



Easy Operation Guide

Basic Features

iR2022/iR2018

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Store this guide next to the machine for future reference.

How the Manuals Are Divided

The manuals for the machine are divided as follows. Please read them as necessary to make full use of the machine. Manuals included with optional equipment are included in the list below. The manuals you are provided vary according to the products purchased and the system configurations.

How to Use the Machine and Function Overview

Easy Operation Guide

Basic Features

Easy Operation Guide

To Suit Your Needs

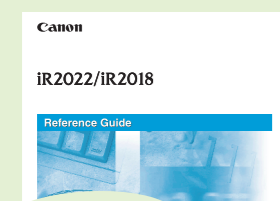


Read these manuals to learn basic information about the machine's operations, capabilities and functions. Keep them next to the machine for future reference.

- Control Panel
- Making a Copy
- Using the Fax Function
- Other Useful Functions
- Additional Functions Mode
- How to Make the Machine More Convenient

Handling and Operating the Machine

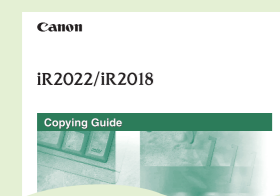
Reference Guide/ User's Guide



Read these manuals to learn about the precautions when using the machine, basic operations, optional equipment, machine maintenance and paper jam removal procedures.

- Before Using the Machine
- Operating the LCD Display
- Using Optional Equipment
- Additional Functions
- System Manager Settings
- Loading Paper
- Replacing the Toner Cartridge
- Clearing a Paper Jam

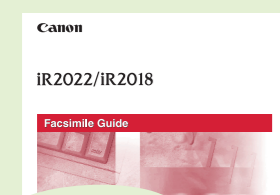
Copying Guide



Read this manual to learn how to copy documents and how to use the various copying features.

- Basic Copying Procedure
- Useful Copying Features
- Changing the Settings to Suit Your Needs

Facsimile Guide

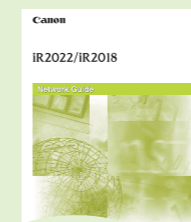


Read this manual to learn how to send scanned documents by fax.

- Basic Sending Methods
- Sending/Receiving Faxes
- Useful Fax Functions
- Checking/Changing the Fax Status
- Customizing Fax Settings
- Storing/Editing Address Book Settings
- System Settings
- Printing Communication Reports
- Troubleshooting

Connecting the Machine to a Network or Computer

Network Guide

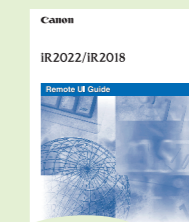


Read this manual to learn how to connect the machine to a network.

- Using the Machine in a TCP/IP Network
- Troubleshooting

Operating the Machine from a Computer

Remote UI Guide



Read this manual to learn how to access the machine from a computer to operate and confirm jobs and edit the various settings of the machine.

- Confirming the Status of the Machine
- Operating Jobs
- Editing the Address Book and the Various Settings of Machine

Using the Machine as a Printer

PCL/UFR II Printer Guide

UFR II Printer Guide



Read these manuals to learn how to edit the settings in order to use the machine as a printer.

- Setting the Various Items in Settings Menu
- Setting the Various Items in Utility Menu

Driver Guides

Fax Driver Guide

Read this manual to learn how to install and use the driver that enables you to fax documents from a computer.

PCL Driver Guide

UFR II Driver Guide

Read these manuals to learn how to install the printer drivers for Windows, how to print, and how to edit the printer settings.

Other Guides

Network Quick Start Guide

Read this manual to start learning how to install and use the driver of the machine.

Bar Code Printing Guide

Read this manual to use the bar code printing function.

Color Network ScanGear User's Guide

Read this manual to learn how to install and use the driver which enables you to use the machine as a scanner to scan documents to your computer.

Preface

Copying Functions

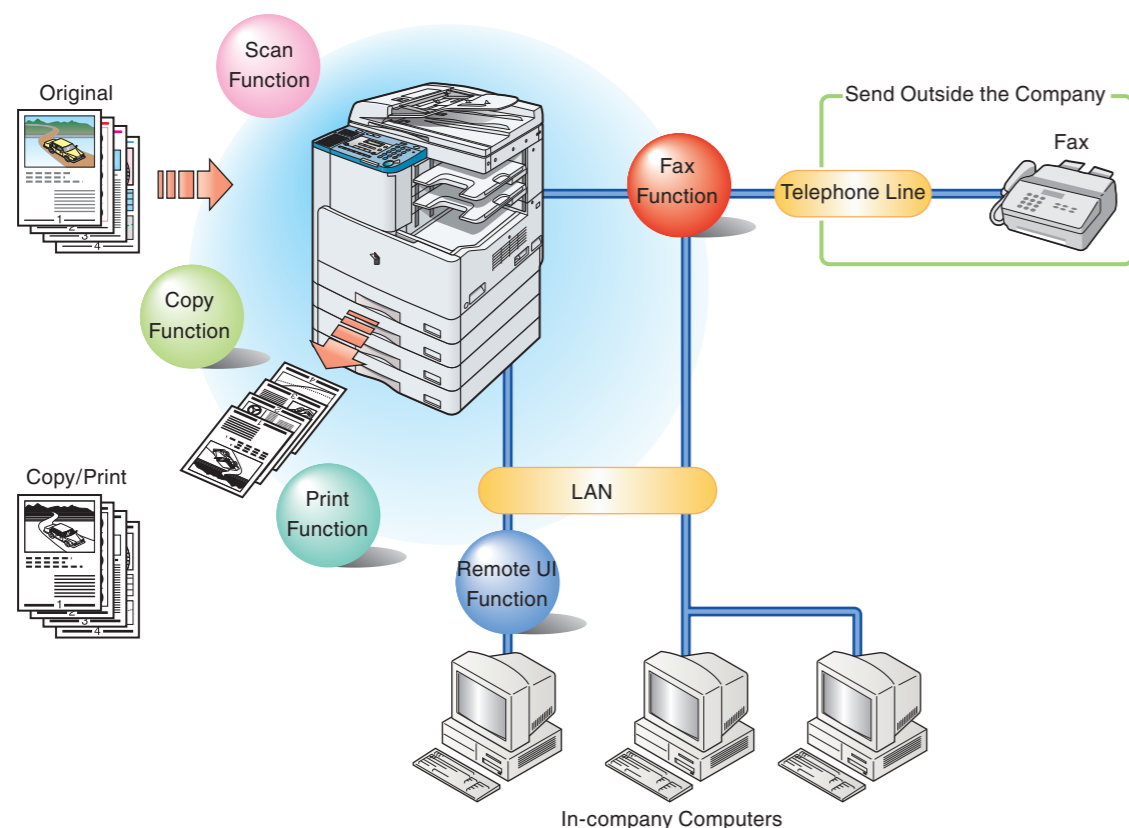
Facsimile Functions

Other Useful Features

What You Can Do with This Machine

The iR2022/iR2018 brings to you all the elements you will ever need in a digital multitasking machine.

The iR2022/iR2018 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the iR2022/iR2018 represents the ultimate in digital multitasking machines.



Copying Function

Enables you to reduce paper costs with features such as making two-sided copies from one-sided originals or reducing two originals to fit onto one side of a paper. With the Finishing mode, the Copying function is perfect for creating materials for meetings.

Facsimile Function

Enables you to fax scanned documents. You can also send to multiple destinations at one time and forward received faxes as well.

* The optional Super G3 FAX Board is required.

Print Function

Enables you to print on both sides of paper, output sets of printouts, and use various other useful features when printing documents from a computer.

* To enable the PCL Printer function, the optional PCL Printer Kit is required.

Refer to this manual for examples of useful ways you can use your machine.

Copying Function

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Other Function

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Preface

Copying Functions

Facsimile Functions

Other Useful Features

The Control Panel (Main Control Panel)

The control panel consists of the LCD, physical keys for copying and faxing, numeric keys, Additional Functions key, and indicators. The following is an explanation of the keys used in this manual. For more information, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

- **[Density] Key**
Press to adjust copy and fax density.
- **[Collate/Staple] Key**
Press to switch between the Collate and Staple modes.
- **[Image Quality] Key**
Press to select image quality for copy and fax.

- **COPY [Copy] Key**
Press to switch to the Copy mode.
- **SCAN [Scan] Key**
Press to enable the Network Scan function. (See the *Color Network ScanGear User's Guide*.)

- **← or → Keys**
Press to decrease or increase the value for various settings. Also press to view the previous or next item in the menu.
- **[OK] Key**
Press to accept a set function or mode.

- **[Copy Ratio] Key**
Press to enlarge or reduce copy ratio.

- **[2-Sided] Key**
Press to specify the 2-Sided mode.

- **[2-Page Separation] Key**
Press to specify the 2-Page Separation mode.

- **[Frame Erase] Key**
Press to set frame erase for copying.

- **LCD**
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

- **[View Settings] Key**
Press to confirm settings.

- **[Reset] Key**
Press to return the machine to standby mode.

- **[System Monitor] Key**
Press to check fax transmission, print, copy, or report output status.

- **[Power] Key**
Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.

- **[Counter Check] Key**
Press to display the copy and print totals and the machine's serial number on the LCD display.

- **[Numeric] Keys**
Use to enter alphanumeric characters.

- **[Stop] Key**
Press to stop copying or scanning.

- **[Start] Key**
Press to start copying, scanning and faxing.

- **[Clear] Key**
Press to clear entered alphanumeric characters.

- **[Log In/Out] Key**
Press when setting or enabling Department ID Management.

- **[Additional Functions] Key**
Press to select or cancel modes in Additional Functions.

- **[Different Size Originals] Key**
Press to set different size originals for copying.

- **[2 on 1] Key**
Press to set 2 on 1 Copying.

The Control Panel (Facsimile Control Panel)

The Facsimile Control Panel is attached only if the optional Super G3 FAX Board and Fax Panel-B1 are installed. For more information on using the Fax function, see the *Facsimile Guide*.

● [Coded Dial] Key

Press to perform coded speed dialing.

● [Address Book] Key

Press to search for names or fax numbers registered for speed dialing, and then use the number for dialing.

● [Redial/Pause] Key

Redial the three most recent destinations that was dialed manually using the numeric keys. Press to insert a pause between digits or after the entire fax number.

● [Hook] Key

Press to activate or deactivate the telephone line. This is necessary for dialing a fax information service.

● [R] Key

Press to dial an outside line access number or an extension number when the unit is connected through a switchboard (PBX).

● [Delayed TX] Key

Press to set Delayed TX.

● [Direct TX] Key

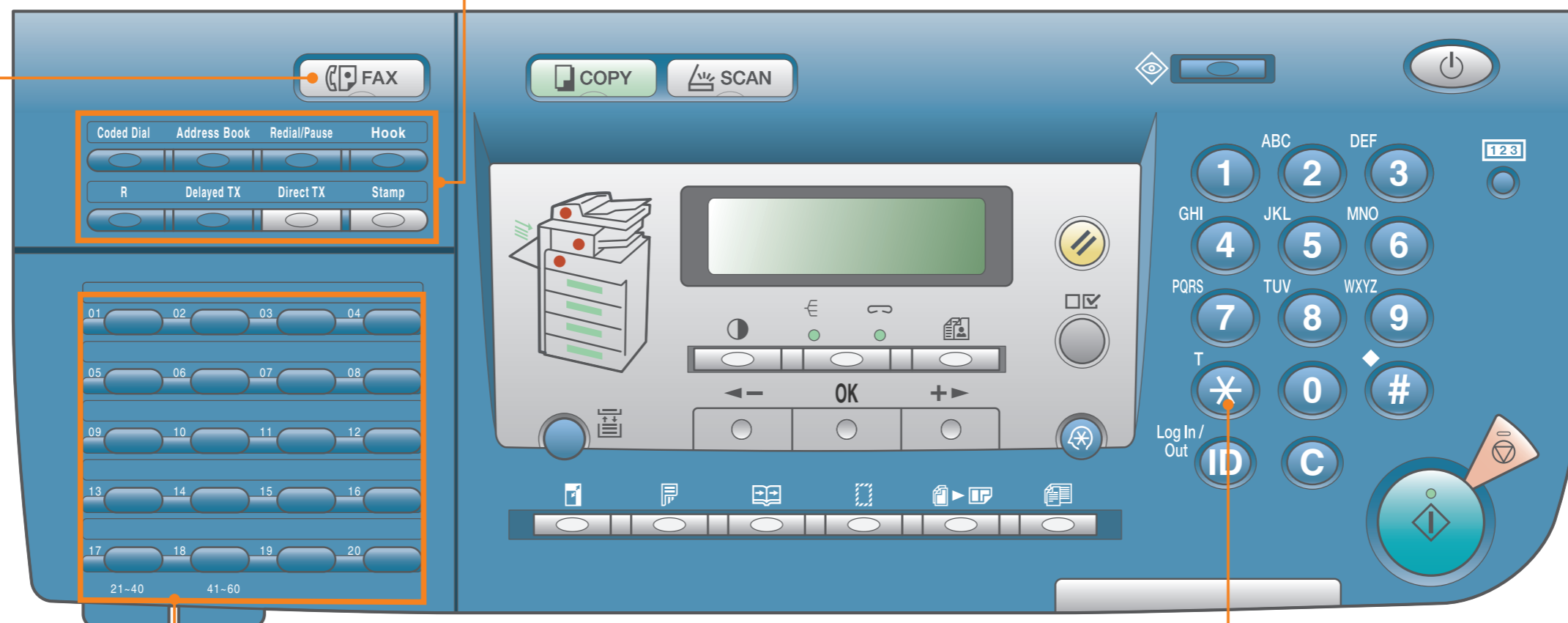
Press to set Direct TX.

● [Stamp] Key

Press to apply a stamp on the front side of originals after they have been scanned, so that you can determine whether a document was scanned and send.

● [FAX] [Fax] Key

Press to switch to the Fax mode.



● One-Touch Speed Dial Keys

Press to use one-touch speed dialing. (Pre-registered frequently used numbers.)

● [Tone] Key

Press to switch temporarily to tone dialing when connected through a rotary pulse line. This enables you to access information services that only accept tone dialing.

Making a Copy

The following is an explanation of the basic procedure for copying a document. For more detailed procedures, see the references to other guides.

Prepare

Press [COPY] to switch to the Copy mode.

100% AUTO 01
 A TEXT

Copy Standby Display

- If the machine is in the Sleep mode, press [Power].
- If the message <ENTER DEPT. ID> appears, enter the Department ID and password.

ENTER DEPT. ID

DEPT. ID PASSWORD

- If the message <ENTER USER ID> appears, enter the User ID and password.

ENTER USER ID :a

USER PASSWORD :a


- If the message <NO CONTROL CARD/INSERT CONTROL CARD> appears, insert a control card.

NO CONTROL CARD
INSERT CONTROL CARD

For more information, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Place Your Originals

Place in the feeder



Place on the platen glass

Place your originals.

- Close the feeder/platen cover after placing your originals.
- If necessary, set the copy modes with the physical keys for copying, or Additional Functions key.

For more information on the basic copy features, see p. 11 to p. 14. For more information on the optional copy features, see p. 15 and p. 16.


- To set the various copy modes, press [Additional Functions] and select <COPY SETTINGS>.

For more information on the copy modes you can set from the Additional Functions menu, see p. 8 in the *Easy Operation Guide (To Suit Your Needs)*.

- You can also place paper in the stack bypass to copy. (For more information, see Chapter 2, "Basic Operations," in the *Reference Guide*.)

For details about the size and type of paper, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Specify the Number of Copies




Enter the desired number of copies (1 to 99) with the numeric keys.

- If you make a mistake when entering values, press [Clear] → enter the correct values.

The number of copies you specify is displayed on the right-hand side of the LCD display.

100% AUTO 08
 A TEXT

Start Copying



Press [Start].

- When a message appears on the LCD display, press or to select the size, and press [Start] again.

ORIGINAL SIZE
 A4

- When copying is complete, remove your originals.

To Cancel Copying

Press [Stop].

- If you press [Stop] during scanning
 - Press [OK].

STOP KEY PRESSED

STOP KEY PRESSED
PRESS OK KEY

- If you press [Stop] during printing
 - Press to select <YES>.

CANCEL?
 < YES NO >

Preface

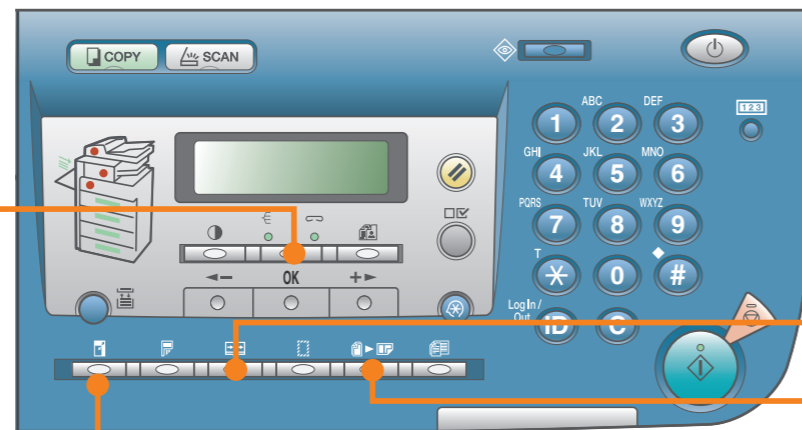
Copying Functions

Facsimile Functions

Other Useful Features

What You Can Do with This Machine (Basic Copy Features)

The following is an explanation of the basic features often used when copying a document. For more detailed procedures, see the references to other guides.



Copy Features Keys

To Enlarge/Reduce an Image to Copy to a Different Size Paper

Copying Guide Chapter 1

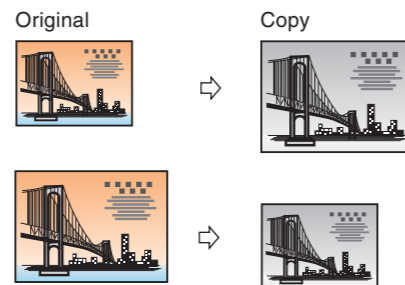
[Copy Ratio]

Useful when enlarging or reducing an original of one standard paper size to another, such as enlarging an A4 original to A3 size or reducing A3 to A4 size. Simply select the desired paper size from the displayed keys to automatically set the optimum zoom ratio. If you press [Copy Ratio] twice, you can enter the copy ratio from 50% to 200%, can be selected in increments of 1% by ← or →.



Press ← or →
50%, 70%, 141% and 200%

Press [OK]



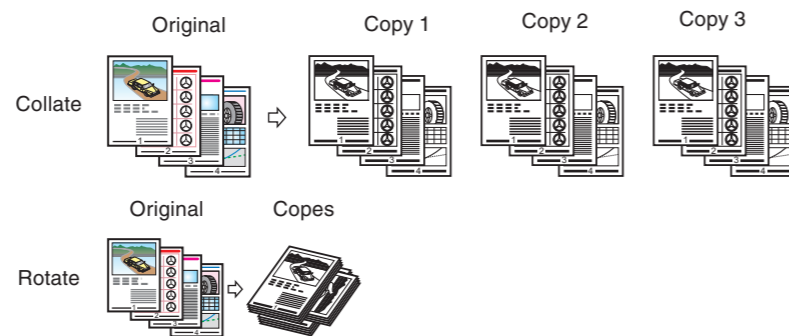
Collate and Rotate Mode

Copying Guide Chapter 1

[Collate/Staple]

If the Collate mode is set, the copies are automatically collated into sets arranged in page order. If the copies are of the same size and the Rotate mode is set, the sheets are output in alternating directions.

Press [Collate/Staple] repeatedly until the indicator for the Collate mode lights.



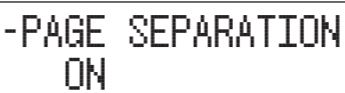
* The Rotate mode is not available if the optional Finisher-U2 is attached.

To Copy Facing Pages in a Book

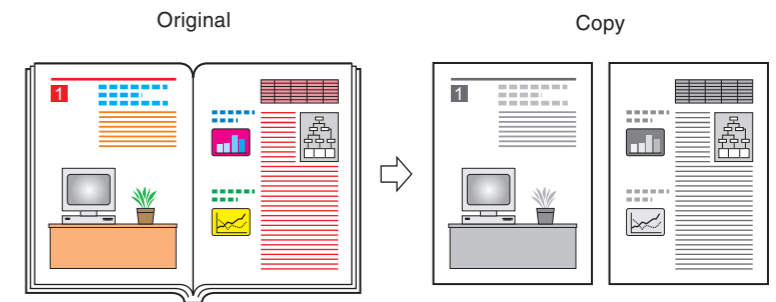
Copying Guide Chapter 2

[2-Page Separation]

It is common for the paper size to become too large when copying an opened book. Use this mode to copy facing pages in a book or bound original.



Press [OK]
When <ORIGINAL SIZE> appears on the LCD display, press ← or → to select the size, and press [Start] again.

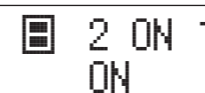


To Copy Two Originals onto One Sheet of Paper

Copying Guide Chapter 2

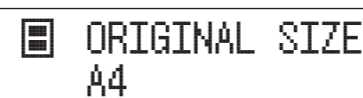
[2 on 1]

This mode enables you to automatically reduce two originals to fit onto one side of a selected paper size. This is useful for arranging a variety of originals on one sheet of paper for easy viewing and for saving paper and space when storing printouts.



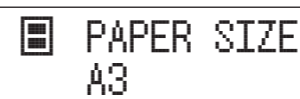
Press [OK]

Press ← or →

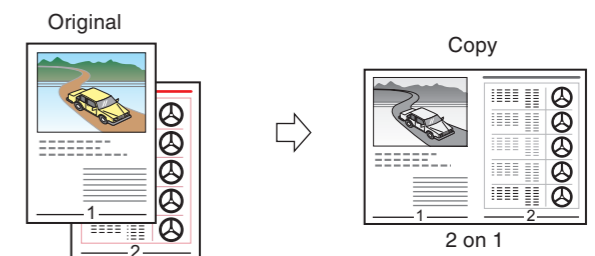


Press [OK]

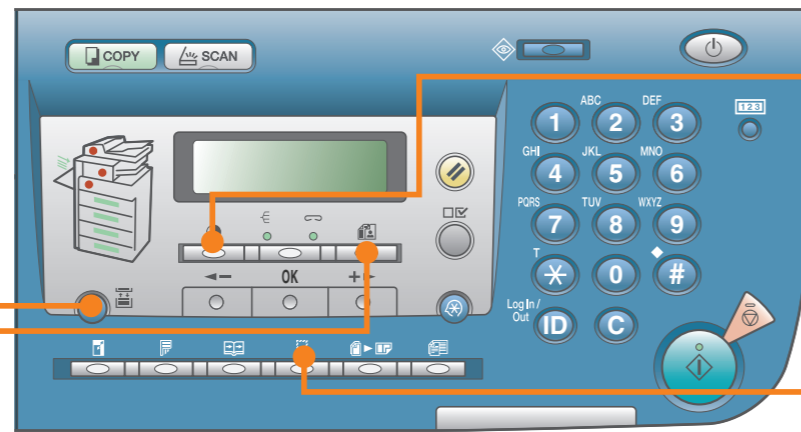
Press ← or →



Press [OK]



What You Can Do with This Machine (Basic Copy Features)



Copy Features Keys

To Select Image Quality

Copying Guide Chapter 1

[Image Quality]

You can adjust image quality to the level best suited to the quality of texts or photo originals.



Press [Image Quality] repeatedly.



RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Text



RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

Text/Photo

To Copy onto Irregular Sized Paper

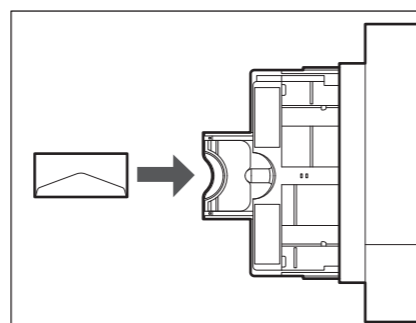
Reference Guide Chapter 2

[Paper Select]

To copy onto non-standard size paper, load the paper into the stack bypass, and simply set the size and type (such as Plain or Heavy) of the paper.



Press [Paper Select] repeatedly until the indicator for the stack bypass lights.



To Adjust the Copy Density

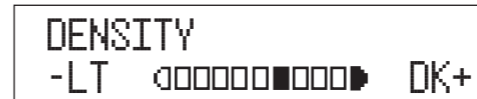
Copying Guide Chapter 1

[Density]



This mode enables you to adjust the copy density to the most appropriate level for the original either automatically or manually. Adjusting automatically: Press [Density] once. Adjusting manually: Press [Density] twice.

Press ← or →



Press [OK]



To Erase Shadows and Lines Appearing on Copies

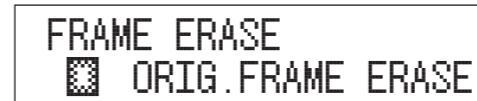
Copying Guide Chapter 2

[Frame Erase]



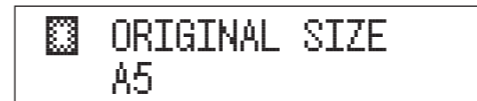
This mode enables you to erase shadows and lines that appear when copying various types of originals. The following three Frame Erase modes are available: Original Frame Erase, Book Frame Erase, and Binding Erase.

Press [Frame Erase] repeatedly.



Press [OK]

Press ← or →



Press [OK]

Press ← or →



Press [OK]

Original (A5) → Original Frame Erase mode selected → Copy (A4)

Original (A5) → Original Frame Erase mode not selected → Copy (A4)

Original → Book Frame Erase mode selected → Copy

Original → Book Frame Erase mode not selected → Copy

Original → Binding Hole Erase mode selected → Copy

Original → Binding Hole Erase mode not selected → Copy

What You Can Do with This Machine (Optional Copy Features)

The following is an explanation of the features with the optional equipment attached to the machine. For more detailed procedures, see the references to other guides.



To Copy Different Size Original Together

Copying Guide Chapter 2

[Different Size Originals]

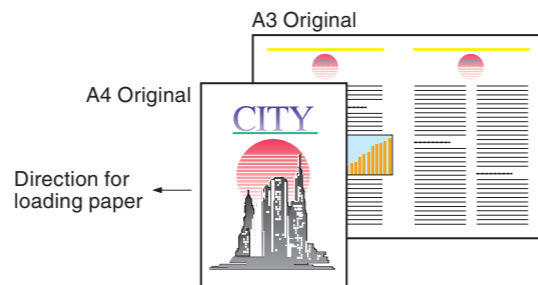
This mode enables you to copy different size originals together. You can select <SAME WIDTH> or <DIFFERENT WIDTH>.



Press [Different Size Originals] repeatedly.

DIFFER. SIZE ORIG
SAME WIDTH

Press [OK]



* For the iR2018, the optional feeder (DADF-P2) is required to use this mode.

Offset Collate and Staple Mode (Finishing)

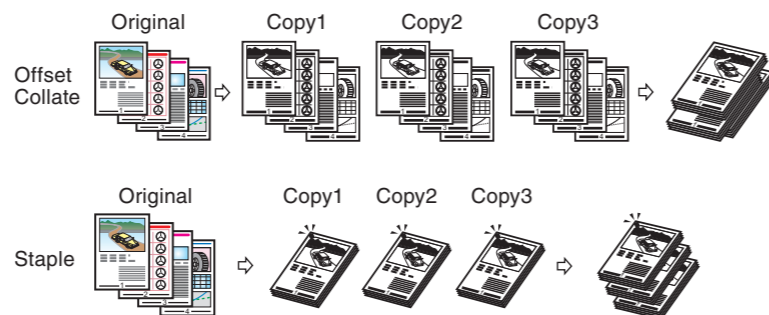
Copying Guide Chapter 1

[Collate/Staple]

If the Offset Collate mode is set, the copies are automatically collated into sets arranged in page order and shifted to the front and back alternately. If the Staple mode is set, the copies are automatically collated into sets arranged in page order and stapled.



Press [Collate/Staple] repeatedly until the indicator for the Collate or Staple mode lights.



* The Offset Collate mode and Staple mode can be set only if the optional Finisher-U2 is attached.

To Make Two-Sided Copies

Copying Guide Chapter 2

[2-Sided]



This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. If the 1 to 2-Sided mode is used when the 2 on 1 Combination mode is set to <ON>, two pages of the originals are printed on one side of the paper, and another two pages on the other side.

Press [2-Sided] repeatedly.

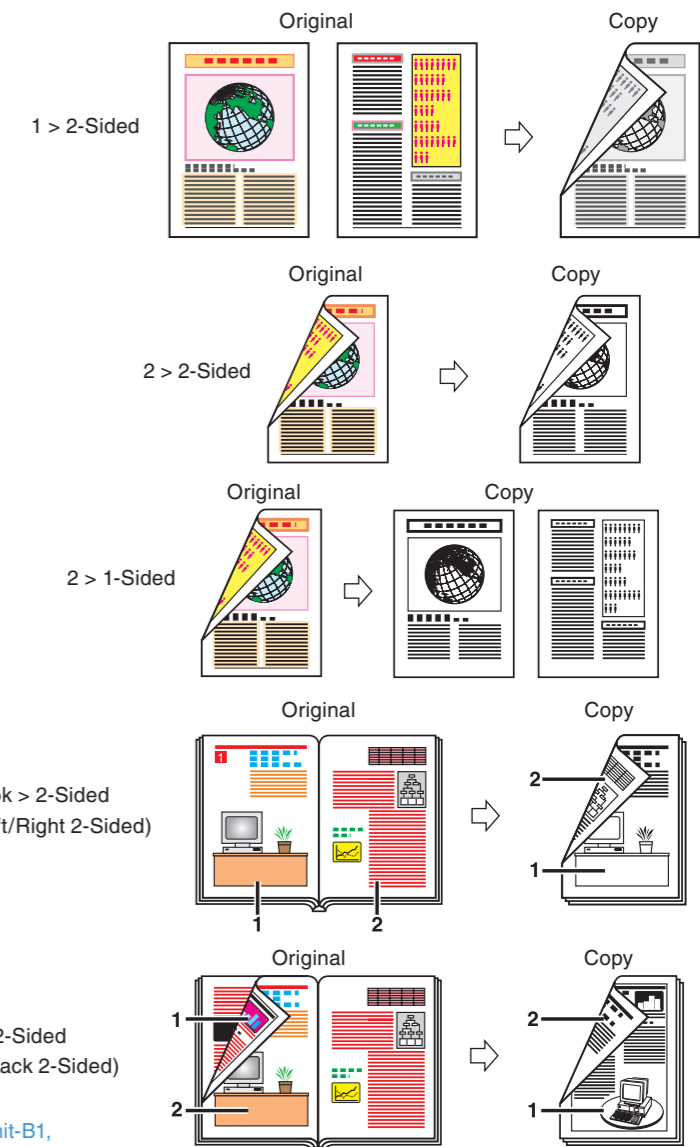
1 > 2-SIDED

Press [OK]

Press [Left Arrow] or [Right Arrow]

TYPE OF OUTPUT
BOOK TYPE

Press [OK]



* To make two-sided copies, either the optional Duplex Unit-B1, the feeder (DADF-P2), or both are required.

Sending a Fax

The following is an explanation of the basic procedure for sending a fax. Sending a fax is available only if the optional Super G3 FAX Board is installed. For more information on the settings, see the references in each step.

Prepare

Press **FAX [Fax]** to switch to the Fax mode.

31/08 2007 FRI 15:50
FaxOnly STANDARD


Fax Standby Display

- If Department ID/User ID Management is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Place Your Originals

Place in the feeder




Place on the platen glass

Place your originals.

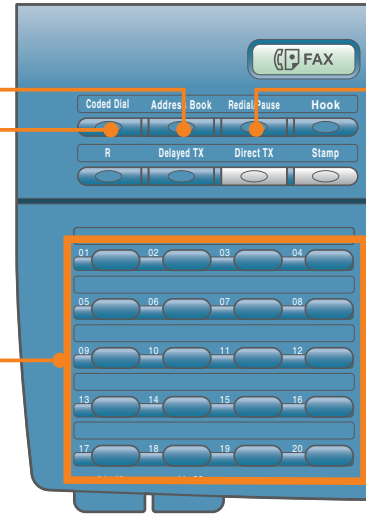
- To scan bound or irregular sized originals, place them on the platen glass.
- After placing originals on the platen glass, make sure to close the feeder/platen cover.

Enter the Fax Number




Enter the fax number.

- You can select from three sending methods: memory sending, direct sending, manual sending. (See Chapter 2, "Basic Sending Methods," in the *Facsimile Guide*)



Start Sending the Fax



Press **[Start]**.

- When <ORIGINAL SIZE> appears on the LCD display, press **←** or **→** to select the size, and press **[Start]** again.
- When faxing is complete, remove your originals.

- To send a clear fax, set a high resolution. You can set the resolution by pressing **[Image Quality]** or **[Density]**.

STANDARD

DENSITY
-LT **OK+**

- Dialing an overseas number may involve pausing between certain digits of the number.

If [CONFIRM FAX NO.] is set <ON>, a confirmation message appears when a number for a new destination is entered from the numeric keys.

For more information on registering fax destinations, see Chapter 2, "Basic Sending Methods" in the *Facsimile Guide*.

For information on useful fax features, see p. 19 to p. 22.

Registering a Destination


- Before you can use one-touch speed dialing, you need to register the recipients' fax/telephone numbers. You can register up to 60 numbers for one-touch speed dialing.
- Before you can use coded speed dialing, you need to register the recipients' fax/telephone numbers. You can register up to 140 numbers for coded speed dialing.
- Before you can use group dialing, you need to register the recipients' fax/telephone numbers. You can register up to 199 groups, which can include one-touch speed dialing keys and/or coded speed dialing codes. Each time you program a one-touch speed dialing key or coded speed dialing code, the amount of available group dials is reduced by one.

ADDRESS BOOK SET.
1. 1-TOUCH SPD DIAL

ADDRESS BOOK SET.
2. CODED SPD DIAL


ADDRESS BOOK SET.
3. GROUP DIAL

For more information on registering destinations in the Address Book, see Chapter 2, "Basic Sending Methods" in the *Facsimile Guide*.



Enter the fax number.

- You can select from three sending methods: memory sending, direct sending, manual sending. (See Chapter 2, "Basic Sending Methods," in the *Facsimile Guide*)



- By pressing the one-touch speed dialing keys, you can also specify destinations you have registered in advance.
- By pressing [Coded Dial], you can also specify destinations you have registered in advance.
- By pressing the group dialing keys allocated to the one-touch or coded speed dialing keys, you can also specify destinations you have registered in advance.
- By pressing [Address Book], you can also specify destinations you have registered in advance.

STANDARD

DENSITY
-LT **OK+**

- Dialing an overseas number may involve pausing between certain digits of the number.

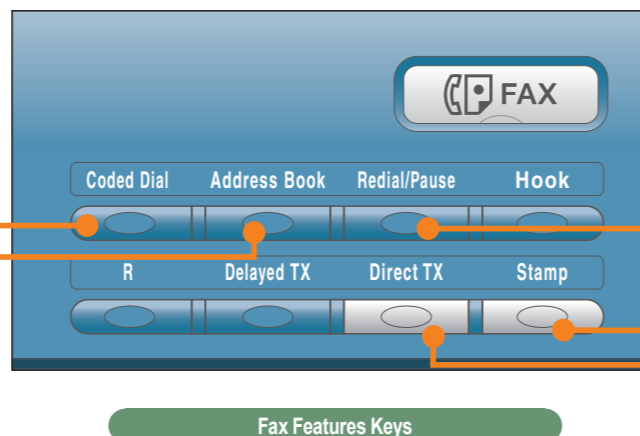
If [CONFIRM FAX NO.] is set <ON>, a confirmation message appears when a number for a new destination is entered from the numeric keys.

For more information on registering fax destinations, see Chapter 2, "Basic Sending Methods" in the *Facsimile Guide*.

For information on useful fax features, see p. 19 to p. 22.

What You Can Do with This Machine (FAX Features)

The following is an explanation of the features often used when faxing a document. For more detailed procedures, see the *Facsimile Guide*.



To Specify a Destination from the Address Book

Facsimile Guide Chapter 2

[Address Book]



ADDRESS BOOK :a

When you use the Address Book, you can quickly find a fax/telephone number by entering the destination name you registered to the one-touch dialing keys or coded speed dialing keys. If you know the destination name, but you are not sure which type of speed dialing (one-touch dialing key, coded speed dialing key, or group dialing) you registered for the fax/telephone number, the Address Book is useful for reference.

To Specify a Destination from the Coded Dial

Facsimile Guide Chapter 2

[Coded Dial]



TEL . =
[*]

Dial by pressing [Coded Dial] followed by a three-digit code using the numeric keys on the control panel. Before you can use coded speed dialing, you need to register the recipients' fax/telephone numbers. <NOT REGISTERED> appears if no fax/telephone number is assigned to the coded dialing key you pressed.

To Specify a Destination from the One-Touch Dial

Facsimile Guide Chapter 2

Dial by pressing a one-touch speed dialing key on the control panel. Before you can use one-touch dialing, you need to register recipients' fax/telephone numbers. <NOT REGISTERED> appears if no fax/telephone number is assigned to the One-Touch dialing key you pressed.

To Recall the Most Recent Destinations

Facsimile Guide Chapter 2

[Redial/Pause]



TEL . =123XXXXXX

You can recall the three most recent destinations that was dialed using the numeric leys.

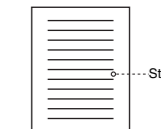
To Stamp Originals Which Have Already Been Scanned

Facsimile Guide Chapter 3

[Stamp]



You can stamp every page of the documents that are sent or scanned using the stamp feature. If you place the document vertically in the feeder, the stamp will be placed at the location shown in the illustration.



* This mode is available only if the optional feeder (DADF-P2) is attached.

To Send a Fax Directly

Facsimile Guide Chapter 3

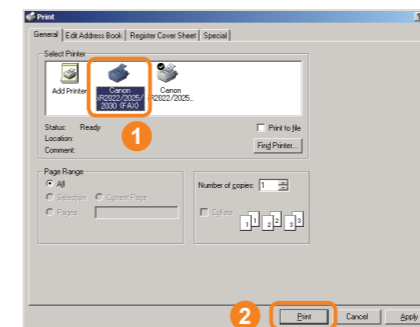
[Direct TX]



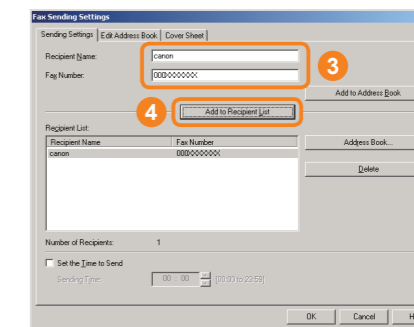
With direct sending, the machine sends the document on the feeder as it scans one page, without storing all pages into the memory at once. You can send a document ahead of other documents stored in memory.

To Send Fax from a Computer

Fax Driver Guide



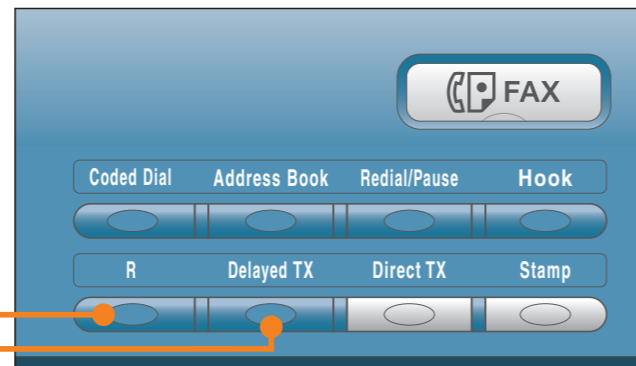
Select [Print] from the file menu → select the fax driver → press [Print].



After entering the destination, press [Add to Recipient List].

* It is necessary to install the fax driver to send faxes from your computer. The display may differ according to the OS (operating system) you are using and the fax driver. For more information, see the *Fax Driver Guide*.

What You Can Do with This Machine (FAX Features)



Fax Features Keys



To Specify the Time to Start Sending

Facsimile Guide Chapter 3

[Delayed TX]



Use the delayed transmission to store a document in memory and then to have it sent at a preset time, for example, when telephone rates are lower. You can set up to 70 documents for delayed sending.

TX TIME SETTING
17:00

Dialing Through a Switchboard

Facsimile Guide Chapter 7

[R]



A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, then the number of the party you are calling. To facilitate this procedure, you can register the PBX access type and the outside line access number under [R] so that you only need to press this key before dialing the fax/telephone number you require.

To Scan Two-Sided Originals

Facsimile Guide Chapter 3

[2-Sided]



You can set the machine to automatically turn over two-sided originals that are placed in the feeder, so as to scan each side separately.

* This mode is available only if the optional feeder (DADF-P2) is attached.

To Send Faxes Clearly

Facsimile Guide Chapter 3

[Image Quality]



You can specify the resolution before scanning the original. The following settings are available for adjusting the resolution: Standard, Fine, Photo, Super Fine, Ultra Fine.

[Density]



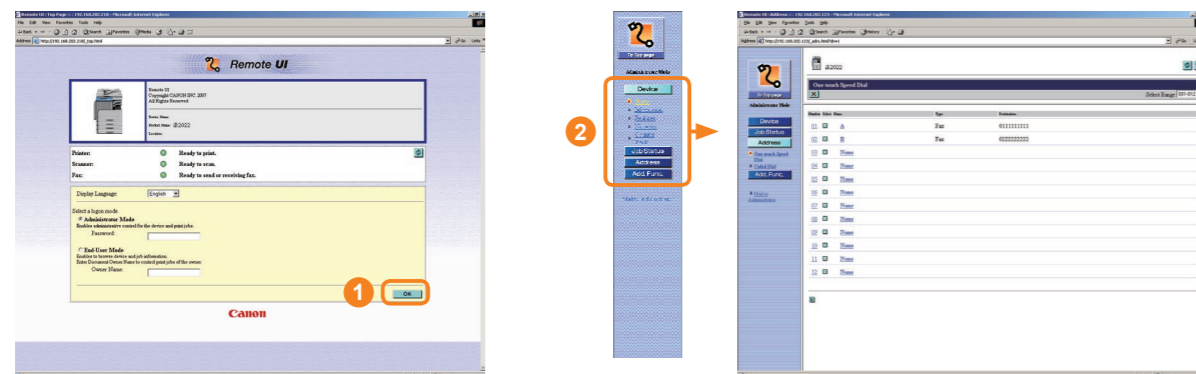
You can set the scan density before scanning the original. Density refers to the degree of difference between the light and dark areas of an image.

Operating the Machine from a Computer (Remote UI)

For more information, see the *Remote UI Guide*.

To Operate the Machine from Your Desk

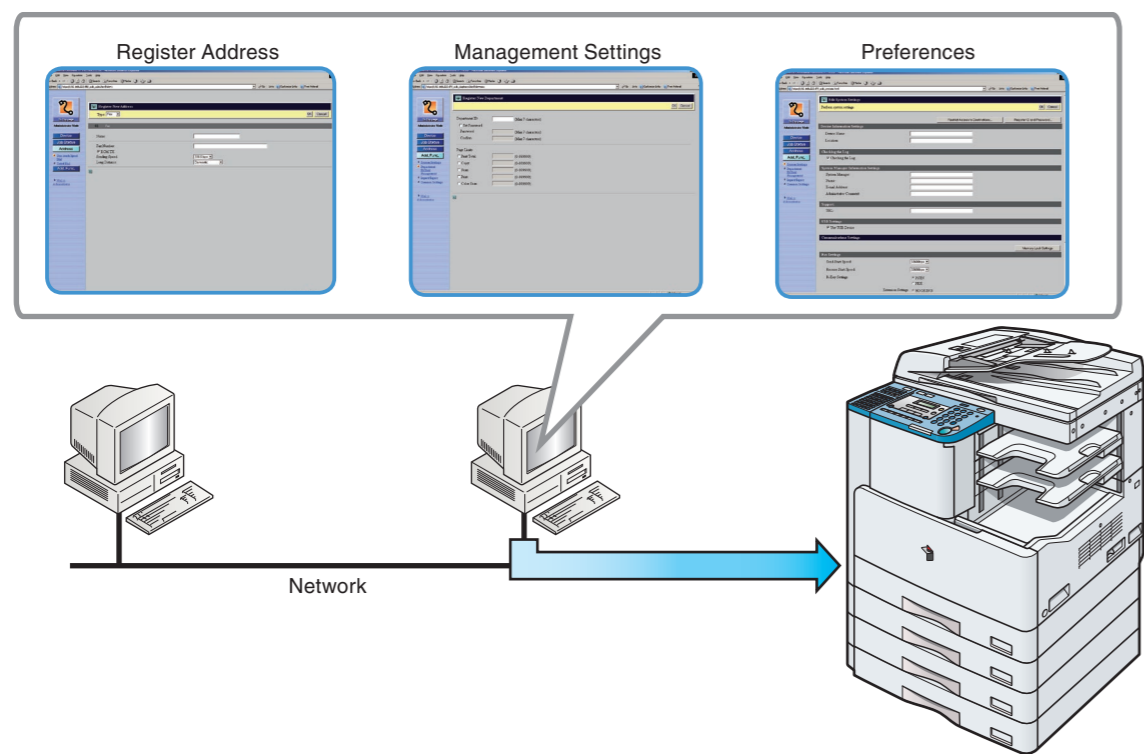
The Remote UI enables you to control functions, such as confirming the status of the machine and job operations, from your PC's web browser. For more information, see the *Remote UI Guide*.



Enter the IP address of the machine into the Web browser on your computer to access the Remote UI.

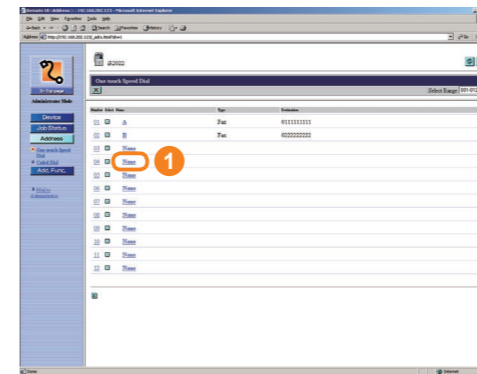
You can perform various functions from the Remote UI, such as editing the Address Book.

* The IP address in the above screenshot is for illustrative purposes only. Ask your system administrator for the IP address of your machine.

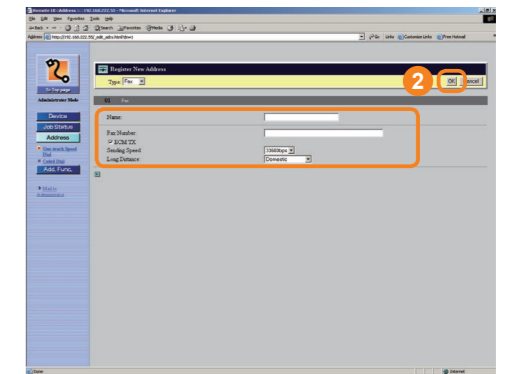


To Edit the Address Book from a Computer

The Remote UI enables you to edit the Address Book of the machine using the Web browser on your computer. Select the Address Book in the Remote UI and enter a new destination. Destinations registered using the Remote UI are stored in the Address Book of the machine. For more information, see the *Remote UI Guide*.



Press [None] to display the screen for registering destinations. When the Address Property screen is displayed, click [Edit].



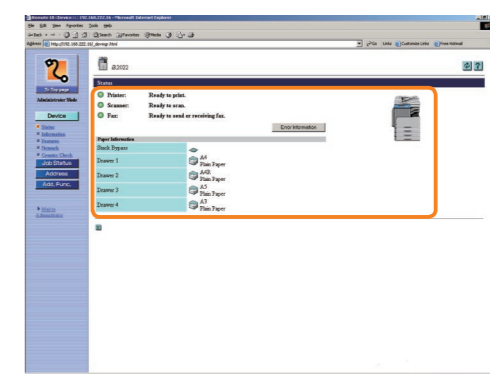
Enter the destination in <Fax Number> → enter other necessary information for the address → click [OK].

To Check the Status of Paper in the Machine

The Remote UI enables you to check items such as the machine's current status or whether or not there is paper in the various paper sources.



Select [Device] in the Remote UI.



Check the paper status.

Printing from Your Computer (Printer Driver)

For more information, see the printer and driver guides.

* The following screenshots may differ from the ones you see on your computer, depending on the driver or operating system you are using.

Page Settings

Profile
Enables you to set the printer driver simply by selecting an item from the list. Printer drivers settings for different purposes are registered.

Add Profile
Enables you to save the current settings as a profile.

Edit Profile
Enables you to edit the contents of registered profiles.

Output Method
Enables you to select the output method for a print job.

Output Size
Enables you to select the size of the paper to print on.

Page Layout
Enables you to print multiple pages onto one sheet of paper, or one page onto multiple sheets of paper.

Page Size
Enables you to select the size of a document you have created in an application.

Manual Scaling
Enables you to print each page of the document on one sheet of paper, using manual zooming.

Watermark
Enables you to print the document with a watermark on it.

Edit Watermark
Enables you to edit the position and direction of a watermark or create an original watermark.

Page Options
Enables you to add page frames, the date, a user name, and page numbers. You can also select whether to use the Overlay mode to print.

View Settings
Enables you to check a list of all the current sheet settings.

* The screens shown on this page are from the iR2022. Procedures for the iR2018 is the same unless otherwise noted.

Finishing

Print With Mixed Paper Sizes/Orientations
Enables you to print a document with a combination of paper sizes and orientation.

Finishing Details
Enables you to specify detailed finishing settings.

Print Banner Page
Enables you to print a banner page for each print job. A banner page shows the user name, date, and file name.

Print with Upper Left of Sheet as Starting Point
Enables you to expand print area.

Rotate Print Data 180 Degrees
Enables you to rotate the image 180 degrees when printing.

Advanced Settings
When you have trouble outputting with finishing options, this enables you to display the [Advanced Settings] dialog box.

Image Refinement
Enables you to set whether to perform smoothing. Smoothing allows you to soften the jagged edges of text and figures when printing.

EMF Spooling
Enables you to specify whether or not to spool the print data in the EMF (metafile) format. Select this to perform spooling in the EMF format and make the software you are using send print data to the machine faster. Deselect this to print in the RAW format.

Special Fine Line Process
Enables you to print fine lines correctly if you find they do not do so ordinarily. This option is available if you have selected [Super Fine] (1200 dpi) for [Resolution] in the [Detailed Settings] dialog box of the [Quality] sheet.

Detailed Settings for Booklet
Enables you to specify booklet printing options. Selectable when you have selected Booklet Printing for Print Style.

Print Style
Enables you to set 1-sided printing, 2-sided printing, or booklet mode.

Binding Location
Enables you to select long edge (left) or short edge (top) binding for prints, when you have selected 1-sided Printing or 2-sided Printing for the Print Style.

Gutter
Enables you to specify the gutter width.

* The screens shown on this page are from the iR2022. Procedures for the iR2018 is the same unless otherwise noted.

Printing from Your Computer (Printer Driver)

* The following screenshots may differ from the ones you see on your computer, depending on the driver or operating system you are using.

Paper Source

Select by
Enables you to select [Paper Source] or [Paper Type] for the selection method.

Same Paper for All Pages
Enables you to set all pages to use the same paper type. You can still select the paper sources.

Different for First, Others, and Last
Enables you to set a different paper type for the first page, last page, and the other pages. This is useful when you want to add a cover, etc.

Transparency Interleaving
When you are printing transparencies, enables you to insert another type of paper between each transparency.

Different Cover and Others
Enables you to set a different paper type for the cover when making a booklet.

Different for First, Second, Others, and Last
Enables you to set a different paper type for the first page, second page, last page, and the other pages.

* The screens shown on this page are from the iR2022. Procedures for the iR2018 is the same unless otherwise noted.

Quality

Objective
Enables you to print a document with the ideal print settings according to its content. When you select an item, a comment is displayed below the list. To specify more detailed settings, click [Details], which is on the right.

Details
Enables you to specify the rendering rate, the resolution, the halftones, and the toner save.

Grayscale Adjustment
Enables you to adjust the brightness and contrast.

Matching
Enables you to set or edit the matching mode and matching method (minimize color difference, make colors more vibrant, and adjust colors to your monitor).

* The screens shown on this page are from the iR2022. Procedures for the iR2018 is the same unless otherwise noted.

Additional Functions

Press **Ⓞ** [Additional Functions] on the control panel to display the Additional Functions menu. The Additional Functions menu enables you to customize the various settings of the machine. You can also make the necessary settings for using the Fax function, such as the telephone line type and fax number. For more information, see the *Easy Operation Guide (To Suit Your Needs)*.

● VOLUME CONTROL



Enables you to set whether or not to sound audible tones. You can also change their volume.

● COMMON STIINGS



Enables you to specify the settings that are common to the Copy, Fax, and Printer functions.

● COPY SETTINGS



Enables you to edit the settings for the Copy function.

● TX/RX SETTINGS



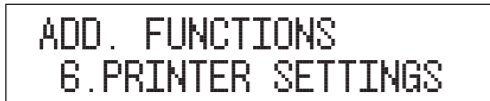
Enables you to register or edit the Fax Settings according to your needs.

● ADDRESS BOOK SET.



Enables you to register or edit settings for the Address Book.

● PRINTER SETTINGS



For more information, see the *PCL/UFR II Printer Guide* or *UFR II Printer Guide*.

● TIMER SETTINGS



Enables you to make various timer related settings for the machine, such as the time it takes for the machine to enter the Sleep mode.

● ADJUST./CLEANING



Enables you to make adjustments for printing or perform cleaning for the machine.

● REPORT SETTINGS



Enables you to set the print conditions for printing a TX Report, RX Report, and Activity Report. You can also print lists of the recipients registered for speed dialing or contents of the Additional Functions.

● SYSTEM SETTINGS



Enables you to set System Manager Information, Department ID Management, Network Settings, and other system settings.

Troubleshooting

For toner replacement and paper loading procedures, or when you want to know how to solve problems that have occurred when using the machine, see the following references to the other guides.

Problem	Guide	Chapter	Title
Paper			
When paper has run out	Reference	7	Loading Paper
When there are paper jams	Reference	8	Clearing Paper Jams
When there are frequent paper jams	Reference	8	Reducing the Frequency of Paper Jams
Toner			
When toner has run out	Reference	7	Replacing the Toner Cartridge
Staples			
When there is a staple jam	Reference	8	Clearing Staple Jams
When staples have run out	Reference	7	Replacing the Staple Cartridge
Scanning trouble			
When originals scanned with the platen glass/feeder become dirty	Reference	7	Routine Cleaning
When memory becomes full during scanning	Reference	8	List of Error Messages
	Facsimile	9	LCD Messages
Printing trouble			
When the density of a copy or print is different from the original	Reference	5	Adjusting the Printer Density
When a print is dirty	Reference	7	Routine Cleaning
Communications problems			
When you cannot send	Facsimile	9	Sending Problems
When you cannot receive	Facsimile	9	Receiving Problems
When communications are slow	Facsimile	9	Faxing Problems
Other problems			
When the power does not turn ON	Reference	8	List of Error Message
When the Error code message is displayed.	Reference	8	Service Call Message

When an error message other than those above is displayed, see Chapter 8, "List of Error Messages," in the *Reference Guide* or Chapter 9, "LCD Messages," in the *Facsimile Guide*.



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