected, it will remain displayed even if the form is deleted. When a form name is selected using the up and down arrow keys, it will not be displayed. In this case, the setting is set to "Off".
Stapling	66	Sets the stapling position. [0] (Default) : Off [1] : Top left [2] : Top Double [3] : Top Right [4] : Left Double [5] : Right Double [6] : Bottom Left [7] : Bottom Right
Bypass Tray - Wait User	67	Sets whether to suspend the print processing when feeding paper from Bypass Tray. The processing is resumed by a user operation on the machine.
Binary character strings	72	Sets the specified character strings when entering commands in hexadecimal format. [0] (Default) : Off [1] : &\$%\$ [2] : \$?!#
0 Style	73	Sets the typeface for "0". [0] (Default) : 0 [1] : ∅

Magnification Table

Preset %

Document Size	Paper Size	A3	A4	A5	B4	B5	11 x 17	8.5 x 14	8.5 x 13	8.5 x 11	Postcard
A3	Long edge	100	70	49	86	60	103	84	78	66	100
	Short edge	100	70	48	86	60	94	72	72	72	100
A4	Long edge	143	100	70	123	86	147	120	112	94	48
	Short edge	143	100	69	123	86	135	103	103	103	45
A5	Long edge	204	143	100	177	123	210	172	160	135	69
	Short edge	207	145	100	178	124	195	149	149	149	65
B4	Long edge	116	81	57	100	70	119	98	90	76	100
	Short edge	116	81	56	100	70	109	83	83	83	100
B5	Long edge	164	116	81	143	100	171	140	130	109	56
	Short edge	164	116	81	143	100	156	120	120	120	53
11 x 17	Long edge	97	68	48	84	59	100	82	76	64	100
	Short edge	106	74	51	92	64	100	77	77	77	100
8.5 x 14	Long edge	119	83	58	102	72	122	100	93	78	100
	Short edge	139	97	67	120	84	131	100	100	100	100
8.5 x 13	Long edge	128	90	63	111	77	132	108	100	84	100
	Short edge	139	97	67	120	84	131	100	100	100	100
8.5 x 11	Long edge	152	106	74	131	92	156	128	119	100	100
	Short edge	139	97	67	120	84	131	100	100	100	100
Postcard	Long edge	100	100	145	100	178	100	100	100	100	100
	Short edge	100	100	153	100	190	100	100	100	100	100
15 x 1	Long edge	119	83	58	103	72	122	100	93	78	100
	Short edge	103	72	50	89	62	97	74	74	74	100
15 x 2	Long edge	119	83	58	103	72	122	100	93	78	100
	Short edge	95	66	46	81	57	89	68	68	68	100
10 x 11	Long edge	147	103	72	127	89	151	124	115	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 12	Long edge	135	95	66	117	81	139	114	105	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45

Appendix

Note

• If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

Unit: %

Preset % (2-Up Printing)

Document Size	Paper Size	A3/2	A4/2	A5/2	B4/2	B5/2	11 x 17 /2	8.5 x 14 /2	8.5 x 13 /2	8.5 x 11 /2	Postcard /2
A3	Long edge	70	49	100	60	100	66	50	50	50	100
	Short edge	70	48	100	60	100	72	59	54	45	100
A4	Long edge	100	70	48	86	60	94	72	72	72	100
	Short edge	100	69	48	86	59	103	84	78	65	100
A5	Long edge	143	100	69	123	86	135	103	103	103	45
	Short edge	145	100	69	124	86	149	121	112	94	47
B4	Long edge	81	57	100	70	49	76	58	58	58	100
	Short edge	81	56	100	70	48	83	68	63	53	100
B5	Long edge	116	81	56	100	70	109	83	83	83	100
	Short edge	116	80	55	100	69	120	98	90	76	100
11 x 17	Long edge	68	48	100	59	100	64	49	49	49	100
	Short edge	74	51	100	64	100	77	62	58	48	100
8.5 x 14	Long edge	83	58	100	72	50	78	60	60	60	100
	Short edge	97	67	100	84	57	100	82	75	63	100
8.5 x 13	Long edge	90	63	100	77	54	84	64	64	64	100
	Short edge	97	67	100	84	57	100	82	75	63	100
8.5 x 11	Long edge	106	74	51	92	64	100	77	77	77	100
	Short edge	97	67	46	84	57	100	82	75	63	100
Postcard	Long edge	100	145	100	178	124	100	149	149	149	65
	Short edge	100	153	105	190	131	100	185	172	144	71
15 x 11	Long edge	83	58	100	72	100	78	60	60	60	100
	Short edge	72	50	100	62	100	74	60	56	47	100
15 x 12	Long edge	83	58	100	72	100	78	60	60	100	100
	Short edge	66	46	100	57	100	68	55	51	100	100
10 x 11	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 12	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100

Appendix

Unit: %

Note • I

• If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

Document Size	Paper Size	A3	A4	A5	B4	B5	11 x 17	8.5 x 14	8.5 x 13	8.5 x 11	Postcard
A3	Long edge	98	69	48	85	59	101	83	77	64	100
	Short edge	97	68	47	84	58	91	70	70	70	100
A4	Long edge	138	97	68	120	84	142	117	108	91	100
	Short edge	137	96	66	118	82	129	99	99	99	100
A5	Long edge	196	137	96	169	118	201	165	153	129	66
	Short edge	195	136	94	168	117	183	140	140	140	62
B4	Long edge	113	79	55	98	68	116	95	88	74	100
	Short edge	112	78	54	97	67	105	81	81	81	100
B5	Long edge	160	112	78	138	97	165	135	125	105	54
	Short edge	158	110	76	136	95	149	114	114	114	50
11 x 17	Long edge	95	67	47	82	57	98	80	74	63	100
	Short edge	103	72	50	89	62	97	74	74	74	100
8.5 x 14	Long edge	116	81	57	100	70	119	98	90	76	100
	Short edge	133	93	64	115	80	125	96	96	96	100
8.5 x 13	Long edge	125	87	61	108	75	128	105	97	82	100
	Short edge	133	93	64	115	80	125	96	96	96	100
8.5 x 11	Long edge	147	103	72	127	89	151	124	115	97	100
	Short edge	133	93	64	115	80	125	96	96	96	100
Postcard	Long edge	100	195	136	100	168	100	100	100	183	94
	Short edge	100	201	139	100	173	100	100	100	207	91
15 x 11	Long edge	135	95	66	117	81	139	105	114	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45
15 x 12	Long edge	135	95	66	117	81	139	105	114	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 11	Long edge	147	103	72	127	89	151	115	124	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 12	Long edge	147	103	72	127	89	151	124	115	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45

Fit to Cut Sheet

Note

• If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

Appendix

Unit: %

Document Size	Paper Size	A3/2	A4/2	A5/2	B4/2	B5/2	11 x 17/ 2	8.5 x 14 /2	8.5 x 13 /2	8.5 x 11 /2	Postcard /2
A3	Long edge	69	48	100	59	100	64	49	49	100	100
	Short edge	68	47	100	58	100	70	57	53	100	100
A4	Long edge	97	68	47	84	58	91	70	70	70	100
	Short edge	96	66	46	82	57	99	80	74	62	100
A5	Long edge	137	96	66	118	82	129	99	99	99	100
	Short edge	136	84	65	117	80	140	114	106	88	100
B4	Long edge	79	55	100	68	48	74	57	57	57	100
	Short edge	78	54	100	67	46	81	66	61	51	100
B5	Long edge	112	78	54	97	67	105	81	81	81	100
	Short edge	110	76	53	95	65	114	93	86	72	100
11 x 17	Long edge	67	47	100	57	100	63	48	48	48	100
	Short edge	72	50	100	62	100	74	60	56	47	100
8.5 x 14	Long edge	81	47	100	70	49	76	58	58	58	100
	Short edge	93	50	100	80	55	96	78	72	61	100
8.5 x 13	Long edge	87	61	100	75	52	82	63	63	63	100
	Short edge	93	64	100	80	55	96	78	72	61	100
8.5 x 11	Long edge	103	89	100	89	72	97	74	74	74	100
	Short edge	93	80	100	80	55	96	78	72	61	100
Postcard	Long edge	195	136	94	168	117	183	140	140	140	62
	Short edge	201	139	96	173	119	207	169	156	131	65
15 x 11	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100
15 x 12	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 11	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 12	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100

Appendix

Unit: %

Note

• If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

Paper Size and Number of Printable Characters

Banar Siza	Port	trait	Landscape		
Paper Size	Characters	Lines	Characters	Lines	
A3	113	92	161	63	
B4	97	78	139	53	
A4	79	63	113	42	
B5	68	53	97	35	
A5	54	42	79	27	
Postcard	35	30	54	19	
11 x 17	106	94	166	58	
8.5 x 14	81	76	136	43	
8.5 x 13	81	70	126	43	
8.5 x 11	81	58	106	43	

When the paper feed position is 22 mm

When the paper feed position is 8.5 mm

Paper Size	Port	rait	Landscape		
raper Size	Characters	Lines	Characters	Lines	
A3	113	95	161	66	
B4	97	82	139	56	
A4	79	66	113	45	
B5	68	56	97	39	
A5	54	45	79	31	
Postcard	35	30	54	19	
11 x 17	106	98	166	62	
8.5 x 14	81	80	136	47	
8.5 x 13	81	74	126	47	
8.5 x 11	81	62	106	47	

Note

 \bullet The values are based on 10-cpi character pitch and 6-lpi line pitch.

• The magnifications for both the long edge and short edge are 100%.

• Some paper sizes are not available for use depending on the hardware configuration.

Fit to Cut Sheet

Paper Size	Port	trait	Landscape			
raper Size	Characters	Lines	Characters	Lines		
A3	116	99	165	70		
B4	101	85	143	60		
A4	82	70	116	49		
B5	71	60	101	42		
A5	58	49	82	34		
Postcard	39	34	58	23		
11 x 17	110	102	170	66		
8.5 x 14	85	84	140	51		
8.5 x 13	85	78	130	51		
8.5 x 11	85	66	110	51		

Note

• The values are based on 10-cpi character pitch and 6-lpi line pitch.

• Some paper sizes are not available for use depending on the hardware configuration.

15-inch Continuous Form Mode (When Aligned at Left in Portrait Orientation)

Paper Size	Por	trait	Landscape		
	Characters	Lines	Characters	Lines	
All supported paper sizes	136	66	136	72	

• The values are based on 10-cpi character pitch and 6-lpi line pitch.

10-inch Continuous Form Mode

Paper Size	Por	trait	Landscape		
	Characters	Lines	Characters	Lines	
All supported paper sizes	80	66	80	72	

Note • The values are based on 10-cpi character pitch and 6-lpi line pitch.

PDF Direct Print

PDF Direct Print is a feature that prints PDF files by directly using the lpr command instead of a print driver. When this feature is used, the following items will be printed based on the settings on the control panel.

- Output Quantity
- 2 Sided Printing
- Print Mode
- Collate

Note

- Layout
- Paper Size
- Output Color
- Print Processing Mode
- When using the lpr command to print, specify the number of copies to be printed in the lpr command. The copy quantity setting made on the control panel becomes invalid. If the copy quantity is not specified in the lpr command, only one copy is printed.
 - When printing a PDF file using the lpr command, the LPD protocol of the machine must be started using the control panel or CentreWare Internet Services.

PDF Direct Print Settings

This section explains the setting items for the PDF Direct Print feature.

The settings configured here are valid when printing PDF files without using "ContentsBridge" provided by Fuji Xerox.

• For information on printing PDF files using ContentsBridge Utility, refer to the manual provided on the driver CD kit CD-ROM.

Setting Item	ltem Number	Value
Output Quantity	401	Sets the number of copies to be printed. [1-999] (Default: 1): 1-999 sheets
2 Sided Printing	402	Sets the 2-sided printing option. [0] (Default) : Off [1] : Flip on Long Edge [2] : Flip on Short Edge [Flip on Long Edge] prints 2 sided in the orientation so that pages can be bound along the long edge. [Flip on Short Edge] prints 2 sided in the orientation so that pages can be bound along the short edge.
		Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
Print Mode	403	Sets whether to give priority to the print speed or the image quality. [0] (Default) : Standard [1] : High Speed [2] : Fine The [Standard] setting prints in a standard speed and quality. The [High Speed] setting gives priority to the print speed. The [Fine] quality setting prints in high quality but in a slower speed.
Collate	404	Sets whether to print multiple-sheet documents as collated sets (1, 2, 31, 2, 3). [0] (Default) : Off [1] : On

Appendix

Setting Item	ltem Number	Value
Layout	405	Sets the layout for printing.
		• This item can be set when [PDF Bridge] is selected for [Print Processing Mode].
		[0] (Default) : Auto % [1] : Booklet [2] : 2-up [3] : 4-up [4] : 100% (size-by-size)
		The [Auto %] setting automatically calculates the largest magnification possible to fit to the output paper size. It automatically selects A4 or letter size paper based on the size of the original PDF file. The [Booklet] setting prints the images side by side, on both sides of each page, in the correct order to make a booklet. Some documents may not be printed in a booklet fashion depending on the structure of their pages. In such case, they will be printed with the [Auto %] setting.
		 Note If the 2-sided feature is unsupported, documents are printed on one side of paper. When [A4] is selected for [Deper Size], documents will be printed on
		 When [A4] is selected for [Paper Size], documents will be printed on A4 size paper. When [Auto] is selected for [Paper Size], documents will be printed
		on A3 or A4 size paper. The 2-up setting prints two pages onto one sheet of paper. When 2 Up is selected, the paper size is fixed at A4. The 4-up setting prints four pages on each sheet of paper. When 4 Up is
		selected, the paper size is fixed at A4.
Paper Size	406	Set the size of the paper to be printed. [0] : Auto [1] (Default) : A4 The [Auto] setting automatically determines the paper size, based on the size of a PDF file to be printed and the settings configured for it.
Output Color	407	Selects color printing or black and white printing. [0] (Default) : Auto [1] : Black and white The Auto setting automatically determines for each page of the original whether it is color or black and white. If colors other than black and white are used, then it is printed in color, and if black and white only are used, black and white printing is used.
Print Processing Mode	408	Sets the print processing mode when using the PDF Direct Print feature.[0] (Default): PDF Bridge[1]: PS[PDF Bridge] processes PDF files using the PDF Direct Print featureprovided by Fuji Xerox.[PS] processes PDF files using the PostScript feature provided by Adobe.
		Note • This item appears only when the optional PostScript 3 kit is installed.
		 The print results may be different between the [PDF Bridge] and [PS] selections. When [PS] is selected, the [Layout] setting becomes invalid.

Appendix

PCL Emulation

The following table shows the emulation parameters and their values for PCL emulation.

For information on how to change parameter values, refer to "Print Mode" (P.375)

Parameter	ltem No.	Value
Paper Tray	201	0 (Default): Auto 1: Tray 1 2: Tray 2 3: Tray 3 5: Tray 5 (Bypass) Selects the paper tray. When [Auto] is selected, the machine automatically selects the tray that contains the paper whose size is
		specified on the [Paper Supply] screen.
Auto Size	202	3: A3 4 (Default*): A4 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23 (Default*): 8.5 × 11" 24: 11 × 17" 30: 8K Sets the default paper size when the machine is set to select the paper size automatically. Only available when [Paper Tray] is set to [Auto]. * The default value will be either [4] or [23] depending on the region of
		use.
Bypass Size	203	3: A3 4 (Default*): A4 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23 (Default*): 8.5 × 11" 24: 11 × 17"
		Sets the paper size for the bypass tray. Only available when [Paper Tray] is set to [Tray 5 (Bypass)]. * The default value will be either [4] or [23] depending on the region of use.
Orientation	205	0 (Default): Portrait 1: Landscape
		Sets the document orientation.
2 Side Print	206	0 (Default): Off 1: On
		Sets whether to enable double-sided printing.

Parameter	Item No.	Value					
Default Font		0: CG Times	41: Times New Bold				
		1: CG Times Italic	42: Times New Bold Italic				
		2: CG Times Bold	43: Symbol				
		3: CG Times Bold Italic	44: Wingdings				
		4: Univers Medium	45: Line Printer				
		5: Univers Medium Italic	46: Times Roman				
		6: Univers Bold	47: Times Italic				
		7: Univers Bold Italic	48: Times Bold				
		8: Univers Medium Condensed	49: Times Bold Italic				
		9: Univers Medium Condensed	50: Helvetica				
		Italic	51: Helvetica Oblique				
		10: Univers Bold Condensed	52: Helvetica Bold				
		11: Univers Bold Condensed Italic	53: Helvetica Bold Oblique				
			54: CourierPS				
		12: Antique Olive					
		13: Antique Olive Italic	55: CourierPS Oblique				
		14: Antique Olive Bold	56: CourierPS Bold				
		15: CG Omega	57: CourierPS Bold Oblique				
		16: CG Omega Italic	58: SymbolPS				
		17: CG Omega Bold	59: Palatino Roman				
		18: CG Omega Bold Italic	60: Palatino Italic				
		19: Garamond Antiqua	61: Palatino Bold				
		20: Garamond Kursiv	62: Palatino Bold Italic				
		21: Garamond Halbfett	63: ITC Bookman Light				
		22: Garamond Kursiv Halbfett	64: ITC Bookman Light Italic				
		23 (Default): Courier	65: ITC Bookman Demi				
		24: Courier Italic	66: ITC Bookman Demi Italic				
		25: Courier Bold	67: Helvetica Narrow				
		26: Courier Bold Italic	68: Helvetica Narrow Oblique				
		27: Letter Gothic	69: Helvetica Narrow Bold				
		28: Letter Gothic Italic	70: Helvetica Narrow Bold Oblique				
		29: Letter Gothic Bold	71: New Century Schoolbook				
		30: Albertus Medium	Roman				
		31: Albertus Extra Bold	72: New Century Schoolbook Italia				
		32: Clarendon Condensed	73: New Century Schoolbook Bold				
		33: Coronet	74: New Century Schoolbook Bold				
		34: Marigold	Italic				
		35: Arial	75: ITC Avant Garde Book				
		36: Arial Italic	76: ITC Avant Garde Book Oblique				
		37: Arial Bold	77: ITC Avant Garde Demi				
		38: Arial Bold Italic	78: ITC Avant Garde Demi Oblique				
		39: Times New	79: ITC Zapf Chancery Medium				
		40: Times New Italic	Italic				
			80: ITC Zapf Dingbats				

Parameter	Item No.	N	/alue				
Symbol Set	208	0 (Default): Roman 8 1: ISO 8859-1 Latin 1 2: ISO 8859-2 Latin 2 3: ISO 8859-9 Latin 5 4: ISO 8859-10 Latin 6 5: PC-8 6: PC-8 DN 7: PC-775 8: PC-850 9: PC-852 10: PC-1004 (OS/2) 11: PC Turkish 12: Windows 3.1 Latin 1 13: Windows 3.1 Latin 2 14: Windows 3.1 Latin 5 15: DeskTop 16: PS Text 17: MC Text	 18: Microsoft Publishing 19: Math 8 20: PS Math 21: Pi Font 22: Legal 23: ISO 4 United Kingdom 24: ISO 6 ASCII 25: ISO 11 Swedish:names 26: ISO 15 Italian 27: ISO 17 Spanish 28: ISO 21 German 29: ISO 60 Norwegian v1 30: ISO 69 French 31: Windows 3.0 Latin 1 32: Windows Baltic 33: Symbol 34: Wingdings 				
Font Size	209	400 - 5000 (Default: 1200): Specifi of 25. The value of 100 represents	es the point size of a font in increments s 1 point.				
Font Pitch	210	600 - 2400 (Default: 1000): Specifi 100 represents the pitch size of 1.	ies the pitch size of a font. The value of				
Form Line	211	 5 - 128 (Default: 64 or 60*): Specifies the number of lines on a page. * The default value will be [64] if the default value of the item 202/203 is [4]; [60] if the value for 202/203 is [23]. 					
Print Sets	212	1 - 999 (Default: 1): Specifies the number of print sets.					
Image Enhance	213	0: Off 1 (Default): On Sets whether to enable the enhanced image mode.					
Hex Dump	214	0 (Default): Off 1: On Sets whether to enable a hex dump.					
Draft Mode	215	0 (Default): Off 1: On Sets whether to enable the draft mode.					
Color Mode	216	0 (Default): Off 1: On Sets the color mode.					
Binding	217	0 (Default): LEF 1: SEF Specifies which edge of paper is to be bound.					
Line Termination	218	0 (Default): Off 1: Add-LF (Appends an LF to CR) 2: Add-CR (Appends a CR to LF a 3: CR-XX (Appends a CR to LF ar	ind FF)				

HP-GL2 Emulation

This section explains how to operate the HP-GL mode menu and the settings that can be made with it.

HP-GL Settings List

Items that can be set using the HP-GL mode menu are explained in two groups: basic settings and advanced settings.

■Basic Settings

Document Size	101	99 (Default): Auto 100: Paper 0: A0 1: A1 2: A2 3: A3 4: A4 5: A5 10: B0 11: B1 12: B2 13: B3 14: B4 15: B5 Sets the document size created by a PC client. When Auto (99) is specified, the document size is determined based on the Scaling Mode setting (the item number 160).
Paper Size	102	 99: Auto 101 (Default): A Size 3: A3 4: A4 5: A5 14: B4 15: B5 Sets the paper size to be printed. This can be set if the paper tray setting is either "Auto" or "Tray 5 (Manual Feed)". In addition, settings can only be made for cut paper. When Auto (99) is specified, the paper size is determined based on the Scaling Mode setting (the item number 160).
Paper Tray	103	0 (Default): Auto 1: Tray 1 2: Tray 2 3: Tray 3 5: Manual Feed Sets the paper tray to be used for printing.
Coordinate Rotation	104	0 (Default): 0 degree 1: 90 degree Sets the paper orientation for printing.

Appendix

Color Mode	105	1 (Default): Color 2: Monochrome
		Sets the color mode.

■Advanced Settings

Auto Layout	106	0 (Default): ON 1: OFF
		Selects whether aligning the position of the document and the paper is to be done automatically or not.
Active Palette	107	0 (Default): Command 1: Panel
		Selects whether to use a pen specified by command or set on the panel.
No. of Prints	108	1 - 250 (Default): 1): 1 - 250
		Sets the number of prints to be made.
Output Tray	109	0 (Default): Center Output Tray 1: Side Output Tray 2 : Center Output Tray - Lower 80: Finisher Tray
		Sets the output tray.
Two-Sided Printing	110	0 (Default): None 1: Head to head 2: Head to toe
		Sets the two-sided printing. [None]Prints one side. [Head to Head]Place the paper as in the [Paper Orientation], and it prints both sides so that the orientation of the up-sides are aligned for each page when the left side is closed. [Head to Toe]Place the paper as in the [Paper Orientation], and it prints both sides so that the orientation of the up-sides are aligned for each page when the top side is closed.
Chinese Fonts	111	0: Stroke Specifies 2-byte character fonts, including Chinese characters. The
		setting cannot be changed for this model.
Alphanumeric Fonts	112	0: Stroke Specifies 1 byte character fonts. The setting cannot be changed for this model.
Vertical Position Adjustment	113	0 (Default): Does not move the hard clip area. 1 to 500: -250 to +250 mm
		Moves the hard clip area vertically. -1 to -250 mm for setting numbers 1 - 250 +1 to +250 mm for setting numbers 251 - 500

Horizontal Position Adjustment	114	0 (Default): Does not move the hard clip area. 1 to 500: -250 to +250mm Moves the hard clip area horizontally.
		-1 to -250 mm for setting numbers 1 - 250 +1 to +250 mm for setting numbers 251 - 500
Print Quantity Setup	115	0 (Default): Protocol 1: Panel 2: Command
		Sets the method for specifying the print quantity.
HP-GL Mode	150	0 (Default): HP-GL 1: HP-GL/2
		A graphics language can be selected.
Hard Clip	151	0: Standard 2 (Default): Paper
		Sets the size for the area where drawings can be made (hard clip area). [Standard]Hard clip area for A4, A3, letter, and ledger are the same as for the Hewlett Packard HP7550A. Hard clip area for other paper sizes is the same as this M/C printable area. [Paper]Make the hard clip area the same area as the paper.
Eject Command	152 (SP) 153 (SPO) 154 (NR)	0 (Default): OFF 1: ON
	155 (FR) 156 (PG) 157 (AF) 158 (AH)	Sets the command that indicates a drawing is finished. When the command specified here is received, drawing is terminated and the paper is ejected. [Off]Does not process as an eject command. [On]Processes as an eject command. ON is set as the default for SPO only.
Scaling	159	0: OFF 1 (Default): ON
		Determines the setting to either enlarge or reduce the document size so that the document size fits the paper size. [OFF]Prints in the same size without enlargement/reduction, even if the document size and paper size are different. [ON]Prints while enlarging/reducing the data on document size so that it fits the paper size.
Scaling Mode	160	0 (Default): Paper Size 1: Active Coordinate Area
		Determines how the document size and the paper size are determined when Document Size (the item number 101) and/or Paper Size (102) is set to Auto (99). [Paper Size]Make the document size the minimum size that combines the active coordinate area from the active coordinate determining method and the active coordinate obtained by the settings of Origin Position and Paper Margin. [Active Coordinate Area]Make the document size the area from which the paper margin is subtracted from the active coordinate area obtained by the active coordinate determining method.

Appendix 17

Active Area Determining Command	161	0 (Default): Auto 1: PS 2: IW 3: IP			
		4: Adapted			
		When auto-scaling is in use, this sets the method for obtaining the active coordinate area. [Auto]Determines any of the methods listed below: PS, IW, IP, or			
		Adapted. [PS]Area specified by the first PS command is to be a rectangular area. [IW]Area specified by the very last IW command is to be a rectangular area.			
		[IP]Area which combines all the IP Commands is to be a rectangular area.			
		[Adapted]The maximum/minimum coordinates within the areas and coordinates plotted using the drawing command, and the maximum size of characters and line width specified in the page, are used to calculate the rectangular area.			
Paper Margin	162	0 to 99 (Default): 0): 0 - 99 mm			
		Sets the paper margin when auto scaling is being used.			
Image Enhancement	163	0: OFF 1 (Default): ON			
		Sets whether to artificially increase the resolution of an image and smooth its edges.			
Stapling	164	0 (Default): None 1: Top Left 2: Top Double 3: Top Right 4: Left Double 5: Right Double 6: Bottom Left 7: Bottom Double 8: Bottom Right 9: Center			
		Sets the stapling position.			
Manual Feed Tray Check Indicator	165	0: None 1 (Default): Yes			
Pen Width (No. 0-No.15)	800-815	0 to 255 (Default): 3): 0 to 25.5 mm			
		Sets the width of the pen (thickness of the line). Width units are 0.1 mm. Can be set in steps of 0.1 mm.			
Line End Shape (No. 0-No.15)	850-865	0 (Default): Cut 1: Round 2: Rectangular			
		Sets the line end shape.			

Pen Intersects (No. 0-No.15)	900-915	0 (Default): None 1: Intersect 2: Round 3: Cut
		Sets the process for when pens' lines intersect.
Pen Density (No. 0~No.15)	950-965	0 - 100 (Monochrome)
(Sets the density.

Hard Clip Area

In the HP-GL mode, the plottable area is determined in line with the paper size, apart from the printable area. This area is called a "hard clip area", and determines the maximum range of pen movement. Accordingly, images cannot be drawn outside the boundary of the hard clip area. This machine allows you to select a hard clip area from the following.

■Standard

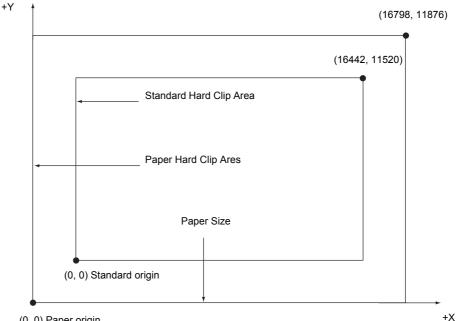
Defines the printable area of this machine as the hard clip area.

■Paper

Defines a size that is the same as the paper as the hard clip area. However, the area that allows actual printing is within the printable area.

The hard clip area can be set either via HP-GL emulation mode settings or by the specified hard clip command "& 1".

The following coordinate values present an example of when the origin is set at the lower left (Auto Layout in HP-GL/2) of A3 sheet.







Appendix

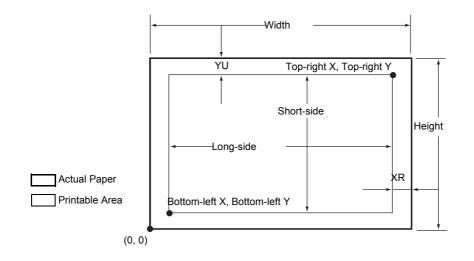
Printable Area

The printable area in the HP-GL mode is as follows.

■Paper Size and Printable Area

		Length 0 inch)	Coordinate Value (1/7200 inch)							
Paper size	X Axis	Y Axis	Margin		Printable Area		Top-right Edge		Margin	
	Width	Height	Bottom -left X	Bottom Left Y	Long Side	Short Side	Top- right X	Top- right Y	XR	YU
A3	119052	84168	1260	1260	116532	81648	117792	82908	1260	1260
A4	84168	59508	1260	1260	81648	56988	82908	58248	1260	1260
A5	59508	41940	1260	1260	56988	39420	58248	40680	1260	1260
B4	103176	72828	1260	1260	100656	70308	101916	71568	1260	1260
B5	72828	51588	1260	1260	70308	49068	71568	71568	1260	1260

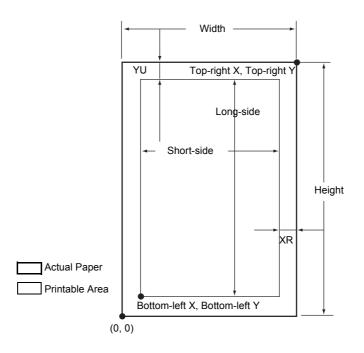




	Paper Length (1/7200 inch)		Coordinate Value (1/7200 inch)							
Paper size			Margin		Printable Area		Top-right Edge		Margin	
	Width	Height	Bottom -left X	Bottom Left Y	Long Side	Short Side	Top- right X	Top- right Y	XR	YU
A3	84168	119052	1260	1260	81648	116532	82908	117792	1260	1260
A4	59508	84168	1260	1260	56988	81648	58248	82908	1260	1260
A5	41940	59508	1260	1260	39420	56988	40680	58248	1260	1260
B4	72828	103176	1260	1260	70308	100656	71568	101916	1260	1260
B5	51588	72828	1260	1260	49068	70308	50328	71568	1260	1260

Note

 \bullet The HP-GL emulation supports 5 paper sizes: A3,A5,A4, B4 and B5.



Auto Layout

This section explains Auto Layout.

1. What is Auto Layout?

Auto Layout is a function that evaluates document size based on the HP-GL data entered from the host system and enlarges/reduces it in line with the paper size to be plotted so that the plotted data is laid out in the center of the paper. Using the Auto Scale and Auto Layout functions enable you to print a document in the HP-GL mode without regard for the document size and origin position.

All specification in Auto Layout can be made via the operation panel. The settings cannot be made with advanced commands.

2. Activating the Auto Layout Function

Set the following items with the operation panel to activate the Auto Layout function.

- Set the document size to AUTO. The default value is AUTO.
- Set the Auto Layout to ON for setting the origin position. The default value is ON.
- Set Scaling to ON. The default value is ON.
- Select a method for obtaining the active coordinate area using the area determining mode. The default value is AUTO.
- Set the paper margin using Paper Margin. The default value is 0 mm.
- Set the Scaling Mode. The default value is Paper Size.

3. Details on Setting Items

Details on each item are as follows.

■Document Size

Press the mode button and select AUTO under document size and it will be possible to set Auto Layout to ON.

■Auto Layout

After pressing the mode button, press the menu button and set Auto Layout to ON. Once you set it to ON, the settings for scaling, area determination mode, paper margins and scaling mode all become active.

■Scaling

Determines the setting to either enlarge or reduce (scaling) the document size so that the document size fits the paper size.

■Area Determination Mode

Based on HP-GL data, the methods for obtaining the active coordinates area are as follows:

Auto

The method for determining the active coordinate area is automatically selected from among PS, IW, IP and Adapted.

In this mode the order of priority is PS, IW, IP, Adapted.

IW

The area specified by the very last IW command in the data becomes the active coordinate area.

If there are no IW commands in the data, the active coordinate area is determined by Adapted.

IP

The area that encompasses all the areas specified by IP commands in the data becomes the active coordinate area.

If there are no IP commands in the data, the active coordinate area is determined by Adapted.

Adapted

The ACA is determined by the following conditions.

Min/Max position coordinates plotted by drawing commands

Max font size specified within the page

Max line width

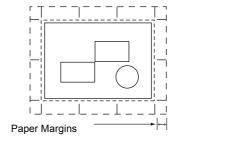
PS

The area that encompasses all the areas specified by PS commands in the data becomes the active coordinate area.

If there are no PS commands in the data, the active coordinate area is determined by Adapted.

■Paper Margin

Set the range from 0 to 99 mm. The default value is 0 mm. To get the active coordinate area, subtract the area set in paper margins from the ACA obtained in the area determination mode.



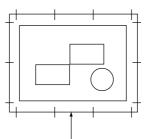
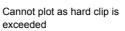


 Image: Constraint of the second se



Scaling Mode

Select the mode for determining the document size from the obtained ACA. Also, judge whether it will be portrait or landscape according to the ACA.

If it is an ACA

To get the document size, subtract the area set in paper margins from the area obtained in the area determination mode.

If it is a Paper Size

Set the document size from the obtained ACA and the origin point setting. The document size can be selected from A-size papers (6 sizes: A0, A1, A2, A3, A4 or A5).

4. How to Determine Document Size

The document size is determined by comparing the hard clip area for each paper size, based on the ACA obtained in the scaling mode, paper margins, and area determination mode.

■If the Scaling Mode is a Paper Size

- 1) Obtain the coordinate area to be active from the HP-GL data entered, in accord with the area determination mode.
- 2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the ACA obtained in **1**.
- 3) Subtract the value set in paper margins from the ACA obtained in 2.
- 4) The minimum size that includes the ACA obtained in **3** will be the document size.

If the Scaling Mode is the ACA

- 1) Obtain the coordinate area to be active from the HP-GL data entered, in accord with the area determination mode.
- 2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the ACA obtained in **1**.
- 3) Subtract the value set in paper margins from the ACA obtained in 2.
- 4) The ACA obtained in the process up to **3** will be the document size.

■Ex.

If the following data is entered when the scaling mode = paper size, origin position = Auto, paper margin is 10mm, area determination mode = IP:

All pen width settings are 0.1 mm

The following data does not contain a character size specification command and the physical size of the area specified by IP/IW is A3.

```
IN;
IP-8399,-5938, 8399, 5938;
IW-8399,-5938, 8399, 5938;
PU;
SP1;
:
SP1;
SP0;
```

1) As the area determination mode is IP, the ACA is specified as the area -8399,-5938,8399,5938 by an IP command.

YYY

- 2) In the example above, as there are no font size specification commands and all the pen widths are 0.1 mm, add the height/2 of the default font size for A3 size paper (75 plotter units) to the ACA obtained in 1.
 The ACA obtained in 2 is -8474, -6013, 8474, 6013.
- 3) The value set in paper margins (10 mm = 400 plotter units) is subtracted from the ACA obtained in 2.
 The ACA obtained in 3 is -8074, -5613, 80740, 5613.
- 4) As the ACA obtained in **3** exceeds the A4 size and is A3 size, the document size is determined to be A3.

In addition, as the ACA area when the paper margin setting is 0 mm is 8474, -6013, 8474, 6013, and this exceeds A3, but is A2 or smaller, the document size is determined to be A2.

5. How to Determine Paper Size

If the operation panel settings are as follows, the paper size is determined as below.

Document size: Auto

Paper Tray: Auto

The method for determining the paper size differs according to the paper size and scaling mode settings on the operation panel.

■If the Paper Size Setting is A Sizes

The possibilities for paper size are those that are actually loaded in the trays, from among the three sizes, A3, A4 and A5.

If A-sized papers (A3, A4, A5) are not loaded in the trays, all of the sizes, A3, A4 and A5 become possible sizes; a message is displayed on the operation panel prompting the user to load A-sized paper.

■If the Paper Size Setting is Auto

The possibilities for paper size are those that are actually loaded in the trays, from among the 5 sizes, A3, B4, A4, B5 and A5.

If A3, B4, A4, B5 or A5 paper is not loaded in the trays, all of the sizes become possible sizes; a message is displayed on the operation panel prompting the user to load paper.

If the Scaling Mode Setting is Paper Size

If the paper size and the document size are the same, select paper that is the same size as the document.

If the document size is larger than any possible paper sizes, select the largest paper. If the document size is smaller than any possible paper sizes, select the closest paper.

If the Scaling Mode Setting is ACA

Select the smallest paper size that can contain the ACA.

If the ACA is larger than any possible paper sizes, select the largest paper.

If the ACA is smaller than any possible paper sizes, select the closest paper.

Supplementary Notes

If the document size is set to anything other than Auto, the paper size is the size set on the operation panel.

If the paper tray is set to Auto, the paper size is the size loaded in each tray. However, If paper whose size is not supported is loaded, an error message will be displayed prompting the user to load a supported paper.

6. How to Determine the Scaling Factor

When auto-scaling is being used, although the scaling factor is determined by document size and paper size, it differs according to the scale mode setting.

Supplementary Notes

To activate scaling, turn the scaling setting to ON on the operation panel. If it is OFF, it is plotted at the same scale (100%).

If the Document Size is Auto and the Scaling Mode is Paper Size

The hard clip setting is inactive. The hard clip area is always the paper's hard clip area.

If the document size = paper size, it plots at the same scale (100%).

If the document size > paper size, it plots at a reduced scale.

If the document size < paper size, it plots at the same scale (100%).

	A3	A4	A5	B4	B5
A0	35	25	100	31	100
A1	50	35	25	43	31
A2	71	50	35	61	43
A3	100	71	50	87	61
A4	100	100	71	100	87
A5	100	100	100	100	100

If the origin position for the plotting position is Layout, the document is laid out and drawn in the center. If the origin position is bottom left or center, the origin of the document and the paper are aligned and drawn.

If the Document Size is Auto and the Scaling Mode is ACA

The hard clip setting is inactive. The hard clip area is always the advanced hard clip area.

The scaling factor is determined according to the ACA and the paper size. The range for the ACA for each paper size is as follows:

		0 Deg	grees		90 Degrees			
Paper Size	Min \	/alue	Max Value		Min Value		Max Value	
	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y
A3	7829	5485	73075	51200	5485	7829	51200	73075
A4	5485	3828	51200	35733	3828	5485	35733	51200
A5	3828	2648	35733	24720	2648	3828	44088	35733
B4	6762	4723	63120	44088	4723	6762	44088	63120
B5	4723	3297	44088	30773	3297	4723	30773	44088

Unit: Plotter Unit

The maximum scaling factor is 210% of the advanced hard clip area for each paper size and the minimum scaling factor is 22.5%.

7. Restrictions When Plotting under Auto Layout

■If the Printer is Equipped with Hard Disk(s)

When Auto Layout is used, print data is stored on the hard disk.

■If the Printer is Not Equipped with hard disk(s)

When Auto Layout is used, print data is stored in layout memory.

The default layout memory is set at 100kbyte. Consequently, when print data exceeding 100kbyte is received, a printer error occurs.

If this happens, change the Auto Layout memory capacity on the operation panel.

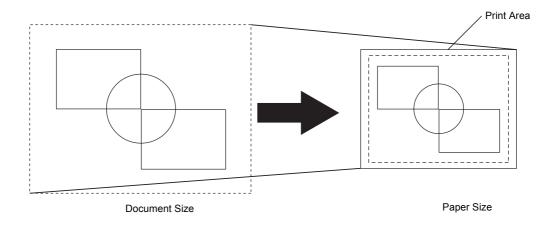
However, the Auto Layout memory capacity max is 5120kbyte. So, print data larger than 5120kbyte cannot be received.

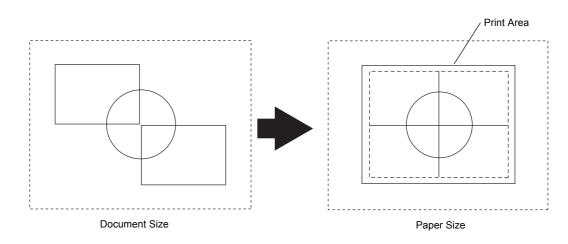
When using the Auto Layout function, we recommend the printer be equipped with a hard disk.

8. Examples of Combinations of Each Function

The following are examples showing the print results that can be achieved by combining various functions.

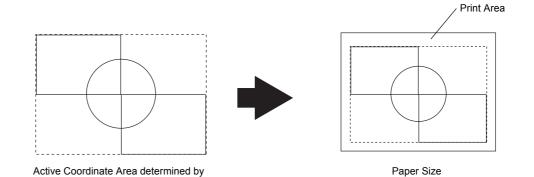
Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: ON



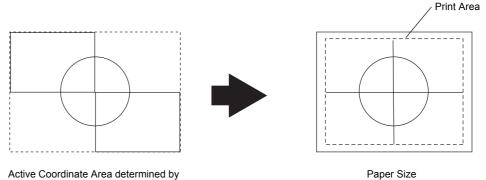


Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: OFF

Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: ON



Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: OFF



Active Coordinate Area determined by

9. HP-GL/2 Emulation Mode Restriction

Using HP DJ750C, which is the emulation target for the HP-GL/2 emulation mode, sets lines to a round joint if the lines are 0.35mm width or under. A miter joint is not set.

However, using the HP-GL/2 emulation mode of DocuCentre-II C3000 always sets lines to a miter joint as a default regardless of the line width.

To cancel the default, use a command.



Optional Components

The following are the principal options available. To purchase these options, contact our Customer Support Center.

Product Name	Description
DADF	An abbreviation of Duplex Automatic Document Feeder. Automatically scans multiple-sheet documents.
Duplex Kit	Allows you to copy or print on both sides of paper.
Exit 2 Tray	Allows you to use the center output tray as two separate trays.
	 Note This option cannot be installed when a finisher is installed.
Exit Kit	When the Exit 2 tray is installed together with this kit, the center output tray can be used as two separate trays. When the side tray is installed, this enables to deliver output face up.
Two Tray Module	Adds two trays that can be used as Trays 2 and 3.
Tandem Tray Module	Adds two high-capacity trays that can be used as Trays 2 and 3.
Mobile Stand	A stand for the machine. It allows you to store paper stock inside.
Side Tray	Delivers output face up.
	• This option can be used when the Exit Kit is installed.
A Finisher	Staples each set of output.
B Finisher	Staples each set of output.
HDD	Provides the extended copy features and adds spool feature.
256 MB Memory	Increases the system memory by 256 MB.
PostScript 3 Kit	Allows you to use the machine as a PostScript printer. Also enables printing from Macintosh.
Printer Kit	If your machine does not have the printer feature, this enables you to use the printer feature on the machine.
Full Scan Kit	Adds the scan feature to the machine.
Fax Kit A	Adds the fax feature (G3 x 1 ch) to the machine.
Fax Kit B	Adds the fax feature (G3 x 3 ch) to the machine.
Internet Fax Kit	Adds the Internet Fax (iFax) feature to the machine.
Stamp Kit	Allows you to stamp each sheet of a document to mark successfully scanned sheets.
Network Accounting Kit	Allows you to keep track of user accounts via an external authentication server.

Note

• The optional components are subject to change without notice.

• For the latest information, contact our Customer Support Center.

Notes and Restrictions

This section describes the notes and restrictions to observe when using the machine.

Notes and Restrictions on the Use of the Machine

■HDD (Optional)

- When a HDD is installed, you can specify the hard disk as a storage location for print data received from lpd, SMB, and IPP. The storage location for each HP-GL/2 form is also the hard disk, and cannot be changed to other locations.
- The data erased by initializing the hard disk includes the added fonts, each form of HP-GL/2 and ESC/P. Secure Print documents and logs are not erased.

■When the Print Results Differ from the Settings

As in the following cases, insufficient memory for the print page buffer may cause print results to be different from what was expected from the settings. If this happens, we recommend you to increase the memory.

- · Printed only on one side when 2-sided printing was specified.
- A job was terminated (If data on a page cannot be written to the print page buffer, the job including that page will be terminated).

■Options

- To use the Secure Print, Private Charge Print, Sample Print, or Delayed Print feature, the optional HDD needs to be installed.
- To use the Print to Mailbox feature, the optional Full Scan Kit needs to be installed.
- To use the machine as a PostScript printer, the optional PostScript 3 Kit needs to be installed.

Installing and Moving the Machine

- When moving the machine to another location, contact our Customer Support Center.
- When the machine is in operation, do not subject it to shock.
- When closing the document cover, be careful not to trap your fingers.
- Do not place any objects near the ventilation opening of the machine's extractor fan.

Meter Counts for 2-Sided Printing

 When printing 2 sided, depending on the application the machine uses, blank sheets can be inserted automatically to adjust pages. Such blank sheets inserted by the application are also counted by the meter.

■Job Counter Report

When you have been specified two or more different [Multiple-up] settings using the Build Job feature, the numbers of pages for [2-up] and [Other than 2-up] displayed on Job Counter Reports are calculated according to the latest N-up setting you specified.

Example 1)

When you select [2 sheets \rightarrow 1 sheet (2-up)] for Document 1 (4 pages) and [No] for Document 2 (2 pages), both Documents 1 and 2 are set to [No] and the number of printed pages is calculated as follows:

• Total pages: 4

• 2 up:

0

Example 2)

When you select [No] for Document 1 (4 pages) and [2 sheets \rightarrow 1 sheet (2-up)] for Document 2 (2 pages), both Documents 1 and 2 are set to [2 sheets \rightarrow 1 sheet (2-up)] and the number of printed pages is calculated as follows:

- Total pages: 5
- 2 up: 5

The numbers of pages for 2in1, 4in1, and 8in1 are also calculated in the same way as above on ApeosWare Accounting Service.

The meter on the [Billing Meter] screen calculates the number of printed pages correctly regardless of the [Multiple-up] setting.

■Printing in the spool mode

When you set [Receive Buffer] to [Memory] or [Hard Disk], the pages for a job is printed in the order specified on the system, but the pages for different jobs may not be printed in correct order in cases such as when you print multiple jobs by specifying one page for each job. In such cases, set [Receive Buffer] to [Off].

S/MIME Untrusted E-mail Reception

When [No] has been selected for [Receive Untrusted E-mail] or [Receive Untrusted iFAX] under [PKI (Public Key) Settings] \rightarrow [S/MIME Settings] in the System Administration mode, setting [Read Receipts (MDN)] or [Delivery Receipts (DSN)] to [On] will be invalid and you will not get receipts.

■Addresses Registered on Job Flows

When an abbreviated number or address registered on Address Book has been used for a job flow creation on the machine, any number of address change on Address Book will not be reflected to the job flow. To send to the changed address, the address registered on the job flow must be directly changed.

Notes and Restrictions in the Interrupt Mode

If you press the <Interrupt> button while running a print job, the machine temporarily stops printing and goes into the interrupt mode.

Important • However, if a scan job is running at the same time, the print job cannot be interrupted.

The jobs that can be/cannot be interrupted are as follows.

	Job	Job Instruction from the Control Panel ^{*1}	Job Execution
Сору		Required	0
Print	Printing of a document ^{*2} instructed from a client computer	Required ^{*4}	0
	Printing of a document* ³ instructed from [Job Status] > [Stored Documents]	Required	0

	Job	Job Instruction from the Control Panel ^{*1}	Job Execution
Scan	Scan to Mailbox, Scan to FTP/SMB, E-mail, Network Scanning	Required	0
Fax	Fax transmission, Broadcast Send	Required	0
	Store for Poling	Required	0
	Incoming Fax Print	Required ^{*4}	0
	Printing of a document in the Public Mailbox ([Job Status] > [Stored Document] on the control panel)	Required	0
Direct Fax	Direct Fax transmission	Not required	Δ
iFax	iFax Transmission	Required	0
	iFax reception/printing	Required ^{*4}	0
	iFax reception/iFax reception to mailbox	Not required	Δ
	Forwarding an incoming iFax to a regular fax machine	Not required	Δ
	Forwarding an incoming fax to an iFax	Not required	Х
Report/List	Automatic printing of a report/list other than a job history report	Not required	Х
	Automatic printing of a job history report	Not required	0
	Printing of a report/list instructed from [Billing Meter/Print Report] > [Print Report/ List]	Required	0
Mailbox	Automatic forwarding of a stored document, automatic fax/iFax transmission	Not required	Х
	Printing of a stored document (Fax Private Polling/Fax to Mailbox) instructed from the control panel	Required	0
	Printing of a stored document (scanned document/print document) instructed from the control panel	Required	Х
	Automatic printing of a stored document	Required ^{*4}	0
Job Flow Sheet	Execution of a job flow sheet instructed in [Mailbox] or [Job Flow Sheets] on the touch screen	Required	0

 $O\ \ \,$ The job can be executed during the interrupt mode.

X The job cannot be executed during the interrupt mode.

 \bigtriangleup The job request is accepted, but cannot be executed during the interrupt mode.

*1 The job instruction from the control panel is required/not required to execute the job.

*2 Regular Print, the first set of Sample Print, Delayed Print (auto print)
 *3 Security Print, Private Charge Print, Sample Print, Delayed Print, Charge Print

*4 During interruption, any document displayed as a pending job on the [Job Status] screen can be printed by selecting [Promote Job]. When priority printing is instructed during interruption, the next priority printing is disabled until the instructed print job is completed.

Note

• The followings jobs are executed regardless of the interrupt mode.

- Automatic fax transmission (to mailbox/relay broadcast)

- Fax reception

Notes and Restrictions on the Use of the iFax Feature

Notes on E-mail Transmissions

"Doc. Sent" that appears on the communications confirmation screen, activity report, or transmission report indicates that an e-mail has been delivered to the SMTP server, which was configured on the machine for transmitting e-mail. The e-mail, however, may not reach its destination for some problem over the Internet. In such case, the machine will not be notified of such transmission error. After sending an important e-mail, we suggest you to confirm it is received, such as by calling the recipient.

■Feature Combinations when Transmitting an iFax

• [Resolution] on the [General Settings] screen

When [TIFF-S] is selected for [iFax Profile] on the [Transmission Options] screen, [Superfine (400 dpi)] or [Superfine (600 dpi)] cannot be selected.

For information on iFax profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.137).

• [Communication Mode] on the [Transmission Options] screen

The communication mode can be specified only when sending e-mail using the fax gateway feature. For other cases, e-mail is sent via G3 Auto.

For more information on the fax gateway feature, refer to "Sending an iFax to normal fax machines via a relay station" (P.106).

• [Original Size] on the [Layout Adjustment] screen

When [TIFF-S] is selected for [iFax Profile] on the [Transmission Options] screen, iFax is sent in A4 even if a size larger than A4 is specified.

For information on iFax profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.137).

■iFax Profiles

• When specifying an iFax profile

The iFax profile that can be processed varies depending on the machine that the recipient uses. When specifying an iFax profile, confirm if it can be processed by the recipient's machine.

· When an iFax profile not supported by the recipient's machine is specified

If the iFax profile you specified is not supported by the recipient's machine, the image you sent cannot be displayed or printed on the recipient's machine. Before using an iFax profile, confirm if it can be processed by both your machine and the recipient's machine.

- TIFF files and iFax profiles that can be processed upon iFax reception
 - TIFF file format: TIFF-FX (RFC2301)
 - iFax profile: TIFF-S, TIFF-F, TIFF-J, TIFF-C

If receiving an unsupported iFax profile, the machine may not be able to print the file. If receiving a TIFF-C profile, the machine prints in black and white.

- · Transmission conditions for broadcast transmission
 - When sending a document via a broadcast transmission, it can be sent to both iFax and regular fax addresses at the same time. To iFax addresses, the document will be sent by e-mail, and to regular fax addresses, the document will be sent by fax.
 - When the transmission conditions are different for each address, set all addresses to the following settings.

•Transmission mode: G3 Auto

•Read/send status: None

■E-mail Forwarding

If the fax you received is a JBIG-compressed image, and if the iFax profile of the forwarding destination is set to TIFF-F, you can convert the image into MH format when forwarding. When the iFax profile is TIFF-S, the data is forwarded with its size and resolution unchanged.

■Fax Gateway Feature

This feature can only be used when the e-mail receiving protocol is SMTP on the iFaxcompatible machine that faxes are sent to.

If an e-mail was sent by converting it into fax, and if it was not delivered successfully to the recipient, the e-mail that was received originally will be deleted.

For more information on the fax gateway feature, refer to "Sending an iFax to normal fax machines via a relay station" (P.106).

■Restrictions on Paper Selections upon IFax Reception

The machine determines whether a TIFF file attached to an e-mail complies with the content type defined in RFC2301 and RFC3250. If the content type is compliant with RFC2301 and RFC3250, the machine selects an appropriate paper to render the file image as a fax-received image.

Even if the file was received via iFax, if its content type is not compliant with FRC2301 or RFC3250, the machine will not properly select paper for it. For example, an incoming fax that is A4 size may be printed on B4 paper instead.

Such problems may improve depending on the usage. Contact our Customer Support Center for further information.

■Restrictions on the E-mail Server

Depending on the system environment (such as the restrictions on your e-mail server), large e-mail may not be delivered successfully. If sending a large e-mail by splitting it into pages, check your system environment as well as that of the recipient to ensure it is split small enough to be sent.

If the split pages are still too large to send, reduce their size by lowering their image or transmission resolution.

Network Security

We do not guarantee the security of any information disclosed over the network.

Setting the System Environment for E-mail Service

To send or receive e-mail, the machine must have its system environment set up for the e-mail service. Set up the system environment such as SMTP, POP3, and DNS servers, as required.

Notes on Security

E-mail uses the Internet, which is a network connecting computers worldwide, as its transmission path. Attention must be paid to security in order to avoid your e-mail being read or tampered by third parties as other signals sent over the Internet.

Therefore, for important information, it is recommended to use other transmission methods that guarantee security. In addition, to avoid the receipt of unwanted e-mail, it is recommended not to disclose your e-mail address to third parties unless necessary.

Preventing Receipt of Unwanted E-mail

The machine provides a feature that blocks unwanted e-mail sent from third parties.

This feature rejects e-mail sent from certain addresses by specifying the domains from which e-mail can be received.

For information on restricting domains from which e-mail can be received, refer to "Domain Filter" (P.296).

■Notes on E-mail Receptions

E-mail of large size may not be printed due to insufficient memory. In such a case, increase the memory size or ask the sender to lower the resolution.

Using the Telephone

This section describes how to use an external telephone connected to the machine with the fax feature.

Placing a Call

The following describes how to place a call using the external telephone.

- To place a call, there are the following two methods.
- Dialing with the receiver lifted (off-hook dialing)
- Dialing with the receiver resting in the cradle (on-hook dialing)

Off-hook Dialing

The following describes how to place a call with the receiver off-hook.

1 Lift the handset.

Note

• While the machine is in the Power Saver mode, you cannot place a call using the external telephone. To place a call, press the <Power Saver> button to switch out of the Power Saver mode.



- **2** Specify the call destination.
 - The call destination can be specified using the numeric keypad, address numbers, or one-touch buttons. The address book cannot be used.
 - The call destination can be specified also with the keyboard displayed by pressing [Alphanumeric] or [Symbol] button.

• To cut the line, select [Exit (Line Cut)].

- If your telephone line is set to touch-tone, [Tone (:)] does not appear.
- If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].
- Some touch-tone services may not be available even if you set your telephone to send tones.

Off-hook	Exit (Line Cut)
Send / Receive	
Alphanumeric Manual Send	
Symbol	

Off-hook	Manual Send	Exit (Line Cut)
~ 1 2	34567890	_
	WERTYUIOP	
A	S D F G H J K L	:
Shift	Z X C V B N M < >	? Shift
More Charac	ters	

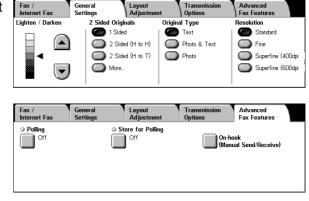
- **3** When the call is connected, start speaking.
- **4** When the call is finished, place the receiver back in the cradle.
 - **Important** Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".
- 5 Select [Close].

On-hook Dialing

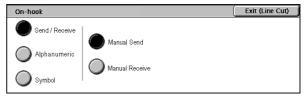
The following describes how to place a call with the receiver on-hook. When placing a call on-hook, we recommend turning the line monitor volume to "Loud".

The volume of the line monitor can be changed in the System Administration mode. For information on how to change the volume, refer to "Line Monitor Volume" (P.269). By factory default, the volume is set to [Normal].

- **1** On the [All Services] screen, select [Fax/Internet Fax].
- 2 Select [On-hook (Manual Send/ Receive)] on the [Advanced Fax Features] screen.

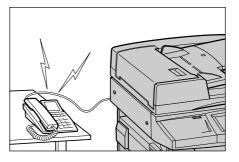


- **3** Specify the call destination.
 - The call destination can be specified using the numeric keypad, address numbers, or one touch buttons. The address book cannot be used.
 - The call destination can be specified also with the keyboard displayed by selecting [Alphanumeric] or [Symbol]. To cut the line, select [Exit (Line Cut)].
 - If your telephone line is set to touch-tone, [Tone (:)] does not appear.
 - If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].
 - Some touch-tone services may not be available even if you set your telephone to send tones.
- **4** When the call is connected, lift the receiver and start speaking.



On-hook	Manual Send	Exit (Line Cut)
	3 4 5 6 7 8 9 0	
	WERTYUI0P	
A	S D F G H J K L	@
Shift	Z X C V B N M < >	? Shift
More Charact	ers	

Appendix 17



- **5** After the call is finished, place the receiver back in the cradle.
 - **Important** Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".

Simple Operating Procedures

Note

This section lists the procedures that are most frequently asked, particularly those in relation to the system settings.

Press the buttons in the sequence indicated by arrows.

- The <Log In/Out> button is described as <Log In/Out>.
 - The <Machine Status> button is described as <Machine Status>.
 - The default user ID setting is "11111".

Fax Settings

To change the name (company name) displayed on a recipient's machine

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → \rightarrow [Fax Mode Settings] → [Local Terminal Information] → [Local Name] For more information, refer to "Local Name" (P.319).

To change the name (company name) printed upon transmission

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → \rightarrow [Fax Mode Settings] → [Local Terminal Information] → [Local Name] For more information, refer to "Company Logo" (P.319).

To have the name (company name) not printed upon transmission

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → \rightarrow [Fax Mode Settings] → [Fax Defaults] → [Send Header] → [Off] For more information, refer to "Send Header" (P.314).

To change the dialing method (tone-dialing/pulse dialing)

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → → [Fax Mode Settings] → [Local Terminal Information] → [G3 Line 1, 2, 4 - Dial Type] For more information, refer to "G3 Line 1, 2, 4 - Dial Type" (P.320).

To register an address number

Log In/Out → Enter the user ID → [System Settings] → [Setup Menu] → [Address Book] * When [Setup Menu] is being displayed on the [All Services] screen: [Setup Menu] → [Address Book] For more information, refer to "Address Book (Address Number)" (P.336).

To print an address numbers list

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →

→ [Fax Mode Settings] → [Address Book]

For more information, refer to "Address Book" (P.384).

To print an activity report to check the transmission results

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →

→ [Job Status/Activity Report] → [Activity Report]

* When [Activity Report] is being displayed on the [All Services] screen: [Job Status/Activity Report] → [Activity Report]

For more information, refer to "Activity Report" (P.381).

To have activity reports not printed automatically

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow \rightarrow [Common Settings] \rightarrow [Reports] \rightarrow [Activity Report] \rightarrow [Auto Print Off] For more information, refer to "Activity Report" (P.277).

■To change the output destination for incoming faxes

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow

→ [Fax Mode Settings] → [File Destination/Output Destination] →

→ [Output Destination-Line Setup]

For more information, refer to "Output Destination - Line Setup" (P.318).

To change the output paper for incoming faxes

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → → [Fax Mode Settings] → [Fax Control] → [Receiving Paper Size] For more information, refer to "Receiving Paper Size" (P.316).

To change the volume of the audio tone produced upon fax reception

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → → [Common Settings] → [Audio Tones] → [Ringing Volume] For more information, refer to "Ringing Volume" (P.269).

■To allow different sizes of original to be loaded by default

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → → [Fax Mode Settings] → [Fax Defaults] → [Mixed Sized Originals] → [On] For more information, refer to "Mixed Sized Originals" (P.314).

Scan Settings

■To register an e-mail/forwarding PC address

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [Setup Menu] \rightarrow [Address Book]

* When [Setup Menu] is being displayed on the [All Services] screen: [Setup Menu] \rightarrow [Address Book] For more information, refer to "Address Book (Address Number)" (P.336).

To print an address numbers list

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →

→ [Fax Mode Settings] → [Address Book]

For more information, refer to "Address Book" (P.384).

■To constantly allow Mixed Sized Originals to be loaded

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow

 \rightarrow [Fax Mode Settings] \rightarrow [Fax Defaults] \rightarrow [Mixed Sized Originals] \rightarrow [On]

For more information, refer to "Mixed Sized Originals" (P.309).

Copy Settings

■To constantly allow Mixed Sized Originals to be loaded

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow \rightarrow [Copy Mode Settings] \rightarrow [Copy Defaults] \rightarrow [Mixed Sized Originals] \rightarrow [On] For more information, refer to "Mixed Sized Originals" (P.289).

Common Settings

To change the system administrator ID

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [Setup Menu] \rightarrow [Address Book] * The default setting is "11111".

For more information, refer to "System Administrator Login ID" (P.344).

■To change the time for switching to the Power Saver mode

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → \rightarrow [Common Settings] → [Machine Clock/Timers] → [Auto Power Saver] For more information, refer to "Auto Power Saver" (P.268).

To change the volume of the machine's audio tone

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow \rightarrow [Common Settings] \rightarrow [Audio Tones] \rightarrow Select a volume For more information, refer to "Audio Tones" (P.268).

To check the network settings (such as IP address)

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →

→ [Copy Mode Settings*] → [Settings List - Common Items]

* [Copy Mode Settings] will be [Print Mode Settings], [Fax Mode Settings], or [Scan Mode Settings] depending on the situation.

For more information, refer to "Settings List - Common Items" (P.381).

To print a report/list to check the machine information

Machine Status \rightarrow [Billing Meter/Print Report] \rightarrow [Print Report/List] \rightarrow Select a report For more information, refer to "Printing a Report/List" (P.435).

To have a report/list printed (or not printed) automatically

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow \rightarrow [Common Settings] \rightarrow [Reports] \rightarrow Select a report For more information, refer to "Reports" (P.277).

To change features to be displayed on the initial screen

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → \rightarrow [Common Settings] → [Screen/Button Settings] → [Screen Default] For more information, refer to "Screen Default" (P.270).

To customize the screen displayed after auto clear

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → \rightarrow [Common Settings] → [Screen/Button Settings] → [Screen After Auto Clear] For more information, refer to "Screen After Auto Clear" (P.270).

To change the feature buttons displayed on the [All Services] screen

Log In/Out → Enter the user ID → [System Settings] → [System Settings] → \rightarrow [Common Settings] → [Screen/Button Settings] → [All Services] For more information, refer to "All Services" (P.270).

To change the features assigned to the custom buttons

Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow

→ [Common Settings] → [Screen/Button Settings] → [Custom Button 1] to [Custom Button 3] For more information, refer to "Custom Buttons 1 to 3" (P.270).

■To check the completion of a job

Job status \rightarrow [Completed Jobs]

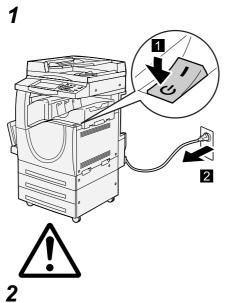
For more information, refer to "Checking Completed Jobs" (P.358).

■To display only the specified jobs on the Job Status screen (completed jobs)

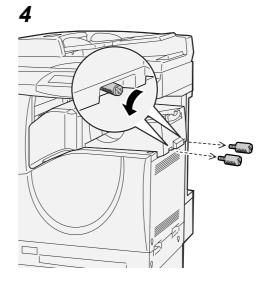
Log In/Out \rightarrow Enter the user ID \rightarrow [System Settings] \rightarrow [System Settings] \rightarrow

→ [Common Settings] → [Screen/Button Settings] → [Job Type on Job Status Screen] For more information, refer to "Job Type on Job Status Screen" (P.270).

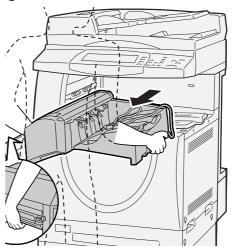
Removing the A Finisher



Use the following procedure to remove the A Finisher from the machine. To attach the A Finisher to the machine, reverse the procedure.

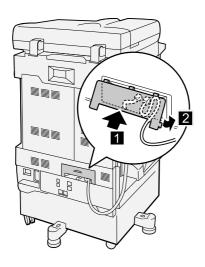


5



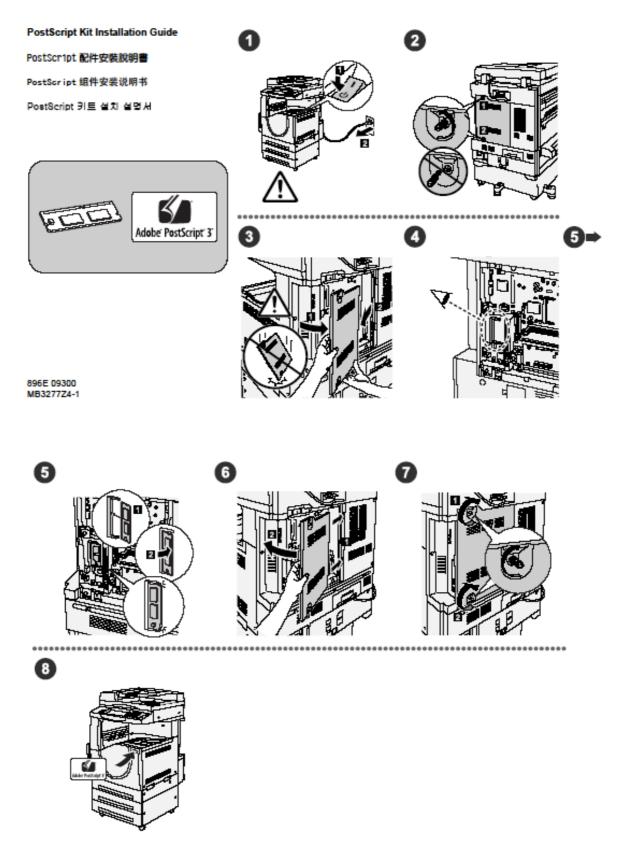
Appendix

3



Opening/Closing the Back Cover

The following shows how to open/close the back cover, using the PostScript Kit installation procedure as an example.



579

Appendix

18 Glossary

This chapter contains a list of terms used in this guide.

•	Glossary	582
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Glossary

Term	Description
A3	420×297 mm paper
A4	297×210 mm paper
A5	210×148 mm paper
Alias	An alternative name of the machine's e-mail address. For example, when the e-mail address for the machine is ifax@mb1.abc.fujixerox.com, you can use ifax@fuji-xerox.com (alias) to reach the same location.
Auto Center	A feature that automatically moves an image to the center of paper when copying.
Auto Clear	A feature that automatically returns the touch screen to its default display when the machine is inactive for a period of time.
Auto Paper Select	Based on the document loaded and the magnification selected, the machine automatically selects an appropriate paper size.
Auto Tray Switching	When paper runs out during copying, another tray of identical paper size and orientation automatically begins supplying paper.
B4	364×257 mm paper
B5	257×182 mm paper
Binding Shift	When creating a booklet, this feature adds margins to the center binding area of documents.
Book Scanning	A feature that copies the left and right pages of an unfolded document onto two separate sheets of paper.
Border Limit (Page split threshold value)	One more sheet is used when the length of the transmitted document exceeds the length of paper installed on the receiving terminal. A margin at the bottom of a received document can be eliminated so that the data can be printed on one page. The amount of space that can be removed from the bottom of a document is the border limit. When the border limit value is small, the data is printed on the next page. But when it is large, a larger space can be cut so that data can be printed on one page.
CMS	Color Management System. It corrects device-dependent color differences to match the colors printed on your output with the colors displayed on your screen.
СМҮК	A color expression method for color printing, etc. The image is separated into four colors: C (cyan), M (magenta), Y (yellow), and K (black), and is printed using combinations of the four colors.
Collate	A feature where each copy set is delivered in the same order the documents were copied.
Color Gradation	Describes the degree of smoothness from one color to another. Degrees are described by the number of graduated steps. The higher the number, the smoother the color transition.

Term	Description
Communication(s)	A communications network that can offer voice data (telephone), image data (fax), video data (videotex) and PC data (PC communication service) over the same channel. In this guide, it is mostly referred to as transmitting/receiving images as well as speaking with a remote user.
Cut Paper	Standard paper sizes, such as A4 and B5.
Default Screen	A screen displayed on the touch screen immediately after switching the power on, or pressing the <clear all=""> button. The screen is also displayed when the Auto Clear feature is used.</clear>
Default Value	A factory default value, or a value set in the System Administration mode.
Dial	In this guide, it refers to entering a recipient's fax number. The method of dialing provided by the machine include: manual dialing using the numeric keypad, speed dialing, one touch dialing, and using the address book, etc.
Dial Tone	A tone generated from the telephone line. It indicates that you are connected to the line.
Dial Type	The dial type of connected line. The machine offers Tone and 10PPS (dial type/10PPS).
Document Image	An image of a document scanned by the machine.
DPI	Dots per inch. A unit used to describe printing resolution in terms of the number of dots printed in one inch. Used as a unit to describe resolution.
ECM	Error Correction Mode. A type of G3 transmission. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly. "ECM" described on the [Activity Report] shows that the communication was processed using ECM.
Edge Erase	A feature that erases the top/bottom, left/right or center edge of a document image when copying.
Emulation	This refers to operating the printer to achieve the same print results as when printing with other manufacturers' printers. This mode is called the Emulation Mode.
Error Code	A code is displayed on the control panel or a report when a problem occurs.
F Code	A transmission method defined by Communications and Information Network Association of Japan (CIAJ) for use of T.30* sub-addresses standardized by ITU-T. Between the machines with the F code feature, including those manufactured by other companies, various features making use of F Code can be used. (*: Communication standard) With the Internet Fax (iFax) feature of the machine, you can use F Code to forward fax documents received in mailboxes by e-mail.
F4800	This refers to communicating with a remote terminal outside the country. It is also one of the Transmission Mode selections that reduces transmission speed to enable reliable communications even under poor line conditions.

Term	Description
Fax Gateway	Connects the Internet network to regular telephone lines, enabling e-mail documents to be sent as fax documents to regular fax machines.
G3	A facsimile communication system standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).
Header	A record of the sender. It is printed on the top edge of a received document.
ICM	Image Color Matching. A color management software used with Windows 98, Windows Me, Windows 2000, Windows XP, and Windows Server 2003. It corrects device-dependent color differences to match the colors printed on your output with the colors displayed on your screen.
Image Enhancement	A feature which makes the border between black and white smooth, with rough edges reduced, giving the appearance of a higher resolution.
Image Rotation	This feature rotates a document image by 90 degrees when the document orientation is not the same as the paper supply orientation.
Independent X-Y%	A feature that transforms a document image horizontally or vertically.
Internet	A worldwide communications network that combine miscellaneous networks.
Internet Fax (iFax)	Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet to send or receive e-mail (TIFF attachments).
Job Offset	This feature outputs the pages in alternating offsets to make page groupings easier to recognize.
Line Monitor	Allows you to audibly monitor a transmission through the speaker after dialing and until you are connected.
Local Device	This term refers to this machine. This is a general term for terminals such as telephones, facsimile machines, personal and computers.
Low Toner Alert Tone	A tone the device sounds when the drum/toner cartridge needs to be replaced.
Machine Ready Tone	A tone produced when the status of the machine changes from standby to ready, such as when the power is switched on.
МІМЕ Туре	Multipurpose Internet Mail Extension. A method for determining what kind of data was received by e- mail. A MIME type refers to the type of data.
Multiple-Up	A feature that copies two or four documents onto one sheet of paper.
NV Memory	A non-volatile memory, which stores the settings information of the printer even when the printer is switched off.
Off-hook Dialing	Dialing with the handset off the hook.
On-hook Dialing	Dialing with the handset on the cradle.

Term	Description	
Optional accessory	This refers to a product that is sold separately. In addition to the machine's basic configuration, various optional features are available as separately-sold optional accessories. (For more information on optional accessories, contact our Customer Support Center.)	
PJL	Printer Job Language. A command language for controlling printers developed by Hewlett Packard.	
Polling	A feature that allows you to retrieve a document from a remote machine.	
POP3	Post Office Protocol Version 3. One of the commonly used communications protocols used for receiving e-mail. It sets up a private mailbox on a provider's e-mail server, and receives messages when a communication is made. POP3 is for receiving only. SMTP is used for sending e-mail.	
Power Saver Feature	 A feature that switches the machine status to standby after a period of inactivity. The following power saver features can be set for the machine. Low Power Mode: The power to the fuser unit and motor is lowered when the machine is left unused for a fixed amount of time. The touch screen goes out, and the <power saver=""> button lights.</power> Sleep Mode: Almost all of the device is in standby mode, power consumption uses the least power. 	
Print Page Buffer	A location where print data is rendered.	
Printable Area	The actual area on paper which can be printed.	
Profile	A protocol controlling image resolution, paper size, and other attributes when sending or receiving faxes using Internet Fax (iFax). The profiles that can be used vary with the Internet Fax of the remote terminal. When specifying a profile, check that it can be handled by the other party's iFax-compatible machine.	
RAM	Random Access Memory. It is a storage device (memory) where information can be retrieved as well as stored.	
Receive Buffer	A space used to temporarily store data sent from a client computer.	
Receiving Paper Size	A feature that specifies the output paper size for received fax documents. The specified paper size will be declared to recipients from the sender.	
Recipient	The person or terminal you send a document to. "Dialing" indicates the operation of entering a recipient's telephone number. For Internet Fax (iFax), this refers to the recipient's e-mail address.	
Remote Terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers.	

Term	Description
Resolution	Represents a fineness of detail that can be distinguished on an image. It is usually described in terms of the number of dots per square inch (dpi), and a higher value indicates a higher resolution (finely represented).
ROM	Read Only Memory. It is a storage device (memory) specific for the retrieval of information.
ROS	Raster Output Scanner. It is a device for writing image signals to a drum (light sensitive). A ROS is often referred to as a laser beam scanner.
Scan	Sensing or reading a paper document and converting the optical image of the document to an electronic image. The machine offers two scanning devices: document glass and document feeder.
Screen	The screen that is displayed on the touch screen. It displays messages and feature buttons.
Select	In this document, "Select" refers to highlighting a feature selection by touching the feature button on the touch screen with your finger.
Send Password	This feature requires to enter an "S" and the ID of a remote terminal after entering its fax number. This prevents transmission errors.
Sender	Originator of a communication. It is used as opposed to "recipient".
Separator	A blank, colored, or copied paper inserted between sections or topics in a set of documents.
Side Tray	A feature that outputs copies to the side tray with the copied face up.
SMTP	Simple Mail Transfer Protocol. A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving e-mail.
Start Reservation	In this guide, this refers to loading a document, selecting features, and pressing the <start> button immediately after switching the power on. Once the machine is warmed up and ready, it will automatically start copying.</start>
Status Display Code	A code that indicates the machine status. When an error occurs on the machine, a status display code appears on the touch screen.
Store	In this guide, it is referred to as scanning an image of a document and saving the image on the machine.
Stored Programming	By registering a series of operations, the machine executes the operations with just one press of [Stored Programming] on the touch screen.
Super G3 (SG3)	A G3 communication system conforming to ITU V.34. This system offers higher transmission speed (33.6 kbps) than the normal G3 mode.
Transmission Interval	The period between transmissions.
Transparency Copy	A feature that copies on transparency films or inserts a sheet of blank or copied paper between transparency films.

Index

Numerics

10BASE-T / 100BASE-TX connector	
2 Pages Up On Receipt (System Settings)	317
2 Sided Book Copy	67
2 Sided Copying	65
2 Sided Copying (System Settings)	289
2 Sided Originals117,	177, 187
2 Sided Printing	222
2 Sided Printing (System Settings)	317
2 Sided Report (System Settings)	278

Α

A Finisher 28
Account ID Characters (System Settings) 350
Account Limit (System Settings) 347
Activity Report
Activity Report (System Settings) 277
adding a sender name and phone number to fax
adding a stamp when scanning a document 123
adding originals94
adding sender name and phone number to faxes
adding Stamp/Date/Page Number to copies 83
Address Book113, 165, 173, 383, 384
Address Book (Address Number)
(System Settings)
Address Book Default (System Settings) 313
Address Number
Address Type (System Settings) 337
adjusting color balance
adjusting color tone
adjusting copy density/sharpness/color saturation of
images 62
adjusting density level117
adjusting scan density and image sharpness 184
adjusting the copy density 59
administrator shared job flow sheet 396
administrator shared mailbox 399
Alert Tone (System Settings) 269
All Services (System Settings) 270

<all services=""> button</all>	37
Allocate Memory (System Settings)	303
allowing different sizes of original to be loaded	
by default	575
allowing remote machines to retrieve documents	S
from your machine	141
Annotation	83
applicable line	
attaching a cover to copies	
Attribute Name of Custom Items 1 to 3 (System	
Settings)	299
Attribute Type of Custom Items 1 to 3 (System	
Settings)	299
Attribute Type of E-mail Address	
(System Settings)	299
Attribute Type of First Name (System Settings)	
Attribute Type of Last Name (System Settings)	
Attribute Type of Recipient Name (System Settir	
Auditron Administration	
Auditron Mode (System Settings)	
Auditron Report (Copy Jobs)	
Auditron Report (Fax Jobs)	
Auditron Report (Print Jobs)	
Auditron Report (Scan Jobs)	
authenticated user	
authentication and auditron administration	002
	403
Authentication System (System Settings)	
Auto Clear (System Settings)	
Auto Clear (System Settings)	
Auto Display of Login Screen	209
(System Settings)	270
Auto duplex module	
auto gradation adjustment	
Auto Gradation Adjustment (System Settings)	
Auto Job Promotion (System Settings)	
Auto Job Release (System Settings)	
Auto Paper by Output Color (System Settings) .	
Auto Paper Off (System Settings)	
Auto Power Saver (System Settings)	
Auto Print (System Settings)	268

Auto Print Delivery Confirmation Mail
(System Settings)
Auto Print Error Mail (System Settings)323
Auto Receive153, 377
Auto Reduce on Receipt (System Settings)316
Auto Size Detect121, 189
Auto Switch Attempts (System Settings)316
Auto Tray Switching (System Settings)273
automatically printed reports/lists

В

B Finisher	27
Background Pattern (System Settings)	274
Background Suppress (Photo & Text) (System	
Settings)	292
Background Suppression	185
Background Suppression (B/W Copy) (System	
Settings)	275
Background Suppression (Color Copy) (System	
Settings)	275
Background Suppression (Scan Jobs) (System	
Settings)	275
Background Suppression	
(System Settings)288,	309
Background Suppression Level	
(System Settings)	311
Background Suppression Level (Text) (System	
Settings)	292
Banner Sheet (System Settings)	306
Banner Sheet Tray (System Settings)	306
Base Tone (System Settings)	270
Batch Print	202
Batch Send (System Settings)	316
Billing - Day Time (System Settings)	340
Billing - Midnight (System Settings)	340
Billing - Night Time (System Settings)	340
Billing Data List	385
Billing Meter/Print Report	378
Binding Erase	191
Book Scanning66, 120,	188
Booklet	77
Booklet Creation77,	222
Border Limit (System Settings)	316
Box Selector List	384
breaker	32

Broadcast	
Broadcast Communication Mode (System Settings	
Broadcast iFax Profile (System Set	tings) 320
Broadcast Report	
Broadcast Send 10	5, 112, 144, 148
Broadcast/Multi-Poll Report (Syster	n Settings)
Browse	174
Build Job	91
built-in fonts	

С

<c (clear)=""> button</c>	37
Calculator %	54
calling stored programs	214
Cancel	357
canceling printing a job status/activity report	575
Center Erase/Binding Erase (System Setting	s)
	89, 310
center output tray	26
center tray	28
CentreWare Internet Services	24, 235
changing output destination	318
changing the fax dialing method (tone/pulse)	574
changing the name (company name)	
displayed on a recipient's machine	574
changing the name (company name)	
printed upon transmissions	574
changing the output destination for incoming	faxes
	575
changing the output paper for incoming faxes	s575
changing the paper size	245
changing the volume of the audio tone produ	ced
upon fax reception	575
Chapter Start/Separators	92
Charge Print	223
Charge Rate per Unit	352
Check Mailbox	198
Check Password (System Settings)	
	329
Check User Details (System Settings)	353
checking completed jobs	358
checking fax transmission results	574
checking paper tray status	374

cleaning the machine	429
<clear all=""> button</clear>	36
Color	59
Color (System Settings)	274
Color Balance	63
Color Balance - Black (System Settings)	289
Color Balance - Cyan (System Settings)	289
Color Balance - Magenta (System Settings)	288
Color Balance - Yellow (System Settings)	288
Color Effects	60
Color Shift	64
Color Shift (System Settings)	289
Color Space	
Color Space (System Settings)	311
color support	524
Combine Original Sets	
Comments (System Settings)	343
Comments List	
Common Settings	266
Communication Mode	
communication mode	
Communication Mode (System Settings) 314,	
communication speed	
Company Logo (System Settings)	
confirming remote machine response prior to	
transmission	143
confirming the fax job in the job status	103
confirming transmission results	
Connection Interval (System Settings)	
Connection to Time Server (System Settings)	
consumables	
continuous copy speed	
continuous print speed	
Contrast	
Contrast (System Settings) 288,	
contrast dial	
control panel	
Control Panel Alert Tone (System Settings)	
Control Panel Select Tone (System Settings)	
Copies	
Сору	
<copy> button</copy>	
Copy Control (System Settings)	
Copy Defaults (System Settings)	
Copy Job Complete Tone (System Settings)	
Copy Mode Settings	
	551

Copy Mode Settings (System Settings)	286
Copy Output (System Settings)	290
Copy Output / Stapling	. 75
copy paper	524
copy paper size	524
Copy Tab (System Settings)	286
copying facing pages onto separate sheets	. 66
copying multiple sheets onto one sheet	. 80
Cover Note	128
Cover Note (System Settings)	338
Covers	78
Create/Check User Accounts (System Settings)	
	346
creating a booklet	. 77
<custom 2=""> button</custom>	37
<custom 3=""> button</custom>	37
Custom Buttons 1 to 3 (System Settings)	270
Custom Colors (System Settings)	293
Custom Paper Name (System Settings)	271

D

Date (System Settings)	266
Date Format (System Settings)	273
Date Position (Side 2) (System Settings)	292
Date Position (System Settings)	290
Daylight Savings (System Settings)	267
Default Language (System Settings)	271
Default Print Paper Size (System Settings)	279
Default Programming	377
Delayed Print	223
Delayed Start	126
Delayed Start (System Settings)	339
Delete All Data (System Settings)	278
Delete Document After Retrieval	
(System Settings)	329
Delete Documents with Expiry Date	
(System Settings)	329
Delete Encryption (System Settings)	284
Delete Form (System Settings)	305
Delete Outside/Delete Inside	95
deleting a stored program	212
deleting charge print documents	361
deleting documents stored in the public mailbox	
	368

Index

deleting outside or inside of the selected area
when copying95
deleting private charge print documents
deleting secure print documents
deleting stored documents
Delivery Confirmation Method (System Settings)
Delivery/Read Receipts (System Settings)314
Density (System Settings)274
density levels
<dial pause=""> button</dial>
Dial Type
dial type
Digital Signature139, 195
dimensions
dimensions/weight529, 530
Direct Fax
Display Consumables Screen (System Settings)
Document Expiry Date (System Settings)
document feeder
document glass26, 45, 99, 159
document jams515
Document Name195
document size524
document size/type529
Documents for Polling - Auto Delete (System
Settings)
Documents Retrieved By Client (System Settings)
DocuWorks178
Domain Filter (System Settings)296
Domain Filter List
drum cartridge412, 417
DSN132
Dual - Non-target Area Color (System Settings)
Dual - Target Area Color (System Settings)288
Dual Color - Source Color (System Settings)287
Duplex automatic document feeder

Ε

Edge Erase70, 190
Edge Erase - Left & Right Edges (System Settings)

Edge Erase - Top & Bottom Edges (System Settings	S)
Edge Erase (System Settings)	
Edit Recipient	
E-mail	
E-mail Address (System Settings)	7
E-mail Control (System Settings)	
E-mail Printing	
E-mail Receive Protocol (System Settings) 30	
E-mail/Internet Fax Settings (System Settings) . 32	2
emulation527, 53	2
emulation mode53	2
Encryption139, 19	5
encryption software2	3
enlarged copies5	2
entering numbers using address number 11	4
entering specific symbols 11	5
entering text 26	5
entering/changing stored program name21	3
erasing edges and margin shadows in	
the document70, 19	0
erasing the background color of documents/	
adjusting contrast63, 18	5
error code 46	
Error History Report	
ESC/P Settings List	2
ESC/P Stored Programming List	
Exit 2 tray2	6
Extended Features Settings List	
extension flap24	3
external telephone14	3

F

F Code	135
F Code (System Settings)	339
F4800	126
Facsimile Information Services 140, 143,	155
Failed Access Log (System Settings)	350
Fault Tone (System Settings)	269
Faults	390
Fax Billing Data (System Settings)	352
Fax Mode Settings	384
Fax Mode Settings (System Settings)	313
Fax Number (System Settings)	337
Fax Receiving Mode	377

Fax Receiving Mode (System Settings)	316
Fax Screen Default (System Settings)	313
Fax Transfer - Add Sender Header	
(System Settings)	321
Fax Transfer from Address Book	
(System Settings)	321
Fax Transfer Maximum Data Size	
(System Settings)	321
Fax/Internet Fax	.112
Feature Access (System Settings)	347
Feature in 2nd Column (System Settings)	308
Features Allocation (System Settings)	286
File Destination - Line Setup (System Settings)	
	318
File Destination (System Settings)	318
File Format	178
File Format (System Settings)	309
File Name	193
File Name Conflict	194
Fine-tune 100% (System Settings)	291
finisher stand	27
finisher top cover	28
finisher top cover button	27
finisher transport cover	27
finisher tray	27
first copy output time	525
First Name (System Settings)	341
Fonts List	382
Force Watermark - Client Print	
(System Settings)	274
Force Watermark - Copy Job (System Settings)	274
Force Watermark - Mailbox Print	
(System Settings)	274
Forwarding Specification	174
Free	189
From	169
front cover 26, 27	7, 28
Fuser	421

G

G3 12
G3 Line 1, 2, 4 - Dial Type (System Settings) 32
G3 Line 1, 2, 4 - Fax ID (System Settings) 32
G3 Line 1, 2, 4 - Line Type (System Settings) 32
General Settings117, 17

General Settings Tab - 2nd Column	313
general shared mailbox	399
gradation	524
gradation adjustment	432
Group Send (System Settings)	342

Н

handling error terminations	370
having activity reports not printed automatically	575
Head to Left	178
Head to Top	177
Hide Account ID (***) (System Settings)	350
Hide User ID (System Settings)	349
HP-GL/2 Auto Layout Memory (System Settings)
	303
HP-GL/2 Palette List	382
HP-GL/2 Settings List	382
HP-GL/2 Stored Programming List	382
HP-GL2 emulation	552

I

iFax Comment130
iFax Control (System Settings)
iFax Profile
iFax Profile (System Settings)
iFax to E-mail (System Settings)
iFax to iFax (System Settings)
iFax Transmission107
iFax/Fax 112
Image Compression
Image Compression (System Settings)
Image Enhancement63, 185
Image Enhancement (System Settings)
Image Options
Image Quality60, 184
Image Quality (System Settings)272, 275
image quality problems
Image Rotation72
Image Rotation (System Settings)
Image Rotation Direction (System Settings) 289
Image Shift
Image Shift - Side 1 (System Settings)
Image Shift - Side 2 (System Settings)
Image Transfer Screen (System Settings)312

Incoming iFax Output Destination

•
(System Settings)321
Incoming iFax Print Options
(System Settings)321
Independent X-Y%53
Index (System Settings)
Initialize Hard Disk (System Settings)278
inserting blank sheets between transparencies $\dots 80$
inserting comments in body text130
inserting the Fuser421
inserting the Second Bias Transfer Roll419
inserting the Transfer Belt Cleaner422, 423
interface527
<interrupt> button</interrupt>
Interrupt indicator
Invert Image73

J

Job Assembly	91
Job Counter Report	385
Job Flow Error Report (System Settings)	278
Job Flow Sheet	216
Job Flow Sheet Keywords (System Settings)	335
job flow sheet shared by general users	396
job flow sheet types	396
Job Flow Sheets (System Settings)	330
job flow sheets created on	
the Check Mailbox screen	397
job flows created on the Job Flow Sheets scre	een
	397
Job History Report	
	380
Job History Report	380 277
Job History Report Job History Report (System Settings)	380 277 66, 435
Job History Report Job History Report (System Settings) <job in="" memory=""> indicator</job>	380 277 6, 435 356
Job History Report Job History Report (System Settings)	380 277 6, 435 356 36
Job History Report Job History Report (System Settings) <job in="" memory=""> indicator</job>	380 277 66, 435 356 36 380
Job History Report Job History Report (System Settings)	380 277 66, 435 356 36 380
Job History Report Job History Report (System Settings)	380 277 6,435 356 36 380 383
Job History Report Job History Report (System Settings)	380 277 6, 435 356 36 380 383 270
Job History Report Job History Report (System Settings)	380 277 6, 435 356 36 380 383 270 406

Κ

Kerberos Server 1 through 5 (System Settings) 297

Keyboard	167
Keyboard Input Restriction (System Settings)	282

L

label paper	. 241
language	. 271
Last Name (System Settings)	. 341
Layout Adjustment65, 120	, 187
LDAP Server/Directory Service	
(System Settings)	. 297
Left Page then Right	. 188
license	23
Lighten/Darken5	9, 62
Lighten/Darken (System Settings) 288, 309	, 314
LINE 1	29
LINE 2	29
LINE 4	29
Line Monitor Volume (System Settings)	. 269
line type	, 320
Link Job Flow Sheet to Mailbox (System Setting	
	. 330
linking job flow sheets to mailboxes	. 401
loading documents	. 158
loading paper	. 242
loading paper in the Tray 5 (Bypass)	. 243
local access	. 393
local machine authentication	. 392
Local Name (System Settings)	. 319
local terminal information	. 115
Local Terminal Information (System Settings) .	. 319
<log in="" out=""> button</log>	36
Login Name	. 175
Login Setup/Auditron Administration	
(System Settings)	. 346
Login Setup/Auditron Mode (System Settings)	
	. 352
Low Power mode	33
Low Toner Alert Tone (System Settings)	. 269

Μ

machine components	26
machine configuration	373
machine information	373
Machine Password (System Settings)	319

Machine Ready Tone (System Settings)	. 268
Machine Status	. 372
<machine status=""> button</machine>	36
machine trouble	440
Machine's E-mail Address/Host Name	
(System Settings)	. 295
magnification	
Mailbox	
Mailbox (System Settings)	
Mailbox Access (System Settings)	
mailbox job flow sheet	
Mailbox List	
Mailbox Name (System Settings)	
Mailbox Receive Display Priority (System Setti	
Mailbox Report	
Mailbox Report (System Settings)	
Mailbox Viewer2	
Mailbox/Stored Document Settings	, <u></u> .
(System Settings)	325
making 2-sided copies	
making 2-sided copies of facing pages	
making copies with different settings in a single	
operation	
making copies with the image rotated	
making enlarged copies spread over multiple	/ 2
sheets	81
making enlarged/reduced copies	
making multiple copies on a single sheet	
making multiple copies on a single sheet	
making reversed copies of images	
manageable features and services	
Manual Receive	
Manual Send	
Manual Send (System Settings)	
Manual Send/Receive Default	510
(System Settings)	316
Max No. of Pages for Split Send (System Settin	
Maximum Address Entrice (System Sattings)	
Maximum Address Entries (System Settings)	
maximum continuous copy run	
Maximum E-mail Size (System Settings)	
maximum fill line	
Maximum Image Size (System Settings)	
Maximum Login Attempts (System Settings)	
Maximum Search Results (System Settings)	. 299

Maximum Stored Pages (System Sett	ings)
	291, 311, 318
MDN	
memory capacity	
Memory Full Procedure (System Setti	ngs)
	291, 311, 317
Message	
messages	
Millimeters/Inches (System Settings)	
Mixed Sized Originals	69, 122, 189
Mixed Sized Originals - Copy to Side	2 (System
Settings)	
Mixed Sized Originals (System Setting	gs)
	289, 309, 314
More	
moving the position of the paper guide	es245
Multi-page TIFF	
Multiple-Up	80, 139, 222
Multi-poll Report	

Ν

network authentication	
Network Scan Driver	224, 232
Network Scanner Utility2	
Network Scanning	
Network Settings (System Settings)	
Next Recipient	112
Non-Copy Job Complete Tone (System Se	ettings)
non-standard size document	68
Non-target Area Color	58
notes and restrictions	
numeric keypad	

0

Object Class of Search Target	
(System Settings)	
Odd Page 2 Sided (System Settings)	279
off-hook dialing	
Offset Stacking (System Settings)	279
one touch button panels	
one touch buttons	37, 114
On-hook Dialing	143
on-hook dialing	

<online> indicator</online>	36
Operation of Up/Down Buttons (System Settings	S)
	282
original changing speed	529
Original Orientation (System Settings)289,	309
Original Size68, 121,	189
Original Size Defaults (System Settings)	
	319
Original Type61, 118,	178
Original Type - Auto (Black) (System Settings)	
	288
Original Type - Auto (Color) (System Settings)	288
Original Type - Lightweight Originals	
(System Settings)	292
Original Type (System Settings)288, 309,	314
Originals	66
Originals Orientation73, 177,	191
Out of Paper Warning Tone (System Settings)	269
Output Color	56
Output Color (System Settings)	287
Output Color Recognition (System Settings)	275
Output Destination - Line Setup (System Setting	js)
	318
Output Destination (System Settings)290,	318
Output Format75,	192
output format	529
output resolution524,	
Output Size Defaults (System Settings)	310
output tray capacity	
outputting by specifying finishing	75
overview of Auditron Administration	403
overview of authentication	
Overwrite Hard Disk	
Overwrite Hard Disk (System Settings)	283
_	

Ρ

page description language	526
Page Number Position (Side 2)	
(System Settings)	.293
Page Number Position (System Settings)	.290
Page Number Style (System Settings)	290
paper capacity	529
paper feed method/capacity	525
paper guides	.244
paper jams	508
· · ·	

Paper Size (System Settings)	. 271
Paper Size Settings (System Settings)	. 280
paper size/supported paper	. 530
Paper Size/Type (System Settings)	. 271
Paper Supply	54
paper supply (selecting the paper for copying)	54
Paper Supply (System Settings)	. 287
Paper Tray Settings (System Settings)	271
Paper Type Mismatch (System Settings)	. 306
Paper Type Priority (System Settings)	. 272
paper types	. 240
Password	. 175
Password (System Settings)	347
Password Entry from Control Panel	
(System Settings)	352
PCL Form List	. 383
PCL Settings List	. 383
PDF	. 178
PDF Settings List	. 382
PDF/DocuWorks Security Settings (System	
Settings)	. 301
personal job flow sheet	. 396
personal mailbox	. 399
Photo	. 178
Photo & Text	. 178
Photo & Text / Printed Original	
(System Settings)	. 292
Photo & Text Recognition (System Settings)	275
Photo Image Quality (System Settings)	275
Photo Reproduction Level (System Settings)	275
Photographs	. 184
PJL Output Command Control (System Settings	5)
	. 350
PJL Receive Command Control (System Setting	gs)
	. 350
PKI (Public Key) Settings (System Settings)	300
polling	. 140
POP3 Server Settings (System Settings)	296
Port Number (System Settings)	. 342
Port Settings (System Settings)	. 294
Poster	222
PostScript Default Color (System Settings)	306
PostScript Font Absence (System Settings)	307
PostScript Font Substitution (System Settings)	
	. 307
PostScript Fonts List	383

PostScript Memory (System Settings) 303
PostScript Paper Supply (System Settings) 307
power 526
power consumption 526
<power saver=""> button</power>
Power Saver mode
power switch
preferentially printing pending jobs
Preset % 53, 191
Preset Repeat Image 89
Primary Relay Station ID 151
Primary Server Name (System Settings)
Print
Print Area (System Settings)
print driver
Print Mode
Print Mode Settings
Print Mode Settings (System Settings)
print quality trouble
Print User ID (System Settings) 306
printable area 557
Printer Lockout Duration (System Settings) 268
printing a job status/activity report 574
printing a report/list
printing an activity report 574, 575
printing an activity report to check
the transmission results
printing an address numbers list 574, 575
printing control number on the background 86
printing delayed print documents
printing documents stored in the public mailbox
printing iFax
printing multiple copies at the remote machine
printing sample print documents
printing secure print documents
printing security print documents
printing stored documents
Priority Send
Private Charge Print
problem solving
profile
Programming
Promote Job 357
Protocol Settings (System Settings) 294

PS Logical Printers List
Pseudo-Photo Gradation Mode (System Settings)
Public Mailbox141

R

Read Receipts	193
Read Receipts (System Settings)	323
Read Receipts/Delivery Receipts	132
Realm Name (System Settings)	297
Receive Control (System Settings)	350
Receive Default (System Settings)	316
Receiving Buffer - EtherTalk (System Settings)	
	305
Receiving Buffer - IPP Spool (System Settings)	
	304
Receiving Buffer - LPD Spool (System Settings)	
	304
Receiving Buffer - NetWare (System Settings) .	304
Receiving Buffer - Port 9100 (System Settings)	
	305
Receiving Buffer - SMB Spool (System Settings))
	304
Receiving Buffer - USB (System Settings)	303
Receiving Paper Size (System Settings)	316
Recipient Name (System Settings)	337
Recipient on Activity Report (System Settings)	
	278
Recipient Print Sets	133
Recipient(s)	168
recording paper size	528
Redial Attempt (System Settings)	315
Redial Interval (System Settings)	315
Reduce 8.5 x 11" Original to A4 (System Setting	s)
	317
Reduce/Enlarge122,	191
Reduce/Enlarge (System Settings)	287
Reduce/Enlarge -2nd to 4th Buttons	
(System Settings)	308
Reduce/Enlarge Presets (System Settings)	
	311
reduced copies	52
registering an address number	574
registering stored programs	212
Relay Broadcast (System Settings)	339

Relay Broadcast Report	388
Relay Broadcast Report (System Settings)	
Relay Station Setup (System Settings)	
remote access	
Remote Access (System Settings)	
remote authentication	
Remote Mailbox	
Remote Mailbox (System Settings)	
removing the Fuser	
removing the Second Bias Transfer Roll	
Removing/Confirming Specified Recipient	
Repeat Image replacing the fuser unit	
replacing the Transfer Belt Cleaner	
Reply To	
Reset Account	
<reset> button</reset>	
Reset Total Impressions (System Settings)	
Reset User Accounts (System Settings)	
Resolution	
resolution	
Resolution (System Settings)	14, 338
Response to Read Receipts	
(System Settings)	
Retrieve Programming	
retrieving documents from remote machines	
<review> button</review>	
Right Page then Left	188
Ringing Volume (System Settings)	269
RSA BSAFE	23

S

S/MIME Certificate (System Settings)341
S/MIME Settings (System Settings)
Sample Set93, 223
Sample Set (System Settings)291
Saturation62
Saturation (System Settings)288, 311
Save Cancelled Faxes (System Settings)315
Save In (System Settings)
Save to Mailbox223
Save Undelivered Faxes (System Settings)315
Saved Faxes - Auto Delete (System Settings)316
saving the scanned data163
Scan231

Scan Defaults (System Settings)	308
scan density	184
Scan Mode Settings	383
Scan Mode Settings (System Settings)	308
Scan Resolution	187
scan resolution	527
Scan Resolution (System Settings)	309
Scan Service (System Settings)	311
scan size	527
Scan to FTP/SMB 173,	528
Scan to Mailbox 171,	528
scanning a color photograph	184
scanning both sides of a document 177,	187
Scanning Color	176
Scanning Color (System Settings)	308
scanning density 528,	529
scanning different size documents simultaneous	sly
	189
scanning facing pages on separate sheets	188
scanning gradation	527
scanning speed	527
Scope of Search from Root Entry (System Settir	ıgs)
	299
screen	432
Screen After Auto Clear (System Settings)	270
Screen Default (System Settings)	270
Screen/Button Settings (System Settings)	270
Search Login Name (System Settings)	298
Search Password (System Settings)	299
Search Root Entry DN (System Settings)	299
Search Time-Out (System Settings)	299
Second Bias Transfer Roll	419
Secondary Relay Station ID	151
Secondary Server Port Number	
(System Settings)	297
Secure Print	223
select the copy ratio	52
selecting a communication mode	125
selecting extension/outside line	112
selecting image quality	60
selecting image quality type	61
selecting the color to copy	56
selecting the color to scan	176
selecting the document type	178
selecting the format of scanned data	178

selecting the image quality type for the document

selecting the image quality type for the document
selecting the paper for copying 54
Send Header 127
Send Header - Polling (System Settings)
Send Header (System Settings) 314, 574
Sender ID (System Settings)
sending a fax with/without a sender name and
phone number
sending document size
sending e-mail encrypted by S/MIME 195
sending e-mail with a digital signature by S/MIME
sending faxes to multiple recipients112
sending iFax encrypted by S/MIME 139
sending iFax with a digital signature by S/MIME 139
sending in sections 193
sending multiple documents
Separator - Separators Tray (System Settings) 290
Serial Number
Server
Server Application (System Settings)
Server Name/IP Address (System Settings) 341
Service Rep. Restricted Operation
(System Settings)
setting procedures when a file name conflicts 194
Settings List - Common Items
Setup Menu (System Settings) 328
Shadow Suppression (System Settings)
Shadow Suppression Level (System Settings)311
Shared Name 175
Shared Name (SMB Only) (System Settings) 341
Sharpness
Sharpness (System Settings)
shifting the image copy position
side output tray
Single Color (System Settings)
Skip Blank Pages
Skip Blank Pages (System Settings) 314
Sleep Mode
SMart Kit 420, 422
SMTP Server Settings (System Settings)
Software Download (System Settings) 285
Software Options (System Settings) 278
software version
Source Color

space requirements	526
specifying a scanning ratio	191
specifying a scanning resolution	187
specifying an image compression ratio	
when scanning	192
specifying an original size	189
specifying destination using one touch butto	ons
	114
specifying destination using the address bo	ok 113
specifying destination using the keyboard se	creen
	115
specifying iFax Profiles	137
specifying Send Priority	126
specifying Send Time	126
specifying the destination	101
specifying the filename to be saved	195
specifying the filename to be sent	193
specifying the orientation of the loaded doct	uments
	73
specifying the original size for the original	121
specifying the scan ratio for the original	122
specifying the scan size for the document	
specifying the scanning resolution	119
<pre><speed dial=""> button</speed></pre>	
Speed Dialing	
Split Send	
SSL/TLS Communication (System Settings)) 300
SSL/TLS Port Number (System Settings)	
Stamp	
stamp	
Stamp (System Settings)	
Stamp Color (System Settings)	
Stamp Density (System Settings)	
Stamp Position (Side 2) (System Settings)	
Stamp Position (System Settings)	
Stamp Size (System Settings)	
Stamp Text (System Settings)	
Standard Size	
Standard Size Originals Scanning Mode	,
(System Settings)	315
staple cartridge27	
staple cartridge (A Finisher)	
staple cartridge (B Finisher)	
staple cartridge for 50 sheets XE	
stapler faults	
Stapling	
. 👻	

stapling	530
<start> button</start>	37
<stop> button</stop>	37
stopping the fax job	104
Store User Details (System Settings)	350
Store/Delete Programming	376
Stored Document List	
Stored Programming Tone (System Setting	gs)269
Subject	170
Substitute Tray (System Settings)	305
Supplies	
supported OS	.527, 529
supported protocol	.526, 529
suppressing the document background	185
System Administrator Login ID (System Se	ettings)
	344
System Administrator mode	250
System Administrator Password (System S	Settings)
	344
System Administrator Settings (System Se	ettings)
	344
System Administrator's Meter (Copy Jobs)	
(System Settings)	
system settings menu list	253

Т

Tandem Tray Module (TTM)244, 512
Target Area Color58
target job types for the Auditron Administration
feature406
TEL
Text178
Text Effect
Text Effect Default (System Settings)273
Text Size (System Settings)274
Text/Background Contrast (System Settings)274
TIFF179
TIFF Format (System Settings)312
TIFF Logical Printers List
TIFF Settings List
TIFF-F138
TIFF-J138
TIFF-S
Time (System Settings)266
Time Server IP Address (System Settings)267

Time Zone (System Settings)	267
toner cartridge	412
Top Page then Bottom	188
touch screen	
Transfer Belt Cleaner	422
Transfer Protocol	173
Transfer Protocol (System Settings)	310, 341
Transmission Interval (System Settings)	316
Transmission Options	125
Transmission Report	132, 387
Transmission Report - Cancelled	
(System Settings)	277
Transmission Report - Undelivered	387
Transmission Report - Undelivered	
(System Settings)	277
Transmission Report (System Settings)	314
Transmission Screen (System Settings)	313
transmission time	528
Transmitting 2-sided Originals	117
Transmitting Documents With a Cover Pag	je 128
Transmitting Facing Pages on Separate Sh	neets
	120
transparency films	441
Transparency Separators	80, 222
Tray 1	
Tray 2	
Tray 3	
Tray 5 (bypass)	
Tray 5 (Bypass) - Paper Size Defaults	
(System Settings)	273
tray capacity	530
tray type	530
trouble during copying	450
trouble during faxing	457
trouble during printing	454
trouble during scanning	461
troubleshooting	438
type 524,	526, 527
types of authentication	392
types of mailboxes	399

U

unable to copy	450
unable to print	. 454
unable to receive a fax	458

unable to send a fax 457	
unauthenticated user 392	
Undelivered Faxes	
Unregistered Forms (System Settings) 306	
USB 2.0 interface connector 29	I
User Account Billing Meter 379	
User Details Setup (System Settings) 349	
User ID (System Settings)	
User ID Characters (System Settings) 349	
User Name (System Settings) 342, 347	
using ESC/P emulation 532	,
using F Code transmission 135	,
using remote mailbox 133	,

V

Variable %		53,	191
------------	--	-----	-----

W

warm-up time	524
waste toner container	412, 415
Watermark	
Watermarks	223
WebDAV	163, 236
weight	526

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