

bizhub 4750/4050

User's Guide



Introduction



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Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

To obtain maximum performance from this product and to learn how to use it effectively, please read this User's Guide as necessary.

1.2 User's Guides

Booklet manuals

Manual title	Overview
[Quick Start Guide]	This guide describes how to perform basic operations of this machine and configure initial settings.
[Safety Information Guide]	This guide describes notes and precautions that should be followed to use this machine. Please be sure to read this manual before using this machine.

User's guides included in User's Guide CD-ROM

Manual title	Overview
[User's Guide: Introduction]	This guide contains information that is useful to know before beginning to operate this machine, such as the name of each part and how to turn the power on and off, use the Control Panel , and load an original or paper.
[User's Guide: Print Functions]	This guide describes how to install the printer driver as well as basic usage and applications.
[User's Guide: Copy Functions]	This guide describes various methods to make copies.
[User's Guide: Scan Functions]	This guide describes scan transmission operations and necessary preparations. You can scan a paper document, convert it to digital data, and send the result to the computer or server.
[User's Guide: Fax Functions]	This guide describes fax operations and necessary preparations.
[User's Guide: Network Fax Functions]	This guide describes fax (Internet fax) operations using the network and necessary preparations.
[User's Guide: PC-FAX Functions]	This guide describes PC- Fax operations and necessary preparations. You can send the original data created on the computer by fax directly without printing it out to paper.
[User's Guide: Advanced Functions]	This guide describes how to install optional license kits and functions that can be used by installing the license kits.
[User's Guide: Maintenance/Troubleshooting]	This guide describes how to replace consumables, clean this machine, and perform troubleshooting.
[User's Guide: Description of Utility Keys]	This guide describes Utility settings such as [User Settings] and [Administrator Settings] for this machine.
[User's Guide: Applied Functions]	This guide describes the special usages of this machine such as how to use Web Connection , manually install the printer driver, configure print settings using Linux, and use the authentication unit.

1.3 Notations and symbols used in this manual

Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of consecutive steps.
 - This symbol indicates a supplementary explanation of a procedural instruction.

Symbols used in this manual

WARNING

- Improper handling can cause serious injury or death.

CAUTION

- Improper handling can cause minor injury or damage to houses and property.

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.



Tips

This symbol indicates supplemental information of a topic as well as options required to use a function.



Reference

This symbol indicates reference functions related to a topic.



Related setting

This shows the settings related to a particular topic for any user.



Related setting (for the administrator)

This shows the settings related to a topic only for administrators.

Product and key names

Notations used in this manual	Description
[]	An item enclosed in brackets [] indicates a key name on the Touch Panel or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

Notations of application names

This manual describes application names as shown below.

Application name	Notations used in this manual
PageScope Direct Print	Direct Print
PageScope Web Connection	Web Connection
PageScope Data Administrator	Data Administrator
PageScope Mobile (for iPhone/iPad/Android)	Mobile (for iPhone/iPad/Android)

1.4 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

Reference

- Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.

 WARNING	Ignoring this warning could cause serious injury or even death.
 CAUTION	Ignoring this caution could cause injury or damage to property.

Meaning of symbols

-  A triangle indicates a danger against which you should take precaution.
-  This symbol warns against cause burns.
-  A diagonal line indicates a prohibited course of action.
-  This symbol warns against dismantling the device.
-  A solid circle indicates an imperative course of action.
-  This symbol indicates you must unplug the device.

Disassemble and modification

WARNING

- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. 
- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. 

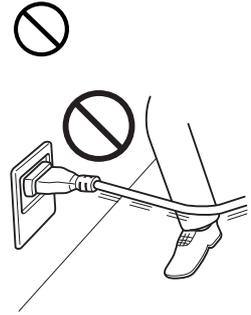
Power cord

WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 
- Do not use the power cord other than being supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 

Power cord

- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.

**Power source****⚠ WARNING**

- Do not use the power source voltage other than being specified on the machine. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
- Do not use an extension cord in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.

**⚠ CAUTION**

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.

**Power plug****⚠ WARNING**

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

**⚠ CAUTION**

- Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.



Grounding

WARNING

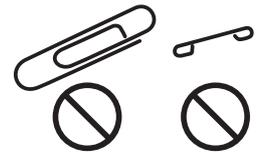
- Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.



Installation

WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



- Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.



CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.



Ventilation

CAUTION

- Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.



Actions in response to troubles**⚠ WARNING**

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

**⚠ CAUTION**

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

**Consumables****⚠ WARNING**

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

**⚠ CAUTION**

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
- Do not force open the toner-related parts (toner units, PC drum units, imaging units or developing units). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
- If toner lands on your skin or clothing, wash thoroughly with soap and water.
- If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
- If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
- If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.



When moving the machine**⚠ CAUTION**

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

**When using the machine****⚠ WARNING**

- If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times. The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.

**⚠ CAUTION**

- When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.

**Papers****⚠ CAUTION**

- Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.



When the Fax is not installed:

Before successive holidays**⚠ CAUTION**

- Unplug the product when you will not use the product for long periods of time.



1.5 Legal restrictions on reproduction

Certain types of originals must never be reproduced with the purpose or intent to pass reproductions of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible reproduction.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to reproduce domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being reproduced illegally.

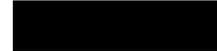
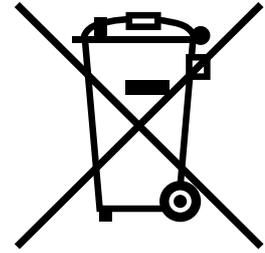
We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

1.6 Regulation notices

For EU member states only

This symbol means: Do not dispose of this product together with your household waste!

Please contact the Local Authority for appropriate disposal instructions. In the case of a new device being purchased, the used one can also be given to our dealer for appropriate disposal. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



This product complies with RoHS (2011/65/EU) directive.

2 Before Using This Function

2 Before Using This Function

2.1 CD-ROM supplied with this machine

Driver & Utilities CD-ROM

Item	Overview
[Printer/FAX]	Allows you to install the printer driver and fax driver. For details, refer to [User's Guide: Print Functions] and [User's Guide: PC-FAX Functions].
[Scanner]	Allows you to install the scanner driver. For details, refer to [User's Guide: Scan Functions].
[PageScope Utilities]	Various utilities are provided to optimize functions of this machine. Clicking this displays the download page.

User's Guide CD-ROM

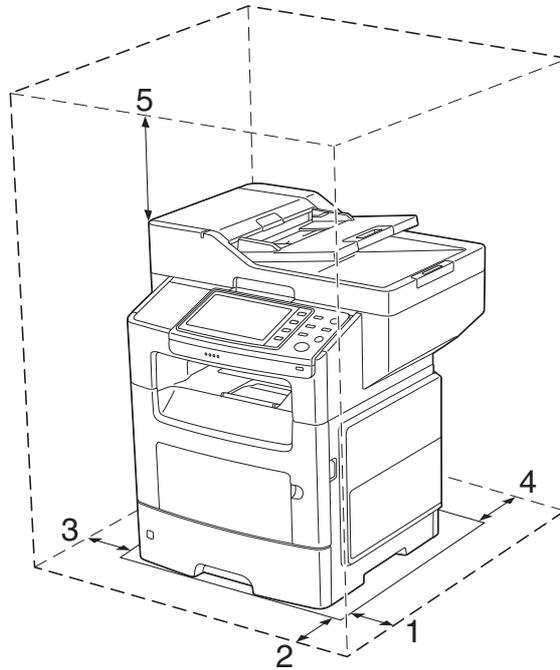
Contains various user's guides.

For details on the user's guide types, refer to page 1-3.

2.2 Installation location and environment

2.2.1 Installation location

To simplify tasks such as operations, consumable replacement, or inspection, create an installation environment as shown below.



No.	Orientation:	Space Requirement
1	Right	4-5/16 inches (110 mm)
2	Front	12 inches (304.8 mm)
3	Left	2-3/4 inches (70 mm)
4	Rear	3-15/16 inches (100 mm) When the optional Finisher is installed: 6-11/16 inches (170 mm)
5	Top	31-1/2 inches (800 mm)

2.2.2 Installation environment

Install this machine in a place enough to endure its weight.

Model Name	Weight
bizhub 4750	Approx. 52-15/16 lb (24 kg)
bizhub 4050	Approx. 52-15/16 lb (24 kg)

Install this machine in the place shown below.

- Stable and horizontal (inclination around this machine: 1 degree or less) location with a hard, even surface
- To check whether the installation location is level, use a normal round pencil. If the pencil rolls, the location is not horizontal. Ensure this machine is horizontal, and make sure that there are no objects such as cables caught under this machine.
- Location close to a dedicated power outlet that is grounded
- Location close to your computer
- Sufficiently spacious location that ensures ease of use and appropriate air ventilation
- Location in which ambient temperature is 60°F to 90°F (15.6 °C to 32.20 °C) and humidity is 8% to 80%

Do not install this machine in the locations described below.

- Location exposed to direct sunlight
- Location in which excessive differences in temperature and humidity are detected due to close proximity to a heater or cooling equipment
- Location exposed to direct flame or combustible materials
- Location close to equipment such as a copy machine or air-conditioner that generates noise, or equipment such as a refrigerator that generates a strong magnetic or electromagnetic force
- Location close to water, water pipes, or fluid (drink) containers, corrosive chemicals, or corrosive gases such as ammonia
- Location in which fine metallic pieces such as clips or staples are scattered
- Location subject to thumping vibrations

 **Tips**

- Do not connect to the same power outlet as that used for a high-current equipment.
- If this machine is installed in or moved to an environment subject to excessive changes in temperature, condensation will form in this machine, which may reduce printing quality. If condensation is detected, leave this machine for approximately 1 hour before using it to adjust to the environment.
- When using a humidifier or vaporizer in the room where this machine is installed, use purified or distilled water. If impurities in water are emitted into the air, they will collect in this machine and reduce printing quality.

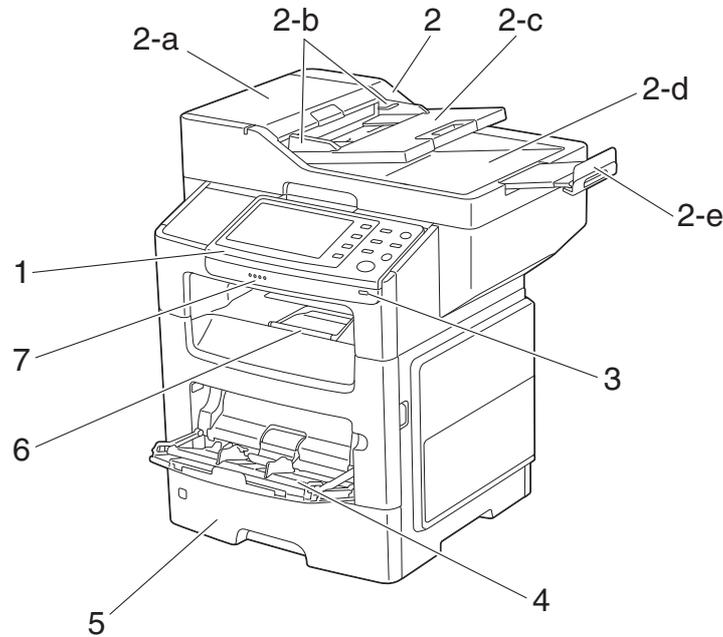
A large, bold, black number '3' is centered within a gray square. The square is positioned to the left of the text 'About This Machine'.

About This Machine

3 About This Machine

3.1 Checking the name of each part

Front side



No.	Name
1	Control Panel
2	Automatic Document Feeder (ADF)
2-a	ADF Feed Cover
2-b	Document Guide
2-c	Document Feed Tray
2-d	Document Output Tray
2-e	Document Stopper
3	USB Host Port*
4	Manual Feed Tray
5	Tray 1
6	Output Tray
7	Data Indicator

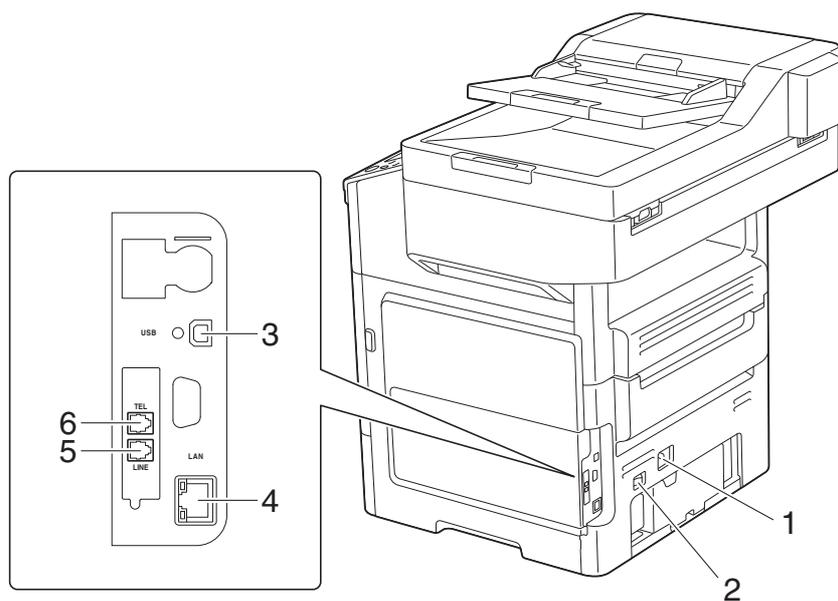
* A USB hub can be connected to the **USB Host Port**. A USB memory device and **Authentication Unit** (IC card type) can be simultaneously connected to a USB hub one by one.

NOTICE

When using a USB hub, use a self-powered hub. If you use a bus-powered hub, the hub could malfunction.

Rear side

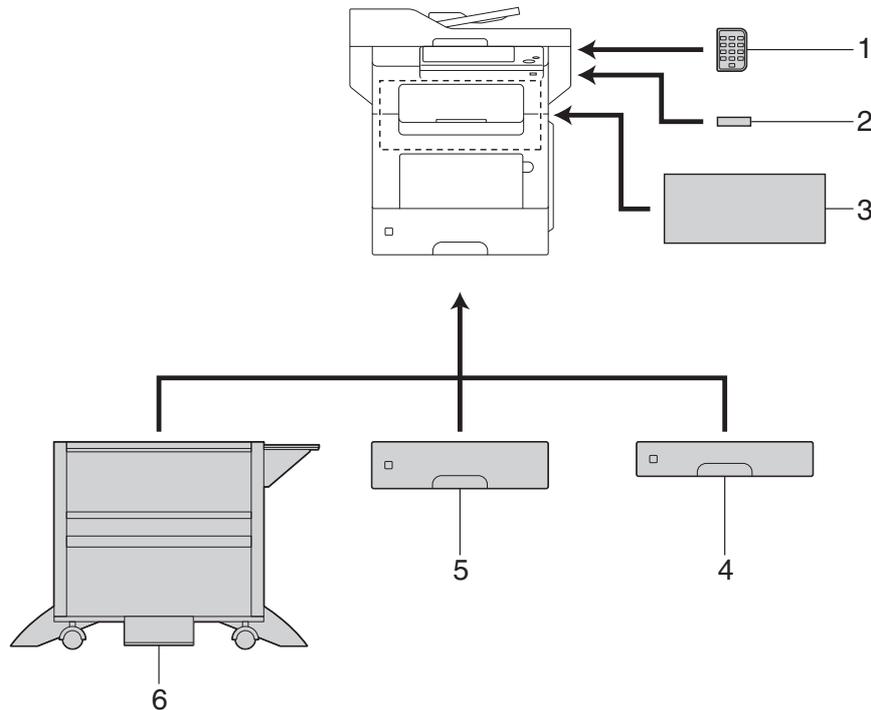
This view shows the machine with the optional **Fax Kit FK-512** and **Mount Kit MK-P03** installed.



No.	Name
1	Power Connection
2	Power Switch
3	USB Printer Port (Type B)
4	Ethernet (LAN) Port (1000Base-T/100Base-TX/10Base-T)
5	LINE (telephone line) Jack
6	TEL (telephone) Jack

3.2 Checking the option configuration

List of optional components



No.	Name	Description
1	Keypad KP-P01	Located on the side of the Control Panel . Allows you to enter numbers by using the Hardware Keypad .
2	Authentication Unit AU-201/AU-201S	Performs user authentication by scanning information recorded on the IC card or the NFC-compatible mobile terminal (Android terminal).
3	Finisher FS-P02	Staples the printed sheets. For staples, use Staple Kit SK-501 .
4	Paper Feed Unit PF-P11	Allows you to load up to 250 sheets of paper. There are three slots in which the Paper Feed Unit can be installed.
5	Paper Feed Unit PF-P12	Allows you to load up to 550 sheets of paper. There are three slots in which the Paper Feed Unit can be installed.
6	DESK DK-P02	Used to install this machine on the floor. This component may not be able to be used depending on the region the machine is used in.

The following optional components are built into this machine and are not shown in the figure above.

7	Fax Kit FK-512	Used to operate this machine as a fax machine.
8	Mount Kit MK-P03	This unit is required to install the Fax Kit .
9	Local Interface Kit EK-P04	Used to add an RS-232C port.
10	i-Option LK-101 v3	Supports the web browser function that is one of the advanced functions.
11	i-Option LK-106	Used to add a bar code font, which is one of special fonts.
12	i-Option LK-107	Used to add a unicode font, which is one of special fonts.
13	i-Option LK-108	Used to add an OCR font, which is one of special fonts.
14	i-Option LK-111	Supports the ThinPrint function, which is one of a number of advanced functions.

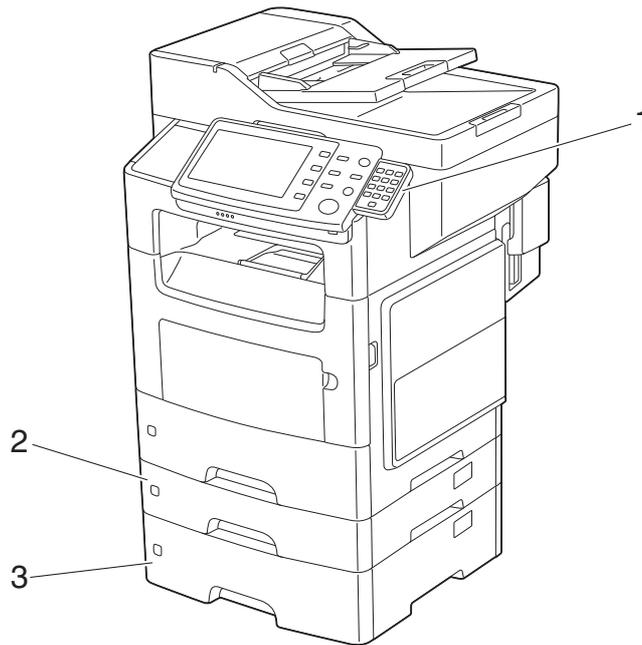
No.	Name	Description
15	Network Interface Card NC-P03	Used to make this machine available in a wireless network environment.

**Reference**

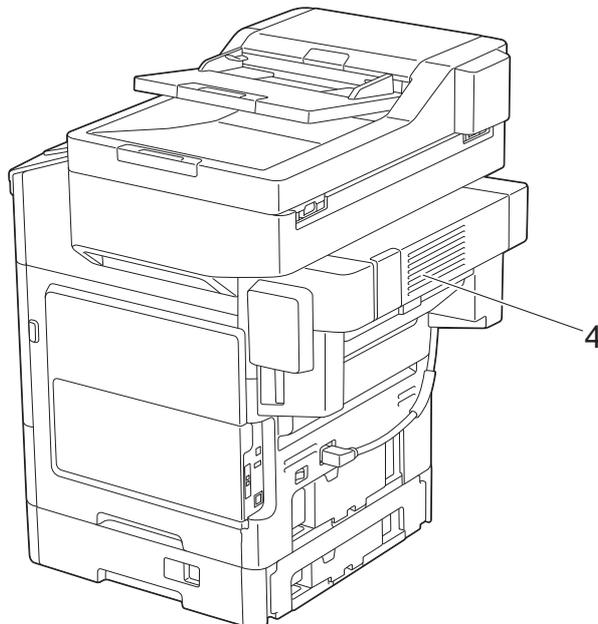
For details on how to register **i-Option** license kits, refer to Chapter 2 "Registering License Kits" in [User's Guide: Advanced Functions].

NOTICE

When removing and installing an optional device, turn this machine off, then disconnect the power plug from the outlet.

Front view (with optional devices installed)

No.	Name
1	Keypad KP-P01
2	Paper Feed Unit PF-P11
3	Paper Feed Unit PF-P12

Rear side view (with optional devices installed)

No.	Name
4	Finisher FS-P02

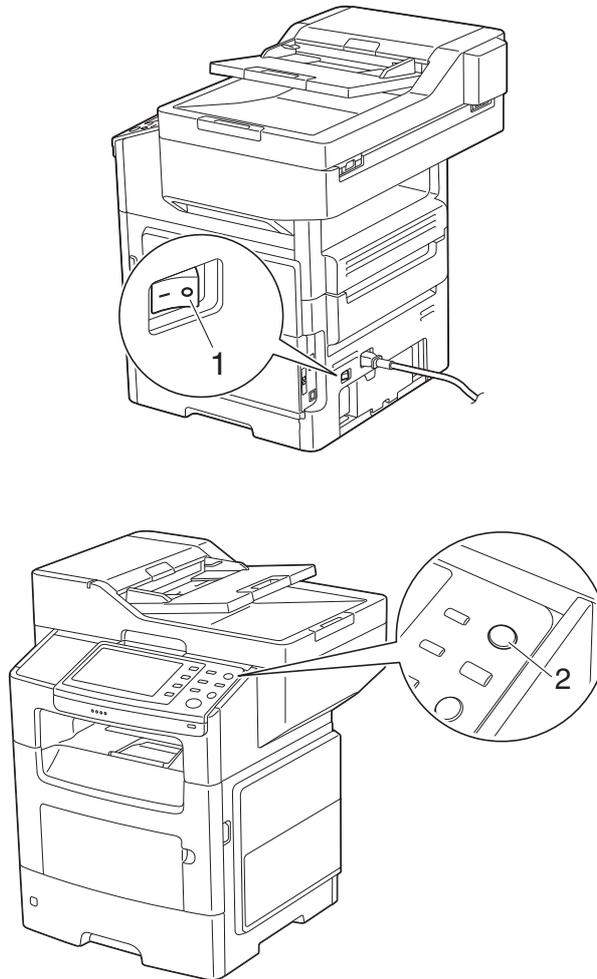
4

Turning the Power On or Off

4 Turning the Power On or Off

4.1 About power supply

This machine has two power switches: **Power Switch** outside the machine and **Power** key on the **Control Panel**.



No.	Name	Description
1	Power Switch	Press this switch when turning the main power of this machine on or off, or when restarting this machine.
2	Power key	Press this key to switch this machine to Power Save mode. This function reduces power consumption and has more significant power saving effect. For details, refer to page 4-4.

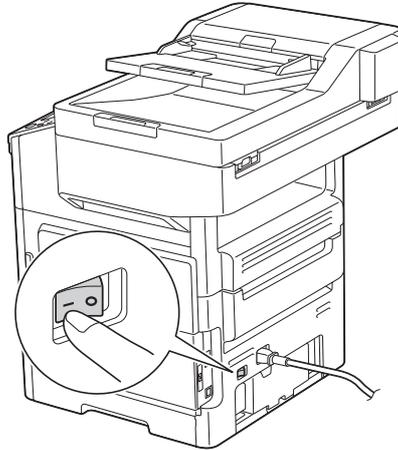
NOTICE

While printing, do not turn the **Power Switch** off or press the **Power** key. Otherwise, it may lead to a paper jam.

If the **Power Switch** is turned off or the **Power** key is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.

4.2 Turning the Power Switch ON or OFF

- 1 Connect the **Power Cord** to this machine.
- 2 Connect the **Power Cord** to the power outlet.
- 3 When turning the main power on, press | of the **Power Switch**.



A screen appears to show that this machine is in the process of start-up.
When the main menu icon is displayed, this machine is ready to use.

- 4 When turning the main power off, press ○ of the **Power Switch**.

NOTICE

*When restarting this machine, turn the **Power Switch** off and on again after 10 or more seconds have elapsed. Not doing so may result in an operation failure.*

4.3 Using the Power key

Press the **Power** key to switch this machine to Power Save mode.

You can select [Power Save] or [Sub Power OFF] as Power Save mode that is activated when the **Power** key is pressed.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Save Key] (The default varies depending on the region the machine is used in.)

When using the Power key as a Power Save key

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Description
Short press	Low Power mode (Default)	Flash: Blue	Turns off the display of the Touch Panel to reduce power use. This machine returns to Normal mode when it receives data or faxes or when the user operates the Touch Panel .
	Sleep mode	Flash: Blue	Provides a greater power saving effect than Low Power mode. The time required to return to Normal mode is longer than that from Low Power mode. This machine returns to Normal mode when it receives data or faxes or when the user operates the Touch Panel .
Hold down	Sub Power OFF	Light up: Orange	Provides a greater power saving effect than Sleep mode. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to Normal mode. To enable the machine to return to Normal mode from the Sub Power OFF status, press the Power key again.

Related setting (for the administrator)

- Press the **Power** key to select whether to switch to Low Power or Sleep mode.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Save Settings] (Default: [Low Power])
- You can select whether Deep Sleep mode is activated to further reduce power use when this machine is in Sleep mode. When the machine is in Deep Sleep mode, it will not return to Normal mode when the user operates the **Touch Panel**. To return to Normal mode, press the **Power** key.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Consumption in Sleep Mode] (Default: [Enabled])

When using the Power key as a Sub Power OFF key

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Description
Short press	Sub Power OFF	Light up: Orange	Provides a greater power saving effect than Sleep mode. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to Normal mode. To enable the machine to return to Normal mode from the Sub Power OFF status, press the Power key again.
Hold down	ErP Auto Power OFF	Flash: Orange	This function provides a more significant power saving effect than the Sub Power OFF mode, which is close to the state where the main power is turned off. In ErP Auto Power OFF mode, this machine cannot receive data or faxes, and also it cannot scan or print an original. To enable the machine to return to Normal mode from the ErP Auto Power OFF status, press the Power key again.

5

Loading the Original

5 Loading the Original

5.1 Loading the original into the ADF

Original available for ADF

Item	Specifications
Original types	Plain paper (14lb to 32 lb (52 g/m ² to 120 g/m ²))
Max. original size	A4 or Legal (Fax only: 8-1/2 inches × 39-3/8 inches (215.9 mm × 1000 mm))
Original loading capacity	Max. 50 sheets (20 lb (75 g/m ²))

Do not load the following originals into the **ADF**. Doing so may cause an original paper jam, or damage the originals.

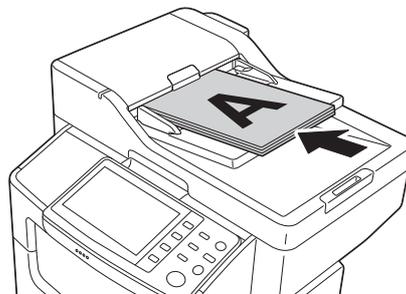
- Wrinkled, folded, curled, or torn originals
- Highly translucent or transparent originals, such as transparencies or diazo photosensitive paper
- Coated originals such as carbon-backed paper
- Original that is less than basic weight 14 lb (52 g/m²) or greater than 32 lb (120 g/m²)
- Originals that are bound, for example, with staples or paper clips
- Originals that are bound in booklet form
- Originals with pages bound together with glue
- Originals with pages that have had cutouts removed or that are cutouts
- Label sheets
- Offset printing masters
- Photographic Paper
- Glossy original such as gloss coated paper

Loading the original into the ADF

The **ADF** feeds original sheets one by one in order from the top, and automatically loads them. It also loads a 2-sided original automatically.

The **ADF** is helpful when loading a large number of original.

- 1 Put the first page of an original at the top, and load the original into the **Document Feed Tray** with the side to be photocopied facing upward.



- Load the original by positioning its top side to the left. When loading in a different orientation, be sure to specify the loading direction of originals.

NOTICE

*Do not load more than 50 sheets of paper at one time into **Document Feed Tray**, and do not load sheets of paper above the upper-limit indicator guide. Doing so may cause the originals to jam, damage the originals and/or **ADF** failure. However, if the original contains more than 50 pages, it can be scanned separately.*

*If the original is loaded at an angle into the **ADF**, it may slow down the scanning speed of the original. Before loading the original into the **ADF**, be sure to align its pages.*

- 2 Slide the **Document Guide** to fit the loaded original.

5.2 Loading the original onto the Original Glass

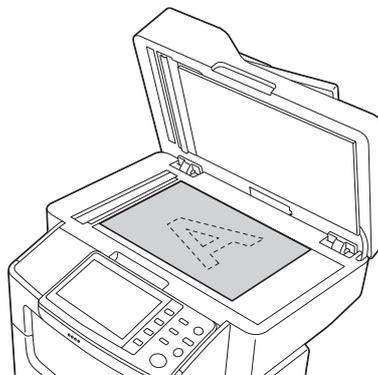
Original available on the Original Glass

Item	Specifications
Original types	Sheets, books (two-page spread), cards, three-dimensional objects
Max. original size	A4 or Legal
Original loading capacity	Max. 22-1/16 lb (10 kg)

Loading the original onto the Original Glass

Using the **Original Glass** allows you to scan an original such as a book or card, which is not available in the **ADF**.

- 1 Open the **ADF**.
- 2 Load the original into the **Original Glass** with the side to be photocopied facing downward.



- Place the original by positioning its top side to the left and by aligning it with the  mark on the far left of the **Original Scale**. When loading in a different orientation, be sure to specify the loading direction of originals.
- When copying a highly transparent original such as transparencies or tracing paper, place a blank sheet that is the same size as the original on the original to enable clear scanning.

NOTICE

Do not place an original heavier than 22-1/16 lb (10 kg) on the original glass. Furthermore, do not use excessive force to press down on a book or any other form of original that must be spread on the original glass. Otherwise, the machine may be damaged or a failure may occur.

- 3 Close the **ADF**.

NOTICE

*When placing a thick book or a three-dimensional object on the original glass, you do not need to close the **ADF** to scan it. A bright light may be emitted through the **Original Glass**. Be careful not to look directly at it. Note, however, that the light coming through the original glass is not a laser beam, and will not expose the user to related hazards.*



Loading Paper

6 Loading Paper

6.1 Paper

6.1.1 Checking the available paper types

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Single Side Only ^{*1} Special Paper ^{*2} Colored Paper ^{*4} User Paper 1 ^{*5} User Paper 2 ^{*5}	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)	Manual Feed Tray: 100 sheets Tray 1: 550 sheets ^{*6} Paper Feed Unit PF-P11: 250 sheets ^{*6} Paper Feed Unit PF-P12: 550 sheets ^{*6}
Letterhead ^{*3}	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)	Manual Feed Tray: 100 sheets Tray 1: 550 sheets
Thick 1 User Paper 3 ^{*5}	24-3/16 lb to 31-15/16 lb (91 g/m ² to 120 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 550 sheets ^{*6} Paper Feed Unit PF-P11: 250 sheets ^{*6} Paper Feed Unit PF-P12: 550 sheets ^{*6}
Thick 1+ User Paper 4 ^{*5}	32-3/16 lb to 41-3/4 lb (121 g/m ² to 157 g/m ²)	Manual Feed Tray: 20 sheets
Thick 2 User Paper 5 ^{*5}	42 lb to 43-3/8 lb (158 g/m ² to 163 g/m ²)	Manual Feed Tray: 20 sheets
Postcards ^{*7}	-	Manual Feed Tray: 20 sheets
Envelopes	-	Manual Feed Tray: 10 sheets
Label sheets	-	Manual Feed Tray: 30 sheets Tray 1: 550 sheets ^{*6} Paper Feed Unit PF-P11: 250 sheets ^{*6} Paper Feed Unit PF-P12: 550 sheets ^{*6}

^{*1} Paper on which you will not print on both sides (for example, when something is already printed on the front side).

^{*2} Fine and other special paper.

^{*3} Paper where company names, preset text, and other text are already printed.

^{*4} Colored paper.

^{*5} Paper that is registered as a frequently used paper type.

^{*6} Standard capacity when the paper weight is 20 lb (75 g/m²).

^{*7} General postcards.

NOTICE

Paper other than plain paper is referred to as special paper. When loading special paper into the paper tray, specify the correct paper type. Otherwise, it may result in a paper jam or image error.

Tips

You can select whether or not to allow printing on both sides of letterhead paper in [Letterhead duplex print permission settings] of this machine (default: [Restrict]). To allow printing on both sides of letterhead paper, use plain paper as the letterhead paper type.

6.1.2 Checking the available paper sizes

Paper feed port	Allowable sizes
Manual Feed Tray	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K, Kai 16, Kai 32 Photo size 4 × 6/Photo size 10 × 15 (100 × 150 mm) Envelope C10, Western-style envelope #6, Envelope DL, Western-style envelope #2, End-opening envelope #3, End-opening envelope #4 B5 (ISO), UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3 inches to 8-1/2 inches (76.2 mm to 215.9 mm), Length: 5 inches to 14 inches (127 mm to 355.6 mm)
Tray 1	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2 Government letter (8 × 10-1/2)
Paper Feed Unit	A4, A5, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Auto Duplex Unit	A4 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16) F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, Foolscap (8 × 13) Width: 8-1/4 inches to 8-1/2 inches (209.6 mm to 215.9 mm), Length: 11 inches to 14 inches (279.4 mm to 355.6 mm)

Tips

- For all paper sizes, the printable area for printing is the area excluding 3/16 inch +/- 1/16 inch (4.2 mm +/- 2 mm) from the paper edge and the printable area for copying is the area excluding 3/16 inch +/- 1/16 inch (4 mm +/- 2 mm) from the paper edge. When configuring a user setting of the page size using the application, specify the paper size within the printable area so that the optimal result is obtained.
- On an envelope, it is only possible to print on the front (address) side. Also, the result of printing on the seal overlapping part on the front side cannot be assured. The area that cannot be assured varies depending on envelope types.
- The page margin setting is determined depending on your application. If the default paper size or margin is selected, there may be some part of the paper that is not able to be printed on. To obtain the optimal result, configure the custom setting so that an image is included in the printable area of this machine.

6.1.3 Precautions for correct operations

Unavailable paper

Do not load the following types of paper into the tray. Not observing these precautions may lead to reduced print quality, a paper jam, or machine damage.

- Paper that has been printed on using a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Paper that is damp, perforated, or that has been hole punched
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- Paper with different paper quality (roughness) on the front and back sides
- Paper that is too thin or too thick
- Paper containing static electricity
- Acidic paper
- Other types of unavailable paper

Storing paper

To store paper, be sure to note the following points.

- Store paper on an even, horizontal surface, and do not take the paper out of its packaging until it is loaded into a tray. If paper is left for a long period of time outside its package, it may cause a paper jam.
- When not using paper that has been taken out of its package once, return it to the original package and store it in a horizontal, cool, dark place.
- Do not store paper in locations or in environments that are:
 - Too humid
 - Exposed to direct sunlight
 - Subject to high temperatures (95°F (35°C) or more)
 - Too dusty
- Do not set paper against the other or store it vertically.

Tips

When purchasing a large quantity of paper or special paper, carry out a trial print to check the printing quality in advance.

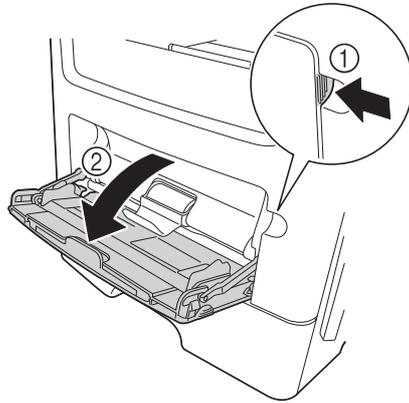
6.2 Loading paper into the Manual Feed Tray

How to load paper into the Manual Feed Tray

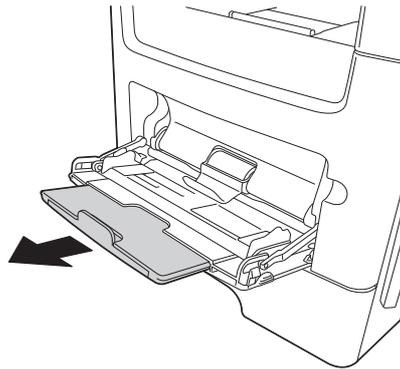
When selecting a paper size other than for paper trays, use the **Manual Feed Tray**.

To use the **Manual Feed Tray**, load paper and specify the paper size and paper type.

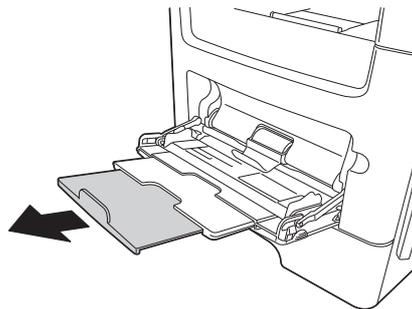
- 1 Open the **Manual Feed Tray**.



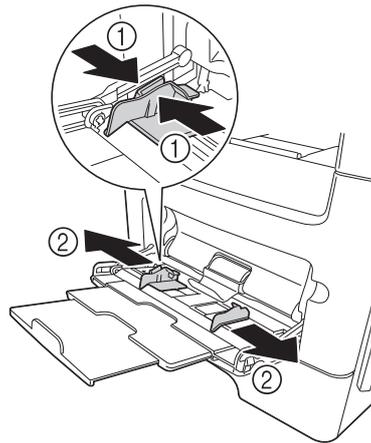
- 2 Pull out the extension guide of the **Manual Feed Tray**.



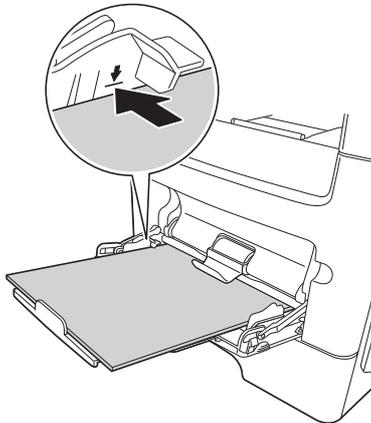
- 3 Fully pull out the extension guide of the **Manual Feed Tray**.



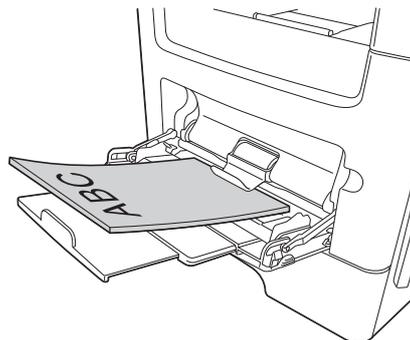
- 4 Hold the paper guide tab located at the left end, then move the paper guide to match the width of the paper to be loaded.



- 5 With the side to be printed on facing up, insert the paper as far as possible into the feed slot.
 → If paper is curled, flatten it before loading.



- When you load letterheads, set the side of the letterheads, on which the company name, preset text and other text are printed, face up.



- If you allow printing on both sides of letterhead paper in [Letterhead duplex print permission settings] on this machine, set the side of the letterheads, on which the company name, preset text and other text are printed, face down.

NOTICE

Load paper within the guide indicating the upper limit.

- 6 Align the paper guide to the paper size.

- 7 Change the paper type and paper size on the **Control Panel**. When loading custom sized paper, also specify the paper size.
 - To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Manual Feed]

Loading envelopes

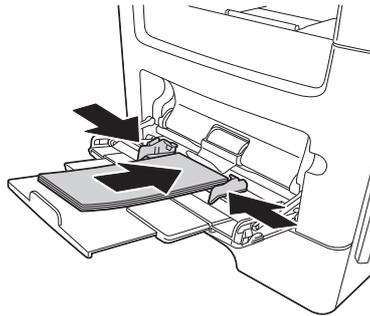
Up to 10 envelopes can be loaded into the tray at a time.

NOTICE

Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in wrinkles or a paper jam.

Do not use an envelope with a stamp, staple, or metal, or a window envelope, glazed envelope, or adhesive envelope. Using such envelopes may cause serious damage to this product.

- 1 Load envelopes so that flap parts are set on the lower left.



- 2 Align the paper guide to the paper size.
- 3 Change the paper type and paper size on the **Control Panel**.
 - To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Manual Feed]

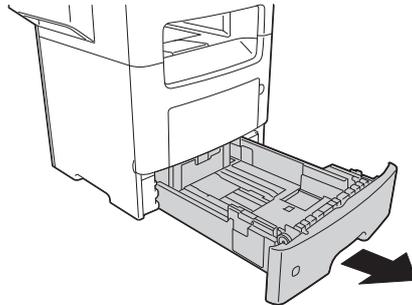
6.3 Loading paper into Tray 1/2/3/4

NOTICE

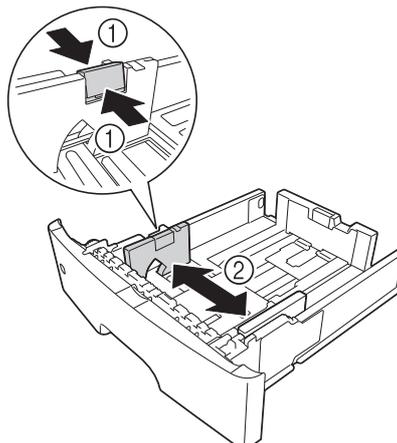
Individually feed paper into each tray to maintain balance of this machine. While loading paper into one tray, close all other trays.

- ✓ This section describes how to load paper into **Tray 1**. The method for loading paper into **Tray 2/3/4** is the same as for **Tray 1**.
- ✓ **Tray 2/3/4** is available when the optional **Paper Feed Unit** is installed.

- 1 Fully pull out **Tray**.

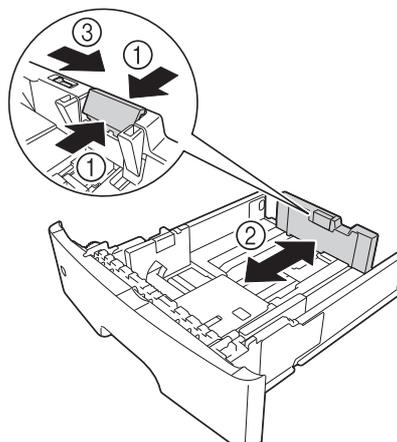


- 2 Hold the crosswise paper guide tab, then move the paper guide to match the size of the paper to be loaded.

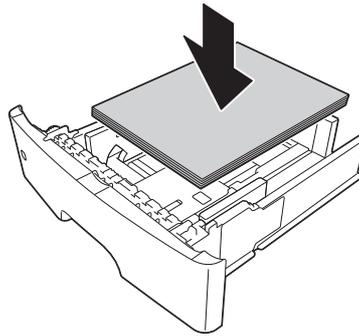


- 3 Hold the lengthwise paper guide tab, then move the paper guide to match the size of the paper to be loaded.

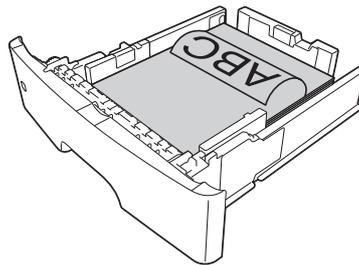
→ After moving the paper guide, slide the lock tab (3) to lock the paper guide. You can use the lock/unlock mark to check whether or not the paper guide is locked.



- 4 Load paper into the tray with the print side facing down.
- If paper is curled, flatten it before loading.
 - To load long paper such as A4, letter size, or legal size, hold the lengthwise paper guide tab, then slide the paper guide backward to match the paper length.
 - If legal-size paper is loaded, the lengthwise paper guide tab is beyond the length of the tray base, and it may cause paper to become dusty. To protect paper against dust, purchase and mount a dust cover. For details, contact your service representative.
 - To load A6 paper, hold the lengthwise paper guide tab and slide it up to the A6-size position in the center of the tray.
 - Check that the crosswise and lengthwise paper guides match the paper size indicators on the bottom of the tray.



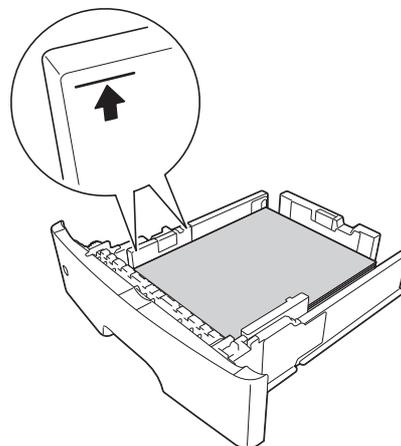
- When you load letterheads, set the side of the letterheads, on which the company name, preset text and other text are printed, face down.



- If you allow printing on both sides of letterhead paper in [Letterhead duplex print permission settings] on this machine, set the side of the letterheads, on which the company name, preset text and other text are printed, face up.

NOTICE

Do not load paper above the upper-limit indicator mark.



- 5 Align the paper guide to the paper size.
- 6 Close the **Tray**.

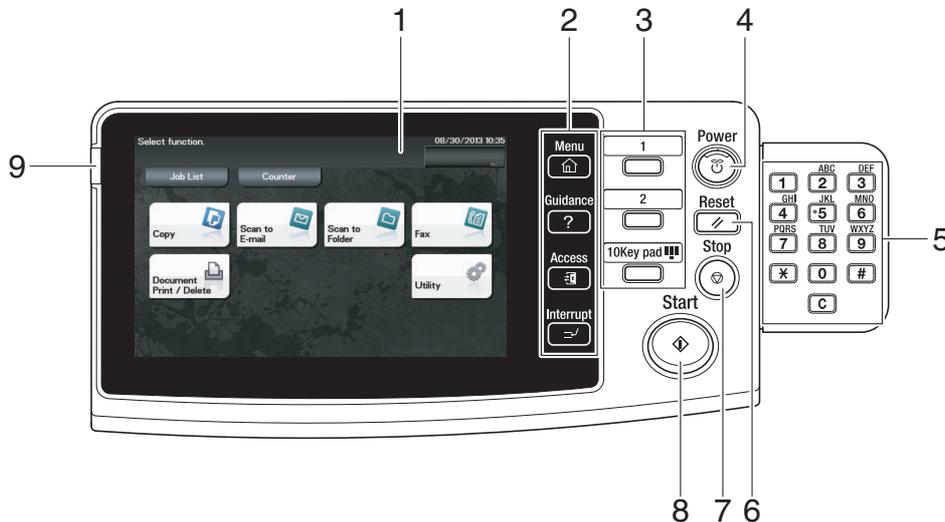
- 7 Change the paper type and paper size on the **Control Panel**.
 - To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Tray 1], [Tray 2], [Tray 3], or [Tray 4]
 - The paper size of [Tray 2], [Tray 3], and [Tray 4] can be set automatically.



Control Panel

7 Control Panel

7.1 Names and functions of Control Panel keys



Tips

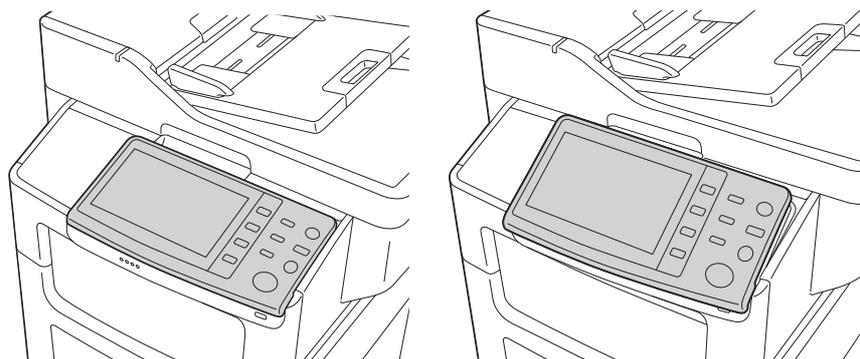
This figure shows the Control Panel with an optional **Keypad** installed.

No.	Name	Description
1	Touch Panel	Displays setting screens and messages. Directly press this panel to carry out operations.
2	[Menu]	Tap this key to display the Main Menu. The [Menu] lights up in blue when the Main Menu is displayed. For details on the Main Menu, refer to page 7-8.
	[Guidance]	Tap this key to display the help screen. The [Guidance] lights up in blue when the Help Menu is displayed. This function displays the explanation and operation procedure of a function on the Touch Panel , enabling you to view them.
	[Access]	Tap this key to perform authentication on the Login screen if user authentication or account track is employed on this machine. Tap [Access] under the login condition to log out. For details, refer to page 9-2.
	[Interrupt]	Tap this key to interrupt active jobs on this machine and deal with a quick copy job. [Interrupt] lights up in blue during interrupt processing. For details, refer to Chapter 1 "Copy Operations" in [User's Guide: Copy Functions].
3	Register Key 1 to Register Key 3	Press each key to switch the display of the Touch Panel to a function assigned to a Register key. <ul style="list-style-type: none"> The default function assigned to the Register key varies depending on the region the machine is used in. A function to be assigned to a Register key can be changed to suit your environment. For details, refer to page 7-11.
4	Power key	Press this key to switch this machine to Power Save mode. For details, refer to page 4-4.
5	Keypad	Use this keypad to enter numeric values such as the number of copies or zoom ratio. This keypad is also used to select a numbered setting key.
	C (Clear)	All the numeric values (number of copies, magnification, size, etc), which have been entered by keypad, are canceled.

No.	Name	Description
6	Reset	Press this key to reset the settings you entered or changed on the Control Panel .
7	Stop	Press this key to temporarily stop an active copy, scan, or print job. To restart, press the Start key.
8	Start	Press this key to start an operation such as copying, scanning, faxing, or printing. <ul style="list-style-type: none">• Lights up blue: This machine is ready to start operating.• Lights up orange: This machine is not ready to start operating. <p> Note If this indicator lamp lights up orange, check whether any warning or message is displayed on the Touch Panel.</p>
9	Warning Indicator	Indicates the status of this machine by the lamp color, flashing, or a lamp lighting up. <ul style="list-style-type: none">• Flash in orange: Warning• Lights up orange: The machine has stopped.

7.2 Changing the angle of the Control Panel

The **Control Panel** can be adjusted to either of two angles.



To adjust the angle of the **Control Panel**, tilt the **Control Panel** up and down.



NOTICE

When a USB memory device is installed, do not change the angle of the **Control Panel**. Contact with the **Control Panel** or damage to a USB memory device may result depending on the size or shape of the USB memory device.

Tips

If the optional **Keypad** is installed, you cannot change the angle of the **Control Panel**.

7.3 Touch Panel

7.3.1 Operating the Touch Panel

Tap

Lightly touch the screen with your finger, then take your finger off the screen immediately. This action is available when selecting or determining a menu.



Flick

Make a slight fillip while sliding your finger on the screen.



7.3.2 Displaying the Keypad

Tap a number or input area on the screen to display the **Keypad**.

Used to enter numerals.



7.3.3 Switching the entry or selection screen

Tap a target input area or icon to switch to the entry or selection screen.

Used to switch to the Select screen to enter text or select a registered item.



Reference

For details about the icon types, refer to page 7-10.

7.3.4 Precautions on using the Touch Panel

This machine features a capacitance-base touch panel. Note the following points when operating the **Touch Panel**.

- Use your finger or the **Stylus Pen**. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, and potentially cause a breakage.
- When operating the **Touch Panel**, do not press on it using excessive force or with a pointed object such as a mechanical pencil.
- Be careful not to operate **Touch Panel** with wet fingers. It may cause **Touch Panel** to operate in unexpected ways.
- If you operate the **Touch Panel** with a gloved finger, the **Touch Panel** will not respond normally. You should operate it with a bare finger or using the **Stylus Pen**.
- Note that the **Touch Panel** may not respond normally if the distance between the user and fluorescent light is 19-11/16 inches (500 mm) or less when you operate the **Touch Panel**.
- You must not use the Touch Panel beside equipment that generates electrical noises such as an electric generator or air conditioner. Otherwise a malfunction may be caused by an influence of electrical noises.

7.4 Entering characters

When entering characters to register an address or program, use the keyboard screen displayed on the Touch Panel.



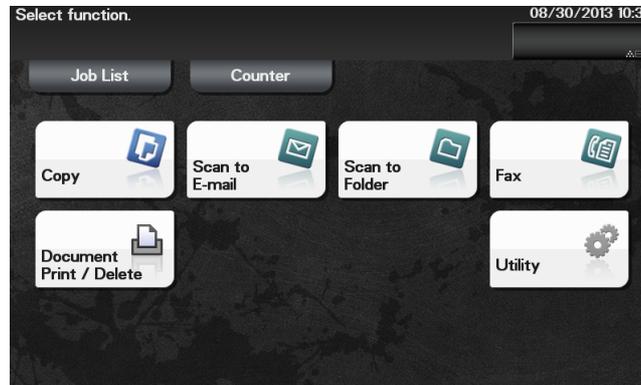
Item	Description
Keyboard	Tap the keys of characters you want to enter.
[C]	Tap this key to delete a character or value you entered.
[←]/[→]	Tap this key to move the cursor.
[×]	Tap this key to delete characters you entered one by one.
[Cancel]	Text entry is interrupted and the page returns to the previous screen. The character or value you entered is deleted.
[OK]	Define the entered character or numeric values.

7.5 Screen layout

7.5.1 Main Menu

Tap [Menu] on the **Control Panel** to display the Main Menu.

The Main Menu is a basic screen to perform operations of this machine. Switch from the Main Menu to each function mode.



Item	Description
[Job List]	Tap this button to check active jobs or job logs. If necessary, you can perform job operations such as deleting a standby job. Note A job refers to an individual operation unit such as printing, sending, receiving, or saving.
[Counter]	Tap this button to display the total number of pages printed on this machine on a function basis. This information will help you gain an understanding of the usage status of this machine.
[Copy]	Tap this button to display the main screen in copy mode.
[Scan to E-mail]	Tap this button to display the main screen in Scan to E-mail mode.
[Scan to Folder]	Tap this button to display the main screen in Scan to Folder mode.
[Fax]	Tap this button to display the main screen in Fax mode.
[Document Print/Delete]	Tap this button to operate files on this machine's HDD or on the USB memory device connected to this machine.
[Utility]	Tap this button to configure settings of this machine, register destinations, and check the status of consumables. For details on Utility, refer to [User's Guide: Description of Utility Keys].
[APP]	Displayed when an application that is supported by OpenAPI is registered on this machine.
[Web Browser]	Tap this button to display the main Web browser screen. This function is available when the optional i-Option LK-101 v3 is installed while the Web browser is enabled. For details on the Web browser function, refer to [User's Guide: Advanced Functions].
[Quick Security]	Tap this button to display [Quick Security Setting]. This function is available when a setting is configured to display the [Quick Security Setting] shortcut key on the main menu. For details on settings, refer to [Quick Security Setting] of Chapter 5 "Administrator Settings" in [User's Guide: Description of Utility Keys].
[QR Code Display]	Tap this button to display the QR code in which the network information of this machine is recorded. This function is available when a setting is configured to display the [QR Code Display] shortcut key on the main menu.

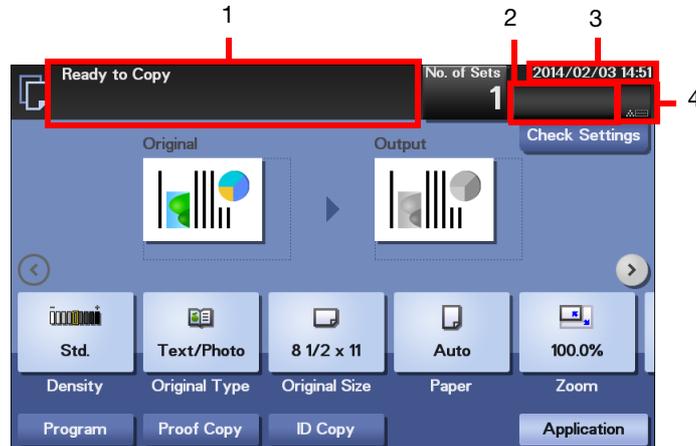
Related setting (for the administrator)

The copy program, fax program, scan program, [Quick Security Setting] and [QR Code Display] shortcut keys can be arranged on the main menu.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

7.5.2 Main screen

This example shows the screen layout for the main screen of the copy mode.



No.	Name	Description
1	Message display area	Displays a message to show the status of this machine and operation procedures.
2	Icon display area	Displays an icon that indicates information such as the job status, warning, or USB memory connection status. Tapping the icon allows you to view the details. For details on the icons that indicate the status of this machine, refer to page 7-10.
3	Date and time display area	Displays the current date and time.
4	Toner level indicator area	Indicates the toner level.

7.5.3 Icon types

Icons indicating the status of this machine

Icons indicating the status of this machine may appear in the icon display area. The types of icons to be displayed are as follows.

Icon	Description
	Indicates that a warning has occurred on this machine. Tapping an icon displays a warning screen.
	Indicates that a copy job is active.
	Indicates that a scan/fax job is currently loaded.
	Indicates that there is a printing job such as a copy job, print job, Fax RX Print, or report printing.
	Indicates that the G3 fax line is busy.
	Indicates that there is a document with Timer Send specified.
	Indicates that there is a document to be received by fax such as Memory RX or PC-Fax RX.
	Indicates that data is being sent from the machine, regardless of the current mode.
	Indicates that the machine is receiving data, regardless of the current mode.
	Indicates that enhanced security mode is enabled.
	Indicates that a USB memory device is connected to this machine.

Icons to change to selection screen

When you select a registered item while operating this machine, the following icons may be displayed. Tap a target icon to change to the screen on which you want to select a registered item.

Icon	Description
	Displays a list of registered items. This icon is referred to as a "list icon" in the manual.

7.6 Changing the function assigned to a Register key (for administrators)

Select a function to be assigned to a **Register** key on the **Control Panel** to suit your requirements. It will be useful to assign frequently-used functions to Register keys.

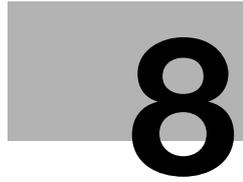
This example explains how to change a function to be assigned to **1**.

- 1 Tap [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings] - [Register Key 1] - [Basic Functions].
- 2 Select a function to be assigned to **1**, then tap [OK].
 - You cannot select a function assigned to other **Register** key.

Settings	Description
[Copy]	Tap this button to display the main screen in copy mode.
[Fax]	Tap this button to display the main screen in Fax mode.
[Scan to E-mail]	Tap this button to display the main screen in Scan to E-mail mode.
[Scan to Folder]	Tap this button to display the main screen in Scan To Folder mode.
[Utility]	Tap this button to display the [Utility] screen.
[Keypad]	Tap this button to display the Touch Panel on the Keypad when entering numeric values such as the number of copies or zoom ratio.
[Menu]	Tap this button to display the Main Menu.
[Access]	When user authentication and account authentication have been installed, perform the authentication on the login screen. Tapping this button while logged in enables you to log off this machine.
[Web Browser]	Tap this button to display the main screen of the Web browser. This function is available when the optional i-Option LK-101 v3 is installed while the Web browser is enabled.

Tips

If an OpenAPI application is registered on this machine, the registered application list or individual registered application can be assigned to the **Register** key.



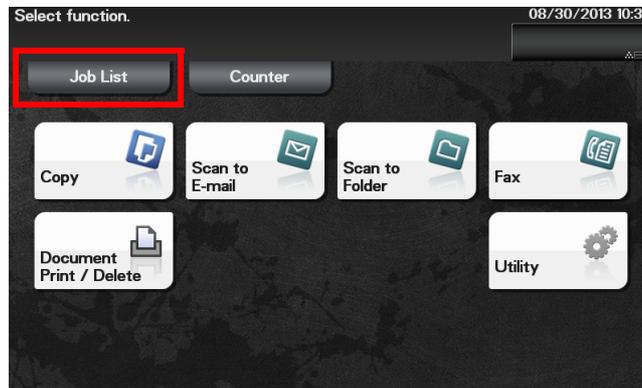
Viewing Active Job and Job Logs

8 Viewing Active Job and Job Logs

Displaying the Job List screen

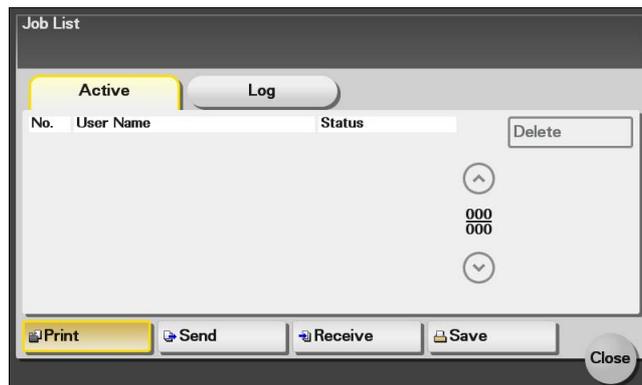
A job refers to an individual operation unit such as printing, sending, receiving, or saving.

If you tap [Job List] on the Main Menu, you can view the active job and job logs.



Viewing the active job

Tap [Active] to display current or standby jobs on this machine. If necessary, you can perform job operations such as deleting a standby job.



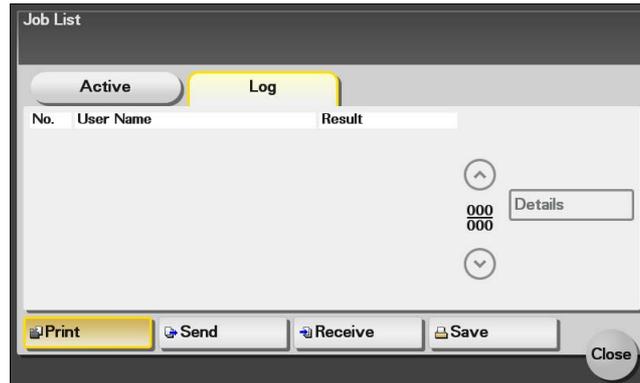
Item	Description
[Print]	Tap this button to display a list of active or standby print jobs.
[Send]	Tap this button to display a list of active or standby send jobs.
[Receive]	Tap this button to display a list of active or standby fax receive jobs.
[Save]	Tap this button to display a list of active or standby save jobs.
[Delete]	Tap this button to delete a job selected in the list.
[Forward]	Tap this button to forward a fax received by the in-memory proxy reception function to another destination. The forward destination can be specified using Address Book or Direct Input. For details on the in-memory proxy reception function, refer to Chapter 6 "Receiving Options" in [User's Guide: Fax Functions].

Related setting (for the administrator)

- On the [Job List] screen, you can select whether or not to hide personal information such as destinations or job names.
To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Hide Personal Data] (Default: [OFF])
- You can select whether or not to permit a deletion of other user's job.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Delete Other User Jobs] (Default: [Restrict])

Viewing job logs

Tap [Log] to display a list of jobs processed on this machine up till then. You can check a job that could not be ended due to an error.



Item	Description
[Print]	Tap this button to display a list of completed or deleted print jobs.
[Send]	Tap this button to display a list of completed or deleted send jobs.
[Receive]	Tap this button to display a list of completed or deleted fax receive jobs.
[Save]	Tap this button to display a list of completed or deleted save jobs.
[Details]	Tap this button to view detailed information of a job selected in the list.

Related setting (for the administrator)

On the [Job List] screen, you can select whether or not to hide personal information such as destinations or job names.

To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Hide Personal Data] (Default: [OFF])



Login Screen

9 Login Screen

Logging in to this machine

If user authentication or account track is installed on this machine, the Login screen appears on the **Touch Panel**.

Enter the user or account track name and the password on the Login screen, then tap [Login] or [Access] to perform authentication. After the target operation was completed, tap [Access] to log out.

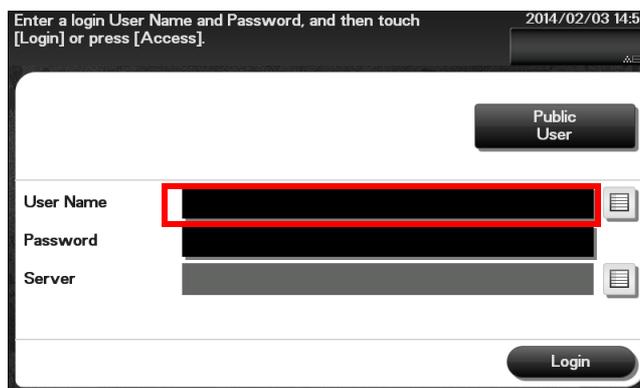


Performing user authentication (MFP authentication)

Enter the user name and the password, and perform user authentication.

- ✓ For details on how to configure user authentication settings, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

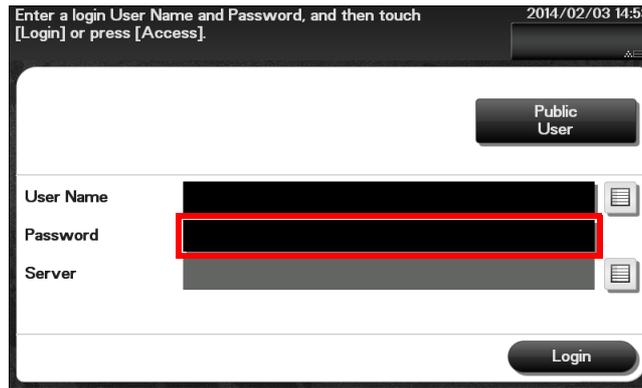
- 1 Tap the [User Name] entry field.
 - If Public User Access (unregistered users) is enabled, tap [Public User] to log in to this machine.



- If necessary, you can select whether or not to display the list icon that recalls the user name list on the login screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Name List] (Default: [OFF])
- Tapping the list icon that recalls the user name list displays a list of user names and enables you to select a login user.

- 2 Enter the user name, then tap [OK].

- 3 Tap the [Password] entry area.



- 4 Enter the password, then tap [OK].

- 5 Tap [Login] or [Access] to log in to this machine.

→ If user authentication and account track are installed without being synchronized, account track is required after this. For details, refer to page 9-5.

→ If user authentication and account track are synchronized, account track is not required.

If authentication succeeds, you can log in to this machine.

- 6 After the target operation was completed, tap [Access] to log out.

→ If you do not operate this machine for a certain period of time during login (default: one min.), you will be automatically logged out.

- 7 When a message has appeared to check whether you want to log out, tap [OK].

→ If necessary, you can select whether or not to display the logout confirmation screen.

To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting] (Default: [ON])

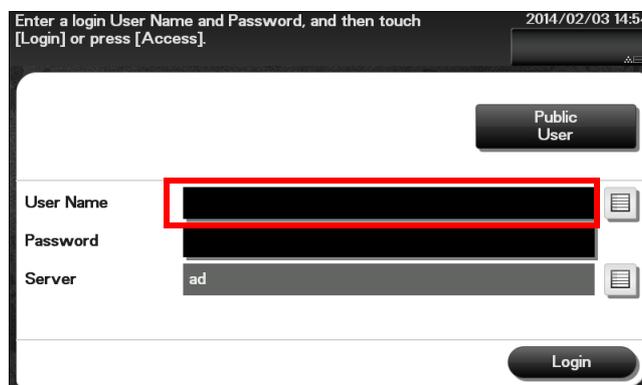
Performing user authentication (external server authentication)

Enter the user name and the password, and select a server to be authenticated.

- ✓ For details on how to configure user authentication settings, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

- 1 Tap the [User Name] entry field.

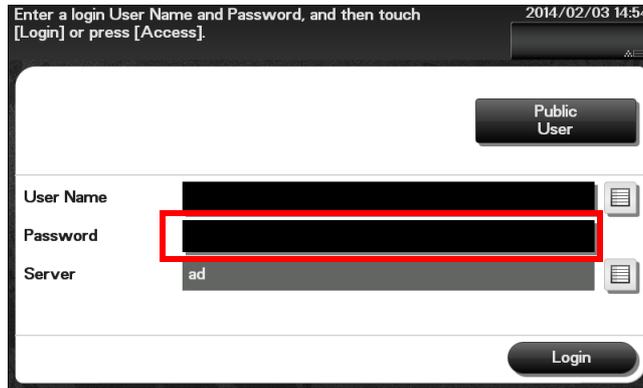
→ If Public User Access (unregistered users) is enabled, tap [Public User] to log in to this machine.



- If necessary, you can select whether or not to display the list icon that recalls the user name list on the login screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Name List] (Default: [OFF])
- Tapping the list icon that recalls the user name list displays a list of user names and enables you to select a login user.

2 Enter the user name, then tap [OK].

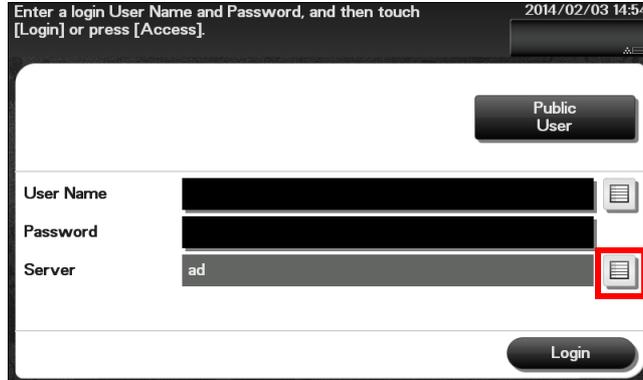
3 Tap the [Password] entry area.



4 Enter the password, then tap [OK].

5 When using multiple authentication servers, tap the list icon for [Server], then select a server to be authenticated.

- By default, the default authentication server is selected. When using the default authentication server, proceed to Step 6.



6 Tap [Login] or [Access] to log in to this machine.

- If user authentication and account track are installed without being synchronized, account track is required after this. For details, refer to page 9-5.
 - If user authentication and account track are synchronized, account track is not required.
- If authentication succeeds, you can log in to this machine.

7 After the target operation was completed, tap [Access] to log out.

- If you do not operate this machine for a certain period of time during login (default: one min.), you will be automatically logged out.

8 When a message has appeared to check whether you want to log out, tap [OK].

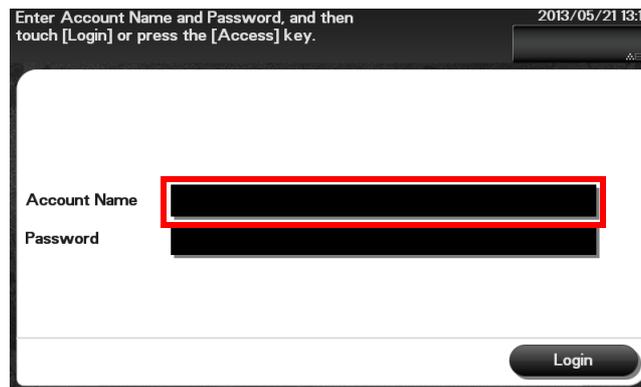
- If necessary, you can select whether or not to display the logout confirmation screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting] (Default: [ON])

Performing account track

Enter the account name and the password to perform account track.

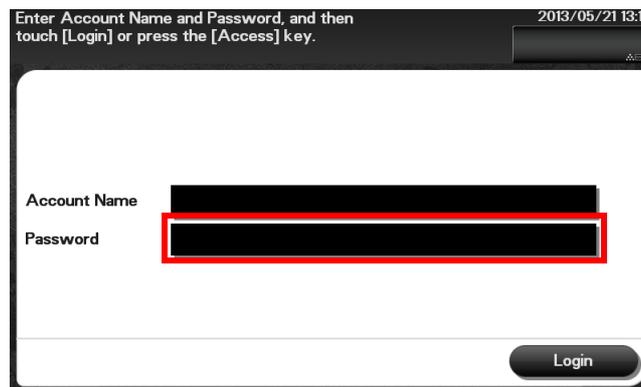
- ✓ For details on how to configure account track settings, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
- ✓ If user authentication and account track are installed without being synchronized, perform user authentication first. To perform MFP authentication, refer to page 9-2. To perform external server authentication, refer to page 9-3.
- ✓ If user authentication and account track are synchronized, account track is not required.

- 1 Tap the [Account Name] entry field.



- 2 Enter the account name, then tap [OK].

- 3 Tap the [Password] entry area.



- 4 Enter the password, then tap [OK].

- 5 Tap [Login] or [Access] to log in to this machine.

If authentication succeeds, you can log in to this machine.

- 6 After the target operation was completed, tap [Access] to log out.

→ If you do not operate this machine for a certain period of time during login (default: one min.), you will be automatically logged out.

- 7 When a message has appeared to check whether you want to log out, tap [OK].

→ If necessary, you can select whether or not to display the logout confirmation screen.

To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting] (Default: [ON])

10 Specifications

10 Specifications

10.1 Checking the specifications of this machine

Item	Description	
Name	bizhub 4750 bizhub 4050	
Type	Scanner, reverse automatic document feeder, desktop type printer	
Scanning resolution	600 dpi × 600 dpi	
Writing resolution	600 dpi × 600 dpi (Standard mode) 1200 dpi × 1200 dpi (High quality mode)	
Memory size	2 GB	
HDD	320 GB	
Originals	Sheets, books, objects (Max. weight limit: 22-1/16 lb (10 kg))	
Max. original size	A4 or Legal	
Output size	Paper size	Main unit: Width: 4-1/8 inches to 8-1/2 inches (105 mm to 215.9 mm), Length: 5-13/16 inches to 14 inches (148 mm to 355.6 mm) Manual Feed Tray: Width: 3 inches to 8-1/2 inches (76.2 mm to 215.9 mm), Length: 5 inches to 14 inches (127 mm to 355.6 mm)
	Image chipping width	Leading edge or trailing edge: 3/16 inch +/- 1/16 inch (4 mm +/- 2 mm), Left or right: 3/16 inch +/- 1/16 inch (4 mm +/- 2 mm)
Warm-up time (73.4°F (23°C), std. voltage)	Time period from when the Power Switch is turned on to when this machine is ready for printing bizhub 4750: 77 sec. or less bizhub 4050: 77 sec. or less	
First copy time	bizhub 4750: 8.5 sec. or less bizhub 4050: 8.5 sec. or less	
Copy speed	bizhub 4750: 47 sheets/min. (A4, plain paper), 50 sheets/min. (Letter (8-1/2 × 11), plain paper) bizhub 4050: 40 sheets/min. (A4, plain paper), 42 sheets/min. (Letter (8-1/2 × 11), plain paper)	
Paper handling/paper capacity	One paper tray 550 sheets Manual Feed Tray 100 sheets	
Paper weight	Main unit: 16 lb to 32 lb (60 g/m ² to 120 g/m ²) Manual Feed Tray: 16 lb to 43 lb (60 g/m ² to 163 g/m ²)	
Auto duplex	Paper size	Width: 8-1/4 inches to 8-1/2 inches (209.6 mm to 215.9 mm), Length: 11 inches to 14 inches (279.4 mm to 355.6 mm)
	Paper weight	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)
Stacking capacity	250 sheets (Plain paper)	
Power supply	bizhub 4750/4050: AC 110-127 V, 8.2 A, 50/60 Hz AC 220-240 V, 4.2 A, 50/60 Hz	
Maximum current during printing	bizhub 4750/4050: 120 V: 8.2 A 230 V: 4.2 A	

Item	Description
Dimensions [W] × [D] × [H]	19-1/4 inches (489 mm) × 19 inches (482 mm) × 22-1/6 inches (561 mm) (Main unit + ADF)
Space Requirements [W] × [D] × [H]	26-5/16 inches (669 mm) × 34-15/16 inches (886.8 mm) × 53-9/16 inches (1361 mm) (with ADF and Manual Feed Tray opened)
Weight	bizhub 4750: Approx. 52 lb (24 kg (including consumables)) bizhub 4050: Approx. 52 lb (24 kg (including consumables))

10.2 Checking the specifications of optional devices

Paper Feed Unit PF-P11

Item	Specifications
Model number	PF-P11
Paper type	Plain paper, recycled paper, 1-sided special paper, special paper, colored paper, Thick 1, label sheets (15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²))
Paper size	A4, A5, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Paper capacity	250 sheets
Power supply	Supply from machine
Dimensions [W] × [D] × [H]	15-5/16 inches (389 mm) × 15 inches (382 mm) × 3-1/16 inches (77 mm)
Weight	Approx. 9-1/4 lb (4.2 kg)

Paper Feed Unit PF-P12

Item	Specifications
Model number	PF-P12
Paper type	Plain paper, recycled paper, 1-sided special paper, special paper, colored paper, Thick 1, label sheets (15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²))
Paper size	A4, A5, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Paper capacity	550 sheets
Power supply	Supply from machine
Dimensions [W] × [D] × [H]	15-5/16 inches (389 mm) × 15 inches (382 mm) × 4-5/16 inches (109 mm)
Weight	Approx. 10-3/8 lb (4.7 kg)

Fax Kit FK-512

Item	Specifications
Model number	FK-512
Communication	Super G3
Compatible lines	Public switch telephone network (including fax communication line) PBX lines
Line density	Ultra Fine: 600 dpi × 600 dpi Super Fine: 16 dot/mm × 15.4 line/mm, 400 dpi × 400 dpi Fine: 8 dot/mm × 7.7 line/mm, 200 dpi × 200 dpi Normal: 8 dot/mm × 3.85 line/mm Faxes are transmitted at any of the above scanning line densities according to the capabilities of a recipient's machine.
Modem speed	2400/4800/7200/9600/12000/14400/16800/19200/ 21600/24000/26400/28800/31200/33600 bps
Compression	JBIG, MMR, MR, MH

Item	Specifications
Sending paper size	Max. A4 or legal Long original: 8-1/2 inches × 39-3/8 inches (215.9 mm × 1000 mm) (in use of ADF)
Recording paper size	Max. A4 or legal
Transmission speed	Approx. 3 sec. * Time when sending an our standard A4 original including 700 characters with the normal image quality (8 dot/mm × 3.85 line/mm) in super G3 mode (ITU-T V.34 base 33.6 kbps or more) with JBIG.
Number of abbr. dials	2000
Number of program dials	400
Number of group dials	100
Sequential multiple station transmission	Max. 500

Finisher FS-P02

Item	Specifications
Model number	FS-P02
Staple capacity	Max. 20 sheets (20 lb (75 g/m ²))
Types of staple modes	1 corner
Paper type	Plain paper, recycled paper, 1-sided special paper, special paper, colored paper, letterheads, user paper 1, user paper 2
Paper size	A4, Legal (8-1/2 × 14), Letter (8-1/2 × 11), Government legal (8-1/2 × 13), 8-1/2 × 13-1/2
Power supply	Input: AC 100 - 240 V, 50/60 Hz, 12.0 - 6.0 A (including the main unit) Output: AC 100 - 240 V, 50/60 Hz, 12.0 - 5.3 A (power for the main unit)
Consumables	Staple: Staple Kit SK-501
Dimensions [W] × [D] × [H]	15-5/16 inches (389 mm) × 5-7/16 inches (138 mm) × 7-11/16 inches (195 mm) (The depth includes the part inserted into the paper output section of the main unit.)
Weight	Approx. 11-11/16 lb (5.3 kg)

Authentication Unit AU-201

Item	Specifications	
Name	Card Authentication Unit AU-201	
Dimensions [W] × [D] × [H]	3-5/8 inches (92 mm) × 2-1/2 inches (64 mm) × 5/8 inches (16 mm)	
Weight	Approx. 1/4 lb (0.1 kg)	
Power supply	Power feeding from USB port	
System conditions (operating state)	Ambient temperature	32°F to 104°F (0°C to 40°C)
	Humidity	20% to 85% (No condensation)
System conditions (non-operating state)	Ambient temperature	-4°F to 122°F (-20°C to 50°C)
	Humidity	20% to 85% (No condensation)
Radio law division	Self-guided read-write communication facility	
Applicable card	FeliCa (IDm), SSFC, FCF, FCF (campus), MIFARE (UID)	
Acquired standard	VCCI class B	

Item	Specifications	
Compatible computer	Computer	PC-AT compatible machine
	CPU	Conforms to the recommended operating environment of your operating system.
	Memory (RAM)	Conforms to the recommended operating environment of your operating system.
	Free space on hard disk	600 MB or more
	Monitor	800 × 600 pixels or more
	Network	Must be configured with the correct TCP/IP or IPX/SPX protocol settings.
	Application	Microsoft Internet Explorer 6.0 (SP1) or later Windows Vista/8/8.1: Microsoft .NET Framework 3.5 (SP1 or later) Windows 7 is equipped with .NET Framework required to operate Data Administrator as the standard.
	Interface	Conforms to USB 1.1.
	Supported operating systems	For the supported operating systems, refer to Readme.

Authentication Unit AU-201S

Item	Specifications	
Name	Card Authentication Unit AU-201S	
Dimensions [W] × [D] × [H]	3-7/8 inches (98 mm) × 2-1/2 inches (64 mm) × 1/2 inches (13 mm)	
Weight	Approx. 1/4 lb (0.1 kg)	
Power supply	Power feeding from USB port	
System conditions (operating state)	Ambient temperature	32°F to 104°F (0°C to 40°C)
	Humidity	20% to 85% (No condensation)
System conditions (non-operating state)	Ambient temperature	-4°F to 122°F (-20°C to 50°C)
	Humidity	20% to 85% (No condensation)
Radio law division	Self-guided read-write communication facility	
Applicable card	FeliCa (IDm), SSFC, FCF, FCF (campus), MIFARE (UID)	
NFC reader	conforms to ISO 18092 (NFC)	
Acquired standard	VCCI class B	
Compatible computer	Computer	PC-AT compatible machine
	CPU	Conforms to the recommended operating environment of your operating system.
	Memory (RAM)	Conforms to the recommended operating environment of your operating system.
	Free space on hard disk	600 MB or more
	Monitor	800 × 600 pixels or more
	Network	Must be configured with the correct TCP/IP or IPX/SPX protocol settings.
	Application	Microsoft Internet Explorer 6.0 (SP1) or later Windows Vista/8/8.1: Microsoft .NET Framework 3.5 (SP1 or later) Windows 7 is equipped with .NET Framework required to operate Data Administrator as the standard.
	Interface	Conforms to USB 2.0.
	Supported operating systems	For the supported operating systems, refer to Readme.

10.3 Standard operating life of consumables and periodic replacement parts

Item	Standard average operating life
Toner Cartridge	Toner Cartridge supplied with the product: Approx. 7,500 pages Toner Cartridge for replacement: Approx. 20,000 pages
Imaging Unit	Approx. 60,000 pages

 **Tips**

The above indicates a numeric value for 1-sided printing with A4- or letter-size paper. The actual operating life varies (decreases) depending on printing conditions (printing ratio, paper size, etc.), printing method such as the continuous printing (a print job of four pages on average is optimal for consumables) or the intermittent printing (when a print job of one page is executed multiple times), and the paper type such as thick paper printing. It is also affected by the ambient temperature and humidity.

11

Trademarks and Copyrights

11 Trademarks and Copyrights

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Print Functions

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Printer Functions

1 Printer Functions

1.1 Overview of printer functions

The printer driver is software that specifies how to use the printing functions of this machine from other application software. When you install the printer driver on your computer, you can use a variety of this machine's printing functions. Furthermore, the printer driver supports a wide range of connection methods and provides flexibility in various environments.

It also supports direct printing, a printing method that does not use the printer driver, and printing from a USB memory device.

1.2 System requirements

For Windows

Item	Specifications
Operating system	The supported versions of the operating system vary depending on the installed printer driver. For details, refer to page 2-5.
CPU	Any processor of the same or higher specifications as recommended for your operating system
Memory	Memory capacity as recommended for your operating system The memory space must be enough for the OS and applications used.
Drive	CD-ROM drive

For Mac OS

Item	Specifications
Operating system	Mac OS X (10.3.x, 10.4.x, 10.5.x, 10.6.x, 10.7.x, 10.8.x, 10.9.x, 10.10.x)
CPU	PowerPC, Intel Processor
Memory	Memory capacity as recommended for your operating system
Drive	CD-ROM drive

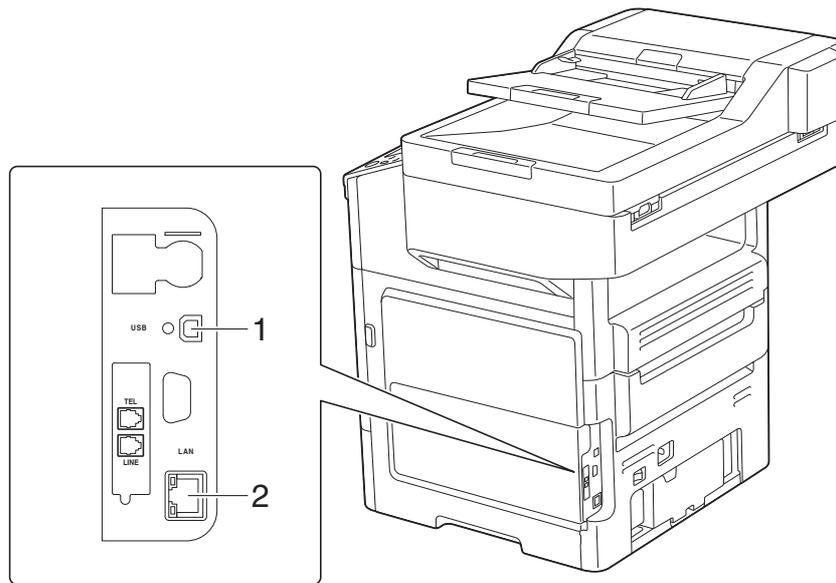


Reference

For details on how to use the Linux printer driver, refer to Chapter 5 "Printing in the Linux Environment" in [User's Guide: Applied Functions].

1.3 Cable connection ports of this machine

The printer cables are connected to each port on this machine.



No.	Port	Description
1	USB port	Use a USB interface cable for USB connection. Use a type A (4-pin, male) to type B (4-pin, male) USB cable. A USB cable measuring three meters or less is recommended.
2	Ethernet (LAN) Port (1000Base-T/100Base-TX/10Base-T)	Use the LAN cable to connect this machine to the network. This machine supports the 1000Base-T, 100Base-TX and 10Base-T protocols. The TCP/IP (LPD/LPR, IPP) protocols and Web services are supported.



Printing in the Windows Environment

2 Printing in the Windows Environment

2.1 Preparation for printing (network connection)

2.1.1 Overview

Before using this machine as a printer, you need to install the printer driver on your computer.

This section describes preparatory steps for printing from this machine using the installer that are supplied with this machine.

2.1.2 Before installing the printer driver (for administrators)

Connecting this machine to the network

- **Checking a LAN cable for connection**
 - **Checking the network settings**
 - Check that an IP address is assigned to this machine.
-



Configuring the network printing environment

- **When using the Normal Printing (at Port 9100)**
 - Make sure that the RAW port number has been set. (Usually, you can use the default settings.) Use Normal Printing (Port 9100) unless otherwise specified.
 - **When using the Internet Printing (IPP)**
 - Check the IPP operating environment. (Usually, you can use the default settings.)
 - **When using the Secure Printing (IPPS)**
 - Set up the IPPS operating environment. Establish the communication with SSL encryption between this machine and the computer.
-



Preparation finished

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 1-4.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is displayed, you need to set up the network. For details, refer to [Quick Start Guide].

Configuring the network printing environment

Set up the operating environment to suit the printing method.

If the printing method is not specified before installation, Normal Printing (Port 9100) is selected for printing. Use Normal Printing (Port 9100) unless otherwise specified.

For details on how to configure settings, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Printing method	Description
Normal Printing (Port 9100)	Make sure that the RAW port number has been set. (Usually, you can use the default settings.)
Internet Printing (IPP)	Check the IPP operating environment. (Usually, you can use the default settings.)
Secure Printing (IPPS)	Set up the IPPS operating environment. Establish the communication with SSL encryption between this machine and the computer.

Tips

- If you are using Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, you cannot set up the Secure Print (IPPS) using the installer.
- If you are using Windows Server 2003 in an IPv6 environment, you cannot set up the Secure Printing using the installer.
- Internet Printing (IPP) is not supported in the IPv6 environment.

Allowing device information to be acquired from the printer driver

Disable the OpenAPI authentication function. (Usually, you can use the default settings.)

When you allow acquisition of device information from the printer driver, the printer driver automatically obtains information such as what options are installed on this machine and whether or not authentication settings have been configured.

For details on how to configure settings, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

2.1.3 Easy installation of the printer driver

Preparing the printer driver

- **Preparing the printer driver CD-ROM**
 - For the CD-ROM, contact the administrator of this machine.
- **Checking the printer driver type**
 - Three printer drivers for different purposes are available. Select the printer driver that meets your printing objectives.
- **Checking the operating systems supported by the printer driver**
 - Check that your computer meets the operating environment requirements of the printer driver.



Installing the printer driver to the computer

- **Installing the printer driver using the installer**
 - Insert the printer driver CD-ROM into the drive, and install the software by following the on-screen instructions.
- **Performing a test print**
 - If necessary, make a test print, then check that it is acceptable.



Preparation finished

Preparing CD-ROM disks for the printer driver

The following CD-ROMs are supplied with this machine: The printer driver is included on the **Driver & Utilities CD-ROM**.

CD-ROM	Description
Driver & Utilities CD-ROM	Contains Windows printer driver (PCL/PS/XPS), Mac OS printer driver, Linux printer driver, and TWAIN driver. This also contains the page for downloading utility software.
User's Guide CD-ROM	Contains user's guides.

Checking the printer driver type

The following types of printer drivers are available. Select the printer driver that meets your printing aims.

Printer driver	Page description language	Description
PCL driver	PCL6	This is a standard driver for printing general office originals. Among the three drivers, this driver provides the fastest printing speed.
PS driver	PostScript 3 Emulation	This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important.
XPS driver	XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

Checking the operating systems supported by the printer driver

The following lists the printer drivers included on the CD-ROMs supplied with this machine and the supported operating systems.

Printer driver	Supported operating systems
PCL driver PS driver	Windows Server 2003, Standard Edition (Service Pack 2 or later) Windows Server 2003, Enterprise Edition (Service Pack 2 or later) Windows Server 2003 R2 Standard Edition Windows Server 2003 R2 Enterprise Edition Windows Server 2003, Standard x64 Edition Windows Server 2003, Enterprise x64 Edition Windows Server 2003 R2, Standard x64 Edition Windows Server 2003 R2, Enterprise x64 Edition Windows Vista Business (Service Pack 2 or later)* Windows Vista Enterprise (Service Pack 2 or later)* Windows Vista Home Basic (Service Pack 2 or later)* Windows Vista Home Premium (Service Pack 2 or later)* Windows Vista Ultimate (Service Pack 2 or later)* Windows Server 2008 Standard (Service Pack 2 or later)* Windows Server 2008 Enterprise (Service Pack 2 or later)* Windows Server 2008 R2 Standard Windows Server 2008 R2 Enterprise Windows 7 Home Basic Windows 7 Home Premium* Windows 7 Professional* Windows 7 Enterprise* Windows 7 Ultimate Windows 8*/Windows 8.1* Windows 8 Pro*/Windows 8.1 Pro* Windows 8 Enterprise*/Windows 8.1 Enterprise* Windows Server 2012 Datacenter Windows Server 2012 Standard Windows Server 2012 R2 Datacenter Windows Server 2012 R2 Standard
XPS driver	Windows Vista Business (Service Pack 2 or later)* Windows Vista Enterprise (Service Pack 2 or later)* Windows Vista Home Basic (Service Pack 2 or later)* Windows Vista Home Premium (Service Pack 2 or later)* Windows Vista Ultimate (Service Pack 2 or later)* Windows Server 2008 Standard (Service Pack 2 or later)* Windows Server 2008 Enterprise (Service Pack 2 or later)* Windows Server 2008 R2 Standard Windows Server 2008 R2 Enterprise Windows 7 Home Basic Windows 7 Home Premium* Windows 7 Professional* Windows 7 Enterprise* Windows 7 Ultimate Windows 8*/Windows 8.1* Windows 8 Pro*/Windows 8.1 Pro* Windows 8 Enterprise*/Windows 8.1 Enterprise* Windows Server 2012 Datacenter Windows Server 2012 Standard Windows Server 2012 R2 Datacenter Windows Server 2012 R2 Standard

* Supports 32-bit (x86)/64-bit (x64) environment.

Installation procedure

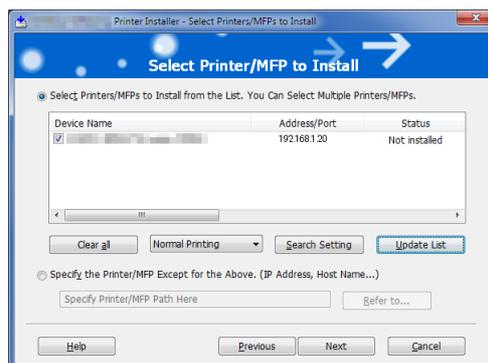
Install the printer driver using the installer.

- ✓ Administrator privileges are required to perform this task.
- ✓ Use the **Driver & Utilities CD-ROM**.

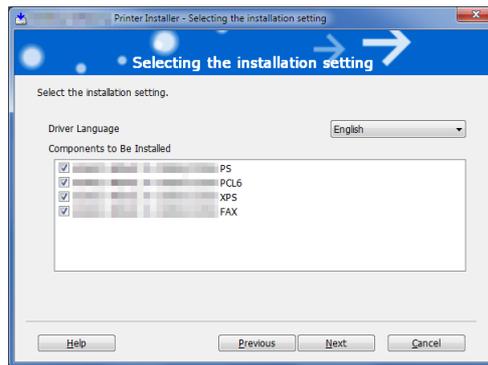
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - Make sure that the installer starts, then proceed to Step 2.
 - If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Set-up.exe], then go to Step 3.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 2 Click [Printer/FAX].
- 3 Read the license agreement, then click [AGREE].
- 4 Check the contents of the [Readme] window, then click [Next].
- 5 Select [Install printers/MFPs], then click [Next].

Connected printers are detected.

 - For Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can select [Preference for IPv4] or [Preference for IPv6]. The address has the preference when detected in both IPv4 and IPv6.
- 6 Select this machine, then click [Next].
 - If this machine is not detected, restart it.
 - You do not need to change the printing method from [Normal Printing] (Port 9100) unless otherwise specified by the administrator.
 - As the printing method, you can select [Normal Printing], [Internet Printing] (IPP), or [Secure Printing] (IPPS).
 - Among the connected printers, only the target model is automatically detected and displayed. If multiple target models are displayed, check the IP addresses.
 - If the connection to this machine cannot be recognized, it is not displayed in the list. In such a case, select [Specify the Printer/MFP Except for the Above. Select (IP Address, Host Name...)], then manually specify the IP address and host name of this machine.



- 7 Select the check box of the printer driver you want to install, then click [Next].
 → For features of each printer driver, refer to page 2-4.



- 8 Check the components to be installed, then click [Install].
- 9 If necessary, change the printer name or print a test page, then click [Finish].
 Installation of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine. For details, refer to page 2-8.
[Print Setting]	Changes the default print settings of this machine, if necessary. For details, refer to page 2-8.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.

Reference

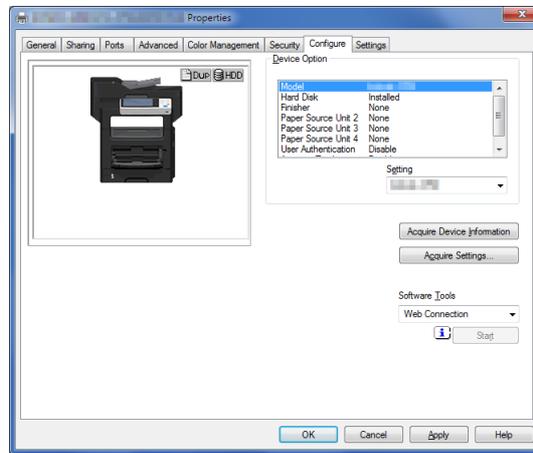
When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 2-8.

2.1.4 Initializing the printer driver

Configuring the optional environment of this machine

When you use this machine for the first time, check that information such as what options are installed on this machine and whether or not authentication settings have been configured is correctly reflected to the printer driver.

- 1 Display the [Properties] window of the printer driver.
 - For information on how to display the [Properties] window, refer to page 2-50.
- 2 In the [Configure] tab, check the information such as what options are installed on this machine and whether or not authentication settings have been configured.
 - By default, [Auto] in [Acquire Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].
 - When [Auto] in [Acquire Settings...] is disabled, clicking [Acquire Device Information], obtains and reflects the information on this machine to [Device Option].
 - If you cannot establish communication with this machine, manually set this information in [Device Option]. Select the item to change from the list, and set a value in [Setting].



- 3 Click [OK].

Change the default print settings

If necessary, you can change the default print settings of the printer driver.

- 1 Display the [Printing Preferences] window of the printer driver.
 - For information on how to display the [Printing Preferences] window, refer to page 2-54.
- 2 Change the print settings, and click [OK].
 - The changed settings are applied when printing is performed from any application software.



Reference

The printer driver contains a function to save favorite settings. This is useful to register frequently used print settings as favorite settings. For details, refer to page 2-15.

2.2 Preparation for printing (USB connection)

2.2.1 Overview

Before using this machine as a printer, you need to install the printer driver on your computer.

This section describes preparatory steps for printing from this machine using the installer that are supplied with this machine.

2.2.2 Easy installation of the printer driver

Preparing the printer driver

- **Preparing the printer driver CD-ROM**

- For the CD-ROM, contact the administrator of this machine.

- **Checking the printer driver type**

- Three printer drivers for different purposes are available. Select the printer driver that meets your printing objectives.

- **Checking the operating systems supported by the printer driver**

- Check that your computer meets the operating environment requirements of the printer driver.



Installing the printer driver to the computer

- **Configuring the installation settings on the computer**

- If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, you need to change the PC settings in advance.

- **Installing the printer driver using the installer**

- Connect the USB printer cable, insert the print driver CD-ROM into the drive, and install the software by following the on-screen instructions.

- **Performing a test print**

- If necessary, make a test print, then check that it is acceptable.



Preparation finished

Preparing the printer driver CD-ROM

The following CD-ROMs are supplied with this machine: The printer driver is included on the **Driver & Utilities CD-ROM**.

CD-ROM	Description
Driver & Utilities CD-ROM	Contains Windows printer driver (PCL/PS/XPS), Mac OS printer driver, Linux printer driver, and TWAIN driver. This also contains the page for downloading utility software.
User's Guide CD-ROM	Contains user's guides.

Checking the printer driver type

The following types of printer drivers are available. Select the printer driver that meets your printing aims.

Printer driver	Page description language	Description
PCL driver	PCL6	This is a standard driver for printing general office originals. Among the three drivers, this driver provides the fastest printing speed.
PS driver	PostScript 3 Emulation	This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important.
XPS driver	XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

Checking the operating systems supported by the printer driver

The following lists the printer drivers included on the CD-ROMs supplied with this machine and the supported operating systems.

Printer driver	Supported operating systems
PCL driver PS driver	Windows Server 2003, Standard Edition (Service Pack 2 or later) Windows Server 2003, Enterprise Edition (Service Pack 2 or later) Windows Server 2003 R2 Standard Edition Windows Server 2003 R2 Enterprise Edition Windows Server 2003, Standard x64 Edition Windows Server 2003, Enterprise x64 Edition Windows Server 2003 R2, Standard x64 Edition Windows Server 2003 R2, Enterprise x64 Edition Windows Vista Business (Service Pack 2 or later)* Windows Vista Enterprise (Service Pack 2 or later)* Windows Vista Home Basic (Service Pack 2 or later)* Windows Vista Home Premium (Service Pack 2 or later)* Windows Vista Ultimate (Service Pack 2 or later)* Windows Server 2008 Standard (Service Pack 2 or later)* Windows Server 2008 Enterprise (Service Pack 2 or later)* Windows Server 2008 R2 Standard Windows Server 2008 R2 Enterprise Windows 7 Home Basic Windows 7 Home Premium* Windows 7 Professional* Windows 7 Enterprise* Windows 7 Ultimate Windows 8*/Windows 8.1* Windows 8 Pro*/Windows 8.1 Pro* Windows 8 Enterprise*/Windows 8.1 Enterprise* Windows Server 2012 Datacenter Windows Server 2012 Standard Windows Server 2012 R2 Datacenter Windows Server 2012 R2 Standard

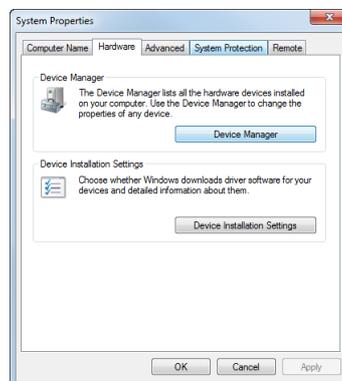
Printer driver	Supported operating systems
XPS driver	Windows Vista Business (Service Pack 2 or later)* Windows Vista Enterprise (Service Pack 2 or later)* Windows Vista Home Basic (Service Pack 2 or later)* Windows Vista Home Premium (Service Pack 2 or later)* Windows Vista Ultimate (Service Pack 2 or later)* Windows Server 2008 Standard (Service Pack 2 or later)* Windows Server 2008 Enterprise (Service Pack 2 or later)* Windows Server 2008 R2 Standard Windows Server 2008 R2 Enterprise Windows 7 Home Basic Windows 7 Home Premium* Windows 7 Professional* Windows 7 Enterprise* Windows 7 Ultimate* Windows 8*/Windows 8.1* Windows 8 Pro*/Windows 8.1 Pro* Windows 8 Enterprise*/Windows 8.1 Enterprise* Windows Server 2012 Datacenter Windows Server 2012 Standard Windows Server 2012 R2 Datacenter Windows Server 2012 R2 Standard

* Supports 32-bit (x86)/64-bit (x64) environment.

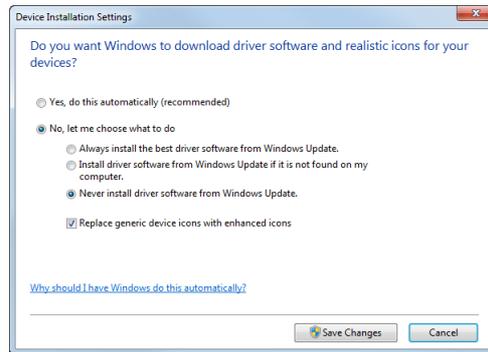
Changing the installation settings (Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2)

If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, change the PC settings before installing the printer driver.

- 1 Open the [Control Panel] window.
 - In Windows 8.1, click [⬇] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel].
 - In Windows Server 2012/Server 2012 R2, click [Control Panel] in the Start window.
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Control Panel].
- 2 Click [System and Security] - [System].
- 3 Click [Advanced system settings] on the menu in the left-hand pane.
The [System Properties] window appears.
- 4 In the [Hardware] tab, click [Device Installation Settings].



- 5 Select [No, let me choose what to do], select [Never install driver software from Windows Update.], then click [Save Changes].
- After you have installed the printer driver, change the setting back to [Yes, do this automatically (recommended)].



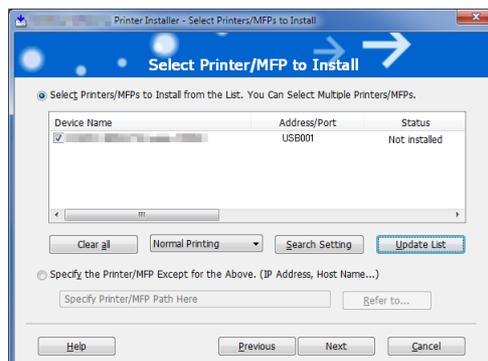
- 6 Click [OK] to close the [System Properties] window.

Installation procedure

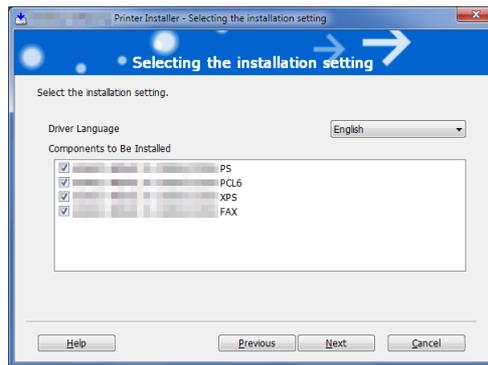
Install the printer driver using the installer.

- ✓ Administrator privileges are required to perform this task.
- ✓ Use the **Driver & Utilities CD-ROM**.

- 1 Connect a USB cable to the USB port of this machine.
 - For details on the cable connection port, refer to page 1-4.
 - If a wizard window for adding new hardware opens, click [Cancel].
- 2 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - Make sure that the installer starts, then go to Step 3.
 - If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Set-up.exe], then go to Step 4.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 3 Click [Printer/FAX].
- 4 Read the license agreement, then click [AGREE].
- 5 Check the contents of the [Readme] window, then click [Next].
- 6 Select [Install printers/MFPs], then click [Next].
USB-connected printers are detected.
- 7 Select this machine, then click [Next].



- 8 Select the check box of the printer driver you want to install, then click [Next].
 → For features of each printer driver, refer to page 2-4.



- 9 Check the components to be installed, then click [Install].
 10 If necessary, change the printer name or print a test page, then click [Finish].
 Installation of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine. For details, refer to page 2-8.
[Print Setting]	Changes the default print settings of this machine, if necessary. For details, refer to page 2-8.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.

Reference

When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 2-13.

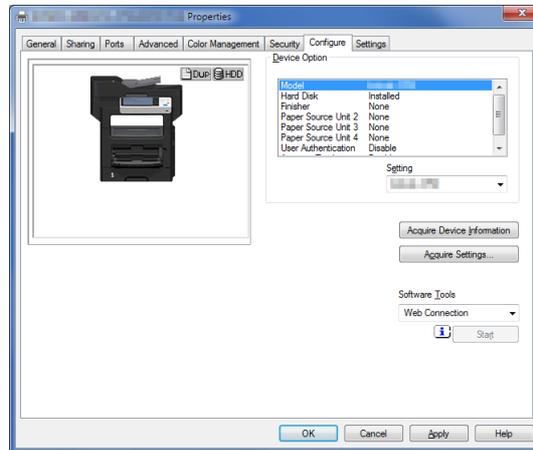
2.2.3 Initializing the printer driver

Configuring the optional environment of this machine

When you use this machine for the first time, configure the printer driver so that it contains information such as what options are installed on this machine and whether or not authentication settings have been configured.

- 1 Display the [Properties] window of the printer driver.
 → For information on how to display the [Properties] window, refer to page 2-50.

- 2 In the [Configure] tab, configure the information such as what options are installed on this machine and whether or not authentication settings have been configured.
 - If you are using Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, [Auto] under [Acquire Settings...] is enabled by default. Thus, the information of this machine is automatically obtained and applied for [Device Option].
 - When [Auto] in [Acquire Settings...] is disabled, clicking [Acquire Device Information], obtains and reflects the information on this machine to [Device Option].
 - If you are using Windows Server 2003, set the option manually using [Device Option]. Select the item to change from the list, and set a value in [Setting].



- 3 Click [OK].

Change the default print settings

If necessary, you can change the default print settings of the printer driver.

- 1 Display the [Printing Preferences] window of the printer driver.
 - For information on how to display the [Printing Preferences] window, refer to page 2-54.
- 2 Change the print settings, and click [OK].

The changed settings are applied when printing is performed from any application software.



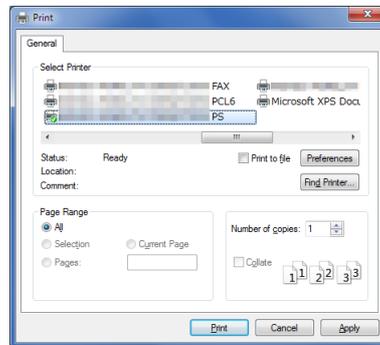
Reference

The printer driver contains a function to save favorite settings. For details, refer to page 2-15.

2.3 How to print

2.3.1 Printing operation flow

- 1 Open data of the original using the application software. From the [File] menu, select [Print].
- 2 In [Printer Name] (or [Select Printer]), make sure that the desired printer has been selected.
 - The [Print] dialog box varies depending on the application software.



- 3 Specify the print range and the number of copies to print.
- 4 Click [Properties] (or [Preferences]) to change the print settings of the printer driver, if necessary.
 - The print settings you have changed here return to the default values when you exit the application software. For information on how to change the default values of print settings, refer to page 2-8.
 - The printer driver contains a function to easily recall frequently used print settings. For details, refer to page 2-15.
- 5 Click [Print].
Printing is executed.

2.3.2 Easily recalling frequently used print settings

Registering the frequently used setting

You can register the current print settings as a favorite and recall it when executing printing.

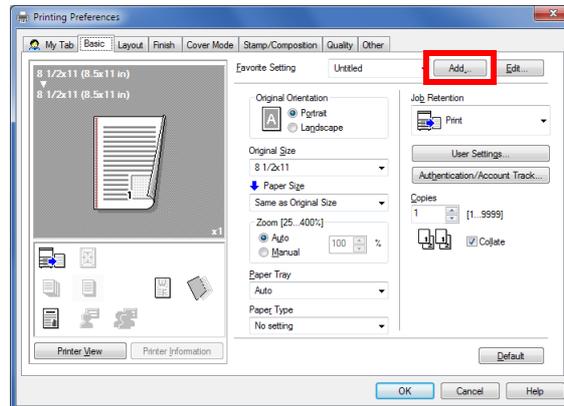
When you register a frequently used combination of print settings as a favorite, you can easily apply all of those settings just by selecting the combination from the Favorite Setting list, even if the combination is complicated as it contains settings on multiple tabs.

The following explains the procedure of favorite print setting.

- 1 In the [Printing Preferences] window, set the print conditions you want to register as a favorite.

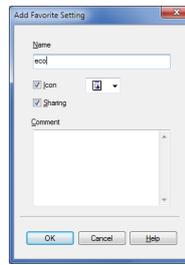
2 Click [Add...].

→ When you edit an existing setting, select its name from the [Favorite Setting], then click [Edit] In the Edit dialog box, you can select functions to be recalled with a favorite setting or import and export a favorite setting.



3 Enter names of the favorites to be registered.

→ Set an icon, a comment and call options for the favorite settings, if necessary.



Settings	Description
[Name]	Enter names of the favorites to be registered. Use names that can easily be identified.
[Icon]	Assign an icon to the favorite settings, if necessary.
[Sharing]	Select this check box to share the favorite settings with other users.
[Comment]	Enter a comment to the favorite setting, if necessary. The comment is displayed when you place the mouse cursor over the favorite in the Favorite Setting list.

4 Click [OK].

The print settings are registered as a favorite. When starting printing, you can select the registered setting from [Favorite Setting].

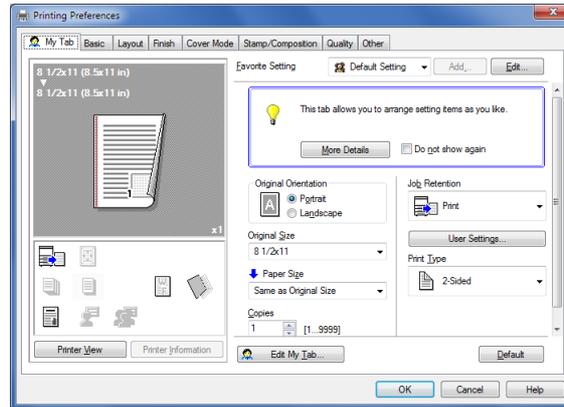
Customizing the setting window

You can gather setting items from difference tabs and place them in [My Tab].

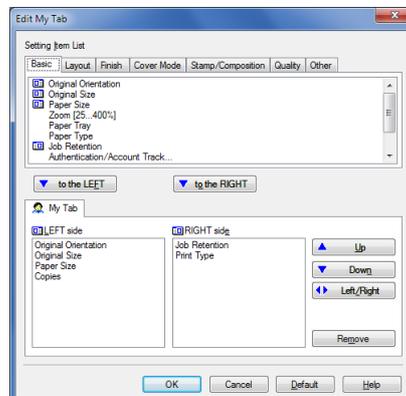
Registering frequently used setting items in [My Tab] allows you to change settings in one tab, without switching among multiple tabs.

This section describes how to edit [My Tab].

- 1 Click [My Tab] - [Edit My Tab...].
 - You can also register a function in [My Tab] by selecting [to the LEFT] or [to the RIGHT] from the [My Tab] menu that is displayed by right-clicking the function.



- 2 From [Setting Item List], select the function you want to register in [My Tab], then click [to the LEFT] or [to the RIGHT].
 - Clicking [to the LEFT] places the selected function in the area to the left of [My Tab] and clicking [to the RIGHT] places it in the area to the right of [My Tab].
 - An icon appears to the left of each function that is registered in [My Tab].



- 3 If necessary, move or delete the registered functions.
 - To move a function, select the function and click [Up], [Down], or [Left/Right].
 - To delete a function from [My Tab], select the function and click [Remove].
- 4 Click [OK].
Editing [My Tab] is then completed.

2.4 Useful printing functions

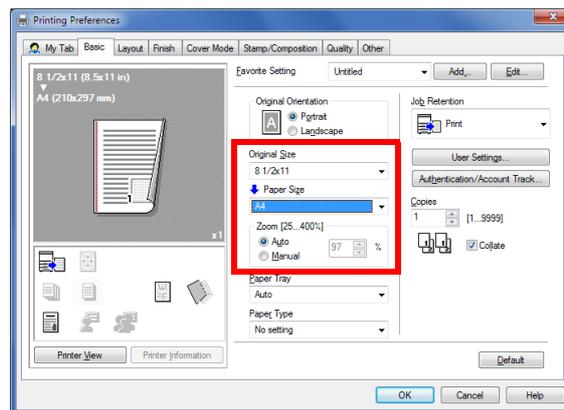
2.4.1 Changing the paper size or type

Enlarging or reducing to the paper size ([Paper Size])

To make prints, enlarge or reduce the original with the zoom ratio that is automatically determined from the original size and paper size.

If you select a paper size larger than the original size, the original is enlarged to the paper size. If you select a paper size smaller than the original size, the original is reduced to the paper size.

In [Paper Size] of the [Basic] tab, select the size of paper for printing. The zoom ratio is automatically determined by the paper sizes selected in [Original Size] and [Paper Size].



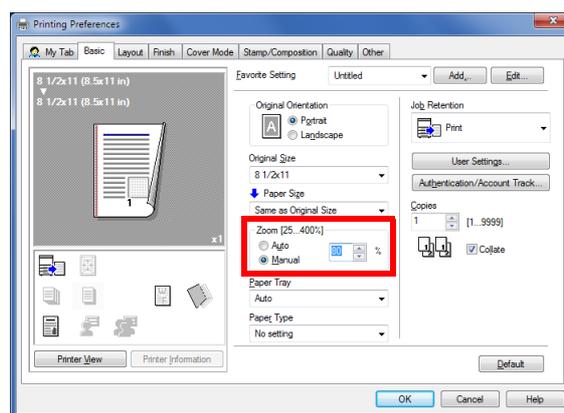
Tips

This function is enabled when [Zoom] is set to [Auto].

Enlarging or reducing by the desired zoom ratio ([Zoom])

You can print the original image after it has been enlarged or reduced by the desired zoom ratio. The zoom ratio can be specified between 25% and 400% (in increments of 1%).

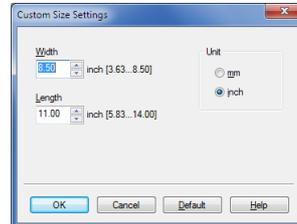
In [Zoom] of the [Basic] tab, specify the zoom ratio.



Printing on paper of a special size ([Original Size])

A special sized original is printed on custom sized paper loaded in the **Manual Feed Tray**.

- 1 In [Original Size] of the [Basic] tab, select [Custom Size].
→ In [Paper Size], select [Same as Original Size].
- 2 Specify the width and length as desired, then click [OK].



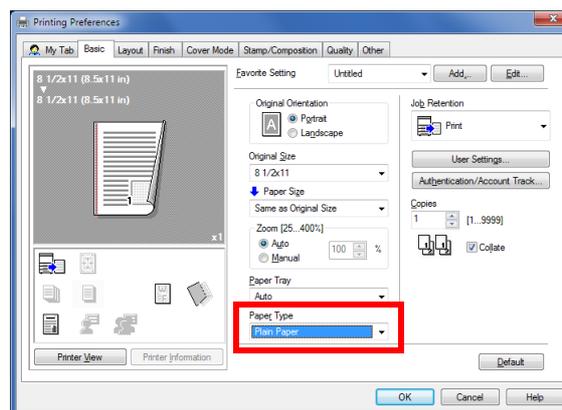
Reference

Load the custom sized paper in the **Manual Feed Tray**. For details on how to load paper into the **Manual Feed Tray**, refer to Chapter 6 "Loading Paper" in [User's Guide: Introduction].

When you are using the PCL driver, you can pre-register a custom size in the [Settings] tab. For details in the [Settings] tab, refer to page 2-53.

Specifying the paper type ([Paper Type])

In [Paper Type] of the [Basic] tab, select the type of paper for printing.

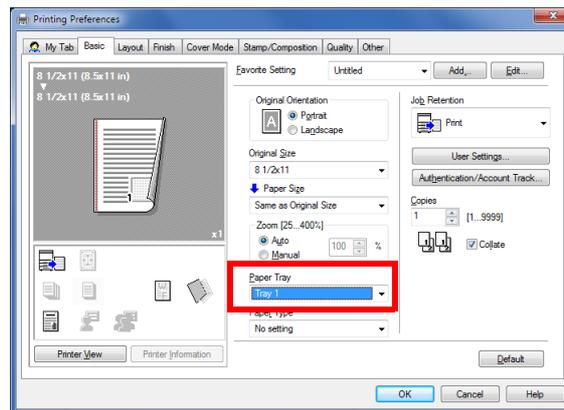


Tips

If [Letterhead duplex print permission settings] is set to [Restrict](default) on this machine, printing is executed on one side of the sheet even if [Letterhead] is selected for [Paper Type] to print on both sides.

Specifying the paper tray ([Paper Tray])

In [Paper Tray] of the [Basic] tab, select the paper tray for printing.



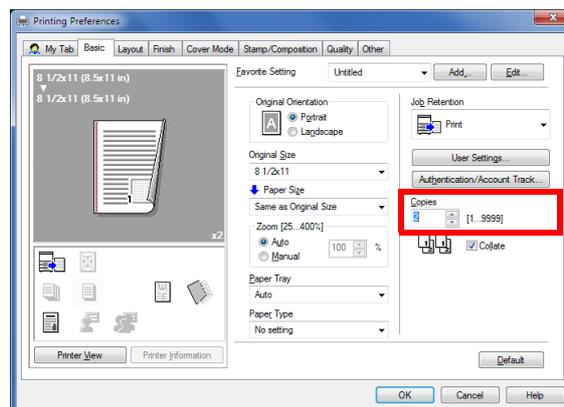
Tips

If you select [Auto], the paper tray for the paper you have selected in [Paper Size] is automatically selected.

2.4.2 Printing multiple sets of copies

Specifying the number of copies ([Copies])

In [Copies] of the [Basic] tab, specify the number of copies you want to print.

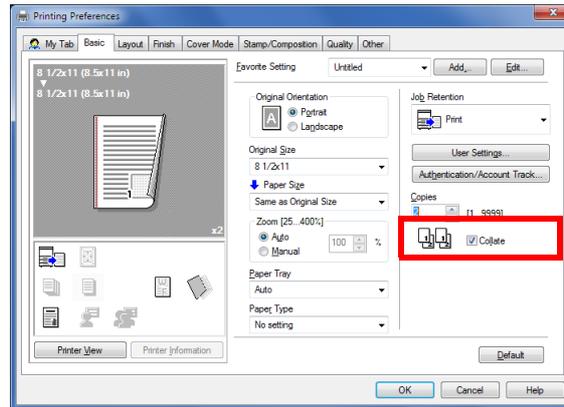


Reference

When you print a large number of copies, use of the Proof then Print function will prevent a large number of misprints being created, reducing the amount of waste paper generated. For details, refer to page 2-40.

Printing on a set basis ([Collate])

When the [Collate] check box on the [Basic] tab is selected, copies are output separately in a set-by-set manner, for example, "Pages 1, 2, 3, 4, and 5", "Pages 1, 2, 3, 4, and 5", and then "Pages 1, 2, 3, 4, and 5".

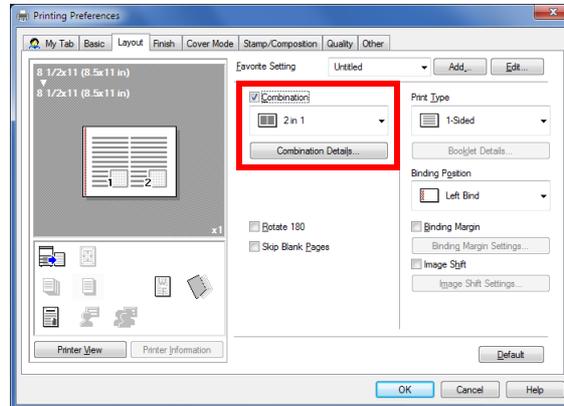


2.4.3 Saving the number of printed sheets

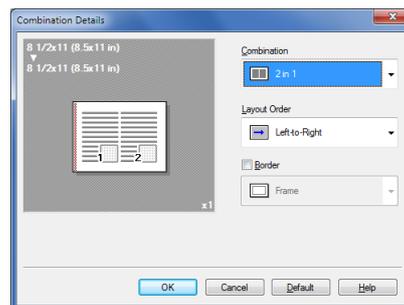
Printing multiple pages on the same side of a single sheet ([Combination])

You can print multiple reduced size pages on the same side of a single sheet to reduce the number of pages to be printed.

In [Combination] of the [Layout] tab, select "N in 1". For example, when you select [9 in 1], the size of every set of nine pages is reduced and printed on the same side of one sheet.



If necessary, click [Combination Details...] to set the page layout order and whether or not to input border lines between pages.

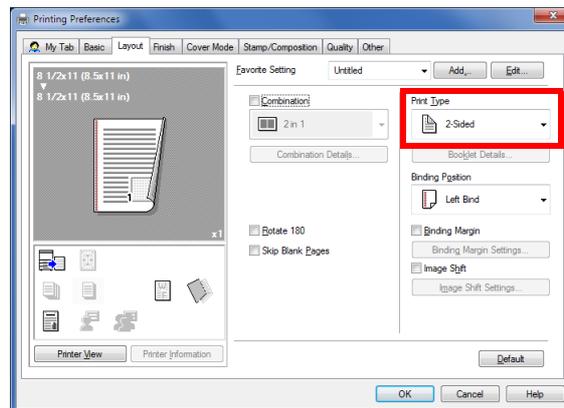


Settings	Description
[Layout Order]	Select the page layout order.
[Border]	Select this check box to draw border lines between pages. In addition, select the type of border lines from [Frame] and [Line].

Copying on both sides of paper ([2-Sided])

By using both sides of paper for printing, you can halve paper consumption.

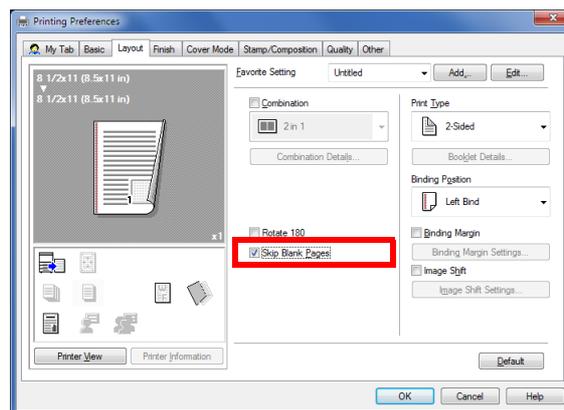
In [Print Type] of the [Layout] tab, select [2-Sided]. [2-Sided] is specified by default.



Skipping blank pages ([Skip Blank Pages])

Skip blank pages contained in the original when printing the original. You can reduce the number of printed sheets.

In the [Layout] tab, select the [Skip Blank Pages] check box.



Tips

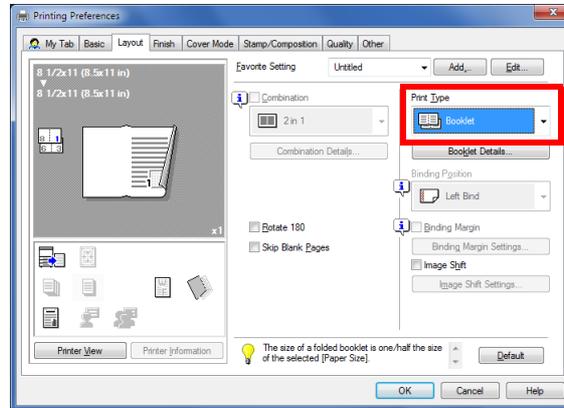
- For some originals, blank pages are also printed.
- This function is only available for the Windows printer driver (PCL/XPS).

2.4.4 Adjusting the layout

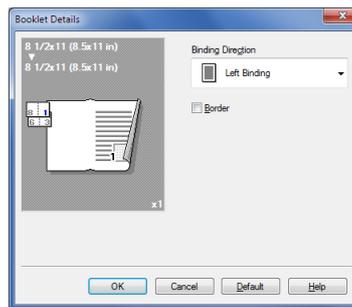
Printing in a booklet format ([Booklet])

Sort pages of the original in booklet format to perform 2-sided printing in two-page spread. When the printed sheets are collectively folded in two, they are arranged in the page order like a book.

In [Print Type] of the [Layout] tab, select [Booklet].



If necessary, click [Booklet Details...], then specify the binding position and whether or not to insert a border line between pages.

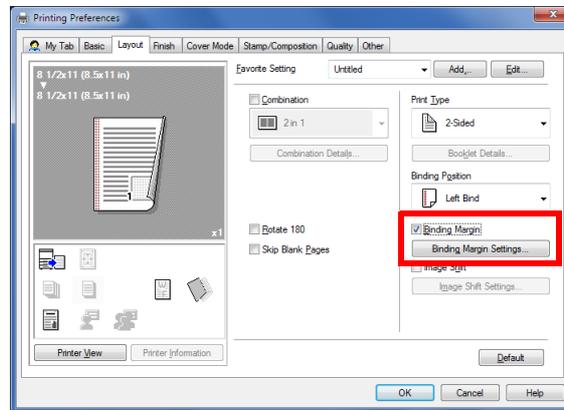


Settings	Description
[Binding Direction]	Select the binding position in booklet format.
[Border]	Select this check box to draw border lines between pages.

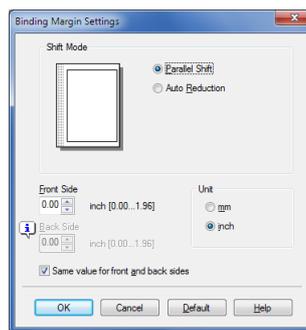
Adding a margin on pages ([Binding Margin])

You can add a binding margin to each page to bind the printed sheets.

- 1 In the [Layout] tab, select the [Binding Margin] check box.
→ In [Binding Position] of the [Layout] tab, specify the margin position.



- 2 Click [Binding Margin Settings...].
- 3 Adjust the size of margin, then click [OK].



Settings	Description
[Shift Mode]	Select how the images are shifted for creating the margin.
[Front Side]/[Back Side]	Specify the size of the margin on the front side. When you print on both sides, specify the size of the margin on the back side. When the [Same value for front and back sides] check box is selected, a margin of the same size is created on both the front and back sides.

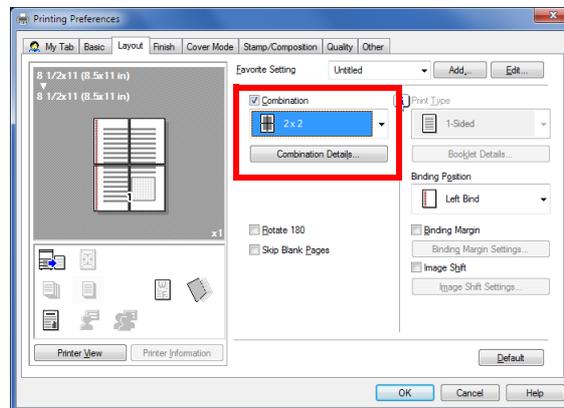
Tips

This function is only available for the Windows printer driver.

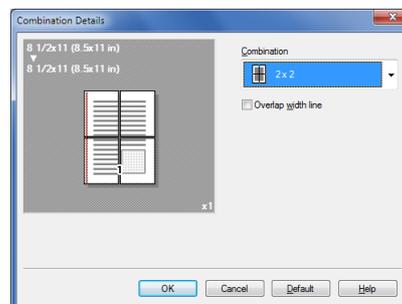
Printing a poster-sized image ([Combination])

Enlarge an original image and divide it into multiple sheets to make prints. When you join the printed sheets together, a large poster is created.

In [Combination] of the [Layout] tab, select "N × N". For example, when you select [2 × 2], one page of the original image is enlarged, divided, and printed on four sheets.



If necessary, click [Combination Details...] to select whether or not to create overlap margins.



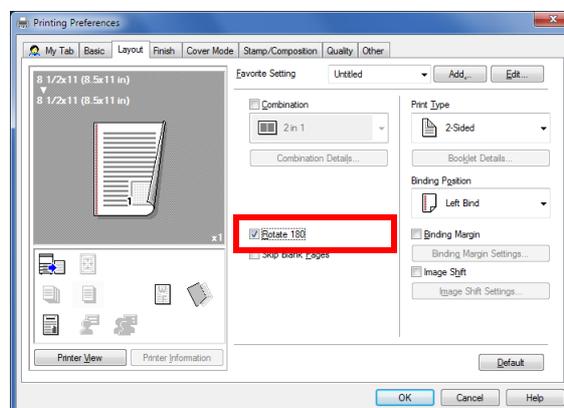
Tips

This function is available only for the PCL driver.

Rotating the image 180 degrees ([Rotate 180])

Print an image upside down. This function is available when printing on envelopes of which the loading direction cannot be changed.

In the [Layout] tab, select the [Rotate 180] check box.

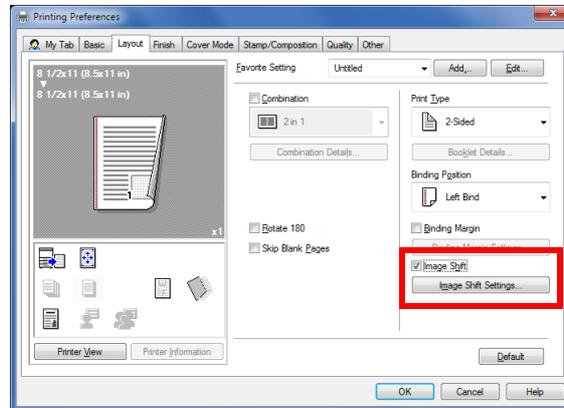


Fine-tuning the print position ([Image Shift])

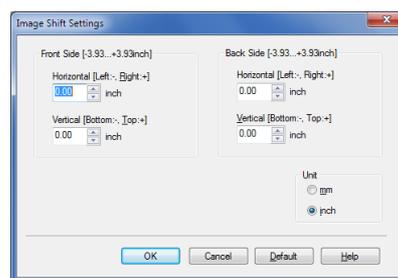
Fine-tune the print position of an image upward, downward, rightward, and leftward with respect to the paper. When performing 2-sided printing, you can also fine-tune the print position of an image on the back side.

This function is available when a fine adjustment is required to slightly adjust the print position or change the print position between the front and back sides.

- 1 In the [Layout] tab, select the [Image Shift] check box.



- 2 Click [Image Shift Settings...].
- 3 Adjust the upward/downward and rightward/leftward shift distances, and click [OK].



Tips

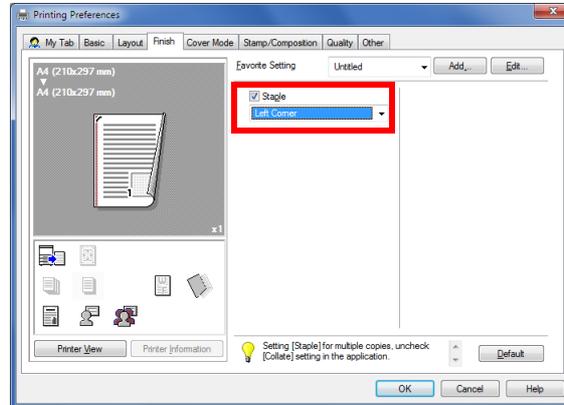
This function is available only for the PCL driver.

2.4.5 Stapling printed materials

Stapling ([Staple])

Staple each set of printed sheets of paper before feeding them out. This function is useful when preparing a project proposal or other booklet materials.

In the [Finish] tab, select the [Staple] check box. Also, specify the binding position.



Tips

To use the staple function, the optional **Finisher** is required.

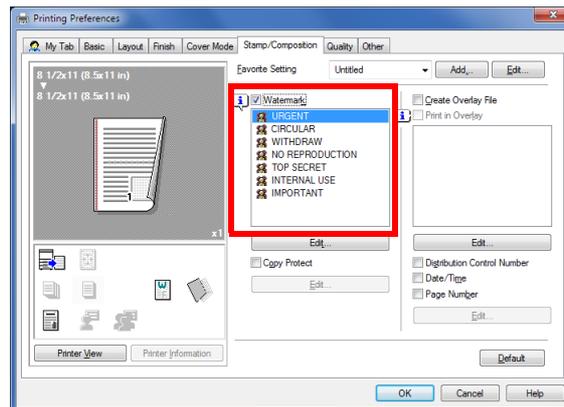
2.4.6 Adding a text or image to the original

Adding a water mark ([Watermark])

Print a text such as "NO REPRODUCTION" and "INTERNAL USE" on the center of all pages in a tint color.

By printing a watermark, you can specify the handling policy of copied originals.

In the [Stamp/Composition] tab, select the [Watermark] check box. In addition, select the watermark you want to print.



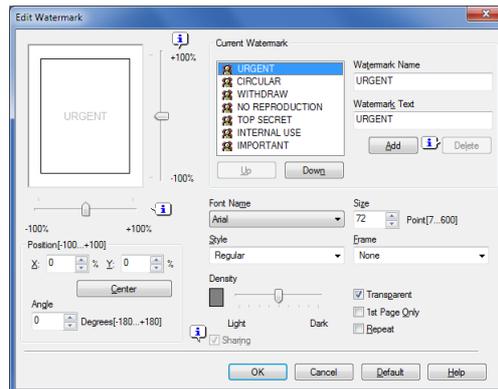
Tips

This function is only available for the Windows printer driver.

Registering or editing a watermark

This machine has several factory-set watermarks. However, you can register new watermarks or edit existing watermarks, if necessary.

- 1 In the [Stamp/Composition] tab, select the [Watermark] check box, and click [Edit].
- 2 Click [Add] and register the watermark data.
 - To edit a registered watermark, select the watermark from the [Current Watermark] list, and edit the data.
 - To delete a registered watermark, select the watermark from the [Current Watermark] list, and click [Delete].



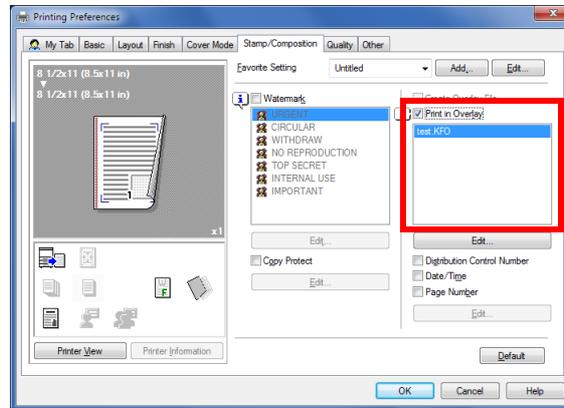
Settings	Description
[Watermark Name]	Enter the name to be displayed in the watermark list (using up to 30 characters).
[Watermark Text]	Enter the text to be displayed as a watermark (using up to 30 characters).
[Up]/[Down]	Click these buttons to reorder items in the list. You can move frequently used watermarks to upper positions.
[Position]	Specify the print position for the watermark. <ul style="list-style-type: none"> • [X]/[Y]: Adjust the horizontal and vertical positions of the watermark. The values change as you move the slide bar. • [Center]: Click this button to reset the watermark position to the center. • [Angle]: Adjust the angle of the watermark.
[Font Name]	Select the font for the watermark.
[Size]	Specify the font size for the watermark.
[Style]	Select the font style for the watermark.
[Frame]	Select the frame for the watermark.
[Density]	Select the density for the watermark.
[Transparent]	Select this check box to print the watermark in a translucent tone. When this check box is cleared, the printed watermark obscures the background.
[1st Page Only]	Select this check box to print the watermark only on the first page of the original.
[Repeat]	Select this check box to repeatedly print the watermark on each page.
[Sharing]	Select this check box to share the watermark with other users.

- 3 Click [OK].

Composing an overlay image ([Print in Overlay])

You can recall an overlay image registered on the computer to print it on the original as a composite image. For details on how to register an overlay image on your computer, refer to page 2-31.

In the [Stamp/Composition] tab, select the [Print in Overlay] check box, then select the overlay image to be composed on the original from the list.



If necessary, click [Edit...] to add or delete overlay images. Alternatively, change the method of composing an overlay image.

When using the PCL/XPS driver:

Settings	Description
[Select Overlay File]	Add or delete an overlay image.
[Browse Files...]	Add an overlay image to the list.
[Delete]	Delete the selected overlay image from the list.
[File Information]	Displays information on the selected overlay image.
[Overlay Print Setting]	Change the method to compose an overlay image, if necessary.
[Pages]	Select the range of pages to compose an overlay image on.
[Overwrite]	Select whether or not to overwrite an overlay image on the front side of the original or to compose an overlay image on the back side of the original.

When using the PS driver:

Settings	Description
[Select Overlay File]	Add or delete an overlay image.
[Manage Form File...]	Manage an overlay image.
[Delete]	Delete the selected overlay image from the list.
[Download Manager...]	Download an overlay image to the printer. This option is available when the Download Manager is installed on this machine.
[Overlay Print Setting]	Change the method to compose an overlay image, if necessary.
[Pages]	Select the range of pages to compose an overlay image on.

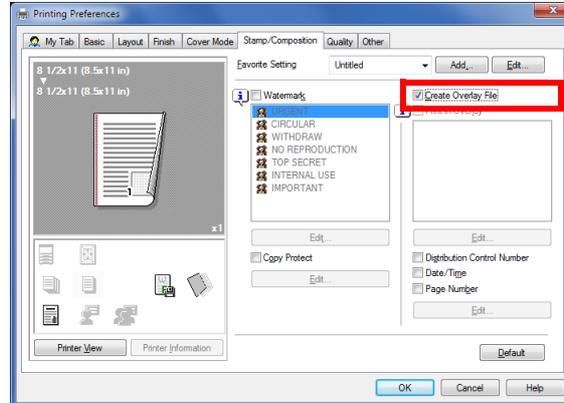
Tips

- This function is only available for the Windows printer driver.
- When the PS driver is used, you need to download a target overlay image to this machine in advance.

Creating an overlay image on the computer

In the [Stamp/Composition] tab, select the [Create Overlay File] check box, then print data to be registered as an overlay image to create an overlay file on the computer.

- 1 Create an original to be registered in an overlay image using application software.
- 2 In the [Stamp/Composition] tab, select the [Create Overlay File] check box.



- 3 In the application software, execute printing.
The [Create Overlay File] window appears.

- 4 Enter the file name to save the file.

The overlay file is saved on the computer. The saved overlay file is displayed on the [Stamp/Composition] tab, and it can be used for overlay printing.



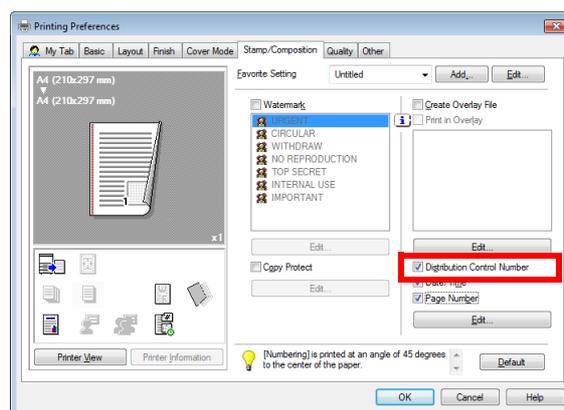
Tips

This function is only available for the Windows printer driver (PCL/XPS).

Adding distribution control numbers ([Distribution Control Number])

When printing multiple sets of copies, add distribution control numbers to make prints.

In the [Stamp/Composition] tab, select the [Distribution Control Number] check box.



If necessary, click [Edit...] to change the format of the text.

Settings	Description
[Print start number]	Enter the starting number of distribution control numbers.
[Depth]	Select the density of the text to be printed.
[Size of the text]	Specify the size of the text to be printed.

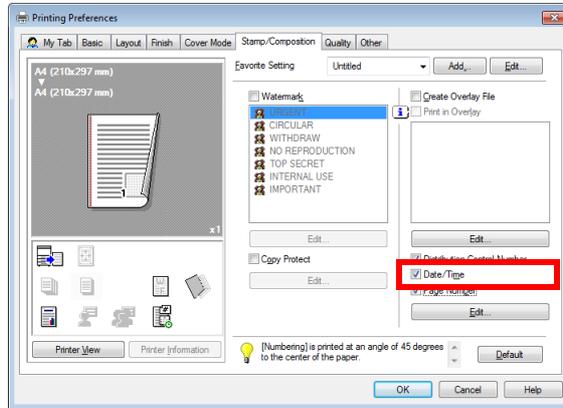
Tips

This function is only available for the Windows printer driver.

Adding a date and time ([Date/Time])

Add a date and time to make prints.

In the [Stamp/Composition] tab, select the [Date/Time] check box.



If necessary, click [Edit...] to change the format of the text.

Settings	Description
[Format]	If necessary, click [Edit...] to specify the format of the date and time or specify whether to print out the time.
[Print Position]	Specify the position to print the date and time.

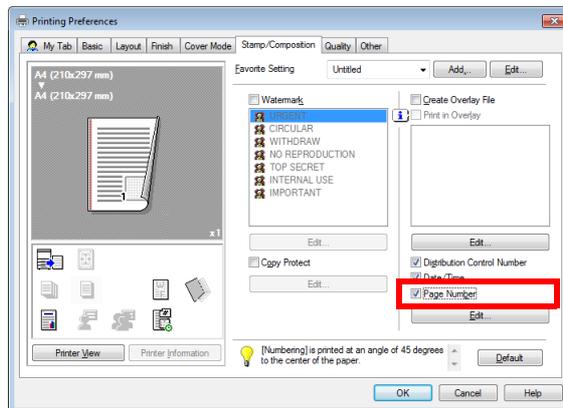
Tips

This function is only available for the Windows printer driver.

Adding page numbers ([Page Number])

Add page numbers to make prints.

In the [Stamp/Composition] tab, select the [Page Number] check box.



If necessary, click [Edit...] to change the format of the text.

Settings	Description
[Starting Page Number]	Enter the starting page number to be printed on the first page.
[Print Position]	Specify the position to print page numbers.



This function is only available for the Windows printer driver.

2.4.7 Deterring unauthorized copying

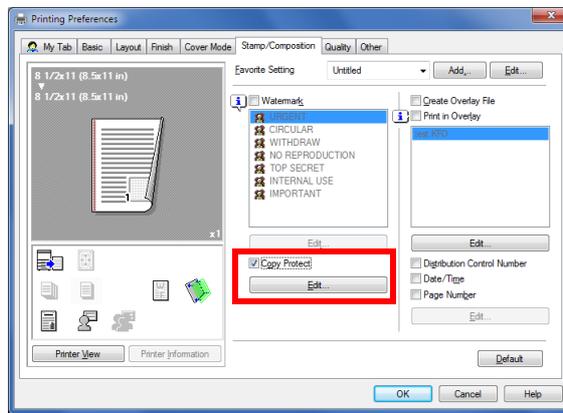
Printing a concealed security watermark ([Copy Protect])

Print a text such as "Copy" or "INTERNAL USE" in the background pattern as concealed text. This function is called the Copy Protect function.

When a copy-protected original is copied, the concealed security watermark appears on the entire page, thereby indicating that it is an unauthorized copy.

In the [Stamp/Composition] tab, select the [Copy Protect] check box.

If necessary, click [Edit...] to specify the text to be printed and the format of the text. For details, refer to page 2-33.



This function is only available for the Windows printer driver (PCL).

Configuring the print settings for Copy Protect

When printing a copy protect pattern on sheets, you can set the text to be printed and the format of the text, if necessary.

In the [Stamp/Composition] tab, select the [Copy Protect] check box, then click [Edit...].

Settings	Description
[Pattern]	Select whether or not the text pattern is to be embossed or outlined when the original is subjected to unauthorized copying.
[Pattern Overwrite]	Select whether or not to compose a copy protect pattern on the front or back side of the original.
[Background Pattern]	Select the copy protect pattern from the background patterns registered on this machine.
[Characters]	Select the text to be printed. Selecting [Custom] can specify any text.
[Font Name]	Select the font of the text to be printed.
[Text Size]	Select the size of the text to be printed.

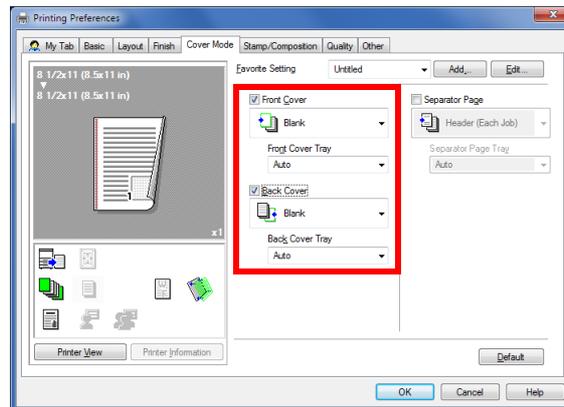
2.4.8 Inserting paper into the original

Inserting a front or back cover ([Front Cover] / [Back Cover])

Insert a cover sheet different from text sheets into the head and end of the original.

You can select a sheet that is different from text sheets (colored paper or thick paper) as a front cover, and collectively print the front cover with text pages.

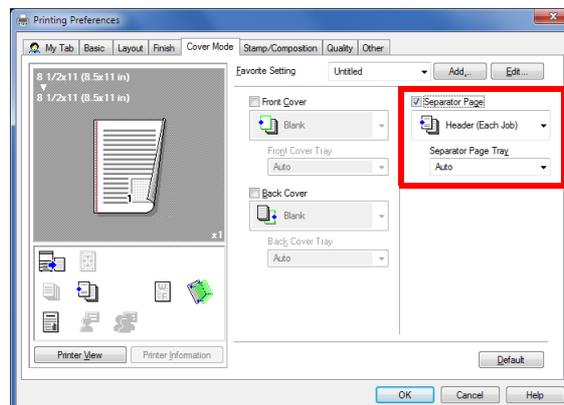
- 1 In [Paper Tray] of the [Basic] tab, select the paper tray for printing text pages.
- 2 In the [Cover Mode] tab, select the [Front Cover] or [Back Cover] check box.
 - If necessary, you can select whether or not to print the original on the inserted sheets or to leave them blank. When the PS driver is used, you cannot print an original on the inserted sheets.
 - In [Front Cover Tray] or [Back Cover Tray], select the paper tray for the paper to be used as the front cover or the back cover.



Inserting a separator page ([Separator Page])

You can insert a sheet that is different from text sheets as a separator page on a job or copy basis.

- 1 In [Paper Tray] of the [Basic] tab, select the paper tray for printing text pages.
- 2 In the [Cover Mode] tab, select the [Separator Page] check box, then specify the position to insert a separator page.
 - In [Separator Page Tray], select a paper tray to load sheets to be used as separator pages.

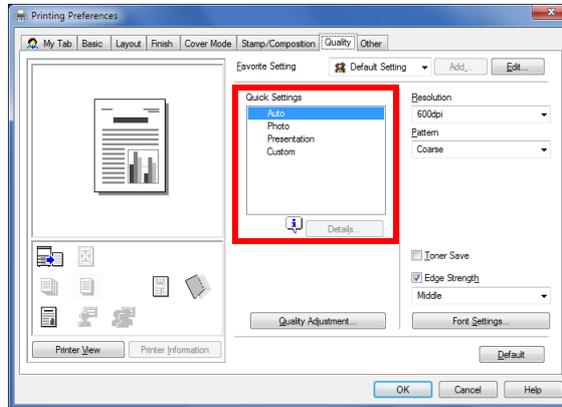


2.4.9 Specifying the image quality level for printing

Selecting the appropriate image quality level for the original ([Quick Settings])

Select the optimum settings for an original such as photos or presentation materials to print it at the optimum image quality level.

In [Quick Settings] of the [Quality] tab, select the optimum quality mode to fit the original.



You can specify the quality mode for each object (image, text, or graphics) in an original in detail, if necessary.

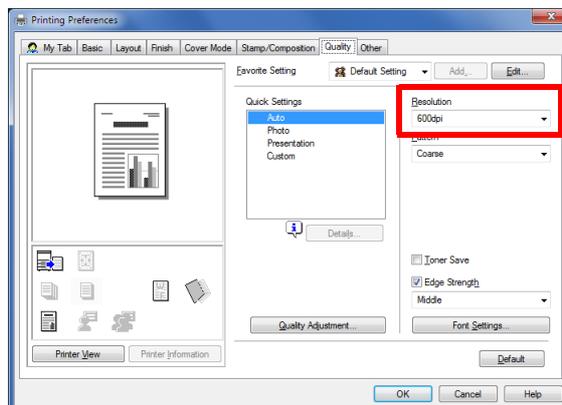
- 1 In [Quick Settings], select [Custom], then click [Details...].
- 2 Specify the quality mode for each of the image, text, and graphics categories.

Settings	Description
[Image] [Text] [Graphics]	Configure a quality setting for each of the image, text, and graphics categories. <ul style="list-style-type: none"> • [Halftone]: Specify the screen property for the printer. • [Edge Enhancement]: Specify whether or not to enhance the edge part.

- 3 Click [OK].

Specifying the printing resolution ([Resolution])

In [Resolution] of the [Quality] tab, select the printing resolution.

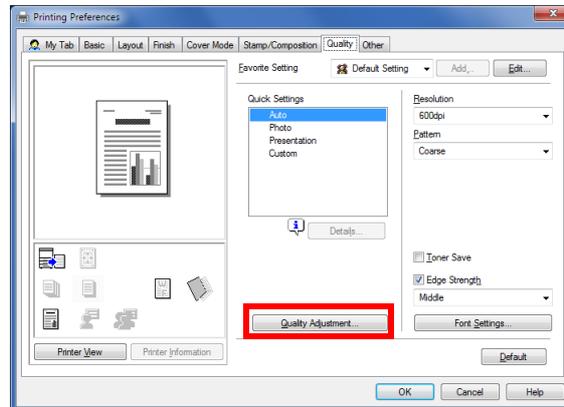


This function is available only for the PCL/PS driver.

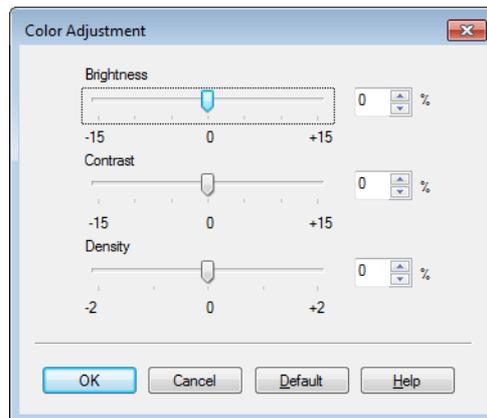
Fine-tuning the image quality according to the original ([Quality Adjustment])

The image quality level can be finely adjusted to fit the original.

- 1 In the [Quality] tab, click [Quality Adjustment].



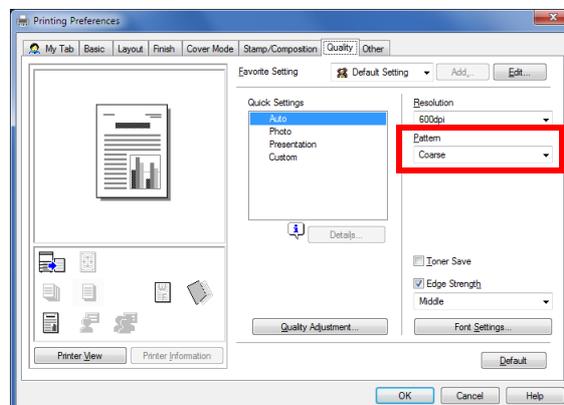
- 2 Adjust the brightness, contrast and density to fit the original.
→ When the PS/XPS driver is used, you can adjust only the brightness and density.



- 3 Click [OK].

Specifying the density of a graphic pattern ([Pattern])

In [Pattern] of the [Quality] tab, select the density of a graphic pattern.

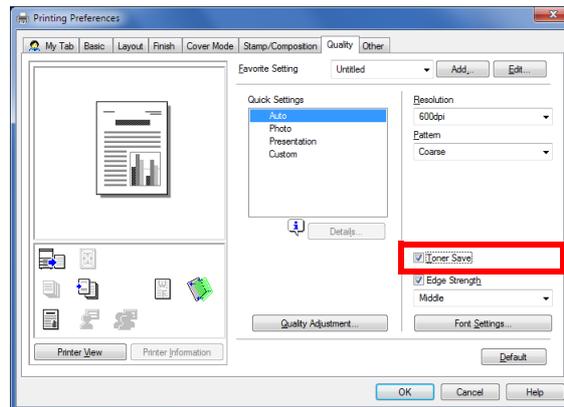


Tips

This function is only available for the Windows printer driver (PCL/XPS).

Saving the toner consumption ([Toner Save])

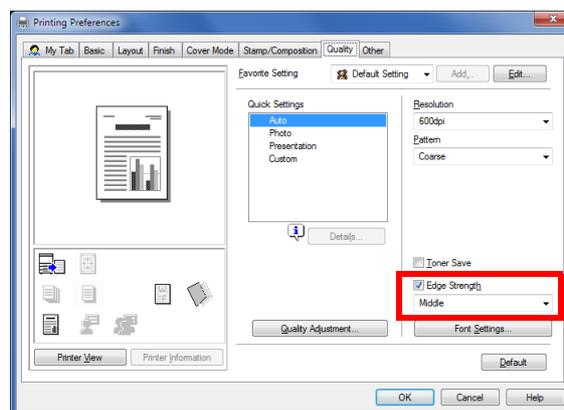
Selecting the [Toner Save] check box in the [Quality] tab adjusts the printing density in order to reduce the amount of toner consumed.



Sharpening the border between texts ([Edge Strength])

Sharpen the edges of images such as text in the table and graphics to improve legibility.

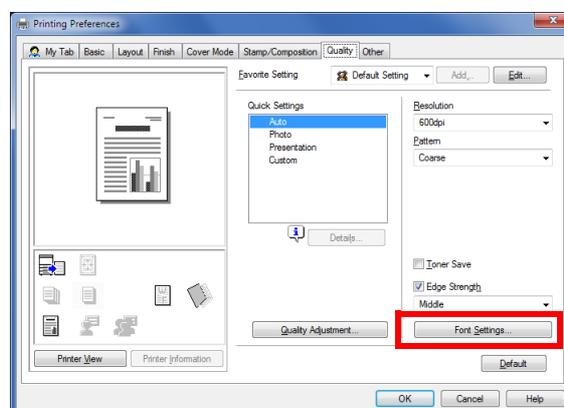
In the [Quality] tab, select the [Edge Strength] check box, then select the emphasis level.



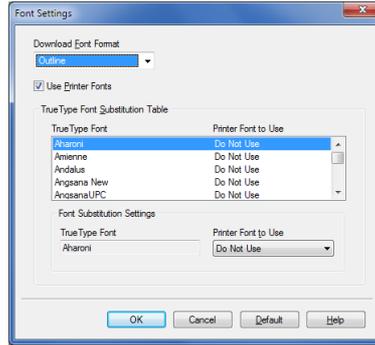
Specifying the font processing method ([Font Settings])

Specify how the fonts are processed for printing.

- 1 In the [Quality] tab, click [Font Settings].



2 Change how the fonts are processed for printing.



Settings	Description
[Download Font Format]	Select a type of font to be downloaded from the computer to this machine.
[Use Printer Fonts]	Select this check box to replace TrueType fonts with printer fonts during printing. Use of printer fonts increases the printing speed. In normal printing operations, we recommend that you select this check box.
[TrueType Font Substitution Table] (PCL only)	Set this table when you want to specify the printer fonts that replace TrueType fonts. From the list, select the TrueType font, then in [Printer Font to Use], select the printer font with which you want to replace the TrueType font.

3 Click [OK].

Tips

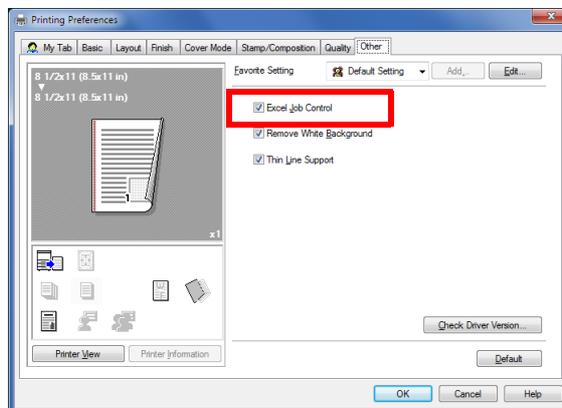
- If characters are garbled in an environment where the PCL driver is used, we recommend that you select [Bitmap] in [Download Font Format] and clear the [Use Printer Fonts] check box.
- This function is available only for the Windows printer driver (PCL/PS).

2.4.10 Printing Microsoft Excel/PowerPoint data

Printing multiple Excel sheets at one time

When multiple Microsoft Excel sheets with different print settings are printed at one time, this function prevents the sheets from being printed separately.

In the [Other] tab, select the [Excel Job Control] check box.



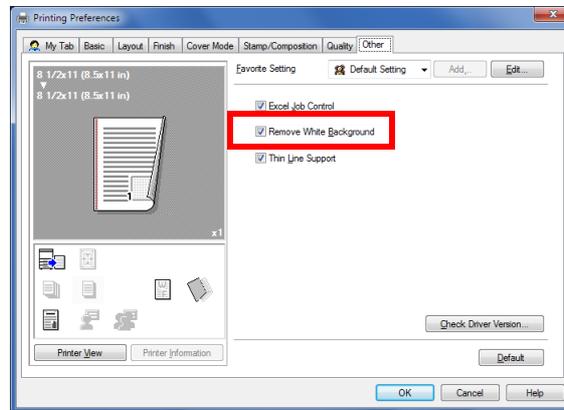
Tips

This function is only available for the Windows printer driver. However, this function may not be available depending on a specific environment or application software.

Composing and printing an image correctly in PowerPoint

The process executed when an overlay image is printed on a PowerPoint original where a white background is optimized. This function prevents the overlay image from being overwritten by the white background of the PowerPoint original.

In the [Other] tab, select the [Remove White Background] check box.



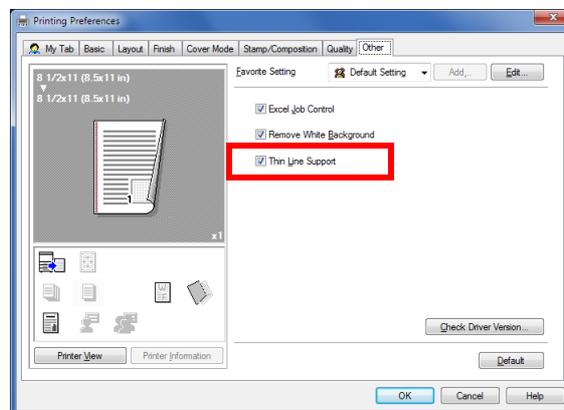
Tips

This function is only available for the Windows printer driver (PCL/XPS). However, this function may not be available depending on a specific environment or application software.

Preventing failure in printing thin lines ([Thin Line Support])

You can prevent thin lines from disappearing in reduced-size printing.

In the [Other] tab, select the [Thin Line Support] check box.



Tips

- This is effective for thin lines such as table borders created in Excel, but not for thin lines used in illustrations.
- This function is only available for the Windows printer driver (PCL).

2.5 Printing options

2.5.1 Making a trial printing for only one copy ([Proof then Print])

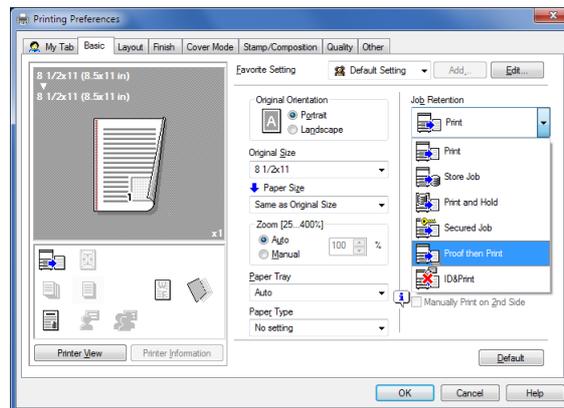
Proof then Print

Proof then Print is a function that makes prints by only one copy and holds the remaining copies when printing multiple copies.

Because you can check the print result before starting to print the remaining copies from the **Control Panel**, this function is useful for preventing printing of a large number of misprints.

How to print from the computer

- 1 In [Job Retention] of the [Basic] tab, select [Proof then Print].



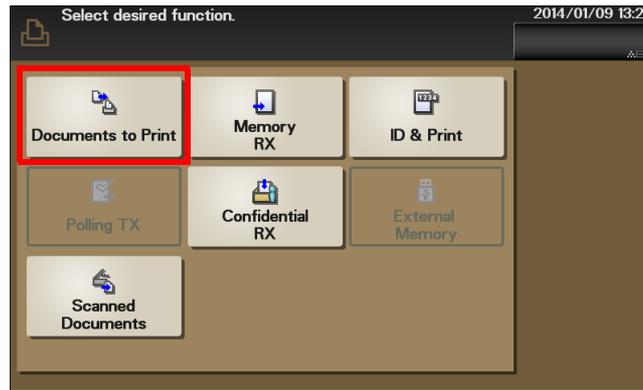
- 2 Specify the number of copies, then execute printing.
Only one copy is printed. Continue to "Operations on this machine".

Operations on this machine

- 1 Tap [Document Print/Delete].



- 2 Tap [Documents to Print].



- 3 Select the desired user, then tap [Open].
- 4 Select a job to print, then tap [Print].
 - To delete a job, tap [Delete].
- 5 If necessary, change the number of copies, then tap [OK].

2.5.2 Printing highly confidential documents ([Secured Job])

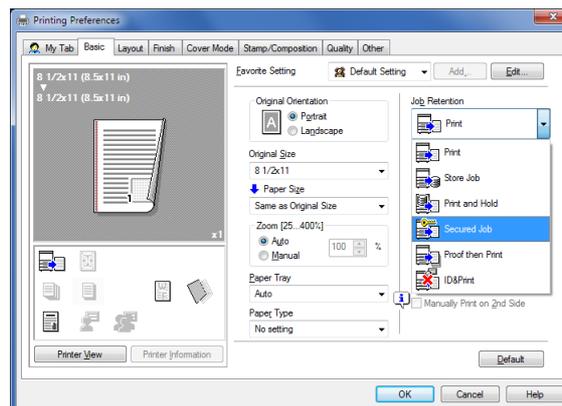
Secured Job

Secured Job is a function that saves print data with a password on the HDD of this machine. Because the data is not printed straight away, this function prevents printed materials from going missing or being left unattended.

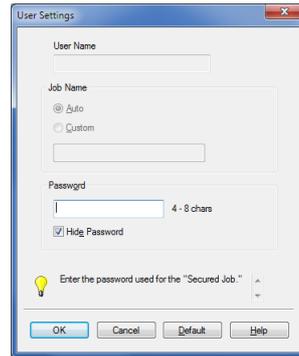
To print data from the HDD, you need to enter the password; this function is particularly suitable for safely printing highly confidential documents.

How to print from the computer

- 1 In [Job Retention] of the [Basic] tab, select [Secured Job].



- 2 Enter the password, then click [OK].



- 3 Execute printing.

Print data is saved on the HDD of this machine. Continue to "Operations on this machine".

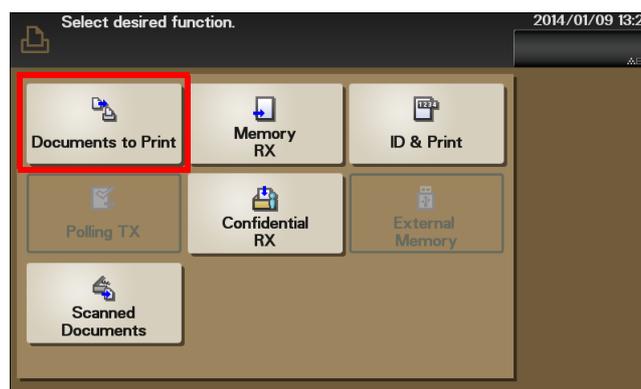
Operations on this machine

To print the saved data, you need to enter the password specified in the printer driver.

- 1 Tap [Document Print/Delete].



- 2 Tap [Documents to Print].



- 3 Select the desired user, then tap [Open].
- 4 Select a job to print, then tap [Print].
→ To delete a job, tap [Delete].
- 5 Enter the password specified when printing data from the computer.
- 6 If necessary, change the number of copies, then tap [OK].

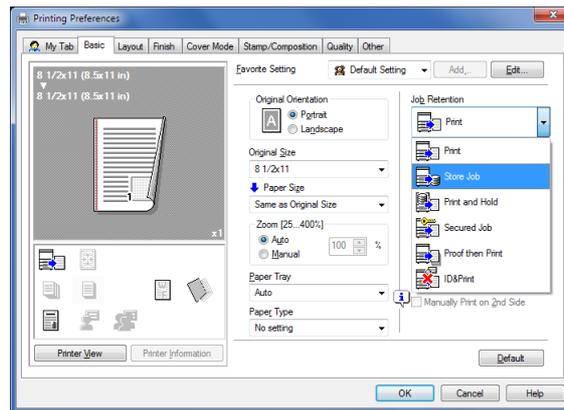
2.5.3 Saving an original on the HDD of this machine ([Store Job] / [Print and Hold])

Store Job

Store Job is a function that saves print data on the HDD of this machine. Using the Print and Hold function, you can print data while simultaneously saving it on the HDD.

How to print from the computer

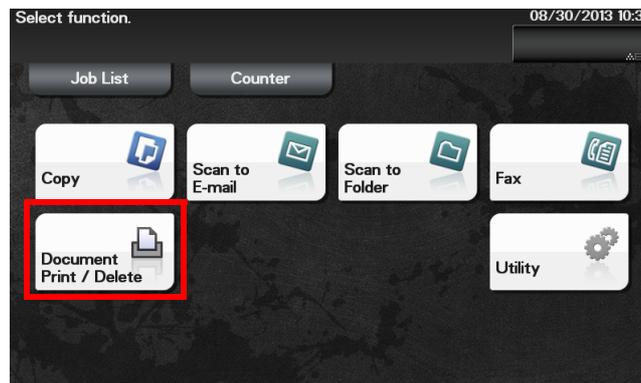
- 1 In [Job Retention] of the [Basic] tab, select [Store Job].
→ To print data while simultaneously saving it on the HDD, select [Print and Hold].



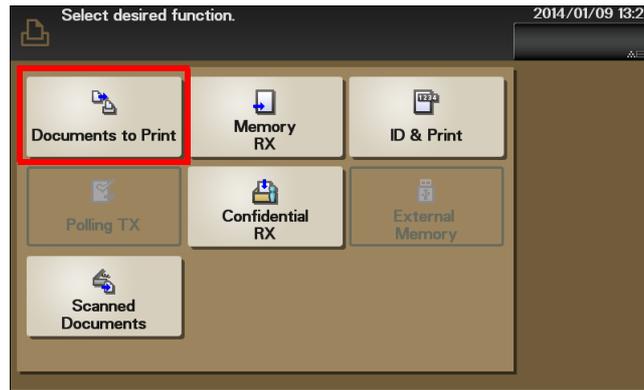
- 2 Execute printing.
Print data is saved on the HDD of this machine.

Using the saved data

- 1 Tap [Document Print/Delete].



- 2 Tap [Documents to Print].



- 3 Select the desired user, then tap [Open].
- 4 Select a job to print, then tap [Print].
 - To delete a job, tap [Delete].
- 5 If necessary, change the number of copies, then tap [OK].

2.5.4 Attaching authentication information

Printing when authentication is set

When printing a document in an environment where user authentication or account track is employed, you need to send the authentication information (user name and password) to this machine to execute printing. This requirement limits the users who can use this machine, preventing unauthorized use by a third party.

When this machine receives a print job from a user who is not permitted to print, or a print job that does not contain authentication information, this machine automatically discards the job.

Tips

- A print job that does not contain authentication information is a print job that is sent without correctly configuring the User Authentication/Account Track setting using the printer driver even though the User Authentication/Account Track setting is configured on this machine. The status in which the User Authentication/Account Track setting is not configured correctly means that the [Auto] check box of [Acquire Settings...] is cleared and [User Authentication]/[Account Track] of [Device Option] is set to [None] in the [Configure] tab of the [Properties] windows of the printer driver. In this status, if you select [Print] in [Job Retention] of the [Basic] tab at the time of printing to execute a print job, it is handled as a print job that does not contain authentication information.
- If [ID & Print] is set to [Enable] on [Security] - [ID & Print Settings] of **Web Connection**, an ordinary print job is handled as an ID & Print job (default: [Disable]). For details on the ID & Print function, refer to page 2-46.

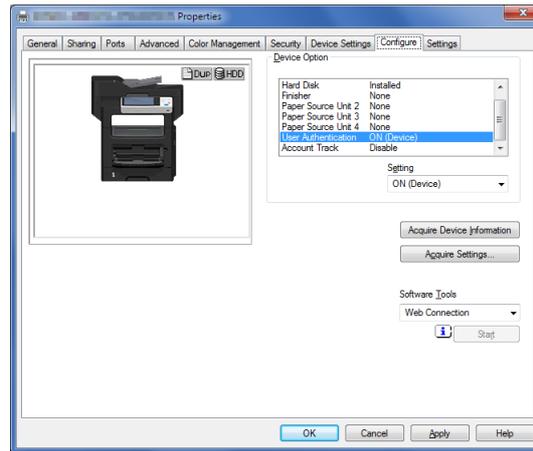
Reference

When printing a highly confidential document in an environment where user authentication or account track is employed, using the ID & Print function enables high security printing. For details, refer to page 2-46.

Operations required to use this function

In the [Configure] tab of the printer driver, check that the User Authentication/Account Track setting is correctly configured.

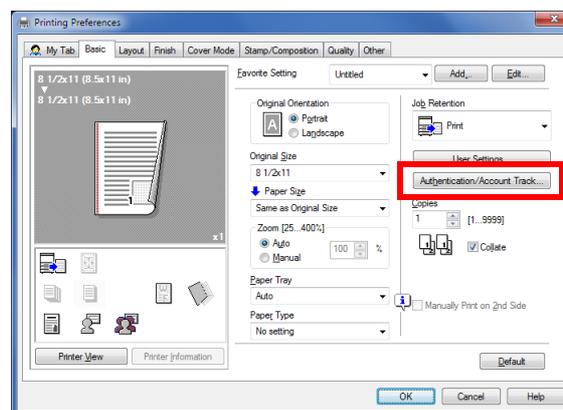
- 1 Display the [Properties] window of the printer driver.
→ For information on how to display the [Properties] window, refer to page 2-50.
- 2 In [Device Option] of the [Configure] tab, check that the User Authentication/Account Track setting is correctly configured for your operating environment.
→ If it is not configured correctly, select [User Authentication] or [Account Track] from the list, then change the relevant setting in [Setting].



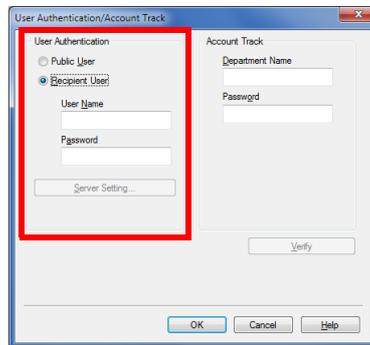
- 3 Click [OK].

How to print from the computer

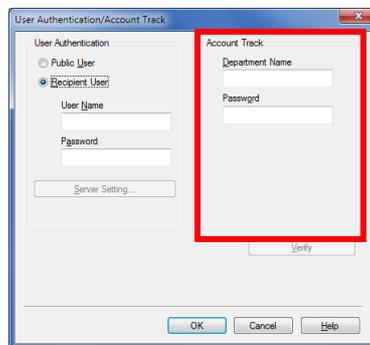
- 1 In the [Basic] tab, click [Authentication/Account Track...]



- 2 When user authentication is enabled, select [Recipient User], then enter the user name and password.
 - If access to this machine by public users (unregistered users) is allowed, you can select [Public User] and print data without entering the user name and password.
 - When an external authentication server is used, click [Server Setting...] and select the authentication server.



- 3 If Account Track is enabled, enter the account name and password in addition to the user name and password.



- 4 Click [OK].
 - If a communication with this machine is established, you can click [Verify] to check the entered authentication information. Also, you can check the authentication information for errors before printing it.
- 5 Execute printing.

Printing starts successfully when the authentication information is judged correct.

2.5.5 Printing at the same time as authentication (ID & Print)

ID & Print

ID & Print is a function that saves print data to the HDD of this machine when user authentication is installed. Because the data is not printed straight away, this function prevents printed materials from going missing or being left unattended.

To print data from the HDD, you need to perform user authentication on this machine; this function is particularly suitable for safely printing highly confidential documents. When you are successfully authenticated, the print data of the login user is automatically printed. This enhances security as well as ensures smooth operation.

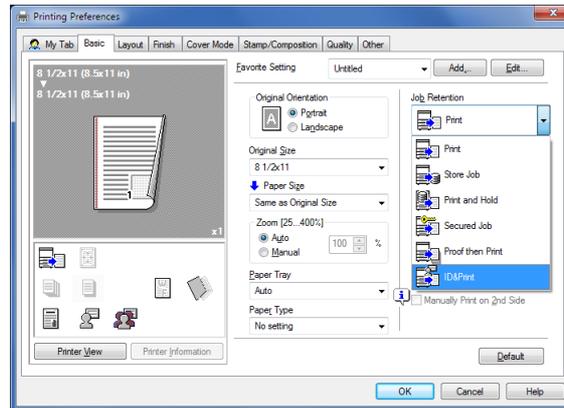
Reference

User Authentication/Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

To enable the ID & Print function, select [Security] - [ID & Print Settings] in the **Web Connection** administrator mode, then set [ID & Print] to [Enable]. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

How to print from the computer

- 1 In [Job Retention], select [ID & Print].

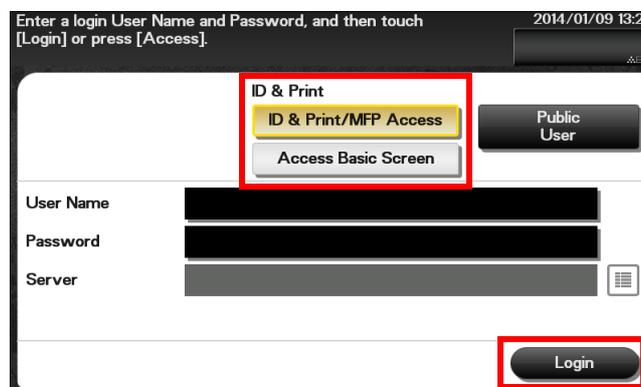


- 2 In [Authentication/Account Track...] of the [Basic] tab, enter authentication information, then click [OK].
→ For details, refer to page 2-44.
- 3 Execute printing.
Print data is saved on the HDD of this machine. Continue to "Operations on this machine".

Operations on this machine (Printing simultaneously with login)

Print all data saved by the ID & Print function simultaneously when performing authentication on this machine.

- 1 Enter the user name and password.
- 2 Check that [ID & Print/MFP Access] is selected in [ID & Print], then tap [Login].
→ When an optional **Authentication Unit** is used, you can switch [ID & PW] and [Authentication Device] in [Authentication Method].



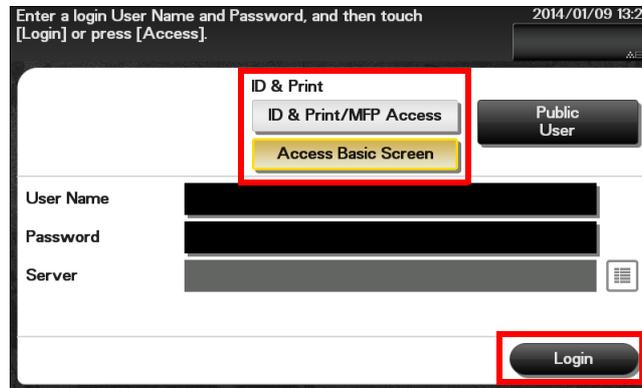
After data has been printed, do not log in to the machine.

- After data printing has been completed, you do not need to log in to this machine.
- To change the default settings of [ID & Print] (default: [ID & Print/MFP Access]), select [Security] - [ID & Print Settings] - [Default Operation Selection] in the **Web Connection** administrator mode.

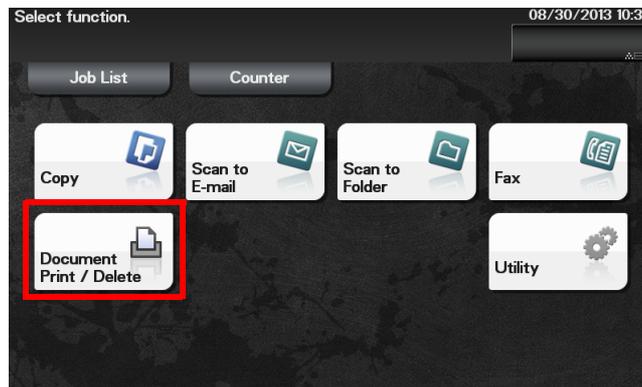
Operations on this machine (Printing only specific data)

To print only specific data, log in to this machine, then specify data to be printed.

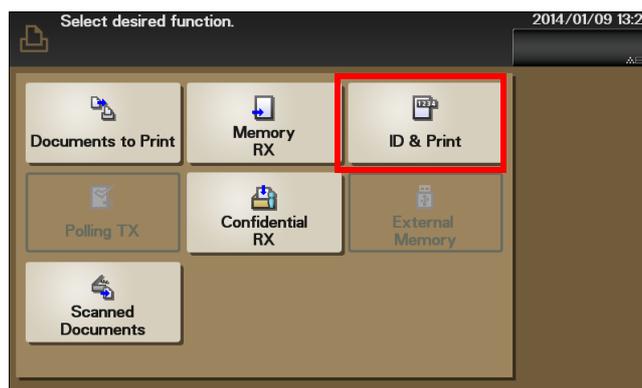
- 1 Enter the user name and password.
- 2 In [ID & Print], select [Access Basic Screen], then tap [Login].



- 3 Tap [Document Print/Delete].



- 4 Tap [ID & Print].



- 5 Tap [Login User].



- 6 Select data to be printed, then tap [Print].
→ To delete data, tap [Delete].
The printed data is deleted from the HDD.

2.6 Printer driver setting items

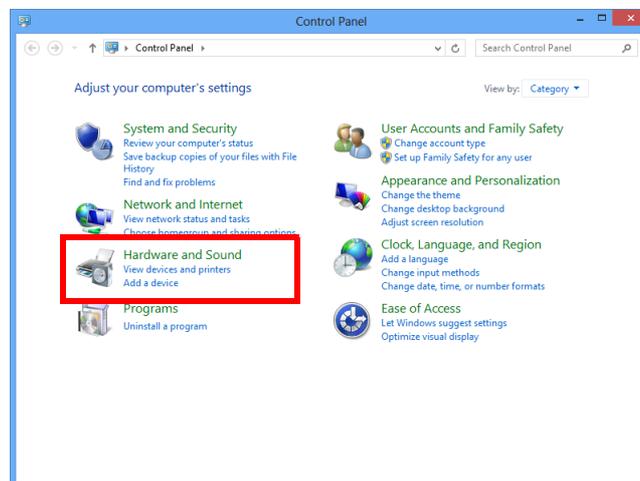
2.6.1 [Properties] window of the printer driver

How to display the [Properties] window

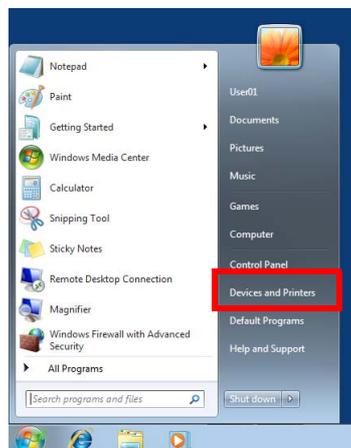
The printer driver has two windows for configuring settings: the [Properties] window and the [Printing Preferences] window. This section describes the [Properties] window.

In the [Properties] window, you can configure settings for the optional environment of this machine or Windows functions. To display the [Properties] window, take the following steps:

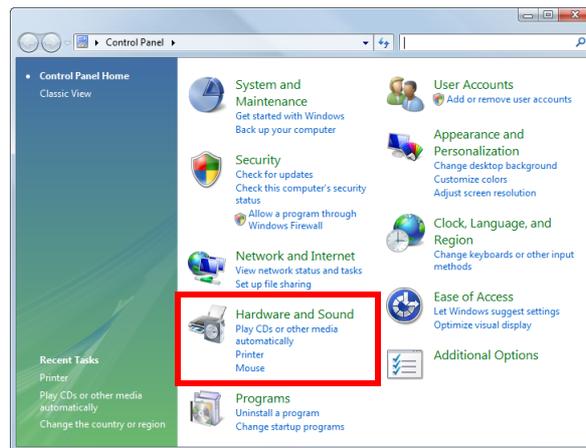
- 1 Display the printer window.
 - In Windows 8.1, click [↓] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].



- In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].



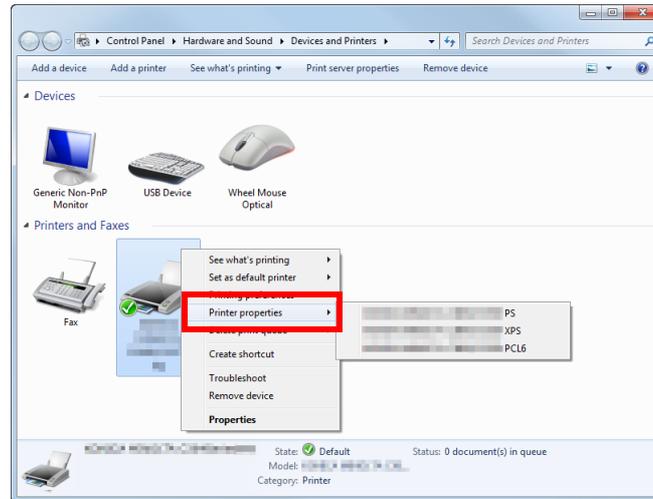
- In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].



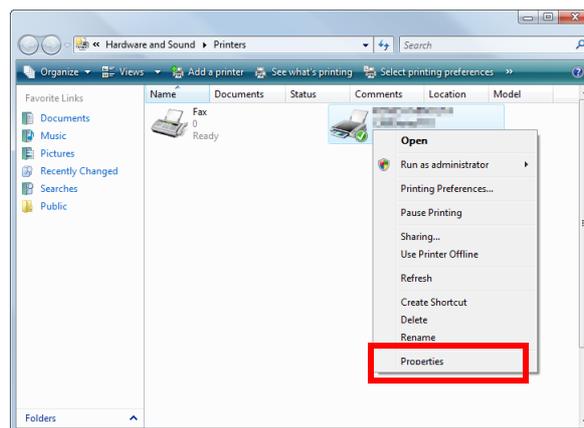
- In Windows Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].

2 Open the printer properties.

- In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printer properties], click the displayed printer name.



- In Windows Vista/Server 2003/Server 2008, right-click the icon of the installed printer, then click [Properties].



The [Properties] window appears.

Tabs provided by Windows

The [General], [Sharing], [Port], [Advanced], [Color Management], and [Security] tabs are provided by Windows.

You can print a test page, configure printer sharing, configure printer ports, etc. For details, refer to the Windows manuals.

2.6.2 Available operations in the [Configure] tab

You can specify which optional devices are installed on this machine using the [Configure] tab. You can automatically obtain information of this machine to manually configure settings.

Settings	Description
[Device Option]	The model name, options installed on this machine, and authentication settings of this machine are displayed. When the settings of this machine cannot be obtained, you need to manually change the settings. Select the item to change from the list, and set a value in [Setting].
[Acquire Device Information]	Obtains information about which optional devices are installed on this machine by communicating with this machine. In [Acquire Settings...], set the method of obtaining the information on this machine.
[Acquire Settings...]	Configure the settings to obtain the information of this machine.
[Auto]	Select this check box to automatically obtain the information of this machine.
[Destination Settings]	Set the communication method to get information from this machine. <ul style="list-style-type: none"> [Device which Connect with Printer Port]: Information is obtained from the printing port specified in the [Port] tab in the printer driver. [Specify IP Address or Printer Name]: Information is obtained by connecting to a device with the entered IP address or printer name.
[Software Tools]	You can start up the software tools such as Web Connection .

Tips

- When [Auto] in [Acquire Settings...] is enabled and the computer is unable to communicate with this machine, the computer takes a long time to display the [Properties] window or the [Printing Preferences] window.
- If you are using the machine from a Windows Server 2003 computer via USB connection, [Acquire Device Information] cannot be used.

2.6.3 Available operations in the [Settings] tab

In the [Settings] tab, you can change the default settings for how confirmation messages are displayed as well as the window for inputting authentication information.

Settings	Description
[EMF Spool]	Select this check box when meta file (EMF) spooling is required in your own system environment.
[Display Constraint Message]	Select this check box to display a message indicating that you have selected printer driver functions that cannot be used together.
[Display paper set in Print Server Properties]	Select this check box when using the paper added in [Server Properties] in the printer window.
[Verify Authentication settings before printing]	Select this check box to enable the [Verify] button in the [User Authentication/Account Track] dialog box.
[Popup Authentication Dialog when printing]	Select this check box to display the [User Authentication/Account Track] dialog box for printing. This option reminds you to enter the user name and password.
[Save Custom Size...]	If you print on odd size paper, specify the size to register the paper. The registered paper size can be selected from [Original Size] in the [Basic] tab.

 **Tips**

- [EMF Spool] is a function of the PCL driver.
- [Save Custom Size...] is a function of the PCL driver.
- The procedure for opening [Server Properties] is as follows:
If Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2 is running, select a printer, then click [Print Server Properties] on the toolbar.
If Windows Vista or Windows Server 2008 is running, place the cursor pointer in an empty area of the [Printers] window, then click the mouse right button. From the shortcut menu, select [Run as administrator] - [Server Properties].
If Windows Server 2003 is running, click the [File] menu and select [Server Properties].

2.6.4 [Printing Preferences] window of the printer driver

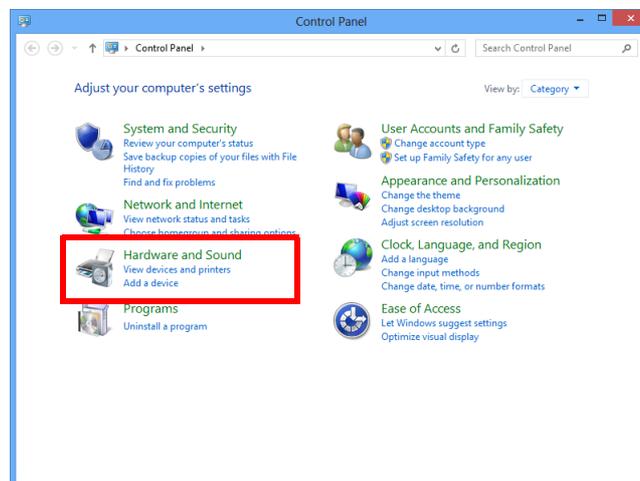
How to display the [Printing Preferences] window

The printer driver has two windows for configuring settings: the [Properties] window and the [Printing Preferences] window. This section describes the [Printing Preferences] window.

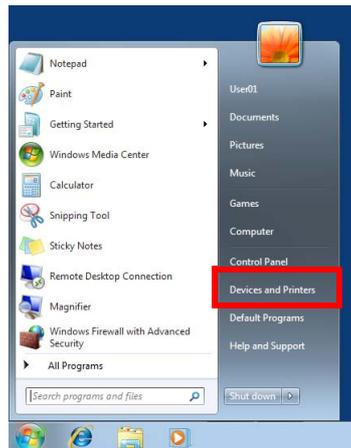
The [Printing Preferences] window has multiple tabs on each of which related functions are grouped to enable you to configure print functions unique to this machine. To display the [Printing Preferences] window, take the following steps:

1 Display the printer window.

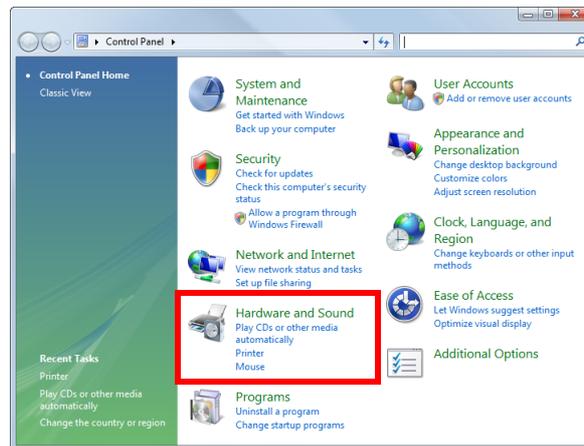
- In Windows 8.1, click [⊕] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
- In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
- In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].



- In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].



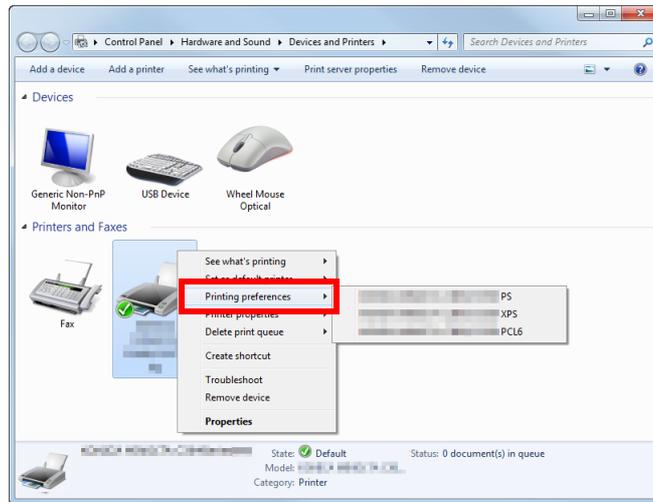
- In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].



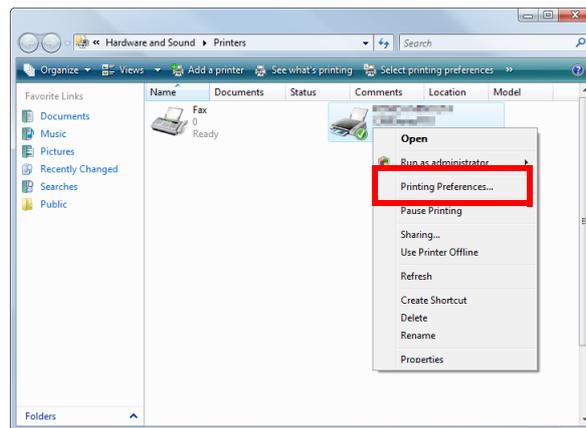
- In Windows Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].

2 Open [Printing preferences].

→ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printing Preferences], click the displayed printer name.



→ In Windows Vista/Server 2003/Server 2008, right-click the icon of the installed printer, and click [Printing Preferences...].



The [Printing preferences] window of the printer appears.

Tips

The print settings changed here are registered as default values. When you want to temporarily change settings to print from application software, click [Properties] (or [Preferences]) in the [Print] window to open the [Printing preferences] window.

Items common to each tab

The following explains the commonly used settings and buttons in each tab.

Settings	Description
[Favorite Setting]	You can register the current print settings as a favorite and recall it when executing printing. For details on the [Favorite Setting], refer to page 2-15.
View	Selecting [Paper View] displays a sample page layout based on the current settings for checking the output result image. Selecting [Printer View] displays a printer figure showing the options, such as paper trays, installed in the machine.
[Printer Information]	Click this button to start Web Connection and check the printer information. This button is enabled only when your computer can communicate with this machine.
[OK]	Applies the changes made to the settings and closes the setting window.
[Cancel]	Discards (or cancels) the current changes and closes the setting window.
[Help]	Displays the help for each item in the window.
[Default]	Initializes the current settings.

2.6.5 Available operations in [Advanced]

[Advanced] is a tab to configure detailed settings for PostScript. This function is only available for the PS driver.

Settings	Description
[Advanced Printing Features:]	Select whether or not to enable the booklet print setting.
[PostScript Options]	Configure the PostScript option setting. <ul style="list-style-type: none"> [PostScript Output Option]: Select the method to output a PostScript file. [Send PostScript Error Handler]: Select whether or not to print a report when a PostScript error has occurred. [Mirrored Output]: Select whether or not to print an image in mirror-reversed mode.
[PostScript Pass through]	Select whether or not to allow the application to print data directly without using the printer driver.



Tips

[Advanced Printing Features:] is displayed when the [Enable advanced printing features] check box is selected in the [Advanced] tab of the [Properties] window.

2.6.6 Available operations in [My Tab]

[My Tab] allows you to customize the display contents.

You can gather setting items from difference tabs and place them in [My Tab]. Registering frequently used setting items in [My Tab] allows you to change settings in one tab, without switching among multiple tabs.

For details on how to edit [My Tab], refer to page 2-17.

Settings	Description
[More Details]	Click this button to display the Help of [My Tab].
[Do not show again]	Select this check box if you do not want to display the comment field containing [More Details].
[Edit My Tab...]	Click this button to register or delete the functions displayed in [My Tab].

2.6.7 Available operations in [Basic]

In the [Basic] tab, you can configure basic settings about paper or printing. Functions that are frequently used in normal printing are placed in this tab.

Settings	Description
[Original Orientation]	Specify the orientation of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting.
[Original Size]	Select the size of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting. To print on custom sized paper, select [Custom Size] and specify the width and length. For details, refer to page 2-19.
[Paper Size]	Select the size of paper for printing. If the size of the paper is different from that of the original size, and if [Zoom] is set to [Auto], the original is sent by enlarging or reducing it according to the selected paper size. To print on custom sized paper, select [Custom Size] and specify the width and length. For details, refer to page 2-19.
[Zoom]	Select how the print image is enlarged or reduced. <ul style="list-style-type: none"> [Auto]: The image is enlarged or reduced according to the size of the paper specified in [Paper Size]. [Manual]: The image is enlarged or reduced by the specified ratio (25 to 400%).
[Paper Tray]	Select the paper tray for the printing paper. When you select [Auto], the tray containing the paper selected in [Paper Size] is automatically used.
[Paper Type]	When you have selected [No setting] in [Paper Tray], select the paper type for printing. Selecting [No setting] applies the paper type specified on [Utility] - [User Settings] - [Printer Setting] - [Paper Setting] - [Paper Tray Setting] on the Control Panel .
[Job Retention]	Select the method to use to print the original from this machine.
[Print]	Select this option to print normally.
[Store Job]	Select this option to save the original on the HDD of this machine. For details, refer to page 2-43.
[Print and Hold]	Select this option to save the original on the HDD of this machine and simultaneously execute a print job. For details, refer to page 2-43.
[Secured Job]	Select this option to print highly confidential documents. Printing is carried out when the password is entered on this machine. For details, refer to page 2-41.
[Proof then Print]	Select this option to print a large number of copies. This machine prints only one copy and waits for the user's command before printing the remaining copies. For details, refer to page 2-40.
[ID & Print]	Select this option to print highly confidential documents in an environment where user authentication is employed. Printing is allowed when the user is authenticated to use this machine. For details, refer to page 2-46.
[User Settings...]	Enter the required information when [Secured Job] is selected in [Job Retention].
[Authentication/Account Track...]	When user authentication or account track is employed, enter the user name or account name and the password. For details, refer to page 2-44.
[Copies]	When printing multiple sets of copies, specify the number of sets.
[Collate]	When printing multiple sets of copies, select this check box to output sets of copies one by one. When this check box is cleared, the first page of the original is printed on as many sheets as the number specified in [Copies], and then each of the subsequent pages is printed in this manner.

2.6.8 Available operations in the [Layout] tab

In the [Layout] tab, you can configure layout settings for printing. You can combine pages or adjust print positions.

Settings	Description
[Combination]	<p>Select how the original pages are combined on sheets.</p> <ul style="list-style-type: none"> [2 in 1]/[4 in 1]/[6 in 1]/[9 in 1]/[16 in 1]: Multiple pages are reduced and printed on the same side of one sheet. For example, when you select [9 in 1], the size of every set of nine pages is is reduced and printed on the same side of one sheet. [2 × 2]/[3 × 3]/[4 × 4] (PCL only): The original image is enlarged, divided and printed on multiple sheets. For example, when you select [2 × 2], one page of the original is divided and printed on four sheets. When you join the printed sheets together, a large poster is created. <p>If necessary, click [Combination Details...] to configure detailed settings about page combination.</p> <ul style="list-style-type: none"> [Combination]: Select the page combination. [Layout Order]: When you have selected "N in 1" in [Combination], select the order of pages in the layout. [Border]: When you have selected "N in 1" in [Combination], select this check box if you want to draw border lines between pages. In addition, select the type of border lines. [Overlap width line]: When you have selected "N × N" in [Combination], select this check box if you want to create overlap margins.
[Rotate 180]	Select this check box to rotate the original 180 degrees and print it.
[Skip Blank Pages]	Select this check box to exclude blank pages in the original from the pages to be printed.
[Print Type]	<p>Select the print sides of paper.</p> <ul style="list-style-type: none"> [1-Sided]: The original is printed on one side of a sheet of paper. [2-Sided]: The original is printed on both sides of a sheet of paper. [Booklet]: The original is printed in booklet format. Original pages are sorted and printed on both sides of sheets in two-page spread mode. When the printed sheets are collectively folded in two, they are arranged in the page order like a book. If necessary, click [Booklet Details...], then specify the binding position and whether or not to draw border lines.
[Binding Position]	Select the binding position.
[Binding Margin]	<p>Select this check box to provide a margin on printed sheets.</p> <p>Click [Binding Margin Settings...] to specify the size of the margin in detail.</p> <ul style="list-style-type: none"> [Shift Mode]: Select how the images are shifted for creating the margin. [Front Side]: Specify the size of the margin on the front side. [Back Side]: When you print on both sides, specify the size of the margin on the back side. When the [Same value for front and back sides] check box is selected, a margin of the same size is created on both the front and back sides.
[Image Shift]	<p>Select this check box to fine-tune (shift) the print position of the image with respect to the paper.</p> <p>Click [Image Shift Settings...] to specify the print position in detail.</p> <ul style="list-style-type: none"> [Front Side]: Specify the upward/downward and rightward/leftward shift distances for the front side. [Back Side]: When you print on both sides, specify the upward/downward and rightward/leftward shift distances for the back side.

2.6.9 Available operations in the [Finish] tab

The [Finish] tab allows you to configure a setting for finishing printed materials.

Settings	Description
[Staple]	Select this check box to staple printed sheets of paper. Select the staple position from the left or right corner.



Tips

To use the staple function, the optional **Finisher** is required.

2.6.10 Available operations in the [Cover Mode] tab

In the [Cover Mode] tab, you can insert covers and pages.

Settings	Description
[Front Cover]	Select this check box to insert and print on a front cover. In [Front Cover Tray], select the paper tray for the front cover. Then, select whether or not to print on the inserted front cover. <ul style="list-style-type: none"> [Blank]: Nothing is printed on the inserted front cover. [Printed (1-Sided)]: Select this option to print on one side of the sheet that is inserted as a front cover. [Printed (2-Sided)]: Select this option to print on both sides of the sheet that is inserted as a front cover. You can set this option when you have selected anything other than [Auto] in [Paper Tray] in the [Basic] tab.
[Back Cover]	Select this check box to insert and print on a back cover. In [Back Cover Tray], select the paper tray for the back cover. Then, select whether or not to print on the inserted back cover. <ul style="list-style-type: none"> [Blank]: Nothing is printed on the inserted back cover. [Printed (1-Sided)]: Select this option to print on one side of the sheet that is inserted as a back cover. [Printed (2-Sided)]: Select this option to print on both sides of the sheet that is inserted as a back cover. You can set this option when you have selected anything other than [Auto] in [Paper Tray] in the [Basic] tab.
[Separator Page]	Select this check box when inserting a separator sheet for each job or copy to make prints. Then, select the position to insert a separator page from [Header (Each Job)], [Header (Each Copy)], and [Trailer (Each Copy)]. In [Separator Page Tray], select a paper tray to load sheets to be used as separator pages. You can set this option when you have selected anything other than [Auto] in [Paper Tray] in the [Basic] tab.

2.6.11 Available operations in the [Stamp/Composition] tab

In the [Stamp/Composition] tab, you can configure settings for adding text or an image to the original.

Settings	Description
[Watermark]	Select this check box to print a watermark (text stamp) on the original. In addition, from the list, select the watermark you want to print. Clicking [Edit...] allows you to register or edit a watermark. For details, refer to page 2-29.
[Copy Protect] (PCL only)	Select this check box to print a text such as "Copy" or "INTERNAL USE" in the background pattern as concealed text. When you click [Edit...], you can configure detailed settings such as Copy Protect printing items or the printing method. For details, refer to page 2-33.
[Create Overlay File] (PCL/XPS)	Select this check box to save data created in application software on the computer as an overlay image to be composed on the original. For details, refer to page 2-31.
[Print in Overlay]	Select this check box to compose the created overlay image on the original when printing. For details, refer to page 2-30.
[Distribution Control Number]	Select this check box to add distribution control numbers to the original. When you click [Edit...], you can change the format of the text. For details, refer to page 2-31.
[Date/Time]	Select this check box to add a printing date and time to the original. When you click [Edit...], you can change the format of the text. For details, refer to page 2-32.
[Page Number]	Select this check box to add page numbers to the original. When you click [Edit...], you can change the format of the text. For details, refer to page 2-32.

2.6.12 Available operations in the [Quality] tab

In the [Quality] tab, you can configure settings for the image quality of the original. You can specify image or font processing.

Items that can be specified vary depending on your printer driver.

Settings	Description
[Quick Settings]	Select the optimum quality mode to fit the original. <ul style="list-style-type: none"> • [Auto]: The setting suitable for originals is applied automatically. • [Photo]: The setting that prioritizes the image quality is applied. • [Presentation]: The setting suitable for originals containing both text and figures is applied. • [Custom]: Manually configure the quality setting for each object (image, text, or graphics) in the original. For details, refer to page 2-35.
[Quality Adjustment...]	Adjust the brightness, contrast and density to fit the original.
[Resolution] (PCL/PS)	Select the print resolution.
[Pattern] (PCL/XPS)	Select the pattern density.
[Toner Save]	Select this check box to save the amount of toner consumed. The printing density is reduced.
[Edge Strength]	Select this check box to sharpen small or faint characters, then specify the strength level.
[Font Settings] (PCL/PS)	Specify how to process texts. Select a type of font to be downloaded from the computer to this machine. Also specify whether or not replace the TrueType fonts by printer fonts when printing. If characters are garbled in an environment where the PCL driver is used, we recommend that you select [Bitmap] in [Download Font Format] and clear the [Use Printer Fonts] check box.

2.6.13 Available operations in the [Other] tab

In the [Other] tab, you can check the driver version and configure print settings for application software.

Settings	Description
[Excel Job Control]	Select this check box to print multiple Microsoft Excel sheets with different page settings at one time. When multiple sheets with different page settings are printed at one time, the sheets may be separated into single-sheet jobs depending on the data contained. This function avoids job separation as much as possible.
[Remove White Background] (PCL/XPS)	Select this check box to superimpose an overlay image on Microsoft PowerPoint data. White areas are removed so that the white background of the PowerPoint data does not hide the overlay image. Clear this check box to print the original as is without removing the background.
[Thin Line Support] (PCL only)	Select this check box to perform reduced-size printing. This function prevents thin lines from disappearing. This is effective for thin lines such as table borders created in Excel, but not for thin lines used in illustrations.
[Check Driver Version]	The version of the printer driver is displayed.

Tips

- [Excel Job Control] and [Remove White Background] are not available depending on a specific environment or application software.
- You can change the [Excel Job Control] setting only when the printer driver setting dialog box is displayed on the [Printers] ([Devices and Printers] in Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2 and [Printers and Faxes] in Windows Server 2003) window.

2.7 Uninstalling the printer driver

Using the deletion program

If the printer driver was installed using the installer, the uninstallation function for the printer driver is also installed.

- ✓ Administrator privileges are required to perform this task.
- 1 Start the deletion program.
 - From the Start menu, click [All Programs] (or [Programs]) - [KONICA MINOLTA] - model name of this machine - [Uninstall Printer Driver].
 - In Windows 8.1, click [⬇] in the Start window, select [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.
 - In Windows 8, right-click the Start window, select [All apps] - [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Programs] - [Uninstall a program]. Double-click the driver to be uninstalled in the list.
- 2 Select the printer driver you want to uninstall, then click [Uninstall].
 - Follow the subsequent on-screen instructions.
- 3 If the dialog box prompting to restart the computer appears, click [OK].
Uninstallation of the printer driver is then completed.

Uninstall using the installer

If you have installed the driver using the installer, you can use the installer to uninstall the driver.

- ✓ Administrator privileges are required to perform this task.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - Make sure that the installer starts, then proceed to Step 2.
 - If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Setup.exe], then go to Step 3.
- 2 Click [Printer/FAX].
The printer driver installer starts.
- 3 Click [AGREE] in the license agreement window.
- 4 Check the contents of the [Readme] window, then click [Next].
- 5 Select [Uninstall Printer Driver], then click [Next].
- 6 Select the printer driver you want to uninstall, then click [Uninstall].
 - Follow the subsequent on-screen instructions.
- 7 If a dialog box prompting you to restart the computer appears, click [OK] to restart the computer.
Uninstallation of the printer driver is then completed.

A large, bold, black number '3' is centered within a gray square. The square is positioned to the left of the main title text.

Printing in the Mac OS Environment

3 Printing in the Mac OS Environment

3.1 Preparation for printing (Bonjour connection)

3.1.1 Overview

Before using this machine as a printer, you need to install the printer driver on your computer and add the printer to your computer.

This section describes preparations required to carry out printing on this machine by Bonjour (Rendezvous) connection that is supported in Mac OS X 10.3 or later.

Tips

- The Bonjour technology enables you to configure the network settings for networked devices and find and use services without the need for configuring special settings.
- In Mac OS X 10.3, Bonjour is called Rendezvous.

3.1.2 Before setting up the computer (for administrators)

Connecting this machine to the network

- Checking a LAN cable for connection



Configuring the Bonjour settings

- Enabling Bonjour
- Setting a printer name (Bonjour name)
 - Enter the name of this machine to be displayed as the name of a connected device.



Preparation finished

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 1-4.

Configuring the Bonjour settings

Enable Bonjour. (You can use this function with the default settings unless otherwise requested.) In addition, enter the name of this machine (Bonjour name) to be displayed as the name of a connected device.

For details on how to configure settings, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

3.1.3 Setting up the computer

Preparing the printer driver

- **Preparing the printer driver CD-ROM**
 - For the CD-ROM, contact the administrator of this machine.
- **Checking the operating systems supported by the printer driver**
 - Check that your computer meets the operating environment requirements of the printer driver.



Installing the printer driver to the computer

- **Installing the printer driver using the installer**
 - Insert the **Driver & Utilities CD-ROM** into the drive, and install the software by following the on-screen instructions.
- **Adding the printer**
 - Add the printer automatically detected by Bonjour to the computer.



Preparation finished

Preparing the printer driver CD-ROM

The following CD-ROMs are supplied with this machine: The printer driver is included on the **Driver & Utilities CD-ROM**.

CD-ROM	Description
Driver & Utilities CD-ROM	Contains Windows printer driver (PCL/PS/XPS), Mac OS printer driver, Linux printer driver, and TWAIN driver. This also contains the page for downloading utility software.
User's Guide CD-ROM	Contains user's guides.

Checking the operating systems supported by the printer driver

The following lists the printer drivers included on the CD-ROMs supplied with this machine and the supported operating systems.

Printer driver	Page description language	Supported operating systems
PostScript PPD driver (PS-PPD)	PostScript 3 Emulation	Mac OS X (10.3.x, 10.4.x, 10.5.x, 10.6.x, 10.7.x, 10.8.x, 10.9.x, 10.10.x)

Installing the printer driver

Install the printer driver using the installer.

- ✓ Before installation, exit all application software programs that are running.
- 1 Insert the **Driver & Utilities CD-ROM** disk into the CD-ROM drive of the computer.
 - 2 Open the folder on the CD-ROM that contains the desired printer driver.
 - Select the folder according to the printer driver, operating system, and language to be used.

- 3 Copy the driver file onto the desktop according to the Mac OS X version.
 - Mac OS X 10.3: model name of this machine_103104.pkg
 - Mac OS X 10.4: model name of this machine_103104.pkg
 - Mac OS X 10.5: model name of this machine_105.pkg
 - Mac OS X 10.6: model name of this machine_106.pkg
 - Mac OS X 10.7: model name of this machine_106.pkg
 - Mac OS X 10.8: model name of this machine_106.pkg
 - Mac OS X 10.9: Model name of this machine_106.pkg
 - Mac OS X 10.10: model name of this machine_106.pkg
 - In Mac OS X 10.5 or later, the driver folder varies depending on the paper size. Select the appropriate folder to suit your environment.
 - To mainly use the metric-based paper size such as A4 size: "WW_A4" folder
 - To mainly use the inch-based paper size such as letter size or 8 1/2 × 11: "WW_Letter" folder
- 4 Double-click the file copied onto the desktop.

The printer driver installer starts.
- 5 Click [Continue] following the instructions on the pages that follow until the [Install] page appears.
 - When the name and password prompt appears during the procedure, enter the administrator name and password.
- 6 Click [Install].

The printer driver is installed on the computer.
- 7 Click [Close].

Installation of the printer driver is then completed. Then, add the printer to the computer.

Configuring connection using Bonjour (Mac OS X 10.4 or later)

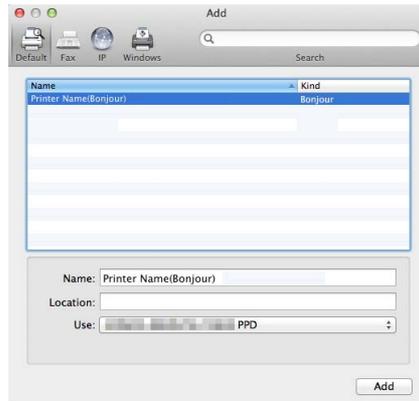
Add the printer automatically detected by Bonjour to the computer.

- 1 Select [System Preferences...] in the Apple menu.
- 2 Click the [Print & Fax] icon.
 - In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printer & Scanner] icon.
- 3 Click [+] in the lower left of the screen.
 - In Mac OS X 10.4/10.5/10.6, go to Step 4.
 - In Mac OS X 10.7/10.8/10.9/10.10, if a target printer name is found in the list displayed by clicking [+], select it. When a printer driver is selected automatically, the printer addition is completed. If a target printer name is not found, select [Add Other Printer or Scanner...] or [Add Printer or Scanner...], and go to Step 4.
- 4 Click [Default].

Connected printers are detected.

 - If no printers are detected, restart this machine.

- 5 From the [Printer Name] list, select the desired printer for a Bonjour connection.
 - To check the printer name, select [Network] - [Bonjour Setting] in the administrator mode of **Web Connection**.
 - By default, () at the end of the printer name corresponds to the last three bytes of the MAC address.



The printer driver for the selected printer is displayed in [Print Using:].

- When the printer driver is displayed, go to Step 7.
- When the printer driver is not correctly displayed, go to Step 6.

- 6 Manually select the printer driver.
 - In Mac OS X 10.9/10.10, select [Select Software...] from [Print Using:], then click the driver of the desired printer from the list that is displayed in another window.
 - In Mac OS X 10.6/10.7/10.8, select [Select Printer Software...] from [Print Using:], then click the driver of the desired printer from the list that is displayed in another window.
 - In Mac OS X 10.5, select [Select a driver to use...] in [Print Using:], then click the driver of the desired printer from the list.
 - In Mac OS X 10.4, select [KONICA MINOLTA] in [Print Using:], and then click the driver of the desired printer from the list.

- 7 Click [Add].

The addition process of the printer is then completed. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

Configuring connection using Rendezvous (Mac OS X 10.3)

Add the printer automatically detected by Rendezvous to the PC.

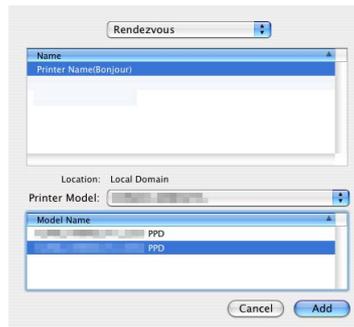
- 1 Select [Macintosh HD] (hard disk of the system) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open the dialog box.
- 2 When the [You have no printers available.] window appears, click [Add]. When the [Printer List] appears, click [Add].
 - If available printers have already been specified, the [You have no printers available.] window does not appear.
- 3 Select [Rendezvous] as the connection method.

Connected printers are detected.

 - If no printers are detected, restart this machine.
- 4 From the [Name] list, select the desired printer for Rendezvous connection.
 - To check the printer name, select [Network] - [Bonjour Setting] in the administrator mode of **Web Connection**.
 - By default, () at the end of the printer name corresponds to the last three bytes of the MAC address.

5 Manually select the printer driver.

- In [Printer Model:], select [KONICA MINOLTA], then click the driver of the desired printer from the model list.



6 Click [Add].

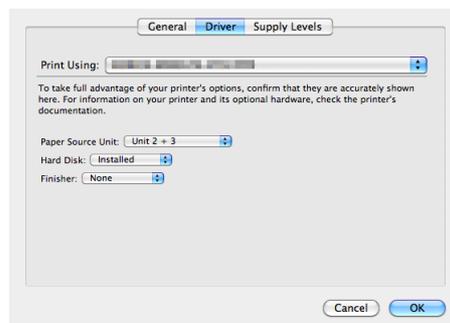
The addition process of the printer is then completed. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

3.1.4 Initializing the printer driver

Configuring the optional environment of this machine

When you use this machine for the first time, properly configure the printer driver so that it contains information such as the options installed on this machine.

- 1** Open [System Preferences...] in the Apple menu, then click the [Print & Fax] icon.
 - In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printer & Scanner] icon.
 - In Mac OS X 10.3, select [Macintosh HD] (system hard disk) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open it.
- 2** Display the [Printer Information] window.
 - In Mac OS X 10.5/10.6/10.7/10.8/10.9/10.10, click [Options & Supplies...]. In Mac OS X 10.4, click the [Printer Setup...] icon.
 - For the [Printer Setup Utility] window, click [Show Info] of the [Printer] menu.
- 3** Display the [Installable Options] window.
 - In Mac OS X 10.9/10.10, click [Options].
 - In Mac OS X 10.5/10.6/10.7/10.8, click [Driver].
 - In Mac OS X 10.3/10.4, select [Installable Options].
- 4** Change the settings according to the options installed on this machine.

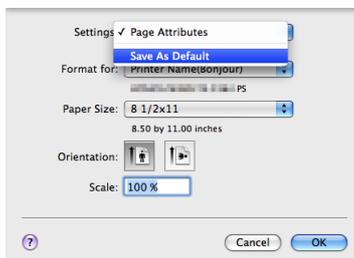


- 5** Click [OK] or [Apply Changes] to close the [Printer Information] window.

Changing the default print settings

In the [Page Setup] window of the printer driver, you can change the default settings for paper and zoom ratio.

- 1 Display the [Page Setup] window of the printer driver.
→ For information on how to display the [Page Setup] window, refer to page 3-29.
- 2 Change the settings, and select [Save As Default] from [Settings:].



3.2 Preparation for printing (USB connection)

3.2.1 Overview

Before using this machine as a printer, you need to install the printer driver on your computer and add the printer to your computer.

This section describes preparations required to carry out printing on this machine by USB connection.

3.2.2 Setting up the computer

Preparing the printer driver

- **Preparing the printer driver CD-ROM**
 - For the CD-ROM, contact the administrator of this machine.
 - **Checking the operating systems supported by the printer driver**
 - Check that your computer meets the operating environment requirements of the printer driver.
-



Installing the printer driver to the computer

- **Installing the printer driver using the installer**
 - Insert the **Driver & Utilities CD-ROM** into the drive, and install the software by following the on-screen instructions.
 - **Adding the printer**
 - Add the printer that is automatically detected by USB connection to the computer.
-



Preparation finished

Preparing the printer driver CD-ROM

The following CD-ROMs are supplied with this machine: The printer driver is included on the **Driver & Utilities CD-ROM**.

CD-ROM	Description
Driver & Utilities CD-ROM	Contains Windows printer driver (PCL/PS/XPS), Mac OS printer driver, Linux printer driver, and TWAIN driver. This also contains the page for downloading utility software.
User's Guide CD-ROM	Contains user's guides.

Checking the operating systems supported by the printer driver

The following lists the printer drivers included on the CD-ROMs supplied with this machine and the supported operating systems.

Printer driver	Page description language	Supported operating systems
PostScript PPD driver (PS-PPD)	PostScript 3 Emulation	Mac OS X (10.3.x, 10.4.x, 10.5.x, 10.6.x, 10.7.x, 10.8.x, 10.9.x, 10.10.x)

Installing the printer driver

Install the printer driver using the installer.

- ✓ Before installation, exit all application software programs that are running.
- 1** Insert the **Driver & Utilities CD-ROM** disk into the CD-ROM drive of the computer.
- 2** Open the folder on the CD-ROM that contains the desired printer driver.
 - Select the folder according to the printer driver, operating system, and language to be used.
- 3** Copy the driver file onto the desktop according to the Mac OS X version.
 - Mac OS X 10.3: model name of this machine_103104.pkg
 - Mac OS X 10.4: model name of this machine_103104.pkg
 - Mac OS X 10.5: model name of this machine_105.pkg
 - Mac OS X 10.6: model name of this machine_106.pkg
 - Mac OS X 10.7: model name of this machine_106.pkg
 - Mac OS X 10.8: model name of this machine_106.pkg
 - Mac OS X 10.9: Model name of this machine_106.pkg
 - Mac OS X 10.10: model name of this machine_106.pkg
 - In Mac OS X 10.5 or later, the driver folder varies depending on the paper size. Select the appropriate folder to suit your environment.
 - To mainly use the metric-based paper size such as A4 size: "WW_A4" folder
 - To mainly use the inch-based paper size such as letter size or 8 1/2 × 11: "WW_Letter" folder
- 4** Double-click the file copied onto the desktop.

The printer driver installer starts.
- 5** Click [Continue] following the instructions on the pages that follow until the [Install] page appears.
 - When the name and password prompt appears during the procedure, enter the administrator name and password.
- 6** Click [Install].

The printer driver is installed on the computer.
- 7** Click [Close].

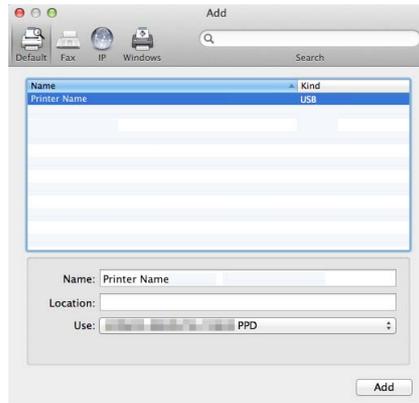
Installation of the printer driver is then completed. Then, add the printer to the computer.

Configuring USB connection settings (Mac OS X 10.5 or later)

Add the printer that is automatically detected by USB connection to the computer.

- 1** Connect a USB cable to the USB port of this machine.
 - For details on the cable connection port, refer to page 1-4.
- 2** Select [System Preferences...] in the Apple menu.
- 3** Click the [Print & Fax] icon.
 - In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printer & Scanner] icon.
- 4** Click [+] in the lower left of the screen.
 - In Mac OS X 10.4/10.5/10.6, go to Step 4.
 - In Mac OS X 10.7/10.8/10.9/10.10, if a target printer name is found in the list displayed by clicking [+], select it. When a printer driver is selected automatically, the printer addition is completed. If a target printer name is not found, select [Add Other Printer or Scanner...] or [Add Printer or Scanner...], and go to Step 4.

- 5 Click [Default].
Connected printers are detected.
→ If no printer is detected, check that this machine is turned on and the USB cable is connected, then restart the computer.
- 6 From the [Printer Name] list, select the desired printer that is connected via the USB port.



The printer driver for the selected printer is displayed in [Print Using:].

- 7 Click [Add].
The addition process of the printer is then completed. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

Configuring USB connection settings (Mac OS X 10.4)

- 1 Connect a USB cable to the USB port of this machine.
→ For details on the cable connection port, refer to page 1-4.
- 2 Select [Macintosh HD] (hard disk of the system) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open the dialog box.
- 3 In the [Printer List] window, click [Add].
Connected printers are detected.
→ If no printer is detected, check that this machine is turned on and the USB cable is connected, then restart the computer.
- 4 From the list, select the desired printer that is connected via the USB port.
The printer driver for the selected printer is displayed in [Print Using:].
- 5 Click [Add].
The addition process of the printer is then completed. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

Configuring USB connection settings (Mac OS X 10.3)

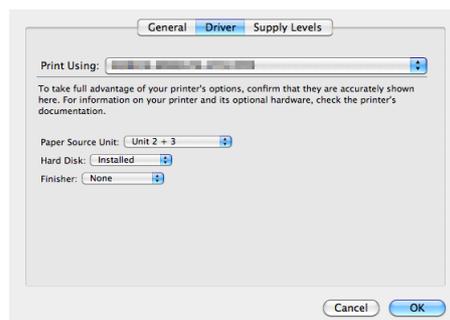
- 1 Connect a USB cable to the USB port of this machine.
→ For details on the cable connection port, refer to page 1-4.
- 2 Select [Macintosh HD] (hard disk of the system) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open the dialog box.
- 3 In the [Printer List] window, click [Add].
- 4 Select [USB] as the connection method.
Connected printers are detected.
→ If no printer is detected, check that this machine is turned on and the USB cable is connected, then restart the computer.
- 5 From the list, select the desired printer that is connected via the USB port.
The printer driver for the selected printer is displayed in [Print Using:].
- 6 Click [Add].
The addition process of the printer is then completed. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

3.2.3 Initializing the printer driver

Configuring the optional environment of this machine

When you use this machine for the first time, properly configure the printer driver so that it contains information such as the options installed on this machine.

- 1 Open [System Preferences...] in the Apple menu, then click the [Print & Fax] icon.
→ In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printer & Scanner] icon.
→ In Mac OS X 10.3, select [Macintosh HD] (system hard disk) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open it.
- 2 Display the [Printer Information] window.
→ In Mac OS X 10.5/10.6/10.7/10.8/10.9/10.10, click [Options & Supplies...]. In Mac OS X 10.4, click the [Printer Setup...] icon.
→ For the [Printer Setup Utility] window, click [Show Info] of the [Printer] menu.
- 3 Display the [Installable Options] window.
→ In Mac OS X 10.9/10.10, click [Options].
→ In Mac OS X 10.5/10.6/10.7/10.8, click [Driver].
→ In Mac OS X 10.3/10.4, select [Installable Options].
- 4 Change the settings according to the options installed on this machine.

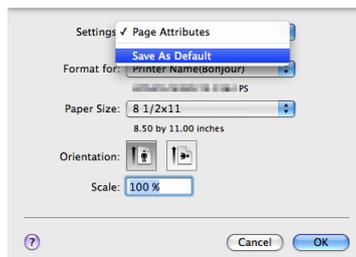


- 5 Click [OK] or [Apply Changes] to close the [Printer Information] window.

Change the default print settings

In the [Page Setup] window of the printer driver, you can change the default settings for paper and zoom ratio.

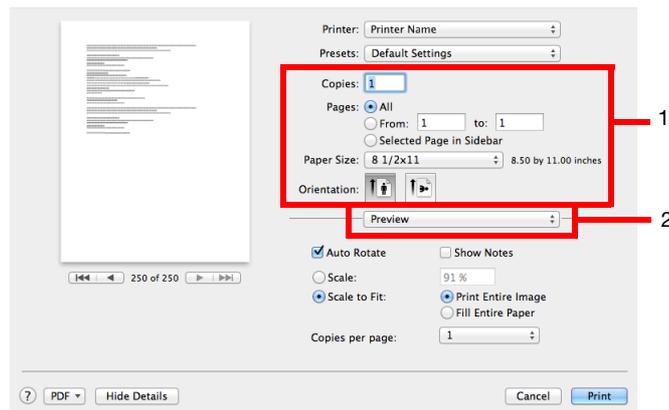
- 1 Display the [Page Setup] window of the printer driver.
→ For information on how to display the [Page Setup] window, refer to page 3-29.
- 2 Change the settings, and select [Save As Default] from [Settings:].



3.3 How to print

3.3.1 Printing operation flow

- 1 Open data of the original using the application software. From the [File] menu, select [Print].
- 2 Check that the desired printer is selected in [Printer:].
 - The [Print] dialog box varies depending on the application software.
- 3 Specify the print range and the number of copies to print.
 - In Mac OS X 10.7/10.8/10.9/10.10, if the setting items (1) are not displayed, click [Show Details].
 - In Mac OS X 10.5/10.6, if the setting items (1) are not displayed, click  on the right side of [Printer:].



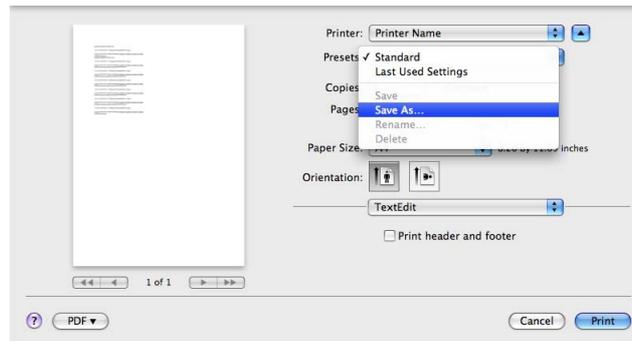
- 4 If necessary, switch the menu of application names (2) and change the print settings.
 - The print settings you have changed here return to the default values when you exit the application software. This is useful to register frequently used print settings as presets. For details, refer to page 3-14.
- 5 Click [Print].
Printing is executed.

3.3.2 Registering frequently used print settings

You can register the current print settings as a preset and recall it when executing printing.

When you register a frequently used combination of print settings as a preset, you can easily apply all of those settings just by selecting the combination from the presets, even if the combination is complicated as it contains settings on multiple menus.

- 1 Display the [Print] window of the printer driver.
→ For information on how to display the [Print] window, refer to page 3-30.
- 2 Change the print settings, and select [Save As...] or [Current Print Settings as Preset] from [Presets:].



- 3 Enter the name of the print setting.
The saved setting can be recalled from [Presets:]. Use a name that helps you easily identify the preset.

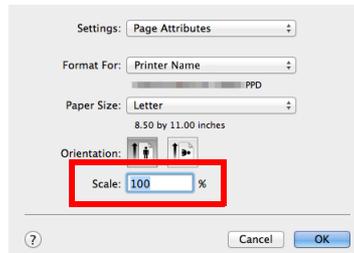
3.4 Useful printing functions

3.4.1 Changing the paper size or type

Enlarging or reducing by the desired zoom ratio ([Scale:])

You can print the original image after it has been enlarged or reduced by the desired zoom ratio.

In [Scale:] of [Page Attributes], specify the zoom ratio.

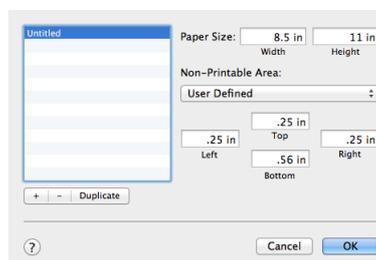


Printing on custom size paper ([Page Setup])

A special sized original is printed on custom sized paper loaded in the **Manual Feed Tray**.

In [Page Attributes] under [Paper Size:], select [Manage Custom Sizes...], and specify the desired width and length.

- 1 From the [File] menu, click [Page Setup] (or [Paper Setup]).
 - In Mac OS X 10.5 or later, you can configure the same setting in [Paper Size:] in the [Print] window.
- 2 Open the window for registering a custom size.
 - In Mac OS X 10.4 or later, select [Manage Custom Sizes...] from the Paper Size list.
 - In Mac OS X 10.3, select [Custom Paper Size] from [Settings:].
- 3 Click [+] (Mac OS X 10.4 or later) or [Add] (Mac OS X 10.3).
- 4 Enter the name of the paper size you are registering.
 - Be sure to use paper size names other than existing names, such as A4 and Custom.
- 5 Specify the width and length as desired.
 - If necessary, set the top, bottom, right, and left margins of the paper in [Non-Printable Area:] or [Printer Margins:].



- 6 Click [OK] (Mac OS X 10.4 or later) or [Save] (Mac OS X 10.3).

This saves the custom paper size, which can be selected from the [Paper Size:] drop-down list in [Page Attributes].

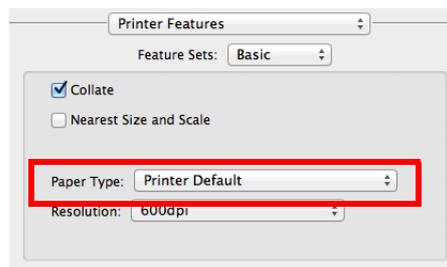


Reference

To print on custom sized paper, use **Manual Feed Tray**. For details on how to load paper into the **Manual Feed Tray**, refer to Chapter 6 "Loading Paper" in [User's Guide: Introduction].

Specifying the paper type ([Paper Type:])

In [Paper Type:] of the [Basic] menu for [Printer Features], select the paper type for printing.

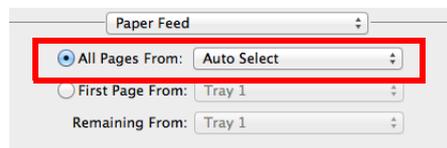


Tips

If [Letterhead duplex print permission settings] is set to [Restrict](default) on this machine, printing is executed on one side of the sheet even if [Letterhead] is selected for [Paper Type] to print on both sides.

Specifying the paper tray ([Paper Feed])

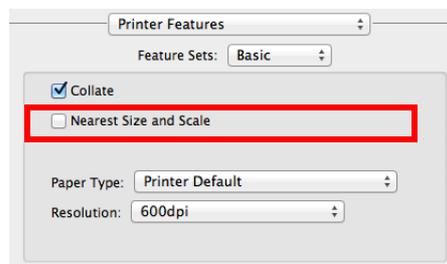
In [All Pages From:] of [Paper Feed], select the paper tray that contains paper to be printed.



Enlarging or reducing to the nearest page size ([Nearest Size and Scale])

If the size of sheets loaded in the paper tray does not match that of the original data, the page size is automatically enlarged or reduced to be printed on sheets of the next nearest size.

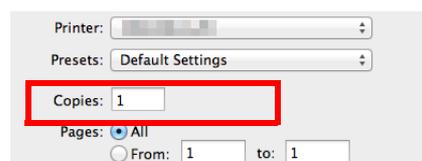
Select [Printer Features] - [Basic], then select the [Nearest Size and Scale] check box.



3.4.2 Printing multiple sets of copies

Specifying the number of copies ([Copies:])

In [Copies:] of the [Print] window, specify the number of copies you want to print.



Tips

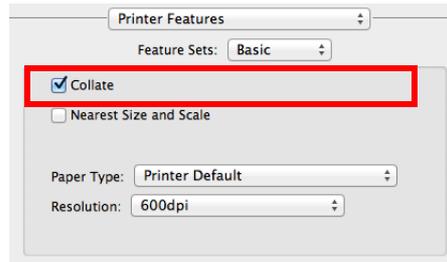
In Mac OS X 10.3/10.4, specify the number of copies in [Copies & Pages].

Reference

When you print a large number of copies, use of the Proof then Print function will prevent a large number of misprints being created, reducing the amount of waste paper generated. For details, refer to page 3-22.

Printing on a set basis ([Collate])

When the [Collate] check box is selected on the [Basic] menu of [Printer Features], copies are output separately in a set-by-set manner, for example, "Pages 1, 2, 3, 4, and 5", "Pages 1, 2, 3, 4, and 5", and then "Pages 1, 2, 3, 4, and 5".

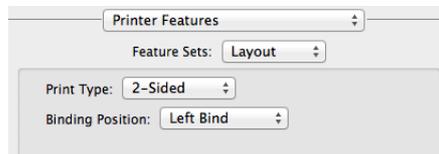


3.4.3 Saving the number of printed sheets

Copying on both sides of paper ([2-Sided])

By using both sides of paper for printing, you can halve paper consumption.

In [Print Type:] of the [Layout] menu for [Printer Features], select [2-Sided]. Also, in [Binding Position:], select the binding position. [2-Sided] is specified by default.

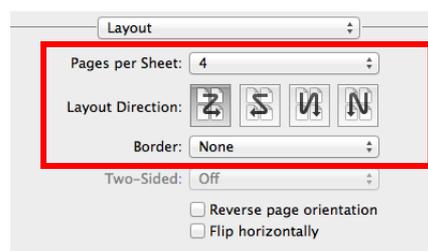


Printing multiple pages on the same side of a single sheet ([Pages per Sheet:])

You can print multiple reduced size pages on the same side of a single sheet to reduce the number of pages to be printed.

In [Pages per Sheet:] of [Layout], specify how many pages are to be printed on the same side of one sheet. For example, when you select [9], every set of nine pages is reduced and printed on the same side of one sheet.

If necessary, specify the paging order in [Layout Direction:], then select whether or not to insert a border line between pages in [Border:].

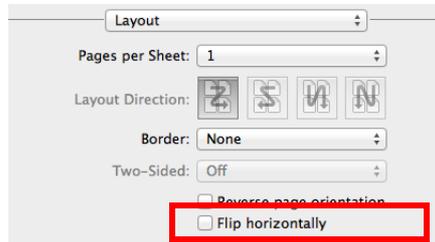


3.4.4 Adjusting the layout

Reversing the left and right sides ([Flip horizontally])

Reverse the left and right sides of a print image to make prints.

In [Layout], select the [Flip horizontally] check box.



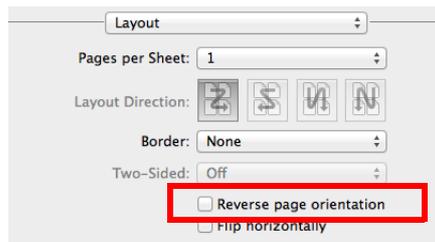
Tips

This function is only available for Mac OS X 10.6/10.7/10.8/10.9/10.10.

Rotating a print image 180 degrees ([Reverse page orientation])

Print an image upside down. This function is available when printing on envelopes of which the loading direction cannot be changed.

In [Layout], select the [Reverse page orientation] check box.



Tips

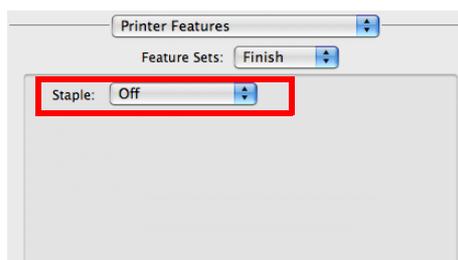
This function is only available for Mac OS X 10.5/10.6/10.7/10.8/10.9/10.10.

3.4.5 Stapling printed materials

Stapling ([Staple:])

Staple each set of printed sheets of paper before feeding them out. This function is useful when preparing a project proposal or other booklet materials.

In the [Finish] menu of [Printer Features], select [Staple:], then specify the staple position.



Tips

To use the staple function, the optional **Finisher** is required.

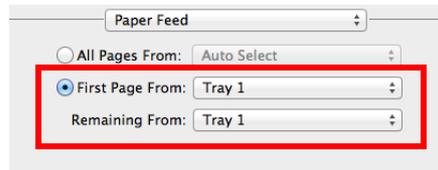
3.4.6 Inserting a front cover

Inserting a front cover ([Paper Feed])

Insert a cover sheet that is different from text sheets into the head of the original.

You can select a sheet that is different from text sheets (colored paper or thick paper) as a front cover, and collectively print the front cover with text pages.

In [First Page From:] of [Paper Feed], select the paper tray to load a sheet to be used as a front cover. Also, in [Remaining From:], select the paper tray to load text sheets.

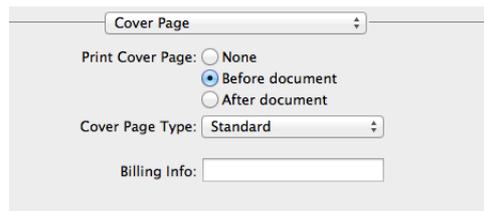


Printing a message on a cover page ([Cover Page])

Print a message such as [Confidential] or [Secret] on a cover page.

In [Print Cover Page:] of [Cover Page], select whether or not to print a cover page at the head or end of the document, then specify the type of the message to be printed in [Cover Page Type:].

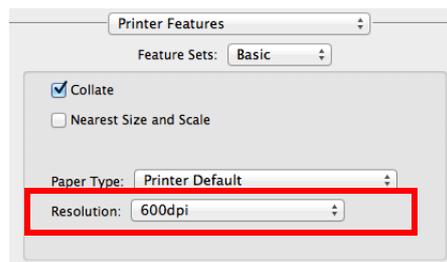
To print billing information, enter the information to be printed in [Billing Info:].



3.4.7 Specifying the image quality level for printing

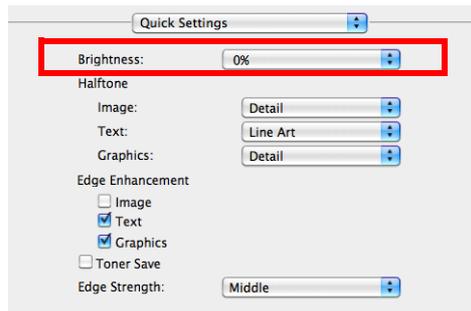
Specifying the printing resolution ([Resolution:])

In [Resolution:] of the [Basic] menu for [Printer Features], select the printing resolution.



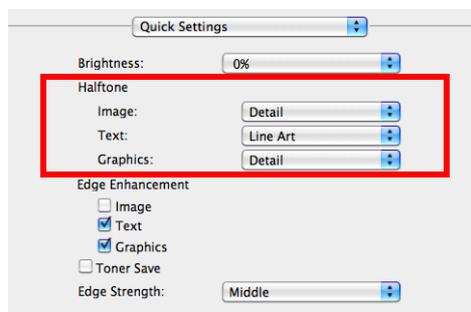
Fine-tuning the brightness to fit the original ([Brightness:])

In [Brightness:] of [Quick Settings], fine-tune the brightness to fit the original.



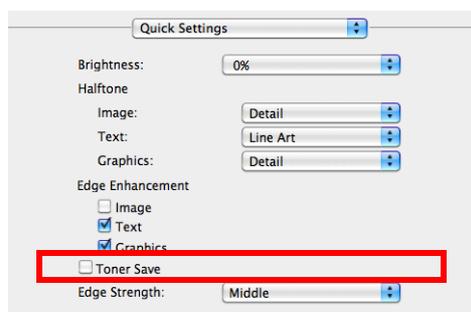
Specifying screen properties ([Halftone])

Select [Quick Settings] - [Halftone], then specify the screen property for each of the image, text, and graphics categories.



Saving the toner consumption ([Toner Save])

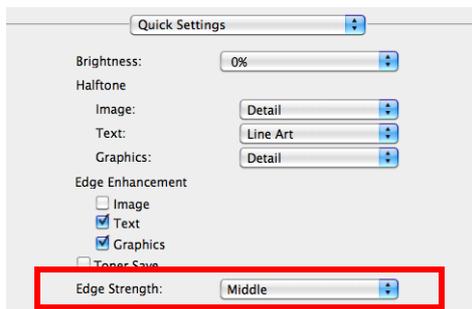
Selecting the [Toner Save] check box in [Quick Settings] adjusts the printing density in order to reduce the amount of toner consumed.



Increasing the legibility of small or faint text ([Edge Strength:])

Sharpen the edges of images such as text in the table and graphics to improve legibility.

In [Edge Strength:] of [Quick Settings], select the strength level.



3.5 Printing options

3.5.1 Making a trial printing for only one copy ([Proof then Print])

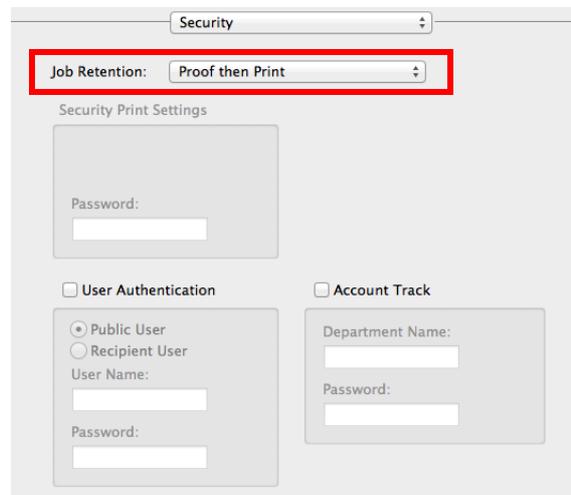
Proof then Print

Proof then Print is a function that makes prints by only one copy and holds the remaining copies when printing multiple copies.

Because you can check the print result before starting to print the remaining copies from the **Control Panel**, this function is useful for preventing printing of a large number of misprints.

How to print from the computer

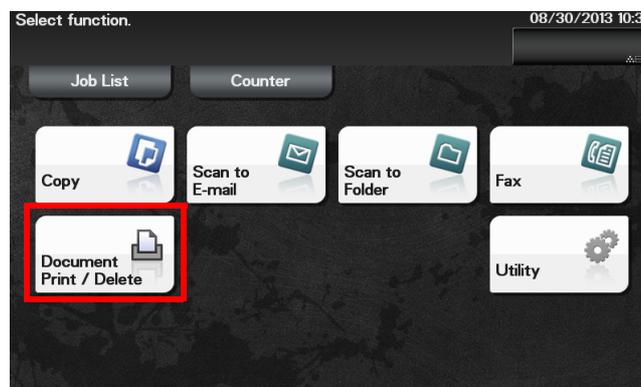
- 1 In [Job Retention:] of the [Security] window, select [Proof then Print].



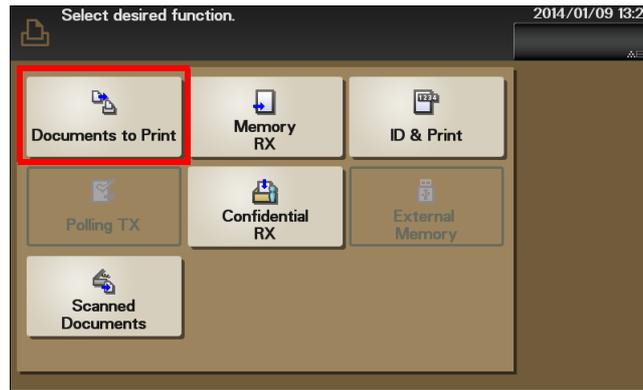
- 2 Specify the number of copies, then execute printing.
Only one copy is printed. Continue to "Operations on this machine".

Operations on this machine

- 1 Tap [Document Print/Delete].



- 2 Tap [Documents to Print].



- 3 Select the desired user, then tap [Open].
- 4 Select a job to print, then tap [Print].
 - To delete a job, tap [Delete].
- 5 If necessary, change the number of copies, then tap [OK].

3.5.2 Printing a highly confidential original ([Secured Job])

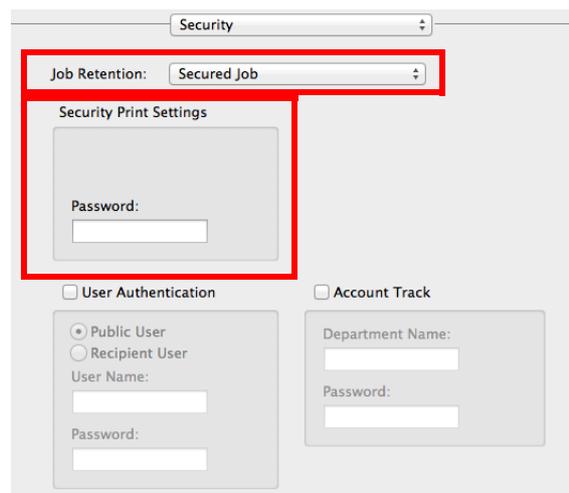
Secured Job

Secured Job is a function that saves print data with a password on the HDD of this machine. Because the data is not printed straight away, this function prevents printed materials from going missing or being left unattended.

To print data from the HDD, you need to enter the password; this function is particularly suitable for safely printing highly confidential documents.

How to print from the computer

- 1 In [Job Retention:] of the [Security] window, select [Secured Job].



- 2 Enter the password.
- 3 Execute printing.
 - Print data is saved on the HDD of this machine. Continue to "Operations on this machine".

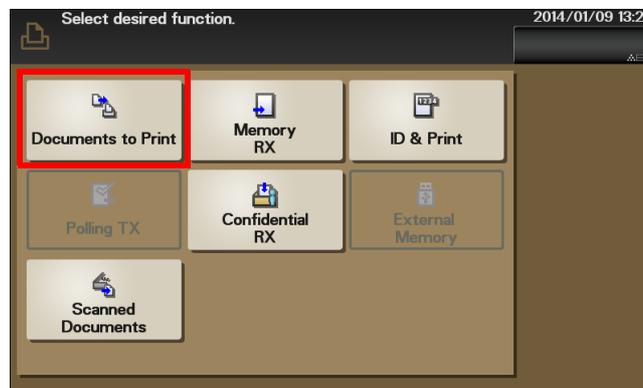
Operations on this machine

To print the saved data, you need to enter the password specified in the printer driver.

- 1 Tap [Document Print/Delete].



- 2 Tap [Documents to Print].



- 3 Select the desired user, then tap [Open].
- 4 Select a job to print, then tap [Print].
→ To delete a job, tap [Delete].
- 5 Enter the password specified when printing data from the computer.
- 6 If necessary, change the number of copies, then tap [OK].

3.5.3 Attaching authentication information

Printing when authentication is set

When printing a document in an environment where user authentication or account track is employed, you need to send the authentication information (user name and password) to this machine to execute printing. This requirement limits the users who can use this machine, preventing unauthorized use by a third party.

When this machine receives a print job from a user who is not permitted to print, or a print job that does not contain authentication information, this machine automatically discards the job.

Tips

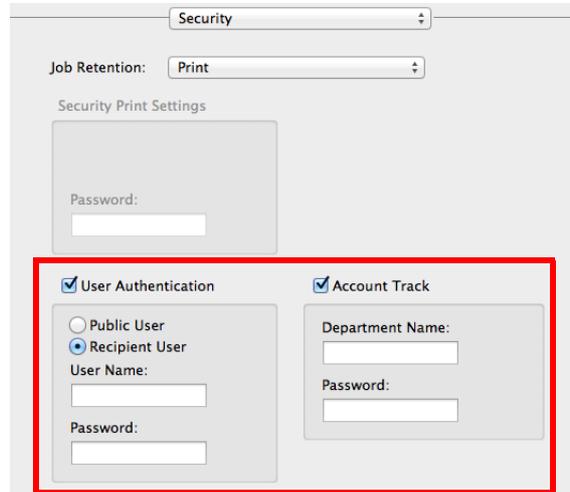
- A print job that does not contain authentication information is a print job that is sent without correctly configuring the User Authentication/Account Track setting using the printer driver even though the User Authentication/Account Track setting is configured on this machine.
If [Print] in [Job Retention:] is selected to execute a print job while the [User Authentication]/[Account Track] check box is cleared in the [Security] window of the printer driver, the print job is considered as a print job that does not contain authentication information.
- If [ID & Print] is set to [Enable] on [Security] - [ID & Print Settings] of **Web Connection**, an ordinary print job is handled as an ID & Print job (default: [Disable]). For details on the ID & Print function, refer to page 3-26.

Reference

When printing a highly confidential document in an environment where user authentication or account track is employed, using the ID & Print function enables high security printing. For details, refer to page 3-26.

How to print from the computer

- 1 In the [Security] window, select the [User Authentication] check box (and the [Account Track] check box).



- 2 When user authentication is enabled, select the [User Authentication] check box, select [Recipient User], then enter the user name and password.
 - If access to this machine by public users (unregistered users) is allowed, you can select [Public User] and print data without entering the user name and password.
- 3 When account track is enabled, select the [Account Track] check box, then enter the account name and password.
- 4 Execute printing.
Printing starts successfully when the authentication information is judged correct.

3.5.4 Printing at the same time as authentication ([ID & Print])

ID & Print

ID & Print is a function that saves print data to the HDD of this machine when user authentication is installed. Because the data is not printed straight away, this function prevents printed materials from going missing or being left unattended.

To print data from the HDD, you need to perform user authentication on this machine; this function is particularly suitable for safely printing highly confidential documents. When you are successfully authenticated, the print data of the login user is automatically printed. This enhances security as well as ensures smooth operation.

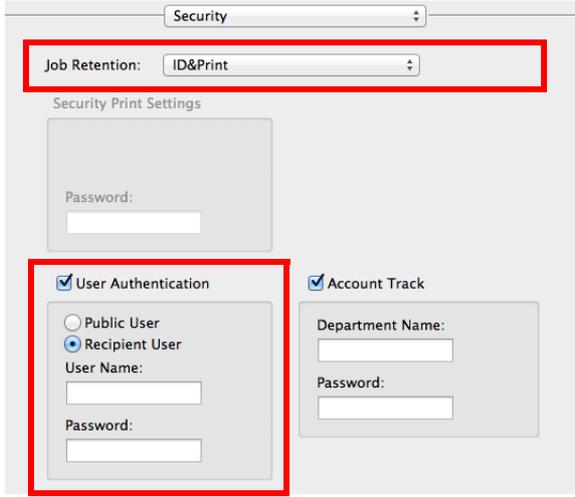
Reference

User Authentication/Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

To enable the ID & Print function, select [Security] - [ID & Print Settings] in the **Web Connection** administrator mode, then set [ID & Print] to [Enable]. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

How to print from the computer

- 1 In [Job Retention:], select [ID & Print].



The screenshot shows the 'Security' configuration page. At the top, there is a 'Job Retention:' dropdown menu with 'ID&Print' selected. Below this is the 'Security Print Settings' section. It contains a 'Password:' field. Underneath, there are two main sections: 'User Authentication' and 'Account Track'. The 'User Authentication' section has a checked checkbox and two radio buttons: 'Public User' (unselected) and 'Recipient User' (selected). Below these are 'User Name:' and 'Password:' input fields. The 'Account Track' section has a checked checkbox, a 'Department Name:' input field, and a 'Password:' input field. Red boxes highlight the 'Job Retention' dropdown and the 'User Authentication' section.

- 2 Select the [User Authentication], select [Recipient User], then enter the user name and password.

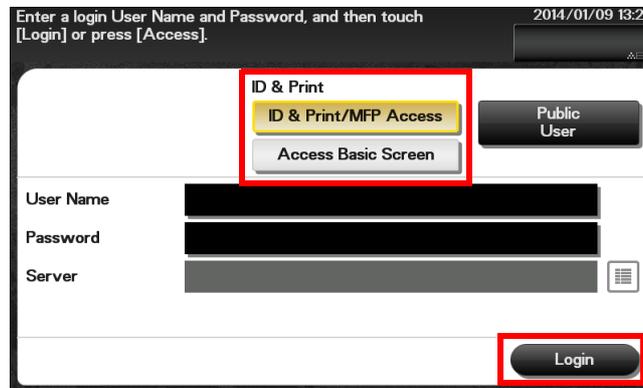
- 3 Execute printing.

Print data is saved on the HDD of this machine. Continue to "Operations on this machine".

Operations on this machine (Printing simultaneously with login)

Print all data saved by the ID & Print function simultaneously when performing authentication on this machine.

- 1 Enter the user name and password.
- 2 Check that [ID & Print/MFP Access] is selected in [ID & Print], then tap [Login].
 - When an optional **Authentication Unit** is used, you can switch [ID & PW] and [Authentication Device] in [Authentication Method].



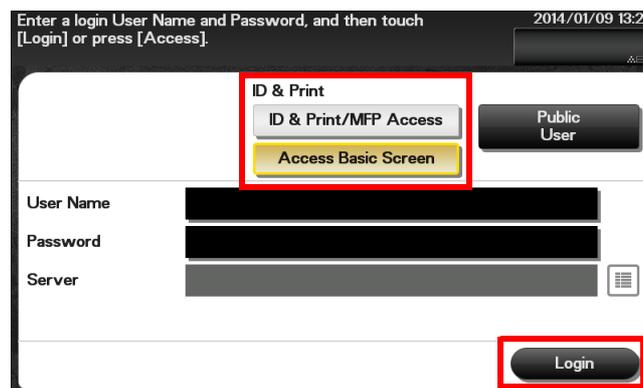
After data has been printed, do not log in to the machine.

- After data printing has been completed, you do not need to log in to this machine.
- To change the default settings of [ID & Print] (default: [ID & Print/MFP Access]), select [Security] - [ID & Print Settings] - [Default Operation Selection] in the **Web Connection** administrator mode.

Operations on this machine (Printing only specific data)

To print only specific data, log in to this machine, then specify data to be printed.

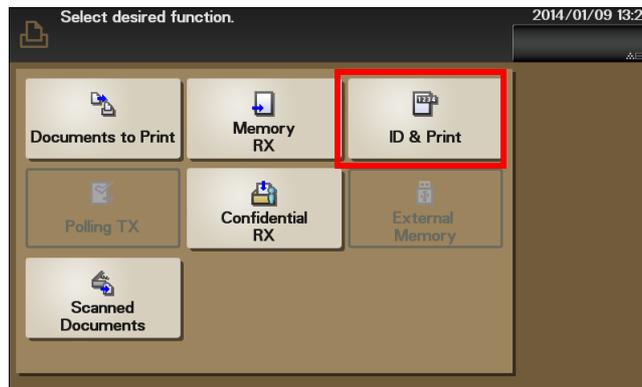
- 1 Enter the user name and password.
- 2 In [ID & Print], select [Access Basic Screen], then tap [Login].



- 3 Tap [Document Print/Delete].



- 4 Tap [ID & Print].



- 5 Tap [Login User].



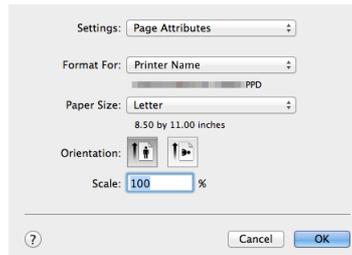
- 6 Select data to be printed, then tap [Print].
 → To delete data, tap [Delete].
 The printed data is deleted from the HDD.

3.6 Printer driver setting items

3.6.1 [Page Setup] window of the printer driver

How to display the [Page Setup] window

- 1 Open the original data using the application software. From the [File] menu, click [Page Setup] (or [Paper Setup]).
- 2 Check that the desired printer is selected in [Format for:].
The [Page Attributes] window appears.



Available operations in [Page Attributes]

In [Page Attributes], you can configure basic paper settings.

Settings	Description
[Paper Size:]	Select the size of paper for printing. To print on custom sized paper, use [Manage Custom Sizes...]. For details, refer to page 3-15.
[Orientation:]	Specify the orientation of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting.
[Scale:]	Specify the zoom ratio to enlarge or reduce the original image. The setting range differs depending on the Mac OS X version.

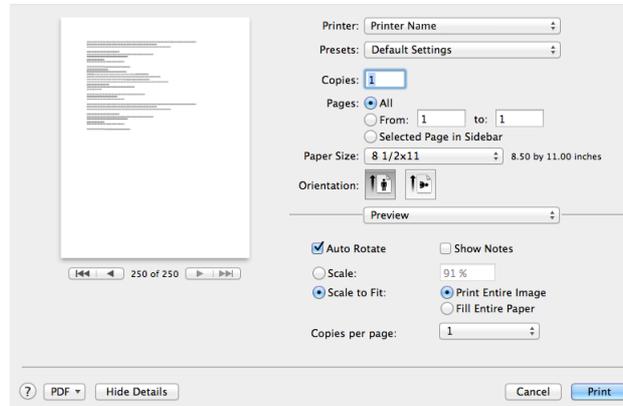
Tips

In Mac OS X 10.5 or later, you can also specify [Paper Size] and [Orientation] in the [Print] window.

3.6.2 [Print] window of the printer driver

How to display the [Print] window

- 1 Open data of the original using the application software. From the [File] menu, select [Print].
- 2 Check that the desired printer is selected in [Printer:].



Items common to each window

This section describes the settings and buttons common to the [Print] window.

Settings	Description
[Copies:]	When printing multiple sets of copies, specify the number of sets.
[Collated]	Do not specify this function. In the [Basic] menu of [Printer Features], select the [Collate] checkbox.
[Pages:]	When printing a multi-page original, specify the range of pages to be printed.
[Paper Size:]	Specify the size of the paper to be printed.
[Orientation:]	Specify the printing orientation.
[Cancel]	Discards (or cancels) the current changes and closes the setting window.
[Print]	Applies the changes made to the settings and starts printing.

Tips

- [Copies:], [Pages:], [Paper Size:], and [Orientation:] are displayed in Mac OS X 10.5 or later.
- In Mac OS X 10.7/10.8/10.9/10.10, [Collated] is not displayed.
- In Mac OS X 10.3/10.4, [Copies:] and [Pages:] can be specified in [Copies & Pages].

3.6.3 Available operations in [Layout]

In [Layout], you can configure layout settings for printing.

Settings	Description
[Pages per Sheet:]	Select how many pages are to be printed on the same side of one sheet. For example, when you select [9], every set of nine pages is reduced and printed on the same side of one sheet. However, if you are using Adobe Reader, the system does not function accurately when a value other than [1] is specified for printing.
[Layout Direction:]	Select the paging order when [Pages per Sheet:] is specified.
[Border:]	Select whether or not to insert a border line between pages when [Pages per Sheet:] is specified. If you want to insert a border line between pages, select the border line type.
[Two-Sided]	Do not specify this function. In [Print Type:] of the [Layout] menu for [Printer Features], select this function.
[Reverse page orientation]	Select this check box to rotate a print image 180 degrees.
[Flip horizontally]	Select this check box to reverse the left and right sides of a print image.

3.6.4 Available operations in [Scheduler]

In [Scheduler] you can specify the print starting timing or priority sequence.

Settings	Description
[Print Document:]	Specify the timing to start printing. <ul style="list-style-type: none"> [Now]: Starts printing immediately. [At]: Starts printing at the specified time. [On Hold]: Holds print jobs in the computer. Printing can be started from the job screen of the printer.
[Priority:]	Specify the priority level of each print job.



Tips

This function is available only for Mac OS X 10.3/10.4/10.5/10.6.

3.6.5 Available operations in [Paper Handling]

In [Paper Handling], you can specify pages to be printed or their order.

Settings	Description
[Collated]	Do not specify this function. In the [Basic] menu of [Printer Features], select the [Collate] checkbox.
[Pages To Print:]	Specify the pages to be printed from All, Odd, and Even.
[Page Order:]	Specify the order of pages to be printed. <ul style="list-style-type: none"> [Automatic]: Automatically judges the order of pages to be printed. [Normal]: Prints pages in sequence from the first. [Reverse]: Prints pages in sequence from the last.
[Destination Paper Size:]	Specify the size of the paper to be printed. <ul style="list-style-type: none"> [Scale to fit paper size]: Prints data on sheets of the specified size. [Scale down only]: Prints data only on sheets to be reduced.



Tips

[Collated] is only displayed in Mac OS X 10.7/10.8/10.9/10.10.

3.6.6 Available operations in [ColorSync]

In [ColorSync], you can specify the color conversion method or Quartz filter.

Settings	Description
[Color Conversion:]	Select the color conversion method. <ul style="list-style-type: none"> • [Standard]: Performs color conversion using the computer. • [In Printer]: Performs color conversion using the printer.
[Quartz Filter:]	Specify the Quartz filter to be applied.



Tips

This function is available only for Mac OS X 10.3/10.4.

3.6.7 Available operations in [Color Matching]

In [Color Matching], you can specify the color conversion method or a color profile.

Settings	Description
[ColorSync] / [In Printer]	Select the color conversion method. <ul style="list-style-type: none"> • [ColorSync]: Performs color conversion using the computer. • [In Printer]: Performs color conversion using the printer.
[Profile:]	Specify the color profile to be used for color conversion.



Tips

This function is available only for Mac OS X 10.5 or later.

3.6.8 Available operations in [Cover Page]

In [Cover Page], you can configure settings to print a cover page.

Settings	Description
[Print Cover Page:]	Select whether or not to print a cover page at the head or end of a document.
[Cover Page Type:]	Select the type of a message to be printed on a cover page.
[Billing Info:]	Enter billing information when printing it on a cover page.

3.6.9 Available operations in [Error Handling]

In [Error Handling], you can specify processing when an error has occurred during PS printing.

Settings	Description
[PostScript Errors]	Select whether or not to output a report when an error has occurred during PS printing.
[Tray Switching]	This function is not used in this printer driver.



Tips

This function is available only for Mac OS X 10.3/10.4.

3.6.10 Available operations in [Paper Feed]

In [Paper Feed], you can specify the paper tray for printing.

Settings	Description
[All Pages From:]	Specify the paper tray for printing.
[First Page From:]	Specify the paper tray to load sheets for printing the first page. Also, in [Remaining From:], specify the paper tray for printing the remaining pages.

3.6.11 Available operations in [Quick Settings]

In [Quick Settings], you can configure settings for the image quality of the original. You can specify image processing.

Settings	Description
[Brightness:]	Adjust the brightness to fit the original.
[Halftone]	Specify the screen property for the printer.
[Toner Save]	Select this check box to save the amount of toner consumed. The printing density is reduced.
[Edge Strength:]	Select this check box to enhance image edges when you want to sharpen small or faint characters.

3.6.12 Available operations in [Security]

In [Security], you can configure print settings.

Settings	Description
[Job Retention:]	Select the method to use to print the original from this machine.
[Print]	Select this option to print normally.
[Secured Job]	Select this option to print highly confidential documents. Printing is allowed when the ID and password are entered on this machine. For details, refer to page 3-23.
[Proof then Print]	Select this option to print a large number of copies. This machine prints only one copy and waits for the user's command before printing the remaining copies. For details, refer to page 3-22.
[ID & Print]	Select this option to print highly confidential documents in an environment where user authentication is employed. Printing is allowed when the user is authenticated to use this machine. For details, refer to page 3-26.
[Security Print Settings]	Enter the password when [Secured Job] is selected in [Job Retention:].
[User Authentication]	When user authentication is employed, select this check box, then enter the user name and password.
[Account Track]	When account track is employed, select this check box, then enter the account name and password.

3.6.13 Available operations in [Printer Features]

Configure the basic print settings on the [Basic] menu.

Settings	Description
[Collate]	When printing multiple sets of copies, select this check box to output sets of copies one by one.
[Nearest Size and Scale]	Select whether or not to automatically enlarge or reduce the page size and print data on sheets of the next nearest size when the size of sheets loaded in the paper tray does not match that of the original data.
[Paper Type:]	Select the type of sheets to be printed.
[Resolution:]	Select the print resolution.

In the [Layout] menu, you can configure layout settings for printing.

Settings	Description
[Print Type:]	Select whether or not to print data on both sides of paper.
[Binding Position:]	When you have selected [2-Sided] in [Print Type:], select the binding position of paper.

The [Finish] menu allows you to configure a setting for finishing printed materials.

Settings	Description
[Staple:]	Specify the staple position when stapling printed sheets of paper.



Tips

To use the staple function, the optional **Finisher** is required.

3.6.14 Available operations in [Supply Levels]

In [Supply Levels], you can check the status of consumables.



Tips

- This function is displayed when a Bonjour connection, IPP connection, or LPD connection is established in Mac OS X 10.4 or later.
- This function may not be displayed depending on your application software.

3.6.15 Available operations in [Summary]

In [Summary], you can check the current print settings.



Tips

This function is displayed only in Mac OS X 10.3/10.4/10.5/10.6.

3.7 Uninstalling the printer driver

When you have to remove the printer driver, for example, when re-installation of the printer driver is necessary, uninstall the driver using the following procedure.

- 1** Open [System Preferences...] in the Apple menu, then click the [Print & Fax] icon.
 - In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printer & Scanner] icon.
 - In Mac OS X 10.3, select [Macintosh HD] (system hard disk) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open it.
- 2** Select the printer you want to delete, then click [-] (or [Delete]).

The selected printer is deleted.
- 3** Close the screen.
- 4** Select [Macintosh HD] (hard disk of the system) in which you installed the printer driver, then select [Library] - [Printers] - [PPDs] - [Contents] - [Resources] ([Resources] in Mac OS X 10.5 or later, each language folder in [Resources] in Mac OS X 10.3/10.4). Then, drag the gz file of this machine to [Trash].
- 5** Delete unnecessary files from [Library] - [Printers].
 - Open [Library] - [Printers] - [KONICAMINOLTA], then drag the folder of this machine to [Trash].
- 6** In Mac OS X 10.3/10.4/10.5, open [Library] - [Recipients], then drag the pkg file of this machine to [Trash].
- 7** Restart the computer.

Uninstallation of the printer driver is then completed.



Printing without Using the Printer Driver

4 Printing without Using the Printer Driver

4.1 Directly printing from the computer (Direct Print)

Direct Print

Direct Print is a function that directly sends files on your computer to this machine to print them without using the printer driver. You can print a file stored on your computer by specifying it using **Web Connection**.

This function is available for file types PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip).

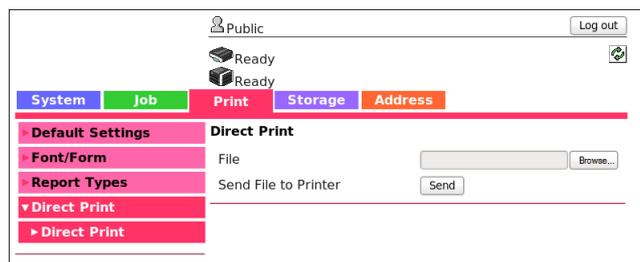
Tips

- However, the encrypted PDF file cannot be printed.
- Application software programs that offer the same function as Direct Print of **Web Connection** through simpler operations include **Direct Print**. Features such as printing through drag-and-drop to the desktop icon, printing using the [Send To] menu in Windows, and automatic printing using a hot folder (print monitoring folder) are available. You can also register multiple job settings in which print settings are configured. To download **Direct Print**, select [PageScope Utilities] on the menu of the **Driver & Utilities CD-ROM** and display the download page of the utility software. For details, refer to the **Direct Print** manual.

How to use Direct Print

Connect to **Web Connection** using a Web browser, then specify the file you want to print.

- 1 Access to the **Web Connection** using the Web browser.
 - Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/
- 2 Log in with the account of a public user or registered user.
- 3 In the [Print] tab, click [Direct Print].
- 4 Click [Browse] to select a file to print, then click [Send].



The file is sent and printed.

Related setting

- You can configure print settings to directly print the OOXML (.docx/.xlsx/.pptx) file.
To configure settings: [Utility] - [User Settings] - [Printer Settings] - [OOXML Print Settings]
- You can specify the method for determining the paper size when directly printing TIFF, JPEG, or PDF files.
To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [TIFF Image Paper Setting] (default: [Priority Paper Size])

4.2 Printing directly from a USB memory device

Printing from a USB memory device

By connecting a USB memory device to this machine and specifying a file stored in the USB memory device, you can print the file.

This function is available for file types PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip).

Tips

However, the encrypted PDF file cannot be printed.

Related setting (for the administrator)

You can specify whether to enable or disable printing data from USB memory.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Folder Settings] - [External Memory Function Settings] - [Print Document] (default: [ON]).

Supported USB memory devices

USB memory devices that have the following specifications can be connected to this machine.

Item	Specifications
Supported media	USB memory device (USB 2.0 supported)
File system	FAT32

Tips

Note the following points when connecting a USB memory device to this machine.

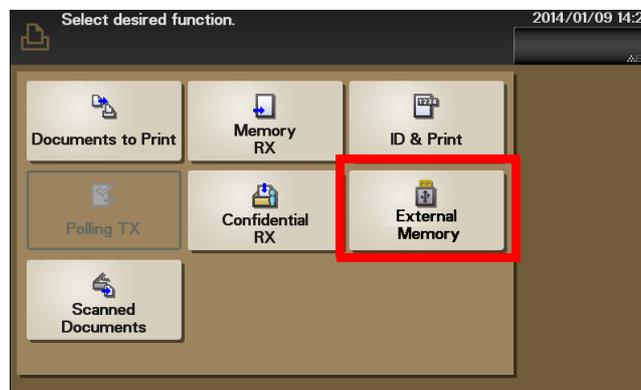
- Use the USB connector on the front of the machine that is near the **Control Panel**.
- Do not disconnect the USB memory device while saving a file to the USB memory or printing a file in the USB memory.
- Do not use any other USB devices (such as a hard disk) except a USB memory device or USB hub.
- Do not connect or disconnect the USB memory device when the hourglass is displayed in the **Control Panel** while this machine is active.
- When a USB memory device is installed, do not change the angle of the **Control Panel**. Contact with the **Control Panel** or damage to a USB memory device may result depending on the size or shape of the USB memory device.

Printing procedure

- 1 Connect a USB memory device to the USB port of this machine.
- 2 Tap [Document Print/Delete].



- 3 Tap [External Memory].



- 4 Select a file to print, then tap [Print].
 - Tap [Up] to move upward.
 - Tap [Open] to open the folder and move downward.
- 5 If necessary, change print settings, then tap [Print].

Settings	Description
[Paper Size]	Select the size of paper for printing. The paper size can be specified when the selected file type is TIFF or JPEG.
[Duplex]	Select whether or not to print data on one side or both sides of sheets of paper. To print data on both sides, select the binding position.
[Finishing] - [Collate]	When printing data by multiple copies, select whether or not to feed out copies separately one by one like "12345", "12345", and "12345".
[Finishing] - [Staple]	Staple each set of printed sheets of paper in a corner before feeding them out. This function is useful when preparing a project proposal or other booklet materials. This function is available when the optional Finisher is installed.

Related setting

- You can configure print settings to directly print the OOXML (.docx/.xlsx/.pptx) file.
To configure settings: [Utility] - [User Settings] - [Printer Settings] - [OOXML Print Settings]
- You can specify the method for determining the paper size when directly printing TIFF, JPEG, or PDF files.
To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [TIFF Image Paper Setting] (default: [Priority Paper Size])

4.3 Printing from an AirPrint-compatible terminal (AirPrint)

AirPrint

AirPrint is a function that automatically detects an MFP or printer on the same network from an iOS terminal (iPad, iPhone, or iPod touch) or Mac to make prints.

Using the AirPrint function, you can directly print out e-mails, photos, web pages, and other images, which are displayed on your iOS terminal or Mac, on this machine without installing the printer driver.

Tips

- To use the AirPrint function, your iOS terminal must be compatible with iOS 4.2 or later.
- The AirPrint function requires Mac OS X (10.7 or later). For details, visit the Apple website.
- To use the AirPrint function, your iOS terminal or Mac must be connected to the same network as this machine via Wi-Fi. For details on the iOS terminal and Mac network settings, refer to their relevant user's manuals.
- The AirPrint function does not support the user authentication function of this machine. To use the AirPrint function in an environment in which user authentication is employed, set [Security] - [Authentication] - [General Settings] - [Print without Authentication] to [Allow] in the administrator mode of **Web Connection**.

Operations Required to Use this Function (For the Administrator)

Enable the AirPrint function on this machine.

For details on how to configure settings, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Using an iOS terminal for printing

- 1 Check that this machine is turned on.
- 2 Start the application using your iOS terminal to display the content to be printed.
- 3 Tap the printer icon or [Print].
 - The operation procedure may vary depending on the iOS version or the application to be used.
- 4 Select the desired printer.
- 5 If necessary, specify the page range, number of copies, and 2-sided printing.
 - The available items vary depending on the application to be used or the file type.
- 6 Tap [Print].

Using Mac for printing

- ✓ The operation procedure may vary depending on the Mac OS version or the application to be used.
- 1 Check that this machine is turned on.
- 2 Start the application on your Mac to display the content to be printed.
- 3 In the [File] menu, click [Print].
- 4 Select the desired printer from the [Printer:] menu.
 - If the desired printer is not displayed, click [Add Printer...] on the [Printer:] menu to add the target printer.
 - To check the printer name, select [Network] - [AirPrint Settings] in the administrator mode of **Web Connection**.
- 5 If necessary, specify the page range, number of copies, and 2-sided printing.
 - The available items vary depending on the application to be used or the file type.
- 6 Click [Print].

4.4 Printing from an Android terminal (Mopria print)

the Mopria Print Function

Mopria is a standard for printing wirelessly from a mobile device without having to install specialized applications, such as the printer driver for a particular manufacturer or model.

Because this machine supports the Mopria print function, you can print from Mopria-compatible mobile devices.

Tips

- To use the Mopria print function, your Mopria-compatible mobile device must be connected to the same network as this machine via Wi-Fi. For details on the mobile device network settings, refer to the user's manual for the mobile device.
- The Mopria print function does not support the user authentication function of this machine. To use the Mopria print function in an environment in which user authentication is employed, set [Security] - [Authentication] - [General Settings] - [Print without Authentication] to [Allow] in the administrator mode of **Web Connection**.

Operations Required to Use this Function (For the Administrator)

To use the Mopria print function, enable the following settings.

- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [HTTP Server Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [IPP Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Setting]
- In the administrator mode of **Web Connection**, [Network] - [IPP Settings] - [Accept IPP Job]

How to Print

✓ The operation procedure may vary depending on the mobile device or the application to be used.

- 1 Check that this machine is turned on.
- 2 Start the application using your Mopria-compatible mobile device to display the content to be printed.
- 3 Display the printer selection screen and select the desired printer.
- 4 If necessary, change the print settings.
- 5 Execute printing.

4.5 Using Wi-Fi Direct for printing

Wi-Fi Direct

Wi-Fi Direct is a standard that enables direct connection with a wireless terminal without an access point.

You can specify and print a file stored in a terminal using a mobile terminal such as a Wi-Fi Direct compatible smartphone or a tablet PC.

Tips

To use Wi-Fi Direct, the optional **Network Interface Card** and **Mount Kit** are required.

Machine side: Steps required to use this function (for the administrator)

Configure settings to use Wi-Fi Direct on this machine.

For details on how to configure settings, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Terminal side: Operations required to use this function

Connect the Wi-Fi Direct-compatible terminal to this machine using Wi-Fi Direct.

- ✓ For details on how to operate a terminal, refer to the relevant manual.
- ✓ Some terminals may not be able to be connected to this machine using Wi-Fi Direct. For details, refer to the relevant manual of your terminal.

1 Select "Wi-Fi Direct" on the setting menu of the terminal.

This displays a list of Wi-Fi Direct-compatible devices.

2 From the list, select the virtual SSID for Wi-Fi Direct of this machine.

This machine is registered in the terminal, and the connection setting is completed.

Tips

For a terminal that does not support Wi-Fi Direct, the virtual SSID for Wi-Fi Direct connection of this machine is displayed on the Wi-Fi (setting) screen. Selecting the virtual SSID of this machine on the Wi-Fi (setting) screen of the terminal can connect the terminal to this machine via Wi-Fi Direct.

Using a mobile terminal for printing

- ✓ You need to install **Mobile (for iPhone/iPad/Android)** in your mobile terminal.

1 Register this machine in **Mobile (for iPhone/iPad/Android)**.

→ This machine can be easily registered in **Mobile (for iPhone/iPad/Android)** by reading the QR code displayed on the screen of this machine using **Mobile (for iPhone/iPad/Android)**. For details on how to display the QR code, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

2 Specify a file to be printed, then execute printing.

→ For details on how to make prints, refer to the help of **Mobile (for iPhone/iPad/Android)**.

Using a computer for printing

After connecting this machine to the computer using Wi-Fi Direct, install the printer driver on the computer.



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Copy Functions



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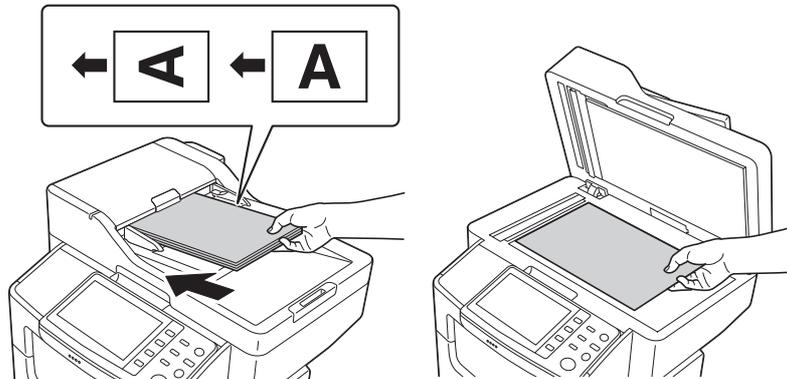


Copy Operations

1 Copy Operations

1.1 Copying (basic operation flow)

- 1 Load the original.

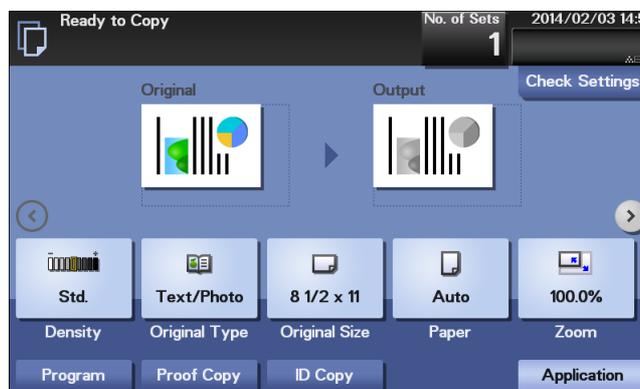


- 2 Tap [Copy].



- 3 If necessary, configure copy settings.

- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 5-2.
- The setting change is reflected on the image of [Output]. Therefore, you can configure the settings while checking the output image.



→ For details on copy settings, refer to the respective columns of the following table.

Purpose	Reference
To specify the image quality, density, etc. for copying	page 2-2
To reduce paper consumption using 2-sided copying or the Combine function	page 3-2
To change the size or type of the paper to be copied	page 4-2
To specify the original scanning method and copy output method	page 5-2
To add the date, page number, stamp, etc. on copied documents	page 6-2

4 If necessary, specify the number of copies using the **Keypad**.

- Tapping [No. of Sets] displays the **Keypad**.
- If [Keypad] is assigned to a **Register** key, you can press the **Register** key to display the **Keypad** on the **Touch Panel** and enter data.
- To re-enter the number of copies, tap [C].



5 Press the **Start** key.

- If necessary, before starting a copy, tap [Check Settings] to check the settings.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



The original is scanned, and copying starts.

Related setting

You can change the default copy settings to suit your environment.

To configure settings: [Utility] - [User Settings] - [Copier Settings] - [Default Copy Settings]

1.2 Interrupting for copying

If you urgently want to make a copy, even if the machine is printing an original, you can interrupt the active job and make an intruder copy.

1 Tap [Interrupt].

The indicator of [Interrupt] lights up in blue and printing of the current job is suspended.



2 Load the original.

3 Configure copy settings.

4 Press the **Start** key.

The original is scanned, and copying starts.

5 After the copy job is completed, tap [Interrupt].

The indicator of [Interrupt] goes off and the interrupting status is canceled. The suspended print job is resumed.

1.3 Making a trial printing (Proof Copy)

Before beginning actual copying, do a single test copy and check it is acceptable.

When making a large number of copies, use the proof copy function to prevent a large number of copy errors from occurring.

- 1 Load the original.
- 2 Tap [Copy].
- 3 Configure copy settings.
- 4 Using the **Keypad**, enter the number of copies.
→ Tapping [No. of Sets] displays the **Keypad**.
- 5 Tap [Proof Copy].



- 6 Tap [Start] or press the **Start** key.
Copying begins for only one copy.
- 7 Check the proof copy.
→ To check the copy result again, tap [Proof Copy].
→ To reconfigure settings, tap [Cancel].
- 8 Check that no problem is detected on the copy result, then tap [Print].
Copying begins for the remaining copies.

1.4 Recalling a program for copying

Program

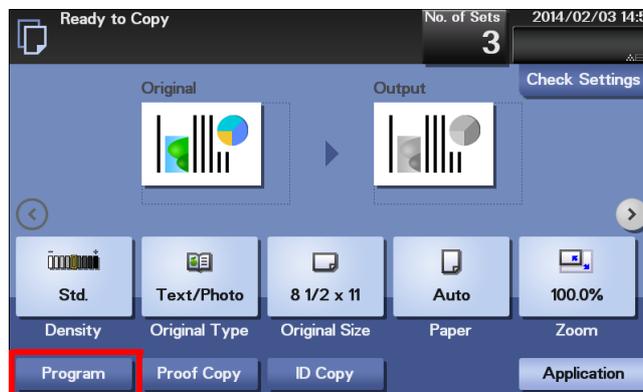
Program is a function used to register a combination of various copy settings as a recall key.

When you register a program, you can easily recall the combination of various copy settings from the main screen.

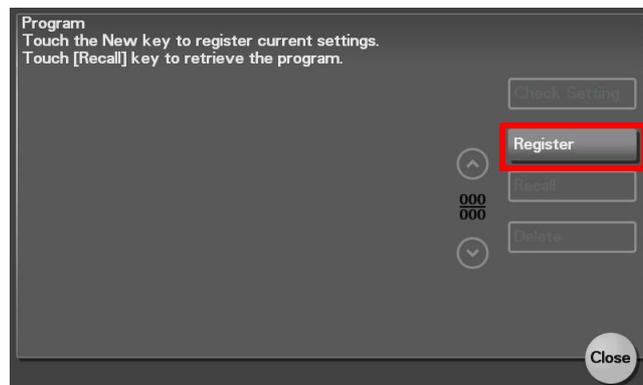
Registering a program

You can register up to 15 programs.

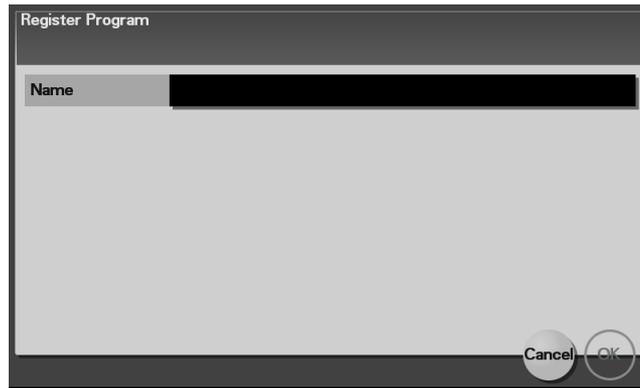
- 1 Tap [Copy].
- 2 Configure copy settings.
→ The settings configured here are registered as a program.
- 3 Tap [Program].



- 4 Tap [Register].



- 5 Tap the entry field of [Name] to enter the program name, then tap [OK].



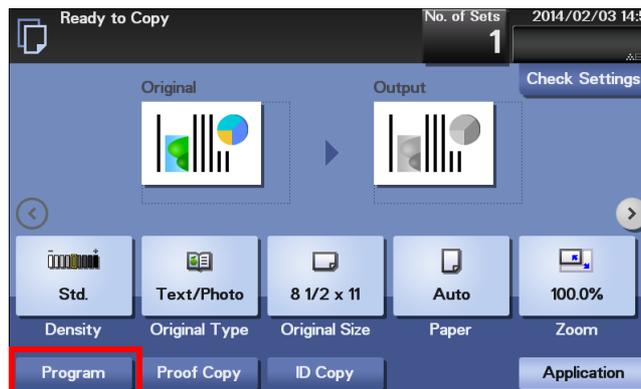
Related setting (for the administrator)

The shortcut key for a registered program can be arranged on the main menu.

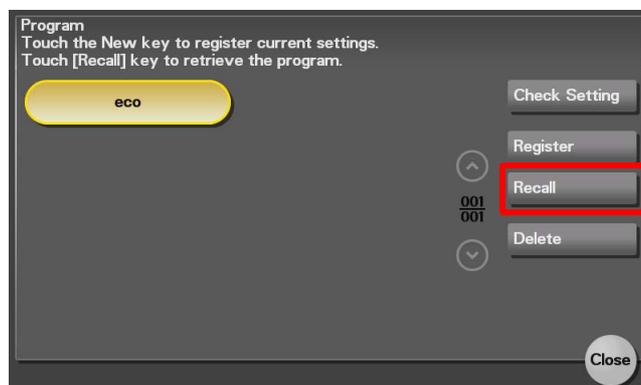
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

Recalling a program for copying

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Program].



- 4 Select the program you want to recall, and tap [Recall].
The registered content of the program is applied.



- When you tap [Check Setting], you can view the registered content of the selected program.
- Tap [Delete] to delete the selected program.

- 5 Press the **Start** key.
 - If necessary, before starting a copy, tap [Check Settings] to check the settings. The original is scanned, and copying starts.



Specifying the Image Quality and Density for Copying

2 Specifying the Image Quality and Density for Copying

Adjusting the copy density ([Density])

To display: [Density]

Adjust the density of a copy image.

Selecting the appropriate image quality level for the contents of the original ([Original Type])

To display: [Original Type]

Select the optimum settings for the original to copy it at the optimum image quality level.

Settings	Description
[Text]	Copy originals primarily containing text at the optimum image quality level. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo]	Tap this button to copy the original, which consists of text and photos, at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos.
[Photo]	Tap this button to copy an original consisting of only photos at the optimum image quality level.

Adjusting the background density of the original ([Background Removal])

To display: [Application] - [Quality/Density] - [Background Removal]

Adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.

Adjusting the image quality according to the original ([Image Adjust])

To display: [Application] - [Edit Image] - [Image Adjust]

Adjust the color quality of the original for copying.

Settings	Description
[Contrast]	Adjust the shading of an image. Lower contrast makes the image softer and smoother while higher contrast makes it sharper.
[Copy Density]	Adjust the copy density.
[Sharpness]	Sharpen the edges of the image to improve legibility. Smoothen the rough contour or sharpen the blurred image.

Enlarging or reducing an image for copying ([Zoom])

To display: [Zoom]

Copy an original image enlarged or reduced by an arbitrary zoom ratio.

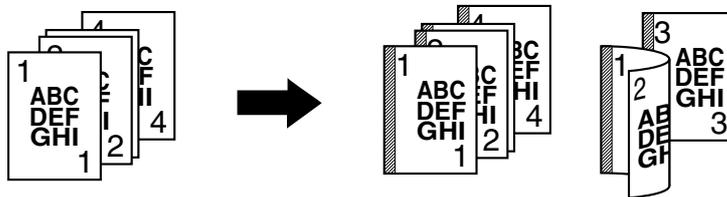
Settings	Description
[+]/[-]	Enter a zoom ratio manually. You can also enter the zoom ratio from the Keypad . To display the Keypad , tap the input area for the numeral.
[Zoom Ratio]	Tap this button to make a copy with the pre-registered zoom ratio ([400.0%], [200.0%], [50.0%], or [Minimal]). Selecting [Minimal], an original image will be placed in the center after the size of the original is slightly reduced when copying. Select this option when copying the entire original image, including its edges. Selecting [Set Zoom] enables you to change the zoom ratio value displayed in [Set Zoom].
[Auto]	Tap this button to automatically make a copy with the optimal zoom ratio to match the image of the original with the paper size. It is convenient that you do not need to specify the zoom ratio.
[100.0%]	Tap this button to copy an original image with the same size as for the original.
Fixed Zoom	Select a preset zoom when copying from a standard size original onto a standard size sheet of paper. When [Paper] is set to [Auto], the paper tray is automatically switched depending on the selected zoom ratio.

Adding a margin on pages ([Page Margin])

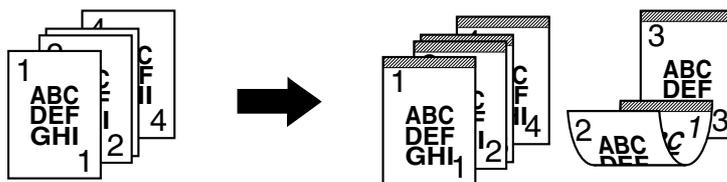
To display: [Application] - [Layout] - [Page Margin]

If you want to add a binding margin to bind copied sheets, adjust the margin size.

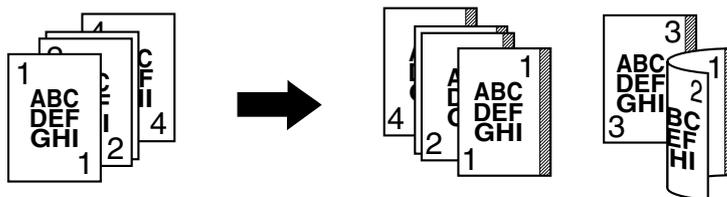
Left Bind



Top Bind



Right Bind



Settings	Description
[ON]/[OFF]	Select [ON] to set a page margin.

Settings	Description
[Margin Position]	Select the paper binding position. <ul style="list-style-type: none"> • [Auto]: The binding direction is automatically set. When the long side of the paper is 11-11/16 inches (297 mm) or less, the binding position is set to the long edge of the paper. When the long side of the paper exceeds 11-11/16 inches (297 mm), the binding position is set to the short edge of the paper. • [Left Bind]: Select this option to add a binding margin at the left of the paper. • [Right Bind]: Select this option to add a binding margin at the right of the paper. • [Top Bind]: Select this option to add a binding margin at the top of the paper.
[Margin Width]	Use the [+]/[-] key or Keypad to adjust the margin size. To display the Keypad , tap the input area for the numeral. When not specifying the margin size, select [None].
[Original Direction]	Specify the orientation of the loaded original. This machine copies in the same direction as for the original so that the front and back sides of paper do not turn upside down.


Tips

If part of the image is lost when copied with the specified binding margin settings, reduce the zoom to perform copying.

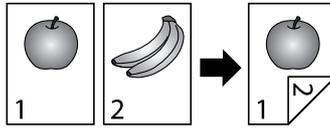


Saving the Number of Print Sheets

3 Saving the Number of Print Sheets

Copying on both sides of paper ([Duplex])

Copy the 1-sided original on both sides of paper, or copy the 2-sided original on both sides or on a single side of sheets of paper.



By using both sides of paper for copying, you can reduce paper consumption by half. You can further reduce the amount of paper used by using the Combine function.

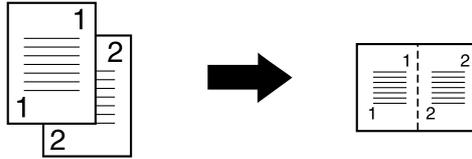
This section describes the operation flow in the case where a 1-sided original of multiple pages is copied onto both sides of sheets of paper.

- 1 Load the original.
- 2 Tap [Duplex/Combine].
- 3 In [Duplex], tap [1-Sided > 2-Sided].
 - For 2-sided original, select [2-Sided > 1-Sided] or [2-Sided > 2-Sided]. Select an arbitrary key according to the original condition and copy result.
- 4 In [Binding Position], specify [Original] and [Output].
 - For 1-sided originals, select the copy binding position in [Output]. If [Auto] is selected, the copy binding position is automatically determined to fit the length of the long side of the paper.
 - For 2-sided originals, select the original and copy binding positions in [Original] and [Output]. If [Auto] is selected, the copy binding position is automatically determined to fit the length of the long sides of the original and the paper respectively.
- 5 Tap [Original Direction], then select the original loading direction.
- 6 Tap [OK].
- 7 Press the **Start** key.

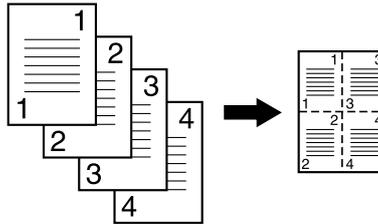
The original is scanned, and copying starts.

Copying multiple pages on the same side of a single sheet ([Combine])

Multiple pages (such as two or four pages) can be reduced and copied on the same side of a single sheet, enabling you to reduce paper consumption. You can further reduce paper consumption by combining with the 2-Sided copy function.



You can select the page layout when copying a 4-page image onto the same side of one sheet.

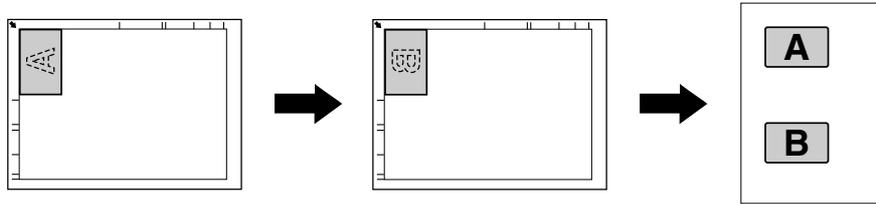


The following describes the operation flow in the case where multiple 1-sided originals are copied, two pages are reduced into the same side of one page, and printed on both sides of paper.

- 1 Load the original.
- 2 Tap [Duplex/Combine].
- 3 In [Duplex], tap [1-Sided > 2-Sided].
 - For 2-sided original, select [2-Sided > 1-Sided] or [2-Sided > 2-Sided]. Select an arbitrary key according to the original condition and copy result.
- 4 In [Binding Position], specify [Original] and [Output].
 - For 1-sided originals, select the copy binding position in [Output]. If [Auto] is selected, the copy binding position is automatically determined to fit the length of the long side of the paper.
 - For 2-sided originals, select the original and copy binding positions in [Original] and [Output]. If [Auto] is selected, the copy binding position is automatically specified to fit the Combine setting (1in1, 2in1, or 4in1) or the length of the long sides of the original and the paper respectively.
- 5 Tap [Combine].
- 6 Tap [2 in 1].
 - To copy four pages on the same side of a single sheet, select [4 in 1 Horizontal] or [4 in 1 Vertical], taking into account the layout.
- 7 Tap [Original Direction], then select the original loading direction.
- 8 Tap [OK].
- 9 Press the **Start** key.
The original is scanned, and copying starts.

Copying the front and back sides of a card on the same side of a single sheet of paper ([ID Copy])

When you want to copy cards, such as an insurance card, a driver license card and a business card, you can arrange the front and back sides of the card on a single page and copy the images on to the same side of one sheet. This can reduce the number of sheets used.



✓ The zoom ratio is fixed to 100%.

1 Place a card on the **Original Glass**.

→ When placing a card on the **Original Glass**, align it to the left back of the **Original Glass**. However, the copied card is located 13/16 inches (20 mm) from the top and left edges of a sheet; change the card location, if necessary.

→ The areas, which are 1/16 inches (2 mm) at the top and left edges of a card, are not scanned because shade clear processing is carried out.

2 Tap [Paper], and specify the paper tray for printing the card.

→ The available paper sizes are A4, letter (8-1/2 × 11), and legal (8-1/2 × 14).

3 Tap [ID Copy].

4 Press the **Start** key.

The front side of the card is scanned.

5 Turn the card over and place it on the **Original Glass**.

→ Place the card at the same position as that placed in Step 1.

→ If you print the card without scanning the back side, tap [Print].

6 Press the **Start** key.

The back side of the card is scanned, and copying starts.

4

Specifying the Size or Type of the Paper to Be Copied

4 Specifying the Size or Type of the Paper to Be Copied

Selecting the paper size and paper type ([Paper])

To display: [Paper]

Select the size and type of the paper for copying. You can also change the size and type settings of the paper loaded in paper trays.

Settings	Description
[Auto]	Tap this button to automatically select paper fitting the size of the original when making a copy.
[1] to [4]	Tap this button to specify paper loaded into any of Tray 1 to Tray 4 and make a copy. Tray 2 to Tray 4 are available when the optional Paper Feed Unit is installed.
 (Manual Feed)	Tap this button to copy onto the paper loaded into the Manual Feed Tray .
[Change Tray Settings]	If necessary, change the size and type settings of the paper loaded in the selected paper tray. <ul style="list-style-type: none"> [Paper Type]: Select the type of the paper loaded into the selected paper tray. If you have loaded a special type of paper into the paper tray, be sure to specify the paper type. [Paper Size]: Select the size of the paper loaded into the selected paper tray.



Reference

For details on the paper available for this machine, refer to Chapter 6 "Loading Paper" in [User's Guide: Introduction].

Copying on paper of a special size ([Custom Size])

Copy on custom-size paper loaded in the **Manual Feed Tray**.

- 1 Tap [Paper].
- 2 Select **Manual Feed Tray**, then tap [Change Tray Settings].
- 3 In [Paper Size], tap [Custom Size].
- 4 Tap the [+]/[-] key or **Keypad** to enter the length (X) and width (Y) of the paper.
→ To display the **Keypad**, tap the input area for the numeral.
- 5 Tap [OK].



5

**Specifying the Method to
Scan the Original and the
Method to Output Copy**

5 Specifying the Method to Scan the Original and the Method to Output Copy

Specifying the size of the original to be scanned ([Original Size])

To display: [Original Size]

Select the size of the original to be scanned.

Settings	Description
[Standard Size]	Select the original size to scan the original in the standard size such as the metric or inch size.
[Custom Size]	Select this option to scan originals in custom size. Tap the [+] / [-] key or Keypad to enter the length (X) and width (Y) of the original. To display the Keypad , tap the input area for the numeral.

Tips

Using the **ADF**, you can collectively scan originals of letter and legal sizes that have the same width. In this case, set [Original Size] to [8 1/2 × 11, 14 Mixed].

Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and **Original Glass** to scan the originals.

- 1 Load the original.

NOTICE

*Do not load more than 50 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

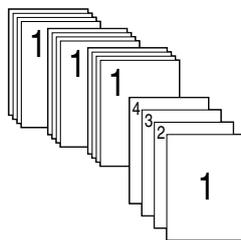
- 2 Tap [Application] - [Original] - [Separate Scan], then set to [ON].
- 3 Press the **Start** key.
The original is scanned.
- 4 Load the next original, then press the **Start** key.
→ Press [Change Settings] to change the option settings according to the new original if necessary.
- 5 Repeat Step 4 until all originals have been scanned.
- 6 After all original pages have been scanned, tap [Finish] to start copying.

Printing out on a set basis ([Finishing])

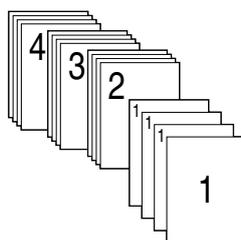
To display: [Finishing]

Select whether to sort the output sheets or group them when printing multiple sets of copies.

Sort



Group



Settings	Description
[Auto]	The Sort and Group functions are switched automatically according to the number of printed sheets for each set. For example, if the number of printed sheets for each set is one, this option is automatically switched to Group, and the sheet is output. If the number of printed sheets is two or greater, this option is automatically switched to Sort, and the sheets are output.
[Group]	Select this item to feed out separately page by page such as "111", "222", "333", "444", and "555".
[Sort]	Select this item to feed out copies separately one by one such as "12345", "12345", and "12345".

Stapling ([Staple])

To display: [Finishing]

Feed out each set of copied sheets of paper after stapling them in one corner. This function is useful when preparing a project proposal or other booklet materials.



Tips

To use the staple function, the optional **Finisher** is required.

Erasing text or shadows in the margins of an original ([Frame Erase])

To display: [Application] - [Erase] - [Frame Erase]

Erases the four sides of the original to the same width. You can specify the width to be erased for each side.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] or Keypad to specify the width to be erased. To display the Keypad , tap the input area for the numeral.
[Top]/[Bottom]/[Left]/[Right]	Select this option to erase the four sides of the original to different widths. [Frame] setting, select a side ([Top], [Bottom], [Left], or [Right]), then tap the [+]/[-] key or the Keypad in [Erase Amount] to specify the width you want to erase for each side. To display the Keypad , tap the input area for the numeral. If you do not want to erase the side, cancel the setting for [Erase].



Adding a Text or Image to the Original

6 Adding a Text or Image to the Original

Adding a date and time ([Date/Time])

To display: [Application] - [Stamp/Composition] - [Date/Time]

Add a date and time to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.
[Date Format]	Select the date/time format.
[Time Format]	Select the time format. If you do not want to print time, select [OFF].
[Text Details]	Specify the size of the text to be printed.
[Print Position]	Select the position of the text to be printed.

Tips

If [Date/Time] cannot be changed to [OFF], your administrator has configured a setting to ensure that the date and time are always printed out.

Adding page numbers ([Page Number])

To display: [Application] - [Stamp/Composition] - [Page Number]

Add page numbers to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page using the Keypad . To display the Keypad , tap the input area for the numeral.
[Text Details]	Specify the size of the text to be printed.
[Print Position]	Select the position of the text to be printed.

Tips

If [Page Number] cannot be changed to [OFF], your administrator has configured a setting to ensure that page numbers are always printed out.

Adding a stamp ([Stamp])

To display: [Application] - [Stamp/Composition] - [Stamp]

Add text such as "PLEASE REPLY" or "DO NOT COPY" to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print a stamp.
[Stamp Imprint]	Select the stamp you want to print.
[Text Details]	Specify the size of the text to be printed.
[Print Position]	Select the position of the text to be printed.

Tips

- If [Stamp] cannot be changed to [OFF], your administrator has configured a setting to ensure that a stamp is always printed out.
- [Stamp] cannot be specified together with [Watermark] or [Distribution Control Number].

Adding a water mark ([Watermark])

To display: [Application] - [Stamp/Composition] - [Watermark]

Add text such as "Copy" or "Private" in the center of each page in a tint color to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print a watermark.
[Watermark Type]	Select the watermark you want to print.

Tips

[Watermark] cannot be specified together with [Stamp] or [Distribution Control Number].

Adding distribution control numbers ([Distribution Control Number])

To display: [Application] - [Stamp/Composition] - [Distribution Control Number]

When printing multiple sets of copies, add distribution control numbers to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print out distribution control numbers.
[+]/[-]	Use the [+] or [-] key or the Keypad to enter the starting number of distribution control numbers. To display the Keypad , tap the input area for the numeral.
[Text Size]	Specify the size of the text to be printed.
[Density]	Select the density of the text to be printed.

Tips

- If [Distribution Control Number] cannot be changed to [OFF], your administrator has configured a setting to ensure that distribution control numbers are always printed out.
- [Distribution Control Number] cannot be specified together with [Stamp] or [Watermark].



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7 Index

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9 Importing Images by TWAIN/WIA Scan

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10 Registering Frequently Used Destinations (Address Book)

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Scan Function

1 Scan Function

1.1 Available operations in scan function

The original data scanned by this machine can be sent to a computer or server, or saved on the HDD of the machine.

It may be necessary to make the following settings prior to using the scan function. For details, refer to the explanations of each function.

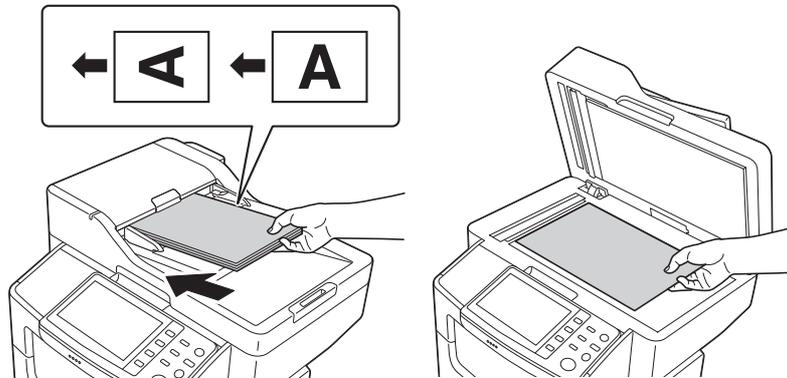
The scan function provides the following sub-functions.

Function	Description
Scan to E-mail	Sends a converted file to any E-mail address as an E-mail attachment.
SMB Send	Sends a converted file to a shared folder of a computer. To use this function, specify your computer or file server as a destination.
FTP TX	Sends a converted file to the FTP server. This function is useful when transferring a file through the FTP server.
WebDAV Send	Sends a converted file to the WebDAV server. This function is useful when transferring a file through the WebDAV server.
Save to HDD	Saves the original data scanned by this machine in the built-in HDD. The original data saved in the HDD can be downloaded via the Web browser on your computer.
Save to USB Memory	Saves the original data scanned by this machine in the USB memory device connected to the machine.
WS Scan	Imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer. This function is supported by Windows of Vista or later.
TWAIN/WIA Scan	Converts the original data scanned by this machine into a file, and imports it from a computer on the network using TWAIN/WIA-compatible applications.

1.2 How to scan

1.2.1 Sending (basic operation flow)

- 1 Load the original.



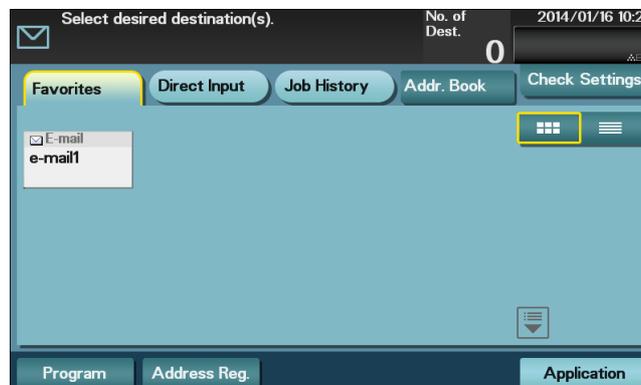
- 2 Tap the key of the desired function.

- To use Scan to E-mail, tap [Scan to E-mail].
- To use SMB Send, FTP Send, WebDAV Send, Save to HDD, Save to USB Memory, or WS Scan, tap [Scan to Folder].

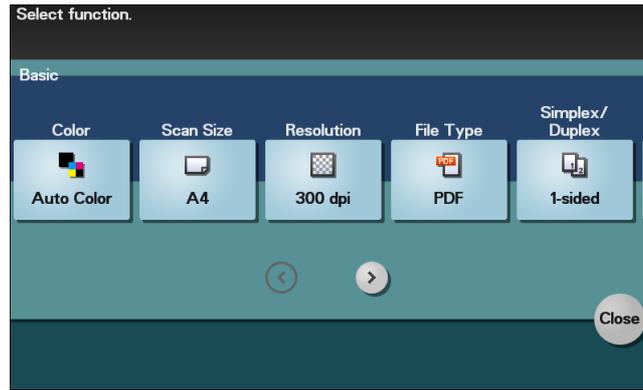


- 3 Specify the destination.

- For details on how to specify a destination, refer to page 1-8.
- You can specify multiple destinations.



- 4 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.



Related setting

You can change the default options for scan transmission to suit your environment.
To configure settings: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Scan Settings]

1.2.2 Recalling a program for sending

Program

Program is a function used to register a combination of frequently used option settings and destination information as a recall key.

When you register a program, you can recall a combination of option settings and destination information with a single key action on the main screen.

Registering a program

You can register up to 400 programs.

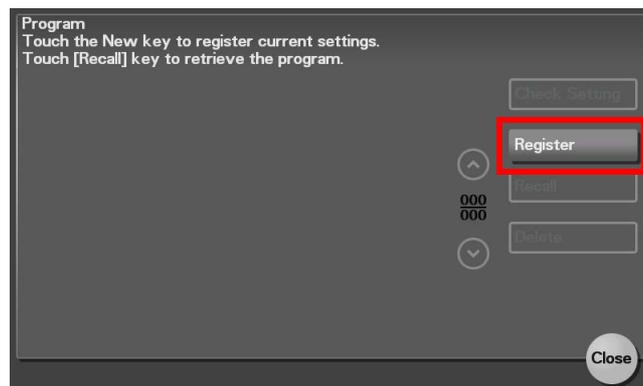
If 400 programs have already been registered, delete unnecessary programs before registering a new program.

- ✓ To register a program, you must register the address book in advance. For details on how to register a destination, refer to page 10-2.

- 1 Tap [Scan to E-mail] or [Scan to Folder].
- 2 Tap [Application], then configure scan option settings.
→ The settings configured here are registered as a program.
- 3 Tap [Program].



- 4 Tap [Register].



- 5 Enter the program name and destination, then tap [OK].



Settings	Description
[Name]	Enter the program name (using up to 72 bytes).
[Dest.]	Select the desired destination from Address Book or Group registered in this machine. Only one destination can be specified.

Reference

You can also use **Web Connection** to register a program. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Related setting (for the administrator)

The shortcut key for a registered program can be arranged on the main menu.
 To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

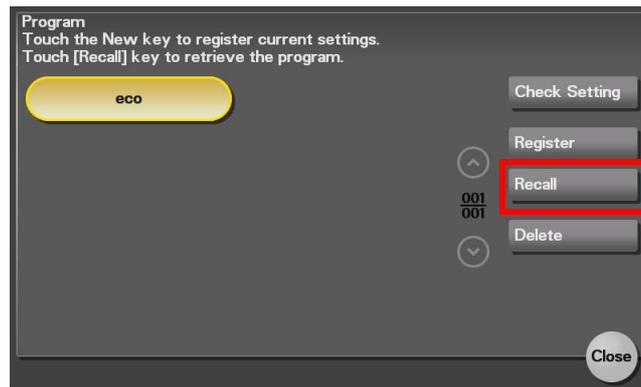
Recalling a program for sending

- 1 Load the original.
- 2 Tap [Scan to E-mail] or [Scan to Folder].
- 3 Tap [Program].



- 4 Select the program you want to recall, and tap [Recall].

The registered content of the program is applied.



→ When you tap [Check Setting], you can view the registered content of the selected program.

→ Tap [Delete] to delete the selected program.

- 5 Press the **Start** key.

→ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

→ To redo operations for specifying destinations or option settings, press the **Reset** key. Sending starts.

1.3 Specifying a destination

Selecting a destination from Favorites

Select a destination registered on this machine. Tapping [Favorites] displays the destinations registered in Favorites. You can send data by broadcast transmission if you select multiple destinations.



Item	Description
	Switches the destination list to the button or list view.
	Enlarges or reduces the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.
Scroll keys	Scrolls the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.

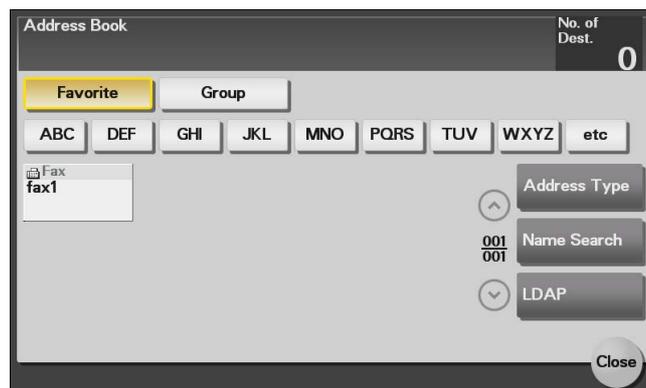


Reference

For details on how to register a destination, refer to page 10-2.

Selecting a destination from Address Book

Tapping [Addr. Book] displays the address book. From the address book, select a destination registered on this machine. You can send data by broadcast transmission if you select multiple destinations.



Specify the index or address type assigned to the registered destination to narrow down the destinations to be displayed in the address book.

Item	Description
[Favorites]	Displays the destinations registered in Favorites when registering a destination.
[Group]	Displays group destinations.

Item	Description
[Address Type]	Narrow down destinations by the type of the registered destination.
[Name Search]	Searches for the specified destination using its registration name.
[LDAP]	When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server. For details, refer to page 1-11.



Reference

For details on how to register a destination, refer to page 10-2.

A group destination can be registered in [Utility] of **Control Panel** or **Web Connection**. For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Directly entering data

In [Direct Input], tap the key that matches the type of the destination you want to save or send, then enter destination information.

When specifying multiple destinations, tap [Next Dest.] to add destinations up to 30.

[E-mail]

Settings	Description
E-mail Address	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).

[FTP]

Settings	Description
[Host Name]	Enter the host name or IP address of the destination FTP server (using up to 253 bytes). <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of the storage folder in the FTP server specified in [Host Name] (using up to 127 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> • Entry example: "scan/document" When not specifying a file path, enter "/". <ul style="list-style-type: none"> • Entry example: "/"
[User Name]	If authentication is required in the destination FTP server, enter the available user name to log in (using ASCII characters of up to 63 bytes). <ul style="list-style-type: none"> • Entry example: "public_user"
[Password]	Enter the password (using ASCII characters of up to 63 bytes).
[Port No.]	If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default.
[Pasv]	When the PASV mode is used in your environment, select this item.
[Proxy]	When a proxy server is used in your environment, select this item.

[PC (SMB)]

Settings	Description
[Host Name]	Enter the computer name (host name) or IP address of the destination computer (using up to 253 bytes). <ul style="list-style-type: none"> • Example of computer name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Name] (using up to 255 bytes). The shared folder name is generally referred to as a share name. <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between folder names. <ul style="list-style-type: none"> • Entry example: "scan\document"
[User Name]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes). <ul style="list-style-type: none"> • Entry example: "public user"
[Password]	Enter the password.
[Browse]	Searches for a computer to send a file to, and selects a target shared folder.

[WebDAV]

Settings	Description
[Host Name]	Enter the host name or IP address of the WebDAV server (using up to 253 bytes). <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of the storage folder in the WebDAV server specified in [Host Name] (using up to 142 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> • Entry example: "scan/document"
[User Name]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using ASCII characters of up to 63 bytes). <ul style="list-style-type: none"> • Entry example: "public_user"
[Password]	Enter the password (using ASCII characters of up to 63 bytes).
[Port No.]	If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default.
[Proxy]	When a proxy server is used in your environment, select this item.
[SSL Setting]	When the SSL is used in your environment, select this item.



Reference

For details on [HDD], refer to page 6-2.

For details on [External Memory], refer to page 7-2.

For details on [DPWS], refer to page 8-2.

You can register the destination that you have entered directly into the address book. For details, refer to page 10-7.



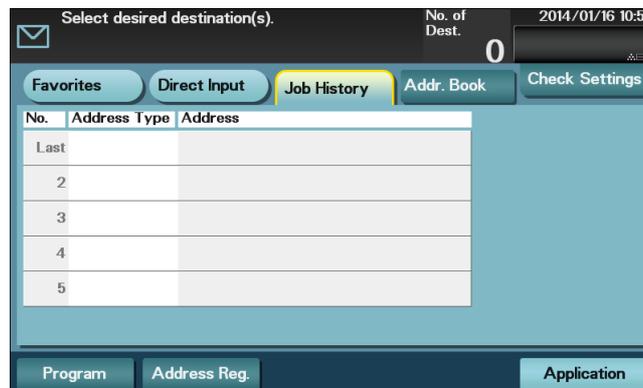
Related setting (for the administrator)

You can specify whether or not to allow the user to directly enter a destination.

To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input] (default: [Allow]).

Selecting a destination from the history

In [Job History], select a destination from the history of scan transmission destinations or saved destinations. The history shows the latest five destinations. If necessary, multiple destinations can be selected from the history.



Tips

If a registered destination is edited or the Main Power Switch is turned off and on, history information is deleted.

Searching for an E-mail address from the LDAP server

When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server.

- ✓ The server must be registered in advance. The registration procedure is explained using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
 - ✓ This function is available in Scan to E-mail mode.
- 1 Select [Addr. Book] - [LDAP], then tap [Address Search (LDAP)] or [Adv. Search (LDAP)].
 - 2 Enter the keyword, then tap [Search].
 - [Address Search (LDAP)] is performed using a single keyword.
 - [Adv. Search (LDAP)] is performed using a combination of keywords for each category.
 - 3 Select the destination from the search result.
 - If you tap [Register], you can add the searched destination to the address book.
 - If you tap [Details], you can view detailed information of the searched destination.

1.4 Scan option settings

1.4.1 Basic options such as color and original size

Selecting the color mode to scan the original ([Color])

To display: [Application] - [Basic] - [Color]

Select a color mode for scanning originals.

Settings	Description
[Auto Color]	Select this option to automatically determine [Full Color] or [Gray Scale] to fit the original color when scanning the original.
[Full Color]	Select this option to scan in full color regardless of the original color. Select this option to scan an original that has colors other than black and white or scan a color photo.
[Gray Scale]	Select this option to scan in gray scale regardless of the original color. This option is available when scanning original pages with many halftones such as black and white photos.
[Black]	Select this option to scan the original in black or white without using neutral colors between black and white. This option is available when scanning an original such as a line drawing in which the boundary between black and white is clear.

Specifying the size of the original to be scanned ([Scan Size])

To display: [Application] - [Basic] - [Scan Size]

Select the size of the original to be scanned.

Settings	Description
[Standard Size]	Select the original size to scan the original in the standard size such as the metric or inch size.
[Custom Size]	Select this option to scan originals in custom size. Enter vertical and horizontal values.

Specifying the resolution to scan the original ([Resolution])

To display: [Application] - [Basic] - [Resolution]

Select a resolution at which to scan the original.



Tips

The finer the scan resolution is, the larger the data volume becomes, resulting in longer transmission time. When you use an E-mail as a transmission method such as Scan to E-mail or Internet fax transmission, make sure that the data capacity is not restricted.

Specifying the file type to save the scanned original data ([File Type])

To display: [Application] - [Basic] - [File Type]

Select the file type used for saving the scanned data.

Settings	Description
[File Type]	<p>Select the file type to be saved from the following:</p> <ul style="list-style-type: none"> • [PDF]: Most operating systems support this file format. You can specify a password or encrypt the file. • [Compact PDF]: Used to save files that are smaller in size than the normal PDF type. We recommend this option when you want to reduce file size to enable sending it by E-mail. • [TIFF]: This is one kind of versatile image formats. This type is available for a multi-page file that provides multiple pages in one file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG does not support the saving of multiple pages into one file. • [XPS]: A file type that is supported in Windows Vista or later.
[Page Setting]	<p>Tap this button to select a filing page unit when an original consists of multiple pages. However, this option is not available when [File Type] is set to [JPEG].</p> <ul style="list-style-type: none"> • [Multi Page]: Select this check box to convert all pages to a single file. • [Page Separation]: Select this check box to split a file for each page when sending a file.
[PDF Encrypt]	<p>If [PDF] or [Compact PDF] is selected as the file type, you can configure PDF option settings.</p> <ul style="list-style-type: none"> • [Encryption Level]: When specifying permissions for a PDF file, select the encryption level to suit the desired security level. • [Password]: Enter the password to restrict file accesses. Create a PDF file that is accessible by specific users who know the password. • [Document Permissions]: To specify permissions for printing and editing a PDF file in detail, enter the authorization password. • [Printing Allowed]: Select whether or not to allow users to print PDF files. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can allow only the printing with low resolution ([Low Resolution]). • [Enable Copying]: Select whether or not to allow users to copy texts and images from PDF files. • [Printing Allowed]: Select whether or not to allow users to change the contents of a PDF file. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can select the contents to be allowed in more detail.
[PDF/A]	<p>Select whether or not to create a PDF/A-based PDF file when [PDF] is selected as the file type.</p>

Scanning both sides of an original ([Simplex/Duplex])

To display: [Application] - [Basic] - [Simplex/Duplex]

Select the surface of the original to be scanned.

Settings	Description
[1-sided]	Tap this button to scan a single side of original.
[2-sided]	Tap this button to scan both sides of the original.

Changing the file name, E-mail subject, or body ([File Name/Subject Name/Other])

To display: [Application] - [Basic] - [File Name/Subject Name/Other]

This function is available in Scan to E-mail mode.

Change the file name of the scanned original. In addition, you can specify the subject name and message text of an E-mail or the sender's E-mail address (From address).

Settings	Description
[File Name]	If necessary, you can rename a file of the scanned original (using up to 30 characters).
[Subject]	If necessary, you can change the subject of an E-mail (using up to 64 characters). If fixed subject phrases are registered in Web Connection , you can select a subject from those registered. "Message from (Device name)" is displayed by default.
[From]	If necessary, change the sender E-mail address.
[Body]	If necessary, you can enter the message text of an E-mail (using up to 256 characters). If fixed message text phrases are registered in Web Connection , you can select the desired message text from those registered. The text area is blank by default.



Related setting

The subject and message text of an E-mail can only be registered in **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Renaming a file ([File Name])

To display: [Application] - [Basic] - [File Name]

This function is available in Scan to Folder mode.

If necessary, you can rename a file of the scanned original (using up to 30 characters).

1.4.2 Specifying the method to scan the original

Specifying the original direction ([Original Direction])

To display: [Application] - [Original] - [Original Settings] - [Original Direction]

Specify the orientation of the loaded original.

Specifying a binding position ([Binding Position])

To display: [Application] - [Original] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to prevent the binding positions from being reversed between the front and rear faces.

Settings	Description
[Auto]	Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long edge of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short edge of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and **Original Glass** to scan the originals.

- 1 Load the original.

NOTICE

*Do not load more than 50 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

- 2 Tap [Application] - [Original] - [Separate Scan], then set to [ON].
- 3 Press the **Start** key.
The original is scanned.
- 4 Load the next original, then press the **Start** key.
→ Press [Change Settings] to change the option settings according to the new original if necessary.
- 5 Repeat Step 4 until all originals have been scanned.
- 6 After all original pages have been scanned, tap [Finish].
Sending starts.

1.4.3 Adjusting quality/density

Selecting the appropriate image quality level for the contents of the original ([Original Type])

To display: [Application] - [Quality/Density] - [Original Type]

Select the appropriate setting for the original to scan it at the optimal image quality level.

Settings	Description
[Text]	Tap this button to scan an original, which consists mostly of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo]	Tap this button to scan an original, which consists of text and photos, at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos.
[Photo]	Tap this button to scan an original that consists of only photos at the optimum image quality level.

Adjusting the density of the original to be scanned ([Density])

To display: [Application] - [Quality/Density] - [Density]

Scan originals by adjusting the density according to the original.

Adjusting the background density of the original to be scanned ([Background Removal])

To display: [Application] - [Quality/Density] - [Background Removal]

Adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.

Erasing text or shadows in the margins of an original ([Frame Erase])

To display: [Application] - [App] - [Frame Erase]

Erases the four sides of the original to the same width. You can specify the width to be erased for each side.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] or Keypad to specify the width to be erased. To display the Keypad , tap the input area for the numeral.
[Top]/[Bottom]/[Left]/[Right]	Select this option to erase the four sides of the original to different widths. [Frame] setting, select a side ([Top], [Bottom], [Left], or [Right]), then tap the [+]/[-] key or the Keypad in [Erase Amount] to specify the width you want to erase for each side. To display the Keypad , tap the input area for the numeral. If you do not want to erase the side, cancel the setting for [Erase].

Sharpening the border between texts ([Sharpness])

To display: [Application] - [App] - [Sharpness]

Sharpen the edges of images to improve legibility. Smoothen the rough contours of images or sharpen blurred images.

1.4.4 Other option settings

Encrypting an E-mail ([E-mail Encryption])

To display: [Application] - [App] - [E-mail Encryption]

This function is available in the E-mail transmission mode.

Encrypt an E-mail to be sent from this machine when using S/MIME. For details, refer to page 2-9.



Reference

*This option is displayed when S/MIME is enabled. S/MIME can be configured only using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].*

Adding a digital signature to E-mails ([Digital Signature])

To display: [Application] - [App] - [Digital Signature]

This function is available in the E-mail transmission mode.

Add a digital signature to an E-mail to be sent from this machine when using S/MIME. For details, refer to page 2-9.



Reference

*This option is displayed when S/MIME is enabled. S/MIME can be configured only using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].*

Notifying where to save original data by E-mail ([URL Notif. Setting])

To display: [Application] - [App] - [URL Notif. Setting]

This function is available in the file transmission mode.

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after SMB Send, FTP Send, WebDAV Send, or Save to HDD has been ended. For details, refer to page 3-17.

1.4.5 Viewing the current settings

Tapping [Check Settings] displays a list of specified destinations. You can reconfirm the specified destinations and settings before sending data.

Settings	Description
[Broadcast Destinations]	Displays a list of specified destinations. <ul style="list-style-type: none">• When you tap [Address Details], you can view detailed information of the selecting destination. If a destination is entered directly, its information can be edited.• When you tap [C], you can delete the selected destination.
[Setting Details]	Displays details of transmission settings.

2

Sending Original Data as an E-mail Attachment (Scan to E-mail)

2 Sending Original Data as an E-mail Attachment (Scan to E-mail)

2.1 Scan to E-mail function

The Scan to E-mail function converts original data scanned by this machine into a file supported by a computer, and sends it to any E-mail address as an E-mail attachment.

Using this function, you can send a file in the same way as when sending an E-mail, enabling easy operation and installation.

It supports S/MIME or SSL/TLS encryption and POP before SMTP authentication, assuring security measures. If the LDAP server or Active Directory of Windows Server is used for user management, an E-mail address can be searched via the server.

2.2 Preparation for Scan to E-mail (for administrators)

2.2.1 Preparation flow

Connecting this machine to the network

- **Checking a LAN cable for connection**
 - **Checking the network settings**
 - Check that an IP address is assigned to this machine.
-



Preparing the E-mail environment

- **Enabling the Scan to E-mail function**
 - **Registering an E-mail server (SMTP)**
 - **Registering an E-mail address of this machine**
 - The registered E-mail address is used as the "From" address.
-



Configuring the machine to suit your environment

- **Registering frequently used E-mail addresses**
 - This will save you from having to enter a destination each time you send data.
 - **Using an LDAP server to specify addresses**
 - When the LDAP server or Active Directory is used, you can search for a destination on the server.
 - **Registering the subject and message text of an E-mail to be sent**
 - Register E-mail subjects and fixed message text phrases as the standard; you can select a desired one when sending an E-mail.
 - **Using SMTP authentication**
 - This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.
 - **Using POP before SMTP authentication**
 - This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.
 - **Using an SSL/TLS communication**
 - This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.
 - **Using S/MIME**
 - This machine supports S/MIME to avoid risks such as an E-mail interception or sender spoofing. If S/MIME is installed in your environment, configure its setting.
-



Preparation finished

2.2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Configuring the Scan to E-mail environment

Enable the Scan to E-mail function. Also, register the E-mail server for E-mail transmission and E-mail address of this machine.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

2.2.3 Option settings

Registering a frequently used destination

Registering a frequently used E-mail address to this machine as a destination will save you from having to enter it each time you send an e-mail.

For details on how to register it, refer to page 10-2.

Using an LDAP server to specify addresses

When the LDAP server or Active Directory is used for user management, an E-mail address can be searched or specified via the server. To use the LDAP server to specify a destination, you must register the server on this machine.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].



Reference

For details on how to search using the LDAP server, refer to page 1-11.

Registering the subject and message text of an E-mail to be sent

The default subject name and message text are automatically inserted into an E-mail. Pre-register multiple preset text for the subject and fixed message text of an E-mail; you can use them depending on destinations.

The subject and message text of an E-mail can only be registered in **Web Connection**. For details on the registration procedure, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Using SMTP authentication

This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using POP before SMTP authentication

This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using an SSL/TLS communication

This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using S/MIME

This machine supports S/MIME to avoid risks such as an E-mail interception or sender spoofing. If S/MIME is installed in your environment, configure its setting.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

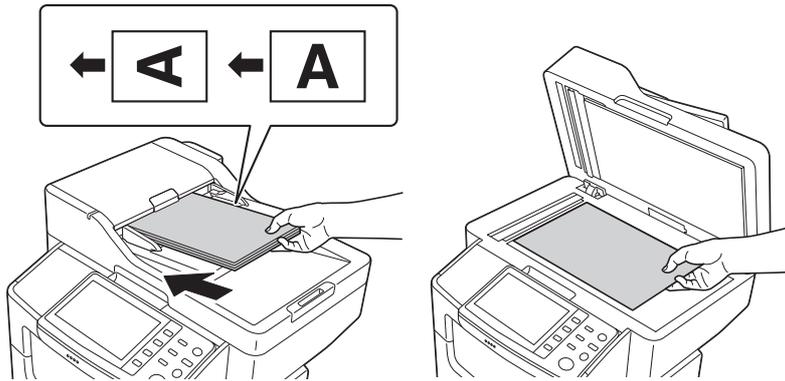


Reference

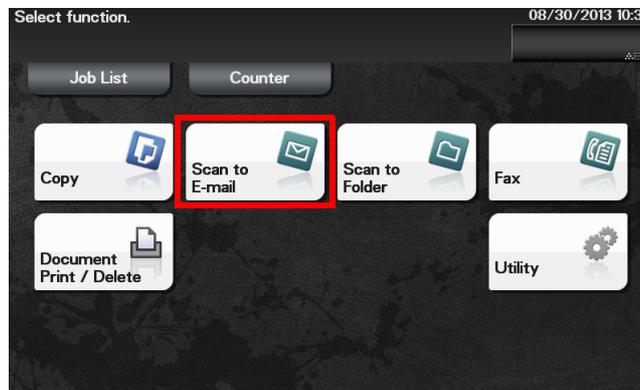
For details on how to send data using S/MIME, refer to page 2-9.

2.3 How to send

- 1 Load the original.



- 2 Tap [Scan to E-mail].



- 3 Specify the destination E-mail address.
 - For details on how to specify a destination, refer to page 1-8.
 - You can specify multiple destinations.



- 4 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.

Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.

Related setting

If necessary, you can change the default of the Scan to E-mail screen.

To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to E-mail Default Tab] (default: [Favorites]).

2.4 Application functions

2.4.1 Sending an E-mail to your address (Scan to Me)

Scan to Me

The Scan to Me function transmits original data scanned on this machine to your address easily.

If you log in to this machine that provides user authentication, the [Me] key appears on the [Favorites] screen. The [Me] key is assigned to an E-mail address of the login user. If you select the [Me] key, you can send an E-mail to your E-mail address.

This function is convenient because you do not need to register your E-mail address in the address book.

Operations required to use this function (for administrators)

The user authentication function must be enabled on this machine.

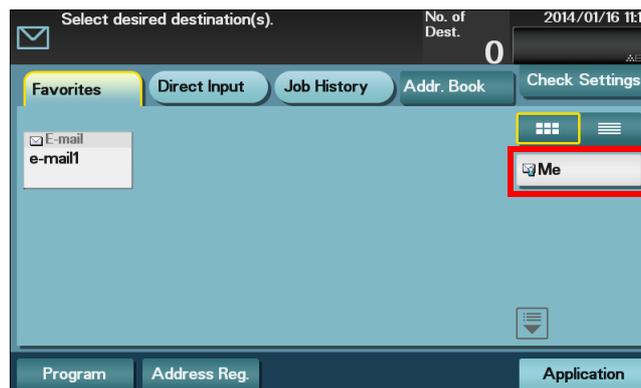
In addition, the E-mail address of the user logged in to this machine must be registered in the user's registration information.

Tips

- When using MFP authentication, the E-mail address of the user must be registered when registering a user to this machine. For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
- If Active Directory is used as an authentication server, register the user's E-mail address in Active Directory.

Operation flow

- 1 Load the original.
- 2 Enter user information, and log in to this machine.
- 3 Tap [Scan to E-mail].
- 4 Select [Me].



- 5 Configure Scan option settings as necessary.
 - 6 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.
- Sending starts.

2.4.2 E-mail encryption and adding a digital signature (S/MIME)

S/MIME

S/MIME is one of the E-mail encryption schemes. Using S/MIME encrypts an E-mail sent from this machine, preventing a interception by third parties during transmission. Adding a digital signature to an E-mail provides assurance regarding the authenticity of the sender, and certifies that no data has been falsified.

Operations required to use this function (for administrators)

Enable the S/MIME mode. To encrypt an E-mail, register the encryption certificate in the E-mail address.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

- 1 Load the original.
- 2 Tap [Scan to E-mail].
- 3 Select [Application] - [App], and configure [E-mail Encryption] and [Digital Signature].
 - To apply E-mail encryption, set [E-mail Encryption] to [ON].
 - To add a digital signature, set [Digital Signature] to [ON].
 - If you cannot change [ON] or [OFF] in [Digital Signature], whether or not to always add a signature is specified by the administrator.



- 4 Specify the E-mail address of the destination.
 - To encrypt an E-mail, select an E-mail address with the certificate registered.
 - Up to 10 E-mails can be broadcast.
- 5 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.
 Sending starts.



3

Sending a File to a Shared Folder of a Computer (SMB Send)

3 Sending a File to a Shared Folder of a Computer (SMB Send)

3.1 SMB Send function

This function converts original data scanned by this machine into a file supported by a computer, and sends it to a shared folder of a computer or server. It also sends a file to your computer as well as to a file server that is usually used to transfer files, which enables sharing of the file between computers.

3.2 Preparation for SMB Send

3.2.1 Preparation flow

Preparing a destination computer

- **Checking the computer and user names**
 - Check the destination computer name and available user name.
- **Creating a shared folder**
 - Create a destination folder, and start sharing.



Connecting this machine to the network

- **Checking a LAN cable for connection**
- **Checking the network settings**
 - Check that an IP address is assigned to this machine.



Preparing the environment required to use the SMB Send function

- **Enabling the SMB Send function**
 - You can use this function with the default settings unless otherwise requested.



Configuring the machine to suit your environment

- **Registering a frequently used destination**
 - This will save you from having to enter a destination each time you send data.
- **Using the WINS server**
 - If WINS (Windows Internet Name Service) is used to communicate with a device on the network, register the WINS server.
- **Using the direct hosting SMB service**
 - When using the direct hosting SMB service to communicate with a device on the network, enable the direct hosting SMB service. (You can use this function with the default settings unless otherwise requested.)
- **Using LLMNR**
 - When using LLMNR (Link-local Multicast Name Resolution) to communicate with a device on the network, enable LLMNR. (You can use this function with the default settings unless otherwise requested.)
- **Using DFS**
 - If DFS (Distributed File System) is installed in your environment, configure its setting. (You can use this function with the default settings unless otherwise requested.)



Preparation finished

3.2.2 Computer side: Operations required to use this function

When using Windows 7/8/8.1:

Carry out preparations to send original data scanned by this machine to your computer.

First, check the name of your computer and that of the login user.

✓ Administrator privileges are required to perform this task.

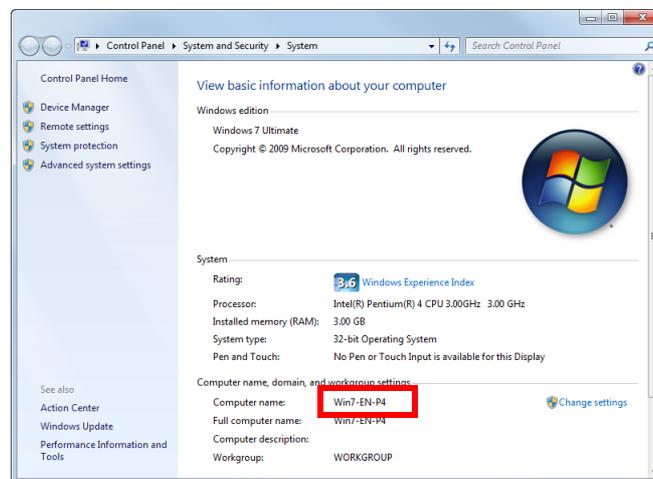
1 From the Start menu, click [Computer] - [System Properties].

→ In Windows 8.1, click [⏵] in the Start window, then click [PC]. From the toolbar, click [Computer] - [System Properties].

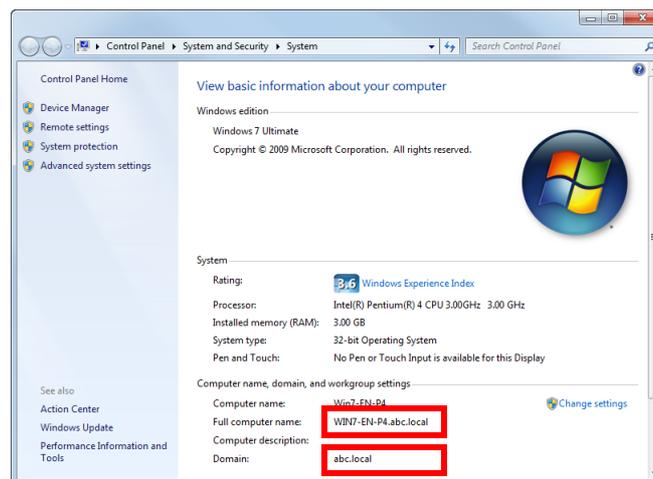
→ In Windows 8, right-click the Start window, then click [All apps] - [Computer]. From the toolbar, click [Computer] - [System Properties].

2 Check [Computer name].

→ The computer name is required to specify a destination. Write down the computer name.



→ For domain user, the domain name is required to specify a destination along with the user name. Write down the domain name.



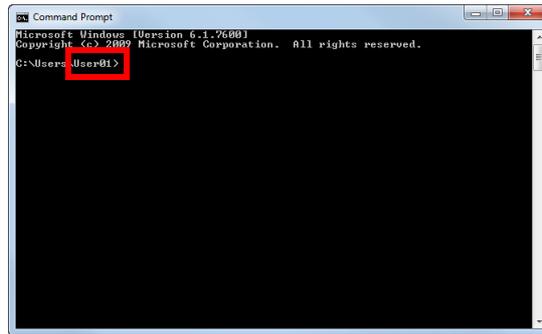
Then, close the window.

3 From the Start menu, click [All Programs] - [Accessories] - [Command Prompt].

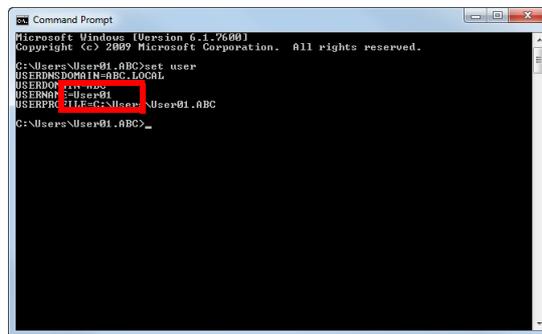
→ In Windows 8.1, click [⏵] in the Start window, then click [Command Prompt].

→ In Windows 8, right-click the Start window, then click [All apps] - [Command Prompt].

- 4 Check the name of the user who logs in to the computer.
 - The user name is required to configure folder sharing settings and specify destinations. Write down the user name.



- For domain users, type in "set user", and check the user name.

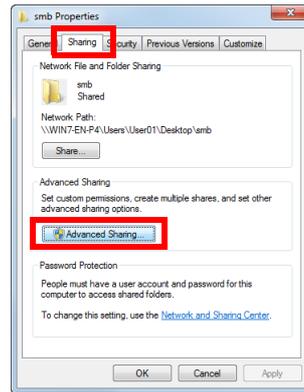


Then, close the window.

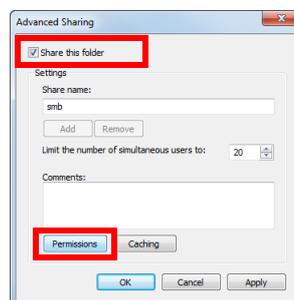
Next, create a folder where to send the scanned original data, and start sharing.

- 5 From the Start menu, click [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings].
 - In Windows 8.1, click [⏵] in the Start window, then click [Control Panel] - [Network and Sharing Center] - [Change advanced sharing settings].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Network and Sharing Center] - [Change advanced sharing settings].
- 6 In the [Advanced sharing settings] screen, click [Turn on file and printer sharing].
Click [Save Changes], and close the window.
- 7 Create a new folder in any place, and name it.
 - The folder name is required to specify a destination. Write down the folder name.
 - Specify the folder name using alphanumeric characters.
- 8 Right-click on the folder, then click [Properties].

- 9 Click the [Sharing] tab, and also click [Advanced Sharing].

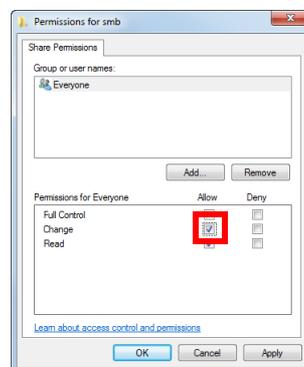


- 10 Select the [Share this folder] check box, then click [Permissions].



- 11 In [Group or user names], click [Everyone].

- 12 Select the check box to permit [Change], then click [OK].



- 13 Click [OK] or [Close], then close each screen.

The settings on the computer are then completed. The computer, user, and folder names you wrote down in this procedure are required to specify a destination.

When using Windows Vista:

Carry out preparations to send original data scanned by this machine to your computer.

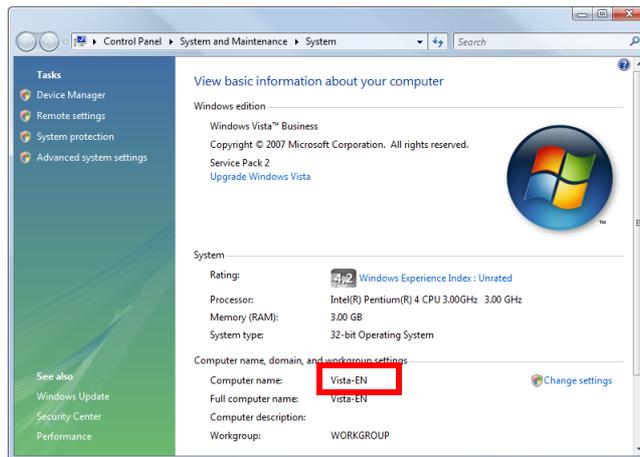
First, check the name of your computer and that of the login user.

- ✓ Administrator privileges are required to perform this task.

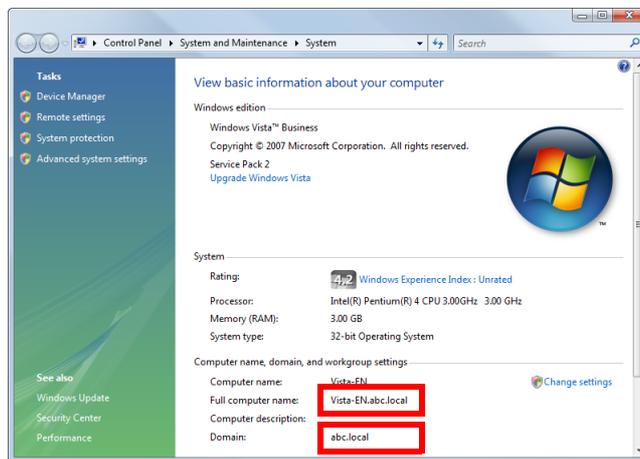
- 1 From the Start menu, click [Computer] - [System Properties].

2 Check [Computer name].

→ The computer name is required to specify a destination. Write down the computer name.



→ For domain user, the domain name is required to specify a destination along with the user name. Write down the domain name.



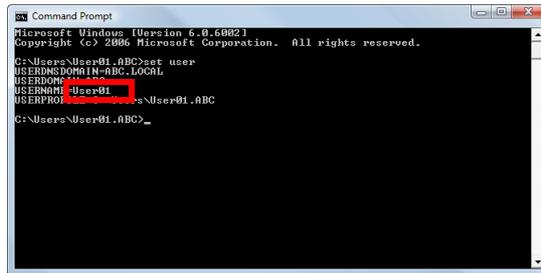
Then, close the window.

3 From the Start menu, click [All Programs] - [Accessories] - [Command Prompt].

- 4 Check the name of the user who logs in to the computer.
- The user name is required to configure folder sharing settings and specify destinations. Write down the user name.



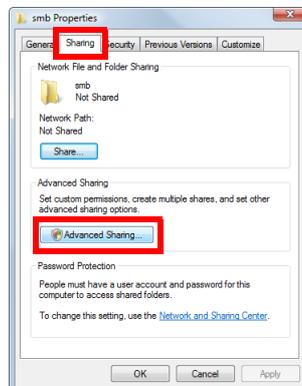
- For domain users, type in "set user", and check the user name.



Then, close the window.

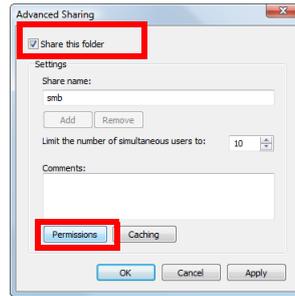
Next, create a folder where to send the scanned original data, and start sharing.

- 5 From the Start menu, click [Control Panel] - [Network and Internet] - [Network and Sharing Center].
- 6 In [File sharing] of [Sharing and Discovery], click [Turn on file sharing].
Click [Save changes], and close the window.
- 7 Create a new folder in any place, and name it.
- The folder name is required to specify a destination. Write down the folder name.
- Specify the folder name using alphanumeric characters.
- 8 Right-click on the folder, then click [Properties].
- 9 Click the [Sharing] tab, and also click [Advanced Sharing].

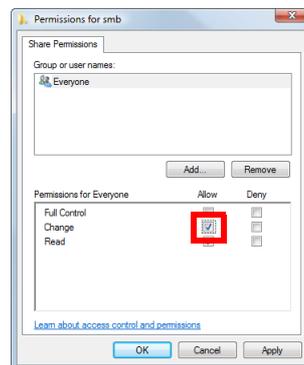


- If you see the screen for reconfirming the start of file sharing, click [Continue].

- 10 Select the [Share this folder] check box, then click [Permissions].



- 11 In [Group or user names], click [Everyone].
- 12 Select the check box to permit [Change], then click [OK].



- 13 Click [OK] or [Close], then close each screen.

The settings on the computer are then completed. The computer, user, and folder names you wrote down in this procedure are required to specify a destination.

When using Mac OS X 10.5/10.6/10.7/10.8/10.9:

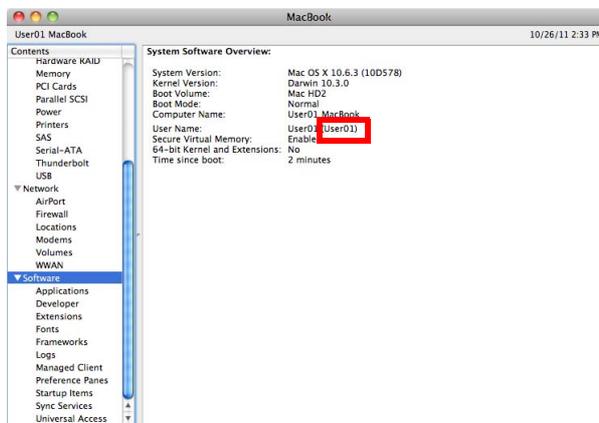
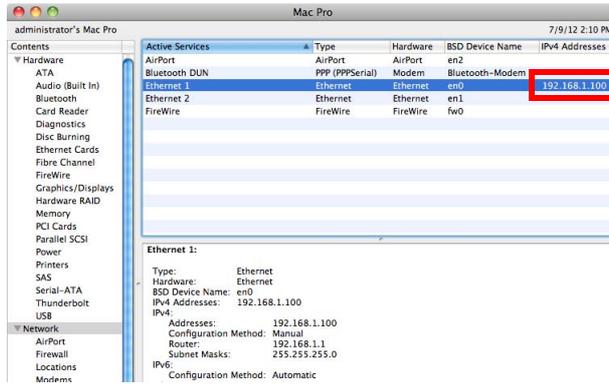
Carry out preparations to send original data scanned by this machine to your computer.

First, create a shared folder that is only to be used to receive scanned original data. Then, check the IP address and user name, and start sharing.

The following shows a procedure example for Mac OS X 10.6.

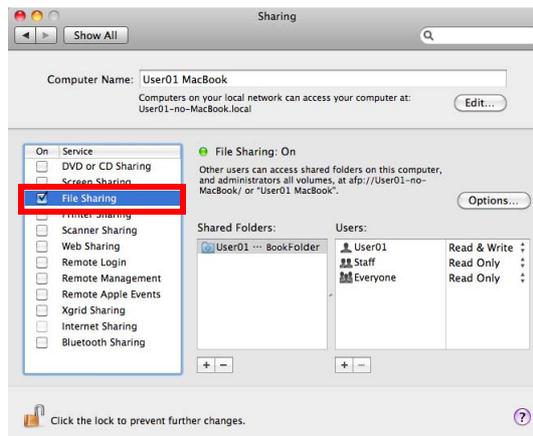
- ✓ Administrator privileges are required to perform this task.
- 1 Create a new folder in any place, and name it.
 - The folder name is required to specify a destination. Write down the folder name.
 - Specify the folder name using alphanumeric characters.
 - 2 Select [About This Mac] in the Apple menu.
The [About This Mac] screen appears.
 - 3 Click [More Info...].
 - In Mac OS X 10.7/10.8/10.9, click [More Info...], then click [System Report...].

- 4 Check the IP address and the name of the user who logs in to the computer.
- The IP address and user name are required to configure folder sharing settings and specify destinations. Write them both down.

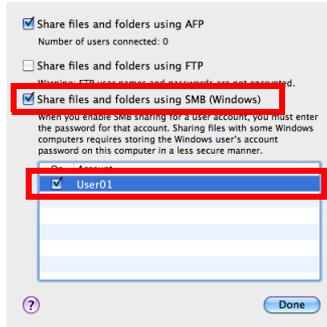


Then, close the window.

- 5 Select [System Preferences...] in the Apple menu.
- 6 In the [System Preferences...] screen, click [Sharing].
- 7 Select the [File Sharing] check box.

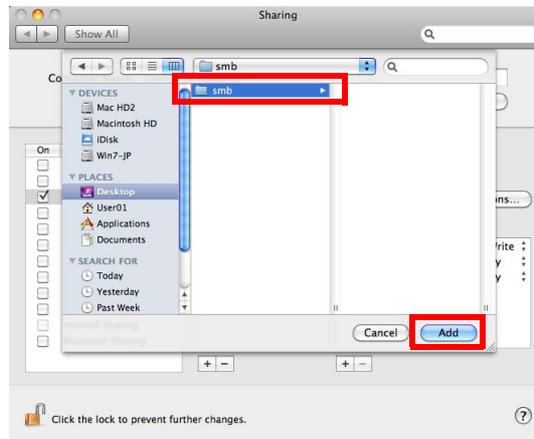


- 8 Click [Options], and select the [Share files and folders using SMB (Windows)] check box. Then, select the log-in user name (displayed name) check box.
- When the [Authentication] screen appears, enter the password of the login user, then click [OK].



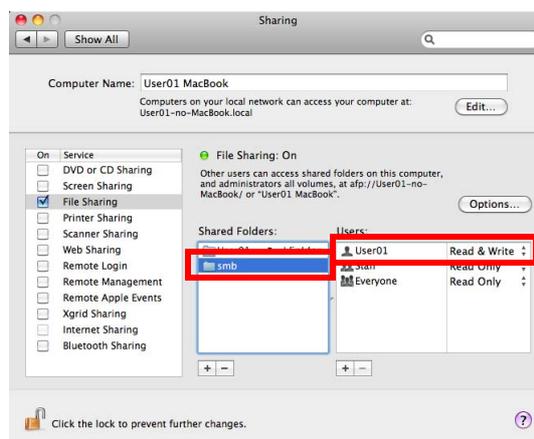
Click [Done], and close the window.

- 9 Click [+]. On the displayed window, select the created folder, then click [Add].



- 10 Check the user name and access rights of the created folder.

→ Check that the user name you wrote down is displayed and the access rights are set to [Read & Write].



The settings on the computer are then completed. The IP address, user name, and folder name you wrote down in this procedure are required to specify a destination.

3.2.3 Machine side: Operations required to use this function (for administrators)

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Configuring the SMB Send environment

Enable the SMB Send function. (You can use this function with the default settings unless otherwise requested.)

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].



Tips

In Mac OS X 10.7/10.8/10.9, configure the following setting.

- Setting [Authentication] in [SMB Client Settings] to [NTLM v1/v2]
- Enabling the direct hosting SMB service
- Synchronizing the date and time, including the time zone, between the machine and your computer

3.2.4 Option settings

Registering a frequently used destination

Pre-register frequently-used computers and servers as destinations on this machine; it will save having to carry out many steps in order to enter an address for each transmission.

For details on how to register it, refer to page 10-2.

Using the WINS server

If WINS (Windows Internet Name Service) is used to communicate with a device on the network, register the WINS server.

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using the direct hosting SMB service

When using the direct hosting SMB service to communicate with a device on the network, enable the direct hosting SMB service. (You can use this function with the default settings unless otherwise requested.)

A communication destination can be specified using the IP address (IPv4 or IPv6) or host name. In the IPv6 environment, be sure to enable this service.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using LLMNR

When using LLMNR (Link-local Multicast Name Resolution) to communicate with a device on the network, enable LLMNR. (You can use this function with the default settings unless otherwise requested.)

LLMNR is a protocol to resolve the name of the device on the network in a local network environment with no DNS server. It is available in Windows Vista or later.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

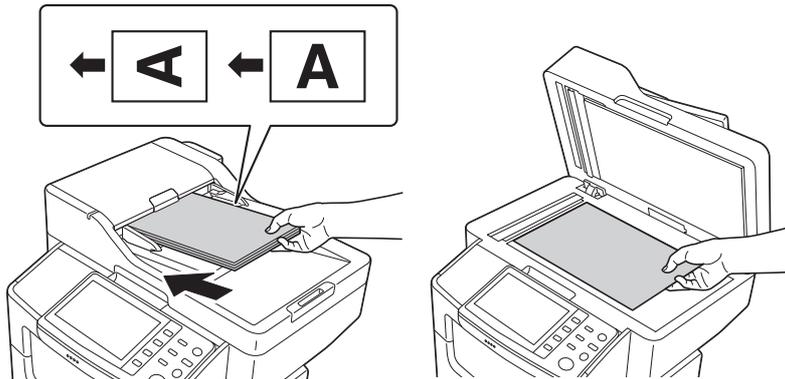
Using in the DFS environment

If DFS (Distributed File System) is installed in your environment, enable DFS. (You can use this function with the default settings unless otherwise requested.)

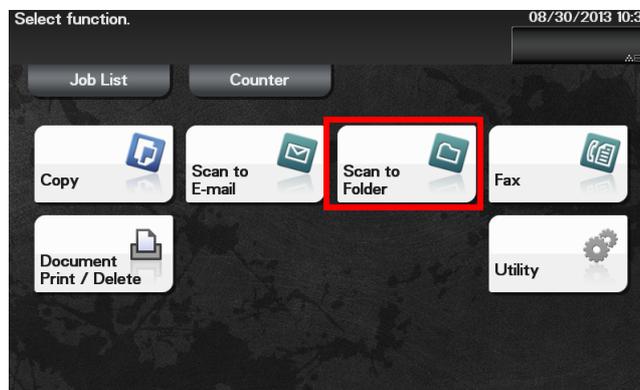
For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

3.3 How to send

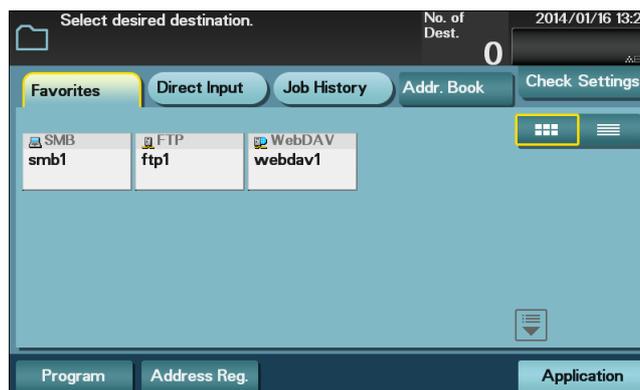
- 1 Load the original.



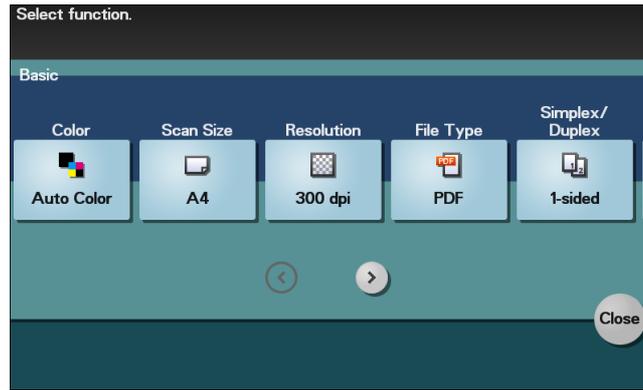
- 2 Tap [Scan to Folder].



- 3 Specify the destination computer, user, and folder names.
 - For details on how to specify a destination, refer to page 1-8.
 - You can specify more than one destination to simultaneously perform FTP Send and SMB Send.



- 4 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.

Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.

Related setting

If necessary, you can change the default of the Scan to Folder screen.

To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

3.4 Application functions

3.4.1 Sending data to your computer (Scan to Home)

Scan to Home

Scan to Home can easily send the original data scanned on this machine to a shared folder on a server or on your computer.

If you log in to this machine while user authentication is employed on this machine and Active Directory is used as an authentication server, the [Home] key appears in the [Favorites] screen.

To send scanned original data to a shared folder on the server or your computer, select the [Home] key.

Operations required to use this function (for administrators)

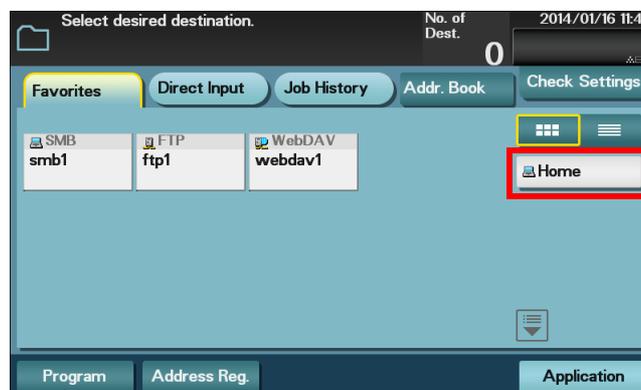
To use the Scan to Home function, the following settings are required.

- Registering the Home directory in Active Directory as user's registration information
- Configuring the Active Directory authentication on this machine
- Enabling the Scan to Home function of this machine

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

- 1 Load the original.
- 2 Enter user information, and log in to this machine.
- 3 Tap [Scan to Folder].
- 4 Select [Home].



- 5 Configure Scan option settings as necessary.
 - 6 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.
- Sending starts.

3.4.2 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

The Scan to E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

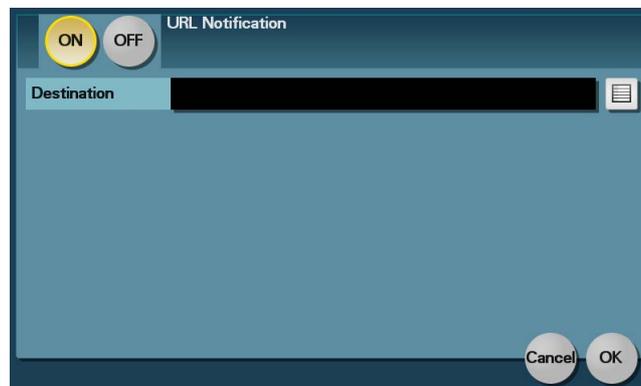
Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

- 1 Load the original.
- 2 Tap [Scan to Folder].
- 3 Specify the destination.
- 4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).
 - The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.
- Sending starts.

4

Sending to an FTP Server (FTP Send)

4 Sending to an FTP Server (FTP Send)

4.1 FTP Send function

This function converts original data scanned by this machine into a file supported by a computer, and uploads it to the FTP server.

This function is useful when usually transferring a file through the FTP server.

A file uploaded to the FTP server can be downloaded from a computer.

4.2 Preparation for FTP Send (for administrators)

4.2.1 Preparation flow

Connecting this machine to the network

- **Checking a LAN cable for connection**
 - **Checking the network settings**
 - Check that an IP address is assigned to this machine.
-



Preparing the environment required to use the FTP TX function

- **Enabling the FTP TX function**
 - You can use this function with the default settings unless otherwise requested.
-



Configuring the machine to suit your environment

- **Registering a frequently used destination**
 - This will save you from having to enter a destination each time you send data.
 - **Using the proxy server**
 - When transferring data via a proxy server in your network environment, configure its setting.
-



Preparation finished

4.2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Checking the environment to use the FTP TX function

Enable the FTP TX function. (You can use this function with the default settings unless otherwise requested.)

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

4.2.3 Option settings

Registering a frequently used destination

Pre-register a frequently-used FTP server as a destination on this machine; it will save having to carry out many steps in order to enter a destination for each transmission.

For details on how to register it, refer to page 10-2.

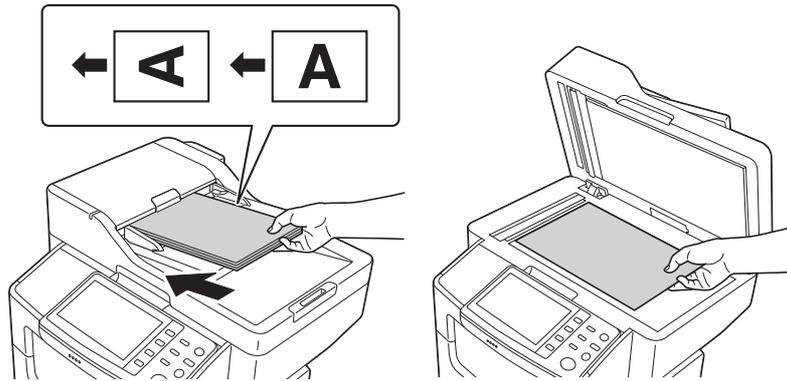
Using the proxy server

When transferring data via a proxy server in your network environment, register a proxy server.

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

4.3 How to send

- 1 Load the original.



- 2 Tap [Scan to Folder].



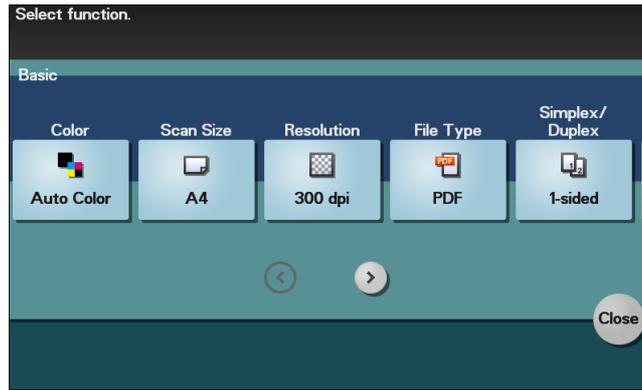
- 3 Specify a destination FTP server.

→ For details on how to specify a destination, refer to page 1-8.

→ You can specify more than one destination to simultaneously perform FTP Send and SMB Send.



- 4 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.



Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.



Related setting

If necessary, you can change the default of the Scan to Folder screen.

To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

4.4 Application functions

4.4.1 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

The Scan to E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

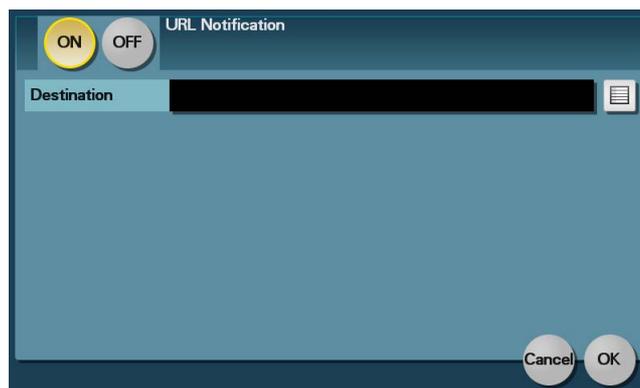
Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

- 1 Load the original.
- 2 Tap [Scan to Folder].
- 3 Specify the destination.
- 4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).
 - The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.
- Sending starts.



Sending to a WebDAV Server (WebDAV Send)

5 Sending to a WebDAV Server (WebDAV Send)

5.1 WebDAV Send function

This function converts original data scanned by this machine into a file supported by a computer, and uploads it to the WebDAV server.

This function is useful when transferring a file through the WebDAV server.

A file uploaded to the WebDAV server can be downloaded from a computer.

5.2 Preparation for WebDAV send (for administrators)

5.2.1 Preparation flow

Connecting this machine to the network

- **Checking a LAN cable for connection**
 - **Checking the network settings**
 - Check that an IP address is assigned to this machine.
-



Preparing the environment required to use the WebDAV Send function

- **Enabling the WebDAV Send function**
 - You can use this function with the default settings unless otherwise requested.
-



Configuring the machine to suit your environment

- **Registering a frequently used destination**
 - This will save you from having to enter a destination each time you send data.
 - **Using the proxy server**
 - When transferring data via a proxy server in your network environment, configure its setting.
 - **Using SSL communication**
 - If a communication with the WebDAV server is encrypted using SSL in your environment, configure its setting.
-



Preparation finished

5.2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Checking the environment to use the WebDAV Send function

Enable the WebDAV Send function. (You can use this function with the default settings unless otherwise requested.)

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

5.2.3 Option settings

Registering a frequently used destination

Pre-register a frequently-used WebDAV server as a destination on this machine; it will save having to carry out many steps in order to enter a destination for each transmission.

For details on how to register it, refer to page 10-2.

Using the proxy server

When transferring data via a proxy server in your network environment, register a proxy server.

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

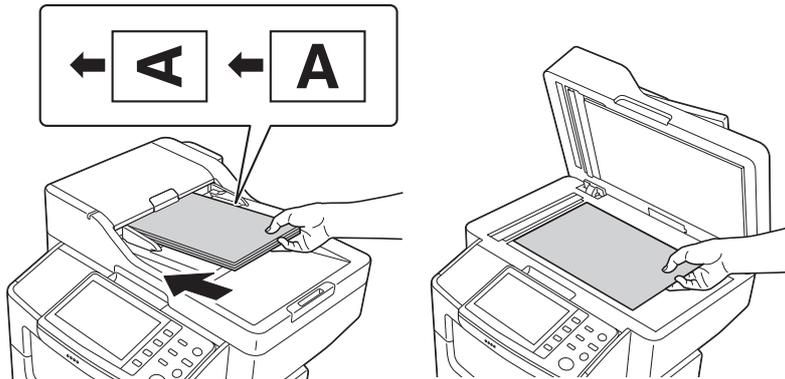
Using SSL communication

If a communication with the WebDAV server is encrypted using SSL in your environment, configure SSL communication settings.

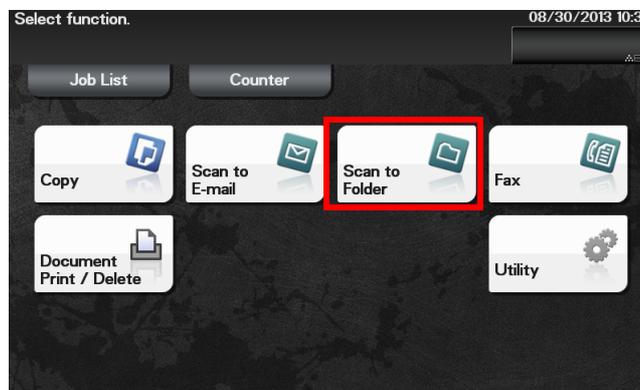
For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

5.3 How to scan

- 1 Load the original.

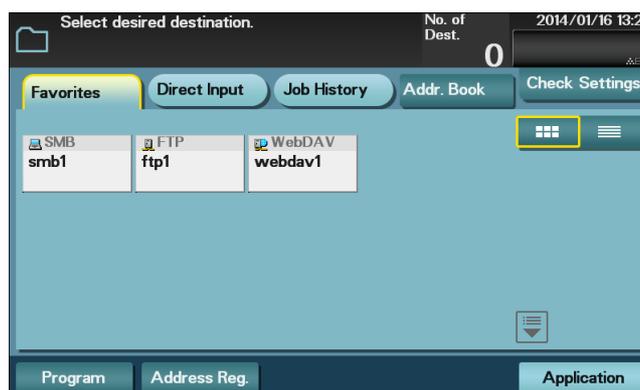


- 2 Tap [Scan to Folder].

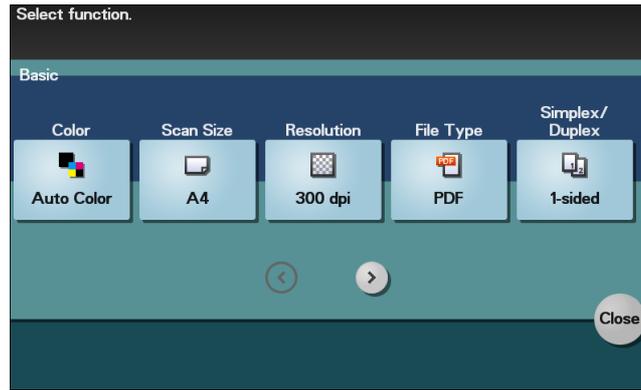


- 3 Specify a destination WebDAV server.

- For details on how to specify a destination, refer to page 1-8.
- You can specify more than one destination to simultaneously perform WebDAV Send and SMB Send.



- 4 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.



Reference

It is convenient to register frequently used destinations in a program. For details on the program, refer to page 1-5.



Related setting

If necessary, you can change the default of the Scan to Folder screen.

To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

5.4 Application functions

5.4.1 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.



Tips

The Scan to E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

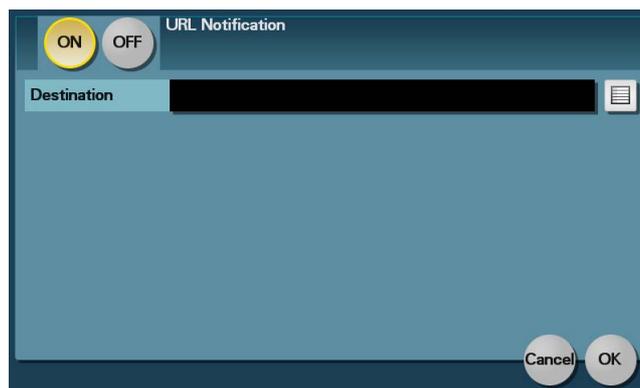
Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

- 1 Load the original.
- 2 Tap [Scan to Folder].
- 3 Specify the destination.
- 4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).
 - The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.
- Sending starts.



6

Saving a File in the HDD of This Machine (Save to HDD)

6 Saving a File in the HDD of This Machine (Save to HDD)

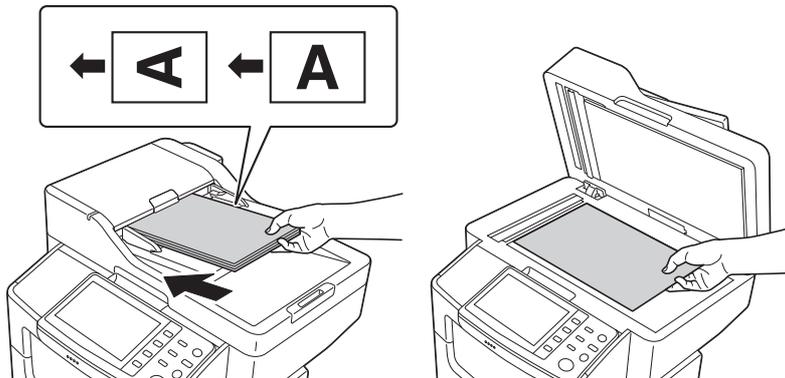
6.1 Save to HDD function

The Save to HDD function is used to save original data scanned by this machine in the HDD on this machine. The original data saved in the HDD can be downloaded via the Web browser on your computer.

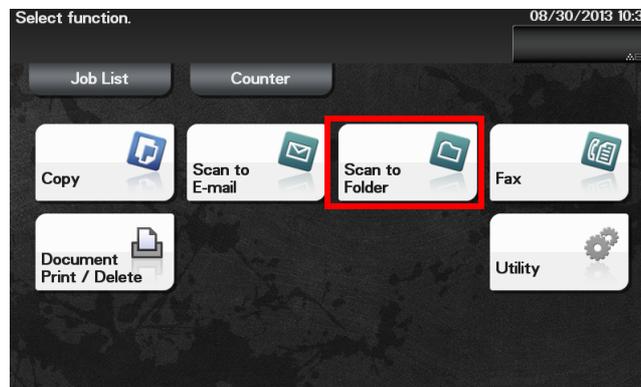
6.2 How to save

✓ Up to 100 files can be saved.

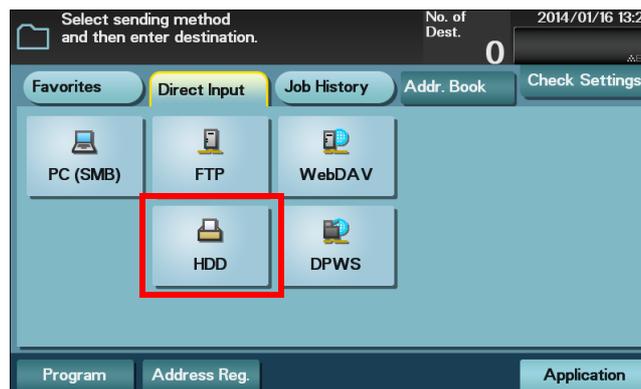
1 Load the original.



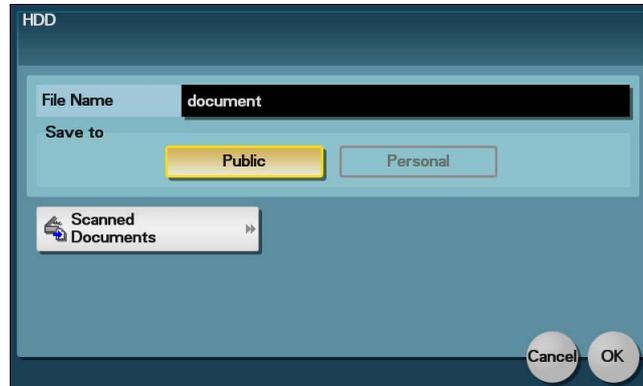
2 Tap [Scan to Folder].



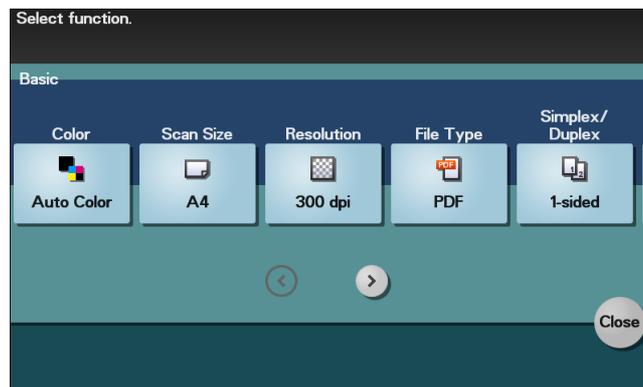
3 Tap [Direct Input] - [HDD].



- 4 Enter the file name of the original you want to save in the HDD, then tap [OK].
- If user authentication is used, and if you are logging in as a registered user, select [Public] (public area in the HDD) or [Personal] (personal area in the HDD) as a destination where to save a file.
 - If user authentication is not employed, you can only select [Public] (public area in the HDD) as a destination to save the file to.
 - When you tap [Scanned Documents], you can check detailed information of files on the HDD or delete a specified file.



- 5 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

- 6 Press the **Start** key.
- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Saving starts.

Related setting

If necessary, you can change the default of the Scan to Folder screen.

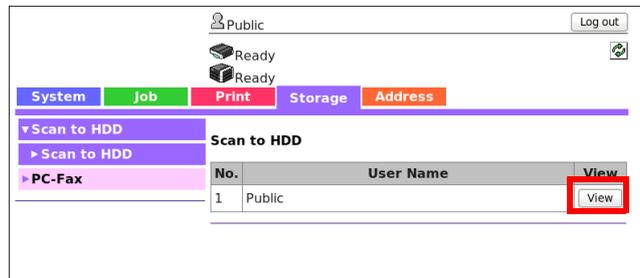
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).

6.3 Using files saved on the HDD

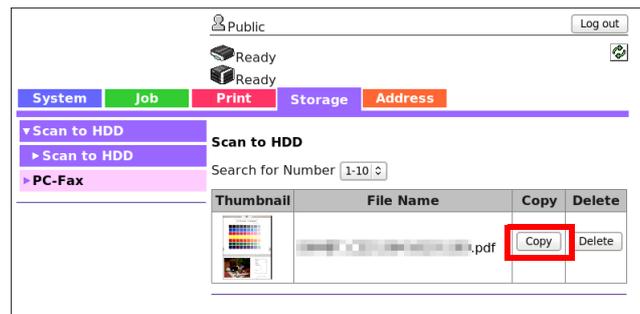
6.3.1 Downloading the file saved on the HDD

Use **Web Connection** to check, download, or delete files in the HDD.

- 1 Access to the **Web Connection** using the Web browser.
 - Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/
- 2 Log in as a public user or registered user.
 - If you log in to the administrator mode, you can view or delete files of all users.
- 3 In the [Storage] tab, click [Scan to HDD].
This displays a list of users who are saving files in the HDD.
- 4 Click [View] in the column of the user who is saving the file to be downloaded in the HDD.
 - If you are logging in to the administrator mode, click [Delete]; you can delete all files of the selected user.



- 5 Click [Copy] in the column of the file to be downloaded.
 - Clicking a thumbnail or file name displays detailed information of the selected file.
 - Click [Delete] to delete the selected file.



This starts downloading the selected file.



Reference

For details on how to use **Web Connection**, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

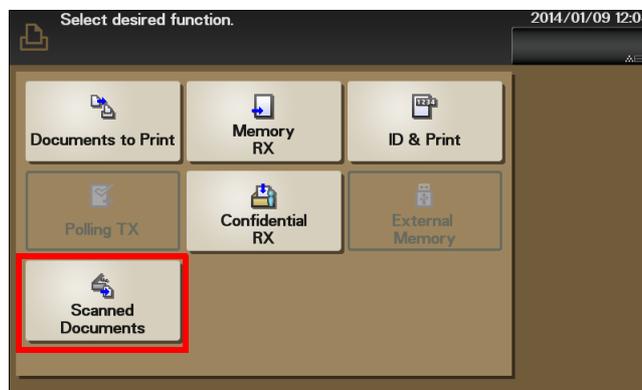
6.3.2 Viewing or deleting the file saved on the HDD

You can view or delete a file in the HDD from the **Control Panel**.

- 1 Tap [Document Print/Delete].



- 2 Tap [Scanned Documents].



- 3 Select a file, then select the desired operation.
 - To view a file, tap [Details].
 - To delete a file, tap [Delete].

6.4 Application functions

6.4.1 Notifying where to save original data by E-mail (URL notification)

URL notification

Send an E-mail, which contains a destination where to save original data, to a specified E-mail address after scan transmission or HDD saving has been completed.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

The Scan to E-mail function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save to HDD.

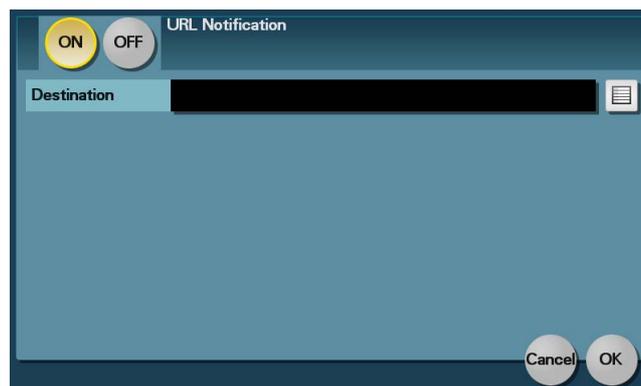
Operations required to use this function (for administrators)

Prepare the E-mail environment.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Operation flow

- 1 Load the original.
- 2 Tap [Scan to Folder].
- 3 Specify the destination.
- 4 Select [Application] - [App], set [URL Notif. Setting] to [ON], then specify an E-mail address to which a destination is notified either by direct input or by selecting from the address book (E-mail Address).
 - The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.



- 5 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.
 - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.
- Sending starts.

7

Saving Data in USB Memory (Save to USB)

7 Saving Data in USB Memory (Save to USB)

7.1 USB memory saving function

The USB memory saving function is used to save original data scanned by this machine in the USB memory device connected to this machine.

7.2 Preparation for saving data to USB memory

USB memory devices that have the following specifications can be connected to this machine.

Item	Requirement
Interface	Compatible with USB Version 1.0/2.0 interface
Format type	Formatted in FAT32
Security	Securities such as data encryption and password lock shall be released, or the security function shall be turned Off.

Note the following points when connecting a USB memory device to this machine.

- Do not disconnect the USB memory device while saving a file to the USB memory or printing a file in the USB memory.
- Do not use a USB device such as a hard disk other than a USB memory device or USB hub.
- When this machine is starting up, do not insert or remove the USB memory device to/from the USB port.
- Do not disconnect the USB memory device directly after connecting it.
- When a USB memory device is installed, do not change the angle of the **Control Panel**. Contact with the **Control Panel** and damage to a USB memory device may be caused depending on the size or shape of the USB memory device.

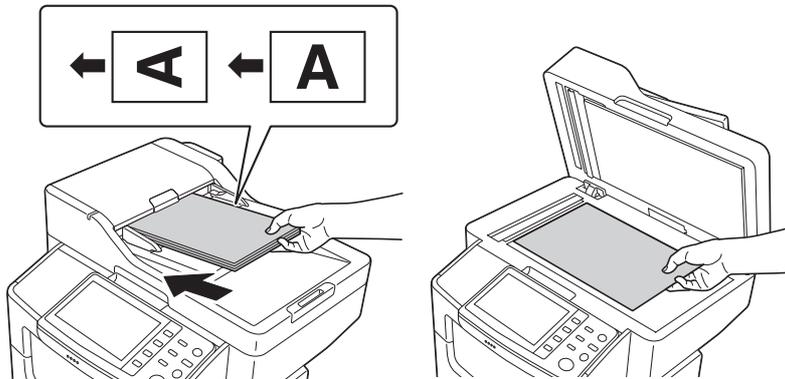
Related setting (for the administrator)

You can select whether or not to permit saving files in the USB memory.

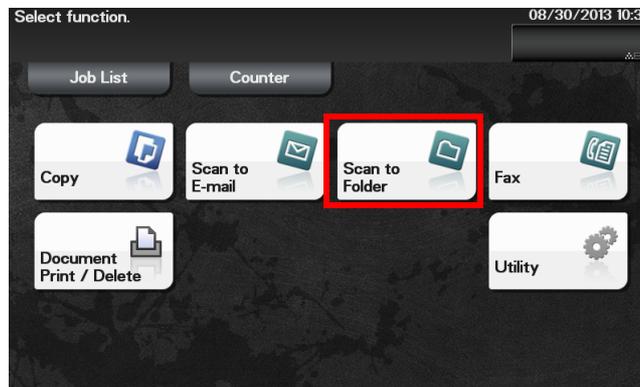
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Folder Settings] - [External Memory Function Settings] - [Restrict Scan to USB] (default: [OFF]).

7.3 How to save

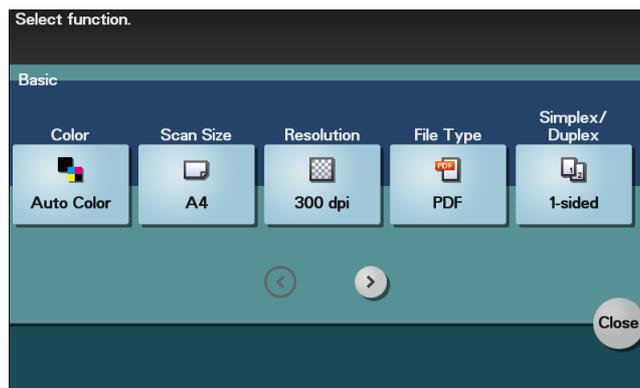
- 1 Connect a USB memory device to the USB port of this machine.
- 2 Load the original.



- 3 Tap [Scan to Folder].



- 4 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 1-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	page 1-12
To specify the method to scan the original	page 1-14
To adjust the image quality or density depending on the contents of the original	page 1-15

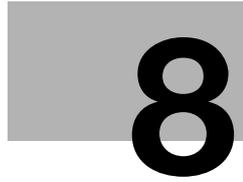
- 5 Tap [Direct Input] - [External Memory].
 - If another destination has already been specified, you cannot select [External Memory].
- 6 Enter the file name of the original you want to save on the USB memory, then tap [Start].

Saving starts.

Related setting

If necessary, you can change the default of the Scan to Folder screen.

To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Scan to Folder Default Tab] (default: [Favorites]).



Sending with Web Service (WS Scan)

8 Sending with Web Service (WS Scan)

8.1 WS Scan function

This function imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer.

This function is supported in an operating system of Windows Vista or later (Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2).

8.2 Preparation for WS Scan

8.2.1 Preparation flow

Connecting this machine to the network

- Checking a LAN cable for connection
 - Checking the network settings
 - Check that an IP address is assigned to this machine.
-



Preparing the environment required to use the WS Scan transmission function

- Enabling the Web service function
 - Check the Web service settings and scanner name.
-



Preparing the environment required to use a computer

- Installing the scanner driver
 - Install a scanner driver used for Web service.
-



Configuring the machine to suit your environment

- Using SSL communication
 - If a communication that uses the Web service is encrypted with SSL in your environment, configure its setting.
-



Preparation finished

8.2.2 Machine side: Operations required to use this function (for administrators)

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Configuring the environment to use the WS Scan transmission function

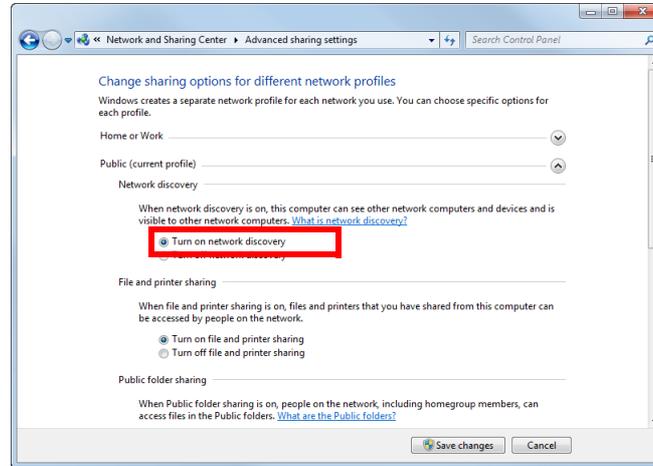
Enable the scan using the Web service. In addition, configure settings used to detect this machine using the Web service, information for this machine as a scanner, and the method to connect to this machine.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

8.2.3 Computer side: Operations required to use this function

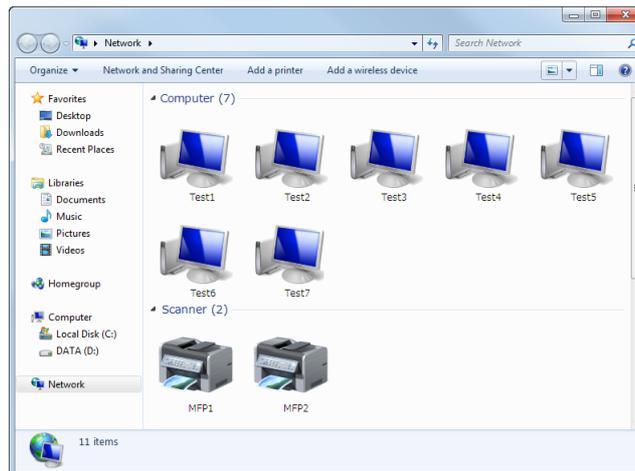
Install a scanner driver required for WS scan transmission in a computer. Then, configure operations to be performed after scan transmission, in the scanner driver. This example shows a procedure for Windows 7.

Before installation, from the Start menu, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings], and check that [Network Discovery] is enabled.



- 1 From the Start menu, click [Computer] - [Network].

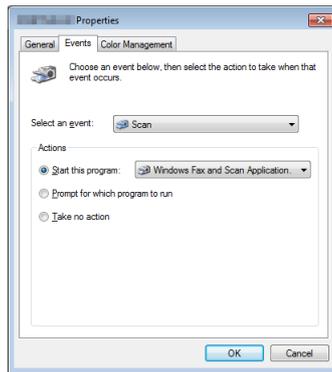
This displays the devices connected to the network.



- 2 Right-click the scanner icon of this machine, and select [Install].
 - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and proceed to the next step.
 - If both of the scan and printer functions are enabled in the Web service settings of this machine, this machine is represented by the printer icon.
 - In Windows 8/8.1/Server 2012/Server 2012 R2, click [Network] - [Add devices and printers] on the toolbar. On the displayed window, select the device name of this machine, then click [Next].

The driver is installed automatically. When the confirmation dialog box appears, click [Close].
- 3 From the Start menu, click [Devices and Printers].
- 4 Right-click the icon of this machine, then click [Scan properties].

- 5 Click the [Events] tab, and specify the operation (how to save original data) of a destination computer at scan transmission (WS Scan).



Settings	Description
[Select an event]	Select [Scan].
[Actions]	<p>Select the operation of a destination computer when performing a scan transmission on this machine.</p> <ul style="list-style-type: none"> • [Start this program]: Starts the application for WS Scan that is installed on a computer selected as a WS Scan destination, and displays the scanned original data in the application window. Select the application to be started from the list. • [Prompt for which program to run]: Displays a list of applications for WS Scan installed on your computer (destination computer) in the screen of the computer that performed a scan transmission. • [Take no action]: Saves original data in the following folder as a file without starting the application. On your computer, select Start - [Documents] - [Scanned Documents].

- 6 If necessary, right-click the icon of this machine, then click [Scan profiles] to change the default scan settings.

→ For details on the scan settings, refer to page 8-8.

- 7 On the **Control Panel** of this machine, tap [Direct Input] - [DPWS] on the Scan to Folder screen, and check that a target computer is displayed.

The settings on the computer are then completed.

8.2.4 Machine side: Option settings (for administrators)

Using SSL communication

If a communication that uses the Web service is encrypted with SSL in your environment, configure SSL communication settings.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

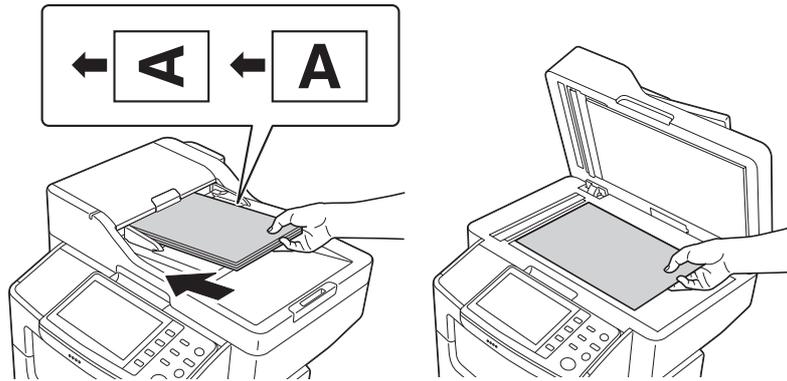


Tips

In Windows 8/8.1, a communication using the Web service cannot be encrypted using SSL.

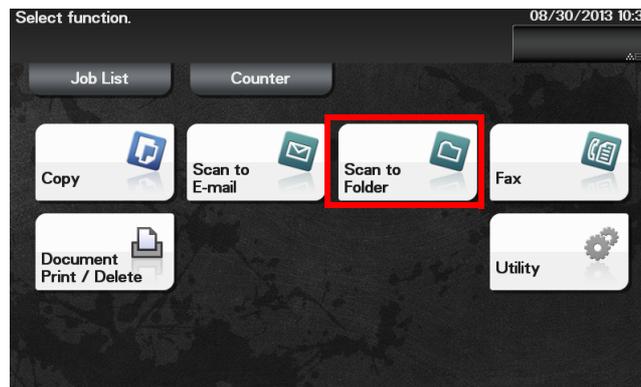
8.3 How to send

- 1 Load the original.



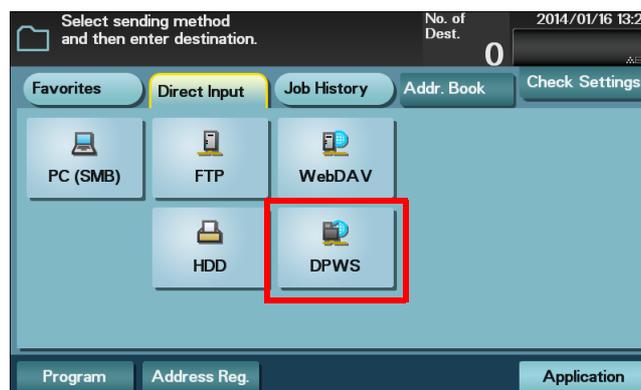
- Load the original when it is specified as the default in [Source] of [Scan profiles]. For details on how to check [Scan profiles], refer to step 6 in "Computer side: Operations required to use this function" (page 8-4).

- 2 Tap [Scan to Folder].



- 3 Select [Direct Input] - [DPWS].

- If another destination has already been specified, you cannot select [DPWS].



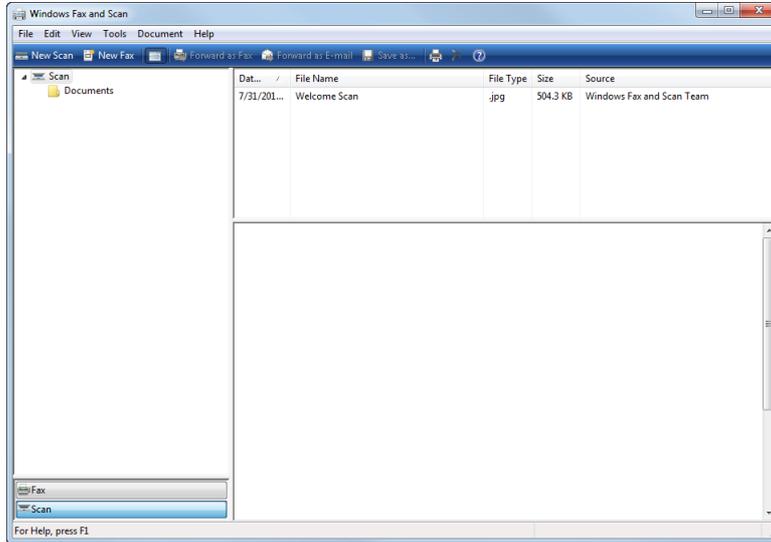
The computers on the network, in which this machine is designated as the Web service scanner, appear as the destinations.

- 4 Select a destination computer, then tap [Start].
 - If you tap the index entry area, you can enter a keyword included in a destination name and search for a destination.
 - Tapping [Details] displays the name and URL of a destination.Sending starts.
- 5 Use the destination computer to handle the application for importing original data or check files saved by a scan transmission.
 - When using a scan transmission from this machine, start the application on a destination computer to import original data, or save original data in a specific folder. For details, refer to page 8-4.

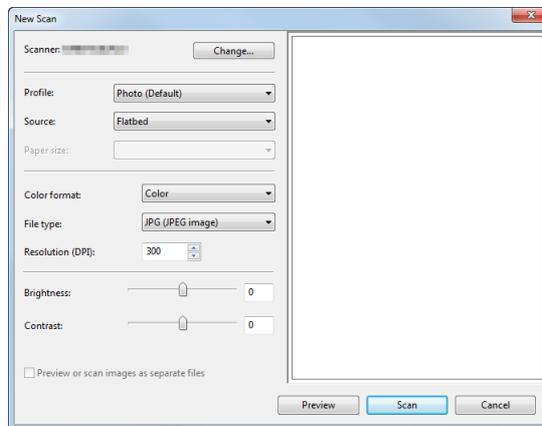
8.4 Importing data from a computer

Operate this machine through the application on a destination computer, and import the scanned original data. The imported original data can be edited or saved in a computer. This section explains an example using Windows 7 and [Windows Fax and Scan] application software.

- 1 From the Start menu, click [All Programs] - [Windows Fax and Scan].



- 2 Click [New Scan].
The [New Scan] dialog box appears.
- 3 Specify the desired items from among the following to fit the original to be scanned.

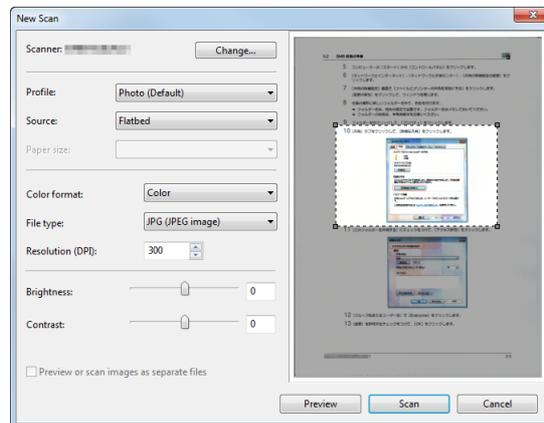


Settings	Description
[Scanner]	Displays the scanner name of this machine. To switch other scanner, click [Change].
[Profile]	Select a profile to fit the original you want to load onto this machine. <ul style="list-style-type: none"> • [Photo]: Select this option to scan an original that consists primarily of photos. • [Documents]: Select this option to scan an original that consists primarily of text. • [Last used settings]: Select this option to scan an original using the previous settings. • [Add profile...]: Select this option to create a new profile other than the options above and add it as an option. Selecting [Add profile...] displays the [Add New Profile] window.

Settings	Description
[Source]	Select the position to set the original. <ul style="list-style-type: none"> [Flatbed]: Select this option to load the original on the Original Glass. By selecting [Flatbed], you can use [Preview], which is a scan function. [Feeder]: Select this option to load the original into the ADF.
[Paper size]	When [Feeder] is selected in [Source], specify the size of the original to be scanned.
[Color format]	Select either [Color] or [Gray Scale] as the color mode to scan originals. The original is scanned in the selected color mode regardless of the original color.
[File type]	Select a file type to save a file. <ul style="list-style-type: none"> [BMP]: Used to save an image file adopted by the "Paint" software supplied with Windows. This type does not support a function that compresses data to be saved, so the file size is larger than JPEG or PNG. [JPG]: Used to save files frequently used with digital cameras, which is available for saving photos. JPEG does not support the saving of multiple pages into one file. [PNG]: Used to save an image file with no quality degradation when compressing a file. Note that some files cannot be displayed in old Web browsers. [TIF]: This is one kind of versatile image formats. This type is available for a multi-page file that provides multiple pages in one file. [XPS]: A file type that is supported in Windows Vista or later.
[Resolution (DPI)]	Specify the resolution at which to scan the original.
[Brightness]	Specify the brightness with which to scan the original. To specify the brightness level, drag the slider, or type in a numerical value.
[Contrast]	Specify the contrast at which to scan the original. To specify the contrast level, drag the slider, or type in a numerical value.

4 Click [Scan].

- If you select [Flatbed] in [Source], click [Preview] before saving data as a file, and check the image of the scanned original.
If necessary, trim a displayed image, or adjust [Brightness], [Contrast], or [Resolution (DPI)]. After checking the scanned original, click [Scan].



The original is scanned, and displayed in the application window of [Windows Fax and Scan].



Importing Images by TWAIN/WIA Scan

9 Importing Images by TWAIN/WIA Scan

9.1 TWAIN/WIA scan function

Operate this machine through various TWAIN/WIA-compliant applications, and import the scanned original data.

The imported original data can be edited or saved in a computer.

9.2 Preparation for TWAIN/WIA scanning

9.2.1 Machine side: Operations required to use this function (for administrators)

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to [Quick Start Guide].

9.2.2 Computer side: Operations required to use this function

Operating environment of computer

In Windows:

Item	Specifications
Supported operating systems	Windows Vista/7/8/8.1/Server 2003/Server 2008 (32 bit) Windows Vista/7/8/8.1/Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2 (64 bit) * For the latest information such as the service pack, refer to Readme.
CPU	Any processor of the same or higher specifications as recommended for your operating system
Memory	Memory capacity as recommended for your operating system

In Mac OS:

Item	Specifications
Supported operating systems	Mac OS X (10.3.9, 10.4.x, 10.5.x, 10.6.x, 10.7.x, 10.8.x, 10.9.x)
CPU	PowerPC, Intel Processor
Memory	Memory capacity as recommended for your operating system

Installing the scanner driver (Windows)

Install the scanner driver from the CD-ROM supplied with this machine to a computer.

- ✓ Administrator privileges are required to perform this task.
- ✓ Use the **Driver & Utilities CD-ROM**.

- 1 Insert the CD-ROM for the scanner driver into the CD-ROM drive of the computer.
 - Make sure that the installer starts, then proceed to Step 2.
 - If the installer does not start, open the scanner driver folder on the CD-ROM, double-click [Auto-Run.exe], then proceed to Step 3.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 2 Click [Scanner].
The scanner driver installer starts.

- 3 Click [Next].
- 4 Read the license agreement, select [I accept the terms of the license agreement], then click [Next].
- 5 Select this machine from the device list, then click [OK].
 - If this machine is not found in the device list, click [Update] or select [Specify IP address], then enter the IP address of this machine.
- 6 Click [Finish].

Installation of the scanner driver is then completed.

Installing the scanner driver (Mac OS)

Install the scanner driver from the CD-ROM supplied with this machine to a computer.

- ✓ Administrator privileges are required to perform this task.
 - ✓ Use the **Driver & Utilities CD-ROM**.
- 1 Insert the CD-ROM for the scanner driver into the CD-ROM drive of the computer.
 - 2 Double-click the CD icon shown on the desktop, then double-click the pkg file in the [Drivers] - [Mac] - [Scanner] folder.

The scanner driver installer starts.
 - 3 Click [Continue].
 - 4 Click [Continue].
 - 5 Read the license agreement, then click [Continue].
 - 6 Click [Agree].
 - 7 Click [Install] in the standard installation or easy installation window.
 - If the authentication window appears, enter the name and password of the computer administrator.
 - 8 Then, click [OK] or [Install Software].
 - 9 Click [Close].

Installation of the scanner driver is then completed.

Network Utility setting

The **Network Utility** is used to specify the IP address when using the scanner connected to the network. The **Network Utility** is installed on the computer at the same time as the scanner driver is installed.

If you do not specify the IP address when installing the scanner driver, or if you change the IP address of this machine after installing the scanner driver, specify the IP address using **Network Utility**.

- 1 Start **Network Utility**.
 - In a Windows environment, open the Start menu, click [All Programs] (or [Programs]) - [KONICA MINOLTA] - Model name of this machine - [Scanner], then start **Network Utility**.
 - In a Mac OS environment, open [Library] - [Applications Support] - [KONICA MINOLTA] in [Macintosh HD] (hard disk of the system), click the folder which has the model name of this machine, then start **Network Utility**.
 - If it is necessary to specify the IP address when using TWAIN scanning, **Network Utility** starts when you attempt to start the scanner driver from the application software.
- 2 Select this machine from the device list, then click [OK].
 - If this machine is not found in the device list, click [Update] or select [Specify IP address], then enter the IP address of this machine.

9.3 TWAIN scanning

Use a computer to perform scanning. The scanned image data is displayed in the window of the application software compatible with the TWAIN driver.

- 1 Load the original on this machine.
After loading the original, go to the front of the computer to perform TWAIN scanning.
- 2 Start the TWAIN-compliant application to import scanned data.
- 3 Follow the application software setting to start the scanner driver.
→ If a message indicating that the scanner is not available because the IP address is not specified appears, you need to specify the IP address using **Network Utility**. For details, refer to page 9-4.
- 4 If the original is loaded into the **Original Glass**, click [Prescan] to import the original to the preview area.
→ If the original is loaded into the **ADF**, [Prescan] is not available. Go to Step 5.
- 5 Configure scan settings.
→ [Basic Mode] setting items

Settings	Description
[Scan Objective]	Select the document type.
[Scan Type]	Specify the type of image to be scanned. Select the desired one from full color, gray, or black and white.
[Resolution]	Select the resolution at which to scan the original.
[Auto Color Adjustment]	Specify whether or not to automatically adjust the color.
[Auto Deskew]	Specify whether or not to automatically adjust the inclination of the original.
[Paper source]	Select whether or not to load the original on the original glass (flatbed) or ADF. When using the ADF to scan the original, select 1-sided or 2-sided.
[Original Size]	Specify the size of the original.
[Rotation]	Specify the orientation of the image to be scanned. Selecting the [Rotate back side] check box rotates the back side 180 degrees to scan the original (this setting is available when [Paper source] is set to [ADF (2-sided)]).
[Image size]	Displays the data size of the image to be scanned.
Clear icon	Clears the preview image.
[Before] / [After] (RGB)	If you move the cursor on the preview image, the image at the cursor position is displayed with the tone before and after the adjustment.
[Width] / [Height]	Displays the width and height of the selected range in the preview area.

→ [Advanced Mode] setting items

Settings	Description
[Paper source]	Select whether or not to load the original on the original glass (flatbed) or ADF. When using the ADF to scan the original, select 1-sided or 2-sided.
[Original Size]	Specify the size of the original.
[Scan Type]	Specify the type of image to be scanned. Select the desired one from full color, gray, or black and white.
[Resolution]	Select the resolution at which to scan the original.
[Scale]	Specify the enlargement or reduction ratio. This setting is not supported when [Resolution] is 1200 dpi × 1200 dpi or higher.

Settings	Description
[Scanning Mode]	Select the scan mode. <ul style="list-style-type: none"> [Auto]: Automatically adjusts a light image to a dark one and a dark image to a light one for a preview image. [Manual]: Manually adjusts settings using the Brightness/Contrast, Filter, Curve, Level, Color Balance, Hue/Saturation tab.
[Image size]	Displays the data size of the image to be scanned.
[Rotation]	Specify the orientation of the image to be scanned. Selecting the [Rotate back side] check box rotates the back side 180 degrees to scan the original (this setting is available when [Paper source] is set to [ADF (2-sided)]).
[Auto Deskew]	Specify whether or not to automatically adjust the inclination of the original.
Auto Crop icon	Click this icon to automatically detect the position of the original displayed in the preview area and draw a crop frame that fits the original.
Zoom Prescan icon	Click this icon to rescan the selected range in the preview area and display it in the entire preview area.
Mirror Image icon	Click this icon to reverse the left and right sides of the preview image.
Gradation Reverse icon	Click this icon to reverse the color of the preview image.
Clear icon	Clears the preview image.
[Before] / [After] (RGB)	If you move the cursor on the preview image, the image at the cursor position is displayed with the tone before and after the adjustment.
[Width] / [Height]	Displays the width and height of the selected range in the preview area.
[Save]	Click this button to save the current setting as a configuration file (dat file).
[Load]	Click this button to scan the saved configuration file (dat file).
[Default]	Click this button to restore all settings to the defaults.

6 Click [Scan].

The desired image is imported to the application software.

9.4 WIA scanning

Use a computer to perform scanning. The scanned image data is displayed in the window of the application software compatible with the WIA driver.

- 1 Load the original on this machine.
After loading the original, go to the front of the computer to perform WIA scanning.
- 2 Start the WIA-compliant application to import scanned data.
- 3 Follow the application software setting to start the scanner driver.
- 4 Configure a scan setting, then click [Preview].

Settings	Description
[Paper source]	Select whether or not to load the original on the original glass (flatbed) or ADF (document feeder).
[Color Picture]	Select this option to scan the original in color mode.
[Grayscale picture]	Select this option to scan the original in gray scale mode.
[Black and white picture or text]	Select this option to scan the original in black and white mode.
[Custom Settings]	Select this option to use the setting values in the Detailed Properties window.
[About the quality of the scanned pictures]	Specify the brightness, contrast, resolution, and image type in the Detailed Properties window. The contents specified in the Detailed Properties window are used as custom settings.
[Page size]	Specify the size of the original. This option is available when [Document Feeder] is selected in [Paper source].

- 5 While checking the preview image, specify the scanning area or adjust the color tone.
- 6 Click [Scan].
The desired image is imported to the application software.

9.5 Uninstalling the scanner driver

In Windows:

If the printer driver was installed using the installer, the uninstallation function for the printer driver is also installed.

✓ Administrator privileges are required to perform this task.

1 Start the uninstallation program.

- From the Start menu, click [All Programs] (or [Programs]) - [KONICA MINOLTA] - model name of this machine - [Scanner] - [Uninstall].
- In Windows 8.1, click [⏵] in the Start window, select [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.
- In Windows 8, right-click the Start window, select [All apps] - [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.
- In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Programs] - [Uninstall a program]. Double-click the driver to be uninstalled in the list.

2 Follow the subsequent on-screen instructions.

3 If the dialog box prompting to restart the computer appears, click [OK].

Uninstallation of the scanner driver is then completed.

In Mac OS:

1 In [Macintosh HD] (HDD of the system), open [Library] - [Applications Support] - [KONICA MINOLTA], then double-click the uninstallation program in the folder of this machine.

2 Click [Uninstallation].

3 Follow the subsequent on-screen instructions.

4 If a message indicating that the uninstallation of the scanner driver has been completed appears, click [OK].

Uninstallation of the scanner driver is then completed.

10

Registering Frequently Used Destinations (Address Book)

10 Registering Frequently Used Destinations (Address Book)

10.1 Address Book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data. A destination registered on this machine is called an Address Book.

Up to 2,000 address books can be registered. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.



Related setting (for the administrator)

You can select whether or not to allow the user to register or change destinations.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.] (default: [Allow]).



Reference

Address books can also be registered using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

10.2 Registering an address book

10.2.1 Registering an address book in Utility

Registering E-mail addresses

Register destination E-mail addresses.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [E-mail] - [New].
- 2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[E-mail]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes). Tapping [Details] displays the full text of the E-mail address.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

Registering an SMB destination

Register a destination computer name (host name) or IP address. Also register a folder for saving a file or information for accessing a folder.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [SMB] - [New].
- 2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination computer.

Settings	Description
[Host Name]	Enter the computer name (host name) or IP address of the destination computer (using up to 253 bytes). <ul style="list-style-type: none"> • Example of computer name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the shared folder name of the computer specified in [Host Name] (using up to 255 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between folder names. <ul style="list-style-type: none"> • Entry example: "scan\document" Tapping [Details] displays the full text of the file path.
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes). <ul style="list-style-type: none"> • For workgroup user, only type in the user name. Entry example: "User01" • For domain user, type in user-name@domain-name. Entry example: "User01@abc.local"
[Password]	Enter the password (using up to 127 bytes).
[Reference]	Detect the target computer on the network, then select the shared folder. Information of the selected folder is registered.


Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

Registering an FTP destination

Register the host name or IP address of the destination FTP server.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [FTP] - [New].
- 2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination FTP server.

Settings	Description
[Host Name]	Enter the host name or IP address of the destination FTP server (using up to 253 bytes). <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the name of the storage folder in the FTP server specified in [Host Name] (using up to 127 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> • Entry example: "scan/document" When the file path is not specified, only enter the "/". <ul style="list-style-type: none"> • Entry example: "/" Tapping [Details] displays the full text of the file path.
[User ID]	If authentication is required in the destination FTP server, enter the available user name to log in (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Settings]	Configure settings to establish communications with the FTP server. <ul style="list-style-type: none"> • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default. • [Pasv]: When the PASV mode is used in your environment, select [ON]. [ON] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default.


Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

Registering a WebDAV destination

Register the host name or IP address of the destination WebDAV server.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [WebDAV] - [New].
- 2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination WebDAV server.

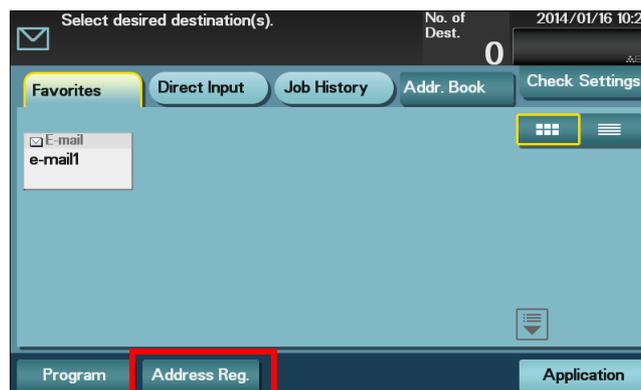
Settings	Description
[Host Name]	Enter the host name or IP address of the destination WebDAV server (using up to 253 bytes). <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the name of the storage folder in the WebDAV server specified in [Host Name] (using up to 142 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> • Entry example: "scan/document" Tapping [Details] displays the full text of the file path.
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Settings]	Configure settings to establish communications with the WebDAV server. <ul style="list-style-type: none"> • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default. • [SSL Setting]: When SSL is used in your environment, select [ON]. [OFF] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

10.2.2 Registering information on the main screen in Scan TX mode

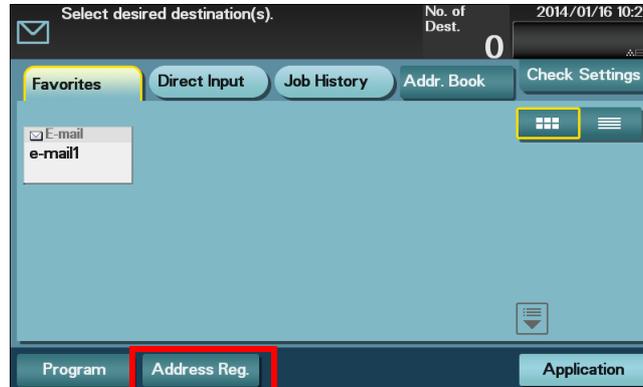
- 1 Tap [Scan to E-mail] or [Scan to Folder].
- 2 Tap [Address Reg.]



- 3 Tap [Input New Address], then tap the type of the destination you want to register.
- 4 Enter destination information, then tap [Register].
 - The registered information is the same as that to be registered from the Utility. For details, refer to page 10-3.

10.3 Registering directly entered destinations in address book

- 1 Tap [Scan to E-mail] or [Scan to Folder].
- 2 Tap [Direct Input], select the destination type, then enter the destination.
- 3 After entering the destination, tap [Address Reg.]



- 4 Tap the destination you want to register in the address book.
 - Tap [Input New Address] to register the new address, which is not yet entered. For details on how to register, refer to page 10-6.
- 5 Enter the registration name for the destination.

Settings	Description
[Address Type]	Displays the type of the destination you selected in Step 4.
[Name]	Enter the destination name (using up to 72 characters).
[Favorites]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorites], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Address]	The destination that is specified by direct input is displayed.

- 6 Tap [Register], then [Close].

When a fax transmission to the destination which is specified by direct input is complete, tap [Addr. Book] and check that the destination is registered.

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Fax Functions



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Fax Function

1 Fax Function

The Fax is a communication function that uses a telephone line to send scanned originals (paper) or to receive data sent from remote machines. This machine has various features for fax operations, including those enabling the user to change scan settings according to the original and to save incoming faxes in memory.

The following describes precautions that should be observed when using fax functions.

- To use the fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.
- This machine can be connected to the following types of telephone lines.
 - Public switch telephone network (including fax communication line)
 - PBX (Private Branch Exchange, 2-wire)
- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- The call waiting function cannot be used simultaneously.
- If a dedicated digital line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.
- Communication errors may occur on rare occasions due to factory default settings. This is because the multiplex device limits the frequency band of the line to the utmost limit based on the assumption that the line is intended for voice communication. Also, these restrictions differ depending on the devices that are connected to the network. For details, contact your network administrator.



Preparation for Fax Function (For Administrators)

2 Preparation for Fax Function (For Administrators)

2.1 Preparation flow

Connecting this machine to a telephone line

- **Checking the modular cable connection**
 - **Specifying the type of telephone line**
 - The dialing method must be correctly specified to ensure communication can take place.
 - **Configuring connection setting for a Private Branch Exchange (PBX) environment**
 - When you use this machine in a Private Branch Exchange (PBX) environment, register an outside line number.
-



Setting up an environment to send and receive faxes

- **Selecting a receiving method**
 - Select Auto RX or Manual RX according to your environment.
 - **Registering sender information**
 - Register the machine name, your company name (sender name), and the fax number of this machine that are to be printed on all pages of a fax.
 - **Setting the date and time for the machine**
 - Set the date and time on this machine to be printed on sent and received faxes.
-



Configuring the machine to suit your environment

- **Registering frequently used fax numbers**
 - This will save you from having to enter a destination each time you send data.
 - **Using an LDAP server to specify addresses**
 - When the LDAP server or Active Directory is used, you can search for a destination on the server.
-



Preparation finished

2.2 Operations required to use this function



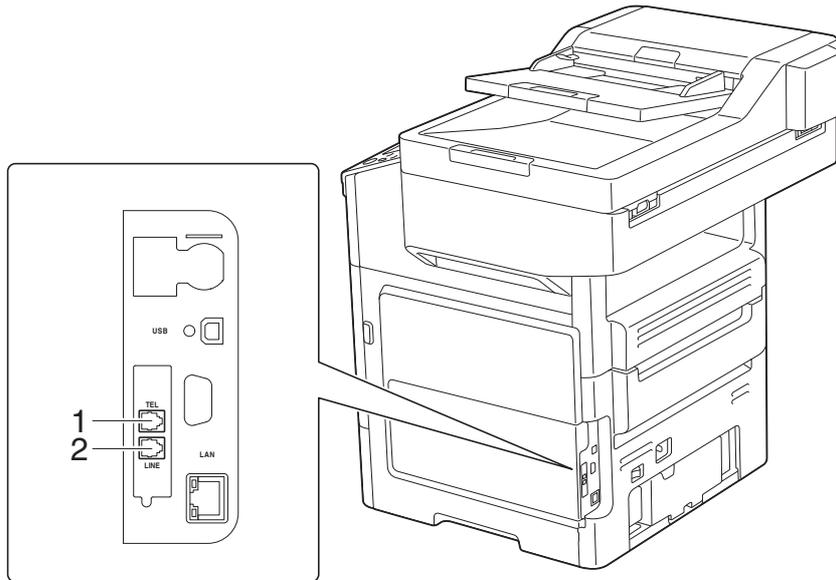
Reference

For details on how to set up the fax environment, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Checking the modular cable connection

Check that a modular cable is connected between the LINE port and the relevant telephone line.

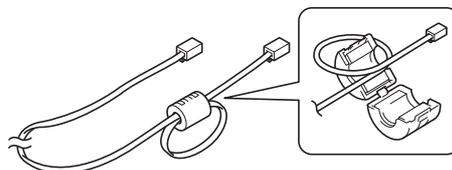
Use the TEL port to connect a telephone cord.



No.	Name
1	TEL (telephone) Jack
2	LINE (telephone line) Jack

Telephone cable

- Connect a telephone cable with a ferrite core to the **LINE (telephone line) Jack** of this machine. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the telecommunication port.) In addition, connect a telephone cable with a ferrite core to the **TEL (telephone) Jack**. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the port for connecting a telephone.)
- If there is no ferrite core attached to the cable, radio wave reception failures for radios and televisions may occur.
- Follow the instructions shown below to attach a ferrite core.
 - Loop the cable through the ferrite core once.
 - Ensure that the cable is not pinched by the ferrite core.
 - Attach the ferrite core 20 mm (+/- 5 mm) away from the connector.



Specifying the type of telephone line

Specify the type (dialing method) of telephone line to which this machine is to be connected. The dialing method must be correctly specified to ensure communication can take place.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Dialing Method]

Preparing to use the machine in a Private Branch Exchange (PBX) environment

When you use this machine in a PBX environment, register an outside line number.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [PBX Connection Settings]

Selecting a receiving method

Methods of receiving faxes include the following: This machine receives faxes automatically, and the user receives faxes manually. Set the receiving method to suit your environment.

- It will be convenient to set this machine to automatically receive faxes if the line is dedicated for faxing. For details, refer to page 5-2.
- If you are using this machine primarily as a phone and if you always prefer to receive faxes manually, it will be convenient to have the Manual RX settings configured beforehand. If necessary, you can instruct the machine to receive faxes through a telephone. For details, refer to page 5-3.

Registering sender information

Register the name of this machine and the company name (sender name) as well as the fax number of the machine.

The information you registered is added to faxes to be sent and output to faxes as a sender record when being printed on receiving machines.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Header Information]

Setting the date and time for the machine

Set the date and time in this machine to have them printed on sent and received faxes. The date and time you set will be the reference time for the Timer TX that enables communication to take place at a preset time.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Date & Time Settings]



Reference

If an NTP (Network Time Protocol) server is used to set the time, the date and time on this machine can be adjusted automatically. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

2.3 Option settings

Registering frequently used fax numbers

Registering a frequently used fax numbers on this machine will save you from having to enter them each time you send a fax.

For details on how to register it, refer to page 8-3.

Using an LDAP server to specify addresses

When an LDAP server or Active Directory is used for user management purposes, you can search for or specify fax numbers using the server. To use the LDAP server to specify a destination, you must register the server on this machine.

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].



Reference

For details on how to search using the LDAP server, refer to page 3-11.

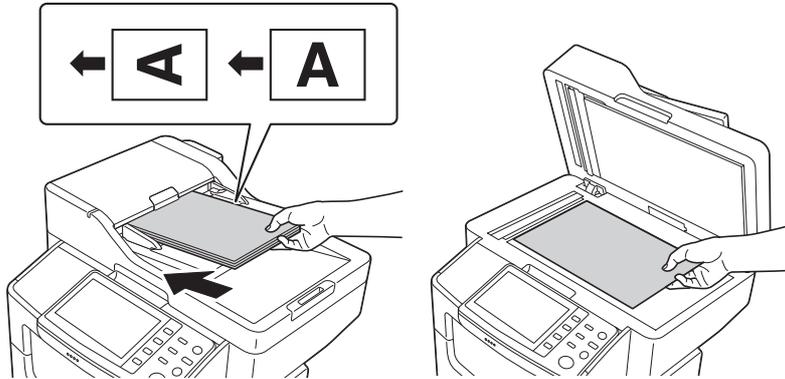
3

How to Send

3 How to Send

3.1 Sending (basic operation flow)

- 1 Load the original.



- 2 Tap [Fax].



- 3 Enter a fax number.

- For details on how to specify a destination, refer to page 3-9.
- Fax broadcasting can be performed by specifying multiple destinations.



- 4 Tap [Application], then configure fax option settings.



- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 3-12.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as original size and resolution	page 3-12
To specify the method to scan the original	page 3-12
To adjust the image quality or density depending on the contents of the original	page 3-13

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.

Tips

Sender Information is automatically added to a fax to be sent.

Related setting

- You can change the defaults of fax sending options to suit your environment.
To configure settings: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Fax Settings]
- If necessary, you can change the default of the Fax screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Fax Default Tab] (default: [Favorites])

3.2 Checking the recipient status before sending (manual transmission)

Manual transmission

Manual transmission lets the sender to check the recipient status by communicating with the recipient or checking signal sounds to ensure that the recipient is ready to receive a fax.

Use this function to ensure faxes are sent to the receiving machines when they are ready to receive them.

Tips

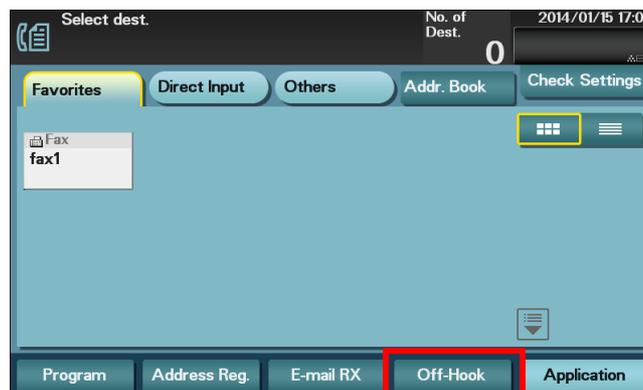
Manual transmission is not available if the Confirm Address function is enabled.

Faxing manually

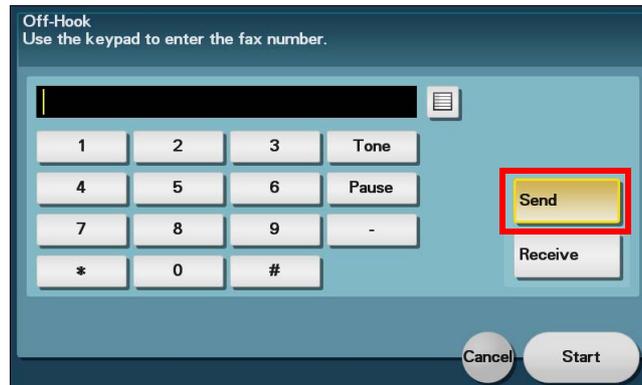
- 1 Load the original.
- 2 Tap [Fax].
- 3 Tap [Application], then configure fax option settings.
 - Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 3-12.
 - For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as original size and resolution	page 3-12
To specify the method to scan the original	page 3-12
To adjust the image quality or density depending on the contents of the original	page 3-13

- 4 Tap [Off-Hook].
 - If you are using a phone, pick up the handset.



- 5 Check that [Send] is selected and specify a fax number.
- To specify a fax number, directly enter a target number, or specify a desired number from the registered destinations. For details on how to specify a destination, refer to page 3-9.
 - To redo operations for specifying destinations or option settings, press the **Reset** key.



- 6 As signal sounds are heard, tap [Start] or press the **Start** key.
- Sending starts. If you are using a phone, replace the handset.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

3.3 Recalling a program for sending

Program

Program is a function used to register a combination of frequently used option settings and destination information as a recall key.

When you register a program, you can recall a combination of option settings and destination information with a single key action on the main screen.

Registering a program

You can register up to 400 programs.

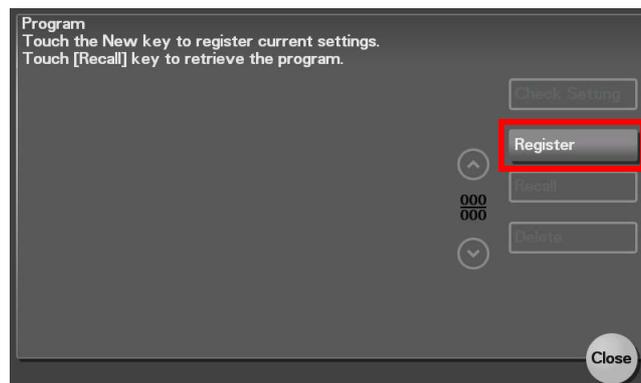
If 400 programs have already been registered, delete unnecessary programs before registering a new program.

- ✓ To register a program, you must register the address book in advance. For details on how to register a destination, refer to page 8-3.

- 1 Tap [Fax].
- 2 Tap [Application], then configure fax option settings.
→ The settings configured here are registered as a program.
- 3 Tap [Program].



- 4 Tap [Register].



- 5 Enter the program name and destination, then tap [OK].

Settings	Description
[Name]	Enter the program name (using up to 72 bytes).
[Dest.]	Select the desired destination from Address Book or Group registered in this machine. Only one destination can be specified.



Reference

You can also use **Web Connection** to register a program. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].



Related setting (for the administrator)

The shortcut key for a registered program can be arranged on the main menu.

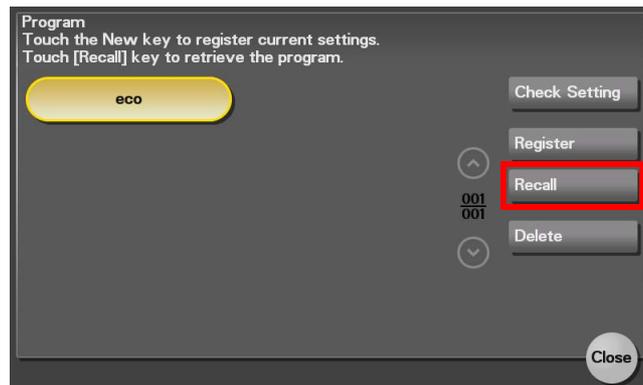
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

Recalling a program for sending

- 1 Load the original.
- 2 Tap [Fax].
- 3 Tap [Program].



- 4 Select the program you want to recall, and tap [Recall].
The registered content of the program is applied.



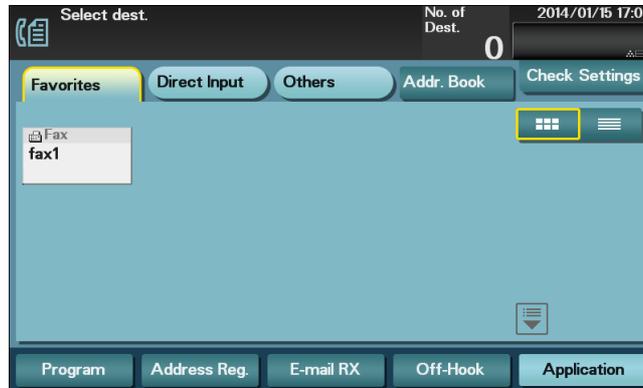
- When you tap [Check Setting], you can view the registered content of the selected program.
- Tap [Delete] to delete the selected program.

- 5 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press the **Reset** key. Sending starts.

3.4 Specifying a destination

Selecting a destination from Favorites

Select a destination registered on this machine. Tapping [Favorites] displays the destinations registered in Favorites. You can send data by broadcast transmission if you select multiple destinations.



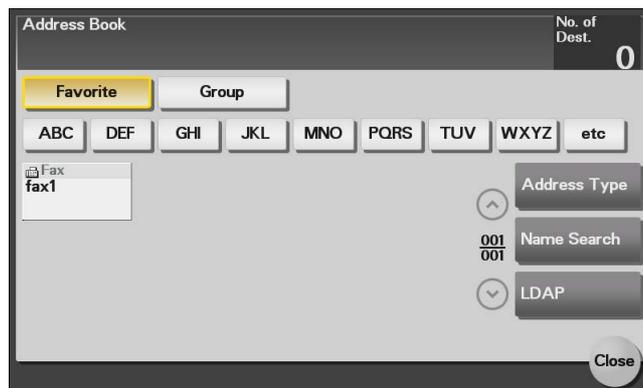
Item	Description
	Switches the destination list to the button or list view.
	Enlarges or reduces the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.
Scroll keys	Scrolls the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.

Reference

For details on how to register a fax destination, refer to page 8-3.

Selecting a destination from Address Book

Tapping [Addr. Book] displays the address book. From the address book, select a destination registered on this machine. You can send data by broadcast transmission if you select multiple destinations.



Specify the index or address type assigned to the registered destination to narrow down the destinations to be displayed in the address book.

Item	Description
[Favorites]	Displays the destinations registered in Favorites when registering a destination.
[Group]	Displays group destinations.

Item	Description
[Address Type]	Narrow down destinations by the type of the registered destination.
[Name Search]	Searches for the specified destination using its registration name.
[LDAP]	When the LDAP server or Windows Server Active Directory is used, you can search for and select a fax number from the server. For details, refer to page 3-11.



Reference

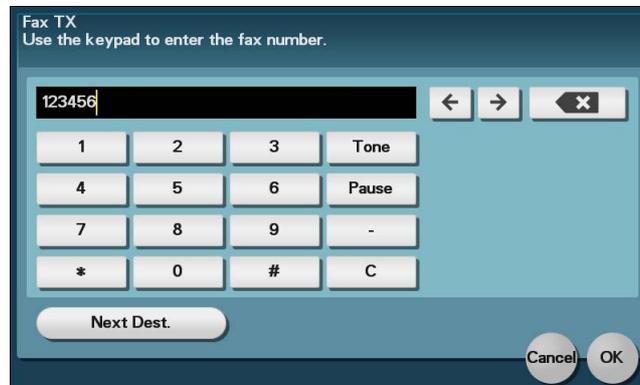
For details on how to register a destination, refer to page 8-3.

A group destination can be registered in [Utility] of **Control Panel** or **Web Connection**. For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Directly entering data

Select [Direct Input], tap [Fax], then enter a fax number.

When specifying multiple destinations, tap [Next Dest.] to add up to 100 destinations.



Reference

You can register the destination that you have entered directly into the address book. For details, refer to page 8-5.



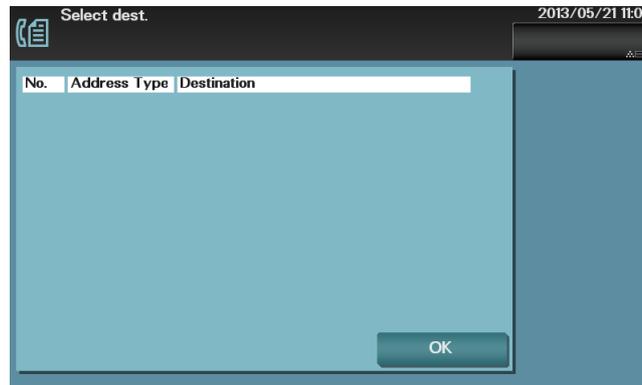
Related setting (for the administrator)

- You can select whether or not to have the user enter a fax number twice when a fax number is directly entered. This is convenient to prevent a fax from being sent to an incorrect destination.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Confirm Addr (TX)] (default: [OFF])
- You can specify whether or not to allow the user to directly enter a destination.
To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input] (default: [Allow])

Selecting a destination from the history

Tap [Others] - [Job History] to select a destination from the transmission history.

The history shows the latest five destinations. If necessary, multiple destinations can be selected from the history.



Tips

If a registered destination is edited or the Main Power Switch is turned off and on, history information is deleted.

Searching for a fax number from the LDAP server

When the LDAP server or Windows Server Active Directory is used, you can search for and select a fax number from the server.

- ✓ The server must be registered in advance. The registration procedure is explained using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

- 1 Select [Addr. Book] - [LDAP], then tap [Address Search (LDAP)] or [Adv. Search (LDAP)].
- 2 Enter the keyword, then tap [Search].
 - [Address Search (LDAP)] is performed using a single keyword.
 - [Adv. Search (LDAP)] is performed using a combination of keywords for each category.
- 3 Select the destination from the search result.
 - If you tap [Fax], the search results of which no fax numbers are registered will be grayed out.
 - If you tap [Register], you can add the searched destination to the address book.
 - If you tap [Details], you can view detailed information of the searched destination.

3.5 Option settings for fax TX

3.5.1 Basic option settings

Specifying the size of the original to be scanned ([Scan Size])

To display: [Application] - [Basic] - [Scan Size]

Select the size of the original to be scanned.

Specifying the resolution to scan the original ([Resolution])

To display: [Application] - [Basic] - [Resolution]

Select a resolution at which to scan the original.

Scanning both sides of an original ([Simplex/Duplex])

To display: [Application] - [Basic] - [Simplex/Duplex]

Select the surface of the original to be scanned.

Settings	Description
[1-sided]	Tap this button to scan a single side of original.
[2-sided]	Tap this button to scan both sides of the original.

3.5.2 Specifying the method to scan the original

Scanning a long original ([Long Original])

To display: [Application] - [Original] - [Original Settings] - [Long Original]

Select this option to load an original of which the feeding direction is longer than the standard size (legal). You can send an original that has up to 39-3/8 inches (1000 mm) in length.

Specifying a binding position ([Binding Position])

To display: [Application] - [Original] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to prevent the binding positions from being reversed between the front and rear faces.

Settings	Description
[Auto]	Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long edge of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short edge of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and **Original Glass** to scan the originals.

- 1 Load the original.

NOTICE

*Do not load more than 50 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

- 2 Tap [Application] - [Original] - [Separate Scan], then set to [ON].
- 3 Press the **Start** key.
The original is scanned.
- 4 Load the next original, then press the **Start** key.
→ Press [Change Settings] to change the option settings according to the new original if necessary.
- 5 Repeat Step 4 until all originals have been scanned.
- 6 After all original pages have been scanned, tap [Finish Scan].
Sending starts.

3.5.3 Adjusting quality/density

Selecting the appropriate image quality level for the contents of the original ([Original Type])

To display: [Application] - [Quality/Density] - [Original Type]

Select the appropriate setting for the original to scan it at the optimal image quality level.

Settings	Description
[Text]	Tap this button to scan an original, which consists mostly of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo]	Tap this button to scan an original, which consists of text and photos, at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos.
[Photo]	Tap this button to scan an original that consists of only photos at the optimum image quality level.

Adjusting the density of the original to be scanned ([Density])

To display: [Application] - [Quality/Density] - [Density]

Scan originals by adjusting the density according to the original.

Adjusting the background density of the original to be scanned ([Background Removal])

To display: [Application] - [Quality/Density] - [Background Removal]

Adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.

Erasing text or shadows in the margins of an original ([Frame Erase])

To display: [Application] - [App] - [Frame Erase]

Erases the four sides of the original to the same width. You can specify the width to be erased for each side.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] or Keypad to specify the width to be erased. To display the Keypad , tap the input area for the numeral.
[Top]/[Bottom]/[Left]/[Right]	Select this option to erase the four sides of the original to different widths. [Frame] setting, select a side ([Top], [Bottom], [Left], or [Right]), then tap the [+]/[-] key or the Keypad in [Erase Amount] to specify the width you want to erase for each side. To display the Keypad , tap the input area for the numeral. If you do not want to erase the side, cancel the setting for [Erase].

Sharpening the border between texts ([Sharpness])

To display: [Application] - [App] - [Sharpness]

Sharpen the edges of images to improve legibility. Smoothen the rough contours of images or sharpen blurred images.

3.5.4 Viewing the current settings

Tapping [Check Settings] displays a list of specified destinations. You can reconfirm the specified destinations and settings before sending data.

Settings	Description
[Broadcast Destinations]	Displays a list of specified destinations. <ul style="list-style-type: none"> When you tap [Address Details], you can view detailed information of the selecting destination. If a destination is entered directly, its information can be edited. When you tap [C], you can delete the selected destination.
[Setting Details]	Displays details of transmission settings.

4

Sending Options

4 Sending Options

4.1 Resending a fax

Auto resending (auto redial)

If a fax transmission fails due to a line or recipient machine problem, the machine automatically resends (re-dials) the fax after a certain length of time has elapsed.

Related setting (for the administrator)

- You can change the number of redials to take place in auto redialing.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Number of Redials]
- You can change the auto redialing interval.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Redial Interval]

4.2 Sending a fax without sender information

Sender information

The sender information includes the machine name, your company name (sender name), and the fax number of the machine. It is automatically added to each fax to be sent.

In general use, a fax is sent with sender information, but it can be temporarily sent without it.

NOTICE

When the sender information is printed inside the body text, it may overlap with part of the fax image, which may mean it is not visible on the transmitted fax.

Related setting (for the administrator)

You can specify the position to print sender information.

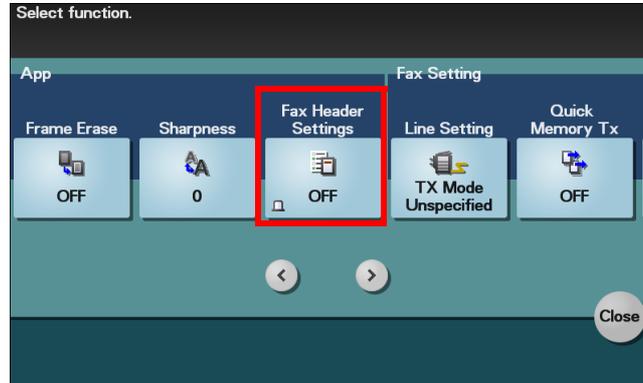
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Header Position] (default: [Outside Body Text])

Tips

This function is not available because sender information is always added depending on the region the machine is used in.

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [App] - [Fax Header Settings], then set to [OFF].



- 5 Press the **Start** key.
Sending starts.

4.3 Specifying the sending time ([Timer TX])

Timer TX

Timer TX is a feature that automatically starts sending at a specified time.

Using the Timer TX function to reserve fax transmission during off-peak rate hours early in the morning and late at night can help to reduce transmission costs. You can reserve up to 16 Fax TX jobs using the Timer TX function.

Tips

This function cannot be used together with the Polling TX and Polling RX functions.

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
→ You can specify multiple destinations at the same time.
- 4 Tap [Application] - [Fax Setting] - [Timer TX], then tap [ON].
- 5 Using the **Keypad**, enter the transmission start time, then tap [OK].
→ To display the **Keypad**, tap the input area for the numeral.



- 6 Press the **Start** key.
Scanning of the original starts. The fax is automatically sent at the specified time.

Tips

If the machine power is not activated at the start time, fax transmission will not start. The fax transmission starts just after the machine power is turned on.

4.4 Checking the destination fax number before sending a fax ([Check Dest. & Send])

Check Dest. & Send

The Check Dest. & Send function checks the fax number specified for the fax transmission against the destination fax number (CSI) and sends the fax only when they match.

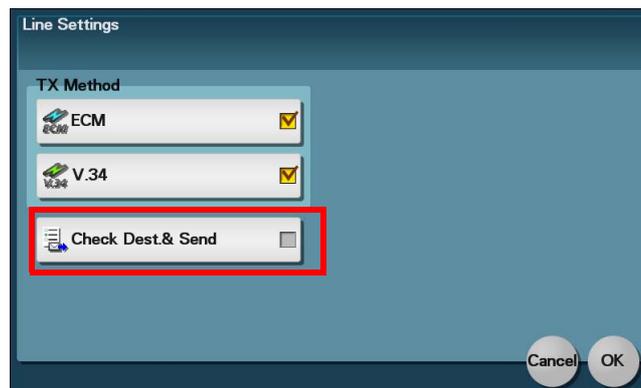
If the specified and destination's fax number information (CSI) does not match, transmission fails. This prevents misdirected transmissions.

Tips

- The fax number of the originating machine must have been in the destination machine.
- When registering destinations with an address book, you can enable Check Dest. & Send in addition to registering fax numbers.

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Tap [Check Dest. & Send] to select the check box, then tap [OK].



- 6 Press the **Start** key.
Sending starts.

4.5 Sending a confidential fax ([F-Code TX])

Confidential communication

The confidential communication function is designed to communicate with specific people using a Confidential RX User Box that requires a registered number and a password.

This ensures that fax communications are sent with enhanced security.

Tips

- The destination fax must have the F-code function.
- You need to check the registration number of the recipient's Confidential RX User Box and the password for confidential fax reception in advance.
- This function cannot be used together with the following functions:
Password TX, Polling TX, Polling RX

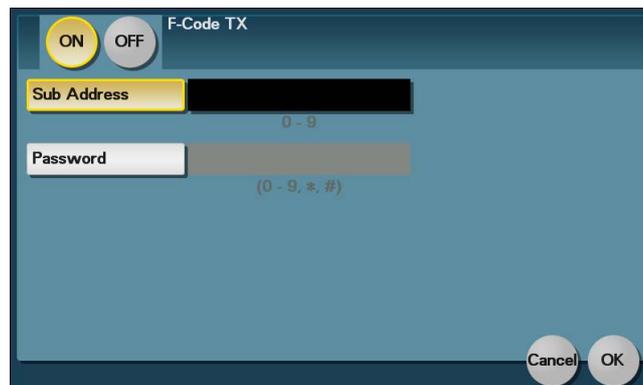
Related setting (for the administrator)

You can specify whether or not to use the F-Code TX function.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [F-Code TX] (default: [ON])

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [F-Code TX], then tap [ON].
- 5 Enter the [Sub Address] and [Password], then tap [OK].
 - [Sub Address]: Enter the registration number of the Confidential RX User Box.
 - [Password]: Enter the communication password for confidential RX.



- 6 Press the **Start** key.
Sending starts.

4.6 Specifying a relay station for sending ([F-Code TX])

Relay distribution

The Relay Distribution function sends a fax to a relay station, which distributes the received fax to a pre-registered group of destinations.

If you have created groups of a relay station and the other destinations by area, you can reduce the total communication cost compared to the cost of broadcasting to all destinations. This function is useful when broadcasting faxes to distant locations.

Tips

- The destination machine (relay station) must have the F-code function.
- This machine supports the function (relay distribution request) to send a fax to a relay station. This machine does not support the function (relay distribution) to use this machine as a relay station.
- You need to check the registration number of the Relay RX User Box assigned to the relay station and the password for relay distribution in advance.
- This function cannot be used together with the following functions:
Password TX, Polling TX, Polling RX

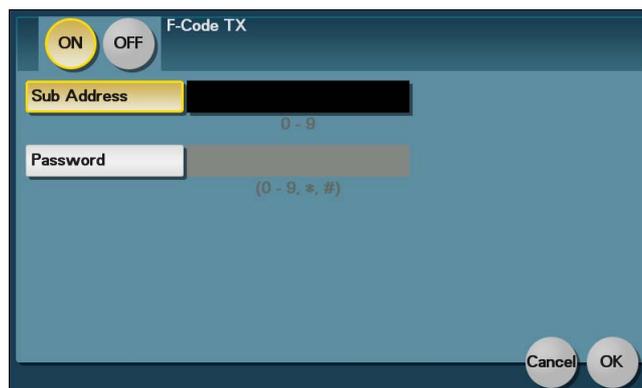
Related setting (for the administrator)

You can specify whether or not to use the F-Code TX function.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [F-Code TX] (default: [ON])

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the fax number of the relay station.
- 4 Tap [Application] - [Fax Setting] - [F-Code TX], then tap [ON].
- 5 Enter the [Sub Address] and [Password], then tap [OK].
 - [SUB Address]: Enter the registration number of the Relay User Box.
 - [Password]: Enter the password for the relay distribution.



- 6 Press the **Start** key.

This starts the fax transmission to the relay station. Faxes received by a relay station are delivered to destinations registered with the relay station.

4.7 Releasing the ECM mode for sending ([ECM])

ECM

ECM (Error Correction Mode) is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector).

Fax machines that support the ECM communicate, while confirming that there is no error in the sent data. This prevents image blurring caused by noise on the phone line.

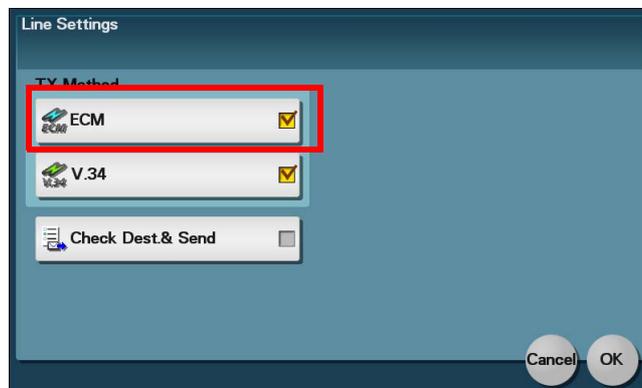
By default, this machine uses ECM for transmission. If the noise level is high, the communication may take a little longer than communication that does not involve ECM checking. To reduce the transmission time, you can transmit faxes with ECM turned off. However, image or communication errors may occur depending on the specified communication time value, so change the value to suit conditions.

Tips

- When registering destinations with an address book, you can specify whether or not to send faxes in the ECM mode in addition to registering fax numbers.
- If the ECM function is canceled, the following functions cannot be used together.
V34 OFF, Polling TX, Polling RX

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Tap [ECM] to clear the check box, then tap [OK].



- 6 Press the **Start** key.
Sending starts.

4.8 Releasing the Super G3 mode for sending ([V.34])

V34

V34 is a communication mode used for the Super G3 fax communication.

This can shorten the communication time and reduce communication costs because a single page of size-A4 document can be sent within approximately three seconds.

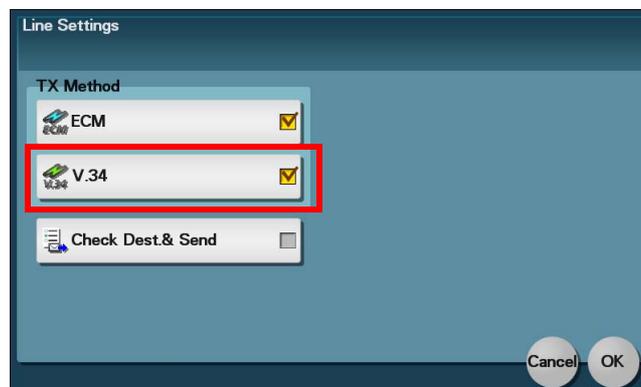
This machine uses the V.34 protocol communication by default. You can send faxes with V34 canceled if it is not possible to establish a communication in Super G3 mode depending on telephone line conditions (for example, when the remote or this machine is connected to a PBX line).

Tips

- When registering destinations with an address book, you can specify whether or not to send faxes in V34 mode in addition to registering fax numbers.
- If the V34 function is canceled, the following functions cannot be used together. ECM OFF, Polling TX, Polling RX

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Tap [V.34] to clear the check box, then tap [OK].



- 6 Press the **Start** key.
Sending starts.

4.9 Sending the original page by page ([Quick Memory Tx])

Quick Memory TX

Quick Memory TX is a method to start sending a fax as soon as one page of the original has been scanned. The total number of pages transmitted can be entered in the sender record.

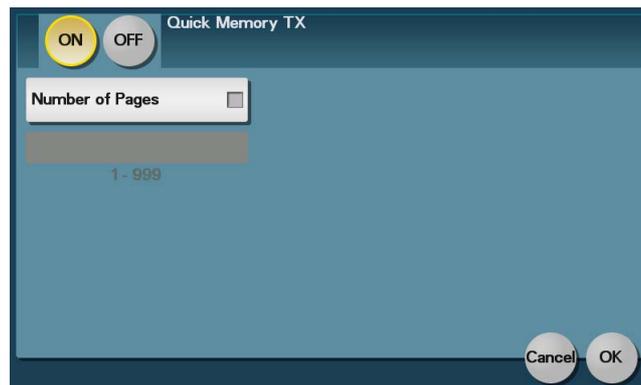
Normally, this machine begins transmission after all pages have been scanned and saved in memory (Memory TX). With Quick Memory TX, the overall processing time can be reduced. With this method, many pages can be faxed without causing memory overflow.

Tips

This function cannot be used together with the Timer TX function.

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Quick Memory Tx], then tap [ON].
- 5 To add the total number of pages to the sender record, select [Number of Pages], enter the number of original pages using the **Keypad**, then tap [OK].



- 6 Press the **Start** key.
As one page is scanned, transmission starts.

4.10 Sending a fax with a password ([Password TX])

Password TX

The Password TX is a function that sends a fax with a password. It is used to send faxes to a device on which fax peers are restricted by passwords (a device with Closed Network RX enabled).

Tips

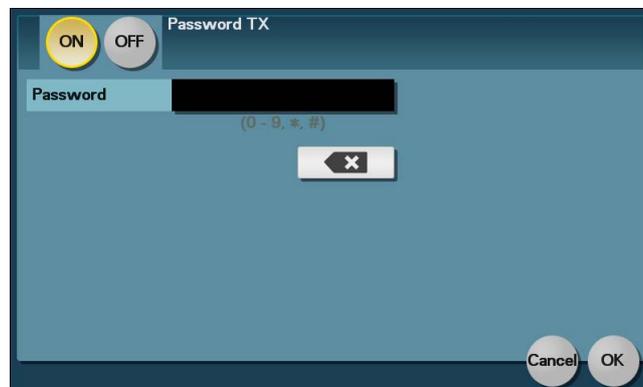
- You can only use this function to communicate with our models supporting the closed network reception (password) function.
- You need to check the recipient's closed network reception password beforehand.
- This function cannot be used together with the following functions:
F-Code TX, Polling TX, Polling RX

Reference

This machine can restrict fax destinations using the Closed Network RX function. For details on the Closed Network RX function, refer to page 6-10.

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Password TX], then tap [ON].
- 5 Using the **Keypad**, enter the Closed Network RX password of the destination, then tap [OK].
→ To display the **Keypad**, tap the input area for the numeral.



- 6 Press the **Start** key.
Sending starts.

4.11 Registering a polling file ([Polling TX])

Polling TX

The Polling TX function stores a file beforehand on the internal hard disk and sends it out when a request for reception (polling request) is received from the recipient.

The file for polling is stored in the Polling TX User Box, and transmitted upon receipt of a polling request.

Only one file can be stored in the Polling TX User Box.

Tips

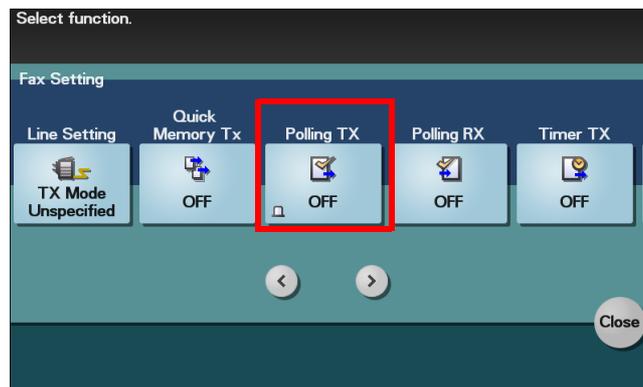
This function cannot be used together with the following functions:

Timer TX, F-Code TX, ECM OFF, V34 OFF, Quick Memory TX, Password TX, Polling RX

Registering a polling file

Carry out Polling TX, then register a file in the Polling TX User Box.

- 1 Load the original.
- 2 Tap [Fax].
- 3 Tap [Application] - [Fax Setting] - [Polling TX], then set to [ON].



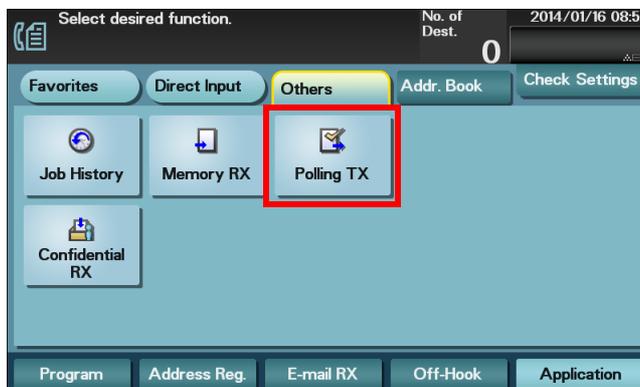
- 4 Press the **Start** key.
The file is registered with the Polling TX User Box.

Printing or deleting a file in the User Box

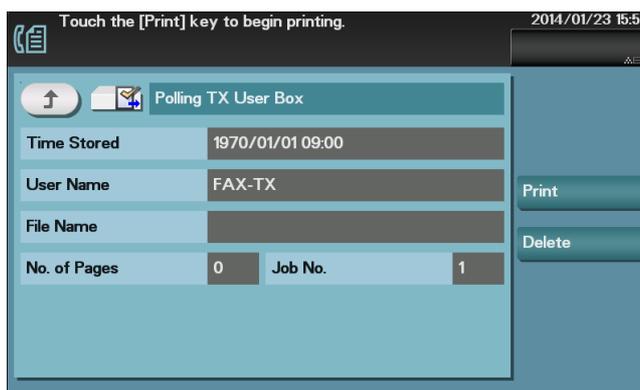
You can access the Poling TX User Box to print or delete a file registered in the User Box.

- ✓ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Polling TX] on the main menu.

- 1 Tap [Fax].
- 2 Tap [Others] - [Polling TX].



- 3 Check the information of the registered file, then tap [Print] or [Delete].



A large, bold, black number '5' is centered within a gray square. The square is positioned to the left of the text 'How to Receive a Fax'.

How to Receive a Fax

5 How to Receive a Fax

5.1 Receiving a fax automatically (using the machine in fax only mode)

Auto RX

Auto RX is a mode in which faxes are automatically received after a specific number of rings sound. It is helpful to set this machine to Auto RX if the line is dedicated for faxing.

Operations required to use this function (for administrators)

To use Auto RX, the following settings are required.

- Set [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [RX Mode] to [Auto RX] (default: [Auto RX]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Number of RX Call Rings], then specify the number of rings that sound until the machine starts Auto RX.

5.2 Receiving a fax manually

Manual RX

Manual RX is a mode that enables manual reception of incoming faxes using the Off-Hook key. This function is useful when a telephone is connected to this machine where the line is used both for phone and fax operations, the telephone is used frequently, and where you always prefer to receive faxes manually.

If a phone is connected, the phone rings when there is an incoming call (a voice or fax call). When the phone rings, pick up the handset and confirm that there is an incoming call to ensure the reception of a fax.

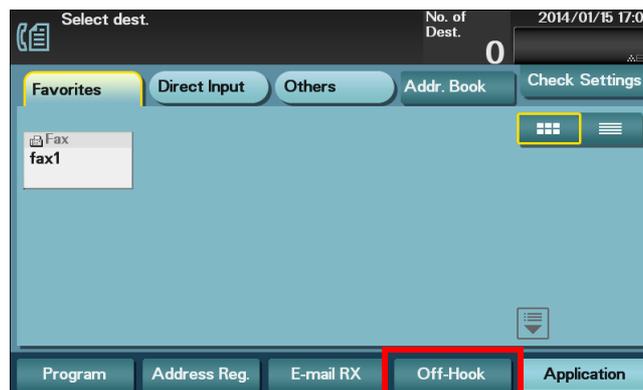
Operations required to use this function (for administrators)

To use Manual RX, the following settings are required.

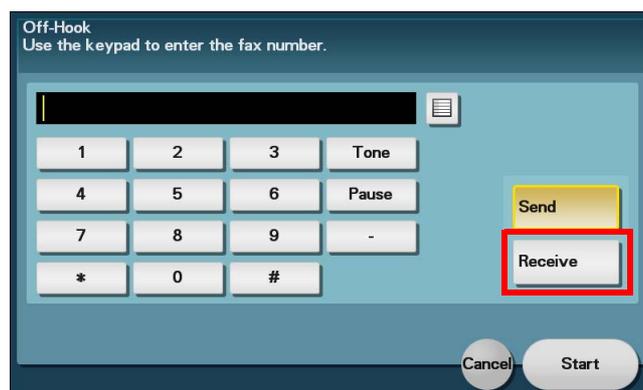
- Set [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [RX Mode] to [Manual RX] (default: [Auto RX]).

Operation flow

- 1 Tap [Fax].
- 2 Tap [Off-Hook].
 - If you are using a phone, pick up the handset.



- 3 Check that [Receive] is selected.



- 4 Tap [Start].
 - Reception begins. If you are using a phone, replace the handset.

5.3 Using the DRPD service

DRPD

If the DRPD (Distinctive Ring Pattern Detection) service is used, fax reception starts automatically when the call signal of the selected pattern is received.

NOTICE

If DRPD is set by mistake in a region where the DRPD service is not available, it will result in a fax receiving failure.

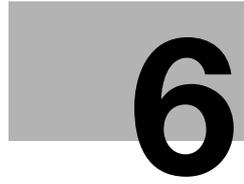
Operations required to use this function (for administrators)

To use DRPD, the following settings are required.

- Set [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [RX Mode] to [Auto RX] (default: [Auto RX]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Ring Pattern], then specify the ring pattern to receive a fax (default: [Normal Ring]).

Tips

Ring patterns other than [Normal Ring] are only available in New Zealand.



Receiving Options

6 Receiving Options

6.1 Adding the received date and time for printing ([Footer Position])

Reception information

Reception information contains the date and time of fax reception, the number assigned according to the order of reception (reception number), and page number.

Reception information is added if necessary when a document is printed.

Operations required to use this function (for administrators)

To print reception information, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Footer Position], then specify the position to print reception information (default: [OFF]).

6.2 Saving or forwarding an unprintable fax (in-memory proxy reception)

In-memory proxy reception

When the machine cannot print a received fax due to a paper jam or exhaustion of consumables, the received fax is stored in memory until this machine is ready to print it.

If it is not possible to promptly deal with the problem, the saved fax can be forwarded to another destination (fax or E-mail destination).

In-memory proxy reception functions automatically.

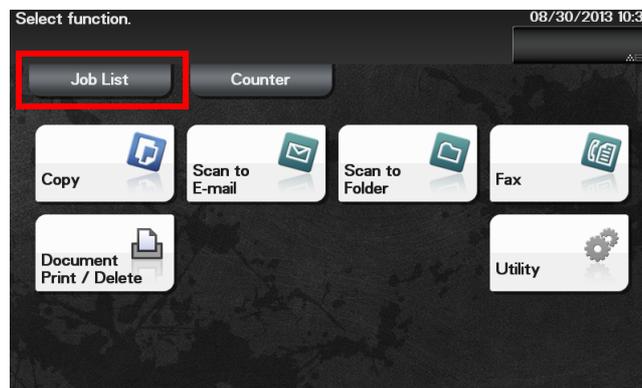
Tips

- In-memory proxy reception is disabled when the memory is full.
- When the troubleshooting is complete for paper jam etc., the machine starts printing a saved fax.

Forwarding fax received and stored in memory (in-memory proxy reception)

Faxes stored in the memory can be forwarded to other destinations (fax or E-mail destinations).

- 1 Tap [Job List].



- 2 Tap [Receive] to display the currently executed received job.
- 3 Select a job received using in-memory proxy reception, then tap [Forward].
- 4 Specify the forwarding destination, and tap [OK].
 - Directly enter the fax number or tap [Addr. Book] to specify a fax or E-mail destination.
- 5 Press the **Start** key.
Forwarding starts.

6.3 Automatically distributing a received fax (TSI Routing)

TSI Routing

TSI (Transmitting Subscriber Identification) Distribution automatically forwards a received fax to the pre-specified destination (SMB, FTP, or E-mail (Internet fax) destination) based on the sender's fax number (TSI). There is no need to sort printed faxes for each recipient and no risk of missing a fax. To use the TSI Routing function, specify forward destinations in advance. Routing destinations can be registered for up to 128 fax numbers (TSIs).

Tips

- The file type for forwarding is TIFF.
- If a fax with an unregistered fax number (TSI) and without a forwarding destination is received, the Memory RX function is activated to store the fax in the memory on this machine. For details on how to print received faxes, refer to page 6-6.
- TSI Routing function cannot be used together with the following functions. Memory RX, Forward TX, PC-Fax RX, Night RX

Operations required to use this function (for administrators)

To use TSI Routing, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [TSI User Box Setting] - [Enable Settings], then enable the TSI Routing function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [TSI User Box Setting] - [TSI User Box Registration], then register the fax numbers of (TSI) of the senders to be sorted and the sorting destination.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [TSI User Box Setting] - [Print After Receive], then specify whether or not to print the received fax on this machine (default: [No]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [TSI User Box Setting] - [Action when TSI User Box is not set.], then specify the operation when the fax in which forwarding destinations are not assigned is received (default: [Automatically Print]).

6.4 Forwarding a received fax to another destination (Forward TX)

Forward TX

Forward TX is a function that transfers a received fax to a pre-specified destination (fax, E-mail, or Internet fax destination).

Received faxes can be converted to files that can be handled by a computer, which saves printing costs.



Tips

Forward TX cannot be used together with the following functions.
Memory RX, PC-Fax RX, TSI Routing

Operations required to use this function (for administrators)

To use Forward TX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [Enable Settings], then enable the Forward TX function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [Forward Dest.], then register the forward destination.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [Output Method], then specify whether or not to print the forwarded fax on this machine (default: [Forward & Print (If TX Fails)]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [File Type], then specify the file type when forwarding the received fax (default: [PDF]).

6.5 Saving a received fax to memory without printing (Memory RX)

Memory RX

Memory RX is a function that saves a received fax in memory of this machine without printing it.

You can check the contents of incoming faxes and print only the required ones, thereby reducing printing costs. This prevents fax data from being stolen or lost after being printed. Because the security is enhanced, you can handle important fax data securely.

Tips

The Memory RX function cannot be used together with the following functions.
Forward TX, PC-Fax RX, TSI Routing , Night RX

Operations required to use this function (for administrators)

To use Memory RX, the following settings are required.

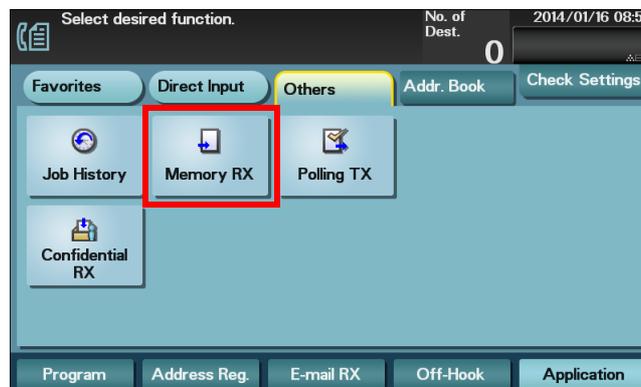
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Memory RX Setting] to enable the Memory RX function, then specify the password to access the received fax (default: [OFF]).

Printing or deleting a received fax

A received fax can be printed or deleted by accessing the Memory RX User Box.

- ✓ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Memory RX] on the main menu.

- 1 Tap [Fax].
- 2 Tap [Others] - [Memory RX].



- 3 Enter the password to access the received fax, then tap [OK].
→ If no password is specified, proceed to Step 4.
- 4 Select a fax to print, then tap [Print].
→ Tap [Delete] to delete the selected fax.
Printing starts.

Tips

The printed fax is erased from the memory.

Downloading a received fax

Using **Web Connection**, you can download a received fax to your computer. In addition, you can print or delete a fax and view detailed information.

- 1 Access to the **Web Connection** using the Web browser.
 - Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/
- 2 Log in with the account of a public user or registered user.
 - You can also log in with the administrator account to perform the same operation.
- 3 In the [Storage] tab, click [PC-Fax].
- 4 Enter the password to access the received fax, then click [OK].
 - If no password is specified, proceed to Step 5.
This displays a list of faxes saved in memory.
- 5 Click [Copy] in the column of the fax to be downloaded.
 - Clicking a thumbnail or file name displays detailed information of the selected file.
 - If you click [Print], you can print out the selected file.
 - Click [Delete] to delete the selected file.
Downloading starts.



Reference

For details on how to use **Web Connection**, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

6.6 Receiving a confidential fax (Confidential RX)

Confidential communication

The confidential communication function is designed to communicate with specific people using a Confidential RX User Box that requires a registered number and a password.

This ensures that fax communications are sent with enhanced security.



Reference

In this machine, you can use the F-Code TX function to specify a Confidential RX User Box of the recipient and transmit a confidential fax. For details on how to transmit confidential faxes, refer to page 4-6.

Operations required to use this function

To use Confidential RX, the following settings are required.

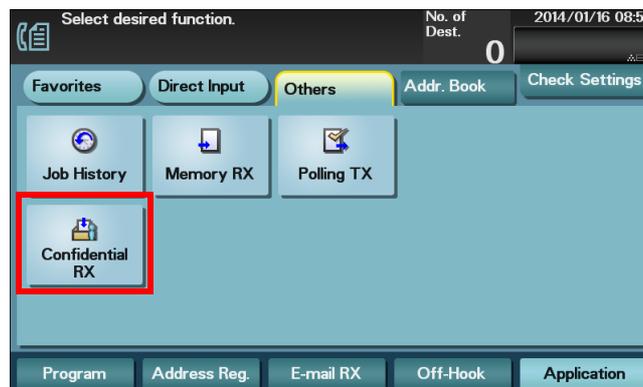
- Select [Utility] - [One-Touch/User Box Registration] - [Confidential RX User Box], then register a Confidential RX User Box in this machine.

Printing a received fax

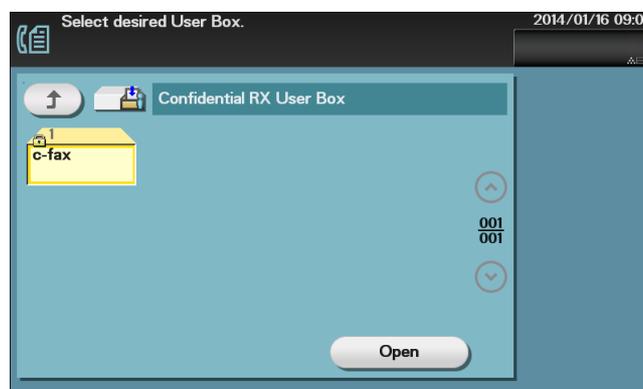
A received fax can be printed or deleted by accessing the Confidential RX User Box.

- ✓ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Confidential RX] on the main menu.

- 1 Tap [Fax].
- 2 Tap [Others] - [Confidential RX].



- 3 Select the desired Confidential RX User Box, then tap [Open].
 - If the print password is set to the Confidential RX User Box, enter the print password.



- 4 Select a fax to print, then tap [Print].
 - Tap [Delete] to delete the selected fax.Printing starts.

6.7 Restricting communication peers with password (Closed Network RX)

Closed Network RX

Closed Network RX is a function that restricts the peers by passwords.

When receiving a fax, the machine checks the password sent from the sender against the password preset for this machine and, if they match, accepts transmission. Restricting fax senders helps to reduce unnecessary printing and wasteful paper use.



Tips

You can use this function only when the remote machine is one of our models that has Password TX function.



Reference

Optionally, you can use the Password TX function to send a fax with password to a destination for which Closed Network RX is specified. For details on the Password TX function, refer to page 4-11.

Operations required to use this function (for administrators)

To use Closed Network RX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Closed Network RX] to enable the Closed Network RX function, then specify the password to restrict communications (default: [OFF]).

6.8 Receiving a polling file (Polling RX)

Polling RX

Polling RX is a function that receives a file for polling saved in a sending machine by sending a request from this machine.

The communication fee is charged to the recipient.

Tips

This function cannot be used together with the following functions:

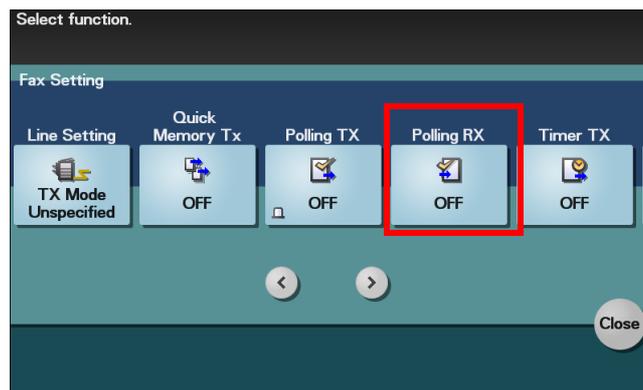
Timer TX, F-Code TX, ECM OFF, V34 OFF, Quick Memory TX, Password TX, Polling TX

Reference

Optionally, you can use the Polling TX function to register a file in the Polling TX User Box of this machine. For details on the Polling TX function, refer to page 4-12.

Operation flow

- 1 Tap [Fax].
- 2 Specify the destination.
- 3 Tap [Application] - [Fax Setting] - [Polling RX], then tap [ON].



- 4 Check that [Normal] is selected, then tap [OK].
- 5 Press the **Start** key.
Reception begins.

6.9 Receiving a file registered in the bulletin (Polling RX)

Polling RX (Bulletin)

Polling RX (Bulletin) is a function that receives a file for polling saved in a bulletin user box in a sending machine by sending a request from this machine.

The communication fee is charged to the recipient.

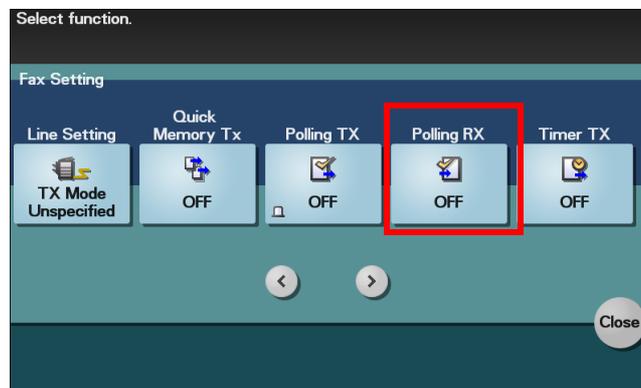
Tips

This function cannot be used together with the following functions:

Timer TX, F-Code TX, ECM OFF, V34 OFF, Quick Memory TX, Password TX, Polling TX

Operation flow

- 1 Tap [Fax].
- 2 Specify the destination.
- 3 Tap [Application] - [Fax Setting] - [Polling RX], then tap [ON].



- 4 Select [Bulletin], enter the User Box number of the Bulletin Board User Box on the recipient, then tap [OK].
- 5 Press the **Start** key.
Reception begins.

6.10 Saving a received fax in memory (PC-Fax RX)

PC-Fax RX

PC-Fax RX is a function that saves a received fax in memory. The saved fax can be printed or downloaded if necessary.

Tips

PC-Fax RX cannot be used together with the following functions.
Memory RX, Forward TX, TSI Routing, Night RX

Operations required to use this function (for administrators)

To use PC-Fax RX, the following settings are required.

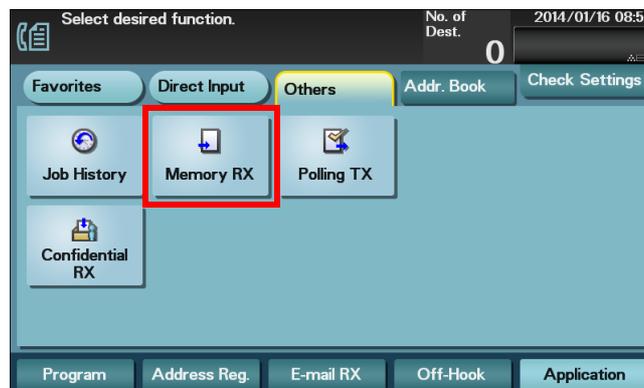
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [PC-Fax RX Settings] - [Enable], then enable the PC-Fax RX function (default: [Restrict]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [PC-Fax RX Settings] - [Print], then specify whether or not to print the received fax on this machine.

Printing a received fax

A received fax can be printed or deleted by accessing the Memory RX User Box.

- ✓ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Memory RX] on the main menu.

- 1 Tap [Fax].
- 2 Tap [Others] - [Memory RX].



- 3 Select a fax to print, then tap [Print].
→ Tap [Delete] to delete the selected fax.
Printing starts.

Tips

The printed fax is erased from the memory.

Downloading a received fax

Using **Web Connection**, you can download a received fax to your computer. In addition, you can print or delete a fax and view detailed information.

- 1 Access to the **Web Connection** using the Web browser.
 - Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/
- 2 Log in with the account of a public user or registered user.
 - You can also log in with the administrator account to perform the same operation.
- 3 In the [Storage] tab, click [PC-Fax].
This displays a list of faxes saved in memory.
- 4 Click [Copy] in the column of the fax to be downloaded.
 - Clicking a thumbnail or file name displays detailed information of the selected file.
 - If you click [Print], you can print out the selected file.
 - Click [Delete] to delete the selected file.Downloading starts.



Reference

For details on how to use **Web Connection**, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

6.11 Stopping fax printing at night (Night RX)

Night RX

Night RX is a function that prohibits printing of faxes that are received in the pre-specified nighttime zone.

Faxes received in the night time zone are collectively printed after the specified night time zone has been elapsed.



Tips

Night RX cannot be used together with the following functions:
Memory RX, TSI Routing, PC-Fax RX

Operations required to use this function (for administrators)

To use Night RX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Nighttime RX Settings] - [Night Fax RX Print], then enable the Night RX function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Nighttime RX Settings] - [Night RX Start Time], then specify the time to start the night time zone.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Nighttime RX Settings] - [Night RX End Time], then specify the time to end the night time zone.

6.12 Printing a fax on both sides ([Duplex Print (RX)])

Duplex Print (RX)

An original is printed on both sides of paper when multi-page fax is received. This can reduce the paper consumption.

Operations required to use this function (for administrators)

To use Duplex Print (RX), the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Duplex Print (RX)], then enable the Duplex Print (RX) function (default: [OFF]).

6.13 Configuring the fax print settings (for administrators)

Default print settings

A received fax is printed according to the following conditions depending on the page size of the fax.

A standard-size fax, such as A4, is printed on the same standard size paper as the received fax while being slightly reduced in size (default: 96%).

For faxes that are longer in the longitudinal direction than the standard size, the optimal paper size is determined based on the width and length of the fax, and printed on paper of the same size. If the optimal size paper is not available, the fax is printed on paper of a similar size.

Tips

If necessary, you can change the reduction ratio that is used when printing a fax.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Reduction Ratio] (default: 96%)

Fixing the print paper size ([Print Paper Size])

You can always print on the specified size of paper irrespective of the paper size of the received fax.

If the specified print paper size is smaller than the size of the received fax, the fax is reduced to the size of the print paper.

To fix the print paper size, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Paper Size], then specify the print paper size (the default varies depending on your region).

Fixing the print paper tray ([Tray Selection for RX Print])

You can always print on the paper loaded into the specified tray irrespective of the paper size of the received fax.

If the size of the paper in the specified tray is smaller than the size of the received fax, the size of the fax is reduced to the size of the paper in the tray.

To fix the print paper tray, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Tray Selection for RX Print], then specify the paper tray (default: [Auto]).

Tips

- If the tray is specified in [Tray Selection for RX Print], the setting for [Print Paper Size] is ignored ([Print Paper Selection] is automatically switched to [Auto Select]).
- If [Reduction Ratio] is set to 100% (Full Size), [Tray Selection for RX Print] is compulsory switched to [Auto].

Splitting a custom size (portrait) fax for printing ([Print Separate Fax Pages])

For faxes that are longer in the longitudinal direction than the standard size, the print size is not reduced, however the area that cannot be fitted to a standard size is printed on the subsequent page.

To use Print Separate Fax Pages, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Separate Fax Pages], then enable the Print Separate Fax Pages function (default: [OFF]).

Tips

- If [Reduction Ratio] is set to 100% (Full Size), [Print Separate Fax Pages] is compulsory switched to [OFF], and the area that cannot be fitted on a standard size sheet is not printed at all.
- If [Duplex Print (RX)] is [ON], you cannot use [Print Separate Fax Pages].



Printing a Fax Report

7 Printing a Fax Report

The following types of fax reports are available. Reports are printed automatically if certain conditions are satisfied, or printed manually.

Report name	Description
Activity Report	This report contains results of sent and received faxes. A total of 100 faxes are recorded on separate pages for send and received. The activity report is automatically printed. In addition, records containing only transmission or reception faxes can be printed as required. By default, the report is automatically printed for every 100 communications.
TX Result Report	This report contains the results of fax transmission. By default, the report is automatically printed when a transmission has failed.
Polling TX Report	This report contains polling transmission results. By default, the report is automatically printed when a polling transmission has failed.
Polling RX Report	This report contains results of polling reception. By default, the report is automatically printed when a polling reception has failed.
Broadcast Report	This report contains results of faxes sent by broadcast. By default, the report is automatically printed upon completion of the broadcast transmission.
Reservation Communication Report	This report contains records of reserved fax transmissions. By default, the report is automatically printed when a fax transmission is reserved.
Reservation Polling TX Report	This report contains records of reserved polling transmissions. By default, the report is automatically printed when a polling transmission is reserved.
Broadcast Reserved Report	This report contains records of reserved broadcast transmissions. By default, the report is automatically printed when a broadcast transmission is reserved.
Confidential RX Report	This report contains results of confidential faxes received. By default, the report is automatically printed when a confidential fax is received.
Job Settings List	This list contains the details of [Fax Settings].

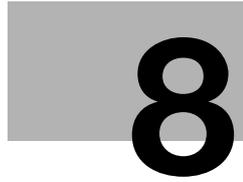
Tips

The Activity Report contains the sending and receiving results of both fax and Internet fax.

Related setting (for the administrator)

You can change printing conditions of various fax reports if necessary.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Report Settings]



Registering Frequently Used Destinations (Address Book)

8 Registering Frequently Used Destinations (Address Book)

8.1 Address Book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data. A destination registered on this machine is called an Address Book.

Up to 2,000 address books can be registered.



Related setting (for the administrator)

You can select whether or not to allow the user to register or change destinations.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.] (default: [Allow]).



Reference

Address books can also be registered using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

8.2 Registering a fax destination

8.2.1 Registering a destination in Utility

Register the destination fax numbers.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Fax] - [New].
- 2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Fax number]	Enter a destination fax number. <ul style="list-style-type: none"> • When you use this machine in a PBX environment, tap [Outside] ([E] appears). A registered outside line number is automatically inserted. • When you use this machine in a PBX environment, tap [Pause] following the outside line number ([P] appears) to ensure dialing is successful. • If you want to send out a push signal over the dial line, tap [Tone] ([T] appears). • Enter [-] to separate a dial number. It does not affect the dialing of the number.
[Line Setting]	If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax. <ul style="list-style-type: none"> • [ECM]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. If you send a fax using a telephone line in an environment containing static, it may take a longer time to communicate. In this case, the communication time can be reduced by setting ECM to OFF for transmission. However, an image error or communication errors may occur depending on the specified communication time value, so change the value to suit conditions. • [V.34]: V34 is a communication mode used for super G3 fax communication. However, when the remote machine or this machine is connected to a telephone line via PBX, you may not establish a communication in super G3 mode depending on telephone line conditions. In this case, it is recommended that you set the V34 mode to off to send data. • [Check Dest. & Send]: Set this option to ON when the Check Dest. & Send function is used. The fax number specified for fax is checked against the destination fax number (CSI), and the fax is sent only when they match.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

Related setting (for the administrator)

You can select whether or not to have the user enter a fax number twice when registering the fax number. This is convenient to prevent the fax number from being incorrectly registered.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Confirm Addr (Register)] (default: [ON])

8.2.2 Registering a destination from the main screen in Fax mode

- 1 Tap [Fax].
- 2 Tap [Address Reg.]



- 3 Tap [Input New Address], then tap [Fax].
- 4 Enter destination information, then tap [Register].
 - The registered information is the same as that to be registered from the Utility. For details, refer to page 8-3.

8.3 Registering directly entered destinations in Address Book

- 1 Tap [Fax].
- 2 Tap [Direct Input], select the destination type, then enter the destination.
- 3 After entering the destination, tap [Address Reg.]



- 4 Tap the destination you want to register in the address book.
 - Tap [Input New Address] to register the new address, which is not yet entered. For details on how to register, refer to page 8-4.
- 5 Enter the registration name for the destination.

Settings	Description
[Address Type]	Displays the type of the destination you selected in Step 4.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Address]	The destination that is specified by direct input is displayed.

- 6 Tap [Register], then [Close].

When a fax transmission to the destination which is specified by direct input is complete, tap [Adr.Book] and check that the destination is registered.



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Network Fax Functions



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Internet Fax Function

1 Internet Fax Function

Internet fax is a function used to send and receive faxes via the intranet and Internet.

The same network as the one used by the computers is used to transmit faxes. Therefore, you can send and receive faxes to/from distant locations without having to worry about high communication costs or sending a large number of pages.

The following describes the precautions for using the Internet Fax.

- To use the Internet Fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.
- Internet faxes are sent or received via E-mail. Prepare a dedicated Internet fax E-mail address for this machine.
- Connect this machine to a network that is capable of sending and receiving E-mail messages.
- A file may be damaged depending on network conditions. Be sure to check that the file(s) is not damaged.
- Even if "----" is displayed in the result column of the TX result screen or Activity Report, an E-mail may not reach the receiver side due to a problem on the Internet route. "----" indicates that normal communication has been established up to the server.
- You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches).
- If color or gray scale data is received, they will be discarded.



Preparation for Internet Fax (For Administrators)

2 Preparation for Internet Fax (For Administrators)

2.1 Preparation flow

Connecting this machine to the network

- **Checking a LAN cable for connection**
- **Checking the network settings**
 - Check that an IP address is assigned to this machine.



Setting up the environment to send and receive Internet fax

- **Configuring the Internet fax environment**
 - Enable the Internet fax function. In addition, specify the information of this machine and settings required to send and receive E-mail.
- **Registering sender information**
 - Register the machine name, company name, etc. to be printed on faxes.
- **Setting the date and time for the machine**
 - Set the date and time on this machine to be printed on sent and received faxes.



Configuring the machine to suit your environment

- **Registering a frequently used destination**
 - This will save you from having to enter a destination each time you send data.
- **Using an LDAP server to specify addresses**
 - When the LDAP server or Active Directory is used, you can search for a destination on the server.
- **Registering a subject and text of the successfully received E-mail message**
 - Registering a subject and text of an E-mail message will save you the trouble of entering this information each time you send a fax.
- **Using SMTP authentication**
 - This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.
- **Using POP before SMTP authentication**
 - This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.
- **Using an SSL/TLS communication**
 - This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.
- **Checking fax reception**
 - You can check that the fax has been received via the message received from the recipient machine. (In normal circumstances, you can use this function by default.)



Preparation finished

2.2 Operations required to use this function

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].

Configuring the Internet fax environment

Enable the Internet fax function. In addition, specify the information of this machine and settings required to send and receive E-mail.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Registering sender information

Register the machine name, company name, etc. to be printed on faxes.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Header Information] - [Sender]

Setting the date and time for the machine

Set the date and time on this machine to be printed on sent and received faxes.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Date & Time Settings]



Reference

If an NTP (Network Time Protocol) server is used to set the time, the date and time on this machine can be adjusted automatically. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

2.3 Option settings

Registering a frequently used destination

Registering a frequently used E-mail address to this machine as a destination will save you from having to enter it each time you send an e-mail.

For details on how to register it, refer to page 7-2.

Using an LDAP server to specify addresses

When the LDAP server or Active Directory is used for user management, an E-mail address can be searched or specified via the server. To use the LDAP server to specify a destination, you must register the server on this machine.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].



Reference

For details on how to search using the LDAP server, refer to page 3-10.

Registering a subject and text of the successfully received E-mail message

When the recipient machine receives an Internet fax, the fax is printed, then the document that notifies the successful reception of the E-mail message (successful reception E-mail) is printed. This document contains the subject and text that are specified when the fax is sent from this machine.

Pre-register multiple preset text for the subject and fixed message text of an E-mail; you can use them depending on destinations.

For details on the registration procedure, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Using SMTP authentication

This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using POP before SMTP authentication

This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Using an SSL/TLS communication

This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.

The method of configuring the setting is explained using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Checking fax reception

Configure the settings for requesting or responding to the result of sent and received Internet faxes, and the setting regarding the exchange of capability information between machines. (In normal circumstances, you can use this function by default.)

For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

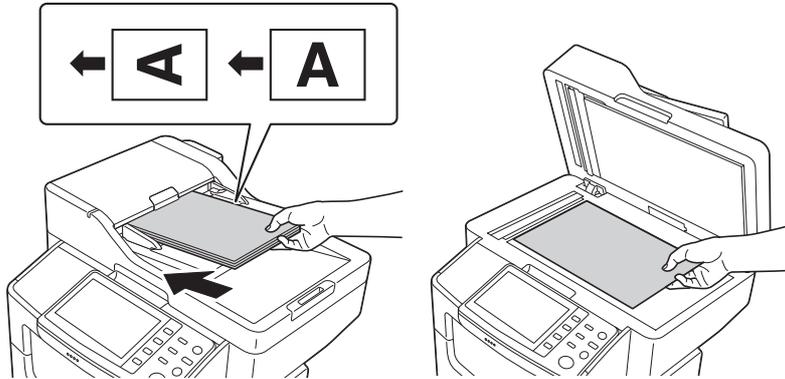
3

How to Send

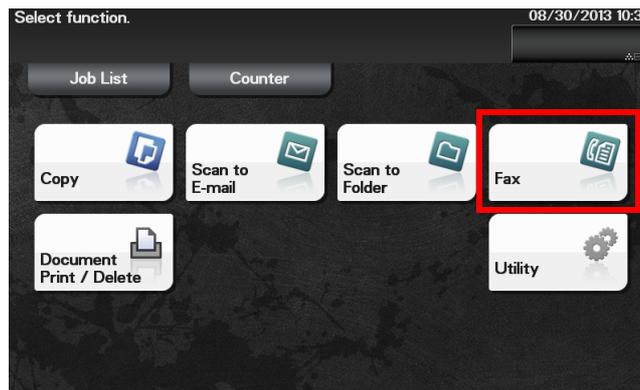
3 How to Send

3.1 Sending (basic operation flow)

- 1 Load the original.



- 2 Tap [Fax].

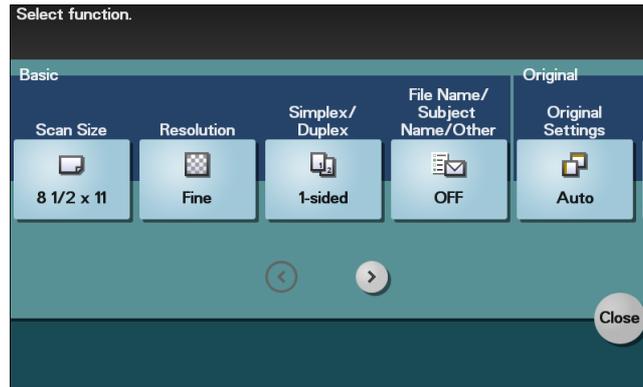


- 3 Specify the destination E-mail address.

- For details on how to specify a destination, refer to page 3-8.
- Fax broadcasting can be performed by specifying multiple destinations.



- 4 Tap [Application], then configure fax option settings.



- Specify the original size before scanning the original. For details on how to specify the original size, refer to page 3-11.
- You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches).
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as original size and resolution	page 3-11
To specify the method to scan the original	page 3-12
To adjust the image quality or density depending on the contents of the original	page 3-13

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.

Tips

- When an Internet fax is sent, the TX result report is printed. With the TX result report, you can check for successful fax transmission.
- When the recipient machine receives an Internet fax, an MDN message that provides notification of successful reception is printed on this machine. You can check whether or not the fax has been successfully received by reading the MDN message.

**Related setting**

- You can change the defaults of fax sending options to suit your environment.
To configure settings: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Fax Settings]
- If necessary, you can change the default of the Fax screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Fax Default Tab] (default: [Favorites]).

3.2 Recalling a program for sending

Program

Program is a function used to register a combination of frequently used option settings and destination information as a recall key.

When you register a program, you can recall a combination of option settings and destination information with a single key action on the main screen.

Registering a program

You can register up to 400 programs.

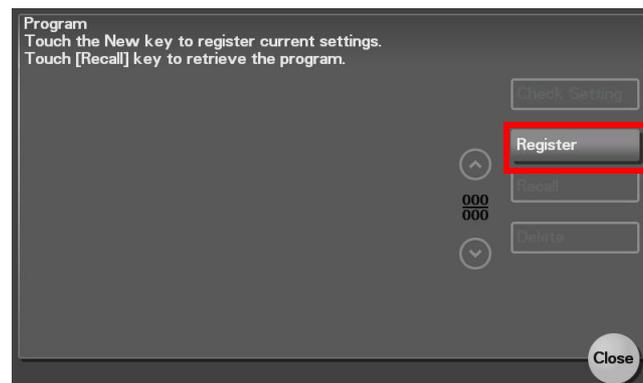
If 400 programs have already been registered, delete unnecessary programs before registering a new program.

- ✓ To register a program, you must register the address book in advance. For details on how to register a destination, refer to page 7-2.

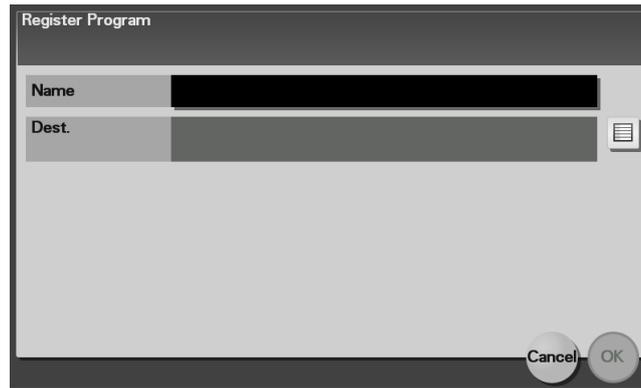
- 1 Tap [Fax].
- 2 Tap [Application], then configure fax option settings.
→ The settings configured here are registered as a program.
- 3 Tap [Program].



- 4 Tap [Register].



- 5 Enter the program name and destination, then tap [OK].



Settings	Description
[Name]	Enter the program name (using up to 72 bytes).
[Dest.]	Select the desired destination from Address Book or Group registered in this machine. Only one destination can be specified.

Reference

You can also use **Web Connection** to register a program. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Related setting (for the administrator)

The shortcut key for a registered program can be arranged on the main menu.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

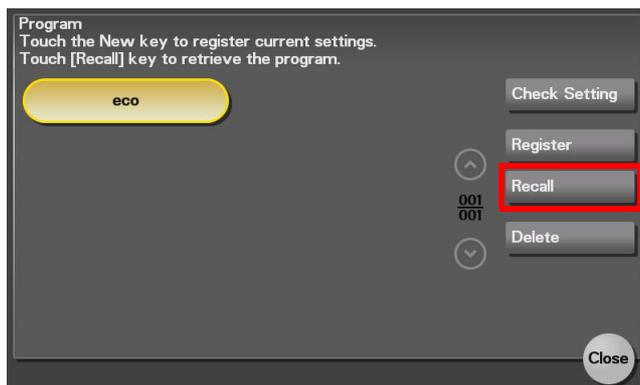
Recalling a program for sending

- 1 Load the original.
- 2 Tap [Fax].
- 3 Tap [Program].



- 4 Select the program you want to recall, and tap [Recall].

The registered content of the program is applied.



- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key. Sending starts.

3.3 Specifying a destination

Selecting a destination from Favorites

Select a destination registered on this machine. Tapping [Favorites] displays the destinations registered in Favorites. You can send data by broadcast transmission if you select multiple destinations.



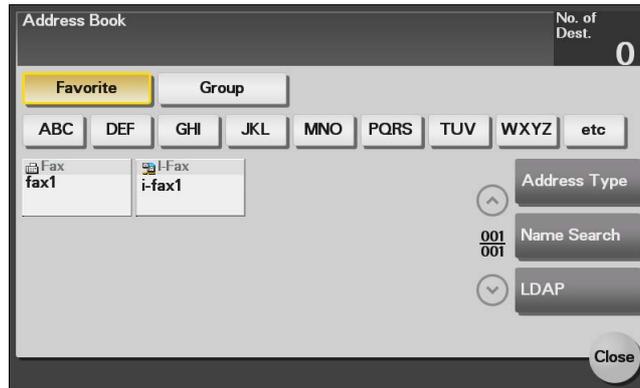
Item	Description
	Switches the destination list to the button or list view.
	Enlarges or reduces the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.
Scroll keys	Scrolls the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.

Reference

For details on how to register a destination, refer to page 7-2.

Selecting a destination from Address Book

Tapping [Addr. Book] displays the address book. From the address book, select a destination registered on this machine. You can send data by broadcast transmission if you select multiple destinations.



Specify the index or address type assigned to the registered destination to narrow down the destinations to be displayed in the address book.

Item	Description
[Favorites]	Displays the destinations registered in Favorites when registering a destination.
[Group]	Displays group destinations.
[Address Type]	Narrow down destinations by the type of the registered destination.
[Name Search]	Searches for the specified destination using its registration name.
[LDAP]	When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server. For details, refer to page 3-10.



Reference

For details on how to register a destination, refer to page 7-2.

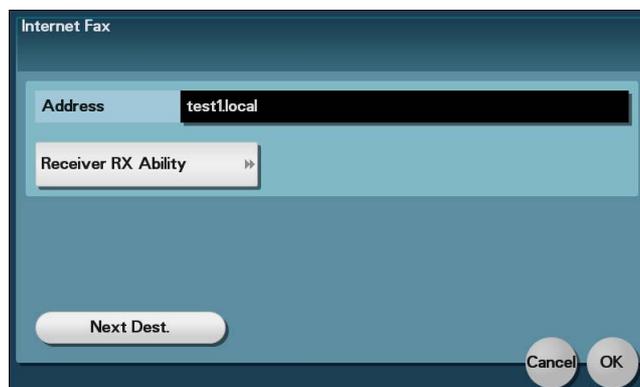
A group destination can be registered in [Utility] of **Control Panel** or **Web Connection**. For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Directly entering data

Tap [Direct Input] - [Internet Fax], then enter the E-mail address as the destination.

In [Receiver RX Ability], specify the specifications (compression type and resolution) of original data that is compatible with the destination device.

When specifying multiple destinations, tap [Next Dest.]; you can add up to five destinations.





Reference

You can register the destination that you have entered directly into the address book. For details, refer to page 7-4.



Related setting (for the administrator)

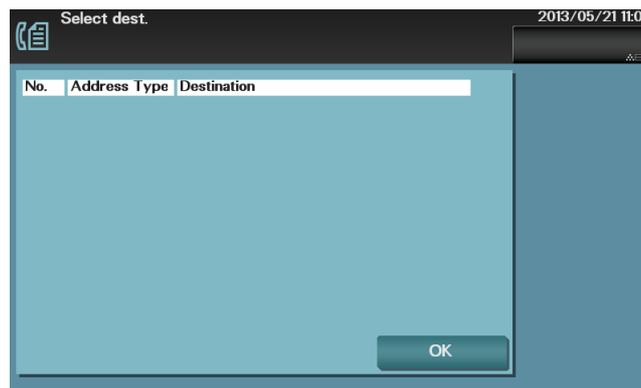
You can specify whether or not to allow the user to directly enter a destination.

To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input] (default: [Allow]).

Selecting a destination from the history

Tap [Others] - [Job History] to select a destination from the transmission history.

The history shows the latest five destinations. If necessary, multiple destinations can be selected from the history.



Tips

If a registered destination is edited or the Main Power Switch is turned off and on, history information is deleted.

Searching for an E-mail address from the LDAP server

When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server.

- ✓ The server must be registered in advance. The registration procedure is explained using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

- 1 Select [Addr. Book] - [LDAP], then tap [Address Search (LDAP)] or [Adv. Search (LDAP)].
- 2 Enter the keyword, then tap [Search].
 - [Address Search (LDAP)] is performed using a single keyword.
 - [Adv. Search (LDAP)] is performed using a combination of keywords for each category.
- 3 Select the destination from the search result.
 - If you tap [I-Fax], the search results of which no E-mail address are registered will be grayed out.
 - If you tap [Register], you can add the searched destination to the address book.
 - If you tap [Details], you can view detailed information of the searched destination.

3.4 Option settings for fax TX

3.4.1 Basic option settings

Specifying the size of the original to be scanned ([Scan Size])

To display: [Application] - [Basic] - [Scan Size]

Select the size of the original to be scanned.



Tips

You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches).

Specifying the resolution to scan the original ([Resolution])

To display: [Application] - [Basic] - [Resolution]

Select a resolution at which to scan the original.

Scanning both sides of an original ([Simplex/Duplex])

To display: [Application] - [Basic] - [Simplex/Duplex]

Select the surface of the original to be scanned.

Settings	Description
[1-sided]	Tap this button to scan a single side of original.
[2-sided]	Tap this button to scan both sides of the original.

Changing the file name ([File Name/Subject Name/Other])

To display: [Application] - [Basic] - [File Name/Subject Name/Other]

Change the file name of the scanned original. In addition, you can change the subject and body that is printed in the successfully received E-mail message.

Settings	Description
[File Name]	If necessary, you can rename a file of the scanned original (using up to 30 characters).
[Subject]	If necessary, you can change the subject of an E-mail (using up to 64 characters). If fixed subject phrases are registered in Web Connection , you can select a subject from those registered. "Message from (Device name)" is displayed by default.
[From]	Displays the E-mail address you specified in [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Input Machine Address] - [E-mail Address].
[Body]	If necessary, you can enter the message text of an E-mail (using up to 256 characters). If fixed message text phrases are registered in Web Connection , you can select the desired message text from those registered. The text area is blank by default.



Related setting

The subject and message text of an E-mail can only be registered in **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

3.4.2 Specifying the method to scan the original

Scanning a long original ([Long Original])

To display: [Application] - [Original] - [Original Settings] - [Long Original]

Select this option to load an original of which the feeding direction is longer than the standard size (legal). You can send an original that has up to 39-3/8 inches (1000 mm) in length.

Specifying a binding position ([Binding Position])

To display: [Application] - [Original] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to prevent the binding positions from being reversed between the front and rear faces.

Settings	Description
[Auto]	Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long edge of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short edge of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and **Original Glass** to scan the originals.

- 1 Load the original.

NOTICE

*Do not load more than 50 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

- 2 Tap [Application] - [Original] - [Separate Scan], then set to [ON].
- 3 Press the **Start** key.
The original is scanned.
- 4 Load the next original, then press the **Start** key.
→ Press [Change Settings] to change the option settings according to the new original if necessary.
- 5 Repeat Step 4 until all originals have been scanned.
- 6 After all original pages have been scanned, tap [Finish Scan].
Sending starts.

3.4.3 Adjusting quality/density

Selecting the appropriate image quality level for the contents of the original ([Original Type])

To display: [Application] - [Quality/Density] - [Original Type]

Select the appropriate setting for the original to scan it at the optimal image quality level.

Settings	Description
[Text]	Tap this button to scan an original, which consists mostly of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo]	Tap this button to scan an original, which consists of text and photos, at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos.
[Photo]	Tap this button to scan an original that consists of only photos at the optimum image quality level.

Adjusting the density of the original to be scanned ([Density])

To display: [Application] - [Quality/Density] - [Density]

Scan originals by adjusting the density according to the original.

Adjusting the background density of the original to be scanned ([Background Removal])

To display: [Application] - [Quality/Density] - [Background Removal]

Adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.

Erasing text or shadows in the margins of an original ([Frame Erase])

To display: [Application] - [App] - [Frame Erase]

Erases the four sides of the original to the same width. You can specify the width to be erased for each side.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] or Keypad to specify the width to be erased. To display the Keypad , tap the input area for the numeral.
[Top]/[Bottom]/[Left]/[Right]	Select this option to erase the four sides of the original to different widths. [Frame] setting, select a side ([Top], [Bottom], [Left], or [Right]), then tap the [+]/[-] key or the Keypad in [Erase Amount] to specify the width you want to erase for each side. To display the Keypad , tap the input area for the numeral. If you do not want to erase the side, cancel the setting for [Erase].

Sharpening the border between texts ([Sharpness])

To display: [Application] - [App] - [Sharpness]

Sharpen the edges of images to improve legibility. Smoothen the rough contours of images or sharpen blurred images.

3.4.4 Viewing the current settings

Tapping [Check Settings] displays a list of specified destinations. You can reconfirm the specified destinations and settings before sending data.

Settings	Description
[Broadcast Destinations]	Displays a list of specified destinations. <ul style="list-style-type: none">• When you tap [Address Details], you can view detailed information of the selecting destination. If a destination is entered directly, its information can be edited.• When you tap [C], you can delete the selected destination.
[Setting Details]	Displays details of transmission settings.

4

How to Receive a Fax

4 How to Receive a Fax

Receiving a fax automatically

The machine automatically inquires the mail server for fax reception status at a predetermined interval (default: 15 minutes). If any fax is received successfully, the machine receives and prints the message.

Tips

- You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches). If the received data exceeds the A4 or letter width, it results in an error, and an error report is printed out.
- If color or gray scale data is received, they will be discarded.

Reference

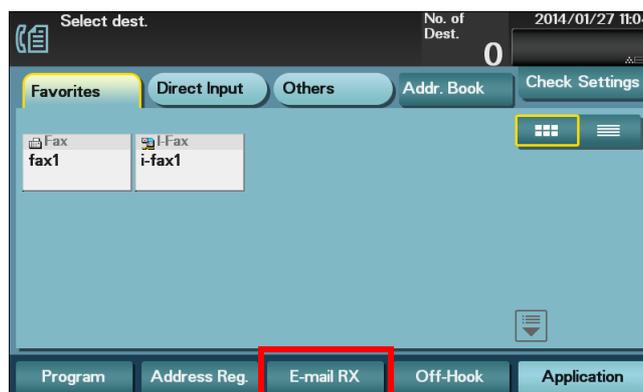
You can skip printing and forcibly save the received fax to the memory of this machine. This prevents fax data from being stolen or lost after being printed, and only the necessary fax(es) will be printed. For details, refer to page 5-4.

Received faxes can be forwarded to a pre-specified destination. They can be converted to computer-compatible files for management. For details, refer to page 5-3.

Receiving a fax manually

The user manually inquires the mail server for fax reception status.

Tap [E-mail RX] to request information from the mail server, and receive and print a fax receipt message, if any.



Tips

- You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches). If the received data exceeds the A4 or letter width, it results in an error, and an error report is printed out.
- If color or gray scale data is received, they will be discarded.

Reference

To configure a setting for receiving an Internet fax, use **Web Connection**. For details, refer to [E-mail Receive (POP)] of Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].



5

Receiving Options

5 Receiving Options

5.1 Adding the received date and time for printing ([Footer Position])

Reception information

Reception information contains the date and time of fax reception, the number assigned according to the order of reception (reception number), and page number.

Reception information is added if necessary when a document is printed.

Operations required to use this function (for administrators)

To print reception information, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Footer Position], then specify the position to print reception information (default: [OFF]).

5.2 Forwarding a received fax to another destination (Forward TX)

Forward TX

Forward TX is a function that transfers a received fax to a pre-specified destination (fax, E-mail, or Internet fax destination).

Received faxes can be converted to files that can be handled by a computer, which saves printing costs.



Tips

Forward TX cannot be used together with the following functions.
Memory RX, PC-Fax RX, TSI Routing

Operations required to use this function (for administrators)

To use Forward TX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [Enable Settings], then enable the Forward TX function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [Forward Dest.], then register the forward destination.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [Output Method], then specify whether or not to print the forwarded fax on this machine (default: [Forward & Print (If TX Fails)]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [File Type], then specify the file type when forwarding the received fax (default: [PDF]).

5.3 Saving a received fax to memory without printing (Memory RX)

Memory RX

Memory RX is a function that saves a received fax in memory of this machine without printing it.

You can check the contents of incoming faxes and print only the required ones, thereby reducing printing costs. This prevents fax data from being stolen or lost after being printed. Because the security is enhanced, you can handle important fax data securely.

Tips

The Memory RX function cannot be used together with the following functions.
Forward TX, PC-Fax RX, TSI Routing , Night RX

Operations required to use this function (for administrators)

To use Memory RX, the following settings are required.

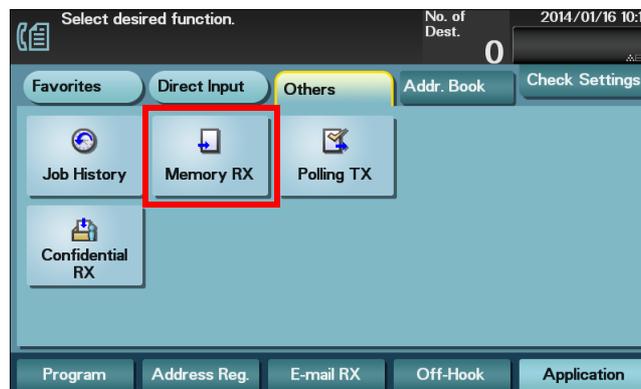
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Memory RX Setting] to enable the Memory RX function, then specify the password to access the received fax (default: [OFF]).

Printing or deleting a received fax

A received fax can be printed or deleted by accessing the Memory RX User Box.

- ✓ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Memory RX] on the main menu.

- 1 Tap [Fax].
- 2 Tap [Others] - [Memory RX].



- 3 Enter the password to access the received fax, then tap [OK].
→ If no password is specified, proceed to Step 4.
- 4 Select a fax to print, then tap [Print].
→ Tap [Delete] to delete the selected fax.
Printing starts.

Tips

The printed fax is erased from the memory.

Downloading a received fax

Using **Web Connection**, you can download a received fax to your computer. In addition, you can print or delete a fax and view detailed information.

- 1 Access to the **Web Connection** using the Web browser.
 - Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/
- 2 Log in with the account of a public user or registered user.
 - You can also log in with the administrator account to perform the same operation.
- 3 In the [Storage] tab, click [PC-Fax].
- 4 Enter the password to access the received fax, then click [OK].
 - If no password is specified, proceed to Step 5.This displays a list of faxes saved in memory.
- 5 Click [Copy] in the column of the fax to be downloaded.
 - Clicking a thumbnail or file name displays detailed information of the selected file.
 - If you click [Print], you can print out the selected file.
 - Click [Delete] to delete the selected file.Downloading starts.



Reference

For details on how to use **Web Connection**, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

5.4 Stopping fax printing at night (Night RX)

Night RX

Night RX is a function that prohibits printing of faxes that are received in the pre-specified nighttime zone.

Faxes received in the night time zone are collectively printed after the specified night time zone has been elapsed.

Tips

Night RX cannot be used together with the following functions:
Memory RX, TSI Routing, PC-Fax RX

Operations required to use this function (for administrators)

To use Night RX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Nighttime RX Settings] - [Night Fax RX Print], then enable the Night RX function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Nighttime RX Settings] - [Night RX Start Time], then specify the time to start the night time zone.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Nighttime RX Settings] - [Night RX End Time], then specify the time to end the night time zone.

5.5 Printing a fax on both sides ([Duplex Print (RX)])

Duplex Print (RX)

An original is printed on both sides of paper when multi-page fax is received. This can reduce the paper consumption.

Operations required to use this function (for administrators)

To use Duplex Print (RX), the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Duplex Print (RX)], then enable the Duplex Print (RX) function (default: [OFF]).

5.6 Configuring the fax print settings (for administrators)

Default print settings

A received fax is printed according to the following conditions depending on the page size of the fax.

A standard-size fax, such as A4, is printed on the same standard size paper as the received fax while being slightly reduced in size (default: 96%).

For faxes that are longer in the longitudinal direction than the standard size, the optimal paper size is determined based on the width and length of the fax, and printed on paper of the same size. If the optimal size paper is not available, the fax is printed on paper of a similar size.

Tips

If necessary, you can change the reduction ratio that is used when printing a fax.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Reduction Ratio] (default: 96%)

Fixing the print paper size ([Print Paper Size])

You can always print on the specified size of paper irrespective of the paper size of the received fax.

If the specified print paper size is smaller than the size of the received fax, the fax is reduced to the size of the print paper.

To fix the print paper size, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Paper Size], then specify the print paper size (the default varies depending on your region).

Fixing the print paper tray ([Tray Selection for RX Print])

You can always print on the paper loaded into the specified tray irrespective of the paper size of the received fax.

If the size of the paper in the specified tray is smaller than the size of the received fax, the size of the fax is reduced to the size of the paper in the tray.

To fix the print paper tray, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Tray Selection for RX Print], then specify the paper tray (default: [Auto]).

Tips

- If the tray is specified in [Tray Selection for RX Print], the setting for [Print Paper Size] is ignored ([Print Paper Selection] is automatically switched to [Auto Select]).
- If [Reduction Ratio] is set to 100% (Full Size), [Tray Selection for RX Print] is compulsory switched to [Auto].

Splitting a custom size (portrait) fax for printing ([Print Separate Fax Pages])

For faxes that are longer in the longitudinal direction than the standard size, the print size is not reduced, however the area that cannot be fitted to a standard size is printed on the subsequent page.

To use Print Separate Fax Pages, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Separate Fax Pages], then enable the Print Separate Fax Pages function (default: [OFF]).

Tips

- If [Reduction Ratio] is set to 100% (Full Size), [Print Separate Fax Pages] is compulsory switched to [OFF], and the area that cannot be fitted on a standard size sheet is not printed at all.
- If [Duplex Print (RX)] is [ON], you cannot use [Print Separate Fax Pages].



Printing a Fax Report

6 Printing a Fax Report

The following types of fax reports are available. Reports are printed automatically if certain conditions are satisfied, or printed manually.

Report name	Description
Activity Report	This report contains results of sent and received faxes. A total of 100 faxes are recorded on separate pages for send and received. The activity report is automatically printed. In addition, records containing only transmission or reception faxes can be printed as required. By default, the report is automatically printed for every 100 communications.
TX Result Report	This report contains the results of fax transmission. By default, the report is automatically printed when a transmission has failed.
Broadcast Report	This report contains results of faxes sent by broadcast. By default, the report is automatically printed upon completion of the broadcast transmission.
Internet Fax RX Error Report	This report contains the date and time and cause when the machine has failed to receive an Internet fax. By default, the report is automatically printed when the machine fails to receive an Internet fax.
Print MDN Message	A report that notifies of an Internet fax reception by the recipient machine. By default, reports are automatically printed when an MDN (Message Disposition Notifications) message is received.
Print DSN Message	A report that notifies of an Internet fax reception by the recipient mail server. Reports are automatically printed when a DSN (Delivery Status Notifications) message is received. By default, reports are not printed automatically.
E-mail Message Body	A report that notifies of successful receipt of an Internet fax by the recipient machine, which is printed subsequent to reception. Reports are printed if the message (subject/text) is attached to the Internet fax. By default, reports are automatically printed.
Job Settings List	This list contains the details of [Fax Settings].

Tips

The Activity Report contains the sending and receiving results of both fax and Internet fax. This report cannot be printed out only for Internet fax.

The following items are only for Internet fax:

- Communication time: Fixed to "-- : --".
- Result column: The following information is described depending on the communication result.
 - "-": Indicates that a fax transmission has succeeded up to the E-mail server.
 - "OK": Indicates that a fax has normally reached the recipient (only when an MDN or DSN response has been received).
 - "NG": Indicates that a communication error has occurred.
 - "MDN-ER": Indicates that the machine has failed to receive an MDN response.
 - "DSN-ER": Indicates that the machine has failed to receive a DSN response.

Related setting (for the administrator)

You can change printing conditions of various fax reports if necessary.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Report Settings]



Registering Frequently Used Destinations (Address Book)

7 Registering Frequently Used Destinations (Address Book)

7.1 Address Book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data. A destination registered on this machine is called an Address Book.

Up to 2,000 address books can be registered. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.



Related setting (for the administrator)

You can select whether or not to allow the user to register or change destinations.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.] (default: [Allow]).



Reference

Address books can also be registered using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

7.2 Registering an Internet fax destination

7.2.1 Registering a destination in Utility

Register destination E-mail addresses.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Internet Fax] - [New].
- 2 Enter destination information, then tap [OK].

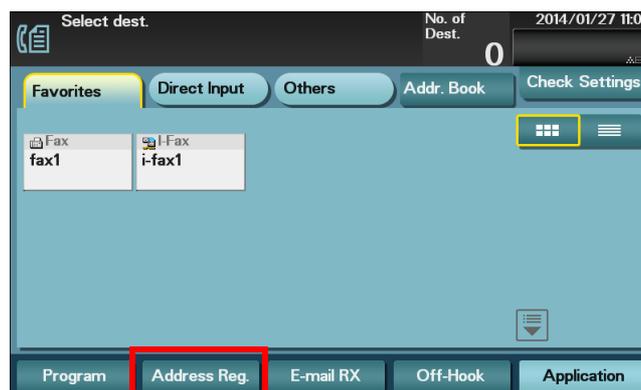
Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorites]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorites], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[E-mail]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes). Tapping [Details] displays the full text of the E-mail address.
[Receiver RX Ability]	Select [Compression Method] and [Resolution] as the specifications of the original data that can be received on the destination device.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

7.2.2 Registering a destination from the main screen in Fax mode

- 1 Tap [Fax].
- 2 Tap [Address Reg.].



- 3 Tap [Input New Address], then tap [Internet Fax].
- 4 Enter destination information, then tap [Register].
 - The registered information is the same as that to be registered from the Utility. For details, refer to page 7-3.

7.3 Registering directly entered destinations in Address Book

- 1 Tap [Fax].
- 2 Tap [Direct Input], select the destination type, then enter the destination.
- 3 After entering the destination, tap [Address Reg.].



- 4 Tap the destination you want to register in the address book.
 - Tap [Input New Address] to register the new address, which is not yet entered. For details on how to register, refer to page 7-3.
- 5 Enter the registration name for the destination.

Settings	Description
[Address Type]	Displays the type of the destination you selected in Step 4.
[Name]	Enter the destination name (using up to 72 characters).
[Favorites]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorites], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Address]	The destination that is specified by direct input is displayed.

- 6 Tap [Register], then [Close].

When a fax transmission to the destination which is specified by direct input is complete, tap [Addr.Book] and check that the destination is registered.



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PC-FAX Functions



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PC-Fax TX

1 PC-Fax TX

1.1 Overview of PC-Fax TX

The general facsimile sends and receives paper originals. In contrast, the PC-Fax TX function sends data of an original on a Windows computer as if it was printed on this machine.

This is well suited for an environment where you handle a large number of data files because it is not necessary to prepare a paper original to send faxes.

The fax destinations can be set using the Address Book already stored on this machine. Also, you can create a phone book and control the destinations on the computer.



Tips

To use the PC-Fax TX function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

1.2 System environment requirements

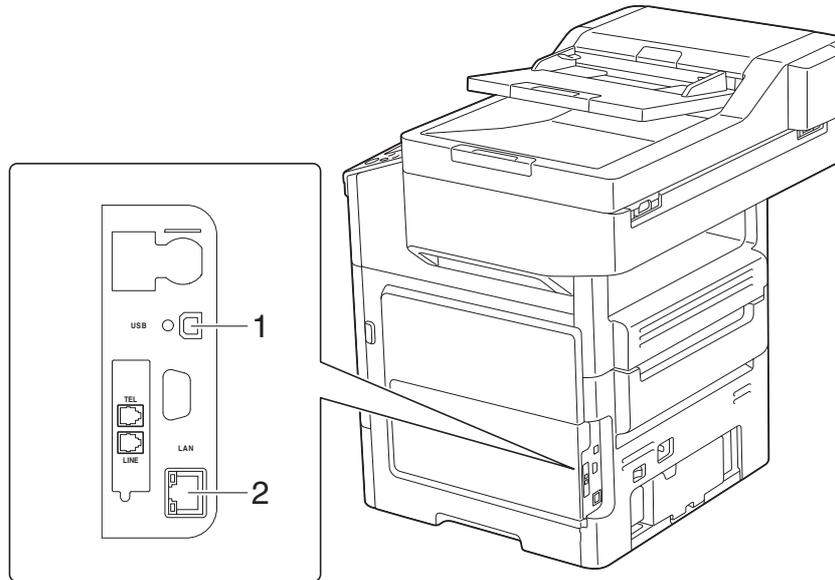
Before using the PC-Fax TX function, you must install the fax driver on your computer in advance.

If you use the installer software to install the fax driver, the machine on the network or the machine connected via USB interface can be detected automatically. In this case, you will be able to easily install the fax driver.

Item	Specifications
Operating system	Windows Server 2003, Standard Edition (Service Pack 2 or later) Windows Server 2003, Enterprise Edition (Service Pack 2 or later) Windows Server 2003 R2 Standard Edition Windows Server 2003 R2 Enterprise Edition Windows Server 2003, Standard x64 Edition Windows Server 2003, Enterprise x64 Edition Windows Server 2003 R2, Standard x64 Edition Windows Server 2003 R2, Enterprise x64 Edition Windows Vista Business (Service Pack 2 or later)* Windows Vista Enterprise (Service Pack 2 or later)* Windows Vista Home Basic (Service Pack 2 or later)* Windows Vista Home Premium (Service Pack 2 or later)* Windows Vista Ultimate (Service Pack 2 or later)* Windows Server 2008 Standard (Service Pack 2 or later)* Windows Server 2008 Enterprise (Service Pack 2 or later)* Windows Server 2008 R2 Standard Windows Server 2008 R2 Enterprise Windows 7 Home Basic Windows 7 Home Premium* Windows 7 Professional* Windows 7 Enterprise* Windows 7 Ultimate* Windows 8* /Windows 8.1* Windows 8 Pro /Windows 8.1 Pro* Windows 8 Enterprise /Windows 8.1 Enterprise* Windows Server 2012 Datacenter Windows Server 2012 Standard Windows Server 2012 R2 Datacenter Windows Server 2012 R2 Standard * Supports 32-bit (x86)/64-bit (x64) environment.
CPU	Any processor of the same or higher specifications as recommended for your operating system
Memory	Memory capacity as recommended for your operating system The memory space must be enough for the OS and applications used.
Drive	CD-ROM drive

1.3 Cable connection locations on this machine

The printer cables are connected to each port on this machine.



No.	Port	Description
1	USB port	Use a USB interface cable for USB connection. Use a type A (4-pin, male) or type B (4-pin, male) USB cable. A USB cable measuring three meters or less is recommended.
2	Ethernet Port (LAN) (1000Base-T/100Base-TX/10Base-T)	Use the LAN cable to connect this machine to the network. This machine supports the 1000Base-T, 100Base-TX and 10Base-T protocols. The TCP/IP (LPD/LPR, IPP) protocols and Web services are supported.



Preparation for PC-Fax TX (Network Connection)

2 Preparation for PC-Fax TX (Network Connection)

2.1 Overview

Before using the PC-Fax TX function, you must install the fax driver on your computer.

This section explains how to prepare PC-Fax TX, using the installer supplied with this machine.

2.2 Before installing the fax driver (for administrators)

Connecting this machine to the network

- **Checking a LAN cable for connection**
- **Checking the network settings**
 - Check that an IP address is assigned to this machine.



Set up the PC-Fax operating environment.

- **When using the Normal Printing (at Port 9100)**
 - Make sure that the RAW port number has been set. (Usually, you can use the default settings.) Use Normal Printing (Port 9100) unless otherwise specified.
- **When using the Internet Printing (IPP)**
 - Check the IPP operating environment. (Usually, you can use the default settings.)
- **When using the Secure Printing (IPPS)**
 - Set up the IPPS operating environment. Establish the communication with SSL encryption between this machine and the computer.



Preparation finished

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 1-4.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



Reference

If no IP address is displayed, you need to set up the network. For details, refer to [Quick Start Guide].

Setting up the PC-Fax TX environment

Set up the operating environment to suit the printing method.

If the printing method is not specified before installation, Normal Printing (Port 9100) is selected for printing. Use Normal Printing (Port 9100) unless otherwise specified.

For details on how to configure settings, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

Printing method	Description
Normal Printing (Port 9100)	Make sure that the RAW port number has been set. (Usually, you can use the default settings.)
Internet Printing (IPP)	Check the IPP operating environment. (Usually, you can use the default settings.)
Secure Printing (IPPS)	Set up the IPPS operating environment. Establish the communication with SSL encryption between this machine and the computer.

 **Tips**

- If you are using Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, you cannot set up the Secure Print (IPPS) using the installer.
- If you are using Windows Server 2003 in an IPv6 environment, you cannot set up the Secure Printing using the installer.
- Internet Printing (IPP) is not supported in the IPv6 environment.

Enabling device information to be obtained from the fax driver

Disable the OpenAPI authentication function. (Usually, you can use the default settings.)

If device information collection from the fax driver is enabled, the fax driver automatically collects the information such as optional device attachment and authentication settings.

For details on how to configure settings, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

2.3 Easy installation of the fax driver

Preparing the fax driver

- **Preparing the fax driver CD-ROM**
 - For the CD-ROM, contact the administrator of this machine.
 - **Checking the operating systems compatible with the fax driver**
 - Check that the computer with the fax driver installed satisfies operating conditions of the fax driver.
-



Installing the fax driver on the computer

- **Installing the fax driver on the computer using the installer**
 - Insert the **Driver & Utilities CD-ROM** into the drive, and install the software by following the on-screen instructions.
 - **Performing a test print**
 - If necessary, make a test print, then check that it is acceptable.
-



Preparation finished

Preparing the fax driver CD-ROM

The following CD-ROMs are supplied with this machine: The fax driver is included on the **Driver & Utilities CD-ROM**.

CD-ROM	Description
Driver & Utilities CD-ROM	Contains Windows printer driver (PCL/PS/XPS/FAX), Mac OS printer driver, Linux printer driver, and TWAIN driver. This also contains the page for downloading utility software.
User's Guide CD-ROM	Contains user's guides.

Checking the operating systems compatible with the fax driver

For details on the operating system of the computer compatible with the fax driver, refer to page 1-3.

Installation procedure

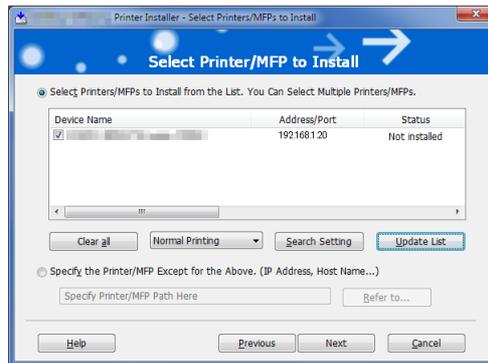
Install the fax driver on the computer using the installer.

- ✓ Administrator privileges are required to perform this task.
 - ✓ Use the **Driver & Utilities CD-ROM**.
- 1 Insert the fax driver CD-ROM into the CD-ROM drive of the computer.
 - Make sure that the installer starts, then proceed to Step 2.
 - If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Setup.exe], then go to Step 3.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
 - 2 Click [Printer/FAX].
 - 3 Read the license agreement, then click [AGREE].
 - 4 Check the contents of the [Readme] window, then click [Next].
 - 5 Select [Install printers/MFPs], then click [Next].

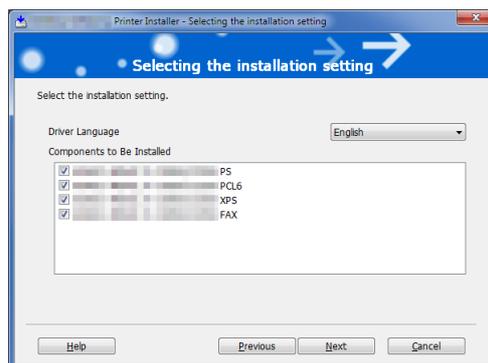
Connected printers are detected.

 - For Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can select [Preference for IPv4] or [Preference for IPv6]. The address has the preference when detected in both IPv4 and IPv6.

- 6 Select this machine, then click [Next].
- If this machine is not detected, restart it.
 - You do not need to change the printing method from [Normal Printing] (Port 9100) unless otherwise specified by the administrator.
 - As the printing method, you can select [Normal Printing], [Internet Printing] (IPP), or [Secure Printing] (IPPS).
 - Among the connected printers, only the target model is automatically detected and displayed. If multiple target models are displayed, check the IP addresses.
 - If the connection to this machine cannot be recognized, it is not displayed in the list. In such a case, select [Specify the Printer/MFP Except for the Above. Select (IP Address, Host Name...)], then manually specify the IP address and host name of this machine.



- 7 Select the check box of the fax driver, then click [Next].



- 8 Check the components to be installed, then click [Install].
- 9 If necessary, change the printer name or print a test page, then click [Finish].
- Installation of the fax driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine. For details, refer to page 2-7.
[Print Setting]	Changes the default print settings of this machine, if necessary. For details, refer to page 2-7.
[Print Test page]	Prints a test page to check the normal data transfer, if necessary.



Reference

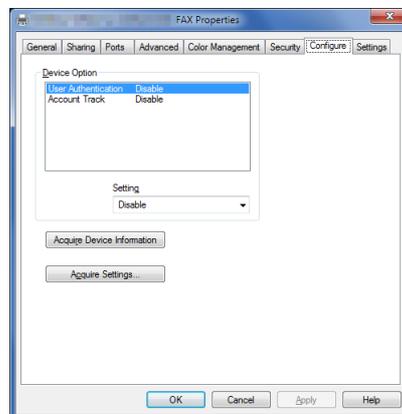
Be sure to initialize the fax driver after you have installed it. For details, refer to page 2-7.

2.4 Initializing the fax driver

Configuring the optional environment of this machine

If you are using this machine for the first time, ensure that optional device installation and authentication settings have been correctly reflected on the fax driver.

- 1 Open the [Properties] window of the fax driver.
 - For information on how to display the [Properties] window, refer to page 6-2.
- 2 In the [Configure] tab, check the information such as what options are installed on this machine and whether or not authentication settings have been configured.
 - By default, [Auto] in [Acquire Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].
 - When [Auto] in [Acquire Settings...] is disabled, clicking [Acquire Device Information], obtains and reflects the information on this machine to [Device Option].
 - If you cannot establish communication with this machine, manually set this information in [Device Option]. Select the item to change from the list, and set a value in [Setting].



- 3 Click [OK].

Changing the default print settings

You can change the default print settings of the fax driver, if necessary.

For example, if you set to send the initial value with page combination, you can reduce the number of pages printed at the destination. We recommend that you change the default settings to suit your environment.

- 1 Open the [Printing Preferences] window of the fax driver.
 - For information on how to display the [Printing Preferences] window, refer to page 6-7.
- 2 Change the print settings, and click [OK].

The changed settings are applied when PC-Fax TX is performed from any application software.



Reference

The fax driver has a function that saves settings as favorites. For details, refer to page 4-8.



**Preparation for PC-Fax TX
(USB Connection)**

3 Preparation for PC-Fax TX (USB Connection)

3.1 Overview

Before using the PC-Fax TX function, you must install the fax driver on your computer.

This section explains how to prepare PC-Fax TX, using the installer supplied with this machine.

3.2 Easy installation of the fax driver

Preparing the fax driver

- **Preparing the fax driver CD-ROM**
 - For the CD-ROM, contact the administrator of this machine.
 - **Checking the operating systems compatible with the fax driver**
 - Check that your computer meets the operating environment requirements of the printer driver.
-



Installing the fax driver on the computer

- **Configuring the installation settings on the computer**
 - If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, you need to change the PC settings in advance.
 - **Installing the fax driver on the computer using the installer**
 - After connecting the USB cable, insert the **Driver & Utilities CD-ROM** into the drive, then install the software by following the on-screen instructions.
 - **Performing a test print**
 - If necessary, make a test print, then check that it is acceptable.
-



Preparation finished

Preparing the fax driver CD-ROM

The following CD-ROMs are supplied with this machine: The fax driver is included on the **Driver & Utilities CD-ROM**.

CD-ROM	Description
Driver & Utilities CD-ROM	Contains Windows printer driver (PCL/PS/XPS/FAX), Mac OS printer driver, Linux printer driver, and TWAIN driver. This also contains the page for downloading utility software.
User's Guide CD-ROM	Contains user's guides.

Checking the operating systems compatible with the fax driver

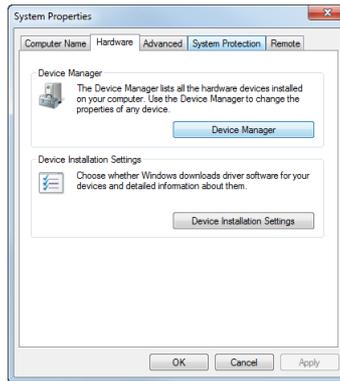
For details on the operating system of the computer compatible with the fax driver, refer to page 1-3.

Changing the installation settings (Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2)

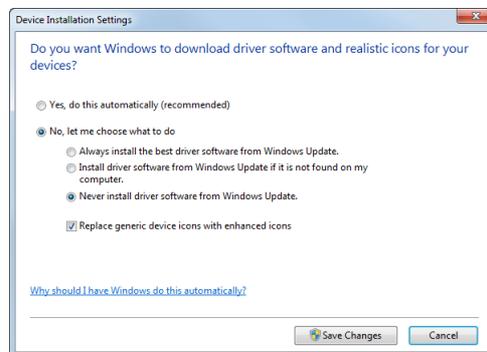
If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, change the computer settings before installing the fax driver.

- 1 Open the [Control Panel] window.
 - In Windows 8.1, click [⏴] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel].
 - In Windows Server 2012/Server 2012 R2, click [Control Panel] in the Start window.
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Control Panel].
- 2 Click [System and Security] - [System].
- 3 Click [Advanced system settings] on the menu in the left-hand pane.
The [System Properties] window appears.

- 4 In the [Hardware] tab, click [Device Installation Settings].



- 5 Select [No, let me choose what to do], select [Never install driver software from Windows Update.], then click [Save Changes].
- When you have finished installing the fax driver, change the setting back to [Yes, do this automatically (recommended)].



- 6 Click [OK] to close the [System Properties] window.

Installation procedure

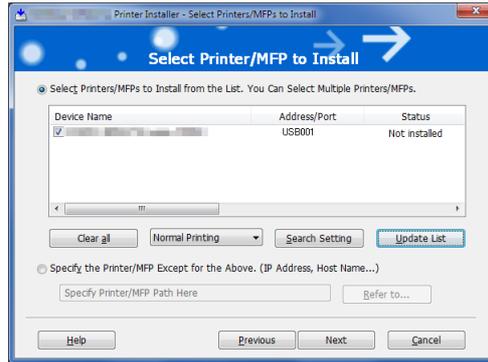
Install the fax driver on the computer using the installer.

- ✓ Administrator privileges are required to perform this task.
- ✓ Use the **Driver & Utilities CD-ROM**.

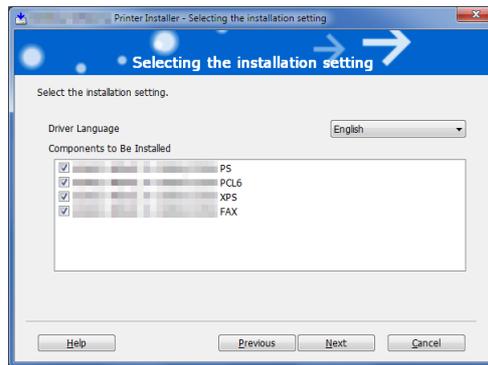
- 1 Connect a USB cable to the USB port of this machine.
 - For details on the cable connection port, refer to page 1-4.
 - If a wizard window for adding new hardware opens, click [Cancel].
- 2 Insert the fax driver CD-ROM into the CD-ROM drive of the computer.
 - Make sure that the installer starts, then go to Step 3.
 - If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Set-up.exe], then go to Step 4.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 3 Click [Printer/FAX].
- 4 Read the license agreement, then click [AGREE].
- 5 Check the contents of the [Readme] window, then click [Next].
- 6 Select [Install printers/MFPs], then click [Next].

USB-connected printers are detected.

- 7 Select this machine, then click [Next].



- 8 Select the check box of the fax driver, then click [Next].



- 9 Check the components to be installed, then click [Install].
- 10 If necessary, change the printer name or print a test page, then click [Finish].
- Installation of the fax driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine. For details, refer to page 3-6.
[Print Setting]	Changes the default print settings of this machine, if necessary. For details, refer to page 3-6.
[Print Test page]	Prints a test page to check the normal data transfer, if necessary.



Reference

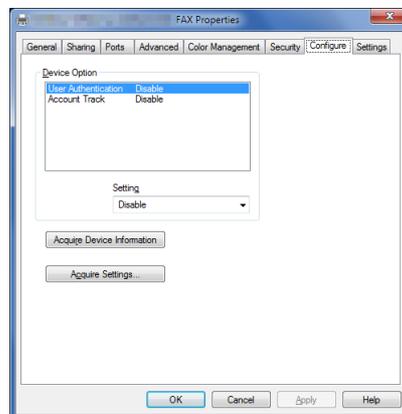
Be sure to initialize the fax driver after you have installed it. For details, refer to page 3-6.

3.3 Initializing the fax driver

Configuring the optional environment of this machine

If you are using this machine for the first time, apply the optional device installation and authentication settings to the fax driver.

- 1 Open the [Properties] window of the fax driver.
 - For information on how to display the [Properties] window, refer to page 6-2.
- 2 In the [Configure] tab, check the information such as what options are installed on this machine and whether or not authentication settings have been configured.
 - If you are using Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, [Auto] under [Acquire Settings...] is enabled by default. Thus, the information of this machine is automatically obtained and applied for [Device Option].
 - When [Auto] in [Acquire Settings...] is disabled, clicking [Acquire Device Information], obtains and reflects the information on this machine to [Device Option].
 - If you are using Windows Server 2003, set the option manually using [Device Option]. Select the item to change from the list, and set a value in [Setting].



- 3 Click [OK].

Changing the default print settings

You can change the default print settings of the fax driver, if necessary.

For example, if you set to send the initial value with page combination, you can reduce the number of pages printed at the destination. We recommend that you change the default settings to suit your environment.

- 1 Open the [Printing Preferences] window of the fax driver.
 - For information on how to display the [Printing Preferences] window, refer to page 6-7.
- 2 Change the print settings, and click [OK].
 - The changed settings are applied when PC-Fax TX is performed from any application software.



Reference

The fax driver has a function that saves settings as favorites. For details, refer to page 4-8.

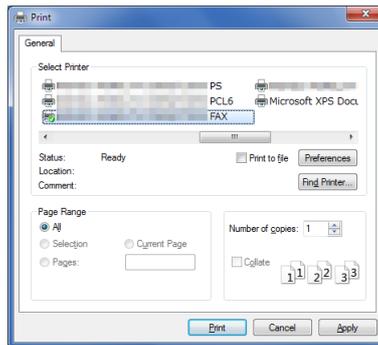
4

How to Send PC-Fax TX

4 How to Send PC-Fax TX

4.1 Transmission flow

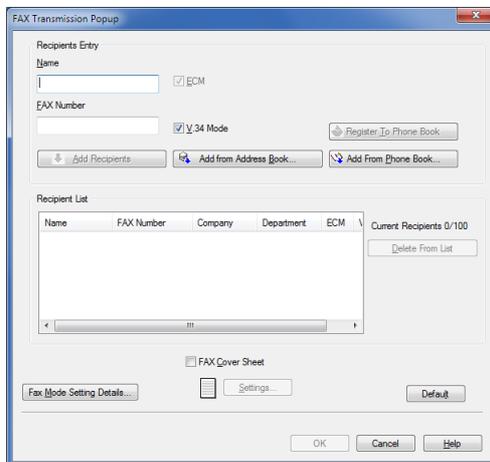
- 1 Open data of the original using the application software. From the [File] menu, select [Print].
- 2 Check that the fax driver of this machine is selected in [Printer Name] (or [Select Printer]).
 - The [Print] dialog box varies depending on the application software.



- 3 Set a range of pages to send.
- 4 Click [Properties] (or [Preferences]) to change the print settings of the fax driver, if necessary.
 - For details on the print settings, refer to page 6-7.
 - The print settings you have changed here return to the default values when you exit the application software. For information on how to change the default values of print settings, refer to page 2-7.
 - The fax driver provides Favorite Setting to enable quick selection of frequently used print settings. For details, refer to page 4-8.
- 5 Click [Print].

The [FAX Transmission Popup] window opens. For details on the [FAX Transmission Popup] window, refer to page 4-4.

- 6 Set the recipient name and fax number.
 - When you select a recipient from the Address Book of this machine, click [Add from Address Book...]. For details, refer to page 4-6.
 - When you select a recipient from the Phone Book of the computer, click [Add From Phone Book...]. For details, refer to page 4-5.
 - Set the fax transmission function and add a cover page to the fax, if necessary. For details, refer to page 4-7.



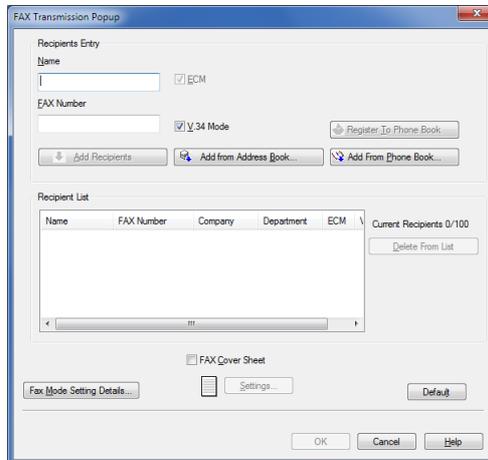
- 7 Click [Add Recipients].
 - When you send a fax to multiple destinations, repeat Steps 6 and 7. You can register up to 100 recipients.
 - To cancel an added recipient, select a target one, then click [Delete From List].
- 8 Click [OK].

The data of the original is faxed via the machine.

4.2 The [FAX Transmission Popup] window

In the [FAX Transmission Popup] window, you can select recipients and change transmission conditions.

4.2.1 The [FAX Transmission Popup] screen options



Settings	Description
[Name]	Enter the recipient name (using up to 80 characters).
[FAX Number]	Enter the recipient fax number (using up to 38 digits, including hyphen (-), #, *, P, and T). When you send a fax to a foreign country, enter the country code before the fax number.
[ECM]	To cancel ECM (Error Correction Mode), clear the ECM check box. ECM is an error correction mode defined by the ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines that support the ECM communicate, while confirming that there is no error in the sent data. This prevents image blurring caused by noise on the phone line. This machine uses the ECM based communication by default. However, if the noise is high, the communication may take a little longer than the communication without using ECM checking. If you need to shorten the communication time, cancel the ECM checking and send a fax. However, image or communication errors may occur depending on the specified communication time value, so change the value to suit conditions.
[V.34 Mode]	Clear the [V.34 Mode] check box to release the V.34 protocol mode. The V.34 protocol is used for Super G3 fax communication. This can shorten the communication time and reduce communication costs because a single page of size-A4 document can be sent within approximately three seconds. This machine uses the V.34 protocol communication by default. This machine cannot use the Super G3 mode communication if this machine or the destination fax is not connected to the PBX line or if the fax line speed is limited. If so, cancel the V.34 mode communication.
[Add Recipients]	Click this button to add the recipient you entered in the [Recipients Entry] field to [Recipient List].
[Add from Address Book...]	Click this button to select a recipient from the Address Book of this machine. For details, refer to page 4-6.
[Add From Phone Book...]	Click this button to select a recipient from the Phone Book of the computer. For details, refer to page 4-5.
[Register To Phone Book]	Click this button to register the [Name] and [FAX Number] in the Phone Book. This entry is stored in the [Simple Entry] folder of the Phone Book. For details on how to register it, refer to page 4-9.
[Fax Mode Setting Details...]	Click this button to set the fax TX functions such as timer transmission and F-code transmission. For details, refer to page 4-7.

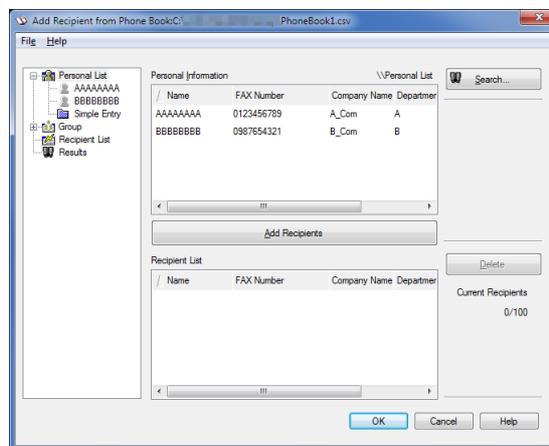
Settings	Description
[FAX Cover Sheet]	Select this check box to add a cover sheet to the fax when you send it. Click the [Settings] button to set up the cover sheet details. For details, refer to page 5-2.

4.2.2 Selecting a recipient from the Phone Book

You can quickly select a PC-Fax recipient from the Phone Book being controlled on your computer.

- ✓ Recipient registration is required to be carried out in advance. For details on how to register it, refer to page 4-9.

- 1 In the [FAX Transmission Popup] window, select [Add From Phone Book...].
- 2 Select [Personal List] or [Group] from the list on the left side of the Phone Book, and display the desired recipient in the [Personal Information] list.
 - When you click [Search...], you can use a conditional search. The search results are displayed in the [Personal Information] list. For details, refer to page 4-11.



- 3 Select a recipient name from the [Personal Information] list, then click [Add Recipients].
 - You can register up to 100 recipients.
 - To cancel a recipient, select it, then click [Delete].
 - If the recipient is already registered in a Group, select the group name, then click [Add Recipients]. All members are added to [Recipient List].
- 4 Click [OK].

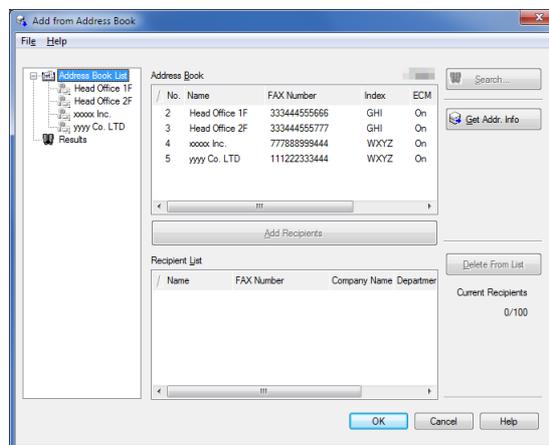
This returns you to the [FAX Transmission Popup] window.

4.2.3 Selecting a recipient from the Address Book of this machine

Select a PC-Fax recipient from the Address Book stored on this machine.

- ✓ You can use the PC-Fax transmission only when this machine can communicate with the computer through the network.
- ✓ The recipient must be registered in the Address Book in advance. For details on the registration procedure, refer to Chapter 8 "Registering Frequently Used Destinations (Address Book)" in [User's Guide: Fax Functions].

- 1 In the [FAX Transmission Popup] window, select [Add from Address Book...].
- 2 Select [Address Book List] from the list in the left-hand pane, and display the desired recipient in the [Address Book] list.
 - Click the [Get Addr. Info] button, and this machine starts communication and obtains the recipient information.
 - When you click [Search...], you can use a conditional search. The search results are displayed in the [Address Book] list.

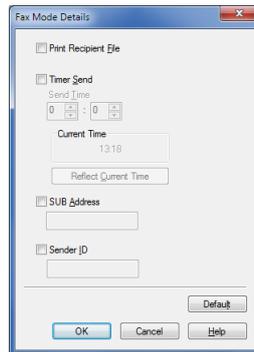


- 3 Select the recipient from the [Address Book] list, then click [Add Recipients].
 - You can register up to 100 recipients.
 - To cancel an added recipient, select a target one, then click [Delete From List].
- 4 Click [OK].

This returns you to the [FAX Transmission Popup] window.

4.2.4 Configuring the fax transmission function

In the [FAX Transmission Popup] window, select [Fax Mode Setting Details...], and you can set up the Fax transmission functions.



Settings	Description
[Print Recipient File]	Select this check box to send a fax and print it at the same time. You can also set this option using the [FAX] tab of the [Printing Preferences] window.
[Timer Send]	Select this check box to set a time to send a fax. The fax is automatically sent at the specified time. <ul style="list-style-type: none"> [Reflect Current Time]: Reflects the current time of the computer onto [Send Time]. You can also set this option using the [FAX] tab of the [Printing Preferences] window.
[SUB Address]	When you use the F-code TX function, select this box and enter the registration number of the recipient folder (using up to 20 digits). You can also set this option using the [FAX] tab of the [Printing Preferences] window.
[Sender ID]	When you use the F-code TX function, select this box and enter the password of the recipient folder (using up to 20 digits, including symbols # and *). You can also set this option using the [FAX] tab of the [Printing Preferences] window.

Tips

When you use the timer transmission, check that the clock time of the computer matches the clock time of this machine. If the clock time of this machine has already passed the specified send time, the fax is sent in the next day.

4.2.5 Adding a cover sheet

In the [FAX Transmission Popup] window, if you select the [FAX Cover Sheet] check box, you can add a cover sheet to the fax to be sent.

When you click [Settings...], you can change the cover sheet. For details on how to change the setting, refer to page 5-2.

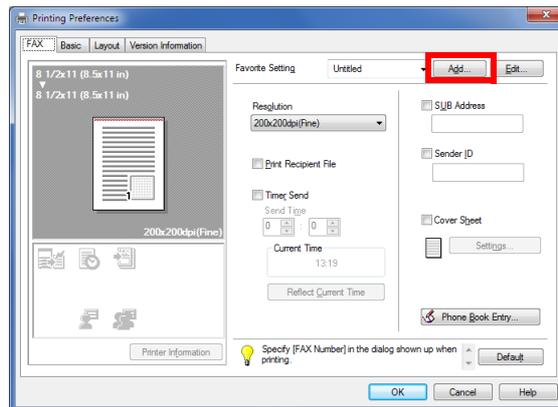
4.3 Easily recalling the frequently used setting

You can save the current print settings in the Favorite folder and quickly recall them when you send a fax.

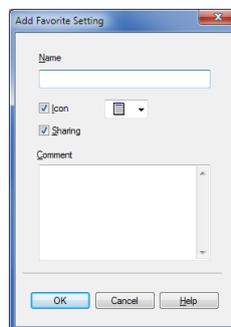
When you register a frequently used combination of print settings as a favorite, you can easily apply all of those settings just by selecting the combination from the Favorite Setting list, even if the combination is complicated as it contains settings on multiple tabs.

The following explains the procedure of favorite print setting.

- 1 In the [Printing Preferences] window, set the print conditions you want to register as a favorite.
- 2 Click [Add...].
 - When you edit an existing setting, select its name from the [Favorite Setting], then click [Edit] In the Edit dialog box, you can select functions to be recalled with a favorite setting or import and export a favorite setting.



- 3 Enter names of the favorites to be registered.
 - Specify an icon or comment for the favorite setting, if necessary.



Settings	Description
[Name]	Enter names of the favorites to be registered. Use names that can easily be identified.
[Icon]	Assign an icon to the favorite settings, if necessary.
[Sharing]	Select this check box to share the favorite settings with other users.
[Comment]	Enter a comment to the favorite setting, if necessary. The comment is displayed when you place the mouse cursor over the favorite in the Favorite Setting list.

- 4 Click [OK].

The print settings are registered as a favorite. You can select the favorite settings from the [Favorite Setting] list when sending the fax.

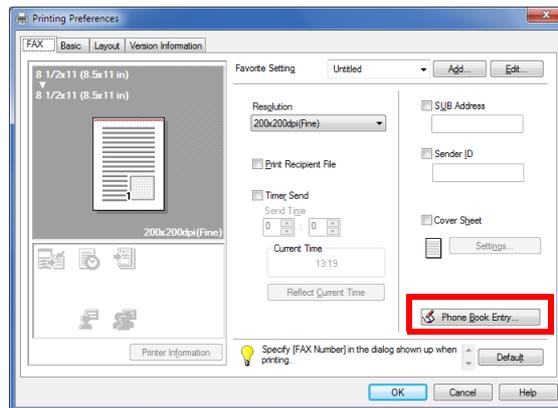
4.4 Managing recipient information on the computer (Phone Book)

Registering a recipient

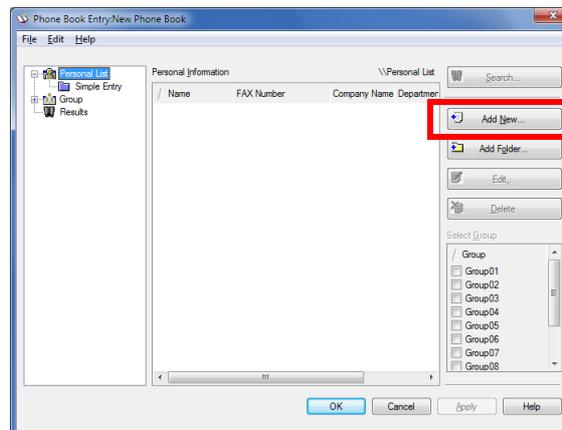
If you have registered the frequently calling recipients in the Phone Book, you can quickly call the recipient when sending a fax. Use the [FAX] tab of the fax driver to add recipients to a phone book.

When you use the Phone Book for the first time, create a Phone Book file. When you use the Phone Book for the second or other times, the previously used Phone Book file is opened automatically. When you change the contents of Phone Book, the Phone Book file is overwritten with your changes.

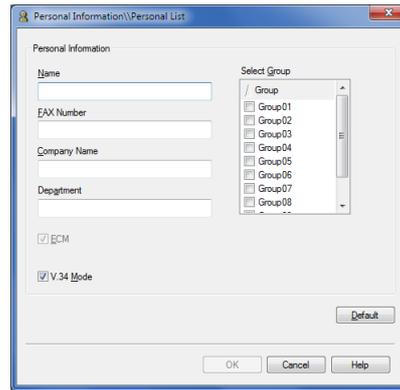
- 1 In the [FAX] tab, click [Phone Book Entry...].



- 2 Select [Personal List] from the list at left, then click [Add New...].



3 Enter the recipient information.



Settings	Description
[Name]	Enter the recipient name (using up to 80 characters). When you set the recipient name, you can add a title to this name.
[FAX Number]	Enter the recipient fax number (using up to 38 digits, including hyphen (-), #, *, P, and T). When you send a fax to a foreign country, enter the country code before the fax number.
[Company Name]	Enter the company name of the recipient, if necessary (using up to 80 characters).
[Department]	Enter the department name of the recipient, if necessary (using up to 80 characters).
[ECM]	To cancel ECM (Error Correction Mode), clear the ECM check box. ECM is an error correction mode defined by the ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines that support the ECM communicate, while confirming that there is no error in the sent data. This prevents image blurring caused by noise on the phone line. This machine uses the ECM based communication by default. However, if the noise is high, the communication may take a little longer than the communication without using ECM checking. If you need to shorten the communication time, cancel the ECM checking and send a fax. However, image or communication errors may occur depending on the specified communication time value, so change the value to suit conditions.
[V.34 Mode]	Clear the [V.34 Mode] check box to release the V.34 protocol mode. The V.34 protocol is used for Super G3 fax communication. This can shorten the communication time and reduce communication costs because a single page of size-A4 document can be sent within approximately three seconds. This machine uses the V.34 protocol communication by default. This machine cannot use the Super G3 mode communication if this machine or the destination fax is not connected to the PBX line or if the fax line speed is limited. If so, cancel the V.34 mode communication.
[Select Group]	When you add a recipient to the group, select this group check box. You can also add a recipient in multiple groups. Once added, you can specify recipients by selecting their group (for broadcasting). If you send faxes frequently to specific members, it will be useful to add them to a group.

4 Click [OK].

The personal information is registered and displayed under [Personal List]. If you have selected groups for the recipient, it will be displayed in the groups list.

5 Click [OK].

The Phone Book is finished from editing. When you are creating a Phone Book, go to Step 6.

6 Click [Yes].

7 Specify the storage location, enter the file name, then click [Store Job].

→ The [Save As] window is opened when you save the Phone Book for the first time. When you change the Phone Book after the first time, the [Save As] window is not opened but the Phone Book file is overwritten with your changes automatically.

The Phone Book is saved as a CSV file.

Tips

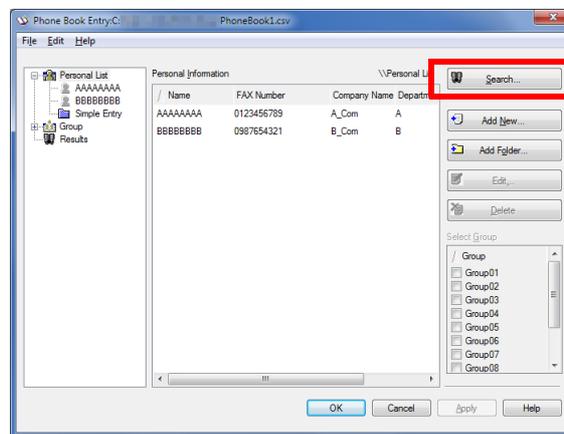
- The saved Phone Book file automatically appears when you open the Phone Book next time. To open another Phone Book file, open the [Phone Book Entry...] window, then select [Open...] from the [File] menu. Saving multiple Phone Book files can switch between these files to locate the desired one.
- To create a Phone Book file, open the [Phone Book Entry...] window, then select [New] from the [File] menu. Also, you can save the file to have an alias by selecting [Save As...] from the [File] menu.

Searching for a recipient

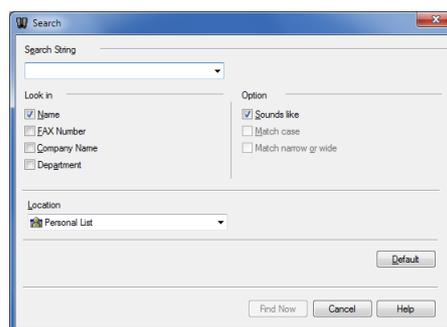
You can search for a recipient from the Recipients List registered in the Phone Book.

Part of recipient information or multiple conditions can be used for this search.

When you search for a recipient, click [Search...] from the Phone Book. Your operations are the same when you open the Phone Book to send a fax and when you open the Phone Book to add a recipient to it.



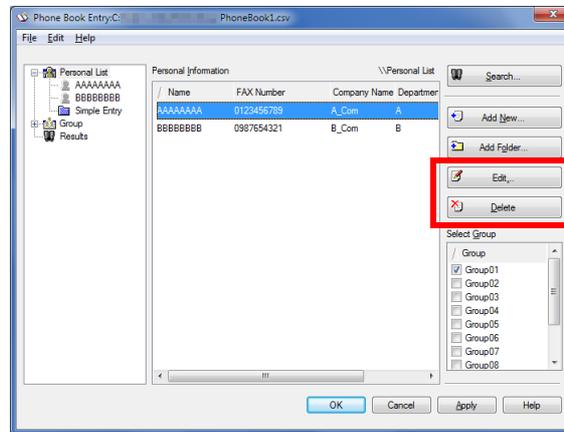
Select a search target and search location, then enter the characters to be searched. If necessary, select a search option, then click [Find Now].



Editing recipient information

You can have an easy to use Phone Book by customizing it. You can edit the recipient information, and edit and file the Phone Book. When you edit the Phone Book, use the Phone Book that you open when adding a recipient.

- When you edit the recipient information, select a recipient from [Personal List], then click [Edit...].
- To delete a recipient from the Phone Book, select the recipient from [Personal List], then click [Delete]. During this time, the recipient is also deleted from the registered group.



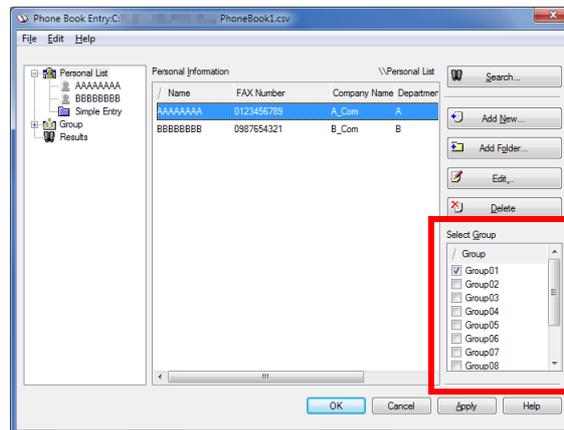
Tips

If the recipient name and fax number, which are manually entered at the time of fax transmission, are registered using [Register To Phone Book], they are displayed in the [Simple Entry] folder.

Changing the recipient group

When you change a group, use the Phone Book that you open when adding a recipient.

From [Personal List], select a recipient that you wish to move to another group, and select the check box of the desired group number shown in the right-hand pane.



Tips

- You can also register a recipient by dragging the name from [Personal List] to a group. However, you cannot delete the recipient from the group by dragging the name.
- You can register up to 100 recipients to one group.

Changing a group name

From the [Group] list on the left-hand side of the Phone Book, select a group you wish to rename and select [Rename Group...] from the [Edit] menu. Rename the group in the displayed window.

Using folders for management

You can control the recipients compositely by combining a folder and a group.

Select [Personal List], then click [Add Folder...] to create a folder. You can also select [Add Folder...] in the [Edit] menu to create a folder.

- You can move a recipient name from [Personal List] to another folder by dragging it.
- To rename a folder, select it, then click [Edit...].
- To delete a folder, select it, then click [Delete].

Tips

- You can also move a recipient to another folder by selecting the [Copy] or [Cut] from the shortcut menu, and by selecting [Paste] to the desired folder.
- You can enter a folder name using up to 40 characters.
- You can create folders up to three hierarchy levels.

5 Sending Options

5 Sending Options

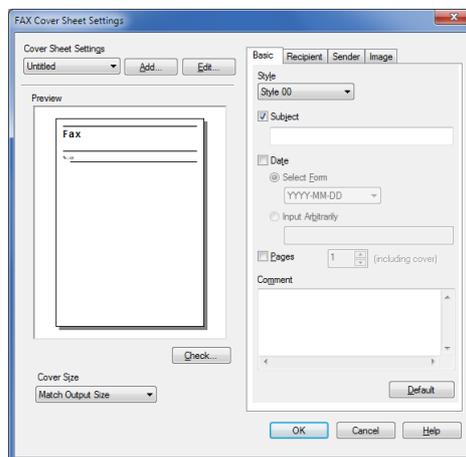
5.1 Send a fax with a cover sheet

In the [FAX Transmission Popup] window, if you select the [FAX Cover Sheet] check box, you can add a cover sheet to a fax.

Tips

You can edit the cover sheet data in the [FAX Cover Sheet Settings] window, which is opened when you click [Settings...]. Also, you can set it in the [FAX] tab of the fax driver.

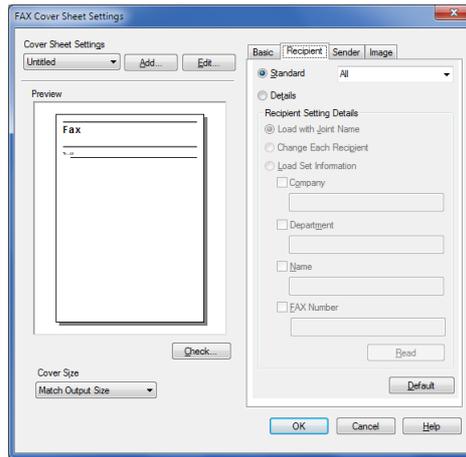
- 1 Open the [FAX Transmission Popup] window, then select the [FAX Cover Sheet] check box.
- 2 Click [Settings...].
The [FAX Cover Sheet Settings] window opens.
- 3 Select a size of cover sheet in [Cover Size].



- 4 Set a style and subject of the cover sheet in the [Basic] tab.

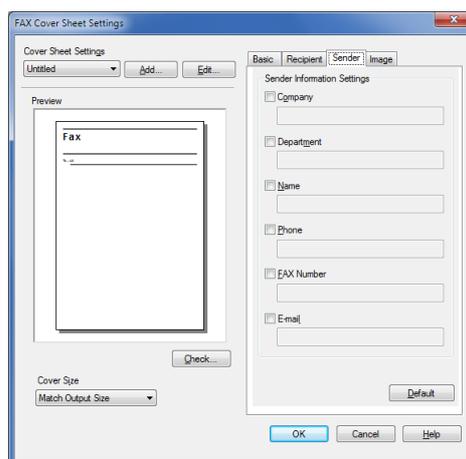
Settings	Description
[Style]	Select a style of cover sheet.
[Subject]	When you write a subject on the cover sheet, select this check box and enter the subject (using up to 64 characters).
[Date]	When you write the date on the cover sheet, select this check box, then specify the date format. <ul style="list-style-type: none"> • [Select Form]: Select a date format. • [Input Arbitrarily]: Enter a format of date (using up to 20 characters).
[Pages]	When you write the total number of fax pages on the cover sheet, select this check box, then select a number of fax pages including the cover sheet.
[Comment]	When you send a comment to the destination, enter it using up to 640 characters. (A New Line code is considered to be two characters long.)

5 Open the [Recipient] tab, then select the recipient description method from [Standard] and [Details].

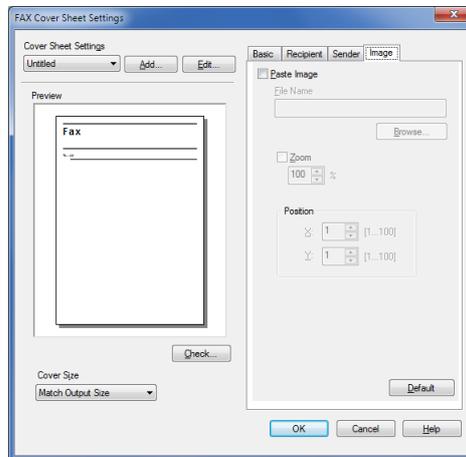


Settings	Description
[Standard]	Use the standard characters to write the standard character string, which does not specify the recipient, on the cover sheet.
[Detail]	When you write the recipient information on the cover sheet, set a style. To add a title to the recipient, add it when you set the recipient name in the [FAX Transmission Popup] window.
[Load with Joint Name]	Enter the joint name of recipients which has been added to [Recipient List] of the [FAX Transmission Popup] window.
[Change Each Recipient]	This option changes the information written on the cover sheet for each recipient. Enter the contents of [Recipient List] displayed in the [FAX Transmission Popup] window. You can create different cover sheets for up to 100 recipients.
[Load Set Information]	Enter the information you have set in the [Company], [Department], [Name], and [FAX Number] fields (using up to 80 characters for each entry). You can select this option if a recipient has been added to [Recipient List] of the [FAX Transmission Popup] window. <ul style="list-style-type: none"> When you click [Read], information of the first line of [Recipient List] of the [FAX Transmission Popup] window is reflected.

6 Enter the sender information in the [Sender] tab (using up to 80 characters for each entry).



- 7 To add an image, specify an image file in the [Image] tab.
 - You can place images such as company's logo and map on the cover sheet. BMP format can be specified.
 - Select the [Zoom] check box to zoom an image.
 - Set a position to add an image, using [X:] and [Y:] options.



- 8 Check the layout image of cover sheet.
 - Click [Check...] to enlarge and check the layout image.
 - When you click [Add...], the cover sheet image is saved and you can recall it later by selecting [Cover Sheet Settings].
- 9 Click [OK].

5.2 Sending a fax at a preset time (Timer Send)

Timer Send

Timer Send is a function that automatically starts a transmission at the specified time if the starting time is pre-specified.

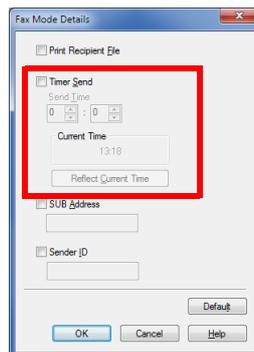
If you use the Timer Send function during a telephone rate discount period in the early morning or late at night, you can reduce communication costs. The Timer Send function allows you to reserve up to 16 fax transmissions.

Tips

When using the Timer Send function, make sure that the time set on the computer matches that set on this machine. If the current time has already passed the transmission time, the fax is sent in the next day.

How to send

- 1 In the [FAX Transmission Popup] window, select [Fax Mode Setting Details...].
The [Fax Mode Details] window opens.
- 2 Select the [Timer Send] check box, and set [Send Time].
→ When you click [Reflect Current Time], the current clock time of the computer is reflected on [Send Time].



- 3 Click [OK].

5.3 Sending a confidential fax (confidential communication)

Confidential communication

The confidential communication function is designed to communicate with specific people using a Confidential RX User Box that requires a registered number and a password.

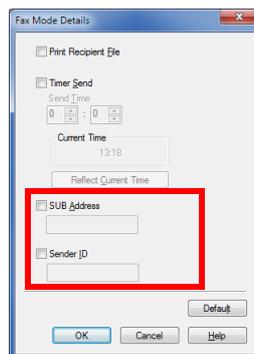
This ensures that fax communications are sent with enhanced security.

Tips

- The destination fax must have the F-code function.
- You need to check the registration number of the recipient's Confidential RX User Box and the password for confidential fax reception in advance.

How to send

- 1 In the [FAX Transmission Popup] window, select [Fax Mode Setting Details...].
The [Fax Mode Details] window opens.
- 2 Specify the recipient's Confidential RX User Box.
 - [Sub Address]: Enter the registration number of the Confidential RX User Box.
 - [Sender ID]: Enter the communication password for confidential RX.



- 3 Click [OK].

5.4 Sending a fax after specifying a relay station (Relay Distribution)

Relay distribution

The Relay Distribution function distributes a fax to the preset recipients using relay stations.

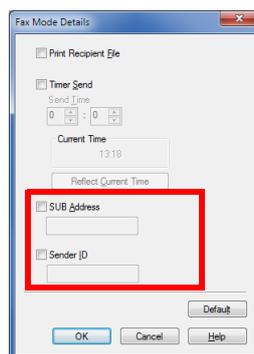
If you have created groups of a relay station and the other destinations by area, you can reduce the total communication cost compared to the cost of broadcasting to all destinations. This function is useful when broadcasting faxes to distant locations.

Tips

- The destination machine (relay station) must have the F-code function.
- This machine supports the function (relay distribution request) to send a fax to a relay station. This machine does not support the function (relay distribution) to use this machine as a relay station.
- You need to check the registration number of the Relay User Box assigned to the relay station and the password for relay distribution in advance.

How to send

- 1 In the [FAX Transmission Popup] window, select [Fax Mode Setting Details...].
The [Fax Mode Details] window opens.
- 2 Specify the recipient's relay folder.
 - [SUB Address]: Enter the registration number of the Relay User Box.
 - [Sender ID]: Enter the password for the relay distribution.



- 3 Click [OK].

5.5 Sending a fax with authentication information

Fax sending with authentication enabled

When sending a PC-Fax in the environment in which user authentication or account track is employed, send authentication information (user name and password) to this machine. This limits the users who can send PC-Fax via the machine and prevents unauthorized use by third parties.

When this machine receives a send job from a user who is not authorized to use this machine, or when this machine receives a send job that does not have any authentication information, this machine discards these jobs automatically.

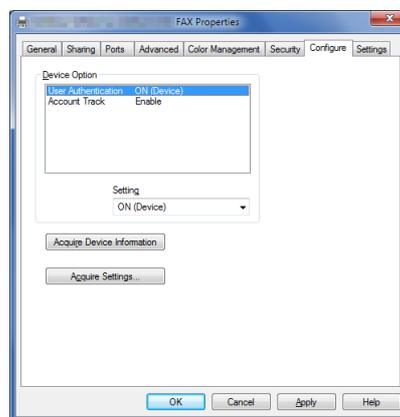
Tips

- A send job that does not have any authentication information refers to a job whose user authentication or account track has not been set correctly in the [Configure] tab in the [Properties] window of the fax driver.

Operations required to use this function

Open the [Configure] tab of the fax driver, and ensure that the user authentication or account track has been set correctly.

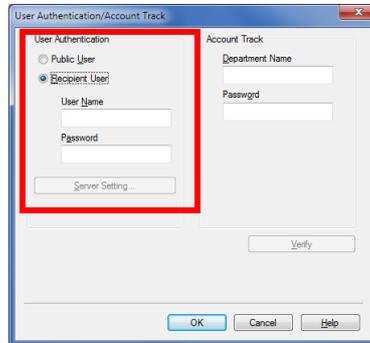
- 1 Open the [Properties] window of the fax driver.
 - For information on how to display the [Properties] window, refer to page 6-2.
- 2 In [Device Option] of the [Configure] tab, check that the User Authentication/Account Track setting is correctly configured for your operating environment.
 - If it is not configured correctly, select [User Authentication] or [Account Track] from the list, then change the relevant setting in [Setting].



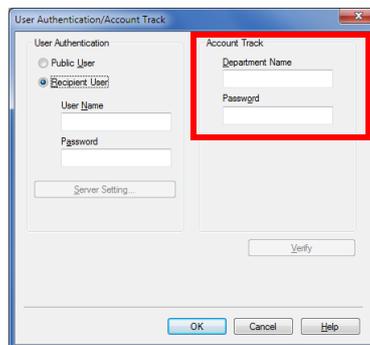
- 3 Click [OK].

How to send

- 1 In the [Basic] tab, click [Authentication/Account Track...]
- 2 When user authentication is enabled, select [Recipient User], then enter the user name and password.
 - If access to this machine by public users (unregistered users) is allowed, you can select [Public User] and send a fax without entering the user name and password.



- 3 If account track is enabled, enter the account name and password.



- 4 Click [OK].
 - If a communication with this machine is established, you can click [Verify] to check the entered authentication information. Also, you can check the authentication information for errors before printing it.
- 5 Send a fax.
 - If the authentication information is correct, the fax is sent.



Fax Driver Settings

6 Fax Driver Settings

6.1 [Properties] window of fax driver

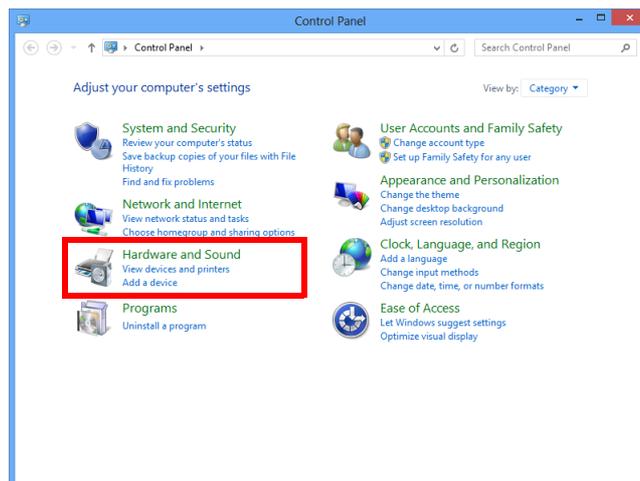
How to display the [Properties] window

The fax driver has two windows for configuring settings: the [Properties] window and the [Printing Preferences] window. This section describes the [Properties] window.

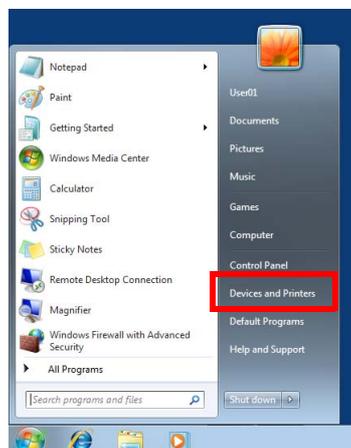
In the [Properties] window, you can configure settings for the optional environment of this machine or Windows functions.

To display the [Properties] window, take the following steps:

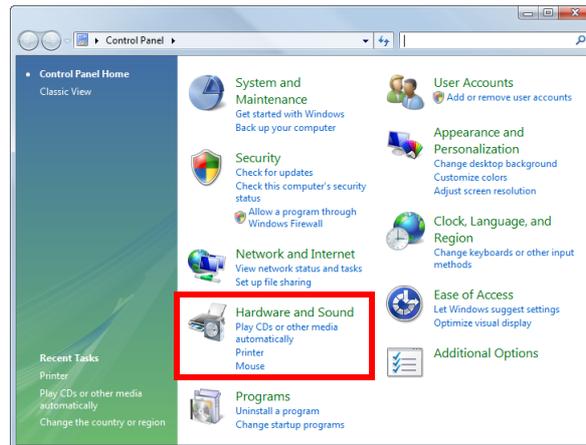
- 1 Display the printer window.
 - In Windows 8.1, click [⏵] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].



- In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If Devices and Printers is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].



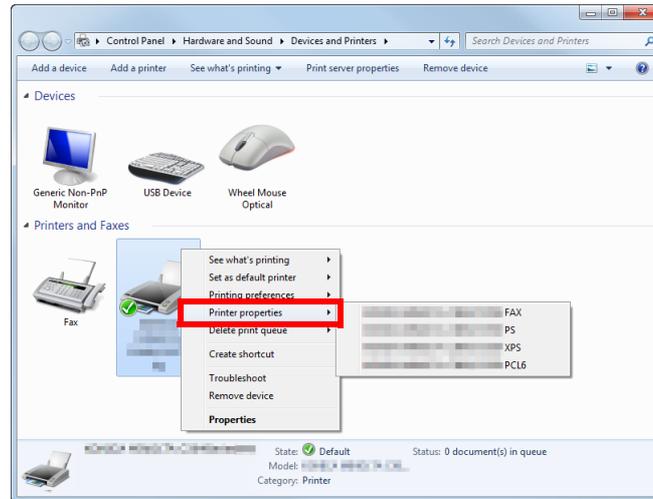
- In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].



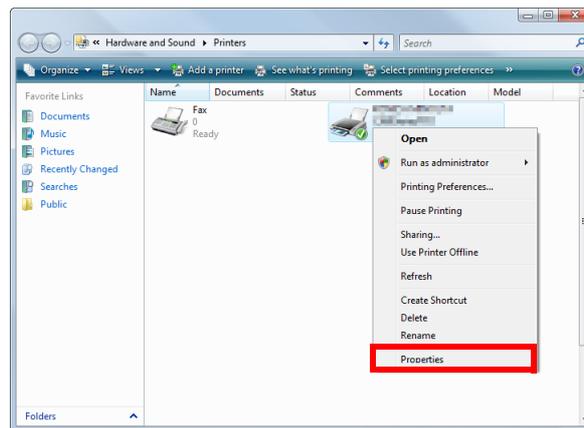
- In Windows Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].

2 Open the printer properties.

- In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printer properties], click the displayed printer name.



- In Windows Vista/Server 2003/Server 2008, right-click the icon of the installed printer, then click [Properties].



The [Properties] window appears.

Tabs provided by Windows

The [General], [Sharing], [Port], [Advanced], [Color Management], and [Security] tabs are provided by Windows.

You can print a test page, configure printer sharing, configure printer ports, etc. For details, refer to the Windows manuals.

6.2 Available operations in the [Configure] tab

In the [Configure] tab, you can register a method to obtain information about the installation status of optional devices on this machine as well as information about this machine in the fax driver.

Settings	Description
[Device Option]	The model name, options installed on this machine, and authentication settings of this machine are displayed. When the settings of this machine cannot be obtained, you need to manually change the settings. Select the item to change from the list, and set a value in [Setting].
[Acquire Device Information]	Obtains information about which optional devices are installed on this machine by communicating with this machine. In [Acquire Settings...], set the method of obtaining the information on this machine.
[Acquire Settings...]	Configure the settings to obtain the information of this machine.
[Auto]	Select this check box to automatically obtain the information of this machine.
[Destination Settings]	Set the communication method to get information from this machine. <ul style="list-style-type: none"> [Device which Connect with Printer Port]: Information is obtained from the printing port specified in the [Port] tab in the fax driver. [Specify IP Address or Printer Name]: Information is obtained by connecting to a device with the entered IP address or printer name.

Tips

- When [Auto] in [Acquire Settings...] is enabled and the computer is unable to communicate with this machine, the computer takes a long time to display the [Properties] window or the [Printing Preferences] window.
- If you are using the machine from a Windows Server 2003 computer via USB connection, [Acquire Device Information] cannot be used.

6.3 Available operations in the [Settings] tab

In the [Settings] tab, you can change the default settings for how confirmation messages are displayed as well as the window for inputting authentication information.

Settings	Description
[Display Constraint Message]	Select this check box to display a message indicating that you have selected fax driver functions that cannot be used together.
[Verify Authentication settings before printing]	Select this check box to enable the [Verify] button in the [User Authentication/Account Track] dialog box.
[Popup Authentication Dialog when printing]	Select this check box to display the [User Authentication/Account Track] dialog box for printing. This option reminds you to enter the user name and password.
[Reconfirm FAX number entered directly]	If you enter [FAX Number] directly in the [FAX Transmission Popup] screen and click [Add Recipients], select this check box to display the screen in which the fax number is re-entered for confirmation. This is convenient to prevent a fax from being sent to an incorrect destination.

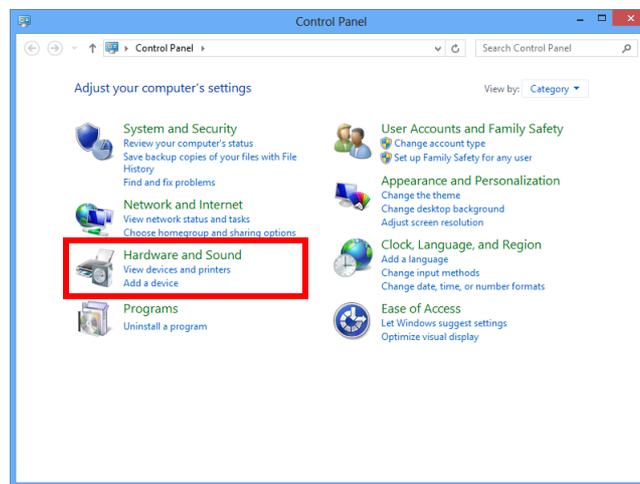
6.4 [Printing Preferences] window of fax driver

How to display the [Printing Preferences] window

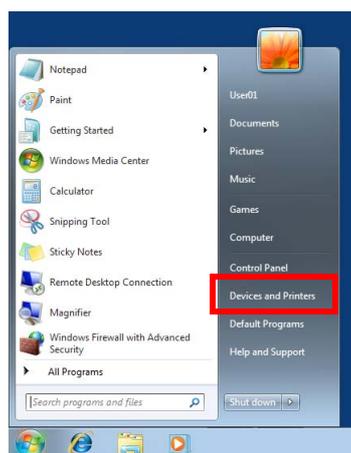
The fax driver has two windows for configuring settings: the [Properties] window and the [Printing Preferences] window. This section describes the [Printing Preferences] window.

The [Printing Preferences] window has multiple tabs on each of which related functions are grouped to enable you to configure print functions unique to this machine. To display the [Printing Preferences] window, take the following steps:

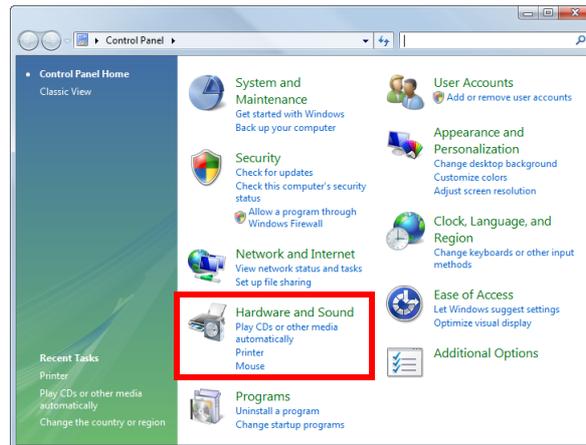
- 1 Display the printer window.
 - In Windows 8.1, click [↓] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].



- In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If Devices and Printers is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].



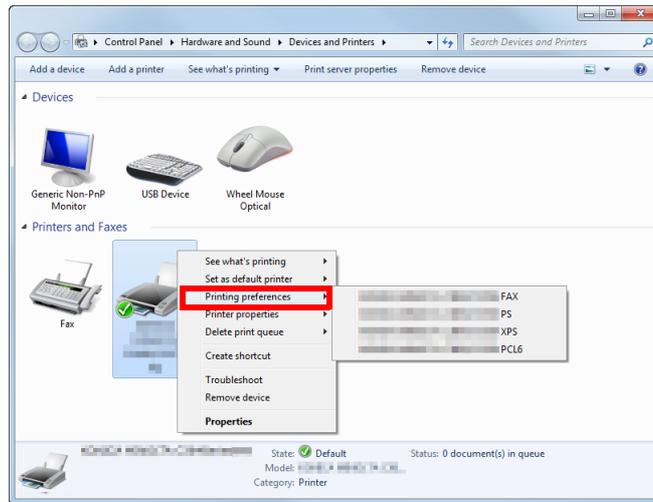
- In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].



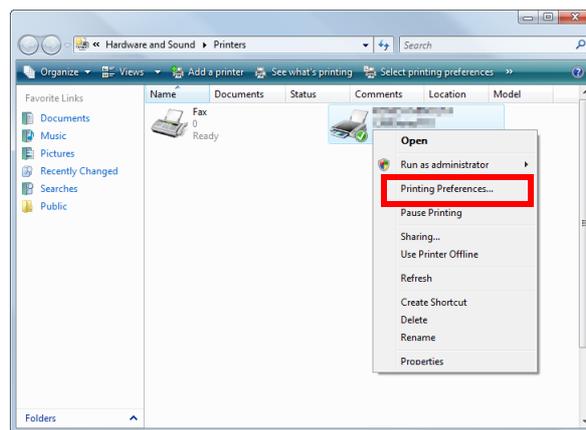
- In Windows Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].

2 Open [Printing preferences].

→ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printing preferences], click the displayed printer name.



→ In Windows Vista/Server 2003/Server 2008, right-click the icon of the installed printer, and click [Printing Preferences...].



The [Printing Preferences] window opens.

The print settings changed here are registered as default values. To temporarily change settings when performing PC-FAX TX from the application software, click [Properties] (or [Advanced]) in the [Print] screen to open the [Printing Preferences] window.

Items common to each tab

The following explains the commonly used settings and buttons in each tab.

Settings	Description
[Favorite Setting]	You can register the current print settings as a favorite and recall it when sending a fax. For details on the [Favorite Setting], refer to page 4-8.
View	Displays the page layout sample with the current settings so that you can check the transmission fax image.
[Printer Information]	Click this button to start Web Connection and check the printer information. This button is enabled only when your computer can communicate with this machine.
[OK]	Applies the changes made to the settings and closes the setting window.
[Cancel]	Discards (or cancels) the current changes and closes the setting window.
[Help]	Displays the help for each item in the window.
[Default]	Initializes the current settings.

6.5 Available operations in the [FAX] tab

Various fax transmission options can be set in the [FAX] tab.

Settings	Description
[Resolution]	Set a resolution to send a fax. If the resolution is high, a large amount of information is scanned and the communication time increases.
[Print Recipient File]	Select this check box to send a fax and print it at the same time. You can also set this option in [Fax Mode Setting Details...] of the [FAX Transmission Popup] window.
[Timer Send]	Select this check box to set a time to send a fax. The fax is automatically sent at the specified time. <ul style="list-style-type: none"> [Reflect Current Time]: Reflects the current time of the computer onto [Send Time]. You can also set this option in [Fax Mode Setting Details...] of the [FAX Transmission Popup] window.
[SUB Address]	When you use the F-code TX function, enter the registration number for the recipient folder (using up to 20 digits). You can also set this option in [Fax Mode Setting Details...] of the [FAX Transmission Popup] window.
[Sender ID]	When you use the F-code TX function, enter the password for the recipient folder (using up to 20 digits, including symbols # and *). You can also set this option in [Fax Mode Setting Details...] of the [FAX Transmission Popup] window.
[FAX Cover Sheet]	Select this check box to add a cover sheet to the fax when you send it. Click the [Setting] button to set up the cover sheet details. You can also set this option in [FAX Cover Sheet] of the [FAX Transmission Popup] window.
[Phone Book Entry...]	Click this button to edit phone books. For details, refer to page 4-9.

Tips

When you use the timer transmission, check that the clock time of the computer matches the clock time of this machine. If the clock time of this machine has already passed the specified send time, the fax is sent in the next day.

6.6 Available operations in the [Basic] tab

In the [Basic] tab, you can set the original orientation and paper size. If user authentication or account track is employed on this machine, set the authentication information.

Settings	Description
[Original Orientation]	Specify the orientation of the original created in application software. If the setting in the fax driver differs from that specified in the application software, correct the setting.
[Original Size]	Select the size of the original created in application software. If the setting in the fax driver differs from that specified in the application software, correct the setting. When scanning a custom-sized original, select [Custom Size] and set its width and length.
[Paper Size]	Select the fax paper size to use for sending. If the size of the paper is different from that of the original size, and if [Zoom] is set to [Auto], the original is sent by enlarging or reducing it according to the selected paper size.
[Zoom]	Select how the print image is enlarged or reduced. <ul style="list-style-type: none"> [Auto]: The image is enlarged or reduced according to the size of the paper specified in [Paper Size]. [Manual]: The image is enlarged or reduced by the specified ratio (40 to 400%).
[Authentication/Account Track...]	When user authentication or account track is employed, enter the user name or account name and the password. For details, refer to page 5-8.

Tips

A custom-size original may be reduced and printed on the standard A4 size papers by the destination machine depending on its specifications.

6.7 Available operations in the [Layout] tab

In the [Layout] tab, you can configure layout settings to send faxes.

Settings	Description
[Combination]	<p>Select how the original pages are combined on sheets.</p> <ul style="list-style-type: none">[2 in 1] / [4 in 1]: Multiple pages are reduced on the same side of one sheet for sending. For example, when you select [4 in 1], every set of four pages is reduced on the same side of one sheet for sending. <p>If necessary, click [Combination Details...] to configure detailed settings about page combination.</p> <ul style="list-style-type: none">[Combination]: Select the page combination.[Layout Order]: When you have selected N in 1 in [Combination], select the order of pages in the layout.[Border]: When you have specified N in 1 in [Combination], select this check box if you want to draw border lines between pages. In addition, select the type of border lines.

6.8 Available operations in the [Version Information] tab

In the [Version Information] tab, you can check the fax driver version.

7

Uninstalling the Fax Driver

7 Uninstalling the Fax Driver

Using the deletion program

If you have installed the fax driver using the installer, the fax driver uninstallation function has been added to the driver.

- ✓ Administrator privileges are required to perform this task.
- 1** Start the uninstallation program.
 - From the Start menu, click [All Programs] (or [Programs]) - [KONICA MINOLTA] - model name of this machine - [Uninstall Printer Driver].
 - In Windows 8.1, click [↓] in the Start window, select [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.
 - In Windows 8, right-click the Start window, select [All apps] - [Control Panel] - [Programs], then click [Uninstall a program]. Double-click the driver to be uninstalled in the list.
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Programs] - [Uninstall a program]. Double-click the driver to be uninstalled in the list.
- 2** Select the fax driver to uninstall, then click [Uninstall].
 - Follow the subsequent on-screen instructions.
- 3** If the dialog box prompting to restart the computer appears, click [OK].
Uninstallation of the fax driver is then completed.

Uninstall using the installer

If you have installed the driver using the installer, you can use the installer to uninstall the driver.

- ✓ Administrator privileges are required to perform this task.
- 1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - Make sure that the installer starts, then proceed to Step 2.
 - If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Setup.exe], then go to Step 3.
- 2** Click [Printer/FAX].
The printer driver installer starts.
- 3** Click [AGREE] in the license agreement window.
- 4** Check the contents of the [Readme] window, then click [Next].
- 5** Select [Uninstall Printer Driver], then click [Next].
- 6** Select the fax driver to uninstall, then click [Uninstall].
 - Follow the subsequent on-screen instructions.
- 7** If a dialog box prompting you to restart the computer appears, click [OK] to restart the computer.
Uninstallation of the fax driver is then completed.



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Advanced Functions

1 Advanced Functions

To use advanced functions on this machine, you need to install optional license kits.

The table below shows the correspondence between available advanced functions and options or license kits to be purchased.

License kit	Function	Overview
i-Option LK-101 v3	Web Browser	Allows you to use a Web browser on the Touch Panel of this machine. You can access contents on the Internet or corporate networks through this machine that is connected to the network, and view pages.
i-Option LK-106	Bar code font	Generates a bar code based on data sent to this machine from the ERP (Enterprise Resource Planning) system, and prints it from this machine. You can directly print data without using the printer driver.
i-Option LK-107	Unicode font	Prints text information (unicode) of multiple languages sent to this machine from the ERP (Enterprise Resource Planning) system. You can directly print data without using the printer driver.
i-Option LK-108	OCR font	OCR font can be used on this machine. OCR font is standardized font that enables text to be appropriately recognized when the OCR (Optical Character Recognition) is used.
i-Option LK-111	ThinPrint function	Configure settings to enable the ThinPrint function in this machine. ThinPrint is a function that realizes speedy printing by performing data compression or broadband control when a print job is sent from ThinPrint Engine (.print Engine) to ThinPrint Client (.print Client). This machine operates as ThinPrint Client (.print Client). For details, refer to page 4-2.

2 Registering License Kits

2 Registering License Kits

2.1 License registration

To use advanced functions on this machine, purchase a license kit that is available for each function, and register license information on the License Management Server (LMS). You also need to register a license code issued from LMS on this machine to enable the required advanced function on this machine.

The license registration flow is as follows.

Purchase a required license kit

- **The token certificate included in a license kit contains the token number and LMS Web site address that are required to register licenses in LMS.**
 - Token number: Used to identify a contract that is set up to purchase a license for an advanced function.



Check the serial number and request code using this machine

- **The serial number and request code are required to register licenses in LMS.**
 - Serial number: Serial number of this machine.
 - Request code: Used to identify this machine.



Access the LMS Web site from a computer and obtain the function code and license code

- **To obtain the function code and license code, enter the serial number, request code, and token number in the Web site.**
- **The function code and license code are required to enable the advanced functions on this machine.**
 - Function code: Used to identify each advanced function.
 - License code: Used to enable each advanced function.



Enter the function code and license code on this machine to enable the advanced functions

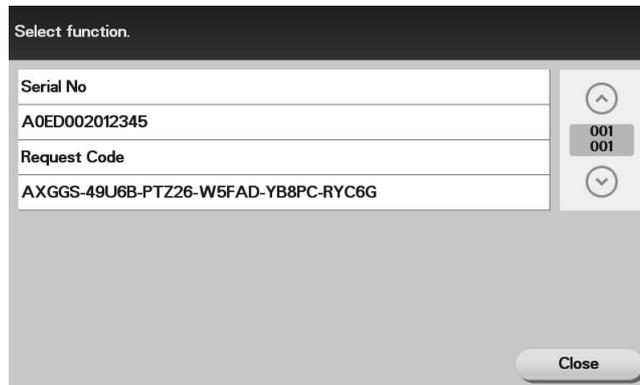


Completed

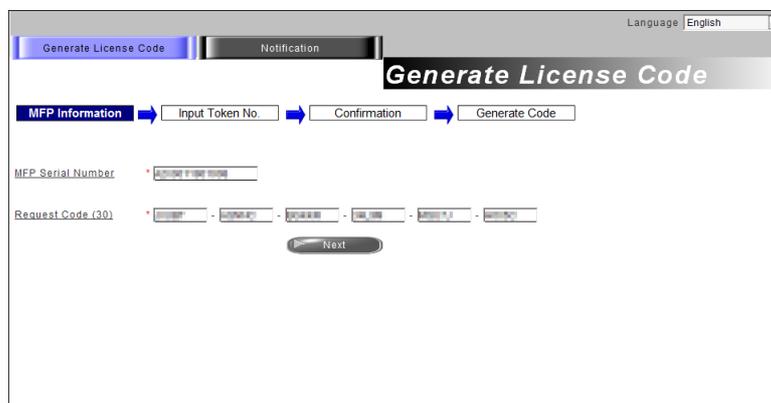
2.2 Registering licenses

- 1 Purchase a required license kit.
→ A token certificate included in a license kit is required to register a license on this machine using LMS.
- 2 On the **Control Panel** of this machine, tap [Utility] - [Administrator Settings] - [License Management] - [Publish Request Code].

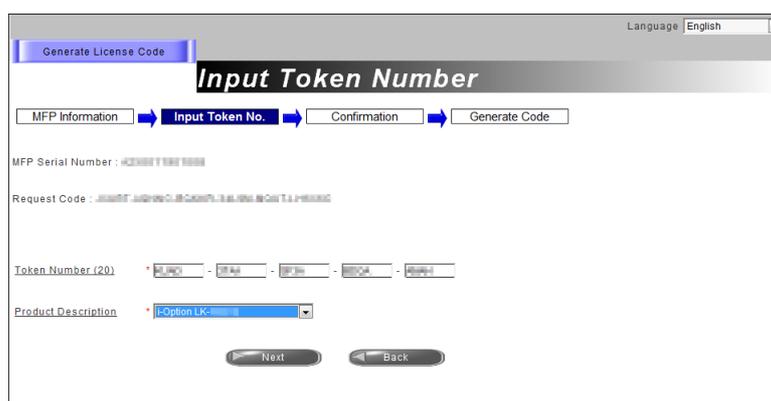
This displays this machine's serial number and the request code on the screen.



- 3 Open the Web browser through a computer connected to the Internet, and connect this machine to the Web site of the License Management Server (LMS).
→ Web site address: <https://lms.konicaminolta.com/index.aspx>
- 4 Enter the serial number and requests code, then proceed to the next step.



- 5 Enter the token number, select the name of the product to be purchased, then proceed to the next step.
→ The token number can be found in the token certificate included in the license kit.



A large, bold, black number '3' is centered within a gray square. The square is positioned to the left of the text 'Using the Web Browser'.

Using the Web Browser

3 Using the Web Browser

NOTICE

Users will bear responsibility for contents accessed, downloaded, and uploaded using Web Browser in the MFP, as well as for other communicated contents.

Users shall conform to the company rules and laws of the country where this machine is used.

KONICA MINOLTA, INC. and its group businesses will not bear any responsibility for use of the Internet by users.

3.1 Web Browser function

Available operations with the Web Browser function

Enabling the Web browser function on this machine allows you to access a Web browser using the **Touch Panel** of this machine.

The Web browser function supports the following operations.

- Displaying and printing Web contents on the Internet or intranet
- Displaying and printing a file on the Internet or intranet
- Uploading scanned original data (via a server on the Internet or intranet)
- Access to **Web Connection**



Tips

The optional **i-Option LK-101 v3** is required to use the Web browser function on this machine.

Specifications of Web browser

The following shows the major specifications of the Web browser to be used on this machine.

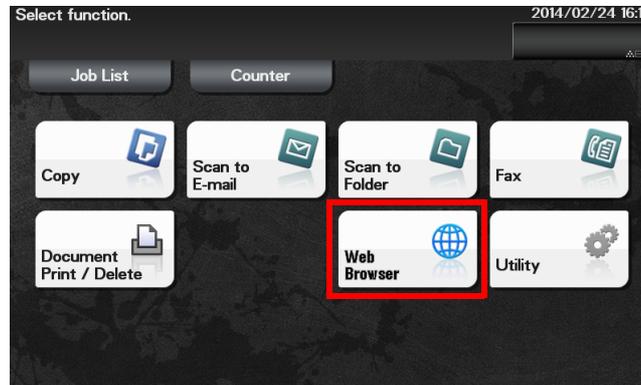
Item	Specifications
Browser engine	WebKit
Protocol	HTTP (HTTP/0.9, 1.0, 1.1), HTTPS, TCP/IP
Markup language	HTML 4.01, a part of HTML 5, XHTML 1.1/Basic
Style sheet	CSS1, CSS2.1
Script language	JavaScript 1.7, ECMAScript 3rd Edition, Ajax (Limited to the JavaScript-supported range only)
DOM	Level 1, 2
File type	JPEG, BMP, PNG, GIF, animation GIF, PDF
SSL/TLS version	SSL 3.0, TLS 1.0
Character code	Japanese (Shift_JIS), Japanese (ISO-2022-JP), Japanese (EUC-JP), Chinese Simplified (GB2312), Chinese Traditional (Big5), Western European (ISO-8859-1), Unicode (UTF-8)
PDF viewer	Adobe® Reader® LE

3.2 Basic usage

3.2.1 Starting the Web browser

Use the following steps to start the Web browser.

- Tap [Web Browser] in the main menu.
- Press the **Register** key assigned to [Web Browser].



Starting the Web browser displays the preset home screen.

Tips

If you tap [Access] on the **Control Panel** while user authentication or account track is not installed, the Web browser restarts.

Reference

To start the Web browser from the **Register** key, assign it to the **Register** key. For details, refer to Chapter 7 "Control Panel" in [User's Guide: Introduction].

3.2.2 Configuration of Web browser

Screen layout

The Web browser screen is comprised of the following components.



No.	Name	Description
1	Toolbar	Tap the desired icon on the toolbar to move or reload a page. If you enter a URL into the address entry field, you can directly visit a page at the specified URL. The toolbar supports Web browser settings. For details on the toolbar, refer to page 3-4.
2	Window	Displays the contents of a loaded page. If the screen has multiple windows, their tabs are displayed at the top of the screen. Tapping a tab switches windows. This system supports up to five tabs. Tapping [x] of a tab closes a page.

Description of the toolbar

The toolbar has the following available buttons.

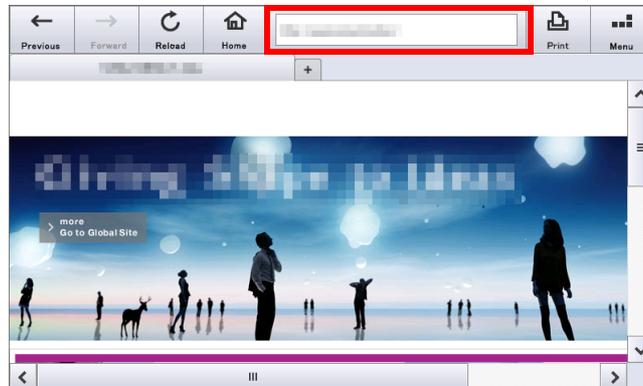
Icon	Description
[Previous]	Brings you back to the previous page.
[Forward]	Brings you to the next page.
[Reload]	Reloads and updates the displayed page. If you tap this icon while loading a page, page loading stops.
[Home]	Displays the page registered as the home. The blank page is registered as a default.
[Print]	Prints the currently displayed page.
[Menu]	Configures Web browser settings. Two types of menus are available; one for the user and one for the administrator.

3.2.3 Displaying a Web page

Specifying a URL

Enter a URL into the address entry field on the toolbar to directly display a target page.

Tapping the text entry field on the toolbar displays the keyboard on the screen. Enter the URL of a desired page, then tap [OK].



Using the browse history

Select a desired page from a list of pages displayed up till the current time.

Tap [Menu] - [Log] on the toolbar to display a list of pages displayed up until the current time.

Select a desired page from the list, then tap [Same Tab] or [New Tab].

Tips

- To delete a log, you need to enter the administrator password of this machine.
[Delete All]: Deletes all logs.
[Delete]: Deletes a selected page from the log list.
- This machine stores up to 100 page browsing logs.

Displaying Favorites

Select a desired page from a list of favorites registered on this machine.

Tap [Menu] - [Bookmark] - [Favorites] on the toolbar to display a list of favorites registered on this machine.

Select a desired page from the list, then tap [Same Tab] or [New Tab].

Tips

- You can select the method for displaying a list of favorites from [Detail View] or [Display Thumbnail].
- To edit or delete a favorite, you need to enter the administrator password of this machine.
[Edit/Delete]: Edit or delete the selected favorite.
[Delete All]: Deletes all favorites.

Reference

For details on how to add a favorite, refer to page 3-6.

3.2.4 Operating the currently displayed page

Adding a favorite (for the administrator)

Add the currently displayed page as a favorite to this machine.

To add a favorite, you need to enter the administrator password of this machine.

Display a page to be added as a favorite, then tap [Menu] - [Bookmark] - [Add Bookmark]. When necessary, change a page title, then tap [OK].



Tips

This machine can store up to 100 favorites

Printing the currently displayed page

Print the currently displayed page through this machine.

Tapping [Print] on the toolbar displays the print screen.

Configure print settings as required, then press the **Start** key to start printing the currently displayed page.

The print screen allows you to configure the following print settings.

Settings	Description
[No. of Sets]	Specify the number of copies to print.
[Paper Size]	Select the size of paper for printing.
[Duplex]	Select whether to print one side or both sides of sheets of paper.
[Finishing]	Specify the finishing of print output.



Tips

If you attempt to print a page or an image that consumes a lot of memory, a loading error may occur, which will result in a printing failure.

Operating a window

Select [Menu] - [Tab] on the toolbar to operate tabs.

Settings	Description
[New Tab]	Opens a new tab.
[Close Tab]	Closes the currently displayed tab.

Displaying a window on the full screen

Tap [Menu] - [Disp. Full screen] on the toolbar to display a window on the full screen. To return to the original screen mode, tap [Standard View] on the full screen.

Enlarging or reducing the currently displayed page

Select [Menu] - [Display] on the toolbar to enlarge or reduce a page.

Settings	Description
[Zoom In]	Enlarges a page.
[Zoom Out]	Reduces a page.
[Zoom Reset]	Returns the enlargement or reduction ratio of a page to full size.
[Change Only Text Size]	Select this check box to enlarge or reduce only the text size when [Zoom In] or [Zoom Out] is enabled.
[Font]	Select a required font when displaying contents with no font specified. To use this function, you need to enter the administrator password of this machine.



Tips

You can double-tap or pinch in/pinch out to enlarge/reduce the size of a page.

Restarting the Web browser

Tap [Menu] - [Restart] on the toolbar to restart the Web browser.

3.2.5 Using a Web File

Displaying a Web file

If a displayed page is linked to a file, the file can be displayed on the **Touch Panel** of this machine.

This machine can display a PDF file.

1 Tap a link to a file to be displayed.

2 Tap [View].

The linked PDF file is displayed on the **Touch Panel**.



3 Operate the toolbar to check the contents of the file.

→ Tap the print key to display the print screen. If necessary, change print settings, and press **Start** to start printing. For details on the print settings, refer to page 3-9.

Tips

You can also check the contents of a file using the following gestures.

- Swipe: Displays the previous or next page.
- Pinch in/pinch out: Enlarges or reduces a page.
- Rotation: Rotates a page.

Printing a Web file

If a displayed page is linked to a file, the file can be printed through this machine.

This machine provides a capability that prints a PDF file, XPS file, OOXML file, PPML file, or TIFF file.

- 1 Tap a link to a file to be printed.
- 2 Tap [Print].
- 3 Configure print settings as necessary.

Settings	Description
[No. of Sets]	Specify the number of copies to print.
[Paper Size]	Select the size of paper for printing.
[Duplex]	Select whether to print one side or both sides of sheets of paper.
[Finishing]	Specify the finishing of print output.

- 4 Press the **Start** key.
Printing starts.



Tips

- If you attempt to print a page or an image that consumes a lot of memory, a loading error may occur, which will result in a printing failure.
- However, the password protected PDF file cannot be printed.

3.2.6 Uploading a file from this machine

Before Using This Function

The original data scanned on this machine can be uploaded on a website via the Web browser of this machine.

Note the following points when uploading a file from this machine.

- Multiple files cannot be uploaded at the same time.
- If you perform one of the following operations after selecting a file to be uploaded, the job is deleted. The selected file is also deleted.
 - The System Auto Reset function has been started.
 - The Web browser has been closed.
 - A page has been updated by operating the toolbar on the Web browser.
 - The Web browser has been restarted.
 - You have logged out of this machine.
 - The power has been turned off.
 - **Reset** has been pressed to reset the panel.

Scanning original data for uploading

- 1 Display a page to upload a file via the Web browser of this machine, then tap [Browse].
- 2 Place the original to be uploaded on this machine.
- 3 If necessary, change scan settings
- 4 Press the **Start** key.
When scanning ends, the file name of the scanned original data is displayed in the text box of the page.
- 5 Tap [OK].
This then starts uploading of the selected file.

3.2.7 Configuring an operating environment

Tap [Menu] - [Settings] on the toolbar to configure the detailed settings of the Web browser. To display [Settings], you need to enter the administrator password of this machine.

[Machine Data 1] tab

Settings	Description
[Cache]	Configure the cache function of the Web browser as necessary. <ul style="list-style-type: none"> [Enable Cache]: Select this check box to use the cache function in the Web browser. [Delete Cache]: Tap this button to delete all the cache data stored in this machine. [Delete Cache Conditions]: Select a timing to delete cache data.
[Cookies]	Select the [Enable Cookie] check box to use cookie data.
[JavaScript]	Select the [Use JavaScript] check box to enable JavaScript embedded in a page.
[Proxy Settings]	Tap this button to configure settings to use a proxy server. To use a proxy server, enter its address and port number. If proxy authentication is required, enter the appropriate ID and password.
[Security Settings]	Tap this button to enable SSL/TLS. This function also displays a root or CA certificate.

[Machine Data 2] tab

Settings	Description
[Homepage]	Enter a URL of a page to be registered as a home page. Tapping [Set as Home Page] registers the currently displayed page as a home page.
[Start Up Page]	Select a page to be displayed when the Web browser has been started.
[Cookies]	Configure cookie settings for Web browser. <ul style="list-style-type: none"> [Manage Cookies]: Tap this button to display a list of cookies stored on this machine. [Delete Cookie Conditions]: Select a timing to delete a cookie from this machine.
[Authentication Information]	Configure authentication information such as a password for the Web browser. <ul style="list-style-type: none"> [Delete]: Tap this button to delete all the authentication information stored on this machine. [Delete Authentication Information Conditions]: Select a timing to delete authentication information from this machine.

3.3 Restricting the use of Web browser

Restricting the use of Web browser

Invalidate the Web browser without revoking the license, for example, when restricting the use of the Web browser.

- 1 Tap [Utility] - [Administrator Settings] - [Network Settings] - [Web Browser Setting].
- 2 Select [Disable], then tap [OK].



Reference

If user authentication is installed on this machine, you can restrict the use of the Web browser for each user. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

Restricting the use of local contents

If the IWS (Internal Web Server) function is enabled on this machine, you can transfer Web page contents (local contents) to the hard disk of this machine, and access them via the Web browser of this machine. You can also use static content and script-base dynamic content to fit your environment.

When necessary, the administrator of this machine can configure settings to prevent local contents stored on the hard disk of this machine from being accessed via the Web browser of this machine.

- ✓ For details on the IWS function and local contents, contact your service representative.
- 1 Tap [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Web browser contents access].
 - 2 Select [Restrict], then tap [OK].



Associating with the ThinPrint System

4 Associating with the ThinPrint System

4.1 ThinPrint function

ThinPrint is a function that realizes speedy printing by performing data compression or broadband control when a print job is sent from ThinPrint Engine (.print Engine) to ThinPrint Client (.print Client).

This machine operates as ThinPrint Client (.print Client).

 **Tips**

An optional **i-Option LK-111** is required to use the ThinPrint function.

4.2 Operations required to use this function (for administrators)

Select **Administrator Mode** - [Network] - [ThinPrint Setting] in **Web Connection**, then configure the following settings.

Settings	Description
[.print client Settings]	Select whether or not to use the ThinPrint protocol on this machine. Select [ON] to use this machine as ThinPrint Client (.print Client). [Disable] is specified by default.
[Port Number]	Enter the port number of ThinPrint Engine (.print Engine) to be connected. [4000] is specified by default.
[Compressed Size]	Specify the maximum packet size between 128 and 128000 to compress data in the ThinPrint Engine (.print Engine) side (units: bytes). ThinPrint Engine (.print Engine) compresses data in these sizes before sending a print job to this machine. [8192] is specified by default.
[Timeout]	Enter the connection timeout value to send a print job from ThinPrint Engine (.print Engine) between five and 300 (units: seconds). [90] is specified by default.
[Printer Class]	Enter this machine's printer class name that is used in ThinPrint Engine (.print Engine) (using up to seven characters).
[Printer Name]	Enter this machine's printer name that is used in ThinPrint Engine (.print Engine) (using up to 32 characters).
[Connection Service Settings]	Select whether or not to use Connection Service.
[Server Address]	Enter the address of the server that supplies Connection Service. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1"
[Port Number]	Enter the number of the port that is used for Connection Service. [4001] is specified by default.
[AYT Rate]	Enter the reconnection interval to check Connection Service operations (units: seconds). [60] is specified by default.
[Client ID]	Enter the client ID of this machine to be used for Connection Service. [1] is specified by default.
[Authentication Key]	Enter the authentication key used to connect to Connection Service. [0] is specified by default.
[Connection Service Status]	Displays the status of the connection with Connection Service. Clicking [Update] updates the status.



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Maintenance/Troubleshooting



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5 Checking the Counter

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Cleaning This Machine

1 Cleaning This Machine

NOTICE

Thoroughly read all the precautions and warning labels, and be sure to follow their instructions. These labels are provided inside the door of this machine or inside the machine.

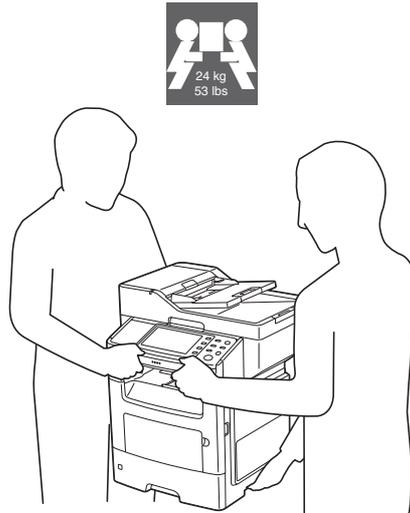
1.1 Before getting started

Carefully handle this machine so that you can use it for an extended period of time. A failure caused by incorrect use or rough handling is not covered by the warranty.

If dust or slips of paper are left inside or outside this machine, it may reduce printing quality. We recommend that you periodically clean this machine. Follow the guideline shown below.

- Do not place any objects on this machine.
- To clean this machine, use a soft cloth.
- Do not spray detergent directly on the surface of this machine. If detergent gets into this machine through holes, slots, etc., it may damage internal circuits.
- Do not use abrading or corrosive agents, including solvents such as alcohol, benzene, or thinner, to clean this machine.
- When using detergent such as neutral detergent, try it on an obscure part of this machine to check its effectiveness.
- To clean this machine, do not use a sharp or textured object such as a wire, plastic cleaning pad, or brush.
- When you close the door of this machine, do it carefully. Do not do anything that might make this machine oscillate.
- Do not cover this machine directly after using it. Turn the power off, then wait until this machine becomes cool.
- Do not leave the door of this machine open for a long period of time. Especially, in bright light, **Imaging Unit** may be damaged.
- Do not open any door of this machine during printing.
- Do not align sheets of paper at the top of this machine.
- Do not grease or disassemble this machine.
- Do not set this machine on an incline.
- Do not touch the electric wiring, gears, or laser beam unit. Doing so may lead to a machine failure or reduce printing quality.
- Do not load an excessive number of sheets of paper in the output tray. Doing so may cause a paper jam or paper curling.
- When moving this machine, at least two people are required to do so. To prevent toner from spilling, keep this machine horizontal when carrying it.

- When carrying this machine, be sure to fold the Manual Feed Tray and hold the parts shown below.



- When the optional **Paper Feed Unit** is installed, be sure to carry it separately from this machine. Also, do not hold handles (drawers) of the **Paper Feed Unit**. Doing so may damage the **Paper Feed Unit**.
- Before connecting the power cable of this machine to the power outlet, check that internal components removed at the time of cleaning have been installed to their original positions.
- If your hand is stained by toner, wash it with cool water and neutral detergent.

⚠ WARNING

- Before cleaning this machine, turn the power off, then disconnect the power cable and interface cable. Exercise care not to spill water or detergent inside this machine. Doing so may cause a damage of this machine or an electric shock.

⚠ CAUTION

- To move this product, be sure to only hold the parts of the product specified in the user's guide or other manuals. If you hold parts that are not specified, it may cause the product to fall, etc. while being moved, resulting in injuries.
 - If any toner enters your eyes, immediately wash them with cool water, then contact your doctor.
 - The inside of this machine may be hot. Wait until the surface has cooled to prevent yourself from being burnt.
-

1.2 Cleaning the outside of this machine

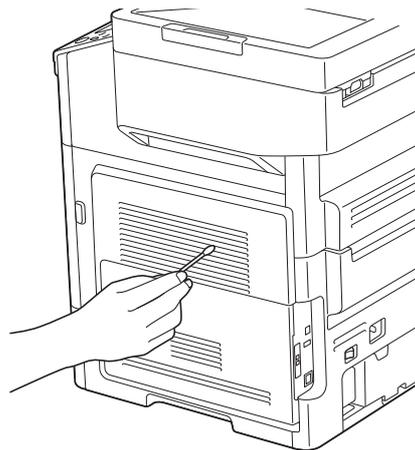
⚠ WARNING

- Before cleaning this machine, turn the power off, then disconnect the power cable and interface cable. Exercise care not to spill water or detergent inside this machine. Doing so may cause a damage of this machine or an electric shock.

Control Panel



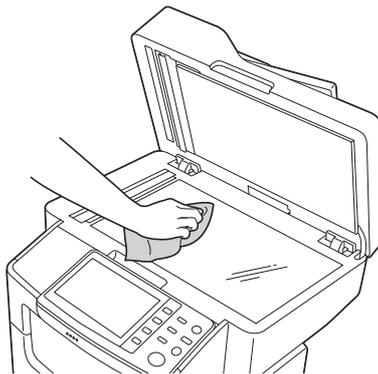
Exhaust Air Duct



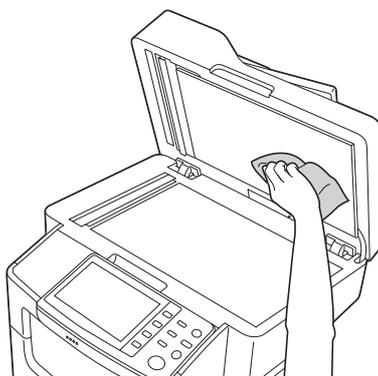
Outer Covers



Original Glass



Original Cover Pad





Checking and Replacing Consumables

2 Checking and Replacing Consumables

2.1 Checking the status of consumables

Consumables replacement messages

Users will be informed of the time to replace consumables via a message displayed on the screen.

Message	Description	Reference
[Toner is low.]	The toner is about to run out. Prepare the specified Toner Cartridge .	-
[Replace toner]	Toner is depleted. Replace the Toner Cartridge .	page 2-3
[Imaging Unit will require replacement soon.]	The operating life of the Imaging Unit has expired. Replace the Imaging Unit .	page 2-5
[Maintenance Kit will require replacement soon.]	The maintenance kit has expired. Replace the maintenance kit. For details, contact your service representative.	-
[Replace Staples]	The staples in the Finisher have run out. Replace the staple case.	page 2-7

Checking the consumable level

Check the status of consumables (consumption level) using the **Touch Panel**. If necessary, each level can be printed in list form.

- 1 Tap [Utility] - [Check Consumable Life].
- 2 Check the status of consumables.
 - To print a consumption level list, tap [Print], select [Print], then tap [OK].



Reference

If a warning such as for toner replacement or a paper jam occurs on this machine, it can be sent to a registered E-mail address. For information on the setting procedure, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

2.2 Replacing consumables

NOTICE

A failure, which was caused because you did not follow the procedures described in this user's guide, is not included in the warranty.

2.2.1 Replacing a Toner Cartridge

Handling a Toner Cartridge

When handling a **Toner Cartridge**, be careful of the following.

- When handling a **Toner Cartridge**, take care not to spill toner on this machine or your hand.
- Replace a **Toner Cartridge** with an unused product. If a toner cartridge is replaced with a used one, the message window may not be cleared or the toner level may not be displayed accurately.
- Do not forcibly open the **Toner Cartridge**. If toner has leaked, avoid toner inhaling or skin contact as much as possible.
- If your clothes or hand has been stained with toner, wash it off with soap and water.
- If you have inhaled toner, move to a fresh air place, then gargle well with a large amount of water. If you have had a symptom such as a cough, see your doctor.
- If any toner enters your eyes, immediately wash them with running water for 15 minutes or more. If pain persists, see your doctor.
- If you have drunk toner, wash your mouth out well, then drink one or two glasses of water. See your doctor, if necessary.
- Keep **Toner Cartridge** out of reach of babies and children.

Storing Toner Cartridges

Store **Toner Cartridge** as shown below.

- Do not open the protection bag before installing a **Toner Cartridge**.
- Store Toner Cartridges in a cold dark place, away from direct sunlight.
- Store Toner Cartridges in a location in which the temperature is 95°F (35°C) or less and the humidity is 80% or less with no dew condensation. If a **Toner Cartridge** is moved from a cold place to a warm place with high humidity, a dew may form, which may affect printing quality. Before using a **Toner Cartridge**, leave it for approximately one hour to adjust to the ambient environment.
- Keep Toner Cartridges horizontal. Do not place a **Toner Cartridge** in the reverse direction from that specified. Doing so may cause toner in a **Toner Cartridge** to become hard or uneven.
- Do not touch salty air or corrosive gases such as aerosol.

Tips

Guidance for recovering used **Toner Cartridge**

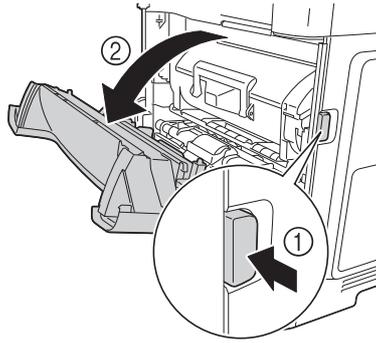
- Put the used **Toner Cartridge** in a bag, place the bag in the box in which the Toner Cartridge was included at the time of purchase, then send the box to us. Securely seal the bag and box with tape, being careful of the toner in the **Toner Cartridge**. The recovered **Toner Cartridge** and **Imaging Unit** are recycled.

Replacement procedure

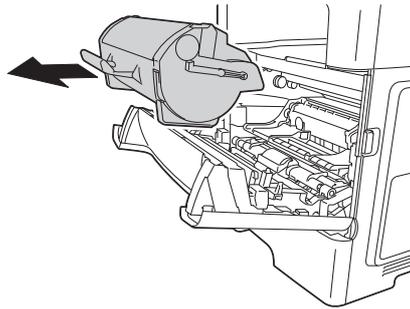
NOTICE

Do not use a recycle Toner Cartridge other than our genuine product. A failure or problem that affects printing quality and that was caused due to use of a recycled Toner Cartridge is not covered by the warranty. Such a failure or problem is not subject to technical support.

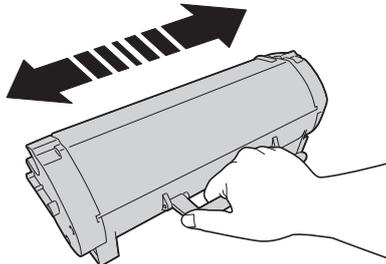
- 1 Press the button on the right-hand side of this machine, then open the **Front Cover**.



- 2 Hold the handle of the **Toner Cartridge**, then pull it out.



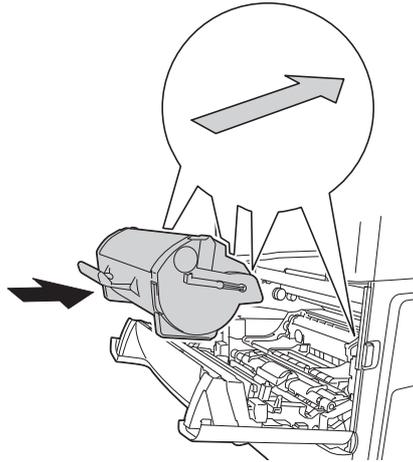
- 3 Take a new **Toner Cartridge** out of the package bag, then remove all packaging materials.
- 4 Shake the new **Toner Cartridge** to equalize toner.

**NOTICE**

When replacing the **Toner Cartridge**, be careful not to spill any toner. If toner has spilled, immediately wipe it off using a soft and dry cloth.

Do not leave the **Imaging Unit** on a place exposed to direct sunlight for 10 minutes or more. Long-term exposure will lead to reduced printing quality.

- 5 Align the arrows of the side rails of the **Toner Cartridge** to those of the side rails in this machine, then insert the **Toner Cartridge** into the back.



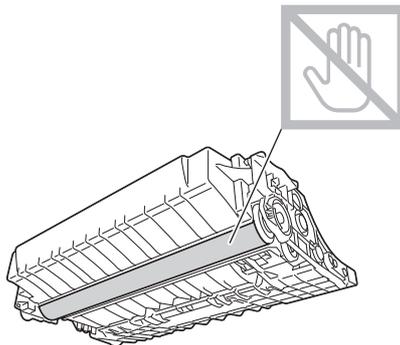
- 6 Close the **Front Cover**.

2.2.2 Replacing an Imaging Unit

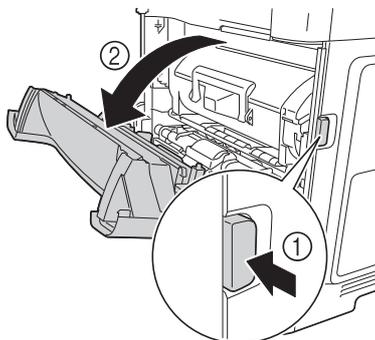
Be sure to replace an **Imaging Unit** with an unused product. If an **Imaging Unit** is replaced with a used one, the message window may not be cleared.

NOTICE

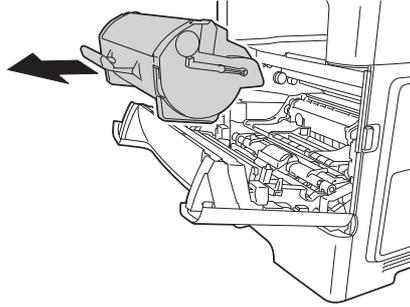
Do not touch the surface of the OPC drum. Doing so may cause reduce printing quality.



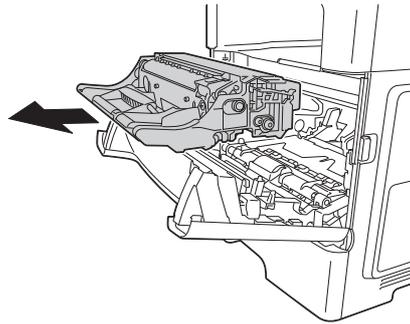
- 1 Press the button on the right-hand side of this machine, then open the **Front Cover**.



- 2 Hold the handle, then pull out the **Toner Cartridge**.

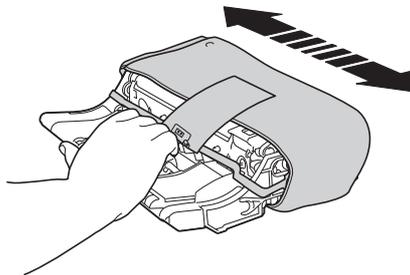


- 3 Lift the handle, then pull out the **Imaging Unit**.



→ To dispose of the used **Imaging Unit**, use the recovery service or follow the regulations in your region.

- 4 Take a new **Imaging Unit** out of the package bag, then shake it.

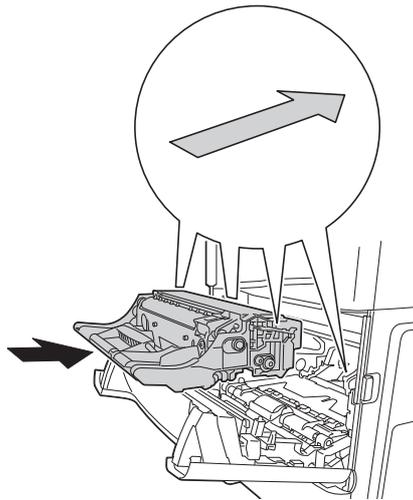


- 5 Remove all packaging materials.

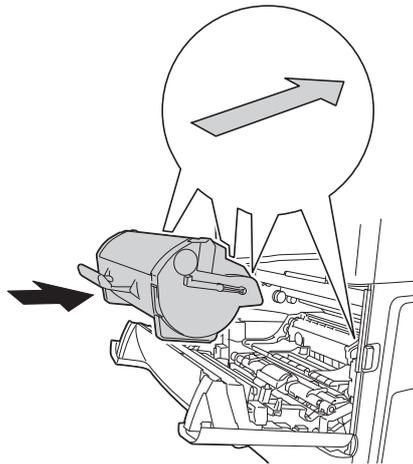
NOTICE

*Do not leave the **Imaging Unit** on a place exposed to direct sunlight for 10 minutes or more. Long-term exposure will lead to reduced printing quality.*

- 6 Align the arrows of the side rails of the **Imaging Unit** to those of the side rails in this machine, then insert the **Imaging Unit** into the back.



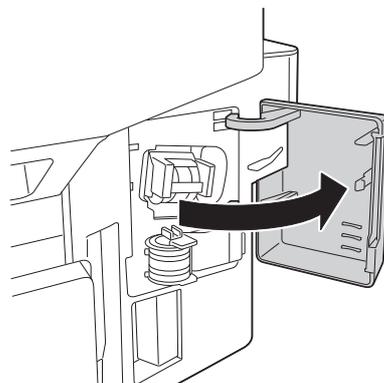
- 7 Align the arrows of the side rails of the **Toner Cartridge** to those of the side rails in this machine, then insert the **Toner Cartridge** into the back.



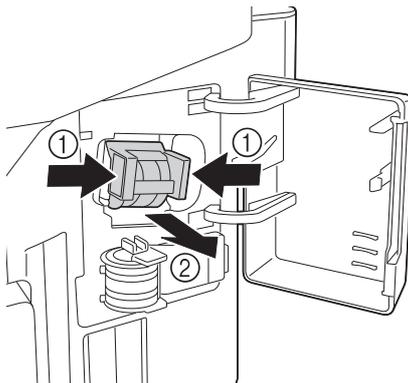
- 8 Close the **Front Cover**.

2.2.3 Replacing a Staple Kit

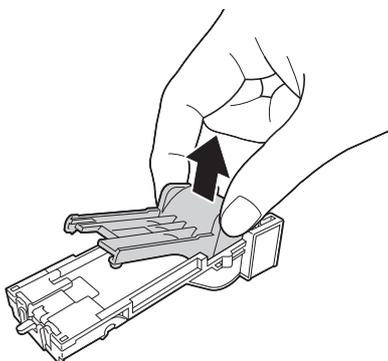
- 1 Open the cover in the right-hand side of the **Finisher**.



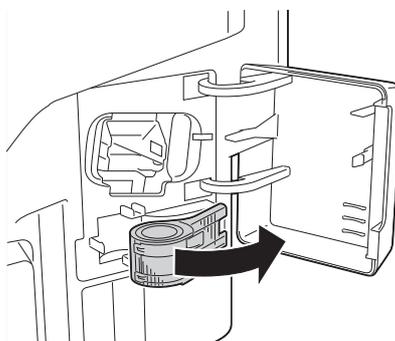
2 Take the Staple Cartridge out of the **Finisher**.



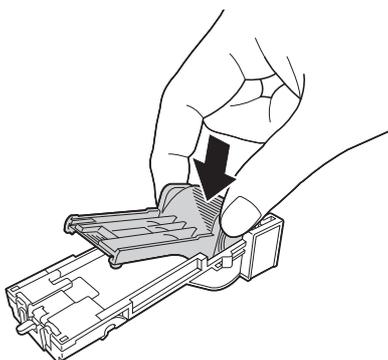
3 Lift an empty Staple Case while holding its both edges, then pull out it from the Staple Cartridge.



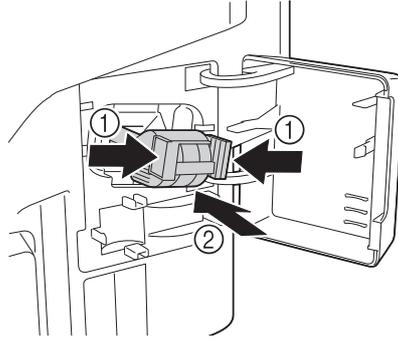
4 Remove the spare Staple Case from the holder.



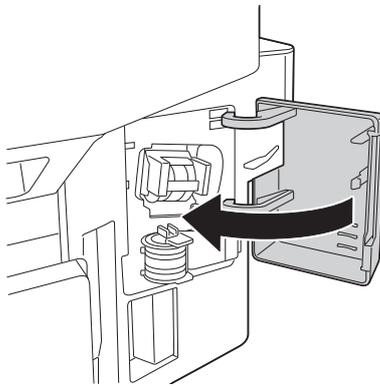
5 Mount a new Staple Case in the Staple Cartridge.



- 6 Insert the Staple Cartridge until it clicks.



- 7 Replace the spare Staple Case for the future usage.
- 8 Close the cover in the right-hand side of the **Finisher**.





Clearing Paper Jam and Staple Jam

3 Clearing Paper Jam and Staple Jam

3.1 To prevent a paper jam

To prevent a paper jam, check the following points.

- Do the paper match the specifications of this machine?
- Is the paper (in particular, the feeding side) even?
- Is this machine installed on a stable and horizontal location that has a hard and even surface?
- Is the paper kept away from humid conditions?
- Do you always align the paper guide to the paper size after loading paper into a tray? (If the paper guide is not aligned to the paper size, it may reduce printing quality, cause a paper jam, or damage the machine.)
- Is the paper loaded into a tray with the required side facing upward? (The arrow indicating the print side of paper may be shown on the packing label of paper.)

To prevent a paper jam, avoid the following actions.

- Do not load paper that is folded, creased, embossed, or bent into a tray.
- Do not load jammed paper into a tray more than once.
- Do not load a stack of paper into a tray. (When a stack of paper is fed, remove it from the tray once, then flip through the paper to separate sheets.)
- Do not load paper of different types, sizes, or weights together into a tray.
- Do not load a quantity of paper that exceeds the maximum capacity of the paper tray in the tray.
- Do not leave a quantity of paper that exceeds the maximum capacity of the paper tray. (Up to 250 sheets can be output from the output tray. If 250 or more sheets are left in the tray, it will cause a paper jam.)

3.2 When a paper jam has occurred

To prevent a failure, carefully remove jammed paper so that it does not tear. Even if only a large or small slip of paper is left in this machine, it will cause a paper feed failure, resulting in a paper jam.

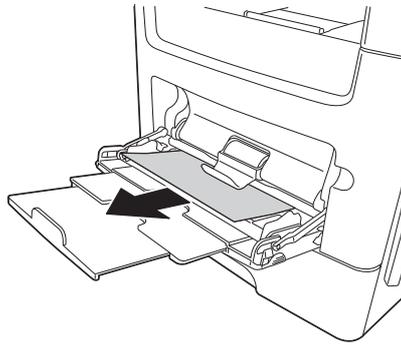
If a paper jam occurs on this machine, a message notifying that a paper jam has occurred is displayed on the **Touch Panel**.

Tips

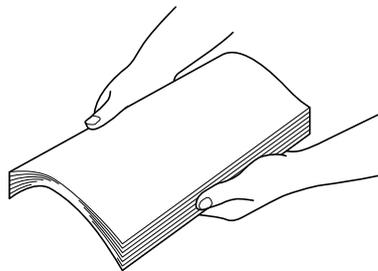
After the jammed paper has been removed, open and close the **Front Cover** regardless of the location of the paper jam.

3.2.1 Clearing a paper jam in the Manual Feed Tray

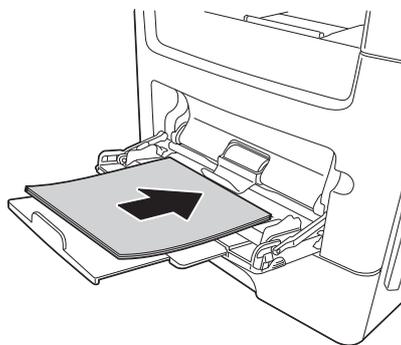
- 1 Securely hold both sides of the jammed paper, then carefully pull it out.
 - Completely remove the jammed paper so that no slip of paper is left inside.



- 2 Flip through the removed paper, then align the edges.



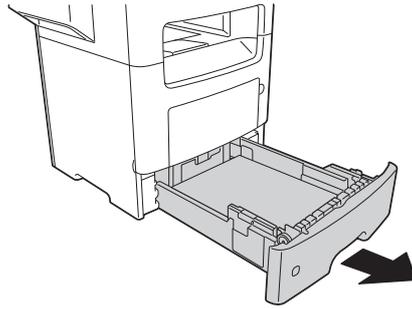
- 3 Load paper again.



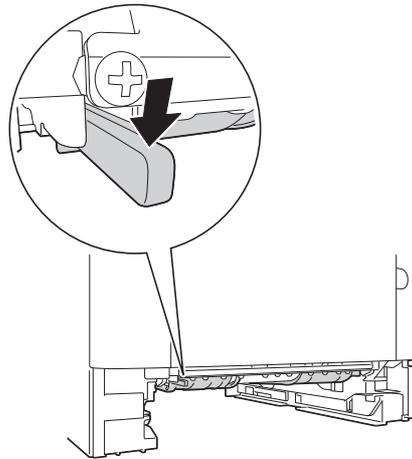
- 4 Open and close the **Front Cover**.

3.2.2 Clearing a paper jam in Tray 1

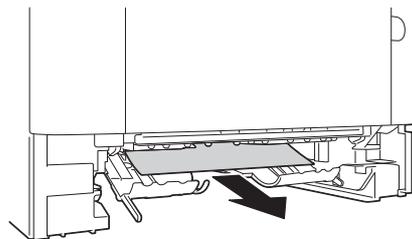
- 1 Fully pull out **Tray 1**.



- 2 Check the lever position, then pull down the lever to pull out the jammed paper.



- 3 Securely hold both sides of the jammed paper, then carefully pull it out.
→ Completely remove the jammed paper so that no slip of paper is left inside.



- 4 Flip through the removed paper, then align the edges.



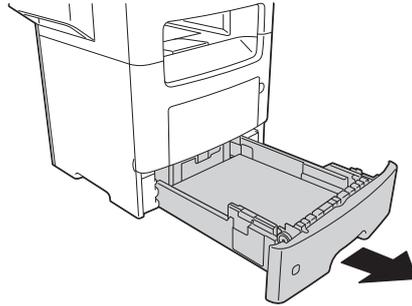
- 5 Load paper into **Tray 1**, then close the tray.

- 6 Open and close the **Front Cover**.

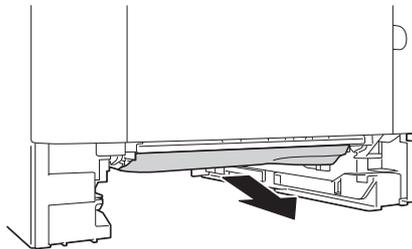
3.2.3 Clearing a paper jam in Tray 2/3/4

✓ Tray 2/3/4 is available when the optional **Paper Feed Unit** is installed.

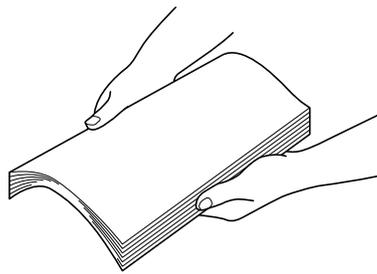
1 Fully pull out **Tray**.



2 Securely hold both sides of the jammed paper, then carefully pull it out.
→ Completely remove the jammed paper so that no slip of paper is left inside.



3 Flip through the removed paper, then align the edges.



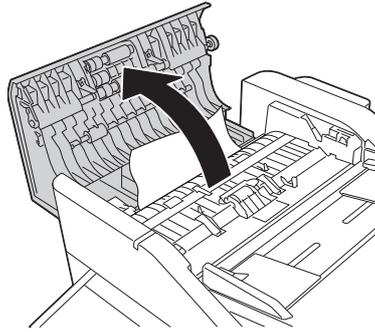
4 Load paper into the **Tray**, then close the tray.

5 Open and close the **Front Cover**.

3.2.4 Clearing a paper jam in ADF

1 Pull all original sheets out from the **Document Feed Tray**.

- 2 Open the **ADF Feed Cover**.



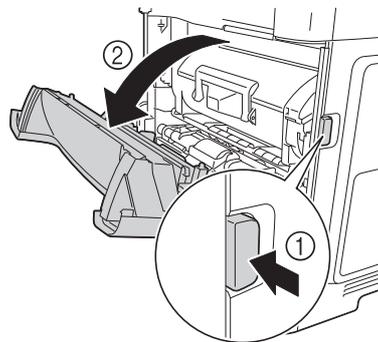
- 3 Securely hold both sides of the jammed paper, then carefully pull it out.
→ Completely remove the jammed paper so that no slip of paper is left inside.
- 4 Close the **ADF Feed Cover**.
- 5 Open and close the **Front Cover**.

3.2.5 Clearing a paper jam in the Front Cover

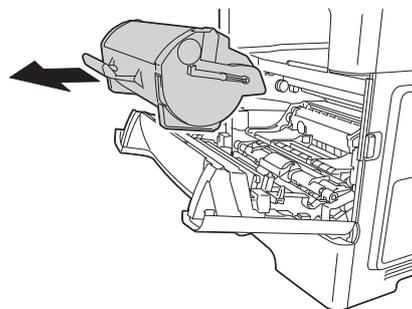
⚠ CAUTION

- The inside of this machine may be hot. Wait until the surface has cooled to prevent yourself from being burnt.

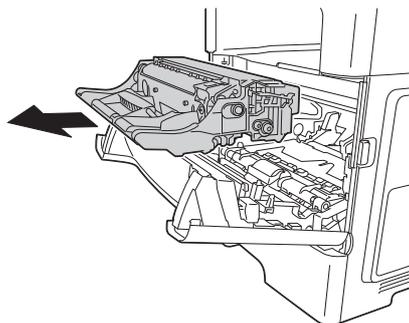
- 1 Press the button on the right-hand side of this machine, then open the **Front Cover**.



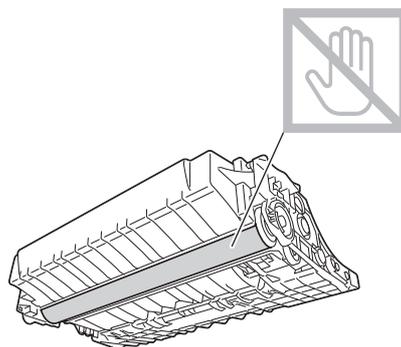
- 2 Hold the handle, then pull out the **Toner Cartridge**.



- 3 Lift the handle, then pull out the **Imaging Unit**.

**NOTICE**

Do not touch the surface of the OPC drum. Doing so may cause reduce printing quality.

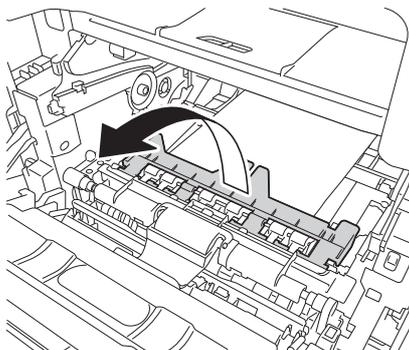


- 4 Place the **Imaging Unit** on a flat surface.

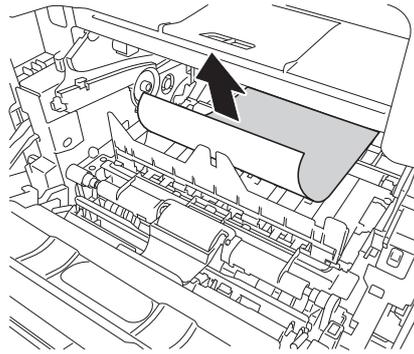
NOTICE

Do not leave the **Imaging Unit** on a place exposed to direct sunlight for 10 minutes or more. Long-term exposure will lead to reduced printing quality.

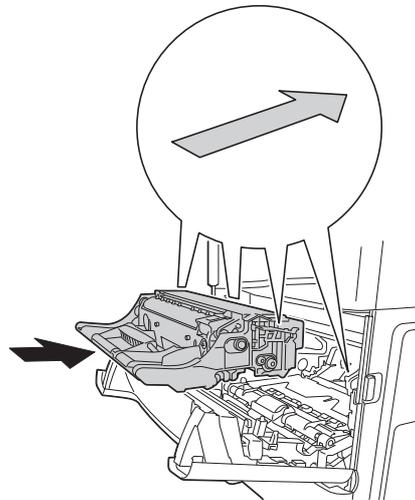
- 5 Lift the flap in the front side of the inside of the main unit.



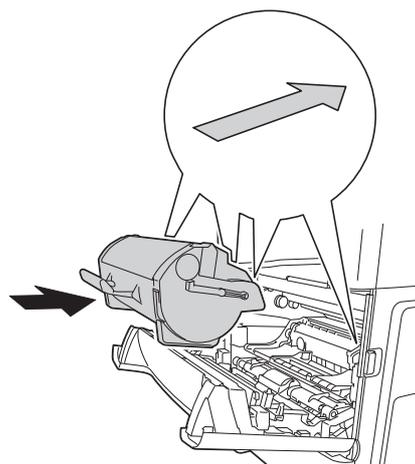
- 6 Securely hold both sides of the jammed paper, then carefully pull it out.
→ Completely remove the jammed paper so that no slip of paper is left inside.



- 7 Align the arrows of the side rails of the **Imaging Unit** to those of the side rails in this machine, then insert the **Imaging Unit** into the back.



- 8 Align the arrows of the side rails of the **Toner Cartridge** to those of the side rails in this machine, then insert the **Toner Cartridge** into the back.



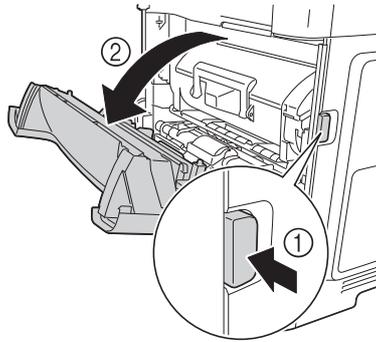
- 9 Close the **Front Cover**.

3.2.6 Clearing a paper jam in the Rear Cover

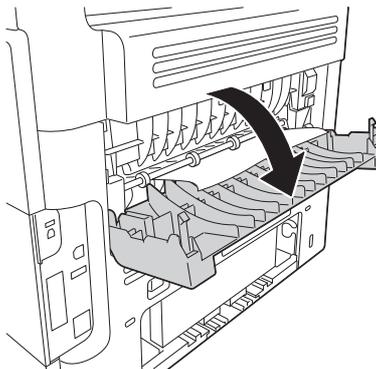
⚠ CAUTION

- The inside of this machine may be hot. Wait until the surface has cooled to prevent yourself from being burnt.

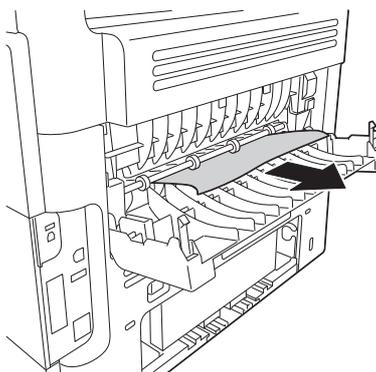
- 1 Press the button on the right-hand side of this machine, then open the **Front Cover**.



- 2 Carefully pull down the **Rear Cover**.



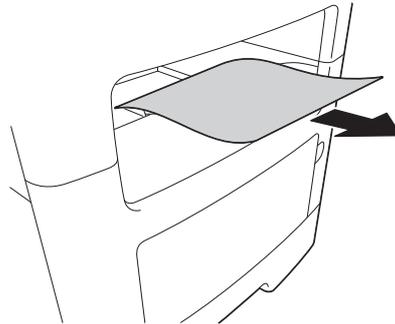
- 3 Securely hold both sides of the jammed paper, then carefully pull it out.
→ Completely remove the jammed paper so that no slip of paper is left inside.



- 4 Close the **Front Cover** and **Rear Cover**.

3.2.7 Clearing a paper jam in the Output Tray

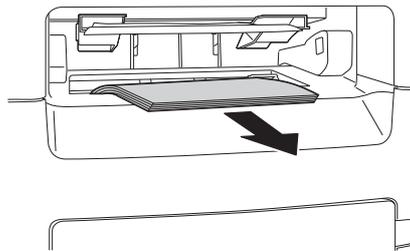
- 1 Securely hold both sides of the jammed paper, then carefully pull it out.
 - Completely remove the jammed paper so that no slip of paper is left inside.



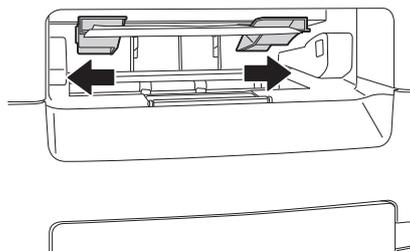
- 2 Open and close the **Front Cover**.

3.2.8 Clearing a paper jam in the outlet of the Finisher

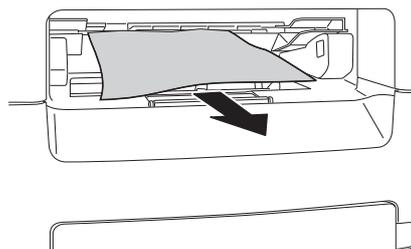
- 1 Empty out the **Output Tray**.



- 2 Move the guide plate of the **Finisher** to both sides.



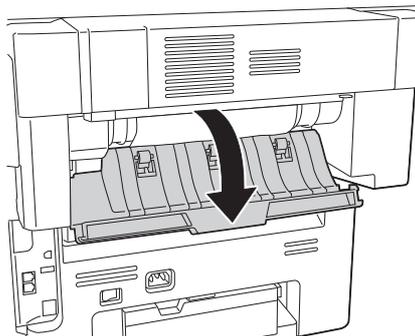
- 3 Securely hold both sides of the jammed paper, then carefully pull it out from the outlet.
 - Completely remove the jammed paper so that no slip of paper is left inside.



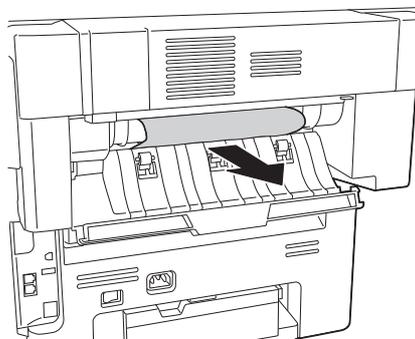
- 4 Open and close the **Front Cover**.

3.2.9 Clearing a paper jam in the rear of the Finisher

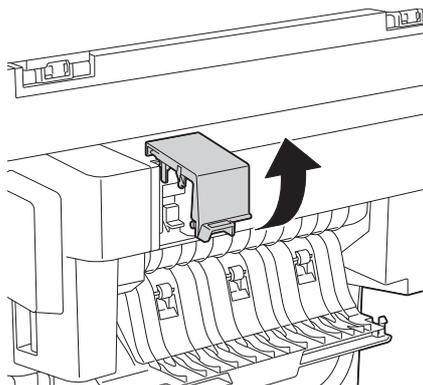
- 1 Open the rear cover of the **Finisher**.



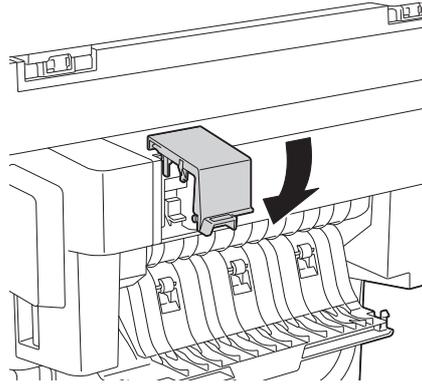
- 2 Securely hold both sides of the jammed paper, then carefully pull it out.
→ Completely remove the jammed paper so that no slip of paper is left inside.



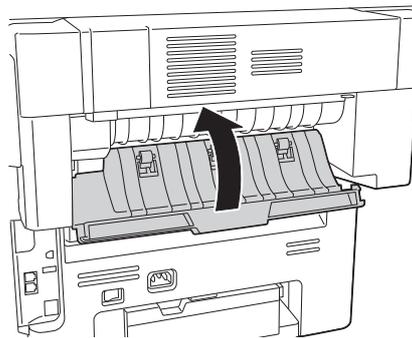
- 3 Open the trap cover, then remove slips of paper from the inside.
→ When you remove the jammed paper from the rear cover of the **Finisher**, open the trap cover, then pull out slips of paper.



- 4 Close the trap cover.



- 5 Close the rear cover of the **Finisher**.



- 6 Open and close the **Front Cover**.

3.3 Troubleshooting for paper jam

Symptom	Cause	Action
Multiple sheets are fed out as a stack of paper.	Sheet edges are not aligned.	Remove sheets, align their edges, then load them into a tray again.
	Paper is damp.	Remove the damp paper, then replace it with new dry paper.
A paper jam message persists.	A jammed paper or slip of paper remains inside this machine.	Recheck the paper path, then check that all paper jams are cleared.
A paper jam has occurred during 2-sided printing.	Invalid paper (paper of an invalid size, thickness, or type) is used.	Use our recommended paper. For information on the available paper, refer to Chapter 6 "Loading Paper" in [User's Guide: Introduction].
		2-sided printing is available for plain paper (recycled paper) of 15-15/16 to 23-15/16 lb (60 to 90 g/m ²), thick paper of 24-3/16 to 43-3/8 lb (91 to 163 g/m ²), or special paper of 15-15/16 to 23-15/16 lb (60 to 90 g/m ²). Specify the correct paper type using the printer driver. For information on the available paper, refer to Chapter 6 "Loading Paper" in [User's Guide: Introduction].
		Do not load sheets of different types together.
	Do not use an envelope, label sheet, glossy paper, or single side only paper for 2-sided printing.	
	A paper jam has not yet cleared.	Recheck the paper path, then check that all paper jams are cleared.
A paper jam has occurred in the ADF .	An invalid original is used.	Use an original that matches this machine. For information on the available original size, refer to Chapter 5 "Loading the Original" in [User's Guide: Introduction].
	The number of original pages exceeds the maximum capacity.	Remove excessive original pages on the ADF , then load them again.
	The width of the lateral guide is not adjusted to the size of the original.	Adjust the lateral guide of the ADF to the size of the original.

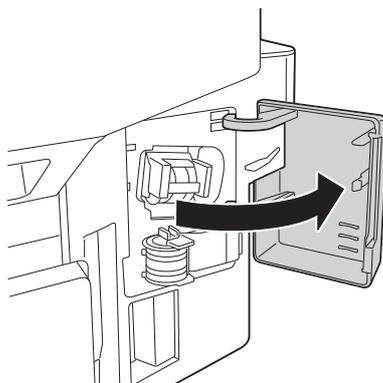
Symptom	Cause	Action
A paper jam has occurred in the paper tray.	Paper is not loaded in the correct position in the paper tray.	Remove the jammed paper, then correctly load paper into the paper tray.
	The number of sheets in the paper tray exceeds the maximum capacity.	Remove excessive sheets in the paper tray, then re-load paper into the paper tray.
	The width of the paper guide has not adjusted to the paper size.	Adjust the paper guide in the paper tray to the paper size.
	Bent or creased paper has been loaded into the paper tray.	Remove the bent or creased paper, then load new paper into the paper tray.
	Paper is damp.	Remove damp paper, then load new dry paper into the paper tray.
	Envelopes are loaded into Tray 1/2/3/4 .	Load envelopes into the Manual Feed Tray .
	Label sheets are loaded in an incorrect orientation.	Correct the orientation of label sheets.
	Envelopes are loaded in an incorrect orientation.	Load envelopes so that flap parts are set on the lower left.
	Invalid paper (paper of an invalid size, thickness, or type) is used.	Use our recommended paper. For information on the available paper, refer to Chapter 6 "Loading Paper" in [User's Guide: Introduction].
A paper jam has occurred in the Finisher .	Invalid paper (paper of an invalid size, thickness, or type) is used.	Use the paper available with the Finisher . For information on the available paper, refer to Chapter 10 "Specifications" in [User's Guide: Introduction].


Tips

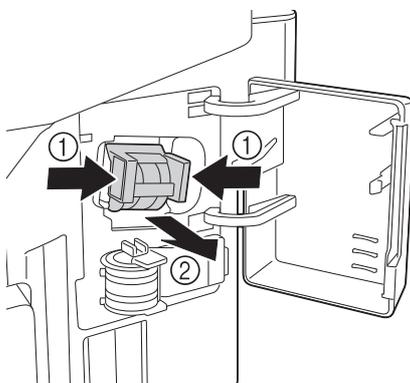
If a paper jam frequently occurs in a specific place, carry out checks, repairs, or cleaning focusing on the location of the jam.

3.4 Clearing a staple jam

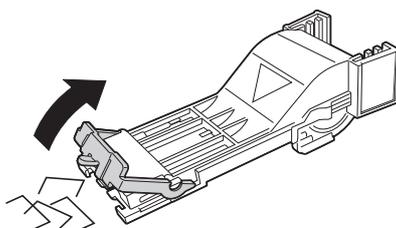
- 1 Open the cover in the right-hand side of the **Finisher**.



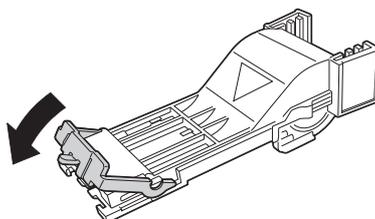
- 2 Pull out the Staple Cartridge.



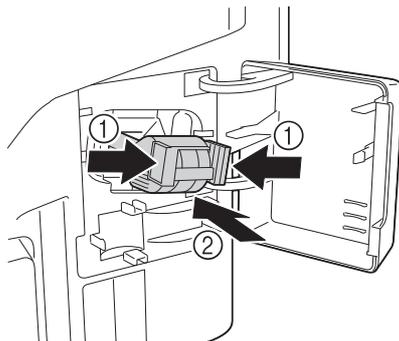
- 3 Lift the Face Plate, then remove jammed or spilled staples.



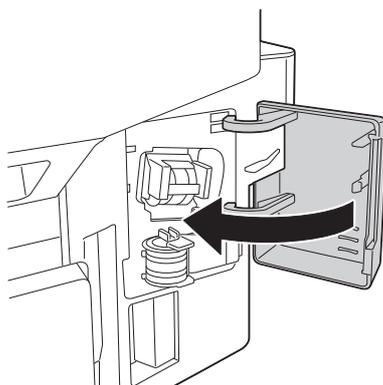
- 4 Return the Face Plate until it clicks.



- 5 Insert the Staple Cartridge until it clicks.



- 6 Close the cover in the right-hand side of the **Finisher**.



Tips

After clearing a staple jam, conduct idle stapling two to six times depending on the conditions.

4 Troubleshooting

4 Troubleshooting

4.1 The power is not turned on

Check the **Power Switch** for the status.

- Check whether the power plug of this machine is firmly plugged into the power outlet. Also check that the breaker has not tripped.
- Check that the **Power Switch** is turned ON.

4.2 The Touch Panel is not displayed

If a certain length of time has elapsed without any operations being carried out on this machine, the **Touch Panel** may turn off.

Check the following items:

- Select [Utility] - [Accessibility] - [Brightness Adjustment], then adjust the contrast (brightness) of the **Touch Panel**.
- Touch the **Touch Panel**. In Power Save (Low Power/Sleep) mode, this machine returns from the Power Save mode when the **Touch Panel** is touched or a key on the **Control Panel** is pressed, and the Touch Panel appears normally.
- On the **Control Panel**, press the **Power** key. If the Weekly Timer setting has put the machine in Erp Auto Power Off mode, press the **Power** key to display the **Touch Panel**. To use it outside the preset operating hours, follow the on-screen instructions.
- Check that the **Power Switch** is turned ON.

4.3 Cannot print

4.3.1 Cannot print

Description of problem	Check points	Remedy
A message saying "Printer is not connected" or "Print Error" appears on the computer screen.	Is the power turned on?	Check the Power Switch of this machine. If a hub is used, also check the hub power.
	Has the machine been placed in ErP Auto Power Off mode?	If the machine is placed in ErP Auto Power Off mode, it cannot receive any jobs. Press the Power key to release the ErP Auto Power Off mode.
	Is another printer specified?	Check the specified printer name.
	Is the network or USB cable disconnected?	Make sure that the cables are correctly connected. If a hub is used, also check the connection with the hub.
	Has an error occurred on the machine?	Check the Control Panel of this machine.
	Is there sufficient computer memory available?	Perform a test printing to check whether printing is possible. If test printing is successful, this indicates there are no problems on this machine or with the printer driver. In this case, remove the cause of memory shortage. If test printing fails, resolve any problems that may be occurring in the machine or with the printer driver.
A postscript error appears on the computer screen.	Is there sufficient computer memory available?	Perform a test printing to check whether printing is possible. If test printing is successful, this indicates there are no problems on this machine or with the printer driver. In this case, remove the cause of memory shortage. If test printing fails, resolve any problems that may be occurring in the machine or with the printer driver.
	There may be an error in the application software settings.	Refer to the user's manual of the application software to check the settings.
	Are the file printing settings correct?	Change the settings and try to print again.

Description of problem	Check points	Remedy
Print processing on the computer has finished, but printing does not start.	Is another printer specified?	Check the specified printer name.
	Is the network or USB cable disconnected?	Make sure that the cables are correctly connected. If a hub is used, also check the connection with the hub.
	Is the machine in the Sub Power Off mode?	If the machine is in the Sub Power Off mode, printing cannot be executed. Press Power key to release the Sub Power Off mode.
	Has an error occurred on the machine?	Check the Control Panel of this machine.
	Are unprocessed jobs queued on the machine?	Tap [Job List] to check the job sequence.
	Did you specify [Store Job] when executing the print job?	Check whether or not the target file is saved on the HDD.
	Did you specify [Secured Job] when executing the print job?	Check whether or not the target file is saved on the HDD.
	If account track is enabled, are the account name and password correct?	Enter the correct account name and password.
	If user authentication is enabled, are the user name and password correct?	Enter the correct user name or password.
	Is there sufficient computer memory available?	Perform a test printing to check whether printing is possible. If test printing is successful, this indicates there are no problems on this machine or with the printer driver. In this case, remove the cause of memory shortage. If test printing fails, resolve any problems that may be occurring in the machine or with the printer driver.
	If network connection is in place, is the printer controller connected to the network?	Check with the network administrator.
	Is the machine in enhanced security mode?	Configure authentication settings in enhanced security mode. For information on the authentication settings in enhanced security mode, refer to [User's Guide: Description of Utility Keys] - Chapter 5 "Administrator Settings" - [Enhanced Security Mode].
Cannot print in Secured Job	Is [Password Rules] set to [ON] on this machine?	If [Password Rules] is set to [ON], set a password that satisfies the password rules. For details, refer to [User's Guide: Description of Utility Keys] - Chapter 5 "Administrator Settings" - [Security Details]-[Password Rules].
A file saved on the HDD has disappeared from a computer.	Is the setting for deleting files on the HDD configured on the machine?	Check the HDD settings for the machine. For information on the file deletion setting, refer to [User's Guide: Description of Utility Keys] - Chapter 5 "Administrator Settings" - [Folder Settings].

Description of problem	Check points	Remedy
Printing in user authentication or account track mode is not available.	Are the user name or account name, and password correct?	Enter the correct user name, account name and password.
	Is the user authentication or account track enabled in the printer driver?	Enable user authentication or account track on the printer driver.
	Is the entered user name or account name authorized?	Check that printing of the current user name/account name is permitted?
Printing is not available when you have selected [Public User] in user authentication.	Is printing by public users permitted on the machine?	Check whether printing by public users is permitted. If not, grant printing permission to public users.
Selection of items failed in the printer driver.	Selection may not be enabled for certain combinations of functions.	Grayed out items cannot be configured.
A "conflict" message saying "unable to configure" or "function will be canceled" appears.	Have you set up functions that cannot be used in combination?	Check what functions are enabled and redo the selection of functions.
Cannot print according to the settings you have configured.	The settings may not be configured correctly.	Check the setting of each item of the printer driver.
	Even though a combination of functions may be enabled in the printer driver, that combination may not be available on this machine.	
	The paper size or paper orientation specified in the application may take precedence over the settings in the printer driver when printing.	Correct the settings in the application.
Images are not printed correctly.	Is there sufficient computer memory available?	Simplify the images to reduce the data size.
Paper is not fed from the specified paper tray.	Does the specified paper tray contain paper of the correct size/orientation?	Load paper of the appropriate size and orientation into the paper tray.

4.3.2 Problems on print quality

Description of problem	Cause	Remedy
No data is printed.	A Toner Cartridge is damaged.	Remove the Toner Cartridge , then check it for damage. If the Toner Cartridge is damaged, replace it.
	The Imaging Unit is damaged.	Remove Imaging Unit , then check them for damage. If necessary, replace Imaging Unit .
	Paper is damp.	Adjust the humidity of the paper storage place. Remove the damp paper, then replace it with new dry paper.
	The paper setting of the printer driver does not match the paper that is actually loaded on this machine.	Load the correct paper in this machine.
	The power supply does not match the specification of this machine.	Use the power supply that matches the specification.
	Multiple sheets are fed out simultaneously.	Remove paper from the paper tray, then check it for static electricity. Flip through the paper, then return it into the paper tray.
	Paper is not correctly loaded into the paper tray.	Remove paper, align its edges, return it into the paper tray, then adjust the paper guide.
Printed in jet black.	A Toner Cartridge is damaged.	Remove the Toner Cartridge , then check it for damage. If the Toner Cartridge is damaged, replace it.
	The Imaging Unit is damaged.	Remove Imaging Unit , then check them for damage. If necessary, replace Imaging Unit .
A print is faint.	The laser lens is dirty.	Clean the laser lens.
	Paper is damp.	Remove the damp paper, then replace it with new dry paper.
	Toner is running out in the Toner Cartridge .	Replace the Toner Cartridge .
	A Toner Cartridge is damaged.	Remove the Toner Cartridge , then check it for damage. If the Toner Cartridge is damaged, replace it.
	The Imaging Unit is damaged.	Remove Imaging Unit , then check them for damage. If necessary, replace Imaging Unit .
	The correct paper type is not specified.	When printing on thick paper, envelope, label sheet, glossy paper, single side only paper, special paper, or letterhead, specify the paper type using the printer driver.
	A print is dark.	A Toner Cartridge is damaged.
The Imaging Unit is damaged.		Remove Imaging Unit , then check them for damage. If necessary, replace Imaging Unit .
The original does not stick fast to the Original Glass .		Position the original so that it is pressed closely against the Original Glass .
The specified copy density is too high.		Set the copy density to a lower level.

Description of problem	Cause	Remedy
Image colors run. The background is dirty.	A Toner Cartridge is damaged.	Remove the Toner Cartridge , then check it for damage. If the Toner Cartridge is damaged, replace it.
	The Imaging Unit is damaged.	Remove Imaging Unit , then check them for damage. If necessary, replace Imaging Unit .
	The Original Cover Pad is dirty.	Clean the Original Cover Pad .
	The Original Glass is dirty.	Clean the Original Glass .
The density is uneven.	A Toner Cartridge is damaged.	Remove the Toner Cartridge , then check it for damage. If the Toner Cartridge is damaged, replace it.
	Only a small amount of toner is left in the Toner Cartridge , or the Toner Cartridge is damaged.	Replace the Toner Cartridge .
	This machine has not been placed on a level location.	Place this machine on a flat, hard, stable, and horizontal surface (inclination within +/-1 degree).

4.3.3 When the bit count does not match between the server and the client

If the print server is Windows Server 2008/Server 2008 R2/Server 2012/Server 2012 R2 and its OS bit count does not match that of the client computer, an additional driver may not be able to be installed normally on the print server.

To solve this problem, specify the setup information file (ntprint.inf) of the operating system with a different bit number when installing the additional driver on the print server.

The following describes how to install the additional driver by specifying a setup information file on a different computer from that of the print server.

Tips

- Before starting this procedure, prepare to configure a different client computer from that of the print server and install the operating system that has a bit number different from that of the print server.
- On the print server side, the system drive of the client computer is assigned as the network drive. Configure the setting to share the drive to be assigned in advance.

This example shows the operation when installing Windows Server 2008 (32-bit version) on the print server and Windows Vista (64-bit version) on the client computer.

- 1 Configure the setting to share the drive (ordinarily, drive C) where the client computer's operating system is installed.
- 2 On the print server, assign the drive (example: "C") of the client computer, which is shared in Step 1, as the network drive (example: "z").
- 3 Install the 32-bit operating system driver on the print server.
- 4 Open the Properties screen in the driver installed.
- 5 Select the [Sharing] tab, and select the [Share this printer] check box.
- 6 Click [Additional Drivers].
The Additional Drivers page appears.
- 7 Select the [x64] check box in the [Processor] column, and click [OK].
- 8 Specify the folder that contains the 64-bit operating system driver.
This displays a page to request a setup information file.

- 9 Click [Browse], and specify the setup information file [ntprint.inf] on the client computer to which the network drive is assigned.
 - Specify the following file.
[z:\Windows\System32\DriverStore\FileRepository\ntprint.inf_xxx]
In the path above, "z" represents the assigned network drive. "_xxx" at the end of this path varies depending on the driver version.
 - The setup information file may be stored at a different location depending on your client computer. If folder [amd64] resides in the same hierarchy as that of [ntprint.inf], specify a setup information file for 64-bit operating system under that folder. To additionally install a 32-bit operating system driver, specify a setup information file under folder [i386] that is in the same hierarchy as that of [ntprint.inf].
- 10 Click [Open].

Installation starts.
- 11 When the installation is complete, click [Close].

Additional installation of the 64-bit operating system driver is then completed.

4.4 Cannot perform network scanning

Description of problem	Check points	Remedy
Cannot send data.	Is the volume per E-mail to be sent exceeding the maximum receiving capacity of the SMTP server?	If the volume of one E-mail message exceeds the maximum capacity of the SMTP server for reception, an error occurs which will prevent transmission.
	Was the transmission procedure carried out correctly?	Check the transmission procedure, then resend the fax.
	Are the network settings and connection correct?	Check the network settings and connection.
	Is the correct E-mail address set for this machine?	Check the E-mail address of the machine and configure it.
	Are cables connected correctly?	Make sure that the network cable is correctly connected.
Scanned data cannot be sent (by SMB TX) to a specified computer.	Is the folder correctly specified?	If the path for the destination folder is delimited by "/" (slash), the folder cannot be specified. Use "\" to specify the path for the destination folder.
	Are you using the correct authentication method?	When sending data to a destination PC running operating software earlier than Mac OS X 10.3.x, use the NTLMv1 authentication. To a destination PC running operating system later than Mac OS X 10.4.x, send data using the NTLMv2 authentication.
	Have you specified a folder name using more than 13 characters?	When sending data to a folder on a PC running Mac OS X, specify a folder name using up to 12 characters.
When sending scanned data (by SMB TX) to a specified computer, operations take place slowly.	Is [LLMNR] enabled?	Disable [LLMNR] using Web Connection .
When sending scanned data (by SMB TX) to a specified computer, a "Server connection error" occurs.	Is the network cable connected?	Make sure that the network cable is correctly connected.
	Do packets from this machine reach the destination?	Check that packets from this machine reach the destination. If not, take/check the action indicated below: <ul style="list-style-type: none"> • Replace the network cable with a new one. • Check if the wireless settings are correct if wireless connection is used. Or replace it with a wired connection. • If no packets are sent out from this machine, check the IP settings on this machine. • Check that the IP address of the destination is correctly registered.
When sending scanned data (by SMB TX) to a specified computer, a "login error" occurs.	Is the [File Path] set correctly for the destination?	Check that the [File Path] of the destination is correctly registered.
	Are you operating as a domain user?	If you are operating as a domain user, create a domain user name that is different from the local user name. If your domain user name is the same as the local user name, use the same password for both.

4.5 Cannot perform fax/internet fax

4.5.1 Cannot perform Fax TX

Description of problem	Check points	Remedy
Cannot send data.	Was the transmission procedure carried out correctly?	Check the transmission procedure, then resend the fax.
	Is the fax number you entered for the destination correct? Were the address book destination and program destination registered correctly?	If you are using a destination in the Address Book or Program, the registered fax number may be incorrect. Print the Speed Dial list to check whether the numbers are registered correctly.
	Is the telephone line setting correct?	Does the setting in [Dialing Method] match the telephone line being used? Check the setting and correct it if an error is found.
	Is the modular cable connected correctly?	Is the modular cable connected? Check the modular cable connection and, if unplugged, plug it in securely.
		Are TEL and LINE connected inversely? Check the modular cable connection and, if unplugged, plug it in securely.
	Is there a problem with the receiving machine?	Is the power of the receiving facsimile turned off, is it out of paper or is there another problem? Call the recipient to determine whether there is a problem.
	If it is a password TX job, have you sent the correct password?	Check the recipient's password then resend the fax using a correct password.
	Was the sender's fax number correctly registered with "Check Dest. & Send"?	Check that the fax number registered with the recipient is correct. Or set Check Dest. & Send to Disable, then send a fax.
Is [PBX Connection Settings] set correctly when you are using this machine in the PBX environment?	When setting [PBX Connection Settings] to [ON] and dialing the recipient for which [E] is registered at the head of a fax number, check that the outside line number is correctly registered in [PBX Connection Settings]. When setting [PBX Connection Settings] to [OFF], you can enter "P" (pause) and the recipient fax number following the outside line number to call the outside line.	

4.5.2 Cannot perform Fax RX

Description of problem	Check points	Remedy
Cannot receive faxes.	Is the power turned on?	Check the Power Switch of this machine. If a hub is used, also check the hub power.
	Has the machine been placed in ErP Auto Power Off mode?	If the machine is placed in ErP Auto Power Off mode, it cannot receive any jobs. Press the Power key to release the ErP Auto Power Off mode.
	Is the Receive Mode set to Manual RX?	Change the [RX Mode]to [Auto RX]. When [RX Mode]is set to [Manual RX], receive faxes manually.
	Is the modular cable connected correctly?	Is the modular cable connected? Check the modular cable connection and, if unplugged, plug it in securely.
	Is [Closed Network RX] enabled?	If [Closed Network RX] is enabled, the machine accepts faxes sent from specific recipients. For details, contact your administrator.
	Has a wrong SUB been sent in F-code from the sender side?	If a wrong sub-address is received with the Confidential User Box set, a communication error may occur, causing failed reception. Check the sender side to see if the sub-address is set.
No printout produced.	Is PC-Fax RX enabled?	When PC-Fax RX is enabled, print the fax from the Memory RX User Box.
	Is TSI Distribution enabled?	Check forwarding destinations for TSI Distribution.
	Is Memory RX enabled?	If Memory RX is enabled, print the fax from the Memory RX User Box.
	Is paper in the machine?	Add paper.
	Is paper jammed in the machine?	Clear the jammed paper.
	Is the machine out of toner?	No fax can be received if the toner is exhausted. Replace the Toner Cartridge .

4.6 Cannot perform copy

Description of problem	Check points	Remedy
Copying does not start.	Are the doors of the machine securely closed?	Close the doors of the machine securely.
	Has paper of the correct size for the original been loaded into the paper tray?	Load paper of the appropriate size into the paper tray.
The original does not feed.	Is the ADF slightly open?	Securely close the ADF .
	Is the original one that does not meet the specifications?	Check that the original is one that can be loaded into the ADF .
	Has the original been positioned correctly?	Position the original correctly.
The image is light.	Is [Light] specified for the density setting?	Tap [Density] on the copy main screen to adjust density.
	Is the paper damp?	Replace with new/dry paper.
The image is dark.	Is [Dark] specified for the density setting?	Tap [Density] on the copy main screen to adjust density.
	Was the original not pressed close enough against the Original Glass ?	Position the original so that it is pressed closely against the Original Glass .
The image is partially obscured or blurry.	Is the paper damp?	Replace with new/dry paper.
	Was the original not pressed close enough against the Original Glass ?	Position the original so that it is pressed closely against the Original Glass .
The entire area of a copy gets smudged.	Is the Original Glass dirty?	Wipe the Original Glass with a soft, dry cloth.
	Is the Original Cover Pad dirty?	Clean the Original Cover Pad with a soft cloth dampened with a mild detergent.
	Was the original printed on highly translucent material, such as diazo photosensitive paper or OHP transparencies?	Place a blank sheet of paper on top of the original.
	Is a 2-sided original being copied?	If a thin 2-sided original is being copied, the print on the back side may be reproduced on the front side of the copy. On the Background Removal screen, select a lighter background density.
Images are tipped.	Is the original positioned correctly?	Correctly position the original against the Original Scale . Load the original into the ADF , and slide the adjustable Document Guide to fit the size of the original.
	Is the original incorrectly positioned in the ADF ?	If the original cannot be fed correctly through the ADF , make copies by positioning the original on the Original Glass .
	Is the lateral guide of the paper tray correctly aligned with the paper?	Align the Document Guide with the edges of the paper.
	Has curled paper been loaded into the paper tray?	Manually flatten the paper and re-load it into the paper tray.
An output copy is curled.	Curls may appear depending on the paper type (recycled paper, for example).	Remove the paper from the paper tray, turn it over, then load it again.
		Replace with new dry paper.

Description of problem	Check points	Remedy
The area around an image gets smudged.	Is the Original Cover Pad dirty?	Clean the Original Cover Pad with a soft cloth dampened with a mild detergent.
	Is the paper selected of a size larger than the original size? (When copying at full size or 100.0% zoom ratio)	Select a paper size that is the same as the original. Otherwise, tap [Zoom] on the copy main screen to select [Auto], and perform enlarged copying at a zoom ratio matching the paper.
	Is the size or orientation of the original different from that of the paper? (When copying at full size or 100.0% zoom ratio)	Select a paper size that is the same as the original. Otherwise, re-load paper in the same orientation as the original.
	Have you selected the zoom ratio for reduced copying that is suited for the paper size? (When the reduced copying zoom ratio has been selected manually)	Select the zoom ratio that matches the paper size. Otherwise, tap [Zoom] on the copy main screen to select [Auto], and perform reduced copying at a zoom ratio matching the paper.
Cannot switch to the 2-Sided > 1-Sided or 2-Sided > 2-Sided function.	Have settings been selected that cannot be combined?	Check the combinations of the selected settings.

4.7 Major messages and actions

Check the displayed message, then take the appropriate action. If messages other than those listed below have been displayed, follow them to perform processing.

Warning messages

Message	Description	Remedy
[Memory Overflow]	Not enough memory to print on a copy basis.	Print only the first page.
[HDD is low on disk space.]	The HDD free space is insufficient.	Delete data saved on the HDD, if necessary.
[Paper Empty]	No paper is loaded in the tray.	Add paper.
[Toner is low.]	The toner is about to run out.	Prepare the specified Toner Cartridge .
[Replace toner]	Toner is depleted.	Replace the Toner Cartridge . For details, refer to page 2-3.
[Imaging Unit will require replacement soon.]	The operating life of the Imaging Unit has expired.	Replace the Imaging Unit . For details, refer to page 2-5.
[Maintenance Kit will require replacement soon.]	The maintenance kit has expired.	Replace the maintenance kit. For details, contact your service representative.
[Replace Staples]	Staples have run out.	Replace the staple case. For details, refer to page 2-7.
[Exceeds the no. of pages being stapled.]	An attempt was made to print over the maximum number of sheets of paper that could be stapled.	Cancel the job, or release the staple setting.
[The USB device is invalid.]	An incompatible USB device has been connected to the USB port.	Disconnect the USB device.
[IEEE 802.1x Authentication failure.]	IEEE802.1X authentication has not been executed normally, causing a timeout.	Restart this machine.
[IEEE802.1x Authenticating]	IEEE802.1X authentication is currently executed.	Wait until authentication is completed.
[Fax Memory Low]	The fax data storage area is insufficient.	Check fax jobs. Delete fax jobs, if necessary.
[Fax RX Job Max Over]	The number of registered fax RX jobs has reached the upper limit.	Print or cancel fax RX jobs.
[Setting an administrator password is required in order to improve security.]	The default administrator password remains unchanged in [Quick Security Setting].	Change the administrator password from the default to any password. A warning is released one minute after it has occurred.
[Setting Password Rules are required in order to improve security.]	Password Rules is disabled in [Quick Security Setting].	Enable Password Rules. A warning is released one minute after it has occurred.
[Setting an administrator password/Password Rules are required in order to improve security.]	The default administrator password remains unchanged in [Quick Security Setting]. Also, Password Rules is disabled.	Change the administrator password from the default to any password, then enable Password Rules. A warning is released one minute after it has occurred.

Error messages

Message	Description	Remedy
[Configuration of options has been changed.]	The option configuration was changed while the power was turned on.	Restart this machine.
[There is an open component.]	The cover is opened.	Close the cover.
[Paper Jam]	A paper jam has occurred.	Check a paper jam location, then remove the jammed paper.
[Staple Jam]	A staple jam has occurred.	Open the cover in the right-hand side of the Finisher , then remove the jammed staples. For details, refer to page 3-15.
[Imaging Unit Installation Error]	The Imaging Unit is not installed correctly.	Install the Imaging Unit correctly.
[Install toner cartridge.]	The Toner Cartridge is not installed correctly.	Correctly install the Toner Cartridge , and close all doors. For details, refer to page 2-3.
[Maintenance Kit Yield]	The maintenance kit has expired.	Replace the maintenance kit. For details, contact your service representative.
[Imaging Unit will require replacement soon.]	The operating life of the Imaging Unit has expired.	Replace the Imaging Unit . For details, refer to page 2-5. If appears [Contact your service representative.], contact your service representative.
[Replace Toner]	Toner is depleted.	Replace the Toner Cartridge . For details, refer to page 2-3.
[Incorrect Toner]	An incorrect Toner Cartridge has been installed.	Install a Toner Cartridge which is our genuine product with the correct color and correct marketing area.
[Incorrect imaging unit]	An incorrect Imaging Unit has been installed.	Install an Imaging Unit which is our genuine product with the correct color and correct marketing area.
[Paper Size Mismatch]	Paper of the specified size is not loaded into a tray.	Load the correct paper into the displayed tray.
[Paper Empty]	A print job was executed by specifying the Manual Feed Tray from the printer driver, but no paper was loaded in the Manual Feed Tray .	Load paper into the Manual Feed Tray .
	A print job was executed by specifying Tray X from the printer driver, but no paper was loaded in Tray X.	Load paper into Tray X.
[Paper Size/Type Mismatch]	The size and type of the paper loaded in the tray specified from the printer driver are different from those of the paper loaded in the tray on the main unit.	Load the paper of the appropriate size and type into the tray, then specify the correct size and type for the loaded paper on the Control Panel .
	The size and type of the paper in the tray that are specified on the Control Panel do not match those of the paper actually loaded in the tray.	Load the paper of the appropriate size and type into the tray, then specify the correct size and type for the loaded paper on the Control Panel .
[Output Tray Full]	The amount of paper output to the Output Tray has reached the maximum.	Remove the paper from the Output Tray .

Message	Description	Remedy
[Memory Overflow]	Data has been received over the maximum memory size.	Cancel the job to reduce the amount of data, then execute the job again.
	All the available space in memory has been used up by document scanning.	Reduce the amount of original data.
[Replace Staples]	Staples have run out.	Replace the staple case. For details, refer to page 2-7.
[Stored Job Error]	The option configuration is different from that specified when a job was saved.	Return to the option configuration specified when a job was saved.
[HDD Capacity Over]	The HDD capacity has become full.	Delete data saved on the HDD, if necessary.
[Document Registration Overload]	The number of files on the HDD has reached the upper limit.	Delete data saved on the HDD, if necessary.
[Memory Full (FAX)]	The fax data storage area has become full.	When sending fax data, send only the scanned original, or manually send it again. When receiving fax data, print or delete data saved in memory.
[Job Registration Limit Over]	The number of registered jobs has reached the upper limit.	Wait until a job has been completed, or delete a current job.
[Connection Failed]	Failed to connect to the FTP server.	Check that the destination has been registered correctly.
[Writing Error]	An error has occurred while saving data onto a USB memory device.	Cancel the job, then check that the USB memory is in the write enable state.
[Matching paper size not available.]	Paper appropriate for a print job is not loaded in the tray.	Load the appropriate paper in the tray, then specify the correct size and type for the loaded paper on the Control Panel .
[Out of the Range of Auto Zoom]	The auto zoom ratio setting exceeds the allowable range.	Specify the zoom ratio between 25 and 400%.
[Place Original on Glass]	The original of an invalid size is loaded on the ADF .	Scan the original from the Original Glass .
[Place Original on ADF]	No original is loaded on the ADF .	Load the original on the ADF . Scan the original of different sizes from the ADF .
[Duplex Copy Disabled]	The size of the loaded paper is not available for 2-sided copy.	Cancel 2-sided copy, or change the paper size.
[Scan TX Failed]	Scan transmission has failed.	After a while, cancel the job.
[Off-Hook]	The handset remains picked up after a manual transmission.	Replace the handset.
[Fax TX Failed]	Fax transmission has failed.	This error is remedied automatically.
[Fax RX Failed]	Fax receiving has failed.	This error is remedied automatically.
[I-Fax TX Failed]	An error occurred while sending an Internet fax, and the job was not ended normally.	This error is remedied automatically.
[I-Fax RX Failed]	An error occurred while receiving an Internet fax, and the job was not ended normally.	This error is remedied automatically.
[E-mail forwarding failed.]	An error occurred while forwarding the received fax by E-mail, and the job was ended normally.	This error is remedied automatically.
[PC-FAX Restricted]	PC-Fax TX is prohibited.	Enable PC-Fax TX.

Message	Description	Remedy
[PC-Fax TX Error]	An error occurred when PC-Fax TX data was received on this machine.	This error is remedied automatically.
[Polling RX Error]	Multiple destinations have been specified for Polling RX.	Multiple destinations cannot be specified for Polling RX. Specify only one destination.
[Counter has reached its maximum allowance.]	The counter has reached the upper limit.	Delete jobs.
[Job Log Error]	The job log storage area on the HDD is full.	Delete job logs.
[Card Authentication Registration Error]	Failed to scan the IC card at the time of registration.	This error is remedied automatically.
[USB Connection Error]	The same type of USB device is connected.	Disconnect the USB device.
[Expiration Error]	The enhanced server authentication application has expired.	Change to the authentication method other than the enhanced server authentication.
[Exceeds the no. of pages being stapled.]	An attempt was made to print over the maximum number of sheets of paper that could be stapled.	Cancel the job, or release the staple setting.
[Extended Authentication disabled]	The enhanced server authentication application cannot be used.	Change to the authentication method other than the enhanced server authentication.

Service call

If a service call has appeared, restart this machine.

If the problem is not resolved after this machine has been restarted, check the displayed trouble code number and sub code number, then contact your service representative.

5

Checking the Counter

5 Checking the Counter

The counter indicates the total number of pages printed on this machine on a function basis. This information will help you gain an understanding of the usage status of this machine.

- 1 Tap [Counter].



- 2 Check the total number of pages printed after the count starting date.



Item	Description
[Total]	Check the total number of pages printed on this machine.
[Copy]	Allows you to check the total number of pages copied.
[Print]	Check the total number of pages printed through a computer.
[Scan]	Check the total number of pages scanned in Scan to E-mail and Scan to Folder modes.
[Fax]	Check the total number of pages scanned in Fax mode, total number of pages printed in a file received by fax, and total number of pages received by fax.



6 **Index**

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Description of Utility Keys



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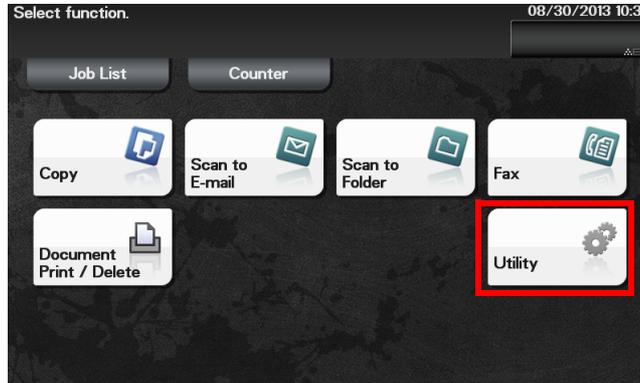


Configuring Settings of This Machine

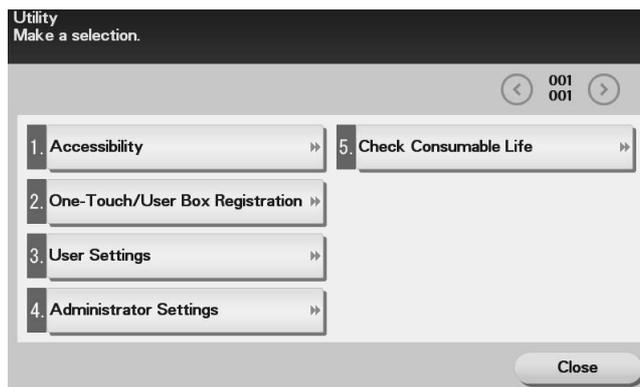
1 Configuring Settings of This Machine

1.1 Displaying [Utility]

On the main menu, tap [Utility].



[Utility] allows you to configure settings of this machine, register destinations, and check the status of consumables.



Settings	Description
[Accessibility]	Configure settings to display the Control Panel or adjust operation sounds. For details, refer to page 2-2.
[One-Touch/User Box Registration]	Register E-mail destinations, fax destinations, SMB destinations, Confidential User Box, FTP destinations, WebDAV destinations, or Internet fax destinations. For details, refer to page 3-2.
[User Settings]	Tap this button to enable users to change settings. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your requirements. For details, refer to page 4-2.
[Administrator Settings]	This button displays items that can only be changed by the administrator. To configure settings, you need to enter the administrator password for this machine. You can specify the initial copy, print, or fax operations, power saving function, and network function to suit your requirements. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function. For details, refer to page 5-2.
[Check Consumable Life]	Tap this button to check this machine's status of consumables (consumption level). Tapping Print allows you to print a list that shows the status of consumables.

Settings	Description
[Job List]	Tap this button to check active jobs or job logs. This option is displayed when [Utility] - [Administrator Settings] - [System Connection] - [OpenAPI Settings] - [Specified App Start Setting] is enabled.
[Counter]	Tap this button to display the total number of pages printed on this machine on a function basis. This option is displayed when [Utility] - [Administrator Settings] - [System Connection] - [OpenAPI Settings] - [Specified App Start Setting] is enabled.

1.2 Displaying [Administrator Settings]

To display administrator settings, you need to enter the administrator password for this machine.

- 1 On the main menu, tap [Utility].
- 2 Tap [Administrator Settings].
- 3 Enter the administrator password for this machine.

→ "12345678" is specified by default.

The [Administrator Settings] screen appears. The available setting items are as follows.

Settings	Description
[System Settings]	Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays. For details, refer to page 5-2.
[Administrator/Machine Settings]	Register information on the administrator and this machine. For details, refer to page 5-9.
[Address Registration List]	Print a destination list. For details, refer to page 5-10.
[User Authentication/Account Track]	Configure settings to display the user name list or logout confirmation screen when user authentication and account track are enabled. For details, refer to page 5-11.
[Network Settings]	Configure the network function such as setting up TCP/IP and configuring your environment for Scan TX. For details, refer to page 5-13.
[Copier Settings]	Configure functions used in copy mode. For details, refer to page 5-19.
[Printer Settings]	Configure print settings. For details, refer to page 5-20.
[Fax Settings]	Configure the settings to use the fax or network fax function. For details, refer to page 5-23.
[System Connection]	Configure settings to establish the association of this machine and other system. For details, refer to page 5-30.
[Security Settings]	Configure the security settings of this machine, such as password setting and data management setting. For details, refer to page 5-32.
[Paper Empty Alert Display Setting]	Specify whether or not to display a warning message when the tray runs out of paper. For details, refer to page 5-38.
[License Management]	Issue a request code required to use an advanced function, or enable an advanced function. For details, refer to page 5-38.
[OpenAPI Certification Management Setting]	Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine. For details, refer to page 5-38.

2 [Accessibility]

2 [Accessibility]

[Key Repeat/Interval]

To display: [Utility] - [Accessibility] - [Key Repeat/Interval]

Pressing a key enters one character, and holding down a key starts entering successive characters. This is referred to as a key repeat.

If necessary, change the time from pressing a key to starting a key repeat, and the interval to enter successive characters.

Settings	Description
[Time to Start]	Change the time to start entering successive characters when holding down a key. [0.8 sec.] is specified by default.
[Interval]	Change the interval to hold down a key and enter successive characters. [0.3 sec.] is specified by default.

[Message Display Time]

To display: [Utility] - [Accessibility] - [Message Display Time]

Change the time to display a message on the **Touch Panel**.

[3 sec.] is specified by default.

[Sound Settings]

To display: [Utility] - [Accessibility] - [Sound Settings]

Select whether or not to output keying or warning sounds. If necessary, adjust the volume.

Settings	Description
[Sound Setting]	Configure settings to output sounds from this machine. <ul style="list-style-type: none"> • [All Sounds]: Specify whether or not to output all sounds. Selecting [OFF] will result in no sound being output. • [Confirmation Sound]: Specify whether or not to output a sound notifying that an operation takes place on the Control Panel or Touch Panel. • [Successful Completion Sound]: Specify whether or not to output a sound notifying that an operation has been successfully completed. • [Completed Preparation Sound]: Specify whether or not to output a sound notifying that this machine is ready for operation. • [Caution Sound]: Specify whether or not to output a sound notifying that part replacement is required or that an error has occurred. [ON] is specified by default in every case.
[Operation Confirmation Sound]	Select whether or not to output the following operation confirmation sounds. To output sounds, adjust the volume at three levels. <ul style="list-style-type: none"> • [Input Confirmation Sound]: A sound produced when a key is tapped to enter a character. • [Invalid Input Sound]: A sound produced when a tapped key is invalid. • [Basic Sound]: A sound produced when the default value item is selected for an option subject to rotational switching. [ON] - [Medium] is specified by default in every case.
[Successful Completion Sound]	Select whether or not to output the following successful completion sounds. To output sounds, adjust the volume at three levels. <ul style="list-style-type: none"> • [Operation Complete Sound]: A sound produced when an operation has ended normally. • [Transmission Complete Sound]: A sound produced when a communication has ended normally. [ON] - [Medium] is specified by default in every case.

Settings	Description
[Completed Preparation Sound]	Select whether or not to output the completed preparation sound when this machine is placed into the ready state. To output sounds, adjust the volume at three levels. [ON] - [Medium] is specified by default.
[Caution Sound]	Select whether or not to output the following caution sounds. To output sounds, adjust the volume at three levels. <ul style="list-style-type: none"> • [Low Caution Sound (Level 1)]: A sound produced when a message appears on the Touch Panel indicating that the replacement time is nearing for consumables or replacement parts. • [Low Caution Sound (Level 2)]: A sound produced when the user has made a mistake while operating this machine. • [Low Caution Sound (Level 3)]: A sound produced when an error, which can be dealt with by referring to messages or manuals, has occurred. • [Severe Caution Sound]: A sound produced when this machine detects an error that will require checking by a service representative. [ON] - [Medium] is specified by default in every case.

[Brightness Adjustment]

To display: [Utility] - [Accessibility] - [Brightness Adjustment]

Adjust the brightness level of the **Touch Panel**.

[0] is specified by default.

[Double Tap Interval Settings]

To display: [Utility] - [Accessibility] - [Double Tap Interval Settings]

Change the interval to detect a double-tap operation.

This option is displayed when the Web browser function is enabled.

[Standard] is specified by default.



**[One-Touch/User Box
Registration]**

3 [One-Touch/User Box Registration]

[E-mail]

To display: [Utility] - [One-Touch/User Box Registration] - [E-mail] - [New]

Register destination E-mail addresses.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by registration name.
[E-mail]	Enter the destination mail address. Tapping [Details] displays the full text of the E-mail address.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[Fax]

To display: [Utility] - [One-Touch/User Box Registration] - [Fax] - [New]

Register the fax number of the destination.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Fax number]	Enter a destination fax number. <ul style="list-style-type: none"> • When you use this machine in a PBX environment, tap [Outside] ([E] appears). A registered outside line number is automatically inserted. • When you use this machine in a PBX environment, tap [Pause] following the outside line number ([P] appears) to ensure dialing is successful. • If you want to send out a push signal over the dial line, tap [Tone] ([T] appears). • Enter [-] to separate a dial number. It does not affect the dialing of the number.

Settings	Description
[Line Setting]	<p>If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax.</p> <ul style="list-style-type: none"> • [ECM]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. If you send a fax using a telephone line in an environment containing static, it may take a longer time to communicate. In this case, the communication time can be reduced by setting ECM to OFF for transmission. However, image or communication errors may occur depending on the specified communication time value, so change the value to suit conditions. • [V.34]: V34 is a communication mode used for super G3 fax communication. However, when the remote machine or this machine is connected to a telephone line via PBX, you may not establish a communication in super G3 mode depending on telephone line conditions. In this case, it is recommended that you set the V34 mode to off to send data. • [Check Dest. & Send]: Set this option to ON when the Check Dest. & Send function is used. The fax number specified for fax is checked against the destination fax number (CSI), and the fax is sent only when they match.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[SMB]

To display: [Utility] - [One-Touch/User Box Registration] - [SMB] - [New]

Register a destination computer name (host name) or IP address. Also register a folder for saving a file or information for accessing a folder.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register a destination computer name (host name) or IP address.

Settings	Description
[Host Name]	Enter the computer name (host name) or IP address of the destination computer (using up to 253 bytes). <ul style="list-style-type: none"> • Example of computer name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the shared folder name of the computer specified in [Host Name] (using up to 255 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between folder names. <ul style="list-style-type: none"> • Entry example: "scan\document" Tapping [Details] displays the full text of the file path.
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes). <ul style="list-style-type: none"> • For workgroup user, only type in the user name. Entry example: "User01" • For domain user, type in user-name@domain-name. Entry example: "User01@abc.local"
[Password]	Enter the password (using up to 127 bytes).
[Reference]	Detect the target computer on the network, then select the shared folder. Information of the selected folder is registered.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[Confidential RX User Box]

To display: [Utility] - [One-Touch/User Box Registration] - [Confidential RX User Box] - [New]

Register a User Box for confidential communication.

Settings	Description
[User Box Name]	Enter the Confidential User Box name (using up to 20 characters).
[No.]	Displays a registration number of the Confidential User Box. The smallest available number that is not used is automatically assigned.
[Comm. Password]	Enter the password for confidential RX (using up to 20 digits). To confirm, enter the password again into [Password Confirmation].
[Print Password]	To restrict printing files in the Confidential User Box with the password, enter the password (using up to 64 characters). To confirm, enter the password again into [Password Confirmation].

Tips

- To change the User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing User Box, select the User Box name and tap [Delete].

[FTP]

To display: [Utility] - [One-Touch/User Box Registration] - [FTP] - [New]

Register the host name or IP address of the destination FTP server.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination FTP server.
[Host Name]	Enter the host name or IP address of the destination FTP server (using up to 253 bytes). <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the name of the storage folder in the FTP server specified in [Host Name] (using up to 127 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> • Entry example: "scan/document" When the file path is not specified, only enter the "/". <ul style="list-style-type: none"> • Entry example: "/" Tapping [Details] displays the full text of the file path.
[User ID]	If authentication is required in the destination FTP server, enter the available user name to log in (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Setting]	Configure settings to establish communications with the FTP server. <ul style="list-style-type: none"> • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default. • [Pasv]: When the PASV mode is used in your environment, select [ON]. [ON] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default.


Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[WebDAV]

To display: [Utility] - [One-Touch/User Box Registration] - [WebDAV] - [New]

Register the host name or IP address of the destination WebDAV server.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination WebDAV server.
[Host Name]	Enter the host name or IP address of the destination WebDAV server (using up to 253 bytes). <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the name of the storage folder in the WebDAV server specified in [Host Name] (using up to 142 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> • Entry example: "scan/document" Tapping [Details] displays the full text of the file path.
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Setting]	Configure settings to establish communications with the WebDAV server. <ul style="list-style-type: none"> • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default. • [SSL Setting]: When SSL is used in your environment, select [ON]. [OFF] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[Internet Fax]

To display: [Utility] - [One-Touch/User Box Registration] - [Internet Fax] - [New]

Register destination E-mail addresses.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.

Settings	Description
[E-mail]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes). Tapping [Details] displays the full text of the E-mail address.
[Receiver RX Ability]	Select [Compression Method] and [Resolution] as the specifications of the original data that can be received on the destination device.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[Group] - [Scan]

To display: [Utility] - [One-Touch/User Box Registration] - [Group] - [Scan] - [New]

Register scan transmission destinations collectively in a group.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the group name (using up to 72 characters).
[Select Destination]	Select the scan transmission destination that you want to include in the group to be registered. Up to 500 scan transmission destinations can be registered in one group.

[Group] - [Fax]

To display: [Utility] - [One-Touch/User Box Registration] - [Group] - [Fax] - [New]

Register fax transmission destinations collectively in a group.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the group name (using up to 72 characters).
[Select Destination]	Select the fax transmission destination that you want to include in the group to be registered. Up to 500 fax transmission destinations can be registered in one group.

4

[User Settings]

4 [User Settings]

4.1 [System Settings]

[Language Selection]

To display: [Utility] - [User Settings] - [System Settings] - [Language Selection]

Select a language to display information on the **Touch Panel**.

Settings	Description
[Language Selection Display]	Select a language to display information on the Touch Panel . The default value depends on the region the machine is used in.
[Panel Keyboard Language Synchronization Setting]	Select whether or not to synchronize the language of the keyboard to be displayed on the Touch Panel with the language to be displayed on the Touch Panel . [Synchronize] is specified by default.
[Panel Keyboard Language Selection]	If [Do Not Synchronize] is selected in [Panel Keyboard Language Synchronization Setting], select the language of the keyboard to be displayed on the Touch Panel . The default value depends on the region the machine is used in.

[Measurement Unit Setting]

To display: [Utility] - [User Settings] - [System Settings] - [Measurement Unit Setting]

Select a measurement unit for numeric values displayed on the **Touch Panel** from [mm] and [Inch].

The default value depends on the region the machine is used in.

[Paper Tray]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray]

Specify the settings related to selection and switching of paper trays.

Settings	Description
[Auto Tray Select]	When you have selected [Auto] in [Paper], select target paper trays for auto tray selection. The machine selects the tray loaded with optimal paper among the trays set to [ON]. [ON] is specified by default in every case.
[Auto Tray Switching]	When the paper tray has become empty during printing, select whether or not to enable automatic switching to a paper tray that contains paper of the same size, same orientation, and same type (ATS: Auto Tray Switch). However, ATS is available for the paper tray that is selected in [Auto Tray Select]. [OFF] is specified by default.
[Print Lists]	Select a paper tray to print out various lists such as the configuration list or counter list. [Tray 1] is specified by default.
[Auto Paper Selection Setting]	Specify whether or not to automatically select the tray with [User1] or [User2] loaded when [Auto] is selected for [Paper]. [OFF] is specified by default in every case.

[Auto Color Level Adjustment]

To display: [Utility] - [User Settings] - [System Settings] - [Auto Color Level Adjustment]

When setting the color mode to [Auto Color] to scan an original, adjust the standard to judge whether the original is in color or black and white. The standard can be adjusted at five levels.

[2] is specified by default.

[Page Number Print Position]

To display: [Utility] - [User Settings] - [System Settings] - [Page Number Print Position]

Select the printing position on the back side of the paper relative to the printing position of the page number on the front side when printing on both sides or when carrying out printing by specifying both the booklet format and page number at the same time.

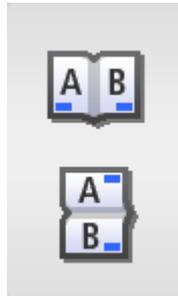
- [Left & Right Bind:All the Same Top & Bottom Bind:All the Same]: Page numbers are printed at the user-specified position on all pages regardless of the binding position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



- [Left & Right Bind:Symmetrical Top & Bottom Bind:All the Same] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.
 - Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
 - Top & Bottom Bind: Page numbers are printed on the user defined position on all pages. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



- [Left & Right Bind:Symmetrical Top & Bottom Bind:Symmetrical] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.
- Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
- Top & Bottom Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed opposite to the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the upper right for the back side.



[Left & Right Bind:All the Same Top & Bottom Bind:All the Same] is specified by default.

4.2 [Custom Display Settings]

[Scan/Fax Settings]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings]

Change the default main screen in Fax, Scan to E-mail, and Scan to Folder modes.

Settings	Description
[Fax Default Tab]	Change the default main screen in Fax mode. [Favorites] is specified by default.
[Scan to E-mail Default Tab]	Change the default main screen in Scan to E-mail mode. [Favorites] is specified by default.
[Scan to Folder Default Tab]	Change the default main screen in Scan to Folder mode. [Favorites] is specified by default.

[Display Fax Activity]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Display Fax Activity]

Select whether or not to display the screen indicating the machine status during fax transmission.

Settings	Description
[TX Display]	Select whether or not to display a screen indicating a fax is being sent. [OFF] is specified by default.
[RX Display]	Select whether or not to display a screen indicating a fax is being received. [OFF] is specified by default.

4.3 [Copier Settings]

[Auto Zoom for Combine]

To display: [Utility] - [User Settings] - [Copier Settings] - [Auto Zoom for Combine]

Select whether or not to adjust the image automatically to optimal zoom ratio when you specify [Combine] and select [Auto] for [Paper].

- [Auto Display Zoom Ratio]: Automatically adjusts to the optimal zoom ratio.
- [OFF]: Select this option to specify the zoom ratio manually.

[Auto Display Zoom Ratio] is specified by default.

[Default Copy Settings]

To display: [Utility] - [User Settings] - [Copier Settings] - [Default Copy Settings]

Change the default settings (settings when the power is turned on, or the **Reset** is pressed) in copy mode.

You can change the setting by selecting [Current Setting] after the setting in copy mode is changed.

[Factory Default] is specified by default.

[Separate Scan Output Method]

To display: [Utility] - [User Settings] - [Copier Settings] - [Separate Scan Output Method]

Select the timing that the machine starts printing when scanning an original by specifying [Separate Scan].

- [Page Print]: Printing begins while the original is being scanned. Select this option if you want to focus on efficiency.
- [Batch Print]: Printing begins after all originals are scanned. You can delete data before printing begins if you find an incorrect setting etc.

[Page Print] is specified by default.

4.4 [Scan/Fax Settings]

[JPEG Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [JPEG Compression Level]

Select the default compression method from [High Quality], [Standard] and [High Compression] for transmission in color.

Data size is the largest in [High Quality] and the lowest in [High Compression].

[Standard] is specified by default.



Tips

A fax cannot be sent in color using the fax function.

[Black Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Black Compression Level]

Select the default compression method from [MH] and [MMR] for transmission in black-and-white.

[MMR] is specified by default.

[Default Fax Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Fax Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in Fax mode.

You can change the setting by selecting [Current Setting] after settings in Fax mode have been changed.

[Factory Default] is specified by default.

[Default Scan Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Scan Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in Scan to E-mail or Scan to Folder mode.

You can change the setting by selecting [Current Setting] after settings in Scan to E-mail or Scan to Folder mode have been changed.

[Factory Default] is specified by default.

[Compact PDF Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Compact PDF Compression Level]

Select the compression level to save a file in the Compact PDF format from [High Quality] or [High Compression].

[High Quality] is selected by default.

[Print Reports]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Print Reports]

Print a TX report, RX report, and activity report.

Settings	Description
[TX Report]	Prints a report that contains transmission results. Select [Print] to make prints.
[RX Report]	Prints a report that contains receiving results. Select [Print] to make prints.
[Activity Report]	Prints a report that contains sending and receiving results. Select [Print] to make prints.

4.5 [Printer Settings]

[Paper Setting]

To display: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting]

Configure the paper and paper tray settings used for printing, and the setting on printing condition if no setting is specified by the printer driver.

Settings	Description
[Paper Tray]	Configure the settings on the paper tray. [Tray 2], [Tray 3], and [Tray 4] are displayed when the optional Paper Feed Unit is installed.
[Default Tray]	Select a paper tray you want to use preferentially. [Tray 1] is specified by default.
[Manual Feed]	Specify the size and type of the paper loaded in Manual Feed Tray . <ul style="list-style-type: none"> [Paper Size]: When loading a standard size paper, select the paper size. [Custom Size]: Enter the width and length of paper when using custom-size paper. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 1]	Specify the size and type of the paper loaded in Tray 1 . <ul style="list-style-type: none"> [Paper Size]: When loading a standard size paper, select the paper size. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 2]	Specify the size and type of the paper loaded in Tray 2 . <ul style="list-style-type: none"> [Paper Size]: When loading a standard size paper, select the paper size. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 3]	Specify the size and type of the paper loaded in Tray 3 . <ul style="list-style-type: none"> [Paper Size]: When loading a standard size paper, select the paper size. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 4]	Specify the size and type of the paper loaded in Tray 4 . <ul style="list-style-type: none"> [Paper Size]: When loading a standard size paper, select the paper size. [Paper Type]: Select the type of the paper loaded in the tray.
[Duplex]	Select whether or not to enable 2-sided printing. [OFF] is specified by default.
[Number of Copies]	Enter the number of copies to be printed. [1] is specified by default.
[Collate]	When multiple sets of copies are printed, select whether the paper output position of each set is staggered to help you locate the first page of each set. [OFF] is specified by default.
[Binding Position]	Select the binding position for 2-sided printing. [Left Bind] is selected by default.
[Auto Tray Switching]	When the paper tray has become empty during printing, select whether or not to allow automatic switching to a paper tray that contains paper of the same size, same orientation, and same type (ATS: Auto Tray Switch). [ON] is specified by default.
[Tray Mapping]	Specify the paper tray to be used for printing when a print job is received by a printer driver manufactured by another company.
[Tray Mapping Mode]	Select whether or not to enable the tray mapping. [OFF] is specified by default.
[Logical Tray 0] to [Logical Tray 9]	Assigns logical trays 0 to 9 to physical trays.
[Original Direction]	Select the orientation of the image to be printed. [PORTRAIT] is specified by default.
[Minimal Print]	Select whether or not to slightly reduce the full page size when directly printing a PDF, PPML, or OOXML (docx, xlsx, or pptx) file. This function is available when printing the entire original image, including its edges. [OFF] is specified by default.

Settings	Description
[TIFF Image Paper Setting]	Specify the method for determining the paper to be used when a TIFF, JPEG, or PDF file is directly printed. <ul style="list-style-type: none"> [Auto]: Prints on paper that matches the image size. [Priority Paper Size]: Prints on the primary paper size. [Priority Paper Size] is specified by default.
[Staple]	Select whether or not to staple printed sheets. This function is available when the optional Finisher is installed. [OFF] is specified by default.

[Print Reports]

To display: [Utility] - [User Settings] - [Printer Settings] - [Print Reports]

Print the printing-related lists such as the configuration list or counter list.

Settings	Description
[Configuration Page]	A list that contains information and settings of this machine is printed.
[Statistics Page]	A list that contains statistics information, such as the number of pages printed, is printed.
[Font List]	The PostScript and PCL font lists are printed.
[HDD Directory List]	A list of HDD directories is printed.
[Counter List]	Prints a list that contains counter information.

[OOXML Print Settings]

To display: [Utility] - [User Settings] - [Printer Settings] - [OOXML Print Settings]

Configure the default print settings when directly printing of OOXML (docx, xlsx, pptx) files is carried out.

Settings	Description
[OOXML Print Mode]	Select whether to give priority to either the image quality or speed when directly printing of an OOXML (docx, xlsx, or pptx) file is carried out. [Speed] is specified by default.
[Sheet/Book Print]	Select whether to print the currently selected sheet or the entire book when handling an Excel file. The [Current Sheet] is specified by default.
[Paper]	Select a paper size to print an OOXML (docx, xlsx, or pptx) file. [Auto] is specified by default.
[Paper Type]	Select a paper type to print an OOXML (docx, xlsx, or pptx) file. [Auto] is specified by default.

[Layout - Combination]

To display: [Utility] - [User Settings] - [Printer Settings] - [Layout - Combination]

Configure the default combination settings for direct printing.

Settings	Description
[Combine]	Select whether or not to reduce and print multiple pages on the same side of a single sheet of paper. [OFF] is specified by default.
[Line]	Enter a number of pages to be placed in a horizontal orientation. [1] is specified by default.
[Column]	Enter a number of pages to be placed in a vertical orientation. [1] is specified by default.
[Combination Method]	Select a method to arrange pages. [Horizontal] is specified by default.

Settings	Description
[Combination Orientation]	Select a direction of page layout. [Top Left to Bottom Right] is specified by default.
[Layout Settings]	<p>Set the layout in details.</p> <ul style="list-style-type: none"> • [Page Spacing - Row Interval]: Set a page space in the row direction. [0] is specified by default. • [Page Spacing - Column Interval]: Set a page space in the column direction. [0] is specified by default. • [Margin - Top Margin]: Set a margin at the top of a page. [0] is specified by default. • [Margin - Bottom Margin]: Set a margin at the bottom of a page. [0] is specified by default. • [Margin - Left Margin]: Set a margin at the left of a page. [0] is specified by default. • [Margin - Right Margin]: Set a margin at the right of a page. [0] is specified by default. • [Page magnification]: Select whether to set the zoom ratio automatically or arbitrarily. [Auto] is specified by default. • [Page Zoom - Manual Input]: Set any zoom ratio to enlarge or reduce the page size. [100] is specified by default. • [Page frame]: Select to print a border line between pages. [OFF] is specified by default.

4.6 [Select Default Start App]

To display: [Utility] - [User Settings] - [Select Default Start App]

Select the OpenAPI-compatible application to be started when you log in, if the OpenAPI-compatible authentication application is installed.



Related setting (for the administrator)

This option is not available if [Specified App Start Setting] is enabled in [Administrator Settings]. For details, refer to page 5-31.

4.7 [QR Code Display]

To display: [Utility] - [User Settings] - [QR Code Display]

Displays network information of this machine, which is required to associate with a mobile terminal, as the QR code on the screen of this machine.

 **Tips**

This setting is displayed if [QR Code Setting] is set to [ON]. For details on [QR Code Setting], refer to page 5-31.

5

[Administrator Settings]

5 [Administrator Settings]

5.1 [System Settings]

[Power Supply/Power Save Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings]

Configure the settings on how to use the **Power** key and the machine action in Power Save mode.

Settings	Description
[Sleep Mode Setting]	Change the time period from when an operation has been completed on the machine until when it automatically enters Sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to recover from Low Power mode. [20 min.] is specified by default.
[Power Key Setting]	Select whether to use the Power key on the Control Panel as a sub power OFF key or as a power save key. <ul style="list-style-type: none"> [Power Save]: Press the Power key briefly to shift to Power Save mode (Low Power or Sleep mode). Hold down the Power key to turn the sub power off. [Sub Power Off]: Press the Power key briefly to turn the sub power off. If the Power key is held down, Power Save mode shifts to ErP Auto Power Off mode (near the status when the main power is turned off), which offers a greater power saving effect than that in Sub Power Off mode. The default value depends on the region the machine is used in.
[Entering Power Save Mode]	When this machine receives a print job from a fax machine or computer in Power Save mode, select the timing to switch to Power Save mode after the print job has completed. <ul style="list-style-type: none"> [Normal]: Switches to Power Save mode based on the time specified in [Low Power Mode Setting] or [Sleep Mode Setting]. [Immediately]: Switches to Power Save mode immediately after a print job has ended. [Immediately] is specified by default.
[Power Consumption in Sleep Mode]	Select whether or not to reduce the power consumption in Sleep mode. <ul style="list-style-type: none"> [Enabled]: Further reduces the power consumption in Sleep mode. Select [Enabled] in normal conditions. [Disabled]: Select this option when a smooth network communication is not established while [Enabled] is enabled. [Enabled] is specified by default.
[Low Power Mode Setting]	Change the time period from when an operation has been completed on the machine until when it automatically enters Low Power mode. In Low Power mode, the display of the Touch Panel is turned off to reduce power consumption. [15 min.] is specified by default.
[Power Save Settings]	Select the type of power saving mode when pressing the Power key on the Control Panel . <ul style="list-style-type: none"> [Low Power]: Switches to Low Power mode. Turns off the Touch Panel display to reduce power use. [Sleep]: Switches to Sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to recover from Low Power mode. [Low Power] is specified by default.

[Date & Time Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Date & Time Settings]

Specify the machine's current date and time and time zone.

Settings	Description
[Date Setting]	Enter the current date.
[Time Setting]	Enter the current time.
[Time Zone]	To automatically adjust the time of this machine using an NTP server, set the time difference between UTC and your local area in multiples of 30 minutes. [00:00] is specified by default.

[Daylight Saving Time]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Daylight Saving Time]

Select whether or not to apply daylight saving time settings.

To apply daylight saving time, enter the number of hours to move the clock forward to reflect daylight saving time. The current time is set forward to reflect daylight saving time.

[OFF] is specified by default.

[Weekly Timer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Weekly Timer Settings]

Select whether or not to automatically switch between power save and Normal mode using the weekly timer. To use the weekly timer, specify the schedule for switching between Power Save and Normal modes.

Settings	Description
[Enable Settings]	Specify whether or not to use the weekly timer. [ON] is specified by default. If this option is set to [ON], select a power save mode to be shifted based on the weekly timer in [Power Save Mode Setting]. <ul style="list-style-type: none"> [Sleep]: This mode has a lower power saving effect than [ErP Auto Power OFF] mode; however, it allows you to receive print jobs from a fax machine or computer and print them. [ErP Auto Power OFF]: A mode that provides a higher more effective power saving effect. In this mode, you cannot receive all jobs. [ErP Auto Power OFF] is specified by default. If the fax function is available, the setting value is fixed to [Sleep].
[Time Settings]	Specify the time for switching to the power saving mode ([OFF Time]) and the time for returning to Normal mode ([ON Time]) for each day of the week. <ul style="list-style-type: none"> If you tap [Set All] in the setting window of each day of the week, [OFF Time] and [ON Time] of the selected day of the week are applied to all days of the week. Tapping [Check Settings] allows you to check the setting status of each day of the week. 6:00 is specified for [ON Time] and 20:00 is specified for [OFF Time] by default for all days of a week.
[Password for Non-Business Hours]	When the machine is set in Power Save mode specified by weekly timer, specify whether or not to restrict use of this machine by requesting a password. To request a password in order to restrict operation, enter the password for a user to enter (using up to eight characters). [OFF] is specified by default.

[Restrict User Access]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access]

Configure a setting to restrict user's change or deletion operations.

Settings	Description
[Restrict Access to Job Settings]	Specify items that cannot be changed by the user.
[Delete Other User Jobs]	Select whether or not to allow the user to delete other user jobs if user authentication is used on this machine. If [Allow] is selected, you can delete other user jobs on the [Job List] screen. [Restrict] is specified by default.
[Registering and Changing Addr.]	Select whether or not to allow the user to register or change destinations. [Allow] is specified by default.
[Restrict Operation]	Specify items for which access is restricted.
[Restrict Broadcasting]	Select whether or not to prohibit the user from sending faxes to multiple destinations. To prohibit broadcast, select [Yes]. [OFF] is specified by default.

[Expert Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment]

Correct a defective print image.

Settings	Description
[Printer Adjustment]	Adjust the print start position and defective print images.
[Leading Edge Adjustment]	Select the type of paper (plain paper, thick paper, or envelope) for adjusting the print position. Adjust the print start position at the leading edge of the paper relative to the paper discharge direction for each paper type. [0.0 mm] is specified by default.
[Centering]	Select the paper tray for adjusting the print position. Adjust the print start position at the left-hand edge of the paper relative to the paper discharge direction for each paper tray. [0.0 mm] is specified by default.
[Leading Edge Adjustment (Duplex Side 2)]	Select the type of paper (plain paper) for adjusting the print position. Adjust the print start position at the leading edge of the back side of the paper relative to the paper discharge direction for printing the back side during 2-sided printing, for each paper type. [0.0 mm] is specified by default.
[Centering (Duplex Side 2)]	Select the paper tray for adjusting the print position. Adjust the print start position at the left-hand edge of the paper relative to the paper discharge direction for printing the back side during 2-sided printing, for each paper tray. [0.0 mm] is specified by default.
[Density Adjustment] - [Thick/1200dpi]	Adjust the image density when printing on thick paper or at 1200 dpi. The larger the number, the darker the background. [0] is specified by default.
[Monochrome Density Adj.]	Adjust the density of an image to be printed in black and white. The larger the number, the darker the background. [0] is specified by default.
[List Output]	Print halftone patterns.
[Halftone 64]	Print a halftone pattern with a density of 25%.
[Halftone 128]	Print a halftone pattern with a density of 50%.
[Halftone 256]	Print a halftone pattern with a density of 100%.
[Gradation]	Print a gradation pattern.
[Life]	Configure a setting to replace consumables.
[New Release]	Reset the counter value after replacing the Maintenance Kit or installing the Finisher .

[List/Counter]

To display: [Utility] - [Administrator Settings] - [System Settings] - [List/Counter]

Prints the job setting list of this machine and configure the paper count.

Settings	Description
[Management List] - [Job Settings List]	Prints a list of settings for [User Settings] and [Administrator Settings] among others.
[Activity Report]	Print a report that contains sending and receiving records.
[User Account Counter List Page]	Print a report that contains counter information.
[Scan TX Report]	Prints a report that contains scan sending records.

[Priority Tray]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Priority Tray]

Select a tray to be used with top priority.

If paper of the same size is loaded in multiple trays, paper is fed from the tray with top priority.

[Tray 1] is specified by default.

[Reset Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings]

Select whether or not to reset the functions and settings that are currently displayed when this machine has not been operated for a certain period of time.

Settings	Description
[System auto reset]	Select whether or not to reset all settings (except registered settings) when this machine has not been operated for a certain period of time.
[Priority Mode]	Select a function that is to be displayed in preference after the settings have been reset. [Home] is specified by default.
[System Auto Reset Time]	Enter the amount of time that elapses until the selected function is reset. [1 min.] is specified by default.
[Auto Reset]	Select whether or not to reset all settings (except registered settings) for each of Copy, Scan, Fax, and Web browser functions when this machine has not been operated for a certain period of time. To reset them, set the amount of time that elapses before the settings are reset. [1 min.] is specified by default.

[Folder Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Folder Settings]

Specify the time to automatically delete files saved on the HDD or configure a setting related to the use of USB memory.

Settings	Description
[Document Delete Time Setting]	Specify the time to automatically delete files from the date and time when files were saved on the HDD. <ul style="list-style-type: none"> To specify the time with the number of days, select the desired one from [1 day], [2 days], [3 days], [7 days], and [30 days] in [Time Settings]. To specify the time in hours, select [Custom] in [Time Settings], then enter the value (in minutes) between 5 and 720 minutes in [Custom Setting]. To keep files, select [Save] in [Time Settings]. [1 day] is specified by default.
[Document Hold Setting]	Select whether or not to hold a printed file on the HDD. [ON] is specified by default.
[Scanned Documents Delete Frequency Setting]	Specify the time to automatically delete files on the HDD. <ul style="list-style-type: none"> Select from [12 Hours], [1 day], [2 days], [3 days], [7 days], and [30 days]. To keep files, select [Save]. [Save] is specified by default.
[External Memory Function Settings]	Specify whether or not to allow users to print or save files from or on USB memory.
[Restrict Scan to USB]	Select whether or not to prohibit saving on USB memory. [OFF] is specified by default.
[Print Document]	Select whether or not to enable to print files from USB memory. [ON] is specified by default.

[Registered Key Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings]

Settings	Description
[Basic Functions]	Change the functions to be assigned to Register Key 1 to Register Key 3 on the control panel. Functions that are assigned to other Register keys cannot be selected. The default value depends on the region the machine is used in.
[Registered Application]	If the OpenAPI application is registered on this machine, specify the application to be assigned to the Register key.

[PDF/A default Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [PDF/A default Setting]

Change the default when creating a PDF/A-based PDF file.

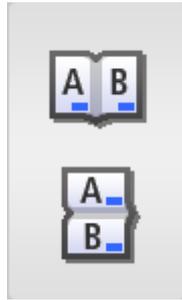
[OFF] is specified by default.

[Page Number Print Position]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Page Number Print Position]

Select the printing position on the back side of the paper relative to the printing position of the page number on the front side for printing on both sides and when specifying both the booklet format and page number printing at the same time.

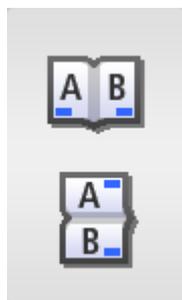
- [Left & Right Bind:All the Same Top & Bottom Bind:All the Same]: Page numbers are printed at the user-specified position on all pages regardless of the binding position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



- [Left & Right Bind:Symmetrical Top & Bottom Bind:All the Same] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.
 - Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
 - Top & Bottom Bind: Page numbers are printed on the user defined position on all pages. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



- [Left & Right Bind:Symmetrical Top & Bottom Bind:Symmetrical] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.
 - Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
 - Top & Bottom Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed opposite to the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the upper right for the back side.



[Left & Right Bind:All the Same Top & Bottom Bind:All the Same] is specified by default.

[Main Menu Default Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

Configure shortcut keys that are displayed in the main menu.

Settings	Description
[Copy Program]	Select a copy program to be assigned to a shortcut key. [OFF] is specified by default.
[Fax Program]	Select a fax program to be assigned to a shortcut key. [OFF] is specified by default.
[Scan to E-mail Program]	Select a scan (E-mail) program to be assigned to a shortcut key. [OFF] is specified by default.
[Scan to Folder Program]	Select a scan (Folder) program to be assigned to a shortcut key. [OFF] is specified by default.
[Quick Security Setting]	Select whether or not to display the [Quick Security Setting] shortcut key. [OFF] is specified by default.
[QR Code Display]	Select whether or not to display the shortcut key to the QR code display screen. [OFF] is specified by default.

Tips

To configure shortcut keys in the main menu, you need to register the appropriate program in advance.

- For details on how to register a copy program, refer to [User's Guide: Copy Functions].
- For details on how to register a fax program, refer to [User's Guide: Fax Functions].
- For details on how to register a scan program, refer to [User's Guide: Scan Functions].

Related setting (for the administrator)

- For details on [Quick Security Setting], refer to page 5-37.
- To set the shortcut key to the QR code display screen, you need to configure a setting to display the QR code in advance. For details on QR code display settings, refer to page 5-31.

[Adjust ADF skew]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Adjust ADF skew]

Specify whether to adjust the angle of the original when scanning the original using the **ADF**.

- [OFF]: Does not adjust the angle of the original.
- [ON]: Adjusts the angle of all originals.
- [Auto]: Adjusts the angle only when it detects that the angle of the original is not correct.

[Auto] is specified by default.

Tips

If the original is loaded at an angle into the **ADF**, it may slow down the scanning speed of the original. Before loading the original into the **ADF**, be sure to align its pages.

5.2 [Administrator/Machine Settings]

[Administrator Registration]

To display: [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Administrator Registration]

Register the name, E-mail address and extension number of the machine administrator.

Settings	Description
[Name]	Enter this machine's e administrator name (using up to 20 characters).
[E-mail Address]	Enter the E-mail address of this machine's administrator (using up to 320 characters).
[Extension No.]	Enter the extension number of the machine administrator (using up to eight digits).

[Input Machine Address]

To display: [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Input Machine Address]

Register the machine's device name and E-mail address.

Settings	Description
[Device Name]	Enter the name of this machine (using up to 10 characters). The file name automatically assigned in scanning and sending incorporates the name specified for [Device Name].
[E-mail Address]	Enter this machine's E-mail address (using up to 320 characters). This E-mail address is used as the E-mail or Internet fax sender's E-mail address. To use the E-mail or Internet fax transmission function, you need to configure settings.

5.3 [Address Registration List]

[Speed Address List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [Speed Address List]

Print the list of one-touch destinations registered on this machine. After selecting the type (E-mail, Fax, SMB, FTP, WebDAV, or Internet fax) of the one-touch destination to be printed, specify printing conditions, then start printing.

Settings	Description
[Starting Destination No.]	Specify the registration number of the destination to start printing from.
[Number of Destinations]	Specify the number of destinations you want to print.
[Print]	Prints the list based on the conditions specified in [Starting Destination No.] and [Number of Destinations].

[Group Address List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [Group Address List]

Print the list of groups registered on this machine. Specify printing conditions, then start printing.

Settings	Description
[Starting Destination No.]	Specify the registration number of the destination to start printing from.
[Number of Destinations]	Specify the number of destinations you want to print.
[Print]	Prints the list based on the conditions specified in [Starting Destination No.] and [Number of Destinations].

[Program List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [Program List]

Print the list of program destinations registered on this machine. After selecting the type (E-mail, Fax, SMB, FTP, WebDAV, Internet fax, Address Book, and Group) of the program destination to be printed, specify printing conditions, then start printing.

Settings	Description
[Starting Destination No.]	Specify the registration number of the program to start printing from.
[Number of Destinations]	Specify the number of programs you want to print.
[Print]	Prints the list based on the conditions specified in [Starting Destination No.] and [Number of Destinations].

[E-Mail Subject/Text List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [E-Mail Subject/Text List]

Print the list of E-mail subjects and message texts registered on this machine.

5.4 [User Authentication/Account Track]

[User Name List]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Name List]

Select whether or not to recall the list of user names registered on this machine from the login screen when user authentication is enabled.

Selecting [ON] enables you to select the login user from the list of user names registered on this machine.

[OFF] is specified by default.

[Logout Confirmation Screen Display Setting]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting]

Specify whether or not to display the logout confirmation screen on the **Touch Panel** when you tap [Access] to log out from the login mode (registered user or public user).

[ON] is specified by default.



Tips

This setting is displayed when User Authentication/Account Track is enabled. User Authentication / Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[User Account Counter]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Account Counter]

Use this option to check the number of pages for each user and to reset the counter.

To reset the counter, select the user to clear the counter for, then tap [Counter Clear]. Tapping [Counter All Clear] to clear all users' counters.



Tips

This setting is displayed when User Authentication/Account Track is enabled. User Authentication / Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[Track Account Counter]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Track Account Counter]

Use this option to check the number of pages used for each account and to reset the counter.

To reset the counter, select the account track to clear the counter for, then tap [Counter Clear]. Tapping [Counter All Clear] to clear all account tracks' counters.



Tips

This setting is displayed when User Authentication/Account Track is enabled. User Authentication / Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[Card Authentication]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Card Authentication]
Associate user information with card ID. For details, refer to Chapter 6 "Using the Authentication Unit (IC Card Type)" in [User's Guide: Applied Functions].



Tips

This setting is displayed when IC card authentication is enabled.

[Scan to Home Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Scan to Home Settings]
Select whether to enable the Scan to Home function.

This item can be configured when Active Directory is used as an authentication server.

[OFF] is specified by default.

5.5 [Network Settings]

[TCP/IP Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [TCP/IP Settings]

Configure the settings to use this machine in a TCP/IP environment.

Settings	Description
[Enable]	Select whether or not to use TCP/IP. [ON] is specified by default.
[IPv4 Settings]	Assign an IP address (IPv4) to this machine.
[IP Address]	When manually specifying the IP address, enter the fixed IP address.
[Subnet Mask]	When manually specifying the IP address, enter the subnet mask.
[Default Gateway]	When manually specifying the IP address, enter the default gateway.
[IP Application Method Auto Setting]	When automatically specifying the IP address, select the method for automatic retrieval. <ul style="list-style-type: none"> • [DHCP Settings]: [ON] is specified by default. • [BOOTP Settings]: [OFF] is specified by default. • [ARP/PING Settings]: [OFF] is specified by default. • [AUTO IP Settings]: Fixed to [Enable].
[IPv6 Setting]	Assign an IP address (IPv6) to this machine.
[Enable]	Select whether or not to use IPv6. [ON] is specified by default.
[Auto IPv6 Settings]	Select whether or not to automatically assign the IPv6 global address of this machine. Selecting [Enable] automatically assigns the IPv6 global address based on the prefix length notified from the router and this machine's MAC address. [Enable] is specified by default.
[Global Address]	When manually specifying the IPv6 address, enter the IPv6 global address.
[Gateway Address]	When manually specifying the IPv6 address, enter the gateway address.
[Link-Local Address]	Displays the link-local address that is automatically specified from the MAC address of this machine.
[DNS Host]	Configure the DNS settings when a DNS server is used.
[Dynamic DNS Settings]	Select whether or not to enable the Dynamic DNS function. When your DNS server supports the Dynamic DNS function, the specified host name can be automatically registered on the DNS server or changes can be automatically updated as long as [Enable] is selected. [Disable] is specified by default.
[IPsec Setting]	Specify whether or not to use IPsec. To configure the IPsec detailed setting, use Web Connection . For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions]. [Disable] is specified by default.
[IP Filtering (Permit Access)]	Select whether or not to specify an IP address that allows an access to this machine in order to perform an access restriction. To specify the IP address, use Web Connection . For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions]. [Disable] is specified by default.
[IP Filtering (Deny Access)]	Select whether or not to specify an IP address that rejects an access to this machine in order to perform an access restriction. To specify the IP address, use Web Connection . For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions]. [Disable] is specified by default.
[Raw Port Setting]	Specify a RAW port required for Port9100 printing.
[Enable]	Select whether or not to use the RAW port. [Yes] is specified by default.
[Bidirectional]	Select whether or not to enable bidirectional communication of the RAW port. [OFF] is specified by default.

[HTTP Server Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings]

Configure the settings on the HTTP server function of this machine.

Settings	Description
[HTTP Server Settings]	Select whether or not to use this machine as the HTTP server. If you select [Disable], you cannot use Web Connection . [Enable] is specified by default.
[IPP Settings]	Select whether or not to use IPP. [Enable] is specified by default.
[PSWC Settings]	Select whether to use Web Connection . [Enable] is specified by default.

[FTP Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [FTP Settings]

Select whether or not to use this machine as the FTP server.

[Disable] is specified by default.

[E-mail Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [E-mail Settings]

Configure the settings on the E-mail transmission function of this machine.

Settings	Description
[E-Mail TX (SMTP)]	Select whether or not to send an E-mail from this machine. [Enable] is specified by default.

[SNMP Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [SNMP Setting]

Specify whether or not to use SNMP (Simple Network Management Protocol).

[Enable] is specified by default.

[Bonjour Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Setting]

Specify whether or not to enable Bonjour when using this machine in the Mac OS environment.

Enabling the Bonjour function on this machine enables the computer to automatically detect this networked machine and display it as an addable printer in the list.

[Enable] is specified by default.

[DPWS Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [DPWS Settings]

Specify whether or not to use Web Service (DPWS: Devices Profile for Web Services).

Settings	Description
[DPWS Settings]	Select whether or not to use the WS print function. [Enable] is specified by default.

[Detail Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Detail Settings]

Configure the detailed network settings.

Settings	Description
[Device Setting]	Specify the network speed.
[Network Speed]	Select the network speed according to your environment. Selecting [Auto] enables communication in all network environments. [100Mbps Half Duplex] is specified by default.
[SLP Setting]	Select whether or not to enable SLP (Service Location Protocol). [Enable] is specified by default.

[IEEE802.1x Authentication Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [IEEE802.1x Authentication Settings]

Select whether or not to use IEEE802.1X authentication.

To configure the IEEE802.1X detailed setting, use **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[Disable] is specified by default.

[Internet ISW Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Internet ISW Settings]

Configure the settings to externally download the machine firmware and update it.

For details, contact your service representative.

[AirPrint Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [AirPrint Setting]

Configure settings to print data from an AirPrint-compatible terminal.

Settings	Description
[AirPrint Setting]	Select whether or not to use AirPrint. To receive an AirPrint print job, select [Enable]. [Disable] is specified by default.
[Connect. Timeout]	Enter the timeout for communications. [60 sec.] is specified by default.

Tips

If one of the following functions is disabled after the AirPrint function has been enabled, the AirPrint function is also disabled synchronously.

- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [HTTP Server Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [IPP Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Settings]
- [Network] - [IPP Settings] - [Accept IPP Job] in the administrator mode of **Web Connection**

[Extended Network Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Extended Network Settings]

Configure the settings for using this machine in a wireless network environment.

Settings	Description
[Network Interface Settings]	<p>Select the operation mode to connect this machine to the network.</p> <ul style="list-style-type: none"> [Wired LAN only]: Select this option to connect this machine to a wired LAN environment. [Wireless LAN (Client Mode)]: Select this option to operate this machine as an adapter of the wireless LAN access point. [Wireless LAN (AP Mode)]: Select this option to operate this machine as a wireless LAN access point. The machine can also be connected to a wired LAN environment and used together with a wireless connection. [Wireless LAN (Wi-Fi Direct)]: Select this option to use this machine as a wireless LAN Direct group owner. <p>[Wired LAN only] is specified by default.</p>
[AP Mode Settings]	<p>If [Wireless LAN (AP Mode)] or [Wireless LAN (Wi-Fi Direct)] is selected in [Network Interface Settings], configure a setting to use this machine as the wireless LAN access point.</p>
[SSID]	<p>Enter the SSID of this machine (using up to 32 characters).</p> <p>If [Wireless LAN (AP Mode)] is selected in [Network Interface Settings], the SSID of the access point is used.</p> <p>If [Wireless LAN (Wi-Fi Direct)] is selected in [Network Interface Settings], the SSID for Wi-Fi Direct connection is used. The SSID specified here is displayed on the Wi-Fi Direct (setting) screen of the terminal that is compatible with Wi-Fi Direct. If you cannot connect to this machine by specifying the SSID on the Wi-Fi Direct (setting) screen, specify [Virtual SSID] on the Wi-Fi (setting) screen to establish a connection.</p>
[Authentication/Encryption Algorithm]	<p>Configure settings for the authentication or encryption algorithm.</p> <ul style="list-style-type: none"> [Algorithm Selection]: Select the algorithm used for authentication or encryption. [No Authentication/Encryption] is specified by default. [WEP Key Settings]: Configure a WEP key setting when [WEP] is selected in [Algorithm Selection]. [Key Input Method]: Select a WEP key input method. [Use key settings]: Enter a WEP key. If multiple WEP keys are registered, select which key is to be used. [Passphrase Settings]: Specify the passphrase when an algorithm other than [WEP] is selected in [Algorithm Selection]. [Key Input Method]: Select a method to enter a passphrase. [Passphrase]: Enter the passphrase. [Passphrase Auto Update]: Select whether or not to automatically update the passphrase. [ON] is specified by default. [Update interval]: Specify the interval to update the passphrase. [60] minutes is specified by default.
[40 to 20 MHz Auto Switch]	<p>Select [Enable] to attempt high-speed communication at 40 MHz. [Disable] is specified by default.</p>
[Wireless Channel]	<p>Set a wireless LAN channel. [Auto] is specified by default.</p>
[ANY Connection]	<p>Select whether or not to allow ANY connection. This option is displayed if [Wireless LAN (AP Mode)] is selected in [Network Interface Settings]. [Allow] is specified by default.</p>
[MAC Address Filtering]	<p>Restricts a wireless LAN adapter that can be connected to the access point using the MAC address. Enter the MAC address of the wireless LAN adapter that can be connected to the access point. MAC addresses of up to 16 devices can be registered. This option is displayed if [Wireless LAN (AP Mode)] is selected in [Network Interface Settings].</p>

Settings	Description
[DHCP Server Setting]	<p>Configure settings to enable use of the DHCP server function.</p> <ul style="list-style-type: none"> [Enable Settings]: Select whether to use the DHCP server function. [Enable] is specified by default. [IPv4 lease address]: Specify the range of the IPv4 address to be leased by the DHCP server when [Enable] is selected in [Enable Settings]. [Subnet Mask]: Enter the subnet mask when [Enable] is selected in [Enable Settings]. [Lease period]: Specify the lease period when [Enable] is selected in [Enable Settings]. [4294967295] seconds is specified by default.
[No. of Concurrent Devices Allowed]	<p>Enter the number of devices that can be simultaneously connected to the access point. [5] devices is specified by default.</p>
[Radio Field Intensity Settings]	<p>Select the radio field intensity of the access point from three levels (Weak, Middle, and Strong). [Strong] is specified by default.</p>
[Display Connected Adapters]	<p>Displays a list of names and MAC addresses of wireless LAN adapters that are connected to the access point.</p>
[Virtual SSID]	<p>Displays the automatically generated virtual SSID if [Wireless LAN (Wi-Fi Direct)] is selected in [Network Interface Settings]. This option is used to connect a terminal that is incompatible with Wi-Fi Direct to this machine. A virtual SSID is displayed on the Wi-Fi Direct (setting) screen of the terminal that is incompatible with Wi-Fi Direct. The virtual SSID is indicated by "DIRECT-XXXXXX" (XXXXXX indicates a combination of random alphanumeric characters and the specified value of [SSID]).</p>
[TCP/IP Setting] - [IPv4 Setting]	<p>Configure IPv4 settings to connect this machine to the wireless network using IPv4.</p> <ul style="list-style-type: none"> [IP Address]: Enter the fixed IP address assigned to the machine. [Subnet Mask]: Enter the subnet mask.
[TCP/IP Setting] - [IPv6 Setting]	<p>Configure IPv6 settings to connect this machine to the wireless network using IPv6.</p> <ul style="list-style-type: none"> [Link-Local Address]: Displays the link-local address. The link-local address is automatically specified from the MAC address of this machine.
[Wireless LAN Adapter]	<p>Configure a setting to use this machine as a wireless LAN adapter when [Wireless LAN (Client Mode)] is selected in [Network Interface Settings].</p>
[Easy Setting (WPS)]	<p>Configure a setting to automatically retrieve connection information from the access point. The access point must be compatible with the WPS function.</p> <ul style="list-style-type: none"> [Push Button Method]: Select [Push Button Method] and tap [Start Operation] to attempt connection to the access point. If you press the WPS setting button at the access point, the required connection settings for SSID, security, and other options are configured automatically. [PIN Method]: Select [PIN Method], then tap [Start Operation] to display the PIN code. If you enter the displayed PIN code at the access point, the required connection settings for SSID, security, and other options are configured automatically.
[Manual Setting]	<p>Configure settings for the authentication or encryption algorithm.</p> <ul style="list-style-type: none"> [SSID]: Enter the SSID of the wireless LAN access point connected to the machine (using up to 32 characters). [Access point list]: Displays a list of detected wireless LAN access points. [Authentication/Encryption Algorithm]: Select the algorithm used for authentication or encryption. [Select Algorithm]: Select the algorithm used for authentication or encryption. [WEP Key Settings]: Configure a WEP key setting when [WEP] is selected in [Algorithm Selection]. [Key Input Method]: Select a WEP key input method. [Use key settings]: Enter a WEP key. If multiple WEP keys are registered, select which key is to be used. [Passphrase Settings]: Specify the passphrase when an algorithm other than [WEP] or [802.1X] is selected in [Algorithm Selection]. [Key Input Method]: Select a method to enter a passphrase. [Passphrase]: Enter the passphrase. [40 to 20 MHz Auto Switch]: Select [Enable] to attempt high-speed communication at 40 MHz. [Disable] is specified by default.

Settings	Description
[Connection status]	Allows you to check the access point connected to this machine, the radio field intensity of the access point, the current communication speed, and other items.

Tips

- The optional **Network Interface Card** is required to display [Extended Network Settings].
- The wired network is not available if this machine is used as a wireless LAN adapter.
- If this machine is used as a wireless LAN access point, communications can only be established with a computer and mobile terminal. In addition, up to five devices can be connected to this machine simultaneously.
- For the wireless network address when this machine is used as a wireless LAN access point, specify a network address that is different from that of the backbone network. If the same network address is set for both the wireless network and backbone network, a transmission from this machine to the backbone network will be disabled.

[Web Browser Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Web Browser Setting]

Select whether or not to enable the Web browser function of this machine.

[Enable] is specified by default.

Tips

The optional **i-Option LK-101 v3** is required to display [Web Browser Setting].

[IWS Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [IWS Settings]

Set the operating environment of IWS (Internal Web Server) function.

If the IWS function is enabled, you can transfer Web page contents to this machine and use the machine as a Web server.

For details, contact your service representative.

5.6 [Copier Settings]

[Specify Tray When APS OFF]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Specify Tray When APS OFF]

Select a paper tray to switch to after releasing the selection of [Auto] for [Paper].

- [Tray Before APS ON]: Switches to the paper tray specified before releasing the selection of [Auto].
- [Default Tray]: Switches to **Tray 1**.

[Tray Before APS ON] is specified by default.

[Default Paper Type settings for Manual Tray]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Default Paper Type settings for Manual Tray]

Specify the default paper type used in the **Manual Feed Tray**. If paper is loaded into the **Manual Feed Tray**, the default paper type is automatically set.

[Plain Paper] is specified by default.

[Letterhead duplex print permission settings]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Letterhead duplex print permission settings]

Select whether or not to allow printing on both sides of letterhead paper.

[Restrict] is specified by default.

Tips

To allow printing on both sides of letterhead paper, use plain paper as the letterhead paper type. Also, load the letterheads into the paper tray as shown below.

- When loading letterhead paper into **Tray1**, place the side that has the company name, fixed phrases, and other texts printed face up.
- When loading letterhead paper into **Manual Feed Tray**, place the side that has the company name, fixed phrases, and other texts printed face down.

5.7 [Printer Settings]

[Startup Page Setting]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Startup Page Setting]

Select whether or not to print the start page when turning this machine on.

[OFF] is specified by default.

[Auto Continue]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Auto Continue]

Select whether or not to continue printing when the paper size and type of print job are different from that of the paper loaded in the paper tray.

[OFF] is specified by default.

[Paper Settings]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Paper Settings]

Specify the paper to be used ordinarily.

Settings	Description
[Paper]	Specify the size and type of the paper to be printed ordinarily. <ul style="list-style-type: none"> • [Paper Size]: Select the paper size when using standard-size paper. The default value depends on the region the machine is used in. • [Custom Size]: Enter the width and length of paper when using custom-size paper. • [Paper Type]: Select the type of the paper to be used. [Plain Paper] is specified by default.
[Measurement Unit Setting]	Select a system of units for the paper to be used ordinarily from [mm] or [Inch]. The default value depends on the region the machine is used in.

[Hold Job Timeout]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Hold Job Timeout]

Specify the time period during which a print job is stored on the HDD.

- Select from [1 Hour], [4 Hours], [1 Day], or [1 Week].
- When not holding a print job, select [Disable].

[Disable] is specified by default.

[Quality Settings]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Quality Settings]

Adjust the image quality of the printed image.

Settings	Description
[Brightness]	Adjust the brightness of the printed image. [0%] is specified by default.
[Contrast]	Adjust the luminance difference between light and dark in the image to be printed. [0] is specified by default.

Settings	Description
[Halftone]	Select the halftone processing method for each of the [Image Printing], [Text Printing], and [Graphics Printing] categories. <ul style="list-style-type: none"> [Line Art]: Intermediate colors are reproduced with high precision. [Details]: Intermediate colors are reproduced in detail. [Smooth]: Intermediate colors are reproduced smoothly. The following shows the default settings. <ul style="list-style-type: none"> [Image Printing]: [Details] [Text Printing]: [Line Art] [Graphics Printing]: [Details]
[Edge Enhancement]	Select whether or not to sharpen edges for each of the [Image Printing], [Text Printing], and [Graphics Printing] categories. The following shows the default settings. <ul style="list-style-type: none"> [Image Printing]: [OFF] [Text Printing]: [ON] [Graphics Printing]: [ON]
[Edge Strength]	Select the degree of edge enhancement when sharpening the edges. [Medium] is specified by default.
[Economy Print]	Select whether or not to adjust the printing density in order to save the amount of toner consumed. [OFF] is specified by default.
[Gradation Adjustment]	Adjust gradation when reproduction quality of the printed image is degraded.
[Density]	Adjust the density of black in highlight portions, intermediate portions, and shadow portions. [0] is specified by default in every case.
[Print Darkness Adjustment]	Adjust the shading of a printed image. [0] is specified by default.

[Emulation]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Emulation]

Specify the default printer language or font.

Settings	Description
[Default Emulation]	Select the Page Description Language. When you select [Auto], this machine automatically switches between PCL and PS. [Auto] is specified by default.
[PS Setting]	Configure the PS print settings.
[Wait Timeout]	Specify the time-out period after it is judged as a PS error. If you select [0], time-out will not work. [0] is specified by default.
[Print PS Errors]	Specify whether or not to print error information when an error occurs during PS rasterization. [OFF] is specified by default.
[PS Protocol]	Select the protocol that is used for PS data communication. If you select [Auto], an appropriate protocol is automatically determined from the PS print jobs. [Auto] is specified by default.
[PCL Settings]	Configure the PCL settings.

Settings	Description
[CR/LF Mapping]	Select whether or not to replace the line feed codes when printing text data. When you want to replace the line feed codes, select the replacement method. [OFF] is specified by default.
[Line/Page]	Enter the number of lines of text data to be printed on one page. The default value depends on the region the machine is used in.
[Font Setting]	Configure font settings for PCL. <ul style="list-style-type: none"> • [Font Number]: Specify the default font. The displayed font number corresponds to the PCL font list. [0] is specified by default. • [Pitch Size]: Specify the font pitch size. This option is available when [Font Number] is set to 0 to 5. [10.00 pitch] is specified by default. • [Point Size]: Specify the font pitch size. This option is available when [Font Number] is set to 6 to 102. [12.00 points] is specified by default. • [Symbol Set]: Select the font symbol set to be used. [PC8] is specified by default.
[Barcode Font Settings]	Configure the bar code font settings. <ul style="list-style-type: none"> • [Line Width]: Specify the line width for bar code font. [0] is specified by default. • [Space Width]: Specify the space width for bar code font. [0] is specified by default.
[XPS/OOXML Setting]	Specify whether or not to perform the verification of a digital signature or printing of error information when directly printing an XPS or OOXML (docx, xlsx, or pptx) file.
[Verify XPS/OOXML Digital Signature]	Select whether or not to verify a digital signature when printing an XPS or OOXML (docx, xlsx, or pptx) file with a digital signature added. When [ON] is selected, the data is not printed if the signature is invalid. [OFF] is specified by default.
[Print XPS/OOXML Errors]	Select whether or not to print error information when an error occurs while printing an XPS or OOXML (docx, xlsx, or pptx) file. [Print] is specified by default.

[USB Timeout]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [USB Timeout]

When this machine is connected via a USB device to the computer, change the communication time-out time, if necessary.

[60 sec.] is specified by default.

5.8 [Fax Settings]

[Header Information]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header Information]

Register this machine name, your company name (sender name), and the fax number that are to be printed as sender information when faxes are transmitted.

Settings	Description
[Sender]	Enter this machine name or company name (sender name) that is to be printed as sender information (using up to 30 bytes).
[Sender Fax No.]	Enter the fax number of this machine (using up to 20 digits, including + and spaces). The fax number you entered is printed as sender information.

[Header/Footer Position]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position]

Specify the format of sender information to be printed on a fax. Select whether or not to print reception information (date, time, and reception number) on faxes received by this machine.

Settings	Description
[Header Position]	Specify the position at which sender information is printed on a fax. <ul style="list-style-type: none"> [Inside Body Text]: Print sender information inside the original image. Part of the original image may be cut off. [Outside Body Text]: Print sender information outside the original image. [OFF]: Prints nothing for sender information. [OFF] is not available depending on the region the machine is used in. [Outside Body Text] is specified by default.
[TTI Print Position and Character Size]	Select the size of characters to print a sender information. <ul style="list-style-type: none"> [Normal]: Print sender information in the normal text size. [Minimal]: Reduce the text height by half of the size set with [Normal]. It is recommended that you select [Minimal] to prevent a fax image from being cut off or to prevent a page from being divided when pages are printed at a receiving machine. [Normal] is specified by default.
[Print Receiver's Name]	Select whether or not to print a destination fax number as sender information. If [OFF] is selected, the machine's fax number is printed instead of the destination fax number. [ON] is specified by default.
[Footer Position]	Select whether or not to print reception information (date, time, and reception number) on faxes received on this machine. To print them, select the position to print the reception information. <ul style="list-style-type: none"> [Inside Body Text]: Print reception information inside the original image. Part of the original image may be cut off. [Outside Body Text]: Print reception information outside the original image. [OFF]: Print nothing for reception information. [OFF] is specified by default.

[Line Parameter Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting]

Configure the environment to use fax functions on this machine, such as the types of telephone lines (dialing method) and fax receive mode.

Settings	Description
[Dialing Method]	Select the line type according to your environment. The default value depends on the region the machine is used in.

Settings	Description
[RX Mode]	<p>Select a receive mode.</p> <ul style="list-style-type: none"> [Auto RX]: Automatically start receiving a fax if the call is a fax call. [Manual RX]: Manually request the reception of a fax. Select this option when this machine is used with a telephone connected to it, which is frequently used, and if you always prefer to receive faxes manually. <p>[Auto RX] is specified by default.</p>
[Ring Pattern]	<p>Select a fax ring pattern when the DRPD (Distinctive Ring Pattern Detection) service is used.</p> <p>When this machine receives a call signal of the selected pattern, fax receiving starts automatically.</p> <p>[Normal Ring] is specified by default.</p> <p> Note In general use, set this to [Normal Ring]. If DRPD is set by mistake in a region where DRPD cannot be used, it will result in a fax receiving failure.</p>
[Number of RX Call Rings]	<p>If necessary, change the number of times the phone rings before automatically receiving a fax.</p> <p>The default value depends on the region the machine is used in.</p>
[Number of Redials]	<p>If the machine fails to send a fax successfully, it automatically redials the same destination after a certain period of time has elapsed. If necessary, change the number of redials.</p> <p>The default value depends on the region the machine is used in.</p>
[Redial Interval]	<p>If necessary, change the redial intervals when you specified a value in [Number of Redials].</p> <p>[3 min.] is specified by default.</p>
[Line Monitor]	<p>Select whether or not to play sounds on the telephone line from speakers during fax communication.</p> <p>[OFF] is specified by default.</p>
[Line Monitor Sound Volume (Send)]	<p>Monitors sounds output from the machine. Specify the monitor sound volume between 0 and 8.</p> <p>This function is available only when [Line Monitor Sound] is set to [Until Connection Complete] or [Until Transmission Complete].</p> <p>[3] is specified by default.</p> <p> Note When communicating with fax, monitoring sound is generated even if send or receive monitoring sound of this machine is set to [0] since the sound is generated both on this machine and on the destination side. For setting to mute, set both [Line Monitor Sound Volume (Send)] and [Line Monitor Sound Volume (Receive)] to [0], or set [Line Monitor] to [OFF].</p>
[Line Monitor Sound Volume (Receive)]	<p>Monitors sounds output from the recipient, including switching equipment or TA. Specify the monitor sound volume between 0 and 8.</p> <p>This function is available only when [Line Monitor Sound] is set to [Until Connection Complete] or [Until Transmission Complete].</p> <p>[4] is specified by default.</p> <p> Note When communicating with fax, monitoring sound is generated even if send or receive monitoring sound of this machine is set to [0] since the sound is generated both on this machine and on the destination side. For setting to mute, set both [Line Monitor Sound Volume (Send)] and [Line Monitor Sound Volume (Receive)] to [0], or set [Line Monitor] to [OFF].</p>
[Manual RX V.34 OFF]	<p>Select whether or not to automatically release the V.34 mode when manually receiving a fax (G3).</p> <p>[Enable] is specified by default.</p>

[TX/RX Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings]

Specify how to print faxes received and how to handle files in a polling transmission.

Settings	Description
[Duplex Print (RX)]	Select whether or not to print an original on both sides of paper when a multi-page fax is received. This option is not available if [Print Separate Fax Pages] is set to [ON]. [OFF] is specified by default.
[Inch Paper Priority Over A4]	Select whether or not to preferentially print an original on inch-sized paper when a fax is received. The default value depends on the region the machine is used in.
[Print Paper Selection]	Select the criterion of selecting paper for printing a fax. <ul style="list-style-type: none"> [Auto Select]: Prints a fax on paper that is automatically selected to suit the fax received. [Fixed Size]: Print a fax only on the paper specified in [Print Paper Size]. [Priority Size]: Prints a fax on paper specified in [Print Paper Size]. If the machine runs out of specified paper, paper of the next closest size is used. [Auto Select] is specified by default.
[Print Paper Size]	Select size of paper for printing received fax. The initial value varies depending on the setting for [Inch Paper Priority Over A4]. Note To enable the setting for [Print Paper Size], set [Tray Selection for RX Print] to [Auto].
[Tray Selection for RX Print]	Specify a paper tray if you want to fix the paper tray used to print a fax. [Auto] is specified by default.
[Reduction Ratio]	If necessary, change the reduction ratio that is used when printing a fax. [96%] is specified by default. Note If [Reduction Ratio] is set to [100%], [Print Paper Selection] is set to [Auto Select], [Tray Selection for RX Print] to [Auto] and [Print Separate Fax Pages] to [OFF].
[Print Separate Fax Pages]	Select whether or not to print a fax longer than the standard size on separate pages. This option is not available if [Duplex Print (RX)] is set to [ON]. [OFF] is specified by default.
[File After Polling TX]	Select whether or not to delete a file after it is sent in response to a polling request if Polling TX is used to register files for polling. [Delete] is specified by default.

[Function Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings]

Configure the settings for using various fax transmission and reception functions.

Settings	Description
[Function ON/OFF Setting]	Enable or disable fax transmission and reception functions, such as Confirm Address that prevents wrong fax transmission, F-Code TX, and Relay RX.
[F-Code TX]	Select whether or not to use F-Code TX. This option is available for confidential transmission or relay request. [ON] is specified by default.
[Dest. Check Display Func.]	Select whether or not to show a list of specified destinations before sending a fax. [OFF] is specified by default.
[Confirm Addr (TX)]	Select whether or not to require the user to enter a fax number twice to send a fax by directly entering the fax number. This is convenient to prevent a fax from being sent to an incorrect destination. [OFF] is specified by default.

Settings	Description
[Confirm Addr (Register)]	Select whether or not to require the user enter a fax number twice to register it when, for example, registering a destination or forwarding destination. This is convenient to prevent the fax number from being incorrectly registered. [ON] is specified by default.
[Restrict Fax TX]	Select whether or not to allow G3 fax transmission. [Allow] is specified by default.
[Restrict Fax RX]	Select whether or not to allow G3 fax receiving. [Allow] is specified by default.
[PC-FAX Restricted]	Select whether or not to allow PC-Fax TX using the fax driver. [Allow] is specified by default.
[Restrict Internet Fax TX]	Select whether or not to allow Internet fax transmission. [Allow] is specified by default.
[Restrict Internet Fax RX]	Select whether or not to allow Internet fax receiving. [Allow] is specified by default.
[Memory RX Setting]	Select whether or not to use the Memory RX function. When using the Memory RX function, enter the password to restrict access to the Memory RX User Box (using up to eight digits). [OFF] is specified by default.
[Closed Network RX]	Select whether or not to use the Closed Network RX function. When using the Closed Network RX function, enter the password to restrict peers (using 4 digits). Inform the peer of the password you entered here. [OFF] is specified by default.
[Forward TX Setting]	Configure the settings for using the Forward TX function.
[Enable Settings]	Select whether or not to use Forward TX. [OFF] is specified by default.
[Forward Dest.]	Specify a destination where to forward a received fax. Directly enter the fax number or display the address book, then select the desired one from the destinations (fax destinations, E-mail destinations, and Internet fax destinations) registered on this machine.
[Output Method]	Select whether or not to print a received fax on this machine when forwarding it. <ul style="list-style-type: none"> [Forward & Print]: A received fax is forwarded and printed on this machine. [Forward & Print (If TX Fails)]: A received fax is forwarded and printed on this machine. [Forward & Print (If TX Fails)] is specified by default.
[File Type]	Select a file type to forward a received fax. [PDF] is specified by default.
[PC-Fax RX Setting]	Configure the settings for using the PC-Fax RX function.
[Enable]	Select whether or not to use the PC-Fax RX function. [Restrict] is specified by default.
[Print]	Select whether or not to print a received fax after it has been received. [OFF] is specified by default.
[TSI User Box Setting]	Configure the settings for using the TSI Routing function.
[Enable Settings]	Select whether or not to use the TSI Routing function. [OFF] is specified by default.
[Print After Receive]	Select whether or not to print a received fax after it has been received. [NO] is specified by default.
[TSI User Box Registration]	Register forwarding destinations for each sender's fax number (TSI). Select a desired registration number, then tap [Edit]. <ul style="list-style-type: none"> [Sender (TSI)]: Specify a sender's fax number. [Forwarding Destination]: Tap the list icon, then select the desired destination (SMB, FTP, or E-mail (Internet fax) destination).
[Action when TSI User Box is not set.]	Select the action to be taken by the machine if a fax number (TSI) is not registered and no forwarding destination is received. <ul style="list-style-type: none"> [Automatically Print]: Prints a received fax without saving it in a box. [Memory RX User Box]: Saves received documents in Memory RX User Box. [Automatically Print] is specified by default.

Settings	Description
[Nighttime RX Settings]	Configure the settings for using the Night RX function.
[Night Fax RX Print]	Select whether or not to use the Night RX function. [OFF] is specified by default.
[Night RX Start Time]	Enter the starting time of the nighttime zone. [00:00] is specified by default.
[Night RX End Time]	Enter the ending time of the nighttime zone. [00:00] is specified by default.

[PBX Connection Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [PBX Connection Settings]

Select whether or not to connect this machine to a Private Branch Exchange (PBX) environment.

When connecting to a Private Branch Exchange (PBX) environment, enter the outside line number.

[OFF] is specified by default.

Tips

When this machine is connected to a Private Branch Exchange (PBX) environment, you can issue an outgoing call to the outside without using [PBX Connection Settings]. In this case, type in P (pause) and recipient's telephone number following the outside line number (number to connect from PBX to the outside).

[Report Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Report Settings]

Specify the conditions for printing fax-related reports.

Settings	Description
[Activity Report]	Specify the method to print a report (activity report) that contains results of faxes sent and received.
[Output Settings]	Specify whether or not to print an activity report. To print it, select when to print it. <ul style="list-style-type: none"> [Daily]: Prints an activity report at a specified time you entered in [Output Time Setting] every day. [Every 100 comm.]: Prints an activity report every 100 communications. [100/Daily]: Prints an activity report at a specified time you entered in [Output Time Setting] every day. In addition, a report is printed for every 100 communications. [OFF]: Does not print an activity report. [Every 100 comm.] is specified by default.
[Output Time Setting]	If [Daily] or [100/Daily] is selected in [Output Settings], enter the time to print a report. [00:00] is specified by default.
[Output Limit Setting]	If [Daily] or [100/Daily] is selected in [Output Settings], select whether to print a report of the latest 100 communications or a report of communications (which are established after communications described in the previously printed report have occurred) within the last 24 hours. [100 Communications] is specified by default.
[Remark Column Print Setup]	Select whether or not to print user or account name in the remarks column of the activity report if user authentication or account track is enabled for this machine. <ul style="list-style-type: none"> [Normal Printing]: The line status or sending setting will be printed. [User Name Printing]: The user name for user authentication will be printed. [Account Name Printing]: The account name for user authentication will be printed. [Normal Printing] is specified by default.
[TX Result Report]	Specify the method to print a report (TX result report) that contains fax transmission results.

Settings	Description
[Output Settings]	Select the timing to print a transmission result report. <ul style="list-style-type: none"> [ON]: The report is printed every time a fax has been transmitted. [If TX Fails]: The report is printed if a fax transmission has failed. [OFF]: Does not print a TX result report. [If TX Fails] is specified by default.
[TX Result Report Image]	Select whether or not to print a reduced image on the first page of an original, on a transmission result report. [OFF] is specified by default.
[Timer Reservation TX Report]	Select whether or not to print a report (timer reservation TX report) that contains reserved fax transmissions using the Timer TX function. [ON] is specified by default.
[Confidential RX Report]	Select whether or not to print a report (confidential RX report) that contains confidential RX results. [ON] is specified by default.
[PC-Fax TX Error Report]	Select whether or not to print a report (PC-Fax TX error report) for notifying that a PC-Fax transmission has failed. [OFF] is specified by default.
[Broadcast Result Report]	Specify the method to print a report (broadcast result report) that contains broadcasting results.
[Enable Settings]	Select whether or not to print a broadcast result report. [ON] is specified by default.
[Output Settings]	Select whether to combine results of broadcast on all destinations involved or list them for each destination. [All Destinations] is specified by default.
[TX Result Report Check]	Select whether or not to display a screen that asks if you want to print a TX Result Report each time a fax is sent. [OFF] is specified by default.
[I-Fax RX Error Report]	Select whether or not to print a report (Internet fax RX error report) for notifying that Internet fax receiving has failed. [ON] is specified by default.
[MDN Message]	Select whether or not to print a report notifying that an Internet fax has been sent to the recipient machine. [ON] is specified by default.
[DSN Message]	Select whether or not to print a report notifying that an Internet fax has been sent to the mail server of the recipient machine. [OFF] is specified by default.
[Print E-mail Message Body]	Select whether or not to print a report notifying that an Internet fax has been successfully received after it was received. The report has the subject and message body of an Internet fax. [ON] is specified by default.

[Job Settings List]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Job Settings List]

Print the list of settings associated with faxes.

[Confidential RX User Box]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Confidential RX User Box] - [New]

Register a User Box for confidential communication.

Settings	Description
[User Box Name]	Enter the Confidential User Box name (using up to 20 characters).
[No.]	Displays a registration number of the Confidential User Box. The smallest available number that is not used is automatically assigned.
[Comm. Password]	Enter the password for confidential RX (using up to 20 digits). To confirm, enter the password again into [Password Confirmation].

Settings	Description
[Print Password]	To restrict printing files in the Confidential User Box with the password, enter the password (using up to 64 characters). To confirm, enter the password again into [Password Confirmation].

Tips

- To change the User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing User Box, select the User Box name and tap [Delete].

[Network Fax Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Network Fax Settings]

Change the settings of Internet fax environment and the default compression type of data to be transmitted.

Settings	Description
[Compression Method]	Change the default compression method to transmit an Internet fax. [MMR] is specified by default.
[Internet Fax Receive Ability]	This machine notifies its reception capability when returning a MDN message if you are using the Internet Fax function. If necessary, change the reception capability of this machine, which is notified upon returning a MDN message.
[Compression Type]	Change the compression type of a fax job the machine can receive. [MH/MR/MMR] is specified by default.
[Resolution]	Change the resolution of a fax job the machine can receive. [Standard/Fine/Super Fine/Ultra Fine] is specified by default.
[Internet Fax Extend Settings]	Configure settings for fax reception confirmation (MDN/DSN) to be sent by this machine if you are using the Internet fax function.
[MDN Request]	Select whether or not to request for fax reception result (MDN request) to the destination. If a MDN request is sent, the recipient machine returns a response message upon reception of a fax, so that you can check that the fax is successfully received by the destination. Also, by receiving a response message from the destination, you can obtain the reception capability information of the destination. When a new response message is received from a destination registered in the address book, the capability information is overwritten with new information. [ON] is specified by default.
[DSN Request]	Select whether or not to request for fax reception result (DSN request) to the destination mail server. If you select [ON] for [MDN Request], priority is given to the MDN request. [OFF] is specified by default.
[MDN Response]	Select whether or not to return a response message when a sender requests for fax reception result (MDN request) to this machine. [OFF] is specified by default.
[MDN/DSN Response Monitoring Time]	If necessary, change the waiting time for a response from the destination after a MDN request or DSN request is sent by this machine. If a response message is received after the specified waiting time, the machine ignores the message. [24 hours] is specified by default.

5.9 [System Connection]

[Call Remote Center]

To display: [Utility] - [Administrator Settings] - [System Connection] - [Call Remote Center]

When using a service that diagnoses the machine status remotely, send the machine's operating status to the remote diagnosis system.

[OpenAPI Settings]

To display: [Utility] - [Administrator Settings] - [System Connection] - [OpenAPI Settings]

To use application software that communicates with this machine via OpenAPI, configure the OpenAPI settings of this machine.

Settings	Description
[Specified App Start Setting]	<p>Configure a setting to launch only the pre-specified OpenAPI application when this machine has started up.</p> <p> Note This item is displayed when the OpenAPI application is registered.</p>
[Specified Application Start]	<p>Select whether or not to launch only the pre-specified OpenAPI application when this machine has started up. [Disable] is specified by default.</p>
[Basic Functions Setting]	<p>When using this function, select whether or not to use the basic functions of this machine. [Restrict] is specified by default.</p> <p> Note This option is displayed when [Specified Application Start] is set to [Enable].</p>
[Default Startup App Selection]	<p>When using this function, specify the OpenAPI application to be launched.</p> <p> Note This option is displayed when [Specified Application Start] is set to [Enable].</p>

[QR Code Setting]

To display: [Utility] - [Administrator Settings] - [System Connection] - [QR Code Setting]

Configure a setting to display network information of this machine, which is required to associate with a mobile terminal, as the QR code on the screen of this machine.

Settings	Description
[Display Setting]	Select whether or not to display the QR code on the screen of this machine. [OFF] is specified by default.
[Wireless Connection Setting]	Select whether or not to specify the method to establish a wireless connection between a mobile terminal and this machine. The information specified here is applied to the QR code. [No] is specified by default.
[Wireless Connection Method]	Select whether to use the MFP wireless settings or individually specify the appropriate method, in order to establish a wireless connection between a mobile terminal and this machine. [Use MFP Wireless Setting] is specified by default.
[Individual Settings]	Specify the wireless connection method if [Individual Settings] is selected in [Wireless Connection Method]. <ul style="list-style-type: none"> • [SSID]: Enter the SSID of the access point (using up to 32 bytes). • [Authentication/Encryption Algorithm]: Select the algorithm to be used for authentication or encryption. [No Authentication/Encryption] is specified by default. • [WEP Key Settings]: Specify this option if [WEP] is selected in [Authentication/Encryption Algorithm]. In [Key Input Method], select the entry method, then enter the WEP key. • [Passphrase Settings]: Specify this option if an algorithm other than [WEP] is selected in [Authentication/Encryption Algorithm]. In [Key Input Method], select the entry method, then enter the passphrase.

5.10 [Security Settings]

[Administrator Password]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Administrator Password]

If necessary, change the machine's administrator password. Be sure to remember the changed password so that you do not forget it.

Enter the current administrator password before setting a new administrator password.

[12345678] is specified by default.

Tips

If you enter an incorrect administrator password a configured number of times, you are prohibited from using this machine. In this case, turn this machine on and off.

[Security Details]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details]

Restricts functions that are related to authentication operations and data management to enhance security.

Settings	Description
[Password Rules]	<p>Select whether or not to enable Password Rules. Before enabling Password Rules, change the current password to the one that complies with the password rules. To enable Password Rules, change the minimum number of characters used in the password as necessary. [OFF] is specified by default. Once Password Rules is enabled, the following rules are applied to any password that is configured on this machine.</p> <ul style="list-style-type: none"> • The number of characters used in the password exceeds the specified minimum number.* • Passwords are case sensitive. • A password consisting of a string of identical characters cannot be used. • The previous password cannot be used. <p>The password rules are applied to:</p> <ul style="list-style-type: none"> • Administrator Password • User Password • Account Password • Secured Job Password • SNMP Password <p>* The minimum number of characters used in the password can be set for the administrator password, user password, and account password.</p>
[Release]	<p>Manually unlocks when operations are locked due to a password entry mistake.</p> <ul style="list-style-type: none"> • [User Authentication/Account Track]: Unlocks user authentication and account track operations. • [Documents to Print]: Unlocks the Secured Job operation. • [SNMP Setting]: Unlocks the SNMPv3 authentication.
[Manual Destination Input]	<p>Select whether or not to allow the user to directly enter destinations. [Allow] is specified by default.</p>

Settings	Description
[Job Log]	Select whether or not to obtain log information for each job log type.
[Enable Settings]	Select whether or not to obtain a job log. [OFF] is specified by default.
[Accounting Log]	Select whether or not to obtain an accounting log. You can obtain information relevant to paper consumption for each user or account. [ON] is specified by default.
[Counting Log]	Select whether or not to obtain a counting log. You can obtain information about paper consumption and the reduction rate of paper used for printing. [ON] is specified by default.
[Audit Log]	Select whether or not to obtain an audit log. You can obtain user operation or job history. You can track unauthorized actions or the leakage of information. [ON] is specified by default.
[Overwrite]	Select whether or not to allow a log to be overwritten by a new log when the hard disk becomes full. [Restrict] is specified by default.
[Erase Job Log]	Erases job logs.
[Hide Personal Data]	On the [Job List] screen, select whether or not to hide personal information such as destinations or document names. [OFF] is specified by default.
[Hide Activity Log]	Select whether or not to hide activity logs on Scan to E-mail and Fax TX/RX. If [ON] is selected, [Log] does not appear on the [Job List] screen. [OFF] is specified by default.
[Initialize]	Select network settings, system settings, and all settings to carry out initialization.
[Web browser contents access]	Select whether to allow an access to the Web page contents saved on the hard disk of this machine. This option is displayed when [Utility] - [Administrator Settings] - [Network Settings] - [Web Browser Setting] is enabled. For details, contact your service representative. [Allow] is specified by default.

[Enhanced Security Mode]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Enhanced Security Mode]

Select whether or not to enable the Enhanced Security Mode.

If you enable the Enhanced Security Mode, the various security functions are forcibly configured. This allows you to ensure higher-level security of data management.

To enable the enhanced security mode, the following settings must have been configured.

Setting items in Administrator Settings	Settings to forcibly changed
[Security Settings] - [Security Details] - [Password Rules]	Select [ON].
[Security Settings] - [Administrator Password]	Set a password complying with password rules.
[Security Settings] - [HDD Settings] - [HDD Encryption Setting]	Select [ON].
Configuring User Authentication in Web Connection	For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
In Web Connection , register the certificate.	For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
[Network Settings] - [Extended Network Settings] - [Network Interface Settings] (Available when the optional Network Interface Card is installed)	Select [Wired LAN only].

If you enable the Enhanced Security Mode, the following settings are forcibly changed.

Setting items in Administrator Settings	Settings to forcibly changed
[System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.]	Set to [Restrict].
[Security] - [Authentication] - [General Settings] - [Public Access] in Web Connection	Set to [Restrict].
[User Authentication/Account Track] - [User Name List]	Set to [OFF].
[Security] - [Authentication] - [General Settings] - [Print without Authentication] in Web Connection	Set to [Restrict].
[Network Settings] - [FTP Settings]	Set to [Disable].
[Network] - [E-mail Settings] - [S/MIME] in Web Connection	<ul style="list-style-type: none"> • [S/MIME]: Set to [Enable]. • [Digital Signature]: Set to [Select when sending]. • [E-mail Text Encryption Method]: Set to [3DES].
[Network] - [SNMP Setting] - [SNMP v1/v2c Settings] in Web Connection	[Write]: Set to [Disable].
[Network] - [SNMP Setting] - [SNMP v3 Settings] in Web Connection	[Security Level] of the read and write user is set to [Auth-password/Priv-password].
[Security] - [PKI Settings] - [SSL/TLS Settings] in Web Connection	<ul style="list-style-type: none"> • [SSL/TLS]: Cannot be changed to invalid. • [Encryption Strength]: Cannot be changed to a setting in which the strength is lower than [AES256, 3DES].

Tips

- A setting that has been forcibly changed when the [Enhanced Security Mode] was enabled will not be changed if you disable the [Enhanced Security Mode].
- Once the password rules have been enabled, an item for which a password that do not comply with the rules has been configured will result in authentication failure.

[HDD Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings]

Manage this machine's HDD.

Settings	Description
[Check HDD Capacity]	Enable you to check the used space, total space and available space on the HDD.
[Overwrite All Data]	<p>Overwrite all data saved on all areas of the HDD when disposing this machine. To perform delete by overwriting, select [HDD Overwrite Method], then tap [Execute].</p> <p>The following modes are available in [HDD Overwrite Method].</p> <ul style="list-style-type: none"> • [Mode 1]: Overwrite with 0x00. • [Mode 2]: Overwrite with single-byte random numbers - Overwrites with single-byte random numbers - Overwrites with 0x00. • [Mode 3]: Overwrite with 0x00 - Overwrites with 0xff - Overwrites with single-byte random numbers - Verifies. • [Mode 4]: Overwrites with single-byte random numbers - Overwrites with 0x00 - Overwrites with 0xff. • [Mode 5]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff. • [Mode 6]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with random numbers. • [Mode 7]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0xaa. • [Mode 8]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0xaa - Verifies. <p>[Mode 1] is specified by default.</p>
[HDD Format]	<p>Format the HDD.</p> <p>Retrieve any data needed from the hard disk beforehand.</p>
[HDD Encryption Setting]	<p>Encrypts all data saved on the hard disk for protection purposes. If you tap [OK] after selecting [ON], a message appears to notify you that the HDD will be formatted. To encrypt data stored on the HDD, select [Start], tap [OK], then enter the encryption word to be used to encrypt the data (using 20 characters, case sensitive). Entering the encryption passphrase restarts this machine and activates formatting of the HDD.</p> <p>[OFF] is specified by default.</p> <p>Note</p> <p>If an HDD encryption setting is configured, the HDD is formatted, and data saved on the HDD is erased. Therefore, we recommend that you finish an HDD encryption setting before using this machine.</p>
[Overwrite HDD Data]	<p>This machine temporarily stores image data on the hard disk or in the memory during scanning and printing. When the stored data are no longer needed, you can delete them by overwriting with certain data.</p> <p>This option is displayed when the Enhanced Security Mode is enabled.</p> <ul style="list-style-type: none"> • [HDD Overwrite Method]: Select the method to delete data stored on the hard disk or memory by overwriting. <ul style="list-style-type: none"> [Mode 1]: Overwrites data in 0x00. [Mode 2]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with letter "A" (0x61) <p>[Mode 1] is specified by default.</p>

[Stamp Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Stamp Settings]

Select whether or not to force application of stamps to original data when printing or sending a fax.

Settings	Description
[Date/Time]	<p>Select [ON] to print the date/time.</p> <ul style="list-style-type: none"> [Data Format] : Select the format to print the date. [Time Format]: Select the format to print the time. [Text Details]: Specify the size of the text to be printed. [Print Position]: Select the position where to print the text. <p>[OFF] is specified by default.</p>
[Page Number]	<p>Select [ON] to print page numbers.</p> <ul style="list-style-type: none"> [Page Number Type] :Select the format to print page numbers. [Starting Page Number]: Enter the starting number of page numbers to be printed on the first page using the Keypad. [Text Details]: Specify the size of the text to be printed. [Print Position]: Select the position where to print the text. <p>[OFF] is specified by default.</p>
[Stamp]	<p>Select [ON] to print a stamp.</p> <ul style="list-style-type: none"> [Stamp Imprint] : Select the stamp to be printed. [Text Details]: Specify the size of the text to be printed. [Print Position]: Select the position where to print the text. <p>[OFF] is specified by default.</p>
[Distribution Control Number]	<p>Select [ON] to print out distribution control numbers.</p> <ul style="list-style-type: none"> [+]/[-]: Enter the starting number of distribution control numbers using the [+] or [-] key or the Keypad. [Text Size]: Specify the size of the text to be printed. [Density]: Select the density of the text to be printed. <p>[OFF] is specified by default.</p>

Tips

[Stamp] cannot be specified together with [Distribution Control Number]. If both options are specified together, the first specified item is canceled.

[FIPS Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [FIPS Settings]

Specify whether to enable the FIPS (Federal Information Processing Standardization) Mode.

FIPS defines security requirements for cryptographic modules. These standards are adopted by many organizations, including U.S. federal government agencies. Enabling the FIPS Mode makes the functions of the machine conform to the FIPS.

[Invalid] is specified by default.

Tips

- If you enable the FIPS mode, the device certificate registered on this machine will be deleted.
- If the Enhanced Security Mode is enabled, the FIPS mode cannot be enabled.

[Quick Security Setting]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Quick Security Setting]

Configure a setting to enhance the security level of this machine.

Settings	Description
[Administrator Password]	Change the administrator password of this machine.
[Password Rules]	Configure whether to enable the password rules. Once you enable them, the number of characters and text types that are available for passwords is restricted. If necessary, change the minimum number of password characters. [Disable] is specified by default.
[Quick IP Filtering]	<p>If the quick IP filtering function is enabled, you can restrict devices that can access this machine using the IP address (IPv4/IPv6). The range of IP addresses for which accesses is to be restricted is specified automatically.</p> <ul style="list-style-type: none"> • [No Filtering]: Does not use the filtering function. • [Synchronize IP Address]: In IPv4, this option only permits access for an IP address that has a different end from the end of the IP address set for this machine. In IPv6, this option only permits access for the IP address set for this machine, and the IP addresses of which the high-order 64 bits are the same. • [Synchronize Subnet Mask]: This option only permits access for the IP address set for this machine, and the IP addresses that belong to the same network using subnet masks or prefixes. <p>The default value depends on the region the machine is used in.</p>
[PSWC Setting]	Select whether to use Web Connection . [Enable] is specified by default.
[Security Warning Display Setting]	Select whether to display the security warning screen if the administrator password remains set to the default or if password rules are not satisfied. The default value depends on the region the machine is used in.

5.11 [Paper Empty Alert Display Setting]

To display: [Utility] - [Administrator Settings] - [Paper Empty Alert Display Setting]

For each tray, specify whether or not to display a warning message on the **Touch Panel** when the tray runs out of paper.

The following shows the default settings.

- [Tray 1] to [Tray 4]: [ON]
- [Manual Feed]: [OFF]

5.12 [License Management]

[Get Request Code]

To display: [Utility] - [Administrator Settings] - [License Management] - [Get Request Code]

Display this machine's serial number and request code.

[Activation]

To display: [Utility] - [Administrator Settings] - [License Management] - [Activation]

Enter the function code for identifying the advanced function and the license code for enabling the advanced function to enable the advanced function.

[List of Enabled Functions]

To display: [Utility] - [Administrator Settings] - [License Management] - [List of Enabled Functions]

Displays a list of enabled functions.

[List Output]

To display: [Utility] - [Administrator Settings] - [License Management] - [List Output]

Print the serial number and request code of this machine.

5.13 [OpenAPI Certification Management Setting]

[Restriction Code Settings]

To display: [Utility] - [Administrator Settings] - [OpenAPI Certification Management Setting] - [Restriction Code Settings]

Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine.

For details, contact your service representative.

5.14 [Delete Authenticated Documents]

To display: [Utility] - [Administrator Settings] - [Delete Authenticated Documents]

Delete print data saved on this machine using the ID & Print function.

Applied Functions

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Using Web Connection

1 Using Web Connection

1.1 Web Connection

Web Connection

Web Connection is a built-in utility software product for management use.

By using a Web browser on your computer, you can easily confirm the status of this machine and configure various machine settings.

Although character input such as address entry and network setting is a difficult process using the touch panel, it can be carried out easily if you use the computer.

Operating environment

Item	Specifications
Network	Ethernet (TCP/IP)
Web Browser	For Windows <ul style="list-style-type: none">• Microsoft Internet Explorer 8 or later• Mozilla Firefox 18 or later For Mac OS <ul style="list-style-type: none">• Mozilla Firefox 18 or later• Safari 5 or later For iOS <ul style="list-style-type: none">• Safari 5 or later On Linux <ul style="list-style-type: none">• Mozilla Firefox 18 or later



Tips

For iPhone/iPod touch, the optimized Web page is displayed.

1.2 Operations required to use this function

1.2.1 Configuring network environment settings

Assigning an IP address

If this machine has a fixed IP address, manually enter the IP address, subnet mask, and default gateway address.

In the **Control Panel**, select [Utility] - [Administrator Settings] - [Network Settings] - [TCP/IP Settings] - [IPv4 Settings], then configure the following settings.

Item	Description
[IP Address]	When manually specifying the IP address, enter the fixed IP address assigned to the machine.
[Subnet Mask]	When manually specifying the IP address, enter the subnet mask.
[Default Gateway]	When manually specifying the IP address, enter the default gateway.
[IP Application Method Auto Setting]	When automatically specifying the IP address, select the method for automatic retrieval. <ul style="list-style-type: none"> • [DHCP Settings]: [ON] is specified by default. • [BOOTP Settings]: [OFF] is specified by default. • [ARP/PING Settings]: [OFF] is specified by default. • [AUTO IP Settings]: Fixed to [Enable].

Confirming the IP address

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

1.2.2 Checking Web browser settings

If your PC is connected to the Internet via a proxy server in your network environment, register this machine as an exception under the proxy settings of the Web browser.

- If you are using Internet Explorer, select [Internet options] from the [Tools] menu. In the [Connections] tab, click [LAN settings], and click [Advanced] under [Proxy server]. In the [Exceptions] text box, enter the IP address or the host name of this machine and click [OK].
- If you are using Firefox (Windows), select [Options] from the [Tools] menu. Click [Settings] in the [Network] tab under the [Advanced] menu, and select [Manual proxy configuration]. In the [No Proxy for] text box, enter the IP address or the host name of this machine and click [OK].
- If you are using Firefox (Mac OS), select [Preferences...] from the [Firefox] menu. Click [Settings...] in the [Network] tab under the [Advanced] menu, and select [Manual proxy configuration]. In the [No Proxy for] text box, enter the IP address or the host name of this machine and click [OK].



Reference

For details, refer to the Help of your Web browser.

1.3 Basic usage

1.3.1 How to access

This section describes how to access **Web Connection**.

- 1 Start the Web browser.
 - 2 Enter the IP address of the machine in the URL field, then press [Enter].
 - Example: When the IP address of this machine is 192.168.1.20, enter "http://192.168.1.20/". To use SSL communication, enter "https://192.168.1.20/".
 - For details on how to confirm the IP address of this machine, refer to page 1-3.
- The **Web Connection** screen appears.

Tips

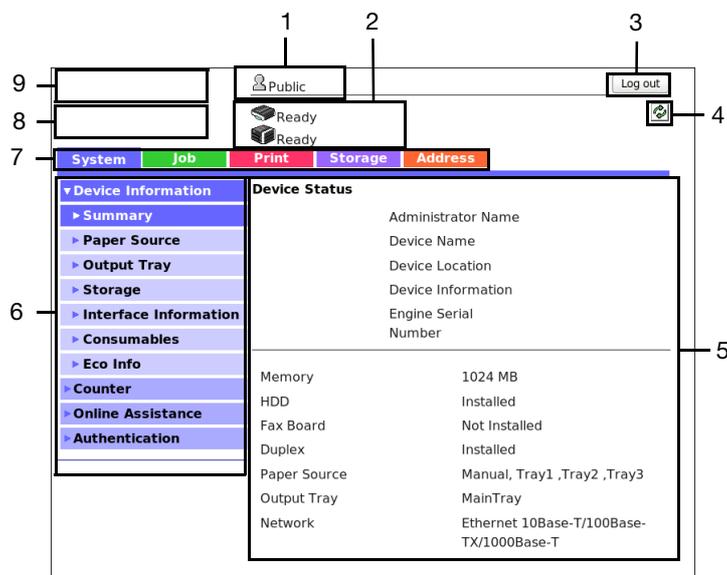
- If the WINS server is installed to resolve the name, you can gain access by specifying the host name of this machine. The host name of this machine is registered in the hosts file on the computer (C:\Windows\System32\drivers\etc\hosts), and is usually assigned by the administrator. For details, contact the machine administrator.
- If you use Internet Explorer 8/9 or a Web browser other than Internet Explorer in the IPv6 environment, enclose the IPv6 address in [].
Example: When the IPv6 address of this machine is fe80::220:6bff:fe10:2f16, enter "http://[fe80::220:6bff:fe10:2f16] /".

1.3.2 Web Connection screen configuration

The **Web Connection** screen primarily consists of the following three parts.

- Top of the screen: Displays the name of the login user and the status of the machine.
- Left of the screen: Displays the function menu of **Web Connection**.
- Right of the screen: Displays the contents of the selected menu.

This example shows the items in [System] - [Device Information] - [Summary] to explain sections of each screen.



No.	Item	Description
1	Login user name	Displays the login mode and user name.
2	Status display	Displays the status of this machine. Displays the status of the printer and scanner sections of this machine with icons and messages. For details, refer to page 1-5.
3	[Log out]	Click this button to log out of Web Connection .
4	Refresh	Click this button to update the screen.
5	Information and settings	Click the menu at the left-hand side of the screen, and the contents of that menu will appear.
6	Menu	Click the category of the menu to display the menu items of that category.
7	Menu category	Menu items are divided into some categories depending on each content.
8	Web Connection logo	Click this logo to display the version information of Web Connection .
9	KONICA MINOLTA logo	Click the logo to display the KONICA MINOLTA site (http://www.konicaminolta.com/).

1.3.3 Status display

The current status of this machine is always shown at the top of the screen. The following icons represent the types of status.

Icon	Status	Description
	Ready	This machine is on-line, and ready for printing, or the machine is printing.
		
	Alert	You need to exercise care, however, printing can be continued.
		
	Error	Exercise care before printing.
		
	Fatal error	This machine needs to be restarted. If this error persists after restarting the machine, this machine needs to be repaired. Contact your service representative.
		

1.3.4 Login methods

Login screen

When you access **Web Connection**, this screen appears first. Enter the required information such as a user name, and log in to **Web Connection**.

Item	Description
[Language]	Select a language to be used to display the Web Connection .
[Log in]	Select a mode to log in. The login mode differs depending on the user type. The user mode and administrator mode are available as login modes. For details, refer to page 1-6.

Tips

The screen that appears differs depending on whether Authentication is enabled on this machine. Also, operations available after you log in differ depending on the information you enter on this Login screen.

Login mode

Web Connection has multiple login modes, and available operations differ depending on the mode.

Two **Web Connection** login modes are provided: the "administrator mode", which is used to configure settings of this machine, and the "user mode" that enables use of the functions of this machine.

Login mode	Description
Administrator Mode	Enables the machine administrator to log in to configure settings of this machine. To log in, you need to enter the administrator password of this machine. Logging in as the administrator enables you to use the following category menus. <ul style="list-style-type: none"> • [System] • [Security] • [Job] • [Print] • [Storage] • [Address] • [Network]
User mode	Enables a user such as a registered user, or public user to log in to this machine. You can check the status of this machine, check jobs, use files in the HDD, perform direct print, register an address, and other functions of this machine.

Login mode	Description
[Registered User]	<p>Enables a user or account track registered to this machine to log in. To log in, enable the authentication setting on this machine and register the user or account track. Logging in as a registered user enables you to use the following category menus.</p> <ul style="list-style-type: none"> • [System] • [Job] • [Print] • [Storage] • [Address]
[Public User]	<p>Enables a user who is not registered on this machine to log in as a public user. If the user is not permitted to use public users on this machine, this mode is not available.</p>

Tips

- A maximum of 100 clients can be connected at a time, including users and administrators. Also, multiple number of users and administrators can log in at a time.
- If you do not operate this machine for a given period of time after you log in to **Web Connection**, you will automatically be logged out.
- If the authentication setting is changed on the **Control Panel** while you are logging in to the user mode of **Web Connection**, you will automatically be logged out.

Logging in to Administrator mode

Logging in to the administrator mode enables you to configure settings for this machine.

- 1 On the Login screen, select [Administrator] and click [Log in].
- 2 Enter the administrator password, then click [OK].
The administrator mode window appears.

Logging in to User mode

You can log in as a registered user or public user.

- 1 To log in as a registered user, select [Registered User] on the Log in screen.
→ To log in as a public user, select [Public User], then click [Log in] on the Log in screen.
- 2 Enter the user name and password, then click [Log in].
The user mode window appears.

Tips

When an external authentication server is used, select the server.

1.4 Available operations in User mode

1.4.1 [System] tab

To display: **User mode** - [System]

Enables you to confirm the information on the system configuration and settings of this machine.

Item	Description
[Device Information]	Enables you to confirm information such as the status of this machine and optional devices that are installed on this machine.
[Summary]	Displays the components of this machine and the installation status of optional devices.
[Paper Source]	Displays the status of the machine's paper tray and information about paper in the tray.
[Output Tray]	Displays the status of the machine's output tray.
[Storage]	Displays the capacity of the machine's HDD.
[Interface Information]	Displays the machine's network settings.
[Consumables]	Displays the status of the machine's consumables.
[Eco Info]	Displays the machine's Eco Info, such as the paper saving ratio when using two-sided printing or the page combine function, or a transition of power consumption.
[Counter]	Enables you to confirm the machine's counter information.
[Total Counter]	Displays the total number of sheets of paper printed on this machine by function.
[Sheets Printer by Paper Size]	Displays the total number of sheets of paper that has been printed on this machine by paper size.
[Sheets Printer by Paper Type]	Displays the total number of sheets of paper that has been printed on this machine by paper type.
[Online Assistance]	Enables you to check the online assistance about this product.
[Authentication]	Displays the authentication information of the login user. If you are logging in as a registered user, you can change the password.
[User Password Change]	Enables you to change the password of a user who logs in to the computer.
[Registration Information]	Enables you to view the registered information of a user who logs in to the computer.

1.4.2 [Job] tab

To display: **User mode** - [Job]

Enables you to check the job that is currently being performed and the job log.

Item	Description
[Current jobs]	Displays the print jobs, send jobs, receive jobs, and save jobs that are currently being processed on this machine.
[Job History]	Displays the print jobs, send jobs, receive jobs, and save jobs that have been processed on this machine.
[Communication List]	Displays the communication start times or communication results of scan send jobs, fax send jobs, and fax receive jobs.

1.4.3 [Print] tab

To display: **User mode** - [Print]

Enables you to confirm the printer settings of this machine, print reports, and use the direct print function.

Item	Description
[Default Settings]	Enables you to check the printer-related setting values of this machine.
[General Settings]	Displays the print settings that are used in common for print functions.
[Paper Source Settings]	Displays the paper settings for each paper tray.
[Tray Mapping Settings]	Displays the settings related to the tray mapping.
[PCL Settings]	Displays the settings related to the PCL printing.
[PostScript Settings]	Displays the settings related to the PS printing.
[XPS Settings]	Displays the settings related to the XPS printing.
[Print Quality Settings]	Displays the settings related to the image quality.
[OOXML Settings]	Displays the settings related to OOXML printing.
[Page Layout Settings]	Displays the settings related to the page layout.
[Font/Form]	Enables you to check the font, form and profile information saved on this machine.
[PCL Font]	Displays the list of PCL fonts saved on this machine.
[PostScript Font]	Displays the list of PS fonts saved on this machine.
[Form Overlay]	Displays the list of forms saved on this machine.
[Report Types]	Prints various reports. Select the report that you want to print, and click [Print].
[Direct Print]	Prints the file on the computer by directly sending it to this machine. For details, refer to [User's Guide: Print Functions].

1.4.4 [Storage] tab

To display: **User mode** - [Storage]

Enables you to check the job that is currently being performed and the job log.

Item	Description
[Scan to HDD]	Enables you to check, download, or delete the data saved by the Save to HDD function. For details, refer to [User's Guide: Scan Functions].
[PC-Fax]	Enables you to print, download, or delete fax documents saved by PC-Fax RX or Memory RX. For details, refer to [User's Guide: Fax Functions].

1.4.5 [Address] tab

To display: **User mode** - [Address]

Enables you to register frequently used destinations and edit the registered information.

Item	Description
[Address Book List]	Enables you to register frequently-used destinations on this machine. Also, it enables you to confirm or edit the registered content of the destination registered on this machine. For details, refer to page 2-25.

Item	Description
[Group]	Enables you to register multiple destinations as a group. Also, it enables you to confirm or edit the registered content of the group destination registered on this machine. For details, refer to page 2-29.
[Program]	Enables you to register a combination of frequently used option settings as a recall key (program). Also, it enables you to confirm or edit the registered information of the program that is saved on this machine. For details, refer to page 2-29.
[Subject]	Enables you to register subjects that are used when E-mails are being sent. Also, it enables you to confirm or edit the registered information of the title that is saved on this machine.
[Text]	Enables you to register body messages that are used when sending E-mails. Also, it enables you to confirm or edit the registered information of the body that is saved on this machine.

1.5 Available operations in Administrator mode

1.5.1 [System] tab

[Device Information]

To display: **Administrator mode** - [System] - [Device Information]

Enables you to confirm information such as the status of this machine and optional devices that are installed on this machine.

Item	Description
[Summary]	Displays the components of this machine and the installation status of optional devices.
[Paper Source]	Displays the status of the machine's paper tray and information about paper in the tray.
[Output Tray]	Displays the status of the machine's output tray.
[Storage]	Displays the capacity of the machine's HDD.
[Interface Information]	Displays the machine's network settings.
[Consumables]	Displays the status of the machine's consumables.
[Eco Info]	Displays the machine's Eco Info, such as the paper saving ratio when using two-sided printing or the page combine function, or a transition of power consumption.

[Counter]

To display: **Administrator mode** - [System] - [Counter]

Enables you to confirm the machine's counter information.

Item	Description
[Total Counter]	Displays the total number of sheets of paper printed on this machine by function.
[Sheets Printer by Paper Size]	Displays the total number of sheets of paper that has been printed on this machine by paper size.
[Sheets Printer by Paper Type]	Displays the total number of sheets of paper that has been printed on this machine by paper type.

[Online Assistance]

To display: **Administrator mode** - [System] - [Online Assistance]

Register the support information of the machine, such as contact information for the machine or a product support URL.

When the support information is registered, you can confirm it by selecting [System] - [Online Assistance] in user mode of **Web Connection**.

Item	Description
[Contact Name]	Enter the contact name of this machine (using up to 63 bytes).
[Contact Information]	Enter the contact information of this machine, such as the phone number or URL (using up to 127 bytes).
[Product Help URL]	Enter the Product Assistance URL of this machine (using up to 127 bytes).
[Corporate URL]	Enter the URL of the Web page for the manufacturer of this machine (using up to 127 bytes).
[Supplies and Accessories]	Enter information of the consumables supplier (using up to 127 bytes).

Item	Description
[Contact Utility Link]	Enter the URL of the Web page for the Device Management Utility (using up to 127 bytes).
[Driver URL]	If necessary, enter the URL of the location where the driver of this machine is stored (using up to 127 bytes). Enter an appropriate URL to suit your environment.

[Import/Export] - [Authentication]

To display: **Administrator mode** - [System] - [Import/Export] - [Authentication]

Enables you to import or export the authentication information that is registered on this machine in an environment where user authentication and account track are employed.

(This menu is displayed when user authentication or account track is set up on this machine.)

Item	Description
[Import]	Imports the authentication information file on a computer to this machine. Click [Browse] to select a file to import, then click [Import].
[Export]	Exports the authentication information file of this machine to a computer.
[Clear]	Deletes the registered authentication information saved on this machine.



Tips

You cannot edit the exported files.

[Import/Export] - [Address]

To display: **Administrator mode** - [System] - [Import/Export] - [Address]

Enables you to import or export the address information (address book, group, or program) registered on this machine.

Item	Description
[Import]	Imports the address information file on a computer to this machine. Click [Browse] to select a file to import, then click [Import].
[Export]	Exports the address information file of this machine to a computer.
[Clear]	Deletes the registered address information of this machine.



Tips

You cannot edit the exported files.

[Date/Time Settings] - [Manual Settings]

To display: **Administrator mode** - [System] - [Date/Time Settings] - [Manual Settings]

Manually specify the current date and time of this machine.

Item	Description
[Year]	Enter the year.
[Month]	Enter the month.
[Day]	Enter the day.
[Hour]	Enter the hour.
[Minute]	Enter the minute.
[Time Zone]	Select a time zone (time difference from world standard time) to suit your environment. [GMT] is specified by default.

[Date/Time Settings] - [Time Adjustment Settings]

To display: **Administrator mode** - [System] - [Date/Time Settings] - [Time Adjustment Settings]

Using the NTP (Network Time Protocol) server, you can automatically adjust the date and time of this machine.

Register the NTP server used. To periodically adjust the date and time by connecting to the NTP server, specify an interval for adjusting the date and time.

Item	Description
[Time Adjustment]	To automatically adjust the date and time of this machine using the NTP server, select [Enable]. [Disable] is specified by default.
[NTP Server Address]	Enter the NTP server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the NTP server port number. Normally, you can use the original port number. [123] is specified by default.
[Time Zone]	Select a time zone (time difference from world standard time) to suit your environment. [GMT] is specified by default.
[Adjustment Time]	Displays the latest date and time at which time correction was performed by connecting to the NTP server.



Tips

If time zone is specified, the standard time obtained from the server adjusted to your time zone is specified as the correction time.

[Date/Time Settings] - [Daylight Saving Time Settings]

To display: **Administrator mode** - [System] - [Date/Time Settings] - [Daylight Saving Time Settings]

Specify the daylight saving time for the current time.

Item	Description
[Daylight Saving Time]	Select [Enable] to use daylight saving time. Also enter the time to be adjusted for daylight saving time (in minutes). [Disable] is specified by default.

[Machine Settings]

To display: **Administrator mode** - [System] - [Machine Settings] - [Machine Settings]

Register device information of this machine, such as the name, installed place, and information of the administrator.

Item	Description
[Device Name]	Enter the name of this machine (using up to 127 bytes). The name specified here is used as a part of the subject of Internet fax.
[Device Location]	Enter the location of this machine (using up to 127 bytes).
[Device Information]	Enter the information of this machine (using up to 127 bytes).
[Administrator Name]	Enter the machine administrator name (using up to 127 bytes).
[Administrator E-mail Address]	Enter the E-mail address of the machine administrator (using ASCII characters of up to 320 bytes).
[Do Startup Page]	Select whether or not to print the start page when this machine is turned on. [Off] is specified by default.

Item	Description
[Unit of Measure]	Select a system of units that are normally used. The default value depends on the region the machine is used in.
[Sleep Mode Time]	Change the time required to automatically change to Sleep mode after you did not operate this machine. The default value depends on the region the machine is used in.
[Low Power Time]	Change the time period before the machine status is automatically changed to Low Power mode if it is not used for the specified length of time. The default value depends on the region the machine is used in.
[Entering Power Save Mode]	When this machine receives a print job from a fax machine or computer in Power Save mode, select the timing to switch to Power Save mode after the print job has completed. <ul style="list-style-type: none"> [Normal]: Switches the machine status at the time specified in [Low Power Time] or [Sleep Mode Time]. [Immediately]: Switches to Power Save mode immediately after a print job has ended. [Immediately] is specified by default.
[Power Consumption in Sleep Mode]	Select whether or not to reduce the power consumption in Sleep mode. <ul style="list-style-type: none"> [Enable]: Further reduces power consumption in Sleep mode. Select [Enable] in normal conditions. [Disable]: Select this option if a smooth network communication is not established while [Enable] is specified. [Enable] is specified by default.
[Power Key Setting]	Select whether to use the Power key on the Control Panel as a sub power OFF key or as a power save key. <ul style="list-style-type: none"> [Power Save]: Press the Power key briefly to shift to Power Save mode (Low Power or Sleep mode). Hold down the Power key to turn the sub power off. [Sub Power Off]: Press the Power key briefly to turn the sub power off. If the Power key is held down, Power Save mode shifts to ErP Auto Power Off mode (near the status when the main power is turned off), which offers a greater power saving effect than that in Sub Power Off mode. The default value depends on the region the machine is used in.
[Power Save Setting]	Select the type of power save mode when pressing the Power key on the Control Panel . <ul style="list-style-type: none"> [Low Power]: Switches to Low Power mode. Turns off the Touch Panel display to reduce power use. [Sleep]: Switches to Sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to recover from Low Power mode. [Low Power] is specified by default.
[Hide Personal Information]	Select whether or not to hide document names, in the [Job] tab. [Off] is specified by default.
[PDF/A Setting]	Select whether or not to enable PDF/A when a PDF file is saved. [Off] is specified by default.
[Adjust ADF Skew]	Specify whether to adjust the inclination of the original when scanning the original through the ADF . <ul style="list-style-type: none"> [OFF]: Does not adjust the inclination of the original. [ON]: Adjusts the inclination of all originals. [Auto]: Adjusts the inclination only when the inclination of the original has been detected. [Auto] is specified by default.

[ROM Version]

To display: **Administrator mode** - [System] - [ROM Version] - [ROM Version]

Enables you to check the ROM version of this machine.

[Maintenance] - [Clear Settings]

To display: **Administrator mode** - [System] - [Maintenance] - [Clear Settings]

Initializes the network settings and system settings.

Item	Description
[System Settings]	Initializes the system settings. When this option is selected, this machine restarts automatically.
[Network Settings]	Initializes the network settings. When this option is selected, this machine restarts automatically.
[All Settings]	Initializes the all settings. When this option is selected, this machine restarts automatically.

[Maintenance] - [Reset]

To display: **Administrator mode** - [System] - [Maintenance] - [Reset]

Resets the controller.

[Notification Settings] - [Status Notification Settings]

To display: **Administrator mode** - [System] - [Notification Settings] - [Status Notification Settings]

If a warning, such as paper addition, toner replacement, or paper jam, occurs on this machine, it can be sent to a registered E-mail address.

Item	Description
[IP Address]	Specify the destination IP address to send a notification of the machine status using the SNMP TRAP function. For details on how to specify the SNMP TRAP function, refer to page 1-58.
[Notification Address]	Enter the IP address (IPv4), IP address (IPv6), or host name.
[Port Number]	If necessary, change the port number. [162] is specified by default.
[Community Name]	Enter the community name. [public] is specified by default.
[E-mail Address]	Specify the destination E-mail address to send the machine status via E-mail. For details on the E-mail environment settings, refer to page 2-2.
[Notification Address]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).
[Alert]	Select an item to be notified automatically.

Item	Description
[Paper Empty]	Select whether or not to send a notification when the tray is out of paper. [Enable] is specified by default.
[Paper Jam]	Select whether or not to send a notification when a paper jam occurs. [Enable] is specified by default.
[Maintenance]	Select whether or not to send a notification when periodic inspection is required. [Enable] is specified by default.
[Toner Out]	Select whether or not to send a notification when toner runs out. [Enable] is specified by default.
[Output Tray Full]	Select whether or not to send a notification when the output tray is overloaded. [Enable] is specified by default.
[Fuser Unit End]	Select whether or not to send a notification when the finishing unit must be replaced. [Enable] is specified by default.
[Operator Call]	Select whether or not to send a notification when an error occurs. [Enable] is specified by default.
[Service Call]	Select whether or not to send a notification when a service call occurs. [Enable] is specified by default.
[Job Complete]	Select whether or not to send a notification when a job is completed. [Enable] is specified by default.
[Job Error]	Select whether or not to send a notification when a job has terminated abnormally. [Enable] is specified by default.

[Notification Settings] - [Total Counter Notification Settings]

To display: **Administrator mode** - [System] - [Notification Settings] - [Total Counter Notification Settings]

The counter information managed by this machine can be sent to the registered E-mail address. The information is useful for gaining an overall picture of the machine operating status.

Item	Description
[Model Name]	Enter a model name to be included in the notification mail message (using ASCII characters of up to 20 bytes).
[Schedule Setting]	Specify the notification schedule by day, week, or month. Up to two schedules can be registered. You can use different schedules for different purposes.
[Register Notification Address]	Enter a destination E-mail address. Select the notification schedule for each destination.

Tips

After the setting is complete, a test notification is sent to the registered mail addresses when you click [Send Now].

[Job Log] - [Job Log Settings]

To display: **Administrator mode** - [System] - [Job Log] - [Job Log Settings]

Configure settings for obtain a job log.

Item	Description
[Job Log]	Select whether or not to obtain a job log. [Disable] is specified by default.

Item	Description
[Accounting Log]	Select whether or not to obtain an accounting log. You can obtain information relevant to paper consumption for each user or account. [Enable] is specified by default.
[Counting Log]	Select whether or not to obtain a counting log. You can obtain information about paper consumption and the reduction rate of paper used for printing. [Enable] is specified by default.
[Audit Log]	Select whether or not to obtain an audit log. You can obtain user operation or job history. You can track unauthorized actions or the leakage of information. [Enable] is specified by default.
[Overwrite Setting]	Select whether or not to allow the oldest job log to be overwritten by a new job log when the hard disk becomes full. [Do not Overwrite] is specified by default.

[Job Log] - [Create Job Log]

To display: **Administrator mode** - [System] - [Job Log] - [Create Job Log]

Creates a job log file based on the log information of this machine.



Tips

If there is a job log file that has not been downloaded since it was created, a confirmation dialog box appears, asking whether or not to delete the current job log file and create new job log file.

[Job Log] - [Download Job Log]

To display: **Administrator mode** - [System] - [Job Log] - [Download Job Log]

Downloads the job log file created in [Create Job Log].

[Job Log] - [Erase Job Log]

To display: **Administrator mode** - [System] - [Job Log] - [Erase Job Log]

Deletes a job log file on this machine.

[Sender Registration]

To display: **Administrator mode** - [System] - [Sender Registration] - [Sender Registration]

Enter the machine name, your company name (sender name) that are to be printed as sender information when faxes are transmitted (using up to 30 bytes).



Tips

To use the fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

[License Settings] - [Enabler]

To display: **Administrator mode** - [System] - [License Settings] - [Enabler]

Register the function and license code, which were obtained from the License Management Server, with this machine and enable the expansion function.

[QR Code Settings]

To display: **Administrator Mode** - [System] - [QR Code Settings]

Configure a setting to display network information of this machine, which is required to associate with a mobile terminal, as the QR code on the screen of this machine.

Item	Description
[Display Setting]	Select whether to display the QR code on the screen of this machine. [Not Display] is specified by default.
[Wireless Connection Setting]	Select whether to specify a method to establish a wireless connection between a mobile terminal and this machine. The information specified in this option is applied to the QR code. [Not Set] is specified by default.
[Wireless Connection Method]	Select whether to use the MFP wireless settings or individually specify the appropriate method to establish a wireless connection between a mobile terminal and this machine. [Use Device Wireless Setting] is specified by default.
[Individual Settings]	Specify the method to establish a wireless connection if [Individual Settings] is selected in [Wireless Connection Method]. <ul style="list-style-type: none"> • [SSID]: Enter the SSID of the access point (using up to 32 bytes). • [Authentication/Encryption Algorithm]: Select the algorithm used for authentication or encryption. [No Authentication/Encryption] is specified by default. Select the algorithm that is used for authentication or encryption. [None] is specified by default. <ul style="list-style-type: none"> • [WEP Key]: This is required when [WEP] is selected in [Authentication/Encryption Algorithm]. In [Key Input Method], select the entry method, then enter the WEP key. • [Pass Phrase]: This is required when an algorithm other than [WEP] is selected in [Authentication/Encryption Algorithm]. In [Pass Phrase Input Method], select the entry method, then enter the passphrase.

1.5.2 [Security] tab

[Authentication] - [General Settings]

To display: **Administrator mode** - [Security] - [Authentication] - [General Settings]

Configure the setting relevant to User Authentication/Account Track.

Item	Description
[User Authentication]	Select whether or not to use user authentication. <ul style="list-style-type: none"> [Device]: Select this option to use the authentication function of this machine. [External Server]: Select this option to use an external authentication server. [Off] is specified by default.
[Public Access]	Select whether or not to permit that public users (unregistered users) to use this machine. <ul style="list-style-type: none"> [Allow]: Select this option to use the authentication function of this machine. When a public user uses this machine, press [Public User] on the Login screen to log in to this machine. [Allow (without Login)]: A public user can use this machine without logging in to this machine. Using this option, you do not need to log in to this machine even when there are many public users. [Restrict]: Does not permit to use this machine by public users. [Allow] is specified by default.
[Ticket Hold Time (Active Directory)]	Change the retention time for a Kerberos authentication ticket if authentication is performed by Active Directory. [600] minutes is specified by default.
[Account Track]	Select whether or not to use account track. [Off] is specified by default.
[Account Track Method]	Select an account authentication method. This setting is required when you only use the account track function. [Account Name & Password] is specified by default.
[Synchronize User Authentication & Account Track]	When using user authentication and account track in conjunction, select whether or not to synchronize user authentication and account track. [Synchronize] is specified by default.
[Number of Counters Assigned for Users]	When using user authentication and account track in conjunction, enter the number of counters to be assigned to the user. [500] is specified by default.
[Print without Authentication]	Select whether or not to allow print jobs that do not contain authentication information (jobs of which printing is requested without correctly configuring user authentication or account track settings in the printer driver). <ul style="list-style-type: none"> [Allow]: Prints a received job as it is. [Restrict]: Deletes a received job. [Restrict] is specified by default.
[Counter]	Click [Reset] to reset the counters for all users and all accounts.



Reference

For details on how to set the user authentication (MFP authentication), refer to page 2-31.

For details on how to set the user authentication (Active Directory), refer to page 2-33.

For details on how to set the account track, refer to page 2-34.

[Authentication] - [User List]

To display: **Administrator mode** - [Security] - [Authentication] - [User List]

(This menu is displayed when selecting [Device] or [External Server] in **Administrator mode** - [Security] - [Authentication] - [General Settings] - [User Authentication].)

Displays the list of users registered on this machine. You can register, edit, or delete users.

To register or edit users, specify the following information.

Item	Description
[No.]	User registration number. The smallest available number that is not used is automatically assigned.
[User Name]	Enter the user name to log in to this machine (using up to 64 characters). You cannot specify a duplicate name. Also, you cannot specify [Public].
[External Server Name]	Displays the name of the authentication server when external server authentication is employed.
[E-mail Address]	Enter the user's E-mail address (using ASCII characters of up to 320 bytes).
[Password]	Enter the password to log in to this machine (using up to 64 bytes, excluding spaces and "). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Account Track Number]	Specify the department of a user by registration number of the department if the user authentication and account track functions are synchronized.
[Function Permission]	Restrict functions available to users. <ul style="list-style-type: none"> • [Copy]: Select whether or not to allow use of the copy function. [Allow] is specified by default. • [Scan to Network]: Select whether or not to allow use of the network TX function. [Allow] is specified by default. • [Scan to HDD]: Select whether or not to enable to save files on the HDD of this machine. [Allow] is specified by default. • [Scan to USB Memory]: Select whether or not to enable to save files on a USB memory. [Allow] is specified by default. • [Fax]: Select whether or not to allow use of the fax and Internet fax functions. [Allow] is specified by default. • [Print]: Select whether or not to allow print operations. [Allow] is specified by default. • [Manual Destination Input]: Select whether or not to allow direct input of a destination. [Allow] is specified by default. • [Web browser]: Select whether or not to allow use of the Web browser. [Allow] is specified by default.
[Output Permission (Scan)]	Select whether or not to allow color scan. [Allow] is specified by default.
[Max. Allowance Set]	Set the maximum number of pages that can be printed. <ul style="list-style-type: none"> • [Total]: To manage the upper limit, select this check box, then enter the maximum allowance.
[Counter]	Click [Reset] to reset the counters for the user.
[Authentication Device Settings]	Displays whether the information on the authentication device is registered.
[Limiting Access to Destinations]	Restricts destinations the user can access if necessary. For details, refer to page 2-38.

[Authentication] - [Account Track List]

To display: **Administrator mode** - [Security] - [Authentication] - [Account Track List]

(This menu is displayed when selecting [On] in **Administrator mode** - [Security] - [Authentication] - [General Settings] - [Account Track].)

Displays the list of accounts registered on this machine. You can register, edit, or delete accounts.

To register or edit accounts, specify the following information.

Item	Description
[No.]	Account registration number. The smallest available number that is not used is automatically assigned.
[Account Name]	Enter the account name to log in to this machine (using ASCII characters of up to 8 bytes, excluding spaces and "). You cannot specify a duplicate name.
[Password]	Enter the password to log in to this machine (using ASCII characters of up to 8 bytes, excluding spaces and "). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Output Permission (Scan)]	Select whether or not to allow color scan. [Allow] is specified by default.
[Max. Allowance Set]	Set the maximum number of pages that can be printed. <ul style="list-style-type: none"> [Total]: To manage the upper limit, select this check box, then enter the maximum allowance.
[Counter]	Click [Reset] to reset the counters for the account.

[Authentication] - [External Server List]

To display: **Administrator mode** - [Security] - [Authentication] - [External Server List]

(This menu is displayed when selecting [External Server] in **Administrator mode** - [Security] - [Authentication] - [General Settings] - [User Authentication].)

Displays the list of external authentication servers registered on this machine. You can register, edit, or delete authentication servers.

To register external authentication servers, specify the following information according to the type of authentication server.

When you have selected [Active Directory]

Item	Description
[No.]	Registration number of the authentication server.
[Name]	Enter the name of your authentication server (using ASCII characters of up to 32 bytes).
[Server Type]	Displays the type of authentication server.
[Default Domain Name]	Enter the default domain name of your authentication server (using ASCII characters of up to 64 bytes).

When you have selected [NTLM]

Item	Description
[No.]	Registration number of the authentication server.
[Name]	Enter the name of your authentication server (using ASCII characters of up to 32 bytes).
[Server Type]	Select the type of authentication server from [NTLM v1] and [NTLM v2]. [NTLM v1] is specified by default.
[Default Domain Name]	Enter the default domain name of your authentication server (using ASCII characters of up to 64 bytes).

When you have selected [NDS]

Item	Description
[No.]	Registration number of the authentication server.
[Name]	Enter the name of your authentication server (using ASCII characters of up to 32 bytes).
[Server Type]	Select the type of authentication server. This machine supports [NDS over TCP/IP] only.
[Default Tree]	Enter the default NDS tree name (using ASCII characters of up to 63 bytes).
[Default Context]	Enter the default NDS context name (using ASCII characters of up to 191 bytes).

When you have selected [LDAP]

Item	Description
[No.]	Registration number of the authentication server.
[Name]	Enter the name of your authentication server (using ASCII characters of up to 32 bytes).
[Server Type]	Displays the type of authentication server.
[Server Address]	Enter your LDAP server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the LDAP server port number. [389] is specified by default.
[SSL]	Select whether or not to use SSL communication. [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. [636] is specified by default.
[Search Base]	Specify the starting point to search for a user (using ASCII characters of up to 255 bytes). The range from the entered origin point, including the following tree structure, is searched. Example of entry: "cn=users,dc=example,dc=com"
[Timeout]	If necessary, change the time-out time to limit a communication with the LDAP server. [60] sec. is specified by default.
[Authentication Method]	Select the authentication method to log in to the LDAP server. Select one appropriate for the authentication method used for your LDAP server. [Digest-MD5] is specified by default.
[Search Attribute]	Enter the search attribute that is used in user account search. [uid] is specified by default.

[Authentication] - [Temporarily Save Authentication Information]

To display: **Administrator** - [Security] - [Authentication] - [Temporarily Save Authentication Information]

To temporarily save authentication information in the main unit against a case where an external authentication server shuts down, select [Enable]. [Enable] is specified by default.

If necessary, use [Reconnection Settings] to change the time to reconnect to the authentication server.

- [Reconnect for every login]: Connects to the authentication server when authentication is carried out on this machine. If the authentication server is in the shutdown state when authentication is carried out on this machine, first confirm that the authentication server is down, and use the temporarily saved authentication information to log in to this machine.
- [Set Reconnect Interval]: Connects to the authentication server based on the time specified in [Reconnection Time] to check the status of the authentication server. If the authentication server is in the shutdown state, use the authentication information temporarily saved in the main unit to log in.

[Authentication] - [Scan to Home Settings]

To display: **Administrator mode** - [Security] - [Authentication] - [Scan to Home Settings]

Select whether or not to enable the Scan to Home function.

[Disable] is specified by default.

[Authentication] - [Default Function Permission]

To display: **Administrator mode** - [Security] - [Authentication] - [Default Function Permission]

(This menu is displayed when selecting [External Server] in **Administrator mode** - [Security] - [Authentication] - [General Settings] - [User Authentication].)

Specify the default function permission applied to users when an external authentication server is used.

Functions available to users who log in to this machine for the first time are limited according to the settings configured here.

Item	Description
[Copy]	Select whether or not to allow use of the copy function. [Allow] is specified by default.
[Scan to Network]	Select whether or not to allow use of the network TX function. [Allow] is specified by default.
[Scan to HDD]	Select whether or not to enable to save files on the HDD of this machine. [Allow] is specified by default.
[Scan to USB Memory]	Select whether or not to enable saving of files on a USB memory. [Allow] is specified by default.
[Fax]	Select whether or not to allow use of the fax and Internet fax functions. [Allow] is specified by default.
[Print]	Select whether or not to allow print operations. [Allow] is specified by default.
[Manual Destination Input]	Select whether or not to allow direct input of a destination. [Allow] is specified by default.
[Web Browser]	Select whether or not to allow use of the Web browser. [Allow] is specified by default.

[Authentication] - [Public User Registration]

To display: **Administrator mode** - [Security] - [Authentication] - [Public User Registration]

(This menu is displayed when access to this machine by public users is permitted in **Administrator mode** - [Security] - [Authentication] - [General Settings] - [Public Access].)

Restricts functions available to public users.

Item	Description
[Function Permission]	Restrict functions available to users. <ul style="list-style-type: none"> • [Copy]: Select whether or not to allow use of the copy function. [Allow] is specified by default. • [Scan to Network]: Select whether or not to allow use of the network TX function. [Allow] is specified by default. • [Scan to HDD]: Select whether or not to enable to save files on the HDD of this machine. [Allow] is specified by default. • [Scan to USB Memory]: Select whether or not to enable to save files on a USB memory. [Allow] is specified by default. • [Fax]: Select whether or not to allow use of the fax and Internet fax functions. [Allow] is specified by default. • [Print]: Select whether or not to allow print operations. [Allow] is specified by default. • [Manual Destination Input]: Select whether or not to allow direct input of a destination. [Allow] is specified by default. • [Web browser]: Select whether or not to allow use of the Web browser. [Allow] is specified by default.
[Output Permission (Scan)]	Select whether or not to allow color scan. [Allow] is specified by default.
[Limiting Access to Destinations]	Restricts destinations the user can access if necessary. For details, refer to page 2-38.

[ID & Print Settings]

To display: **Administrator mode** - [Security] - [ID & Print Settings] - [ID & Print Settings]

(This menu is displayed when selecting [Device] or [External Server] in **Administrator mode** - [Security] - [Authentication] - [General Settings] - [User Authentication].)

Specify the operations of the ID & Print function.

Item	Description
[ID & Print]	Select whether or not to handle jobs normally printed from the printer driver as ID & Print jobs. <ul style="list-style-type: none"> • [Enable]: Jobs that are normally printed are handled as ID & Print jobs. • [Disable]: Only jobs for which ID & Print is set are handled as ID & Print jobs. [Disable] is specified by default.
[Public User]	Select the processing method to perform when a public user job is received. <ul style="list-style-type: none"> • [Print Immediately]: Prints the job without saving it on the HDD. • [Save]: Saves to the HDD. [Save] is specified by default.
[Default Operation Selection]	Select the default value for the operation that is performed after the authentication process is carried out on the login screen. <ul style="list-style-type: none"> • [Begin Printing]: Prints an ID & Print job without logging in to this machine if there is an ID & Print job. If there is no ID & Print job, log in to this machine. • [Access Basic Screen]: Log in to this machine. The ID & Print job is not executed. [Begin Printing] is specified by default.

[Authentication Device Settings] - [General Settings]

To display: **Administrator mode** - [Security] - [Authentication Device Settings] - [General Settings]

(This menu is displayed when this machine is equipped with the optional **Authentication Device** and when the loadable driver is installed on this machine.)

Configure the setting relevant to IC card authentication.

Item	Description
[Authentication Type]	Select how to log in to this machine. <ul style="list-style-type: none"> [Card Authentication]: Allows the user to log in by simply placing the IC card. [Card Authentication+Password]: Allows the user to log in by placing the IC card and entering the password. [None] is specified by default.
[IC Card Type]	Select the type of the IC card to be used. [Type A] is specified by default.



Tips

If this menu is changed, the card information saved on this machine is deleted.

[FeliCa (SSFC) Settings]

To display: **Administrator Mode** - [Security] - [Authentication Device Settings] - [FeliCa (SSFC) Settings]

When FeliCa (SSFC) is used for IC card authentication, configure FeliCa (SSFC) settings.

(This menu is displayed if the loadable driver installed on this machine supports FeliCa (SSFC).)

Item	Description
[Room Code]	Enter the room code. [0000] is specified by default.
[Floor Code]	Enter the floor code. [0000] is specified by default.
[Building Code]	Enter the building code. [0000] is specified by default.
[Area Code]	Enter the area code. [0000] is specified by default.
[Security Level]	Enter the security level. [0000] is specified by default.
[Company Identification Code]	Enter the company identification code. Up to 10 company identification codes can be registered. [00000000000000000000] is specified by default.
[Company Code]	Enter the company code.

[HID (iCLASS) Settings]

To display: **Administrator Mode** - [Security] - [Authentication Device Settings] - [HID (iCLASS) Settings]

When HID (iCLASS) is used for IC card authentication, configure HID (iCLASS) settings.

(This menu is displayed if the loadable driver installed on this machine supports HID (iCLASS).)

Item	Description
[ID Length]	Enter the ID length of the key to be used for access. [8] is specified by default.



Tips

If this menu is changed, the card information saved on this machine is deleted.

[PKI Settings] - [Device Certificate]

To display: **Administrator mode** - [Security] - [PKI Settings] - [Device Certificate]

You can self-create a new certificate of this machine or install a certificate issued by the Certificate Authority (CA).

For details, refer to page 2-35.

[PKI Settings] - [SSL/TLS Settings]

To display: **Administrator mode** - [Security] - [PKI Settings] - [SSL/TLS Settings]

Select whether or not to enable SSL communication. Also select the SSL encryption strength.

Item	Description
[SSL/TLS]	Select whether or not to enable SSL communication. [Disable] is specified by default.
[Encryption Strength]	Select the SSL encryption strength. Select the appropriate strength to suit your environment. [AES-256, 3DES, RC4-128] is specified by default.
[SSL/TLS Version]	Select the version of the SSL to be used. Select the appropriate version to suit your environment.

[PKI Settings] - [Protocol Settings]

To display: **Administrator mode** - [Security] - [PKI Settings] - [Protocol Settings]

This machine can manage multiple certificates and use different certificates depending on the application (protocol). Select a certificate that is used for the protocol.

To use [IEEE802.1X]

Item	Description
[Protocol]	[IEEE802.1X]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [S/MIME]

Item	Description
[Protocol]	[S/MIME]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [HTTP Server]

Item	Description
[Protocol]	[HTTP Server]
[Device Certificate]	Select the certificate to be used.

To use [E-mail Send (SMTP)]

Item	Description
[Protocol]	[E-mail Send (SMTP)]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [E-mail Receive (POP)]

Item	Description
[Protocol]	[E-mail Receive (POP)]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [TCP Socket]

Item	Description
[Protocol]	[TCP Socket]
[Device Certificate]	Select the certificate to be used.

To use [LDAP]

Item	Description
[Protocol]	[LDAP]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [WebDAV Client]

Item	Description
[Protocol]	[WebDAV Client]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [OpenAPI]

Item	Description
[Protocol]	[OpenAPI]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default. • [Client Certificate]: Select whether or not to request a certificate from clients that connect to this machine. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [Web Service]

Item	Description
[Protocol]	[Web Service]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default. • [Client Certificate]: Select whether or not to request a certificate from clients that connect to this machine. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [IPsec]

Item	Description
[Protocol]	[IPsec]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

To use [ThinPrint]

Item	Description
[Protocol]	[ThinPrint]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.



Tips

An optional **i-Option LK-111** is required to use the ThinPrint function.

To use [HTTP Client]

Item	Description
[Protocol]	[HTTP Client]
[Certificate Verification Settings]	<p>To verify the certificate, select items to be verified. If you select [Enable] at each item, the certificate is verified for each item.</p> <ul style="list-style-type: none"> • [Validity Period]: Check whether or not the certificate is within the validity period. [Enable] is specified by default. • [CN]: Check whether or not CN (Common Name) of the certificate matches the server address. [Disable] is specified by default. • [Chain]: Check whether or not there is any problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates that are managed on this machine. [Disable] is specified by default. • [Key Usage]: Check whether or not the certificate is used according to the intended purpose approved by the certificate issuer. [Disable] is specified by default. • [Check CRL Expiration]: Check whether or not the certificate has expired with CRL (Certificate Revocation List). [Disable] is specified by default. • [Check OCSP Expiration]: Check whether or not the certificate has expired with the OCSP (Online Certificate Status Protocol) service. [Disable] is specified by default.
[Device Certificate]	Select the certificate to be used.

[PKI Settings] - [External Certificate]

To display: **Administrator mode** - [Security] - [PKI Settings] - [External Certificate]

Displays the list of external certificates registered on this machine.

Click [New Registration] to register a new external certificate to this machine.

Item	Description
[Certification Type]	<p>Select a type of new external certificate to be registered.</p> <ul style="list-style-type: none"> • [Trusted Root Certification Authorities]: Register the certificate of the CA that issued the certificate. • [Trusted Intermediate Certification Authorities]: Register the trusted certificate of the intermediate CA. • [Trusted Certificate]: Register the trusted certificate individually. • [Untrusted Certificate]: Register the untrusted certificate individually.
[File]	Click [Browse], and specify the location of the external certificate to be registered.

[PKI Settings] - [Validate Certificate]

To display: **Administrator mode** - [Security] - [PKI Settings] - [Validate Certificate]

You can configure the settings for verifying reliability of the certificate (expiration date, CN, key usage, etc.) for the peers.

Item	Description
[Certificate Verification Settings]	Configure the certificate verification settings.
[Certificate Verification]	Select whether or not to verify the reliability of the certificate for a peer. [Enable] is specified by default.
[Timeout]	Change the time-out time of certificate expiration confirmation. [30] sec. is specified by default.
[OCSP Service]	Select whether or not to use the OCSP service. Using the Online Certificate Status Protocol (OCSP) service, you can check on-line to find whether or not the certificate has expired. [Disable] is specified by default.
[URL]	To use the OCSP service, enter the URL of the OCSP service (using up to 511 bytes). If [URL] is left blank, the URL of the OCSP service embedded in the certificate will be used.
[Proxy Settings]	When confirming the expiration date via a proxy server, register the currently used proxy server.
[Proxy Server Address]	Enter the address of the proxy server you are using. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Proxy Server Port Number]	If necessary, change the proxy server port number. [8080] is specified by default.
[User Name]	Enter the user name to log in to the proxy server (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using ASCII characters of up to 63 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[No Proxy for following domain]	If necessary, enter the address that does not use the proxy server. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"

[IPsec]

The IPsec technology prevents the falsification or leakage of data on the IP packet basis using encryption technology.

Configure the settings if IPsec is installed in your environment.

1 In the administrator mode, select [Security] - [IPsec] - [IPsec], then click [Edit] in [IPsec Settings].

The [IPsec Settings] screen appears.

- 2 Click [Edit] from [IKEv1] or [IKEv2] on the [IPsec Settings] screen, then configure the following settings.

Item	Description
[Encryption Algorithm]	Select the encryption algorithm used for generating a common key used in communication.
[Authentication Algorithm]	Select the authentication algorithm used for generating a common key used in communication.
[Encryption Key Validity Period]	Enter a validation period of a common key used for encrypted communication. When this period has expired, a new key is created. This can secure the communication. [28800] sec. is specified by default.
[Diffie-Hellman Group]	Select the Diffie-Hellman group. [Group2] is specified by default.
[Negotiation Mode]	Select the method to securely generate a common key used for encrypted communication. This is required when [IKEv1] is selected on the [IPsec Settings] screen. [Main Mode] is selected by default.

- 3 Click [Edit] from [SA] on the [IPsec Settings] screen, then register the Security Association (SA).

→ Up to 10 groups can be registered for the [SA].

Item	Description
[Name]	Enter the SA name (using up to 10 characters).
[Encapsulation Mode]	Select an IPsec operation mode. [Transport] is specified by default.
[Security Protocol]	Select a security protocol. [AH] is specified by default.
[Key Exchange Method]	Select the key replacement method to securely create a common key used to encrypt communications. [IKEv1] is specified by default.
[Tunnel End Point]	Enter the IP address of the peer's IPsec gateway. This is required when [Tunnel] is selected in [Encapsulation Mode].
[IKE Settings]	Configure IKE settings used for this SA. This is required when [IKEv1] or [IKEv2] is selected in [Key Exchange Method].
[Authentication Method]	Select an authentication method. [Pre-Shared Key] is specified by default.
[Replay Detection]	Select whether or not to protect from replay attacks. [Disable] is specified by default.
[ESN]	If you select [Enable] for [Replay Detection], select whether or not to apply extended sequence numbering for IPsec communication. [Disable] is specified by default.
[ESP Encryption Algorithm]	If you select [ESP] for [Security Protocol], configure the ESP encryption algorithm.
[ESP Authentication Algorithm]	If you select [ESP] for [Security Protocol], configure the ESP authentication algorithm.
[AH Authentication Algorithm]	If you select [AH] for [Security Protocol], configure the AH authentication algorithm.
[Perfect Forward Secrecy]	Select this check box if you wish to increase the IKE strength. Selecting this check box increases the time spent for communication. This option is available when [IKEv2] is selected on the [IPsec Settings] screen.
[Diffie-Hellman Group]	Select the Diffie-Hellman group. [Group2] is specified by default.
[Lifetime After Establishing SA]	Enter the lifetime of a common key used to encrypt communications. [3600] sec. is specified by default.

Item	Description
[Manual Key Settings]	When using a device that does not support automatic key exchange using IKE, configure each parameter manually. This is required when [Manual Key] is selected in [Key Exchange Method].
[Encryption Algorithm]	If you select [ESP] for [Security Protocol], select the algorithm to be used for encryption. If you select [AES_CBC] for [Encryption Algorithm], specify the [Key Length].
[Authentication Algorithm]	Select the algorithm to be used for authentication. If you select [SHA2] for [Authentication Algorithm], specify the [Key Length].
[SA Index]	Specify the SA Security Parameter Index to be added to the IPsec header. You can specify different security parameter indexes respectively for send and receive.
[Common Key Encryption]	Specify the common key used for encryption. You can specify different common keys respectively for send and receive.
[Common Key Authentication]	Specify the common key used for authentication. You can specify different common keys respectively for send and receive.

- 4 From [Peer] on the [IPsec Settings] screen, click [Edit] and register peers of this machine.
→ Up to 10 [Peer] can be registered.

Item	Description
[Name]	Enter a peer name (using up to 10 characters).
[Set IP Address]	Select the method to specify the peer address. Specify the IP address of the peer depending on the selected method.
[Pre-Shared Key Text]	Enter the Pre-Shared Key text to be shared with the peer (using ASCII characters of up to 128 bytes). To enter text in HEX code, select the [HEX Format] check box, then enter the text. Specify the same text as that for the peer.
[Key-ID String]	Enter the Key-ID to be specified for the Pre-Shared Key (using ASCII characters of up to 128 bytes).

- 5 From [Protocol Setting] on the [IPsec Settings] screen, click [Edit] and specify the protocol used for IPsec communication.
→ In [Protocol Setting], up to 10 items can be registered.

Item	Description
[Name]	Enter the protocol name (using up to 10 characters).
[Protocol Identification Setting]	Select a protocol used for IPsec communication.
[Port No.]	If [TCP] or [UDP] has been selected in [Protocol Identification Setting], specify the port number used for IPsec communication.

- 6 Click [Apply], and close the [IPsec Settings] screen.

- 7 In the Administrator mode, select [Security] - [IPsec] - [IPsec] - [General Settings], then configure the following settings.

Item	Description
[IPsec]	Select whether or not to enable IPsec. [Disable] is specified by default.
[Dead Peer Detection]	If no response can be confirmed from the peer in a certain period, the SA with the peer is deleted. Select a time that elapses before sending survival confirmation information to the peer how has not responded. [60] is specified by default.
[Cookies]	Select whether or not to enable the defense using Cookies against denial-of-service attacks. [Disable] is specified by default.
[ICMP Pass]	Select whether or not to apply IPsec to the Internet Control Message Protocol (ICMP). Select [Enable] to allow the ICMP packets to pass without applying IPsec to the ICMP. [Enable] is specified by default.
[ICMPv6 Pass]	Select whether or not to apply IPsec to the Internet Control Message Protocol for IPv6 (ICMPv6). Select [Enable] to allow the ICMPv6 packets to pass without applying IPsec to the ICMPv6. [Enable] is specified by default.
[Default Action]	Select an action to be taken if no settings meet the [IPsec Policy] while IPsec communication is enabled. Select [Deny] to discard IP packets that do not meet the [IPsec Policy] settings. [Allow] is specified by default.

- 8 From [IPsec Policy] on [IPsec] screen, click [Edit], then configure the following settings.

Item	Description
[Name]	Enter a name for the IPsec policy (using up to 10 characters).
[Peer]	Select a peer setting. Select the setting from those registered in [Peer] on the [IPsec Settings] screen.
[Protocol Setting]	Select an appropriate protocol. Select the setting from those registered in [Protocol Setting] on the [IPsec Settings] screen.
[SA]	Select a peer setting. Select the setting from those registered in [SA] on the [IPsec Settings] screen.
[Communication Type]	Select a direction of IPsec communication.
[Action]	Select an action to be taken for the IP packets that met [Peer], [Protocol Setting], and [Communication Type]. <ul style="list-style-type: none"> • [Protected]: Protect the IP packets that met the conditions. • [Allow]: Do not protect the IP packets that met the conditions. • [Deny]: Discard the IP packets that met the conditions. • [Refuse]: Refuse the IP packets that met the conditions.

- 9 In the administrator mode, select [Security] - [IPsec] - [Communication Check], then check that a connection with a peer can be established normally by the specified setting.

→ Enter the peer's IP address into [IP Address], then click [Check Connection].

[IP Address Filtering]

To display: **Administrator mode** - [Security] - [IP Address Filtering]

You can specify both IP addresses that are permitted to access this machine and those that are refused access to the machine.

Item	Description
[Access Permission Address]	Select [Enable] to specify IP addresses that are permitted to access. Also enter the range of IP addresses permitted to access. If a single IP address is permitted to access, you can only enter the address in one side of the range. <ul style="list-style-type: none"> • Example of entry: "192.168.1.1" [Disable] is specified by default.
[Access Refuse Address]	Select [Enable] to specify IP addresses refused to access. Also enter the range of IP addresses. If a single IP address is refused to access, you can only enter the address in one side of the range. <ul style="list-style-type: none"> • Example of entry: "192.168.1.1" [Disable] is specified by default.
[Exclusion Protocol]	Select the check box for the protocol that you want to exclude from access restriction using the IP address filtering. [OFF] (not selected) is specified by default.

Tips

- IP address filtering is not supported in the IPv6 environment.
- When the quick IP filtering function is enabled, IP address filtering cannot be set.

[IEEE802.1X]

To display: **Administrator mode** - [Security] - [IEEE802.1X]

Using IEEE802.1X authentication, you can connect devices that are only authorized by administrators to the LAN environment.

If IEEE802.1X authentication is installed in your environment, configure the following settings.

Item	Description
[IEEE802.1X]	Select [Enable] to use the IEEE802.1X authentication. [Disable] is specified by default.
[EAP Type]	Select an EAP authentication method. <ul style="list-style-type: none"> • [Server Specification]: The EAP type provided by the authentication server will be used for authentication. Configure the supplicant settings as required for this machine according to the EAP type that is provided by the authentication server. • Do not select [None]. [None] is specified by default.
[User ID]	Enter the user ID (using ASCII characters of up to 128 bytes). This user ID is used for all EAP types.
[Password]	Enter the password (using ASCII characters of up to 128 bytes). The password is used for all EAP types other than [EAP-TLS]. To enter (change) the password, select the [Change Password] check box, then enter a new password.
[TTLS Anonymous Name]	Enter the anonymous name used for EAP-TTLS authentication (using ASCII characters of up to 128 bytes) if [EAP Type] is set to [EAP-TTLS] or [Server Specification]. [anonymous] is specified by default.
[TTLS Authentication Type]	Select an internal authentication protocol for EAP-TTLS if [EAP Type] is set to [EAP-TTLS] or [Server Specification]. [MS-CHAPv2] is specified by default.

Item	Description
[Send Client Certificate]	Select whether or not to encrypt the authentication information using a certificate for this machine, if necessary. This setting can be configured if the following conditions are satisfied: <ul style="list-style-type: none"> The certificate is registered on this machine [EAP-TTLS], [PEAP], or [Server Specification] is selected from [EAP Type].
[Server ID]	To verify CN of the certificate, enter the server ID (using ASCII characters of up to 64 bytes).
[Encryption Strength]	If [EAP-TLS], [EAP-TTLS], [PEAP], or [Server Specification] is selected from [EAP Type], select an encryption strength for encryption by TLS, if necessary. <ul style="list-style-type: none"> [Medium]: Keys that are more than 56 bits in length are used for communication. [High]: Keys that are more than 128 bits in length are used for communication. [Medium] is specified by default.
[Network Stop]	Specify the delay time between the start of an authentication process and the end of network communication, if necessary. If an authentication process does not succeed within the specified time, all network communication will stop. To specify the delay time, set [Network Stop] to [Enable], and enter the delay (sec.) in [Limit Time]. To restart the authentication process after network communication stopped, reboot this machine. [Disable] is specified by default.

[Limiting Access to Destination] - [Restrict User Access]

To display: **Administrator mode** - [Security] - [Limiting Access to Destination] - [Restrict User Access]

Specify the functions for which user operation is restricted.

Item	Description
[Registering and Changing Addresses]	Select whether or not to allow the user to register or change destinations. [Allow] is specified by default.

[Auto Logout]

To display: **Administrator mode** - [Security] - [Auto Logout] - [Auto Logout]

If you do not operate this machine for a given period of time after you log in to **Web Connection**, you will automatically be logged out. If necessary, you can change the time period before you are automatically logged out.

Item	Description
[Admin Mode Logout Time]	Select a time period until the user is automatically logged out of the administrator mode. [10] minutes is specified by default.
[User Mode Logout Time]	Select a time period until the user is automatically logged out of the user mode. [60] minutes is specified by default.

[Administrator Password]

To display: **Administrator mode** - [Security] - [Administrator Password] - [Administrator Password]

(This menu is displayed when [SSL/TLS] is set to [Enable] in **Administrator mode** - [Security] - [PKI Settings] - [SSL/TLS Settings] and a connection is established via HTTPS.)

You can change the administrator password of this machine from **Web Connection**.

Item	Description
[Current Password]	Enter the current administrator password (using up to 8 characters).
[New Password]	Enter a new administrator password (using up to 8 characters).
[Retype New Password]	Retype the new administrator password for confirmation (using up to 8 characters).

Tips

When [Password Rules] is enabled, you cannot specify a password of which the length is less than the minimum number of characters specified in [Password Rules].

[Address Reference Settings] - [Reference Allowed Group List]

To display: **Administrator** - [Security] - [Address Reference Settings] - [Reference Allowed Group List]

Click [Edit] to register a reference allowed group.

Item	Description
[No.]	Displays the registration number of a reference allowed group.
[Reference Allowed Group Name]	Enter the name of the reference allowed group (using up to 24 characters).
[Access Allowed Level]	To manage the address book in a combination comprising the reference allowed level and the reference allowed group, select the reference allowed level of the reference allowed group.

Reference

The reference allowed level can be set to the reference allowed group. You can assign the reference allowed group with the reference allowed level specified in the address book and combine the reference allowed level with the reference allowed group to manage registered destinations. For details, refer to page 2-38.

1.5.3 [Job] tab

[Current jobs]

To display: **Administrator mode** - [Job] - [Current jobs]

Displays the print jobs, send jobs, receive jobs, and save jobs that are currently being processed on this machine.

Item	Description
[No.]	Displays the ID No. of the job.
[User Name]	Displays the user name of the job.
[Document Name]	Displays the name of the job.
[Status]	Displays the current status of the job.
[Time Stored]	Displays the time by which the job is registered.
[Delete]	Deletes the selected job.

[Job History]

To display: **Administrator mode** - [Job] - [Job History]

Displays the print jobs, send jobs, receive jobs, and save jobs that have been processed on this machine.

Item	Description
[No.]	Displays the ID No. of the job.
[User Name]	Displays the user name of the job.
[Document Name]	Displays the name of the job.
[Result]	Displays the execution result of the job.
[Detail]	Displays the detailed information of the job.

[Communication List]

To display: **Administrator mode** - [Job] - [Communication List]

Displays the communication start times or communication results of scan send jobs, fax send jobs, and fax receive jobs.

Item	Description
[No.]	Displays the communication ID.
[Destination]	Displays the communication destination.
[Start Time]	Displays the transmission start time of the job.
[Result]	Displays the execution result of the job.
[Detail]	Displays the detailed information of the job.

1.5.4 [Print] tab**[Default Settings] - [General Settings]**

To display: **Administrator mode** - [Print] - [Default Settings] - [General Settings]

Configure the paper and paper tray settings used for printing, and the setting on printing condition if no setting is specified by the printer driver.

Item	Description
[PDL]	Select the Page Description Language. When you select [Auto], this machine automatically switches between PCL and PS. [Auto] is specified by default.
[Paper Source]	Select the paper tray for the printing paper. [Tray 1] is specified by default.
[Duplex]	Select whether or not to print an original on both sides of paper when data containing multiple pages is printed. [Off] is specified by default.
[Binding Position]	Select the binding position for 2-sided printing. [Left Bind] is selected by default.
[Staple]	Select whether or not to staple printed sheets. This function is available when the optional Finisher is installed. [Off] is specified by default.
[Output Tray]	Displays the primary output tray.
[Copies]	Enter the number of copies to be printed. [1] is specified by default.
[Paper Size]	Select the size of paper for printing. The default value depends on the region the machine is used in.
[Width] / [Length]	When you have selected [Custom Size] in [Paper Size], enter the width and length of the paper.

Item	Description
[Paper Type]	Select the paper type used for printing. [Plain Paper] is specified by default.
[Collate]	When printing multiple sets of copies, select whether to make prints on a set basis. [Off] is specified by default.
[Auto Continue]	Select whether or not to continue printing when the paper size and type of the print job are different from that of the paper loaded in the paper tray. [Off] is specified by default.
[Hold Job Timeout]	Specify the time period during which a print job is stored in the HDD. [Disabled] is specified by default.
[Original Direction]	Select the orientation of the image to be printed. [Portrait] is specified by default.
[Minimal Print]	Select whether or not to slightly reduce the full page size when directly printing a PDF, PPML, or OOXML (docx, xlsx, or pptx) file. This function is available when printing the entire original image, including its edges. [Off] is specified by default.
[TIFF Auto Paper Select]	Specify the method for determining the paper to be used when a TIFF, JPEG, or PDF file is directly printed. <ul style="list-style-type: none"> [Auto]: Prints on paper that matches the image size. [Priority Paper Size]: Prints on the primary paper size. [Priority Paper Size] is specified by default.

[Default Settings] - [Paper Source Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [Paper Source Settings]

Configure the settings on the paper tray. This machine operates according to these settings unless the printer driver specifies the print settings.

Item	Description
[Manual]	Specify the size and type of the paper loaded in the bypass tray. <ul style="list-style-type: none"> [Paper Size]: When loading a standard size paper, select the paper size. [Width]/[Length]: When you have selected [Custom Size] in [Paper Size], enter the width and length of the paper. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 1]	Specify the size and type of the paper loaded in tray 1. <ul style="list-style-type: none"> [Paper Size]: When loading a standard size paper, select the paper size. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 2]	Specify the size and type of paper loaded in tray 2. <ul style="list-style-type: none"> [Paper Size]: Displays the size of the loaded paper. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 3]	Specify the size and type of paper loaded in tray 3. <ul style="list-style-type: none"> [Paper Size]: Displays the size of the loaded paper. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 4]	Specify the size and type of the paper loaded in Tray 4. <ul style="list-style-type: none"> [Paper Size]: Displays the size of the loaded paper. [Paper Type]: Select the type of the paper loaded in the tray.
[Tray Chaining]	When the paper tray has become empty during printing, select whether or not to enable automatic switching to the paper tray that contains paper of the same size, orientation and type. [Enable] is specified by default.



Tips

[Tray 2], [Tray 3], and [Tray 4] are available when the optional **Paper Feed Unit** is installed.

[Default Settings] - [Tray Mapping Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [Tray Mapping Settings]

Specify the paper tray to be used for printing when a print job is received by the printer driver of other companies.

Item	Description
[Tray Mapping Mode]	Select whether or not to enable the tray mapping. [Off] is specified by default.
[Logical Tray 0] to [Logical Tray 9]	Assigns logical trays 0 to 9 to physical trays.

[Default Settings] - [PCL Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [PCL Settings]

Configure the PCL settings.

Item	Description
[PCL Settings]	Specify the default values for PCL printing.
[Font Number]	Specify the default font. The displayed font number corresponds to the PCL font list. [0] is specified by default.
[Symbol Set]	Select the font symbol set to be used. [PC-8] is specified by default.
[Lines Per page]	Enter the number of lines of text data to be printed on one page. The default value depends on the region the machine is used in.
[Font Point Size]	Enter the font size (in points) for proportional fonts (with different widths for each character). [12.00] is specified by default.
[Font Pitch Size]	Enter the font width (in pitches) for typewriter fonts (with the same width for each character). [10.00] is specified by default.
[CR/LF Mapping]	Select whether or not to replace the line feed codes when printing text data. When you want to replace the line feed codes, select the replacement method. [CR=CR LF=LF] is selected by default.

[Default Settings] - [PostScript Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [PostScript Settings]

Configure the PostScript print settings.

Item	Description
[PostScript Settings]	Specify the default values for PostScript print settings.
[Wait Timeout]	Specify the time-out period after it is judged as PS error. If you select [0], time-out will not work. [0] sec. is specified by default.
[PS Protocol]	Select the protocol that is used for PS data communication. If you select [Auto], an appropriate protocol is automatically determined from the PS print jobs. [Auto] is specified by default.
[Print to PS Error]	Select whether or not to print error information when an error occurs during PS rasterization. [Off] is specified by default.

[Default Settings] - [XPS Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [XPS Settings]

Specify whether or not to perform the verification of a digital signature or printing of error information when directly printing an XPS file.

Item	Description
[Digital Signature]	Select whether or not to verify a digital signature when an XPS file with a digital signature is printed. When [Enable] is selected, the data is not printed if the signature is invalid. [Disable] is specified by default.
[Print to XPS Error]	Select whether or not to print error information when an error occurs when an XPS file is being printed. [On] is specified by default.

[Default Settings] - [Print Quality Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [Print Quality Settings]

Adjust the image quality of the printed image.

Item	Description
[Print Quality Settings]	Specify the default value for image quality.
[Brightness]	Adjust the brightness of the printed image. [0] is specified by default.
[Contrast]	Adjust the shading of a printed image. [0] is specified by default.
[Halftone]	Select the half-tone image processing method for each of [Image Printing], [Text Printing], and [Graphics Printing] categories. <ul style="list-style-type: none"> [Line Art]: Intermediate colors are reproduced with high precision. [Detail]: Intermediate colors are reproduced with precision. [Smooth]: Intermediate colors are reproduced smoothly. The following shows the default settings. <ul style="list-style-type: none"> [Image Printing]: [Detail] [Text Printing]: [Line Art] [Graphics Printing]: [Detail]
[Edge Enhancement]	Select whether or not to sharpen the edges for each of [Image Printing], [Text Printing], and [Graphics Printing] categories. The following shows the default settings. <ul style="list-style-type: none"> [Image Printing]: [Off] [Text Printing]: [On] [Graphics Printing]: [On]
[Edge Strength]	Select the degree of edge enhancement when sharpening the edges. [Middle] is specified by default.
[Economy Print Mode]	Select whether or not to adjust the printing density in order to save the amount of toner consumed. [Off] is specified by default.
[Calibration Settings]	Adjust the printing quality.
[Tone Calibration]	Select whether or not to enable the density adjustment. [On] is specified by default.
[Density]	Adjust the density of black in highlight portions, intermediate portions, and shadow portions. [0] is specified by default in every case.

[Default Settings] - [OOXML Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [OOXML Settings]

Configure the default print settings when directly printing OOXML (docx, xlsx, pptx) files.

Item	Description
[Print Mode]	Select whether to give priority to either the image quality or speed when directly printing of an OOXML (docx, xlsx, or pptx) file is carried out. [Speed] is specified by default.
[Sheet/Book Print]	Select whether to print the currently selected sheet or the entire book when handling an Excel file. The [Sheet] is specified by default.
[Paper Size]	Select a paper size to print an OOXML (docx, xlsx, or pptx) file. [Auto] is specified by default.
[Paper Type]	Select a paper type to print an OOXML (docx, xlsx, or pptx) file. [Plain Paper] is specified by default.

[Default Settings] - [Page Layout Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [Page Layout Settings]

Configure the default combination settings for direct printing.

Item	Description
[Page Layout]	Select [Enable] to reduce multiple pages onto one sheet for printing. [Disable] is specified by default.
[Row]	Enter a number of pages to be placed in a horizontal orientation. [1] is specified by default.
[Column]	Enter a number of pages to be placed in a vertical orientation. [1] is specified by default.
[Combination Method]	Select a method to arrange pages. [Horizontal] is specified by default.
[Combination Orientation]	Select a direction of page layout. [Top Left to Bottom Right] is specified by default.
[Space]	Enter the page space in the row and column directions. [0] mm is specified by default in every case.
[Margin]	Enter page margins at the top, bottom, right, and left sides. [0] mm is specified by default in every case.
[Zoom]	Select whether to automatically adjust the zoom ratio or specify any zoom ratio to enlarge or reduce a page. [Auto] is specified by default.
[Frame]	Select whether or not to print a border line between pages. [Disable] is specified by default.

[Default Settings] - [Barcode Settings]

To display: **Administrator mode** - [Print] - [Default Settings] - [Barcode Settings]

Configure the bar code font settings.

Item	Description
[Width of the Bar]	Specify the line width for bar code font. [0] is specified by default.
[Width of the Space]	Specify the space width for bar code font. [0] is specified by default.



Tips

An optional **i-Option LK-106** is required to use the bar code font.

[Font/Form]

To display: **Administrator mode** - [Print] - [Font/Form]

Enables you to check the font, form and profile information saved on this machine.

Item	Description
[PCL Font]	Displays the list of PCL fonts saved on this machine.
[PostScript Font]	Displays the list of PS fonts saved on this machine.
[Form Overlay]	Displays the list of forms saved on this machine.

[Download Font/Form]

To display: **Administrator mode** - [Print] - [Download Font/Form]

Manage the fonts, forms and profiles that are saved on the HDD of this machine.

Item	Description
[PostScript Font]	Manage the PostScript fonts.
[Download Post-Script Font]	Download PostScript fonts to the HDD of this machine. Specify the storage location and the font to be downloaded, and click [Download].
[Delete PostScript Font]	Delete the PostScript fonts that are saved on the HDD of this machine. In the list of PostScript fonts, select the check box of the font you want to delete, and click [Delete].
[Form Overlay]	Manage the forms.
[Download Form Overlay]	Download forms to the HDD of this machine. Specify the storage location and the form to be downloaded, and click [Download].
[Delete Form Overlay]	Delete the forms that are saved on the HDD of this machine. In the list of forms, select the check box of the form you want to delete, and click [Delete].

[Report Types]

To display: **Administrator mode** - [Print] - [Report Types] - [Report Types]

Prints various reports. Select the report that you want to print, and click [Print].

Item	Description
[Configuration Page]	Prints a list that contains information and settings of this machine.
[PCL Font Page]	Prints the PCL font list.
[PostScript Font Page]	Prints the PostScript font list.
[Statistics Page]	Prints a list that contains statistics information, such as the number of pages printed.
[Directory Listing Page]	Prints a list of HDD directories.

[Direct Print]

To display: **Administrator mode** - [Print] - [Direct Print] - [Direct Print]

Prints the file on the computer by directly sending it to this machine.

For details, refer to Chapter 4 "Printing without Using the Printer Driver" in [User's Guide: Print Functions].

1.5.5 [Storage] tab

[Scan to HDD]

To display: **Administrator mode** - [Storage] - [Scan to HDD]

Enables you to check, download, or delete the data saved by the Save to HDD function.

For details, refer to Chapter 6 "Saving a file in the HDD of this Machine (Save to HDD)" in [User's Guide: Scan Functions].

[PC-Fax]

To display: **Administrator mode** - [Storage] - [PC-Fax]

Enables you to print, download, or delete fax documents saved by PC-Fax RX or Memory RX.

For details, refer to Chapter 6 "Receiving Options" in [User's Guide: Fax Functions].

1.5.6 [Address] tab

[Address Book]

To display: **Administrator mode** - [Address] - [Address Book] - [Address Book List]

Enables you to register frequently-used destinations on this machine. Also, it enables you to confirm or edit the registered content of the destination registered on this machine.

To register an address, click [New Registration]. For details on registration information, refer to page 2-25.

[Group]

To display: **Administrator mode** - [Address] - [Group] - [Group List]

Enables you to register multiple destinations as a group. Also, it enables you to confirm or edit the registered content of the group destination registered on this machine.

To register a group address, click [New Registration]. For details on registration information, refer to page 2-29.

[Program]

To display: **Administrator mode** - [Address] - [Program] - [Program List]

Enables you to register a combination of frequently used option settings as a recall key (program). Also, it enables you to confirm or edit the registered information of the program that is saved on this machine.

To register a program, click [Edit]. For details on registration information, refer to page 2-29.

[Subject]

To display: **Administrator mode** - [Address] - [Subject] - [Subject List]

Enables you to register subjects that are used when E-mails are being sent. Also, it enables you to confirm or edit the registered information of the title that is saved on this machine.

To register a subject, click [Edit], then enter a subject to be registered (using up to 64 characters).

Tips

- Up to 10 subjects can be registered, and a subject can be selected from them before transmission.
- By selecting [E-mail Default] in the subject list, you can specify the default subject that is used for E-mail transmission.

[Text]

To display: **Administrator mode** - [Address] - [Text] - [Text List]

Enables you to register body messages that are used when sending E-mails. Also, it enables you to confirm or edit the registered information of the body that is saved on this machine.

To register message text, click [Edit], then enter message text to be registered (using up to 256 characters).

 **Tips**

- Up to 10 bodies can be registered, and a body can be selected from them before transmission.
- By selecting [E-mail Default] in the body list, you can specify the default body that is used for E-mail transmission.

1.5.7 [Network] tab**[General Settings] - [Network Interface Settings]**

To display: **Administrator mode** - [Network] - [General Settings] - [Network Interface Settings]

(This menu is displayed when the optional **Network Interface Card** is installed.)

Select the type of the network to be connected.

Item	Description
[Network Type]	Select the type of the network to be connected to this machine. [Ethernet] is specified by default.

[General Settings] - [Ethernet Settings]

To display: **Administrator mode** - [Network] - [General Settings] - [Ethernet Settings]

(This menu is displayed when [Ethernet] is selected in **Administrator mode** - [Network] - [General Settings] - [Network Interface Settings] - [Network Type].)

Specify the network speed, and check the MAC address.

Item	Description
[Speed/Duplex]	Select the network speed according to your environment. Selecting [Auto] enables communication in all network environments. [100Mbps Half Duplex] is specified by default.
[MAC Address]	Displays the MAC address of the network interface card of this machine.

[General Settings] - [Wireless LAN Settings]

To display: **Administrator mode** - [Network] - [General Settings] - [Wireless LAN Settings]

(This menu is displayed when [Wireless LAN] is selected in **Administrator mode** - [Network] - [General Settings] - [Network Interface Settings] - [Network Type].)

Manually configure a setting to connect this machine to the wireless LAN environment.

Item	Description
[SSID]	Enter the SSID of the access point to be connected to this machine (using up to 32 byte ASCII characters).
[Authentication/Encryption Algorithm]	Select the algorithm used for authentication or encryption. [None] is specified by default.
[WEP Key]	Specify the WEP key when [WEP] is selected in [Authentication/Encryption Algorithm]. <ul style="list-style-type: none"> • [Key Input Method]: Select a WEP key input method. [Text 5 Characters] is specified by default. • [Select Key]: Select the required one of the WEP keys registered using [WEP Key 1] to [WEP Key 4]. [1] is specified by default. • [WEP Key 1] to [WEP Key 4]: Enter WEP keys.

Item	Description
[Pass Phrase Input Method]	Select a passphrase entry method when an algorithm other than [WEP] or [802.1X] is selected in [Authentication/Encryption Algorithm]. [Text 8-63 Characters] is specified by default.
[Pass Phrase]	Enter the passphrase when an algorithm other than [WEP] or [802.1X] is selected in [Authentication/Encryption Algorithm] (using up to 64 byte ASCII characters).
[Enable 2040COEX]	Select [Enable] to attempt high-speed communication at 40 MHz. [Disable] is specified by default.

Tips

The wired network is not available if this machine is used as a wireless LAN adapter.

[General Settings] - [Wireless LAN Status]

To display: **Administrator mode** - [Network] - [General Settings] - [Wireless LAN Status]

(This menu is displayed when [Wireless LAN] is selected in **Administrator mode** - [Network] - [General Settings] - [Network Interface Settings] - [Network Type].)

You can check the communication status of the wireless LAN environment.

Item	Description
[Status]	Displays the connection status.
[SSID]	Displays the SSID.
[Speed]	Displays the communication speed.
[Authentication/Encryption Algorithm]	Displays the specified algorithm.
[Strength]	Displays the radio field intensity.
[Mac Address]	Displays the MAC address of this machine.

[General Settings] - [Wireless LAN Settings (AP mode)]

To display: **Administrator mode** - [Network] - [General Settings] - [Wireless LAN Settings (AP mode)]

(This menu is displayed when [Ethernet+Wireless LAN (AP mode)] or [Ethernet+Wireless LAN (Wi-Fi Direct mode)] is selected in **Administrator mode** - [Network] - [General Settings] - [Network Interface Settings] - [Network Type].)

Manually configure a setting to connect this machine to the wireless LAN environment in access point mode.

Item	Description
[SSID]	Enter the SSID of this machine (using ASCII characters of up to 32 bytes). If [Ethernet+Wireless LAN (AP mode)] is selected in [Network Type], the SSID of the access point is used. If [Ethernet+Wireless LAN (Wi-Fi Direct mode)] is selected in [Network Type], the SSID for Wi-Fi Direct connection is used. The SSID specified here is displayed on the Wi-Fi Direct (setting) screen of the terminal that is compatible with Wi-Fi Direct. If you cannot connect to this machine by specifying the SSID on the Wi-Fi Direct (setting) screen, specify [Virtual SSID] on the Wi-Fi (setting) screen to establish a connection.
[Virtual SSID]	Displays the automatically generated virtual SSID if [Ethernet+Wireless LAN (Wi-Fi Direct mode)] is selected in [Network Type]. This option is used to connect a terminal that is incompatible with Wi-Fi Direct to this machine. A virtual SSID is displayed on the Wi-Fi Direct (setting) screen of the terminal that is incompatible with Wi-Fi Direct. The virtual SSID is indicated by "DIRECT-XXXXXX" (XXXXXX indicates a combination of random alphanumeric characters and the specified value of [SSID]).
[Authentication/Encryption Algorithm]	Select the algorithm used for authentication or encryption. [None] is specified by default.

Item	Description
[WEP Key]	Specify the WEP key when [WEP] is selected in [Authentication/Encryption Algorithm]. <ul style="list-style-type: none"> [Key Input Method]: Select a WEP key input method. [Text 5 Characters] is specified by default. [Select Key]: Select the required one of the WEP keys registered using [WEP Key 1] to [WEP Key 4]. [1] is specified by default. [WEP Key 1] to [WEP Key 4]: Enter WEP keys.
[Pass Phrase Input Method]	Select a passphrase entry method when an algorithm other than [WEP] is selected in [Authentication/Encryption Algorithm]. [Text 8-63 Characters] is specified by default.
[Pass Phrase]	Enter the passphrase when an algorithm other than [WEP] is selected in [Authentication/Encryption Algorithm] (using up to 64 byte ASCII characters).
[Pass Phrase AutomaticRenewal]	Select whether or not to automatically update the passphrase. [Enable] is specified by default.
[Renewal Period]	Specify the interval to update the passphrase. [60] minutes is specified by default.
[Enable 2040COEX]	Select [Enable] to attempt high-speed communication at 40 MHz. [Disable] is specified by default.
[Wireless Channel]	Set a wireless LAN channel. [Auto] is specified by default.
[ANY Connection]	Select whether or not to allow ANY connection. [Enable] is specified by default.
[DHCP Server]	Select whether to use the DHCP server function. [Enable] is specified by default.
[IPv4 Lease Address]	Specify the range of the IPv4 address to be leased by the DHCP server when [Enable] is selected in [DHCP Server]. <ul style="list-style-type: none"> [Start Address]: Enter the IP address at the head. [End Address]: Enter the IP address at the end.
[Subnet Mask]	Enter the subnet mask when [Enable] is selected in [DHCP Server].
[Lease Period]	Enter the lease period when [Enable] is selected in [DHCP Server]. [4294967295] seconds is specified by default.
[MAC Address Filtering]	Restricts wireless LAN adapters that can be connected to the access point using the MAC address. Enter the MAC addresses of wireless LAN adapters that can be connected to the access point. MAC addresses of up to 16 devices can be registered. This option is displayed if [Ethernet+Wireless LAN (AP mode)] is selected in [Network Type].
[Concurrent Connection Device Setting]	Enter the number of devices that can be connected simultaneously to the access point. [5] devices is specified by default.
[Radio Field Intensity Setting]	Select the radio field intensity of the access point from three levels (Weak, Middle, and Strong). [Strong] is specified by default.
[Connected Device Display Setting]	Displays a list of names and MAC addresses of wireless LAN adapters that are connected to the access point.
[TCP/IP Settings]	Configure settings to connect this machine to the network using TCP/IP.
[IPv4 Settings]	Configure IPv4 settings to connect this machine to the wireless network using IPv4. <ul style="list-style-type: none"> [IP Address]: Enter the fixed IP address assigned to the machine. [Subnet Mask]: Enter the subnet mask.
[IPv6 Settings]	Configure IPv6 settings to connect this machine to the wireless network using IPv6. <ul style="list-style-type: none"> [Link Local Address]: Displays the link-local address. The link-local address is automatically specified from the MAC address of this machine.


Tips

- If this machine is used as a wireless LAN access point, communications can only be established with a computer and mobile terminal. In addition, up to five devices can be connected to this machine simultaneously.
- For the wireless network address when this machine is used as a wireless LAN access point, specify a network address that is different from that of the backbone network. If the same network address is set for both the wireless network and backbone network, a transmission from this machine to the backbone network will be disabled.
- For details on the Wi-Fi Direct connection method, refer to the user's guide of your terminal.

[General Settings] - [Local Interface Settings]

To display: **Administrator mode** - [Network] - [General Settings] - [Local Interface Settings]

Change the time-out time to limit a communication with the computer.

Item	Description
[I/O Timeout]	When this machine is connected via a USB device to the computer, change the communication time-out time if necessary. [60] sec. is specified by default.

[TCP/IP Settings] - [TCP/IP Settings]

To display: **Administrator mode** - [Network] - [TCP/IP Settings] - [TCP/IP Settings]

Configure the TCP/IP settings.

Item	Description
[TCP/IP]	Select whether or not to use TCP/IP. [Enable] is specified by default.
[LPD]	Select whether or not to use LPD (Line Printer Daemon). [Enable] is specified by default.
[SLP]	Select whether or not to use SLP (Service Location Protocol). [Enable] is specified by default.
[LLMNR]	Select whether or not to use LLMNR (Link-local Multicast Name Resolution). [Enable] is specified by default.

[TCP/IP Settings] - [IPv4 Settings]

To display: **Administrator mode** - [Network] - [TCP/IP Settings] - [IPv4 Settings]

Assign an IP address (IPv4) to this machine.

Item	Description
[IP Address Setting Method]	When automatically specifying the IP address, select the method for automatic retrieval. <ul style="list-style-type: none"> [DHCP]: [ON] (selected) is specified by default. [BootP]: [OFF] (not selected) is specified by default. [ARP/PING]: [OFF] (not selected) is specified by default. [Auto IP]: Fixed to [ON] (selected).
[IP Address]	When manually specifying the IP address, enter the fixed IP address.
[Subnet Mask]	When manually specifying the IP address, enter the subnet mask.
[Default Gateway]	When manually specifying the IP address, enter the default gateway.
[Domain Name Automatic Acquisition]	When using the DHCP or other protocols, select whether or not to automatically retrieve the domain name. [Enable] is specified by default.
[DNS Server Automatic Acquisition]	Select whether or not to automatically obtain the address of the DNS server. [Enable] is specified by default.

[TCP/IP Settings] - [IPv6 Settings]

To display: **Administrator mode** - [Network] - [TCP/IP Settings] - [IPv6 Settings]

Assign an IP address (IPv6) to this machine.

Item	Description
[IPv6]	Select whether or not to use IPv6. [Enable] is specified by default.
[Auto Setting]	Select whether or not to automatically assign the IPv6 global address of this machine. [Enable] is specified by default.
[Link Local Address]	Displays the link-local address that is automatically specified from the MAC address of this machine.
[Global Address]	When manually specifying the IPv6 address, enter the IPv6 global address.
[Gateway Address]	When manually specifying the IPv6 address, enter the gateway address.
[DHCPv6]	Select whether or not to automatically assign the IPv6 global address using DHCPv6. [Enable] is specified by default.
[DNS Server Automatic Acquisition]	Select whether or not to automatically obtain the address of the DNS server. When using DHCPv6, the DNS server address can be specified automatically. [Enable] is specified by default.
[Search Domain Name Automatic Acquisition]	When using the DHCP or other protocols, select whether or not to automatically retrieve the domain name. [Enable] is specified by default.
[NTP Server Automatic Acquisition]	In the IPv6 environment, select whether or not to automatically specify the NTP server address by DHCPv6. [Enable] is specified by default.

[TCP/IP Settings] - [RAW Port Settings]

To display: **Administrator mode** - [Network] - [TCP/IP Settings] - [RAW Port Settings]

Specify a RAW port number required for Port9100 printing.

Item	Description
[RAW Port]	Select whether or not to use the RAW port. [Enable] is specified by default.
[Port Number]	If necessary, change the RAW port number. [9100] is specified by default.
[Bidirectional]	Select whether or not to enable bidirectional communication of the RAW port. [Disable] is specified by default.

[TCP/IP Settings] - [DNS Settings]

To display: **Administrator mode** - [Network] - [TCP/IP Settings] - [DNS Settings]

Configure the DNS settings when a DNS server is used.

Item	Description
[Host Name]	Enter the host name of this machine (using ASCII characters of up to 63 bytes, including only - for symbol marks). If your DNS server does not support the Dynamic DNS function, register the host name of this machine on the DNS server.
[Domain Name]	When not automatically retrieving the default domain name, enter the default domain name of this machine (using ASCII characters of up to 63 bytes, including only hyphens (-) and periods (.) for symbol marks).
[DNS Server Address (IPv4)]	Enter the address (IPv4) of your DNS server. You can register up to three addresses.
[DNS Server Address (IPv6)]	Enter the address (IPv6) of your DNS server. You can register up to three addresses.
[Search Domain Name]	If the search domain name is not automatically retrieved, enter the search domain name of this machine (using ASCII characters of up to 251 bytes, including only hyphens (-) and periods (.) for symbol marks).
[Dynamic DNS]	Select whether or not to enable the Dynamic DNS function. When your DNS server supports the Dynamic DNS function, the specified host name can be automatically registered on the DNS server or changes can be automatically updated as long as [Enable] is selected. [Disable] is specified by default.

[E-mail Settings] - [E-mail TX (SMTP)]

To display: **Administrator mode** - [Network] - [E-mail Settings] - [E-mail TX (SMTP)]

Configure the settings on the E-mail transmission function of this machine.

Item	Description
[E-mail TX (SMTP)]	Configure the settings to send an E-mail from this machine.

Item	Description
[E-mail TX (SMTP)]	Select whether or not to send an E-mail from this machine. [Enable] is specified by default.
[Scan to E-mail]	Select whether or not to use the E-mail transmission function. Using this function, you can send the scanned original data as an E-mail attachment. [Enable] is specified by default.
[E-mail Notification]	Select whether or not to use the E-mail notification function. If a warning such as paper addition, toner replacement, or paper jam occurs on this machine, it can be sent to a registered E-mail address. [Enable] is specified by default.
[Total Counter Notification]	Select whether or not to use the total counter notification function. Using this function, you can send counter information managed by this machine to the registered E-mail address. [Enable] is specified by default.
[SMTP Server Automatic Acquisition]	When using the DNS server, select whether or not to automatically retrieve the E-mail server (SMTP) address. [Disable] is specified by default.
[SMTP Server Address]	Enter the address of your E-mail server (SMTP). Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" <p> Note To specify [SMTP Server Address], you need to enter [Device E-mail Address].</p>
[Port Number]	If necessary, change the port number of the E-mail server (SMTP). [25] is specified by default.
[SSL/TLS]	Select the method to encrypt communications with the E-mail server (SMTP). Select [Enable] or [Start TLS] according to your environment. [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. This is required when [Enable] is selected in [SSL/TLS]. [465] is specified by default.
[Connection Time-out]	Change the time-out time to communicate with the E-mail server (SMTP), if necessary. [60 sec.] is specified by default.
[Administrator E-mail Address]	Displays the E-mail address of the administrator.
[Device E-mail Address]	Enter the E-mail address of this machine (using ASCII characters of up to 320 bytes).
[Max Mail Size]	Select whether or not to limit the maximum E-mail size. [No Limit] is specified by default.
[Server Capacity]	If you select [Limit] in [Max Mail Size], enter the maximum E-mail size that is available in the E-mail server (SMTP). E-mails that have been exceeded the specified size will be discarded.
[Binary Division]	Select whether or not to divide a large E-mail before sending it. This item is necessary if the maximum capacity of an E-mail to be sent is restricted in the E-mail server. [Off] is specified by default.
[Divided Mail Size]	Enter the size to divide an E-mail when selecting [On] in [Binary Division]. [500] KB is specified by default.
[POP Before SMTP]	Configure the setting if your environment requires the POP Before SMTP Authentication for sending an E-mail.

Item	Description
[POP Before SMTP]	Select whether or not to use POP before SMTP. Configure the setting if your environment requires the POP Before SMTP Authentication for sending an E-mail. [Disable] is specified by default.
[POP Before SMTP Time]	If necessary, change the waiting time until starting E-mail transmission after the POP authentication is successful. [5] sec. is specified by default.
[SMTP Authentication]	Configure the setting if your environment requires the SMTP authentication for sending an E-mail.
[SMTP Authentication]	Select whether or not to use SMTP authentication. [Disable] is specified by default.
[SMTP Authentication method setting]	When using SMTP authentication, specify whether or not to enable the following authentication methods. <ul style="list-style-type: none"> • [Kerberos] • [NTLM v1] • [Digest-MD5] • [CRAM-MD5] • [LOGIN] • [PLAIN] [Enable] is specified by default in every case.
[Account]	When you have selected [Enable] in [SMTP Authentication], enter the user ID for SMTP authentication (using up to 255 bytes).
[Password]	When you have selected [Enable] in [SMTP Authentication], enter the password (using up to 128 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Domain Name]	When you have selected [Enable] in [SMTP Authentication], enter the domain name (realm) for SMTP authentication (using ASCII characters of up to 255 bytes). This item is necessary when the SMTP authentication method is Digest-MD5.
[Authentication Setting]	Select whether to synchronize the SMTP authentication with the user authentication of this machine. This item is necessary when the user authentication is installed on this machine. <ul style="list-style-type: none"> • [Use User Authentication]: Uses the user name and password of the user registered in this machine as [Account] and [Password] for SMTP authentication. • [Use SMTP Authentication Setting]: Uses the values you entered in [Account] and [Password]. [Use SMTP Authentication Setting] is specified by default.

[E-mail Settings] - [E-mail RX (POP)]

To display: **Administrator mode** - [Network] - [E-mail Settings] - [E-mail RX (POP)]

Configure the settings on the E-mail reception function of this machine.

Item	Description
[E-mail RX (POP)]	Select whether or not to enable this machine to receive E-mails. [Enable] is specified by default.
[POP Server Address]	Enter the address of your E-mail server (POP). Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the port number of the E-mail server (POP). [110] is specified by default.
[SSL/TLS]	Select whether or not to use SSL for communication with the E-mail server (POP). [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. [995] is specified by default.

Item	Description
[Login Name]	Enter the login name when E-mails are received using the E-mail server (POP) (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using ASCII characters of up to 15 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Connection Timeout]	Change the time-out time to communicate with the E-mail server (POP), if necessary. [60 sec.] is specified by default.
[APOP Authentication]	Select whether or not to enable APOP authentication when logging in to the E-mail server (POP). This item is available when using APOP in your environment. [Disable] is specified by default.
[Auto Check of Arrival]	Select whether or not to check for incoming E-mails by periodically connecting this machine to the E-mail server (POP). [Disable] is specified by default.
[Polling Rate]	Specify the interval to connect to the E-mail server (POP) when [Enable] is selected in [Auto Check of Arrival]. [15] minutes is specified by default.

[E-mail Settings] - [S/MIME]

To display: **Administrator mode** - [Network] - [E-mail Settings] - [S/MIME]

Configure settings to enable use of S/MIME on this machine.

Item	Description
[S/MIME]	Select whether or not to use S/MIME. [Disable] is specified by default.
[Digital Signature]	To add digital signature when E-mails are being sent, select a method to add it. <ul style="list-style-type: none"> [Do not add signature]: Does not add the signature. [Always add signature]: Always adds the signature. The digital signature is automatically added without performing special setting before sending an E-mail. [Select when sending]: The user must select whether or not to add digital signature before sending an E-mail. [Do not add signature] is specified by default.
[E-mail Text Encryption Method]	Select the method to encrypt the E-mail text. [3DES] is specified by default.
[Digital Signature Type]	To add a digital signature when sending E-mails, select its authentication method. [SHA-1] is specified by default.

[LDAP Settings] - [LDAP Settings]

To display: **Administrator mode** - [Network] - [LDAP Settings] - [LDAP Settings]

Configure settings so that you can search for a destination from the LDAP server.

Item	Description
[LDAP]	Select whether or not to use the LDAP server to search for a destination. [Disable] is specified by default.

[LDAP Settings] - [LDAP Server Registration]

To display: **Administrator mode** - [Network] - [LDAP Settings] - [LDAP Server Registration]

Register the LDAP server used to search for a destination.

Item	Description
[LDAP Server Registration]	Register the LDAP server used to search for a destination.

Item	Description
[Server Address]	Enter the LDAP server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the LDAP server port number. [389] is specified by default.
[SSL/TLS]	Select whether or not to use SSL for communication with the LDAP server. [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. [636] is specified by default.
[Search Base]	Specify the starting point to search for a user to be authenticated (using ASCII characters of up to 255 bytes). The range from the entered origin point, including the following tree structure, is searched. Example of entry: "cn=users,dc=example,dc=com"
[Timeout]	If necessary, change the time-out time to limit a communication with the LDAP server. [60] sec. is specified by default.
[Max. Search Result]	Change the maximum number of destinations to be displayed as search results, if necessary. [100] is specified by default.
[Authentication Method]	Select the authentication method to log in to the LDAP server. Select one appropriate for the authentication method used for your LDAP server. [anonymous] is specified by default.
[Login Name]	Log in to the LDAP server, and enter the login name to search for a destination (using up to 255 bytes).
[Password]	Enter the password (using up to 128 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Domain Name]	Enter the domain name to log in to the LDAP server (using ASCII characters of up to 64 bytes). If [GSS-SPNEGO] is selected in [Authentication Method], enter the domain name of Active Directory.
[Select Server Authentication Method]	Select the LDAP server authentication method. <ul style="list-style-type: none"> • [Set Value]: Use the settings of [Login Name], [Password], and [Domain Name]. • [Dynamic Authentication]: The system prompts you to enter the user name and password when Address Search (LDAP) is carried out. [Set Value] is specified by default.
[Use Referral]	Select whether or not to use the referral function, if necessary. Make an appropriate choice to fit the LDAP server environment. [On] is specified by default.
[Search Condition Attributes]	Select attributes to be specified when the LDAP search is carried out. The setting can be switched between [Name] (cn) and [Nickname] (displayName). [Name] is specified by default.
[Initial Setting for Search Details]	Specify LDAP search conditions. [OR] is specified by default in every case.

[HTTP Settings] - [HTTP Server Settings]

To display: **Administrator mode** - [Network] - [HTTP Settings] - [HTTP Server Settings]

Configure the settings on the HTTP server function of this machine.

Item	Description
[HTTP Server]	Select whether or not to use this machine as an HTTP server. If you select [Disable], you cannot use Web Connection . [Enable] is specified by default.

Item	Description
[Port Number]	If necessary, change the HTTP server port number. [80] is specified by default.
[SSL/TLS]	Select whether or not to use SSL for communication with the HTTP server. [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. [443] is specified by default.

[IPP Settings]

To display: **Administrator mode** - [Network] - [IPP Settings] - [IPP Settings]

Configure the operating environment for IPP printing.

Item	Description
[IPP Print]	Select whether or not to use IPP printing. [Enable] is specified by default.
[Accept IPP Job]	Select whether or not to enable reception of the IPP job. [Enable] is specified by default.
[Printer Name]	If necessary, enter a printer name of this machine (using up to 127 bytes).
[Printer Location]	If necessary, enter the installation location of this machine (using up to 127 bytes).
[Printer Information]	If necessary, enter the printer information of this machine (using up to 127 bytes).
[Printer URI]	Displays the URI of the printers that can print data using the IPP.
[Operational Support]	Select whether or not to allow the following IPP operations. <ul style="list-style-type: none"> • [Print Job]: Allows a print job. • [Validate Job]: Allows you to check a valid job. • [Cancel Job]: Allows you to cancel a job. • [Get Job Attributes]: Allows you to obtain job attributes. • [Get Jobs]: Allows you to obtain a list of job attributes. • [Get Print Attributes]: Allows you to obtain printer attributes. [ON] (selected) is specified by default in every case.
[IPP Authentication]	Select the IPP authentication method. [Requesting-user-name] is specified by default.
[User Name]	Enter the user name (using ASCII characters of up to 20 bytes, excluding a colon (:)). This entry is required if you have selected [Basic] or [Digest] in [IPP Authentication].
[Password]	Enter the password (using ASCII characters of up to 20 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password. This entry is required if you have selected [Basic] or [Digest] in [IPP Authentication].
[Realm]	Enter the domain (realm) (using ASCII characters of up to 127 bytes). This entry is required if you have selected [Digest] in [IPP Authentication].

[FTP Settings] - [FTP Server Settings]

To display: **Administrator mode** - [Network] - [FTP Settings] - [FTP Server Settings]

To use application software with which the FTP server of this machine is used to communicate, configure the FTP server.

Item	Description
[FTP Server]	Select whether or not to use the FTP server function of this machine. [Disable] is specified by default.
[Port Number]	If necessary, change the FTP server port number. [21] is specified by default.

Item	Description
[Command Prohibit]	Select a command to deny a receiving job from an FTP client when using the FTP server of this machine. Set this option to return an error when a PORT/EPRT command or PASV/EPST command is sent from an FTP client to this machine. [Allow] is specified by default.
[PORT Command Enhanced Security]	Select whether or not to enable the security of this machine against FTP bounce attacks. This option is not available if [Command Prohibit] is set to [PORT/EPRT]. When a PORT/EPRT command is sent from an FTP client, the data connection is established only if both of the following conditions are satisfied: <ul style="list-style-type: none"> • A port number less than 1024 is not specified. • The IP address specified by the command is same as that specified when a control connection is established. [Enable] is specified by default.

[FTP Settings] - [FTP TX Settings]

To display: **Administrator mode** - [Network] - [FTP Settings] - [FTP TX Settings]

Configure settings to enable use of the FTP transmission function on this machine.

Item	Description
[FTP TX]	Select whether or not to use the FTP transmission function of this machine. Selecting this option sends the scanned original data to the FTP server. [Enable] is specified by default.
[Connection Timeout]	If necessary, change the time-out time to limit a communication with the FTP server. [60] sec. is specified by default.
[Proxy Server Address]	To access to the FTP server via a proxy server, enter the proxy server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Proxy Server Port Number]	If necessary, change the proxy server port number. [21] is specified by default.

[SNMP Settings]

To display: **Administrator mode** - [Network] - [SNMP Settings] - [SNMP Settings]

Configure the settings for obtaining the machine information and monitoring the machine using SNMP (Simple Network Management Protocol).

Item	Description
[SNMP Settings]	Configure the SNMP settings.
[SNMP]	Select whether or not to use SNMP. [Enable] is specified by default.
[SNMP v1/v2c (IP)]	Select whether or not to use SNMP v1 or SNMP v2. [Enable] is specified by default.
[SNMP v3 (IP)]	Select whether or not to use SNMP v3. [Enable] is specified by default.
[UDP Port]	If necessary, change the UDP port number. [161] is specified by default.
[SNMP v1/v2c Settings]	Configure the SNMP v1/v2c settings.

Item	Description
[Read Community Name]	Enter a read-only community name (using ASCII characters of up to 15 bytes, excluding spaces, \, ' , " , and #). [public] is specified by default.
[Write]	Select whether or not to enable the read and write functions. [Enable] is specified by default.
[Write Community Name]	If [Write] is set to [Enable], enter the community name in the read-write enable state (using ASCII characters of up to 15 bytes, excluding spaces, \, ' , " , and #). [private] is specified by default.
[SNMP v3 Settings]	Configure the SNMP v3 settings.
[Context Name]	Enter a context name (using ASCII characters of up to 63 bytes, excluding spaces, \, ' , " , and #).
[Discovery]	Select whether or not to allow a user for detection. [Enable] is specified by default.
[Discovery User Name]	If [Discovery] is set to [Enable], enter a user name for detection (using ASCII characters of up to 32 bytes, excluding spaces, \, ' , " , and #). [public] is specified by default.
[Read User Name]	Enter a read-only user name (ASCII characters of up to 32 bytes, excluding spaces, \, ' , " , and #). [initial] is specified by default.
[Security Level]	Select a security level for the read-only user. [Auth-password/Priv-password] is specified by default.
[auth-password]	Enter an authentication password for the read-only user (using ASCII characters between 8 and 32 bytes, excluding spaces, \, ' , " , and #). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[priv-password]	Enter a privacy password for the read-only user (using ASCII characters between 8 and 32 bytes, excluding spaces, \, ' , " , and #). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Write User Name]	Enter a user name used by the read and write user (using ASCII characters of up to 32 bytes, excluding spaces, \, ' , " , and #). [restrict] is specified by default.
[Security Level]	Select a security level of the read and write user. [Auth-password/Priv-password] is specified by default.
[auth-password]	Enter an authentication password for the read and write user (using ASCII characters between 8 and 32 bytes, excluding spaces, \, ' , " , and #). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[priv-password]	Enter a privacy password for the read and write user (using ASCII characters between 8 and 32 bytes, excluding spaces, \, ' , " , and #). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Encryption Algorithm]	Select an encryption algorithm. [DES] is specified by default.
[Authentication Method]	Select an authentication algorithm. [MD5] is specified by default.
[Trap Settings]	Configure the settings on the SNMP TRAP function.
[Allow Setting]	Select whether or not to allow a notification of the status of this machine using the SNMP TRAP function. [Enable] is specified by default.
[Trap Setting when Authentication Fails]	Select whether or not to send TRAP when authentication fails. [Disable] is specified by default.

[SMB Settings] - [WINS/NetBIOS Settings]

To display: **Administrator mode** - [Network] - [SMB Settings] - [WINS/NetBIOS Settings]

Register the WINS server when it is installed to resolve the name.

Item	Description
[WINS/NetBIOS]	Select whether or not to use the WINS server. [Enable] is specified by default.
[WINS Automatic Retrieval]	Select whether or not to automatically obtain the address of the WINS server. This item is necessary when DHCP is enabled. [Enable] is specified by default.
[WINS Server Address 1] [WINS Server Address 2]	Enter the WINS server address when manually specifying it. Use the following entry formats. <ul style="list-style-type: none"> • Example of entry: "192.168.1.1"
[Node Type]	Select the name resolution method. <ul style="list-style-type: none"> • [B Node]: Query by broadcast. • [P Node]: Makes inquiries to the WINS server. • [M Node]: Makes inquiries to the broadcast and WINS server in sequence. • [H Node]: Makes inquiries to the WINS server and broadcast in sequence. [H Node] is specified by default.

[SMB Settings] - [SMB Client Settings]

To display: **Administrator mode** - [Network] - [SMB Settings] - [SMB Client Settings]

Configure settings to enable use of the SMB client function of this machine.

Item	Description
[SMB Client]	Select whether or not to use the SMB client function of this machine. Using this function, you can to send the scanned original data to a shared folder of a computer. [Enable] is specified by default.
[Authentication]	Select an authentication method for SMB transmission according to your environment. <ul style="list-style-type: none"> • [NTLM v1]: Performs the NTLMv1 authentication. This option is available in the NT domain environment. • [NTLM v2]: Performs NTLMv2 authentication. This option is available in the NT domain environment. • [NTLMv1/v2]: Performs NTLM v1 authentication when NTLM v2 authentication fails. This option is available in the NT domain environment. • [Kerberos]: Performs Kerberos authentication. This option is available in the Active Directory domain environment. • [Kerberos, NTLMv1/v2]: NTLM v2 authentication is performed when Kerberos authentication fails, and NTLM v1 authentication is performed when NTLM v2 authentication fails. This option is available when both the Active Directory and NT domains are specified. [NTLM v1] is specified by default.
[DFS]	Select whether or not to use DFS when the distributed file system (DFS) is employed. [Enable] is specified by default.
[Default Domain Name]	Enter the default domain name to be added to the destination host name when data is sent using SMB (using ASCII characters of up to 64 bytes). If the domain name of the destination is not specified by the user when sending data using SMB, the domain name specified here is added. This item is not required when Active Directory is used as an authentication server.

[SMB Settings] - [Direct Hosting Settings]

To display: **Administrator mode** - [Network] - [SMB Settings] - [Direct Hosting Settings]

Select whether or not to enable the direct hosting SMB service. If enabled, you can specify destination using the IP address (IPv4 or IPv6) or host name.

[Enable] is specified by default.

[Web Service Settings] - [Common Settings]

To display: **Administrator mode** - [Network] - [Web Service Settings] - [Common Settings]

Configure settings to detect this machine using the Web service.

Item	Description
[Friendly Name]	Enter the name of this machine to be displayed when this machine is searched for using the Web service through a computer (using up to 127 bytes).
[Secure Mode]	Select whether or not to use the SSL for Web service communication. [Disable] is specified by default.

[Web Service Settings] - [Printer Settings]

To display: **Administrator mode** - [Network] - [Web Service Settings] - [Printer Settings]

Configure settings to perform Web service printing.

Item	Description
[Print Function]	Select whether or not to use the WS print function. [Enable] is specified by default.
[Printer Name]	Enter the name of this machine when using it as a WS printer (using up to 127 bytes, excluding !, \, and ,).
[Printer Location]	If necessary, enter the installation location of the printer (using up to 127 bytes).
[Printer Information]	If necessary, enter the printer information (using up to 127 bytes).

[Web Service Settings] - [Scanner Settings]

To display: **Administrator mode** - [Network] - [Web Service Settings] - [Scanner Settings]

Configure settings to perform Web service scanning.

Item	Description
[Scan Function]	Select whether or not to use the WS scan transmission function. [Enable] is specified by default.
[Scanner Name]	Enter the name of this machine when using it as the WS scanner (using up to 127 bytes).
[Scanner Location]	If necessary, enter the installation location of the scanner (using up to 127 bytes).
[Scanner Information]	If necessary, enter the scanner information (using up to 127 bytes).
[Connection Timeout]	Change the time-out time to limit a communication with the computer if necessary. [120] sec. is specified by default.

[Bonjour Settings]

To display: **Administrator mode** - [Network] - [Bonjour Settings] - [Bonjour Settings]

Configure the Bonjour operating environment when using this machine in the Mac OS control.

Item	Description
[Bonjour]	Select whether or not to use Bonjour. [Enable] is specified by default.
[Printer Name]	Enter a Bonjour name that is to be displayed as the name of connected device (using up to 63 bytes).
[Priority Protocol]	Select the protocol preferentially used for connection by Bonjour. [RAW Port] is specified by default.

[Network Fax Settings] - [Network Fax Function Settings]

To display: **Administrator mode** - [Network] - [Network Fax Settings] - [Network Fax Function Settings]

Select whether or not to use Internet fax.

[Enable] is specified by default.



To use the Internet Fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

[Network Fax Settings] - [Internet Fax RX Ability]

To display: **Administrator mode** - [Network] - [Network Fax Settings] - [Internet Fax RX Ability]

This machine notifies its reception capability when returning a MDN message if you are using the Internet Fax function. If necessary, change the reception capability of this machine, which is notified upon returning a MDN message.

Item	Description
[Compression Type]	Change the compression type of a fax job the machine can receive.
[Paper Size]	Displays the paper size of a fax job the machine can receive.
[Resolution]	Change the resolution of a fax job the machine can receive.



To use the Internet Fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

[Network Fax Settings] - [I-Fax Advanced Setting]

To display: **Administrator mode** - [Network] - [Network Fax Settings] - [I-Fax Advanced Setting]

Configure settings for fax reception confirmation (MDN/DSN) to be sent by this machine if you are using the Internet fax function.

Item	Description
[MDN Request]	Select whether or not to request for fax reception result (MDN request) to the destination. If a MDN request is sent, the recipient machine returns a response message upon reception of a fax, so that you can check that the fax is successfully received by the destination. Also, by receiving a response message from the destination, you can obtain the reception capability information of the destination. When new response message is received from a destination registered in the address book, the capability information is overwritten with new one. [On] is specified by default.
[DSN Request]	Select whether or not to request for fax reception result (DSN request) to the destination mail server. If you select [On] for [MDN Request], priority is given to the MDN request. [Off] is specified by default.
[MDN Response]	Select whether or not to return a response message when a sender requests for fax reception result (MDN request) to this machine. [On] is specified by default.
[MDN/DSN Response Monitoring Setting]	Select this check box to specify the waiting time for a response from the destination after a MDN request or DSN request is sent by this machine. If necessary, change the waiting time for a response from the destination at [Monitoring Time]. If a response message is received after the specified waiting time, the machine ignores the message. [ON] (selected) is specified by default.



To use the Internet Fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

[WebDAV Settings] - [WebDAV Server Settings]

To display: **Administrator mode** - [Network] - [WebDAV Settings] - [WebDAV Server Settings]

Configure settings to enable use of the WebDAV server function of this machine.

Using this machine as a WebDAV server allows you to associate this machine with an application that operates as a WebDAV client.

Item	Description
[WebDAV Server]	Select whether or not to use the WebDAV server function of this machine. [Enable] is specified by default.
[SSL/TLS]	Specify whether or not to use the SSL for communication or not. <ul style="list-style-type: none"> [Non-SSL Only]: Allows only non-SSL communications. [SSL Only]: Allows only SSL communications. [SSL/Non-SSL]: Allows both SSL communication and non-SSL communication. [Non-SSL Only] is specified by default.
[Access Rights Settings]	Specify the password to restrict access to the WebDAV server of this machine (using up to 64 byte ASCII characters). Tapping [Initial Password] returns the password to the default. [sysadm] is specified by default.

[WebDAV Settings] - [WebDAV Client Settings]

To display: **Administrator mode** - [Network] - [WebDAV Settings] - [WebDAV Client Settings]

Configure settings to enable use of the WebDAV client function of this machine.

Item	Description
[WebDAV Client]	Select whether or not to use the WebDAV client function of this machine. Selecting this option sends the scanned original data to the WebDAV server. [Enable] is specified by default.
[Proxy]	To access to the WebDAV server via a proxy server, register your proxy server.
[Proxy Server Address]	To access to the WebDAV server via a proxy server, enter the proxy server address. Use one of the following formats. <ul style="list-style-type: none"> Example of host name entry: "host.example.com" Example of IP address (IPv4) entry: "192.168.1.1" Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Proxy Server Port Number]	If necessary, change the proxy server port number. [8080] is specified by default.
[Proxy Server User Name]	Enter the user name to log in to the proxy server (using ASCII characters of up to 63 bytes).
[Proxy Server Password]	Enter the password (using ASCII characters of up to 63 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Connection Timeout]	If necessary, change the time-out time to limit a communication with the WebDAV server. [60] sec. is specified by default.
[Authentication]	Select an authentication method for WebDAV transmission according to your environment.
[Domain Name]	Enter the default domain name to be added to the destination host name when data is sent using WebDAV (using ASCII characters of up to 64 bytes).

[OpenAPI Settings]

To display: **Administrator mode** - [Network] - [OpenAPI Settings] - [OpenAPI Settings]

To use application software that communicates with this machine via OpenAPI, configure the OpenAPI settings of this machine.

Item	Description
[OpenAPI]	Select whether or not to use OpenAPI on this machine. [Enable] is specified by default.
[OpenAPI External]	Select whether or not to connect to external application software via OpenAPI. [Enable] is specified by default.
[Port Number]	If necessary, change the OpenAPI communication port number. [50001] is specified by default.
[SSL/TLS]	Select whether or not to use SSL for a communication via OpenAPI. This setting is available when the certification of this machine is registered. [Non-SSL Only] is specified by default.
[Port Number (SSL/TLS)]	If necessary, change the SSL communication port number. [50003] is specified by default.
[Authentication]	Select whether or not to authenticate users accessing via OpenAPI. To authenticate, enter the login name and password in [Login Name] and [Password]. [Off] is specified by default.
[Login Name]	Enter the login name that is used for OpenAPI authentication (using ASCII characters of up to eight bytes, excluding symbols).
[Password]	Enter the password that is used for OpenAPI authentication (using ASCII characters of up to eight bytes, excluding symbols). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Proxy]	Configure a setting for the required proxy server if you want associate this machine with a different system that supports OpenAPI.
[Proxy Server Address]	Enter the proxy server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Proxy Server Port Number (HTTP)]	If necessary, change the proxy server port number for HTTP. [8080] is specified by default.
[Proxy Server Port Number (HTTPS)]	If necessary, change the proxy server port number for HTTPS. [8080] is specified by default.
[Proxy Server Port Number (FTP)]	If necessary, change the proxy server port number for FTP. [21] is specified by default.
[Proxy Server User Name]	Enter the user name to log in to the proxy server (using ASCII characters of up to 63 bytes).
[Proxy Server Password]	Enter the password (using ASCII characters of up to 63 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Specified Application Start Setting]	Configure settings for starting the OpenAPI application if you are using an OpenAPI application.
[Specified Application]	Select whether or not to launch only the pre-specified OpenAPI application when this machine has started up. [Disable] is specified by default.  Note When the OpenAPI application is selected in [Default Application Selection], the setting can be changed.
[Default Application Selection]	When you use this function, specify the OpenAPI application to be launched. [None] is selected by default.
[Basic Functions Setting]	When using this function, select whether or not to use the basic functions of this machine. [Restrict] is specified by default.

[TCP Socket Settings]

To display: **Administrator mode** - [Network] - [TCP Socket Settings] - [TCP Socket Settings]

Configure the TCP Socket operating environment.

Item	Description
[TCP Socket]	Select whether or not to use TCP Socket on this machine. [Enable] is specified by default.
[Port Number]	If necessary, change the TCP Socket port number. [59158] is specified by default.
[SSL/TLS]	Select whether or not to use SSL for a communication via TCP Socket. This setting is available when the certification of this machine is registered. [Non-SSL Only] is specified by default. <div style="border: 1px solid black; padding: 2px;"> Note When [Security] - [PKI Settings] - [SSL/TLS Settings] - [SSL/TLS] is set to [Enable], the setting can be changed. </div>
[Port Number (SSL/TLS)]	If necessary, change the SSL communication port number. [59159] is specified by default.

[LLTD Settings]

To display: **Administrator mode** - [Network] - [LLTD Settings] - [LLTD Settings]

Select whether or not to use LLTD (Link Layer Topology Discovery).

Using LLTD, you can display this machine on the network map if your computer is equipped with Windows Vista or later (Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2).

[Enable] is specified by default.

[Machine Update Settings] - [HTTP Proxy Settings]

To display: **Administrator mode** - [Network] - [Machine Update Settings] - [HTTP Proxy Settings]

(To display this menu, ask your service representative to configure necessary settings. For details, contact your service representative.)

When downloading via HTTP to update the main unit, configure settings of the proxy server for HTTP.

Item	Description
[Proxy Server Address]	Enter the proxy server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Proxy Server Port Number]	If necessary, change the proxy server port number. [80] is specified by default.
[Proxy Authentication]	Select whether or not to use proxy authentication. If [Enable] is selected, configure the following settings. [Disable] is specified by default. <ul style="list-style-type: none"> • [Proxy Server User Name]: Enter the user name to log in to the proxy server (using up to 63 byte ASCII characters). • [Proxy Server Password]: Enter the password (using up to 63 byte ASCII characters).

[Web Browser Settings]

To display: **Administrator mode** - [Network] - [Web Browser Settings] - [Web Browser Settings]

(This menu is displayed when the optional **i-Option LK-101 v3** is installed.)

Select whether to enable the Web browser function of this machine.

[Enable] is specified by default.

[IWS Settings]

To display: **Administrator mode** - [Network] - [IWS Settings] - [IWS Settings]

(To display this menu, ask your service representative to configure necessary settings. For details, contact your service representative.)

If the Internal Web Server (IWS) function is enabled, you can transfer Web page contents to this machine and use the machine as a Web server.

Transfer the Web page contents to this machine using WebDAV. You can also use static content and script-base dynamic content to fit your environment.

Item	Description
[IWS Settings]	Select whether or not to use IWS. [Disable] is specified by default.
[Port Number (Web Server)]	If necessary, change the port number used for accessing the Web page contents uploaded to this machine. [8090] is specified by default.
[Port Number (Application Installation)]	If necessary, change the port number to be used for dynamic contents of this machine. [8091] is specified by default.
[Connect IWS Apps to Network]	If Web page contents uploaded to this machine contain dynamic content, such as scripts, select whether or not to allow an external connection to the dynamic content. [Enable] is specified by default.

[AirPrint Setting]

To display: **Administrator Mode** - [Network] - [AirPrint Settings]

Configure settings to print data from an AirPrint-compatible terminal.

Item	Description
[AirPrint]	Select whether or not to use AirPrint. To receive AirPrint print jobs, select [Enable]. [Disable] is specified by default.
[Bonjour Name]	Enter the Bonjour name of this machine, which is to be displayed when the appropriate printer is detected (using up to 63 characters).
[Bonjour Service Name]	Displays the service name of the Bonjour name that is automatically generated from the Bonjour name.
[Location]	Enter the location where this machine is installed (using up to 127 characters).
[Latitude]	Enter the latitude of the location where this machine is installed. If the latitude of the installation location is not known, leave this option blank.
[Longitude]	Enter the longitude of the location where this machine is installed. If the longitude of the installation location is not known, leave this option blank.
[Altitude]	Enter the altitude of the location where this machine is installed. If the altitude of the installation location is not known, leave this option blank.
[Timeout]	Enter the communication timeout. [60] seconds is specified by default.


Tips

If one of the following functions is disabled after the AirPrint function is enabled, the AirPrint function will also be disabled.

- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [HTTP Server Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [IPP Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Setting]
- In the administrator mode of **Web Connection**, [Network] - [IPP Settings] - [Accept IPP Job]

[SSDP Settings]

To display: **Administrator mode** - [Network] - [SSDP Settings] - [SSDP Settings]

Select whether to use the SSDP (Simple Service Discovery Protocol) or not. To use SSDP, change the multicast TTL as necessary.

Using SSDP allows software on the network or other services to search for services which can be supplied by this machine. It also notifies that services have been started on this machine.

This function is available when using services such as OpenAPI.

Item	Description
[SSDP]	Select whether to use SSDP. [Enable] is specified by default.



Configuring the Operating Environment of This Machine

2 Configuring the Operating Environment of This Machine

2.1 Configuring the Scan to E-mail operating environment

Overview

The Scan to E-mail is a function that transmits original data scanned on this machine as an E-mail attachment.

Since this machine supports S/MIME and SSL/TLS encryption, and POP before SMTP authentication, security can be assured.

When using the Scan to E-mail, follow the below procedure to configure the settings.

- 1 Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2 Configuring basic settings for Scan to E-mail
→ For details on configuring the setting, refer to page 2-2.
- 3 Set the following options according to your environment

Purpose	Reference
Communicate with the E-mail server using SSL/TLS	page 2-3
Use of SMTP Authentication when sending E-mails	page 2-3
Use of POP Before SMTP Authentication when sending E-mails	page 2-4
Addition of a digital signature by encrypting E-mails with S/MIME	page 2-5

Configuring basic settings for Scan to E-mail

Register the E-mail server (SMTP) address as well as the E-mail address of this machine.

In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[E-mail TX (SMTP)]	Select [Enable] to transmit E-mails. [Enable] is specified by default.
[Scan to E-mail]	Select [Enable] to use the Scan to E-mail. [Enable] is specified by default.
[SMTP Server Address]	Enter the address of your E-mail server (SMTP). Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the port number of the E-mail server (SMTP). Normally, you can use the original port number. [25] is specified by default.
[Connection Timeout]	Change the time-out time to communicate with the E-mail server (SMTP), if necessary. [60 sec.] is specified by default.
[Device E-mail Address]	Enter the E-mail address of this machine (using ASCII characters of up to 320 bytes). The E-mail address entered here is used as a sender address (From address) of E-mails to be sent from this machine.

Settings	Description
[Max Mail Size]	If you restrict the size of an E-mail to be sent in your environment, select [Limit]. [No Limit] is specified by default.
[Server Capacity]	If you select [Limit] at [Max Mail Size], enter the maximum E-mail size including attachment. E-mails that have been exceeded the specified size will be discarded. If you select [Binary Division] to divide an E-mail, this setting is invalid.
[Binary Division]	Select this check box to divide an E-mail. The E-mail is divided according to the size specified at [Divided Mail Size]. This item is necessary if you occasionally send E-mails exceeding the maximum size specified on the E-mail server side. To read a divided E-mail, the mail soft receiving E-mails must have a function to restore the divided E-mail. The mail soft without the restore function may not read the divided E-mail. [Off] is specified by default.
[Divided Mail Size]	Enter the size to divide an E-mail. This item is necessary when [Binary Division] is enabled. [500] KB is specified by default.



Tips

- The sender E-mail address can be changed on the **Control Panel** before sending the E-mail, if necessary.
- If user authentication is employed on this machine, the E-mail address of the login user is used as the sender's E-mail address.

Using an SSL/TLS communication

Encrypt communications between this machine and the E-mail server (SMTP) using SSL or TLS. This machine supports the SMTP over SSL and Start TLS.

Configure the setting if your environment requires SSL/TLS encryption communication with the E-mail server.

In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[SSL/TLS]	Select the method to encrypt communications with the E-mail server (SMTP). Select [Enable] or [Start TLS] according to your environment. [Disable] is specified by default.
[Port Number (SSL)]	If you select [Enable] in [SSL/TLS], change the communication port number, if necessary. Normally, you can use the original port number. [465] is specified by default.

Using SMTP authentication

Configure the setting if your environment requires the SMTP authentication for sending an E-mail.

If the SMTP authentication is used, the user ID and password is sent from this machine when sending an E-mail to perform authentication.

To use the SMTP authentication, enable the SMTP authentication on this machine. In addition, enter information required for authentication.

In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[SMTP Authentication]	Select [Enable] to use the SMTP authentication. [Disable] is specified by default.

Settings	Description
[SMTP Authentication method setting]	When using SMTP authentication, specify whether or not to enable the following authentication methods. <ul style="list-style-type: none"> • [Kerberos] • [NTLM v1] • [Digest-MD5] • [CRAM-MD5] • [LOGIN] • [PLAIN] [Enable] is specified by default in every case.
[Account]	When you have selected [Enable] in [SMTP Authentication], enter the user ID for SMTP authentication (using up to 255 bytes).
[Password]	When you have selected [Enable] in [SMTP Authentication], enter the password (using up to 128 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Domain Name]	When you have selected [Enable] in [SMTP Authentication], enter the domain name (realm) for SMTP authentication (using ASCII characters of up to 255 bytes). This item is necessary when the SMTP authentication method is Digest-MD5.
[Authentication Setting]	Select whether to synchronize the SMTP authentication with the user authentication of this machine. This item is necessary when the user authentication is installed on this machine. <ul style="list-style-type: none"> • [Use User Authentication]: Uses the user name and password of the user registered in this machine as [Account] and [Password] for SMTP authentication. • [Use SMTP Authentication Setting]: Uses the values you entered in [Account] and [Password]. [Use SMTP Authentication Setting] is specified by default.

Tips

If the user does not enter the password for IC card authentication, it is necessary to enter the password for E-mail transmission even if [Use User Authentication] is selected in [Authentication Setting].

Using POP Before SMTP authentication

Configure the setting if your environment requires the POP Before SMTP Authentication for sending an E-mail.

The POP Before SMTP authentication is a function that performs POP authentication using the E-mail server (POP) before sending an E-mail, and permits E-mail transmission only when the authentication is successful.

To use the POP Before SMTP authentication, enable the POP Before SMTP on this machine. In addition, configure settings for connecting to the E-mail server (POP) that is used for authentication.

- 1 In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[POP Before SMTP]	Select [Enable] to use POP Before SMTP. [Disable] is specified by default.
[POP Before SMTP Time]	If necessary, change the waiting time until starting E-mail transmission after the POP authentication is successful. Depending on your environment, it may take time before the E-mail transmission is permitted after the POP authentication is successful. In that case, if a time period that is too short is specified, E-mail transmission may fail. [5] sec. is specified by default.

- 2** In the administrator mode, select [Network] - [E-mail Settings] - [E-mail RX (POP)], then configure the following settings.

Settings	Description
[E-mail RX (POP)]	Select [Enable] to use POP Before SMTP. [Enable] is specified by default.
[POP Server Address]	Enter the address of your E-mail server (POP). Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the port number of the E-mail server (POP). Normally, you can use the original port number. [110] is specified by default.
[Login Name]	Enter the login name when E-mails are received using the E-mail server (POP) (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using ASCII characters of up to 15 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Connection Timeout]	Change the time-out time to communicate with the E-mail server (POP), if necessary. [60 sec.] is specified by default.

- 3** Set the POP over SSL and APOP settings according to your environment. In the administrator mode, select [Network] - [E-mail Settings] - [E-mail RX (POP)], then configure the following settings.

Settings	Description
[SSL/TLS]	When using SSL to encrypt a communication with the E-mail server (POP), select [Enable]. [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. Normally, you can use the original port number. [995] is specified by default.
[APOP Authentication]	If you use APOP in your E-mail server (POP), select [Enable]. [Disable] is specified by default.

Using S/MIME

The S/MIME is one of E-mail encryption methods. By using this function, you can add the E-mail encryption and digital signature functions to avoid the risk such as interception of E-mails or spoofing other sender.

To use the S/MIME, register a certificate on this machine. In addition, enable S/MIME on this machine.

- 1** Register a certificate used for E-mail encryption to the destination of E-mail transmission.
→ For details, refer to page 2-25.
- 2** Register the certificate of this machine to be added to E-mails as a digital signature.
→ For details, refer to page 2-35.
- 3** In the administrator mode, select [Network] - [E-mail Settings] - [S/MIME], then configure the following settings.

Settings	Description
[S/MIME]	Select [Enable] to use the S/MIME. [Disable] is specified by default.

Settings	Description
[Digital Signature]	To add digital signature when E-mails are being sent, select a method to add it. <ul style="list-style-type: none">• [Do not add signature]: Does not add the signature.• [Always add signature]: Always adds the signature. The digital signature is automatically added without performing special setting before sending an E-mail.• [Select when sending]: The user must select whether or not to add digital signature before sending an E-mail. [Do not add signature] is specified by default.
[E-mail Text Encryption Method]	Select the method to encrypt the E-mail text. [3DES] is specified by default.
[Digital Signature Type]	To add a digital signature when sending E-mails, select its authentication method. [SHA-1] is specified by default.

 **Tips**

When using the S/MIME function, the E-mail address of the administrator (E-mail address of the certificate of this machine) is used as the sender address.

2.2 Configuring the SMB Send operating environment

Overview

The SMB Send is a function that transmits original data scanned on this machine to a shared folder on a specified computer. The shared folder is shared using the SMB (Server Message Block) protocol.

If the WINS server is employed to resolve the name, register it.

If the direct hosting SMB service is enabled, communications can be carried out using the IP address (IPv4/IPv6) or host name. If this service is enabled, you can use the SMB transmission function even in the IPv6 environment.

Using LLMNR (Link-local Multicast Name Resolution), you can resolve the name even in an environment with no DNS server. This function is supported in an operating system of Windows Vista or later (Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2). It is useful to resolve the name in the IPv6 environment.

When using the SMB transmission function, follow the below procedure to configure the settings.

- 1 Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2 Configuring basic settings for SMB Send
→ For details on configuring the setting, refer to page 2-8.
- 3 Set the following options according to your environment

Purpose	Reference
Resolve the name using the WINS server	page 2-8
Specify a destination computer using the IP address and host name (FQDN)	page 2-9
Use the SMB transmission function in the IPv6 environment	page 2-9
Specify a destination with a host name in an environment where the DNS server is not running (supported on the computer loaded with Windows Vista or later)	page 2-9
Use the SMB transmission function in the DFS environment	page 2-9

Tips

- To use the SMB transmission function in IPv6 environment, you need to enable the direct hosting SMB service.
- In the IPv4 environment, the SMB transmission function can be used regardless of whether or not the direct hosting SMB service is enabled.
- If the direct hosting SMB service is enabled, the system operates as shown below (common to IPv4 and IPv6 environments).
A destination computer can be specified using the IP address (IPv4 or IPv6).
If a destination computer is specified using the host name or computer name (NetBIOS name), name resolution is performed in the order of DNS, LLMNR, and NetBIOS (port 137 of a destination computer). Connection is attempted to ports 445 and 139 of a destination computer in this order, and transmission is carried out.
- If the direct hosting SMB service is disabled, the system operates as shown below.
A destination computer can be specified using the IP address (IPv4 only).
When specifying the destination computer with the computer name (NetBIOS name) or host name, perform name resolution in the order of NetBIOS (port 137 of the destination computer) and DNS.
A connection with port 139 of a destination computer is established, and a transmission is carried out.
- To specify a destination computer using the host name, configure the appropriate machine settings and prepare the appropriate environment so that name resolution can be performed with DNS or LLMNR.
To perform name resolution using DNS, a destination computer can be specified with "Host Name (example: host1)" or "FQDN (example: host1.test.local)".
To perform name resolution with LLMNR, a destination computer can be specified only with "Host Name (example: host1)".

Configuring basic settings for SMB Send

Enable the SMB transmission function. In addition, select the authentication method for SMB transmission. In the administrator mode, select [Network] - [SMB Settings] - [SMB Client Settings], then configure the following settings.

Settings	Description
[SMB Client]	Select [Enable] to use the SMB transmission function. [Enable] is specified by default.
[Authentication]	Select an authentication method for SMB transmission according to your environment. <ul style="list-style-type: none"> [NTLM v1]/[NTLM v2]/[NTLMv1/v2]: Select this to use the function in the NT domain environment. If you select [NTLMv1/v2], NTLMv1 authentication is performed when NTLMv2 authentication fails. [Kerberos]: Select this to use the function in the Active Directory domain environment. [Kerberos, NTLMv1/v2]: Select this to use the function in an environment both the Active Directory domain and NT domain exist in. NTLMv2 authentication is performed when Kerberos authentication fails, and NTLMv1 authentication is performed when NTLMv2 authentication fails. [NTLM v1] is specified by default.
[Default Domain Name]	Enter the default domain name to be added to the destination host name when data is sent using SMB (using ASCII characters of up to 64 bytes). If the domain name of the destination is not specified by the user when sending data using SMB, the domain name specified here is added. This item is not required when Active Directory is used as an authentication server.

Tips

- In Mac OS X 10.7/10.8/10.9, set [Authentication] to [NTLMv1/v2].
- In Mac OS X 10.7/10.8/10.9, the direct hosting SMB service must be enabled (default: [Enable]). For details, refer to page 2-9.

Using the WINS server

If the WINS server is installed to resolve the name, set the WINS server address and the name resolution method.

In the administrator mode, select [Network] - [SMB Settings] - [WINS/NetBIOS Settings], then configure the following settings.

Settings	Description
[WINS/NetBIOS]	Select [Enable] to use the WINS server. [Enable] is specified by default.
[WINS Automatic Retrieval]	Select [Enable] to automatically obtain the WINS server address. This item is necessary when DHCP is enabled. [Enable] is specified by default.
[WINS Server Address 1] [WINS Server Address 2]	Enter the WINS server address. This item is necessary when you do not automatically obtain the WINS server address using the DHCP. Use the following entry formats. <ul style="list-style-type: none"> • Example of entry: "192.168.1.1"
[Node Type]	Select the name resolution method. <ul style="list-style-type: none"> • [B Node]: Query by broadcast • [P Node]: Query the WINS server • [M Node]: Query by broadcast, and then query the WINS server • [H Node]: Query the WINS server, and then query by broadcast [H Node] is specified by default.

Using the direct hosting SMB service

If the direct hosting SMB service is enabled, you can specify the destination using the IP address (IPv4/IPv6) or host name.

In the administrator mode, select [Network] - [SMB Settings] - [Direct Hosting Settings], and then set [Direct Hosting] to [Enable].

Resolving the name using LLMNR

Using LLMNR (Link-local Multicast Name Resolution), you can resolve the name even in an environment with no DNS server. This function is supported in an operating system of Windows Vista or later (Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2). It is useful to resolve the name in the IPv6 environment.

In the administrator mode, select [Network] - [TCP/IP Settings] - [TCP/IP Settings], and set [LLMNR] to [Enable].



Tips

To perform name resolution using LLMNR, enable the direct hosting SMB service.

Using in the DFS environment

Configure setting when a distributed file system (DFS, Distributed File System) is employed in your environment.

In the administrator mode, select [Network] - [SMB Settings] - [SMB Client Settings], and set [DFS] to [Enable].

2.3 Configuring the FTP transmission operating environment

Overview

The FTP transmission is a function that transmits original data scanned on this machine to a specified folder in the FTP server.

When the proxy server is used, you can configure settings so that the FTP server is accessed via the proxy server.

When using the FTP transmission, follow the below procedure to configure the settings.

- 1 Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2 Configuring basic settings for the FTP transmission
→ For details on configuring the setting, refer to page 2-10.
- 3 Set the following options according to your environment

Purpose	Reference
Send files to the FTP server via the proxy server	page 2-10

Configuring basic settings for the FTP transmission

Enable the FTP transmission. In addition, configure settings for connecting to the FTP server.

In the administrator mode, select [Network] - [FTP Settings] - [FTP TX Settings], then configure the following settings.

Settings	Description
[FTP TX]	Select [Enable] to use the FTP transmission function. [Enable] is specified by default.
[Connection Timeout]	If necessary, change the time-out time to limit a communication with the FTP server. [60] sec. is specified by default.

Using the proxy server

When the proxy server is used in your network environment, you can configure settings so that the FTP server is accessed via the proxy server.

To use the proxy server, register the proxy server information on this machine.

In the administrator mode, select [Network] - [FTP Settings] - [FTP TX Settings], then configure the following settings.

Settings	Description
[Proxy Server Address]	Enter the proxy server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Proxy Server Port Number]	If necessary, change the proxy server port number. [21] is specified by default.

2.4 Configuring the WebDAV Send operating environment

Overview

The WebDAV transmission is a function that transmits original data scanned on this machine to a specified folder in the WebDAV Server.

WebDAV, which is an extension to the HTTP specification, provides the same security technologies as HTTP. Use SSL to encrypt a communication with the WebDAV server; you can send a file more securely.

When using the WebDAV transmission, follow the below procedure to configure the settings.

- 1** Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2** Configure basic settings for WebDAV send
→ For details on configuring the setting, refer to page 2-11.
- 3** Set the following options according to your environment

Purpose	Reference
Send files to the WebDAV server via the proxy server	page 2-12
Communicate with the WebDAV server using SSL	page 2-12

Configure basic settings for WebDAV Send

Enable WebDAV Send. In addition, configure the settings for connecting to the WebDAV server.

In the administrator mode, select [Network] - [WebDAV Settings] - [WebDAV Client Settings], then configure the following settings.

Settings	Description
[WebDAV Client]	Select [Enable] to use the WebDAV Send function. [Enable] is specified by default.
[Connection Timeout]	If necessary, change the time-out time to limit a communication with the Web-DAV server. [60] sec. is specified by default.
[Domain Name]	Enter the default domain name to be added to the destination host name when data is sent using WebDAV (using ASCII characters of up to 64 bytes).

Using the proxy server

When the proxy server is used in your network environment, you can configure settings so that the WebDAV server is accessed via the proxy server.

To use the proxy server, register the proxy server information on this machine. In addition, configure the settings for connection to the proxy server.

In the administrator mode, select [Network] - [WebDAV Settings] - [WebDAV Client Settings], then configure the following settings.

Settings	Description
[Proxy Server Address]	Enter the proxy server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Proxy Server Port Number]	If necessary, change the proxy server port number. [8080] is specified by default.
[Proxy Server User Name]	Enter the user name to log in to the proxy server (using ASCII characters of up to 63 bytes).
[Proxy Server Password]	Enter the password (using ASCII characters of up to 63 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.

Using SSL communication

Communication between this machine and the WebDAV server is encrypted with SSL.

Configure the setting if your environment requires SSL encryption communication with the WebDAV server.

In the administrator mode, select [Address] - [Address Book] - [WebDAV], and set [SSL] to [On] (Default: [Off]).

2.5 Configuring the WS Scan operating environment

Overview

The WS scan transmission is a function that transmits original data scanned on this machine to the computer on the network on the computer loaded with Windows Vista or later (Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2).

The computer uses the Web service function of Windows to automatically detect this machine connected to the network and smoothly install this function as a Web service scanner.

HTTP is used for communication between this machine and the computer. Use SSL to encrypt a communication between this machine and the computer; you can send a file more securely.

When using the WS scan transmission, follow the below procedure to configure the settings.

- 1 Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2 Configuring the basic settings for the WS scan transmission
→ For details on configuring the setting, refer to page 2-13.
- 3 Set the following options according to your environment

Purpose	Reference
Communicate with the computer using SSL	page 2-14



Reference

For details on how to configure settings on the computer, refer to [User's Guide: Scan Functions].

Configuring the basic settings for the WS scan transmission

Enable the scan using the Web service. In addition, configure settings used to detect this machine using the Web service, information for this machine as a scanner, and the method to connect to this machine.

- 1 In the administrator mode, select [Network] - [Web Service Settings] - [Common Settings], then configure the following settings.

Settings	Description
[Friendly Name]	Enter the name of this machine to be displayed when this machine is searched for using the Web service through a computer (using up to 127 bytes).

- 2 In the administrator mode, select [Network] - [Web Service Settings] - [Scanner Settings], then configure the following settings.

Settings	Description
[Scan Function]	Select [Enable] to use the WS scan transmission function. [Enable] is specified by default.
[Scanner Name]	Enter the name of this machine when using it as the WS scanner (using up to 127 bytes).
[Scanner Location]	If necessary, enter the installation location of the scanner (using up to 127 bytes).
[Scanner Information]	If necessary, enter the scanner information (using up to 127 bytes).
[Connection Timeout]	Change the time-out time to limit a communication with the computer if necessary. [120] sec. is specified by default.

Using SSL communication

Communication between this machine and the computer is encrypted with SSL.

To encrypt SSL communication between this machine and the computer, you must set the bidirectional SSL communication between them. Before starting this procedure, confirm the following.

- Name resolution must have been performed in the DNS server.
- If the certificate of this machine is not issued by the Certificate Authority (CA), you must register the certificate of this machine in [Trusted Root Certification Authorities] of the computer.
- Create a certificate on the computer in advance, and associate it with the TCP/IP communication port (default port number: 5358).

To make SSL communications, enable SSL.

In the administrator mode, select [Network] - [Web Service Settings] - [Common Settings], then configure the following settings.

Settings	Description
[Secure Mode]	Select [Enable] to use SSL communication. [Disable] is specified by default.

Tips

In Windows 8/8.1, a communication using the Web service cannot be encrypted using SSL.

2.6 Configuring the WS print operating environment

Overview

If the Web service function that is available in Windows Vista or later (Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2) is used, this machine that is connected to the network is automatically detected and easily installed as a Web service printer.

HTTP is used for communication between this machine and the computer. In addition, using SSL to encrypt a communication between this machine and the computer enables more secure printing.

When using the WS printing function, follow the below procedure to configure the settings.

- 1 Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2 Configuring basic settings for the WS printing
→ For details on configuring the setting, refer to page 2-15.
- 3 Set the following options according to your environment

Purpose	Reference
Communicate with the computer using SSL	page 2-16



Reference

For details on how to configure settings on the computer, refer to page 3-15.

Configuring basic settings for the WS printing

Enable printing using the Web service. Also, configure settings used to detect this machine using the Web service, and define information of this machine used as a printer.

- 1 In the administrator mode, select [Network] - [Web Service Settings] - [Common Settings], then configure the following settings.

Settings	Description
[Friendly Name]	Enter the name of this machine to be displayed when this machine is searched for using the Web service through a computer (using up to 127 bytes).

- 2 In the administrator mode, select [Network] - [Web Service Settings] - [Printer Settings], then configure the following settings.

Settings	Description
[Print Function]	Select [Enable] to use the WS print function. [Enable] is specified by default.
[Printer Name]	Enter the name of this machine when using it as a WS printer (using up to 127 bytes, excluding !, \, and ,).
[Printer Location]	If necessary, enter the installation location of the printer (using up to 127 bytes).
[Printer Information]	If necessary, enter the printer information (using up to 127 bytes).

Using SSL communication

Communication between this machine and the computer is encrypted with SSL.

To encrypt SSL communication between this machine and the computer, you must set the bidirectional SSL communication between them. Before starting this procedure, confirm the following.

- Name resolution must have been performed in the DNS server.
- If the certificate of this machine is not issued by the Certificate Authority (CA), you must register the certificate of this machine in [Trusted Root Certification Authorities] of the computer.
- Create a certificate on the computer in advance, and associate it with the TCP/IP communication port (default port number: 5358).

To make SSL communications, enable SSL.

In the administrator mode, select [Network] - [Web Service Settings] - [Common Settings], then configure the following settings.

Settings	Description
[Secure Mode]	Select [Enable] to use SSL communication. [Disable] is specified by default.

Tips

In Windows 8/8.1, a communication using the Web service cannot be encrypted using SSL.

2.7 Configuring the Internet fax operating environment

Overview

Internet fax is a function used to send and receive faxes via enterprise network and Internet. Internet fax is sent or received via E-mail. The same network as computer network is used for fax transmission. Therefore, you can send and receive faxes without having to worry about receiving large bills for communication to distant locations, or to send a large number of pages.

Since this machine supports SSL/TLS encryption, and POP before SMTP authentication, security can be assured.

When using Internet fax, follow the below procedure to configure the settings.

- 1 Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2 Configuring basic settings for sending and receiving an Internet fax
→ For details on configuring the setting, refer to page 2-17.
- 3 Set the following options according to your environment

Purpose	Reference
Check of a fax reception	page 2-19
Change of the reception capability of this machine that is notified to a peer	page 2-20
Communicate with the E-mail server using SSL/TLS	page 2-20
Use of SMTP Authentication when sending E-mails	page 2-20
Use of POP Before SMTP Authentication when sending E-mails	page 2-21

Tips

To use the Internet Fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

Configuring basic settings for sending and receiving an Internet fax

Enable the Internet fax function. In addition, specify the information of this machine and settings required to send and receive E-mail.

- 1 In the administrator mode, select [Network] - [Network Fax Settings] - [Network Fax Function Settings], and set [I-Fax] to [Enable].
- 2 In the administrator mode, select [System] - [Machine Settings], then configure the following settings.

Settings	Description
[Device Name]	Enter the name of this machine (using up to 127 bytes). The name specified here is used as a part of the subject of Internet fax.

- 3 In the administrator mode, select [System] - [Sender Registration] - [Sender Registration], then configure the following settings.

Settings	Description
[Sender]	Enter the machine name, your company name (sender name) that are to be printed as sender information when faxes are transmitted (using up to 30 bytes).

- 4 In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[E-mail TX (SMTP)]	Select [Enable] to use the Internet fax. [Enable] is specified by default.
[Scan to E-mail]	Select [Enable] to use the Internet fax. [Enable] is specified by default.
[SMTP Server Address]	Enter the address of your E-mail server (SMTP). Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the port number of the E-mail server (SMTP). Normally, you can use the original port number. [25] is specified by default.
[Connection Timeout]	Change the time-out time to communicate with the E-mail server (SMTP), if necessary. [60 sec.] is specified by default.
[Device E-mail Address]	Enter the E-mail address of this machine (using ASCII characters of up to 320 bytes). This E-mail address is used as sender Internet fax address.
[Max Mail Size]	If you restrict the size of an E-mail to be sent in your environment, select [Limit]. [No Limit] is specified by default.
[Server Capacity]	If you select [Limit] at [Max Mail Size], enter the maximum E-mail size including attachment. E-mails that have been exceeded the specified size will be discarded. If you select [Binary Division] to divide an E-mail, this setting is invalid.
[Binary Division]	Select [On] to divide an E-mail. The E-mail is divided according to the size specified at [Divided Mail Size]. This item is necessary if you occasionally send E-mails exceeding the maximum size specified on the E-mail server side. To read a divided E-mail, the mail soft receiving E-mails must have a function to restore the divided E-mail. The mail soft without the restore function may not read the divided E-mail. [Off] is specified by default.
[Divided Mail Size]	Enter the size to divide an E-mail. This item is necessary when [Binary Division] is enabled. [500] KB is specified by default.

- 5 In the administrator mode, select [Network] - [E-mail Settings] - [E-mail RX (POP)], then configure the following settings.

Settings	Description
[E-mail RX (POP)]	Select [Enable] to use the Internet fax. [Enable] is specified by default.
[POP Server Address]	Enter the address of your E-mail server (POP). Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the port number of the E-mail server (POP). Normally, you can use the original port number. [110] is specified by default.
[Login Name]	Enter the login name when E-mails are received using the E-mail server (POP) (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using ASCII characters of up to 15 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Connection Timeout]	Change the time-out time to communicate with the E-mail server (POP), if necessary. [60 sec.] is specified by default.

Settings	Description
[Auto Check of Arrival]	Select whether or not to check for incoming faxes by periodically connecting this machine to the E-mail server (POP). [Disable] is specified by default.
[Polling Rate]	Specify the interval to connect to the E-mail server (POP) when [Enable] is selected in [Auto Check of Arrival]. [15] minutes is specified by default.

Checking a fax reception

Configure the settings for requesting or responding the Internet fax transmission result, and the setting regarding the exchange of capability information between machines.

In the administrator mode, select [Network] - [Network Fax Settings] - [I-Fax Advanced Setting], then configure the following settings.

Settings	Description
[MDN Request]	Select whether or not to request for fax reception result (MDN request) to the destination. If a MDN request is sent, the recipient machine returns a response message upon reception of a fax, so that you can check that the fax is successfully received by the destination. Also, by receiving a response message from the destination, you can obtain the reception capability information of the destination. When new response message is received from a destination registered in the address book, the capability information is overwritten with new one. [On] is specified by default.
[DSN Request]	Select whether or not to request for fax reception result (DSN request) to the destination mail server. If you select [On] for [MDN Request], priority is given to the MDN request. [Off] is specified by default.
[MDN Response]	Select whether or not to return a response message when a sender requests for fax reception result (MDN request) to this machine. [On] is specified by default.
[MDN/DSN Response Monitoring Setting]	Select this check box to specify the waiting time for a response from the destination after a MDN request or DSN request is sent by this machine. If necessary, change the waiting time for a response from the destination at [Monitoring Time]. If a response message is received after the specified waiting time, the machine ignores the message. [ON] (selected) is specified by default.

Specifying the reception ability of this machine

This machine notifies its reception capability when returning a MDN response. Change the contents that are notified upon return of an MDN response, if necessary.

In the administrator mode, select [Network] - [Network Fax Settings] - [Internet Fax RX Ability], then configure the following settings.

Settings	Description
[Compression Type]	Change the compression type of a fax job the machine can receive.
[Paper Size]	Displays the paper size of a fax job the machine can receive.
[Resolution]	Change the resolution of a fax job the machine can receive.

Using an SSL/TLS communication

Encrypt communications between this machine and the E-mail server (SMTP) using SSL or TLS. This machine supports the SMTP over SSL and Start TLS.

Configure the setting if your environment requires SSL/TLS encryption communication with the E-mail server.

In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[SSL/TLS]	Select the method to encrypt communications with the E-mail server (SMTP). Select [Enable] or [Start TLS] according to your environment. [Disable] is specified by default.
[Port Number (SSL)]	If you select [Enable] in [SSL/TLS], change the communication port number, if necessary. Normally, you can use the original port number. [465] is specified by default.

NOTICE

To send to another company product, do not use SSL/TLS. Using SSL/TLS results in a sending error.

Using SMTP authentication

Configure the setting if your environment requires the SMTP authentication for sending an E-mail.

If the SMTP authentication is used, the user ID and password is sent from this machine when sending an E-mail to perform authentication.

To use the SMTP authentication, enable the SMTP authentication on this machine. In addition, enter information required for authentication.

In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[SMTP Authentication]	Select [Enable] to use the SMTP authentication. [Disable] is specified by default.
[Account]	When you have selected [Enable] in [SMTP Authentication], enter the user ID for SMTP authentication (using up to 255 bytes).
[Password]	When you have selected [Enable] in [SMTP Authentication], enter the password (using up to 128 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Domain Name]	When you have selected [Enable] in [SMTP Authentication], enter the domain name (realm) for SMTP authentication (using ASCII characters of up to 255 bytes). This item is necessary when the SMTP authentication method is Digest-MD5.

Using POP Before SMTP authentication

Configure the setting if your environment requires the POP Before SMTP Authentication for sending an E-mail.

The POP Before SMTP authentication is a function that performs POP authentication using the E-mail server (POP) before sending an E-mail, and permits E-mail transmission only when the authentication is successful.

To use the POP Before SMTP authentication, enable the POP Before SMTP on this machine. In addition, configure settings for connecting to the E-mail server (POP) that is used for authentication.

- 1 In the administrator mode, select [Network] - [E-mail Settings] - [E-mail TX (SMTP)], then configure the following settings.

Settings	Description
[POP Before SMTP]	Select [Enable] to use POP Before SMTP. [Disable] is specified by default.
[POP Before SMTP Time]	If necessary, change the waiting time until starting E-mail transmission after the POP authentication is successful. Depending on your environment, it may take time before the E-mail transmission is permitted after the POP authentication is successful. In that case, if a time period that is too short is specified, E-mail transmission may fail. [5] sec. is specified by default.

- 2 In the administrator mode, select [Network] - [E-mail Settings] - [E-mail RX (POP)], then configure the following settings.

Settings	Description
[E-mail RX (POP)]	Select [Enable] to use POP Before SMTP. [Enable] is specified by default.
[POP Server Address]	Enter the address of your E-mail server (POP). Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the port number of the E-mail server (POP). Normally, you can use the original port number. [110] is specified by default.
[Login Name]	Enter the login name when E-mails are received using the E-mail server (POP) (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using ASCII characters of up to 15 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Connection Timeout]	Change the time-out time to communicate with the E-mail server (POP), if necessary. [60 sec.] is specified by default.

- 3 Set the POP over SSL and APOP settings according to your environment. In the administrator mode, select [Network] - [E-mail Settings] - [E-mail RX (POP)], then configure the following settings.

Settings	Description
[SSL/TLS]	When using SSL to encrypt a communication with the E-mail server (POP), select [Enable]. [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. Normally, you can use the original port number. [995] is specified by default.
[APOP Authentication]	If you use APOP in your E-mail server (POP), select [Enable]. [Disable] is specified by default.

2.8 Searching for a destination using the LDAP server

Overview

When a directory server such as the LDAP server or Active Directory is used for user management, you can search for a destination (E-mail address or fax number) from the server.

Use SSL to encrypt a communication with the server; you can make communications more securely.

When using the LDAP server to search for a destination, follow the below procedure to configure the settings.

- ✓ To use the LDAP function of the Active Directory server, you must register the DNS server that synchronizes the Active Directory on this machine before starting the procedure.
- ✓ To use the LDAP function of the Active Directory server, you must match the date and time of this machine to that of Active Directory.

1 Configure settings for connecting to the network such as setting of the IP address of this machine

→ For details on configuring the setting, refer to page 1-3.

2 Configuring basic settings for the LDAP search

→ For details on configuring the setting, refer to page 2-22.

3 Set the following options according to your environment

Purpose	Reference
Communicate with the LDAP server using SSL	page 2-24

Configuring basic settings for the LDAP search

Configure settings so that you can search for a destination from the LDAP server. In addition, register your LDAP server, configure settings for connecting to the LDAP and search method.

- 1** In the administrator mode, select [Network] - [LDAP Settings] - [LDAP Settings], then configure the following settings.

Settings	Description
[LDAP]	Select [Enable] to use the LDAP search. [Disable] is specified by default.

- 2 In the administrator mode, select [Network] - [LDAP Settings] - [LDAP Server Registration], then configure the following settings.

Item	Description
[LDAP Server Registration]	Register the LDAP server used to search for a destination.
[Server Address]	Enter the LDAP server address. Use one of the following formats. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Port Number]	If necessary, change the LDAP server port number. Normally, you can use the original port number. [389] is specified by default.
[Search Base]	Specify the starting point to search for a user to be authenticated (using ASCII characters of up to 255 bytes). The range from the entered origin point, including the following tree structure, is searched. Example of entry: "cn=users,dc=example,dc=com"
[Timeout]	If necessary, change the time-out time to limit a communication with the LDAP server. [60] sec. is specified by default.
[Max. Search Result]	Change the maximum number of destinations to be displayed as search results, if necessary. [100] is specified by default.
[Authentication Method]	Select the authentication method to log in to the LDAP server. Select one appropriate for the authentication method used for your LDAP server. [anonymous] is specified by default.
[Login Name]	Log in to the LDAP server, and enter the login name to search for a destination (using up to 255 bytes).
[Password]	Enter the password (using up to 128 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Domain Name]	Enter the domain name to log in to the LDAP server (using ASCII characters of up to 64 bytes). If [GSS-SPNEGO] is selected in [Authentication Method], enter the domain name of Active Directory.
[Select Server Authentication Method]	Select the LDAP server authentication method. <ul style="list-style-type: none"> • [Set Value]: Use the settings of [Login Name], [Password], and [Domain Name]. • [Dynamic Authentication]: The system prompts you to enter the user name and password when Address Search (LDAP) is carried out. [Set Value] is specified by default.
[Use Referral]	Select whether or not to use the referral function, if necessary. Make an appropriate choice to fit the LDAP server environment. [On] is specified by default.
[Search Condition Attributes]	Select attributes to be specified when the LDAP search is carried out. The setting can be switched between [Name] (cn) and [Nickname] (displayName). [Name] is specified by default.
[Initial Setting for Search Details]	Specify LDAP search conditions. [OR] is specified by default in every case.

Using SSL communication

Communication between this machine and the LDAP server is encrypted with SSL.

Configure the setting if your environment requires SSL encryption communication with the LDAP server. To make SSL communications, enable SSL.

In the administrator mode, select [Network] - [LDAP Settings] - [LDAP Server Registration], then configure the following settings.

Settings	Description
[SSL/TLS]	Select [Enable] to use SSL communication. [Disable] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. Normally, you can use the original port number. [636] is specified by default.

2.9 Registering a destination

2.9.1 Registering an address book

Registering E-mail addresses

E-mail addresses can be registered or edited using **Web Connection**.

When using S/MIME function, you can register a user certificate on the E-mail address.

In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [New Registration] - [E-mail] - [Next], then configure the following settings.

Settings	Description
[No.]	Destination registration number. If you enter 0, the smallest available number is automatically assigned. If you want to specify a number, enter the number within the range of 1 to 2000.
[Name]	Enter the destination name (using up to 72 bytes).
[Index]	Select a corresponding character so that the destination can be index searched by registration name. If the [Main] check box is selected, you can easily specify a destination.
[E-mail Address]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).
[S/MIME Certification]	Register or delete the certificate to be used for S/MIME. Select the [Edit a Certification] check box, then select [Register a Certification] or [Delete a Certification]. <ul style="list-style-type: none"> To register the certificate, the E-mail address of the destination to be registered and that in the certificate must be identical. Only the DER (Distinguished Encoding Rules) format is supported as a file of certificate information.
[Limiting Access to Destinations]	Limit access to this destination, if necessary. For details, refer to page 2-38.

Registering an FTP destination

An FTP destination can be registered or edited using **Web Connection**.

In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [New Registration] - [FTP] - [Next], then configure the following settings.

Settings	Description
[No.]	Destination registration number. If you enter 0, the smallest available number is automatically assigned. If you want to specify a number, enter the number within the range of 1 to 2000.
[Name]	Enter the destination name (using up to 72 bytes).
[Index]	Select a corresponding character so that the destination can be index searched by registration name. If the [Main] check box is selected, you can easily specify a destination.
[Host Address]	Enter the host name or IP address of the destination FTP server. <ul style="list-style-type: none"> Example of host name entry: "host.example.com" Example of IP address (IPv4) entry: "192.168.1.1" Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of a destination folder in the FTP server specified in [Host Address] (using up to 127 bytes). <ul style="list-style-type: none"> Entry example: "scan" When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> Entry example: "scan/document" When the file path is not specified, only enter the "/". <ul style="list-style-type: none"> Entry example: "/"
[anonymous]	When authentication is not required for the destination FTP server, select [On]. [Off] is specified by default.

Settings	Description
[User ID]	If authentication is required in the destination FTP server, enter the available user name to log in (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using ASCII characters of up to 63 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[PASV Mode]	If the PASV mode is used in your environment, select [On]. [On] is specified by default.
[Proxy]	When a proxy server is used in your environment, select [On]. [Off] is specified by default.
[Port Number]	If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default.
[Limiting Access to Destinations]	Limit access to this destination, if necessary. For details, refer to page 2-38.

Registering an SMB destination

An SMB destination can be registered or edited using **Web Connection**.

In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [New Registration] - [SMB] - [Next], then configure the following settings.

Settings	Description
[No.]	Destination registration number. If you enter 0, the smallest available number is automatically assigned. If you want to specify a number, enter the number within the range of 1 to 2000.
[Name]	Enter the destination name (using up to 72 bytes).
[Index]	Select a corresponding character so that the destination can be index searched by registration name. If the [Main] check box is selected, you can easily specify a destination.
[Host Address]	Enter the host name or IP address of a destination computer. <ul style="list-style-type: none"> Example of computer name (host name) entry: "HOME-PC" Example of IP address (IPv4) entry: "192.168.1.1" Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Address] (using up to 255 bytes). <ul style="list-style-type: none"> Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between folder names. <ul style="list-style-type: none"> Entry example: "scan\document"
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes).
[Password]	Enter the password (using up to 127 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Limiting Access to Destinations]	Limit access to this destination, if necessary. For details, refer to page 2-38.

Registering a WebDAV destination

A WebDAV destination can be registered or edited using **Web Connection**.

In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [New Registration] - [WebDAV] - [Next], then configure the following settings.

Settings	Description
[No.]	Destination registration number. If you enter 0, the smallest available number is automatically assigned. If you want to specify a number, enter the number within the range of 1 to 2000.

Settings	Description
[Name]	Enter the destination name (using up to 72 bytes).
[Index]	Select a corresponding character so that the destination can be index searched by registration name. If the [Main] check box is selected, you can easily specify a destination.
[Host Address]	Enter the host name or IP address of the destination WebDAV server. <ul style="list-style-type: none"> • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the name of a destination folder in the WebDAV server specified in [Host Address] (using up to 142 bytes). <ul style="list-style-type: none"> • Entry example: "scan" When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> • Entry example: "scan/document"
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using ASCII characters of up to 63 bytes). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[SSL]	When SSL is used in your environment, select [On]. [Off] is specified by default.
[Proxy]	When a proxy server is used in your environment, select [On]. [Off] is specified by default.
[Port Number]	If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default.
[Limiting Access to Destinations]	Limit access to this destination, if necessary. For details, refer to page 2-38.

Registering a fax destination

A fax address can be registered or edited using **Web Connection**.

In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [New Registration] - [Fax] - [Next], then configure the following settings.

Settings	Description
[No.]	Destination registration number. If you enter 0, the smallest available number is automatically assigned. If you want to specify a number, enter the number within the range of 1 to 2000.
[Name]	Enter the destination name (using up to 72 bytes).
[Index]	Select a corresponding character so that the destination can be index searched by registration name. If the [Main] check box is selected, you can easily specify a destination.
[Address]	Enter the destination fax number (using up to 38 digits, including symbols #, *, -, T, P, and E). <ul style="list-style-type: none"> • If your environment is Private Branch Exchange (PBX), entering "E-" first inserts the registered outside line number automatically. • If your environment is Private Branch Exchange (PBX), entering "P" following the outside line number ensures the dialing. • If you wish to send out a push signal over the dial line, enter "T". • Enter "-" to separate a dial number. It does not affect the dialing of the number.
[Destination (Confirmation)]	Enter a destination fax number again to make a confirmation. This option is displayed when you select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] on the Control Panel and set [Confirm Address (Register)] to [ON].

Settings	Description
[Communication Setting]	<p>If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax.</p> <ul style="list-style-type: none"> [V34 Off]: V34 is a communication mode that is used for super G3 fax communication. However, when the remote machine or this machine is connected to a telephone line via PBX, you may not establish a communication in super G3 mode depending on telephone line conditions. In this case, it is recommended that you set the V34 mode to off to send data. [ECM Off]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. If you send a fax using a telephone line in an environment containing static, it may take a longer time to communicate. In this case, the communication time can be reduced by setting ECM to OFF for transmission. However, image or communication errors may occur depending on the specified communication time value, so change the value to suit conditions. [Check Destination]: Select this option to use Check Dest. & Send. The fax number specified for fax is checked against the destination fax number (CSI), and the fax is sent only when they match.
[Limiting Access to Destinations]	<p>Limit access to this destination, if necessary. For details, refer to page 2-38.</p>


Tips

To use the fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

Registering an Internet fax address

An Internet fax address can be registered or edited using **Web Connection**.

In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [New Registration] - [I-Fax] - [Next], then configure the following settings.

Settings	Description
[No.]	Destination registration number. If you enter 0, the smallest available number is automatically assigned. If you want to specify a number, enter the number within the range of 1 to 2000.
[Name]	Enter the destination name (using up to 72 bytes).
[Index]	Select a corresponding character so that the destination can be index searched by registration name. If the [Main] check box is selected, you can easily specify a destination.
[E-mail Address]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).
[Compression Type]	Select a compression type of the original data that the recipient machine can receive.
[Paper Size]	Select a paper size of the original data that the recipient machine can receive.
[Resolution]	Select a resolution of the original data that the recipient machine can receive.
[Limiting Access to Destinations]	Limit access to this destination, if necessary. For details, refer to page 2-38.


Tips

To use the Internet Fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

2.9.2 Registering a group

A group can be registered or edited using **Web Connection**.

Multiple one-touch destinations can be grouped and managed as a single group.

- 1 In the administrator mode, select [Address] - [Group] - [Group List] - [New Registration], then configure the following settings.
- 2 Select the type of the destination that you want to register as a group from [Scan] or [Fax], then click [Next].
 - [Fax] is displayed when the fax function is available.
- 3 Configure the following settings, then click [Apply].

Settings	Description
[Name]	Enter the destination name (using up to 72 bytes).
[Destination]	In the destination list, select the check box for the address book to be registered as a group. You can narrow down the destinations that appear in the list by [Search by Number], [Search from Index] or [Search from Function].
[Limiting Access to Destinations]	Limit access to this destination, if necessary. For details, refer to page 2-38.

2.9.3 Registering a program

A program can be registered or edited using **Web Connection**.

A combination of address information and the fax/scan transmission option settings can be registered in a program.

- 1 In the administrator mode, select [Address] - [Program] - [Program List], then click [Edit].
- 2 Select the type of the destination, then click [Next].
- 3 Specify address information and the destination limit, then click [Apply].
 - For information on the settings of address information, refer to page 2-25.
 - For details on the destination limit, refer to page 2-38.
- 4 Change the program settings, then click [Apply].
 - The available setting items vary by the destination type that you have selected in Step 2.

Settings	Description
[Resolution]	Select a resolution at which to scan the original. [300×300] is specified by default.
[File Type]	Select the file type used for saving the scanned data. [PDF] is specified by default.
[Page Setting]	Tap this button to select a filing page unit when an original consists of multiple pages. [Multi Page] is specified by default.
[Subject]	Select the fixed subject phrase that is used for E-mail message. [Not Specified] is specified by default.
[Text]	Select the fixed text phrase used for E-mail message. [Not Specified] is specified by default.
[Simplex/Duplex]	Select whether or not to scan the front and back sides of an original automatically. You can only scan a single side of the first page and both sides of the remaining pages automatically. [1-Sided] is specified by default.
[Original Type]	Select the setting appropriate for the contents of the original, and scan the original with the optimum image quality. [Text/Photo] is specified by default.

Settings	Description
[Auto Color]	Select whether or not to automatically specify the color mode according to the original. [On] is specified by default.
[Color Mode]	Select a color mode for scanning originals from Full Color, Grayscale, and Black. [Grayscale] is specified by default.
[Separate Scan]	When there are too many original sheets that cannot be loaded into the ADF at the same time, if you want to load them in several batches and handle them as one job, select [On]. [Off] is specified by default.
[Density]	Adjust the density (Dark or Light) to scan the original. [0] is specified by default.
[Background Removal]	Adjust the density of the background area when printing originals with colored background (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned. [0] is specified by default.
[Sharpness]	Sharpen the edges of images to improve legibility. Smoothen the rough contours of images or sharpen blurred images. [0] is specified by default.
[Scan Size]	Specify the size of the original.
[E-mail Notification]	Select [On] to use the E-mail notification function. Also, enter the destination E-mail address. [Off] is specified by default.
[Original Direction]	When scanning a double-sided original, you can specify the original loading direction so that the vertical direction is set correctly after scanning. [Left] is specified by default.
[2-Sided Binding Direction]	Select the binding position of original when scanning both sides of the original. [Auto] is specified by default.
[Special Original]	Select [Long Original] to scan a long original. [Normal] is specified by default.
[Timer TX]	To set a time to start fax transmission, select [On]. Also, specify when to start fax transmission. [Off] is specified by default.
[Password TX]	To send fax with a password to a destination for which fax destinations are restricted by passwords (Closed Network RX enabled), select [On]. Also, enter the password. [Off] is specified by default.
[F-Code]	Select [Enable] to enable F-Code TX. Also enter [SUB Address] and [Password]. [Disable] is specified by default.
[Document Name]	Change the file name of the scanned original data (using up to 30 characters).
[Frame Erase]	Erases an area of an identical specified width along the four sides of an original. You can erase the four sides of the original to different widths. [Off] is specified by default.

2.10 Employing MFP authentication

Overview

Users of this machine can be restricted by the authentication function (MFP authentication) of this machine. Authentication information of users are managed internally by this machine.

Employing the user authentication enables security- and cost-conscious advanced operations such as restricting users from accessing this machine, restricting users from using the functions by user, and managing the use status of this machine.

Configuring basic settings for the user authentication

Enable user authentication. In addition, register the user on this machine.

- 1 In the administrator mode, select [Security] - [Authentication] - [General Settings], then configure the following settings.

Settings	Description
[User Authentication]	Select [Device] to employ MFP authentication.
[Public Access]	Select whether or not to permit that public users (unregistered users) to use this machine. <ul style="list-style-type: none"> • [Allow]: Select this option to use the authentication function of this machine. When a public user uses this machine, press [Public User] on the Login screen to log in to this machine. • [Allow (without Login)]: A public user can use this machine without logging in to this machine. Using this option, you do not need to log in to this machine even when there are many public users. • [Restrict]: Does not permit to use this machine by public users. [Allow] is specified by default.

- 2 In the administrator mode, select [Security] - [Authentication] - [User List] - [New Registration], then register a user.

Settings	Description
[User Name]	Enter the user name to log in to this machine (using up to 64 characters).
[E-mail Address]	If necessary, enter the user's E-mail address (using ASCII characters of up to 320 bytes).
[Password]	Enter the password to log in to this machine (using up to 64 bytes, excluding spaces and "). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Function Permission]	Restrict functions available to users. <ul style="list-style-type: none"> • [Copy]: Select whether or not to allow use of the copy function. [Allow] is specified by default. • [Scan to Network]: Select whether or not to allow use of the network TX function. [Allow] is specified by default. • [Scan to HDD]: Select whether or not to enable to save files on the HDD of this machine. [Allow] is specified by default. • [Scan to USB Memory]: Select whether or not to enable to save files on a USB memory. [Allow] is specified by default. • [Fax]: Select whether or not to allow use of the fax and Internet fax functions. [Allow] is specified by default. • [Print]: Select whether or not to allow print operations. [Allow] is specified by default. • [Manual Destination Input]: Select whether or not to allow direct input of a destination. [Allow] is specified by default. • [Web browser]: Select whether or not to allow use of the Web browser. [Allow] is specified by default.
[Output Permission (Scan)]	Select whether or not to allow color scan. [Allow] is specified by default.

Settings	Description
[Max. Allowance Set]	Set the maximum number of pages that can be printed. <ul style="list-style-type: none"><li data-bbox="587 226 1398 286">• [Total]: To manage the upper limit, select this check box, then enter the maximum allowance.
[Limiting Access to Destinations]	Restricts destinations the user can access if necessary. For details, refer to page 2-38.

2.11 Employing Active Directory authentication

Overview

When you use Active Directory of Windows Server for user management, you can restrict users of this machine by authentication using Active Directory.

Employing the user authentication enables security- and cost-conscious advanced operations such as restricting users from accessing this machine, restricting users from using the functions by user, and managing the use status of this machine.

When employing the Active Directory authentication, follow the below procedure to configure the settings.

- 1 Configure settings for connecting to the network such as setting of the IP address of this machine
→ For details on configuring the setting, refer to page 1-3.
- 2 Setting the date and time for the machine
→ The date and time of this machine must match those of Active Directory. For details on how to set the date and time of this machine, refer to page 1-12.
- 3 Configuring basic settings for the Active Directory authentication
→ For details on configuring the setting, refer to page 2-33.

Tips

When employing the Active Directory authentication, you can configure the following setting to use the Scan to Home function. The Scan to Home function can easily send the original data scanned in this machine to a shared folder on a server or that on your computer.

- Registering the Home directory in Active Directory as user's registration information
- Enabling the Scan to Home function of this machine (page 1-23)

Configuring basic settings for the Active Directory authentication

Change the authentication method of this machine so that authentication is performed using an external authentication server.

- 1 In the administrator mode, select [Security] - [Authentication] - [General Settings], then configure the following settings.

Settings	Description
[User Authentication]	Select [External Server] to perform authentication using an external authentication server.
[Ticket Hold Time (Active Directory)]	Change the time to hold the Kerberos authentication ticket if necessary. [600] minutes is specified by default.

- 2 In the administrator mode, select [Security] - [Authentication] - [External Server List], then click [Edit].
- 3 Select [Active Directory], and click [Next].
- 4 Register the Active Directory information.

Settings	Description
[Name]	Enter the name of your authentication server (using ASCII characters of up to 32 bytes).
[Default Domain Name]	Enter the default domain name of your authentication server (using ASCII characters of up to 64 bytes).

Reference

You can configure a setting to temporarily save authentication information in the main unit against a case where an external authentication server shuts down. For details, refer to page 1-23.

2.12 Employing account track

Overview

Installing account track enables you to collectively manage multiple users on an account basis. Account authentication information is managed internally by this machine.

A password can be set by account to restrict users from using this machine. Also, using this function, you can restrict available functions or manage the use status of this machine by account.

You can use a combination of user authentication and account track to manage each user for each department. You can log in to this machine only by entering the user name. There is no need to specify the account.

Configuring basic account track settings

Enable the account track function. Also register the account.

- 1 In the administrator mode, select [Security] - [Authentication] - [General Settings], then configure the following settings.

Settings	Description
[Account Track]	Select [On] to employ the account track. [Off] is specified by default.
[Account Track Method]	Select an account authentication method. This setting is required when you only use the account track function. [Account Name & Password] is specified by default.
[Synchronize User Authentication & Account Track]	When using user authentication and account track in conjunction, select whether or not to synchronize user authentication and account track. [Synchronize] is specified by default.
[Number of Counters Assigned for Users]	When using user authentication and account track in conjunction, enter the number of counters to be assigned to the user. [500] is specified by default.

- 2 In the administrator mode, select [Security] - [Authentication] - [Account Track List] - [New Registration], then register an account.

Settings	Description
[Account Name]	Enter the account name to log in to this machine (using up to 8 bytes, excluding spaces and "). You cannot specify a duplicate name.
[Password]	Enter the password to log in to this machine (using up to 8 bytes, excluding spaces and "). To enter (change) the password, select the [Change Password] check box, then enter a new password.
[Output Permission (Scan)]	Select whether or not to allow color scan. [Allow] is specified by default.
[Max. Allowance Set]	Set the maximum number of pages that can be printed. <ul style="list-style-type: none"> • [Total]: To manage the upper limit, select this check box, then enter the maximum allowance.

2.13 Using the certificate of this machine

2.13.1 Creating a certificate for this machine to communicate via SSL

Overview

Communication between this machine and the computer can be encrypted with SSL to enhance security.

The following shows how to use the certificate on this machine.

Usage	Description
Using a self-created certificate	Create a certificate with this machine. The Certificate Authority (CA) is not required, and the certificate can be used simply after entering necessary information to create it. For details, refer to page 2-35.
Using a certificate issued by the Certificate Authority (CA)	Create certificate signing request data on this machine, and request the trusted Certificate Authority (CA) for issuing a certificate for the machine. When the data is returned from the Certificate Authority after review, register the data with this machine. For details, refer to page 2-36.

Self-creating a certificate

Create a certificate with this machine. The Certificate Authority (CA) is not required, and the certificate can be used simply after entering necessary information to create it.

- 1 In the administrator mode, select [Security] - [PKI Settings] - [Device Certificate] - [New Registration] - [Create a Self-signed Certificate] - [Next], and enter information required for creating a certificate, then click [Apply].

Settings	Description
[Common Name]	Displays the IP address of this machine.
[Organization]	Enter the organization or association name (using ASCII characters of up to 63 bytes).
[Organization Unit]	Enter the account name (using ASCII characters of up to 63 bytes). You can also specify a null.
[Locality]	Enter the locality name (using ASCII characters of up to 127 bytes).
[State/Province]	Enter the state or province name (using ASCII characters of up to 127 bytes).
[Country]	Enter the country name. For the country name, specify a country code defined in ISO03166 (using ASCII characters of up to 2 bytes). United States: US, Great Britain: GB, Italy: IT, Australia: AU, The Netherlands: NL, Canada: CA, Spain: ES, Czech Republic: CZ, China: CN, Denmark: DK, Germany: DE, Japan: JP, France: FR, Belgium: BE, Russia: RU
[Administrator E-mail Address]	Enter the E-mail address of the machine administrator (using ASCII characters of up to 127 bytes).
[Validity Start Date]	Displays the starting date of the certificate validity period. Displays the date and time of this machine when this screen is displayed.
[Validity Period]	Enter the validity period of a certificate with the number of days that have elapsed since the starting date.

- 2 When the certificate has been installed, enable SSL communication.
→ For details, refer to page 1-26.

Requesting CA for a certificate issuance

Create certificate signing request data on this machine, and request the trusted Certificate Authority (CA) for issuing a certificate for the machine. When the data is returned from the Certificate Authority after review, register the data with this machine.

- 1 In the administrator mode, select [Security] - [PKI Settings] - [Device Certificate] - [New Registration] - [Request a Certificate] - [Next], and enter information required for issuing a certificate, then click [Apply].

Settings	Description
[Common Name]	Displays the IP address of this machine.
[Organization]	Enter the organization or association name (using ASCII characters of up to 63 bytes).
[Organization Unit]	Enter the account name (using ASCII characters of up to 63 bytes). You can also specify a null.
[Locality]	Enter the locality name (using ASCII characters of up to 127 bytes).
[State/Province]	Enter the state or province name (using ASCII characters of up to 127 bytes).
[Country]	Enter the country name. For the country name, specify a country code defined in ISO03166 (using ASCII characters of up to 2 bytes). United States: US, Great Britain: GB, Italy: IT, Australia: AU, The Netherlands: NL, Canada: CA, Spain: ES, Czech Republic: CZ, China: CN, Denmark: DK, Germany: DE, Japan: JP, France: FR, Belgium: BE, Russia: RU
[Administrator E-mail Address]	Enter the E-mail address of the machine administrator (using ASCII characters of up to 127 bytes).

- 2 Click [Save].
→ Click this button to save certificate signing request data in your computer as a file.
- 3 Send the certificate signing request data to the Certificate Authority.
When the data is returned from the Certificate Authority after review, register the data with this machine.
- 4 In the administrator mode, select [Security] - [PKI Settings] - [Device Certificate] - [Edit] - [Install a Certificate] - [Next], and specify the text data sent from the Certificate Authority (CA), and then click [Apply].
- 5 When the certificate has been installed, enable SSL communication.
→ For details, refer to page 1-26.

2.13.2 Managing the certificates for this machine

Exporting a certificate

A certificate for this machine can be exported. You can export the certificate if you wish to manage it on the computer or transfer it to other device.

In the administrator mode, select [Security] - [PKI Settings] - [Device Certificate] - [Edit] - [Export a Certificate] - [Next], and enter the password (using ASCII characters of up to 32 bytes), and then click [Export].



Tips

The entered password is required to import the certificate.

Importing a certificate

The exported certificate can be imported on this machine.

In the administrator mode, select [Security] - [PKI Settings] - [Device Certificate] - [New Registration] - [Import a Certificate] - [Next], specify the certificated to be imported, enter the password, and then click [Apply].



Tips

Enter the password specified when the certificate is exported.

Deleting a certificate

A certificate for this machine can be deleted if necessary.

In the administrator mode, select [Security] - [PKI Settings] - [Device Certificate] - [Edit] - [Delete a Certificate], then click [Next].

2.14 Limiting access to destinations for each user

2.14.1 Methods to limit access to destinations

You can limit access to destinations for each user on this machine. The following three methods are available to limit access to destinations.

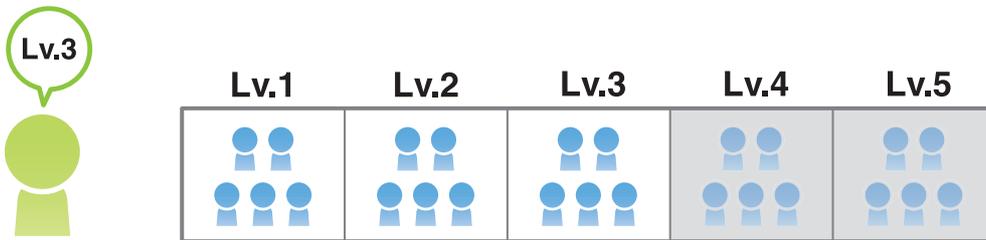
Settings	Description
Managing destinations at the reference allowed level	Sorts destinations depending on the importance level, and set the upper limit of the access level for each user. For details, refer to page 2-38.
Management based on the reference allowed group	Sorts destinations into groups. A user can only access permitted destinations in the group. For details, refer to page 2-39.
Managing destinations in a combination comprising the reference allowed level with the reference allowed group	Set the access range based on a combination of the important level of a destination and the relationship between the destination and the user. For details, refer to page 2-40.

2.14.2 Managing destinations at the reference allowed level

Reference allowed level

Classify destinations registered in this machine into levels 0 to 5 depending on the importance level, and specify the upper limit (reference allowed level) of the allowable level for each user.

For example, suppose that the reference allowed level 3 is set to a specific user. In this case, the user can refer destinations for which the reference allowed level 1 to 3 are set to, however, they cannot refer destinations for which the reference allowed levels 4 and 5 are set to.



Tips

By default, the reference allowed level, "0", is set to users. Level-0 users can only refer the destinations at level 0.

Specifying the reference allowed level

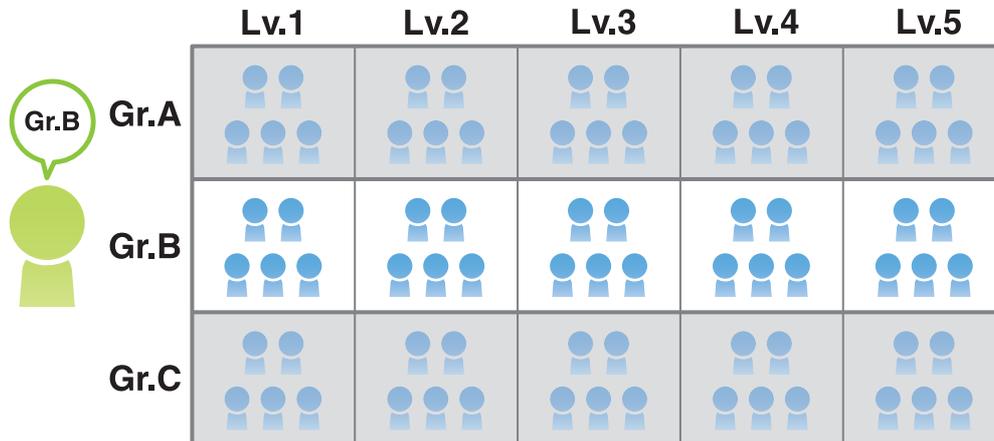
- 1 In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [Edit], then select [Reference Allowed Level] to set the reference allowed level to the address book.
- 2 In the administrator mode, select [Security] - [Authentication] - [User List] - [Edit], set [Access Allowed Level] to [Enable], then set the reference allowed level to the registered user.

2.14.3 Management based on the reference allowed group

Reference Allowed Group

This function sorts multiple destinations registered in this machine into a related group (reference allowed group) such as a group of customers per department.

Set a reference allowed group for each user to limit access to destinations. For example, assume that Group B is set for a certain user as a reference allowed group. In this case, that user can access destinations in Group B, but cannot access destinations in other reference allowed groups.



Assigning a reference allowed group

Register a reference allowed group on this machine. In addition, assign a reference allowed group to the destination and user.

- 1 In the administrator mode, select [Security] - [Address Reference Settings] - [Reference Allowed Group List] - [Edit], enter the group name into [Reference Allowed Group Name] (using up to 24 characters), then register the reference allowed group.
- 2 In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [Edit], then select [Reference Allowed Group] to assign the reference allowed group to the address book.
- 3 In the administrator mode, select [Security] - [Authentication] - [User List] - [Edit], set [Reference Allowed Group] to [Enable], then assign the reference allowed group to the registered user.

2.14.4 Managing destinations in a combination comprising the reference allowed level with the reference allowed group

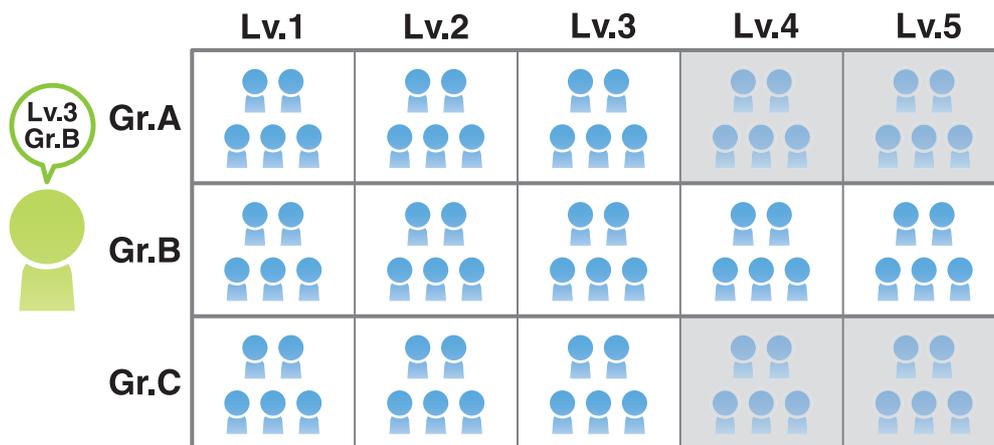
Combining the reference allowed level with the reference allowed group

Management can become more flexible by combining the reference allowed level with the reference allowed group.

For example, suppose that a specified user is set to the reference allowed level 3 and the reference allowed group B.

In this case, the user can refer the following destinations.

- Destinations with reference allowed level 1 to 3: A1 to A3, B1 to B3, C1 to C3
- Destinations included in reference allowed group B: B1 to B5



Tips

The reference allowed level can be set to the reference allowed group. You can assign the reference allowed group with the reference allowed level specified in the address book and combine the reference allowed level with the reference allowed group to manage registered destinations.

Specifying the reference allowed level and the reference allowed group simultaneously

Specify both the reference allowed level and the reference allowed group for a user.

To manage the address book in a combination comprising the reference allowed level and the reference allowed group, register a reference allowed group with the reference allowed level specified, then assign it to the address book.

- 1 In the administrator mode, select [Security] - [Address Reference Settings] - [Reference Allowed Group List] - [Edit], then register a reference allowed group.

Settings	Description
[No.]	Displays the registration number of a reference allowed group.
[Reference Allowed Group Name]	Enter the name of the reference allowed group (using up to 24 characters).
[Access Allowed Level]	To manage the address book in a combination comprising the reference allowed level and the reference allowed group, select the reference allowed level of the reference allowed group.

- 2 In the administrator mode, select [Address] - [Address Book] - [Address Book List] - [Edit], then set the reference allowed group or reference allowed level to the address book.

→ To manage the address book in a combination comprising the reference allowed level and the reference allowed group, assign a reference allowed group with the reference allowed level specified in the address book.

- 3 In the administrator mode, select [Security] - [Authentication] - [User List] - [Edit], then set the reference allowed group and reference allowed level to the registered user.

→ To specify a reference allowed group for a registered user means that you specify a reference allowed group itself. Therefore, even if the reference allowed level is set to the reference allowed group you selected, it is not involved here.

2.15 Associating a mobile terminal with this machine using the QR code

You can display network information of this machine, which is required to associate with a mobile terminal, as the QR code on the screen of this machine. In the mobile terminal, this machine can be easily registered only by reading the QR code.

✓ Install **Mobile (for iPhone/iPad/Android)** on your mobile terminal in advance.

1 Configure a setting to display network information of this machine using the QR code.

→ For details on configuring the setting, refer to page 1-18.

2 Tap [Utility] - [User Settings] - [QR Code Display] on the **Control Panel**.

The QR code appears.

3 Start **Mobile (for iPhone/iPad/Android)** to read the QR code.

→ For details on how to operate **Mobile (for iPhone/iPad/Android)**, refer to the Help of **Mobile (for iPhone/iPad/Android)**.

This machine is registered, and connection settings are completed.



Manually Installing the Printer Driver (for Windows)

3 Manually Installing the Printer Driver (for Windows)

3.1 Checking the connection method

In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

The installation method for the printer driver differs depending on the method used to connect this machine to the computer. When this machine is connected to the network, there are several printing protocols. The installation method for the printer driver also differs depending on the protocol.

Installation method	Connection method	
Connection method in which setup is possible using Add Printer Wizard	LPR	A network connection using the LPR (Line Printer Remote) print service. It uses a TCP/IP protocol and the LPR printing port. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-4.
	Port 9100	A network connection using the PORT9100 print service. It uses a TCP/IP protocol and the RAW printing port. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-4.
	IPP/IPPS	A network connection using the IPP (Internet Printing Protocol) print service. Printing can be carried out via the Internet using the HTTP (HyperText Transfer Protocol) of the TCP/IP protocol. IPPS is an IPP for SSL encrypted communication. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-11.
	Web service print	It is a connection corresponding to Web service function of Windows Vista and later operating systems and capable of automatically detecting the printer on the network. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-15.
	USB	A connection using a USB port.
Connection method in which plug and play-based setup is possible	USB	A connection using a USB port. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-16.

In Windows Server 2003

The installation method for the printer driver differs depending on the method used to connect this machine to the computer. When this machine is connected to the network, there are several printing protocols. The installation method for the printer driver also differs depending on the protocol.

Setup procedures	Connection method	
Connection method in which setup is possible using Add Printer Wizard	LPR	A network connection using the LPR (Line Printer Remote) print service. It uses a TCP/IP protocol and the LPR printing port. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-4.
	Port 9100	A network connection using the PORT9100 print service. It uses a TCP/IP protocol and the RAW printing port. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-4.
	IPP/IPPS	A network connection using the IPP (Internet Printing Protocol) print service. Printing can be carried out via the Internet using the HTTP (HyperText Transfer Protocol) of the TCP/IP protocol. IPPS is an IPP for SSL encrypted communication. <ul style="list-style-type: none"> For the installation procedure, refer to page 3-11.
	USB	A connection using a USB port.

Setup procedures	Connection method	
Connection method in which plug and play-based setup is possible	USB	A connection using a USB port. <ul style="list-style-type: none">• For the installation procedure, refer to page 3-16.

3.2 Using LPR/Port9100 connection for installation

Operations required to use this function (for administrators)

Configure the LPR/Port 9100 operating environment.

- When using port 9100:
Make sure that the RAW port number has been set. (In normal circumstances, you can use the default settings.) For details on how to configure the settings, refer to page 1-52.
- When using the LPR:
Check that LPD is enabled. (In normal circumstances, you can use the default settings.) For details on how to configure the settings, refer to page 1-50.

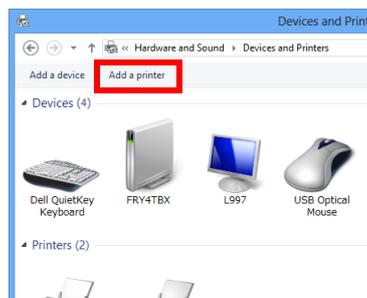
3.2.1 Installing the printer driver by automatically detecting the printer

In Windows 8/8.1/Server 2012/Server 2012 R2

You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

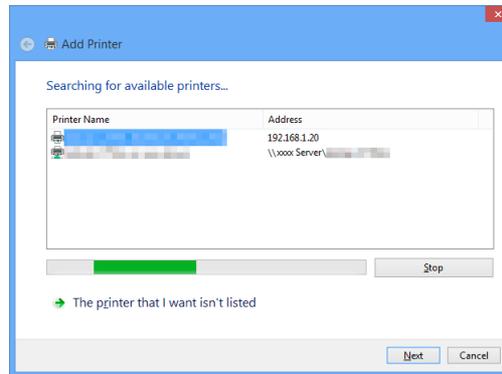
- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
- 2 Display the printer window.
 - In Windows 8.1, click [⏴] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
- 3 Select Add a printer.



The [Add Printer] wizard appears.

- 4 Select your machine from the list, then click [Next].
 - If no printers are detected, restart this machine.
 - Use the IP address to confirm the printer that you want to connect to.
 - It may take some time to finish searching the entire list of printers.



- 5 Click [Have Disk...].
- 6 Click [Browse...].
- 7 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
- 8 Click [OK].
The [Printers] list appears.
- 9 Click [Next].
- 10 Follow the on-screen instructions to carry out operations.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 11 Click [Finish].
- 12 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
- 13 Remove the CD-ROM from the CD-ROM drive.
Installation of the printer driver is then completed.

In Windows Vista/7/Server 2008/Server 2008 R2

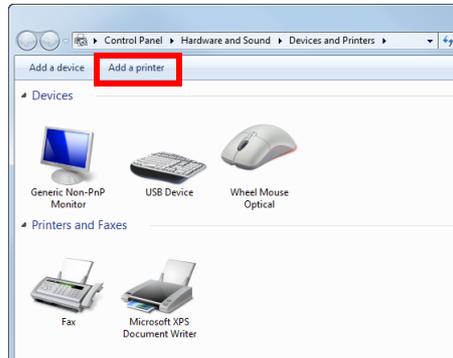
You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

The procedure for installing the printer driver by automatically detecting the printer on the network is as follows:

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

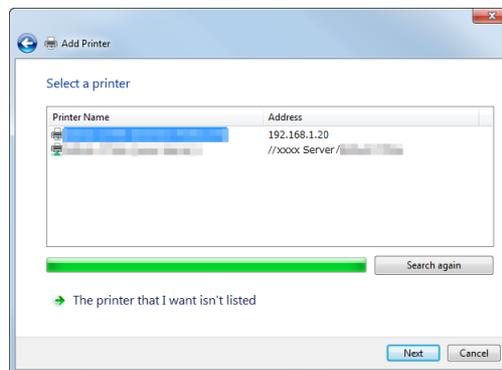
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

- 2 Display the printer window.
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon, double-click [Devices and Printers].
 - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
- 3 Select Add a printer.



The [Add Printer] wizard appears.

- 4 Click [Add a network, wireless or Bluetooth printer].
Connected printers are detected.
- 5 Select your machine from the list, then click [Next].
 - If no printers are detected, restart this machine.
 - Use the IP address to confirm the printer that you want to connect to.
 - It may take some time to finish searching the entire list of printers.



- 6 Click [Have Disk...].
- 7 Click [Browse...].
- 8 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
- 9 Click [OK].
The [Printers] list appears.
- 10 Click [Next].

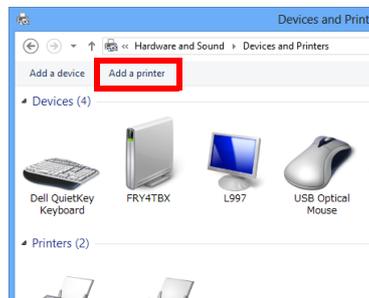
- 11 Follow the on-screen instructions to carry out operations.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 12 Click [Finish].
- 13 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.
- 14 Remove the CD-ROM from the CD-ROM drive.
 - Installation of the printer driver is then completed.

3.2.2 Installing the printer driver by creating a new port

In Windows 8/8.1/Server 2012/Server 2012 R2

The procedure for installing the printer driver by creating a new port is as follows:

- ✓ Administrator privileges are required to perform this task.
 - ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - 2 Display the printer window.
 - In Windows 8.1, click [⬇] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
 - 3 Select Add a printer.



- 4 In the window showing the detected printer, click [The printer that I want isn't listed].
- 5 Click [Add a local printer or network printer with manual settings].
- 6 Click [Create a new port:], then select [Standard TCP/IP Port].
- 7 Click [Next].
- 8 Select [TCP/IP Device], then enter the IP address.
- 9 Click [Next].
- 10 Click [Have Disk...].
- 11 Click [Browse...].

- 12 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
- 13 Click [OK].

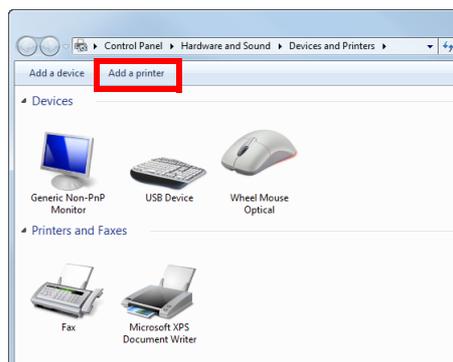
The [Printers] list appears.
- 14 Click [Next].
- 15 Follow the on-screen instructions to carry out operations.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 16 Click [Finish].
- 17 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
- 18 Remove the CD-ROM from the CD-ROM drive.

Installation of the printer driver is then completed.

In Windows Vista/7/Server 2008/Server 2008 R2

The procedure for installing the printer driver by creating a new port is as follows:

- ✓ Administrator privileges are required to perform this task.
 - ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - 2 Display the printer window.
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon, double-click [Devices and Printers].
 - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
 - 3 Select Add a printer.



The [Add Printer] wizard appears.

- 4 Click [Add a local printer].

The [Choose a printer port] dialog box appears.
- 5 Click [Create a new port:], then select [Standard TCP/IP Port].
- 6 Click [Next].

- 7 Select [TCP/IP Device], then enter the IP address.
- 8 Click [Next].
 - If the [Additional Port Information Required] dialog box appears, go to Step 9.
 - If the [Install the printer driver] dialog box appears, go to Step 12.
- 9 Select [Custom], and then click [Settings...].
- 10 Change the settings according to the port, and then click [OK].
 - For an LPR connection, select the [LPR] check box, then enter "Print" in [Queue Name:]. You must discriminate between upper and lower case letters when entering it.
 - For the Port 9100 connection, select the [Raw] check box, then enter a RAW port number ([9100] by default) in [Port Number:].
 - If both LPR and Port9100 are enabled on this machine, the printer driver is connected to this machine using LPR.
- 11 Click [Next].

The [Install the printer driver] dialog box appears.
- 12 Click [Have Disk...].
- 13 Click [Browse...].
- 14 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
- 15 Click [OK].

The [Printers] list appears.
- 16 Click [Next].
- 17 Follow the on-screen instructions to carry out operations.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 18 Click [Finish].
- 19 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.
- 20 Remove the CD-ROM from the CD-ROM drive.

Installation of the printer driver is then completed.

In Windows Server 2003

- ✓ Administrator privileges are required to perform this task.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - 2 From the Start menu, click [Printers and Faxes].
 - If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes] from the Start menu.
 - 3 Double-click [Add Printer].

[Add Printer Wizard] appears.
 - 4 Click [Next >].

- 5 Select [Local printer attached to this computer], then click [Next >].
 - Clear the [Automatically detect and install my Plug and Play printer] check box. The [Select a Printer Port] page appears.
- 6 Click [Create a new port:], then select [Standard TCP/IP Port] as the [Type of port:].
- 7 Click [Next >].
[Add Standard TCP/IP Printer Port Wizard] starts.
- 8 Click [Next >].
- 9 In the [Printer Name or IP Address:] box, enter the IP address for the machine, and then click [Next >].
 - If the [Additional Port Information Required] window appears, go to Step 10.
 - If the [Finish] screen appears, go to Step 13.
- 10 Select the [Custom] check box, then click [Settings:].
- 11 Change the settings according to the port, and then click [OK].
 - For an LPR connection, select the [LPR] check box, then enter "Print" in [Queue Name:]. You must discriminate between upper and lower case letters when entering it.
 - For the Port 9100 connection, select the [Raw] check box, then enter a RAW port number ([9100] by default) in [Port Number:].
- 12 Click [Next >].
- 13 Click [Finish].
[Add Printer Wizard] appears.
- 14 Click [Have Disk...].
- 15 Click [Browse...].
- 16 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver and PS driver
- 17 Click [OK].
The [Printers] list appears.
- 18 Click [Next >].
- 19 Follow the on-screen instructions to carry out operations.
 - To use a network connection, perform a test print after the network settings have been configured.
- 20 Click [Finish].
- 21 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.
- 22 Remove the CD-ROM from the CD-ROM drive.
Installation of the printer driver is then completed.

3.3 Using IPP connection for installation

Operations required to use this function (for administrators)

Configure the IPP operating environment.

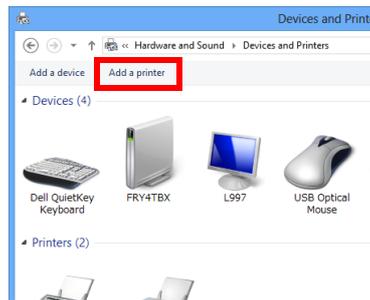
For details on how to configure the settings, refer to page 1-57.

Tips

You can enhance security by encrypting communication between the computer and this machine with SSL when IPP printing is carried out on this machine (IPPS printing). To use SSL communications, a certificate must be registered in advance. For details on how to configure the settings, refer to page 2-35.

In Windows 8/8.1/Server 2012/Server 2012 R2

- ✓ Administrator privileges are required to perform this task.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
- 2 Display the printer window.
 - In Windows 8.1, click [⏴] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
- 3 Select Add a printer.



The [Add Printer] wizard appears.

- 4 In the window showing the detected printer, click [The printer that I want isn't listed].
- 5 In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].
 - `http://<IP address of this machine>/ipp`
Example: `http://192.168.1.20/ipp`
 - When specifying to use IPSPS printing, enter "`https://[host name].[domain name]/ipp`".
For [host name].[domain name], specify the host name and domain name registered for the DNS server being used.
 - If the certificate for the machine is not the one issued by the certifying authority, you must register the certificate for the machine on the Windows 8/8.1/Server 2012/Server 2012 R2 system as the certificate by "Trusted Root Certification Authorities" for the computer account.
 - When registering the certificate in the machine, check that the certificate shows [host name].[domain name] as the common name.
- 6 Click [Have Disk...].
- 7 Click [Browse...].

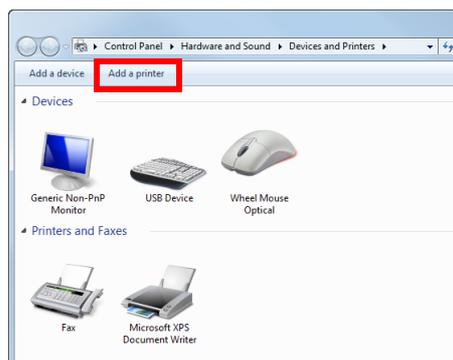
- 8 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
- 9 Click [OK].

The [Printers] list appears.
- 10 Click [Next].
- 11 Follow the on-screen instructions to carry out operations.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 12 Click [Finish].
- 13 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
- 14 Remove the CD-ROM from the CD-ROM drive.

Installation of the printer driver is then completed.

In Windows Vista/7/Server 2008/Server 2008 R2

- ✓ Administrator privileges are required to perform this task.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - 2 Display the printer window.
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon, double-click [Devices and Printers].
 - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
 - 3 Select Add a printer.



The [Add Printer] wizard appears.

- 4 Click [Add a network, wireless or Bluetooth printer].

Connected printers are detected.
- 5 In the window showing the detected printer, click [The printer that I want isn't listed].

- 6 In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].
 - http://<IP address of this machine>/ipp
Example: http://192.168.1.20/ipp
 - When specifying to use IPPS printing, enter "https://[host name].[domain name]/ipp".
For [host name].[domain name], specify the host name and domain name registered for the DNS server being used.
 - If the certificate for the machine is not the one issued by the certifying authority, you must register the certificate for the machine on the Windows Vista/7/Server 2008/Server 2008 R2 system as the certificate by "Trusted Root Certification Authorities" for the computer account.
 - When registering the certificate in the machine, check that the certificate shows [host name].[domain name] as the common name.
- 7 Click [Have Disk...].
- 8 Click [Browse...].
- 9 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
- 10 Click [OK].

The [Printers] list appears.
- 11 Click [OK].
- 12 Follow the on-screen instructions to carry out operations.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 13 Click [Finish].
- 14 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.
- 15 Remove the CD-ROM from the CD-ROM drive.

Installation of the printer driver is then completed. Once the settings for the printer have been configured, you can use the printer in the same way as a general local printer.

In Windows Server 2003

- ✓ Administrator privileges are required to perform this task.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - 2 From the Start menu, click [Printers and Faxes].
 - If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes] from the Start menu.
 - 3 Double-click [Add Printer].

[Add Printer Wizard] appears.
 - 4 Click [Next >].
 - 5 In the [Local or Network Printer] page, select [A network printer, or a printer attached to another computer], then click [Next >].
 - 6 In the [Specify a Printer] page, select [Connect to a printer on the Internet or on a home or office network:].

- 7 In [URL:], enter the URL for the machine in the following format, then click [Next >].
 - http://<IP address of this machine>/ipp
Example: http://192.168.1.20/ipp
 - When specifying to use IPPS printing, enter "https://[IP address of this machine]/ipp".
 - If a confirmation dialog box appears after clicking [Next >], click [OK].
 - 8 Click [Have Disk...].
 - 9 Click [Browse...].
 - 10 Select the folder on the CD-ROM containing the desired printer driver, then click [Open].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver and PS driver
 - 11 Click [OK].

The [Printers] list appears.
 - 12 Click [OK].
 - 13 Follow the on-screen instructions to carry out operations.
 - 14 Click [Finish].
 - 15 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.
 - 16 Remove the CD-ROM from the CD-ROM drive.
- Installation of the printer driver is then completed. Once the settings for the printer have been configured, you can use the printer in the same way as a general local printer.

3.4 Using the Web service connection for installation

Web service

The Web service function automatically detects devices on the network and installs the necessary printer drivers.

If you are using Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, locate the printers that support the Web service print function on the network to install the printer drivers.

Operations required to use this function (for administrators)

Configure the Web service operating environment.

For details on how to configure the settings, refer to page 2-15.

Installation methods

- ✓ Administrator privileges are required to perform this task.
 - ✓ To install a different printer driver on the computer where one has already been installed, you must uninstall the whole package of the currently installed printer driver.
- 1 Install the printer driver for this machine.
 - For details, refer to [User's Guide: Print Functions]. The printer driver can be installed in any port.
 - 2 Turn on the power of the machine while it is connected to the network.
 - 3 In [Network and Sharing Center] on the computer, check that [Network Discovery] is enabled.
 - 4 Open the [Network] window.
 - In Windows 8/8.1/Server 2012/Server 2012 R2, open [Control Panel], select the [Network and Internet] category, then click [View network computers and devices].
 - In Windows 7/Server 2008 R2, open [Computer] and click [Network].
If [Network] is not displayed, click the [Network and Internet] category on [Control Panel], then click [View network computers and devices].
 - In Windows Vista/Server 2008, open the Start menu, and click [Network].
Connected computers and devices are detected.
 - 5 Select the device name of the machine, then click [Install] on the toolbar.
 - In Windows 8/8.1/Server 2012/Server 2012 R2, click [Network] - [Add devices and printers] on the toolbar. In the displayed window, select the device name of this machine, then click [Next].
The printer driver for this machine is detected and the machine is ready to print.
 - 6 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.



Reference

If the printer driver is not correctly installed, the driver must be updated using [Update Driver...]. For details, refer to page 3-17.

3.5 Using USB connection for installation

In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

To connect this machine using the USB port in Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, first install the printer driver and then associate it with this machine through plug and play.

- ✓ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, the installation disk cannot be specified after the connection has been established. Install the printer driver in advance.
 - ✓ In Windows Vista/Server 2008, you can continue the task and specify the printer driver installation disk to install the printer driver if it is not installed in advance.
 - ✓ Administrator privileges are required to perform this task.
- 1 Install the printer driver for this machine.
 - For details, refer to [User's Guide: Print Functions].
 - 2 Connect this machine to the computer using a USB cable.
 - 3 Turn on the power of this machine.

The printer driver for this machine is detected and the machine is ready to print.

 - If the printer driver is not detected, restart this machine.
 - 4 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.



Reference

If the printer driver is not correctly installed, the driver must be updated using [Update Driver...]. For details, refer to page 3-17.

In Windows Server 2003

- ✓ Administrator privileges are required to perform this task.
- 1 Connect this machine to the computer using a USB cable, and then start the computer.
 - 2 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
 - 3 Turn on the power of this machine.

The [Found New Hardware Wizard] dialog box appears.

 - If the [Found New Hardware Wizard] dialog box does not appear, restart this machine.
 - If a page with a message saying "Windows connect to Windows Update" appears, select [No, not this time].
 - 4 Select [Install from a list or specific location (Advanced)], then click [Next >].
 - 5 Under [Search for the best driver in these locations.], select [Include this location in the search:], then click [Browse].
 - 6 Select the folder on the CD-ROM containing the desired printer driver, then click [OK].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver and PS driver
 - 7 Click [Next >], and perform the procedure by following the on-screen instructions.
 - 8 Click [Finish].
 - 9 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

- 10 Remove the CD-ROM from the CD-ROM drive.
Installation of the printer driver is then completed.

Updating the printer driver

In Windows 7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, if this machine is connected without the printer driver having first been installed, the printer driver will not be correctly identified. If the printer driver is not correctly identified, the driver must be updated using [Update Driver...].

- 1 Display the printer window.
 - In Windows 8.1, click [⬇] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
When [Control Panel] is displayed in an icon, double-click [Devices and Printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
When [Control Panel] is displayed in an icon, double-click [Devices and Printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
When [Control Panel] is displayed in an icon, double-click [Devices and Printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].
When [Control Panel] is displayed in an icon, double-click [Devices and Printers].
- 2 Right-click the device name of the machine that is under [Unspecified] and then click [Properties].
 - If [Unknown Device] appears instead of the device name of the machine, right-click to remove the device, and install the printer driver.
- 3 In the [Hardware] tab, click [Properties].
- 4 In the [General] tab, click [Change Settings].
- 5 In the [Driver] tab, click [Update Driver...].
- 6 In the page in which to select how to search the driver software, click [Browse my computer for driver software anyway].
- 7 Click [Browse...].
- 8 Select the folder on the CD-ROM containing the desired printer driver, then click [OK].
 - Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
- 9 Click [Next].
- 10 Follow the on-screen instructions to carry out operations.
- 11 Click [Close].
- 12 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
- 13 Remove the CD-ROM from the CD-ROM drive.
This completes the update of the printer driver.

3.6 Manually uninstalling the printer driver

If the printer driver was installed without using the installer, manually uninstall the printer driver.

- 1** Display the printer window.
 - In Windows 8.1, click [↓] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].
 - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows Server 2003, click the Start menu, then select [Printers and Faxes]. If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].
- 2** Click the icon of the printer driver to be uninstalled.
- 3** Uninstall the printer driver.
 - In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, click [Remove device] on the toolbar.
 - In Windows Vista/Server 2003/Server 2008, press the [Delete] key on the computer keyboard.
- 4** From then on, follow the on-screen instructions to carry out operations.

When the printer driver has been uninstalled, the icon disappears from the window.
- 5** Open [Server Properties].
 - In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, select a different printer, and click [Print Server Properties] on the toolbar.
 - In Windows Vista/Server 2008, right-click on the area that has nothing displayed in the [Printers] window, click [Run as administrator] - [Server Properties].
 - In Windows Server 2003, click the [File] menu, then [Server Properties].
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 6** Click the [Driver] tab.
- 7** From the [Installed printer drivers:] list, select the printer driver to be uninstalled, then click [Remove...].
 - In Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, go to Step 8.
 - In Windows Server 2003, go to Step 9.
- 8** Select [Remove driver and driver package.] in the dialog box for confirming to remove the target, then click [OK].
- 9** In the dialog box for confirming if you are sure to remove the printer, click [Yes].
 - If you are using Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, the dialog box appears to reconfirm whether you are sure you want to remove the printer. Click [Uninstall].
- 10** Close the open windows, and then restart the computer.
 - Be sure to restart the computer.Uninstallation of the printer driver is then completed.

 **Tips**

In Windows Server 2003, if the printer driver is uninstalled in the above procedure, the model information files remain on the computer. For this reason, when reinstalling the same version of the printer driver, the driver may not be rewritten. In this case, remove the following files as well.

- Check the "C:\WINDOWS\system32\spool\drivers\w32x86" folder ("C:\WINDOWS\system32\spool\drivers\x64" folder in the x64 system), and if there is a folder of the corresponding model, remove it. However, if multiple drivers are installed including the PCL KONICA MINOLTA driver, PostScript KONICA MINOLTA driver and fax driver, the model information of all drivers is deleted. To leave drivers other than the fax driver, do not remove the folder.
- From the "C:\WINDOWS\inf" folder, remove "oem*.inf" and "oem*.PNF" ("*" included in the file name indicates a number, which differs depending on the computer environment). Before removing these files, open the inf file, and then check the model name described on the last few lines to confirm it is the file for the corresponding model. The number of the PNF file is the same as that of the inf file.
- If you have deleted a file using [Remove driver and driver package.] in Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, this operation is not required.

4

Adding a Printer Using LPR/IPP Connection (Mac OS Environment)

4 Adding a Printer Using LPR/IPP Connection (Mac OS Environment)

4.1 Using LPR connection

Operations required to use this function (for administrators)

Configure the LPR operating environment.

For details on how to configure the settings, refer to page 1-50.

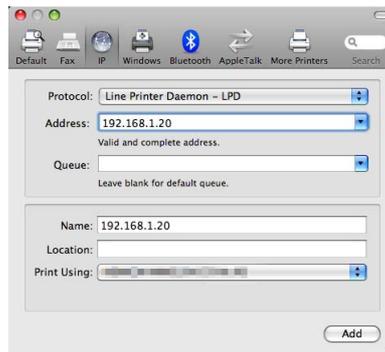
In Mac OS X 10.4 and later

In Mac OS X 10.4 and later, use the following procedure to add a printer using an LPR connection:

- 1 Select [System Preferences...] in the Apple menu.
- 2 Click the [Network] icon.
- 3 The Ethernet setting window appears.
 - In Mac OS X 10.5 and later, select [Ethernet], then click [Advanced...].
 - In Mac OS X 10.4, select [Built-in Ethernet], then click [Configure...].
- 4 Click the [TCP/IP] tab.
- 5 Configure the settings including the IP address and subnet mask according to the settings of the network to which the computer is connected.
- 6 Click the close button at the top left corner of the window.
 - When the [Apply configuration changes] message appears, click [Apply].Then, add the printer to the computer.
- 7 Select [System Preferences...] in the Apple menu.
- 8 Click the [Print & Fax] icon.
 - In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9, click the [Printer & Scanner] icon.
- 9 Click [+] in the lower left of the screen.
 - In Mac OS X 10.7/10.8/10.9, select [Add Other Printer or Scanner...] or [Add Printer or Scanner...] in the list that is displayed by clicking [+].
- 10 Click [IP] or [IP Printer].
- 11 In [Protocol:], select [Line Printer Daemon - LPD].
- 12 In [Address:], enter the IP address for the machine.

The printer driver for the machine specified with the IP address is displayed in [Print Using:].

- When the printer driver is displayed, go to Step 14.
- When the printer driver is not correctly displayed, go to Step 13.



13 Manually select the printer driver.

- In Mac OS X 10.9, select [Select Software...] from [Print Using:], then click the driver of the desired printer from the list that is displayed in another window.
- In Mac OS X 10.6/10.7/10.8, select [Select Printer Software...] from [Print Using:], then click the driver of the desired printer from the list that is displayed in another window.
- In Mac OS X 10.5, select [Select a driver to use...] in [Print Using:], then click the driver of the desired printer from the list.
- In Mac OS X 10.4, select [KONICA MINOLTA] in [Print Using:], and then click the driver of the desired printer from the list.

14 Click [Add].

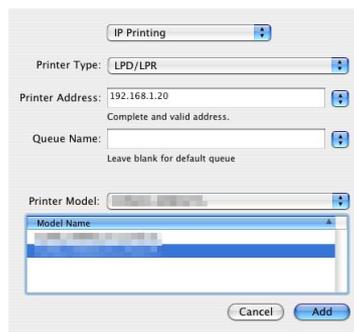
Addition of the printer is then completed.

In Mac OS X 10.3

In Mac OS X 10.3, use the following procedure to add a printer using an LPR connection:

- 1 Select [System Preferences...] in the Apple menu.
- 2 Click the [Network] icon.
- 3 From [Show], select [Built-in Ethernet].
- 4 Click the [TCP/IP] tab.
- 5 Select the [Settings:] item and configure the settings including the IP address and subnet mask according to the settings for the network to which the computer is connected.
- 6 Click the close button at the top left corner of the window.
 - When the [Apply configuration changes] message appears, click [Apply].
 Then, add the printer to the computer.
- 7 Select [Macintosh HD] (hard disk of the system) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open the dialog box.
- 8 When the [You have no printers available.] window appears, click [Add]. When the Printer List appears, click [Add].
 - If available printers have already been specified, the [You have no printers available.] window does not appear.
- 9 Select [IP Printing] as the connection method.
- 10 In [Printer Type:], select [LPD/LPR].
- 11 In [Printer Address:], enter the IP address for the machine.

- 12 In [Printer Model:], select [KONICA MINOLTA], then click the driver of the desired printer from the model list.



The screenshot shows a configuration window titled "IP Printing". It contains several fields and a list:

- Printer Type:** LPD/LPR
- Printer Address:** 192.168.1.20 (with a note: "Complete and valid address.")
- Queue Name:** (with a note: "Leave blank for default queue")
- Printer Model:** (with a dropdown menu showing a list of printer models)

At the bottom right, there are "Cancel" and "Add" buttons.

- 13 Click [Add].
Addition of the printer is then completed.

4.2 Using IPP connection

Operations required to use this function (for administrators)

Configure the IPP operating environment.

For details on how to configure the settings, refer to page 1-57.

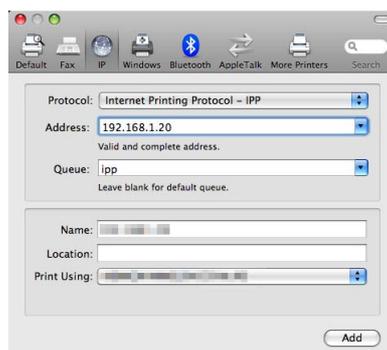
In Mac OS X 10.4 and later

In Mac OS X 10.4 and later, use the following procedure to add a printer with an IPP connection:

- 1 Select [System Preferences...] in the Apple menu.
- 2 Click the [Network] icon.
- 3 The Ethernet setting window appears.
 - In Mac OS X 10.5 and later, select [Ethernet], then click [Advanced...].
 - In Mac OS X 10.4, select [Built-in Ethernet], then click [Configure...].
- 4 Click the [TCP/IP] tab.
- 5 Configure the settings including the IP address and subnet mask according to the settings of the network to which the computer is connected.
- 6 Click the close button at the top left corner of the window.
 - When the [Apply configuration changes] message appears, click [Apply].Then, add the printer to the computer.
- 7 Select [System Preferences...] in the Apple menu.
- 8 Click the [Print & Fax] icon.
 - In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9, click the [Printer & Scanner] icon.
- 9 Click [+] in the lower left of the screen.
 - In Mac OS X 10.7/10.8/10.9, select [Add Other Printer or Scanner...] or [Add Printer or Scanner...] in the list that is displayed by clicking [+].
- 10 Click [IP] or [IP Printer].
- 11 In [Protocol:], select [Internet Printing Protocol - IPP].
- 12 In [Address:], enter the IP address for the machine. In [Queue:], enter "ipp".

The printer driver for the machine specified with the IP address is displayed in [Print Using:].

 - When the printer driver is displayed, go to Step 14.
 - When the printer driver is not correctly displayed, go to Step 13.



13 Manually select the printer driver.

- In Mac OS X 10.9, select [Select Software...] from [Print Using:], then click the driver of the desired printer from the list that is displayed in another window.
- In Mac OS X 10.6/10.7/10.8, select [Select Printer Software...] from [Print Using:], then click the driver of the desired printer from the list that is displayed in another window.
- In Mac OS X 10.5, select [Select a driver to use...] in [Print Using:], then click the driver of the desired printer from the list.
- In Mac OS X 10.4, select [KONICA MINOLTA] in [Print Using:], and then click the driver of the desired printer from the list.

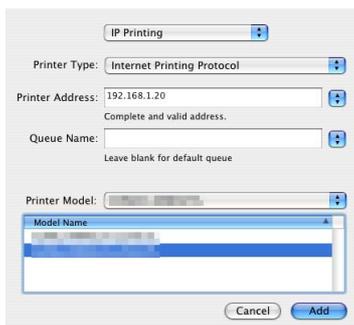
14 Click [Add].

Addition of the printer is then completed.

In Mac OS X 10.3

In Mac OS X 10.3, use the following procedure to add a printer with IPP connection:

- 1** Select [System Preferences...] in the Apple menu.
- 2** Click the [Network] icon.
- 3** From [Show], select [Built-in Ethernet].
- 4** Click the [TCP/IP] tab.
- 5** Select the [Settings:] item and configure the settings including the IP address and subnet mask according to the settings for the network to which the computer is connected.
- 6** Click the close button at the top left corner of the window.
 - When the [Apply configuration changes] message appears, click [Apply].
 Then, add the printer to the computer.
- 7** Select [Macintosh HD] (hard disk of the system) - [Applications] - [Utilities], then double-click [Printer Setup Utility] to open the dialog box.
- 8** When the [You have no printers available.] window appears, click [Add]. When the Printer List appears, click [Add].
 - If available printers have already been specified, the [You have no printers available.] window does not appear.
- 9** Select [IP Printing] as the connection method.
- 10** In [Printer Type:], select [Internet Printing Protocol - IPP].
- 11** In [Printer Address:], enter the IP address for the machine.
 - Leave [Queue Name:] blank.
- 12** In [Printer Model:], select [KONICA MINOLTA], then click the driver of the desired printer from the model list.



13 Click [Add].

Addition of the printer is then completed.



Printing in the Linux Environment

5 Printing in the Linux Environment

5.1 System environment requirements

Before installing the printer driver, check the following operating environment.

Item	Specifications
Operating system	Red Hat Enterprise Linux 4/5/6 Desktop SUSE Linux Enterprise Desktop 9/10/11 Red Hat Enterprise Linux 4/5/6 server SUSE Linux Enterprise Server 9/10/11
CPU	Any processor of the same or higher specifications as recommended for your operating system
Memory	Memory capacity as recommended for your operating system
Drive	CD-ROM drive



Tips

The following describes the operation procedure using Red Hat Enterprise Linux 5, as an example.

5.2 Preparation for printing

5.2.1 Adding the printer

- ✓ Before installing the printer driver, exit all application software.
- ✓ Root authority is required to add a printer.
- 1 Connect this machine to the computer via USB or network.
 - If a dialog box to specify the printer driver appears when you use USB to connect this machine, click [Cancel] to close the dialog box.
- 2 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
- 3 From the [System] menu, select [Administration] - [Printing].
- 4 Click [New Printer].
- 5 Enter the [Printer name], [Description], and [Location], and click [Forward].

The printer is automatically detected in the device column.
- 6 Select the connection method.
 - When USB is used, select "Name of this machine USB #1" in the device column.
 - When connecting via network, select this machine that was automatically detected in the device column.
 - If this machine is not displayed in the device column, select the port according to the connection method.
[AppSocket/HP jetDirect], [Internet Printing Protocol (ipp)], or [LPD/LPR Host or Printer]
- 7 Click [Forward].
- 8 Select [Provide PPD file].
- 9 Click the folder icon, and specify the PPD file on the CD-ROM.
 - You can obtain the PPD file of the various languages in the "Drivers/LinuxPPD/<language>" folder. Select the PPD file suitable for your language.
- 10 Click [Forward].
- 11 Click [Apply].
- 12 Remove the CD-ROM from the CD-ROM drive.

Installation of the printer driver is then completed.

5.2.2 Manually adding the printer driver

Manually installing the PPD file

- ✓ Before installing the printer driver, exit all application software.
- ✓ Root authority is required to install the printer driver.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.
- 2 From the CD-ROM, copy the PPD file to "/usr/share/cups/model".
 - You can obtain the PPD file of the various languages in the "Drivers/LinuxPPD/<language>" folder. Select the PPD file suitable for your language.
- 3 From the main menu, select [Application] - [Accessories] - [Terminal].

- 4 Restart CUPS.
 - Enter `/etc/init.d/cups restart`, and press the Enter key.
- 5 Exit the [Terminal].
- 6 Remove the CD-ROM from the CD-ROM drive.

Installation of the printer driver is then completed. Continue to "Adding a printer from CUPS Administration Web Page".

Adding a printer from CUPS Administration Web Page

- ✓ Root authority is required to install the printer driver.
- 1 Connect this machine to the computer via USB or network.
 - If a dialog box to specify the printer driver appears when you use USB to connect this machine, click [Cancel] to close the dialog box.
 - 2 Start the Web browser.
 - 3 Enter `http://localhost:631` in the URL field.

The CUPS Administration Web page appears.
 - 4 Click [Add Printer].
 - 5 Enter the [Name], [Location], and [Description], then click [Continue].
 - 6 Select the connection method in the device list, then click [Continue].
 - When the TCP/IP connection is used: Select [AppSocket/HP jetDirect], [Internet Printing Protocol (ipp)], or [LPD/LPR Host or Printer].
 - When the USB connection is used: Select [USB Printer #1], then go to Step 8.
 - 7 Enter the device URI in the following format, then click [Continue].
 - `socket://(printer name or IP address of this machine):(port number)`
Example of IP address entry: `socket://192.168.1.190:9100`
Example of printer name entry: `socket://Hostname:9100`
(You can use the IP address as a substitute for the printer name. Also, you can omit the port number.)
 - 8 In the manufacturer column, select [KONICA MINOLTA], then click [Continue].
 - You can obtain the PPD file of the various languages in the "Drivers/LinuxPPD/<language>" folder. Select the PPD file suitable for your language.
 - 9 Select this machine in the model column, then click [Add Printer].
 - 10 To use the administrator privileges, enter the user name and password, then click [OK].

5.2.3 Configuring the default settings of the printer driver

When you use this machine for the first time, properly configure the printer driver so that it contains information such as the options installed on this machine. If necessary, you can change the default print settings of the printer driver.

Tips

- The name and display order of the settings vary depending on your operating system, its version, or the CUPS version.
- The following describes the print functions unique to this machine.

- 1 Start the Web browser.
- 2 Enter "http://localhost:631" in the URL field.
- 3 Click [Manage Printer].
- 4 Click [Set Printer Options].
The printer drive setup page appears.

[Options Installed]

Item	Description
[Paper Source Unit]	Select the paper feed unit that is installed on this machine. [None] is specified by default.
[Hard Disk]	Select [Installed] for this machine.
[Finisher]	Select [Installed] if the optional Finisher is installed on this machine. [None] is specified by default.

NOTICE

You cannot use the optional functions unless the name of this machine and installed options are specified. If any option is installed, be sure to specify it.

[General]

Item	Description
[Collate]	When printing multiple sets of copies, select this check box to output sets of copies one by one. [On] is specified by default.
[Paper Source]	Select the paper tray for the printing paper.
[Paper Type]	Select the paper type used for printing.
[Resolution]	Select the print resolution. [600dpi] is specified by default.
[Paper Size]	Select the size of paper for printing.
[Nearest Size and Scale]	Select whether or not to use paper of the appropriate size by automatically enlarging or reducing the original data if the size of sheets of the paper loaded in the paper tray does not match that of original data. [Off] is specified by default.
[Print Type]	Select the print sides of paper. [2-Sided] is specified by default.
[Staple]	Specify the staple position when stapling printed sheets of paper. [Off] is specified by default.
[Original Direction]	Specify the orientation of the original. [Portrait] is specified by default.
[Binding Position]	Select the binding position. [Left Bind] is specified by default.

Item	Description
[Edge Strength]	Select the degree of edge enhancement when sharpening the edges. [Middle] is specified by default.

[Image Options]

Item	Description
[Image Halftone]	Select the half-tone image processing method. [Detail] is specified by default.
[Image Edge Enhancement]	Select whether or not to sharpen the edges. [Off] is specified by default.

[Text Options]

Item	Description
[Text Halftone]	Select the half-tone image processing method. [Line Art] is specified by default.
[Text Edge Enhancement]	Select whether or not to sharpen the edges. [On] is specified by default.

[Graphics Options]

Item	Description
[Graphics Halftone]	Select the half-tone image processing method. [Detail] is specified by default.
[Graphics Edge Enhancement]	Select whether or not to sharpen the edges. [On] is specified by default.

5.3 Printing procedure

The following describes the printing procedure using OpenOffice in Red Hat Enterprise Linux 5.

- ✓ The contents of the print dialog and print setting dialog vary depending on the application.
- ✓ The following steps and operations may vary depending on the version of your operating system.

1 Open data of the original using the application software. From the [File] menu, select [Print].

2 Specify the printer that you want to use for printing.

3 Click [Print].

Printing is executed.



6

Using the Authentication Unit (IC Card Type)

6 Using the Authentication Unit (IC Card Type)

6.1 Authentication Unit (IC card type)

The **Authentication Unit (IC card type)** is an "IC card authentication" system that reads the IC Card / NFC-compatible mobile terminal to perform personal authentication. If you register a compatible noncontact IC card such as an employee ID card, you can use this machine synchronously with functions such as the user entering-leaving management to integrate the authentication system.

If this machine provides user authentication, you can log in to this machine or execute a print job using the IC Card / NFC-compatible mobile terminal authentication function.

Tips

- To enable IC card authentication, settings made by the service representative are required in addition to the optional **Authentication Unit AU-201/AU-201S**. For details, contact your service representative.
- To employ user authentication using an NFC-compatible mobile terminal, settings by the service representative are required in addition to the optional **Authentication Unit AU-201S**. For details, contact your service representative.
- To use an NFC-compatible mobile terminal, Android 4.4 or later must be supported as the operating system, and the HCE function must be provided.

6.2 Status of Authentication Device

The status of the authentication device is indicated by status indicator LEDs.

LED Status indicator LED	Status of authentication device
Light-up (Yellow green)	Normally running
Light-up (Orange)	USB communications are not available.
Light-up (Red)	Out of order

6.3 Operations required to use this function (for Administrators)

6.3.1 Configuring authentication settings of this machine

You must specify user authentication as MFP authentication on this machine.

- 1 Log in to the administrator mode of **Web Connection**.
- 2 In the administrator mode, select [Security] - [Authentication] - [General Settings], then configure the following settings.

Settings	Description
[User Authentication]	Select [Device] to employ MFP authentication.

- 3 In the administrator mode, select [Security] - [Authentication Device Settings] - [General Settings], then configure the following settings.

Settings	Description
[Authentication Type]	Select how to log in to this machine. <ul style="list-style-type: none"> • [Card Authentication]: Allows the user to log in by simply placing the IC Card / NFC-compatible mobile terminal. • [Card Authentication+Password]: Allows the user to log in by placing the IC Card / NFC-compatible mobile terminal and entering the password. [None] is specified by default.
[IC Card Type]	Select the type of the IC card to be used. [Type A] is specified by default.

The authentication setting is then completed.

After the authentication function of this machine (MFP authentication) has been configured, register user authentication information.

6.3.2 Registering user authentication information

Connect the authentication unit to a computer, and use **Data Administrator** through a computer to register information.

Data Administrator

Data Administrator is a management tool to edit or register authentication information or address information of the target device through a computer on the network.

Using this tool, you can import authentication information or address information from a device and rewrite it to the device after editing.

Setting up Data Administrator

For setup, install the **IC CardDriver (USB-Driver)** of the authentication unit, then install **Data Administrator PlugIn for IC Card Authentication Unit AU-201/AU-201S**.

- ✓ The following describes the setup procedure in the Windows 7/8/8.1 system.
- ✓ Before setup, install **Data Administrator V4.1.31500** or later on your computer. For details on installation, refer to the relevant **Data Administrator** manual.
- ✓ To check the version of your **Data Administrator**, select the [Help] menu in **Data Administrator**, and also select [Version Information] - [Plug-in version].
- ✓ **IC CardDriver (USB-Driver)** and **Data Administrator PlugIn** are stored on the CD-ROM included in the authentication unit.

- 1 Turn the **Power Switch** of this machine off, and disconnect the authentication unit from this machine.

2 Install **IC CardDriver (USB-Driver)**.

→ Connect the authentication unit to the USB port of your computer.

NOTICE

When connecting or disconnecting the USB cable, hold the plug. Otherwise, the machine may be damaged or a failure may occur.

Do not connect another USB device to the same port as for the authentication unit. Doing so reduces the USB power supply, resulting in an operation failure.

To use the USB hub, connect the self-power USB hub that supplies 500 mA or more.

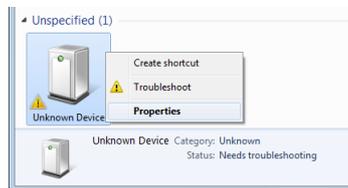
3 Open the [Devices and Printers] window.

→ In Windows 8.1, click [⏵] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

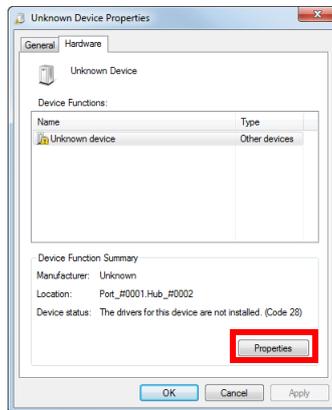
→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows 7, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].

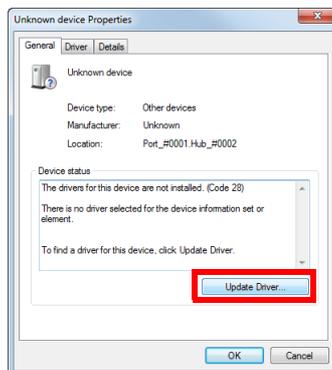
4 Right-click the device name or [Unknown Device] of the authentication unit displayed in the [Unspecified] category, then click [Properties].



5 In the [Hardware] tab, click [Properties].



6 In the [General] tab, click [Update Driver...].

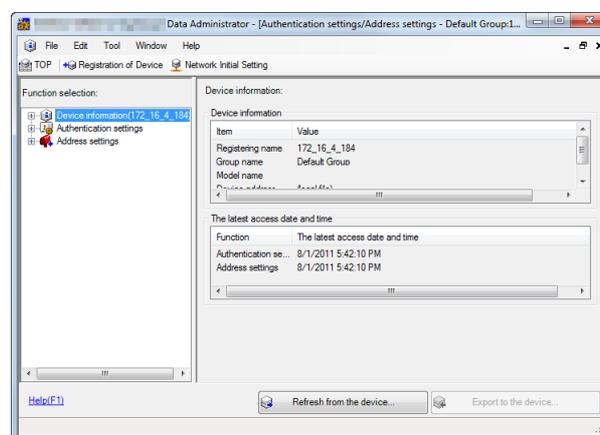


7 On the screen in which to select how to search the driver software, click [Browse my computer for driver software anyway].

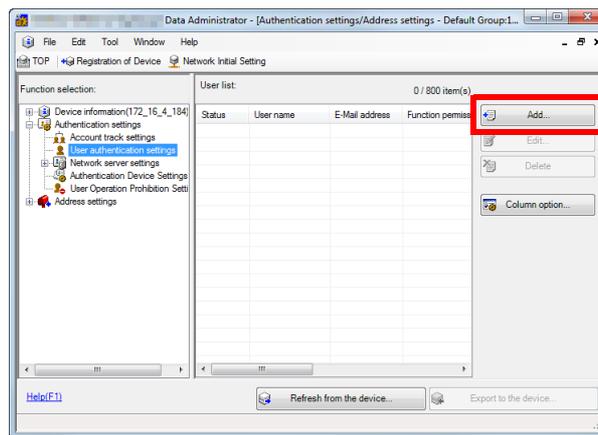
- 8 Click [Browse...].
- 9 Select the IC CardDriver (USB-Driver) file on the computer, then click [OK].
- 10 Click [Next], and perform the procedure by following the on-screen instructions.
 - If the [Windows Security] dialog box for verifying the publisher appears, click [Install this driver software anyway].
- 11 When the installation is complete, click [Close].
Then, install **Data Administrator PlugIn for IC Card Authentication Unit AU-201/AU-201S**.
- 12 Click setup.exe of **Data Administrator PlugIn**.
- 13 If necessary, select the setup language, and click [OK].
- 14 Follow the on-screen instructions to proceed the installation.
- 15 Click [Next].
- 16 Select [I accept the terms in the license agreement], then click [Next].
- 17 Click [Install].
- 18 When the installation is complete, click [Finish].
This completes the installation of **Data Administrator PlugIn for IC Card Authentication Unit AU-201/AU-201S**, which completes the setup.

Registering user authentication information

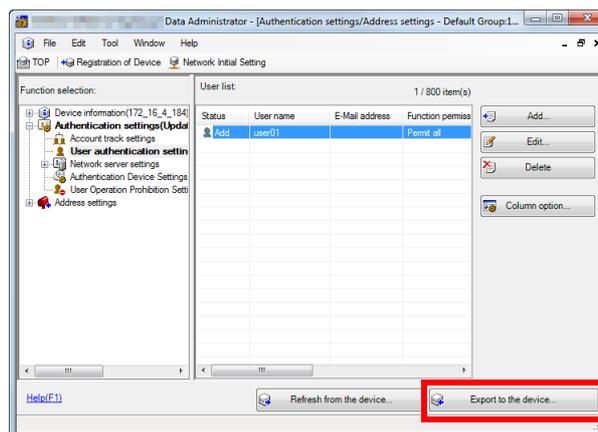
- ✓ To register user authentication information with **Data Administrator**, connect the authentication unit to the computer's USB port, and also connect the computer to this machine via network.
 - ✓ To use an NFC-compatible mobile terminal, **Mobile for Android** must be installed on the terminal. In addition, the NFC authentication function for the IC card reader must be enabled on the **Mobile for Android** setting screen. For details on the setting method, refer to the Help of **Mobile for Android**.
- 1 Turn on the **Power Switch** of this machine.
 - 2 Start **Data Administrator**, and import device information of this machine.
 - Restart the procedure five or more seconds after connecting the authentication unit.
 - For details about how to import device information, refer to the relevant **Data Administrator** manual.



- 3 In [Function selection], select [Authentication Settings] - [User authentication settings], and then click [Add].



- 4 Select a user template, and click [OK].
 → For details on templates, refer to the relevant **Data Administrator** manual.
 The User Registration screen appears.
- 5 Enter the user name and password, and select the [IC Card / NFC authentication] tab.
- 6 Place the IC Card / NFC-compatible mobile terminal on the authentication unit, then click [Start reading].
 → You can also register the card by directly entering the card ID.
 → To use an NFC-compatible mobile terminal, display its screen in advance. You do not need to start **Mobile for Android**.
- 7 Click [OK], and register authentication information of the next user.
- 8 After the registration of authentication information has been completed for all users, click [Export to the device].
 → When necessary, select a user name, and click [Edit] to change registered information.



- 9 Click [Write].
 → **Data Administrator** supports the batch copy function. If necessary, you can collectively write the registered authentication information to multiple devices.
- 10 When writing to this machine has finished, click [OK].

- 11 Disconnect the authentication unit from the computer's USB port.

NOTICE

When connecting or disconnecting the USB cable, hold the plug. Otherwise, the machine may be damaged or a failure may occur.

- 12 Connect the authentication unit to the machine's **USB Port**.

NOTICE

When connecting or disconnecting the USB cable, hold the plug. Otherwise, the machine may be damaged or a failure may occur.

- 13 Restart this machine.

NOTICE

*When restarting this machine, turn the **Power Switch** off and on again after 10 or more seconds have elapsed. Not doing so may result in an operation failure.*

Associating user information with the card ID

If user information is not associated with the card ID or when the registered card ID is changed, you can associate the user information with the card ID using the **Control Panel**.

- 1 In the **Control Panel**, tap [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Card Authentication].
 - 2 Specify a user for whom you want to register the card ID, then tap [OK].
 - 3 Tap [Edit].
 - Tapping [Delete] to delete the registered card ID.
 - 4 Touch the IC Card / NFC-compatible mobile terminal to or place it on the authentication unit, then tap [OK].
 - To use an NFC-compatible mobile terminal, display its screen in advance. You do not need to start **Mobile for Android**.
- NOTICE**
During scanning, do not leave the IC Card / NFC-compatible mobile terminal within 1-9/16 inches (40 mm) from the card reader.
- 5 Tap [Close].

6.4 Logging in to this machine

The login methods vary depending on the machine's authentication settings.

- For [Card Authentication], you can login by simply touching the IC Card / NFC-compatible mobile terminal to or place it on the authentication unit.
- For [Card Authentication+Password], you can login by touching the IC Card / NFC-compatible mobile terminal to or placing it on the authentication unit and entering the password.

1 Check that [Authentication Device] is selected in [Authentication Method].

2 Touch the IC Card / NFC-compatible mobile terminal to or place it on the authentication unit.

→ To use an NFC-compatible mobile terminal, display its screen in advance. You do not need to start **Mobile for Android**.

→ For [Card Authentication+Password], enter the password, and tap [Login].

Authentication starts. If authentication succeeds, you can log in to this machine.

Tips

If authentication fails frequently, the IC Card / NFC-compatible mobile terminal information may not be registered appropriately. Register an IC card / NFC-compatible mobile terminal information again.



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Additional Information

日本語

Web ブラウザー機能の通信暗号化方式に TLS1.1 と TLS1.2 が追加されました。

Web ブラウザーのツールバーの [メニュー] - [設定] - [本体データ 1] - [セキュリティ設定] で、TLS1.2、TLS1.1、TLS1.0、SSL3.0 をそれぞれ使用するかどうかを設定できます。

初期設定では、TLS1.2、TLS1.1、TLS1.0 を使用します。

制限事項

通信暗号化方式の設定には、暗号化強度が強い順に、(1)TLS1.2、(2)TLS1.1、(3)TLS1.0、(4)SSL3.0 の設定があります。本機では、選択された暗号化強度が高い方式と低い方式間の設定は、自動的に有効化されます。たとえば、(1)TLS1.2 と (4)SSL3.0 を有効化した場合、(2)TLS1.1 と (3)TLS1.0 の暗号化方式設定も、有効となります。

また、自動的に有効化された、暗号化強度が高い方式と低い方式間の設定は、自動的にチェックが追加され、変更はできません。

English

TLS 1.1 and TLS 1.2 were added to the communication encryption methods for the Web browser function.

Select [Menu] - [Settings] - [Machine Data 1] - [Security Settings] on the toolbar of the Web browser, and specify whether to use each encryption method: TLS 1.2, TLS 1.1, TLS 1.0, and SSL 3.0.

TLS 1.2, TLS 1.1, and TLS 1.0 are specified by default.

NOTICE

The settings for the communication encryption methods are (1) TLS 1.2, (2) TLS 1.1, (3) TLS 1.0, and (4) SSL 3.0. TLS 1.2 has the highest encryption strength, followed by TLS 1.1, TLS 1.0, and SSL 3.0. This machine automatically enables the encryption settings between the specified settings with the highest and lowest encryption strengths. For example, if (1) TLS 1.2 and (4) SSL 3.0 are specified, the (2) TLS 1.1 and (3) TLS 1.0 encryption settings are also enabled.

In addition, the check boxes for automatically enabled encryption settings between the specified settings with the highest and lowest encryption strengths are automatically selected and cannot be changed.



KONICA MINOLTA

<http://konicaminolta.com>