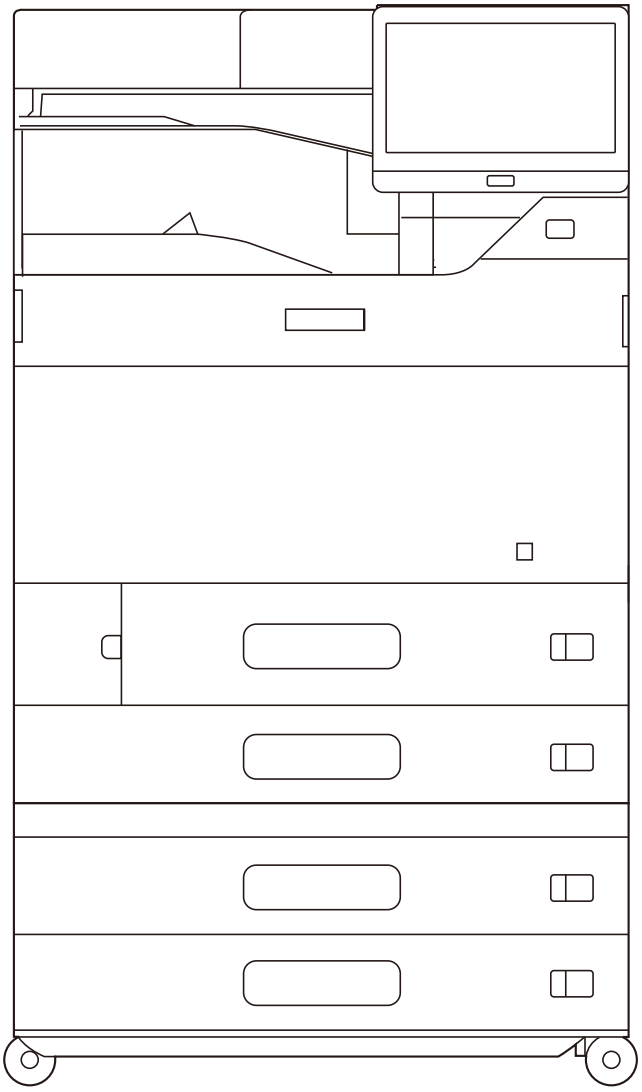
P-7041DN

2026.05
C3NGEEN001

Operation Guide



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1 Please Read First

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Preface

Thank you for purchasing this machine.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance, and take simple troubleshooting measures as needed so that the machine can always be used in the optimum condition.

Please read this Operation Guide before using the machine.

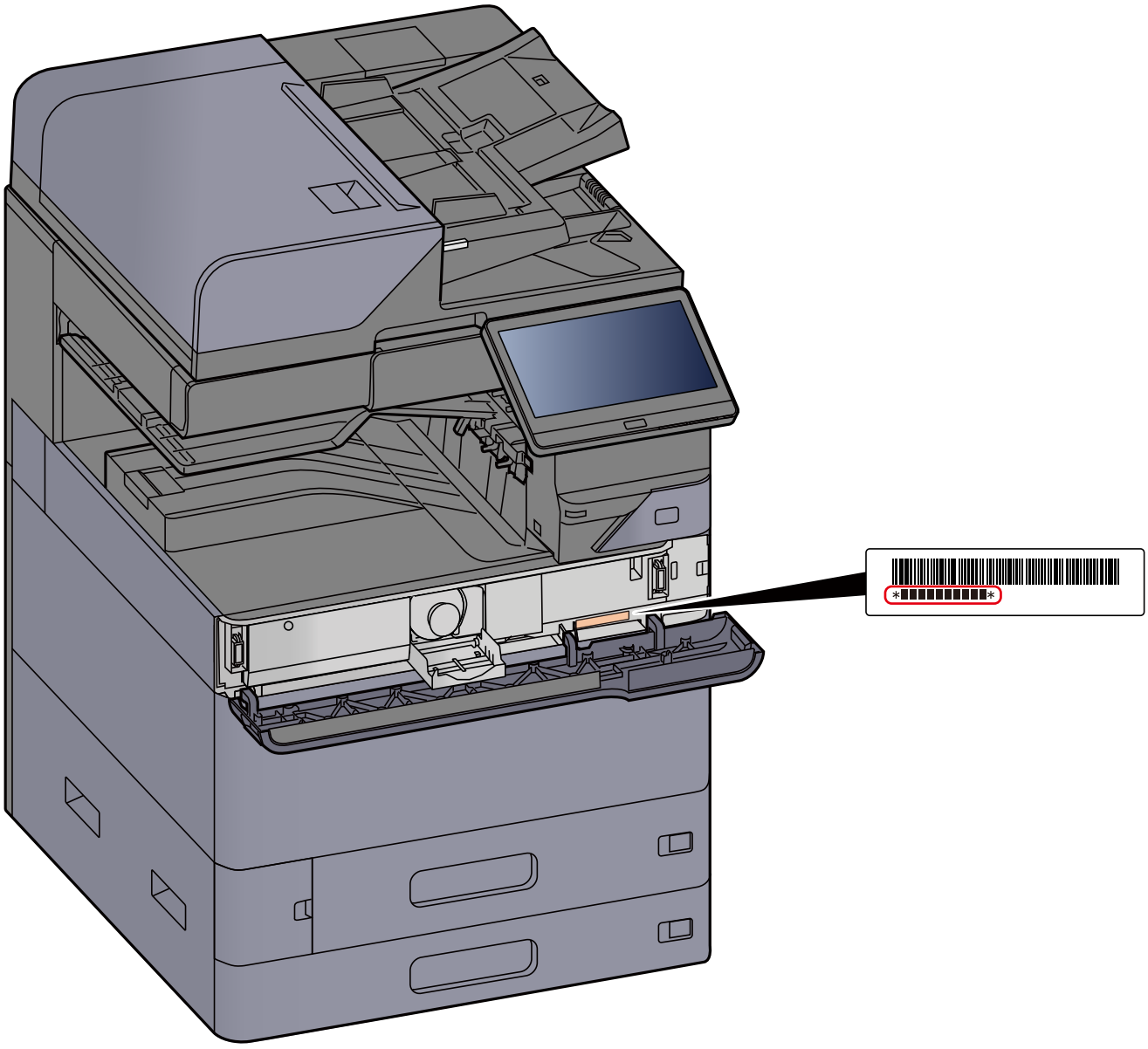
We recommend the use of our genuine toner containers, which have passed rigorous quality control testing, to maintain quality.

The use of non-genuine toner containers may cause failure.

We will not be liable for any damages caused by the use of third party supplies in this machine.

Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.



You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your Service Representative.

Machine Features

The machine is equipped with many useful functions.

➡ Using Various Functions (page 238)

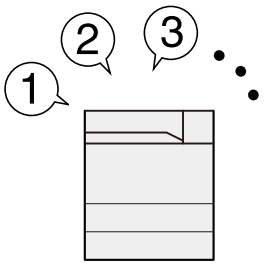
Here are some examples.

Optimize your office workflow

Access to frequently used functions with just one touch (Favorites)

You can preset frequently used functions.

Once you register frequently used settings as favorite, you can call up the settings easily. Using this favorite brings the same results even if operated by another person.



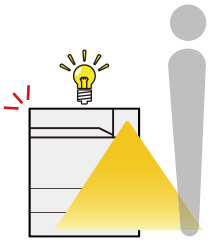
➡ Favorites (page 197)

Recover from low power mode or sleep mode automatically (Motion Sensor)

This model detects that the person is approaching and recover from low power mode or sleep mode automatically.

Reduce waiting time before starting to work.

➡ Motion Sensor (page 78)

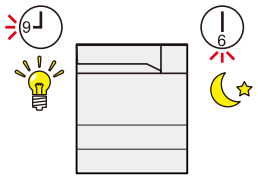


Save energy and cost

Save energy as needed (Energy Saver function)

The machine is equipped with Energy Saver function that automatically switched into Low Power Mode or Sleep Mode. You can set appropriate Energy Saver Recovery Level depending on the operation.

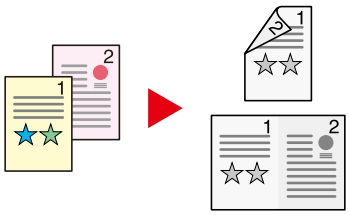
In addition, the machine can automatically be switched into Sleep and recovered at a specified time for each day of the week.



➡ Energy Saver function (page 79)

Reduce paper use (Paper Saving Printing)

You can print originals on both sides of the paper. You can also print multiple originals onto one sheet.



➡ Favorites (page 197)

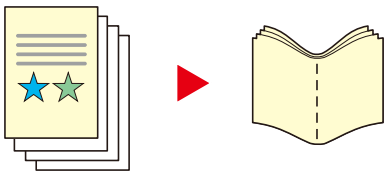
Create attractive documents

Create a booklet (Booklet)

It is useful when preparing handout. You can create a magazine, pamphlet, or other booklet from sheet originals.

Facing-page, two-sided copies of originals can be folded down the center to create a booklet.

The cover page can be printed onto colored paper or heavy paper.



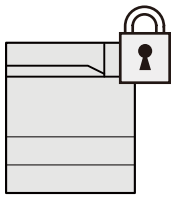
➡ Booklet (page 269)

Strengthen security

Protect data on the hard disk/SSD (Encryption / Overwrite)

You can overwrite the unnecessary data that remains on the hard disk/SSD automatically.

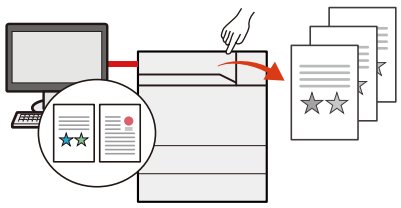
To prevent an external leakage, the machine is able to encrypt data before writing it to the hard disk/SSD.



➡ Data Security (page 406)

Prevent loss of finished documents (Private Print)

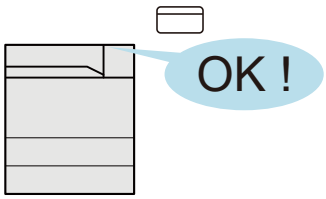
Temporarily saving print jobs in the main unit document box and outputting them when in front of the device can prevent documents from being taken by others.



➡ Printing Data Saved in the Printer (page 172)

Log in by ID card (Card Authentication)

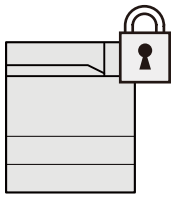
You can log in simply by touching an ID card. You don't need to enter your user name and password.



➡ Overview of Optional Equipment (page 748)

Strengthen security (Settings for Administrator)

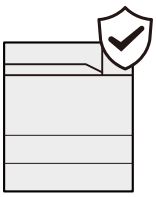
Various functions are available for administrators to strengthen security.



➡ Strengthening the Security (page 105)

Preventing from execution of the unauthorized programs (Allowlisting)

Execution of the unauthorized software or the tampering of the software can be prevented, and possible to maintain the reliability of the system.



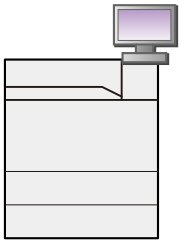
➡ Device Security Settings (page 405)

Use functions more efficiently

Expand functions as necessary (Application)

The functionality of the machine can be expanded by installing applications.

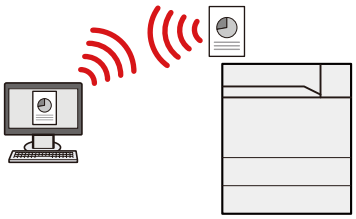
Applications that help you perform your daily more efficiently such as an authentication feature are available.



➡ Application (page 201)

Install the machine without concerning the network cables (Wireless Network)

If there is a wireless LAN environment, it is possible to install the unit without worrying about the network wiring. In addition, Wi-Fi Direct, etc. are supported.



➡ Configuring the Wireless Network (page 69)

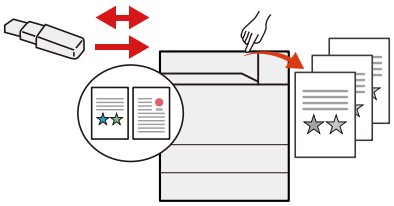
➡ Setting Wi-Fi Direct (page 74)

➡ Configuring NFC (page 77)

Use USB drive (USB Drive)

It is useful when you need to print documents outside your office or you cannot print documents from your PC.

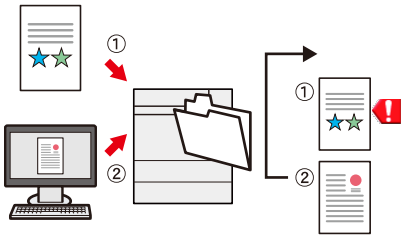
You can print the document from the USB drive by plugging it directly into the machine.



➡ Printing Documents Stored in Removable USB Drive (page 229)

Skip the error job (Job Skip Functions)

When paper empty error occurs at the cassette by specifying the special paper size or type, the machine skips the error job and perform the next job.

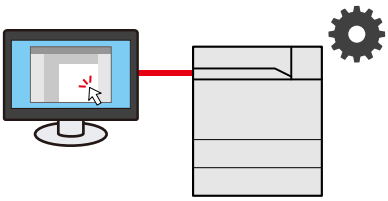


➡ Error Handling (page 338)

Perform remote operation (Embedded Web Server RX)

You can access to the machine remotely to print or download data.

Administrators can configure the machine behavior or management settings.



Command Center RX

Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed.

The contents of the guides are subject to change without notice for the purpose of improvement of machine performance.

Printed guides

Start using the machine quickly	**Quick Guide** Explains how to use basic functions of the machine, how to use convenient features, how to perform routine maintenance, and what to do when problems occur.
For safe use of the machine	**Safety Guide** Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine. **Safety Guide (P-7041DN)** Indicates the space required for machine installation, and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine.

Guides (PDF) on our website

Use the machine thoughtfully	**Operation Guide (This Guide)** Explains how to load paper and perform print operations, and indicates default settings and other information.
Use the ID card	**Card Authentication Kit (B) Operation Guide** Explains how to perform authentication using the ID card.
Strengthen security	**Data Encryption/Overwrite Operation Guide** Explains how to introduce and use the Data Encryption/Overwrite Function, and how to overwrite and encrypt data.
Easily register machine information and configure settings	**Embedded Web Server RX User Guide** Explains how to access the machine from a Web browser on your computer to check and change settings.
Print data from a computer	**Printing System Driver User Guide** Explains how to install the printer driver and use the printer function.
Directly print a PDF file	**Network Tool for Direct Printing Operation Guide** Explains how to print PDF files without launching Adobe Acrobat or Reader.
Monitor the machine and printers on the network	**NETWORK PRINT MONITOR User Guide** Explains how to monitor your network printing system (the machine) with NETWORK PRINT MONITOR.

Print without using the printer driver	**PRESCRIBE Commands Command Reference** Describes the native printer language (PRESCRIBE commands). **PRESCRIBE Commands Technical Reference** Describes the PRESCRIBE command functions and control for each type of emulation.
Adjust the print position	**Maintenance Menu User Guide** Maintenance Menu provides the explanation on how to configure the print, and other settings.

Install the following versions of Adobe Reader to view the manuals. Version 8.0 or later

About the Operation Guide (this Guide)

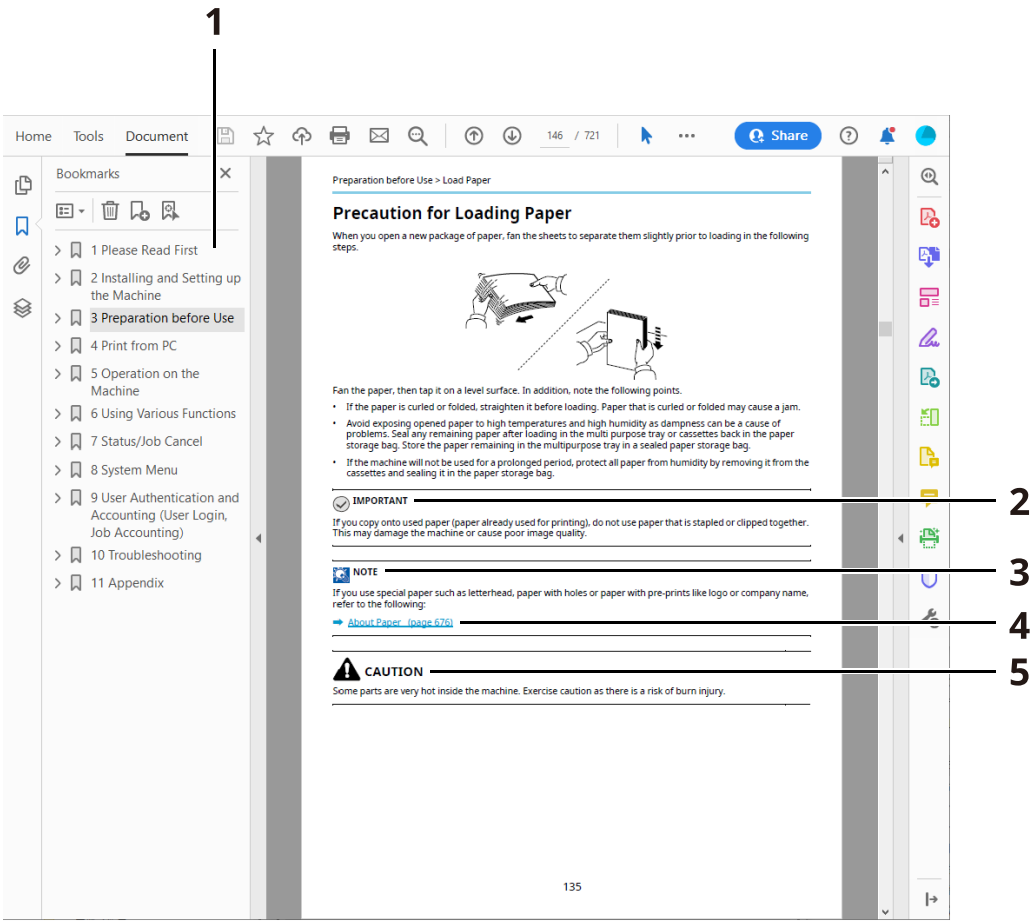
Structure of the guide

The Operation Guide contains the following chapters.

Chapter	Contents
Please Read First	Provides precautions regarding use of the machine and trademark information.
Installing and Setting up the Machine	Explains part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine.
Preparation before Use	Explains preparations and settings that are required in order to use the machine, such as how to load paper.
Printing from PC	Explains functions that are available when the machine is used as a printer.
Operation on the Machine	Explains the basic procedures for using the machine, such as using document boxes.
Using Various Functions	Explains convenient functions that are available on the machine.
Status/Job Cancel	Explains how to check the status of a job and the job history, and how to cancel jobs being printed or waiting to print. Also explains how to check paper and toner levels, how to check the device status.
Setup and Registration (System Menu)	Explains System Menu and how it relates to the operation of the machine.
User Authentication and Accounting (User Login, Job Accounting)	Explains user login and job accounting.
Troubleshooting	Explains what to do when toner runs out, an error is displayed, or a paper jam or other problem occurs.
Appendix	Describes convenient options that are available for the machine. Provides information on media types and paper sizes, and gives a glossary of terms. Explains how to enter characters, and lists the specifications of the machine.

Conventions Used in This Guide

Adobe Reader XI is used as an example in the explanations below.



1 Click an item in the Table of Contents to jump to the corresponding page.

2 Click to move from the current page to the previously displayed page. This is convenient when you want to return to the page from which you jumped to the current page.

3 Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

4 Indicates supplemental explanations and reference information for operations.

5 Click the underlined text to jump to the corresponding page.

6 Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

NOTE

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

Convention	Description
[Bold]	Indicates keys and buttons.

Convention	Description
"Regular"	Indicates a message or setting.

Conventions used in procedures for operating the machine

In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

Actual procedure

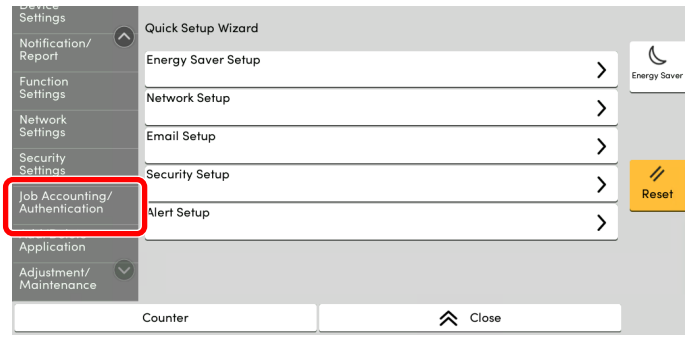
1 Select the [Home] key.
2 Select the [...].
3 Select the [System Menu].
4 Select [Device Settings].
5 Move the screen downwards (i.e. swiping)
6 Select [Sound].

Procedure indicated in this guide

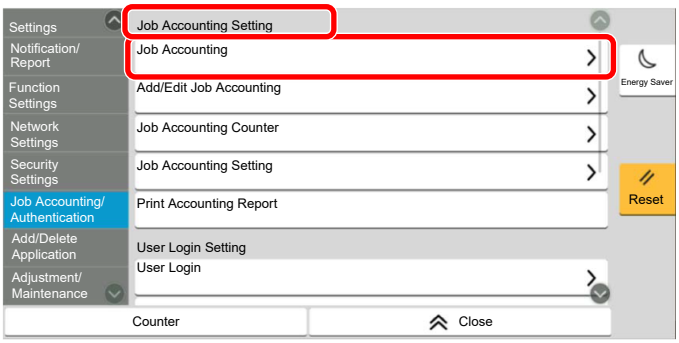
[Home] key > [...] > [System Menu] > [Device Settings] > [Sound]

Actual procedure

1 Select [Job Accounting/Authentication].



2 Select [Job Accounting] of "Job Accounting Setting".



Procedure indicated in this guide

[Job Accounting/Authentication] > "Job Accounting Setting" [Job Accounting]

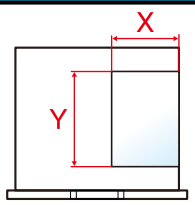
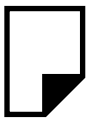
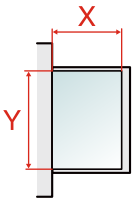
For details on touch panel operation, refer to the following:

➡ Using the Touch Panel (page 49)

Size and Orientation of Paper

Paper sizes such as A4, B5, and Letter can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "R" is added to sizes used in the horizontal orientation. In addition, the following icons are used to indicate paper placement orientations on the touch panel.

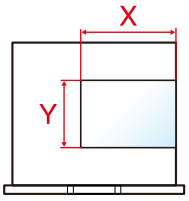
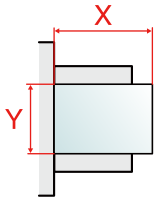
Vertical orientation

Paper	Setting Position (X=Length, Y=Width)	Icons on the touch panel	Indicated size in this Guide*
Cassette			A4, B5, Letter .etc
Multipurpose tray			

* Paper sizes that can be used vary depending on the function and source tray. For details, refer to the following.

➡ Specifications (page 773)

Horizontal orientation (-R)

Paper	Setting Position (X=Length, Y=Width)	Icons on the touch panel	Indicated size in this Guide*
Cassette			A4-R, B5-R, Letter-R .etc
Multipurpose tray			

* Paper sizes that can be used vary depending on the function and source tray. For details, refer to the following.

➡ Specifications (page 773)

Notice

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING:

Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION:

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



[General warning]



[Warning of high temperature]

The



symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



[Warning of prohibited action]



[Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



[Alert of required action]



[Remove the power plug from the outlet]



[Always connect the machine to an outlet with a ground connection]

Environment

The service environmental conditions are as follows:

Temperature	50 to 90.5 °F (10 to 32.5 °C) (But humidity should be 70% or less when temperature is 90.5 °F (32.5 °C).)
Humidity	10 to 80% (But temperature should be 86 °F (30 °C) or less when humidity is 80%.)

Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During printing, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of prints, the smell may become unpleasant. To maintain the appropriate environment for print work, it is suggested that the room be properly ventilated.

Precautions for Use

Cautions when handling consumables

CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Keep parts which contain toner out of the reach of children.

If toner happens to spill from parts which contain toner, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy parts which contain toner.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40 °C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multipurpose (MP) Tray, return it to its original package and reseal it.

Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC/EN 60825-1:2014.

Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.



Regarding CLASS 1 laser products, information is provided on the rating label.



Compliance and Conformity

Hereby, TA Triumph-Adler GmbH declares that the radio equipment type P-7041DN are in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

Module name, Option	Software Ver.	Frequency band in which the radio equipment operates:	Maximum radio-frequency power transmitted in the frequency band in which the radio equipment operates:
IB-54 (option)	N/A	2.4GHz	100mW
		5GHz	50mW - 100mW
IB-55 (option)	N/A	2.4GHz	100mW
IB-37 (option)	1.0	2.4GHz	100mW
		5GHz	50mW - 100mW
IB-38 (option)	1.0	2.4GHz	100mW
Transmitter Module(SRD)	2024.04	13.56MHz	0.2nW

EN ISO 7779

Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

EK1-ITB 2000

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Wireless Connection (Mexico only)

The operation of this equipment is subject to the following two conditions:

(1) it is possible that this equipment or device may not cause harmful interference, and (2) this equipment or device must accept any interference, including interference that may cause undesired operation.

La operación de este equipo está sujeta a las siguientes dos condiciones:

(1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

Security Precautions when Using Wireless LAN (If equipped)

Wireless LAN allows information to be exchanged between wireless access points instead of using a network cable, which offers the advantage that a WLAN connection can be established freely within an area in which radio waves can be transmitted.

On the other hand, the following problems may occur if security settings are not configured, because radio waves can pass through obstacles (including walls) and reach everywhere within a certain area.

Secretly Viewing Communication Contents

A third person with malicious objectives may intentionally monitor radio waves and gain unauthorized access to the following communication contents.

- Personal information including ID, passwords, and credit card numbers
- Contents of email messages

Illegal Intrusion

A third party with malicious intent may gain unauthorized access to personal or company networks and conduct the following illegal actions.

- Extracting personal and confidential information (information leak)
- Entering into communication while impersonating a specific person and distributing unauthorized information (spoofing)
- Modifying and retransmitting intercepted communications (falsification)
- Transmitting computer viruses and destroying data and systems (destruction)

Wireless LAN cards and wireless access points contain built-in security mechanisms to address these problems and to reduce the possibility of these problems occurring by configuring the security settings of wireless LAN products when the product is used.

We recommend that customers take responsibility and use their judgment when configuring the security settings and that they ensure that they fully understand the problems that can occur when the product is used without configuring the security settings.

See the booklet 'Instructions for Setting Security on Our Products' for important security tips.

Limited Use of This Product (If equipped)

- Radio waves transmitted from this product may affect medical equipment. When using this product in a medical institution or in the vicinity of medical instruments, either use this product according to the instructions and precautions provided by the administrator of the institution or those provided on the medical instruments.
- Radio waves transmitted from this product may affect automatic control equipment including automatic doors and fire alarms. When using this product in the vicinity of the automatic control equipment, use this product according to the instructions and precautions provided on the automatic control equipment.
- If this product is used in devices that are directly related to service including airplanes, trains, ships, and automobiles or this product is used in applications requiring high reliability and safety to function and in devices requiring accuracy including those used in disaster prevention and crime prevention and those used for various safety purposes, please use this product after considering the safety design of the entire system including adoption of a failsafe design and redundancy design for reliability and safety maintenance of the entire system. This product is not intended for use in applications requiring high reliability and safety including aerospace instruments, trunk communication equipment, nuclear power control equipment, and medical equipment; hence, the decision as to whether to use this product in these applications needs to be fully considered and determined.

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https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

Energy Saving Control Function

The device comes equipped with a Low Power Mode where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a Sleep where printer functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time.

➡ Low Power Mode (page 79)

➡ Sleep (page 80)

➡ Power Off Timer (models for Europe) (page 86)

Automatic 2-Sided Print Function

This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

➡ Duplex (page 271)

Printing in duplex mode reduces paper consumption and contributes to the conservation of forest resources. Duplex mode also reduces the amount of paper that must be purchased, and thereby reduces cost. It is recommended that machines capable of duplex printing be set to use duplex mode by default.

Resource Saving - Paper

For the preservation and sustainable use of forest resources, it is recommended that recycled as well as virgin paper certified under environmental stewardship initiatives or carrying recognised ecolabels, which meet EN 12281:2002* or an equivalent quality standard, be used.

This machine also supports printing on 64 g/m^2 paper. Using such paper containing less raw materials can lead to further saving of forest resources.

* : EN12281:2002 "Printing and business paper - Requirements for copy paper for dry toner imaging processes"

Your sales or service representative can provide information about recommended paper types.

Environmental benefits of "Power Management"

To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.

Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

Energy Star Program

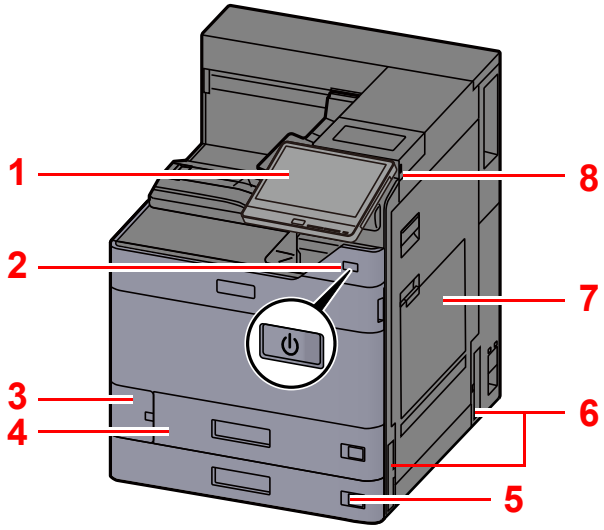
We participate in the ENERGY STAR® Program. We provide the products complied with ENERGY STAR® to the market.

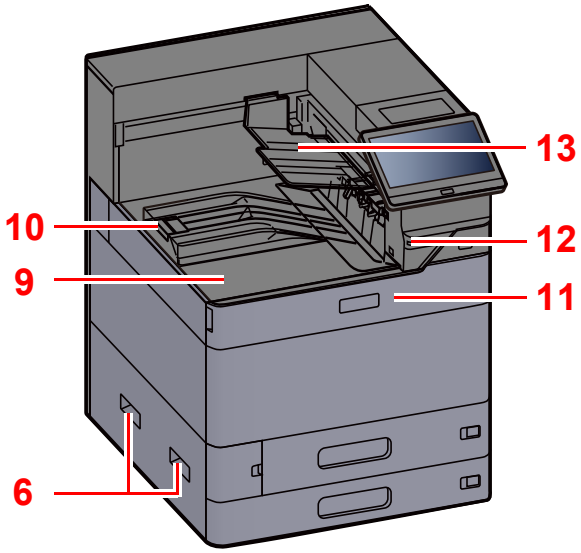
ENERGY STAR® is an energy efficiency program with the goal of developing and promoting the use of products with high energy efficiency in order to help prevent global warming. By purchasing the products complied with ENERGY STAR® , customers can help reduce emissions of greenhouse gases during product use and cut energy-related costs.

2 Installing and Setting up the Machine

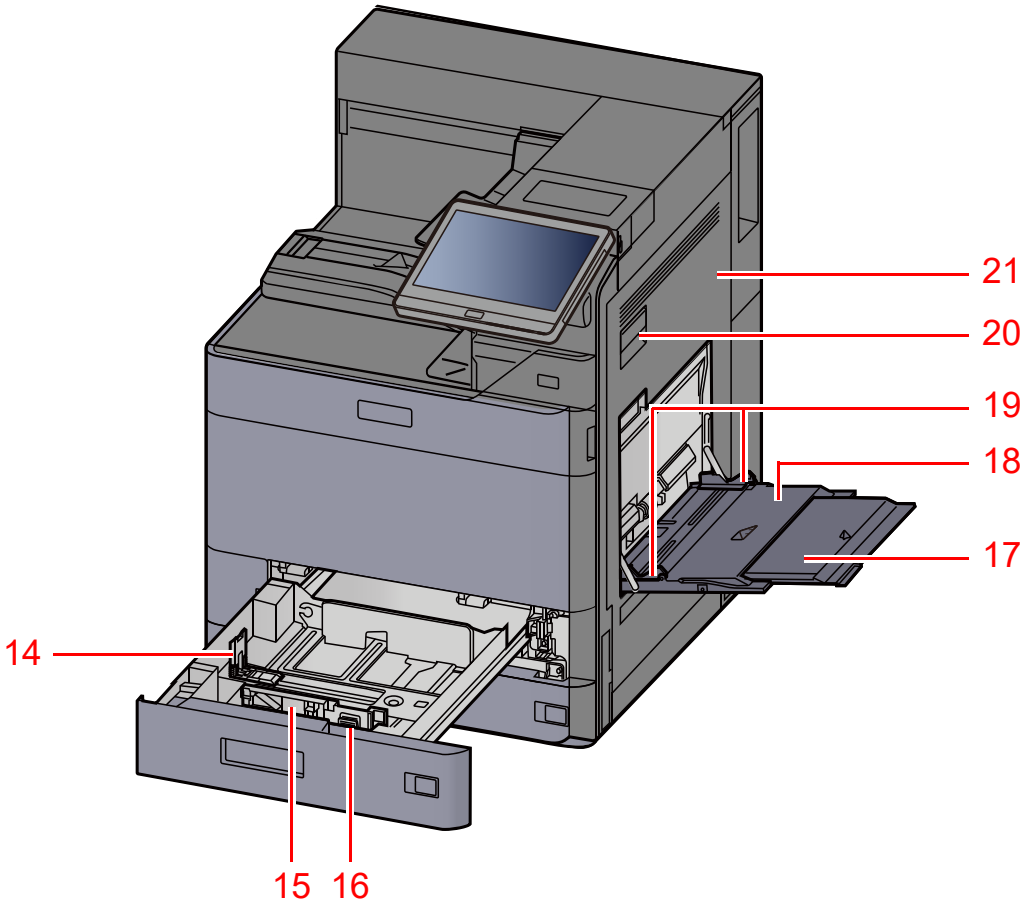
Part Names (Machine Exterior) 34
Part Names (Connectors/Interior) 36
Part Names (With Optional Equipments Attached) 37
Connecting the Machine and Other Devices 39
Connecting Cables 41
Power On/Off 44
Using the Operation Panel 46
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Default Settings of the Machine 66
Network Setup 67
Energy Saver function 79
Quick Setup Wizard 87
Installing Software 90
Checking the Counter 102
Additional Preparations for the Administrator 103
Embedded Web Server RX 108

Part Names (Machine Exterior)

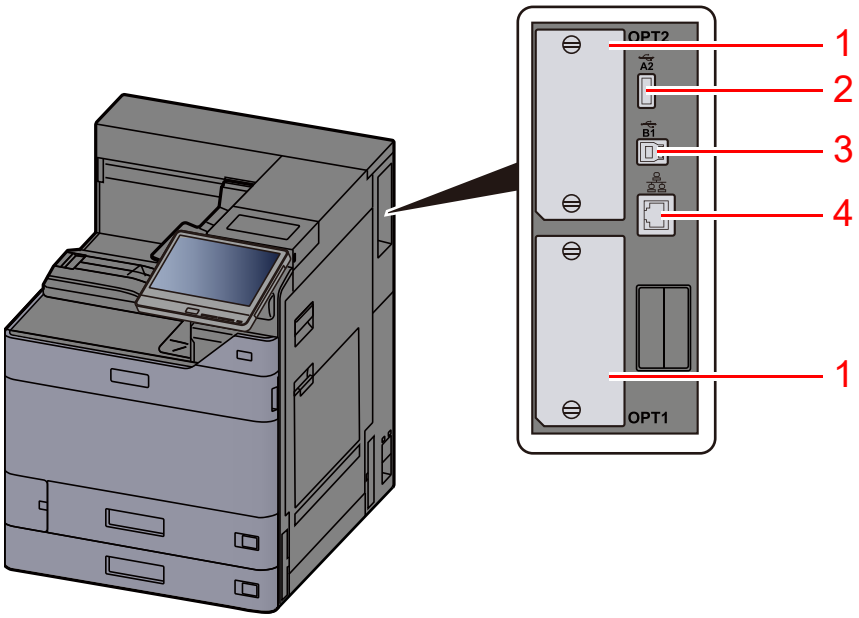


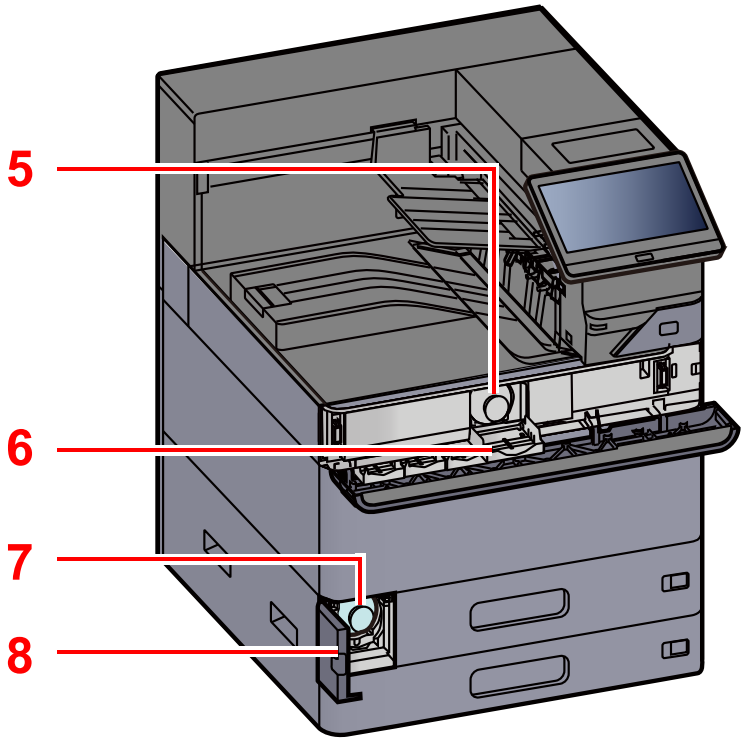


1 Operation Panel
2 Power Switch
3 Waste Toner Box Cover
4 Cassette 1
5 Cassette 2
6 Handles
7 Multipurpose Tray
8 USB Memory Slot
9 Inner Tray
10 Paper Stopper
11 Front Cover
12 Motion Sensor
13 First Printed Side Support
14 Paper Length Guide
15 Paper Width Guide
16 Paper Width Adjusting Tab
17 Support Tray Section of the Multipurpose Tray
18 Multipurpose Tray
19 Paper Width Guide
20 Right Cover 1 Lever
21 Right Cover 1


21
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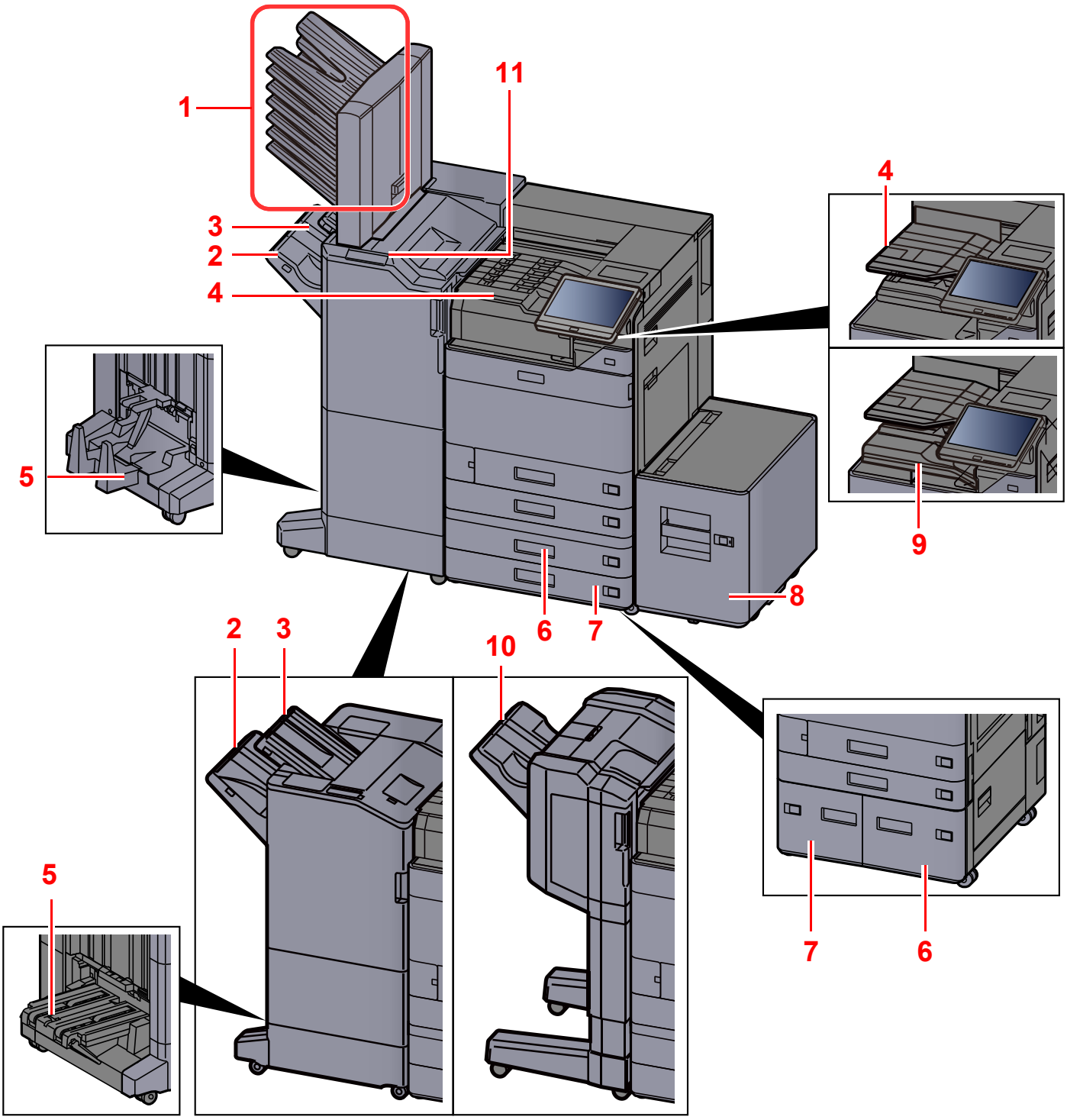
Part Names (Connectors/Interior)





1 Option Interface Slot
2 USB Port
3 USB Interface Connector
4 Network Interface Connector
5 Toner Container (Black)
6 Toner Container Cover
7 Waste Toner Box
8 Waste Toner Box Cover

Part Names (With Optional Equipments Attached)



1 Tray 1 to 7 (tray 1 is the top tray)

2 Tray A

3 Tray B

4 Job Separator Tray

5 Folding Tray

6 Cassette 3

➡ Optional Equipment (page 748)

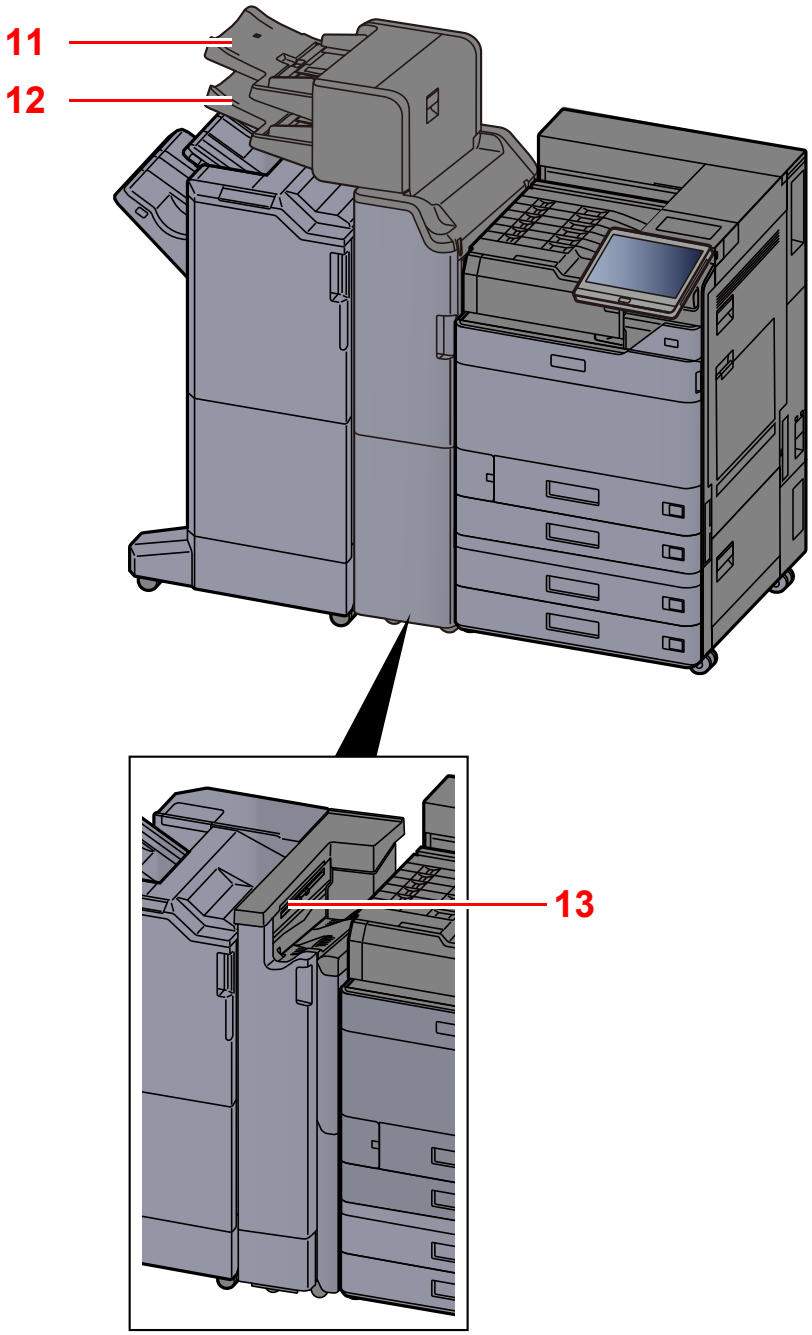
7 Cassette 4

8 Cassette 5

9 Inner Shift Tray

10 Finisher Tray

➡ Manual Staple (page 235)



11 Inserter Tray 1

12 Inserter Tray 2

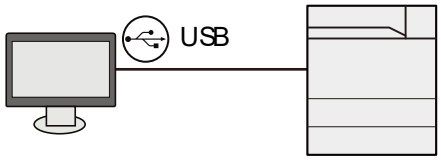
13 Z fold unit Tray

➡ Optional Equipment (page 748)

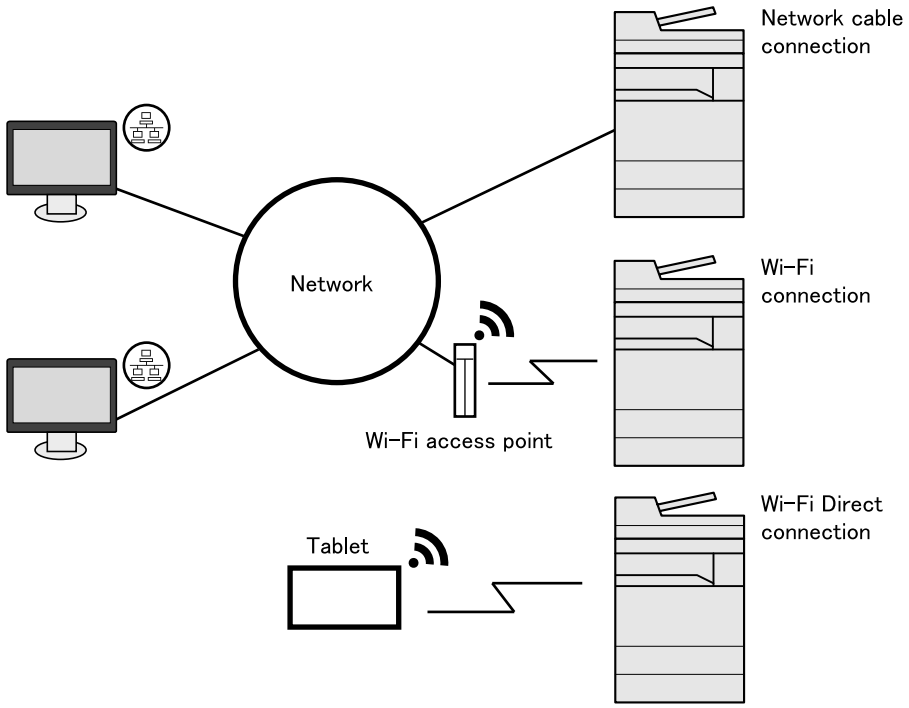
Connecting the Machine and Other Devices

Prepare the cables necessary to suit the environment and purpose of the machine use.

When Connecting the Machine to the PC via USB



When Connecting the Machine to the PC or Tablet by network cable, Wi-Fi, or Wi-Fi direct



NOTE

If you are using wireless LAN, refer to the following.

➡ Configuring the Wireless Network (page 69)

Cables that Can Be Used

Connection Environment	Function	Necessary Cable
Connect a LAN cable to the machine.	Printer	LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T)
Connect a USB cable to the machine.	Printer	USB 3.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m, shielded)

IMPORTANT

Using a cable other than a USB 3.0 compatible cable may cause failure.

Connecting Cables

Connecting LAN Cable

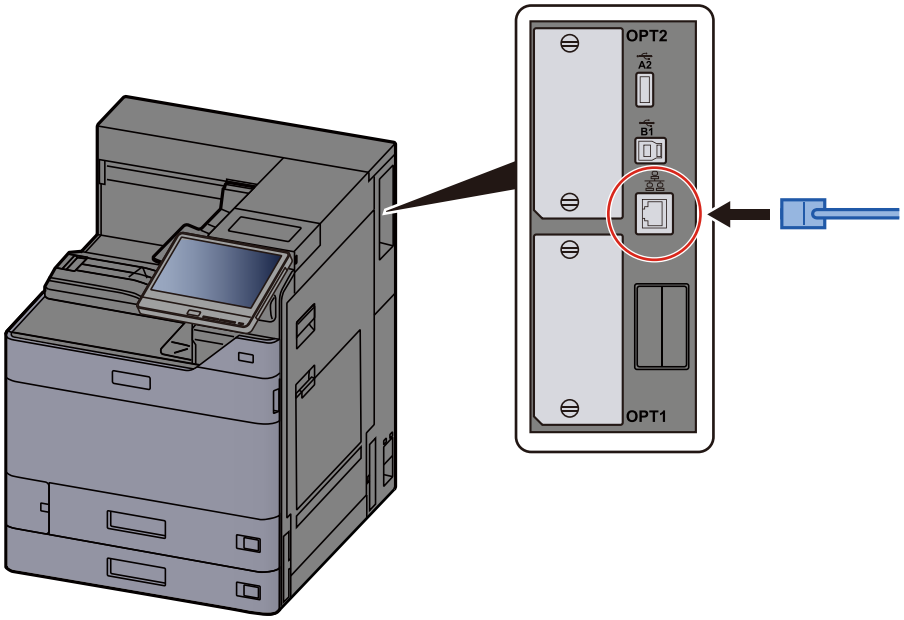
IMPORTANT

Make sure that the power to the machine is turned off.

➡ Power Off (page 45)

1 Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector.



2 Connect the other end of the cable to the hub or the PC.

2 Power on the machine and configure the network.

➡ Network Setup (page 67)

Connecting USB Cable

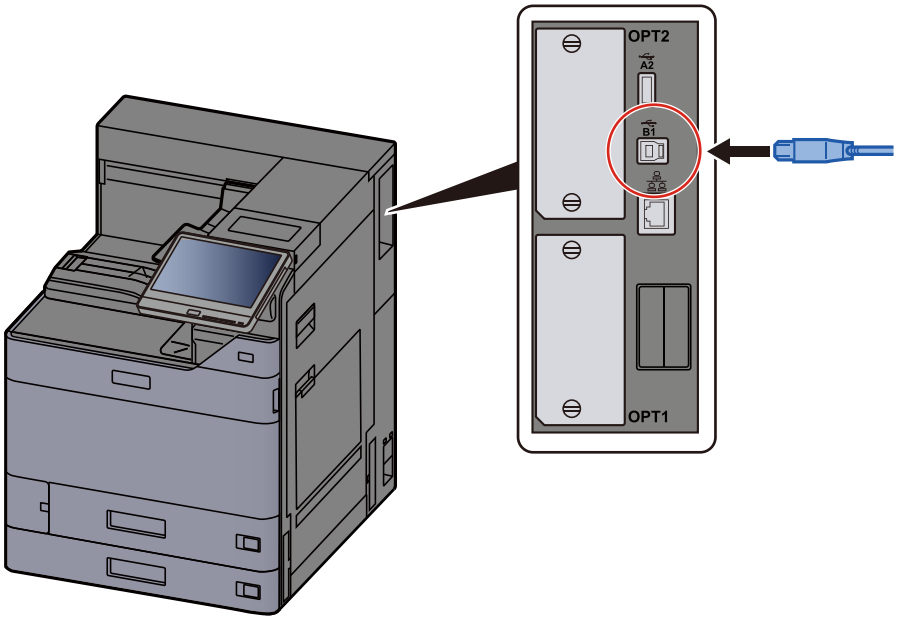
IMPORTANT

Make sure that the power to the machine is turned off.

Power Off (page 45)

1 Connect the cable to the machine.

1 Connect the USB cable to the USB interface connector located on the left side of the body.



2 Connect the other end of the cable to the PC.

2 Power on the machine.

Connecting the Power Cable

1 Connect the cable to the machine.

Connect one end of the supplied power cable to the machine and the other end to a power outlet.

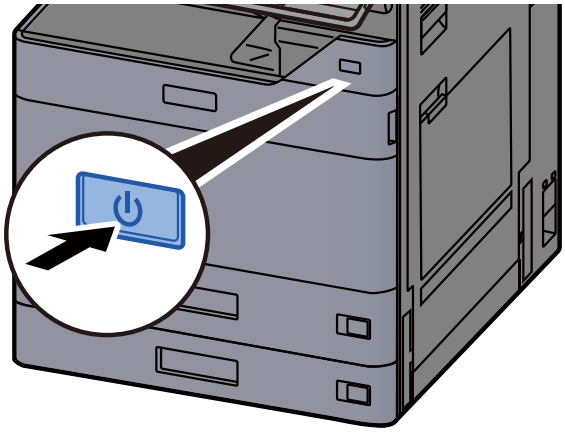
IMPORTANT

Only use the power cable that comes with the machine.

Power On/Off

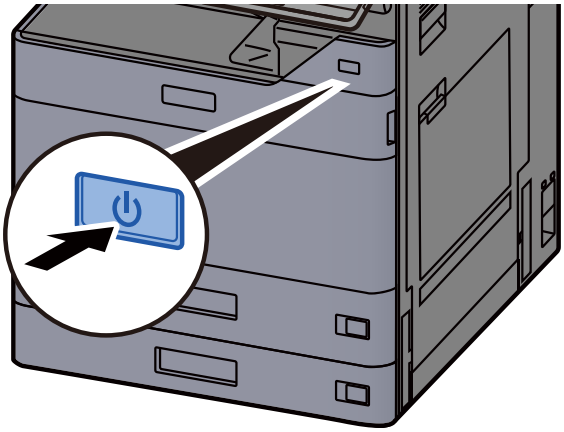
Power On

1 **Turn the power switch on.**



Power Off

1 Turn the power switch off.



The confirmation message for power supply off is displayed.

➡ Display Settings (page 321)

It takes several minutes for power off.

CAUTION

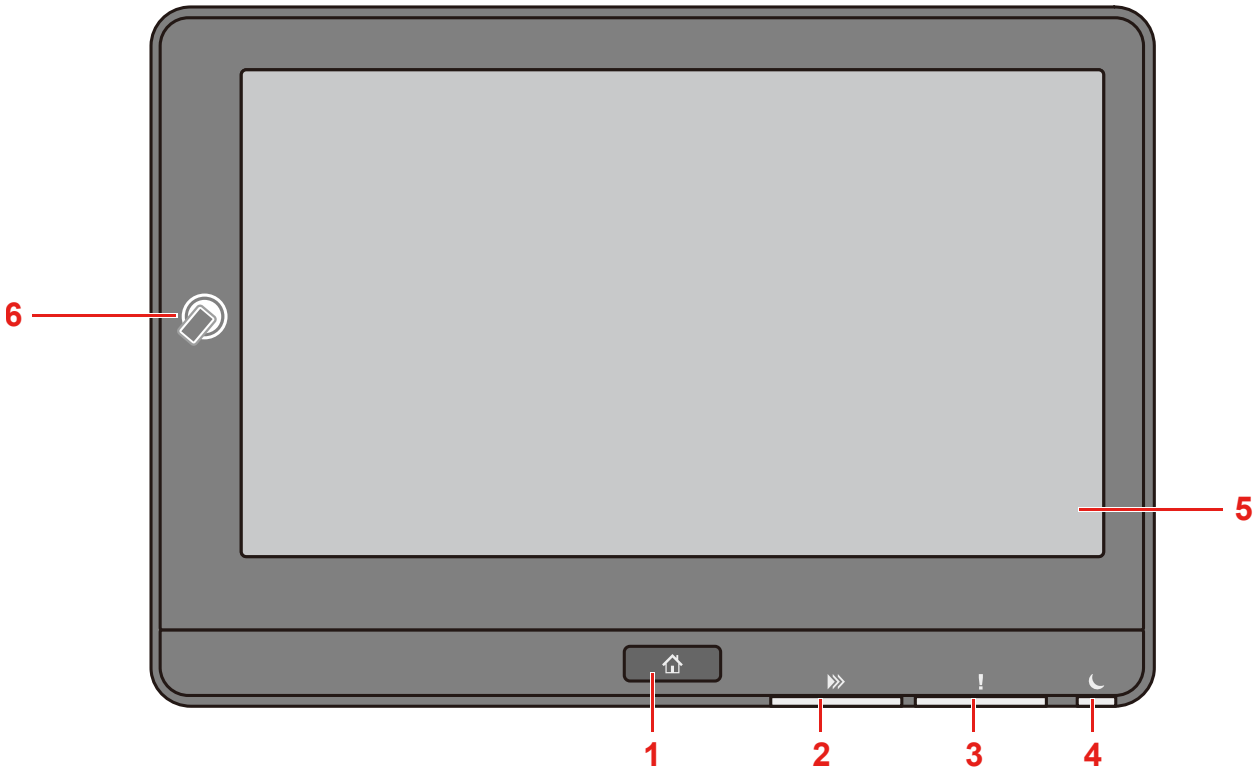
If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

IMPORTANT

- Do not press and hold the power switch more than 5 seconds continuously. Forcibly turning off the power may damage the HDD or the memory so that it causes the failure.
- Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

Using the Operation Panel

Operation Panel Keys



1 [Home] key:

Displays the Home screen.

2 [Data] indicator:

Blinks while the machine is printing, or accessing the hard disk/SSD.

3 [Attention] indicator:

Lights or blinks when an error occurs and a job is stopped.

4 [Energy Saver] indicator:

Blinks while the machine is asleep.

5 Touch Panel:

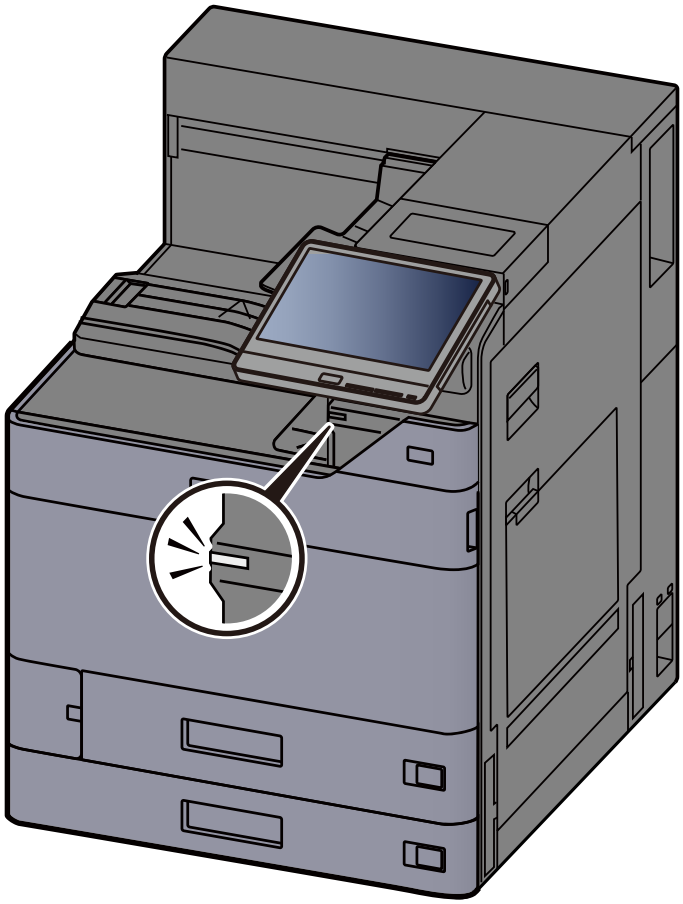
Displays icons for configuring machine settings.

6 NFC mark:

NFC mark: Hold your NFC-enabled smartphone over this mark.

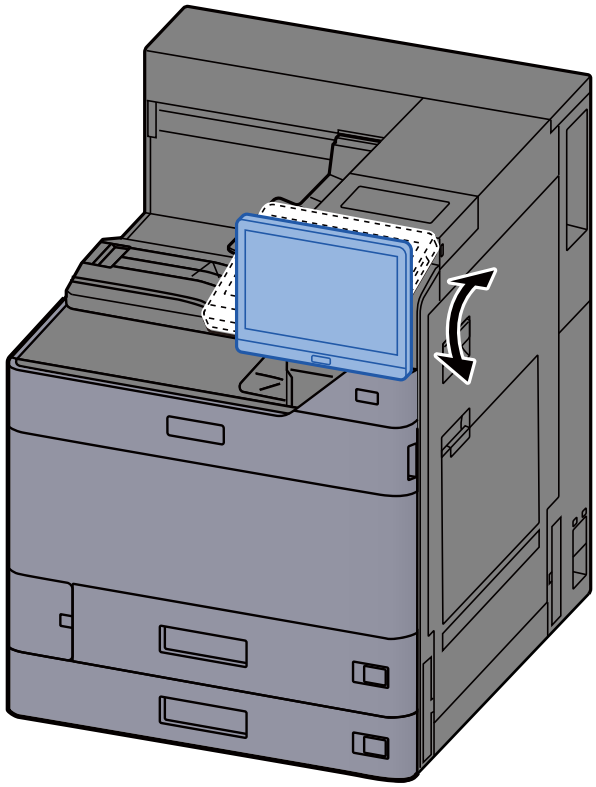
[Job Separator] indicator

Blinks when there is paper in the job separator tray.



Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.



Touch Panel

Using the Touch Panel

This section explains the basic operation of the touch panel.

Tapping

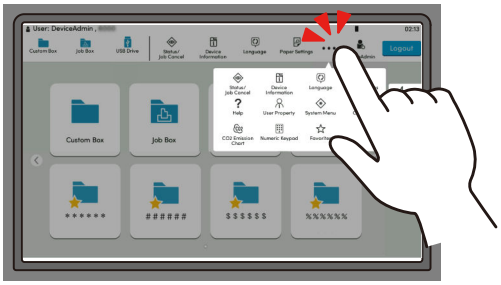
This is the operation used to select an icon or key.

In this document, the tap operation is expressed as "select."



Popover

Tap the icons and keys to display detailed information on the icons and menus. A popover displays information and menus without switching between screens.



Swiping

This is the operation used to switch between screens and to display items that are not displayed in the list.

Move in one direction as if tracing on the screen.

Example: Home Screen

Move the screen to the left and right.

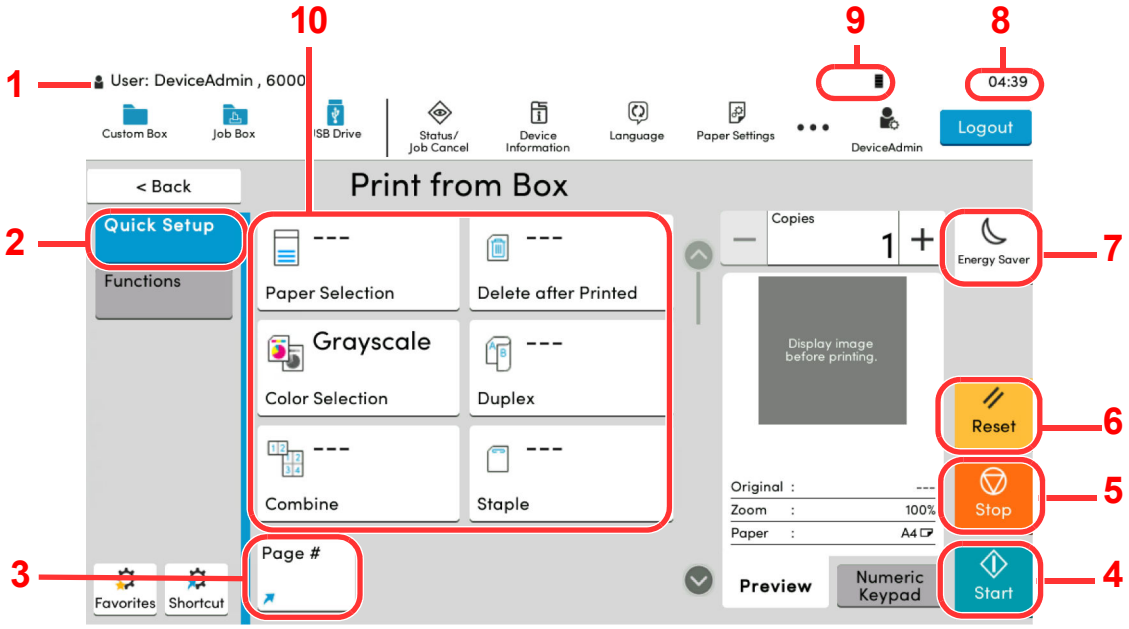


Example: System Menu Screen

Move the screen up and down.



Operating the touch panel



1 Displays the status of the equipment as well as necessary operation messages.

2 Displays the Quick Setup screen.

3 Displays registered shortcuts.

4 [Start] key: Starts printing operations and processing for setting operations.

5 [Stop] key: Cancels or pauses the job in progress.

6 [Reset] key: Returns settings to their default states.

7 [Energy Saver] key: Puts the machine into Sleep Mode.

8 Displays the time.

9 Remaining amount of toner.

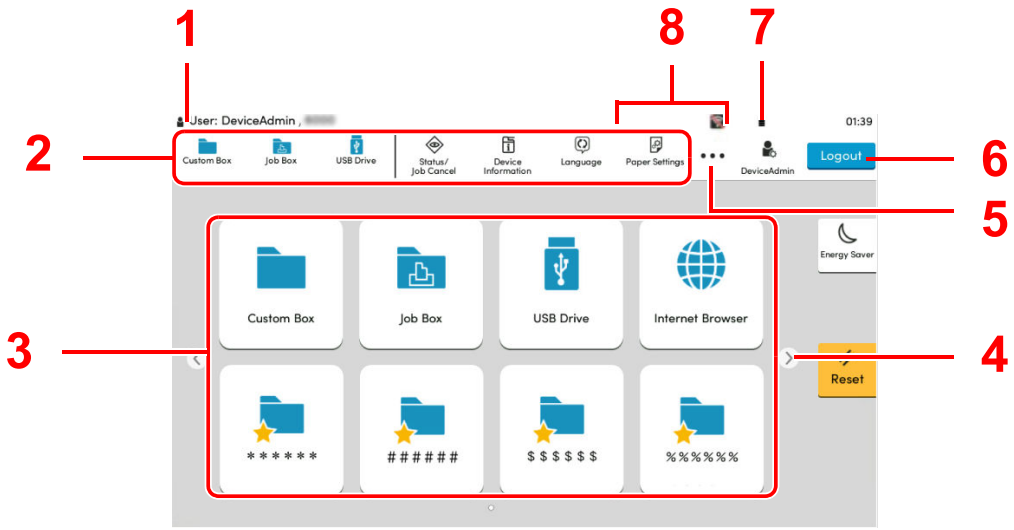
10 Set the functions.

Home Screen

This screen is displayed by selecting the [Home] key on the operation panel. Touching an icon will display the corresponding screen.

You can change the icons to display on the Home screen as well as its background.

➡ Editing the Home Screen (page 52)



The appearance may differ from your actual screen, depending on your configuration and option settings.

No.	Item	Description
1	Status Area	Displays the messages and status icons for the current status. Displays the logged-in user name when user login administration is enabled.
2	Taskbar	Displays task icons. If an error occurs, the [Status/Job Cancel] icon will show "!". Once the error clears, the display will return to normal.
3	Desktop	Displays the application icons. Icons that are not displayed on the first page will appear by changing the page.
4	Screen-switching keys	Use these buttons to switch between desktop pages. **NOTE** It is also possible to use swiping to switch between displays. ➡ Using the Touch Panel (page 49)
5	[...]	Displays every task icons including the icons displayed in an taskbar area in a popover.
6	[Login] / [Logout]	Logs in or logs out when user login administration is enabled.
7	Remaining amount of toner	Displays the remaining amount of toner. Select this icon to display details of the remaining amount of toner in a popover.

No.	Item	Description
8	Sub status icons	Displays the icons that indicate the status of the machine. 5 icons can be displayed. Select this area to display the icon information in a popover.
	Status Icon (Wi-Fi)	The icon "  " is displayed when Wi-Fi is connected. When Wi-Fi is not connected, "  " is displayed.
	Status Icon (Security level: Low)	"  " is displayed when the security level is set at [Low].
	Status Icon (Remote operation)	"  " is displayed when using the remote operation.
	Status Icon (Security information)	When you activate the Data Encryption/Overwrite Function, the Security information icon will be displayed. "  " is displayed while the data is overwriting. "  " is displayed if remaining data is in HDD. "  " is displayed if remaining data is not in HDD.
	Status Icon (USB drive)	"  " is displayed when a USB drive is connected to this machine. Tapping the USB drive icon and selecting [Remove USB] allows you to safely remove the USB drive.

Editing the Home Screen

You can change the background of the Home screen as well as which icons are displayed.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Function Settings] > [Home]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

The available settings are shown below.

Customize Desktop

Specify the function icons to display on the desktop.[1]

Select [Add] to display the screen for selecting the function to display. Select [Function Type] to narrow down the functions by applications and favorites. Select the function to display and [OK].

Select an icon and [Previous] or [Next] to change the display position of the selected icon on the Desktop.

To delete an icon from desktop, select the desired one and select [Delete].

Customize Taskbar

Specify the task icons to display on the taskbar. Select [Taskbar Button 1 (to 4)]. Select the function to display, and select [OK]. 4 task icons can be displayed.

NOTE

Functions that are hidden can be displayed by selecting [...] (popover icon) on the right end of the taskbar.

Taskbar buttons for which [None] has been selected will not be displayed. Other taskbar buttons will be displayed in order from the left.

Wallpaper

Configure the wallpaper of the Home screen.

Value: Images 1 to 8

*1 Displays a maximum of 60 function icons including the installed applications and the functions that can be used when options are installed.

Available Functions to Display on Desktop

Function	Icon	Description
Custom Box[1]		Displays the Custom Box screen. ➡ Creating a New Custom Box (page 218)
Job Box[1]		Displays the Job Box screen. ➡ Printing Data Saved in the Printer (page 172)
USB Drive[1]		Displays the USB Drive screen. ➡ Operating using Removable USB Drive (page 229)
Internet Browser		Displays the Internet Browser screen. ➡ Using the Internet Browser (page 233)
Favorites		Calls up the registered favorite. The icon will change according to the function of the favorite. ➡ Favorites (page 197)
Application Name[4]	—	Displays the selected applications. ➡ Application (page 201)

*1 Selected at the time of shipment from factory.

*3 Displayed when user login administration is enabled.

*4 The icon of the application appears.

Available Functions to Display on Taskbar

Function	Icon	Description
Status/Job Cancel[1]		Displays the Status/Job Cancel screen.
Device Information[1]		Displays the Device Information screen. Check the system and network information, and information on the options that are used. It is possible to print various reports and lists. ➡ Display for Device Information (page 58)
Language[1]		Displays the Language setting screen in System Menu. ➡ Language/System of Units (page 314)
Paper Settings[1]		Displays the Paper setting screen in System Menu. ➡ Paper Feeding (page 323)
Wi-Fi Direct[2]		Wi-Fi Direct is set and a list of information relating to the machine that can use the network appears. ➡ Setting Wi-Fi Direct (page 74)
Help		Displays the Help screen. ➡ Help Screen (page 62)
User Property		Displays the User Property screen. ➡ Changing User Properties (page 433)
System Menu		Displays the System Menu screen. ➡ Operation Method (page 308)
Counter		Displays the Counter screen. ➡ Checking the Counter (page 102)
Accessibility/ Standard		Magnifies the text and icons on the screen. Select [Accessibility/ Standard] again to return to the previous view. Accessibility Functions (Magnifying the View)
Massage Board		Displays the Message Board screen. **NOTE** To use this function, set "Message Board" to [ON] in System Menu. ➡ Message Board Settings (page 345)
Numeric Keypad		Displays the numeric keys on the touch panel.
Favorites		Displays the favorite list screen. ➡ Favorites (page 197)

*1 Selected at the time of shipment from factory.

*2 Displayed when the optional Wireless Network Interface Kit is installed.

Assigning Functions to Function Keys

Function keys are keys to which various functions and applications, including Document Box, can be assigned. Frequently used functions and applications can be assigned and the screen can easily be displayed.

For this machine, the following functions are pre-assigned; however, alternative functions can be registered by re-assigning these functions.

- [F1] (Function key 1): Custom Box
- [F2] (Function key 2): Job Box
- [F3] (Function key 3): Removable Memory

1 Display the screen.

[Home] key > [...] > [System Menu] > [Device Settings] > [Function Key Assignment]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

1 Select the function key to be set.

2 Select the function to be assigned.

None

No function has been assigned.

Custom Box

Displays the Custom Box screen.

➡ Using Document Boxes (page 209)

Job Box

Displays the Job Box screen.

➡ Printing Data Saved in the Printer (page 172)

USB Drive

Displays the USB Drive screen.

➡ Operating using Removable USB Drive (page 229)

Internet Browser

Displays the Internet Browser screen.

➡ Using the Internet Browser (page 233)

Favorites Name

Calls up the registered favorite.

➡ Favorites (page 197)

Application Name

Displays the selected applications.

➡ Application (page 201)

*2 Displayed when user login administration is enabled.

Display for Device Information

Shows device Information. It is possible to check the status of the system and network, the status of consumables such as toner and paper and the situation of the options being used. It is also possible to print various reports and lists.

1 [Home] key > [Device Information]

2 Check the device Information.

Identification/Wired Network

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

Wi-Fi[1]

You can check the status of Wi-Fi connection, such as the device name, network name and IP address.

Supplies/Paper

You can check the remaining amount of toner, and paper.

USB/NFC/Bluetooth

You can check the connection status of USB drive, NFC (Near Field Communication) and Bluetooth keyboard.

Option/Application

You can check information on the options and applications that are used.

Capability/Software Version

You can check the software version and performance.

Security

You can check the security information on the machine.

Report

You can print various reports and lists.

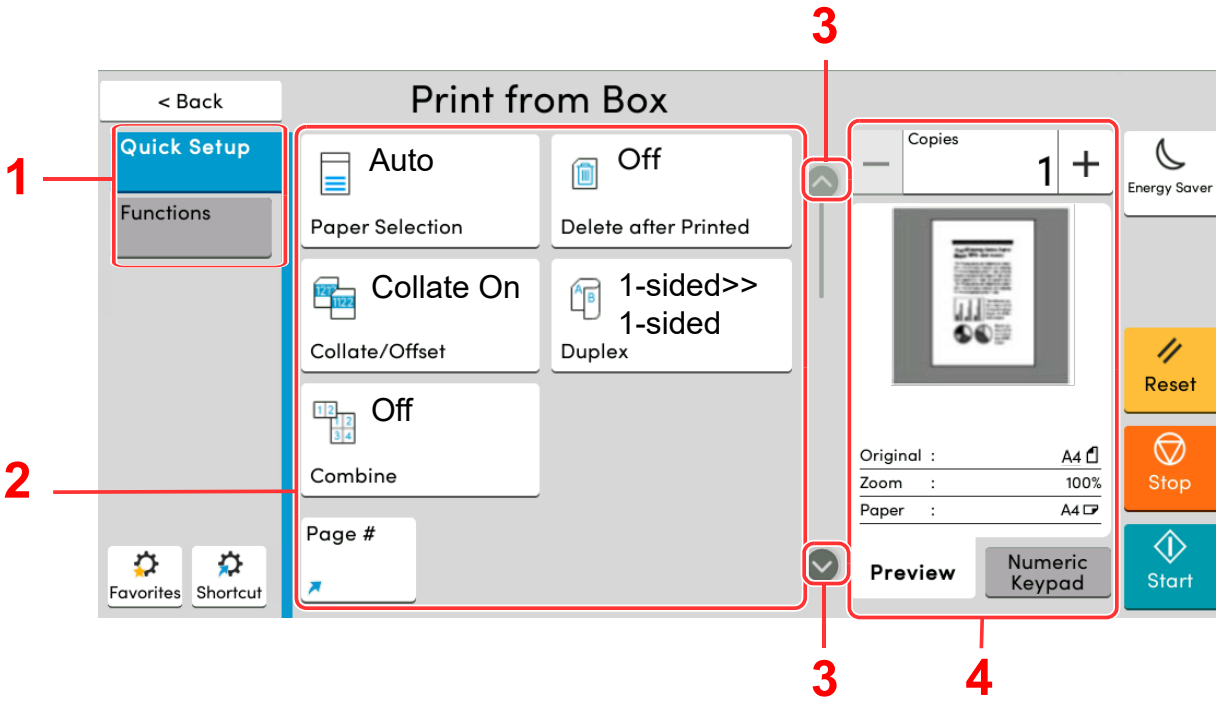
Remote Ope. Status

You can check the status of remote operation.

*1 Displayed when the optional Wireless Network Interface Kit is installed.

Display Setting Screen

The following procedure is an example of the screen for printing from Custom Box.



1 Global Navigation

Displays the function categories.

2 Body

Display functions and shortcuts.

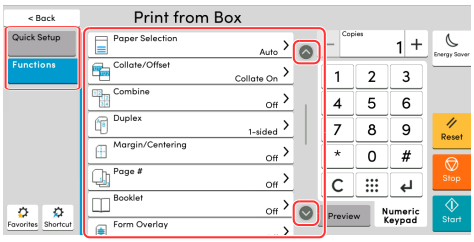
3 Arrow Button

Moves the screen up or down.

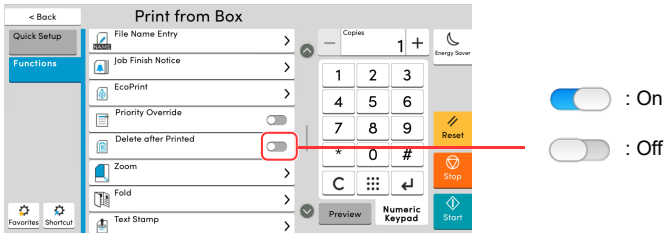
4 Right Pane Area

Displays specific functions such as preview or numeric keypad.

Select Global Navigation and configure each function. Select the Arrow Button to display the following functions.



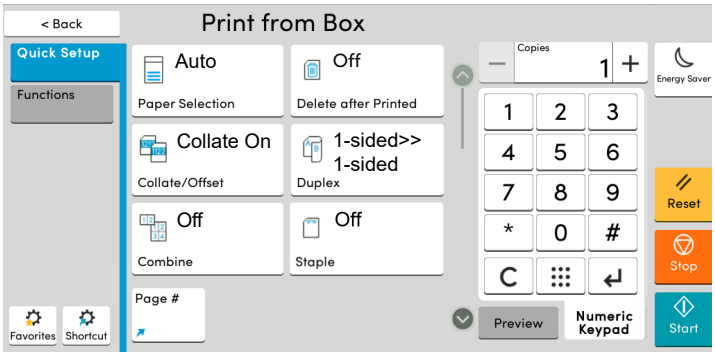
When an On/Off Flipswitch is displayed for a function, select the switch to change between ON and OFF.



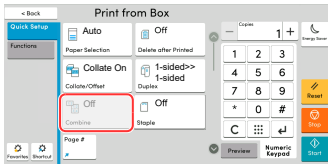
Display of Keys That Cannot Be Set

Keys of features that cannot be used due to feature combination restrictions or non-installation of options are in a nonselectable state.

Normal



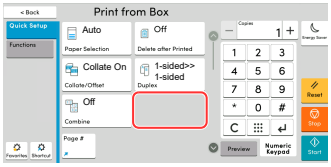
Grayed out



In the following cases, the key is grayed out and cannot be selected.

- Cannot be used in combination with a feature that is already selected.
- Use prohibited by user control.
- For functions that cannot be changed when using proof copy.

Hidden



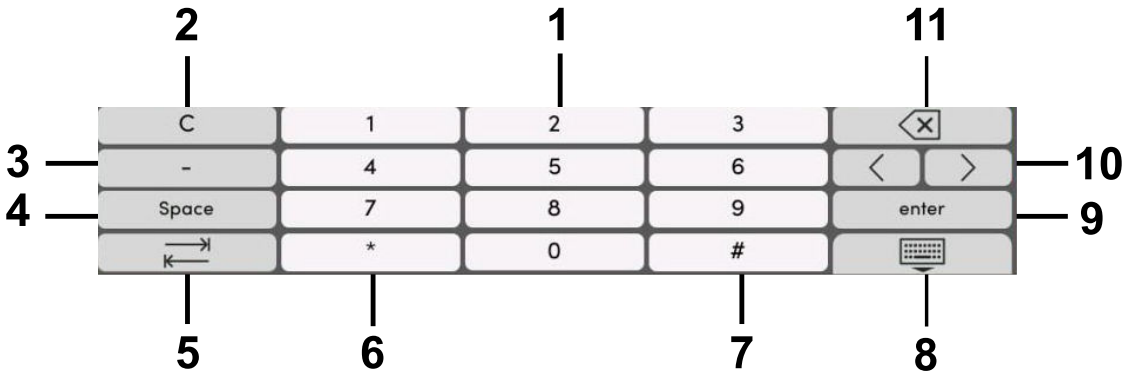
Cannot be used because an option is not installed.

NOTE

- If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [Reset] key and try again.
- If the key is still grayed out after the [Reset] key is selected, it is possible that you are prohibited from using the function by user login administration. Check with the administrator of the machine.

Entering Numbers

When entering numbers, numeric keys appear on the touch panel if you select the area in which the number is entered.



1 Enter numbers.

2 Clear entered numbers.

3 Enters [-].

4 Insert a space.

5 Move to the next input box.

6 When [.] is displayed: Enters the decimal point. The numbers entered after selecting this key will be the numbers after the decimal point.

When [*] is displayed: Enters [*].

7 When [+/-] is displayed: Switches between positive and negative numbers.

When [#] is displayed: Enters [#].

8 Close the numeric keypad.

9 Entry by numeric keys is confirmed.

10 Move the cursor.

11 Delete a character to the left of the cursor.

NOTE

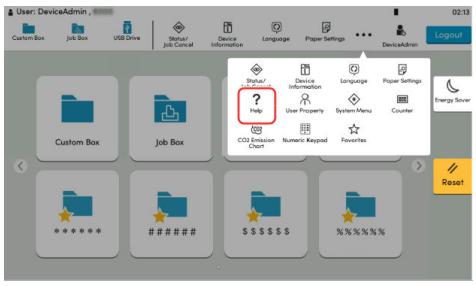
- Depending on the item being entered, some of the keys other than the number keys may not be usable.
- Numeric keys do not appear on the touch panel if an optional numeric keypad is installed.

Help Screen

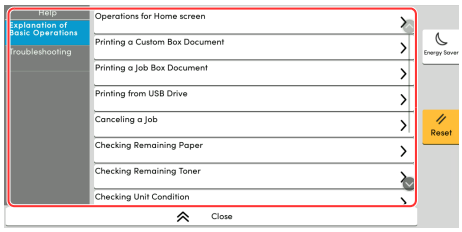
If you have difficulty operating the machine, you can check how to operate it using the touch panel.

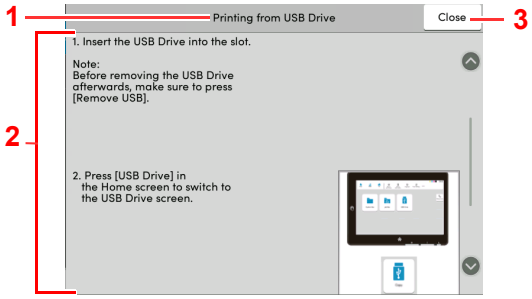
Select [Help] on the Home screen to show the Help list.

1 [Home] key > [...] > [Help]



2 Select the items to check from the list.





1 Help titles

2 Displays information about functions and machine operation.

3 Closes the Help screen and returns to the original screen.5

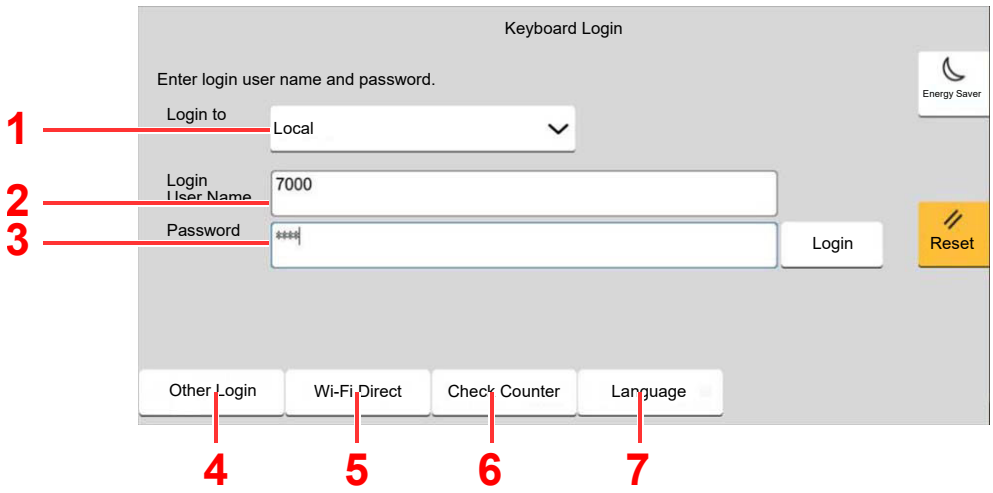
Login/Logout

Login

Normal login

1 **Enter the login user name and login password to login.**

If this screen is displayed during operations, enter the login user name and login password.



1 If [Network Authentication] is selected as the user authentication method, authentication destinations are displayed and either [Local] or [Network] can be selected as the authentication destination.

2 Enter the login user name.

3 Enter the login password.

➡ Character Entry Method (page 756)

4 Select the login method from [Simple login], [PIN code login] and [IC card login].

➡ User Authentication and Accounting (User Login, Job Accounting) (page 423)

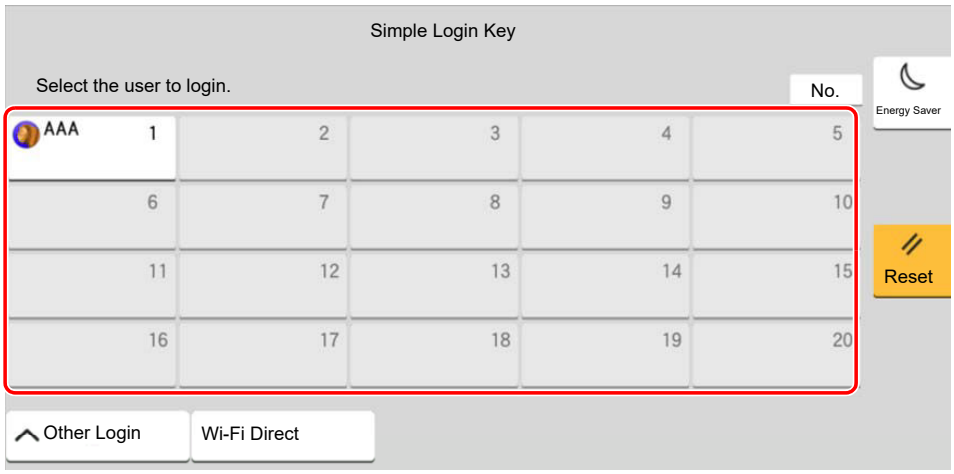
5 Check the Wi-Fi Direct environment.

6 Refer to the number of pages printed. Displayed when job accounting is enabled.

7 Set the language to use for the touch panel display.

2 **Select [Login].**

Simple Login



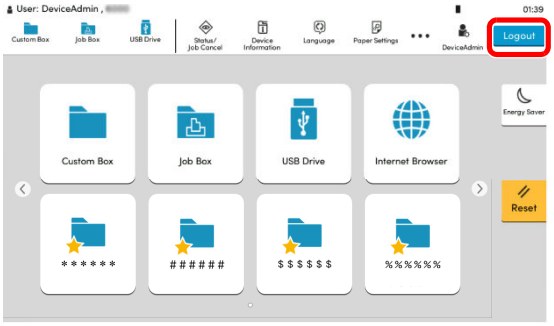
If this screen is displayed during operations, select a user and log in.

NOTE

If a user password is required, an input screen will be displayed.

➡ Simple Login Settings (page 446)

Logout



To log out from the machine, select the [Logout] key to return to the login user name/login password entry screen.

Users are automatically logged out in the following circumstances:

- When the machine enters the sleep state.
- When the auto panel reset function is activated.

Default Settings of the Machine

The default settings of the machine can be changed in System Menu. Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

NOTE

For settings that are configurable from System Menu, refer to the following:

➡ Setup and Registration (System Menu) (page 307)

Setting Date and Time

Follow the steps below to set the local date and time at the place of installation.

When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE

- To make changes after this initial configuration, refer to the following:

  ➡ Date/Time (page 317)

- The correct time can be periodically set by obtaining the time from the network time server.

  ➡ **Embedded Web Server RX User Guide**

1 Display the screen.

[Home] key > [...] > [System Menu] > [Device Settings] > [Date/Time]

2 Configure the settings.

[Time Zone] > [Date/Time] > [Date Format]

Time Zone

Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.

Date and Time

Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.

Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23), Minute (0 to 59), Second (0 to 59)

Date Format

Select the display format of year, month, and date. The year is displayed in Western notation.

Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)

Network Setup

Configuring the Wired Network

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), NetBEUI, and IPSec. It enables network printing on the Windows, Macintosh, UNIX and other platforms.

Set up TCP/IP (IPv4) to connect to the Windows network.

Be sure to connect the network cable before configuring the settings.

➡ Connecting LAN Cable (page 41)

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. ➡ Quick Setup Wizard (page 87) Use Wired Network Settings or Optional Network to configure the network in details from System menu. ➡ Wired Network Settings (page 376) ➡ Optional Network (page 394)
Configuring Connections on the Web Page	For the equipped network interface, the connection can be set by using Embedded Web Server RX. For the optional IB-53, the connection can be set by using the dedicated Web page. ➡ **Embedded Web Server RX User Guide** ➡ **IB-53 Operation Guide**
Setting the Connection by Using the Setup Utility of IB-53	This is a tool that can be downloaded from our website. ➡ **IB-53 Operation Guide**

NOTE

When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit and a Wireless Network Interface Kit, select the desired setting on "Primary Network (Client)".

➡ Others (page 401)

For other network settings, refer to the following:

➡ Network Settings (page 366)

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

IPv4 setting

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wired Network Settings] > "TCP/IP Setting" [IPv4 Settings]

2 Configure the settings.

When using DHCP server

- [DHCP]: Set to [On].

When setting the static IP address

- [DHCP]: Set to [Off].
- [Auto-IP]: Set to [Off].
- [IP Address]: Enter the address.
- [Subnet Mask]: Enter the subnet mask in decimal representation (0 to 255).
- [Default Gateway]: Enter the address.

When using the Auto-IP

Enter "0.0.0.0" in [IP Address].

When setting the DNS server

In the following cases, set the IP address of DNS (Domain Name System) server.

- When using the host name with "DHCP" setting set to "Off".
- When using the DNS server with IP address that is not assigned by DHCP automatically.

Select [Use DNS Server from DHCP] or [Use following DNS Server]. When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

IMPORTANT

After changing the setting, restart the network from System Menu, or turn the machine OFF and then ON.

➡ Restart Network (page 393)

NOTE

Ask your network administrator for the IP address in advance, and have it ready when you configure this setting.

Configuring the Wireless Network

When the Wireless Network Interface Kit is installed on the machine and the connection settings are configured, it is possible to print in a wireless network (wireless LAN) environment. The configuration methods are as follows: .

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. ➡ Quick Setup Wizard (page 87) Use Wi-Fi Settings or Wireless Network to configure the network in details from System menu. ➡ Wi-Fi Settings (page 370) ➡ Wireless Network (page 395)
Setting the Connection by Using the Wi-Fi Setup Tool	This is a tool that can be downloaded from our website. You can configure the connection according to the instructions provided by the wizard. ➡ Configuring the Wireless Network (page 69)
Configuring Connections on the Web Page	For the IB-37, IB-38, the connection can be set from the Command Center RX. For the IB-37, IB-38, the connection can be set from the Embedded Web Server RX. ➡ **Embedded Web Server RX User Guide** For the IB-54/IB-55, the connection can be set on the dedicated Web page. ➡ **IB-54/IB-55 Operation Guide**

NOTE

- The Wireless Network Interface Kit is an option for some models and the Wireless Network Interface Kit is a standard option. Contact your dealer or our sales or service representatives for detail.

  ➡ Overview of Optional Equipment (page 748)

- When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit and a Wireless Network Interface Kit, select the desired setting on "Primary Network (Client)".

  ➡ Others (page 401)

Setting the Connection by Using the Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or handheld device with the machine locally. The connection methods are wired connection via LAN cable and wireless LAN connection (Wi-Fi Direct).

NOTE

- To use Wi-Fi Direct, confirm that the Wi-Fi Direct is enabled (Wi-Fi Direct is set to [ON]) and Restart Network from the operation panel, before your computer will be connected to this machine with Wi-Fi Direct.
- To use a wired LAN cable directly connected to the machine, the Auto-IP (Link-local) address will be assigned to the machine and the computer. This machine applies Auto-IP as the default settings.
- Configure the settings on the operation panel if your computer supports WPS.

➡ Wi-Fi Settings (page 370)

➡ Wireless Network (page 395)

Wired Connection by Using LAN Cable

1 Connect the machine with a computer.

1. Connect the machine with a computer via LAN cable when the machine is powered on.
2. Turn on the computer.

   IP addresses (link local addresses) of the machine and computer are generated automatically.

2 Launch the Wi-Fi Setup Tool.

1. Launch a web browser.
2. Enter "https://www.triumph-adler.com/ta-en-de/customer-service/download-centre" or "https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre" to the browser's address bar or location bar.



3. Follow the guidance on the screen to download the Wi-Fi Setup Tool.
4. Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes]([Allow]).

3 Configure the settings.

1 [Do not use automatic configuration] > [Next] > [Next]

2 [Use LAN cable] > [Next] > [Next]

3 [Easy setup] > [Next]

The machine is detected.

NOTE

- Only one machine can be searched using Wi-Fi Setup Tool. It may take times to search the machine.
- If the machine is not detected, select [Advanced setup] > [Next]. Select [Express] or [Custom] as device discovery method and specify the IP address or host name to search the machine.

4 Select the machine > [Next].

5 Select [Use the device settings.] on [Authentication mode], and enter the login user name and password. Login user name and Password..

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

6 Configure the communication settings > [Next].

7 Change the settings of access point as necessary > [Next].

The network is configured.

Wireless LAN Connection by Using Wi-Fi Direct

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [Close]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [RestartNetwork] > [Restart]

4 Connect a computer or a handheld device with the machine.

➡ Setting Wi-Fi Direct (page 74)

5 Launch the Wi-Fi Setup Tool.

1 Launch a web browser.

2 Enter "https://www.triumph-adler.com/ta-en-de/customer-service/download-centre" or "https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre" to the browser's address bar or location bar.



3 Follow the guidance on the screen to download the Wi-Fi Setup Tool.

4 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes]([Allow]).

6 Configure the settings.

1 [Do not use automatic configuration] > [Next] > [Next]

2 [Wi-Fi Direct] > [Next] > [Next]

3 [Advanced setup] > [Next]

Select [Express] or [Custom] as device discovery method and specify the IP address or host name to search the machine.

4 Select the machine > [Next]

5 Select [Use the device settings.] on [Authentication mode], and enter the login user name and password. Login user name and Password.

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

6 Configure the communication settings > [Next]

7 Change the settings of access point as necessary > [Next]

The network is configured.

Setting Wi-Fi Direct

Setting Wi-Fi Direct enables you to print from the Wi-Fi Direct environment. The configuration methods are as follows:

NOTE

To use Wi-Fi Direct, Wireless Network Interface Kit must be installed in the machine.

➡ Overview of Optional Equipment (page 748)

Configuring the Connection from the Operation Panel on This Machine

Connecting to Computers or Handheld Devices that Support Wi-Fi Direct

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [OK]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 Specify the machine name from the computer or handheld device.

If a confirmation message appears on the operation panel of the machine, select [Yes].

The network between this machine and the handheld device is configured.

Connecting to Computers or Handheld Devices Unsupported Wi-Fi Direct

Here, we'll explain the procedures for connecting to iOS handheld devices.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [OK]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 [Home] key > [Device Information] > [Wi-Fi]

5 Note the “Wi-Fi Direct” network name (SSID), IP address, and password.

6 Configure the handheld device.

1. [Settings] > [Wi-Fi]
2. Select the network name (SSID) appeared in step 5 from the list.
3. Enter the password that was provided in step 5 > [Connect]
   The network between this machine and the handheld device is configured.

Configuring the Connection by Using Push Button

When your computer or handheld device does not support Wi-Fi Direct but supports WPS, you can configure the network using push button.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [OK]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 [Home] key > [Device Information] > [Wi-Fi]

5 Press the push button on the computer or handheld device and select "Wi-Fi Direct" [Push Button Setup] > [OK] on the screen of operation panel.

The network between this machine and the computer or handheld device is configured.

IMPORTANT

You can connect up to ten handheld devices at the same time using Wi-Fi Direct setting. When the devices that support Wi-Fi Direct are connected, if you want to connect other device, disconnect the alreadyconnected devices from the network. The disconnection methods are as follows:

- Disconnect the network from the computer or handheld computer
- Disconnecting all devices from the network on the operation panel

  Select [Home] key > [Device Information] > [Wi-Fi] > "Wi-Fi Direct" [Device] > [Disconnect] > [Disconnect]
- Configuring auto disconnecting time from the System menu

  ➡ Wi-Fi Direct Settings (page 368)
- Configuring auto disconnecting time from the Embedded Web Server RX

  ➡ **Embedded Web Server RX User Guide**

Configuring NFC

NFC (Near Field Communication) is the internal standard for near field communication in which the data communication distance is limited to approximately 10 cm. Establishing data communication simply requires you to show the handheld device supporting NFC to this machine.

The configuration methods are as follows:

Configuring Connections on the Web Page

You can set NFC from the Embedded Web Server RX.

➡ **Embedded Web Server RX User Guide**

Configuring the Connection from the Operation Panel on This Machine

Configure the NFC from the System Menu.

➡ Connectivity (page 400)

This section presents an example for configuring the NFC from the System Menu.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Connectivity" [NFC]

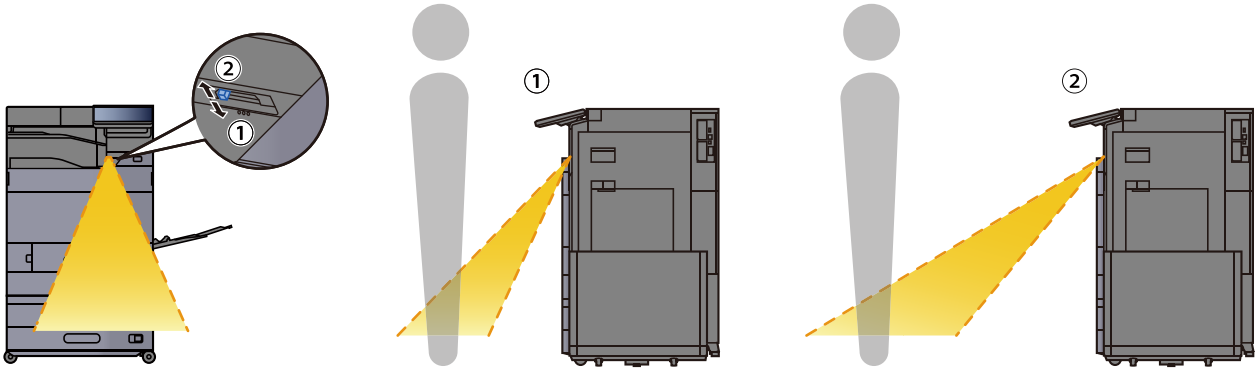
2 Configure the settings.

"NFC": [On] > [OK]

Motion Sensor

This model detects that the person is approaching and recover from low power mode or sleep mode automatically.

The range of detection of the Motion Sensor can be switched using the lever on the front.



For more information on Motion Sensor settings, refer to the following:

➡ Energy Saver/Timer (page 318)

Energy Saver function

If a certain period of time elapses after the machine is last used, the machine automatically enters Low Power Mode to reduce power consumption. If a further period of time elapses without the machine being used, the machine automatically enters sleep mode, which minimizes power consumption.

Low Power Mode

If the machine is not operated for a certain period of time, the energy saver indicator will light up and the screen will become dark to reduce power consumption. This status is referred to as Low Power Mode. In the Low Power Mode, the touch panel turns off and the Energy Saver indicator lights up.

The amount of time before entering Low Power Mode: 3 minutes (default setting).

If print data is received during Low Power Mode, the machine automatically wakes up and starts printing.

To resume, perform one of the following actions.

- Select any key on the operation panel.
- Touch the touch panel.

Recovery time from Low Power Mode is as follows.

- 14.4 seconds or less

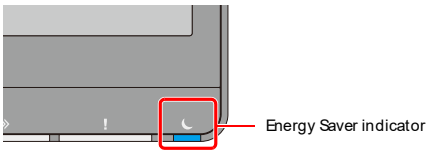
Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

NOTE

If the Low Power Timer is equal to the Sleep Timer, a Sleep mode is preceded.

Sleep

To enter Sleep, select the [Energy Saver] key. Touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Energy Saver indicator, and then the Energy Saver indicator is flashing. This status is referred to as Sleep.



If print data is received during Sleep, the machine automatically wakes up and starts printing.

When Using the Machine

Automatically wakes up when someone approaches the machine if the Motion Sensor detects it.

For more information on Motion Sensor settings, refer to the following:

➡ Energy Saver/Timer (page 318)

If the Motion Sensor does not detect, perform one of the following actions.

- Select any key on the operation panel.
- Touch the touch panel.

Recovery time from Sleep Mode is as follows.

- 14.4 seconds or less

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time.

The amount of time before entering Sleep is as follows.

- 10 minutes (default setting)

To change the preset sleep time, refer to the following:

➡ Quick Setup Wizard (page 87)

NOTE

If the Low Power Timer is equal to the Sleep Timer, a Sleep mode is preceded.

Sleep Rules (models for Europe)

You can set whether sleep mode operates for each function. When the machine enters sleep mode, the ID card cannot be recognized.

For more information on Sleep Rules settings, refer to the following:

➡ Energy Saver/Timer (page 318)

Sleep Level (Energy Saver) (models except for Europe)

This mode reduces power consumption even more than normal Sleep mode, and allows Sleep Mode to be set separately for each function. Printing from a computer connected with a USB cable is not available while the machine is asleep. The time required for the machine to wake up from power save mode and resume normal operation will be longer than for normal Sleep Mode

NOTE

If the optional network interface kit is installed, Energy Saver cannot be specified.

For more information on Sleep Level (Home) Mode settings, refer to the following:

➡ Quick Setup Wizard (page 87)

Energy Saver Recovery Level

This machine can reduce power consumption when recovering from Energy Saver Mode.

For EnergySaver RecoveryLevel, "Full Recovery" or "Normal Recovery" can be selected.

The factory default is "Normal Recovery".

For more information on Energy Saver Mode settings, refer to the following:

➡ Quick Setup Wizard (page 87)

➡ Energy Saver/Timer (page 318)

Weekly Timer Settings

Set the machine to automatically sleep and wake up at times specified for each day.

For more information on Weekly Timer Settings, refer to the following:

➡ Quick Setup Wizard (page 87)

➡ Energy Saver/Timer (page 318)

Power Off Timer (models for Europe)

If the machine is not used while in sleep mode, the power automatically turns off. The Power Off Timer is used to set the time until the power turns off.

The factory setting for the time until the power turns off: 20 minutes

➡ Energy Saver/Timer (page 318)

Quick Setup Wizard

The following settings can be configured in a wizard-style screen.

Energy Saver Setup

Configures sleep mode and low power mode.

Item	Description
Sleep Mode	For Europe Sleep Timer Sleep Rules Except for Europe Sleep Timer Sleep Level
Low Power Mode	Low Power Timer
Recovery Mode	Energy Saver Recovery Level
Weekly Timer	Weekly Timer Settings Schedule[5] Retry[5] Retry Times[5] Retry Interval[5]

Network Setup

Configures network settings.

Item	Description
Network	Network Selection[6] Wi-Fi[7] DHCP[8] IP Address[9] Subnet Mask[9] Default Gateway[9]

Email Setup

Set SMTP server name and sender address to enable mail sending.

Item	Description
Email	SMTP (Email TX) SMTP Server Name[10] SMTP Port Number[10] Sender Address[10]

Security Setup

Specify the security level.

Security Quick Setup

*2 Inch version only.

*3 DRD reception mode is available for some countries.

*4 This setting does not appear in some regions.

*5 This function is displayed when [Weekly Timer] is set to [On].

*6 This function is displayed when the Wireless Network Interface Kit is installed.

*7 This function is displayed when [Network Selection] is set to [Wi-Fi].

*8 This function is displayed when [Network Selection] is set to [Wired Network].

*9 This function is displayed when [DHCP] is set to [Off].

*10 This function is displayed when [SMTP (Email TX)] is set to [On].

Configuring Settings Quick Setup Wizard

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Quick Setup Wizard]

2 Select a function.

3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

NOTE

If you experience difficulty configuring the settings, refer to the following:

➡ Help Screen (page 62)

End

Exits the wizard. Settings configured so far are applied.

Previous

Returns to the previous item.

Skip

Advances to the next item without setting the current item.

Next

Advances to the next screen.

Back

Returns to the previous screen.

Complete

Register the settings and exit the wizard.

Installing Software

To use printer function download and install prerequisite softwares from Download Center (https://www.triumph-adler.com/ta-en-de/customer-service/download-centre or https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre).

Published Software (Windows)

Software	Description	Recommended software
Printing System Driver	This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPDL, etc.) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine. Use this driver to create PDF files.	○
KPDL mini-driver/PCL minidriver	This is a Microsoft MiniDriver that supports PCL and KPDL. There are some restrictions on the machine features and option features that can be used with this driver.	-
NETWORK PRINT MONITOR	This is a utility that enables monitoring of the machine on the network.	-
Status Monitor	This is a utility that monitors the printer status and provides an ongoing reporting function.	○
Network Tool for Direct Printing	This makes it possible to print a PDF file without starting Adobe Acrobat/Reader.	-
FONTS	These are display fonts that enable the machine's built-in fonts to be used in a software application.	○
Wi-Fi Setup Tool	This is a tool for wireless network (wireless LAN) configuration of this machine.	-

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.

Installing Software in Windows

Download and install a software from our website.

1 Download a software from the website.

1 Launch a web browser.

2 Enter https://www.triumph-adler.com/ta-en-de/customer-service/download-centre or https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre to the browser's address bar or location bar.



3 Follow the guidance on the screen to download the software.

2 Double-click the downloaded installer to launch.

Follow the guidance on the screen to install the software.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes] ([Allow]).

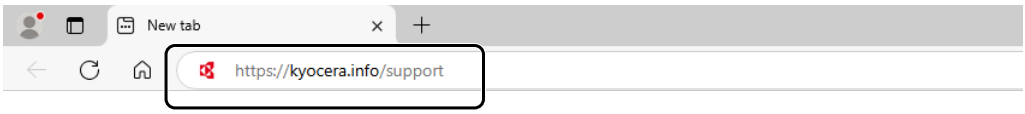
Using the web installer

Install a software by using a web installer downloaded from our website.

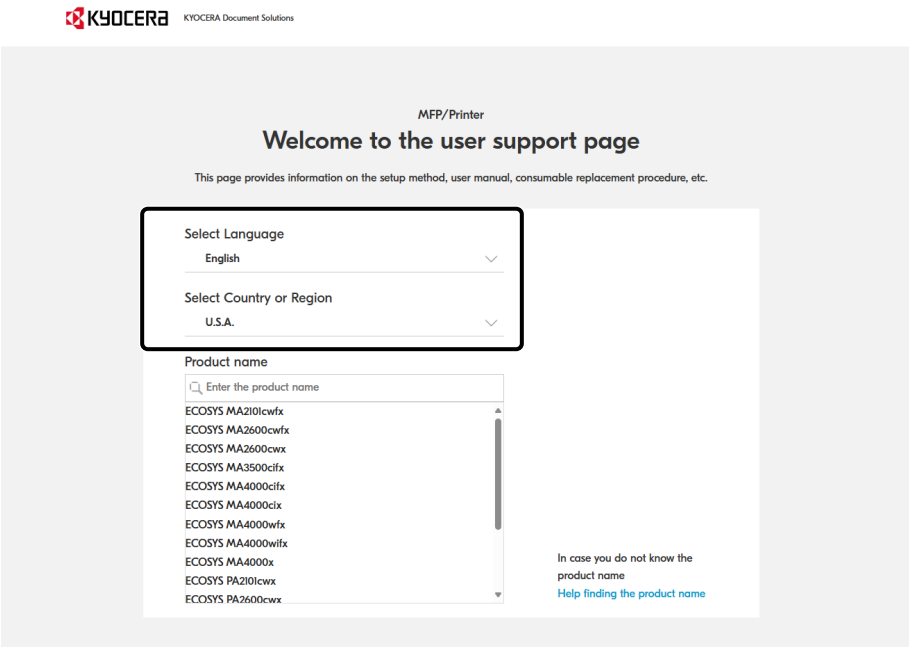
1 Download a software from the website.

1 Launch a web browser.

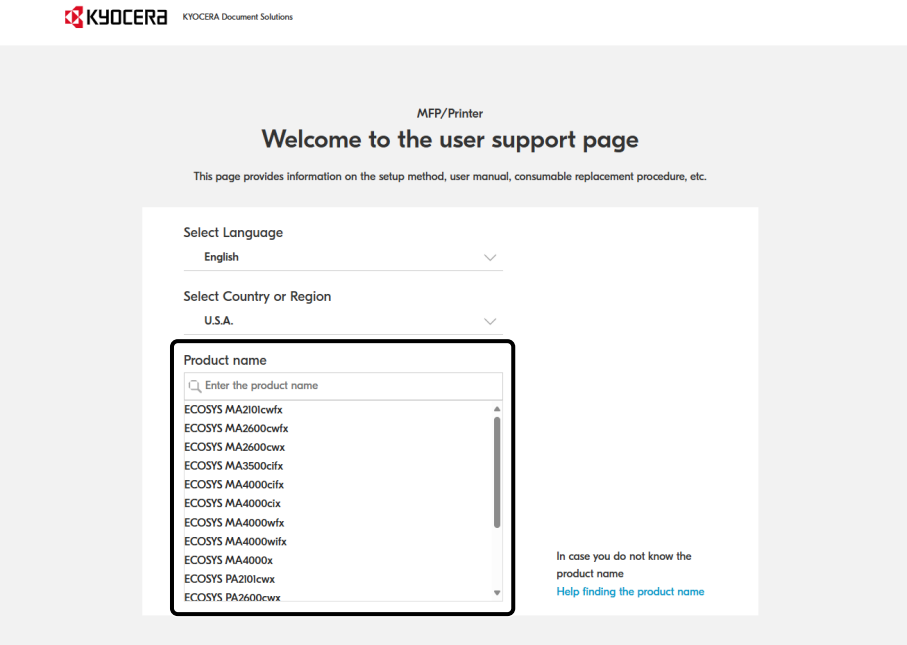
2 Enter https://kyocera.info/support to the browser's address bar or location bar.



3 Select a language and country or region.



4 Enter and search for the product name and select this product from the candidate list.



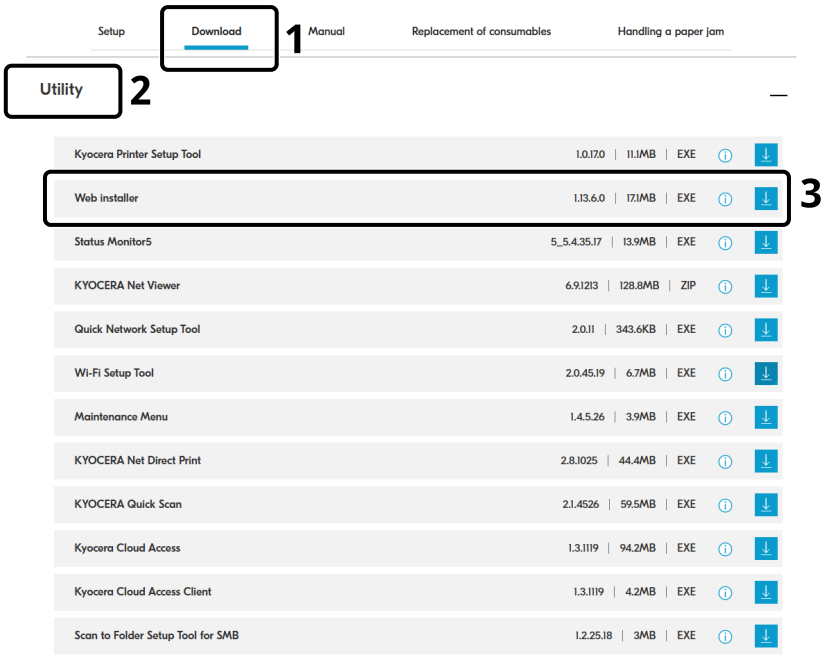
5 Click [Download] tab.

2 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes] ([Allow]).

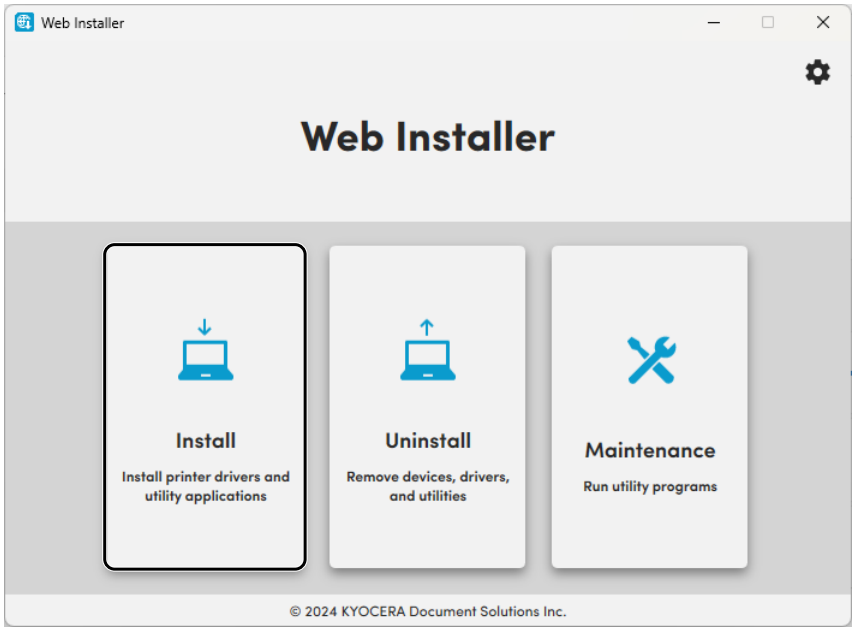
3 Display the screen.



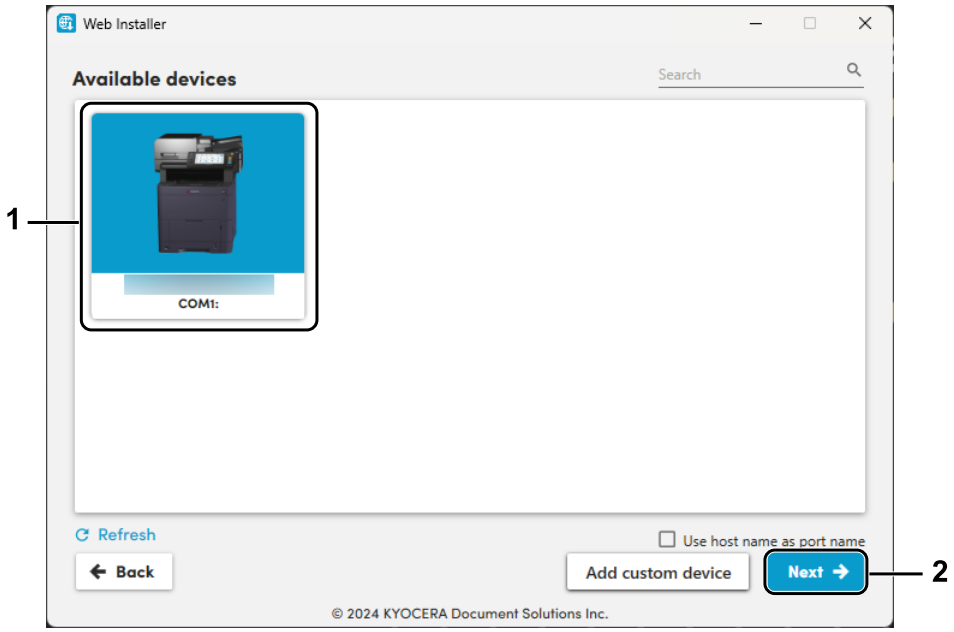
1 Read the license agreement.

2 Click [Accept] if there is no problem.

4 Click [Install].



5 Select a model and click [Next].



NOTE

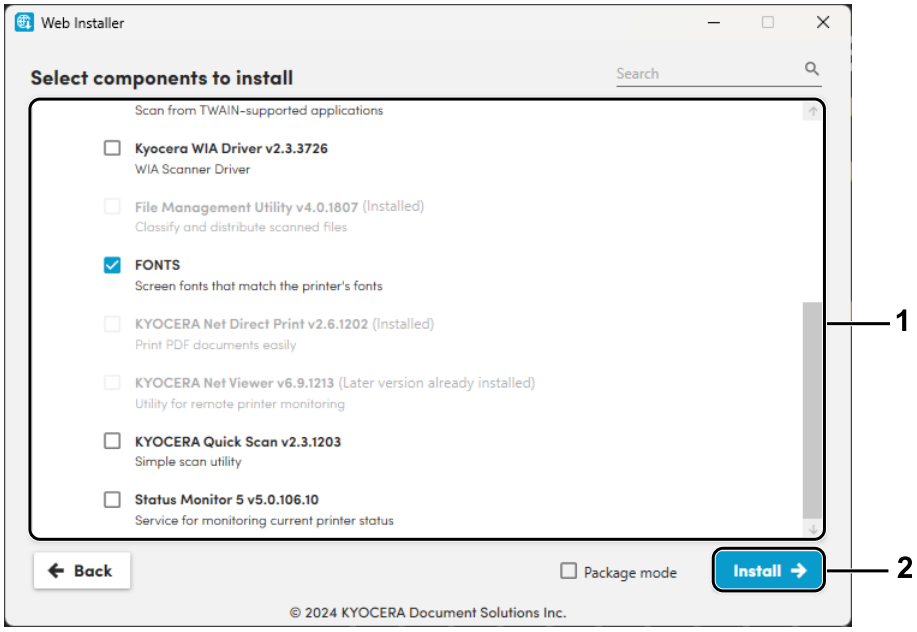
- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable.
- If a desired device is not displayed, select [Add custom device] to directly select the device you want to use.

6 Install the softwares.

1 Select softwares you want to install.

NOTE

Softwares recommended to install have ☑ in their checkboxes by default. Configure them as needed.



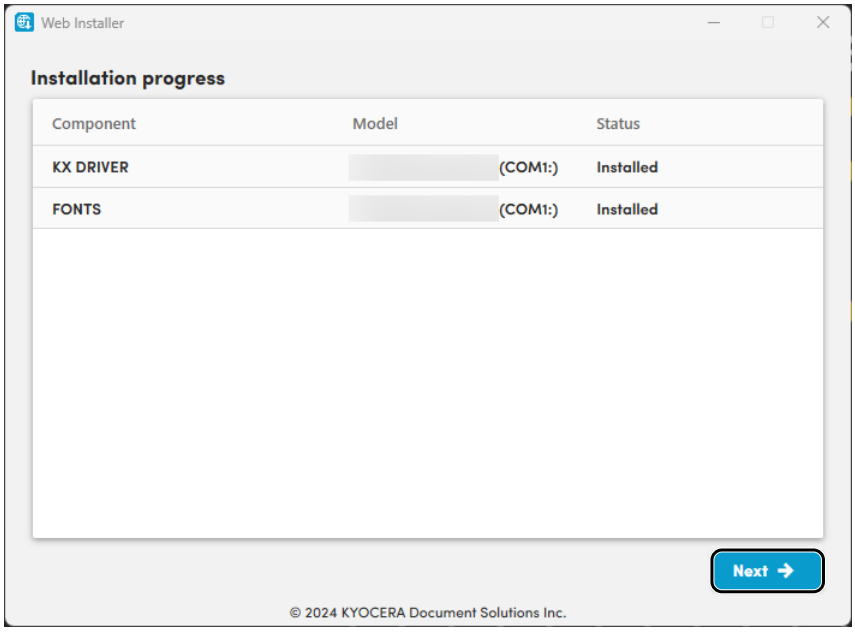
2 Click [Install].

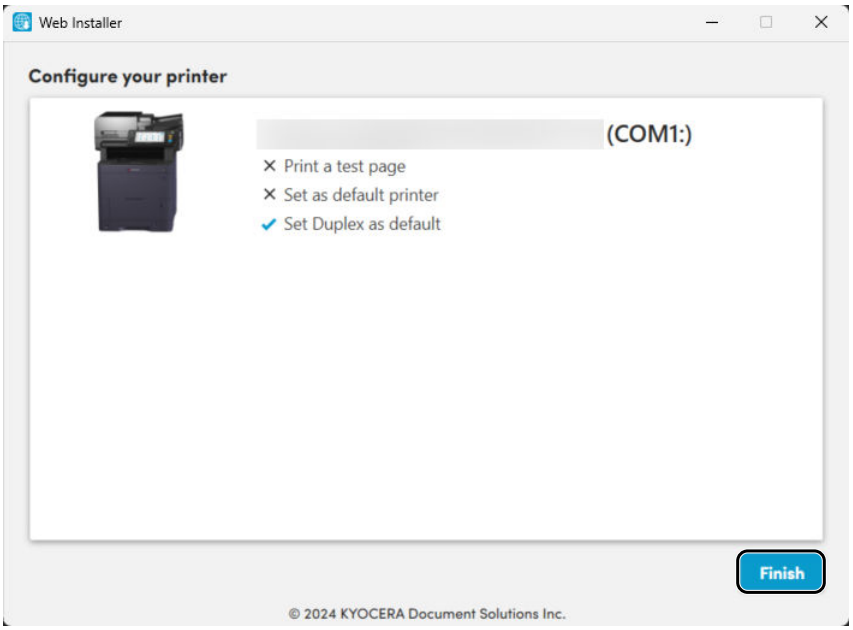
When [Install] is clicked, a screen which asks for cooperation for data collection may appear. Select one of the answer choices and click [OK].

NOTE

If the Windows security window appears, click [Install this driver software anyway].

7 Finish the installation.





Click [Next] > [Finish] to finish the installation wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

If you are installing the TWAIN driver, continue by configuring the following:

Setting TWAIN Driver

Uninstalling the Software

Perform the following procedure to delete the Software from your computer.

NOTE

Uninstallation on Windows must be done by a user logged on with administrator privileges.

1 Display the screen.

Click Search box in taskbar, and enter "Uninstall Product Library" in the search box. Select [Uninstall Product Library] in the search list.

2 Uninstall the software.

Place a check in the check box of the software to be deleted.

3 Finish uninstalling.

If a system restart message appears, restart the computer by following the screen prompts. This completes the software uninstallation procedure.

Installing Software in Mac Computer

Printer driver for Macintosh can be installed.

NOTE

- Installation on Mac OS must be done by a user logged on with administrator privileges.
- When printing from a Macintosh computer, set the machine's emulation to [KPDL] or [KPDL(Auto)].

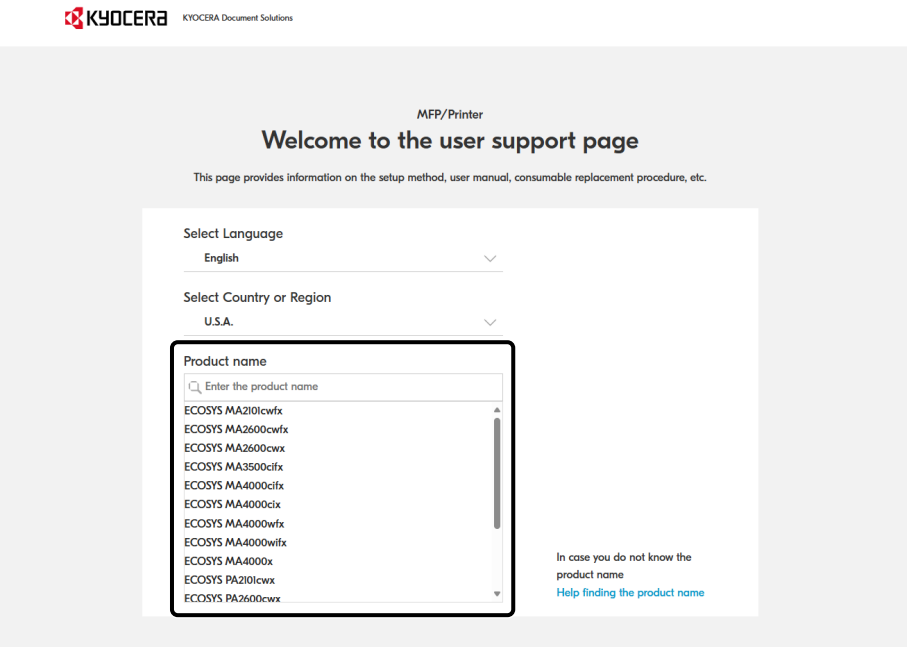
  ➡ Printer (page 354)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.

  ➡ Bonjour (page 389)
- In the Authenticate screen, enter the name and password used to log in to the operating system.
- When printing via AirPrint, you do not have to install the software.

1 Download a software from the website.

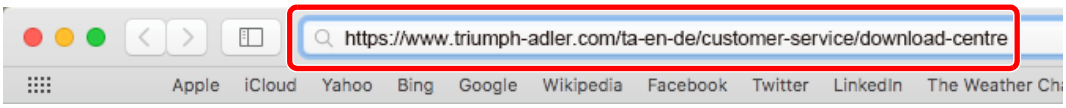
1 Launch a web browser.

2 Enter and search for the product name and select this product from the candidate list.



3 Click [Download] tab.

4 Enter https://www.triumph-adler.com/ta-en-de/customer-service/download-centre or https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre to the browser's address bar or location bar.



5 Follow the guidance on the screen to download the software.

2 Install the Printer Driver.

Double click to launch the downloaded installer.

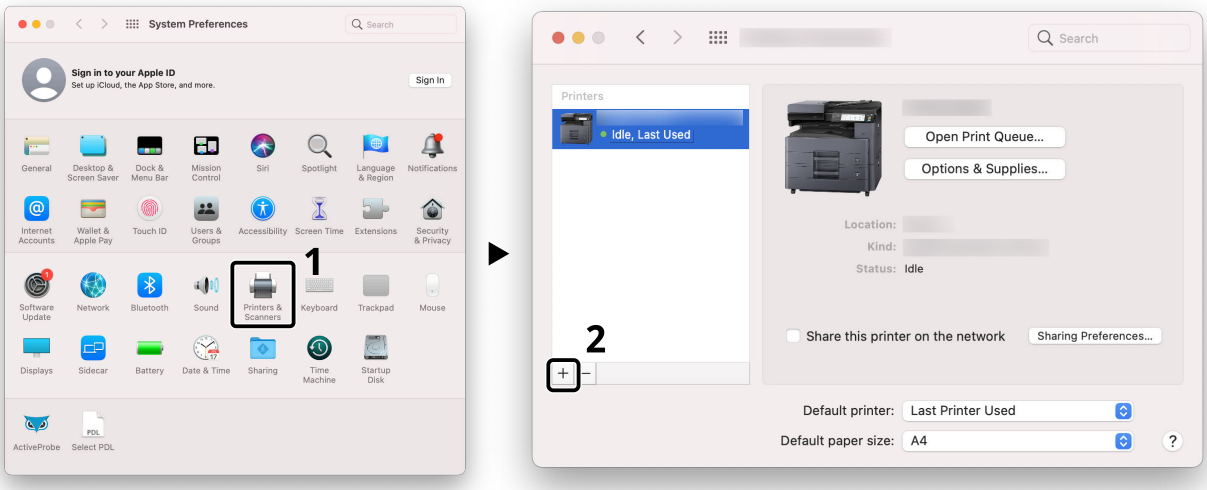
Install the printer driver as directed by the instructions in the installation software.

This completes the printer driver installation.

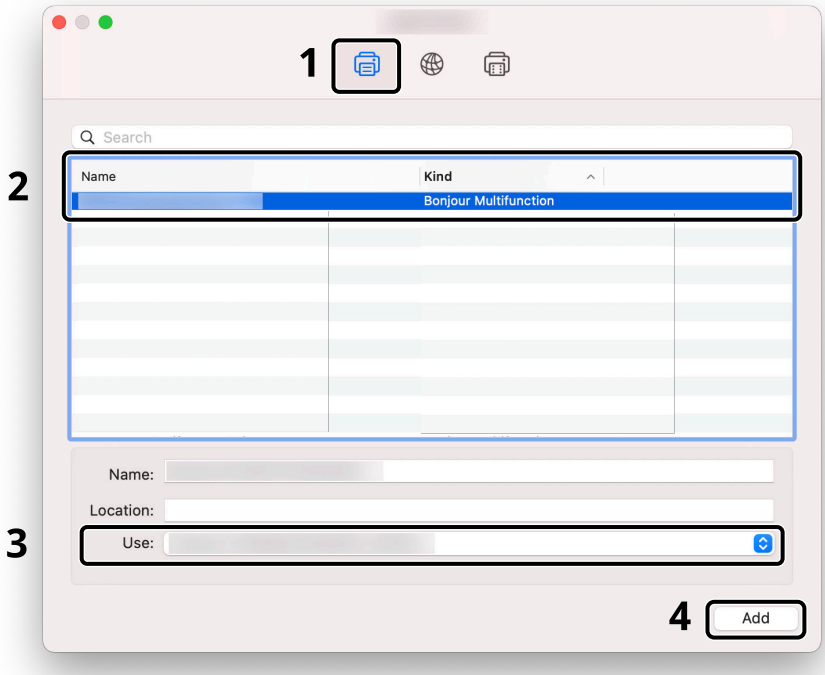
If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

3 Configure the printer.

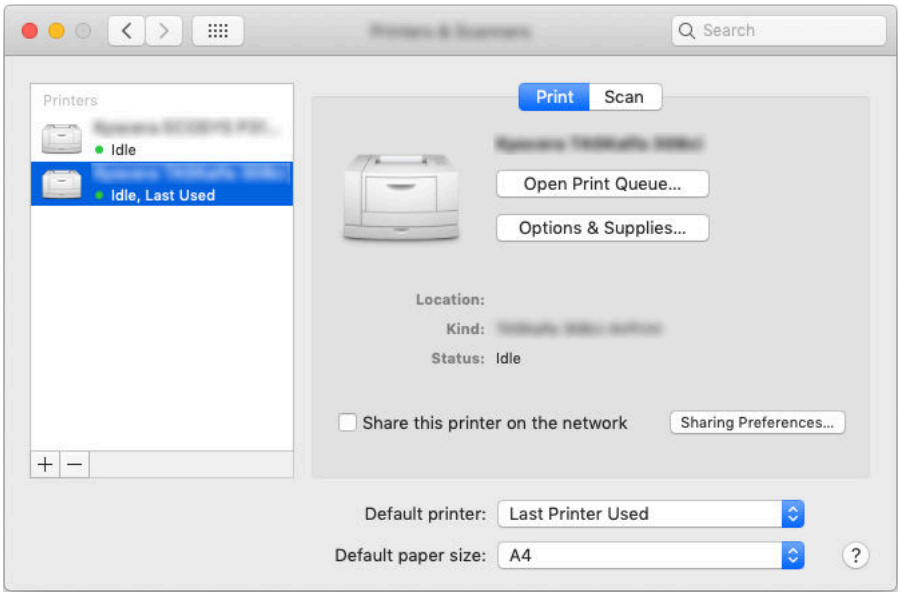
1 Open System Preferences and add the printer.



2 Select [Default] and click the item that appears in "Name" and then select the driver in "Use".



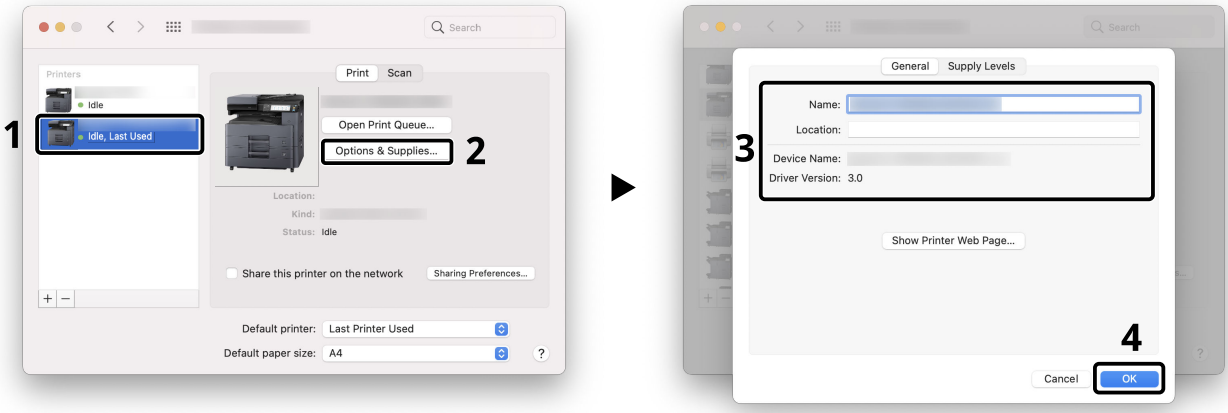
The selected machine is added.



NOTE

When using an IP connection, click the IP icon for an IP connection and then enter the host name or IP address. The number entered in "Address" will automatically appear in "Name". Change if needed.

3 Select the printer added newly, and click the [Options & Supplies...] to select the options equipped with the machine.



Checking the Counter

Check the number of sheets printed.

1 **Display the screen.**

[Home] key > [...] > [Counter]

2 **Check the counter.**

Additional Preparations for the Administrator

Administrator Privileges Overview

This machine is shipped with two default users registered one with Machine Administrator privileges, and another with Administrator privileges. The user with Machine Administrator privileges and the user with Administrator privileges can configure important settings for the machine. The differences in the privileges are as follows:

User with Machine Administrator privileges

This user can configure the product’s network settings, security settings such as user registration, and the machine's security level.

➡ Device Security Settings (page 405)

User with Administrator privileges

This user can configure the product’s network settings, user registration, and other security settings. This user cannot set the machine’s security level.

Log in as Machine Administrator or Administrator

The user with Machine Administrator privileges or the user with Administrator privileges must log in to configure important settings for the product, such as network settings and security settings. The factory default login user name and login password are set as shown below.

Machine Administrator

User Name	DeviceAdmin
Login User Name	P-7041DN: 7000
Login Password	xxxxxxxxxx (Serial Number) ➡ Checking the Equipment's Serial Number (page 2)

Administrator

User Name	Admin
Login User Name	Admin
Login Password	xxxxxxxxxx (Serial Number) ➡ Checking the Equipment's Serial Number (page 2)

IMPORTANT

To ensure security, be sure to change the factory default user name, login user name, and login password. Also, change your password regularly.

Change the login password to one of your choice for security reasons.

Three incorrect entries will lock you out. Re-enter your password after a few moments.

➡ Changing User Properties (page 433)

Strengthening the Security

This machine is shipped with two default users registered one with Machine Administrator rights, and another with Administrator rights. Logging in as this user will allow you to configure all settings; therefore, please change the login user name and password.

In addition, this machine is equipped with user authentication function, which can be configured to limit the access to this machine to only those who have a registered login name and password.

➡ User Authentication and Accounting (User Login, Job Accounting) (page 423)

NOTE

Protection of confidential information by TPM

This product is equipped with the security chip called TPM (Trusted Platform Module). The encryption key used to encrypt confidential information on this machine is stored in a dedicated storage area on the TPM chip. Since this storage area cannot be read from outside the TPM, confidential information can be safely protected.

Restrict the users of the machine

- User Login

  ➡ Overview of User Login Administration (page 424)

- Authentication Security

  ➡ Authentication Security (page 427)

- Auto Panel Reset

  ➡ Energy Saver/Timer (page 318)

- ID Card Settings[1]

  ➡ ID Card Settings (page 449)

Restrict the basic functions that can be used

- Local Authorization

  ➡ Local Authorization (page 437)

- Group Authorization Set

  ➡ Group Authorization Settings (page 439)

- Guest Authorization Set

  ➡ Guest Authorization Settings (page 442)

Prevent another user from handling the documents stored in the machine

- Custom Box

  ➡ Using Document Boxes (page 209)

Output the document stored in the machine at the time when user operates the device via operation panel

- Remote Printing

  ➡ Printer (page 354)

Prevent the data stored in the machine from being leaked

- Data Overwrite[2]
  - ➡ **Data Encryption/Overwrite Operation Guide**
- Encryption[2]
  - ➡ **Data Encryption/Overwrite Operation Guide**
- PDF Encryption Functions

  PDF Encryption Functions

Completely delete the data on the machine before disposing of the machine

- Data Sanitization
  - ➡ Data Security (page 406)

Record the operation history of users

- Login History Settings
  - ➡ History Settings (page 347)
- Device Log History Settings
  - ➡ History Settings (page 347)
- Secure Comm. Error Log
  - ➡ History Settings (page 347)

Protect the transmission from interception and wiretapping

- IPP over TLS
  - ➡ Protocol Settings (page 381)
- HTTPS
  - ➡ Protocol Settings (page 381)
- LDAP Security
  - ➡ **Embedded Web Server RX User Guide.**
- SMTP Security
  - ➡ Email (page 352)
- POP3 Security
  - ➡ Email (page 352)
- FTP Encrypted TX

  FTP Encrypted TX
- Enhanced WSD (TLS)
  - ➡ Protocol Settings (page 381)
- IPSec
  - ➡ IPSec (page 392)
- SNMPv3
  - ➡ Protocol Settings (page 381)

Verify the software in the machine

- Software Verification

➡ Device Security Settings (page 405)

Preventing from execution of the unauthorized programs

- Allowlisting

➡ Device Security Settings (page 405)

*1 The optional Card Authentication Kit is required.

*2 It is necessary to activate the Data Security Function.

Embedded Web Server RX

If the machine is connected to the network, you can configure various settings using Embedded Web Server RX.

This section explains how to access Embedded Web Server RX, and how to change security settings and the host name.

➡ **Embedded Web Server RX User Guide**

NOTE

To fully access the features of the Embedded Web Server RX pages, enter the User Name and Password and click [Login]. Entering the predefined administrator password allows the user to access all pages, including Document Box and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Checking the Equipment's Serial Number (page 2)

Settings that the administrator and general users can configure in Embedded Web Server RX are as follows.

Setting	Description	Administrator	General User
Device Information/ Remote Operation	The machine's structure can be checked.	○	○
Job Status	Displays all device information, including print jobs, storing jobs, and job log history.	○	○
Document Box	Add or delete document boxes, or delete documents within a document box.	○	○ 1
Device Settings	Configure the advanced settings of the machine.	○	—
Function Settings	Configure the advanced function settings.	○	—
Network Settings	Configure the network advanced settings.	○	—
Security Settings	Configure the security advanced settings.	○	—
Management Settings	Configure the advanced management settings.	○	—

*1 The logged in user may not be able to configure some settings, depending on the permissions of the user.

Accessing Embedded Web Server RX

1 Display the screen.

1 Launch your Web browser.

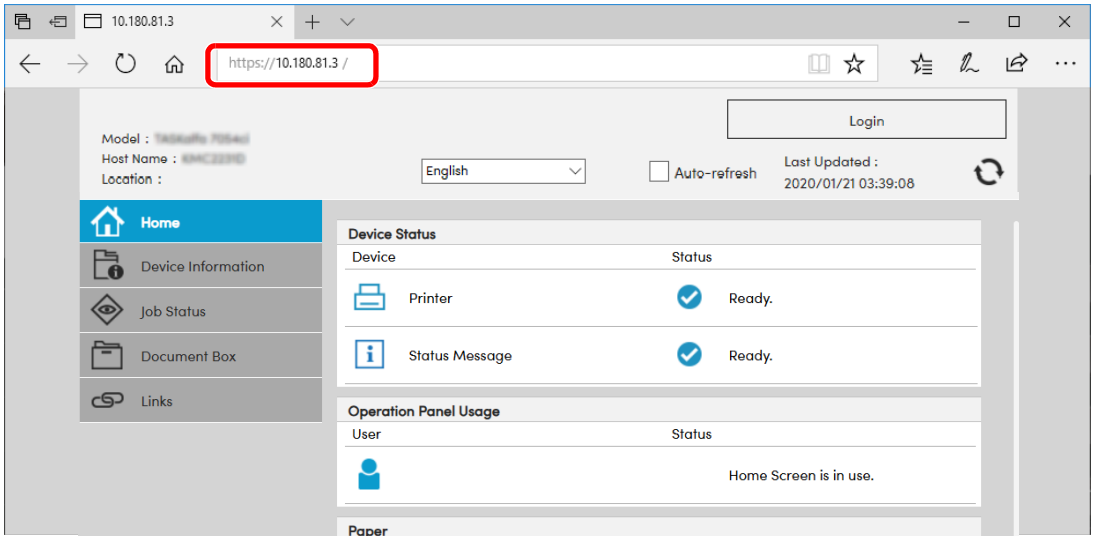
2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

Examples: https://10.180.81.3/ (for IP address)

https://MFP001 (if the host name is "MFP001")



The web page displays basic information about the machine and Embedded Web Server RX as well as their current status.

NOTE

If the screen "There is a problem with this website's security certificate." is displayed, configure the certificate.

➡ **Embedded Web Server RX User Guide**

You can also continue the operation without configuring the certificate.

---

2 Configure the function.

Select a category from the navigation bar on the left of the screen.

NOTE

To fully access the features of the Embedded Web Server RX pages, enter the User Name and Password and click [Login]. Entering the predefined administrator password allows the user to access all pages, including Document Box and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Checking the Equipment's Serial Number (page 2)

Changing Security Settings

1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.
Click in the following order to check the machine's IP address and the host name.
[Device Information] in the home screen > [Identification/Wired Network]

3 Log in with administrator privileges.



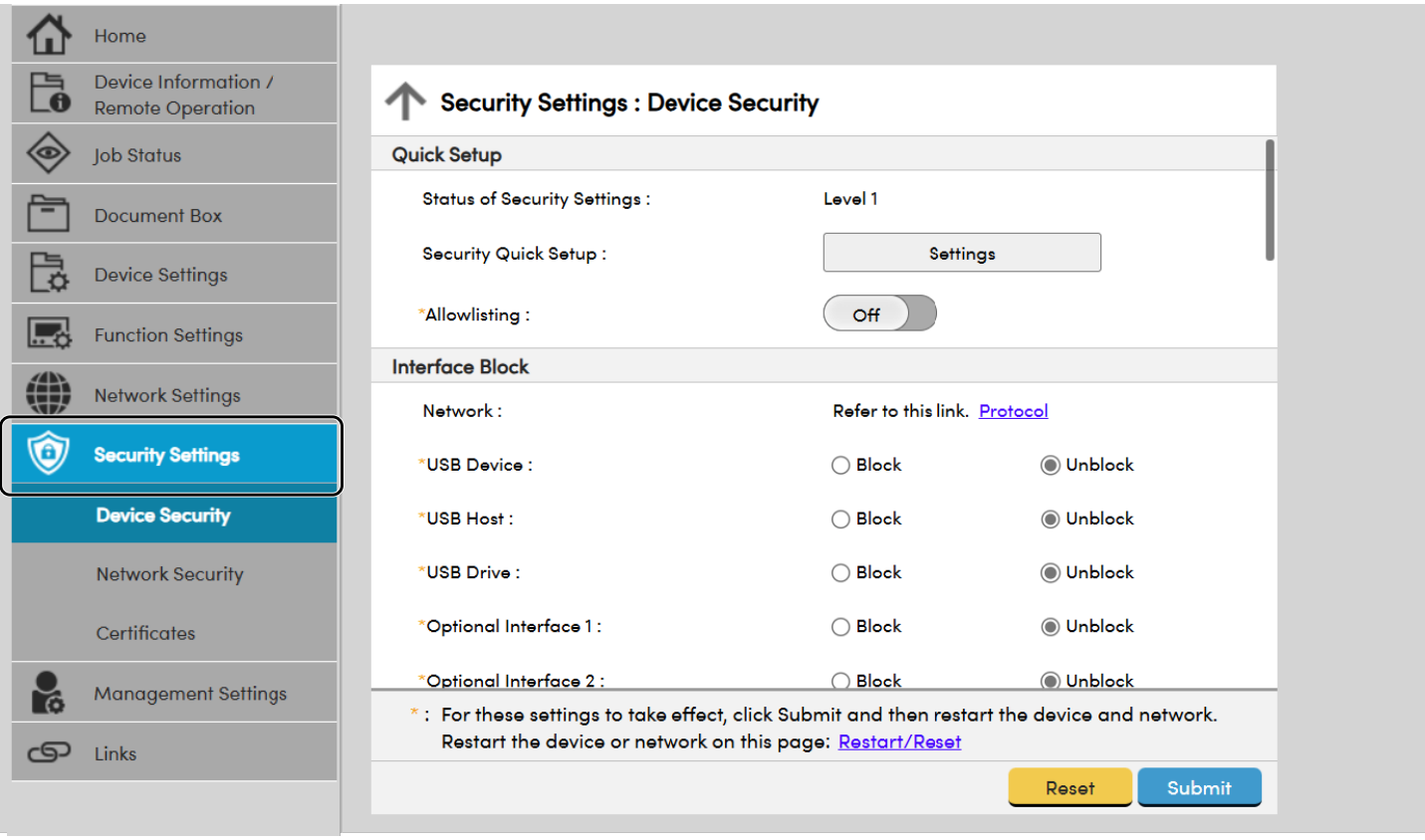
The factory default setting for the default user with administrator privileges is shown below.
(Upper case and lower case letters are distinguished (case sensitive).)
Login User Name: Admin
Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

4 Click [Security Settings].

2 Configure the Security Settings.

From the [Security Settings] menu, select the setting you want to configure.



NOTE

For details on settings related to certificates, refer to the following:

➡ **Embedded Web Server RX User Guide**

Changing Device Information

1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

3 Log in with administrator privileges.



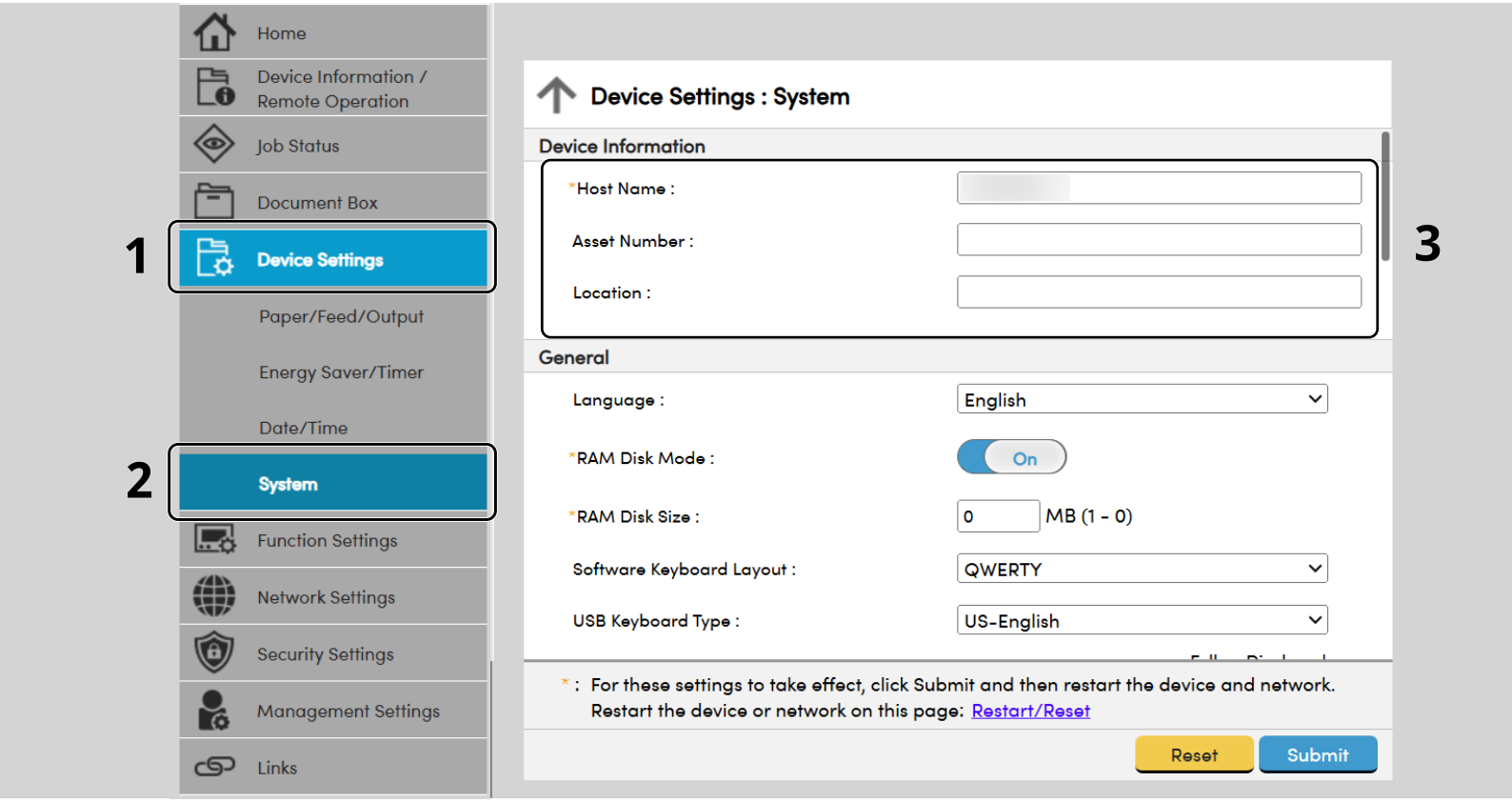
The factory default setting for the default user with administrator privileges is shown below.(Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

4 From the [Device Settings] menu, click [System].



2 Specify the host name.

Enter the device information, and then click [Submit].

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON. To restart the network interface card, click [Reset] in the [Management Settings] menu, and then click [Restart Network] in "Restart".

E-mail Settings

By configuring the SMTP settings, it is possible to send E-mail notices when jobs have been completed.

To use this function, this machine must be connected to a mail server using the SMTP protocol.

In addition, configure the following.

- SMTP settings
  Item: "SMTP Protocol" and "SMTP Server Name" in "SMTP"
- The sender address when the machine sends E-mails
  Item: "Sender Address" in "E-mail Send Settings"
- The setting to limit the size of E-mails
  Item: "E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

1 Display the screen.

Display the SMTP Protocol screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

3 Log in with administrator privileges.



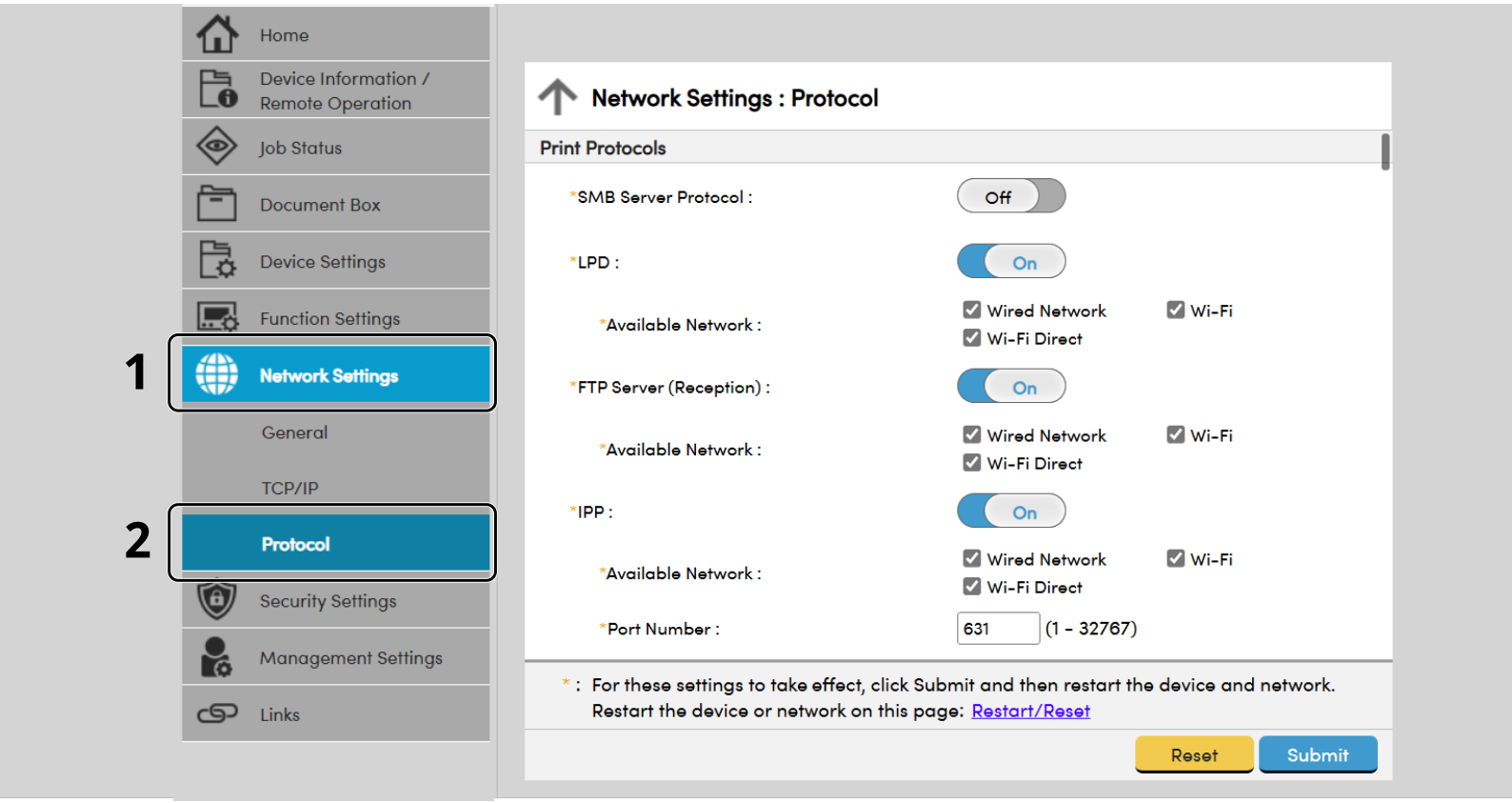
The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

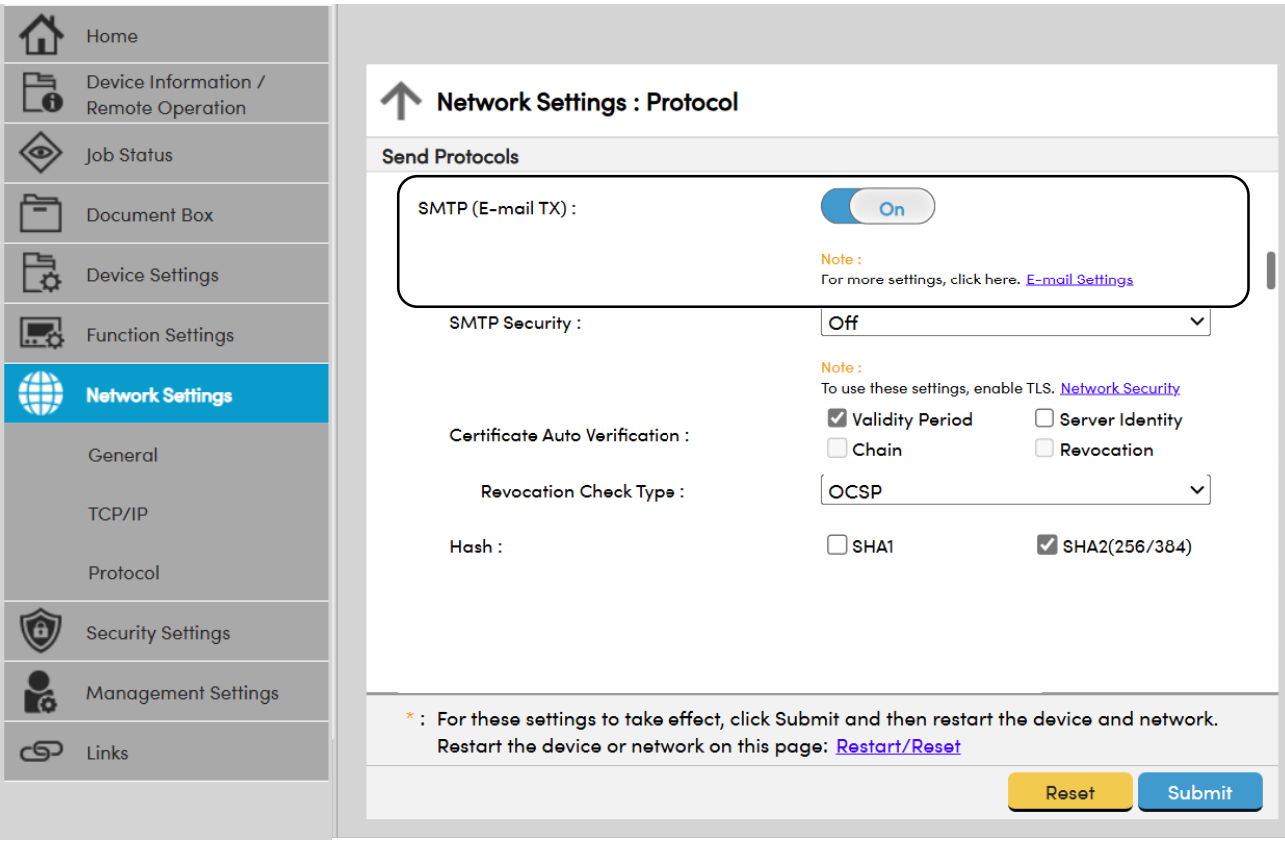
➡ Preface (page 2)

4 From the [Network Settings] menu, click [Protocol].



2 Configure the settings.

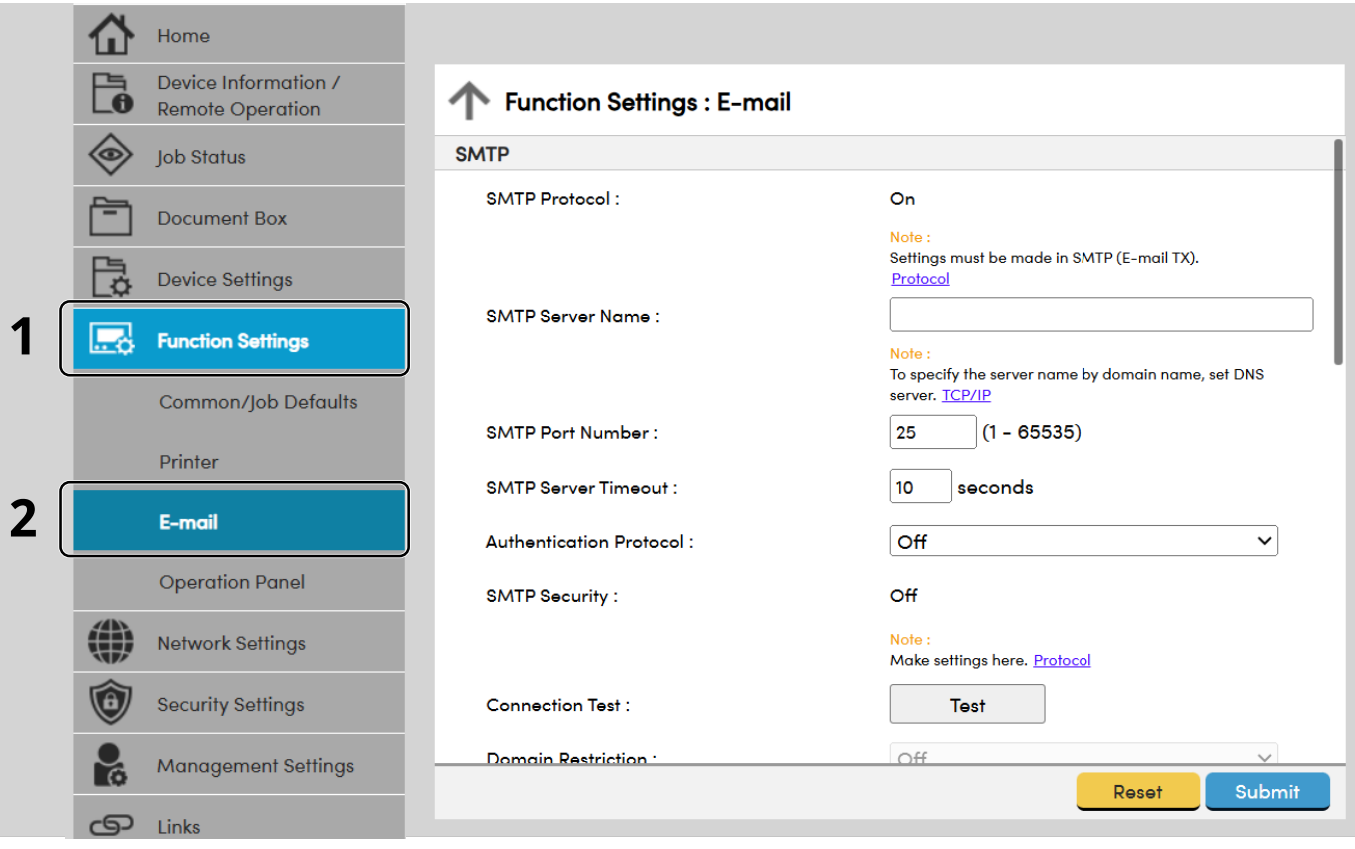
Set "SMTP (E-mail TX)" to [On] in the "Send Protocols".



3 Display the screen.

Display the E-mail Settings screen.

From the [Function Settings] menu, click [E-mail].



4 Configure the settings.

Enter "SMTP" and "E-mail Send Settings" items.

SMTP

Set to send e-mail from the machine.

Setting	Description
SMTP Protocol	Displays the SMTP protocol settings. Check that "SMTP Protocol" is set to [On]. If [Off] is set, click [Protocol] and set the SMTP protocol to [On].
SMTP Server Name [1]	Enter the host name or IP address of the SMTP server.
SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25.
SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.
Authentication Protocol	To use SMTP authentication, enter the user information for authentication.
SMTP Security	Set SMTP security. Turn on "SMTP Security" in "SMTP (E-mail TX)" on the [Protocol Settings] page.
Connection Test	Tests to confirm that the E-mail function is operating under the settings without sending a mail.
Domain Restriction	To restrict the domains, click the [Domain List] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.

POP3

Setting	Description
POP3 Protocol	You don't need to set the following items when you only enable the function of sending e-mail from the machine. Set the following items if you want to enable the function of receiving e-mail on the machine. ➡ **Embedded Web Server RX User Guide**
Check Interval	
Run once now	
Domain Restriction	
POP3 User Settings	

E-mail Send Settings

Setting	Description
E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is cancelled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit.
Sender Address[1]	Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.
Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters
Function Defaults	Change the function default settings in [Common/Job Default Settings] page.

*1 Be sure to enter the items.

5 Click [Submit].

Creating a New Custom Box

1 Display the screen.

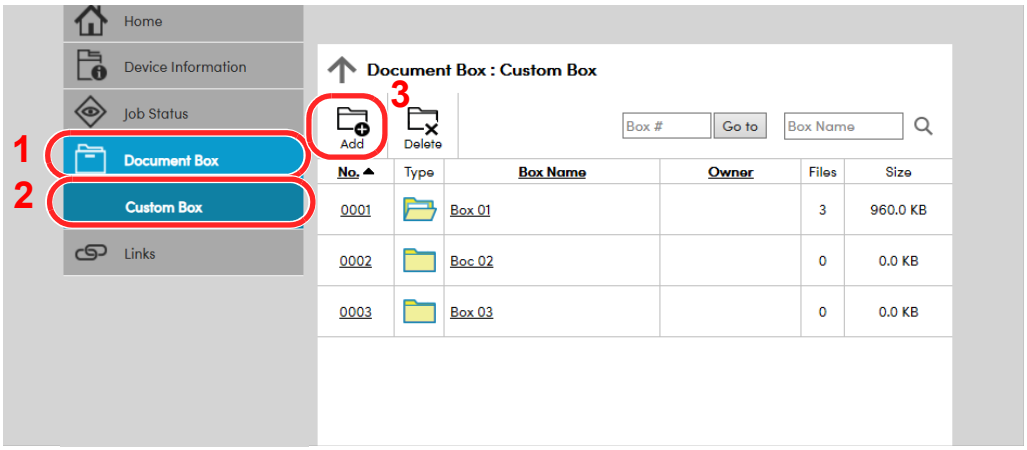
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

3 From the [Document Box] menu, click [Custom Box].



4 Click [Add].

2 Configure the Custom Box.

1 Enter the box details.

Enter the information for the custom box you want to register. For details on the fields to populate, refer to the following:

➡ **Embedded Web Server RX User Guide**

2 Click [Submit].

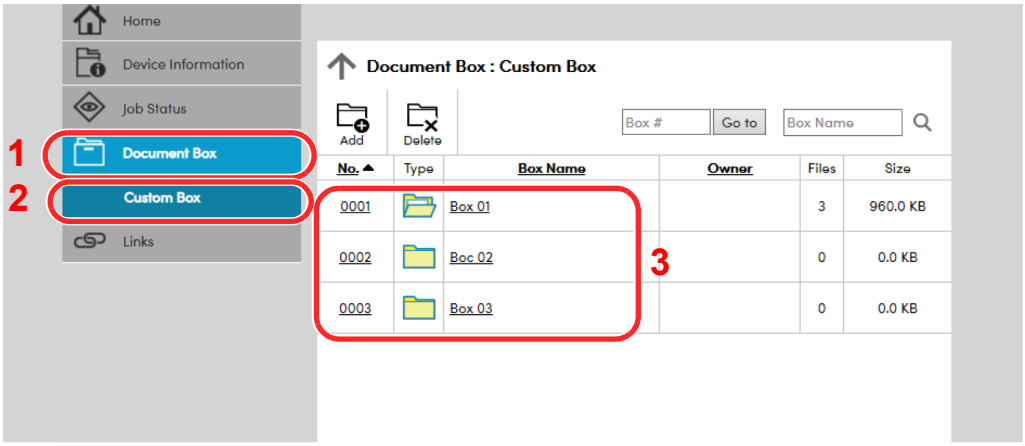
Printing a Document Stored in a Custom Box

1 Display the screen.

1 Launch your Web browser.

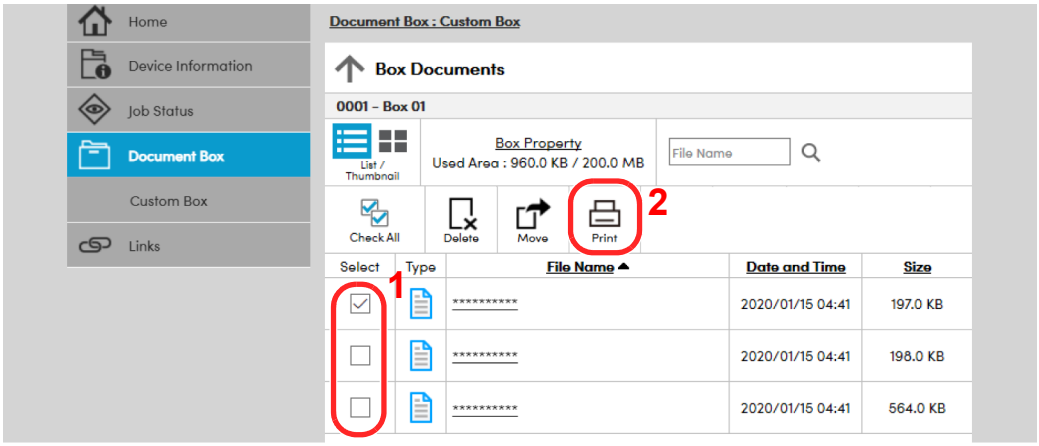
2 In the address or location bar, enter the machine's IP address or the host name.
Click in the following order to check the machine's IP address and the host name.
[Device Information] in the home screen > [Identification/Wired Network]

3 From the [Document Box] menu, click [Custom Box].



4 Click the number or name of the Custom Box in which the document is stored.

2 Print the document.



1 Select the document you wish to print.
Select the checkbox of the document to be printed.

2 Click [Print].

3 Configure settings for printing, click [Print].

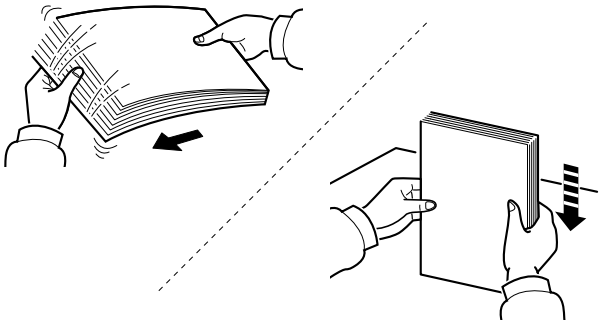
3 Preparation before Use

Loading Paper 123
Precautions for Outputting Paper 143

Loading Paper

Precaution for Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.



Fan the paper, then tap it on a level surface. In addition, note the following points.

- If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.
- Avoid exposing opened paper to high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multipurpose tray or cassettes back in the paper storage bag.
- Leaving paper in the cassette for a long time may cause a discoloration of paper by heat from the cassette heater.
- If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

IMPORTANT

If you print onto used paper (paper already used for printing), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

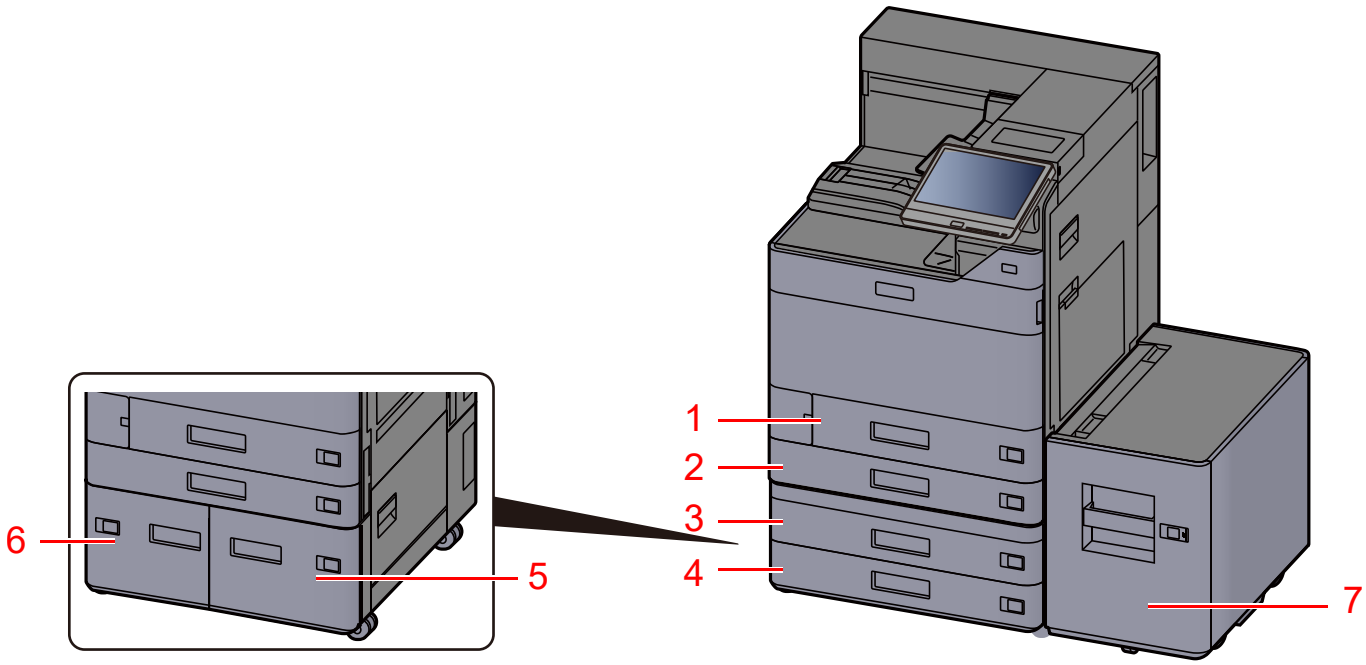
NOTE

If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to the following:

➡ Paper (page 759)

Selecting the Paper Feeder Units

Select the paper feeder units according to the size and type of paper.



No.	Name	Paper Size	Paper Type	Capacity	Page
1	Cassette 1	A4-R, A4, A5-R, A5, A6-R, B5-R, B5, B6-R, 216×340 mm, Letter-R, Letter, Legal, Statement-R, Executive, Oficio II, Folio, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Youkei 4, Youkei 2, Nagagata 3, Custom 1 to 4	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8	500 sheets (80 g/m^2)	➡ Loading in Cassette 1 (page 127)
2	Cassette 2	A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Custom 1 to 4			
3	Cassette 3				
4	Cassette 4				

No.	Name	Paper Size	Paper Type	Capacity	Page
5	Cassette 3	A4, Letter, B5 (Fixed to one of sizes.)	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1 to 8	1,500 sheets (80 g/m^2)	➡ Loading in the Large Capacity Feeder (page 137)
6	Cassette 4				
7	Cassette 5			3,000 sheets (80 g/m^2)	➡ Loading in the Side Feeder (page 139)

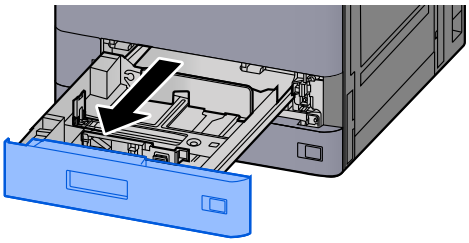
NOTE

- The number of sheets that can be held varies depending on your environment and paper type.
- You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)
- For higher quality color printing, use special color paper.

Loading in Cassette 1

Load the paper in Cassette. The procedures here represent the Cassette 1.

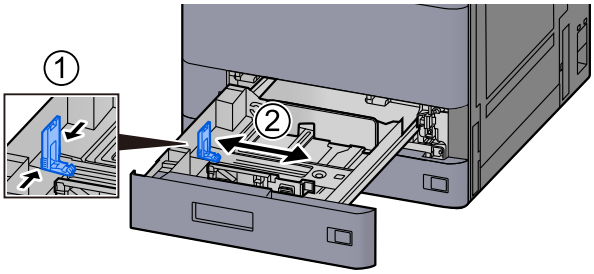
1 Pull the cassette completely out of the machine.



NOTE

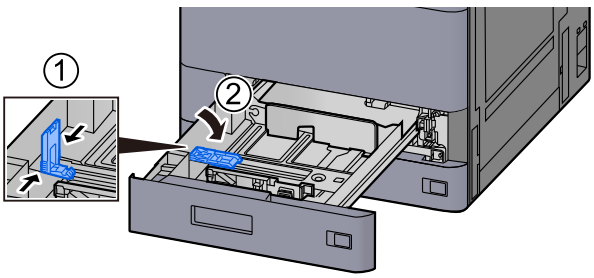
Do not pull out more than one cassette at a time.

2 Adjust the paper length guide to the paper size required.

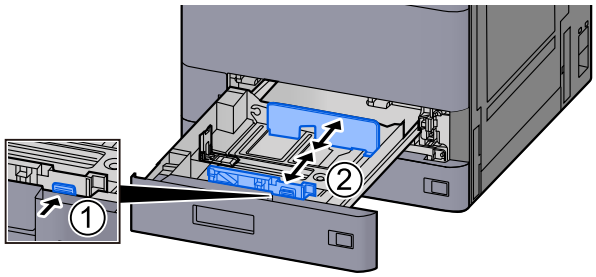


NOTE

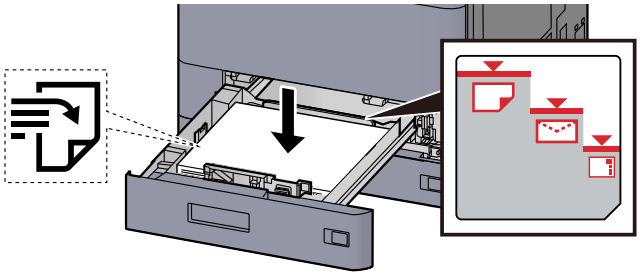
When using Legal size paper, move the paper length guide to the extreme left and lay it down.



3 Adjust the position of the paper width guides located on the left and right sides of the cassette.



4 Load paper.



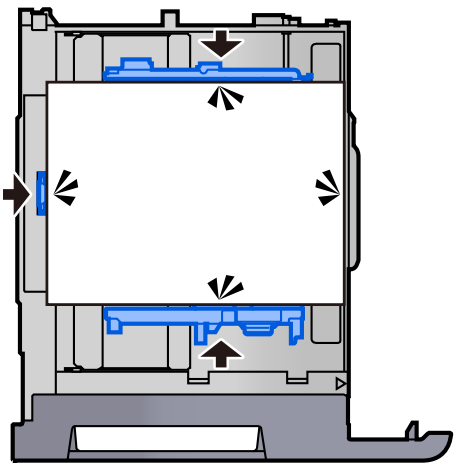
IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

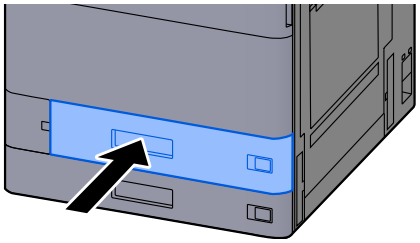
  ➡ Precaution for Loading Paper (page 123)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

5 Be sure that the paper length and width guides rest securely against the paper.

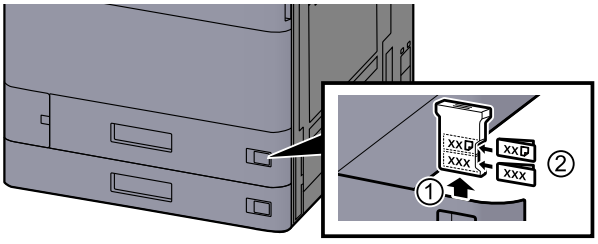
If there is a gap, readjust the guides to fit the paper.



6 Gently push the cassette back in.



7 Insert the indication on the sheet so as to match the size and type of paper to be placed.



8 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 1]

9 Configure the function.

Select the paper size and paper type.

➡ Cassette 1 (to 5) Settings (page 323)

NOTE

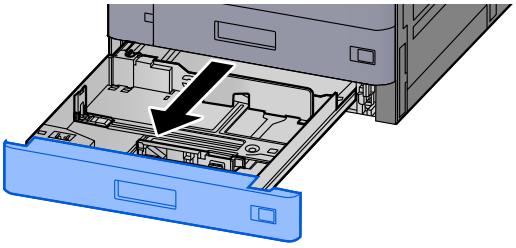
Paper size can be automatically detected and selected, refer to the following.

➡ Paper Selection (page 245)

➡ Cassette 1 (to 5) Settings (page 323)

Loading in Cassette 2

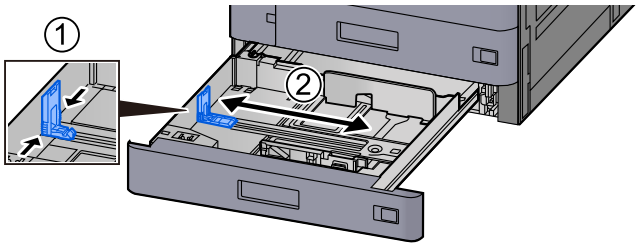
1 Pull the cassette completely out of the machine.



NOTE

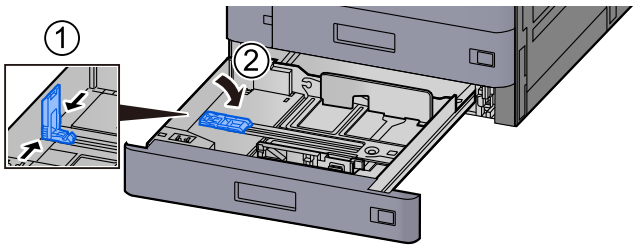
Do not pull out more than one cassette at a time.

2 Adjust the paper length guide to the paper size required.

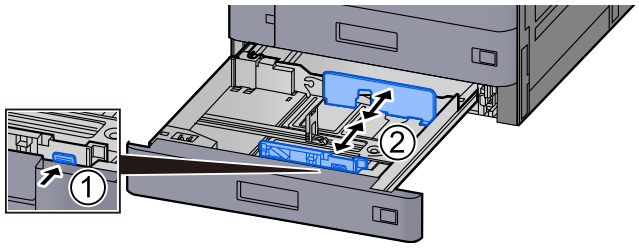


NOTE

When using 12×18" size paper, move the paper length guide to the extreme left and lay it down.

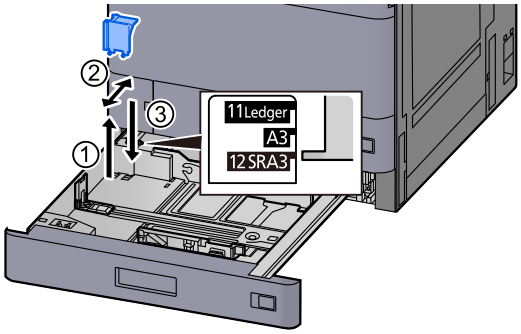


3 Adjust the position of the paper width guides located on the left and right sides of the cassette.

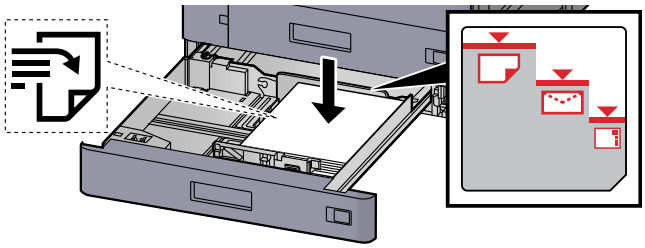


NOTE

When using SRA3/12×18", A3, or Ledger paper, adjust the auxiliary guide accordingly.



4 Load paper.



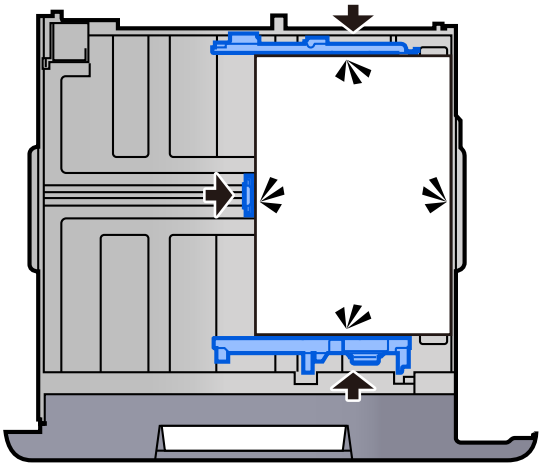
IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

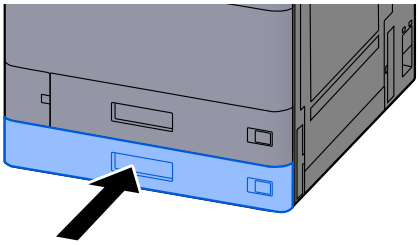
  ➡ Precaution for Loading Paper (page 123)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

5 **Be sure that the paper length and width guides rest securely against the paper.**

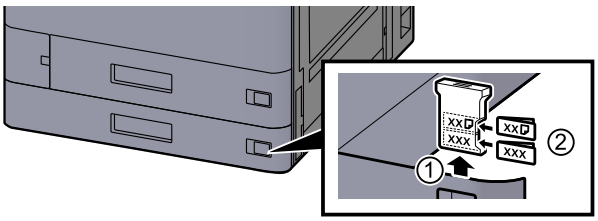
If there is a gap, readjust the guides to fit the paper.



6 **Gently push the cassette back in.**



7 **Insert the indication on the sheet so as to match the size and type of paper to be placed.**



8 **Display the screen.**

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 2]

9 **Configure the function.**

Select the paper size and paper type.

➡ Cassette 1 (to 5) Settings (page 323)

NOTE

Paper size can be automatically detected and selected, refer to the following.

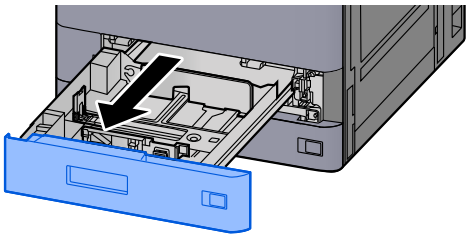
➡ Paper Selection (page 245)

➡ Cassette 1 (to 5) Settings (page 323)

Loading Envelopes or Cardstock in the Cassettes

Load envelope or cardstock in the cassettes. Here, we'll explain the procedures for cassette 1, as an example.

1 Pull Cassette 1 completely out of the machine.

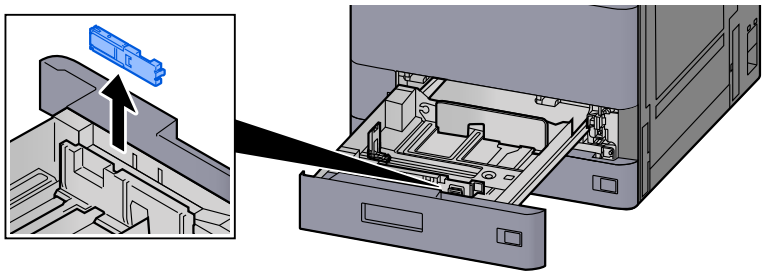


NOTE

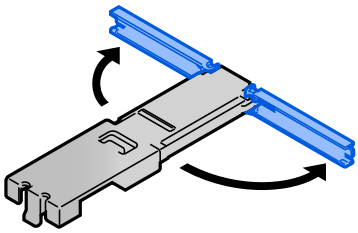
Do not pull out more than one cassette at a time.

2 Remove the envelope feed guide.

When loading cardstock, go to step 5.

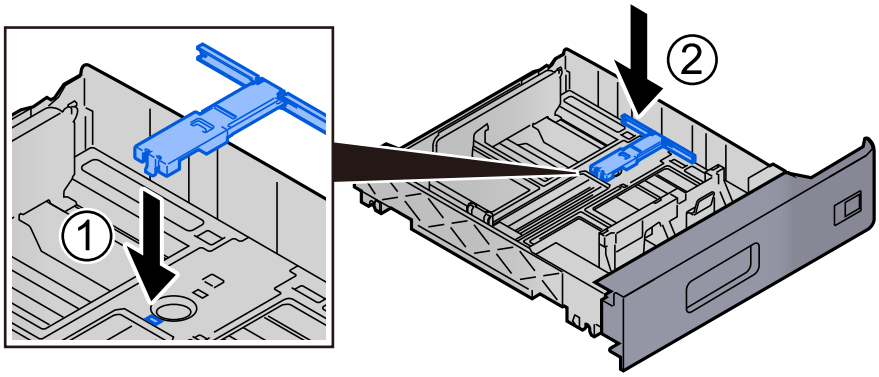


3 Expand the lever of the envelope feed guide when loading envelopes larger than Envelope C5 which has a width of 162 mm (6.4").

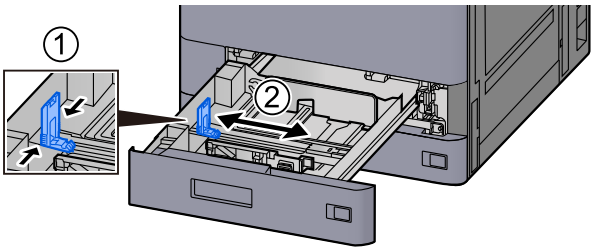


4 Attach the envelope feed guide as shown in the illustration.

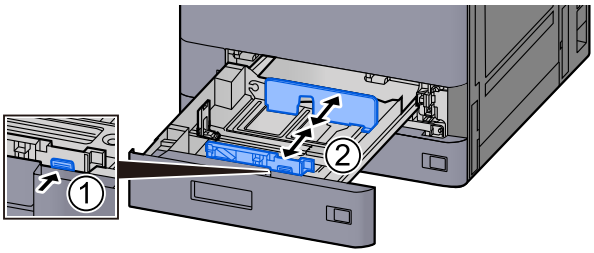
The illustration below shows that the lever of the envelope feed guide is expanded.



5 Adjust the paper length guide to the paper size required.

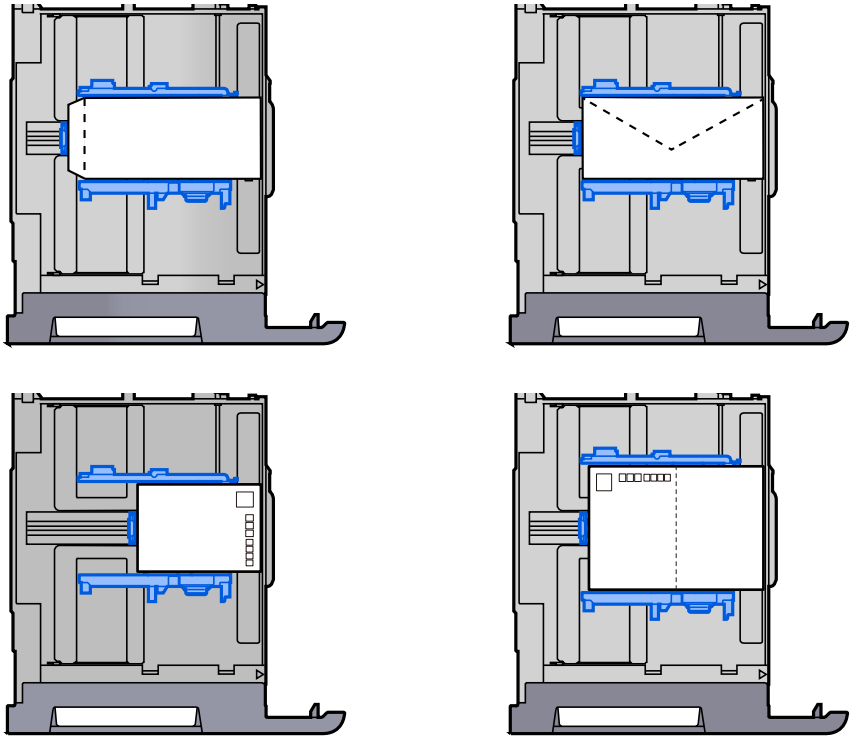


6 Adjust the position of the paper width guides located on the left and right sides of the cassette.



7 Load the envelope with the print side facing up.

Example: When printing the address.



IMPORTANT

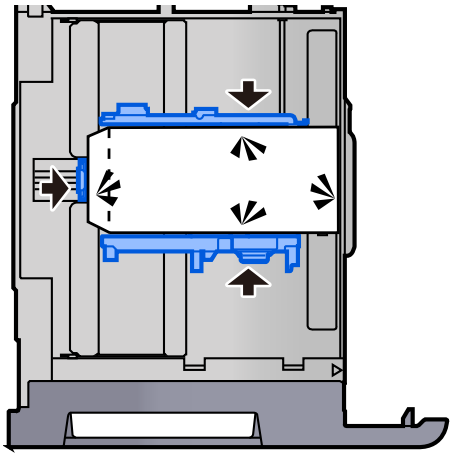
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.
- Ensure that loaded envelopes do not exceed the level indicator.

NOTE

Approximately 100 post cards or 30 envelopes can be set.

8 Be sure that the paper length and width guides rest securely against the paper.

If there is a gap, readjust the guides to fit the paper.



9 Gently push Cassette 1 back in.

10 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 1]

11 Configure the function.

Select the paper size and type of envelope.

➡ Cassette 1 (to 5) Settings (page 323)

12 Set by using the printer driver on the PC.

Select the paper size and type of envelope using the printer driver on the PC.

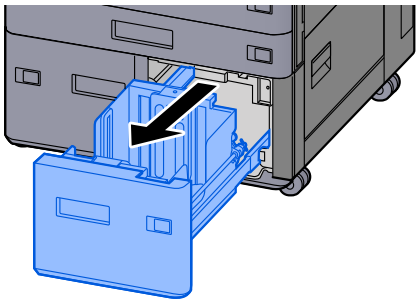
➡ Printing on Standard Sized Paper (page 153)

➡ Printing on Non-standard Sized Paper (page 155)

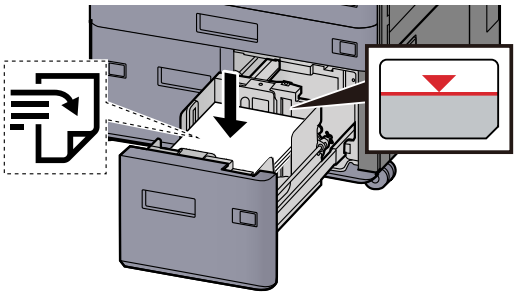
Loading in the Large Capacity Feeder

The procedures here represent the cassette 3.

1 Pull the cassette completely out of the machine.



2 Load paper.

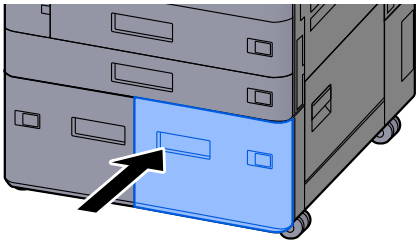


IMPORTANT

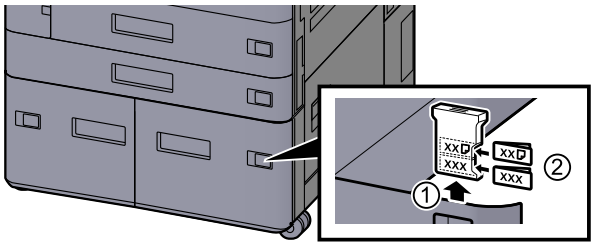
- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

  ➡ Precaution for Loading Paper (page 123)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.

3 Gently push the cassette back in.



4 Insert the indication on the sheet so as to match the size and type of paper to be placed.



5 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 3]

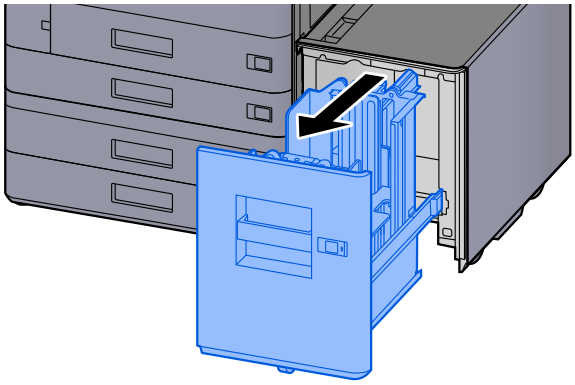
6 Configure the function.

Select the paper type.

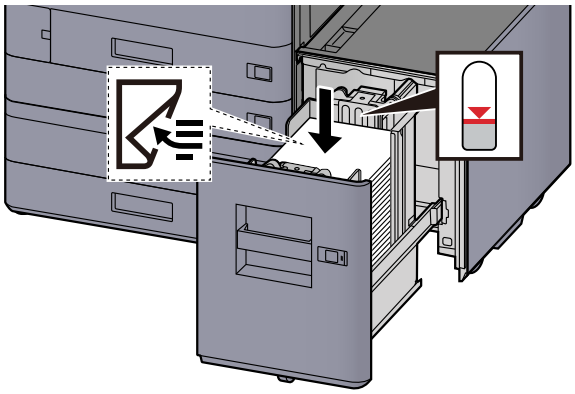
➡ Cassette 1 (to 5) Settings (page 323)

Loading in the Side Feeder

1 Pull the cassette completely out of the machine.



2 Load paper.

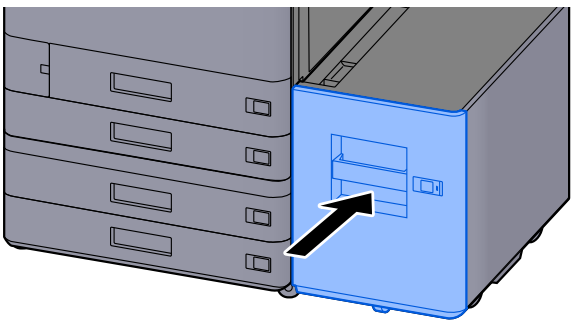


IMPORTANT

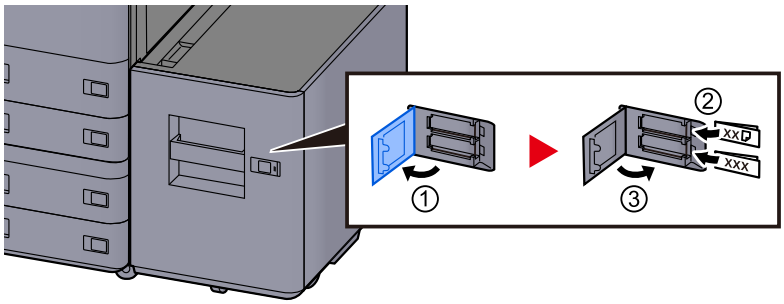
- Load the paper with the print side facing down.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

  ➡ Precaution for Loading Paper (page 123)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.

3 Gently push the cassette back in.



4 Insert the indication on the sheet so as to match the size and type of paper to be placed.



5 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 5]

6 Configure the function.

Select the paper type.

➡ Cassette 1 (to 5) Settings (page 323)

Loading in the Inserter

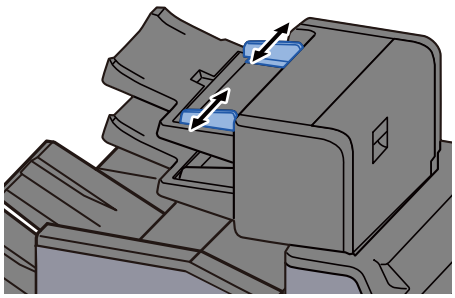
Item	Paper Size	Paper Type	No. Sheets
Inserter Tray 1 Inserter Tray 2	A3, A4-R, A4, A5-R, B4, B5R, B5, Folio, SRA3, Ledger, Letter-R, Letter, Legal, Statement, 12×18", Executive, Oficio II, 8K,16K, 16K-R, ISO B5, custom1~4 (148 × 210~320 × 457 mm)	Plain, Thin, recycled, Preprint, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1 to 8	250 sheets (64 g/m^2)

NOTE

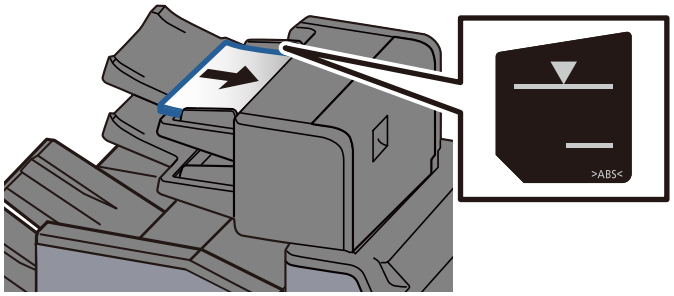
- The number of sheets that can be held varies depending on your environment and paper type.
- You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)

Load paper in the inserter tray. Here, the inserter tray 1 is used as an example.

1 Adjust the inserter tray size.



2 Load paper.



IMPORTANT

- Load the paper with the surface side facing up.
- Paper loading method when Booklet setting is set, refer to the following:

  ➡ Booklet (page 269)
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

  ➡ Precaution for Loading Paper (page 123)

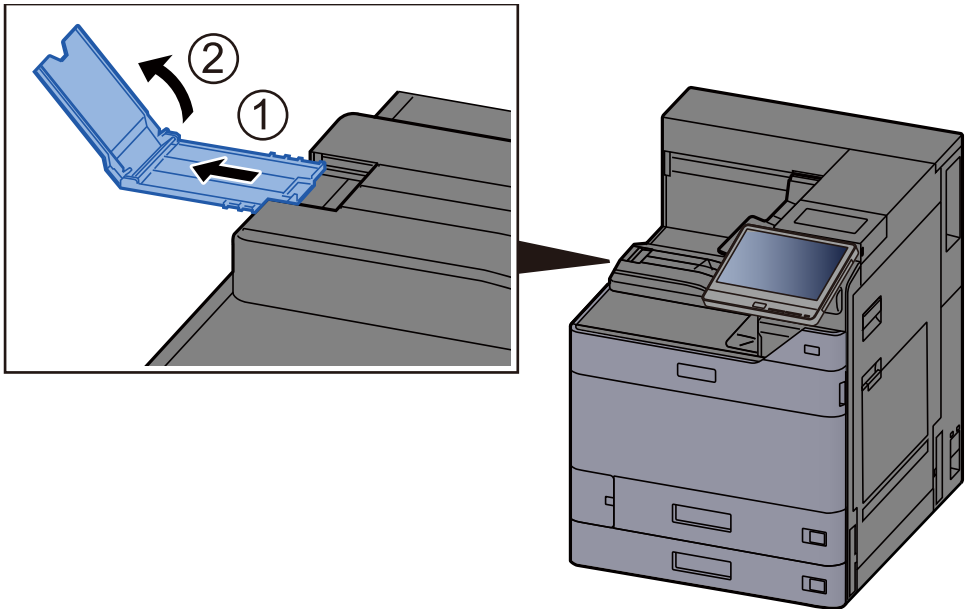
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.

  Upper: Plain paper Lower: Thick paper

Precautions for Outputting Paper

Paper Stopper

When using paper A3/Ledger or larger, open the paper stopper shown in the figure.

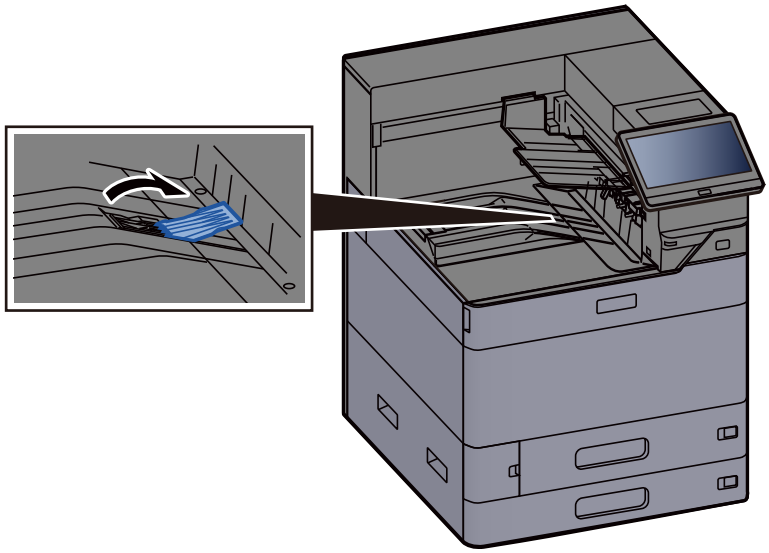


NOTE

When using the Job Separator for output, you can if needed open the paper stopper on the Job Separator.

Envelope Stack Guide

To use an envelope, open the Envelope Stack Guide as shown below.

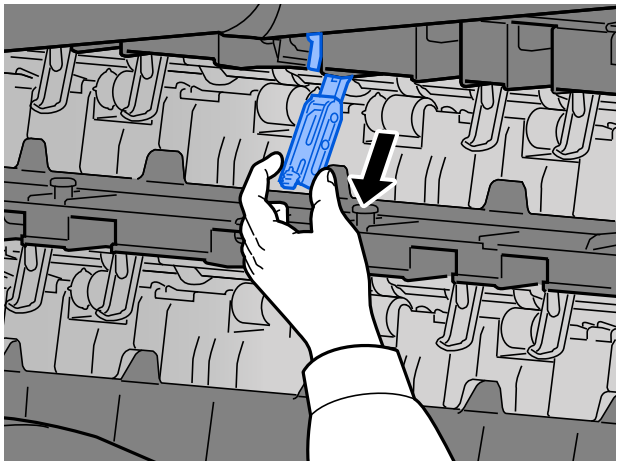


Stack Level Adjuster

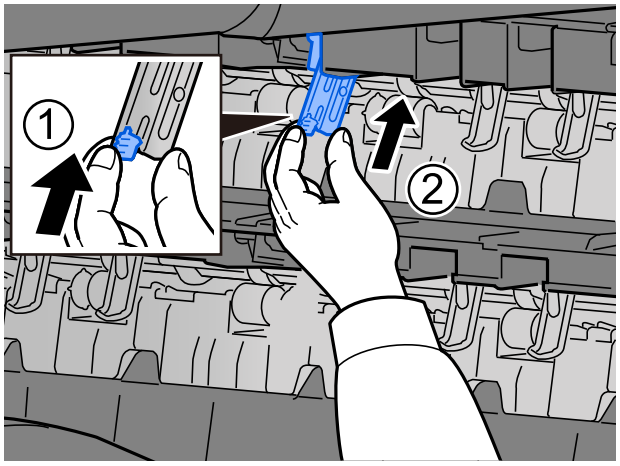
If the paper output is significantly curled, you can extend the Stack Level Adjuster as described in the figure.

Job Separator Tray

Extending the Stack Level Adjuster

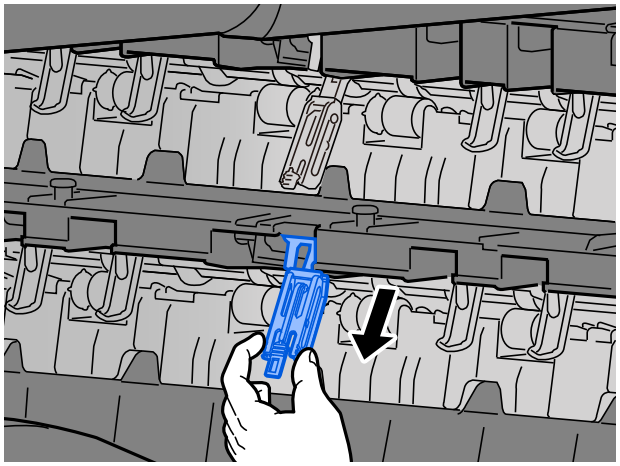


Restoring the Stack Level Adjuster

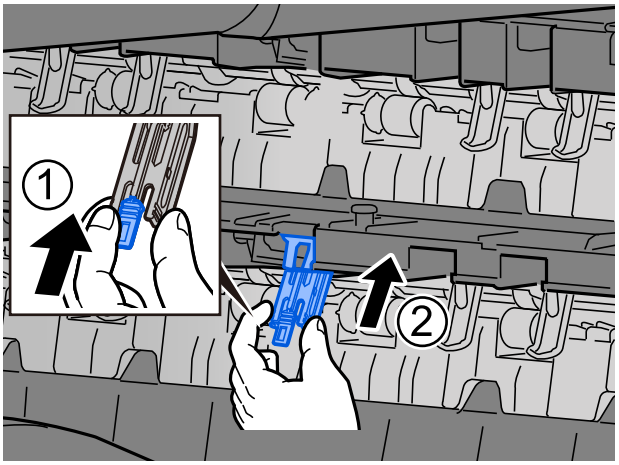


Inner Shift Tray

Extending the Stack Level Adjuster



Restoring the Stack Level Adjuster


1
2

Folding Unit (For 4,000-sheet Finisher)

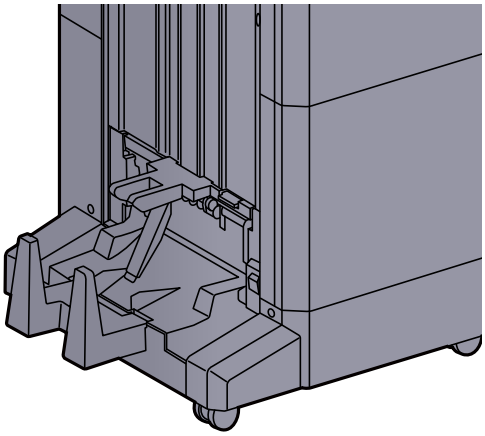
In case of ejecting number of sets exceeding the storage limit in the folding unit, detach the folding tray.

NOTE

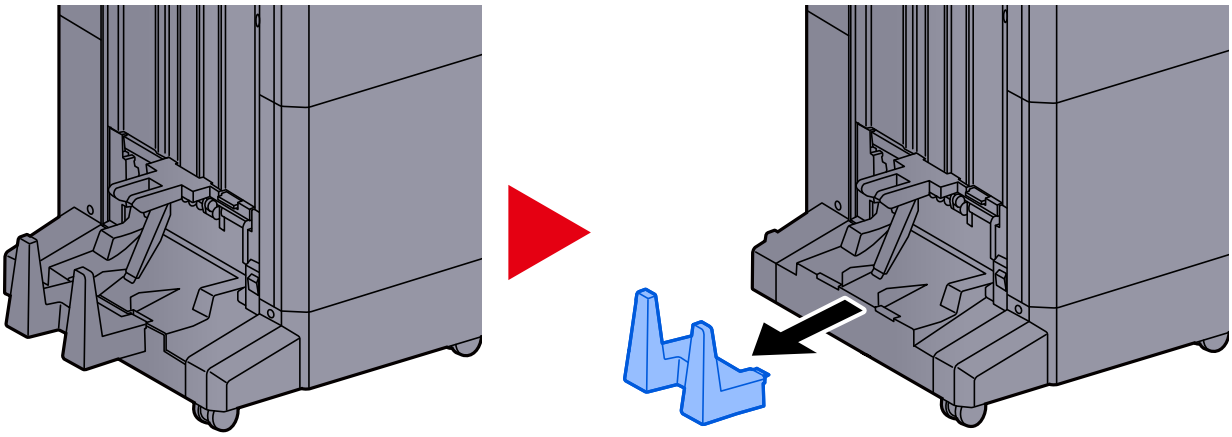
Refer to the following for maximum number for storage of folding unit.

Folding Unit (For 4,000-sheet Finisher) (page 784)

In case of ejecting to the folding tray



In case of ejecting more than the limit of the folding tray



Folding Unit (For 100-sheet Staple Finisher)

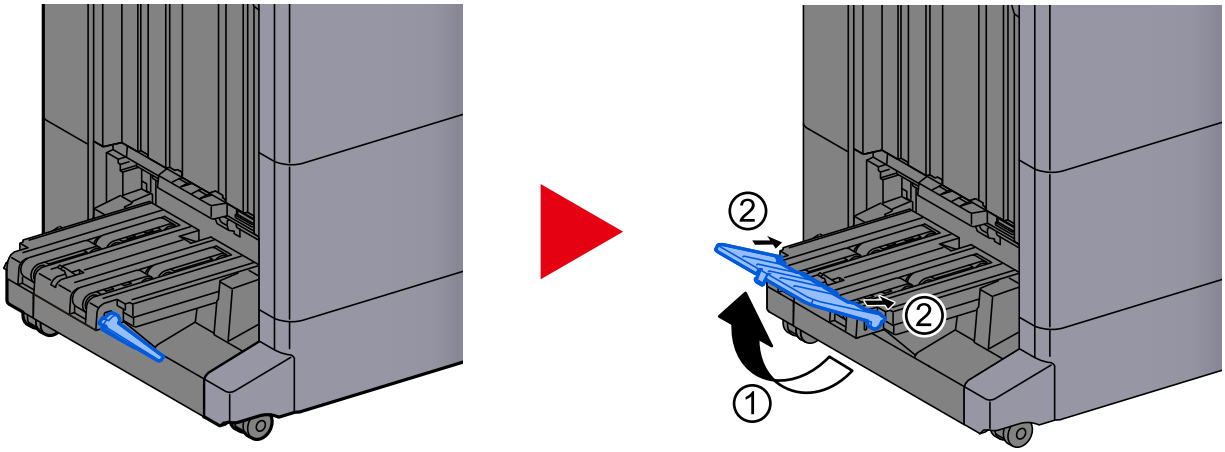
In case of ejecting nunmber of sets exceeding the storage limit in the folding unit, store them in the sub tray.

NOTE

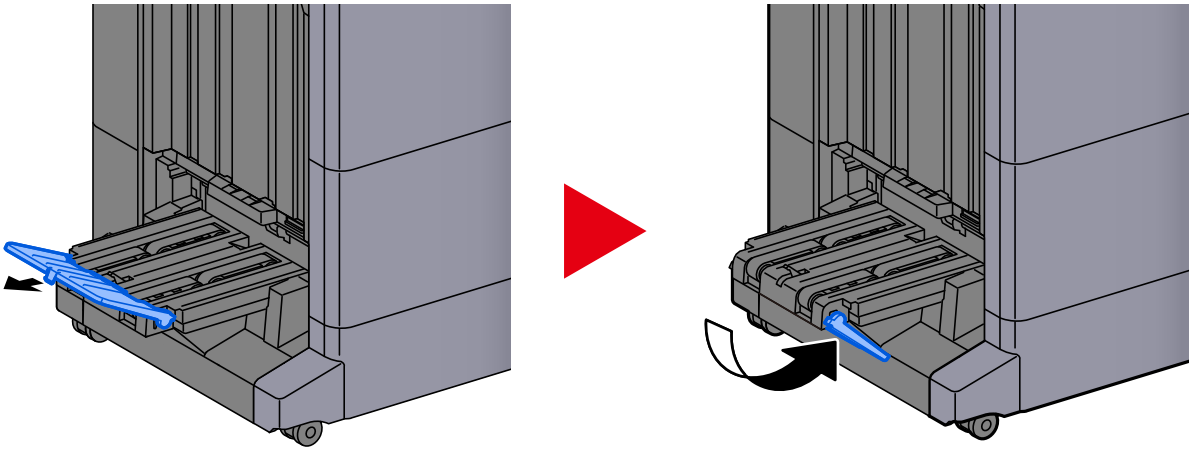
Refer to the following for maximum number for storage of folding unit.

Folding Unit (For 100-sheet Staple Finisher) (page 785)

In case of ejecting to the folding tray



In case of ejecting more than the limit of the folding tray



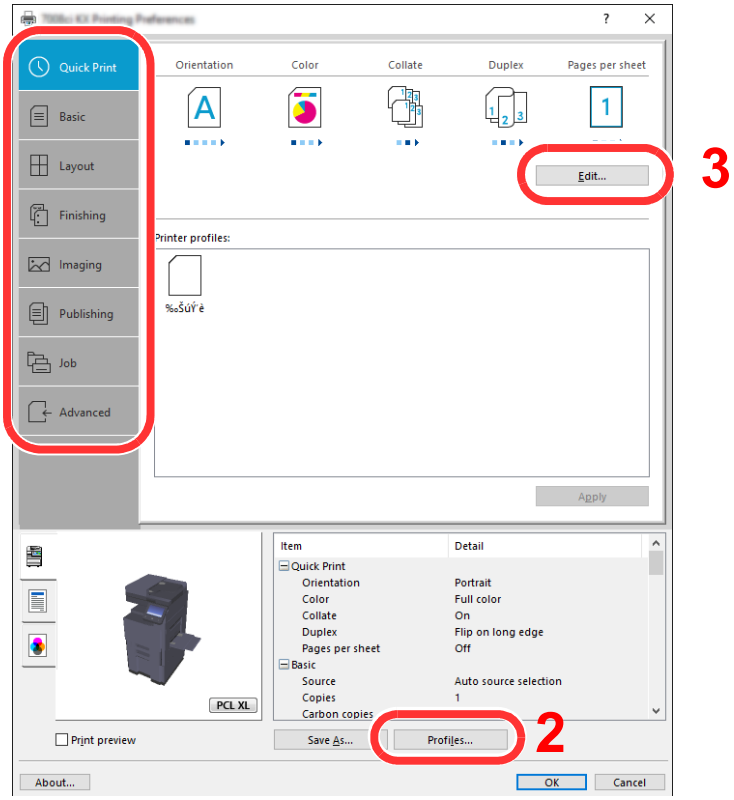
4 Printing from PC

Printer Driver Print Settings Screen 150
Printing from PC 153
Printing from the Handheld Device 167
Printing Data Saved in the Printer 172
Monitoring the Printer Status (Status Monitor) 181

Printer Driver Print Settings Screen

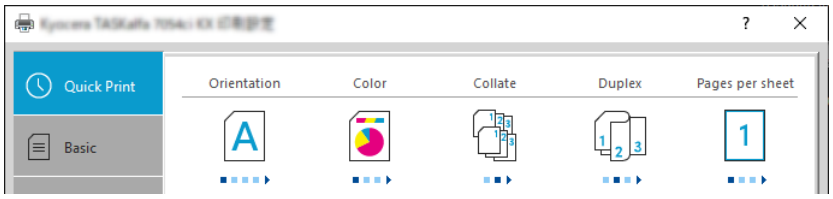
The printer driver print settings screen allows you to configure a variety of print-related settings.

➡ **Printing System Driver User Guide**



1 [Quick Print] tab

Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.



[Basic] tab

This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

[Layout] tab

This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.

[Finishing] tab

This tab lets you configure settings related to finishing of printed media, including binding and stapling.

[Imaging] tab

This tab lets you configure settings related to the quality of the print results.

[Publishing] tab

This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.

[Job] tab

This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see.

[Advanced] tab

This tab lets you configure settings for adding text pages or watermarks to print data.

2 [Profiles]

Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it's a convenient practice to save frequently used settings.

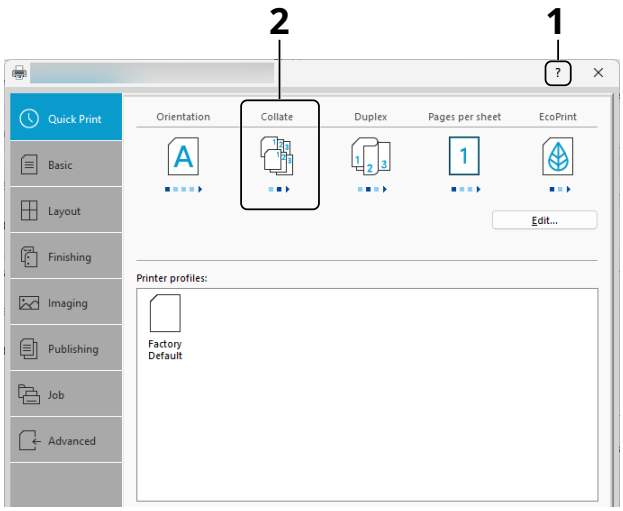
3 [Reset]

Click to revert settings to their initial values.

Displaying the Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display

Help as explained below.



1 Click the [?] button in the upper right corner of the screen.

2 Click the item you want to know about.

NOTE

The Help appears, even when you click the item you want to know about and press the [F1] key on your keyboard.

Changing the Default Printer Driver Settings (Windows)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printing System Driver User Guide**

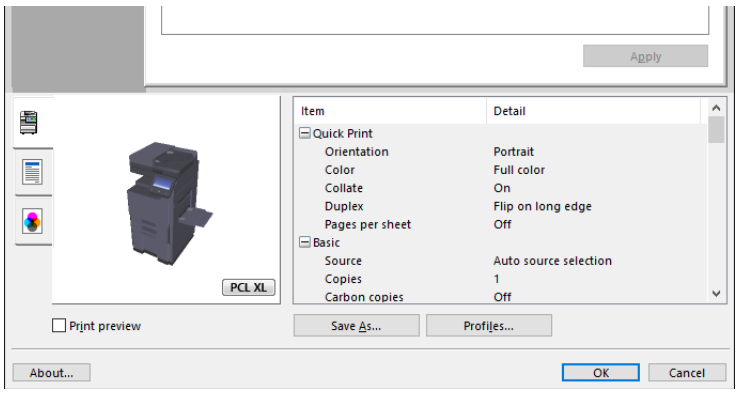
1. **Click [Start] button on the Windows and then select [Windows System], [Control Panel], and [Devices and Printers].**
2. **Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.**
3. **Click the [Basic] button on the [General] tab.**
4. **Select the default settings and click the [OK] button.**

Printing from PC

This section provides the printing method using the Printing System Driver.

NOTE

- In some environments, the current settings are displayed at the bottom of the printer driver.



- When printing the cardstock or envelopes, load the cardstock or envelopes in the multipurpose tray before performing the following procedure.

  ➡ Loading Paper in the Multipurpose Tray (page 191)

Printing on Standard Sized Paper

If you loaded a paper size that is included in the print sizes of the machine, select the paper size in the [Basic] tab of the print settings screen of the printer driver.

NOTE

Specify the paper size and media type to print from the operation panel.

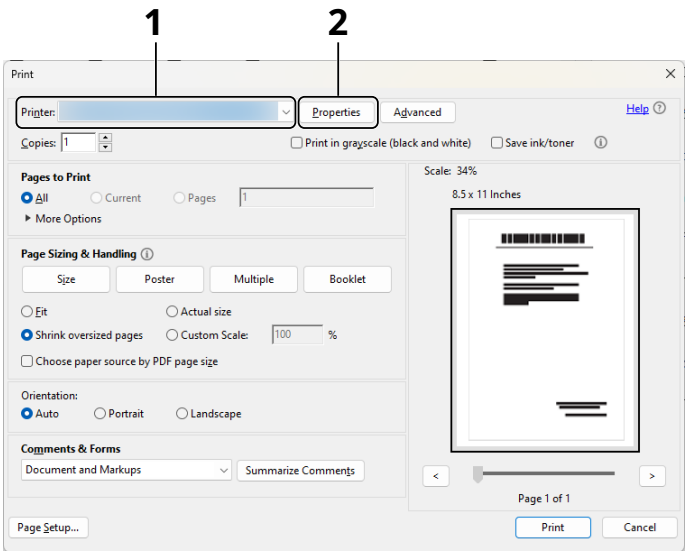
➡ Paper Feeding (page 323)

1 Display the screen.

Click [File] and select [Print] in the application.

2 Configure the settings.

1 Select the machine from the "Printer" menu and click the [Properties]button.



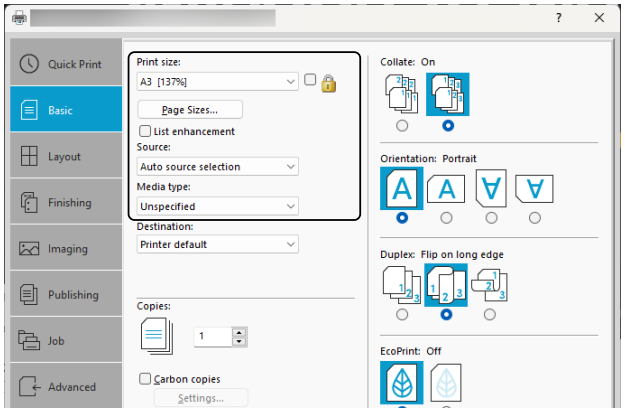
2 Select the [Basic] tab.

3 Click "Print size" menu and select the paper size to use for printing.

To load the paper of size that is not included in print sizes of the machine such as cardstock or envelopes, the paper size needs to be registered.

➡ Printing on Non-standard Sized Paper (page 155)

To print on the special paper such as thick paper or transparency, click "Media type" menu and select the media type.



4 Click [OK] button to return to the Print dialog box.

3 Start printing.

Click the [OK] button.

Printing on Non-standard Sized Paper

If you loaded a paper size that is not included in the print sizes of the machine, register the paper size in the [Basic] tab of the print settings screen of the printer driver.

The registered size can be selected from the "Print size" menu.

NOTE

To execute printing at the machine, set the paper size and type in the following:

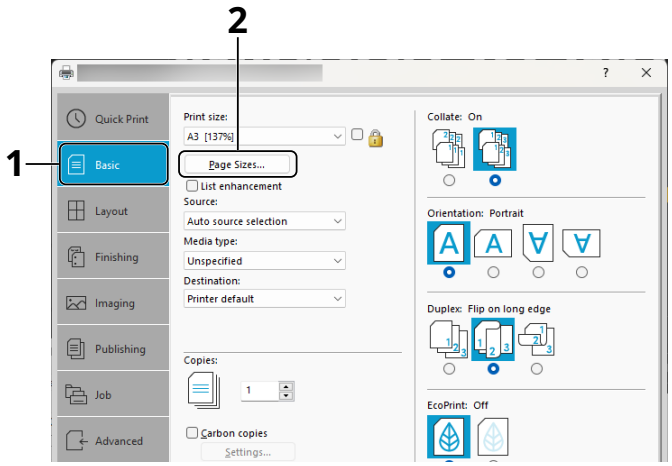
➡ Paper Feeding (page 323)

1 Display the screen.

1. Click [Start] button on the Windows and then select [Windows System], [Control Panel], and [View devices and printers].
2. Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
3. Click the [Preferences] button on the [General] tab.

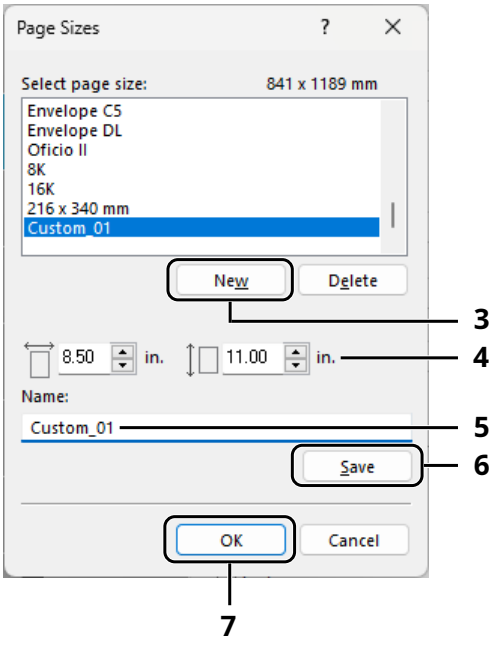
2 Register the paper size.

1 Click the [Basic] tab.



2 Click the [Page Size...] button.

3 Click the [New] button.



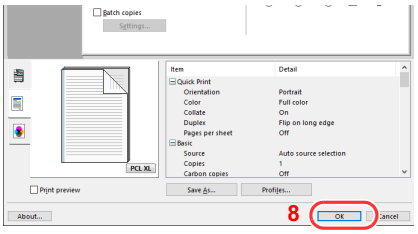
4 Enter the paper size.

5 Enter the name of the paper.

6 Click the [Save] button.

7 Click the [OK] button.

8 Click the [OK] button.

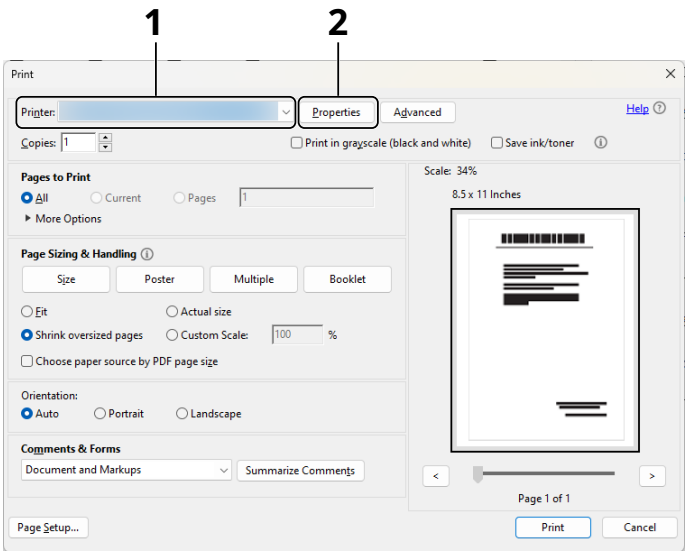


3 Display the print settings screen.

Click [File] and select [Print] in the application.

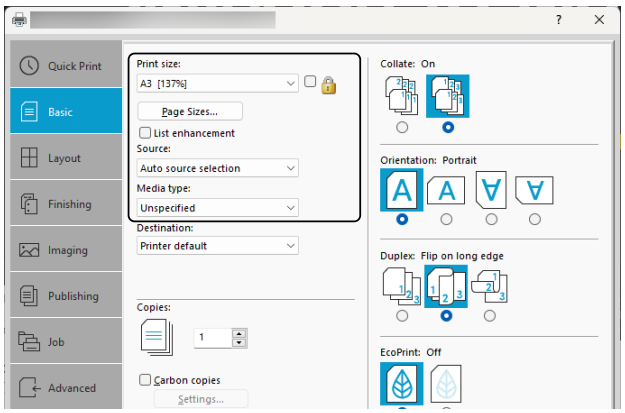
4 Select the paper size and type of non-standard size paper.

1 Select the machine from the "Printer"menu and click the [Properties]button.



2 Select the [Basic] tab.

3 Click "Print size" menu and select the paper size registered in step 2.



To print on the special paper such as thick paper or transparency, click "Media type" menu and select the media type.

NOTE

If you loaded a postcard or envelope, select [Cardstock] or[Envelope] in the "Media type" menu.

4 Select the paper source in the "Source" menu.

5 Click [OK] button to return to the Print dialog box.

5 Start printing.

Click the [OK] button.

Banner Printing

When a document length from 488.1 mm (19.22") to a maximum of 1,220 mm (48.03") is specified for printing, the print job is treated as banner printing.

Max. number of sheets	1 sheet (manual feed), 10 sheets (when optional banner tray is attached*)
Paper width	210 mm to 304.8 mm (8.26" to 12")
Paper length	488.1 mm to 1,220 mm (19.22" to 48.03")
Paper weight	136 to 163 g/m^2
Media type	Heavy 2

* When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously For details, refer to the follows:

➡ Using the Banner Tray (Option) (page 163)

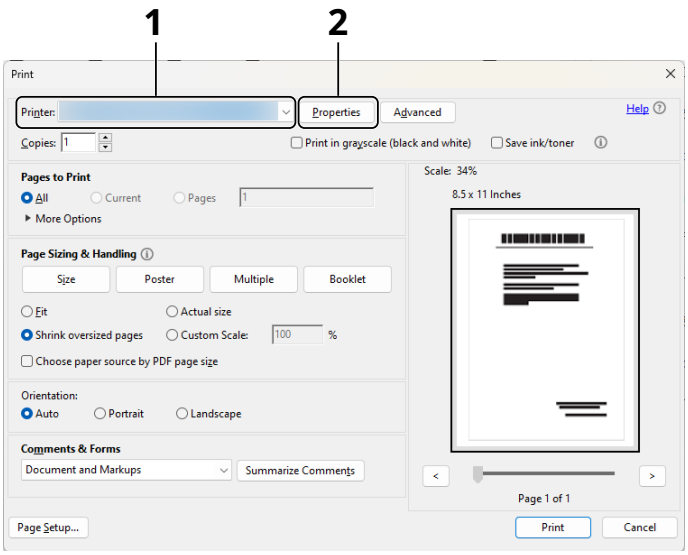
Follow the steps below to set banner paper in the printer driver.

1 Display the screen.

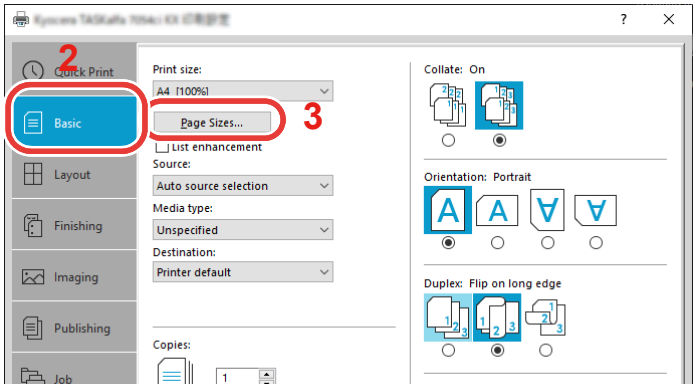
Click [File] and select [Print] in the application.

2 Configure the settings.

1 Select the machine from the "Name" menu and click the [Properties] button.

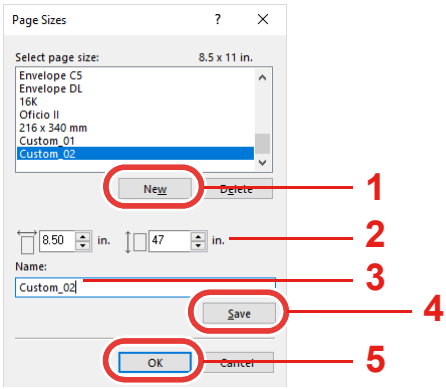


2 Select the [Basic] tab.



3 Click the [Page Size...] button.

3 Register the paper size.



1 Click the [New] button.

2 Enter the length (488.1 mm (19.22") or longer), and width of the custom paper size being registered.

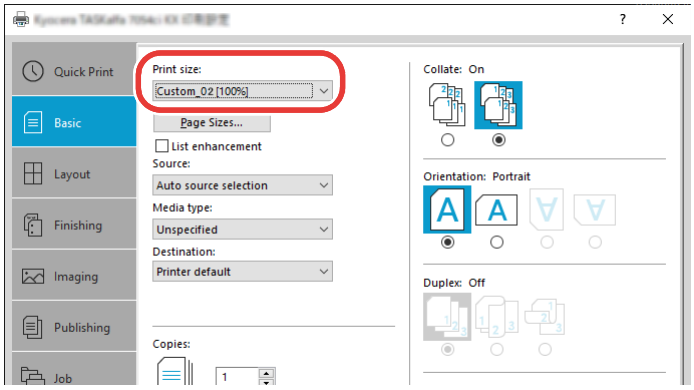
3 Enter the name of the paper.

4 Click the [Save] button.

5 Click the [OK] button.

4 Configure the print paper size.

1 Click "Print size" menu and select the paper size registered in step 3.



2 Click "Source" menu and select [Multipurpose tray].

3 Click "Media type" menu and select [Plain].

4 Click the [OK] button.

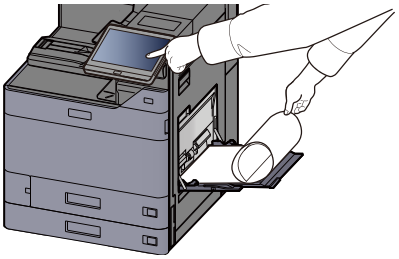
NOTE

When banner printing, a resolution of 600 dpi is set.

5 Start printing.

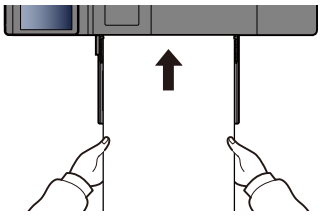
Click the [OK] button.

When you execute printing in this case, a message appears on the machine's operation panel. Place the paper in the multipurpose tray, continue to support it so that it does not fall, and select [Continue]. If paper has been loaded beforehand, no message is displayed and printing starts automatically.

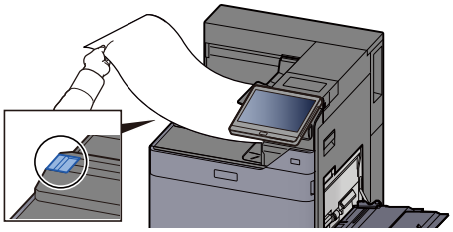


IMPORTANT

- If an output tray that cannot be used for banner printing such as Mailbox (option) is selected in the printer driver, the output tray automatically changes to a tray that can be used.
- After pressing [Continue], support the paper with both hands so that it feeds in correctly.



- After printing starts, catch the paper when it is output so that it does not fall. When using the inner tray as the output location, do not stand up the stopper.



Set whether the confirmation screen appears before each sheet is printed when printing multiple banner sheets.

➡ Printer (page 354)

Using the Banner Tray (Option)

When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously.

The operation procedure for setting the banner paper by using the printer driver is the same as that of using the multipurpose tray.

➡ Banner Printing (page 159)

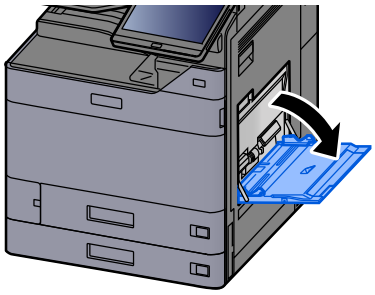
NOTE

The paper length supported in banner tray is 488.1 mm to 1,220 mm (18.5" to 48.03").

1 Open the multipurpose tray.

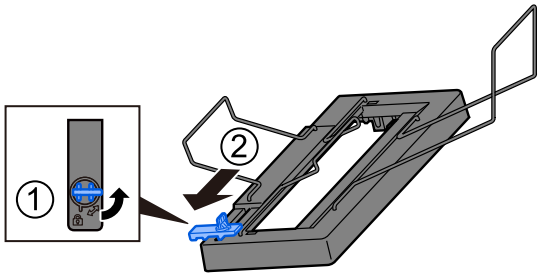
Open the multipurpose tray until it stops.

Do not extend the multipurpose auxiliary tray.

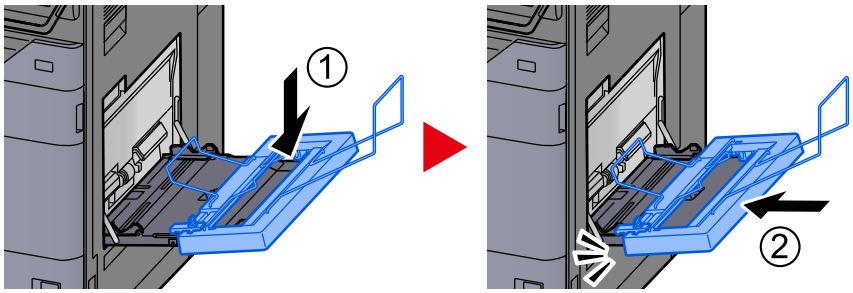


2 Attach the banner tray.

1 Release the paper width guide lock on the banner tray and open to the maximum width.

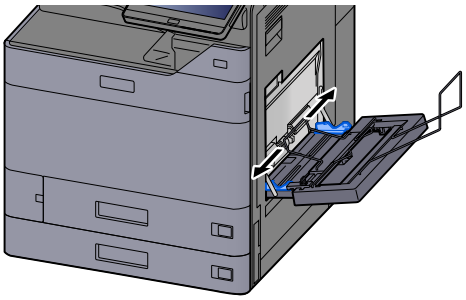


2 Attach the banner tray to the multipurpose tray.



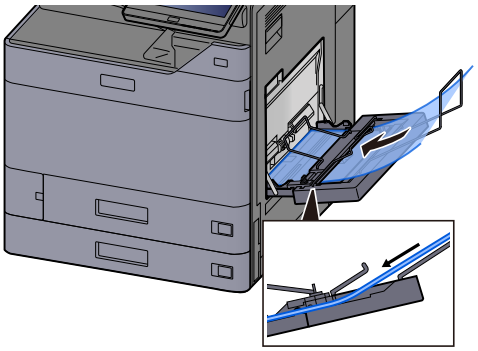
3 Load paper.

1 Open the paper width guides on the multipurpose tray to the maximum width.

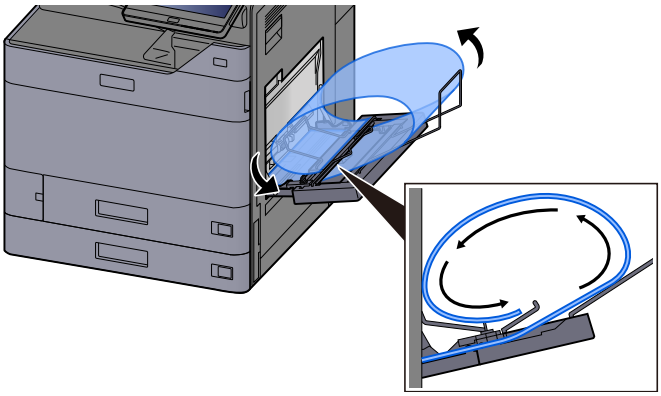


Make sure that the banner tray is attached so that the paper width guides on the banner tray are outside the paper width guides on the multipurpose tray.

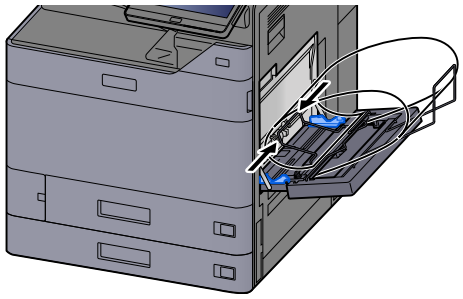
2 Load banner paper so that it passes under the paper clamp bar.



3 Loop the banner paper back and place the end on the paper support.



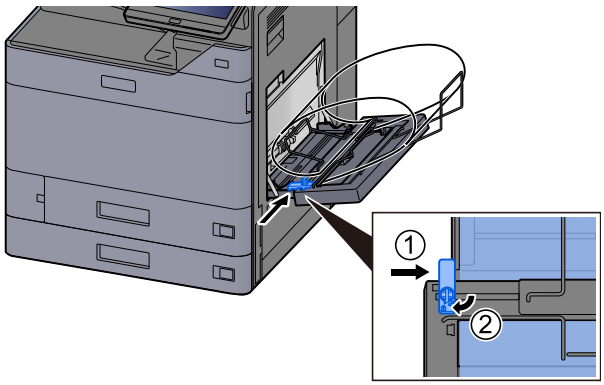
4 Adjust the paper width guides to the width of the paper.



IMPORTANT

If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

5 Adjust the paper width guides on the banner tray to the same width as the paper width guides on the multipurpose tray and lock.



IMPORTANT

Remove the paper when banner printing finishes, or when you are not using the banner tray.

NOTE

The print confirmation screen can be set in System Menu to not appear when the banner tray is attached. This will allow continuous printing on multiple sheets. Refer to the follows:

➡ Printer (page 354)

Canceling Printing from a Computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

NOTE

When canceling printing from this machine, refer to the following:

Canceling Jobs

1. **Double-click the printer icon ( ) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.**
2. **Click the file for which you wish to cancel printing and select [Cancel] from the "Document" menu.**

Printing from the Handheld Device

This machine supports the AirPrint and Mopria. According to the supported OS and application, you can print the job from any handheld device or computer without installing a printer driver.

Printing by AirPrint

AirPrint is a printing function that is included standard in iOS 4.2 and later products, and Mac OS X 10.7 and later products.

To use the AirPrint, make sure that the AirPrint setting is enabled in the Embedded Web Server RX.

➡ **Embedded Web Server RX User Guide**



Printing by Universal Print

Universal Print is a printing service provided by Microsoft. This service enables a user with a Azure Active Directory to print from a machine connected to the Internet.

The machine can be configured in the Embedded Web Server RX.

➡ **Embedded Web Server RX User Guide**

NOTE

- In order to use Universal Print, it is necessary for Windows or Microsoft365 license, and Azure Active Directory account. If not, please acquire those license and the account.
- It is also necessary to register the machine in the Azure portal in advance. The machine can be registered from a PC connected to the same network.

Printing by Mopria

Mopria is a standard on printing function included in Android 4.4 or later products.

Mopria Print Service needs to be installed and enabled in advance.

For details on how to use, refer to a Web site of Mopria Alliance.



Printing with Wi-Fi Direct

Wi-Fi Direct is a wireless LAN standard that Wi-Fi Alliance has been established. This is one of the functions of the wireless LAN, without a wireless LAN access point or wireless LAN router, between devices can communicate directly on a peer to peer basis.

The printing procedure by the Wi-Fi Direct is the same as that from the normal handheld devices.

When you use a printer name or Bonjour name on the port settings of the printer property, you can print the job by specifying the name at Wi-Fi Direct connection.

When you use an IP address for the port, specify the IP address of this machine.

Printing with NFC

When the Wi-Fi and Wi-Fi Direct has been configured in advance, the network between this machine and handheld device will be configured by simply tapping an NFC tag.

➡ Configuring the Wireless Network (page 69)

➡ Setting Wi-Fi Direct (page 74)

Printing Data Saved in the Printer

You can save the print job into the Job Box of this device and print it as necessary.

If you configure settings in the [Job] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

Follow the work flow below when using Job Box.

Specifying the Job Box from a computer and sending the print job. (4-18)

Using the operation panel to specify a file within a Box and printing it.

You can print the documents from the following boxes.

➡ Printing Documents from Private Print Box (page 173)

➡ Printing Document from Stored Job Box (page 175)

➡ Printing Document from Quick Copy Box (page 177)

➡ Printing Document from Proof and Hold Box (page 179)

Specifying the Job Box from a Computer and Storing the Job

1 Click [File] and select [Print] in the application. The Print dialog box displays.

2 Select the machine from the "Name" menu.

3 Click the [Properties] button. The Properties dialog box displays.

4 Click the [Job] tab and select the [Job storage (e-MPS)] checkbox to set the function.

NOTE

For information on how to use the printer driver software, refer to the following:

➡ **Printing System Driver User Guide**

Printing Documents from Private Print Box

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a password in the printer driver. The job is released for printing by entering the password on the operation panel, ensuring confidentiality of the print job. If you do not specify a password, you will be able to print without entering a password. The data will be deleted upon completion of the print job or after the power switch is turned off.

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

2 Print the document.

1. Select the document to print > [Print]
2. Enter the password.

   If a password is not set, go to step 3.
3. Specify the number of copies to print as desired.
4. Select [Start Print].

   Printing starts.

   Upon completion of printing, the Private Print job is automatically deleted.

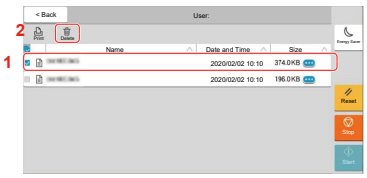
Deleting the Documents Stored in the Private Print Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

2 Delete the document.

1. Select the document to delete > [Delete]



2. If the document is protected by a password, enter the password.

   The document is deleted.

Printing Document from Stored Job Box

In Stored Job, the print data sent from the application is saved to the machine. You can set up a password as necessary. If you set up a password, enter the password when printing. Print data will be stored in the Stored Job Box after printing. This will allow printing of the same print data repeatedly.

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

2 Print the document.

1. Select the document to print > [Print]
2. Enter the password.
3. Specify the number of copies to print as desired.
4. Select [Start Print].

   Printing starts.

NOTE

If the document is protected by a password, the password entry screen will be displayed. Enter the password.

Deleting the Documents Stored in the Stored Job Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

2 Delete the document.

1. Select the document to delete > [Delete]
2. If the document is protected by a password, enter the password.
   The document is deleted.

Printing Document from Quick Copy Box

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the touch panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE

- When the number of jobs reaches the limit, the oldest job will be overwritten by the new one.
- To maintain free space on the box, you can set the maximum number of stored jobs.

➡ Job Box (page 359)

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

2 Print the document.

1. Select the document to print > [Print]
2. Specify the number of copies to print as desired.
3. Select [Start Print].
   Printing starts.

Deleting the Documents Stored in the Quick Copy Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

2 Delete the document.

Select the document to delete > [Delete] > [Delete]

The document is deleted.

Printing Document from Proof and Hold Box

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the touch panel. You can change the number of copies to print.

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

2 Print the document.

1. Select the document to print > [Print]
2. Specify the number of copies to print as desired.
3. Select [Start Print].

   Printing starts.

Deleting the Documents Stored in the Proof and Hold Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

2 Delete the document.

Select the document to delete > [Delete] > [Delete]

The document is deleted.

Monitoring the Printer Status (Status Monitor)

The Status Monitor monitors the printer status and provides an ongoing reporting function.

NOTE

When you activate Status Monitor, check the status below.

- Printing System Driver is installed.
- Either [Enhanced WSD] or [Enhanced WSD(TLS)] is enabled.

➡ Network Settings (page 366)

Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

Exiting the Status Monitor

Use either of the methods listed below to exit the Status Monitor.

- **Exit manually:**

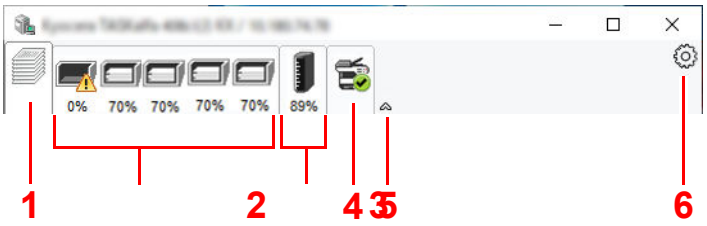
  Click the settings icon and select Exit in the menu to exit the Status Monitor.

- **Exit automatically:**

  The Status Monitor automatically shuts down after 7 minutes if it is not being used.

Quick View State

The status of the printer is displayed using icons. Detailed information is displayed when the Expand button is clicked.Detailed information is displayed by clicking on each icon tab.



1 Printing progress tab

2 Paper tray status tab

3 Toner status tab

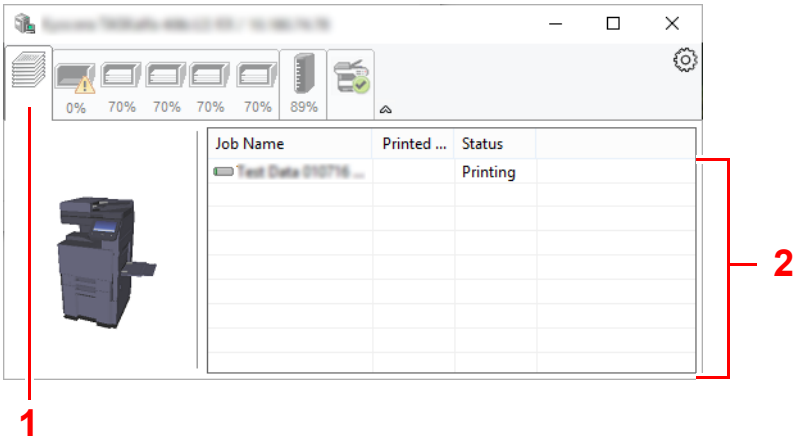
4 Alert tab

5 Expand button

6 Settings icon

Printing Progress Tab

The status of the print jobs is displayed.



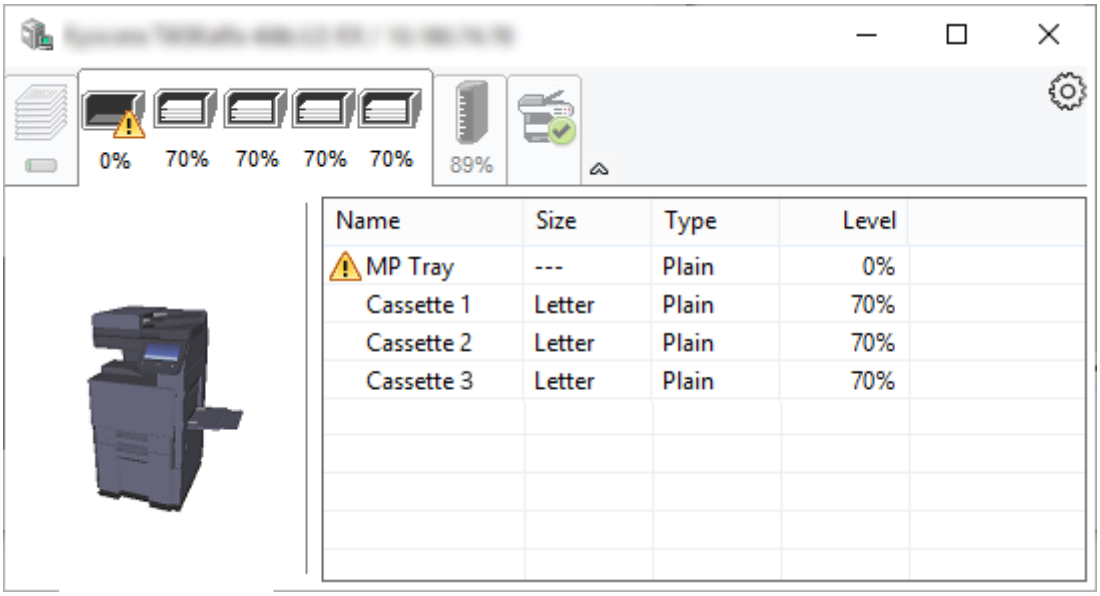
1 Status icon

2 Job list

Select a job on the job list and it can be canceled using the menu displayed with a right-click.

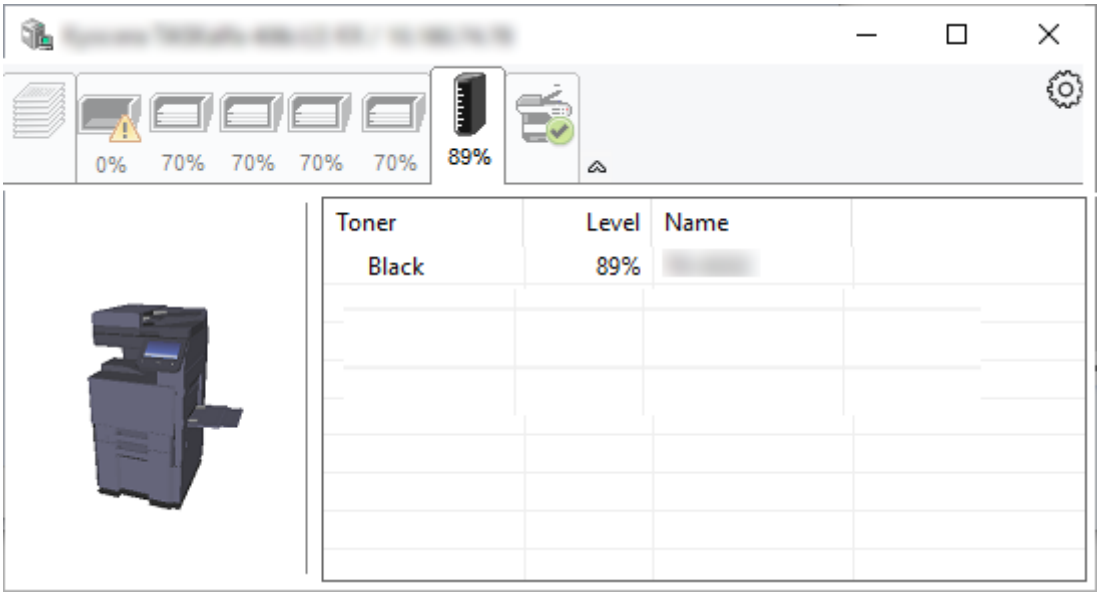
Paper Tray Status Tab

Information is displayed about the paper in the printer and about the amount of paper remaining.



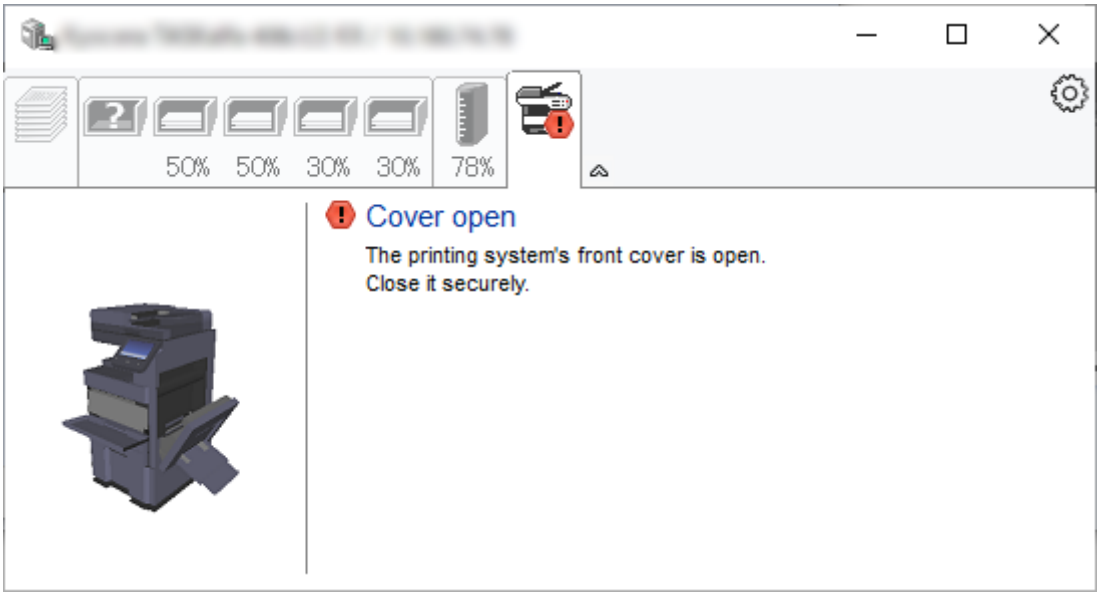
Toner Status Tab

The amount of toner remaining is displayed.



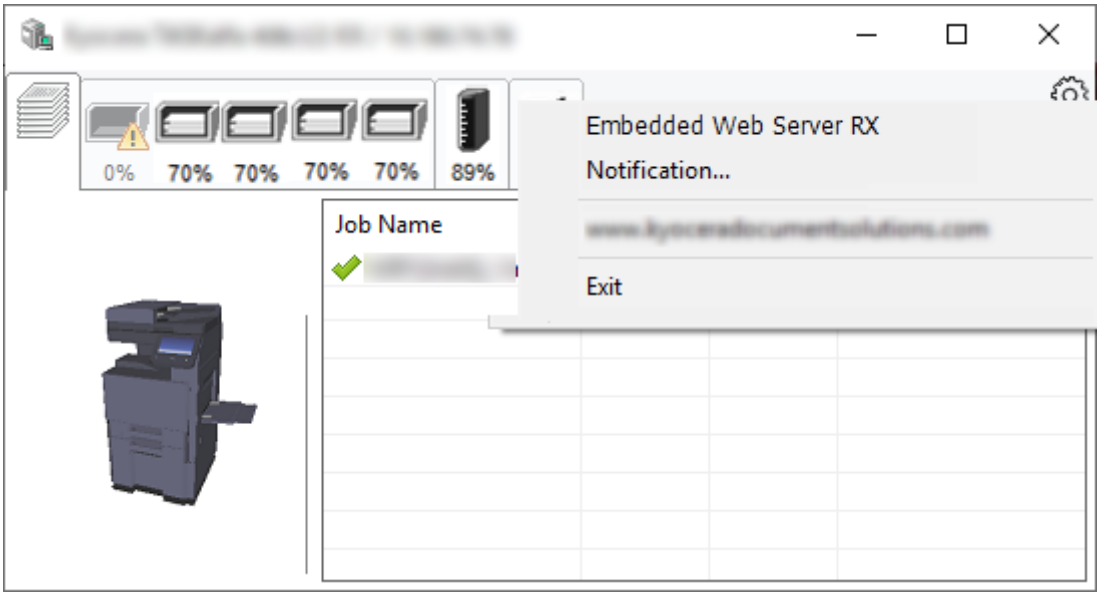
Alert Tab

If an error occurs, a notice is displayed using a 3D image and a message.



Status Monitor Context Menu

The following menu is displayed when the settings icon is clicked.



- **Embedded Web Server RX**

  If the printer is connected to a TCP/IP network and has its own IP address, use a web browser to access the Embedded Web Server RX to modify or confirm the network settings. This menu is not displayed when using USB connection.

  ➡ **Embedded Web Server RX User Guide**

- **Notification...**

  This sets the display of the Status Monitor.

  ➡ Status Monitor Notification Settings (page 189)

- **www.kyoceradocumentsolutions.com**

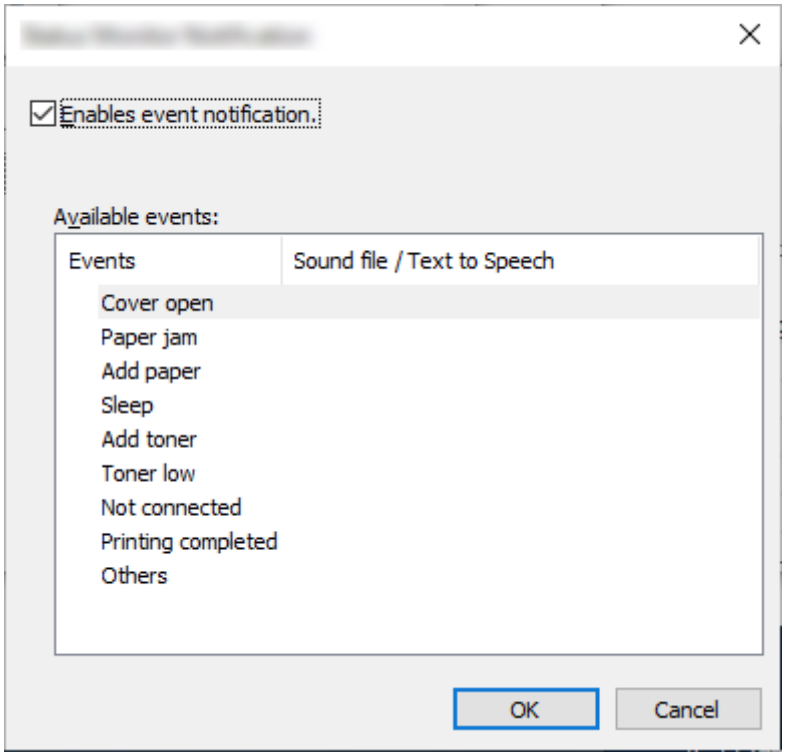
  Open our website.

- **Exit**

  Exits the Status Monitor.

Status Monitor Notification Settings

The Status Monitor settings and event list details are displayed.



Select whether notification is performed when an error in the event list occurs.

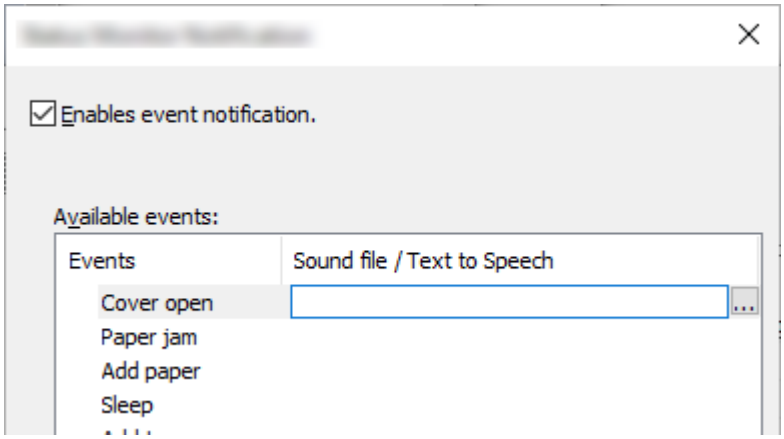
1 **Select Enable event notification.**

If this setting is set to Off, then the Status Monitor will not start up even when printing is executed.

2 **Select an event to use with the text to speech function in Available events.**

3 **Click Sound file / Text to Speech column.**

Click the browse (...) button to notify the event by sound file.



NOTE

The available file format is WAV.

When customizing the message texts to read on the screen aloud, enter the texts in the text box.

5 Operation on the Machine

Loading Paper in the Multipurpose Tray 191
Favorites 197
Application 201
Registering Shortcuts (Document Box Settings) 206
Using Document Boxes 209
Operating using Removable USB Drive 229
Using the Internet Browser 233
Manual Staple 235

Loading Paper in the Multipurpose Tray

The multipurpose tray will hold up to 150 sheets of plain paper (80 g/m^2).

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 760)

For the paper type setting, refer to the following:

➡ Media Type Setting (page 329)

Be sure to use the multipurpose tray when you print on any special paper.

IMPORTANT

- If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.
- Remove each transparency from the inner tray as it is printed. Leaving transparencies in the inner tray may cause a paper jam.

The capacity of the multipurpose tray is as follows.

- A4 or smaller plain paper (80 g/m^2), recycled paper or color paper: 150 sheets
- B4 or larger plain paper (80 g/m^2), recycled paper or color paper: 50 sheets
- Thick paper (209 g/m^2): 10 sheets
- Thick paper (157 g/m^2): 50 sheets
- Thick paper (104.7 g/m^2): 50 sheets
- Hagaki (Cardstock): 30 sheets
- Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4: 10 sheets
- OHP film: 10 sheet
- Coated: 10 sheets
- Banner paper: 488.1 mm (19.22") to a maximum of 1,220 mm (48.03"): 1 sheet (manual feed), 10 sheets (when optional banner tray is attached)
- Index tab dividers: 15 sheets

NOTE

- When you load custom size paper, enter the paper size by referring to the following:

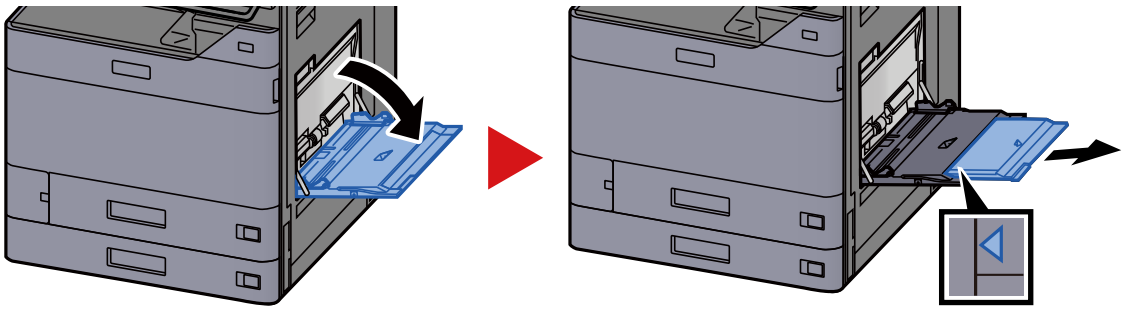
  ➡ Paper Feeding (page 323)
- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:

  ➡ MP Tray Settings (page 326)
- Paper size can be automatically detected and selected, refer to the following:

  ➡ Paper Selection (page 245)

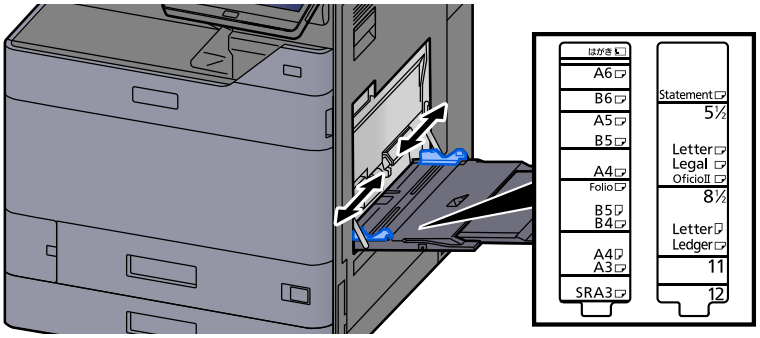
  ➡ MP Tray Settings (page 326)

1 Open the multipurpose tray.

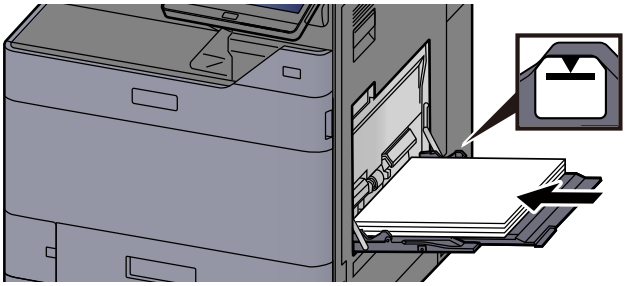


2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.



3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 123)

IMPORTANT

- When loading the paper, keep the print side facing down.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.
- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
- Ensure that the loaded paper does not exceed the load limits.

4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

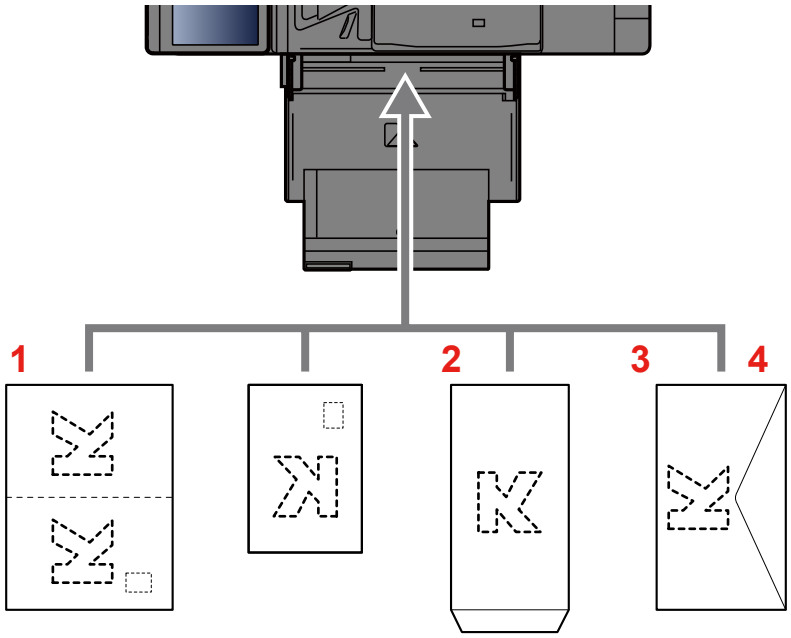
➡ MP Tray Settings (page 326)

When you load envelopes or cardstock in the multipurpose tray

Load the paper with the print side facing down. For the procedure for printing, refer to the following:

➡ **Printing System Driver User Guide**

Example: When printing the address.



1 Oufuku hagaki (Return postcard)

2 Hagaki (Cardstocks)

3 Portrait form envelopes (Open the flap)

4 Landscape form envelopes (Close the flap)

IMPORTANT

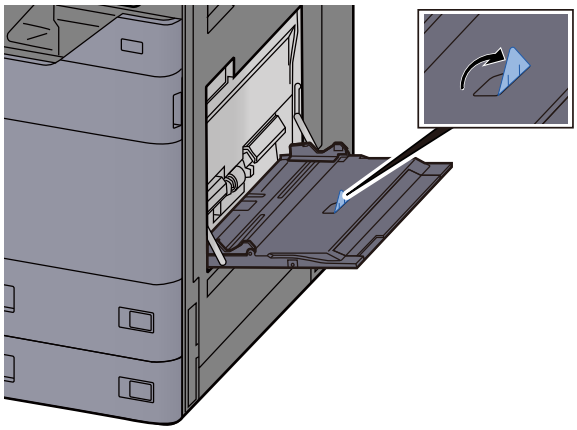
- Use unfolded Oufuku hagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

NOTE

- When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

  ➡ MP Tray Settings (page 326)

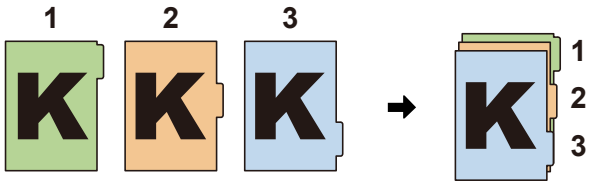
- When you load cardstocks in the multipurpose tray, open the stopper as shown below.



Loading Index Paper in the Multipurpose Tray

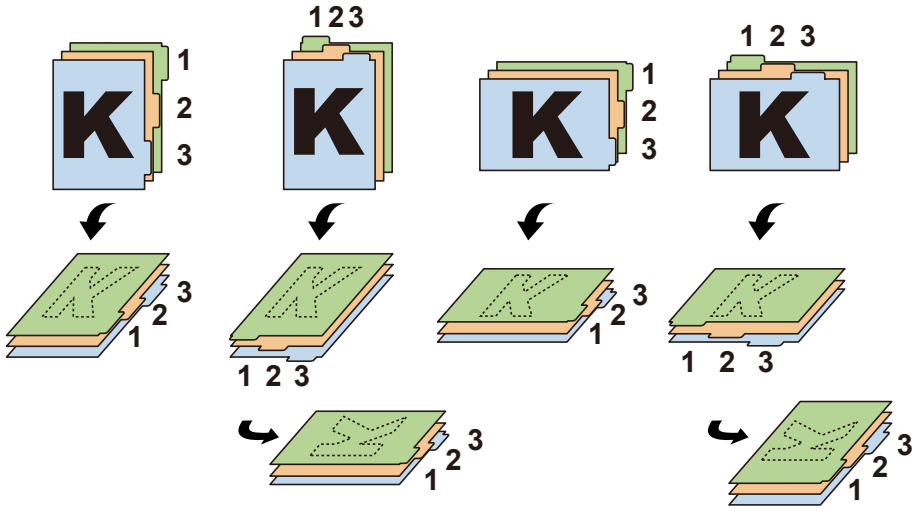
1 Prepare paper.

Sort the pages so that the 1st page is at the back.



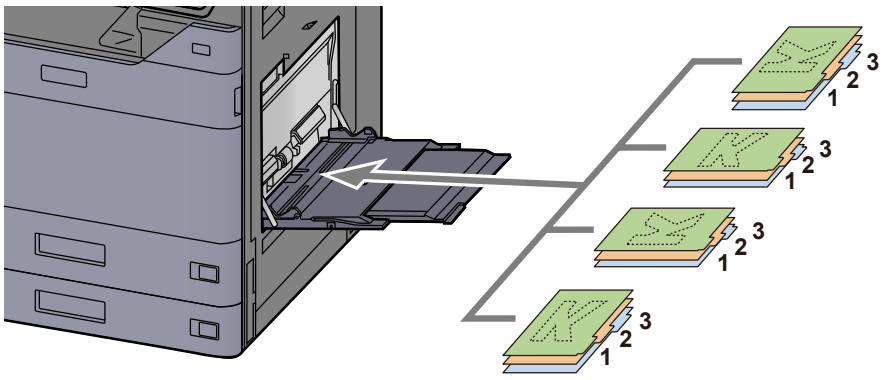
2 Orient the paper in the same orientation.

Place the paper print side down, oriented so that the tabs are on the trailing side of the paper when it feeds in.



3 Load paper.

Load paper in the tray.



For the procedure for printing, refer to the following:

➡ **Printing System Driver User Guide**

Index paper must meet the following conditions.

Item	Description
Paper size	A4/Letter
Paper weight	136 to 256 g/m^2
Number of tabs	1 to 15
Length of tabs	30 mm or less

Favorites

After you add frequently used functions to Favorites, you can recall them quickly and easily. You can also name the favorites for easy identification when recalling.

The favorites below have been preregistered. The registered contents can be re-registered for easier use in your environment.

Registering Favorites

The following procedure is an example of registering the printing function.

1 Display the screen.

1 Select [Favorites] while the print from Box mode is accessed.

2 Register the favorite.

1 [Add/Edit] > Select a number (01 to 50) for the favorite number

NOTE

If you register on a favorite number already registered, delete the currently registered favorite before registering.

2 Enter the new favorite name > [Register]

The favorite is registered.

To display a registered favorite on the Home screen, select [Add] on the confirmation screen that appears.

3 Select [OK].

Recalling Favorites

1 Recall the favorite.

1 [Home] key > [...] > [Favorites] or select the icon of a favorite.

If you selected the icon of a favorite, that favorite will be recalled. If you selected [Favorites], proceed to step 1-2.

2 Select the favorite number you want to recall.

Select [Search] to enter the favorite number (01 to 50) directly for recalling.

NOTE

If the favorite cannot be recalled, the Document Box or the form overlay specified in the favorite might have been deleted. Check the Document Box.

2 Execute the favorite.

Place the originals > [Start] key

NOTE

[Favorites] can be selected in each function to call up the favorite registered for the function.

Editing Favorites

You can change favorite number and favorite name.

1 Display the screen.

1. [Home] key > [...] > [Favorites]
2. Select [Add/Edit].

2 Edit the favorite.

1. Select corresponding to the favorite number (01 to 50) to change.
2. Select [Edit] to change the favorite number and favorite name.
   ➡ Registering Favorites (page 197)
3. [OK] > [OK]

Deleting Favorites

1 Display the screen.

1. [Home] key > [...] > [Favorites]
2. Select [Add/Edit].

2 Delete the favorite.

1. Select corresponding to the favorite number (01 to 50) to delete.
2. [Delete] > [Delete]

Application

The functionality of the machine can be expanded by installing applications.

Applications that help you perform your daily more efficiently such an authentication feature are available.

For details, consult your sales representative or dealer.

Installing Applications

To use applications, first install the application in the machine and then activate the application.

NOTE

You can install applications and certificates on the machine. The number of applications you can run may vary according to the type of application.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

- If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.
- Select [Print Report] to print an application report.

2 Install the application.

1 [Add] > [USB Drive]

NOTE

When [Add] > [Online] is selected, the software can be updated over the internet.

2 Insert the USB drive containing the application to be installed into the USB Memory Slot.

NOTE

When the message "USB Drive is recognized. Displaying files. " is displayed, select [Cancel].

3 Select the application to be installed > [Install]

You can view detailed information on the selected application by selecting [ ] (information icon).

4 Select [Yes].

Installation of the application begins. Depending on the application being installed, the installation may take some time.

Once the installation ends, the original screen reappears.

NOTE

- To install another application, repeat steps 2-3 and 2-4.
- To remove the USB drive, select [Remove USB] and wait until the message "USB Drive can be safely removed." appears. Then remove the USB drive.

Activating Applications

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Activate the application.

1 Select the desired application > [Activate]

You can view detailed information on the selected application by selecting [...] (information icon).

2 Enter the license key > [Official]

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to step 2-3. To use the application as a trial, select [Trial] without entering the license key.

3 Select [Yes].

IMPORTANT

- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.
- Icons of activated application are displayed in the Home screen.

4 Select the application icon in the Home screen.

Select the application icon.

The application will start up.

Deactivating Applications

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Deactivate the application.

Select the desired application to exit > [Deactivate]

NOTE

- Select [x] on the screen if you want to exit the already activated application.
- The procedure for exiting some applications may differ.

Uninstalling Applications

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Delete the application.

1. Select the application you want to delete > [Delete]

   You can view detailed information on the selected application by selecting [ ] (information icon).

2. Select [Yes].

Registering Shortcuts (Document Box Settings)

You can register shortcuts for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary.

Adding Shortcuts

Shortcut registration is performed in the basic screen of each function.

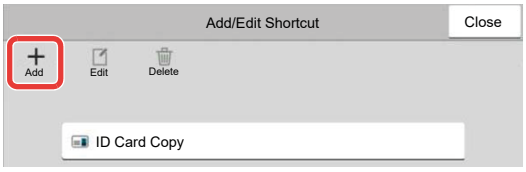
1 Display the basic screen you want to register.

2 Register the shortcuts.

1 Select [Shortcut].

Display the shortcut menu.

2 Select [Add].



3 Select the settings you want to add > [Next >]

4 Enter the shortcut name > [Next >].

NOTE

The function name will be displayed if you do not enter a shortcut key.

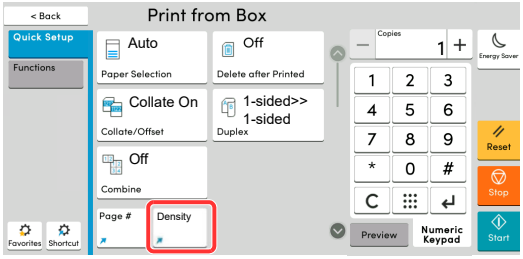
5 Confirm the entry.

Select [Shortcut Name], [Function], or [Permission] to change the settings.

NOTE

[Permission] is displayed when the user login administration is enabled.

6 Select [Finish].



The shortcut is registered.

Editing Shortcuts

1 Display the screen.

1. Select [Shortcut].
   Display the shortcut menu.
2. Select [] (edit icon).

2 Edit the shortcut.

1. Select the shortcut key you want to edit.
2. Select [Edit].
3. Select [Shortcut Name] or [Function] > Change the settings > [OK].
4. [Finish] > [Update]

Deleting Shortcuts

1 Display the screen.

1. Select [Shortcut].
   Display the shortcut menu.
2. Select [] (edit icon).

2 Delete the shortcut.

Select the shortcut key you want to delete > [Delete] > [Delete]

Using Document Boxes

Document Box is a function for saving print data from a computer and sharing it with multiple users.

The available Document Boxes are as follows: Custom Box, Job Box, USB drive Box.

What is Custom Box?

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box.

The following operations are possible:

- Creating a new Custom Box
- Printing Document in a Custom Box
- Editing Documents in a Custom Box
- Deleting Documents in a Custom Box

NOTE

- To use Custom Box, a hard disk must be installed in the machine.

  A hard disk is an option for some models. Contact your dealer or our sales or service representatives for detail.

  ➡ Overview of Optional Equipment (page 748)

- The operation on Custom Box you perform from operation panel can also be made using Embedded Web Server RX.

  ➡ **Embedded Web Server RX User Guide**

What is Job Box?

Job Box is a generic name for the "Private Print/Stored Job Box"and "Quick Copy/Proof and Hold Box". These Job Boxes cannot be created or deleted by a user.

NOTE

- You can set up the machine so that temporary documents in job boxes are automatically deleted.

  ➡ Job Box (page 359)

- For details on operating the Job Box, refer to the following:

  ➡ Printing Data Saved in the Printer (page 172)

What is USB Drive Box?

A USB drive can be connected to the USB memory slot on the machine to print a saved file. You can print data directly from the USB drive without a PC.

Basic Operation for Document Box

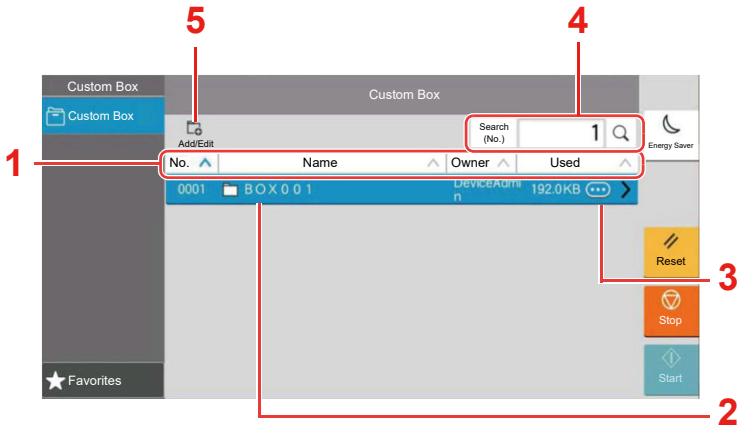
This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

NOTE

In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to the following:

Editing Custom Box (page 220)

Box List



1 Sorts the box number, box name, owner name and size of data saved in the box in ascending/descending order.

2 This is a custom box. Select it to open it.

3 Displays the details for the selected box.

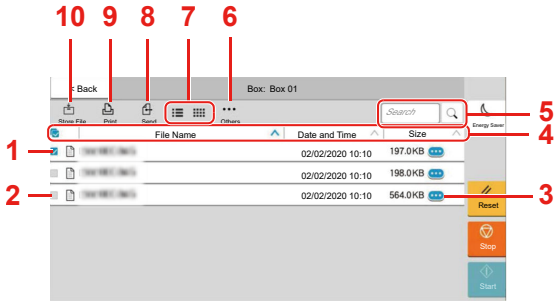
4 A box can be searched for by Box No. or Box Name. Select either [Search (No.)] or [Search (Name)] to switch between [Search (No.)] and [Search (Name)].

5 Registers new boxes and checks, modifies or deletes box information.

Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.

List



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Display the details for the selected document.

4 Sorts the file name, date and time and size of data in ascending/descending order.

5 A document can be searched for by Name.

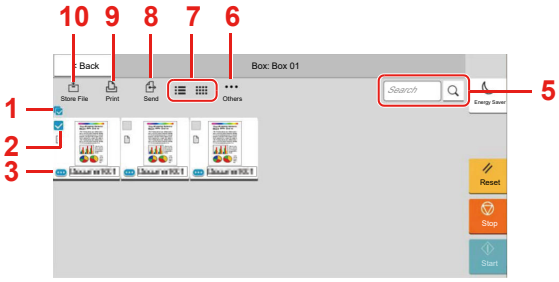
6 The menu for document operations will be displayed.

7 Switches between list display and thumbnail display.

8 Prints the selected documents.

9 Saves the document in the open box.

Thumbnail



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Display the details for the selected document.

4 Sorts the file name, date and time and size of data in ascending/descending order.

5 A document can be searched for by Name.

6 The menu for document operations will be displayed.

7 Switches between list display and thumbnail display.

8 Prints the selected documents.

9 Saves the document in the open box.

Viewing Box Details

1 Select [ ] (information icon) for the box whose details you wish to check in the box list screen.

NOTE

If a custom box is protected by a password, enter the correct password.

2 Check the box details.

3 Select [Close].

The display returns to the default Document Box screen.

Editing Box Details

1 **Select [Add/Edit] in the box list screen.**

2 **Select the box whose details you wish to edit and select [Edit].**

NOTE

If a custom box is protected by a password, enter the correct password.

3 **Edit the box details.**

Enter new details.

4 **If you have changed the details, select [OK] and then select [OK] in the confirmation screen.**

If you do not change the details, select [Cancel].

5 **Select [Close].**

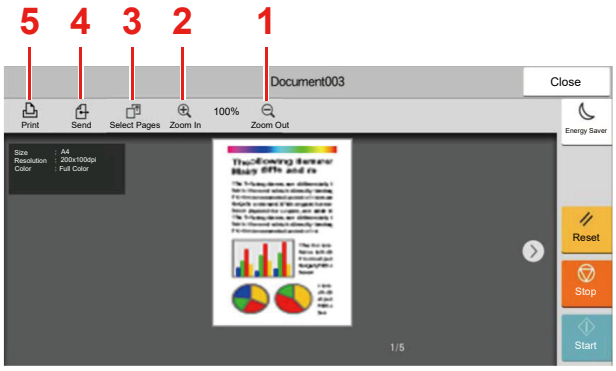
The display returns to the default Document Box screen.

Previewing Documents/Checking Document Details

1 Select a document to preview and then select [Others] > [Preview].

2 Preview the document or check the document details.

The operations available in the preview screen are shown below.



1 Zoom out.

2 Zoom in.

3 Select to select any page of the open document and print to USB Drive.

➡ Selecting a Page (page 217)

4 Prints the selected documents.

NOTE

The preview display can be controlled by moving your finger(s) on the touch panel.

Original Preview

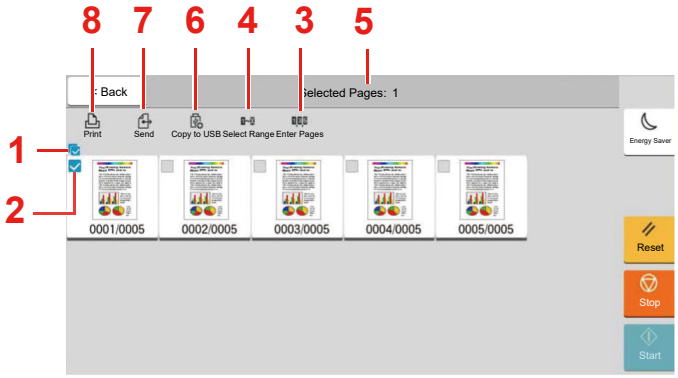
3 Confirm the document and select [Close].

Selecting a Page

When printing or copying a document within a Custom Box, you can specify any pages at will.

Select [Others] > [Page Selection] in the document list screen of the Custom Box, or [Page Selection] in the Preview screen, to display the page selection screen.

Select the pages you want to work with, and select [Print] or [Copy to USB].



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Use a "," (comma) to separate numbers when specifying pages that are not consecutive.

4 Specify a continuous page range.

5 Displaying the number of pages selected.

6 Selected pages can be copied to USB drive.

7 Selected pages can be printed.

➡ Printing Documents in Custom Box (page 223)

Sending Documents in Custom Box

➡ Moving Documents in Custom Box (page 224)

Creating a New Custom Box

NOTE

- To use Custom Box, a hard disk must be installed in the machine.

  A hard disk is an option for some models. Contact your dealer or our sales or service representatives for details.
- If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.
- If user login administration is enabled, log in with administrator privileges to perform the following operations. They cannot be performed with user privileges.
  - Creating a box
  - Deleting a box of which owner is another user.

1 Display the screen.

[Home] key > [Custom Box] > [Add/Edit]

2 Register the Custom Box.

1 [Add] > Enter the information for each item

The table below lists the items to be set.

Box Name

Enter a box name consisting of up to 32 characters.

➡ Character Entry Method (page 756)

Box No.

Enter the box number by selecting [+], [-] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you select [Auto] (0000), the smallest number available will be automatically assigned.

Owner[1]

Set the owner of the box. Select the owner from the user list that appears.

Permission[2]

Select whether to share the box.

Box Password

User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both "Box Password" and "Confirmation".

This can be set if [Shared] is selected in Permission.

Usage Restriction

The usage for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by selecting [-], [+] or number keys. You can enter a limit between 1 and 30,000 (MB).

Auto File Deletion

Automatically deletes stored documents after a set period of time. Select [On] to enable automatic deletion and then use [+] and [-] or the numeric keys to enter the number of days for which

documents are stored. You can enter any number between 1 and 31 (day(s)). To disable automatic file deletion, select [Off].

Free Space

Displays the free space on the box.

Overwrite Setting

Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, select [Permit]. To retain old documents, select [Prohibit].

Delete after Printed

Automatically delete a document from the box once printing is complete. To delete the document, select [On]. To retain the document, select [Off].

*1 Displayed when the user login administration is enabled.

*2 Not displayed when "Owner" is set to [No Owner].

2 Select [OK].

The Custom Box is created.

Editing Custom Box

1 Display the screen.

[Home] key > [Custom Box] > [Add/Edit]

2 Edit the custom box.

Select the box > [Edit] > Enter the information for each item > [OK]

NOTE

- When you have logged in as a user, you can only edit a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

When user login administration is enabled, the settings that can be changed varies depending on the privileges of the logged in user.

Privileges	Settings that can be changed
Administrator	Box Name
	Box No.
	Owner
	Permission
	Usage Restriction
	Auto File Deletion
	Free Space
	Overwrite Setting
	Delete after Printed
User	Box Name
	Box Password
	Usage Restriction
	Auto File Deletion
	Overwrite Setting
	Delete after Printed

For details on each items, refer to the following:

➡ Creating a New Custom Box (page 218)

3 [OK] > [Close]

The display returns to the default Document Box screen.

Deleting Custom Box

1 Display the screen.

[Home] key > [Custom Box] > [Add/Edit]

2 Delete the custom box.

Select the box > [Delete] > [Delete]

NOTE

- When you have logged in as a user, you can only delete a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

Storing Documents to a Custom Box

Custom box stores the print data which is sent from a PC. For the operation of the printing from the PC, refer to the following:

➡ **Printing System Driver User Guide**

Printing Documents in Custom Box

1 Display the screen.

1 [Home] key > [Custom Box]

2 Select the box containing the document you want to print.

NOTE

If a custom box is protected by a password, enter the correct password.

2 Print the document.

1 Select the document in the list that you want to print by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 Select [Print].

3 Set the paper selection, duplex printing, etc., as desired.

For the features that can be selected, refer to the following:

➡ Custom Box (Printing) (page 240)

NOTE

Select [Favorites] when registering or recalling favorites.

➡ Registering Favorites (page 197)

➡ Recalling Favorites (page 198)

If a document stored from a computer is selected, the print settings selection screen appears.

To use the settings used at the time of printing (when the document was saved), select [Print As Is]. Select [Start Print] to start printing.

To change the print settings, select [Print after Change Settings (Use File Settings)] or [Print after Change Settings (Do Not Use File Settings)] and change the print settings.

After a document saved in the machine is selected, [Use File Settings] may appear in the setting screen for the feature to be used.

To use the settings saved with the document, select [Use File Settings].

If you need to change the print settings, select the desired feature.

4 Press the [Start] key.

Printing of the selected document begins.

Moving Documents in Custom Box

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Move the documents.

1 Select the document in the list that you want to move by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Move/Copy] > [Move to Custom Box] > select the destination of move > [Move] > [Move]

The selected document is moved.

NOTE

If the box to which the document is to be moved is protected by a password, enter the correct password.

Copying Documents in Custom Box into Other Boxes

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Move/Copy] > [Copy to Custom Box] > select the destination of copy > [Copy] > [Copy]

The selected document is copied.

NOTE

If the box to which the document is to copied is protected by a password, enter the correct password.

Copying Documents in Custom Box to USB Drive

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox. The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Move/Copy] > [Copy to USB Drive] > select the destination of copy > [Next] > [Copy] > [Copy]

The selected document is copied.

Joining Documents in Custom Box

You can join documents within a custom box into one file.

NOTE

You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Join the document.

1 Select the documents in the list that you wish to join by selecting the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Join]

3 Arrange the documents into the order in which they are to be joined.

Select the document you want to rearrange and select [Up] or [Down] to move it to the correct place in the sequence.

4 [Next] > Enter the file name for the joined document

NOTE

Enter up to 64 characters as the file name.

5 [Join] > [Join]

The documents are joined.

NOTE

After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents in Custom Box

1 Display the screen.

1 [Home] key > [Custom Box]

2 Select the box containing the document.

NOTE

If a custom box is protected by a password, enter the correct password.

2 Delete the document.

1 Select the document in the list that you want to delete by selecting the checkbox.

The document is marked with a checkmark.

NOTE

- [Delete] is disabled until a document is selected.
- To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Delete] > [Delete]

The document is deleted.

Operating using Removable USB Drive

Plugging USB drive directly into the machine enables you to quickly and easily print the files stored in the USB drive without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- OpenXPS file
- Encrypted PDF file

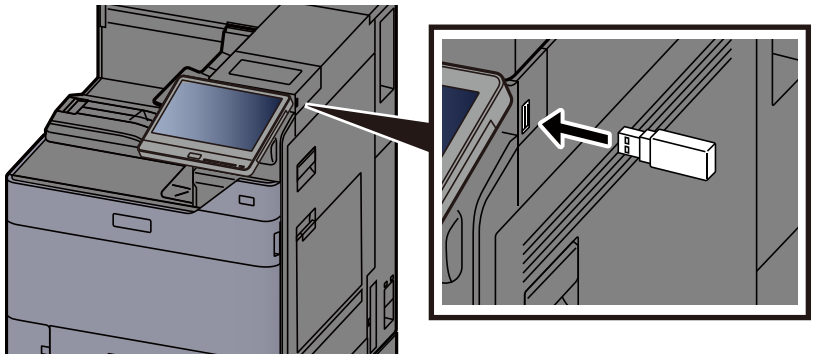
Printing Documents Stored in Removable USB Drive

NOTE

- PDF files you wish to print should have an extension (.pdf).
- Use USB drive properly formatted by this machine.
- Plug the USB drive directly into the USB Memory Slot.

1 Plug the USB drive.

1 Plug the USB drive into the USB Memory Slot.



2 When the machine reads the USB drive, "USB Drive is recognized. Displaying files." may appear. Select [Continue].

Displays the USB Drive screen.

NOTE

If the message does not appear, select [USB Drive] on the Home screen.

2 Print the document.

1 Select the folder containing the file to be printed.

NOTE

- 1,000 documents can be displayed.
- To return to a higher level folder, select [UP]

2 Select the file to be printed > [Print]

3 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to the following:

➡ USB Drive (Printing Documents) (page 243)

NOTE

After a document saved in the machine is selected, [Use File Settings] may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, select[Use File Settings].
- If you need to change the print settings, select the desired feature.

4 Press the[Start] key.

Printing of the selected file begins.

Check the USB Drive Information

1. **In the USB Drive screen, select [USB Info].**
2. **Once you confirm the information, select [Close].**

Removing USB Drive

IMPORTANT

Be sure to follow the proper procedure to avoid damaging the data or USB drive.

1 Display the screen.

[Home] key > [USB Drive]

2 Select [Remove USB].

Select [OK], and remove the USB Drive after "USB Drive can be safely removed." is displayed.

NOTE

USB drive can also be removed after checking the Device Information.

➡ Device Information (page 301)

Tapping the USB drive icon shown at the top of the touch panel and selecting [Remove USB] allows you to safely remove the USB drive.

➡ Home Screen (page 51)

Using the Internet Browser

If the machine is connected to the network, you can browse the Internet on the touch panel.

NOTE

To use the internet browser, "Internet Browser" must be set to [On] in Function Settings.

➡ Internet Browser (page 362)

Launching and Exiting the Browser

Display the screen.

1 **[Home] key > [Internet Browser]**

The Internet browser starts up.

2 **Use the browser screen to browse web pages.**

For information on how to use the browser screen, refer to the following:

➡ Using the Browser Screen (page 234)

3 **To exit the browser, select [X] (Close) and then select [OK] in the exit confirmation screen.**

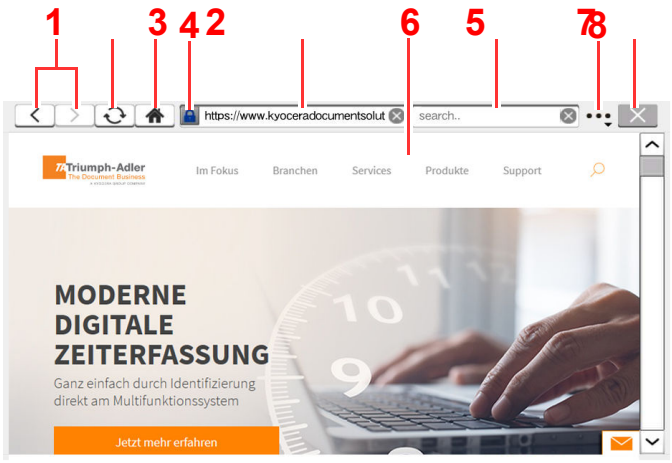
NOTE

You can specify preferences such as the way the Internet browser screen is displayed.

➡ Internet Browser (page 362)

Using the Browser Screen

The operations available in the Internet browser screen are shown below.



1 Back/Forward: Displays the previous page or the next page.

2 Reload: Updates the page.

3 Home page: Displays your specified home page.

You can set your home page in the ➡ Internet Browser (page 362)

4 Security lock icon: Displayed when you are viewing a protected page.

5 Enter URL: Use this to display a desired web page by entering the URL for that page.

6 Text box: Pressing the text box displays a keyboard that allows you to type text.

7 Search (Search Internet): Use the selected search site to search with the entered keyword.

8 Menu: Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.
Retrieval in page: Search from the entered keyword in the currently displayed page. You can continue your search by selecting [SearchUp] or [SearchDown].

9 Close: Closes the Internet browser and returns you to the application list screen.

Manual Staple

You can staple copied paper manually without any print operation. It is useful when you have forgotten to set the staple sort mode before starting printing.

NOTE

- This function requires the optional Document Finisher:
  - 4,000-sheet Finisher (page 780)
  - 100-sheet Staple Finisher (page 781)
- If there are no staples when manual stapling is performed, the stapling position lamps and stapling position key LEDs all blink. Add staples.
  - Replacing Staples (4,000-Sheet Finisher) (page 487)
  - Replacing Staples (100-sheet Staple Finisher) (page 489)
- Manual stapling cannot be executed when the machine is in operation.

Maximum number of sheets available for manual stapling

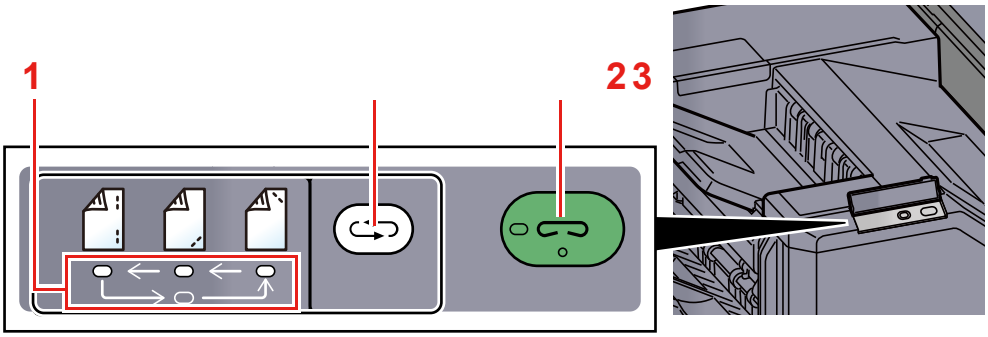
4,000-sheet Finisher

Paper size	Paper weight	
	52 - 90 g/m^2(14.0 - 24.0 lb. Bond)	91 - 105 g/m^2(24.3 - 28.0 lb. Bond)
A4, A4-R, B5, Letter, Letter-R, 16K	65 sheets	55 sheets
A3, B4, Folio, Ledger	30 sheets	30 sheets

100-sheet Staple Finisher

Paper size	Paper weight	
	52 - 90 g/m^2(14.0 - 24.0 lb. Bond)	91 - 105 g/m^2(24.3 - 28.0 lb. Bond)
A4, A4-R, B5, Letter, Letter-R, 16K	100 sheets	70 sheets
A3, B4, Folio, Ledger	50 sheets	35 sheets

Use the keys on the control section of the Finisher (optional) for manual stapling.



1 Stapling position lamps

2 Stapling position key

3 Stapling key / lamp

1 Press the stapling position key on the stapling control section.

The shutter of the paper exit area is opened and this equipment enters into the manual staple mode.

2 Set the staple position.

Press the stapling position key to select the stapling position

(Back / Front / 2 Points).

Operation is not possible while the stapling position lamps are blinking. Operate after the lamps light solidly.

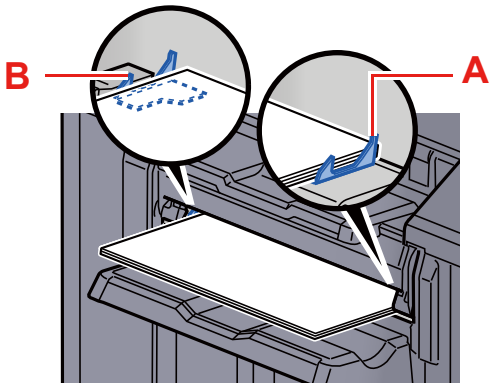
3 Load the paper.

Straighten the edges of the paper well and place the paper front side down in the shutter opening of the output unit.

If the near side of the paper ( ) will be stapled, place the paper against the front guide (A).

If the far side of the paper ( ) will be stapled, place the paper against the back guide (B).

If the edge of the paper ( ) will be stapled at two points, place the paper with the center aligned to the center point between the two side guides (A and B).



CAUTION

Do not insert your hand inside the open shutter.

NOTE

- Press the stapling position key before you place the paper. Once the paper is placed, the stapling position key cannot be used.
- The stapling lamp lights when the paper is properly placed. If it does not light, replace the paper.

4 Staple the paper.

Let go of the paper, and then press the stapling key.

Stapling starts. Stapling finishes and the output is delivered to tray.

CAUTION

Be sure that your hands are away from the paper while stapling is in progress.

Finishing the manual staple mode

Press the stapling position key several times until the stapling position lamps turn off. The shutter of the paper exit area closes. It means that manual stapling is finished.

If no operation is performed for approx. 10 seconds, the manual staple mode will be automatically finished.

NOTE

The time after which manual staple mode is automatically exited can be changed.

➡ Manual Staple (page 363)

6 Using Various Functions

Functions Available on the Machine 239
Functions 245

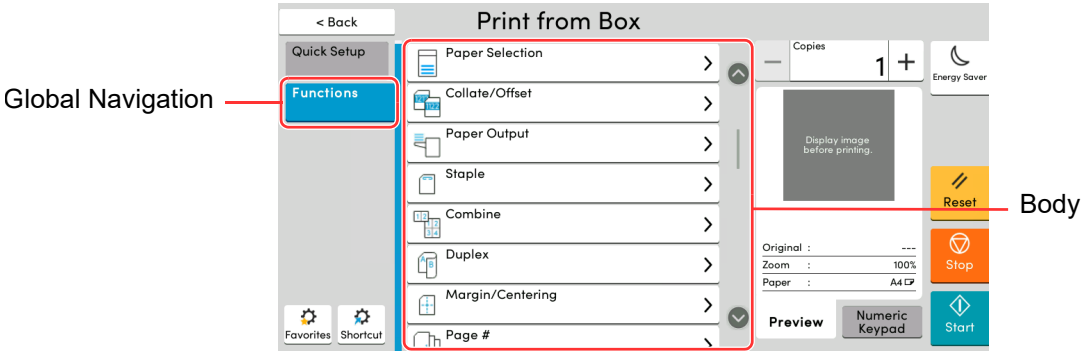
Functions Available on the Machine

About Functions Available on the Machine

This machine provides the various functions available.

Custom Box (Printing)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see below.

Print

[Functions]

Configure the settings for paper selection and duplex printing when printing from the Custom Box.

Function	Description
Paper Selection	Select the cassette or multipurpose tray that contains the required paper size. ➡ Paper Selection (page 245)
Collate/Offset	Offsets the output by page or set. ➡ Collate/Offset (page 250)
Paper Output	Specify the output tray. ➡ Paper Output (page 256)
Staple/Punch	Staples or punches printed documents. ➡ Staple/Punch (page 252)
Combine	Combines multiple (2-8) original sheets into 1 printed page. ➡ Combine (page 265)
Duplex	Prints 1-sided or open book originals to 2-sided, or 2-sided or open book originals to 1-sided. ➡ Duplex (page 271)
Margin/Centering	Margin: Add margins (white space). In addition, you can set the margin width and the back page margin. Centering:Centers the original image on the paper when printing onto paper different from the original size. ➡ Margin/Centering, Margin, Centering (page 267)
Page #	Adds page numbers to the finished documents. ➡ Page # (page 275)
Booklet	Print document so that it can be folded into a single booklet, with a cover. ➡ Booklet (page 269)
Form Overlay	Prints the original document overlaid with a form or image. ➡ Form Overlay (page 273)

Function	Description
Cover	Adds a cover to the finished documents. ➡ Cover (page 272)
File Name Entry	Adds a file name. ➡ File Name Entry (page 282)
Job Finish Notice	Sends E-mail notice when a job is complete. ➡ Job Finish Notice (page 281)
EcoPrint	EcoPrint saves toner when printing. ➡ EcoPrint (page 259)
Priority Override	Suspends the current job and gives a new job top priority. ➡ Priority Override (page 283)
Delete after Printed	Automatically deletes a document from the box once printing is complete. ➡ Delete after Printed (page 284)
Zoom	Adjust the zoom to reduce or enlarge the image. ➡ Zoom (page 264)
Fold	Fold the finished documents. ➡ Fold (page 248)
Text Stamp	You can add a text stamp on the documents. ➡ Text Stamp (page 277)
Bates Stamp	You can add a bates stamp on the documents. ➡ Bates Stamp (page 279)
Hue Adjustment	Adjust the color (hue) of images. Hue Adjustment
Color Balance	Adjust the strength of cyan, magenta, yellow, and black. Color Balance
One-touch Image Adjust	Adjust images as desired to more [Vivid] or more [Muted] images. One-touch Image Adjust
Saturation	Adjust the color saturation of the image. Saturation
Trapping	Remove blank areas if characters and the image outline in black have blank areas because of color drift. Trapping

[Color/Image Quality]

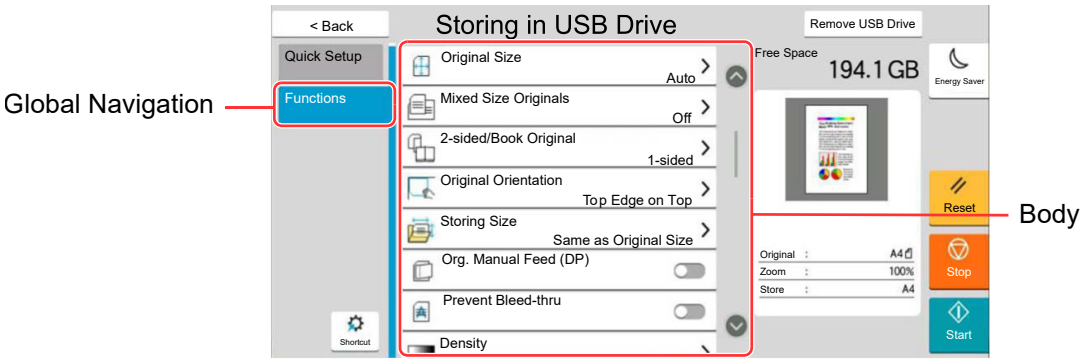
Configure the settings for density, quality of copies, and color balance.

Function	Description
Density	Adjust density. ➡ Density (page 258)
Color Selection	Select the color setting. Color Selection
Sharpness	Adjusts the sharpness of image outlines. ➡ Sharpness (page 261)

Function	Description
Background Density Adj.	Removes dark background from originals, such as newspapers. ➡ Background Density Adj. (Background Density Adjustment) (page 262)
Prevent Bleed-thru	Hides background colors and image bleedthrough. ➡ Prevent Bleed-thru (page 263)
Contrast	You can adjust the contrast between light and dark areas of the image. Contrast

USB Drive (Printing Documents)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see below.

Print

[Functions]

Configure the settings for paper selection and duplex printing when printing from the USB drive.

Function key	Description
Paper Selection	Select the cassette or multipurpose tray that contains the required paper size. ➡ Paper Selection (page 245)
Collate/Offset	Offsets the output by page or set. ➡ Collate/Offset (page 250)
Paper Output	Specify the output tray. ➡ Paper Output (page 256)
Staple/Punch	Staples or punches printed documents. ➡ Staple/Punch (page 252)
Duplex	Print a document to 1-sided or 2-sided sheets. ➡ Duplex (page 271)
Margin	Add margins (white space). In addition, you can set the margin width and the back page margin. ➡ Margin/Centering, Margin, Centering (page 267)
Job Finish Notice	Sends E-mail notice when a job is complete. ➡ Job Finish Notice (page 281)
EcoPrint	EcoPrint saves toner when printing. ➡ EcoPrint (page 259)
Priority Override	Suspends the current job and gives a new job top priority. ➡ Priority Override (page 283)
Fold	Fold the finished documents. ➡ Fold (page 248)
Text Stamp	You can add a text stamp on the documents. ➡ Text Stamp (page 277)
Bates Stamp	You can add a bates stamp on the documents. ➡ Bates Stamp (page 279)

Function key	Description
Encrypted PDF Password	Enter the preassigned password to print the PDF data. ➡ Encrypted PDF Password (page 285)
JPEG/TIFF Print	Select the image size when printing JPEG or TIFF files. ➡ JPEG/TIFF Print (page 286)
XPS Fit to Page	Reduces or enlarges the image size to fit to the selected paper size when printing XPS file. ➡ XPS Fit to Page (page 287)

Functions

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

Custom Box **Functions**

Access to the function is indicated by icons.

Example: Select [Functions] in the Custom Box screen to use the function.

USB Drive **Functions**

Access to the function is indicated by icons.

Example: Select [Functions] in the USB Drive screen to use the function.

Paper Selection

Custom Box Functions

USB Drive Functions

Select the cassette or multipurpose tray that contains the required paper size.

Select from [1] (Cassette 1) to [5] (Cassette 5) to use the paper contained in that cassette.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

NOTE

- Specify in advance the size and type of the paper loaded in the cassette.

  ➡ Paper Feeding (page 323)
- Cassettes after Cassette 2 are displayed when the optional paper feeder is installed.

In case of changing the paper size and the media type of the multipurpose tray, select [Change Multipurpose Tray Settings] and change Paper Size and Media Type. The available paper sizes and media types are shown in the table below.

Paper Size

Metric

Value	Description
A3[12], A4-R[12], A4[12], A5-R[12], A5[1], A6[12], B4[12], B5-R[12], B5[12], B6[12], Folio[12], 216 × 340 mm, SRA3[12]	Select from the Metric standard size.

Inch

Value	Description
Ledger[12], Letter-R[12], Letter[12], Legal[12], Statement[12], 12" × 18"[12], Executive, Oficio II	Select from the Inch standard size.

Others

Value	Description
8K, 16K-R, 16K, ISO5, Envelope#10, Envelope#9, Envelope#6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock),[12], Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Custom 1-4[3]	Select from special standard sizes and custom sizes.

Size Entry

Value	Description
Metric X: 148 to 457 mm (in 1 mm increments) Y: 98 to 320 mm (in 1 mm increments)	Enter the size not included in the standard size.[4] When you have selected [Size Entry], use [+]/[-] or the numeric keys to set the sizes of "X" (horizontal) and "Y" (vertical). Select the entry field to use the numeric keys for entry.
Inch X: 5.83 to 18" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments)	

Media type

Value

Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted[5], Bond, Cardstock, Color, Prepunched[5], Letterhead[5], Thick, Envelope, Coated, High Quality, Index Tab Dividers, Custom 1-8[6]

*1 Paper size automatically detected in the cassette.

*2 Paper size automatically detected in the Multipurpose Tray.

*3 For instructions on how to specify the custom paper size, refer to the following:

➡ Custom Paper Settings (page 328)

*4 The input units can be changed in System Menu. For details, refer to the following:

➡ Language/System of Units (page 314)

*5 To print on preprinted or prepunched paper or on letterhead, refer to the following:

➡ Paper Feed Settings (page 332)

*6 For instructions on how to specify the custom paper types 1 to 8, refer to the following:

➡ Media Type Setting (page 329)

NOTE

- You can conveniently select in advance the size and type of paper that will be used often and set them as default.

  ➡ MP Tray Settings (page 326)

- If the specified size of paper is not loaded in the paper source cassette or multipurpose tray, a confirmation screen appears. Load the required paper in the multipurpose tray and select [Continue] to start printing.

Fold

Custom Box Functions

USB Drive Functions

Folds the finished documents. Select the fold method.

The following folding options and orientations are available.

Original orientation / Item			Orientation: Landscape 	Orientation: Portrait 
Bi-Fold	Saddle Stitch[1]			
	Inside[12]			
	Outside[12]			
	Multi-sheet Fold[1]		Set whether or not multiple pages of the printed document are stacked and folded. This is set to [On] when saddle stitch stapling is set.	
Tri-Fold	Inside[12]	R to L/B to T		
		L to R/T to B		
	Outside[12]	R to L/B to T		
		L to R/T to B		
	Multi-sheet Fold[1]		Set whether or not multiple pages of the printed document are stacked and folded.	

Original orientation / Item		Orientation: Landscape 	Orientation: Portrait 
Z-Fold[2]	R to L/B to T		
	L to R/T to B		
	Multi-sheet Fold	Set whether or not multiple pages of the printed document are stacked and folded.	
Engineering Fold[2](Half Z-Fold)			

*1 Appears when the optional folding unit is installed.

*2 Appears when the optional Z-Fold Unit is installed.

NOTE

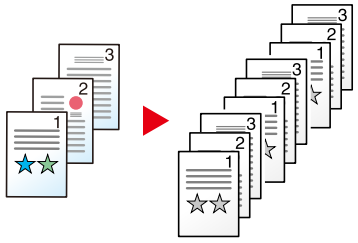
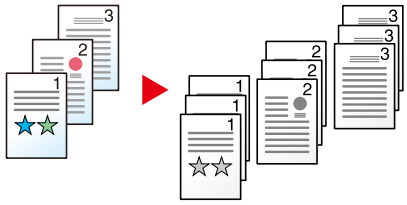
- Folding requires the optional 4,000-sheet Finisher or 100-sheet Staple Finisher, and the folding unit or Z-Fold Unit.
- For details on paper sizes and numbers of sheets that can be folded, refer to the following.
  - Folding Unit (For 4,000-sheet Finisher) (page 784)
  - Folding Unit (For 100-sheet Staple Finisher) (page 785)
  - Overview of Optional Equipment (page 748)
- Multi-sheet Fold during printing is performed by the Folding Unit when the Folding Unit and Z-Fold Unit areinstalled.

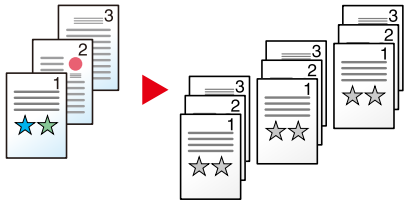
Collate/Offset

Custom Box Functions

USB Drive Functions

Offsets the output by page or set.

Item	Image	Description
Off		
Collate On		Delivers complete sets of copies as required according to page number.
Offset Each Page		Printed copies are collated and output as individual pages separately. **NOTE** This function requires the optional Document Finisher: ➡ 1,000-sheet Finisher (page 779) ➡ 4,000-sheet Finisher (page 780) ➡ 100-sheet Staple Finisher (page 781) ➡ Inner Shift Tray (page 787)

Item	Image	Description
Offset Each Set		Printed copies are collated and output as individual setseparately. **NOTE** This function requires the optional Document Finisher: ➡ 1,000-sheet Finisher (page 779) ➡ 4,000-sheet Finisher (page 780) ➡ 100-sheet Staple Finisher (page 781) ➡ Inner Shift Tray (page 787)

NOTE

The paper sizes supported in Offset are Legal, Ledger, Oficio II, Letter, A3, A4, B4, B5, 216 × 340 mm and 8K, 16K.

Staple/Punch

Custom Box Functions

USB Drive Functions

Staple

Staples the finished documents. The staple position can be selected.

NOTE

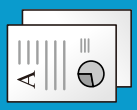
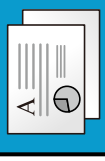
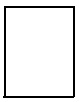
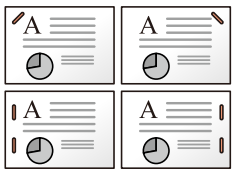
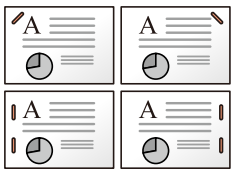
This function requires the optional Document Finisher:

- 1,000-sheet Finisher (page 779)
- 4,000-sheet Finisher (page 780)
- 100-sheet Staple Finisher (page 781)

Item	Value	Description
Staple	Off	
	Top Left	Select the staple position, and then select [Next >]. For details on original orientation and staple position, refer to the following: ➡ Staple/Punch (page 252)
	Top Right	
	2 staples Left	
	2 staples Top	
	2 staples Right	
	Saddle Stitch	Select whether to fold the finished documents in two with staples in the center. When placing originals, be sure to place the cover page at the bottom. For details on saddle stitching, refer to the following: ➡ Booklet (page 269)

Original Orientation and Staple Position

1,000-sheet Finisher, 4,000-sheet Finisher, 100-sheet Staple Finisher

Original orientation Paper orientation	Paper orientation		Top Edge on Left	
				
Cassette paper load direction 				
Cassette paper load direction 				

NOTE

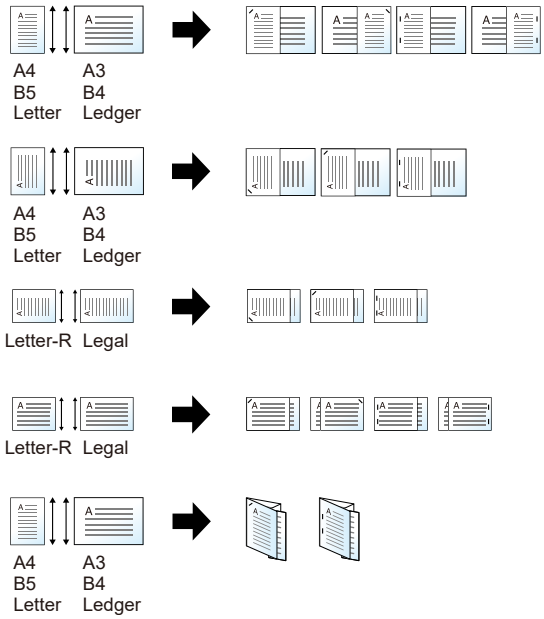
One position staple is not slanted for the following paper sizes.

B5-R, 16K-R

Mixed Size Stapling

Even with mixed paper sizes, if the sizes have the same width as shown in the combinations below, the output can be stapled.

- A3 and A4
- B4 and B5
- Ledger and Letter
- Ledger and Letter-R
- 8K and 16K
- A3 and A4 (A3 Z fold and A4)
- B4 and B5 (B4 Z fold and B5)
- Ledger and Letter (Ledger Z fold and Letter)
- 8K and 16K (8K Z fold and 16K)



NOTE

- Number of sheets that can be stapled: up to 30 sheets.
- When performing Mixed Size Stapling, refer to the following:

  Mixed Size Originals

Punch

Punches holes in sets of finished documents.

NOTE

- This function requires the optional Document Finisher and Punch Unit.
- For details on paper sizes that can be punched, refer to the following:

  ➡ Punch Unit (For 1,000-sheet/4,000-sheet/100-sheet Staple Finisher) (page 782)
- The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Item	Value	Description
Punch	Off	
	2 holes Left	Select the position of punch holes. For details on original orientation and position of punch holes, refer to the following: ➡ Staple/Punch (page 252)
	2 holes Top	
	2 holes Right	
	3 holes Left	
	3 holes Top	
	3 holes Right	
	4 holes Left	
	4 holes Top	
	4 holes Right	

NOTE

The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Paper Output

Custom Box Functions

USB Drive Functions

Specify the output tray.

with optional Job Separator

Item	Description
Inner tray	Outputs to the Inner Tray of the machine.
Job Separator Tray	Delivery to the Inner Job Separator.

with optional 1,000-sheet Finisher

Item	Description
Job Separator Tray[1]	Delivery to the Inner Job Separator.
Finisher Tray	Delivery to the Finisher Tray of the optional Document Finisher.

*1 The paper sizes cannot be output to the Job Separator Tray: A3, Ledger.

with optional 4,000-sheet Finisher/100-sheet Staple Finisher

Item	Description
Job Separator Tray[1]	Delivery to the Inner Job Separator.
Tray A	Delivery to the Tray A of the optional Document Finisher.
Tray B	Delivery to the Tray B of the optional Document Finisher. When [Heavy 5] (257 g/m2 - 300 g/m2) is set in Paper Weight and tray B is set for the output destination, the output destination is automatically changed to the tray A.

*1 The paper sizes cannot be output to the Job Separator Tray: A3, Ledger.

with optional Mailbox

Item	Description
Job Separator Tray[1]	Delivery to the Inner Job Separator.
Tray A	Delivery to the Tray A of the optional Document Finisher.
Tray B	Delivery to the Tray B of the optional Document Finisher. When [Heavy 5] (257 g/m2 - 300 g/m2) is set in Paper Weight and tray B is set for the output destination, the output destination is automatically changed to the tray A.

Item	Description
Tray 1 to 7	Delivery to tray 1 to 7 (tray 1 is the uppermost tray) of the optional Mailbox. When [Heavy 3] to [Heavy 4] (164 g/m2 - 256 g/m2) is set in Paper Weight and Mailbox is set for the output destination, the output destination is automatically changed to the tray B. When [Heavy 5] (257 g/m2 - 300 g/m2) is set in Paper Weight and Mailbox is set for the output destination, the output destination is automatically changed to the tray A.

*1 The paper sizes cannot be output to the Job Separator Tray: A3, Ledger.

NOTE

- This can be set when the optional Job Separator or Document Finisher (1,000-sheet Finisher, 4,000-sheet Finisher, or 100-sheet Staple Finisher) is installed.
- The default setting for Paper Output can be changed.

➡ Paper Output (page 334)

Density

Custom Box

- Functions
- Image Quality

USB Drive

- Functions

Adjust density.

Adjust density selecting [-4] (Lighter) to [+4] (Darker).



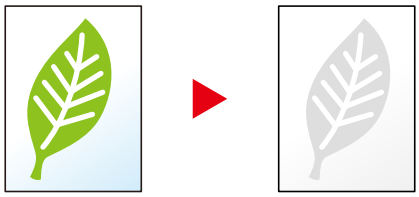
EcoPrint

Custom Box Functions

USB Drive Functions

EcoPrint saves toner when printing.

Use this function for test prints or any other occasion when high quality print is not required.



Item		Value	Description
Off			
On	Toner Save Level	[1] (Lower) to [5](Higher)	Adjust the Toner Save Level.

Color Selection

Send Image Quality

Custom Box

- Functions
- Image Quality

USB Drive Functions

Select the color setting.

Item	Description
Auto (Color/Grayscale)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale.
Auto (Color/B & W)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White.
Full Color	Scans the document in full color.
Grayscale	Scans the document in grayscale. Produces a smooth, detailed image.
Black & White	Scans the document in black and white.

Sharpness

Custom Box

- Functions
- Image Quality

USB Drive Functions

Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward "Sharpen". When copying images made up of patterned dots such as magazine photos, in which moire*1 patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward "Blur".

When [All] is selected, select [-3] to [3] (Blur - Sharpen) to adjust the sharpness.

When [Text/Fine Line] is selected, select [0] to [3] (Normal - Sharpen) to adjust the sharpness.



Item	Value	Description
All	[+1] to [+3] (Sharpen)	Emphasizes the image outline.
	[-1] to [-3] (Blur)	Blurs the image outline. Can weaken a Moire[1] effect.
Text/Fine Line	[0] to [3] (Normal - Sharpen)	Makes letters and lines appear sharper. Only text and fine lines are emphasized.

*1 Patterns that are created by irregular distribution of halftone dots.

Background Density Adj. (Background Density Adjustment)

Custom Box

- Functions
- Image Quality

USB Drive Functions

Removes dark background from originals, such as newspapers.

If the ground color is obtrusive, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

Item	Description
Off	Does not adjust the ground color.
Auto	Automatically adjusts the background density based on the original.
Manual	Select [1] to [5] (Lighter - Darker) to adjust the background density manually.

Prevent Bleed-thru

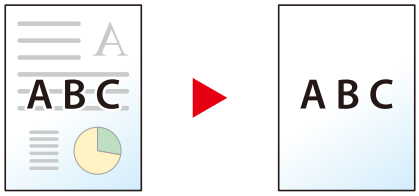
Custom Box

- Functions
- Image Quality

USB Drive Functions

Hides background colors and image bleed-through.

(Value: [Off] / [On])



Zoom

Custom Box Functions

USB Drive Functions

Adjust the zoom to reduce or enlarge the image.

Printing

Item	Description
100%	Reproduces the original size.
Auto	Reduces or enlarges original to printing size.

NOTE

- To reduce or enlarge the image, select the paper size.

  ➡ Paper Selection (page 245)

- Some combinations of original size and paper size may cause the image to be positioned at the edge of the paper. To center the original vertically and horizontally on the page, use the Centering function.

  ➡ Margin/Centering, Margin, Centering (page 267)

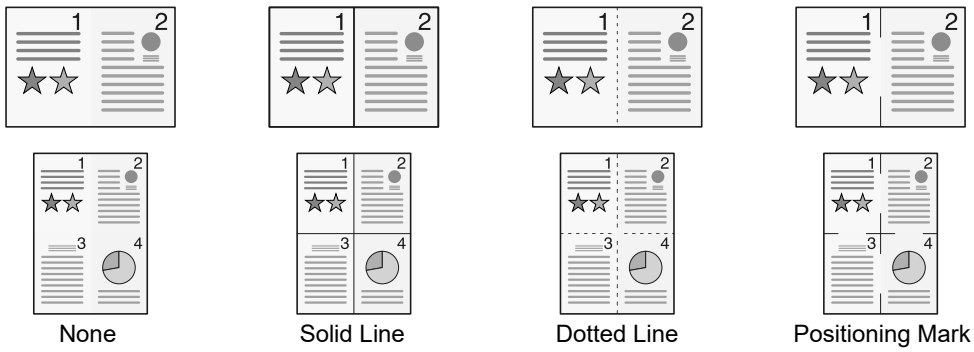
Combine

Custom Box Functions

Combines multiple (2-8) original sheets into 1 printed page.

You can select the page layout and the type of boundary lines around the pages.

The following types of the boundary lines are available.



Off

2 in 1

Layout

Value	Description
Left to Right/Top to Bottom, Right to Left/ Bottom to Top	Select the page layout of originals.

Border Line

Value	Description
None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [Border Line] to select the page boundary line.

4 in 1, 8 in 1

Layout

Value	Description
Right then Down, Left then Down, Down then Right, Down then Left	Select the page layout of originals.

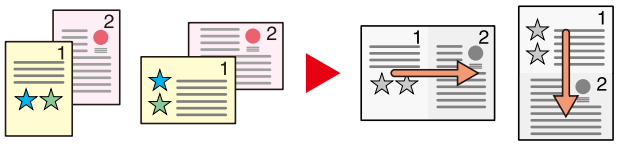
Border Line

Value	Description
None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [Border Line] to select the page boundary line.

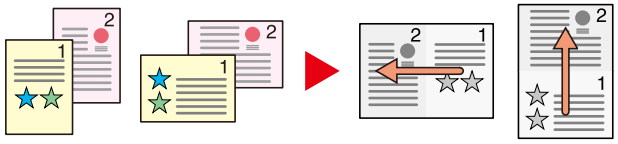
Layout image

2 in 1

L to R/T to B



R to L/B to T



4 in 1, 8 in 1

Right then Down



Left then Down



Down then Right



Down then Left



NOTE

- The paper sizes supported in Combine mode are A4, A5, B5, Folio, 216 × 340 mm, Letter, Legal, Statement, Oficio II, and 16K.

Margin/Centering, Margin, Centering

Custom Box Functions

USB Drive Functions

Printing

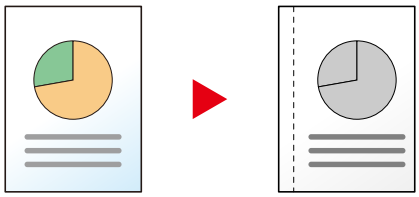
Add margins (white space). In addition, you can set the margin width and the back page margin.

Centering: Centers the original image on the paper when printing onto paper different from the original size.

NOTE

The default setting for margin width can be changed.

Print (page 351)



Item		Value	Description
Off			
Margin	Margin	Metric: -18 mm to +18 mm (in 1 mm increments) Inch: -0.75 to +0.75" (in 0.01" increments)	Set the margin width.[1] Use [+], [-] or the numeric keys to enter the margins for "Left/Right" and "Top/Bottom".
	Back Page	Auto, Manual	For duplex printing, select [Back Page] and select [Auto] or [Manual]. When [Auto] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation. When [Manual] is set, you can set a different margin than the front on the back. Set the margin in the screen that is displayed. The setting selections are the same as for the front.
Centering[3]			

*1 The input units can be changed in System Menu.

➡ Language/System of Units (page 314)

*3 Not displayed when printing from USB drive.

Booklet

Custom Box Functions

The Booklet option allows you to produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

You can print the cover page onto colored paper or thick paper. Paper for the cover is supplied from the multipurpose tray. To feed the cover paper from the cassette or inserter, refer to the following:

➡ Paper Feed Settings (page 332)

NOTE

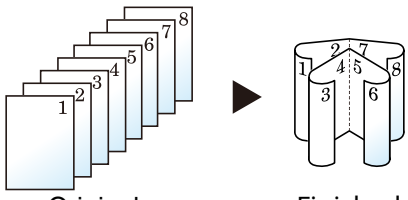
Using the optional 4,000-sheet Finisher and the folding unit enables you to saddle stitch your copies (fold them in two with staples in the center). Supported paper sizes are A3, A4-R, B4, Ledger, Letter-R, Legal, Oficio II and 8K.

Type of original	Original size	Paper size
One-sided original, Two-sided original	All[1]	A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Oficio II and 8K
Book Original	A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K	

*1 Except for custom sized originals.

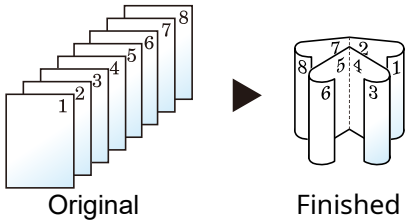
Binding on the left side

The folded copies can be read from left to right.



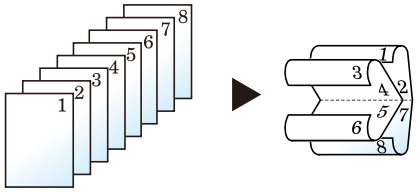
Binding on the right side

The folded copies can be read from right to left.



Top binding

The folded copies can be read from top to bottom.



Printing

Item			Value	Description
Off				
Booklet	Binding		Left, Right, Top	Select the binding orientation of copies.
	Cover[1]	Off		Select whether to add the cover. Select the printing method for the cover to be inserted. Select [Cover], and then [Cover], and specify the print setting for the cover to be inserted. Select from [Not Print], [Back Only], [Front Only], and [Duplex], and press [OK].
		Cover: Front Cover Print Setting	Do Not Print, Front Only, Back Only, Duplex	
		Cover: Back Cover Print Setting	Do Not Print, Front Only, Back Only, Duplex	
	Staple/Fold		Off, Fold Only, Saddle Stitch	To fold finished copies in half, select [Staple/Fold] and then select [Fold Only]. To use saddle stitching, select [Staple/ Fold] and then select [Saddle Stitch].

*1 Printing is not possible when feeding from the inserter.

NOTE

- The number of sheets that can be folded or Saddle Stitch stapled varies depending on paper weight. For details, refer to the following:

➡ Folding Unit (For 4,000-sheet Finisher) (page 784)

➡ Folding Unit (For 100-sheet Staple Finisher) (page 785)

Duplex

Custom Box Functions

USB Drive Functions

The following modes are available.

Printing

Print a document to 1-sided or 2-sided sheets.

Item		Value	Description
1-sided		—	Disables the function.
2-sided	Finishing	Left/Right	Prints a 2-sided document so that the sheets are aligned properly for binding on the left or right.
		Top	Prints a 2-sided document so that the sheets are aligned properly for binding on the top.

Cover

Custom Box Functions

Adds a cover to the finished documents.

You can print the first page and/or the last page onto colored paper or thick paper fed from the different paper source than the regular one. The following two options are available. Paper for the cover is supplied from the multipurpose tray. To feed the cover paper from the cassette or inserter, refer to the following:

➡ Paper Feed Settings (page 332)

The printing method can be set for the covers. Specify a print setting for each cover.

Item		Value	Description
Off			
Front Cover	Front Cover Print Setting[1]	Do Not Print, Front Only, Back Only[2], Duplex[2]	Different paper has to be inserted for the first page of the document. Select [Stop Printing], [Front Only], [Back Only], or [Duplex] for the print setting of the inserted paper.
Front and Back Covers	Front Cover Print Setting[1]	Do Not Print, Front Only, Back Only[2], Duplex[2]	Different paper has to be inserted for the first page and last page of the document. Select [Stop Printing], [Front Only], [Back Only], or [Duplex] for the print setting of the inserted paper.
	Back Cover Print Setting[1]	Do Not Print, Front Only, Back Only[2], Duplex[2]	

*1 Printing is not possible when feeding from the inserter.

*2 [Back Only] and [Duplex] appears when finishing is set to 2-sided in "Duplex".

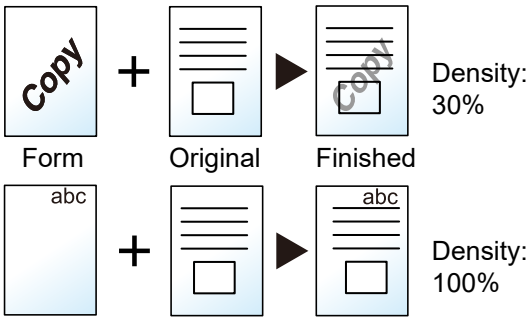
➡ Duplex (page 271)

Form Overlay

Custom Box Functions

Prints the original document overlaid with a form or image.

You can use a form that is already registered in the Document Box.



Item	Value	Description
Off		

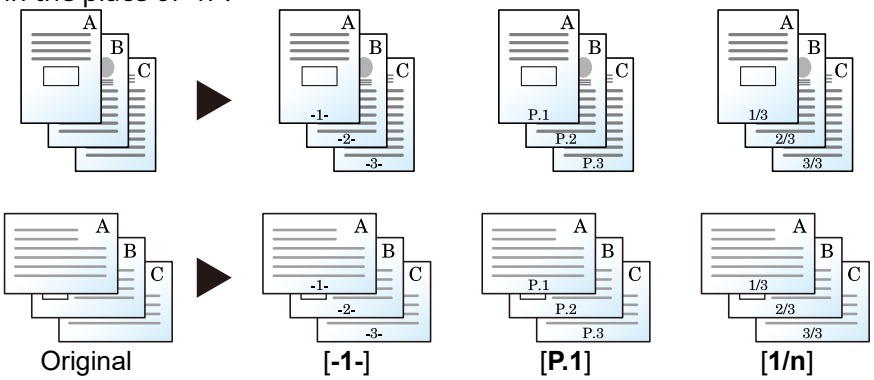
Item			Value	Description
Select Stored Form	Select Stored Form		—	Form must be previously registered in Document Box. Form for Form Overlay Select the form to be overlaid from Document Box. Select [Select Stored Form] to display the Document Box that store documents which can be used as a form. Select the desired form from the list and select [Select]. After you have selected the form, select [Next>].
	Select Stored Form	Density	10% to 100%	Specify the density of the form to be overlaid. Use [+], [-] or the numeric keys to set the value.
		Finishing Image	Transparent	The form is overlaid on the document.
			Form on Original Image	The form is placed on top of the document.
			Original Image on Form	The form is placed under the document.

Page

Custom Box Functions

Adds page numbers to the finished documents.

The available formats for numbering are [-1-], [P.1] and [1/n]. The format [1/n] prints the total number of pages in the place of "n".



Select the numbering format from [-1-], [P.1] or [1/n].

Off

-1-, P.1, 1/n

Position

Value	Description
Top Left, Top Middle, Top Right, Bottom Left, Bottom Middle, Bottom Right	Select the print position of page number. Specify the detailed page number position using numeric values, and to set the page number position ([Same as Front Page], [Mirror Front Page]) when a page number is placed on the back side of the paper in duplex printing.

1st Page

Value	Description
1 to 10	To start page numbering from a page other than the first page, use [+], [-] or the numeric keys to specify the starting page.

Start #

Value	Description
1 to 9999	To start the numbering with a number other than 1, use [+], [-] or the numeric keys to specify the starting number.

Denominator #[1]

Value	Description
Auto, Manual (1 to 9999)	The total number of pages "n" in the format [1/n] can be changed manually. Select [Manual] and use [+], [-] or the numeric keys to enter the total number of pages.

Last Page

Value	Description
Auto, Manual (-10 to 0)	If you do not want page numbering through to the last page, select [Manual]. Use [+], [-] or the numeric keys to specify the final page to be numbered (a negative number of pages counting backwards from the last page). Specify the desired number up to -10.

Font

Item	Value	Description
Font	Courier, Letter Gothic	Set the font of page number.
Size	Font sizes registered in "Font (Page #)" are displayed. ➡ Common (page 350)	Set the font size of page number.
Color	Black	Set the color of page number.
Style	None, Bold, Italic, Bold/Italic	Set the font style of page number. Select a font style by checking the checkbox.
Display Pattern	Transparent, Clipping,Overwrite	Set the display method of page number.
Density	10 to 100% (in 10% increments)	Set the density of the color of page number. Use [+], [-] or the numeric keys to set the value.

*1 This item appears when [1/n] is selected.

*3 Not displayed when printing from the custom box.

Text Stamp

Custom Box Functions

USB Drive Functions

You can add a text stamp on the documents.

Printing

NOTE

This cannot be set when Text Stamp is set in the system settings.

➡ Printing Jobs (page 411)

Off

On

Text Stamp

Value	Description
Any text string (up to 32 characters), Template 1 to 8	Select the entry field and enter the text string to be printed, or select a text stamp from the displayed templates. After you have set the stamp, select [Next>]. **NOTE** Templates that have been set will appear. ➡ Common (page 350)

Stamp Method

Value	Description
Each Print Page, Each Original Page	Select the stamp method. Select [Stamp Method] and set the stamp method for text stamp.

Position

Value	Description
Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the stamp position to be printed. Select[Position]and select the text stamp position. Specify the detailed stamp position using numeric values, and to set the stamp position and angle when a stamp is placed on the back side of the paper in duplex printing.

Font

Item	Value	Description
Font	Courier, Letter Gothic	Set the font of text stamp.
Size	Registered font sizes are displayed.	Set the font size of text stamp. For details on registering font sizes, refer to the following: ➡ Common (page 350)
Character Border	Off, Circle, Rectangle, Underline	Set the character border and underline.
Color	Black	Set the density of text stamp color. Set the value by using [+], [-] or the numeric keys.
Style	None, Bold, Italic, Bold/Italic	Set the font style of text stamp. Select a font style by checking the checkbox.
Display Pattern	Transparent, Clipping, Overwrite	Set the display method of text stamp.
Density	10 to 100% (in 10% increments)	Set the display method of text stamp.

Bates Stamp

Custom Box Functions

USB Drive Functions

You can add a bates stamp on the documents.

Printing

NOTE

This cannot be set when Text Stamp is set in the system settings.

➡ Printing Jobs (page 411)

Off

On

Bates Stamp

Value	Description
Date, User Name, Serial Number, Numbering, Text 1, Text 2	Set the stamp to be printed. When [Text 1] or [Text 2] is selected, select the entry field and enter the text string. After you have set the stamp, select [Next>].

Date Format

Value	Description
MM/DD/YYYY, DD/MM/YYYY,YYYY/MM/DD	Set the date format. This setting is available when "Date" is set in "Bates Stamp".

Position

Value	Description
Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the stamp position to be printed. Select [Position] and select the bates stamp position. Specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.

Numbering Default

Value	Description
1 to 9999999	Set the starting sequence number. If you select [Fixed Digit Number] > [On],you can set the number of digits of the serial number (1 to 7 digits). This setting is available when "Numbering" is set in "Bates Stamp".

Font

Item	Value	Description
Font	Courier, Letter Gothic	Set the font of bates stamp.
Size	Registered font sizes are displayed.	Set the font size of bates stamp. For details on registering font sizes, refer to the following: ➡ Common (page 350)
Color	Black, Cyan, Magenta, Yellow, Red, Green, Blue, White	Set the color of the bates stamp.
Style	None, Bold, Italic, Bold/Italic	Set the font style of bates stamp. Select a font style by checking the checkbox.
Display Pattern	Transparent, Clipping, Overwrite	Set the display method of the bates stamp.
Density	10 to 100% (in 10% increments)	Set the density of bates stamp color. Set the value by using [+], [-] or the numeric keys.

Job Finish Notice

Custom Box Functions

USB Drive Functions

Sends E-mail notice when a job is complete.

It is also available that send a notice when a job is interrupted.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

NOTE

- PC should be configured in advance so that E-mail can be used.

  ➡ Embedded Web Server RX (page 108)

- E-mail can be sent to a single destination.

Item		Description
Off		
Address Entry		Enter E-mail address directly. Select the entry field, enter the address (up to 256 characters) and select [OK].
Address Entry	Notify when interrupted	Select [On] if you require an e-mail notification when a job is interrupted.

File Name Entry

Custom Box Functions

USB Drive Functions

Adds a file name.

Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters).

To add date and time, select [Date and Time]. To add job number, select [Job No.]. To add both, select [Job No.] & [Date and Time] or [Date and Time] & [Job No.].

Priority Override

Custom Box Functions

USB Drive Functions

Suspends the current job and gives a new job top priority.

The suspended job resumes after the other job is finished.

(Value: [Off] / [On])

NOTE

- This function is not available if current job was an override.

Delete after Printed

Custom Box Functions

Automatically deletes a document from the box once printing is complete.

(Value: [Off] / [On])

Encrypted PDF Password

USB Drive Functions

Enter the preassigned password to print the PDF data.

Enter the Password, and select [OK].

NOTE

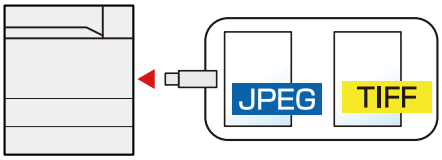
For details on entering the password, refer to the following:

➡ Character Entry Method (page 756)

JPEG/TIFF Print

USB Drive Functions

Select the image size when printing JPEG or TIFF files.



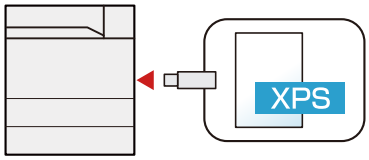
Item	Description
Paper Size	Fits the image size to the selected paper size.
Image Resolution	Prints at resolution of the actual image.
Print Resolution	Fits the image size to the print resolution.

XPS Fit to Page

USB Drive Functions

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(Value: [Off] / [On])



7 Status/Job Cancel

Checking Job Status....289
Checking Job History....294
Job Operation....297
Device Information....301
Checking the Remaining Amount of Toner and Paper (Supplies/Paper)....304
Checking the CO2 Emission Chart....305

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the touch panel in four different screens - Printing Jobs.

The following job statuses are available.

Status Display	Job status to be displayed
Print Job Status	• Printer • Printing from Document Box • Printing data from USB Drive • Application • Job Report/List
Store Job Status	• Printer • Join Box Document • Copy Box Document

Displaying Status Screens

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select the job you want to check.

Select either of [Print Jobs] to check the status.

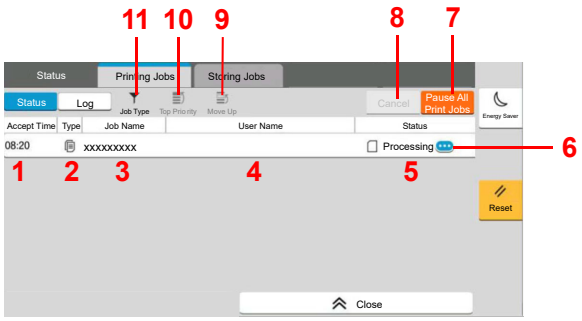
➡ Print Jobs Screen (page 290)

Details of the Status Screens

NOTE

- You can show the job statuses of all users, or only the statuses of your own jobs.
  ➡ Status (page 361)
- This setting can also be changed from Embedded Web Server RX.
  ➡ **Embedded Web Server RX User Guide**

Print Jobs Screen



1 Accepted Time

Accepted Time of job

2 Type

Icons that indicate the job type

Printer job

Job from Document Box

Data from USB Drive

Application

Report/List

3 Job Name

Job Name or file name

4 User Name

User Name for the executed job

5 Status

Status of job

InProcess: The status before starting to print.

Printing: Printing

Waiting: Print Waiting

Pause: Pausing print job or error

Canceling: Canceling the job

6 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 293)

You can select [ ] (information icon) in “Copies” in the detailed information screen to change the number of copies that are printed.

7 [Pause All Print Jobs]

Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.

8 [Cancel]

Select the job you want to cancel from the list, and select this key.

9 [Move Up]

In the list, select the job that you want to move up the job queue and select this key.

➡ Reordering Print Jobs (page 300)

10 [Top Priority]

Select the job to be overridden, and select this key.

➡ Priority Override for Waiting Jobs (page 299)

11 [Job Type]

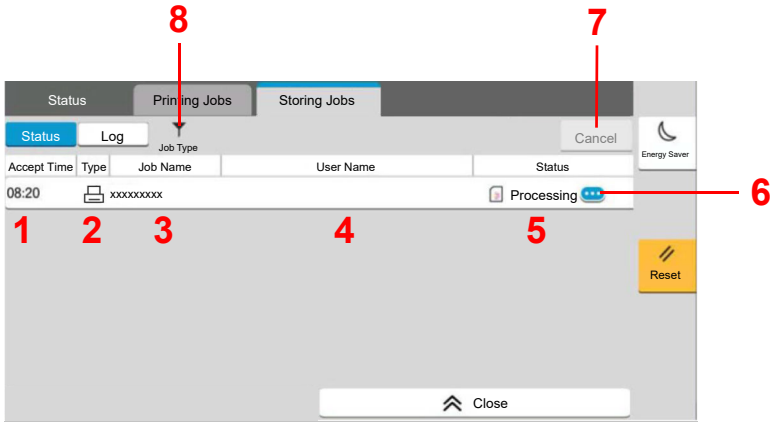
Only selected type of jobs is displayed.

NOTE

- The job name and user name can be changed to other information if needed.

➡ Status (page 361)

Store Jobs screen



1 Accepted Time

Accepted Time of job

2 Type

Icons that indicate the job type

Storing Job Printer

Join Box Document

Copy Box Document

3 Job Name

Job name or file name is displayed.

4 User Name

User Name for the executed job

5 Status

Status of job

InProcess: The status before starting to save

Storing: Storing Data

Canceling: Canceling the job

Pause: Pausing the job

6 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 293)

7 [Cancel]

Select the job you want to cancel from the list, and select this key.

8 [Job Type]

Only selected type of jobs is displayed.

NOTE

- The job name and user name can be changed to other information if needed.

➡ Status (page 361)

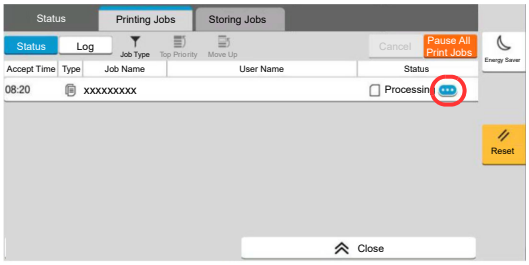
Checking Detailed Information of Jobs

1 Display the screen.

➡ Details of the Status Screens (page 290)

2 Check the information.

1 Select [ ] (information icon) for the job for which you wish to display detailed information.



Detailed information of the selected job is displayed.

In printing Jobs, you can check the destination by selecting [ ] (information icon) in "Result". Select [ ] (information icon) for the destination to display detailed information.

2 To exit from the detailed information, select [Close].

Checking Job History

NOTE

- Job history is also available by Embedded Web Server RX or NETWORK PRINT MONITOR from the computer.
  - ➡ **Embedded Web Server RX User Guide**
  - ➡ **NETWORK PRINT MONITOR User Guide**
- You can show the job log of all users, or only your own job log.
  - ➡ Status (page 361)
- This setting can also be changed from Embedded Web Server RX.
  - ➡ **Embedded Web Server RX User Guide**

Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs.

The following job histories are available.

Screen	Job histories to be displayed
Print Job Log	• Printer • Printing from Document Box • Email reception • Printing data from USB Drive • Application • Job Report/List
Store Job Log	• Printer • Join Box Document • Copy Box Document

Displaying Job History Screen

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select the job to check details.

Select the [Log] tab, and select the job to check details from the list.

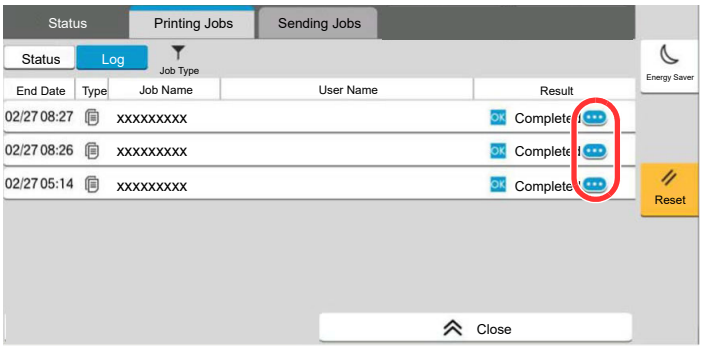
Checking the Detailed Information of Histories

1 Display the screen.

➡ Details of the Status Screens (page 290)

2 Check the information.

1 Select [ ] (information icon) for the job you want to check.



Detailed information of the selected job is displayed.

2 To exit from the detailed information, select [Close].

Sending the Log History

You can send the log history by E-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

➡ History Settings (page 347)

Job Operation

Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

1 **Display the screen.**

Select the [Status/Job Cancel] key..

2 **Select [Pause All Print Jobs] on the printing jobs status screen.**

Printing is paused.

When resuming the printing of jobs that have been paused, select [Resume All Print Jobs].

Canceling of Jobs

A job in printing/waiting status can be canceled.

1. **Display the screen.**

   Select the [Status/Job Cancel] key.

2. **Select the job to be canceled from the list, and select [Cancel].**

3. **Select [Yes] in the confirmation screen.**

Priority Override for Waiting Jobs

Priority Override function suspends the current job and prints the job in waiting first.

1 **Display the screen.**

Select the [Status/Job Cancel] key.

2 **Select the job to be given priority, and select [Top Priority].**

3 **Select [Print] in the confirmation screen.**

The current job in printing is suspended, and the job for override.

Reordering Print Jobs

This function allows you to select a queued print job and raise its output priority.

1 **Display the screen.**

Select the [Status/Job Cancel] key.

2 **Select the job to be assigned a higher priority and select [Move Up].**

3 **Select [Yes] in the confirmation screen.**

The priority of the selected job is increased by 1.

To further raise the job's priority, select [Move Up] again. Each time you select [Move Up], the priority increases by 1.

Device Information

Configure the devices/lines installed or connected to this machine or check their status.

1 Display the screen.

1 Select the [Home] key.

2 Select [Device Information].

The screen to check the status or configure the devices is displayed.

2 Check the Information.

The items you can check are described below.

Identification/Wired Network

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

Wi-Fi

You can check the status of Wi-Fi connection, such as the device name, network name and IP address.

NOTE

Displayed when the optional Wireless Network Interface Kit is installed.

Supplies/Paper

You can check the remaining amount of toner, and paper.

➡ Checking the Remaining Amount of Toner and Paper (Supplies/Paper) (page 304)

USB/NFC/Bluetooth

You can check the connection status of USB drive, NFC (Near Field Communication) and Bluetooth keyboard.

- Select [Format] for "USB Drive" to format external media.

IMPORTANT

When [Format] is selected, all data in the USB drive is erased.

- Select [Remove] for "USB Drive" to safely remove the external media.
- Select "Bluetooth" [Connect]to set the Bluetooth keyboard connection.

Option/Application

You can check information on the options and applications that are used.

Capability/Software Version

You can check the software version and performance.

The software can be updated over the internet by selecting [Online Software Update].

➡ Updating the Software (page 302)

Security

You can check the security information on the machine.

Report

You can print various reports and lists.

Remote Operation Status

You can check the situation of remote operation.

Updating the Software

When this machine is connected to a network, the software can be updated over the internet from the operation panel of this product.

1 Display the screen.

When updating firmware

Select [Home] key > [Device Information] > [Capability/Version] > “Software Version” > [Online Software Update].

Or

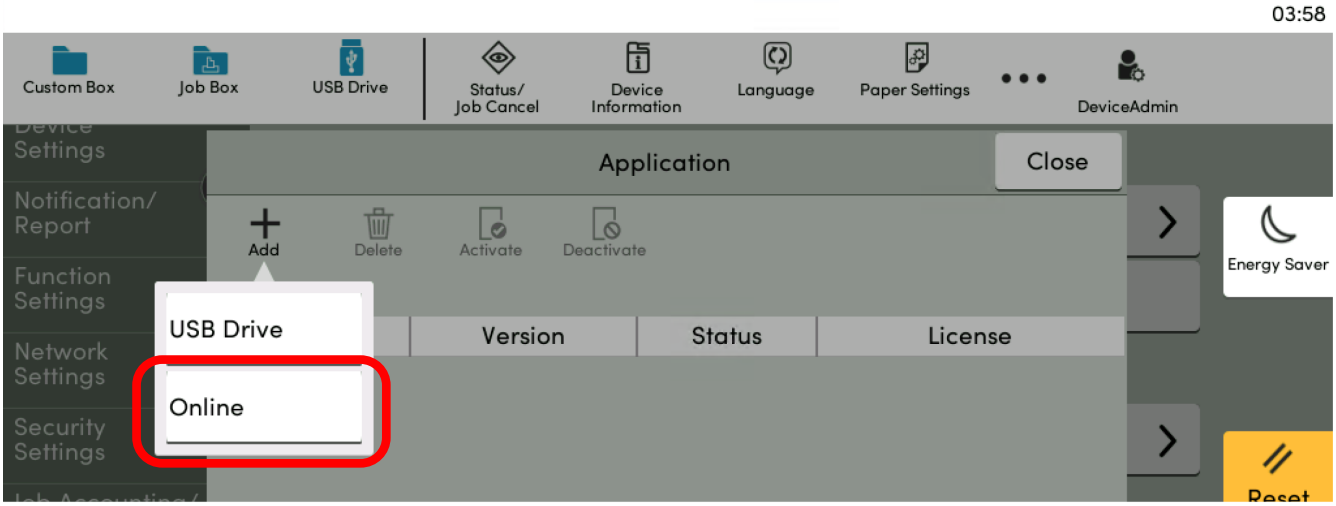
Select [Home] key > [...] > [System Menu]> [Adjustment/Maintenance] > “Others” [Online Software Update] > [Firmware].

When updating the HyPAS application

Select [Home] key > [Device Information] > [Capability/Version] > “Software Version” > [Online Software Update].

Or

Select [Home] key > [...] > [System Menu]> [Add/Delete Application] > “Application” [Add/ Delete Application] > “Application” [+Add] >[Online].



NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Check to see if updating software exists

Select [Yes], and check on the internet to see if updating software exists.

3 Start installation of updating software

When updating software is available, the software can be updated by following instructions on the operation screen.

IMPORTANT

- Software cannot be updated while a job is executing. Try again later.
- Do not turn off the power during the installation of the update software.

Checking the Remaining Amount of Toner and Paper (Supplies/Paper)

Check the remaining amount of toner, and paper on the touch panel.

1 Display the screen.

1. Select the [Home] key.
2. Select [Device Information].
3. Select [Supplies/Paper].

2 Check the Information.

The items you can check are described below.

Toner Information

The amount of toner remaining is shown in levels. And you can check the status of waste toner box.

Paper Status

You can check the size, orientation, type, and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

Others

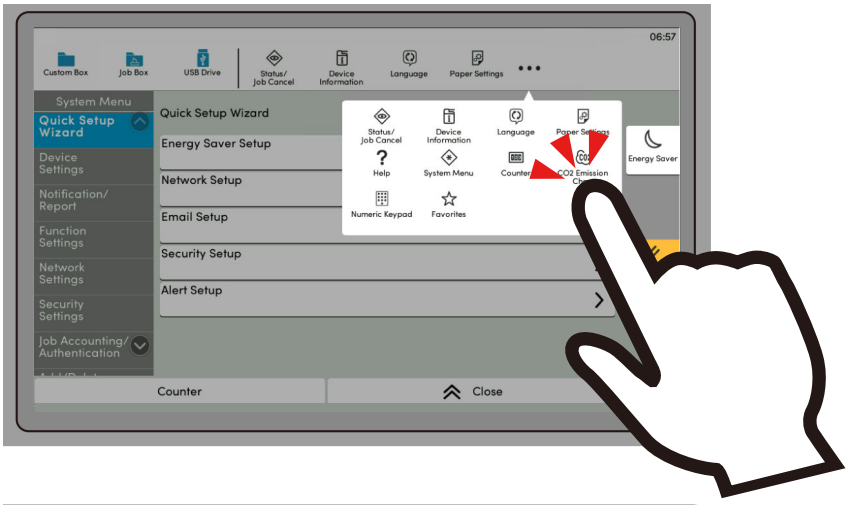
You can check the status of staples and punch waste box.

Checking the CO2 Emission Chart

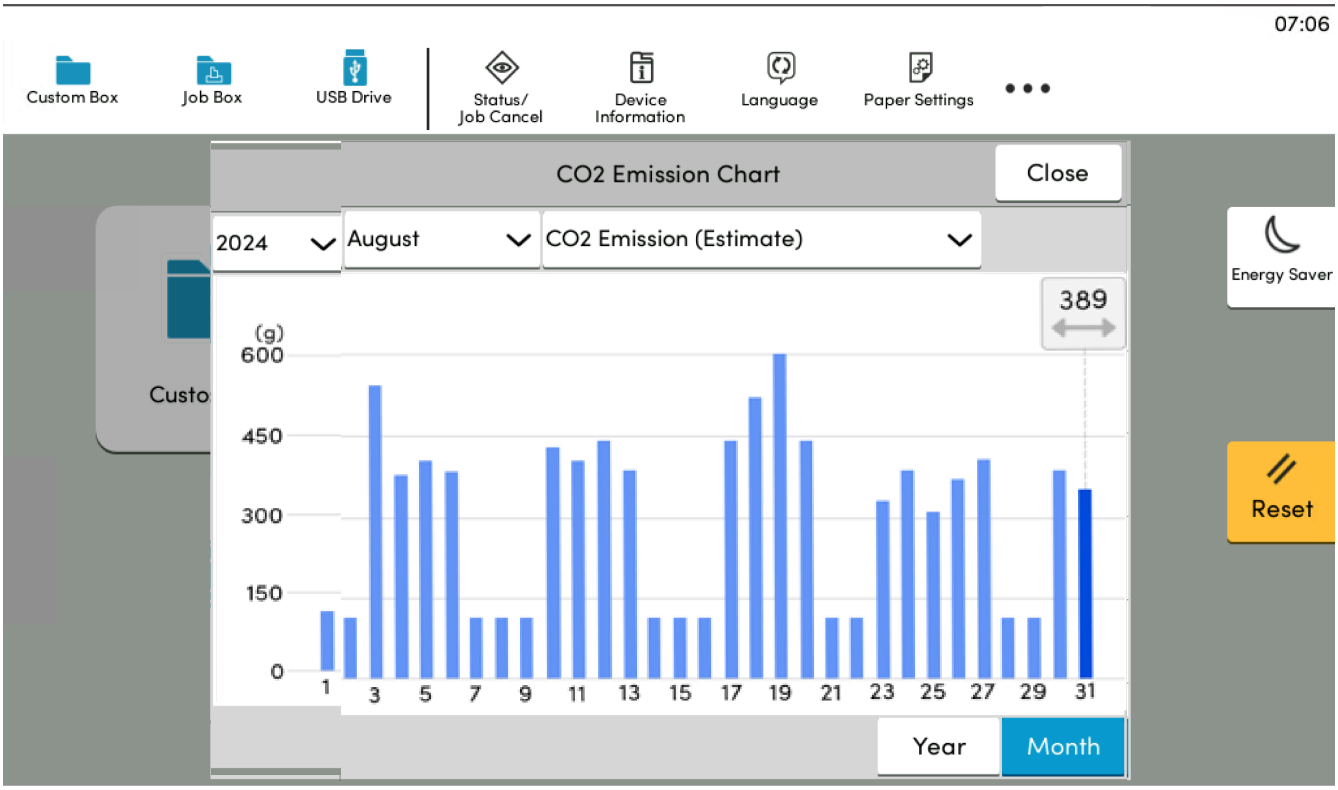
Check the CO_2 emission chart and power usage.

1 Display the screen.

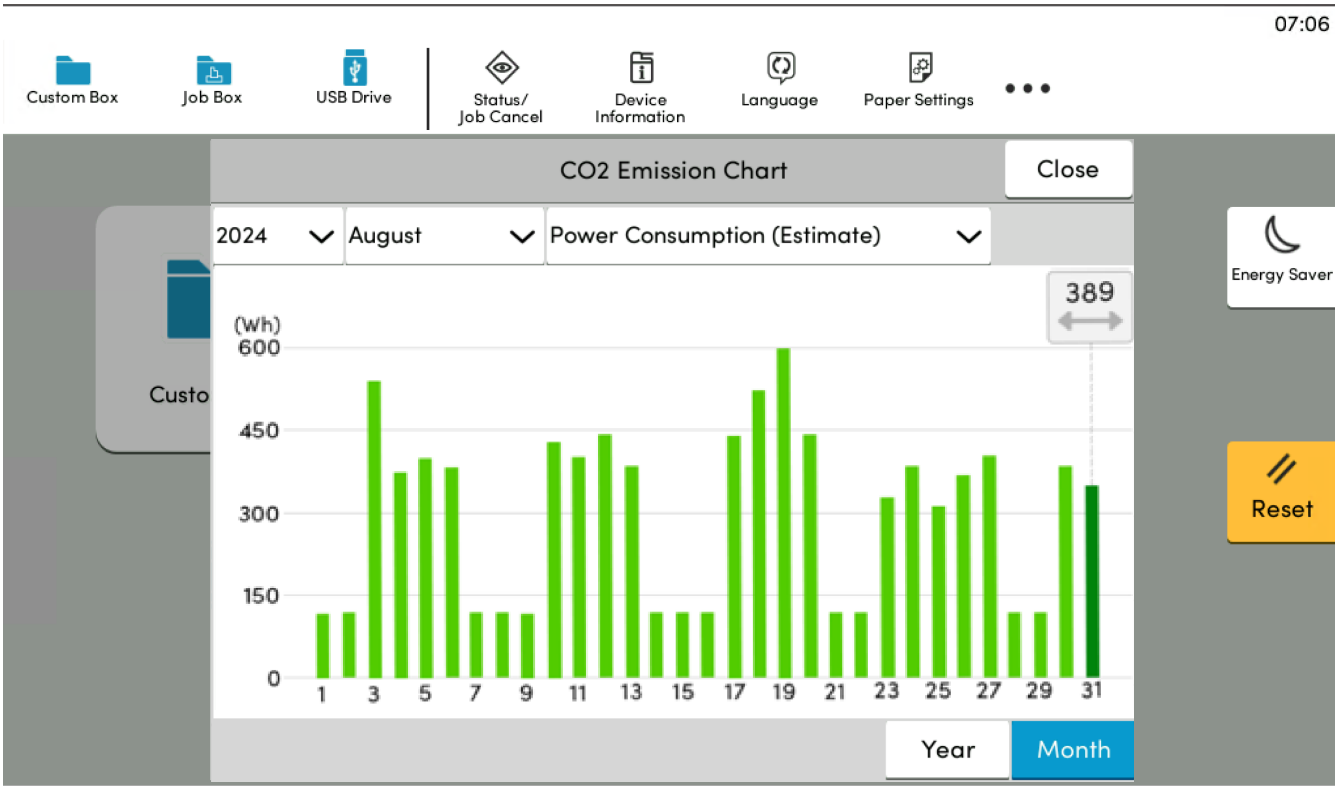
[Home] key > [...] > [CO2 Emission Chart]



2 Check the CO_2 emissions.



3 Check the power consumption.



NOTE

- You can configure the CO_2 emission chart settings.

  ➡ CO2 Emission Chart (page 365)

- You can also check the CO_2 emissions and power consumption from Embedded Web Server RX.

  ➡ **Embedded Web Server RX User Guide**

8 Setup and Registration (System Menu)

System Menu 308

System Menu

Configure settings related to overall machine operation.

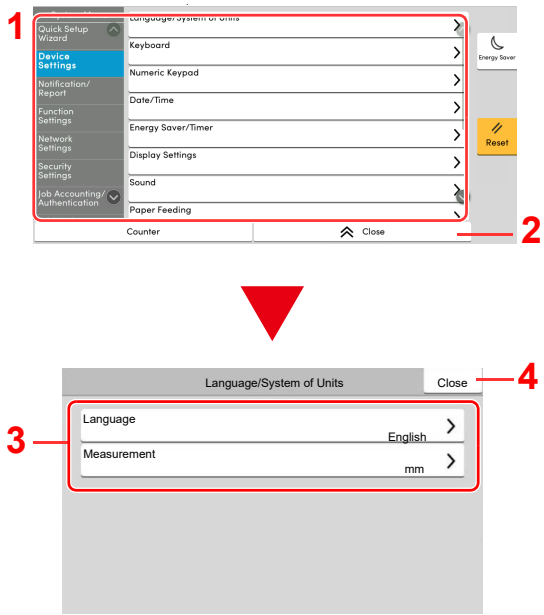
Operation Method

System Menu is operated as follows:

1 Display the screen.

Select the [Home] key > [...] > [System Menu].

2 Select a function.



1 Displays the System Menu items. Items that are not displayed can be displayed by swiping the screen up and down.

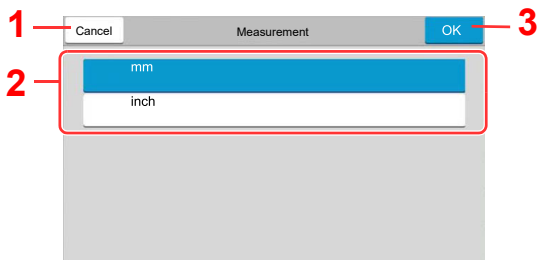
2 Returns to the previous screen.

3 Displays setting items.

Select the key of a function to display the setting screen.

4 Returns to the previous screen.

3 Configure the function.



1 Returns to the previous screen without making any changes.

2 Enter a setting by selecting it and return to the previous screen.

3 Accepts the settings and exits.

NOTE

- If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.
- If function default settings have been changed, the [Reset] key can be selected in each function screen to immediately change the settings.

Refer to System Menu Settings on the following page and configure as needed.

System Menu Settings

This section explains the functions that can be configured in System Menu. To configure the settings, select the item in System Menu and select the setting item. For details on each function, see the table below.

Quick Setup Wizard

The Quick Setup Wizard configures Energy Saver, Network, E-mail ,Security and Alert Setup.

➡ Quick Setup Wizard (page 87)

Device Settings

Configure overall machine operation.

➡ Device Settings (page 314)

Item	Description
Language/System of Units	Set the language to use for the touch panel display, and select inch or metric for the unit for paper dimensions. ➡ Language/System of Units (page 314)
Keyboard	Change the layout of the touch panel keyboard used to enter characters. ➡ Keyboard (page 315)
Numeric Keypad	Select whether or not to display the numeric keypad. ➡ Numeric Keypad (page 316)
Date/Time	Configures settings related to the date and time. ➡ Date/Time (page 317)
Energy Saver/Timer	Configure the Energy Saver settings. ➡ Energy Saver/Timer (page 318)
Display Settings	Configure the touch panel display settings. ➡ Display Settings (page 321)
Sound	Set options for buzzer sound during the machine operations. ➡ Sound (page 322)
Paper Feeding	Configure the paper and paper source settings. ➡ Paper Feeding (page 323)
Paper Output	Configure settings for paper output. ➡ Paper Output (page 334)
Function Key Assignment	Assign a function to each function key. ➡ Function Key Assignment (page 336)
Operation Assist	It is possible to configure the settings for the Orientation Selection screen display and the Preset Limit on the number of copies that can be made at one time. ➡ Operation Assist (page 337)
Error Handling	Select whether to cancel or continue the job when error has occurred. ➡ Error Handling (page 338)

Item	Description
Toner Settings	Configure the toner settings. ➡ Toner Settings (page 341)

Notification/Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

➡ Notification/Report (page 342)

Item	Description
Printing Report/List	Print various reports and lists. ➡ Printing Report/List (page 342)
Device Status Notification	Configure settings for toner notices. ➡ Device Status Notification (page 344)
Message Board Settings	Configure settings for message board. ➡ Message Board Settings (page 345)
History Settings	Configure settings for printing the history of the machine use. ➡ History Settings (page 347)

Function Settings

Configures settings for Document Box functions.

➡ Function Settings (page 350)

Item	Description
Function Defaults	Defaults are the values automatically set after the warm-up is completed or the [Reset] key is selected. Set the defaults for available settings such as document box functions. Setting the frequently-used values as defaults makes subsequent jobs easier. ➡ Function Defaults (page 350)
Email	Configure settings for email transmission and receipt. Email
WSD	Configure settings for WSD Print. WSD
Printer	Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine. ➡ Printer (page 354)
Document Box	Configure settings for Custom Box. ➡ Document Box (page 358)
Job Box	Configure settings for Job Box. ➡ Job Box (page 359)

Item	Description
Home	Configure settings for Home screen. ➡ Home (page 360)
Status	Configure settings for Status. ➡ Status (page 361)
Internet Browser	Configure settings related to the Internet. ➡ Internet Browser (page 362)
Manual Staple	Select whether to use Manual Staple. ➡ Manual Staple (page 363)
Remote Services	Configures remote services settings. ➡ Remote Services (page 364)
CO2 Emission Chart	Configures CO_2 Emission Chart settings. ➡ CO2 Emission Chart (page 365)

Network Settings

Configures network settings.

➡ Network Settings (page 366)

Item	Description
Network Settings	Configure the wired network and Wi-Fi settings. ➡ Network Settings (page 366)
Optional Network	Configure settings for the optional Network Interface Kit or Wireless Network Interface Kit. ➡ Optional Network (page 394)
Connectivity	Configure the Connectivity settings of this machine to other devices. ➡ Connectivity (page 400)
Others	Configure other network related settings. ➡ Others (page 401)

Security Settings

Configures security settings.

➡ Security Settings (page 402)

Item	Description
Security Quick Setup	The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu. ➡ Security Quick Setup (page 402)
Interface Block Setting	This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces. ➡ Interface Block Setting (page 404)

Item	Description
Device Security Settings	Configures the device security settings. ➡ Device Security Settings (page 405)
System Stamp	Configure settings for header, footer, and stamp. ➡ System Stamp (page 411)
Authentication Security	Configure security settings for User Authentication. ➡ Authentication Security (page 414)
Network	Configure security settings on the network. ➡ Network (page 416)

Job Accounting/Authentication

Configures settings related to machine management.

➡ Job Accounting/Authentication (page 417)

User Login:

➡ Overview of User Login Administration (page 424)

Job Accounting:

➡ Overview of Job Accounting (page 455)

Add/Delete Application

Configure settings for Application.

➡ Add/Delete Application (page 418)

Item	Description
Application	Configure settings for applications that help you perform your daily more efficiently such as an authentication feature. ➡ Application (page 201)
Optional Function	You can use the optional applications installed on this machine. ➡ Overview of the Applications (page 753)

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

➡ Adjustment/Maintenance (page 419)

Item	Description
Image Adjustment	Perform Image Adjustment. ➡ Image Adjustment (page 419)
Behavior Adjustment	Perform Behavior Adjustment for the machine. ➡ Behavior Adjustment (page 421)
Others	Adjust Others. ➡ Others (page 422)

Device Settings

Configures overall machine operation.

Language/System of Units

[Home] key > [...] > [System Menu] > [Device Settings] > [Language/System of Units]

Item	Description
Language	Set the language to use for the touch panel display.
Measurement	Select inch or metric for the unit for paper dimensions. Value: mm, inch

Keyboard

[Home] key > [...] > [System Menu] > [Device Settings] > [Keyboard]

Item	Description
Keyboard Layout	Change the layout of the touch panel keyboard used to enter characters. Value: QWERTY, QWERTZ, AZERTY
Optional Keyboard Type	Select the type of optional keyboard that you want to use. Value: US-English, US-English with Euro, French, German, UK-English

Numeric Keypad

[Home] key > [...] > [System Menu] > [Device Settings] > [Numeric Keypad]

Item	Description
Default Display	**Print from Box** Select whether or not to display the numeric keypad. Value: Off, On **HyPAS Application** Select whether or not to display the numeric keypad. Value: Off, On
Layout (HyPAS Application)	Select the HyPAS numeric keypad layout to display upon startup. Value: Floating, Horizontal, On the Right

Date/Time

[Home] key > [...] > [System Menu] > [Device Settings] > [Date/Time]

Item	Description
Date and Time	Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header. Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23), Minute (0 to 59), Second (0 to 59) **NOTE** If you change the date/time while using the trial version of an application, you will no longer be able to use the application.
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation. Value: MM/DD/YYYY, DD/MM/YYYY, YYYY/MM/DD
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time. ➡ Setting Date and Time (page 66)

Energy Saver/Timer

[Home] key > [...] > [System Menu] > [Device Settings] > [Energy Saver/Timer]

Auto Panel Reset

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not.

Value: Off, On

NOTE

For setting the time until the panel is automatically reset, refer to the following:

➡ Energy Saver/Timer (page 318)

Panel Reset Timer

If you select [On] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset.

Value: 5 to 495 seconds (in 5 second increments)

NOTE

This function is displayed when [Auto Panel Reset] is set to [On].

Low Power Timer

Set amount of time before entering the Low Power mode.

Value: 1 to 120 minutes (1 minute increments)

➡ Low Power Mode (page 79)

Sleep Timer

Set amount of time before entering Sleep.

Value: 1 to 120 minutes (10 minutes increments)

Sleep Rules (models for Europe) [1]

Select whether to use the Sleep mode for the following functions individually:

- ID Card Reader [2]
- Application

Value: Off, On

NOTE

If the sleep condition is not turned off, the ID card cannot be recognized.

Sleep Level (models except for Europe) [1]

Select the sleep level.

Set the Energy Saver mode to reduce power consumption even more than normal Sleep mode.

Value: Quick Recovery, Energy Saver

Item	Description
Sleep Rules	Select whether to use the Energy Saver mode for the following functions individually: • ID Card Reader [2] • Application Value: Off, On **NOTE** When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized.

Weekly Timer Settings

Configure settings for switching the machine into Sleep mode and waking it automatically at a specified time for each day of the week.

Item	Description
Weekly Timer	Select whether to use Weekly Timer. Value: Off, On
Schedule	Specify the time for each day of the week at which the machine enters Sleep mode and recovers.
Retry	Set the number of retry to switch the machine into Sleep mode. Value: Limited Retries, Unlimited Retries **NOTE** • If [Limited Retries] is selected, set the number of retry. The setting range is 0 to 10. • If [Unlimited Retries] is selected, retry is performed until the machine enters Sleep mode.
Retry Interval	Set the retry interval. Use [-] / [+] to enter a number. Value: 10 to 60 seconds (increments of 10 seconds)

Power Off Timer (models for Europe)

Select whether to turn off the power automatically after a period of inactivity.

Value: 20 minutes, 1 hour, 2 hours, 3 hours, 4 hours, 5 hours, 6 hours, 9 hours, 12 hours, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 1 week

Power Off Rule (models for Europe)

Select whether or not the machine enters Power Off mode for the following function.

Select [On] to set the Power Off mode.

- Network
- USB Cable
- USB Host
- Application
- NIC
- Remote Diagnostics

Value: Off, On

NOTE

- Even when any of the functions is set to [On], if [NIC] is set to [Off], the machine does not enter Power Off Mode.
- Even when [Network] or [USB Cable] is set to [Off], if the machine does not communicate with the other devices, the machine will enter Power Off Mode.
- [NIC] is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

Motion Sensor

Automatically wake up from low power mode or sleep mode when someone approaches the device.

Value: Ultra Low, 1 (Low), 2, 3 (High)

Energy Saver Recovery Level

Select the method of recovery from energy saver.

Value:

Full Recovery:

This mode enables the use of all functions immediately. However, this mode saves less energy.

Normal Recovery:

In this mode, you can select the method from the following:

enabling the use of all functions immediately or enabling the use of desired functions only.

If you want to use all functions immediately, select the [Energy Saver] key to execute recovery.

Ping Timeout

Set the time until timeout occurs when [Ping] is executed in "System/Network".

Value: 1 to 30 seconds (in 1 second increments)

*1 This function will not be displayed when the optional Network Interface Kit or Fiery controller is installed.

*2 Displayed when the optional Card Authentication Kit is activated.

Display Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Display Settings]

Item	Description
Display Brightness	Set the brightness of the touch panel. Value: 1 (Darker), 2, 3, 4, 5 (Lighter)
Default Screen	Select the screen appearing right after start-up (default screen). Value: Home, Status, Custom Box, Job Box, USB Drive, Favorite, Internet Browser , Application Name [2]
Wallpaper	➡ Editing the Home Screen (page 52)
Show Power Off Message	Set the mode whether display a confirmation message in power supply off. Value: Off, On
Quick Setup Registration (Box Print)	Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available. Value: Off, Paper Selection, Collate/Offset, Staple/Punch [3], Duplex, Combine, Delete after Printed, Color Selection

*2 The running application will be displayed.

➡ Application (page 201)

*3 Displayed when the optional Document Finisher is installed. When a punching unit is not installed, this item name is "Staple".

Sound

[Home] key > [...] > [System Menu] > [Device Settings] > [Sound]

Buzzer

Set options for buzzer sound during the machine operations.

Item	Description
Tone	Set the tone of the buzzer. Value: Sound1, Beep
Volume	Set the buzzer volume level. Value: 0 (Mute), 1 (Minimum), 2, 3 (Medium), 4, 5 (Maximum)
Key Confirmation	Emit a sound when the operation panel and touch panel keys are selected. Value: Off, On
Job Finish	Emit a sound when a print job is normally completed. Value: Off, On,
Ready	Emit a sound when the warm-up is completed. Value: Off, On
Warning	Emit a sound when errors occur. Value: Off, On
Optional Keyboard	Emit a sound to confirm key presses with a sound. Value: Off, On

Paper Feeding

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding]

Configure the paper and paper source settings.

Cassette 1 (to 5) Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Cassette 1 (to 5) Settings]

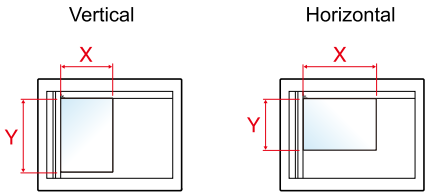
NOTE

[Cassette 3] to [Cassette 5] are displayed when the following optional paper feeder is installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 5]: When a side feeder (3,000-sheet) is installed.

Item	Description
Paper Size [1]	Select paper size. Paper size is automatically detected and selected when [Auto (Metric)] or [Auto (Inch)] is selected. Value: Auto (Metric), Auto (Inch), A3 [2] [3], A4 [3], A4-R [3], A5 [3], A5-R [3], A6 [3], B4 [2] [3], B5 [3], B5-R [3], B6 [3], Folio [3], 216×340mm, SRA3 [2] [3], Ledger, Letter, Letter-R, Legal, Statement, 12×18", Executive, Oficio II, 8K [2], 16K, 16K-R ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4 [2], Hagaki [3], Oufukuhagaki, Kakugata 2 [2], Youkei 4, Youkei 2, Nagagata 3, Size Entry If you selected [Size Entry], enter the paper size. Value **Cassette 1** Metric X: 148 to 356 mm (in 1 mm increments) Y: 98 to 297 mm (in 1 mm increments) Inch X: 5.83 to 14.02" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) **Cassette 2 to 4** Metric X: 148 to 457 mm (in 1mm increments) Y: 98 to 320 mm (in 1mm increments) Inch X: 5.83 to 18.00" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) X=Length, Y=Width 
Media Type [4]	Select the media type. Value: Plain (60 - 105 g/m^2), Rough, Vellum (60 - 105 g/m^2), Recycled, Preprinted [5], Hagaki (Cardstock) [6], Bond, Color, Prepunched [5], Letterhead [5], Envelope [6], Thick (60 - 220 g/m^2), High Quality, Custom 1 - 8

*1 When the optional Large Capacity Feeder (1,500-sheet×2) or Side Feeder (3,000-sheet) is used, paper size does not appear.

*2 Not displayed in Cassette 1.

*3 Paper size automatically detected in the cassette.

*4 To change to a media type other than "Plain".

➡ Media Type Setting (page 329)

When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

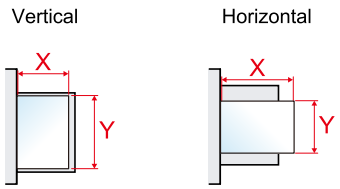
*5 To print on preprinted or prepunched paper or on letterhead.

➡ Paper Feed Settings (page 332)

*6 Not displayed in the optional Large Capacity Feeder (1,500-sheet×2) or Side Feeder (3,000-sheet).

MP Tray Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [MP Tray Settings]

Item	Description
Paper Size	Select paper size. Paper size is automatically detected and selected when [Auto (Metric)] or [Auto (Inch)] is selected. Value: Auto (Metric), Auto (Inch), A3 [1], A4 [1], A4-R [1], A5 [1], A5-R, A6 [1], B4 [1], B5 [1], B5-R [1], B6 [1], Folio [1], 216×340mm, SRA3 [1], Ledger, Letter, Letter-R, Legal, Statement, 12×18", Executive, Oficio II, 8K, 16K, 16K-R, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki [1], Oufukuhagaki, Kakugata 2 Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Size Entry If you selected [Size Entry], enter the paper size. Value **Metric** X: 148 to 457 mm (in 1 mm increments) Y: 98 to 320 mm (in 1 mm increments) **Inch** X: 5.83 to 18.00" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) X=Length, Y=Width 
Media Type [2]	Select the media type. Value: Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted [3], Bond, Cardstock, Color, Prepunched [3], Letterhead [3], Envelope, Thick, Coated, High Quality, Index Tab Dividers, Custom 1 - 8

*1 Paper size automatically detected in the cassette.

*2 To change to a media type other than "Plain".

➡ Media Type Setting (page 329)

*3 To print on preprinted or prepunched paper or on letterhead.

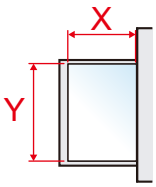
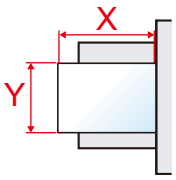
➡ Paper Feed Settings (page 332)

Inserter Tray 1 (2)

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Inserter Tray 1 (2)]

NOTE

[Inserter Tray 1 (2)] is displayed when the optional inserter is installed.

Item	Description
Paper Size	Select the paper size. When [Auto (A/B)] or [Auto (Inch)] is selected, the paper size is automatically detected and selected. Value: Auto (Metric), Auto (Inch), A3 [1], A4 [1], A4-R [1], A5-R [1], A6, B4 [1], B5 [1], B5-R [1], Folio [1], SRA3 [1], Ledger, Letter, Letter-R, Legal, Statement, 12×18", Executive, Oficio II, 8K, 16K, 16K-R, ISO B5, Size Entry If you selected [Size Entry], enter the paper size. Value **Metric** X: 210 to 457 mm (in 1 mm increments) Y: 148 to 320 mm (in 1 mm increments) **Inch** X: 8.27 to 18.00" (in 0.01" increments) Y: 5.83 to 12.60" (in 0.01" increments) X=Length, Y=Width Vertical  Horizontal 
Media Type [2]	Select the media type. Value: Plain, Vellum, Labels, Recycled, Preprinted[3], Bond, Color, Prepunched[3], Letterhead[3], Thick, High Quality, Custom 1 - 8

*1 Paper size that can be automatically detected by the inserter tray

*2 To change to a media type other than "Plain".

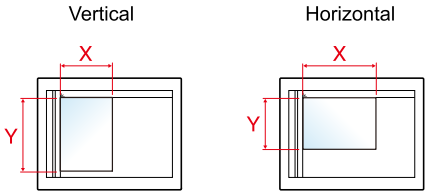
➡ Media Type Setting (page 329)

*3 To print on preprinted or prepunched paper or on letterhead.

➡ Paper Feed Settings (page 332)

Custom Paper Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Custom Paper Settings]

Item	Description
Custom Paper Settings	Set up frequently-used custom paper size. The custom size option is displayed on the screen to select paper size in the multipurpose tray. To register a custom paper size, select [On] and enter the desired size. Up to four custom paper sizes can be added. Select [Next >] to set the media type for each custom paper. Value **Metric** X: 148 to 457 mm (in 1 mm increments) Y: 98 to 320 mm (in 1 mm increments) **Inch** X: 5.83 to 18.00" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) X=Length, Y=Width  Media Type: Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, Coated, High Quality, Index Tab Dividers, Custom 1-8

Media Type Setting

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Media Type Setting]

Select weight for each media type.

The following media type and paper weight combinations are available.

Paper Weight	Weight (g/m^2)
Light	52 g/m^2 to 59 g/m^2
Normal 1	60 g/m^2 to 74 g/m^2
Normal 2	75 g/m^2 to 90 g/m^2
Normal 3	91 g/m^2 to 105 g/m^2
Heavy 1 [1]	106 g/m^2 to 135 g/m^2
Heavy 2 [1]	136 g/m^2 to 163 g/m^2
Heavy 3 [1]	164 g/m^2 to 220 g/m^2
Heavy 4 [1]	221 g/m^2 to 256 g/m^2
Heavy 5 [1]	257 g/m^2 to 300 g/m^2
Extra Heavy [1]	Transparencies

*1 The processing speed will be slower than normal.

Each media type's default weight is indicated.

Media Type	Default
Plain	Normal 2
Rough	Normal 3
Vellum	Heavy 1
Labels	Heavy 2
Recycled	Normal 2
Preprinted	Normal 2
Bond	Normal 3
Cardstock	Heavy 4
Color	Normal 3
Prepunched	Normal 2
Letterhead	Normal 2
Envelope	Heavy 3
Thick	Heavy 3
High Quality	Normal 2
Coated	Heavy 1
Index Tab Dividers	Heavy 4
Custom 1 - 8	Normal 2

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item	Description
Duplex Print	**Permit** Duplex printing allowed. **Prohibit** Duplex printing not allowed.
Name	Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multipurpose tray, the name after change will be displayed. ➡ Character Entry Method (page 756)

Show Paper Setup Message

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Show Paper Setup Message]

Show Paper Setup Message

Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette.

Item	Description
Cassette 1 to 5	Value: Off, On **NOTE** [Cassette 3] to [Cassette 5] and [Inserter Tray 1 (2)] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 5]: When a side feeder (3,000-sheet) is installed. [Inserter Tray 1]: Inserter [Inserter Tray 2]: Inserter
Multipurpose Tray	
Inserter Tray 1 (2)	

Paper Feed Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Paper Feed Settings]

Default Paper Source

Select the default paper source.

Value: Cassette 1 (to 5), MP Tray

NOTE

[Cassette 3] to [Cassette 5] are displayed when the following optional paper feeder is installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 5]: When a side feeder (3,000-sheet) is installed.

Item	Description
Auto Switch	When the optional large capacity feeder is selected, the cassette can be switched to another large capacity feeder depending on your usage. Value: Off, On

Paper Source for Cover

Select the paper source in which the cover paper used for the Cover function is placed.

Item	Description
Paper Source for Front Cover	Value: Cassette 1 (to 5), MP Tray, Inserter Tray 1 (2)
Paper Source for Back Cover	**NOTE** [Cassette 3] to [Cassette 5] and [Inserter Tray 1 (2)] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 5]: When a side feeder (3,000-sheet) is installed. [Inserter Tray 1]: Inserter [Inserter Tray 2]: Inserter

Separator Paper Source

Select the default paper source for separator sheets.

Value: Cassette 1 (to 5), MP Tray, Inserter Tray 1 (2)

NOTE

[Cassette 3] to [Cassette 5] and [Inserter Tray 1 (2)] are displayed when the following optional paper feeder is installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 5]: When a side feeder (3,000-sheet) is installed.

[Inserter Tray 1]:Inserter

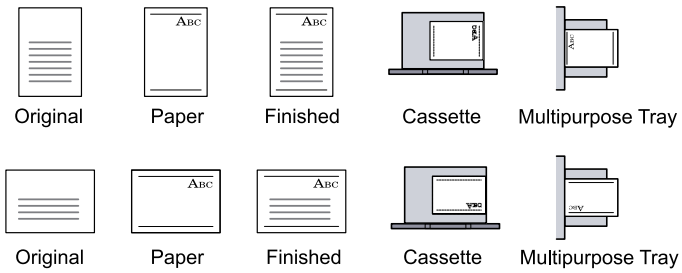
[Inserter Tray 2]:Inserter

Special Paper Action

When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

If [Adjust Print Direction] is selected, load paper according to the steps below.

Example: printing on Letterhead



Value: Adjust Print Direction, Speed Priority

Paper Output

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Output]

Item		Description
[Paper Output]	[Box] [Printer]	Select the output tray respectively for print jobs from Document Box, computers. Value: with optional job separator **• Inner Tray:** Outputs to the Inner Tray of the machine **• Job Separator Tray:** Delivery to the Job Separator. with optional 1,000-Sheet Finisher **• Job Separator Tray:** Delivery to the Job Separator. **• Finisher Tray:** Delivery to the Finisher Tray of the optional Document Finisher. with optional 4,000-sheet Finisher/100-sheet Staple Finisher **• Job Separator Tray:** Delivery to the Job Separator. **• Tray A:** Delivery to the Tray A of the optional Document Finisher **• Tray B:** Delivery to the Tray B of the optional Document Finisher with optional Mailbox **• Job Separator Tray:** Delivery to the Job Separator. **• Tray A, Tray B, Tray 1 to 7:** Delivery to tray A, tray B, and tray 1 to 7 (tray 1 is the uppermost tray) of the optional Mailbox

Item		Description
Paper Output Behavior	Offset Documents by Job	Select whether to offset documents by Job. Value: Off, On **NOTE** This function is displayed when an optional Document Finisher is installed.
	Offset One Page Documents	Set whether one-page documents are sorted. Value: Off, On **NOTE** This function is displayed when an optional Document Finisher is installed.

Function Key Assignment

[Home] key > [...] > [System Menu] > [Device Settings] > [Function Key Assignment]

Item	Description
Function Key 1 Function Key 2 Function Key 3	Assign a function to each function key. Value: None, Custom Box, Job Box, USB Drive, Internet Browser, Favorites [2], Application [3] **NOTE** Select [Filter] to narrow down for [All], [Application], [Favorites] and [Others].

*2 The registered favorite will be displayed.

*3 The running application will be displayed.

Operation Assist

[Home] key > [...] > [System Menu] > [Device Settings] > [Operation Assist]

Item	Description
Clear Settings after Job Started	Set whether to reset function settings to their defaults after the job starts. Value: Clear, Do Not Clear

Error Handling

[Home] key > [...] > [System Menu] > [Device Settings] > [Error Handling]

Item	Description
Duplexing Error	Set what to do when duplex printing is not possible for the selected paper sizes and media types. Value 1-sided: Printed in 1-sided. Display Error: Message to cancel printing is displayed.
Finishing Error	Set alternative actions when finishing (Staple/Punch/Offset) is not available for the selected paper size or media type. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed.
No Staple Error	Set what to do when staples run out during printing. Value Ignore: Printing continues without stapling. Display Error: Message to cancel printing is displayed. **NOTE** Requires the optional Document Finisher.
Finished Pages Exceeded	Set what to do when finishing (stapling or offsetting) capacity is exceeded during printing. Value Ignore: Printing continues without finishing. Display Error: Message to cancel printing is displayed. **NOTE** Requires the optional Document Finisher.
Punch Waste Full Error	Set what to do when the punch waste box becomes full during printing. Value Ignore: Printing continues without punching. Display Error: Message to cancel printing is displayed. **NOTE** Requires the optional Document Finisher and Punch Unit.

Item	Description
Paper Mismatch Error	Set what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multipurpose tray. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed.
Wrong Size Paper Loaded	Set what to do when it is detected that the multipurpose tray paper size setting does not match the actual paper size that is fed. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed.
Paper Jam before Staple	The page from which printing is resumed when a paper jam occurs during a job with stapling can be selected. Value Resume at Top of Page: Resume printing from the first page of the document. Resume at Jammed Page: Resume printing from the page where the jam occurred. **NOTE** Requires the optional Document Finisher.
Error Job Skip	Set whether a job for which a "Add paper in cassette #" or "Add paper in Multipurpose Tray" error occurred when the job was started is automatically skipped after a set period of time elapses. Value: Off, On **NOTE** • When a job is skipped, it is moved to the end of the job queue. • If [On] is selected, set the time until the job is skipped. The setting range is 5 to 90 (5 second increments).
Auto Error Clear	If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses. Value: Off, On **NOTE** If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. The setting range is 5 to 495 seconds (in 5 second increments).

Item	Description
Continue or Cancel Error Job	Set which users can cancel or continue operations for jobs which were paused due to an error. Value: All Users, Job Owner Only **NOTE** Administrator can cancel all jobs regardless of this setting.

Toner Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Toner Settings]

Low Toner Alert

Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low.

This notification is used for event report, Status Monitor, SNMP Trap.

Value: Off, On

NOTE

If [On] is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).

Toner Waste Full Alert

Notifies the user or the administrator when the waste toner box is almost full. Set the notification timer based on the amount of toner in the waste toner box.

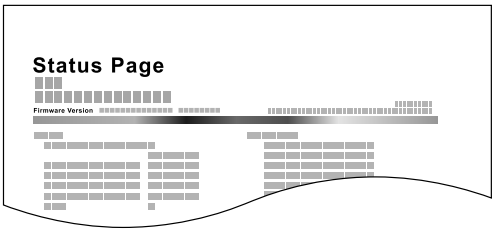
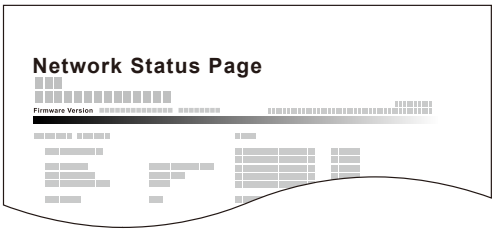
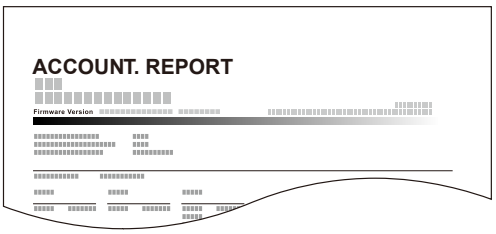
Item	Description
Notify via Operation Panel	Notifies you via the Operation Panel when the waste toner box is almost full. Value: Off, On **NOTE** If [On] is selected, set the notification timer based on the amount of toner in the waste toner box. The setting range is 10 to 90% (in 10% increments).
Notify Externally (for admin. use)	Notifies the administrator when the waste toner box is almost full. This notification is used for the Event Report, Status Monitor, SNMP Trap (Printer Management System etc.). Value: Off, On **NOTE** If [On] is selected, set the notification timer based on the amount of toner in the waste toner box. The setting range is 10 to 90% (in 10% increments).

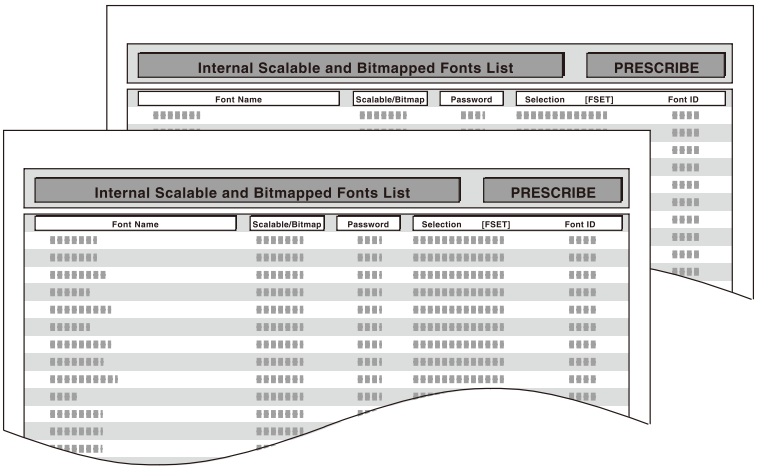
Notification/Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

Printing Report/List

[Home] key > [...] > [System Menu] > [Notification/Report] > "Printing Report/List" [Printing Report/List]

Item	Description
Status Page	Prints the status page, allowing you to check the information including current settings, available memory space, and optional equipment installed. 
Service Status	Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
Network Status	Prints the network status, allowing you to check the information including network interface firmware version, network address and protocol. 
Optional Network Status	Prints the optional network status, allowing you to check the information including optional network interface firmware version, network address and protocol. **NOTE** This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.
Print Accounting Report	If job accounting is enabled, the total pages counted of all relevant accounts can be printed as an accounting report. ➡ Print Accounting Report (page 468) 

Item	Description
Font List	Prints the font list, allowing you to check the font samples installed in the machine. 
Application Status	Prints Application Status, allowing you to check the information on the application installed in the machine.
Configuration List	Print the system settings as the list.
Data Sanitization Report	Prints the data sanitization report.

Device Status Notification

[Home] key > [...] > [System Menu] > [Notification/Report] > "Device Status Notification"

Low Toner Alert

➡ Toner Settings (page 341)

Toner Waste Full Alert

➡ Toner Settings (page 341)

Message Board Settings

[Home] key > [...] > [System Menu] > [Notification/Report] > "Message Board Settings"

Message Board

Select whether to use the Message Board.

Value: Off, On

Message List

Configure settings for the registered message board.

Add

Add a new message board.

Item	Description
Title/Body	Enter the title and body to display on the message board. The title can include up to 30 characters, and the body can include up to 300 characters.
Device to Show	Select where to show the message. Value Hide: Displays no message. Operation Panel: Displays a message on the operation panel. Embedded Web Server: Displays a message in Embedded Web Server RX. Panel + Web Server: Displays a message in the operation panel and the Embedded Web Server RX.
Place to Show	Select where to show the message in the touch panel. Value Login Screen: Login screen of user login administration Home Screen: Home Screen Login Screen+Home Screen: Login screen and Home screen of user login administration
Message Type	Select the message type. Value: Normal, Alert, Prohibition
Priority Show	Displays the message on the message board. Value: Off, On

Raise Priority

Raise the priority of the message board selected on the list.

Low Priorit

Lower the priority of the message board selected on the list.

Delete

Deletes the message board selected on the list.

[ ](information icon)

Display information on the selected message board.

History Settings

[Home] key > [...] > [System Menu] > [Notification/Report] > "History Settings"

NOTE

For details on the Log History, refer to the following:

➡ History Settings (page 347)

Sending Log History

Item	Description
Auto Sending	This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged. Value: Off, On **NOTE** If [On] is selected, specify the number of job histories. The setting range is 1 to 1,500.
Destination	Set the destination to which log histories are sent. Only E-mail address can be set.
Subject	Set the subject automatically entered when sending log histories by E-mail. Value: Up to 256 characters
SSFC	Enter the subject of the printed job history with IC card authentication. Value: Up to 256 characters
Personal Information	Select whether to include personal information in the job log. Value: Include, Exclude
Send Log History	You can also send the log history to the specified destinations manually.

Login History Settings

Item	Description
Login History	Select whether to record the Login History. Value: Off, On **NOTE** If [On] is selected, set the number of histories to be recorded. The setting range is 1 to 1,000.
Log Reset	Resets the recorded login histories.

Device Log History Settings

Item	Description
Device Log History	Select whether to record the device log history. Value: Off, On **NOTE** If [On] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.

Secure Comm. Error Log

Item	Description
Secure Comm. Error Log	Select whether to record the secure communication error log history. Value: Off, On **NOTE** If [On] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.

History Management

It is possible to perform Log Management for the following logs on this machine.

Item	Log subject
Jobs Log	Print job completion
	Checking job status/Changing of jobs/Canceling of jobs
Login History	Login/logout success and failure
	User Account Lockout occurrence and cancellation
Device Log History	Power on
	Power off
	Changing user properties
	User information login password registration and change failure
	Changing date and time
	Changing security settings
	Displaying and deletion of image data stored in Document Box
Secure Communication Error Log	Communications failure in TLS and IPsec communications

Log information

- Event occurrence date and time
- Event type
- Information on users logged in (or users who attempted to log in)
- Event results (Success/Failure)

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

Function Settings

Configures settings for Document Box functions.

Function Defaults

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults]

Common

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults] > [Common]

Clear Settings after Job Started

➡ Operation Assist (page 337)

File Name Entry

Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

Value

File Name: Up to 32 characters can be entered.

Additional Info: None, Job No., Date and Time, Job No. & Date and Time, Date and Time & Job No.

Zoom

Select the enlarged/reduced default when paper size changed after the originals set.

Value: 100%, Auto

System Stamp (Basic Settings)

Configure settings for stamps.

Item	Description
Text (Text Stamp)	Edit the test string for a template. Up to 8 templates can be registered.
Font Size (Page #)	Set the font size for page numbers when printing them. Value Size 1 to 3: 6.0 to 64.0 pt
Font Size (Bates Stamp)	When a bates stamp is used, set the font sizes that can be set. Value Size 1 to 3: 6.0 to 64.0 pt
Font Size (Text Stamp)	Set the font size for stamps when printing them. Value Size 1 to 3: 6.0 to 64.0 pt

Print

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults] > [Print]

Item	Description
EcoPrint	Select the EcoPrint default. Value: Off, On
Toner Save Level (EcoPrint)	Select the default Toner Save Level (EcoPrint). Value: 1 (Lower) to 5 (Higher) **NOTE** Raising the level reduces toner consumption, but image quality falls.
Margin Default	Set the default margin. Value **Metric** Left/Right: -18 to 18 mm (in 1 mm increments) Top/Bottom: -18 to 18 mm (in 1 mm increments) **Inch** Left/Right: -0.75 to 0.75" (in 0.01" increments) Top/Bottom: -0.75 to 0.75" (in 0.01" increments)
Collate/Offset	Set the defaults for Collate/Offset. Value: Off, Collate On, Offset Each Page, Offset Each Set
JPEG/TIFF Print	Select the image size (resolution) when printing JPEG or TIFF file. Value: Fit to Paper Size, Image Resolution, Fit to Print Resolution
XPS Fit to Page	Set the default value for the XPS fit to page function. Value: Off, On

➡ Overview of Optional Equipment (page 748)

Email

[Home] key > [...] > [System Menu] > [Function Settings] > [Email]

Email Settings

Item	Description
SMTP (Email TX)	Select whether to send E-mail using SMTP. Value: Off, On
SMTP Server Name	Enter the host name or IP address of the SMTP server. **NOTE** Up to 256 characters can be entered.
SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25. Value: 1 to 65535 (Port Number)
Sender Address	Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.
SMTP Auth and Sender Address	When the user login is set to ON, login user name, password and E-mail address of login user are used for SMTP authentication and e-mail sender address. Value **Use System Settings** Information set with [Sender Address] is used for SMTP authentication and E-mail sender address information. **Use Login User Information** Login User information is used for SMTP authentication and E-mail sender address information. **NOTE** If there is no e-mail address set for the user who logged in, the Sender Address set with [Sender Address] is used for E-mail sender address information.

POP3

Item	Description
POP3	Select whether to receive E-mail using POP3. Value: Off, On
Remote Printing	➡ Printer (page 354)

WSD

[Home] key > [...] > [System Menu] > [Function Settings] > [WSD]

WSD Print

Item	Description
Protocol Settings	Set whether to use our proprietary web services. WIA driver use this Enhanced WSD web service.[1] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

*1 The setting will be changed after restarting the device or network.

Printer

[Home] key > [...] > [System Menu] > [Function Settings] > [Printer]

Item	Description
Emulation	Select the emulation for operating this machine by commands oriented to other types of printers. Value: PCL6, IBM Proprinter, Line Printer, EPSON LQ-850, KPDL, KPDL (Auto) **NOTE** • When you have selected [KPDL (Auto)], set "Alt Emulation", too. • When you have selected [KPDL] or [KPDL (Auto)], set "KPDL Error Report", too. **KPDL Error Report** When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. Value: Off, On **Alt Emulation** When you have selected [KPDL (Auto)] as emulation mode, you can switch between KPDL and another emulation mode (alternative emulation) automatically according to the data to print. Value: PCL6
EcoPrint	EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem. Value: Off, On
Toner Save Level (EcoPrint)	Select the default Toner Save Level (EcoPrint). Value: 1 (Lower) to 5 (Higher) **NOTE** Raising the level reduces toner consumption, but image quality falls.
Override A4/Letter	Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. Value **Off:** A4 and Letter are not regarded as the same in size. **On:** A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Duplex	Select binding orientation for duplex mode. Value: 1-sided, 2-sided (Bind Long Edge), 2-sided (Bind Short Edge)

Item	Description
Copies	Set the default number of copies, from 1 to 9999. Value: 1 to 9999 copies
Orientation	Set the default orientation, [Portrait] or [Landscape]. Value: Portrait, Landscape
Form Feed TimeOut	Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds. Value: 5 to 495 seconds (in 5 second increments)
LF Action	Set the line feed action when the machine receives the line feed code (character code 0AH). Value: LF Only, LF and CR, Ignore LF
CR Action	Set the character return action when the machine receives the character return code (character code 0DH). Value: CR Only, LF and CR, Ignore CR
Job Name	Set whether the job name set in the printer driver is displayed. Value: Off, On **NOTE** When selecting [On], select the job name to be displayed from [Job Name], [Job No. & Job Name], or [Job Name & Job No.].
User Name	Set whether the user name set in the printer driver is displayed. Value: Off, On
Paper Feed Mode	While printing from the computer, select how to feed paper when the paper source and type are specified. Value **Auto:** Search the paper source that matches the selected paper size and type. **Fixed:** Print on paper loaded in the specified paper source.

Item	Description
MP Tray Priority	If paper is set in the MP Tray then it is possible for priority to be given to that MP tray in the paper feed. Value **Off:** The printer driver settings are followed. **Auto Feed:** If Auto is selected in the printer driver and there is paper in the MP tray then the paper feed will be from the MP tray. **Always:** If there is paper in the MP tray then the paper feed will be from the MP tray regardless of what is set in the printer driver.
Auto Cassette Change	In this setting, select the operation for the following two actions: 1 Action to switch cassettes when the paper runs out during printing. 2 Action to print when the paper size to be printed is different from the preferred paper size for feeding. Value: Off, On **NOTE** • If you select [Off], when the paper runs out in the cassette being fed, it will request adding paper to the priority paper feed source, stating "Add paper in Cassette X." (X represents the cassette number) or "Add paper in the MP tray.", and then stop printing. Also, if the paper size to be printed is different from paper size in the priority paper feed source, it will also request adding paper to the priority paper feed source and stop printing. • When adding paper in the cassette indicated in the message, printing will resume. • If you want to print from a different cassette, use [Paper Selection] to change the paper source. • If you select this mode [On], even if the paper runs out in the cassette, printing will automatically continue if there is another cassette with a matching size and type of paper.
Message Banner Print	Set whether the confirmation screen appears before each sheet is printed when printing multiple banner sheets. Value: Off, On
Wide A4	Turn this to on to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL6 emulation. Value: Off, On

Item	Description
Resolution	Set the resolution used for printing. Value: 600 dpi, 1200 dpi **NOTE** Settings that are received from the printer driver have priority over the operation panel settings.
KIR	Select the default KIR (smoothing) setting. Value: Off, On
Printing Job Terminator	You can select the condition which regarded as a job termination if the print job could not be processed until the end due to your environment and the other reason. Value: **EOJ (End of Job):** The command recognized as a termination of the job data is regarded as one job until it is detected. **End of Network Session:** The data included in a network session at network connection is regarded as one job. **UEL (Universal Exit Language):** The UEL included in the termination of the job data is regarded as one job until it is detected.
Remote Printing	Select whether to prohibit printing that is performed without operating the machine. When [Prohibit] is selected, a document that has been stored in the document box from the printer driver can be printed from the machine. This prevents another person from seeing that document. Value: Prohibit, Permit **NOTE** If [Prohibit] is selected, printing and storing using Quick Copy and Proof and Hold functions are disabled.
Direct Printing from Web	Set whether to allow Direct Printing from Embedded Web Server RX. Value: Not Allowed, Allowed ➡ **Embedded Web Server RX**

Document Box

[Home] key > [...] > [System Menu] > [Function Settings] > [Document Box]

Item	Description
Custom Box - Add/Edit	➡ Creating a New Custom Box (page 218)
Auto File Deletion Time	Set the time to automatically delete stored documents.
Quick Setup Registration (Box Print)	➡ Display Settings (page 321)

Job Box

[Home] key > [...] > [System Menu] > [Function Settings] > [Job Box]

Item	Description
Quick Copy Job Retention	To maintain free space on the hard disk, you can set the maximum number of stored jobs. Value: number between 0 and 300 **NOTE** When 0 is set, Quick Copy cannot be used.
Repeat Copy Job Retention	To maintain free space on the hard disk, you can set the maximum number of stored jobs. Value: number between 0 and 50 **NOTE** • This function will not be displayed when the Data Security Function is activated. • When 0 is set, Repeat Copy cannot be used.
Deletion of Job Retention	This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time. Value: Off, 1 hour, 4 hours, 1 day, 1 week **NOTE** This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.

Home

[Home] key > [...] > [System Menu] > [Function Settings] > [Home]

Configure settings for Home screen.

➡ Editing the Home Screen (page 52)

Status

[Home] key > [...] > [System Menu] > [Function Settings] > [Status]

Display Settings

Set the items that appear in the status screens for printing jobs.

Item	Description
Printing Jobs Column 1	Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages, Color/Black & White
Printing Jobs Column 2	Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages, Color/Black & White

Job Status/Job Logs Settings

Set the display method of the Status/Log.

Item	Description
Display Jobs Detail Status	Value: Show All, My Jobs Only, Hide All
Display Jobs Log	Value: Show All, My Jobs Only, Hide All
Pause/Resume of All Print Jobs	Value: Prohibit, Permit

Internet Browser

[Home] key > [...] > [System Menu] > [Function Settings] > [Internet Browser]

Item	Description
Internet Browser	Select whether to use the Internet browser. Value: Off, On
Browser Environment	This specifies Internet browser preferences such as your home page setting and how pages are displayed. Value: Home page: (Enter the address for Home page.) Text Size: Large, Medium, Small Display Mode: Normal, Just-Fit Rendering, Smart-Fit Rendering Cookie: Accept All, Reject All, Prompt before Accepting **NOTE** This setting is not displayed if you selected [Off] for "Internet Browser".
Proxy	➡ Proxy (page 367)

Manual Staple

[Home] key > [...] > [System Menu] > [Function Settings] > [Manual Staple]

NOTE

Only displayed when the optional 4,000-sheet Finisher or 100-sheet Staple Finisher is installed.

Item	Description
Manual Staple	Select whether to use Manual Staple. Value: Off, On **NOTE** If you selected [On], set the time until manual stapling mode is automatically cancelled. The setting range is 5 to 60 seconds (in 5-second increments).
Staple Position	Set the default Staple Position. Value: A4, Letter

Remote Services

[Home] key > [...] > [System Menu] > [Function Settings] > [Remote Services]

When the trouble occurs on this product, it is possible to explain the operational procedure and the troubleshooting method through the internet from our sales office by accessing the operation panel screen of this product while operating the screen.

NOTE

When using the remote service settings, it is necessary to make a contract with our company.

Please contact our sales office or our authorized dealer (purchase source) for the details.

CO2 Emission Chart

[Home] key > [...] > [System Menu] > [Function Settings] > [CO2 Emission Chart]

CO2 Emission Chart

Configure the CO_2 emission chart settings.

Item	Description
Default Display	Select the type of graph first displayed when checking the chart. Value: CO2 Emission, Power Consumption
Default Display Unit	Configure the basic units for the graph. Value: Monthly, Year
CO2 Emission Factor	Enter the CO_2 emission coefficient released by your electricity provider. Value: 0 - 9999 (Units are g-CO2/kWh. Multiply by 1,000 for Kg-CO_2/kWh.)
Data Reset	Reset the information displayed in the CO_2 emission chart. In the confirmation screen, click [OK].

Network Settings

Configures network settings.

Host Name

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Host Name]

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Embedded Web Server RX. ➡ Changing Device Information (page 113)

Proxy

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Proxy]

Proxy

Item	Description
Proxy	Set the proxy for connection to the Internet from an application. Value: Off, Use Different Proxy Server, Use the Same Proxy Server for All Protocols
Proxy Server (HTTP)	Set a proxy server (HTTP). Value: (Enter the proxy address and port number.)
Proxy Server (HTTPS)	Set a proxy server (HTTPS). This setup is available when "Proxy" is set to [Use Different Proxy Server]. Value: (Enter the proxy address and port number.)
Do Not Use Proxy for Following Domains	Set domains for which no proxy is used. Value: (Enter the domain name.)

Wi-Fi Direct Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

Set Wi-Fi Direct.

NOTE

This function is displayed when the Wireless Network Interface Kit is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

➡ Overview of Optional Equipment (page 748)

Item	Description
Wi-Fi Direct	Select whether to use Wi-Fi Direct. Value: Off, On
Device Name	Specify the device name. **NOTE** • Up to 32 characters can be entered. • This function is displayed when [Wi-Fi Direct] is set to On.
IP Address	Check the IP address of the machine. ➡ TCP/IP Setting (page 373) **NOTE** This function is displayed when [Wi-Fi Direct] is set to [On].
Auto Disconnect	Automatically disconnect devices connected through Wi-Fi Direct. Value: Off, On **NOTE** • If you select [ON], set the waiting time for automatic disconnection. • This function is displayed when [Wi-Fi Direct] is set to [On].

Item	Description
Persistent Group	Set whether Wi-Fi Direct connection as Persistent Group (information for the connection is kept even if the power is turned off). Value: Off, On **NOTE** This function is displayed when [Wi-Fi Direct] is set to [On].
Password	Select whether the Wi-Fi Direct password is automatically generated or created manually. When [Off] is selected, the Persistent Group setting changes to [On]. Value: Off, On **NOTE** If you selected [On], set a password (8 or more characters).
Frequency band	Set the frequency band to be used. Value: 2.4GHz, 5Ghz

Wi-Fi Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Settings]

Set Wi-Fi.

NOTE

This function is displayed when the Wireless Network Interface Kit is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

➡ Overview of Optional Equipment (page 748)

Wi-Fi

Item	Description
Wi-Fi	Select whether to use Wi-Fi. Value: Off, On

Setup

Available Network

Displays access points to which the machine can connect.

Item	Description
Index	Select the key index of the access point. Value: 0 to 3

Push Button Method

If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.

NOTE

The push button method supports only the WPS.

PIN Code Method (Device)

Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.

Custom Setup

The detailed settings for wireless LAN can be changed.

Item	Description
Network Name (SSID)	Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects. **NOTE** Up to 32 characters can be entered.
Network Authentication	Select network authentication type. Value: Open, WPA2/WPA-PSK, WPA2-PSK, WPA2/WPA-EAP, WPA2-EAP, WPA3-SAE/WPA2-PSK, WPA3-SAE, WPA3/WPA2-EAP, WPA3-EAP

Item	Description
Encryption	Select encryption method. The setting values vary depending on the Network Authentication setting. Value: **WPA2/WPA-PSK** AES, Auto, Preshared key (Up to 64 characters) **WPA2-PSK** Preshared key (Up to 64 characters) **WPA2/WPA-EAP** AES, Auto **WPA2-EAP** – **WPA3-SAE/WPA2-PSK** Preshared key **WPA3-SAE** Preshared key **WPA3/WPA2-EAP** – **WPA3-EAP** –

TCP/IP Setting

TCP/IP

Select whether to use TCP/IP Protocol.

Value: Off, On

IPv4 Settings

Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On].

Item	Description
DHCP	Select whether to use the DHCP (IPv4) server. Value: Off, On
Auto-IP	Select whether to use Auto-IP. Value: Off, On
IP Address	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Subnet Mask	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Default Gateway	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

Item	Description
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

- When setting the Auto-IP, enter "0.0.0.0" in [IP Address].
- After changing the setting, restart the network or turn the machine OFF and then ON.

IPv6 Settings

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
IPv6	Select whether to use IPv6. Value: Off, On **NOTE** Selecting [On] displays IP address in [IP Addr. (Link Local)] after restarting the network.
Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value **IP Address (Manual):** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **Prefix Length:** 0 to 128 **Default Gateway:** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **NOTE** This function is displayed when [IPv6] is set to [On]. To enter "Default Gateway", set [RA (Stateless)] to [Off].

Item	Description
RA (Stateless)	Select whether to use RA (Stateless). Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateless)] after restarting the network.
DHCP	Select whether to use the DHCP (IPv6) server. Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateful)] after restarting the network.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Wired Network Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wired Network Settings]

Configure wired network settings.

TCP/IP Setting

TCP/IP

Select whether to use TCP/IP Protocol.

Value: Off, On

IPv4 Settings

Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On].

Item	Description
DHCP	Select whether to use the DHCP (IPv4) server. Value: Off, On
Auto-IP	Select whether to use Auto-IP. Value: Off, On
IP Address	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Subnet Mask	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Default Gateway	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Domain Name	Enter the domain name. **NOTE** When DHCP is set to [On], the value cannot be entered.

Item	Description
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

- When setting the Auto-IP, enter "0.0.0.0" in [IP Address].
- After changing the setting, restart the network or turn the machine OFF and then ON.

IPv6 Settings

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
IPv6	Select whether to use IPv6. Value: Off, On **NOTE** Selecting [On] displays IP address in [IP Addr. (Link Local)] after restarting the network.

Item	Description
Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value **IP Address (Manual):** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **Prefix Length:** 0 to 128 **Default Gateway:** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **NOTE** This function is displayed when [IPv6] is set to [On]. To enter "Default Gateway", set [RA (Stateless)] to [Off].
RA (Stateless)	Select whether to use RA (Stateless). Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address 1 to 5 (Stateless)] after restarting the network.
DHCP	Select whether to use the DHCP (IPv6) server. Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateful)] after restarting the network.
Domain Name	Enter the domain name. **NOTE** When DHCP is set to [On], the value cannot be entered.

Item	Description
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Others

Item	Description
LAN Interface	Specify the settings for the LAN interface to be used. Value: Auto, 10BASE-T Half, 10BASE-T Full, 100BASE-TX Half, 100BASE-TX Full, 1000BASE-T

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Protocol Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

Configure protocol settings.

SMTP (Email TX)

➡ Email (page 352)

POP3 (Email RX)

➡ Email (page 352)

FTP Server (Reception)

Item	Description
Protocol Settings	Select whether to receive documents using FTP.[1] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

SMB Server (Reception)

Item	Description
Protocol Settings	Select whether to receive documents using SMB.[1] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

WSD Print

➡ WSD (page 353)

ThinPrint

Item	Description
Protocol Settings	Select whether to use ThinPrint. To use the Thin Print protocol, set the protocol to [On]. The default port number is 4000.[1] [2] Value: Off, On **NOTE** This function is displayed only when the optional ThinPrint Option is activated.

Item	Description
Thin Print over TLS	To use the Thin Print over TLS protocol, set [Thin Print Over TLS] and [TLS] to [On]. Value: Off, On **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Embedded Web Server RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

LPD

Item	Description
Protocol Settings	Selects whether to receive documents using LPD.[1] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Raw

Item	Description
Protocol Settings	Select whether to receive documents using Raw Port.[1] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

IPP

Item	Description
Protocol Settings	Selects whether to receive documents using IPP. To use the IPP protocol, set [IPP] to [On], and set [TLS] to [Off]. In addition, select [Not Secure (IPP & IPPS)] on IPP Security under Security Settings from the Embedded Web Server RX. The default port number is 631.[1] Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

IPP over TLS

Item	Description
Protocol Settings	To use the IPP protocol, set [IPP] and [TLS] to [On]. The default port number is 443.[1] [2] Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. the default certificate is the self-certificate of the machine. ➡ **Embedded Web Server RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

HTTP

Item	Description
Protocol Settings	Select whether to communicate using HTTP.[1] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

HTTPS

Item	Description
Protocol Settings	Select whether to communicate using HTTPS.[1] [2] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

LDAP

Select whether to use LDAP.

Value: Off, On

SNMPv1/v2c

Item	Description
Protocol Settings	Select whether to communicate using SNMP.[1] Value: Off, On

Item	Description
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

SNMPv3

Item	Description
Protocol Settings	Select whether to communicate using SNMPv3.[1] Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Enhanced WSD

Item	Description
Protocol Settings	Set whether to use our proprietary web services.[1] Value: Off, On **NOTE** Selecting [Off] will disable the functionality of WIA driver.
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Enhanced WSD over TLS

Item	Description
Protocol Settings	Set whether to use our proprietary web services over TLS.[1] [2] Value: Off, On **NOTE** Selecting [Off] will disable the functionality of WIA drivers.
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

VNC (RFB)

Item	Description
Protocol Settings	This is set when starting up a VNC Viewer (E.g. RealVNC) to use the Remote Operation.[1] The default port number is 9062. Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

VNC (RFB) over TLS

Item	Description
Protocol Settings	This is set when starting up a VNC Viewer (E.g. RealVNC) to use Remote Operation protected by TLS.[1] [2] The default port number is 9063. Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Embedded Web Server RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Enhanced VNC over TLS

Item	Description
Protocol Settings	This is set when starting up Embedded Web Server RX to use Remote Operation protected by TLS.[1] [2] The default port number is 9061. Value: Off, On, 1 to 32767 (Port Number) **NOTE** • The default setting is [On]. • When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Embedded Web Server RX User Guide**

Item	Description
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

REST

Item	Description
Protocol Settings	Select whether to communicate using REST.[1] Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

REST over TLS

Item	Description
Protocol Settings	Select whether to communicate using REST over TLS.[1] [2] Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. the default certificate is the self-certificate of the machine. ➡ **Embedded Web Server RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Communication Protocol

Item	Description
Communication Protocol	Set the communication protocol to use. Value: MQTT, XMPP

RESTful API Settings

Select whether to communicate using RESTful API.

To use the RESTful API, set [Protocol Setting] on [REST] or [REST over SSL] to [On].

Value: API for Remote Services, API for Enhanced Services

*1 The setting will be changed after restarting the device or network.

*2 Set "SSL" to [On] in Security Settings.

Network

IMPORTANT

Depending on the protocol, there are models where you need to restart the network or turn the machine OFF and then ON after changing the setting.

Ping

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Ping]

Item	Description
Ping	Checks if communication with the destination by entering the host name or IP address of the destination is possible. **NOTE** If [Primary Network (Client)] is set to [Others], this item is not displayed. ➡ Others (page 401)
Ping Timeout	➡ Energy Saver/Timer (page 318)

Bonjour

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Bonjour]

Item	Description
Protocol Settings	Select whether to use Bonjour. Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

IP Filter (IPv4)

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [IP Filter (IPv4)]

Item	Description
IP Filter (IPv4)	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Embedded Web Server RX. If nothing is specified on this page, access from all hosts is allowed. Value: Off, On ➡ **Embedded Web Server RX User Guide**

IP Filter (IPv6)

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [IP Filter (IPv6)]

Item	Description
IP Filter (IPv6)	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Embedded Web Server RX. If nothing is specified on this page, access from all hosts is allowed. Value: Off, On ➡ **Embedded Web Server RX User Guide**

IPSec

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [IPSec]

Item	Description
IPSec	Select whether to use IPSec. Value: Off, On

Restart Network

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network]

Item	Description
Restart Network	Restarts the network.

Optional Network

[Home] key > [...] > [System Menu] > [Network Settings] > "Optional Network"

Configure settings for the optional Network Interface Kit.

NOTE

This menu is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

Host Name

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Embedded Web Server RX. ➡ Changing Device Information (page 113)

Wireless Network

Configure settings for the optional Wireless Network Interface Kit.

NOTE

This function is displayed when the Wireless Network Interface Kit is installed.

Connection Status

You can check the wireless LAN status.

Setup

Item	Description
Available Network	Select access points to which the machine can be connected, enter the Preshared Key and start a connection.
Push Button Method	If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point. **NOTE** The push button method supports only the WPS.
PIN Code Method (Device)	Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.
PIN Code Method (Terminal)	Starts connection using the PIN code of the access point. Enter the PIN code of the access point.
Custom Setup	The detailed settings for wireless LAN can be changed. **Network Name (SSID)** Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects. **NOTE** Up to 32 characters can be entered.

Item	Description
Custom Setup	**Connection Mode** Set the connection mode. Value: Ad Hoc, Infrastructure **NOTE** • **Ad Hoc:** Directly communicates with the device without going through an access point. This method cannot be used to connect to two or more devices. • **Infrastructure:** Performs communication through an access point. **Channel** Set channel. Use [-] / [+] or the numeric keys to enter a number. Value: 1 to 11 **Network Authentication** Select network authentication type. To select other options, open the device home page from a computer. Value: Open, Shared, WPA-PSK[1], WPA2-PSK[1] **Encryption** Select encryption method. If the option other than [Disable] is selected, enter the WEP key or the Preshared key. The setting values vary depending on the Network Authentication setting. Select [Data Encryption]. **When Network Authentication is set to [Open] or [Shared]:** Value: Disable, WEP **When Network Authentication is set to [WPA-PSK] or [WPA2-PSK]:** Value: TKIP[2], AES, Auto[2], Preshared Key **NOTE** • If [WEP] is selected, enter the WEP key. Up to 26 characters can be entered. • If [TKIP], [AES] or [Auto] is selected, enter the Preshared key. Enter the value in 8 to 64 characters.

TCP/IP Setting

For details on setting value.

➡ TCP/IP Setting (page 373)

➡ Bonjour (page 389)

➡ IPSec (page 392)

Others

For details on setting value.

➡ Wired Network Settings (page 398)

*1 Not displayed if you selected [Ad Hoc] for "Connection Mode".

*2 Not displayed if you selected [WPA2-PSK] for "Network Authentication".

Wired Network Settings

NOTE

This menu is displayed when the optional Network Interface Kit is installed.

TCP/IP Setting

For details on setting value.

➡ TCP/IP Setting (page 376)

➡ Bonjour (page 389)

➡ IPSec (page 392)

Others

Item	Description
NetWare	Use NetWare to receive documents. ➡ **Operation Guide for the optional Network Interface Kit** Value: Off, On
AppleTalk	Selects whether to receive documents using AppleTalk.[1] Value: Off, On
LAN Interface	Select the LAN Interface type.[1] Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000BASE-T **NOTE** This function is displayed when the optional Network Interface Kit is installed.
MAC Address Filter	Select whether to use MAC Address Filter. ➡ **Operation Guide for the optional Network Interface Kit** Value: Off, On

*1 The setting will be changed after restarting the device or network.

Restart Network

Item	Description
Restart Network	Restarts the network.

Connectivity

[Home] key > [...] > [System Menu] > [Network Settings] > "Connectivity"

Bluetooth Settings

Item	Description
Bluetooth Keyboard	Use Bluetooth keyboard. Value: Off, On
Device	Select a keyboard.

NFC

Use NFC (Near Field Communication).

Value: Off, On

Remote Operation

Configure settings for remote operation.

Value: Off, On

When you set it to [On], set the Use Restriction.

Value: Off, Use Password, Administrator Only

When selecting [Off], users without administrator privileges can also execute remote operation.

When selecting [Use Password], enter the password, then re-enter it to confirm.

When selecting [Administrator Only], only administrator can execute remote operation.

NOTE

When selecting [Administrator Only], the remote operation using VNC software is unavailable.

Others

[Home] key > [...] > [System Menu] > [Network Settings] > "Others"

NOTE

This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

The Wireless Network Interface Kit (IB-37 or IB-38) is an option for some models. Contact your dealer or our sales or service representatives for detail.

➡ Overview of Optional Equipment (page 748)

Item	Description
Restart Entire Device	Restart the machine without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Security Settings

Configures security settings.

Security Quick Setup

[Home] key > [...] > [System Menu] > [Security Settings] > [Security Quick Setup]

Item	Description
Security Quick Setup	Select a security level close to the your operating environment, and customize the security functions as necessary. Value **Level 1:** This is the factory default. **Level 2:** The security functions of network are changed. **Level 3:** All functions that protect the machine are enabled, and functions that are not protected are disabled. **NOTE** • This function is available when you have logged in as administrator. ➡ Adding a User (Local User List) (page 430) • The settings will be enabled when the device or network is restarted after selecting the level. ➡ Others (page 422) ➡ Restart Network (page 399) • If you change any security settings after selecting the security level, "Custom" is displayed on Security Quick Setup.

The configuration methods are as follows:

1 Display the screen.

[Home] key > [...] > [System Menu] > [Security Settings] > [Security Quick Setup]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select a security level according to your operating environment.

3 Configure the security function as necessary.

NOTE

Refer to the following for the settings of each security level.

➡ Functions List of Security Quick Setup (page 794)

4 Restart the device or network.

➡ Others (page 422)

➡ Restart Network (page 399)

Interface Block Setting

[Home] key > [...] > [System Menu] > [Security Settings] > "Interface Block Setting"

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

Item	Description
USB Host	This locks and protects the USB port (USB host). Value: Unblock, Block
USB Device	This locks and protects the USB interface connector (USB Device). Value: Unblock, Block
USB Drive	This locks and protects the USB memory slot. Value: Unblock, Block **NOTE** This function is available when USB Host is set to [Unblock].
Optional Interface 1 Optional Interface 2	This locks and protects the optional interface slots. Value: Unblock, Block **NOTE** You can set this feature for each slot.
Restart Entire Device	Restart the machine without turning the power switch off. **IMPORTANT** After changing "Interface Block Setting", restart the network or turn the machine OFF and then ON.

Device Security Settings

[Home] key > [...] > [System Menu] > [Security Settings] > "Device Security Settings"

Item	Description
Job Status/Job Logs Settings	➡ Status (page 361)
Security Level	Specify the security level. Value: **Low:** This mode is used during maintenance. Do not use normally. **High:** This is the security setting we recommend. Use this setting normally. **Very High:** In addition to [High] setting, this setting disables the machine settings to be changed from external command. **NOTE** This function is available when you have logged in as machine administrator. ➡ Adding a User (Local User List) (page 430)
Remote Printing	➡ Printer (page 354)
Software Verification	Verify the installed software. Select [Start Verification] to start verification. If an error occurs during software verification, contact your dealer or service representative.
Administrator Authentication on Firmware Update	Request administrator to approve when updating firmware. Value: Off, On

Item	Description
Allowlisting	In case if the unauthorized program or the program that has tampered are installed, the stored data or the contents of the communication in this program might be stolen. Once this function is activated, execution of the unauthorized software or the tampering of the software can be prevented, and possible to maintain the reliability of the system. Value: Off, On **NOTE** • After setting to [On], it is necessary to turn the power off and on. • Once this function is activated, the start up of this product will be slowered. • When detecting the malicious program, there are two types of method "Event report" and "Event log" to grasp the contents. The Event report can be enable by Embedded Web Server RX > "Management Settings: Notification/Report" [Recipient1 (to 3) E-mail Address] > specify the mail address, and [Notify when Malicious Program is Detected] > [On]. The Event log can be enable by Embedded Web Server RX > "Management Settings: History settings" [Device Log History] > [On] or, from the machine's control panel, [Home] key > [...] > [System Menu] > [Notification/Report] > "History settings" [Device Log History Settings] > [Device Log History] > [On]. • In case of setting [Security Quick Setup screen] to [Level 3], [Device Log History] in the [Management Settings: History Settings] will be set to [On]. ➡ Printer (page 354)
Remaining Print Jobs on Logging out	This setting is for print jobs that require security considerations such as jobs with passwords. If [Cancel] is selected, any print jobs including suspended one are canceled when the user logs out. Value: [Cancel], [Continue]
Administrator Authentication on Data Import/Export	Request administrator to approve when importing or exporting data. Value: Off, On
Firmware Update Tool	Set whether to allow firmware updates using the firmware update tool. Value: [Prohibit], [Allowed]

Data Security

[Home] key > [...] > [System Menu] > [Security Settings] > "Device Security Settings" [Data Security]

Configure settings for data stored in the SSD, hard disk, and machine's memory.

Hard Disk/SSD Initialization

Change security functions.

NOTE

- This function is displayed when the Data Security Function is active.
- Enter the security password to change security functions. The default setting is "000000".

Item	Description
Data Overwrite Method	The method used to overwrite data can be changed. Refer to the following for details. ➡ **Data Encryption/Overwrite Operation Guide** Value **1-time Overwrite Method:** The 1-time overwrite method overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers to prevent data restoration. **3-time Overwrite Method (A):** The 3-time overwrite method complies with DoD 5220.22-M, and overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **NOTE** The 3-time Overwrite Method (A) may take more time than the 1-time Overwrite Method.
Security Password	Customize the security password so that only the administrator can use the Data Encryption/Overwrite. Enter a new security password 6 to 16 alphanumeric characters and symbols. Enter the password again for confirmation. **IMPORTANT** Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).

Item	Description
System Initialization	Overwrite all the data stored in the hard disk/SSD when disposing of the machine. **IMPORTANT** If you accidentally turn the power switch off during initialization, the hard disk/SSD might possibly crash or initialization might fail. **NOTE** If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts.

Data Sanitization

Return the following information registered in the machine to the factory defaults.

- Favorites
- System settings
- Data saved in Custom Box
- Optional applications

NOTE

- Print the data sanitization report and then confirm that security data is deleted.
  ➡ Printing Report/List (page 342)
- Once in progress, the processing cannot canceled.
- Before performing this function, disconnect modular, network, and other cables.
- Before performing this function, set all interface block settings to [Unblock].
  ➡ Interface Block Setting (page 404)
- Do not turn the power off while sanitizing the data. If the power is turned off during data erasing, erasing will be executed automatically when the power is restored, however, complete erasure cannot be guaranteed.

Item	Description
Run Immediately	Data Sanitization will be performed.
Reserve a Sanitization Time	Completely erase address and image data saved in the device at the scheduled time. Value: Off, On If [On] is selected, set the date and time that sanitization is to be performed. The setting range is Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23).

Item	Description
Device Use After Sanitization	The device use restriction after the data sanitization is completed. The device cannot be used if [Prohibit] is selected. Value: Permit, Prohibit
Data Overwrite Method	Data Overwrite Method The method used to overwrite data can be changed. Refer to the following for details. ➡ **Data Encryption/Overwrite Operation Guide** Value: **3-time Overwrite Method (A):** The 3-time overwrite method complies with DoD 5220.22-M, and overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **7-time Overwrite Method (A):** The 7-time overwrite method complies with DoD 5220.22-M, and overwrites unneeded data areas (in the case of overwriting) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **7-time Overwrite Method (B):** The 7-time overwrite method complies with BSI/VSITR, and overwrites unneeded data areas (in the case of overwriting) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **NOTE** The 7-time Overwrite Method (A) or 7-time Overwrite Method (B) may take more time than the 3-time Overwrite Method (A).
Data Sanitization Report	Print the data sanitization report.

Information erased

Devices/jobs

- Job settings configured by users
- Network settings
- Image data saved in Document Box, etc.
- Job histories
- User information (user list, Document Box registered by the user, etc.)
- Account information of job accounting
- Network certificates
- Initial screen on machine changed by service representative

Application/favorite

- Application/favorite added by a user or service representative
- Trial functions

System Stamp

[Home] key > [...] > [System Menu] > [Security Settings] > "System Stamp"

Printing Jobs

[Home] key > [...] > [System Menu] > [Security Settings] > "System Stamp" [Printing Jobs]

Configure settings for stamps when a document is printed.

After configuring the setting, return to the Copying Functions or Custom Box (Printing a Document) screen from System Menu, and select the [Reset] key.

Text Stamp

Item	Description
Text Stamp	Select whether to print a text stamp on all printing jobs. Value: Off, On **NOTE** When [On] is selected, the Text Stamp settings cannot be changed when printing.
Edit Text	Select a text string to be stamped from templates, or enter a maximum of 32 characters for the text string. **NOTE** Templates that have been set will appear. For details on registering templates, refer to the following: Common (page 350)
Stamp Method	Select the stamp method for the text stamp. Value: Each Print Page, Each Original Page
Position	Set the text stamp position. Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp position and angle when a stamp is placed on the back side of the paper in duplex printing.

Item	Description
Font	Set the font of the text stamp. Value Font: Courier, Letter Gothic Size: Font sizes registered in Font (Text Stamp) are displayed. ➡ Common (page 350) Color: Black Style: None, Bold, Italic, Bold/Italic Display Pattern: Transparent, Clipping, Overwrite Density: 10 to 100% (in 10% increments)

Bates Stamp

Item	Description
Bates Stamp	Select whether to print a bates stamp on all printing jobs. Value: Off, On **NOTE** When [On] is selected, the Bates Stamp settings cannot be changed when printing.
Edit Text	Set the default Bates Stamp. (Max.: 6) Value: Date, User Name, Serial Number, Numbering, Text 1, Text 2 **NOTE** To set [Text 1] or [Text 2], enter a maximum of 32 characters for the text string.
Date Format	Set the date display format. Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)
Numbering Default	Set the starting sequence number. If you select [Fixed Digit Number] > [On], you can set the number of digits of the serial number (1 to 7 digits). Value Start #: 1 to 9999999 Fixed Digit Number: Off, On

Item	Description
Position	Set the stamp position to be printed. Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.
Font	Set the font of the text stamp. Value Font: Courier, Letter Gothic Size: Font sizes registered in Font (Text Stamp) are displayed. ➡ Common (page 350) Character Border: Off, Circle, Rectangle, Underline Color: Black Style: None, Bold, Italic, Bold/Italic Display Pattern: Transparent, Clipping, Overwrite Density: 10 to 100% (in 10% increments)

Authentication Security

[Home] key > [...] > [System Menu] > [Security Settings] > "Authentication Security"

If user authentication is enabled, configure the user authentication settings.

➡ Authentication Security (page 427)

Unknown User Settings

[Home] key > [...] > [System Menu] > [Security Settings] > "Unknown User Settings"

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID.

NOTE

This function is displayed in case if User login administration or Job accounting is enabled.

➡ Unknown ID Job (page 473)

Network

[Home] key > [...] > [System Menu] > [Security Settings] > "Network"

Item	Description
TLS	Select whether to use TLS for communication. Value: Off, On
Network Access	Select whether to communicate using SNMP and IPSec. ➡ Protocol Settings (page 381) ➡ IPSec (page 392)

Job Accounting/Authentication

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

Configure settings related to machine management.

➡ Overview of User Login Administration (page 424)

➡ Overview of Job Accounting (page 455)

➡ Unknown User Settings (page 473)

Add/Delete Application

[Home] key > [...] > [System Menu] > [Add/Delete Application]

Configure settings for Application.

➡ Application (page 201)

➡ Applications (page 753)

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

Image Adjustment

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Image Adjustment"

Image Adjustment

Select any of the adjustment menus to execute image adjustments to improve the printed image.

Item	Description
Drum Refresh	Remove image blur and white dots from the printout. It takes about 1 minute and 20 seconds. The time required may vary depending on the operating environment. Value: Execute, Not Execute **NOTE** Drum Refresh cannot be performed while printing, Execute Drum Refresh after the printing is done.
Developer Refresh	Adjust the printed image that is too light or incomplete, even though there is enough toner. Value: Execute, Not Execute **NOTE** Waiting time may be longer when the toner is refilled during developer refresh.
Laser Scanner Cleaning	Remove vertical white lines from the printout. Value: Execute, Not Execute
Calibration	Calibrate the device to ensure correct toner overlapping and consistency with the original tone. Value: Execute, Not Execute **NOTE** Perform Color Registration when correct toner overlapping is not ensured even after performing Calibration, and perform Tone Curve Adjustment if consistency with the original tone is not ensured.

Calibration Cycle

Set the calibration cycle.

Value:

Auto:

Automatically sets the cycle for calibration.

Short:

Priority is given to image quality.

Standard:

Balances image quality and print speed.

Long:

Priority is given to print speed.

NOTE

When [Custom] is displayed as setting item, the setting cannot be changed.

Auto Drum Refresh

This specifies the Auto Drum Refresh execution time.

Value:

Off:

Auto Drum Refresh not performed.

Short:

Short Auto Drum Refresh execution time.

Standard:

Standard Auto Drum Refresh execution time.

Long:

Long Auto Drum Refresh execution time.

Behavior Adjustment

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Behavior Adjustment"

Item	Description
Silent Mode	Set the Silent Mode. Select this mode when the running noise is uncomfortable. Value: Off, On **NOTE** When [On] is selected, it may take time for the next print job to start.
Drum Heater	Set the drum heater. Value: Off, On **NOTE** This setting does not appear in some regions.

Others

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Others"

Diagnostics

Item	Description
Memory Diagnostics	Perform this function to check the machine memory.
Software Verification	➡ Device Security Settings (page 405)

Online Software Update

➡ Updating the Software (page 302)

Restart/Initialization

Item	Description
Restart Network	➡ Restart Network (page 393)
Restart Network (Optional Network)	➡ Restart Network (page 399)
Restart Entire Device	➡ Others (page 401)
Format SSD	Format the SSD.
Format SD Card	Format the SD card. To use an SD card, it is necessary to format the SD card on this machine first. When the formatting is complete, data can be written to the SD card.
System Initialization	➡ Data Security (page 406)

9 User Authentication and Accounting (User Login, Job Accounting)

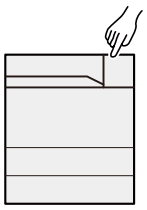
Overview of User Login Administration....424
Enabling User Login Administration....426
Setting User Login Administration....427
Using User Login Administration....453
Overview of Job Accounting....455
Enabling Job Accounting....457
Job Accounting (Local)....458
Configuring Job Accounting....464
Using Job Accounting....469
Apply Limit....471
Printer Count....472
Unknown User Settings....473

Overview of User Login Administration

User login administration specifies how the user access is administered on this machine. Enter a correct login user name and password for user authentication to login.

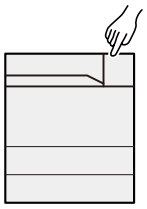
- Enable User Login Administration

  ➡ Enabling User Login Administration (page 426)



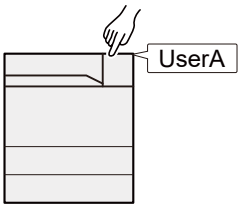
- Set the user

  ➡ Adding a User (Local User List) (page 430)



- Enter the login user name and password, and execute the job

  ➡ Using User Login Administration (page 453)



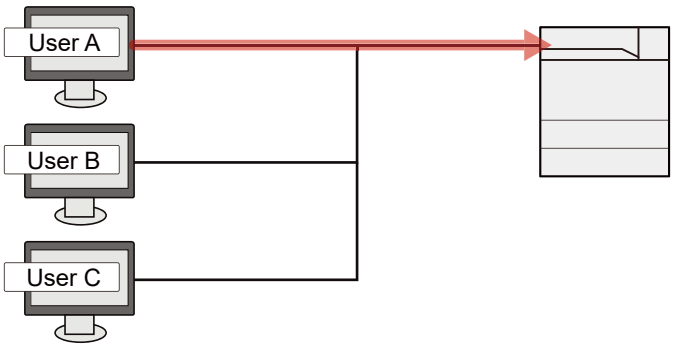
Access are in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

Managing the Job Account from PC

In addition to the above settings, the following are necessary to manage the job account from PC.

To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.



- Set the User Login Administration on the printer driver

  ➡ User Login Administration for Printing (page 435)

- Print

Enabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

Item	Descriptions
Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [User Login].

2 Configure the settings.

Select [Local Authentication] or [Network Authentication].

Select [Off] to disable user login administration.

If you select [Local Authentication], set [Local Authorization].

➡ Local Authorization (page 437)

If you select [Network Authentication], set [Server Settings].

➡ Server Settings (page 438)

NOTE

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

Setting User Login Administration

This registers, alters and deletes users and configures the settings for User Login Administration.

Authentication Security

If user authentication is enabled, configure the user authentication settings.

User Account Lockout Setting

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication] > "Authentication Security" [User Account Lockout Settings]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

The following settings can be selected.

Lockout

Select whether or not account lockout policy is enabled.

Value: Off, On

Lockout Policy

Specify the conditions and the extent to which the account lockout is applied.

Value	Descriptions
Number of Retries until Locked	Specify how many login retries are allowed until the account is locked out. (1 to 10 times)
Lockout Duration	Specify how long the account is to be locked out until it is unlocked. (1 to 60 minutes)
Lockout Target	Specify the extent to which the account lockout is applied. You can select from [All] or [Remote Login Only]. Remote Login Only locks out all operations from outside the operation panel.

Locked out Users List

Displays a list of locked out users. You can unlock a user by selecting the user in the list, and selecting [Unlock].

NOTE

This function is displayed when account lockout policy is enabled.

Password Policy Settings

You can prohibit the setting and use of passwords that do not comply with the password policy.

Setting the Password Policy makes it more difficult to break the password.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication] > "Authentication Security" [Password Policy Settings]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

The following settings can be selected.

Password Policy

Select whether or not password policy is enabled.

Value: Off, On

Minimum Password Length

Set the minimum password length of characters for password.

Value: Off, On (1 to 64 characters)

Password Complexity

Set the password complexity.

Value

No more than two consecutive identical char: Off, On

At least one uppercase letter (A-Z): Off, On

At least one lowercase letter (a-z): Off, On

At least one number (0-9): Off, On

At least one symbol: Off, On

Maximum Password Age

Set the maximum password age.

Value: Off, On (1 to 180 days)

Policy Violated User List

List of users do not meet password policy requirements.

Adding a User (Local User List)

This adds a new user. You can add up to 1000 users (including the default login user name).

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Add/Edit Local User].

2 Enter the user information.

[Add] > Enter the user information

User Name[1]

Enter the name displayed on the user list (up to 32 characters).

Login User Name[1]

Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.

Login Password[1]

Enter the password to login (up to 64 characters). Reenter the same password for confirmation.

Access Level Settings[1]

Select "Administrator" or "User" for user access privileges.

Access Level

Select [Administrator] or [User] for user access privileges.

System Admin Permission

If the user privileges set in the [Access Level] are [User], select the privileges that can be set from the following.

- Paper Settings
- User/Job Account Information
- Basic Network Settings
- Basic Device Settings
- Advanced Device/Network Settings

Account Name

Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID.

➡ Overview of Job Accounting (page 455)

NOTE

- Search by account ID or account name. Select either [Search (No.)] or [Search (Name)] to switch between [Search (No.)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

Email Address

The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.

ID Card Info

Register ID card information.

Place the ID card on the ID card reader.

NOTE

This function is displayed when the optional ID Card Authentication Kit is activated.

➡ Applications (page 753)

Local Authorization[2]

Set usage authority for each user.

Print Restriction

Select whether or not use of the print function of the printer is prohibited.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Specify whether only EcoPrint is allowed.

My Panel

You can register the language selection, initial screen, and shortcut settings for each user. Settings registered here can be applied simply by logging in.

*1 Be sure to enter the items.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 437)

NOTE

- For details on entering characters, refer to the following:

➡ Character Entry Method (page 756)

3 Select [Save].

A new user is added on the local user list.

NOTE

If simple login is enabled, a confirmation screen appears when new registration is finished asking if you will configure simple login settings. To configure simple login settings, select [Yes]. If you select [No], you will return to the user list screen. For the procedure for configuring simple login settings, refer to the following:

➡ Simple Login Settings (page 446)

Changing User Properties

User properties can be changed. Types of user properties that could be changed may be different depending on user access privilege.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Add/Edit Local User].

2 Change the user properties.

Changing user properties

1 Select [ ] (information icon) for the user whose properties you wish to change.

NOTE

- Select [User Name] or [Login User ID] to sort the user list.
- Search by name or login user name. Select either [Search (Login)] or [Search (Name)] to switch between [Search (Login)] and [Search (Name)].

2 Enter the user information.

- User Name
- Login User Name[1]
- Login Password
- Access Level Settings[1]
- Account Name[1]
- Email Address
- ID Card Information[1]
- Local Authorization[1][2]
- My Panel

For details on each items, refer to step 3 of "Adding a User (Local User List)" to change a user property.

➡ Adding a User (Local User List) (page 430)

3 Select [Save].

The user information is changed.

*1 You can change only when you log in with machine administrator authority.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 437)

Deleting a user

1 **Select the user to delete.**

2 **[Delete] > [Delete]**

The selected user will be deleted.

NOTE

The default user with machine administrator rights cannot be deleted.

User Login Administration for Printing

It is possible to manage the users that print on this machine from a PC.

Setting Printer Driver

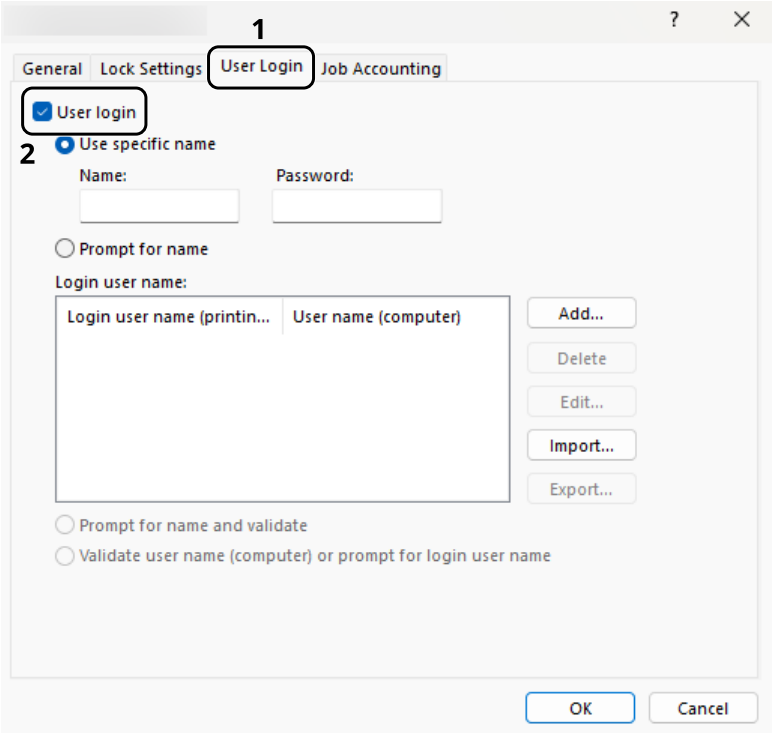
To manage the users that print on this machine from a PC, the following settings are necessary in the printer driver. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1. Click [Start] button on the Windows, and then select [Windows System], [Control Panel] ,and [View devices and printers].
2. Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
3. Click [Administrator] on the [Device Settings] tab.

2 Configure the settings.

1. Select [User Login] on the [User Login] tab.



2. Set the User Login Administration.

[Use specific name]:

This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

[Prompt for name]:

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password must be entered each time a printing is attempted.

[Prompt for name and validate]:

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password stored in the Login user name list needs to be entered. The user name and password must be entered each time a printing is attempted.

[Validate user name (computer) or prompt for login user name]:

When printing, the Windows user name is searched in the "Login user names" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Click [OK].

NOTE

For other settings of job accounting, refer to the following:

➡ **Printing System Driver User Guide**

Local Authorization

Select whether or not to use Local Authorization.

NOTE

When using Local Authorization, the user authentication type must be set to [Local Authentication].

➡ Enabling User Login Administration (page 426)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Local Authorization].

2 Configure the settings.

Select [Off] or [On].

Server Settings

Set the server type when network authentication is enabled.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [User Login] > [Network Authentication]

2 Configure the settings.

1 Select [NTLM], [Kerberos] or [Ext.] as the server type and enter the host name (256 characters or less) for the Authentication Server. When selecting [Ext.] as the server type, enter the port number.

NOTE

- Selecting [Add/Edit/Delete Domain] displays the domain registration list. In the domain registration list screen, select [Add/Edit], and enter the domain name. Up to 10 domain names can be registered.
- If two or more domains are registered, select [Default Domain] and select the default domain.

2 Select [OK].

NOTE

If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

Group Authorization Settings

Set restrictions of the machine usage by each individual group registered in the authentication server.

NOTE

To use the group authorization settings, [Network Authentication] must be selected for the authentication method in "Enabling User Login Administration". Select [On] for "LDAP" in "Protocol Settings".

➡ Enabling User Login Administration (page 426)

➡ Protocol Settings (page 381)

Group Authorization

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Group Authorization].

2 Configure the settings.

Select [On] or [Off].

Group List (Up to 20)

Register the groups that are restricted the machine usage. Other users and groups belong to "Others".

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Group List].

2 Configure the settings.

[Add] > Add information on each item

Group Name

Enter the name displayed on the group list (up to 32 characters).

Group ID[1]

Enter the ID displayed on the group list (between 1 and4294967295).

Access Level

Select [Administrator] or [User] for group access privileges.

Print Restriction

Select whether or not to reject usage of print functions for the printer.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Specify whether only EcoPrint is allowed.

*1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows.

> **NOTE**
>
> For details on entering characters, refer to the following:
>
> ➡ Character Entry Method (page 756)

3 Register the group.

Select [Save].

A new group is added on the group list.

Guest Authorization Settings

When User Login Administration is enabled, set the functions that guest users who cannot log in to the machine are allowed to use.

NOTE

To use Guest Authorization Set., User Login Administration must be enabled in "Enabling User Login Administration".

➡ Enabling User Login Administration (page 426)

Enabling Guest Authorization

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Guest Authorization Set.].

2 Configure the settings.

Select [On] or [Off].

NOTE

- If the guest authorization setting is enabled, the [Logout] key must be selected when logging in.
- In the guest user default settings, only monochrome copying can be used. If you wish to use a different function, log in as a user who can use that function, or change the settings in the guest properties.

Configuring Guest Property

Register guest user information and functions that are restricted.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Guest Property].

2 Configure the settings.

Check the settings and change or add information as needed.

User Name

Enter the name displayed on the user list (up to 32 characters). The default setting is "Guest User".

Access Level

The authority of the user appears. This cannot be changed.

Account Name

Add an account where the user belongs. If the user does not belong to any account, select [Other Account].

Authorization Rules

Set usage authority for each user. The items you can restrict the access level with are as follows.

Print Restriction:

Select whether or not use of the print function of the printer is prohibited.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive

Duplex Restriction:

Select whether only duplex printing is allowed.

Combine Restrict.:

Specify whether only Combine is allowed.

EcoPrint Restriction:

Specify whether only EcoPrint is allowed.

3 Register the guest user information.

Select [OK].

Obtain NW User Property

Set the required information to obtain the network user property from the LDAP server. The user name and E-mail address obtained with this setting is shown in the user information, the status confirmation screen, and the header of E-mail.

NOTE

To obtain the network user property from the LDAP server, [Network Authentication] must be selected for the authentication method in "Enabling User Login Administration". Select [On] for "LDAP" in "Protocol Settings".

➡ Enabling User Login Administration (page 426)

➡ Protocol Settings (page 381)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Obtain NW User Property].

2 Configure the settings.

Select [On] for "Obtain NW User Property" and add information on each item

LDAP Server Information

Server Name[1]

Enter the LDAP server name or the IP address (up to 64 characters). If a server name is not entered, user information will be acquired from the server set for Network Authentication.

Port

Port number for LDAP server. The default port number is 389.

Acquisition of User Information

Name 1[2]

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).

Name 2[3]

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).

Email Address[4]

Enter the LDAP Attribute to obtain the E-mail address from the LDAP server (up to 256 characters).

Authentic at Type[5]

Set the authentication method. Select [Simple] or [SASL]. After changing the setting, restart the system or turn the power off and then on.

Search Timeout

Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds).

LDAP Security

Select the type of encryption according to the type of security employed by the LDAP server. The value is [Off], [TLS] or [STARTTLS].

*1 If using Active Directory of Windows, the server name may be the same as the server name entered in the network authentication.

*2 If using Active Directory of Windows, display Name of Attribute may be used as "Name 1".

*3 "Name 2" can be left out. When you assign display Name in "Name 1" and department in "Name 2", and if the value of displayName is "Mike Smith" and the value of department is "Sales" in Active Directory of Windows, the user name appears as "Mike Smith Sales".

*4 If using Active Directory of Windows, mail of Attribute may be used as E-mail Address.

*5 Appears when the server type is set to "Kerberos" in "Network Authentication".

3 Select [OK].

Simple Login Settings

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

NOTE

- For user registration, refer to the following:

  ➡ Adding a User (Local User List) (page 430)
- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".

  ➡ Enabling User Login Administration (page 426)
- When the guest authorization setting is enabled, the Simple Login screen is not displayed.

Enabling Simple Login

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Simple Login].

2 Configure the settings.

Select [On] or [Off].

Simple Login Key

Register users to use simple login. You can add up to 20 users.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Simple Login Key].

2 Enter the user information.

1 Select the key to which you want to register a user.

2 Enter the user name to be displayed.

NOTE

For details on entering characters, refer to the following:

➡ Character Entry Method (page 756)

3 Select [Select user].

4 To specify the user from local users, select [Local User]. To specify from network users, select [Network User].

The procedure differs depending on the transmission method selected.

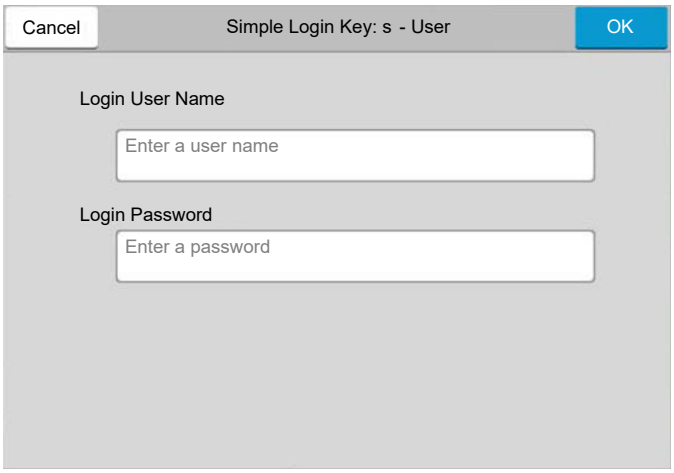
Specifying the user from local users

Select the user to be set for simple login.

NOTE

- Search by login user name or name. Select either [Search (Login)] or [Search (Name)] to switch between [Search (Login)] and [Search (Name)].
- Select [User Name] or [Login User Name] to sort the user list.

Specifying the user from network users



Select the entry field for "Login User Name" and "Login Password", enter the information of the user to be registered, and select [OK].

If you are specifying a user for whom a domain is set in network authentication, select the "Domain" and select the domain where the user is registered.

NOTE

For details on entering characters, refer to the following:

➡ Character Entry Method (page 756)

5 Select [On] or [Off] for "Password".

6 Select the user icon to be displayed.

3 Register the user.

Select [Save].

ID Card Settings

If ID card authentication is enabled, select the authentication type.

NOTE

This functions appears when the Card Authentication kit is activated.

➡ Applications (page 753)

Keyboard Login

When ID card authentication is enabled, select whether or not login by keyboard is allowed.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "ID Card Settings" [Keyboard Login].

2 Configure the settings.

Select [Permit] or [Prohibit].

Additional Authentication

Select whether or not to require password entry after authenticating by ID card.

NOTE

This function does not appear when the server type is set to [NTLM] or [Kerberos] in "Network Authentication".

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "ID Card Settings" [Additional Authentication].

2 Configure the settings.

Select [Off], [Use Password] or [Use PIN Code].

NOTE

[Use PIN Code] is displayed only when using PIN Code Authorization.

➡ PIN Login (page 452)

Quick Job Printing

When a user logs in using an ID card, it displays a list of user-controlled print jobs that were saved in the job-holding box.

NOTE

For details about the quick job printing, please refer to the following.

➡ Printing Document from Stored Job Box (page 175)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select “User Login Setting” [Quick Job Printing].

2 Configure the settings.

Configure various settings by setting "Display List on Login" to "ON".

Logout after Printing

Sets whether to automatically logout after printing.

Skip PIN and Copies Confirmation

Sets whether or not to skip PIN code entry and verify the number of copies when printing.[1]

*1 When a PIN codes is configured.

PIN Login

NOTE

When using PIN Code Authorization, the network authentication must be enabled and [Ext.] must be selected for server type.

➡ Enabling User Login Administration (page 426)

➡ Server Settings (page 438)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [PIN Login].

2 Configure the settings.

Select [On] or [Off].

Using User Login Administration

This section explains procedures while setting job accounting.

Login/Logout

If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine. Use the procedure below to login and logout.

Login

If the login user name entry screen appears during operations, log in by referring to the following:

➡ Login (page 63)

Logout

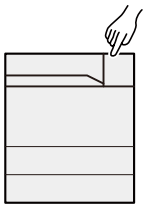
When the operations are complete, select the [Logout] key to return to the login user name and login password entry screen.

Overview of Job Accounting

Job accounting manages the print count accumulated by individual accounts by assigning an ID to each account.

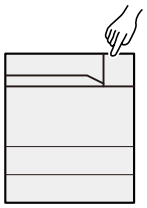
- Enable job accounting.

  ➡ Enabling Job Accounting (page 457)



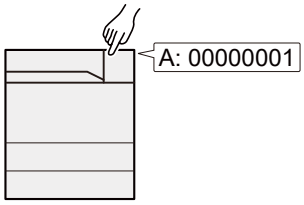
- Setting an account.

  ➡ Job Accounting (Local) (page 458)

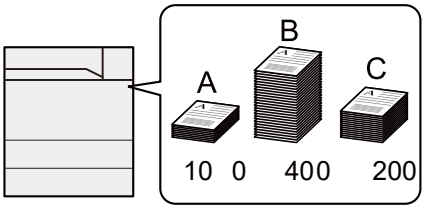


- Enter the assigned account ID when performing the job.

  ➡ Using Job Accounting (page 469)

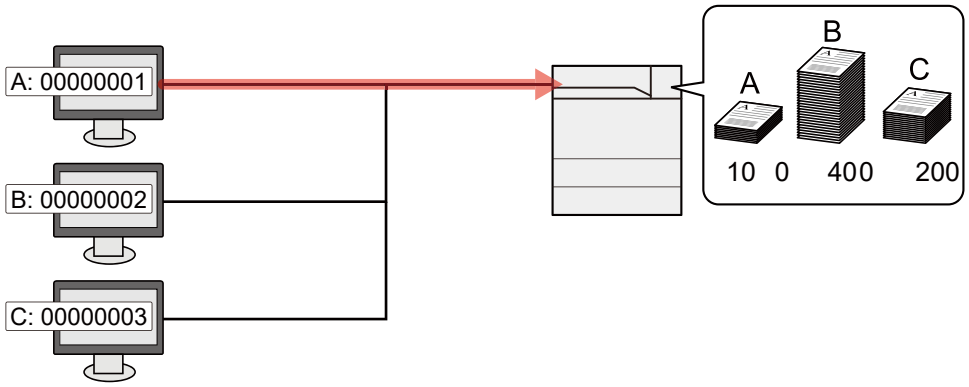


- Count the number of pages printed.



To Manage the Number of Sheets Used on Jobs Printed from a PC

To manage the number of jobs to be printed from the PC on the network, you need to configure settings by using the printer driver on the PC.



- Set Job Accounting for the PC on the network by using the printer driver.

  ➡ Job Accounting for Printing (page 462)

- Execute printing.
- Count the number of pages printed.

Enabling Job Accounting

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting].

2 Configure the settings.

Select [Local] or [Network].

Select [Off] to disable job accounting.

NOTE

When the display returns to System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Job Accounting (Local)

You can add, change and delete an account and set the restriction for each account.

Adding an Account

Up to 1000 individual accounts can be added.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Enter the account information.

1 [Add] > Add information on each item

Account Name

Enter the account name (up to 32 characters).

Account ID

Enter the account ID as many as eight digits (between 0 and 99999999).

Restriction

This prohibits printing or restricts the number of sheets to load.

➡ Restricting the Use of the Machine (page 459)

NOTE

- For details on entering characters, refer to the following:

➡ Character Entry Method (page 756)

- Any "Account ID" that has already registered cannot be used. Enter any other account ID.

2 Select [Register].

A new account is added on the Account List.

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available. The items that can be restricted differ depending on whether "Individual" or "Total" is selected for "Print Count".

➡ Printer Count (page 472)

Restriction Items

[Individual] selected for "Printer Count"

Item	Descriptions
Print Restriction (Total)	Limits the number of sheets used for printing. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC

[Total] selected for Printer Count

Item	Descriptions
Print Restriction (Total)	Limits the total number of sheets used for copying and printing.

Applying Restriction

Restriction can be applied in the following modes:

Item	Descriptions
Off	No restriction is applied.
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 copies.
Reject Usage	Restriction is applied.

Editing an Account

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Edit an account.

1 Select [ ] (information icon) for the account name you wish to edit.

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

2 Change the account information.

3 Select [Save].

The account information is changed.

Deleting an Account

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Delete an account.

1 Select the account name you wish to delete.

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

2 [Delete] > [Delete]

The account is deleted.

Job Accounting for Printing

The number of jobs to be printed from the computer can be managed by Job Accounting.

Setting Printer Driver

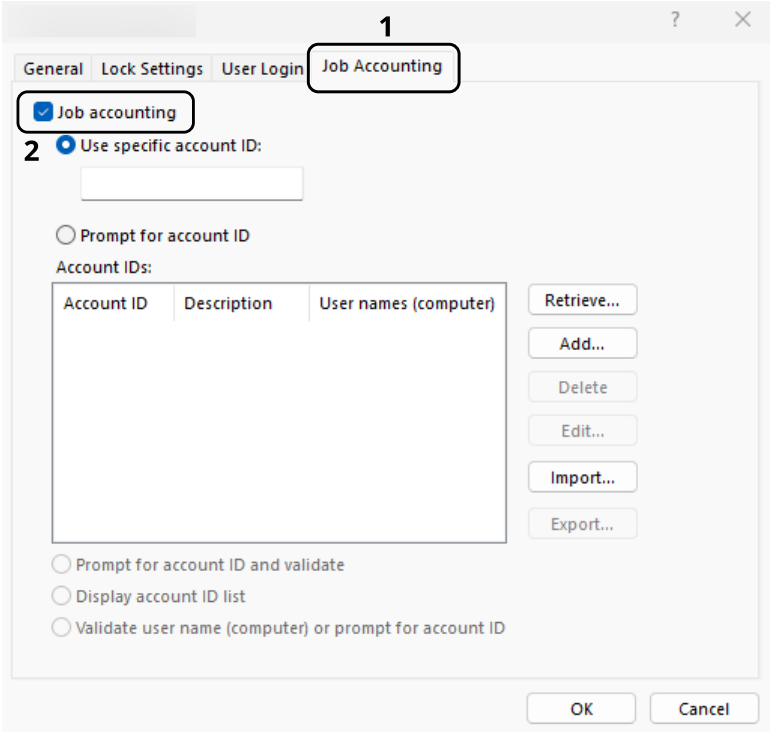
To manage the number of jobs to be printed from the PC on the network, you need configure the following settings by using the printer driver on the PC. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1. Click [Start] button on the Windows, and then select [Windows System], [Control Panel] ,and [View devices and printers].
2. Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
3. Click [Administrator] on the [Device Settings] tab.

2 Configure the settings.

1. Select [Job accounting] on the [Job Accounting] tab.



2. Set the Account ID.

[Use specific account ID]:

Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

[Prompt for account ID]:

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID must be entered each time a printing is attempted.

[Prompt for account ID and validate]:

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time a printing is attempted.

[Display account ID list]:

The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

[Validate user name (computer) or prompt for account ID]:

When printing, the Windows user name is searched in the "Account IDs" and printing is possible if the name is registered. If the Account ID is not registered, the screen for entering the Account ID will appear.

3 Click [OK].

NOTE

For other settings of job accounting, refer to the following:

➡ **Printing System Driver User Guide**

Configuring Job Accounting

Default Counter Limit

When you add a new account, you can change the default restrictions on the number of sheets used. You can set any number from 1 to 9,999,999.

The items that can be set differ depending on whether [Individual] or [Total] is selected for "Print Count".

➡ Printer Count (page 472)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting Setting].

2 Configure the settings.

Select the item for "Default Counter Limit"> use [+], [-] or the numeric keys to enter the default restriction on the number of sheets > [OK]

[Individual] selected for "Printer Count"

Print Restriction (Total)

Sets the default restriction on the number of sheets used for printing.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

[Total] selected for "Printer Count"

Print Restriction (Total)

Sets the default restriction on the total number of sheets used for copying and printing.

Count by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE

Paper size is available in five types, 1 to 5. These types are specified in accounting reports.

➡ Print Accounting Report (page 468)

In addition to paper size, media type can also be specified (e.g. count the letter-size color paper used). If you do not specify the media type, the number of used sheets will be counted for the specified sheet size, regardless of the media type.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting Setting].

2 Configure the settings.

1 "Count by Paper Size" [Paper Size 1 (to 5)] > [On]

2 Select [Paper Size].

3 Select the paper size.

4 Select [Media Type]to specify media type.

5 Select the media type.

6 Select [OK].

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

The table below lists the item you can view.

Item	Descriptions
Printed Pages	Displays the number of pages used in printing for each of the following item. **Count by Function** Displays the number of pages used to print and their total. **Count by Paper Size** Displays the number of pages used in the selected paper size as well as the number of pages used in other paper sizes. ➡ Count by Paper Size (page 465) **Count by Duplex** Displays the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both. **Count by Combine** Displays the number of pages used in Combine (None) mode, Combine (2 in 1) mode, Combine (4 in 1) mode and the total for all three.
Counter Reset	Resets the counter. Select [Reset] in the confirmation screen.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting Counter].

2 Check the number of pages.

Total Accounting

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

1 Select [Total] to check the count.

Select [Counter Reset] to reset the counter.

2 Confirm the count and select [Close].

Each Job Account

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

1 Select the account.

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.
- To display an account other than your own account, select [Other Account].

2 Check the count.

Select [Counter Reset] to reset the counter.

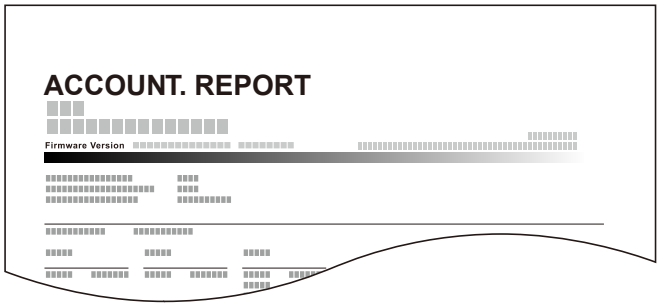
3 Confirm the count and select [Close].

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When "Individual" is selected for Managing the Printer Count.



If count by paper size is being performed, then the report will be printed per size.

Use the procedure below to print a job accounting report.

1 Prepare paper.

Check that A4 or Letter paper is loaded in the cassette.

2 Display the screen.

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

3 Print the report.

"Job Accounting Setting" [Print Accounting Report] > [Print]

Accounting report is printed.

Using Job Accounting

This section explains procedures while setting job accounting.

Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Login

1 **Enter the account ID using the numeric keys > [Login]**

NOTE

- If you entered a wrong character, select [C] (Clear) and enter the account ID again.
- If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
- By selecting [Check Counter], you can refer to the number of pages printed.

When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to login. If the user has already registered the account information, the account ID entry would be skipped.

➡ Adding a User (Local User List) (page 430)

2 **Proceed to complete the rest of the steps.**

Logout

When the operations are complete, select the [Logout] key to return to the account ID entry screen.

Apply Limit

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

Item	Descriptions
Immediately	Job stops when the counter reaches its limit.
Subsequently	Printing of the job continues but the subsequent job will be rejected.
Alert Only	Job continues while displaying an alert message.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Apply Limit]

2 Configure the settings.

Select [Immediately], [Subsequently], or [Alert Only].

Printer Count

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. For details, refer to the following:

- Restricting the Use of the Machine (page 459)
- Counting the Number of Pages Printed (page 466)
- Print Accounting Report (page 468)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Printer Count]

2 Configure the settings.

Select [Total] or [Individual].

Unknown User Settings

Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

The setting items are as follows.

Item	Descriptions
Permit	The job is permitted to be printed.
Reject	The job is rejected (not printed).

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Unknown User Settings" [Unknown ID Job].

2 Configure the settings.

Select [Permit] or [Reject].

Registering Information for a User whose ID is Unknown

If you register user information for a user whose ID is unknown, you can check information on the Job Status or Job History screens. In addition, you can restrict available functions.

NOTE

This function is displayed when [Unknown ID Job] is set to [Permit].

➡ Unknown ID Job (page 473)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Unknown User Settings" [User Property].

2 Enter the user information.

Enter the user information > [OK]

User Name

Enter the name displayed on the user list (up to 32 characters).

Account Name

Register an account for a user whose ID is unknown.

➡ Overview of Job Accounting (page 455)

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

Authorization Rules

Set usage authority.

The following restriction items are available:

Print Restriction:

Select whether or not use of the print function of the printer is prohibited.

Applicable print functions are as follows:

- Print from PC

10 Troubleshooting

Regular Maintenance 476
Troubleshooting 499
Adjustment/Maintenance 623
Clearing Paper Jams 625
Clearing a Staple Jam 727

Regular Maintenance

Cleaning

Clean the machine regularly to ensure optimum printing quality.

CAUTION

For safety, always unplug the power cord before cleaning the machine.

Toner Container Replacement

When toner is empty, the following message will be displayed. Replace the toner container.

"Toner is empty."

When toner runs low, the following message will be displayed. Make sure you have a new toner container available for replacement.

"Toner is low. (Replace when empty.)"

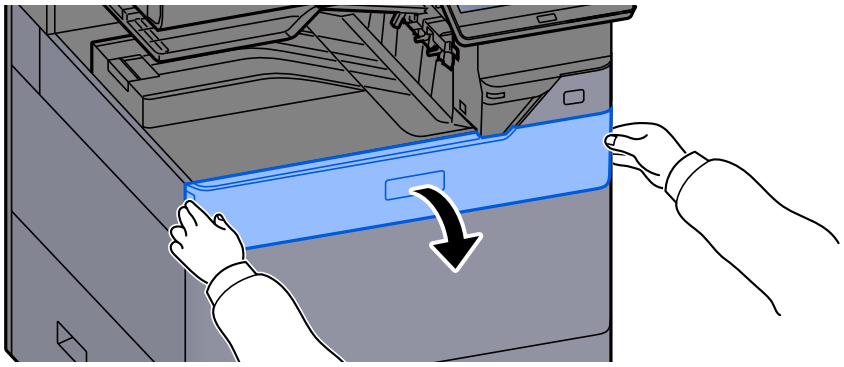
NOTE

- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

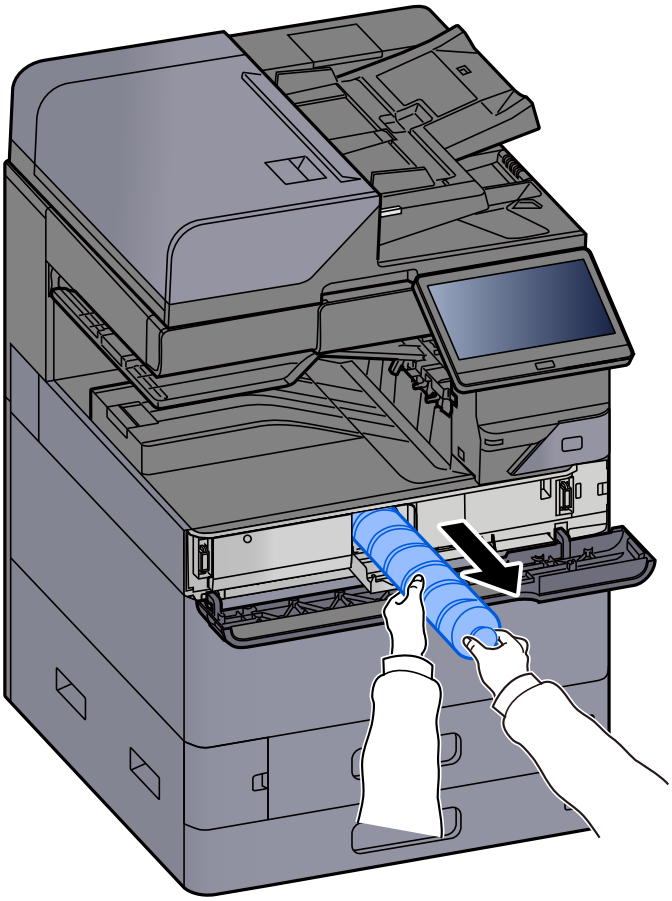
1 Open the front cover.



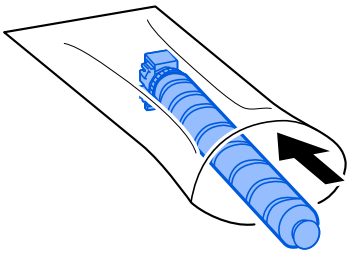
NOTE

If you close the toner container cover before replacing the container, select [Open Toner Container Cover].

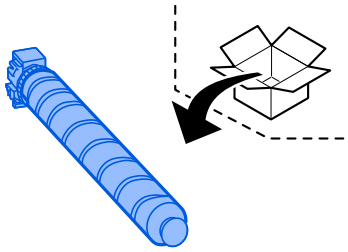
2 Remove the toner container.



3 **Put used toner container into the plastic waste bag.**

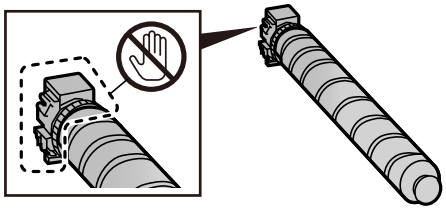


4 Remove the new toner container from the box.

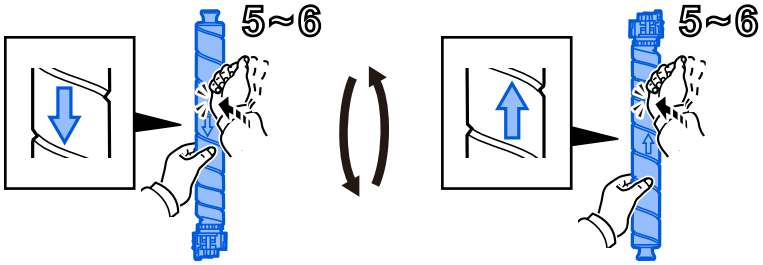


IMPORTANT

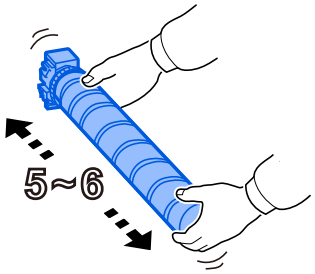
Do not touch the points shown below.



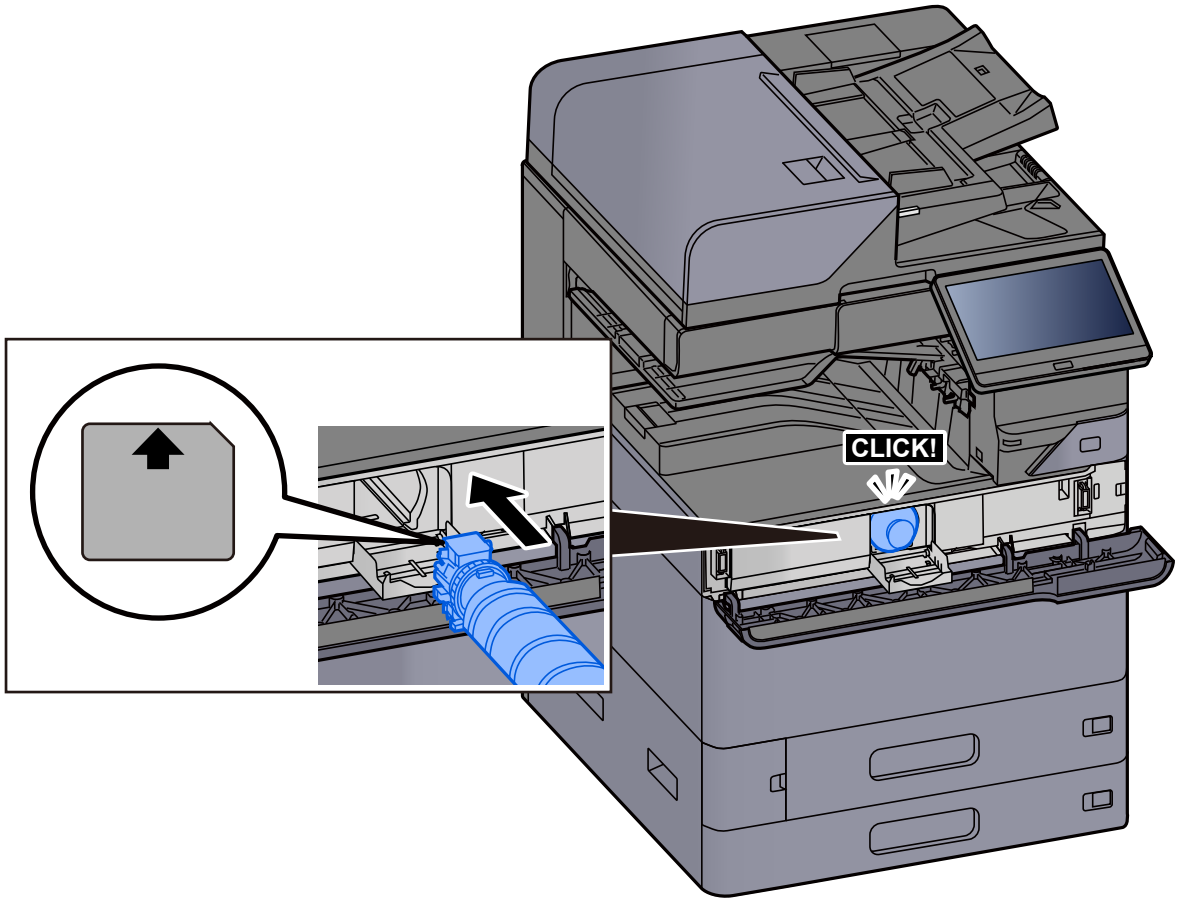
5 Tap the toner container.



6 Shake the toner container.



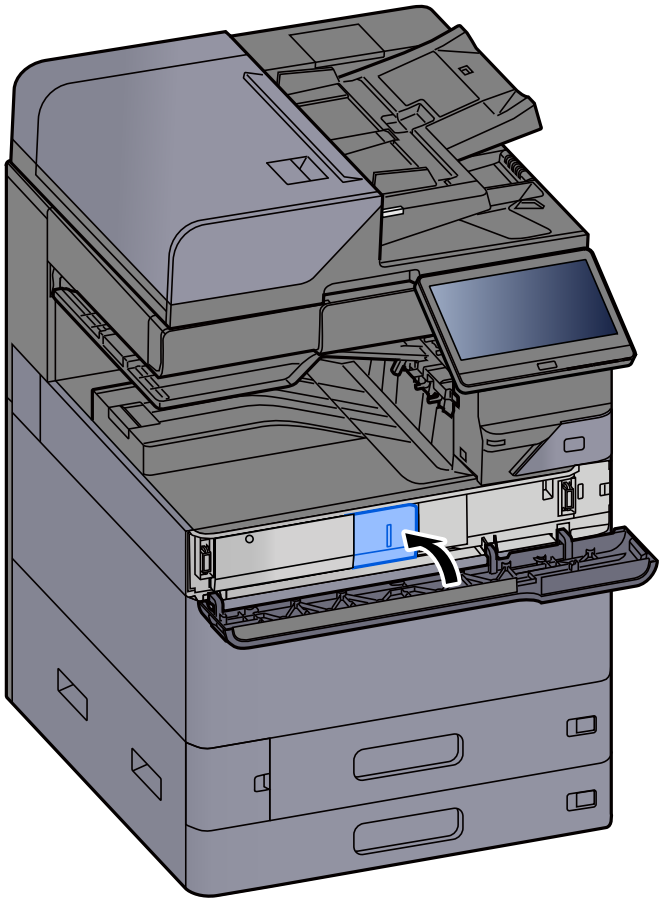
7 Install the toner container.



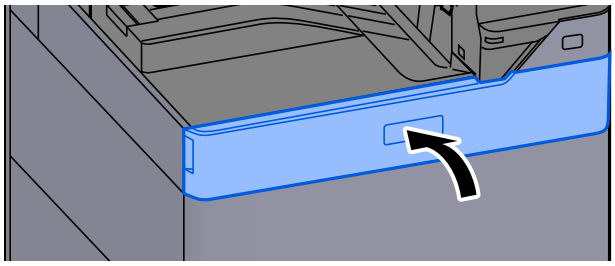
IMPORTANT

Insert the toner container all the way.

8 Close the toner container cover.



9 Close the front cover.



NOTE

- If the toner container cover or front cover does not close, check that the new toner container is installed correctly.
- Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

Replace the Waste Toner Box

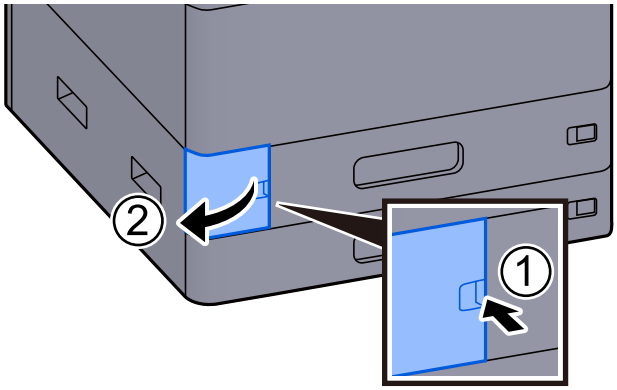
When the waste toner box is full, the following message will be displayed. Immediately replace the waste toner box.

"Replace the waste toner box."

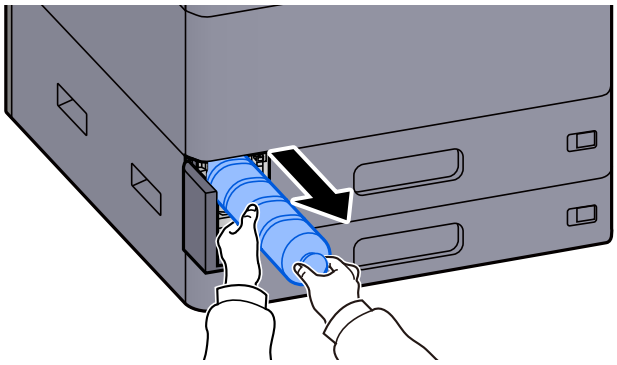
CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

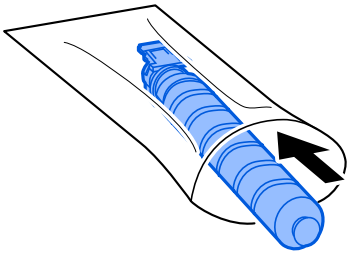
1 Open the waste toner box cover.



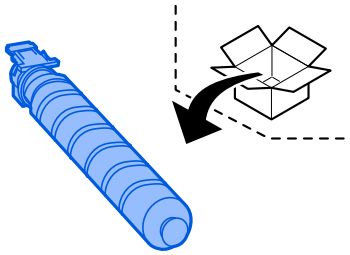
2 Remove the Waste Toner Box.



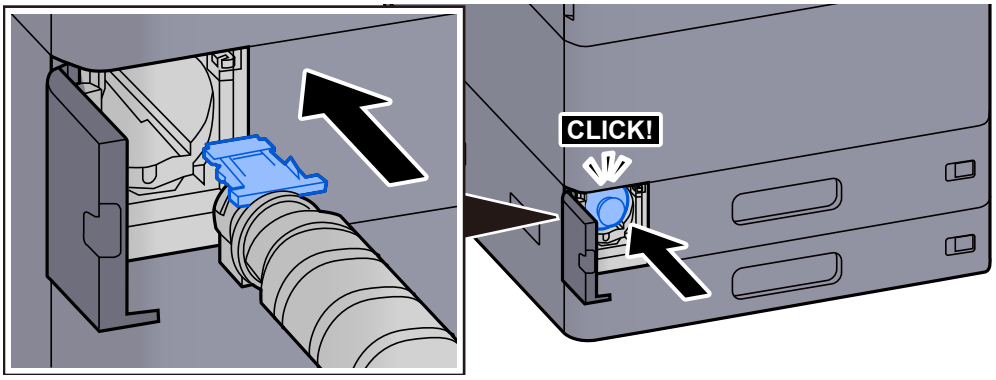
3 Put used Waste Toner Box into the plastic waste bag.



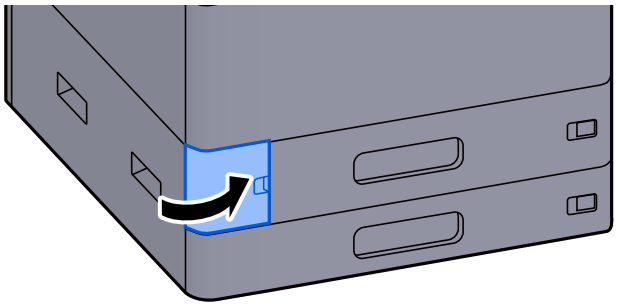
4 Remove the new Waste Toner Box.



5 Install the Waste Toner Box.



6 Close the waste toner box cover.



NOTE

Return the exhausted waste toner box to your dealer or service representative. The collected waste toner box will be recycled or disposed in accordance with the relevant regulations.

Loading Paper

When Cassette # runs out of paper, the following messages will be displayed.

"Add paper in cassette #"

"Add paper in Multipurpose tray"

➡ Loading in Cassette 1 (page 127)

➡ Loading in Cassette 2 (page 130)

➡ Loading in the Large Capacity Feeder (page 137)

➡ Loading in the Side Feeder (page 139)

➡ Loading Paper in the Multipurpose Tray (page 191)

NOTE

If [Show Paper Setup Message] is set to [On], the confirmation screen for the paper setting will be displayed when a new paper is set. If a paper is changed, change the settings of the paper.

➡ Cassette 1 (to 5) Settings (page 323)

➡ MP Tray Settings (page 326)

Replacing Staples (1,000-Sheet Finisher)

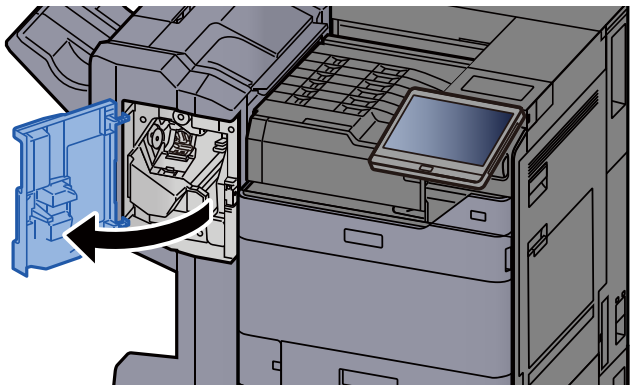
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty"

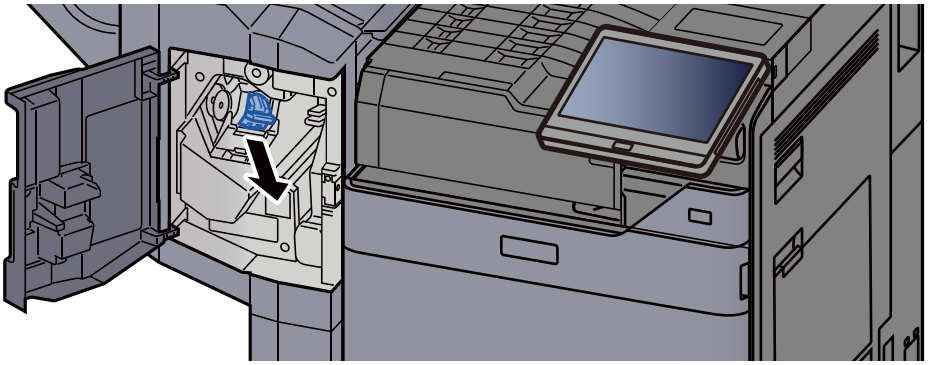
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

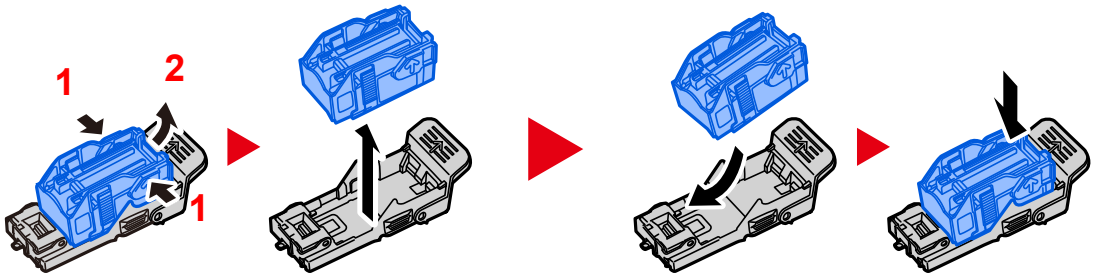
1 Open the finisher front cover.



2 Remove the Staple Cartridge Holder.



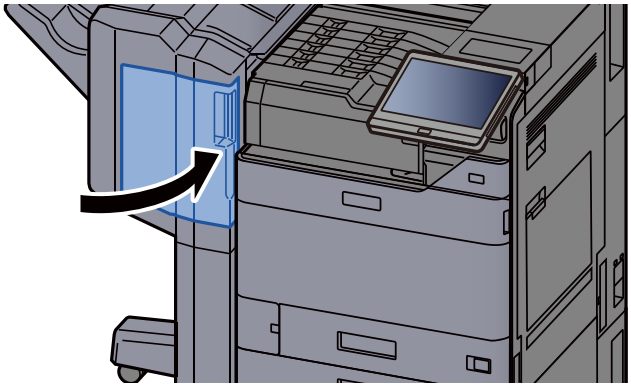
3 Replace the staples.



4 Install the Staple Cartridge Holder.



5 Close the cover.



Replacing Staples (4,000-Sheet Finisher)

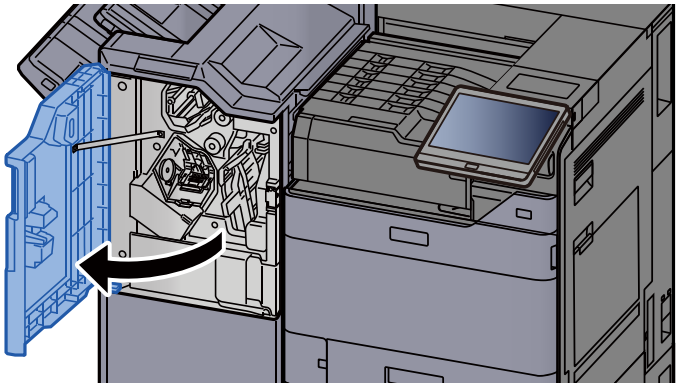
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

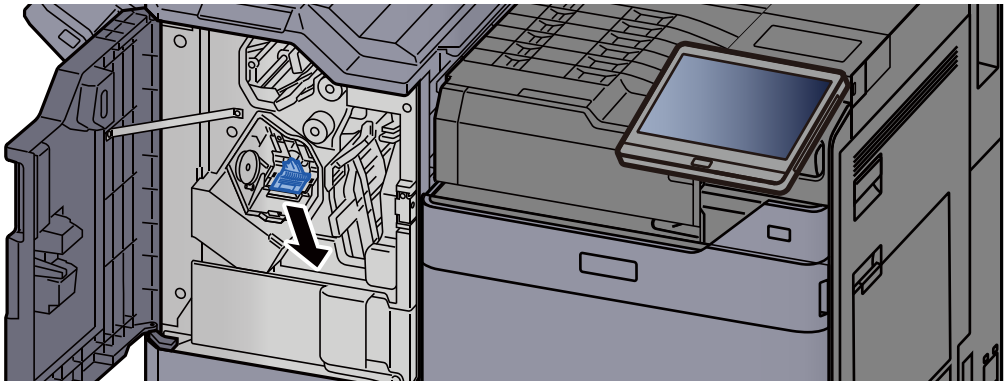
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

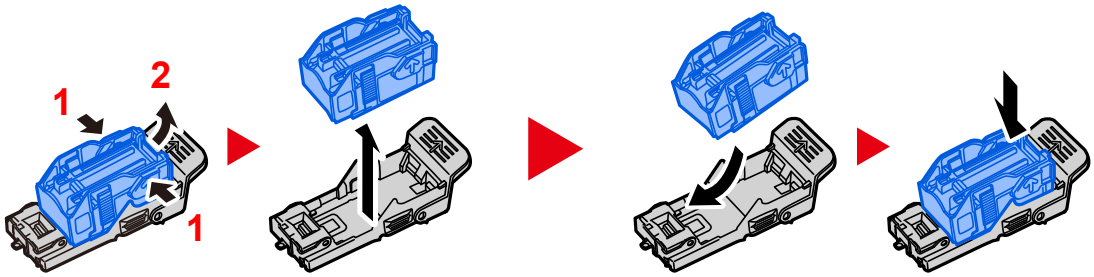
1 Open the finisher front cover 1.



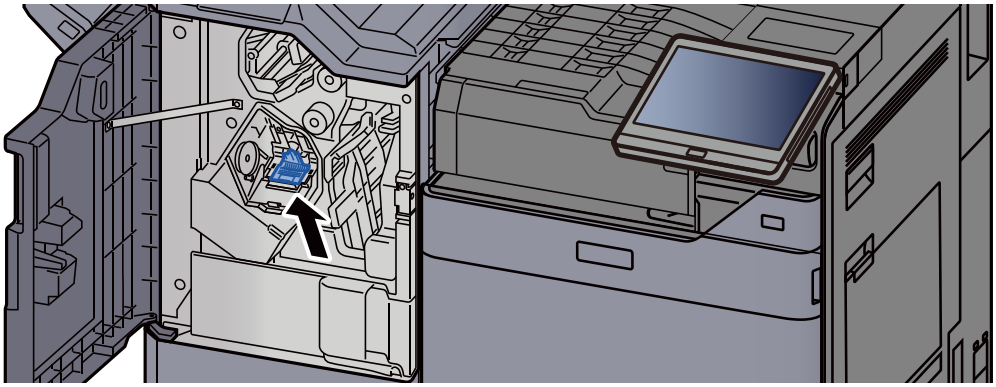
2 Remove the Staple Cartridge Holder (A).



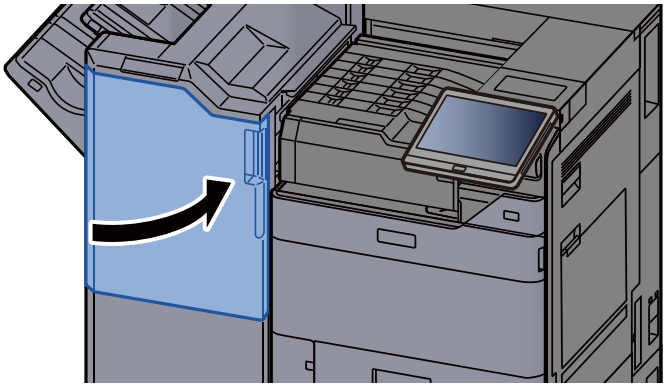
3 Replace the staples.



4 Install the Staple Cartridge Holder (A).



5 Close the cover.



Replacing Staples (100-sheet Staple Finisher)

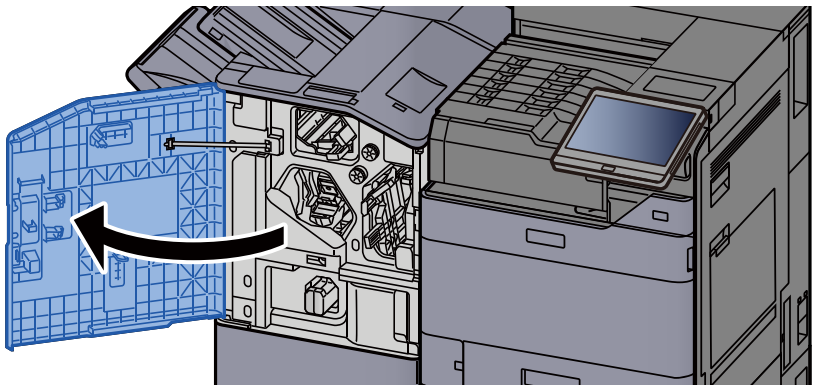
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

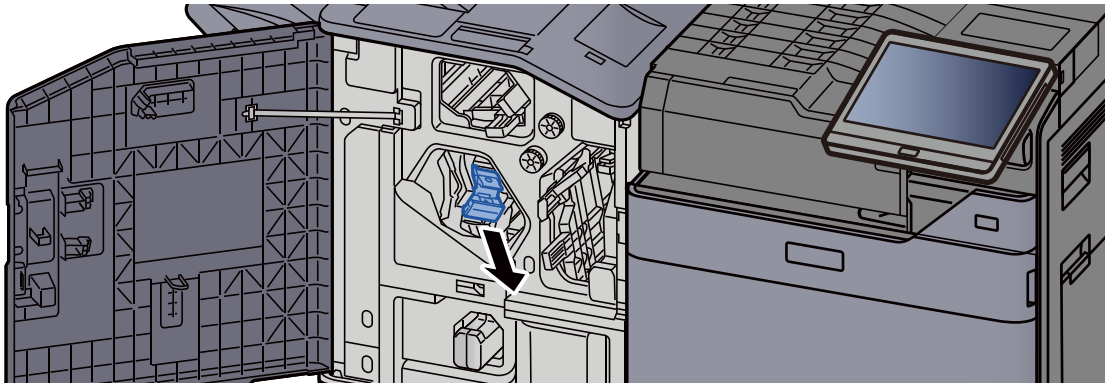
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

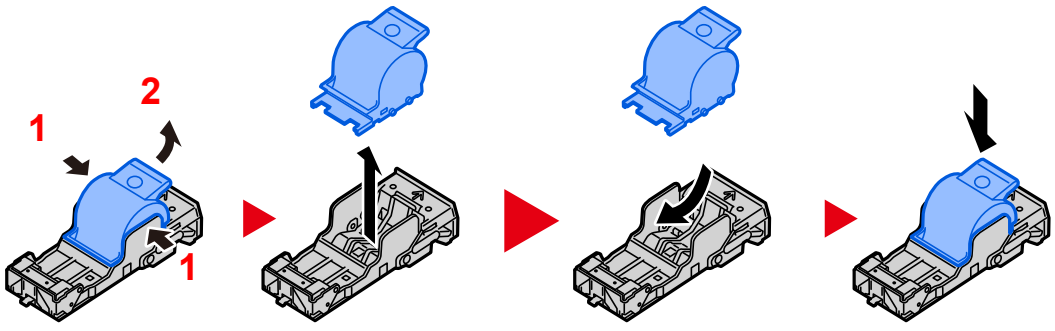
1 Open the finisher front cover 1.



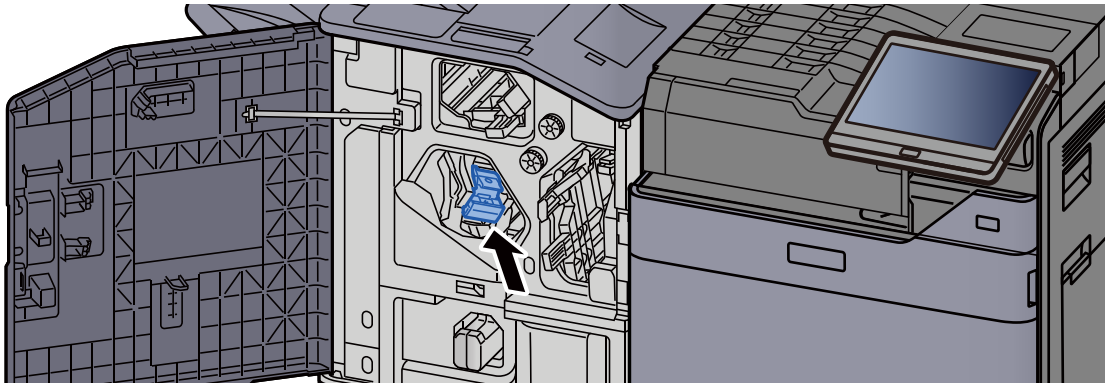
2 Remove the Staple Cartridge Holder (A).



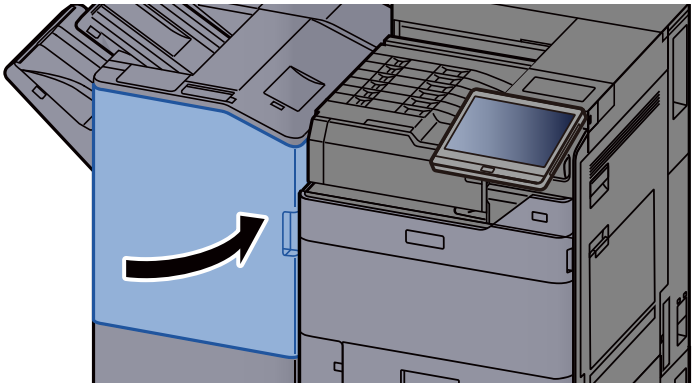
3 Replace the staples.



4 **Install the Staple Cartridge Holder (A).**



5 **Close the cover.**



Replacing Staples (Folding Unit)

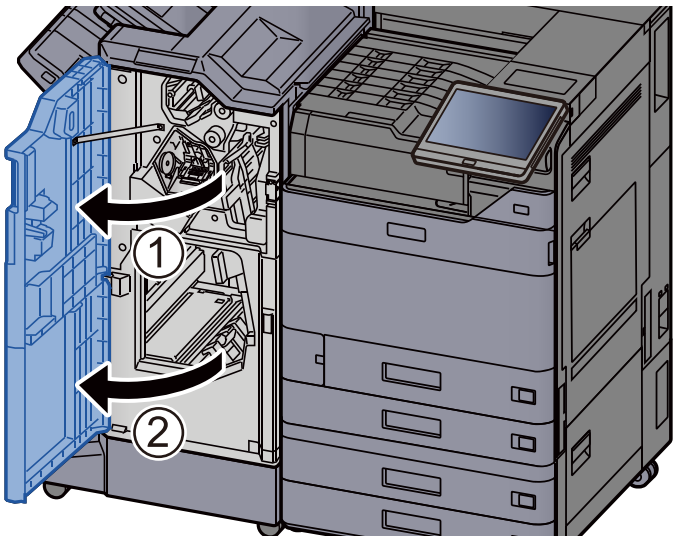
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

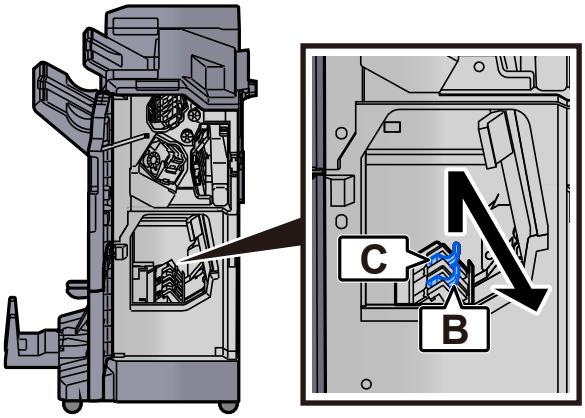
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

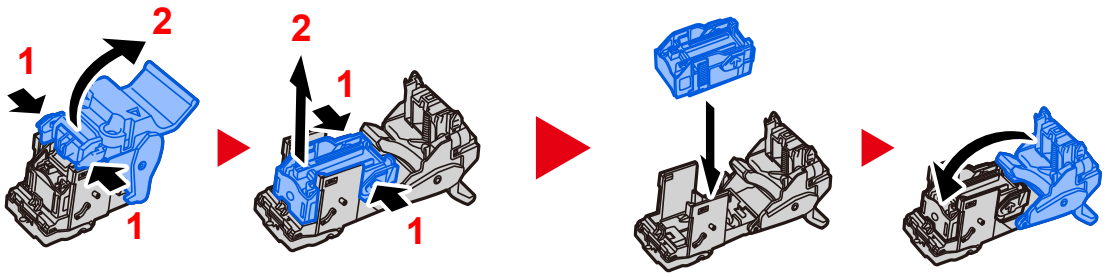
1 Open the finisher front cover 1 and 2.



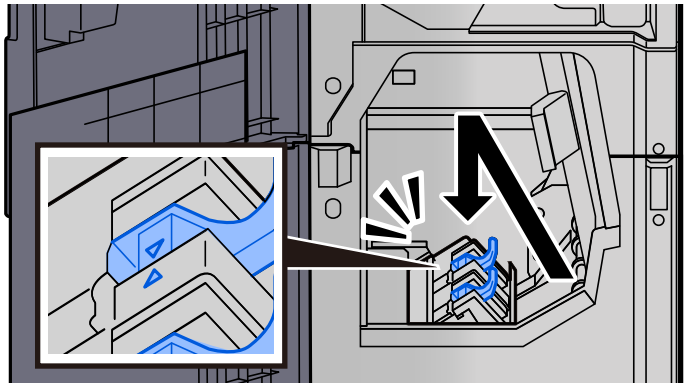
2 Remove the Staple Cartridge Holder (B) or (C).



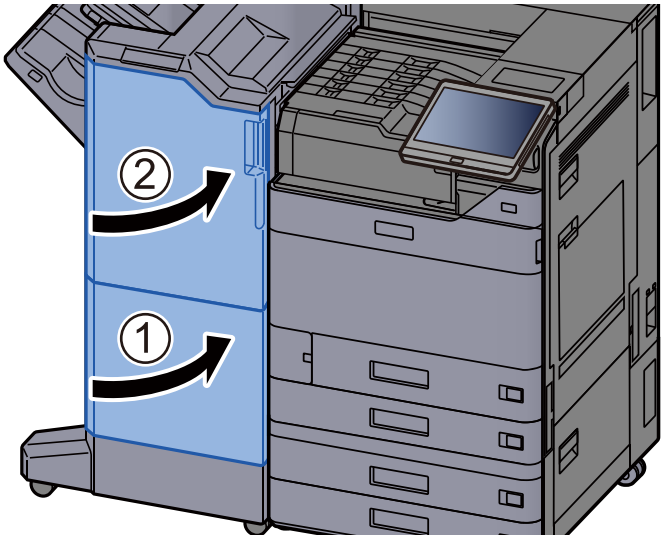
3 Replace the staples.



4 Install the Staple Cartridge Holder (B) or (C).



5 Close the covers.



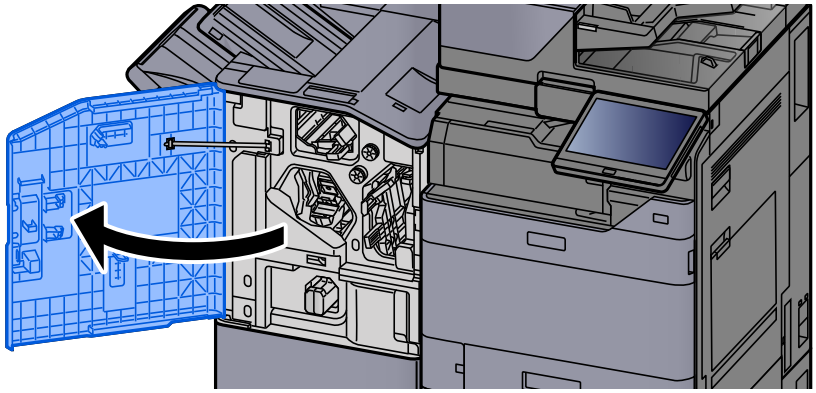
Disposing of the Staple Waste

When the staple waste box is full, the following messages will be displayed. Empty the staple waste box.

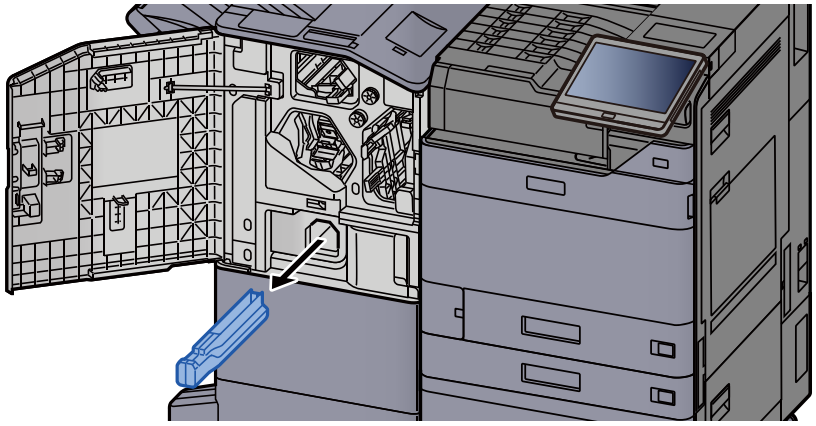
"Check the staple waste box."

Leave the power switch on the machine switched ON while performing this procedure.

1 Open the finisher front cover 1.



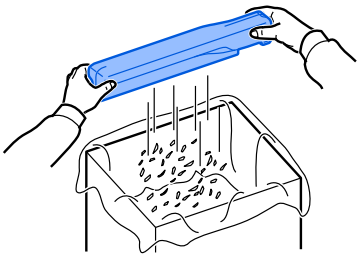
2 Remove the Staple Waste Box.



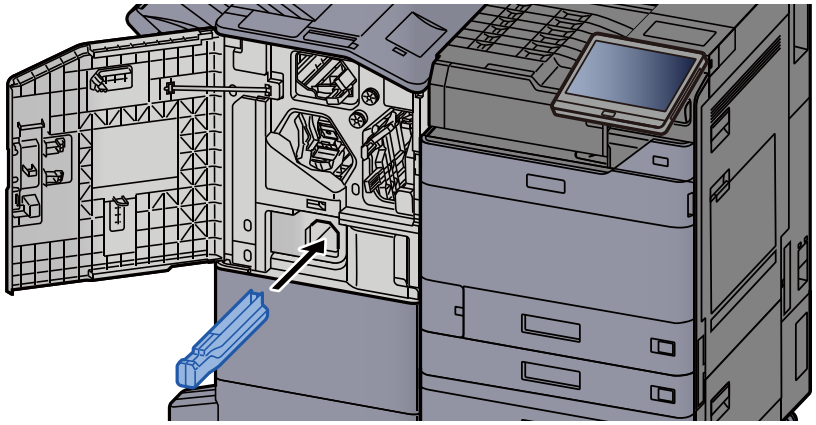
NOTE

Take care not to spill the staple waste when removing the box.

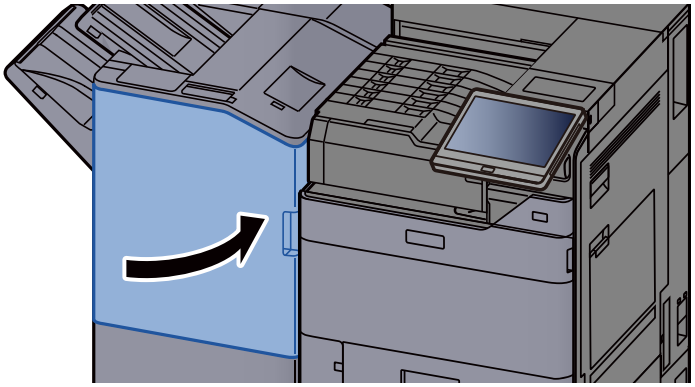
3 Empty the Staple Waste Box.



4 Install the Staple Waste Box.



5 Close the cover.



Disposing of the Punch Waste

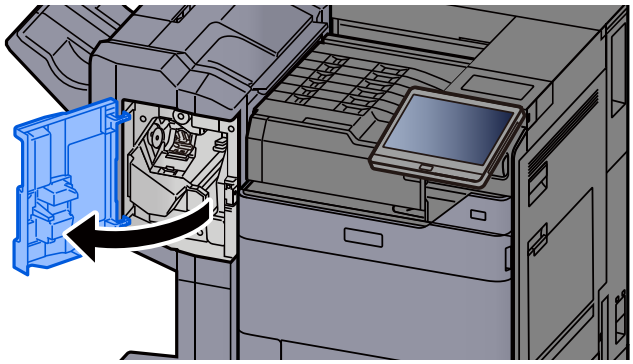
When the waste punch box is full, the following messages will be displayed. Empty the punch waste box.

"Empty the punch waste box"

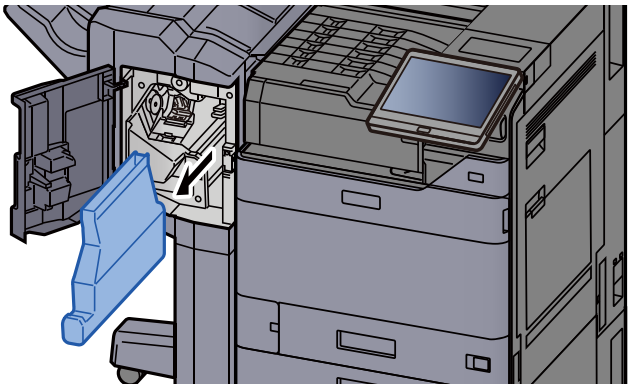
Leave the power switch on the machine switched ON while performing this procedure.

1,000-sheet Finisher

1 Open the finisher front cover.



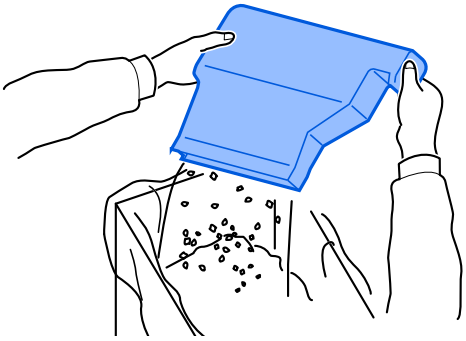
2 Remove the Punch Waste Box.



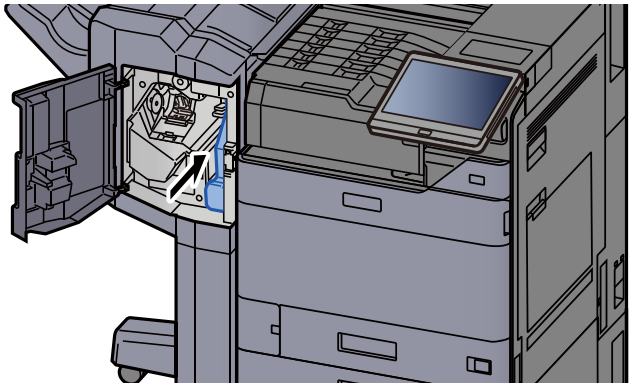
NOTE

Take care not to spill the waste hole punch scraps when removing the box.

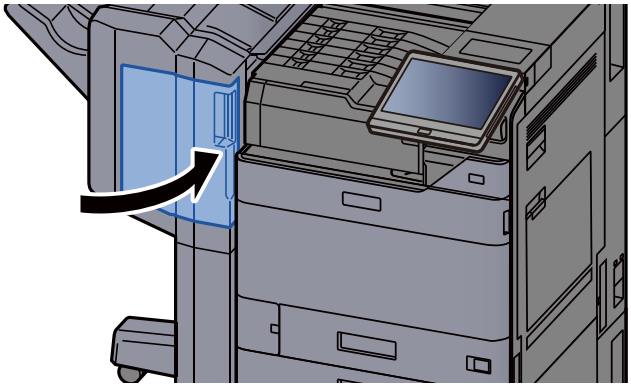
3 Empty the Punch Waste Box.



4 Install the Punch Waste Box.

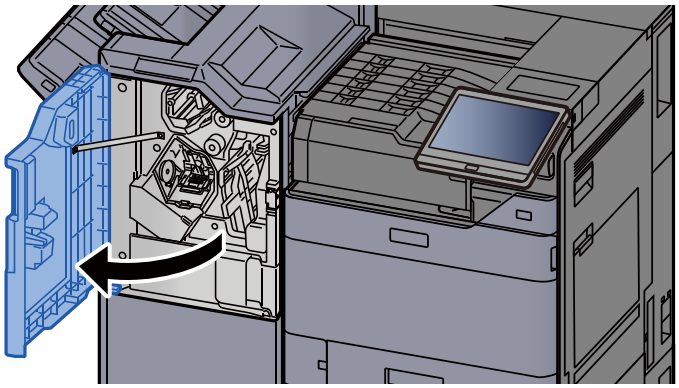


5 Close the cover.

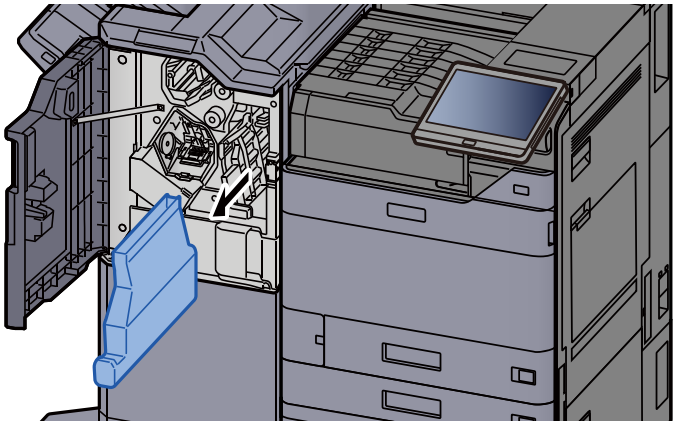


4,000-sheet Finisher/100-sheet Staple Finisher

1 Open the finisher front cover 1.



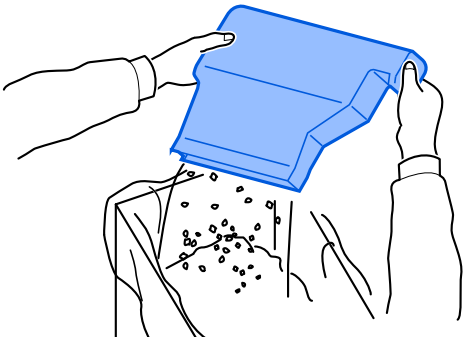
2 Remove the Punch Waste Box.



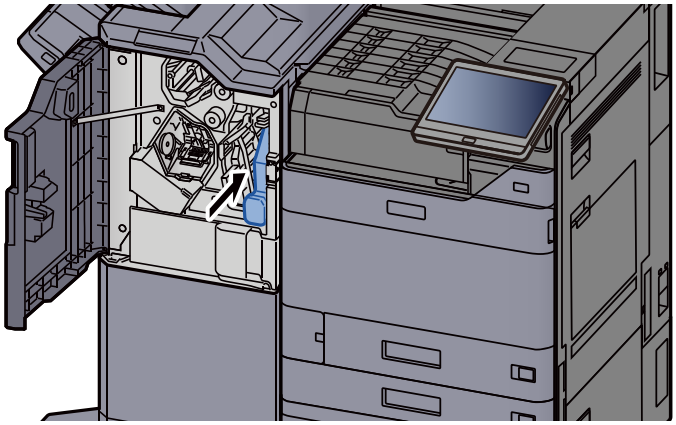
NOTE

Take care not to spill the waste hole punch scraps when removing the box.

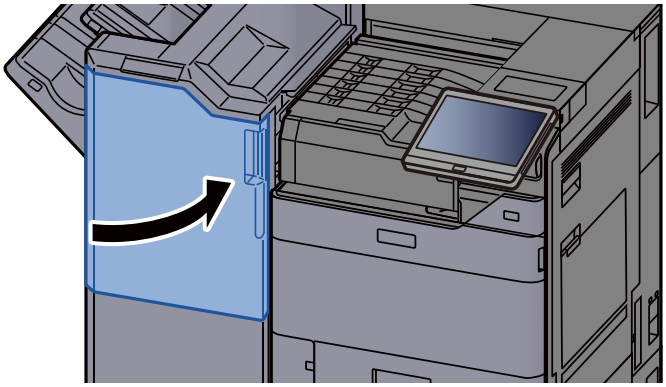
3 Empty the Punch Waste Box.



4 Install the Punch Waste Box.



5 Close the cover.



Troubleshooting

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

NOTE

When contacting us, the serial number will be necessary.

To check the serial number, refer to the following:

➡ Display for Device Information (page 58)

Machine Operation Trouble

When the following machine operation troubles occur, implement appropriate procedures.

An application does not start.

Is the Auto Panel Reset time short?

Set the Auto Panel Reset time to 30 seconds or more.

➡ Energy Saver/Timer (page 318)

The screen does not respond when the power switch is turned on.

Is the machine plugged in?

Plug the power cord into an AC outlet.

The touch panel is not responsive or malfunctions.

Is the touch panel operated with wet hands?

Dry your hands to operate the touch panel.

Are you operating with gloves on?

Use your bare hands or a stylus pen to operate the touch panel.

Is the machine installed near a device that generates electrical noise (generator, air conditioner, etc.)?

Install the machine away from devices that generate electrical noise.

Pressing the [Start] key does not produce copies.

Is there a message on the screen?

Determine the appropriate response to the message and respond accordingly.

➡ Responding to Messages (page 523)

Is the machine in Sleep mode?

Select any key on the operation panel to recover the machine from Sleep mode.

➡ Sleep (page 80)

Paper often jams.

Is the paper loaded correctly?

Load the paper correctly.

➡ Loading in Cassette 1 (page 127)

Turn the orientation 180 degrees around in which the paper is positioned.

➡ Loading in Cassette 1 (page 127)

Is the paper of the supported type? Is it in good condition?

Remove the paper, turn it over, and reload it.

➡ Loading in Cassette 1 (page 127)

Is the paper curled, folded or wrinkled?

Replace the paper with new paper.

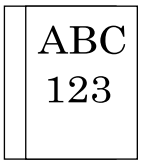
➡ Loading in Cassette 1 (page 127)

Are there any loose scraps or jammed paper in the machine?

Remove any jammed paper.

➡ Sleep (page 80)

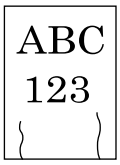
2 or more sheets are overlaps when ejected. (multi feed)



Load the paper correctly.

➡ Precaution for Loading Paper (page 123)

Printouts are wrinkled.



Is the paper loaded correctly?

Load the paper correctly.

➡ Loading in Cassette 1 (page 127)

Turn the orientation 180 degrees around in which the paper is positioned.

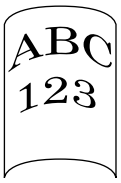
➡ Loading in Cassette 1 (page 127)

Is the paper damp?

Replace the paper with new paper.

➡ Loading in Cassette 1 (page 127)

Printouts are curled.



Turn the orientation 180 degrees around in which the paper is positioned.

➡ Loading in Cassette 1 (page 127)

Is the paper damp?

Replace the paper with new paper.

➡ Loading in Cassette 1 (page 127)

Printer driver cannot be installed.

Is the driver installed with the host name while Wi-Fi or Wi-Fi Direct function is available?

Specify the IP address instead of the host name.

➡ Installing Software (page 90)

Is Level 3 selected in Security Quick Setup?

Follow the steps below.

1. **Obtain the root certificate for TLS communication from the Trusted Root Certification Authorities and register it to Root Certificate 1 (to 5) on the Security Settings: Certificate page of Embedded Web Server RX.**
2. **Reboot PC after Certificate installed.**
3. **Set SNMPv3 to On of Other Protocols on Network Settings: Protocol page of Embedded Web Server RX.**
4. **Configure the SNMPv3 settings on Management Settings: SNMP page of Embedded Web Server RX.**
5. **Access to Control Panel and click Devices and Printers, Add Printer, then “The printer that I want isn't listed”.**
6. **Check “Select a shared printer by name” and enter the Printer address.**

   Example: https://hostname:443/printers/lp1
7. **Select the desired printer and specify the printer driver.**

➡ **Embedded Web Server RX User Guide**

Cannot print.

Is the machine plugged in?

Plug the power cord into an AC outlet.

Is the machine powered on?

Turn on the power switch.

➡ Power Off (page 45)

Are the USB cable and network cable connected?

Connect the correct USB cable and network cable securely.

➡ Connecting LAN Cable (page 41)

Is the print job paused?

Resume printing.

➡ Job Operation (page 297)

When the wired or Wi-Fi network is configured using the name resolution, does the IP address (private address) of the other network which cannot access coexists?

The number of host name and domain name which can be used with the machine is one respectively. Configure the network under this restriction.

Change the settings of name resolution such as NetBEUI and DNS, or network environment settings.

➡ **Embedded Web Server RX User Guide**

Select Wi-Fi, Wired Network or Optional Network as an unlimited-use network on Primary Network (Client).

➡ Others (page 401)

Set to [Wired Network] or [Wi-Fi] either one of [On], and set the other setting to [Off].

➡ Protocol Settings (page 381)

Cannot print with USB drive. USB drive not recognized.

Is the USB host blocked?

Select [Unblock] in the USB host settings.

➡ Interface Block Setting (page 404)

Check that the USB drive is securely plugged into the machine.

While "Auto-IP" is already set to [On], the IP address is not assigned automatically.

Is a value other than "0.0.0.0" entered for the link local address of TCP/IP(v4)?

Enter "0.0.0.0" for the IP address of TCP/IP(v4).

➡ Network Setup (page 67)

The machine is emitting steam in the area around the paper ejection slot.

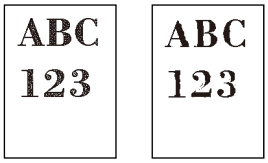
Check the room temperature to see if it is low, or if damp paper was used.

Depending on the printing environment and the paper's condition, the heat generated during printing will cause the moisture in the paper to evaporate, and the steam emitted may look like smoke. This is not a problem, and you can continue printing. If the steam concerns you, raise the room temperature, or replace the paper with a newer, dryer paper.

Printed Image Trouble

When the following printed image trouble occurs, implement appropriate procedures.

Printouts are totally too light.



Is the paper damp?

Replace the paper with new paper.

➡ Loading Paper (page 123)

Have you changed the density?

Select appropriate density level.

➡ Density (page 258)

➡ Adjustment/Maintenance (page 419)

Is there a message on the screen about adding the toner?

Replace the toner container.

➡ Toner Container Replacement (page 477)

Is EcoPrint mode enabled?

Disable [EcoPrint] mode.

➡ Print (page 351)

Run [Developer Refresh].

➡ Image Adjustment (page 624)

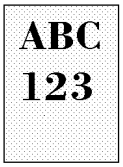
Run [Laser Scanner Cleaning].

➡ Image Adjustment (page 624)

Make sure the paper type setting is correct for the paper being used.

➡ Media Type Setting (page 329)

White background parts of the image appear to have a slight overall coloration.



Have you changed the density?

Select appropriate density level.

➡ Density (page 258)

➡ Adjustment/Maintenance (page 419)

Run [Calibration].

➡ Image Adjustment (page 624)

Perform the drum refresh, and then set [Drum Heater] to [On].

➡ Behavior Adjustment (page 421)

Printed images are fuzzy. Printed images are cut off.



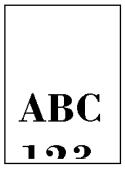
Is the device used in an environment with high humidity or where the temperature or humidity changes suddenly?

Use in an environment that has suitable humidity.

Run [Drum Refresh].

➡ Image Adjustment (page 624)

Printed images are skewed.

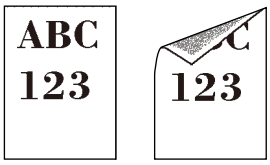


Is the paper loaded correctly?

Check the position of the paper width guides.

➡ Loading in Cassette 1 (page 127)

Dirt on the top edge or back of the paper.

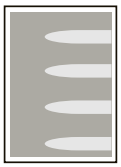


Is the interior of the machine dirty?

Open the right cover. If the machine interior is dirty with toner, clean it using soft, dry, lint-free cloth.

➡ Cleaning (page 476)

Part of the image is periodically faint or shows white lines.



Open and then close the right cover.

Run [Drum Refresh].

➡ Image Adjustment (page 624)

Run [Developer Refresh].

➡ Image Adjustment (page 624)

Print on the back of the sheet is visible on the front.



Set [Prevent Bleed-through] to [On].

➡ Prevent Bleed-thru (page 263)

➡ Print (page 351)

Remote Operation

This function enables the system administrator to explain how to operate the panel and troubleshoot to user, by accessing operation panel of the machine at remote using browser and VNC software.

Executing Remote Operation from Browser

The supported Browser is as follows. We recommend the latest version of browser to use Remote Operation.

- Google Chrome (Version 21.0 or later)
- Microsoft Edge
- Mozilla Firefox (Version 14.0 or later)
- Safari (Version 5.0 or later)

This procedure explains how to execute Remote Operation from Embedded Web Server RX using Google Chrome.

NOTE

To execute Remote Operation using other browsers, refer to the following:

➡ **Embedded Web Server RX User Guide**

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

2 Set "Enhanced VNC over TLS" to [On].

➡ Protocol Settings (page 381)

NOTE

You can configure the protocol settings using Embedded Web Server RX.

➡ **Embedded Web Server RX User Guide**

3 Configure settings for remote operation.

1 [Home] key > [...] > [System Menu] > [Network Settings] > "Connectivity" [Remote Operation] > [On]

2 Select [Off], [Use Password], or [Administrator Only]. When you select [Use Password], enter the password in "Password" and "Confirm Password", then select [OK].

➡ Connectivity (page 400)

NOTE

You can configure settings for remote operation using Embedded Web Server RX

➡ **Embedded Web Server RX User Guide**

4 Restart the machine.

➡ Others (page 401)

5 **Start up the browser.**

Enter "https://" and host name of the machine to access the Embedded Web Server RX

➡ Accessing Embedded Web Server RX (page 109)

6 **Select [Device Information / Remote Operation] > [Remote Operation].**

7 **Click [Start] button.**

NOTE

- If the user is logged in to the device, the permission confirmation screen will be displayed on the operation panel. Select [Yes].
- If pop-up blocking of the browser occurs during connection of the Remote Operation, select Always allow pop-ups from https:// [host name], and click Done. Perform Remote Operation after waiting 1 minute or more.

When the Remote Operation is started up, the operation panel screen will be displayed on the system administrator's or user's PC screen.

Executing Remote Operation from VNC Software

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

2 Set "Enhanced VNC (RFB)" to [On].

➡ Protocol Settings (page 381)

NOTE

- When setting "VNC (RFB) over TLS" [On], the communication is encrypted.
- You can configure the protocol settings using Embedded Web Server RX.

➡ **Embedded Web Server RX User Guide**

3 Startup the remote operation.

1 Start up the VNC software.

2 Enter the following format separated by a colon to start up the remote operation.

"IP address: port number"

NOTE

When setting "VNC (RFB)" to [On] in step 2, the default port number is 9062. When setting "VNC (RFB) over TLS " to [On], the default port number is 9063.

➡ Protocol Settings (page 381)

Responding to Messages

If the touch panel or the computer displays any of these messages, follow the corresponding procedure.

NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Display for Device Information (page 58)

"Abnormalities were detected." is displayed.

The error was detected. The execution of the program is stopped. Please contact to the service representatives.

"Acceptable staple count exceeded." is displayed.

"Is the acceptable number of sheets exceeded?" is displayed.

Select [Continue] to print
without using Staple. Select
[Cancel] to cancel the job.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Access point was not detected." is displayed.

Check if the access point has been set correctly.

"Add paper in cassette#." is displayed.

"Is the indicated cassette out of paper?" is displayed.

Load paper.

Select the available paper.

Select [Continue] to print.

➡ Loading Paper (page 123)

"Are five or less envelopes loaded in the cassette?" is displayed.

Pull the cassette and loosen the paper length and width guides slightly.

"Add paper in Multipurpose tray." is displayed.

"Is the paper of the selected size loaded in the multipurpose tray?" is displayed.

Load paper.

Select the available paper.

Select [Continue] to print.

➡ Loading Paper in the Multipurpose Tray (page 191)

"Box is not found." is displayed.

The specified box cannot be found. Job is canceled. Select [End].

"Box limit exceeded." is displayed.

"Is [End] displayed on the screen?" is displayed.

The specified box is full, and no further storage is available. Job is canceled. Select [End]. Try to perform the job again after printing or deleting data from the box.

Repeat Copy box is full, and no further repeat copy is available. Select [Continue] to print pages. Select [Cancel] to cancel the job.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Broadcast error" is displayed.

An error has occurred during broadcast transmission. The job is canceled. Select [End].

"Calibrating..." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Cannot Banner Print." is displayed.

System stamp is set up.

Banner print cannot be carried out.

Job is canceled. Select [End].

"Cannot connect to Authentication Server." is displayed.

Set machine time to match the server's time.

➡ Default Settings of the Machine (page 66)

Check the domain name.

➡ Overview of User Login Administration (page 424)

Check the host name.

➡ Overview of User Login Administration (page 424)

Check the connection status with the server.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot connect to Server." is displayed.

Check the connection status with the server.

"Cannot connect." is displayed.

This appears when the Wi-Fi or Wi-Fi Direct connection did not complete. Check the settings and check the signal conditions.

➡ Wi-Fi Direct Settings (page 368)

➡ Wi-Fi Settings (page 370)

"Cannot duplex print on this paper." is displayed.

"Did you select a paper size/type that cannot be duplex printed?" is displayed.

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 271)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot duplex print on this paper size." is displayed.

"Did you select a paper size/type that cannot be duplex printed?" is displayed.

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 271)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot duplex print on this paper type." is displayed.

"Did you select a paper size/type that cannot be duplex printed?" is displayed.

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 271)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot fold this paper." is displayed.

"Did you select a paper size/type that cannot be folded?" is displayed.

If the selected paper is not changed and [Continue] is selected, fold is released. Select the available paper. Select [Continue] to print.

➡ Fold (page 248)

"Cannot fold this paper size." is displayed.

"Did you select a paper size/type that cannot be folded?" is displayed.

If the selected paper is not changed and [Continue] is selected, fold is released. Select the available paper. Select [Continue] to print.

➡ Fold (page 248)

"Cannot fold this paper type." is displayed.

"Did you select a paper size/type that cannot be folded?" is displayed.

If the selected paper is not changed and [Continue] is selected, fold is released. Select the available paper. Select [Continue] to print.

➡ Fold (page 248)

"Cannot offset this paper." is displayed.

"Did you select a paper size/type that cannot be offset?" is displayed.

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 250)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot offset this paper size." is displayed.

"Did you select a paper size/type that cannot be offset?" is displayed.

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 250)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot offset this paper type." is displayed.

"Did you select a paper size/type that cannot be offset?" is displayed.

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 250)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot output this paper to the tray." is displayed.

"Is the cassette you selected correct?" is displayed.

Select the available paper. Select [Continue] to print.

"Cannot perform remote printing." is displayed.

Remote printing is prohibited. The job is canceled. Select [End].

➡ Printer (page 354)

"Cannot print the specified number of copies." is displayed.

Only one copy is available. Select [Continue] to continue printing. Select [Cancel] to cancel the job.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot process this job." is displayed.

Restricted by Authorization settings. The job is canceled. Select [End].

Restricted by Job Accounting. The job is canceled. Select [End].

➡ Enabling Job Accounting (page 457)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot punch at the specified position." is displayed.

"Have you selected a position that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

"Cannot punch this paper." is displayed.

"Did you select a paper size/type that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

"Cannot punch this paper size." is displayed.

"Did you select a paper size/type that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

"Cannot punch this paper type." is displayed.

"Did you select a paper size/type that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

"Cannot read data in this ID card." is displayed.

In registration process, the ID card information was not read correctly. Hold again the ID card over the ID card reading part. If the same message still appears, the ID card may not be compatible with this product. Change it to another ID card.

"Cannot recognize." is displayed.

Make sure your ID card has been registered.

"Cannot staple at the specified position." is displayed.

"Have you selected a position that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

"Cannot staple this paper." is displayed.

"Did you select a paper size/type that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot staple this paper size." is displayed.

"Did you select a paper size/type that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot staple this paper type." is displayed.

"Did you select a paper size/type that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 252)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Cannot use ##### due to a failure." is displayed.

Call service representative.

"Cannot use this function due to a hard disk failure." is displayed.

Call service representative.

"Check the paper in the multipurpose tray." is displayed.

The paper size is different. Set selected size paper and select [Continue].

➡ Loading Paper in the Multipurpose Tray (page 191)

"Check the side feeder." is displayed.

The side feeder is not installed correctly. Attach the side feeder.

"Check the staple waste box." is displayed.

"Is the staple waste box full?" is displayed.

Follow the instructions on the screen, and empty the staple waste box.

➡ Disposing of the Staple Waste (page 493)

The staple waste box is not installed correctly. Set it correctly.

➡ Disposing of the Staple Waste (page 493)

"Check the toner container." is displayed.

Open the main unit front cover and remove the toner container. Shake carefully and replace.

NOTE

If you select [Open Toner Container Cover], you can open the Toner Container Cover that you closed accidentally.

"Confidential document was detected." is displayed.

The machine detects the document guard pattern. Select [Continue] or [End] according to the circumstances.

"Empty the punch waste box." is displayed.

"Is the punch waste box full?" is displayed.

Follow the instructions on the screen. and empty the punch waste box.

➡ Disposing of the Punch Waste (page 495)

"Encrypted PDF Password error." is displayed.

"Is the password you input correct?" is displayed.

Password is not entered or is incorrect.

"Error occurred at cassette #." is displayed.

Open the cassette. Check inside the machine and remove the paper.

"Failed to activate." is displayed.

Failed to activate the application. Contact administrator.

Expansion Authentication is disabled. Turn the power switch off and on. If the error exists, contact administrator.

"Failed to specify Job Accounting." is displayed.

Failed to specify Job Accounting when processing the job externally. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Failed to store job retention data." is displayed.

The job is canceled. Select [End]

"Finisher tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Folding tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Folding Unit is detached." is displayed.

Close the folding unit.

"Hard Disk error." is displayed.

An error has occurred on the hard disk. Job is canceled. Select [End].

The error cords are as follows.

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, divide the file into smaller files.

If the error occurs after the file is divided, the hard disk is damaged. Execute [System Initialization].

04: Insufficient space on the hard disk to complete this operation. Move data or delete unneeded data.

"Incorrect account ID." is displayed.

The account ID was incorrect when processing the job externally. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Incorrect box password." is displayed.

The box password was incorrect when processing the job externally. The job is canceled. Select [End].

"Incorrect Login User Name or Password." is displayed.

The login user name or password was incorrect when processing the job externally. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Install the punch waste box." is displayed.

Follow the instructions on the screen. and install the punch waste box.

➡ Disposing of the Punch Waste (page 495)

"Install the waste toner box." is displayed.

The waste toner box is not installed correctly. Set it correctly.

➡ Replace the Waste Toner Box (page 482)

"Job Accounting restriction exceeded." is displayed.

"Is the acceptable printing count restricted by Job Accounting exceeded?" is displayed.

The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Job separator tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper and select [Continue]. Printing then resumes.

"KPDL error." is displayed.

PostScript error has occurred. The job is canceled. Select[End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Machine failure." is displayed.

Internal error has occurred. Make a note of the error code displayed on the screen. Call service representative.

"Mailbox tray # is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Main unit inner tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Malicious program was detected." is displayed.

There might be the unauthorized program. The execution is stopped. Please contact to the administrator.

"Non-genuine toner installed." is displayed.

"Is the installed toner container our own brand?" is displayed.

We will not be liable for any damage caused by the use of third party supplies in this machine.

"Paper jam." is displayed.

If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed paper.

➡ Clearing Paper Jams (page 625)

"Paper left." is displayed.

Remove paper from the finisher tray.

Remove the paper from the folding tray of the finisher.

Remove paper from the document finisher.

"Perform Tone Curve Adjustment in the System Menu." is displayed.

"Over long periods of use, the effects of the ambient temperature and humidity can cause output hues to vary slightly." is displayed.

Run [Tone Curve Adjustment].

Tone Curve Adjustment

"Performing Drum Refresh..." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Preparing to print." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Regulating the temperature..." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Running security function..." is displayed.

Running security function. Please wait.

"SSD error." is displayed.

An error has occurred on the SSD. Job is canceled. Select [End].

The error cords are as follows.

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, divide the file into smaller files. If the error occurs after the file is divided, the SSD is damaged. Execute [System Initialization].

04: Insufficient space on the SSD to complete this operation. Move data or delete unneeded data.

NOTE

Please be aware that when you carry out initialization of the system, the data saved in SSD will be erased.

"Staple is empty." is displayed.

"Has the staple cartridge holder run out of staples?" is displayed.

If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the screen. Leave the machine on and follow the instructions to replace the staple case. Select

[Continue] to print without stapling. Select [Cancel] to cancel the job.

➡ Replacing Staples (1,000-Sheet Finisher) (page 485)

➡ Replacing Staples (4,000-Sheet Finisher) (page 487)

➡ Replacing Staples (100-sheet Staple Finisher) (page 489)

➡ Replacing Staples (Folding Unit) (page 491)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"Staple is empty. (Manual Staple)" is displayed.

"Has staple cartridge holder A run out of staples?" is displayed.

Add staples to staple cartridge holder A.

➡ Replacing Staples (4,000-Sheet Finisher) (page 487)

"Staple jam." is displayed.

If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed staple.

➡ Clearing a Staple Jam (page 727)

"System error." is displayed.

System error has occurred. Follow the instructions on the screen.

"The cover is open." is displayed.

"Is there any cover which is open?" is displayed.

Close the cover indicated on the screen.

"The device cannot be connected because allowed connections would be exceeded." is displayed.

"Are ten handheld devices connected simultaneously?" is displayed.

Cancel a connection to a portable device that is not being used, or set the machine's auto disconnect time to break portable device connections.

➡ Wi-Fi Direct Settings (page 368)

"The password does not meet password policy." is displayed.

"Is the password expired?" is displayed.

Change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 429)

➡ Adding a User (Local User List) (page 430)

"Is the password policy requirement (such as password length or required characters) changed?" is displayed.

Confirm the password policy requirements and change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 429)

➡ Adding a User (Local User List) (page 430)

"The phone receiver is off the hook." is displayed.

Put down the receiver.

"The toner container is improperly installed." is displayed.

The toner container is improperly installed or not installed.

Open the front cover and set the toner container correctly.

"This ID card is already registered to another user." is displayed.

Your ID card has already been registered. Change it to another ID card.

"This user account is locked out." is displayed.

Contact administrator.

The job is canceled. Select [End].

"Time for maintenance soon. ##### " is displayed.

Call service representative.

Toner is empty.

Replace the toner container to our specified toner container.

➡ Toner Container Replacement (page 477)

Toner is low. (Replace when empty.)

It is almost time to replace the toner container. Obtain a new toner container.

"Toner type mismatch." is displayed.

"Does the type of toner you have match the model?" is displayed.

Please install correct toner.

"Tray # is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Unknown Toner Installed. PC [C][M][Y][K]" is displayed.

"Does the installed toner container's regional specification match the machine's?" is displayed.

Install the specified container.

"USB Drive error." is displayed.

"Is writing to a USB drive prohibited?" is displayed.

An error occurred in the USB drive. The job stopped. Select [End].

The error cord is as follows.

01: Connect a USB drive that can be written to.

An error occurred in the USB drive. The job stopped. Select [End].

The error cord is as follows.

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, the USB drive is not compatible with the machine. Use the USB drive formatted by this machine. If the USB drive cannot be formatted, it is damaged. Connect a compatible USB drive.

➡ Printing Documents Stored in Removable USB Drive (page 229)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"USB Drive is full." is displayed.

The job is canceled. Select [End].

Insufficient free space in the USB drive. Delete unneeded files.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 338)

"USB Drive is not formatted." is displayed.

"Is the USB drive formatted by this machine?" is displayed.

Perform [Format] on this machine.

"Warning for high temperature. Adjust the room temperature." is displayed.

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Warning for low temperature. Adjust the room temperature." is displayed.

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Warning low memory." is displayed.

Cannot start the job. Try again later.

"Waste toner box almost full." is displayed.

It is almost time to replace the waste toner box. Obtain a new waste toner box.

"Waste toner box is full." is displayed.

"Is the waste toner box full?" is displayed.

Replace the waste toner box.

➡ Replace the Waste Toner Box (page 482)

"You cannot use this box." is displayed.

You cannot use the specified box. Job is canceled. Select [End].

Adjustment/Maintenance

Overview of Adjustment/Maintenance

If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/Maintenance in the system menu.

The table below lists the item you can carry out.

Item		Description	Reference Page
Tone Curve Adjustment		The printed output tone may differ from the original. Perform this function to ensure consistency with the original tone.	Tone Curve Adjustment
Image Adjustment	Drum Refresh	Remove image blur and white dots from the printout.	➡ Image Adjustment (page 624)
	Developer Refresh	Adjust the printed image that is too light or incomplete, even though there is enough toner.	
	Laser Scanner Cleaning	Remove vertical white lines from the printout.	
	Calibration	Calibrate the device to ensure correct toner overlapping and consistency with the original tone.	

Image Adjustment

Select any of the adjustment menus to execute image adjustments to improve the printed image.

1 Display the screen.

Select the [Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment].

2 Select the item to adjust.

Select the image adjustment menu to be performed.

Item	Description
Drum Refresh	Remove image blur and white dots from the printout.
Developer Refresh	Adjust the printed image that is too light or incomplete, even though there is enough toner.
Laser Scanner Cleaning	Remove vertical white lines from the printout.
Calibration	Calibrate the device to ensure correct toner overlapping and consistency with the original tone.

3 Perform the Image Adjustment.

Select [Start]. "Image Adjustment" begins.

NOTE

- Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

  Waiting time may be longer when the toner is refilled during developer refresh.
- When consistency with the original tone is not ensured even after performing calibration, refer to the following:

  Tone Curve Adjustment

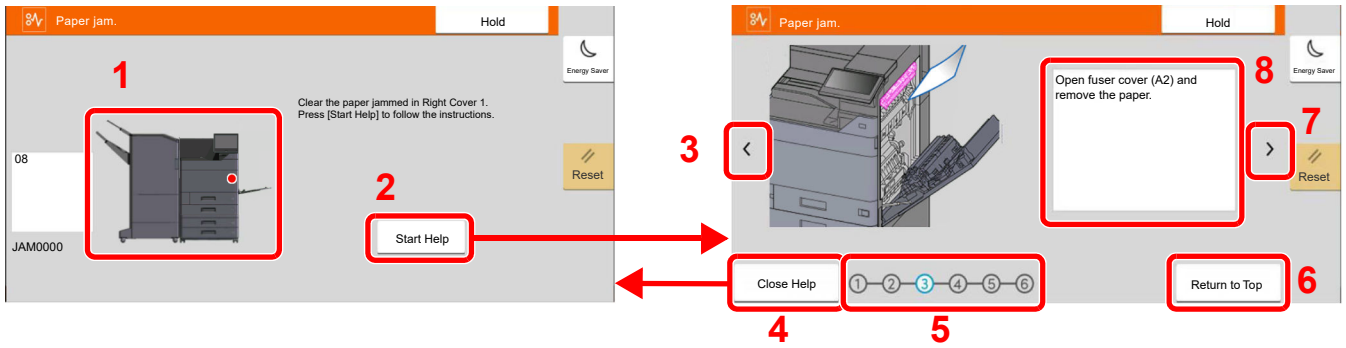
Clearing Paper Jams

If a paper jam occurs, printing stops and the location at which the paper jam has occurred and the following message appear on the touch panel:

"Paper Jam."

Refer to these procedures to remove the jammed paper.

Jam Location Indicators



1 Shows the location of a paper jam.

2 Shows the Help screen. The Help screen shows the procedure to clear the jam.

3 Returns to the previous step.

4 Closes the Help screen and returns to the original screen.

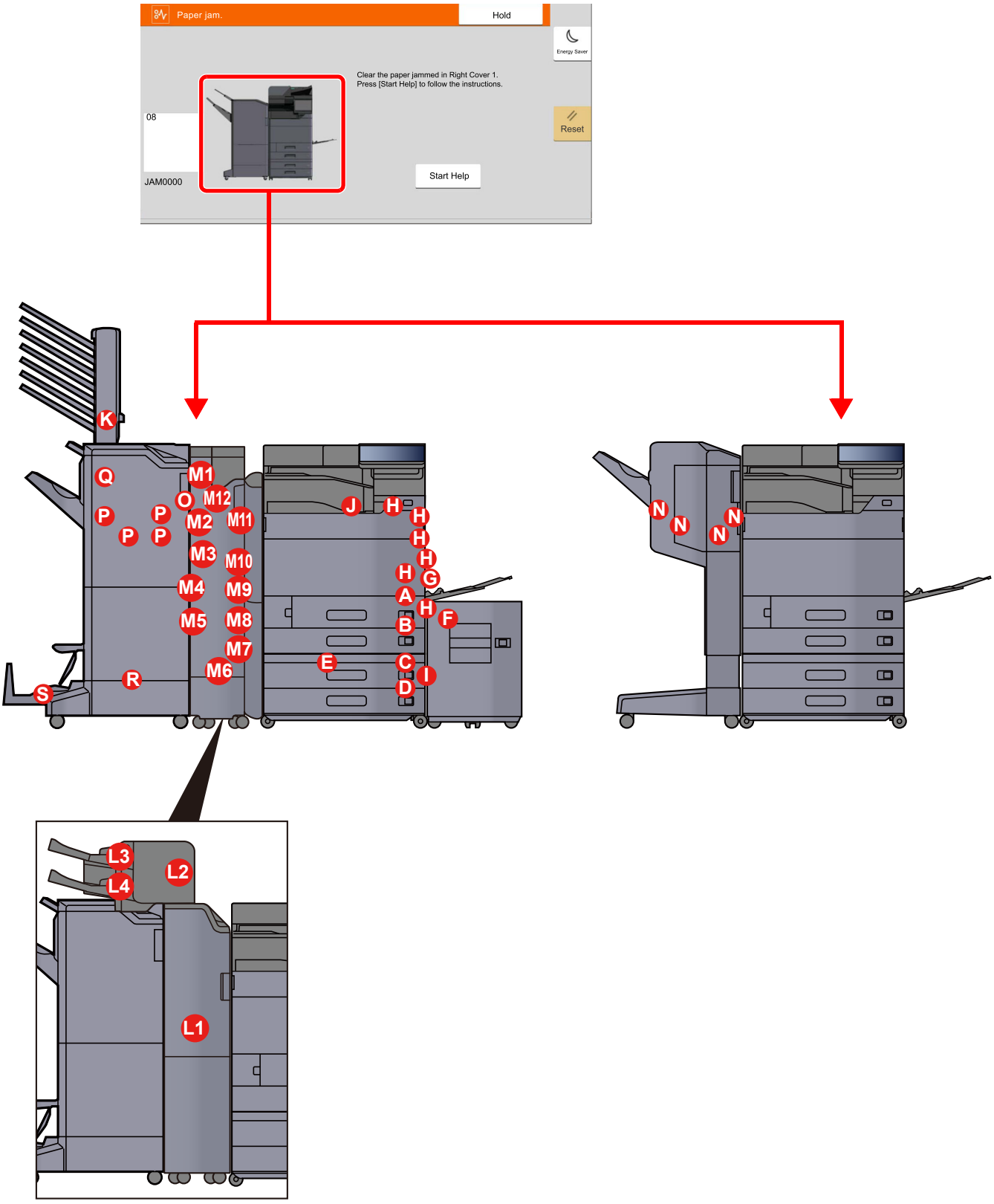
5 Shows the selected step.

6 Returns to step 1.

7 Advances to the next step.

8 Shows the removal procedure.

If a paper jam occurs, the location of the jam will be displayed on the touch panel as well as the clearing instructions.


Paper jam.
Hold
Energy Saver
Clear the paper jammed in Right Cover 1.
Press [Start Help] to follow the instructions.
08
JAM0000
Reset
Start Help
K
Q
M1
O
M12
P
P
M2
M11
P
P
M3
M10
M4
M9
M5
M8
M7
M6
R
S
J
H
H
H
H
G
A
H
F
B
E
C
I
D
N
N
N
N
L3
L2
L4
L1

Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Cassette 1	➡ Remove any jammed paper in Cassette 1 (page 629)
B	Cassette 2	➡ Remove any jammed paper in Cassette 2 (page 633)
C	Cassette 3 (500-sheet×2)	➡ Remove any jammed paper in Cassette 3 and 4 (500-sheet×2) (page 637)
	Cassette 3 (1,500-sheet×1)	➡ Remove any jammed paper in Cassette 3 (1,500-sheet×2) (page 640)
D	Cassette 4 (500-sheet×2)	➡ Remove any jammed paper in Cassette 3 and 4 (500-sheet×2) (page 637)
E	Cassette 4 (1,500-sheet×2)	➡ Remove any jammed paper in Cassette 4 (1,500-sheet×2) (page 642)
F	Cassette 5 (Side Feeder)	➡ Remove any jammed paper in Cassette 5 (Side Feeder) (page 645)
G	Multipurpose Tray	➡ Remove any jammed paper in the Multipurpose Tray (page 647)
H	Right Cover 1	➡ Remove any jammed paper in Right Cover 1 (page 649)
I	Right Cover 2	➡ Remove any jammed paper in Right Cover 2 (500-sheet×2) (page 655)
J	Bridge Unit	➡ Remove any jammed paper in the Bridge Unit (page 659)
K	Mailbox	➡ Remove any jammed paper in the Mailbox (page 660)
L1	Inserter	➡ Remove any jammed paper in the Inserter (page 662)
L2		➡ Vertical transport section (page 664)
L3		➡ Tray 1 lift error (page 666)
L4		➡ Tray 2 lift error (page 667)

Paper Jam Location Indicator	Paper Jam Location	Reference Page
M1	Z fold unit	➡ Folding machine tray output (page 668)
M2		➡ Relay transport guide plate (page 670)
M3		➡ Paper transport roller knob (page 672)
M4		➡ Additional folding guide plate (page 674)
M5		➡ Post-folding transport guide plate (page 676)
M6		➡ Folding roller knob (page 678)
M7		➡ Registration roller knob (page 680)
M8		➡ Paper stack roller knob (page 682)
M9		➡ Resist transfer guide plate (page 684)
M10		➡ Pre-registration transport guide plate (page 686)
M11		➡ Z-fold unit Clear paper jam (page 688)
M12		➡ Entrance guide plate (page 690)
N	1,000-sheet Finisher	➡ Remove any jammed paper in the 1,000-Sheet Finisher (page 692)
O	4,000-sheet Finisher/100-sheet Staple Finisher (Inner)	➡ Remove any jammed paper in the 4,000-sheet Finisher/100-sheet Staple Finisher (Inner) (page 696)
P	4,000-sheet Finisher/100-sheet Staple Finisher (Tray A)	➡ Remove any jammed paper in the 4,000-sheet Finisher/100-sheet Staple Finisher (Tray A) (page 698)
Q	4,000-sheet Finisher/100-sheet Staple Finisher (Tray B)	➡ Remove any jammed paper in the 4,000-sheet Finisher/100-sheet Staple Finisher (Tray B) (page 702)
R	Folding Unit	➡ Remove any jammed paper in the Folding Unit (4,000-sheet Finisher) (page 706)
		➡ Remove any jammed paper in the Folding Unit (100-sheet Staple Finisher) (page 717)
S	Folding Tray	➡ Remove any jammed paper in the Folding Tray (4,000-sheet Finisher) (page 712)
		➡ Remove any jammed paper in the Folding Tray (100-sheet Staple Finisher) (page 723)

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

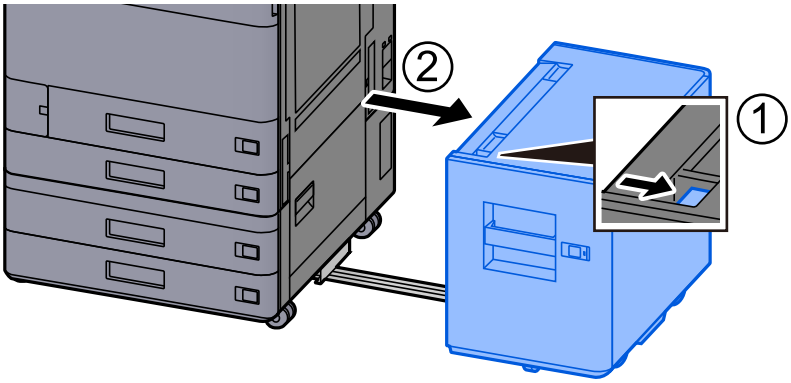
Remove any jammed paper in Cassette 1

Here, we'll explain the procedures for cassette 1, as an example.

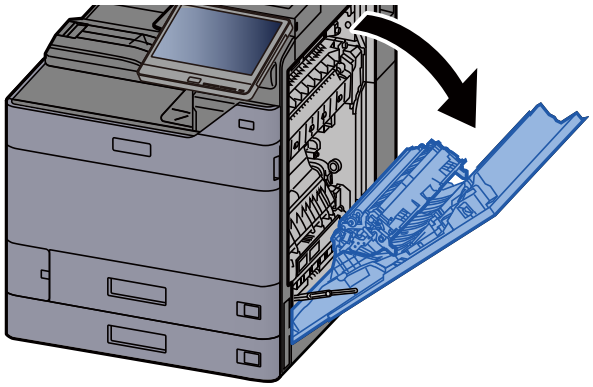
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

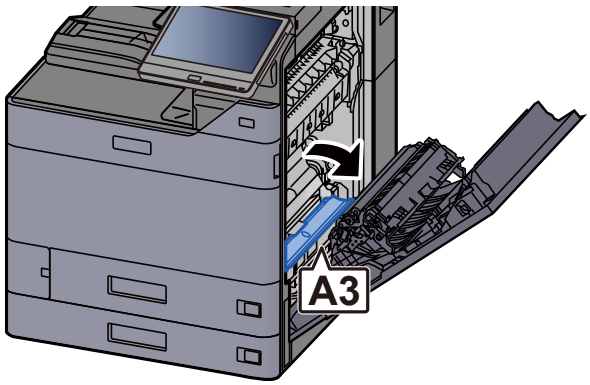
1 If the optional side feeder is installed, detach the side feeder.



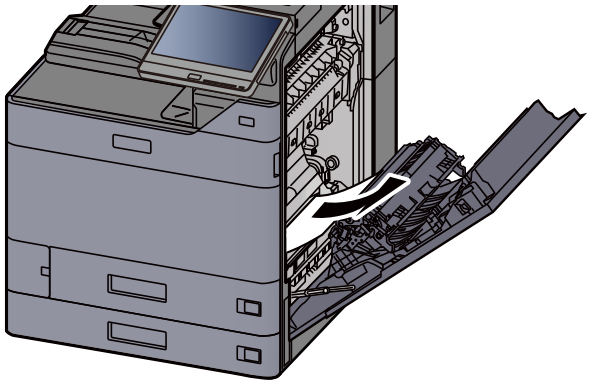
2 Open Right Cover 1.



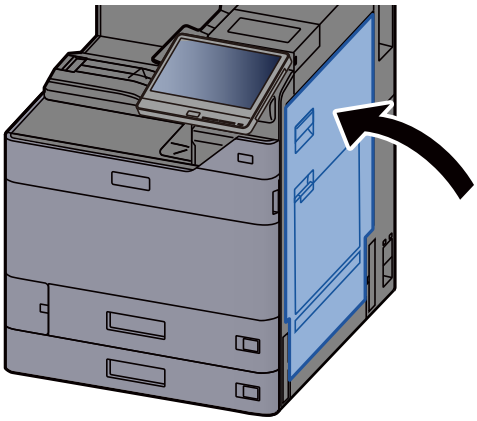
3 Open the cover (A3).



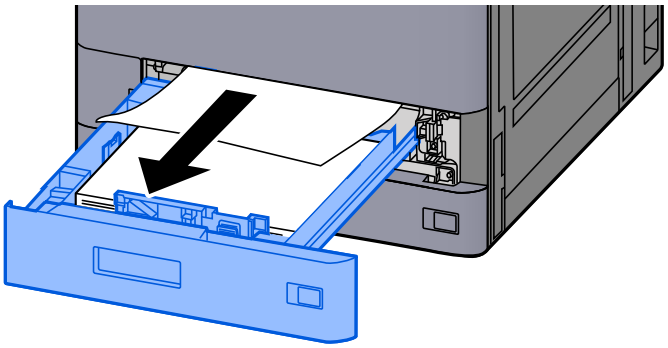
4 **Remove any jammed paper.**



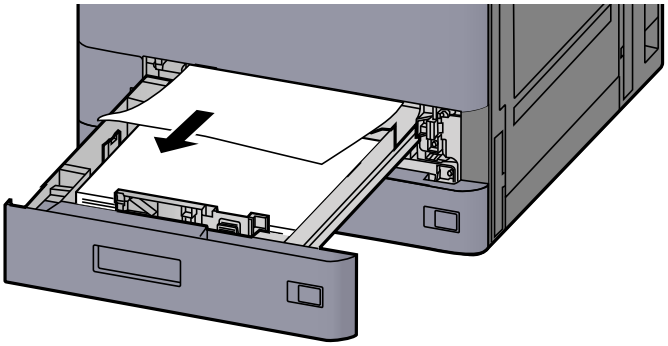
5 **Return the cover to the original position.**



6 **Pull Cassette 1 out toward you until it stops.**

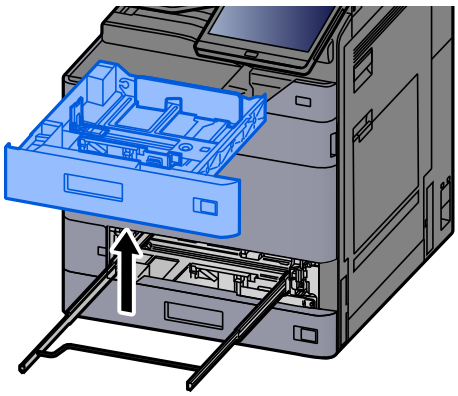


7 Remove any jammed paper.

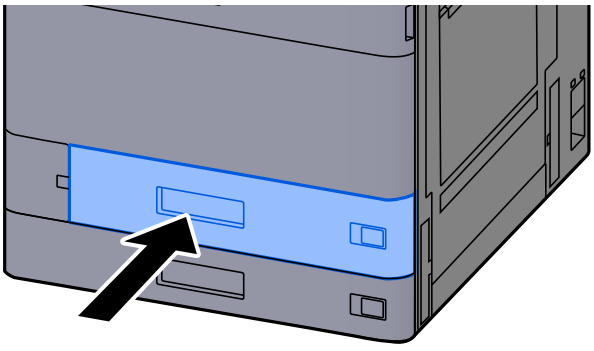


NOTE

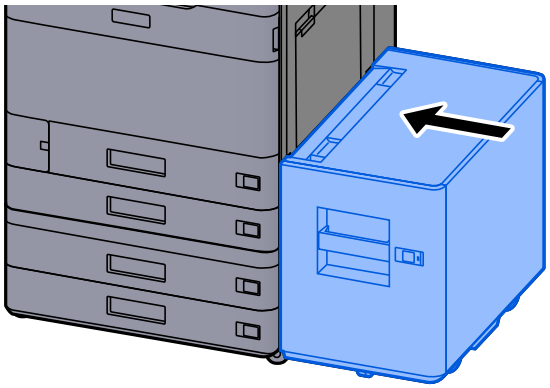
To remove paper which is difficult to get access to, the cassette can be removed.



8 Push Cassette 1 back in.



9 If the optional side feeder is installed, return the side feeder to the original position.

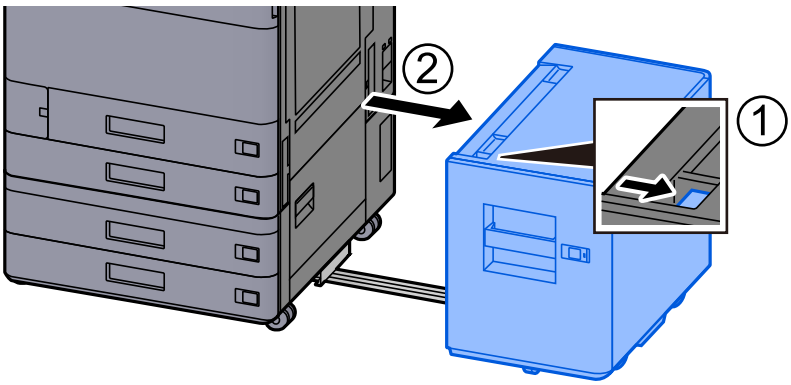


Remove any jammed paper in Cassette 2

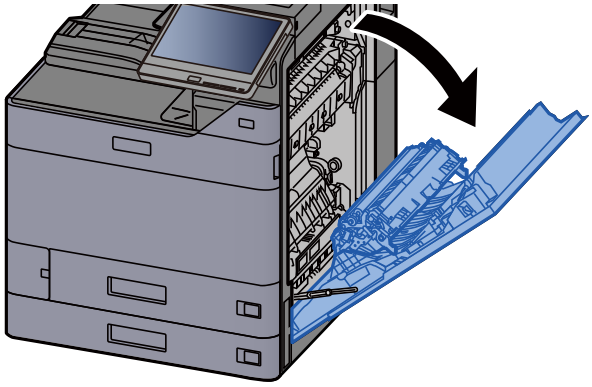
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

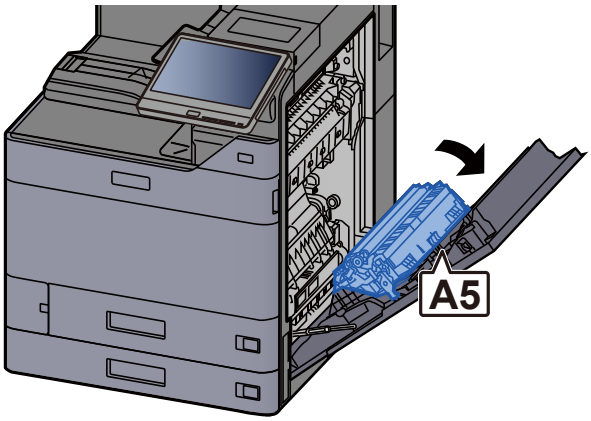
1 If the optional side feeder is installed, detach the side feeder.



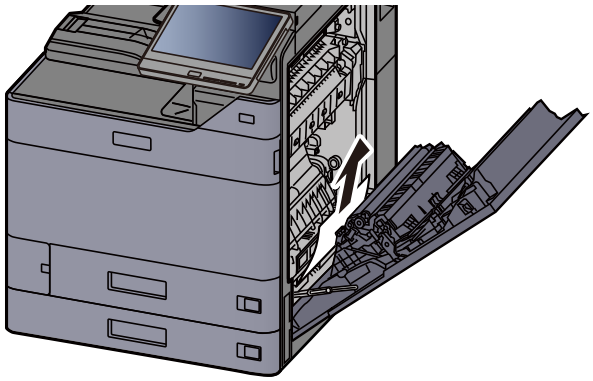
2 Open Right Cover 1.



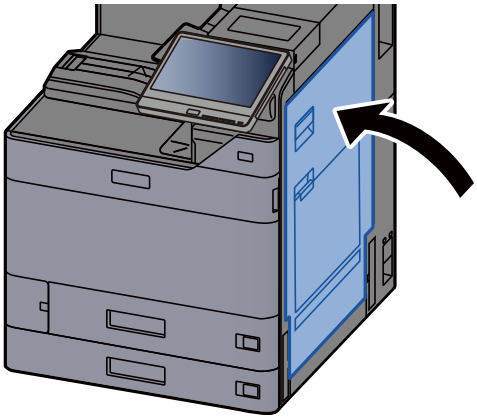
3 Close the duplex unit (A5).



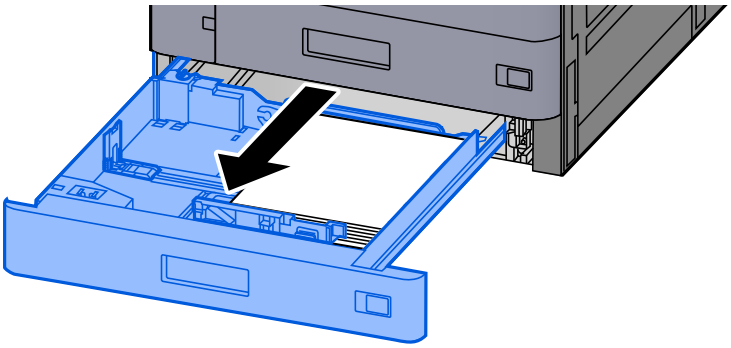
4 **Remove any jammed paper.**



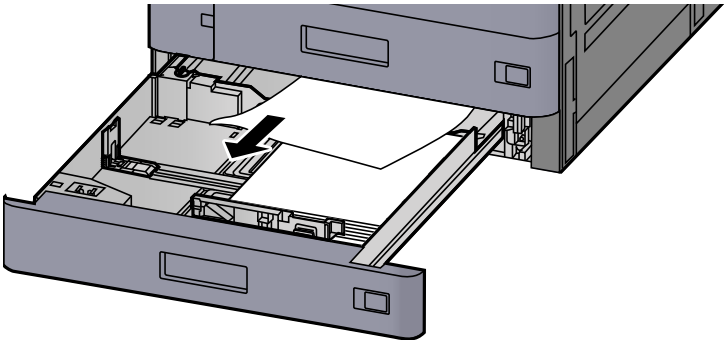
5 **Return the cover to the original position.**



6 **Pull Cassette 2 out toward you until it stops.**

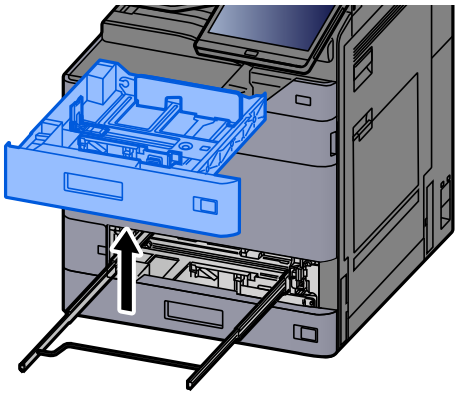


7 Remove any jammed paper.

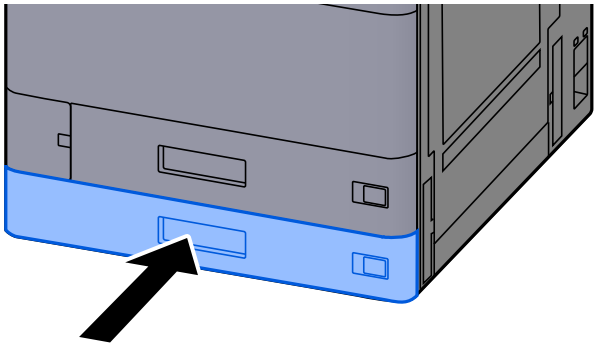


NOTE

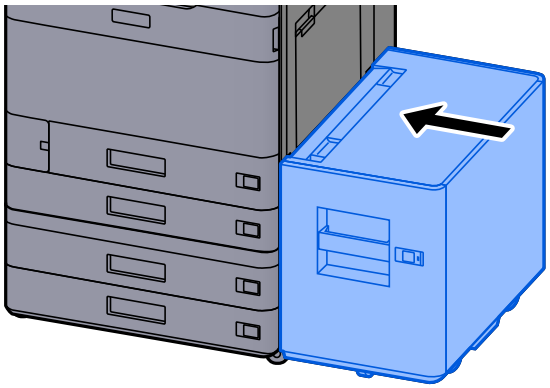
To remove paper which is difficult to get access to, the cassette can be removed.



8 Push Cassette 2 back in.



9 **If the optional side feeder is installed, return the side feeder to the original position.**



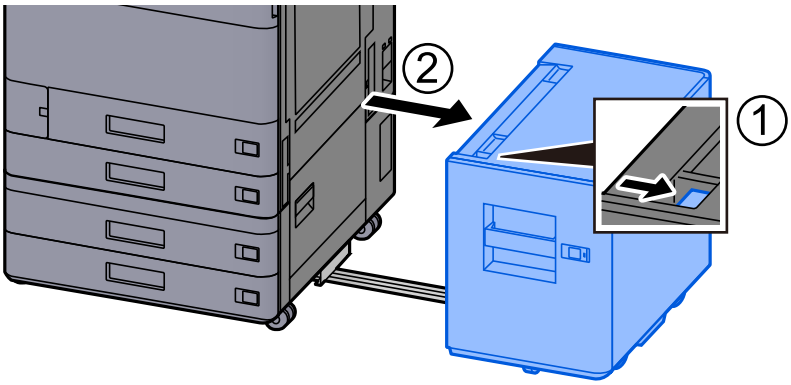
Remove any jammed paper in Cassette 3 and 4 (500-sheet×2)

See the explanation for Cassette 3 below.

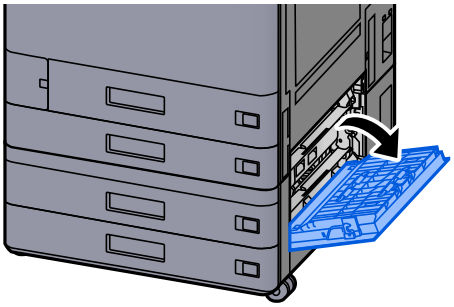
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

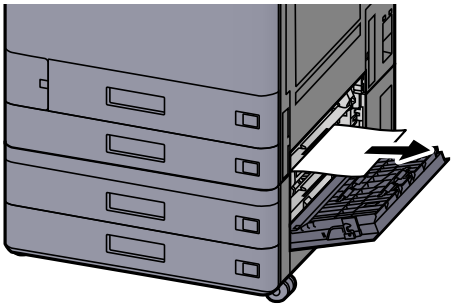
1 If the optional side feeder is installed, detach the side feeder.



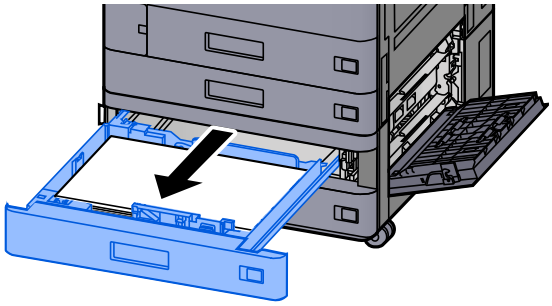
2 Open Right Cover 2.



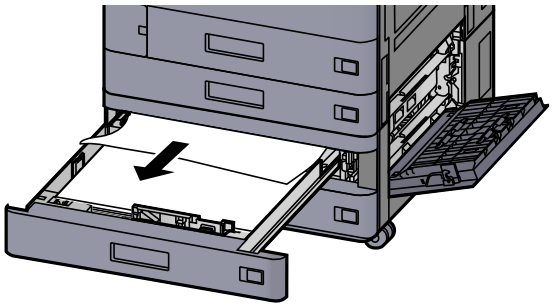
3 Remove any jammed paper.



4 Pull Cassette 3 out toward you until it stops.

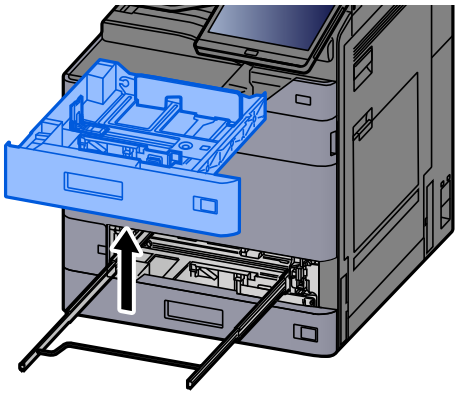


5 Remove any jammed paper.

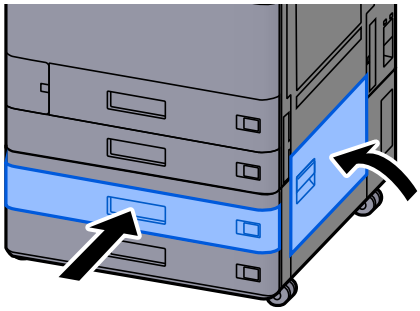


NOTE

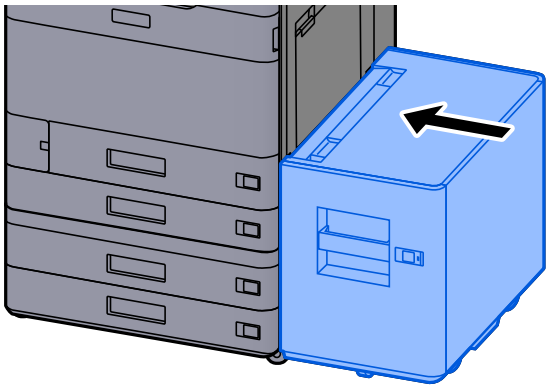
To remove paper which is difficult to get access to, the cassette can be removed.



6 Push Right Cover 2 and Cassette 3 back in.



7 **If the optional side feeder is installed, return the side feeder to the original position.**

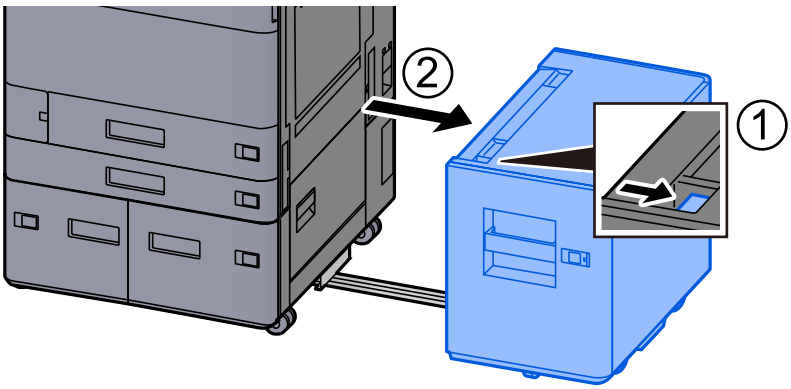


Remove any jammed paper in Cassette 3 (1,500-sheet×2)

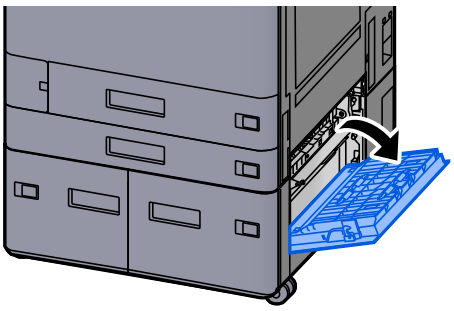
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

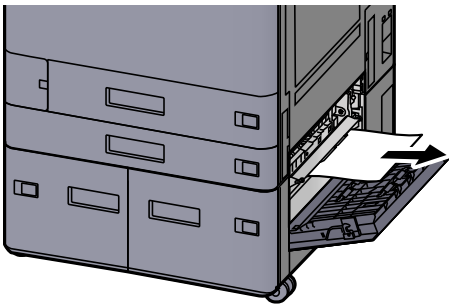
1 If the optional side feeder is installed, detach the side feeder.



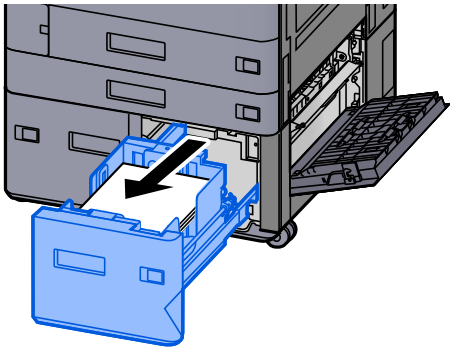
2 Open Right Cover 2.



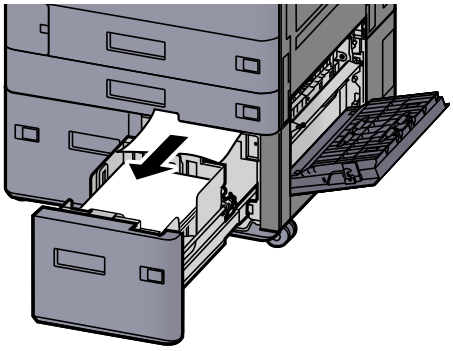
3 Remove any jammed paper.



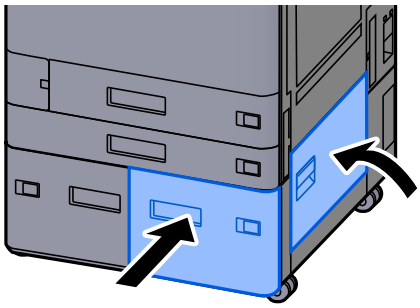
4 **Pull Cassette 3 out toward you until it stops.**



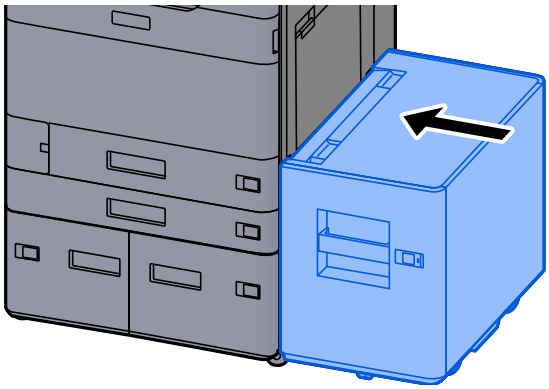
5 **Remove any jammed paper.**



6 **Push Right Cover 2 and Cassette 3 back in.**



7 **If the optional side feeder is installed, return the side feeder to the original position.**

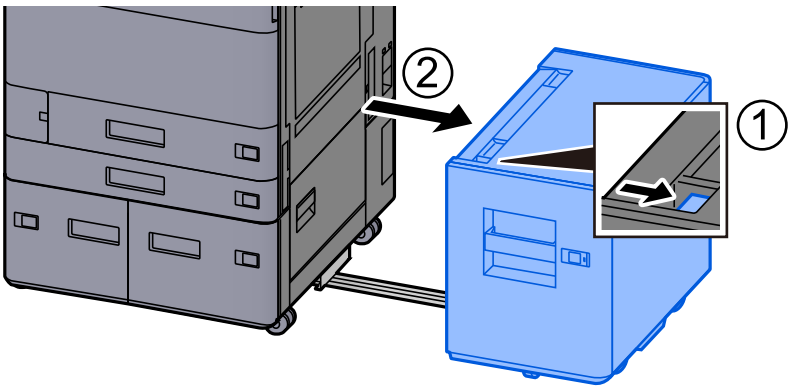


Remove any jammed paper in Cassette 4 (1,500-sheet×2)

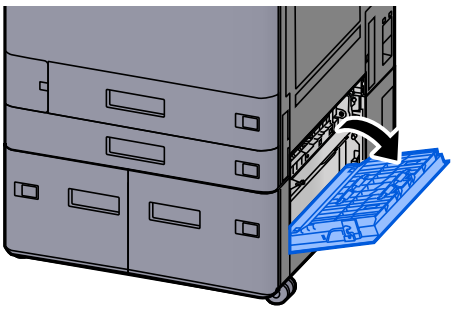
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

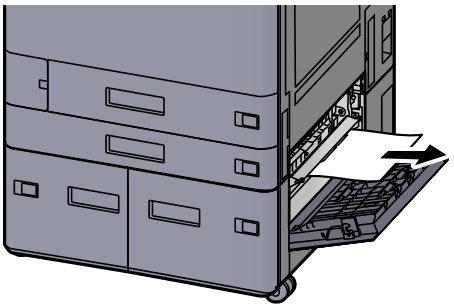
1 If the optional side feeder is installed, detach the side feeder.



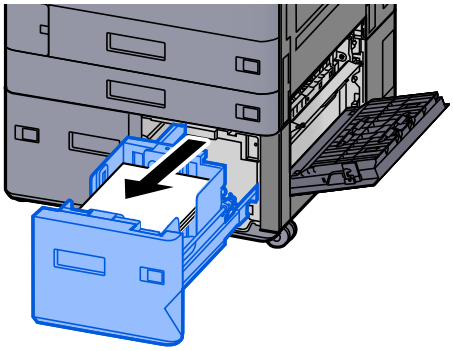
2 Open Right Cover 2.



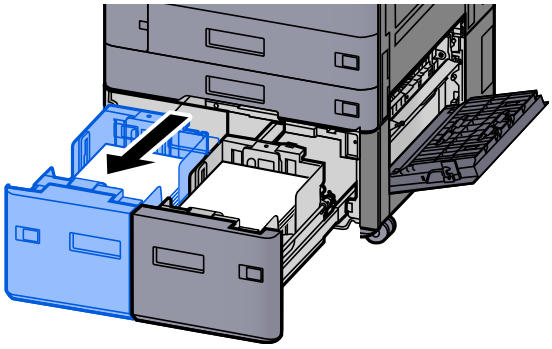
3 Remove any jammed paper.



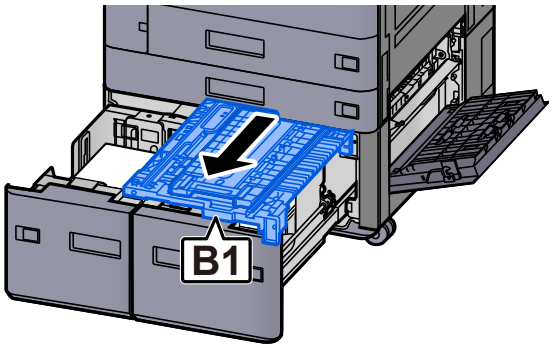
4 **Pull Cassette 3 out toward you until it stops.**



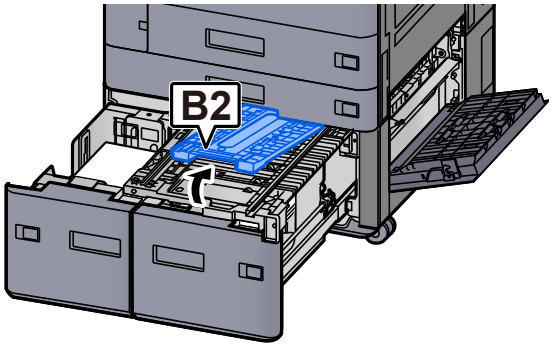
5 **Pull Cassette 4 out toward you until it stops.**



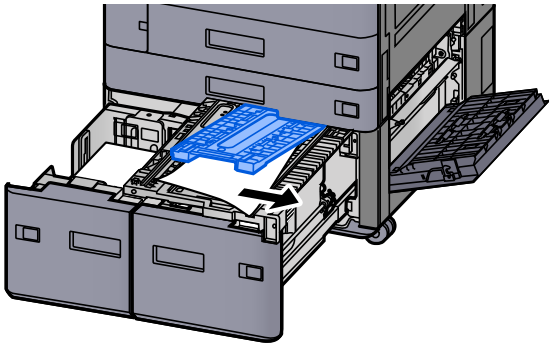
6 **Pull out paper feed unit (B1).**



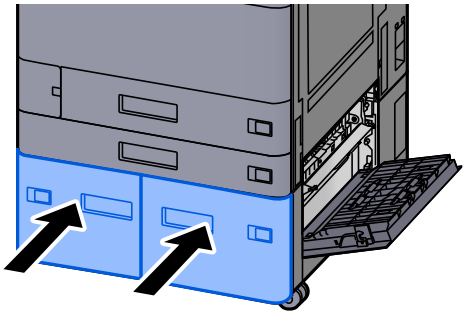
7 **Open cover (B2).**



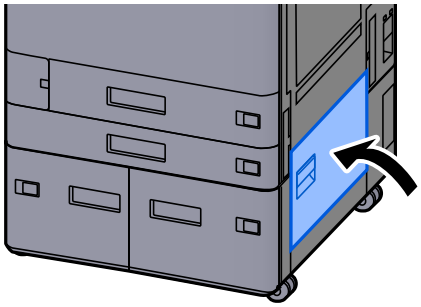
8 **Remove any jammed paper.**



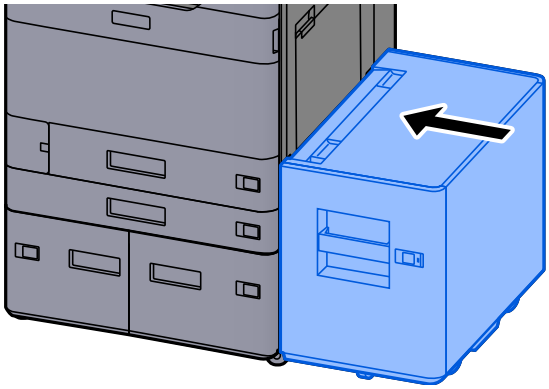
9 **Push paper feed unit, Cassette 3 and Cassette 4 back in.**



10 **Return the cover to the original position.**



11 **If the optional side feeder is installed, return the side feeder to the original position.**

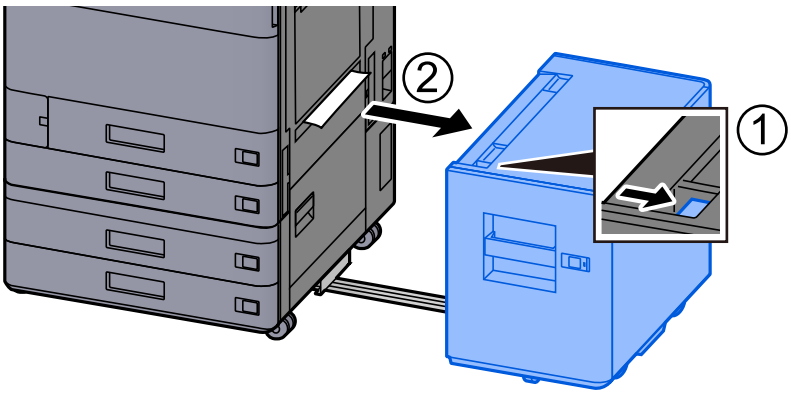


Remove any jammed paper in Cassette 5 (Side Feeder)

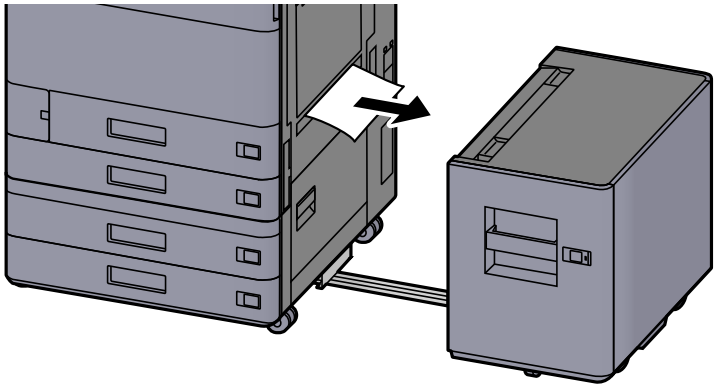
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

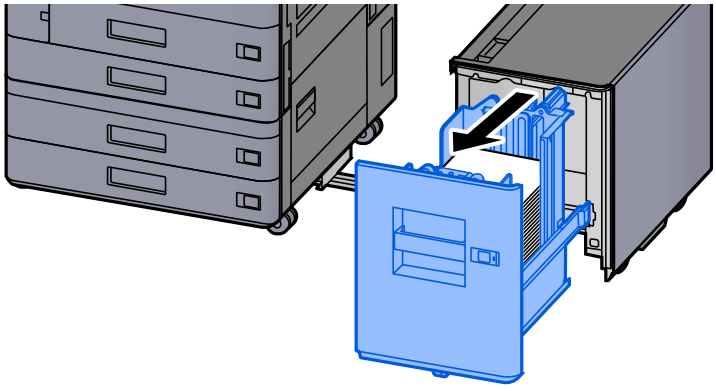
1 Detach the side feeder.



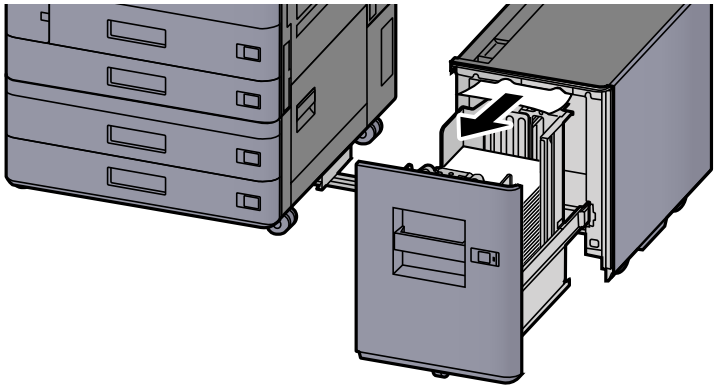
2 Remove any jammed paper.



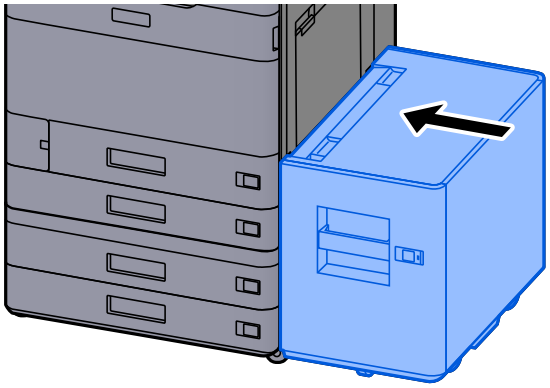
3 Pull Cassette 5 out toward you until it stops.



4 **Remove any jammed paper.**



5 **Return the Cassette 5 and side feeder to the original position.**

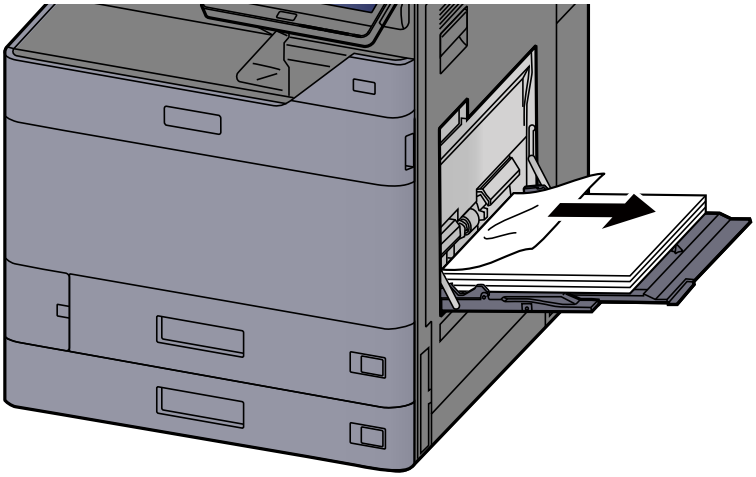


Remove any jammed paper in the Multipurpose Tray

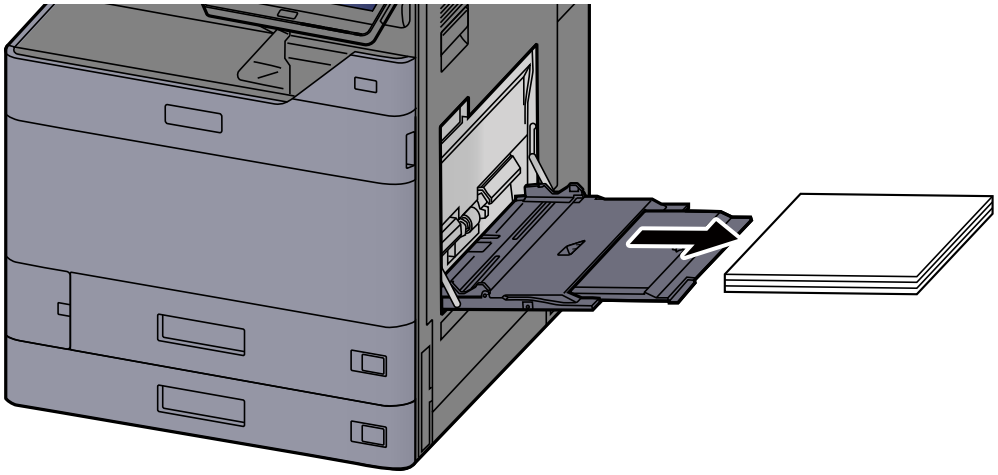
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

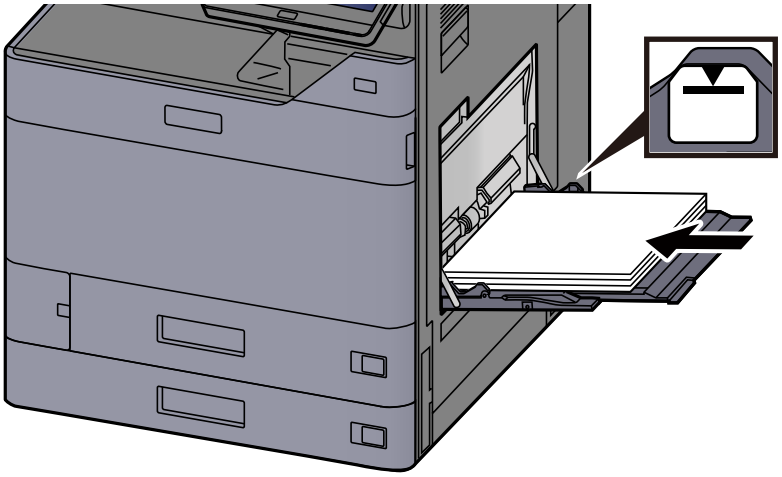
1 Remove any jammed paper.



2 Remove all the paper.



3 Reload the paper.

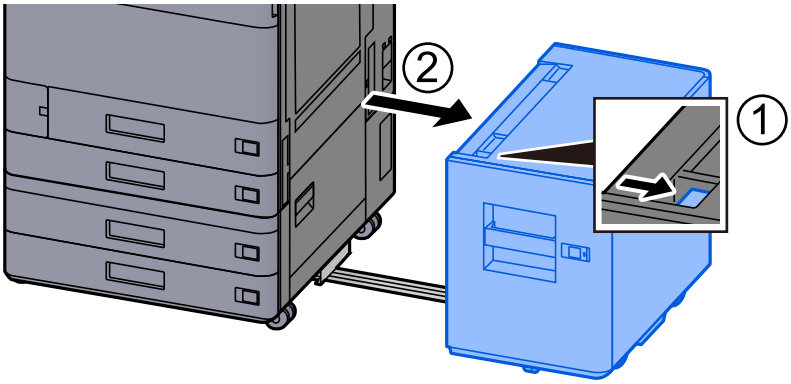


Remove any jammed paper in Right Cover 1

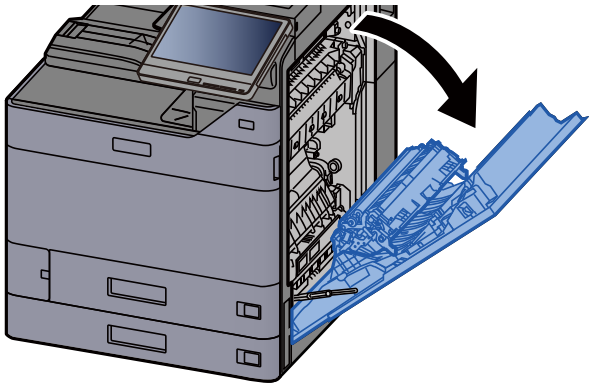
CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

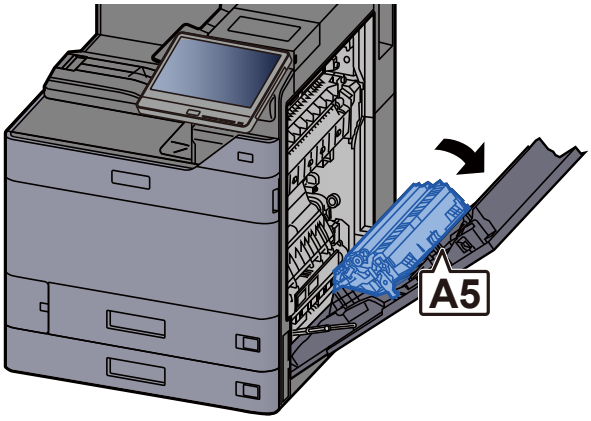
1 If the optional side feeder is installed, detach the side feeder.



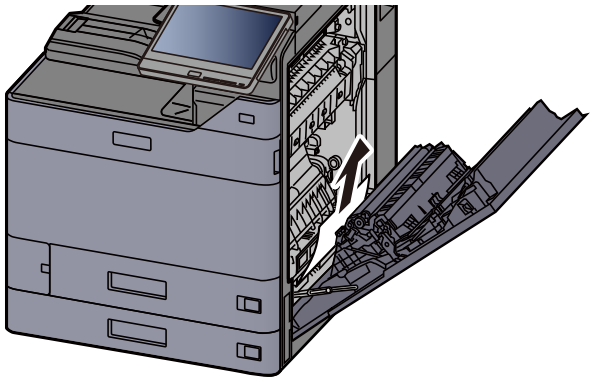
2 Open Right Cover 1.



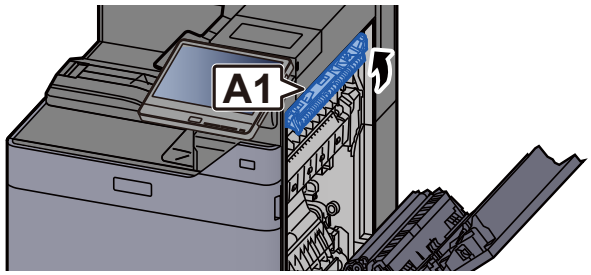
3 Close the duplex unit (A5).



4 Remove any jammed paper.



5 Open the paper feed unit cover (A1).

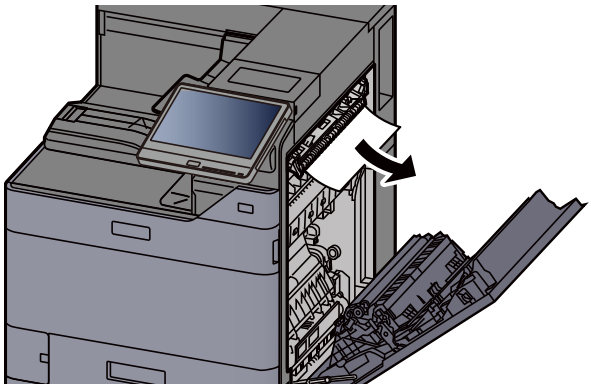


CAUTION

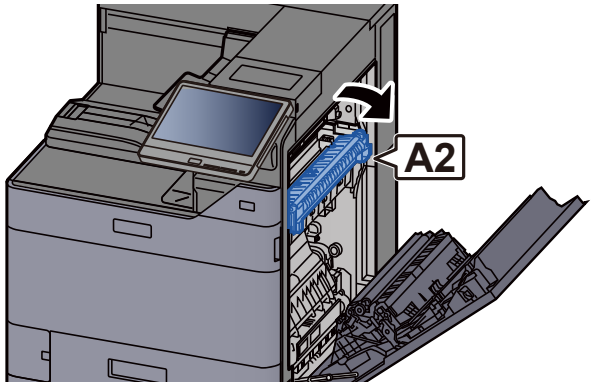
HOT SURFACE

(A1) should not be touched until one minutes passes after open the right cover.

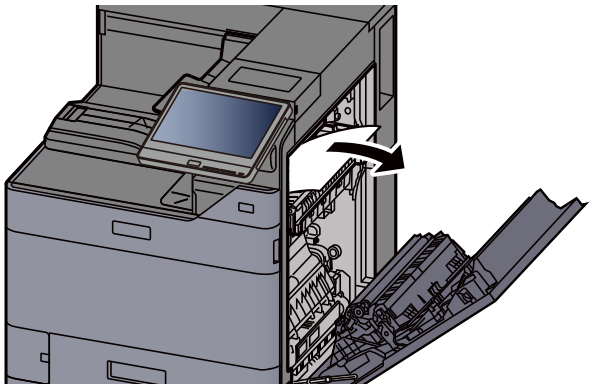
6 Remove any jammed paper.



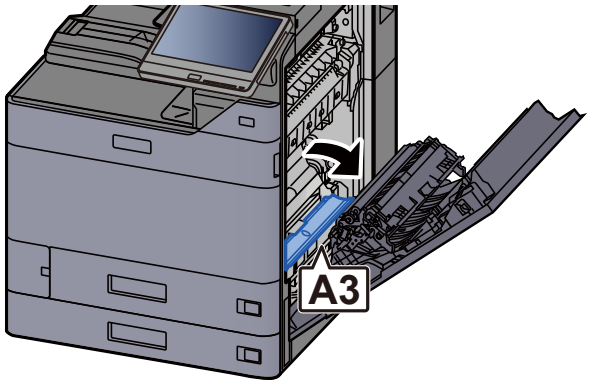
7 **Open the fuser cover (A2).**



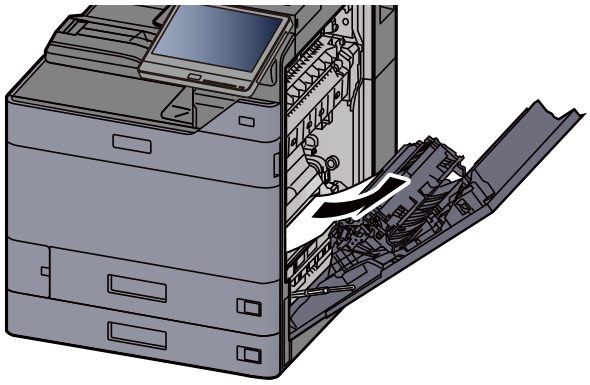
8 **Remove any jammed paper.**



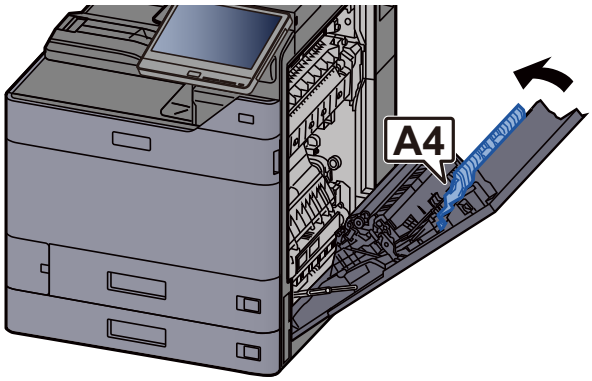
9 **Open the cover (A3).**



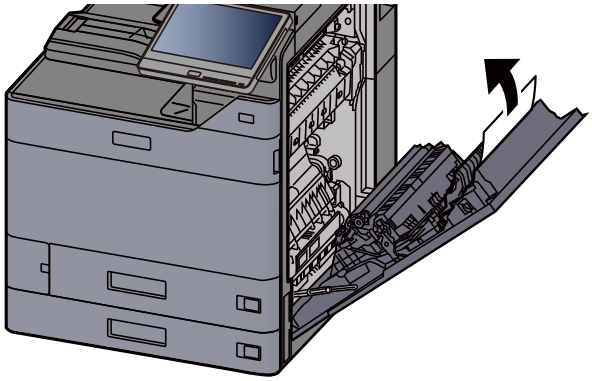
10 **Remove any jammed paper.**



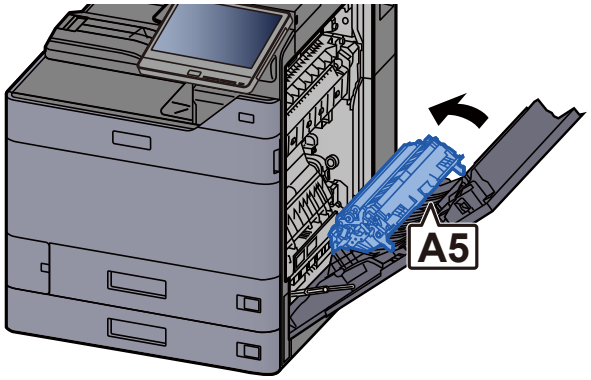
11 **Lift the cover (A4).**



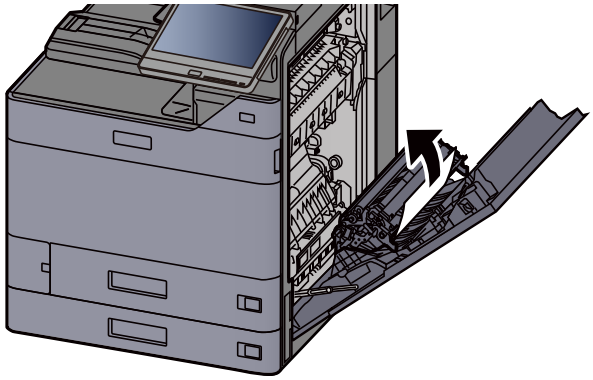
12 **Remove any jammed paper.**



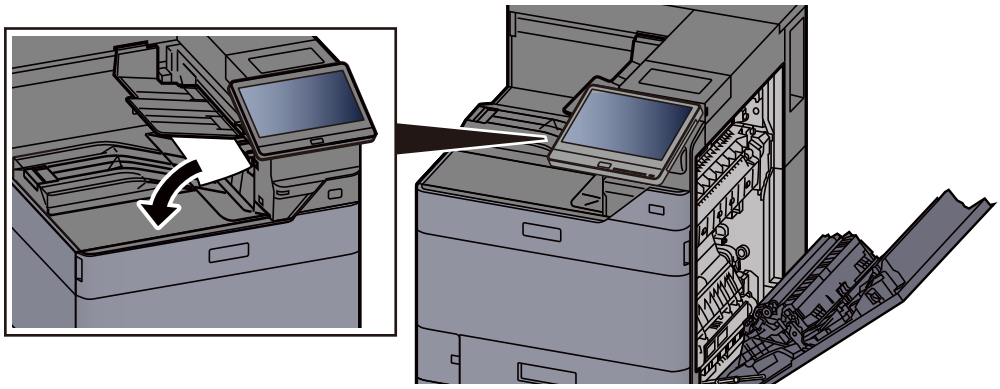
13 **Lift the duplex unit (A5).**



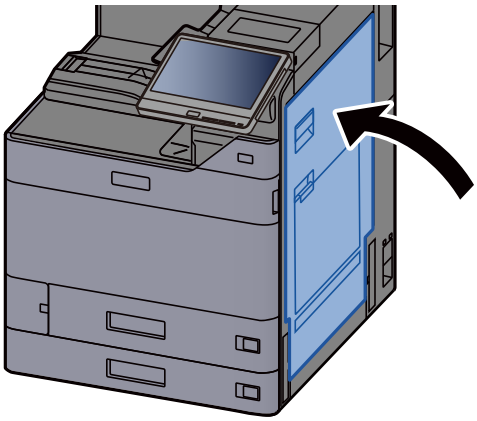
14 Remove any jammed paper.



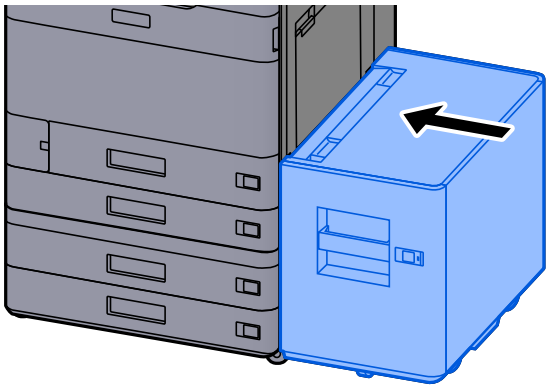
15 Remove the paper from the paper ejector.



16 Return the cover to the original position.



17 If the optional side feeder is installed, return the side feeder to the original position.

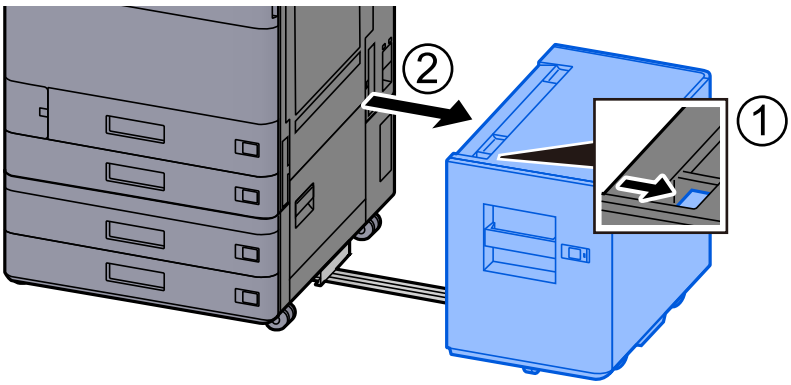


Remove any jammed paper in Right Cover 2 (500-sheet×2)

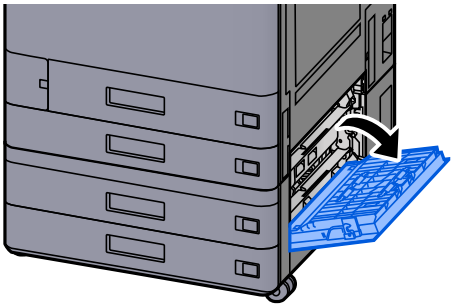
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

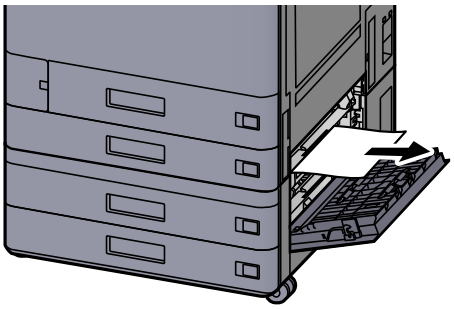
1 If the optional side feeder is installed, detach the side feeder.



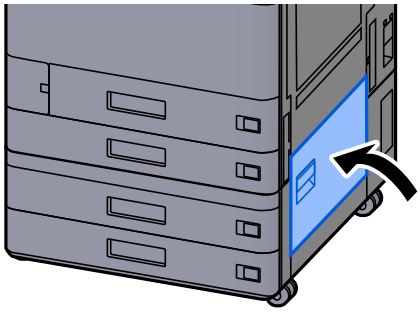
2 Open Right Cover 2.



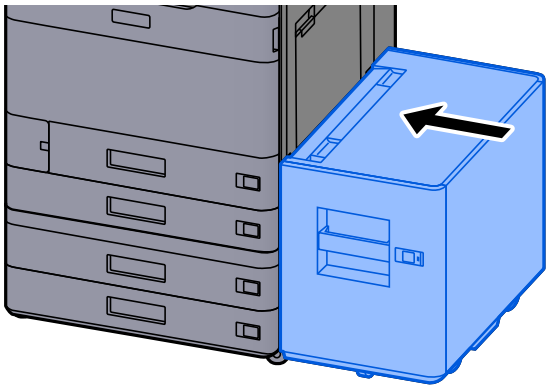
3 Remove any jammed paper.



4 **Return the cover to the original position.**



5 **If the optional side feeder is installed, return the side feeder to the original position.**

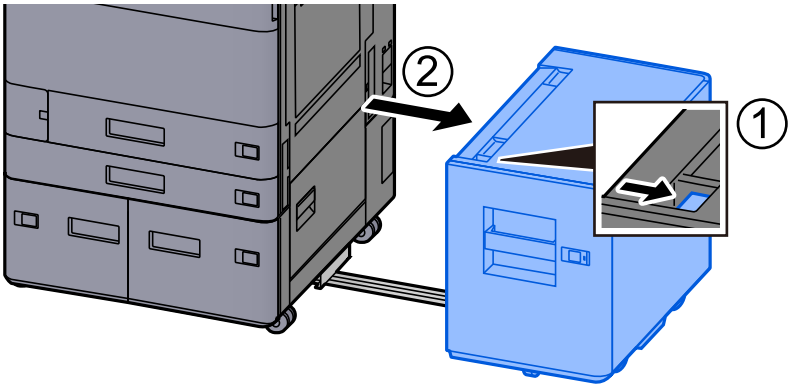


Remove any jammed paper in Right Cover 2 (1,500-sheet×2)

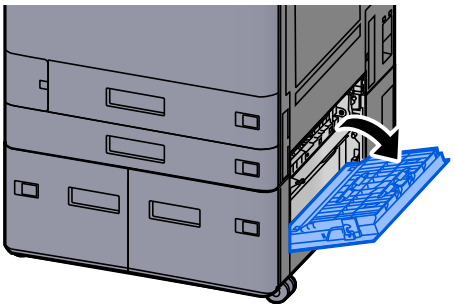
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

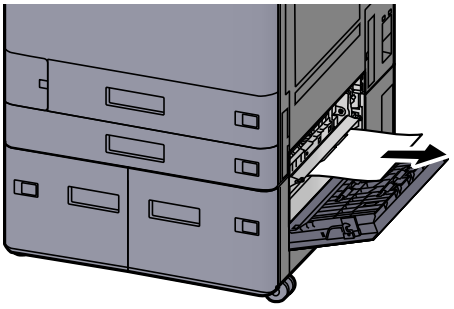
1 If the optional side feeder is installed, detach the side feeder.



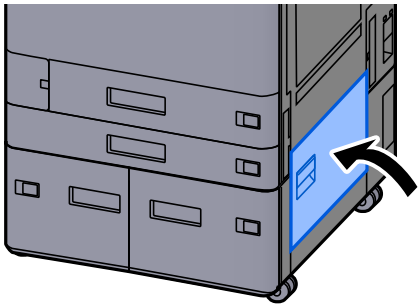
2 Open Right Cover 2.



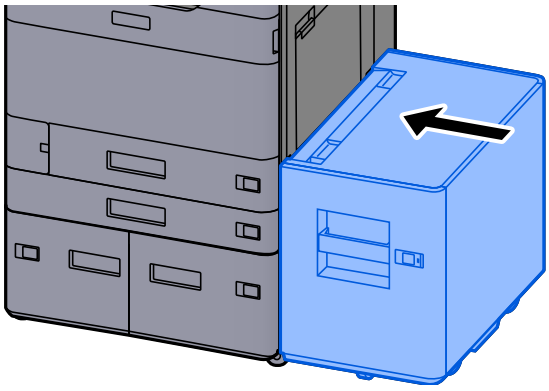
3 Remove any jammed paper.



4 **Return the cover to the original position.**



5 **If the optional side feeder is installed, return the side feeder to the original position.**

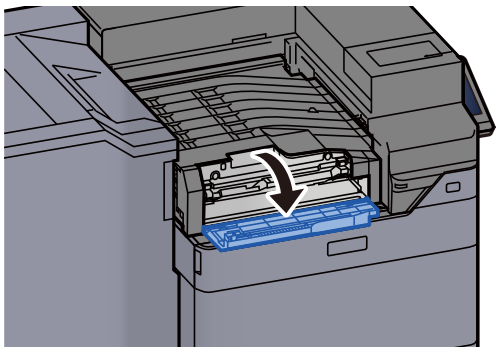


Remove any jammed paper in the Bridge Unit

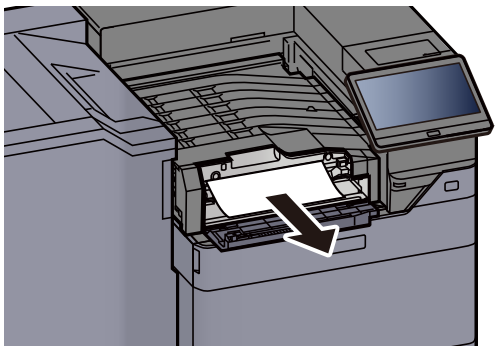
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

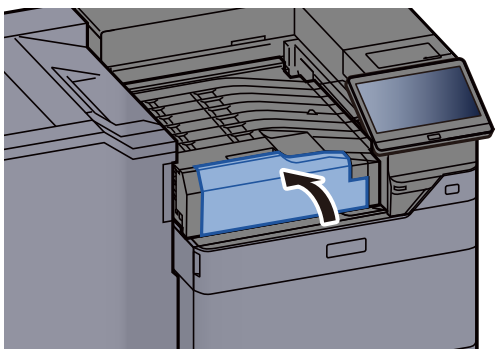
1 Open the bridge unit cover.



2 Remove any jammed paper.



3 Close the cover.

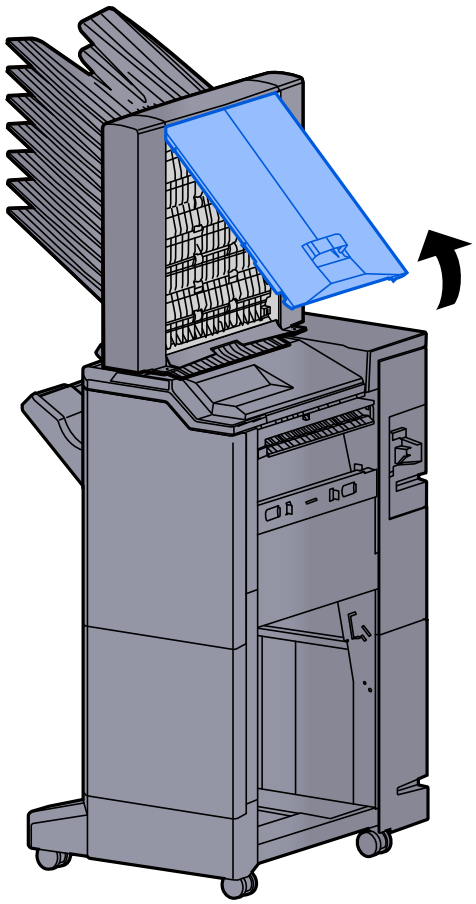


Remove any jammed paper in the Mailbox

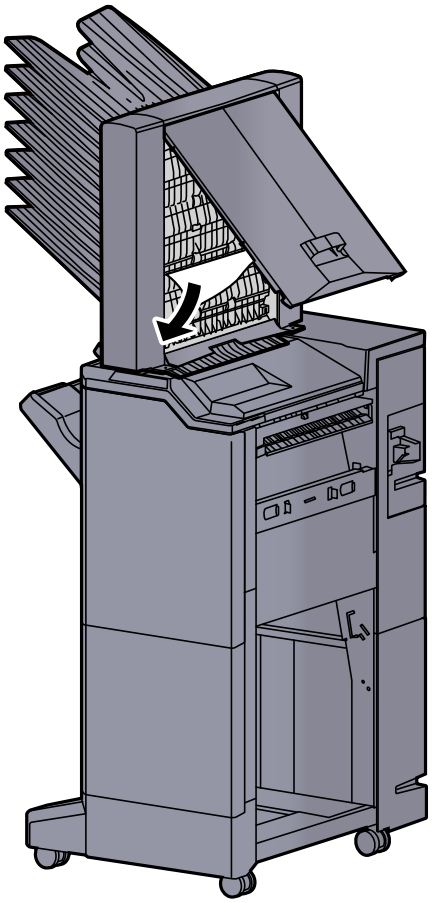
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

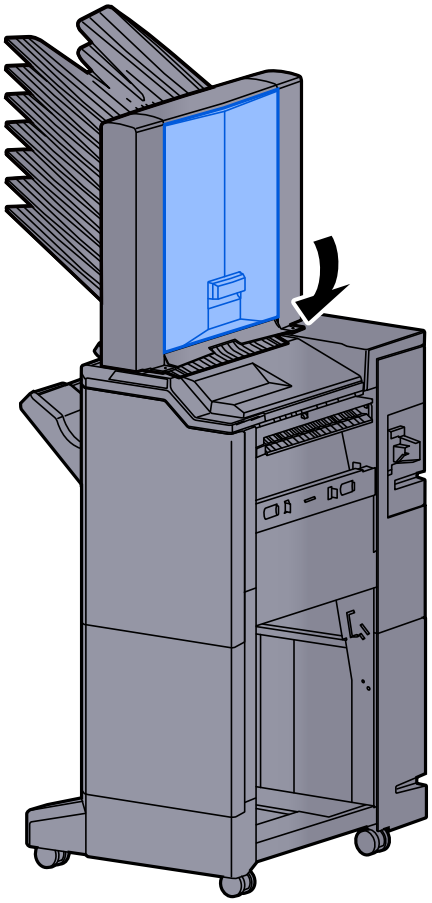
1 Open the mailbox cover.



2 Remove any jammed paper.



3 **Close the cover.**



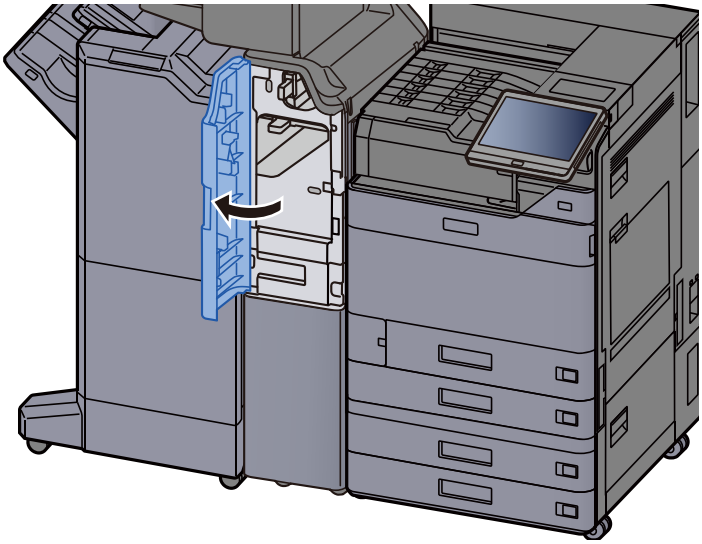
Remove any jammed paper in the Inserter

CAUTION

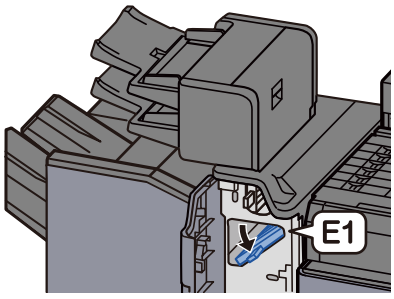
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

Straight pass

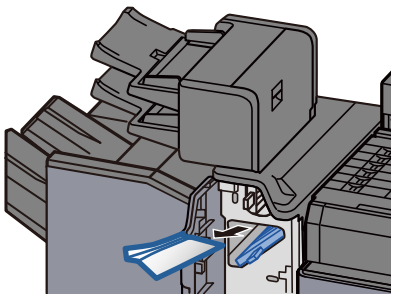
1 Open the front cover.



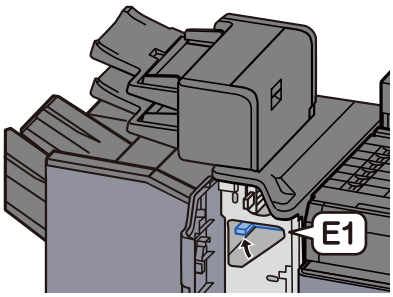
2 Open the transport guide (E1).



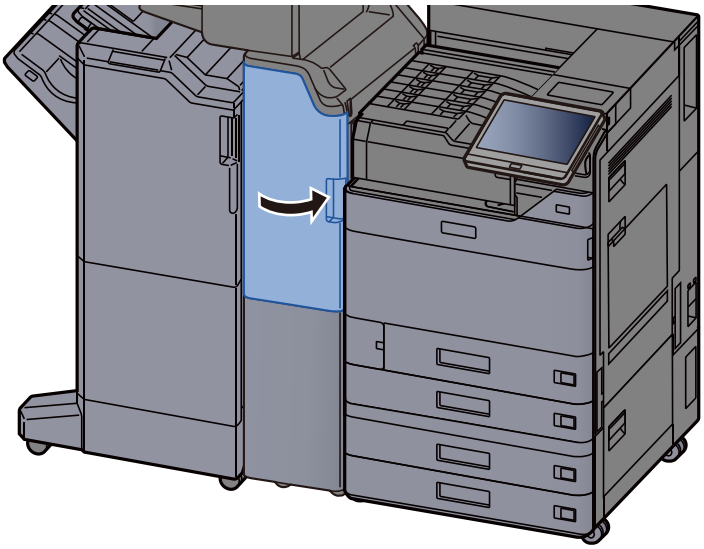
3 Remove any jammed paper.



4 **Return the transport guide (E1) to the original position.**

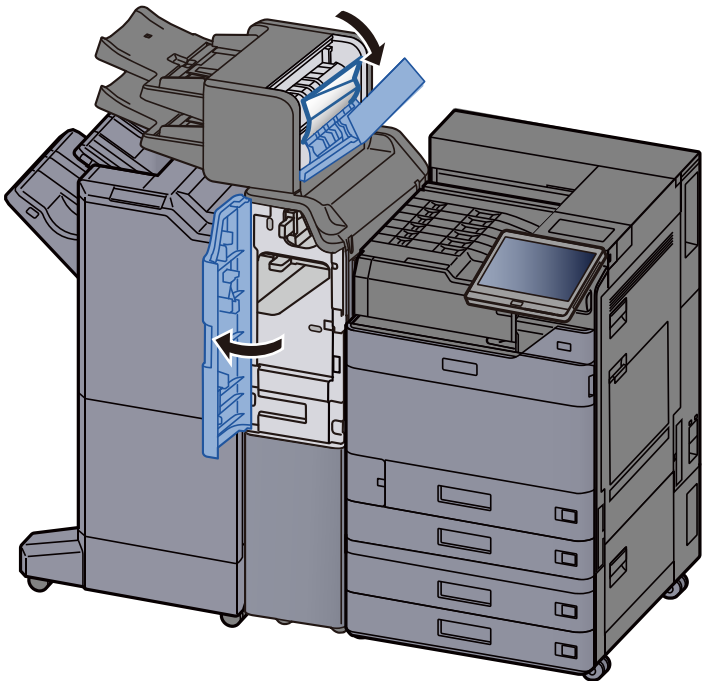


5 **Return the cover to the original position.**

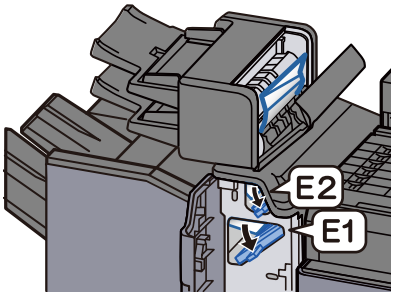


Vertical transport section

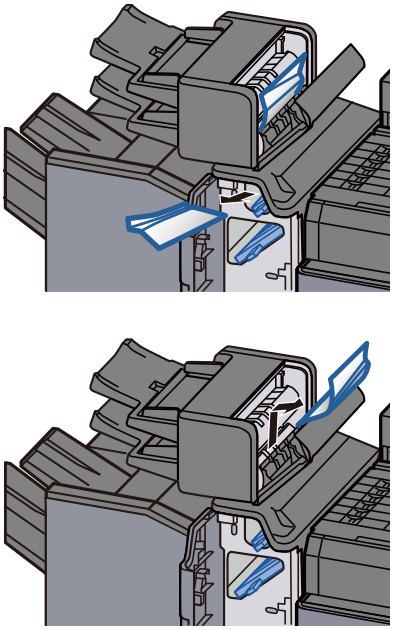
1 **Open the front cover and right cover.**



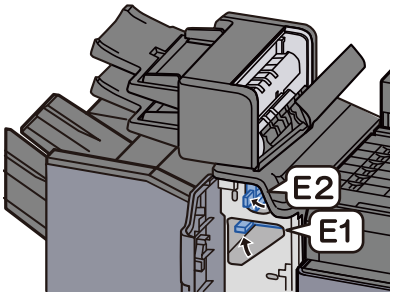
2 **Open the transport guides (E1) and (E2).**



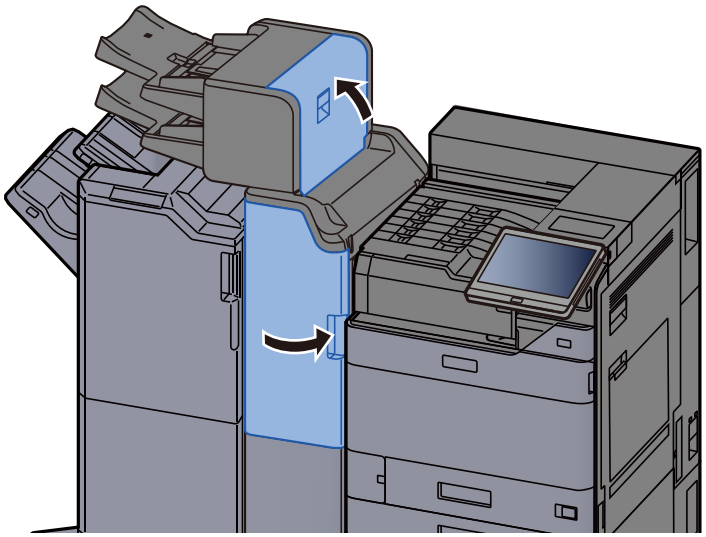
3 **Remove any jammed paper.**



4 **Return the transport guides (E1) and (E2) to the original position.**

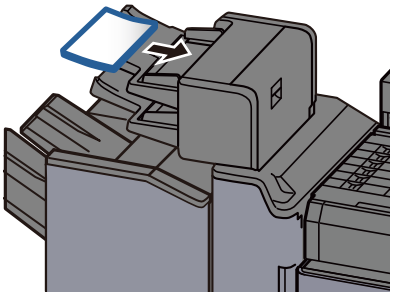


5 **Return the cover to the original position.**

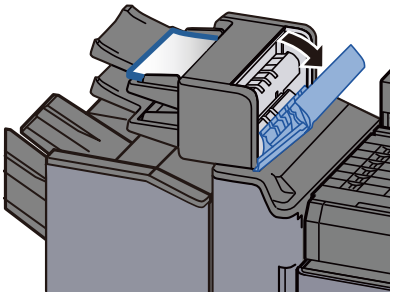


Tray 1 lift error

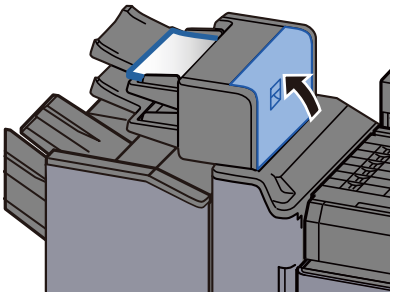
1 **Load paper in tray 1.**



2 **Open the right cover.**

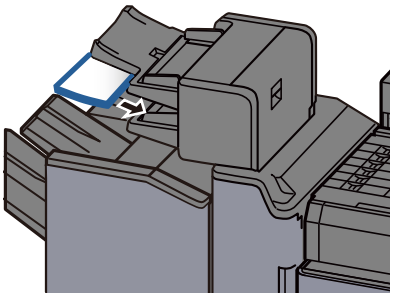


3 **Close the right cover.**

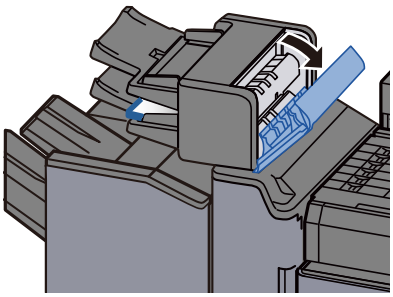


Tray 2 lift error

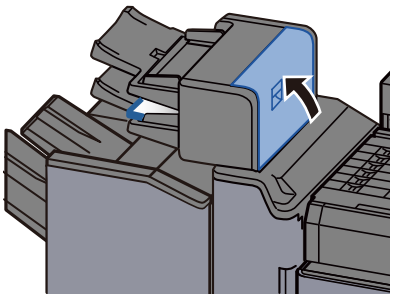
1 **Load paper in tray 2.**



2 **Open the right cover.**



3 **Close the right cover.**



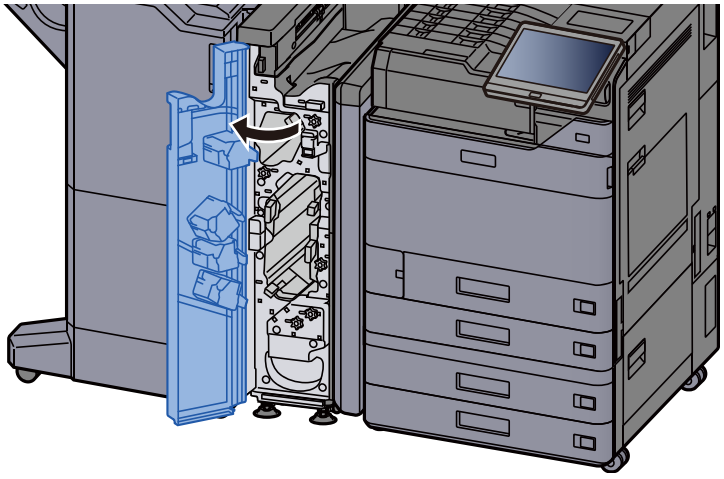
Remove any jammed paper in the Z-fold unit

CAUTION

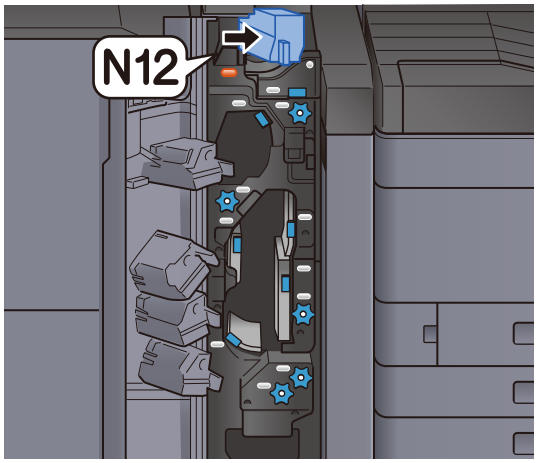
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

Folding machine tray output

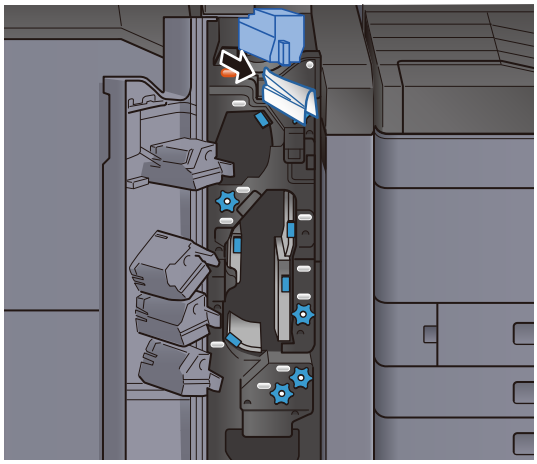
1 Open the front cover.



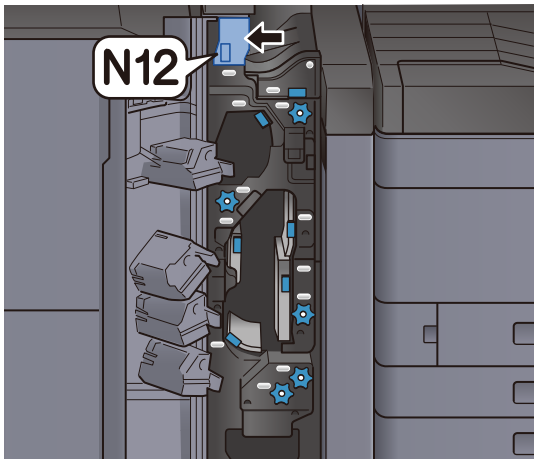
2 Open the transport guide (N12).



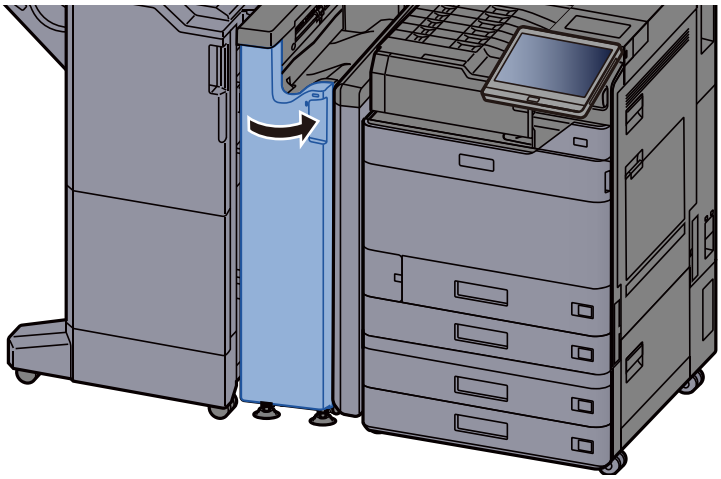
3 **Remove any jammed paper.**



4 **Return the transport guide (N12) to the original position.**

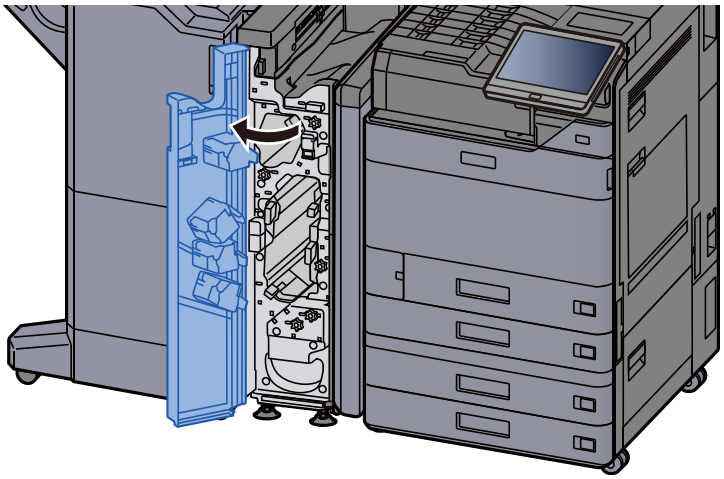


5 **Close the front cover.**

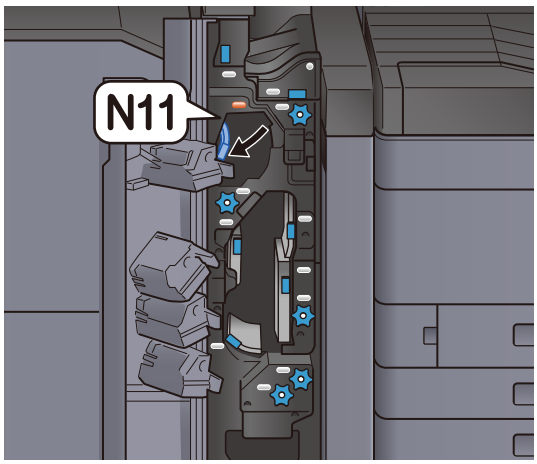


Relay transport guide plate

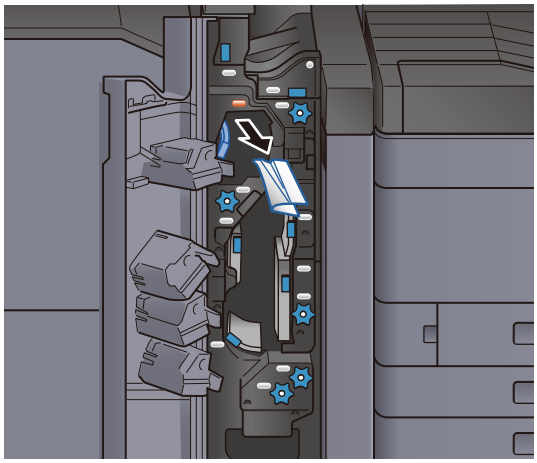
1 **Open the front cover.**



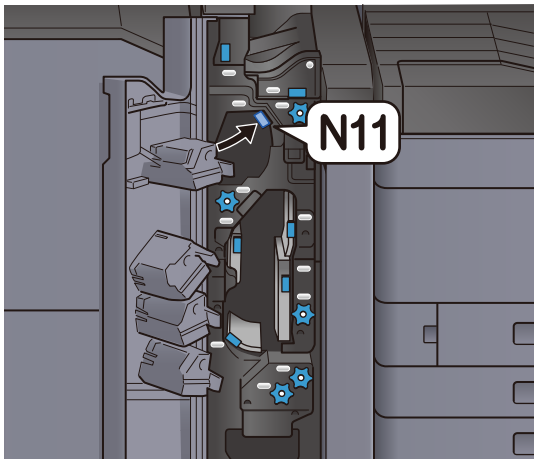
2 **Open the transport guide (N11).**



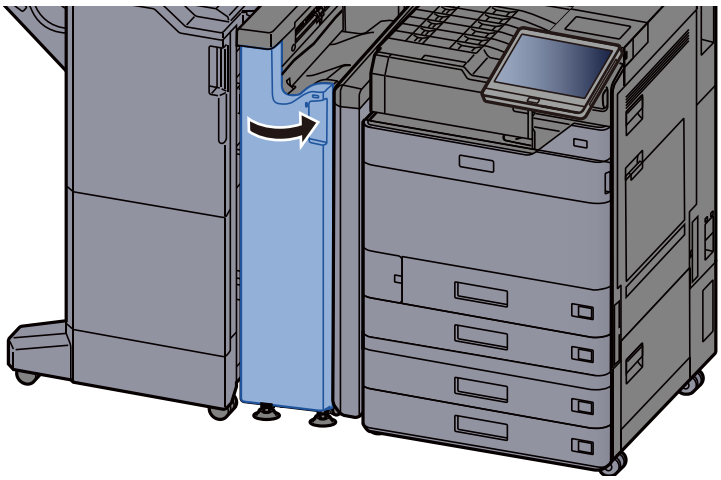
3 **Remove any jammed paper.**



4 **Return the transport guide (N11) to the original position.**

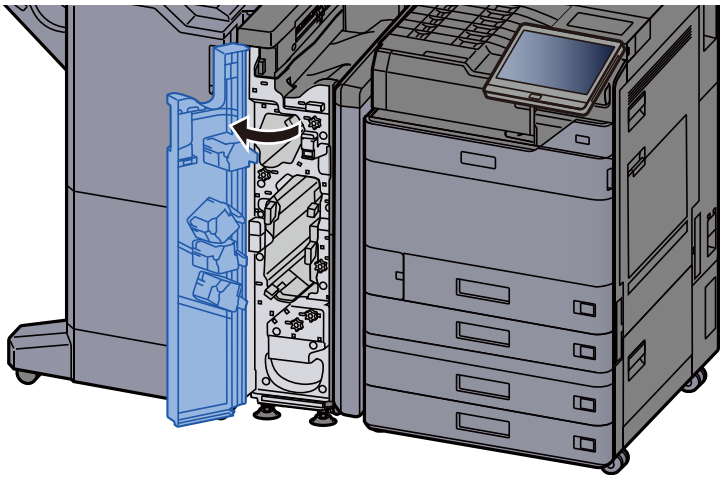


5 **Close the front cover.**

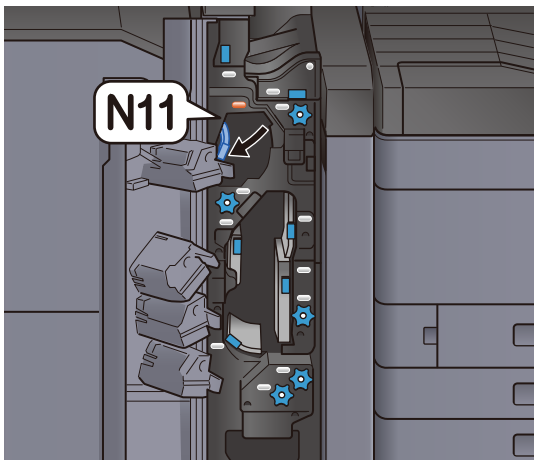


Paper transport roller knob

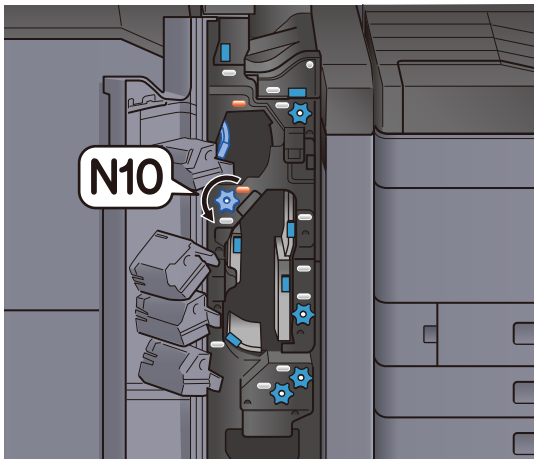
1 **Open the front cover.**



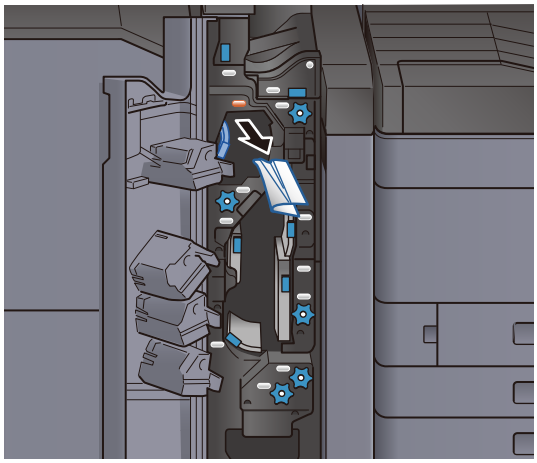
2 **Open the transport guide (N11).**



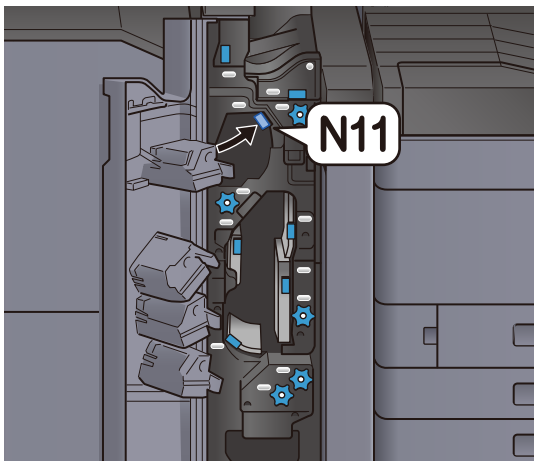
3 **Turn knob (N10).**



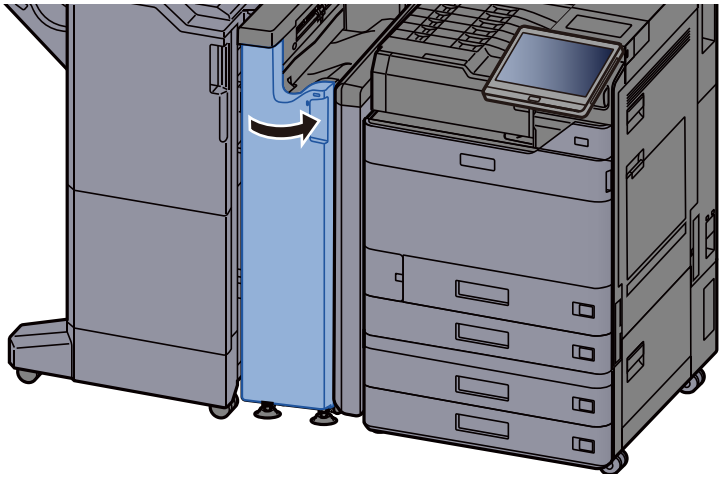
4 **Take out the jammed paper.**



5 **Return the transport guide (N11) to the original position.**

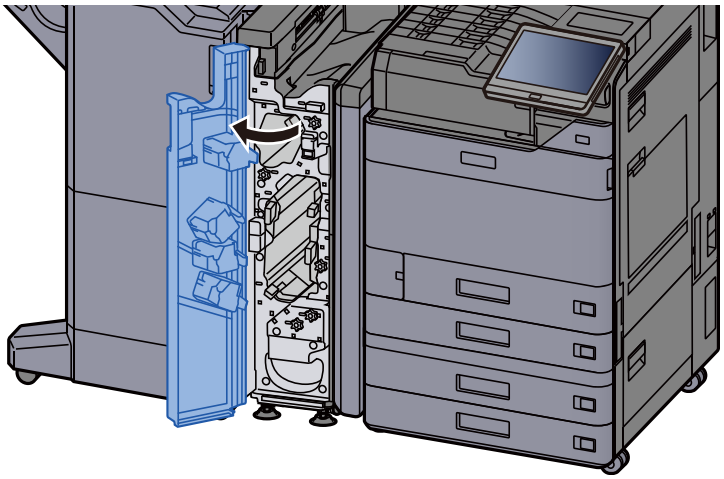


6 **Close the front cover.**

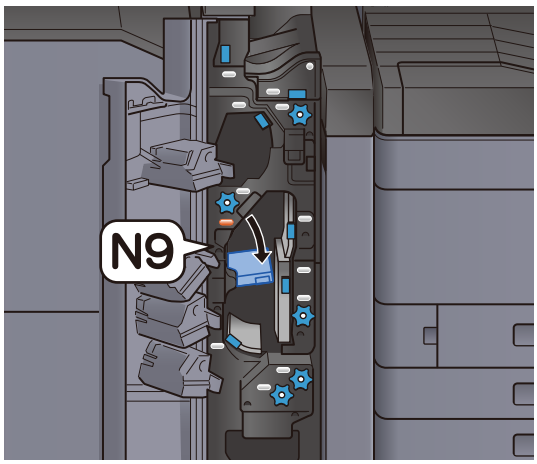


Additional folding guide plate

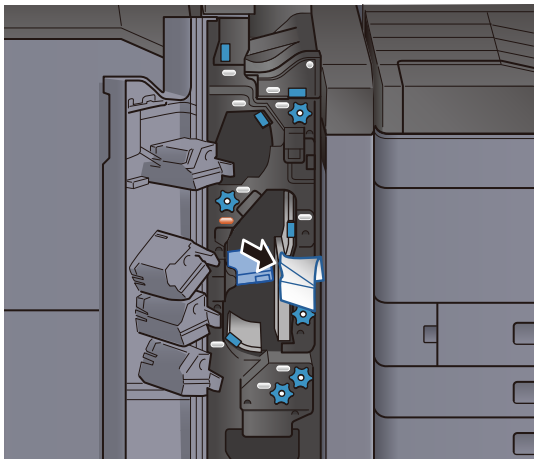
1 **Open the front cover.**



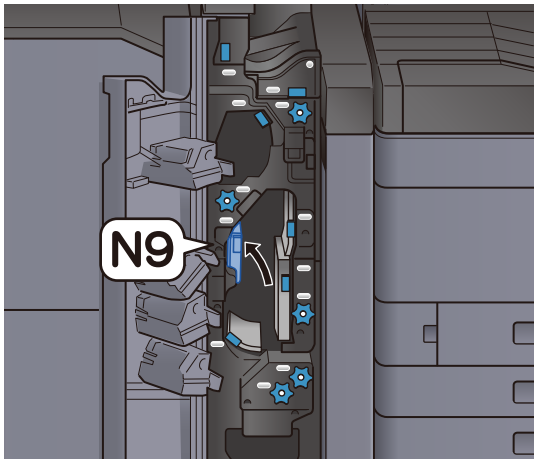
2 **Open the transport guide (N9).**



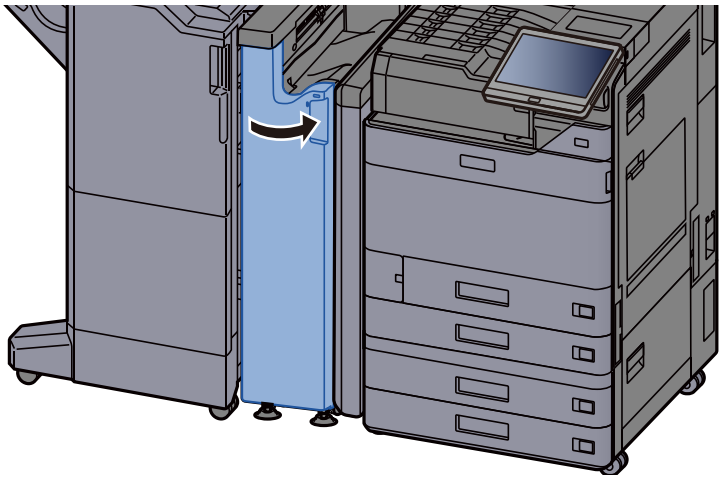
3 **Remove any jammed paper.**



4 **Return the transport guide (N9) to the original position.**

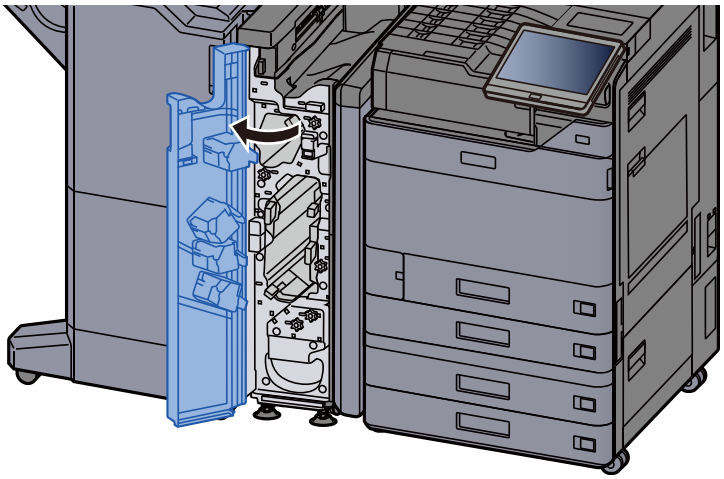


5 **Close the front cover.**

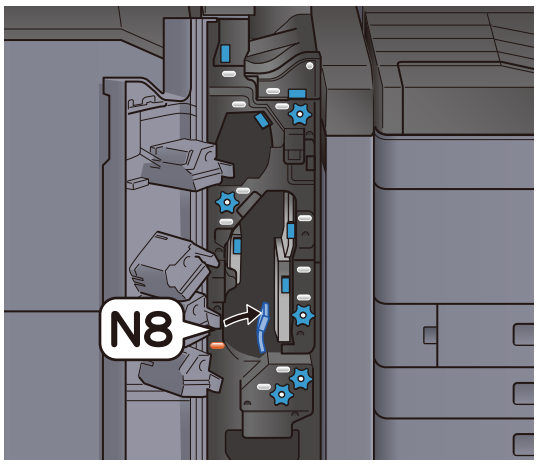


Post-folding transport guide plate

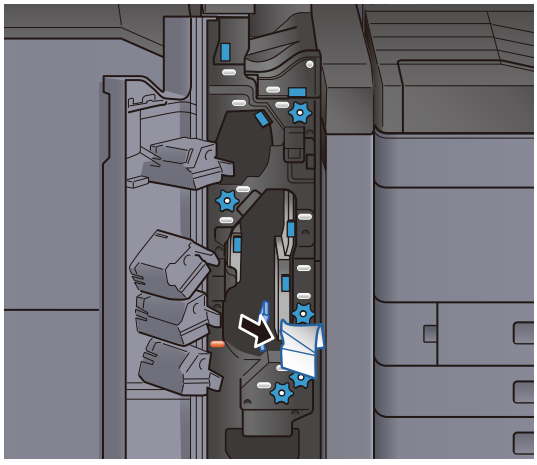
1 **Open the front cover.**



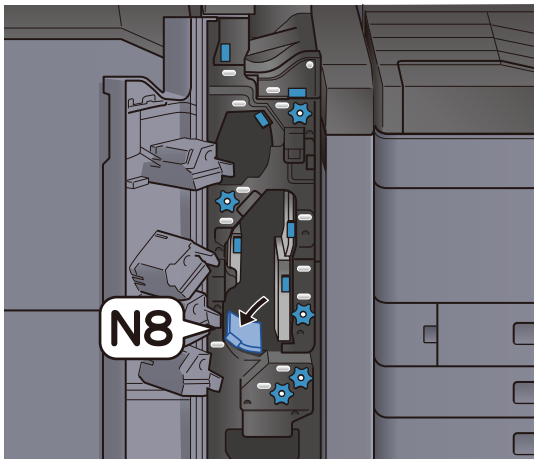
2 **Open the transport guide (N8).**



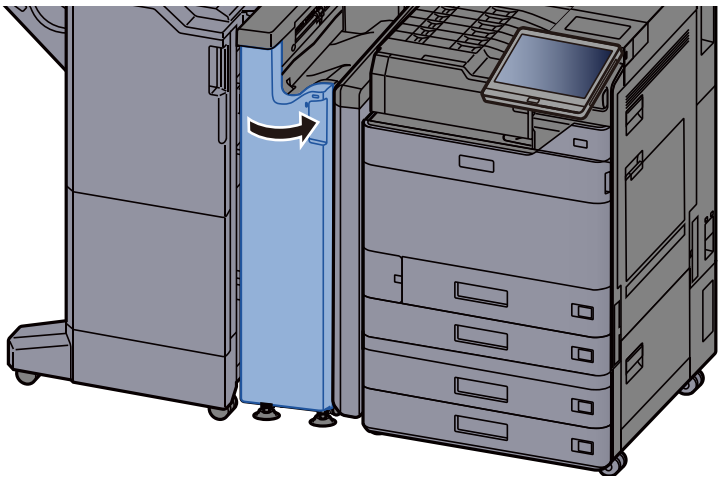
3 **Remove any jammed paper.**



4 **Return the transport guide (N8) to the original position.**

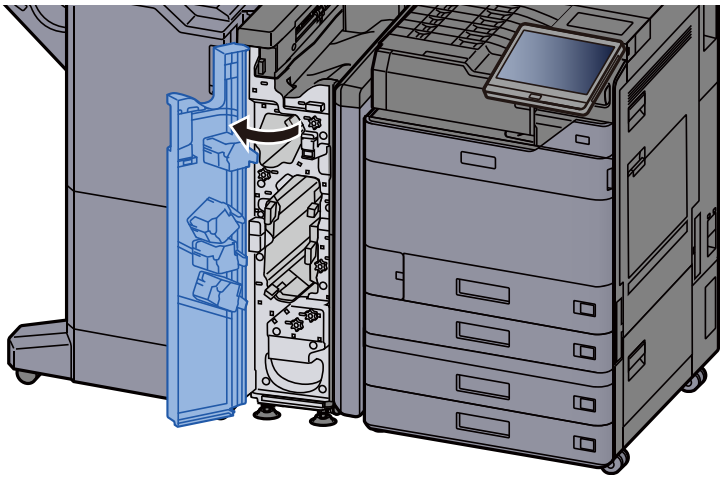


5 **Close the front cover.**

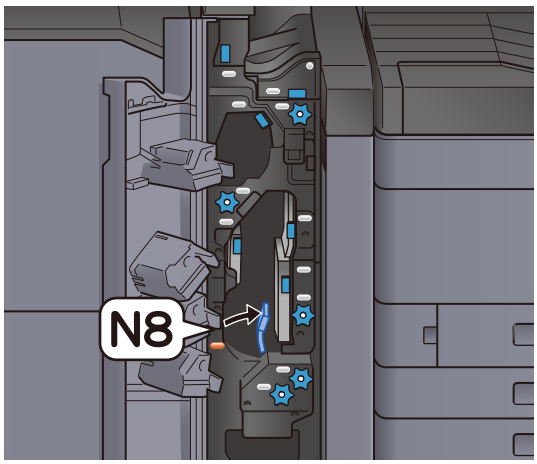


Folding roller knob

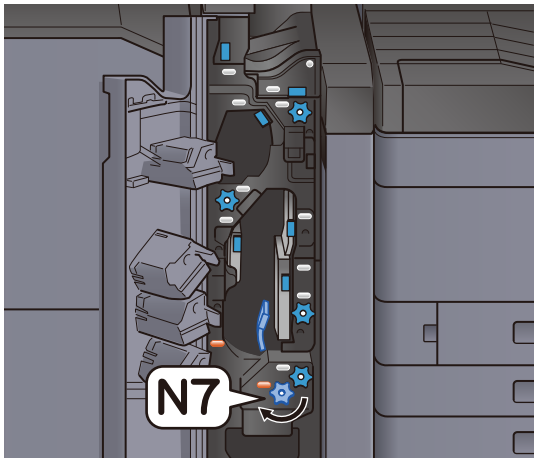
1 **Open the front cover.**



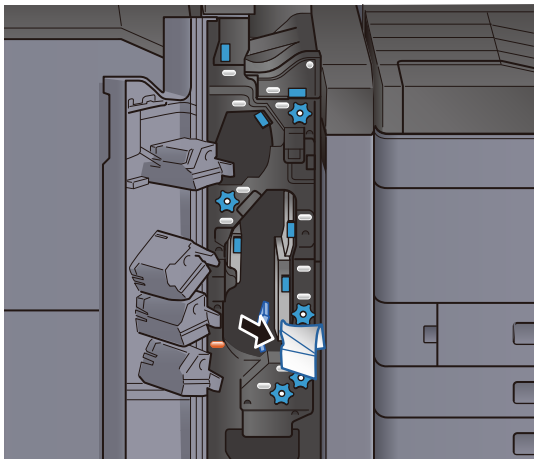
2 **Open the transport guides (N8).**



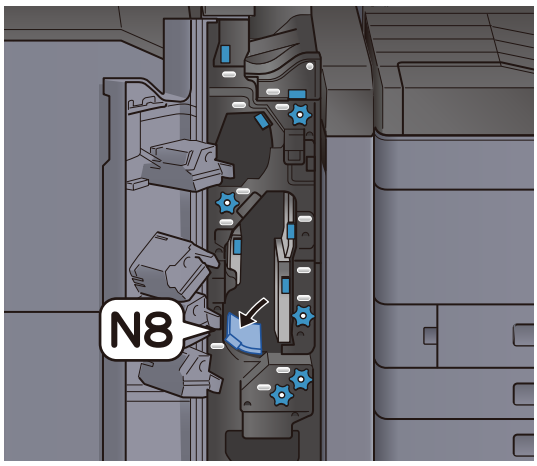
3 **Turn knob (N7).**



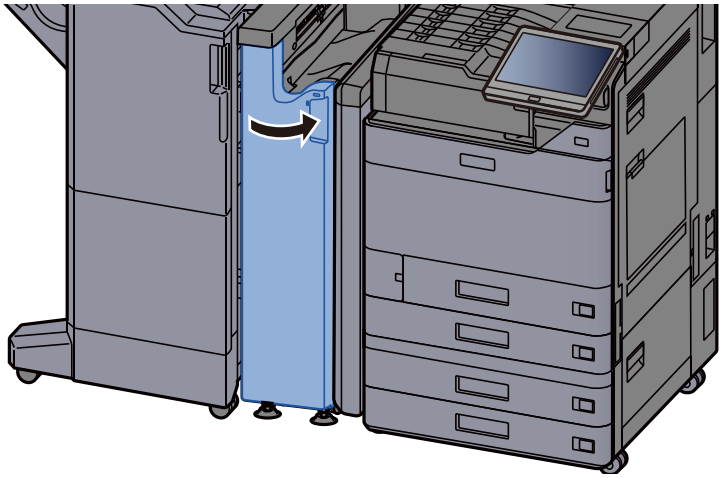
4 **Take out the jammed paper.**



5 **Return the transport guide (N8) to the original position.**

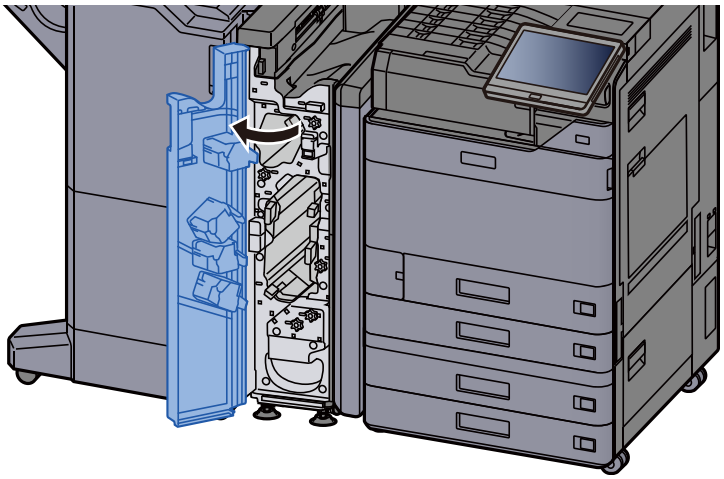


6 **Close the front cover.**

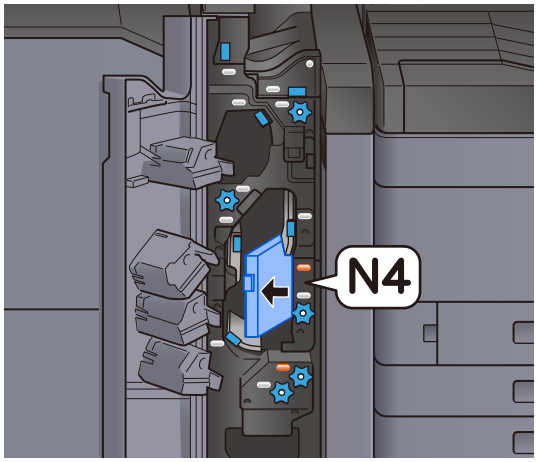


Registration roller knob

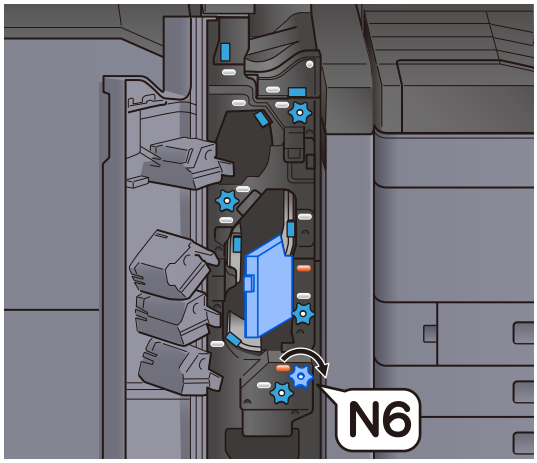
1 **Open the front cover.**



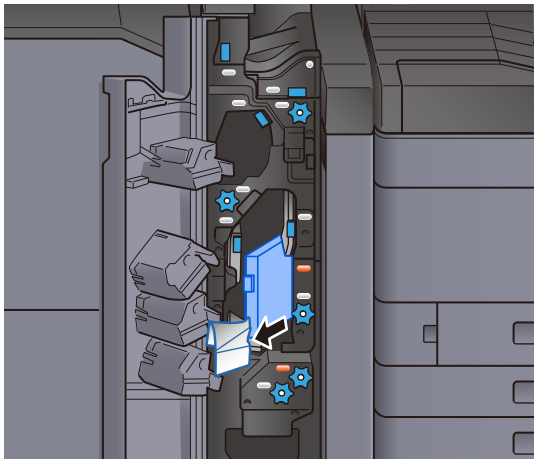
2 **Open the transport guides (N4).**



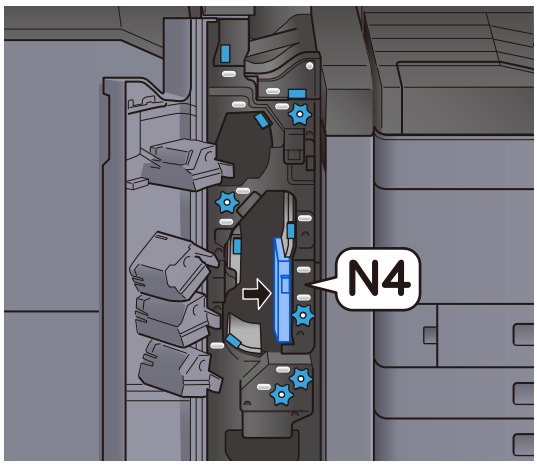
3 **Turn knob (N6).**



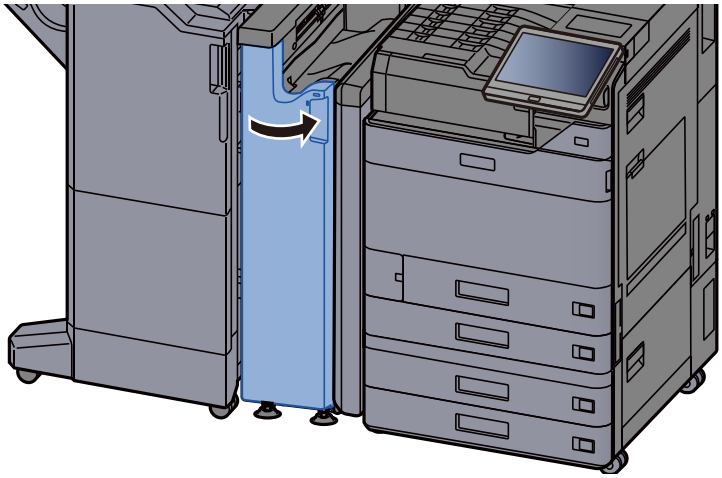
4 **Remove any jammed paper.**



5 **Return the transport guide (N4) to the original position.**

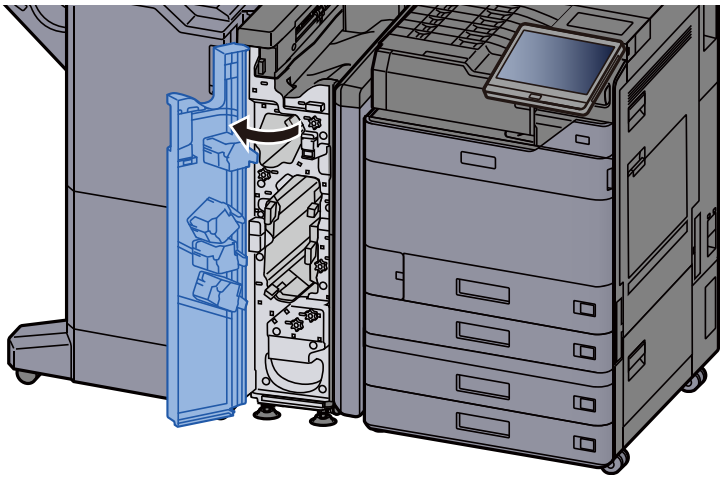


6 **Close the front cover.**

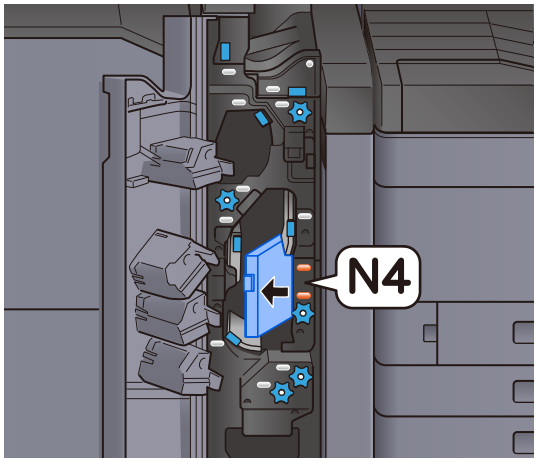


Paper stack roller knob

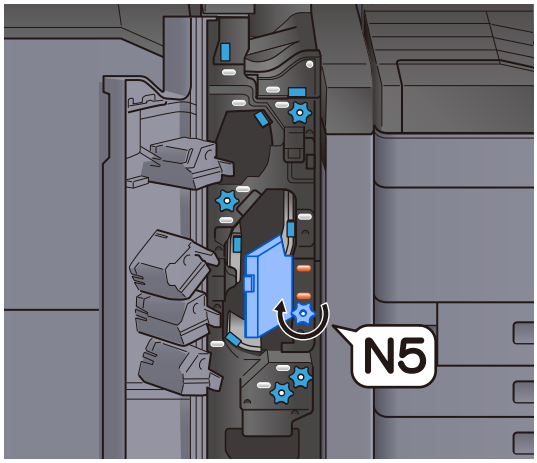
1 **Open the front cover.**



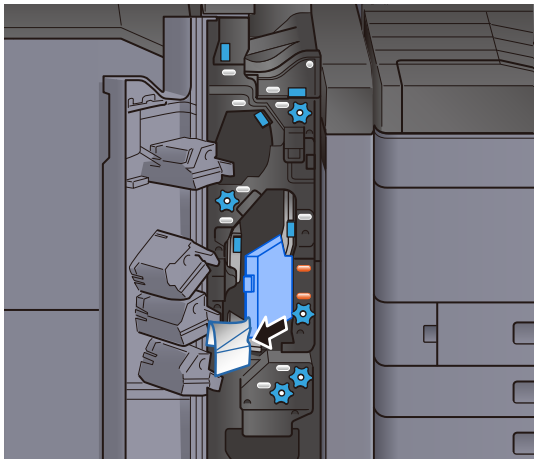
2 **Open the transport guides (N4).**



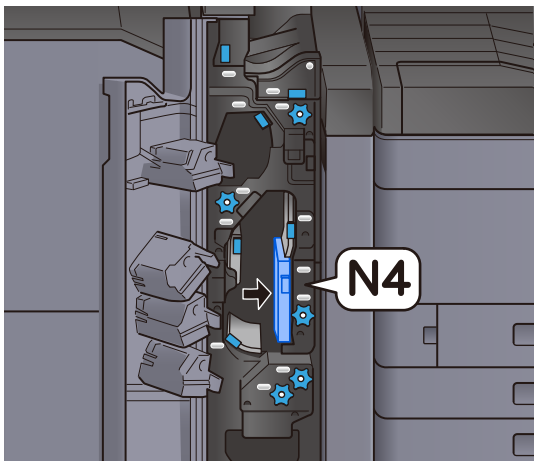
3 **Turn knob (N5).**



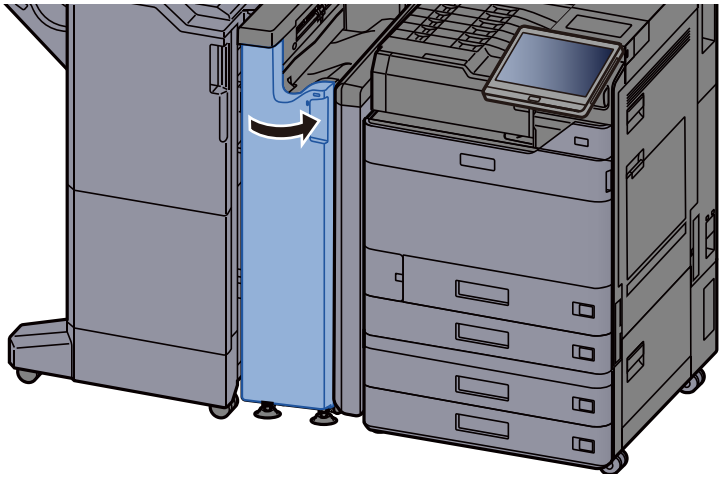
4 **Remove any jammed paper.**



5 **Return the transport guide (N4) to the original position.**

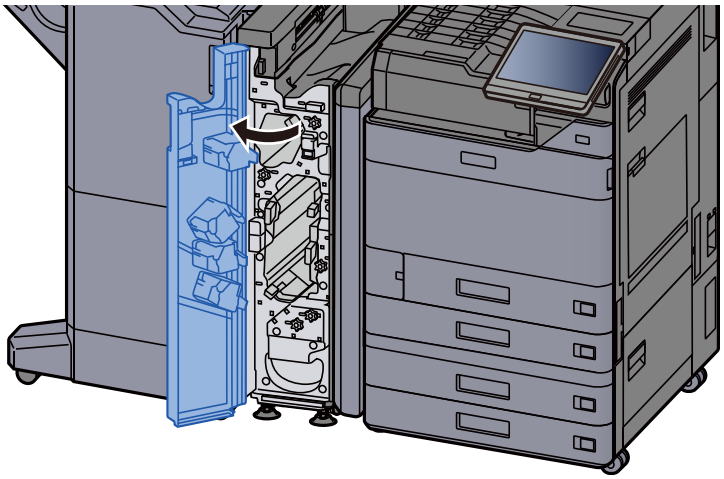


6 **Close the front cover.**

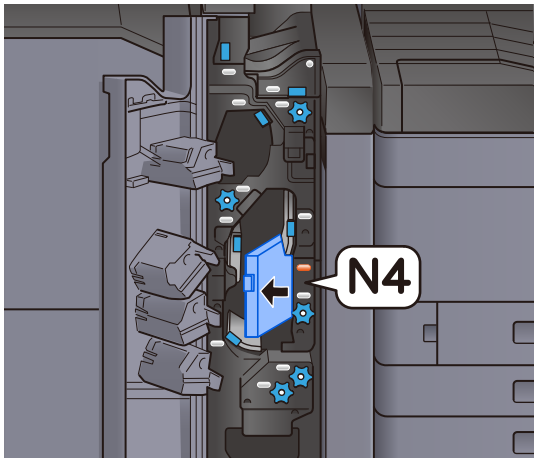


Resist transfer guide plate

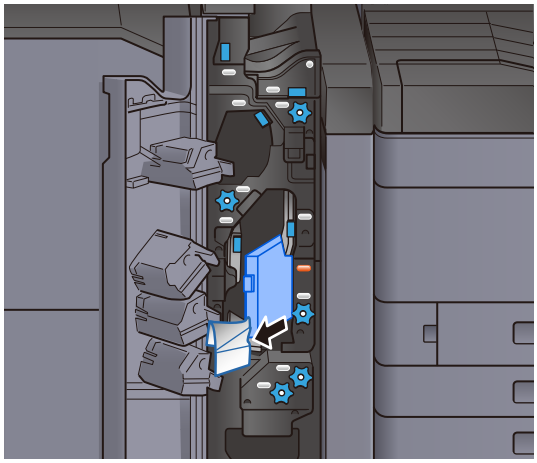
1 **Open the front cover.**



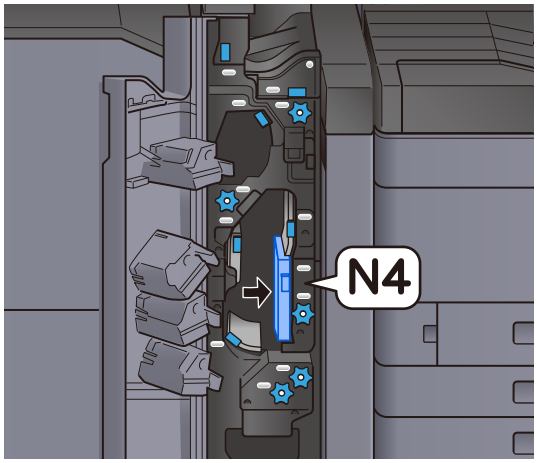
2 **Open the transport guides (N4).**



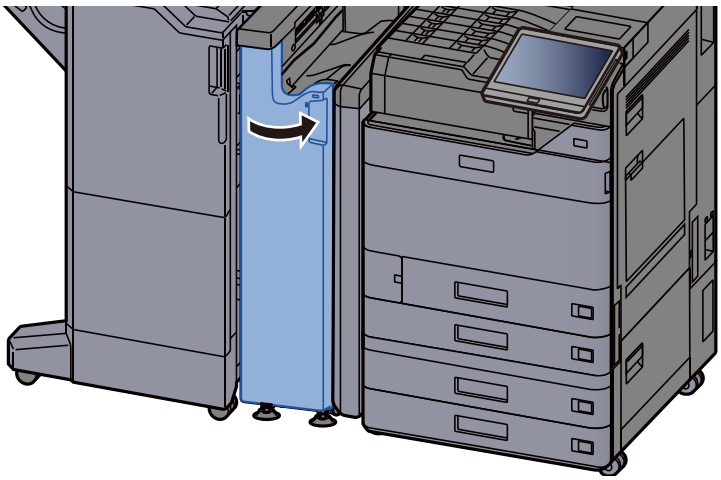
3 **Remove any jammed paper.**



4 **Return the transport guide (N4) to the original position.**

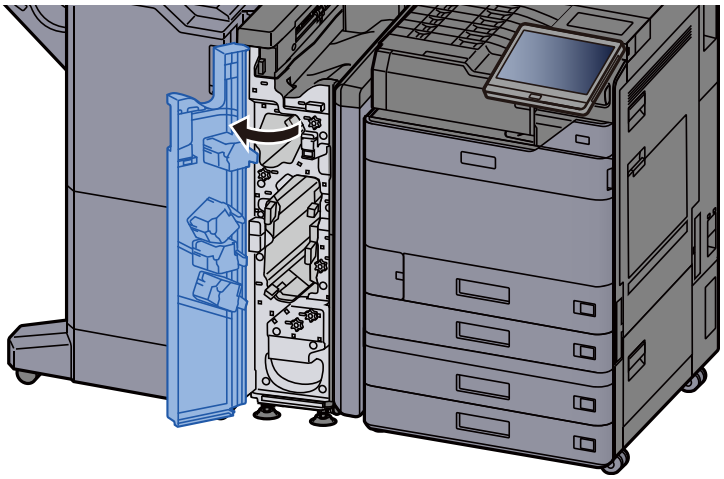


5 **Close the front cover.**

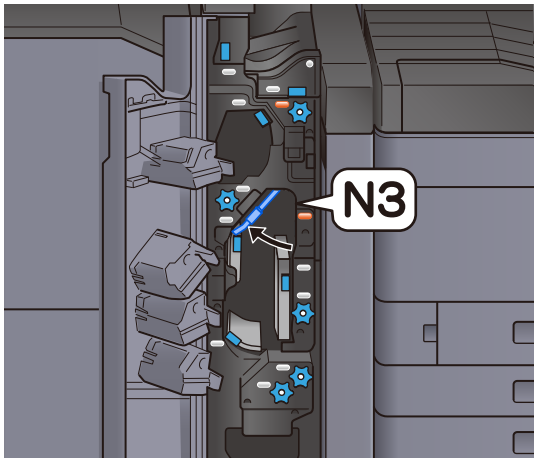


Pre-registration transport guide plate

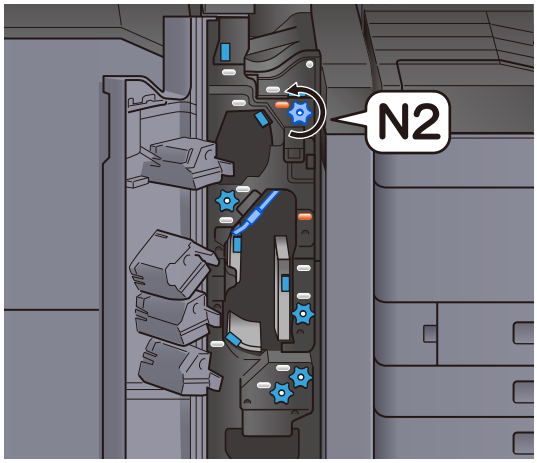
1 **Open the front cover.**



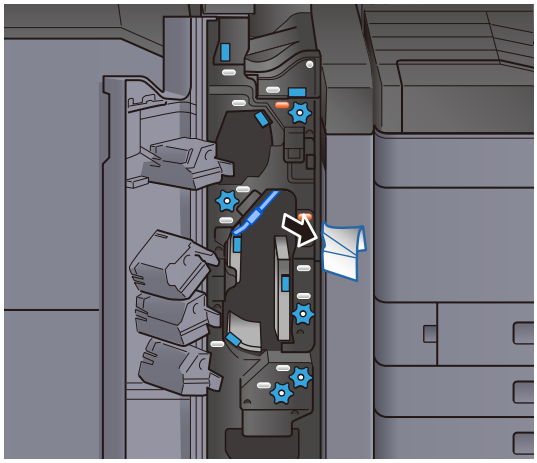
2 **Open the transport guides (N3).**



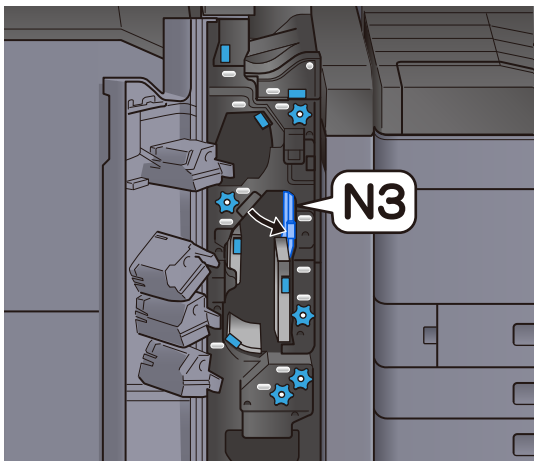
3 **Turn knob (N2).**



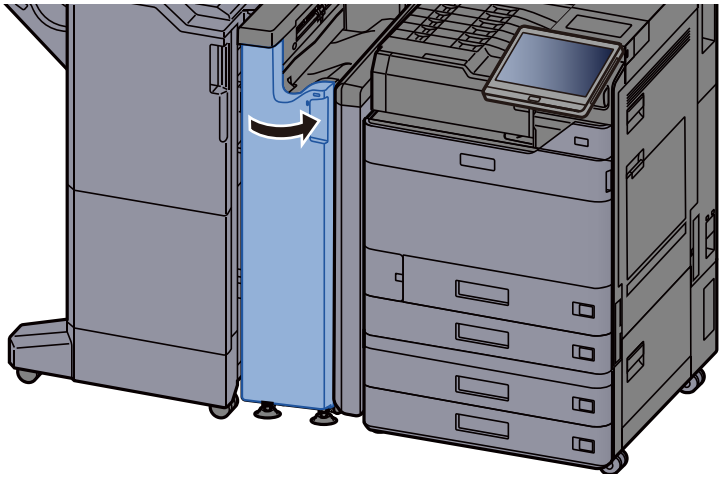
4 **Remove any jammed paper.**



5 **Return the transport guide (N3) to the original position.**

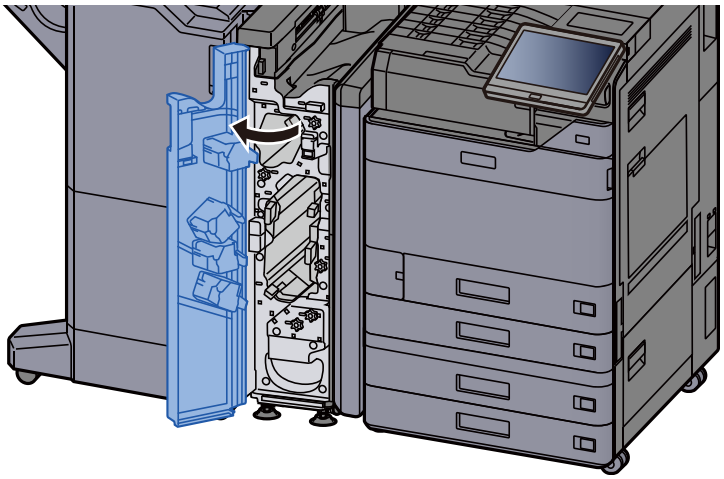


6 **Close the front cover.**

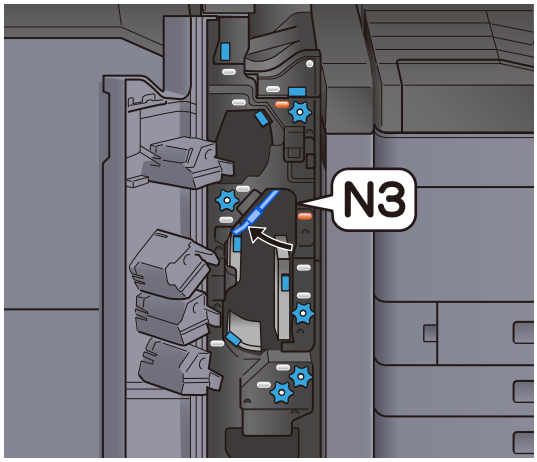


Z-fold unit Clear paper jam

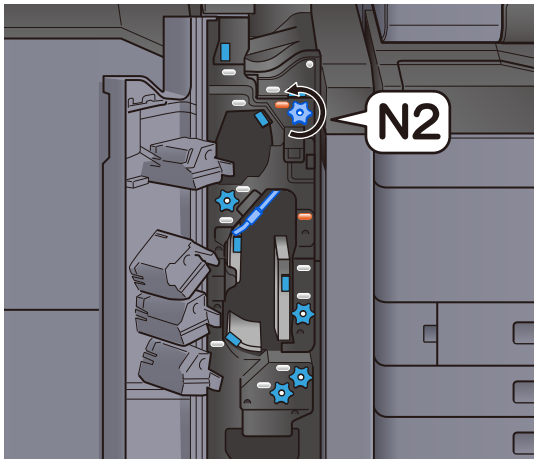
1 **Open the front cover.**



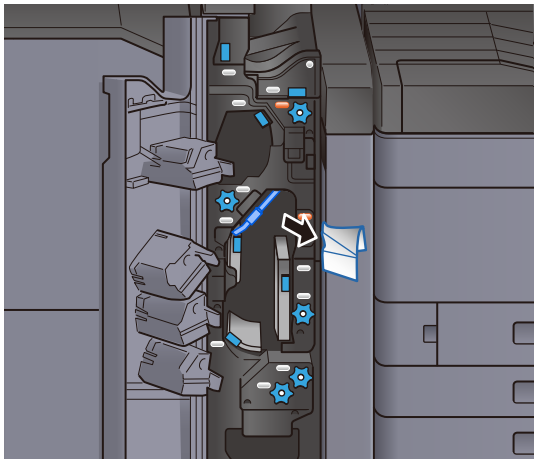
2 **Open the transport guides (N3).**



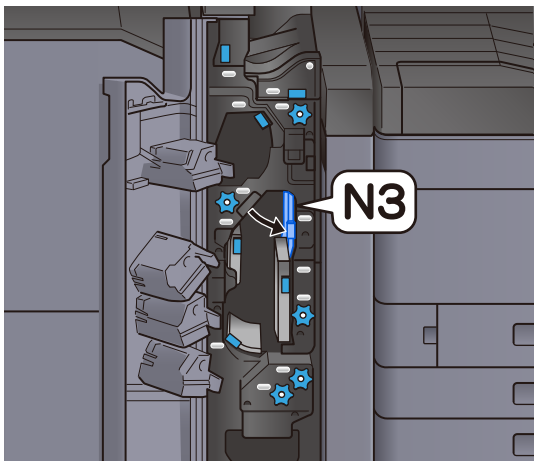
3 **Turn knob (N2).**



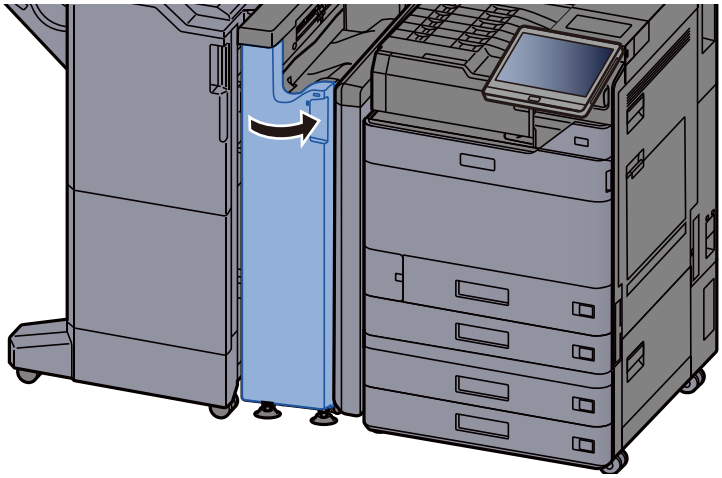
4 **Remove any jammed paper.**



5 **Return the transport guide (N3) to the original position.**

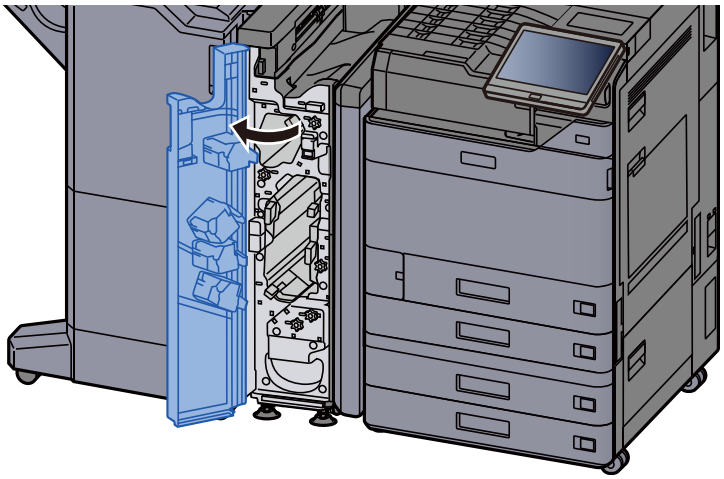


6 **Close the front cover.**

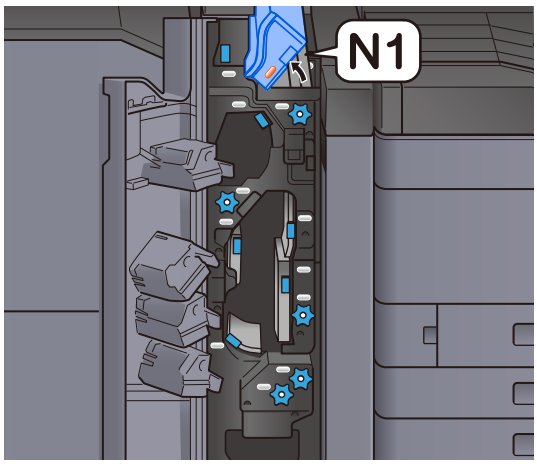


Entrance guide plate

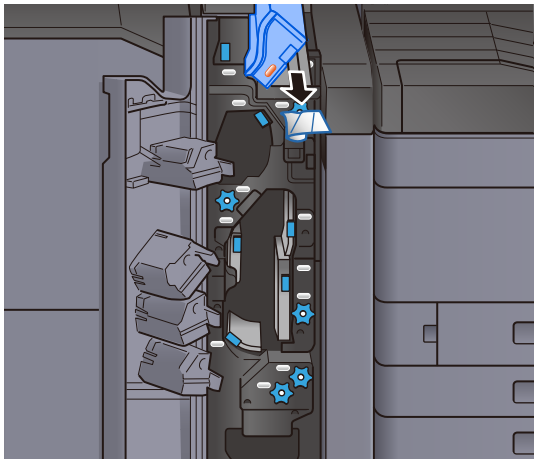
1 **Open the front cover.**



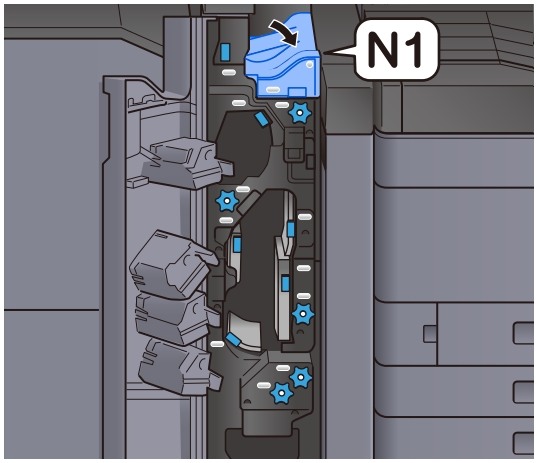
2 **Open the transport guides (N1).**



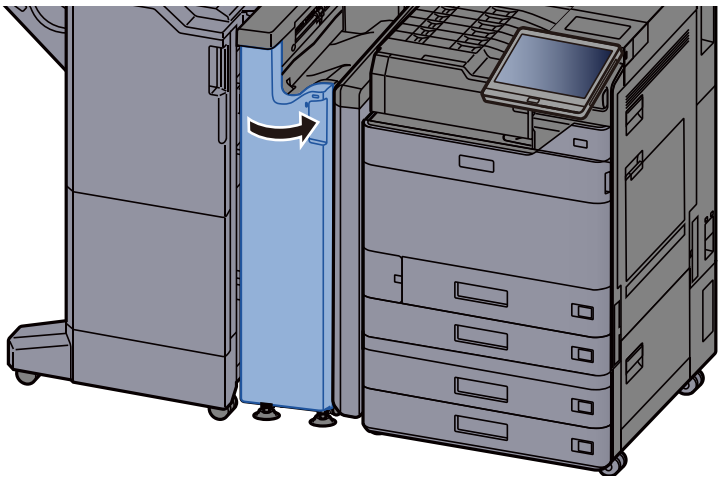
3 **Remove any jammed paper.**



4 **Return the transport guide (N1) to the original position.**



5 **Close the front cover.**

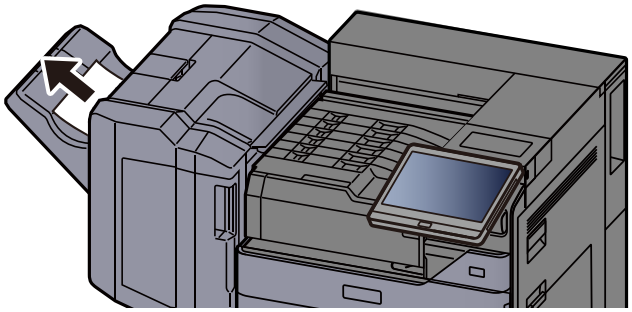


Remove any jammed paper in the 1,000-Sheet Finisher

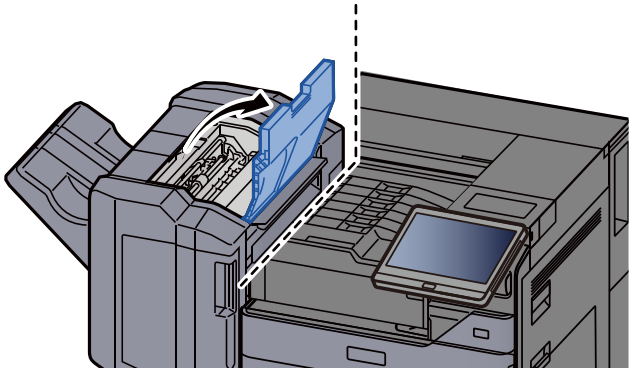
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

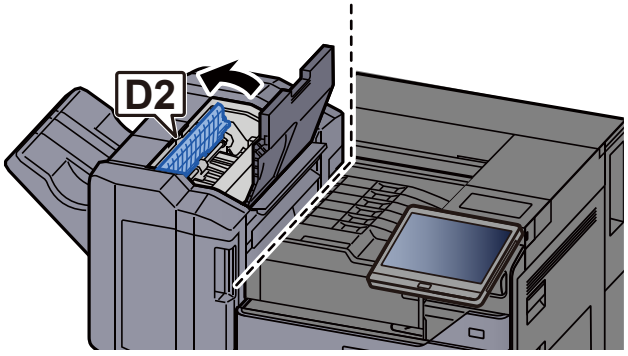
1 Remove any jammed paper.



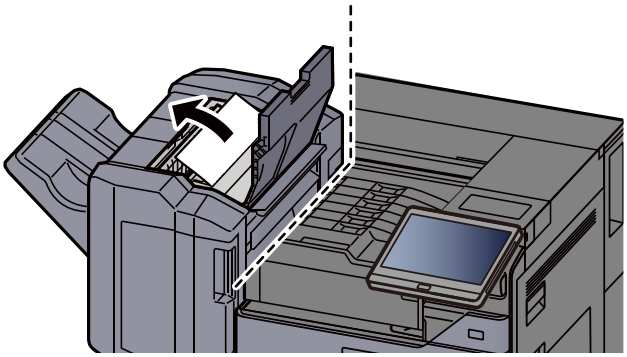
2 Open the finisher top cover.



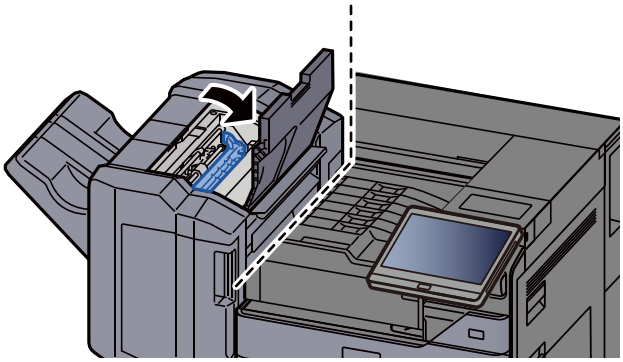
3 Open the conveyor guide (D2).



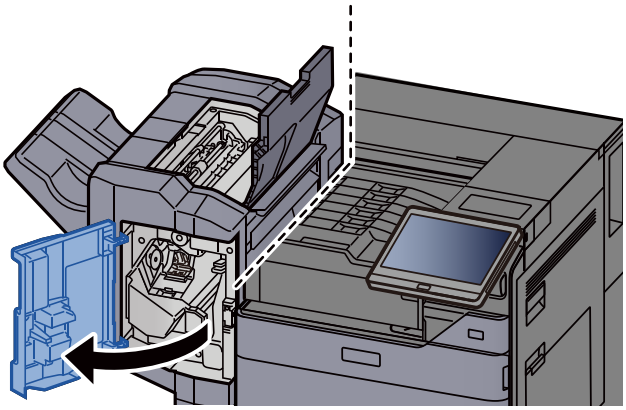
4 **Remove any jammed paper.**



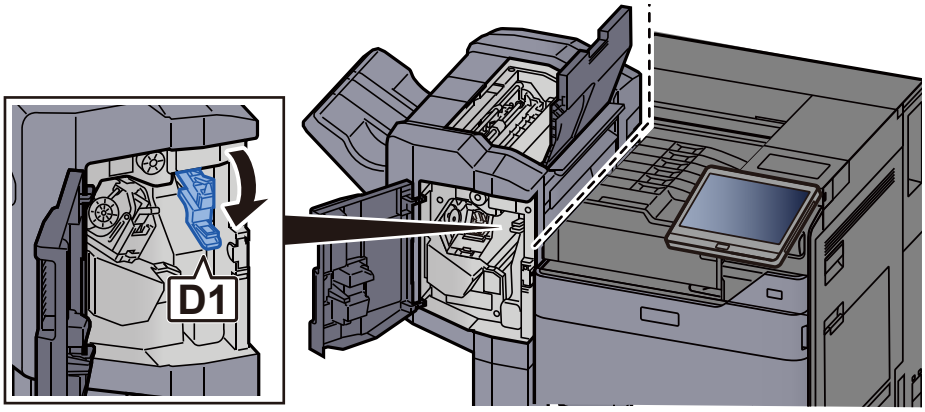
5 **Return the conveyor guide (D2) to the original position.**



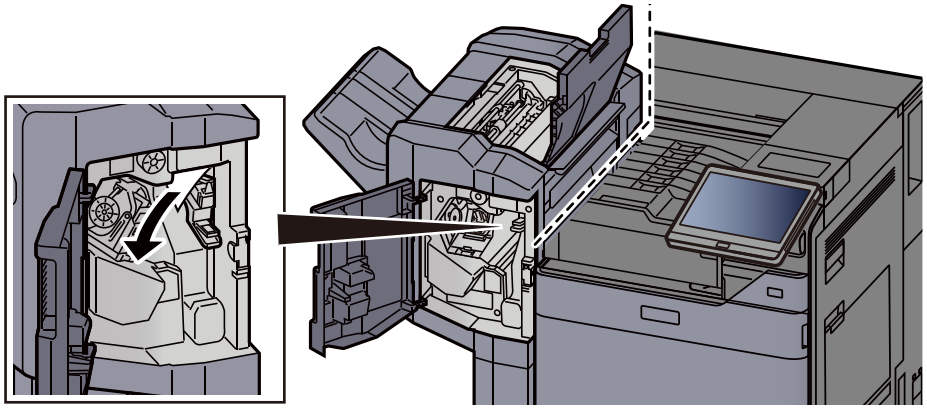
6 **Open the finisher front cover.**



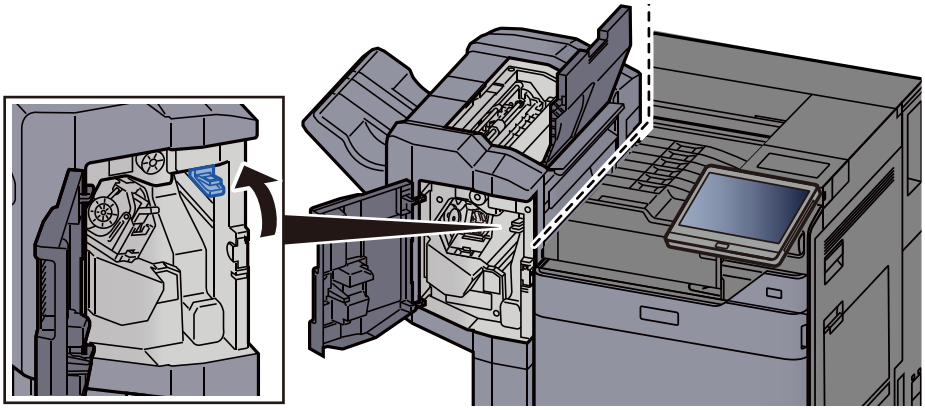
7 **Open the conveyor guide (D1).**



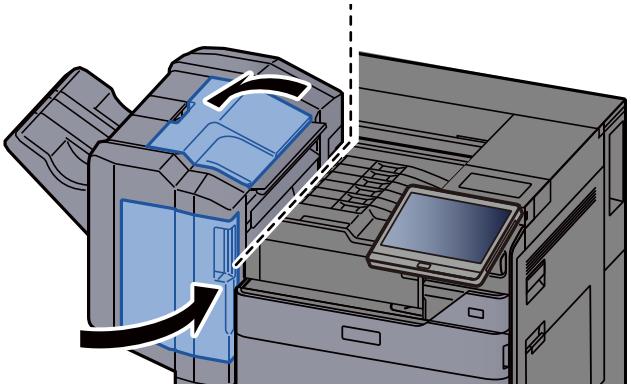
8 **Remove any jammed paper.**



9 **Return the conveyor guide (D1) to the original position.**



10 Return the covers to the original position.

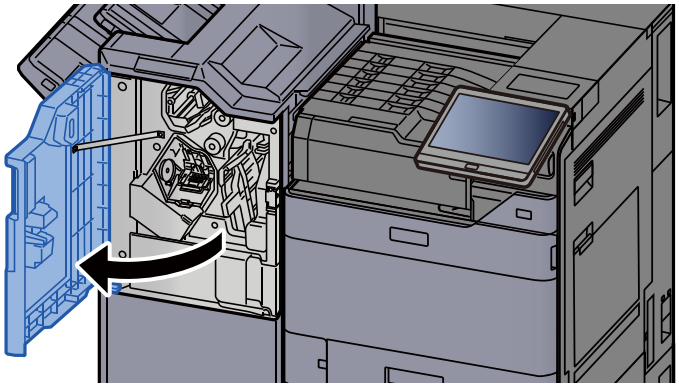


Remove any jammed paper in the 4,000-sheet Finisher/ 100-sheet Staple Finisher (Inner)

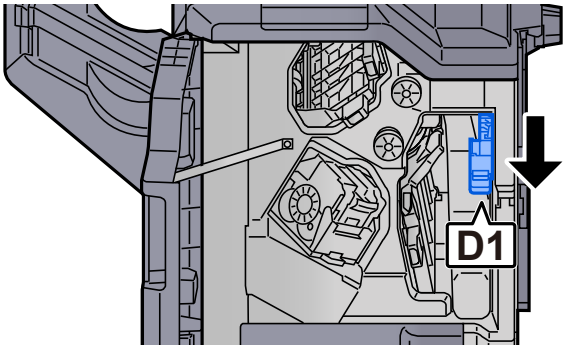
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

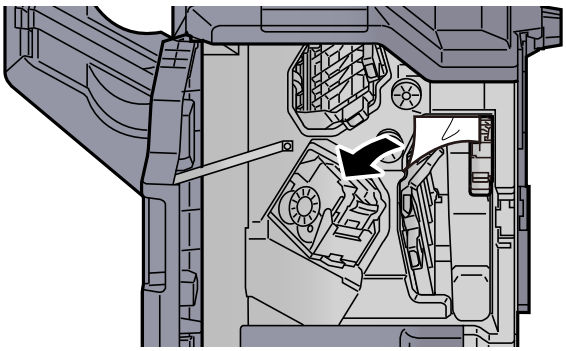
1 Open the finisher front cover 1.



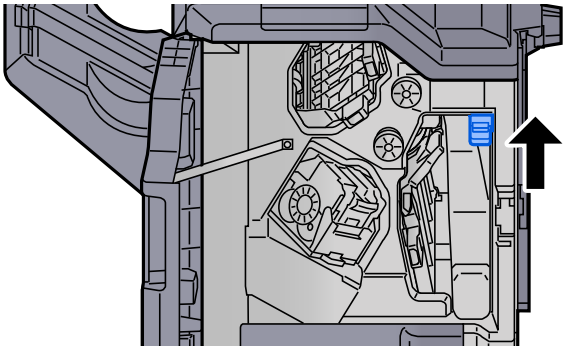
2 Open the conveyor guide (D1).



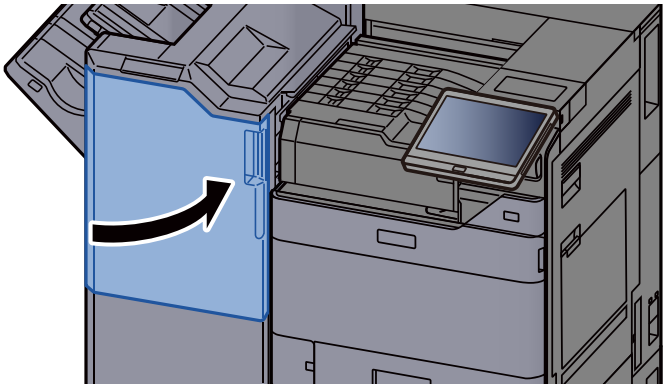
3 Remove any jammed paper.



4 **Return the conveyor guide (D1) to the original position.**



5 **Return the cover to the original position.**

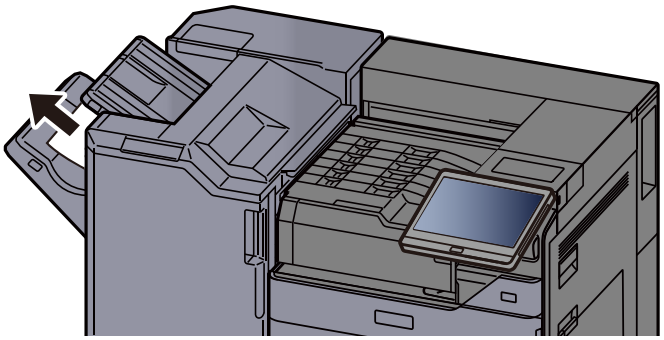


Remove any jammed paper in the 4,000-sheet Finisher/ 100-sheet Staple Finisher (Tray A)

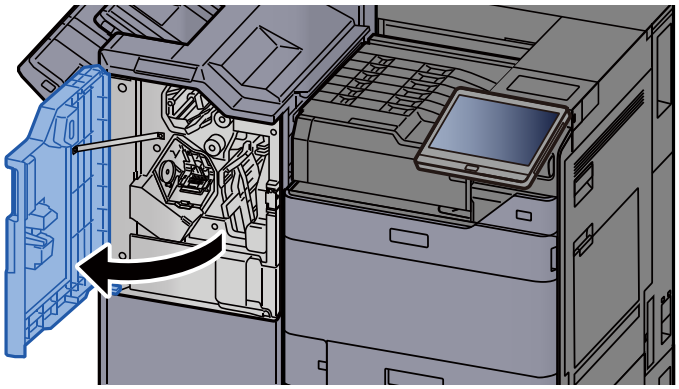
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

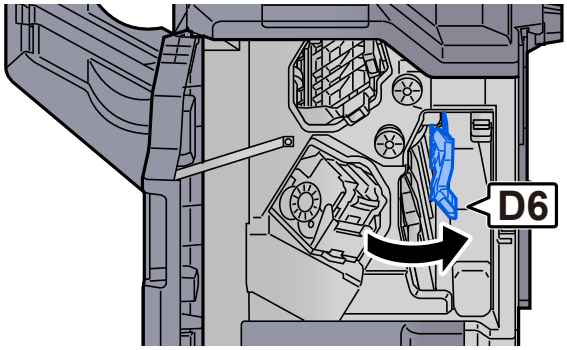
1 **Remove any jammed paper.**



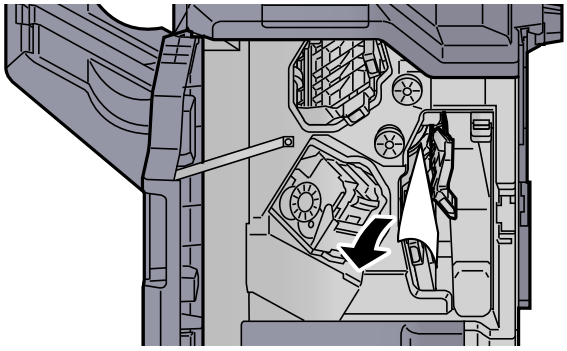
2 **Open the finisher front cover 1.**



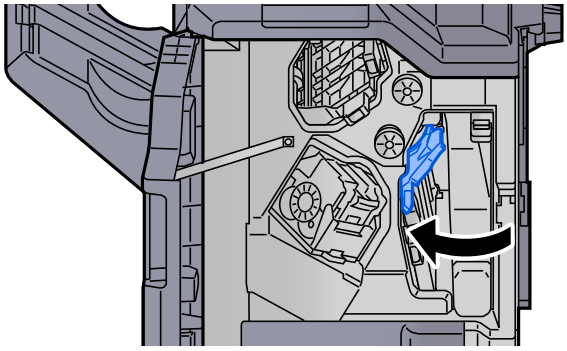
3 **Open the conveyor guide (D6).**



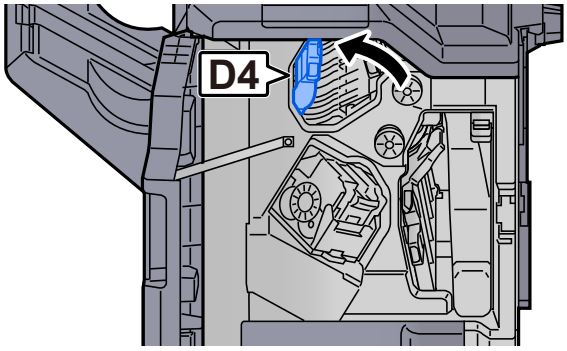
4 **Remove any jammed paper.**



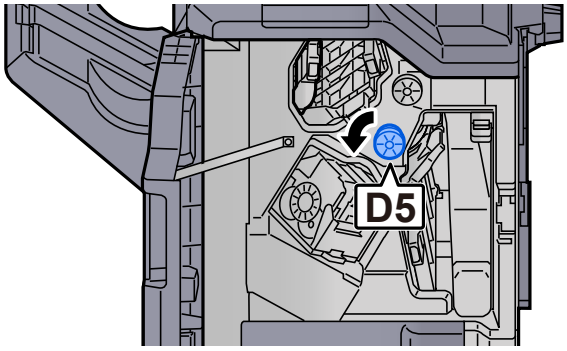
5 **Return the conveyor guide (D6) to the original position.**



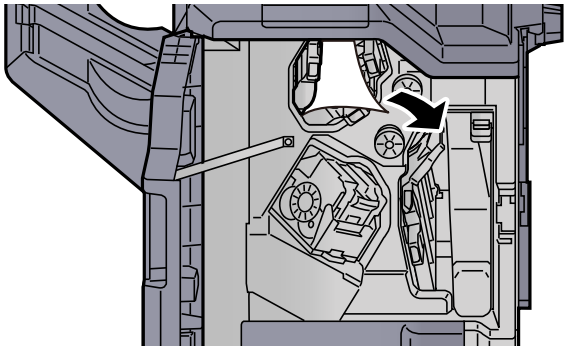
6 **Open the conveyor guide (D4).**



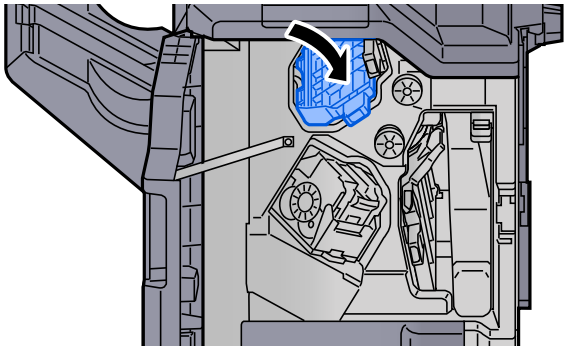
7 **Turn knob (D5).**



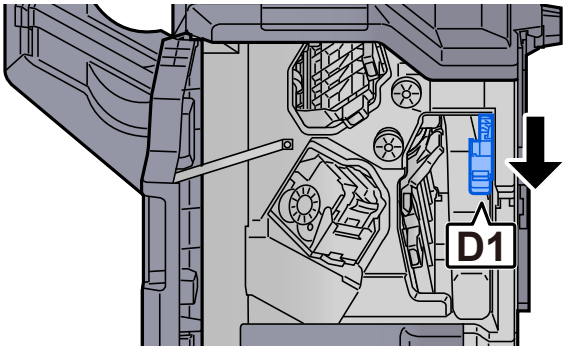
8 **Remove any jammed paper.**



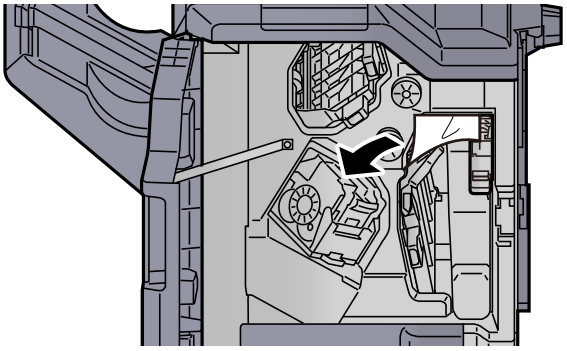
9 **Return the conveyor guide (D4) to the original position.**



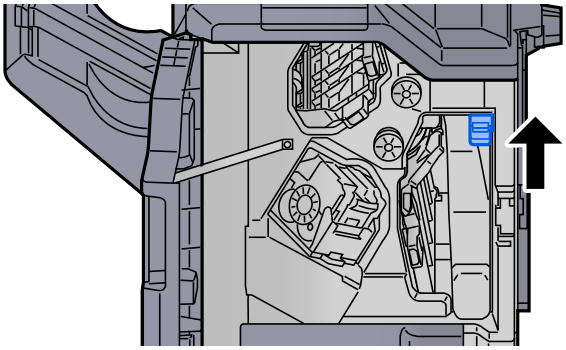
10 **Open the conveyor guide (D1).**



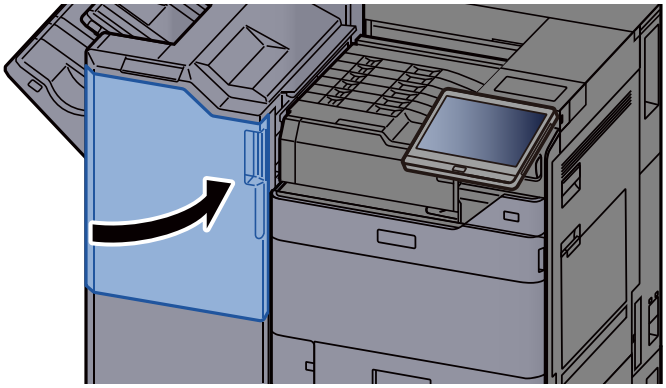
11 **Remove any jammed paper.**



12 Return the conveyor guide (D1) to the original position.



13 Return the cover to the original position.

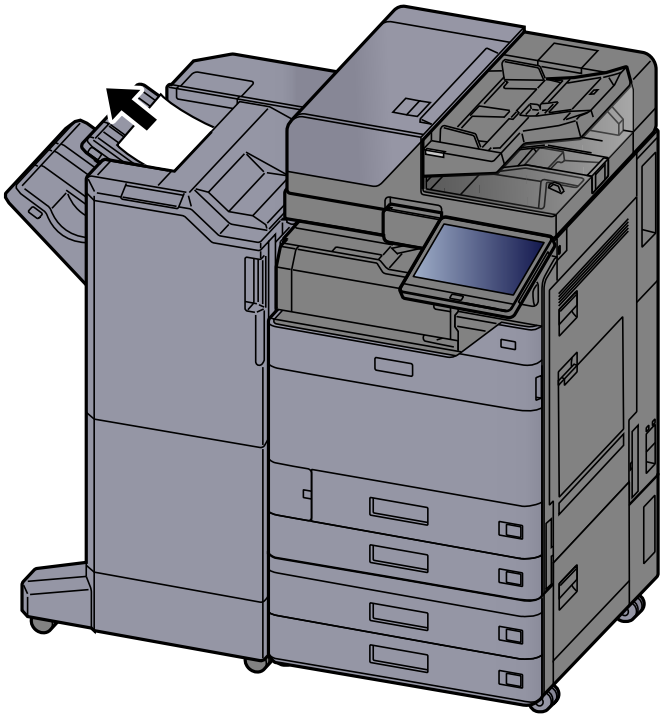


Remove any jammed paper in the 4,000-sheet Finisher/ 100-sheet Staple Finisher (Tray B)

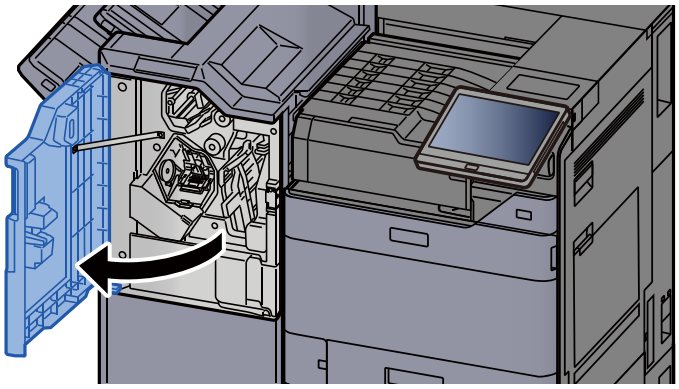
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

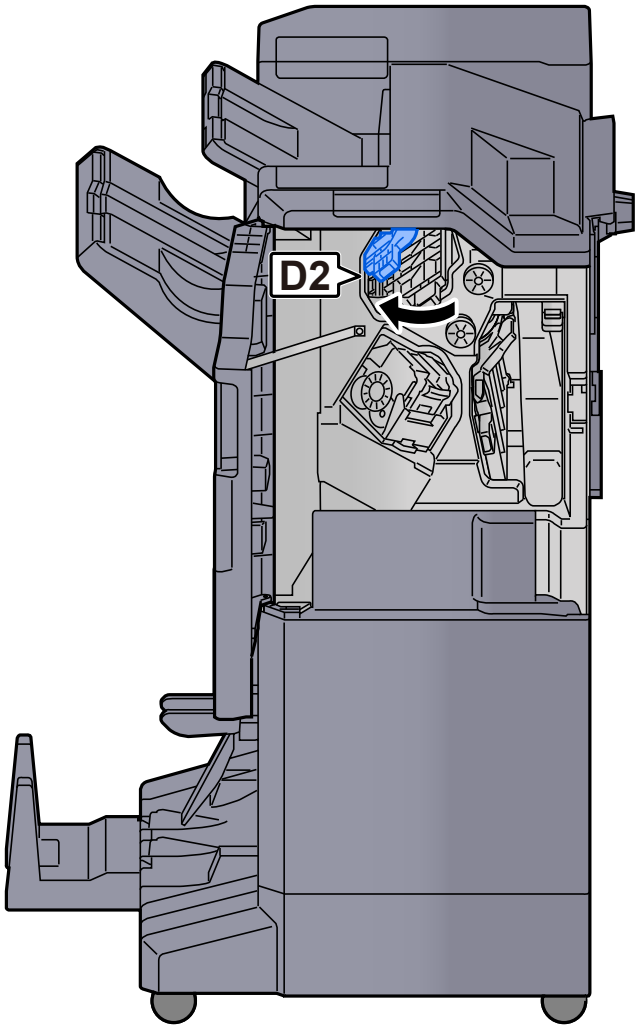
1 Remove any jammed paper.



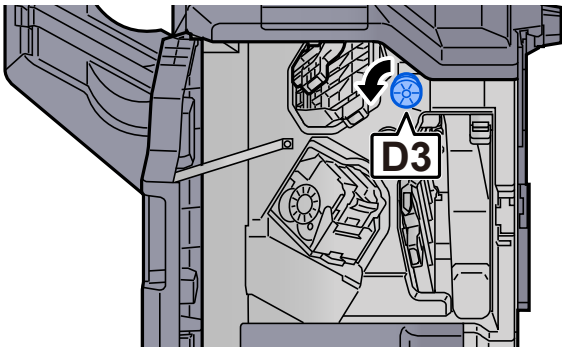
2 Open the finisher front cover 1.



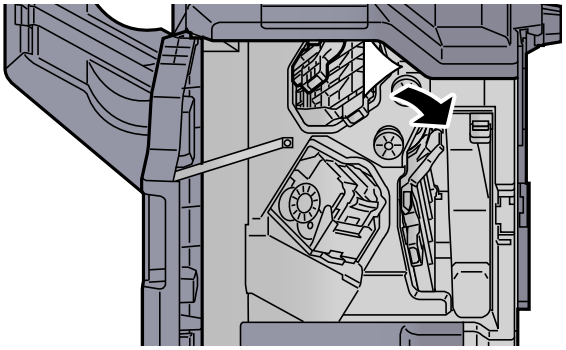
3 Open the conveyor guide (D2).



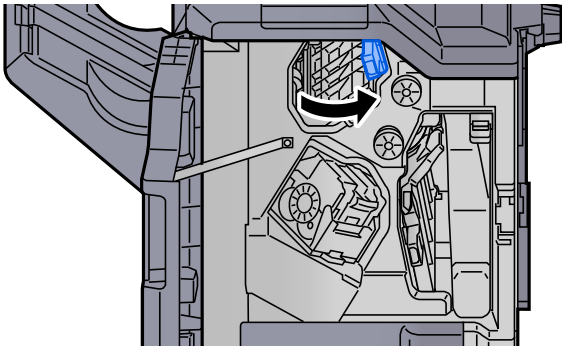
4 **Turn knob (D3).**



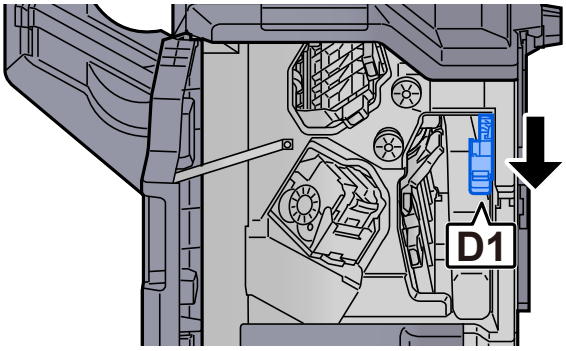
5 **Remove any jammed paper.**



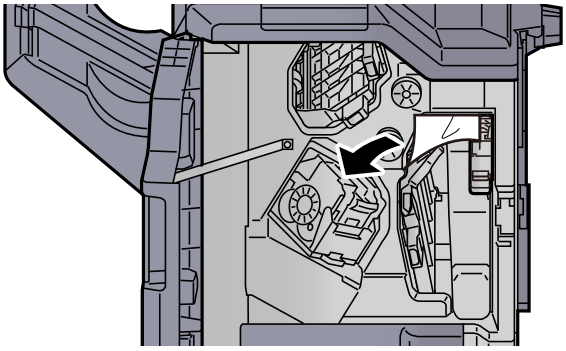
6 **Return the conveyor guide (D2) to the original position.**



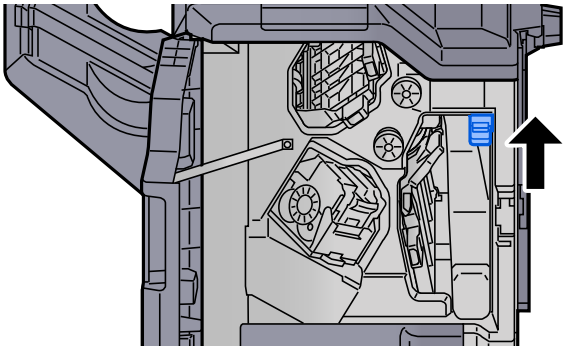
7 **Open the conveyor guide (D1).**



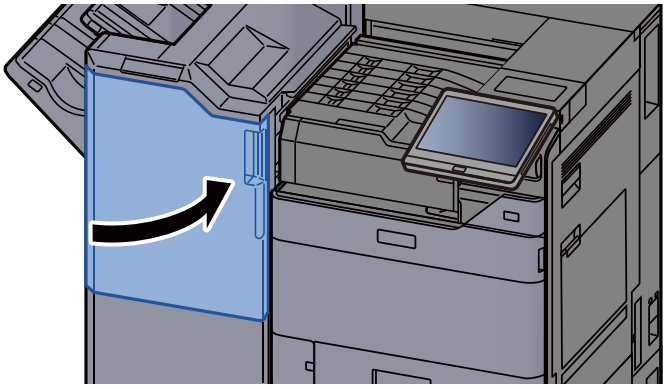
8 **Remove any jammed paper.**



9 **Return the conveyor guide (D1) to the original position.**



10 **Return the cover to the original position.**

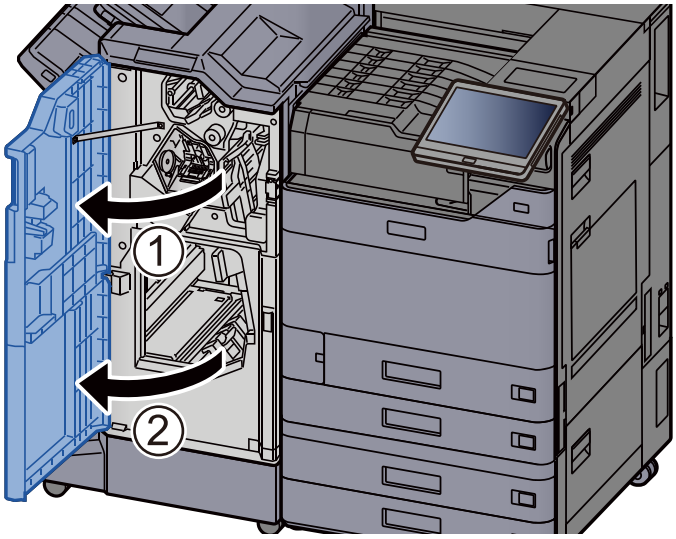


Remove any jammed paper in the Folding Unit (4,000-sheet Finisher)

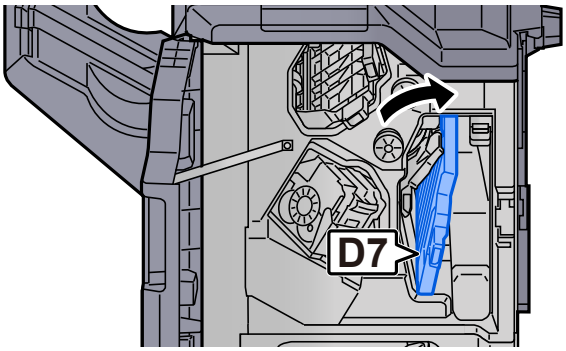
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

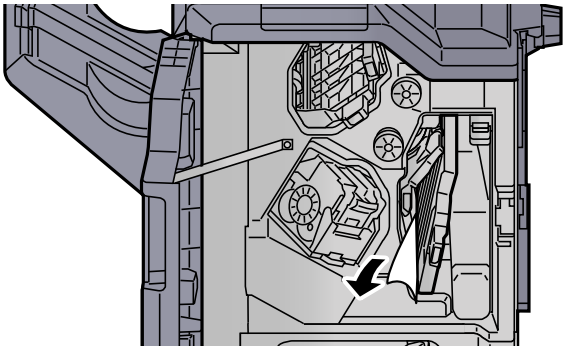
1 Open the finisher front cover 1 and 2.



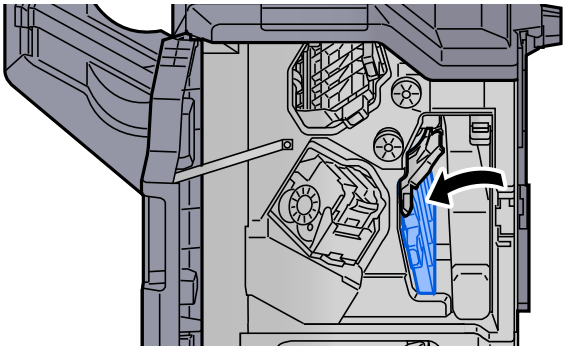
2 Open the conveyor guide (D7).



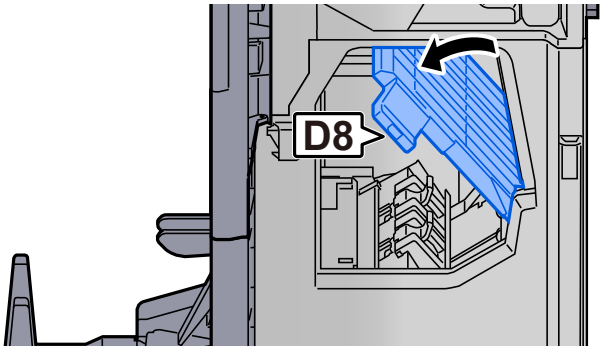
3 **Remove any jammed paper.**



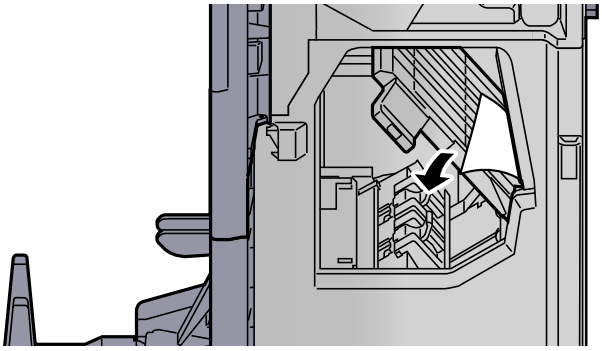
4 **Return the conveyor guide (D7) to the original position.**



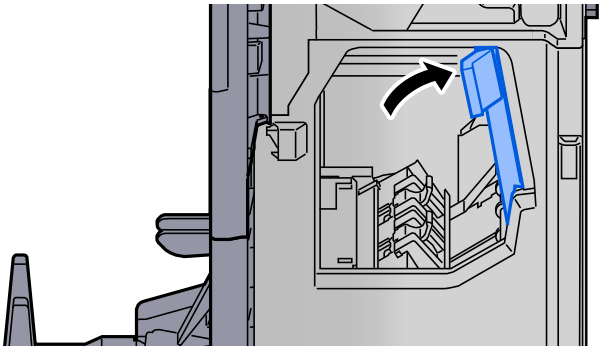
5 **Open the conveyor guide (D8).**



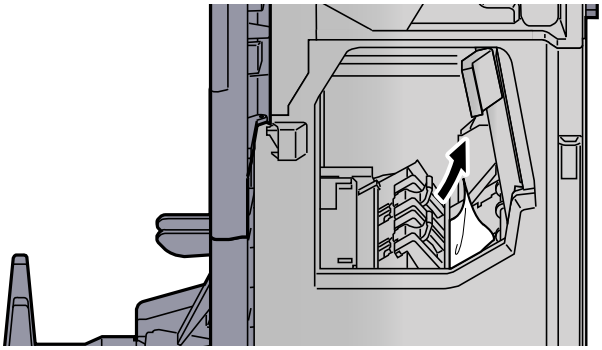
6 **Remove any jammed paper.**



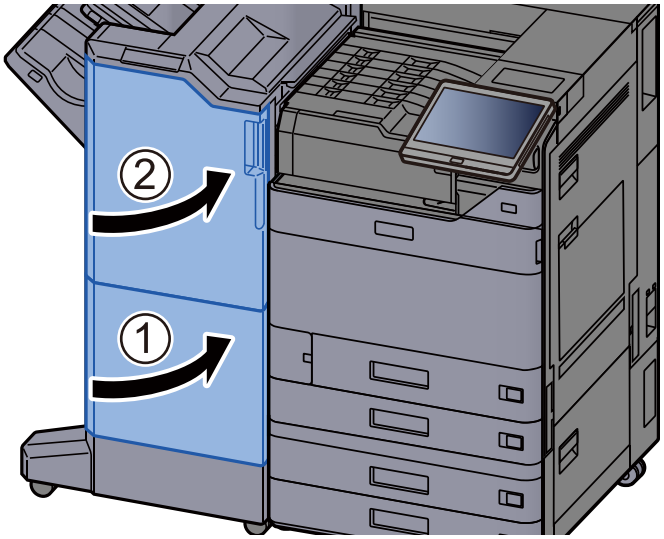
7 **Return the conveyor guide (D8) to the original position.**



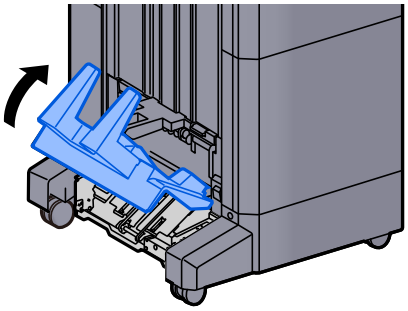
8 **Remove paper from inside the finisher.**



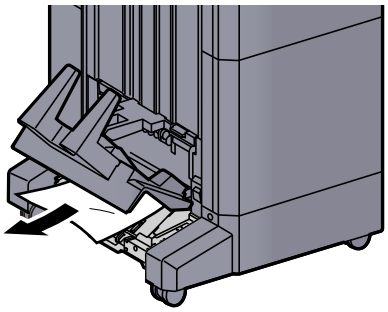
9 **Return the covers to the original position.**



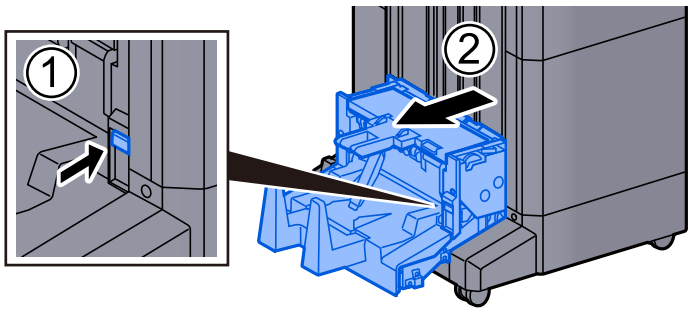
10 Lift the folding tray.



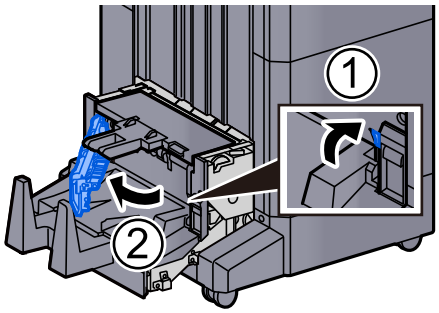
11 Remove any jammed paper.



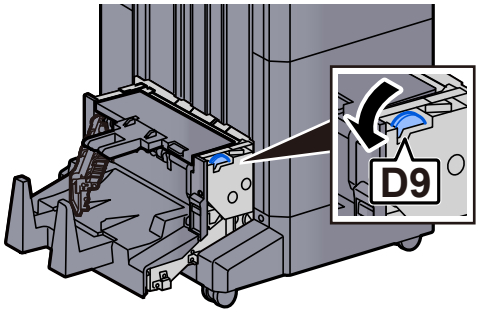
12 Press the release lever to pull the folding unit out.



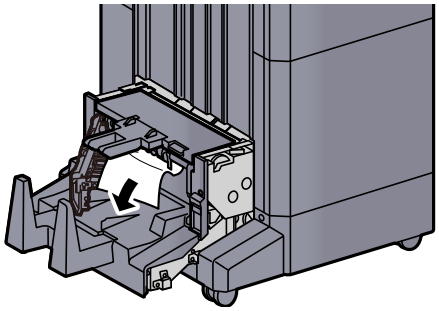
13 Open the folding unit left cover.



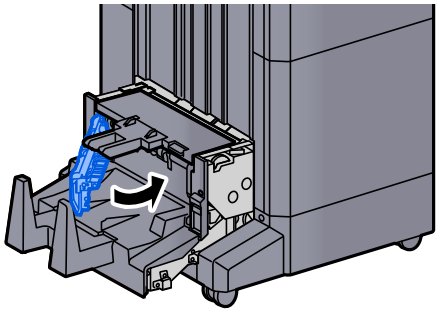
14 Turn dial (D9).



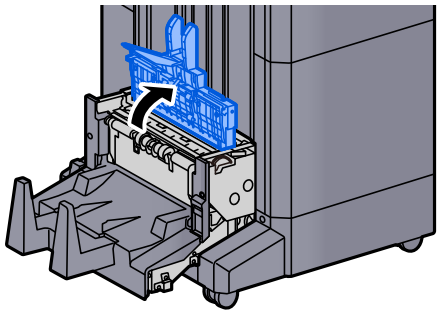
15 Remove any jammed paper.



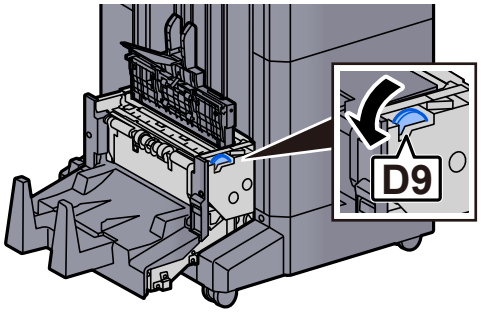
16 Return the folding unit left cover to the original position.



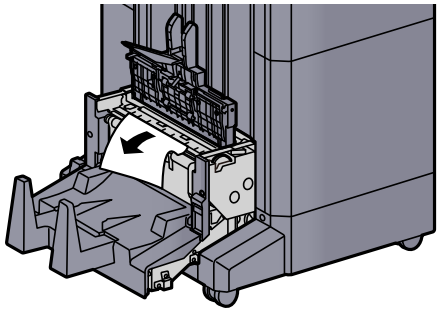
17 Open the folding unit top cover.



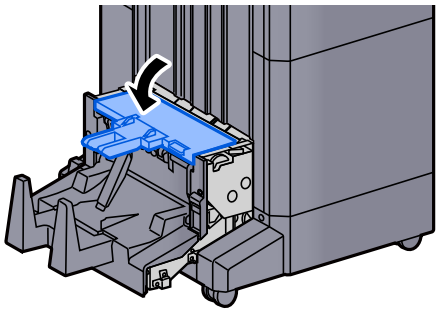
18 Turn dial (D9).



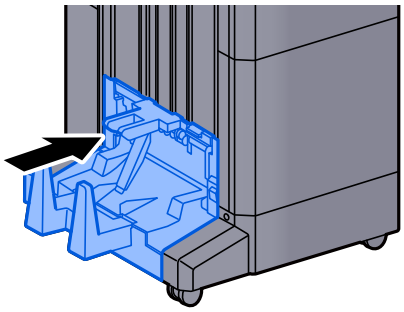
19 Remove any jammed paper.



20 Return the folding unit top cover to the original position.



21 Return the folding unit to the original position.

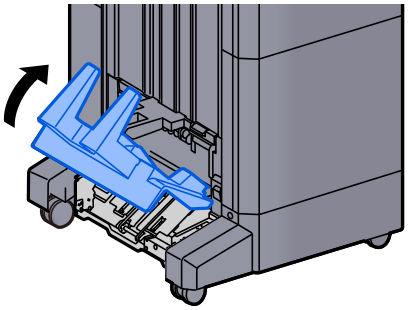


Remove any jammed paper in the Folding Tray (4,000-sheet Finisher)

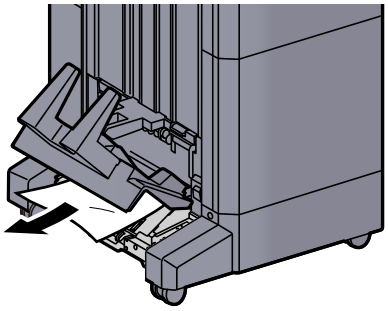
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

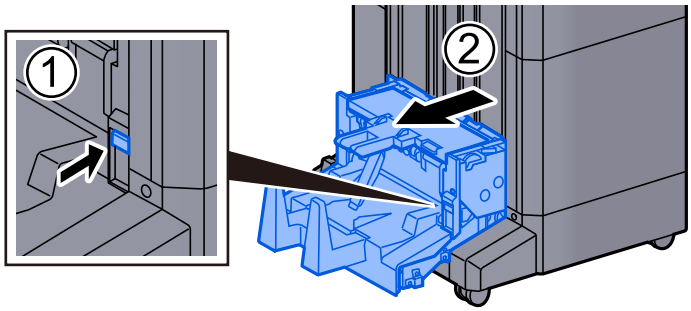
1 **Lift the folding tray.**



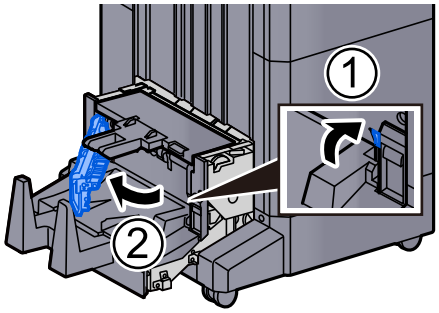
2 **Remove any jammed paper.**



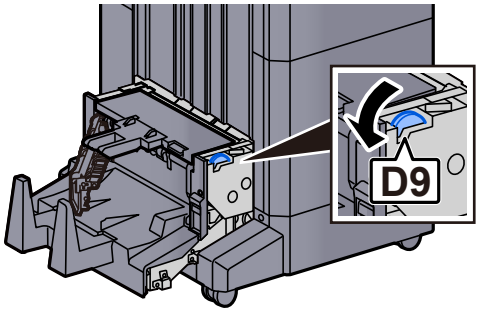
3 **Press the release lever to pull the folding unit out.**



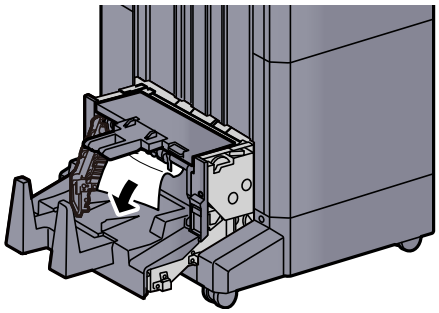
4 **Open the folding unit left cover.**



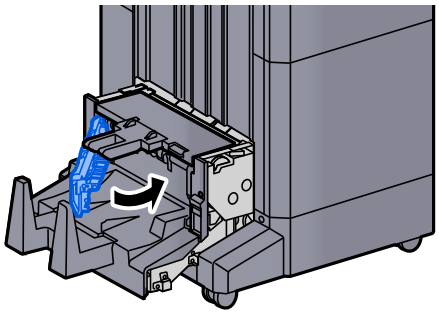
5 **Turn dial (D9).**



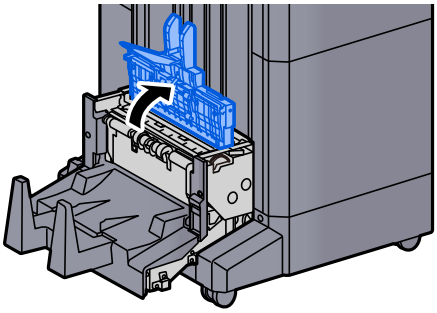
6 **Remove any jammed paper.**



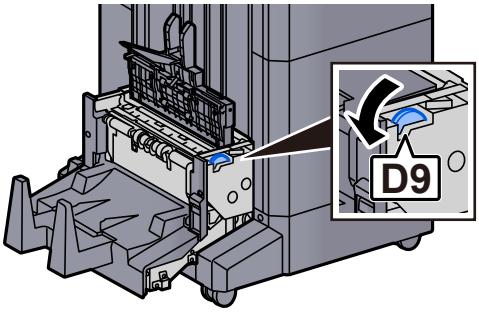
7 **Return the folding unit left cover to the original position.**



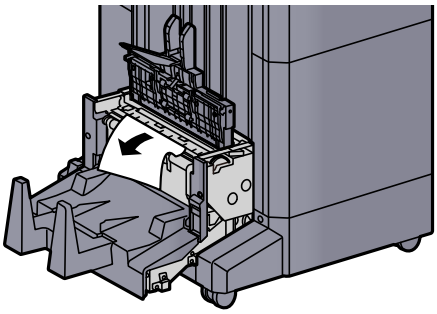
8 **Open the folding unit top cover.**



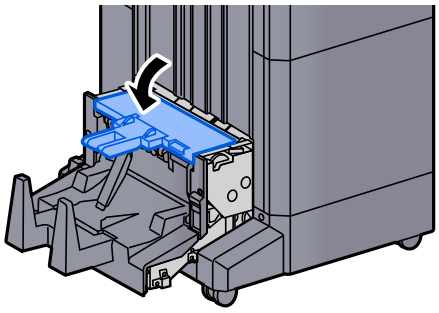
9 **Turn dial (D9).**



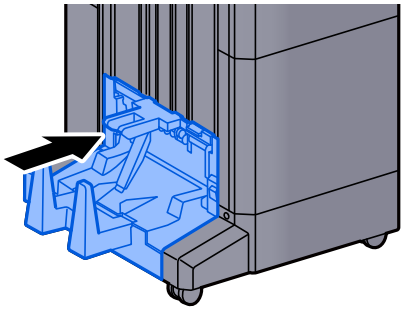
10 **Remove any jammed paper.**



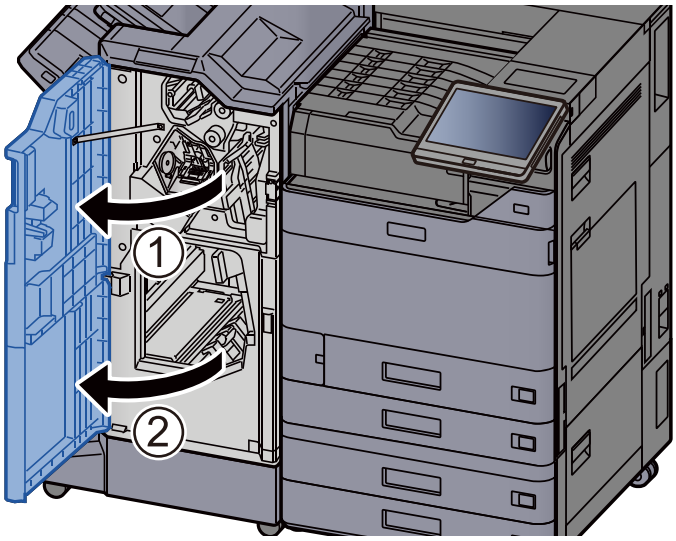
11 **Return the folding unit top cover to the original position.**



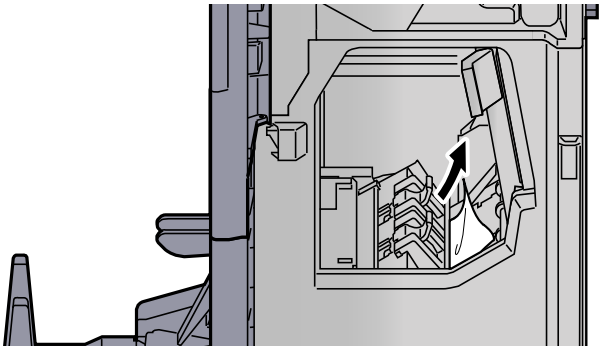
12 Return the folding unit to the original position.



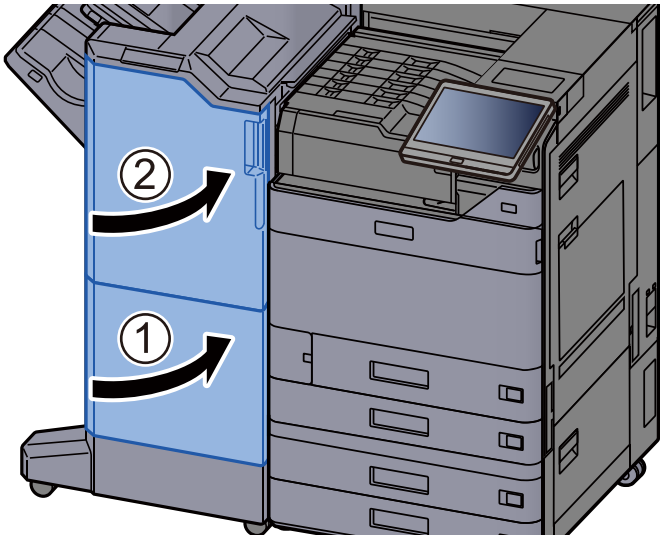
13 Open the finisher front cover 1 and 2.



14 Remove paper from inside the finisher.



15 Return the covers to the original position.

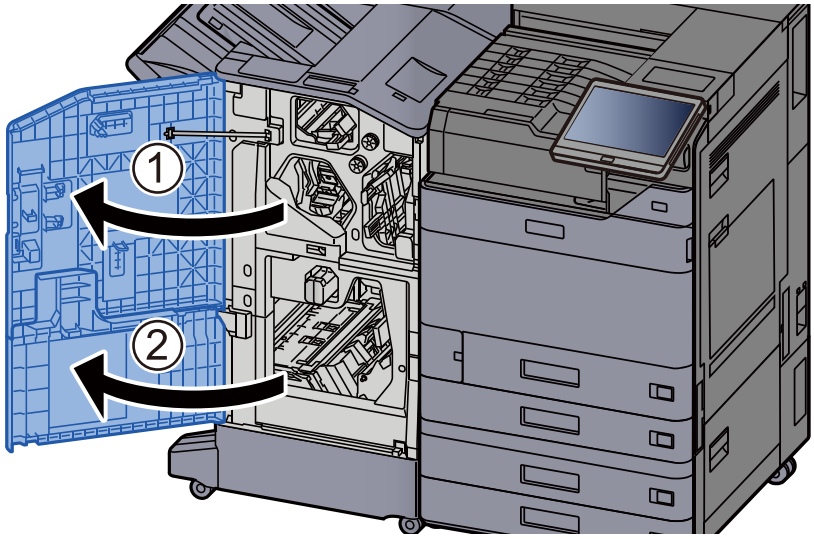


Remove any jammed paper in the Folding Unit (100-sheet Staple Finisher)

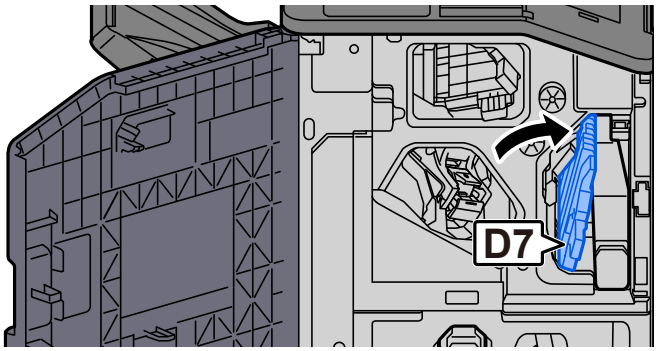
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

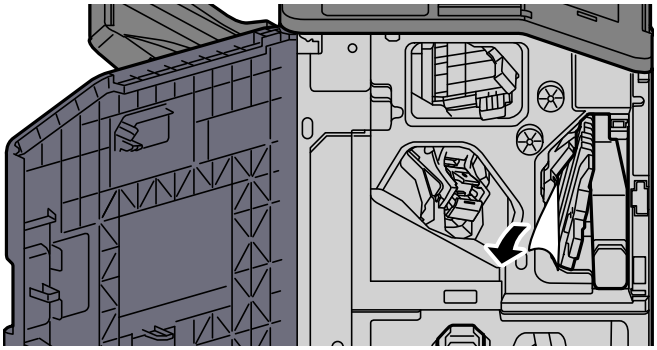
1 Open the finisher front cover 1 and 2.



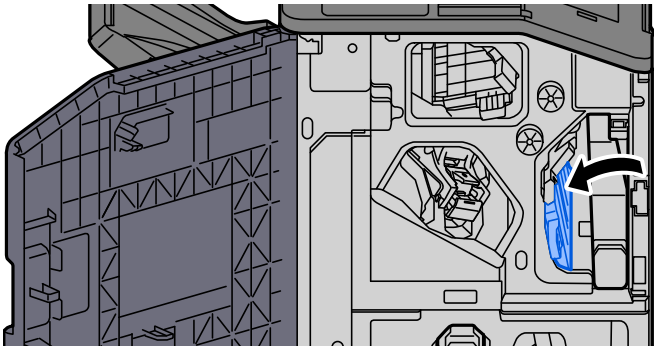
2 Open the conveyor guide (D7).



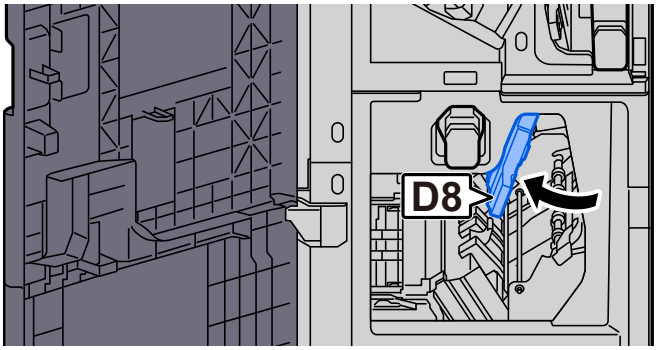
3 **Remove any jammed paper.**



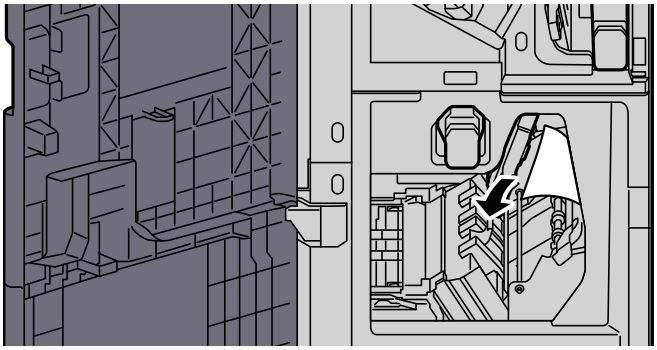
4 **Return the conveyor guide (D7) to the original position.**



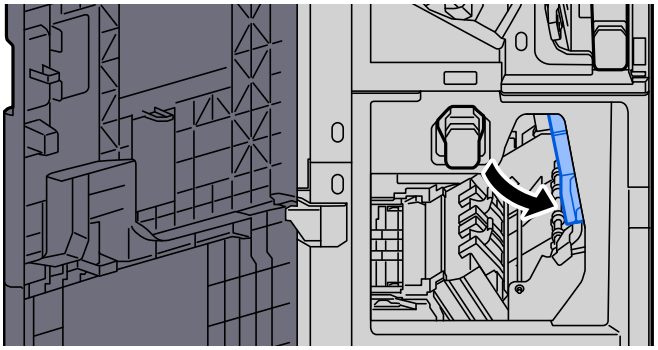
5 **Open the conveyor guide (D8).**



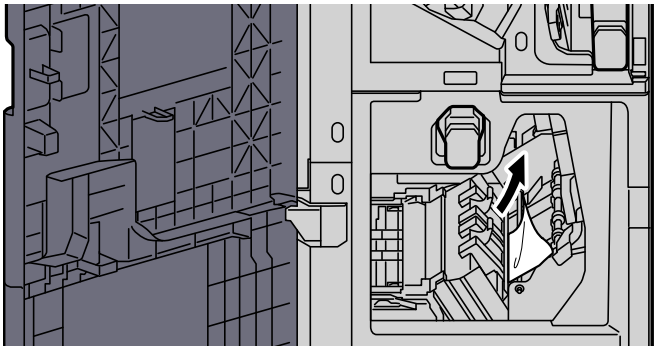
6 **Remove any jammed paper.**



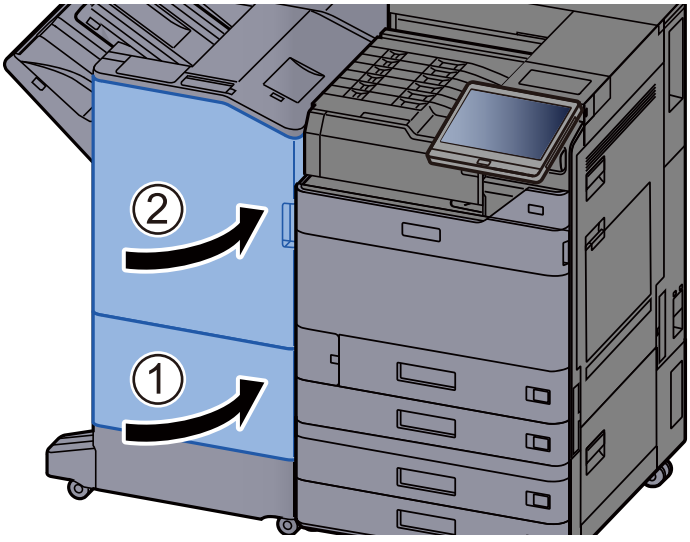
7 **Return the conveyor guide (D8) to the original position.**



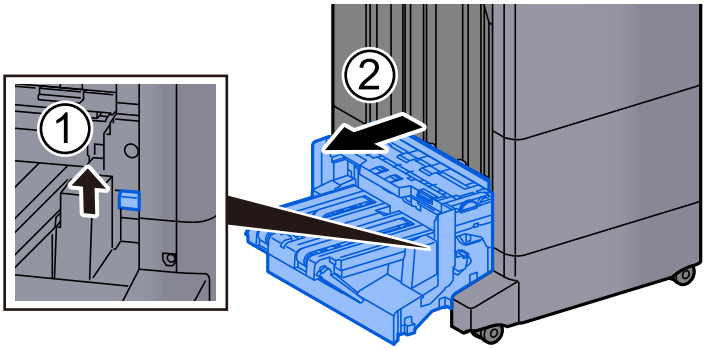
8 **Remove paper from inside the finisher.**



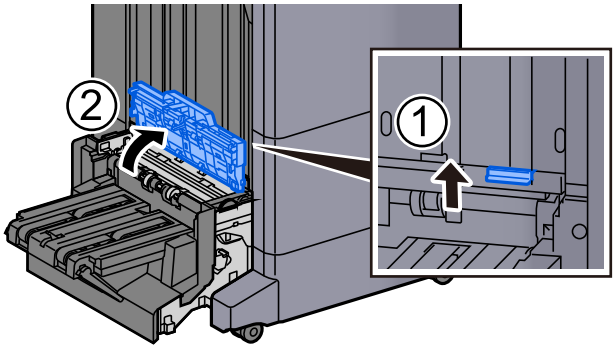
9 **Return the covers to the original position.**



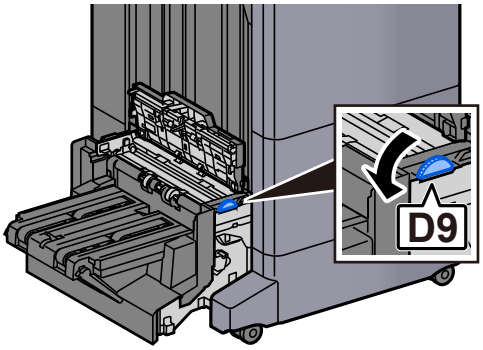
10 Lift the release lever to pull the folding unit out.



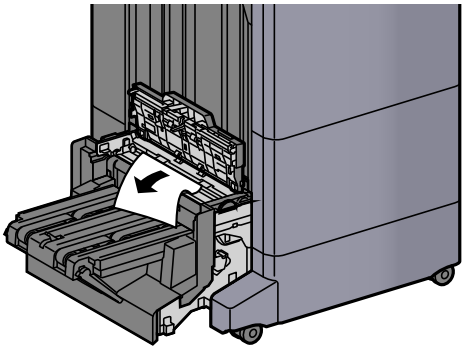
11 Open the folding unit top cover.



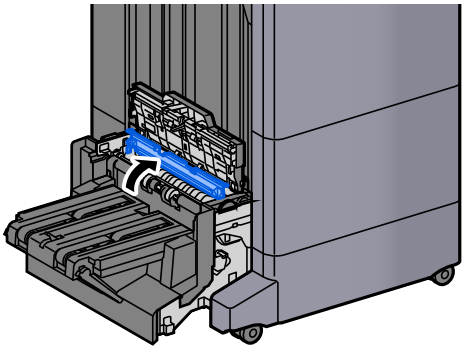
12 Turn dial (D9).



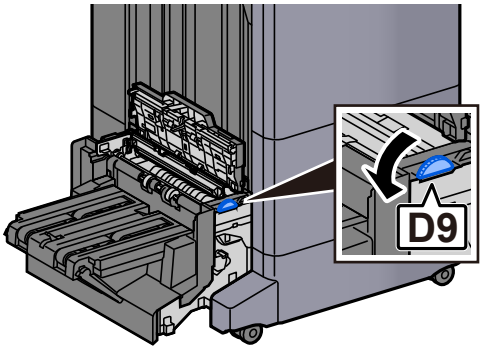
13 Remove any jammed paper.



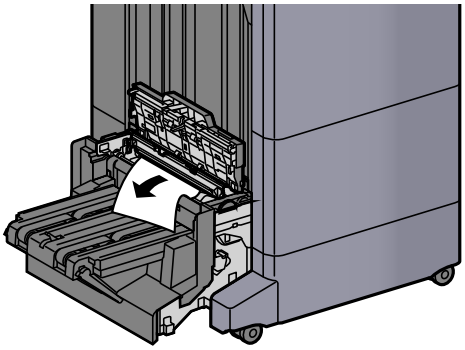
14 Open the folding unit conveyor guide.



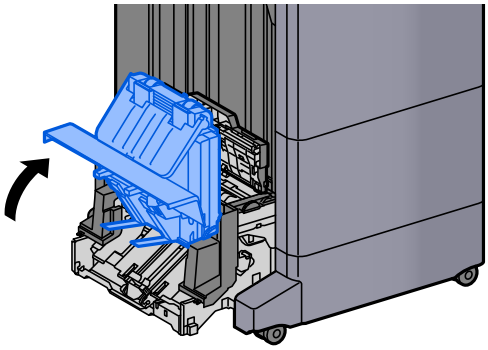
15 Turn dial (D9).



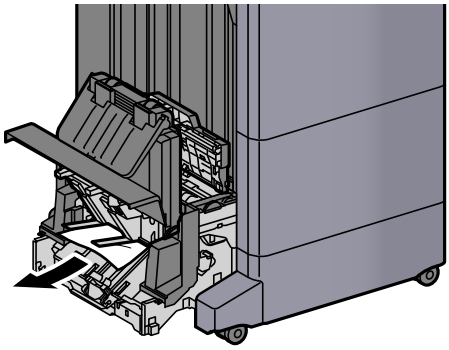
16 Remove any jammed paper.



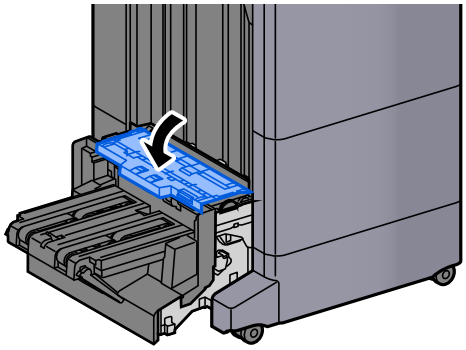
17 Lift the folding tray.



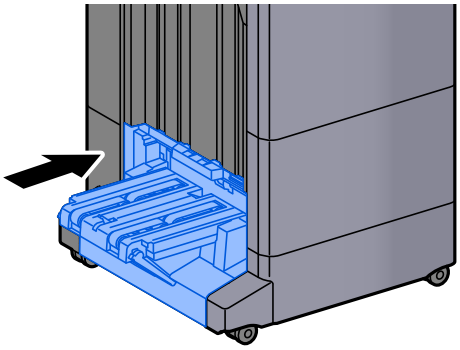
18 Remove any jammed paper.



19 Return the covers to the original position.



20 Return the folding unit to the original position.

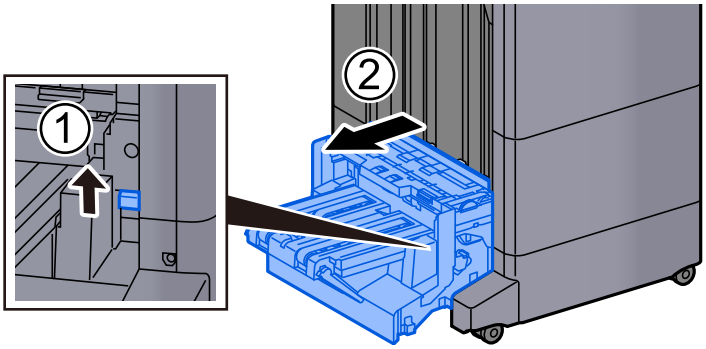


Remove any jammed paper in the Folding Tray (100-sheet Staple Finisher)

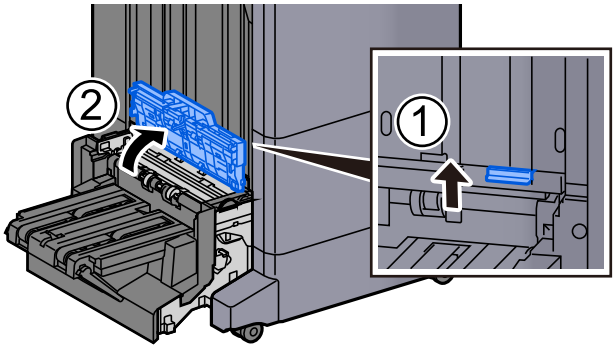
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

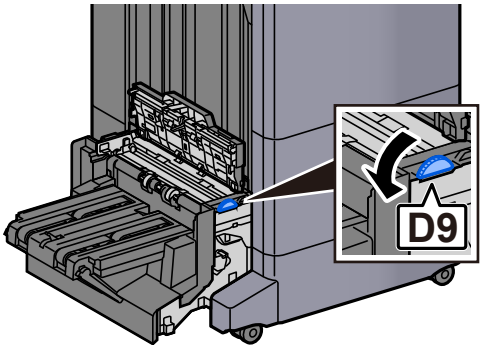
1 **Lift the release lever to pull the folding unit out.**



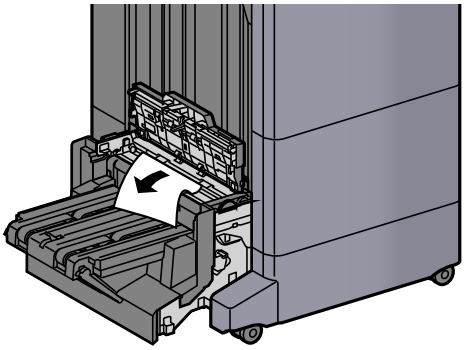
2 **Open the folding unit top cover.**



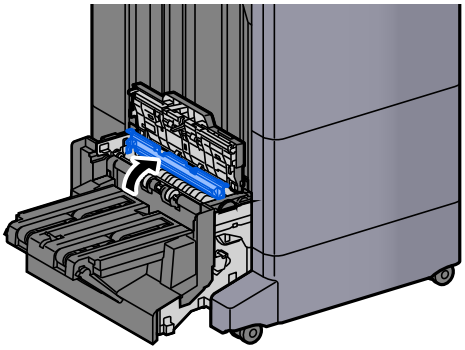
3 **Turn dial (D9).**



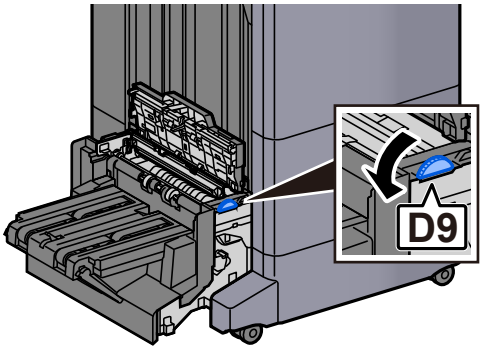
4 **Remove any jammed paper.**



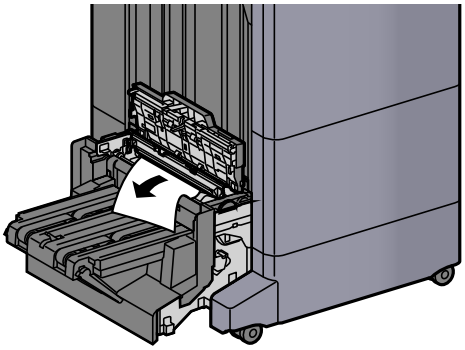
5 **Open the folding unit conveyor guide.**



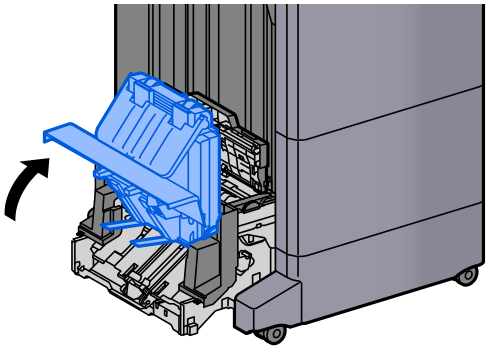
6 **Turn dial (D9).**



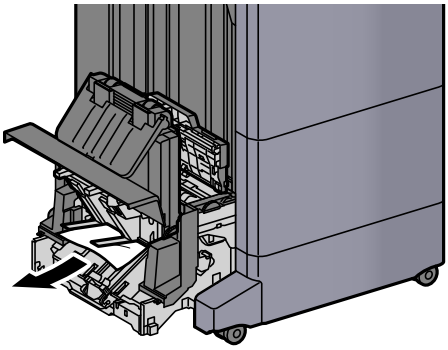
7 **Remove any jammed paper.**



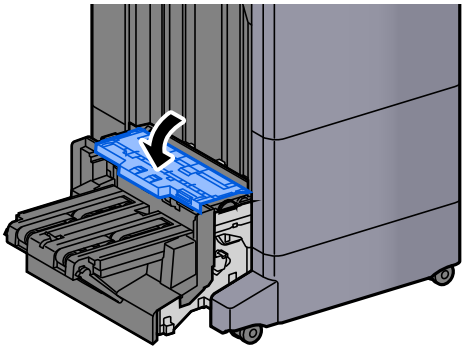
8 **Lift the folding tray.**



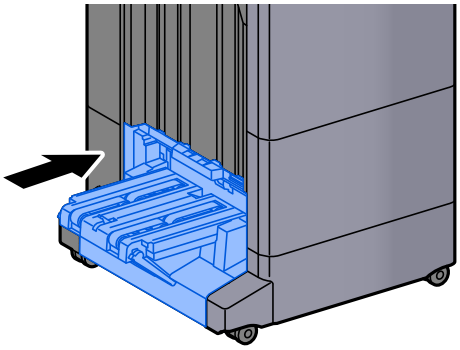
9 **Remove any jammed paper.**



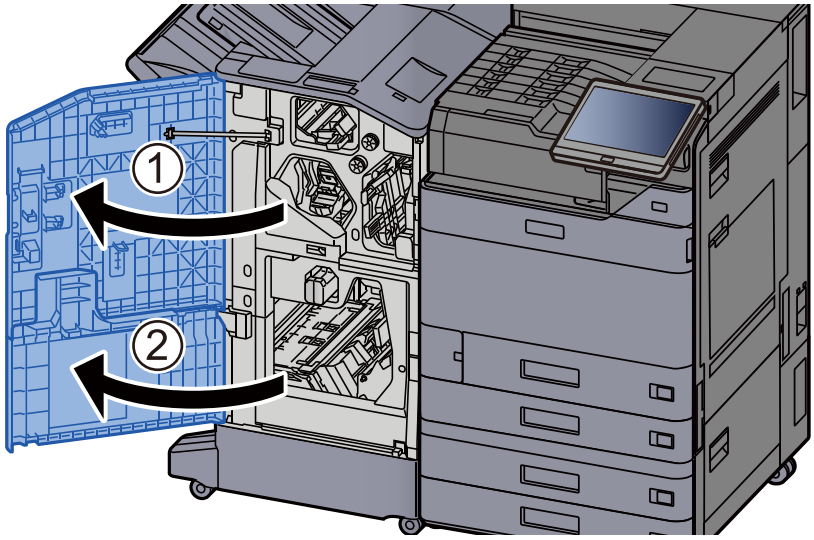
10 **Return the covers to the original position.**



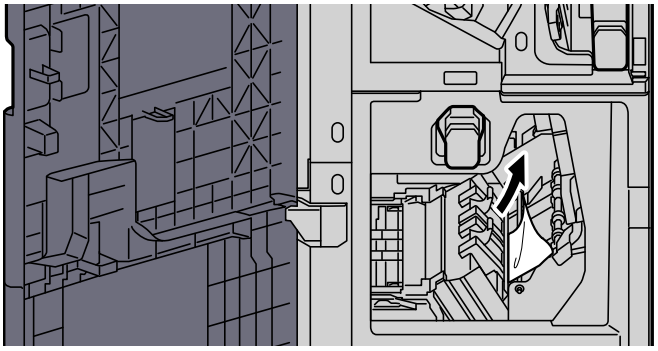
11 **Return the folding unit to the original position.**



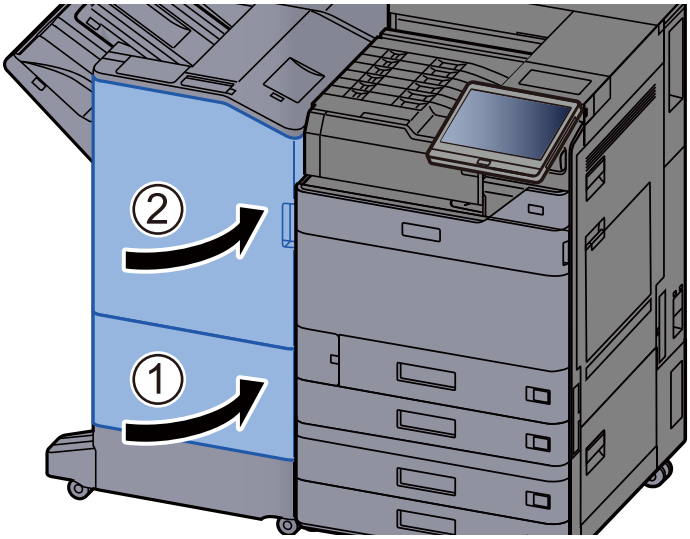
12 Open the finisher front cover 1 and 2.



13 Remove paper from inside the finisher.



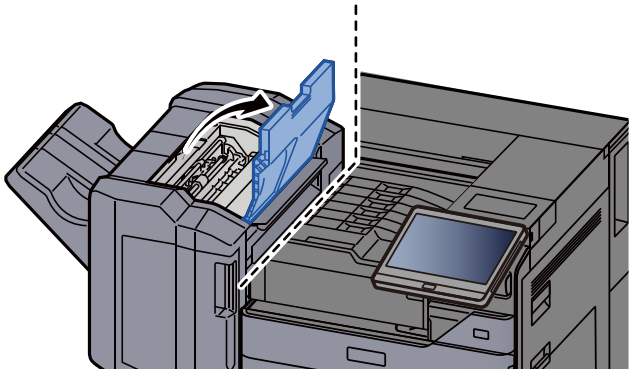
14 Return the covers to the original position.



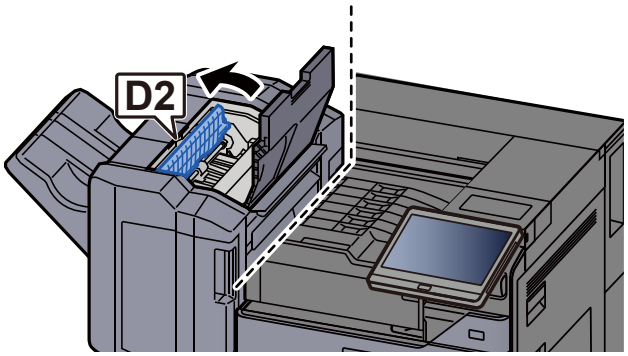
Clearing a Staple Jam

Clearing a staple jam of the 1,000-Sheet Finisher

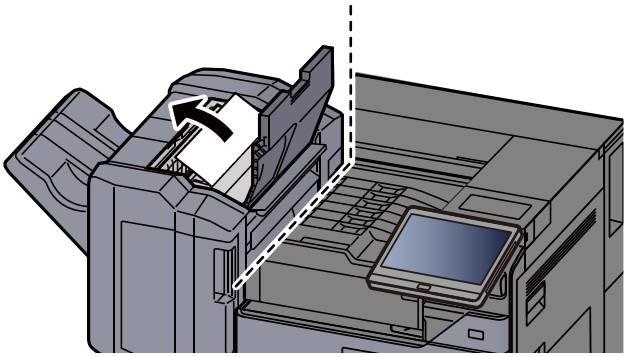
1 **Open the finisher top cover.**



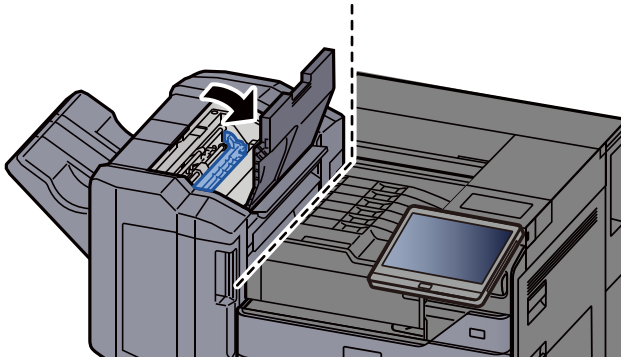
2 **Open the conveyor guide (D2).**



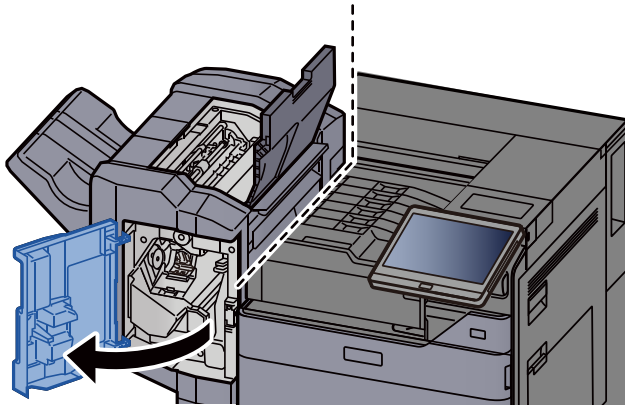
3 **Remove any jammed paper.**



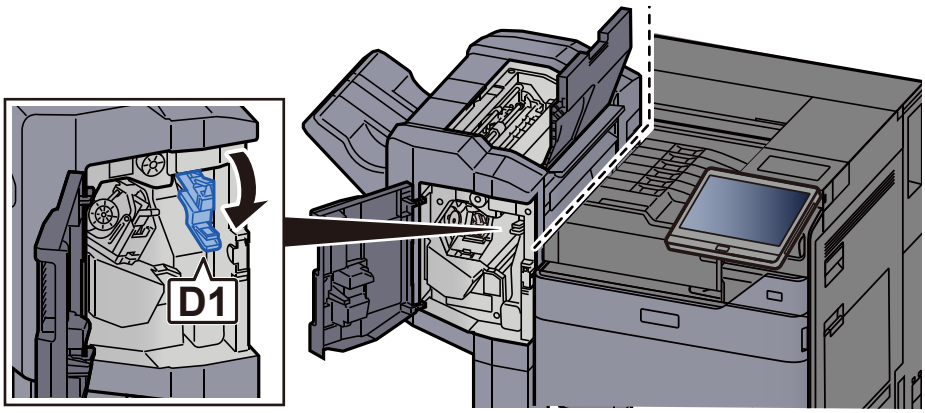
4 **Return the conveyor guide (D2) to the original position.**



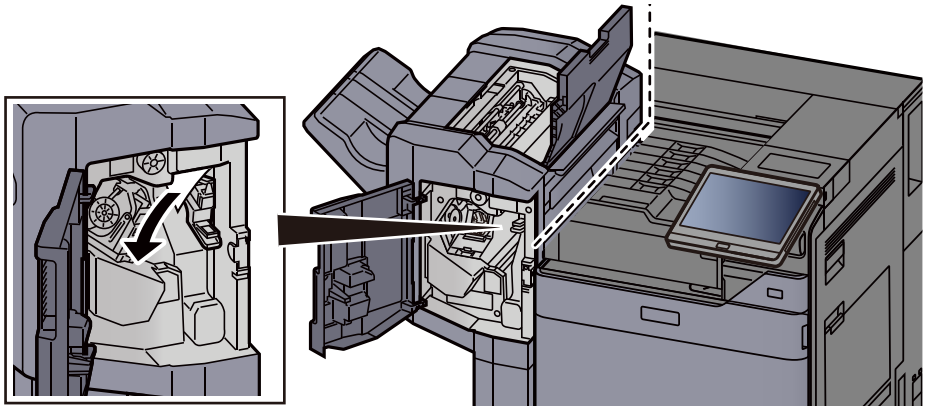
5 **Open the finisher front cover.**



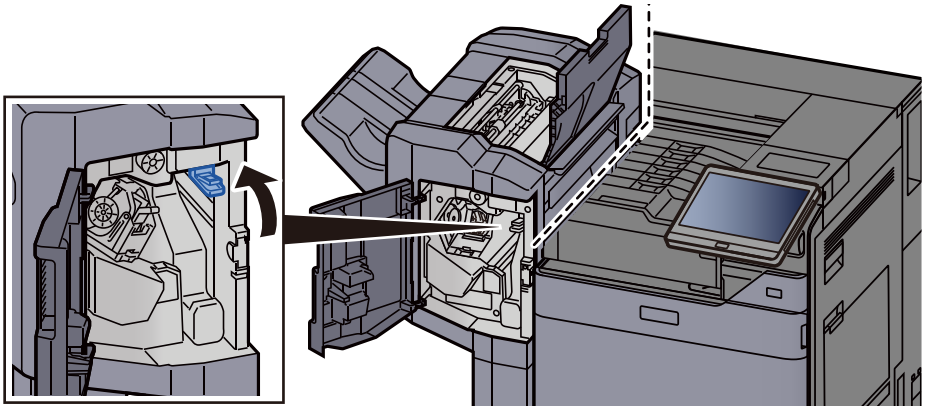
6 **Open the conveyor guide (D1).**



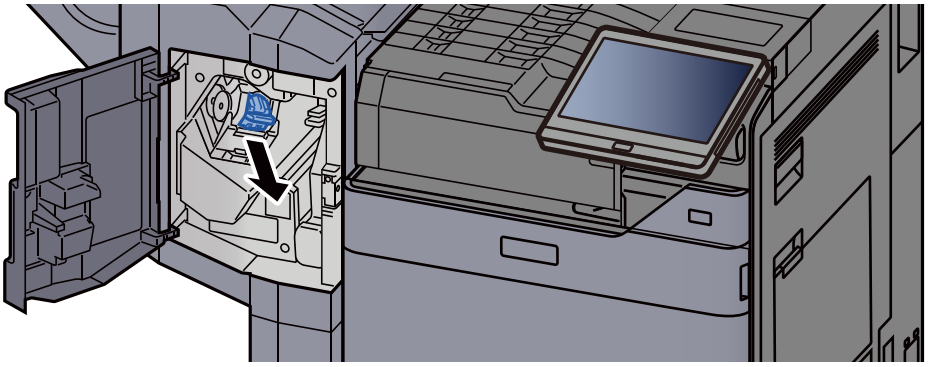
7 Remove any jammed paper.



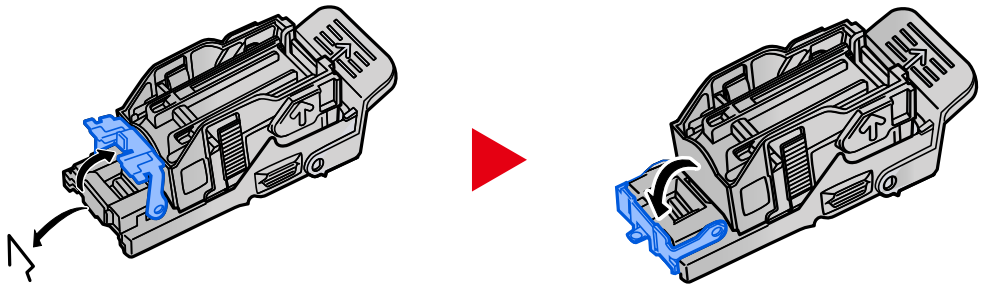
8 Return the conveyor guide (D1) to the original position.



9 Remove the Staple Cartridge Holder.



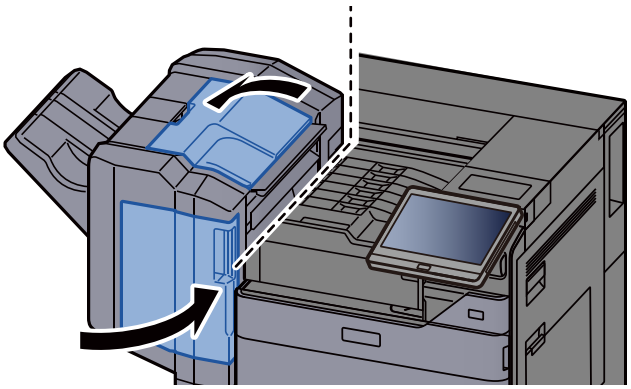
10 Remove the jammed staple.



11 Install the Staple Cartridge Holder.

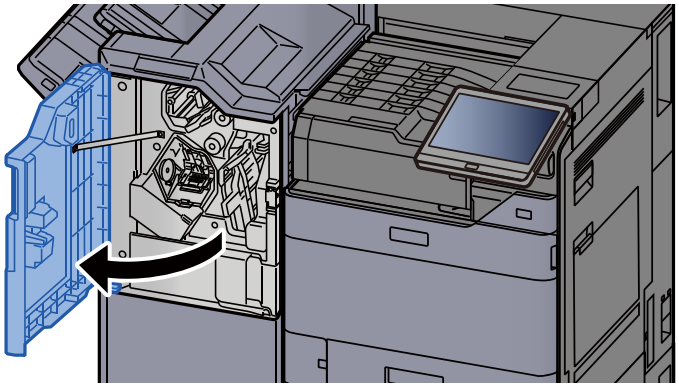


12 Return the covers to the original position.

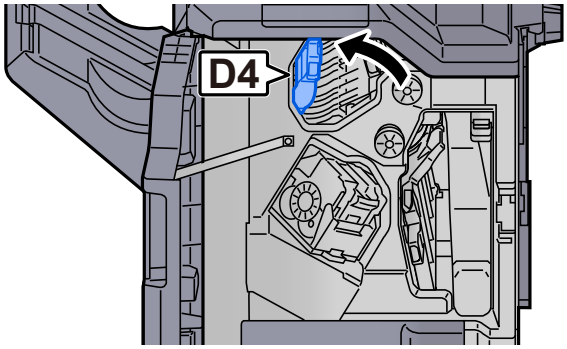


Clearing a staple jam of the 4,000-sheet Finisher

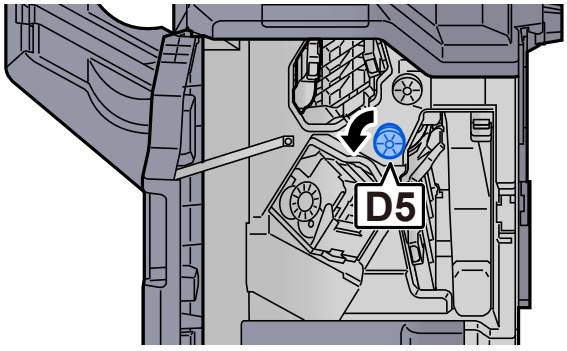
1 **Open the finisher front cover 1.**



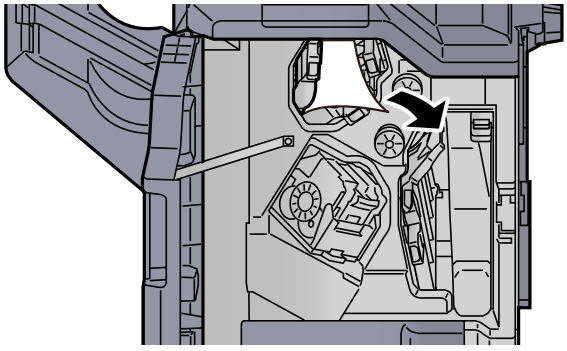
2 **Open the conveyor guide (D4).**



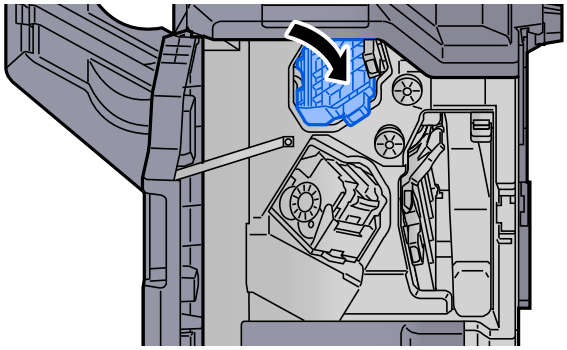
3 **Turn knob (D5).**



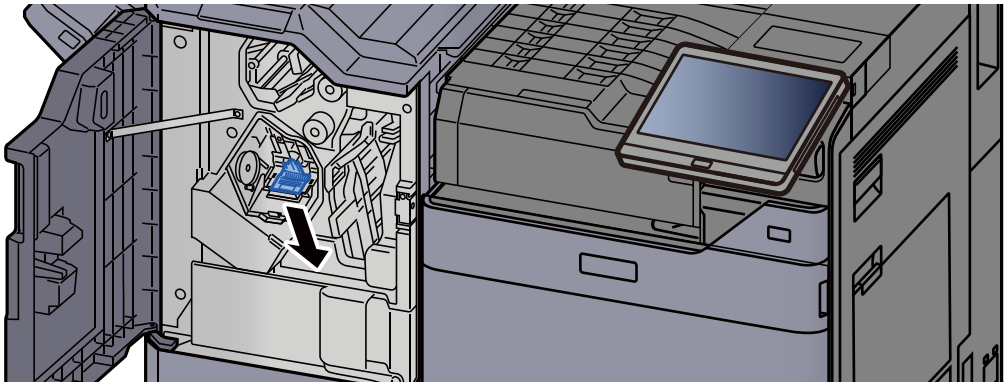
4 **Remove any jammed paper.**



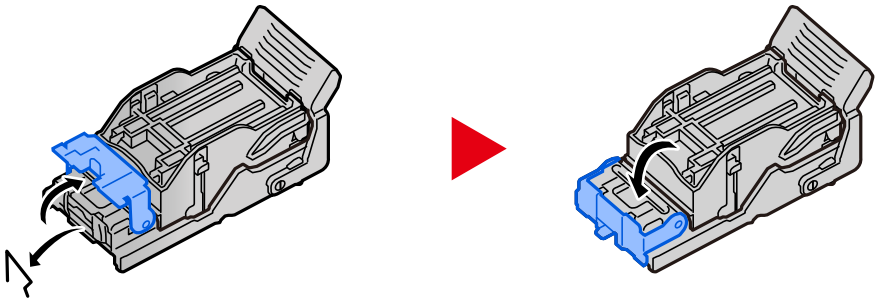
5 **Return the conveyor guide (D4) to the original position.**



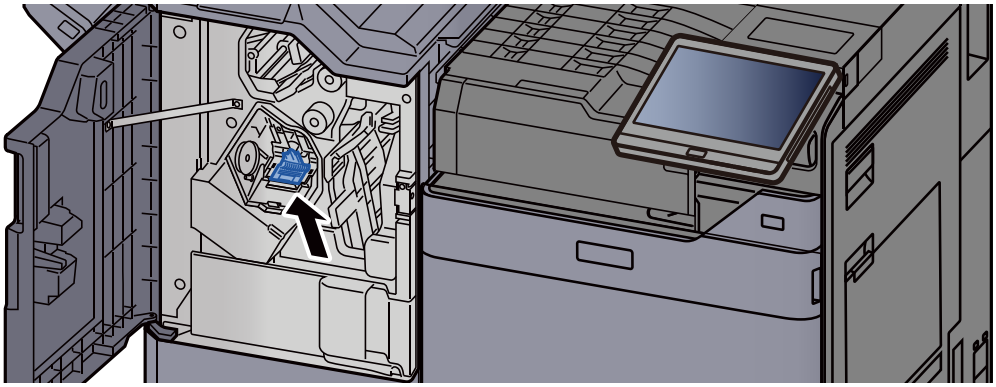
6 **Remove the Staple Cartridge Holder (A).**



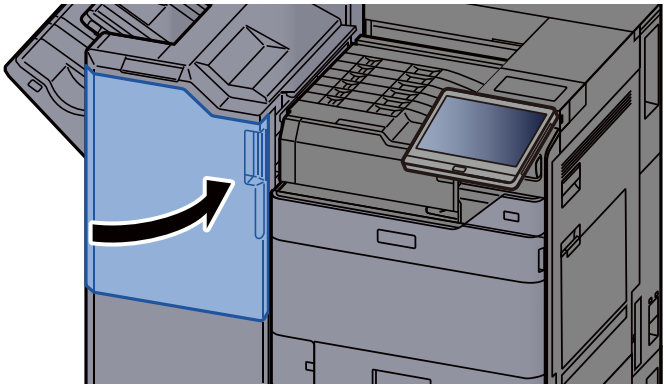
7 **Remove the jammed staple.**



8 **Install the Staple Cartridge Holder (A).**

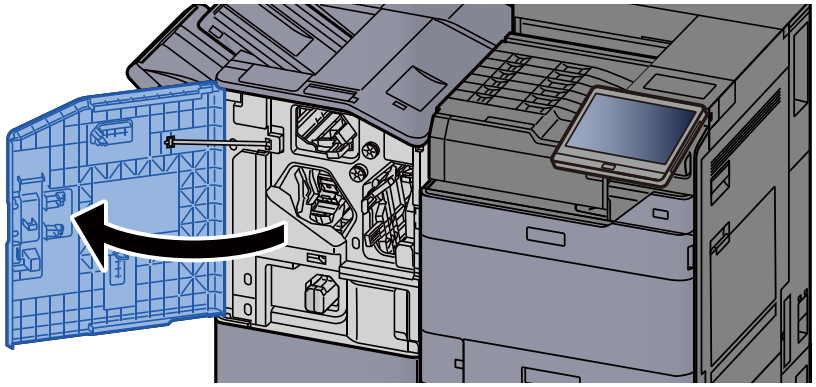


9 Return the cover to the original position.

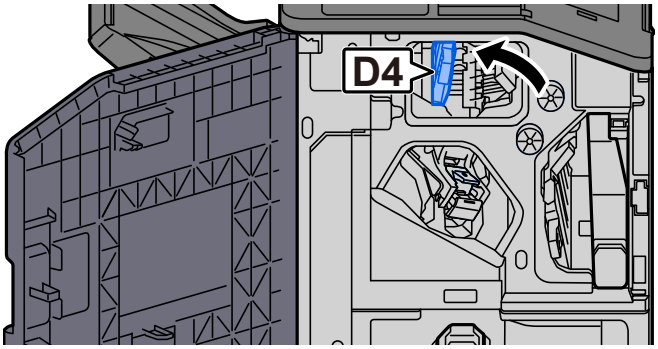


Clearing a Staple Jam of the 100-sheet Staple Finisher

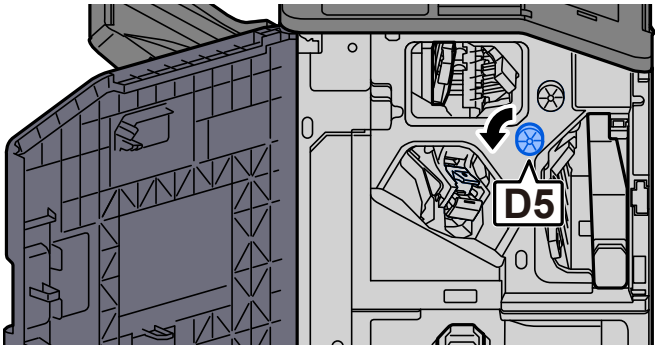
1 **Open the finisher front cover 1.**



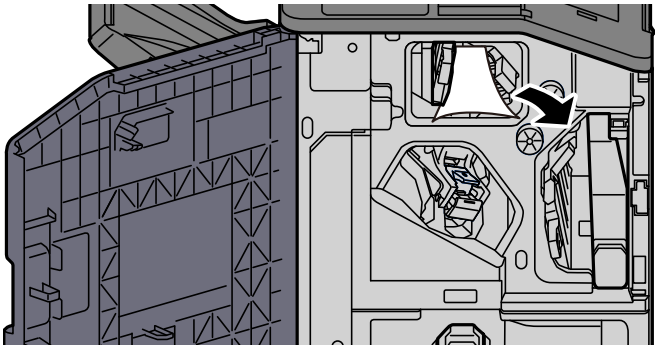
2 **Open the conveyor guide (D4).**



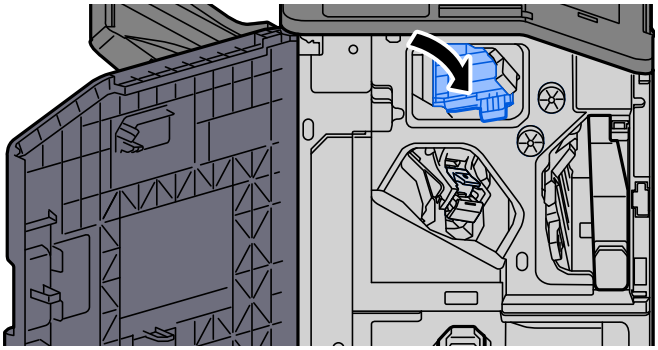
3 **Turn knob (D5).**



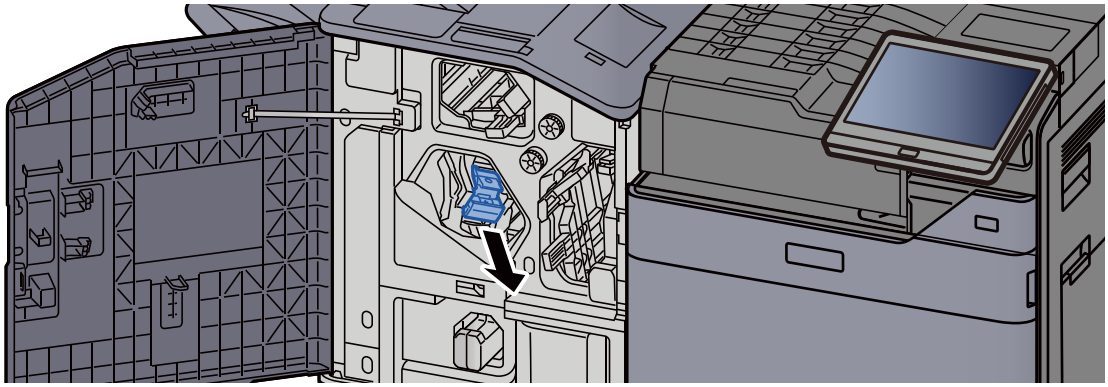
4 **Remove any jammed paper.**



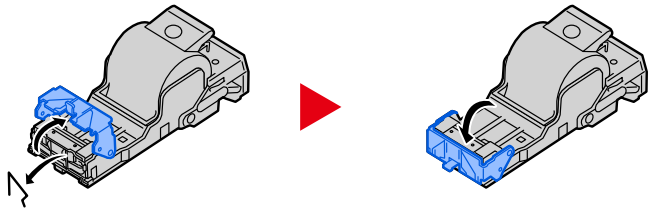
5 **Return the conveyor guide (D4) to the original position.**



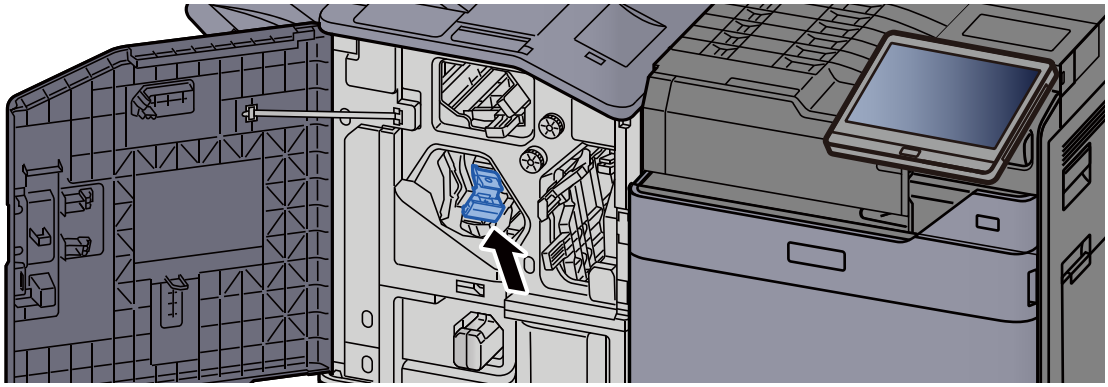
6 **Remove the Staple Cartridge Holder (A).**



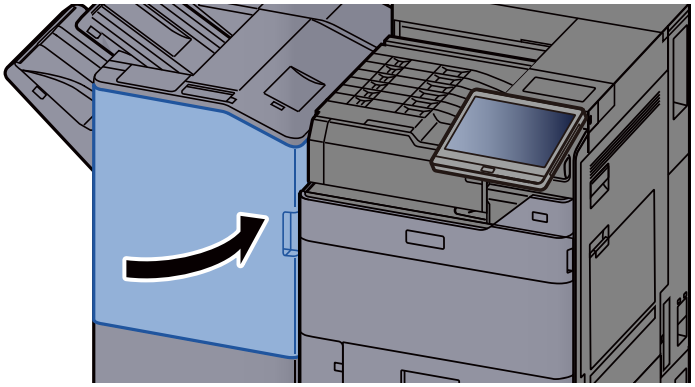
7 **Remove the jammed staple.**



8 **Install the Staple Cartridge Holder (A).**

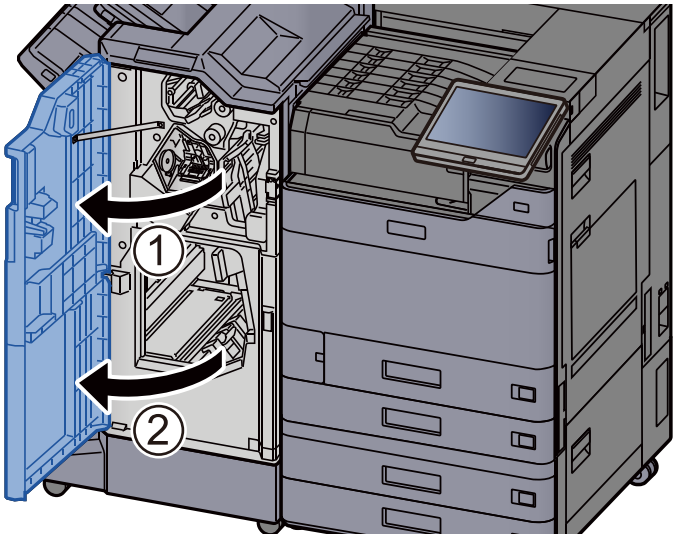


9 Return the cover to the original position.

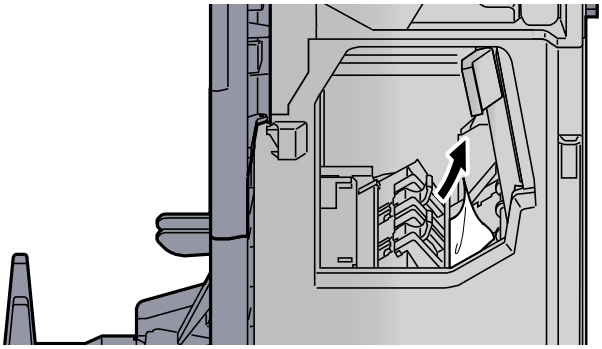


Clearing a Staple Jam of the Folding Unit (4,000-sheet Finisher)

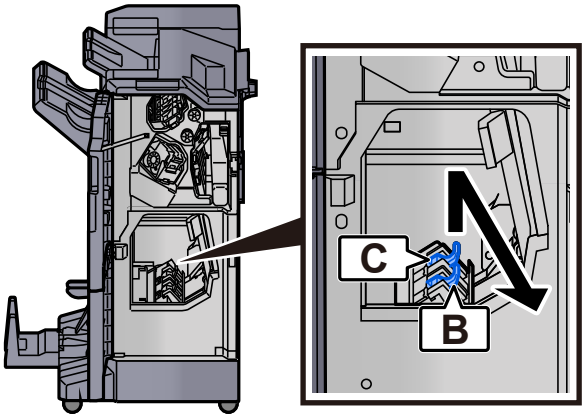
1 **Open the finisher front cover 1 and 2.**



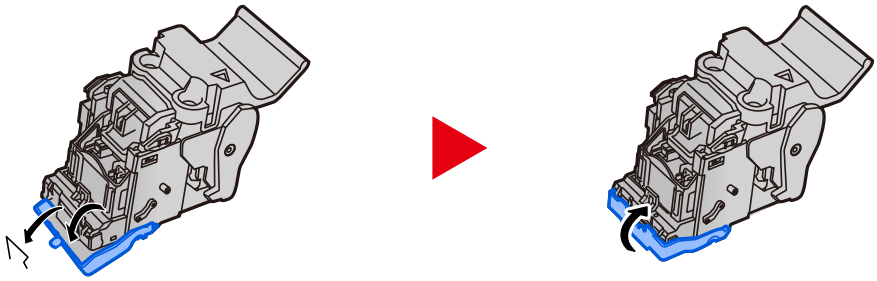
2 **Remove paper from inside the finisher.**



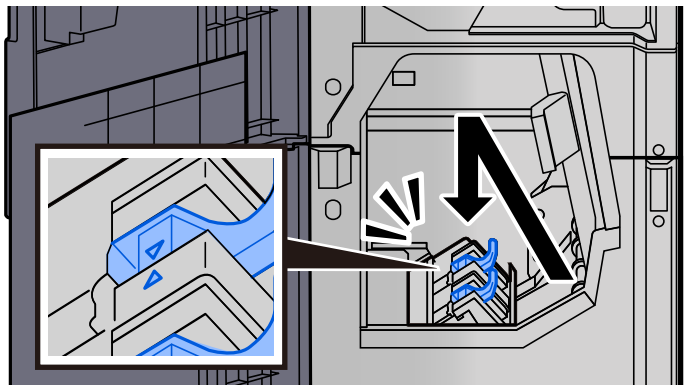
3 **Remove the Staple Cartridge Holder (B) or (C).**



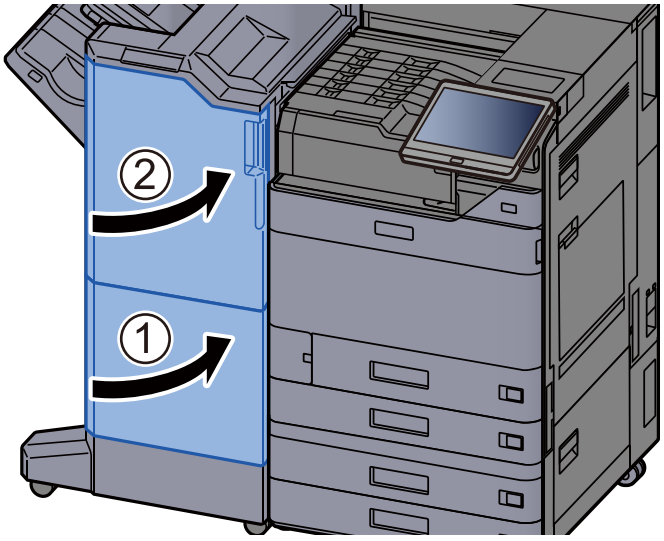
4 Remove the jammed staple.



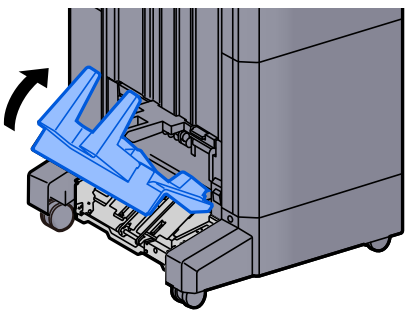
5 Install the Staple Cartridge Holder (B) or (C).



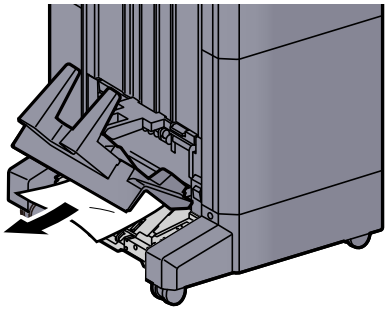
6 Return the covers to the original position.



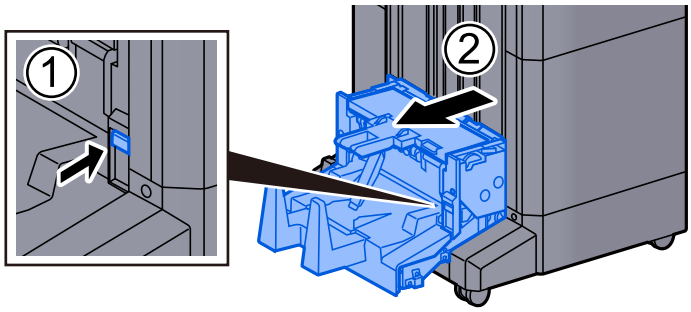
7 Lift the folding tray.



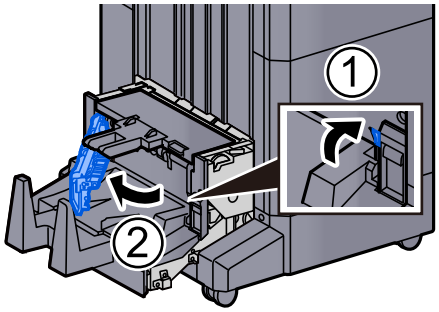
8 Remove any jammed paper.



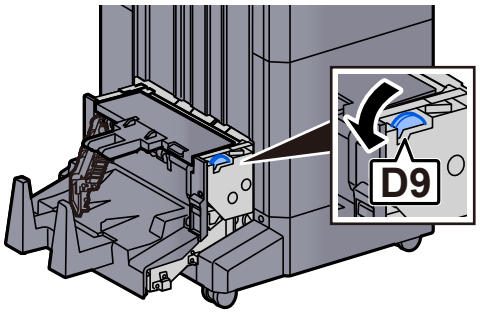
9 Press the release lever to pull the folding unit out.



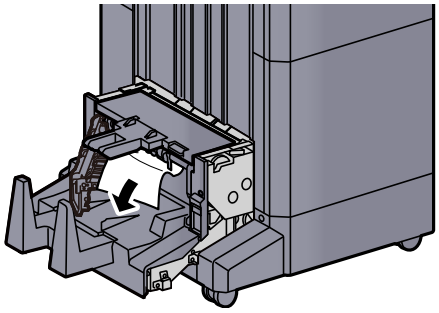
10 Open the folding unit left cover.



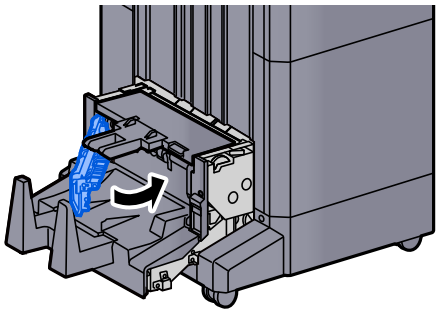
11 Turn dial (D9).



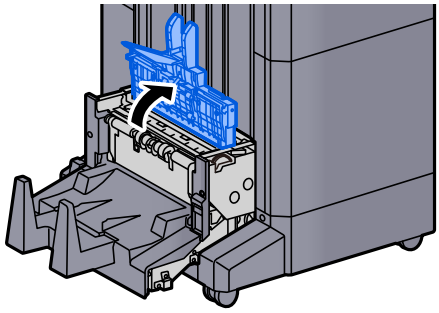
12 Remove any jammed paper.



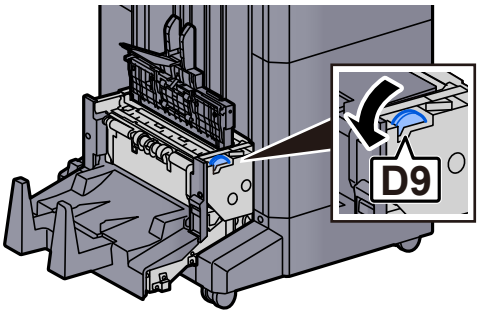
13 Return the folding unit left cover to the original position.



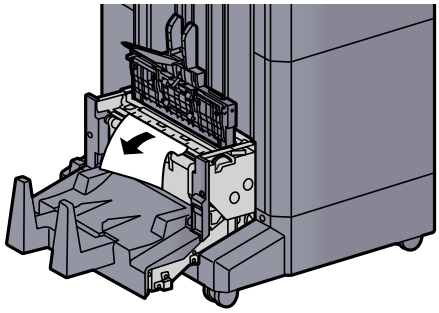
14 Open the folding unit top cover.



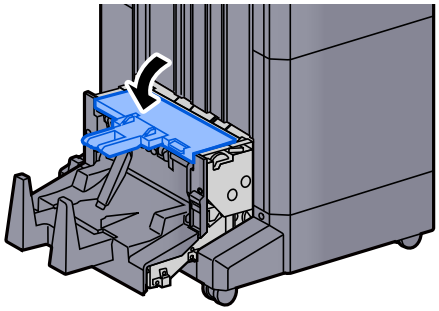
15 Turn dial (D9).



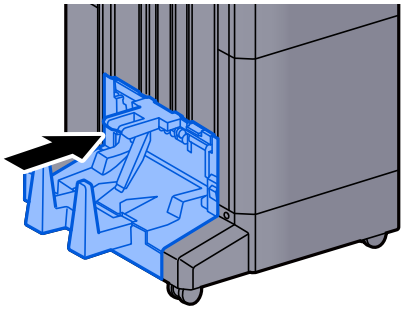
16 Remove any jammed paper.



17 Return the folding unit top cover to the original position.

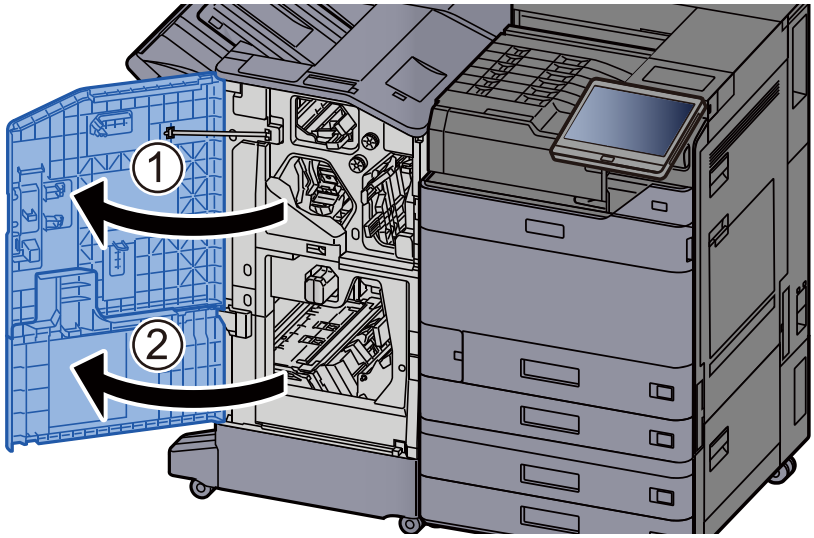


18 Return the folding unit to the original position.

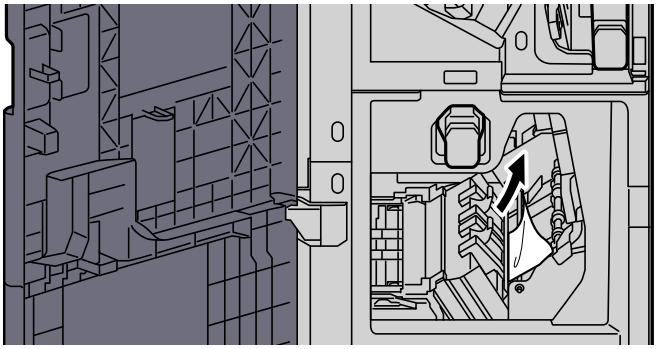


Clearing a Staple Jam of the Folding Unit (100-sheet Staple Finisher)

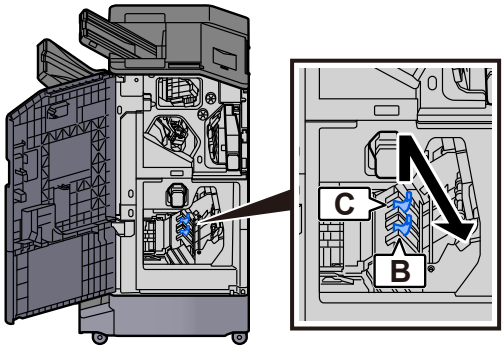
1 **Open the finisher front cover 1 and 2.**



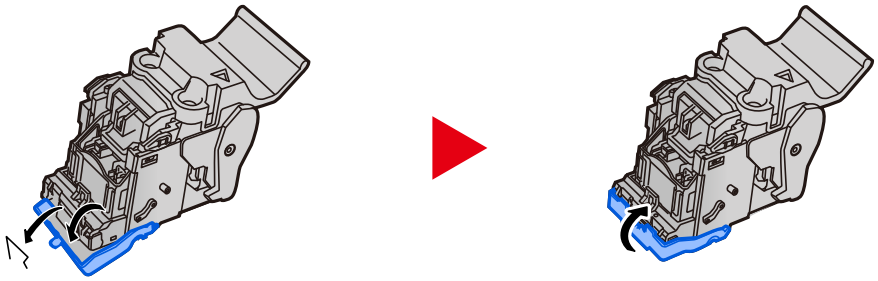
2 **Remove paper from inside the finisher.**



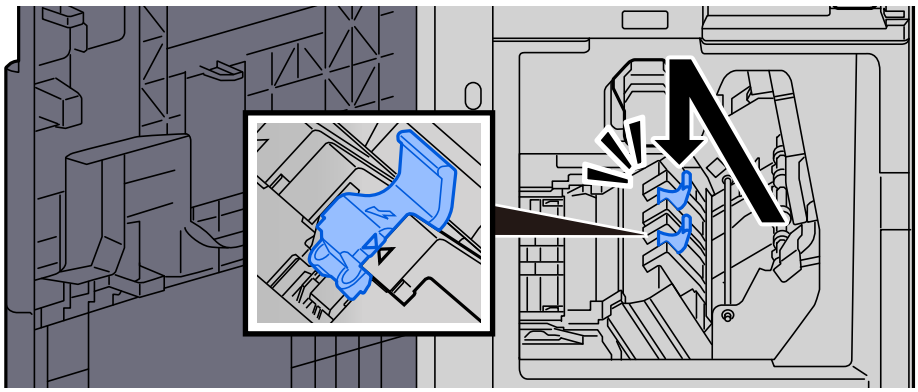
3 **Remove the Staple Cartridge Holder (B) or (C).**



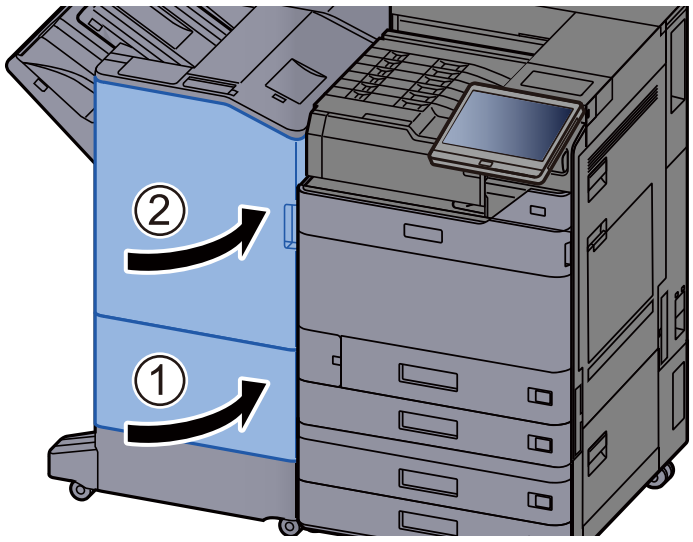
4 Remove the jammed staple.



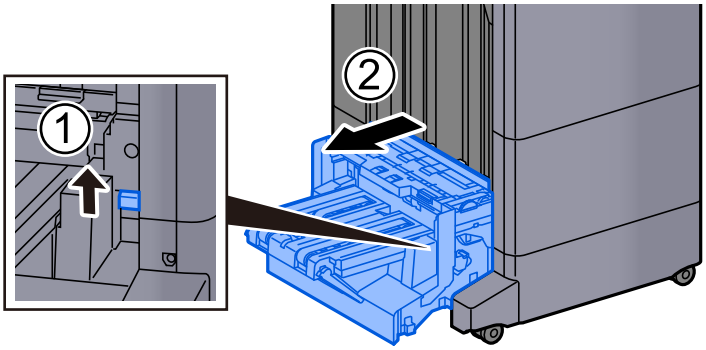
5 Install the Staple Cartridge Holder (B) or (C).



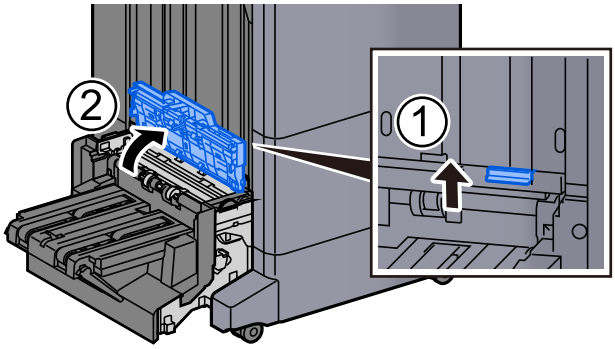
6 Return the covers to the original position.



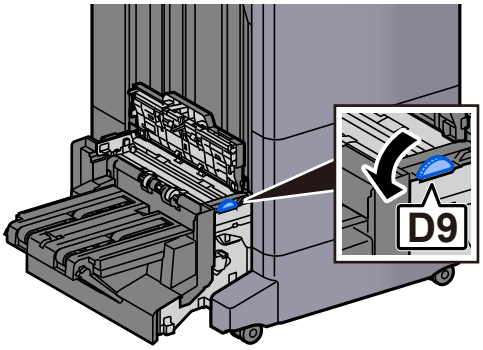
7 **Lift the release lever to pull the folding unit out.**



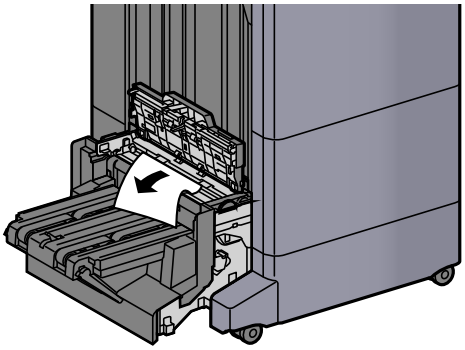
8 **Open the folding unit top cover.**



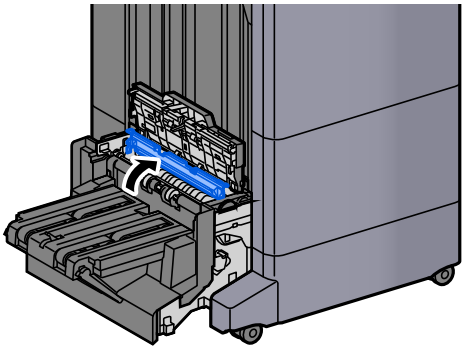
9 **Turn dial (D9).**



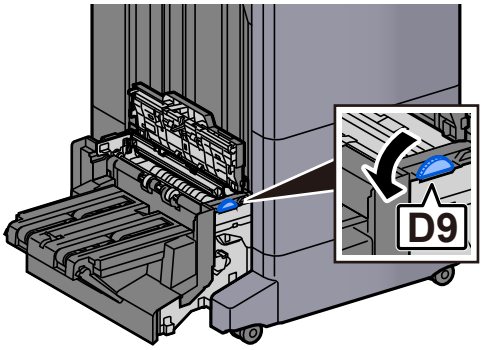
10 **Remove any jammed paper.**



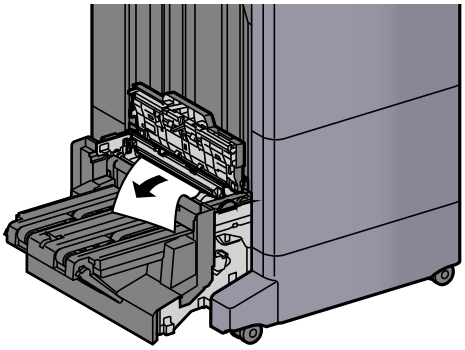
11 Open the folding unit conveyor guide.



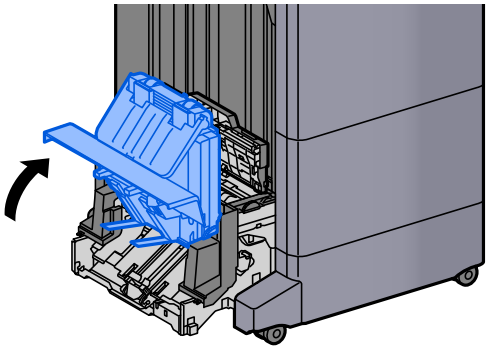
12 Turn dial (D9).



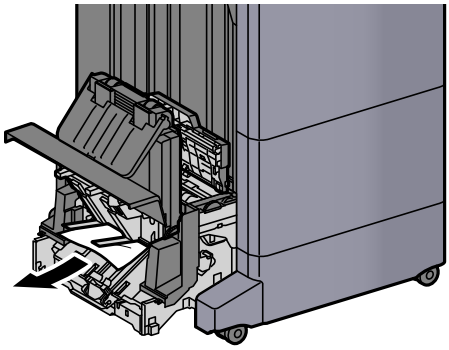
13 Remove any jammed paper.



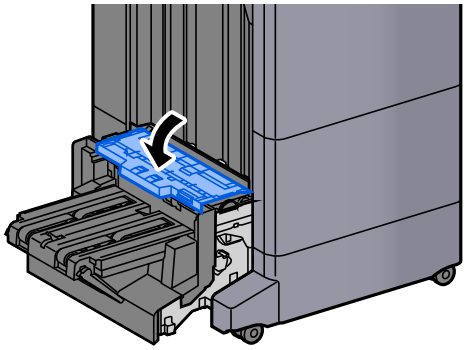
14 Lift the folding tray.



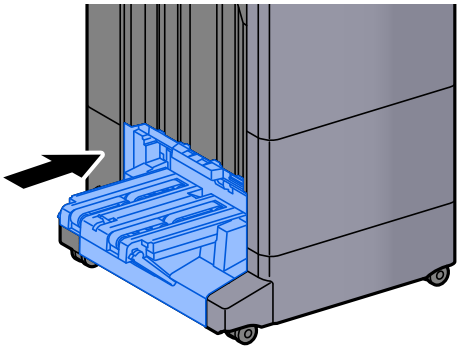
15 Remove any jammed paper.



16 Return the covers to the original position.



17 Return the folding unit to the original position.



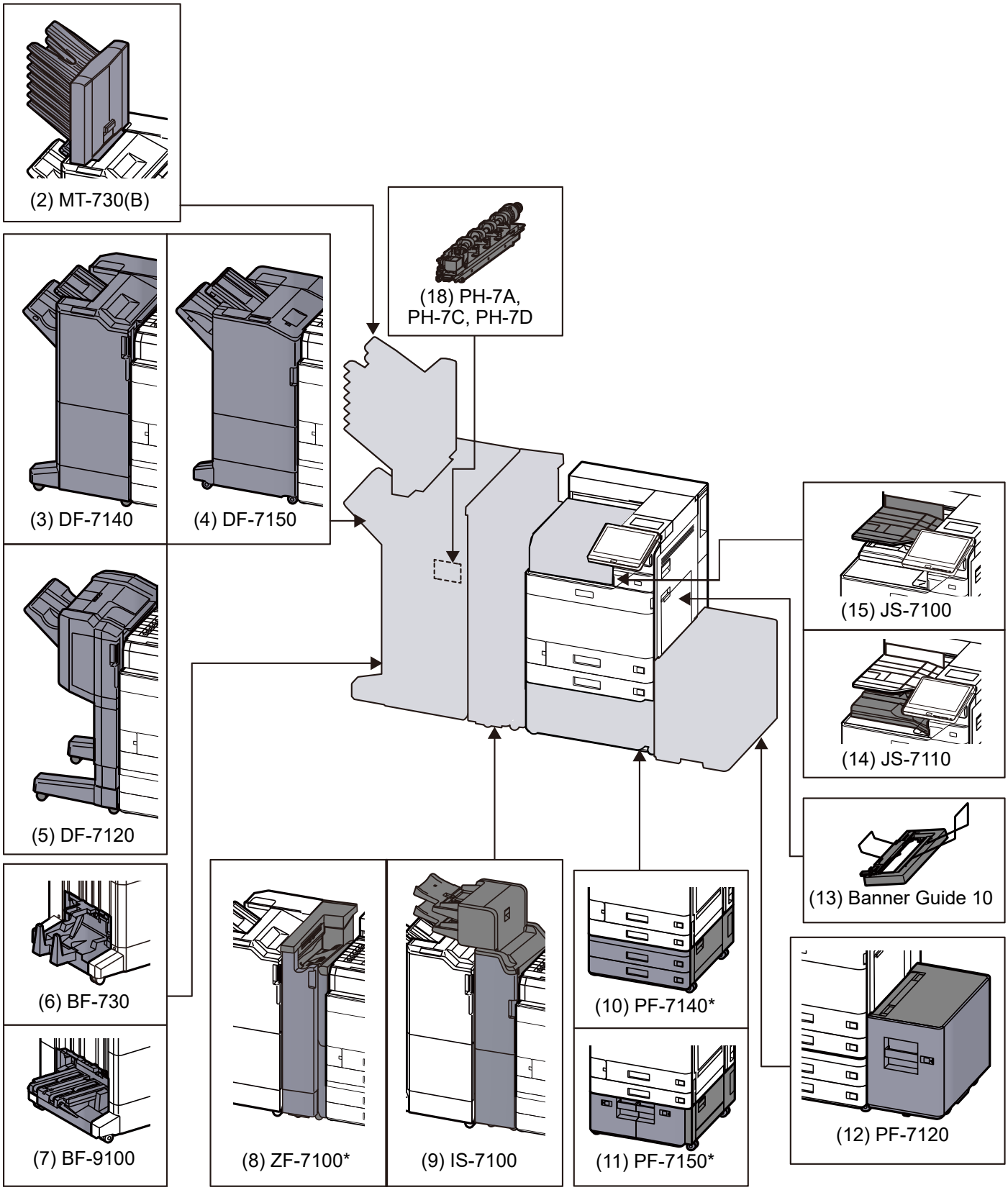
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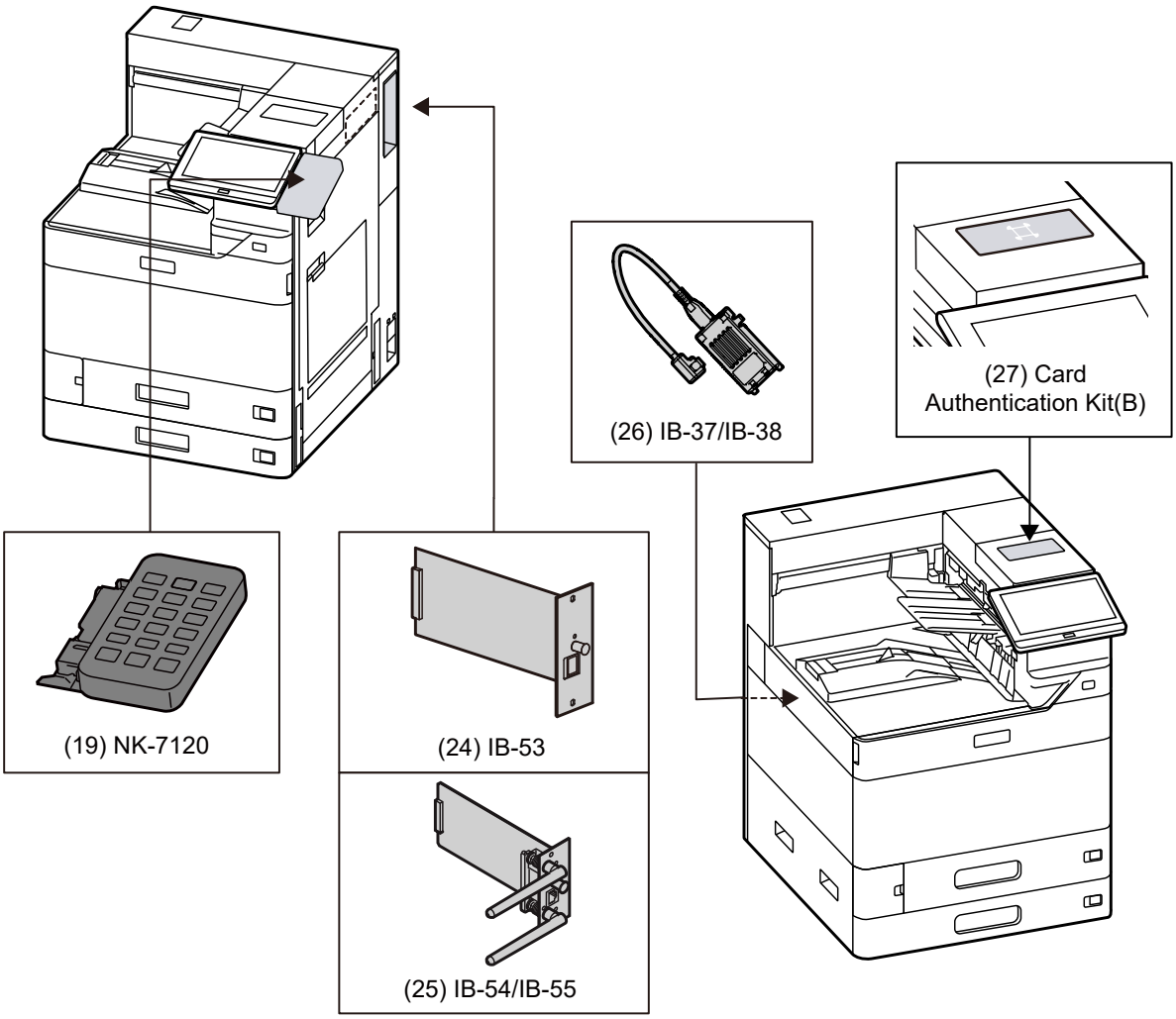
Optional Equipment

Overview of Optional Equipment

The following optional equipment is available for the machine.



* If the following option is installed, toppling prevention kit must be installed: PF-7140, PF-7150, PF-7120



Software option

- (29) UG-33
- (30) UG-34
- (32) USB Keyboard

1 MT-730 (B) "Mailbox"

Makes it easy to sort output into separate trays. Installing this option adds 7 output trays. When multiple computer users share the printer, each user can print to a specified tray. Installs on the 4,000-sheet Finisher.

NOTE

To deliver output to the mail box, change the Paper Output selection on the operation panel or in the printer driver, or change in the default settings.

➡ Paper Output (page 256)

2 DF-7140 "4,000-sheet Finisher"

This is a large-capacity 4,000-sheet Finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

3 DF-7150 "100-sheet Staple Finisher"

This is a large-capacity 4,000-sheet Finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

4 DF-7120 "1,000-sheet Finisher"

This is a document finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

5 BF-730 "Folding Unit"

Folds printed output at the center or in tri-fold to enable the creation of simple booklets. Installs on the 4,000-sheet Finisher.

6 BF-9100 "Folding Unit"

Folds printed output at the center or in tri-fold to enable the creation of simple booklets. Installs on the 100-sheet Staple Finisher.

7 ZF-7100 "Z-Fold Unit"

This device can fold the output paper into a Z shape. The device can be installed when a 4,000-sheet Finisher or a 100- sheet Staple Finisher is installed. It cannot be used when an Inserter is installed.

8 IS-7100 "Inserter"

This device can automatically insert index tab paper or previously printed-on paper. It can be installed when a 4,000-sheet Finisher or 100-sheet Staple Finisher is installed. It cannot be used when a Z-Fold Unit or a Mailbox is installed.

9 PF-7140 "Paper Feeder (500-sheet×2)"

Two additional cassettes identical to the machine's cassette can be installed in the machine. Paper capacity and loading method are the same as the standard cassettes.

➡ Loading in Cassette 1 (page 127)

10 PF-7150 "Large Capacity Feeder (1,500-sheet×2)"

In addition to the machine's cassettes, you can also install an optional large capacity feeder (1,500-sheet×2) capable of holding up to 3,000 sheets of A4, B5 or Letter paper.

➡ Loading in the Large Capacity Feeder (page 137)

11 PF-7120 "Side Feeder (3,000-sheet)"

In addition to the machine's cassettes, you can also install an optional side feeder (3,000-sheet) capable of holding up to 3,000 sheets of A4, B5 or Letter paper.

➡ Loading in the Side Feeder (page 139)

12 Banner Guide 10 "Banner Tray"

This tray enables continuous feeding of banner paper. Up to 10 sheets of banner paper can be loaded. To attach the tray and load paper, refer to the following:

➡ Using the Banner Tray (Option) (page 163)

13 JS-7110 "Inner Shift Tray"

This device can shift and sort each set of output.

14 JS-7100 "Job Separator"

Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC.

NOTE

To ensure that paper is delivered to the Job Separator, select the output destination or change the default setting.

➡ Paper Output (page 256)

15 PH-7A, PH-7C, PH-7D "Punch Unit"

Attaches to the Document Finisher and is used to punch holes.

16 NK-7120 "Optional Numeric Keypad"

The numeric keypad is added to the operation panel. If the optional numeric keypad is installed, numeric keys do not appear on the touch panel.

17 IB-53 "Network Interface Kit"

The Network Interface Kit provides a high-speed connection for the Gigabit-per-second interface. This kit supports traditional protocols such as AppleTalk, Netware and so on.

It also supports only the least functions in the standard utilities.

➡ **IB-53 User's Manual**

18 IB-54/IB-55 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11ac(max867Mbps) and 11a/b/g/n for IB-54 or IEEE802.11n (Max 300 Mbps) and 11 g/b for IB-55. This supports traditional protocols such as AppleTalk, Netware and so on. It also supports only the least functions in the standard utilities.

➡ **IB-54/IB-55 User's Manual**

19 IB-37/IB-38 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11n (max. 150 Mbps) and IEEE802.11 g/b/ac. In addition, network printing is possible without using the wireless LAN router because Wi-Fi Direct is supported.

20 HD-22(N) "Hard Disk"

With Hard Disk installed in the machine, received data can be rasterized and stored on this Hard Disk. This enables high-speed printing of multiple copies using an electric sort function. Also, you can use the Document Box functions.

➡ Printing Documents in Custom Box (page 223)

21 Card Authentication Kit(B) "Card Authentication Kit"

User login administration can be performed using ID cards. To do so, it is necessary to register ID card information on the previously registered local user list. For more information about how to register this information, refer to the following:

➡ **Card Authentication Kit(B) Operation Guide**

22 UG-33 "ThinPrint Option"

This application allows print data to be printed directly without a print driver.

23 UG-34 "Emulation Upgrade Kit"

Enables emulation whereby the machine operates using commands for other printers. Installing this option enables IBM Proprinter, Line Printer, and EPSON LQ-850 emulation.

24 USB Keyboard "USB Keyboard"

A USB keyboard can be used to enter information into the text fields on the operation panel. A special mount is also available to install the keyboard on the machine. Please contact your dealer or service representative for information on keyboards that are compatible with your machine before you purchase one.

25 HD-22(N) "Hard Disk"

With Hard Disk installed in the machine, received data can be rasterized and stored on this Hard Disk. This enables high-speed printing of multiple copies using an electric sort function. Also, you can use the Document Box functions.

Applications

Overview of the Applications

The applications listed below are installed on this machine.

Item	Application Name
Data Encryption/Overwrite	Data Encryption/Overwrite
UG-33	ThinPrint Option*1
UG-34	Emulation Upgrade Kit
CARD AUTHENTICATIONKIT(B)	Card Authentication Kit

*1 This can be used on a trial basis for a limited time.

CAUTION

When starting [Data Encryption/Overwrite] and after that replacing the main board by service personnel, the box files stored in the SSD, hard disk, and machine's memory are deleted and can not be restored.

NOTE

- Restrictions such as the number of times the application can be used during the trial period differ depending on the application.
- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

Starting Application Use

1 Display the screen.

[Home] key >[...] >[System Menu] > [Add/Delete Application] > "Optional Function"[Optional Function List]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege toconfigure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select the desired application > [Activate]

You can view detailed information on the selected application by selecting [ ] (informationicon).

3 Enter the license key > [Official]

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 4.

To use the application as a trial, select [Trial] without entering the license key.

4 Select [Yes] in the confirmation screen.

NOTE

- If you started the Data Encryption/Overwrite or Thin Print option and entered the license key, turn the power OFF/ON.
- Icons of activated application are displayed in the Home screen.

Checking Details of Application

1 Display the screen.

[Home] key >[...] >[System Menu] > [Add/Delete Application] > "Optional Function" [Optional Function List]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege toconfigure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select [ ] (information icon) for the application whose detailed information you want to check.

You can view detailed information on the selected application.

The table below lists the item you can view.

Item
Function Name
License
Remaining Trial Counts
Expiration Date of Trial
Status

Extend the trial period.

Select [Extend].

Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

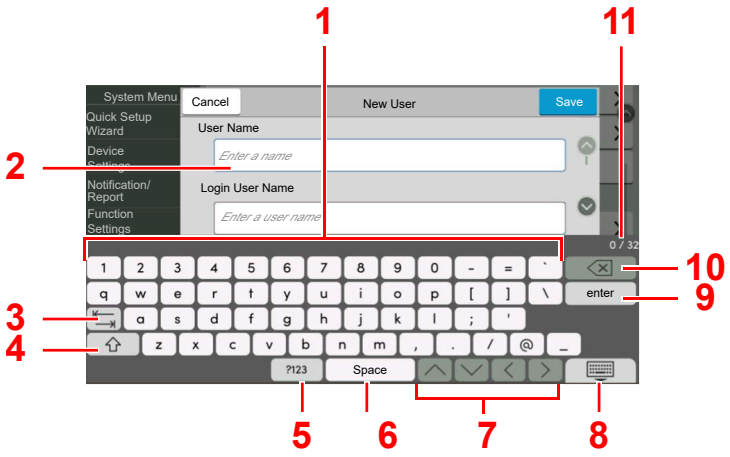
NOTE

Keyboard Layout

"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard. Select the [System Menu/Counter] key, [Device Settings], [Keyboard] and then [Keyboard Layout] to choose the desired layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

Entry Screens

Lower-case Letter Entry Screen



1 Keyboard

Select the character to enter.

2 Input box

Enter characters in the selected box.

3 Tab key

Select to move to the next input box.

4 Shift key

Select to switch between upper case and lower case.

5 [?123] / [Character]

Select the characters that are entered.

6 Space key

Select to insert a space.

7 Cursor key

Select to move the cursor on the display.

8 Close key

Select to close the entry screen.

9 Enter key

Select to finalize entry and return to the screen before the entry.

10 Backspace key

Select to delete a character to the left of the cursor.

11 Input / Limit display

Displays maximum number of characters and the number of characters entered.

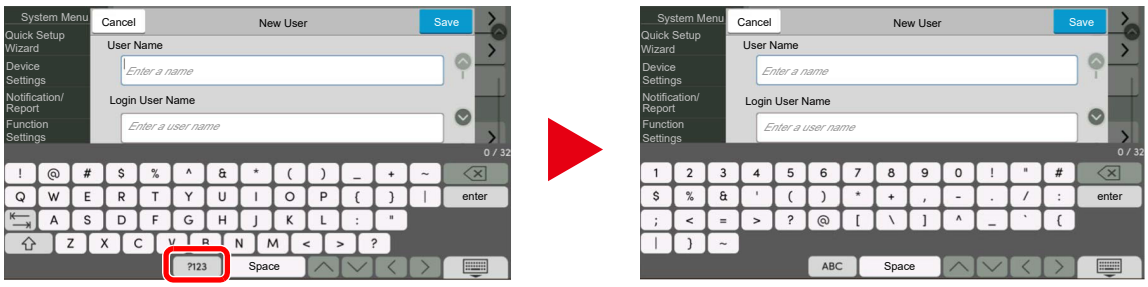
Upper-case Letter Entry Screen

Select the Shift key.



Number/Symbol Entry Screen

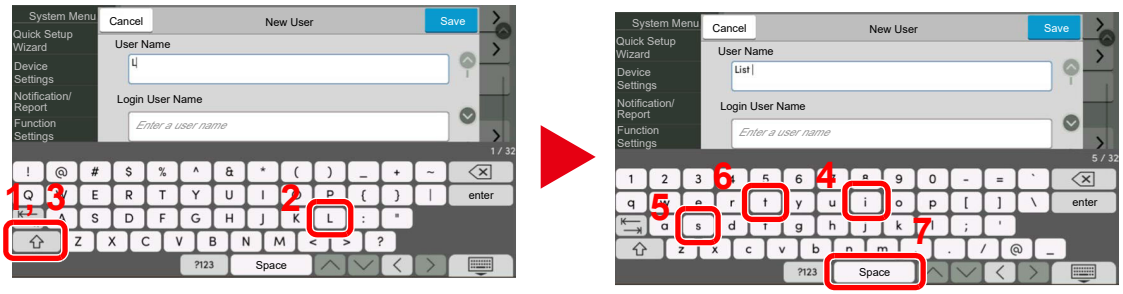
Select [?123].



Entering Characters

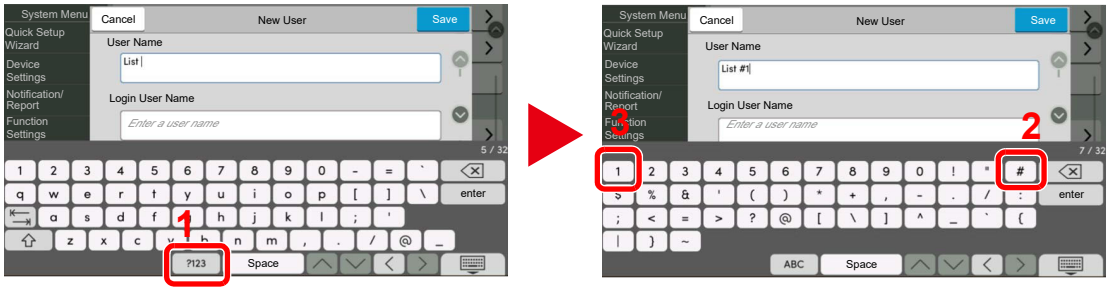
Follow the steps below to enter 'List #1' for an example.

1 Enter 'List', (space).



To switch between upper case and lower case, select the Shift key.

2 Enter '#' and '1'.



To enter numbers or symbols, select [#123].

3 Check that the entry is correct.



Check that the entry is correct. Select [enter].

Paper

This section explains the paper sizes and types that can be used in the paper source.

For details on the sizes, types, and number of sheets of paper that can be loaded in each paper tray, refer to the following:

➡ Specifications (page 773)

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications that can be Used with This Machine

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 52 to 300 g/m^2
	Multipurpose tray: 52 to 300 g/m^2, 136 to 163g/m^2 (Banner sheet)
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6%
Pulp content	80% or more

NOTE

Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

Ingredients

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. Those types of paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper.

Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity:

The density of the paper fibers.

Stiffness:

Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl:

Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity:

During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness:

Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality:

Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging:

Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper:

We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Paper Sizes that can be Used with This Machine

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

Paper Size	Cassettes	Multipurpose Tray
A3 (297 × 420 mm) *1	Paper of this size can be set	Paper of this size can be set
A4 (297 × 210 mm)	Paper of this size can be set	Paper of this size can be set
A5 (210 × 148 mm)	Paper of this size can be set	Paper of this size can be set
A6 (148 × 105 mm)	Paper of this size can be set	Paper of this size can be set
B4 (257 × 364 mm) *1	Paper of this size can be set	Paper of this size can be set
B5 (257 × 182 mm)	Paper of this size can be set	Paper of this size can be set
B6 (182 × 128 mm)	Paper of this size can be set	Paper of this size can be set

Paper Size	Cassettes	Multipurpose Tray
216×340 mm	Paper of this size can be set	Paper of this size can be set
SRA3 (320 × 450 mm) *1	Paper of this size can be set	Paper of this size can be set
Ledger*1	Paper of this size can be set	Paper of this size can be set
Letter	Paper of this size can be set	Paper of this size can be set
Legal	Paper of this size can be set	Paper of this size can be set
Statement	Paper of this size can be set	Paper of this size can be set
Executive (7-1/4 × 10-1/2")	Paper of this size can be set	Paper of this size can be set
12×18" (304.8 × 457 mm) *1	Paper of this size can be set	Paper of this size can be set
Oficio II	Paper of this size can be set	Paper of this size can be set
Folio (210 × 330 mm)	Paper of this size can be set	Paper of this size can be set
8K (273 × 394 mm) *1	Paper of this size can be set	Paper of this size can be set
16K (273 × 197 mm)	Paper of this size can be set	Paper of this size can be set
ISO B5 (176 × 250 mm)	Paper of this size can be set	Paper of this size can be set
Envelope #10 (4-1/8 × 9-1/2")	Paper of this size can be set	Paper of this size can be set
Envelope #9 (3-7/8 × 8-7/8")	Paper of this size can be set	Paper of this size can be set
Envelope #6 3/4 (3-5/8 × 6-1/2")	Paper of this size can be set	Paper of this size can be set
Envelope Monarch (3-7/8 × 7-1/2")	Paper of this size can be set	Paper of this size can be set
Envelope DL (110 × 220 mm)	Paper of this size can be set	Paper of this size can be set
Envelope C5 (162 × 229 mm)	Paper of this size can be set	Paper of this size can be set
Envelope C4 (229 × 324 mm) *1	Paper of this size can be set	Paper of this size can be set
Hagaki (Cardstock) (100 × 148 mm)	Paper of this size can be set	Paper of this size can be set
Oufuku hagaki (Return postcard) (148 × 200 mm)	Paper of this size can be set	Paper of this size can be set
Kakugata 2 (240 × 332 mm)*1	Paper of this size can be set	Paper of this size can be set
Youkei 4 (105 × 235 mm)	Paper of this size can be set	Paper of this size can be set
Youkei 2 (114 × 162 mm)	Paper of this size can be set	Paper of this size can be set
Younaga 3 (235 × 120 mm)	Paper of this size cannot be set	Paper of this size can be set
Nagagata 3 (120 × 235 mm)	Paper of this size can be set	Paper of this size can be set
Nagagata 4 (90 × 205 mm)	Paper of this size cannot be set	Paper of this size can be set
Custom	Cassette 1: 98 × 148 to 297 × 356 mm Cassette 2 to 4: 98 × 148 to 320 × 457 mm*2 Multipurpose Tray: 98 × 148 to 320 × 457 mm	

*1 This paper cannot be used in cassette 1.

*2 The Paper Feeder (500-sheets×2) can only be used for cassettes 3 and 4.

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- Thick paper
- Labels
- Coated
- High-quality paper
- Index tab dividers (136 to 256 g/m^2)

When using these paper and media, choose those that are designed specifically for copiers or page printers (such as laser printers). Use the multipurpose tray for transparencies, cardstocks, labels, coated paper and index tab dividers.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multipurpose tray for special paper.

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the multipurpose tray for transparencies and load transparencies with the long side facing the machine.

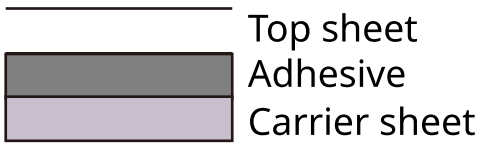
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Label

Be sure to feed labels from the multipurpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

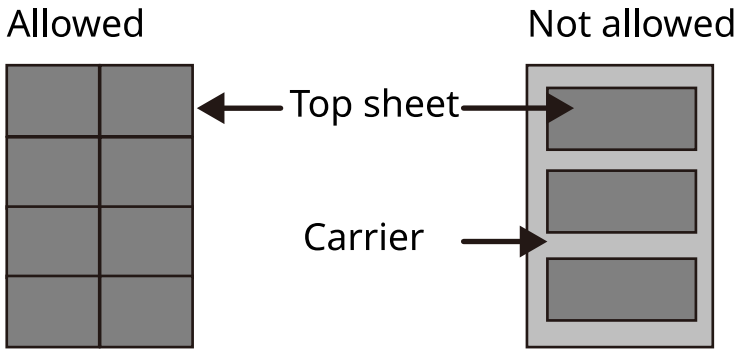
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

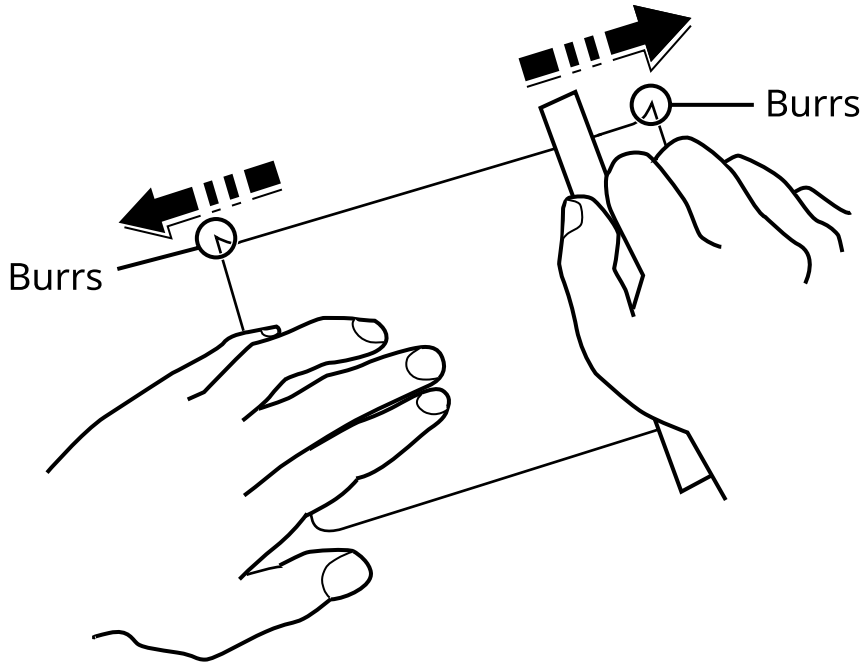
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	44 to 74 g/m^2
Basis weight (overall paper weight)	104 to 151 g/m^2
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6% (composite)

Hagaki (Cardstock)



Before loading Hagaki (Cardstock) into the multipurpose tray, fan them and align the edges. If the Hagaki (Cardstock) paper is curled, straighten it before loading. Printing onto curled Hagaki (Cardstock) may cause jams.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). Some Hagaki (Cardstock) may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki (Cardstock) on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Envelopes should be fed from the MP tray with the print-side down or the cassette and the optional paper feeder with the print-side up.

NOTE

Do not load paper above the load limits located on the paper width guide of the cassette and the optional paper feeder.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- If paper jams occur, load fewer envelopes at once.

Thick Paper

Before loading thick paper, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki (Cardstock) by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

NOTE

If the paper is not supplied correctly even after it is smoothed, load the paper with the leading edge raised a few millimeters.

Colored Paper

Colored paper must conform to the specifications.

➡ Basic Paper Specifications (page 759)

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications.

➡ Basic Paper Specifications (page 759)

The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications; however, its whiteness may be considered separately.

➡ Basic Paper Specifications (page 759)

NOTE

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

Coated Paper

Coated paper is created by treating the surface of the base paper with a coating that provides higher printing quality than plain paper. Coated paper is used for particularly high quality printing.

The surface of high-quality or medium-quality paper is coated with special agents that improve ink adhesion by making the paper surface smoother. These agents are used either to coat both sides of the paper or just one side. The coated side appears slightly glossy.

IMPORTANT

When printing on coated paper in very humid environments, ensure that the paper is kept dry as moisture may cause sheets to stick together when they are fed into the machine. If printing in very humid environments, set coated paper for one sheet each.

Specifications

IMPORTANT

Specifications are subject to change without notice.

Machine

Item		Description
Type		Desktop
Printing Method		Electrophotography by semiconductor laser
Paper Weight	Cassette	52 to 300 g/m^2
	Multipurpose Tray	52 to 300 g/m^2
Paper Type	Cassette	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8 (Duplex: Same as Simplex)
	Multipurpose Tray	Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Coated, Index Tab Dividers, Custom 1 to 8
Paper Size	Cassette 1	A4, A5, A6, B5, B6, 216×340 mm, Letter, Legal, Statement, Executive, Oficio II, Folio, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Nagagata 3, Custom (98 × 148 mm to 297 × 356 mm)
	Cassette 2	A3, A4, A5, A6, B4, B5, B6, 216×340 mm, SRA3, Ledger, Letter, Legal, Statement, Executive, 12×18", Oficio II, Folio, 8K, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Custom (98 × 148 mm to 320 × 457 mm)
	Multipurpose Tray	A3, A4, A5, A6, B4, B5, B6, 216×340 mm, SRA3, Ledger, Letter, Legal, Statement, Executive, 12×18", Oficio II, Folio, 8K, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Custom (98 × 148 mm to 320 × 457 mm) Banner sheet (210 × 488.1 to 304.8 × 1,220 mm/8.26" × 19.22" to 12" × 48.03")
Printable Area		Print margin for top, bottom and both sides is 4 mm or less

Item		Description
Warm-up Time (23°C/ 73.4°F, 60%)	Power on	17 seconds or less
	Low Power	14.4 seconds or less
	Sleep	14.4 seconds or less
Paper Capacity	Cassette	500 sheets (80 g/m^2)*1
	Multipurpose Tray	150 sheets (A4/Letter or smaller) (80 g/m^2), 50 sheets (larger than A4/Letter) (80 g/m^2) 1 sheet (Banner sheet (210 × 488.1 to 304.8 × 1,220 mm/8.26" × 19.22" to 12" × 48.03")) (136 to 163 g/m^2)
Output Tray Capacity	Inner tray	500 sheets (80 g/m^2)
Image Write System		Semiconductor laser and electrophotography
Memory		4.0 GB
Large Capacity Storage		SSD 128 GB
Interface	Standard	USB Interface Connector: 1 (Super-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4,IPSec), 802.3a supported) USB Port: 4 (Hi-Speed USB)
	Option	eKUIO: 2*2 Wireless LAN: 1
Operating Environment	Temperature	10 to 32.5°C/50 to 90.5°F
	Humidity	10 to 80%
	Altitude	3,500 m/11,482 ft maximum
	Brightness	1,500 lux maximum
Dimension (W × D × H)		23.71 " × 26.19" × 31.11" 602 × 665 × 790 mm
Space Required (W × D) (Using multipurpose tray)		36.23" × 26.19" 920 × 665 mm
Power Source		P-7041DN: 230 V Specification Model: 220 to 240 V ~ 50/60 Hz 7.2 A
The power consumption of the product in networked standby (If all network ports are connected.)		The information is available at the website below. https://www.triumph-adler.com/ta-en-de/environmenthttps://www.utax.com/en-de/partners-service/environment
Options		➡ Optional Equipment (page 748)

*1 Up to upper limit height line in the cassette.

Printer Functions

Printing Speed

Item	Paper Size	Black and White Printing
TASKalfa MZ7001i	12×18"/SRA3	35 sheets/min
TASKalfa MZ6001i	12×18"/SRA3	30 sheets/min
TASKalfa MZ5001i	12×18"/SRA3	25 sheets/min

Other than the above size, specifications are the same as those of Copy Speed.

Item	Description
First Print Time (A4, feed from Cassette)	TASKalfa MZ7001i 3.8 seconds or less TASKalfa MZ6001i 3.8 seconds or less TASKalfa MZ5001i 4.3 seconds or less
Resolution	4800 dpi equivalent × 1200 dpi
Operating System	Windows 10, Windows 11, Windows Server 2016, Windows Server 2019, Mac OS 10.9 or later
Interface	USB Interface Connector: 1 (Super-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPSec), 802.3a supported) Optional Interface (Option): 2 (For IB-51/IB-53/IB-54/IB-55 mounting) Wireless LAN (Option): 1 (For IB-37/38 mounting)
Page Description Language	PRESCRIBE
Emulations	PCL6 (PCL-XL, PCL-5e), KPDL3 (PostScript3 compatible), PDF, XPS, OpenXPS

Paper Feeder (500-sheet×2)

Item	Description
Paper Supply Method	Friction roller feeder No. Sheets: 500, 80 g/m^2, 2 cassettes
Paper Size	A3, A4, A5, A6, B4, B5, B6, 216×340 mm, SRA3, Ledger, Letter, Legal, Statement, Executive, 12×18", Oficio II, Folio, 8K, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Custom (98 × 148 mm to 320 × 457 mm)
Supported Paper	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	23.63" × 26.19" × 12.73" 600 × 665 × 323.2 mm
Weight	Approx. 50.8 lbs. / Approx. 23 kg

Large Capacity Feeder (1,500-sheet×2)

Item	Description
Paper Supply Method	Friction roller feeder No. Sheets: 1,500, 80 g/m^2, 2 cassettes
Paper Size	A4,B5, Letter
Supported Paper	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	23.63" × 26.19" × 12.73" 600 × 665 × 323.2 mm
Weight	Approx. 66.2 lbs. / Approx. 30 kg

Side Feeder (3,000-sheet)

Item	Description
Paper Supply Method	Feed & reverse roller method No. Sheets: 3,000, 80 g/m^2
Paper Size	A4,B5, Letter
Supported Paper	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	13.82" × 23.04" × 18.47" 351 × 585 × 469 mm
Weight	Approx. 58.5 lbs. / Approx. 26.5 kg

1,000-sheet Finisher

Item		Description	
Number of Trays		1 tray	
Paper Size (80 g/m^2)	Finisher tray (Non-stapling)	A3, A5-R, B4, B5-R, B6-R, 216×340 mm, SRA3, Ledger, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R: 500 sheets A4-R, A4, B5, Letter-R, Letter, 16K: 1,000 sheets	
Supported Paper Weight		Stapling: 90 g/m^2 or less	
Stapling	Number of Sheets	A3, B4, B5-R, 216×340 mm, Ledger, Legal, 12×18", Oficio II, 16K-R, 8K	30 sheets (52 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
		A4-R, A4, B5, Letter-R, Letter, 16K	50 sheets (52 to 90 g/m^2) 40 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
	Media types	Plain, Recycled, Prepunched, Preprinted, Bond, Letterhead, Color, Coated, Thick, High Quality, Custom 1 to 8	
Dimensions (W × D × H)		21.58" × 24.36" × 41.34" 548 × 618.5 × 1,050 mm	
Weight		Approx. 66.2 lbs. or less / Approx. 30 kg or less	
Space Required (W × D) (When pulling the tray)		26.23" × 24.36" 666 × 618.5 mm	

4,000-sheet Finisher

Item		Description	
Number of Trays		2 trays	
Paper Size (80 g/m^2)	Tray A (Non-Stapling)	A3, B4, B5-R, 216×340 mm, SRA3, Ledger, Legal, Executive, 12×18", Oficio II, Folio, 8K: 1,500 sheets A4-R, A4, B5, Letter-R, Letter, 16K-R, 16K: 4,000 sheets A5-R, B6-R, Statement-R: 500 sheets	
	Tray B	A3, A4-R, A4, A5-R, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope C4, Cardstock, Oufuku hagaki (Return postcard), Youkei 4, Youkei 2: 200 sheets	
Supported Paper Weight		Stapling: 90 g/m^2 or less	
Stapling	Maximum Number	A3, B4, 216×340 mm, Ledger, Legal, 12×18", Oficio II, 8K	30 sheets (52 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
		A4-R, A4, B5-R, B5, Letter-R, Letter, 16K-R, 16K	65 sheets (52 to 90 g/m^2) 55 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
	Media types	Plain, Preprinted, Bond, Recycled, Letterhead, Color, Prepunched, Thick, Coated, High Quality, Custom 1 to 8	
Dimensions (W × D × H)		23.91" × 26.32" × 41.79" 607.2 × 668.5 × 1,061.3 mm	
Weight		Approx. 88.2 lbs. or less / Approx. 40 kg or less	
Space Required (W × D) (When pulling the tray)		28.55" × 26.32" 725 × 668.5 mm	

100-sheet Staple Finisher

Item		Description	
Number of Trays		2 trays	
Paper Size (80 g/m^2)	Tray A (Non-Stapling)	A3, B4, B5-R, 216×340 mm, SRA3, Ledger, Legal, Executive, 12×18", Oficio II, Folio, 8K: Height 227 mm (Equivalent to 1,500 sheets) A4-R, A4, B5, Letter-R, Letter, 16K-R, 16K: Height 512 mm (Equivalent to 4,000 sheets) A5-R, B6-R, Statement-R: Height 91 mm (Equivalent to 500 sheets)	
	Tray B	A3, A4-R, A4, A5-R, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4: Height 45 mm (Equivalent to 200 sheets)	
Supported Paper Weight		Stapling: 90 g/m^2 or less	
Stapling	Maximum Number	A3, B4, 216×340 mm, Ledger, Legal, 12×18", Oficio II, 8K	50 sheets (52 to 90 g/m^2) 35 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
		A4-R, A4, B5-R, B5, Letter-R, Letter, 16K-R, 16K	100 sheets (52 to 90 g/m^2) 70 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
	Media types	Plain, Preprinted, Bond, Recycled, Letterhead, Color, Prepunched, Thick, Coated, High Quality, Custom 1 to 8	
Dimensions (W × D × H) (When storing the tray)		29.55" × 27.03" × 43.68" 750.5 × 686.4 × 1109.5 mm	
Weight		Approx. 125.7 lbs. or less / Approx. 57 kg	
Space Required (W × D) (When pulling the tray)		34.16" × 27.03" 867.6 × 686.4 mm	

Punch Unit (For 1,000-sheet/4,000-sheet/100-sheet Staple Finisher)

Item			Description
Paper Size	Inch	2 Hole	A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Statement-R, 12×18", Folio, 8K, 16K, 16K-R
		3 Hole	A3, A4, Letter, Ledger, 12×18", 8K, 16K
	cm	2 Hole	A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Statement-R, 12×18", Folio, 8K, 16K, 16K-R
		4 Hole	A3, A4, Letter, Ledger, 12×18", 8K, 16K
Paper Weight			45 - 300 g/m^2
Media types			Plain, Rough, Preprinted, Bond, Recycled, Letterhead, Color, Thick, Coated, High Quality, Custom 1 to 8

Mailbox (For 4,000-sheet Finisher)

Item	Description
Number of Trays	7 trays
Paper Size (80 g/m^2)	A3, B4, Ledger, Legal, 8K: 50 sheets A4-R, A4, A5-R, B5-R, B5, 216×340 mm, Letter-R, Letter, Statement-R, Executive, Oficio II, Folio, 16K-R, 16K: 100 sheets
Dimensions (W × D × H)	20.08" × 15.75" × 18.51" 510 × 400 × 470 mm
Weight	Approx. 22.1 lbs. / Approx. 10 kg

Folding Unit (For 4,000-sheet Finisher)

Item	Description	
Sizes	Bi-Fold	A3, B4, A4-R, Ledger, Legal, Letter-R, Oficio II, 8K
	Saddle Stitch	A3, B4, A4-R, Ledger, Letter-R, Legal, Oficio II, 8K
	Tri-Fold	A4-R, Letter-R
Number of Sheets	Bi-Fold	5 sheets (60 to 90 g/m^2) 3 sheets (91 to 120 g/m^2) 1 sheet (121 to 256 g/m^2)
	Saddle Stitch	20 sheets (60 to 90 g/m^2) 13 sheets (91 to 105 g/m^2) 1 cover sheet only (106 g/m^2 or heavier)
	Tri-Fold	5 sheets (60 to 90 g/m^2) 3 sheets (91 to 120 g/m^2)
Maximum Number for Storage (80 g/m^2)	Bi-Fold	5 sheets or less per set: 30 sets
	Saddle Stitch	5 sheets or less per set: 30 sets 6 to 10 sheets per set: 20 sets 11 to 20 sheets per set: 10 sets
	Tri-Fold	1 sheet per set: 30 sets 2 to 5 sheets per set: 5 sets
Media types	Bi-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Saddle Stitch	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Tri-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Coated, High Quality, Custom 1 to 8

Folding Unit (For 100-sheet Staple Finisher)

Item	Description	
Sizes	Bi-Fold	A3, B4, A4-R, SRA3, Ledger, Legal, Letter-R, Oficio II, 8K, 12×18"
	Saddle Stitch	A3, B4, A4-R, SRA3, Ledger, Letter-R, Legal, Oficio II, 8K, 12×18"
	Tri-Fold	A4-R, Letter-R
Number of Sheets	Bi-Fold	5 sheets (52 to 90 g/m^2) 3 sheets (91 to 105 g/m^2) 1 sheet (106 to 256 g/m^2)
	Saddle Stitch	20 sheets (52 to 90 g/m^2) 13 sheets (91 to 105 g/m^2) 1 cover sheet only (106 g/m^2 or heavier)
	Tri-Fold	5 sheets (52 to 90 g/m^2) 3 sheets (91 to 105 g/m^2)
Maximum Number for Storage (80 g/m^2)	Bi-Fold	5 sheets or less per set: 20 sets
	Saddle Stitch	5 sheets or less per set: 20 sets 6 to 10 sheets per set: 10 sets 11 to 20 sheets per set: 10 sets
	Tri-Fold	1 sheet per set: 50 sets 2 to 5 sheets per set: 25 sets
Media types	Bi-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Saddle Stitch	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Tri-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Coated, High Quality, Custom 1 to 8

Job Separator Tray

Item	Description
Number of Trays	1 tray
Maximum Sheets	100 Sheets (80 g/m^2)
Paper Size	A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Youkei 4, Youkei 2, Custom (98 × 148 to 304.8 × 1,220 mm)
Paper Type	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	18.78" × 16.52" × 2.52" 477 × 419.6 × 64 mm
Weight	Approx. 1.6 lbs. / Approx. 0.7 kg

Inner Shift Tray

Item	Description
Number of Trays	1 tray
Maximum Sheets	250 Sheets (80 g/m^2)
Paper Size	A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3,Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Nagagata 4, Younaga 3, Custom (98 × 148 to 320 × 1,220 mm)
Paper Type	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	17.33" × 15.75" × 5.24" 440 × 400 × 133 mm
Weight	Approx. 3.97 lbs. / Approx. 1.8 kg

Banner Tray

Item	Description
Max. number of sheets	10 sheets (Multipurpose tray)
Paper length	210 to 304.8 mm (8.26" to 12")
Paper width	Max. 1,220.0 mm (48.03")
Paper Type	Paper weight: 136 to 163 g/m^2 Paper type: Heavy 2
Dimensions (W × D × H)	15.78" × 15.67" × 7.63" 400.6 × 397.8 × 193.6 mm
Weight	Approx. 1.2 lbs. / Approx. 0.5 kg

Inserter Tray

Item	Description
Number of Trays	2 tray
Paper Size	A3, A4-R, A4, A5-R, A6-R, B4, B5-R, B5, SRA3, Ledger, Letter-R, Letter, Legal, Statement, 12×18", Executive, Oficio II, 8K, 16K, 16K-R, ISO B5, Custom 1~4 (148 × 210 ~ 320 × 457 mm)
Paper Type	Plain, Thin, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1-8
Dimensions (W × D × H)	27.69" × 24.22" × 52.43" 703.2 × 615 × 1331.7 mm
Weight	Approx. 68.4 lbs. / Approx. 31 kg

Z Fold Unit

Item	Description	
Sizes	Engineering Fold (Half Z-Fold)	A3, B4, A4R, 11×17, 8.5×14, 8.5×11R, 8K
	Bi-Fold	A3, B4, A4, A4R, B5R, 11×17, 8.5×14, 8.5×11, 8.5×11R, 8K, 12×18, 13×19, SRA3
	Tri-Fold	A3, A4R, 11×17, 8.5×14, 8.5×11R
	Z-Fold	A3, A4R, B4, 11×17, 8.5×14, 8.5×11R
Number of Sheets	Engineering Fold (Half Z-Fold)	1 sheet (106 to 256 g/m^2)
	Bi-Fold	1 sheet (106 to 256 g/m^2)
	Tri-Fold	64~74 g/m2, A4R/8.5×11R: 3 sheets, Others: 1 sheet 75~90 g/m2, A4R/8.5×11R: 2 sheets, Others: 1 sheet 91~105 g/m2: 1 sheets
	Z-Fold	
Paper Weight	Engineering Fold (Half Z-Fold)	64~105 g/m^2
	Bi-Fold	
	Tri-Fold	
	Z-Fold	
Dimensions (W × D × H)	8.23" × 28.75" × 38.59" 209 × 730 × 980 mm	
Weight	Approx. 92.6 lbs. / Approx. 42 kg	

NOTE

Consult your dealer or service representative for recommended paper types.

Backing up your data

If the SSD, HDD, or memory of this machine installed in the machine failed for any reason, the files in the Custom box and various settings saved there will be deleted and cannot be restored. To prevent erasing data, make regular backups as follows.

Backing up your data using NETWORK PRINT MONITOR

Use NETWORK PRINT MONITOR to save the following data registered in this machine to your PC regularly.

- System Settings
- Network Settings
- User List
- Custom Box Settings (Except for the file in the Custom Box)

Backing up your data using Embedded Web Server RX

Use Embedded Web Server RX to save the data saved in the Custom Box to your PC regularly. This subsection describes the procedure for backing up the data in the Custom Box.

1 Display the screen.

1. Launch your Web browser.
2. In the address or location bar, enter the machine's IP address or the host name. Click in the following order to check the machine's IP address and the host name. [Device Information] in the home screen > [Identification/Wired Network]
3. Click the number or name of Custom Box which stores the documents.

2 Download the documents.

1. Select the document data you want to download to your computer. Only one document data can be downloaded at a time.
2. Click [Download] icon. The selected file is shown in "Selected Files".
3. Specify [Color Selection] and [File Format] as necessary.
4. Click [Download].

Backing up your date using USB Drive

You can copy the data saved in the Custom Box to a USB drive. You can save multiple document data at once.

➡ Copying Documents in Custom Box to USB Drive (page 226)

Functions List of Security Quick Setup

The functions configured in each level of Security Quick Setup are as follows. After selecting the security level, configure the security function according to your operating environment.

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
TLS		On	On	On
Serverside Settings*1	TLS Version	TLS1.1, TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3
	Effective Encryption	3DES, AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305
	Hash	SHA1, SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
	IPP Security	Secure Only (IPPS)	Secure Only (IPPS)	Secure Only (IPPS)
	HTTP Security	Secure Only (HTTPS)	Secure Only (HTTPS)	Secure Only (HTTPS)
	Enhanced WSD Security	Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)
	eSCL Security	Not Secure (eSCL over TLS & eSCL)	Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)
Clientside Settings*1	TLS Version	TLS1.1, TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3
	Effective Encryption	3DES, AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305
	Hash	SHA1, SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
IPv4 settings (Wired Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
IPv4 settings (Wireless Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
IPv6 Settings (Wired Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
IPv6 Settings (Wireless Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Other Protocols: HTTP (Client)*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Other Protocols: SOAP*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Other Protocols: LDAP*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Send Protocols: SMTP (E-mail TX)*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
E-mail: POP3 User Settings*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
Print Protocols	NetBEUI	On	Off	Off
	LPD	On	On	Off
	FTP Server (Reception)	On	Off	Off
	IPP	On	Off	Off
	IPP over TLS	On	On	On
	Raw	On	On	Off
	ThinPrint	On	Off	Off
	ThinPrint over TLS	On	Off	Off
	WSD Print	On	Off	Off
	POP3 (E-mail RX)	Off	Off	Off
Other Protocols	SNMPv1/v2c	On	On	Off
	SNMPv3	Off	Off	Off
	HTTP	On	Off	Off
	HTTPS	On	On	On
	Enhanced WSD	On	Off	Off
	Enhanced WSD (TLS)	On	On	On
	LDAP	Off	Off	Off
	LLTD*1	Off	Off	Off
	REST	On	Off	Off
	REST over TLS	On	On	On
	VNC (RFB)	Off	Off	Off
	VNC (RFB) over TLS	Off	Off	Off
	Enhanced VNC (RFB) over TLS	On	Off	Off
TCP/IP: Bonjour Settings	Bonjour	On	On	Off
Network Settings	Wi-Fi Direct Settings	Off	Off	Off
Connectivity	Bluetooth Settings	Off	Off	Off
	NFC	Off	Off	Off

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
Interface Block	USB Host	Unblock	Unblock	Block
	USB Device	Unblock	Unblock	Block
	Optional Interface 1	Unblock	Unblock	Block
	Optional Interface 2	Unblock	Unblock	Block
Energy Saver/Timer	Auto Panel Reset	On	On	On
User Account Lockout Setting	Lockout	Off	Off	On
Job Status/Job Logs Settings	Display Jobs Detail Status	Show All	Show All	Hide All (Display only when Administrator)
	Display Jobs Log	Show All	Show All	Hide All (Display only when Administrator)
History Settings	Login History	Off	On	On
	Device Log History	Off	On	On
	Secure Comm. Error Log	Off	On	On
Protocol Settings: RESTful API Settings	API for Enhanced Services	Off	Off	Off

*1 The setting item which can be set or configured from Embedded Web Server RX.

Glossary

Accessibility

The machine is designed featuring good accessibility even for the elderly and those who are physically challenged or visually impaired. The angle of the touch panel is adjustable.

Apple Talk

AppleTalk offers file sharing and printer sharing and it also enables you to utilize application software that is on another computer on the same AppleTalk network.

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically prints output. However, no output is performed if the last page has no data to be printed.

Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assigned automatically.

Auto Paper Selection

A function to automatically select paper in the same size as originals when printing.

Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or there is no data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Bonjour

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted. If you install Bonjour on Windows XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

Custom Box

The Custom Box function stores print data for each individual user on the printer and allows the user to print single or multiple copies of the stored data later using the printer's operation panel.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on. When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL3 (PostScript 3 compatible).

Enhanced WSD

Proprietary web services.

FTP (File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Help

If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, select [?] (Help) to view a detailed explanation on the touch panel.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

IPP

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers. IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with TLS server and client authentication as well as encryption.

Job Box

The Job Box function stores print data on the printer and allows users to print single or multiple copies of the stored data later using the printer's operation panel.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multipurpose (MP) Tray

The paper supply tray on the front side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki (Cardstock), transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

Outline font

With outline fonts, character outlines are represented with numerical expressions and fonts can be enlarged or reduced in different ways by changing the numeric values of those expressions. Printing remains clear even if you enlarge fonts, since the characters are defined with outlines represented with numerical expressions. You can specify the font size in steps of 0.25 points up to 999.75 points.

PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is downloaded from our website. Install the printer driver on the computer connected to the machine.

RA (Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA).

ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

RAM Disk

Using part of the printer's memory as a virtual disk, you can set any amount of memory from overall printer memory as a RAM disk in order to use features such as electronic sorting (shortening print time).

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address.

A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the "DHCP" setting to "Off".

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

USB (Universal Serial Bus) 2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices. This function replaces what TWAIN used to do. The feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

WPS (Wi-Fi Protected Setup)

WPS is a network security standard created by Wi-Fi Alliance, to make it easy to connect with the wireless devices and set up the Wi-Fi Protected Access. The WPS-supported services can connect to the wireless access points by pushing a button or entering passphrases.

TA Triumph-Adler GmbH
Haus 5, Deelbögenkamp 4c,
22297 Hamburg,
Germany
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1 Please Read First

Preface 2
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Preface

Thank you for purchasing this machine.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance, and take simple troubleshooting measures as needed so that the machine can always be used in the optimum condition.

Please read this Operation Guide before using the machine.

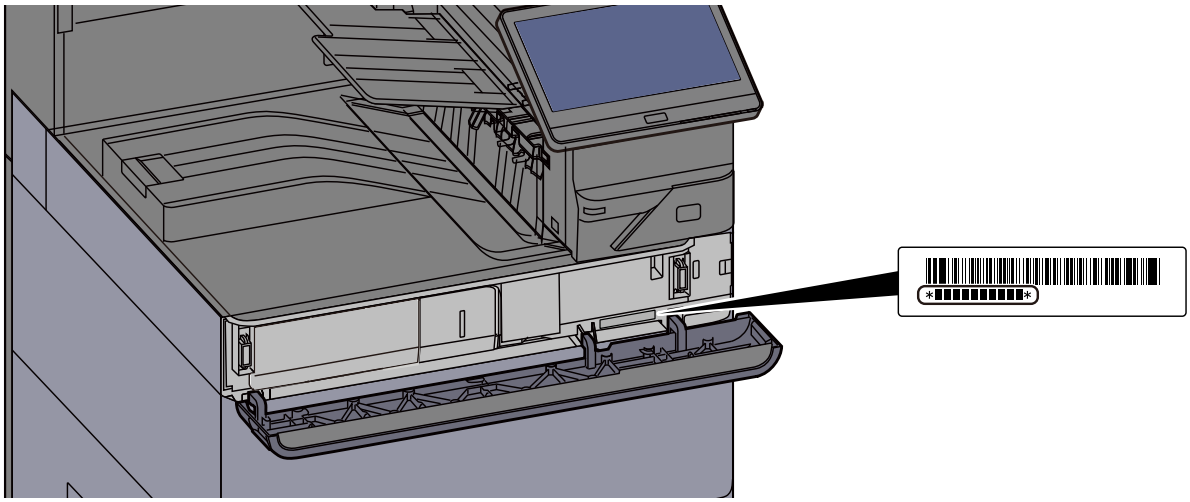
We recommend the use of our genuine toner containers, which have passed rigorous quality control testing, to maintain quality.

The use of non-genuine toner containers may cause failure.

We will not be liable for any damages caused by the use of third party supplies in this machine.

Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.



You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your Service Representative.

Machine Features

The machine is equipped with many useful functions.

➡ Using Various Functions (page 236)

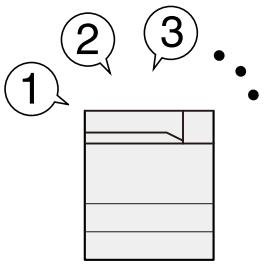
Here are some examples.

Optimize your office workflow

Access to frequently used functions with just one touch (Favorites)

You can preset frequently used functions.

Once you register frequently used settings as favorite, you can call up the settings easily. Using this favorite brings the same results even if operated by another person.



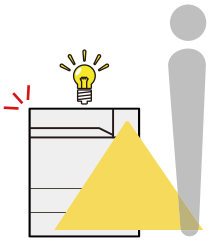
➡ Favorites (page 194)

Recover from low power mode or sleep mode automatically (Motion Sensor)

This model detects that the person is approaching and recover from low power mode or sleep mode automatically.

Reduce waiting time before starting to work.

➡ Motion Sensor (page 77)

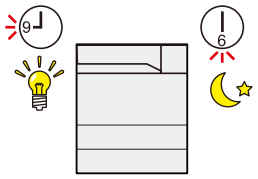


Save energy and cost

Save energy as needed (Energy Saver function)

The machine is equipped with Energy Saver function that automatically switched into Low Power Mode or Sleep Mode. You can set appropriate Energy Saver Recovery Level depending on the operation.

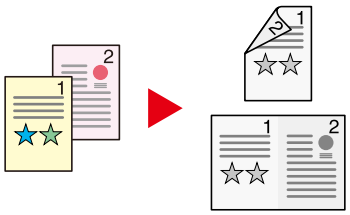
In addition, the machine can automatically be switched into Sleep and recovered at a specified time for each day of the week.



➡ Energy Saver function (page 78)

Reduce paper use (Paper Saving Printing)

You can print originals on both sides of the paper. You can also print multiple originals onto one sheet.



➡ Favorites (page 194)

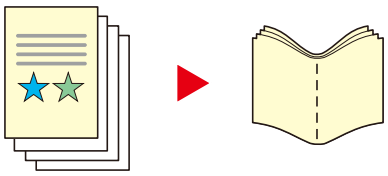
Create attractive documents

Create a booklet (Booklet)

It is useful when preparing handout. You can create a magazine, pamphlet, or other booklet from sheet originals.

Facing-page, two-sided copies of originals can be folded down the center to create a booklet.

The cover page can be printed onto colored paper or heavy paper.



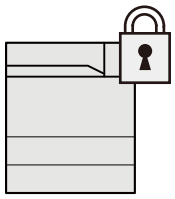
➡ Booklet (page 266)

Strengthen security

Protect data on the hard disk/SSD (Encryption / Overwrite)

You can overwrite the unnecessary data that remains on the hard disk/SSD automatically.

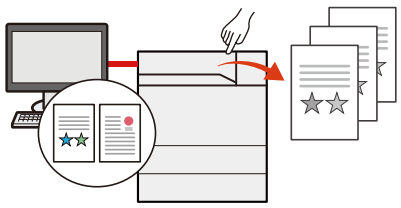
To prevent an external leakage, the machine is able to encrypt data before writing it to the hard disk/SSD.



➡ Data Security (page 401)

Prevent loss of finished documents (Private Print)

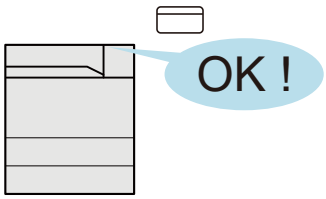
Temporarily saving print jobs in the main unit document box and outputting them when in front of the device can prevent documents from being taken by others.



➡ Printing Data Saved in the Printer (page 169)

Log in by ID card (Card Authentication)

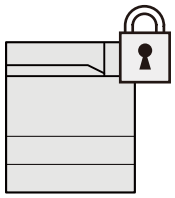
You can log in simply by touching an ID card. You don't need to enter your user name and password.



➡ Overview of Optional Equipment (page 742)

Strengthen security (Settings for Administrator)

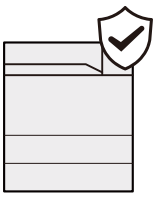
Various functions are available for administrators to strengthen security.



➡ Strengthening the Security (page 103)

Preventing from execution of the unauthorized programs (Allowlisting)

Execution of the unauthorized software or the tampering of the software can be prevented, and possible to maintain the reliability of the system.



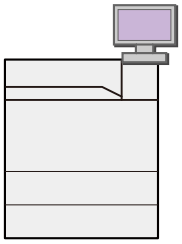
➡ Device Security Settings (page 400)

Use functions more efficiently

Expand functions as necessary (Application)

The functionality of the machine can be expanded by installing applications.

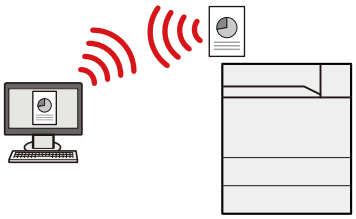
Applications that help you perform your daily more efficiently such as an authentication feature are available.



➡ Application (page 198)

Install the machine without concerning the network cables (Wireless Network)

If there is a wireless LAN environment, it is possible to install the unit without worrying about the network wiring. In addition, Wi-Fi Direct, etc. are supported.



➡ Configuring the Wireless Network (page 68)

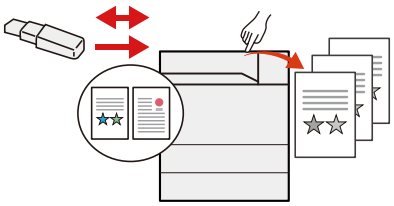
➡ Setting Wi-Fi Direct (page 73)

➡ Configuring NFC (page 76)

Use USB drive (USB Drive)

It is useful when you need to print documents outside your office or you cannot print documents from your PC.

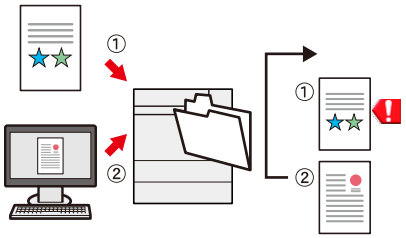
You can print the document from the USB drive by plugging it directly into the machine.



➡ Printing Documents Stored in Removable USB Drive (page 227)

Skip the error job (Job Skip Functions)

When paper empty error occurs at the cassette by specifying the special paper size or type, the machine skips the error job and perform the next job.

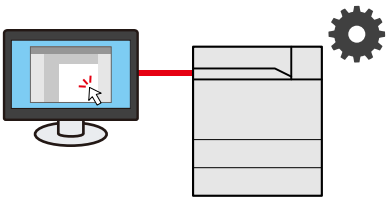


➡ Error Handling (page 333)

Perform remote operation (Embedded Web Server)

You can access to the machine remotely to print or download data.

Administrators can configure the machine behavior or management settings.



➡ Embedded Web Server (page 106)

Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed.

The contents of the guides are subject to change without notice for the purpose of improvement of machine performance.

Printed guides

Start using the machine quickly	**Quick Guide** Explains how to use basic functions of the machine, how to use convenient features, how to perform routine maintenance, and what to do when problems occur.
For safe use of the machine	**Safety Guide** Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine. **Safety Guide (P-7041DN)** Indicates the space required for machine installation, and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine.

Guides (PDF) on our website

Use the machine thoughtfully	**Operation Guide (This Guide)** Explains how to load paper and perform print operations, and indicates default settings and other information.
Use the ID card	**Card Authentication Kit (B) Operation Guide** Explains how to perform authentication using the ID card.
Strengthen security	**Data Encryption/Overwrite Operation Guide** Explains how to introduce and use the Data Encryption/Overwrite Function, and how to overwrite and encrypt data.
Easily register machine information and configure settings	**Embedded Web Server User Guide** Explains how to access the machine from a Web browser on your computer to check and change settings.
Print data from a computer	**Printing System Driver User Guide** Explains how to install the printer driver and use the printer function.
Directly print a PDF file	**Network Tool for Direct Printing Operation Guide** Explains how to print PDF files without launching Adobe Acrobat or Reader.
Monitor the machine and printers on the network	**NETWORK PRINT MONITOR User Guide** Explains how to monitor your network printing system (the machine) with NETWORK PRINT MONITOR.

Print without using the printer driver	**PRESCRIBE Commands Command Reference** Describes the native printer language (PRESCRIBE commands). **PRESCRIBE Commands Technical Reference** Describes the PRESCRIBE command functions and control for each type of emulation.
Adjust the print position	**Maintenance Menu User Guide** Maintenance Menu provides the explanation on how to configure the print, and other settings.

Install the following versions of Adobe Reader to view the manuals. Version 8.0 or later

About the Operation Guide (this Guide)

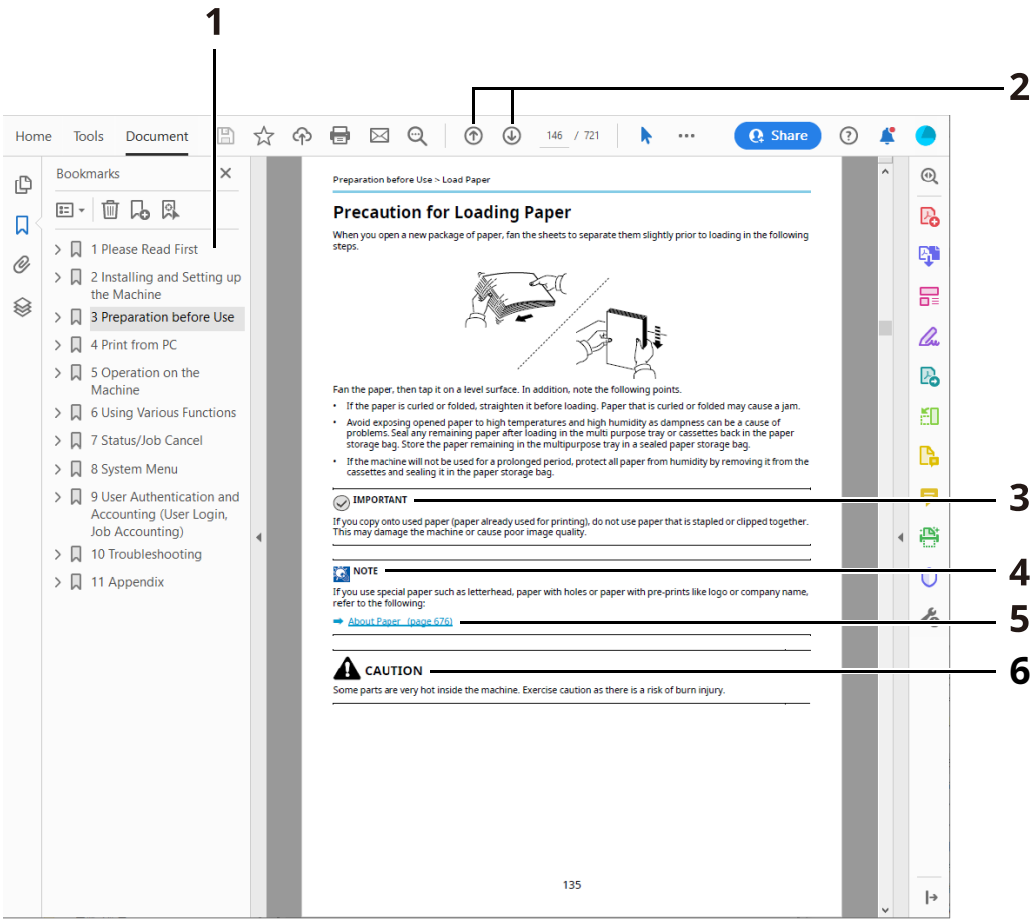
Structure of the guide

The Operation Guide contains the following chapters.

Chapter	Contents
Please Read First	Provides precautions regarding use of the machine and trademark information.
Installing and Setting up the Machine	Explains part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine.
Preparation before Use	Explains preparations and settings that are required in order to use the machine, such as how to load paper.
Printing from PC	Explains functions that are available when the machine is used as a printer.
Operation on the Machine	Explains the basic procedures for using the machine, such as using document boxes.
Using Various Functions	Explains convenient functions that are available on the machine.
Status/Job Cancel	Explains how to check the status of a job and the job history, and how to cancel jobs being printed or waiting to print. Also explains how to check paper and toner levels, how to check the device status.
Setup and Registration (System Menu)	Explains System Menu and how it relates to the operation of the machine.
User Authentication and Accounting (User Login, Job Accounting)	Explains user login and job accounting.
Troubleshooting	Explains what to do when toner runs out, an error is displayed, or a paper jam or other problem occurs.
Appendix	Describes convenient options that are available for the machine. Provides information on media types and paper sizes, and gives a glossary of terms. Explains how to enter characters, and lists the specifications of the machine.

Conventions Used in This Guide

Adobe Reader XI is used as an example in the explanations below.



1 Click an item in the Table of Contents to jump to the corresponding page.

2 Click to move from the current page to the previously displayed page. This is convenient when you want to return to the page from which you jumped to the current page.

3 Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

4 Indicates supplemental explanations and reference information for operations.

5 Click the underlined text to jump to the corresponding page.

6 Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

NOTE

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

Convention	Description
[Bold]	Indicates keys and buttons.

Convention	Description
"Regular"	Indicates a message or setting.

Conventions used in procedures for operating the machine

In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

Actual procedure

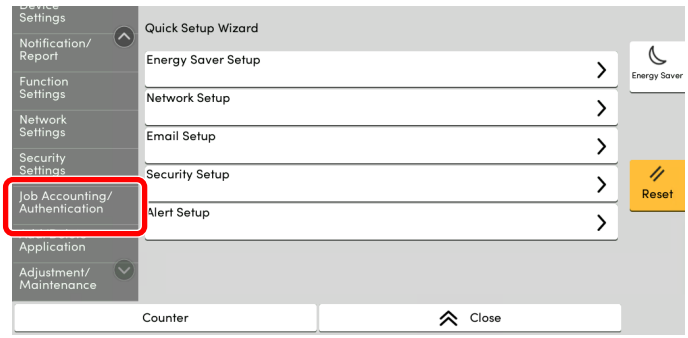
1 Select the [Home] key.
2 Select the [...].
3 Select the [System Menu].
4 Select [Device Settings].
5 Move the screen downwards (i.e. swiping)
6 Select [Sound].

Procedure indicated in this guide

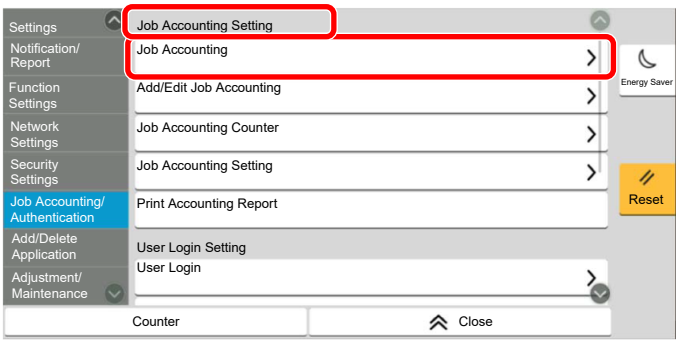
[Home] key > [...] > [System Menu] > [Device Settings] > [Sound]

Actual procedure

1 Select [Job Accounting/Authentication].



2 Select [Job Accounting] of "Job Accounting Setting".



Procedure indicated in this guide

[Job Accounting/Authentication] > "Job Accounting Setting" [Job Accounting]

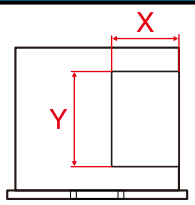
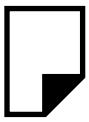
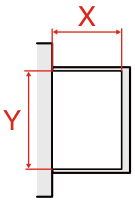
For details on touch panel operation, refer to the following:

➡ Using the Touch Panel (page 49)

Size and Orientation of Paper

Paper sizes such as A4, B5, and Letter can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "R" is added to sizes used in the horizontal orientation. In addition, the following icons are used to indicate paper placement orientations on the touch panel.

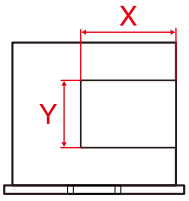
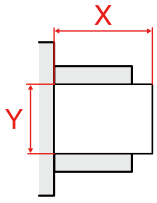
Vertical orientation

Paper	Setting Position (X=Length, Y=Width)	Icons on the touch panel	Indicated size in this Guide*
Cassette			A4, B5, Letter .etc
Multipurpose tray			

* Paper sizes that can be used vary depending on the function and source tray. For details, refer to the following.

➡ Specifications (page 766)

Horizontal orientation (-R)

Paper	Setting Position (X=Length, Y=Width)	Icons on the touch panel	Indicated size in this Guide*
Cassette			A4-R, B5-R, Letter-R .etc
Multipurpose tray			

* Paper sizes that can be used vary depending on the function and source tray. For details, refer to the following.

➡ Specifications (page 766)

Notice

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING:

Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION:

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



[General warning]



[Warning of high temperature]

The



symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



[Warning of prohibited action]



[Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



[Alert of required action]



[Remove the power plug from the outlet]



[Always connect the machine to an outlet with a ground connection]

Environment

The service environmental conditions are as follows:

Temperature	50 to 90.5 °F (10 to 32.5 °C) (But humidity should be 70% or less when temperature is 90.5 °F (32.5 °C).)
Humidity	10 to 80% (But temperature should be 86 °F (30 °C) or less when humidity is 80%.)

Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During printing, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of prints, the smell may become unpleasant. To maintain the appropriate environment for print work, it is suggested that the room be properly ventilated.

Precautions for Use

Cautions when handling consumables

CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Keep parts which contain toner out of the reach of children.

If toner happens to spill from parts which contain toner, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy parts which contain toner.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40 °C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multipurpose (MP) Tray, return it to its original package and reseal it.

Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC/EN 60825-1:2014.

Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.



Regarding CLASS 1 laser products, information is provided on the rating label.



Compliance and Conformity

Hereby, TA Triumph-Adler GmbH declares that the radio equipment type P-7041DN are in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

Module name, Option	Software Ver.	Frequency band in which the radio equipment operates:	Maximum radio-frequency power transmitted in the frequency band in which the radio equipment operates:
IB-54 (option)	N/A	2.4GHz	100mW
		5GHz	50mW - 100mW
IB-55 (option)	N/A	2.4GHz	100mW
IB-37 (option)	1.0	2.4GHz	100mW
		5GHz	50mW - 100mW
IB-38 (option)	1.0	2.4GHz	100mW
Transmitter Module(SRD)	2024.04	13.56MHz	0.2nW

EN ISO 7779

Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

EK1-ITB 2000

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Wireless Connection (Mexico only)

The operation of this equipment is subject to the following two conditions:

(1) it is possible that this equipment or device may not cause harmful interference, and (2) this equipment or device must accept any interference, including interference that may cause undesired operation.

La operación de este equipo está sujeta a las siguientes dos condiciones:

(1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

Security Precautions when Using Wireless LAN (If equipped)

Wireless LAN allows information to be exchanged between wireless access points instead of using a network cable, which offers the advantage that a WLAN connection can be established freely within an area in which radio waves can be transmitted.

On the other hand, the following problems may occur if security settings are not configured, because radio waves can pass through obstacles (including walls) and reach everywhere within a certain area.

Secretly Viewing Communication Contents

A third person with malicious objectives may intentionally monitor radio waves and gain unauthorized access to the following communication contents.

- Personal information including ID, passwords, and credit card numbers
- Contents of email messages

Illegal Intrusion

A third party with malicious intent may gain unauthorized access to personal or company networks and conduct the following illegal actions.

- Extracting personal and confidential information (information leak)
- Entering into communication while impersonating a specific person and distributing unauthorized information (spoofing)
- Modifying and retransmitting intercepted communications (falsification)
- Transmitting computer viruses and destroying data and systems (destruction)

Wireless LAN cards and wireless access points contain built-in security mechanisms to address these problems and to reduce the possibility of these problems occurring by configuring the security settings of wireless LAN products when the product is used.

We recommend that customers take responsibility and use their judgment when configuring the security settings and that they ensure that they fully understand the problems that can occur when the product is used without configuring the security settings.

See the booklet 'Instructions for Setting Security on Our Products' for important security tips.

Limited Use of This Product (If equipped)

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Energy Saving Control Function

The device comes equipped with a Low Power Mode where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a Sleep where printer functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time.

➡ Low Power Mode (page 78)

➡ Sleep (page 79)

➡ Power Off Timer (models for Europe) (page 85)

Automatic 2-Sided Print Function

This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

➡ Duplex (page 268)

Printing in duplex mode reduces paper consumption and contributes to the conservation of forest resources. Duplex mode also reduces the amount of paper that must be purchased, and thereby reduces cost. It is recommended that machines capable of duplex printing be set to use duplex mode by default.

Resource Saving - Paper

For the preservation and sustainable use of forest resources, it is recommended that recycled as well as virgin paper certified under environmental stewardship initiatives or carrying recognised ecolabels, which meet EN 12281:2002* or an equivalent quality standard, be used.

This machine also supports printing on 64 g/m^2 paper. Using such paper containing less raw materials can lead to further saving of forest resources.

* : EN12281:2002 "Printing and business paper - Requirements for copy paper for dry toner imaging processes"

Your sales or service representative can provide information about recommended paper types.

Environmental benefits of "Power Management"

To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.

Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

Energy Star Program (for USA, Canada Only)

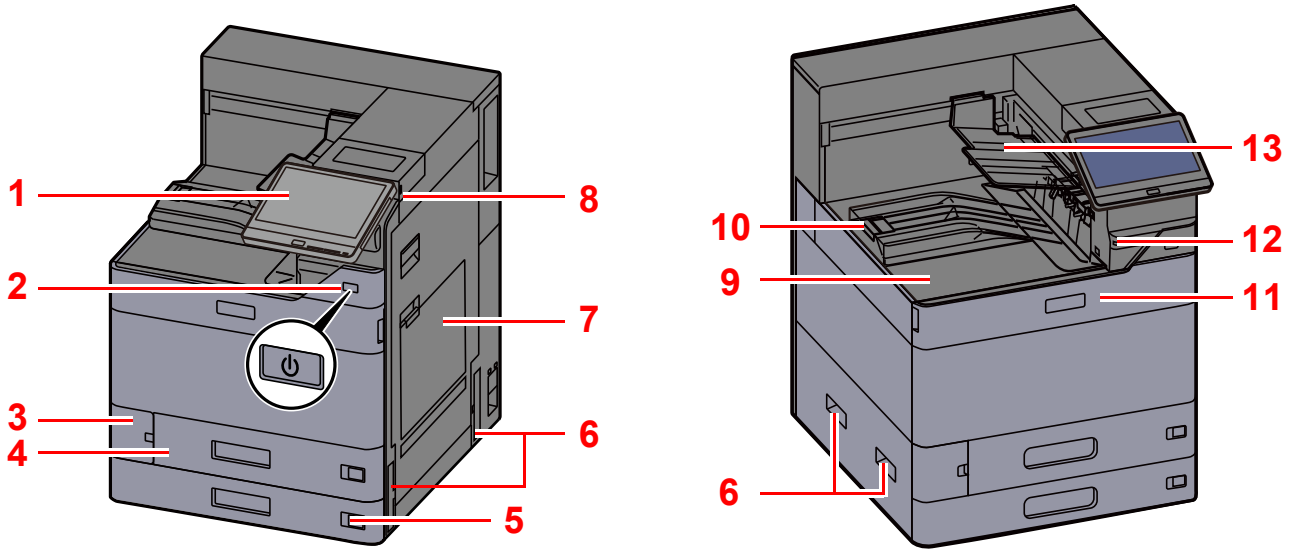
We participate in the ENERGY STAR® Program. We provide the products complied with ENERGY STAR® to the market.

ENERGY STAR® is an energy efficiency program with the goal of developing and promoting the use of products with high energy efficiency in order to help prevent global warming. By purchasing the products complied with ENERGY STAR® , customers can help reduce emissions of greenhouse gases during product use and cut energy-related costs.

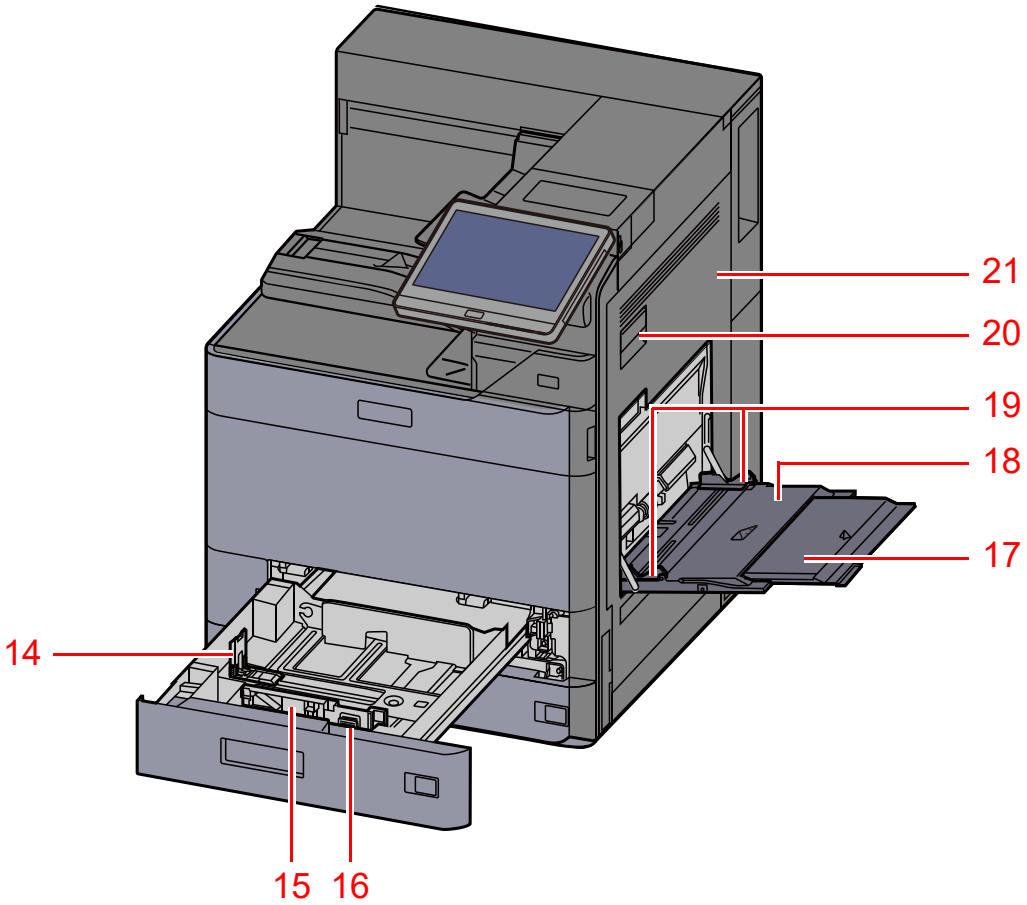
2 Installing and Setting up the Machine

Part Names (Machine Exterior) 34
Part Names (Connectors/Interior) 36
Part Names (With Optional Equipments Attached) 37
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Embedded Web Server 106

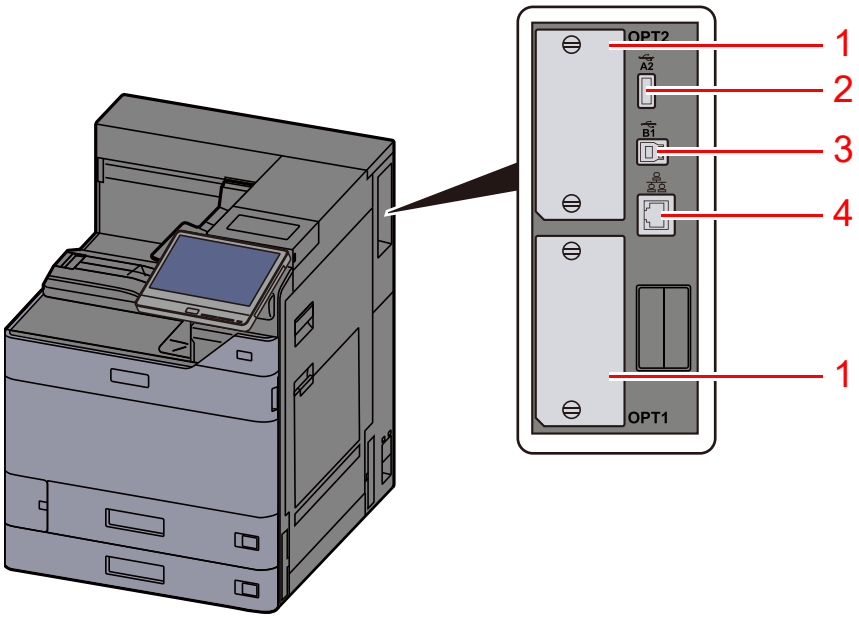
Part Names (Machine Exterior)

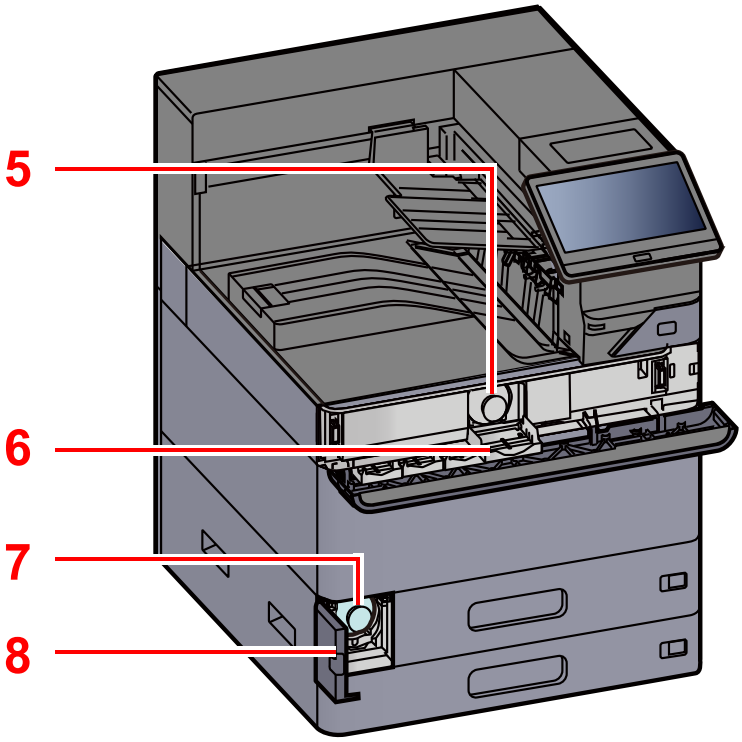


1 Operation Panel
2 Power Switch
3 Waste Toner Box Cover
4 Cassette 1
5 Cassette 2
6 Handles
7 Multipurpose Tray
8 USB Memory Slot
9 Inner Tray
10 Paper Stopper
11 Front Cover
12 Motion Sensor
13 First Printed Side Support
14 Paper Length Guide
15 Paper Width Guide
16 Paper Width Adjusting Tab
17 Support Tray Section of the Multipurpose Tray
18 Multipurpose Tray
19 Paper Width Guide
20 Right Cover 1 Lever
21 Right Cover 1


21
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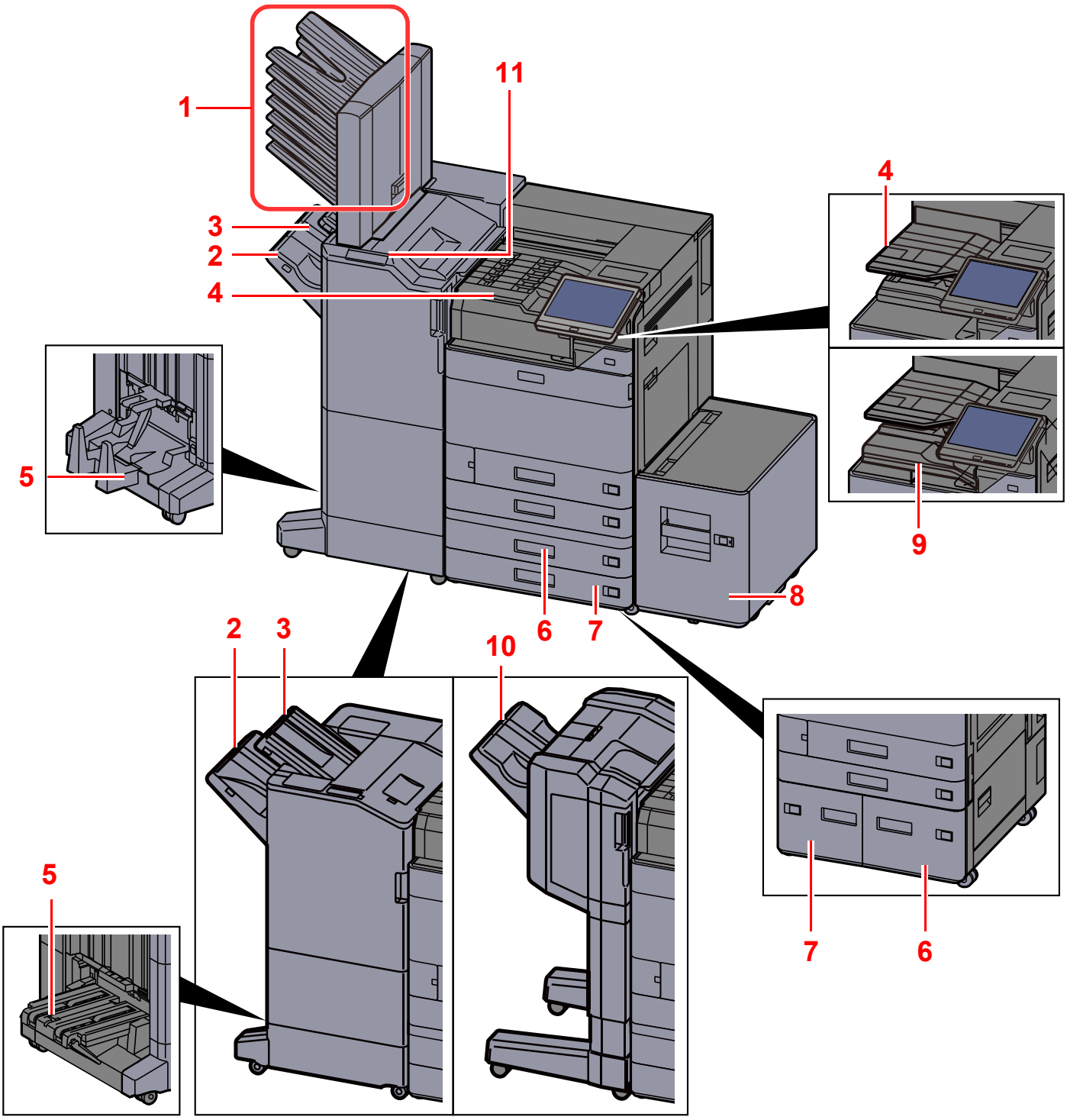
Part Names (Connectors/Interior)





1 Option Interface Slot
2 USB Port
3 USB Interface Connector
4 Network Interface Connector
5 Toner Container (Black)
6 Toner Container Cover
7 Waste Toner Box
8 Waste Toner Box Cover

Part Names (With Optional Equipments Attached)



1 Tray 1 to 7 (tray 1 is the top tray)

2 Tray A

3 Tray B

4 Job Separator Tray

5 Folding Tray

6 Cassette 3

➡ Optional Equipment (page 742)

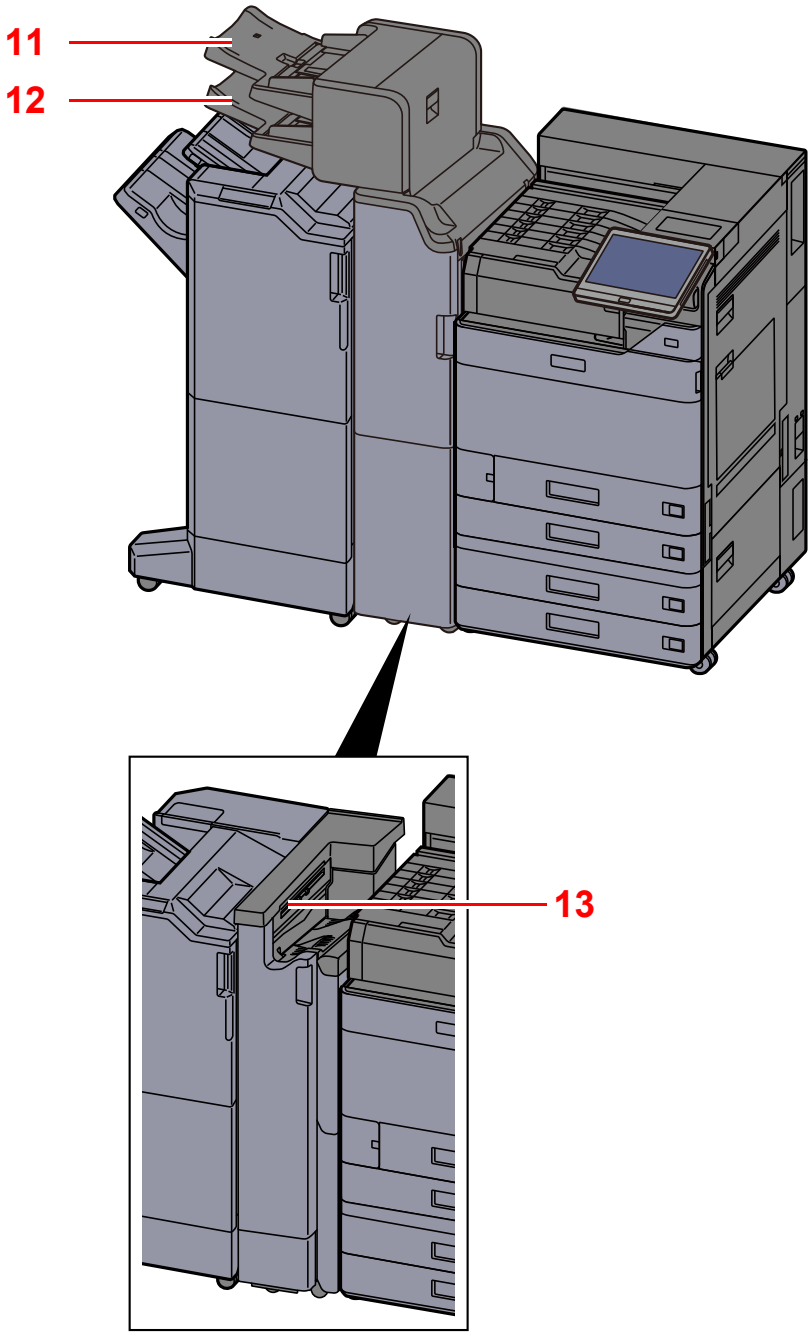
7 Cassette 4

8 Cassette 5

9 Inner Shift Tray

10 Finisher Tray

➡ Manual Staple (page 233)



11 Inserter Tray 1

12 Inserter Tray 2

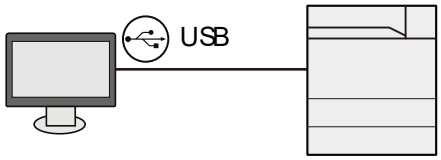
13 Z fold unit Tray

➡ Optional Equipment (page 742)

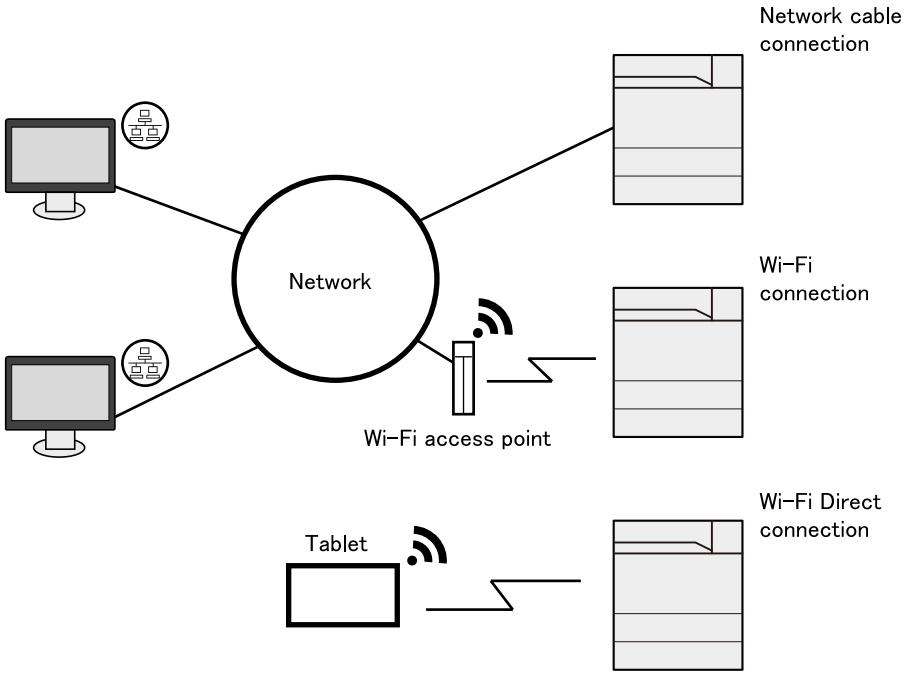
Connecting the Machine and Other Devices

Prepare the cables necessary to suit the environment and purpose of the machine use.

When Connecting the Machine to the PC via USB



When Connecting the Machine to the PC or Tablet by network cable, Wi-Fi, or Wi-Fi direct



NOTE

If you are using wireless LAN, refer to the following.

➡ Configuring the Wireless Network (page 68)

Cables that Can Be Used

Connection Environment	Function	Necessary Cable
Connect a LAN cable to the machine.	Printer	LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T)
Connect a USB cable to the machine.	Printer	USB 3.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m, shielded)

IMPORTANT

Using a cable other than a USB 3.0 compatible cable may cause failure.

Connecting Cables

Connecting LAN Cable

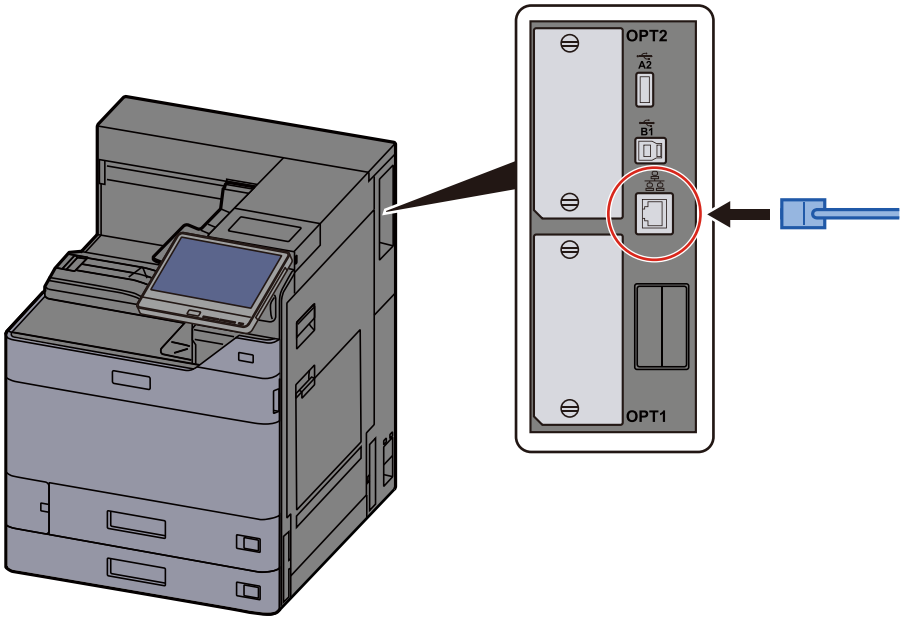
IMPORTANT

Make sure that the power to the machine is turned off.

➡ Power Off (page 45)

1 Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector.



2 Connect the other end of the cable to the hub or the PC.

2 Power on the machine and configure the network.

➡ Network Setup (page 66)

Connecting USB Cable

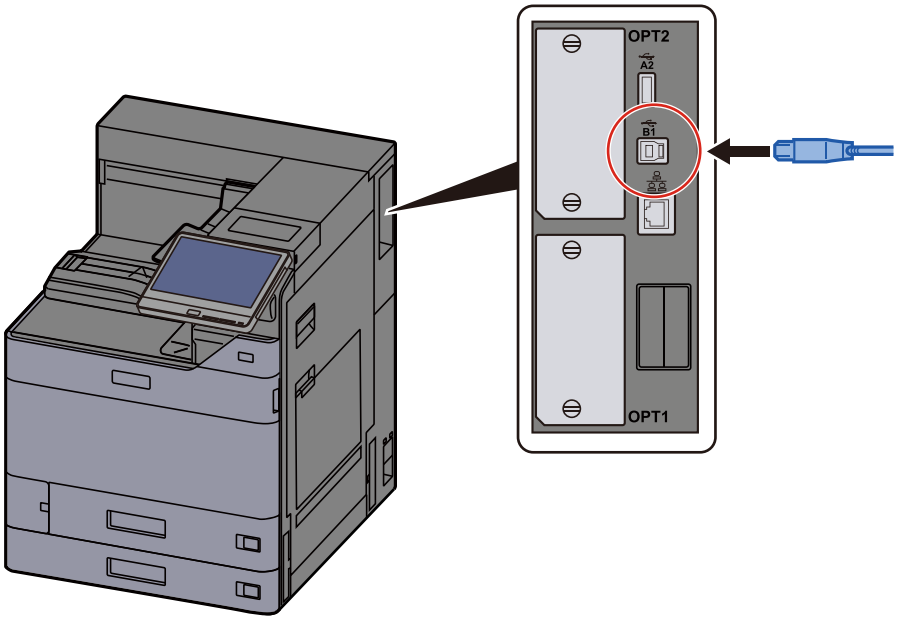
IMPORTANT

Make sure that the power to the machine is turned off.

Power Off (page 45)

1 Connect the cable to the machine.

1 Connect the USB cable to the USB interface connector located on the left side of the body.



2 Connect the other end of the cable to the PC.

2 Power on the machine.

Connecting the Power Cable

1 Connect the cable to the machine.

Connect one end of the supplied power cable to the machine and the other end to a power outlet.

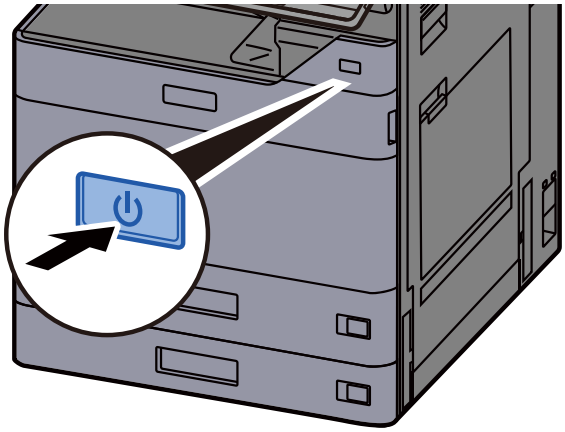
IMPORTANT

Only use the power cable that comes with the machine.

Power On/Off

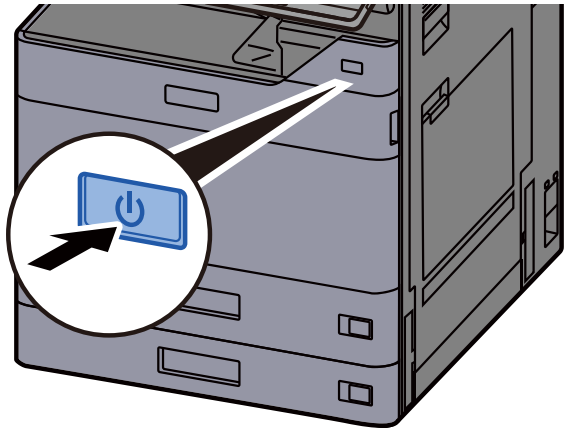
Power On

1 **Turn the power switch on.**



Power Off

1 Turn the power switch off.



The confirmation message for power supply off is displayed.

➡ Display Settings (page 316)

It takes several minutes for power off.

CAUTION

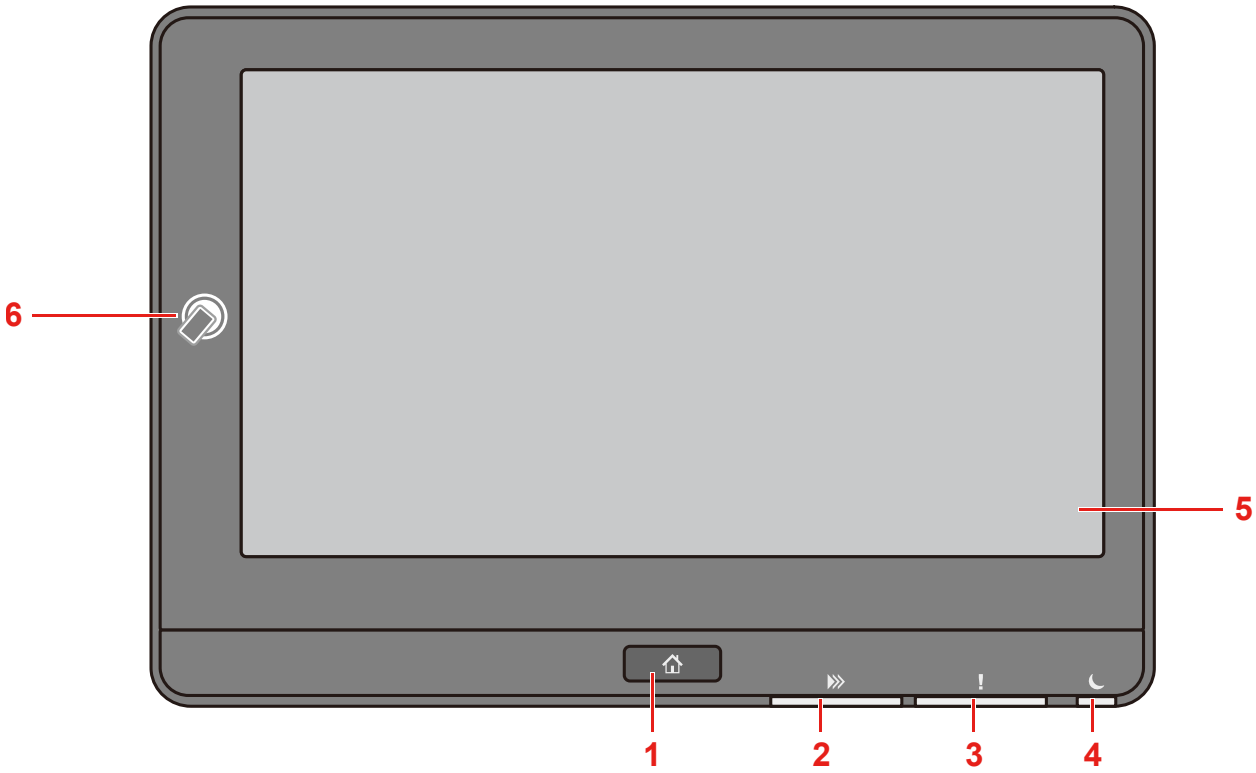
If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

IMPORTANT

- Do not press and hold the power switch more than 5 seconds continuously. Forcibly turning off the power may damage the HDD or the memory so that it causes the failure.
- Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

Using the Operation Panel

Operation Panel Keys



1 [Home] key:

Displays the Home screen.

2 [Data] indicator:

Blinks while the machine is printing, or accessing the hard disk/SSD.

3 [Attention] indicator:

Lights or blinks when an error occurs and a job is stopped.

4 [Energy Saver] indicator:

Blinks while the machine is asleep.

5 Touch Panel:

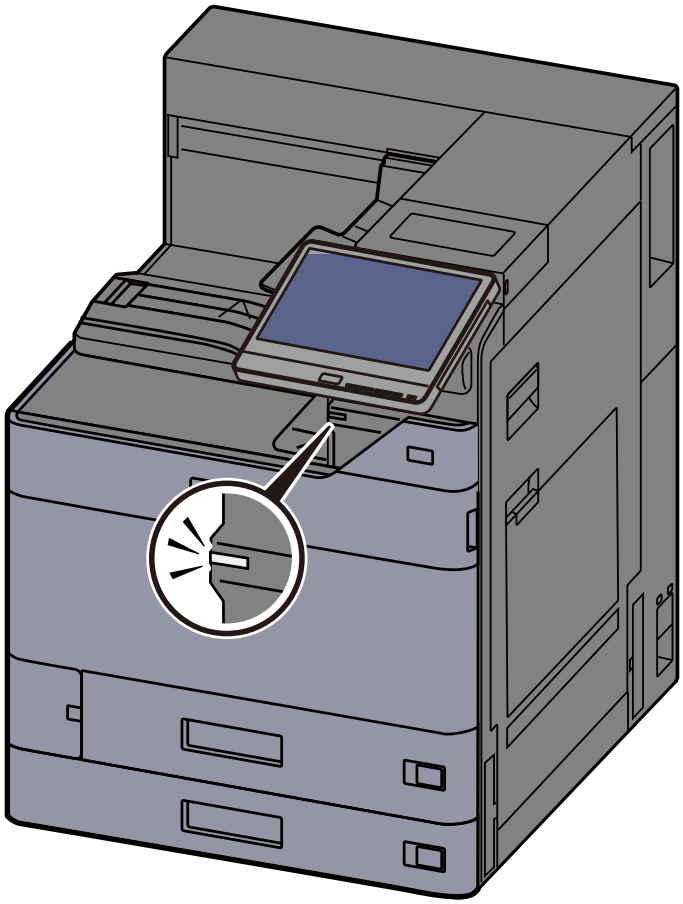
Displays icons for configuring machine settings.

6 NFC mark:

NFC mark: Hold your NFC-enabled smartphone over this mark.

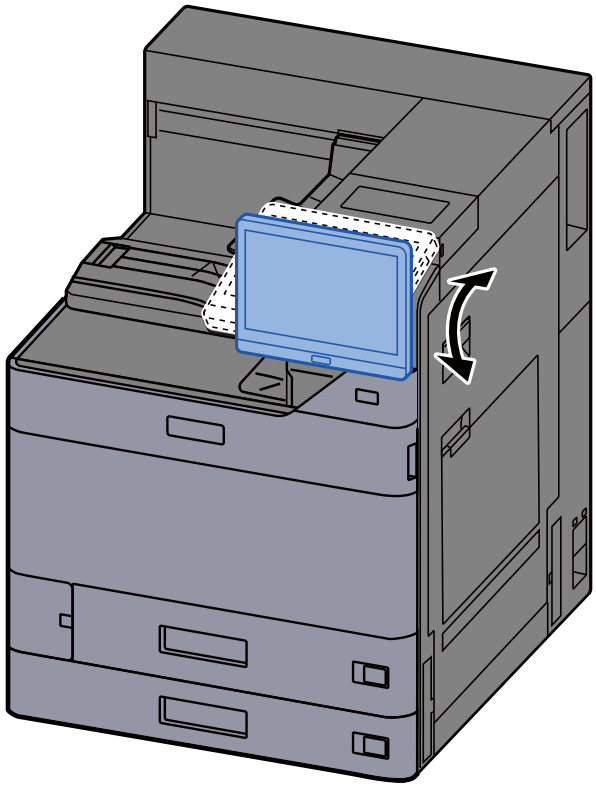
[Job Separator] indicator

Blinks when there is paper in the job separator tray.



Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.



Touch Panel

Using the Touch Panel

This section explains the basic operation of the touch panel.

Tapping

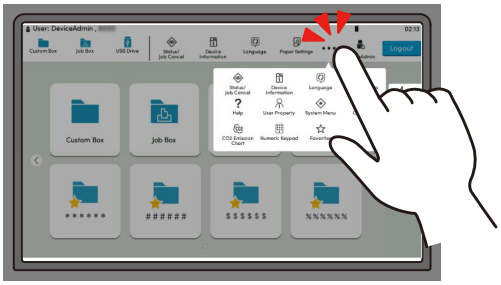
This is the operation used to select an icon or key.

In this document, the tap operation is expressed as "select."



Popover

Tap the icons and keys to display detailed information on the icons and menus. A popover displays information and menus without switching between screens.



Swiping

This is the operation used to switch between screens and to display items that are not displayed in the list.

Move in one direction as if tracing on the screen.

Example: Home Screen

Move the screen to the left and right.

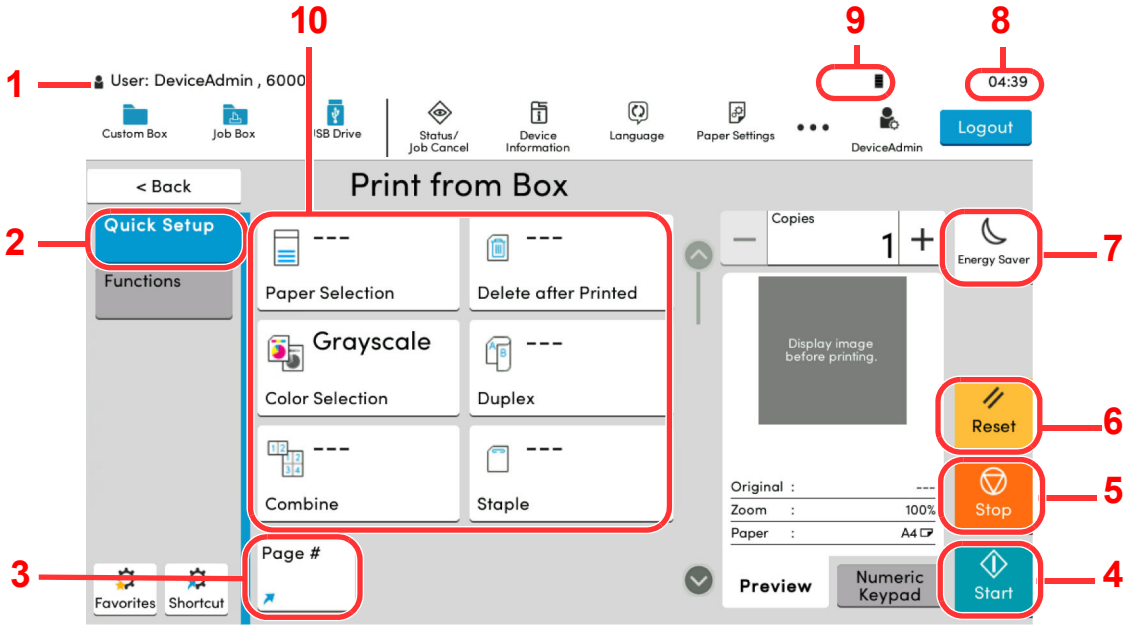


Example: System Menu Screen

Move the screen up and down.



Operating the touch panel



1 Displays the status of the equipment as well as necessary operation messages.

2 Displays the Quick Setup screen.

3 Displays registered shortcuts.

4 [Start] key: Starts printing operations and processing for setting operations.

5 [Stop] key: Cancels or pauses the job in progress.

6 [Reset] key: Returns settings to their default states.

7 [Energy Saver] key: Puts the machine into Sleep Mode.

8 Displays the time.

9 Remaining amount of toner.

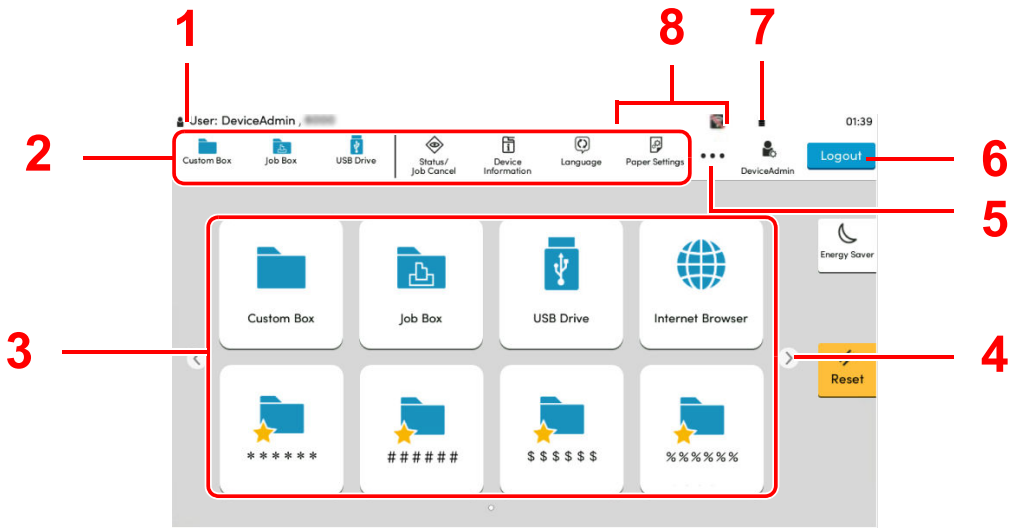
10 Set the functions.

Home Screen

This screen is displayed by selecting the [Home] key on the operation panel. Touching an icon will display the corresponding screen.

You can change the icons to display on the Home screen as well as its background.

➡ Editing the Home Screen (page 52)



The appearance may differ from your actual screen, depending on your configuration and option settings.

No.	Item	Description
1	Status Area	Displays the messages and status icons for the current status. Displays the logged-in user name when user login administration is enabled.
2	Taskbar	Displays task icons. If an error occurs, the [Status/Job Cancel] icon will show "!". Once the error clears, the display will return to normal.
3	Desktop	Displays the application icons. Icons that are not displayed on the first page will appear by changing the page.
4	Screen-switching keys	Use these buttons to switch between desktop pages. **NOTE** It is also possible to use swiping to switch between displays. ➡ Using the Touch Panel (page 49)
5	[...]	Displays every task icons including the icons displayed in an taskbar area in a popover.
6	[Login] / [Logout]	Logs in or logs out when user login administration is enabled.
7	Remaining amount of toner	Displays the remaining amount of toner. Select this icon to display details of the remaining amount of toner in a popover.

No.	Item	Description
8	Sub status icons	Displays the icons that indicate the status of the machine. 5 icons can be displayed. Select this area to display the icon information in a popover.
	Status Icon (Wi-Fi)	The icon "  " is displayed when Wi-Fi is connected. When Wi-Fi is not connected, "  " is displayed.
	Status Icon (Security level: Low)	"  " is displayed when the security level is set at [Low].
	Status Icon (Remote operation)	"  " is displayed when using the remote operation.
	Status Icon (Security information)	When you activate the Data Encryption/Overwrite Function, the Security information icon will be displayed. "  " is displayed while the data is overwriting. "  " is displayed if remaining data is in HDD. "  " is displayed if remaining data is not in HDD.
	Status Icon (USB drive)	"  " is displayed when a USB drive is connected to this machine. Tapping the USB drive icon and selecting [Remove USB] allows you to safely remove the USB drive.

Editing the Home Screen

You can change the background of the Home screen as well as which icons are displayed.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Function Settings] > [Home]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

The available settings are shown below.

Customize Desktop

Specify the function icons to display on the desktop.[1]

Select [Add] to display the screen for selecting the function to display. Select [Function Type] to narrow down the functions by applications and favorites. Select the function to display and [OK].

Select an icon and [Previous] or [Next] to change the display position of the selected icon on the Desktop.

To delete an icon from desktop, select the desired one and select [Delete].

Customize Taskbar

Specify the task icons to display on the taskbar. Select [Taskbar Button 1 (to 4)]. Select the function to display, and select [OK]. 4 task icons can be displayed.

NOTE

Functions that are hidden can be displayed by selecting [...] (popover icon) on the right end of the taskbar.

Taskbar buttons for which [None] has been selected will not be displayed. Other taskbar buttons will be displayed in order from the left.

Wallpaper

Configure the wallpaper of the Home screen.

Value: Images 1 to 8

*1 Displays a maximum of 60 function icons including the installed applications and the functions that can be used when options are installed.

Available Functions to Display on Desktop

Function	Icon	Description
Custom Box*1		Displays the Custom Box screen. ➡ Creating a New Custom Box (page 216)
Job Box*1		Displays the Job Box screen. ➡ Printing Data Saved in the Printer (page 169)
USB Drive*1		Displays the USB Drive screen. ➡ Operating using Removable USB Drive (page 227)
Internet Browser		Displays the Internet Browser screen. ➡ Using the Internet Browser (page 231)
Favorites		Calls up the registered favorite. The icon will change according to the function of the favorite. ➡ Favorites (page 194)
Application Name*2	—	Displays the selected applications. ➡ Application (page 198)

*1 Selected at the time of shipment from factory.

*2 The icon of the application appears.

Available Functions to Display on Taskbar

Function	Icon	Description
Status/Job Cancel*1		Displays the Status/Job Cancel screen.
Device Information*1		Displays the Device Information screen. Check the system and network information, and information on the options that are used. It is possible to print various reports and lists. ➡ Display for Device Information (page 57)
Language*1		Displays the Language setting screen in System Menu. ➡ Language/System of Units (page 309)
Paper Settings*1		Displays the Paper setting screen in System Menu. ➡ Paper Feeding (page 318)
Wi-Fi Direct*2		Wi-Fi Direct is set and a list of information relating to the machine that can use the network appears. ➡ Setting Wi-Fi Direct (page 73)
Help		Displays the Help screen. ➡ Help Screen (page 61)
User Property		Displays the User Property screen. ➡ Changing User Properties (page 428)
System Menu		Displays the System Menu screen. ➡ Operation Method (page 303)
Counter		Displays the Counter screen. ➡ Checking the Counter (page 100)
Massage Board		Displays the Message Board screen. **NOTE** To use this function, set "Message Board" to [ON] in System Menu. ➡ Message Board Settings (page 340)
Numeric Keypad		Displays the numeric keys on the touch panel.
Favorites		Displays the favorite list screen. ➡ Favorites (page 194)

*1 Selected at the time of shipment from factory.

*2 Displayed when the optional Wireless Network Interface Kit is installed.

Assigning Functions to Function Keys

Function keys are keys to which various functions and applications, including Document Box, can be assigned. Frequently used functions and applications can be assigned and the screen can easily be displayed.

For this machine, the following functions are pre-assigned; however, alternative functions can be registered by re-assigning these functions.

- [F1] (Function key 1): Custom Box
- [F2] (Function key 2): Job Box
- [F3] (Function key 3): Removable Memory

1 Display the screen.

[Home] key > [...] > [System Menu] > [Device Settings] > [Function Key Assignment]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

1 Select the function key to be set.

2 Select the function to be assigned.

None

No function has been assigned.

Custom Box

Displays the Custom Box screen.

➡ Using Document Boxes (page 206)

Job Box

Displays the Job Box screen.

➡ Printing Data Saved in the Printer (page 169)

USB Drive

Displays the USB Drive screen.

➡ Operating using Removable USB Drive (page 227)

Internet Browser

Displays the Internet Browser screen.

➡ Using the Internet Browser (page 231)

Favorites Name

Calls up the registered favorite.

➡ Favorites (page 194)

Application Name

Displays the selected applications.

➡ Application (page 198)

Display for Device Information

Shows device Information. It is possible to check the status of the system and network, the status of consumables such as toner and paper and the situation of the options being used. It is also possible to print various reports and lists.

1 [Home] key > [Device Information]

2 Check the device Information.

Identification/Wired Network

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

Wi-Fi[1]

You can check the status of Wi-Fi connection, such as the device name, network name and IP address.

Supplies/Paper

You can check the remaining amount of toner, and paper.

USB/NFC/Bluetooth

You can check the connection status of USB drive, NFC (Near Field Communication) and Bluetooth keyboard.

Option/Application

You can check information on the options and applications that are used.

Capability/Software Version

You can check the software version and performance.

Security

You can check the security information on the machine.

Report

You can print various reports and lists.

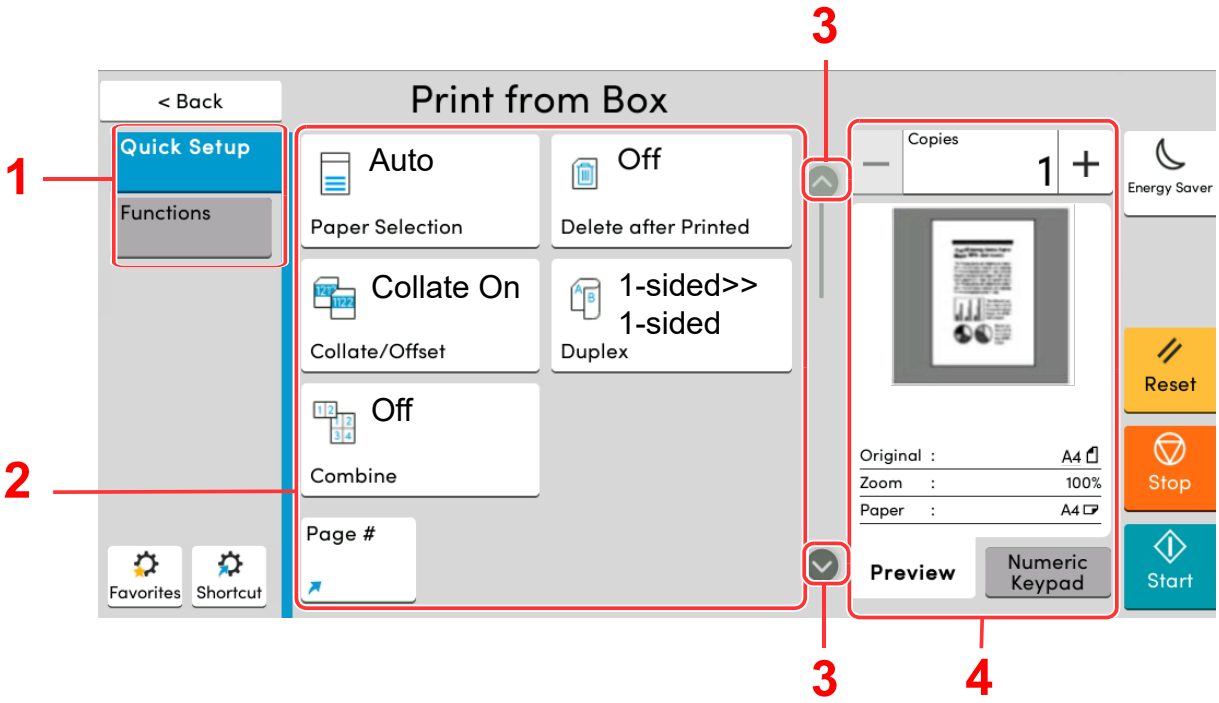
Remote Ope. Status

You can check the status of remote operation.

*1 Displayed when the optional Wireless Network Interface Kit is installed.

Display Setting Screen

The following procedure is an example of the screen for printing from Custom Box.



1 Global Navigation

Displays the function categories.

2 Body

Display functions and shortcuts.

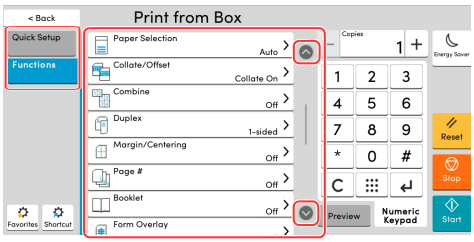
3 Arrow Button

Moves the screen up or down.

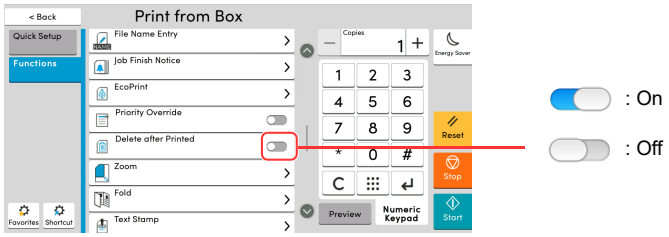
4 Right Pane Area

Displays specific functions such as preview or numeric keypad.

Select Global Navigation and configure each function. Select the Arrow Button to display the following functions.



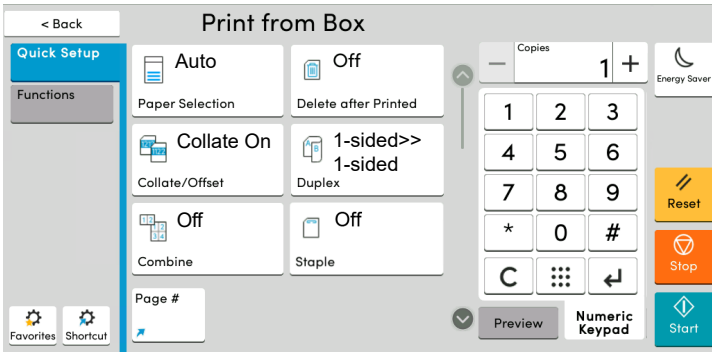
When an On/Off Flipswitch is displayed for a function, select the switch to change between ON and OFF.



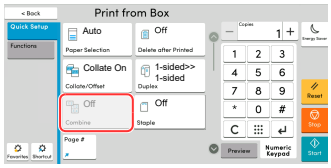
Display of Keys That Cannot Be Set

Keys of features that cannot be used due to feature combination restrictions or non-installation of options are in a nonselectable state.

Normal



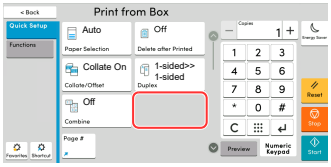
Grayed out



In the following cases, the key is grayed out and cannot be selected.

- Cannot be used in combination with a feature that is already selected.
- Use prohibited by user control.
- For functions that cannot be changed when using proof copy.

Hidden



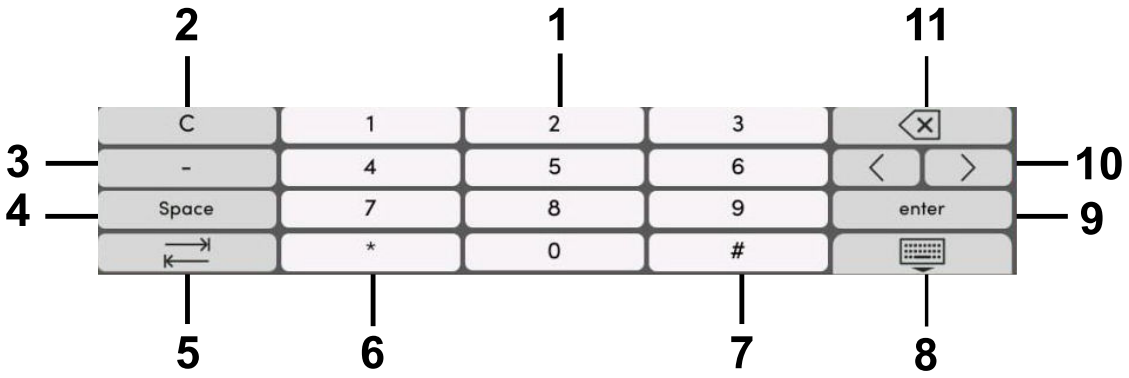
Cannot be used because an option is not installed.

NOTE

- If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [Reset] key and try again.
- If the key is still grayed out after the [Reset] key is selected, it is possible that you are prohibited from using the function by user login administration. Check with the administrator of the machine.

Entering Numbers

When entering numbers, numeric keys appear on the touch panel if you select the area in which the number is entered.



1 Enter numbers.

2 Clear entered numbers.

3 Enters [-].

4 Insert a space.

5 Move to the next input box.

6 When [.] is displayed: Enters the decimal point. The numbers entered after selecting this key will be the numbers after the decimal point.

When [*] is displayed: Enters [*].

7 When [+/-] is displayed: Switches between positive and negative numbers.

When [#] is displayed: Enters [#].

8 Close the numeric keypad.

9 Entry by numeric keys is confirmed.

10 Move the cursor.

11 Delete a character to the left of the cursor.

NOTE

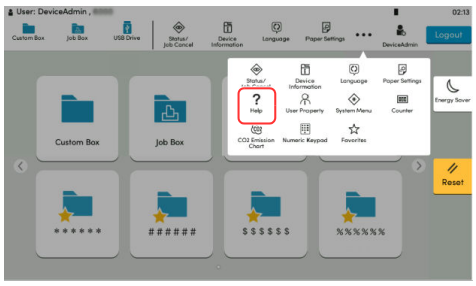
- Depending on the item being entered, some of the keys other than the number keys may not be usable.
- Numeric keys do not appear on the touch panel if an optional numeric keypad is installed.

Help Screen

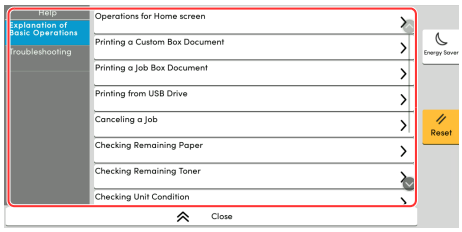
If you have difficulty operating the machine, you can check how to operate it using the touch panel.

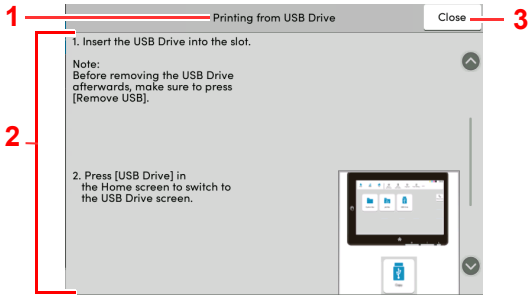
Select [Help] on the Home screen to show the Help list.

1 [Home] key > [...] > [Help]



2 Select the items to check from the list.





1 Help titles

2 Displays information about functions and machine operation.

3 Closes the Help screen and returns to the original screen.5

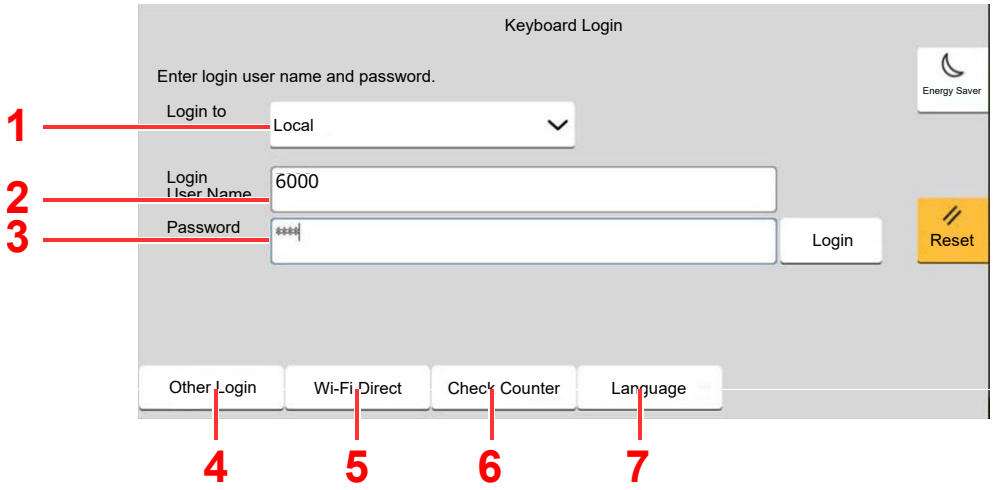
Login/Logout

Login

Normal login

1 **Enter the login user name and login password to login.**

If this screen is displayed during operations, enter the login user name and login password.



1 If [Network Authentication] is selected as the user authentication method, authentication destinations are displayed and either [Local] or [Network] can be selected as the authentication destination.

2 Enter the login user name.

3 Enter the login password.

➡ Character Entry Method (page 749)

4 Select the login method from [Simple login], [PIN code login] and [IC card login].

➡ User Authentication and Accounting (User Login, Job Accounting) (page 418)

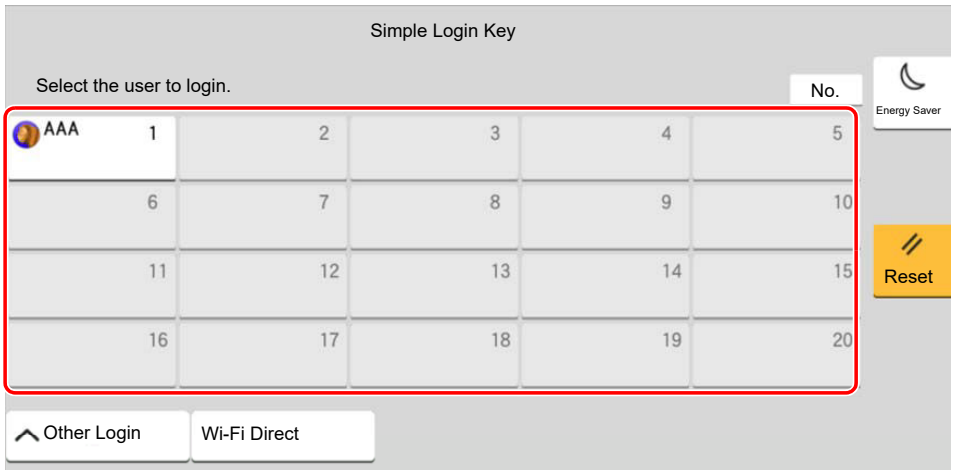
5 Check the Wi-Fi Direct environment.

6 Refer to the number of pages printed. Displayed when job accounting is enabled.

7 Set the language to use for the touch panel display.

2 **Select [Login].**

Simple Login



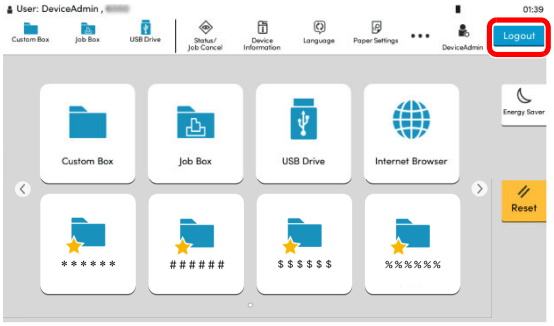
If this screen is displayed during operations, select a user and log in.

NOTE

If a user password is required, an input screen will be displayed.

➡ Simple Login Settings (page 441)

Logout



To log out from the machine, select the [Logout] key to return to the login user name/login password entry screen.

Users are automatically logged out in the following circumstances:

- When the machine enters the sleep state.
- When the auto panel reset function is activated.

Default Settings of the Machine

The default settings of the machine can be changed in System Menu. Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

NOTE

For settings that are configurable from System Menu, refer to the following:

➡ Setup and Registration (System Menu) (page 302)

Setting Date and Time

Follow the steps below to set the local date and time at the place of installation.

When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE

- To make changes after this initial configuration, refer to the following:

  ➡ Date/Time (page 312)

- The correct time can be periodically set by obtaining the time from the network time server.

  ➡ **Embedded Web Server User Guide**

1 Display the screen.

[Home] key > [...] > [System Menu] > [Device Settings] > [Date/Time]

2 Configure the settings.

[Time Zone] > [Date/Time] > [Date Format]

Time Zone

Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.

Date and Time

Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.

Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23), Minute (0 to 59), Second (0 to 59)

Date Format

Select the display format of year, month, and date. The year is displayed in Western notation.

Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)

Network Setup

Configuring the Wired Network

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), NetBEUI, and IPSec. It enables network printing on the Windows, Macintosh, UNIX and other platforms.

Set up TCP/IP (IPv4) to connect to the Windows network.

Be sure to connect the network cable before configuring the settings.

➡ Connecting LAN Cable (page 41)

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. ➡ Quick Setup Wizard (page 86) Use Wired Network Settings or Optional Network to configure the network in details from System menu. ➡ Wired Network Settings (page 371) ➡ Optional Network (page 389)
Configuring Connections on the Web Page	For the equipped network interface, the connection can be set by using Embedded Web Server. For the optional IB-53, the connection can be set by using the dedicated Web page. ➡ **Embedded Web Server User Guide** ➡ **IB-53 Operation Guide**
Setting the Connection by Using the Setup Utility of IB-53	This is a tool that can be downloaded from our website. ➡ **IB-53 Operation Guide**

NOTE

When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit and a Wireless Network Interface Kit, select the desired setting on "Primary Network (Client)".

➡ Others (page 396)

For other network settings, refer to the following:

➡ Network Settings (page 361)

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

IPv4 setting

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wired Network Settings] > "TCP/IP Setting" [IPv4 Settings]

2 Configure the settings.

When using DHCP server

- [DHCP]: Set to [On].

When setting the static IP address

- [DHCP]: Set to [Off].
- [Auto-IP]: Set to [Off].
- [IP Address]: Enter the address.
- [Subnet Mask]: Enter the subnet mask in decimal representation (0 to 255).
- [Default Gateway]: Enter the address.

When using the Auto-IP

Enter "0.0.0.0" in [IP Address].

When setting the DNS server

In the following cases, set the IP address of DNS (Domain Name System) server.

- When using the host name with "DHCP" setting set to "Off".
- When using the DNS server with IP address that is not assigned by DHCP automatically.

Select [Use DNS Server from DHCP] or [Use following DNS Server]. When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

IMPORTANT

After changing the setting, restart the network from System Menu, or turn the machine OFF and then ON.

➡ Restart Network (page 388)

NOTE

Ask your network administrator for the IP address in advance, and have it ready when you configure this setting.

Configuring the Wireless Network

When the Wireless Network Interface Kit is installed on the machine and the connection settings are configured, it is possible to print in a wireless network (wireless LAN) environment. The configuration methods are as follows: .

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. ➡ Quick Setup Wizard (page 86) Use Wi-Fi Settings or Wireless Network to configure the network in details from System menu. ➡ Wi-Fi Settings (page 365) ➡ Wireless Network (page 390)
Setting the Connection by Using the Wi-Fi Setup Tool	This is a tool that can be downloaded from our website. You can configure the connection according to the instructions provided by the wizard. ➡ Configuring the Wireless Network (page 68)
Configuring Connections on the Web Page	For the IB-37, IB-38, the connection can be set from the Embedded Web Server. ➡ **Embedded Web Server User Guide** For the IB-54/IB-55, the connection can be set on the dedicated Web page. ➡ **IB-54/IB-55 Operation Guide**

NOTE

- The Wireless Network Interface Kit is an option for some models and the Wireless Network Interface Kit is a standard option. Contact your dealer or our sales or service representatives for detail.

  ➡ Overview of Optional Equipment (page 742)

- When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit and a Wireless Network Interface Kit, select the desired setting on "Primary Network (Client)".

  ➡ Others (page 396)

Setting the Connection by Using the Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or handheld device with the machine locally. The connection methods are wired connection via LAN cable and wireless LAN connection (Wi-Fi Direct).

NOTE

- To use Wi-Fi Direct, confirm that the Wi-Fi Direct is enabled (Wi-Fi Direct is set to [ON]) and Restart Network from the operation panel, before your computer will be connected to this machine with Wi-Fi Direct.
- To use a wired LAN cable directly connected to the machine, the Auto-IP (Link-local) address will be assigned to the machine and the computer. This machine applies Auto-IP as the default settings.
- Configure the settings on the operation panel if your computer supports WPS.

➡ Wi-Fi Settings (page 365)
➡ Wireless Network (page 390)

Wired Connection by Using LAN Cable

1 Connect the machine with a computer.

1 Connect the machine with a computer via LAN cable when the machine is powered on.

2 Turn on the computer.

IP addresses (link local addresses) of the machine and computer are generated automatically.

2 Launch the Wi-Fi Setup Tool.

1 Launch a web browser.

2 Enter "https://www.triumph-adler.com/ta-en-de/customer-service/download-centre" or "https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre" to the browser's address bar or location bar.



3 Follow the guidance on the screen to download the Wi-Fi Setup Tool.

4 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes]([Allow]).

3 Configure the settings.

1 [Do not use automatic configuration] > [Next] > [Next]

2 [Use LAN cable] > [Next] > [Next]

3 [Easy setup] > [Next]

The machine is detected.

NOTE

- Only one machine can be searched using Wi-Fi Setup Tool. It may take times to search the machine.
- If the machine is not detected, select [Advanced setup] > [Next]. Select [Express] or [Custom] as device discovery method and specify the IP address or host name to search the machine.

4 Select the machine > [Next].

5 Select [Use the device settings.] on [Authentication mode], and enter the login user name and password. Login user name and Password..

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

6 Configure the communication settings > [Next].

7 Change the settings of access point as necessary > [Next].

The network is configured.

Wireless LAN Connection by Using Wi-Fi Direct

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [Close]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [RestartNetwork] > [Restart]

4 Connect a computer or a handheld device with the machine.

➡ Setting Wi-Fi Direct (page 73)

5 Launch the Wi-Fi Setup Tool.

1 Launch a web browser.

2 Enter "https://www.triumph-adler.com/ta-en-de/customer-service/download-centre" or "https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre" to the browser's address bar or location bar.



3 Follow the guidance on the screen to download the Wi-Fi Setup Tool.

4 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes]([Allow]).

6 Configure the settings.

1 [Do not use automatic configuration] > [Next] > [Next]

2 [Wi-Fi Direct] > [Next] > [Next]

3 [Advanced setup] > [Next]

Select [Express] or [Custom] as device discovery method and specify the IP address or host name to search the machine.

4 Select the machine > [Next]

5 Select [Use the device settings.] on [Authentication mode], and enter the login user name and password. Login user name and Password.

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

6 Configure the communication settings > [Next]

7 Change the settings of access point as necessary > [Next]
The network is configured.

Setting Wi-Fi Direct

Setting Wi-Fi Direct enables you to print from the Wi-Fi Direct environment. The configuration methods are as follows:

NOTE

To use Wi-Fi Direct, Wireless Network Interface Kit must be installed in the machine.

➡ Overview of Optional Equipment (page 742)

Configuring the Connection from the Operation Panel on This Machine

Connecting to Computers or Handheld Devices that Support Wi-Fi Direct

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [OK]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 Specify the machine name from the computer or handheld device.

If a confirmation message appears on the operation panel of the machine, select [Yes].

The network between this machine and the handheld device is configured.

Connecting to Computers or Handheld Devices Unsupported Wi-Fi Direct

Here, we'll explain the procedures for connecting to iOS handheld devices.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [OK]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 [Home] key > [Device Information] > [Wi-Fi]

5 Note the “Wi-Fi Direct” network name (SSID), IP address, and password.

6 Configure the handheld device.

1. [Settings] > [Wi-Fi]
2. Select the network name (SSID) appeared in step 5 from the list.
3. Enter the password that was provided in step 5 > [Connect]
   The network between this machine and the handheld device is configured.

Configuring the Connection by Using Push Button

When your computer or handheld device does not support Wi-Fi Direct but supports WPS, you can configure the network using push button.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": [On] > [OK]

3 Restart the network.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 [Home] key > [Device Information] > [Wi-Fi]

5 Press the push button on the computer or handheld device and select "Wi-Fi Direct" [Push Button Setup] > [OK] on the screen of operation panel.

The network between this machine and the computer or handheld device is configured.

IMPORTANT

You can connect up to ten handheld devices at the same time using Wi-Fi Direct setting. When the devices that support Wi-Fi Direct are connected, if you want to connect other device, disconnect the alreadyconnected devices from the network. The disconnection methods are as follows:

- Disconnect the network from the computer or handheld computer
- Disconnecting all devices from the network on the operation panel

  Select [Home] key > [Device Information] > [Wi-Fi] > "Wi-Fi Direct" [Device] > [Disconnect] > [Disconnect]
- Configuring auto disconnecting time from the System menu

  ➡ Wi-Fi Direct Settings (page 363)
- Configuring auto disconnecting time from the Embedded Web Server

  ➡ **Embedded Web Server User Guide**

Configuring NFC

NFC (Near Field Communication) is the internal standard for near field communication in which the data communication distance is limited to approximately 10 cm. Establishing data communication simply requires you to show the handheld device supporting NFC to this machine.

The configuration methods are as follows:

Configuring Connections on the Web Page

You can set NFC from the Embedded Web Server.

➡ **Embedded Web Server User Guide**

Configuring the Connection from the Operation Panel on This Machine

Configure the NFC from the System Menu.

➡ Connectivity (page 395)

This section presents an example for configuring the NFC from the System Menu.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Connectivity" [NFC]

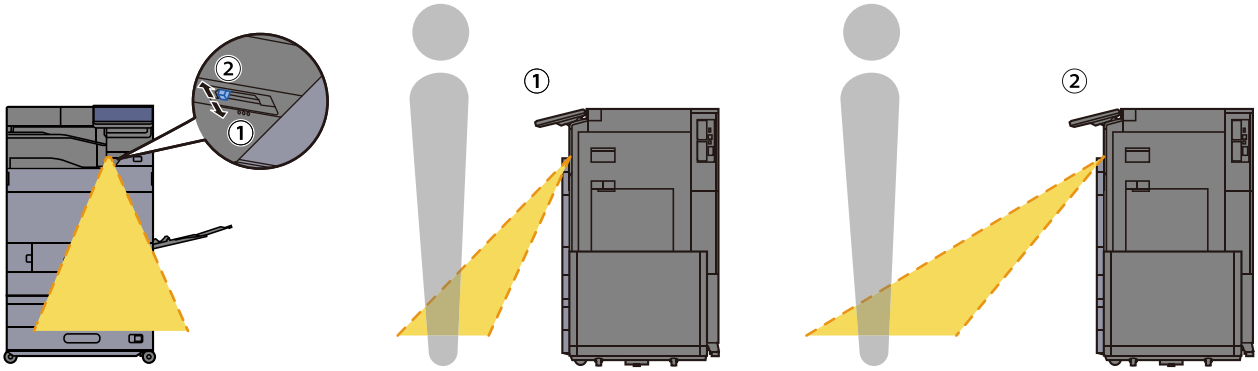
2 Configure the settings.

"NFC": [On] > [OK]

Motion Sensor

This model detects that the person is approaching and recover from low power mode or sleep mode automatically.

The range of detection of the Motion Sensor can be switched using the lever on the front.



For more information on Motion Sensor settings, refer to the following:

➡ Energy Saver/Timer (page 313)

Energy Saver function

If a certain period of time elapses after the machine is last used, the machine automatically enters Low Power Mode to reduce power consumption. If a further period of time elapses without the machine being used, the machine automatically enters sleep mode, which minimizes power consumption.

Low Power Mode

If the machine is not operated for a certain period of time, the energy saver indicator will light up and the screen will become dark to reduce power consumption. This status is referred to as Low Power Mode. In the Low Power Mode, the touch panel turns off and the Energy Saver indicator lights up.

The amount of time before entering Low Power Mode: 3 minutes (default setting).

If print data is received during Low Power Mode, the machine automatically wakes up and starts printing.

To resume, perform one of the following actions.

- Select any key on the operation panel.
- Touch the touch panel.

Recovery time from Low Power Mode is as follows.

- 14.4 seconds or less

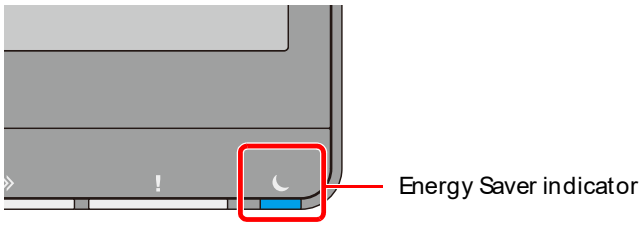
Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

NOTE

If the Low Power Timer is equal to the Sleep Timer, a Sleep mode is preceded.

Sleep

To enter Sleep, select the [Energy Saver] key. Touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Energy Saver indicator, and then the Energy Saver indicator is flashing. This status is referred to as Sleep.



If print data is received during Sleep, the machine automatically wakes up and starts printing.

When Using the Machine

Automatically wakes up when someone approaches the machine if the Motion Sensor detects it.

For more information on Motion Sensor settings, refer to the following:

➡ Energy Saver/Timer (page 313)

If the Motion Sensor does not detect, perform one of the following actions.

- Select any key on the operation panel.
- Touch the touch panel.

Recovery time from Sleep Mode is as follows.

- 14.4 seconds or less

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time.

The amount of time before entering Sleep is as follows.

- 10 minutes (default setting)

To change the preset sleep time, refer to the following:

➡ Quick Setup Wizard (page 86)

NOTE

If the Low Power Timer is equal to the Sleep Timer, a Sleep mode is preceded.

Sleep Rules (models for Europe)

You can set whether sleep mode operates for each function. When the machine enters sleep mode, the ID card cannot be recognized.

For more information on Sleep Rules settings, refer to the following:

➡ Energy Saver/Timer (page 313)

Sleep Level (Energy Saver) (models except for Europe)

This mode reduces power consumption even more than normal Sleep mode, and allows Sleep Mode to be set separately for each function. Printing from a computer connected with a USB cable is not available while the machine is asleep. The time required for the machine to wake up from power save mode and resume normal operation will be longer than for normal Sleep Mode

NOTE

If the optional network interface kit is installed, Energy Saver cannot be specified.

For more information on Sleep Level (Home) Mode settings, refer to the following:

➡ Quick Setup Wizard (page 86)

Energy Saver Recovery Level

This machine can reduce power consumption when recovering from Energy Saver Mode.

For EnergySaver RecoveryLevel, "Full Recovery" or "Normal Recovery" can be selected.

The factory default is "Normal Recovery".

For more information on Energy Saver Mode settings, refer to the following:

➡ Quick Setup Wizard (page 86)

➡ Energy Saver/Timer (page 313)

Weekly Timer Settings

Set the machine to automatically sleep and wake up at times specified for each day.

For more information on Weekly Timer Settings, refer to the following:

➡ Quick Setup Wizard (page 86)

➡ Energy Saver/Timer (page 313)

Power Off Timer (models for Europe)

If the machine is not used while in sleep mode, the power automatically turns off. The Power Off Timer is used to set the time until the power turns off.

The factory setting for the time until the power turns off: 20 minutes

➡ Energy Saver/Timer (page 313)

Quick Setup Wizard

The following settings can be configured in a wizard-style screen.

Energy Saver Setup

Configures sleep mode and low power mode.

Item	Description
Sleep Mode	For Europe Sleep Timer Sleep Rules Except for Europe Sleep Timer Sleep Level
Low Power Mode	Low Power Timer
Recovery Mode	Energy Saver Recovery Level
Weekly Timer	Weekly Timer Settings Schedule*1 Retry*1 Retry Times*1 Retry Interval*1

Network Setup

Configures network settings.

Item	Description
Network	Network Selection*2 Wi-Fi*3 DHCP*4 IP Address*5 Subnet Mask*5 Default Gateway*5

Email Setup

Set SMTP server name and sender address to enable mail sending.

Item	Description
Email	SMTP (Email TX) SMTP Server Name*6 SMTP Port Number*6 Sender Address*6

Security Setup

Specify the security level.

Security Quick Setup

*1 This function is displayed when [Weekly Timer] is set to [On].

*3 This function is displayed when [Network Selection] is set to [Wi-Fi].

*4 This function is displayed when [Network Selection] is set to [Wired Network].

*5 This function is displayed when [DHCP] is set to [Off].

*6 This function is displayed when [SMTP (Email TX)] is set to [On].

Configuring Settings Quick Setup Wizard

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Quick Setup Wizard]

2 Select a function.

3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

NOTE

If you experience difficulty configuring the settings, refer to the following:

➡ Help Screen (page 61)

End

Exits the wizard. Settings configured so far are applied.

Previous

Returns to the previous item.

Skip

Advances to the next item without setting the current item.

Next

Advances to the next screen.

Back

Returns to the previous screen.

Complete

Register the settings and exit the wizard.

Installing Software

To use printer function download and install prerequisite softwares from Download Center (https://www.triumph-adler.com/ta-en-de/customer-service/download-centre or https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre).

Published Software (Windows)

Software	Description	Recommended software
Printing System Driver	This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPDL, etc.) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine. Use this driver to create PDF files.	○
KPDL mini-driver/PCL minidriver	This is a Microsoft MiniDriver that supports PCL and KPDL. There are some restrictions on the machine features and option features that can be used with this driver.	-
NETWORK PRINT MONITOR	This is a utility that enables monitoring of the machine on the network.	-
Status Monitor	This is a utility that monitors the printer status and provides an ongoing reporting function.	○
Network Tool for Direct Printing	This makes it possible to print a PDF file without starting Adobe Acrobat/Reader.	-
FONTS	These are display fonts that enable the machine's built-in fonts to be used in a software application.	○
Wi-Fi Setup Tool	This is a tool for wireless network (wireless LAN) configuration of this machine.	-

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.

Installing Software in Windows

Download and install a software from our website.

1 Download a software from the website.

1 Launch a web browser.

2 Enter https://www.triumph-adler.com/ta-en-de/customer-service/download-centre or https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre to the browser's address bar or location bar.



3 Follow the guidance on the screen to download the software.

2 Double-click the downloaded installer to launch.

Follow the guidance on the screen to install the software.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes] ([Allow]).

Using the web installer

Install software by using a web installer downloaded from our website.

1 Download software from the website.

1 Launch your web browser.

2 Enter the URL into the browser's address bar or location bar.



Triumph-Adler

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

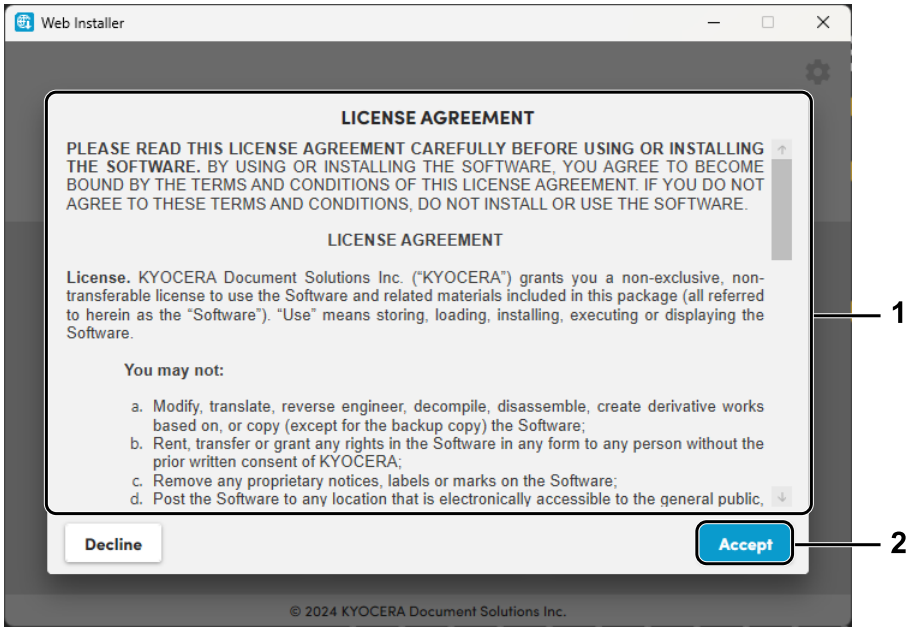
https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

2 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged in with administrator privileges.
- If the User Account Control window appears, select [Yes].

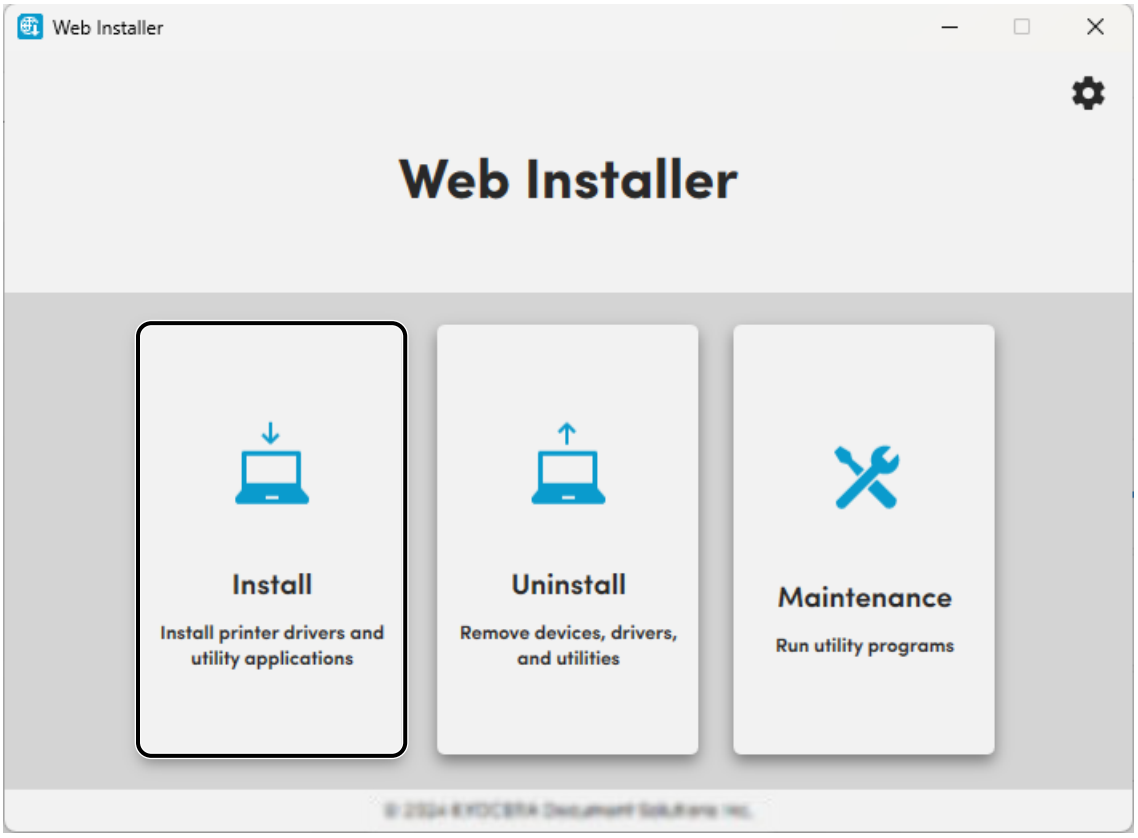
3 Display the screen.



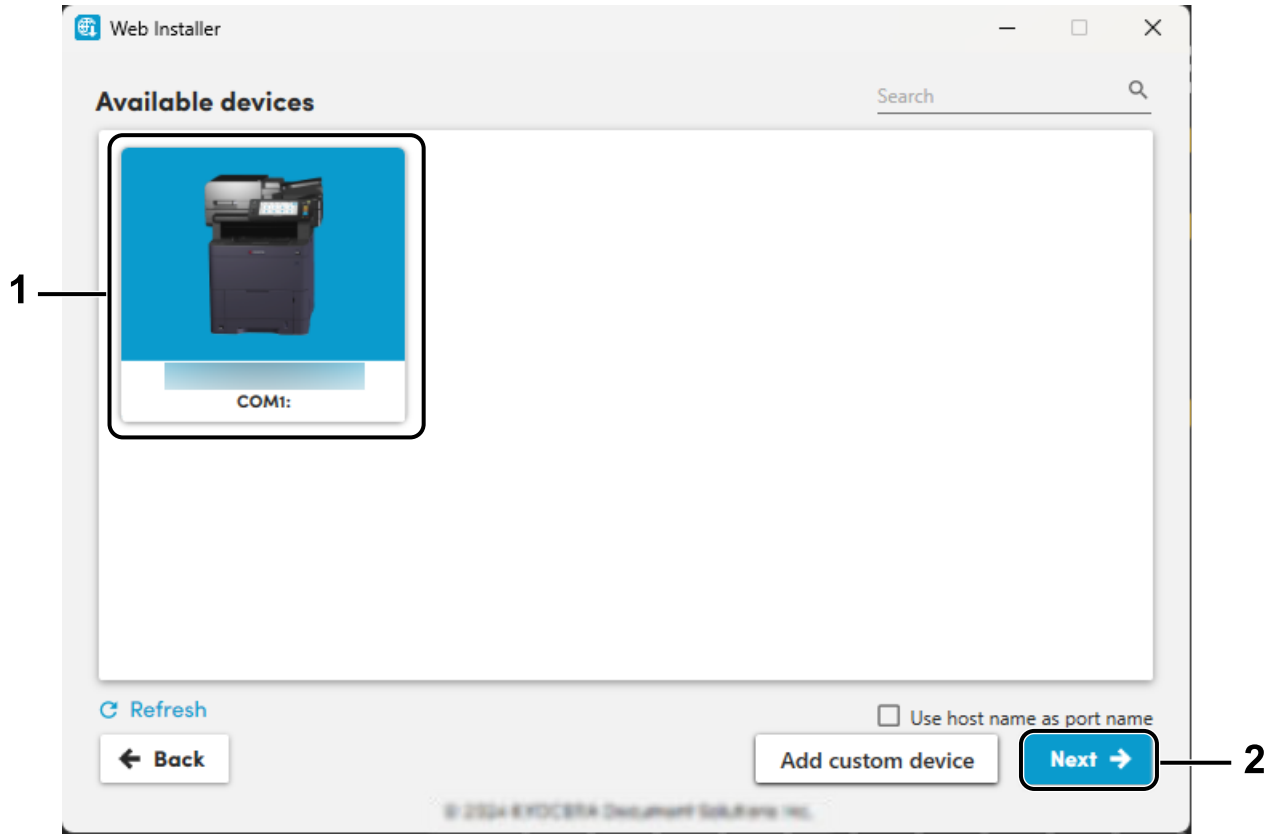
1 Read the license agreement.

2 Click [Accept] if there is no problem.

4 Click [Install].



5 Select a model, and then select [Next].



NOTE

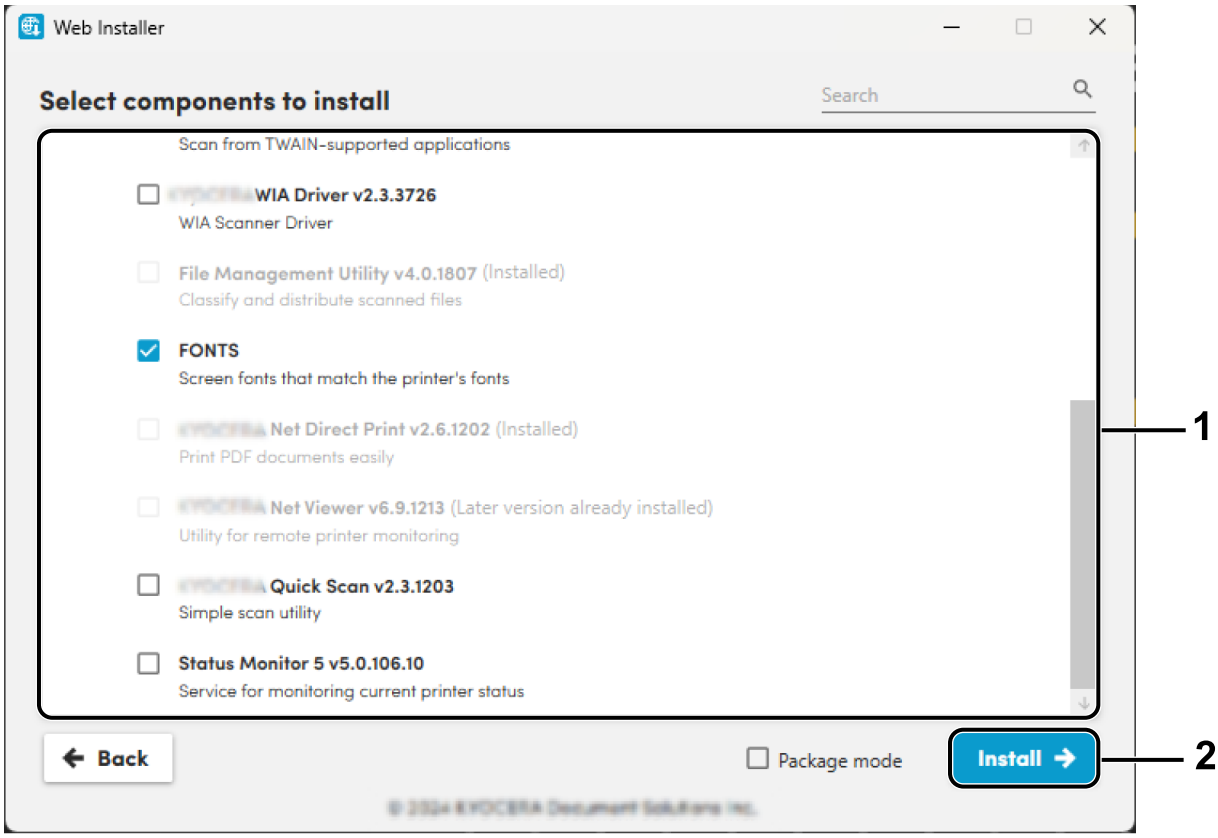
- The machine cannot be detected unless it is On. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable.
- If a desired device is not displayed, select [Add Custom Device] to directly select the device you want to use.

6 Install an application.

1 Select the software you want to install.

NOTE

Software recommended to install have ☑ in their checkboxes by default. Change the settings as required.

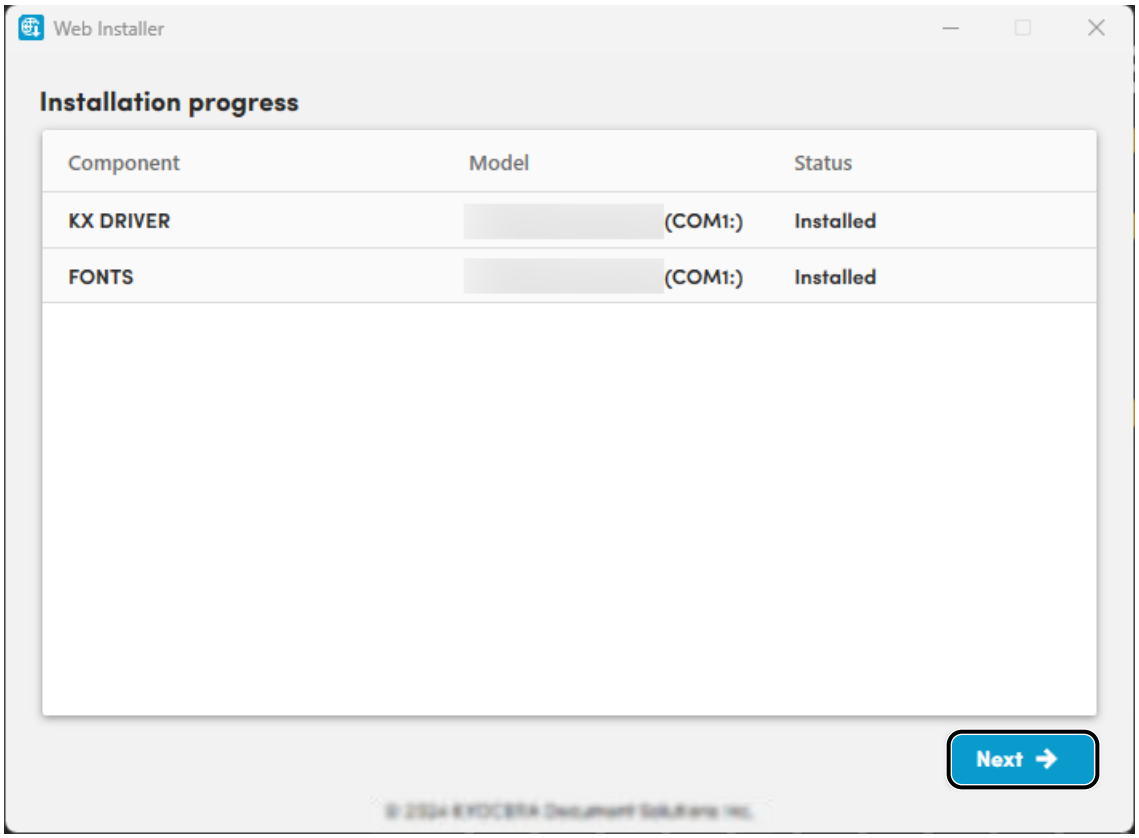


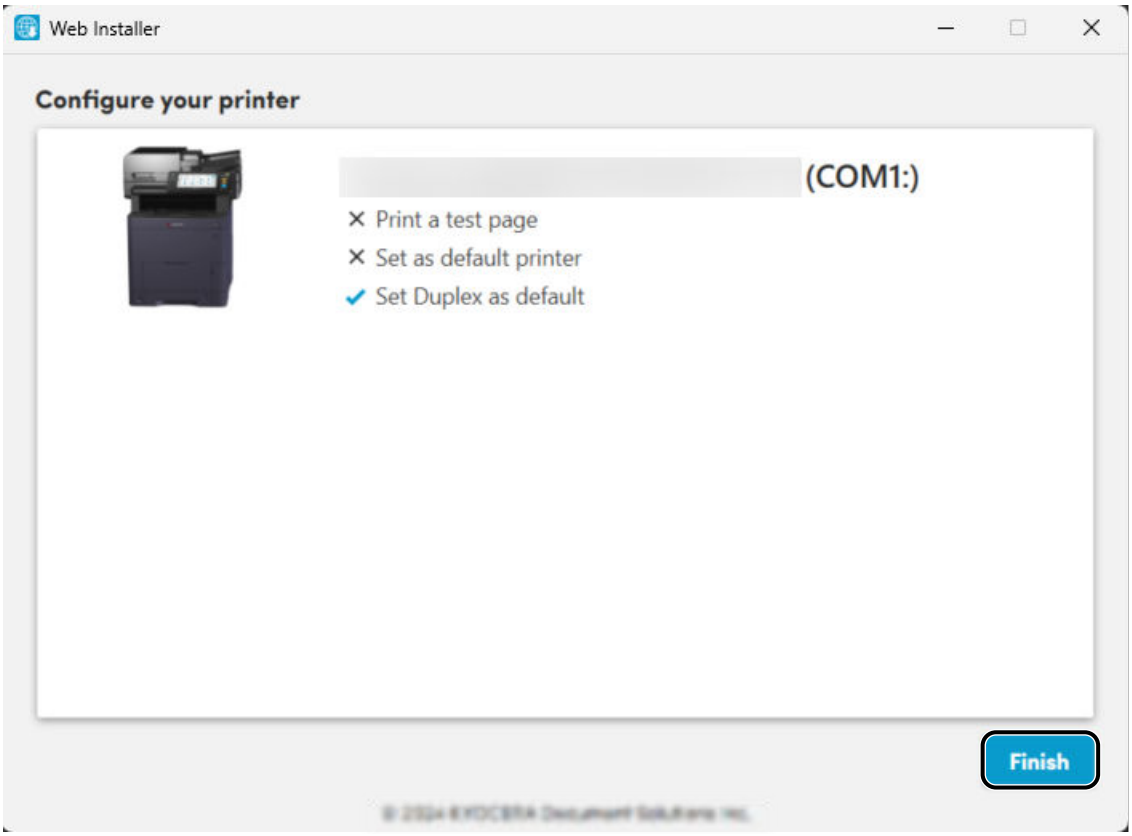
2 Click [Install].

NOTE

If the Windows security window appears, click [Install this Driver Software].

7 Finish the installation.





Click [Next] > [Complete] to finish the installation wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

Uninstalling Windows Software

Use a web installer to uninstall the software. The web installer can be downloaded from User Support Page (https://kyocera.info/support).

Use a web installer to uninstall the software. The web installer can be downloaded from Download Center.

Triumph-Adler

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

NOTE

For details on how to download the web installer, refer to the following:

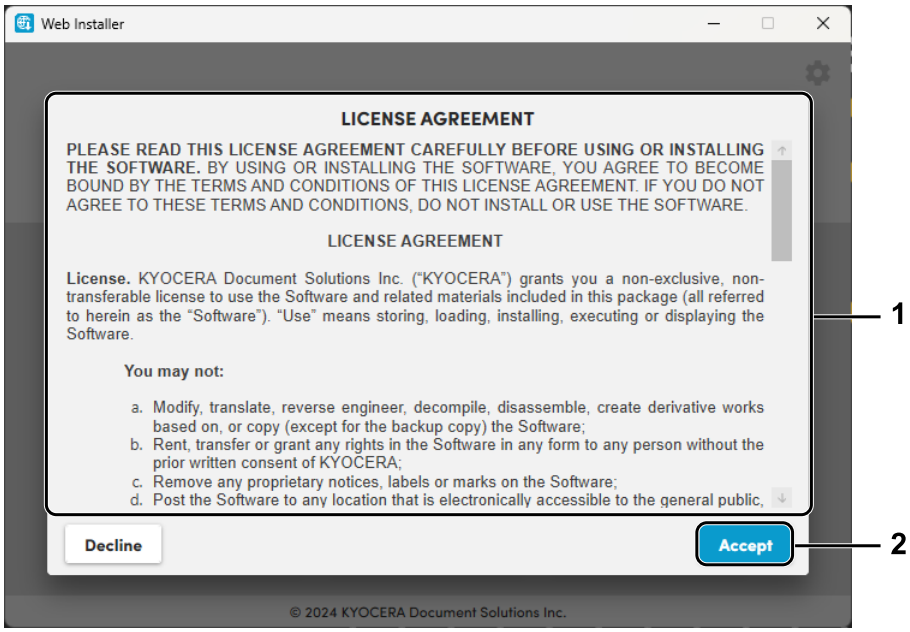
➡ Using the web installer (page 90)

1 Double-click the downloaded installer to launch.

NOTE

Uninstallation on Windows must be done by a user logged in with administrator privileges.

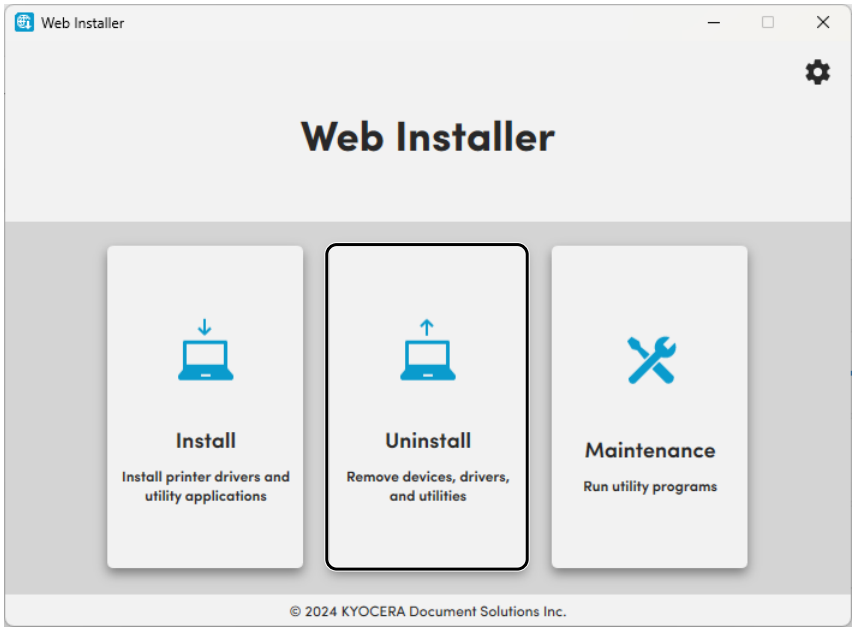
2 Display the screen.



1 Read the license agreement.

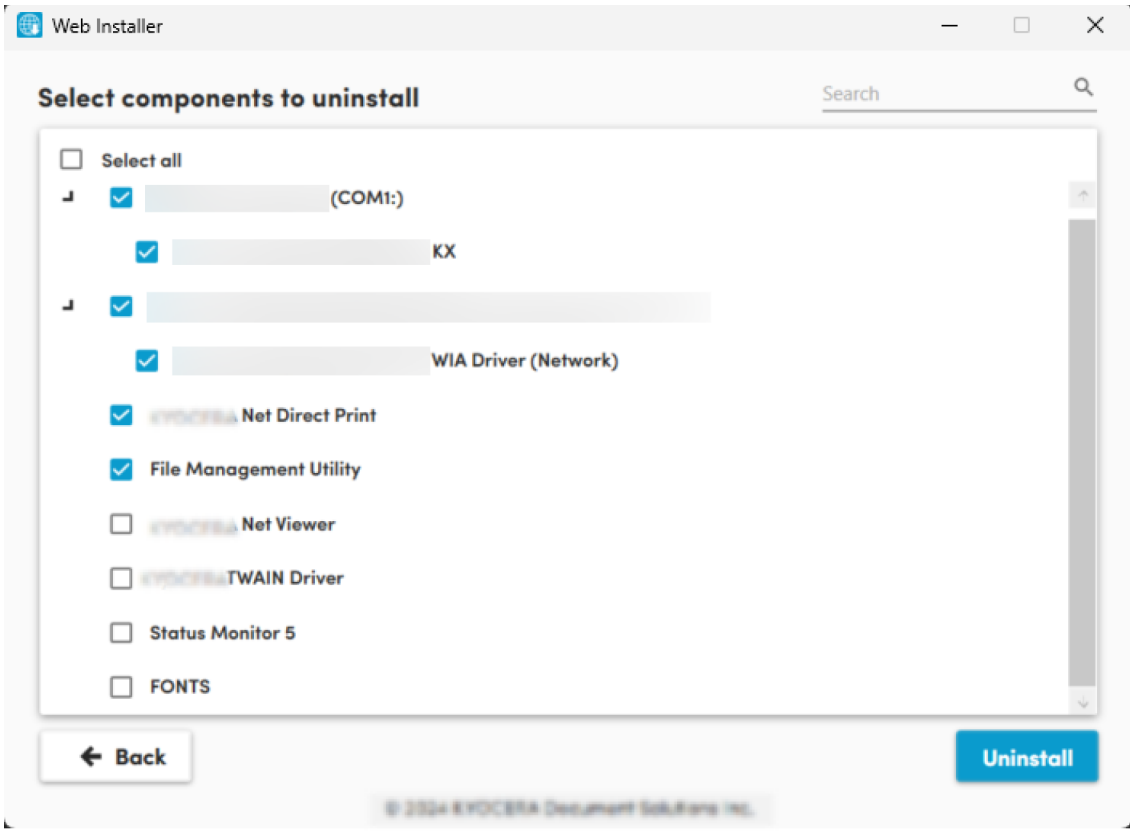
2 Click [Accept] if there is no problem.

3 Click [Uninstall].



4 Uninstall the software.

1 Select the software you want to uninstall.



2 Click [Uninstall].

5 Finish uninstalling.

Click [Finish].

Restart the system for the uninstall to take effect.

Installing Software in Mac Computer

Printer driver for Macintosh can be installed.

NOTE

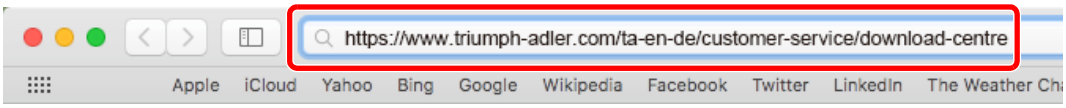
- Installation on Mac OS must be done by a user logged on with administrator privileges.
- When printing from a Macintosh computer, set the machine's emulation to [KPDL] or [KPDL(Auto)].

  ➡ Printer (page 349)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.

  ➡ Bonjour (page 384)
- In the Authenticate screen, enter the name and password used to log in to the operating system.
- When printing via AirPrint, you do not have to install the software.

1 Download a software from the website.

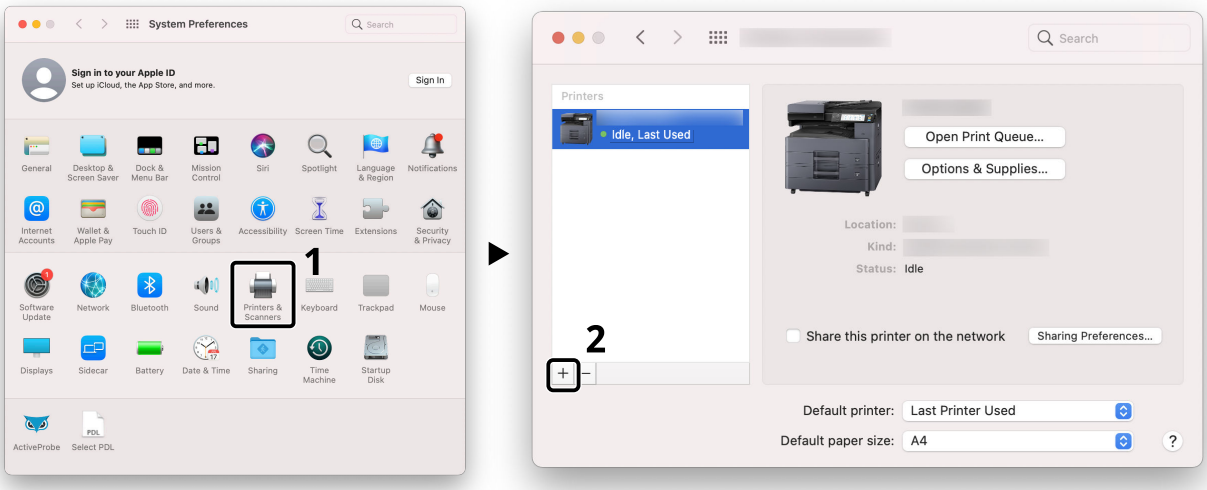
1. Launch a web browser.
2. Enter https://www.triumph-adler.com/ta-en-de/customer-service/download-centre or https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre to the browser's address bar or location bar.



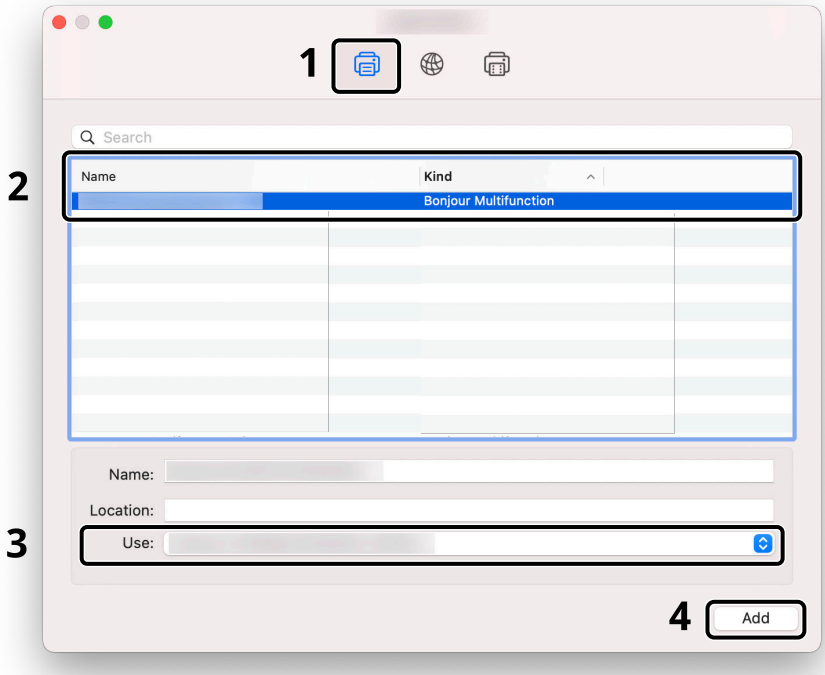
3. Follow the guidance on the screen to download the software.

2 Configure the printer.

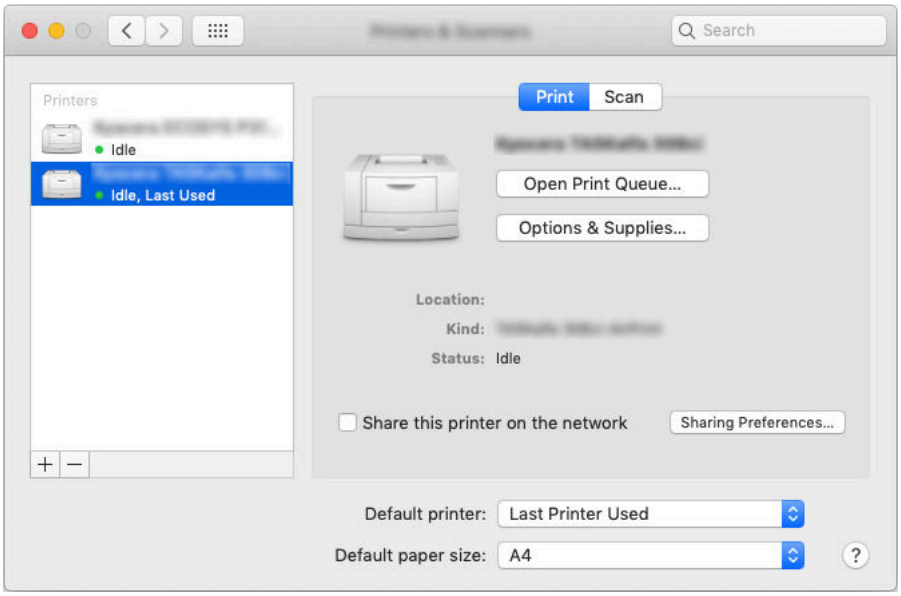
1 Open System Preferences and add the printer.



2 Select [Default] and click the item that appears in "Name" and then select the driver in "Use".



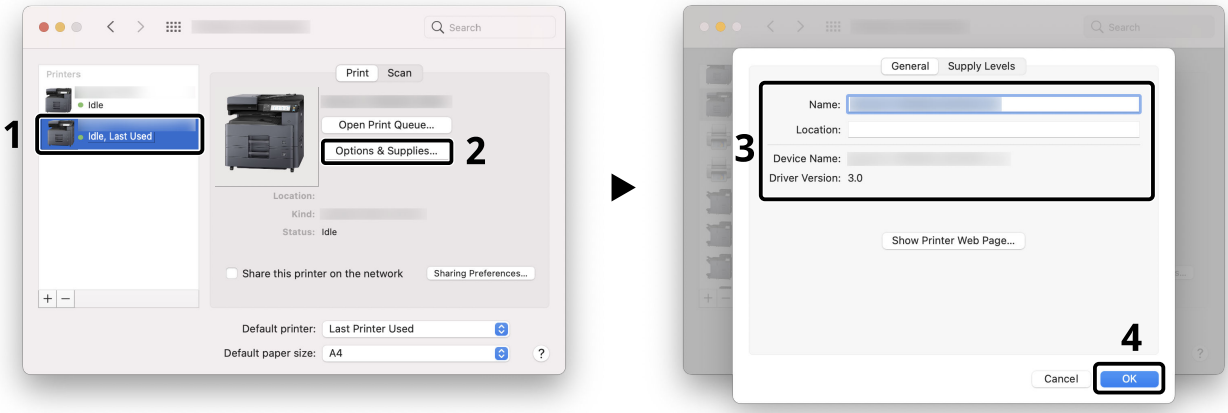
The selected machine is added.



NOTE

When using an IP connection, click the IP icon for an IP connection and then enter the host name or IP address. The number entered in "Address" will automatically appear in "Name". Change if needed.

3 Select the printer added newly, and click the [Options & Supplies...] to select the options equipped with the machine.



Checking the Counter

Check the number of sheets printed.

1 **Display the screen.**

[Home] key > [...] > [Counter]

2 **Check the counter.**

Additional Preparations for the Administrator

Administrator Privileges Overview

This machine is shipped with two default users registered one with Machine Administrator privileges, and another with Administrator privileges. The user with Machine Administrator privileges and the user with Administrator privileges can configure important settings for the machine. The differences in the privileges are as follows:

User with Machine Administrator privileges

This user can configure the product’s network settings, security settings such as user registration, and the machine's security level.

➡ Device Security Settings (page 400)

User with Administrator privileges

This user can configure the product’s network settings, user registration, and other security settings. This user cannot set the machine’s security level.

Log in as Machine Administrator or Administrator

The user with Machine Administrator privileges or the user with Administrator privileges must log in to configure important settings for the product, such as network settings and security settings. The factory default login user name and login password are set as shown below.

Machine Administrator

User Name	DeviceAdmin
Login User Name	P-7041DN: 7000
Login Password	xxxxxxxxxx (Serial Number) ➡ Checking the Equipment's Serial Number (page 2)

Administrator

User Name	Admin
Login User Name	Admin
Login Password	xxxxxxxxxx (Serial Number) ➡ Checking the Equipment's Serial Number (page 2)

IMPORTANT

To ensure security, be sure to change the factory default user name, login user name, and login password. Also, change your password regularly.

Change the login password to one of your choice for security reasons.

Three incorrect entries will lock you out. Re-enter your password after a few moments.

➡ Changing User Properties (page 428)

Strengthening the Security

This machine is shipped with two default users registered one with Machine Administrator rights, and another with Administrator rights. Logging in as this user will allow you to configure all settings; therefore, please change the login user name and password.

In addition, this machine is equipped with user authentication function, which can be configured to limit the access to this machine to only those who have a registered login name and password.

➡ User Authentication and Accounting (User Login, Job Accounting) (page 418)

NOTE

Protection of confidential information by TPM

This product is equipped with the security chip called TPM (Trusted Platform Module). The encryption key used to encrypt confidential information on this machine is stored in a dedicated storage area on the TPM chip. Since this storage area cannot be read from outside the TPM, confidential information can be safely protected.

Restrict the users of the machine

- User Login

  ➡ Overview of User Login Administration (page 419)

- Authentication Security

  ➡ Authentication Security (page 422)

- Auto Panel Reset

  ➡ Energy Saver/Timer (page 313)

- ID Card Settings[1]

  ➡ ID Card Settings (page 444)

Restrict the basic functions that can be used

- Local Authorization

  ➡ Local Authorization (page 432)

- Group Authorization Set

  ➡ Group Authorization Settings (page 434)

- Guest Authorization Set

  ➡ Guest Authorization Settings (page 437)

Prevent another user from handling the documents stored in the machine

- Custom Box

  ➡ Using Document Boxes (page 206)

Output the document stored in the machine at the time when user operates the device via operation panel

- Remote Printing

  ➡ Printer (page 349)

Prevent the data stored in the machine from being leaked

- Data Overwrite[2]
  - ➡ **Data Encryption/Overwrite Operation Guide**
- Encryption[2]
  - ➡ **Data Encryption/Overwrite Operation Guide**

Completely delete the data on the machine before disposing of the machine

- Data Sanitization
  - ➡ Data Security (page 401)

Record the operation history of users

- Login History Settings
  - ➡ History Settings (page 342)
- Device Log History Settings
  - ➡ History Settings (page 342)
- Secure Comm. Error Log
  - ➡ History Settings (page 342)

Protect the transmission from interception and wiretapping

- IPP over TLS
  - ➡ Protocol Settings (page 376)
- HTTPS
  - ➡ Protocol Settings (page 376)
- LDAP Security
  - ➡ **Embedded Web Server User Guide.**
- SMTP Security
  - ➡ Email (page 347)
- POP3 Security
  - ➡ Email (page 347)
- Enhanced WSD (TLS)
  - ➡ Protocol Settings (page 376)
- IPSec
  - ➡ IPSec (page 387)
- SNMPv3
  - ➡ Protocol Settings (page 376)

Verify the software in the machine

- Software Verification
  - ➡ Device Security Settings (page 400)

Preventing from execution of the unauthorized programs

- Allowlisting

➡ Device Security Settings (page 400)

*1 The optional Card Authentication Kit is required.

*2 It is necessary to activate the Data Security Function.

Embedded Web Server

If the machine is connected to the network, you can configure various settings using Embedded Web Server.

This section explains how to access Embedded Web Server, and how to change security settings and the host name.

➡ **Embedded Web Server User Guide**

NOTE

To fully access the features of the Embedded Web Server pages, enter the User Name and Password and click [Login]. Entering the predefined administrator password allows the user to access all pages, including Document Box and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Checking the Equipment's Serial Number (page 2)

Settings that the administrator and general users can configure in Embedded Web Server are as follows.

Setting	Description	Administrator	General User
Device Information/ Remote Operation	The machine's structure can be checked.	○	○
Job Status	Displays all device information, including print jobs, storing jobs, and job log history.	○	○
Document Box	Add or delete document boxes, or delete documents within a document box.	○	○*1
Device Settings	Configure the advanced settings of the machine.	○	—
Function Settings	Configure the advanced function settings.	○	—
Network Settings	Configure the network advanced settings.	○	—
Security Settings	Configure the security advanced settings.	○	—
Management Settings	Configure the advanced management settings.	○	—

*1 The logged in user may not be able to configure some settings, depending on the permissions of the user.

Accessing Embedded Web Server

1 Display the screen.

1 Launch your Web browser.

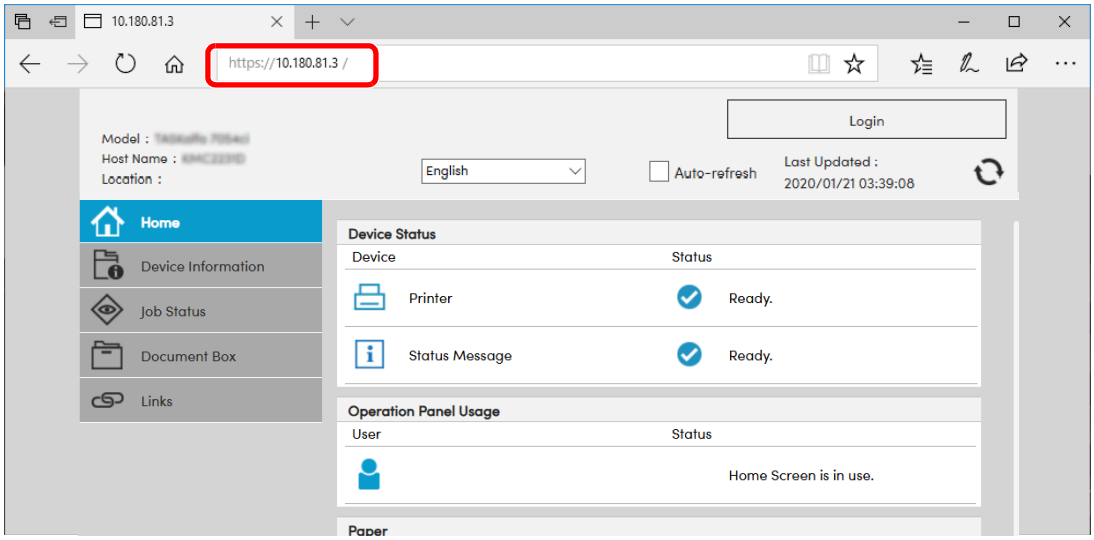
2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

Examples: https://10.180.81.3/ (for IP address)

https://MFP001 (if the host name is "MFP001")



The web page displays basic information about the machine and Embedded Web Server as well as their current status.

NOTE

If the screen "There is a problem with this website's security certificate." is displayed, configure the certificate.

➡ **Embedded Web Server User Guide**

You can also continue the operation without configuring the certificate.

2 Configure the function.

Select a category from the navigation bar on the left of the screen.

NOTE

To fully access the features of the Embedded Web Server pages, enter the User Name and Password and click [Login]. Entering the predefined administrator password allows the user to access all pages, including Document Box and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Checking the Equipment's Serial Number (page 2)

Changing Security Settings

1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.
Click in the following order to check the machine's IP address and the host name.
[Device Information] in the home screen > [Identification/Wired Network]

3 Log in with administrator privileges.



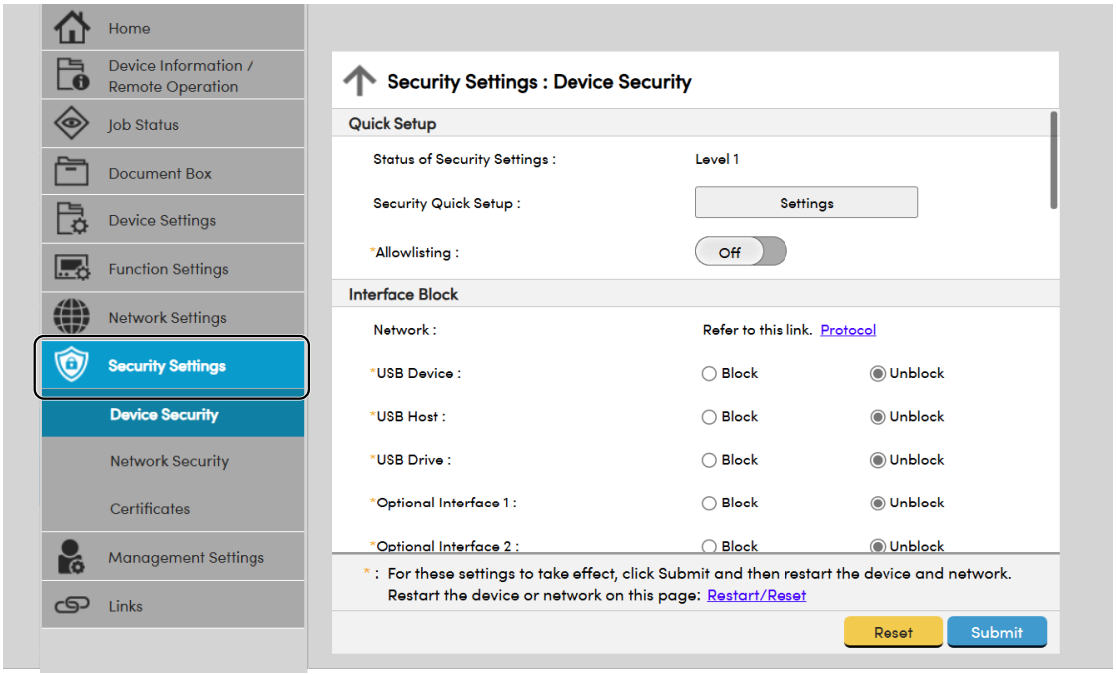
The factory default setting for the default user with administrator privileges is shown below.
(Upper case and lower case letters are distinguished (case sensitive).)
Login User Name: Admin
Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

4 Click [Security Settings].

2 Configure the Security Settings.

From the [Security Settings] menu, select the setting you want to configure.



NOTE

For details on settings related to certificates, refer to the following:

➡ **Embedded Web Server User Guide**

Changing Device Information

1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

3 Log in with administrator privileges.



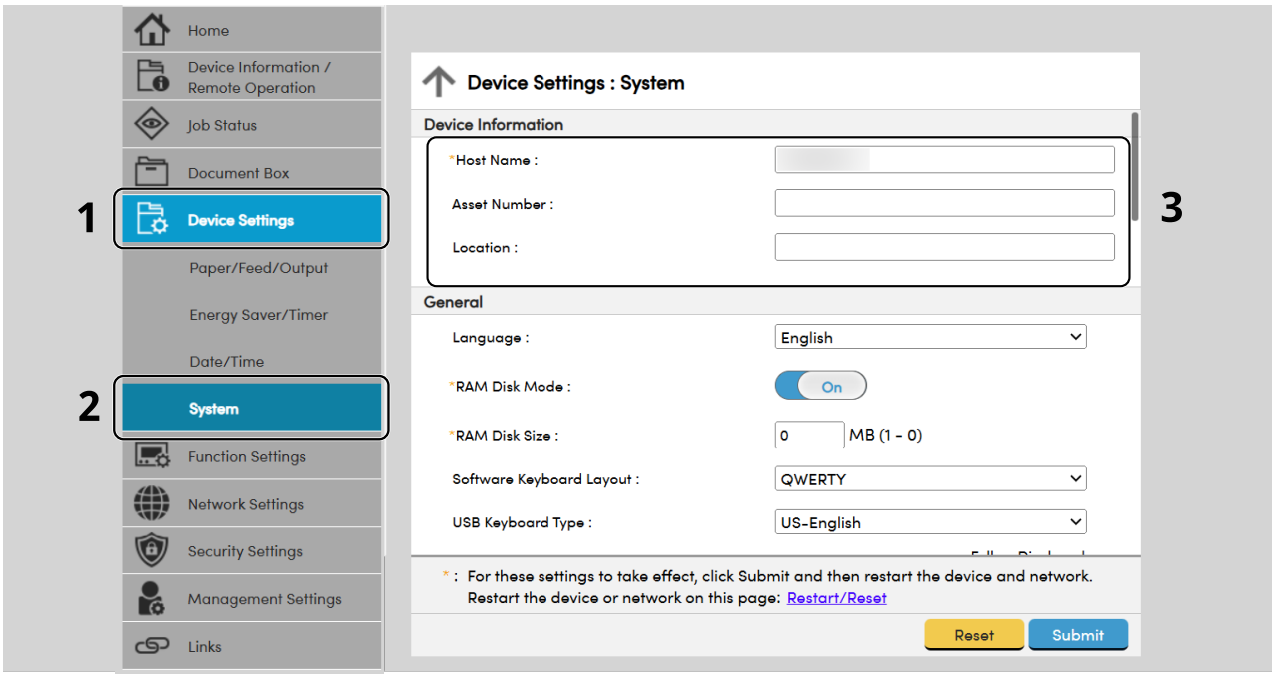
The factory default setting for the default user with administrator privileges is shown below.(Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

➡ Preface (page 2)

4 From the [Device Settings] menu, click [System].



2 Specify the host name.

Enter the device information, and then click [Submit].

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON. To restart the network interface card, click [Reset] in the [Management Settings] menu, and then click [Restart Network] in "Restart".

E-mail Settings

By configuring the SMTP settings, it is possible to send E-mail notices when jobs have been completed.

To use this function, this machine must be connected to a mail server using the SMTP protocol.

In addition, configure the following.

- SMTP settings
  Item: "SMTP Protocol" and "SMTP Server Name" in "SMTP"
- The sender address when the machine sends E-mails
  Item: "Sender Address" in "E-mail Send Settings"
- The setting to limit the size of E-mails
  Item: "E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

1 Display the screen.

Display the SMTP Protocol screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

3 Log in with administrator privileges.



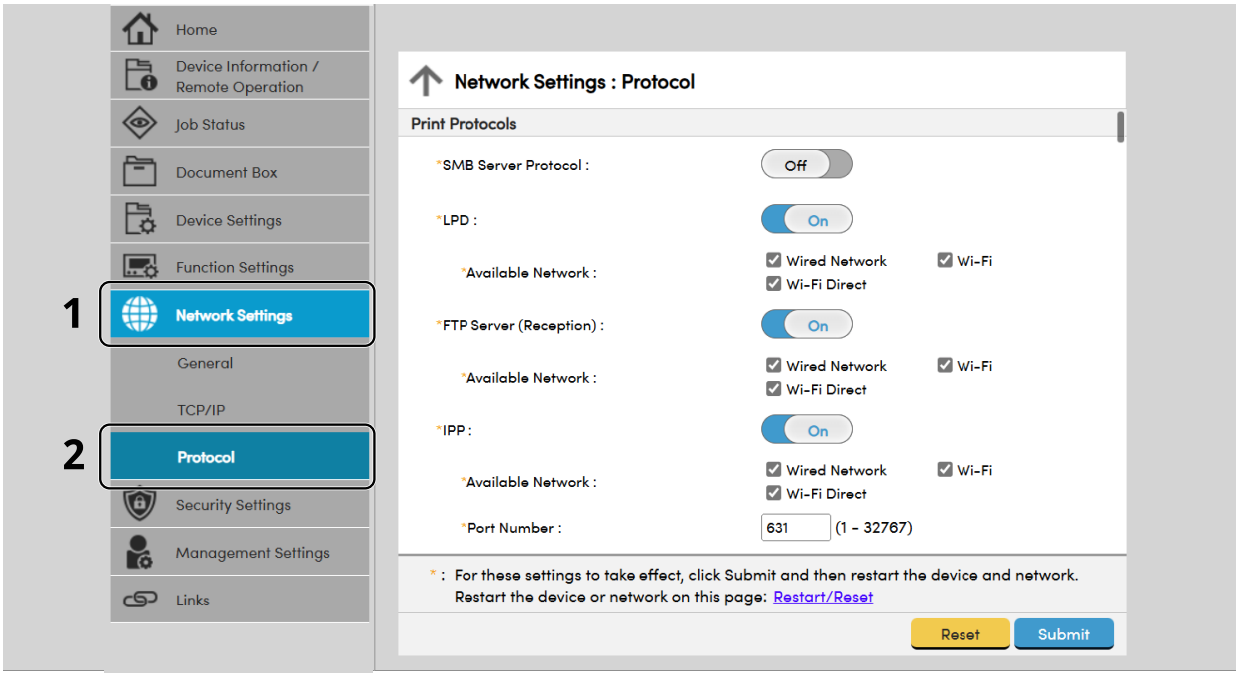
The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin

Login Password: xxxxxxxxxx (Serial Number)

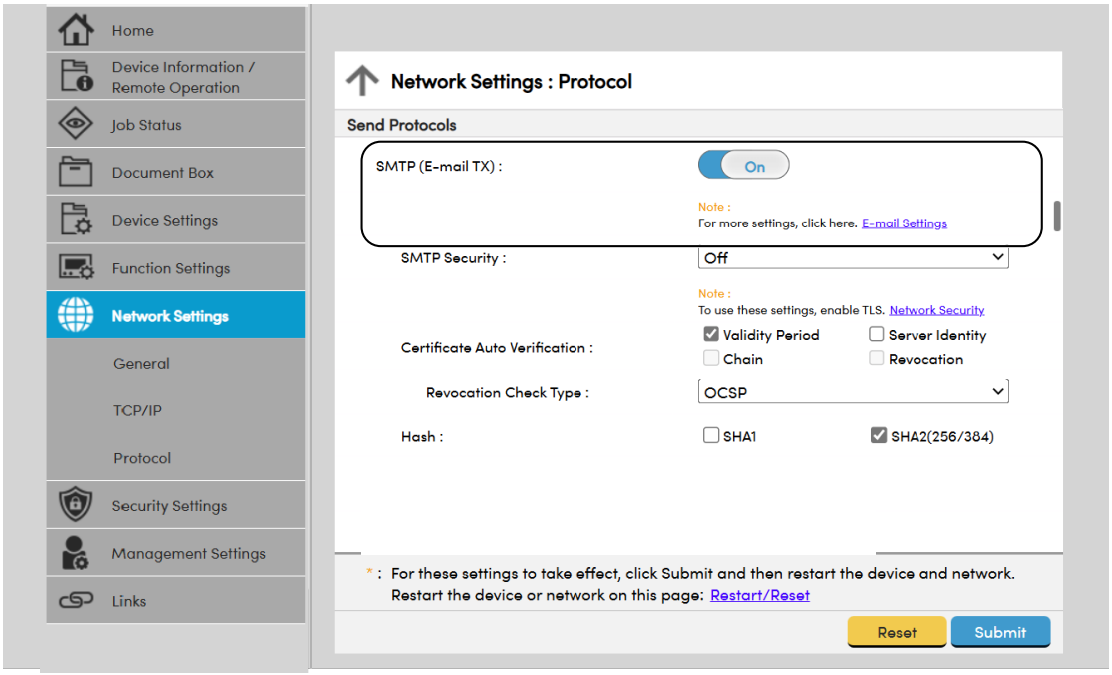
➡ Preface (page 2)

4 From the [Network Settings] menu, click [Protocol].



2 Configure the settings.

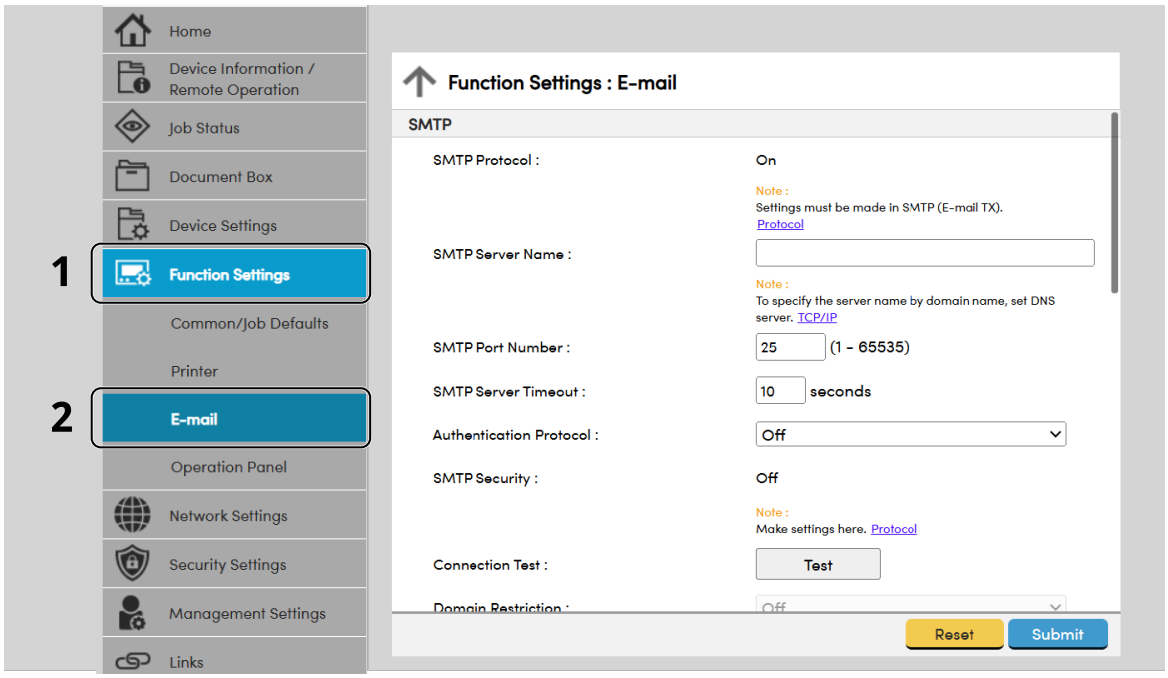
Set "SMTP (E-mail TX)" to [On] in the "Send Protocols".



3 Display the screen.

Display the E-mail Settings screen.

From the [Function Settings] menu, click [E-mail].



4 Configure the settings.

Enter "SMTP" and "E-mail Send Settings" items.

SMTP

Set to send e-mail from the machine.

Setting	Description
SMTP Protocol	Displays the SMTP protocol settings. Check that "SMTP Protocol" is set to [On]. If [Off] is set, click [Protocol] and set the SMTP protocol to [On].
SMTP Server Name [1]	Enter the host name or IP address of the SMTP server.
SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25.
SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.
Authentication Protocol	To use SMTP authentication, enter the user information for authentication.
SMTP Security	Set SMTP security. Turn on "SMTP Security" in "SMTP (E-mail TX)" on the [Protocol Settings] page.
Connection Test	Tests to confirm that the E-mail function is operating under the settings without sending a mail.
Domain Restriction	To restrict the domains, click the [Domain List] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.

POP3

Setting	Description
POP3 Protocol	You don't need to set the following items when you only enable the function of sending e-mail from the machine. Set the following items if you want to enable the function of receiving e-mail on the machine. ➡ **Embedded Web Server User Guide**
Check Interval	
Run once now	
Domain Restriction	
POP3 User Settings	

E-mail Send Settings

Setting	Description
E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is cancelled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit.
Sender Address[1]	Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.
Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters
Function Defaults	Change the function default settings in [Common/Job Default Settings] page.

*1 Be sure to enter the items.

5 Click [Submit].

Creating a New Custom Box

1 Display the screen.

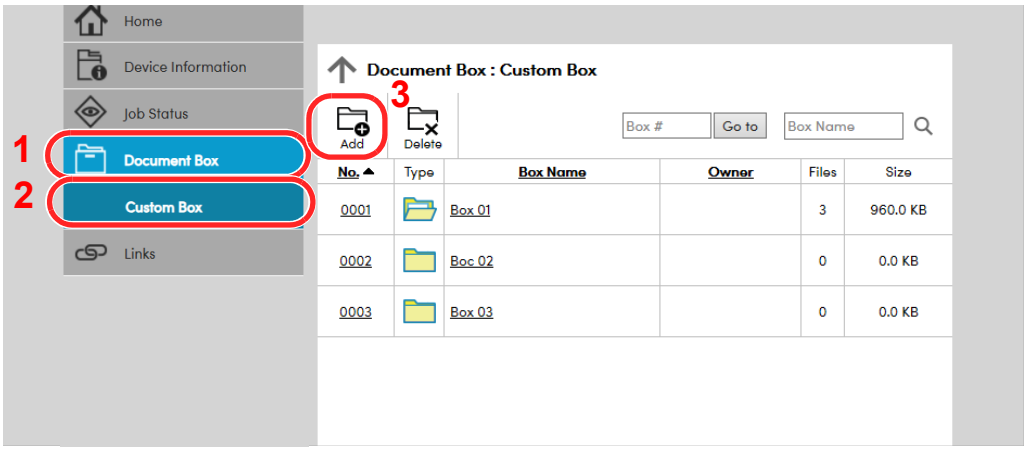
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

3 From the [Document Box] menu, click [Custom Box].



4 Click [Add].

2 Configure the Custom Box.

1 Enter the box details.

Enter the information for the custom box you want to register. For details on the fields to populate, refer to the following:

➡ **Embedded Web Server User Guide**

2 Click [Submit].

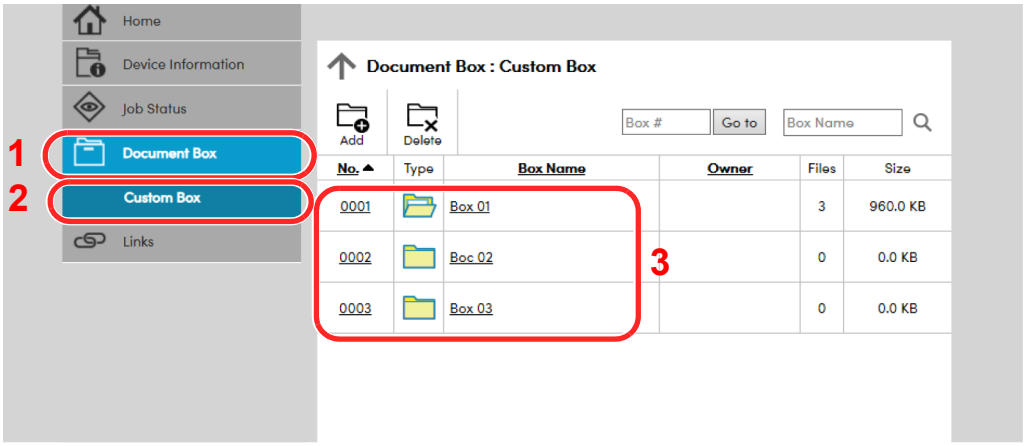
Printing a Document Stored in a Custom Box

1 Display the screen.

1 Launch your Web browser.

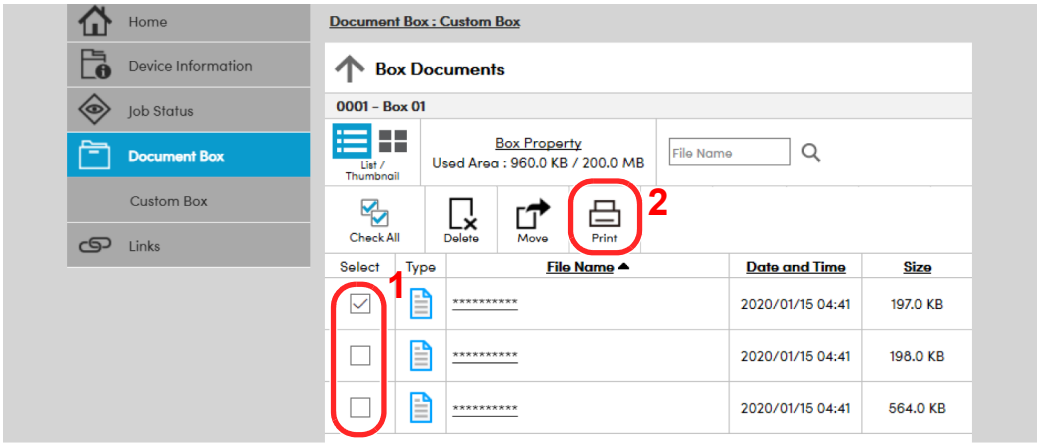
2 In the address or location bar, enter the machine's IP address or the host name.
Click in the following order to check the machine's IP address and the host name.
[Device Information] in the home screen > [Identification/Wired Network]

3 From the [Document Box] menu, click [Custom Box].



4 Click the number or name of the Custom Box in which the document is stored.

2 Print the document.



1 Select the document you wish to print.
Select the checkbox of the document to be printed.

2 Click [Print].

3 Configure settings for printing, click [Print].

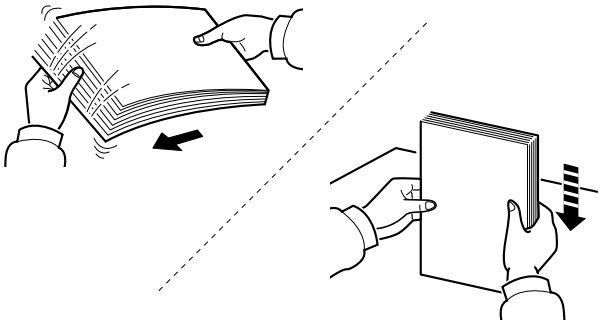
3 Preparation before Use

Loading Paper 119
Precautions for Outputting Paper 139

Loading Paper

Precaution for Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.



Fan the paper, then tap it on a level surface. In addition, note the following points.

- If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.
- Avoid exposing opened paper to high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multipurpose tray or cassettes back in the paper storage bag.
- Leaving paper in the cassette for a long time may cause a discoloration of paper by heat from the cassette heater.
- If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

IMPORTANT

If you print onto used paper (paper already used for printing), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

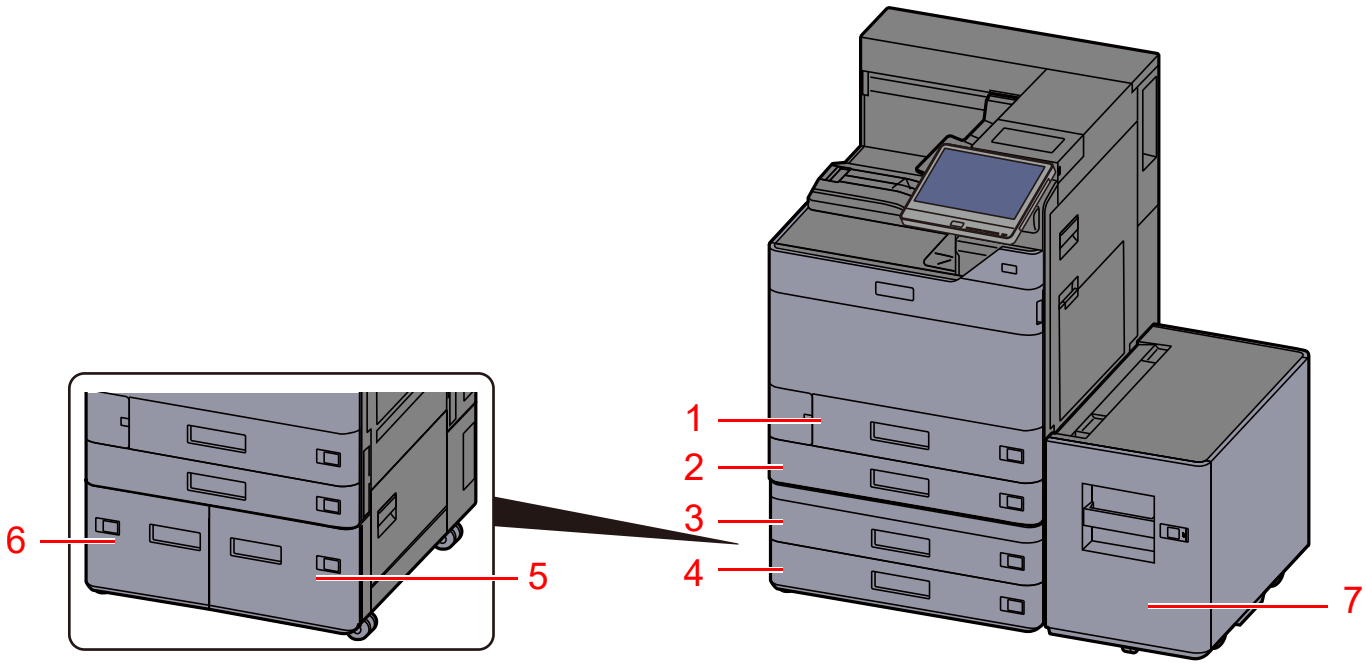
NOTE

If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to the following:

➡ Paper (page 752)

Selecting the Paper Feeder Units

Select the paper feeder units according to the size and type of paper.



<table>
<tr><th>No.</th><th>Name</th><th>Paper Size</th><th>Paper Type</th><th>Capacity</th><th>Page</th></tr>
<tr><td>1</td><td>Cassette 1</td><td>A4-R, A4, A5-R, A5, A6-R, B5-R, B5, B6-R, 216×340 mm, Letter-R, Letter, Legal, Statement-R, Executive, Oficio II, Folio, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Youkei 4, Youkei 2, Nagagata 3, Custom 1 to 4</td><td rowspan="4">Plain, Rough, Vellum, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8</td><td rowspan="4">500 sheets (80 g/m^2)</td><td rowspan="4">➡ Loading in Cassette 1 (page 123)</td></tr>
<tr><td>2</td><td>Cassette 2</td><td rowspan="3">A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Custom 1 to 4</td></tr>
<tr><td>3</td><td>Cassette 3</td></tr>
<tr><td>4</td><td>Cassette 4</td></tr>
</table>

No.	Name	Paper Size	Paper Type	Capacity	Page
5	Cassette 3	A4, Letter, B5 (Fixed to one of sizes.)	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1 to 8	1,500 sheets (80 g/m^2)	➡ Loading in the Large Capacity Feeder (page 133)
6	Cassette 4				
7	Cassette 5			3,000 sheets (80 g/m^2)	➡ Loading in the Side Feeder (page 135)

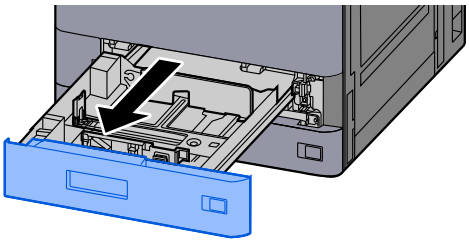
NOTE

- The number of sheets that can be held varies depending on your environment and paper type.
- You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)

Loading in Cassette 1

Load the paper in Cassette. The procedures here represent the Cassette 1.

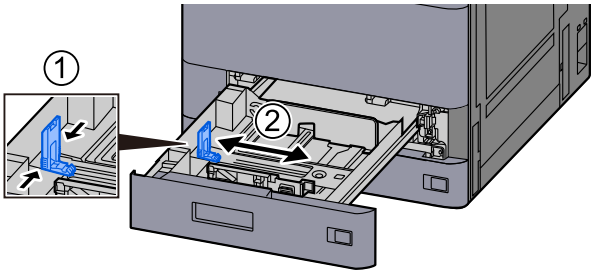
1 Pull the cassette completely out of the machine.



NOTE

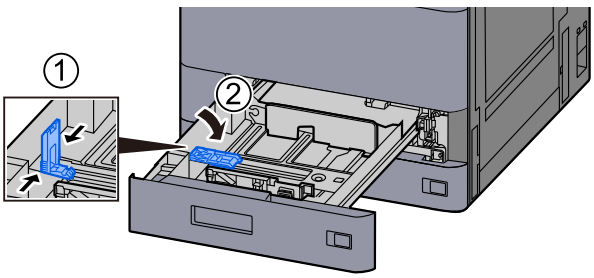
Do not pull out more than one cassette at a time.

2 Adjust the paper length guide to the paper size required.

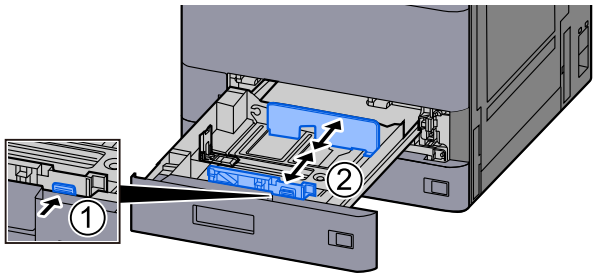


NOTE

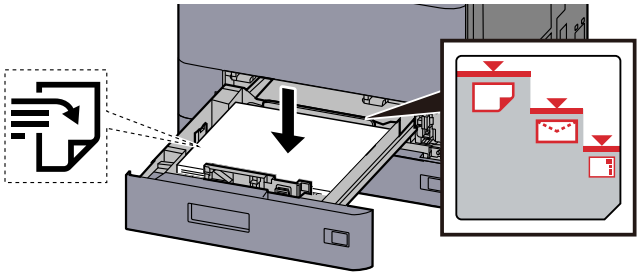
When using Legal size paper, move the paper length guide to the extreme left and lay it down.



3 Adjust the position of the paper width guides located on the left and right sides of the cassette.



4 Load paper.



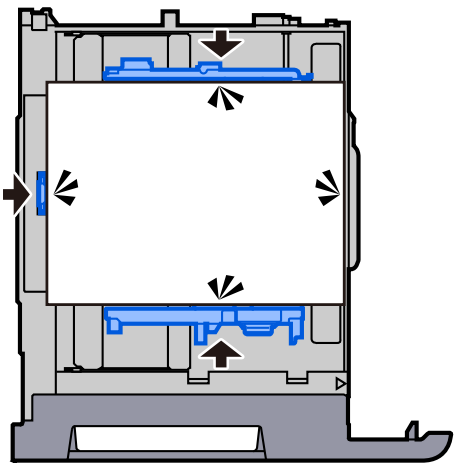
IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

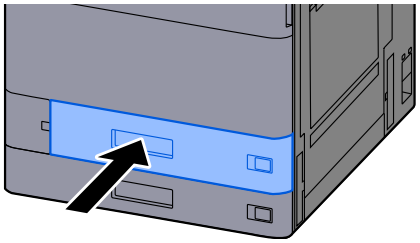
  ➡ Precaution for Loading Paper (page 119)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

5 Be sure that the paper length and width guides rest securely against the paper.

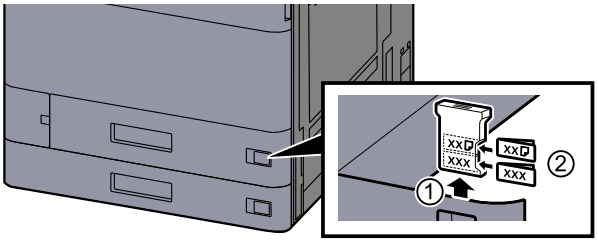
If there is a gap, readjust the guides to fit the paper.



6 Gently push the cassette back in.



7 Insert the indication on the sheet so as to match the size and type of paper to be placed.



8 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 1]

9 Configure the function.

Select the paper size and paper type.

➡ Cassette 1 (to 5) Settings (page 318)

NOTE

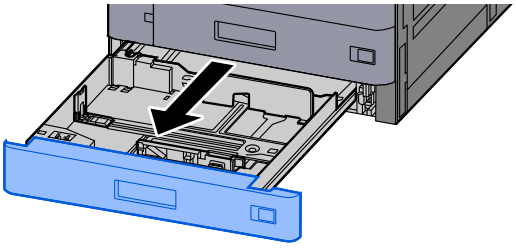
Paper size can be automatically detected and selected, refer to the following.

➡ Paper Selection (page 242)

➡ Cassette 1 (to 5) Settings (page 318)

Loading in Cassette 2

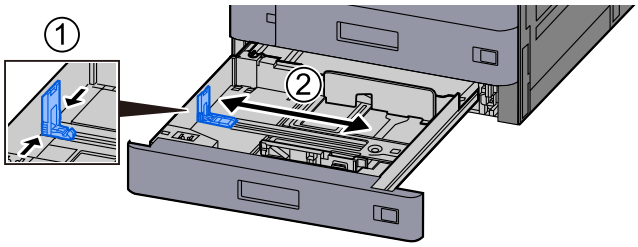
1 Pull the cassette completely out of the machine.



NOTE

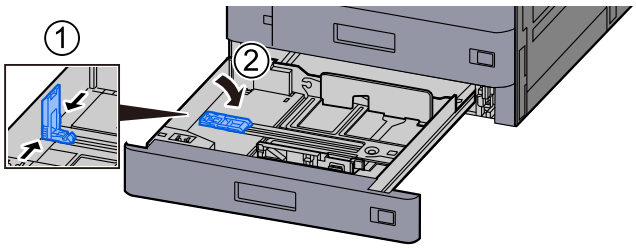
Do not pull out more than one cassette at a time.

2 Adjust the paper length guide to the paper size required.

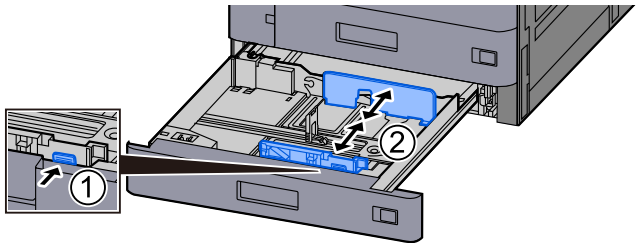


NOTE

When using 12×18" size paper, move the paper length guide to the extreme left and lay it down.

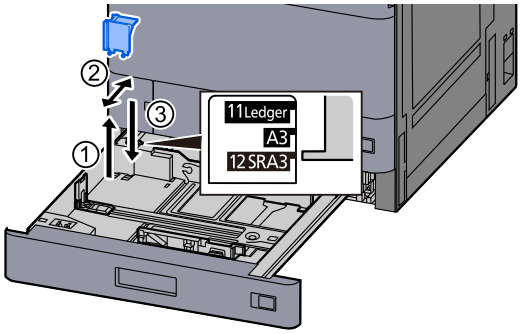


3 Adjust the position of the paper width guides located on the left and right sides of the cassette.

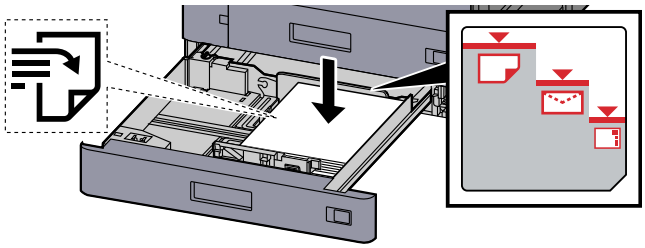


NOTE

When using SRA3/12×18", A3, or Ledger paper, adjust the auxiliary guide accordingly.



4 Load paper.



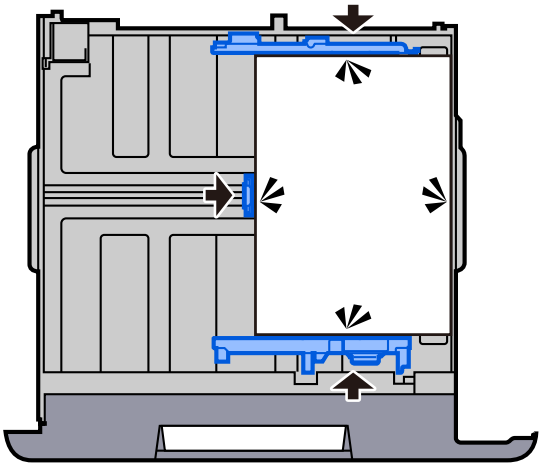
IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

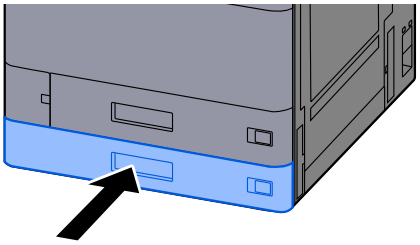
  ➡ Precaution for Loading Paper (page 119)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

5 **Be sure that the paper length and width guides rest securely against the paper.**

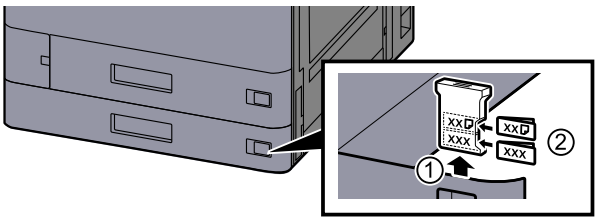
If there is a gap, readjust the guides to fit the paper.



6 **Gently push the cassette back in.**



7 **Insert the indication on the sheet so as to match the size and type of paper to be placed.**



8 **Display the screen.**

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 2]

9 **Configure the function.**

Select the paper size and paper type.

➡ Cassette 1 (to 5) Settings (page 318)

NOTE

Paper size can be automatically detected and selected, refer to the following.

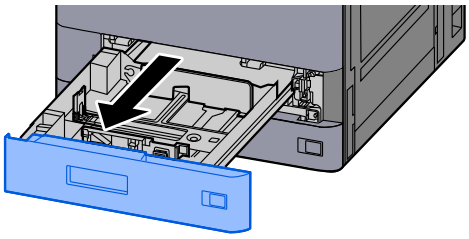
➡ Paper Selection (page 242)

➡ Cassette 1 (to 5) Settings (page 318)

Loading Envelopes or Cardstock in the Cassettes

Load envelope or cardstock in the cassettes. Here, we'll explain the procedures for cassette 1, as an example.

1 Pull Cassette 1 completely out of the machine.

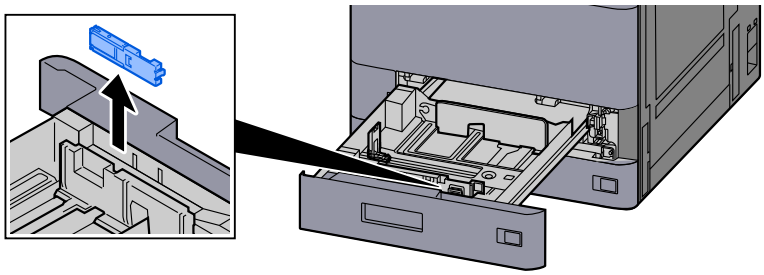


NOTE

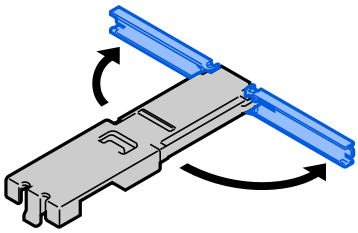
Do not pull out more than one cassette at a time.

2 Remove the envelope feed guide.

When loading cardstock, go to step 5.

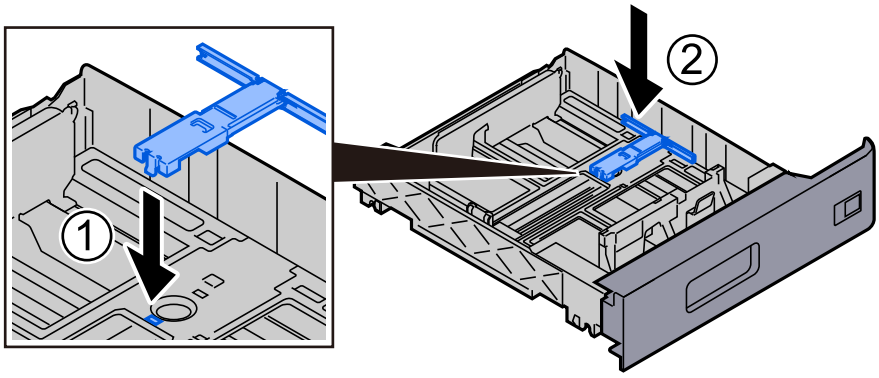


3 Expand the lever of the envelope feed guide when loading envelopes larger than Envelope C5 which has a width of 162 mm (6.4").

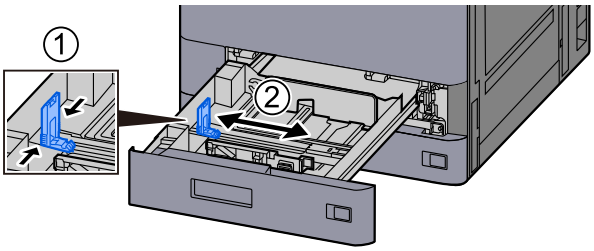


4 Attach the envelope feed guide as shown in the illustration.

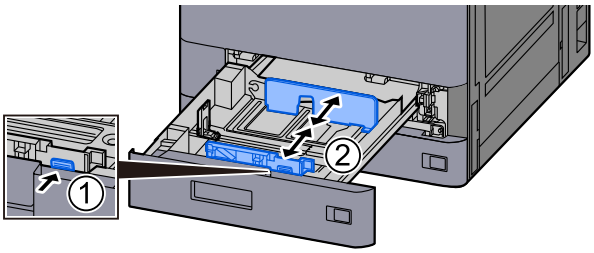
The illustration below shows that the lever of the envelope feed guide is expanded.



5 Adjust the paper length guide to the paper size required.

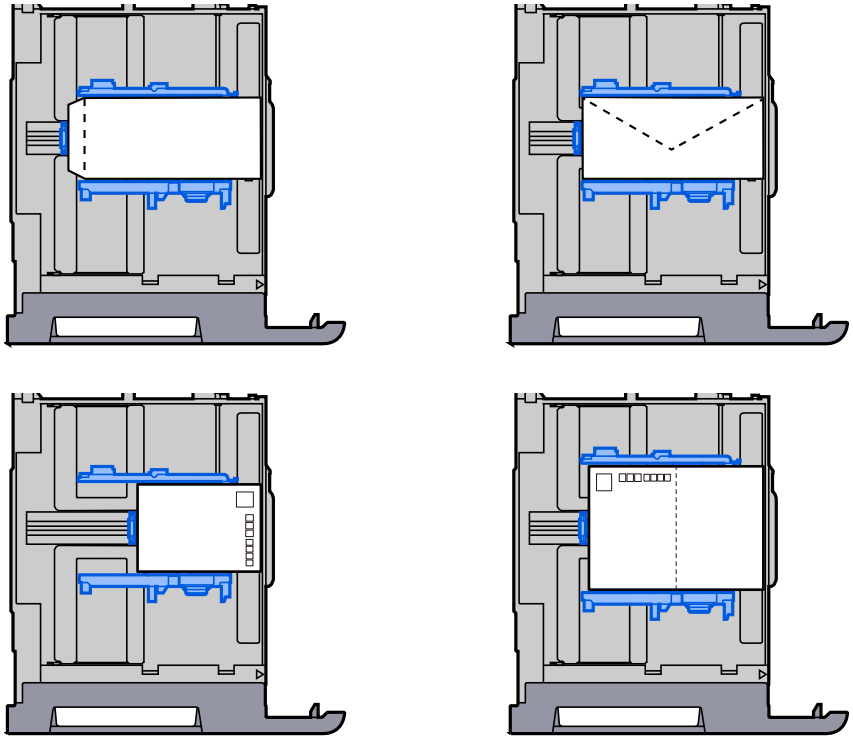


6 Adjust the position of the paper width guides located on the left and right sides of the cassette.



7 Load the envelope with the print side facing up.

Example: When printing the address.



IMPORTANT

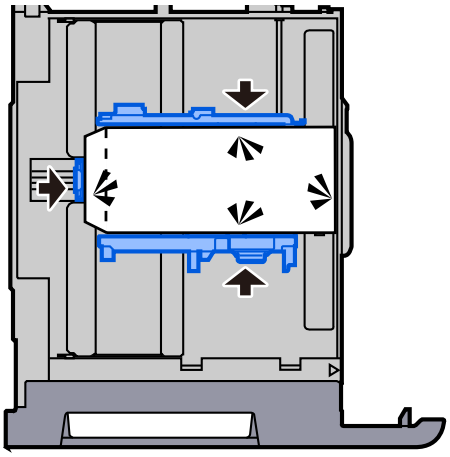
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.
- Ensure that loaded envelopes do not exceed the level indicator.

NOTE

Approximately 100 post cards or 30 envelopes can be set.

8 Be sure that the paper length and width guides rest securely against the paper.

If there is a gap, readjust the guides to fit the paper.



9 Gently push Cassette 1 back in.

10 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 1]

11 Configure the function.

Select the paper size and type of envelope.

➡ Cassette 1 (to 5) Settings (page 318)

12 Set by using the printer driver on the PC.

Select the paper size and type of envelope using the printer driver on the PC.

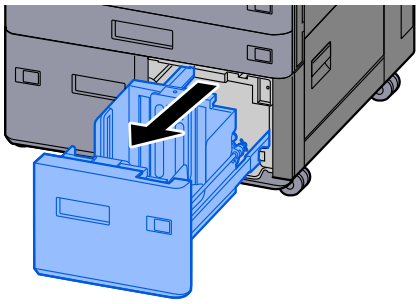
➡ Printing on Standard Sized Paper (page 150)

➡ Printing on Non-standard Sized Paper (page 152)

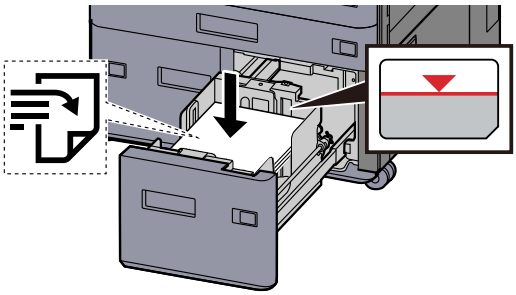
Loading in the Large Capacity Feeder

The procedures here represent the cassette 3.

1 Pull the cassette completely out of the machine.



2 Load paper.

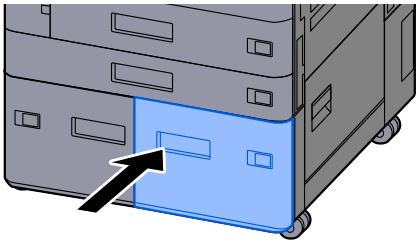


IMPORTANT

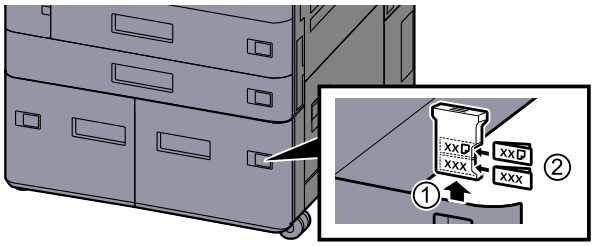
- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

  ➡ Precaution for Loading Paper (page 119)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.

3 Gently push the cassette back in.



4 Insert the indication on the sheet so as to match the size and type of paper to be placed.



5 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 3]

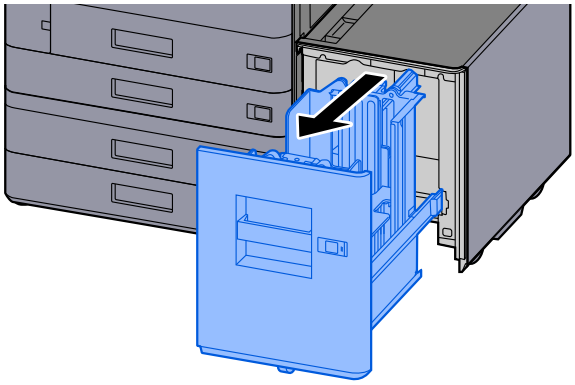
6 Configure the function.

Select the paper type.

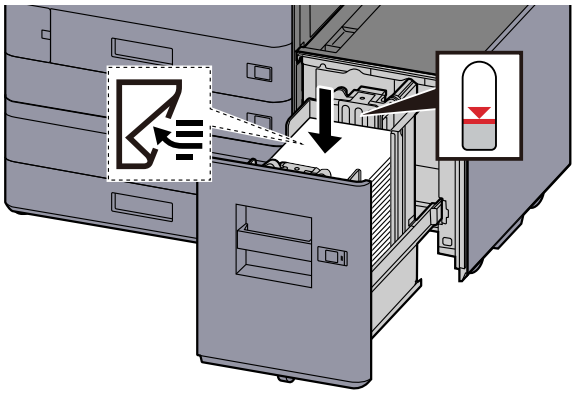
➡ Cassette 1 (to 5) Settings (page 318)

Loading in the Side Feeder

1 Pull the cassette completely out of the machine.



2 Load paper.

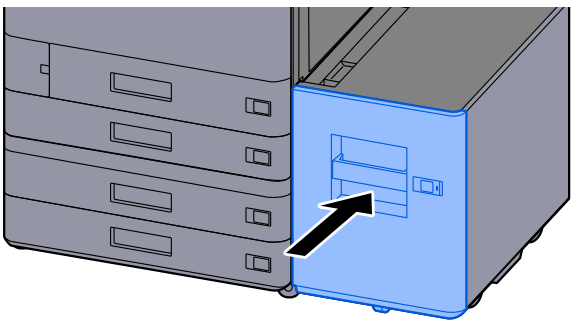


IMPORTANT

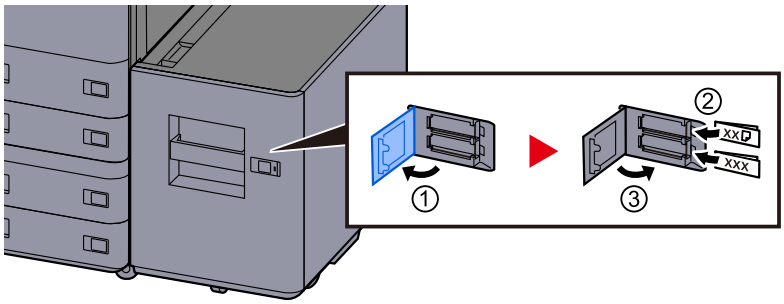
- Load the paper with the print side facing down.
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

  ➡ Precaution for Loading Paper (page 119)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.

3 Gently push the cassette back in.



4 Insert the indication on the sheet so as to match the size and type of paper to be placed.



5 Display the screen.

[Home] key > [...] > [System Menu] > [Device Setting] > [Paper Feeding] > [Cassette 5]

6 Configure the function.

Select the paper type.

➡ Cassette 1 (to 5) Settings (page 318)

Loading in the Inserter

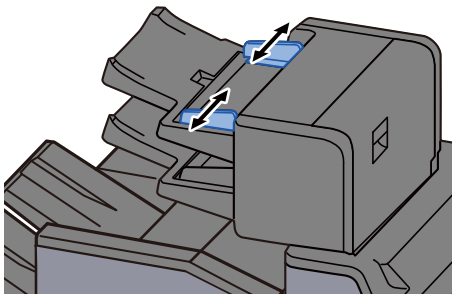
Item	Paper Size	Paper Type	No. Sheets
Inserter Tray 1 Inserter Tray 2	A3, A4-R, A4, A5-R, B4, B5R, B5, Folio, SRA3, Ledger, Letter-R, Letter, Legal, Statement, 12×18", Executive, Oficio II, 8K,16K, 16K-R, ISO B5, custom1~4 (148 × 210~320 × 457 mm)	Plain, Thin, recycled, Preprint, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1 to 8	250 sheets (64 g/m^2)

NOTE

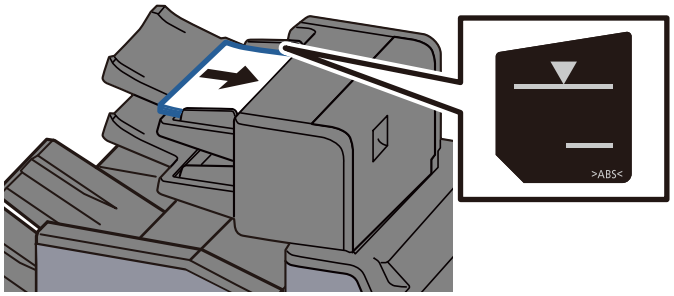
- The number of sheets that can be held varies depending on your environment and paper type.
- You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)

Load paper in the inserter tray. Here, the inserter tray 1 is used as an example.

1 Adjust the inserter tray size.



2 Load paper.



IMPORTANT

- Load the paper with the surface side facing up.
- Paper loading method when Booklet setting is set, refer to the following:

  ➡ Booklet (page 266)
- After removing new paper from its packaging, fan the paper before loading it in the cassette.

  ➡ Precaution for Loading Paper (page 119)

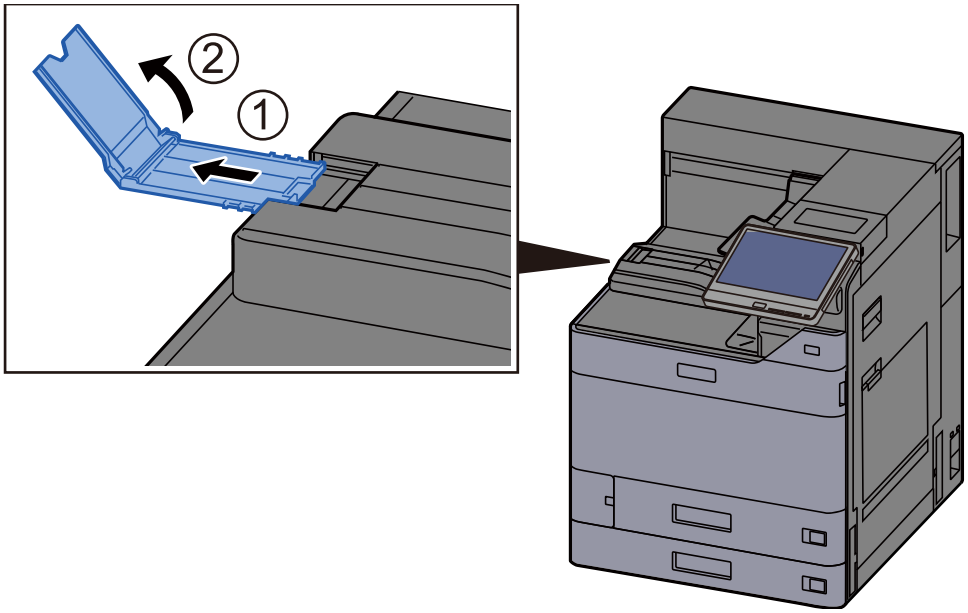
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.

  Upper: Plain paper Lower: Thick paper

Precautions for Outputting Paper

Paper Stopper

When using paper A3/Ledger or larger, open the paper stopper shown in the figure.

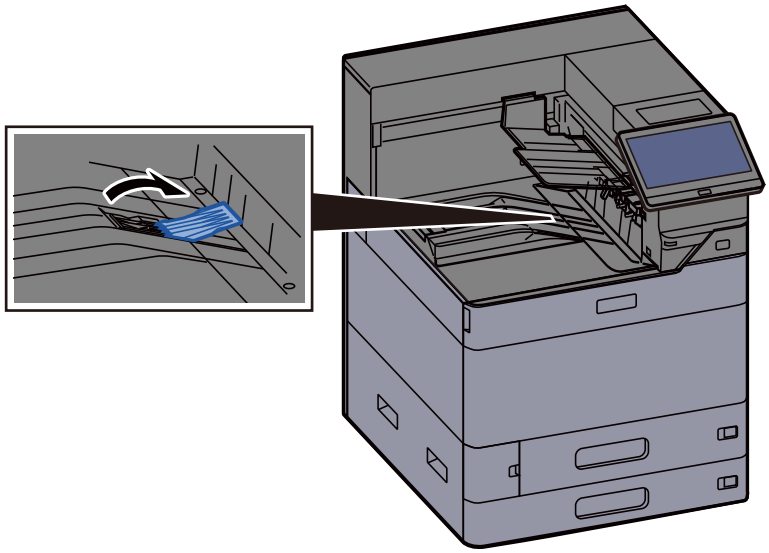


NOTE

When using the Job Separator for output, you can if needed open the paper stopper on the Job Separator.

Envelope Stack Guide

To use an envelope, open the Envelope Stack Guide as shown below.

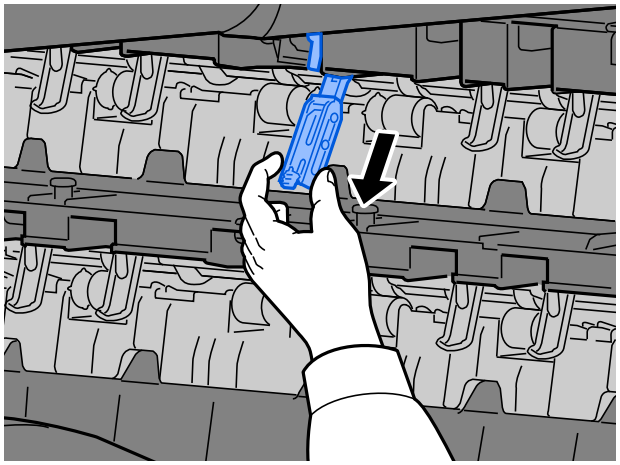


Stack Level Adjuster

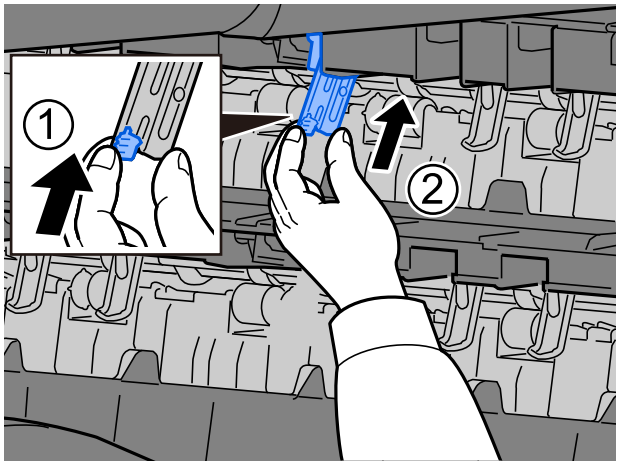
If the paper output is significantly curled, you can extend the Stack Level Adjuster as described in the figure.

Job Separator Tray

Extending the Stack Level Adjuster

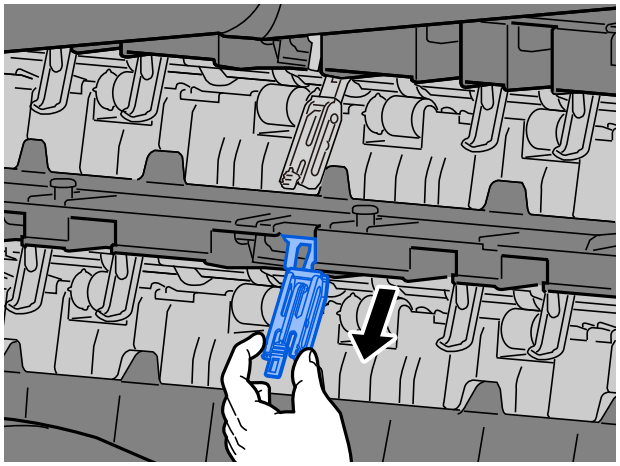


Restoring the Stack Level Adjuster

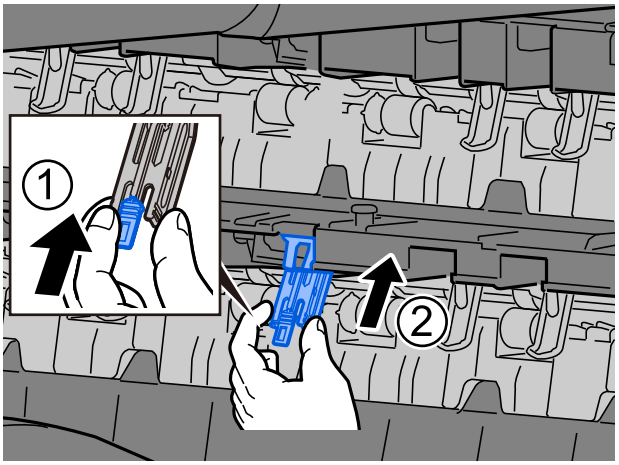


Inner Shift Tray

Extending the Stack Level Adjuster



Restoring the Stack Level Adjuster


1
2

Folding Unit (For 4,000-sheet Finisher)

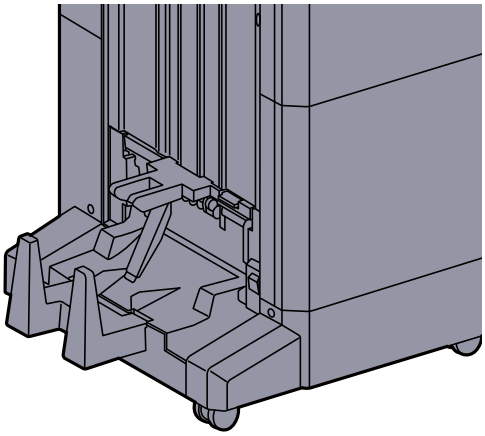
In case of ejecting number of sets exceeding the storage limit in the folding unit, detach the folding tray.

NOTE

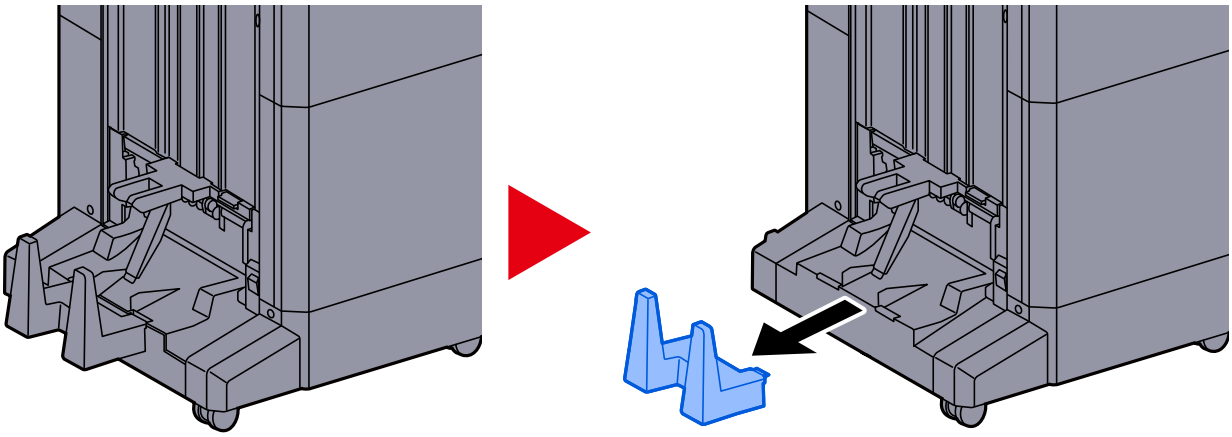
Refer to the following for maximum number for storage of folding unit.

Folding Unit (For 4,000-sheet Finisher) (page 777)

In case of ejecting to the folding tray



In case of ejecting more than the limit of the folding tray



Folding Unit (For 100-sheet Staple Finisher)

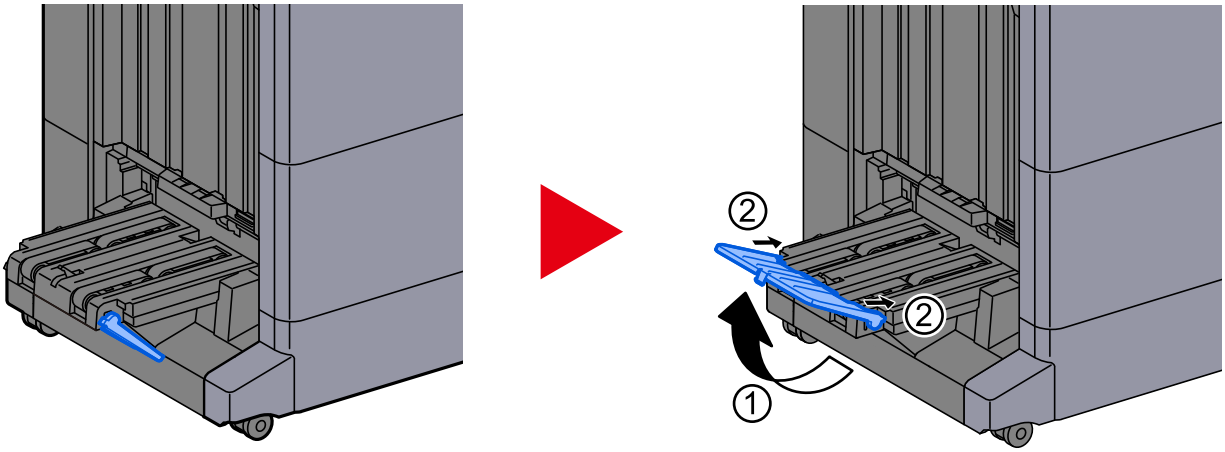
In case of ejecting nunmber of sets exceeding the storage limit in the folding unit, store them in the sub tray.

NOTE

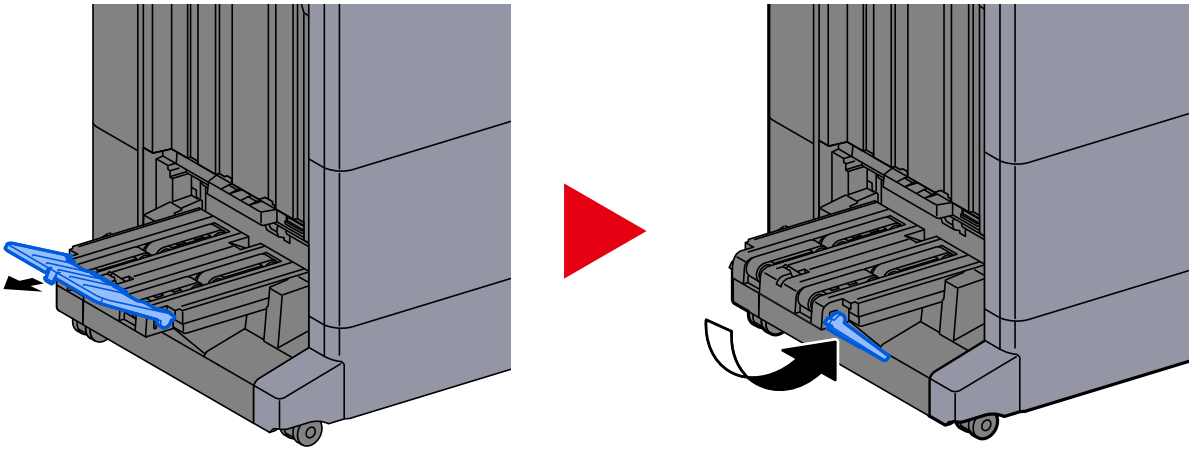
Refer to the following for maximum number for storage of folding unit.

Folding Unit (For 100-sheet Staple Finisher) (page 778)

In case of ejecting to the folding tray



In case of ejecting more than the limit of the folding tray



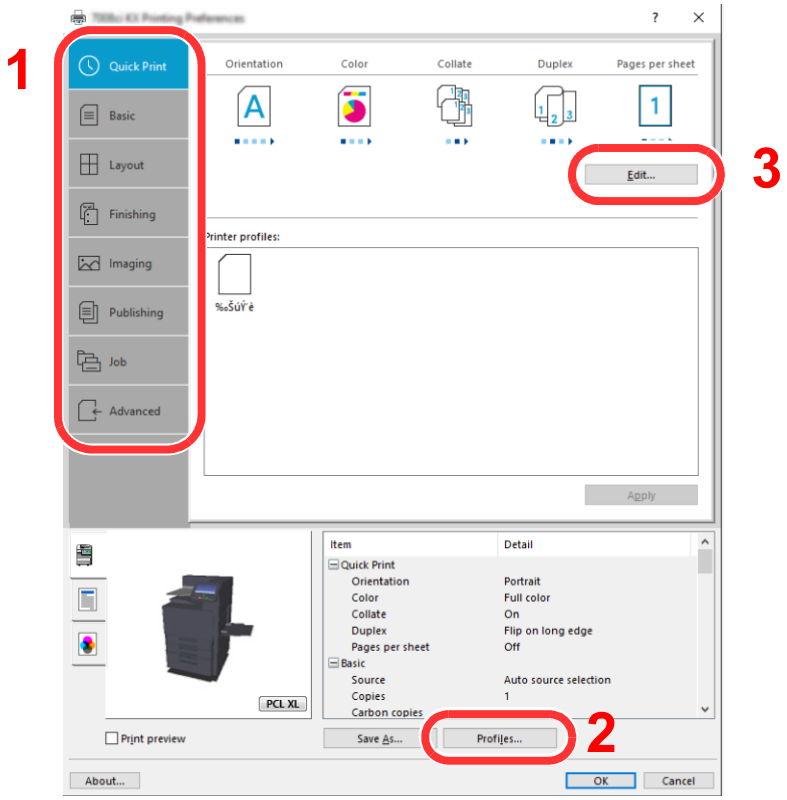
4 Printing from PC

Printer Driver Print Settings Screen 146
Printing from PC 150
Printing from the Handheld Device 164
Printing Data Saved in the Printer 169
Monitoring the Printer Status (Status Monitor) 178

Printer Driver Print Settings Screen

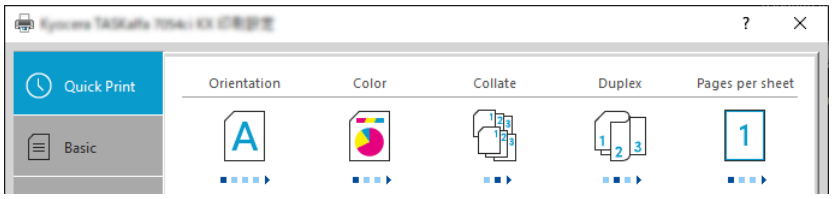
The printer driver print settings screen allows you to configure a variety of print-related settings.

➡ **Printing System Driver User Guide**



1 [Quick Print] tab

Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.



[Basic] tab

This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

[Layout] tab

This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.

[Finishing] tab

This tab lets you configure settings related to finishing of printed media, including binding and stapling.

[Imaging] tab

This tab lets you configure settings related to the quality of the print results.

[Publishing] tab

This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.

[Job] tab

This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see.

[Advanced] tab

This tab lets you configure settings for adding text pages or watermarks to print data.

2 [Profiles]

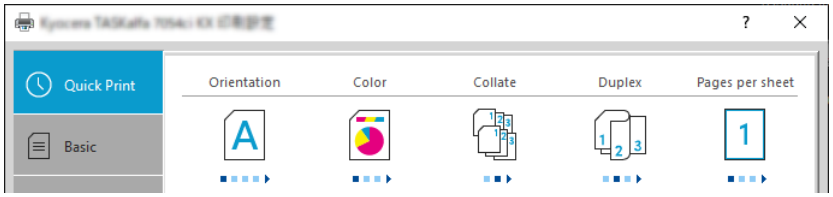
This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

3 [Reset]

Click to revert settings to their initial values.

1 [Quick Print] tab

Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.



2 [Basic] tab

This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

3 [Layout] tab

This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.

4 [Finishing] tab

This tab lets you configure settings related to finishing of printed media, including binding and stapling.

5 [Imaging] tab

This tab lets you configure settings related to the quality of the print results.

6 [Publishing] tab

This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.

7 [Job] tab

This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see.

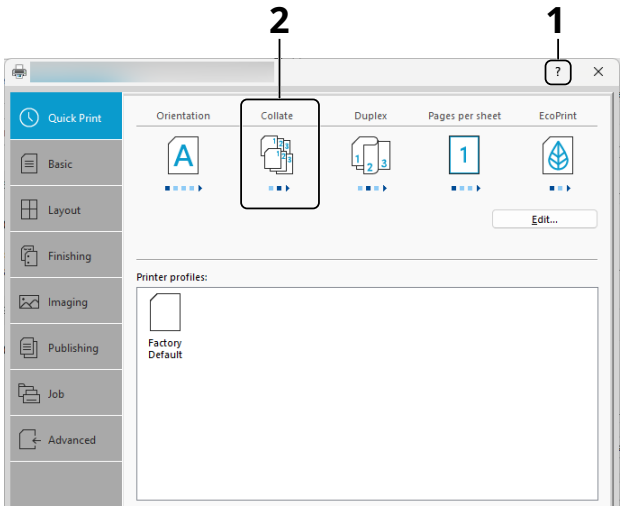
8 [Advanced] tab

This tab lets you configure settings for adding text pages or watermarks to print data.

Displaying the Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display

Help as explained below.



1 **Click the [?] button in the upper right corner of the screen.**

2 **Click the item you want to know about.**

NOTE

The Help appears, even when you click the item you want to know about and press the [F1] key on your keyboard.

Changing the Default Printer Driver Settings (Windows)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printing System Driver User Guide**

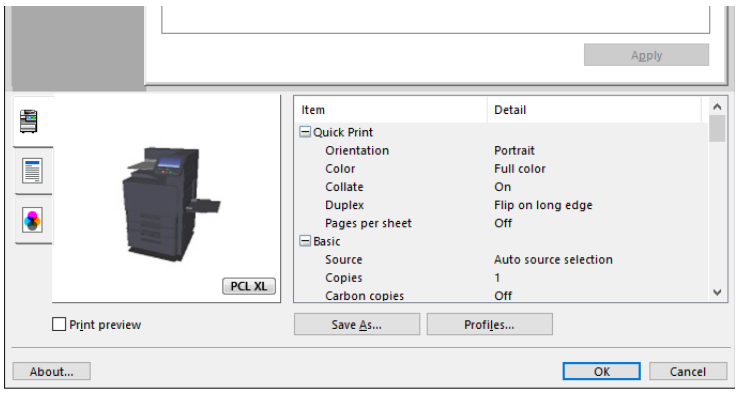
1. **Click [Start] button on the Windows and then select [Windows System], [Control Panel], and [Devices and Printers].**
2. **Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.**
3. **Click the [Basic] button on the [General] tab.**
4. **Select the default settings and click the [OK] button.**

Printing from PC

This section provides the printing method using the Printing System Driver.

NOTE

- In some environments, the current settings are displayed at the bottom of the printer driver.



- When printing the cardstock or envelopes, load the cardstock or envelopes in the multipurpose tray before performing the following procedure.

  ➡ Loading Paper in the Multipurpose Tray (page 188)

Printing on Standard Sized Paper

If you loaded a paper size that is included in the print sizes of the machine, select the paper size in the [Basic] tab of the print settings screen of the printer driver.

NOTE

Specify the paper size and media type to print from the operation panel.

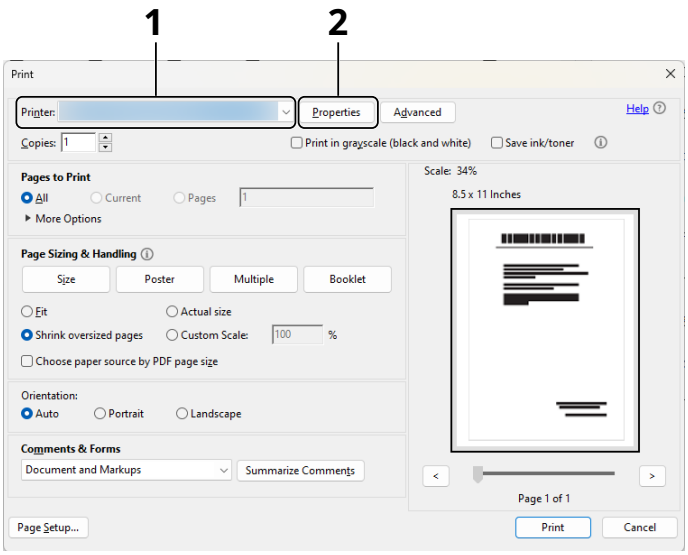
➡ Paper Feeding (page 318)

1 Display the screen.

Click [File] and select [Print] in the application.

2 Configure the settings.

1 Select the machine from the "Printer" menu and click the [Properties]button.



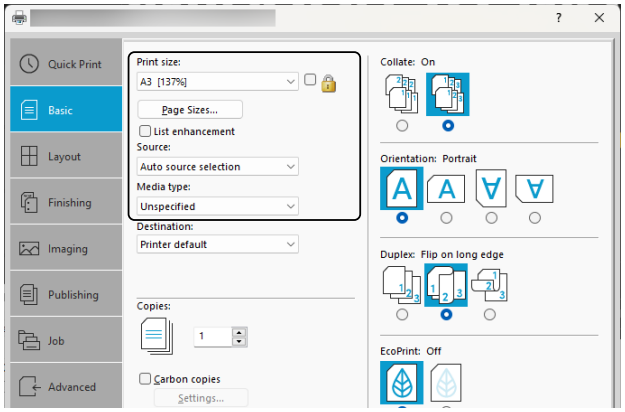
2 Select the [Basic] tab.

3 Click "Print size" menu and select the paper size to use for printing.

To load the paper of size that is not included in print sizes of the machine such as cardstock or envelopes, the paper size needs to be registered.

➡ Printing on Non-standard Sized Paper (page 152)

To print on the special paper such as thick paper or transparency, click "Media type" menu and select the media type.



4 Click [OK] button to return to the Print dialog box.

3 Start printing.

Click the [OK] button.

Printing on Non-standard Sized Paper

If you loaded a paper size that is not included in the print sizes of the machine, register the paper size in the [Basic] tab of the print settings screen of the printer driver.

The registered size can be selected from the "Print size" menu.

NOTE

To execute printing at the machine, set the paper size and type in the following:

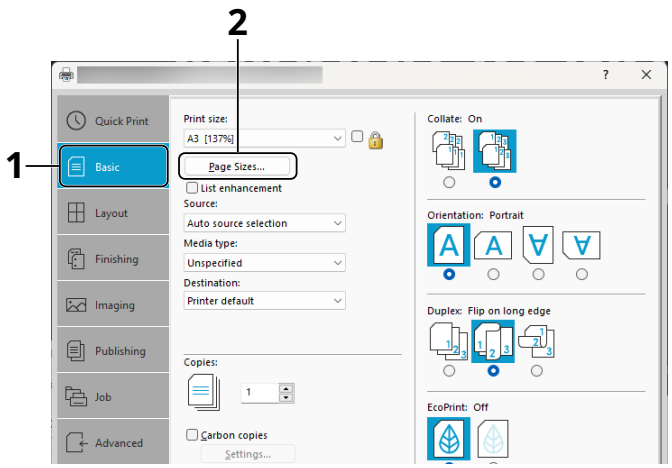
➡ Paper Feeding (page 318)

1 Display the screen.

1. Click [Start] button on the Windows and then select [Windows System], [Control Panel], and [View devices and printers].
2. Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
3. Click the [Preferences] button on the [General] tab.

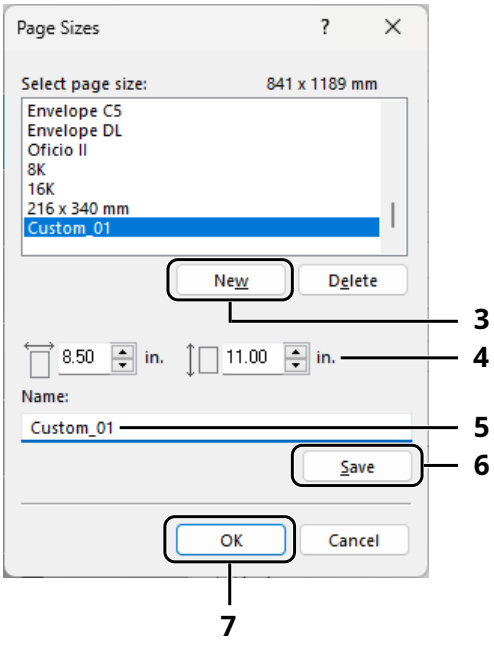
2 Register the paper size.

1 Click the [Basic] tab.



2 Click the [Page Size...] button.

3 Click the [New] button.



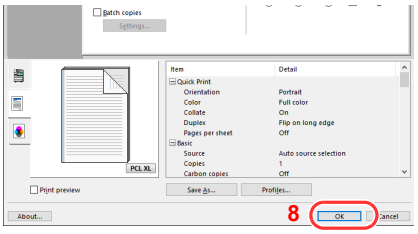
4 Enter the paper size.

5 Enter the name of the paper.

6 Click the [Save] button.

7 Click the [OK] button.

8 Click the [OK] button.

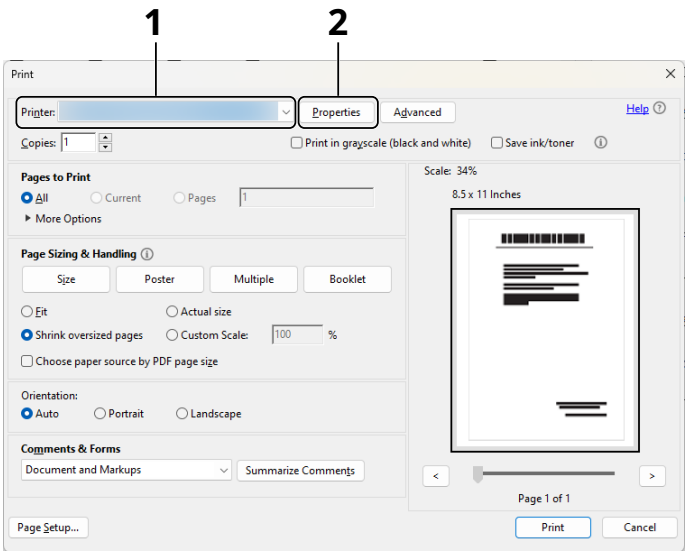


3 Display the print settings screen.

Click [File] and select [Print] in the application.

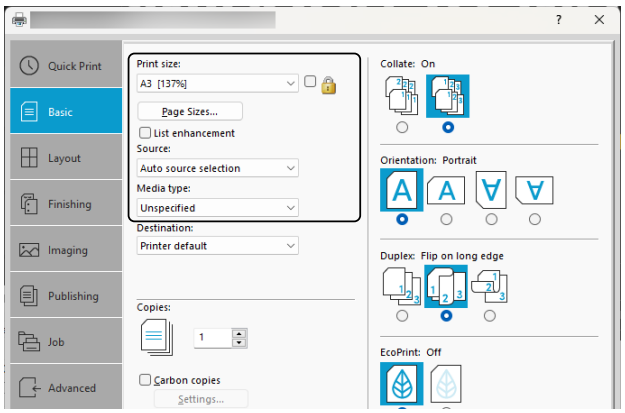
4 Select the paper size and type of non-standard size paper.

1 Select the machine from the "Printer"menu and click the [Properties]button.



2 Select the [Basic] tab.

3 Click "Print size" menu and select the paper size registered in step 2.



To print on the special paper such as thick paper or transparency, click "Media type" menu and select the media type.

NOTE

If you loaded a postcard or envelope, select [Cardstock] or[Envelope] in the "Media type" menu.

4 Select the paper source in the "Source" menu.

5 Click [OK] button to return to the Print dialog box.

5 Start printing.

Click the [OK] button.

Banner Printing

When a document length from 488.1 mm (19.22") to a maximum of 1,220 mm (48.03") is specified for printing, the print job is treated as banner printing.

Max. number of sheets	1 sheet (manual feed), 10 sheets (when optional banner tray is attached*)
Paper width	210 mm to 304.8 mm (8.26" to 12")
Paper length	488.1 mm to 1,220 mm (19.22" to 48.03")
Paper weight	136 to 163 g/m^2
Media type	Heavy 2

* When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously For details, refer to the follows:

➡ Using the Banner Tray (Option) (page 160)

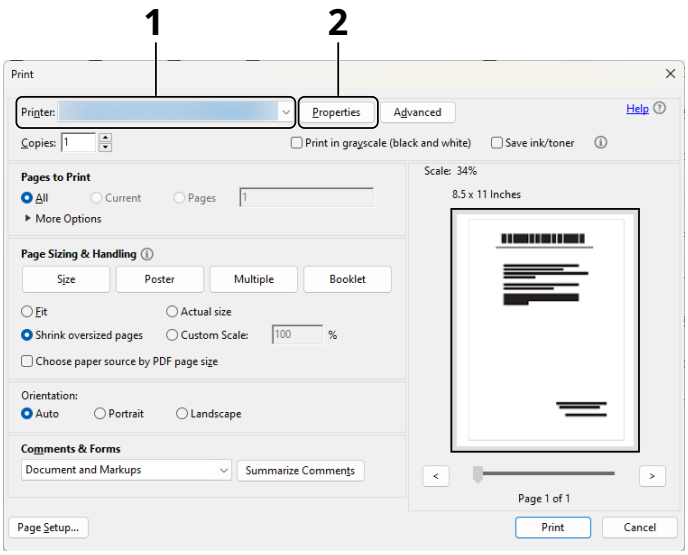
Follow the steps below to set banner paper in the printer driver.

1 Display the screen.

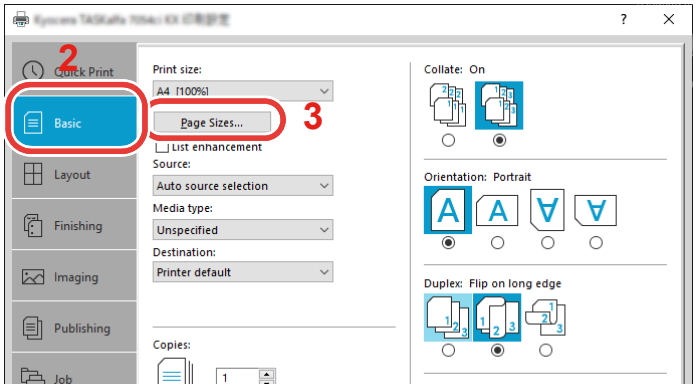
Click [File] and select [Print] in the application.

2 Configure the settings.

1 Select the machine from the "Name" menu and click the [Properties] button.

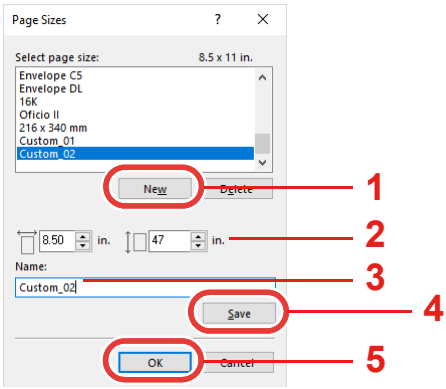


2 Select the [Basic] tab.



3 Click the [Page Size...] button.

3 Register the paper size.



1 Click the [New] button.

2 Enter the length (488.1 mm (19.22") or longer), and width of the custom paper size being registered.

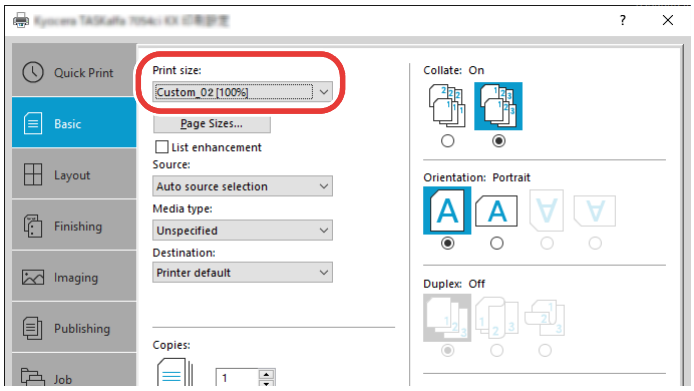
3 Enter the name of the paper.

4 Click the [Save] button.

5 Click the [OK] button.

4 Configure the print paper size.

1 Click "Print size" menu and select the paper size registered in step 3.



2 Click "Source" menu and select [Multipurpose tray].

3 Click "Media type" menu and select [Plain].

4 Click the [OK] button.

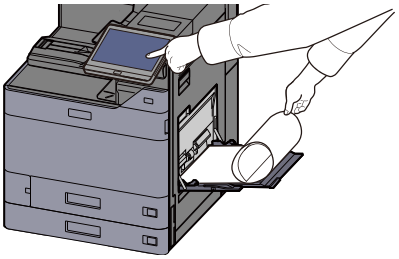
NOTE

When banner printing, a resolution of 600 dpi is set.

5 Start printing.

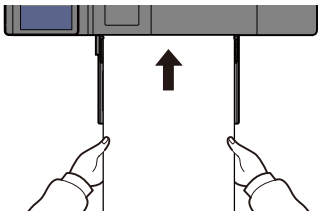
Click the [OK] button.

When you execute printing in this case, a message appears on the machine's operation panel. Place the paper in the multipurpose tray, continue to support it so that it does not fall, and select [Continue]. If paper has been loaded beforehand, no message is displayed and printing starts automatically.

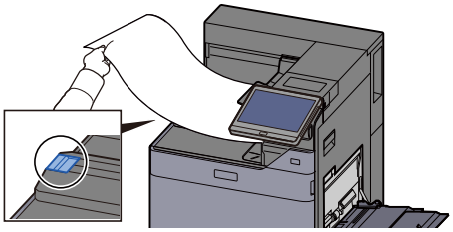


IMPORTANT

- If an output tray that cannot be used for banner printing such as Mailbox (option) is selected in the printer driver, the output tray automatically changes to a tray that can be used.
- After pressing [Continue], support the paper with both hands so that it feeds in correctly.



- After printing starts, catch the paper when it is output so that it does not fall. When using the inner tray as the output location, do not stand up the stopper.



Set whether the confirmation screen appears before each sheet is printed when printing multiple banner sheets.

➡ Printer (page 349)

Using the Banner Tray (Option)

When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously.

The operation procedure for setting the banner paper by using the printer driver is the same as that of using the multipurpose tray.

➡ Banner Printing (page 156)

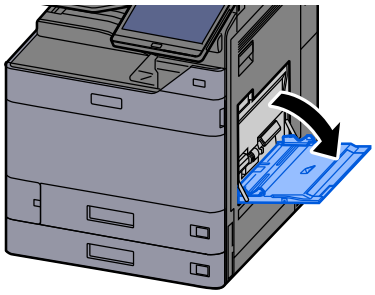
NOTE

The paper length supported in banner tray is 488.1 mm to 1,220 mm (18.5" to 48.03").

1 Open the multipurpose tray.

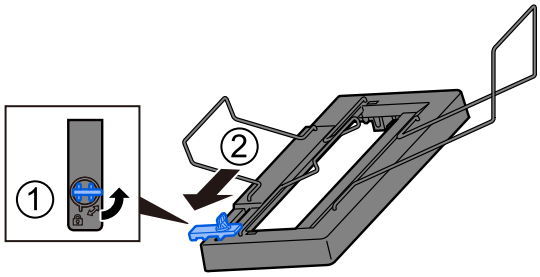
Open the multipurpose tray until it stops.

Do not extend the multipurpose auxiliary tray.

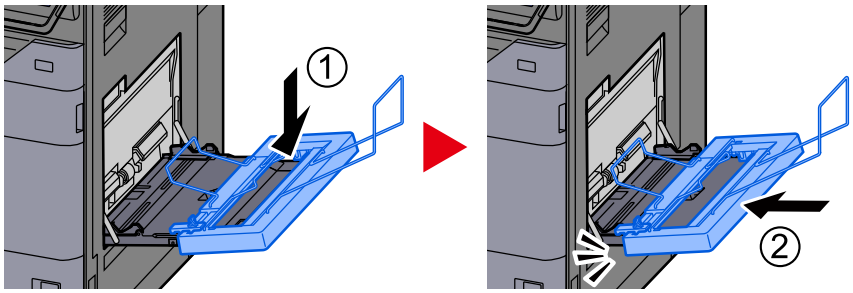


2 Attach the banner tray.

1 Release the paper width guide lock on the banner tray and open to the maximum width.

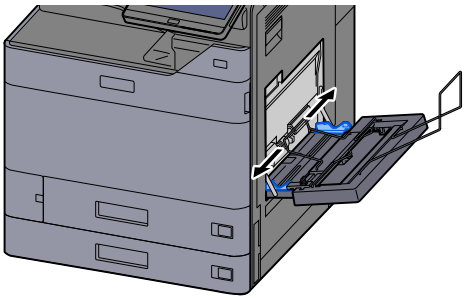


2 Attach the banner tray to the multipurpose tray.



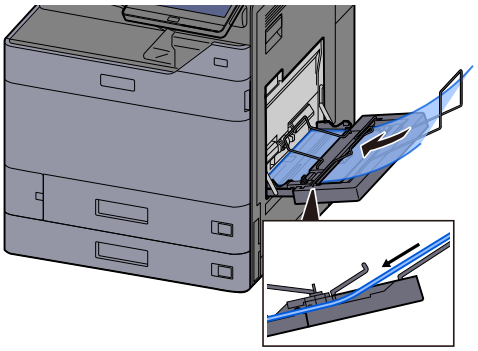
3 Load paper.

1 Open the paper width guides on the multipurpose tray to the maximum width.

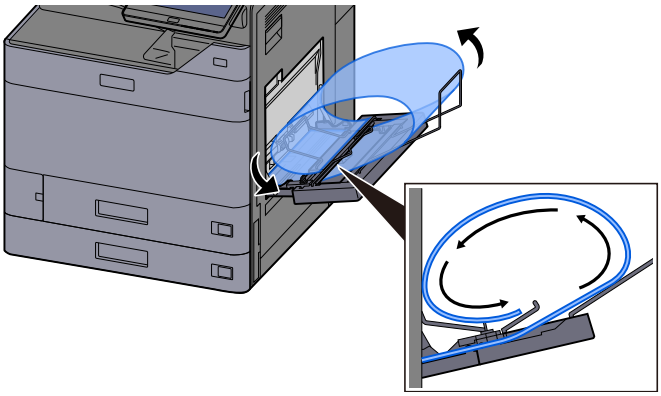


Make sure that the banner tray is attached so that the paper width guides on the banner tray are outside the paper width guides on the multipurpose tray.

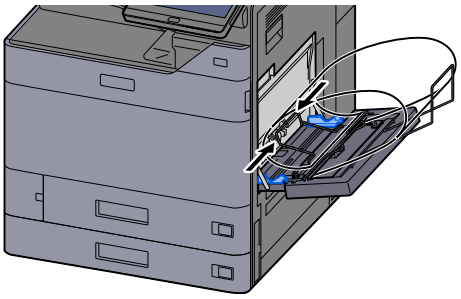
2 Load banner paper so that it passes under the paper clamp bar.



3 Loop the banner paper back and place the end on the paper support.



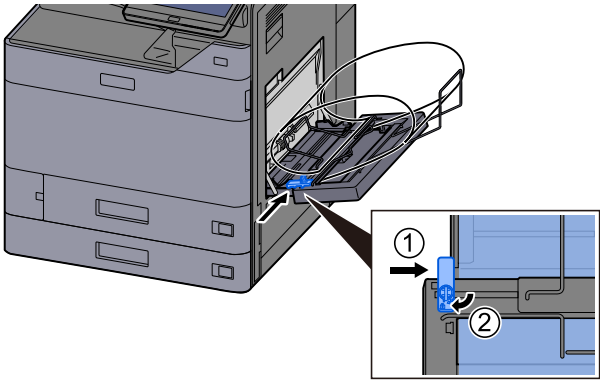
4 Adjust the paper width guides to the width of the paper.



IMPORTANT

If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

5 Adjust the paper width guides on the banner tray to the same width as the paper width guides on the multipurpose tray and lock.



IMPORTANT

Remove the paper when banner printing finishes, or when you are not using the banner tray.

NOTE

The print confirmation screen can be set in System Menu to not appear when the banner tray is attached. This will allow continuous printing on multiple sheets. Refer to the follows:

➡ Printer (page 349)

Canceling Printing from a Computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

1. **Double-click the printer icon ( ) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.**
2. **Click the file for which you wish to cancel printing and select [Cancel] from the "Document" menu.**

Printing from the Handheld Device

This machine supports the AirPrint and Mopria. According to the supported OS and application, you can print the job from any handheld device or computer without installing a printer driver.

Printing by AirPrint

AirPrint is a printing function that is included standard in iOS 4.2 and later products, and Mac OS X 10.7 and later products.

To use the AirPrint, make sure that the AirPrint setting is enabled in the Embedded Web Server.

➡ **Embedded Web Server User Guide**



Printing by Universal Print

Universal Print is a printing service provided by Microsoft. This service enables a user with a Azure Active Directory to print from a machine connected to the Internet.

The machine can be configured in the Embedded Web Server.

➡ **Embedded Web Server User Guide**

NOTE

- In order to use Universal Print, it is necessary for Windows or Microsoft365 license, and Azure Active Directory account. If not, please acquire those license and the account.
- It is also necessary to register the machine in the Azure portal in advance. The machine can be registered from a PC connected to the same network.

Printing by Mopria

Mopria is a standard on printing function included in Android 4.4 or later products.

Mopria Print Service needs to be installed and enabled in advance.

For details on how to use, refer to a Web site of Mopria Alliance.



Printing with Wi-Fi Direct

Wi-Fi Direct is a wireless LAN standard that Wi-Fi Alliance has been established. This is one of the functions of the wireless LAN, without a wireless LAN access point or wireless LAN router, between devices can communicate directly on a peer to peer basis.

The printing procedure by the Wi-Fi Direct is the same as that from the normal handheld devices.

When you use a printer name or Bonjour name on the port settings of the printer property, you can print the job by specifying the name at Wi-Fi Direct connection.

When you use an IP address for the port, specify the IP address of this machine.

Printing with NFC

When the Wi-Fi and Wi-Fi Direct has been configured in advance, the network between this machine and handheld device will be configured by simply tapping an NFC tag.

➡ Configuring the Wireless Network (page 68)

➡ Setting Wi-Fi Direct (page 73)

Printing Data Saved in the Printer

You can save the print job into the Job Box of this device and print it as necessary.

If you configure settings in the [Job] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

Follow the work flow below when using Job Box.

Specifying the Job Box from a computer and sending the print job. (4-18)

Using the operation panel to specify a file within a Box and printing it.

You can print the documents from the following boxes.

➡ Printing Documents from Private Print Box (page 170)

➡ Printing Document from Stored Job Box (page 172)

➡ Printing Document from Quick Copy Box (page 174)

➡ Printing Document from Proof and Hold Box (page 176)

Specifying the Job Box from a Computer and Storing the Job

1 Click [File] and select [Print] in the application. The Print dialog box displays.

2 Select the machine from the "Name" menu.

3 Click the [Properties] button. The Properties dialog box displays.

4 Click the [Job] tab and select the [Job storage (e-MPS)] checkbox to set the function.

NOTE

For information on how to use the printer driver software, refer to the following:

➡ **Printing System Driver User Guide**

Printing Documents from Private Print Box

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a password in the printer driver. The job is released for printing by entering the password on the operation panel, ensuring confidentiality of the print job. If you do not specify a password, you will be able to print without entering a password. The data will be deleted upon completion of the print job or after the power switch is turned off.

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

2 Print the document.

1. Select the document to print > [Print]
2. Enter the password.

   If a password is not set, go to step 3.
3. Specify the number of copies to print as desired.
4. Select [Start Print].

   Printing starts.

   Upon completion of printing, the Private Print job is automatically deleted.

Deleting the Documents Stored in the Private Print Box

1 Display the screen.

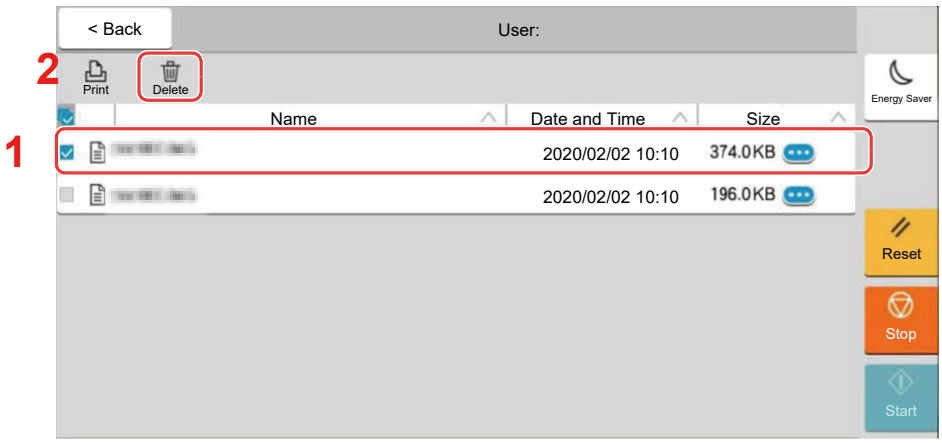
1 [Home] key > [Job Box]

2 Select [Private Print/Stored Job].

3 Select the creator of the document.

2 Delete the document.

1 Select the document to delete > [Delete]



2 If the document is protected by a password, enter the password.

The document is deleted.

Printing Document from Stored Job Box

In Stored Job, the print data sent from the application is saved to the machine. You can set up a password as necessary. If you set up a password, enter the password when printing. Print data will be stored in the Stored Job Box after printing. This will allow printing of the same print data repeatedly.

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

2 Print the document.

1. Select the document to print > [Print]
2. Enter the password.
3. Specify the number of copies to print as desired.
4. Select [Start Print].

   Printing starts.

NOTE

If the document is protected by a password, the password entry screen will be displayed. Enter the password.

Deleting the Documents Stored in the Stored Job Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Private Print/Stored Job].
3. Select the creator of the document.

2 Delete the document.

1. Select the document to delete > [Delete]
2. If the document is protected by a password, enter the password.
   The document is deleted.

Printing Document from Quick Copy Box

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the touch panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE

- When the number of jobs reaches the limit, the oldest job will be overwritten by the new one.
- To maintain free space on the box, you can set the maximum number of stored jobs.

➡ Job Box (page 354)

1 Display the screen.

1 [Home] key > [Job Box]

2 Select [Quick Copy/Proof and Hold].

3 Select the creator of the document.

2 Print the document.

1 Select the document to print > [Print]

2 Specify the number of copies to print as desired.

3 Select [Start Print].

Printing starts.

Deleting the Documents Stored in the Quick Copy Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

2 Delete the document.

Select the document to delete > [Delete] > [Delete]

The document is deleted.

Printing Document from Proof and Hold Box

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the touch panel. You can change the number of copies to print.

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

2 Print the document.

1. Select the document to print > [Print]
2. Specify the number of copies to print as desired.
3. Select [Start Print].

   Printing starts.

Deleting the Documents Stored in the Proof and Hold Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [Quick Copy/Proof and Hold].
3. Select the creator of the document.

2 Delete the document.

Select the document to delete > [Delete] > [Delete]

The document is deleted.

Monitoring the Printer Status (Status Monitor)

The Status Monitor monitors the printer status and provides an ongoing reporting function.

NOTE

When you activate Status Monitor, check the status below.

- Printing System Driver is installed.
- Either [Enhanced WSD] or [Enhanced WSD(TLS)] is enabled.

➡ Network Settings (page 361)

Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

Exiting the Status Monitor

Use either of the methods listed below to exit the Status Monitor.

- **Exit manually:**

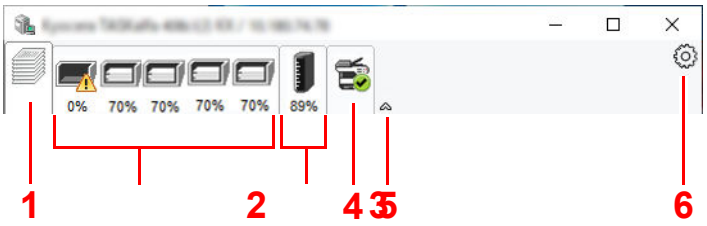
  Click the settings icon and select Exit in the menu to exit the Status Monitor.

- **Exit automatically:**

  The Status Monitor automatically shuts down after 7 minutes if it is not being used.

Quick View State

The status of the printer is displayed using icons. Detailed information is displayed when the Expand button is clicked.Detailed information is displayed by clicking on each icon tab.



1 Printing progress tab

2 Paper tray status tab

3 Toner status tab

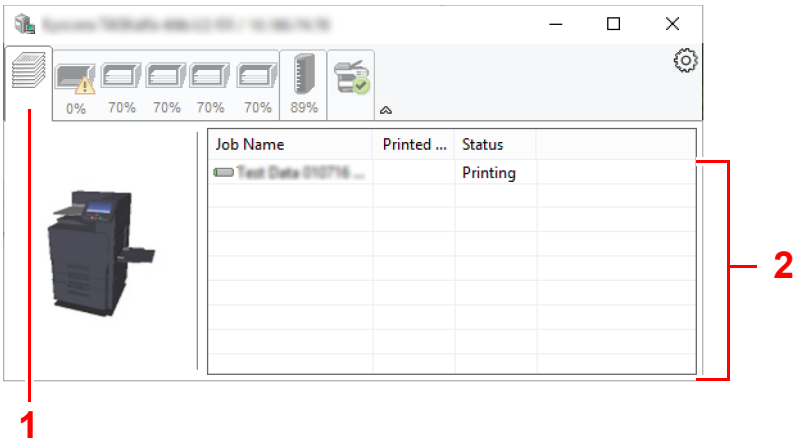
4 Alert tab

5 Expand button

6 Settings icon

Printing Progress Tab

The status of the print jobs is displayed.



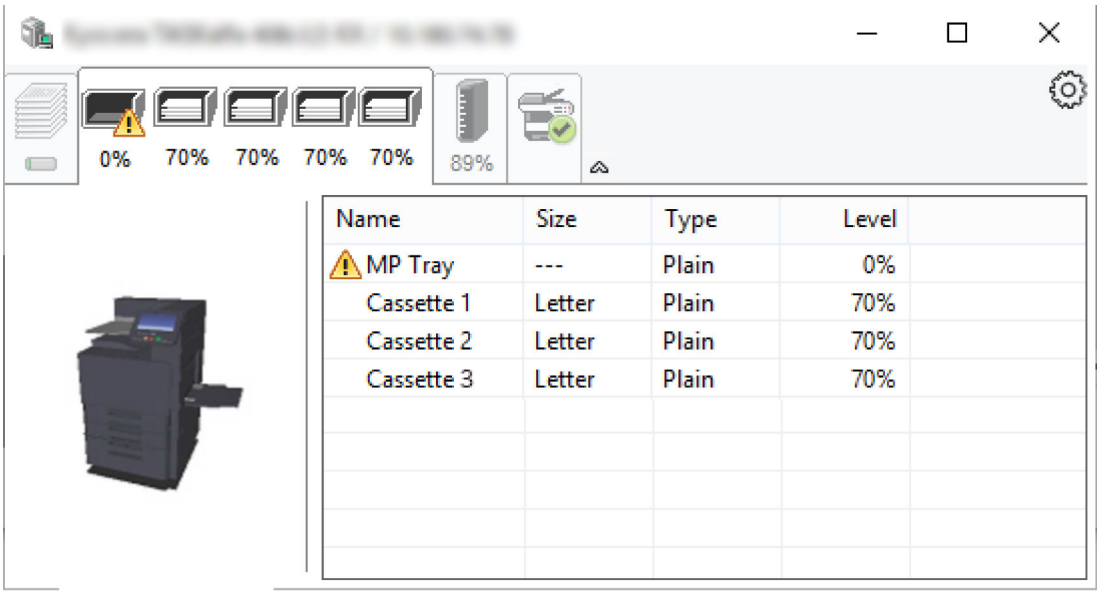
1 Status icon
2 Job list

1 Status icon
2 Job list

Select a job on the job list and it can be canceled using the menu displayed with a right-click.

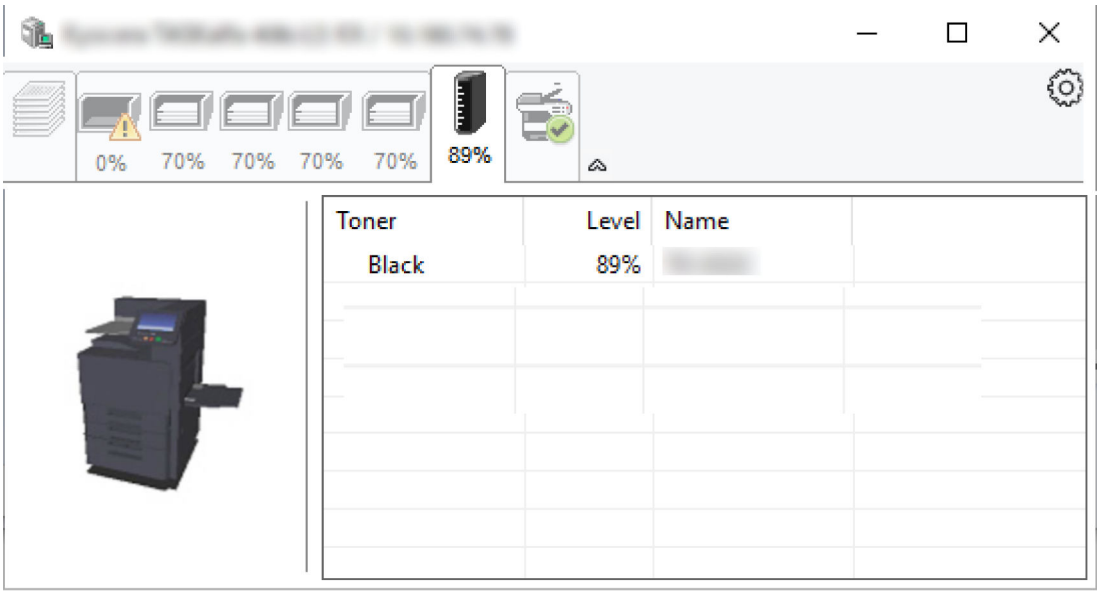
Paper Tray Status Tab

Information is displayed about the paper in the printer and about the amount of paper remaining.



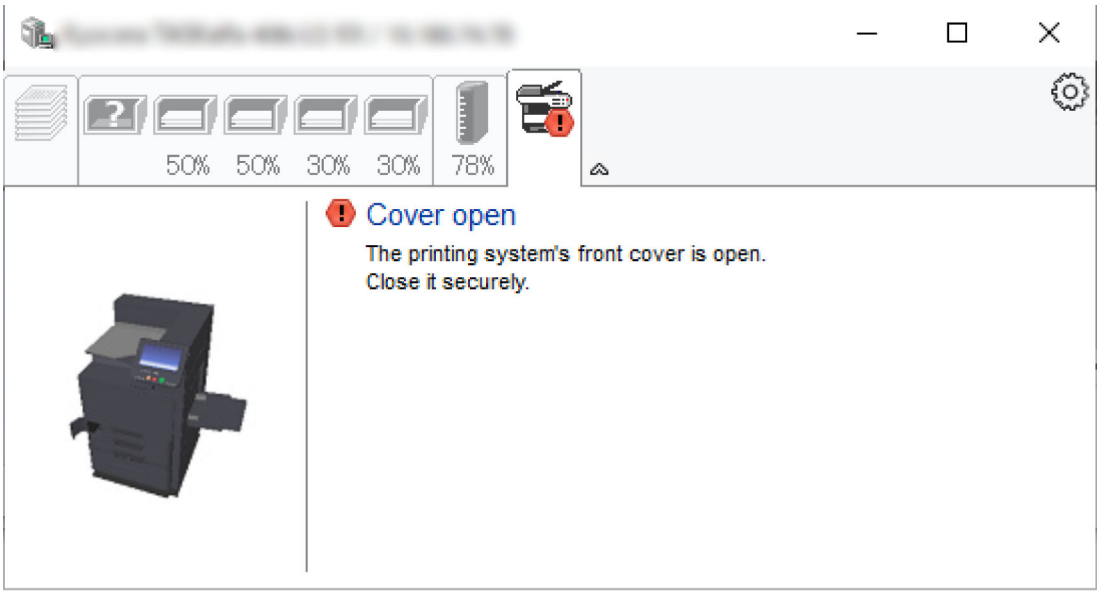
Toner Status Tab

The amount of toner remaining is displayed.



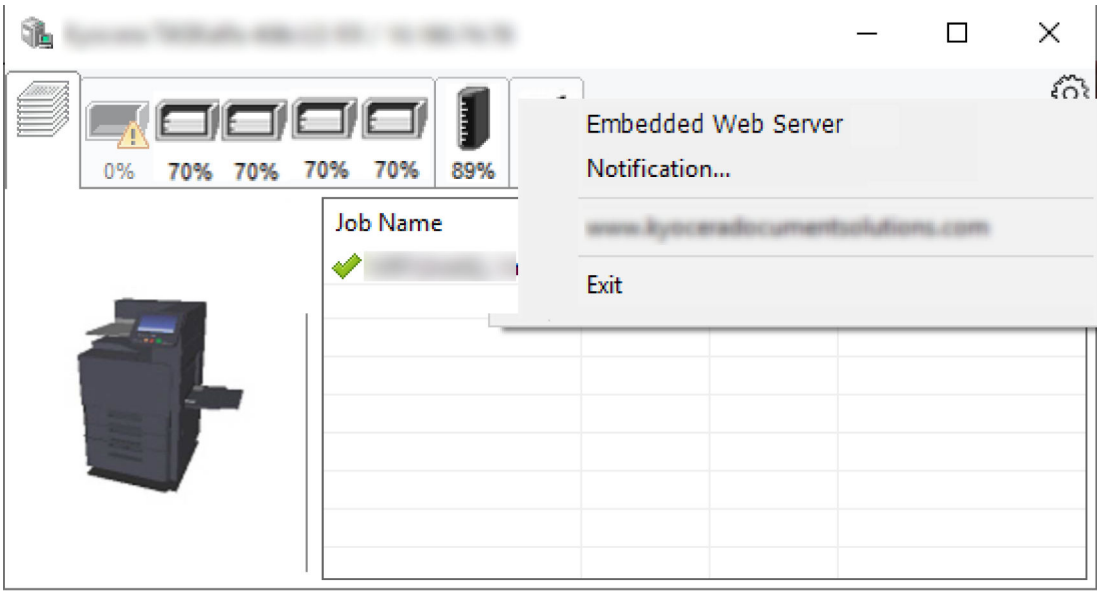
Alert Tab

If an error occurs, a notice is displayed using a 3D image and a message.



Status Monitor Context Menu

The following menu is displayed when the settings icon is clicked.



- **Embedded Web Server**

  If the printer is connected to a TCP/IP network and has its own IP address, use a web browser to access the Embedded Web Server to modify or confirm the network settings. This menu is not displayed when using USB connection.

  ➡ **Embedded Web Server User Guide**

- **Notification...**

  This sets the display of the Status Monitor.

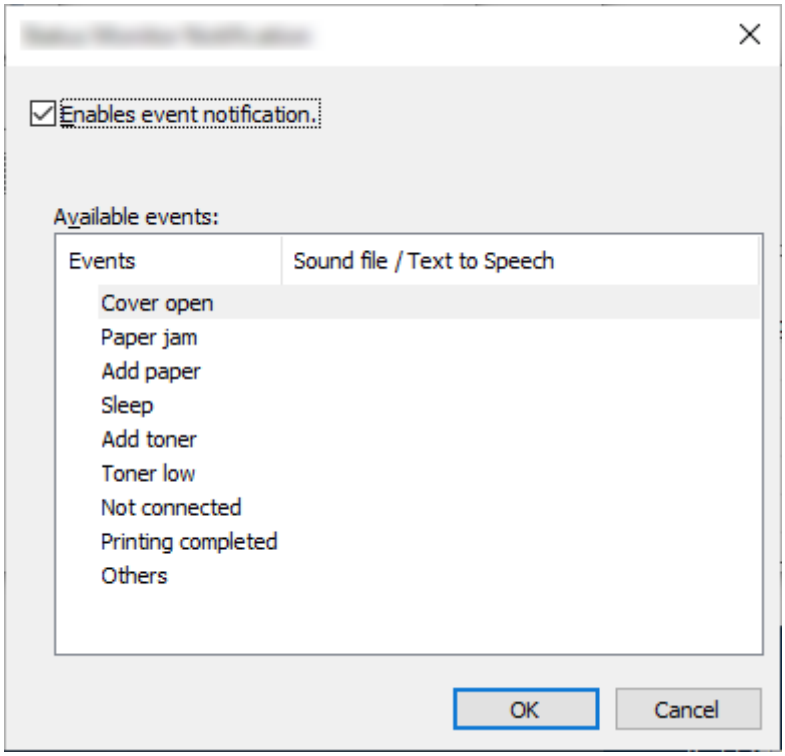
  ➡ Status Monitor Notification Settings (page 186)

- **Exit**

  Exits the Status Monitor.

Status Monitor Notification Settings

The Status Monitor settings and event list details are displayed.



Select whether notification is performed when an error in the event list occurs.

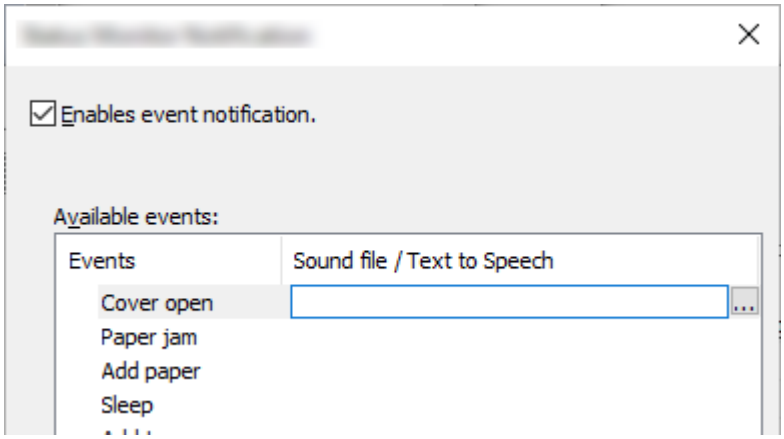
1 **Select Enable event notification.**

If this setting is set to Off, then the Status Monitor will not start up even when printing is executed.

2 **Select an event to use with the text to speech function in Available events.**

3 **Click Sound file / Text to Speech column.**

Click the browse (...) button to notify the event by sound file.



NOTE

The available file format is WAV.

When customizing the message texts to read on the screen aloud, enter the texts in the text box.

5 Operation on the Machine

Loading Paper in the Multipurpose Tray 188
Favorites 194
Application 198
Registering Shortcuts (Document Box Settings) 203
Using Document Boxes 206
Operating using Removable USB Drive 227
Using the Internet Browser 231
Manual Staple 233

Loading Paper in the Multipurpose Tray

The multipurpose tray will hold up to 150 sheets of plain paper (80 g/m^2).

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 753)

For the paper type setting, refer to the following:

➡ Media Type Setting (page 324)

Be sure to use the multipurpose tray when you print on any special paper.

IMPORTANT

- If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.
- Remove each transparency from the inner tray as it is printed. Leaving transparencies in the inner tray may cause a paper jam.

The capacity of the multipurpose tray is as follows.

- A4 or smaller plain paper (80 g/m^2), recycled paper or color paper: 150 sheets
- B4 or larger plain paper (80 g/m^2), recycled paper or color paper: 50 sheets
- Thick paper (209 g/m^2): 10 sheets
- Thick paper (157 g/m^2): 50 sheets
- Thick paper (104.7 g/m^2): 50 sheets
- Hagaki (Cardstock): 30 sheets
- Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4: 10 sheets
- OHP film: 10 sheet
- Coated: 10 sheets
- Banner paper: 488.1 mm (19.22") to a maximum of 1,220 mm (48.03"): 1 sheet (manual feed), 10 sheets (when optional banner tray is attached)
- Index tab dividers: 15 sheets

NOTE

- When you load custom size paper, enter the paper size by referring to the following:

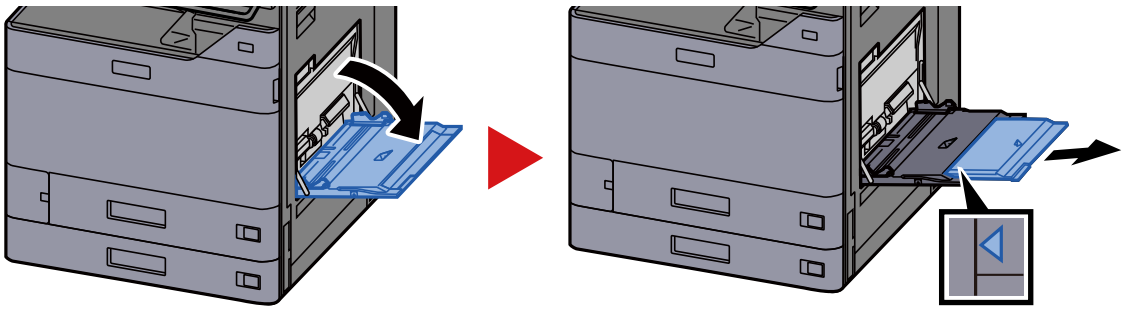
  ➡ Paper Feeding (page 318)
- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:

  ➡ MP Tray Settings (page 321)
- Paper size can be automatically detected and selected, refer to the following:

  ➡ Paper Selection (page 242)

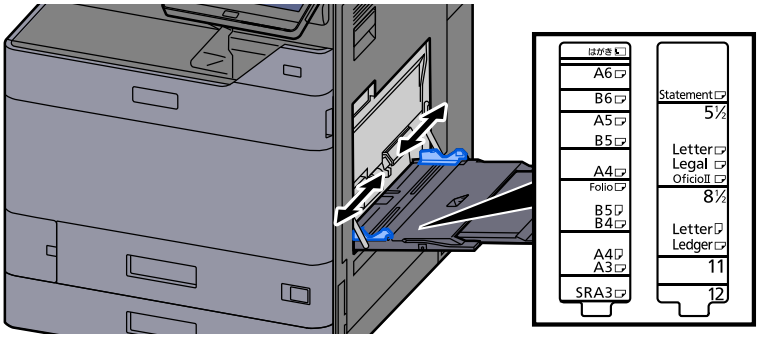
  ➡ MP Tray Settings (page 321)

1 Open the multipurpose tray.

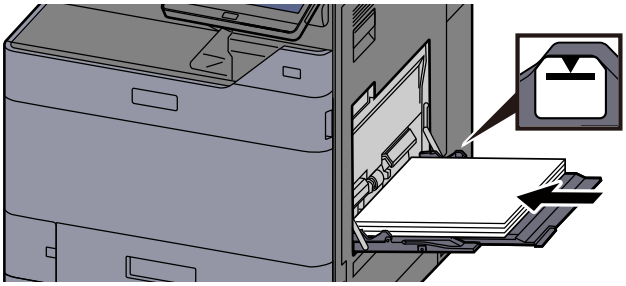


2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.



3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 119)

IMPORTANT

- When loading the paper, keep the print side facing down.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.
- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
- Ensure that the loaded paper does not exceed the load limits.

4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

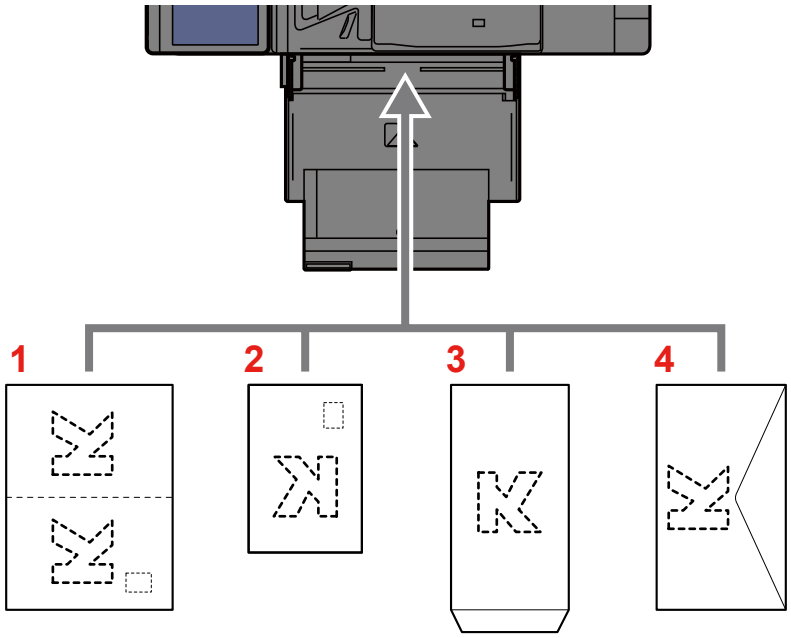
➡ MP Tray Settings (page 321)

When you load envelopes or cardstock in the multipurpose tray

Load the paper with the print side facing down. For the procedure for printing, refer to the following:

➡ **Printing System Driver User Guide**

Example: When printing the address.



1 Oufuku hagaki (Return postcard)

2 Hagaki (Cardstocks)

3 Portrait form envelopes (Open the flap)

4 Landscape form envelopes (Close the flap)

IMPORTANT

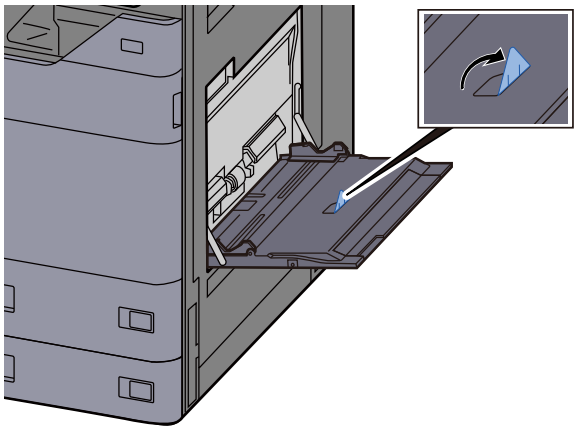
- Use unfolded Oufuku hagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

NOTE

- When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

  ➡ MP Tray Settings (page 321)

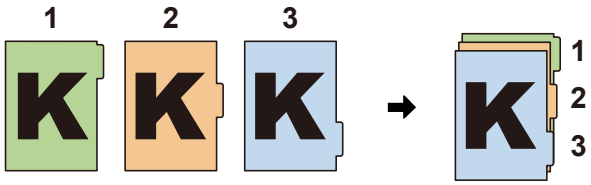
- When you load cardstocks in the multipurpose tray, open the stopper as shown below.



Loading Index Paper in the Multipurpose Tray

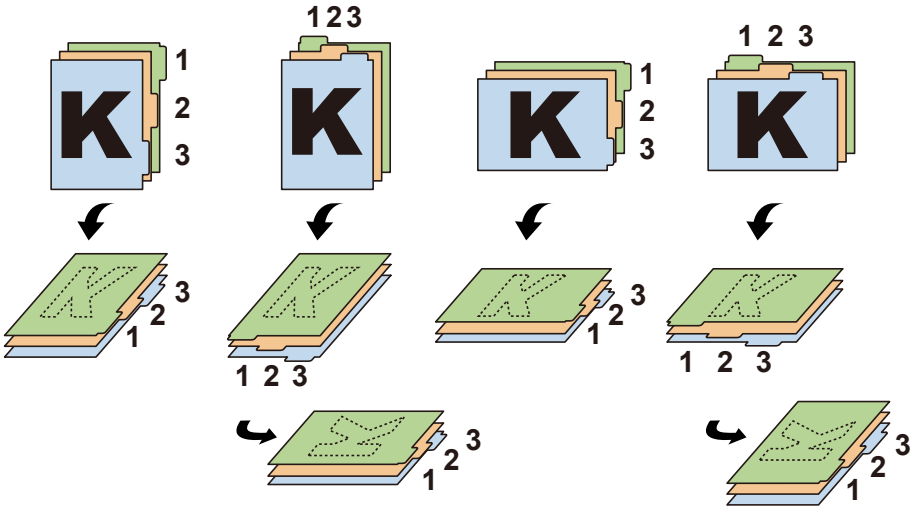
1 Prepare paper.

Sort the pages so that the 1st page is at the back.



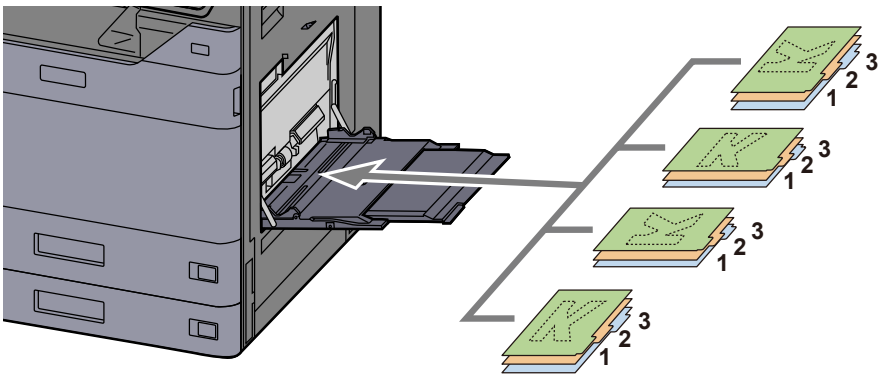
2 Orient the paper in the same orientation.

Place the paper print side down, oriented so that the tabs are on the trailing side of the paper when it feeds in.



3 Load paper.

Load paper in the tray.



For the procedure for printing, refer to the following:

➡ **Printing System Driver User Guide**

Index paper must meet the following conditions.

Item	Description
Paper size	A4/Letter
Paper weight	136 to 256 g/m^2
Number of tabs	1 to 15
Length of tabs	30 mm or less

Favorites

After you add frequently used functions to Favorites, you can recall them quickly and easily. You can also name the favorites for easy identification when recalling.

The favorites below have been preregistered. The registered contents can be re-registered for easier use in your environment.

Registering Favorites

The following procedure is an example of registering the printing function.

1 Display the screen.

1 Select [Favorites] while the print from Box mode is accessed.

2 Register the favorite.

1 [Add/Edit] > Select a number (01 to 50) for the favorite number

NOTE

If you register on a favorite number already registered, delete the currently registered favorite before registering.

2 Enter the new favorite name > [Register]

The favorite is registered.

To display a registered favorite on the Home screen, select [Add] on the confirmation screen that appears.

3 Select [OK].

Recalling Favorites

1 Recall the favorite.

1 [Home] key > [...] > [Favorites] or select the icon of a favorite.

If you selected the icon of a favorite, that favorite will be recalled. If you selected [Favorites], proceed to step 1-2.

2 Select the favorite number you want to recall.

Select [Search] to enter the favorite number (01 to 50) directly for recalling.

NOTE

If the favorite cannot be recalled, the Document Box or the form overlay specified in the favorite might have been deleted. Check the Document Box.

2 Execute the favorite.

Place the originals > [Start] key

NOTE

[Favorites] can be selected in each function to call up the favorite registered for the function.

Editing Favorites

You can change favorite number and favorite name.

1 Display the screen.

1. [Home] key > [...] > [Favorites]
2. Select [Add/Edit].

2 Edit the favorite.

1. Select corresponding to the favorite number (01 to 50) to change.
2. Select [Edit] to change the favorite number and favorite name.
   ➡ Registering Favorites (page 194)
3. [OK] > [OK]

Deleting Favorites

1 Display the screen.

1. [Home] key > [...] > [Favorites]
2. Select [Add/Edit].

2 Delete the favorite.

1. Select corresponding to the favorite number (01 to 50) to delete.
2. [Delete] > [Delete]

Application

The functionality of the machine can be expanded by installing applications.

Applications that help you perform your daily more efficiently such an authentication feature are available.

For details, consult your sales representative or dealer.

Installing Applications

To use applications, first install the application in the machine and then activate the application.

NOTE

You can install applications and certificates on the machine. The number of applications you can run may vary according to the type of application.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

- If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.
- Select [Print Report] to print an application report.

2 Install the application.

1 [Add] > [USB Drive]

NOTE

When [Add] > [Online] is selected, the software can be updated over the internet.

2 Insert the USB drive containing the application to be installed into the USB Memory Slot.

NOTE

When the message "USB Drive is recognized. Displaying files. " is displayed, select [Cancel].

3 Select the application to be installed > [Install]

You can view detailed information on the selected application by selecting [ ] (information icon).

4 Select [Yes].

Installation of the application begins. Depending on the application being installed, the installation may take some time.

Once the installation ends, the original screen reappears.

NOTE

- To install another application, repeat steps 2-3 and 2-4.
- To remove the USB drive, select [Remove USB] and wait until the message "USB Drive can be safely removed." appears. Then remove the USB drive.

Activating Applications

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Activate the application.

1 Select the desired application > [Activate]

You can view detailed information on the selected application by selecting [ ] (information icon).

2 Enter the license key > [Official]

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to step 2-3. To use the application as a trial, select [Trial] without entering the license key.

3 Select [Yes].

IMPORTANT

- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.
- Icons of activated application are displayed in the Home screen.

4 Select the application icon in the Home screen.

Select the application icon.

The application will start up.

Deactivating Applications

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Deactivate the application.

Select the desired application to exit > [Deactivate]

NOTE

- Select [x] on the screen if you want to exit the already activated application.
- The procedure for exiting some applications may differ.

Uninstalling Applications

1 Display the screen.

[Home] key > [...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Delete the application.

1 Select the application you want to delete > [Delete]

You can view detailed information on the selected application by selecting [ ] (information icon).

2 Select [Yes].

Registering Shortcuts (Document Box Settings)

You can register shortcuts for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary.

Adding Shortcuts

Shortcut registration is performed in the basic screen of each function.

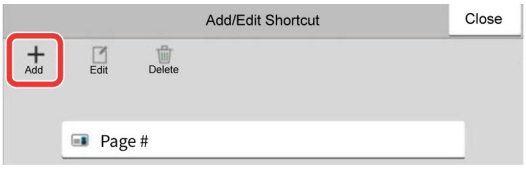
1 Display the basic screen you want to register.

2 Register the shortcuts.

1 Select [Shortcut].

Display the shortcut menu.

2 Select [Add].



3 Select the settings you want to add > [Next >]

4 Enter the shortcut name > [Next >].

NOTE

The function name will be displayed if you do not enter a shortcut key.

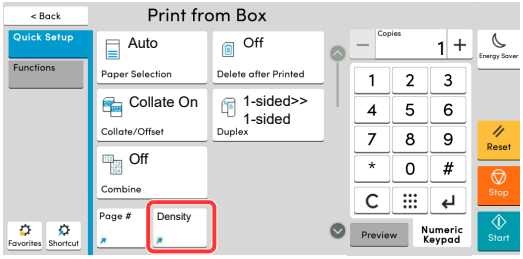
5 Confirm the entry.

Select [Shortcut Name], [Function], or [Permission] to change the settings.

NOTE

[Permission] is displayed when the user login administration is enabled.

6 Select [Finish].



The shortcut is registered.

Editing Shortcuts

1 Display the screen.

1. Select [Shortcut].
   Display the shortcut menu.
2. Select [] (edit icon).

2 Edit the shortcut.

1. Select the shortcut key you want to edit.
2. Select [Edit].
3. Select [Shortcut Name] or [Function] > Change the settings > [OK].
4. [Finish] > [Update]

Deleting Shortcuts

1 Display the screen.

1. Select [Shortcut].
   Display the shortcut menu.
2. Select [] (edit icon).

2 Delete the shortcut.

Select the shortcut key you want to delete > [Delete] > [Delete]

Using Document Boxes

Document Box is a function for saving print data from a computer and sharing it with multiple users.

The available Document Boxes are as follows: Custom Box, Job Box, USB drive Box.

What is Custom Box?

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box.

The following operations are possible:

- Creating a new Custom Box
- Printing Document in a Custom Box
- Editing Documents in a Custom Box
- Deleting Documents in a Custom Box

NOTE

- To use Custom Box, a hard disk must be installed in the machine.

  A hard disk is an option for some models. Contact your dealer or our sales or service representatives for detail.

  ➡ Overview of Optional Equipment (page 742)

- The operation on Custom Box you perform from operation panel can also be made using Embedded Web Server.

  ➡ **Embedded Web Server User Guide**

What is Job Box?

Job Box is a generic name for the "Private Print/Stored Job Box"and "Quick Copy/Proof and Hold Box". These Job Boxes cannot be created or deleted by a user.

NOTE

- You can set up the machine so that temporary documents in job boxes are automatically deleted.

  ➡ Job Box (page 354)

- For details on operating the Job Box, refer to the following:

  ➡ Printing Data Saved in the Printer (page 169)

What is USB Drive Box?

A USB drive can be connected to the USB memory slot on the machine to print a saved file. You can print data directly from the USB drive without a PC.

Basic Operation for Document Box

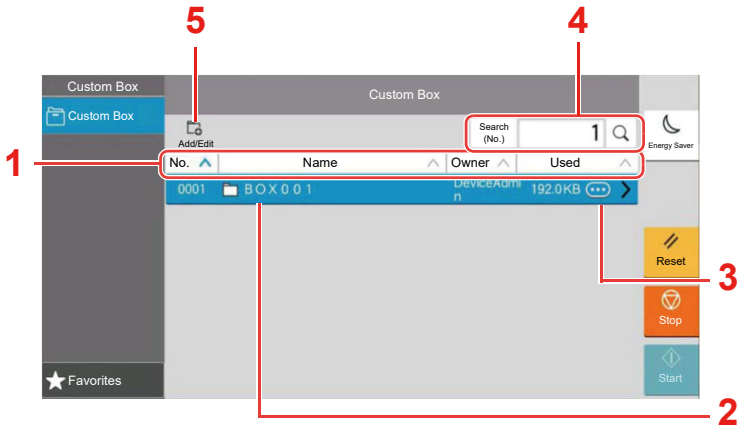
This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

NOTE

In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to the following:

➡ Editing Custom Box (page 218)

Box List



1 Sorts the box number, box name, owner name and size of data saved in the box in ascending/descending order.

2 This is a custom box. Select it to open it.

3 Displays the details for the selected box.

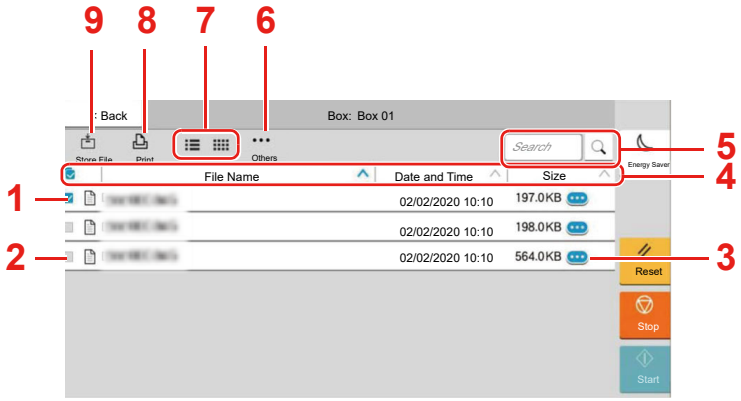
4 A box can be searched for by Box No. or Box Name. Select either [Search (No.)] or [Search (Name)] to switch between [Search (No.)] and [Search (Name)].

5 Registers new boxes and checks, modifies or deletes box information.

Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.

List



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Display the details for the selected document.

4 Sorts the file name, date and time and size of data in ascending/descending order.

5 A document can be searched for by Name.

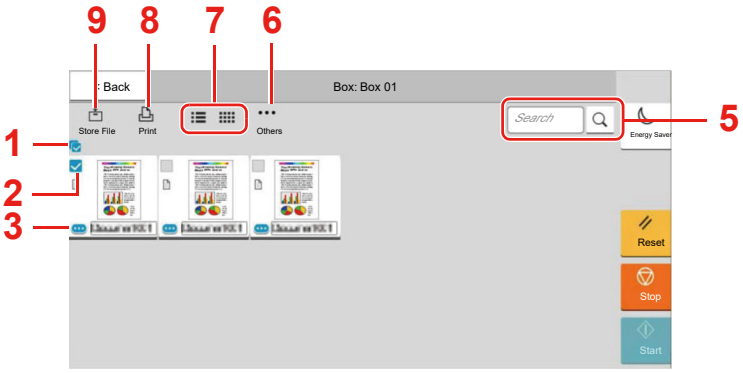
6 The menu for document operations will be displayed.

7 Switches between list display and thumbnail display.

8 Prints the selected documents.

9 Saves the document in the open box.

Thumbnail



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Display the details for the selected document.

4 Sorts the file name, date and time and size of data in ascending/descending order.

5 A document can be searched for by Name.

6 The menu for document operations will be displayed.

7 Switches between list display and thumbnail display.

8 Prints the selected documents.

9 Saves the document in the open box.

Viewing Box Details

1 Select [ ] (information icon) for the box whose details you wish to check in the box list screen.

NOTE

If a custom box is protected by a password, enter the correct password.

2 Check the box details.

3 Select [Close].

The display returns to the default Document Box screen.

Editing Box Details

1 **Select [Add/Edit] in the box list screen.**

2 **Select the box whose details you wish to edit and select [Edit].**

NOTE

If a custom box is protected by a password, enter the correct password.

3 **Edit the box details.**

Enter new details.

4 **If you have changed the details, select [OK] and then select [OK] in the confirmation screen.**

If you do not change the details, select [Cancel].

5 **Select [Close].**

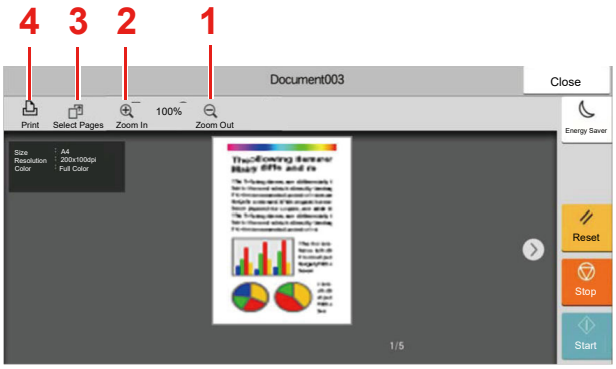
The display returns to the default Document Box screen.

Previewing Documents/Checking Document Details

1 Select a document to preview and then select [Others] > [Preview].

2 Preview the document or check the document details.

The operations available in the preview screen are shown below.



1 Zoom out.

2 Zoom in.

3 Select to select any page of the open document and print to USB Drive.

➡ Selecting a Page (page 215)

4 Prints the selected documents.

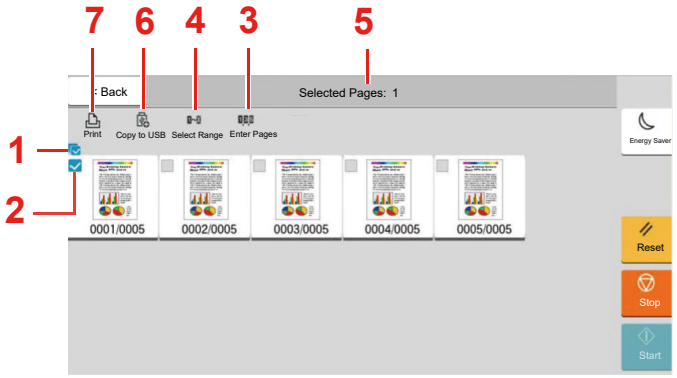
3 Confirm the document and select [Close].

Selecting a Page

When printing or copying a document within a Custom Box, you can specify any pages at will.

Select [Others] > [Page Selection] in the document list screen of the Custom Box, or [Page Selection] in the Preview screen, to display the page selection screen.

Select the pages you want to work with, and select [Print] or [Copy to USB].



1 Selecting more than one document at a time.

2 Selecting documents by checking checkboxes.

3 Use a “,” (comma) to separate numbers when specifying pages that are not consecutive.

4 Specify a continuous page range.

5 Displaying the number of pages selected.

6 Selected pages can be copied to USB drive.

7 Selected pages can be printed.

➡ Printing Documents in Custom Box (page 221)

➡ Moving Documents in Custom Box (page 222)

Creating a New Custom Box

NOTE

- To use Custom Box, a hard disk must be installed in the machine.

  A hard disk is an option for some models. Contact your dealer or our sales or service representatives for details.
- If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.
- If user login administration is enabled, log in with administrator privileges to perform the following operations. They cannot be performed with user privileges.
  - Creating a box
  - Deleting a box of which owner is another user.

1 Display the screen.

[Home] key > [Custom Box] > [Add/Edit]

2 Register the Custom Box.

1 [Add] > Enter the information for each item

The table below lists the items to be set.

Box Name

Enter a box name consisting of up to 32 characters.

➡ Character Entry Method (page 749)

Box No.

Enter the box number by selecting [+], [-] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you select [Auto] (0000), the smallest number available will be automatically assigned.

Owner[1]

Set the owner of the box. Select the owner from the user list that appears.

Permission[2]

Select whether to share the box.

Box Password

User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both "Box Password" and "Confirmation".

This can be set if [Shared] is selected in Permission.

Usage Restriction

The usage for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by selecting [-], [+] or number keys. You can enter a limit between 1 and 30,000 (MB).

Auto File Deletion

Automatically deletes stored documents after a set period of time. Select [On] to enable automatic deletion and then use [+] and [-] or the numeric keys to enter the number of days for which

documents are stored. You can enter any number between 1 and 31 (day(s)). To disable automatic file deletion, select [Off].

Free Space

Displays the free space on the box.

Overwrite Setting

Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, select [Permit]. To retain old documents, select [Prohibit].

Delete after Printed

Automatically delete a document from the box once printing is complete. To delete the document, select [On]. To retain the document, select [Off].

*1 Displayed when the user login administration is enabled.

*2 Not displayed when "Owner" is set to [No Owner].

2 Select [OK].

The Custom Box is created.

Editing Custom Box

1 Display the screen.

[Home] key > [Custom Box] > [Add/Edit]

2 Edit the custom box.

Select the box > [Edit] > Enter the information for each item > [OK]

NOTE

- When you have logged in as a user, you can only edit a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

When user login administration is enabled, the settings that can be changed varies depending on the privileges of the logged in user.

Privileges	Settings that can be changed
Administrator	Box Name
	Box No.
	Owner
	Permission
	Usage Restriction
	Auto File Deletion
	Free Space
	Overwrite Setting
	Delete after Printed
User	Box Name
	Box Password
	Usage Restriction
	Auto File Deletion
	Overwrite Setting
	Delete after Printed

For details on each items, refer to the following:

➡ Creating a New Custom Box (page 216)

3 [OK] > [Close]

The display returns to the default Document Box screen.

Deleting Custom Box

1 Display the screen.

[Home] key > [Custom Box] > [Add/Edit]

2 Delete the custom box.

Select the box > [Delete] > [Delete]

NOTE

- When you have logged in as a user, you can only delete a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

Storing Documents to a Custom Box

Custom box stores the print data which is sent from a PC. For the operation of the printing from the PC, refer to the following:

➡ **Printing System Driver User Guide**

Printing Documents in Custom Box

1 Display the screen.

1 [Home] key > [Custom Box]

2 Select the box containing the document you want to print.

NOTE

If a custom box is protected by a password, enter the correct password.

2 Print the document.

1 Select the document in the list that you want to print by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 Select [Print].

3 Set the paper selection, duplex printing, etc., as desired.

For the features that can be selected, refer to the following:

➡ Custom Box (Printing) (page 238)

NOTE

Select [Favorites] when registering or recalling favorites.

➡ Registering Favorites (page 194)

➡ Recalling Favorites (page 195)

If a document stored from a computer is selected, the print settings selection screen appears.

To use the settings used at the time of printing (when the document was saved), select [Print As Is]. Select [Start Print] to start printing.

To change the print settings, select [Print after Change Settings (Use File Settings)] or [Print after Change Settings (Do Not Use File Settings)] and change the print settings.

After a document saved in the machine is selected, [Use File Settings] may appear in the setting screen for the feature to be used.

To use the settings saved with the document, select [Use File Settings].

If you need to change the print settings, select the desired feature.

4 Press the [Start] key.

Printing of the selected document begins.

Moving Documents in Custom Box

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Move the documents.

1 Select the document in the list that you want to move by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Move/Copy] > [Move to Custom Box] > select the destination of move > [Move] > [Move]

The selected document is moved.

NOTE

If the box to which the document is to be moved is protected by a password, enter the correct password.

Copying Documents in Custom Box into Other Boxes

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Move/Copy] > [Copy to Custom Box] > select the destination of copy > [Copy] > [Copy]

The selected document is copied.

NOTE

If the box to which the document is to copied is protected by a password, enter the correct password.

Copying Documents in Custom Box to USB Drive

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox. The document is marked with a checkmark.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Move/Copy] > [Copy to USB Drive] > select the destination of copy > [Next] > [Copy] > [Copy]

The selected document is copied.

Joining Documents in Custom Box

You can join documents within a custom box into one file.

NOTE

You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

1 Display the screen.

[Home] key > [Custom Box] > Select the box

NOTE

If a custom box is protected by a password, enter the correct password.

2 Join the document.

1 Select the documents in the list that you wish to join by selecting the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Join]

3 Arrange the documents into the order in which they are to be joined.

Select the document you want to rearrange and select [Up] or [Down] to move it to the correct place in the sequence.

4 [Next] > Enter the file name for the joined document

NOTE

Enter up to 64 characters as the file name.

5 [Join] > [Join]

The documents are joined.

NOTE

After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents in Custom Box

1 Display the screen.

1 [Home] key > [Custom Box]

2 Select the box containing the document.

NOTE

If a custom box is protected by a password, enter the correct password.

2 Delete the document.

1 Select the document in the list that you want to delete by selecting the checkbox.

The document is marked with a checkmark.

NOTE

- [Delete] is disabled until a document is selected.
- To deselect, select the checkbox again and remove the checkmark.

2 [Others] > [Delete] > [Delete]

The document is deleted.

Operating using Removable USB Drive

Plugging USB drive directly into the machine enables you to quickly and easily print the files stored in the USB drive without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- OpenXPS file
- Encrypted PDF file

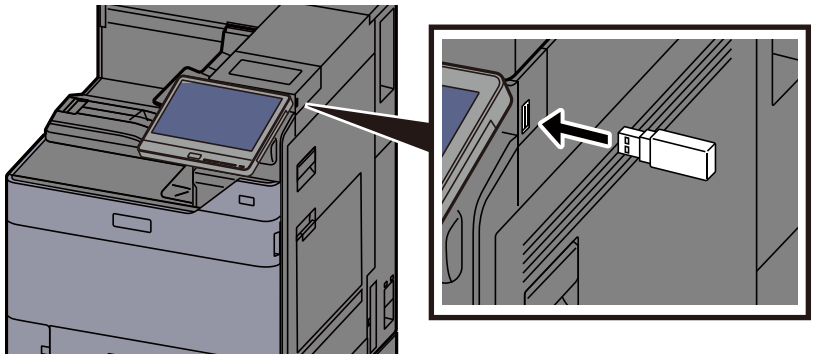
Printing Documents Stored in Removable USB Drive

NOTE

- PDF files you wish to print should have an extension (.pdf).
- Use USB drive properly formatted by this machine.
- Plug the USB drive directly into the USB Memory Slot.

1 Plug the USB drive.

1 Plug the USB drive into the USB Memory Slot.



2 When the machine reads the USB drive, "USB Drive is recognized. Displaying files." may appear. Select [Continue].

Displays the USB Drive screen.

NOTE

If the message does not appear, select [USB Drive] on the Home screen.

2 Print the document.

1 Select the folder containing the file to be printed.

NOTE

- 1,000 documents can be displayed.
- To return to a higher level folder, select [UP]

2 Select the file to be printed > [Print]

3 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to the following:

➡ USB Drive (Printing Documents) (page 240)

NOTE

After a document saved in the machine is selected, [Use File Settings] may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, select[Use File Settings].
- If you need to change the print settings, select the desired feature.

4 Press the[Start] key.

Printing of the selected file begins.

Check the USB Drive Information

1. **In the USB Drive screen, select [USB Info].**
2. **Once you confirm the information, select [Close].**

Removing USB Drive

IMPORTANT

Be sure to follow the proper procedure to avoid damaging the data or USB drive.

1 Display the screen.

[Home] key > [USB Drive]

2 Select [Remove USB].

Select [OK], and remove the USB Drive after "USB Drive can be safely removed." is displayed.

NOTE

USB drive can also be removed after checking the Device Information.

➡ Device Information (page 296)

Tapping the USB drive icon shown at the top of the touch panel and selecting [Remove USB] allows you to safely remove the USB drive.

➡ Home Screen (page 51)

Using the Internet Browser

If the machine is connected to the network, you can browse the Internet on the touch panel.

NOTE

To use the internet browser, "Internet Browser" must be set to [On] in Function Settings.

➡ Internet Browser (page 357)

Launching and Exiting the Browser

Display the screen.

1 **[Home] key > [Internet Browser]**

The Internet browser starts up.

2 **Use the browser screen to browse web pages.**

For information on how to use the browser screen, refer to the following:

➡ Using the Browser Screen (page 232)

3 **To exit the browser, select [X] (Close) and then select [OK] in the exit confirmation screen.**

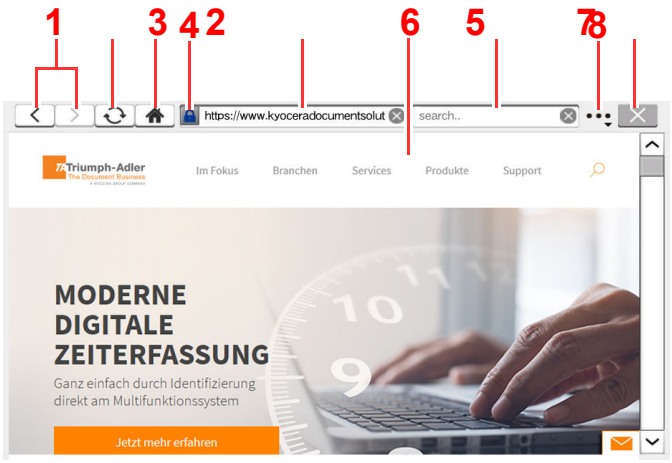
NOTE

You can specify preferences such as the way the Internet browser screen is displayed.

➡ Internet Browser (page 357)

Using the Browser Screen

The operations available in the Internet browser screen are shown below.



1 Back/Forward: Displays the previous page or the next page.

2 Reload: Updates the page.

3 Home page: Displays your specified home page.

You can set your home page in the ➡ Internet Browser (page 357)

4 Security lock icon: Displayed when you are viewing a protected page.

5 Enter URL: Use this to display a desired web page by entering the URL for that page.

6 Text box: Pressing the text box displays a keyboard that allows you to type text.

7 Search (Search Internet): Use the selected search site to search with the entered keyword.

8 Menu: Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.
Retrieval in page: Search from the entered keyword in the currently displayed page. You can continue your search by selecting [SearchUp] or [SearchDown].

9 Close: Closes the Internet browser and returns you to the application list screen.

Manual Staple

You can staple copied paper manually without any print operation. It is useful when you have forgotten to set the staple sort mode before starting printing.

NOTE

- This function requires the optional Document Finisher:
  - 4,000-sheet Finisher (page 773)
  - 100-sheet Staple Finisher (page 774)
- If there are no staples when manual stapling is performed, the stapling position lamps and stapling position key LEDs all blink. Add staples.
  - Replacing Staples (4,000-Sheet Finisher) (page 482)
  - Replacing Staples (100-sheet Staple Finisher) (page 484)
- Manual stapling cannot be executed when the machine is in operation.

Maximum number of sheets available for manual stapling

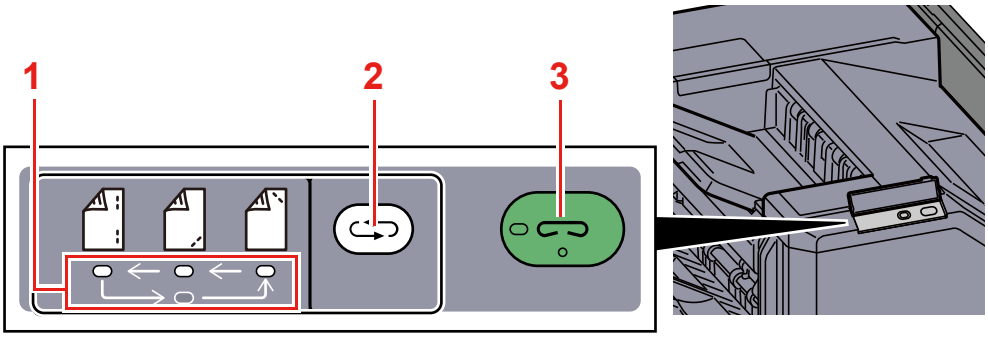
4,000-sheet Finisher

Paper size	Paper weight	
	52 - 90 g/m^2(14.0 - 24.0 lb. Bond)	91 - 105 g/m^2(24.3 - 28.0 lb. Bond)
A4, A4-R, B5, Letter, Letter-R, 16K	65 sheets	55 sheets
A3, B4, Folio, Ledger	30 sheets	30 sheets

100-sheet Staple Finisher

Paper size	Paper weight	
	52 - 90 g/m^2(14.0 - 24.0 lb. Bond)	91 - 105 g/m^2(24.3 - 28.0 lb. Bond)
A4, A4-R, B5, Letter, Letter-R, 16K	100 sheets	70 sheets
A3, B4, Folio, Ledger	50 sheets	35 sheets

Use the keys on the control section of the Finisher (optional) for manual stapling.



1 Stapling position lamps

2 Stapling position key

3 Stapling key / lamp

1 Press the stapling position key on the stapling control section.

The shutter of the paper exit area is opened and this equipment enters into the manual staple mode.

2 Set the staple position.

Press the stapling position key to select the stapling position

(Back / Front / 2 Points).

Operation is not possible while the stapling position lamps are blinking. Operate after the lamps light solidly.

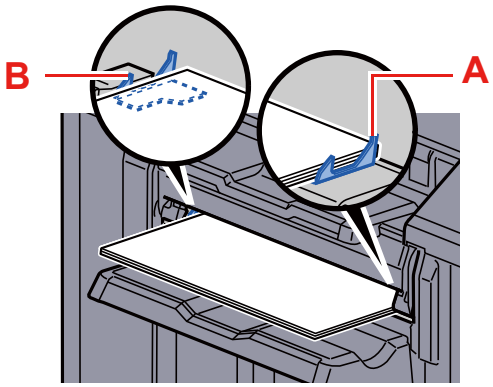
3 Load the paper.

Straighten the edges of the paper well and place the paper front side down in the shutter opening of the output unit.

If the near side of the paper ( ) will be stapled, place the paper against the front guide (A).

If the far side of the paper ( ) will be stapled, place the paper against the back guide (B).

If the edge of the paper ( ) will be stapled at two points, place the paper with the center aligned to the center point between the two side guides (A and B).



CAUTION

Do not insert your hand inside the open shutter.

NOTE

- Press the stapling position key before you place the paper. Once the paper is placed, the stapling position key cannot be used.
- The stapling lamp lights when the paper is properly placed. If it does not light, replace the paper.

4 Staple the paper.

Let go of the paper, and then press the stapling key.

Stapling starts. Stapling finishes and the output is delivered to tray.

CAUTION

Be sure that your hands are away from the paper while stapling is in progress.

Finishing the manual staple mode

Press the stapling position key several times until the stapling position lamps turn off. The shutter of the paper exit area closes. It means that manual stapling is finished.

If no operation is performed for approx. 10 seconds, the manual staple mode will be automatically finished.

NOTE

The time after which manual staple mode is automatically exited can be changed.

➡ Manual Staple (page 358)

6 Using Various Functions

Functions Available on the Machine 237
Functions 242

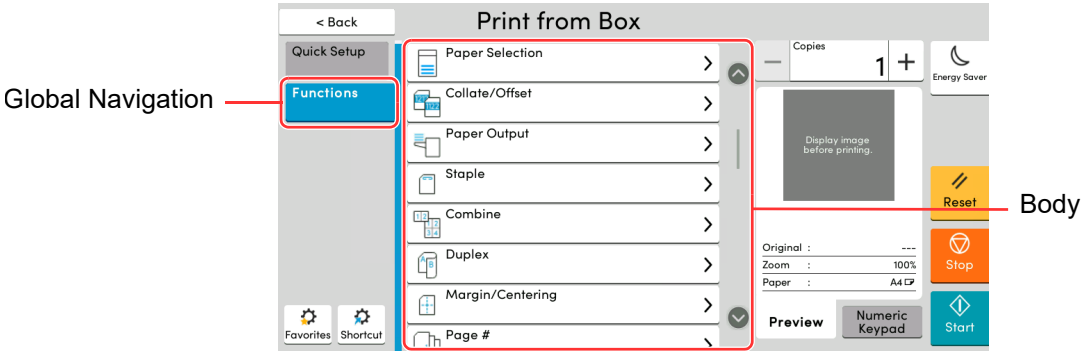
Functions Available on the Machine

About Functions Available on the Machine

This machine provides the various functions available.

Custom Box (Printing)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see below.

Print

[Functions]

Configure the settings for paper selection and duplex printing when printing from the Custom Box.

Function	Description
Paper Selection	Select the cassette or multipurpose tray that contains the required paper size. ➡ Paper Selection (page 242)
Collate/Offset	Offsets the output by page or set. ➡ Collate/Offset (page 247)
Paper Output	Specify the output tray. ➡ Paper Output (page 253)
Staple/Punch	Staples or punches printed documents. ➡ Staple/Punch (page 249)
Combine	Combines multiple (2-8) original sheets into 1 printed page. ➡ Combine (page 262)
Duplex	Prints 1-sided or open book originals to 2-sided, or 2-sided or open book originals to 1-sided. ➡ Duplex (page 268)
Margin/Centering	Margin: Add margins (white space). In addition, you can set the margin width and the back page margin. Centering:Centers the original image on the paper when printing onto paper different from the original size. ➡ Margin/Centering, Margin, Centering (page 264)
Page #	Adds page numbers to the finished documents. ➡ Page # (page 270)
Booklet	Print document so that it can be folded into a single booklet, with a cover. ➡ Booklet (page 266)
Cover	Adds a cover to the finished documents. ➡ Cover (page 269)

Function	Description
File Name Entry	Adds a file name. ➡ File Name Entry (page 277)
Job Finish Notice	Sends E-mail notice when a job is complete. ➡ Job Finish Notice (page 276)
EcoPrint	EcoPrint saves toner when printing. ➡ EcoPrint (page 256)
Priority Override	Suspends the current job and gives a new job top priority. ➡ Priority Override (page 278)
Delete after Printed	Automatically deletes a document from the box once printing is complete. ➡ Delete after Printed (page 279)
Zoom	Adjust the zoom to reduce or enlarge the image. ➡ Zoom (page 261)
Fold	Fold the finished documents. ➡ Fold (page 245)
Text Stamp	You can add a text stamp on the documents. ➡ Text Stamp (page 272)
Bates Stamp	You can add a bates stamp on the documents. ➡ Bates Stamp (page 274)

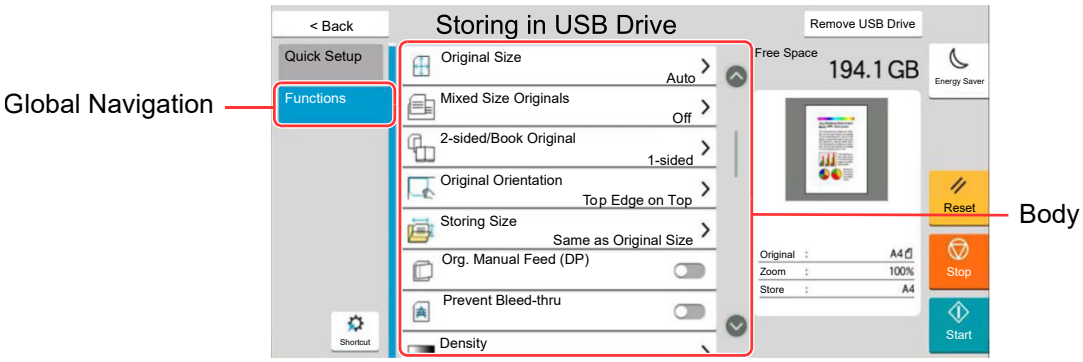
[Color/Image Quality]

Configure the settings for density, quality of copies, and color balance.

Function	Description
Density	Adjust density. ➡ Density (page 255)
Color Selection	Select the color setting. ➡ Color Selection (page 257)
Sharpness	Adjusts the sharpness of image outlines. ➡ Sharpness (page 258)
Background Density Adj.	Removes dark background from originals, such as newspapers. ➡ Background Density Adj. (Background Density Adjustment) (page 259)
Prevent Bleed-thru	Hides background colors and image bleedthrough. ➡ Prevent Bleed-thru (page 260)

USB Drive (Printing Documents)

Each function is displayed in the Body when Global Navigation is selected.



For details on each function, see below.

Print

[Functions]

Configure the settings for paper selection and duplex printing when printing from the USB drive.

Function key	Description
Paper Selection	Select the cassette or multipurpose tray that contains the required paper size. ➡ Paper Selection (page 242)
Collate/Offset	Offsets the output by page or set. ➡ Collate/Offset (page 247)
Paper Output	Specify the output tray. ➡ Paper Output (page 253)
Staple/Punch	Staples or punches printed documents. ➡ Staple/Punch (page 249)
Duplex	Print a document to 1-sided or 2-sided sheets. ➡ Duplex (page 268)
Margin	Add margins (white space). In addition, you can set the margin width and the back page margin. ➡ Margin/Centering, Margin, Centering (page 264)
Job Finish Notice	Sends E-mail notice when a job is complete. ➡ Job Finish Notice (page 276)
EcoPrint	EcoPrint saves toner when printing. ➡ EcoPrint (page 256)
Priority Override	Suspends the current job and gives a new job top priority. ➡ Priority Override (page 278)
Fold	Fold the finished documents. ➡ Fold (page 245)
Text Stamp	You can add a text stamp on the documents. ➡ Text Stamp (page 272)
Bates Stamp	You can add a bates stamp on the documents. ➡ Bates Stamp (page 274)

Function key	Description
Encrypted PDF Password	Enter the preassigned password to print the PDF data. ➡ Encrypted PDF Password (page 280)
JPEG/TIFF Print	Select the image size when printing JPEG or TIFF files. ➡ JPEG/TIFF Print (page 281)
XPS Fit to Page	Reduces or enlarges the image size to fit to the selected paper size when printing XPS file. ➡ XPS Fit to Page (page 282)

Functions

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

Custom Box **Functions**

Access to the function is indicated by icons.

Example: Select [Functions] in the Custom Box screen to use the function.

USB Drive **Functions**

Access to the function is indicated by icons.

Example: Select [Functions] in the USB Drive screen to use the function.

Paper Selection

Custom Box Functions

USB Drive Functions

Select the cassette or multipurpose tray that contains the required paper size.

Select from [1] (Cassette 1) to [5] (Cassette 5) to use the paper contained in that cassette.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

NOTE

- Specify in advance the size and type of the paper loaded in the cassette.

  ➡ Paper Feeding (page 318)
- Cassettes after Cassette 2 are displayed when the optional paper feeder is installed.

In case of changing the paper size and the media type of the multipurpose tray, select [Change Multipurpose Tray Settings] and change Paper Size and Media Type. The available paper sizes and media types are shown in the table below.

Paper Size

Metric

Value	Description
A3[*1*2], A4-R[*1*2], A4[*1*2], A5-R[*1*2], A5[*1], A6[*1*2], B4[*1*2], B5-R[*1*2], B5[*1*2], B6[*1*2], Folio[*1*2], 216 × 340 mm, SRA3[*1*2]	Select from the Metric standard size.

Inch

Value	Description
Ledger[*1*2], Letter-R[*1*2], Letter[*1*2], Legal[*1*2], Statement[*1*2], 12" × 18"[*1*2], Executive, Oficio II	Select from the Inch standard size.

Others

Value	Description
8K, 16K-R, 16K, ISO5, Envelope#10, Envelope#9, Envelope#6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock),[*1*2], Oufukuhagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Custom 1-4[*3]	Select from special standard sizes and custom sizes.

Size Entry

Value	Description
Metric X: 148 to 457 mm (in 1 mm increments) Y: 98 to 320 mm (in 1 mm increments)	Enter the size not included in the standard size.[*4] When you have selected [Size Entry], use [+]/[-] or the numeric keys to set the sizes of "X" (horizontal) and "Y" (vertical). Select the entry field to use the numeric keys for entry.
Inch X: 5.83 to 18" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments)	

Media type

Value

Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted[*5], Bond, Cardstock, Color, Prepunched[*5], Letterhead[*5], Thick, Envelope, Coated, High Quality, Index Tab Dividers, Custom 1-8[*6]

*1 Paper size automatically detected in the cassette.

*2 Paper size automatically detected in the Multipurpose Tray.

*3 For instructions on how to specify the custom paper size, refer to the following:

➡ Custom Paper Settings (page 323)

*4 The input units can be changed in System Menu. For details, refer to the following:

➡ Language/System of Units (page 309)

*5 To print on preprinted or prepunched paper or on letterhead, refer to the following:

➡ Paper Feed Settings (page 327)

*6 For instructions on how to specify the custom paper types 1 to 8, refer to the following:

➡ Media Type Setting (page 324)

NOTE

- You can conveniently select in advance the size and type of paper that will be used often and set them as default.

  ➡ MP Tray Settings (page 321)

- If the specified size of paper is not loaded in the paper source cassette or multipurpose tray, a confirmation screen appears. Load the required paper in the multipurpose tray and select [Continue] to start printing.

Fold

Custom Box Functions

USB Drive Functions

Folds the finished documents. Select the fold method.

The following folding options and orientations are available.

Original orientation / Item			Orientation: Landscape 	Orientation: Portrait 
Bi-Fold	Saddle Stitch*1			
	Inside*1*2			
	Outside*1*2			
	Multi-sheet Fold*1		Set whether or not multiple pages of the printed document are stacked and folded. This is set to [On] when saddle stitch stapling is set.	
Tri-Fold	Inside*1*2	R to L/B to T		
		L to R/T to B		
	Outside*1*2	R to L/B to T		
		L to R/T to B		
	Multi-sheet Fold*1		Set whether or not multiple pages of the printed document are stacked and folded.	

Original orientation / Item		Orientation: Landscape 	Orientation: Portrait 
Z-Fold*2	R to L/B to T		
	L to R/T to B		
	Multi-sheet Fold	Set whether or not multiple pages of the printed document are stacked and folded.	
Engineering Fold*2(Half Z-Fold)			

*1 Appears when the optional folding unit is installed.

*2 Appears when the optional Z-Fold Unit is installed.

NOTE

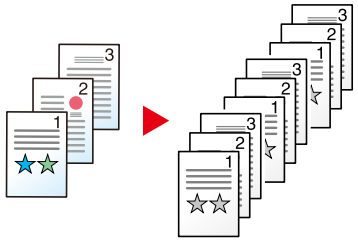
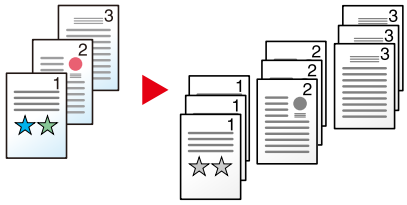
- Folding requires the optional 4,000-sheet Finisher or 100-sheet Staple Finisher, and the folding unit or Z-Fold Unit.
- For details on paper sizes and numbers of sheets that can be folded, refer to the following.
  - Folding Unit (For 4,000-sheet Finisher) (page 777)
  - Folding Unit (For 100-sheet Staple Finisher) (page 778)
  - Overview of Optional Equipment (page 742)
- Multi-sheet Fold during printing is performed by the Folding Unit when the Folding Unit and Z-Fold Unit areinstalled.

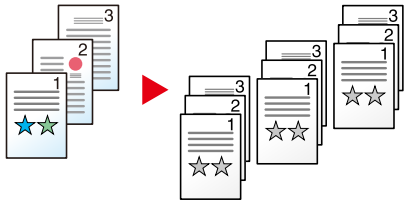
Collate/Offset

Custom Box Functions

USB Drive Functions

Offsets the output by page or set.

Item	Image	Description
Off		
Collate On		Delivers complete sets of copies as required according to page number.
Offset Each Page		Printed copies are collated and output as individual pages separately. **NOTE** This function requires the optional Document Finisher: ➡ 1,000-sheet Finisher (page 772) ➡ 4,000-sheet Finisher (page 773) ➡ 100-sheet Staple Finisher (page 774) ➡ Inner Shift Tray (page 780)

Item	Image	Description
Offset Each Set		Printed copies are collated and output as individual setseparately. **NOTE** This function requires the optional Document Finisher: ➡ 1,000-sheet Finisher (page 772) ➡ 4,000-sheet Finisher (page 773) ➡ 100-sheet Staple Finisher (page 774) ➡ Inner Shift Tray (page 780)

NOTE

The paper sizes supported in Offset are Legal, Ledger, Oficio II, Letter, A3, A4, B4, B5, 216 × 340 mm and 8K, 16K.

Staple/Punch

Custom Box Functions

USB Drive Functions

Staple

Staples the finished documents. The staple position can be selected.

NOTE

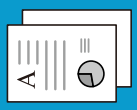
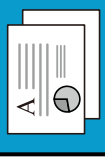
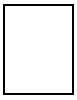
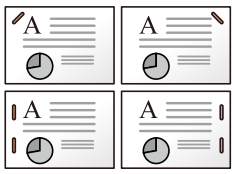
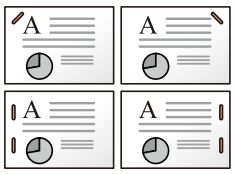
This function requires the optional Document Finisher:

- 1,000-sheet Finisher (page 772)
- 4,000-sheet Finisher (page 773)
- 100-sheet Staple Finisher (page 774)

Item	Value	Description
Staple	Off	
	Top Left	Select the staple position, and then select [Next >]. For details on original orientation and staple position, refer to the following: ➡ Staple/Punch (page 249)
	Top Right	
	2 staples Left	
	2 staples Top	
	2 staples Right	
	Saddle Stitch	Select whether to fold the finished documents in two with staples in the center. When placing originals, be sure to place the cover page at the bottom. For details on saddle stitching, refer to the following: ➡ Booklet (page 266)

Original Orientation and Staple Position

1,000-sheet Finisher, 4,000-sheet Finisher, 100-sheet Staple Finisher

Original orientation Paper orientation	Paper orientation		Top Edge on Left	
				
Cassette paper load direction 				
Cassette paper load direction 				

NOTE

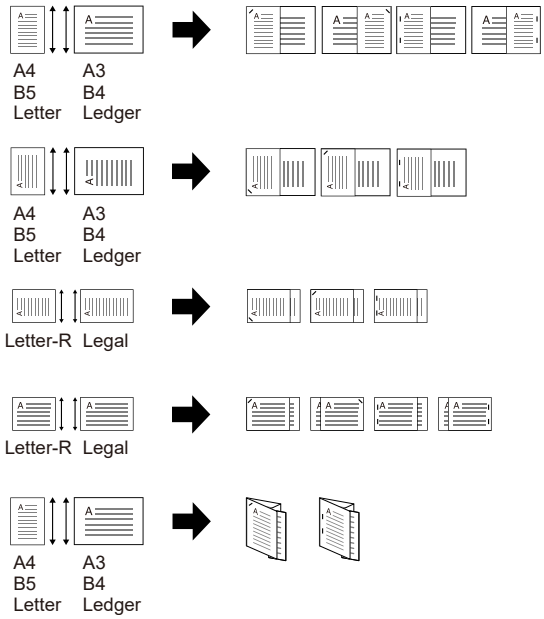
One position staple is not slanted for the following paper sizes.

B5-R, 16K-R

Mixed Size Stapling

Even with mixed paper sizes, if the sizes have the same width as shown in the combinations below, the output can be stapled.

- A3 and A4
- B4 and B5
- Ledger and Letter
- Ledger and Letter-R
- 8K and 16K
- A3 and A4 (A3 Z fold and A4)
- B4 and B5 (B4 Z fold and B5)
- Ledger and Letter (Ledger Z fold and Letter)
- 8K and 16K (8K Z fold and 16K)



NOTE

- Number of sheets that can be stapled: up to 30 sheets.

Punch

Punches holes in sets of finished documents.

NOTE

- This function requires the optional Document Finisher and Punch Unit.
- For details on paper sizes that can be punched, refer to the following:

  ➡ Punch Unit (For 1,000-sheet/4,000-sheet/100-sheet Staple Finisher) (page 775)
- The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Item	Value	Description
Punch	Off	
	2 holes Left	Select the position of punch holes. For details on original orientation and position of punch holes, refer to the following: ➡ Staple/Punch (page 249)
	2 holes Top	
	2 holes Right	
	3 holes Left	
	3 holes Top	
	3 holes Right	
	4 holes Left	
	4 holes Top	
	4 holes Right	

NOTE

The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Paper Output

Custom Box Functions

USB Drive Functions

Specify the output tray.

with optional Job Separator

Item	Description
Inner tray	Outputs to the Inner Tray of the machine.
Job Separator Tray	Delivery to the Inner Job Separator.

with optional 1,000-sheet Finisher

Item	Description
Job Separator Tray*1	Delivery to the Inner Job Separator.
Finisher Tray	Delivery to the Finisher Tray of the optional Document Finisher.

*1 The paper sizes cannot be output to the Job Separator Tray: A3, Ledger.

with optional 4,000-sheet Finisher/100-sheet Staple Finisher

Item	Description
Job Separator Tray*1	Delivery to the Inner Job Separator.
Tray A	Delivery to the Tray A of the optional Document Finisher.
Tray B	Delivery to the Tray B of the optional Document Finisher. When [Heavy 5] (257 g/m2 - 300 g/m2) is set in Paper Weight and tray B is set for the output destination, the output destination is automatically changed to the tray A.

*1 The paper sizes cannot be output to the Job Separator Tray: A3, Ledger.

with optional Mailbox

Item	Description
Job Separator Tray*1	Delivery to the Inner Job Separator.
Tray A	Delivery to the Tray A of the optional Document Finisher.
Tray B	Delivery to the Tray B of the optional Document Finisher. When [Heavy 5] (257 g/m2 - 300 g/m2) is set in Paper Weight and tray B is set for the output destination, the output destination is automatically changed to the tray A.

Item	Description
Tray 1 to 7	Delivery to tray 1 to 7 (tray 1 is the uppermost tray) of the optional Mailbox. When [Heavy 3] to [Heavy 4] (164 g/m2 - 256 g/m2) is set in Paper Weight and Mailbox is set for the output destination, the output destination is automatically changed to the tray B. When [Heavy 5] (257 g/m2 - 300 g/m2) is set in Paper Weight and Mailbox is set for the output destination, the output destination is automatically changed to the tray A.

*1 The paper sizes cannot be output to the Job Separator Tray: A3, Ledger.

NOTE

- This can be set when the optional Job Separator or Document Finisher (1,000-sheet Finisher, 4,000-sheet Finisher, or 100-sheet Staple Finisher) is installed.
- The default setting for Paper Output can be changed.

➡ Paper Output (page 329)

Density

Custom Box

- Functions
- Image Quality

USB Drive

- Functions

Adjust density.

Adjust density selecting [-4] (Lighter) to [+4] (Darker).



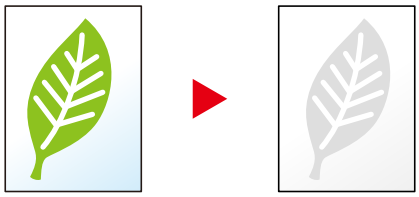
EcoPrint

Custom Box Functions

USB Drive Functions

EcoPrint saves toner when printing.

Use this function for test prints or any other occasion when high quality print is not required.



Item		Value	Description
Off			
On	Toner Save Level	[1] (Lower) to [5](Higher)	Adjust the Toner Save Level.

Color Selection

Custom Box

- Functions
- Image Quality

USB Drive Functions

Select the color setting.

Item	Description
Auto (Color/Grayscale)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale.
Auto (Color/B & W)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White.
Full Color	Scans the document in full color.
Grayscale	Scans the document in grayscale. Produces a smooth, detailed image.
Black & White	Scans the document in black and white.

Sharpness

Custom Box

- Functions
- Image Quality

USB Drive Functions

Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward "Sharpen". When copying images made up of patterned dots such as magazine photos, in which moire*1 patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward "Blur".

When [All] is selected, select [-3] to [3] (Blur - Sharpen) to adjust the sharpness.

When [Text/Fine Line] is selected, select [0] to [3] (Normal - Sharpen) to adjust the sharpness.



Item	Value	Description
All	[+1] to [+3] (Sharpen)	Emphasizes the image outline.
	[-1] to [-3] (Blur)	Blurs the image outline. Can weaken a Moire[1] effect.
Text/Fine Line	[0] to [3] (Normal - Sharpen)	Makes letters and lines appear sharper. Only text and fine lines are emphasized.

*1 Patterns that are created by irregular distribution of halftone dots.

Background Density Adj. (Background Density Adjustment)

Custom Box

- Functions
- Image Quality

USB Drive Functions

Removes dark background from originals, such as newspapers.

If the ground color is obtrusive, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

Item	Description
Off	Does not adjust the ground color.
Auto	Automatically adjusts the background density based on the original.
Manual	Select [1] to [5] (Lighter - Darker) to adjust the background density manually.

Prevent Bleed-thru

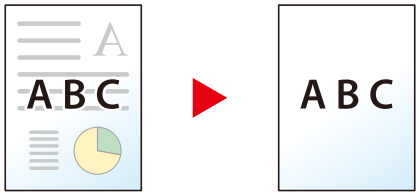
Custom Box

- Functions
- Image Quality

USB Drive Functions

Hides background colors and image bleed-through.

(Value: [Off] / [On])



Zoom

Custom Box Functions

USB Drive Functions

Adjust the zoom to reduce or enlarge the image.

Printing

Item	Description
100%	Reproduces the original size.
Auto	Reduces or enlarges original to printing size.

NOTE

- To reduce or enlarge the image, select the paper size.

  ➡ Paper Selection (page 242)

- Some combinations of original size and paper size may cause the image to be positioned at the edge of the paper. To center the original vertically and horizontally on the page, use the Centering function.

  ➡ Margin/Centering, Margin, Centering (page 264)

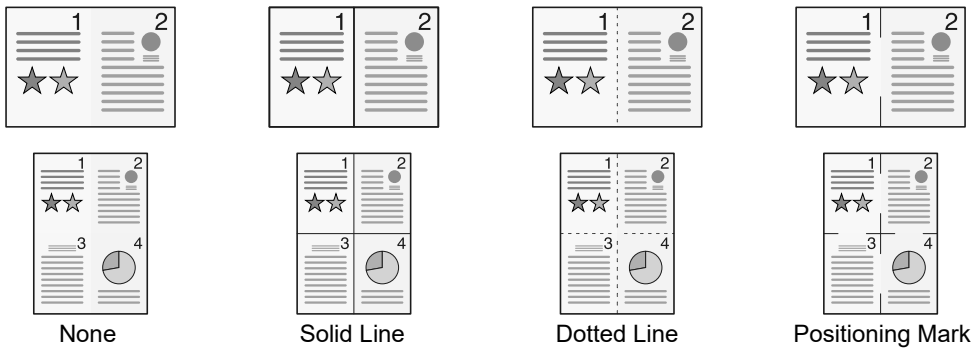
Combine

Custom Box Functions

Combines multiple (2-8) original sheets into 1 printed page.

You can select the page layout and the type of boundary lines around the pages.

The following types of the boundary lines are available.



Off

2 in 1

Layout

Value	Description
Left to Right/Top to Bottom, Right to Left/ Bottom to Top	Select the page layout of originals.

Border Line

Value	Description
None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [Border Line] to select the page boundary line.

4 in 1, 8 in 1

Layout

Value	Description
Right then Down, Left then Down, Down then Right, Down then Left	Select the page layout of originals.

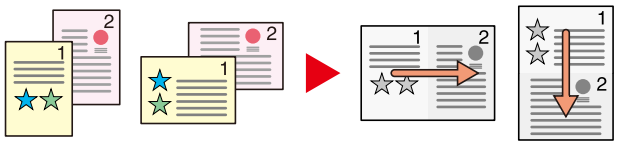
Border Line

Value	Description
None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type. Select [Border Line] to select the page boundary line.

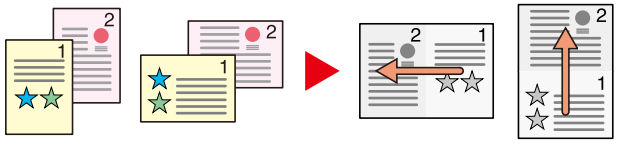
Layout image

2 in 1

L to R/T to B



R to L/B to T



4 in 1, 8 in 1

Right then Down



Left then Down



Down then Right



Down then Left



NOTE

- The paper sizes supported in Combine mode are A4, A5, B5, Folio, 216 × 340 mm, Letter, Legal, Statement, Oficio II, and 16K.

Margin/Centering, Margin, Centering

Custom Box Functions

USB Drive Functions

Printing

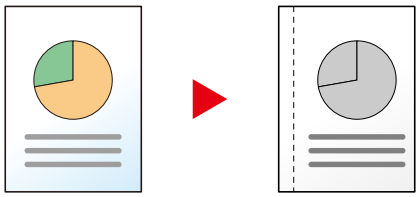
Add margins (white space). In addition, you can set the margin width and the back page margin.

Centering: Centers the original image on the paper when printing onto paper different from the original size.

NOTE

The default setting for margin width can be changed.

Print (page 346)



Item		Value	Description
Off			
Margin	Margin	Metric: -18 mm to +18 mm (in 1 mm increments) Inch: -0.75 to +0.75" (in 0.01" increments)	Set the margin width.*1 Use [+], [-] or the numeric keys to enter the margins for "Left/Right" and "Top/Bottom".
	Back Page	Auto, Manual	For duplex printing, select [Back Page] and select [Auto] or [Manual]. When [Auto] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation. When [Manual] is set, you can set a different margin than the front on the back. Set the margin in the screen that is displayed. The setting selections are the same as for the front.
Centering*2			

*1 The input units can be changed in System Menu.

➡ Language/System of Units (page 309)

*2 Not displayed when printing from USB drive.

Booklet

Custom Box Functions

The Booklet option allows you to produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

You can print the cover page onto colored paper or thick paper. Paper for the cover is supplied from the multipurpose tray. To feed the cover paper from the cassette or inserter, refer to the following:

➡ Paper Feed Settings (page 327)

NOTE

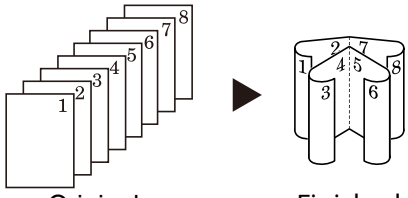
Using the optional 4,000-sheet Finisher and the folding unit enables you to saddle stitch your copies (fold them in two with staples in the center). Supported paper sizes are A3, A4-R, B4, Ledger, Letter-R, Legal, Oficio II and 8K.

Type of original	Original size	Paper size
One-sided original, Two-sided original	All*1	A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Oficio II and 8K
Book Original	A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K	

*1 Except for custom sized originals.

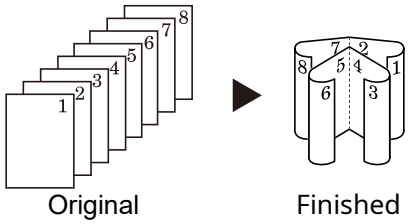
Binding on the left side

The folded copies can be read from left to right.



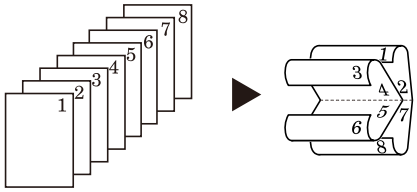
Binding on the right side

The folded copies can be read from right to left.



Top binding

The folded copies can be read from top to bottom.



Printing

Item			Value	Description
Off				
Booklet	Binding		Left, Right, Top	Select the binding orientation of copies.
	Cover*1	Off		
		Cover: Front Cover Print Setting	Do Not Print, Front Only, Back Only, Duplex	Select whether to add the cover. Select the printing method for the cover to be inserted. Select [Cover], and then [Cover], and specify the print setting for the cover to be inserted. Select from [Not Print], [Back Only], [Front Only], and [Duplex], and press [OK].
		Cover: Back Cover Print Setting	Do Not Print, Front Only, Back Only, Duplex	
	Staple/Fold		Off, Fold Only, Saddle Stitch	To fold finished copies in half, select [Staple/Fold] and then select [Fold Only]. To use saddle stitching, select [Staple/ Fold] and then select [Saddle Stitch].

*1 Printing is not possible when feeding from the inserter.

NOTE

- The number of sheets that can be folded or Saddle Stitch stapled varies depending on paper weight. For details, refer to the following:

  ➡ Folding Unit (For 4,000-sheet Finisher) (page 777)

  ➡ Folding Unit (For 100-sheet Staple Finisher) (page 778)

Duplex

Custom Box Functions

USB Drive Functions

The following modes are available.

Printing

Print a document to 1-sided or 2-sided sheets.

Item		Value	Description
1-sided		—	Disables the function.
2-sided	Finishing	Left/Right	Prints a 2-sided document so that the sheets are aligned properly for binding on the left or right.
		Top	Prints a 2-sided document so that the sheets are aligned properly for binding on the top.

Cover

Custom Box Functions

Adds a cover to the finished documents.

You can print the first page and/or the last page onto colored paper or thick paper fed from the different paper source than the regular one. The following two options are available. Paper for the cover is supplied from the multipurpose tray. To feed the cover paper from the cassette or inserter, refer to the following:

➡ Paper Feed Settings (page 327)

The printing method can be set for the covers. Specify a print setting for each cover.

Item		Value	Description
Off			
Front Cover	Front Cover Print Setting*1	Do Not Print, Front Only, Back Only*2, Duplex*2	Different paper has to be inserted for the first page of the document. Select [Stop Printing], [Front Only], [Back Only], or [Duplex] for the print setting of the inserted paper.
Front and Back Covers	Front Cover Print Setting*1	Do Not Print, Front Only, Back Only*2, Duplex*2	Different paper has to be inserted for the first page and last page of the document. Select [Stop Printing], [Front Only], [Back Only], or [Duplex] for the print setting of the inserted paper.
	Back Cover Print Setting*1	Do Not Print, Front Only, Back Only*2, Duplex*2	

*1 Printing is not possible when feeding from the inserter.

*2 [Back Only] and [Duplex] appears when finishing is set to 2-sided in "Duplex".

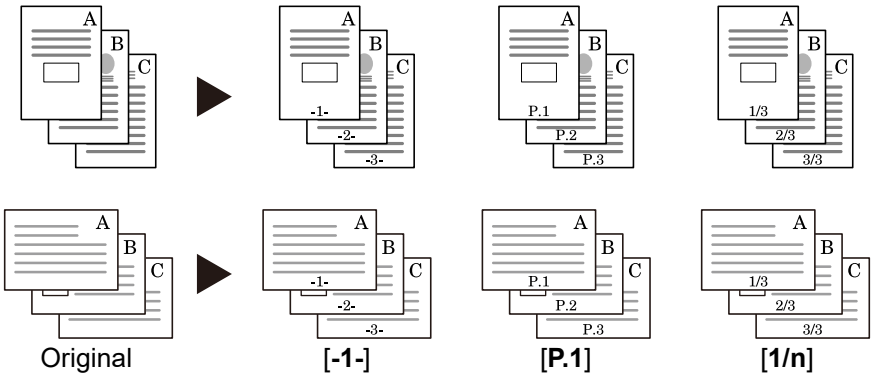
➡ Duplex (page 268)

Page

Custom Box Functions

Adds page numbers to the finished documents.

The available formats for numbering are [-1-], [P.1] and [1/n]. The format [1/n] prints the total number of pages in the place of "n".



Select the numbering format from [-1-], [P.1] or [1/n].

Off

-1-, P.1, 1/n

Position

Value	Description
Top Left, Top Middle, Top Right, Bottom Left, Bottom Middle, Bottom Right	Select the print position of page number. Specify the detailed page number position using numeric values, and to set the page number position ([Same as Front Page], [Mirror Front Page]) when a page number is placed on the back side of the paper in duplex printing.

1st Page

Value	Description
1 to 10	To start page numbering from a page other than the first page, use [+], [-] or the numeric keys to specify the starting page.

Start #

Value	Description
1 to 9999	To start the numbering with a number other than 1, use [+], [-] or the numeric keys to specify the starting number.

Denominator #*1

Value	Description
Auto, Manual (1 to 9999)	The total number of pages "n" in the format [1/n] can be changed manually. Select [Manual] and use [+], [-] or the numeric keys to enter the total number of pages.

Last Page

Value	Description
Auto, Manual (-10 to 0)	If you do not want page numbering through to the last page, select [Manual]. Use [+], [-] or the numeric keys to specify the final page to be numbered (a negative number of pages counting backwards from the last page). Specify the desired number up to -10.

Font

Item	Value	Description
Font	Courier, Letter Gothic	Set the font of page number.
Size	Font sizes registered in "Font (Page #)" are displayed. ➡ Common (page 345)	Set the font size of page number.
Color	Black	Set the color of page number.
Style	None, Bold, Italic, Bold/Italic	Set the font style of page number. Select a font style by checking the checkbox.
Display Pattern	Transparent, Clipping,Overwrite	Set the display method of page number.
Density	10 to 100% (in 10% increments)	Set the density of the color of page number. Use [+], [-] or the numeric keys to set the value.

*1 This item appears when [1/n] is selected.

Text Stamp

Custom Box Functions

USB Drive Functions

You can add a text stamp on the documents.

Printing

NOTE

This cannot be set when Text Stamp is set in the system settings.

➡ Printing Jobs (page 406)

Off

On

Text Stamp

Value	Description
Any text string (up to 32 characters), Template 1 to 8	Select the entry field and enter the text string to be printed, or select a text stamp from the displayed templates. After you have set the stamp, select [Next>]. **NOTE** Templates that have been set will appear. ➡ Common (page 345)

Stamp Method

Value	Description
Each Print Page, Each Original Page	Select the stamp method. Select [Stamp Method] and set the stamp method for text stamp.

Position

Value	Description
Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the stamp position to be printed. Select[Position]and select the text stamp position. Specify the detailed stamp position using numeric values, and to set the stamp position and angle when a stamp is placed on the back side of the paper in duplex printing.

Font

Item	Value	Description
Font	Courier, Letter Gothic	Set the font of text stamp.
Size	Registered font sizes are displayed.	Set the font size of text stamp. For details on registering font sizes, refer to the following: ➡ Common (page 345)
Character Border	Off, Circle, Rectangle, Underline	Set the character border and underline.
Color	Black	Set the density of text stamp color. Set the value by using [+], [-] or the numeric keys.
Style	None, Bold, Italic, Bold/Italic	Set the font style of text stamp. Select a font style by checking the checkbox.
Display Pattern	Transparent, Clipping, Overwrite	Set the display method of text stamp.
Density	10 to 100% (in 10% increments)	Set the display method of text stamp.

Bates Stamp

Custom Box Functions

USB Drive Functions

You can add a bates stamp on the documents.

Printing

NOTE

This cannot be set when Text Stamp is set in the system settings.

➡ Printing Jobs (page 406)

Off

On

Bates Stamp

Value	Description
Date, User Name, Serial Number, Numbering, Text 1, Text 2	Set the stamp to be printed. When [Text 1] or [Text 2] is selected, select the entry field and enter the text string. After you have set the stamp, select [Next>].

Date Format

Value	Description
MM/DD/YYYY, DD/MM/YYYY,YYYY/MM/DD	Set the date format. This setting is available when "Date" is set in "Bates Stamp".

Position

Value	Description
Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right	Set the stamp position to be printed. Select [Position] and select the bates stamp position. Specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.

Numbering Default

Value	Description
1 to 9999999	Set the starting sequence number. If you select [Fixed Digit Number] > [On],you can set the number of digits of the serial number (1 to 7 digits). This setting is available when "Numbering" is set in "Bates Stamp".

Font

Item	Value	Description
Font	Courier, Letter Gothic	Set the font of bates stamp.
Size	Registered font sizes are displayed.	Set the font size of bates stamp. For details on registering font sizes, refer to the following: ➡ Common (page 345)
Color	Black, Cyan, Magenta, Yellow, Red, Green, Blue, White	Set the color of the bates stamp.
Style	None, Bold, Italic, Bold/Italic	Set the font style of bates stamp. Select a font style by checking the checkbox.
Display Pattern	Transparent, Clipping, Overwrite	Set the display method of the bates stamp.
Density	10 to 100% (in 10% increments)	Set the density of bates stamp color. Set the value by using [+], [-] or the numeric keys.

Job Finish Notice

Custom Box Functions

USB Drive Functions

Sends E-mail notice when a job is complete.

It is also available that send a notice when a job is interrupted.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

NOTE

- PC should be configured in advance so that E-mail can be used.

  ➡ Embedded Web Server (page 106)

- E-mail can be sent to a single destination.

Item		Description
Off		
Address Entry		Enter E-mail address directly. Select the entry field, enter the address (up to 256 characters) and select [OK].
Address Entry	Notify when interrupted	Select [On] if you require an e-mail notification when a job is interrupted.

File Name Entry

Custom Box Functions

USB Drive Functions

Adds a file name.

Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters).

To add date and time, select [Date and Time]. To add job number, select [Job No.]. To add both, select [Job No.] & [Date and Time] or [Date and Time] & [Job No.].

Priority Override

Custom Box Functions

USB Drive Functions

Suspends the current job and gives a new job top priority.

The suspended job resumes after the other job is finished.

(Value: [Off] / [On])

NOTE

- This function is not available if current job was an override.

Delete after Printed

Custom Box Functions

Automatically deletes a document from the box once printing is complete.

(Value: [Off] / [On])

Encrypted PDF Password

USB Drive Functions

Enter the preassigned password to print the PDF data.

Enter the Password, and select [OK].

NOTE

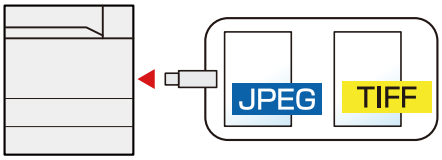
For details on entering the password, refer to the following:

➡ Character Entry Method (page 749)

JPEG/TIFF Print

USB Drive Functions

Select the image size when printing JPEG or TIFF files.



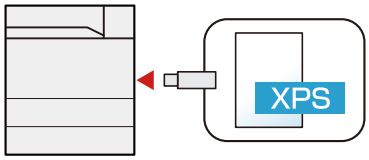
Item	Description
Paper Size	Fits the image size to the selected paper size.
Image Resolution	Prints at resolution of the actual image.
Print Resolution	Fits the image size to the print resolution.

XPS Fit to Page

USB Drive Functions

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(Value: [Off] / [On])



7 Status/Job Cancel

Checking Job Status....284
Checking Job History....289
Job Operation....292
Device Information....296
Checking the Remaining Amount of Toner and Paper (Supplies/Paper)....299
Checking the CO2 Emission Chart....300

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the touch panel in two different screens - Printing Jobs.

The following job statuses are available.

Status Display	Job status to be displayed
Print Job Status	• Printer • Printing from Document Box • Printing data from USB Drive • Application • Job Report/List
Store Job Status	• Printer • Join Box Document • Copy Box Document

Displaying Status Screens

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select the job you want to check.

Select either of [Print Jobs] to check the status.

➡ Print Jobs Screen (page 285)

Details of the Status Screens

NOTE

- You can show the job statuses of all users, or only the statuses of your own jobs.
  ➡ Status (page 356)
- This setting can also be changed from Embedded Web Server.
  ➡ **Embedded Web Server User Guide**

Print Jobs Screen



1 Accepted Time

Accepted Time of job

2 Type

Icons that indicate the job type

Printer job

Job from Document Box

Data from USB Drive

Application

Report/List

3 Job Name

Job Name or file name

4 User Name

User Name for the executed job

5 Status

Status of job

InProcess: The status before starting to print.

Printing: Printing

Waiting: Print Waiting

Pause: Pausing print job or error

Canceling: Canceling the job

6 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 288)

You can select [ ] (information icon) in “Copies” in the detailed information screen to change the number of copies that are printed.

7 [Pause All Print Jobs]

Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.

8 [Cancel]

Select the job you want to cancel from the list, and select this key.

9 [Move Up]

In the list, select the job that you want to move up the job queue and select this key.

➡ Reordering Print Jobs (page 295)

10 [Top Priority]

Select the job to be overridden, and select this key.

➡ Priority Override for Waiting Jobs (page 294)

11 [Job Type]

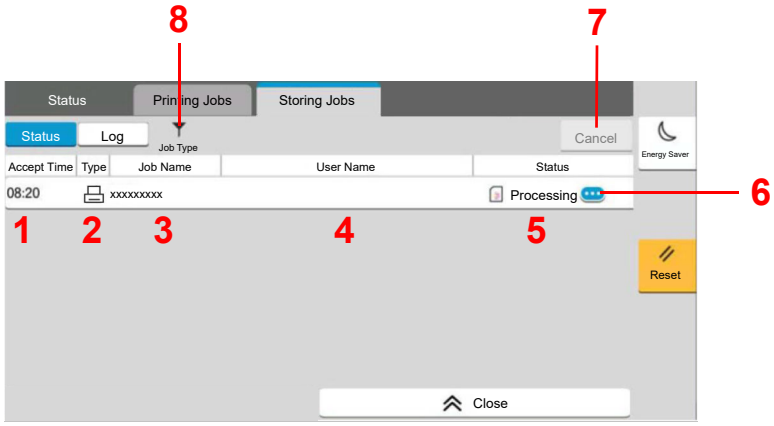
Only selected type of jobs is displayed.

NOTE

- The job name and user name can be changed to other information if needed.

➡ Status (page 356)

Store Jobs screen



1 Accepted Time

Accepted Time of job

2 Type

Icons that indicate the job type

Storing Job Printer

Join Box Document

Copy Box Document

3 Job Name

Job name or file name is displayed.

4 User Name

User Name for the executed job

5 Status

Status of job

InProcess: The status before starting to save

Storing: Storing Data

Canceling: Canceling the job

Pause: Pausing the job

6 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 288)

7 [Cancel]

Select the job you want to cancel from the list, and select this key.

8 [Job Type]

Only selected type of jobs is displayed.

NOTE

- The job name and user name can be changed to other information if needed.

➡ Status (page 356)

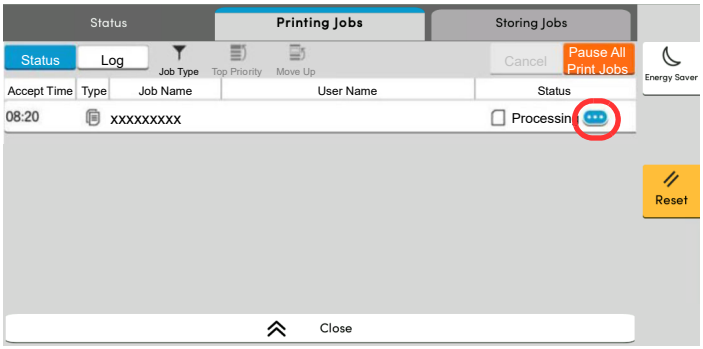
Checking Detailed Information of Jobs

1 Display the screen.

➡ Details of the Status Screens (page 285)

2 Check the information.

1 Select [ ] (information icon) for the job for which you wish to display detailed information.



Detailed information of the selected job is displayed.

In printing Jobs, you can check the destination by selecting [ ] (information icon) in "Result". Select [ ] (information icon) for the destination to display detailed information.

2 To exit from the detailed information, select [Close].

Checking Job History

NOTE

- Job history is also available by Embedded Web Server or NETWORK PRINT MONITOR from the computer.
  - ➡ **Embedded Web Server User Guide**
  - ➡ **NETWORK PRINT MONITOR User Guide**
- You can show the job log of all users, or only your own job log.
  - ➡ Status (page 356)
- This setting can also be changed from Embedded Web Server.
  - ➡ **Embedded Web Server User Guide**

Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs.

The following job histories are available.

Screen	Job histories to be displayed
Print Job Log	• Printer • Printing from Document Box • Email reception • Printing data from USB Drive • Application • Job Report/List
Store Job Log	• Printer • Join Box Document • Copy Box Document

Displaying Job History Screen

1 **Display the screen.**

Select the [Status/Job Cancel] key.

2 **Select the job to check details.**

Select the [Log] tab, and select the job to check details from the list.

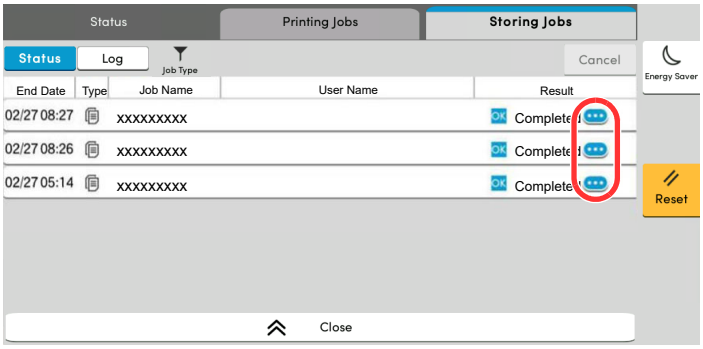
Checking the Detailed Information of Histories

1 Display the screen.

➡ Details of the Status Screens (page 285)

2 Check the information.

1 Select [ ] (information icon) for the job you want to check.



Detailed information of the selected job is displayed.

2 To exit from the detailed information, select [Close].

Sending the Log History

You can send the log history by E-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

➡ History Settings (page 342)

Job Operation

Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

1 **Display the screen.**

Select the [Status/Job Cancel] key..

2 **Select [Pause All Print Jobs] on the printing jobs status screen.**

Printing is paused.

When resuming the printing of jobs that have been paused, select [Resume All Print Jobs].

Canceling of Jobs

A job in printing/waiting status can be canceled.

1. **Display the screen.**

   Select the [Status/Job Cancel] key.

2. **Select the job to be canceled from the list, and select [Cancel].**

3. **Select [Yes] in the confirmation screen.**

Priority Override for Waiting Jobs

Priority Override function suspends the current job and prints the job in waiting first.

1. **Display the screen.**

   Select the [Status/Job Cancel] key.

2. **Select the job to be given priority, and select [Top Priority].**

3. **Select [Print] in the confirmation screen.**

   The current job in printing is suspended, and the job for override.

Reordering Print Jobs

This function allows you to select a queued print job and raise its output priority.

1 **Display the screen.**

Select the [Status/Job Cancel] key.

2 **Select the job to be assigned a higher priority and select [Move Up].**

3 **Select [Yes] in the confirmation screen.**

The priority of the selected job is increased by 1.

To further raise the job's priority, select [Move Up] again. Each time you select [Move Up], the priority increases by 1.

Device Information

Configure the devices/lines installed or connected to this machine or check their status.

1 Display the screen.

1 Select the [Home] key.

2 Select [Device Information].

The screen to check the status or configure the devices is displayed.

2 Check the Information.

The items you can check are described below.

Identification/Wired Network

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

Wi-Fi

You can check the status of Wi-Fi connection, such as the device name, network name and IP address.

NOTE

Displayed when the optional Wireless Network Interface Kit is installed.

Supplies/Paper

You can check the remaining amount of toner, and paper.

➡ Checking the Remaining Amount of Toner and Paper (Supplies/Paper) (page 299)

USB/NFC/Bluetooth

You can check the connection status of USB drive, NFC (Near Field Communication) and Bluetooth keyboard.

- Select [Format] for "USB Drive" to format external media.

IMPORTANT

When [Format] is selected, all data in the USB drive is erased.

- Select [Remove] for "USB Drive" to safely remove the external media.
- Select "Bluetooth" [Connect]to set the Bluetooth keyboard connection.

Option/Application

You can check information on the options and applications that are used.

Capability/Software Version

You can check the software version and performance.

The software can be updated over the internet by selecting [Online Software Update].

➡ Updating the Software (page 297)

Security

You can check the security information on the machine.

Report

You can print various reports and lists.

Remote Operation Status

You can check the situation of remote operation.

Updating the Software

When this machine is connected to a network, the software can be updated over the internet from the operation panel of this product.

1 Display the screen.

When updating firmware

Select [Home] key > [Device Information] > [Capability/Version] > “Software Version” > [Online Software Update].

Or

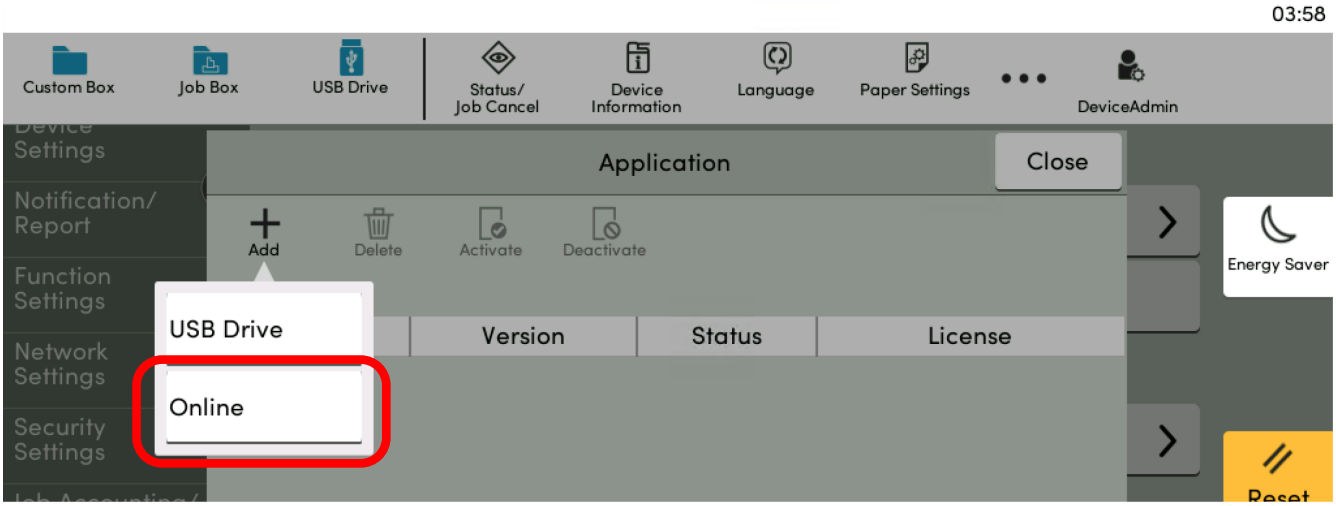
Select [Home] key > [...] > [System Menu]> [Adjustment/Maintenance] > “Others” [Online Software Update] > [Firmware].

When updating the HyPAS application

Select [Home] key > [Device Information] > [Capability/Version] > “Software Version” > [Online Software Update].

Or

Select [Home] key > [...] > [System Menu]> [Add/Delete Application] > “Application” [Add/ Delete Application] > “Application” [+Add] >[Online].



NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Check to see if updating software exists

Select [Yes], and check on the internet to see if updating software exists.

3 Start installation of updating software

When updating software is available, the software can be updated by following instructions on the operation screen.

IMPORTANT

- Software cannot be updated while a job is executing. Try again later.
- Do not turn off the power during the installation of the update software.

Checking the Remaining Amount of Toner and Paper (Supplies/Paper)

Check the remaining amount of toner, and paper on the touch panel.

1 Display the screen.

1. Select the [Home] key.
2. Select [Device Information].
3. Select [Supplies/Paper].

2 Check the Information.

The items you can check are described below.

Toner Information

The amount of toner remaining is shown in levels. And you can check the status of waste toner box.

Paper Status

You can check the size, orientation, type, and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

Others

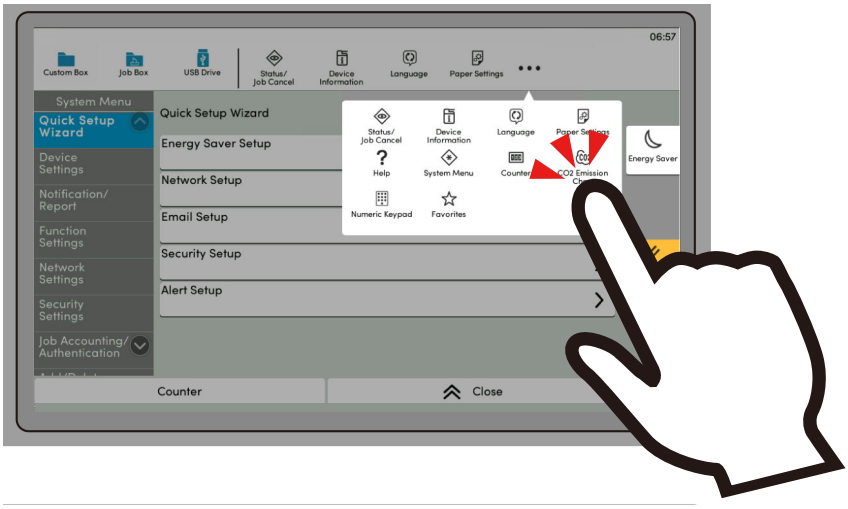
You can check the status of staples and punch waste box.

Checking the CO2 Emission Chart

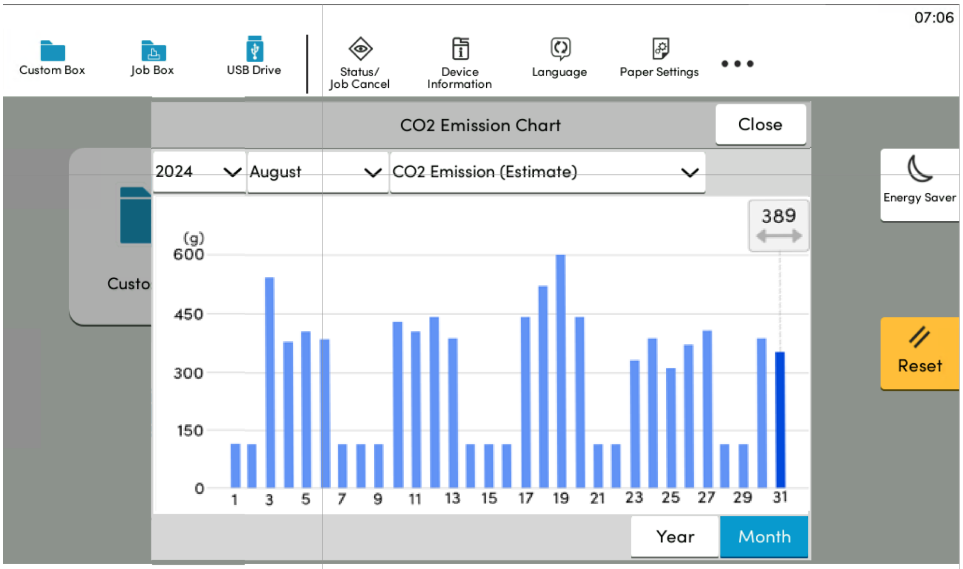
Check the CO_2 emission chart and power usage.

1 Display the screen.

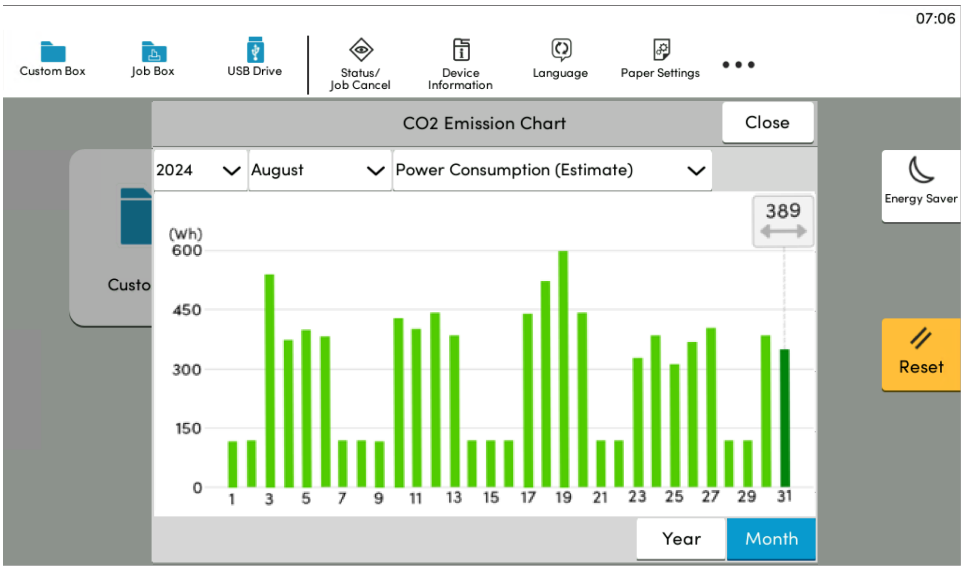
[Home] key > [...] > [CO2 Emission Chart]



2 Check the CO_2 emissions.



3 Check the power consumption.



NOTE

- You can configure the CO_2 emission chart settings.

  ➡ CO2 Emission Chart (page 360)

- You can also check the CO_2 emissions and power consumption from Embedded Web Server.

  ➡ **Embedded Web Server User Guide**

8 Setup and Registration (System Menu)

System Menu 303

System Menu

Configure settings related to overall machine operation.

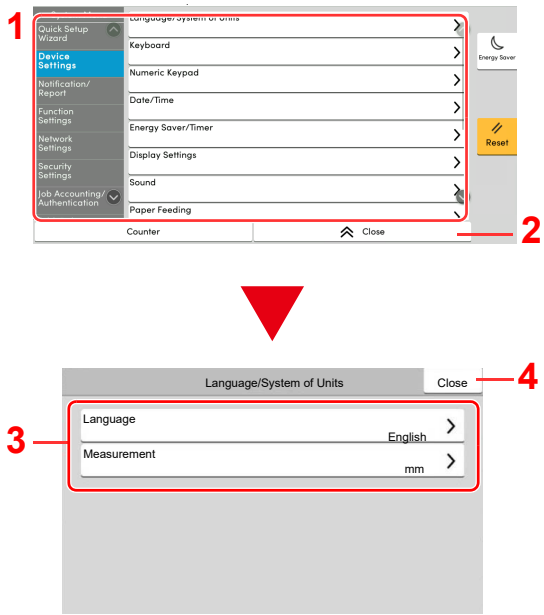
Operation Method

System Menu is operated as follows:

1 Display the screen.

Select the [Home] key > [...] > [System Menu].

2 Select a function.



1 Displays the System Menu items. Items that are not displayed can be displayed by swiping the screen up and down.

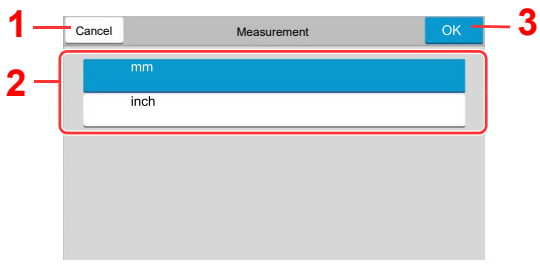
2 Returns to the previous screen.

3 Displays setting items.

Select the key of a function to display the setting screen.

4 Returns to the previous screen.

3 Configure the function.



1 Returns to the previous screen without making any changes.

2 Enter a setting by selecting it and return to the previous screen.

3 Accepts the settings and exits.

NOTE

- If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.
- If function default settings have been changed, the [Reset] key can be selected in each function screen to immediately change the settings.

Refer to System Menu Settings on the following page and configure as needed.

System Menu Settings

This section explains the functions that can be configured in System Menu. To configure the settings, select the item in System Menu and select the setting item. For details on each function, see the table below.

Quick Setup Wizard

The Quick Setup Wizard configures Energy Saver, Network, E-mail ,Security and Alert Setup.

➡ Quick Setup Wizard (page 86)

Device Settings

Configure overall machine operation.

➡ Device Settings (page 309)

Item	Description
Language/System of Units	Set the language to use for the touch panel display, and select inch or metric for the unit for paper dimensions. ➡ Language/System of Units (page 309)
Keyboard	Change the layout of the touch panel keyboard used to enter characters. ➡ Keyboard (page 310)
Numeric Keypad	Select whether or not to display the numeric keypad. ➡ Numeric Keypad (page 311)
Date/Time	Configures settings related to the date and time. ➡ Date/Time (page 312)
Energy Saver/Timer	Configure the Energy Saver settings. ➡ Energy Saver/Timer (page 313)
Display Settings	Configure the touch panel display settings. ➡ Display Settings (page 316)
Sound	Set options for buzzer sound during the machine operations. ➡ Sound (page 317)
Paper Feeding	Configure the paper and paper source settings. ➡ Paper Feeding (page 318)
Paper Output	Configure settings for paper output. ➡ Paper Output (page 329)
Function Key Assignment	Assign a function to each function key. ➡ Function Key Assignment (page 331)
Operation Assist	It is possible to configure the settings for the Orientation Selection screen display and the Preset Limit on the number of copies that can be made at one time. ➡ Operation Assist (page 332)
Error Handling	Select whether to cancel or continue the job when error has occurred. ➡ Error Handling (page 333)

Item	Description
Toner Settings	Configure the toner settings. ➡ Toner Settings (page 336)

Notification/Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

➡ Notification/Report (page 337)

Item	Description
Printing Report/List	Print various reports and lists. ➡ Printing Report/List (page 337)
Device Status Notification	Configure settings for toner notices. ➡ Device Status Notification (page 339)
Message Board Settings	Configure settings for message board. ➡ Message Board Settings (page 340)
History Settings	Configure settings for printing the history of the machine use. ➡ History Settings (page 342)

Function Settings

Configures settings for Document Box functions.

➡ Function Settings (page 345)

Item	Description
Function Defaults	Defaults are the values automatically set after the warm-up is completed or the [Reset] key is selected. Set the defaults for available settings such as document box functions. Setting the frequently-used values as defaults makes subsequent jobs easier. ➡ Function Defaults (page 345)
Email	Configure settings for email transmission and receipt. ➡ Email (page 347)
WSD	Configure settings for WSD Print. ➡ WSD (page 348)
Printer	Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine. ➡ Printer (page 349)
Document Box	Configure settings for Custom Box. ➡ Document Box (page 353)
Job Box	Configure settings for Job Box. ➡ Job Box (page 354)

Item	Description
Home	Configure settings for Home screen. ➡ Home (page 355)
Status	Configure settings for Status. ➡ Status (page 356)
Internet Browser	Configure settings related to the Internet. ➡ Internet Browser (page 357)
Manual Staple	Select whether to use Manual Staple. ➡ Manual Staple (page 358)
Remote Services	Configures remote services settings. ➡ Remote Services (page 359)
CO2 Emission Chart	Configures CO_2 Emission Chart settings. ➡ CO2 Emission Chart (page 360)

Network Settings

Configures network settings.

➡ Network Settings (page 361)

Item	Description
Network Settings	Configure the wired network and Wi-Fi settings. ➡ Network Settings (page 361)
Optional Network	Configure settings for the optional Network Interface Kit or Wireless Network Interface Kit. ➡ Optional Network (page 389)
Connectivity	Configure the Connectivity settings of this machine to other devices. ➡ Connectivity (page 395)
Others	Configure other network related settings. ➡ Others (page 396)

Security Settings

Configures security settings.

➡ Security Settings (page 397)

Item	Description
Security Quick Setup	The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu. ➡ Security Quick Setup (page 397)
Interface Block Setting	This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces. ➡ Interface Block Setting (page 399)

Item	Description
Device Security Settings	Configures the device security settings. ➡ Device Security Settings (page 400)
System Stamp	Configure settings for header, footer, and stamp. ➡ System Stamp (page 406)
Authentication Security	Configure security settings for User Authentication. ➡ Authentication Security (page 409)
Network	Configure security settings on the network. ➡ Network (page 411)

Job Accounting/Authentication

Configures settings related to machine management.

➡ Job Accounting/Authentication (page 412)

User Login:

➡ Overview of User Login Administration (page 419)

Job Accounting:

➡ Overview of Job Accounting (page 450)

Add/Delete Application

Configure settings for Application.

➡ Add/Delete Application (page 413)

Item	Description
Application	Configure settings for applications that help you perform your daily more efficiently such as an authentication feature. ➡ Application (page 198)
Optional Function	You can use the optional applications installed on this machine. ➡ Overview of the Applications (page 746)

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

➡ Adjustment/Maintenance (page 414)

Item	Description
Image Adjustment	Perform Image Adjustment. ➡ Image Adjustment (page 414)
Behavior Adjustment	Perform Behavior Adjustment for the machine. ➡ Behavior Adjustment (page 416)
Others	Adjust Others. ➡ Others (page 417)

Device Settings

Configures overall machine operation.

Language/System of Units

[Home] key > [...] > [System Menu] > [Device Settings] > [Language/System of Units]

Item	Description
Language	Set the language to use for the touch panel display.
Measurement	Select inch or metric for the unit for paper dimensions. Value: mm, inch

Keyboard

[Home] key > [...] > [System Menu] > [Device Settings] > [Keyboard]

Item	Description
Keyboard Layout	Change the layout of the touch panel keyboard used to enter characters. Value: QWERTY, QWERTZ, AZERTY
Optional Keyboard Type	Select the type of optional keyboard that you want to use. Value: US-English, US-English with Euro, French, German, UK-English

Numeric Keypad

[Home] key > [...] > [System Menu] > [Device Settings] > [Numeric Keypad]

Item	Description
Default Display	**Print from Box** Select whether or not to display the numeric keypad. Value: Off, On **HyPAS Application** Select whether or not to display the numeric keypad. Value: Off, On
Layout (HyPAS Application)	Select the HyPAS numeric keypad layout to display upon startup. Value: Floating, Horizontal, On the Right

Date/Time

[Home] key > [...] > [System Menu] > [Device Settings] > [Date/Time]

Item	Description
Date and Time	Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header. Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23), Minute (0 to 59), Second (0 to 59) **NOTE** If you change the date/time while using the trial version of an application, you will no longer be able to use the application.
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation. Value: MM/DD/YYYY, DD/MM/YYYY, YYYY/MM/DD
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time. ➡ Setting Date and Time (page 65)

Energy Saver/Timer

[Home] key > [...] > [System Menu] > [Device Settings] > [Energy Saver/Timer]

Auto Panel Reset

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not.

Value: Off, On

NOTE

For setting the time until the panel is automatically reset, refer to the following:

➡ Energy Saver/Timer (page 313)

Panel Reset Timer

If you select [On] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset.

Value: 5 to 495 seconds (in 5 second increments)

NOTE

This function is displayed when [Auto Panel Reset] is set to [On].

Low Power Timer

Set amount of time before entering the Low Power mode.

Value: 1 to 120 minutes (1 minute increments)

➡ Low Power Mode (page 78)

Sleep Timer

Set amount of time before entering Sleep.

Value: 1 to 120 minutes (10 minutes increments)

Sleep Rules (models for Europe) *

Select whether to use the Sleep mode for the following functions individually:

- ID Card Reader*2
- Application

Value: Off, On

NOTE

If the sleep condition is not turned off, the ID card cannot be recognized.

Sleep Level (models except for Europe)* 1

Select the sleep level.

Set the Energy Saver mode to reduce power consumption even more than normal Sleep mode.

Value: Quick Recovery, Energy Saver

Item	Description
Sleep Rules	Select whether to use the Energy Saver mode for the following functions individually: • ID Card Reader*2 • Application Value: Off, On **NOTE** When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized.

Weekly Timer Settings

Configure settings for switching the machine into Sleep mode and waking it automatically at a specified time for each day of the week.

Item	Description
Weekly Timer	Select whether to use Weekly Timer. Value: Off, On
Schedule	Specify the time for each day of the week at which the machine enters Sleep mode and recovers.
Retry	Set the number of retry to switch the machine into Sleep mode. Value: Limited Retries, Unlimited Retries **NOTE** • If [Limited Retries] is selected, set the number of retry. The setting range is 0 to 10. • If [Unlimited Retries] is selected, retry is performed until the machine enters Sleep mode.
Retry Interval	Set the retry interval. Use [-] / [+] to enter a number. Value: 10 to 60 seconds (increments of 10 seconds)

Power Off Timer

Select whether to turn off the power automatically after a period of inactivity.

Value: 20 minutes, 1 hour, 2 hours, 3 hours, 4 hours, 5 hours, 6 hours, 9 hours, 12 hours, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 1 week

Power Off Rule

Select whether or not the machine enters Power Off mode for the following function.

Select [On] to set the Power Off mode.

- Network
- USB Cable
- USB Host
- Application
- NIC
- Remote Diagnostics

Value: Off, On

NOTE

- Even when any of the functions is set to [On], if [NIC] is set to [Off], the machine does not enter Power Off Mode.
- Even when [Network] or [USB Cable] is set to [Off], if the machine does not communicate with the other devices, the machine will enter Power Off Mode.
- [NIC] is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

Motion Sensor

Automatically wake up from low power mode or sleep mode when someone approaches the device.

Value: Ultra Low, 1 (Low), 2, 3 (High)

Energy Saver Recovery Level

Select the method of recovery from energy saver.

Value:

Full Recovery:

This mode enables the use of all functions immediately. However, this mode saves less energy.

Normal Recovery:

In this mode, you can select the method from the following:

enabling the use of all functions immediately or enabling the use of desired functions only.

If you want to use all functions immediately, select the [Energy Saver] key to execute recovery.

Ping Timeout

Set the time until timeout occurs when [Ping] is executed in "System/Network".

Value: 1 to 30 seconds (in 1 second increments)

*1 This function will not be displayed when the optional Network Interface Kit or Fiery controller is installed.

*2 Displayed when the optional Card Authentication Kit is activated.

Display Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Display Settings]

Item	Description
Display Brightness	Set the brightness of the touch panel. Value: 1 (Darker), 2, 3, 4, 5 (Lighter)
Default Screen	Select the screen appearing right after start-up (default screen). Value: Home, Status, Custom Box, Job Box, USB Drive, Favorite, Internet Browser , Application Name*1
Wallpaper	➡ Editing the Home Screen (page 52)
Show Power Off Message	Set the mode whether display a confirmation message in power supply off. Value: Off, On
Quick Setup Registration (Box Print)	Select the functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available. Value: Off, Paper Selection, Collate/Offset, Staple/Punch*2, Duplex, Combine, Delete after Printed, Color Selection

*1 The running application will be displayed.

➡ Application (page 198)

*2 Displayed when the optional Document Finisher is installed. When a punching unit is not installed, this item name is "Staple".

Sound

[Home] key > [...] > [System Menu] > [Device Settings] > [Sound]

Buzzer

Set options for buzzer sound during the machine operations.

Item	Description
Tone	Set the tone of the buzzer. Value: Sound1, Beep
Volume	Set the buzzer volume level. Value: 0 (Mute), 1 (Minimum), 2, 3 (Medium), 4, 5 (Maximum)
Key Confirmation	Emit a sound when the operation panel and touch panel keys are selected. Value: Off, On
Job Finish	Emit a sound when a print job is normally completed. Value: Off, On,
Ready	Emit a sound when the warm-up is completed. Value: Off, On
Warning	Emit a sound when errors occur. Value: Off, On
Optional Keyboard	Emit a sound to confirm key presses with a sound. Value: Off, On

Paper Feeding

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding]

Configure the paper and paper source settings.

Cassette 1 (to 5) Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Cassette 1 (to 5) Settings]

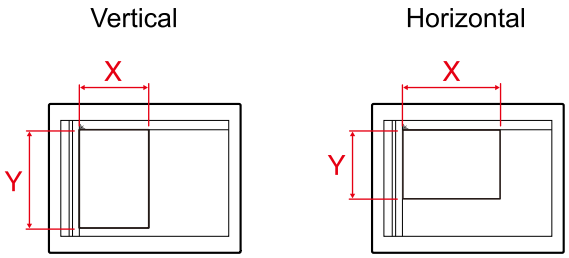
NOTE

[Cassette 3] to [Cassette 5] are displayed when the following optional paper feeder is installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 5]: When a side feeder (3,000-sheet) is installed.

Item	Description
Paper Size*1	Select paper size. Paper size is automatically detected and selected when [Auto (Metric)] or [Auto (Inch)] is selected. Value: Auto (Metric), Auto (Inch), A3*2*3, A4*3, A4-R*3, A5*3, A5-R*3, A6*3, B4*2*3, B5*3, B5-R*3, B6*3, Folio*3, 216×340mm, SRA3*2*3, Ledger, Letter, Letter-R, Legal, Statement, 12×18", Executive, Oficio II, 8K*2, 16K, 16K-R ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4*2, Hagaki*3, Oufukuhagaki, Kakugata 2*2, Youkei 4, Youkei 2, Nagagata 3, Size Entry If you selected [Size Entry], enter the paper size. Value **Cassette 1** Metric X: 148 to 356 mm (in 1 mm increments) Y: 98 to 297 mm (in 1 mm increments) Inch X: 5.83 to 14.02" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) **Cassette 2 to 4** Metric X: 148 to 457 mm (in 1mm increments) Y: 98 to 320 mm (in 1mm increments) Inch X: 5.83 to 18.00" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) X=Length, Y=Width 
Media Type*4	Select the media type. Value: Plain (60 - 105 g/m^2), Rough, Vellum (60 - 105 g/m^2), Recycled, Preprinted *5, Hagaki (Cardstock)*6, Bond, Color, Prepunched*5, Letterhead*5, Envelope*6, Thick (60 - 220 g/m^2), High Quality, Custom 1 - 8

*1 When the optional Large Capacity Feeder (1,500-sheet×2) or Side Feeder (3,000-sheet) is used, paper size does not appear.

*2 Not displayed in Cassette 1.

*3 Paper size automatically detected in the cassette.

*4 To change to a media type other than "Plain".

➡ Media Type Setting (page 324)

When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

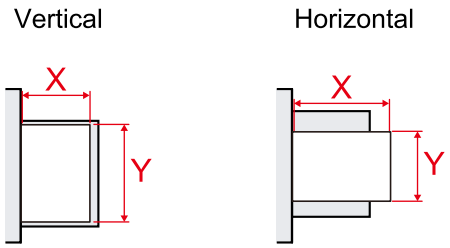
*5 To print on preprinted or prepunched paper or on letterhead.

➡ Paper Feed Settings (page 327)

*6 Not displayed in the optional Large Capacity Feeder (1,500-sheet×2) or Side Feeder (3,000-sheet).

MP Tray Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [MP Tray Settings]

Item	Description
Paper Size	Select paper size. Paper size is automatically detected and selected when [Auto (Metric)] or [Auto (Inch)] is selected. Value: Auto (Metric), Auto (Inch), A3*1, A4*1, A4-R*1, A5*1, A5-R, A6*1, B4*1, B5*1, B5-R*1, B6*1, Folio*1, 216×340mm, SRA3*1, Ledger, Letter, Letter-R, Legal, Statement, 12×18", Executive, Oficio II, 8K, 16K, 16K-R, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki*1, Oufukuhagaki, Kakugata 2 Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Size Entry If you selected [Size Entry], enter the paper size. Value **Metric** X: 148 to 457 mm (in 1 mm increments) Y: 98 to 320 mm (in 1 mm increments) **Inch** X: 5.83 to 18.00" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) X=Length, Y=Width 
Media Type*2	Select the media type. Value: Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted*3, Bond, Cardstock, Color, Prepunched*3, Letterhead*3, Envelope, Thick, Coated, High Quality, Index Tab Dividers, Custom 1 - 8

*1 Paper size automatically detected in the cassette.

*2 To change to a media type other than "Plain".

➡ Media Type Setting (page 324)

*3 To print on preprinted or prepunched paper or on letterhead.

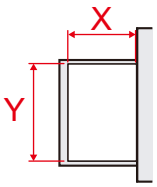
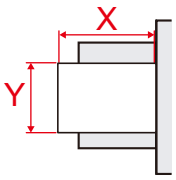
➡ Paper Feed Settings (page 327)

Inserter Tray 1 (2)

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Inserter Tray 1 (2)]

NOTE

[Inserter Tray 1 (2)] is displayed when the optional inserter is installed.

Item	Description
Paper Size	Select the paper size. When [Auto (A/B)] or [Auto (Inch)] is selected, the paper size is automatically detected and selected. Value: Auto (Metric), Auto (Inch), A3*1, A4*1, A4-R*1, A5-R*1, A6, B4*1, B5*1, B5-R*1, Folio*1, SRA3*1, Ledger, Letter, Letter-R, Legal, Statement, 12×18", Executive, Oficio II, 8K, 16K, 16K-R, ISO B5, Size Entry If you selected [Size Entry], enter the paper size. Value **Metric** X: 210 to 457 mm (in 1 mm increments) Y: 148 to 320 mm (in 1 mm increments) **Inch** X: 8.27 to 18.00" (in 0.01" increments) Y: 5.83 to 12.60" (in 0.01" increments) X=Length, Y=Width Vertical  Horizontal 
Media Type*2	Select the media type. Value: Plain, Vellum, Labels, Recycled, Preprinted*3, Bond, Color, Prepunched*3, Letterhead*3, Thick, High Quality, Custom 1 - 8

*1 Paper size that can be automatically detected by the inserter tray

*2 To change to a media type other than "Plain".

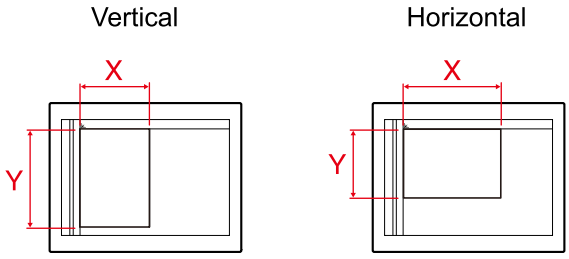
➡ Media Type Setting (page 324)

*3 To print on preprinted or prepunched paper or on letterhead.

➡ Paper Feed Settings (page 327)

Custom Paper Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Custom Paper Settings]

Item	Description
Custom Paper Settings	Set up frequently-used custom paper size. The custom size option is displayed on the screen to select paper size in the multipurpose tray. To register a custom paper size, select [On] and enter the desired size. Up to four custom paper sizes can be added. Select [Next >] to set the media type for each custom paper. Value **Metric** X: 148 to 457 mm (in 1 mm increments) Y: 98 to 320 mm (in 1 mm increments) **Inch** X: 5.83 to 18.00" (in 0.01" increments) Y: 3.86 to 12.60" (in 0.01" increments) X=Length, Y=Width  Media Type: Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, Coated, High Quality, Index Tab Dividers, Custom 1-8

Media Type Setting

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Media Type Setting]

Select weight for each media type.

The following media type and paper weight combinations are available.

Paper Weight	Weight (g/m^2)
Light	52 g/m^2 to 59 g/m^2
Normal 1	60 g/m^2 to 74 g/m^2
Normal 2	75 g/m^2 to 90 g/m^2
Normal 3	91 g/m^2 to 105 g/m^2
Heavy 1*1	106 g/m^2 to 135 g/m^2
Heavy 2*1	136 g/m^2 to 163 g/m^2
Heavy 3*1	164 g/m^2 to 220 g/m^2
Heavy 4*1	221 g/m^2 to 256 g/m^2
Heavy 5*1	257 g/m^2 to 300 g/m^2
Extra Heavy*1	Transparencies

*1 The processing speed will be slower than normal.

Each media type's default weight is indicated.

Media Type	Default
Plain	Normal 2
Rough	Normal 3
Vellum	Heavy 1
Labels	Heavy 2
Recycled	Normal 2
Preprinted	Normal 2
Bond	Normal 3
Cardstock	Heavy 4
Color	Normal 3
Prepunched	Normal 2
Letterhead	Normal 2
Envelope	Heavy 3
Thick	Heavy 3
High Quality	Normal 2
Coated	Heavy 1
Index Tab Dividers	Heavy 4
Custom 1 - 8	Normal 2

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item	Description
Duplex Print	**Permit** Duplex printing allowed. **Prohibit** Duplex printing not allowed.
Name	Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multipurpose tray, the name after change will be displayed. ➡ Character Entry Method (page 749)

Show Paper Setup Message

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Show Paper Setup Message]

Show Paper Setup Message

Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette.

Item	Description
Cassette 1 to 5	Value: Off, On **NOTE** [Cassette 3] to [Cassette 5] and [Inserter Tray 1 (2)] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 5]: When a side feeder (3,000-sheet) is installed. [Inserter Tray 1]: Inserter [Inserter Tray 2]: Inserter
Multipurpose Tray	
Inserter Tray 1 (2)	

Paper Feed Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Paper Feed Settings]

Default Paper Source

Select the default paper source.

Value: Cassette 1 (to 5), MP Tray

NOTE

[Cassette 3] to [Cassette 5] are displayed when the following optional paper feeder is installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 5]: When a side feeder (3,000-sheet) is installed.

Item	Description
Auto Switch	When the optional large capacity feeder is selected, the cassette can be switched to another large capacity feeder depending on your usage. Value: Off, On

Paper Source for Cover

Select the paper source in which the cover paper used for the Cover function is placed.

Item	Description
Paper Source for Front Cover	Value: Cassette 1 (to 5), MP Tray, Inserter Tray 1 (2)
Paper Source for Back Cover	**NOTE** [Cassette 3] to [Cassette 5] and [Inserter Tray 1 (2)] are displayed when the following optional paper feeder is installed. [Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed. [Cassette 5]: When a side feeder (3,000-sheet) is installed. [Inserter Tray 1]: Inserter [Inserter Tray 2]: Inserter

Separator Paper Source

Select the default paper source for separator sheets.

Value: Cassette 1 (to 5), MP Tray, Inserter Tray 1 (2)

NOTE

[Cassette 3] to [Cassette 5] and [Inserter Tray 1 (2)] are displayed when the following optional paper feeder is installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed.

[Cassette 5]: When a side feeder (3,000-sheet) is installed.

[Inserter Tray 1]:Inserter

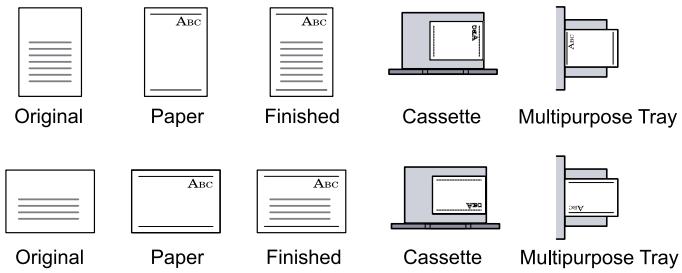
[Inserter Tray 2]:Inserter

Special Paper Action

When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

If [Adjust Print Direction] is selected, load paper according to the steps below.

Example: printing on Letterhead



Value: Adjust Print Direction, Speed Priority

Paper Output

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Output]

Item		Description
[Paper Output]	[Box] [Printer]	Select the output tray respectively for print jobs from Document Box, computers. Value: with optional job separator **• Inner Tray:** Outputs to the Inner Tray of the machine **• Job Separator Tray:** Delivery to the Job Separator. with optional 1,000-Sheet Finisher **• Job Separator Tray:** Delivery to the Job Separator. **• Finisher Tray:** Delivery to the Finisher Tray of the optional Document Finisher. with optional 4,000-sheet Finisher/100-sheet Staple Finisher **• Job Separator Tray:** Delivery to the Job Separator. **• Tray A:** Delivery to the Tray A of the optional Document Finisher **• Tray B:** Delivery to the Tray B of the optional Document Finisher with optional Mailbox **• Job Separator Tray:** Delivery to the Job Separator. **• Tray A, Tray B, Tray 1 to 7:** Delivery to tray A, tray B, and tray 1 to 7 (tray 1 is the uppermost tray) of the optional Mailbox

Item		Description
Paper Output Behavior	Offset Documents by Job	Select whether to offset documents by Job. Value: Off, On **NOTE** This function is displayed when an optional Document Finisher is installed.
	Offset One Page Documents	Set whether one-page documents are sorted. Value: Off, On **NOTE** This function is displayed when an optional Document Finisher is installed.

Function Key Assignment

[Home] key > [...] > [System Menu] > [Device Settings] > [Function Key Assignment]

Item	Description
Function Key 1 Function Key 2 Function Key 3	Assign a function to each function key. Value: None, Custom Box, Job Box, USB Drive, Internet Browser, Favorites*1, Application*2 **NOTE** Select [Filter] to narrow down for [All], [Application], [Favorites] and [Others].

*1 The registered favorite will be displayed.

*2 The running application will be displayed.

Operation Assist

[Home] key > [...] > [System Menu] > [Device Settings] > [Operation Assist]

Item	Description
Clear Settings after Job Started	Set whether to reset function settings to their defaults after the job starts. Value: Clear, Do Not Clear

Error Handling

[Home] key > [...] > [System Menu] > [Device Settings] > [Error Handling]

Item	Description
Duplexing Error	Set what to do when duplex printing is not possible for the selected paper sizes and media types. Value 1-sided: Printed in 1-sided. Display Error: Message to cancel printing is displayed.
Finishing Error	Set alternative actions when finishing (Staple/Punch/Offset) is not available for the selected paper size or media type. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed.
No Staple Error	Set what to do when staples run out during printing. Value Ignore: Printing continues without stapling. Display Error: Message to cancel printing is displayed. **NOTE** Requires the optional Document Finisher.
Finished Pages Exceeded	Set what to do when finishing (stapling or offsetting) capacity is exceeded during printing. Value Ignore: Printing continues without finishing. Display Error: Message to cancel printing is displayed. **NOTE** Requires the optional Document Finisher.
Punch Waste Full Error	Set what to do when the punch waste box becomes full during printing. Value Ignore: Printing continues without punching. Display Error: Message to cancel printing is displayed. **NOTE** Requires the optional Document Finisher and Punch Unit.

Item	Description
Paper Mismatch Error	Set what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multipurpose tray. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed.
Wrong Size Paper Loaded	Set what to do when it is detected that the multipurpose tray paper size setting does not match the actual paper size that is fed. Value Ignore: The setting is ignored and the job is printed. Display Error: Message to cancel printing is displayed.
Paper Jam before Staple	The page from which printing is resumed when a paper jam occurs during a job with stapling can be selected. Value Resume at Top of Page: Resume printing from the first page of the document. Resume at Jammed Page: Resume printing from the page where the jam occurred. **NOTE** Requires the optional Document Finisher.
Error Job Skip	Set whether a job for which a "Add paper in cassette #" or "Add paper in Multipurpose Tray" error occurred when the job was started is automatically skipped after a set period of time elapses. Value: Off, On **NOTE** • When a job is skipped, it is moved to the end of the job queue. • If [On] is selected, set the time until the job is skipped. The setting range is 5 to 90 (5 second increments).
Auto Error Clear	If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses. Value: Off, On **NOTE** If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. The setting range is 5 to 495 seconds (in 5 second increments).

Item	Description
Continue or Cancel Error Job	Set which users can cancel or continue operations for jobs which were paused due to an error. Value: All Users, Job Owner Only **NOTE** Administrator can cancel all jobs regardless of this setting.

Toner Settings

[Home] key > [...] > [System Menu] > [Device Settings] > [Toner Settings]

Low Toner Alert

Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low.

This notification is used for event report, Status Monitor, SNMP Trap.

Value: Off, On

NOTE

If [On] is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).

Toner Waste Full Alert

Notifies the user or the administrator when the waste toner box is almost full. Set the notification timer based on the amount of toner in the waste toner box.

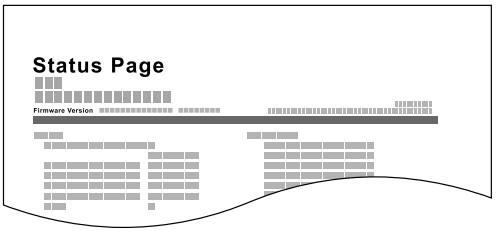
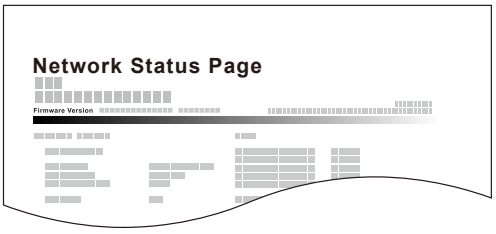
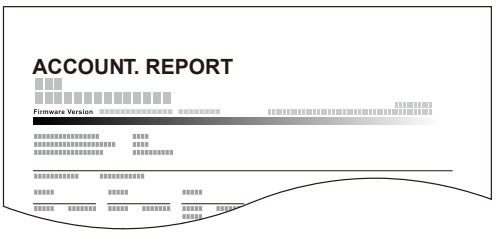
Item	Description
Notify via Operation Panel	Notifies you via the Operation Panel when the waste toner box is almost full. Value: Off, On **NOTE** If [On] is selected, set the notification timer based on the amount of toner in the waste toner box. The setting range is 10 to 90% (in 10% increments).
Notify Externally (for admin. use)	Notifies the administrator when the waste toner box is almost full. This notification is used for the Event Report, Status Monitor, SNMP Trap (Printer Management System etc.). Value: Off, On **NOTE** If [On] is selected, set the notification timer based on the amount of toner in the waste toner box. The setting range is 10 to 90% (in 10% increments).

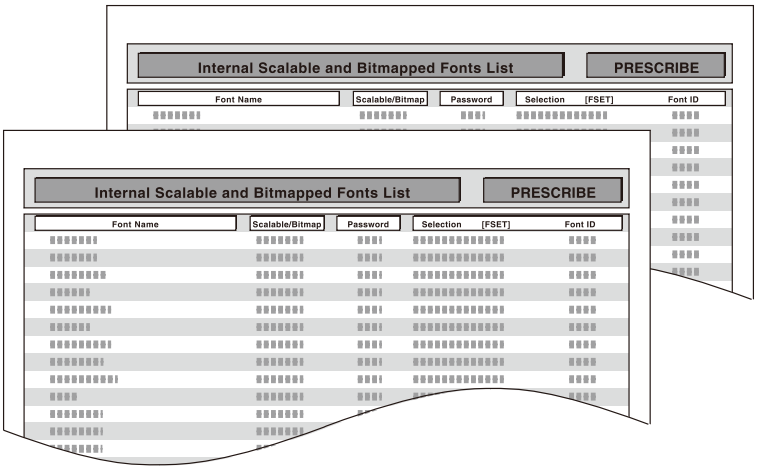
Notification/Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

Printing Report/List

[Home] key > [...] > [System Menu] > [Notification/Report] > "Printing Report/List" [Printing Report/List]

Item	Description
Status Page	Prints the status page, allowing you to check the information including current settings, available memory space, and optional equipment installed. 
Service Status	Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
Network Status	Prints the network status, allowing you to check the information including network interface firmware version, network address and protocol. 
Optional Network Status	Prints the optional network status, allowing you to check the information including optional network interface firmware version, network address and protocol. **NOTE** This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.
Print Accounting Report	If job accounting is enabled, the total pages counted of all relevant accounts can be printed as an accounting report. ➡ Print Accounting Report (page 463) 

Item	Description
Font List	Prints the font list, allowing you to check the font samples installed in the machine. 
Application Status	Prints Application Status, allowing you to check the information on the application installed in the machine.
Configuration List	Print the system settings as the list.
Data Sanitization Report	Prints the data sanitization report.

Device Status Notification

[Home] key > [...] > [System Menu] > [Notification/Report] > "Device Status Notification"

Low Toner Alert

➡ Toner Settings (page 336)

Toner Waste Full Alert

➡ Toner Settings (page 336)

Message Board Settings

[Home] key > [...] > [System Menu] > [Notification/Report] > "Message Board Settings"

Message Board

Select whether to use the Message Board.

Value: Off, On

Message List

Configure settings for the registered message board.

Add

Add a new message board.

Item	Description
Title/Body	Enter the title and body to display on the message board. The title can include up to 30 characters, and the body can include up to 300 characters.
Device to Show	Select where to show the message. Value Hide: Displays no message. Operation Panel: Displays a message on the operation panel. Embedded Web Server: Displays a message in Embedded Web Server. Panel + Web Server: Displays a message in the operation panel and the Embedded Web Server.
Place to Show	Select where to show the message in the touch panel. Value Login Screen: Login screen of user login administration Home Screen: Home Screen Login Screen+Home Screen: Login screen and Home screen of user login administration
Message Type	Select the message type. Value: Normal, Alert, Prohibition
Priority Show	Displays the message on the message board. Value: Off, On

Raise Priority

Raise the priority of the message board selected on the list.

Low Priorit

Lower the priority of the message board selected on the list.

Delete

Deletes the message board selected on the list.

[ ](information icon)

Display information on the selected message board.

History Settings

[Home] key > [...] > [System Menu] > [Notification/Report] > "History Settings"

NOTE

For details on the Log History, refer to the following:

➡ History Settings (page 342)

Sending Log History

Item	Description
Auto Sending	This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged. Value: Off, On **NOTE** If [On] is selected, specify the number of job histories. The setting range is 1 to 1,500.
Destination	Set the destination to which log histories are sent. Only E-mail address can be set.
Subject	Set the subject automatically entered when sending log histories by E-mail. Value: Up to 256 characters
SSFC	Enter the subject of the printed job history with IC card authentication. Value: Up to 256 characters
Personal Information	Select whether to include personal information in the job log. Value: Include, Exclude
Send Log History	You can also send the log history to the specified destinations manually.

Login History Settings

Item	Description
Login History	Select whether to record the Login History. Value: Off, On **NOTE** If [On] is selected, set the number of histories to be recorded. The setting range is 1 to 1,000.
Log Reset	Resets the recorded login histories.

Device Log History Settings

Item	Description
Device Log History	Select whether to record the device log history. Value: Off, On **NOTE** If [On] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.

Secure Comm. Error Log

Item	Description
Secure Comm. Error Log	Select whether to record the secure communication error log history. Value: Off, On **NOTE** If [On] is selected, set the number of histories to be stored. The setting range is 1 to 1,000.

History Management

It is possible to perform Log Management for the following logs on this machine.

Item	Log subject
Jobs Log	Print job completion
	Checking job status/Changing of jobs/Canceling of jobs
Login History	Login/logout success and failure
	User Account Lockout occurrence and cancellation
Device Log History	Power on
	Power off
	Changing user properties
	User information login password registration and change failure
	Changing date and time
	Changing security settings
	Displaying and deletion of image data stored in Document Box
Secure Communication Error Log	Communications failure in TLS and IPsec communications

Log information

- Event occurrence date and time
- Event type
- Information on users logged in (or users who attempted to log in)
- Event results (Success/Failure)

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

Function Settings

Configures settings for Document Box functions.

Function Defaults

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults]

Common

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults] > [Common]

Clear Settings after Job Started

➡ Operation Assist (page 332)

File Name Entry

Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

Value

File Name: Up to 32 characters can be entered.

Additional Info: None, Job No., Date and Time, Job No. & Date and Time, Date and Time & Job No.

Zoom

Select the enlarged/reduced default when paper size changed after the originals set.

Value: 100%, Auto

System Stamp (Basic Settings)

Configure settings for stamps.

Item	Description
Text (Text Stamp)	Edit the test string for a template. Up to 8 templates can be registered.
Font Size (Page #)	Set the font size for page numbers when printing them. Value Size 1 to 3: 6.0 to 64.0 pt
Font Size (Bates Stamp)	When a bates stamp is used, set the font sizes that can be set. Value Size 1 to 3: 6.0 to 64.0 pt
Font Size (Text Stamp)	Set the font size for stamps when printing them. Value Size 1 to 3: 6.0 to 64.0 pt

Print

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults] > [Print]

Item	Description
EcoPrint	Select the EcoPrint default. Value: Off, On
Toner Save Level (EcoPrint)	Select the default Toner Save Level (EcoPrint). Value: 1 (Lower) to 5 (Higher) **NOTE** Raising the level reduces toner consumption, but image quality falls.
Margin Default	Set the default margin. Value **Metric** Left/Right: -18 to 18 mm (in 1 mm increments) Top/Bottom: -18 to 18 mm (in 1 mm increments) **Inch** Left/Right: -0.75 to 0.75" (in 0.01" increments) Top/Bottom: -0.75 to 0.75" (in 0.01" increments)
Collate/Offset	Set the defaults for Collate/Offset. Value: Off, Collate On, Offset Each Page, Offset Each Set
JPEG/TIFF Print	Select the image size (resolution) when printing JPEG or TIFF file. Value: Fit to Paper Size, Image Resolution, Fit to Print Resolution
XPS Fit to Page	Set the default value for the XPS fit to page function. Value: Off, On

➡ Overview of Optional Equipment (page 742)

Email

[Home] key > [...] > [System Menu] > [Function Settings] > [Email]

Email Settings

Item	Description
SMTP (Email TX)	Select whether to send E-mail using SMTP. Value: Off, On
SMTP Server Name	Enter the host name or IP address of the SMTP server. **NOTE** Up to 256 characters can be entered.
SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25. Value: 1 to 65535 (Port Number)
Sender Address	Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.
SMTP Auth and Sender Address	When the user login is set to ON, login user name, password and E-mail address of login user are used for SMTP authentication and e-mail sender address. Value **Use System Settings** Information set with [Sender Address] is used for SMTP authentication and E-mail sender address information. **Use Login User Information** Login User information is used for SMTP authentication and E-mail sender address information. **NOTE** If there is no e-mail address set for the user who logged in, the Sender Address set with [Sender Address] is used for E-mail sender address information.

POP3

Item	Description
POP3	Select whether to receive E-mail using POP3. Value: Off, On
Remote Printing	➡ Printer (page 349)

WSD

[Home] key > [...] > [System Menu] > [Function Settings] > [WSD]

WSD Print

Item	Description
Protocol Settings	Set whether to use our proprietary web services. WIA driver use this Enhanced WSD web service.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

*1 The setting will be changed after restarting the device or network.

Printer

[Home] key > [...] > [System Menu] > [Function Settings] > [Printer]

Item	Description
Emulation	Select the emulation for operating this machine by commands oriented to other types of printers. Value: PCL6, IBM Proprinter, Line Printer, EPSON LQ-850, KPDL, KPDL (Auto) **NOTE** • When you have selected [KPDL (Auto)], set "Alt Emulation", too. • When you have selected [KPDL] or [KPDL (Auto)], set "KPDL Error Report", too. **KPDL Error Report** When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. Value: Off, On **Alt Emulation** When you have selected [KPDL (Auto)] as emulation mode, you can switch between KPDL and another emulation mode (alternative emulation) automatically according to the data to print. Value: PCL6
EcoPrint	EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem. Value: Off, On
Toner Save Level (EcoPrint)	Select the default Toner Save Level (EcoPrint). Value: 1 (Lower) to 5 (Higher) **NOTE** Raising the level reduces toner consumption, but image quality falls.
Override A4/Letter	Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. Value **Off:** A4 and Letter are not regarded as the same in size. **On:** A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Duplex	Select binding orientation for duplex mode. Value: 1-sided, 2-sided (Bind Long Edge), 2-sided (Bind Short Edge)

Item	Description
Copies	Set the default number of copies, from 1 to 9999. Value: 1 to 9999 copies
Orientation	Set the default orientation, [Portrait] or [Landscape]. Value: Portrait, Landscape
Form Feed TimeOut	Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds. Value: 5 to 495 seconds (in 5 second increments)
LF Action	Set the line feed action when the machine receives the line feed code (character code 0AH). Value: LF Only, LF and CR, Ignore LF
CR Action	Set the character return action when the machine receives the character return code (character code 0DH). Value: CR Only, LF and CR, Ignore CR
Job Name	Set whether the job name set in the printer driver is displayed. Value: Off, On **NOTE** When selecting [On], select the job name to be displayed from [Job Name], [Job No. & Job Name], or [Job Name & Job No.].
User Name	Set whether the user name set in the printer driver is displayed. Value: Off, On
Paper Feed Mode	While printing from the computer, select how to feed paper when the paper source and type are specified. Value **Auto:** Search the paper source that matches the selected paper size and type. **Fixed:** Print on paper loaded in the specified paper source.

Item	Description
MP Tray Priority	If paper is set in the MP Tray then it is possible for priority to be given to that MP tray in the paper feed. Value **Off:** The printer driver settings are followed. **Auto Feed:** If Auto is selected in the printer driver and there is paper in the MP tray then the paper feed will be from the MP tray. **Always:** If there is paper in the MP tray then the paper feed will be from the MP tray regardless of what is set in the printer driver.
Auto Cassette Change	In this setting, select the operation for the following two actions: 1 Action to switch cassettes when the paper runs out during printing. 2 Action to print when the paper size to be printed is different from the preferred paper size for feeding. Value: Off, On **NOTE** • If you select [Off], when the paper runs out in the cassette being fed, it will request adding paper to the priority paper feed source, stating "Add paper in Cassette X." (X represents the cassette number) or "Add paper in the MP tray.", and then stop printing. Also, if the paper size to be printed is different from paper size in the priority paper feed source, it will also request adding paper to the priority paper feed source and stop printing. • When adding paper in the cassette indicated in the message, printing will resume. • If you want to print from a different cassette, use [Paper Selection] to change the paper source. • If you select this mode [On], even if the paper runs out in the cassette, printing will automatically continue if there is another cassette with a matching size and type of paper.
Message Banner Print	Set whether the confirmation screen appears before each sheet is printed when printing multiple banner sheets. Value: Off, On
Wide A4	Turn this to on to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL6 emulation. Value: Off, On

Item	Description
Resolution	Set the resolution used for printing. Value: 600 dpi, 1200 dpi **NOTE** Settings that are received from the printer driver have priority over the operation panel settings.
KIR	Select the default KIR (smoothing) setting. Value: Off, On
Printing Job Terminator	You can select the condition which regarded as a job termination if the print job could not be processed until the end due to your environment and the other reason. Value: **EOJ (End of Job):** The command recognized as a termination of the job data is regarded as one job until it is detected. **End of Network Session:** The data included in a network session at network connection is regarded as one job. **UEL (Universal Exit Language):** The UEL included in the termination of the job data is regarded as one job until it is detected.
Remote Printing	Select whether to prohibit printing that is performed without operating the machine. When [Prohibit] is selected, a document that has been stored in the document box from the printer driver can be printed from the machine. This prevents another person from seeing that document. Value: Prohibit, Permit **NOTE** If [Prohibit] is selected, printing and storing using Quick Copy and Proof and Hold functions are disabled.
Direct Printing from Web	Set whether to allow Direct Printing from Embedded Web Server. Value: Not Allowed, Allowed ➡ **Embedded Web Server**

Document Box

[Home] key > [...] > [System Menu] > [Function Settings] > [Document Box]

Item	Description
Custom Box - Add/Edit	➡ Creating a New Custom Box (page 216)
Auto File Deletion Time	Set the time to automatically delete stored documents.
Quick Setup Registration (Box Print)	➡ Display Settings (page 316)

Job Box

[Home] key > [...] > [System Menu] > [Function Settings] > [Job Box]

Item	Description
Quick Copy Job Retention	To maintain free space on the hard disk, you can set the maximum number of stored jobs. Value: number between 0 and 300 **NOTE** When 0 is set, Quick Copy cannot be used.
Repeat Copy Job Retention	To maintain free space on the hard disk, you can set the maximum number of stored jobs. Value: number between 0 and 50 **NOTE** • This function will not be displayed when the Data Security Function is activated. • When 0 is set, Repeat Copy cannot be used.
Deletion of Job Retention	This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time. Value: Off, 1 hour, 4 hours, 1 day, 1 week **NOTE** This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.

Home

[Home] key > [...] > [System Menu] > [Function Settings] > [Home]

Configure settings for Home screen.

➡ Editing the Home Screen (page 52)

Status

[Home] key > [...] > [System Menu] > [Function Settings] > [Status]

Display Settings

Set the items that appear in the status screens for printing jobs.

Item	Description
Printing Jobs Column 1	Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages
Printing Jobs Column 2	Value: Job Name, User Name, Print Pages x Copies, Total Printed Pages

Job Status/Job Logs Settings

Set the display method of the Status/Log.

Item	Description
Display Jobs Detail Status	Value: Show All, My Jobs Only, Hide All
Display Jobs Log	Value: Show All, My Jobs Only, Hide All
Pause/Resume of All Print Jobs	Value: Prohibit, Permit

Internet Browser

[Home] key > [...] > [System Menu] > [Function Settings] > [Internet Browser]

Item	Description
Internet Browser	Select whether to use the Internet browser. Value: Off, On
Browser Environment	This specifies Internet browser preferences such as your home page setting and how pages are displayed. Value: Home page: (Enter the address for Home page.) Text Size: Large, Medium, Small Display Mode: Normal, Just-Fit Rendering, Smart-Fit Rendering Cookie: Accept All, Reject All, Prompt before Accepting **NOTE** This setting is not displayed if you selected [Off] for "Internet Browser".
Proxy	➡ Proxy (page 362)

Manual Staple

[Home] key > [...] > [System Menu] > [Function Settings] > [Manual Staple]

NOTE

Only displayed when the optional 4,000-sheet Finisher or 100-sheet Staple Finisher is installed.

Item	Description
Manual Staple	Select whether to use Manual Staple. Value: Off, On **NOTE** If you selected [On], set the time until manual stapling mode is automatically cancelled. The setting range is 5 to 60 seconds (in 5-second increments).
Staple Position	Set the default Staple Position. Value: A4, Letter

Remote Services

[Home] key > [...] > [System Menu] > [Function Settings] > [Remote Services]

When the trouble occurs on this product, it is possible to explain the operational procedure and the troubleshooting method through the internet from our sales office by accessing the operation panel screen of this product while operating the screen.

NOTE

When using the remote service settings, it is necessary to make a contract with our company.

Please contact our sales office or our authorized dealer (purchase source) for the details.

CO2 Emission Chart

[Home] key > [...] > [System Menu] > [Function Settings] > [CO2 Emission Chart]

CO2 Emission Chart

Configure the CO_2 emission chart settings.

Item	Description
Default Display	Select the type of graph first displayed when checking the chart. Value: CO2 Emission, Power Consumption
Default Display Unit	Configure the basic units for the graph. Value: Monthly, Year
CO2 Emission Factor	Enter the CO_2 emission coefficient released by your electricity provider. Value: 0 - 9999 (Units are g-CO2/kWh. Multiply by 1,000 for Kg-CO_2/kWh.)
Data Reset	Reset the information displayed in the CO_2 emission chart. In the confirmation screen, click [OK].

Network Settings

Configures network settings.

Host Name

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Host Name]

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Embedded Web Server. ➡ Changing Device Information (page 110)

Proxy

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Proxy]

Proxy

Item	Description
Proxy	Set the proxy for connection to the Internet from an application. Value: Off, Use Different Proxy Server, Use the Same Proxy Server for All Protocols
Proxy Server (HTTP)	Set a proxy server (HTTP). Value: (Enter the proxy address and port number.)
Proxy Server (HTTPS)	Set a proxy server (HTTPS). This setup is available when "Proxy" is set to [Use Different Proxy Server]. Value: (Enter the proxy address and port number.)
Do Not Use Proxy for Following Domains	Set domains for which no proxy is used. Value: (Enter the domain name.)

Wi-Fi Direct Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

Set Wi-Fi Direct.

NOTE

This function is displayed when the Wireless Network Interface Kit is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

➡ Overview of Optional Equipment (page 742)

Item	Description
Wi-Fi Direct	Select whether to use Wi-Fi Direct. Value: Off, On
Device Name	Specify the device name. **NOTE** • Up to 32 characters can be entered. • This function is displayed when [Wi-Fi Direct] is set to On.
IP Address	Check the IP address of the machine. ➡ TCP/IP Setting (page 368) **NOTE** This function is displayed when [Wi-Fi Direct] is set to [On].
Auto Disconnect	Automatically disconnect devices connected through Wi-Fi Direct. Value: Off, On **NOTE** • If you select [ON], set the waiting time for automatic disconnection. • This function is displayed when [Wi-Fi Direct] is set to [On].

Item	Description
Persistent Group	Set whether Wi-Fi Direct connection as Persistent Group (information for the connection is kept even if the power is turned off). Value: Off, On **NOTE** This function is displayed when [Wi-Fi Direct] is set to [On].
Password	Select whether the Wi-Fi Direct password is automatically generated or created manually. When [Off] is selected, the Persistent Group setting changes to [On]. Value: Off, On **NOTE** If you selected [On], set a password (8 or more characters).
Frequency band	Set the frequency band to be used. Value: 2.4GHz, 5GHz

Wi-Fi Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Settings]

Set Wi-Fi.

NOTE

This function is displayed when the Wireless Network Interface Kit is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

➡ Overview of Optional Equipment (page 742)

Wi-Fi

Item	Description
Wi-Fi	Select whether to use Wi-Fi. Value: Off, On

Setup

Available Network

Displays access points to which the machine can connect.

Item	Description
Index	Select the key index of the access point. Value: 0 to 3

Push Button Method

If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.

NOTE

The push button method supports only the WPS.

PIN Code Method (Device)

Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.

Custom Setup

The detailed settings for wireless LAN can be changed.

Item	Description
Network Name (SSID)	Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects. **NOTE** Up to 32 characters can be entered.
Network Authentication	Select network authentication type. Value: Open, WPA2/WPA-PSK, WPA2-PSK, WPA2/WPA-EAP, WPA2-EAP, WPA3-SAE/WPA2-PSK, WPA3-SAE, WPA3/WPA2-EAP, WPA3-EAP

Item	Description
Encryption	Select encryption method. The setting values vary depending on the Network Authentication setting. Value: **WPA2/WPA-PSK** AES, Auto, Preshared key (Up to 64 characters) **WPA2-PSK** Preshared key (Up to 64 characters) **WPA2/WPA-EAP** AES, Auto **WPA2-EAP** – **WPA3-SAE/WPA2-PSK** Preshared key **WPA3-SAE** Preshared key **WPA3/WPA2-EAP** – **WPA3-EAP** –

TCP/IP Setting

TCP/IP

Select whether to use TCP/IP Protocol.

Value: Off, On

IPv4 Settings

Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On].

Item	Description
DHCP	Select whether to use the DHCP (IPv4) server. Value: Off, On
Auto-IP	Select whether to use Auto-IP. Value: Off, On
IP Address	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Subnet Mask	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Default Gateway	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

Item	Description
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

- When setting the Auto-IP, enter "0.0.0.0" in [IP Address].
- After changing the setting, restart the network or turn the machine OFF and then ON.

IPv6 Settings

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
IPv6	Select whether to use IPv6. Value: Off, On **NOTE** Selecting [On] displays IP address in [IP Addr. (Link Local)] after restarting the network.
Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value **IP Address (Manual):** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **Prefix Length:** 0 to 128 **Default Gateway:** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **NOTE** This function is displayed when [IPv6] is set to [On]. To enter "Default Gateway", set [RA (Stateless)] to [Off].

Item	Description
RA (Stateless)	Select whether to use RA (Stateless). Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateless)] after restarting the network.
DHCP	Select whether to use the DHCP (IPv6) server. Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateful)] after restarting the network.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Wired Network Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Wired Network Settings]

Configure wired network settings.

TCP/IP Setting

TCP/IP

Select whether to use TCP/IP Protocol.

Value: Off, On

IPv4 Settings

Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On].

Item	Description
DHCP	Select whether to use the DHCP (IPv4) server. Value: Off, On
Auto-IP	Select whether to use Auto-IP. Value: Off, On
IP Address	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Subnet Mask	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Default Gateway	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
Domain Name	Enter the domain name. **NOTE** When DHCP is set to [On], the value cannot be entered.

Item	Description
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

- When setting the Auto-IP, enter "0.0.0.0" in [IP Address].
- After changing the setting, restart the network or turn the machine OFF and then ON.

IPv6 Settings

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
IPv6	Select whether to use IPv6. Value: Off, On **NOTE** Selecting [On] displays IP address in [IP Addr. (Link Local)] after restarting the network.

Item	Description
Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value **IP Address (Manual):** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **Prefix Length:** 0 to 128 **Default Gateway:** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **NOTE** This function is displayed when [IPv6] is set to [On]. To enter "Default Gateway", set [RA (Stateless)] to [Off].
RA (Stateless)	Select whether to use RA (Stateless). Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address 1 to 5 (Stateless)] after restarting the network.
DHCP	Select whether to use the DHCP (IPv6) server. Value: Off, On **NOTE** This function is displayed when [IPv6] is set to [On]. Selecting [On] displays IP address in [IP Address (Stateful)] after restarting the network.
Domain Name	Enter the domain name. **NOTE** When DHCP is set to [On], the value cannot be entered.

Item	Description
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: Use DNS Server from DHCP, Use following DNS Server **NOTE** When [Use following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: Off, On, Auto

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Others

Item	Description
LAN Interface	Specify the settings for the LAN interface to be used. Value: Auto, 10BASE-T Half, 10BASE-T Full, 100BASE-TX Half, 100BASE-TX Full, 1000BASE-T

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Protocol Settings

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

Configure protocol settings.

SMTP (Email TX)

➡ Email (page 347)

POP3 (Email RX)

➡ Email (page 347)

FTP Server (Reception)

Item	Description
Protocol Settings	Select whether to receive documents using FTP.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

SMB Server (Reception)

Item	Description
Protocol Settings	Select whether to receive documents using SMB.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

WSD Print

➡ WSD (page 348)

ThinPrint

Item	Description
Protocol Settings	Select whether to use ThinPrint. To use the Thin Print protocol, set the protocol to [On]. The default port number is 4000.*1*2 Value: Off, On **NOTE** This function is displayed only when the optional ThinPrint Option is activated.

Item	Description
Thin Print over TLS	To use the Thin Print over TLS protocol, set [Thin Print Over TLS] and [TLS] to [On]. Value: Off, On **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Embedded Web Server User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

LPD

Item	Description
Protocol Settings	Selects whether to receive documents using LPD.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Raw

Item	Description
Protocol Settings	Select whether to receive documents using Raw Port.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

IPP

Item	Description
Protocol Settings	Selects whether to receive documents using IPP. To use the IPP protocol, set [IPP] to [On], and set [TLS] to [Off]. In addition, select [Not Secure (IPP & IPPS)] on IPP Security under Security Settings from the Embedded Web Server. The default port number is 631.*1 Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

IPP over TLS

Item	Description
Protocol Settings	To use the IPP protocol, set [IPP] and [TLS] to [On]. The default port number is 443.*1*2 Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. the default certificate is the self-certificate of the machine. ➡ **Embedded Web Server User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

HTTP

Item	Description
Protocol Settings	Select whether to communicate using HTTP.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

HTTPS

Item	Description
Protocol Settings	Select whether to communicate using HTTPS.*1*2 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

LDAP

Select whether to use LDAP.

Value: Off, On

SNMPv1/v2c

Item	Description
Protocol Settings	Select whether to communicate using SNMP.*1 Value: Off, On

Item	Description
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

SNMPv3

Item	Description
Protocol Settings	Select whether to communicate using SNMPv3.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Enhanced WSD

Item	Description
Protocol Settings	Set whether to use our proprietary web services.*1 Value: Off, On **NOTE** Selecting [Off] will disable the functionality of WIA driver.
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Enhanced WSD over TLS

Item	Description
Protocol Settings	Set whether to use our proprietary web services over TLS.*1*2 Value: Off, On **NOTE** Selecting [Off] will disable the functionality of WIA drivers.
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

VNC (RFB)

Item	Description
Protocol Settings	This is set when starting up a VNC Viewer (E.g. RealVNC) to use the Remote Operation.*1 The default port number is 9062. Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

VNC (RFB) over TLS

Item	Description
Protocol Settings	This is set when starting up a VNC Viewer (E.g. RealVNC) to use Remote Operation protected by TLS.*1*2 The default port number is 9063. Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Embedded Web Server User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Enhanced VNC over TLS

Item	Description
Protocol Settings	This is set when starting up Embedded Web Server to use Remote Operation protected by TLS.*1*2 The default port number is 9061. Value: Off, On, 1 to 32767 (Port Number) **NOTE** • The default setting is [On]. • When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Embedded Web Server User Guide**

Item	Description
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

REST

Item	Description
Protocol Settings	Select whether to communicate using REST.*1 Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

REST over TLS

Item	Description
Protocol Settings	Select whether to communicate using REST over TLS.*1*2 Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. the default certificate is the self-certificate of the machine. ➡ **Embedded Web Server User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

Communication Protocol

Item	Description
Communication Protocol	Set the communication protocol to use. Value: MQTT, XMPP

RESTful API Settings

Select whether to communicate using RESTful API.

To use the RESTful API, set [Protocol Setting] on [REST] or [REST over SSL] to [On].

Value: API for Remote Services, API for Enhanced Services

*1 The setting will be changed after restarting the device or network.

*2 Set "SSL" to [On] in Security Settings.

➡ Network (page 411)

IMPORTANT

Depending on the protocol, there are models where you need to restart the network or turn the machine OFF and then ON after changing the setting.

Ping

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Ping]

Item	Description
Ping	Checks if communication with the destination by entering the host name or IP address of the destination is possible. **NOTE** If [Primary Network (Client)] is set to [Others], this item is not displayed. ➡ Others (page 396)
Ping Timeout	➡ Energy Saver/Timer (page 313)

Bonjour

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Bonjour]

Item	Description
Protocol Settings	Select whether to use Bonjour. Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: Disable, Enable

IP Filter (IPv4)

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [IP Filter (IPv4)]

Item	Description
IP Filter (IPv4)	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Embedded Web Server. If nothing is specified on this page, access from all hosts is allowed. Value: Off, On ➡ **Embedded Web Server User Guide**

IP Filter (IPv6)

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [IP Filter (IPv6)]

Item	Description
IP Filter (IPv6)	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Embedded Web Server. If nothing is specified on this page, access from all hosts is allowed. Value: Off, On ➡ **Embedded Web Server User Guide**

IPSec

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [IPSec]

Item	Description
IPSec	Select whether to use IPSec. Value: Off, On

Restart Network

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network]

Item	Description
Restart Network	Restarts the network.

Optional Network

[Home] key > [...] > [System Menu] > [Network Settings] > "Optional Network"

Configure settings for the optional Network Interface Kit.

NOTE

This menu is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

Host Name

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Embedded Web Server. ➡ Changing Device Information (page 110)

Wireless Network

Configure settings for the optional Wireless Network Interface Kit.

NOTE

This function is displayed when the Wireless Network Interface Kit is installed.

Connection Status

You can check the wireless LAN status.

Setup

Item	Description
Available Network	Select access points to which the machine can be connected, enter the Preshared Key and start a connection.
Push Button Method	If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point. **NOTE** The push button method supports only the WPS.
PIN Code Method (Device)	Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.
PIN Code Method (Terminal)	Starts connection using the PIN code of the access point. Enter the PIN code of the access point.
Custom Setup	The detailed settings for wireless LAN can be changed. **Network Name (SSID)** Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects. **NOTE** Up to 32 characters can be entered.

Item	Description
Custom Setup	**Connection Mode** Set the connection mode. Value: Ad Hoc, Infrastructure **NOTE** • **Ad Hoc:** Directly communicates with the device without going through an access point. This method cannot be used to connect to two or more devices. • **Infrastructure:** Performs communication through an access point. **Channel** Set channel. Use [-] / [+] or the numeric keys to enter a number. Value: 1 to 11 **Network Authentication** Select network authentication type. To select other options, open the device home page from a computer. Value: Open, Shared, WPA-PSK*1, WPA2-PSK*1 **Encryption** Select encryption method. If the option other than [Disable] is selected, enter the WEP key or the Preshared key. The setting values vary depending on the Network Authentication setting. Select [Data Encryption]. **When Network Authentication is set to [Open] or [Shared]:** Value: Disable, WEP **When Network Authentication is set to [WPA-PSK] or [WPA2-PSK]:** Value: TKIP*2, AES, Auto*2, Preshared Key **NOTE** • If [WEP] is selected, enter the WEP key. Up to 26 characters can be entered. • If [TKIP], [AES] or [Auto] is selected, enter the Preshared key. Enter the value in 8 to 64 characters.

TCP/IP Setting

For details on setting value.

➡ TCP/IP Setting (page 368)

➡ Bonjour (page 384)

➡ IPSec (page 387)

Others

For details on setting value.

➡ Wired Network Settings (page 393)

*1 Not displayed if you selected [Ad Hoc] for "Connection Mode".

*2 Not displayed if you selected [WPA2-PSK] for "Network Authentication".

Wired Network Settings

NOTE

This menu is displayed when the optional Network Interface Kit is installed.

TCP/IP Setting

For details on setting value.

➡ TCP/IP Setting (page 371)

➡ Bonjour (page 384)

➡ IPSec (page 387)

Others

Item	Description
NetWare	Use NetWare to receive documents. ➡ **Operation Guide for the optional Network Interface Kit** Value: Off, On
AppleTalk	Selects whether to receive documents using AppleTalk.*1 Value: Off, On
LAN Interface	Select the LAN Interface type.*1 Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000BASE-T **NOTE** This function is displayed when the optional Network Interface Kit is installed.
MAC Address Filter	Select whether to use MAC Address Filter. ➡ **Operation Guide for the optional Network Interface Kit** Value: Off, On

*1 The setting will be changed after restarting the device or network.

Restart Network

Item	Description
Restart Network	Restarts the network.

Connectivity

[Home] key > [...] > [System Menu] > [Network Settings] > "Connectivity"

Bluetooth Settings

Item	Description
Bluetooth Keyboard	Use Bluetooth keyboard. Value: Off, On
Device	Select a keyboard.

NFC

Use NFC (Near Field Communication).

Value: Off, On

Remote Operation

Configure settings for remote operation.

Value: Off, On

When you set it to [On], set the Use Restriction.

Value: Off, Use Password, Administrator Only

When selecting [Off], users without administrator privileges can also execute remote operation.

When selecting [Use Password], enter the password, then re-enter it to confirm.

When selecting [Administrator Only], only administrator can execute remote operation.

NOTE

When selecting [Administrator Only], the remote operation using VNC software is unavailable.

Others

[Home] key > [...] > [System Menu] > [Network Settings] > "Others"

NOTE

This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

The Wireless Network Interface Kit (IB-37 or IB-38) is an option for some models. Contact your dealer or our sales or service representatives for detail.

➡ Overview of Optional Equipment (page 742)

Item	Description
Restart Entire Device	Restart the machine without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Security Settings

Configures security settings.

Security Quick Setup

[Home] key > [...] > [System Menu] > [Security Settings] > [Security Quick Setup]

Item	Description
Security Quick Setup	Select a security level close to the your operating environment, and customize the security functions as necessary. Value **Level 1:** This is the factory default. **Level 2:** The security functions of network are changed. **Level 3:** All functions that protect the machine are enabled, and functions that are not protected are disabled. **NOTE** • This function is available when you have logged in as administrator. ➡ Adding a User (Local User List) (page 425) • The settings will be enabled when the device or network is restarted after selecting the level. ➡ Others (page 417) ➡ Restart Network (page 394) • If you change any security settings after selecting the security level, "Custom" is displayed on Security Quick Setup.

The configuration methods are as follows:

1 Display the screen.

[Home] key > [...] > [System Menu] > [Security Settings] > [Security Quick Setup]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select a security level according to your operating environment.

3 Configure the security function as necessary.

NOTE

Refer to the following for the settings of each security level.

➡ Functions List of Security Quick Setup (page 787)

4 Restart the device or network.

➡ Others (page 417)

➡ Restart Network (page 394)

Interface Block Setting

[Home] key > [...] > [System Menu] > [Security Settings] > "Interface Block Setting"

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

Item	Description
USB Host	This locks and protects the USB port (USB host). Value: Unblock, Block
USB Device	This locks and protects the USB interface connector (USB Device). Value: Unblock, Block
USB Drive	This locks and protects the USB memory slot. Value: Unblock, Block **NOTE** This function is available when USB Host is set to [Unblock].
Optional Interface 1 Optional Interface 2	This locks and protects the optional interface slots. Value: Unblock, Block **NOTE** You can set this feature for each slot.
Restart Entire Device	Restart the machine without turning the power switch off. **IMPORTANT** After changing "Interface Block Setting", restart the network or turn the machine OFF and then ON.

Device Security Settings

[Home] key > [...] > [System Menu] > [Security Settings] > "Device Security Settings"

Item	Description
Job Status/Job Logs Settings	➡ Status (page 356)
Security Level	Specify the security level. Value: **Low:** This mode is used during maintenance. Do not use normally. **High:** This is the security setting we recommend. Use this setting normally. **Very High:** In addition to [High] setting, this setting disables the machine settings to be changed from external command. **NOTE** This function is available when you have logged in as machine administrator. ➡ Adding a User (Local User List) (page 425)
Remote Printing	➡ Printer (page 349)
Software Verification	Verify the installed software. Select [Start Verification] to start verification. If an error occurs during software verification, contact your dealer or service representative.
Administrator Authentication on Firmware Update	Request administrator to approve when updating firmware. Value: Off, On

Item	Description
Allowlisting	In case if the unauthorized program or the program that has tampered are installed, the stored data or the contents of the communication in this program might be stolen. Once this function is activated, execution of the unauthorized software or the tampering of the software can be prevented, and possible to maintain the reliability of the system. Value: Off, On **NOTE** • After setting to [On], it is necessary to turn the power off and on. • Once this function is activated, the start up of this product will be slowered. • When detecting the malicious program, there are two types of method "Event report" and "Event log" to grasp the contents. The Event report can be enable by Embedded Web Server > "Management Settings: Notification/Report" [Recipient1 (to 3) E-mail Address] > specify the mail address, and [Notify when Malicious Program is Detected] > [On]. The Event log can be enable by Embedded Web Server > "Management Settings: History settings" [Device Log History] > [On] or, from the machine's control panel, [Home] key > [...] > [System Menu] > [Notification/Report] > "History settings" [Device Log History Settings] > [Device Log History] > [On]. • In case of setting [Security Quick Setup screen] to [Level 3], [Device Log History] in the [Management Settings: History Settings] will be set to [On]. ➡ Printer (page 349)
Remaining Print Jobs on Logging out	This setting is for print jobs that require security considerations such as jobs with passwords. If [Cancel] is selected, any print jobs including suspended one are canceled when the user logs out. Value: [Cancel], [Continue]
Administrator Authentication on Data Import/Export	Request administrator to approve when importing or exporting data. Value: Off, On
Firmware Update Tool	Set whether to allow firmware updates using the firmware update tool. Value: [Prohibit], [Allowed]

Data Security

[Home] key > [...] > [System Menu] > [Security Settings] > "Device Security Settings" [Data Security]

Configure settings for data stored in the SSD, hard disk, and machine's memory.

Hard Disk/SSD Initialization

Change security functions.

NOTE

- This function is displayed when the Data Security Function is active.
- Enter the security password to change security functions. The default setting is "000000".

Item	Description
Data Overwrite Method	The method used to overwrite data can be changed. Refer to the following for details. ➡ **Data Encryption/Overwrite Operation Guide** Value **1-time Overwrite Method:** The 1-time overwrite method overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers to prevent data restoration. **3-time Overwrite Method (A):** The 3-time overwrite method complies with DoD 5220.22-M, and overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **NOTE** The 3-time Overwrite Method (A) may take more time than the 1-time Overwrite Method.
Security Password	Customize the security password so that only the administrator can use the Data Encryption/Overwrite. Enter a new security password 6 to 16 alphanumeric characters and symbols. Enter the password again for confirmation. **IMPORTANT** Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).

Item	Description
System Initialization	Overwrite all the data stored in the hard disk/SSD when disposing of the machine. **IMPORTANT** If you accidentally turn the power switch off during initialization, the hard disk/SSD might possibly crash or initialization might fail. **NOTE** If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts.

Data Sanitization

Return the following information registered in the machine to the factory defaults.

- Favorites
- System settings
- Data saved in Custom Box
- Optional applications

NOTE

- Print the data sanitization report and then confirm that security data is deleted.
  ➡ Printing Report/List (page 337)
- Once in progress, the processing cannot canceled.
- Before performing this function, disconnect modular, network, and other cables.
- Before performing this function, set all interface block settings to [Unblock].
  ➡ Interface Block Setting (page 399)
- Do not turn the power off while sanitizing the data. If the power is turned off during data erasing, erasing will be executed automatically when the power is restored, however, complete erasure cannot be guaranteed.

Item	Description
Run Immediately	Data Sanitization will be performed.
Reserve a Sanitization Time	Completely erase address and image data saved in the device at the scheduled time. Value: Off, On If [On] is selected, set the date and time that sanitization is to be performed. The setting range is Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23).

Item	Description
Device Use After Sanitization	The device use restriction after the data sanitization is completed. The device cannot be used if [Prohibit] is selected. Value: Permit, Prohibit
Data Overwrite Method	Data Overwrite Method The method used to overwrite data can be changed. Refer to the following for details. ➡ **Data Encryption/Overwrite Operation Guide** Value: **3-time Overwrite Method (A):** The 3-time overwrite method complies with DoD 5220.22-M, and overwrites unneeded data areas (in the case of overwriting) or all the data areas (in the case of system initialization) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **7-time Overwrite Method (A):** The 7-time overwrite method complies with DoD 5220.22-M, and overwrites unneeded data areas (in the case of overwriting) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **7-time Overwrite Method (B):** The 7-time overwrite method complies with BSI/VSITR, and overwrites unneeded data areas (in the case of overwriting) with specific numbers, their complements, and random numbers to prevent data restoration. Data restoration is not possible even through a sophisticated restoration technique. **NOTE** The 7-time Overwrite Method (A) or 7-time Overwrite Method (B) may take more time than the 3-time Overwrite Method (A).
Data Sanitization Report	Print the data sanitization report.

Information erased

Devices/jobs

- Job settings configured by users
- Network settings
- Image data saved in Document Box, etc.
- Job histories
- User information (user list, Document Box registered by the user, etc.)
- Account information of job accounting
- Network certificates
- Initial screen on machine changed by service representative

Application/favorite

- Application/favorite added by a user or service representative
- Trial functions

System Stamp

[Home] key > [...] > [System Menu] > [Security Settings] > "System Stamp"

Printing Jobs

[Home] key > [...] > [System Menu] > [Security Settings] > "System Stamp" [Printing Jobs]

Configure settings for stamps when a document is printed.

After configuring the setting, return to the Copying Functions or Custom Box (Printing a Document) screen from System Menu, and select the [Reset] key.

Text Stamp

Item	Description
Text Stamp	Select whether to print a text stamp on all printing jobs. Value: Off, On **NOTE** When [On] is selected, the Text Stamp settings cannot be changed when printing.
Edit Text	Select a text string to be stamped from templates, or enter a maximum of 32 characters for the text string. **NOTE** Templates that have been set will appear. For details on registering templates, refer to the following: Common (page 345)
Stamp Method	Select the stamp method for the text stamp. Value: Each Print Page, Each Original Page
Position	Set the text stamp position. Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp position and angle when a stamp is placed on the back side of the paper in duplex printing.

Item	Description
Font	Set the font of the text stamp. Value Font: Courier, Letter Gothic Size: Font sizes registered in Font (Text Stamp) are displayed. ➡ Common (page 345) Color: Black Style: None, Bold, Italic, Bold/Italic Display Pattern: Transparent, Clipping, Overwrite Density: 10 to 100% (in 10% increments)

Bates Stamp

Item	Description
Bates Stamp	Select whether to print a bates stamp on all printing jobs. Value: Off, On **NOTE** When [On] is selected, the Bates Stamp settings cannot be changed when printing.
Edit Text	Set the default Bates Stamp. (Max.: 6) Value: Date, User Name, Serial Number, Numbering, Text 1, Text 2 **NOTE** To set [Text 1] or [Text 2], enter a maximum of 32 characters for the text string.
Date Format	Set the date display format. Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)
Numbering Default	Set the starting sequence number. If you select [Fixed Digit Number] > [On], you can set the number of digits of the serial number (1 to 7 digits). Value Start #: 1 to 9999999 Fixed Digit Number: Off, On

Item	Description
Position	Set the stamp position to be printed. Value: Top Left, Top Middle, Top Right, Middle Left, Center, Middle Right, Bottom Left, Bottom Middle, Bottom Right **NOTE** Specify the detailed stamp position using numeric values, and to set the stamp position when a stamp is placed on the back side of the paper in duplex printing.
Font	Set the font of the text stamp. Value Font: Courier, Letter Gothic Size: Font sizes registered in Font (Text Stamp) are displayed. ➡ Common (page 345) Character Border: Off, Circle, Rectangle, Underline Color: Black Style: None, Bold, Italic, Bold/Italic Display Pattern: Transparent, Clipping, Overwrite Density: 10 to 100% (in 10% increments)

Authentication Security

[Home] key > [...] > [System Menu] > [Security Settings] > "Authentication Security"

If user authentication is enabled, configure the user authentication settings.

➡ Authentication Security (page 422)

Unknown User Settings

[Home] key > [...] > [System Menu] > [Security Settings] > "Unknown User Settings"

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID.

NOTE

This function is displayed in case if User login administration or Job accounting is enabled.

➡ Unknown ID Job (page 468)

Network

[Home] key > [...] > [System Menu] > [Security Settings] > "Network"

Item	Description
TLS	Select whether to use TLS for communication. Value: Off, On
Network Access	Select whether to communicate using SNMP and IPSec. ➡ Protocol Settings (page 376) ➡ IPSec (page 387)

Job Accounting/Authentication

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

Configure settings related to machine management.

➡ Overview of User Login Administration (page 419)

➡ Overview of Job Accounting (page 450)

➡ Unknown User Settings (page 468)

Add/Delete Application

[Home] key > [...] > [System Menu] > [Add/Delete Application]

Configure settings for Application.

➡ Application (page 198)

➡ Applications (page 746)

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

Image Adjustment

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Image Adjustment"

Image Adjustment

Select any of the adjustment menus to execute image adjustments to improve the printed image.

Item	Description
Drum Refresh	Remove image blur and white dots from the printout. It takes about 1 minute and 20 seconds. The time required may vary depending on the operating environment. Value: Execute, Not Execute **NOTE** Drum Refresh cannot be performed while printing, Execute Drum Refresh after the printing is done.
Developer Refresh	Adjust the printed image that is too light or incomplete, even though there is enough toner. Value: Execute, Not Execute **NOTE** Waiting time may be longer when the toner is refilled during developer refresh.
Laser Scanner Cleaning	Remove vertical white lines from the printout. Value: Execute, Not Execute
Calibration	Calibrate the device to ensure correct toner overlapping and consistency with the original tone. Value: Execute, Not Execute **NOTE** Perform Color Registration when correct toner overlapping is not ensured even after performing Calibration, and perform Tone Curve Adjustment if consistency with the original tone is not ensured.

Calibration Cycle

Set the calibration cycle.

Value:

Auto:

Automatically sets the cycle for calibration.

Short:

Priority is given to image quality.

Standard:

Balances image quality and print speed.

Long:

Priority is given to print speed.

NOTE

When [Custom] is displayed as setting item, the setting cannot be changed.

Auto Drum Refresh

This specifies the Auto Drum Refresh execution time.

Value:

Off:

Auto Drum Refresh not performed.

Short:

Short Auto Drum Refresh execution time.

Standard:

Standard Auto Drum Refresh execution time.

Long:

Long Auto Drum Refresh execution time.

Behavior Adjustment

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Behavior Adjustment"

Item	Description
Silent Mode	Set the Silent Mode. Select this mode when the running noise is uncomfortable. Value: Off, On **NOTE** When [On] is selected, it may take time for the next print job to start.
Drum Heater	Set the drum heater. Value: Off, On **NOTE** This setting does not appear in some regions.

Others

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Others"

Diagnostics

Item	Description
Memory Diagnostics	Perform this function to check the machine memory.
Software Verification	➡ Device Security Settings (page 400)

Online Software Update

➡ Updating the Software (page 297)

Restart/Initialization

Item	Description
Restart Network	➡ Restart Network (page 388)
Restart Network (Optional Network)	➡ Restart Network (page 394)
Restart Entire Device	➡ Others (page 396)
Format SSD	Format the SSD.
Format SD Card	Format the SD card. To use an SD card, it is necessary to format the SD card on this machine first. When the formatting is complete, data can be written to the SD card.
System Initialization	➡ Data Security (page 401)

9 User Authentication and Accounting (User Login, Job Accounting)

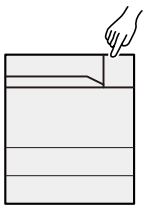
Overview of User Login Administration....419
Enabling User Login Administration....421
Setting User Login Administration....422
Using User Login Administration....448
Overview of Job Accounting....450
Enabling Job Accounting....452
Job Accounting (Local)....453
Configuring Job Accounting....459
Using Job Accounting....464
Apply Limit....466
Printer Count....467
Unknown User Settings....468

Overview of User Login Administration

User login administration specifies how the user access is administered on this machine. Enter a correct login user name and password for user authentication to login.

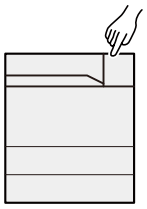
- Enable User Login Administration

  ➡ Enabling User Login Administration (page 421)



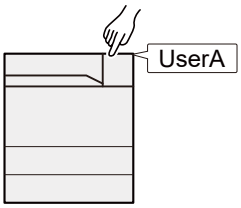
- Set the user

  ➡ Adding a User (Local User List) (page 425)



- Enter the login user name and password, and execute the job

  ➡ Using User Login Administration (page 448)



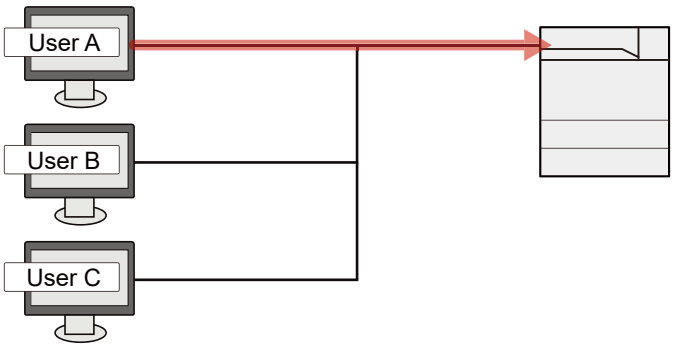
Access are in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

Managing the Job Account from PC

In addition to the above settings, the following are necessary to manage the job account from PC.

To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.



- Set the User Login Administration on the printer driver

  ➡ User Login Administration for Printing (page 430)

- Print

Enabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

Item	Descriptions
Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [User Login].

2 Configure the settings.

Select [Local Authentication] or [Network Authentication].

Select [Off] to disable user login administration.

If you select [Local Authentication], set [Local Authorization].

➡ Local Authorization (page 432)

If you select [Network Authentication], set [Server Settings].

➡ Server Settings (page 433)

NOTE

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

Setting User Login Administration

This registers, alters and deletes users and configures the settings for User Login Administration.

Authentication Security

If user authentication is enabled, configure the user authentication settings.

User Account Lockout Setting

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication] > "Authentication Security" [User Account Lockout Settings]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

The following settings can be selected.

Lockout

Select whether or not account lockout policy is enabled.

Value: Off, On

Lockout Policy

Specify the conditions and the extent to which the account lockout is applied.

Value	Descriptions
Number of Retries until Locked	Specify how many login retries are allowed until the account is locked out. (1 to 10 times)
Lockout Duration	Specify how long the account is to be locked out until it is unlocked. (1 to 60 minutes)
Lockout Target	Specify the extent to which the account lockout is applied. You can select from [All] or [Remote Login Only]. Remote Login Only locks out all operations from outside the operation panel.

Locked out Users List

Displays a list of locked out users. You can unlock a user by selecting the user in the list, and selecting [Unlock].

NOTE

This function is displayed when account lockout policy is enabled.

Password Policy Settings

You can prohibit the setting and use of passwords that do not comply with the password policy.

Setting the Password Policy makes it more difficult to break the password.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication] > "Authentication Security" [Password Policy Settings]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Configure the settings.

The following settings can be selected.

Password Policy

Select whether or not password policy is enabled.

Value: Off, On

Minimum Password Length

Set the minimum password length of characters for password.

Value: Off, On (1 to 64 characters)

Password Complexity

Set the password complexity.

Value

No more than two consecutive identical char: Off, On

At least one uppercase letter (A-Z): Off, On

At least one lowercase letter (a-z): Off, On

At least one number (0-9): Off, On

At least one symbol: Off, On

Maximum Password Age

Set the maximum password age.

Value: Off, On (1 to 180 days)

Policy Violated User List

List of users do not meet password policy requirements.

Adding a User (Local User List)

This adds a new user. You can add up to 1000 users (including the default login user name).

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Add/Edit Local User].

2 Enter the user information.

[Add] > Enter the user information

User Name*1

Enter the name displayed on the user list (up to 32 characters).

Login User Name*1

Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.

Login Password*1

Enter the password to login (up to 64 characters). Reenter the same password for confirmation.

Access Level Settings*1

Select "Administrator" or "User" for user access privileges.

Access Level

Select [Administrator] or [User] for user access privileges.

System Admin Permission

If the user privileges set in the [Access Level] are [User], select the privileges that can be set from the following.

- Paper Settings
- User/Job Account Information
- Basic Network Settings
- Basic Device Settings
- Advanced Device/Network Settings

Account Name

Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID.

➡ Overview of Job Accounting (page 450)

NOTE

- Search by account ID or account name. Select either [Search (No.)] or [Search (Name)] to switch between [Search (No.)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

Email Address

The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.

ID Card Info

Register ID card information.

Place the ID card on the ID card reader.

NOTE

This function is displayed when the optional ID Card Authentication Kit is activated.

➡ Applications (page 746)

Local Authorization*2

Set usage authority for each user.

Print Restriction

Select whether or not use of the print function of the printer is prohibited.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Specify whether only EcoPrint is allowed.

My Panel

You can register the language selection, initial screen, and shortcut settings for each user. Settings registered here can be applied simply by logging in.

*1 Be sure to enter the items.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 432)

NOTE

- For details on entering characters, refer to the following:

➡ Character Entry Method (page 749)

3 Select [Save].

A new user is added on the local user list.

NOTE

If simple login is enabled, a confirmation screen appears when new registration is finished asking if you will configure simple login settings. To configure simple login settings, select [Yes]. If you select [No], you will return to the user list screen. For the procedure for configuring simple login settings, refer to the following:

➡ Simple Login Settings (page 441)

Changing User Properties

User properties can be changed. Types of user properties that could be changed may be different depending on user access privilege.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Add/Edit Local User].

2 Change the user properties.

Changing user properties

1 Select [ ] (information icon) for the user whose properties you wish to change.

NOTE

- Select [User Name] or [Login User ID] to sort the user list.
- Search by name or login user name. Select either [Search (Login)] or [Search (Name)] to switch between [Search (Login)] and [Search (Name)].

2 Enter the user information.

- User Name
- Login User Name*1
- Login Password
- Access Level Settings*1
- Account Name*1
- Email Address
- ID Card Information*1
- Local Authorization*1*2
- My Panel

For details on each items, refer to step 3 of "Adding a User (Local User List)" to change a user property.

➡ Adding a User (Local User List) (page 425)

3 Select [Save].

The user information is changed.

*1 You can change only when you log in with machine administrator authority.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 432)

Deleting a user

1 **Select the user to delete.**

2 **[Delete] > [Delete]**

The selected user will be deleted.

NOTE

The default user with machine administrator rights cannot be deleted.

User Login Administration for Printing

It is possible to manage the users that print on this machine from a PC.

Setting Printer Driver

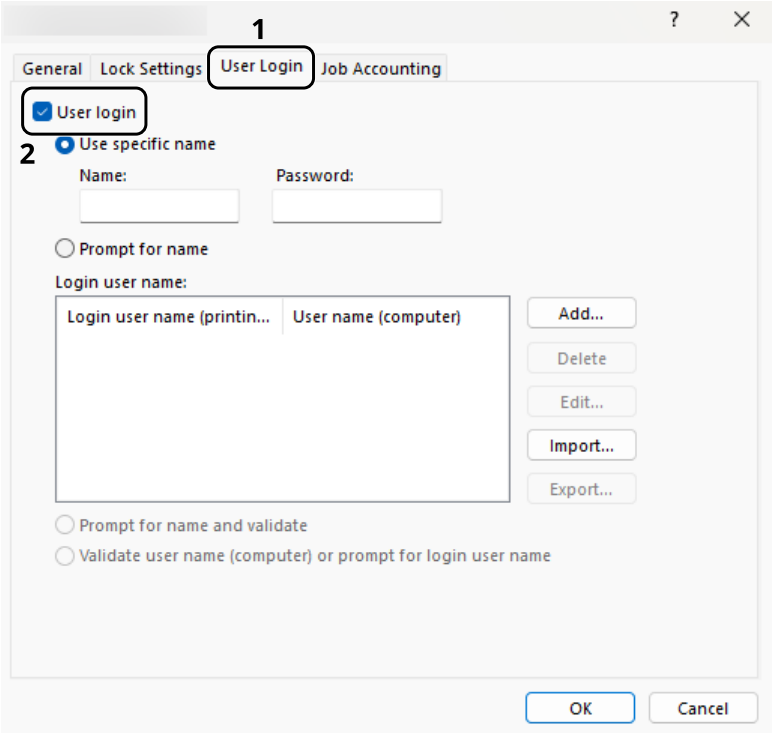
To manage the users that print on this machine from a PC, the following settings are necessary in the printer driver. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1. Click [Start] button on the Windows, and then select [Windows System], [Control Panel] ,and [View devices and printers].
2. Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
3. Click [Administrator] on the [Device Settings] tab.

2 Configure the settings.

1. Select [User Login] on the [User Login] tab.



2. Set the User Login Administration.

[Use specific name]:

This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

[Prompt for name]:

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password must be entered each time a printing is attempted.

[Prompt for name and validate]:

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password stored in the Login user name list needs to be entered. The user name and password must be entered each time a printing is attempted.

[Validate user name (computer) or prompt for login user name]:

When printing, the Windows user name is searched in the "Login user names" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Click [OK].

NOTE

For other settings of job accounting, refer to the following:

➡ **Printing System Driver User Guide**

Local Authorization

Select whether or not to use Local Authorization.

NOTE

When using Local Authorization, the user authentication type must be set to [Local Authentication].

➡ Enabling User Login Administration (page 421)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Local Authorization].

2 Configure the settings.

Select [Off] or [On].

Server Settings

Set the server type when network authentication is enabled.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [User Login] > [Network Authentication]

2 Configure the settings.

1 Select [NTLM], [Kerberos] or [Ext.] as the server type and enter the host name (256 characters or less) for the Authentication Server. When selecting [Ext.] as the server type, enter the port number.

NOTE

- Selecting [Add/Edit/Delete Domain] displays the domain registration list. In the domain registration list screen, select [Add/Edit], and enter the domain name. Up to 10 domain names can be registered.
- If two or more domains are registered, select [Default Domain] and select the default domain.

2 Select [OK].

NOTE

If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

Group Authorization Settings

Set restrictions of the machine usage by each individual group registered in the authentication server.

NOTE

To use the group authorization settings, [Network Authentication] must be selected for the authentication method in "Enabling User Login Administration". Select [On] for "LDAP" in "Protocol Settings".

➡ Enabling User Login Administration (page 421)

➡ Protocol Settings (page 376)

Group Authorization

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Group Authorization].

2 Configure the settings.

Select [On] or [Off].

Group List (Up to 20)

Register the groups that are restricted the machine usage. Other users and groups belong to "Others".

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Group List].

2 Configure the settings.

[Add] > Add information on each item

Group Name

Enter the name displayed on the group list (up to 32 characters).

Group ID*1

Enter the ID displayed on the group list (between 1 and4294967295).

Access Level

Select [Administrator] or [User] for group access privileges.

Print Restriction

Select whether or not to reject usage of print functions for the printer.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Specify whether only EcoPrint is allowed.

*1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows.

> **NOTE**
>
> For details on entering characters, refer to the following:
>
> ➡ Character Entry Method (page 749)

3 Register the group.

Select [Save].

A new group is added on the group list.

Guest Authorization Settings

When User Login Administration is enabled, set the functions that guest users who cannot log in to the machine are allowed to use.

NOTE

To use Guest Authorization Set., User Login Administration must be enabled in "Enabling User Login Administration".

➡ Enabling User Login Administration (page 421)

Enabling Guest Authorization

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Guest Authorization Set.].

2 Configure the settings.

Select [On] or [Off].

NOTE

- If the guest authorization setting is enabled, the [Logout] key must be selected when logging in.
- In the guest user default settings, only monochrome copying can be used. If you wish to use a different function, log in as a user who can use that function, or change the settings in the guest properties.

Configuring Guest Property

Register guest user information and functions that are restricted.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Guest Property].

2 Configure the settings.

Check the settings and change or add information as needed.

User Name

Enter the name displayed on the user list (up to 32 characters). The default setting is "Guest User".

Access Level

The authority of the user appears. This cannot be changed.

Account Name

Add an account where the user belongs. If the user does not belong to any account, select [Other Account].

Authorization Rules

Set usage authority for each user. The items you can restrict the access level with are as follows.

Print Restriction:

Select whether or not use of the print function of the printer is prohibited.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive

Duplex Restriction:

Select whether only duplex printing is allowed.

Combine Restrict.:

Specify whether only Combine is allowed.

EcoPrint Restriction:

Specify whether only EcoPrint is allowed.

3 Register the guest user information.

Select [OK].

Obtain NW User Property

Set the required information to obtain the network user property from the LDAP server. The user name and E-mail address obtained with this setting is shown in the user information, the status confirmation screen, and the header of E-mail.

NOTE

To obtain the network user property from the LDAP server, [Network Authentication] must be selected for the authentication method in "Enabling User Login Administration". Select [On] for "LDAP" in "Protocol Settings".

➡ Enabling User Login Administration (page 421)

➡ Protocol Settings (page 376)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Obtain NW User Property].

2 Configure the settings.

Select [On] for "Obtain NW User Property" and add information on each item

LDAP Server Information

Server Name*1

Enter the LDAP server name or the IP address (up to 64 characters). If a server name is not entered, user information will be acquired from the server set for Network Authentication.

Port

Port number for LDAP server. The default port number is 389.

Acquisition of User Information

Name 1*2

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).

Name 2*3

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).

Email Address*4

Enter the LDAP Attribute to obtain the E-mail address from the LDAP server (up to 256 characters).

Authentic at Type*5

Set the authentication method. Select [Simple] or [SASL]. After changing the setting, restart the system or turn the power off and then on.

Search Timeout

Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds).

LDAP Security

Select the type of encryption according to the type of security employed by the LDAP server. The value is [Off], [TLS] or [STARTTLS].

*1 If using Active Directory of Windows, the server name may be the same as the server name entered in the network authentication.

*2 If using Active Directory of Windows, display Name of Attribute may be used as "Name 1".

*3 "Name 2" can be left out. When you assign display Name in "Name 1" and department in "Name 2", and if the value of displayName is "Mike Smith" and the value of department is "Sales" in Active Directory of Windows, the user name appears as "Mike Smith Sales".

*4 If using Active Directory of Windows, mail of Attribute may be used as E-mail Address.

*5 Appears when the server type is set to "Kerberos" in "Network Authentication".

3 Select [OK].

Simple Login Settings

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

NOTE

- For user registration, refer to the following:

  ➡ Adding a User (Local User List) (page 425)
- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".

  ➡ Enabling User Login Administration (page 421)
- When the guest authorization setting is enabled, the Simple Login screen is not displayed.

Enabling Simple Login

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Simple Login].

2 Configure the settings.

Select [On] or [Off].

Simple Login Key

Register users to use simple login. You can add up to 20 users.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [Simple Login Key].

2 Enter the user information.

1 Select the key to which you want to register a user.

2 Enter the user name to be displayed.

NOTE

For details on entering characters, refer to the following:

➡ Character Entry Method (page 749)

3 Select [Select user].

4 To specify the user from local users, select [Local User]. To specify from network users, select [Network User].

The procedure differs depending on the transmission method selected.

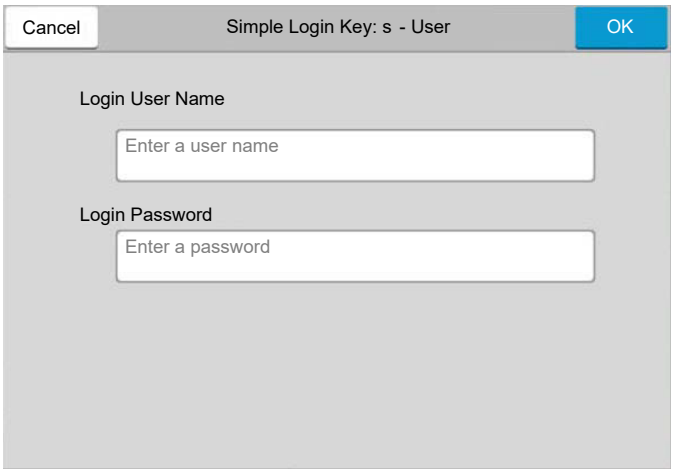
Specifying the user from local users

Select the user to be set for simple login.

NOTE

- Search by login user name or name. Select either [Search (Login)] or [Search (Name)] to switch between [Search (Login)] and [Search (Name)].
- Select [User Name] or [Login User Name] to sort the user list.

Specifying the user from network users



Select the entry field for "Login User Name" and "Login Password", enter the information of the user to be registered, and select [OK].

If you are specifying a user for whom a domain is set in network authentication, select the "Domain" and select the domain where the user is registered.

NOTE

For details on entering characters, refer to the following:

➡ Character Entry Method (page 749)

5 Select [On] or [Off] for "Password".

6 Select the user icon to be displayed.

3 Register the user.

Select [Save].

ID Card Settings

If ID card authentication is enabled, select the authentication type.

NOTE

This functions appears when the Card Authentication kit is activated.

➡ Applications (page 746)

Keyboard Login

When ID card authentication is enabled, select whether or not login by keyboard is allowed.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "ID Card Settings" [Keyboard Login].

2 Configure the settings.

Select [Permit] or [Prohibit].

Additional Authentication

Select whether or not to require password entry after authenticating by ID card.

NOTE

This function does not appear when the server type is set to [NTLM] or [Kerberos] in "Network Authentication".

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "ID Card Settings" [Additional Authentication].

2 Configure the settings.

Select [Off], [Use Password] or [Use PIN Code].

NOTE

[Use PIN Code] is displayed only when using PIN Code Authorization.

➡ PIN Login (page 447)

Quick Job Printing

When a user logs in using an ID card, it displays a list of user-controlled print jobs that were saved in the job-holding box.

NOTE

For details about the quick job printing, please refer to the following.

➡ Printing Document from Stored Job Box (page 172)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select “User Login Setting” [Quick Job Printing].

2 Configure the settings.

Configure various settings by setting "Display List on Login" to "ON".

Logout after Printing

Sets whether to automatically logout after printing.

Skip PIN and Copies Confirmation

Sets whether or not to skip PIN code entry and verify the number of copies when printing.*1

*1 When a PIN codes is configured.

PIN Login

NOTE

When using PIN Code Authorization, the network authentication must be enabled and [Ext.] must be selected for server type.

➡ Enabling User Login Administration (page 421)

➡ Server Settings (page 433)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "User Login Setting" [PIN Login].

2 Configure the settings.

Select [On] or [Off].

Using User Login Administration

This section explains procedures while setting job accounting.

Login/Logout

If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine. Use the procedure below to login and logout.

Login

If the login user name entry screen appears during operations, log in by referring to the following:

➡ Login (page 62)

Logout

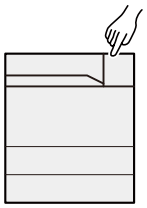
When the operations are complete, select the [Logout] key to return to the login user name and login password entry screen.

Overview of Job Accounting

Job accounting manages the print count accumulated by individual accounts by assigning an ID to each account.

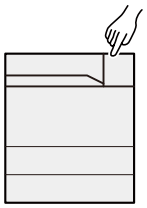
- Enable job accounting.

  ➡ Enabling Job Accounting (page 452)



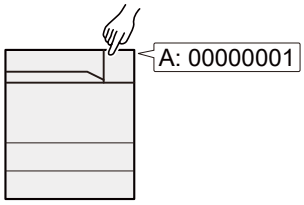
- Setting an account.

  ➡ Job Accounting (Local) (page 453)

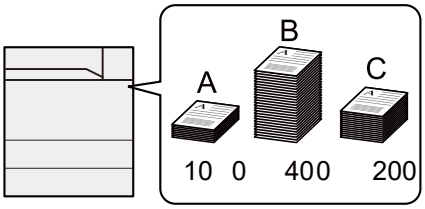


- Enter the assigned account ID when performing the job.

  ➡ Using Job Accounting (page 464)

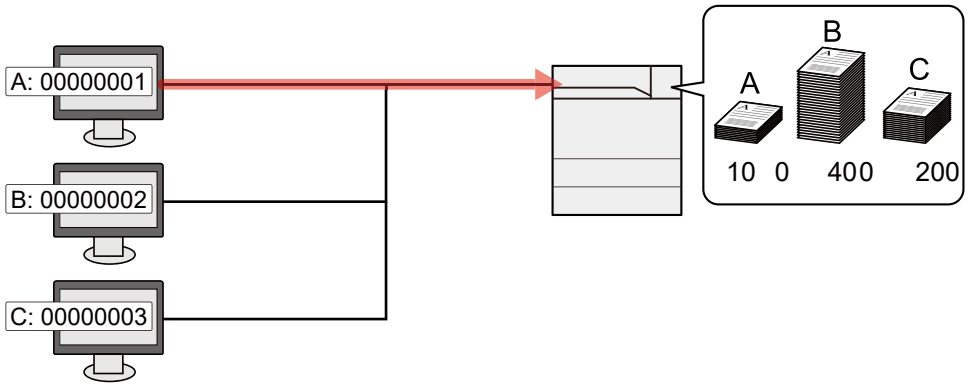


- Count the number of pages printed.



To Manage the Number of Sheets Used on Jobs Printed from a PC

To manage the number of jobs to be printed from the PC on the network, you need to configure settings by using the printer driver on the PC.



- Set Job Accounting for the PC on the network by using the printer driver.

  ➡ Job Accounting for Printing (page 457)

- Execute printing.
- Count the number of pages printed.

Enabling Job Accounting

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting].

2 Configure the settings.

Select [Local] or [Network].

Select [Off] to disable job accounting.

NOTE

When the display returns to System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Job Accounting (Local)

You can add, change and delete an account and set the restriction for each account.

Adding an Account

Up to 1000 individual accounts can be added.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Enter the account information.

1 [Add] > Add information on each item

Account Name

Enter the account name (up to 32 characters).

Account ID

Enter the account ID as many as eight digits (between 0 and 99999999).

Restriction

This prohibits printing or restricts the number of sheets to load.

➡ Restricting the Use of the Machine (page 454)

NOTE

- For details on entering characters, refer to the following:

➡ Character Entry Method (page 749)

- Any "Account ID" that has already registered cannot be used. Enter any other account ID.

2 Select [Register].

A new account is added on the Account List.

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available. The items that can be restricted differ depending on whether "Individual" or "Total" is selected for "Print Count".

➡ Printer Count (page 467)

Restriction Items

[Individual] selected for "Printer Count"

Item	Descriptions
Print Restriction (Total)	Limits the number of sheets used for printing. Applicable print functions are as follows: • Print from Box • Print from USB Drive • Print Report • Print from PC

[Total] selected for Printer Count

Item	Descriptions
Print Restriction (Total)	Limits the total number of sheets used for copying and printing.

Applying Restriction

Restriction can be applied in the following modes:

Item	Descriptions
Off	No restriction is applied.
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 copies.
Reject Usage	Restriction is applied.

Editing an Account

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Edit an account.

1 Select [ ] (information icon) for the account name you wish to edit.

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

2 Change the account information.

3 Select [Save].

The account information is changed.

Deleting an Account

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Delete an account.

1 Select the account name you wish to delete.

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

2 [Delete] > [Delete]

The account is deleted.

Job Accounting for Printing

The number of jobs to be printed from the computer can be managed by Job Accounting.

Setting Printer Driver

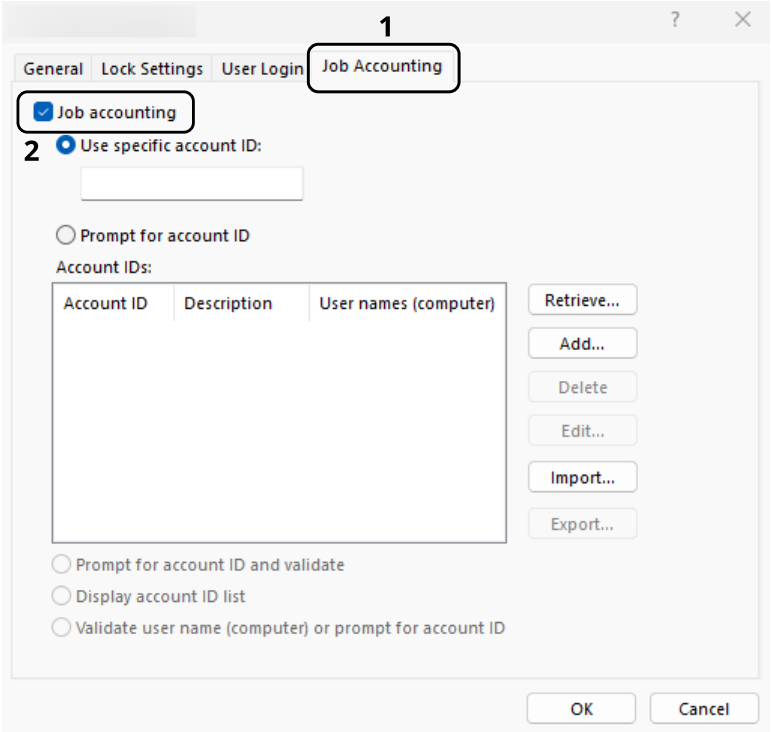
To manage the number of jobs to be printed from the PC on the network, you need configure the following settings by using the printer driver on the PC. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1. Click [Start] button on the Windows, and then select [Windows System], [Control Panel] ,and [View devices and printers].
2. Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
3. Click [Administrator] on the [Device Settings] tab.

2 Configure the settings.

1. Select [Job accounting] on the [Job Accounting] tab.



2. Set the Account ID.

[Use specific account ID]:

Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

[Prompt for account ID]:

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID must be entered each time a printing is attempted.

[Prompt for account ID and validate]:

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time a printing is attempted.

[Display account ID list]:

The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

[Validate user name (computer) or prompt for account ID]:

When printing, the Windows user name is searched in the "Account IDs" and printing is possible if the name is registered. If the Account ID is not registered, the screen for entering the Account ID will appear.

3 Click [OK].

NOTE

For other settings of job accounting, refer to the following:

➡ **Printing System Driver User Guide**

Configuring Job Accounting

Default Counter Limit

When you add a new account, you can change the default restrictions on the number of sheets used. You can set any number from 1 to 9,999,999.

The items that can be set differ depending on whether [Individual] or [Total] is selected for "Print Count".

➡ Printer Count (page 467)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting Setting].

2 Configure the settings.

Select the item for "Default Counter Limit"> use [+], [-] or the numeric keys to enter the default restriction on the number of sheets > [OK]

[Individual] selected for "Printer Count"

Print Restriction (Total)

Sets the default restriction on the number of sheets used for printing.

Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

[Total] selected for "Printer Count"

Print Restriction (Total)

Sets the default restriction on the total number of sheets used for copying and printing.

Count by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE

Paper size is available in five types, 1 to 5. These types are specified in accounting reports.

➡ Print Accounting Report (page 463)

In addition to paper size, media type can also be specified (e.g. count the letter-size color paper used). If you do not specify the media type, the number of used sheets will be counted for the specified sheet size, regardless of the media type.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting Setting].

2 Configure the settings.

1 "Count by Paper Size" [Paper Size 1 (to 5)] > [On]

2 Select [Paper Size].

3 Select the paper size.

4 Select [Media Type]to specify media type.

5 Select the media type.

6 Select [OK].

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

The table below lists the item you can view.

Item	Descriptions
Printed Pages	Displays the number of pages used in printing for each of the following item. **Count by Function** Displays the number of pages used to print and their total. **Count by Paper Size** Displays the number of pages used in the selected paper size as well as the number of pages used in other paper sizes. ➡ Count by Paper Size (page 460) **Count by Duplex** Displays the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both. **Count by Combine** Displays the number of pages used in Combine (None) mode, Combine (2 in 1) mode, Combine (4 in 1) mode and the total for all three.
Counter Reset	Resets the counter. Select [Reset] in the confirmation screen.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Job Accounting Setting" [Job Accounting Counter].

2 Check the number of pages.

Total Accounting

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

1 Select [Total] to check the count.

Select [Counter Reset] to reset the counter.

2 Confirm the count and select [Close].

Each Job Account

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

1 Select the account.

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.
- To display an account other than your own account, select [Other Account].

2 Check the count.

Select [Counter Reset] to reset the counter.

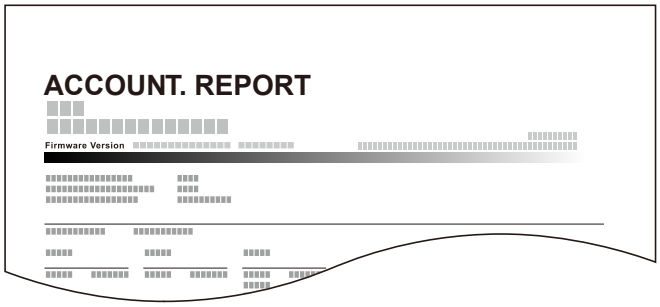
3 Confirm the count and select [Close].

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When "Individual" is selected for Managing the Printer Count.



If count by paper size is being performed, then the report will be printed per size.

Use the procedure below to print a job accounting report.

1 Prepare paper.

Check that A4 or Letter paper is loaded in the cassette.

2 Display the screen.

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

3 Print the report.

"Job Accounting Setting" [Print Accounting Report] > [Print]

Accounting report is printed.

Using Job Accounting

This section explains procedures while setting job accounting.

Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Login

1 **Enter the account ID using the numeric keys > [Login]**

NOTE

- If you entered a wrong character, select [C] (Clear) and enter the account ID again.
- If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
- By selecting [Check Counter], you can refer to the number of pages printed.

When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to login. If the user has already registered the account information, the account ID entry would be skipped.

➡ Adding a User (Local User List) (page 425)

2 **Proceed to complete the rest of the steps.**

Logout

When the operations are complete, select the [Logout] key to return to the account ID entry screen.

Apply Limit

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

Item	Descriptions
Immediately	Job stops when the counter reaches its limit.
Subsequently	Printing of the job continues but the subsequent job will be rejected.
Alert Only	Job continues while displaying an alert message.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Apply Limit]

2 Configure the settings.

Select [Immediately], [Subsequently], or [Alert Only].

Printer Count

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. For details, refer to the following:

- Restricting the Use of the Machine (page 454)
- Counting the Number of Pages Printed (page 461)
- Print Accounting Report (page 463)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Printer Count]

2 Configure the settings.

Select [Total] or [Individual].

Unknown User Settings

Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

The setting items are as follows.

Item	Descriptions
Permit	The job is permitted to be printed.
Reject	The job is rejected (not printed).

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Unknown User Settings" [Unknown ID Job].

2 Configure the settings.

Select [Permit] or [Reject].

Registering Information for a User whose ID is Unknown

If you register user information for a user whose ID is unknown, you can check information on the Job Status or Job History screens. In addition, you can restrict available functions.

NOTE

This function is displayed when [Unknown ID Job] is set to [Permit].

➡ Unknown ID Job (page 468)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select "Unknown User Settings" [User Property].

2 Enter the user information.

Enter the user information > [OK]

User Name

Enter the name displayed on the user list (up to 32 characters).

Account Name

Register an account for a user whose ID is unknown.

➡ Overview of Job Accounting (page 450)

NOTE

- Search by account ID or account name. Select either [Search (ID)] or [Search (Name)] to switch between [Search (ID)] and [Search (Name)].
- Select [Account Name] or [Account ID] to sort the account list.

Authorization Rules

Set usage authority.

The following restriction items are available:

Print Restriction:

Select whether or not use of the print function of the printer is prohibited.

Applicable print functions are as follows:

- Print from PC

10 Troubleshooting

Regular Maintenance 471
Troubleshooting 494
Adjustment/Maintenance 617
Clearing Paper Jams 619
Clearing a Staple Jam 721

Regular Maintenance

Cleaning

Clean the machine regularly to ensure optimum printing quality.

CAUTION

For safety, always unplug the power cord before cleaning the machine.

Toner Container Replacement

When toner is empty, the following message will be displayed. Replace the toner container.

"Toner is empty."

When toner runs low, the following message will be displayed. Make sure you have a new toner container available for replacement.

"Toner is low. (Replace when empty.)"

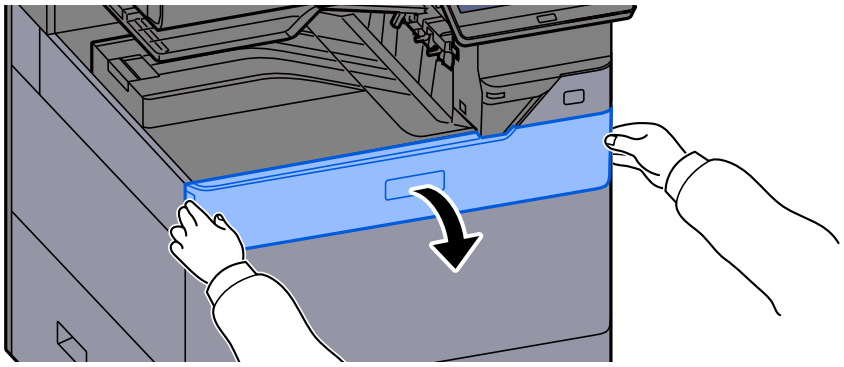
NOTE

- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

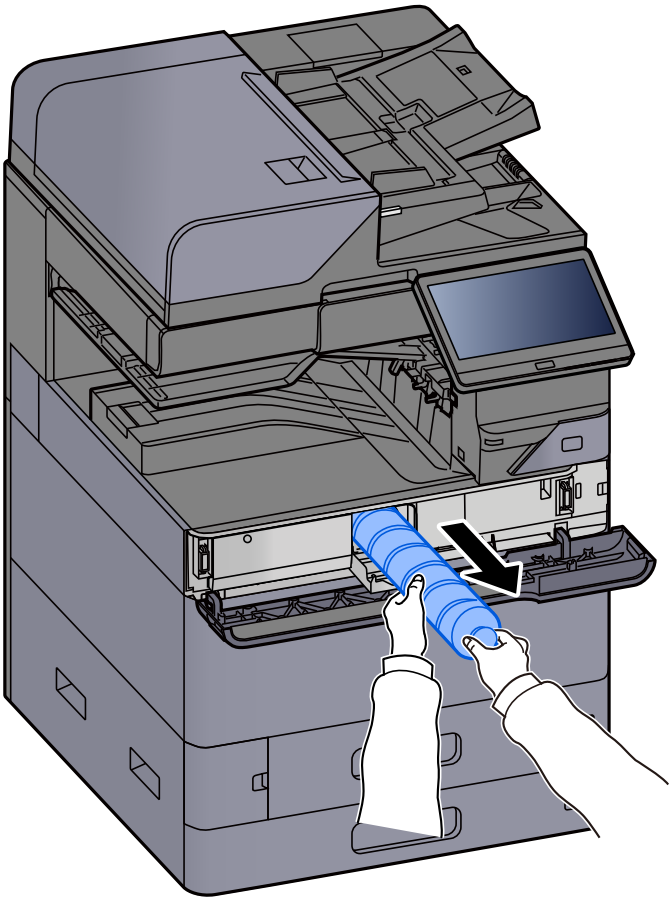
1 Open the front cover.



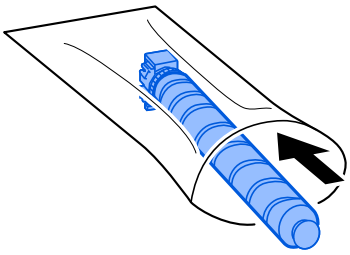
NOTE

If you close the toner container cover before replacing the container, select [Open Toner Container Cover].

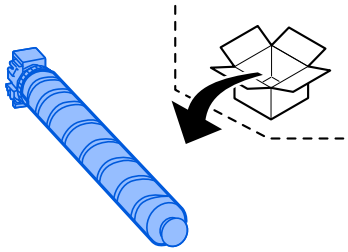
2 Remove the toner container.



3 **Put used toner container into the plastic waste bag.**

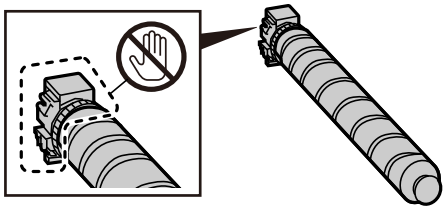


4 Remove the new toner container from the box.

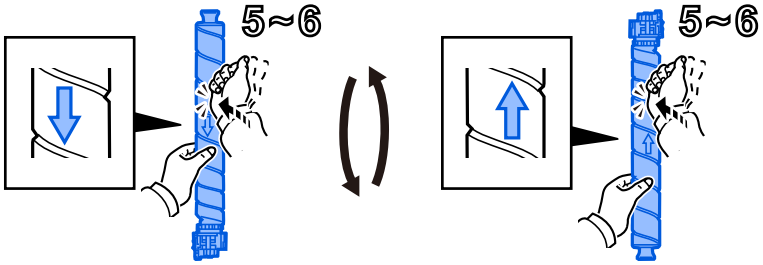


IMPORTANT

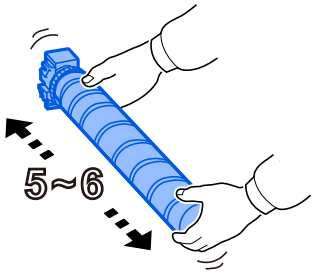
Do not touch the points shown below.



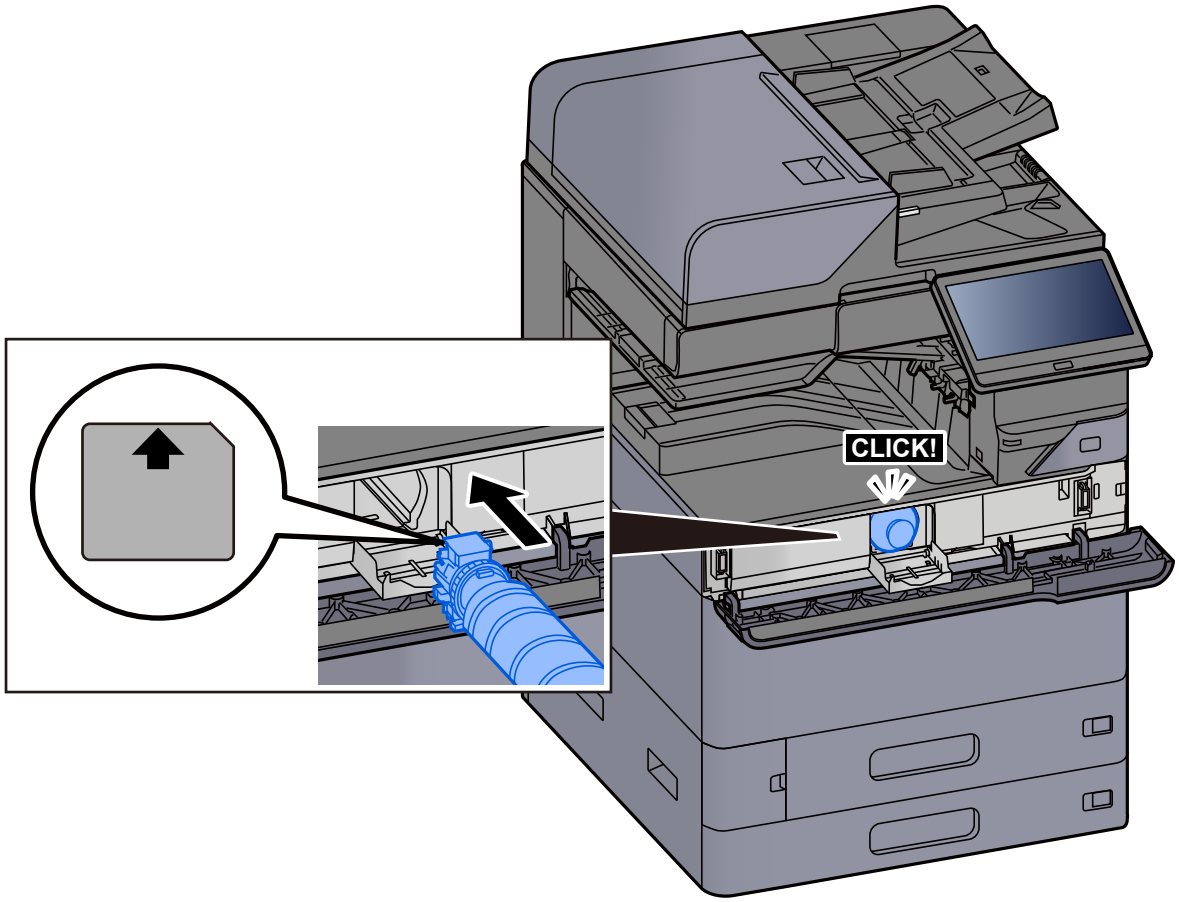
5 Tap the toner container.



6 Shake the toner container.



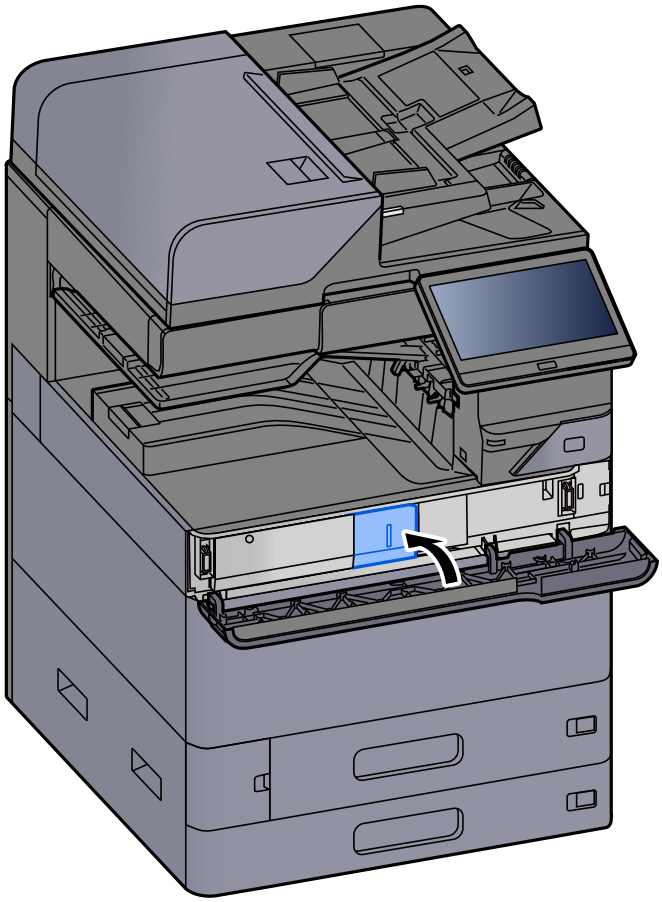
7 Install the toner container.



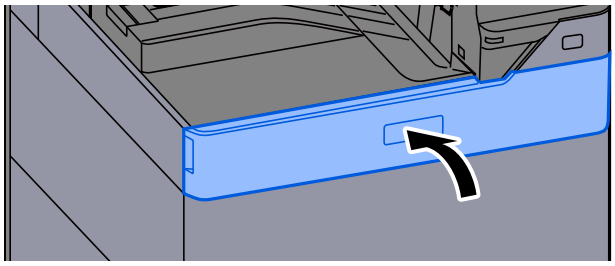
IMPORTANT

Insert the toner container all the way.

8 Close the toner container cover.



9 Close the front cover.



NOTE

- If the toner container cover or front cover does not close, check that the new toner container is installed correctly.
- Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

Replace the Waste Toner Box

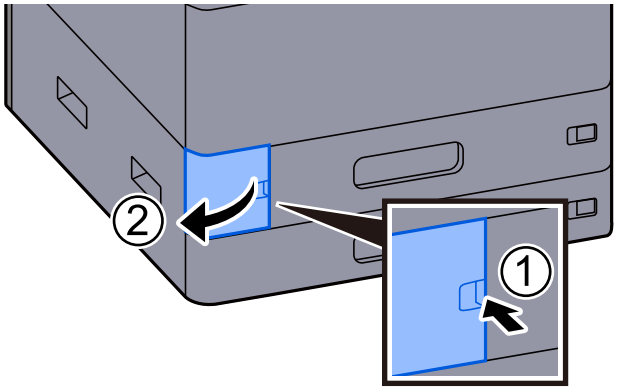
When the waste toner box is full, the following message will be displayed. Immediately replace the waste toner box.

"Replace the waste toner box."

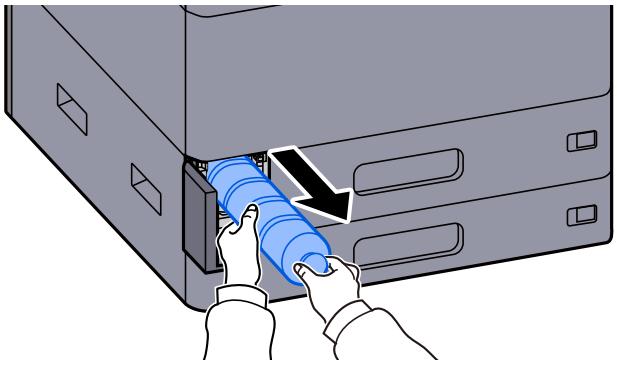
CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

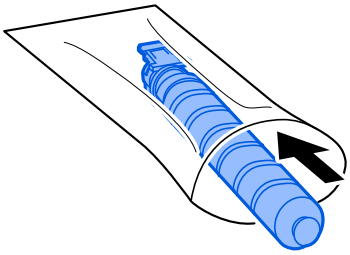
1 Open the waste toner box cover.



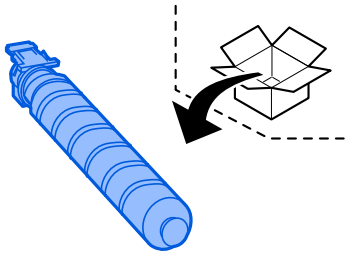
2 Remove the Waste Toner Box.



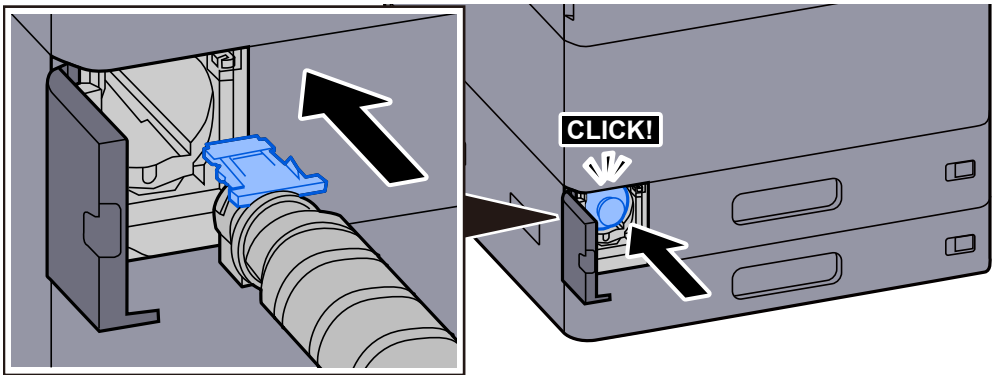
3 Put used Waste Toner Box into the plastic waste bag.



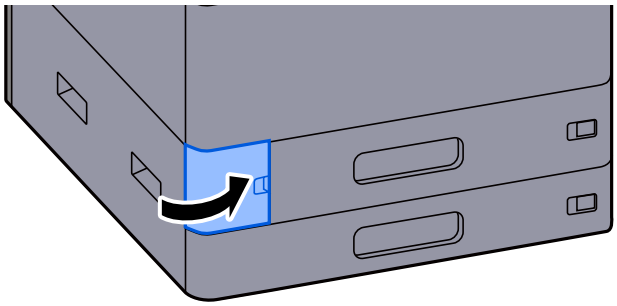
4 Remove the new Waste Toner Box.



5 Install the Waste Toner Box.



6 Close the waste toner box cover.



NOTE

Return the exhausted waste toner box to your dealer or service representative. The collected waste toner box will be recycled or disposed in accordance with the relevant regulations.

Loading Paper

When Cassette # runs out of paper, the following messages will be displayed.

"Add paper in cassette #"

"Add paper in Multipurpose tray"

➡ Loading in Cassette 1 (page 123)

➡ Loading in Cassette 2 (page 126)

➡ Loading in the Large Capacity Feeder (page 133)

➡ Loading in the Side Feeder (page 135)

➡ Loading Paper in the Multipurpose Tray (page 188)

NOTE

If [Show Paper Setup Message] is set to [On], the confirmation screen for the paper setting will be displayed when a new paper is set. If a paper is changed, change the settings of the paper.

➡ Cassette 1 (to 5) Settings (page 318)

➡ MP Tray Settings (page 321)

Replacing Staples (1,000-Sheet Finisher)

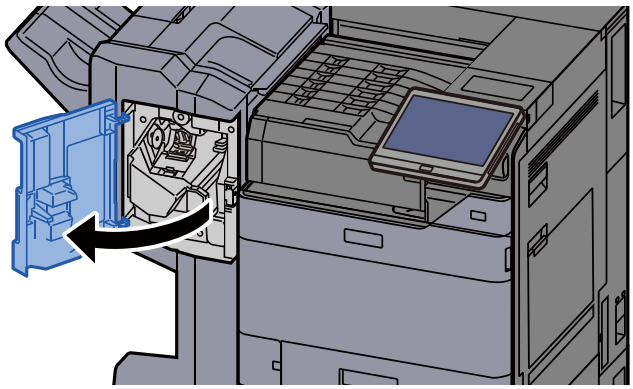
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty"

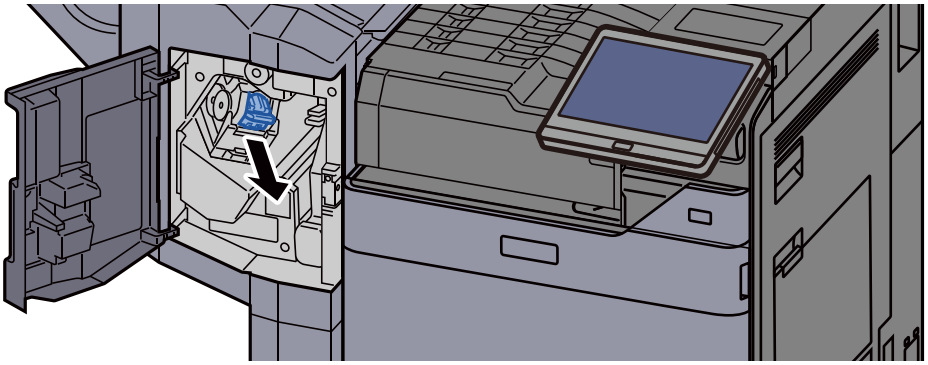
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

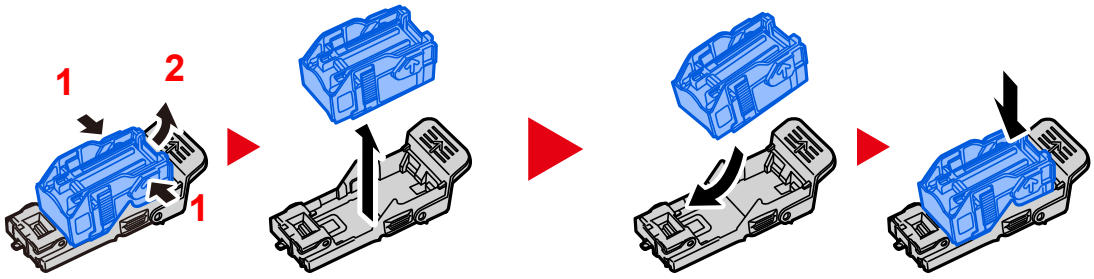
1 Open the finisher front cover.



2 Remove the Staple Cartridge Holder.



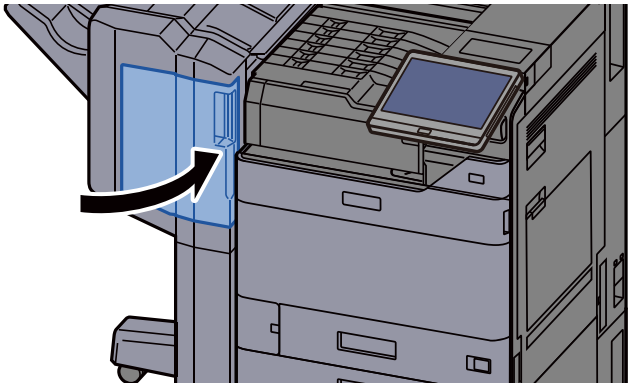
3 Replace the staples.



4 Install the Staple Cartridge Holder.



5 Close the cover.



Replacing Staples (4,000-Sheet Finisher)

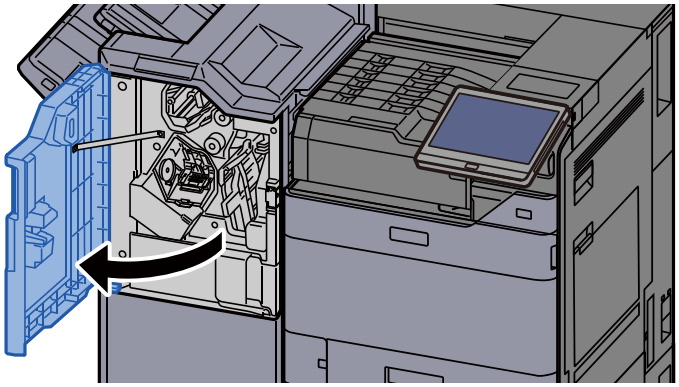
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

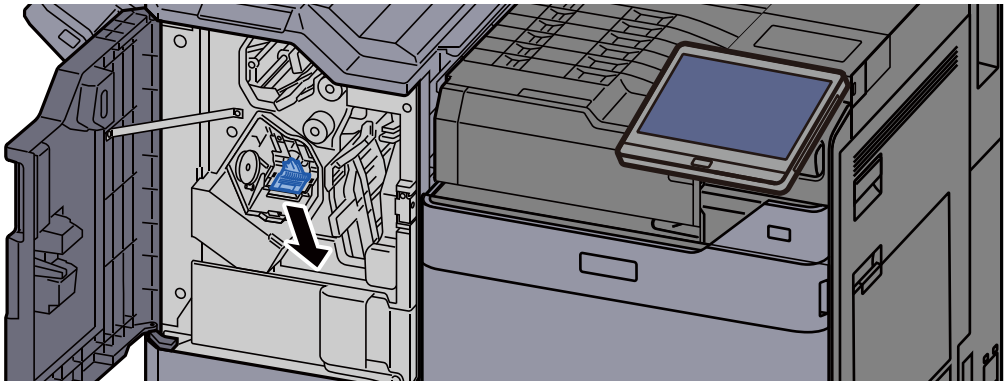
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

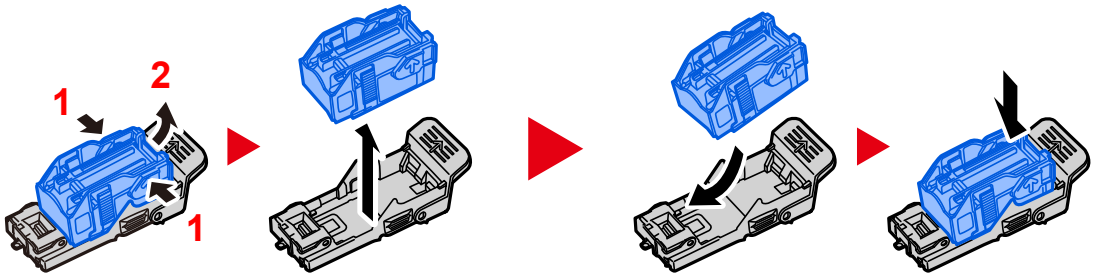
1 Open the finisher front cover 1.



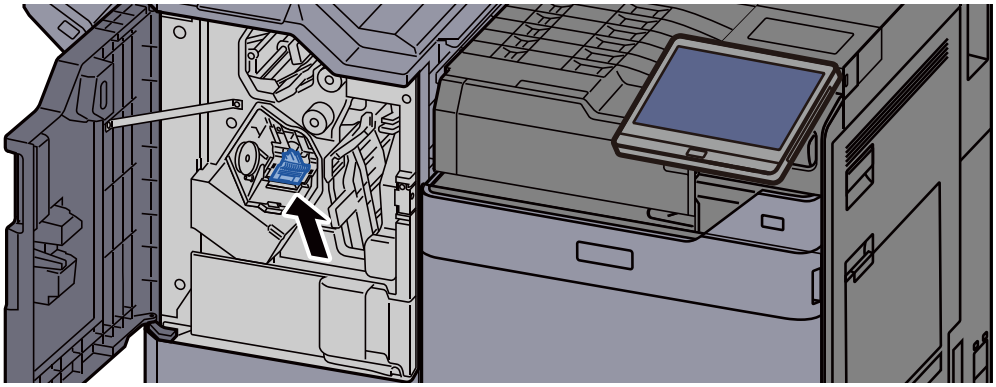
2 Remove the Staple Cartridge Holder (A).



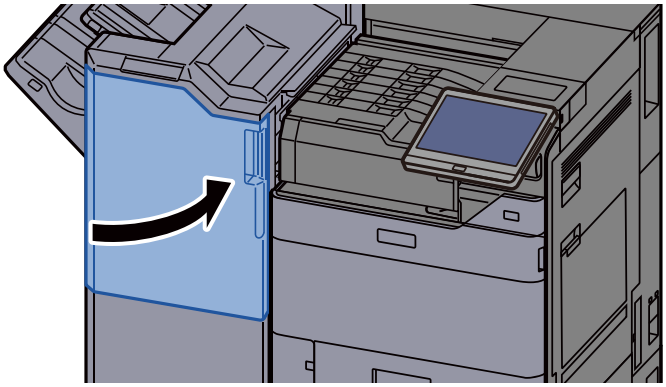
3 Replace the staples.



4 Install the Staple Cartridge Holder (A).



5 Close the cover.



Replacing Staples (100-sheet Staple Finisher)

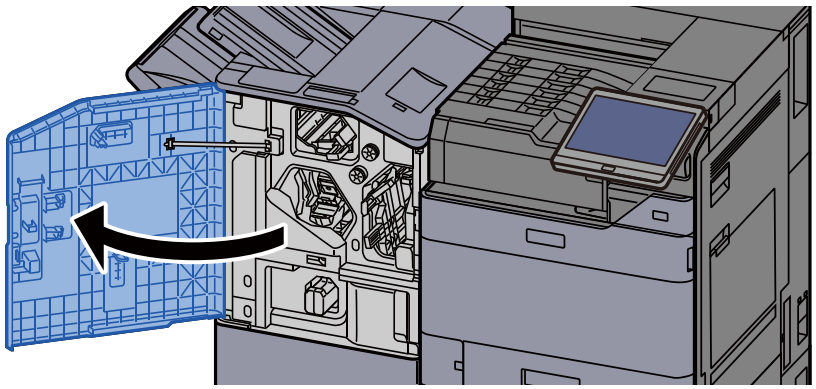
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

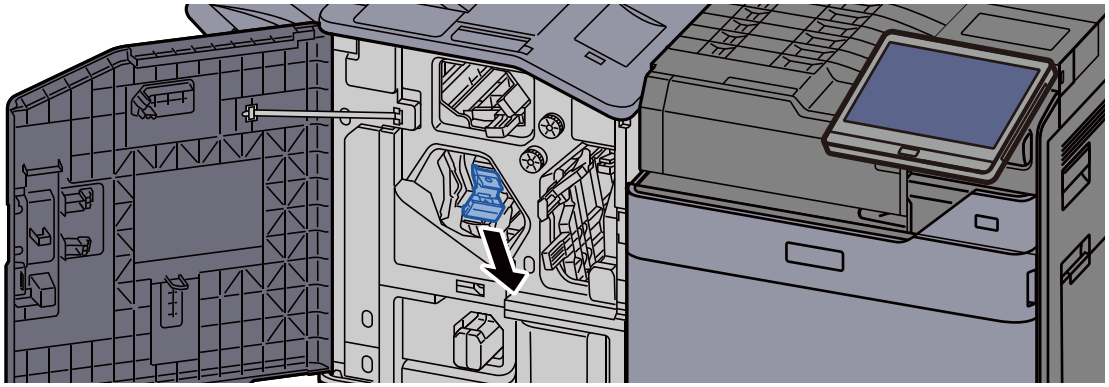
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

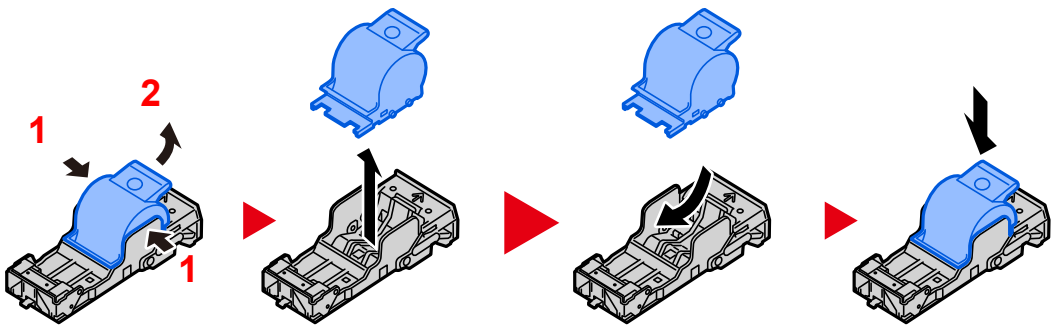
1 Open the finisher front cover 1.



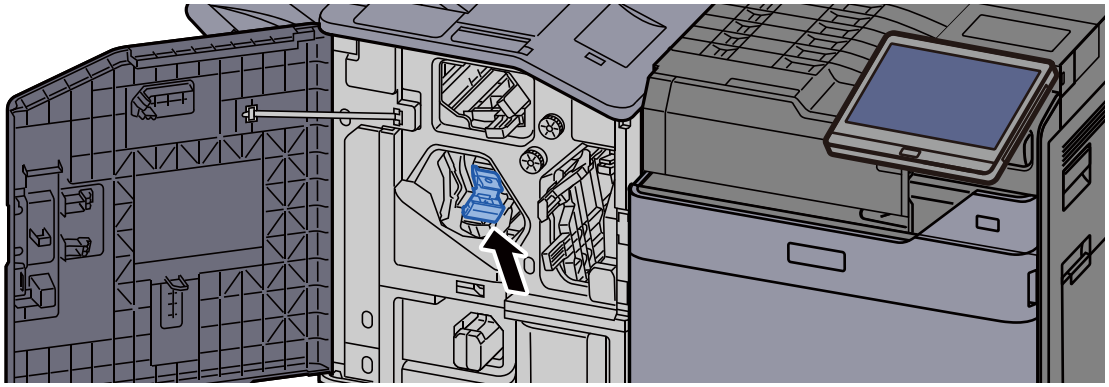
2 Remove the Staple Cartridge Holder (A).



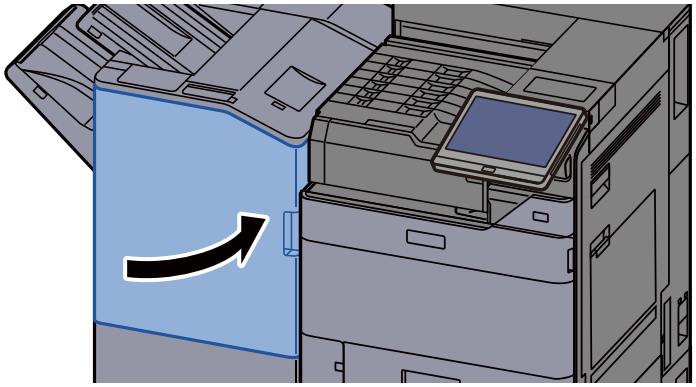
3 Replace the staples.



4 **Install the Staple Cartridge Holder (A).**



5 **Close the cover.**



Replacing Staples (Folding Unit)

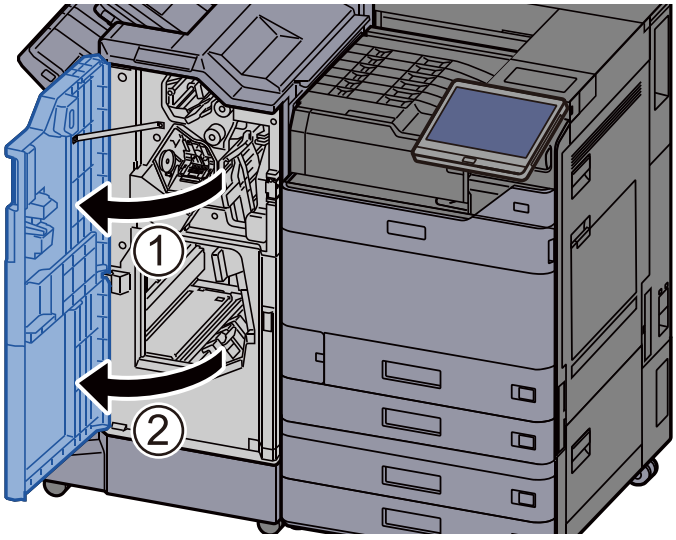
When the Staple Unit runs out of staples, the following messages will be displayed. The staple cartridge holder need to be replenished with staples.

"Staple is empty."

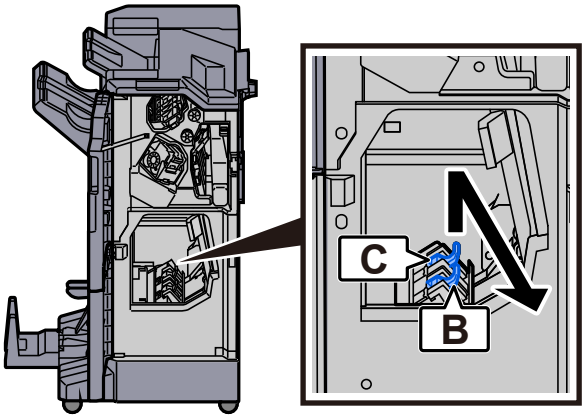
NOTE

If the Staple Unit runs out of staples, contact your dealer or service representative.

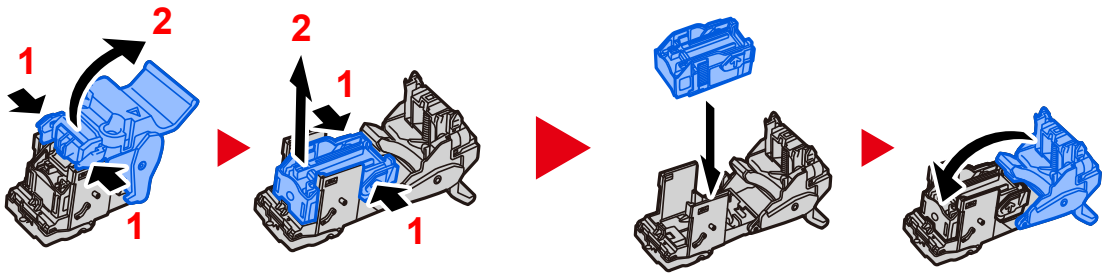
1 Open the finisher front cover 1 and 2.



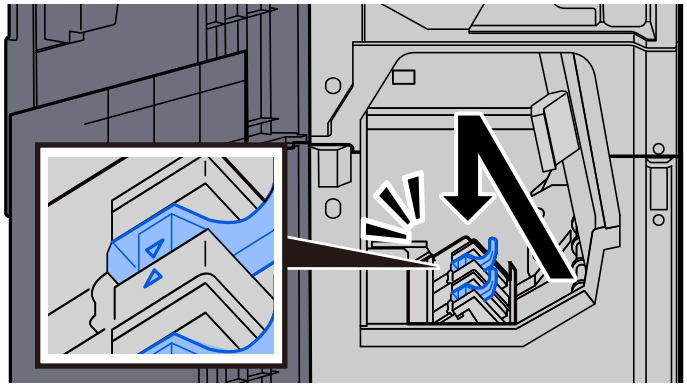
2 Remove the Staple Cartridge Holder (B) or (C).



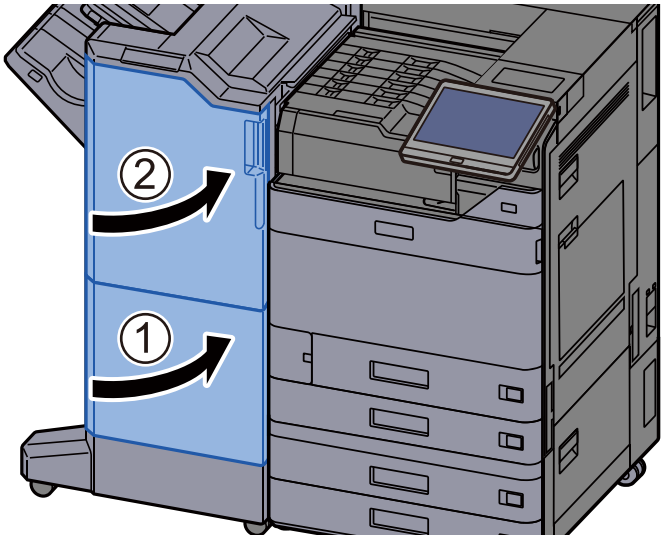
3 Replace the staples.



4 Install the Staple Cartridge Holder (B) or (C).



5 Close the covers.



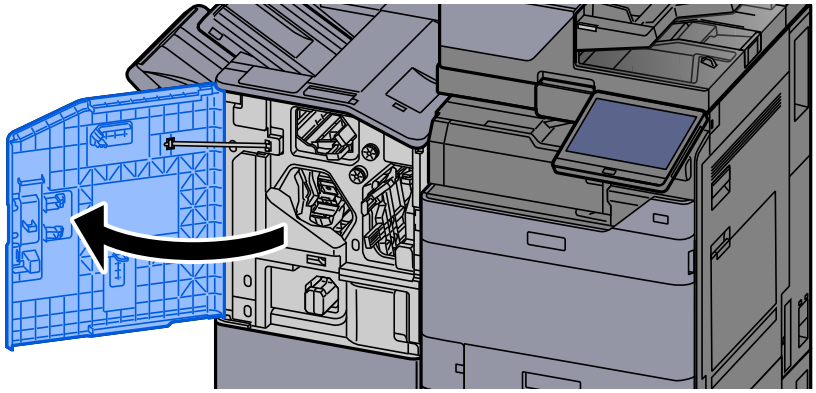
Disposing of the Staple Waste

When the staple waste box is full, the following messages will be displayed. Empty the staple waste box.

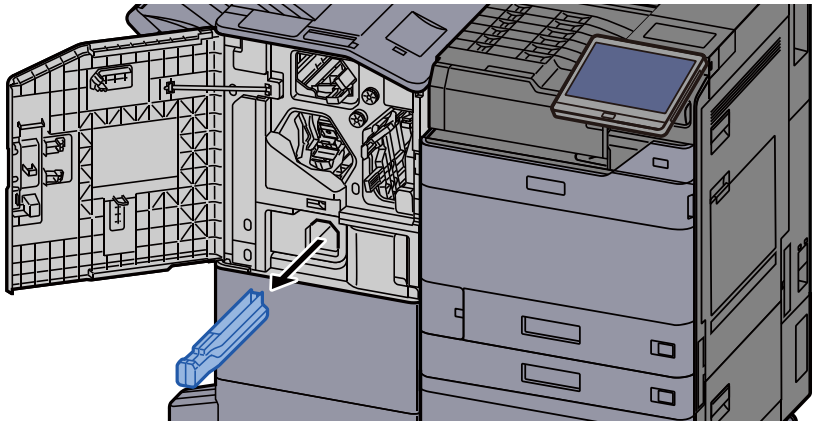
"Check the staple waste box."

Leave the power switch on the machine switched ON while performing this procedure.

1 Open the finisher front cover 1.



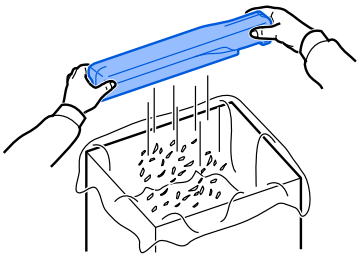
2 Remove the Staple Waste Box.



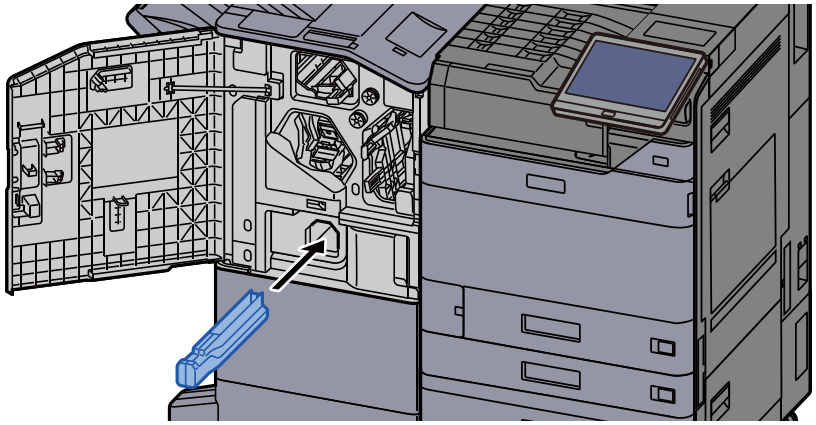
NOTE

Take care not to spill the staple waste when removing the box.

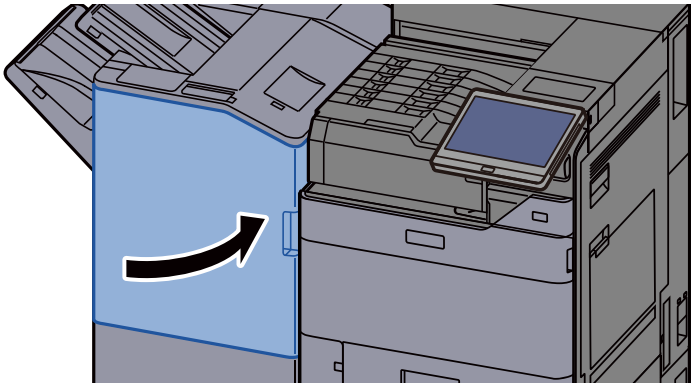
3 Empty the Staple Waste Box.



4 Install the Staple Waste Box.



5 Close the cover.



Disposing of the Punch Waste

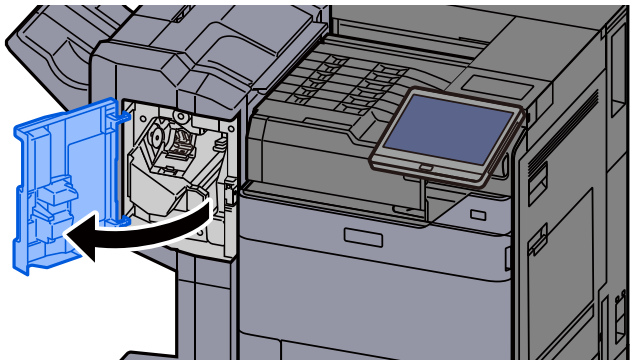
When the waste punch box is full, the following messages will be displayed. Empty the punch waste box.

"Empty the punch waste box"

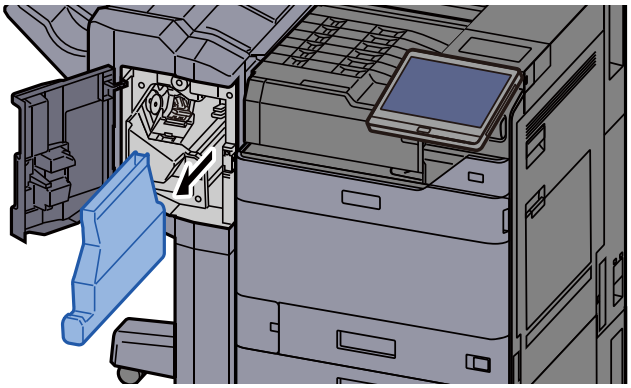
Leave the power switch on the machine switched ON while performing this procedure.

1,000-sheet Finisher

1 Open the finisher front cover.



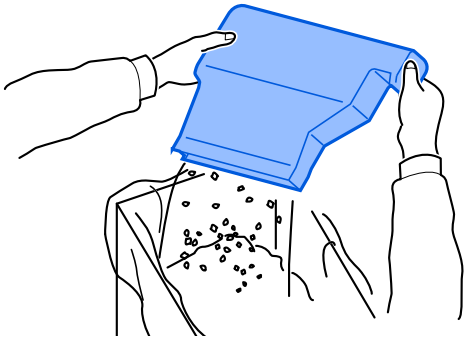
2 Remove the Punch Waste Box.



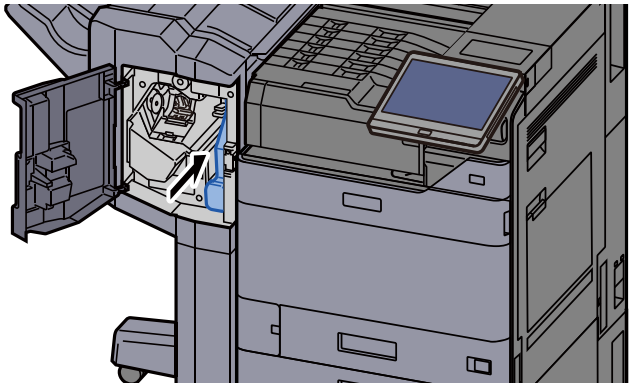
NOTE

Take care not to spill the waste hole punch scraps when removing the box.

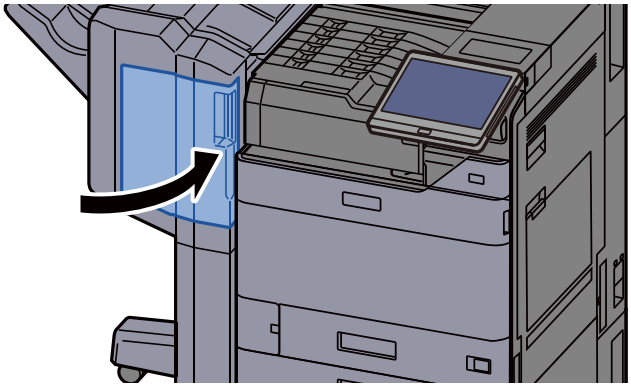
3 Empty the Punch Waste Box.



4 Install the Punch Waste Box.

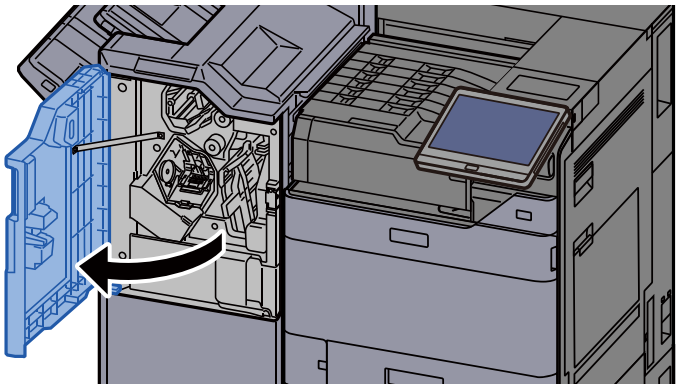


5 Close the cover.

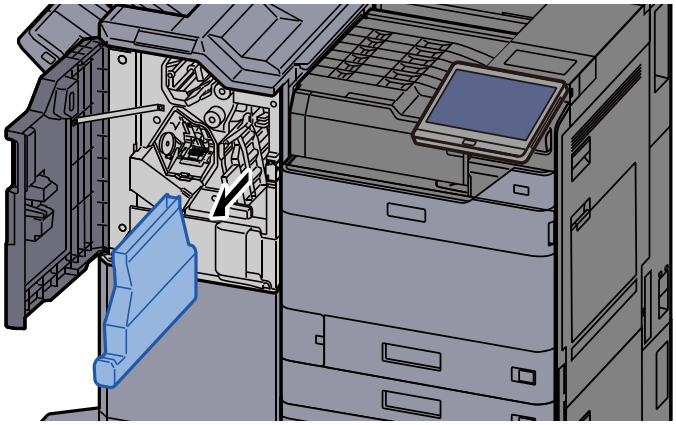


4,000-sheet Finisher/100-sheet Staple Finisher

1 Open the finisher front cover 1.



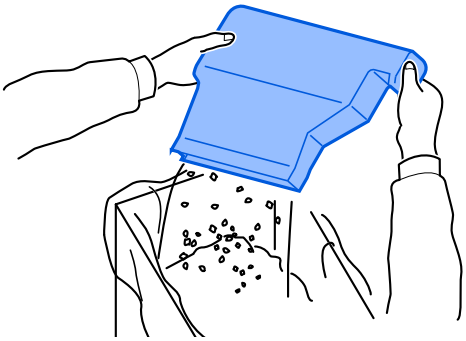
2 Remove the Punch Waste Box.



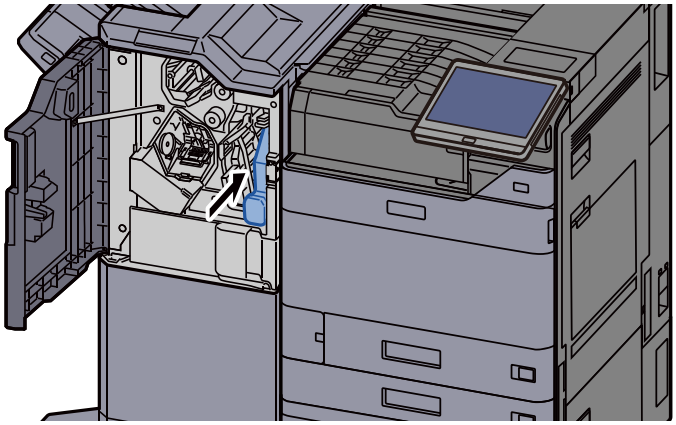
NOTE

Take care not to spill the waste hole punch scraps when removing the box.

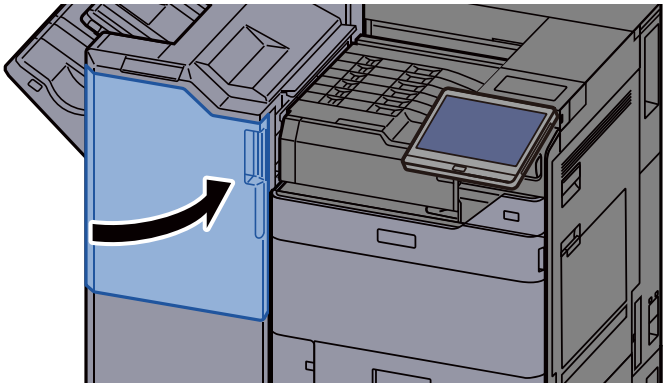
3 Empty the Punch Waste Box.



4 Install the Punch Waste Box.



5 Close the cover.



Troubleshooting

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

NOTE

When contacting us, the serial number will be necessary.

To check the serial number, refer to the following:

➡ Display for Device Information (page 57)

Machine Operation Trouble

When the following machine operation troubles occur, implement appropriate procedures.

An application does not start.

Is the Auto Panel Reset time short?

Set the Auto Panel Reset time to 30 seconds or more.

➡ Energy Saver/Timer (page 313)

The screen does not respond when the power switch is turned on.

Is the machine plugged in?

Plug the power cord into an AC outlet.

The touch panel is not responsive or malfunctions.

Is the touch panel operated with wet hands?

Dry your hands to operate the touch panel.

Are you operating with gloves on?

Use your bare hands or a stylus pen to operate the touch panel.

Is the machine installed near a device that generates electrical noise (generator, air conditioner, etc.)?

Install the machine away from devices that generate electrical noise.

Pressing the [Start] key does not produce copies.

Is there a message on the screen?

Determine the appropriate response to the message and respond accordingly.

➡ Responding to Messages (page 518)

Is the machine in Sleep mode?

Select any key on the operation panel to recover the machine from Sleep mode.

➡ Sleep (page 79)

Paper often jams.

Is the paper loaded correctly?

Load the paper correctly.

➡ Loading in Cassette 1 (page 123)

Turn the orientation 180 degrees around in which the paper is positioned.

➡ Loading in Cassette 1 (page 123)

Is the paper of the supported type? Is it in good condition?

Remove the paper, turn it over, and reload it.

➡ Loading in Cassette 1 (page 123)

Is the paper curled, folded or wrinkled?

Replace the paper with new paper.

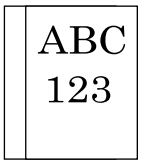
➡ Loading in Cassette 1 (page 123)

Are there any loose scraps or jammed paper in the machine?

Remove any jammed paper.

➡ Sleep (page 79)

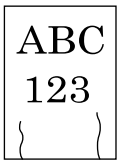
2 or more sheets are overlaps when ejected. (multi feed)



Load the paper correctly.

➡ Precaution for Loading Paper (page 119)

Printouts are wrinkled.



Is the paper loaded correctly?

Load the paper correctly.

➡ Loading in Cassette 1 (page 123)

Turn the orientation 180 degrees around in which the paper is positioned.

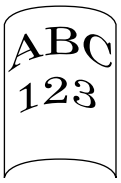
➡ Loading in Cassette 1 (page 123)

Is the paper damp?

Replace the paper with new paper.

➡ Loading in Cassette 1 (page 123)

Printouts are curled.



Turn the orientation 180 degrees around in which the paper is positioned.

➡ Loading in Cassette 1 (page 123)

Is the paper damp?

Replace the paper with new paper.

➡ Loading in Cassette 1 (page 123)

Printer driver cannot be installed.

Is the driver installed with the host name while Wi-Fi or Wi-Fi Direct function is available?

Specify the IP address instead of the host name.

➡ Installing Software (page 88)

Is Level 3 selected in Security Quick Setup?

Follow the steps below.

1. **Obtain the root certificate for TLS communication from the Trusted Root Certification Authorities and register it to Root Certificate 1 (to 5) on the Security Settings: Certificate page of Embedded Web Server.**
2. **Reboot PC after Certificate installed.**
3. **Set SNMPv3 to On of Other Protocols on Network Settings: Protocol page of Embedded Web Server.**
4. **Configure the SNMPv3 settings on Management Settings: SNMP page of Embedded Web Server.**
5. **Access to Control Panel and click Devices and Printers, Add Printer, then “The printer that I want isn't listed”.**
6. **Check “Select a shared printer by name” and enter the Printer address.**

   Example: https://hostname:443/printers/lp1
7. **Select the desired printer and specify the printer driver.**

➡ **Embedded Web Server User Guide**

Cannot print.

Is the machine plugged in?

Plug the power cord into an AC outlet.

Is the machine powered on?

Turn on the power switch.

➡ Power Off (page 45)

Are the USB cable and network cable connected?

Connect the correct USB cable and network cable securely.

➡ Connecting LAN Cable (page 41)

Is the print job paused?

Resume printing.

➡ Job Operation (page 292)

When the wired or Wi-Fi network is configured using the name resolution, does the IP address (private address) of the other network which cannot access coexists?

The number of host name and domain name which can be used with the machine is one respectively. Configure the network under this restriction.

Change the settings of name resolution such as NetBEUI and DNS, or network environment settings.

➡ **Embedded Web Server User Guide**

Select Wi-Fi, Wired Network or Optional Network as an unlimited-use network on Primary Network (Client).

➡ Others (page 396)

Set to [Wired Network] or [Wi-Fi] either one of [On], and set the other setting to [Off].

➡ Protocol Settings (page 376)

Cannot print with USB drive. USB drive not recognized.

Is the USB host blocked?

Select [Unblock] in the USB host settings.

➡ Interface Block Setting (page 399)

Check that the USB drive is securely plugged into the machine.

While "Auto-IP" is already set to [On], the IP address is not assigned automatically.

Is a value other than "0.0.0.0" entered for the link local address of TCP/IP(v4)?

Enter "0.0.0.0" for the IP address of TCP/IP(v4).

➡ Network Setup (page 66)

The machine is emitting steam in the area around the paper ejection slot.

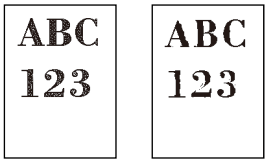
Check the room temperature to see if it is low, or if damp paper was used.

Depending on the printing environment and the paper's condition, the heat generated during printing will cause the moisture in the paper to evaporate, and the steam emitted may look like smoke. This is not a problem, and you can continue printing. If the steam concerns you, raise the room temperature, or replace the paper with a newer, dryer paper.

Printed Image Trouble

When the following printed image trouble occurs, implement appropriate procedures.

Printouts are totally too light.



Is the paper damp?

Replace the paper with new paper.

➡ Loading Paper (page 119)

Have you changed the density?

Select appropriate density level.

➡ Density (page 255)

➡ Adjustment/Maintenance (page 414)

Is there a message on the screen about adding the toner?

Replace the toner container.

➡ Toner Container Replacement (page 472)

Is EcoPrint mode enabled?

Disable [EcoPrint] mode.

➡ Print (page 346)

Run [Developer Refresh].

➡ Image Adjustment (page 618)

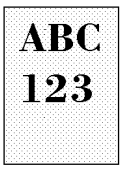
Run [Laser Scanner Cleaning].

➡ Image Adjustment (page 618)

Make sure the paper type setting is correct for the paper being used.

➡ Media Type Setting (page 324)

White background parts of the image appear to have a slight overall coloration.



Have you changed the density?

Select appropriate density level.

➡ Density (page 255)

➡ Adjustment/Maintenance (page 414)

Run [Calibration].

➡ Image Adjustment (page 618)

Perform the drum refresh, and then set [Drum Heater] to [On].

➡ Behavior Adjustment (page 416)

Printed images are fuzzy. Printed images are cut off.



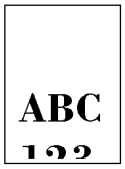
Is the device used in an environment with high humidity or where the temperature or humidity changes suddenly?

Use in an environment that has suitable humidity.

Run [Drum Refresh].

➡ Image Adjustment (page 618)

Printed images are skewed.

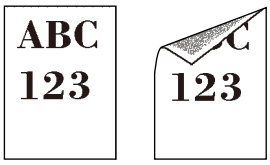


Is the paper loaded correctly?

Check the position of the paper width guides.

➡ Loading in Cassette 1 (page 123)

Dirt on the top edge or back of the paper.

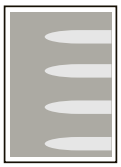


Is the interior of the machine dirty?

Open the right cover. If the machine interior is dirty with toner, clean it using soft, dry, lint-free cloth.

➡ Cleaning (page 471)

Part of the image is periodically faint or shows white lines.



Open and then close the right cover.

Run [Drum Refresh].

➡ Image Adjustment (page 618)

Run [Developer Refresh].

➡ Image Adjustment (page 618)

Print on the back of the sheet is visible on the front.



Set [Prevent Bleed-through] to [On].

➡ Prevent Bleed-thru (page 260)

➡ Print (page 346)

Remote Operation

This function enables the system administrator to explain how to operate the panel and troubleshoot to user, by accessing operation panel of the machine at remote using browser and VNC software.

Executing Remote Operation from Browser

The supported Browser is as follows. We recommend the latest version of browser to use Remote Operation.

- Google Chrome (Version 21.0 or later)
- Microsoft Edge
- Mozilla Firefox (Version 14.0 or later)
- Safari (Version 5.0 or later)

This procedure explains how to execute Remote Operation from Embedded Web Server using Google Chrome.

NOTE

To execute Remote Operation using other browsers, refer to the following:

➡ **Embedded Web Server User Guide**

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

2 Set "Enhanced VNC over TLS" to [On].

➡ Protocol Settings (page 376)

NOTE

You can configure the protocol settings using Embedded Web Server.

➡ **Embedded Web Server User Guide**

3 Configure settings for remote operation.

1 [Home] key > [...] > [System Menu] > [Network Settings] > "Connectivity" [Remote Operation] > [On]

2 Select [Off], [Use Password], or [Administrator Only]. When you select [Use Password], enter the password in "Password" and "Confirm Password", then select [OK].

➡ Connectivity (page 395)

NOTE

You can configure settings for remote operation using Embedded Web Server

➡ **Embedded Web Server User Guide**

4 Restart the machine.

➡ Others (page 396)

5 **Start up the browser.**

Enter "https://" and host name of the machine to access the Embedded Web Server

➡ Accessing Embedded Web Server (page 107)

6 **Select [Device Information / Remote Operation] > [Remote Operation].**

7 **Click [Start] button.**

NOTE

- If the user is logged in to the device, the permission confirmation screen will be displayed on the operation panel. Select [Yes].
- If pop-up blocking of the browser occurs during connection of the Remote Operation, select Always allow pop-ups from https:// [host name], and click Done. Perform Remote Operation after waiting 1 minute or more.

When the Remote Operation is started up, the operation panel screen will be displayed on the system administrator's or user's PC screen.

Executing Remote Operation from VNC Software

1 Display the screen.

[Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

2 Set "Enhanced VNC (RFB)" to [On].

➡ Protocol Settings (page 376)

NOTE

- When setting "VNC (RFB) over TLS" [On], the communication is encrypted.
- You can configure the protocol settings using Embedded Web Server.

➡ **Embedded Web Server User Guide**

3 Startup the remote operation.

1 Start up the VNC software.

2 Enter the following format separated by a colon to start up the remote operation.

"IP address: port number"

NOTE

When setting "VNC (RFB)" to [On] in step 2, the default port number is 9062. When setting "VNC (RFB) over TLS " to [On], the default port number is 9063.

➡ Protocol Settings (page 376)

Responding to Messages

If the touch panel or the computer displays any of these messages, follow the corresponding procedure.

NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Display for Device Information (page 57)

"Abnormalities were detected." is displayed.

The error was detected. The execution of the program is stopped. Please contact to the service representatives.

"Acceptable staple count exceeded." is displayed.

"Is the acceptable number of sheets exceeded?" is displayed.

Select [Continue] to print
without using Staple. Select
[Cancel] to cancel the job.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Access point was not detected." is displayed.

Check if the access point has been set correctly.

"Add paper in cassette#." is displayed.

"Is the indicated cassette out of paper?" is displayed.

Load paper.

Select the available paper.

Select [Continue] to print.

➡ Loading Paper (page 119)

"Are five or less envelopes loaded in the cassette?" is displayed.

Pull the cassette and loosen the paper length and width guides slightly.

"Add paper in Multipurpose tray." is displayed.

"Is the paper of the selected size loaded in the multipurpose tray?" is displayed.

Load paper.

Select the available paper.

Select [Continue] to print.

➡ Loading Paper in the Multipurpose Tray (page 188)

"Box is not found." is displayed.

The specified box cannot be found. Job is canceled. Select [End].

"Box limit exceeded." is displayed.

"Is [End] displayed on the screen?" is displayed.

The specified box is full, and no further storage is available. Job is canceled. Select [End]. Try to perform the job again after printing or deleting data from the box.

Repeat Copy box is full, and no further repeat copy is available. Select [Continue] to print pages. Select [Cancel] to cancel the job.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Broadcast error" is displayed.

An error has occurred during broadcast transmission. The job is canceled. Select [End].

"Calibrating..." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Cannot Banner Print." is displayed.

System stamp is set up.

Banner print cannot be carried out.

Job is canceled. Select [End].

"Cannot connect to Authentication Server." is displayed.

Set machine time to match the server's time.

➡ Default Settings of the Machine (page 65)

Check the domain name.

➡ Overview of User Login Administration (page 419)

Check the host name.

➡ Overview of User Login Administration (page 419)

Check the connection status with the server.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot connect to Server." is displayed.

Check the connection status with the server.

"Cannot connect." is displayed.

This appears when the Wi-Fi or Wi-Fi Direct connection did not complete. Check the settings and check the signal conditions.

➡ Wi-Fi Direct Settings (page 363)

➡ Wi-Fi Settings (page 365)

"Cannot duplex print on this paper." is displayed.

"Did you select a paper size/type that cannot be duplex printed?" is displayed.

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 268)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot duplex print on this paper size." is displayed.

"Did you select a paper size/type that cannot be duplex printed?" is displayed.

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 268)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot duplex print on this paper type." is displayed.

"Did you select a paper size/type that cannot be duplex printed?" is displayed.

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 268)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot fold this paper." is displayed.

"Did you select a paper size/type that cannot be folded?" is displayed.

If the selected paper is not changed and [Continue] is selected, fold is released. Select the available paper. Select [Continue] to print.

➡ Fold (page 245)

"Cannot fold this paper size." is displayed.

"Did you select a paper size/type that cannot be folded?" is displayed.

If the selected paper is not changed and [Continue] is selected, fold is released. Select the available paper. Select [Continue] to print.

➡ Fold (page 245)

"Cannot fold this paper type." is displayed.

"Did you select a paper size/type that cannot be folded?" is displayed.

If the selected paper is not changed and [Continue] is selected, fold is released. Select the available paper. Select [Continue] to print.

➡ Fold (page 245)

"Cannot offset this paper." is displayed.

"Did you select a paper size/type that cannot be offset?" is displayed.

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 247)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot offset this paper size." is displayed.

"Did you select a paper size/type that cannot be offset?" is displayed.

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 247)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot offset this paper type." is displayed.

"Did you select a paper size/type that cannot be offset?" is displayed.

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 247)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot output this paper to the tray." is displayed.

"Is the cassette you selected correct?" is displayed.

Select the available paper. Select [Continue] to print.

"Cannot perform remote printing." is displayed.

Remote printing is prohibited. The job is canceled. Select [End].

➡ Printer (page 349)

"Cannot print the specified number of copies." is displayed.

Only one copy is available. Select [Continue] to continue printing. Select [Cancel] to cancel the job.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot process this job." is displayed.

Restricted by Authorization settings. The job is canceled. Select [End].

Restricted by Job Accounting. The job is canceled. Select [End].

➡ Enabling Job Accounting (page 452)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot punch at the specified position." is displayed.

"Have you selected a position that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

"Cannot punch this paper." is displayed.

"Did you select a paper size/type that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

"Cannot punch this paper size." is displayed.

"Did you select a paper size/type that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

"Cannot punch this paper type." is displayed.

"Did you select a paper size/type that cannot be punched?" is displayed.

If the selected paper is not changed and [Continue] is selected, punch is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

"Cannot read data in this ID card." is displayed.

In registration process, the ID card information was not read correctly. Hold again the ID card over the ID card reading part. If the same message still appears, the ID card may not be compatible with this product. Change it to another ID card.

"Cannot recognize." is displayed.

Make sure your ID card has been registered.

"Cannot staple at the specified position." is displayed.

"Have you selected a position that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

"Cannot staple this paper." is displayed.

"Did you select a paper size/type that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot staple this paper size." is displayed.

"Did you select a paper size/type that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot staple this paper type." is displayed.

"Did you select a paper size/type that cannot be stapled?" is displayed.

If the selected paper is not changed and [Continue] is selected, staple is released.

Select the available paper. Select [Continue] to print.

➡ Staple/Punch (page 249)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Cannot use ##### due to a failure." is displayed.

Call service representative.

"Cannot use this function due to a hard disk failure." is displayed.

Call service representative.

"Check the paper in the multipurpose tray." is displayed.

The paper size is different. Set selected size paper and select [Continue].

➡ Loading Paper in the Multipurpose Tray (page 188)

"Check the side feeder." is displayed.

The side feeder is not installed correctly. Attach the side feeder.

"Check the staple waste box." is displayed.

"Is the staple waste box full?" is displayed.

Follow the instructions on the screen, and empty the staple waste box.

➡ Disposing of the Staple Waste (page 488)

The staple waste box is not installed correctly. Set it correctly.

➡ Disposing of the Staple Waste (page 488)

"Check the toner container." is displayed.

Open the main unit front cover and remove the toner container. Shake carefully and replace.

NOTE

If you select [Open Toner Container Cover], you can open the Toner Container Cover that you closed accidentally.

"Confidential document was detected." is displayed.

The machine detects the document guard pattern. Select [Continue] or [End] according to the circumstances.

"Empty the punch waste box." is displayed.

"Is the punch waste box full?" is displayed.

Follow the instructions on the screen. and empty the punch waste box.

➡ Disposing of the Punch Waste (page 490)

"Encrypted PDF Password error." is displayed.

"Is the password you input correct?" is displayed.

Password is not entered or is incorrect.

"Error occurred at cassette #." is displayed.

Open the cassette. Check inside the machine and remove the paper.

"Failed to activate." is displayed.

Failed to activate the application. Contact administrator.

Expansion Authentication is disabled. Turn the power switch off and on. If the error exists, contact administrator.

"Failed to specify Job Accounting." is displayed.

Failed to specify Job Accounting when processing the job externally. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Failed to store job retention data." is displayed.

The job is canceled. Select [End]

"Finisher tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Folding tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Folding Unit is detached." is displayed.

Close the folding unit.

"Hard Disk error." is displayed.

An error has occurred on the hard disk. Job is canceled. Select [End].

The error cords are as follows.

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, divide the file into smaller files.

If the error occurs after the file is divided, the hard disk is damaged. Execute [System Initialization].

04: Insufficient space on the hard disk to complete this operation. Move data or delete unneeded data.

"Incorrect account ID." is displayed.

The account ID was incorrect when processing the job externally. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Incorrect box password." is displayed.

The box password was incorrect when processing the job externally. The job is canceled. Select [End].

"Incorrect Login User Name or Password." is displayed.

The login user name or password was incorrect when processing the job externally. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Install the punch waste box." is displayed.

Follow the instructions on the screen. and install the punch waste box.

➡ Disposing of the Punch Waste (page 490)

"Install the waste toner box." is displayed.

The waste toner box is not installed correctly. Set it correctly.

➡ Replace the Waste Toner Box (page 477)

"Job Accounting restriction exceeded." is displayed.

"Is the acceptable printing count restricted by Job Accounting exceeded?" is displayed.

The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Job separator tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper and select [Continue]. Printing then resumes.

"KPDL error." is displayed.

PostScript error has occurred. The job is canceled. Select[End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Machine failure." is displayed.

Internal error has occurred. Make a note of the error code displayed on the screen. Call service representative.

"Mailbox tray # is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Main unit inner tray is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Malicious program was detected." is displayed.

There might be the unauthorized program. The execution is stopped. Please contact to the administrator.

"Non-genuine toner installed." is displayed.

"Is the installed toner container our own brand?" is displayed.

We will not be liable for any damage caused by the use of third party supplies in this machine.

"Paper jam." is displayed.

If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed paper.

➡ Clearing Paper Jams (page 619)

"Paper left." is displayed.

Remove paper from the finisher tray.

Remove the paper from the folding tray of the finisher.

Remove paper from the document finisher.

"Performing Drum Refresh..." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Preparing to print." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Regulating the temperature..." is displayed.

The machine is under the adjustment to maintain its quality. Please wait.

"Running security function..." is displayed.

Running security function. Please wait.

"SSD error." is displayed.

An error has occurred on the SSD. Job is canceled. Select [End].

The error cords are as follows.

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, divide the file into smaller files. If the error occurs after the file is divided, the SSD is damaged. Execute [System Initialization].

04: Insufficient space on the SSD to complete this operation. Move data or delete unneeded data.

NOTE

Please be aware that when you carry out initialization of the system, the data saved in SSD will be erased.

"Staple is empty." is displayed.

"Has the staple cartridge holder run out of staples?" is displayed.

If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the screen. Leave the machine on and follow the instructions to replace the staple case. Select

[Continue] to print without stapling. Select [Cancel] to cancel the job.

➡ Replacing Staples (1,000-Sheet Finisher) (page 480)

➡ Replacing Staples (4,000-Sheet Finisher) (page 482)

➡ Replacing Staples (100-sheet Staple Finisher) (page 484)

➡ Replacing Staples (Folding Unit) (page 486)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"Staple is empty. (Manual Staple)" is displayed.

"Has staple cartridge holder A run out of staples?" is displayed.

Add staples to staple cartridge holder A.

➡ Replacing Staples (4,000-Sheet Finisher) (page 482)

"Staple jam." is displayed.

If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed staple.

➡ Clearing a Staple Jam (page 721)

"System error." is displayed.

System error has occurred. Follow the instructions on the screen.

"The cover is open." is displayed.

"Is there any cover which is open?" is displayed.

Close the cover indicated on the screen.

"The device cannot be connected because allowed connections would be exceeded." is displayed.

"Are ten handheld devices connected simultaneously?" is displayed.

Cancel a connection to a portable device that is not being used, or set the machine's auto disconnect time to break portable device connections.

➡ Wi-Fi Direct Settings (page 363)

"The password does not meet password policy." is displayed.

"Is the password expired?" is displayed.

Change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 424)

➡ Adding a User (Local User List) (page 425)

"Is the password policy requirement (such as password length or required characters) changed?" is displayed.

Confirm the password policy requirements and change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 424)

➡ Adding a User (Local User List) (page 425)

"The phone receiver is off the hook." is displayed.

Put down the receiver.

"The toner container is improperly installed." is displayed.

The toner container is improperly installed or not installed.

Open the front cover and set the toner container correctly.

"This ID card is already registered to another user." is displayed.

Your ID card has already been registered. Change it to another ID card.

"This user account is locked out." is displayed.

Contact administrator.

The job is canceled. Select [End].

"Time for maintenance soon. ##### " is displayed.

Call service representative.

Toner is empty.

Replace the toner container to our specified toner container.

➡ Toner Container Replacement (page 472)

Toner is low. (Replace when empty.)

It is almost time to replace the toner container. Obtain a new toner container.

"Toner type mismatch." is displayed.

"Does the type of toner you have match the model?" is displayed.

Please install correct toner.

"Tray # is full of paper." is displayed.

"Is the acceptable storage capacity exceeded?" is displayed.

Remove the paper. Printing then resumes.

"Unknown Toner Installed. PC [C][M][Y][K]" is displayed.

"Does the installed toner container's regional specification match the machine's?" is displayed.

Install the specified container.

"USB Drive error." is displayed.

"Is writing to a USB drive prohibited?" is displayed.

An error occurred in the USB drive. The job stopped. Select [End].

The error cord is as follows.

01: Connect a USB drive that can be written to.

An error occurred in the USB drive. The job stopped. Select [End].

The error cord is as follows.

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, the USB drive is not compatible with the machine. Use the USB drive formatted by this machine. If the USB drive cannot be formatted, it is damaged. Connect a compatible USB drive.

➡ Printing Documents Stored in Removable USB Drive (page 227)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"USB Drive is full." is displayed.

The job is canceled. Select [End].

Insufficient free space in the USB drive. Delete unneeded files.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Error Handling (page 333)

"USB Drive is not formatted." is displayed.

"Is the USB drive formatted by this machine?" is displayed.

Perform [Format] on this machine.

"Warning for high temperature. Adjust the room temperature." is displayed.

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Warning for low temperature. Adjust the room temperature." is displayed.

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Warning low memory." is displayed.

Cannot start the job. Try again later.

"Waste toner box almost full." is displayed.

It is almost time to replace the waste toner box. Obtain a new waste toner box.

"Waste toner box is full." is displayed.

"Is the waste toner box full?" is displayed.

Replace the waste toner box.

➡ Replace the Waste Toner Box (page 477)

"You cannot use this box." is displayed.

You cannot use the specified box. Job is canceled. Select [End].

Adjustment/Maintenance

Overview of Adjustment/Maintenance

If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/Maintenance in the system menu.

The table below lists the item you can carry out.

Item		Description	Reference Page
Image Adjustment	Drum Refresh	Remove image blur and white dots from the printout.	➡ Image Adjustment (page 618)
	Developer Refresh	Adjust the printed image that is too light or incomplete, even though there is enough toner.	
	Laser Scanner Cleaning	Remove vertical white lines from the printout.	
	Calibration	Calibrate the device to ensure correct toner overlapping and consistency with the original tone.	

Image Adjustment

Select any of the adjustment menus to execute image adjustments to improve the printed image.

1 Display the screen.

Select the [Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment].

2 Select the item to adjust.

Select the image adjustment menu to be performed.

Item	Description
Drum Refresh	Remove image blur and white dots from the printout.
Developer Refresh	Adjust the printed image that is too light or incomplete, even though there is enough toner.
Laser Scanner Cleaning	Remove vertical white lines from the printout.
Calibration	Calibrate the device to ensure correct toner overlapping and consistency with the original tone.

3 Perform the Image Adjustment.

Select [Start]. "Image Adjustment" begins.

NOTE

- Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

  Waiting time may be longer when the toner is refilled during developer refresh.

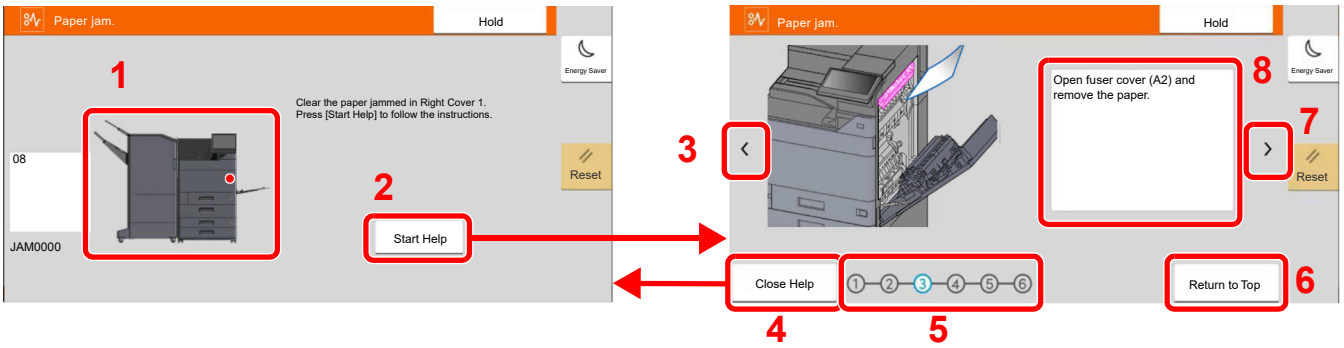
Clearing Paper Jams

If a paper jam occurs, printing stops and the location at which the paper jam has occurred and the following message appear on the touch panel:

"Paper Jam."

Refer to these procedures to remove the jammed paper.

Jam Location Indicators



1 Shows the location of a paper jam.

2 Shows the Help screen. The Help screen shows the procedure to clear the jam.

3 Returns to the previous step.

4 Closes the Help screen and returns to the original screen.

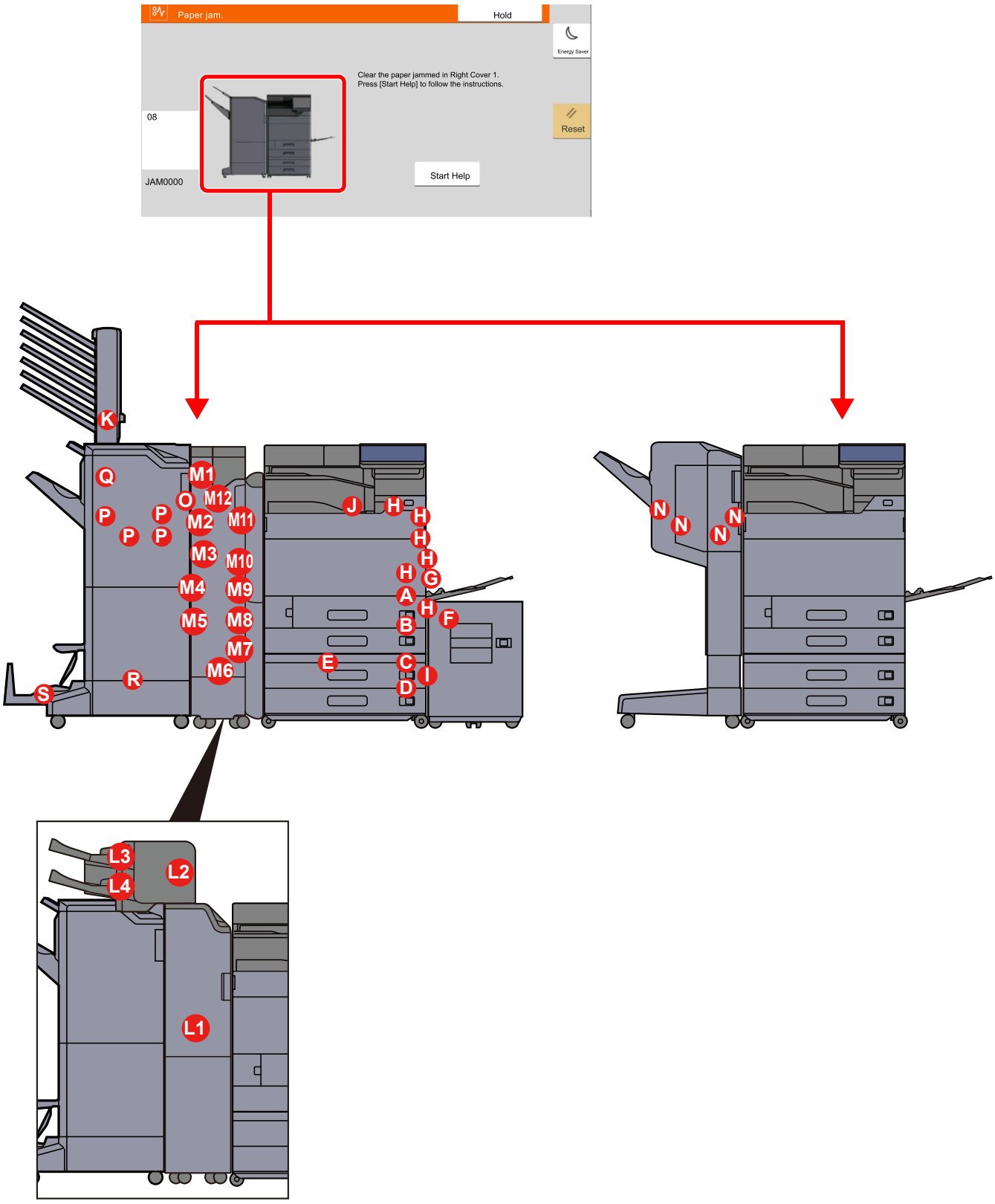
5 Shows the selected step.

6 Returns to step 1.

7 Advances to the next step.

8 Shows the removal procedure.

If a paper jam occurs, the location of the jam will be displayed on the touch panel as well as the clearing instructions.


Paper jam.
Hold
Energy Saver
Clear the paper jammed in Right Cover 1.
Press [Start Help] to follow the instructions.
08
JAM0000
Reset
Start Help
K
Q
M1
O
M12
P
P
M2
M11
P
P
M3
M10
M4
M9
M5
M8
M7
M6
R
S
J
H
H
H
H
G
A
H
F
B
E
C
I
D
N
N
N
L3
L2
L4
L1

Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Cassette 1	➡ Remove any jammed paper in Cassette 1 (page 623)
B	Cassette 2	➡ Remove any jammed paper in Cassette 2 (page 627)
C	Cassette 3 (500-sheet×2)	➡ Remove any jammed paper in Cassette 3 and 4 (500-sheet×2) (page 631)
	Cassette 3 (1,500-sheet×1)	➡ Remove any jammed paper in Cassette 3 (1,500-sheet×2) (page 634)
D	Cassette 4 (500-sheet×2)	➡ Remove any jammed paper in Cassette 3 and 4 (500-sheet×2) (page 631)
E	Cassette 4 (1,500-sheet×2)	➡ Remove any jammed paper in Cassette 4 (1,500-sheet×2) (page 636)
F	Cassette 5 (Side Feeder)	➡ Remove any jammed paper in Cassette 5 (Side Feeder) (page 639)
G	Multipurpose Tray	➡ Remove any jammed paper in the Multipurpose Tray (page 641)
H	Right Cover 1	➡ Remove any jammed paper in Right Cover 1 (page 643)
I	Right Cover 2	➡ Remove any jammed paper in Right Cover 2 (500-sheet×2) (page 649)
J	Bridge Unit	➡ Remove any jammed paper in the Bridge Unit (page 653)
K	Mailbox	➡ Remove any jammed paper in the Mailbox (page 654)
L1	Inserter	➡ Remove any jammed paper in the Inserter (page 656)
L2		➡ Vertical transport section (page 658)
L3		➡ Tray 1 lift error (page 660)
L4		➡ Tray 2 lift error (page 661)

Paper Jam Location Indicator	Paper Jam Location	Reference Page
M1	Z fold unit	➡ Folding machine tray output (page 662)
M2		➡ Relay transport guide plate (page 664)
M3		➡ Paper transport roller knob (page 666)
M4		➡ Additional folding guide plate (page 668)
M5		➡ Post-folding transport guide plate (page 670)
M6		➡ Folding roller knob (page 672)
M7		➡ Registration roller knob (page 674)
M8		➡ Paper stack roller knob (page 676)
M9		➡ Resist transfer guide plate (page 678)
M10		➡ Pre-registration transport guide plate (page 680)
M11		➡ Z-fold unit Clear paper jam (page 682)
M12		➡ Entrance guide plate (page 684)
N	1,000-sheet Finisher	➡ Remove any jammed paper in the 1,000-Sheet Finisher (page 686)
O	4,000-sheet Finisher/100-sheet Staple Finisher (Inner)	➡ Remove any jammed paper in the 4,000-sheet Finisher/100-sheet Staple Finisher (Inner) (page 690)
P	4,000-sheet Finisher/100-sheet Staple Finisher (Tray A)	➡ Remove any jammed paper in the 4,000-sheet Finisher/100-sheet Staple Finisher (Tray A) (page 692)
Q	4,000-sheet Finisher/100-sheet Staple Finisher (Tray B)	➡ Remove any jammed paper in the 4,000-sheet Finisher/100-sheet Staple Finisher (Tray B) (page 696)
R	Folding Unit	➡ Remove any jammed paper in the Folding Unit (4,000-sheet Finisher) (page 700)
		➡ Remove any jammed paper in the Folding Unit (100-sheet Staple Finisher) (page 711)
S	Folding Tray	➡ Remove any jammed paper in the Folding Tray (4,000-sheet Finisher) (page 706)
		➡ Remove any jammed paper in the Folding Tray (100-sheet Staple Finisher) (page 717)

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

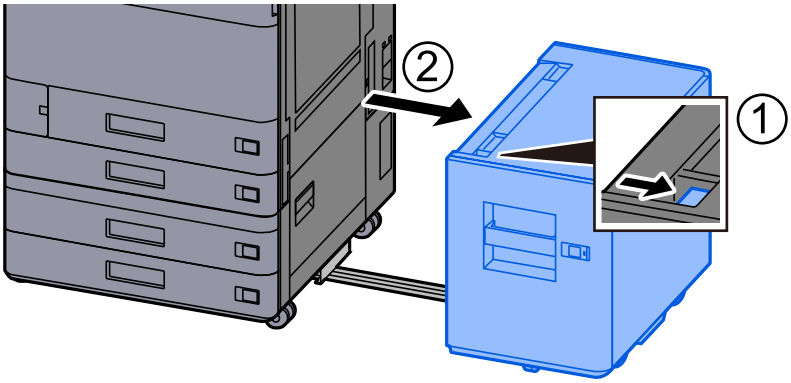
Remove any jammed paper in Cassette 1

Here, we'll explain the procedures for cassette 1, as an example.

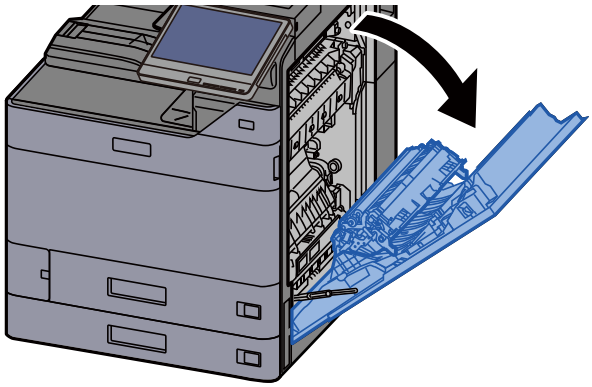
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

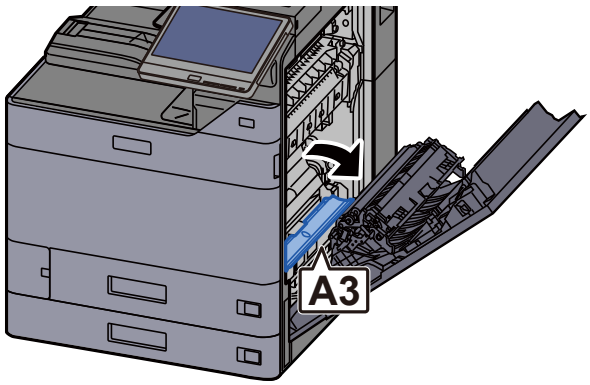
1 If the optional side feeder is installed, detach the side feeder.



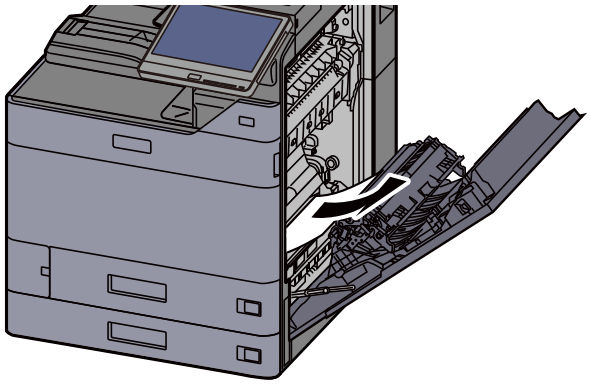
2 Open Right Cover 1.



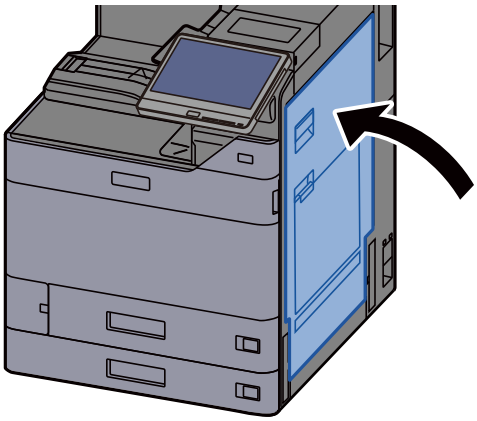
3 Open the cover (A3).



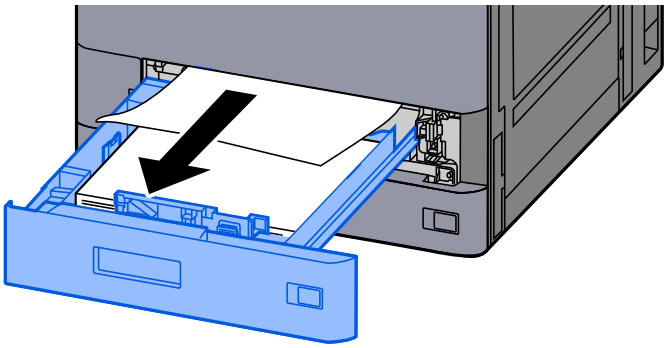
4 **Remove any jammed paper.**



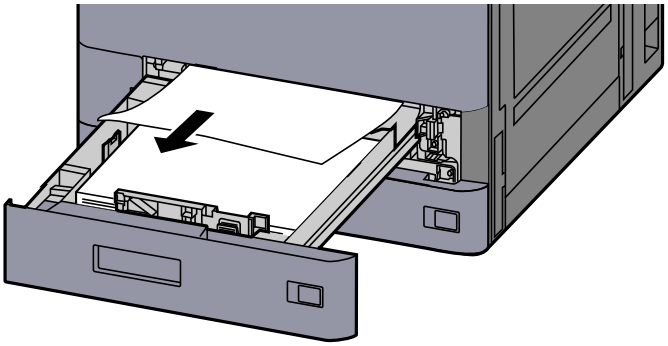
5 **Return the cover to the original position.**



6 **Pull Cassette 1 out toward you until it stops.**

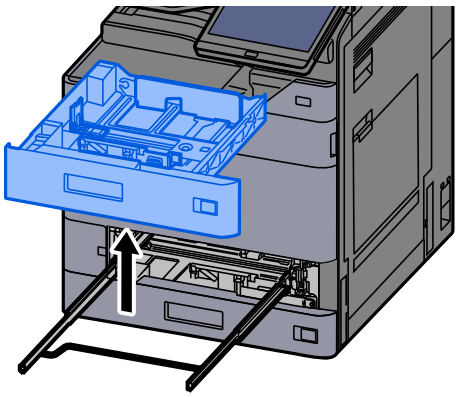


7 Remove any jammed paper.

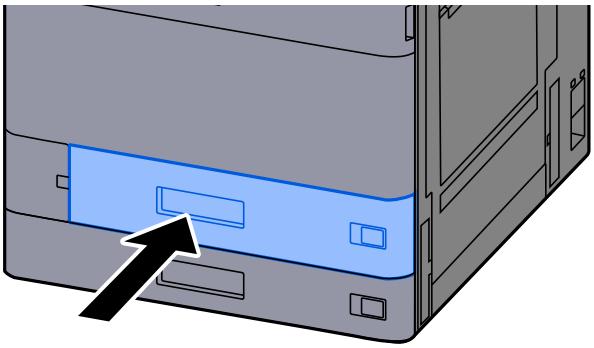


NOTE

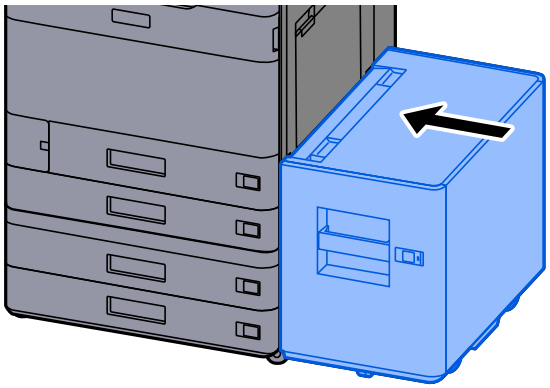
To remove paper which is difficult to get access to, the cassette can be removed.



8 Push Cassette 1 back in.



9 **If the optional side feeder is installed, return the side feeder to the original position.**

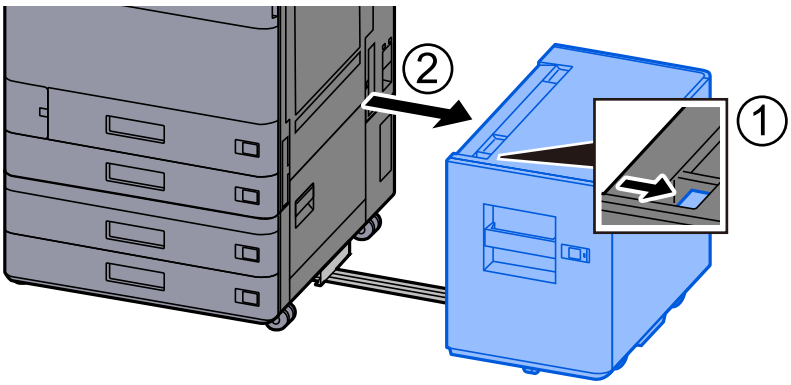


Remove any jammed paper in Cassette 2

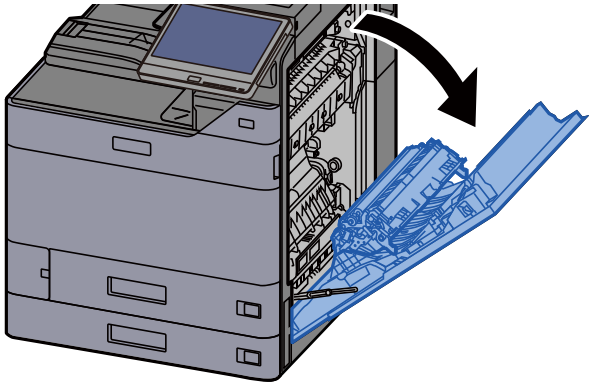
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

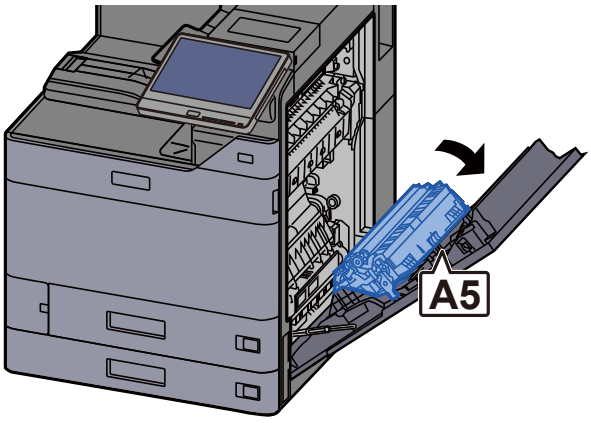
1 If the optional side feeder is installed, detach the side feeder.



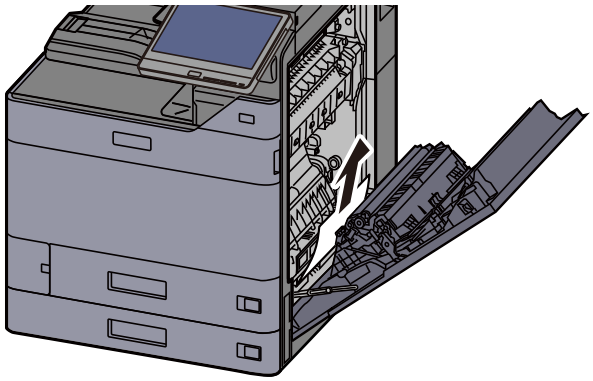
2 Open Right Cover 1.



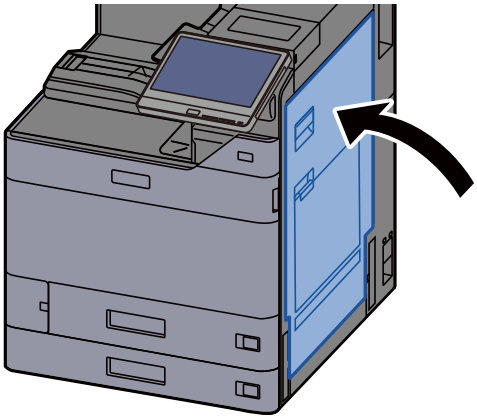
3 Close the duplex unit (A5).



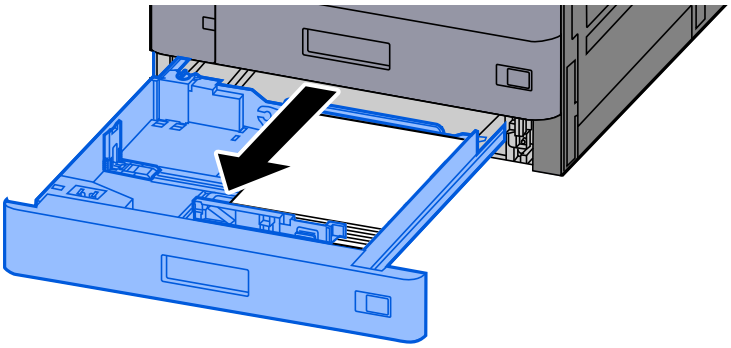
4 **Remove any jammed paper.**



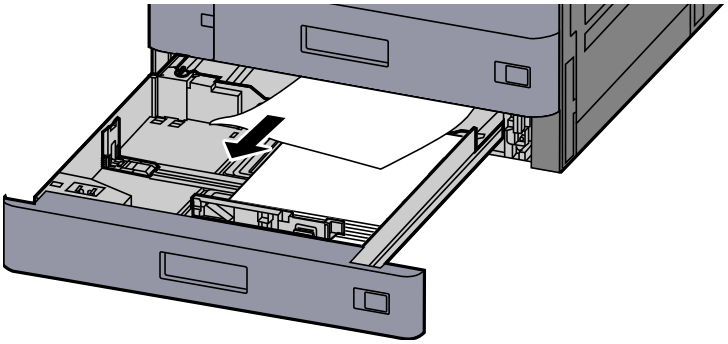
5 **Return the cover to the original position.**



6 **Pull Cassette 2 out toward you until it stops.**

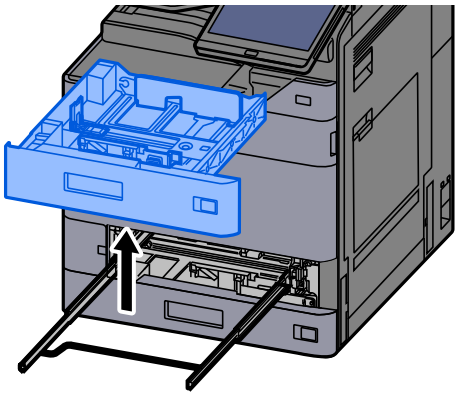


7 Remove any jammed paper.

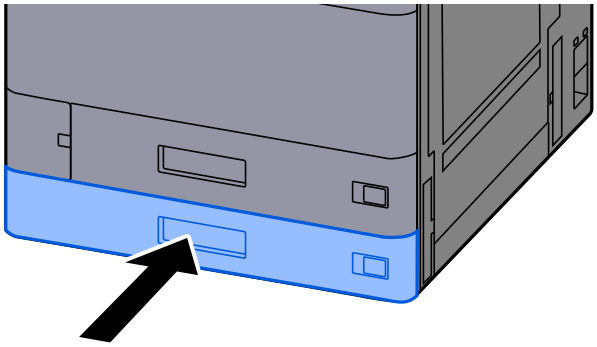


NOTE

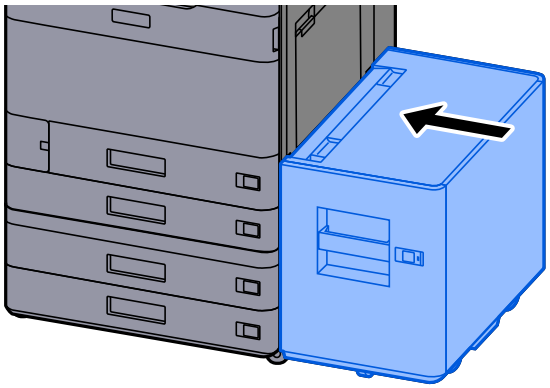
To remove paper which is difficult to get access to, the cassette can be removed.



8 Push Cassette 2 back in.



9 **If the optional side feeder is installed, return the side feeder to the original position.**



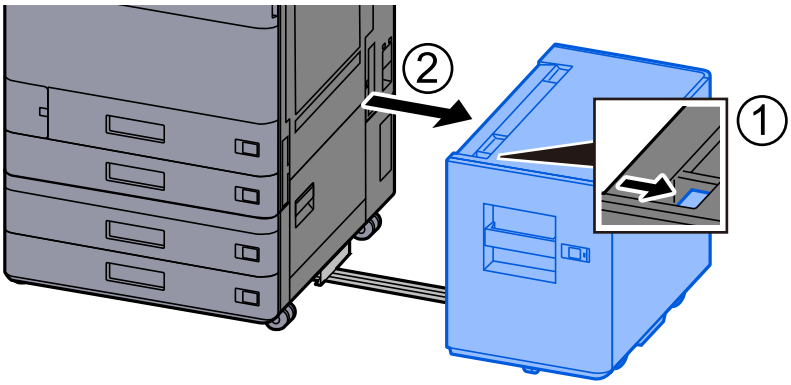
Remove any jammed paper in Cassette 3 and 4 (500-sheet×2)

See the explanation for Cassette 3 below.

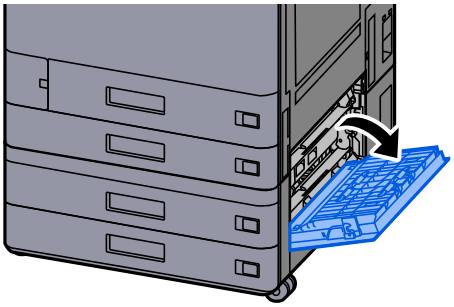
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

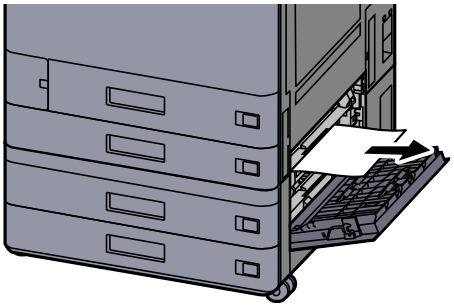
1 If the optional side feeder is installed, detach the side feeder.



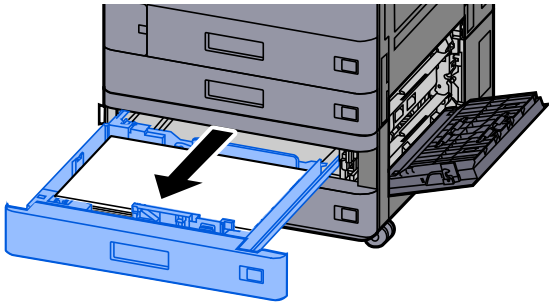
2 Open Right Cover 2.



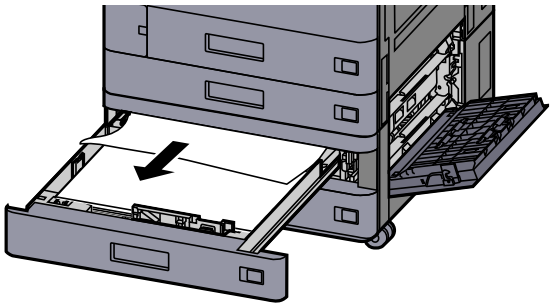
3 Remove any jammed paper.



4 Pull Cassette 3 out toward you until it stops.

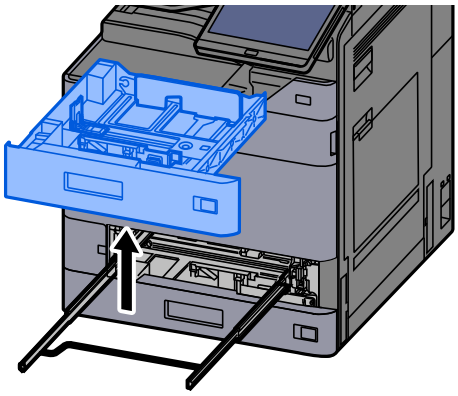


5 Remove any jammed paper.

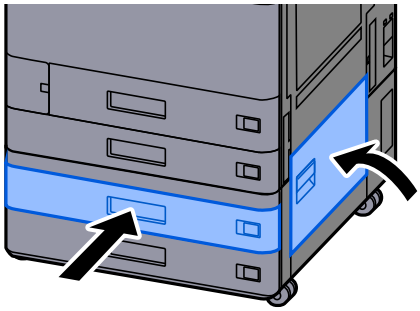


NOTE

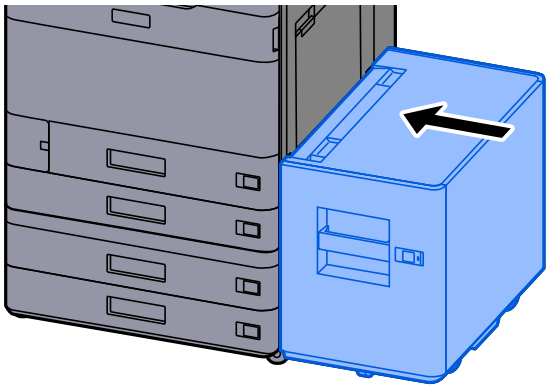
To remove paper which is difficult to get access to, the cassette can be removed.



6 Push Right Cover 2 and Cassette 3 back in.



7 **If the optional side feeder is installed, return the side feeder to the original position.**

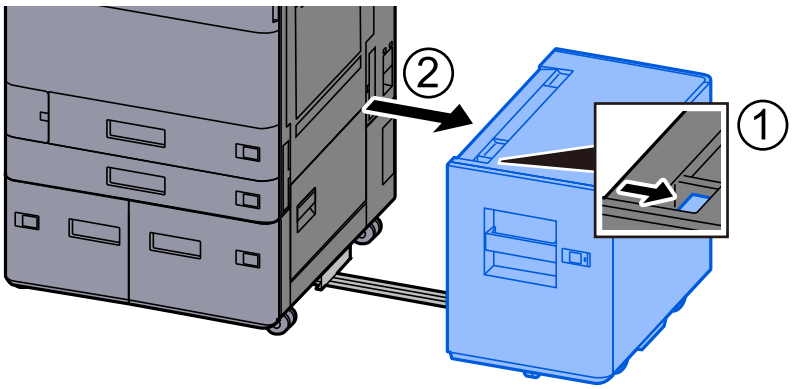


Remove any jammed paper in Cassette 3 (1,500-sheet×2)

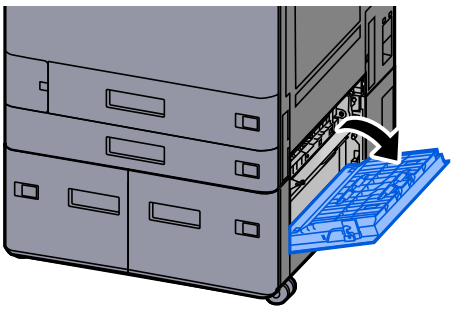
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

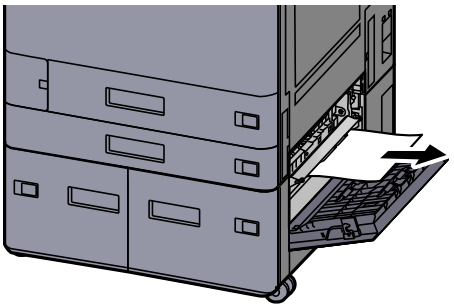
1 If the optional side feeder is installed, detach the side feeder.



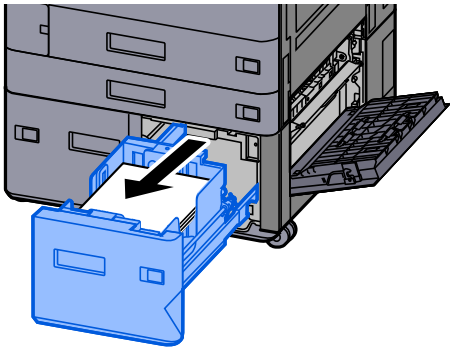
2 Open Right Cover 2.



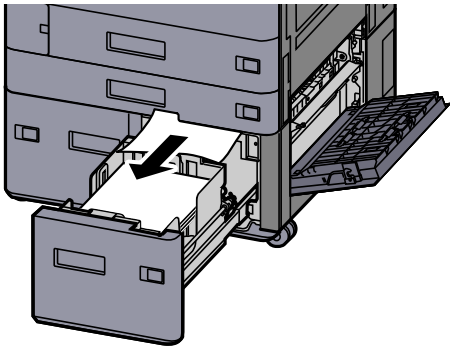
3 Remove any jammed paper.



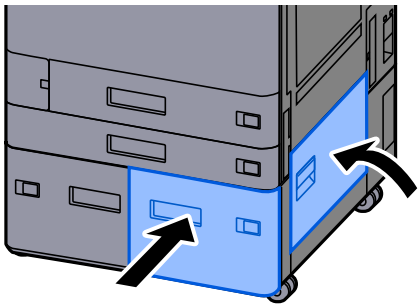
4 **Pull Cassette 3 out toward you until it stops.**



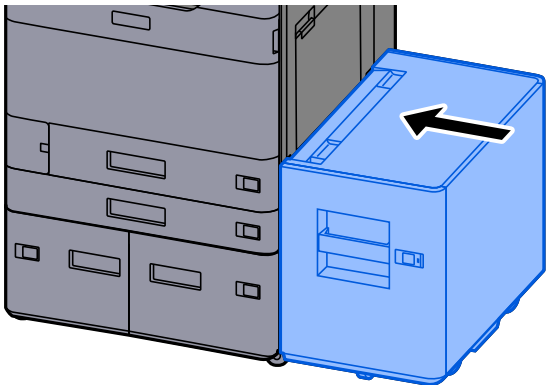
5 **Remove any jammed paper.**



6 **Push Right Cover 2 and Cassette 3 back in.**



7 **If the optional side feeder is installed, return the side feeder to the original position.**

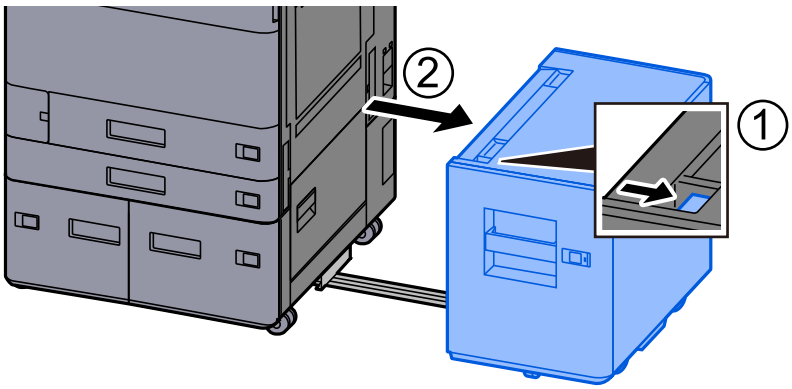


Remove any jammed paper in Cassette 4 (1,500-sheet×2)

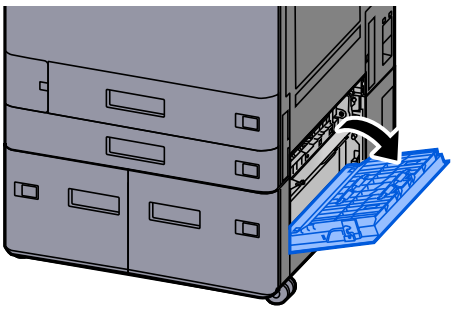
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

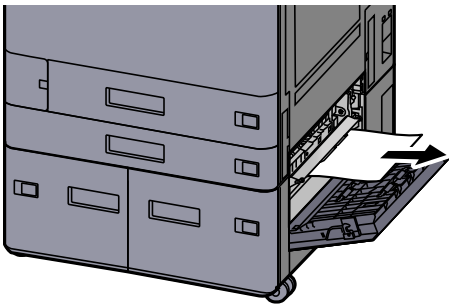
1 If the optional side feeder is installed, detach the side feeder.



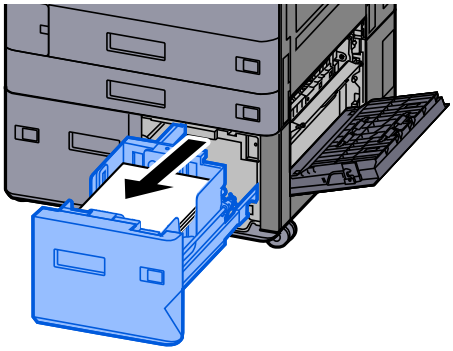
2 Open Right Cover 2.



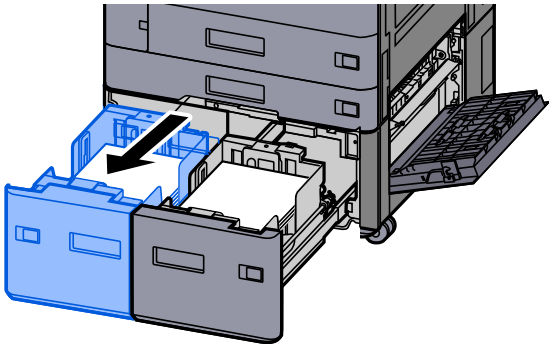
3 Remove any jammed paper.



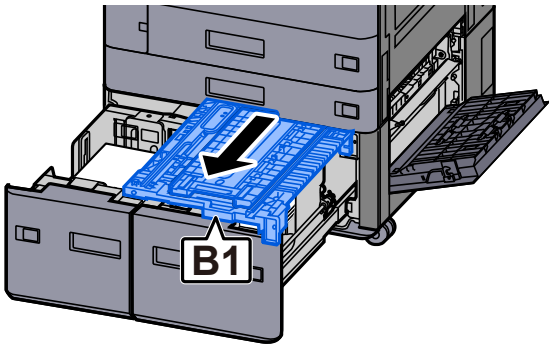
4 **Pull Cassette 3 out toward you until it stops.**



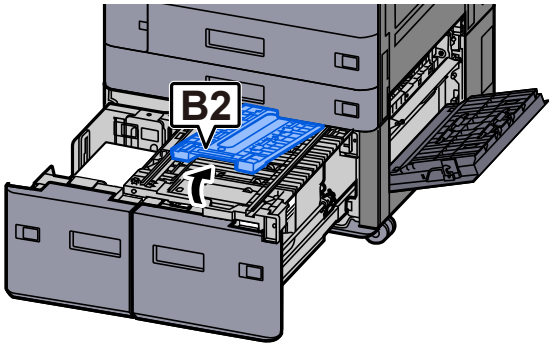
5 **Pull Cassette 4 out toward you until it stops.**



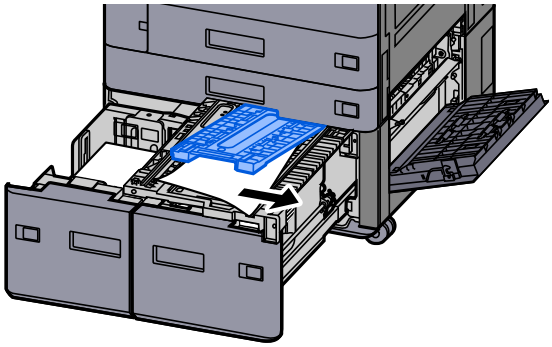
6 **Pull out paper feed unit (B1).**



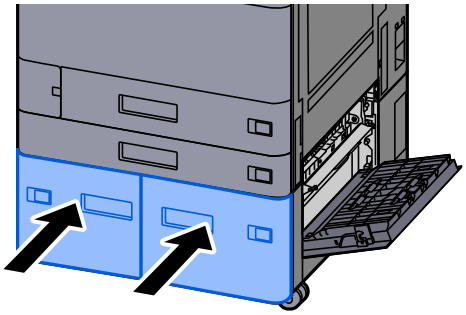
7 **Open cover (B2).**



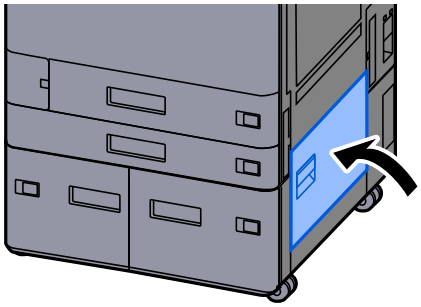
8 **Remove any jammed paper.**



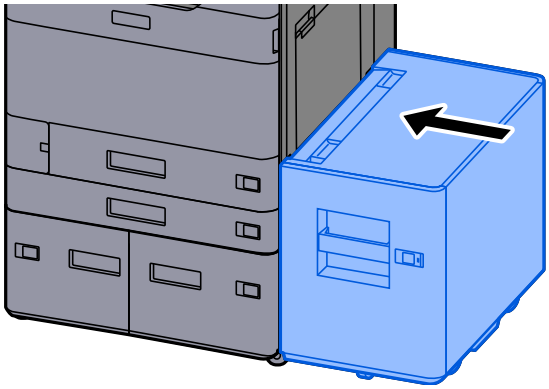
9 **Push paper feed unit, Cassette 3 and Cassette 4 back in.**



10 **Return the cover to the original position.**



11 **If the optional side feeder is installed, return the side feeder to the original position.**

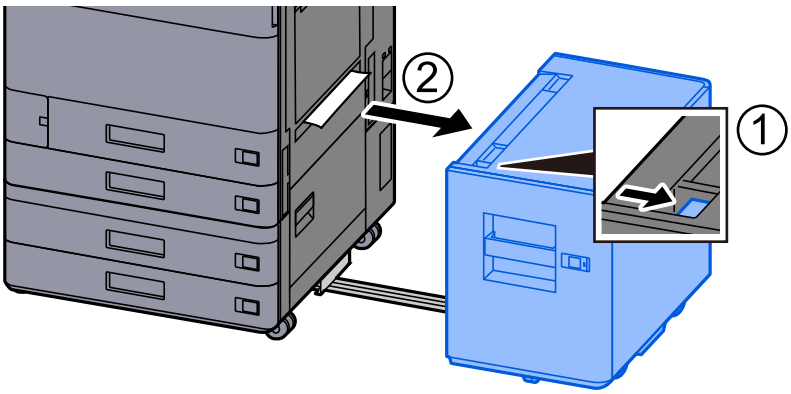


Remove any jammed paper in Cassette 5 (Side Feeder)

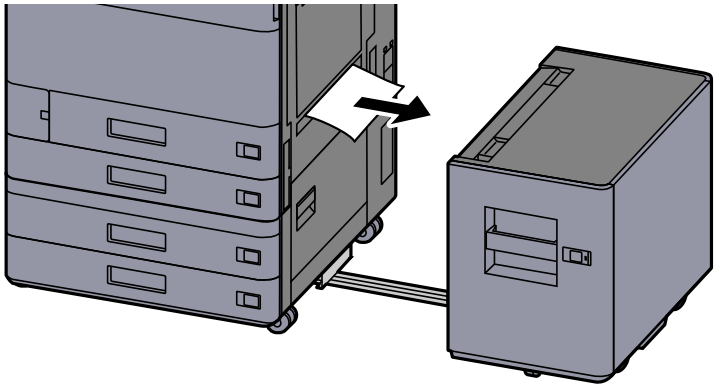
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

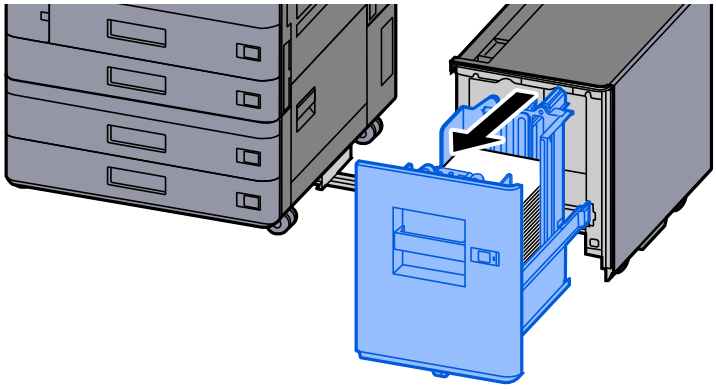
1 Detach the side feeder.



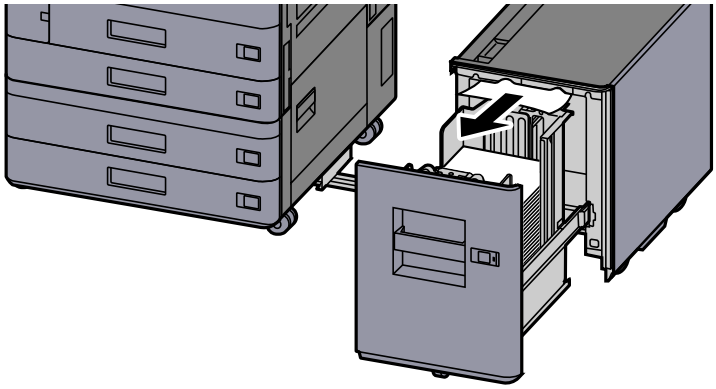
2 Remove any jammed paper.



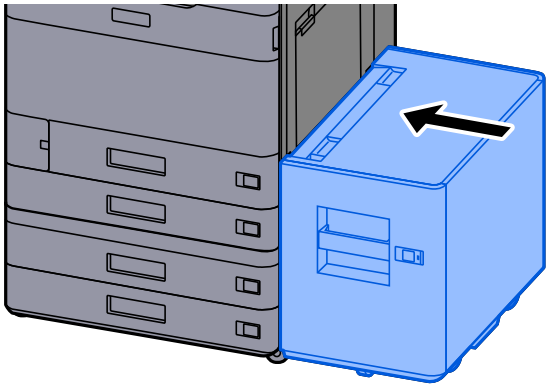
3 Pull Cassette 5 out toward you until it stops.



4 **Remove any jammed paper.**



5 **Return the Cassette 5 and side feeder to the original position.**

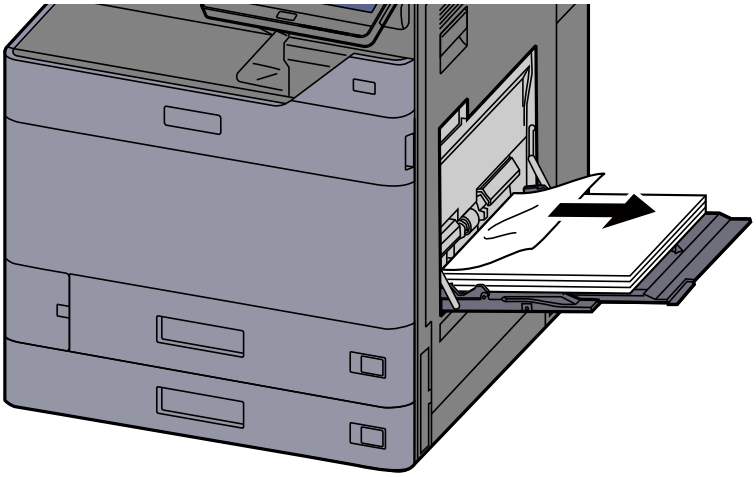


Remove any jammed paper in the Multipurpose Tray

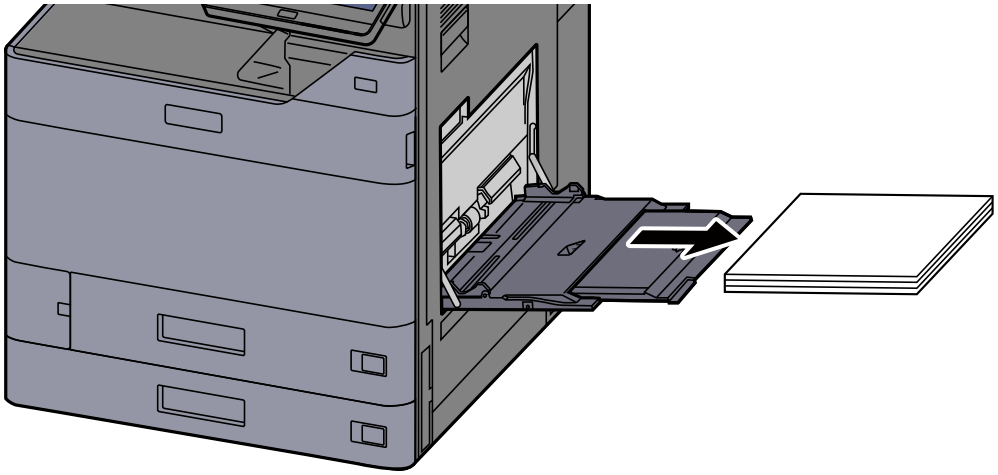
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

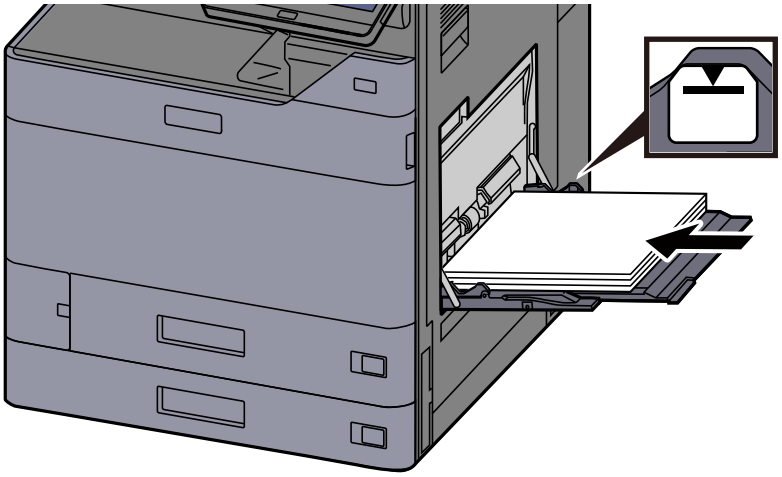
1 Remove any jammed paper.



2 Remove all the paper.



3 Reload the paper.

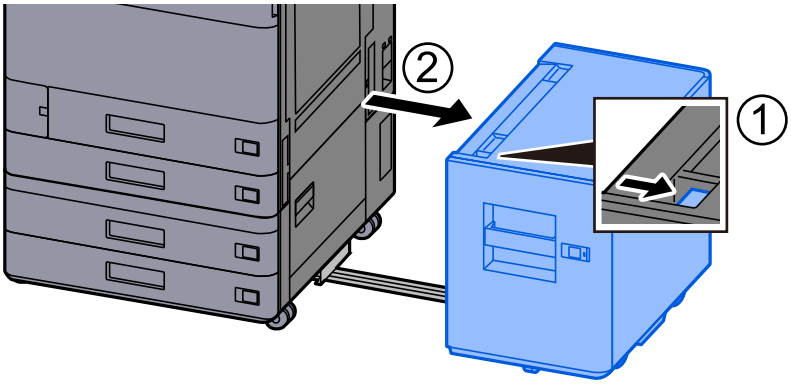


Remove any jammed paper in Right Cover 1

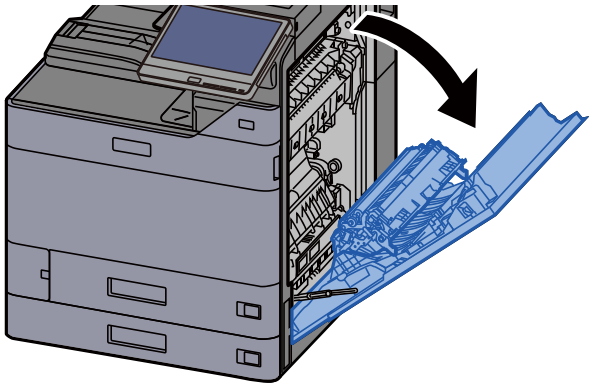
CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

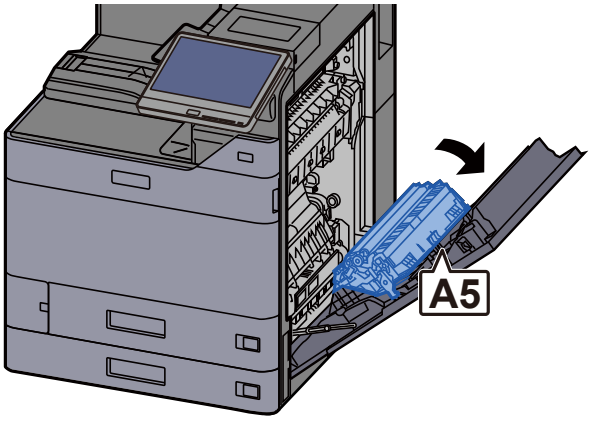
1 If the optional side feeder is installed, detach the side feeder.



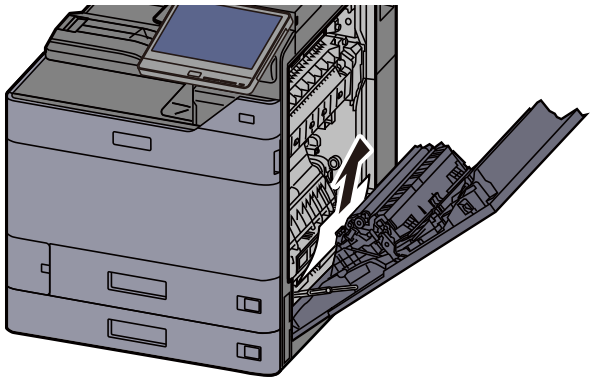
2 Open Right Cover 1.



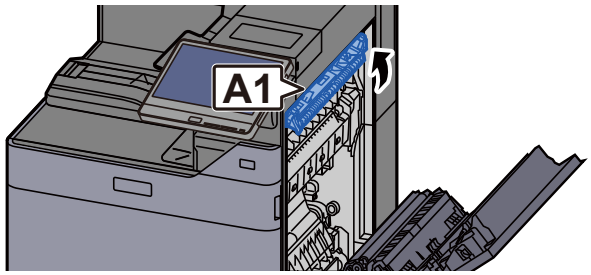
3 Close the duplex unit (A5).



4 Remove any jammed paper.



5 Open the paper feed unit cover (A1).

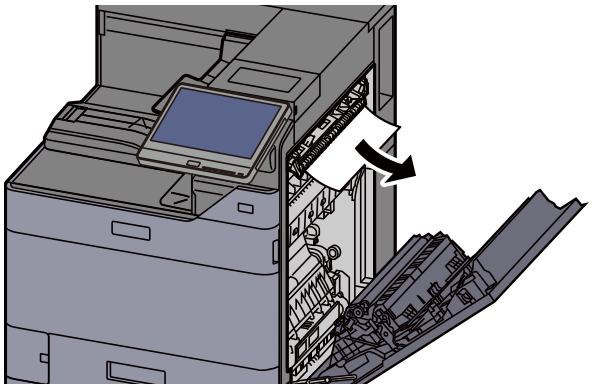


CAUTION

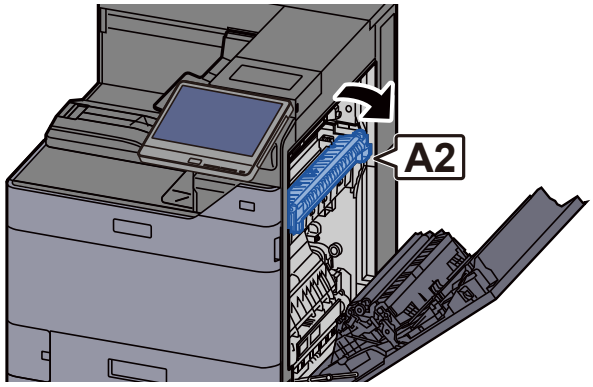
HOT SURFACE

(A1) should not be touched until one minutes passes after open the right cover.

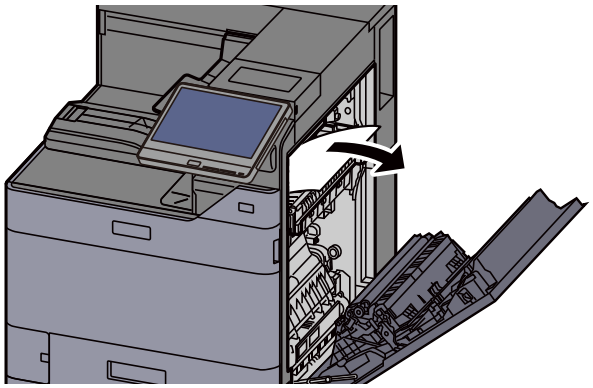
6 Remove any jammed paper.



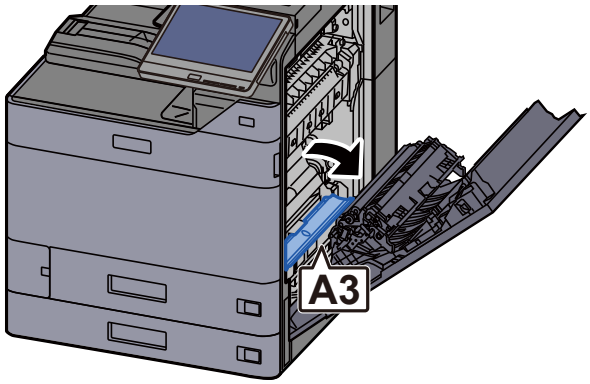
7 **Open the fuser cover (A2).**



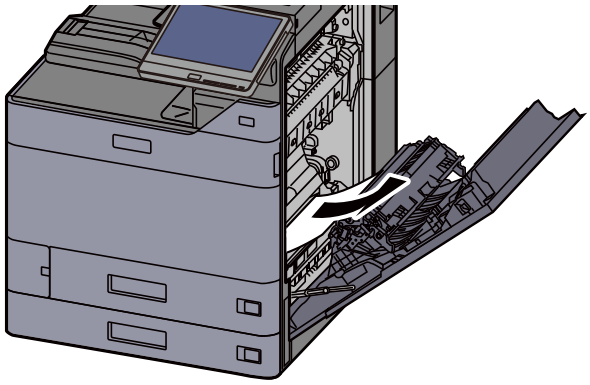
8 **Remove any jammed paper.**



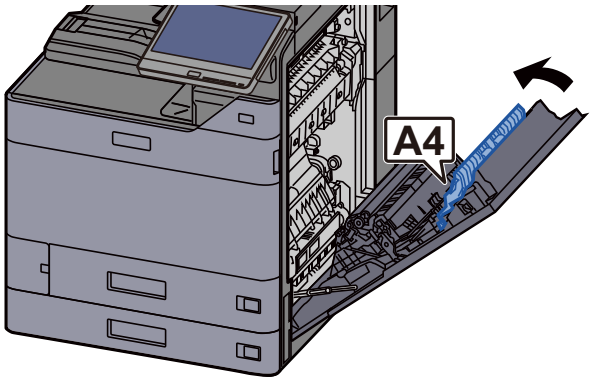
9 **Open the cover (A3).**



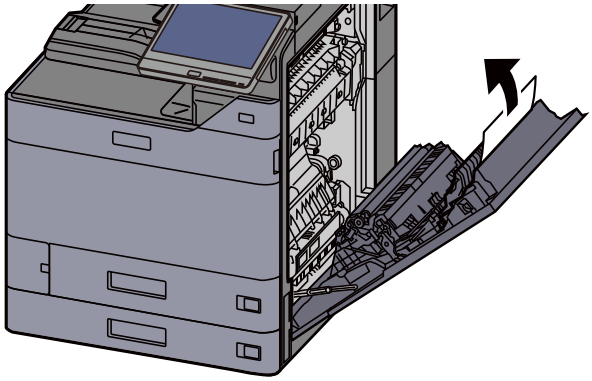
10 Remove any jammed paper.



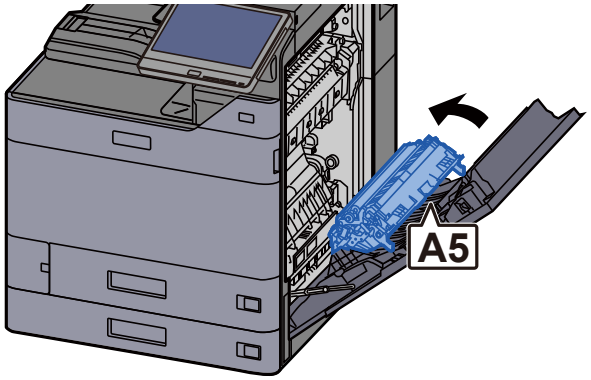
11 Lift the cover (A4).



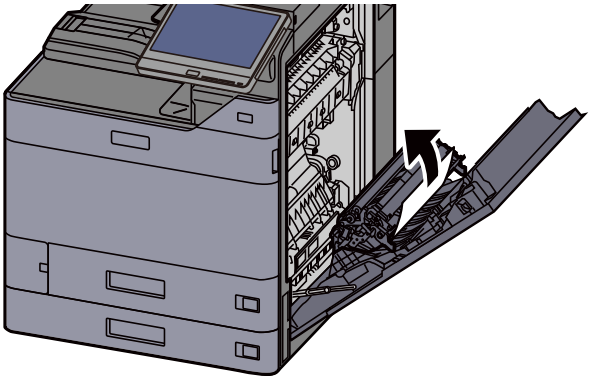
12 Remove any jammed paper.



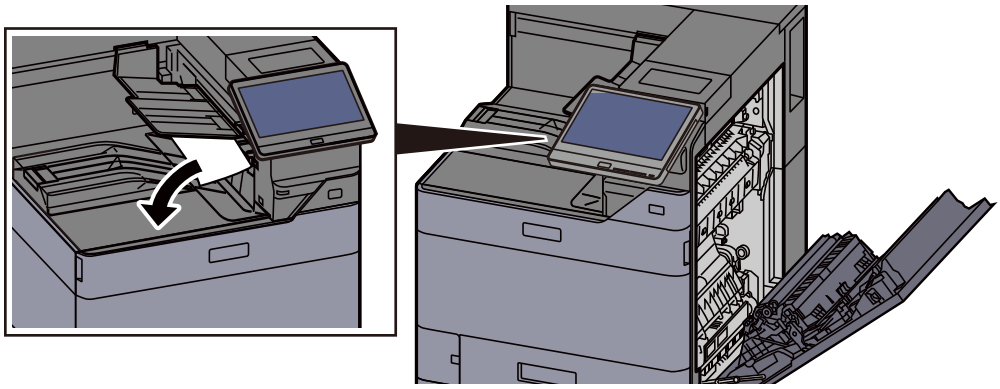
13 Lift the duplex unit (A5).



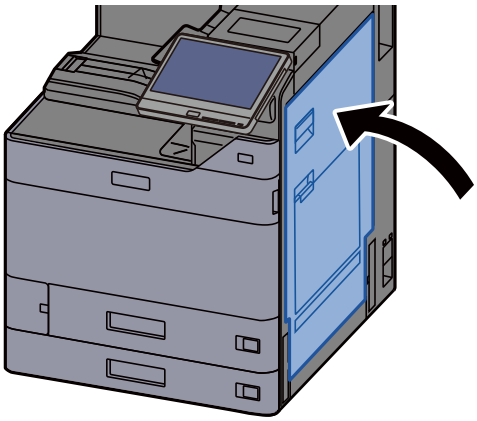
14 Remove any jammed paper.



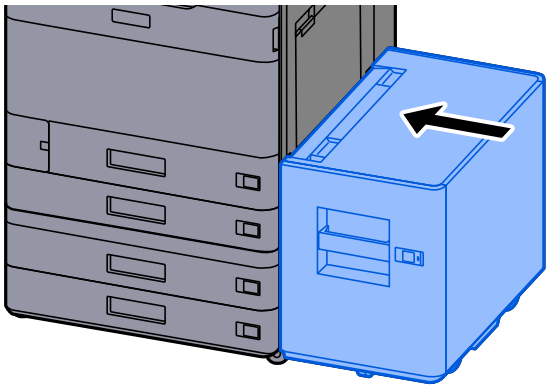
15 Remove the paper from the paper ejector.



16 Return the cover to the original position.



17 If the optional side feeder is installed, return the side feeder to the original position.

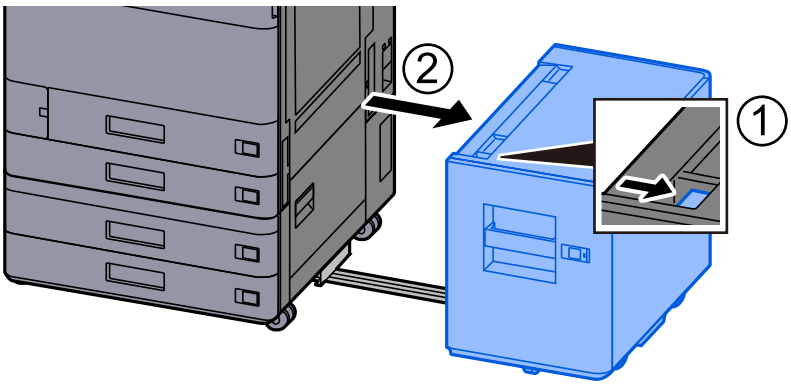


Remove any jammed paper in Right Cover 2 (500-sheet×2)

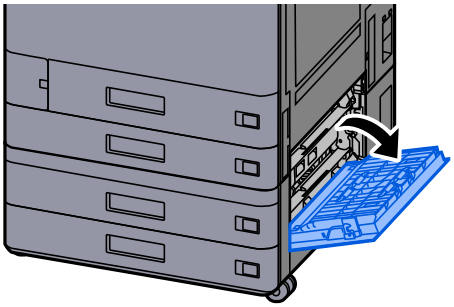
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

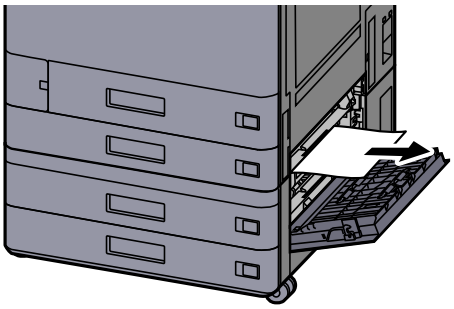
1 If the optional side feeder is installed, detach the side feeder.



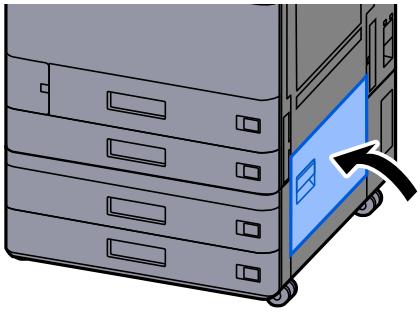
2 Open Right Cover 2.



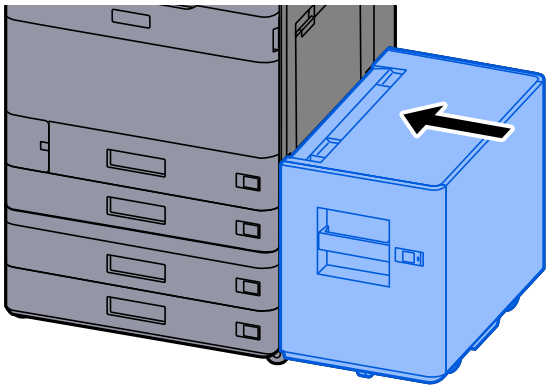
3 Remove any jammed paper.



4 **Return the cover to the original position.**



5 **If the optional side feeder is installed, return the side feeder to the original position.**

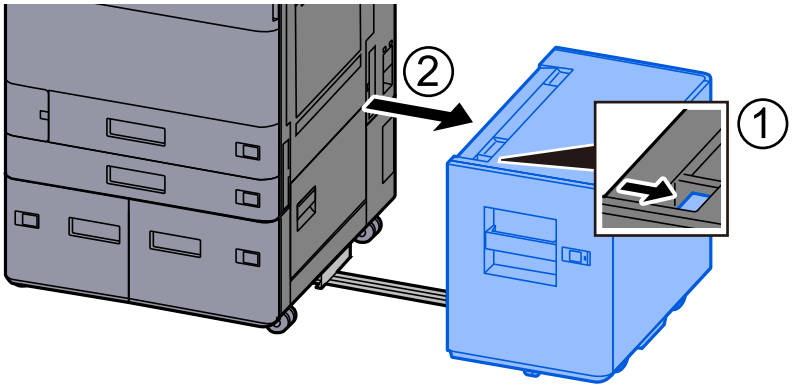


Remove any jammed paper in Right Cover 2 (1,500-sheet×2)

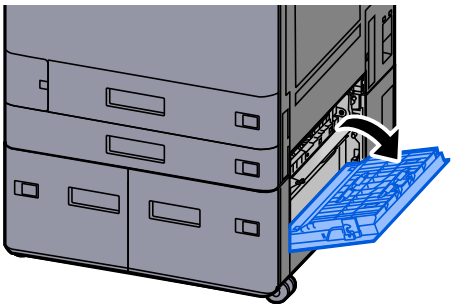
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

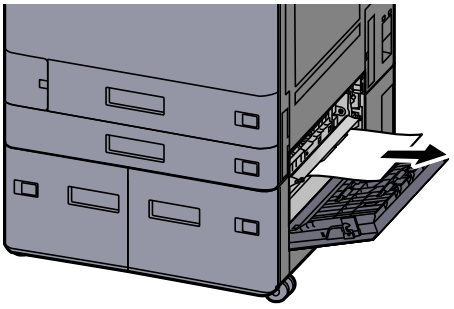
1 If the optional side feeder is installed, detach the side feeder.



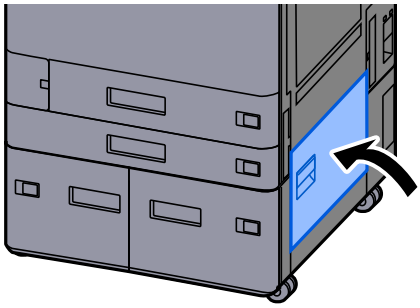
2 Open Right Cover 2.



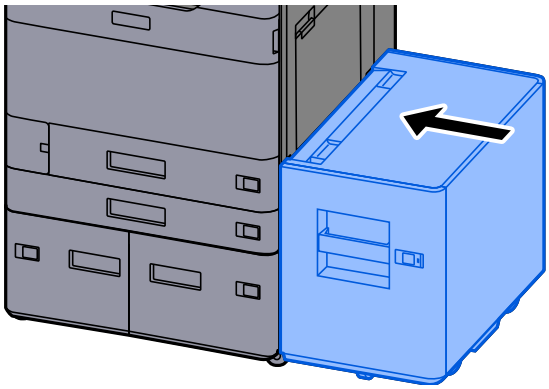
3 Remove any jammed paper.



4 **Return the cover to the original position.**



5 **If the optional side feeder is installed, return the side feeder to the original position.**

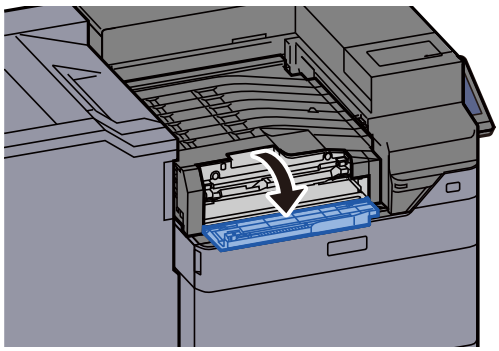


Remove any jammed paper in the Bridge Unit

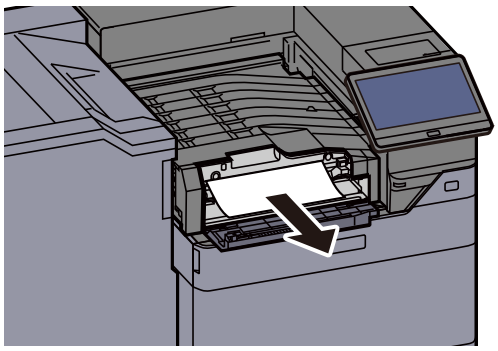
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

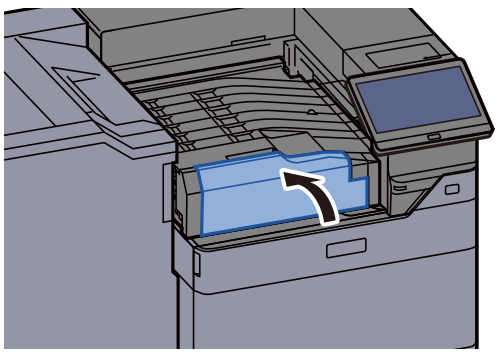
1 Open the bridge unit cover.



2 Remove any jammed paper.



3 Close the cover.

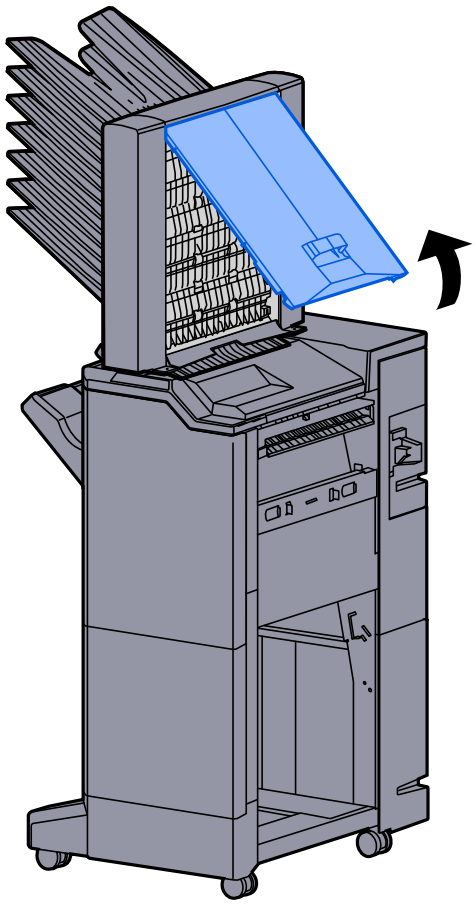


Remove any jammed paper in the Mailbox

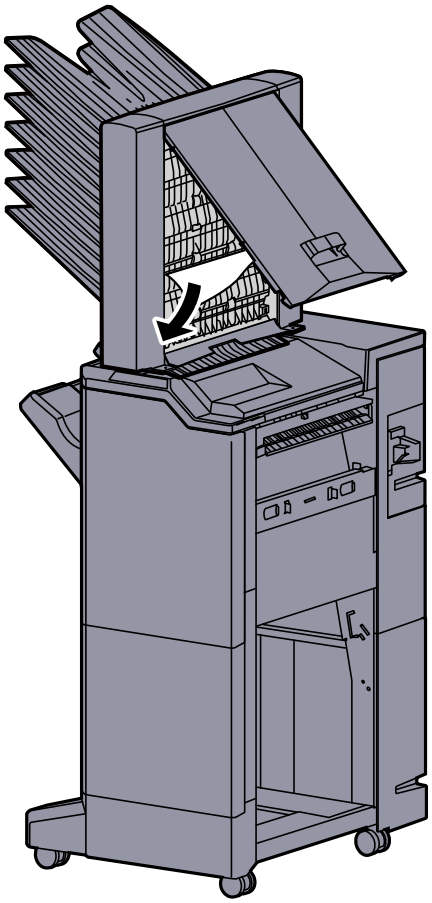
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

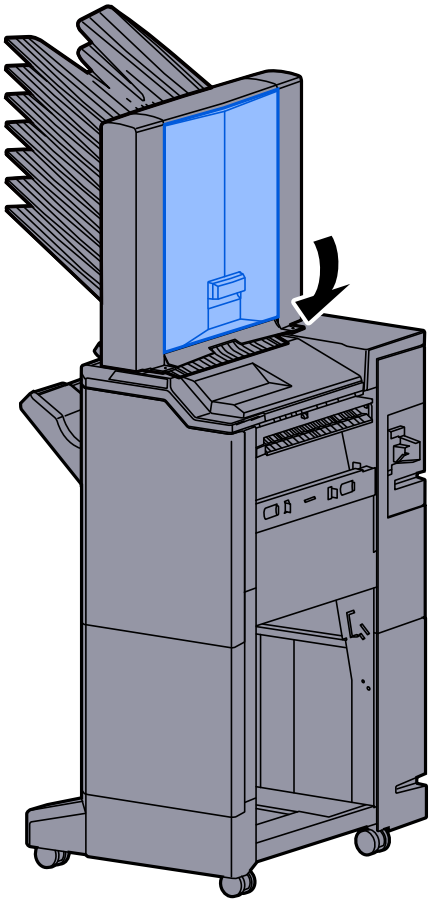
1 Open the mailbox cover.



2 Remove any jammed paper.



3 **Close the cover.**



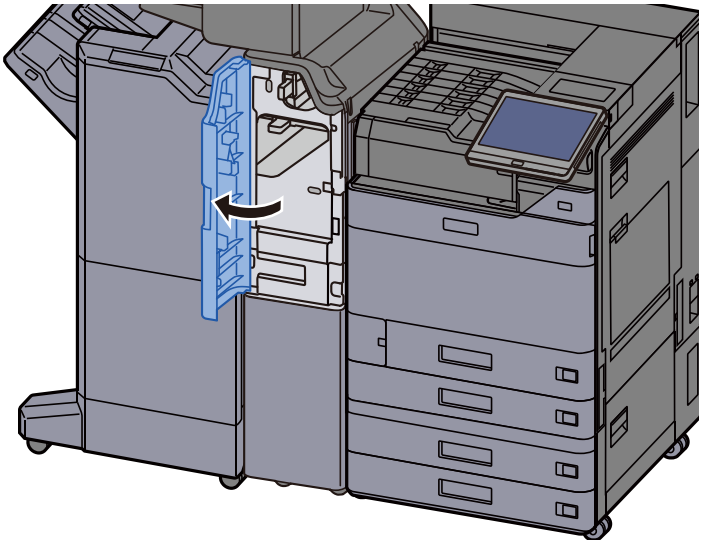
Remove any jammed paper in the Inserter

CAUTION

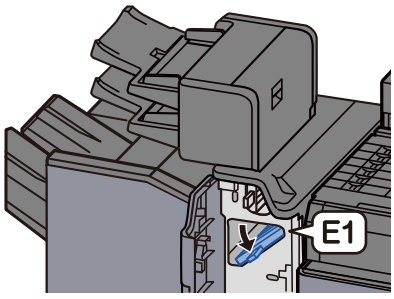
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

Straight pass

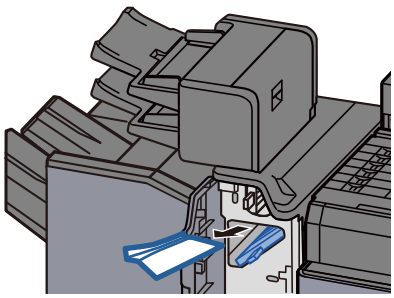
1 Open the front cover.



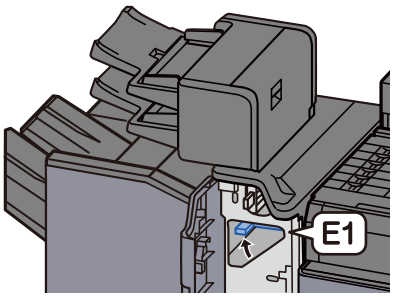
2 Open the transport guide (E1).



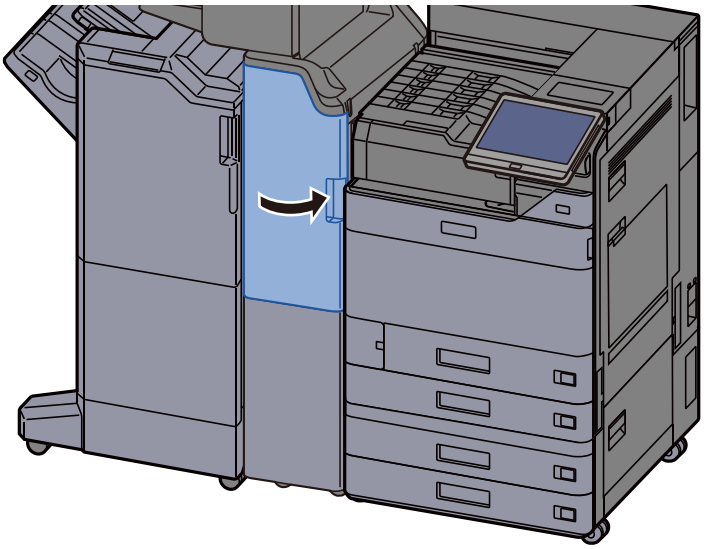
3 Remove any jammed paper.



4 **Return the transport guide (E1) to the original position.**

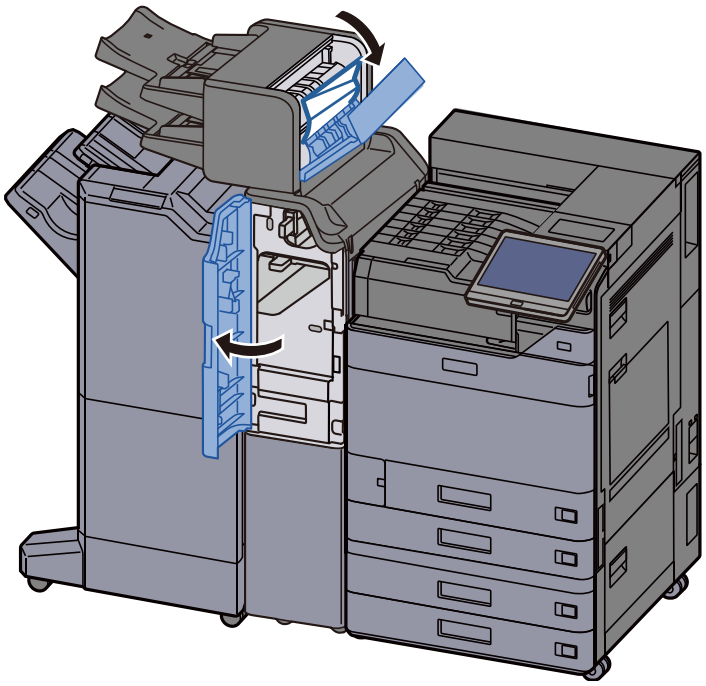


5 **Return the cover to the original position.**

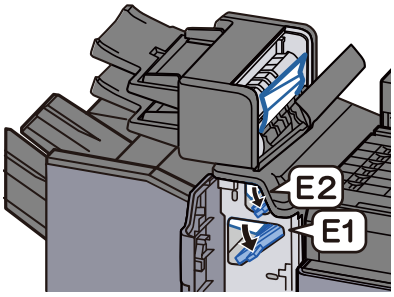


Vertical transport section

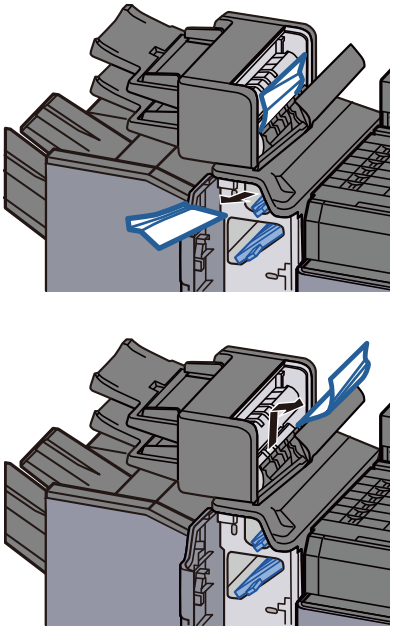
1 **Open the front cover and right cover.**



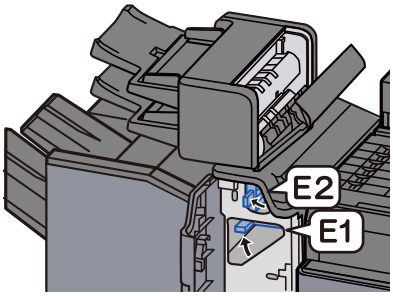
2 **Open the transport guides (E1) and (E2).**



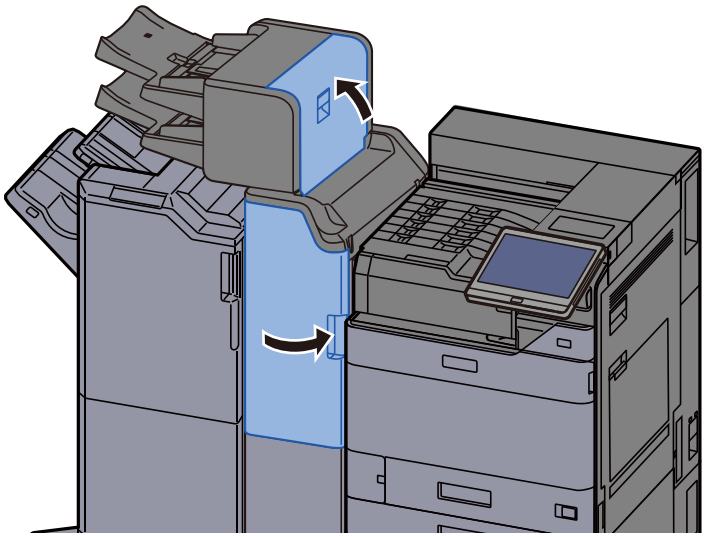
3 **Remove any jammed paper.**



4 **Return the transport guides (E1) and (E2) to the original position.**

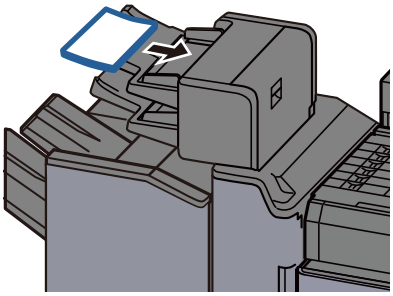


5 **Return the cover to the original position.**

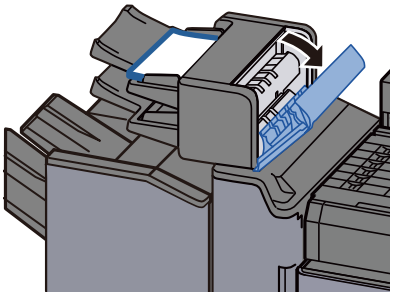


Tray 1 lift error

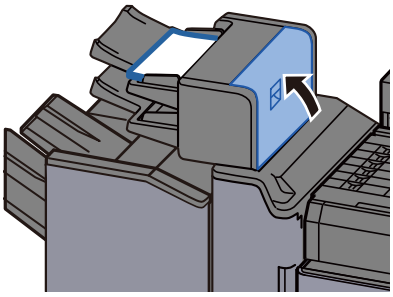
1 **Load paper in tray 1.**



2 **Open the right cover.**

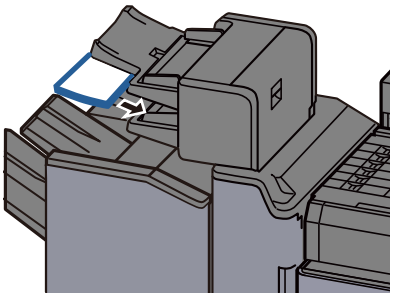


3 **Close the right cover.**

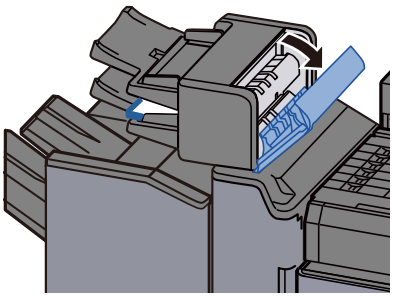


Tray 2 lift error

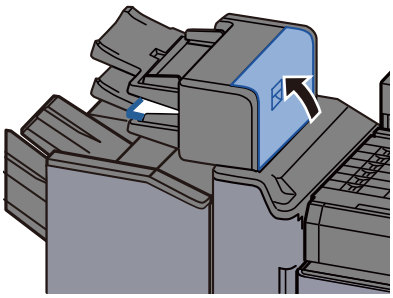
1 **Load paper in tray 2.**



2 **Open the right cover.**



3 **Close the right cover.**



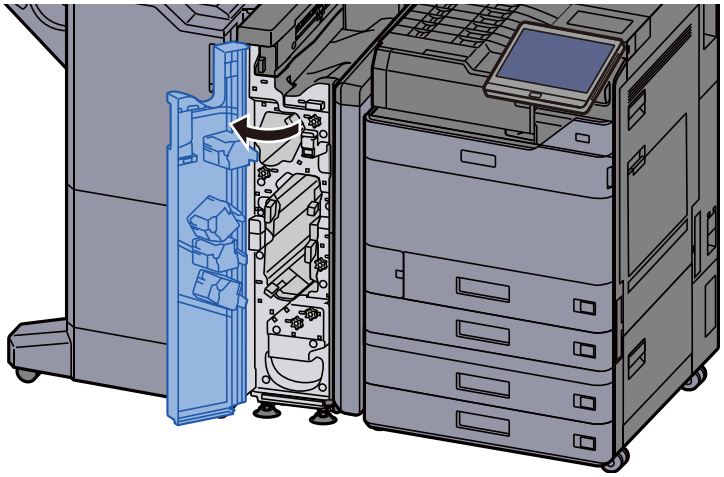
Remove any jammed paper in the Z-fold unit

CAUTION

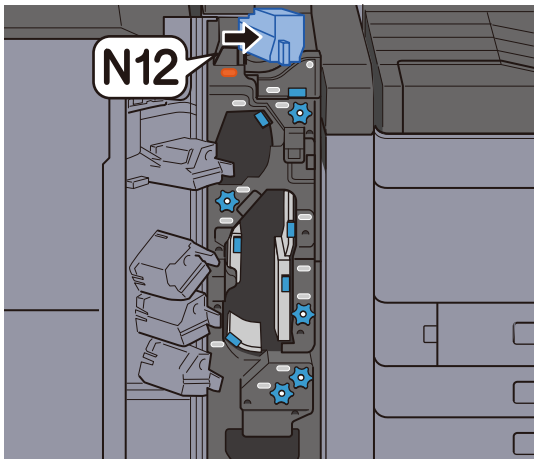
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

Folding machine tray output

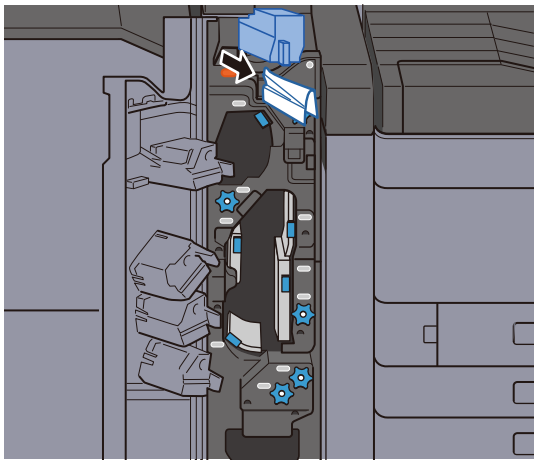
1 Open the front cover.



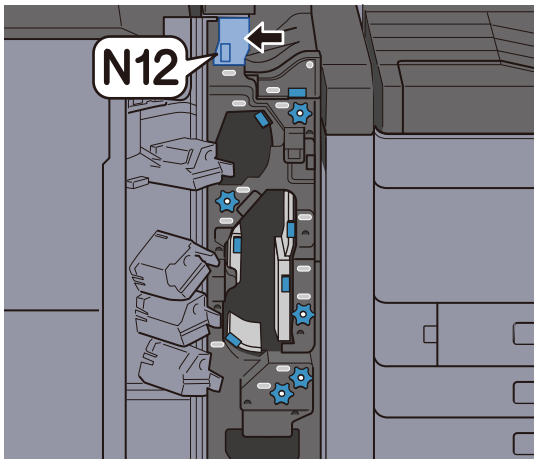
2 Open the transport guide (N12).



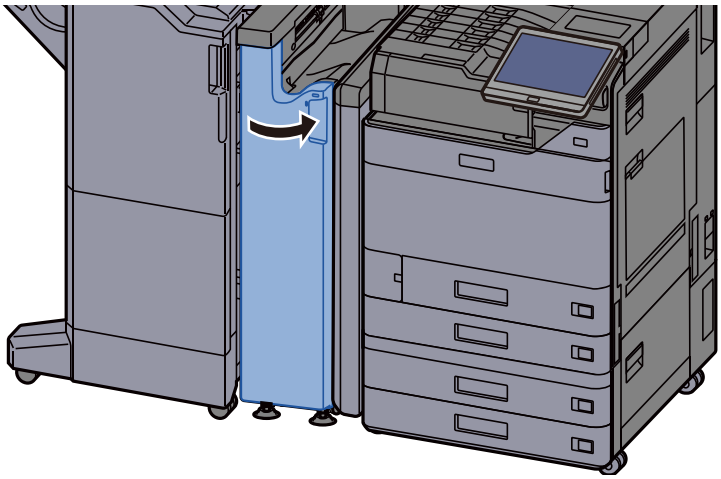
3 **Remove any jammed paper.**



4 **Return the transport guide (N12) to the original position.**

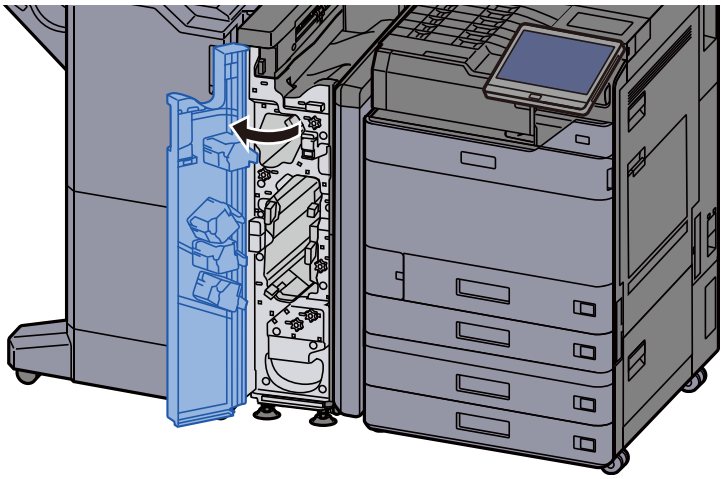


5 **Close the front cover.**

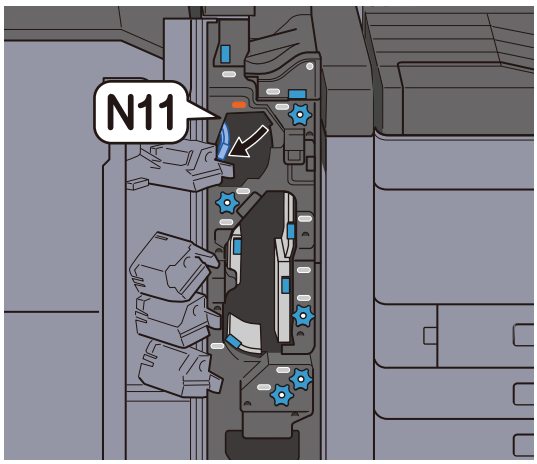


Relay transport guide plate

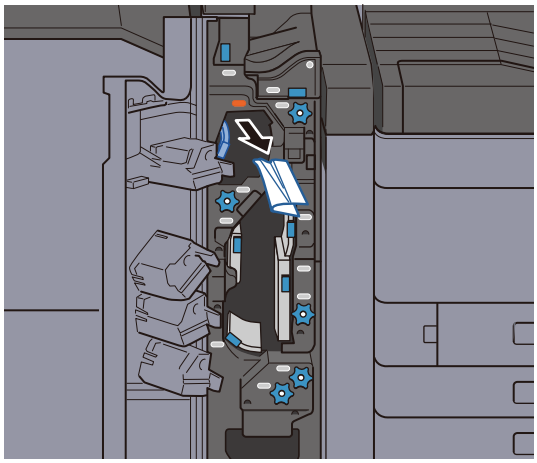
1 **Open the front cover.**



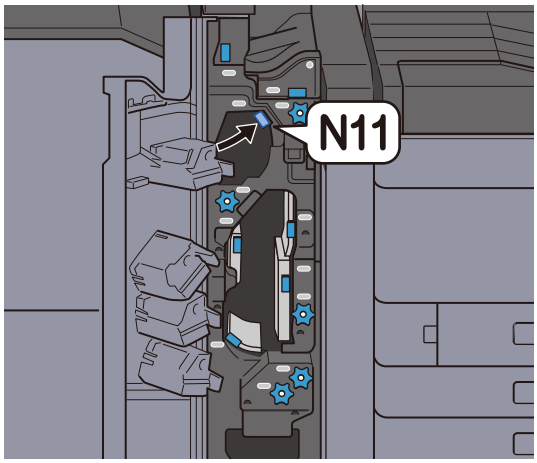
2 **Open the transport guide (N11).**



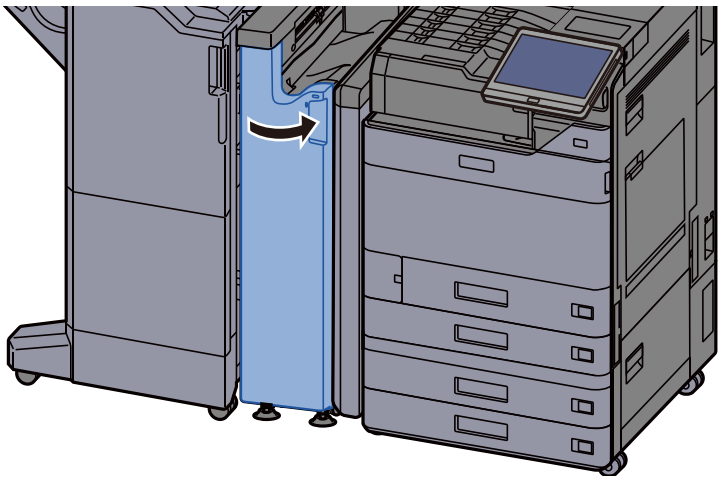
3 **Remove any jammed paper.**



4 **Return the transport guide (N11) to the original position.**

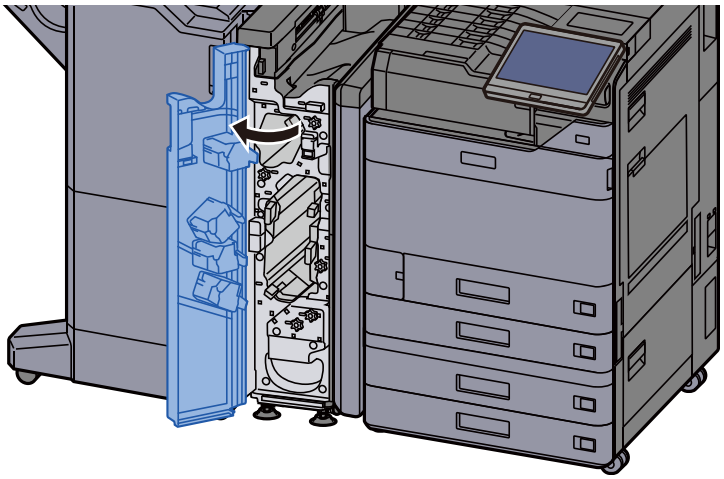


5 **Close the front cover.**

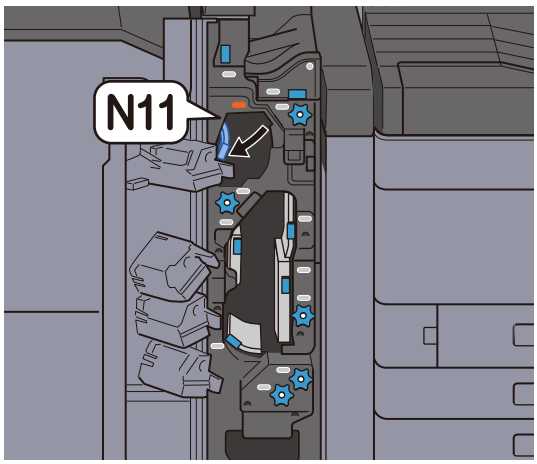


Paper transport roller knob

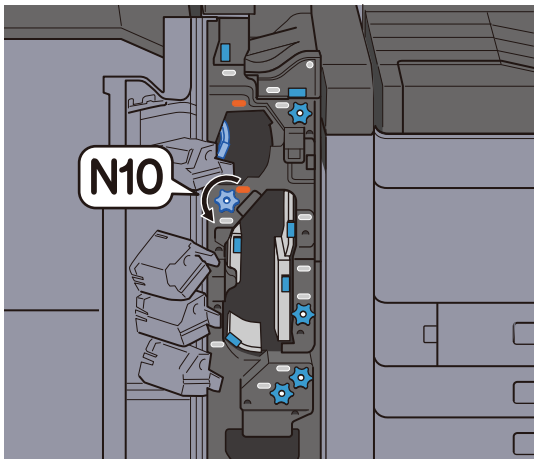
1 **Open the front cover.**



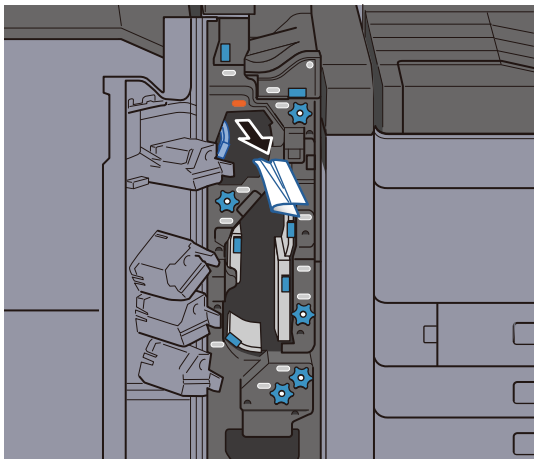
2 **Open the transport guide (N11).**



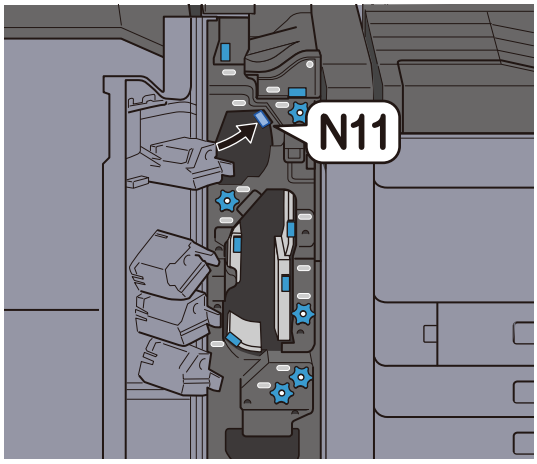
3 **Turn knob (N10).**



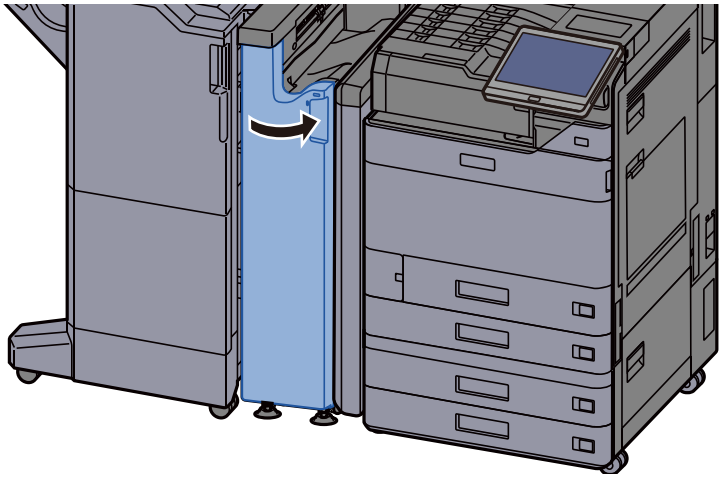
4 **Take out the jammed paper.**



5 **Return the transport guide (N11) to the original position.**

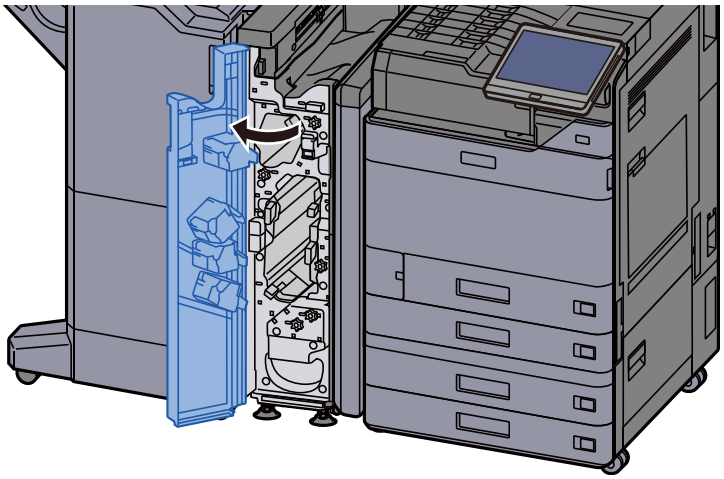


6 **Close the front cover.**

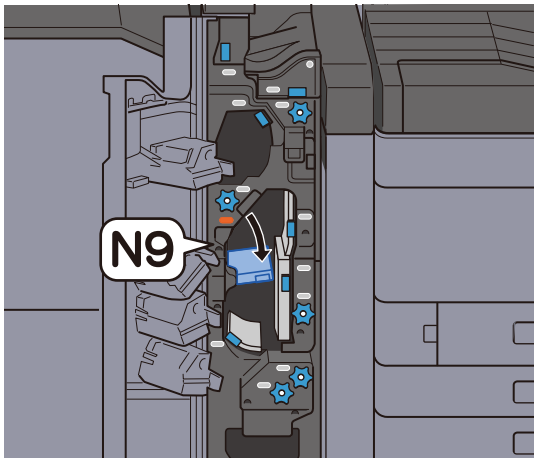


Additional folding guide plate

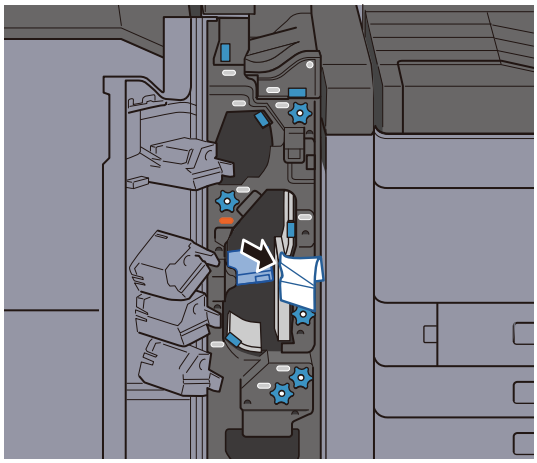
1 **Open the front cover.**



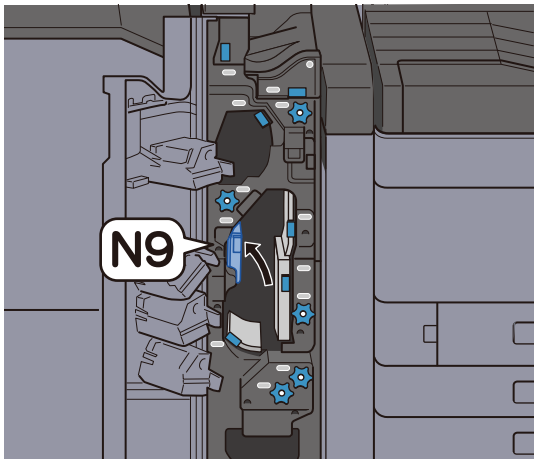
2 **Open the transport guide (N9).**



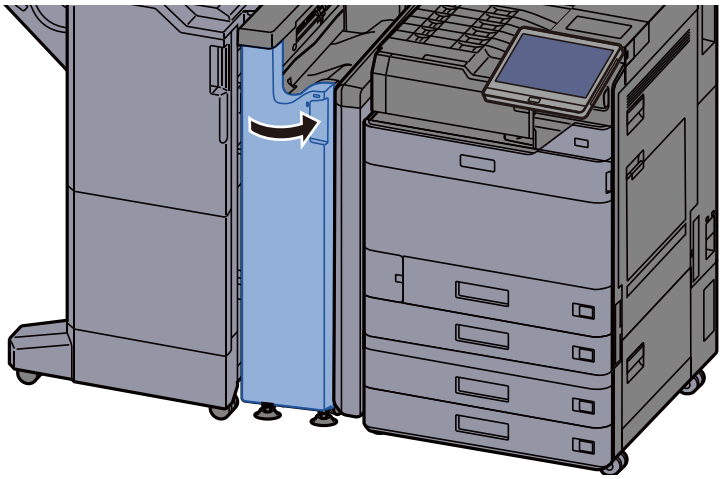
3 **Remove any jammed paper.**



4 **Return the transport guide (N9) to the original position.**

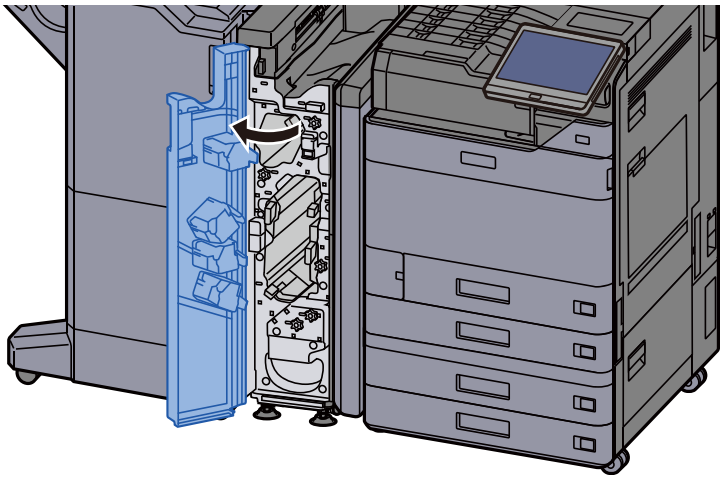


5 **Close the front cover.**

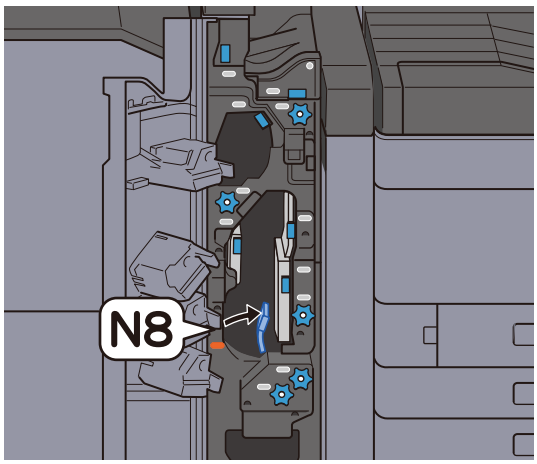


Post-folding transport guide plate

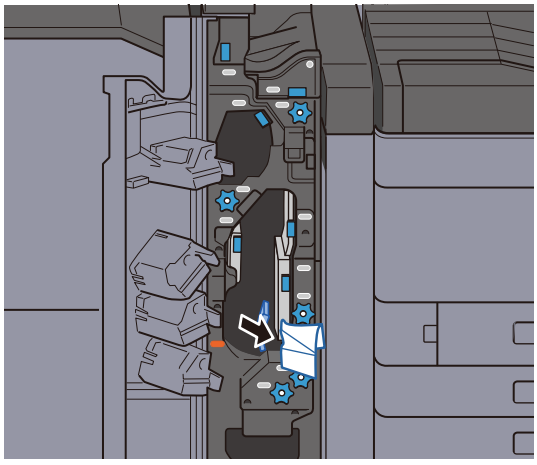
1 **Open the front cover.**



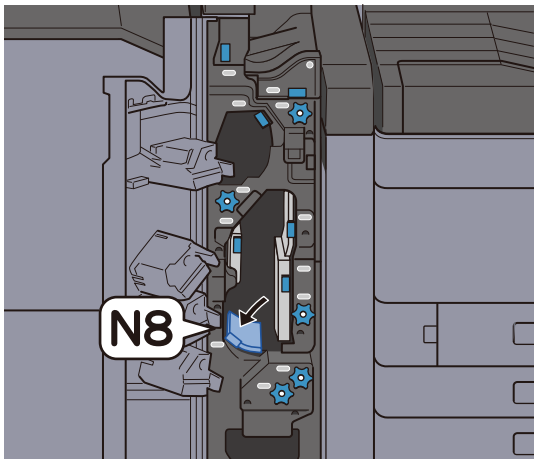
2 **Open the transport guide (N8).**



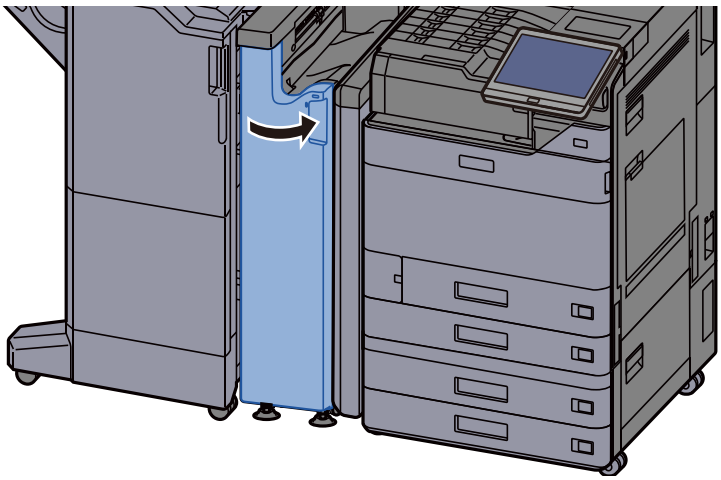
3 **Remove any jammed paper.**



4 **Return the transport guide (N8) to the original position.**

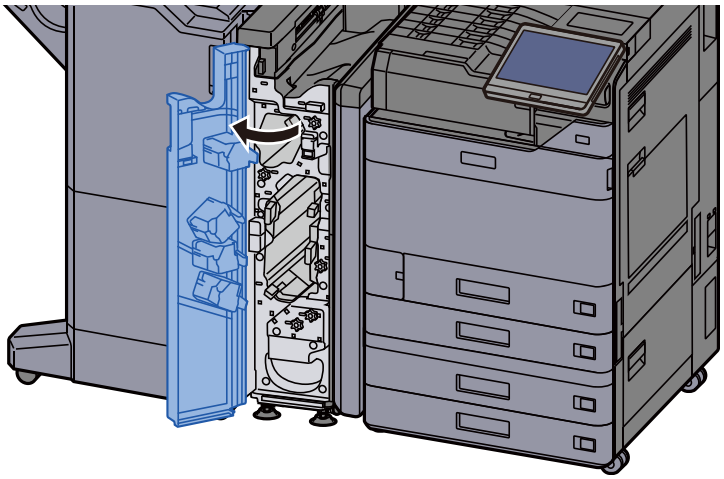


5 **Close the front cover.**

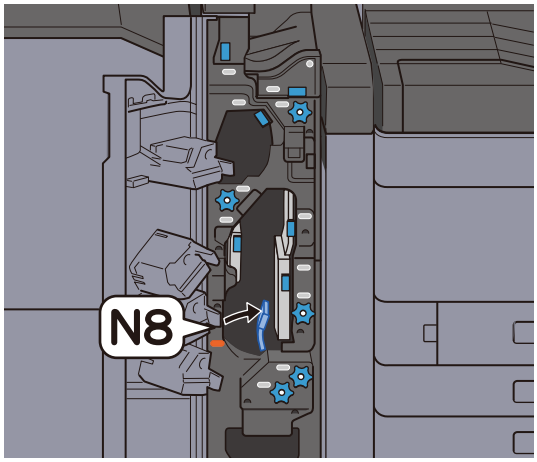


Folding roller knob

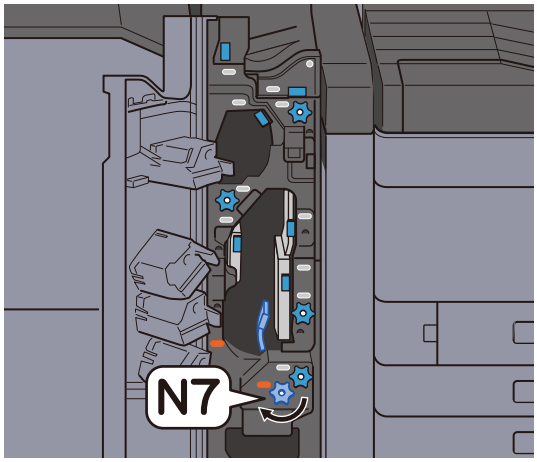
1 **Open the front cover.**



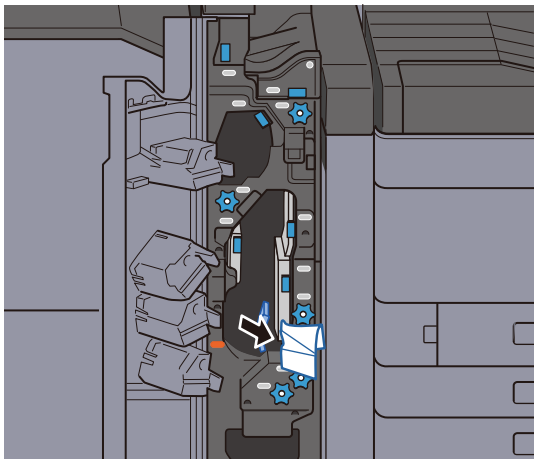
2 **Open the transport guides (N8).**



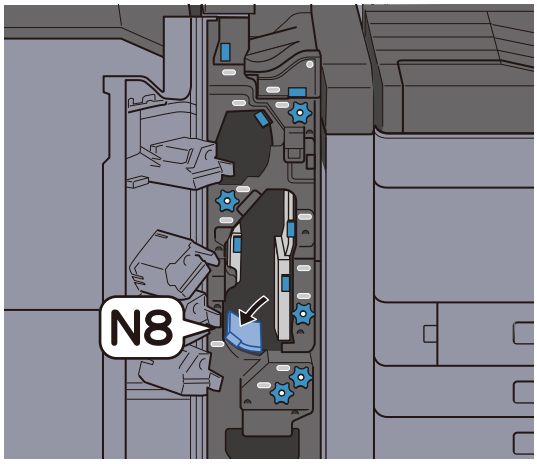
3 **Turn knob (N7).**



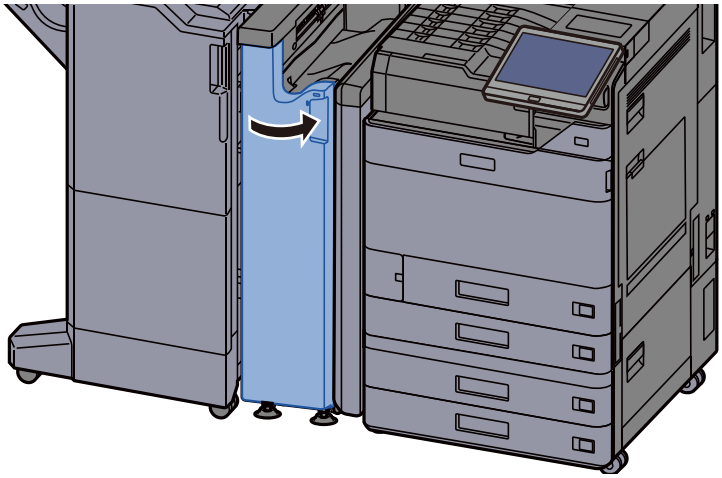
4 **Take out the jammed paper.**



5 **Return the transport guide (N8) to the original position.**

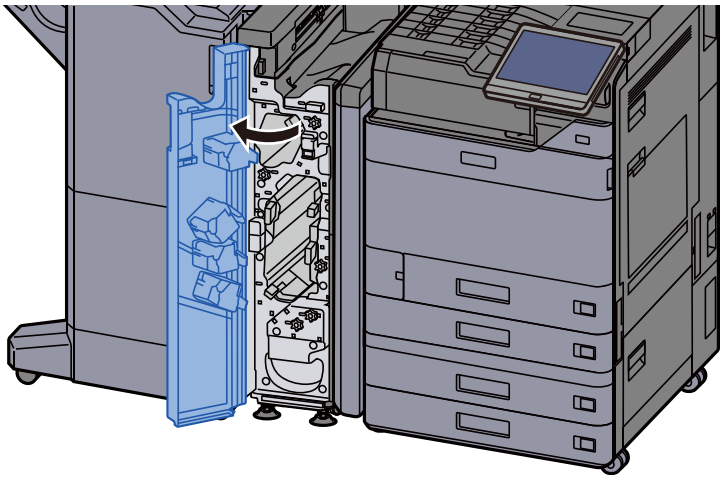


6 **Close the front cover.**

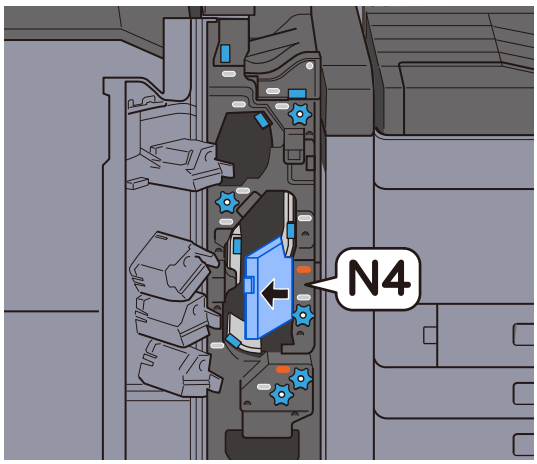


Registration roller knob

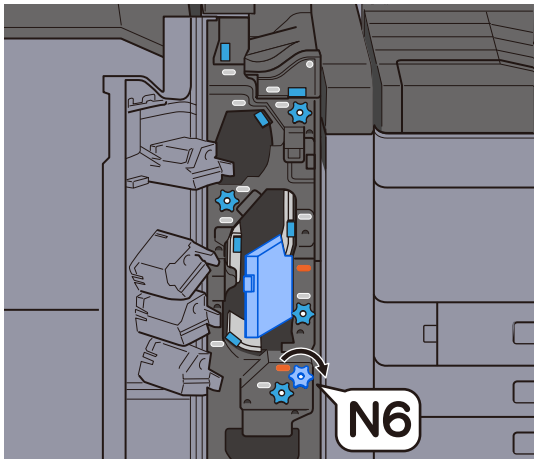
1 **Open the front cover.**



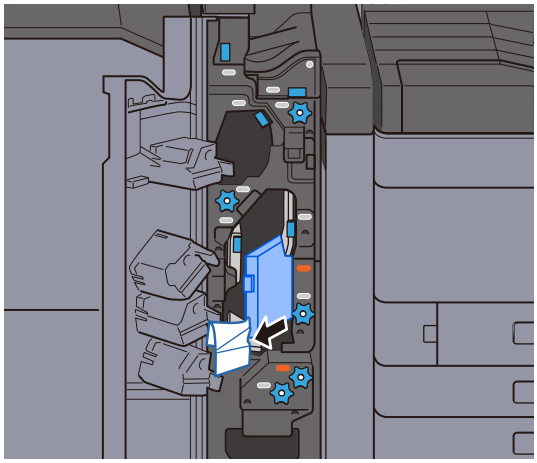
2 **Open the transport guides (N4).**



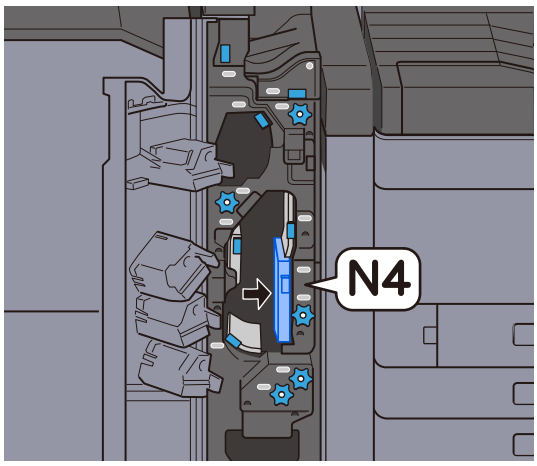
3 **Turn knob (N6).**



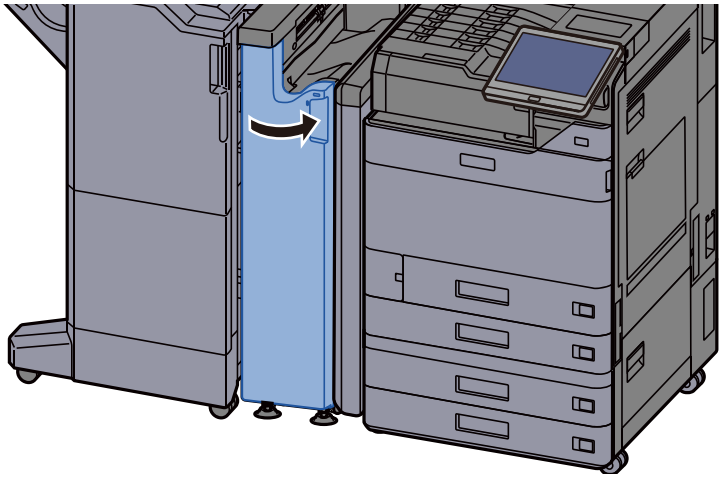
4 **Remove any jammed paper.**



5 **Return the transport guide (N4) to the original position.**

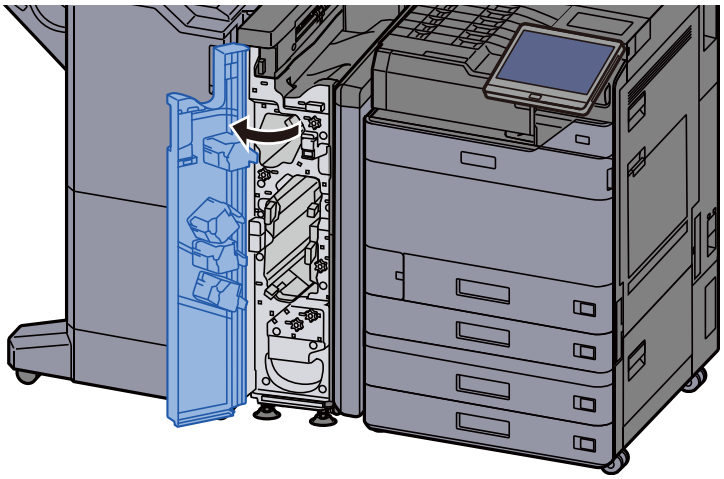


6 **Close the front cover.**

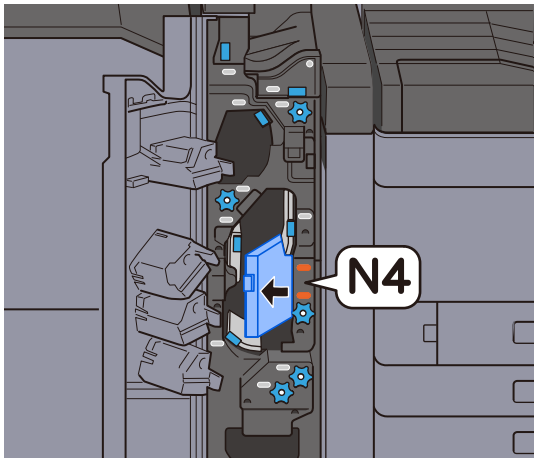


Paper stack roller knob

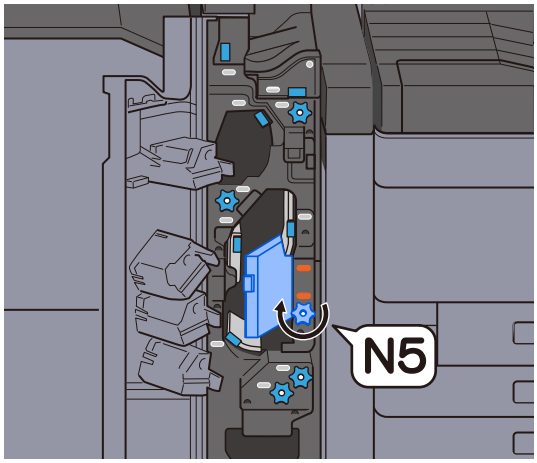
1 **Open the front cover.**



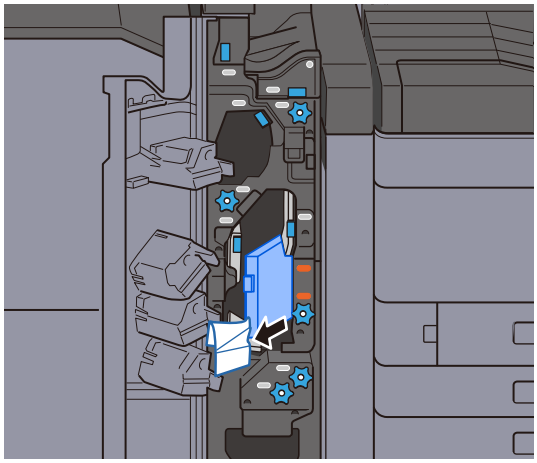
2 **Open the transport guides (N4).**



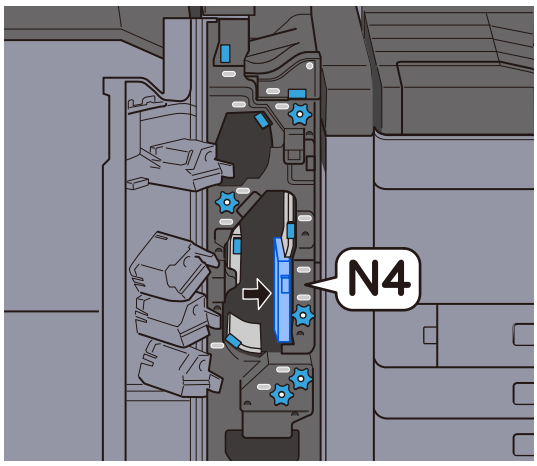
3 **Turn knob (N5).**



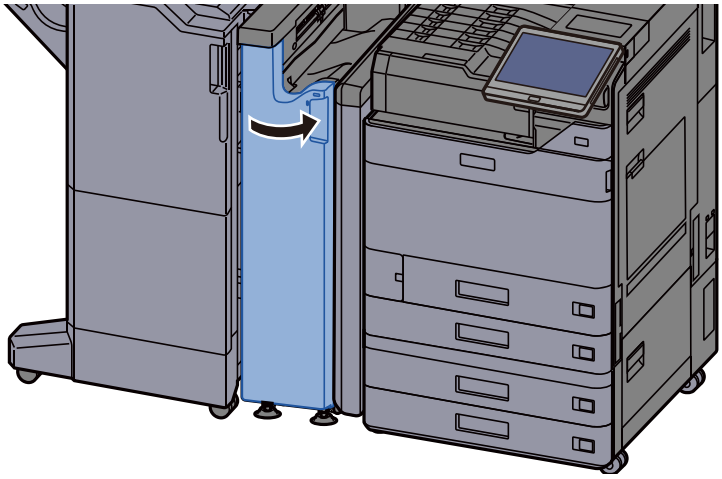
4 **Remove any jammed paper.**



5 **Return the transport guide (N4) to the original position.**

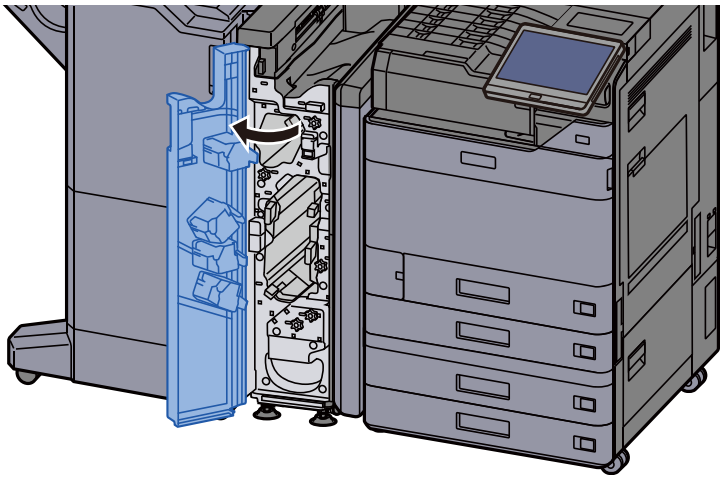


6 **Close the front cover.**

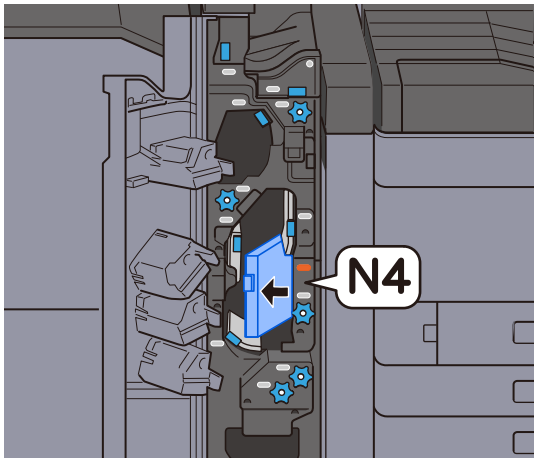


Resist transfer guide plate

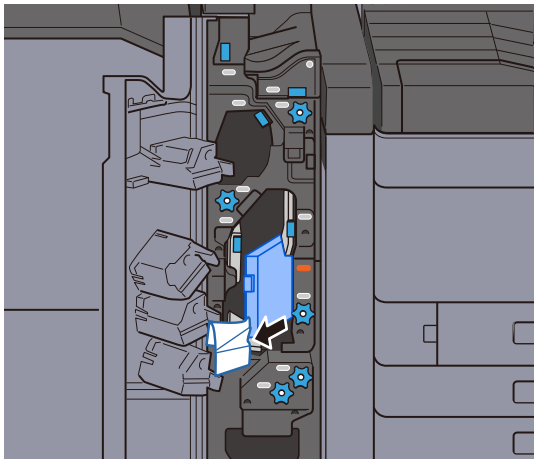
1 **Open the front cover.**



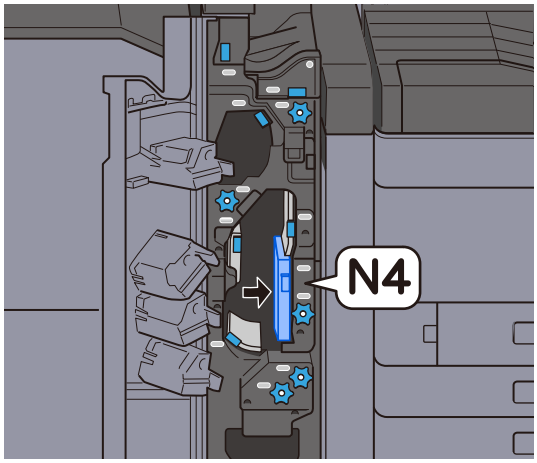
2 **Open the transport guides (N4).**



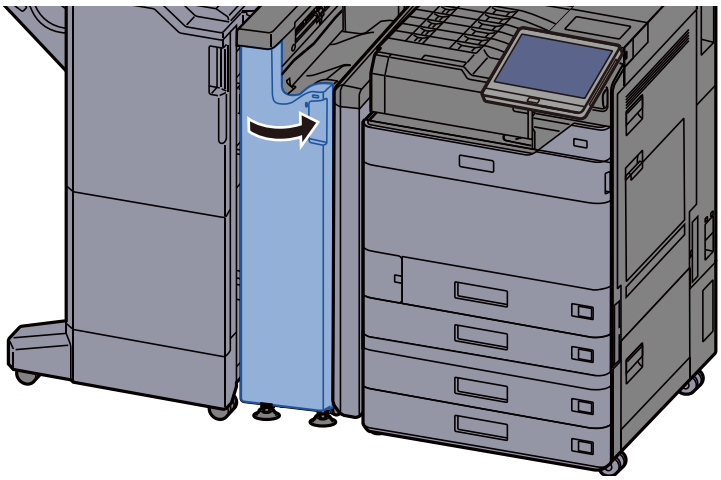
3 **Remove any jammed paper.**



4 **Return the transport guide (N4) to the original position.**

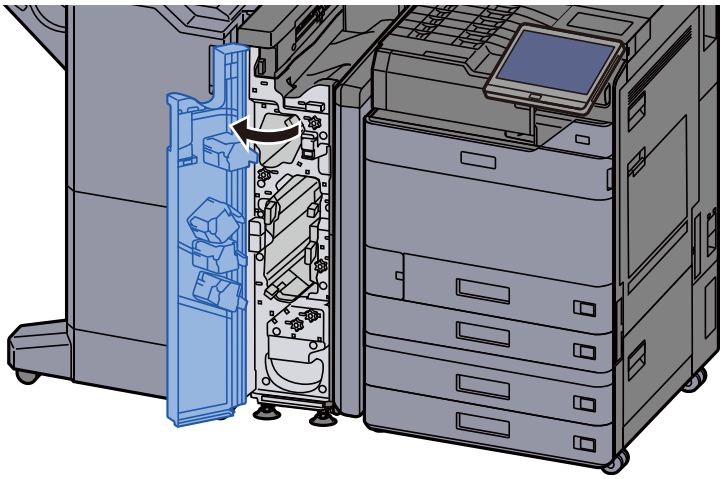


5 **Close the front cover.**

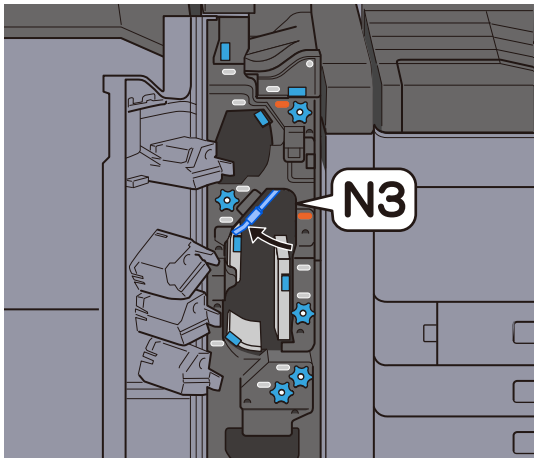


Pre-registration transport guide plate

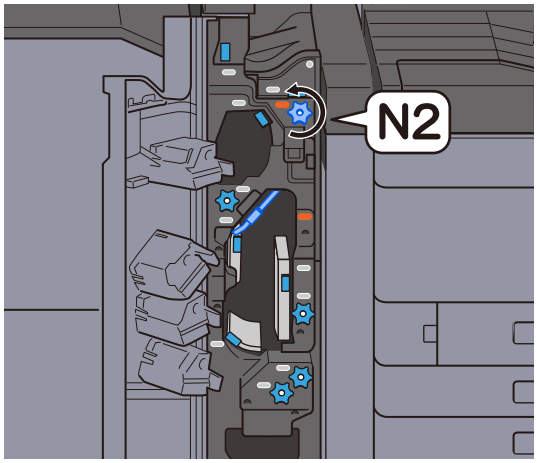
1 **Open the front cover.**



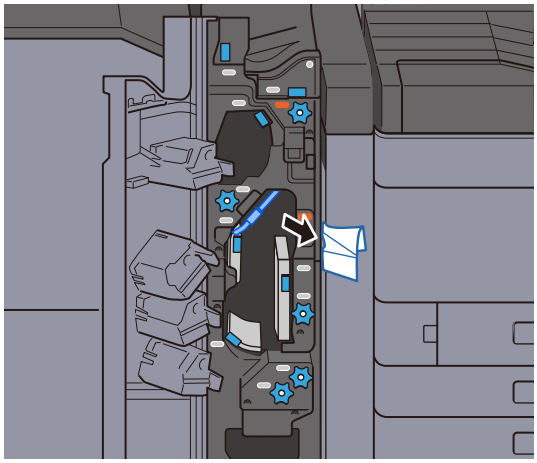
2 **Open the transport guides (N3).**



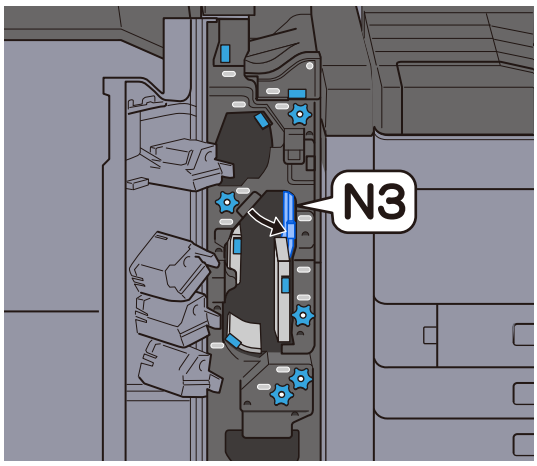
3 **Turn knob (N2).**



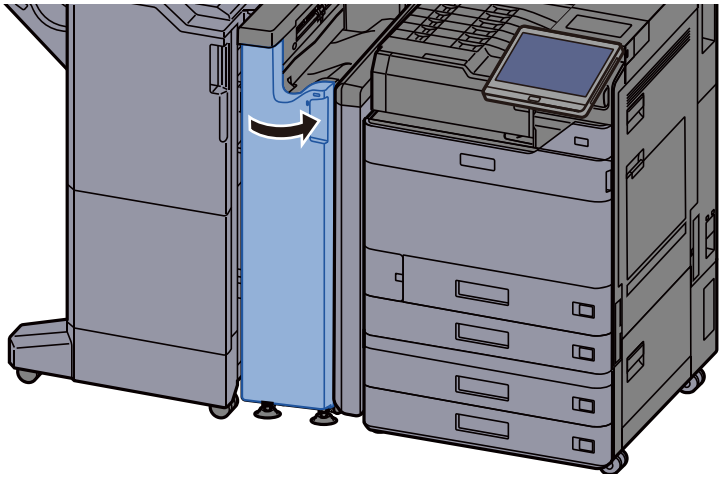
4 **Remove any jammed paper.**



5 **Return the transport guide (N3) to the original position.**

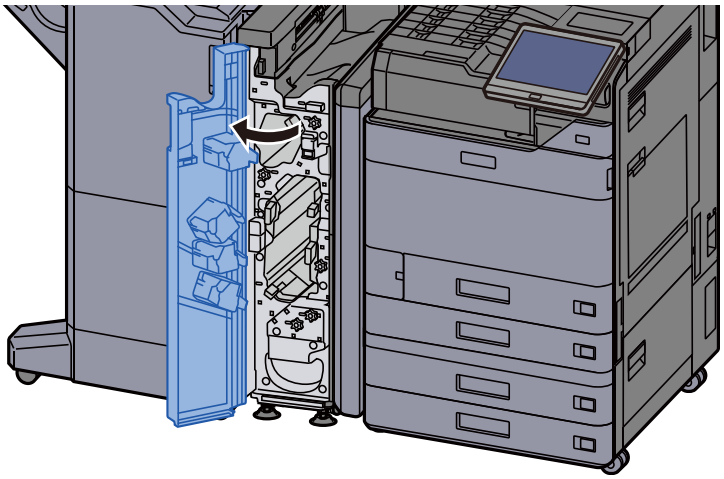


6 **Close the front cover.**

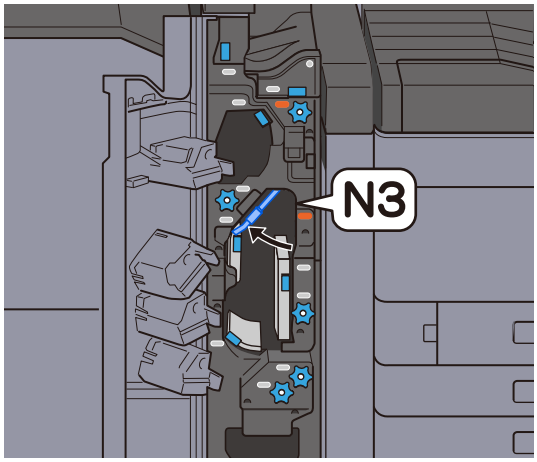


Z-fold unit Clear paper jam

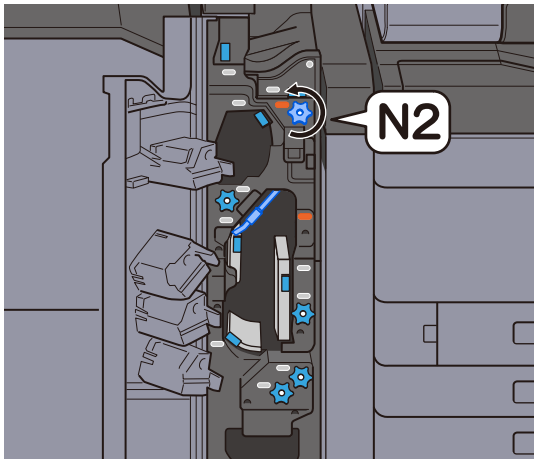
1 **Open the front cover.**



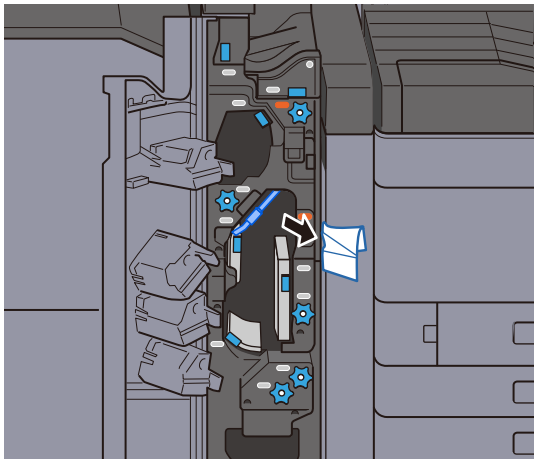
2 **Open the transport guides (N3).**



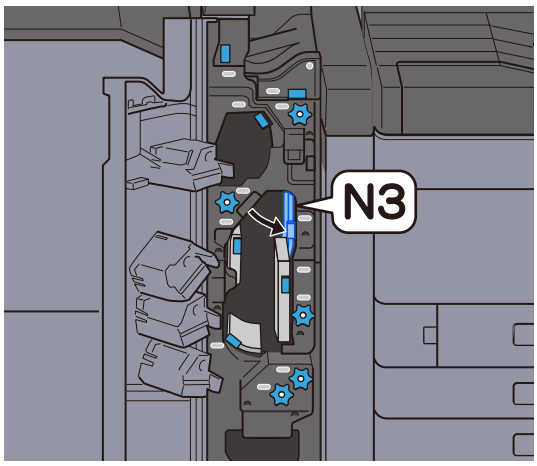
3 **Turn knob (N2).**



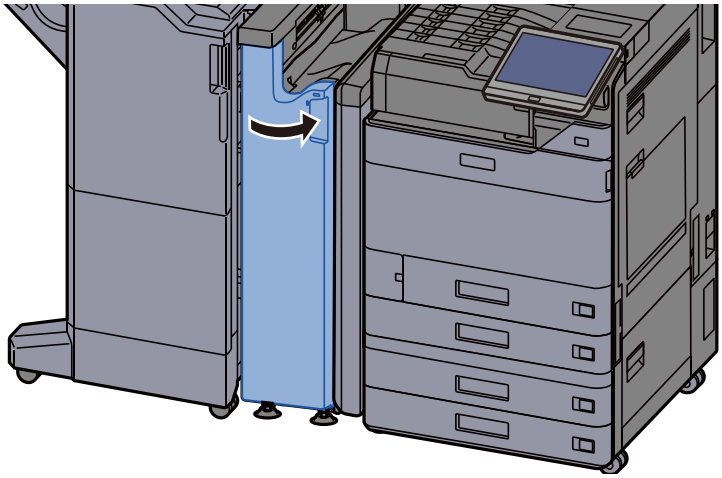
4 **Remove any jammed paper.**



5 **Return the transport guide (N3) to the original position.**

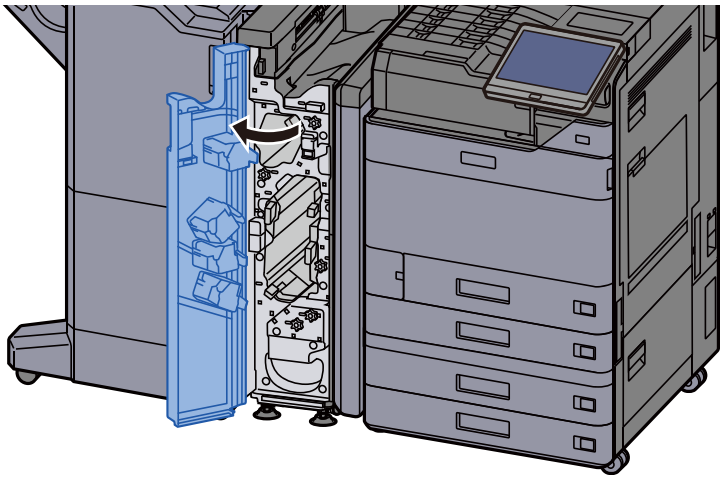


6 **Close the front cover.**

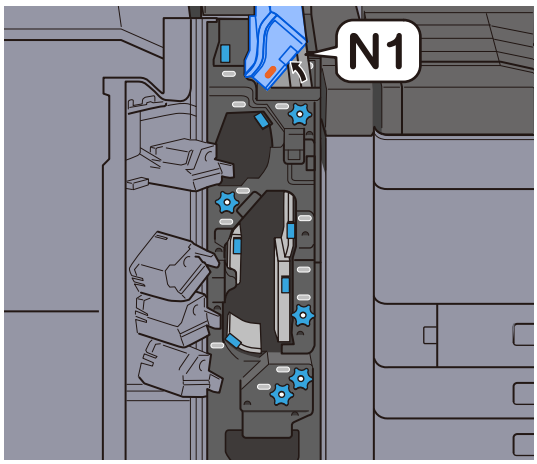


Entrance guide plate

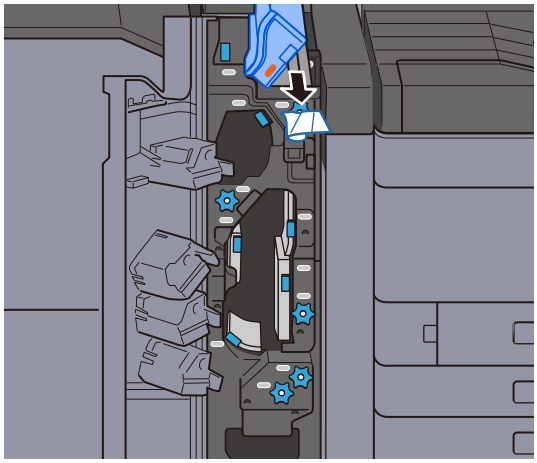
1 **Open the front cover.**



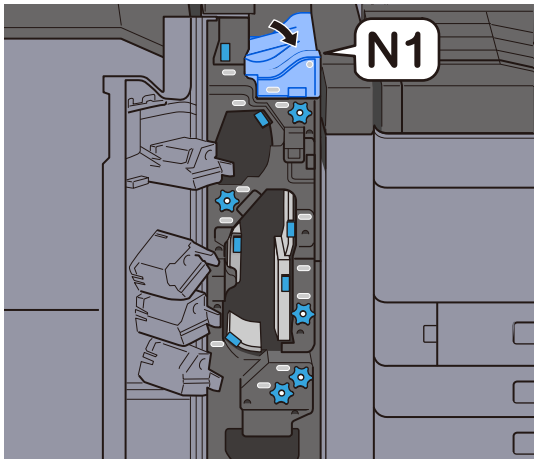
2 **Open the transport guides (N1).**



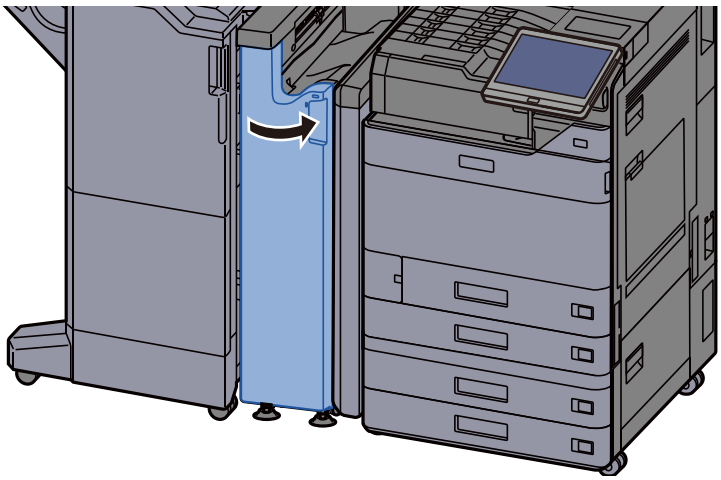
3 **Remove any jammed paper.**



4 **Return the transport guide (N1) to the original position.**



5 **Close the front cover.**

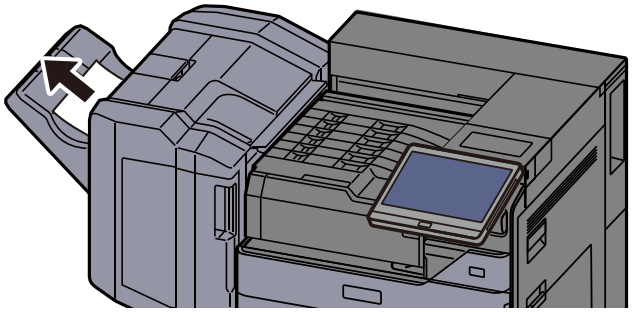


Remove any jammed paper in the 1,000-Sheet Finisher

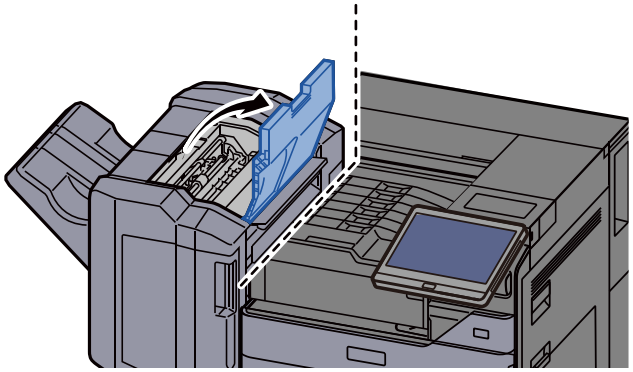
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

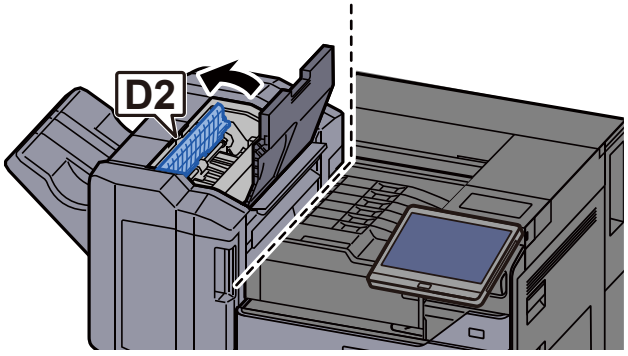
1 **Remove any jammed paper.**



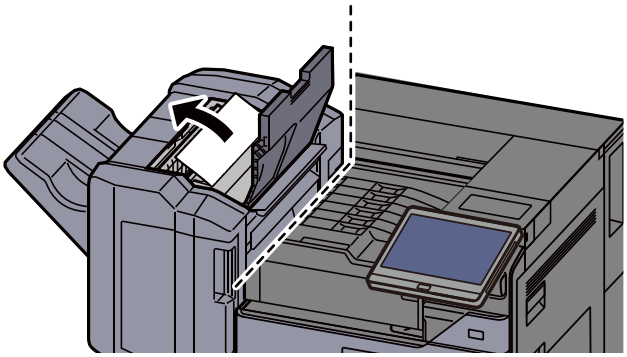
2 **Open the finisher top cover.**



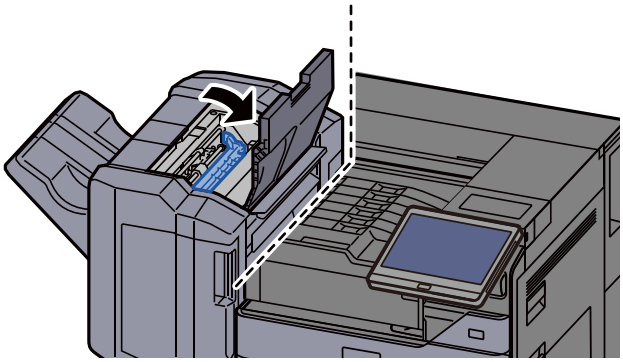
3 **Open the conveyor guide (D2).**



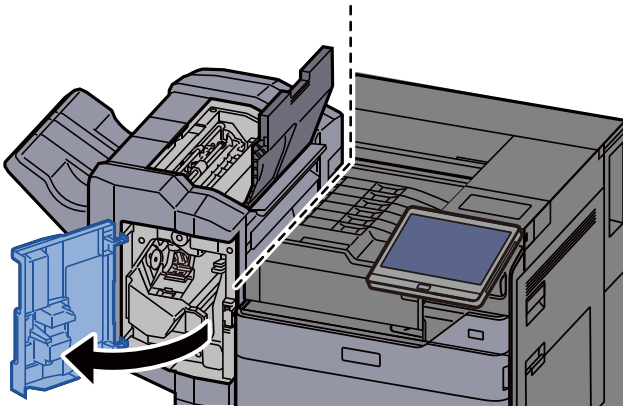
4 **Remove any jammed paper.**



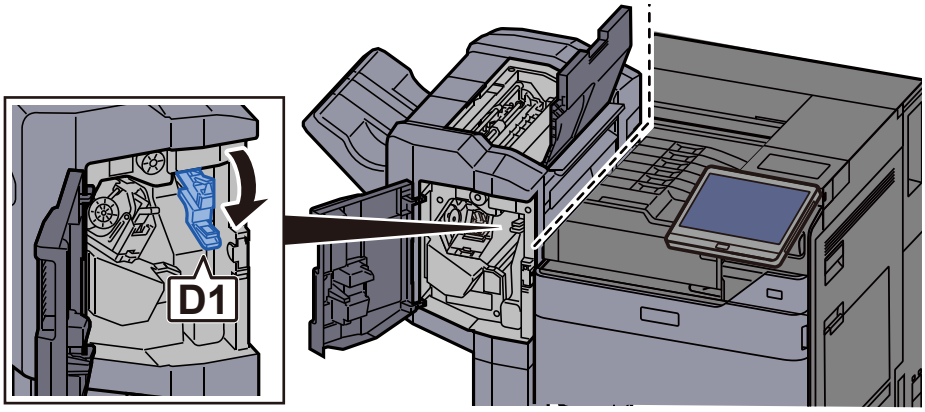
5 **Return the conveyor guide (D2) to the original position.**



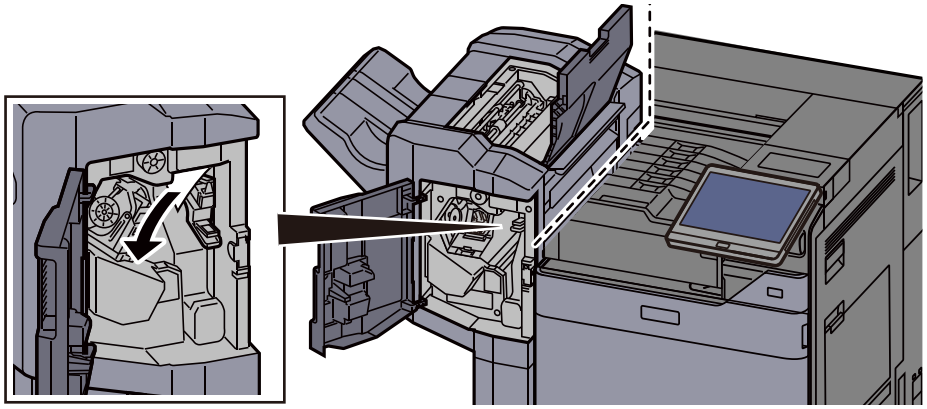
6 **Open the finisher front cover.**



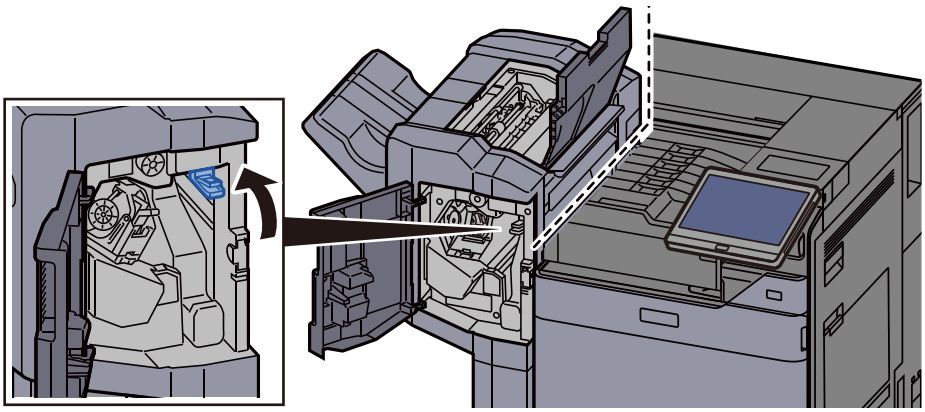
7 **Open the conveyor guide (D1).**



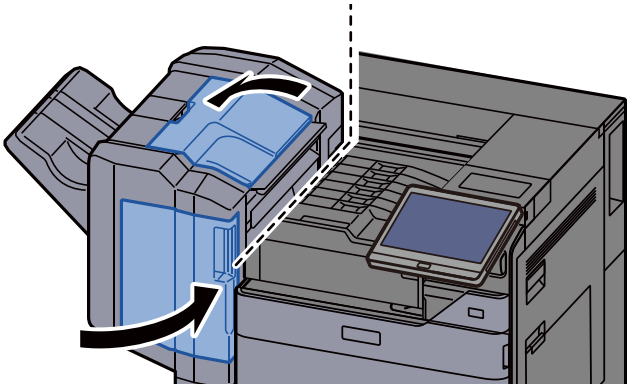
8 **Remove any jammed paper.**



9 **Return the conveyor guide (D1) to the original position.**



10 Return the covers to the original position.

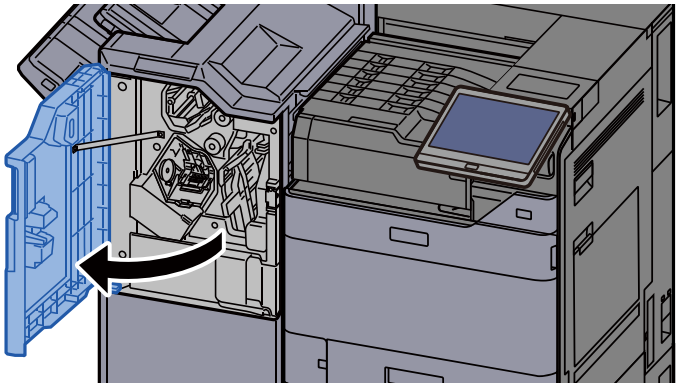


Remove any jammed paper in the 4,000-sheet Finisher/ 100-sheet Staple Finisher (Inner)

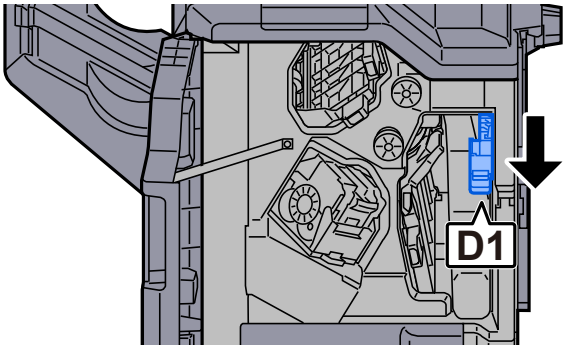
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

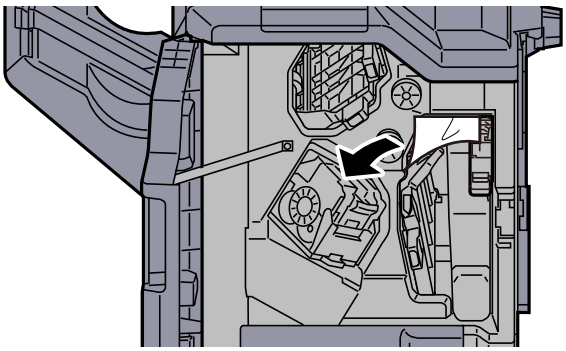
1 Open the finisher front cover 1.



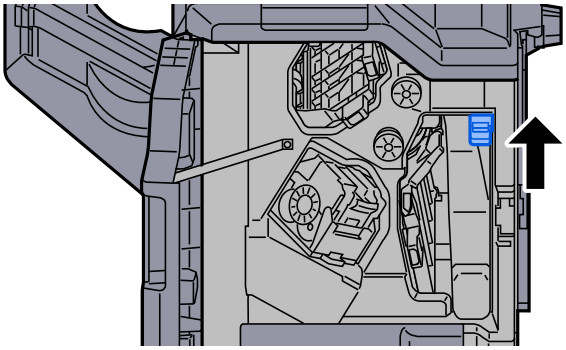
2 Open the conveyor guide (D1).



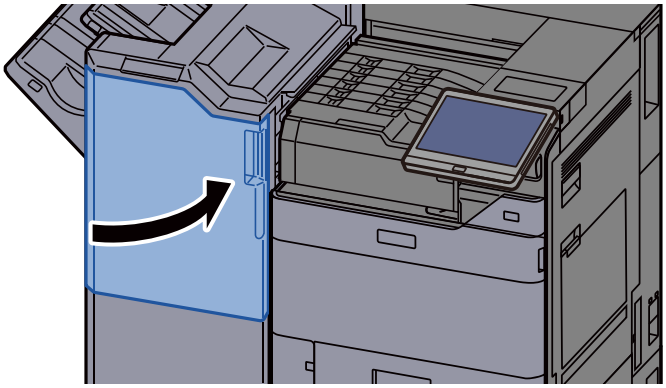
3 Remove any jammed paper.



4 **Return the conveyor guide (D1) to the original position.**



5 **Return the cover to the original position.**

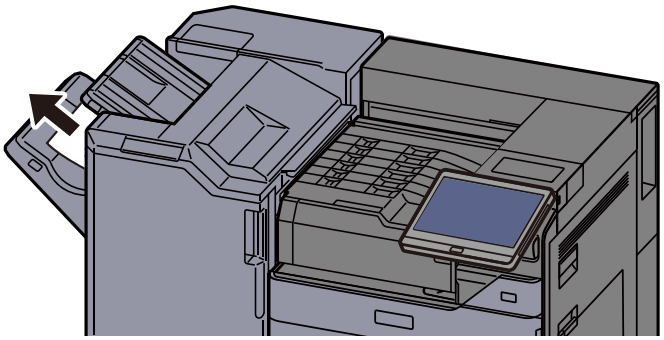


Remove any jammed paper in the 4,000-sheet Finisher/ 100-sheet Staple Finisher (Tray A)

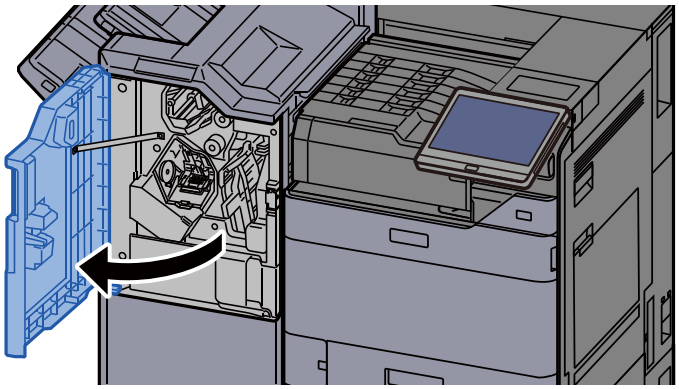
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

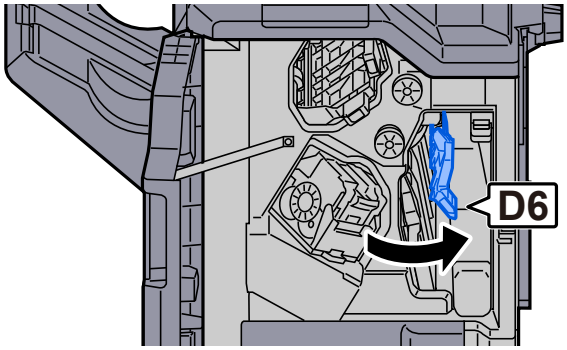
1 Remove any jammed paper.



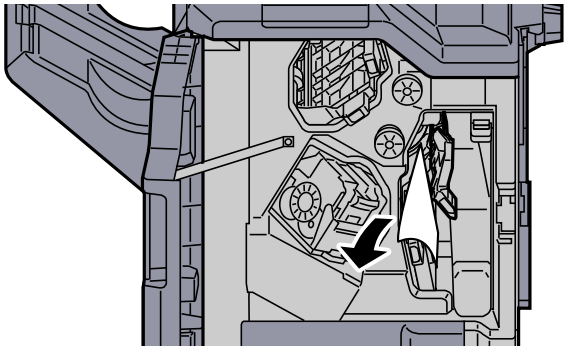
2 Open the finisher front cover 1.



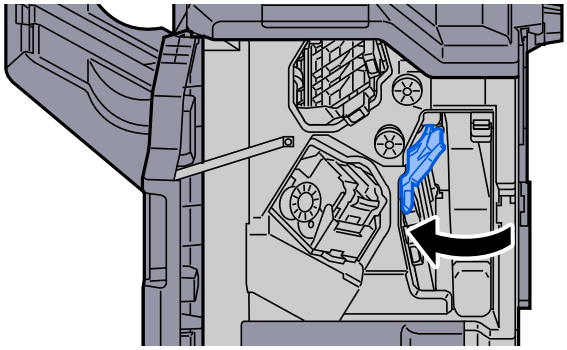
3 Open the conveyor guide (D6).



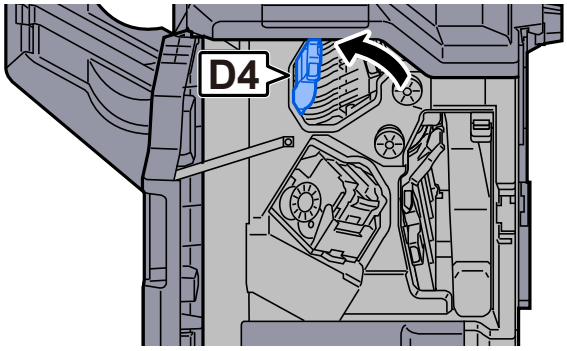
4 **Remove any jammed paper.**



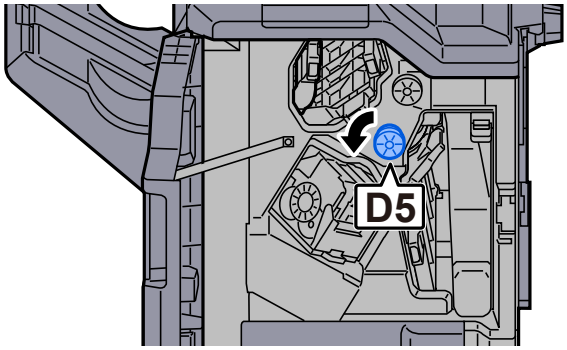
5 **Return the conveyor guide (D6) to the original position.**



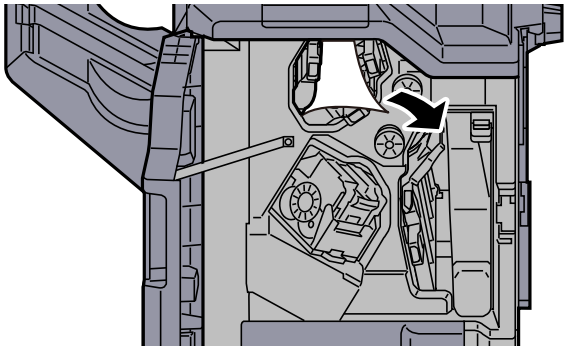
6 **Open the conveyor guide (D4).**



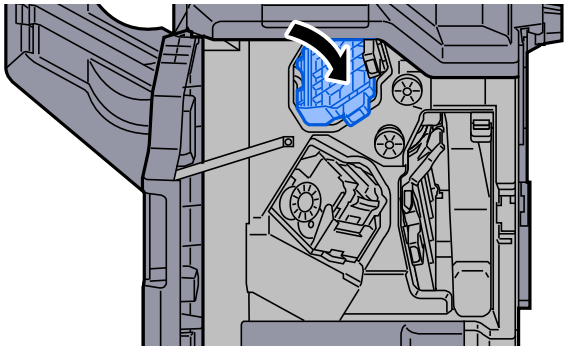
7 **Turn knob (D5).**



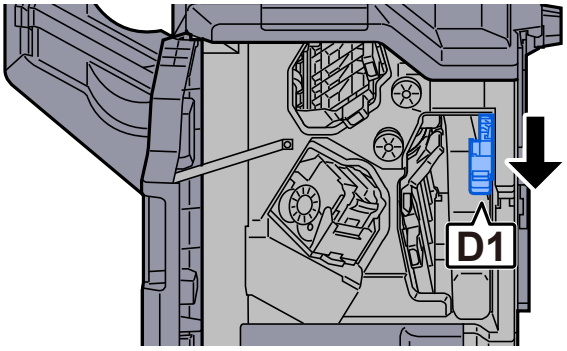
8 **Remove any jammed paper.**



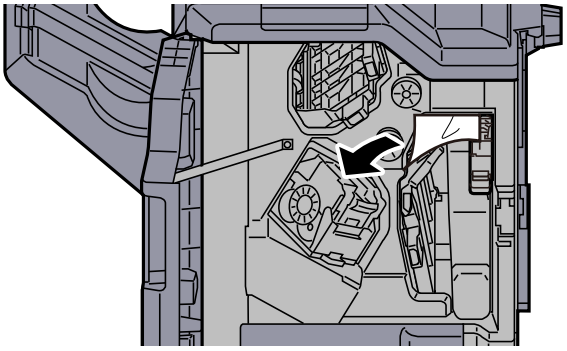
9 **Return the conveyor guide (D4) to the original position.**



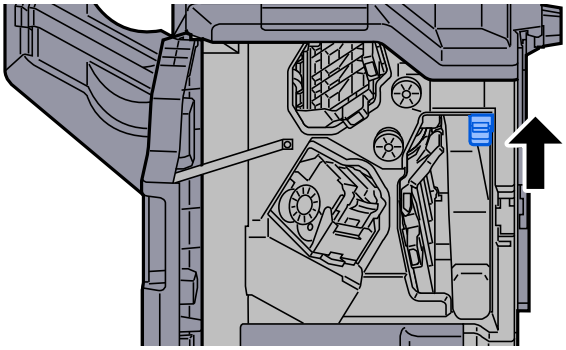
10 **Open the conveyor guide (D1).**



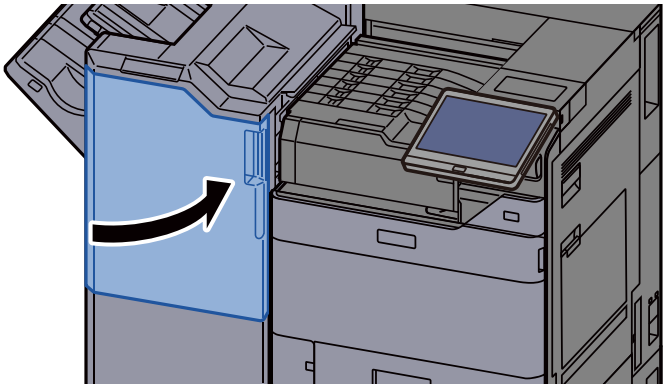
11 **Remove any jammed paper.**



12 Return the conveyor guide (D1) to the original position.



13 Return the cover to the original position.

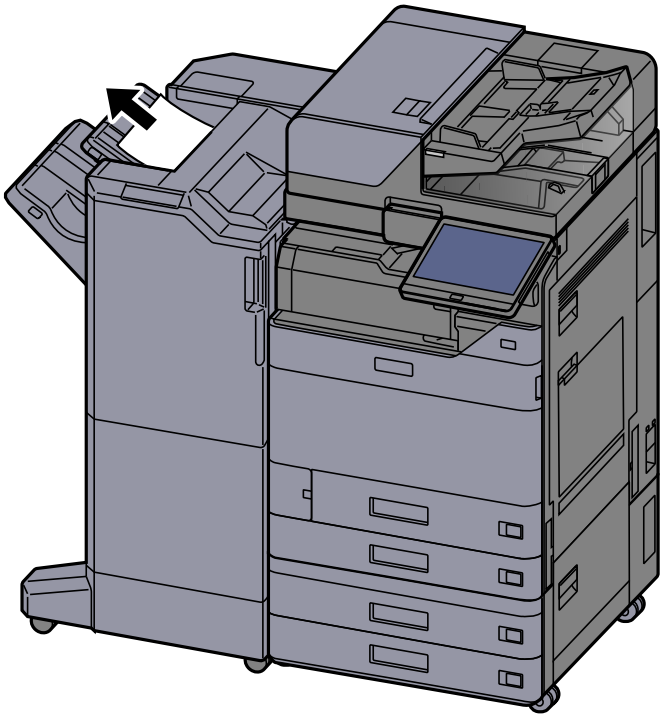


Remove any jammed paper in the 4,000-sheet Finisher/ 100-sheet Staple Finisher (Tray B)

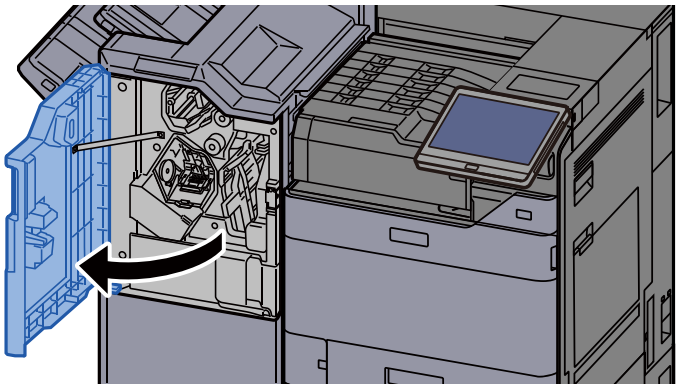
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

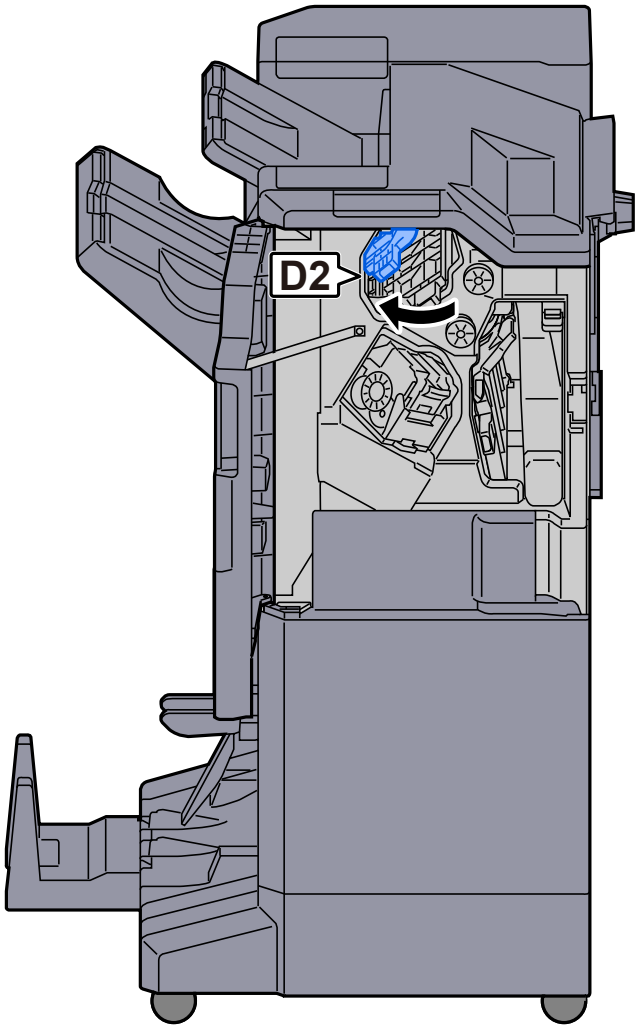
1 **Remove any jammed paper.**



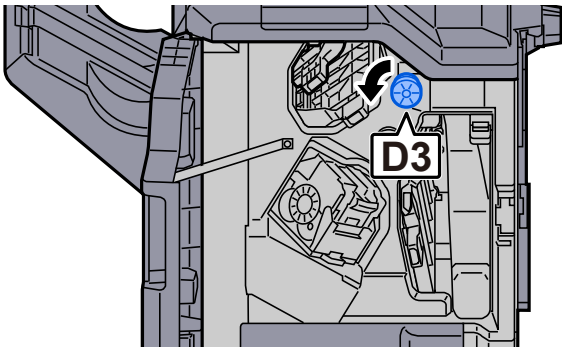
2 **Open the finisher front cover 1.**



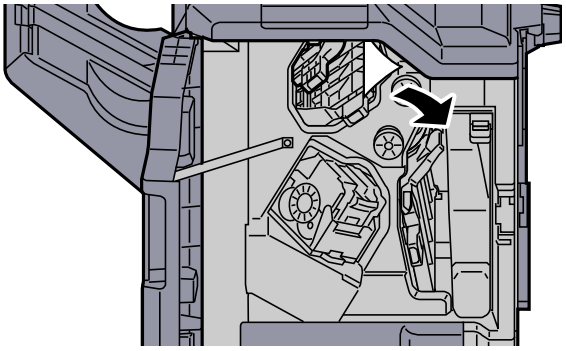
3 **Open the conveyor guide (D2).**



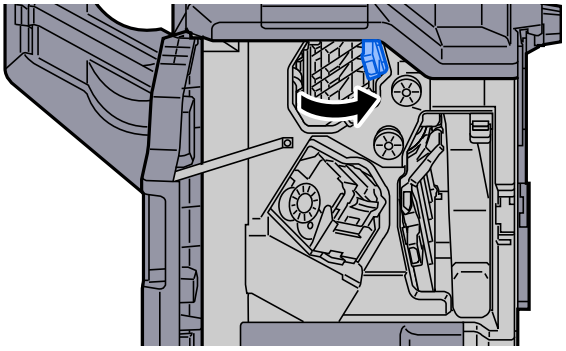
4 **Turn knob (D3).**



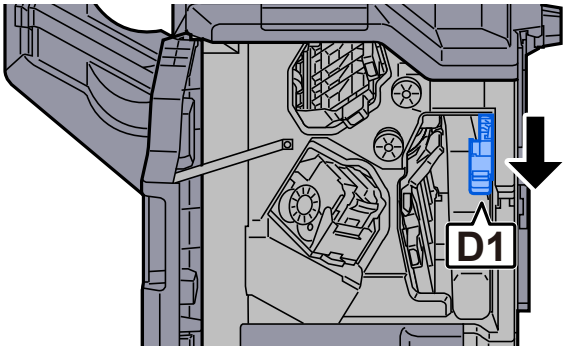
5 **Remove any jammed paper.**



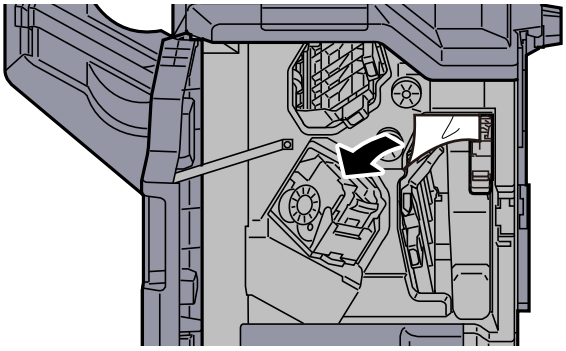
6 **Return the conveyor guide (D2) to the original position.**



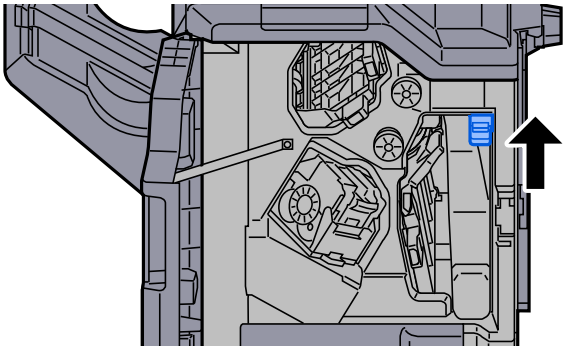
7 **Open the conveyor guide (D1).**



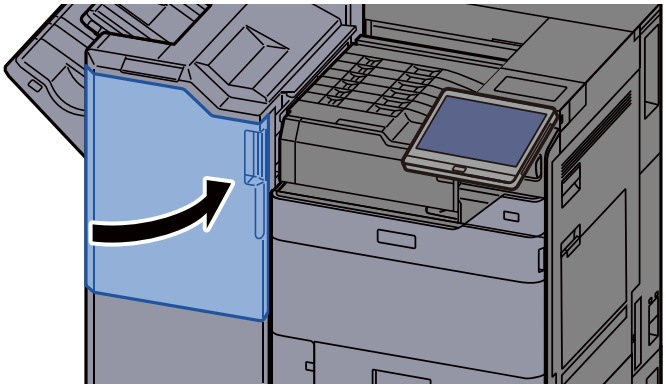
8 **Remove any jammed paper.**



9 **Return the conveyor guide (D1) to the original position.**



10 **Return the cover to the original position.**

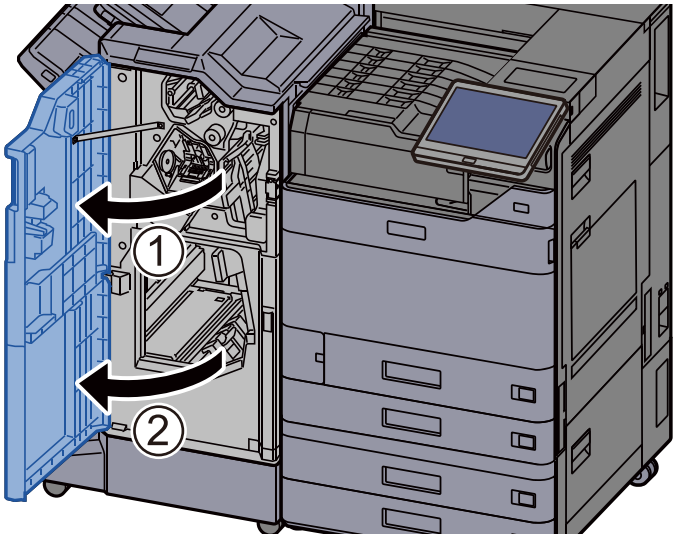


Remove any jammed paper in the Folding Unit (4,000-sheet Finisher)

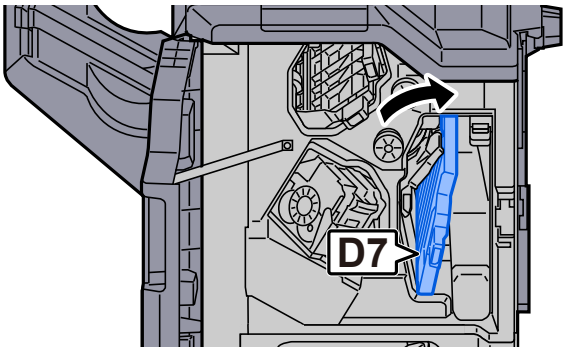
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

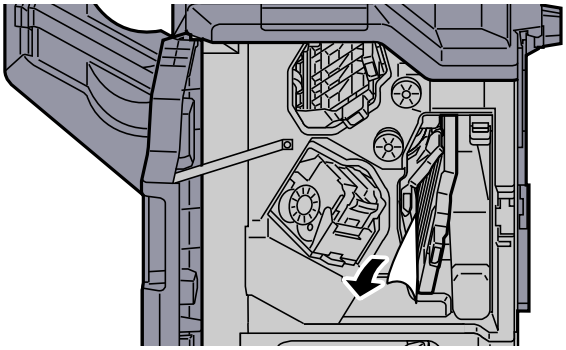
1 Open the finisher front cover 1 and 2.



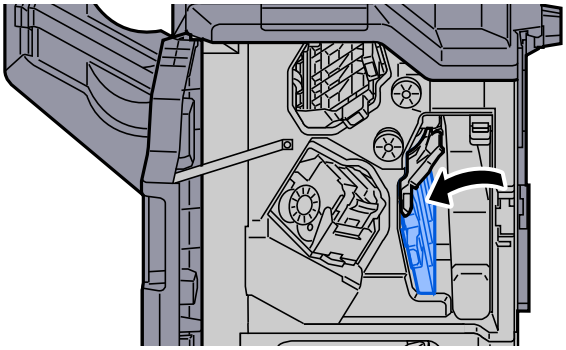
2 Open the conveyor guide (D7).



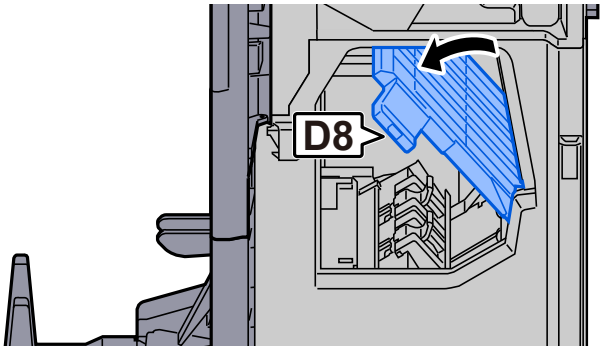
3 **Remove any jammed paper.**



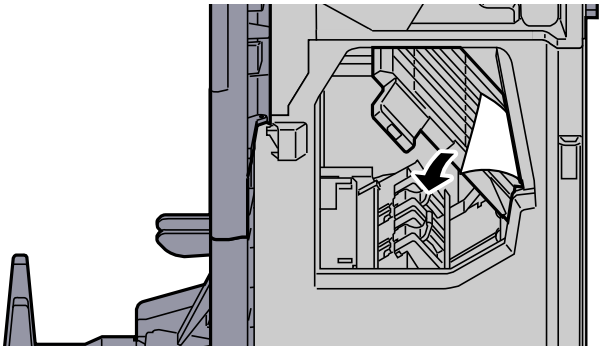
4 **Return the conveyor guide (D7) to the original position.**



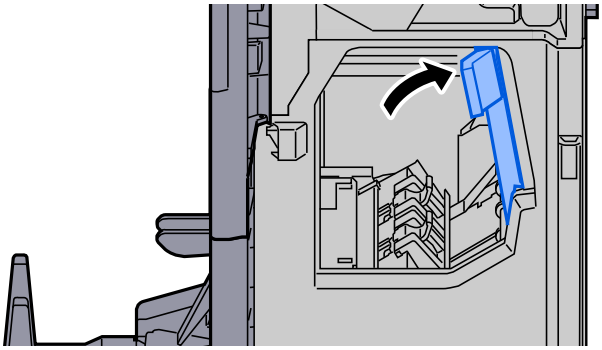
5 **Open the conveyor guide (D8).**



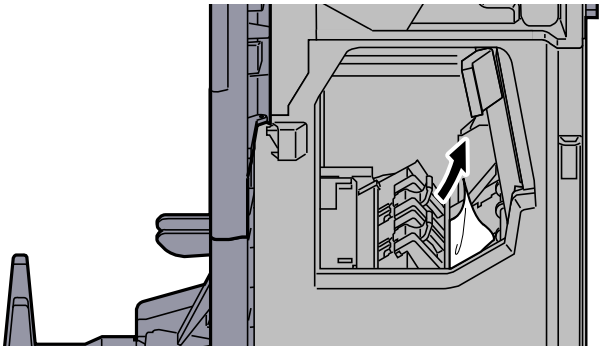
6 **Remove any jammed paper.**



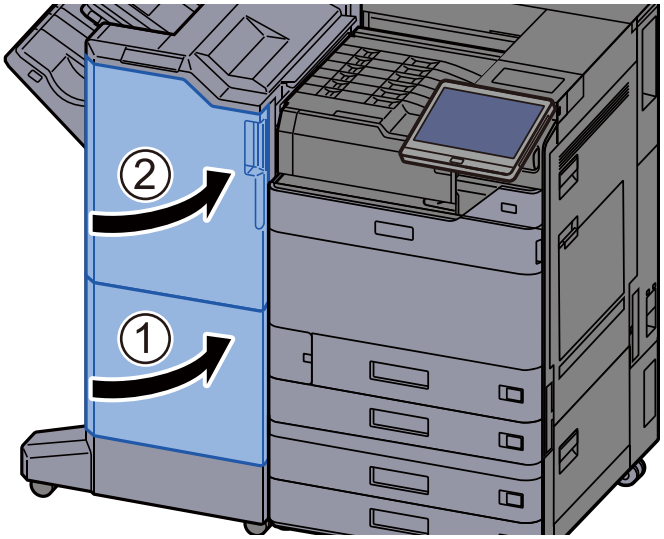
7 **Return the conveyor guide (D8) to the original position.**



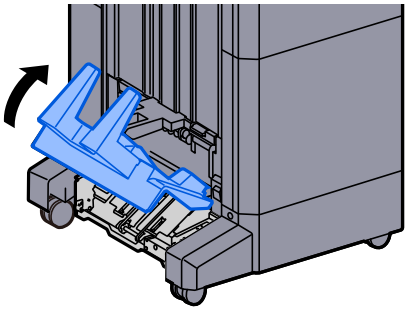
8 **Remove paper from inside the finisher.**



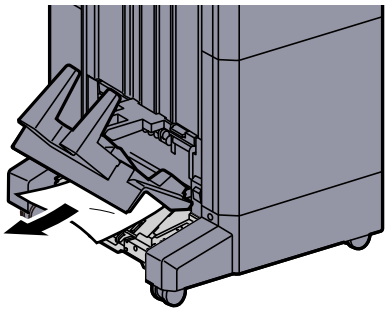
9 **Return the covers to the original position.**



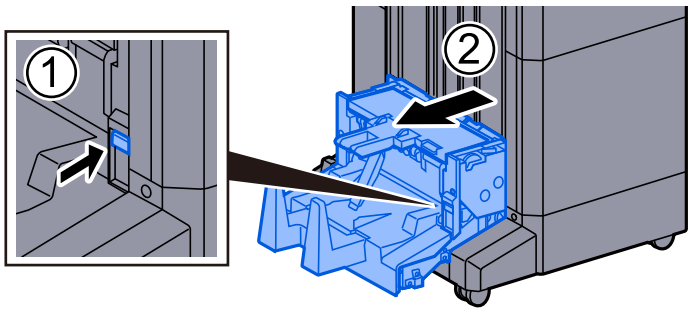
10 Lift the folding tray.



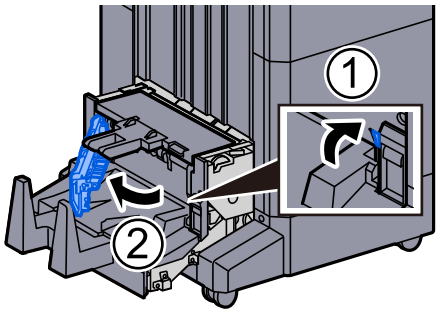
11 Remove any jammed paper.



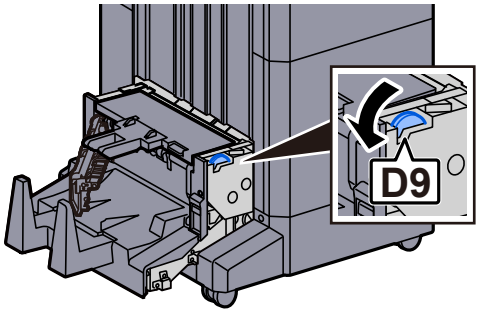
12 Press the release lever to pull the folding unit out.



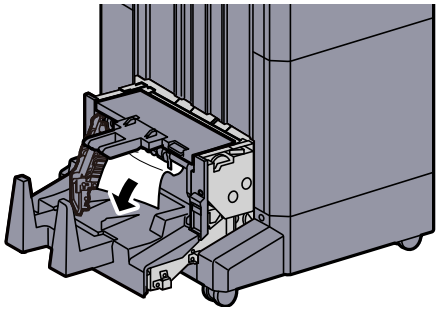
13 Open the folding unit left cover.



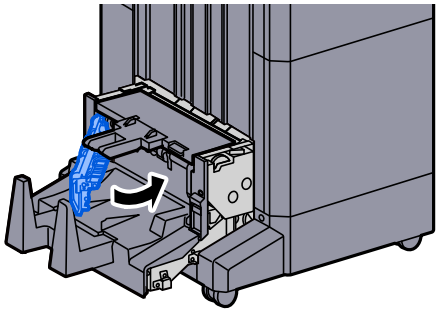
14 Turn dial (D9).



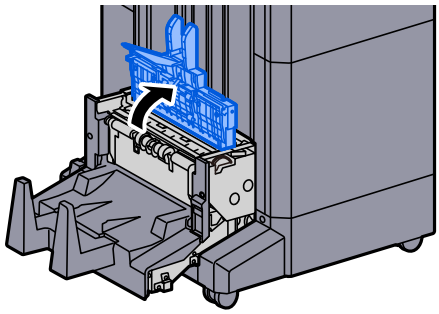
15 Remove any jammed paper.



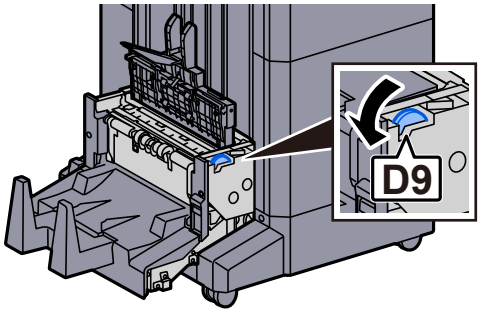
16 Return the folding unit left cover to the original position.



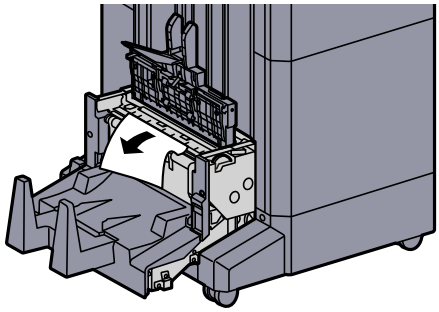
17 Open the folding unit top cover.



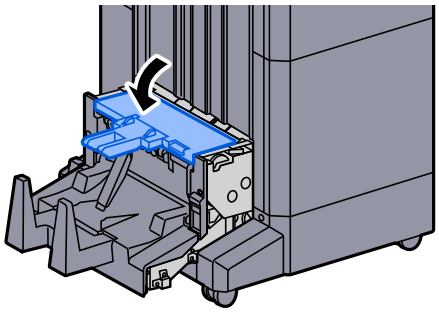
18 Turn dial (D9).



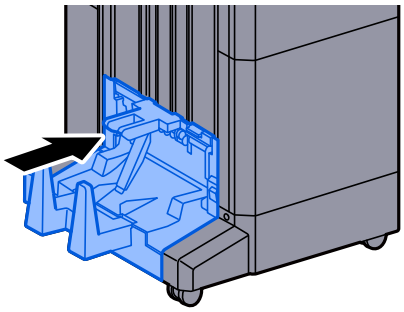
19 Remove any jammed paper.



20 Return the folding unit top cover to the original position.



21 Return the folding unit to the original position.

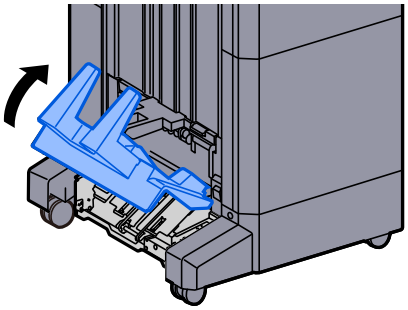


Remove any jammed paper in the Folding Tray (4,000-sheet Finisher)

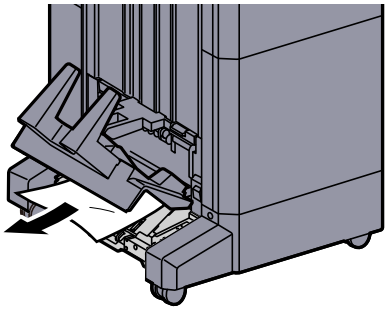
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

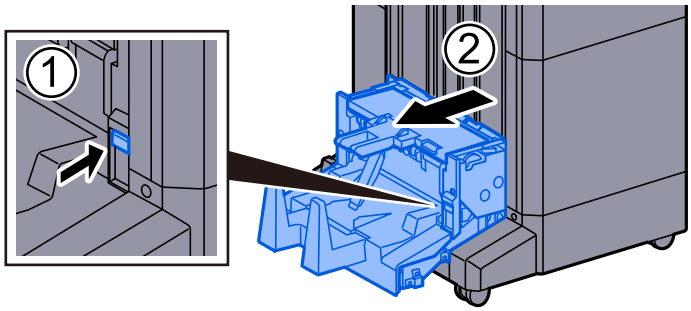
1 **Lift the folding tray.**



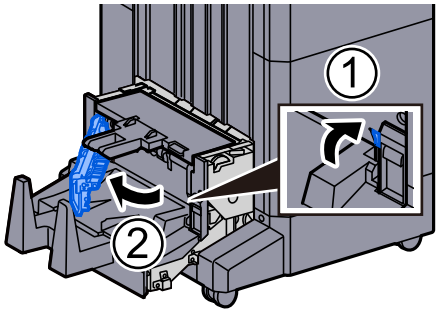
2 **Remove any jammed paper.**



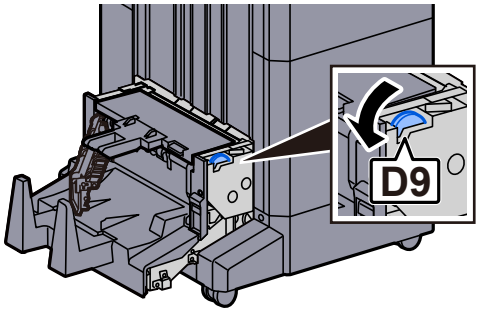
3 **Press the release lever to pull the folding unit out.**



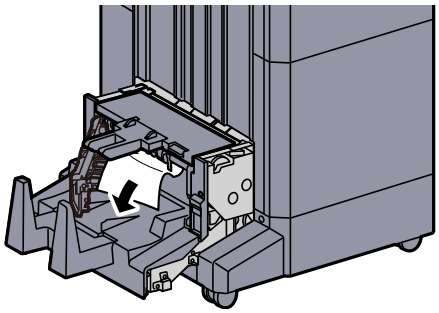
4 **Open the folding unit left cover.**



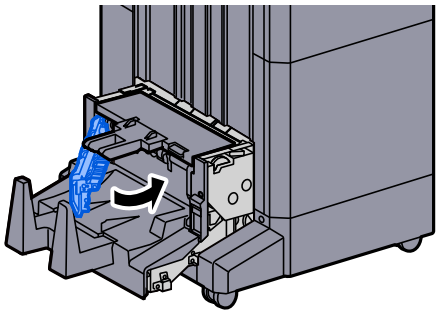
5 **Turn dial (D9).**



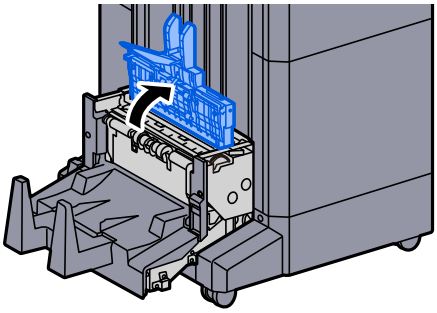
6 **Remove any jammed paper.**



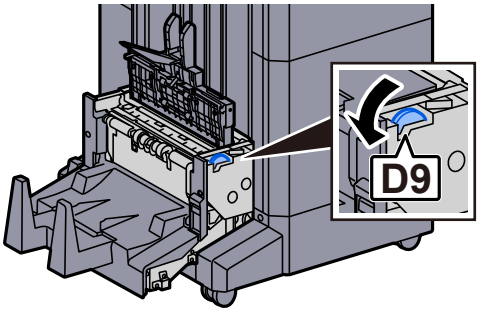
7 **Return the folding unit left cover to the original position.**



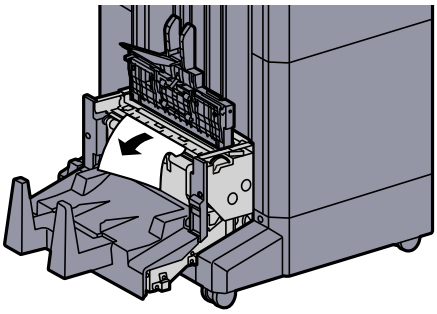
8 **Open the folding unit top cover.**



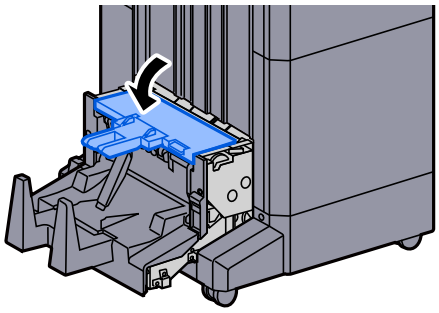
9 **Turn dial (D9).**



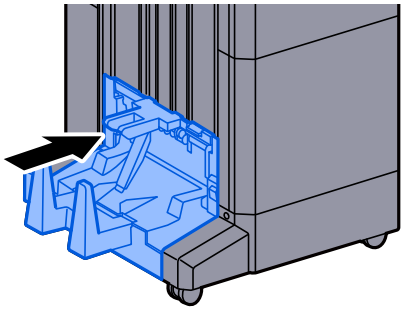
10 **Remove any jammed paper.**



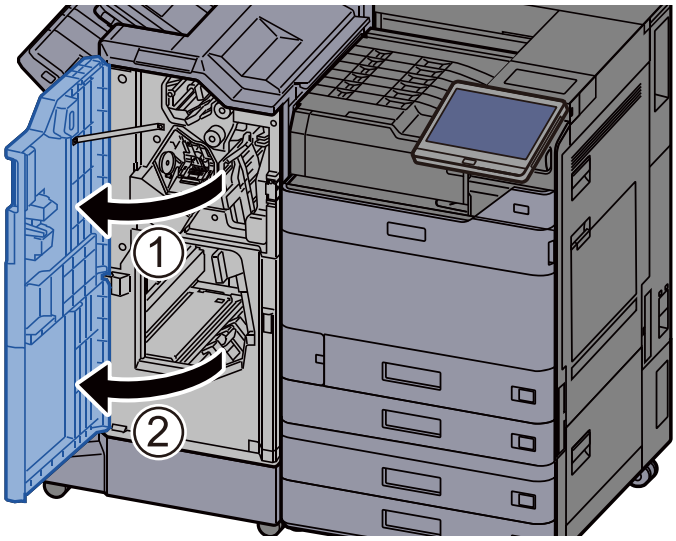
11 **Return the folding unit top cover to the original position.**



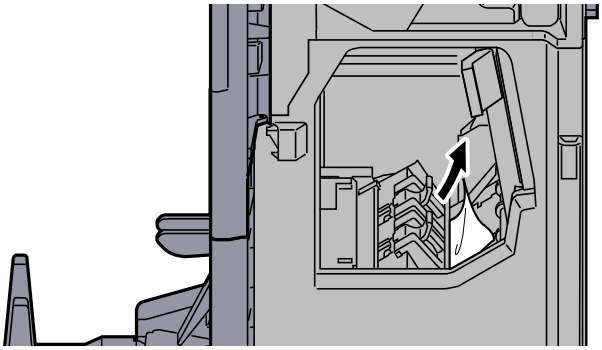
12 Return the folding unit to the original position.



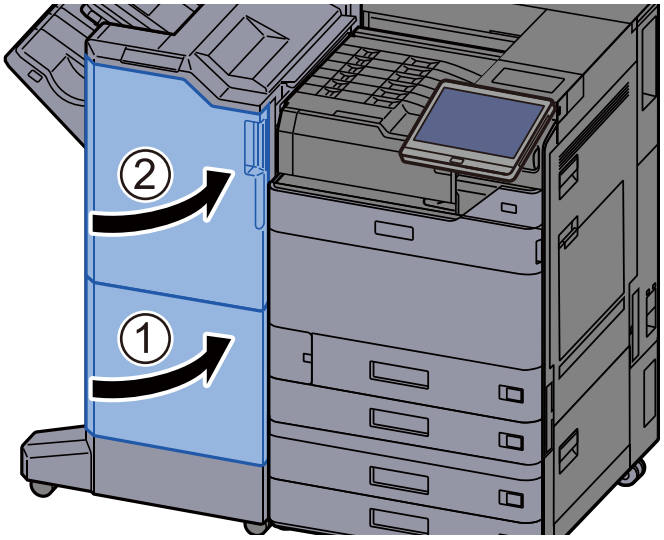
13 Open the finisher front cover 1 and 2.



14 Remove paper from inside the finisher.



15 Return the covers to the original position.

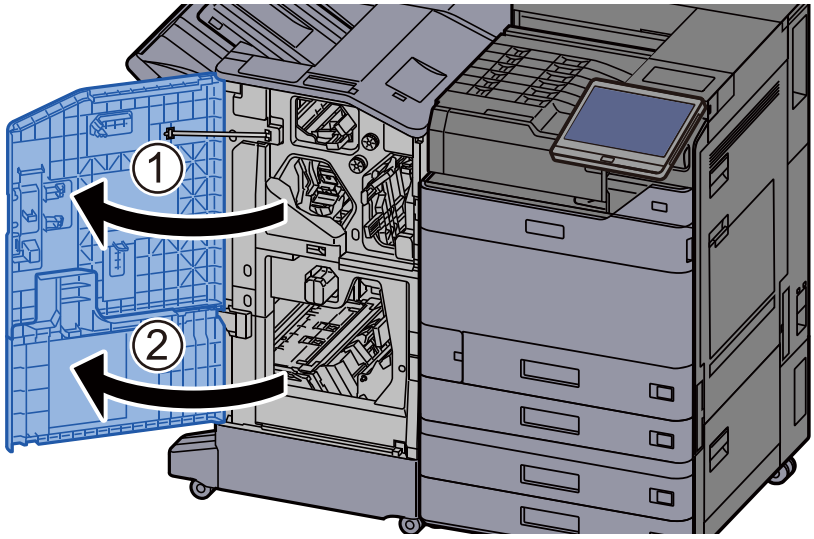


Remove any jammed paper in the Folding Unit (100-sheet Staple Finisher)

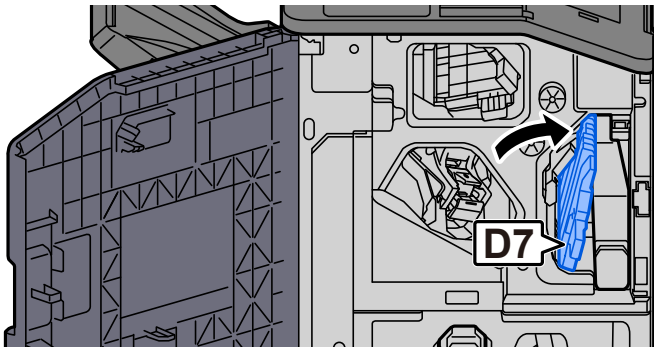
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

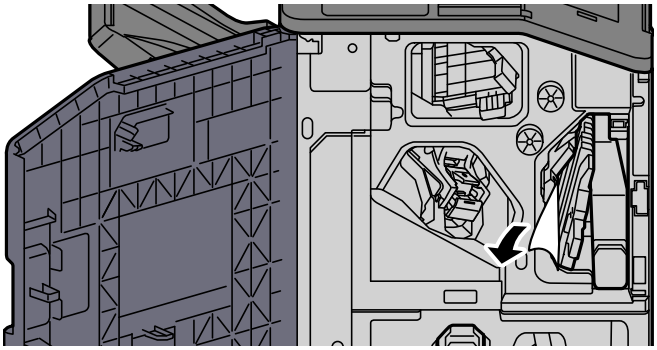
1 Open the finisher front cover 1 and 2.



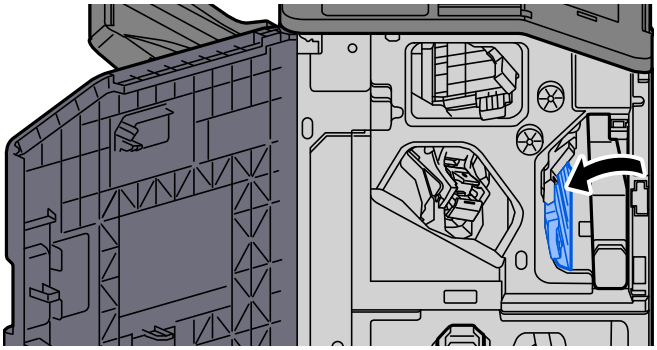
2 Open the conveyor guide (D7).



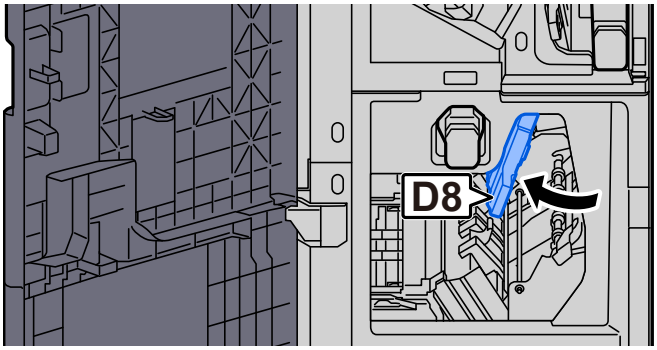
3 **Remove any jammed paper.**



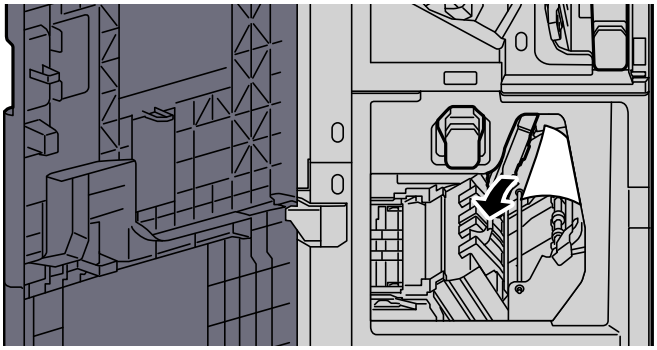
4 **Return the conveyor guide (D7) to the original position.**



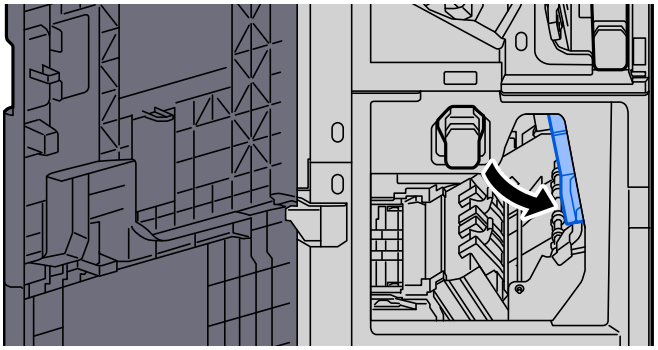
5 **Open the conveyor guide (D8).**



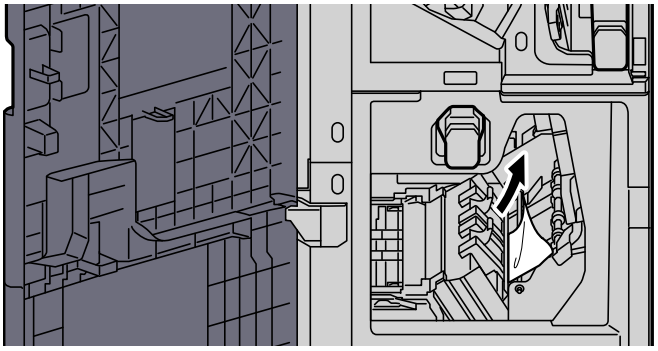
6 **Remove any jammed paper.**



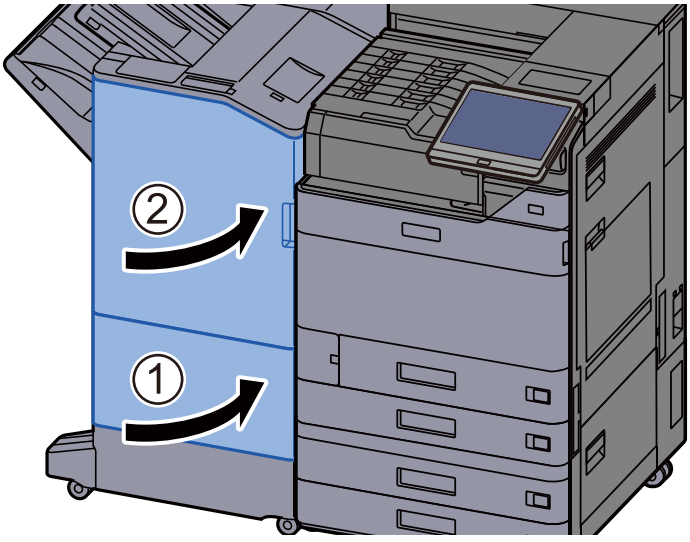
7 **Return the conveyor guide (D8) to the original position.**



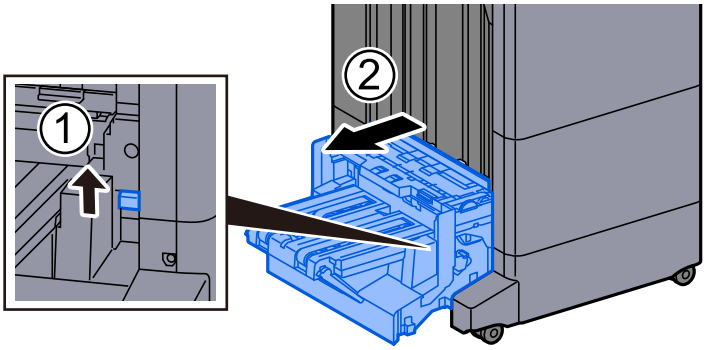
8 **Remove paper from inside the finisher.**



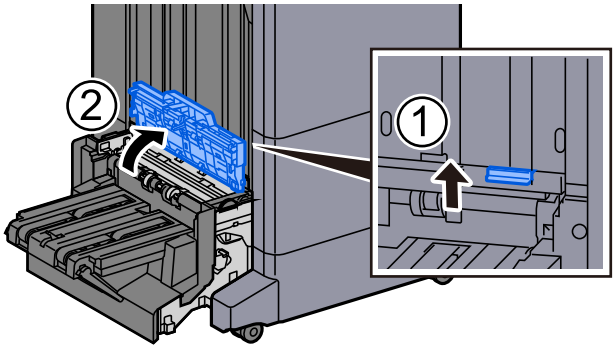
9 **Return the covers to the original position.**



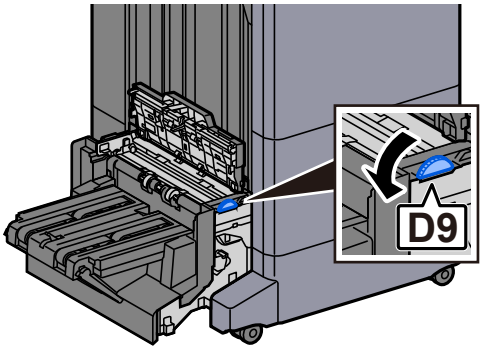
10 Lift the release lever to pull the folding unit out.



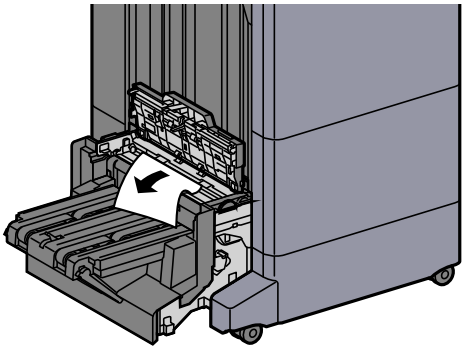
11 Open the folding unit top cover.



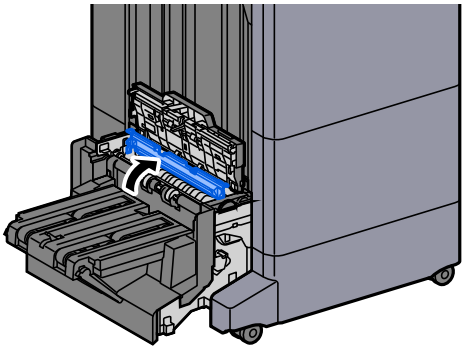
12 Turn dial (D9).



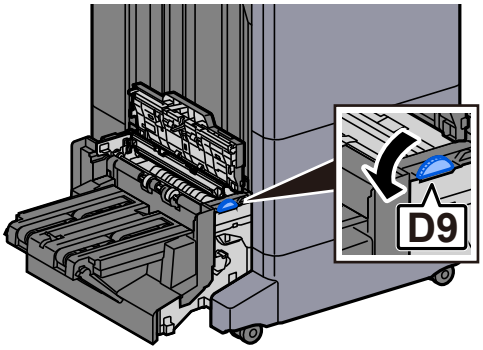
13 Remove any jammed paper.



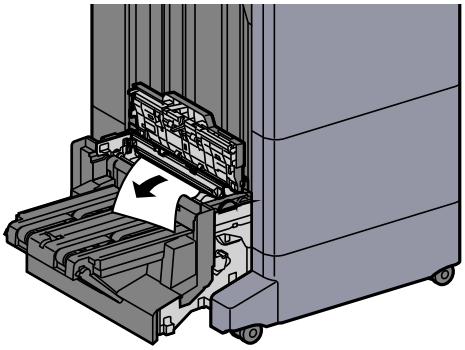
14 Open the folding unit conveyor guide.



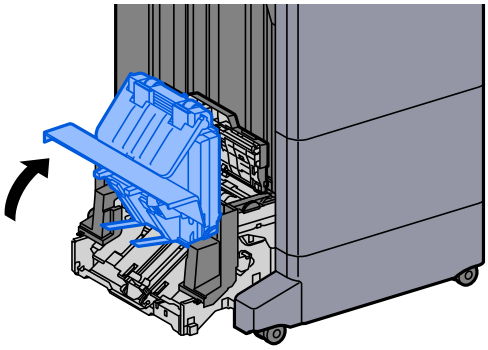
15 Turn dial (D9).



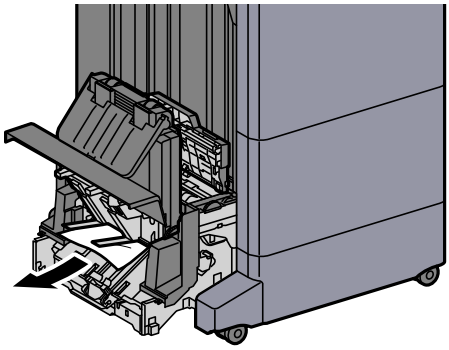
16 Remove any jammed paper.



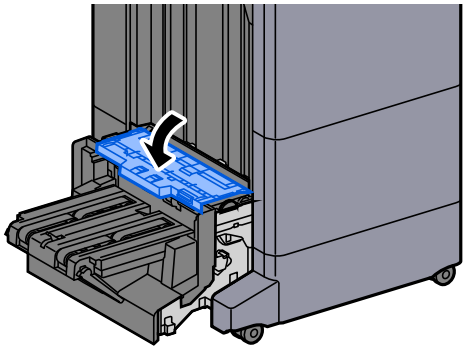
17 Lift the folding tray.



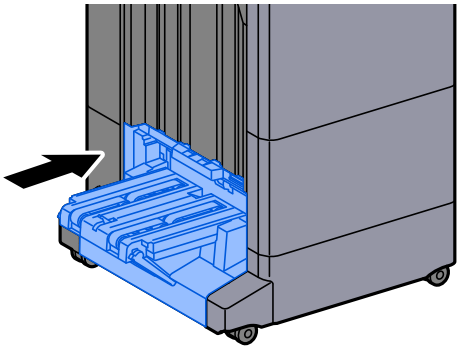
18 Remove any jammed paper.



19 Return the covers to the original position.



20 Return the folding unit to the original position.

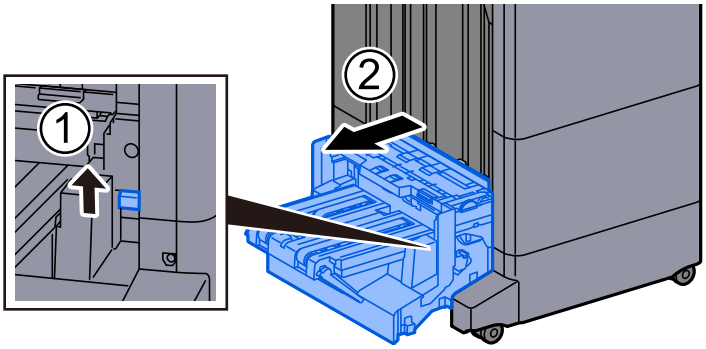


Remove any jammed paper in the Folding Tray (100-sheet Staple Finisher)

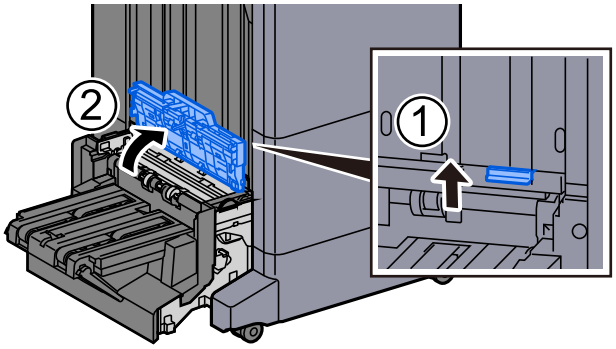
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

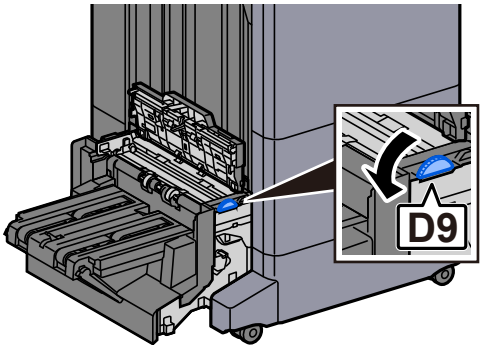
1 **Lift the release lever to pull the folding unit out.**



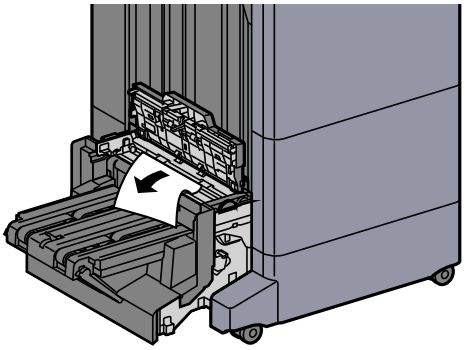
2 **Open the folding unit top cover.**



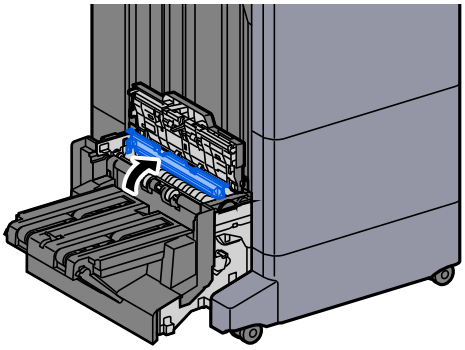
3 **Turn dial (D9).**



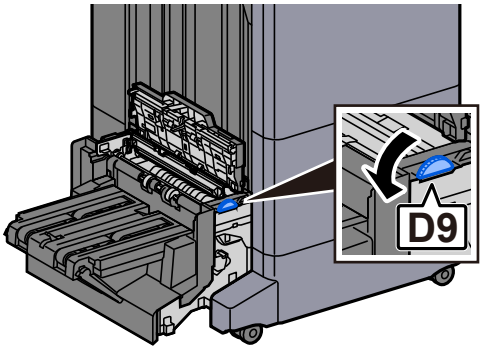
4 **Remove any jammed paper.**



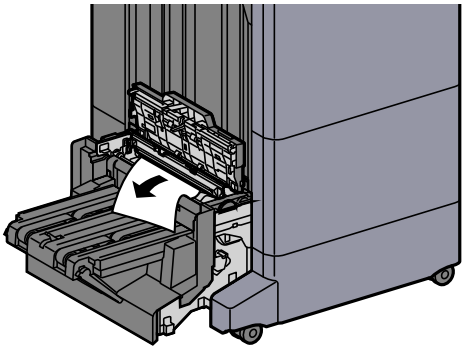
5 **Open the folding unit conveyor guide.**



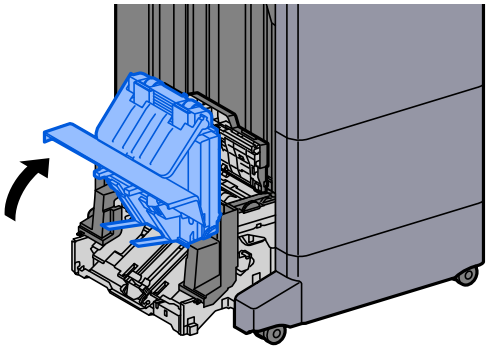
6 **Turn dial (D9).**



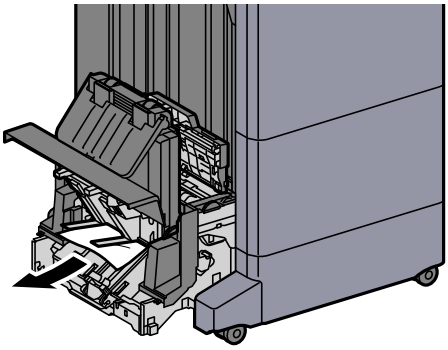
7 **Remove any jammed paper.**



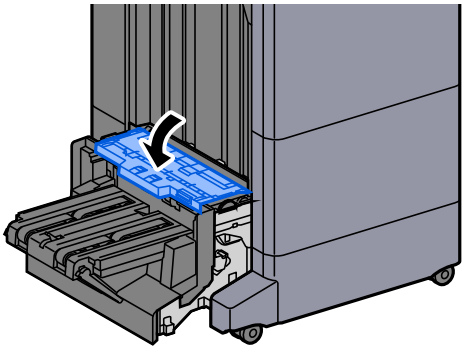
8 **Lift the folding tray.**



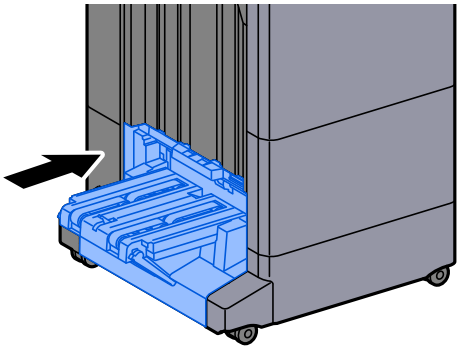
9 **Remove any jammed paper.**



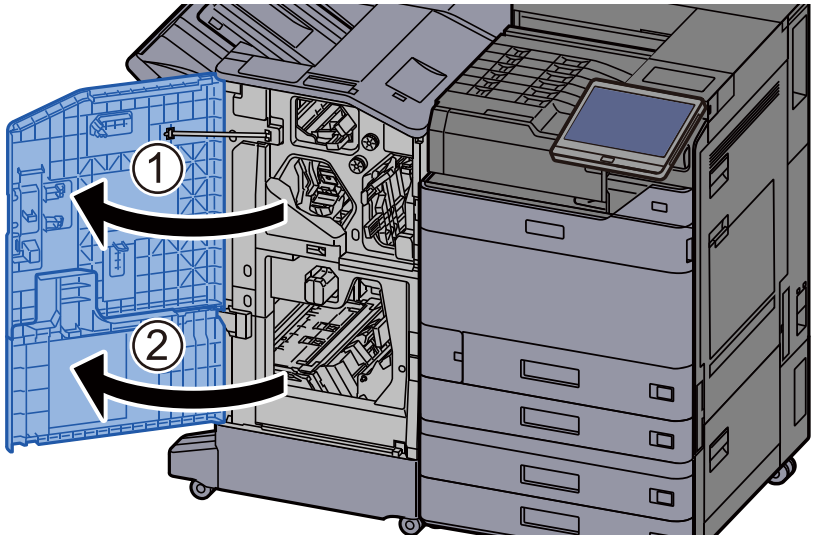
10 **Return the covers to the original position.**



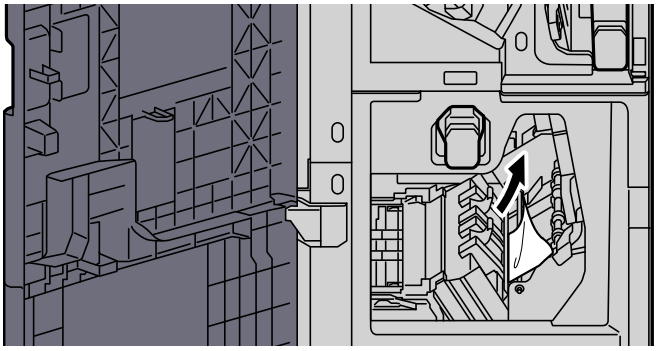
11 **Return the folding unit to the original position.**



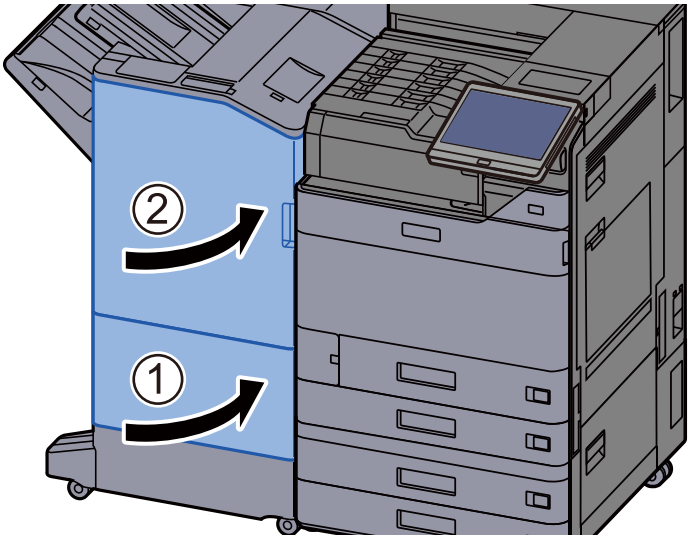
12 Open the finisher front cover 1 and 2.



13 Remove paper from inside the finisher.



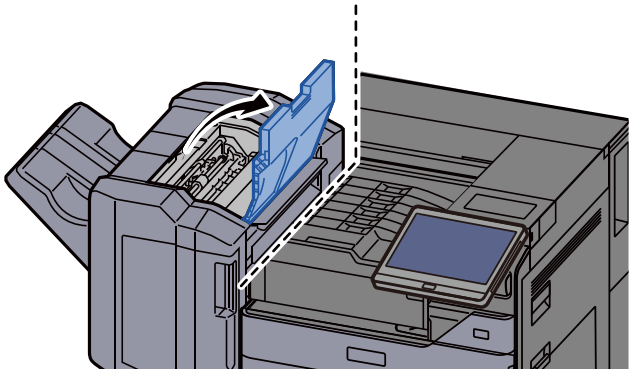
14 Return the covers to the original position.



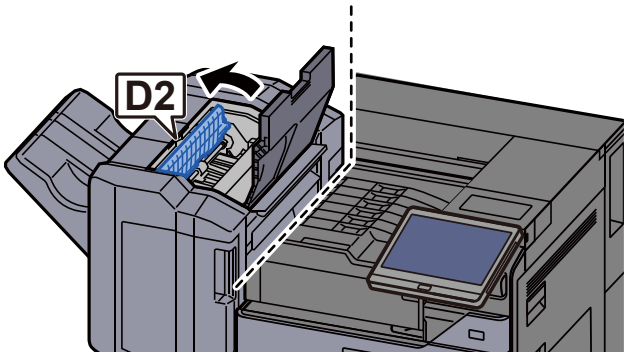
Clearing a Staple Jam

Clearing a staple jam of the 1,000-Sheet Finisher

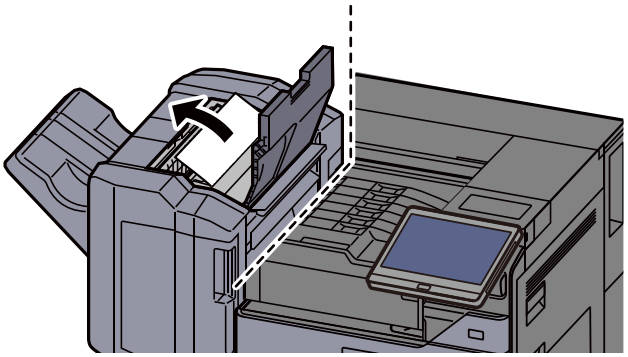
1 **Open the finisher top cover.**



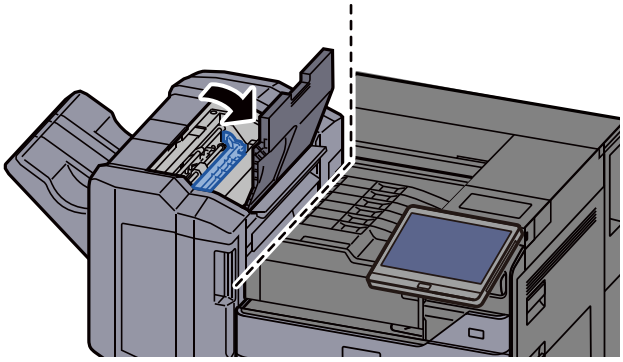
2 **Open the conveyor guide (D2).**



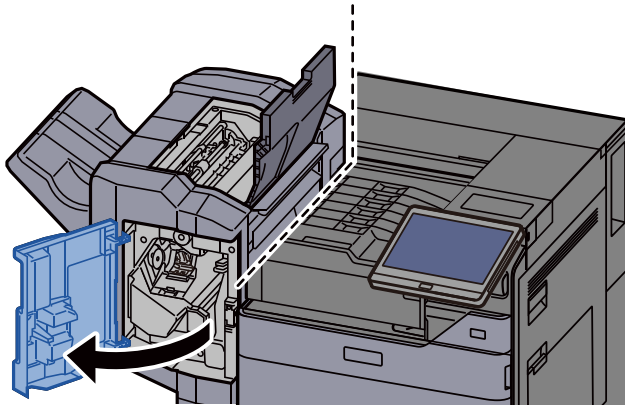
3 **Remove any jammed paper.**



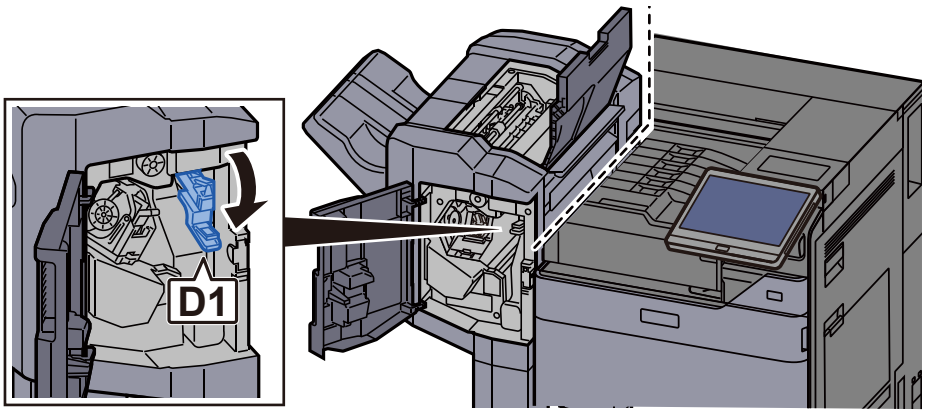
4 **Return the conveyor guide (D2) to the original position.**



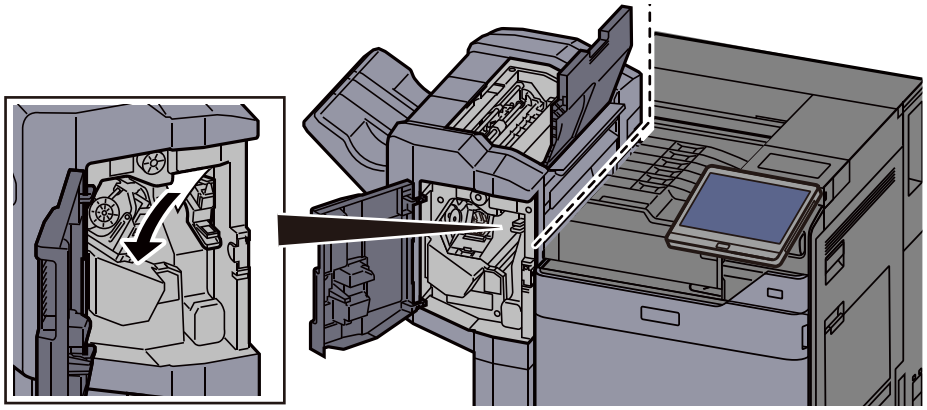
5 **Open the finisher front cover.**



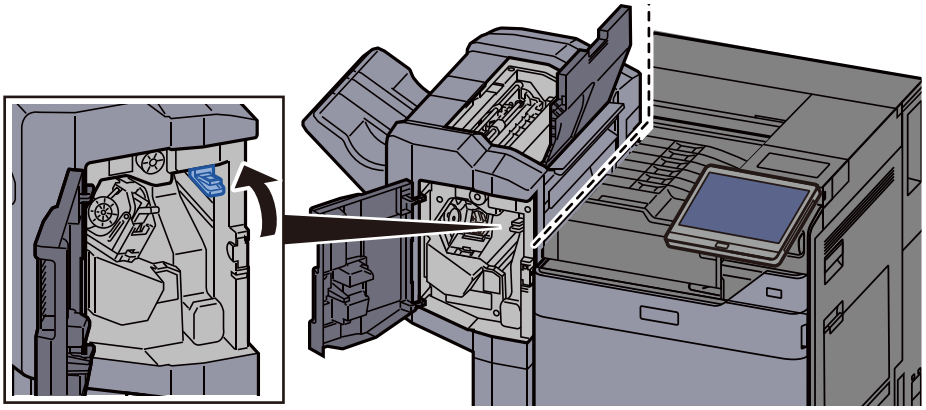
6 **Open the conveyor guide (D1).**



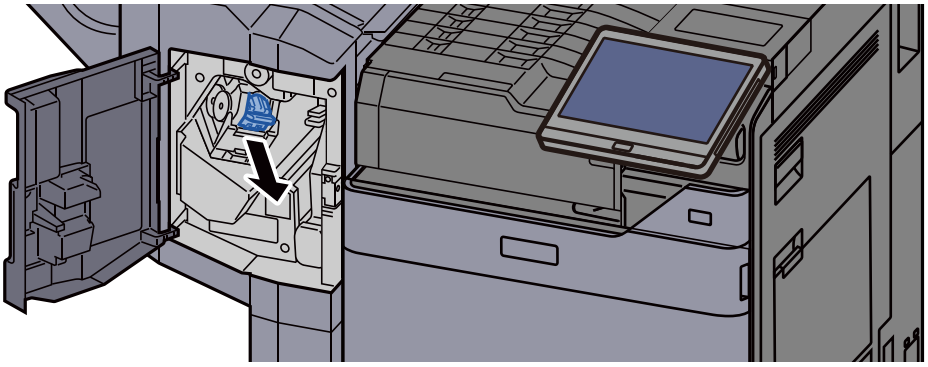
7 Remove any jammed paper.



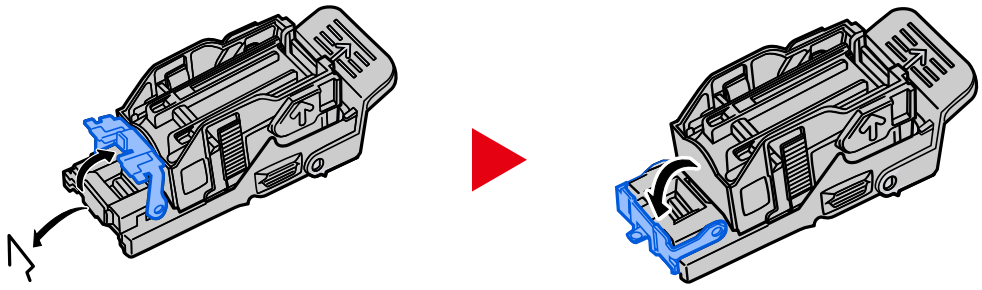
8 Return the conveyor guide (D1) to the original position.



9 Remove the Staple Cartridge Holder.



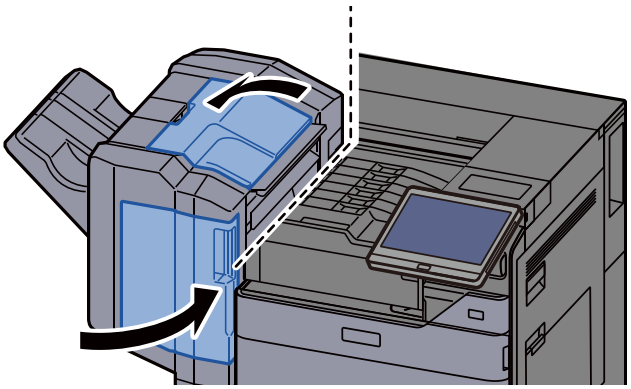
10 Remove the jammed staple.



11 Install the Staple Cartridge Holder.

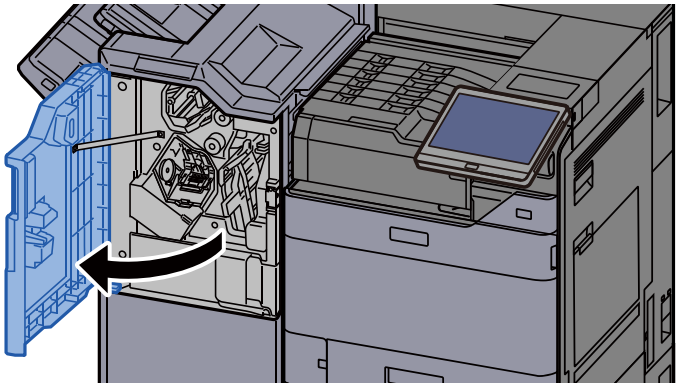


12 Return the covers to the original position.

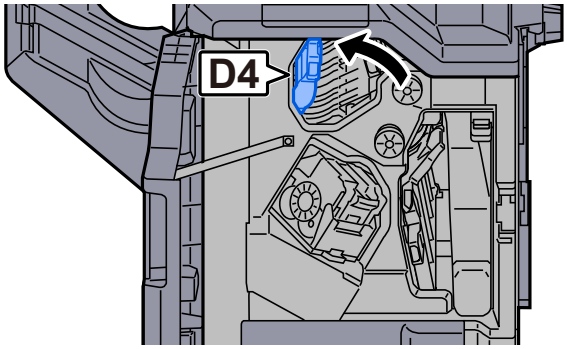


Clearing a staple jam of the 4,000-sheet Finisher

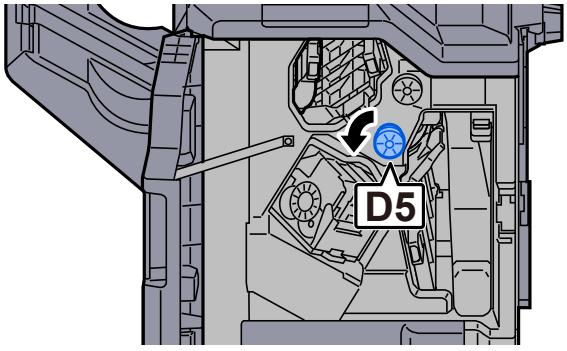
1 **Open the finisher front cover 1.**



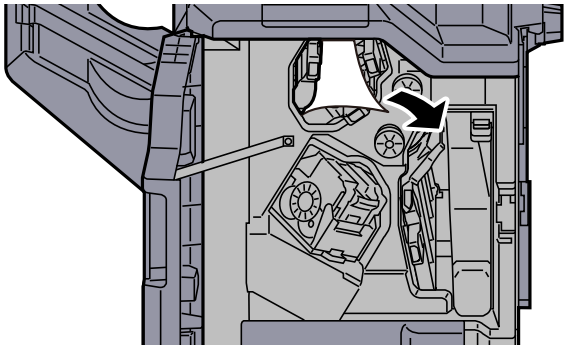
2 **Open the conveyor guide (D4).**



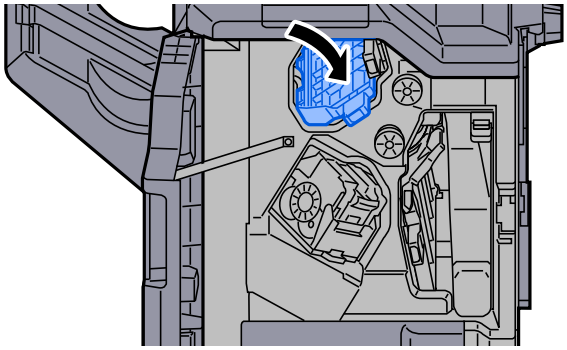
3 **Turn knob (D5).**



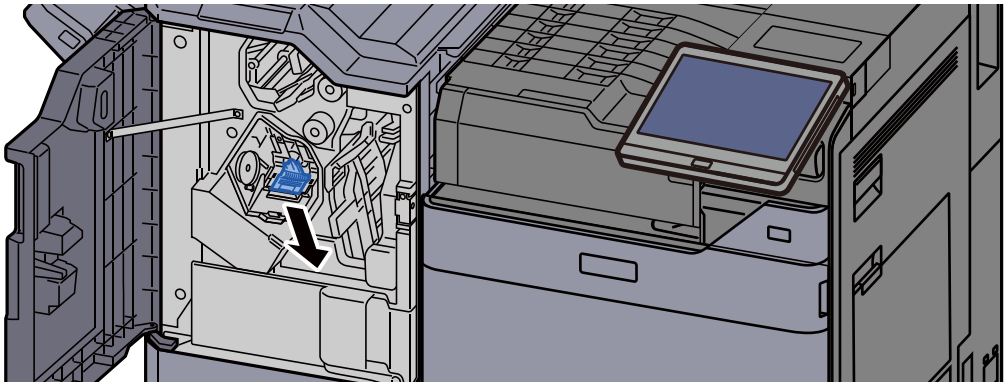
4 **Remove any jammed paper.**



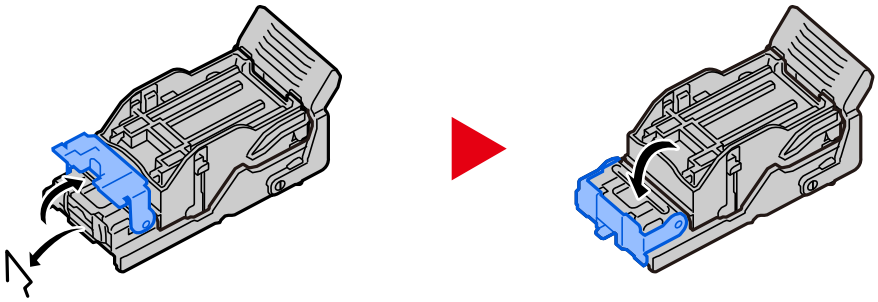
5 **Return the conveyor guide (D4) to the original position.**



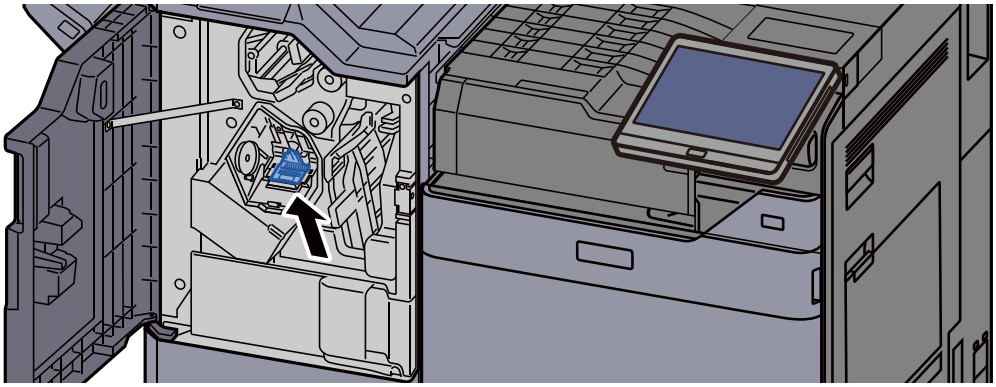
6 **Remove the Staple Cartridge Holder (A).**



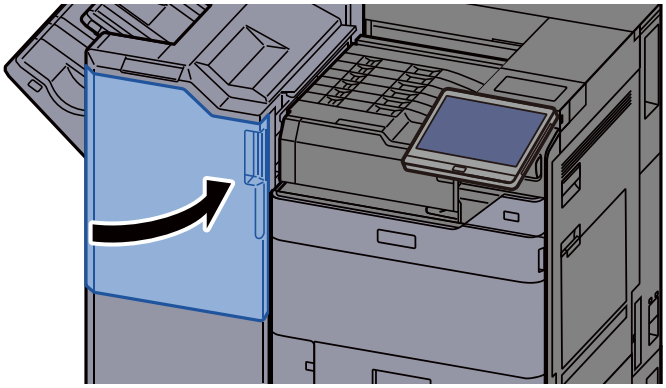
7 **Remove the jammed staple.**



8 **Install the Staple Cartridge Holder (A).**

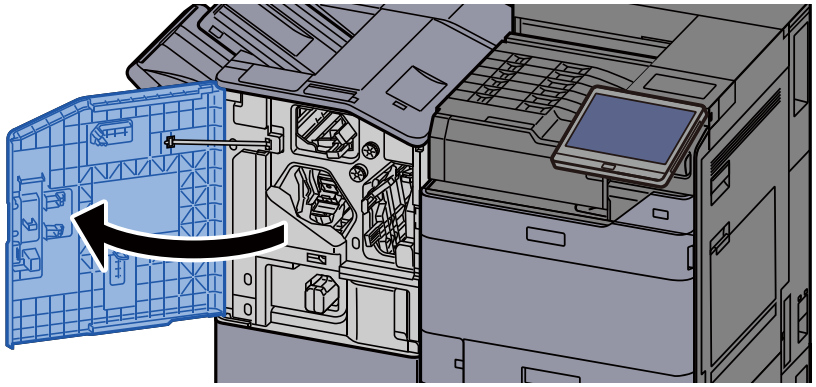


9 Return the cover to the original position.

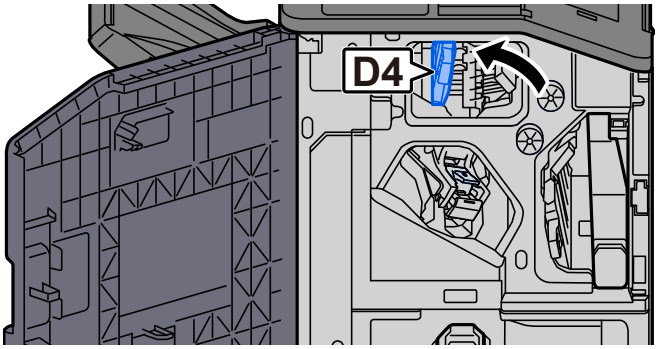


Clearing a Staple Jam of the 100-sheet Staple Finisher

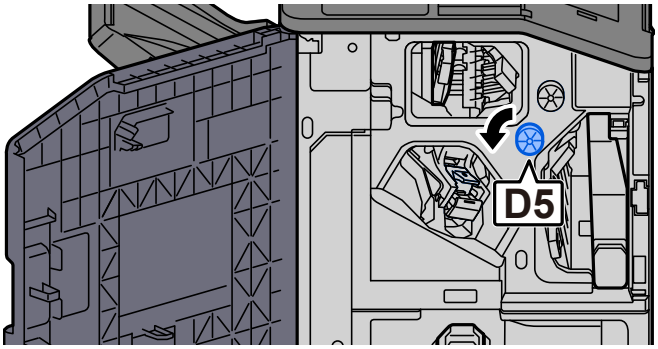
1 **Open the finisher front cover 1.**



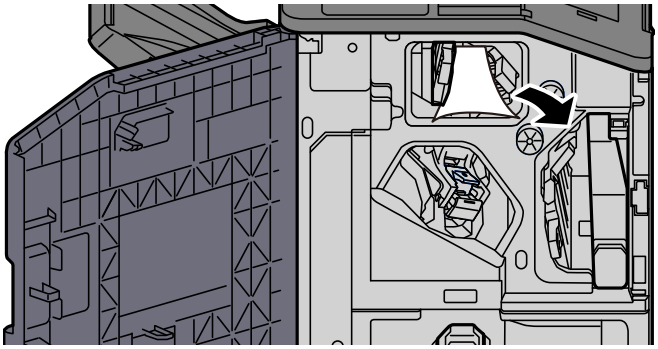
2 **Open the conveyor guide (D4).**



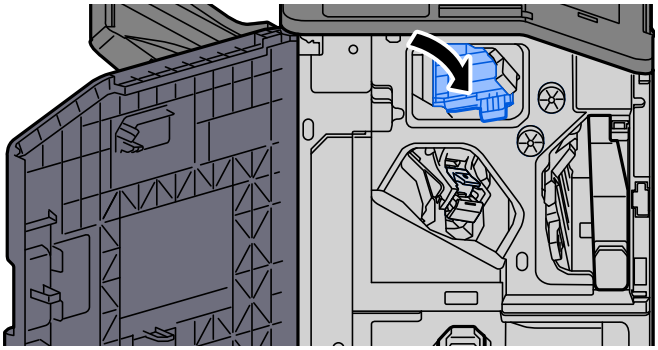
3 **Turn knob (D5).**



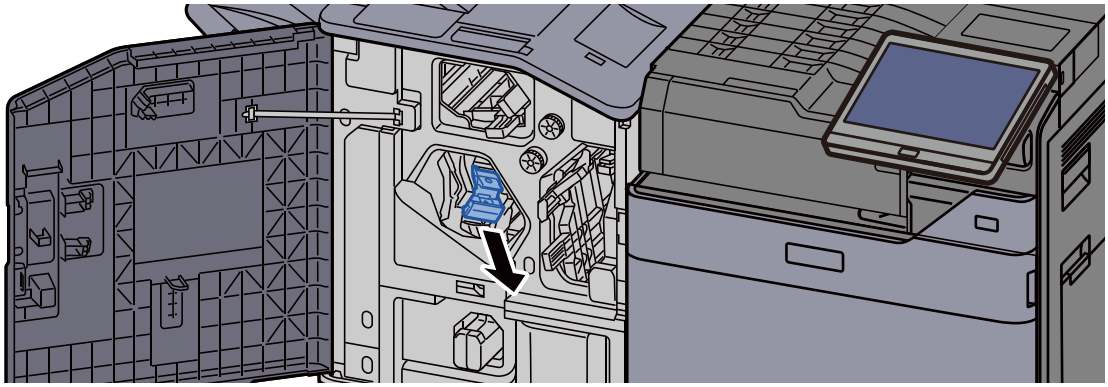
4 **Remove any jammed paper.**



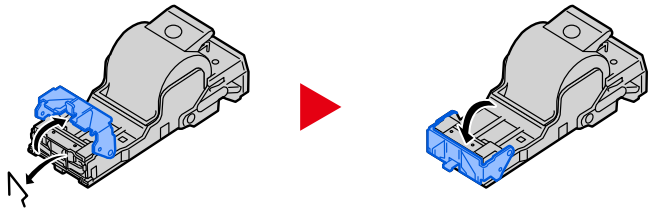
5 **Return the conveyor guide (D4) to the original position.**



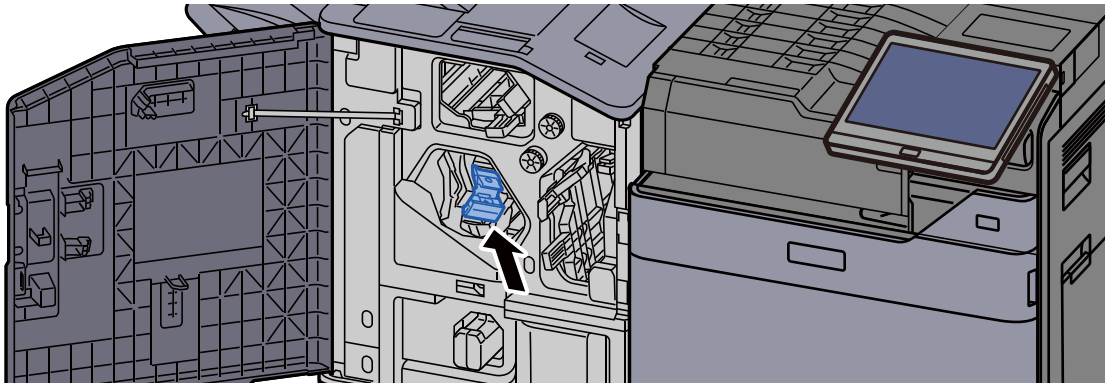
6 **Remove the Staple Cartridge Holder (A).**



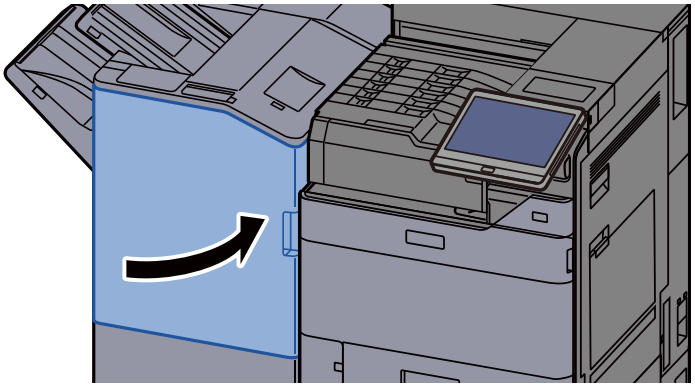
7 **Remove the jammed staple.**



8 **Install the Staple Cartridge Holder (A).**

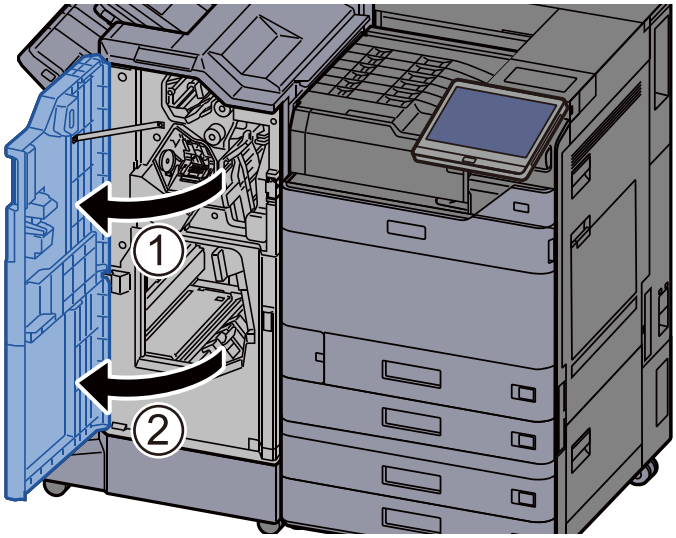


9 Return the cover to the original position.

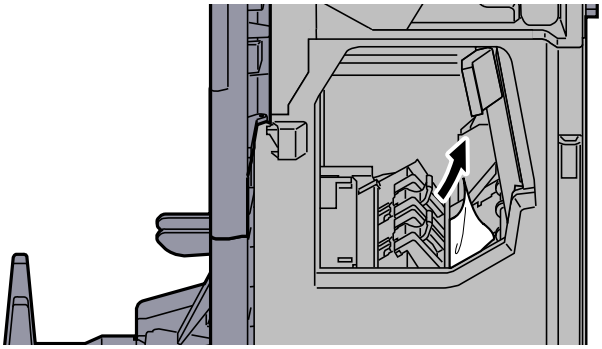


Clearing a Staple Jam of the Folding Unit (4,000-sheet Finisher)

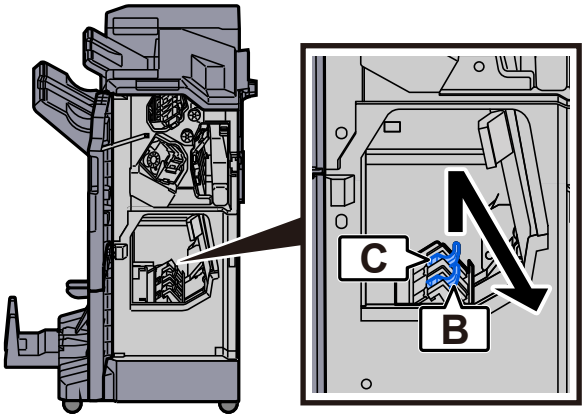
1 **Open the finisher front cover 1 and 2.**



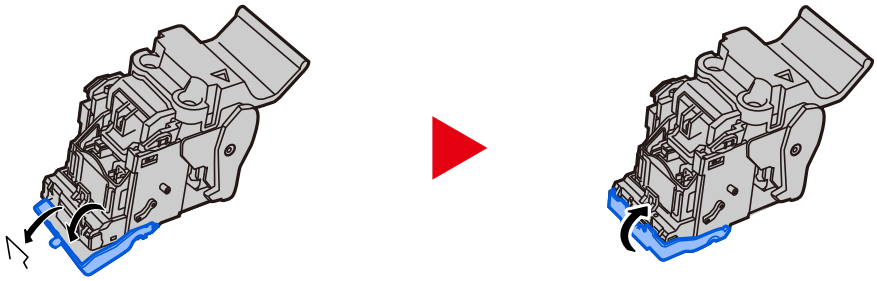
2 **Remove paper from inside the finisher.**



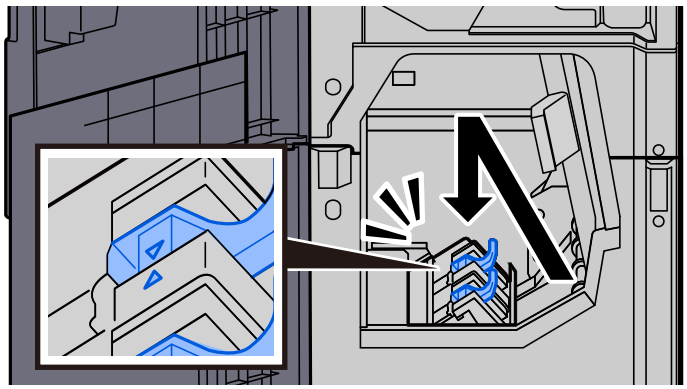
3 **Remove the Staple Cartridge Holder (B) or (C).**



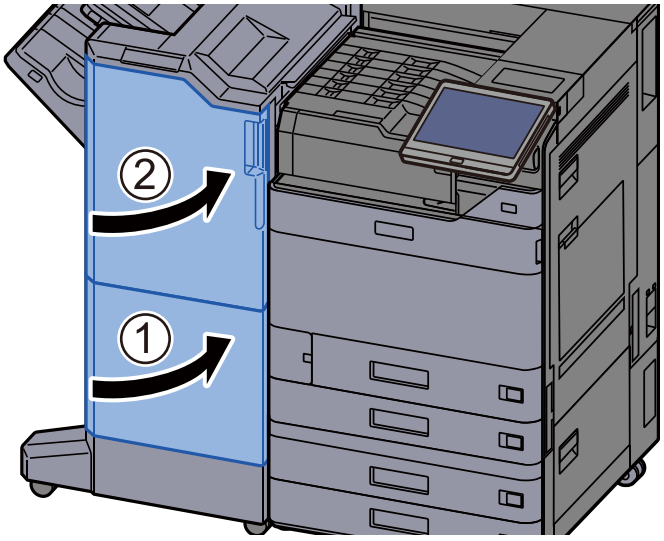
4 Remove the jammed staple.



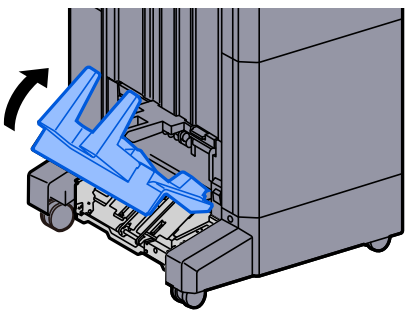
5 Install the Staple Cartridge Holder (B) or (C).



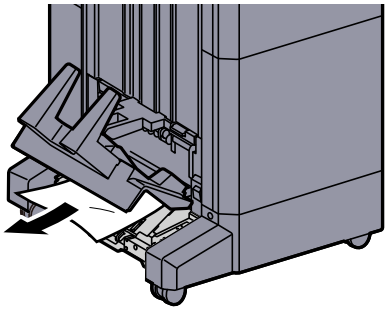
6 Return the covers to the original position.



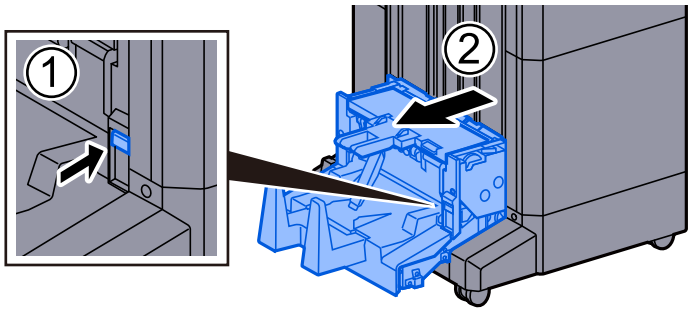
7 Lift the folding tray.



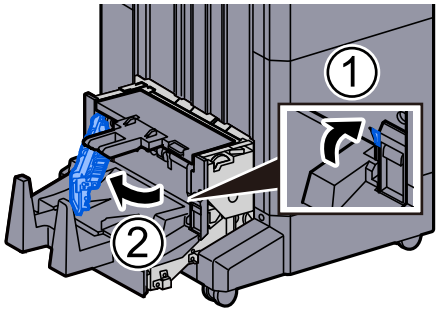
8 **Remove any jammed paper.**



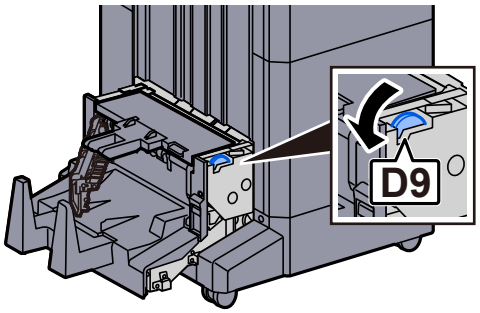
9 **Press the release lever to pull the folding unit out.**



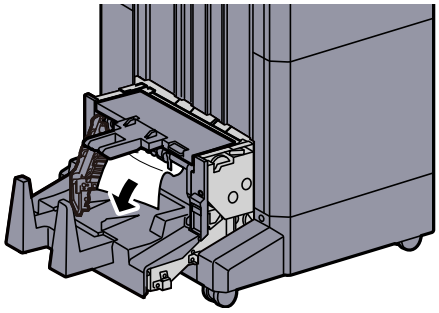
10 **Open the folding unit left cover.**



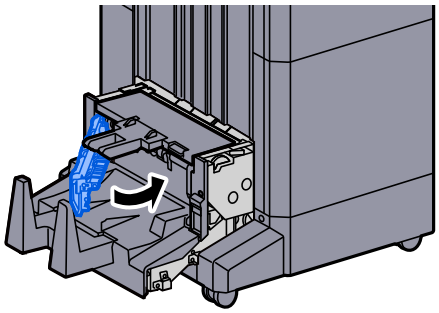
11 **Turn dial (D9).**



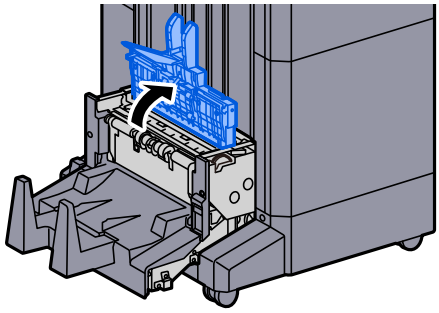
12 Remove any jammed paper.



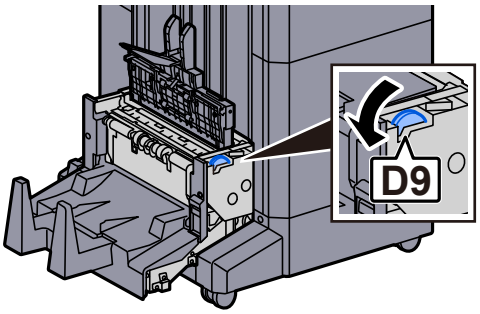
13 Return the folding unit left cover to the original position.



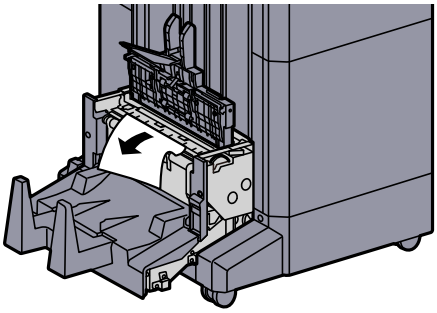
14 Open the folding unit top cover.



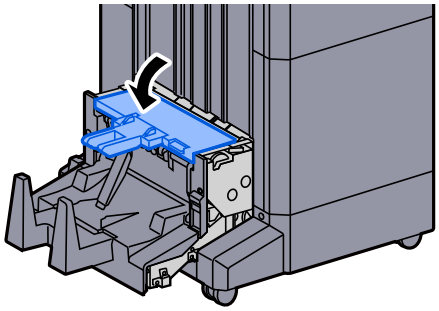
15 Turn dial (D9).



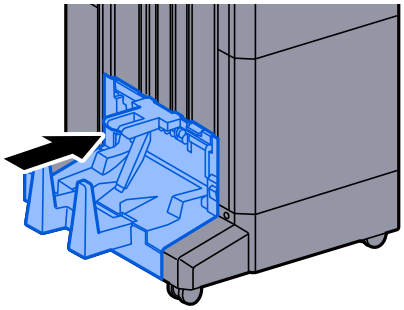
16 Remove any jammed paper.



17 Return the folding unit top cover to the original position.

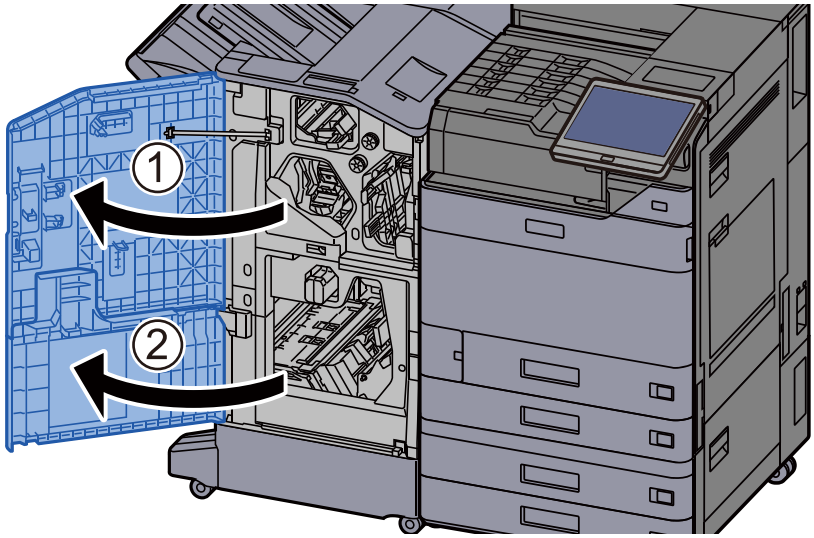


18 Return the folding unit to the original position.

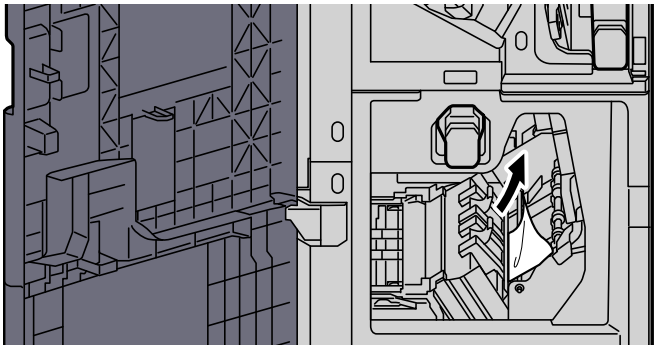


Clearing a Staple Jam of the Folding Unit (100-sheet Staple Finisher)

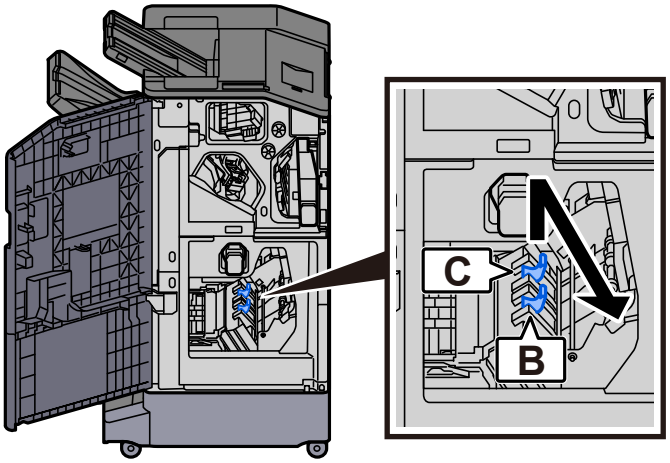
1 **Open the finisher front cover 1 and 2.**



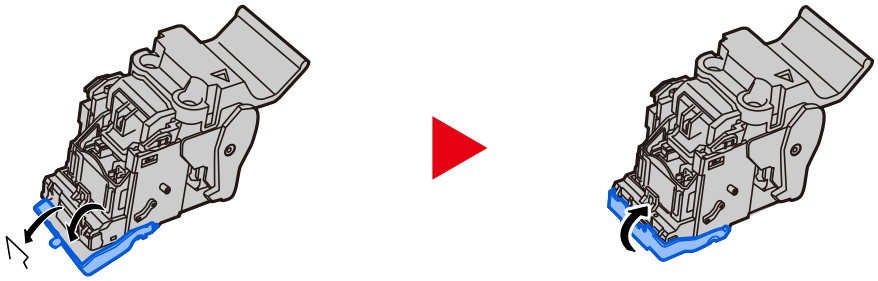
2 **Remove paper from inside the finisher.**



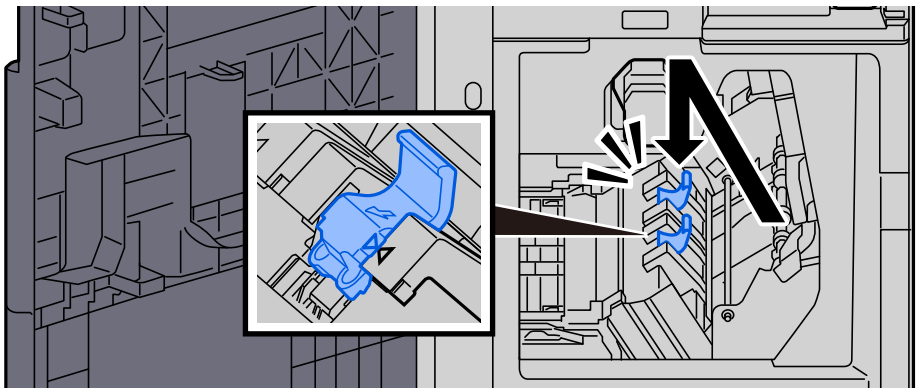
3 **Remove the Staple Cartridge Holder (B) or (C).**



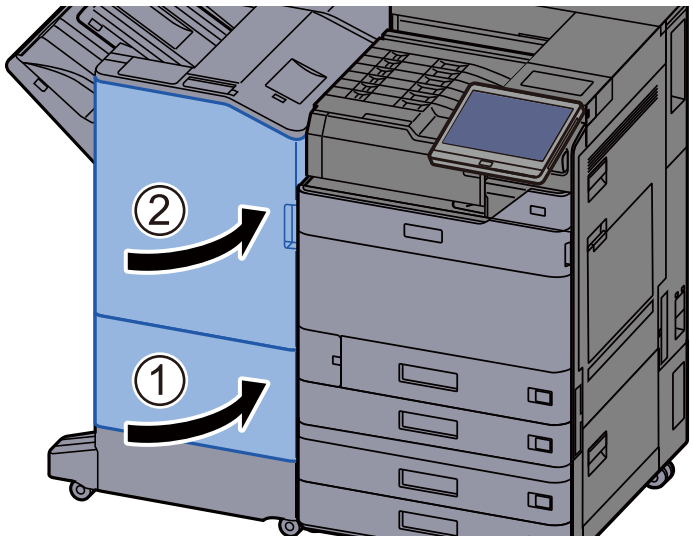
4 Remove the jammed staple.



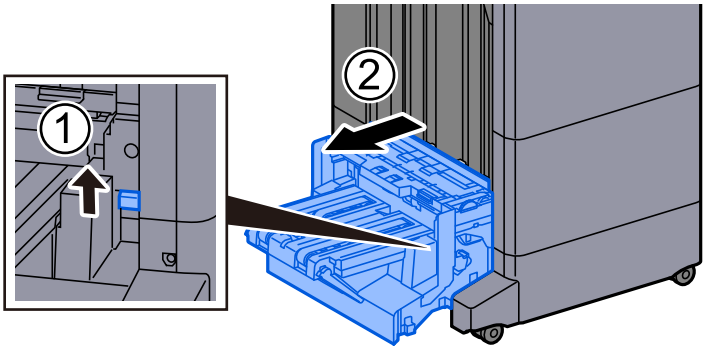
5 Install the Staple Cartridge Holder (B) or (C).



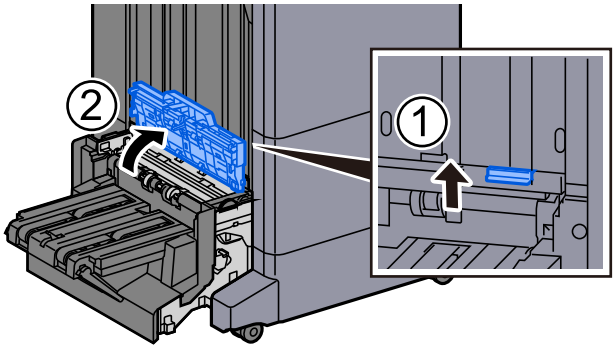
6 Return the covers to the original position.



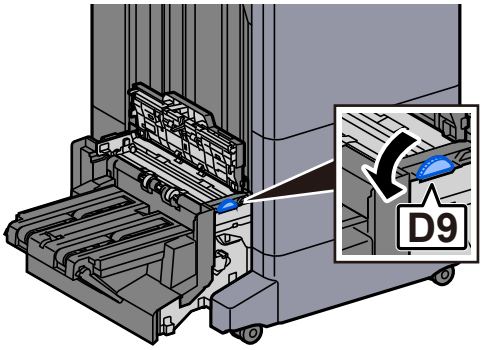
7 **Lift the release lever to pull the folding unit out.**



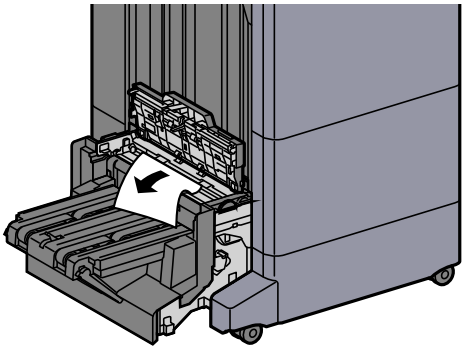
8 **Open the folding unit top cover.**



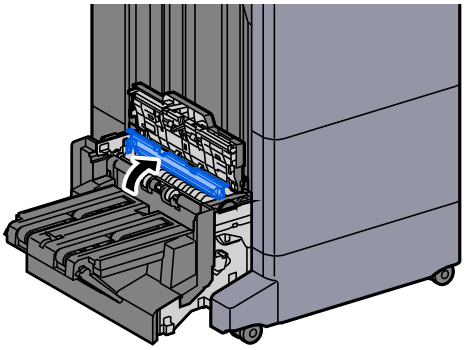
9 **Turn dial (D9).**



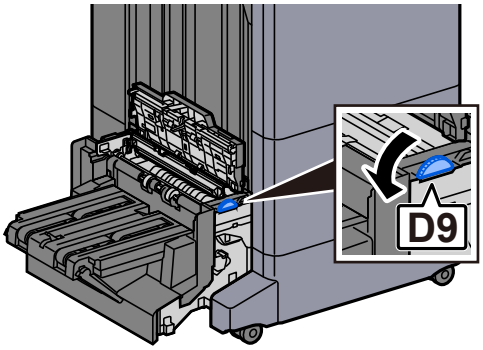
10 **Remove any jammed paper.**



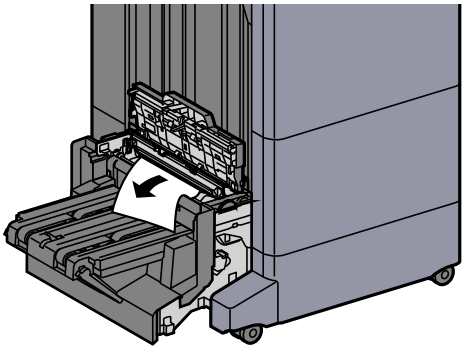
11 Open the folding unit conveyor guide.



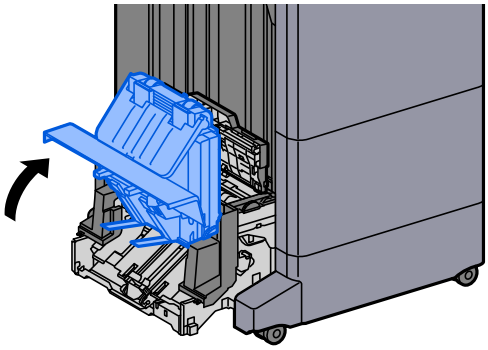
12 Turn dial (D9).



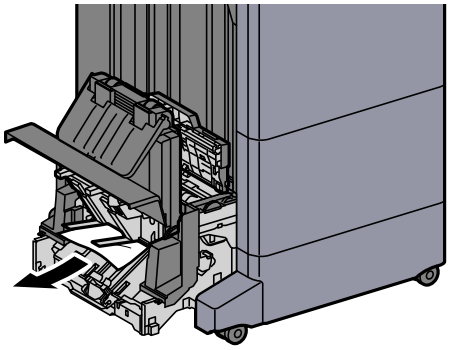
13 Remove any jammed paper.



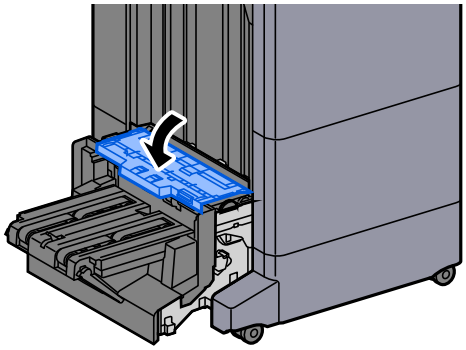
14 Lift the folding tray.



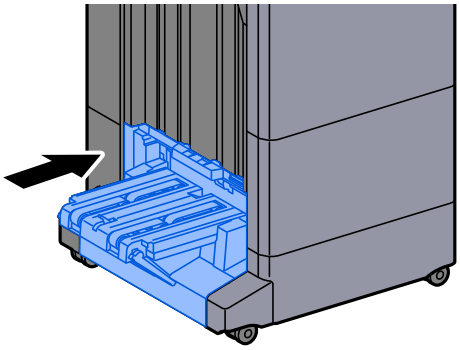
15 Remove any jammed paper.



16 Return the covers to the original position.



17 Return the folding unit to the original position.



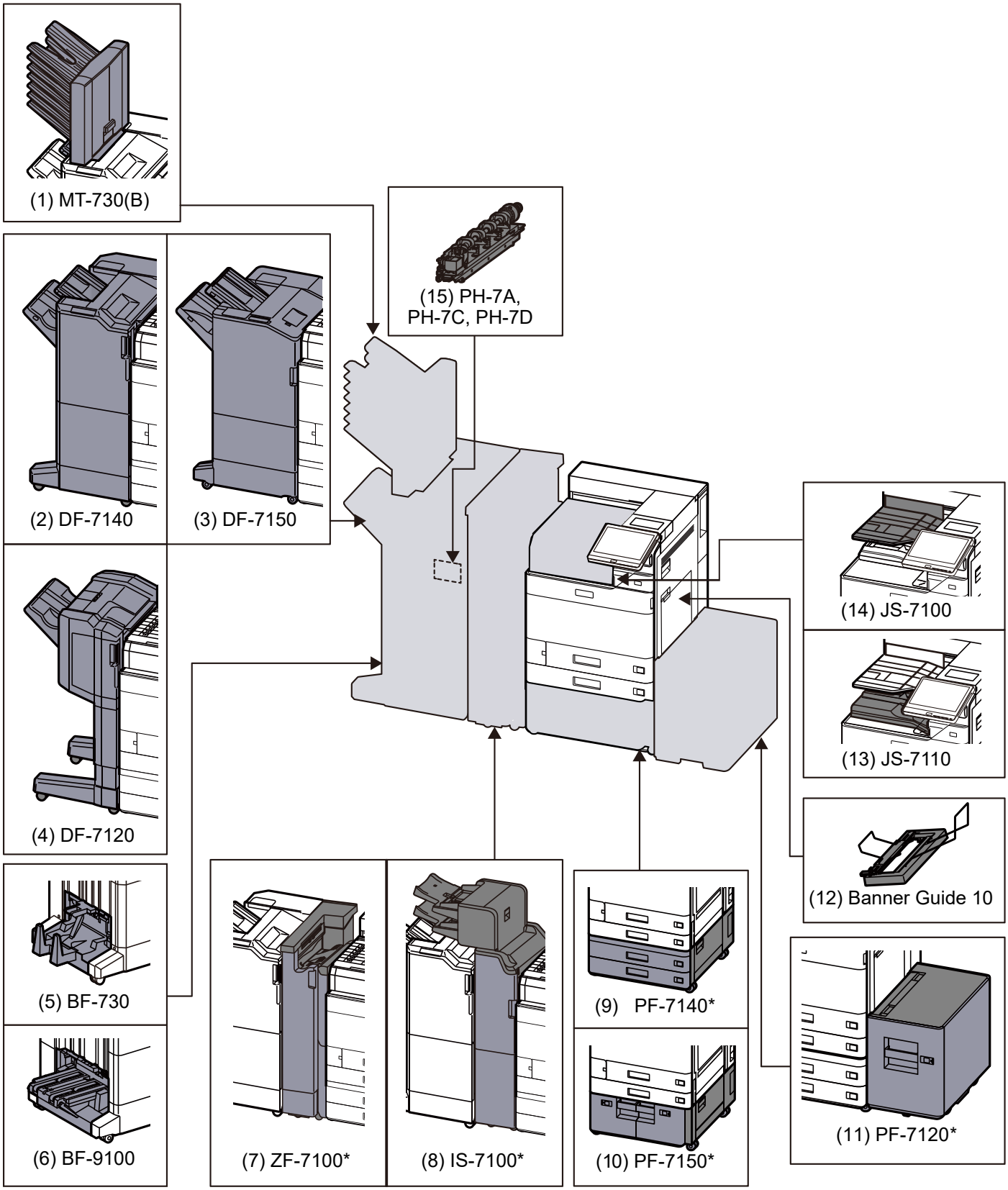
11 Appendix

Optional Equipment 742
Character Entry Method 749
Paper 752
Specifications 766
Backing up your data 784
Functions List of Security Quick Setup 787
Glossary 791

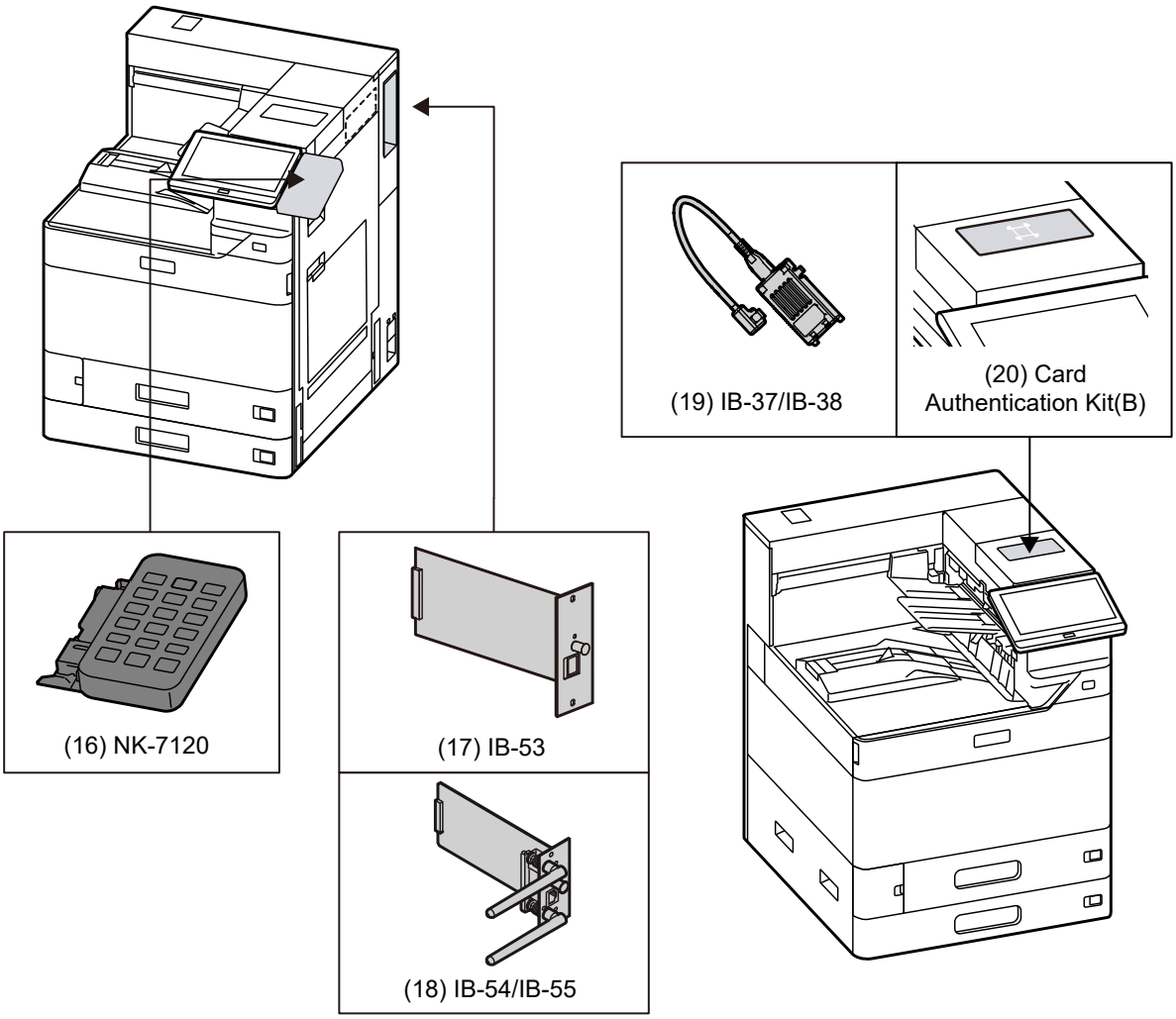
Optional Equipment

Overview of Optional Equipment

The following optional equipment is available for the machine.



* If the following option is installed, toppling prevention kit must be installed: PF-7140, PF-7150, PF-7120



Software option

- (21) UG-33
- (22) UG-34
- (23) USB Keyboard

1 MT-730 (B) "Mailbox"

Makes it easy to sort output into separate trays. Installing this option adds 7 output trays. When multiple computer users share the printer, each user can print to a specified tray. Installs on the 4,000-sheet Finisher.

NOTE

To deliver output to the mail box, change the Paper Output selection on the operation panel or in the printer driver, or change in the default settings.

➡ Paper Output (page 253)

2 DF-7140 "4,000-sheet Finisher"

This is a large-capacity 4,000-sheet Finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

3 DF-7150 "100-sheet Staple Finisher"

This is a large-capacity 4,000-sheet Finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

4 DF-7120 "1,000-sheet Finisher"

This is a document finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

5 BF-730 "Folding Unit"

Folds printed output at the center or in tri-fold to enable the creation of simple booklets. Installs on the 4,000-sheet Finisher.

6 BF-9100 "Folding Unit"

Folds printed output at the center or in tri-fold to enable the creation of simple booklets. Installs on the 100-sheet Staple Finisher.

7 ZF-7100 "Z-Fold Unit"

This device can fold the output paper into a Z shape. The device can be installed when a 4,000-sheet Finisher or a 100- sheet Staple Finisher is installed. It cannot be used when an Inserter is installed.

8 IS-7100 "Inserter"

This device can automatically insert index tab paper or previously printed-on paper. It can be installed when a 4,000-sheet Finisher or 100-sheet Staple Finisher is installed. It cannot be used when a Z-Fold Unit or a Mailbox is installed.

9 PF-7140 "Paper Feeder (500-sheet×2)"

Two additional cassettes identical to the machine's cassette can be installed in the machine. Paper capacity and loading method are the same as the standard cassettes.

➡ Loading in Cassette 1 (page 123)

10 PF-7150 "Large Capacity Feeder (1,500-sheet×2)"

In addition to the machine's cassettes, you can also install an optional large capacity feeder (1,500-sheet×2) capable of holding up to 3,000 sheets of A4, B5 or Letter paper.

➡ Loading in the Large Capacity Feeder (page 133)

11 PF-7120 "Side Feeder (3,000-sheet)"

In addition to the machine's cassettes, you can also install an optional side feeder (3,000-sheet) capable of holding up to 3,000 sheets of A4, B5 or Letter paper.

➡ Loading in the Side Feeder (page 135)

12 Banner Guide 10 "Banner Tray"

This tray enables continuous feeding of banner paper. Up to 10 sheets of banner paper can be loaded. To attach the tray and load paper, refer to the following:

➡ Using the Banner Tray (Option) (page 160)

13 JS-7110 "Inner Shift Tray"

This device can shift and sort each set of output.

14 JS-7100 "Job Separator"

Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC.

NOTE

To ensure that paper is delivered to the Job Separator, select the output destination or change the default setting.

➡ Paper Output (page 253)

15 PH-7A, PH-7C, PH-7D "Punch Unit"

Attaches to the Document Finisher and is used to punch holes.

16 NK-7120 "Optional Numeric Keypad"

The numeric keypad is added to the operation panel. If the optional numeric keypad is installed, numeric keys do not appear on the touch panel.

17 IB-53 "Network Interface Kit"

The Network Interface Kit provides a high-speed connection for the Gigabit-per-second interface. This kit supports traditional protocols such as AppleTalk, Netware and so on.

It also supports only the least functions in the standard utilities.

➡ **IB-53 User's Manual**

18 IB-54/IB-55 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11ac(max867Mbps) and 11a/b/g/n for IB-54 or IEEE802.11n (Max 300 Mbps) and 11 g/b for IB-55. This supports traditional protocols such as AppleTalk, Netware and so on. It also supports only the least functions in the standard utilities.

➡ **IB-54/IB-55 User's Manual**

19 IB-37/IB-38 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11n (max. 150 Mbps) and IEEE802.11 g/b/ac. In addition, network printing is possible without using the wireless LAN router because Wi-Fi Direct is supported.

20 Card Authentication Kit(B) "Card Authentication Kit"

User login administration can be performed using ID cards. To do so, it is necessary to register ID card information on the previously registered local user list. For more information about how to register this information, refer to the following:

➡ **Card Authentication Kit(B) Operation Guide**

21 UG-33 "ThinPrint Option"

This application allows print data to be printed directly without a print driver.

22 UG-34 "Emulation Upgrade Kit"

Enables emulation whereby the machine operates using commands for other printers. Installing this option enables IBM Proprinter, Line Printer, and EPSON LQ-850 emulation.

23 USB Keyboard "USB Keyboard"

A USB keyboard can be used to enter information into the text fields on the operation panel. A special mount is also available to install the keyboard on the machine. Please contact your dealer or service representative for information on keyboards that are compatible with your machine before you purchase one.

Applications

Overview of the Applications

The applications listed below are installed on this machine.

Item	Application Name
Data Encryption/Overwrite	Data Encryption/Overwrite
UG-33	ThinPrint Option*1
UG-34	Emulation Upgrade Kit
CARD AUTHENTICATIONKIT(B)	Card Authentication Kit

*1 This can be used on a trial basis for a limited time.

CAUTION

When starting [Data Encryption/Overwrite] and after that replacing the main board by service personnel, the box files stored in the SSD, hard disk, and machine's memory are deleted and can not be restored.

NOTE

- Restrictions such as the number of times the application can be used during the trial period differ depending on the application.
- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

Starting Application Use

1 Display the screen.

[Home] key >[...] >[System Menu] > [Add/Delete Application] > "Optional Function"[Optional Function List]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege toconfigure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select the desired application > [Activate]

You can view detailed information on the selected application by selecting [ ] (informationicon).

3 Enter the license key > [Official]

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 4.

To use the application as a trial, select [Trial] without entering the license key.

4 Select [Yes] in the confirmation screen.

NOTE

- If you started the Data Encryption/Overwrite or Thin Print option and entered the license key, turn the power OFF/ON.
- Icons of activated application are displayed in the Home screen.

Checking Details of Application

1 Display the screen.

[Home] key >[...] >[System Menu] > [Add/Delete Application] > "Optional Function" [Optional Function List]

NOTE

If the User Authentication screen appears, log in with a user who has the privilege toconfigure this setting. If you do not know your login User Name or Password, please contact your Administrator.

2 Select [ ] (information icon) for the application whose detailed information you want to check.

You can view detailed information on the selected application.

The table below lists the item you can view.

Item
Function Name
License
Remaining Trial Counts
Expiration Date of Trial
Status

Extend the trial period.

Select [Extend].

Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

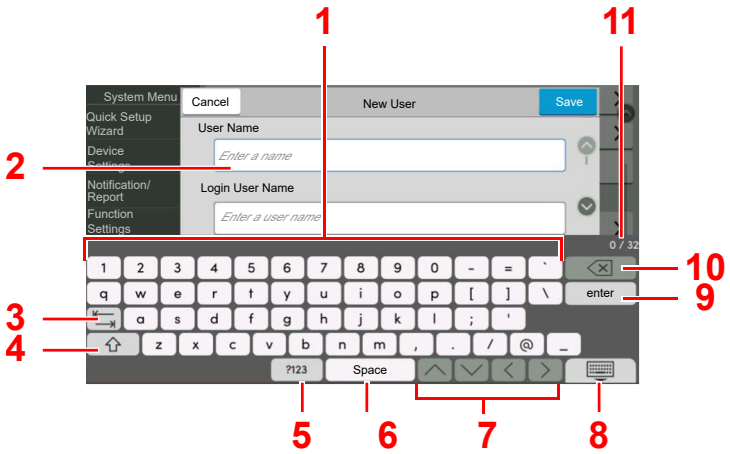
NOTE

Keyboard Layout

"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard. Select the [System Menu/Counter] key, [Device Settings], [Keyboard] and then [Keyboard Layout] to choose the desired layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

Entry Screens

Lower-case Letter Entry Screen



1 Keyboard

Select the character to enter.

2 Input box

Enter characters in the selected box.

3 Tab key

Select to move to the next input box.

4 Shift key

Select to switch between upper case and lower case.

5 [?123] / [Character]

Select the characters that are entered.

6 Space key

Select to insert a space.

7 Cursor key

Select to move the cursor on the display.

8 Close key

Select to close the entry screen.

9 Enter key

Select to finalize entry and return to the screen before the entry.

10 Backspace key

Select to delete a character to the left of the cursor.

11 Input / Limit display

Displays maximum number of characters and the number of characters entered.

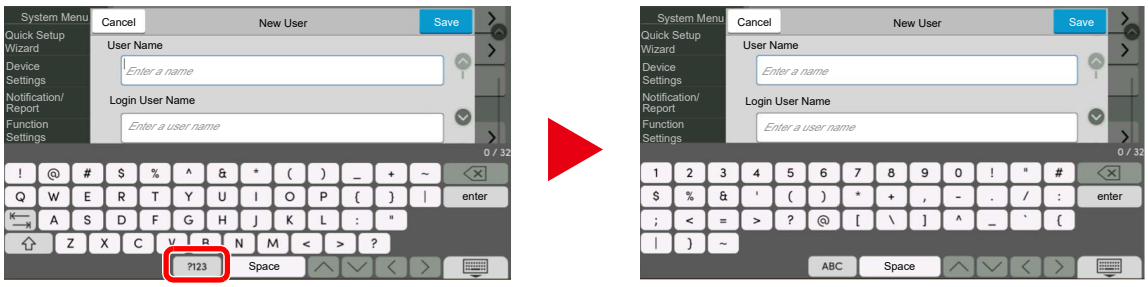
Upper-case Letter Entry Screen

Select the Shift key.



Number/Symbol Entry Screen

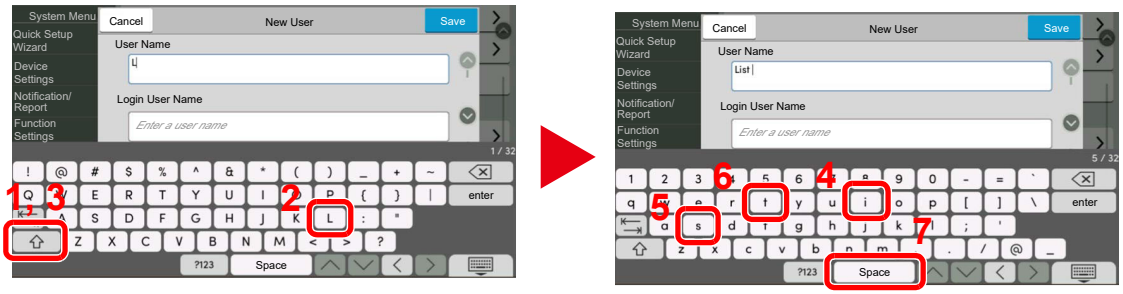
Select [?123].



Entering Characters

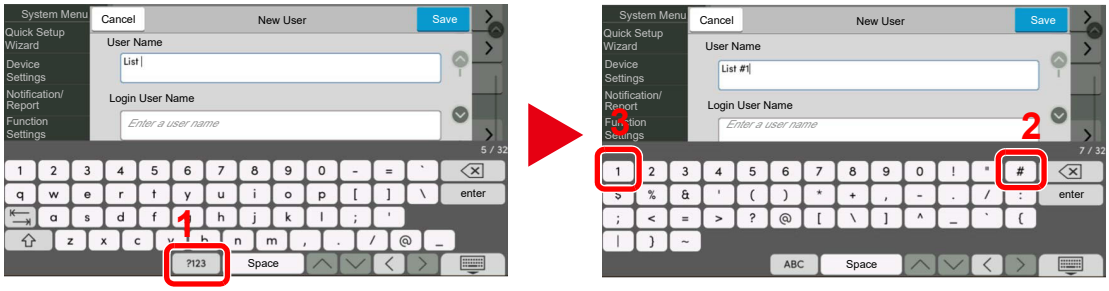
Follow the steps below to enter 'List #1' for an example.

1 Enter 'List', (space).



To switch between upper case and lower case, select the Shift key.

2 Enter '#' and '1'.



To enter numbers or symbols, select [#123].

3 Check that the entry is correct.



Check that the entry is correct. Select [enter].

Paper

This section explains the paper sizes and types that can be used in the paper source.

For details on the sizes, types, and number of sheets of paper that can be loaded in each paper tray, refer to the following:

➡ Specifications (page 766)

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications that can be Used with This Machine

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 52 to 300 g/m^2
	Multipurpose tray: 52 to 300 g/m^2, 136 to 163g/m^2 (Banner sheet)
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6%
Pulp content	80% or more

NOTE

Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

Ingredients

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. Those types of paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper.

Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity:

The density of the paper fibers.

Stiffness:

Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl:

Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity:

During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness:

Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality:

Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging:

Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper:

We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Paper Sizes that can be Used with This Machine

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

Paper Size	Cassettes	Multipurpose Tray
A3 (297 × 420 mm) *1	Paper of this size can be set	Paper of this size can be set
A4 (297 × 210 mm)	Paper of this size can be set	Paper of this size can be set
A5 (210 × 148 mm)	Paper of this size can be set	Paper of this size can be set
A6 (148 × 105 mm)	Paper of this size can be set	Paper of this size can be set
B4 (257 × 364 mm) *1	Paper of this size can be set	Paper of this size can be set
B5 (257 × 182 mm)	Paper of this size can be set	Paper of this size can be set
B6 (182 × 128 mm)	Paper of this size can be set	Paper of this size can be set

Paper Size	Cassettes	Multipurpose Tray
216×340 mm	Paper of this size can be set	Paper of this size can be set
SRA3 (320 × 450 mm) *1	Paper of this size can be set	Paper of this size can be set
Ledger*1	Paper of this size can be set	Paper of this size can be set
Letter	Paper of this size can be set	Paper of this size can be set
Legal	Paper of this size can be set	Paper of this size can be set
Statement	Paper of this size can be set	Paper of this size can be set
Executive (7-1/4 × 10-1/2")	Paper of this size can be set	Paper of this size can be set
12×18" (304.8 × 457 mm) *1	Paper of this size can be set	Paper of this size can be set
Oficio II	Paper of this size can be set	Paper of this size can be set
Folio (210 × 330 mm)	Paper of this size can be set	Paper of this size can be set
8K (273 × 394 mm) *1	Paper of this size can be set	Paper of this size can be set
16K (273 × 197 mm)	Paper of this size can be set	Paper of this size can be set
ISO B5 (176 × 250 mm)	Paper of this size can be set	Paper of this size can be set
Envelope #10 (4-1/8 × 9-1/2")	Paper of this size can be set	Paper of this size can be set
Envelope #9 (3-7/8 × 8-7/8")	Paper of this size can be set	Paper of this size can be set
Envelope #6 3/4 (3-5/8 × 6-1/2")	Paper of this size can be set	Paper of this size can be set
Envelope Monarch (3-7/8 × 7-1/2")	Paper of this size can be set	Paper of this size can be set
Envelope DL (110 × 220 mm)	Paper of this size can be set	Paper of this size can be set
Envelope C5 (162 × 229 mm)	Paper of this size can be set	Paper of this size can be set
Envelope C4 (229 × 324 mm) *1	Paper of this size can be set	Paper of this size can be set
Hagaki (Cardstock) (100 × 148 mm)	Paper of this size can be set	Paper of this size can be set
Oufuku hagaki (Return postcard) (148 × 200 mm)	Paper of this size can be set	Paper of this size can be set
Kakugata 2 (240 × 332 mm)*1	Paper of this size can be set	Paper of this size can be set
Youkei 4 (105 × 235 mm)	Paper of this size can be set	Paper of this size can be set
Youkei 2 (114 × 162 mm)	Paper of this size can be set	Paper of this size can be set
Younaga 3 (235 × 120 mm)	Paper of this size cannot be set	Paper of this size can be set
Nagagata 3 (120 × 235 mm)	Paper of this size can be set	Paper of this size can be set
Nagagata 4 (90 × 205 mm)	Paper of this size cannot be set	Paper of this size can be set
Custom	Cassette 1: 98 × 148 to 297 × 356 mm Cassette 2 to 4: 98 × 148 to 320 × 457 mm*2 Multipurpose Tray: 98 × 148 to 320 × 457 mm	

*1 This paper cannot be used in cassette 1.

*2 The Paper Feeder (500-sheets×2) can only be used for cassettes 3 and 4.

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- Thick paper
- Labels
- Coated
- High-quality paper
- Index tab dividers (136 to 256 g/m^2)

When using these paper and media, choose those that are designed specifically for copiers or page printers (such as laser printers). Use the multipurpose tray for transparencies, cardstocks, labels, coated paper and index tab dividers.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multipurpose tray for special paper.

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the multipurpose tray for transparencies and load transparencies with the long side facing the machine.

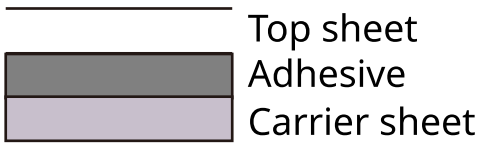
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Label

Be sure to feed labels from the multipurpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

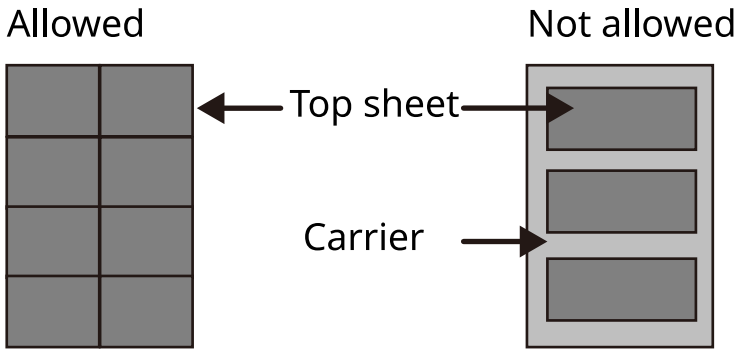
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

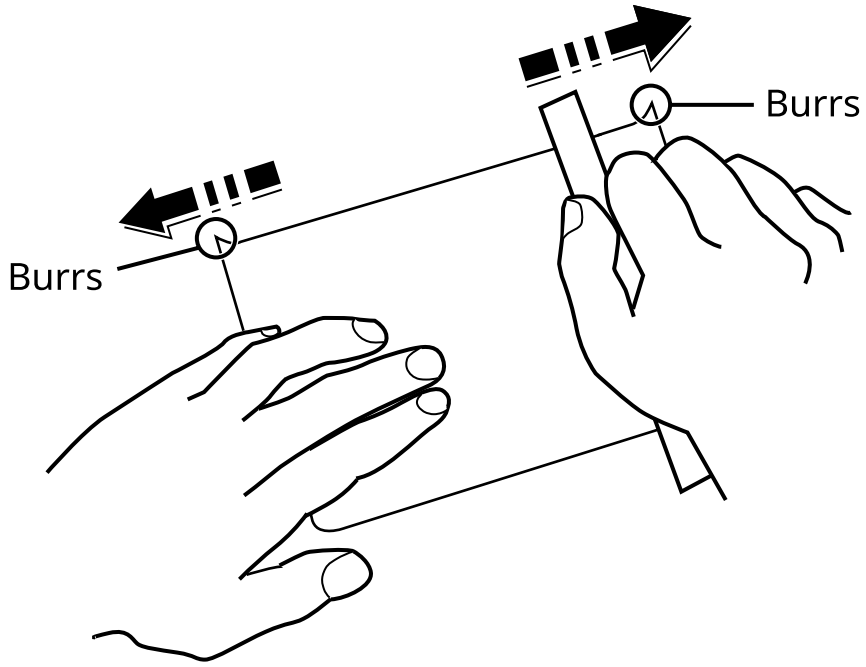
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	44 to 74 g/m^2
Basis weight (overall paper weight)	104 to 151 g/m^2
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6% (composite)

Hagaki (Cardstock)



Before loading Hagaki (Cardstock) into the multipurpose tray, fan them and align the edges. If the Hagaki (Cardstock) paper is curled, straighten it before loading. Printing onto curled Hagaki (Cardstock) may cause jams.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). Some Hagaki (Cardstock) may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki (Cardstock) on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Envelopes should be fed from the MP tray with the print-side down or the cassette and the optional paper feeder with the print-side up.

NOTE

Do not load paper above the load limits located on the paper width guide of the cassette and the optional paper feeder.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- If paper jams occur, load fewer envelopes at once.

Thick Paper

Before loading thick paper, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki (Cardstock) by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

NOTE

If the paper is not supplied correctly even after it is smoothed, load the paper with the leading edge raised a few millimeters.

Colored Paper

Colored paper must conform to the specifications.

➡ Basic Paper Specifications (page 752)

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications.

➡ Basic Paper Specifications (page 752)

The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications; however, its whiteness may be considered separately.

➡ Basic Paper Specifications (page 752)

NOTE

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

Coated Paper

Coated paper is created by treating the surface of the base paper with a coating that provides higher printing quality than plain paper. Coated paper is used for particularly high quality printing.

The surface of high-quality or medium-quality paper is coated with special agents that improve ink adhesion by making the paper surface smoother. These agents are used either to coat both sides of the paper or just one side. The coated side appears slightly glossy.

IMPORTANT

When printing on coated paper in very humid environments, ensure that the paper is kept dry as moisture may cause sheets to stick together when they are fed into the machine. If printing in very humid environments, set coated paper for one sheet each.

Specifications

IMPORTANT

Specifications are subject to change without notice.

Machine

Item		Description
Type		Console
Printing Method		Electrophotography by semiconductor laser
Paper Weight	Cassette	52 to 300 g/m^2
	Multipurpose Tray	52 to 300 g/m^2
Paper Type	Cassette	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8 (Duplex: Same as Simplex)
	Multipurpose Tray	Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Coated, Index Tab Dividers, Custom 1 to 8
Paper Size	Cassette 1	A4, A5, A6, B5, B6, 216×340 mm, Letter, Legal, Statement, Executive, Oficio II, Folio, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Nagagata 3, Custom (98 × 148 mm to 297 × 356 mm)
	Cassette 2	A3, A4, A5, A6, B4, B5, B6, 216×340 mm, SRA3, Ledger, Letter, Legal, Statement, Executive, 12×18", Oficio II, Folio, 8K, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Custom (98 × 148 mm to 320 × 457 mm)
	Multipurpose Tray	A3, A4, A5, A6, B4, B5, B6, 216×340 mm, SRA3, Ledger, Letter, Legal, Statement, Executive, 12×18", Oficio II, Folio, 8K, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Custom (98 × 148 mm to 320 × 457 mm) Banner sheet (210 × 488.1 to 304.8 × 1,220 mm/8.26" × 19.22" to 12" × 48.03")
Printable Area		Print margin for top, bottom and both sides is 4 mm or less

Item		Description
Warm-up Time (23°C/ 73.4°F, 60%)	Power on	17 seconds or less
	Low Power	14.4 seconds or less
	Sleep	14.4 seconds or less
Paper Capacity	Cassette	500 sheets (80 g/m^2)*1
	Multipurpose Tray	150 sheets (A4/Letter or smaller) (80 g/m^2), 50 sheets (larger than A4/Letter) (80 g/m^2) 1 sheet (Banner sheet (210 × 488.1 to 304.8 × 1,220 mm/8.26" × 19.22" to 12" × 48.03")) (136 to 163 g/m^2)
Output Tray Capacity	Inner tray	500 sheets (80 g/m^2)
Image Write System		Semiconductor laser and electrophotography
Memory		4.0 GB
Large Capacity Storage		SSD 128 GB
Interface	Standard	USB Interface Connector: 1 (Super-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4,IPSec), 802.3a supported) USB Port: 4 (Hi-Speed USB)
	Option	eKUIO: 2 Wireless LAN: 1
Operating Environment	Temperature	10 to 32.5°C/50 to 90.5°F
	Humidity	10 to 80%
	Altitude	3,500 m/11,482 ft maximum
	Brightness	1,500 lux maximum
Dimension (W × D × H)		23.71 " × 26.19" × 31.11" 602 × 665 × 790 mm
Weight		Approx. 170 lb/Approx. 77 kg (without toner container)
Space Required (W × D) (Using multipurpose tray)		36.23" × 26.19" 920 × 665 mm
The power consumption of the product in networked standby (If all network ports are connected.)		The information is available at the website below. https://www.triumph-adler.com/ta-en-de/environmenthttps://www.utax.com/en-de/partners-service/environment
Options		➡ Optional Equipment (page 742)

*1 Up to upper limit height line in the cassette.

Printer Functions

Printing Speed

Paper Size	Black and White Printing
12×18"/SRA3	35 sheets/min

Item	Description
First Print Time (A4, feed from Cassette)	3.8 seconds or less
Resolution	4800 dpi equivalent × 1200 dpi
Operating System	Windows 11, Windows Server 2016, Windows Server 2019 and Windows Server 2022 Mac OS 10.9 or later
Interface	USB Interface Connector: 1 (Super-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPSec), 802.3a supported) Optional Interface (Option): 2 (For IB-53/IB-54/IB-55 mounting) Wireless LAN (Option): 1 (For IB-37/38 mounting)
Page Description Language	PRESCRIBE
Emulations	PCL6 (PCL-XL, PCL-5e), KPDL3 (PostScript3 compatible), PDF, XPS, OpenXPS

Paper Feeder (500-sheet×2)

Item	Description
Paper Supply Method	Friction roller feeder No. Sheets: 500, 80 g/m^2, 2 cassettes
Paper Size	A3, A4, A5, A6, B4, B5, B6, 216×340 mm, SRA3, Ledger, Letter, Legal, Statement, Executive, 12×18", Oficio II, Folio, 8K, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Custom (98 × 148 mm to 320 × 457 mm)
Supported Paper	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	23.63" × 26.19" × 12.73" 600 × 665 × 323.2 mm
Weight	Approx. 50.8 lbs. / Approx. 23 kg

Large Capacity Feeder (1,500-sheet×2)

Item	Description
Paper Supply Method	Friction roller feeder No. Sheets: 1,500, 80 g/m^2, 2 cassettes
Paper Size	A4,B5, Letter
Supported Paper	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	23.63" × 26.19" × 12.73" 600 × 665 × 323.2 mm
Weight	Approx. 66.2 lbs. / Approx. 30 kg

Side Feeder (3,000-sheet)

Item	Description
Paper Supply Method	Feed & reverse roller method No. Sheets: 3,000, 80 g/m^2
Paper Size	A4,B5, Letter
Supported Paper	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	13.82" × 23.04" × 18.47" 351 × 585 × 469 mm
Weight	Approx. 58.5 lbs. / Approx. 26.5 kg

1,000-sheet Finisher

Item		Description	
Number of Trays		1 tray	
Paper Size (80 g/m^2)	Finisher tray (Non-stapling)	A3, A5-R, B4, B5-R, B6-R, 216×340 mm, SRA3, Ledger, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R: 500 sheets A4-R, A4, B5, Letter-R, Letter, 16K: 1,000 sheets	
Supported Paper Weight		Stapling: 90 g/m^2 or less	
Stapling	Number of Sheets	A3, B4, B5-R, 216×340 mm, Ledger, Legal, 12×18", Oficio II, 16K-R, 8K	30 sheets (52 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
		A4-R, A4, B5, Letter-R, Letter, 16K	50 sheets (52 to 90 g/m^2) 40 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
	Media types	Plain, Recycled, Prepunched, Preprinted, Bond, Letterhead, Color, Coated, Thick, High Quality, Custom 1 to 8	
Dimensions (W × D × H)		21.58" × 24.36" × 41.34" 548 × 618.5 × 1,050 mm	
Weight		Approx. 66.2 lbs. or less / Approx. 30 kg or less	
Space Required (W × D) (When pulling the tray)		26.23" × 24.36" 666 × 618.5 mm	

4,000-sheet Finisher

Item		Description	
Number of Trays		2 trays	
Paper Size (80 g/m^2)	Tray A (Non-Stapling)	A3, B4, B5-R, 216×340 mm, SRA3, Ledger, Legal, Executive, 12×18", Oficio II, Folio, 8K: 1,500 sheets A4-R, A4, B5, Letter-R, Letter, 16K-R, 16K: 4,000 sheets A5-R, B6-R, Statement-R: 500 sheets	
	Tray B	A3, A4-R, A4, A5-R, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope C4, Cardstock, Oufuku hagaki (Return postcard), Youkei 4, Youkei 2: 200 sheets	
Supported Paper Weight		Stapling: 90 g/m^2 or less	
Stapling	Maximum Number	A3, B4, 216×340 mm, Ledger, Legal, 12×18", Oficio II, 8K	30 sheets (52 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
		A4-R, A4, B5-R, B5, Letter-R, Letter, 16K-R, 16K	65 sheets (52 to 90 g/m^2) 55 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
	Media types	Plain, Preprinted, Bond, Recycled, Letterhead, Color, Prepunched, Thick, Coated, High Quality, Custom 1 to 8	
Dimensions (W × D × H)		23.91" × 26.32" × 41.79" 607.2 × 668.5 × 1,061.3 mm	
Weight		Approx. 88.2 lbs. or less / Approx. 40 kg or less	
Space Required (W × D) (When pulling the tray)		28.55" × 26.32" 725 × 668.5 mm	

100-sheet Staple Finisher

Item		Description	
Number of Trays		2 trays	
Paper Size (80 g/m^2)	Tray A (Non-Stapling)	A3, B4, B5-R, 216×340 mm, SRA3, Ledger, Legal, Executive, 12×18", Oficio II, Folio, 8K: Height 227 mm (Equivalent to 1,500 sheets) A4-R, A4, B5, Letter-R, Letter, 16K-R, 16K: Height 512 mm (Equivalent to 4,000 sheets) A5-R, B6-R, Statement-R: Height 91 mm (Equivalent to 500 sheets)	
	Tray B	A3, A4-R, A4, A5-R, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4: Height 45 mm (Equivalent to 200 sheets)	
Supported Paper Weight		Stapling: 90 g/m^2 or less	
Stapling	Maximum Number	A3, B4, 216×340 mm, Ledger, Legal, 12×18", Oficio II, 8K	50 sheets (52 to 90 g/m^2) 35 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
		A4-R, A4, B5-R, B5, Letter-R, Letter, 16K-R, 16K	100 sheets (52 to 90 g/m^2) 70 sheets (91 to 105 g/m^2) 2 cover sheet only (106 to 300 g/m^2)
	Media types	Plain, Preprinted, Bond, Recycled, Letterhead, Color, Prepunched, Thick, Coated, High Quality, Custom 1 to 8	
Dimensions (W × D × H) (When storing the tray)		29.55" × 27.03" × 43.68" 750.5 × 686.4 × 1109.5 mm	
Weight		Approx. 125.7 lbs. or less / Approx. 57 kg	
Space Required (W × D) (When pulling the tray)		34.16" × 27.03" 867.6 × 686.4 mm	

Punch Unit (For 1,000-sheet/4,000-sheet/100-sheet Staple Finisher)

Item			Description
Paper Size	Inch	2 Hole	A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Statement-R, 12×18", Folio, 8K, 16K, 16K-R
		3 Hole	A3, A4, Letter, Ledger, 12×18", 8K, 16K
	cm	2 Hole	A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Statement-R, 12×18", Folio, 8K, 16K, 16K-R
		4 Hole	A3, A4, Letter, Ledger, 12×18", 8K, 16K
Paper Weight			45 - 300 g/m^2
Media types			Plain, Rough, Preprinted, Bond, Recycled, Letterhead, Color, Thick, Coated, High Quality, Custom 1 to 8

Mailbox (For 4,000-sheet Finisher)

Item	Description
Number of Trays	7 trays
Paper Size (80 g/m^2)	A3, B4, Ledger, Legal, 8K: 50 sheets A4-R, A4, A5-R, B5-R, B5, 216×340 mm, Letter-R, Letter, Statement-R, Executive, Oficio II, Folio, 16K-R, 16K: 100 sheets
Dimensions (W × D × H)	20.08" × 15.75" × 18.51" 510 × 400 × 470 mm
Weight	Approx. 22.1 lbs. / Approx. 10 kg

Folding Unit (For 4,000-sheet Finisher)

Item	Description	
Sizes	Bi-Fold	A3, B4, A4-R, Ledger, Legal, Letter-R, Oficio II, 8K
	Saddle Stitch	A3, B4, A4-R, Ledger, Letter-R, Legal, Oficio II, 8K
	Tri-Fold	A4-R, Letter-R
Number of Sheets	Bi-Fold	5 sheets (60 to 90 g/m^2) 3 sheets (91 to 120 g/m^2) 1 sheet (121 to 256 g/m^2)
	Saddle Stitch	20 sheets (60 to 90 g/m^2) 13 sheets (91 to 105 g/m^2) 1 cover sheet only (106 g/m^2 or heavier)
	Tri-Fold	5 sheets (60 to 90 g/m^2) 3 sheets (91 to 120 g/m^2)
Maximum Number for Storage (80 g/m^2)	Bi-Fold	5 sheets or less per set: 30 sets
	Saddle Stitch	5 sheets or less per set: 30 sets 6 to 10 sheets per set: 20 sets 11 to 20 sheets per set: 10 sets
	Tri-Fold	1 sheet per set: 30 sets 2 to 5 sheets per set: 5 sets
Media types	Bi-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Saddle Stitch	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Tri-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Coated, High Quality, Custom 1 to 8

Folding Unit (For 100-sheet Staple Finisher)

Item	Description	
Sizes	Bi-Fold	A3, B4, A4-R, SRA3, Ledger, Legal, Letter-R, Oficio II, 8K, 12×18"
	Saddle Stitch	A3, B4, A4-R, SRA3, Ledger, Letter-R, Legal, Oficio II, 8K, 12×18"
	Tri-Fold	A4-R, Letter-R
Number of Sheets	Bi-Fold	5 sheets (52 to 90 g/m^2) 3 sheets (91 to 105 g/m^2) 1 sheet (106 to 256 g/m^2)
	Saddle Stitch	20 sheets (52 to 90 g/m^2) 13 sheets (91 to 105 g/m^2) 1 cover sheet only (106 g/m^2 or heavier)
	Tri-Fold	5 sheets (52 to 90 g/m^2) 3 sheets (91 to 105 g/m^2)
Maximum Number for Storage (80 g/m^2)	Bi-Fold	5 sheets or less per set: 20 sets
	Saddle Stitch	5 sheets or less per set: 20 sets 6 to 10 sheets per set: 10 sets 11 to 20 sheets per set: 10 sets
	Tri-Fold	1 sheet per set: 50 sets 2 to 5 sheets per set: 25 sets
Media types	Bi-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Saddle Stitch	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, Coated, High Quality, Custom 1 to 8
	Tri-Fold	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Coated, High Quality, Custom 1 to 8

Job Separator Tray

Item	Description
Number of Trays	1 tray
Maximum Sheets	100 Sheets (80 g/m^2)
Paper Size	A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Youkei 4, Youkei 2, Custom (98 × 148 to 304.8 × 1,220 mm)
Paper Type	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	18.78" × 16.52" × 2.52" 477 × 419.6 × 64 mm
Weight	Approx. 1.6 lbs. / Approx. 0.7 kg

Inner Shift Tray

Item	Description
Number of Trays	1 tray
Maximum Sheets	250 Sheets (80 g/m^2)
Paper Size	A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, SRA3,Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 12×18", Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Kakugata 2, Youkei 4, Youkei 2, Nagagata 3, Nagagata 4, Younaga 3, Custom (98 × 148 to 320 × 1,220 mm)
Paper Type	Paper weight: 52 to 300 g/m^2 Media types: Plain, Recycled, Special paper
Dimensions (W × D × H)	17.33" × 15.75" × 5.24" 440 × 400 × 133 mm
Weight	Approx. 3.97 lbs. / Approx. 1.8 kg

Banner Tray

Item	Description
Max. number of sheets	10 sheets (Multipurpose tray)
Paper length	210 to 304.8 mm (8.26" to 12")
Paper width	Max. 1,220.0 mm (48.03")
Paper Type	Paper weight: 136 to 163 g/m^2 Paper type: Heavy 2
Dimensions (W × D × H)	15.78" × 15.67" × 7.63" 400.6 × 397.8 × 193.6 mm
Weight	Approx. 1.2 lbs. / Approx. 0.5 kg

Inserter Tray

Item	Description
Number of Trays	2 tray
Paper Size	A3, A4-R, A4, A5-R, A6-R, B4, B5-R, B5, SRA3, Ledger, Letter-R, Letter, Legal, Statement, 12×18", Executive, Oficio II, 8K, 16K, 16K-R, ISO B5, Custom 1~4 (148 × 210 ~ 320 × 457 mm)
Paper Type	Plain, Thin, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1-8
Dimensions (W × D × H)	27.69" × 24.22" × 52.43" 703.2 × 615 × 1331.7 mm
Weight	Approx. 68.4 lbs. / Approx. 31 kg

Z Fold Unit

Item	Description	
Sizes	Engineering Fold (Half Z-Fold)	A3, B4, A4R, 11×17, 8.5×14, 8.5×11R, 8K
	Bi-Fold	A3, B4, A4, A4R, B5R, 11×17, 8.5×14, 8.5×11, 8.5×11R, 8K, 12×18, 13×19, SRA3
	Tri-Fold	A3, A4R, 11×17, 8.5×14, 8.5×11R
	Z-Fold	A3, A4R, B4, 11×17, 8.5×14, 8.5×11R
Number of Sheets	Engineering Fold (Half Z-Fold)	1 sheet (106 to 256 g/m^2)
	Bi-Fold	1 sheet (106 to 256 g/m^2)
	Tri-Fold	64~74 g/m2, A4R/8.5×11R: 3 sheets, Others: 1 sheet 75~90 g/m2, A4R/8.5×11R: 2 sheets, Others: 1 sheet 91~105 g/m2: 1 sheets
	Z-Fold	
Paper Weight	Engineering Fold (Half Z-Fold)	64~105 g/m^2
	Bi-Fold	
	Tri-Fold	
	Z-Fold	
Dimensions (W × D × H)	8.23" × 28.75" × 38.59" 209 × 730 × 980 mm	
Weight	Approx. 92.6 lbs. / Approx. 42 kg	

NOTE

Consult your dealer or service representative for recommended paper types.

Backing up your data

If the SSD, HDD, or memory of this machine installed in the machine failed for any reason, the files in the Custom box and various settings saved there will be deleted and cannot be restored. To prevent erasing data, make regular backups as follows.

Backing up your data using NETWORK PRINT MONITOR

Use NETWORK PRINT MONITOR to save the following data registered in this machine to your PC regularly.

- System Settings
- Network Settings
- User List
- Custom Box Settings (Except for the file in the Custom Box)

Backing up your data using Embedded Web Server

Use Embedded Web Server to save the data saved in the Custom Box to your PC regularly. This subsection describes the procedure for backing up the data in the Custom Box.

1 Display the screen.

1. Launch your Web browser.
2. In the address or location bar, enter the machine's IP address or the host name. Click in the following order to check the machine's IP address and the host name. [Device Information] in the home screen > [Identification/Wired Network]
3. Click the number or name of Custom Box which stores the documents.

2 Download the documents.

1. Select the document data you want to download to your computer. Only one document data can be downloaded at a time.
2. Click [Download] icon. The selected file is shown in "Selected Files".
3. Specify [Color Selection] and [File Format] as necessary.
4. Click [Download].

Backing up your date using USB Drive

You can copy the data saved in the Custom Box to a USB drive. You can save multiple document data at once.

➡ Copying Documents in Custom Box to USB Drive (page 224)

Functions List of Security Quick Setup

The functions configured in each level of Security Quick Setup are as follows. After selecting the security level, configure the security function according to your operating environment.

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
TLS		On	On	On
Serverside Settings*1	TLS Version	TLS1.1, TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3
	Effective Encryption	3DES, AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305
	Hash	SHA1, SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
	IPP Security	Secure Only (IPPS)	Secure Only (IPPS)	Secure Only (IPPS)
	HTTP Security	Secure Only (HTTPS)	Secure Only (HTTPS)	Secure Only (HTTPS)
	Enhanced WSD Security	Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)
	eSCL Security	Not Secure (eSCL over TLS & eSCL)	Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)
Clientside Settings*1	TLS Version	TLS1.1, TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3
	Effective Encryption	3DES, AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305
	Hash	SHA1, SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
IPv4 settings (Wired Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
IPv4 settings (Wireless Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
IPv6 Settings (Wired Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
IPv6 Settings (Wireless Network)*1	DNS over TLS	Off	Auto	On
	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Other Protocols: HTTP (Client)*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Other Protocols: SOAP*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Other Protocols: LDAP*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
Send Protocols: SMTP (E-mail TX)*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)
E-mail: POP3 User Settings*1	Certificate Auto Verification	Validity Period	Validity Period	Validity Period
	Hash	SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
Print Protocols	NetBEUI	On	Off	Off
	LPD	On	On	Off
	FTP Server (Reception)	On	Off	Off
	IPP	On	Off	Off
	IPP over TLS	On	On	On
	Raw	On	On	Off
	ThinPrint	On	Off	Off
	ThinPrint over TLS	On	Off	Off
	WSD Print	On	Off	Off
	POP3 (E-mail RX)	Off	Off	Off
Other Protocols	SNMPv1/v2c	On	On	Off
	SNMPv3	Off	Off	Off
	HTTP	On	Off	Off
	HTTPS	On	On	On
	Enhanced WSD	On	Off	Off
	Enhanced WSD (TLS)	On	On	On
	LDAP	Off	Off	Off
	LLTD*1	Off	Off	Off
	REST	On	Off	Off
	REST over TLS	On	On	On
	VNC (RFB)	Off	Off	Off
	VNC (RFB) over TLS	Off	Off	Off
	Enhanced VNC (RFB) over TLS	On	Off	Off
TCP/IP: Bonjour Settings	Bonjour	On	On	Off
Network Settings	Wi-Fi Direct Settings	Off	Off	Off
Connectivity	Bluetooth Settings	Off	Off	Off
	NFC	Off	Off	Off

Item		Security Quick Setup		
		Level 1	Level 2	Level 3
Interface Block	USB Host	Unblock	Unblock	Block
	USB Device	Unblock	Unblock	Block
	Optional Interface 1	Unblock	Unblock	Block
	Optional Interface 2	Unblock	Unblock	Block
Energy Saver/Timer	Auto Panel Reset	On	On	On
User Account Lockout Setting	Lockout	Off	Off	On
Job Status/Job Logs Settings	Display Jobs Detail Status	Show All	Show All	Hide All (Display only when Administrator)
	Display Jobs Log	Show All	Show All	Hide All (Display only when Administrator)
History Settings	Login History	Off	On	On
	Device Log History	Off	On	On
	Secure Comm. Error Log	Off	On	On
Protocol Settings: RESTful API Settings	API for Enhanced Services	Off	Off	Off

*1 The setting item which can be set or configured from Embedded Web Server.

Glossary

Accessibility

The machine is designed featuring good accessibility even for the elderly and those who are physically challenged or visually impaired. The angle of the touch panel is adjustable.

Apple Talk

AppleTalk offers file sharing and printer sharing and it also enables you to utilize application software that is on another computer on the same AppleTalk network.

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically prints output. However, no output is performed if the last page has no data to be printed.

Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assigned automatically.

Auto Paper Selection

A function to automatically select paper in the same size as originals when printing.

Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or there is no data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Bonjour

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted. If you install Bonjour on Windows XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

Custom Box

The Custom Box function stores print data for each individual user on the printer and allows the user to print single or multiple copies of the stored data later using the printer's operation panel.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on. When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL3 (PostScript 3 compatible).

Enhanced WSD

Proprietary web services.

FTP (File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Help

If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, select [?] (Help) to view a detailed explanation on the touch panel.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

IPP

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers. IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with TLS server and client authentication as well as encryption.

Job Box

The Job Box function stores print data on the printer and allows users to print single or multiple copies of the stored data later using the printer's operation panel.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multipurpose (MP) Tray

The paper supply tray on the front side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki (Cardstock), transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

Outline font

With outline fonts, character outlines are represented with numerical expressions and fonts can be enlarged or reduced in different ways by changing the numeric values of those expressions. Printing remains clear even if you enlarge fonts, since the characters are defined with outlines represented with numerical expressions. You can specify the font size in steps of 0.25 points up to 999.75 points.

PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is downloaded from our website. Install the printer driver on the computer connected to the machine.

RA (Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA).

ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

RAM Disk

Using part of the printer's memory as a virtual disk, you can set any amount of memory from overall printer memory as a RAM disk in order to use features such as electronic sorting (shortening print time).

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address.

A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the "DHCP" setting to "Off".

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

USB (Universal Serial Bus) 2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices. This function replaces what TWAIN used to do. The feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

WPS (Wi-Fi Protected Setup)

WPS is a network security standard created by Wi-Fi Alliance, to make it easy to connect with the wireless devices and set up the Wi-Fi Protected Access. The WPS-supported services can connect to the wireless access points by pushing a button or entering passphrases.

TA Triumph-Adler GmbH
Haus 5, Deelbögenkamp 4c,
22297 Hamburg,
Germany
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