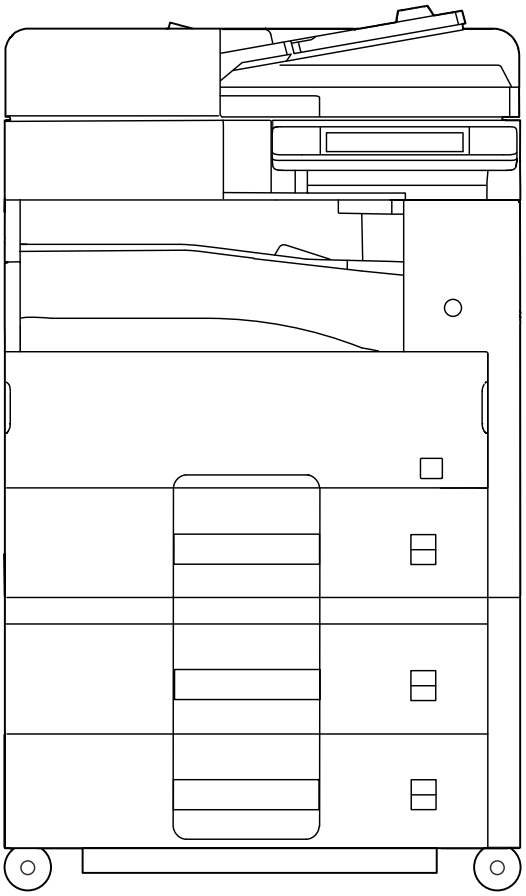
P-3241i MFP

Operation Guide

2026.02
C2VGEEN001



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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 the Operation Guide before using the machine.

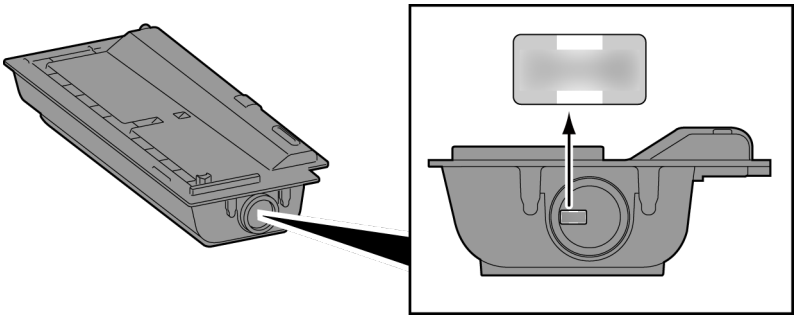
The product illustrations, screens, settings, etc., in this guide may differ depending on the machine you are using.

We recommend the use of our own brand supplies.

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

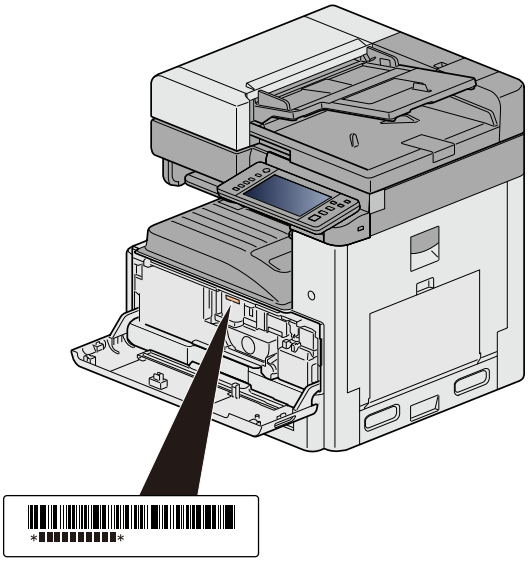
We will not be liable for any damages caused by the use of third-party supplies on this machine.

A label is affixed to our genuine supplies, as shown below.



Checking the Equipment's Serial Number

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



You will 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 356)

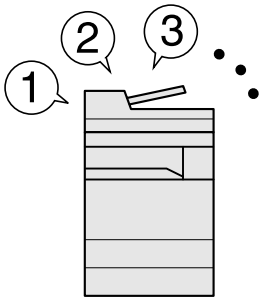
Here are some examples.

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 a favorite, you can call up the settings easily. Using this favorite brings the same results even if operated by another person.

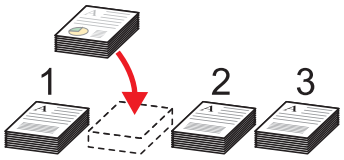


➡ Favorites (page 243)

Interrupt other running jobs and execute your copy job immediately (Interrupt Copy)

You can interrupt other running jobs and execute your copy job immediately. When other users are copying a large number of sheets, this function allows you to interrupt those jobs and make your copies immediately.

When the interruption copy ends, the machine resumes the paused print jobs.

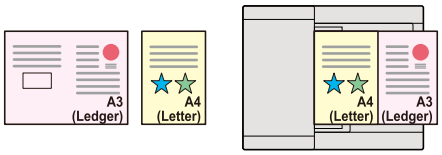


➡ Interrupt Copy (page 260)

Scan originals of different sizes at a time (Mixed Size Originals)

This is useful when preparing conference materials.

You can set the different sized originals at one time, so you do not need to reset the originals regardless of size.

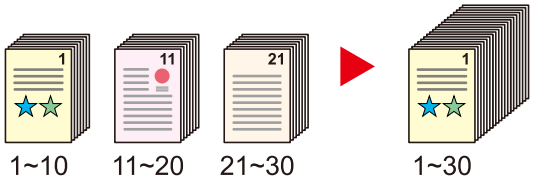


➡ Mixed Size Originals (page 361)

Scan a large number of originals in separate batches and produce as one job (Continuous Scan)

This is useful when preparing multiple-page handouts.

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied or sent as one job.



➡ Continuous Scan (page 397)

Directly upload scanned data to a cloud service

You can upload data scanned on the machine directly to cloud services. You can easily share data and access it from outside the company.

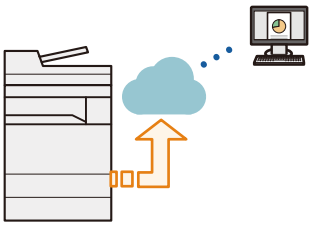
For details on how to use the cloud link function (TA/UTAX Cloud Capture), refer to the manual at the following URL:

Triumph-Adler

https://www.triumph-adler.com/ta-de-de/software-cloud/cloud/ta-cloud-capture

UTAX

https://www.utax.com/de-de/cloud/utax-cloud-capture



Add attribute information to scanned data and store it on a cloud service

Registering the workflow, document type, and necessary attribute information in advance allows you to add the required attribute information via the panel and store documents directly on a cloud service.

For details on how to use the cloud link function (TA/UTAX Cloud Capture), refer to the manual at the following URL:

Triumph-Adler

https://www.triumph-adler.com/ta-de-de/software-cloud/cloud/ta-cloud-capture

UTAX

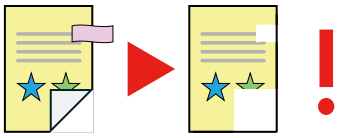
https://www.utax.com/de-de/cloud/utax-cloud-capture



Detect scan failure (image defect detection)

This function detects and notifies you of image defects due to paper creases and sticky notes. It helps eliminate the need to manually check each page and re-scan documents.

➡ Detect Scan Failure (page 402)

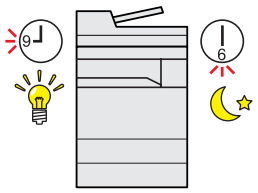


Save energy and cost

Save energy as needed (Energy Saver function)

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

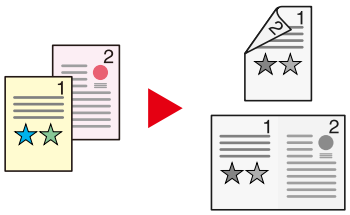
In addition, the machine can automatically be switched into Sleep and recovered at a specified time for each day of the week.



➡ Energy Saver function (page 90)

Reduce paper use (Paper Saving Printing)

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

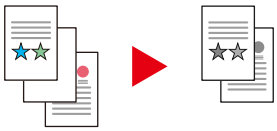


➡ Combine (page 381)

➡ Duplex (page 389)

Skip blank pages when printing (Skip Blank Page)

When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

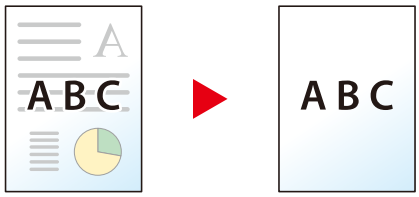


➡ Skip Blank Page (page 403)

Create attractive documents

Prevent image bleed-through (Prevent Bleed-through)

Hides background colors and image bleed-through when scanning thin originals.

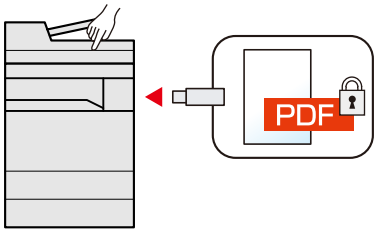


➡ Prevent Bleed-thru (page 376)

Strengthen security

Password-protect a PDF (PDF Encryption Functions)

Use the PDF format's password security options to restrict document viewing, printing, and editing.

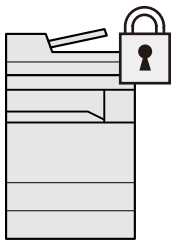


➡ PDF Encryption Functions (page 412)

Protect data on the Solid State Drive (SSD) (Encryption/Overwrite)

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

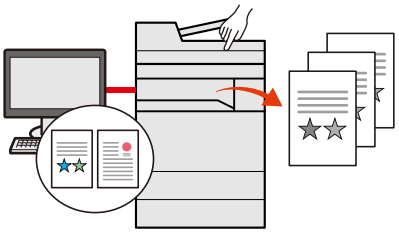
To prevent an external leakage, the machine is able to encrypt data before writing it to the SSD.



➡ [Data Security] (page 569)

Prevent loss of finished documents (Private Print)

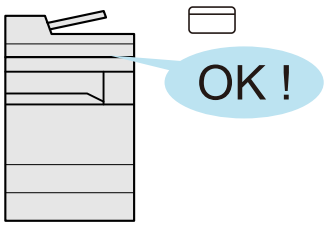
Temporarily saving print jobs in the main unit document box and printing them only when the user is in front of the device and confirms identity can prevent documents from being taken by others.



➡ Printing Documents from Private Print Box (page 215)

Log in by ID card (Card Authentication)

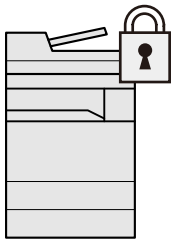
You can log in simply by touching an ID card. You do not need to enter your user name and password.



➡ Card Authentication Kit(B) <Card Authentication Kit> (page 859)

Strengthen security (Settings for Administrator)

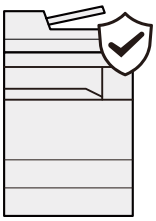
Various functions are available for administrators to strengthen security.



➡ Strengthening the Security (page 125)

Preventing execution of unauthorized programs (Allowlisting)

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



➡ [Allowlisting] (page 568)

Prevent leaks of confidential document data

The machine detects and notifies you of information that identifies documents as confidential during scanning.



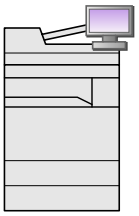
➡ Confidential Document Detection Setting (page 571)

Use functions more efficiently

Expand functions as necessary (Applications)

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

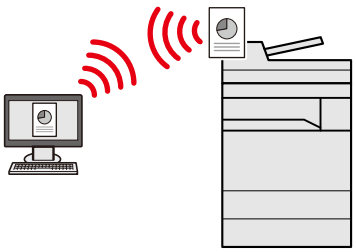
Applications that help you perform your daily tasks more efficiently such as a scan feature and an authentication feature are available.



➡ Application (page 249)

Install the machine without using 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 81)

➡ Setting Wi-Fi Direct (page 86)

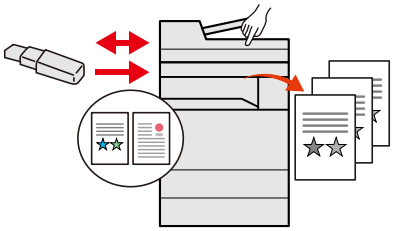
➡ Configuring NFC (page 89)

Use USB drive (USB Drive)

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

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

Originals scanned at the machine can also be saved in the USB drive.

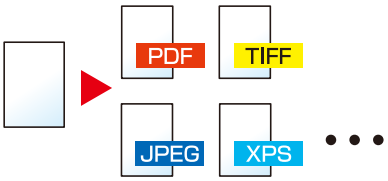


➡ Using Removable USB Drive (page 335)

➡ Storing Documents to USB Drive (Scan to USB) (page 337)

Specify image file format (File Format)

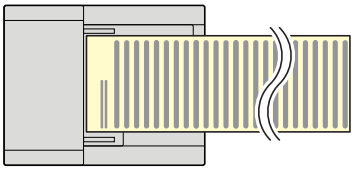
You can select various file formats when sending/storing images.



➡ File Format (page 409)

Scan long originals (Long Original)

You can scan long originals such as contracts and data logs.

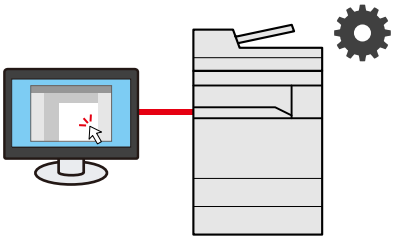


➡ Long Original (page 408)

Perform remote operation (Embedded Web Server)

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

Administrators can configure the machine behavior or management settings.



➡ Embedded Web Server (page 127)

Color and Image Quality Functions

The machine is equipped with various color and image quality functions. You can adjust the scanned image.

Basic Color Modes

The basic color modes are as follows:

Auto Color (Color/Gray)

Auto Color (Color/B & W)

Automatically scans colored documents in Full Color and black and white documents in Grayscale.

Reference Image

Before	After
	

Full Color

Scans the document in full color.

Reference Image

Before	After
	

Grayscale

Scans a document in grayscale. Produces a smooth, detailed image.

Reference Image

Before	After
	

Black & White

Scans the document in black and white.

Reference Image

Before	After
	

For details, refer to the following:

➡ Color Selection (page 372)

Adjusting Image Quality and Color

To adjust the image quality or color, use the following functions.

Adjust the color precisely

I want to...	Sample image (before)	Sample image (after)	Function
Adjust the density.			Density
Adjust the saturation.			Saturation

For details, refer to the following:

➡ Density (page 368)

➡ Saturation (page 375)

Adjust the image quality precisely

I want to...	Sample image (before)	Sample image (after)	Function
Emphasize or blur the image outline. Example: Emphasize the image outlines			Sharpness
Adjust the difference between dark and light parts of the image.			Contrast
Darken or lighten the background (the area with no texts or images) of a document. Example: Lightening the background			Background Density Adj.
Prevent bleed-through in 2-sided originals.			Prevent Bleed-thru

For details, refer to the following:

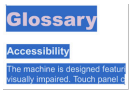
➡ Sharpness (page 373)

➡ Contrast (page 377)

➡ Background Density Adj. (Background Density Adjustment) (page 374)

➡ Prevent Bleed-thru (page 376)

Adjust the scanned image

I want to...	Sample image (before)	Sample image (after)	Function
Decrease the file size and produce the characters clearly.			File format [High Comp. PDF]
Convert a paper document to PDF with searchable text.			File format [PDF] or [High Comp. PDF] with [OCR Text Recognition]

For details, refer to the following:

➡ File Format (page 409)

Guides Provided with the Machine

NOTE

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

Start using the machine quickly	**Quick Guide** Explains frequently used operations and what to do when problems occur. This printed guide is provided together with the machine.
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. This printed guide is provided together with the machine. **Safety Guide (P-3241i)** 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. This printed guide is provided together with the machine.
Use the machine to its fullest	**Operation Guide (this guide)** Explains how to load paper and perform copy, print, and scan operations, and indicates default settings and other information.
Use the fax functions	**FAX Operation Guide** Explains how to use the fax function.
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	**Printer Driver User Guide** Explains how to install the printer driver and use the printer function.
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.
Scan images and save with information	**File Management Utility User Guide** Explains how to use File Management Utility to set various parameters and send and save scanned documents.
Print without using the printer driver	**PRESCRIBE Command Reference** Describes the native printer language (PRESCRIBE commands). **PRESCRIBE Technical Reference** Describes the PRESCRIBE command functions and control for each type of emulation.

Directly print a PDF file	**Network Tool for Direct Printing User Guide** Explains how to print PDF files without launching Adobe Reader.
Adjust the print or scan position	**Maintenance Menu User Guide** Maintenance Menu provides an explanation on how to configure the print, scan, and other settings.

About the Operation Guide (this Guide)

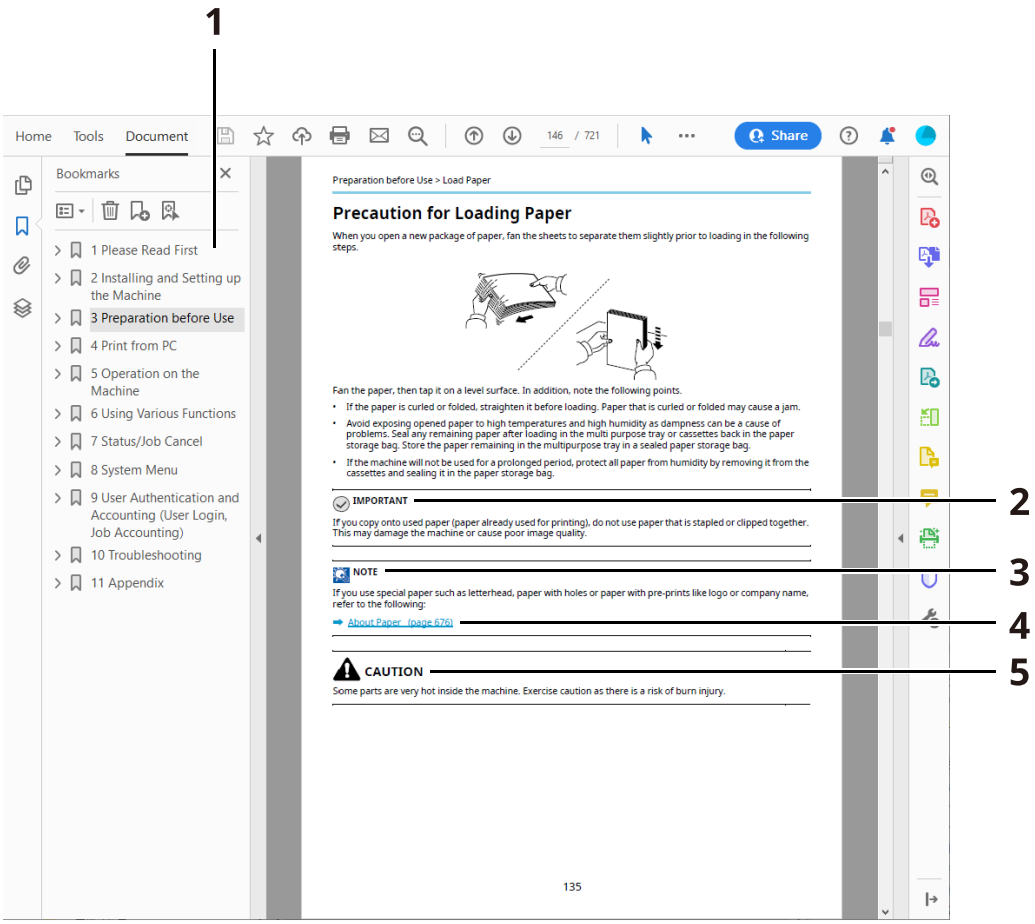
Structure of the guide

The Operation Guide contains the following chapters:

Chapter	Contents
Please Read First	Provides precautions regarding the use of the machine and trademark information.
Installing and Setting up the Machine	Explains the part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine.
Preparation before Use	Explains the preparations and settings that are required in order to use the machine, such as how to load paper and create an address book.
Print from PC	Explains the basic printing method.
Operation on the Machine	Explains the basic procedures for using the machine, such as placing originals, making copies, sending documents, and using document boxes.
Using Various Functions	Explains the 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, and how to cancel fax transmission.
System Menu	Explains the System Menu and how it relates to the operation of the machine.
User Authentication and Accounting (User Login, Job Accounting)	Explains the 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 the convenient options that are available for the machine. Provides information on media types, 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

Acrobat Reader 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 Indicates operational requirements and restrictions to operate the machine correctly and avoid damage to the machine or property.

3 Indicates supplemental explanations and reference information for operations.

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

5 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 Acrobat Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Acrobat Reader Help.

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

Convention	Description
[ ]	Indicates keys and buttons.
" "	Indicates a message.

Convention	Description
◯	Indicates the software, function, or setting is available.
—	Indicates the software, function, or setting is not available.

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

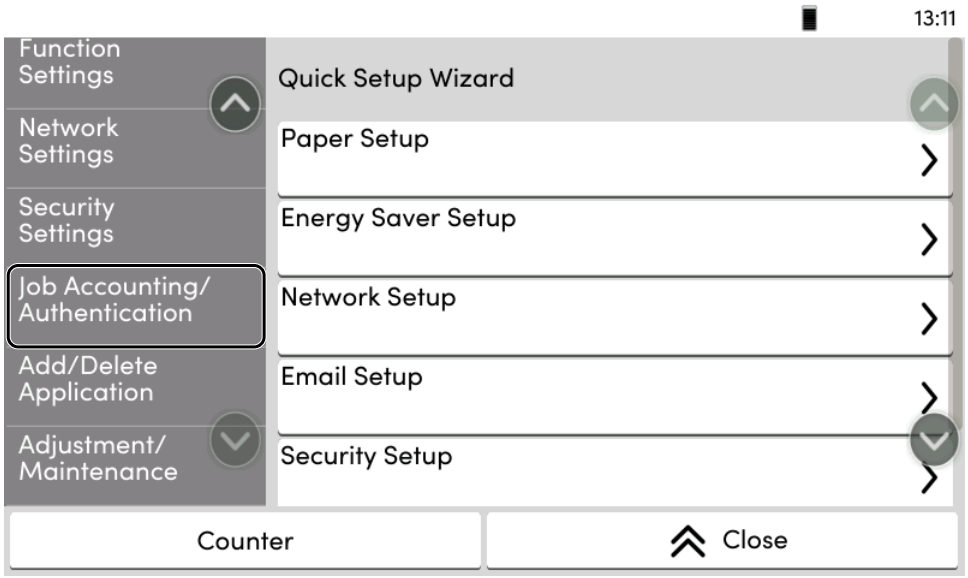
1 Select the [Home] key.
2 Select the [...].
3 Select the [System Menu].
4 Select [Device Settings].
5 Move the screen downwards (i.e. swiping).
6 Select [Sound].

Procedure indicated in this guide

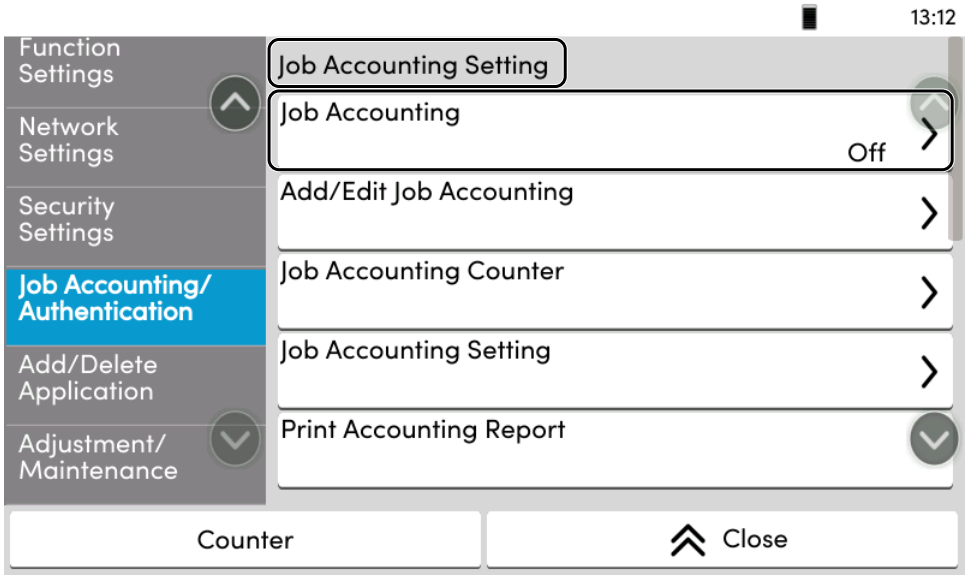
[Home] key > [...] > [System Menu] > [Device Settings] > [Sound]

Actual procedure

1 Select [Job Accounting/Authentication].



2 Select [Job Accounting] from "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:

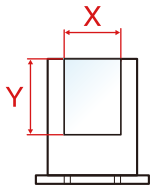
➡ Using the Touch Panel (page 53)

Size of Paper

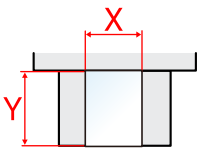
Paper sizes such as A4 or Letter can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "R" is added to sizes used in the horizontal orientation.

Set the paper in vertical orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4, Letter

When loading in the multipurpose tray

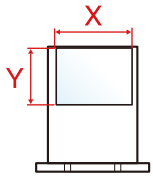
Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4, Letter

Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

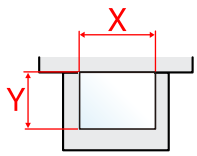
➡ Specifications (page 884)

Set the paper in horizontal orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4-R, Letter-R

When loading in the multipurpose tray

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4-R, Letter-R

Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

➡ Specifications (page 884)

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]

NOTE

An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

Environment

The service environmental conditions are as follows:

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

During copying, 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 copies, the smell may become unpleasant.

To maintain the appropriate environment for copy 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 cup 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 (104°F) 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.

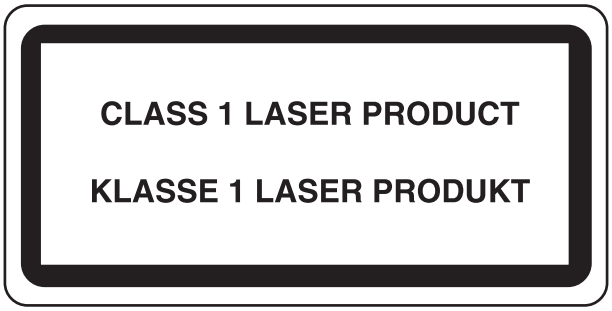
This machine is classified as Class 1 laser product under IEC/EN 60825-1:2014.

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.



Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device. Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

Legal Restriction on Copying/Scanning

It may be prohibited to copy/scan copyrighted material without permission of the copyright owner.

Copying/Scanning the following items is prohibited and may be penalized by law. It may not be limited to these items. Do not knowingly copy/scan the items that are not to be copied/scanned.

- Paper money
- Bank notes
- Securities
- Stamps
- Passports
- Certificates

Local laws and regulations may prohibit or restrict copying/scanning of other items not mentioned above.

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

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Energy Saving Control Function

The device is equipped with a low power mode feature that reduces energy consumption after a certain amount of inactivity. It also has a sleep mode, where printer and fax functions enter in a waiting period while power consumption is reduced when the device is inactive for a set amount of time.

➡ Low Power Mode (page 90)

➡ Sleep (page 91)

➡ Power Off Timer (page 97)

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 389)

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 costs. 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 recognized ecolabels, which meet EN 12281:2002[1] 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"

Contact your dealer or service representative for recommended paper types.

Environmental benefits of "Power Management"

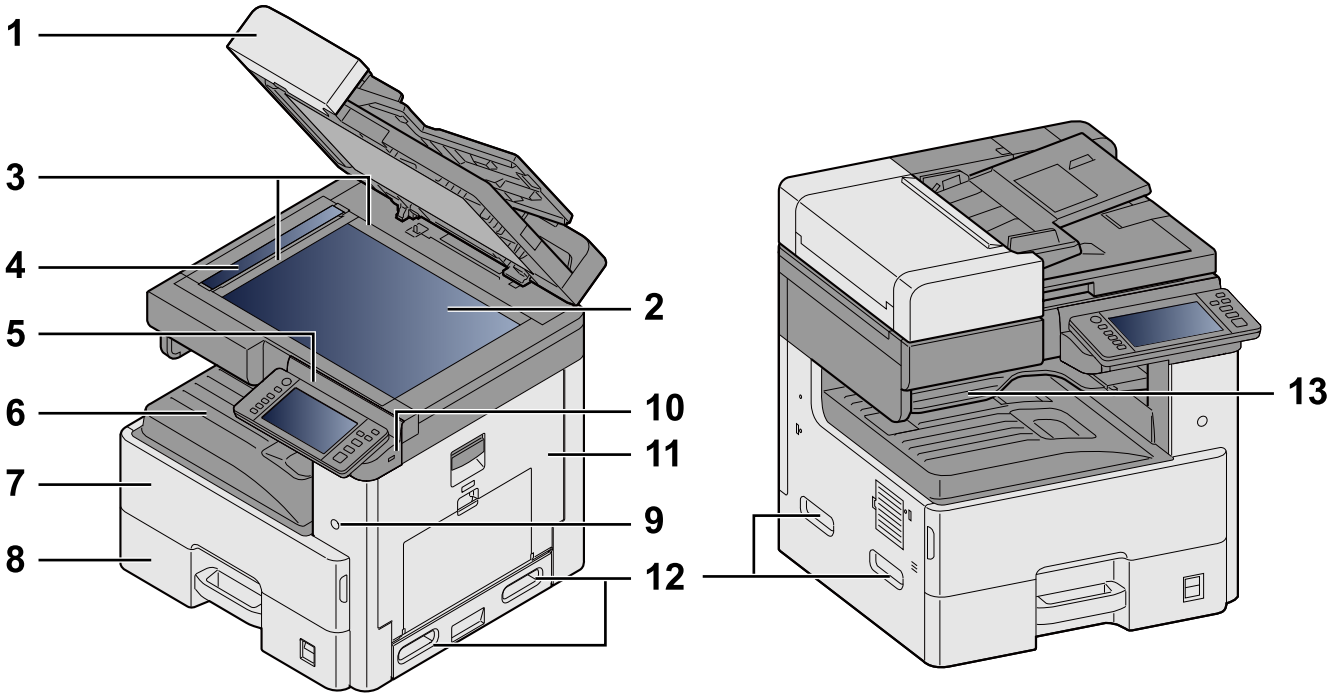
To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.

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.

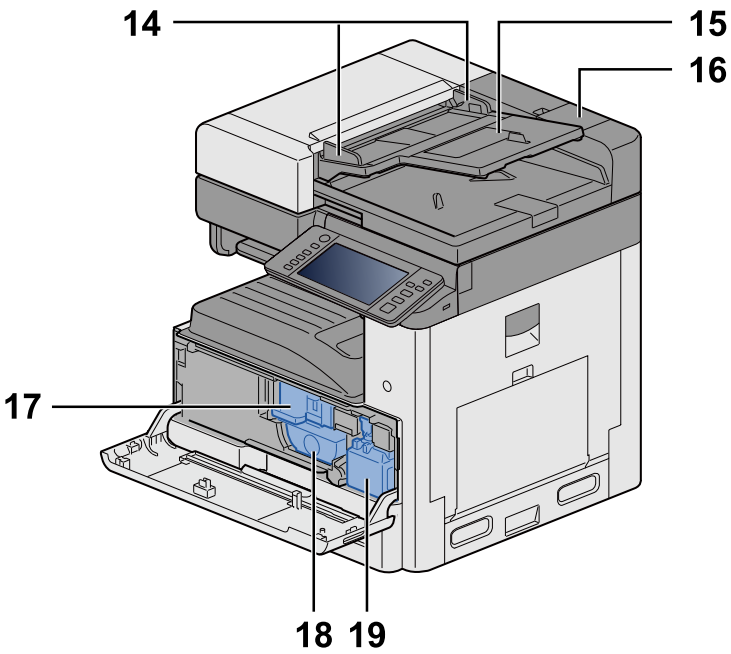
2 Installing and Setting up the Machine

Part Names (Machine Exterior) 39
Part Names (Connectors/Interior) 41
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Connecting the Machine and Other Devices 43
Connecting Cables 45
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Login/Logout 73
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Checking the Counter 121
Additional Preparations for the Administrator 122
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Transferring Data from Our Other Products 138

Part Names (Machine Exterior)



1 Document Processor
2 Platen
3 Original Size Indicator Plates
4 Slit Glass
5 Operation Panel
6 Inner Tray
7 Front Cover
8 Cassette 1
9 Power Switch
10 USB Memory Slot (A1)
11 Right Cover 1
12 Handles
13 Job Separator Tray



14 Original width guides

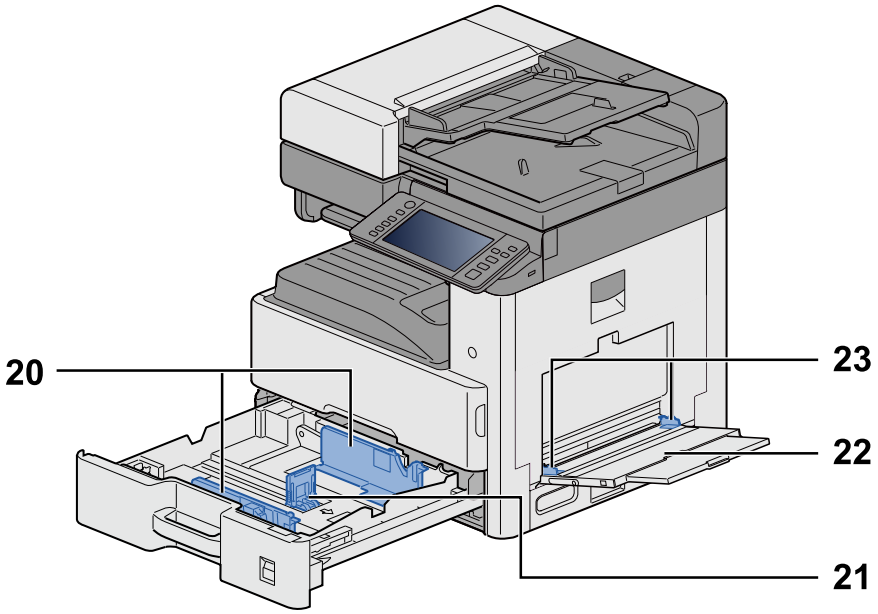
15 Original Tray

16 Cleaning Cloth Compartment

17 Toner Container Lever

18 Toner Container

19 Waste Toner Box



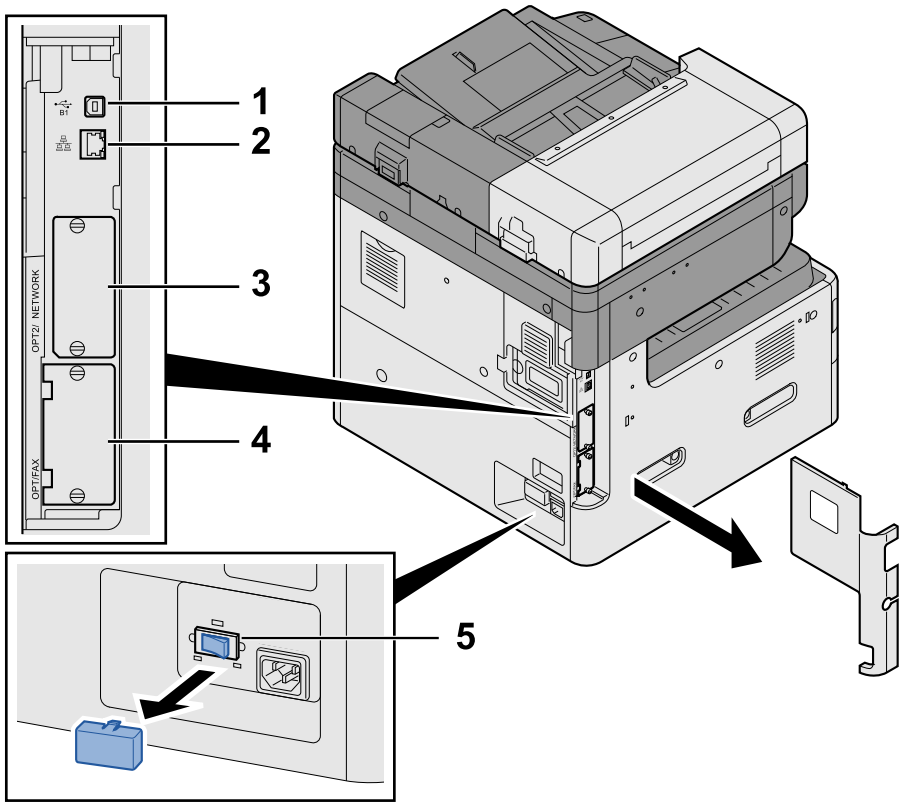
20 Paper Width Guide

21 Paper Length Guide

22 Multipurpose Tray

23 Paper Guide

Part Names (Connectors/Interior)



1 USB Interface Connector (B1)

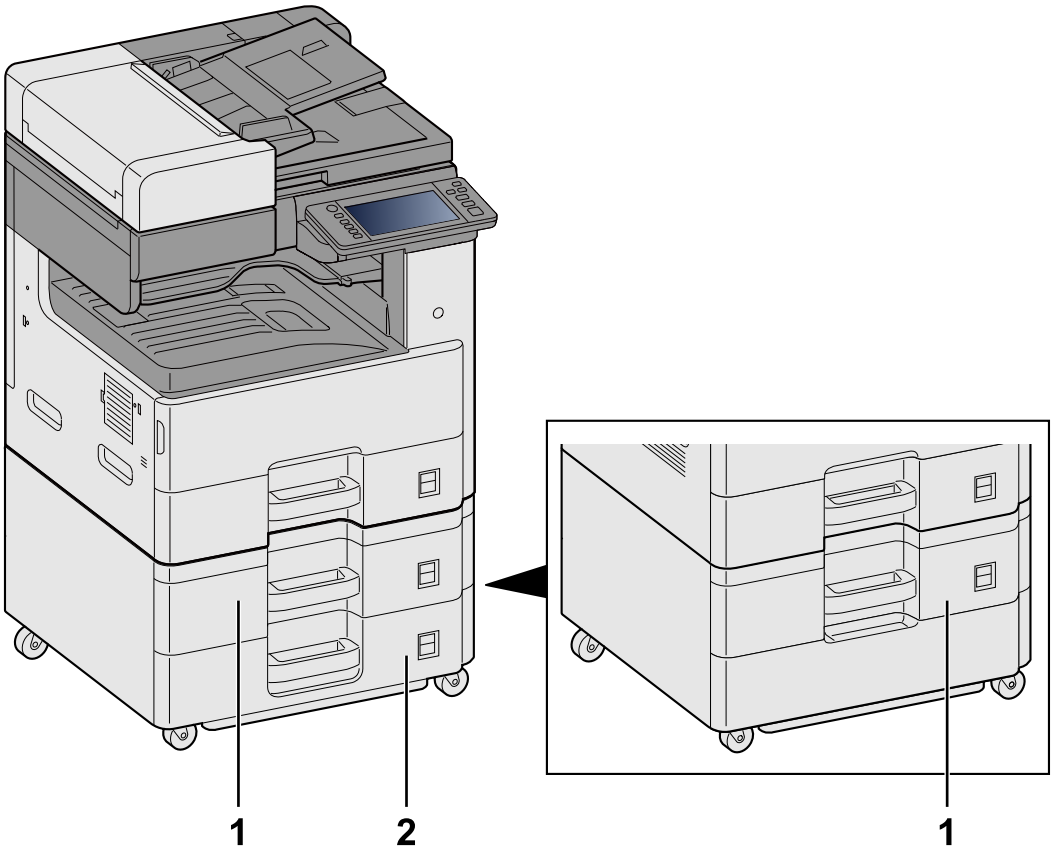
2 Network Interface Connector

3 Option Interface Slot 2 (For Network Interface Kit, Wireless Network Interface Kit, SSD)

4 Option Interface Slot 1 (For Fax System 14)

5 Cassette Heater switch

Part Names (With Optional Equipments Attached)



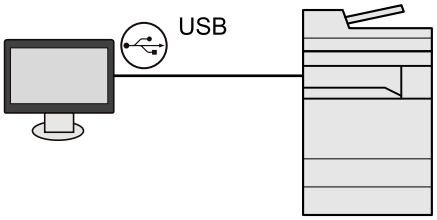
1 Cassette 2

2 Cassette 3

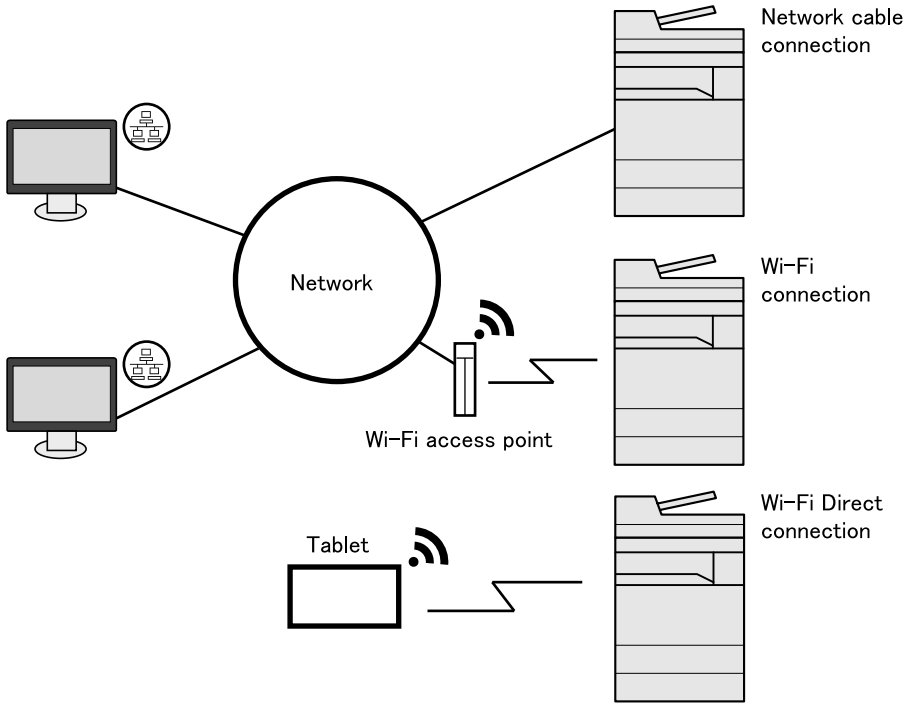
Connecting the Machine and Other Devices

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 81)

Cables that Can Be Used

Connect a LAN cable to the machine

Function	Necessary Cable
Printer/Scanner/Network FAX*1	LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T)

Connect a USB cable to the machine

Function	Necessary Cable
Printer	USB 2.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m, shielded)

IMPORTANT

Using a cable other than a USB 2.0 compatible cable may cause failure.

*1 Function is only available when using an optional FAX Kit.

➡ **FAX Operation Guide.**

Connecting Cables

IMPORTANT

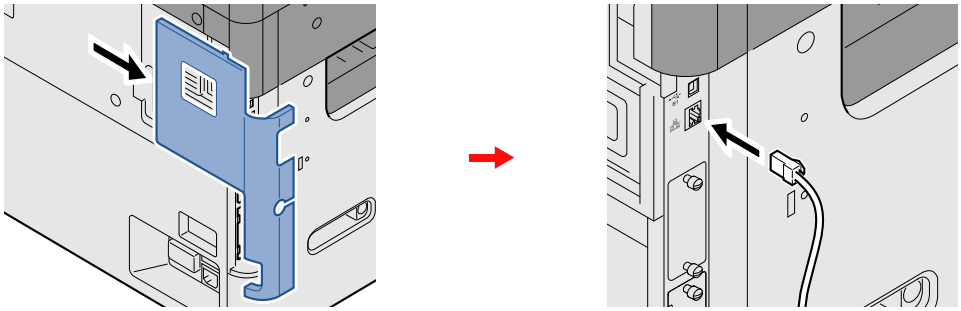
Make sure that the power to the machine is turned off.

➡ Power off (page 49)

Connecting LAN Cable

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 PC.

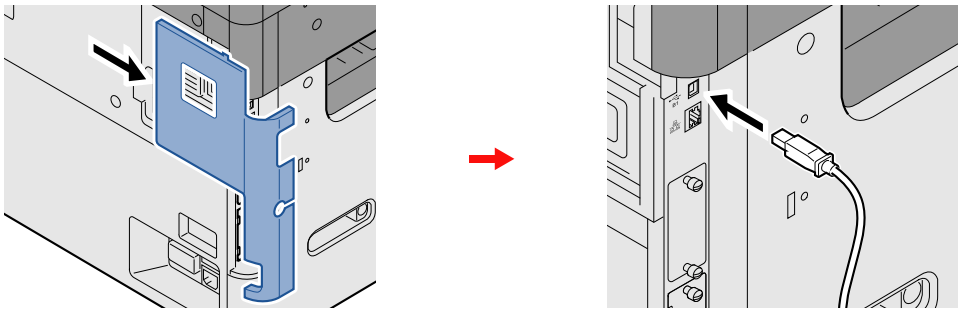
2 Configuring Network Settings

➡ Network Setup (page 79)

Connecting USB Cable

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.

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.

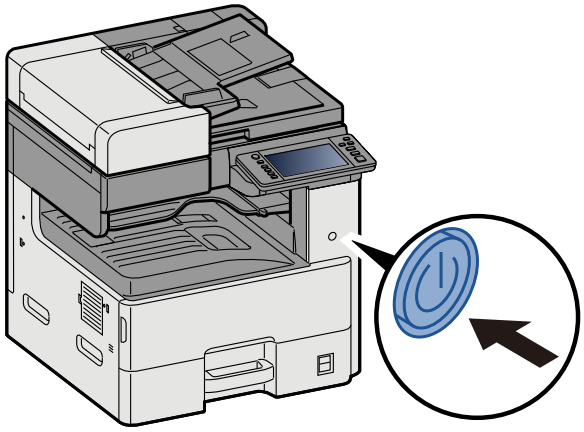
IMPORTANT

Only use the power cable that comes with the machine.

Power On/Off

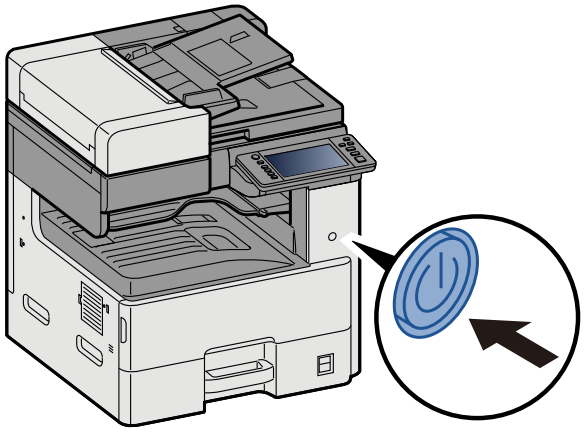
Power on

1 **Turn the power switch on.**



Power off

1 Turn the power switch off.



The confirmation message for power supply off is displayed.

➡ [Show Power Off Message] (page 471)

2 Select [Yes] from the confirmation screen.

It takes a few minutes for power off.

CAUTION

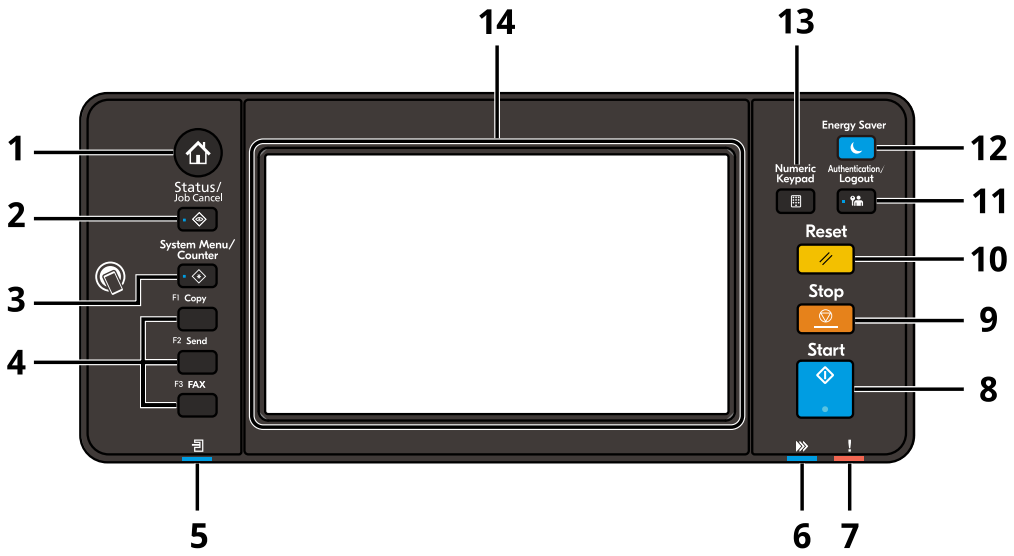
If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

IMPORTANT

- If using the products equipped with the fax function, note that turning the machine off at the main power switch disables fax transmission and reception.
- 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

Resets the function setting values to the initial settings and go to the Home screen.

2 [Status/Job Cancel] key and indicator

Goes to Copy and Print job processing screen, Send processing status screen, Cancel, or Job priority override (Interrupt) screen.

3 [System Menu/Counter] key and indicator

Moves to the System Menu screen or displays the system internal total counter value on the LCD screen.

4 [Copy], [Send], and [FAX] keys

Keys to which functions or applications can be assigned.

5 Job Separator indicator

Solid when output paper is stocked in Job Separator tray.

6 Data indicator

Blinks while the data is being processed (printing/sending/receiving/storing) or blinks during access to the memory device while the data is being processed. Lights solid while a timer job exists.

7 Error indicator

Lights (solid) or blinks when an error occurs.

8 [Start] key and indicator

Starts copying, scanning, or an operation set when the LED turns solid.

9 [Stop] key and indicator

Pauses the current print job.

10 [Reset] key and indicator

Resets the function setting values to the default values and displays the basic screens of each function.

11 [Authentication/Logout] key and indicator

Log out of the system when User Login/Job Accounting is in use.

12 [Energy Saver key] and indicator

Transitions the device to or recovers from Sleep Mode.

Low Power mode: The indicator lights solid.

Sleep mode: The indicator blinks slowly.

13 [Numeric Keypad] key

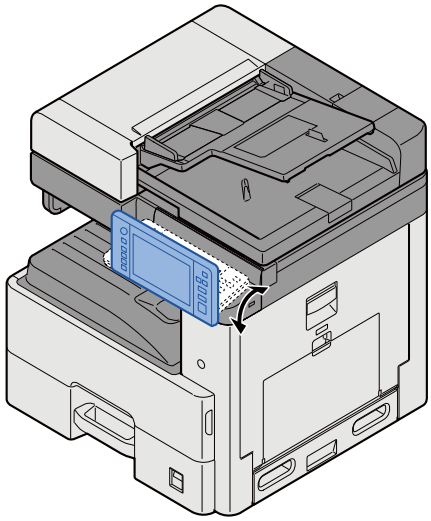
It displays the numeric keypad on the panel to input numbers or symbols.

14 LCD & touchscreen panel

Full color 7-inch LCD with pressure sensitive touchscreen panel.

Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.



Touch Panel

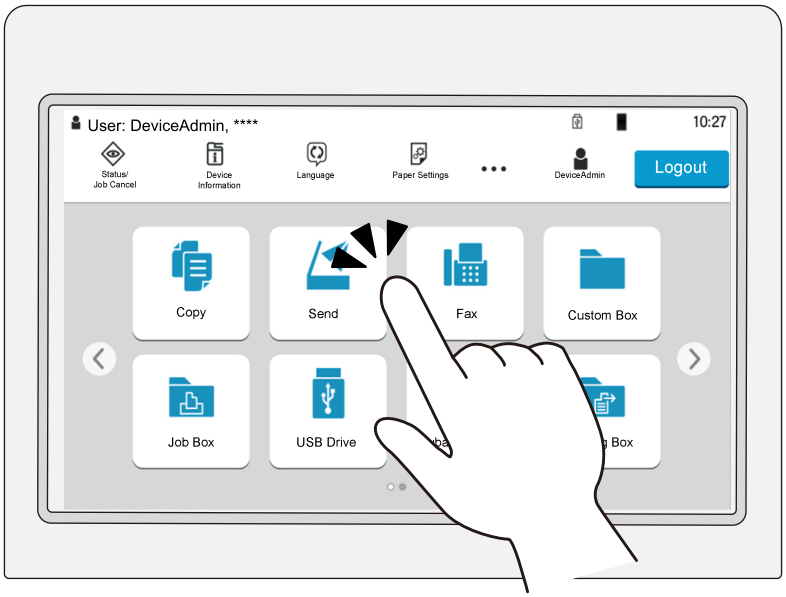
Using the Touch Panel

This section explains the basic operation of the touch panel.

Tapping

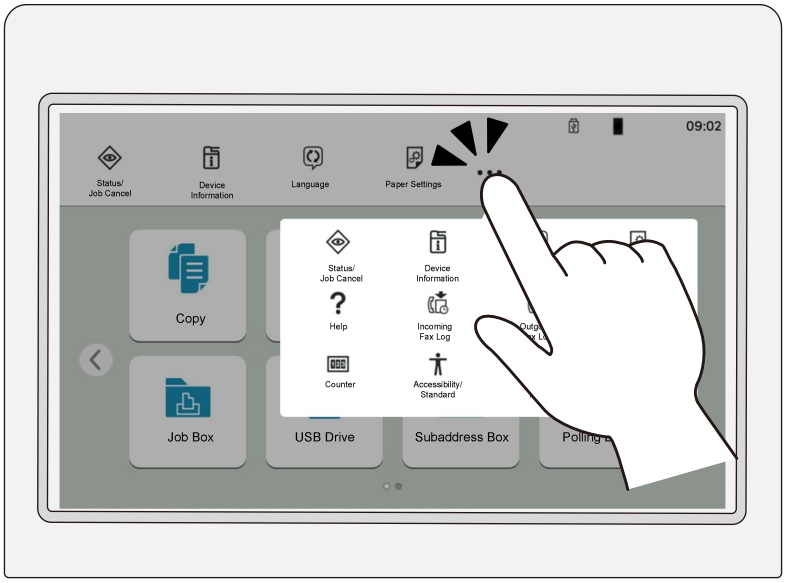
This is the operation used to select an icon or key.

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.



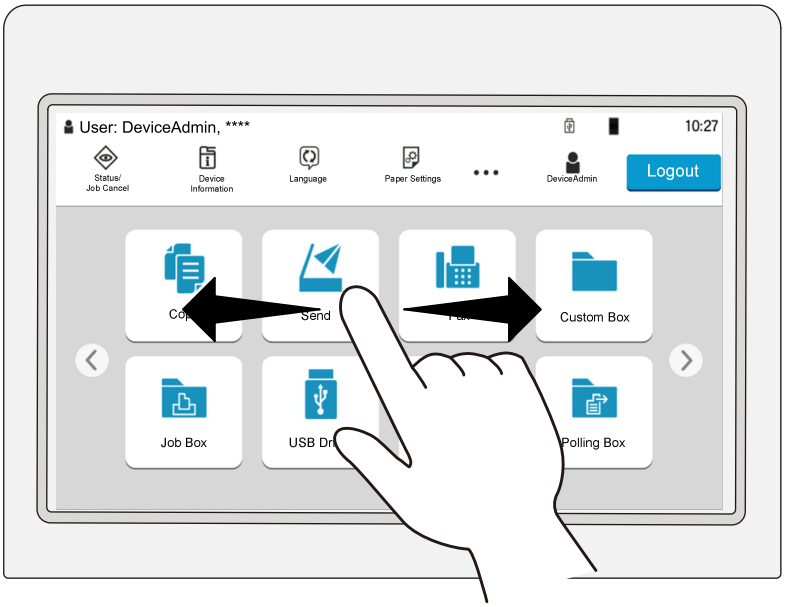
Swiping

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.

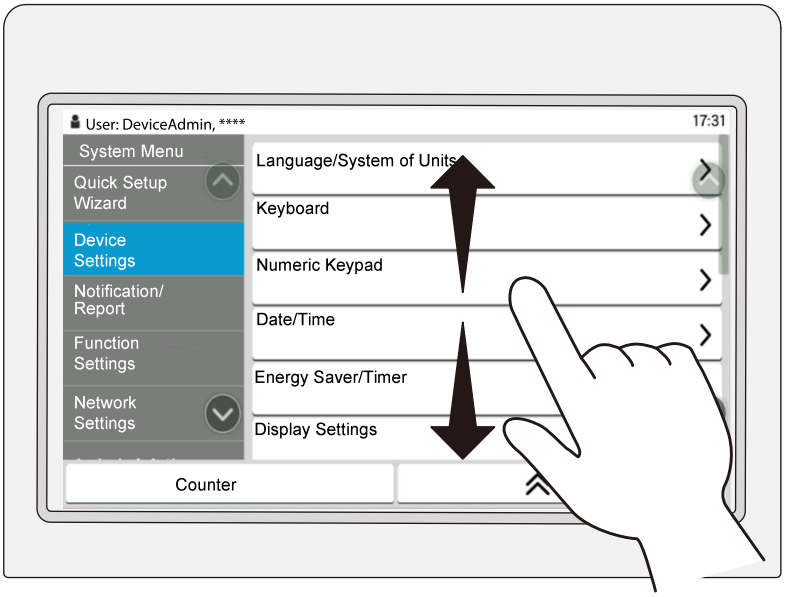
Example: Home Screen

Move the screen to the left and right.

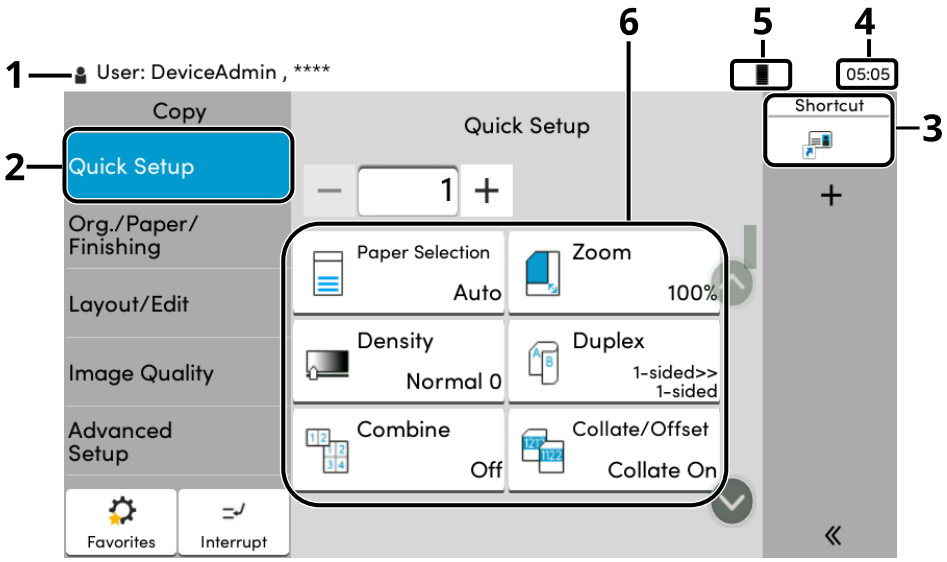


Example: System Menu Screen

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 Displays the time.

5 Displays the remaining amount of toner.

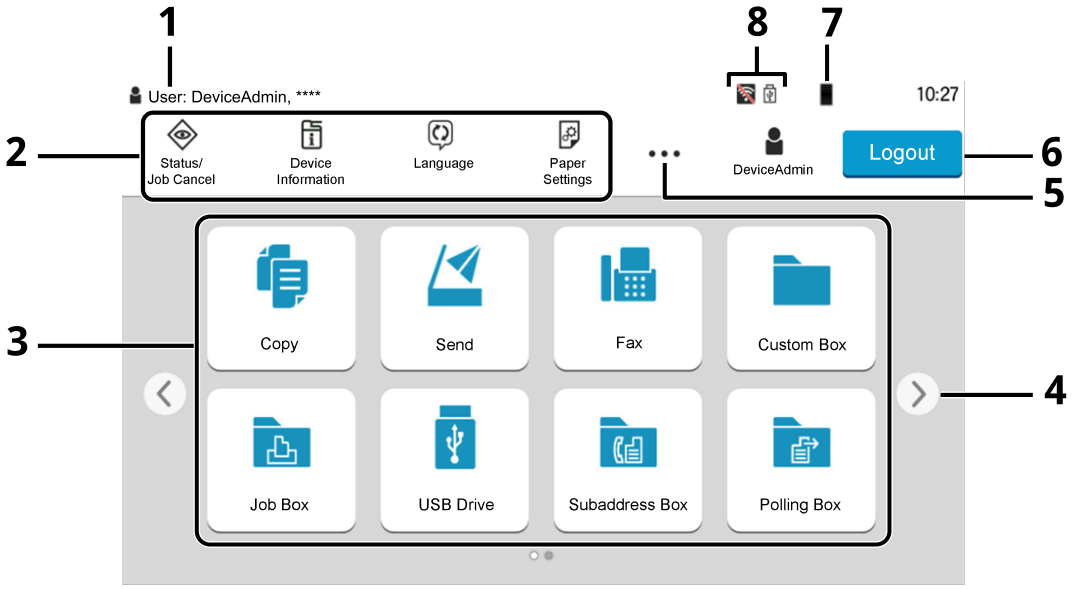
6 Set the copy functions.

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 their background.

➡ Editing the Home Screen (page 57)



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 53)
5	[...]	Displays every task icon, including the icons displayed in a taskbar area in a popover.
6	[Logout]	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. Five 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 the remaining data is in SSD. "" is displayed if the remaining data is not in SSD.
	Status Icon (FAX Memory RX Box capacity)	"" is displayed when the capacity of the FAX Memory RX Box is 10% or less.
	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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Configure the settings.

The available settings are shown below.

[Customize Desktop]

Specify the function icons to display on the desktop. Displays function icons, including the installed applications and the functions that can be used when options are installed.

Select [Add] to display the selected functions on the screen. Specify the preferred functions by applications and favorites in "Type". Select the functions to display, and then select [OK].

Select an icon and select [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)] and select the function to display. Four 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: Pictures 1 to 8

Available Functions to Display on Desktop

Function	Icon	Description
Copy*1		Displays the Copy screen. ➡ Basic Operation (page 258)
Send*1		Displays the Send screen. ➡ Frequently Used Sending Method (page 262)
Fax Server*2		Displays the Fax Server screen. ➡ Using a Fax Server to Send (Fax Server Send) (page 293)
Fax*3		Displays the Fax screen. ➡ **FAX Operation Guide**
Custom Box*4		Displays the Custom Box screen.; ➡ Creating a New Custom Box (page 320)
Job Box*5		Displays the Job Box screen.5 ➡ Printing Data Saved in the Printer (page 214)
USB Drive*1		Displays the USB Drive screen.1 ➡ Using Removable USB Drive (page 335)
Subaddress Box*3		Displays the Subaddress Box screen.3 ➡ **FAX Operation Guide**
Polling Box*3		Displays the Polling Box screen.3 ➡ **FAX Operation Guide**
Fax Memory RX Box*3		Displays the Fax Memory RX Box screen.3 ➡ **FAX Operation Guide**
Send to Me (Email)*5		Displays the Send screen. The email address of the logged-in user is set as the destination.5 ➡ Sending Documents to the E-mail Address of Logged in User (to myself) (page 292)

Function	Icon	Description
Send to Me from Box (Email)*3		Displays the Custom Box screen. The email address of the logged-in user is set as the destination.3 ➡ Sending Documents in Custom Box to E-mail Address of Logged in User (page 329)
Connect to Cloud Access		When you select a user and log in, a cloud service screen linked with Cloud Access appears.
Favorites		Calls up the registered favorite. The icon will change according to the function of the favorite. ➡ Favorites (page 243)
Application Name*5	—	Displays the selected applications.5 ➡ Application (page 249)

*1 Selected at the time of shipment from factory.
*2 This is displayed when the external server (Fax Server) is set.
*3 This item is displayed for fax-compatible machines.
*4 This item will only appear when an SSD is installed.
*5 The icon of the application appears.

Available Functions to Display on Taskbar

Function	Icon	Description
None	—	No function has been assigned.
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 64)
Language*1		Displays the Language setting screen in System Menu. ➡ [Language/System of Units] (page 464)
Paper Settings*1		Displays the Paper setting screen in System Menu. ➡ [Paper Feeding] (page 476)
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 86)
Help		Displays the Help screen. ➡ Help Screen (page 71)
User Property		Displays the User Property screen. ➡ Changing User Properties (page 598)
Incoming Fax Log*3		Displays the Incoming Fax Log screen. ➡ **FAX Operation Guide**
Outgoing Fax Log*3		Displays the Outgoing Fax Log screen. ➡ **FAX Operation Guide**
System Menu		Displays the System Menu screen. ➡ Operation Method (page 457)
Counter		Displays the Counter screen. ➡ Checking the Counter (page 121)
CO2 Emission Chart		Displays the CO_2 Emission Chart screen. ➡ Checking the CO2 Emission Chart (page 455)
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) (page 72)
Numeric Keypad		Displays the numeric keys on the touch panel.
Favorites		Displays the favorite list screen. ➡ Favorites (page 243)
Network Settings		Displays the network settings screen. ➡ [Network Settings] (page 527)

*1 Selected at the time of shipment from factory.

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

*3 Displayed only on products with the fax function installed.

Assigning Functions to Function Keys

Function keys are keys to which various functions and applications, including copy and scan, 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): Copy
- [F2] (Function key 2): Send
- [F3] (Function key 3): FAX (Option)

1 Display the screen.

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

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

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.

[Copy]

Displays the Copy screen.

➡ Copying (page 258)

[Send]

Displays the Send screen.

➡ Frequently Used Sending Method (page 262)

[Fax Server]

Displays the Fax Server screen.

➡ Using a Fax Server to Send (Fax Server Send) (page 293)

[Fax]

Displays the Fax screen. *1

➡ **FAX Operation Guide**

[Custom Box]

Displays the Custom Box screen.

➡ Using Document Boxes (page 308)

[Job Box]

Displays the Job Box screen.

➡ Specifying the Job Box from a Computer and Storing the Job (page 214)

[USB Drive]

Displays the USB Drive screen.

➡ Using Removable USB Drive (page 335)

[Subaddress Box]

Displays the Subaddress Box screen.

➡ **FAX Operation Guide**

[Polling Box]

Displays the Polling Box screen.*1

➡ **FAX Operation Guide**

[Connect to Cloud Access]

Displays the Connection List screen.

➡ Scan and Print using Cloud Service (page 351)

[Fax Memory RX Box]

Displays the Fax Memory RX Box screen.*1

➡ **FAX Operation Guide.**

[Send to Me (Email)]

Displays the Send screen. The email address of the logged-in user is set as the destination.*2

➡ Sending Documents to the E-mail Address of Logged in User (to myself) (page 292)

[Send to Me from Box (Email)]

Displays the Custom Box screen. The email address of the logged-in user is set as the destination.*2

➡ Sending Documents in Custom Box to E-mail Address of Logged in User (page 329)

[Favorites]

Calls up the registered favorite.

➡ Favorites (page 243)

[Application]

Displays the selected applications.

➡ Application (page 249)

*1 Displayed only on products with the fax function installed.
*2 Displayed when user login administration is enabled.

Display for Device Information

Shows the device information. It is possible to check the status of the system and network, the status of consumables such as toner, paper, and the status 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 the ID information, such as the model name, host name, location, serial number, MAC address, asset number, IP address, and status of the wired network.

[Wi-Fi Direct/Wi-Fi]

Depending on the optional Wireless Network Interface kit installed, you can check the status of your Wi-Fi Direct or Wi-Fi connection. This includes information such as the device name, network name, and IP address.

NOTE

Displayed only when an optional Wireless Network Interface Kit is installed.

[Supplies/Unit Condition]

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

[Fax]

You can check the local fax number, local fax name, local fax ID, and other fax information.

NOTE

Displayed only when an optional FAX Kit is installed.

[USB/NFC/Bluetooth]

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

USB Drive

- To format the external media, select [Format].

NOTE

All the data in the USB drive is erased.

- To safely remove the external media, select [Remove].

Bluetooth

- To set the Bluetooth keyboard connection, select [Connect].

[Option/Application]

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

[Capability/Version]

You can check the software version and performance.

[Security]

You can check the security information on the machine.

[Report]

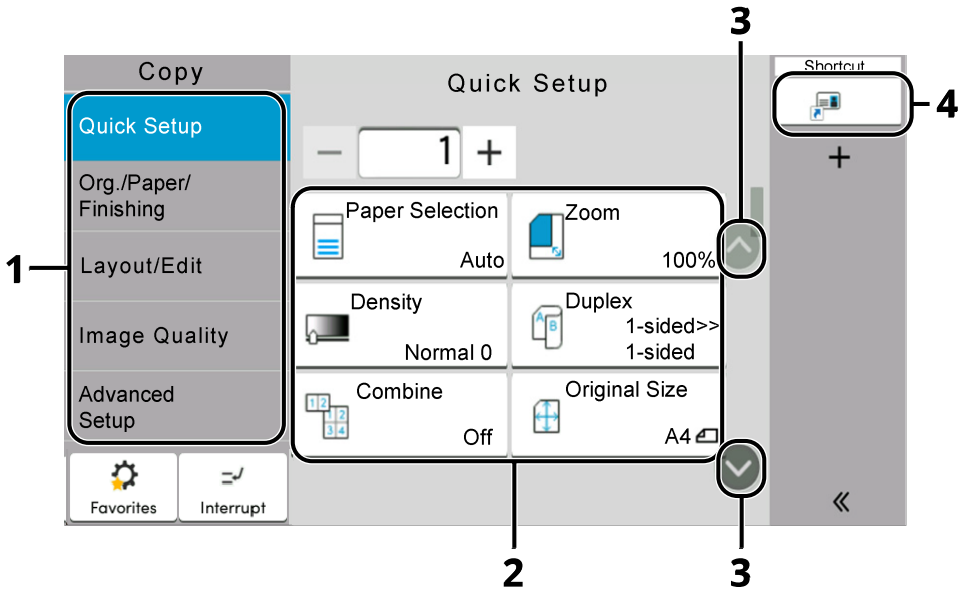
You can print various reports and lists.

[Remote Ope. Status]

You can check the status of remote operation.

Display Setting Screen

The following procedure is an example of the Copy screen.



1 Global Navigation

Displays the function categories.

2 Body

Displays the functions of copy.

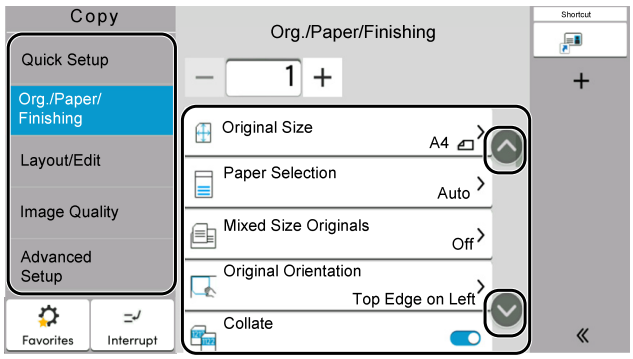
3 Arrow Button

Moves the screen up or down.

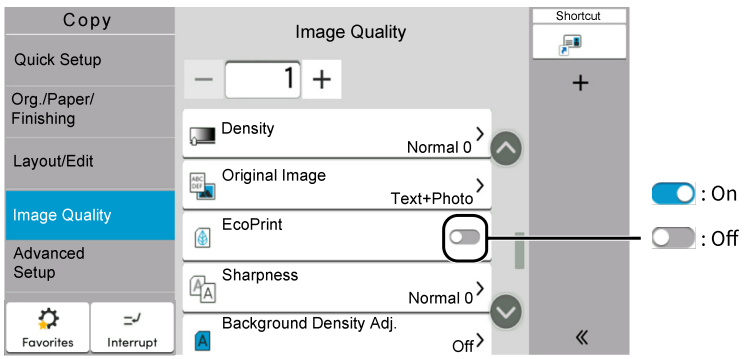
4 Right Pane Area

Displays the shortcuts of copy.

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



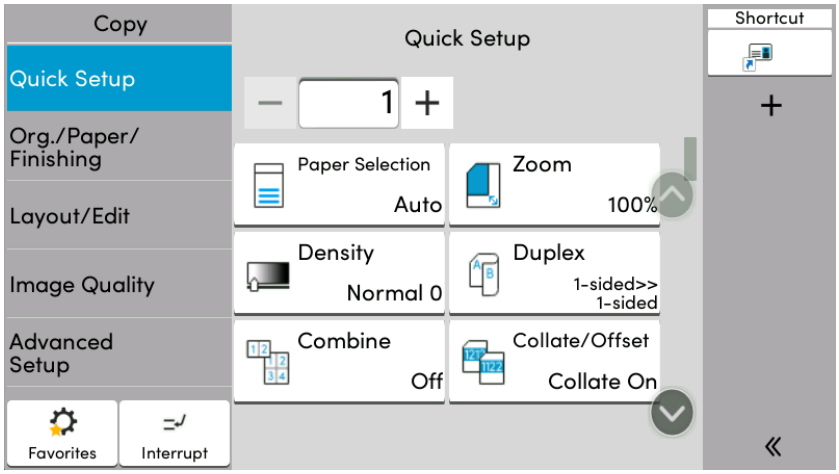
When an On/Off toggle switch is displayed for a function, select the switch to change between On and Off.



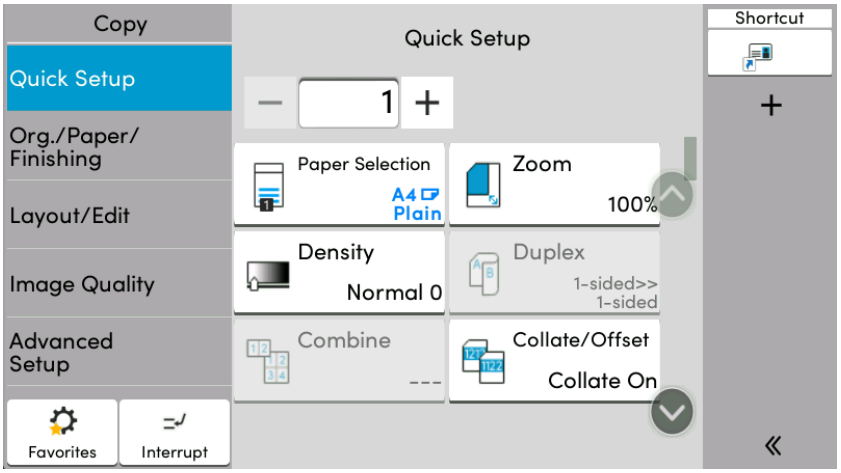
Display of Keys That Cannot Be Set

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

Normal



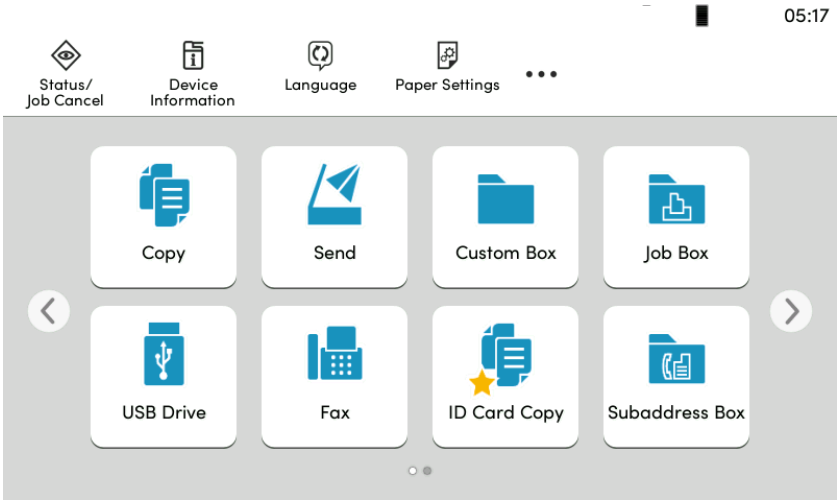
Grayed out



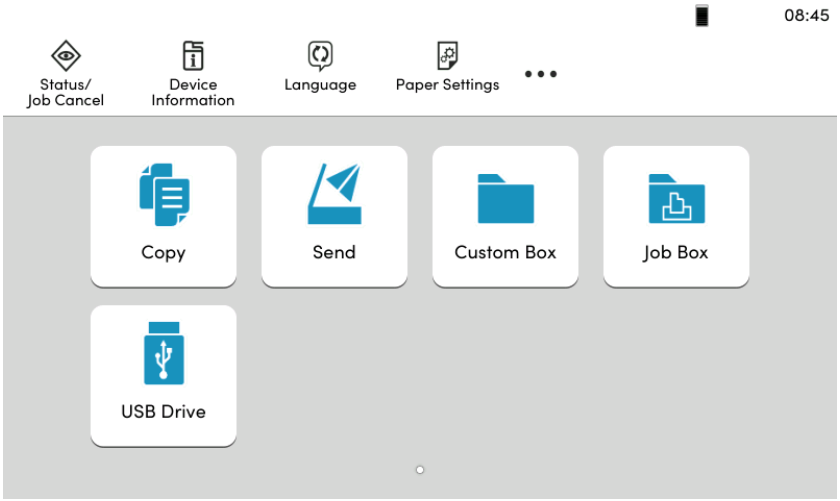
In the following cases, one or more keys may be grayed out and cannot be selected:

- 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.

Normal



Hidden



Cannot be used because an option is not installed.

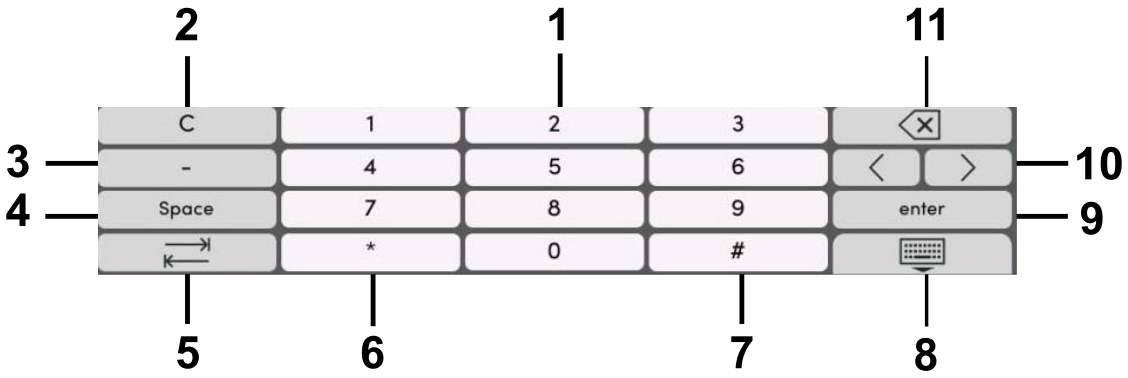
Example: The [Custom Box] is not displayed when an SSD is not installed.

NOTE

- If a key that you prefer 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.

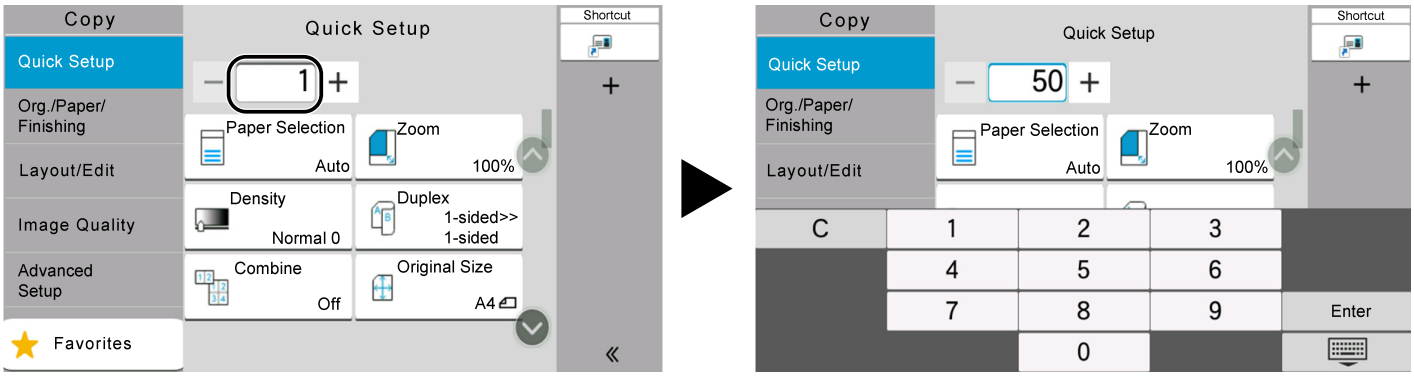
10 Move the cursor.

11 Delete a character to the left of the cursor.

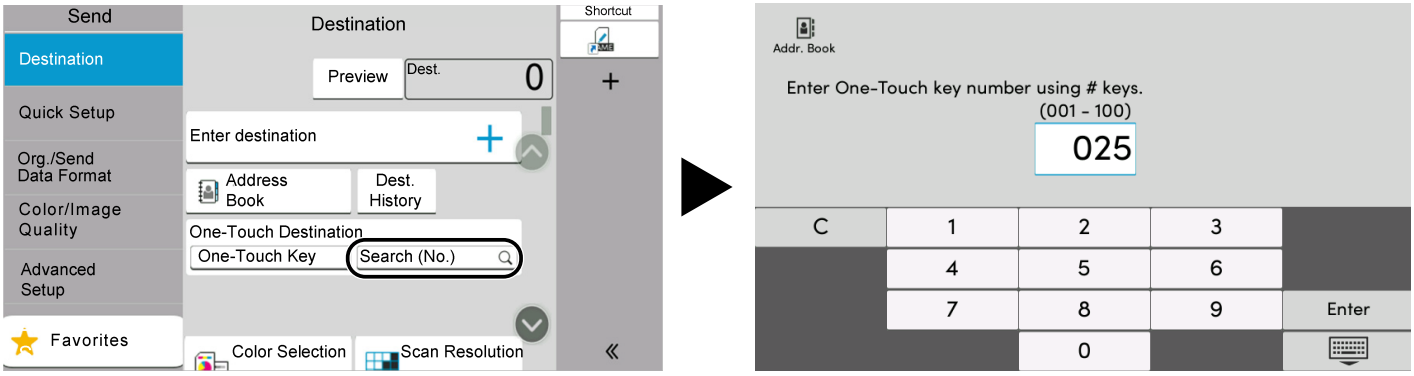
NOTE

- 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.

Example: When entering the number of copies



Example: When entering a one-touch key number



Example: When searching for an address number



NOTE

For copy and print screens, you can set numeric keys to be displayed in advance. In addition, you can select the layout for numeric keys that are used on the application.

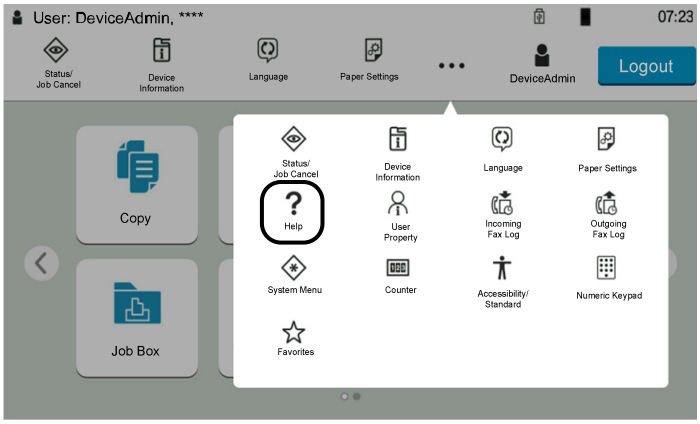
➡ [Numeric Keypad] (page 466)

Help Screen

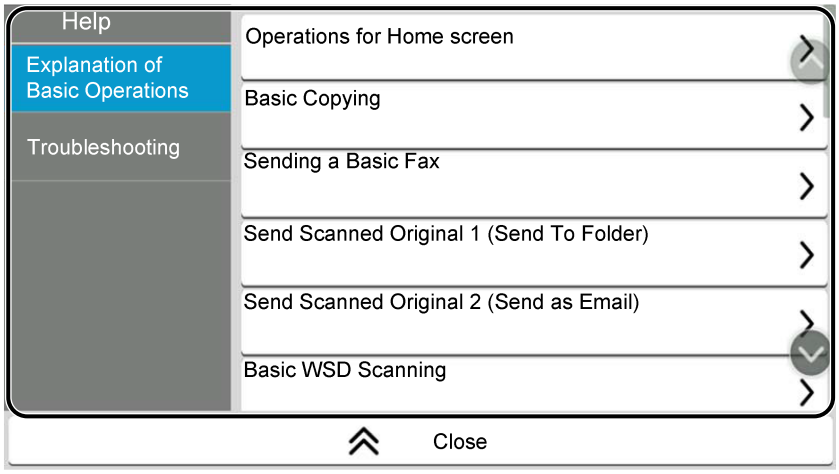
If you have difficulty operating the machine, you can check how to operate it using the touch panel.

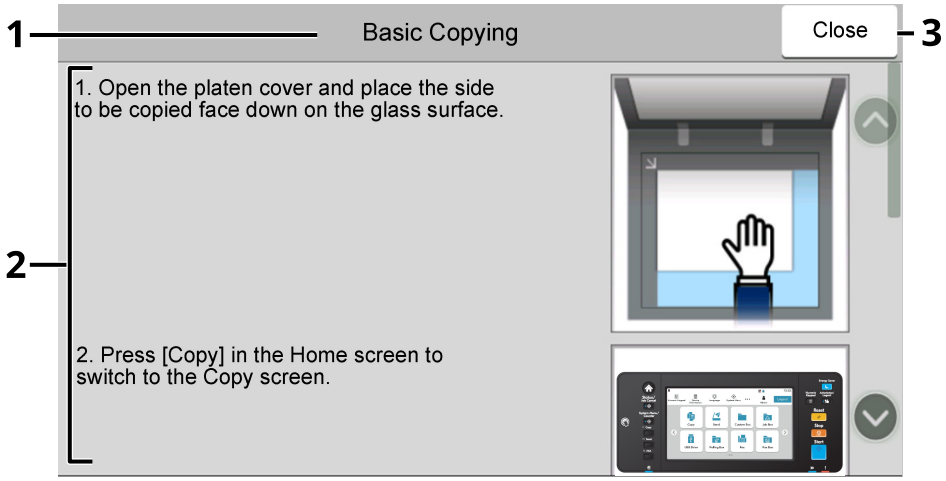
Select [Help] on the Home screen to show the Help list.

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



2 Select the items to check from the list.





1 Displays the Help titles.

2 Displays information about functions and machine operation.

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

Accessibility Functions (Magnifying the View)

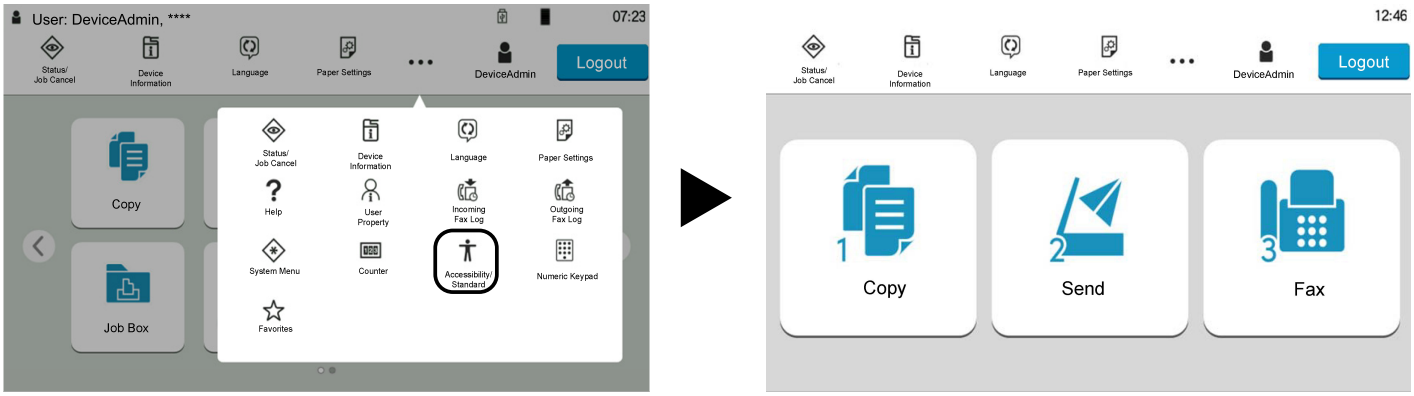
You can magnify the text and keys displayed on the touch panel. You can also select items and move to the next screen using the numeric keys.

Select [Home] key > [...] > [Accessibility/Standard].

Large keys and text appear on the touch panel.

NOTE

- This function can be used on the Home screen and on the functions that were registered via Copy/Send/Fax Quick Setup.
- To configure any functions that are not displayed on the Accessibility screen, you need to return to the original view. Select [Accessibility/Standard] again.
- Long press the [Home] key to switch between the Standard screen and the Accessibility screen.



You can also control the screen using the numeric key corresponding to the number in circle. (Example: Select the [2] key on the numeric keypad to display the Send screen.)

Control the functions according to the display on the screen.

Login/Logout

If you are setting a function that requires administrator rights, or if user login administration is enabled, you must enter your login user name and login password.

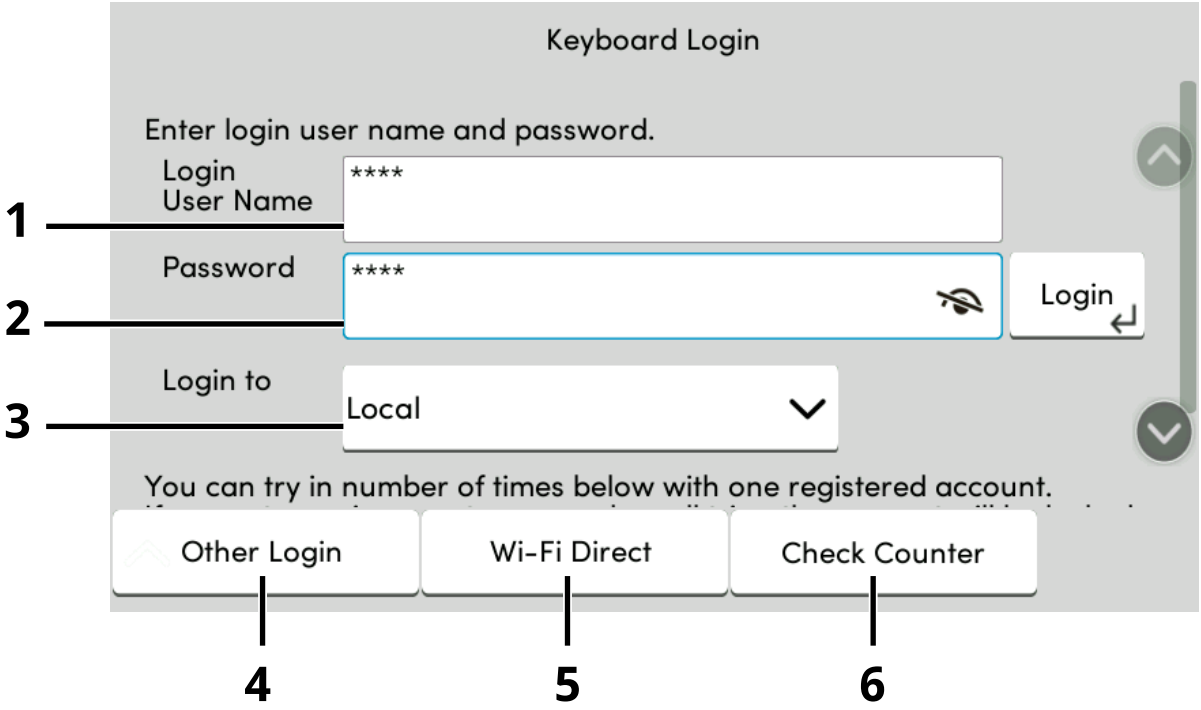
➡ Log in as Machine Administrator or Administrator (page 123)

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 Enter the login user name.

NOTE

If you do not know your login user name, please contact your administrator.

2 Enter the login password.

➡ Character Entry Method (page 868)

NOTE

If you do not know your login password, please contact your administrator.

3 If the user authentication method is set to [Network Authentication], the authentication destination is displayed. Select [Local Authentication] or [Network Authentication] for the authentication destination.

4 In [Other Login], select [Simple Login] as the login method.

➡ User Authentication and Accounting (User Login, Job Accounting) (page 588)

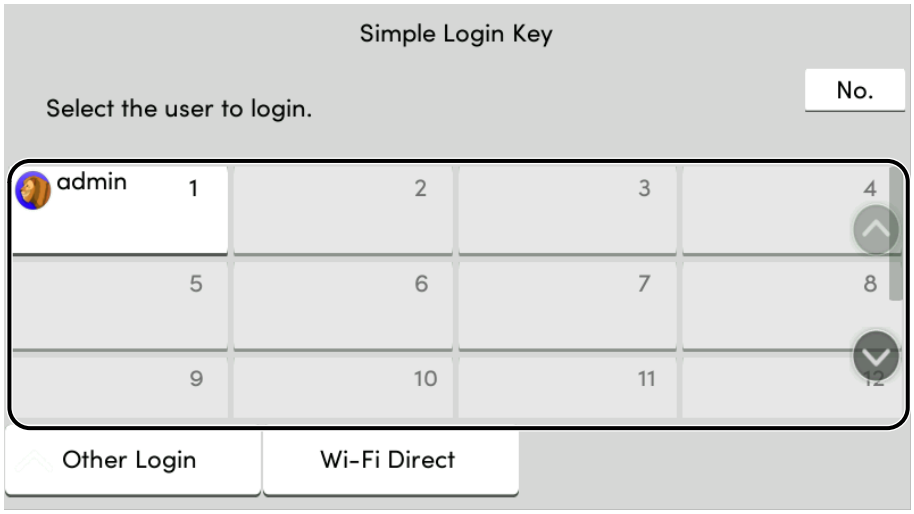
5 Check the Wi-Fi Direct environment.

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

2 Select [Login].

Simple Login

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

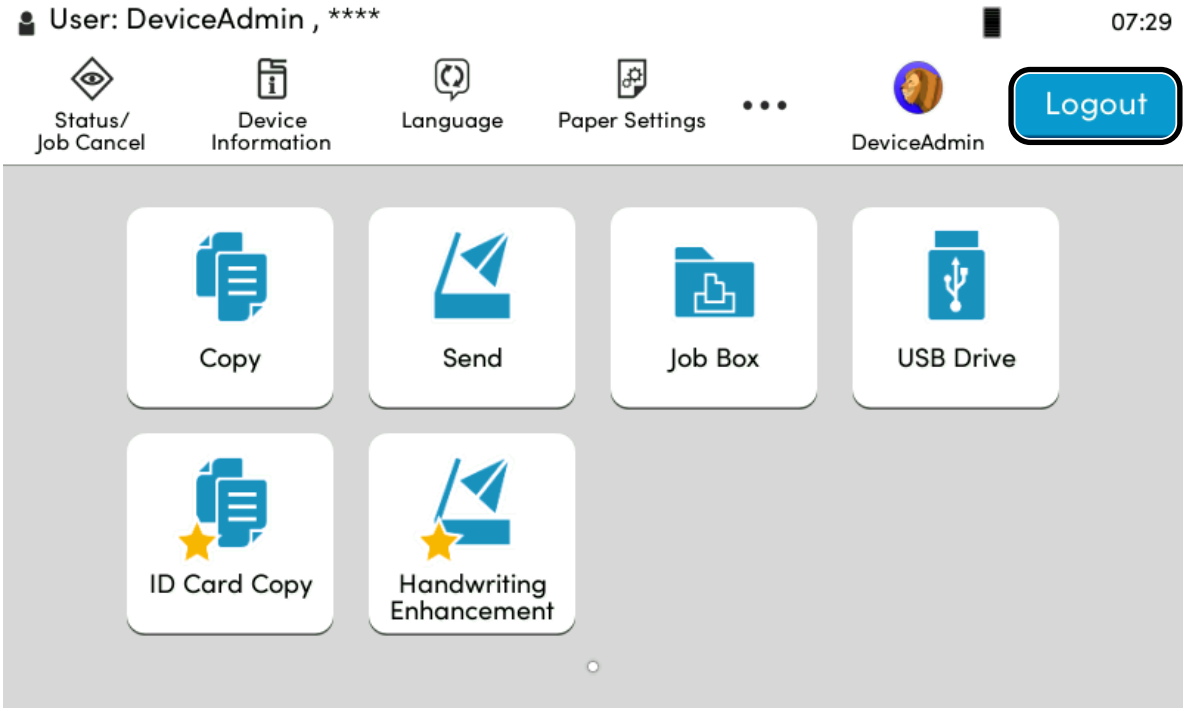


NOTE

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

➡ Simple Login Settings (page 618)

Logout



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

NOTE

Users are automatically logged out in the following circumstances:

- When the machine enters the sleep state.
- When the auto panel reset function is activated.
- When you select the [Authentication/Logout] key on the operation panel.

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:

➡ System Menu (page 456)

Setting Date and Time

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

When you send an email using the transmission function, the date and time as set here will be printed in the header of the email 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 467)

- 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.

[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)

[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, you can enable or disable the summer time option.

NOTE

[Summer Time] appears on selected time zones only.

Value: On, Off

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 Windows, Mac, 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 45)

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 98) Use Wired Network Settings or Optional Network to configure the network in detail from system menu. ➡ [Wired Network Settings] (page 537) ➡ Optional Network (page 555)
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 RX User Guide** ➡ **IB-53 User's Manual**
Setting the Connection by Using the Setup Utility of IB-53	This setup tool is included in the CD of IB-53. You can use it on Windows. ➡ **IB-53 User's Manual**

NOTE

When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit (IB-53) and a Wireless Network Interface Kit (IB-37, IB-38, IB-54, or IB-55), select the desired setting on "Primary Network (Client)".

➡ Primary Network (Client) (page 563)

For other network settings, refer to the following:

➡ [Network Settings] (page 527)

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

TCP/IP (IPv4) setting

1 Display the screen.

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

NOTE

If IB-53 is installed, select [Home] key > [...] > [System Menu] > [Network Settings] > "Optional Network" [Wired Network Settings] > "TCP/IP Settings" [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 the following DNS Server]. If you select [Use the following DNS Server], enter the "DNS Server (Primary)" and "DNS Server (Secondary)".

IMPORTANT

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

➡ [Restart Network] (page 554)

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 Wi-Fi settings are configured, it is possible to print or send 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. ➡ Configuring Settings Quick Setup Wizard (page 101)
Using the Wi-Fi Setup Tool	➡ Wired Connection with LAN Cable Using Wi-Fi Setup Tool (page 82)
Configuring Connections on the Web Page	➡ **Embedded Web Server RX User Guide**
Using the Printer Setup Tool	This is a tool that can be downloaded from Download Center and from digital content distribution services such as your mobile application store. You can configure the connection between your printer and computer according to the instructions provided in the tool. **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 For more information, refer to the following: **Printer Setup Tool on your computer** ➡ **Printer Setup Tool User Guide** **Printer Setup Tool on your mobile** Check the mobile application Help

NOTE

When you want to switch to the network interface other than Wired, select the desired setting on [Primary Network (Client)].

➡ Others (page 563)

Wired Connection with LAN Cable Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally. 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.

NOTE

Configure the settings on the operation panel if your computer supports WPS.

➡ [Wi-Fi Settings] (page 531)

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 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
3. Follow the guidance on the screen to download the software.
4. 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 Configure the settings.

1. [Do not user WPS] > [Next] > [Next]
2. [LAN Cable] > [Next] > [Next]
3. [Quick Setup] > [Next]

   The machine is detected.

NOTE

- Only one machine can be searched using Wi-Fi Setup Tool. It may take time to search for the machine.
- If the device is not detected, select [Detail Settings] > [Next]. You can specify an IP address or hostname as the detection method by selecting either [Express] or [Custom] from the detection methods of the machine.

4. Select the machine > [Next].
5. Select [Use device settings] from [Authentication mode] and enter [Login User Name] and [Login Password] > [Next].

   Enter the administrator login user name and login password.
6. Configure the communication settings and click [Next].
7. Change the settings of access point as necessary > [Next].

   The network is configured.

Wireless LAN Connection by Wi-Fi Direct Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally.

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.

NOTE

Configure the settings on the operation panel if your computer supports WPS.

➡ [Wi-Fi Settings] (page 531)

1 Display the screen.

[System Menu/Counter] key > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

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

3 Restart the network.

[System Menu/Counter] key > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

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

➡ Setting Wi-Fi Direct (page 86)

5 Launch the Wi-Fi Setup Tool.

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

3

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

5 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].

6 Configure the settings.

1 [Do not use WPS] > [Next] > [Next]

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

3 [Detail Settings] > [Next]

Select either [Express] or [Custom] from the detection methods of the machine. You can specify an IP address or hostname as the discovery method.

4 Select the machine > [Next].

5 Select [Use Device Settings] from [Authentication Mode] and enter [Login User Name] and [Login Password] > [Next].

Enter administrator login User Name and Login Password.

6 Configure the communication settings and click [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 (IB-37 or IB-38) must be installed in the machine.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 859)

Connecting to Computers or Mobile 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 > [Close]

3 Restart the network.

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

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

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

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

Connecting to Computers or Mobile Devices that do not support Wi-Fi Direct

Here, we will explain the procedures for connecting to iOS mobile devices.

1 Display the screen.

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

NOTE

If IB-53 is installed, select [Home] key > [...] > [System Menu] > [Network Settings] > "Optional Network" [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" [Restart Network] > [Restart]

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

5 Note the "Wi-Fi Direct Settings" device name, network name (SSID), pre-shared key, and IP address.

6 Configure the mobile 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 mobile device is configured.

Configuring the Connection by Using Push Button

When your computer or mobile 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 > [Close]

3 Restart the network.

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

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

5 Press the push button on the computer or mobile 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 mobile device is configured.

IMPORTANT

You can connect up to ten mobile 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 to another device, disconnect the already connected devices from the network. The disconnection methods are as follows:

- Disconnect the network from the computer or mobile devices.
- Disconnecting all devices from the network on the operation panel.
- Select [Home] key > [Device Information] > [Wi-Fi Direct/Wi-Fi] > "Wi-Fi Direct" [Device] > [Disconnect] > [Disconnect].
- Configuring auto disconnecting time from the System menu.

  ➡ [Wi-Fi Direct Settings] (page 529)
- Configuring auto disconnecting time from the Embedded Web Server.

  ➡ **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 mobile device supporting NFC to this machine.

The configuration methods are as follows:

Configuring Connections on the Web Page

You can set NFC from Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

Configuring the Connection from the Operation Panel on This Machine

Configure the NFC from the System Menu.

➡ [NFC] (page 561)

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]

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: 1 minute (default setting).

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

For fax-compatible models, when fax data arrives while the machine is in 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.
- Tap the touch panel.
- Place originals in the document processor.
- Open the document processor.

Recovery time from Low Power Mode is as follows:

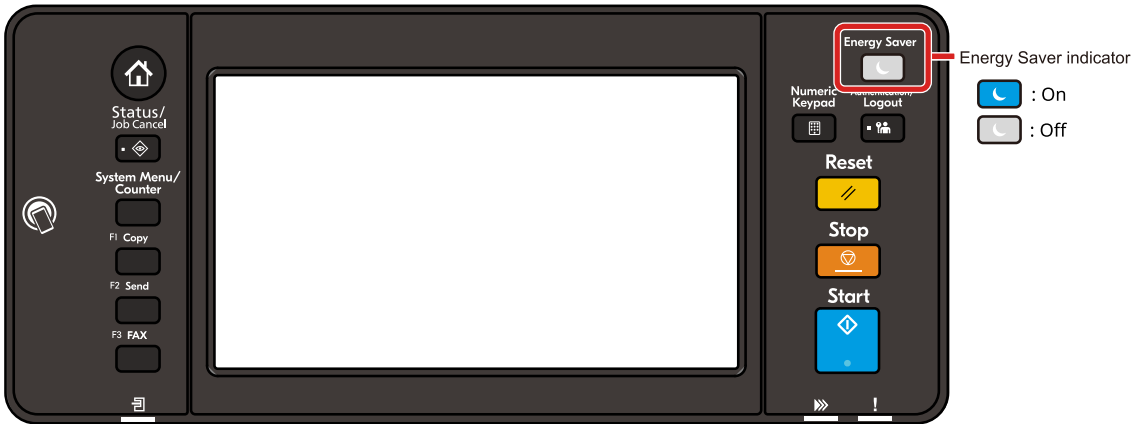
- 6.6 seconds

NOTE

- Ambient environmental conditions such as ventilation may cause the machine to respond more slowly.
- 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. The 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 will blink repeatedly. This status is referred to as sleep mode.



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

For fax-compatible models, when fax data arrives while the machine is in sleep mode, the machine automatically wakes up and starts printing.

In addition, the machine wakes up when the following operations are performed:

- Select any key on the operation panel.
- Tap the touch panel.
- Place originals in the document processor.
- Open the document processor.

Recovery time from Sleep Mode is as follows:

- 9.2 seconds

NOTE

Ambient environmental conditions such as ventilation may cause the machine to respond more slowly.

Auto Sleep

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

The amount of time before entering Sleep is as follows:

- 1 minute (default setting)

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

➡ Quick Setup Wizard (page 98)

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:

[Sleep Rules] [1] (page 468)

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. 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

Energy Saver cannot be specified if an optional Network Interface Kit is installed.

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

➡ Quick Setup Wizard (page 98)

Energy Saver Recovery Level

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

For Energy Saver Recovery Level, [Full Recovery], [Normal Recovery], or [Power Saving 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 98)

➡ Energy Saver Recovery Level (page 469)

Weekly Timer Settings

Set the machine to automatically enter sleep mode and wake up at specific times for each day of the week.

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

➡ Quick Setup Wizard (page 98)

➡ [Weekly Timer Settings] (page 469)

Power Off Timer

If there is no external connection, the machine will automatically turn off when not used for a certain period of time. 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 468)

Quick Setup Wizard

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

Fax Setup

Configures basic fax settings

NOTE

Displayed when an optional FAX Kit is installed.

➡ **FAX Operation Guide**

Item	Description
Dialing/RX Mode	**Reception Mode** • Auto (Normal) • Auto (Fax/TEL) • Auto (TAD) • Manual RX **Auto (DRD)*1**
Local Fax Information	**Local Fax Information** • Local Fax Name • Local Fax Number • Local Fax ID **TTI** • Off • Outside • Inside
Volume	**Volume** • Fax Speaker Volume • Fax Monitor Volume **Job Finish** • Off • On • Fax Reception Only
Rings	**Rings** • Rings (Normal)*2 • Rings (TAD)*2

Item	Description
Paper Source/Output	**Paper Source Settings** • Not specify • Specify by Media Type • Specify by Cassette **Paper Output (Port 1)** • Inner Tray • Job Separator Tray **Reduced RX Size** • Off • On
Redial	Retry Times
Show Power Off Message	**Show Power Off Message** • Off • On

Paper Setup

Configure the paper used for printing.

Item	Description
Cassette	Paper size (Cassette 1 to Cassette 3) Media type (Cassette 1 to Cassette 3)
Multipurpose Tray	Paper Size Media Type

Energy Saver Setup

Configures sleep mode and low power mode.

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

Item	Description
Sleep Mode	**For Europe** Sleep Timer Sleep Rules
Low Power Mode	Low Power Timer

Item	Description
Recovery Mode	**Energy Saver Recovery Level** • Full Recovery • Normal Recovery • Power Saving Recovery
Weekly Timer	Weekly Timer Settings • Off • On **Schedule*3** **Retry Times*3** • Retry*3 • Retry Interval*3

Network Setup

Configures network settings.

Item	Description
Network	**Network Selection*4** • Wi-Fi(Setup with Using Utility)*5 • Wi-Fi*5 • Wired Network **DHCP** • Off **IPv4*6** • IP Address • Subnet Mask • Default Gateway • On

Email Setup

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

Item	Description
E-Mail Setup	**SMTP (Email TX)** • Off • On **SMTP Setting/Sender Address*7** • SMTP Server Name • SMTP Port Number • [Connection Test] • Sender Address

Security Setup

Specify the security level by Security Quick Setup.

Item	Description
Security Level	**Security Quick Setup** • Level 1 • Level 2 • Level 3

Alert Setup

Set whether the panel notifies that the replacement time for consumables is approaching.

Item	Description
Low Toner Alert	**Notify via Operation Panel** • Off • On

*1 DRD reception mode is available for some countries.
*2 This setting does not appear in some regions.
*3 Displayed only when [Weekly Timer] is set to [On].
*4 Displayed only when the Wireless Network Interface Kit (IB-37 or IB-38) is installed.
*5 Displayed only when [Network Selection] is set to [Wi-Fi].
*6 Displayed only when [DHCP] is set to [Off].
*7 Displayed only when [DHCP] is set to [Off].

Configuring Settings Quick Setup Wizard

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

1 Display the screen.

[System Menu/Counter] key > [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 71)

[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.

[Finish]

Register the settings and exit the wizard.

Installing Software

To use printer function or TWAIN/WIA connection, download and install the required software from Download Center.

Triumph-Adler

EN:

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

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

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

DE:

https://www.utax.de/de-de/hardware/buerodrucker-und-mfp/download-center

Available Software (Windows)

NOTE

Depending on your machine, location, or region, some of the software may not be available.

Software	Description
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.
KPDL mini-driver/PCL mini-driver	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.
FAX Driver	This makes it possible to send a document created on a computer software application as a fax via the machine.
WIA Driver	WIA (Windows Imaging Acquisition) is a function of Windows that enables reciprocal communication between an imaging device such as a scanner and an image processing software application. An image can be acquired using a WIA-compliant software application, which is convenient when TWAIN compliant software application is not installed on the computer.
TWAIN Driver	This driver enables scanning on the machine using a TWAIN compliant software application.
Fonts	These are display fonts that enable the machine's built-in fonts to be used in the software application.
Network Tool for Direct Printing	This makes it possible to print a PDF file without starting Acrobat Reader.
Network Print Monitor	This is a utility that enables monitoring of the machine on the network.

Software	Description
File Management Utility	This makes it possible to send and save a scanned document to a specified network folder.
Status Monitor	This is a utility that monitors the printer status and provides an ongoing reporting function.
Quick Scan	This is a tool that allows you to configure settings for saving or sending scanned originals from your computer.
Quick Network Setup	A tool to configure the network (wired LAN) settings of the machine.
Wi-Fi Setup Tool	A tool to configure the wireless network (wireless LAN) settings of the machine.
Scan to Folder Setup Tool for SMB	A tool for creating shared folders on your PC, setting the created shared folders as destination folders on this machine, and the like.
Cloud Access	Software that enables the use of cloud services from this product.
Cloud Access Client	Software that enables the use of cloud services from this product. Follow the guidance on the screen to install the software.
Printer Setup Tool	This tool provides an easy setup process for the machine, enabling configuration of Wi-Fi settings and software installation.

NOTE

- Installation on Windows must be done by a user logged in with administrator privileges.
- The fax function can be used on products equipped with fax capability.

Available Software (Mac)

NOTE

Depending on your machine, location, or region, some of the software may not be available.

Software	Description
Mac Printer Driver	This driver enables files on Mac to be printed by the machine. Multiple page description languages (PCL KPDL and PDF) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine.

Installing Software in Windows

Downloading and installing from the website

Download and install the software from our website.

1 Download the software from the website.

1 Launch your web browser.

2 Enter the URL into the browser's address bar or location bar.



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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

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 in with administrator privileges.
- If the User Account Control window appears, select [Yes].

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.



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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

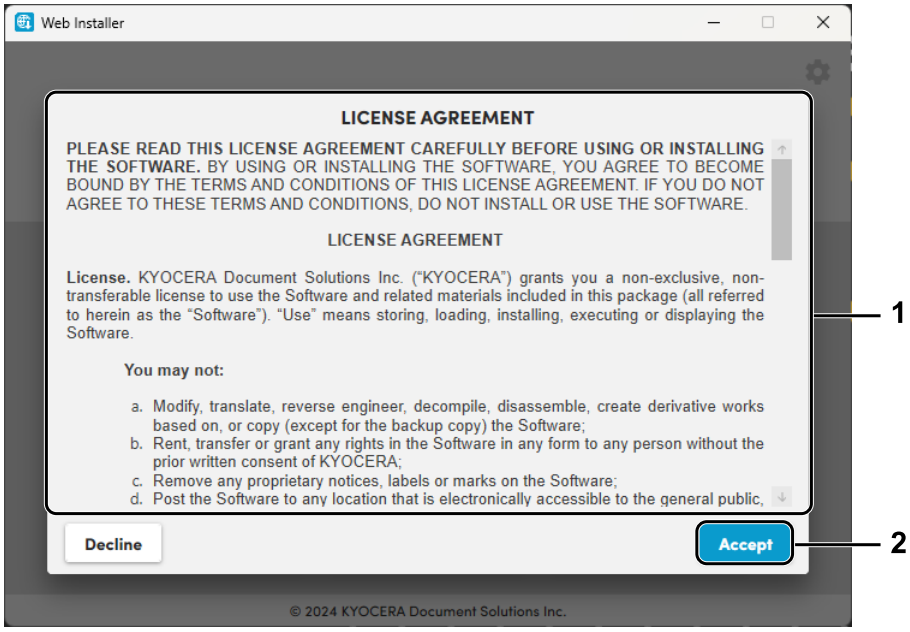
3 Follow the guidance on the screen to download the software.

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].

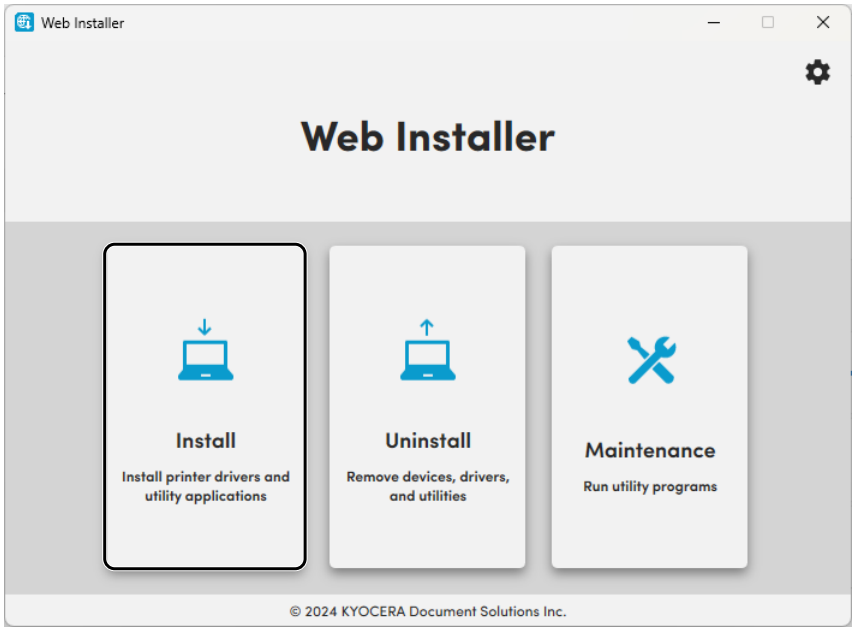
3 Display the screen.



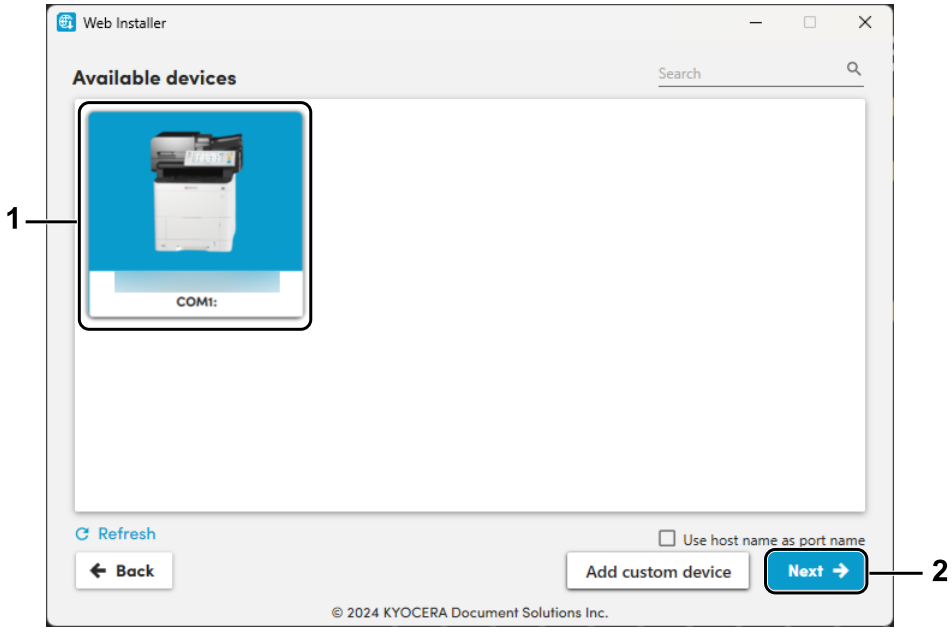
1 Read the license agreement.

2 Click [Accept] if there is no problem.

4 Click [Install].



5 Select a model, and then select [Next].



NOTE

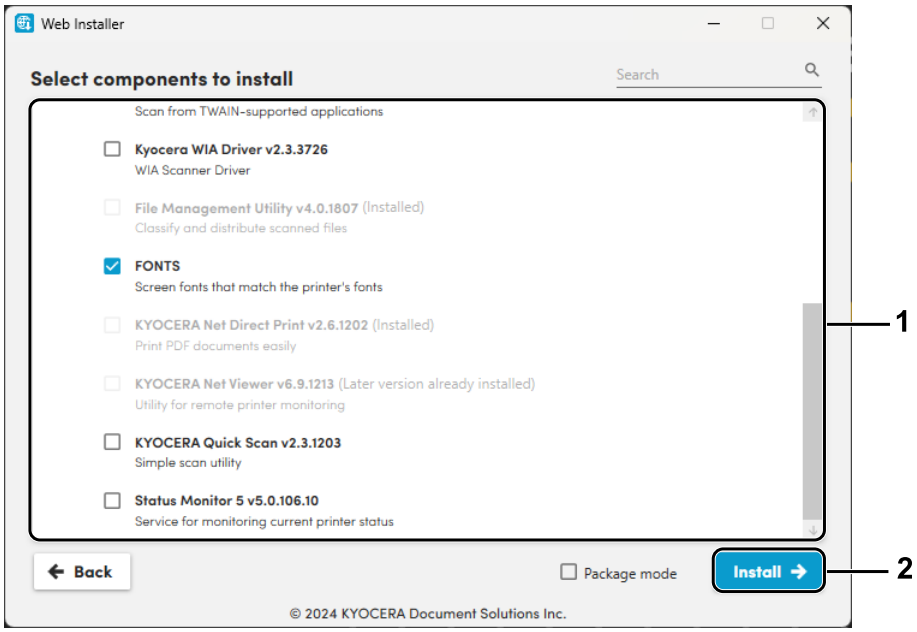
- The machine cannot be detected unless it is On. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable.
- If a desired device is not displayed, select [Add Custom Device] to directly select the device you want to use.

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.

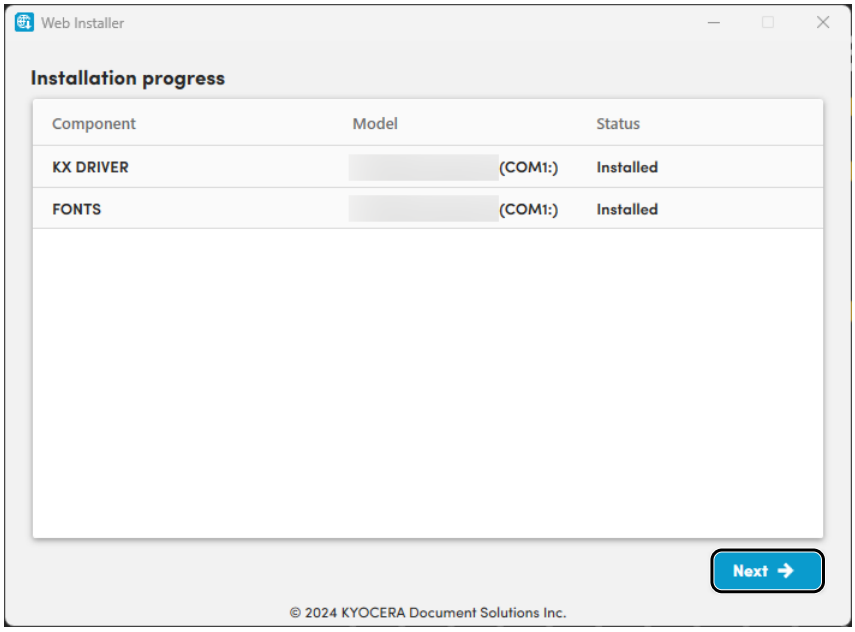


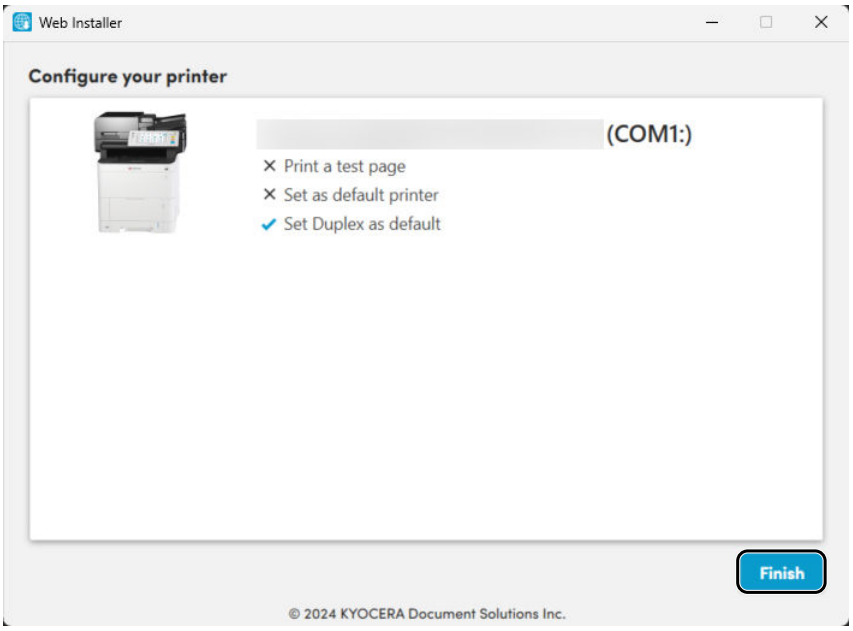
2 Click [Install].

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.

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

➡ Setting TWAIN Driver (page 116)

Installing Software on a Mac OS Computer

A printer driver can be installed for a Mac computer.

NOTE

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

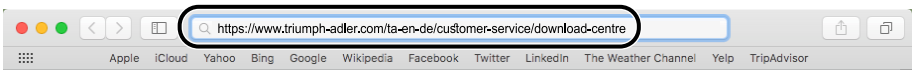
  ➡ [Printer] (page 513)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.

  ➡ [Bonjour] (page 550)
- 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 the software from the website.

1 Launch your web browser.

2 Enter the URL into the browser's address bar or location bar.



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

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

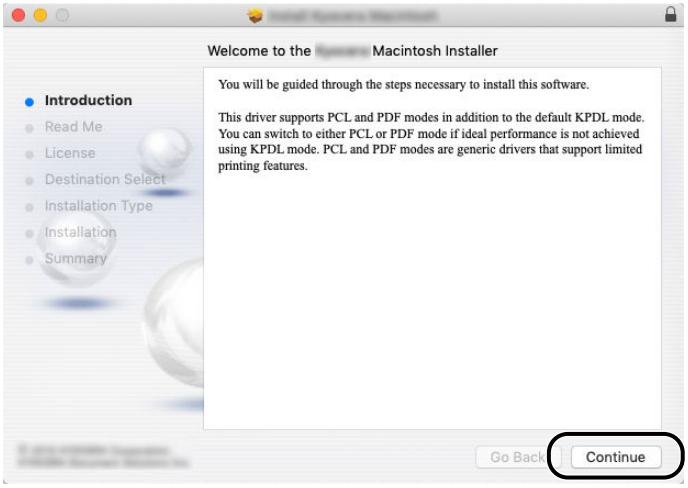
https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

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

2 Install the Printer Driver.

Double-click the downloaded installer to launch.

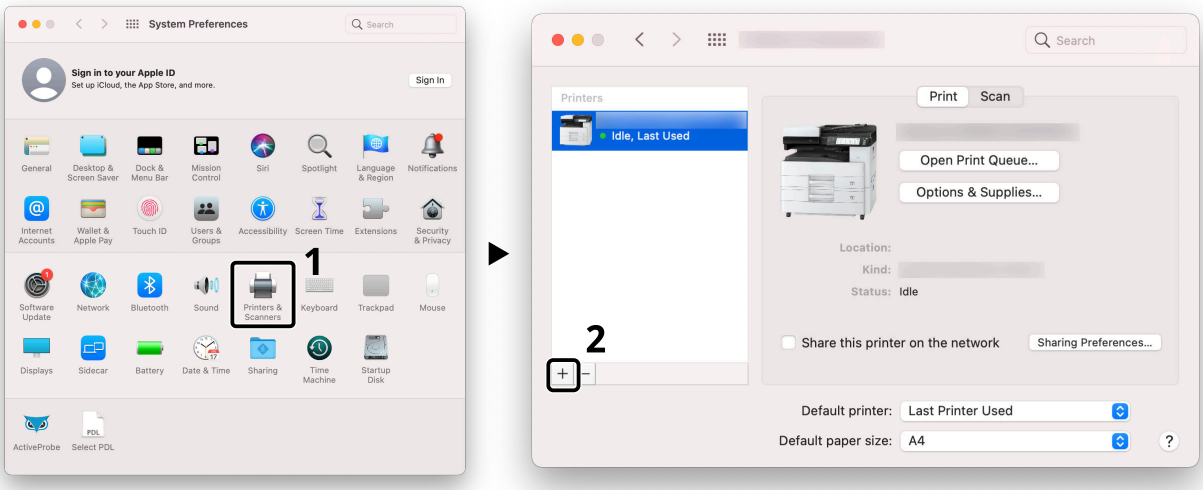


Install the printer driver as directed by the instructions in the installation software. This completes the printer driver installation.

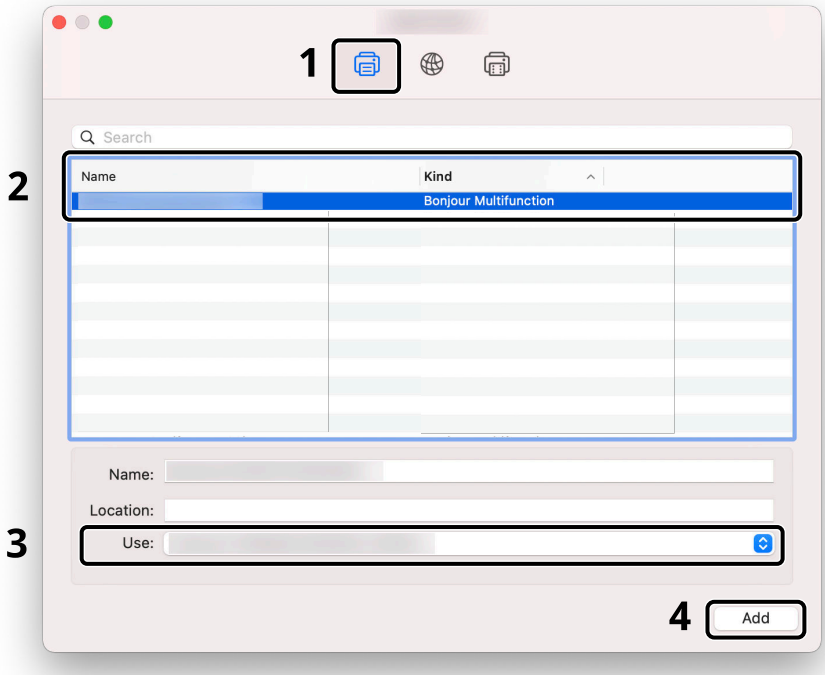
If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

3 Configure the printer settings.

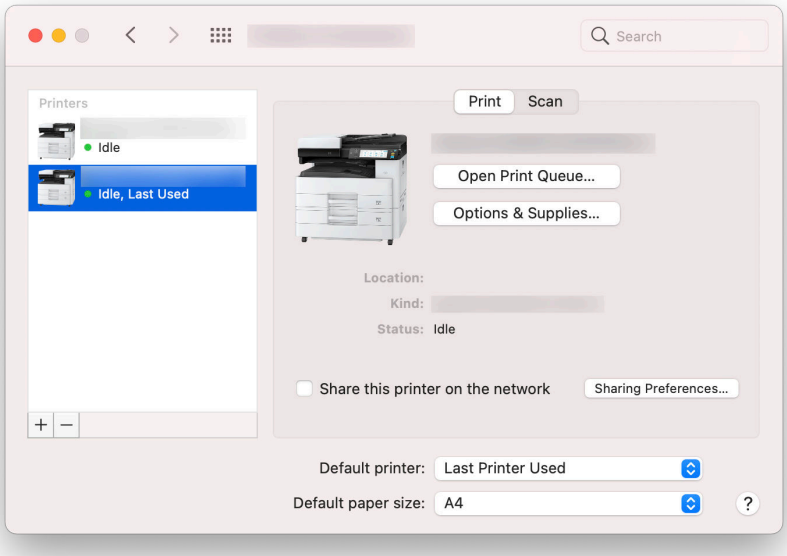
1 Open System Preferences and add the printer.



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



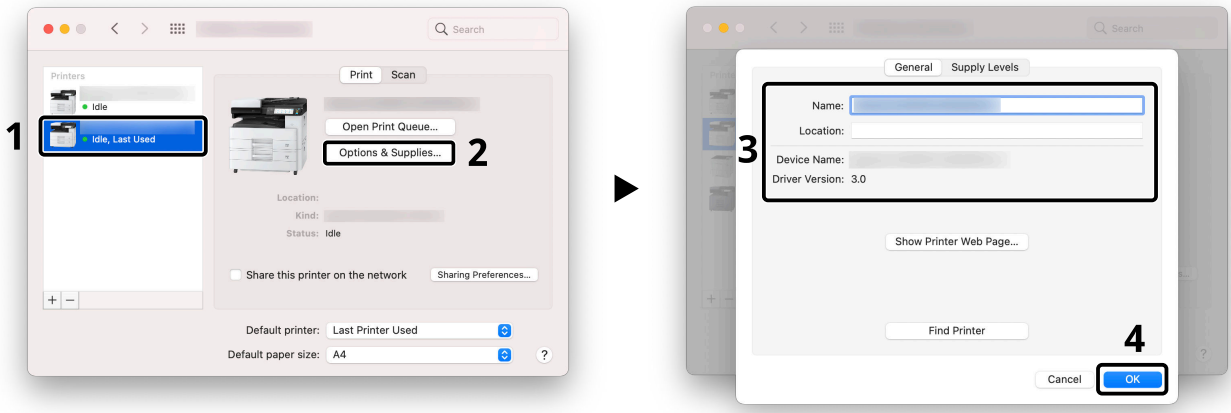
The selected machine is added.



NOTE

When using an IP address, select the [IP] and then enter the host name or IP address. "Name" is automatically filled in with the number entered in "Address". Change the settings as required.

3 Check the general information about the machine.

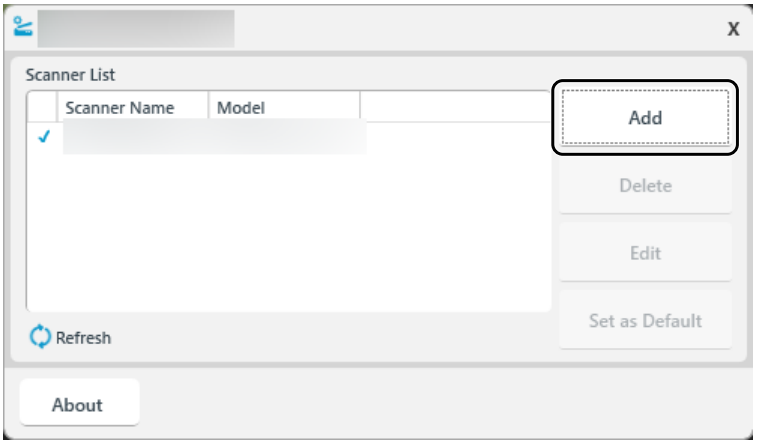


Setting TWAIN Driver

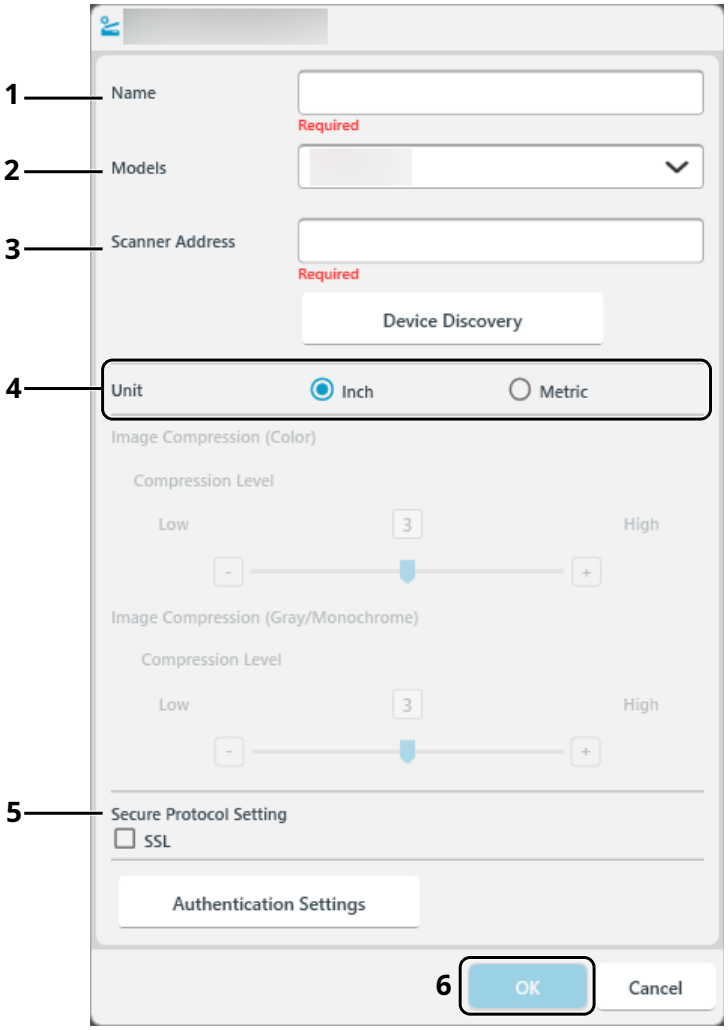
Register this machine to the TWAIN Driver. Instructions are based on interface elements as they appear in Windows 11.

1 Display the screen.

1. Click the Search box in taskbar and enter "Twain Driver Setting" in the search box. Select [Twain Driver Setting] in the search list.
2. Click [Add].



2 Configure the TWAIN Driver.



1 Enter the machine name.

2 Select a machine model from the list.

3 Enter the machine's IP address or host name.

4 Set the units of measurement.

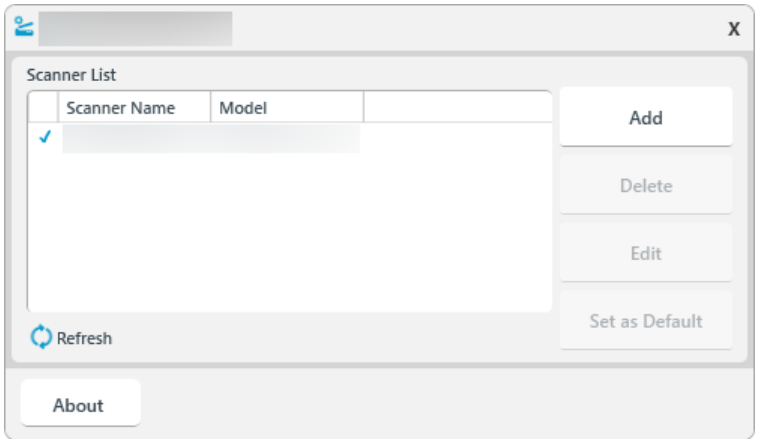
5 When using SSL, select the checkbox beside "SSL".

6 Select [OK].

NOTE

When the machine's IP address or host name is unknown, contact your administrator.

3 Finish registering.



NOTE

- To delete the added machine, select [Delete].
- To change the configuration, select [Edit].

Setting WIA Driver

Register this machine to the WIA Driver. Instructions are based on interface elements as they appear in Windows 11.

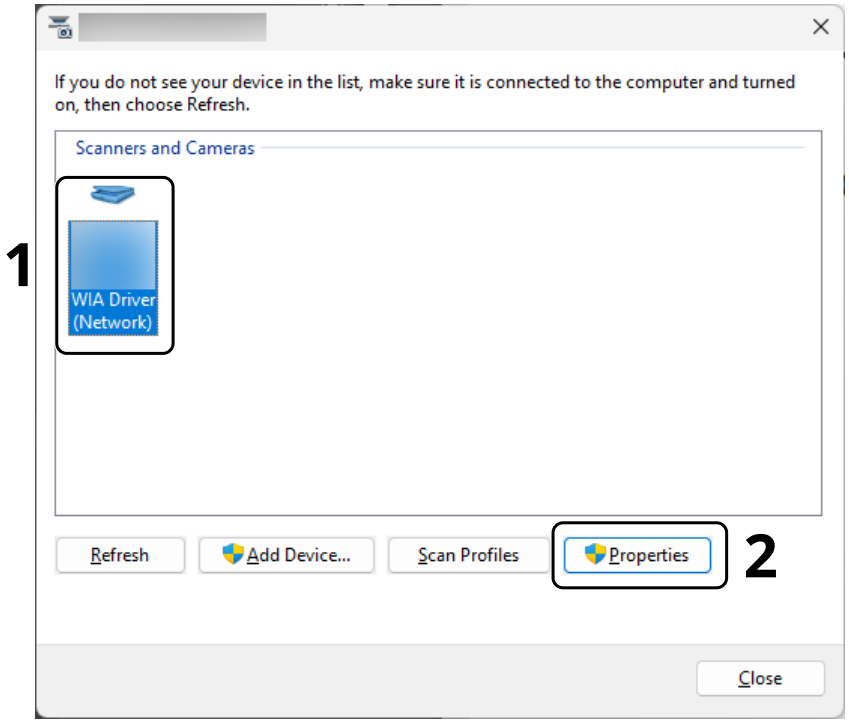
1 Display the screen.

1 Select [Search] in taskbar and enter "View scanners and cameras" in the search box. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

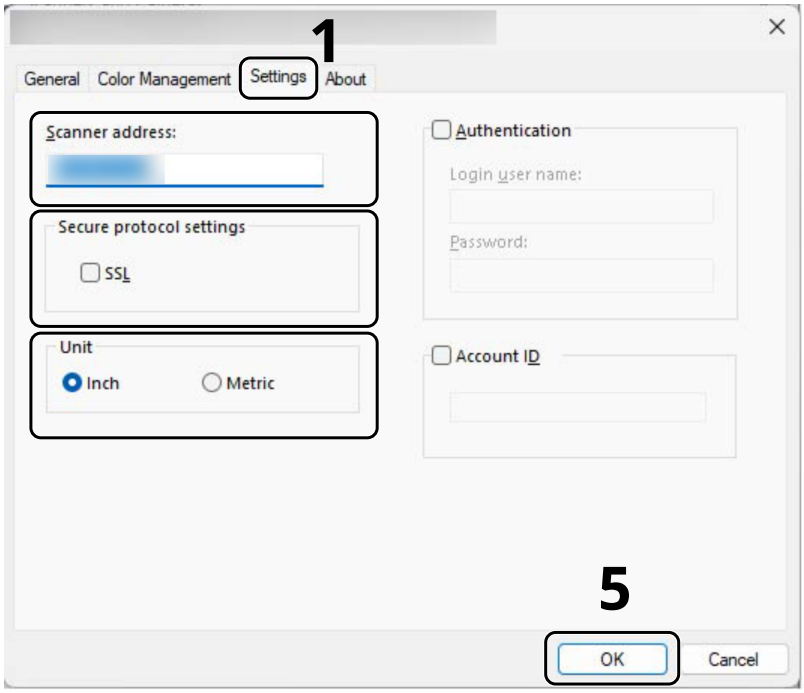
NOTE

For Windows 11, select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel], in that order. Enter "Scanner" into the search field on the control panel. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

2 Select the same name as this machine from WIA Drivers, and then select [Properties].



2 Configure the WIA Driver.



1 Select [Settings].

2 Enter the machine's IP address or host name.

3 When using SSL, select the checkbox beside "SSL".

4 Set units of measurement.

5 Click [OK].

Checking the Counter

Check the number of sheets printed and scanned.

1 Display the screen.

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

2 Check the counter.

Basic

Displays the number of printed pages, scanned pages, and the total. When [Print Status Page] is selected, the status of the machine is printed.

Item	Function
Printed Pages	Copy, Printer, Fax
Scanned Pages	Copy, Fax, Others

Pages by Paper Size

Displays the count by Paper Size and the total.

Item	Paper Sizes
Count by Paper Size	Ledger, Legal, Letter, Statement, Other-Double, Other-Single, A3, A4, A5, B4, B5, Folio

By Paper Save Function

Displays the count of the printed pages using paper saving function by Duplex, Combine, and the total.

Item	Function
Count by Duplex	Duplex (1-sided), Duplex (2-sided)
Count by Combine	Combine (None), Combine (2 in 1), Combine (4 in 1 and 8 in 1)

Print Coverage

Displays the average (%) count by Last Page and Last Job.

Item	Color
Last Page	Black (K)
Last Job	Black (K)

Additional Preparations for the Administrator

Administrator Privileges Overview

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

User with machine administrator privileges

This user can configure the network settings, security settings such as user registration, and security level.

➡ [Security Level] (page 567)

User with administrator privileges

This user can configure the network settings, user registration, and other security settings. This user cannot set the 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	3200
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.

  ➡ Changing User Properties (page 598)

- Your account will be locked out after three incorrect tries. You may retry again after a few minutes.

Sending Documents to a PC

To Send to a Shared Folder (Send to Folder (SMB))

To send a document that has been loaded, you need to create a shared folder to receive the document on your computer.

➡ Preparation for Sending a Document to a Shared Folder in a PC (page 159)

To E-mail Scanned Images (Send as E-mail)

You can send a scanned original image as an email attachment.

➡ SMTP and E-mail Settings (page 132)

Strengthening the Security

This machine is shipped with two default users. One user is registered with machine administrator privileges, and another with administrator privileges. Logging in as one of these users 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 588)

NOTE

Protection of confidential information by TPM

This product is equipped with a 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 589)
- Authentication Security

  ➡ Authentication Security (page 591)
- Auto Panel Reset

  ➡ [Auto Panel Reset] (page 468)
- ID Card Settings

  The optional Card Authentication Kit is required.

  ➡ ID Card Settings (page 621)

Restrict the basic functions that can be used

- Local Authorization

  ➡ Local Authorization (page 606)
- Group Authorization Set

  ➡ Group Authorization Settings (page 608)
- Guest Authorization Set

  ➡ Guest Authorization Settings (page 611)

Prevent another user from handling the documents stored in the machine

- Custom Box

  ➡ What is Custom Box? (page 308)

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

- Remote Printing

  ➡ [Remote Printing] (page 516)

Prevent the data stored in the machine from being leaked

- Data Overwrite
  ➡ **Data Encryption/Overwrite Operation Guide**
- Encryption
  It is necessary to activate the Data Security Function.
  ➡ **Data Encryption/Overwrite Operation Guide**
- PDF Encryption Functions
  ➡ PDF Encryption Functions (page 412)

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

- Data Sanitization
  ➡ Data Sanitization (page 569)

Protect the transmission from interception and wiretapping

- IPP over TLS
  ➡ IPP over TLS (page 544)
- HTTPS
  ➡ [HTTPS] (page 544)
- LDAP Security
  ➡ **Embedded Web Server RX User Guide**
- SMTP Security
  ➡ [SMTP (Email TX)] (page 505)
- POP3 Security
  ➡ [POP3 (Email RX)] (page 542)
- FTP Encrypted TX
  ➡ FTP Encrypted TX (page 422)
- Enhanced WSD (TLS)
  ➡ [Enhanced WSD over TLS] (page 546)
- IPSec
  ➡ [IPSec] (page 553)
- SNMPv3
  ➡ [SNMPv3] (page 545)

Verify the software in the machine

- Software Verification
  ➡ [Software Verification] (page 567)

Preventing the execution of the unauthorized programs

- Allowlisting
  ➡ [Allowlisting] (page 568)

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 RX User Guide**

NOTE

To fully access the features of the Embedded Web Server pages, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu.

➡ Log in as Machine Administrator or Administrator (page 123)

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.	Yes	Yes
Job Status	Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history.	Yes	Yes
Document Box	Add or delete document boxes, or delete documents within a document box. Add or delete document boxes, or delete documents within a document box.	Yes	No
Address Book	Create, edit, or delete addresses and address groups. The logged in user may not be able to configure some settings, depending on the privilege of the user.	Yes	Yes
Device Settings	Configure the advanced settings of the machine.	Yes	No
Function Settings	Configure the advanced function settings.	Yes	No
Network Settings	Configure the network advanced settings.	Yes	No
Security Settings	Configure the security advanced settings.	Yes	No
Management Settings	Configure the advanced management settings.	Yes	No
Links	Displays the links of the company website. Visit the following websites for more information and download.	Yes	Yes

NOTE

The fax function can be used on products equipped with fax capability. Here, information on the FAX settings has been omitted.

➡ **FAX Operation Guide**

Accessing Embedded Web Server

1 Display the screen.

1 Launch your web browser.

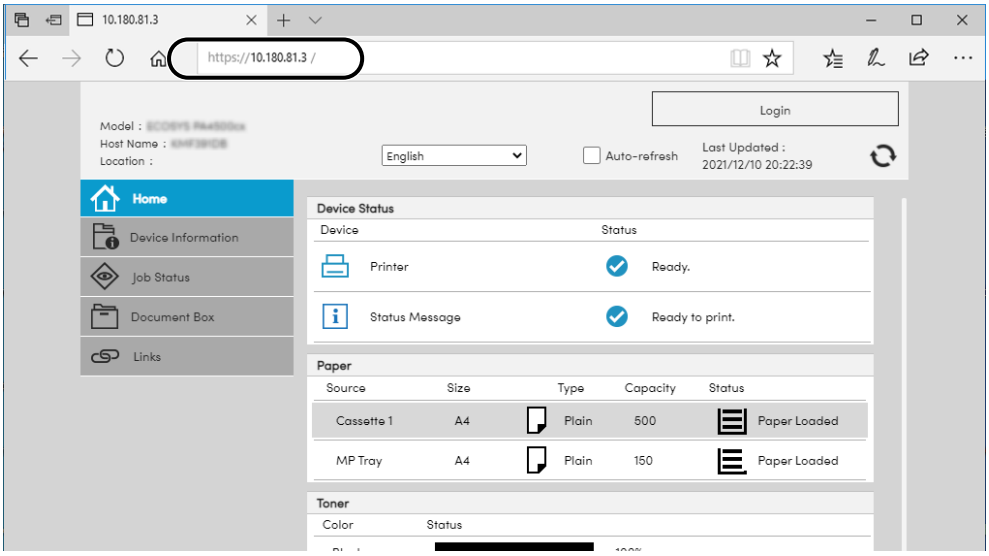
2 In the address or location bar, enter the machine's IP address or the host name.

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]

Example: https://10.180.81.1 (in the case of /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 RX User Guide**

You can also continue the operation without configuring the certificate.

2 Configure the settings.

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, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu.

➡ Log in as Machine Administrator or Administrator (page 123)

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 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

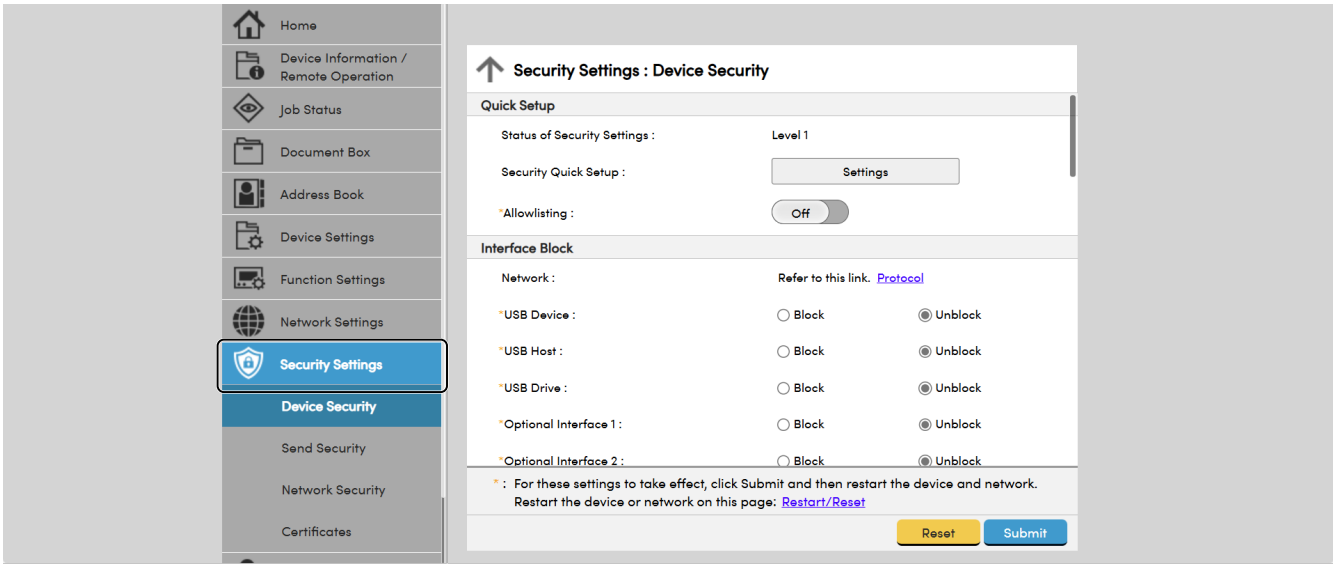
➡ Log in as Machine Administrator or Administrator (page 123)



4 Click [Security Settings].

2 Configure the settings.

In 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.

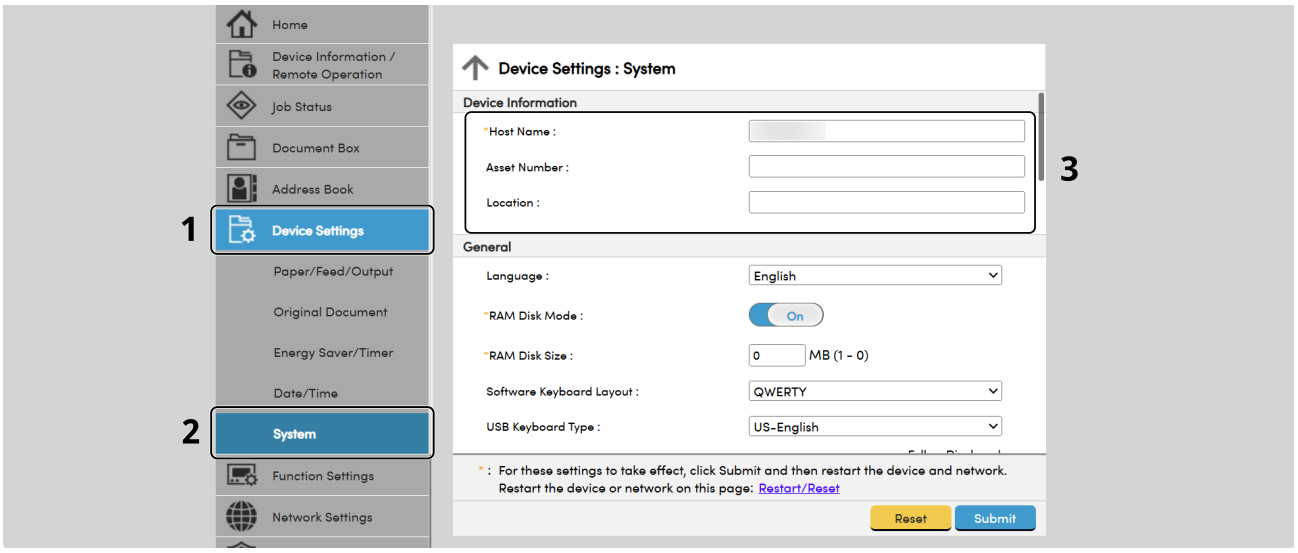
[Device Information] in the home screen > [Identification/Wired Network]

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)



4 In the [Device Settings] menu, select [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 [Restart/Reset] in the [Management Settings] menu, and then click [Restart Network] in "Restart".

SMTP and E-mail Settings

By configuring the SMTP settings, it is possible to send the images scanned by the machine as email attachments and to send email notices when jobs have been completed. To use this function, this machine must be connected to a mail server using SMTP.

For more information about configuring SMTP and E-mail settings, refer to the

➡ **Embedded Web Server RX User Guide**

In addition, configure the following:

SMTP settings

"SMTP Protocol" and "SMTP Server Name" in "SMTP"

The sender address when the machine sends emails

"Sender Address" in "E-mail Send Settings"

The setting to limit the size of emails

"E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

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.

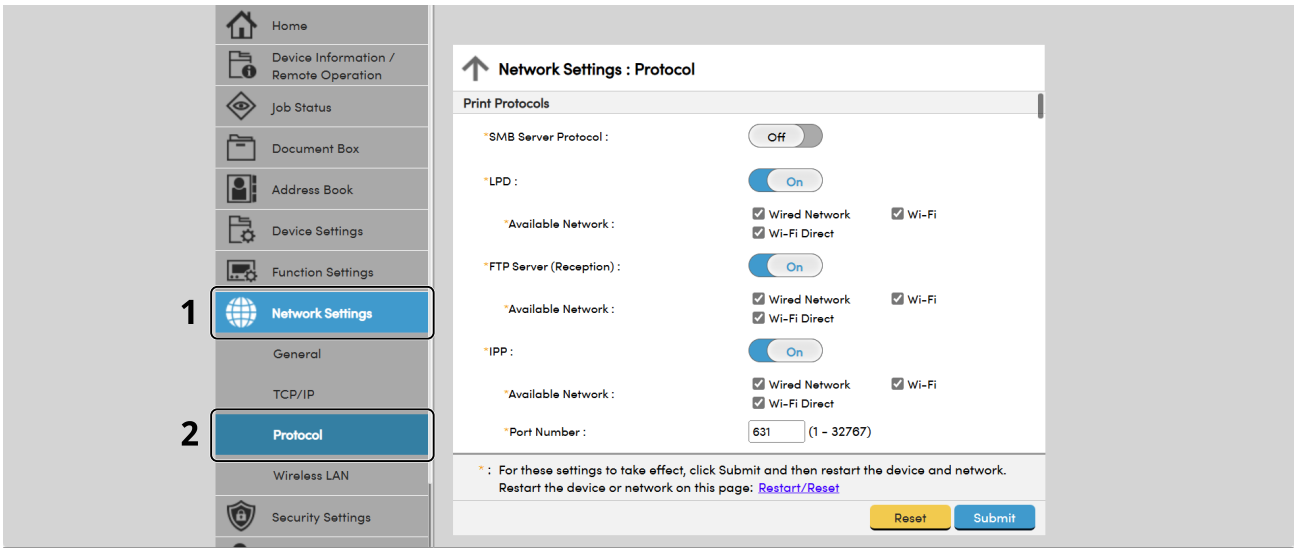
[Device Information] in the home screen > [Identification/Wired Network]

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

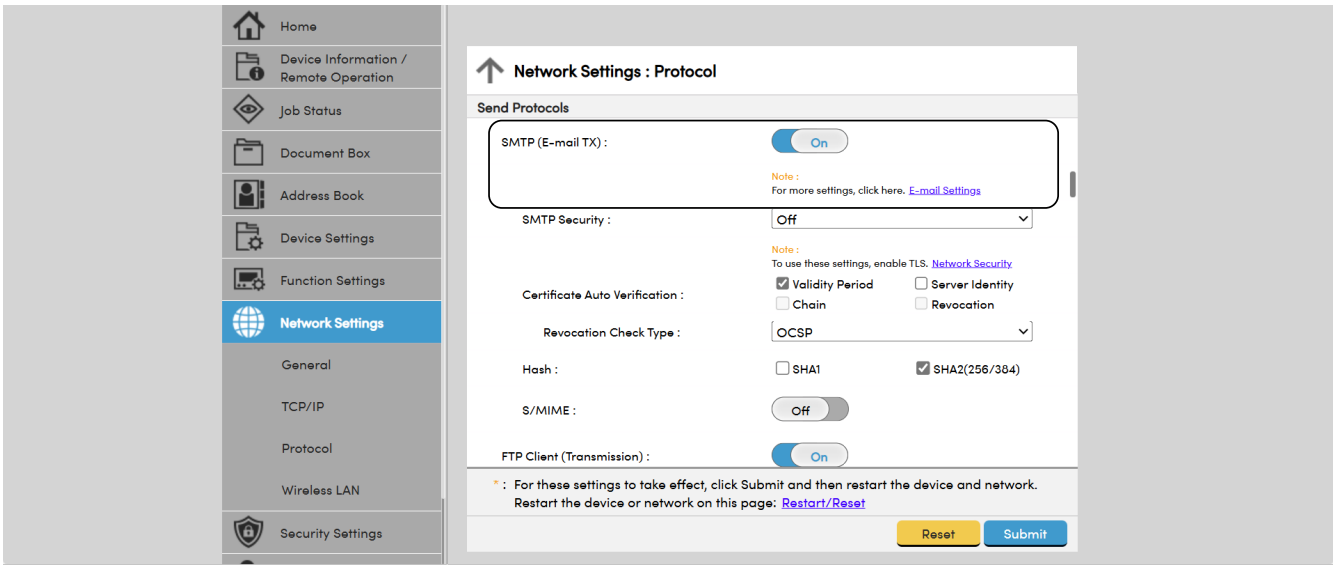


4 In the [Network Settings] menu, select [Protocol].



2 Configure the settings.

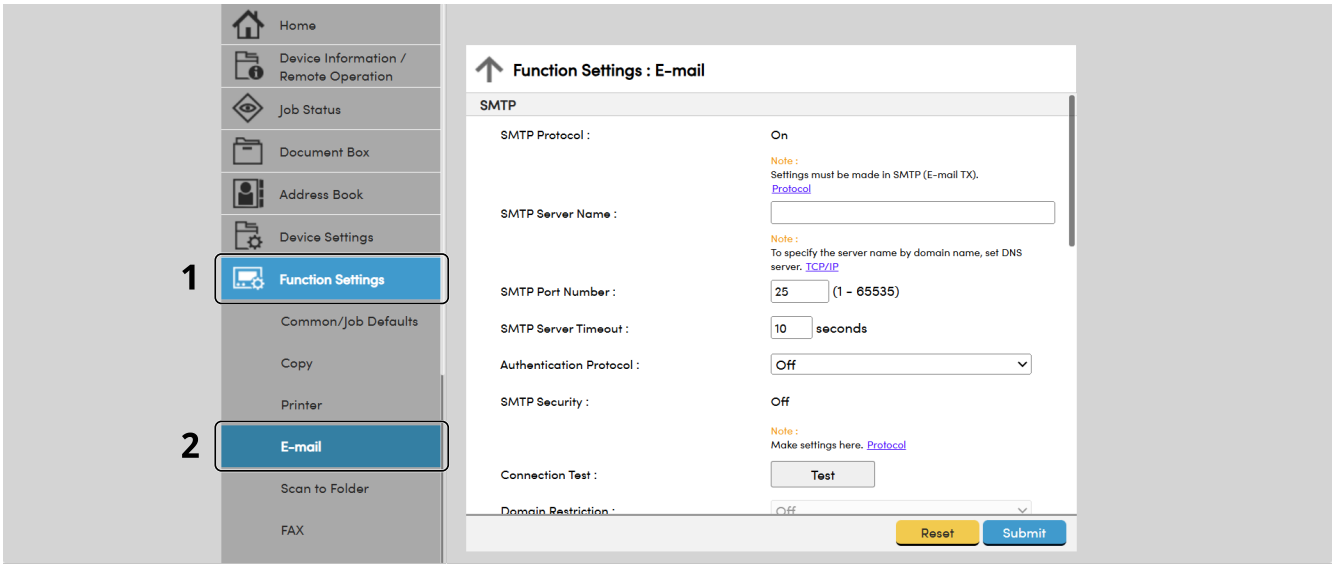
In "Send Protocols", set "SMTP (E-mail TX)" to On, and then select [Submit].



3 Display the screen.

Display the E-mail settings screen.

In the [Function Settings] menu, select [E-mail].



4 Configure the settings.

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

SMTP

Set to send email from the machine.

SMTP Protocol

Displays whether an SMTP connection is available or not. Check that [SMTP Protocol] is set to On. If Off is set, select [Protocol] and set the "SMTP (E-mail TX)" to On.

SMTP Server Name

Enter the host name or IP address of the SMTP server. Be sure to enter the items.

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.

[On]

This option enables the authentication protocol.

[POP before SMTP]

This is an authentication mode that allows you to send an email from any location and also fetch your email from the same place.

[Off]

Select this option to disable the authentication protocol.

[OAuth2]

Select this option to enable OAuth 2.0 as an authorization protocol.

SMTP Security

Set SMTP security. Set [SMTP Security] of "SMTP (E-mail TX)" on the "Protocol" page.

Connection Test

Tests to confirm the proper operation under the settings without sending an email.

Domain Restrictions

To restrict the domains, select [Domain List] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.

POP3

You do not need to set the items when you only use the function of sending email from the machine. Set the items if you want to enable the function of receiving email on the machine.

➡ **Embedded Web Server RX User Guide**

E-mail Send Settings

E-mail Size Limit

Enter the maximum size of email that can be sent in kilobytes. When an email size is greater than this value, an error message appears, and email sending is canceled. 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

Specify the sender address for when the machine sends emails, 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. Be sure to enter the items.

Signature

Enter the signature. The signature is free form text that will appear at the end of the email body. It is often used for further identification of the machine.

SMTP Authentication and Sender Address

Select either [Use Device Setting] or [Use Login User Information].

Function Default

Change the function default settings in [Common/Job Defaults] page.

S/MIME Settings

NOTE

This function is enabled if you set "SMTP (E-mail TX)" and "S/MIME" to On in Send Protocols.

This function is used for sending and receiving e-mails.

Encryption

Select an encryption method.

Encryption Certificate

Configure the encryption certificate and make changes as required.

Signing Certificate

Configure the signing certificate and make changes as required.

OAuth2 (Microsoft Exchange) Settings

Select [Settings] and go to the authentication endpoint URL to configure your Microsoft account.

5 Select [Submit].

Registering Destinations

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.

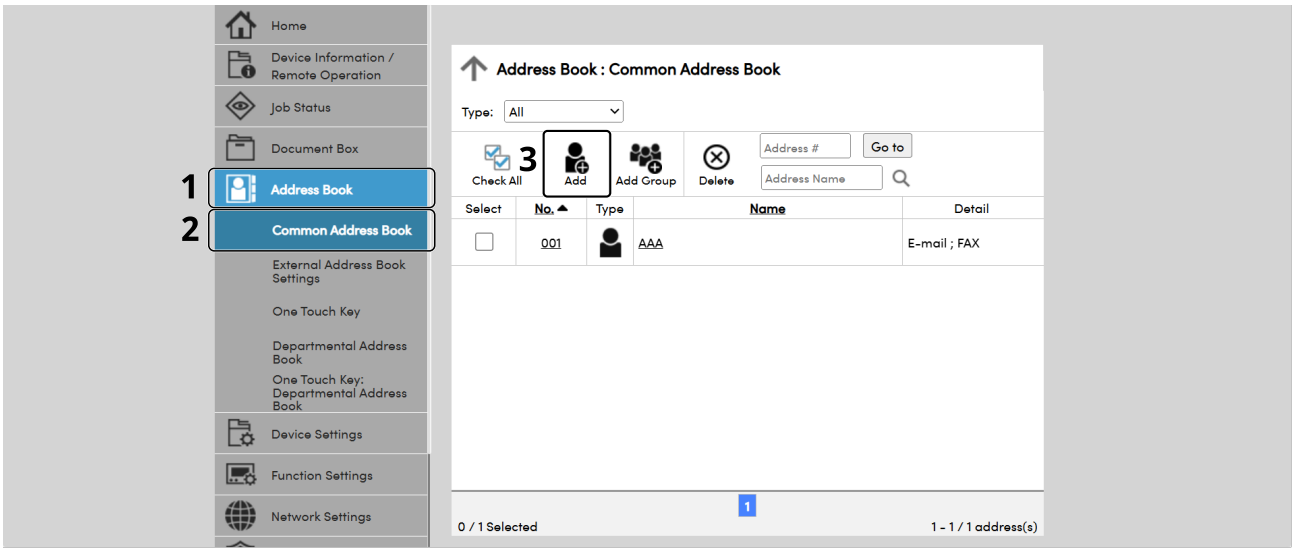
[Device Information] in the home screen > [Identification/Wired Network]

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)



4 In the [Address Book] menu, select [Common Address Book].



5 Click [Add].

2 Fill in the fields.

1 Enter the destination information.

Enter the information for the destination you want to register. The fields to populate are the same as when registering via operation panel.

➡ Registering Destinations in the Address Book (page 172)

2 Click [Submit].

Transferring Data from Our Other Products

By using the machine's utility, you can smoothly migrate address books when the machine is to be replaced. This section explains how to transfer data between our products.

Migrating the Address Book

The Address Book registered on the machine can be backed up or migrated using the Network Print Monitor 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

For details on Network Print Monitor operation, refer to the following:

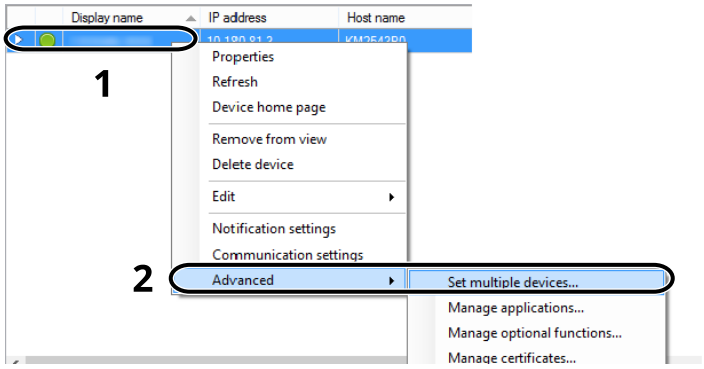
➡ **Network Print Monitor User Guide**

Backing up Address Book Data to PC

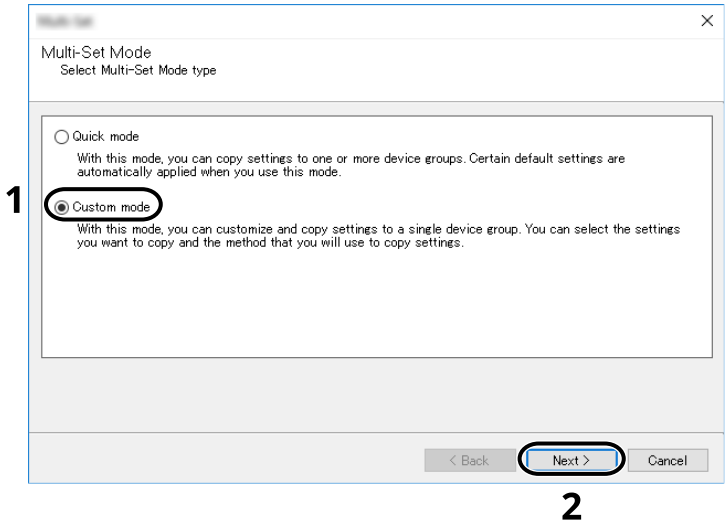
1 **Start up Network Print Monitor.**

2 Create a backup.

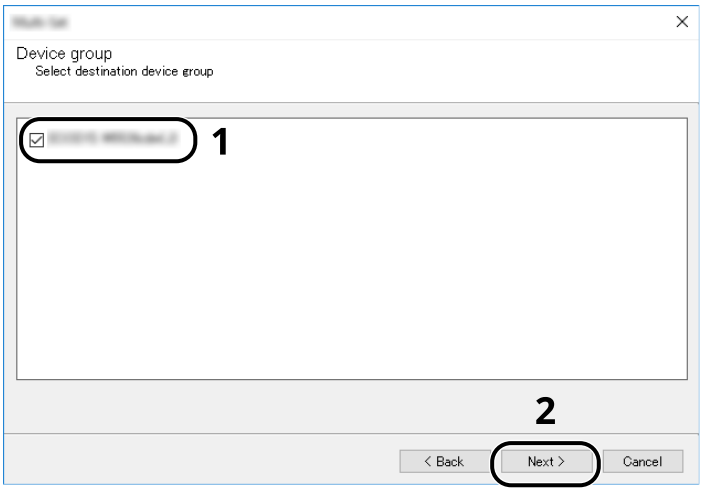
1 Right-click on the name of the model from which you want to back up the Address Book and select [Advanced] > [Set multiple devices].



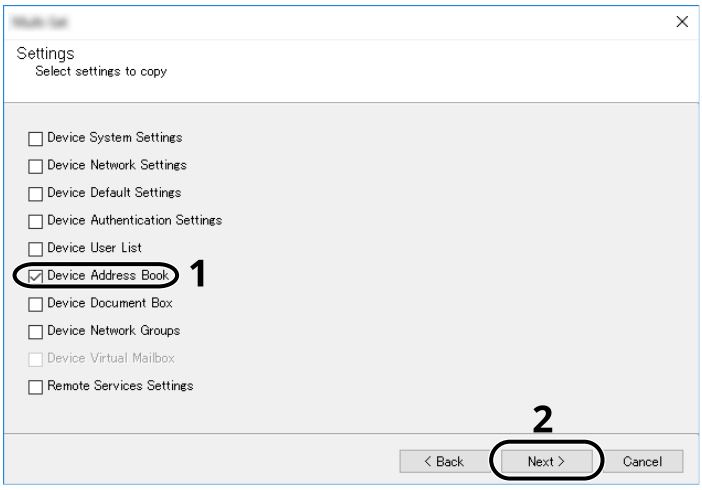
2 Select [Custom Mode], and then select [Next].



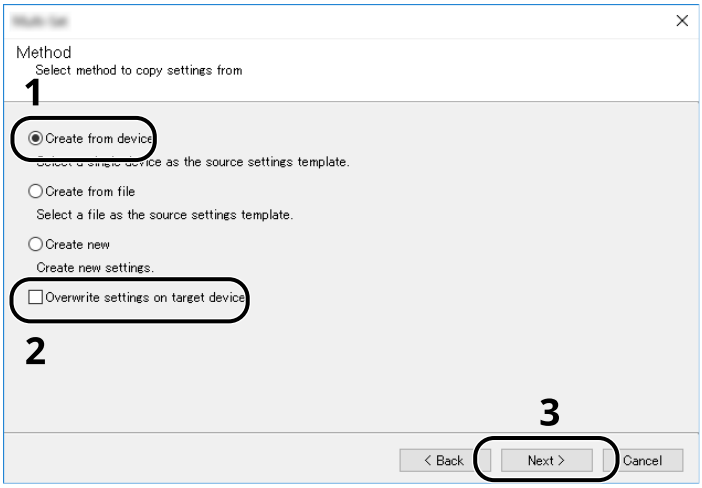
3 Select destination device group, and then select [Next].



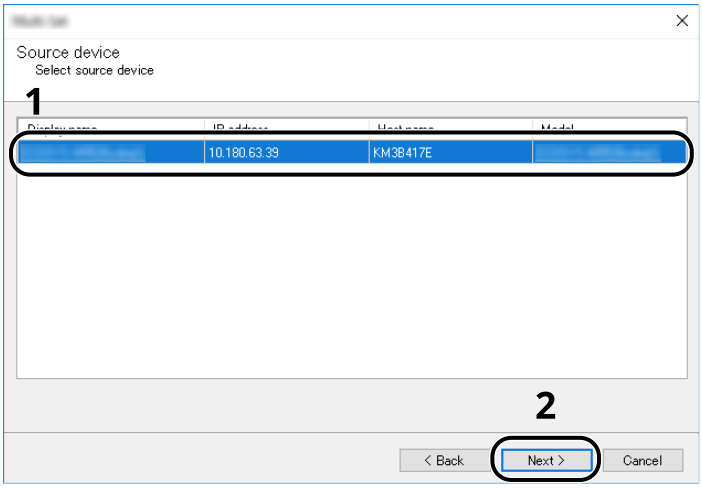
4 Select [Device Address Book], and then select [Next].



5 Select [Create from device], remove the checkmark from [Overwrite settings on target device], and then select [Next].



6 Select the model you want to back up, and then select [Next].

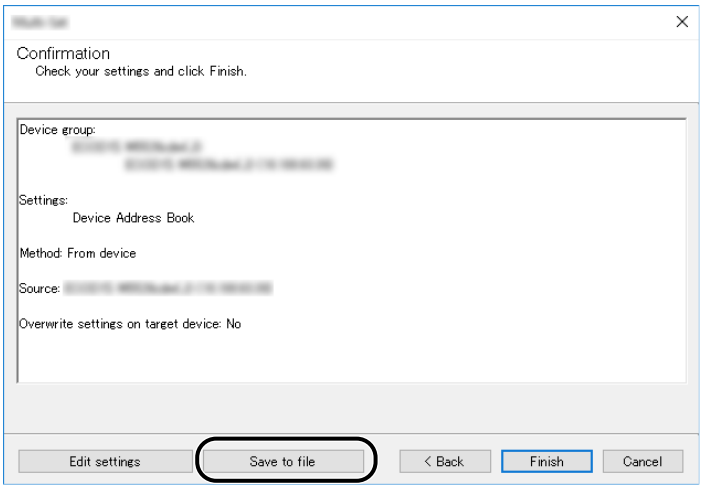


NOTE

If the "Admin Login" screen appears, enter the administrator's login user name and password, and then click [OK].

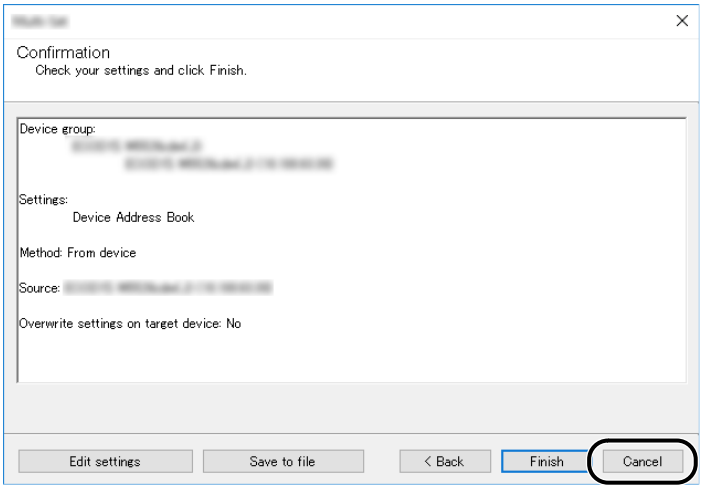
➡ Log in as Machine Administrator or Administrator (page 123)

7 Select [Save to file].



8 Specify the location to save the file, enter the file name, and then click [Save].
For "Save as type", make sure to select "XML File".

9 After saving the file, select [Cancel] to close the screen.



NOTE

Selecting [Finish] will write the data to the machine's Address Book.

3 Preparation before Use

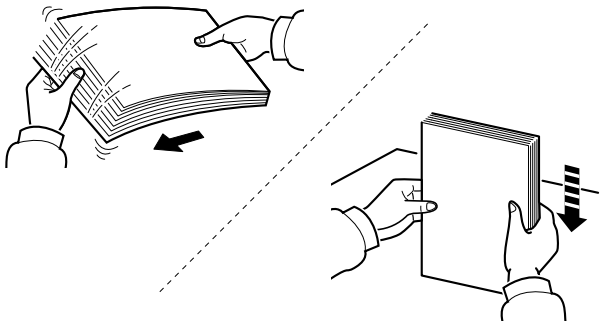
Loading paper 144
Using the Output Stopper 157
Using the Paper Stack Guide 158
Preparation for Sending a Document to a Shared Folder in a PC 159
Registering Destinations in the Address Book 172

Loading paper

Load paper on the cassettes.

Precautions 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 temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper in the cassettes back in the paper storage bag. Seal any remaining paper after loading it into the multipurpose tray in the paper storage bag.
- 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 copy 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 preprints like logo or company name, refer to the following:

➡ About Paper (page 871)

Paper Specifications available in the Cassettes

The cassettes can hold plain paper, recycled paper, or color paper. The number of sheets that can be loaded in each cassette is shown below.

Cassette	Capacity
Cassette 1 to 3	500 sheets (Plain paper: 80 g/m^2)

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

➡ Choosing the Appropriate Paper (page 872)

For the paper type setting, refer to the following:

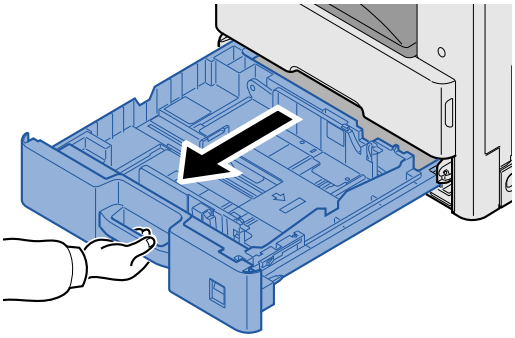
➡ Media Type Setting (page 479)

IMPORTANT

- Cassettes 1 to 3 can hold 60 g/m^2 to 163 g/m^2 of paper.
- If you are using a paper weighing 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.

Loading Paper into Cassette 1 (to 3)

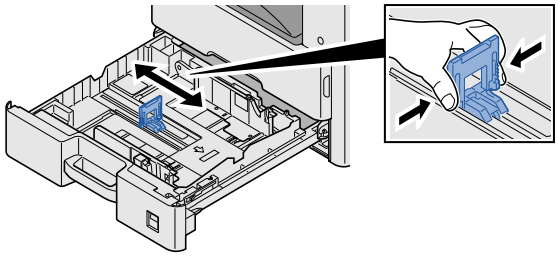
1 Pull the cassette completely out of the machine.



NOTE

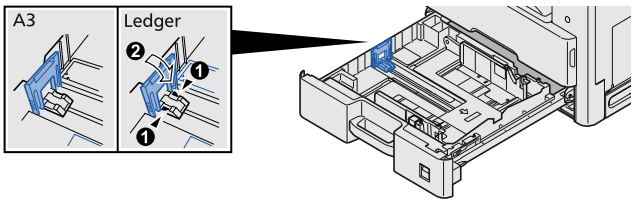
Do not pull out more than one cassette at a time.

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

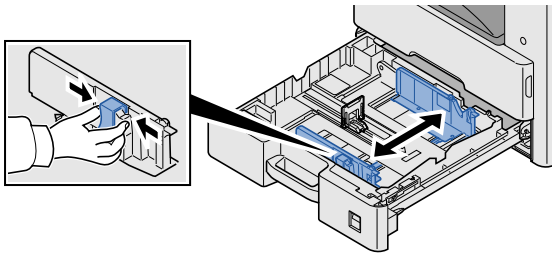


NOTE

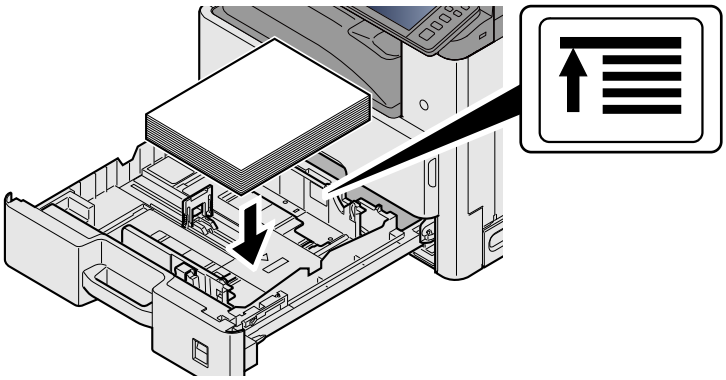
When using 11" × 17" (Ledger) paper, lower the paper length guide to the left edge of the paper.



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



4 Load paper.



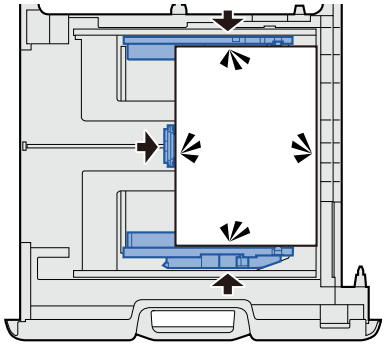
IMPORTANT

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

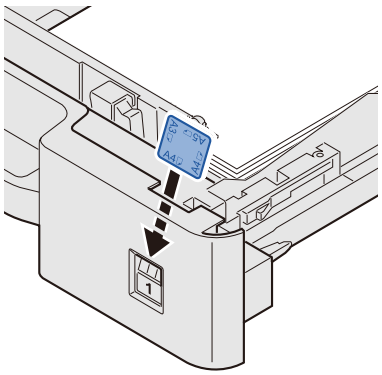
  ➡ Precautions for Loading Paper (page 144)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

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

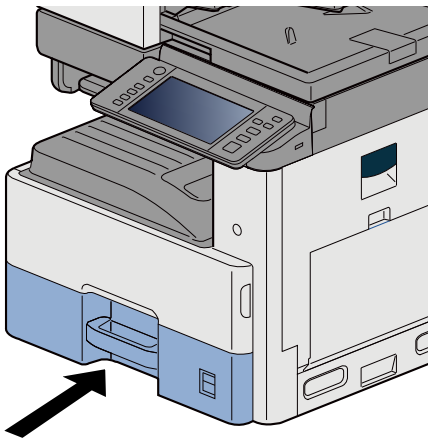
If there is a gap, readjust the guides to fit the paper.



6 Set the paper size label.



7 Gently push the cassette back in.



8 Display the screen.

[System Menu / Counter] key > [Device Settings] > [Paper Feeding] > [Cassette 1 Settings]

9 Configure the function.

Select the paper size and paper type.

➡ [Cassette 1 Settings] to [Cassette 3 Settings] (page 476)

NOTE

- If the size label is required, please contact your dealer or our sales and service representative.
- Paper size is automatically detected. Refer to the information below.

➡ Paper Selection (page 359)

➡ [Cassette 1 Settings] to [Cassette 3 Settings] (page 476)

Paper Specifications available in the Multipurpose Tray

The capacity of the multipurpose tray is as follows.

- A4 or smaller plain paper (80 g/m^2), recycled paper or color paper: 100 sheets
- Thick paper (220 g/m^2): 10 sheets
- Thick paper (157 g/m^2): 10 sheets
- Thick paper (120 g/m^2): 25 sheets
- Thick paper (104.7 g/m^2): 25 sheets
- Hagaki (Cardstock): 20 sheets
- Envelope DL, Envelope C5, Envelope #10 (Commercial#10), Envelope Monarch, Youkei 4, Youkei 2, Kakugata 2, Nagagata 3, Nagagata 4, Younaga 3: 5 sheets
- OHP film: 10 sheets

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

➡ Choosing the Appropriate Paper (page 872)

For the paper type settings, refer to the following:

➡ Media Type Setting (page 479)

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.

NOTE

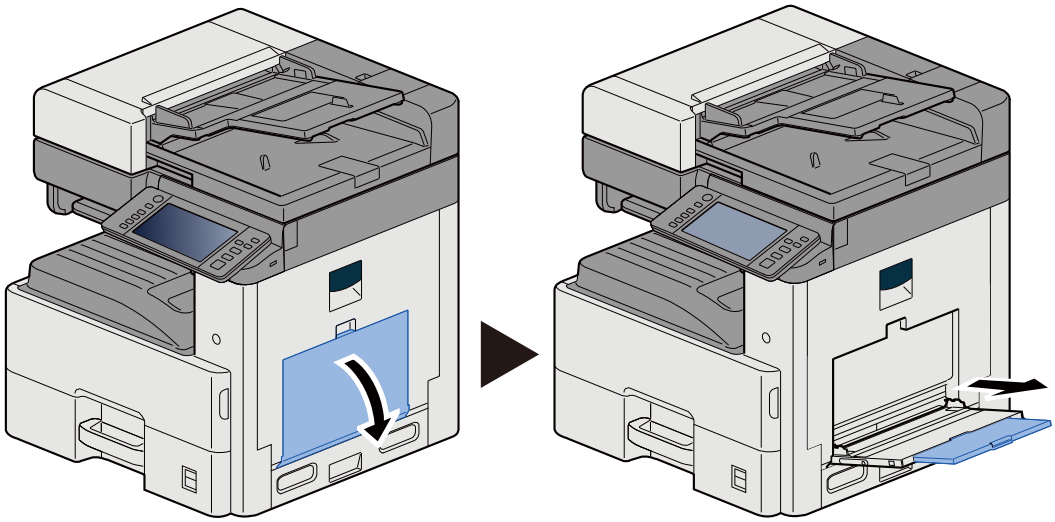
- When you load custom size paper, enter the paper size by referring to the following:

  ➡ [MP Tray Settings] (page 477)
- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:

  ➡ Media Type Setting (page 479)

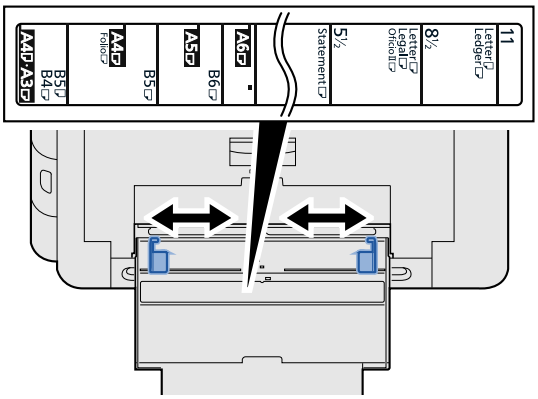
Loading Paper in the Multipurpose Tray

1 Open the multipurpose tray.

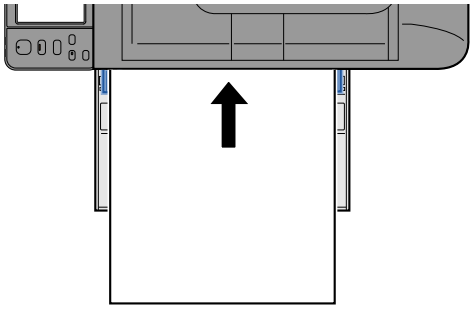


2 Adjust the multipurpose tray size.

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.

➡ Precautions for Loading Paper (page 144)

IMPORTANT

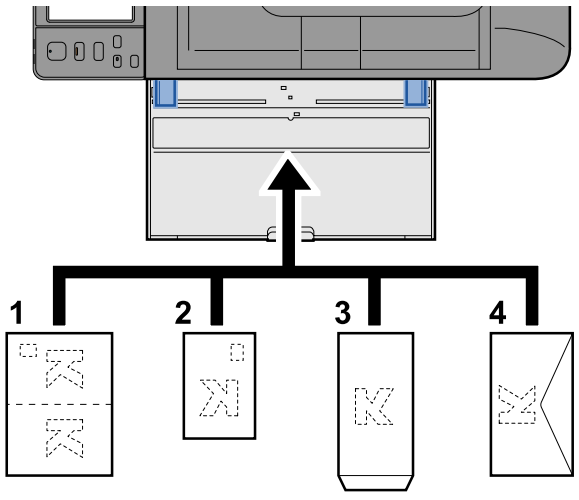
- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in 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.

When you place envelopes or cardstock on the platen

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

➡ **Printer Driver User Guide**

Example: When printing the address.



1 Oufuku hagaki (Return postcard)

2 Hagaki (Cardstock)

3 Banker Envelope (Open the flap)

4 Pocket Envelope (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 477)

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

➡ Specifying Paper Size and Media Type (page 154)

Specifying Paper Size and Media Type

The default paper size setting for cassette 1, for the multipurpose tray, and for the optional paper feeder (cassettes 2 to 3) is "A4", and the default media type setting is "Plain". To change the type of paper to be used in cassettes, specify the paper size and media type.

1 Display the screen.

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Cassette 1 Settings] to [Cassette 3 Settings] or [MP Tray Settings]

2 Select the paper size and type.

Cassette Paper Size and Media Type

Set the size of paper and media type used in cassettes.

Item	Description
[Paper Size]	Select the paper size. **Value** [Auto (Metric)], [Auto (Inch)], [A3], [A4-R], [A4], [A5-R], [B4-R], [B5-R], [B5], [Folio], [216 x 340 mm], [Ledger], [Letter-R], [Letter], [Legal], [Statement-R], [OficioII], [8K], [16K-R], [16K]
[Media Type]	**Value (Cassette 1 to 3)** [Plain], [Rough], [Vellum], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Thick], [High Quality], [Custom 1] to [Custom 8] • To change to a media type other than "Plain," refer to the following: ➡ Media Type Setting (page 479) • When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear. • To print on preprinted or prepunched paper or on letterhead, refer to the following: ➡ [Special Paper Action] (page 482)

Multipurpose Tray Paper Size and Media Type

Set the size of paper and media type used in the multipurpose tray.

Item	Description
[Paper Size]	Select the paper size. **Value** [Ledger], [Letter], [Letter-R], [Legal], [Statement-R], [Executive-R], [OficioII], [A3], [A4-R], [A4], [A5-R], [A6], [B4-R], [B5-R], [B5], [B6-R], [Folio], [216 x 340 mm], [Legal], [8K], [16K-R], [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Envelope C4], [Hagaki], [Oufuku hagaki], [Kakugata 2], [Youkei 4], [Youkei 2], [Younaga 3], [Nagagata 3], [Nagagata 4], [Size Entry], [Custom] For custom paper size, set the size for each cassette. ➡ [Custom Paper Settings] (page 478) When you select [Size Entry], use [+] or [-] to set the preferred size. **Metric** X: 148 mm - 432 mm Y: 98 mm - 297 mm **Inch** X: 5.83" - 17.00" Y: 3.86" - 11.69"
[Media Type]	Select the media type. Value: [Plain], [Transparency], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [High Quality], [Custom 1] to [Custom 8] • To change to a media type other than “Plain,” refer to the following: ➡ Media Type Setting (page 479) • To print on preprinted or prepunched paper or on letterhead, refer to the following: ➡ [Special Paper Action] (page 482)

NOTE

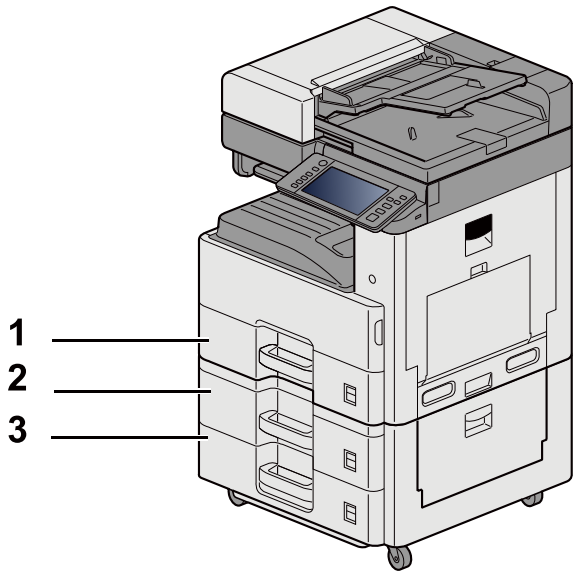
The available media types for printing received faxes are as shown below.

Value: [Plain], [Transparency], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [High Quality], [Custom 1] to [Custom 8]

Fax function is available for fax models.

Selecting a Paper Feeder Unit

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



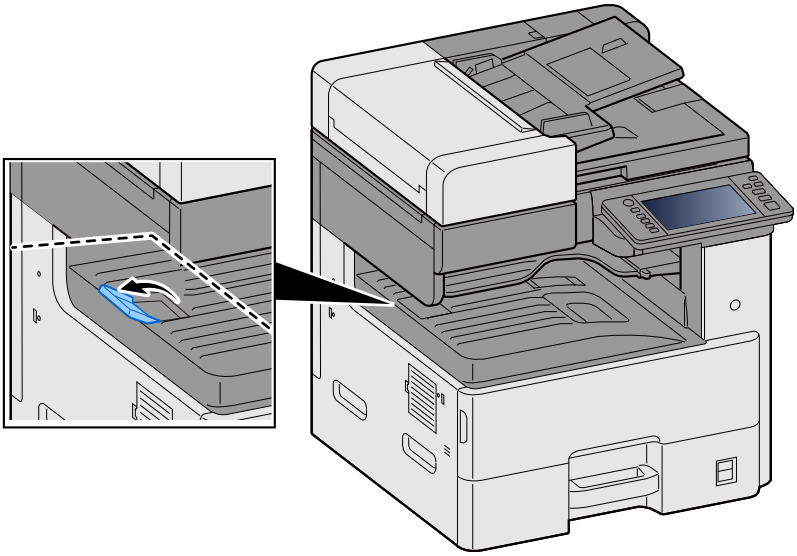
No.	Name	Paper Size	Paper Type	Capacity	Page
1	Cassette 1	A3, A4-R, A4, A5-R, B4, B5-R, B5, Ledger, Letter-R, Letter, Legal, Statement-R, Folio, 216 × 340 mm, OficioII, 8K, 16K-R, 16K	Plain, Preprinted, Bond, Recycled, Vellum, Rough, Letterhead, Color, Prepunched, Thick, High Quality, Custom 1 to 8	500 sheets (80 g/m2)	➡ Loading Paper into Cassette 1 (to 3) (page 146)
2	Cassette 2				
3	Cassette 3				

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. These papers may cause paper jams or other faults.

Using the Output Stopper

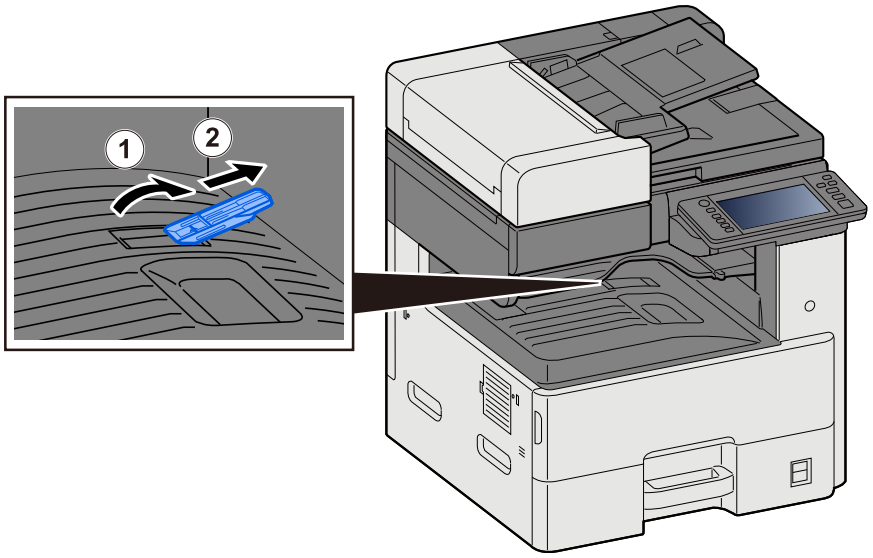
When using A3/ledger or larger paper, open the paper stopper as shown in the figure.



Using the Paper Stack Guide

To use an envelope, thick paper, and cardstock, open the paper stack guide as shown below.

Be sure to restore the guide when you are using paper other than an envelope, thick paper, and cardstock.



Preparation for Sending a Document to a Shared Folder in a PC

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 11 are used in the following explanation. The details of the screens will vary in other versions of Windows.

NOTE

Log in to Windows with administrator privileges.

Making a Note of the Computer Name and Full Computer Name

Check the name of the computer name and full computer name.

1 Display the screen.

For Windows 11, select Windows [Start] button > [All] > [Settings] > [System] > [About] > [Advanced system settings].

NOTE

For Windows 10, select Windows [Start] button > [Windows System Tool] > [Control Panel] > [System and Security] > [System].

2 Check the computer name.



Check the computer name and full computer name.

Screen example:

Computer name: PC001

Full computer name: PC001.abcdnet.com

After checking the computer name, select [Close].

Making a Note of the User Name and Domain Name

Check the domain name and user name for logging in to Windows.

1 Display the screen.

For Windows 11, select the [Start] button > [All] > [Windows Tools] > [Command Prompt].

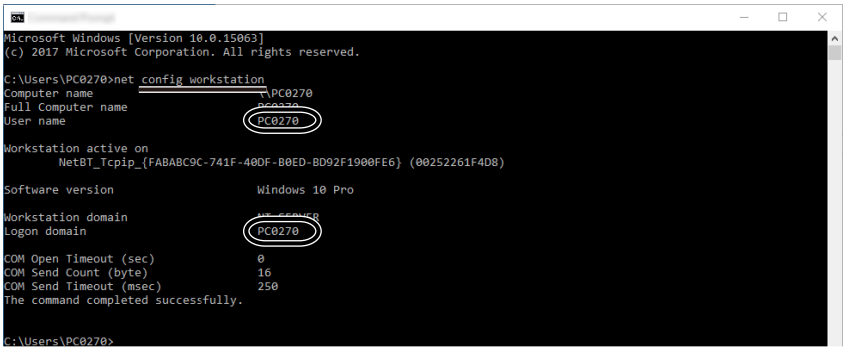
NOTE

For Windows 10, select the [Start] button on Windows and then select > [Windows System] > [Command Prompt].

The Command Prompt window appears.

2 Check the domain name and user name.

At the Command Prompt, enter "net config workstation", and then press [Enter].



Check the user name and domain name.

Screen example:

User Name: PC0270

Domain Name: PC0270

Creating a Shared Folder, Making a Note of a Shared Folder

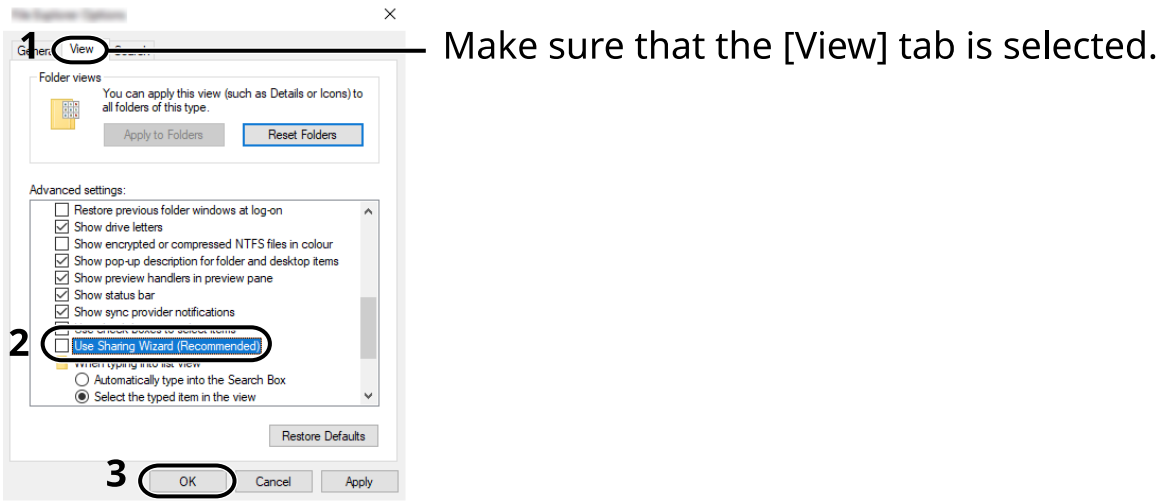
Create a shared folder to receive the document in the destination computer.

NOTE

If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

1 In Windows 11, open up a window in File Explorer and select [...] > [Options].

In Windows 10, open up a window in File Explorer and select [View] > [Options] > [Folder Options].

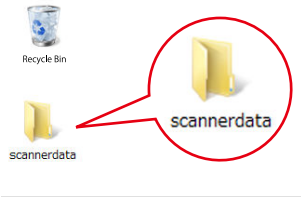


2 Remove the checkmark from [Use Sharing Wizard (Recommended)] in "Advanced settings".

3 Click [OK].

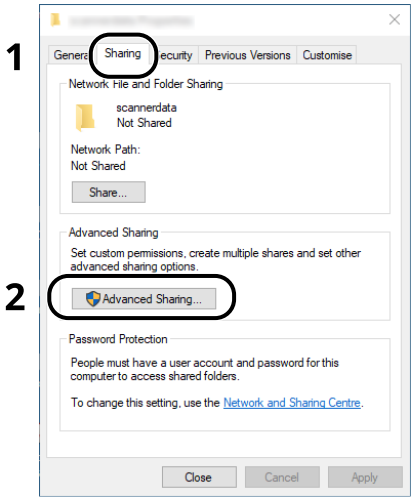
1 Create a folder.

Create a folder on your computer. For example, create a folder with the name "scannerdata" on the desktop.

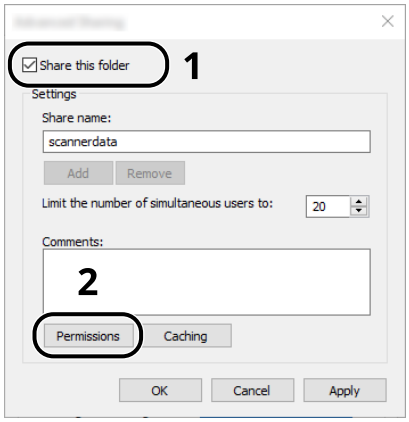


2 Configure permission settings.

1 Right-click the "scannerdata" folder, and then select [Properties] > [Sharing] tab > [Advanced Sharing].

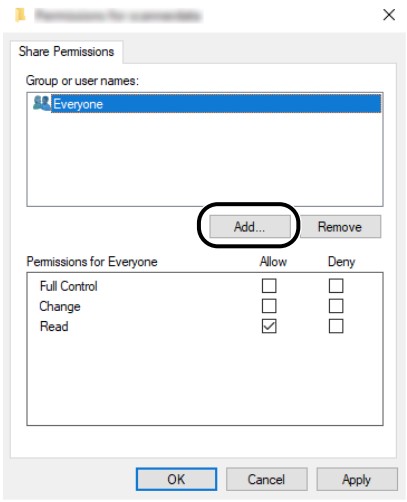


2 Select the [Share this folder] checkbox and select [Permissions].

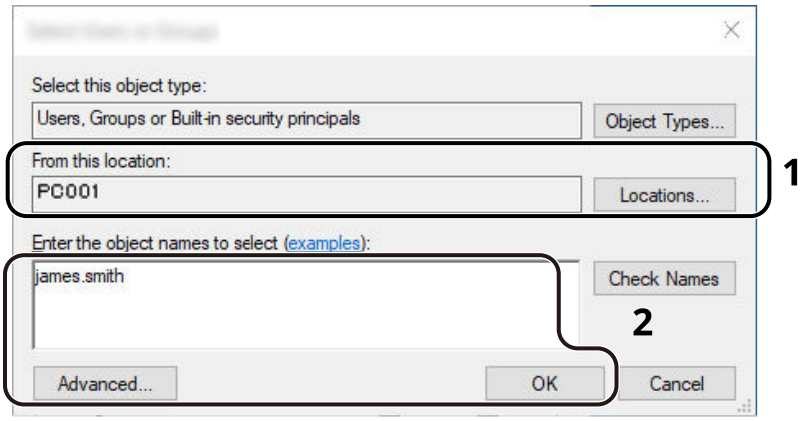


3 Note the Share name.

4 Select [Add].



5 Specify the location.



1 If the computer name that you made a note is the same as the domain name:

If the computer name is not shown in the "From this location", select [Locations], select the computer name and select [OK].

Example: PC001

If the computer name that you made a note is not the same as the domain name:

If the text after the first dot (.) in the full computer name that you made a note of does not appear in the "From this location", select [Locations], select the text after the dot (.), and select [OK].

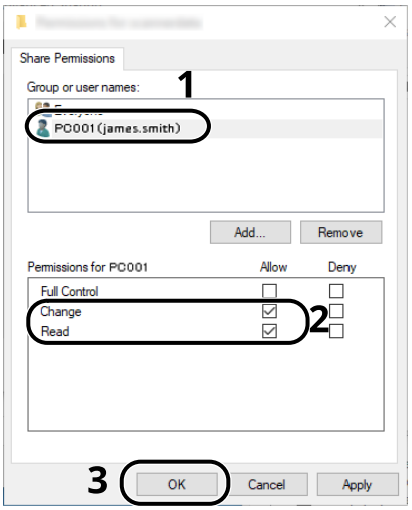
Example: abcdnet.com

➡ Making a Note of the Computer Name and Full Computer Name (page 159)

2 Enter the user name that you made a note of in the text box and select [OK].

Also, the user name can be made by selecting [Advanced], and selecting a user.

6 Set the access permission for the selected user.



1 Select the user you entered.

2 Select the [Allow] checkbox of "Change" and "Read".

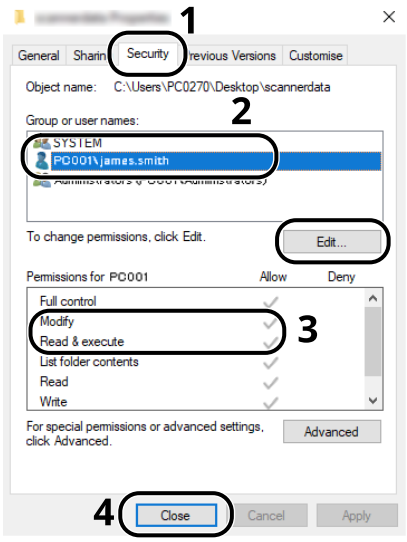
3 Select [OK].

NOTE

"Everyone" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select "Everyone" and remove the [Allow] checkmark of "Read".

7 Select [OK] on the "Advanced Sharing" screen.

8 Check the details set in the [Security] tab.



1 Select the [Security] tab.

2 Select the user you entered.

If the user does not appear on "Group or user names", select [Edit] to add the user in a similar way of "configuration of permission settings".

3 Make sure that checkmarks appear on "Allow" checkbox for "Modify" and "Read & execute".

4 Select [Close].

Configuring Windows Firewall

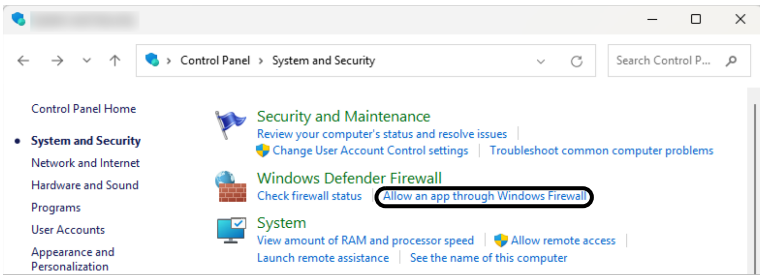
Permit sharing of files and printers and set the port used for SMB transmission.

NOTE

Log in to Windows with administrator privileges.

1 Check file and printer sharing.

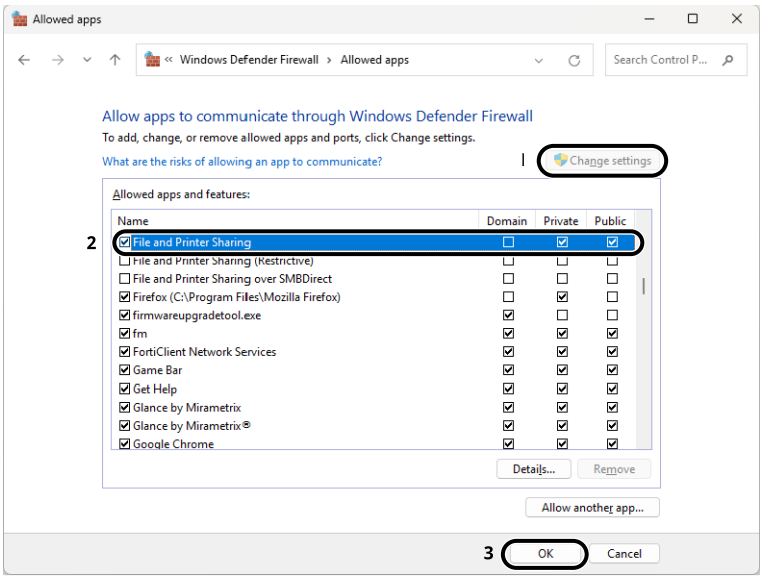
1 For Windows 11, select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [System and Security] > [Allow an app through Windows Firewall].



NOTE

- You can enter "Firewall" in the search box, and then select [Allow an app through Windows Firewall].
- For Windows 10, select the Windows [Start] button > [Windows System] > [Control Panel] > [System and Security] > [Allow an app through Windows Firewall].
- If the User Account Control window appears, select [Continue].

2 Select the [File and Printer Sharing] checkbox.

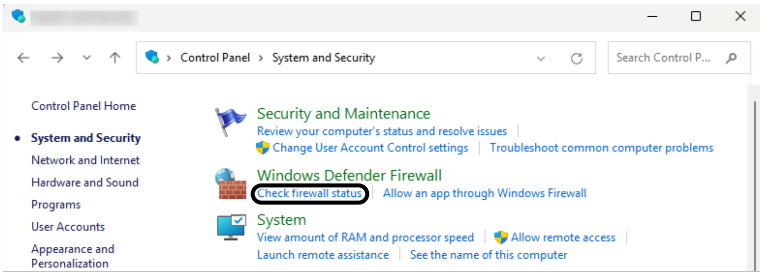


2 Add a port.

1 Select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [System and Security] > [Check firewall status].

NOTE

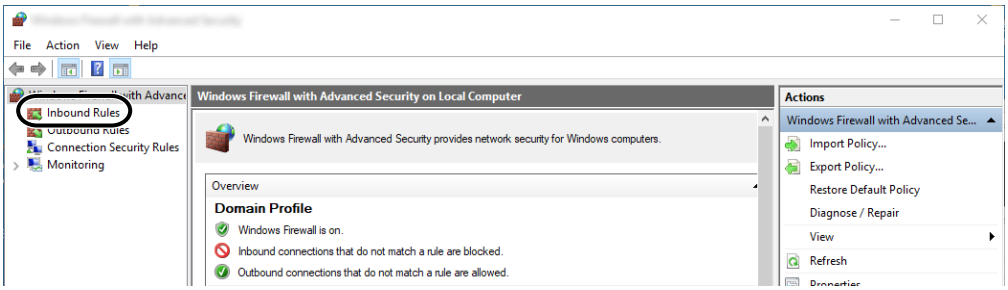
You can enter "Firewall" in the search box, and then select [Check firewall status].



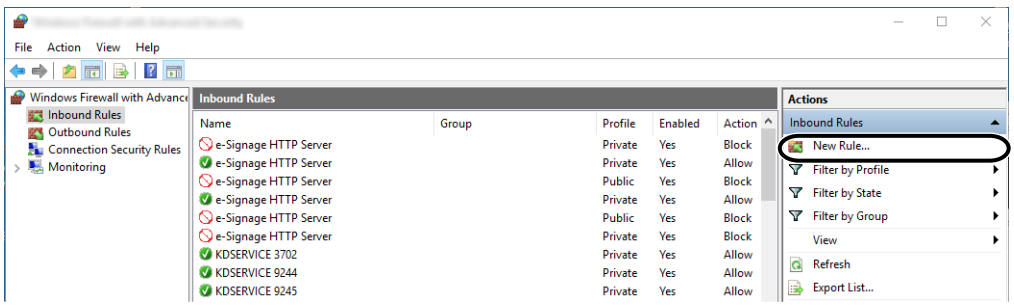
2 Select [Advanced settings].



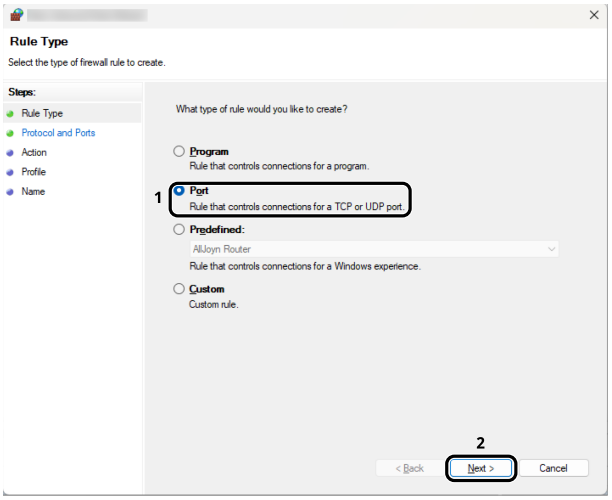
3 Select [Inbound Rules].



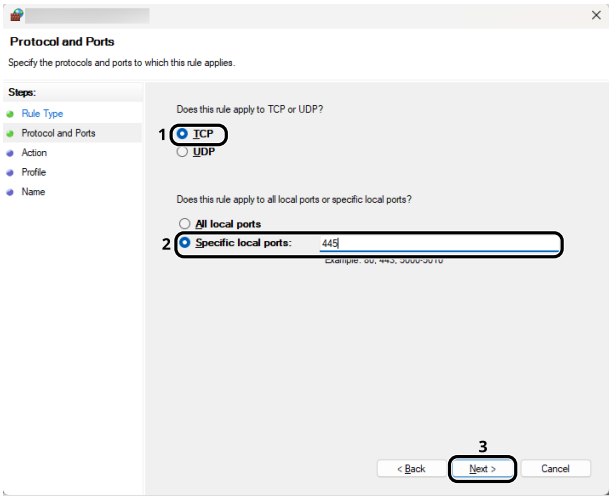
4 Select [New Rule].



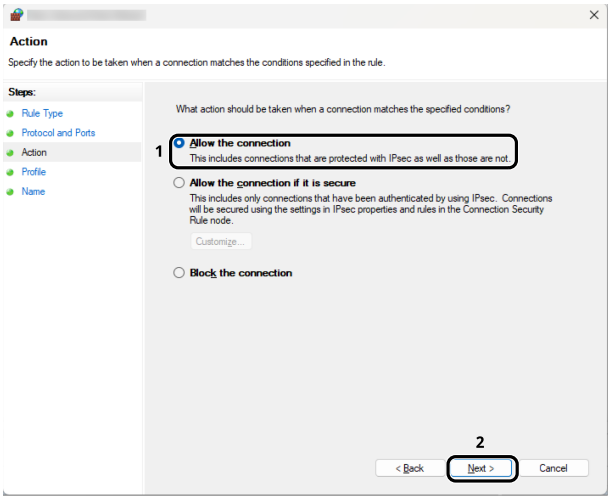
5 Select [Port].



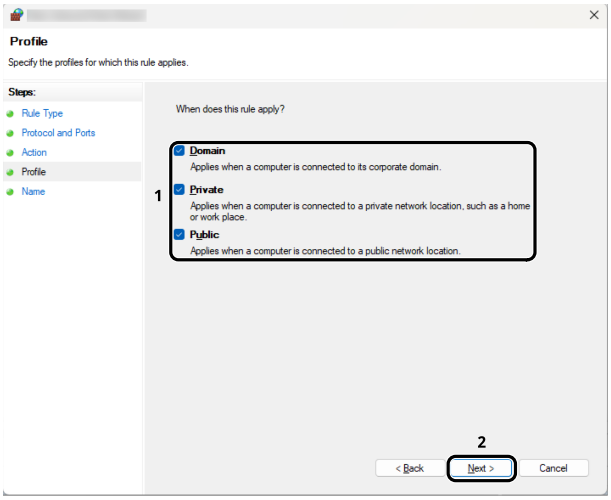
6 Select [TCP] as the port to apply the rule to. Select [Specific local ports], enter "445", then select [Next].



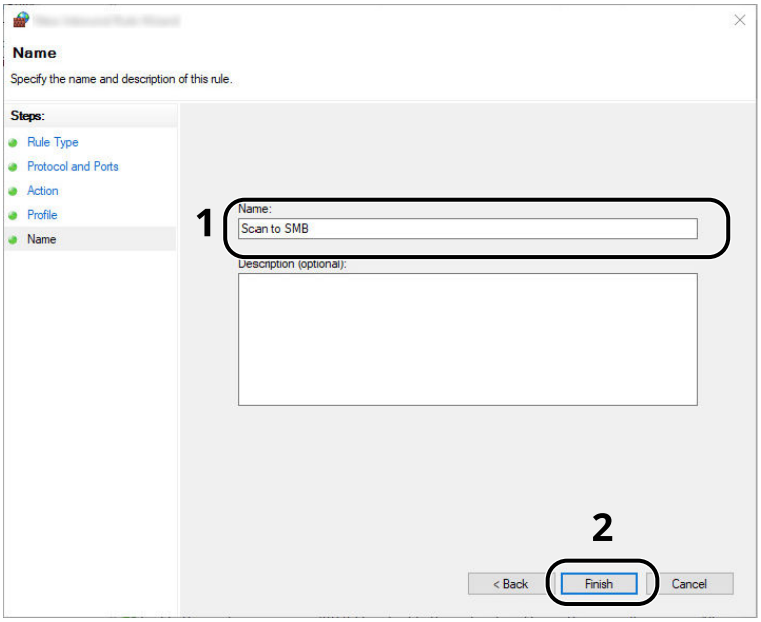
7 Select [Allow the connection] and select [Next].



8 Make sure all checkboxes are selected and select [Next].



9 Enter "Scan to SMB" in "Name" and select [Finish].



Scan to Folder Setup Tool for SMB

An environment for sending a document to Windows can be set up smoothly by using the Scan to Folder Setup Tool for SMB 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

By operating the Scan to Folder Setup Tool for SMB, you can configure the following settings.

- Create a shared folder in a PC for receiving documents:

  A new folder can be easily created on the desktop. Also, the newly created folder is automatically set as a shared folder.

- Set the created shared folder as an address on this machine:

  Information such as the name of the computer and shared names for the shared folder are easily recorded in the address book of this machine and can also be registered on the One Touch Keys.

NOTE

- Log in to Windows with administrator privileges.
- If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

  ➡ Log in as Machine Administrator or Administrator (page 123)

---

1 Launch the Scan to Folder Setup Tool for SMB.

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

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

Registering Destinations in the Address Book

Save frequently used destinations to the Address Book or One Touch Keys. The destinations saved can be changed. The destinations are available for Send as Email, Send to Folder, and Fax Transmission (Only on products with the fax function installed).

NOTE

- Registering and editing of the Address Book can also be done in Embedded Web Server.

  ➡ Registering Destinations (page 137)

- Editing of the Address Book can be restricted to administrators.

  ➡ Edit Restriction (page 509)

Adding a Destination for Common Address Book

Common Address Book is the default address book in the machine. You can add, edit, delete, or copy destinations in the Common Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Common Address Book.

NOTE

If registering and editing of the Common Address Book is restricted to administrators, you can edit the Common Address Book by logging in with administrator privileges.

➡ Edit Restriction (page 509)

➡ **Embedded Web Server RX User Guide**

Adding a Destination for Departmental Address Book

Departmental Address Book is a type of address book that is specific to users. You can add, edit, or delete destinations after creating a Departmental Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Departmental Address Book.

NOTE

- This function is enabled if you have created a departmental address book.

  ➡ Creating a Departmental Address Book (page 173)

- If registering and editing of the Departmental Address Book are restricted to administrators, you can edit the Departmental Address Book by logging in with administrator privileges.

  ➡ Edit Restriction (page 509)

  ➡ **Embedded Web Server RX User Guide**

Creating a Departmental Address Book

1 Display the screen.

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Create Departmental Address Book] > [Add]

2 Add the name.

Enter the departmental address book name to be displayed on the Address Book when using the Send function.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 868)

3 Enter the number.

To have the number assigned automatically, select [Auto].

NOTE

- The number is an ID for a departmental address book. You can select any available number out of 50 numbers.
- The number cannot be registered if you specify a departmental address book number that is already in use. An error message appears when you select [OK].
- The Departmental Address Book number cannot be edited once assigned.

4 Select a sharing option.

Selecting an option for sharing allows you to choose specified users who can access the created departmental address book. You can set whether the departmental address book can be displayed as another address book when sending a file.

1 Select [Sharing].

2 Select any of the following:

- [On (by All Users)]
- [Off]
- [On (by Specified Users)]

NOTE

When you select [On (by Specified Users)], you can choose specific users by selecting [Select Users] > [Accounting List] or [Local User List].

5 Select [OK].

NOTE

Selecting [ ] (information icon) shows the detailed information of the selected departmental address book.

Editing a Departmental Address Book

You can edit the name or the sharing options of the departmental address book you created. Any changes will not affect the registered destinations on the corresponding departmental address book. To modify the registered destinations on the departmental address book, refer to the following:

➡ Departmental Address Book (page 186)

1 Display the screen.

1. [Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Create Departmental Address Book]
2. Select the departmental address book you want to edit > [Edit].

2 Edit the departmental address book entries as needed.

3 Select [OK] > [OK].

Deleting a Departmental Address Book

You can delete one or more preferred departmental address books. All the registered destinations (contacts and groups) in the departmental address book will be deleted. To delete the registered destinations in the departmental address book, refer to the following:

➡ Departmental Address Book (page 187)

1 Display the screen.

1. [Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Create Departmental Address Book]
2. Select one or more departmental address books you want to delete > [Delete].

2 Select [Delete].

Registering an Address (E-mail Address)

1 Display the screen.

You can register an address in any of the following address books.

Common Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Add] > [Contact]

Departmental Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Add] > [Contact]

2 Add the name.

Enter the destination name to be displayed on the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 868)

3 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a destination. You can select any available number from 0 to 350 for either contacts or groups when registering an address to the Common Address Book.
- You can select any available number from 0 to 120 for either contacts or groups when registering an address to the Departmental Address Book.
- The number cannot be registered if you specify an address number that is already in use, an error message appears when you select [Register].
- If you set [Auto] as the address number, the address is registered under the lowest available number.

4 Add the address.

1 Select ✉ : Email Address

NOTE

- You can also select for Fax.

  Refer to the following for details on adding FAX.

  ➡ **FAX Operation Guide**

2 Select the entry field and enter the email address.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 868)

5 Review destination entry > [Register].

The destination is added to the Address Book.

To add a new address to the One Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One Touch Key.

➡ Adding a Destination on One-Touch Key (page 189)

Registering an Address (Folder (SMB) Address)

The registering method of a folder (SMB) address to Address Book is as follows.

1 Display the screen.

You can register a folder (SMB) address in any of the following address books.

Common Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Add] > [Contact]

Departmental Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Add] > [Contact]

2 Add the name.

1 Enter the destination name to be displayed in the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 868)

2 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a destination. You can select any available number from 0 to 350 for either contacts or groups when registering an address to the Common Address Book.
- You can select any available number from 0 to 120 for either contacts or groups when registering an address to the Departmental Address Book.
- If you specify an address number that is already in use, an error message appears when you select [Save], and the number cannot be registered. If you set [Auto] as the address number, the address is registered under the lowest available number.

3 Add the address.

1 Select SMB : Folder (SMB) Address

2 To directly specify the SMB folder, enter the following:

- Host Name
- Port
- Folder Path
- Login User Name
- Login Password

NOTE

For the computer name, share name, domain name, and user name, enter the information that you noted when you created the shared folder. For details on creating shared folders, refer to the following:

➡ Preparation for Sending a Document to a Shared Folder in a PC (page 159)

You can search for a folder on a PC on the network. Select [Search Folder by Host Name], and then select the folder from the Search Results list.

NOTE

- If you selected [Search Folder by Host Name], you can enter the "Domain/Workgroup Name", and "Host Name" to search PCs on the network.
- A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears and select [OK]. The login user name and login password entry screen appears.
- After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and select [OK]. The address of the selected shared folder is set.

The following explains the items to be entered:

"Host Name"

Computer name

"Host name" or "IP address"

To enter the IPv6 address, enclose the address in brackets [ ].

(Example: [2001:db8:a0b:12f0::10])

"Port"

Port number

If the port number is not specified, the default port number is 445.

"Folder Path"

Share name

Example: scannerdata

If saving in a folder in the shared folder: share name\folder name in shared folder

"Login User Name"

- If the computer name and domain name are the same:

  User Name

  Example: james.smith

"Login Password"

Windows login password

(case-sensitive)

NOTE

- Refer to the following for details on entering characters.

  ➡ Character Entry Method (page 868)

- Select [Connection Test] to check the connection to the server you chose. If the connection fails, check the entries you made.

4 Review destination entry > [Register].

The destination is added to the Address Book.

To add a new address to the One-Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One-Touch Key.

➡ Adding a Destination on One-Touch Key (page 189)

Registering an Address (Folder (FTP) Address)

The registering method of a folder (FTP) address to Address Book is as follows.

1 Display the screen.

You can register a folder (SMB) address in any of the following address books.

Common Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Add] > [Contact]

Departmental Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Add] > [Contact]

2 Add the name.

1 Enter the destination name to be displayed in the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 868)

2 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a destination. You can select any available number from 0 to 350 for either contacts or groups when registering an address to the Common Address Book.
- You can select any available number from 0 to 120 numbers for either contacts or groups when registering an address to the Departmental Address Book.
- The number cannot be registered if you specify an address number that is already in use, an error message appears when you select [Save].
- If you set [Auto] as the address number, the address is registered under the lowest available number.

3 Add the address.

1 Select FTP : Folder (FTP) Address

2 To directly specify the FTP folder, enter the following:

- Host Name
- Port
- Folder Path
- Login User Name

- Login Password

The following explains the items to be entered:

"Host Name"

Host name or IP address of FTP server

"Host name" or "IP address"

To enter the IPv6 address, enclose the address in brackets [ ].

(Example: [2001:db8:a0b:12f0::10])

"Port"

Port number

If the port number is not specified, the default port number is 21.

"Folder Path"

Path for the file to be stored

For example: User\ScanData

If no path is entered, the file is stored in the home directory.

When the FTP server is based on Linux/UNIX, the path including the subfolder is combined by the slash "/" not using the backslash.

"Login User Name"

FTP server login user name

"Login Password"

FTP server login password

NOTE

- Refer to the following for details on entering characters.

  ➡ Character Entry Method (page 868)

- Select [Connection Test] or [Connection Test (Encrypted TX)] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

4 Review destination entry > [Register].

The destination is added to the Address Book.

To add a new address to the One-Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One-Touch Key.

➡ Adding a Destination on One-Touch Key (page 189)

Add the group

Compile two or more contacts into a group. Designations in the group can be added at the same time. A maximum of 50 groups can be added in the Common Address Book and 20 groups in the Departmental Address Book.

NOTE

Before adding a group in the Common Address Book or Departmental Address Book, the contacts to be included in the group must be added first. Register one or more individual destinations as needed before proceeding. The number of destinations that can be added in a group is described below.

- Destinations: 100
- Destinations for FTP and SMB: 5

1 Display the screen.

You can add a group in any of the following address books.

Common Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Add] > [Group]

Departmental Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Add] > [Group]

2 Add the name.

1 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a group. You can select any available number from 0 to 350 when adding a group on the Common Address Book.
- You can select any available number from 0 to 120 when adding a group on the Departmental Address Book.
- The number cannot be registered if you specify an address number that is already in use, an error message appears when you select [Save].
- If you set [Auto] as the address number, the address is registered under the lowest available number.

2 Enter the group name displayed in the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 868)

3 Select the destinations.

Select destinations (contacts) to add to the group. Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

NOTE

Destinations can be sorted or searched by destination name or address number.

➡ Destination Search (page 298)

4 Review destination entry > [Save].

The group is added to the Address Book.

To add a new address to the One-Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One-Touch Key.

➡ Adding a Destination on One-Touch Key (page 189)

Editing Address Book Entries

Edit the destinations (contacts or groups) you added to the Address Book.

NOTE

Modifications set following these steps will be reflected on the corresponding address.

1 Display the screen.

1 You can edit a contact in any of the following address books.

Common Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)]

Departmental Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered

2 Select [ ] (information icon) for the destination or group to edit.

NOTE

Destinations can be sorted or searched by destination name or address number.

➡ Destination Search (page 298)

2 Edit the destination.

Editing a Contact

1 Change "Name", "No.", destination type, and address.

➡ Adding a Destination for Common Address Book (page 172)

2 [Save] > [OK]

Register the changed destination.

Editing a destination to a group

1 Change "Name" and "No.".

➡ Add the group (page 184)

2 Change the destination. Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

3 [Save] > [OK]

Register the changed destination.

Deleting Address Book Entries

Delete the destinations (contacts or groups) you added to the Address Book.

When deleting a destination, only the contacts or groups registered on the common address book or departmental address book will be deleted.

1 Display the screen.

1 You can delete a contact in any of the following address books.

Common Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)]

Departmental Address Book

[Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered

2 Select a destination or group to delete.

NOTE

Destinations can be sorted or searched by destination name or address number.

➡ Destination Search (page 298)

2 [Delete] > [Delete]

Delete the contact or group.

Copying Address Book Entries

You can copy one or more contacts from the common address book to any departmental address book. You can also select any contacts from a specified group from the common address book to your preferred departmental address book.

NOTE

You cannot copy a registered contact from a departmental address book to the common address book.

1 Display the screen.

1. [Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)]
2. [Copy] > Select one or more contacts you want to copy > [Next].
3. Select the departmental address book where you want the contact to be copied.

2 Select [Copy] > [Copy].

Adding a Destination on One-Touch Key

Assign a new destination (contact or group) to a one touch key.

NOTE

- Refer to the following for use of One-Touch Key.

  ➡ Choosing from One Touch Key (page 300)

- You can add One Touch keys and change their settings on Embedded Web Server.

  ➡ **Embedded Web Server RX User Guide**

- If registering and editing of the One Touch Keys are restricted to administrators, you can edit the One Touch Keys by logging in with administrator privileges.

  ➡ Edit Restriction (page 510)

  ➡ **Embedded Web Server RX User Guide**

1 Display the screen.

[Home] key > [...] > [System Menu] > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

2 Add One Touch Keys.

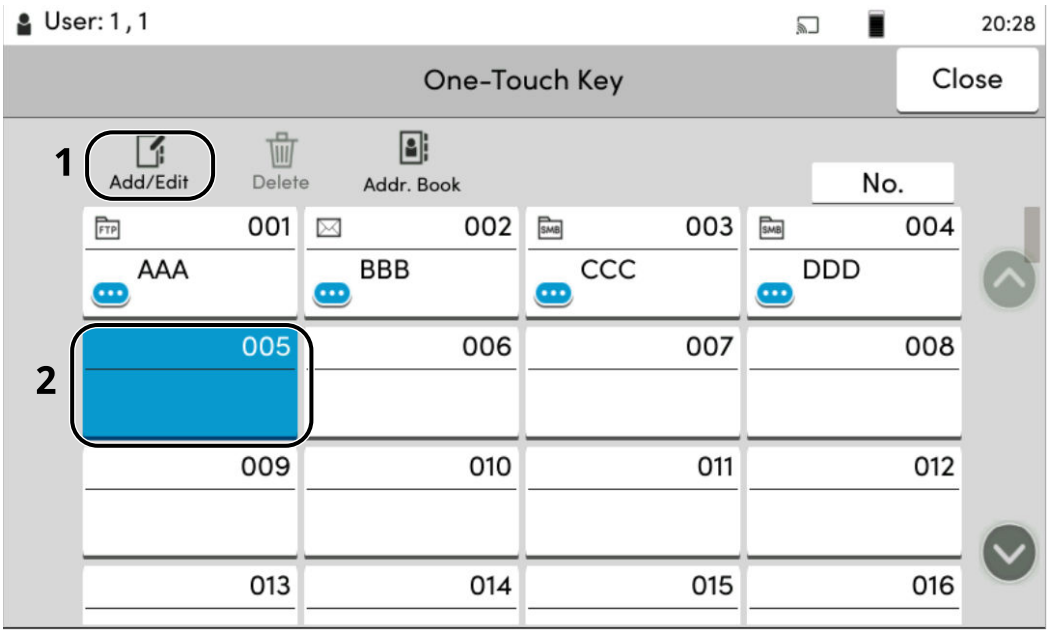
1 Select a One-Touch Key number for the destination > [Add/Edit].

Enter a number in "No." to display the One-Touch Key.

Select a One-Touch Key with no registered destination.

NOTE

You can also add a One-Touch Key from the Departmental Address Book by selecting [Addr. Book]. Select the corresponding departmental address book you want to register One-Touch Keys.



2 Enter "Display Name".

NOTE

- Refer to the following for details on entering characters.

  Character Entry Method (page 868)

- "Display Name" is used for One-Touch Keys in the Send function screen.

3 Select [Destination].

Address Book appears.

4 Select a destination (contact or group) to add to the One-Touch Key number > [OK].

Selecting [...] (information icon) shows the detailed information of the selected destination.

NOTE

Destination Search (page 298)

5 Select [OK].

The destination will be added to the One-Touch Key.

Editing the Destination to a One-Touch Key

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

2 Select a One-Touch Key number then select [Add/Edit].

Enter a number in "No." to display the One-Touch Key.

NOTE

- You can also edit a destination to a One-Touch Key from the Departmental Address Book by selecting [Addr. Book].

  Select the corresponding departmental address book in which the One-Touch Key you want to edit is registered.

- Select [...] (information icon) for the One-Touch Key to display the information registered in the One-Touch Key.

2 Change the Registered Information.

1 Change "Display Name".

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 868)

2 Select [Destination] and select a new destination (contact or group). Selecting [ ] (information icon) shows the detailed information of the selected destination.

NOTE

➡ Destination Search (page 298)

3 [OK] > [OK]

Add the destination to the One-Touch Key.

Deleting the Destination to a One-Touch Key

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

2 Select a One-Touch Key number to delete.

Enter a number in "No." to display One-Touch Key.

NOTE

You can also delete a destination to a One-Touch Key from the Departmental Address Book by selecting [Addr. Book].

Select the corresponding departmental address book in which the One-Touch Key you want to delete is registered.

2 Delete the Registered Information.

[Delete] > [Delete]

The data registered in the One-Touch Key is deleted.

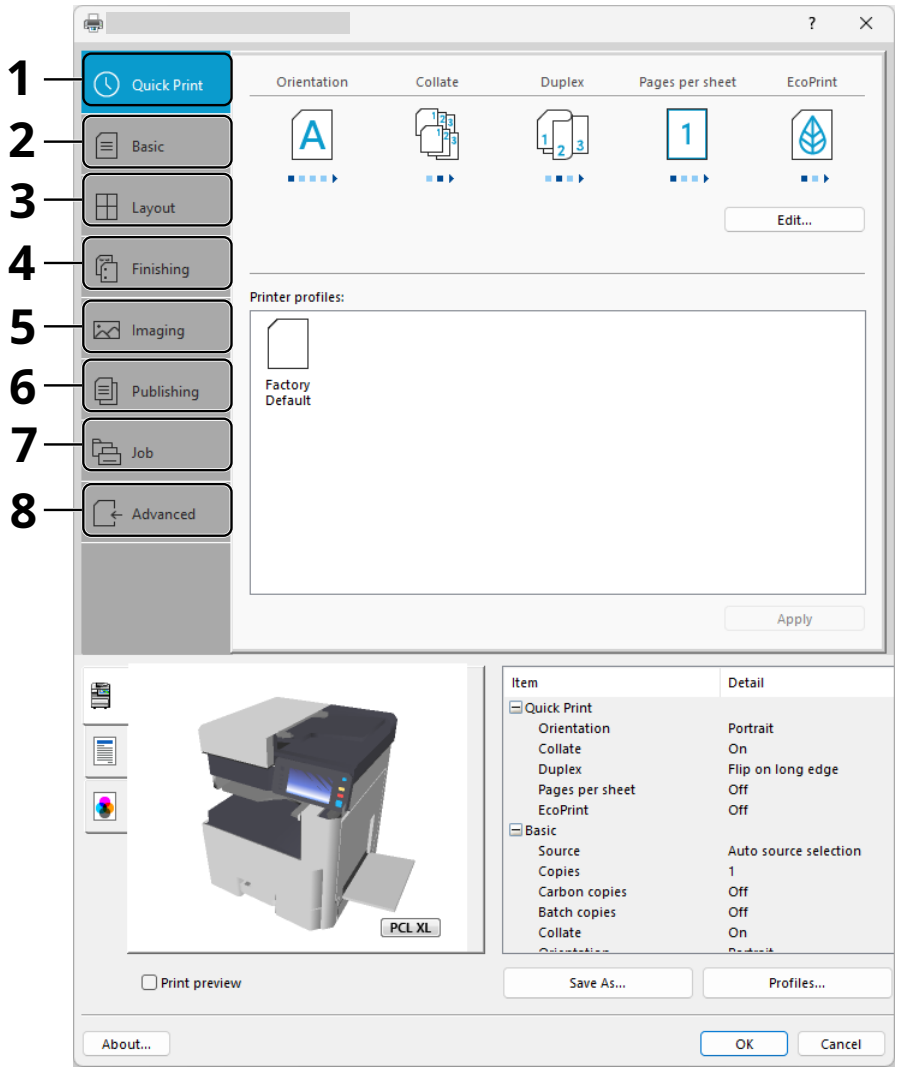
4 Print from PC

Printer Driver Print Settings Screen 194
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Monitoring the Printer Status (Status Monitor) 228

Printer Driver Print Settings Screen

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

➡ **Printer 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.

[Profiles]

Printer driver settings can be saved as a profile. Saved profiles can be recalled at anytime, so it is a convenient practice to save frequently used settings.

[Edit]

This allows you to customize the features to be included at the top of the Quick Print tab. You can select up to 5 features to be displayed.

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 the finishing of printed media.

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

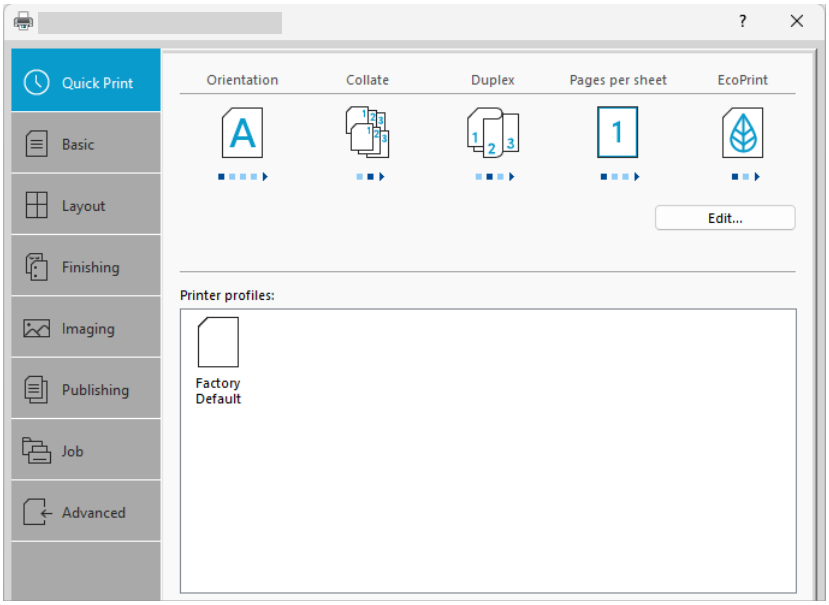
This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you prefer to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

2 Click the item you want to know about.

NOTE

You can also press the [F1] key to display Help.

Changing the Default Printer Driver Settings (Windows 11)

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:

➡ **Printer Driver User Guide**

1 Click the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

You can enter "Printers" in the search box and then select [View devices and printers].

2 Click the printer driver icon of the machine and select [Printer properties].

3 In the [General] tab, select [Preference].

4 Select the default settings and select [OK].

Changing the Default Printer Driver Settings (Windows Server 2016 and later)

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:

➡ **Printer Driver User Guide**

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

Printing from PC

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

NOTE

- To print the document from applications, install the printer driver downloaded from Download Center on your computer.

  Triumph-Adler

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

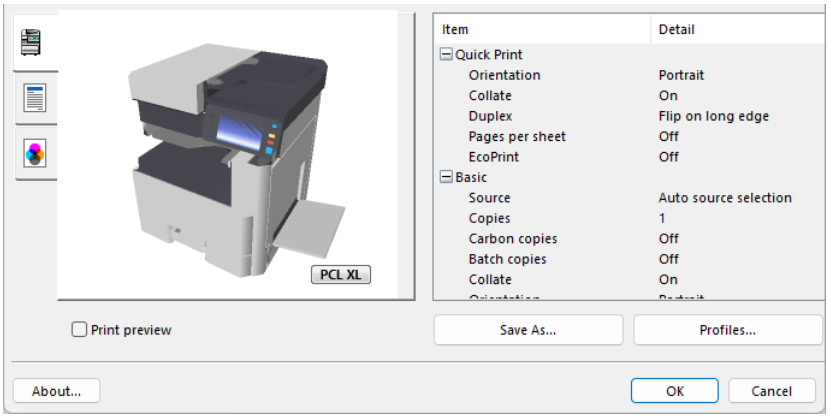
  https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

  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

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



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

  ➡ Loading Paper in the Multipurpose Tray (page 151)

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.

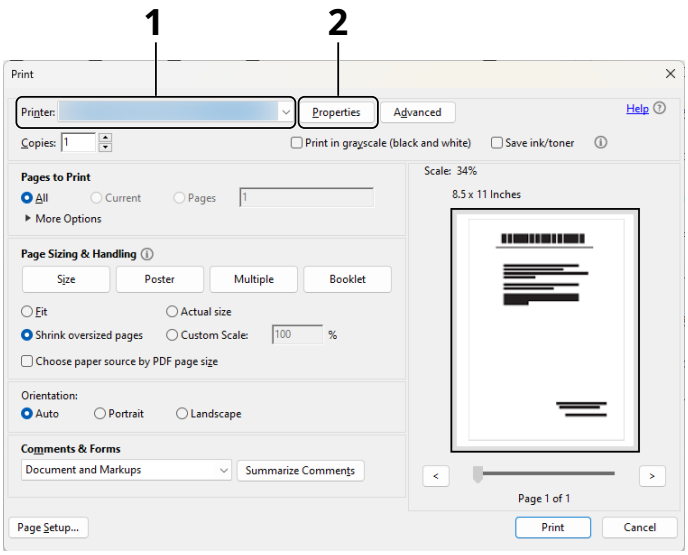
➡ [Paper Feeding] (page 476)

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 select [Properties].



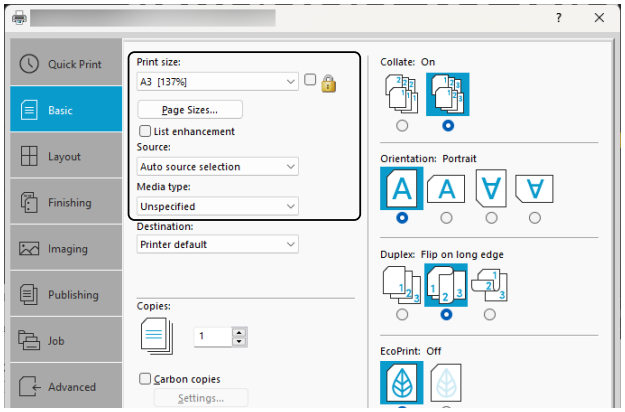
2 Select the [Basic] tab.

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 Nonstandard-sized Paper (page 200)

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



4 Click [OK] to return to the Print window.

3 Start printing.

Select [OK].

Printing on Nonstandard-sized Paper

If you load 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

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

➡ [Paper Feeding] (page 476)

1 Display the screen.

1 For Windows 11, select the [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

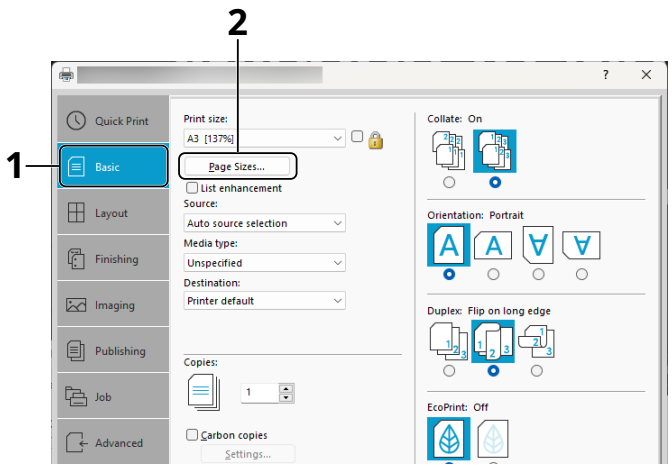
Select the Windows [Start] button > [Windows System Tool] > [Control Panel] > [Devices and Printers].

2 Click the printer driver icon of the machine and select [Printer properties].

3 In the [General] tab, select [Preferences].

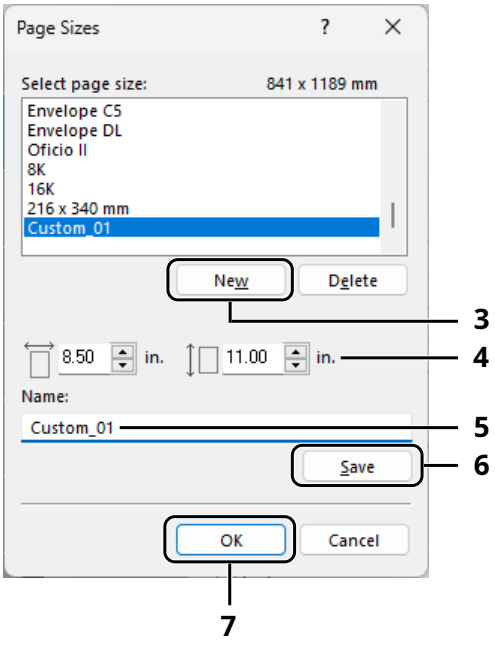
2 Register the paper.

1 Select [Basic].



2 Select [Page Sizes].

3 Select [New].



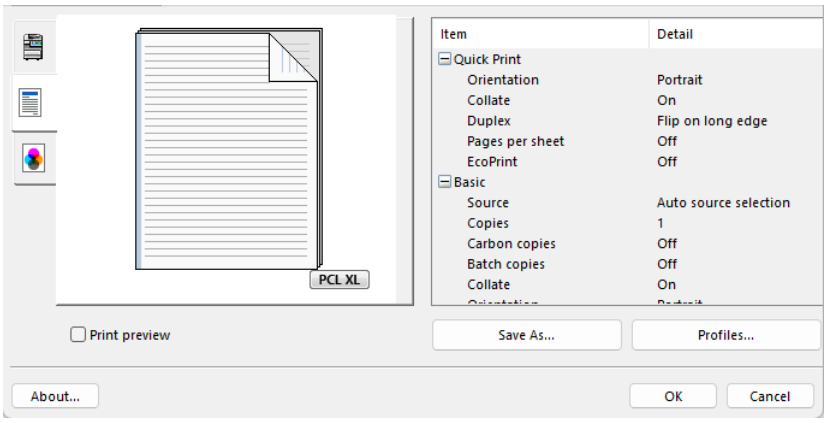
4 Enter the paper size.

5 Enter the name of the paper.

6 Select [Save].

7 Select [OK].

8 Select [OK].

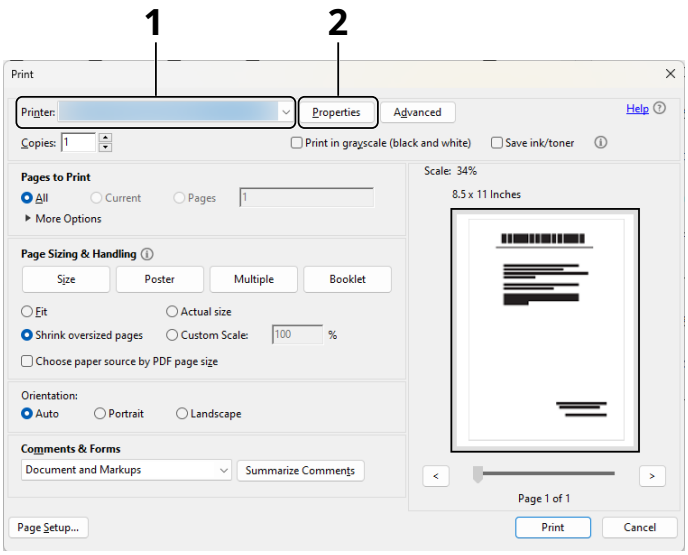


3 Display the print settings screen.

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

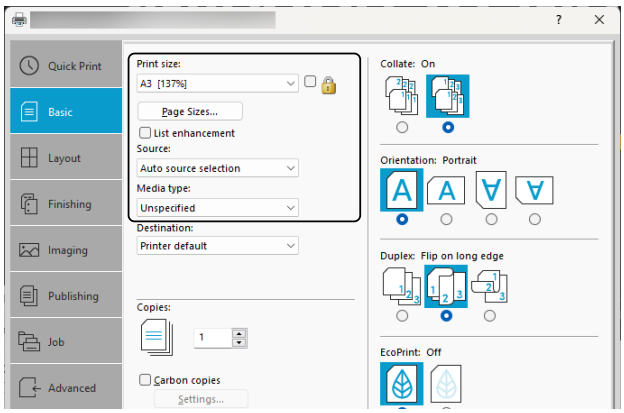
4 Select the paper size and type of nonstandard-sized paper.

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



2 Select [Basic].

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



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

NOTE

For postcard or envelope, select [Cardstock] or [Envelope] in the "Media type" menu.

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

5 Select [OK] to return to the Print window.

5 Start printing.

Select [OK].

Printing with Universal Print

Jobs can be printed via the cloud by using the cloud service "Universal Print" provided by Microsoft Corporation. Users authorized in the Azure Active Directory can print to Universal Print ready printers from anywhere.

NOTE

- A Microsoft 365 license and an Azure Active Directory account are necessary in order to use Universal Print. If you do not have one, please obtain these licenses and accounts.
- In order to use Universal Print, the following prerequisites need to be met:
  - A Universal Print-eligible license must be assigned to the user account used.
  - Printer Administrator or Global Administrator privileges must be assigned to all administrators.

Registering the Machine to Universal Print

NOTE

Only IB-37 and IB-38 can use Universal Print as the external network interface (IB-53, IB-54, and IB-55 are not supported).

1 Start up the browser.

Specify https://[Host name of this Machine] and start Embedded Web Server.

2 Display the screen.

[Function Settings] > [Printer] > "Universal Print Settings" > [Settings]

3 Configure the settings.

1 Enter "Printer Name" in "Basic".

NOTE

Set the proxy if required.

➡ **Embedded Web Server RX User Guide**

2 Launch the Microsoft Authenticator installed on your mobile device.

NOTE

- If you do not install the Microsoft Authenticator yet, follow the on-screen instructions to install it on your mobile device.
- For Exchange Online accounts with two-factor authentication (2FA) enabled, make sure to have access to your preferred authentication app. Log in to your Exchange Online account, and then follow the instructions to complete 2FA. For more information, contact your Exchange Online server administrator.

3 Configure preferred settings and select [Register] in "Universal Print".

A Microsoft URL and an access code are displayed.

4 Click the URL and enter the access code obtained in Step 2 > [Next].

5 Log in as an Azure administrator.

NOTE

Credential is required only when you register for the first time. Click [Approve].

6 Close the Microsoft web page and return to the Embedded Web Server screen.

7 Select [OK].

Returns to the Universal Print Settings screen.

NOTE

Once registration is complete, [Register] in "Universal Print" will change to [Unregister], and the expiration date of certificate will be shown. Click [Refresh] if the display remains unchanged.

8 Click [Edit] in "Universal Print Preferences" and copy the unregister URL.

9 Open a new tab in the browser and paste the URL.

You will be redirected to the Universal Print web page.

10 Click [Printers].

Registered printers are displayed.

11 Check the box for this machine and click [Share].

The "Shared printers" screen is displayed.

12 Select the users you want to share this machine with from the "Select member(s)" menu and select [Share Printer].

NOTE

Enable [Allow access to everyone in my organization] to share this machine with all users in your organization.

13 Close the Universal Print web page.

Registering a Shared Printer to a Computer

To use Universal Print, it is necessary to add a shared printer registered with Universal Print to the computer.

1 Log in.

1 Select the Windows [Start] button > [Settings] > [Accounts] > [Access work or school].

2 Select an administrator account.

NOTE

If the Azure administrator account name is not displayed, click [+] (Connect), and use the Azure administrator account name and password to log in.

2 Display the screen.

Select [Home] > [Devices] > [Printers & scanners].

3 Configure the function.

1 Click [Add a printer or scanner].

2 Select the shared printer and click [Add device].

The shared printer is registered.

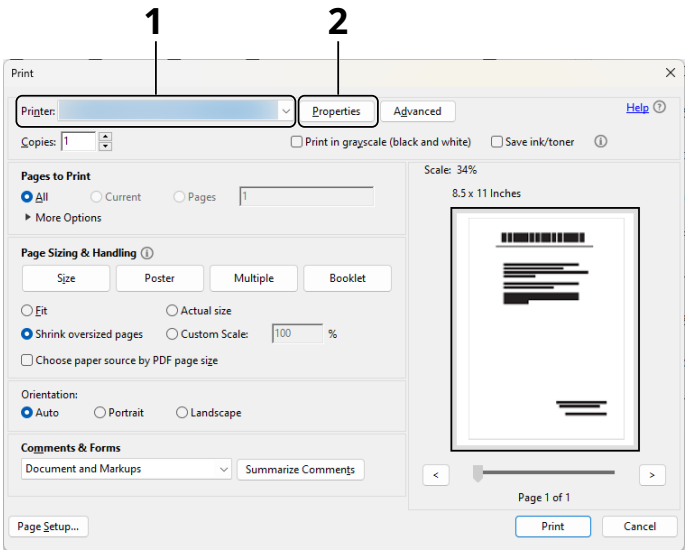
Print the Job

1 Display the screen.

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

2 Configure the settings.

1 Select a registered shared printer from the [Printer] menu and select [Properties].



2 Set the paper size, printer function, etc.

3 Select [OK] to return to the Print window.

3 Start printing.

Select [OK].

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 (page 261)

1 **Double-click the printer icon ( ) displayed on the taskbar.**

2 **Click the file you prefer to cancel printing and select [Cancel].**

Printing from the Mobile 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 an 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 RX User Guide**



Printing by Universal Print

Universal Print is a printing service provided by Microsoft. This service enables a user with an 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 RX User Guide**

NOTE

- In order to use Universal Print, it is necessary for Windows or Microsoft 365 license, and Azure Active Directory account. If not, please acquire the 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 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 website of Mopria Alliance.

Printing with Wi-Fi Direct

Wi-Fi Direct is a standard wireless LAN established by Wi-Fi Alliance. One of the functions of wireless LAN is to allow direct transmission between devices even without wireless LAN access point or wireless LAN router.

The printing procedure by Wi-Fi Direct is the same as from mobile devices.

When you use a printer name or Bonjour name in the port settings of the printer properties, 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 Wi-Fi and Wi-Fi Direct have been configured in advance, the network between this machine and mobile device will be configured by simply tapping an NFC tag.

➡ Configuring the Wireless Network (page 81)

➡ Setting Wi-Fi Direct (page 86)

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 workflow below when using Job Box.

Use the operation panel to specify a file within a Box and print it.

You can print the documents from the following boxes.

- Private Print Box
  ➡ Printing Documents from Private Print Box (page 215)
- Stored Job Box
  ➡ Printing Document from Stored Job Box (page 217)
- Quick Copy Box
  ➡ Printing Document from Quick Copy Box (page 219)
- Proof and Hold Box
  ➡ Printing Document from Proof and Hold Box (page 221)

Specifying the Job Box from a Computer and Storing the Job

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

2 Select the machine from the "Name" menu.

3 Select [Properties]. The Properties window 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:

➡ **Printer 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 author 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.
4. Select [Start Print].

   Printing starts.

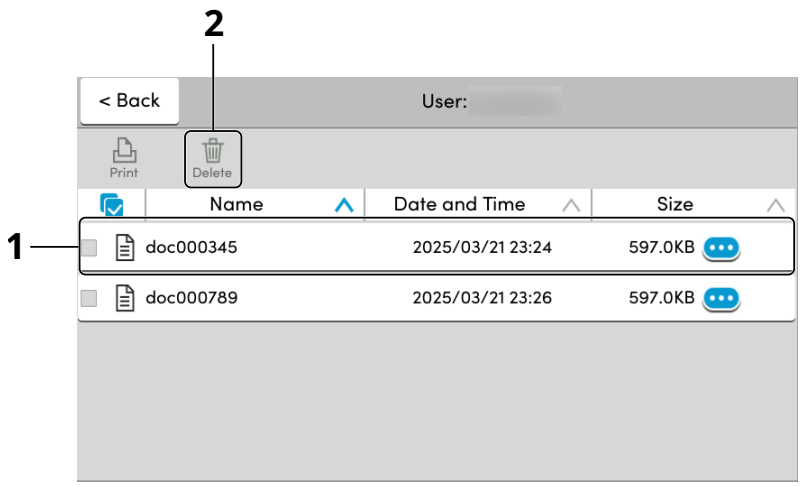
   Upon completion of printing, the Private Print job is automatically deleted.

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 author of the document.

2 Delete the document.



1. Select the document to delete > [Delete].
2. If the document is password-protected, 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 author 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.
4. Select [Start Print].

   Printing starts.

NOTE

If the document is password-protected, 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 author of the document.

2 Delete the document.

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

Printing Document from Quick Copy Box

Quick Copy feature allows you to print additional copies of the documents 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 in the box, you can set the maximum number of stored jobs.

➡ Quick Copy Job Retention (page 518)

1 Display the screen.

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

2 Print the document.

1. Select the document to print > [Print].
2. Specify the number of copies to print.
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 author 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 author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Specify the number of copies to print.
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 author of the document.

2 Delete the document.

1. Select the document to delete > [Delete] > [Delete].
   The document is deleted.

Printing Documents from PIN Print Box

This PIN Print Box holds a job when printing from applications that use the Internet Printing Protocol (IPP), such as AirPrint and Mopria. A pending print job can be outputted by entering the PIN code that was set at the time of printing.

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [PIN Print].
3. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Enter the PIN code.
3. Select [Print].

   Printing starts.

Deleting the Documents Stored in the PIN Print Box

1 Display the screen.

1. [Home] key > [Job Box]
2. Select [PIN Print].
3. Select the author of the document.

2 Delete the document.

1. Select the document to delete > [Delete].
2. Enter the PIN code.
3. Select [Delete].
   The document is deleted.

Printing Document from Universal Print Box

For added security, Universal Print can set a PIN code for the printing jobs. Jobs with a PIN code will be saved in the cloud without being printed. By entering the PIN code from the operation panel, jobs from this machine can be printed.

NOTE

- To use Universal Print, this machine must be registered as a shared printer.

  ➡ Registering the Machine to Universal Print (page 204)

- To use the Universal Print Box, you need a Windows 11 license, Microsoft 365 license, and an Azure Active Directory account.

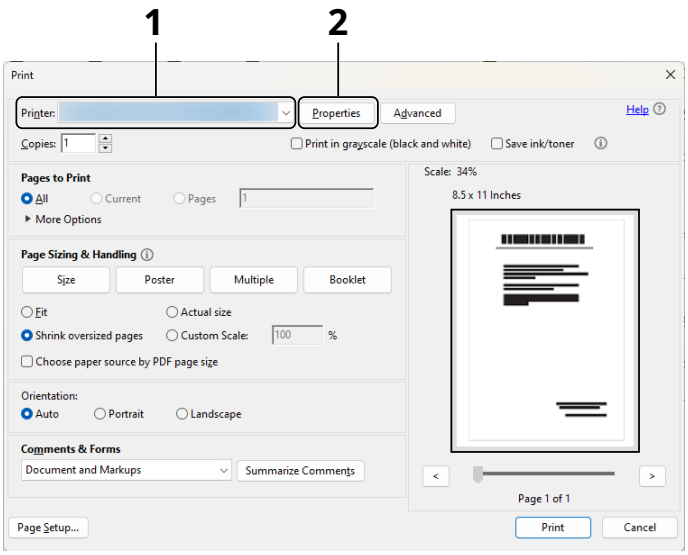
Storing a Job in the Universal Print Box

1 Display the screen.

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

2 Configure the settings.

1 Select a registered shared printer from the "Printer" menu and select [Properties].



2 Select [Advanced settings].

3 Set [PIN-protected printing] to [On] and set a PIN code (4 digits) as the [PIN-protected printing PIN].

4 Click [OK] > [OK] to return to the Print window.

3 Start printing.

Select [OK].

Printing the Documents Stored in the Universal Print Box

1 Display the screen.

1. Select [Universal Print] in the Home screen.
2. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Enter the PIN code.
3. Select [Start Print].
   Printing starts.
   Upon completion of printing, the Universal Print data is automatically deleted.

Deleting the Documents Stored in the Universal Print Box

1 Display the screen.

1. Select [Universal Print] in the Home screen.
2. Select the author of the document.

2 Delete the document.

1. Select the document to delete > [Delete].
2. Enter the PIN code.
3. Select [Delete].
   The document is deleted.

Monitoring the Printer Status (Status Monitor)

The Status Monitor is an active reporting function that provides the printer status.

NOTE

Be sure that:

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

➡ [Protocol Settings] (page 542)

Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

Exiting the Status Monitor

Use either of the methods listed.

Exit manually

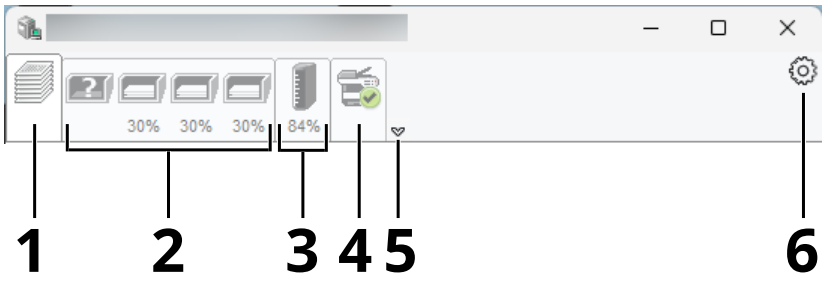
Click the settings icon and select [Exit] in the menu.

Exit automatically

The Status Monitor automatically shuts down after a few minutes of inactivity.

Quick View State

The status of the printer is displayed using icons. Detailed information is displayed when the expand button is clicked.

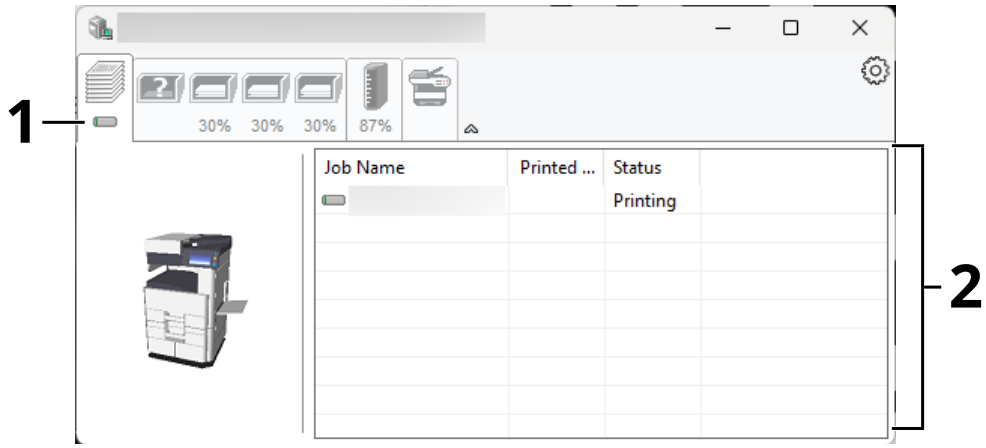


1 Printing progress tab
2 Paper tray status tab
3 Toner Status Tab
4 Alert tab
5 Expand button
6 Settings icon

Detailed information is displayed by clicking on each icon tab.

Printing Progress Tab

The status of the print jobs is displayed.



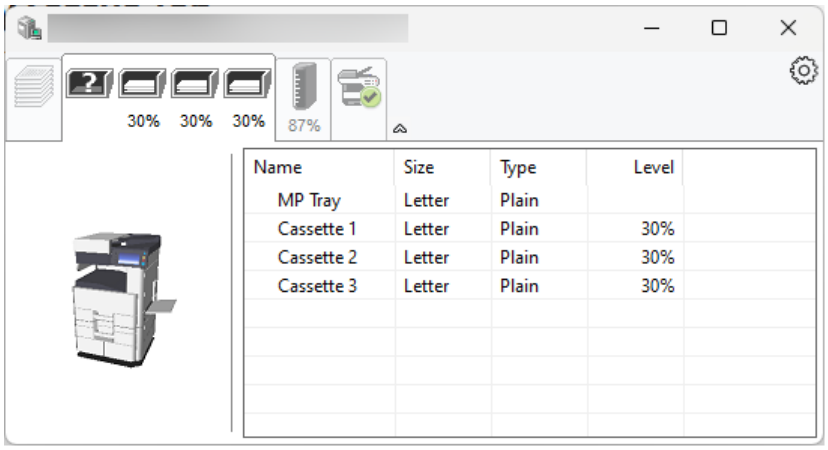
1 Status icon

2 Job list

Select a job from the list. It can be canceled using the menu displayed with a right-click.

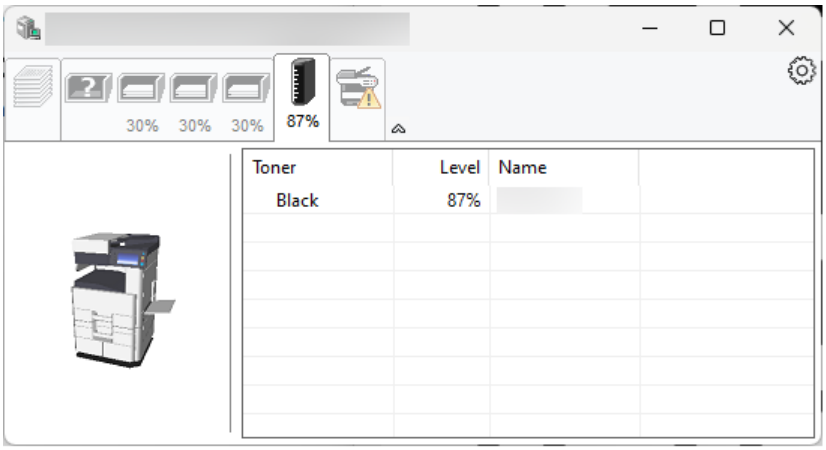
Paper Tray Status Tab

Information about the paper in the printer is displayed.



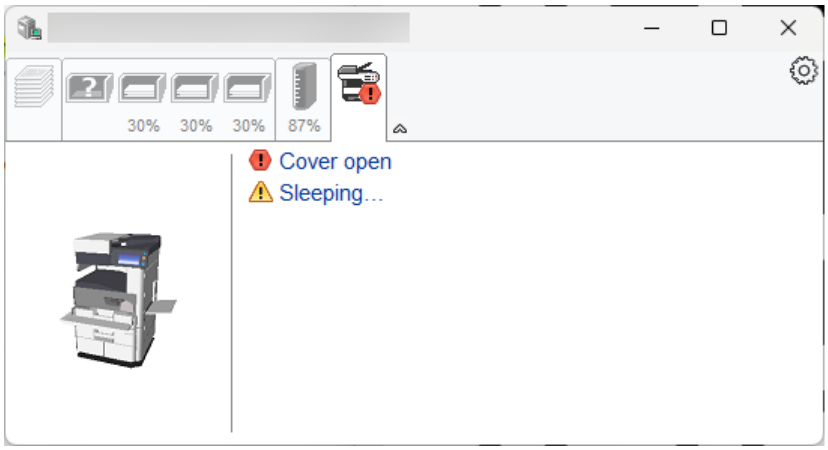
Toner Status Tab

The amount of remaining toner is displayed.



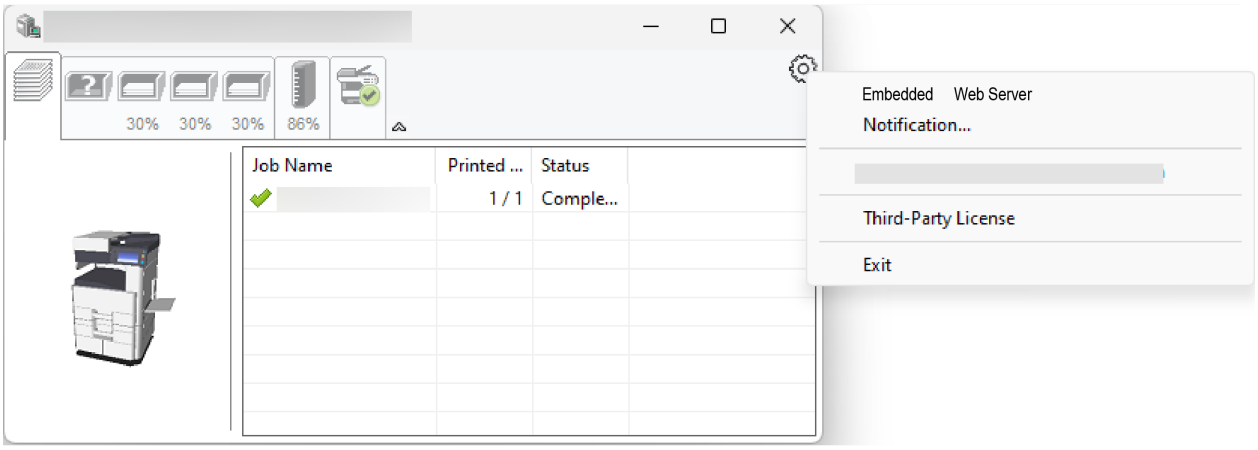
Alert Tab

A notice is displayed using a 3D image and a message if an error occurs.



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 a USB connection.

➡ **Embedded Web Server RX User Guide**

[Notification]

This sets the display of the Status Monitor.

➡ Status Monitor Notification Settings (page 236)

[Third-Party License]

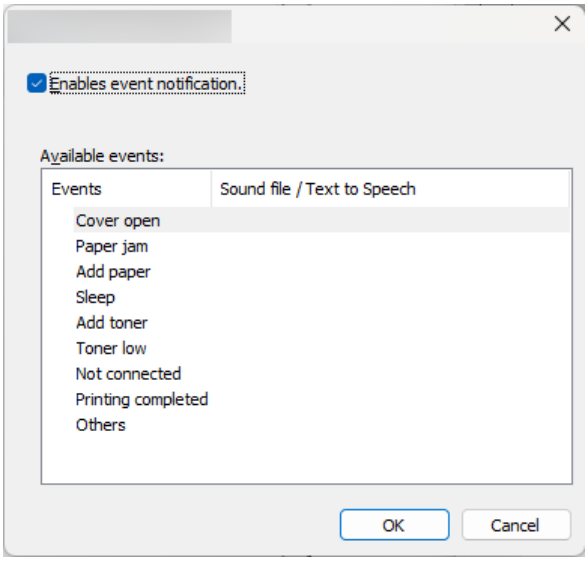
This allows you to view copyright information.

[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.

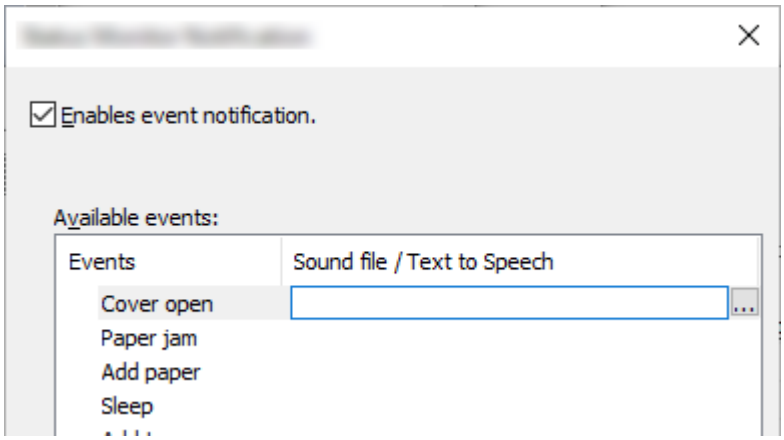
1 **Select "Enables event notification".**

If this setting is set to Off, then 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 [...] to browse for the 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 Originals 238
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Loading Originals

Load the originals on the platen or document processor, depending on the original size, type, volume, and function.

Platen

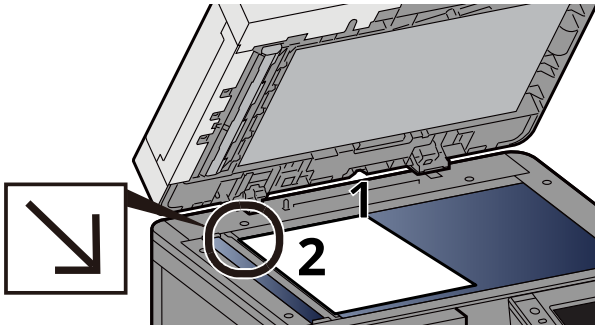
Place the sheet, book, postcards, and envelopes.

Document Processor

Place the multiple originals. You can also place the two-sided originals.

Placing Originals on the Platen

You may place books or magazines on the platen aside from ordinary-sheet originals.



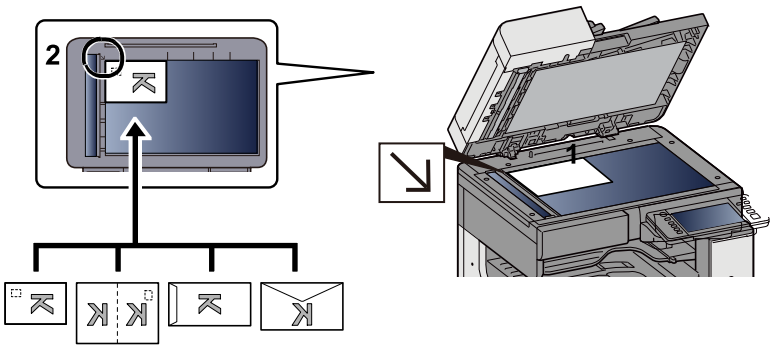
1 Put the scanning side facedown.

2 Align it flush against the original size indicator plates, with the top left corner as the reference point.

NOTE

- A5 is detected as A4-R. Set the paper size to A5 by using the function key on the touch panel.
  ➡ Original Size (page 357)
- For details on Original Orientation, refer to the following:
  ➡ Original Orientation (page 364)

Placing Envelopes or Cardstock on the Platen



1 Put the scanning side facedown.

2 Align it flush against the original size indicator plates, with the top left corner as the reference point.

NOTE

When printing on envelope or cardstock, use the multipurpose tray to load the paper instead of the cassette. Loading envelope or cardstock in the cassette may cause paper jam due to its different size and form than the standard paper.

To load envelopes or cardstock in the multipurpose tray, refer to the following:

➡ When you place envelopes or cardstock on the platen (page 152)

CAUTION

Do not leave the document processor open as there is a danger of personal injury.

IMPORTANT

- Do not push the document processor forcefully when you close it. Excessive pressure may crack the platen glass.
- When placing books or magazines on the machine, do so with the document processor in the open position.

Original Specifications available in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned by configuring the Duplex settings.

➡ Duplex (page 389)

Originals Supported by the Document Processor

Settings	Description
Weight	45 g/m^2 to 160 g/m^2 (duplex: 50 g/m^2 to 120g/m^2)
Sizes	Maximum A3/Ledger (297 mm × 432 mm) (Long-sized 297 mm × 1,600 mm) to Minimum A5-R/Statement-R (140 mm × 182 mm)
Number × of sheets	Plain paper (80 g/m^2), Color paper, Recycled paper, High Quality paper: 50 sheets

Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals. Otherwise, the originals may be jammed, or the document processor may become dirty.

- Originals bound with clips or staples

IMPORTANT

Remove any clips or staples and straighten the curls, wrinkles, or creases before loading. Failure to do so may cause the originals to jam.

- Originals with adhesive tape or glue
- Originals with cut-out sections
- Curled originals
- Originals with folds

IMPORTANT

Straighten the folds before loading. Failure to do so may cause the originals to jam.

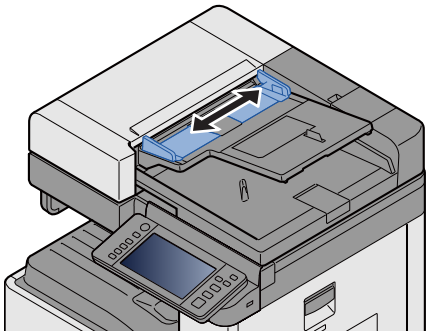
- Carbon paper
- Crumpled paper

Loading Originals in the Document Processor

IMPORTANT

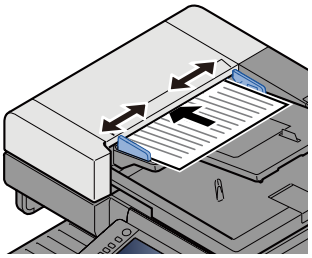
- Be sure that there are no originals left on the Document Processor output (DP output), as it may cause jams.
- Do not apply excessive force on the document processor, such as aligning the originals, as it may cause errors.
- Depending on the timing of using document processor, the loading speed may decrease.

1 Adjust the original width guides.



2 Place the originals.

1 Put the side to be scanned (or the first side of two-sided originals) face up. Slide the leading edge into the document processor as far as it will go.



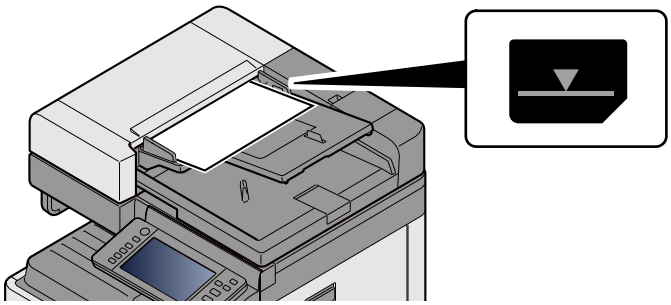
NOTE

For details on Original Orientation, refer to the following:

➡ Original Orientation (page 364)

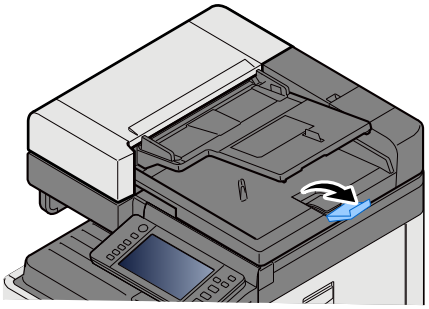
IMPORTANT

Confirm that the original width guides fit exactly with the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.

2 Open the original stopper to fit the size of the original set (Original size: A3 or Ledger).



Favorites

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

The preregistered favorites below have been configured with settings. These settings can be modified for easier use in your environment.

ID Card Copy

Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.

Default Registration

- Copy Functions
- Original Size: [A5]/[Statement]
- Paper Selection: [Cassette 1]
- Zoom: [100%]

Paper Saving Copy

Use this when you want to save paper. Follow the instructions on the screen to configure page grouping or 2-sided copying.

Default Registration

- Copy Functions
- Duplex: [1-sided>>2-sided]
- Combine: [2 in 1]
- Number of copies printed: 1
- Paper Selection: Cassette 1
- Original Type: [1-sided]

Scan to PC (Address Entry)

Use when you want to send images to a shared folder on any computer, using SMB or FTP server. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: New Folder
- Color Selection: [Auto Color (Color/B & W)]
- File Name Entry: Default value
- File Format: [PDF]
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]

Scan to PC (Address Book)

Use when you want to send images to a shared folder on a computer registered in the address book or to a folder on the FTP server. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: Address Book
- Color Selection: [Auto Color (Color/B & W)]
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]

Scan to E-mail (Address Entry)

Use when you want to send images to any email address. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: New Email Address
- Color Selection: [Auto Color (Color/B & W)]
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]
- File Name Entry: Default value
- File Format: [PDF]
- Email Subject: Default value
- Email Body: Default value

Scan to E-mail (Address Book)

Use when you want to send images to an email address registered in the address book. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: Address Book
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]
- Color Selection: [Auto Color (Color/B & W)]
- File Name Entry: Default value
- File Format: [PDF]
- Email Subject: Default value
- Email Body: Default value

NOTE

- Up to 20 functions combining copying and sending can be registered in the favorites.
- If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

Registering Favorites

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

1 Display the screen.

1 [Home] key > [Copy]

2 Select [Favorites] while the copy mode is accessed.

2 Register your favorite.

1 [Add] > Select a number (01 to 20) for the favorite number.

NOTE

To replace an existing favorite number, delete the current favorite, then register a new one.

2 In the "Function Type" screen, select either [Program] or [Wizard].

"Program"

The favorite immediately recalls the applicable setting.

"Wizard"

The favorite recalls the registered settings in sequence.

If you selected [Wizard], add the function that you want to register by selecting the checkbox, then select [Next >].

NOTE

In Send function, select [Destination Recall] to choose a destination.

3 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.

4 Select [OK].

Using Favorites

1 [Home] key > [...] > [Favorites]

Select the favorite number you want to use.

NOTE

- To use the favorite number immediately, select [Search] and enter the favorite number (01 to 20).
- In Home screen, you can also select the icon of your registered favorite number.
- If the registered favorite related to Document Box has been deleted, the favorite cannot be used. 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 your favorite number name.

1 Display the screen.

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

2 Edit your favorite.

1. Select the corresponding favorite number (01 to 20) to change.
2. Select [Edit] to change the favorite number and name.

➡ Registering Favorites (page 245)

3. [OK] > [OK]

Deleting Favorites

1 Display the screen.

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

2 Delete the favorite.

1. Select the corresponding favorite number (01 to 20) to delete.
2. [Delete] > [Delete]

Application

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

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

For details, consult your sales representative or dealer.

Installing Applications

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

  ➡ Log in as Machine Administrator or Administrator (page 123)

- Select [Print Report] to print an application report.

2 Install the application.

1 [Add] > [OK]

2 Insert the USB drive containing the application to be installed.

NOTE

- When the message "USB Drive is recognized. Displaying files." is displayed, select [Cancel].
- When the message "Start Installation." is displayed, select [Select App.].

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.

NOTE

- Once the installation ends, the "Add Application" screen appears, where you can also remove the USB drive.
- Select [Remove USB] and wait until the message "USB Drive can be safely removed." appears.

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

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. To use the application as a trial, select [Trial] without entering the license key.

3 Select [Start] > [OK].

IMPORTANT

- If you can 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.

If successful, "Ready" status is displayed.

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Deactivate the application.

1 Select the application you want to deactivate > [Deactivate].

2 Select [Yes].

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Delete the application.

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

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

2. Select [Yes].

Registering Shortcuts (Copy, Send, and 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.

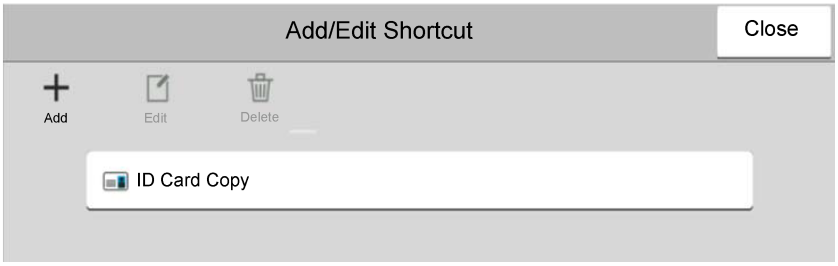
2 Register the shortcuts.

1 In "Shortcut", select [+].

Display the function menu.

NOTE

- You can also add a shortcut by selecting [ ] (expand screen icon) > [ ] (edit icon).
- When "Add/Edit Shortcut" screen appears, select [Add].



2 Select the function you want to add > [Next >].

3 Enter the shortcut name > [Next >].

NOTE

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

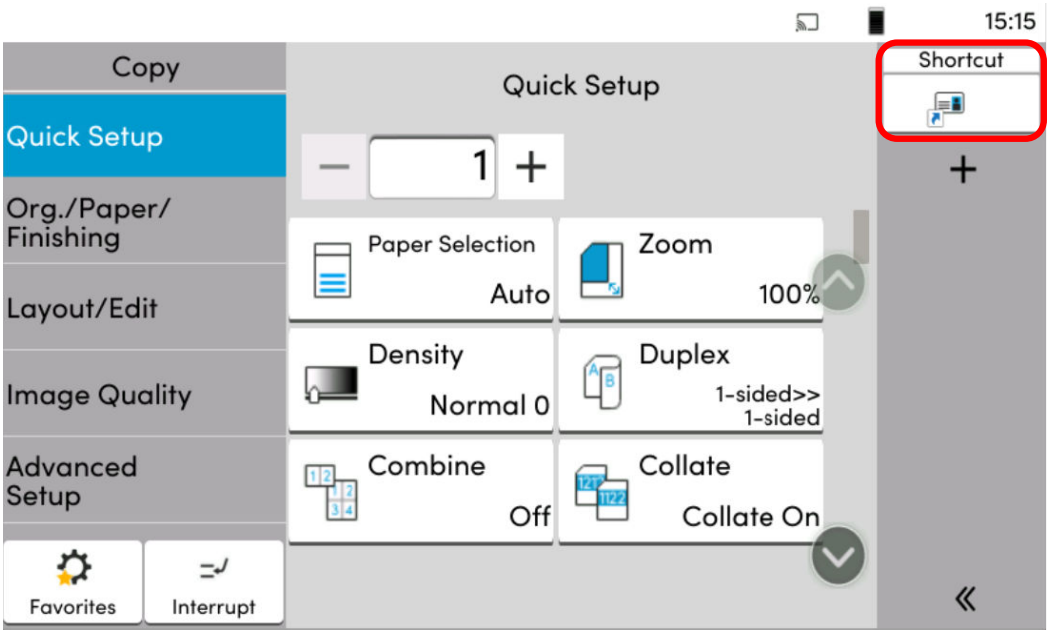
4 Confirm the entry.

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

NOTE

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

5 Select [Finish].



The shortcut is registered.

Editing Shortcuts

1 Display the screen.

1. Select [ ] (expand screen icon) > [ ] (edit icon).

   Display the shortcut menu.

2 Edit the shortcut.

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

Deleting Shortcuts

1 Display the screen.

1 Select [ ] (expand screen icon) > [ ] (edit icon).

Display the shortcut menu.

2 Delete the shortcut.

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

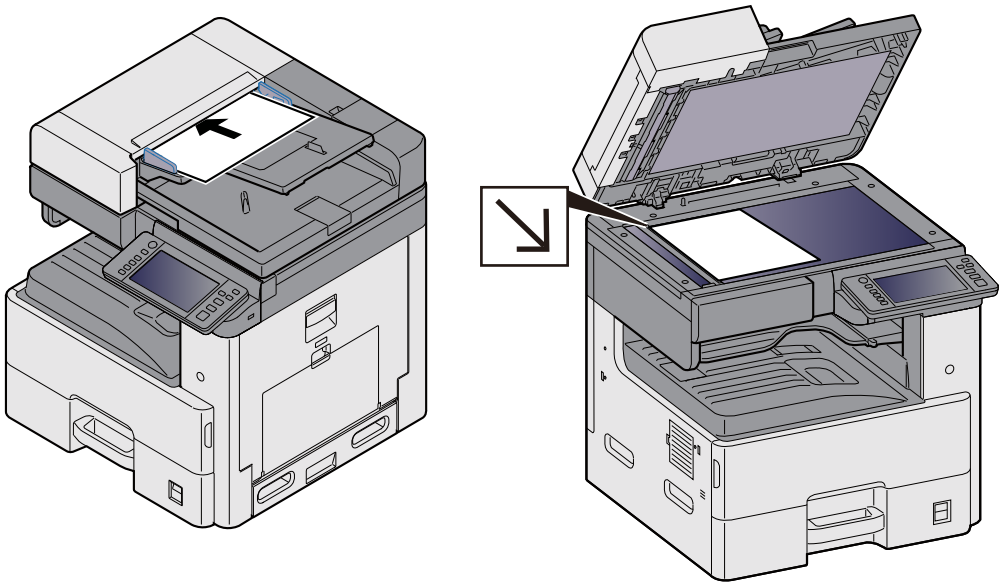
Copying

The procedures here represent the basic copy operation and how to cancel the copy.

Basic Operation

1 [Home] key > [Copy]

2 Place the originals.



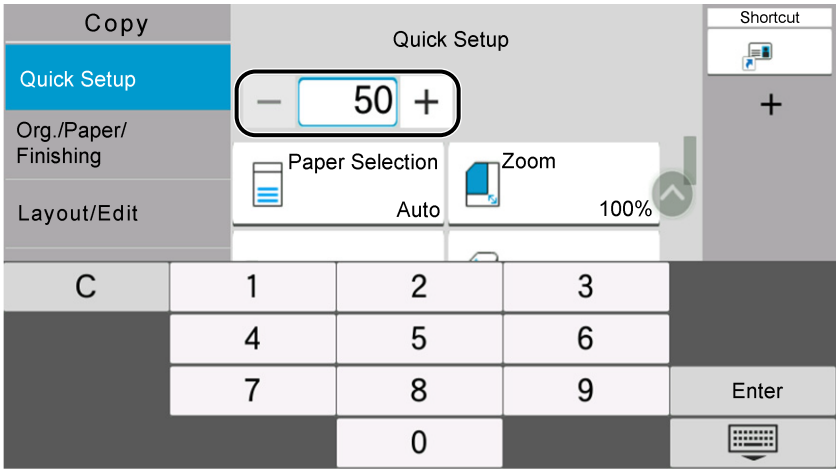
➡ Loading Originals (page 238)

3 Select the functions.

To configure the settings for functions, select the Global Navigation.

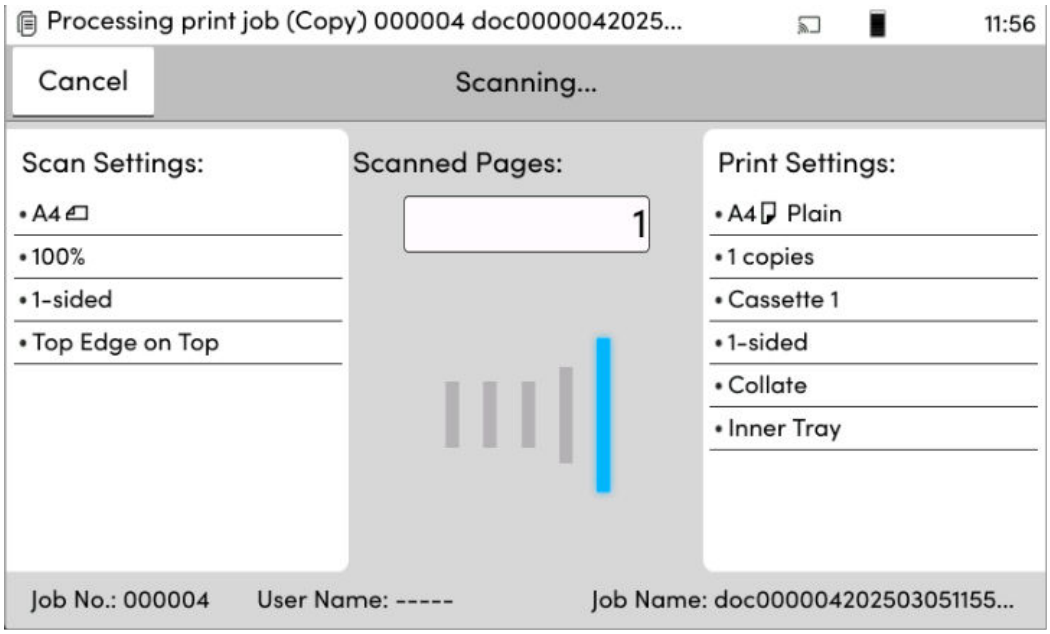
4 Use the numeric keys to enter the copy quantity.

Select the area for inputting the number of sheets to display the numeric keypad. You can also use [+] or [-] to enter the number of sheets. Specify the desired number up to 999.



5 Press the [Start] key.

Copying begins.



Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately.

When the interruption copy ends, the machine resumes the paused print jobs.

NOTE

- If the machine is left unused for 60 seconds in interrupt copy mode, interrupt copying is automatically canceled and printing resumes.

  You can change the delay until the interrupt copying is canceled. Change the delay as required.

  ➡ Interrupt Clear Timer (page 469)

1 Configure the settings.

1. Select [Interrupt].

   The current print job is temporarily interrupted.

2. Place the originals into the machine for interrupt copy and configure the copy settings.

2 Press the [Start] key.

Interrupt copying begins.

3 When interrupt copying ends, select the [Interrupt].

The machine resumes the paused print jobs.

Canceling Jobs

1 Select [Stop].

2 Cancel a job.

When there is a job being scanned

The copy job is canceled.

When there is a job printing or on standby

Canceling job screen appears. The current print job is temporarily interrupted.

Select the job you want to cancel > [Cancel] > [Yes].

Frequently Used Sending Method

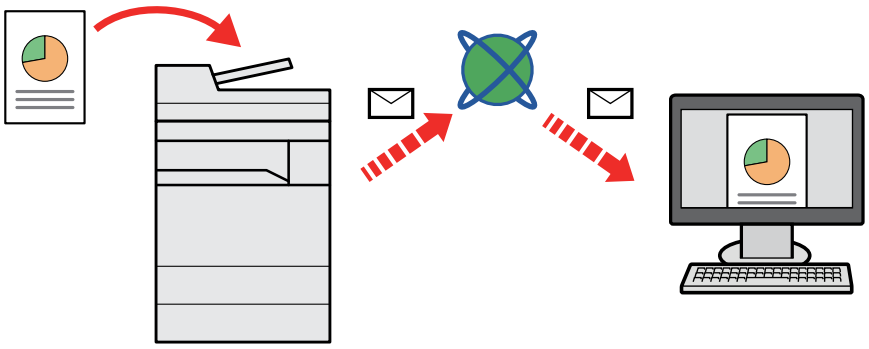
This machine can send a scanned image as an attachment of an email message or to a PC linked to the network. It is necessary to register the sender and destination (recipient) address on the network.

A network environment, which enables the machine to connect to a mail server is required to send email. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail (E-mail Address Entry): Sends a scanned original image as an email attachment.

  ➡ Sending Document via E-mail (page 263)

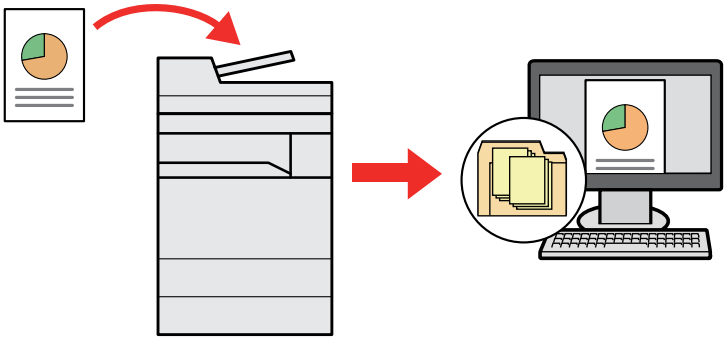


- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC.

  ➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 265)

- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server.

  ➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 268)



- Image Data Scanning with TWAIN/WIA: Scan the document using a TWAIN or WIA compatible application program.

  ➡ Scanning using TWAIN or WIA (page 271)

NOTE

- Different sending options can be specified in combination.

  ➡ Sending to Different Types of Destinations (Multi-sending) (page 289)

- The fax function can be used on products equipped with fax capability.

  ➡ **FAX Operation Guide**

Sending Document via E-mail

NOTE

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

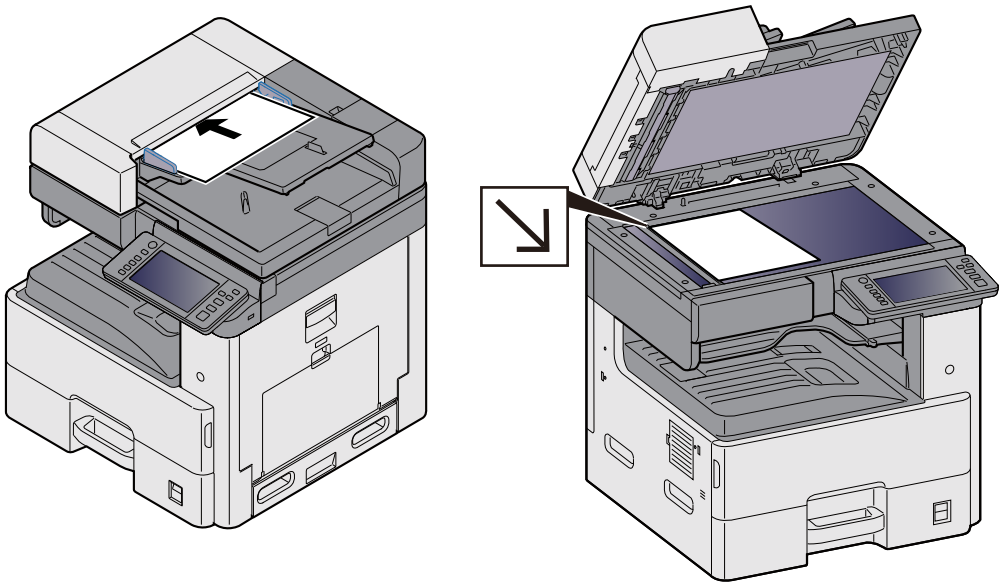
➡ Primary Network (Client) (page 563)

Before sending an email, configure the SMTP and E-mail settings using the Embedded Web Server.

➡ SMTP and E-mail Settings (page 132)

1 **[Home] key > [Send]**

2 **Place the originals.**



➡ Loading Originals (page 238)

3 **In the destination screen for sending, select [+] > [Email].**

4 Enter the destination email address > [OK].

➡ Character Entry Method (page 868)

If the [Entry Check for New Dest.] is set to [On], refer to the following:

➡ Re-entering the New Destination (page 305)

To enter multiple destinations, select [Next Destination]. Up to 100 email addresses can be specified.

To register the entered email address in the Address Book, select [Add to Address Book]. You can also replace the information for a previously registered destination.

NOTE

- Destinations can be changed later.

  ➡ Confirmation Screen of Destinations (page 304)

- If "Broadcast" is set to [Permit], the destination is displayed after the message "The destination below is selected."
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

  ➡ Broadcast (page 503)

5 Select the functions.

Select the Global Navigation to display other functions.

IMPORTANT

- [Email Encrypted TX] and [Digital Signature to Email] appear when setting S/MIME on the Embedded Web Server.

  ➡ **Embedded Web Server RX User Guide**

- When using [Email Encrypted TX] and [Digital Signature to Email], specify the email addresses which have encryption certificate from the address book. The specified address cannot be configured by these functions. When entering email address from the operation panel, you cannot use these functions.

6 Press the [Start] key.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 304)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].
- If necessary, press the [Start] key.

Sending starts.

Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC)

NOTE

Before sending a document, configure the following settings:

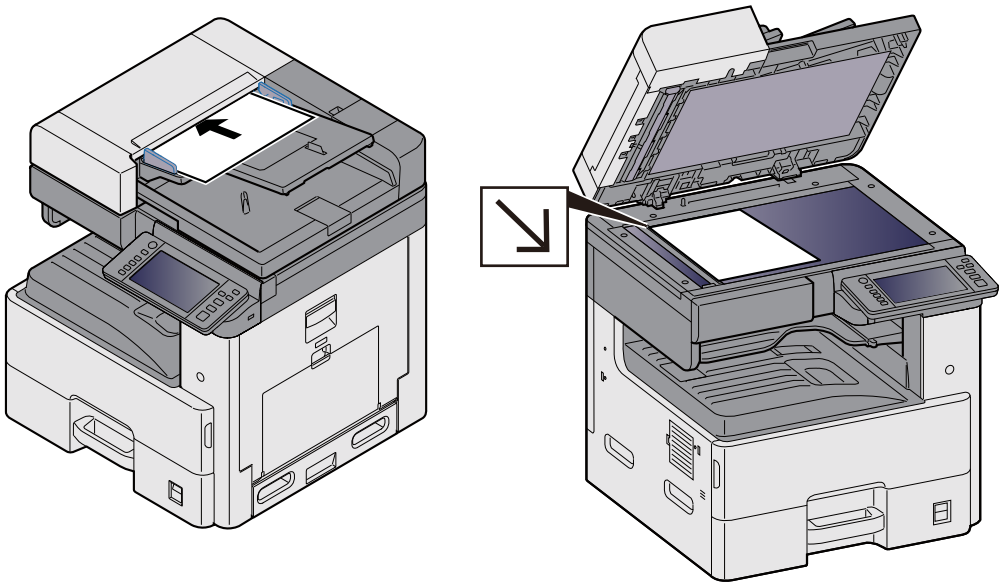
- Make a note of the computer name and full computer name.
  ➡ Making a Note of the Computer Name and Full Computer Name (page 159)
- Make a note of the user name and domain name.
  ➡ Making a Note of the User Name and Domain Name (page 160)
- Create a shared folder and make a note of a shared folder.
  ➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 161)
- Configure the Windows firewall.
  ➡ Configuring Windows Firewall (page 166)

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 563)

1 [Home] key > [Send]

2 Place the originals.



➡ Loading Originals (page 238)

3 In the destination screen for sending, select [+] > [SMB].

4 Enter the destination information.

To search for a folder on a PC that is connected to the network, select [Search Folder by Host Name].

If you selected [Search Folder by Host Name], you can enter the "Domain/Workgroup Name", and "Host Name" to search PCs on the network for the destination.

Up to 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears and select [OK]. The login user name and login password entry screen appears.

After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and select [Select This Folder]. The address of the selected shared folder is set.

Select the folder from the Search Results list.

To directly specify the SMB folder, select [Folder Path Entry] and enter each item.

➡ Character Entry Method (page 868)

If the [Entry Check for New Dest.] is set to [On], refer to the following:

➡ Re-entering the New Destination (page 305)

You can set the following items.

Item	Description
Host Name	The computer name. You can also add an IP address. To enter the IPv6 address, enclose the address in brackets [ ]. For example: [2001:db8:a0b:12f0::10]
Port	The port number. If the port number is not specified, the default port number is 445.
Folder Path	The share name. For example: scannerdata If necessary, for subfolders, specify the share name and folder name. For example: scannerdata\folder name
Login User Name	• If the computer name and domain name are the same, specify the user name. For example: james.smith • If the computer name and domain name are different, specify both the domain name and user name. For example: abcdnet\james.smith When sending a document through an optional network interface (IB-53, IB-54 or IB-55), "\" cannot be used. If the computer name is different from the domain name, login user name needs to be inputted by using "@." For example: james.smith@abcdnet
Login Password	Windows login password. (case-sensitive)

5 Check the status.

1 Check the information.

2 Select [Connection Test].

"Connected." appears when the connection to the destination is established correctly. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination].

To register the entered SMB destination in the Address Book, select [Add to Address Book].

NOTE

- If "Broadcast" is set to [Permit], the destination is displayed after the message "The destination below is selected."
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

➡ Broadcast (page 503)

6 Select [OK].

NOTE

Destinations can be changed later.

➡ Confirmation Screen of Destinations (page 304)

7 Select the functions.

Select the Global Navigation to display other functions.

8 Press the [Start] key.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

➡ Confirmation Screen of Destinations (page 304)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].
- If necessary, press the [Start] key.

Sending starts.

Sending Document to Folder on an FTP Server (Scan to FTP)

NOTE

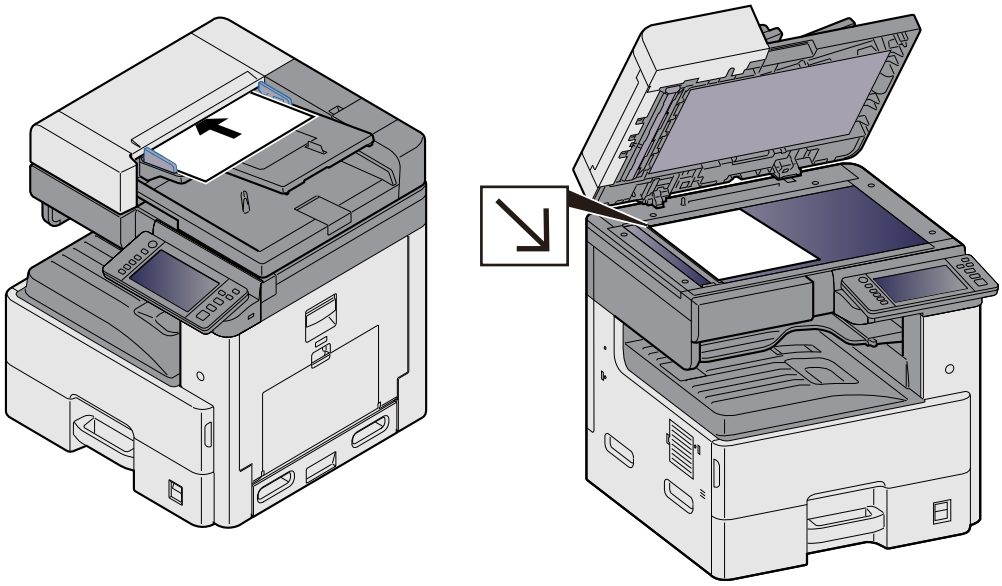
- Before sending a document, configure the FTP Client (Transmission).

  ➡ FTP Client (Transmission) (page 542)
- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

  ➡ Primary Network (Client) (page 563)

1 [Home] key > [Send]

2 Place the originals.



➡ Loading Originals (page 238)

3 In the destination screen for sending, select [+] > [FTP].

4 Enter the destination information.

➡ Character Entry Method (page 868)

If the [Entry Check for New Dest.] is set to [On], refer to the following:

➡ Re-entering the New Destination (page 305)

You can set the following items.

Item	Description
Host Name	The host name. You can also add an IP address for the FTP server. To enter the IPv6 address, enclose the address in brackets [ ]. For example: [2001:db8:a0b:12f0::10]
Port	The port number. If the port number is not specified, the default port number is 21.
Folder Path	Path for the file to be stored. For example: User\ScanData When the FTP server is based on Linux/UNIX, the path including the subfolder is combined by the slash "/" not using the backslash. If no path is entered, the file is stored in the home directory.
Login User Name	FTP server login user name
Login Password	FTP server login password (case-sensitive)

5 Check the status.

1 Check the information.

2 Select [Connection Test].

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination].

To register the entered FTP destination in the Address Book, select [Add to Address Book].

NOTE

- If "Broadcast" is set to [Permit], the destination is displayed after the message "The destination below is selected."
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

➡ Broadcast (page 503)

6 Select [OK].

NOTE

Destinations can be changed later.

➡ Confirmation Screen of Destinations (page 304)

7 Select the functions.

Select the Global Navigation to display other functions.

8 Press the [Start] key.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 304)
- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].
- If necessary, press the [Start] key.

Sending starts.

Scanning using TWAIN or WIA

NOTE

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 563)

Before sending a document, confirm that the TWAIN/WIA driver is installed on a computer and the settings are configured.

➡ Setting TWAIN Driver (page 116)

➡ Setting WIA Driver (page 119)

1 Display the screen.

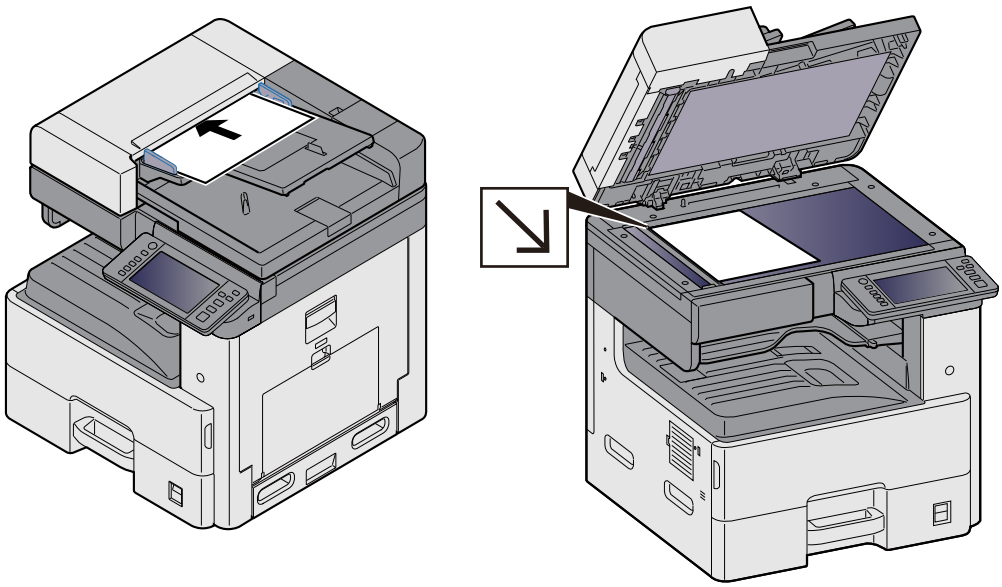
1 Activate the TWAIN-compatible application software.

2 Select the machine using the application to display the window.

2 Configure the scan settings.

Select scanning settings.

3 Place the originals.



➡ Loading Originals (page 238)

4 Scan the originals.

Select [Scan]. The document data is scanned.

Scanning Document stored in a Custom Box

NOTE

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 563)

Before sending a document, confirm that the TWAIN Driver is installed on a computer and the settings are configured.

➡ Setting TWAIN Driver (page 116)

To load a document saved in the Custom Box, select the model name with (Box) from "Model" on the TWAIN Driver configuration screen.

1 Display the screen.

1. Activate the TWAIN-compatible application software.
2. Select the machine using the application to display the window.

2 Display lists of documents.

1. Select a custom box. If a password has been set for the box, the password entry screen appears. Enter the password and select [OK]. When you select a box, the document files in the Custom Box appear in "Document List".
2. Set how to display the document data. Click [Setting] to select each item.
3. Select [OK].

3 Scan the originals.

1. Select the document data to be scanned from [Document List].

   Enter the document data name in the "Search (Name)" to find the data having the same document data name or the document data name with the same beginning.

   Select [Detail] to display the document data. When the document data includes multiple pages, select the checkbox beside the pages you want to scan.

   NOTE

   In this case, the scanned page or the selected document data will not be deleted from the Custom Box.

2. Select [Acquire].

   The document data is scanned.

Send to Cloud Function (TA/UTAX Cloud Capture)

TA/UTAX Cloud Capture is installed on the machine as a standard application.

Using this cloud link function, you can upload data scanned on the machine directly to cloud services. Availability period differs depending on your plan.

NOTE

- To use this function, you must first configure TA/UTAX Cloud Capture default settings.

  Triumph-Adler

  https://www.triumph-adler.com/ta-de-de/software-cloud/cloud/ta-cloud-capture

  UTAX

  https://www.utax.com/de-de/cloud/utax-cloud-capture

- If the [Scan to Cloud] button does not appear, check if the application is running in the system menu.

  ➡ Activating Applications (page 251)

Uploading Scanned Data to Google Drive

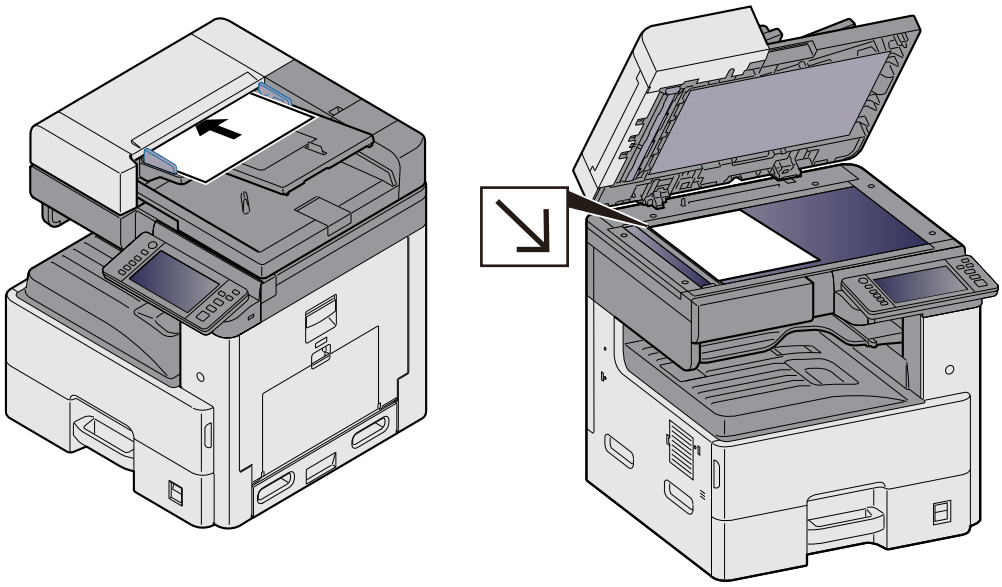
IMPORTANT

Workflow registration and other settings are required in advance.

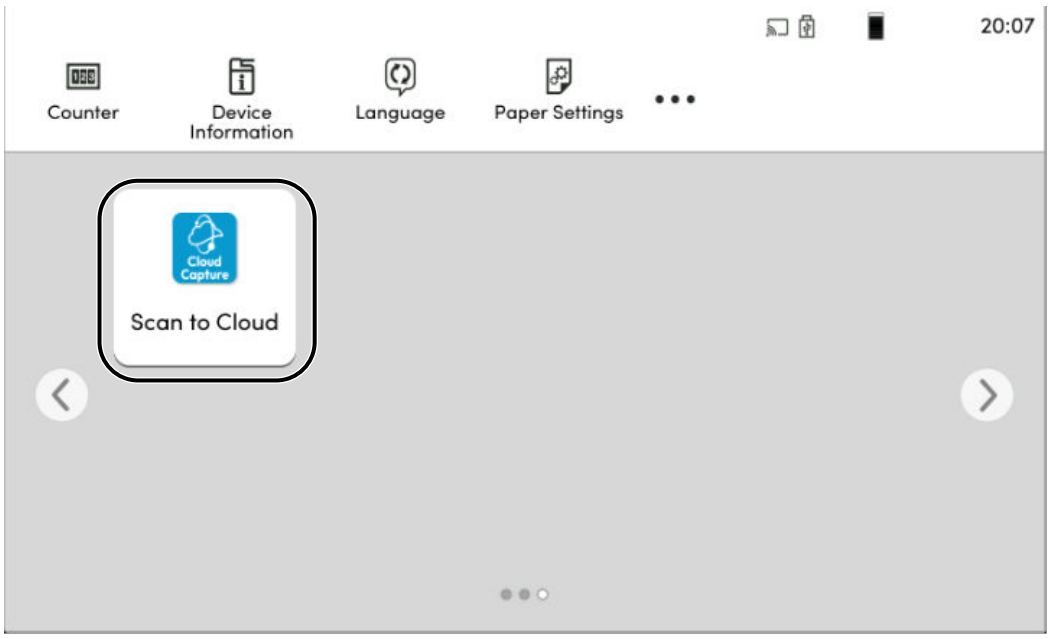
NOTE

The following procedure is also applicable for OneDrive.

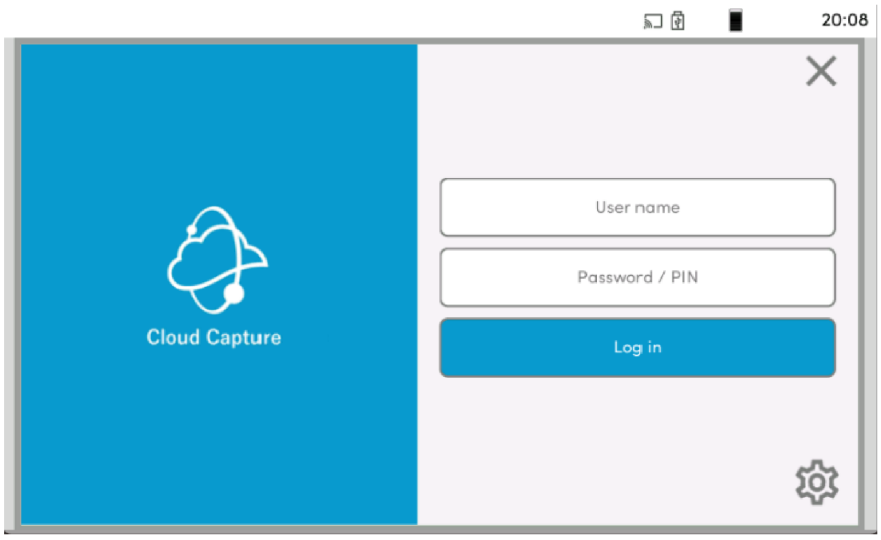
1 Place the originals.



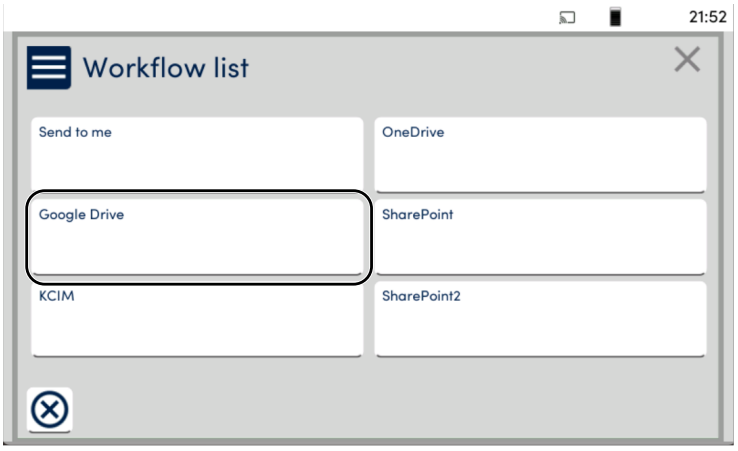
2 [Home] key > [Scan to Cloud]



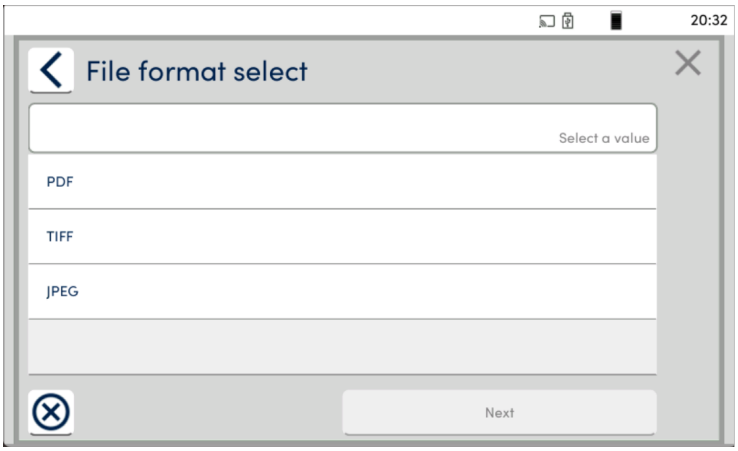
3 Log in to the application.



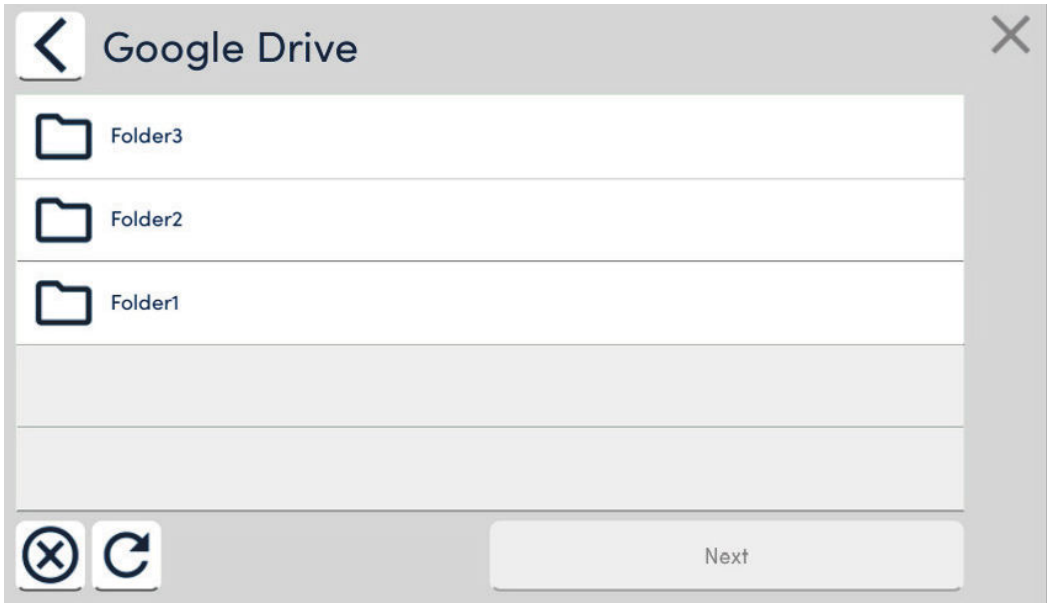
4 Select [Google Drive].



5 Select the document file format.

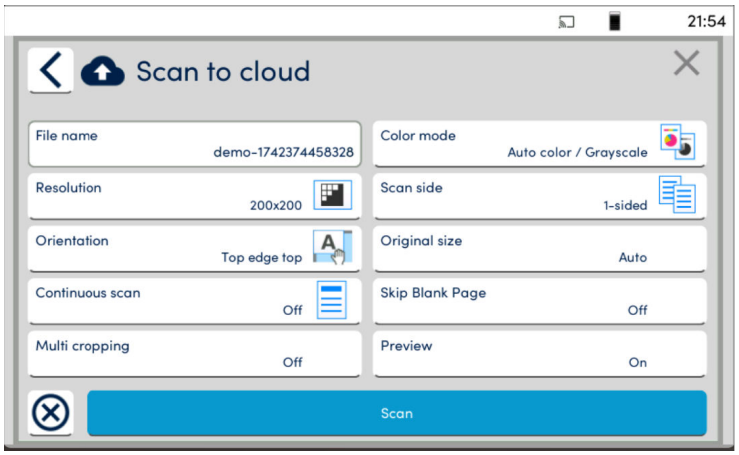


6 Select the folder you want to save the document to.



7 Configure the scan settings.

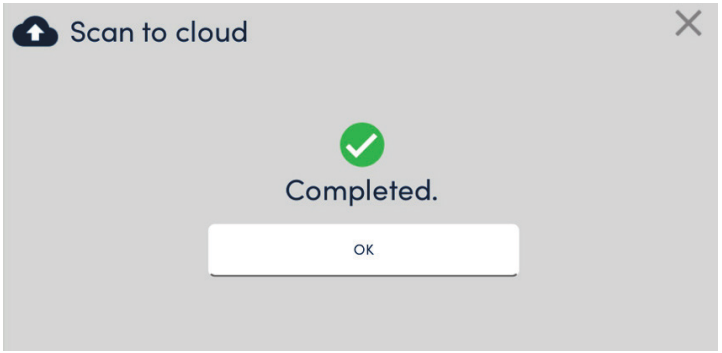
If necessary, change the scanner function settings.



8 Select [Scan].

The document is scanned and uploaded to the cloud service.

If the upload is successful, "Completed" appears in the window.



9 **Select [OK].**

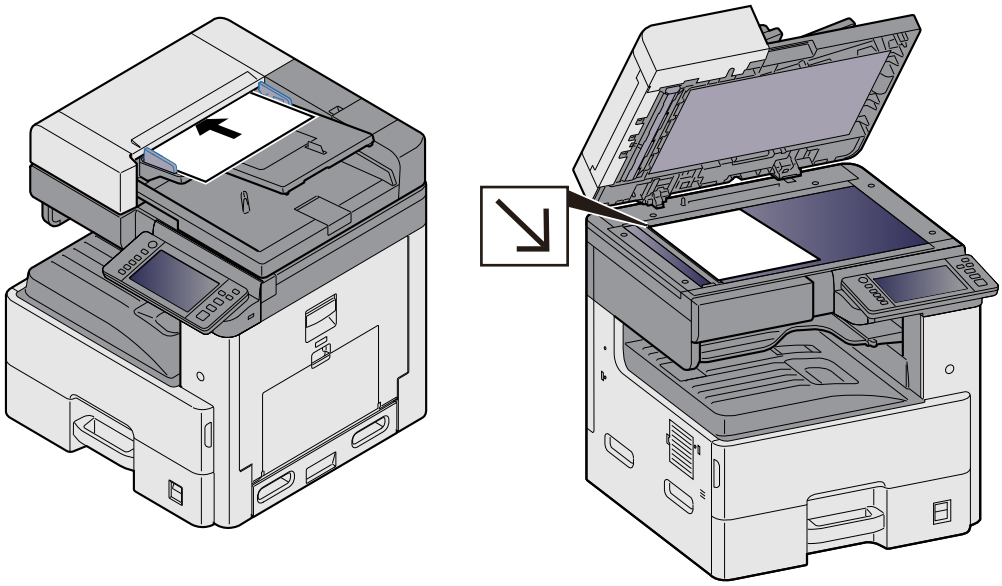
Enabling notification settings allows you to receive completion results via email.

Uploading Scanned Data to SharePoint

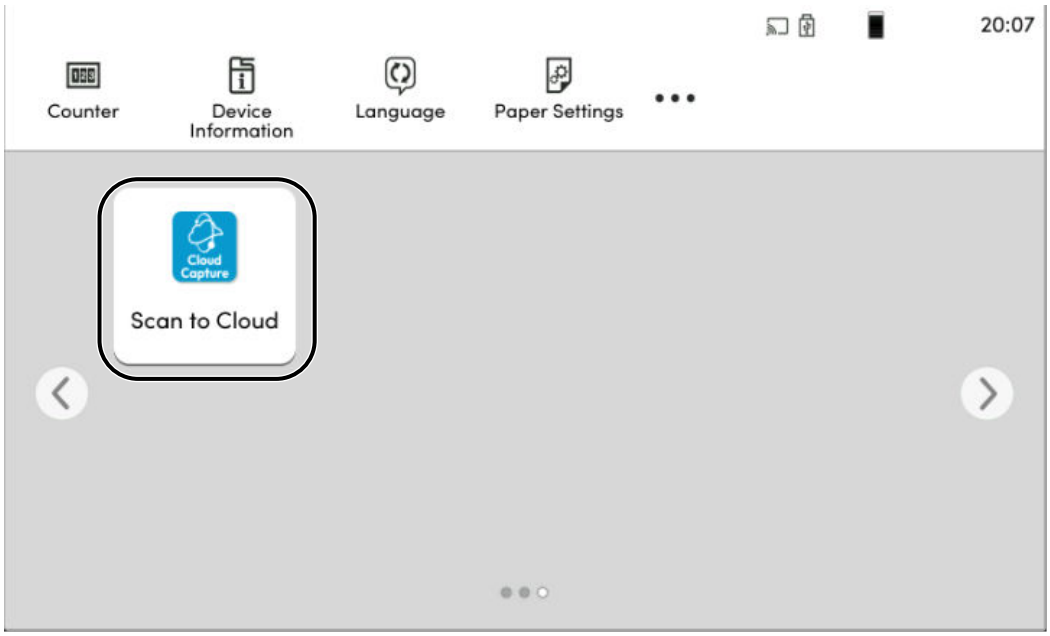
NOTE

The following procedure is also applicable for Cloud Information Manager (CIM).

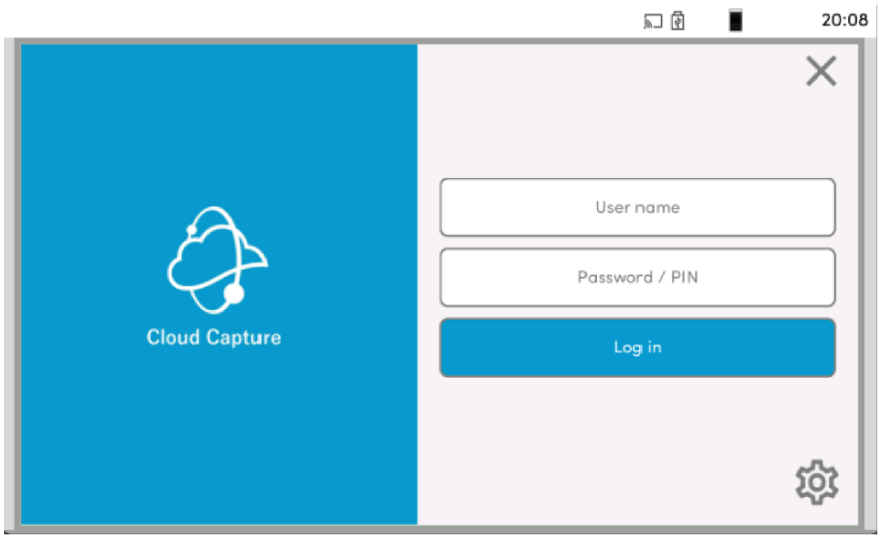
1 Place the originals.



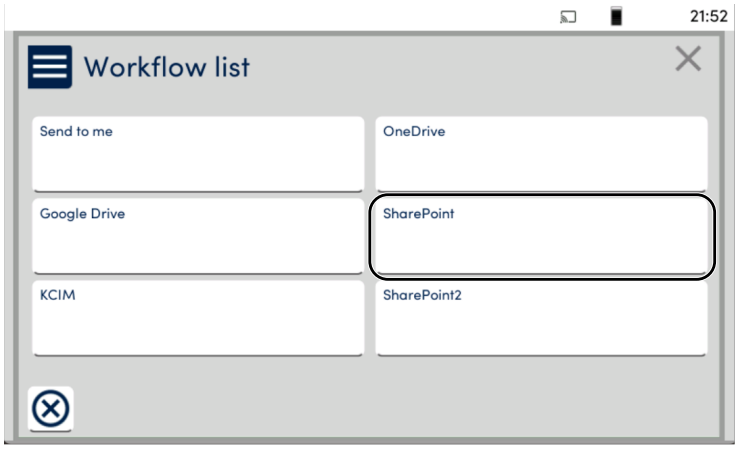
2 [Home] key > [Scan to Cloud]



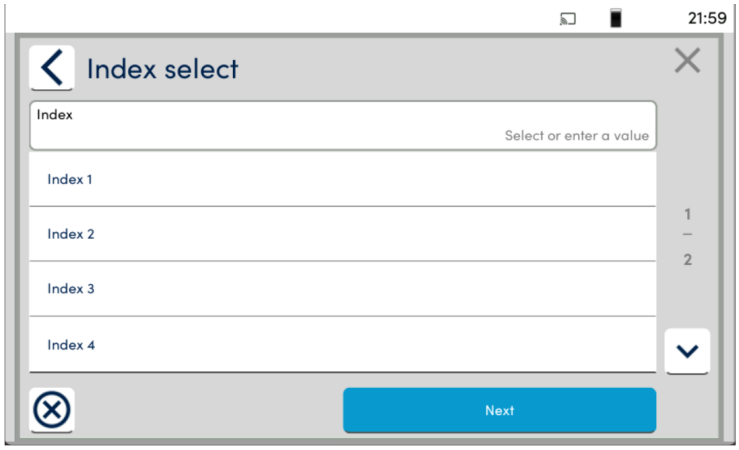
3 Log in to the application.



4 Select [SharePoint].



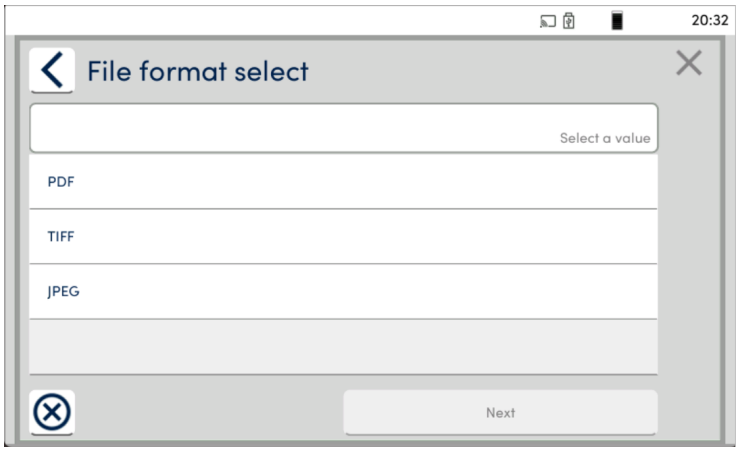
5 Select an index.



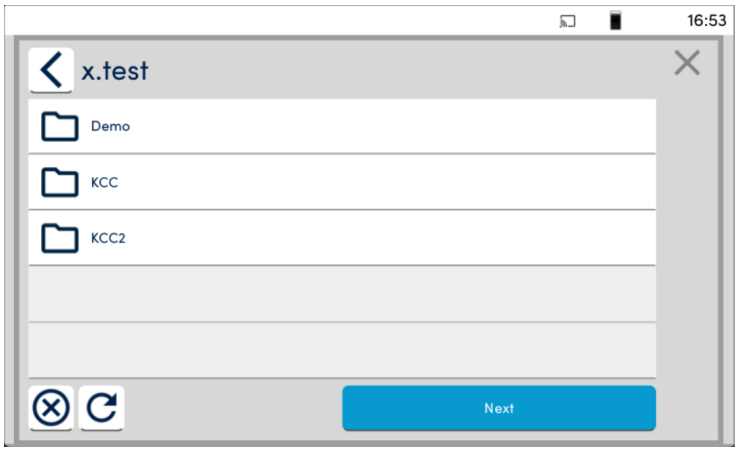
NOTE

When setting CIM, select [Position] after choosing an index.

6 Select the document file format.

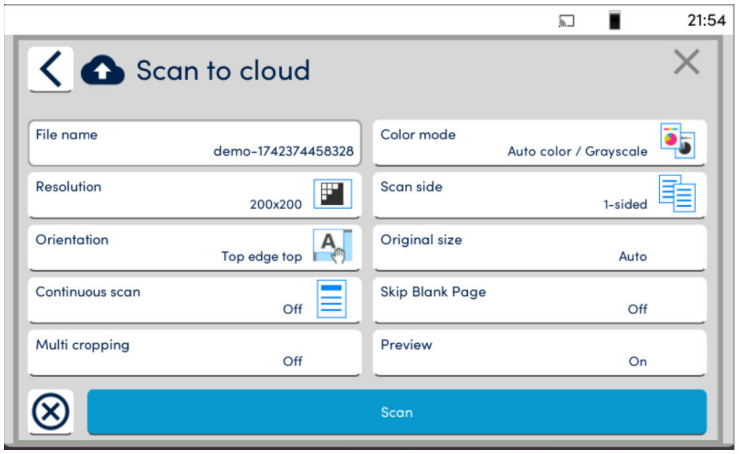


7 Select the folder you want to save the document to.



8 Configure the scan settings.

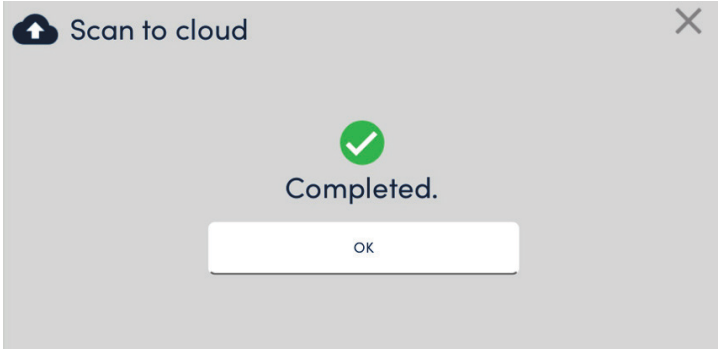
If necessary, change the scanner function settings.



9 Select [Scan].

The document is scanned and uploaded to the cloud service.

If the upload is successful, "Completed" appears in the window.



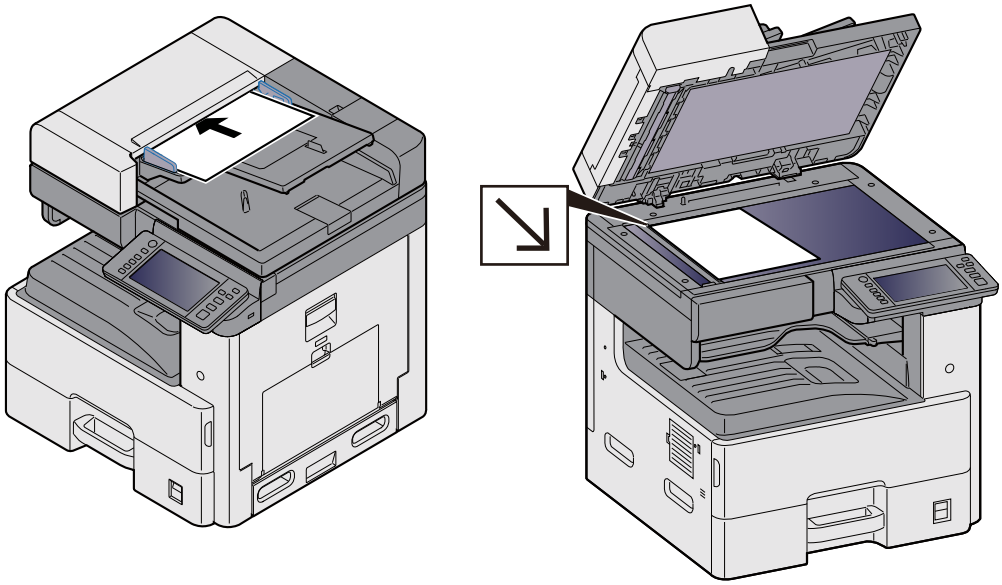
10 Select [OK].

Enabling notification settings allows you to receive completion results via email.

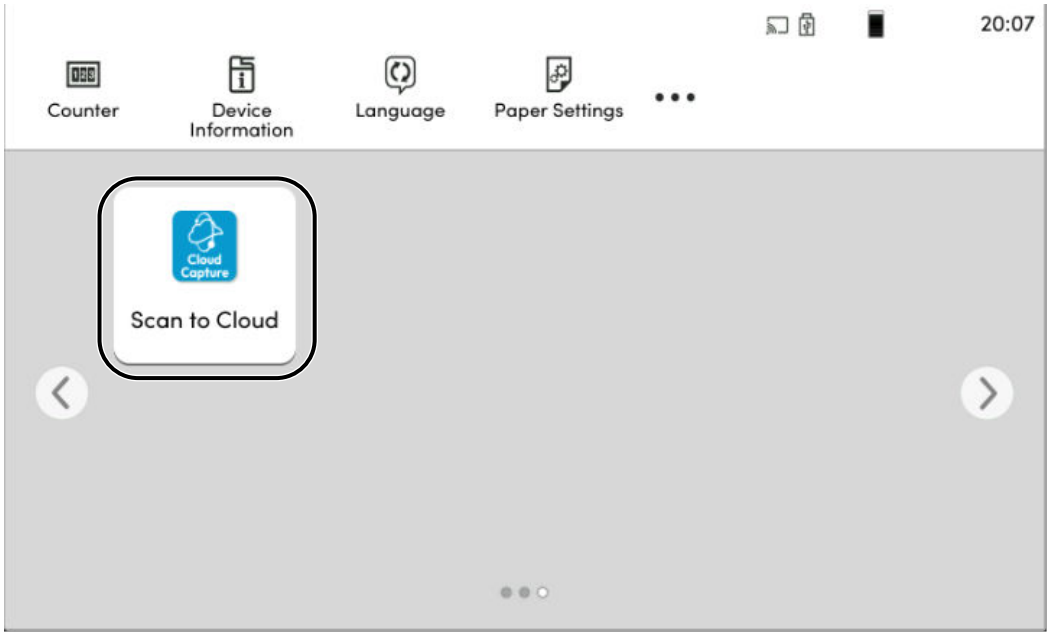
Sending Scanned Data to E-mail (Send to me)

The document is sent to the email address of the logged in user.

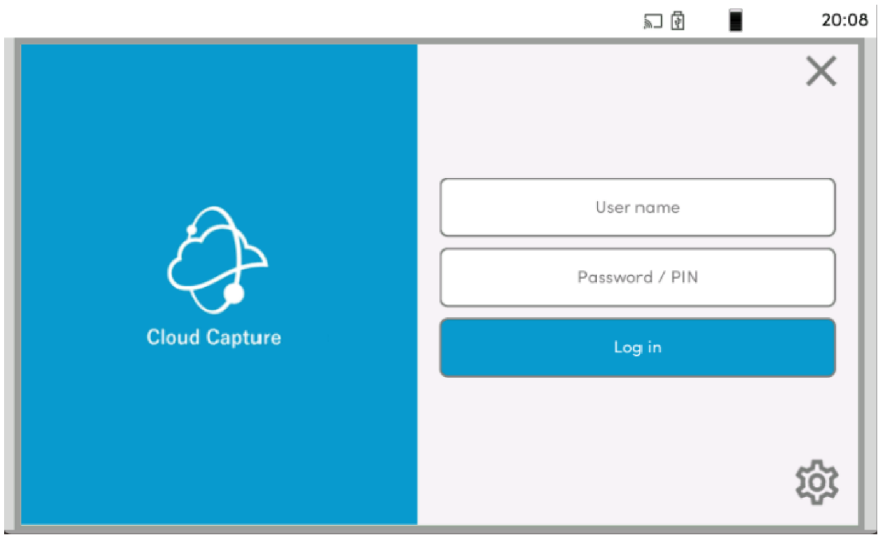
1 Place the originals.



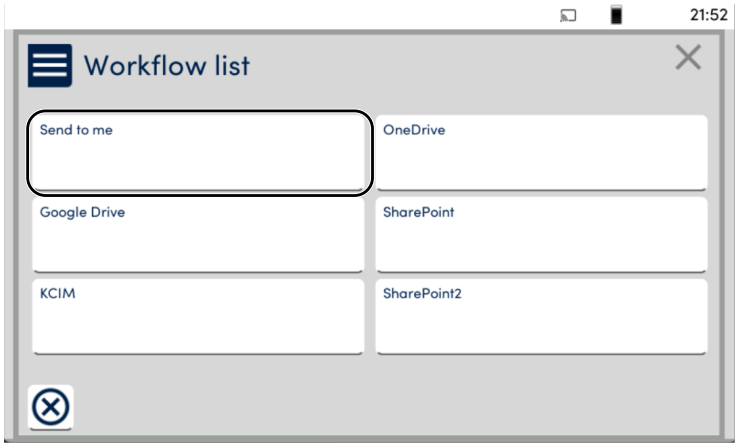
2 [Home] key > [Scan to Cloud]



3 Log in to the application.

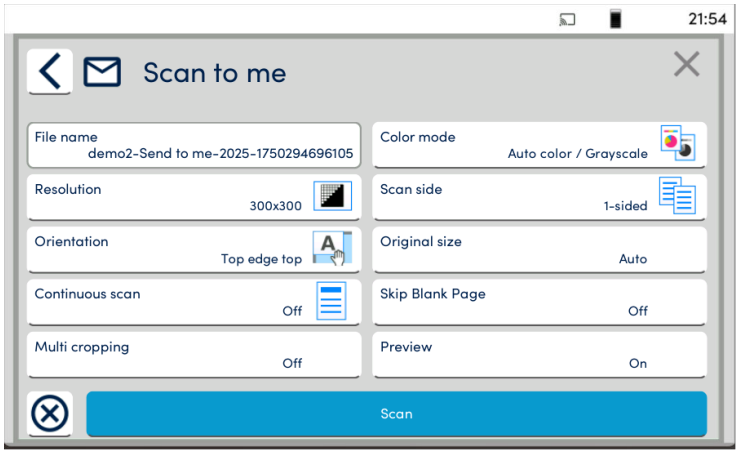


4 Select [Send to me].



5 Configure the scan settings.

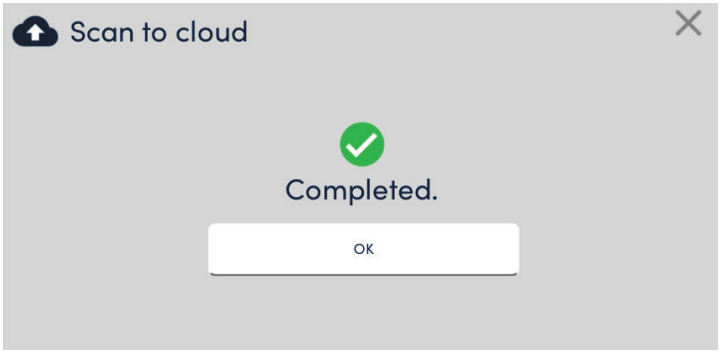
If necessary, change the scanner function settings.



6 Select [Scan].

The document is scanned and uploaded to the cloud service.

If the upload is successful, "Completed" appears in the window.



7 Select [OK].

Enabling notification settings allows you to receive completion results via email.

WSD Scan

Web Services on Devices (WSD) Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

NOTE

- To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and "WSD Scan" is set to [On] in the network settings.

  ➡ WSD Scan (page 508)

- For information on operating the computer, refer to the computer's help or the operation guide of your software.

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 563)

Installing the Driver

1 For Windows 11, select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

- You can enter "Printers" in the search box, and then select [View devices and printers].
- For Windows 10, select Windows [Start] button > [Control Panel] > [View devices and printers].

2 Install the driver.

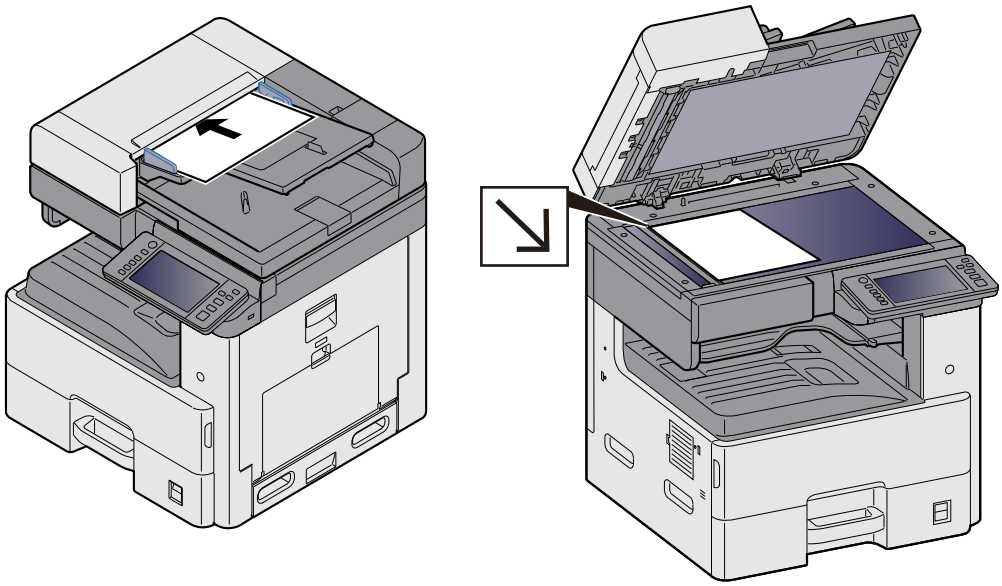
Select [Add device]. Select the machine's icon, and then select [Next].

When the machine's icon is displayed in "Printers" on the "Devices and Printers" screen, then installation is completed.

Executing WSD scan

1 [Home] key > [Send]

2 Place the originals.



➡ Loading Originals (page 238)

3 Display the screen.

In the destination screen for sending, select [+] > [WSD Scan].

4 Scan the originals.

When using the machine

1. [From Operation Panel] > [Next >]
2. Select the destination computer > [OK].

   Select [Reload] to refresh the computer list.

   You can view information on the selected computer by selecting [ ] (information icon).
3. Set the type of original, file format, etc.
4. Press the [Start] key.

   Sending begins and the software installed on the computer is activated.

When navigating from your computer

1. [From Computer] > [Start]
2. Use the software installed on the computer to send the images.

Using MultiCrop Scan

Using MultiCrop Scan function, you can scan multiple receipts, invoices, business cards, etc. You can then cut them out individually, file them, and send them to a specified destination or save them on a USB drive.

NOTE

To send it to a specified destination, configure the network.

➡ Network Setup (page 79)

The first time you use MultiCrop Scan function, you must enable it in System Menu.

➡ [Add/Delete Application] (page 581)

1 Place the original.

IMPORTANT

- Before placing the originals, clean the platen glass.
- Use square originals for accurate scanning.
- Allow at least 15 mm between originals.
- A maximum of 16 original sizes from 50 mm × 50 mm to 210 mm × 210 mm can be detected. Areas longer than 210 mm are clipped and scanned.
- Place the original and close the cover of document processor to use MultiCrop Scan.

NOTE

- The maximum number of continuous scanning pages is 982.
- Using MultiCrop Scan, you can correct the skew of the original (range of -45 degrees clockwise). Place the originals so that the correct scan results are obtained.

2 [Home] key > [MultiCrop Scan]

MultiCrop Scan function starts.

3 Select [Send] or [Store to USB].

1 When selecting [Send], select [Address book] or [Manual entry] to add the destinations.

When selecting [Store to USB], select [Open] or [Back] to specify the location to store the file in USB drive, and go to step 4.

2 When selecting [Address book], select the destination to send the file, then select [Back].

Sending methods are SMB, FTP and Email. You can select up to 10 destinations.

When selecting [Manual entry], add details of destination, and select [Save to list].

3 Confirm whether the selected destinations are correct.

4 Select [Next].

5 Configure the functions.

You can use or combine the following functions.

Item	Value
File Format	[PDF], [TIFF], [JPEG]
Image Quality	Low to High (5 levels)
Color Selection	[Full Color], [Black & White], [Grayscale]
Original Orientation	[Top Edge on Top], [Top Edge on Left], [Auto]
Scan Resolution	[200 x 200 dpi], [300 x 300 dpi], [400 x 400 dpi], [600 x 600 dpi]
File Separation	[ON], [OFF]
Continuous Scan	[ON], [OFF]
Density	-4.0 (Lighter) to 4.0 (Darker)
File Name	Enter the file name. You can also add [Job No.] and [Data and Time].
Border Erase	[Standard], [Full Scan], [Border Erase Sheet], [Border Erase Book], [Individual Border Erase]

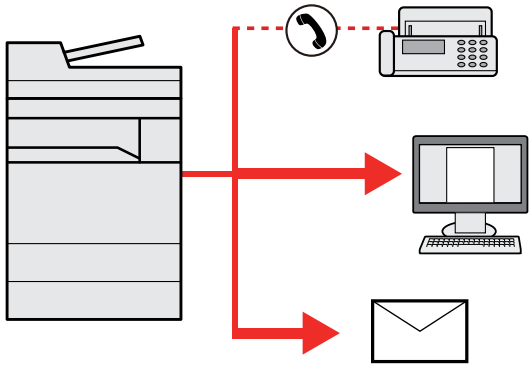
Select [<] or [>] to move the function pages.

6 Select [Start Scanning].

The originals are scanned and sent to the specified destinations or stored to the USB drive.

Sending to Different Types of Destinations (Multi-sending)

You can specify destinations that combine email addresses, folders (SMB or FTP), and fax numbers. This is referred to as multi-sending. This is useful for sending to different types of destination (email addresses, folders, etc.) in a single operation.



Number of broadcast items: Up to 500

However, the number of items is restricted for the following sending options.

- Email: Up to 100
- Folders (SMP, FTP): Total of 10 SMB and FTP

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter email address or folder path so that they appear in the destination list. Press the [Start] key to start the transmission to all destinations at one time.

NOTE

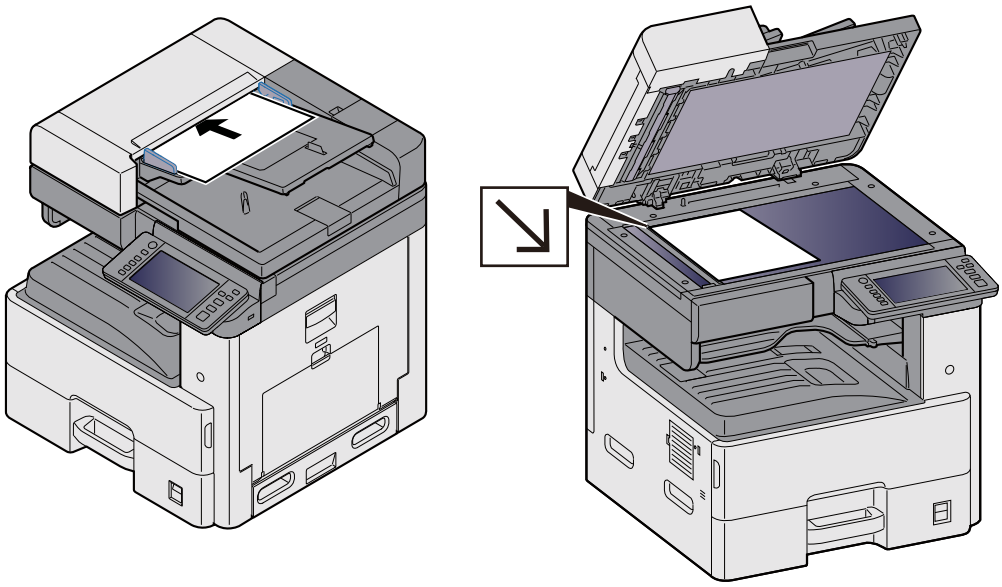
- If the destinations include fax, the images sent to all destinations will be black and white.
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

➡ Broadcast (page 503)

Sending to different types of destinations

1 [Home] key > [Send]

2 Place the originals.



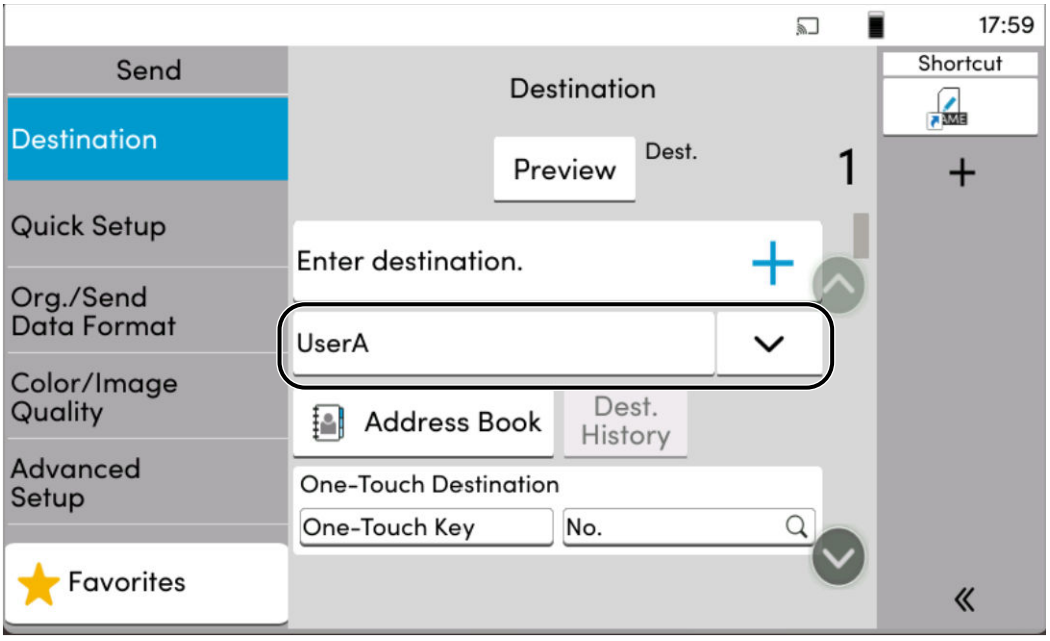
➡ Loading Originals (page 238)

3 Specify the destination.

NOTE

If "Broadcast" is set to [Permit], the destination is displayed after the message “The destination below is selected.”

The following screen is displayed after adding the destination.



4 Set the functions.

Select the Global Navigation to display other functions.

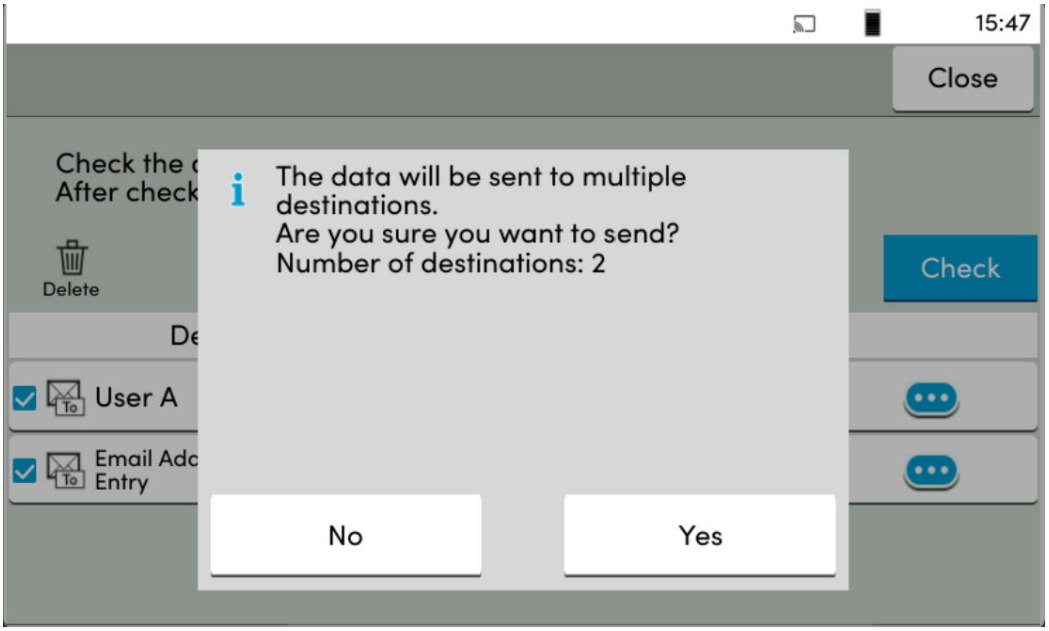
5 Press the [Start] key.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 304)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].



- If necessary, press the [Start] key.

Sending starts.

Sending Documents to the E-mail Address of Logged in User (to myself)

1 **Configure the settings.**

- The function icon must be displayed in the home screen.

  ➡ Editing the Home Screen (page 57)

- An email address must be set in user login.

  ➡ Adding a User (Local User List) (page 595)

2 **Select the [Home] key.**

3 **Select [Send to Me (Email)].**

4 **Select the [Start] key.**

Select your preferred "Original Size" then select [OK].

NOTE

If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

➡ Confirmation Screen of Destinations (page 304)

Using a Fax Server to Send (Fax Server Send)

NOTE

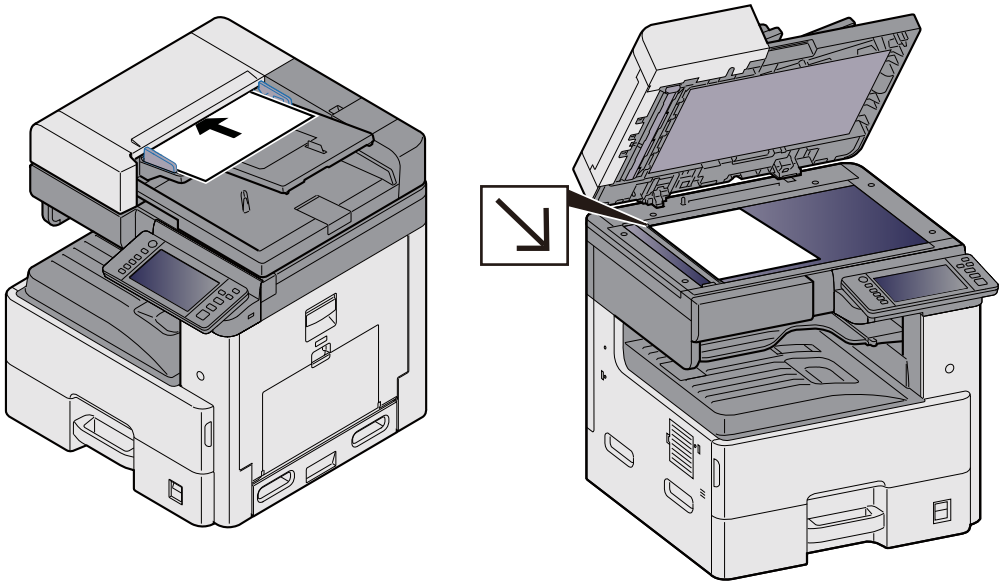
- A fax server is required to use this function. For information, contact the applicable administrator.
- FAX server settings must be configured to send a FAX.

  ➡ **Embedded Web Server RX User Guide**

  ➡ Fax Server (page 561)

1 [Home] key > [Send]

2 Place the originals.



➡ Loading Originals (page 238)

3 Display the screen.

In the destination screen for sending, select [+] > [Fax Server].

4 Enter recipient information.

Entering information directly

1 Select [Fax No. Entry].

2 Enter the fax number > [OK].

NOTE

- Use the numeric keys to enter a number.
- If the [Entry Check for New Dest.] is set to [On], the entry screen of the destination information is displayed.

  ➡ Re-entering the New Destination (page 305)
- Destinations can be changed later.

  ➡ Checking and Editing Destination (page 302)

Selecting from the Address Book

1 Select [Address Book].

2 Specify the destination > [OK].

➡ Choosing from Address Book (page 298)

NOTE

Destinations can be changed later.

➡ Checking and Editing Destination (page 302)

Selecting from an External Address Book

1 Select [Ext Address Book].

2 Specify the destination > [OK].

➡ Choosing from Address Book (page 298)

NOTE

- For details on External Address Book, refer to the following:

  ➡ **Embedded Web Server RX User Guide**
- Destinations can be changed later.

  ➡ Checking and Editing Destination (page 302)

5 Select the functions.

Select the Global Navigation to display other functions.

6 Press the [Start] key.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 304)
- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].
- If necessary, press the [Start] key.

Sending starts.

Canceling Sending Jobs

1 Select [Stop].

IMPORTANT

Selecting the [Stop] key will not temporarily stop a job that you have already started sending.

2 Cancel a job.

When there is a job being scanned

Job Cancel appears.

When there is a job being sent or on standby

Canceling job screen appears.

Select the job you prefer to cancel > [Cancel] > [Yes].

Handling Destination

This section explains how to select and confirm the destination.

Specifying Destination

Select the destination using the following methods except entering addresses directly.

- Choosing from Address Book
  ➡ Choosing from Address Book (page 298)
- Choosing from External Address Book
  ➡ **Embedded Web Server RX User Guide**
- Choosing from One Touch key
  ➡ Choosing from One Touch Key (page 300)
- Choosing from Search (No.)
  ➡ Choosing from Search (No.) (page 301)
- Choosing from FAX
  ➡ **FAX Operation Guide**

NOTE

- You can set the machine up so that the address book screen appears when you select the [Send] key.
  ➡ Default Screen (page 503)
- If you are using products equipped with fax function, you can specify the fax destination. Enter the fax number using the numeric keypad.

Choosing from Address Book

For more information about how to register destinations in the Address Book, refer to the following:

➡ Registering Destinations in the Address Book (page 172)

1 In the destination screen for sending, select [Address Book] ( ).

NOTE

For details on External Address Book, refer to the following:

➡ **Embedded Web Server RX User Guide**

2 Select the destinations.

Select the preferred destination. To use an address book on the LDAP server, select [Selection] > [Address Book] > [Ext Address Book].

You can change the order in which the destinations are listed by selecting [Name] or [No.].

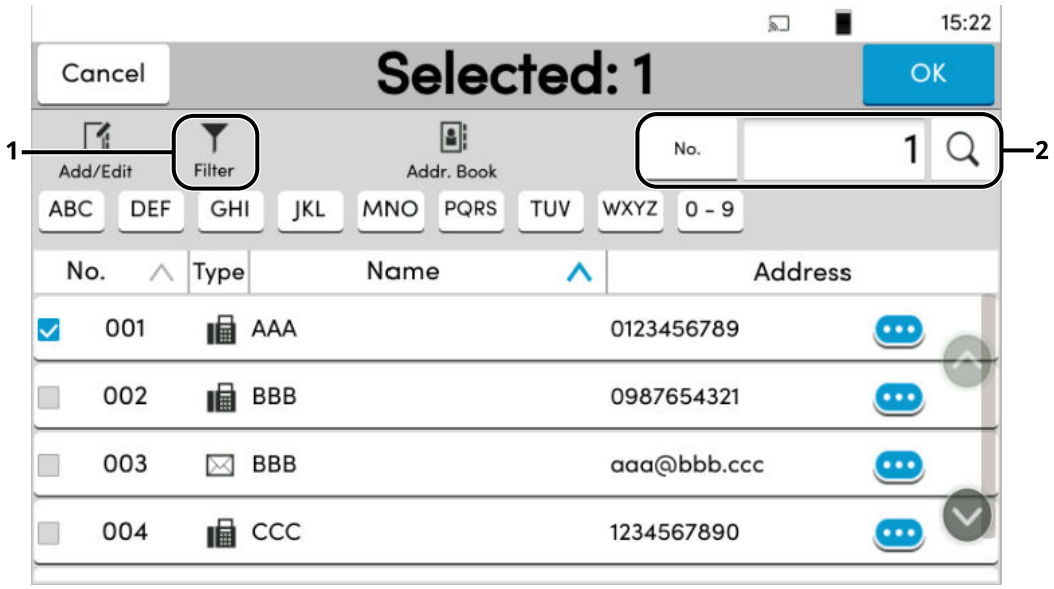
NOTE

- To deselect, select the checkbox again.
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be selected. This also applies to a group in which multiple destinations are registered.

  ➡ Broadcast (page 503)

Destination Search

Destinations registered in the Address Book can be searched.



1 Filter

Advanced search by type of registered destination (Email, Folder, Fax, or Group).

NOTE

Fax: Only when the optional FAX Kit is installed.

You can set this function up so that destination types are selected when the address book is displayed. For details, refer to the following:

➡ Narrow Down (page 509)

NOTE

You can also filter by selecting the corresponding alphanumeric options.

2 Search No. and Name

Search by registered address number or name. Select either [No.] or [Name] to switch between [No.] or [Name].

3 Accept the destination > [OK].

NOTE

- Destinations can be changed later.

  ➡ Checking and Editing Destination (page 302)
- To delete the destination, select [ ] > [] (delete icon) for the destination you want to delete > [Delete].
- You can set the default sort setting of the address for the address book.

  ➡ Sort (page 509)

Choosing from One Touch Key

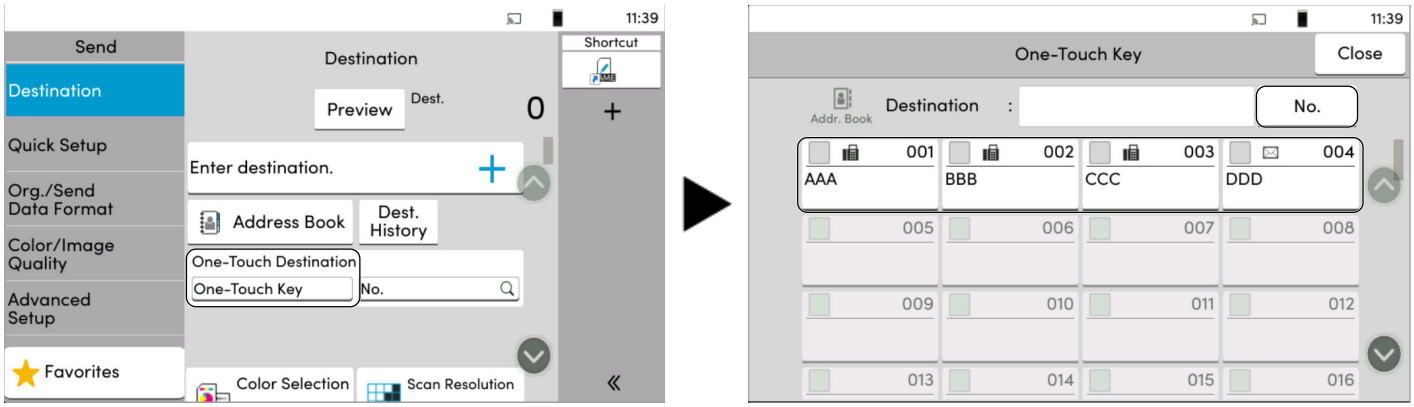
In the destination screen for sending, select the One Touch Key where the destination is registered.

NOTE

To display other registered One Touch Keys, select [ ] or [ ].

To add One Touch Key, refer to the following:

➡ Adding a Destination on One-Touch Key (page 189)

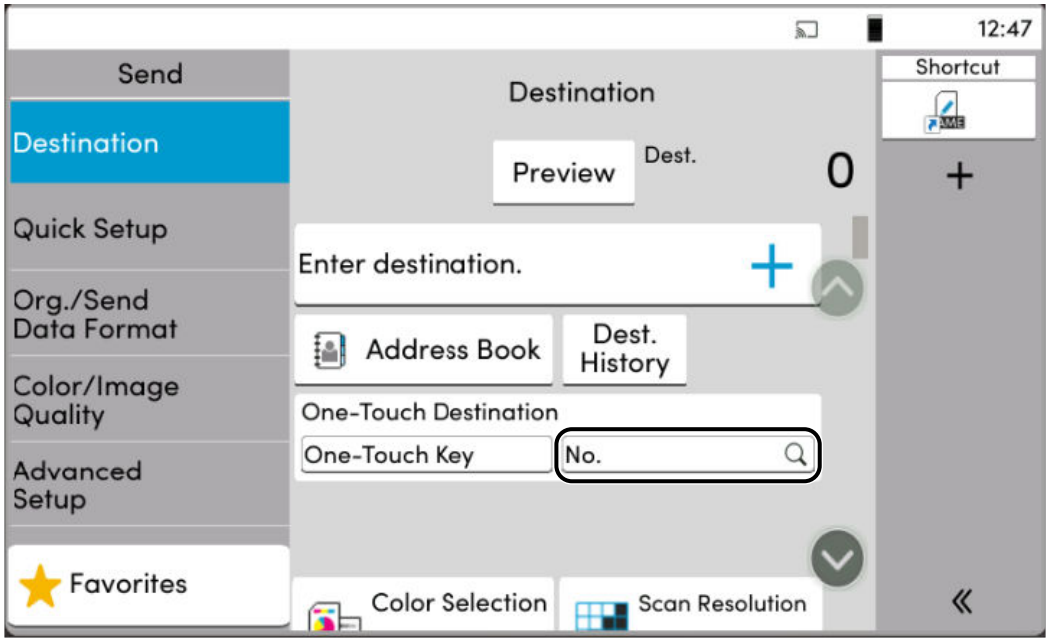


Choosing from Search (No.)

Access the destination by specifying the 3-digit (001 to 100) One Touch Key number.

In the destination screen for sending, select [No.] to display the numeric entry screen. Select the entry field and use the numeric keys to enter the speed dial number.

If you entered the One Touch Key in 1 to 3-digit, select [OK].



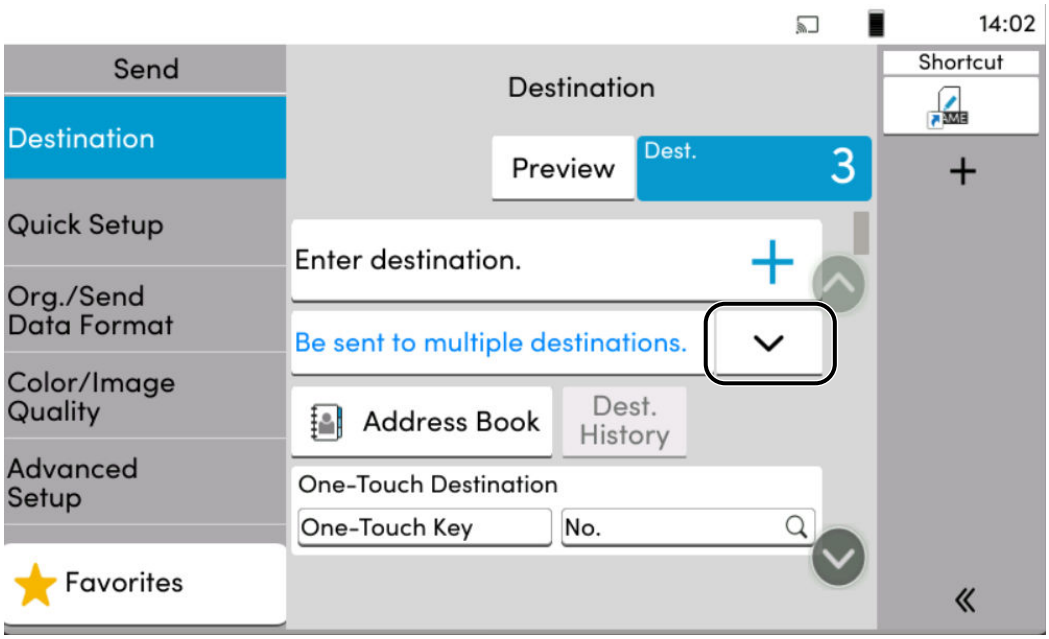
Checking and Editing Destination

1 Display the screen.

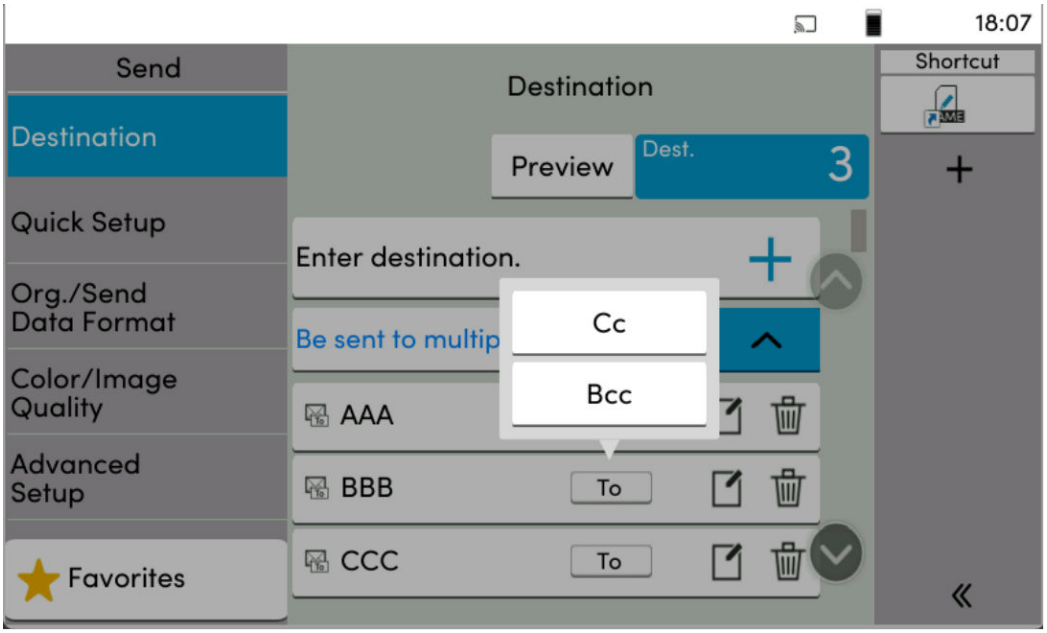
Specify the destination.

➡ Specifying Destination (page 297)

2 Check and edit the destination.



Select [ ] to display a destination list.



- Select [To] to change the email address to [Cc] or [Bcc].
- Select [ ] (information icon) to check the destination.
- Select [ ] (edit icon) to edit the destination.
- Select [ ] (delete icon) to remove the destination from the list.

NOTE

- When selecting [On] for Entry Check for New Destination, the confirmation screen appears. Enter the same destination again and select [OK].

  ➡ Entry Check for New Dest. (page 503)

- When selecting [On] for Destination Check before Send, the confirmation screen appears after pressing the [Start] key.

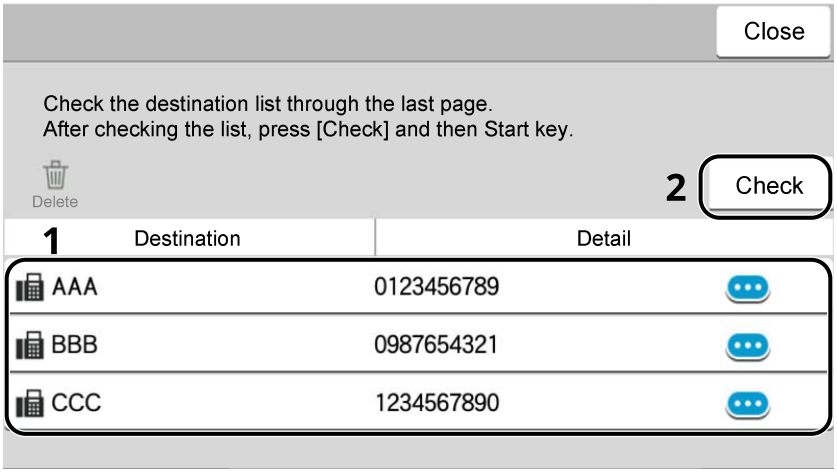
  ➡ Destination Check before Send (page 503)

  ➡ Confirmation Screen of Destinations (page 304)

Confirmation Screen of Destinations

When selecting [On] for Destination Check before Send, the confirmation screen of destinations appears after pressing the [Start] key.

➡ Destination Check before Send (page 503)



1 Move the screen to the bottom and confirm all destinations.

If the destination is correct, select the checkbox at the left end of the destination.

Selecting [ ] (information icon) shows the detailed information of the destination.

To delete the destination, select the destination you want to delete > [Delete] > [Delete].

To add the destination, select [Close], and then return to the destination screen.

2 Select [Check].

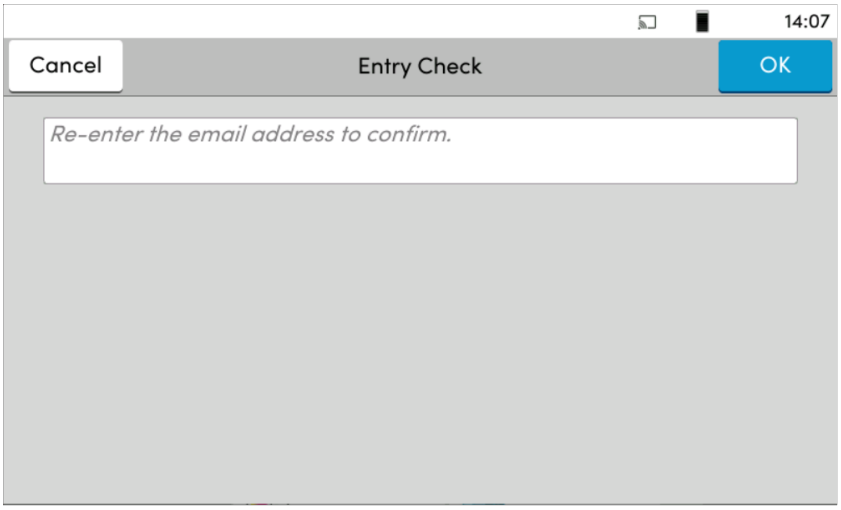
NOTE

Be sure to confirm all destinations by displaying them on the touch panel. You cannot select [Check] unless you have confirmed all destinations.

Re-entering the New Destination

If the [Entry Check for New Dest.] is set to [On], the entry screen of the destination information is displayed.

➡ Entry Check for New Dest. (page 503)



Enter the same destination information again and select [OK].

Recall

Recall is a function allowing you to send the last entered destination once again. When you want to send the image to the same destination, select [Recall], and you can call the destination you sent on the destination list.

NOTE

To use this function, configure "Recall Destination".

➡ Recall Destination (page 503)

- If "Recall Destination" is set to [Prohibit], this function is disabled.
- If "Recall Destination" is set to [Permit], this function is enabled.

1 Select [Recall].

The destination you send is displayed on the destination list.

NOTE

When the last sending included FAX, folder, and email destinations, they are also displayed. If necessary, add or delete the destination.

2 Press the [Start] key.

Sending starts.

NOTE

- When [On] is selected in the "Destination Check before Send", a destination confirmation is displayed when you press the [Start] key.

  ➡ Confirmation Screen of Destinations (page 304)

- Recall information is canceled in the following conditions.
  - When you turn the power off
  - When you send the next image (new recall information is registered)
  - When you log out

How to use the FAX Function

On products with a FAX function, it is possible to use the FAX function. The optional FAX Kit is required to make use of FAX functionality.

➡ **FAX Operation Guide**

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
- Subaddress 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
- Saving scanned documents to a Custom Box
- Sending Document in a Custom Box
- Editing Documents in a Custom Box
- Deleting Documents in a Custom Box

NOTE

- To use Custom Box, a solid-state drive must be installed in the machine.

  A solid-state drive is an option for some models. Contact your dealer or our sales or service representatives for details.

  ➡ HD-17/HD-18/HD-19 <Large Capacity Storage: SSD> (page 859)

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

  ➡ **Embedded Web Server RX User Guide**

What is Job Box?

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

NOTE

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

  ➡ Deletion of Job Retention (page 518)

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

  ➡ Printing Data Saved in the Printer (page 214)

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. Image files scanned using this machine can also be saved to USB drive in the PDF, TIFF, JPEG, XPS, OpenXPS, High Compression PDF, Word, Excel, or PowerPoint format (Scan to USB).

NOTE

Word, Excel, and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

Subaddress Box

Subaddress Box stores the fax data. The optional FAX Kit is required to make use of FAX functionality.

➡ **FAX Operation Guide**

Basic Operation for Document Box

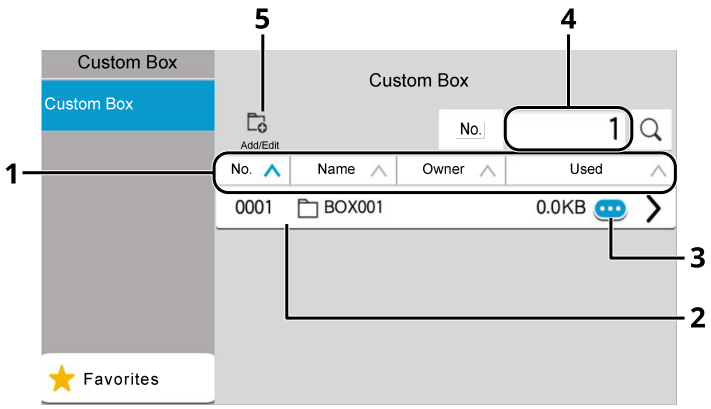
This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

NOTE

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

➡ Editing Custom Box (page 322)

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 to open.

3 Displays the details for the selected box.

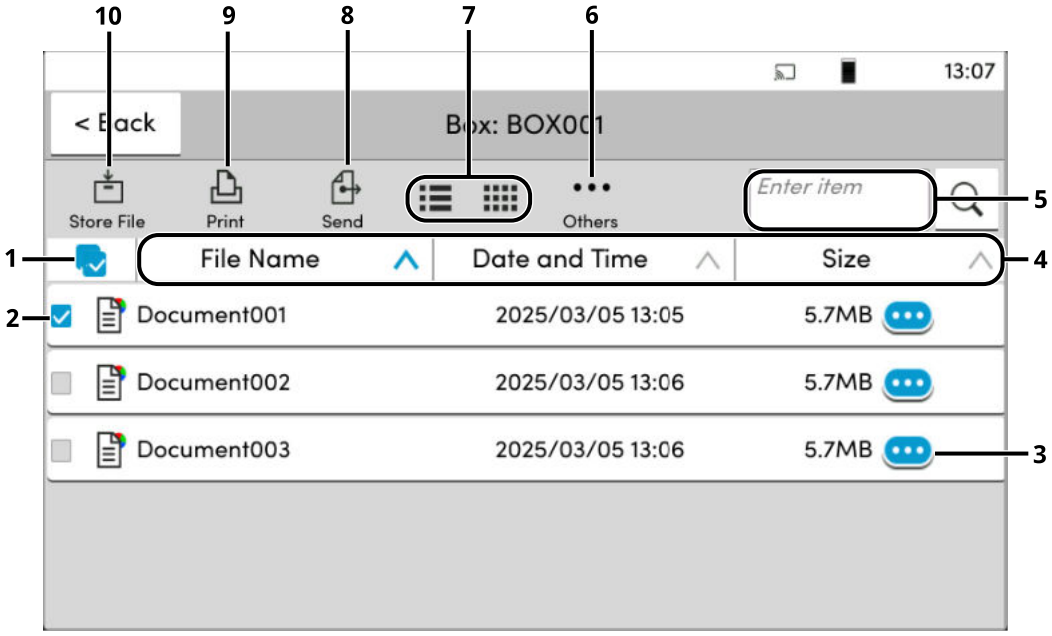
4 A box can be searched by Box No. or Box Name. Select either [No.] or [Name] to switch between [No.] or [Name].

5 Registers new boxes. Modifies or deletes box information.

Document List

The document list has a list of 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 by Name.

6 The menu for document operations will be displayed.

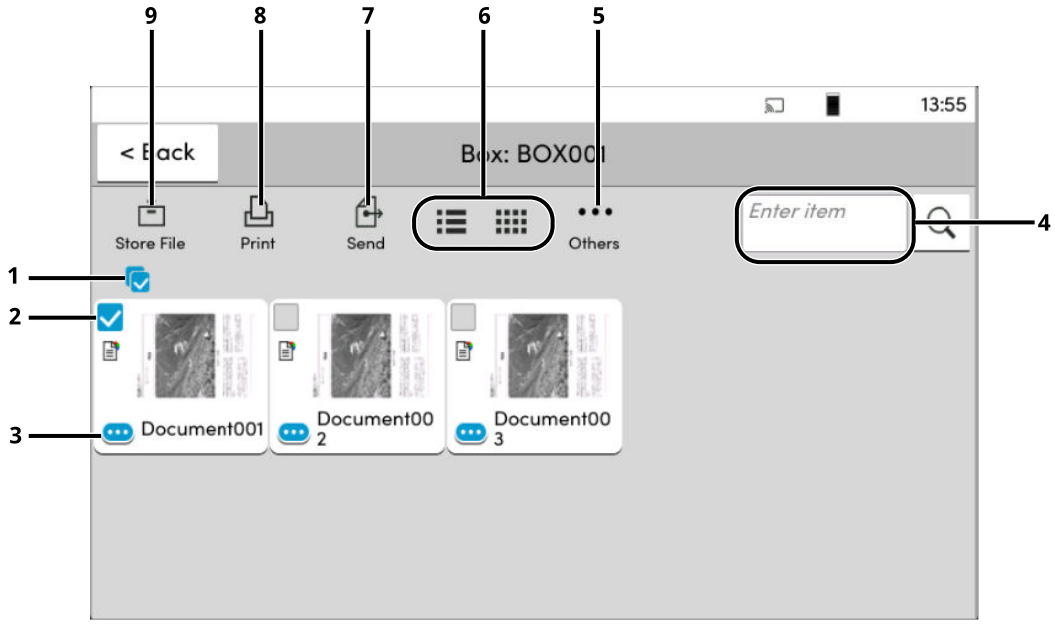
7 Switches between list display and thumbnail display.

8 Sends the selected documents.

9 Prints the selected documents.

10 Saves the document in the selected custom 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 A document can be searched by Name.

5 The menu for document operations will be displayed.

6 Switches between list display and thumbnail display.

7 Sends the selected documents.

8 Prints the selected documents.

9 Saves the document in the selected custom box.

NOTE

You can select multiple documents by pressing the respective document checkboxes. However, note that you cannot select multiple documents when you are sending documents.

Viewing Box Details

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

NOTE

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

2 Check the box details.

3 Select [OK].

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 want to edit and select [Edit].**

NOTE

If a custom box is password-protected, 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].

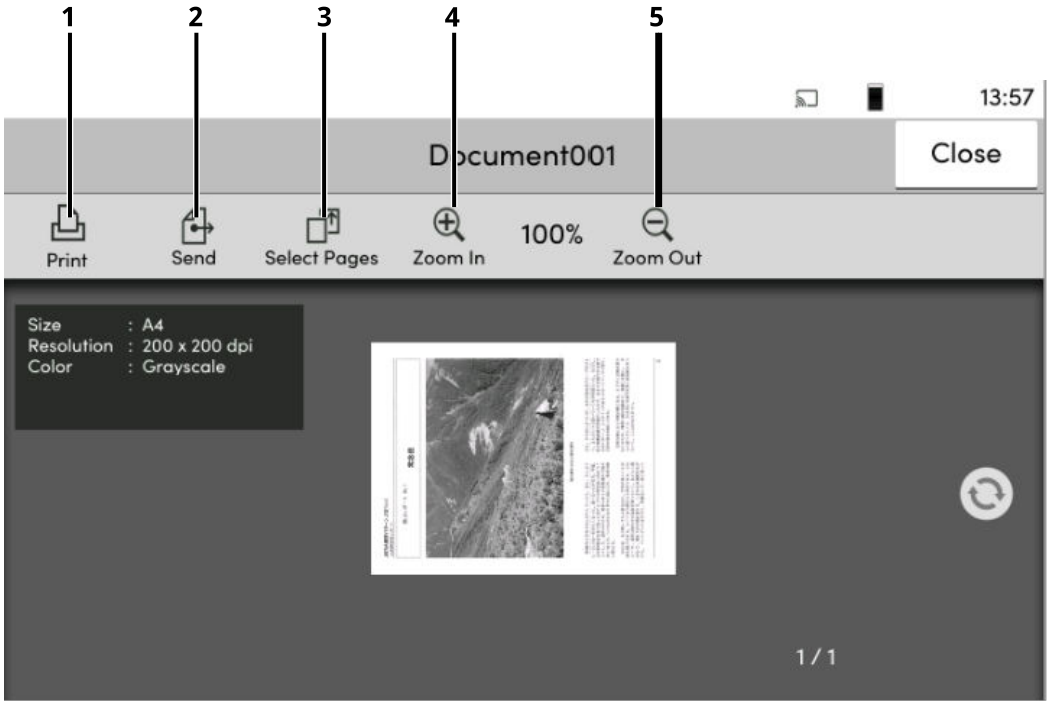
The display returns to the default Document Box screen.

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 on the preview screen are shown below.



1 Prints the selected documents.

2 Sends the selected documents.

3 Select any page of the open document and print, send, or copy to USB Drive.

➡ Selecting a Page (page 319)

4 Zoom in.

5 Zoom out.

NOTE

The preview display can be controlled by moving your fingers on the touch panel.

➡ Using the Preview Screen (page 318)

3 Confirm the document and select [Close].

Using the Preview Screen

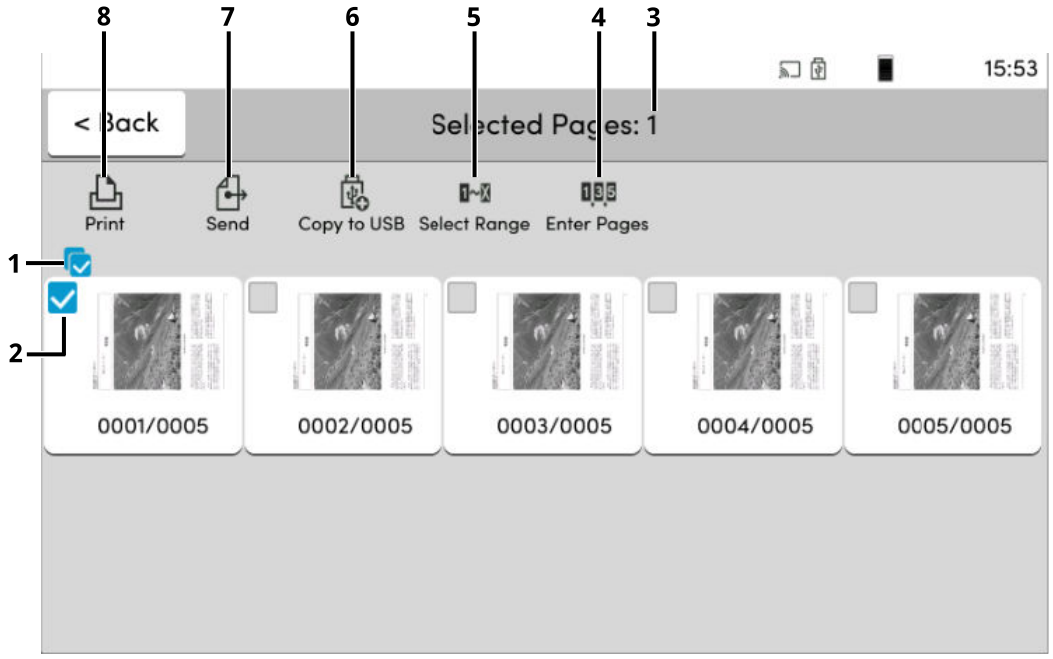
Function	Description
Swipe	Swipe the preview to the left and right to display a preview of the pages in the order read.
Drag	With the finger touching the touch panel, slide the finger to move the position of the displayed preview.
Pinch in Pinch out	With two fingers touching the touch panel, widen or tighten the space between the two fingers to zoom in and out on the view.

Selecting a Page

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

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

Select the pages you want to work with, and select [Print], [Send], 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 sent.

8 Selected pages can be printed.

➡ Printing Documents in Custom Box (page 325)

➡ Sending Documents in Custom Box (page 327)

➡ Moving Documents in Custom Box (page 330)

Creating a New Custom Box

NOTE

- To use Custom Box, an SSD must be installed in the machine.

  An SSD 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

  ➡ Log in as Machine Administrator or Administrator (page 123)
- 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.

Box Name

Enter a box name.

➡ Character Entry Method (page 868)

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

Set the owner of the box. Select the owner from the user list that appears.*1

Permission

Select whether to share the box.*2

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 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 days. To disable automatic file selection, 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].

2 Select [OK].

The Custom Box is created.

*1 Displayed when the user login administration is enabled.
*2 Not displayed when "Owner" is set to [No Owner]

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 user.

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

For details on each item, refer to the following:

➡ Creating a New Custom Box (page 320)

3 [OK] > [OK]

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:

➡ **Printer 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 password-protected, 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.

2 Select [Print].

3 Set the paper selection, duplex printing, etc.

NOTE

Select [Favorites] when registering or using favorites.

➡ Registering Favorites (page 245)

➡ Using Favorites (page 246)

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 Setting] 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.

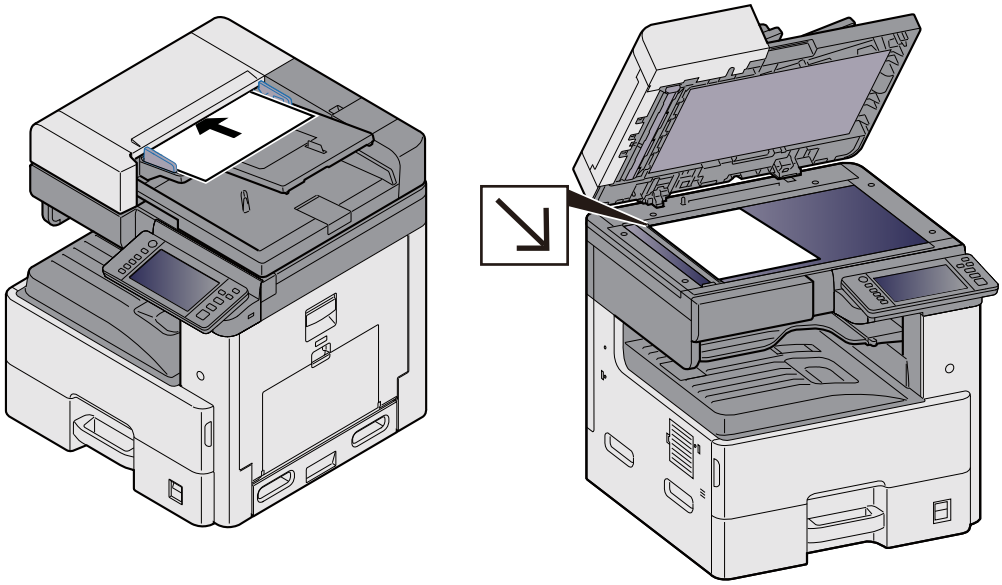
Printing of the selected document begins.

Storing Scanned Documents to a Custom Box

1 Display the screen.

[Home] key > [Custom Box]

2 Place the originals.



➡ Loading Originals (page 238)

3 Store the document.

1 Select the box > [Store File].

2 Set the type of original, file format, etc.

NOTE

- Select [Favorites] when registering or using favorites.

➡ Registering Favorites (page 245)

➡ Using Favorites (page 246)

3 Press the [Start] key.

The original is scanned, and the data is stored in the specified Custom Box.

Sending Documents in Custom Box

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 563)

1 Display the screen.

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

NOTE

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

2 Send the document.

1 Select the document you want to send by checking the checkbox.

The document is marked with a checkmark.

NOTE

- You cannot select and send multiple documents.
- To deselect, select the checkbox again.

2 Select [Send].

NOTE

Depending on the settings, the address book screen may appear.

3 Set the destination.

For more information on selecting destinations, refer to the following:

➡ Specifying Destination (page 297)

IMPORTANT

Only when specifying the email addresses which have an encryption certificate from the address book, [Email Encrypted TX] and [Digital Signature to Email] can be used. When entering email address from the operation panel, you cannot use these functions.

4 Set the sending size, original image, etc.

NOTE

Select [Favorites] when registering or using favorites.

➡ Registering Favorites (page 245)

➡ Using Favorites (page 246)

5 Press the [Start] key.

Sending of the selected document begins.

Sending Documents in Custom Box to E-mail Address of Logged in User

When user login is enabled, documents in the custom box are sent to the email address of the logged in user.

Setting before send

Before using this function, the following are necessary.

- The function icon must be displayed in the home screen.

  ➡ Editing the Home Screen (page 57)

- An email address must be set in user login for the user who logs in.

  ➡ Adding a User (Local User List) (page 595)

Sending to the Email address of the logged in user

When user login is enabled, documents in the custom box are sent to the email address of the logged in user. The procedure is as follows.

1 **Select [Home] key.**

2 **Select [Send to Me(Email)].**

NOTE

When this function is used, functions other than transmission cannot be used.

Moving Documents in Custom Box

1 Display the screen.

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

NOTE

If a custom box is password-protected, 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.

2 [Others] > [Move/Copy] > [Move to Custom Box] > Select the destination of move > [Move] > [Move].

The selected document is moved.

NOTE

If the box destination of the document to be moved is password-protected, 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 password-protected, 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.

2 [Others] > [Move/Copy] > [Copy to Custom Box] > Select the destination of copy > [Copy] > [Copy].

The selected document is copied.

NOTE

If the box has the copied document and is password-protected, 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 password-protected, enter the correct password.

2 Copy the documents.

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

NOTE

To deselect, select the checkbox again.

2 [Others] > [Move/Copy] > [Copy to USB Drive] > Select the destination of copy > [Next] > Configure the settings in the "USB Drive" screen > [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 password-protected, enter the correct password.

2 Join the document.

1. Select the documents in the list that you want to join by selecting the checkbox.

   However, you cannot join files with different resolutions.

   NOTE

   To deselect, select the checkbox again.

2. [Others] > [Join]
3. Arrange the documents into the order in which they will 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.
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 password-protected, 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 the document, select the checkbox again.

2 [Others] > [Delete] > [Delete]

The document is deleted.

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 Filed

In addition, you can store scanned image files in a USB drive connected to the machine.

The following file types can be stored:

- PDF file format
- TIFF file format
- JPEG file format
- XPS file format
- OpenXPS file format
- High-compression PDF file format
- Word file format
- Excel file format
- PowerPoint file format

NOTE

Word, Excel, and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

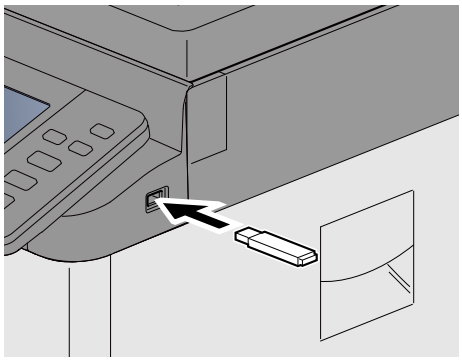
Printing Documents Stored in Removable USB Drive

NOTE

- PDF files you want to print should have an extension (.pdf).
- Use the 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 or lower-level folder, select [ ] (up icon) or [ ] (down icon).

2 Select the file to be printed > [Print].

3 Change the number of copies, duplex printing, etc.

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.

In "Quick Setup" screen, you can also remove the USB Drive by selecting [Remove USB Drive].

4 Press the [Start] key.

Printing of the selected file begins.

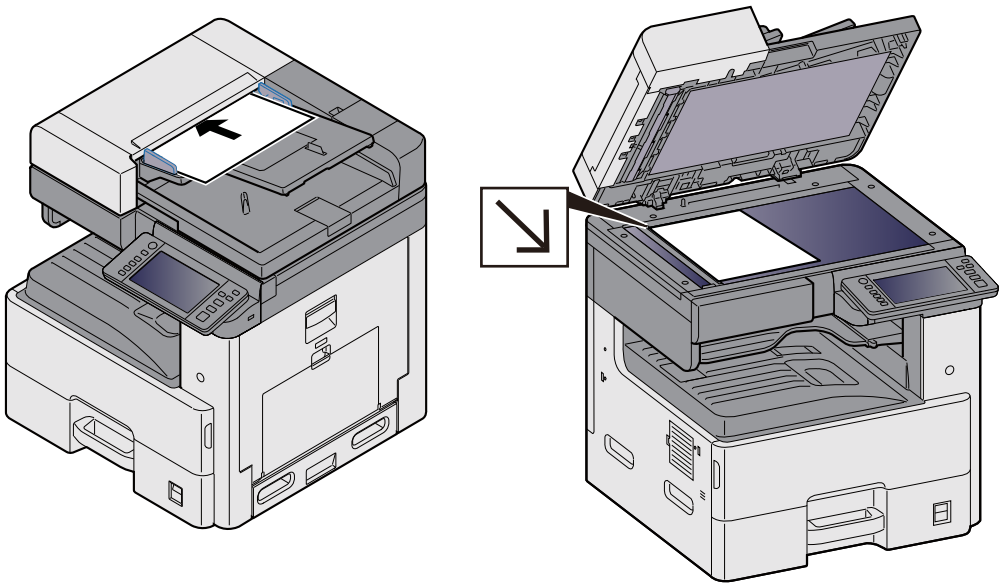
Storing Documents to USB Drive (Scan to USB)

You can store scanned documents on a removable USB Drive.

NOTE

The maximum number of storable files is 1,000.

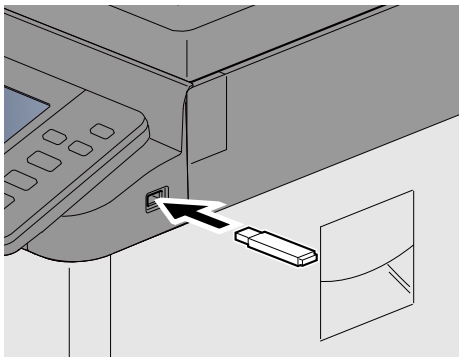
1 Place the originals.



➡ Loading Originals (page 238)

2 Plug the USB Drive.

1 Plug the USB drive into the USB Memory Slot.



2 When the machine reads the USB memory, "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.

3 Store the document.

1 Select the folder where the file will be stored.

2 Select [Store File].

3 Set the type of original, file format, etc.

4 Check the storing image.

5 Press the [Start] key.

The original is scanned, and the data is stored in the USB drive.

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

To avoid damage to the data, be sure to follow the procedure below.

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 452)

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 56)

Cloud Linkage Function

Use Cloud Access to link the cloud service (Google Drive) to this machine. You can save scanned documents to a folder in the cloud service and print files in the cloud service.

Access the cloud service in advance, upload the file you want to print, and create a destination folder.

This section explains procedures for individual users who do not need administrator rights to use the cloud integration function as an example. The action is as follows:

1. **Set up files and folders in a cloud service.**
2. **Install Cloud Access.**
3. **Set Cloud Access user account (authentication information).**
4. **Link with cloud service.**
5. **Scan and print through the cloud service.**

NOTE

For procedures for users who require administrator privileges to use the cloud linkage function, refer to the following:

➡ **Cloud Access User Guide**

Setting up files and folders in a cloud service

Before using the cloud linkage function, please do the following preparations in the cloud service:

1. **Upload the file you want to print.**
2. **Create a destination folder.**

Setting up files and folders in Local Directory

Before using the local directory function, please do the following preparations on your computer:

1. **Create a folder.**
2. **Store the file you want to print.**

Installing Cloud Access

IMPORTANT

Depending on the usage environment, the installation may take some time to complete. Do not force a termination during the installation.

1 **Download the installer.**

➡ Downloading and installing from the website (page 106)

2 **Click the installer.**

The installer will start up.

3 **Select the setup language > [OK].**

4 **Scroll and confirm the license agreement and select [Accept] > [Next].**

5 **Select [Next] in the "Information" screen.**

The "Information" screen displays additional components that will be installed on the computer.

6 **Select [Next] without checking [Manage settings as an administrator.].**

NOTE

To manage Cloud Access as an administrator for your organization or team, select this setting.

➡ **Cloud Access User Guide**

7 **Select [Install].**

Installation of the application begins.

8 **Select [Restart computer now], then select [Finish].**

Set Cloud Access user account (authorization information)

Set the Cloud Access user authorization information to link with the cloud.

1 Double-click the Cloud Access icon.

The browser launches and the Cloud Access setup screen appears.

NOTE

You can also display the setup screen by entering the following URL in a browser.

https://cloudaccessapp.com:11022/

2 Select [Start].

3 Set Cloud Access account (authorization information).

Enter the following information:

- User Name
- Name
- Email Address
- Password

4 Select [Generate PIN].

A 6-digit PIN code will be generated, so please write it down.

5 Select a question from the [Security Question] drop-down list and enter your answer.

This information is used to verify the user identity and recover the password.

6 Select [Next].

Advances to the proxy setting screen.

7 Enter the address and port of the proxy server > [Next].

Check it from your browser. If you do not know them, please contact your provider.

NOTE

The same username and password as those set in the previous step are displayed.

8 Confirm the printer that you want to link with the cloud service and select [Connect].

NOTE

Take note of the machine connection information. This may be needed in other configurations.

9 **Select [Finish] and then "Sign in".**

Adding Cloud Service Accounts

Link Cloud Access accounts with the cloud service and set up the folders and files you want to use.

You can also manage one or more of your cloud service accounts.

1 Select [Add] on the "Cloud Service Accounts and Folders" screen.

2 In the "Select your cloud service" screen, select [Connect to Google Drive].

3 To sign in to your cloud service account, select [Connect to Google].

4 Select [Continue] to specify the print and scan functionalities you prefer to use.

NOTE

You can also select [Set up later].

5 Set up Scan Destinations.

1 Select [Add folder].

2 Select the preferred folder for your scan destination. To select more than one folder, press and hold [Ctrl]. To select all folders, press [Ctrl] + [A]. To add more folders, repeat items 1 and 2 of step 5.

3 Click [Select].

4 Review the scan destinations, then select [Next].

6 Set up Printable Files.

1 Select [Add file].

2 Select the file that you want to access directly from the printer connected to the application. To select more than one file press and hold [Ctrl]. To select all files, press [Ctrl] + [A]. To add more files, repeat items 1 and 2 of step 6.

3 Click [Select].

4 Review the printable files, then select [Finish].

NOTE

Only the following file types are supported:

- JPEG
- PDF
- TIFF

7 Select [Home].

8 Review the list of cloud service accounts and confirm that the new account has been added.

NOTE

To review or modify scan destinations and printable files for an existing account, select [Manage].

Adding a Local Folder Path

Link the Cloud Access accounts with the local computer directory.

NOTE

- Only public folders or folders with no restrictions or special properties can be added.
- Folder path selection is limited to 5 subfolder levels.

1. **In the "Cloud Service Account and Folders" screen, select [Add].**
2. **In the "Select your cloud service" screen, select [Local Directory].**
3. **Enter your preferred "Folder path" to store your scanned files.**

   NOTE

   You can copy and paste or browse the folder path.

4. **Enter your preferred "Custom name".**
5. **To add the folder to the "Cloud Service Accounts and Folders" list, select [Save].**

Removing Cloud Service Accounts or Folders

To remove cloud service accounts or folders, do the following:

1. **Select the checkbox of one or more cloud service accounts or folders you prefer to remove.**
2. **Select [Delete] > [Delete].**
3. **Review the list in the "Cloud Service Accounts and Folders" screen and confirm that the selected cloud service account or folder has been removed.**

Reconnecting Cloud Service Accounts

To reconnect cloud service accounts that may be updated, signed out, or unauthorized elsewhere, do the following:

1. **Select the checkbox for an account that is marked with a reconnect icon.**
2. **Select [Reconnect].**
3. **Sign in with the correct cloud service credentials.**
4. **Review the list of cloud service accounts and confirm that the account has been reconnected.**

Scan and Print using Cloud Service

NOTE

- Make sure that the computer with Cloud Access is turned on, and that you know the host name. For more information about getting the host name, refer to the following:

  ➡ **Cloud Access User Guide**

- Make sure that paper is loaded correctly in the cassettes or multipurpose tray. For more information on loading paper correctly, refer to the following:

  ➡ Loading Paper into Cassette 1 (to 3) (page 146)

  ➡ Loading Paper in the Multipurpose Tray (page 151)

- When scanning, place your originals facedown on the platen or face-up on the document processor. For more information about placing originals, refer to the following:

  ➡ Loading Originals (page 238)

  ➡ Loading Originals in the Document Processor (page 241)

Printing a file on the cloud service

1 Display the screen.

If [Cloud Access] is displayed on the Home screen, proceed to Step 2.

1 [System Menu/Counter] key > [Function Settings] > [Cloud Access Setting]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

2 [Connect to Cloud Access] > [On]

3 Select [Edit Restriction] > [Off], or [Administrator Only].

4 Select [System Menu/Counter] key > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] key > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Cloud Access > [Login].

NOTE

You can also select [Other Login] and enter the PIN code created when you set up your Cloud Access account.

3 Print a file in Google Drive.

1 [Google Drive] > [OK]

NOTE

You can search for the target folder or file on the search screen.

2 Select the file to be printed > [Print].

3 Select and set print functions as needed.

4 Press the [Start] key.

Printing begins.

Printing a file from the local directory

1 Display the screen.

If [Cloud Access] is displayed on the Home screen, proceed to Step 2.

1 [System Menu/Counter] > [Function Settings] > [Cloud Access Setting]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

2 [Connect to Cloud Access] > [On]

3 Select [Edit Restriction] > [Off], or [Administrator Only].

4 Select [System Menu/Counter] key > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] key > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Cloud Access > [Login].

NOTE

You can also select [Other Login] and enter the PIN code created when you set up your Cloud Access account.

3 Print a file in Local.

1 [Local] > [OK]

NOTE

You can search for the target folder or file on the search screen.

2 Select the file to be printed > [Print].

3 Select and set print functions as needed.

4 Press the [Start] key.

Printing begins.

Scanning a file to the local directory

1 Display the screen.

If [Cloud Access] is displayed on the Home screen, this step is not necessary.

1 [System Menu/Counter] key > [Function Settings] > [Cloud Access Setting]

> **NOTE**
>
> If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.
>
> ➡ Log in as Machine Administrator or Administrator (page 123)

2 [Connect to Cloud Access] > [On]

3 Select [Edit Restriction] > [Off], or [Administrator Only].

4 Select [System Menu/Counter] key > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [OK] > [Close] > [Close] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] key > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Cloud Access > [Login].

> **NOTE**
>
> You can also select [Other Login] and enter the PIN code created when you set up your Cloud Access account.

3 Send a file to a local directory.

1 Select [Local] > [OK]

> **NOTE**
>
> You can search for the target folder on the search screen.

2 Select a folder for the scan destination > [Send].

3 Select and set scan functions as needed.

4 Press the [Start] key.

Scanning starts.

Scan and send files to the cloud service

1 Display the screen.

If [Cloud Access] is displayed on the Home screen, this step is not necessary.

1 [System Menu/Counter] key > [Function Settings] > [Cloud Access Setting]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

2 [Connect to Cloud Access] > [On]

3 Select [Edit Restriction] > [Off], or [Administrator Only].

4 Select [System Menu/Counter] key > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [OK] > [Close] > [Close] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] key > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Cloud Access > [Login].

NOTE

You can also select [Other Login] and enter the PIN code created when you set up your Cloud Access account.

3 Send a file to a folder in Google Drive.

1 [Google Drive] > [OK]

NOTE

You can search for the target folder on the search screen.

2 Select a folder for the scan destination > [Send].

3 Select and set send functions as needed.

4 Press the [Start] key.

Sending starts.

6 Using Various Functions

Functions 357

Functions

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

The following are examples of how to navigate in the respective functions.

Copy **Org./Paper/Finishing**

Access to the function is indicated by icons.

Example: Select [Org./Paper/Finishing] in the Copy screen to use the function.

Send **Org./Sending Data Format**

Access to the function is indicated by icons.

Example: Select [Org./Sending Data Format] in the Send screen to use the function.

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] on the USB Drive screen to use the function.

Original Size

Copy Send Custom Box USB Drive

Specify the original size to be scanned.

Select [Auto (Standard Size)], [Auto (Non-standard Size)], [Metric], [Inch], [Others], or [Size Entry] to select the original size.

[Auto (Standard Size)]

Value	Description
—	Automatically detects the size of the original on any of the metric, inch, or other sizes.

[Auto (Non-standard Size)]

Value	Description
—	Detects the size of the original automatically.

[Metric]

Value	Description
[A3], [A4-R], [A4], [A5-R], [A5], [A6-R], [B4-R], [B5-R], [B5], [B6-R], [B6], [Folio], [216 x 340 mm]	Select from the Metric series standard sizes.

[Inch]

Value	Description
[Ledger], [Letter-R], [Letter], [Legal], [Statement-R], [Statement], [11"×15"], [OficioII]	Select from the Inch series standard sizes.

[Others]

Value	Description
[8K], [16K-R], [16K], [Hagaki] (Cardstock), [Oufukuhagaki] (Return postcard)	Select from special standard sizes and custom sizes.

[Size Entry]

Value	Description
Metric X: 50 mm to 432 mm (in 1 mm increments) Y: 50 mm to 297 mm (in 1 mm increments)	Enter the size not included in the standard sizes.*1 When you have selected [Size Entry], select [+] or [-] to set the sizes of "X" (horizontal) and "Y" (vertical). Select the entry field to use the numeric keys for entry.
Inch X: 2.00" to 17.00" (in 0.01" increments) Y: 2.00" to 11.69" (in 0.01" increments)	

NOTE

Be sure to always specify the original size when using custom size original.

*1 The input units can be changed in System Menu.

➡ Measurement (page 464)

Paper Selection

Copy Custom Box USB Drive

Select the cassette or multipurpose tray that contains the required paper size.

Select from [1] (Cassette 1) to [3] (Cassette 3) to use the paper contained in these cassettes.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

NOTE

- Specify in advance the size and type of paper loaded in the cassette.

  ➡ [Paper Feeding] (page 476)
- Cassettes after Cassette 1 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] then 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], [A4-R], [A4], [A5-R], [A6-R], [B4-R], [B5-R], [B5], [B6-R], [Folio], [216 x 340 mm]	Select from the Metric standard size.

[Inch]

Value	Description
[Ledger], [Letter-R], [Letter], [Legal], [Statement-R], [Executive], [OficioII]	Select from the Inch standard size.

[Others]

Value	Description
[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], [Custom][*1]	Select from special standard sizes and custom sizes.

[Size Entry]

Value	Description
Metric X: 148 mm to 432 mm (in 1 mm increments) Y: 98 mm to 297 mm (in 1 mm increments)	Enter the size not included in the standard size.*2 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 17.00" (in 0.01" increments) Y: 3.86" to 11.69" (in 0.01" increments)	

Media Type

Values

[Plain], [Transparency], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted]*3, [Bond], [Cardstock], [Color], [Prepunched]*3, [Letterhead]*3, [Envelope], [Thick], [High Quality], [Custom 1] to [Custom 8]*4

NOTE

- You can conveniently select in advance the size and type of paper that will be used often and set as default.

  ➡ [MP Tray Settings] (page 477)
- If the specified size of paper is not loaded in the cassette or multipurpose tray, a confirmation screen appears. Load the required paper, then select [Continue] to start.

*1 For instructions on how to specify the custom paper size, refer to the following:

➡ [Custom Paper Settings] (page 478)

*2 The input units can be changed in System Menu. For details, refer to the following:

➡ Measurement (page 464)

*3 To print on preprinted, prepunched paper, or on letterhead, refer to the following:

➡ [Special Paper Action] (page 482)

*4 For instructions on how to specify the custom paper types 1 to 8, refer to the following:

➡ Media Type Setting (page 479)

Mixed Size Originals

Copy Send Custom Box USB Drive

Scan the documents of different sizes that are set in the document processor all at once.

This function is not enabled if platen is used.

Copying

Metric Models

Value	Description
[Off]	—
[Same Width]	Scans and copies multiple sheets of the same width using the document processor.
[Different Width]	Scans and copies multiple sheets of different width using the document processor.

Inch Models

Value	Description
[Off]	—
[Same Width]	Originals are detected individually for size and copied to the same size paper as originals.

Sending/Storing

Value	Description
[Off]	—
[Same Width]	Scans and sends/stores multiple sheets of the same width using the document processor.
[Different Width]	Scans and sends/stores multiple sheets of different width using the document processor.

Supported Combinations of Originals

Same Width

When the original widths are the same, the combinations of originals that can be replaced are as follows.

- B4 and B5
- Ledger and Letter (A3 and A4)
- Legal and Letter-R (Folio and A4-R)

Example: B4 and B5



NOTE

When combining original sizes such as the combination below, make sure to set "Auto Detect Original Size (DP)" to [On] for "Folio".

A4-R and Folio

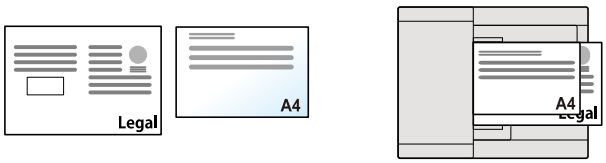
[Auto Detect Original Size (DP)] (page 474)

Different Width

The supported combinations of originals are as follows.

- Letter-R, A4-R, Folio, Legal

Example: A4-R and Legal



NOTE

- The number of sheets that can be placed in the document processor: up to 30 sheets.
- When combining original sizes such as the combination below, make sure to set "Auto Detect Original Size" to [On] for "Folio".

  A4-R and Folio

  [Auto Detect Original Size (DP)] (page 474)

IMPORTANT

To properly position multiple originals with different widths, arrange the originals with all left and top sides aligned, and place all originals aligned against the far width guide. If the originals are not properly aligned or positioned, they may not be scanned properly and skewing or jams may occur.

Selecting How to Copy Originals

Set the paper size (copy size) when printing scanned document. Select whether you prefer to create individual copies on different size paper matching the original sizes or to produce all copies on the same size paper.

NOTE

This function is available regardless of whether originals have the same width or not.

Mixed Size Copies

Originals are detected individually for size and copied to the same size paper as originals.



Same Size Copies

Originals are all copied to the same size paper.



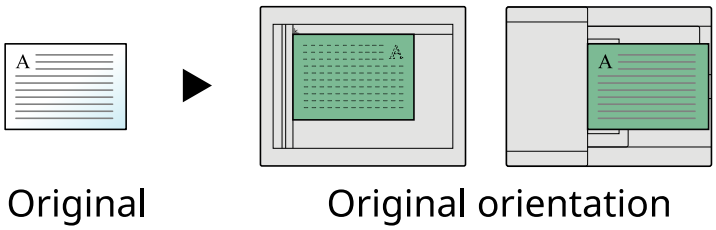
Original Orientation

Copy Send Custom Box USB Drive

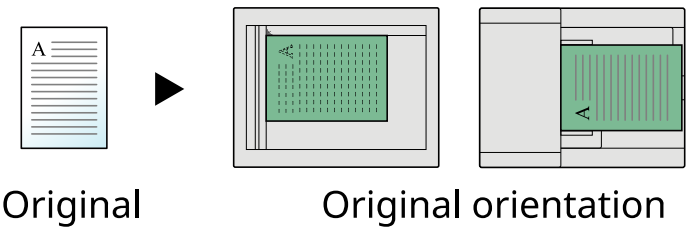
To scan in the correct direction, select the orientation of the original document.

Select original orientation from [Top Edge on Top], [Top Edge on Left], or [Auto].

Top Edge on Top



Top Edge on Left



Auto

This function can only be used when the optional Scan extension kit(A) is activated.

➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

NOTE

The default setting for Original Orientation can be changed.

➡ Original Orientation (Copy) (page 496)

Collate/Offset

Copy Custom Box USB Drive

Offsets the output by page or set.

Off

Collate On

Scans multiple originals and delivers complete sets of copies as required according to page number.

Offset Each Page

Printed copies are collated and output as individual pages separately.

Offset Each Set

Printed copies are collated and output as individual sets separately.

NOTE

The paper size of the additional paper feed unit must be the same as that of the selected paper feed unit, but the paper orientation must be different.

Paper Output

Copy Custom Box USB Drive

Specify the output tray.

Item	Description
[Inner Tray]	Outputs to the inner tray of the machine.
[Job Separator Tray]	Delivery to the job separator tray.

NOTE

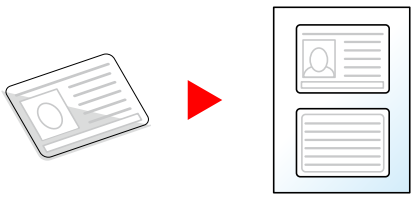
The default setting for Paper Output can be changed.

➡ [Paper Output] (page 483)

ID Card Copy/Scan

Copy Send

Use this when you want to copy/send a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.



Value: Off, On

IMPORTANT

Place the ID card within the platen glass A4/Letter size area. To enable card copying and scanning, make sure that the document processor cover is closed.

Density

Copy Send Custom Box USB Drive

Adjust density.

Adjust density by selecting -4 (Lighter) to 4 (Darker).



Original Image

Copy Send Custom Box USB Drive

Select original image type for best results.

Original Image Quality Copy

[Text+Photo]

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

NOTE

If gray text is not printed completely using [Text+Photo], selecting [Text] may improve the result.

[Photo]

Best for photos taken with a camera.

[Text]

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

[Graphic/Map]

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

Original Image (When sending/printing/saving)

[Text+Photo]

Best for mixed text and photo documents.

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

[Photo]

Best for photos taken with a camera.

[Text]

Light Text/Fine Line

Value	Description
Off	Best for documents that are mostly text and were originally printed on this machine.
On	Sharply renders pencil text and fine lines.

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

[Text (for OCR)]

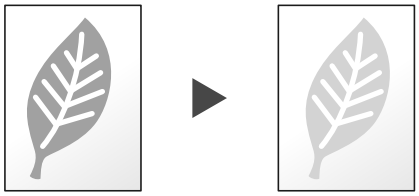
Scanning produces an image that is suitable for OCR. This function is only available when Color Selection is set to Black and White.

➡ Color Selection (page 372)

EcoPrint

Copy USB Drive

EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required.



Value: Off, On

Color Selection

Send Custom Box USB Drive

Select the color setting.

Item	Description
[Auto (Color/Grayscale)]	Automatically recognizes whether the document is color or black and white. Scans colored 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. Scans colored documents in Full Color and black and white documents in Grayscale.
[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

Copy Send Custom Box USB Drive

Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting 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 towards "Blur".

Less Sharp ◀ Original ▶ More Sharp



Value	Description
1 to 3 (Sharpen)	Emphasizes the image outline.
-1 to -3 (Normal - Sharpen)	Blurs the image outline. Can weaken a moire*1 effect.

*1 Patterns that are created by irregular distribution of halftone dots.

Background Density Adj. (Background Density Adjustment)

Copy Send Custom Box USB Drive

Removes dark background from originals, such as newspapers.

If the ground color is interfering, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

Value	Description
[Off]	Does not adjust the ground color.
[Auto]	Automatically adjusts the background density based on the original.
[Manual]	Select [1] to [7] (Lighter - Darker) to adjust the background density manually.

Saturation

Send Custom Box USB Drive

Adjusts the color saturation of the image.

Grayish Original Vivid



Results in paler color.

Results in more vivid color.

NOTE

This feature is used when full color or auto color are selected in [Color Selection]. Saturation is disabled if Auto Color detects black and white originals.

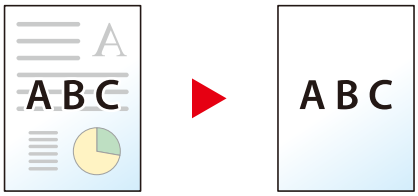
Item	Description
-1 to -3 (lighter)	Results in paler color.
1 to 3 (darker)	Results in more vivid color.

Prevent Bleed-thru

Copy Send Custom Box USB Drive

Hides background colors and image bleed-through when scanning thin original.

Value: Off, On



Contrast

Copy Send Custom Box USB Drive

You can adjust contrast between light and dark areas of the image.

Lower



Original



Higher



Item	Description
-1 to -4 (Lower)	Creates smoother colors.
1 to 4 (Higher)	Increases the sharpness of colors.

Erase Colors

Copy Send Custom Box USB Drive

Erases colors in the source document.

Off

On

Value	Description
[Yellow], [Red], [Cyan], [Magenta], [Green], [Blue], [Black]	Select the colors to erase. You can select up to 6 colors.

Value	Description
[1] (Narrower) to [5] (Wider)	Choose a range of colors to erase. For example, if you specify yellow and select [5] (Wider) from the color range, greens and reds close to yellow will be erased.

NOTE

If you select only [Black], you cannot set the Color Range.

Zoom

Copy Send Custom Box USB Drive

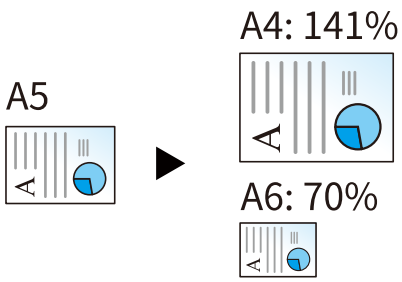
Adjust the zoom to reduce or enlarge the image.

Copying

The following zoom options are available.

Auto

Adjusts the image to match the paper size.



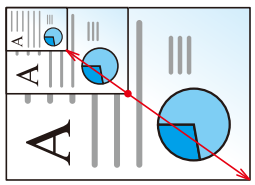
Standard Zoom

Reduces or enlarges at preset magnifications.

- [400% Max.]
- [200%]
- [141% A4>>A3 A5>>A4]
- [127% Folio>>A3]
- [106% 11x15">>A3]
- [90% Folio>>A4]
- [75% 11x15">>A4]
- [70% A3>>A4 A4>>A5]
- [50%]
- [25% Min.]

Zoom Entry

Manually reduces or enlarges the original image in 1% increment between 25% and 400%. Use the numeric keys or select [+] or [-] to enter the any magnification.



Printing/Sending/Storing

Item	Description
100%	Reproduces the original sizes.

Item	Description
Auto	Reduces or enlarges original to sending/storing size.

NOTE

- To reduce or enlarge the image, select the paper size, sending size, or storing size.
  - Paper Selection (page 359)
  - Sending Size (page 406)
  - Storing Size (page 427)
- Some combinations of original size and paper size or sending size may cause the image to be positioned at the edge of the paper. To center the original vertically or horizontally on the page, refer to the following.
  - Margin (page 384)

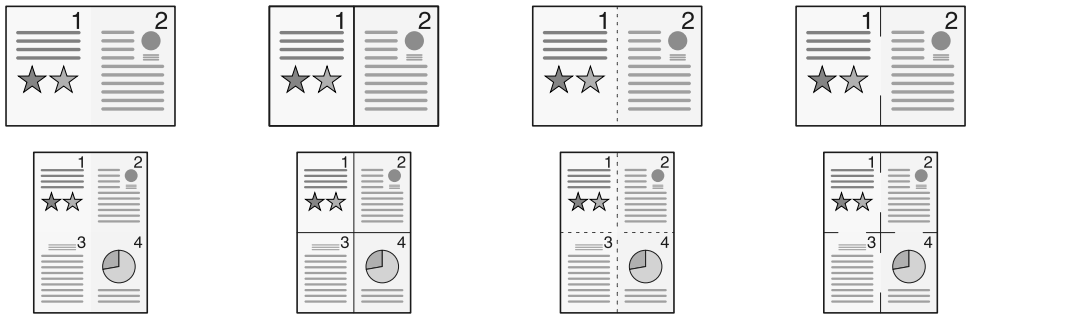
Combine

Copy

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 boundary lines are available.



None **Solid Line** **Dotted Line** **Positioning Mark**

Off

2 in 1

Layout

Values	Description
[Left to Right/Top to Bottom], [Right to Left/ Bottom to Top]	Select the page layout of scanned originals.

Border Line

Values	Description
[None], [Solid Line], [Dotted Line], [Positioning Mark]	Select the boundary line type. Select [Border Line] to select the page boundary line.

Original Orientation

Values	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

4 in 1, 8 in 1

Layout

Values	Description
[Right then Down], [Left then Down], [Down then Right], [Down then Left]	Select the page layout of scanned originals.

Border Line

Values	Description
[None], [Solid Line], [Dotted Line], [Positioning Mark]	Select the boundary line type. Select [Border Line] to select the page boundary line.

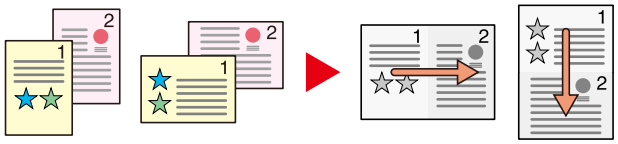
Original Orientation

Values	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

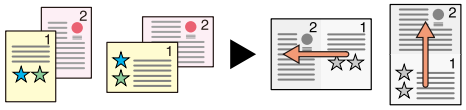
Layout image

2 in 1

Left to Right/Top to Bottom



Right to Left/Bottom to Top



4 in 1, 8 in 1

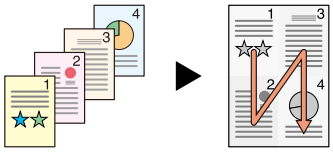
Right then Down

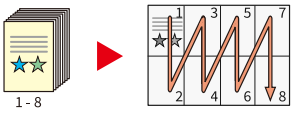


Left then Down

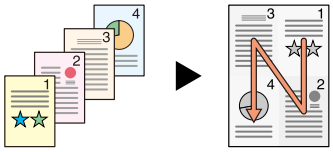


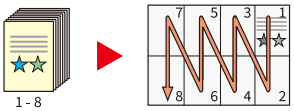
Down then Right





Down then Left





NOTE

- The paper sizes supported in Combine mode are A4, A5, B5, Folio, 216 x 340 mm, Letter, Legal, Statement, OficioII, and 16K.
- When placing the original on the platen, make sure to copy according to the page order.

*1 Displayed only when the optional Scan extension kit(A) is installed.

Margin

Copy USB Drive

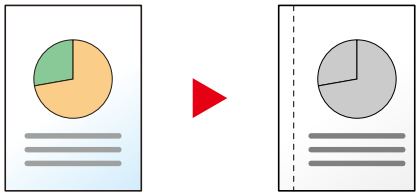
Copying/Printing

Adds margin (white space). In addition, you can set the margin width and the back page margin.

NOTE

The default setting for margin width can be changed.

Margin Default (page 496)



Off

Margin

Margin

Value	Description
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 "Top/Bottom" and "Left/Right."

Back Page

Value	Description
[Auto], [Manual]	For duplex copying, 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 selected, you can set different margins for the top, bottom, left and right side. Use [+], [-] or the numeric keys to enter the margins. **Top/Bottom** Metric: -18 mm to +18 mm Inch: -0.75" to +0.75" **Left/Right** Metric: -18 mm to +18 mm Inch: -0.75" to +0.75"

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*2	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

*1 The input units can be changed in System Menu.

➡ Measurement (page 464)

*2 This function can only be used when the optional Scan extension kit(A) is installed.

Border Erase, Border Erase/Full Scan

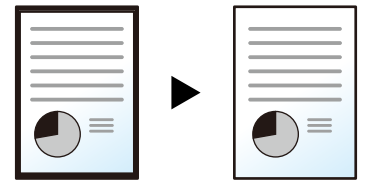
Copy Send Custom Box USB Drive

Erases the black border that forms around the image.

Standard

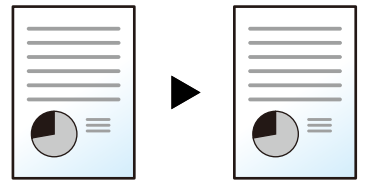
Scan originals in Standard Mode.

Erase the black frame created in the original. Erasing width is fixed.



Full Scan

Scan originals without white margins. No border erase.

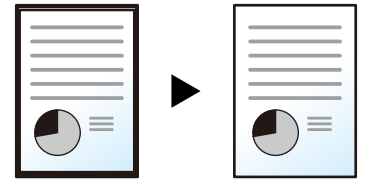


NOTE

This function is not displayed when copying.

Border Erase Sheet

Erase the black frame created in the original. Erasing width can be adjusted.



[Border]

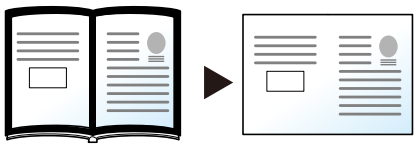
Value	Description
Metric 0 mm to 50 mm (in 1 mm increments) **Inch** 0.00" to 2.00" (in 0.01" increments)	Set the border erase width.*1 Use [+], [-] or the numeric keys to set the value.

[Back Page]

Value	Description
[Same as Front Page], [Do Not Erase]	For 2-sided originals, select [Back Page] and then select [Same as Front Page] or [Do Not Erase].

Border Erase Book

Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.



Original Finishing

[Border]

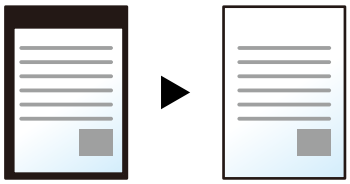
Value	Description
Metric Border and Gutter: 0 mm to 50 mm (in 1 mm increments) **Inch** Border and Gutter: 0.00" to 2.00" (in 0.01" increments)	Set the border erase width around the edges and in the center of the book.*1 Use [+], [-] or the numeric keys to set the value.

[Back Page]

Value	Description
[Same as Front Page], [Do Not Erase]	For 2-sided originals, select [Back Page] and then select [Same as Front Page] or [Do Not Erase].

Individual Border Erase

You can specify border erase widths individually for all edges.



Original Finishing

[Border]

Value	Description
Metric Top, Bottom, Left and Right: 0 mm to 50 mm (in 1 mm increments) **Inch** Top, Bottom, Left and Right: 0.00" to 2.00" (in 0.01" increments)	Set the border erase width individually for all edges.*1 Use [+], [-] or the numeric keys to set the value.

[Back Page]

Value	Description
[Same as Front Page], [Do Not Erase]	For 2-sided originals, select [Back Page] and then select [Same as Front Page] or [Do Not Erase].

[Original Orientation]

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*2	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

NOTE

- [Full Scan] is not displayed when copying.
- The default setting for border erase width can be changed.

  ➡ [Border Erase Default] (page 494)
- The default width for the back page can be changed.

  ➡ Border Erase to Back Page (page 494)

*1 The input units can be changed in System Menu.

➡ Measurement (page 464)

*2 This function can only be used when the optional Scan extension kit(A) is installed.

Duplex

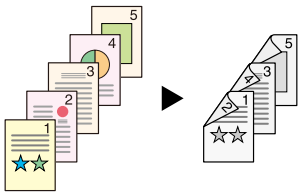
Copy Custom Box USB Drive

Produces two-sided copies. You can also create single-sided copies from two-sided originals.

The following modes are available.

1-sided>>2-sided

Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



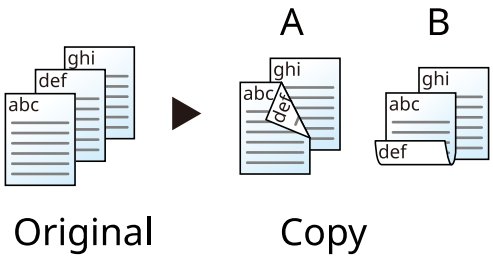
The following binding options are available.

A Binding Left/Right

Images on the second sides are not rotated.

B Binding Top

Images on the second sides are rotated 180 degrees. Copies can be bound on the top edge, facing the same orientation when turning the pages.



2-sided>>1-sided

Copies each side of a two-sided original onto two individual sheets. Place originals in the document processor.



The following options are available.

Binding Left/Right

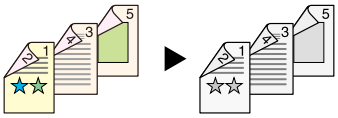
Images on the second sides are not rotated.

Binding Top

Images on the second sides are rotated 180 degrees.

2-sided>>2-sided

Produces two-sided copies from two-sided originals. Place originals in the document processor.

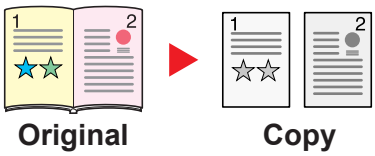


NOTE

The paper sizes supported in Duplex mode: A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Hagaki (Cardstock), Oufuku hagaki (Return postcard) and Custom 1 to 4.

Book>>1-sided

Produces a 1-sided copy of a 2-sided or open book original.



The following binding options are available.

Binding Left

Originals with facing pages are copied from left to right.

Binding Right

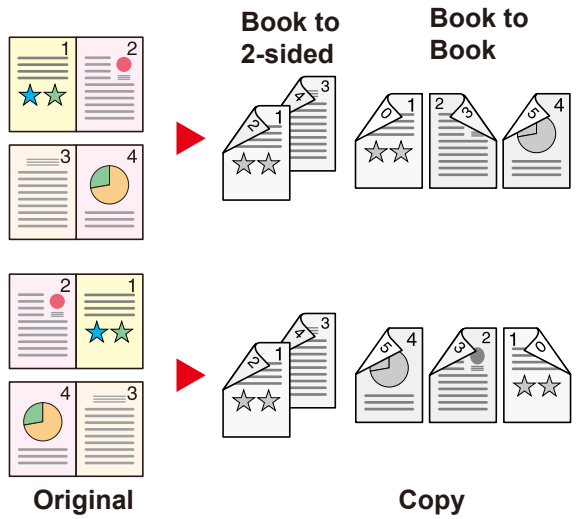
Originals with facing pages are copied from right to left.

NOTE

- The original sizes supported in Book to One-sided mode: A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K
- The paper sizes supported in Book to One-sided mode: A4-R, A4, A5, B5-R, B5, Letter-R, Letter, 16K-R and 16K

Book>>2-sided

Produces two-sided copies from an open book original with facing pages.



NOTE

- The original sizes supported in Book to Two-sided mode: A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K
- The paper sizes supported in Book to Two-sided mode: A4-R, A4, A5, B5-R, B5, Letter-R, Letter, 16K-R and 16K

Copying

Prints 1-sided or open book originals to 2-sided, 2-sided or open book originals to 1-sided. Select the binding orientation for original and finished documents.

[1-sided>>1-sided]

Value	Description
—	Disables the function.

[1-sided>>2-sided]

Finishing

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of copies.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

[2-sided>>1-sided]

Original

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

[2-sided>>2-sided]

Original

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of originals.

Finishing

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of copies.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

[Book>>1-sided]

NOTE

[Top Edge on Top] is set for "Original Orientation".

Original

Value	Description
[Binding Left], [Binding Right]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

[Book>>2-sided]

NOTE

[Top Edge on Top] is set for "Original Orientation".

Original

Value	Description
[Binding Left], [Binding Right]	Select the binding orientation of originals.

Finishing

Value	Description
[Book>>2-sided], [Book>>Book]	Select the desired Duplex option.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

When placing the original on the platen, consecutively replace each original and press the [Start] key.

After scanning all originals, select [Finish Scan] to start copying.

*1 This function can only be used when the optional Scan extension kit(A) is installed.

Printing

Print a document to 1-sided or 2-sided sheets.

1-sided

Value	Description
—	Disables the function.

2-sided

Finishing

Value	Description
[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.

Poster

Copy

To make copies larger than the maximum paper size, select Poster. Enlarged images will be separated and copied onto multiple pages.

The completed copies have overlapping areas. A single large page can be created by pasting those areas together.

Choose one of the following settings:

Off

Copy Size

Value	Description
[34"x44"], [22"x34"], [17"x22"]	Select an option to set the finish size. Copy is enlarged according to the selected paper size.

Zoom Priority

Value	Description
100% - 400% (in 1% increment)	Image will be output on the necessary number of copies for the specified zoom size. Use [+], [-] or the numeric keys to change the displayed magnification.

Number of Sheets

Value	Description
[2 sheets], [4 sheets], [8 sheets]	Copy is enlarged according to the specified number of sheets.

Handwriting Enhancement

Send USB Drive

Emphasize the handwriting texts and lines by changing their color to specified one.

Off

On

Set the color to change.

Value: [Yellow], [Red], [Cyan], [Magenta], [Green], [Blue], [Black], [Mask with White]

NOTE

Depending on the original used, handwritten letters might be wrongly detected.

Examples of handwriting that are difficult to detect:

- Handwritten numbers, figures, or lines that are over 1 cm square in size
- Letters that are written by tick pen

  Example of writings that is incorrectly recognized as handwritten:
- Rounded font

  In case of using this function, it might take some time to send.

Continuous Scan

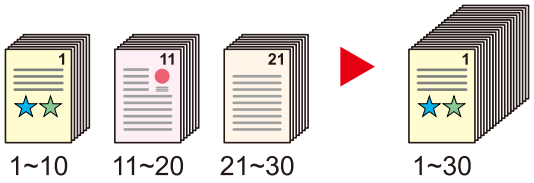
Copy Send Custom Box USB Drive

Scans a large number of originals in one or more batches, combining all scans into one job. You can configure the functions that display on the screen during scanning.

After scanning a batch of multiple originals, select either of the following:

- Select [Scan Next Originals] to scan another batch.
- Select [Finish Scan]. All scanned batches are saved as one file. The sending, destination or storing settings are displayed to show information on where the file is stored, or which address it is sent to.

Value: Off, On



Auto Image Rotation

Copy

Automatically rotates the image 90 degrees when the sizes of the original and the loaded paper match but the orientations are different.

Value: Off, On

NOTE

- You can select whether to rotate the image automatically in the default settings.

  ➡ Auto Image Rotation (Copy) (page 496)

- You can also select how the images are rotated.

  ➡ Auto Image Rotation Action (page 497)

Job Finish Notice

Copy Send Custom Box USB Drive

Sends email notice when a job is complete. It also sends a notice when the job is interrupted. Users can be notified of the completion of a job while working at a remote desk.

NOTE

- The PC should be configured in advance so that E-mail can be used.

  ➡ Embedded Web Server (page 127)

- You can download the scan data from the stored URL indicated in the E-mail of Job Finish Notice for "Send to Folder (SMB/FTP)" or "Storing Documents to a Custom Box". This is a useful function if it is not possible to send or receive a large amount of scan data due to the restriction of the mail attachment file size.

Off

When Off is selected, no email notice will be sent when a job is completed or when an error occurs, such as a paper jam.

Address Book

Select the notification destination from the address book.

Item	Description
[] (Addr. Book)	Select the notification destination on the address book screen, then select [OK].
[] (information icon)	Information on the selected destination can be viewed.
Notify when interrupted	Select On if you require an e-mail notification when a job is interrupted.

Address Entry

Enter the E-mail address directly. Select the entry field, enter the address and select [OK].

Item	Description
Notify when interrupted	Select On if you require an e-mail notification when a job is interrupted.

File Name Entry

Copy Send Custom Box USB Drive

Select to add file name.

To help you easily check the job history or status, you can set the following information that will be placed at the end of the specified file name:

- [Job No.]
- [Date and Time]

NOTE

You can also select either of the following combinations, depending on your preferred sequence in the file name:

- [Job No.] and [Date and Time]
- [Date and Time] and [Job No]

Use File Name as Email Subject

Value: Off, On

The specified file name will automatically be set as the email subject if this option is set to On.

Priority Override

Copy Custom Box USB Drive

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 the current job was an override.
- Priority override may not be available depending on the status of the current print job and memory usage. In this case, try the interrupt copy.

➡ Interrupt Copy (page 260)

Detect Scan Failure

Copy Send Custom Box USB Drive

If image defects due to paper creases or sticky notes are detected on the scanned document, scanning is stopped automatically.

Value: Off, On

NOTE

Missing parts of the document may not be detected depending on the condition of the document to be scanned.

Skip Blank Page

Copy Send Custom Box USB Drive

This function automatically detects and skips blank pages during a print or scan task to avoid unnecessary or empty content. The detection can be set as pages that include ruled lines or a small number of characters.

On

Enables detection of blank pages. To determine the scanned document to skip, select [Detect Item to Skip].

Value: [Blank Pages + Ruled Lines], [Blank Pages Only], [Blank Pages + Some Text]

 **NOTE**

The originals with punched holes or originals printed on a colored substrate may not be recognized as blank pages.

2-sided/Book Original

Send Custom Box USB Drive

Select the type and orientation of the binding based on the original.

1-sided

"2-sided/Book Original" is not set.

2-sided

Binding

Value	Description
[Left/Right], [Top]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

Book

NOTE

[Top Edge on Top] is set to "Original Orientation".

Binding

Value	Description
[Left], [Right]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left], [Auto]*1	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

Sample Image

2-sided

Binding Left/Right



Binding Top



Book

Binding Left



Binding Right



*1 This function can only be used when the optional Scan extension kit(A) is installed.

Sending Size

Send Custom Box

Select the size of image to be sent.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the sending size.

Same as Original Size

Value	Description
—	Automatically sends the same size as the original.

Metric

Value	Description
[A3], [A4], [A5], [A6], [B4], [B5], [B6], [Folio], [216 × 340 mm]	Select from the Metric series standard sizes.

Inch

Value	Description
[Ledger], [Letter], [Legal], [Statement], [11"×15"], [OficioII]	Select from the Inch series standard sizes.

Others

Value	Description
[8K], [16K], [Hagaki] (Cardstock), [Oufukuhagaki] (Return postcard)	Select from special standard sizes.

Relationship between Original Size, Sending Size, and Zoom

Original Size, Sending Size, and Zoom are related to each other. For details, see the table below.

- When the original size and sending size are the same:

  Original Size

  Specify as necessary.

  ➡ Original Size (page 357)

  Sending Size

  Select [Same as Original Size].

  Zoom

  Select [100%] (or [Auto]).

  ➡ Zoom (page 379)

- When the original size and sending size are different:

  Original Size

  Specify as necessary.

  ➡ Original Size (page 357)

Sending Size

Select the desired size.

Zoom

Select [Auto].

➡ Zoom (page 379)

NOTE

When you specify the sending size that is different from the original size, and select the zoom of [100%], you can send the image as the actual size (no zoom applied).

Long Original

Send USB Drive

Scans long-sized original documents using a document processor.

Value: Off, On

NOTE

Long originals are sent in black and white.

File Format

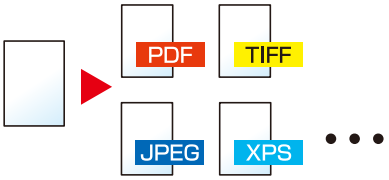
Send Custom Box USB Drive

Specify the image file format. Image quality level can also be adjusted.

Select the file format from [PDF], [TIFF], [XPS], [JPEG], [OpenXPS], [High Comp. PDF], [Word], [Excel], and [PowerPoint].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], you can specify encryption or PDF/A settings.



PDF

Image Quality

Item	Description
1 Low Quality (High Comp) to 5 High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Encryption

Item	Description
Off, On	Sets PDF encryption. ➡ PDF Encryption Functions (page 412)

Digital Signature

Item	Description
Off, On	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 416)

PDF/A

Item	Description
[Off], [PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u]	Sets PDF/A format.

NOTE

If you select [PDF], you can create a Searchable PDF file by running OCR on the scanned document.

➡ OCR Text Recognition (page 412)

TIFF

Image Quality

Item	Description
1 Low Quality (High Comp) to 5 High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

XPS

Image Quality

Item	Description
1 Low Quality (High Comp) to 5 High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Digital Signature

Item	Description
Off, On	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 416)

JPEG

Image Quality

Item	Description
1 Low Quality (High Comp) to 5 High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

OpenXPS

Image Quality

Item	Description
1 Low Quality (High Comp) to 5 High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Digital Signature

Item	Description
Off, On	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 416)

High Comp. PDF

Image Quality

Item	Description
[Compression Ratio Priority], [Standard], [Quality Priority]	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Encryption

Item	Description
Off, On	Sets PDF encryption. ➡ PDF Encryption Functions (page 412)

Digital Signature

Item	Description
Off, On	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 416)

PDF/A

Item	Description
[Off], [PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u]	Sets PDF/A format.

NOTE

If you select [High Comp. PDF], you can create a Searchable PDF file by running OCR on the scanned document.

➡ OCR Text Recognition (page 412)

Word, Excel, PowerPoint

Image Quality

Item	Description
1 Low Quality (High Comp) to 5 High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

NOTE

If you select [Word], [Excel] or [PowerPoint] it will be saved in Microsoft Office 2007 or later file format.

➡ Scan to Office Function (page 415)

OCR Text Recognition

When [PDF], [High Comp. PDF], [Word], [Excel], or [PowerPoint] is selected for the file format, you can create searchable file by running OCR on the scanned document. Select [OCR Text Recognition], then select [On]. Select the corresponding language from the list, then select [OK].

Item	Description
Off	Do not create Searchable file.
On	Create Searchable file. Select the language to extract from the languages that appear on the touch panel.

NOTE

- This function can only be used when the optional Scan extension kit(A) is installed.

  ➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)
- This function can only be set if you select [PDF] when sending it from the Custom Box.
- If the appropriate language is not selected, file creation may take a long time or the creation may fail. The default language can be changed in System Menu.

  ➡ Primary OCR Language (page 500)
- If the original is not set in the correct orientation, the texts of the document may not be recognized as character and file creation may take some time.
- The accuracy of the text recognition depends on the original condition. The following conditions may result in lower recognition accuracy:
  - Repeatedly copied documents (as copied copy)
  - Received faxes (with low resolution)
  - Originals with the character space too narrow or wide
  - Originals with the lines on the text
  - Originals with special fonts
  - Binding part of the book
  - Handwritten texts

PDF Encryption Functions

If you have selected PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF by assigning a secure password.

Select [PDF] or [High Comp. PDF] in [File Format], and then select [Encryption].

Items that can be set vary depending on the setting selected in [Compatibility].

When [Acrobat 3.0 and later] is selected

Password to Open Document

Value	Description
Off, On	Enter the password to open the PDF file. Select [On], then enter a password. Enter the password again for confirmation.

Password to Edit/Print Document

Value	Description
Off, On	Enter the password to edit the PDF file. Select [On], then enter a password. Enter the password again for confirmation. When you have entered the password to edit/print document, you can specifically limit the operation.

Printing Allowed

Value	Description
[Not Allowed], [Allowed]	Restricts printing of the PDF file.

Changes Allowed

Value	Description
[Not Allowed]	Disables the change to the PDF file.
[Commenting]	Can only add commenting.
[Page Layout except extracting Pages]	Can change the page layout except extracting the pages of the PDF file.
[Any except extracting Pages]	Can conduct all operations except extracting the pages of the PDF file.

Copying of Text/Images/Others

Value	Description
[Disable], [Enable]	Restricts the copying of text and objects on the PDF file.

When [Acrobat 5.0 and later] is selected

Password to Open Document

Value	Description
Off, On	Enter the password to open the PDF file. Select [On], then enter a password. Enter the password again for confirmation.

Password to Edit/Print Document

Value	Description
Off, On	Enter the password to edit the PDF file. Select [On], then enter a password. Enter the password again for confirmation. When you have entered the password to edit/print document, you can specifically limit the operation.

Printing Allowed

Value	Description
[Not Allowed]	Disables the printing of PDF file.
[Allowed (Low Resolution only)]	Can print the PDF file only in low resolution.
[Allowed]	Can print the PDF file in original resolution.

Changes Allowed

Value	Description
[Not Allowed]	Disables the change to the PDF file.
[Inserting/Deleting/Rotating Pages]	Can only insert, delete, and rotate the pages of the PDF file.
[Commenting]	Can only add commenting.
[Any except extracting Pages]	Can conduct all operations except extracting the pages of the PDF file.

Copying of Text/Images/Others

Value	Description
[Disable], [Enable]	Restricts the copying of text and objects on the PDF file.

Scan to Office Function

This machine provides the function which converts scanned documents including text, figures and pictures into searchable and editable Microsoft Office (Word, Excel and PowerPoint) 2007 or later data format, via OCR processing.

NOTE

- This function can only be used when the optional Scan extension kit(A) is installed.

  ➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

- The scanned result may not be similar to the original, depending on the condition of the document. The document condition may include creases, folds, original print quality, smudges, and handwriting, among others.

1 Display the screen.

1 [Home] key > [Send] > [Org./Sending Data Format] > [File Format]

2 Configure the settings.

1 Select either [Word], [Excel] or [PowerPoint] as a file format.

2 Select [OCR Text Recognition] > On.

NOTE

When you select [Off], the documents are converted into the Microsoft Office data (scanned image).

3 Select the language of the document you prefer to scan > [OK].

4 Select [OCR Output Format] and select an OCR output mode from the table below > [OK].

Text + Graphics

Converts the scanned documents into the editable and searchable Microsoft Office data format.

Text + Graphics with Scanned Images

Converts the scanned documents into two types of data:

- the editable and searchable Microsoft Office data format
- the Microsoft Office data format with scanned image

You can edit text and layout of the editable data by referring to the scanned image.

Scanned Image with Searchable Text

Converts the scanned documents into the searchable Microsoft Office data format (scanned image).

3 Press the [Start] key.

PDF Electronic Signature

If [PDF] or [High Comp. PDF] is selected as a file format, electronic signature can be added to the PDF to be sent. Electronic signatures can certify the document sender and can prevent falsification. To use this function, it is required to register a signing certificate from Embedded Web Server or Network Print Monitor and enable digital signature to files from the system menu. In this manual, a procedure to register a signing certificate from Embedded Web Server is described as an example.

NOTE

- This function appears when [Specify Each Job] is selected for " Signature to File" in the system menu.

  ➡ Digital Signature (page 503)
- This function can be configured when [OFF], [PDF/A-2a], [PDF/A-2b], or [PDF/A-2u] is selected in PDF/A.
- To register a signing certificate from Network Print Monitor, refer to the following.

  ➡ **Network Print Monitor User Guide**

1 Access Embedded Web Server.

➡ Accessing Embedded Web Server (page 128)

2 Register a signing certificate to be used in the electronic signature addition setting.

1 In [Function Settings], select [Common/Job Defaults]

2 To create, import, or acquire a device certificate, go to "File Default Settings". Look for "Signing Certificate", then select [Settings].

➡ **Embedded Web Server RX User Guide**

3 Click [Restart/Reset] > [Restart Device] to restart the device.

3 Configure the digital signature settings.

1 [Home] key > [...] > [System Menu] > [Function Settings] > [Send/Store] > [Signature to File]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Configure the following settings:

Digital Signature

Select whether to add a digital signature.

Value:

Off

Does not add a digital signature.

Specify Each Job

Specifies adding of digital signature for each job.

On

Adds a digital signature when sending.

Digital Signature Format

Select an algorithm used for encryption of digital signature.

Value: [SHA1], [SHA-256], [SHA-384], [SHA-512]

NOTE

This function is displayed when "Digital Signature" is set to [Specify Each Job] or [On].

Password Confirmation on Signature Permission

Select whether to confirm password when setting digital signature.

Value: Off, On

NOTE

This function is displayed when "Digital Signature" is set to [Specify Each Job].

Password

Set a password required for setting digital signature. Enter a new security password 6 to 16 alphanumeric characters and symbols.

NOTE

This function is displayed when "Password Confirmation on Signature Permission" is set to [On].

4 Navigate to display the screen.

[Home] key > [Send] > [Org./Sending Data Format] > [File Format]

5 Enable the function.

1. Select [PDF] or [High Comp. PDF] as a file format.
2. From "Digital Signature", select [On] > [OK] in order.

NOTE

If "Password Confirmation on Signature Permission" is set to [On], a password input screen appears. Enter a password set in the system menu.

6 Press the [Start] key.

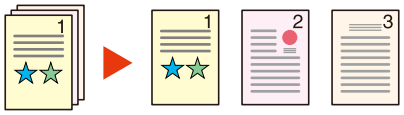
File Separation

Send USB Drive

Creates multiple files for each scanned original data page.

Value: [Off], [Each Page]

When you select [Each Page], file separation is set.



NOTE

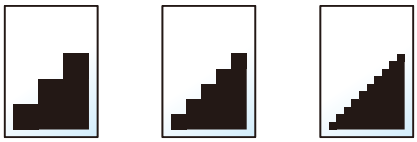
A three-digit serial number such as "abc_001.pdf, abc_002.pdf..." is attached to the end of the file name.

Scan Resolution

Send USB Drive

Select fineness of scanning resolution.

Value: [600 × 600 dpi] / [400 × 400 dpi Ultrafine] / [300 × 300 dpi] / [200 × 400 dpi Superfine] / [200 × 200 dpi Fine] / [200 × 100 dpi Normal]



NOTE

The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

Clarify Text (Noise Removal)

Send USB Drive

When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of the text.

Value: Off, On

Email Subject/Body

Send Custom Box

Adds subject and body when sending a document.

Use File Name to Email Subject

Value: Off, On

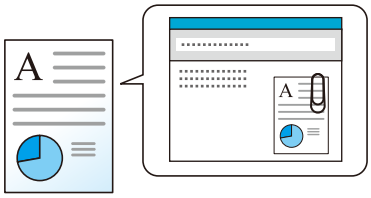
➡ Use File Name as Email Subject (page 400)

Subject

Enter a short description about the email.

Body

Enter the details or message to recipient.



FTP Encrypted TX

Send Custom Box

Encrypts images when sending via FTP.

Encryption secures the document transmission.

Value: Off, On

NOTE

Click [Security Settings], and then [Network Security] in the Embedded Web Server. Be sure that "TLS" of Secure Protocol Settings is "On", and one or more effective encryption are selected in Clientside settings.

➡ **Embedded Web Server RX User Guide**

Email Encrypted TX

Send Custom Box

Sends encrypted E-mail using the electronic certificate.

Encryption secures the document transmission.

Value: Off, On

NOTE

To use this function, configure the certificate, protocol and email function in the Embedded Web Server.

➡ Configuring S/MIME settings in the Embedded Web Server (page 424)

Digital Signature Email

Send Custom Box

Add a digital signature to the email, using the electronic certificate.

By adding a digital signature to an email, you can confirm the identity of the destination and detect tampering during transmission.

Value: Off, On

NOTE

To use this function, configure the certificate, protocol and email function in the Embedded Web Server.

➡ Configuring S/MIME settings in the Embedded Web Server (page 424)

Configuring S/MIME settings in the Embedded Web Server

1 Access to the Embedded Web Server.

➡ Accessing Embedded Web Server (page 128)

2 Register the device certificate which is used for S/MIME.

1. From the [Security Settings] menu, click [Certificates].
2. To import the device certificate, select [Settings] on "Device Certificate 1".

   ➡ **Embedded Web Server RX User Guide**

   NOTE

   - Device Certificate 1 is automatically issued by default. The automatically issued certificate has the country code, common name, and a validity period of about 5 years already configured.
   - Only the validity period of Device Certificate 1 can be modified.
   - You can create another certificate from "Device Certificate 2" to "Device Certificate 5".

3. Click [Restart/Reset] and then [Restart Device] to restart the machine.

3 Configure the protocol settings.

1. From the [Network Settings] menu, click [Protocol].
2. In "Send Protocol", set [SMTP (E-mail TX)] and [S/MIME] to On.
3. Click [Submit].

4 Configure the E-mail function.

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

2 Configure the settings in "S/MIME" as necessary.

➡ **Embedded Web Server RX User Guide**

3 Click [Submit].

5 Link the E-mail address with S/MIME certificates.

1 From the [Address Book] menu, click [Common Address Book].

2 Select the corresponding number or name of the address you want to edit.

3 In "E-mail", select [Settings] on "S/MIME Certificate".

The "Import Certificate" will prompt.

4 To locate the saved certificate, select [Choose File] on "Import Encryption Certificate File", then select [Open].

NOTE

Password entry may be required for Device Certificates 2 to 5.

➡ **Embedded Web Server RX User Guide**

5 Select [Submit].

6 Click [OK].

Delete after Printed

Custom Box

Automatically deletes a document from the box once printing is complete.

Value: Off, On

Storing Size

Custom Box USB Drive

Select the size of image to be stored.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the storing size.

Same as Original Size

Value	Description
—	Automatically sends the same size as the original.

Metric

Value	Description
[A3], [A4], [A5], [A6], [B4], [B5], [B6], [Folio], [216 × 340 mm]	Select from the Metric series standard sizes.

Inch

Value	Description
[Ledger], [Letter], [Legal], [Statement], [11"×15"], [OficioII]	Select from the Inch series standard sizes.

Others

Value	Description
[8K], [16K], [Hagaki] (Cardstock), [Oufukuhagaki] (Return postcard)	Select from special standard sizes.

Relationship between Original Size, Storing Size, and Zoom

Original Size, Storing Size, and Zoom are related to each other.

- When the original size and the preferred storing size are the same:

  Original Size

  Specify as necessary.

  ➡ Original Size (page 357)

  Storing Size

  Select [Same as Original].

  Zoom

  Select [100%] (or [Auto]).

  ➡ Zoom (page 379)

- When the original size and the preferred storing size are different:

  Original Size

  Specify as necessary.

  ➡ Original Size (page 357)

Storing Size

Select the desired size.

Zoom

Select [Auto].

➡ Zoom (page 379)

NOTE

When you select Storing Size that is different from Original Size, and select the Zoom [100%], you can store the image as the actual size (no zoom applied).

Encrypted PDF Password

USB Drive

Enter the preassigned password to print the PDF data.

Enter the Password, and then select [OK].

NOTE

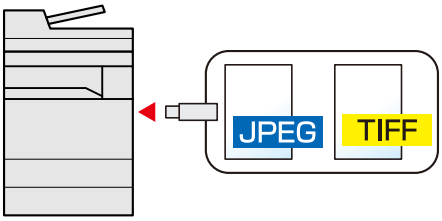
For details on entering the password, refer to the following:

➡ Character Entry Method (page 868)

JPEG/TIFF Print

USB Drive

Select the image size when printing JPEG or TIFF files.



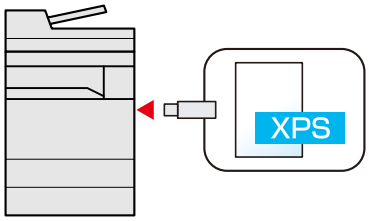
Item	Description
[Fit to Paper Size]	Fits the image size to the selected paper size.
[Image Resolution]	Prints at resolution of the actual image.
[Fit to Print Resolution]	Fits the image size to the print resolution.

XPS Fit to Page

USB Drive

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....433
Checking Job History....443
Job Operation....450
Device Information....452
Checking the Remaining Amount of Toner and Paper....454
Checking the CO2 Emission Chart....455

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 on the touch panel in four different screens - Print Jobs Screen, Send Jobs Screen, Store Jobs Screen, and Scheduled Job Screen.

The following job statuses are available.

Status Display	Job status to be displayed
Print Job Status	• Copy job • Printer job • Job from document box • Fax reception • Email reception • Data from USB drive • Data from cloud • Data from application • Printing report
Send Job Status	• Email transmission • Folder transmission • Fax transmission • Fax server transmission • Cloud transmission • Application • Multi-sending
Store Job Status	• Storing job scan • Storing job fax • Storing job printer • Join box document • Copy box document
Scheduled Job	• Scheduling job fax using delayed transmission

Displaying Status Screens

1 Display the screen.

Select the [Status/Job Cancel] key.

2 Select the job you want to check.

Select either of [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the status.

Select [Sending Jobs] > [Scheduled] to check delayed transmission.

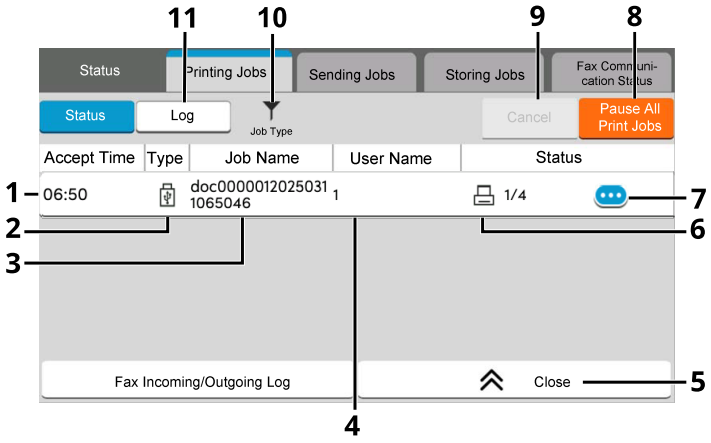
- Print Jobs Screen (page 435)
- Send Jobs Screen (page 437)
- Store Jobs Screen (page 439)
- Scheduled Job Screen (page 441)

Details of the Status Screens

NOTE

- You can show the job statuses of all users, or only the statuses of your own jobs.
  ➡ [Job Status/Job Logs Settings] (page 523)
- This setting can also be changed from Embedded Web Server.
  ➡ **Embedded Web Server RX User Guide**

Print Jobs Screen



1 Accept Time

Accepted time of job

2 Type

Icons that indicate the job type

Copy job

Printer job

Job from document box

Fax reception

Email reception

Data from USB drive

Data from cloud

Data from application

Printing report

3 Job Name

Job Name or file name

4 User Name

User Name for the executed job

5 [Close]

Displays home screen.

6 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

7 [] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 442)

8 [Pause All Print Jobs]

Pauses all the printing jobs. The icon changes to [Resume All Print Jobs].

➡ Pause and Resumption of Jobs (page 450)

9 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 451)

10 [Job Type]

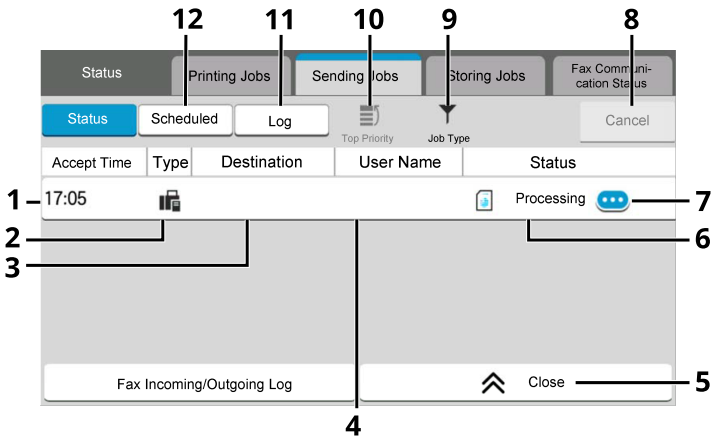
Only selected type of jobs is displayed.

11 [Log]

Displays the job history.

➡ Print Job History Screen (page 445)

Send Jobs Screen



1 Accept Time

Accepted time of job

2 Type

Icons that indicate the job type

Email transmission

Folder transmission

Fax transmission

Fax server transmission

Cloud transmission

Application

Multi-sending

3 Destination

Destination (Either destination name, Fax number, Email address, or server name)

4 User Name

User Name for the executed job

5 [Close]

Displays home screen.

6 Status

Status of job

InProcess: The status before starting sending such as during scanning originals.

Sending: Sending

Waiting: Waiting Sending

Canceling: Canceling the job

Pause: Pausing the job

7 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 442)

8 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 451)

9 [Job Type]

Only selected type of jobs is displayed.

10 [Top Priority]

Select the job to be overridden and select this key. Only displayed when the optional FAX Kit is installed.

11 [Log]

Displays the job history.

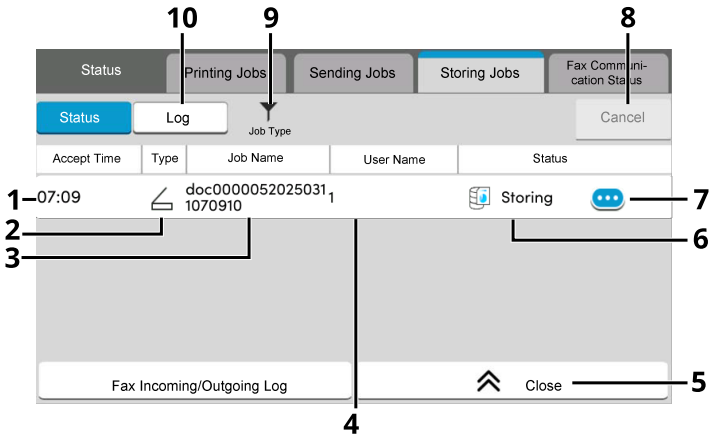
➡ Send Job History Screen (page 446)

12 [Scheduled]

Displays delayed transmission.

➡ Scheduled Job Screen (page 441)

Store Jobs Screen



1 Accept Time

Accepted time of job

2 Type

Icons that indicate the job type

Storing job scan

Storing job fax

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 [Close]

Displays home screen.

6 Status

Status of job

InProcess: The status before starting to save such as during scanning originals.

Storing: Storing Data

Canceling: Canceling the job

Pause: Pausing the job

7 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 442)

8 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 451)

9 [Job Type]

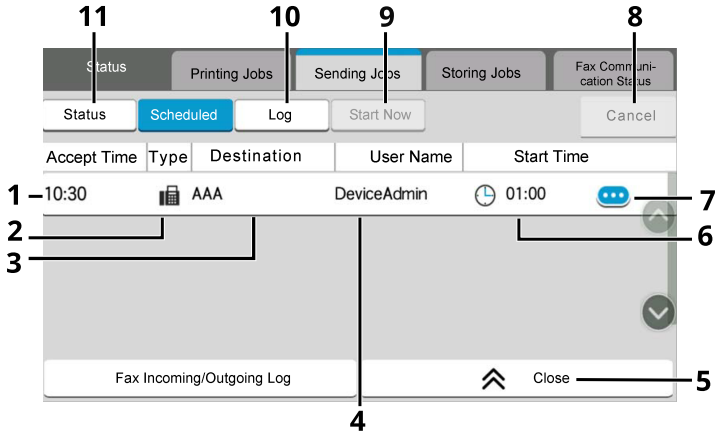
Only selected type of jobs is displayed.

10 [Log]

Displays the job history.

➡ Store Job History Screen (page 447)

Scheduled Job Screen



1 Accept Time

Accepted time of job

2 Type

Icons that indicate the job type

Scheduling job fax using delayed transmission

3 Destination

Destination (Either destination name, FAX number, or No. of broadcast items)

4 User Name

User Name for the executed job

5 [Close]

Displays home screen.

6 Start Time

Time to start the scheduled job

7 [] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 442)

8 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 451)

9 [Start Now]

Select the job you want to send immediately from the list and select this key.

10 [Log]

Displays the job history.

➡ Send Job History Screen (page 446)

11 [Status]

Shows the job status of all users or your own job.

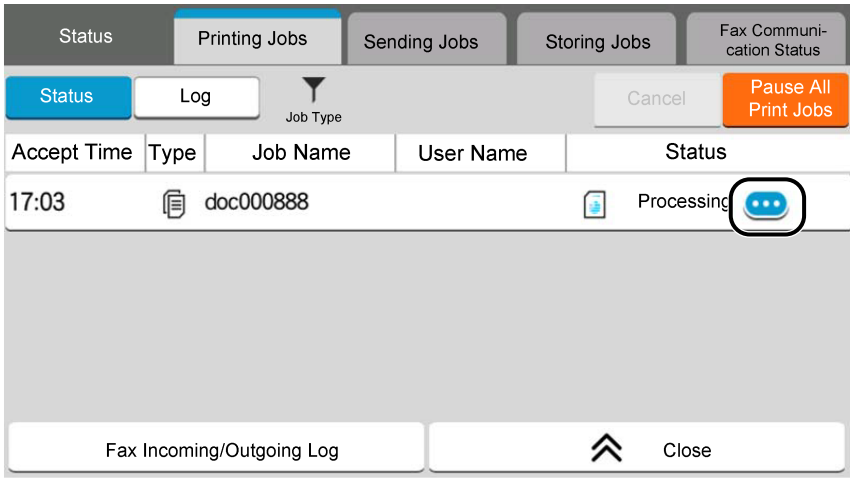
Checking Detailed Information of Jobs

1 Display the screen.

➡ Details of the Status Screens (page 435)

2 Check the information.

1 Select [ ] (information icon) for the job you want to check.



Detailed information about the selected job is displayed.

In [Sending Jobs], you can check the destination by selecting [ ] (information icon) in "Status/Destination". Select [ ] (information icon) on the "Status" page to display the detailed information of the destination.

2 To exit from the detailed information, select [Close].

Checking Job History

NOTE

- Job history is also available in Embedded Web Server 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.
  - ➡ [Job Status/Job Logs Settings] (page 523)
- This setting can also be changed from Embedded Web Server.
  - ➡ **Embedded Web Server RX User Guide**

Available Job History Screens

The job histories are displayed separately in three screens - Print Job History Screen, Send Job History Screen, and Store Job History Screen.

The following job histories are available.

Screen	Job histories to be displayed
Print Job Log	• Copy job • Printer job • Job from document box • Fax reception • Email reception • Data from USB drive • Data from cloud • Data from application • Printed report
Send Job Log	• Email reception • Folder reception • Fax reception • Fax server reception • Cloud reception • Application • Multi-sending
Store Job Log	• Storing job scan • Storing job fax • Storing job printer • Join box document • Copy box document

Displaying Job History Screen

1 **Display the screen.**

Select the [Status/Job Cancel] key.

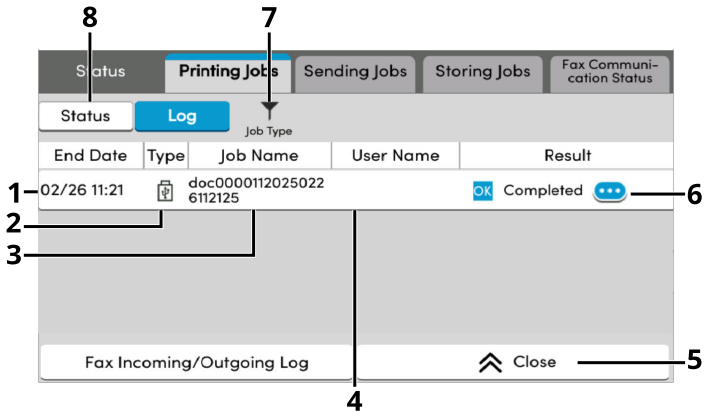
2 **Select the job to check details.**

Select the [Log] tab and select the job to check details from the list.

Details of the Job History Screens

This screen displays the job history of all users. The status of your job can also be checked.

Print Job History Screen



1 End date

End date and time of the job

2 Type

Different icons to represent the type of jobs

Copy Job

Printer Job

Job from document box

Fax reception

Email reception

Data from USB drive

Data from cloud

Data from application

Printed report

3 Job Name

Name of the job or file

4 User Name

User Name for the executed job

5 [Close]

Displays home screen.

6 Result

Result of the job. Select [ ] (information icon) of the job you prefer to check the detailed information.

➡ Checking the Detailed Information of Histories (page 448)

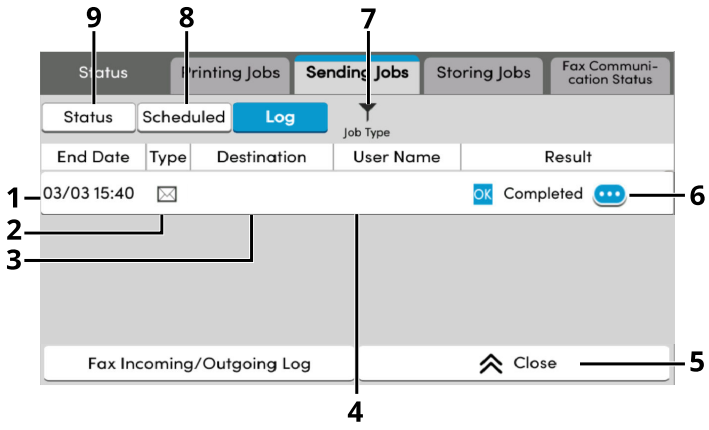
7 [Job Type]

Displays only the selected type of job

8 [Status]

Shows the job status of all users or your own job.

Send Job History Screen



1 End Date

End date and time of the job

2 Type

Different icons to represent the type of jobs

Email transmission

Folder transmission

Fax transmission

Fax server transmission

Cloud transmission

Application

Multi-sending

3 Destination

Destination (either destination name, Fax number, Email address, or server name)

4 User Name

User Name for the executed job

5 [Close]

Displays home screen.

6 Result

Result of the job. Select [ ] (information icon) of the job you prefer to check the detailed information.

➡ Checking the Detailed Information of Histories (page 448)

7 [Job Type]

Displays only the selected type of job

8 [Scheduled]

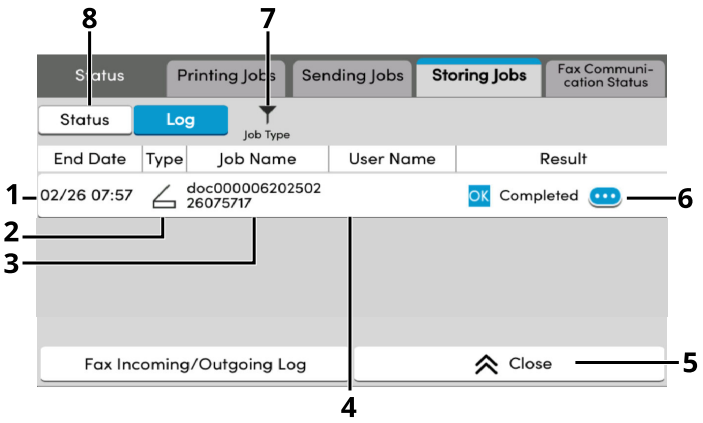
Displays delayed transmission.

➡ Scheduled Job Screen (page 441)

9 [Status]

Shows the job status of all users or your own job.

Store Job History Screen



1 End Date

End date and time of the job

2 Type

Different icons to represent the type of jobs

Storing job scan

Storing job fax

Storing job printer

Join box document

Copy box document

3 Job Name

Name of the job or file

4 User Name

User Name for the executed job

5 [Close]

Displays home screen.

6 Result

Result of the job. Select [...] (information icon) of the job you prefer to check the detailed information.

➡ Checking the Detailed Information of Histories (page 448)

7 [Job Type]

Displays only the selected type of job

8 [Status]

Shows the job status of all users or your own job.

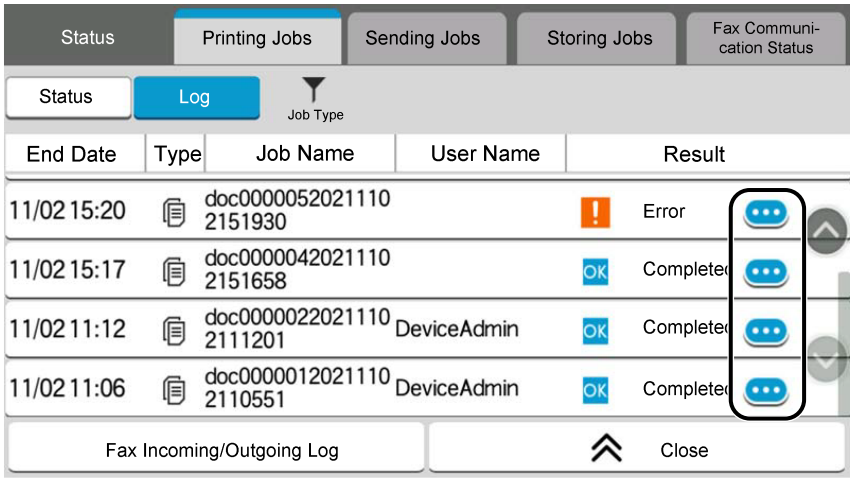
Checking the Detailed Information of Histories

1 Display the screen.

➡ Displaying Job History Screen (page 444)

2 Check the information.

1 Select [ ] (information icon) for the job you want to check.



Detailed information about the selected job is displayed.

To check the detailed destination in [Sending Jobs], select "Result/Destination" [ ] (information icon) > "Status" [ ] (information icon).

2 To exit from the detailed information, select [Close].

Sending the Log History

You can send the log history by email. You can either send it manually as needed, or have it sent automatically whenever a set number of jobs is reached.

➡ Sending Log History (page 493)

Job Operation

Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

1 Display the screen.

1 Select [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, sending, storing, or scheduling status can be canceled.

1 Display the screen.

Select the [Status/Job Cancel] key, and then select the corresponding tab.

NOTE

You can select any of the following tabs:

- [Printing Jobs]
- [Sending Jobs]

  If you have scheduled jobs, select [Sending Jobs] > [Scheduled]
- [Storing Jobs]

2 Select the job to be canceled from the list and select [Cancel].

3 Select [Yes] from the confirmation screen.

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 the ID information, such as the model name, host name, location, serial number, MAC address, asset number, IP address, and status of the wired network.

[Wi-Fi Direct/Wi-Fi]

Depending on the optional Wireless Network Interface Kit installed, you can check the status of your Wi-Fi Direct or Wi-Fi connection. This includes other information such as the device name, network name, and IP address.

NOTE

Displayed only when an optional Wireless Network Interface Kit is installed.

[Supplies/Unit Condition]

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

➡ Checking the Remaining Amount of Toner and Paper (page 454)

[Fax]

You can check the local fax number, local fax name, local fax ID, and other fax information.

➡ **FAX Operation Guide**

NOTE

Displayed only when the optional FAX Kit is installed.

[USB/NFC/Bluetooth]

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

USB Drive

- To format the external media, select [Format].

NOTE

All the data in the USB drive is erased.

- To safely remove the external media, select [Remove].

Bluetooth

- To set the Bluetooth keyboard connection, select [Connect].

[Option/Application]

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

[Capability/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.

Checking the Remaining Amount of Toner and Paper

Check the remaining amount of toner and paper on the touch panel.

1 Display the screen.

[Home] > [Device Information] > [Supplies/Unit Condition]

2 Check the Information.

The items you can check are described below.

Toner Information

The amount of toner remaining is shown in levels. You can also check the status of waste toner boxes.

Paper

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.

Unit Condition

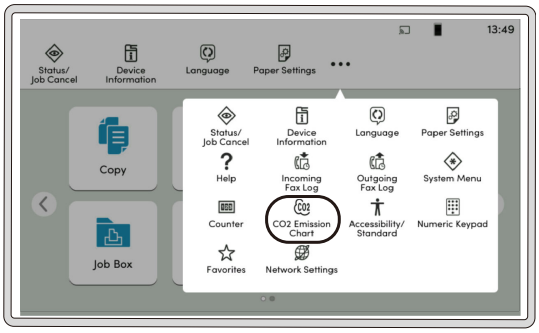
You can check the status of Imaging units, Document Processor, Cassette 1 (to 3), and MP Tray.

Checking the CO2 Emission Chart

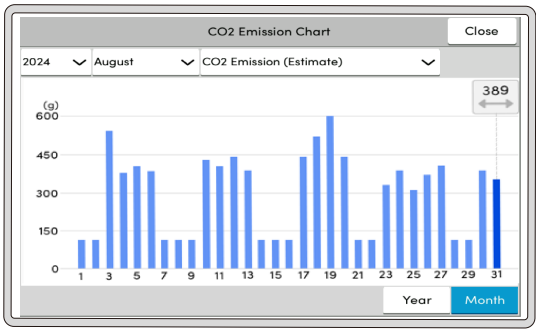
Check the CO_2 emission chart and power usage.

1 Display the screen.

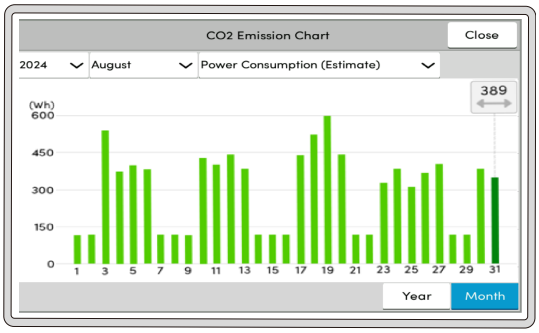
[Home] key > [...] > [CO2 Emission Chart]



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 526)

- You can also check the CO_2 emissions and power usage from Embedded Web Server.

  ➡ **Embedded Web Server RX User Guide**

8 System Menu

Operation Method 457
System Menu Settings 459
[Device Settings] 464
[Notification/Report] 488
[Function Settings] 494
[Network Settings] 527
[Security Settings] 564
[Job Accounting/Authentication] 580
[Add/Delete Application] 581
[Adjustment/Maintenance] 582

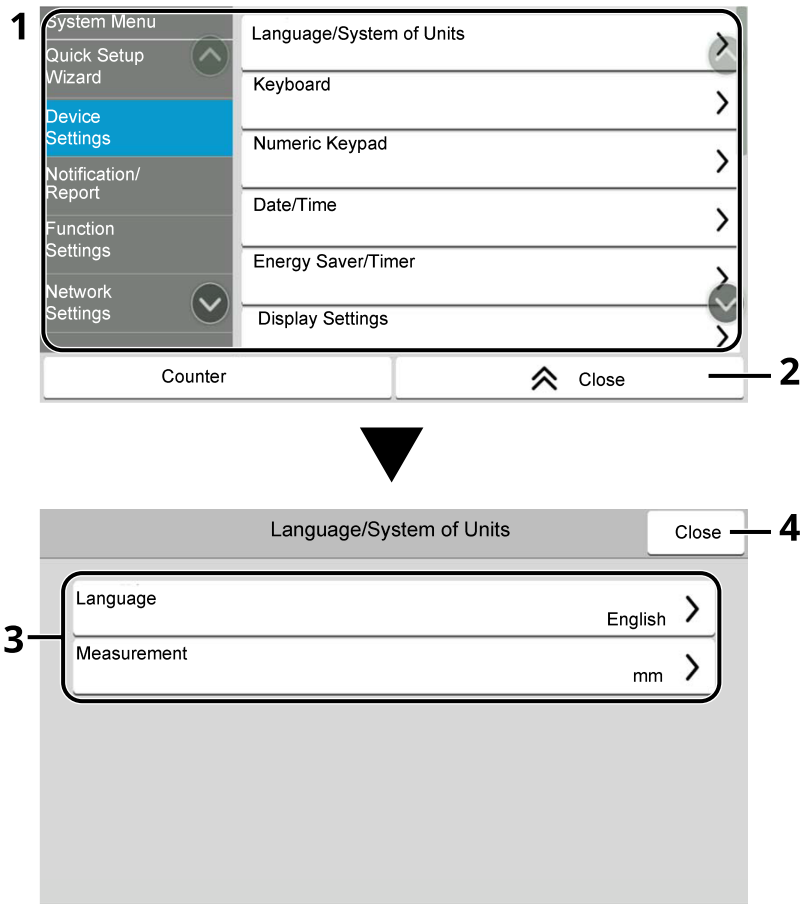
Operation Method

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.

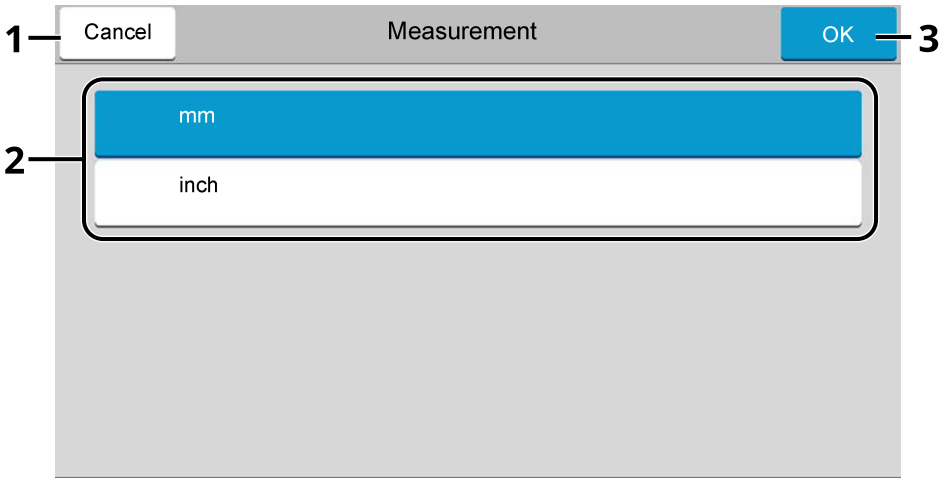
2 Returns to the previous screen.

3 Displays setting items.

Select the key to 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

  ➡ Log in as Machine Administrator or Administrator (page 123)

- 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

[Quick Setup Wizard]

The Quick Setup Wizard configures Fax, Energy Saver, Network, E-mail, and Security Setup.

➡ Quick Setup Wizard (page 98)

[Device Settings]

Configure overall machine operation.

➡ [Device Settings] (page 464)

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 464)
[Keyboard]	Change the layout of the touch panel keyboard used to enter characters. ➡ [Keyboard] (page 465)
[Numeric Keypad]	Select whether or not to display the numeric keypad. ➡ [Numeric Keypad] (page 466)
[Date/Time]	Configures settings related to the date and time. ➡ [Date/Time] (page 467)
[Energy Saver/Timer]	Configure the Energy Saver settings. ➡ [Energy Saver/Timer] (page 468)
[Display Settings]	Configure the touch panel display settings. ➡ [Display Settings] (page 471)
[Sound]	Set options for buzzer sound during the machine operations. ➡ [Sound] (page 473)
[Original/Scan Settings]	Configure settings for originals. ➡ [Original/Scan Settings] (page 474)
[Paper Feeding]	Configure the paper and paper source settings. ➡ [Paper Feeding] (page 476)
[Paper Output]	Configure settings for paper output. ➡ [Paper Output] (page 483)
[Function Key Assignment]	Assign a function to each function key. ➡ [Function Key Assignment] (page 484)
[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 485)
[Error Handling]	Select whether to cancel or continue the job when an error has occurred. ➡ [Error Handling] (page 486)

Item	Description
[Toner Settings]	Configure the toner settings. ➡ [Toner Settings] (page 487)

[Notification Report]

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

➡ [Notification/Report] (page 488)

Item	Description
Print Report/List	Print various reports and lists. ➡ [Print Report/List] (page 488)
Result Report Setting	Configure settings for notices for sending and receiving. ➡ Result Report Setting (page 490)
Device Status Notification	Configure settings for toner notices. ➡ Device Status Notification (page 491)
Fax Communication Report	Configure settings for FAX notices. ➡ Fax Communication Report (page 492)
History Settings	Configure settings for printing the history of the machine use. ➡ History Settings (page 493)

[Function Settings]

Configures settings for copying, sending and Document Box functions.

➡ [Function Settings] (page 494)

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 copying and sending. Setting the frequently used values as defaults makes subsequent jobs easier. ➡ [Function Defaults] (page 494)
[Copy/Print]	Configures settings for copying and printing functions. ➡ [Copy/Print] (page 502)
[Send/Store]	Configures settings for sending and storing functions. ➡ [Send/Store] (page 503)
[Email]	Configure settings for email transmission and receipt. ➡ [Email] (page 505)
[Sending Job - Folder]	Configures settings for Sending Job Folder functions. ➡ [Sending Job - Folder] (page 506)
[Fax]	Configures settings for fax functions. ➡ **FAX Operation Guide**

Item	Description
[WSD]	Configure settings for WSD Scan and WSD Print. ➡ [WSD] (page 508)
[Address Book]	Configures Address Book settings. ➡ [Address Book] (page 509)
[One-Touch Key]	Configures One Touch Key settings. ➡ [One-Touch Key] (page 510)
[Send and Forward]	Select whether to forward the original to another destination when sending images. ➡ [Send and Forward] (page 511)
[Forward setting]	Configure the Forwarding settings. ➡ **FAX Operation Guide**
[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 513)
[Document Box]	Configure settings for Custom Box. ➡ [Document Box] (page 517)
[Job Box]	Configure settings for Job Box. ➡ [Job Box] (page 518)
[Subaddress Box]	Configure settings for Subaddress Box. This item is displayed for fax-compatible machines. ➡ **FAX Operation Guide**
[Fax Memory RX Box]	Set whether to perform Print Immediately for the fax documents received or to save them in the Fax Memory RX Box. ➡ **FAX Operation Guide**
[Cloud Access Setting]	Configure your connection to Cloud Access and your editing permissions. ➡ [Cloud Access Setting] (page 521)
[Home]	Configure settings for the Home screen. ➡ [Home] (page 522)
[Status]	Configure settings for Status. ➡ [Status] (page 523)
[Remote Services]	Configures remote services settings. ➡ [Remote Services] (page 524)
[TWAIN/WIA]	Set whether to use our proprietary web services. ➡ [TWAIN/WIA] (page 525)
[CO2 Emission Chart]	Configures CO_2 Emission Chart settings. ➡ [CO2 Emission Chart] (page 526)

[Network Settings]

Configures network settings.

➡ [Network Settings] (page 527)

Item	Description
Network Settings	Configure the wired network and Wi-Fi settings. ➡ [Network Settings] (page 527)
Optional Network	Configure settings for the optional Network Interface Kit or Wireless Network Interface Kit. ➡ Optional Network (page 555)
Connectivity	Configure the Connectivity settings of this machine to other devices. ➡ Connectivity (page 561)
Others	Configure other network related settings. ➡ Others (page 563)

[Security Settings]

Configures security settings.

➡ [Security Settings] (page 564)

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 564)
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 566)
Device Security Settings	Configures the device security settings. ➡ Device Security Settings (page 567)
Authentication Security	Configure security settings for User Authentication. ➡ Authentication Security (page 577)
Network	Configure security settings on the network. ➡ Network (page 579)

[Job Accounting/Authentication]

Configures settings related to machine management.

➡ [Job Accounting/Authentication] (page 580)

Item	Description
Job Accounting Setting	➡ Overview of Job Accounting (page 628)
User Login Setting	➡ Overview of User Login Administration (page 589)
Authentication Security	➡ Authentication Security (page 591)

[Add/Delete Application]

Configure settings for Application.

➡ [Add/Delete Application] (page 581)

Item	Description
Application	Configure settings for applications that help you perform your daily more efficiently such as a scan feature and an authentication feature. ➡ Application (page 249)
Optional Function	You can use the optional applications installed on this machine. ➡ Overview of the Applications (page 866)

[Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

➡ [Adjustment/Maintenance] (page 582)

Item	Description
Image Adjustment	Perform Image Adjustment. ➡ Image Adjustment (page 582)
Others	Adjust Others. ➡ Others (page 586)

[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]	**[Copy/Print from Box]** Select either On or Off to display numeric keypad when using Copy/ Print Box. **[HyPAS Application]** Select either On or Off to display the numeric keypad when using the HyPAS application.
[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 Email, the date and time set here will be displayed on the header. Value: Year (2000 - 2035), Month (1 - 12), Day (1 - 31), Hour (0 - 23), Minute (0 - 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, you can enable or disable the summer time option. **NOTE** [Summer Time] appears on selected time zones only. Value: Off, On ➡ Setting Date and Time (page 77)

[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 whether 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:

➡ [Panel Reset Timer] (page 468)

[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 the amount of time before entering Low Power mode.

Value: 1 to 120 minutes (1 minute increments)

➡ Low Power Mode (page 90)

[Sleep Timer]

Set amount of time before entering Sleep.

Value: 1 to 120 minutes (1 minute increments)

[Sleep Rules] *1

Select whether to use 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.

[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: [Not Retry], [Limited Retries], [Unlimited Retries] **NOTE** • If [Limited Retries] is selected, set the number of retries. 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)

[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 preferred functions only.

If you want to use all functions immediately, select the [Energy Saver] key to execute recovery.

[Power Saving Recovery]

This mode enables the use of the functions that you wish to use only. This is the most energy-efficient mode.

[Interrupt Clear Timer]

Set the period after which the machine reverts to Normal mode when it has been set to Interrupt Copy mode and then left unused.

Value: 5 to 495 seconds (in 5 second increments)

[Ping Timeout]

Set the time until time-out 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 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], [Copy], [Send], [Fax]*1, [Status], [Job Box], [USB Drive], [Polling Box], [Subaddress Box], [Favorites], [Home (Accessibility)], [Accessibility Copy], [Accessibility Send], [Accessibility Fax]*1, [Barcode Scan], [Cloud Capture]
[Wallpaper]	➡ Editing the Home Screen (page 57)
[Show Power Off Message]	Set the mode whether display a confirmation message in power supply off. Value: Off, On
[Quick Setup Registration (Copy)]	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], [Zoom], [Density], [Duplex], [Combine], [Collate/Offset], [Original Image], [Original Size], [Original Orientation], [Continuous Scan], [Background Density Adj.]
[Quick Setup Registration (Send)]	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], [Original Size], [2-sided/Book Original], [Sending Size], [Original Orientation], [File Format], [Density], [Original Image], [Scan Resolution], [Fax TX Resolution]*1, [Color Selection], [Zoom], [Continuous Scan], [Background Density Adj.]
[Quick Setup Registration (Fax)]	➡ **FAX Operation Guide**
[Quick Setup Registration (Storing in Box)]	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], [Color Selection], [Storing Size], [Density], [2-sided/Book Original], [Scan Resolution], [Zoom], [Original Orientation], [Original Size], [Original Image], [Continuous Scan], [Background Density Adj.]
[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], [Duplex], [Delete after Printed]

Item	Description
[Quick Setup Registration (Sending from Box)]	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], [File Format], [Delete after Transmitted]

*1 Displayed only when the optional FAX Kit is installed.

[Sound]

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

[Buzzer]

Set options for buzzer sound during the machine operations.

Item	Description
[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], [On (User Operation Only)]
[Job Finish]	Emit a sound when a print job is normally completed. Value: [Off], [On], [Fax Reception Only]
[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

[Fax Speaker Volume]

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

[Fax Monitor Volume]

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

[Original/Scan Settings]

[Home] key > [...] > [System Menu] > [Device Settings] > [Original/Scan Settings]

[Auto Detect Original Size (DP)]

Select whether to automatically detect originals of special or non-standard size.

Item	Description
[Detect Non-standard Size (Copy)]	Set whether to detect non-standard size documents in the copy function. This setting takes precedence over the automatic (standard size) setting. Value: [Off], [On]
[Detect Non-standard Size (Send/Store)]	Set whether to detect non-standard size documents in the send or save function. This setting takes precedence over the automatic (standard size) setting. Value: [Off], [On]
[System of Units]	Select [Metric] when automatically detecting the originals in centimeter sizes. Select [Inch] when detecting the originals in inch sizes. Value: [Inch], [Metric]
[A6/Hagaki]*1	As A6 and Hagaki (Cardstock) are similar in size, select either one of them for automatic detection. Value: [A6], [Hagaki] **NOTE** If [Hagaki] is set, only the originals placed on the platen are detected.
[Folio]*1	Select whether to enable automatic detection of Folio. Value: Off, On
[11"×15"]*1	Select whether to enable automatic detection of 11×15" size. Value: Off, On
[Legal/OficioII/216×340 mm]*2	Set the original sizes for the device to detect automatically. Value: [Legal], [OficioII], [216×340 mm]

[Custom Original Size]

Set up frequently used custom original size.

The custom size option is displayed on the screen to select original size.

Value: Off, On

Metric

X: 50 mm to 432 mm (in 1 mm increments)

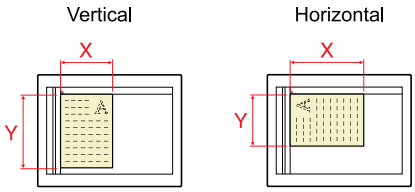
Y: 50 mm to 297 mm (in 1 mm increments)

Inch

X: 2.00" to 17.00" (in 0.01" increments)

Y: 2.00" to 11.69" (in 0.01" increments)

X=Length, Y=Width



*1 This function is displayed when "System of Units" is set to [Metric].
*2 This function is displayed when "System of Units" is set to [Inch].

[Paper Feeding]

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding]

Configure the paper and paper source settings.

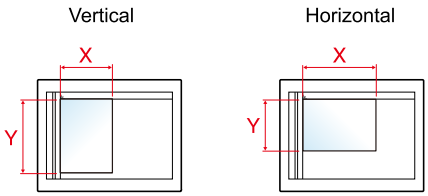
[Cassette 1 Settings] to [Cassette 3 Settings]

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

NOTE

[Cassette 2]: Paper feeder (500 sheets)

[Cassette 2] to [Cassette 3]: Paper feeder (500 sheets x 2)

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], [A4-R], [A4], [A5-R], [B4-R], [B5-R], [B5], [Folio-R], [216×340 mm], [Ledger-R], [Letter-R], [Letter], [Legal-R], [Statement-R], [OficioII-R], [8K-R], [16K-R], [16K] 
[Media Type]*1	Select the media type. Value: [Plain], [Rough], [Vellum], [Recycled], [Preprinted]*2, [Bond], [Color], [Prepunched]*2, [Letterhead]*2, [Thick], [High Quality], [Custom 1 - 8]

*1 To change to a media type other than "Plain".

➡ Media Type Setting (page 479)

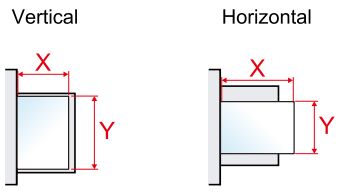
When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

*2 To print on preprinted or prepunched paper, or on letterhead.

➡ [Special Paper Action] (page 482)

[MP Tray Settings]

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [MP Tray Settings]

Item	Description
[Paper Size]	Select paper size. Value: [A3], [A4-R], [A4], [A5-R], [A6-R], [B4-R], [B5-R], [B5], [B6-R], [Folio-R], [216×340mm], [Ledger-R], [Letter-R], [Letter], [Legal-R], [Statement-R], [Executive-R], [OficioII-R], [8K-R], [16K-R], [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Envelope C4], [Hagaki], [Oufuku hagaki], [Kakugata 2], [Youkei 4], [Youkei 2], [Younaga 3], [Nagagata 3], [Nagagata 4], [Size Entry], [Custom] If you selected [Size Entry], enter the paper size. Value **Metric** X: 148 mm to 432 mm (in 1 mm increments) Y: 98 mm to 297 mm (in 1 mm increments) **Inch** X: 5.83" to 17.00" (in 0.01" increments) Y: 3.86" to 11.69" (in 0.01" increments) X=Length, Y=Width 
[Media Type]*1	Select the media type. Value: [Plain], [Transparency], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted]*2, [Bond], [Cardstock], [Color], [Prepunched]*2, [Letterhead]*2, [Envelope], [Thick], [High Quality], [Custom 1 - 8]

NOTE

If the optional FAX Kit is installed, the available media types for printing received faxes are as shown below.
Plain, Rough, Vellum, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, High Quality, and Custom 1-8.

*1 To change to a media type other than "Plain".

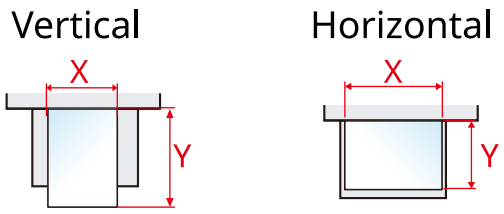
➡ Media Type Setting (page 479)

*2 To print on preprinted or prepunched paper, or on letterhead.

➡ [Special Paper Action] (page 482)

[Custom Paper Settings]

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Custom Paper Settings]

Item	Description
[Custom 1]	Register the custom size used for Multipurpose Tray. Value: Off, On **Metric** X: 148 mm - 432 mm (in 1 mm increments) Y: 98 mm - 297 mm (in 1 mm increments) **Inch** X: 5.83" - 17.00" (in 0.01" increments) Y: 3.86" - 11.69" (in 0.01" increments) X=Width, Y=Length 

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) and Media Type
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

Each media type's default weight is indicated.

Media Type	Default
[Plain]	Normal 2
[Transparency]	Extra Heavy (Transparency)
[Rough]	Normal 3
[Vellum]	Heavy 1
[Thin]	Light
[Labels]	Heavy 1
[Recycled]	Normal 2
[Preprinted]	Normal 2
[Bond]	Normal 3
[Cardstock]	Heavy 2
[Color]	Normal 2
[Prepunched]	Normal 2
[Letterhead]	Normal 2
[Envelope]	Heavy 2
[Thick]	Heavy 2
[High Quality]	Normal 2
[Custom 1 - 8]	Normal 2

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item	Description
Duplex	**[Prohibit]** Duplex printing not allowed. **[Permit]** Duplex printing allowed.
Name	Change names for Custom 1-8. Selecting media type at multipurpose tray, the name after change will be displayed. ➡ Character Entry Method (page 868)

*1 The processing speed will be slower than normal.

[Show Paper Setup Message]

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Feeding] > [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] [Cassette 2] [Cassette 3] [MP Tray]	Value: Off, On **NOTE** [Cassette 2]: Paper feeder (500 sheets) [Cassette 2] to [Cassette 3]: Paper feeder (500 sheets x 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], [Cassette 2], [Cassette 3], [MP Tray]

NOTE

[Cassette 2]: Paper feeder (500 sheets)

[Cassette 2] to [Cassette 3]: Paper feeder (500 sheets x 2)

[Paper Selection]

Set the default paper selection.

Value: [Auto], [Default Paper Source]

[Auto Paper Selection]

If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes.

Value:

[Most Suitable Size]: Selects paper size based on the current zoom and the size of the original.

[Same as Original Size]: Selects paper that matches the size of the original, regardless of the zoom.

[Media for Auto]

Select a default media type for auto paper selection when [Auto] is selected of Paper Selection. If [Plain] is selected, the paper source with plain paper loaded in the specific size is selected. Select [All Media Types] for the paper source with any kind of paper loaded in the specific size.

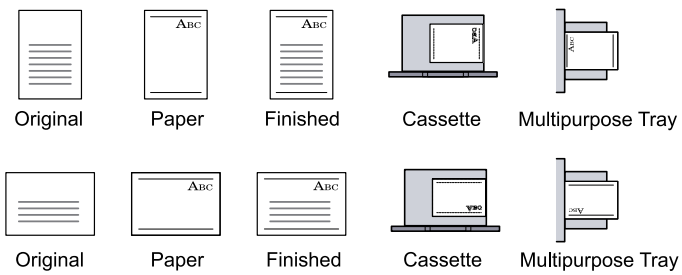
Value: [All Media Types], [Plain], [Transparency], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [High Quality], [Custom 1 - 8]

[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: copying on Letterhead



Value: [Adjust Print Direction], [Speed Priority]

[Paper Output]

[Home] key > [...] > [System Menu] > [Device Settings] > [Paper Output]

Item		Description
[Paper Output]	[Copy/Document Box]	Select the output tray respectively for copy jobs, print jobs from Document Box, computers, and Fax RX data. Value: **[Inner Tray]** Outputs to the Inner Tray of the machine. **[Job Separator Tray]** Delivery to the Job Separator. **NOTE** Fax RX data output can be specified when the optional FAX Kit is installed.
	[Printer]	
	[Fax Port 1]*1	

*1 Displayed only when the optional FAX Kit 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], [Copy], [Send], [Fax]*1, [Job Box], [USB Drive], [Subaddress Box], [Polling Box]*1, [Handwriting Enhancement], [ID Card Copy], [Paper Saving Copy], [Scan to PC (Address Entry)], [Scan to PC (Address Book)], [Scan to E-mail (Address Entry)], [Scan to E-mail (Address Book)], [Barcode Scan], [Scan to Cloud] **NOTE** Select [Filter] to narrow down for [All], [Application], [Favorites] and [Others].

*1 Displayed only when the optional FAX Kit is installed.

[Operation Assist]

[Home] key > [...] > [System Menu] > [Device Settings] > [Operation Assist]

Item	Description
[Orientation Confirmation]	Select whether to display a screen for selecting the orientation of the originals to be placed on the platen. ➡ Original Orientation (page 364) Value: Off, On
[Preset Limit]	Restrict the number of copies that can be made at one time. Value: 1 to 999 copies
[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 (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.
[Paper Mismatch Error]	Set what to do when the selected paper size or type does not match the 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.
[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).
[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** The administrator can cancel all jobs regardless of this setting.

[Toner Settings]

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

[Low Toner Alert]

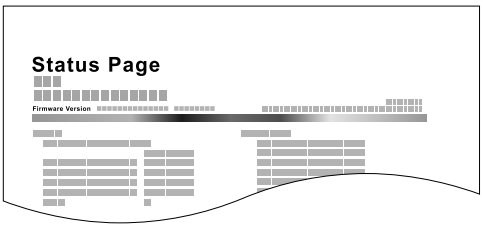
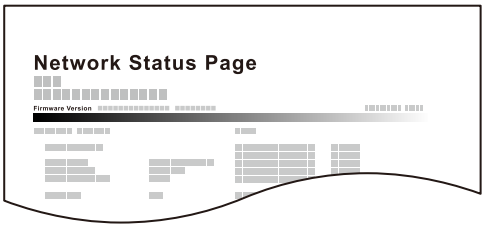
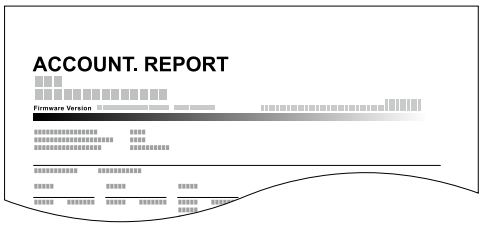
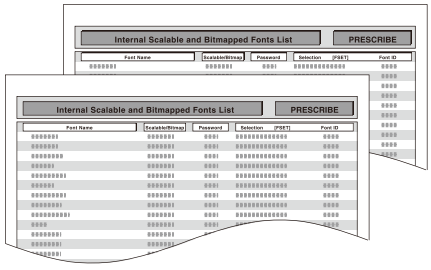
Item	Description
[Notify via Operation Panel]	Sets whether to display on the panel when toner is running low. Value: [Off], [On]
[Notify Externally (for admin. use)]	Sets the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. This notification is used for Event Reports, Status Monitors, and SNMP Traps (such as Printing Equipment Management Systems). 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).

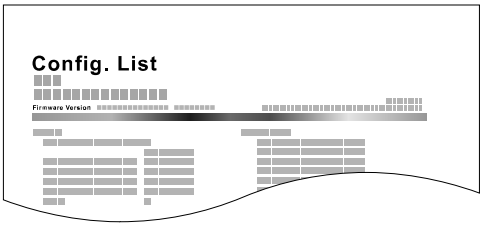
[Notification/Report]

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

[Print Report/List]

[Home] key > [...] > [System Menu] > [Notification/Report] > "Print Report/List" [Print Report/List]

Item	Description
[Status Page]	Prints the status page. You can check information such as the current settings, available memory, and installed optional equipment. 
[Service Status]	Prints the service status. More detailed information is available on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
[Network Status]	Prints the Network status page. You can check information such as the firmware version, network address, and network protocol of the network interface. 
[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 647) 
[Font List]	Prints the font list. You can check the fonts installed in this machine with a sample. 

Item	Description
[Outgoing Fax Report]	This item is displayed for fax-compatible machines. ➡ **FAX Operation Guide**
[Incoming Fax Report]	This item is displayed for fax-compatible machines. ➡ **FAX Operation Guide**
[Address Book (Index)]	Displays only for fax models. ➡ **FAX Operation Guide**
[Address Book (No.)]	Displays only for fax models. ➡ **FAX Operation Guide**
[One-Touch List]	Prints One Touch List, allowing you to check the destinations that have been registered on the One Touch Keys.
[Subaddress Box List]	Displays only for fax models. ➡ **FAX Operation Guide**
[Application Status]	Prints the Application status. You can check the information about the applications installed on this machine.
[Configuration List]	Print the system settings as the list. 
[Data Sanitization Report]	Prints the data sanitization report.

Result Report Setting

[Home] key > [...] > [System Menu] > [Notification/Report] > "Result Report Setting"

[Send Result Report]

Automatically print a report of transmission result when a transmission is complete.

Item	Description
[Email/Folder]	Automatically print a report of transmission result when Email or SMB/FTP transmission is complete. Value: [Off], [On], [Error Only]
[Fax]*1	➡ **FAX Operation Guide**
[Canceled before Sending]*2	Print a send result report if the job is canceled before being sent. Value: Off, On
[Recipient Format]*2	Select the Recipient Format for the send result report. Value: [Name or Destination], [Name and Destination]

[RX Result]*1

➡ **FAX Operation Guide**

[Job Finish Notice Setting]*1

➡ **FAX Operation Guide**

*1 Displayed only when the optional FAX Kit is installed.
*2 When "Email/Folder" and "Fax" are set to [Off], this function will not be displayed.

Device Status Notification

[Home] key > [...] > [System Menu] > [Notification/Report] > "Device Status Notification"

[Low Toner Alert]

➡ [Low Toner Alert] (page 487)

[Time for Maintenance Alert]

Item	Description
[Notify via Operation Panel]	Set whether or not to display on the operation panel when a periodic inspection is near. Value: [Off], [Display Status], [Display Status and Error]
[Notify Externally (for administration use)]	Set the timing at which the administrator will be notified of the period remaining before the upcoming scheduled inspection when it is nearby. This notification is used for Event Reports, Status Monitors, and SNMP Traps (such as Printing Equipment Management Systems). Value: Off, On **NOTE** If On is selected, set the alert timing. The range is from 5 to 100 percent (in increments of 1 percent).

Fax Communication Report

[Home] key > [...] > [System Menu] > [Notification/Report] > "Fax Communication Report"

Configure settings for Outgoing Fax report and Incoming Fax report.

History Settings

[Home] key > [...] > [System Menu] > [Notification/Report] > "History Settings"

[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 16.
[Destination]	Set the destination to which log histories are sent. Only email addresses can be set.
[Subject]	Set the subject automatically entered when sending log histories by email.
[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.

[Function Settings]

Configures settings for copying, sending and 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]

➡ [Clear Settings after Job Started] (page 485)

[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.]]

[Border Erase Default]

Set the default width to be erased as a border.

Value

Metric

0 mm to 50 mm (in 1 mm increments)

Inch

0" to 2" (in 0.01" increments)

NOTE

To specify border erase widths around original, set the value in "Border". To specify border erase widths in the middle of original, set the value in "Gutter".

Item	Description
Border Erase to Back Page	Select the Border Erase Method for Back Page of a sheet. Value: [Same as Front Page], [Do Not Erase]

[Zoom]

Select the enlarged/reduced default when paper size/sending size changed after the originals set.

Value: [100%], [Auto]

[Detect Scan Failure]

If image defects due to paper creases or sticky notes are detected on the scanned document, scanning is stopped automatically.

Value:

Off

It does not detect.

On

If image defects are detected, a message will appear to immediately notify the user, then the document scanning stops.

[ID Card Copy/Scan]

Configure ID card copy and scanning settings.

Item	Description
[Card Position on Platen]	Select the position of the card placed on the platen glass. Value: [Free], [Upper Left]
[Finishing Layout]	Select the finished page ID card layout. Value: [Align Center], [Align Upper Right]

[Copy/Print]

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults] > [Copy/Print]

Item	Description
[Original Size]	Set the default Original Size. The size set at Default Original Size (Platen) will be displayed as a selection if Detect Standard Size is On. These settings are in Original/Scan Settings. Value: [Auto (Standard Size)], [Auto (Non-standard Size)]
[Original Orientation (Copy)]	Set the original orientation defaults. Value: [Top Edge on Top], [Top Edge on Left], [Auto]*1
[Original Image (Copy)]	Set the default original document type for copying. Value: [Text + Photo], [Photo], [Text], [Graphic/Map]
[Background Density Adj. (Copy)]	Set the default Background Density (Copy). Value: [Off], [Auto], [Manual (Darker 5)]
[Continuous Scan (Copy)]	Select the default Continuous Scan (Copy) setting. Value: Off, On
[Prevent Bleed-through (Copy)]	Set the default value for preventing bleed-through (Copy). Value: Off, On
[Skip Blank Page (Copy)]	Select the default Skip Blank Page (Copy) settings. Value: Off, On
[EcoPrint]	Select the EcoPrint default. Value: Off, On
[Margin Default]	Set the default margin. Value **Metric** [Left/Right]: -18 mm to 18 mm (in 1 mm increments) [Top/Bottom]: -18 mm 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)
[Border Erase (Copy)]	Set the defaults for Border Erase (Copy). Value: [Standard], [Border Erase Sheet], [Border Erase Book], [Individual Border Erase]
[Collate/Offset]	Set the defaults for Collate/Offset. Value: [Off], [Collate On], [Offset Each Page], [Offset Each Set]
[Auto Image Rotation (Copy)]	Select the default Auto Image Rotation setting. Value: Off, On
[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

Item	Description
[Reserve Next Priority]	Specify whether the default screen appears when a subsequent copy job is reserved while printing is in progress. To have the default screen appear, select On. Value: Off, On
[Auto Image Rotation Action]	Set whether the image is rotated when the orientation of the document to be printed is different from the orientation of the paper. Value [Unrotated Manual Copy]: If a paper source or zoom ratio is specified, the image is not rotated. [Apply All]: Rotates all images. [Follow Image Size]: The image is rotated if the rotated image fits on the paper.
[Auto % Priority]	When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed. Value: Off, On
[Paper Size for Small Original]	Specify the paper size to be used for a case where the original is too small to be detected in the Auto Paper Selection mode. Value: [Default Paper Source], [A4-R], [A4], [A5-R], [A6-R], [B5-R], [B5], [B6-R], [Letter-R], [Letter], [Statement-R]
[Original Size of Undetected Original]	Specify the action when the original size is not detected. Value: [Default Paper Source], [Show Confirmation]

Item	Description
[Duplex]	Set the defaults for Duplex. **[1-sided>>1-sided]** Does not set the defaults for this function. **[1-sided>>2-sided]** **[Finishing]** Set the default binding orientation of copies. Value: [Binding Left/Right], [Binding Top] **[2-sided>>1-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left/Right], [Binding Top] **[2-sided>>2-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left/Right], [Binding Top] **[Finishing]** Set the default binding orientation of copies. Value: [Binding Left/Right], [Binding Top] **[Book>>1-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left], [Binding Right] **[Book>>2-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left], [Binding Right] **[Finishing]** Set the default Duplex option. Value: [Book>>2-sided], [Book>>Book]

*1 This function can only be used when the optional Scan extension kit(A) is installed.

➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

[Send/Store]

[Home] key > [...] > [System Menu] > [Function Settings] > [Function Defaults] > [Send/Store]

Item	Description
[Original Size]	Set the default Original Size. The size at Default Original Size (Platen) will be displayed as selection if Detect Standard Size is On. These settings are in Original/Scan Settings. Value: [Auto (Standard Size)], [Auto (Non-standard Size)]
[Original Orientation (Send/Store)]	Set the original orientation defaults. Value: [Top Edge on Top], [Top Edge on Left], [Auto]*1
[Color Selection (Send/ Store)]	Select the default color mode for scanning documents. Value: [Auto Color (Color/Grayscale)], [Auto Color (Color/B & W)], [Full Color], [Grayscale], [Black & White]
[Scan Resolution]	Select the default scanning resolution. Value: [600×600 dpi], [400×400 dpi Ultrafine], [300×300 dpi], [200×400 dpi Superfine], [200×200 dpi Fine], [200×100 dpi Normal]
[Fax TX Resolution]*2	➡ **FAX Operation Guide**
[Org. Image (Send/Store)]	Set the default original document type for sending/storing. Value: [Text+Photo], [Photo], [Text], [Text (Fine Line)], [Text (for OCR)]*1
[Clarify Text (Noise Removal) Settings]	When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of the text. Value: Off, On
[Background Density Adj. (Send/ Store)]	Set the default Background Density (Send/Store). Value: [Off], [Auto], [Manual (Darker 5)]
[Continuous Scan (Send/ Store)]	Select the default Continuous Scan (Send/Store) setting. Value: Off, On
[Continuous Scan (Fax)]*2	➡ **FAX Operation Guide**
[Prevent Bleed-through (Send/ Store)]	Set the default Prevent Bleed (Send/Store). Value: Off, On
[Border Erase/Full Scan (Send/ Store)]	Set the defaults for Border Erase/Full Scan (Send/Store). Value: [Standard], [Full Scan], [Border Erase Sheet], [Border Erase Book], [Individual Border Erase]
[Border Erase/Full Scan (Fax)]	➡ **FAX Operation Guide**
[Skip Blank Page (Send/ Store)]	Select the default Skip Blank Page (Send/Store) settings. Value: Off, On
[File Format]	Set the default type of files. Value: [PDF], [TIFF], [JPEG], [XPS], [Open XPS], [High Comp. PDF], [Word], [Excel], [PowerPoint]
[Image Quality (File Format)]	Select the default PDF/TIFF/JPEG/XPS/OpenXPS/Word/Excel/PowerPoint file quality. Value: 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)
[High Comp. PDF Image]	Select the default quality setting for high compressed PDF files. Value: [Compression Ratio Priority], [Standard], [Quality Priority]

Item	Description
[Color TIFF Compression]	Select the compression method for sending the color documents in the TIFF format. Value: [TIFF V6], [TTN2]
[PDF/A]	Select the default PDF/A setting. Value: [Off], [PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u] **NOTE** If [On] is selected in "Digital Signature", [PDF/A-1a] and [PDF/A-1b] cannot be selected. ➡ [Signature to File] (page 503)
[OCR Text Recognition Action]*1	Configure settings for OCR Text Recognition Action. Value: [Speed Priority], [Quality Priority]
[OCR Text Recognition]*1	Set the default OCR Text Recognition. Value: Off, On
[Primary OCR Language]*1	Set the default language of the text to be extracted. ([English] is selected as a default.) Select the language to extract from the options displayed on the touch panel.
[OCR Output Format]*1	Set the default OCR output format. Value: [Text + Graphics], [Text + Graphics with Scanned Image], [Scanned Image with Searchable Text]
[File Separation]	Select the default file separation setting. Value: [Off], [Each Page]
[Email Subject/Body]	Set the subject and body automatically entered (default subject and body) when sending the scanned originals by email. Three body messages can be registered, and the initial template can be used to choose which body message is used. Value Subject: Up to 256 characters can be entered. Body: Up to 500 characters can be entered.
[2-sided/Book Original]	Set the defaults for 2-sided/Book Original. **[1-sided]** Does not set the defaults for this function. **[2-sided]** **[Binding in Original]** Set the default binding orientation of originals. Value: [Left/Right], [Top] **[Book]** **[Binding in Original]** Set the default binding orientation of originals. Value: [Left], [Right]

*1 This function can only be used when the optional Scan extension kit(A) is installed.

➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

*2 Displayed only when the optional FAX Kit is installed.

[Copy/Print]

[Home] key > [...] > [System Menu] > [Function Settings] > [Copy/Print]

Item	Description
[Quick Setup Registration (Copy)]	➡ [Quick Setup Registration (Copy)] (page 471)

[Send/Store]

[Home] key > [...] > [System Menu] > [Function Settings] > [Send/Store]

[Default Screen]

Set the default screen displayed when you select the [Send] key.

Value: [Destination], [Address Book], [One-Touch Key]

[Prevent Mis-sending Settings]

Item	Description
[Destination Check before Send]	Select whether to display the confirmation screen of destinations after pressing the [Start] key when performing sending jobs. Value: Off, On
[Entry Check for New Dest.]	When adding new destination, select whether to display the entry check screen to check the entered destination. Value: Off, On
[Destination Check on Selecting]	Select whether to display the pop-up at the destination selection. Value: Off, On
[New Destination Entry]	Select whether to permit direct entry of destination. Value: [Prohibit], [Permit]
[Recall Destination]	Select whether to permit usage of [Recall] on the Send screen. Value: [Prohibit], [Permit]
[Broadcast]	Set whether to enable broadcast. Value: [Prohibit], [Permit]
[Destination History Usage]	Allow to use the destination history. Value: [Prohibit], [Permit]
[Delete Destination History]	Delete the destination history.

[Quick Setup Registration (Send)]

➡ [Quick Setup Registration (Send)] (page 471)

[Signature to File]

Item	Description
Digital Signature	Select whether to add a digital signature. Value **[Off]** Does not add a digital signature. **[Specify Each Job]** Whether to add a digital signature is selected each time of sending. **[On]** Always add a digital signature when sending.

Item	Description
[Digital Signature Format]	Select an algorithm used for encryption of digital signature. Value: [SHA1], [SHA-256], [SHA-384], [SHA-512] **NOTE** This function is displayed when "Digital Signature" is set to [Specify Each Job] or [On].
[Password Confirmation on Signature Permission]	Select whether to confirm password when setting digital signature. Value: Off, On **NOTE** This function is displayed when "Digital Signature" is set to [Specify Each Job].
[Password]	Set a password required for setting digital signature. Enter a new security password 6 to 16 alphanumeric characters and symbols. **NOTE** This function is displayed when "Password Confirmation on Signature Permission" is set to On.

[Email]

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

[Email Settings]

Item	Description
[SMTP (Email TX)]	Select whether to send email 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 emails, 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, the login user name, password and email address of login user are used for SMTP authentication and email sender address. Value: **[Use System Settings]** Information set with [Sender Address] is used for SMTP authentication and email sender address information. **[Use Login User Information]** Login User information is used for SMTP authentication and email sender address information. **NOTE** If there is no email address set for the user who logged in, the Sender Address set with [Sender Address] is used for email sender address information.

[POP3]

Item	Description
[POP3]	Select whether to receive email using POP3. Value: Off, On
[Remote Printing]	➡ [Remote Printing] (page 516)

[Sending Job - Folder]

[Home] key > [...] > [System Menu] > [Function Settings] > [Sending Job - Folder]

Item	Description
[FTP Settings]	Select whether to send documents using FTP. To use the FTP Client, set the protocol to On for "Protocol Settings". The default port number is 21. Value: Off, On, 1 to 65535 (Port Number)
[SMB Settings]	Select whether to send documents using SMB. To use the SMB Client, set the protocol to On for "Protocol Settings". The default port number is 445. Value: Off, On, 1 to 65535 (Port Number)

[Fax]

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

Configure settings for FAX.

➡ **FAX Operation Guide**

[WSD]

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

[WSD Scan]

Item	Description
[Protocol Settings]	Select whether to use WSD Scan.*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]

Item	Description
[Protocol Settings]	Set whether to use our proprietary web services. WIA Driver, TWAIN Driver, and Network FAX 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.

[Address Book]

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

[Add/Edit (Common Address Book)]

Configure settings for address book.

➡ Adding a Destination for Common Address Book (page 172)

[Add/Edit (Departmental Address Book]

➡ Adding a Destination for Departmental Address Book (page 173)

[Create Departmental Address Book]

➡ Creating a Departmental Address Book (page 173)

[Other Settings for Address Book]

➡ **Embedded Web Server RX User Guide**

Item	Description
Address Book Defaults	**[Sort]** Select the default sort setting of the address for the address book. Value: [No.], [Name] **[Narrow Down]** This procedure can be used to filter (narrow down) the types of destination listed when the address book is displayed. Value: [Off], [Email], [Folder], [Fax]*1, [Group] **[Edit Restriction]** Restrict editing of the address book. If you selected [Administrator Only], you can only edit the Address Book by logging in with administrator privileges. Value: [Off], [Administrator Only]
Sharing Common Address Book	Value: [On], [Off]

[External Address Book]

➡ **Embedded Web Server RX User Guide**

[Address Book Type]*2

Select whether the machine's address book or the External Address Book appears when the address book is displayed.

Value: [Common Address Book], [Departmental Address Book], [Ext Address Book]

*1 Displayed only when the optional FAX Kit is installed.
*2 Displayed only if the external address book is available.

[One-Touch Key]

[Home] key > [...] > [System Menu] > [Function Settings] > [One-Touch Key]

Item	Description
[Add/Edit One Touch Key]	Configure settings for One Touch Key. ➡ Adding a Destination on One-Touch Key (page 189)
[Edit Restriction]	Restrict editing of the One Touch Key. If you selected [Administrator Only], you can only edit the One Touch Key by logging in with administrator privileges. Value: [Off], [Administrator Only]

[Send and Forward]

[Home] key > [...] > [System Menu] > [Function Settings] > [Send and Forward]

[Forward Settings]

Select whether to forward the original.

Value: Off, On

NOTE

When selecting [On], select rules to forward from [Email], [Folder (SMB)], [Folder (FTP)], and [Fax].*1

[Destination]

item	Description
[Add]	Set the destination to which the original is forwarded. One destination can be set. Follow the steps below to register the destination. • [Addr. Book] • [Email] • [SMB] • [FTP] ➡ Specifying Destination (page 297)

*1 Displayed only when the optional fax kit is installed.

[Forward Setting]

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

Configure the Forwarding settings.

Displays only when optional FAX Kit is installed.

For details, refer to the following:

➡ **FAX Operation Guide**

[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], [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
[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 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)]
[Copies]	Set the default number of copies, from 1 to 999. Value: 1 to 999 copies
[Orientation]	Set the default orientation, [Portrait] or [Landscape]. Value: [Portrait], [Landscape]

Item	Description
[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 for the paper source that matches the selected paper size and type. **[Fixed]** Print on paper loaded in the specified paper source.
[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.

Item	Description
[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.
[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
[Resolution]	Set the resolution used for printing. Value: [Fine1200], [600 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

Item	Description
[Printing Job Terminator]	You can select the conditions, which regarded as a job termination if the print job cannot 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. Printing a received FAX (optional) is not prohibited.
[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 320)
[Auto File Deletion Time]	Set the time to automatically delete stored documents.
[Quick Setup Registration (Storing in Box)]	➡ [Quick Setup Registration (Storing in Box)] (page 471)
[Quick Setup Registration (Box Print)]	➡ [Quick Setup Registration (Box Print)] (page 471)

[Job Box]

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

Item	Description
[Quick Copy Job Retention]	To maintain free space on the SSD, 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.
[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.

[Subaddress Box]

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

Registers a subaddress box that uses subaddress based communication.

Displays only when optional FAX Kit is installed.

For details, refer to the following:

➡ **FAX Operation Guide**

[Fax Memory RX Box]

[Home] key > [...] > [System Menu] > [Function Settings] > [Fax Memory RX Box]

Set whether to print immediately for the FAX documents received or to save them in the Fax Memory RX Box.

➡ **FAX Operation Guide**

[Cloud Access Setting]

[System Menu/Counter] key > [Function Settings] > [Cloud Access Setting]

Set connection and editing restrictions for Cloud Access.

➡ Cloud Linkage Function (page 341)

[Home]

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

Configure settings for the Home screen.

➡ Editing the Home Screen (page 57)

[Status]

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

[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]
[Display Fax Log]*1	Value: [Show All], [Hide All]
[Pause/Resume of All Print Jobs]	Value: [Prohibit], [Permit]

*1 Displayed only when the optional FAX Kit is installed.

[Remote Services]

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

When the trouble occurs with 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.

[TWAIN/WIA]

[Home] key > [...] > [System Menu] > [Function Settings] > [TWAIN/WIA]

Item	Value
[Enhanced WSD]	Set whether to use our proprietary web services. Value: Protocol Settings: Off, On Available networks: Wi-Fi Direct, Wi-Fi, and Wired
[Enhanced WSD over TLS]	Set whether to use our proprietary web services. Value: Protocol Settings: Off, On Available networks: Wi-Fi Direct, Wi-Fi, and Wired

NOTE

The setting will be changed after restarting the device or network.

If you select [Off], the WIA Driver, TWAIN Driver, and Network FAX driver are not available.

[CO2 Emission Chart]

[Home] key > [...] > [System Menu] > [Function Settings] > [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 (Estimate)], [Power Consumption (Estimate)]
[Default Display Unit]	Configure the basic units for the graph. Value: [Month], [Year]
[CO2 Emission Factor]	Enter the CO_2 emission coefficient released by your electricity provider. Value: 0 - 9999 (Units are g-CO_2/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 131)

[Proxy]

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

[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 (IB-37 or IB-38) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for details.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 859)

Item	Description
[Wi-Fi Direct]	Select whether to use Wi-Fi Direct. Value: Off, On
[Device Name]	Specify the device name. **NOTE** • This function is displayed when [Wi-Fi Direct] is set to On.
[IP Address]	Check the IP address of the machine. ➡ TCP/IP Settings (page 534) **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.
[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.

Item	Description
[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.
[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 (IB-37 or IB-38) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for details.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 859)

Wi-Fi

Item	Description
[Wi-Fi]	Select whether to use Wi-Fi. Value: Off, On

Connection Status

This can be used to check the wireless LAN Status.

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 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.
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 an 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 Settings

[TCP/IP]

Select whether to use TCP/IP.

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 the following DNS Server] **NOTE** When [Use the 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 the following DNS Server] **NOTE** When [Use the 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 Settings

[TCP/IP]

Select whether to use TCP/IP.

Value: Off, On

[IPv4 Settings]

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.

Item	Description
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: [Use DNS Server from DHCP], [Use the following DNS Server] **NOTE** When [Use the 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.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: [Use DNS Server from DHCP], [Use the following DNS Server] **NOTE** When [Use the 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

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 Settings] (page 505)

[POP3 (Email RX)]

➡ [POP3] (page 505)

[FTP Client (Transmission)]

➡ [FTP Settings] (page 506)

[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 Client (Transmission)]

➡ [SMB Settings] (page 506)

[SMB Server (Reception)]

Item	Description
[Protocol Settings]	Set whether to send documents using SMB. Value: Off, On Set whether to send documents using SMB or SMBv1. To use this, select On in these settings. To use SMBv1 furthermore, set these settings to On.*1
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[WSD Scan]

➡ [WSD Scan] (page 508)

[WSD Print]

➡ [WSD Print] (page 508)

[ThinPrint]

Item	Description
[Protocol Settings]	Select whether to use ThinPrint. To use the ThinPrint 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.
[ThinPrint over TLS]	To use the ThinPrint over TLS protocol, set [ThinPrint 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. 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

Item	Description
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
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, TWAIN, and Network FAX 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, TWAIN and Network FAX drivers.
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[eSCL]

Item	Description
[Protocol Settings]	Selects whether to receive scanned documents using eSCL.*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]

[eSCL over TLS]

Item	Description
[Protocol Settings]	Selects whether to receive scanned documents using eSCL over TLS.*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]

[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 (RFB) 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 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]

[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]

Configure the messaging protocol as appropriate for your environment.

Value: [MQTT], [XMPP]

IMPORTANT

Depending on the protocol, it may be necessary to restart the network or turn the power off/on after changing the settings.

*1 The setting will be changed after restarting the device or network.

*2 Set "TLS" to [On] in Security Settings.

[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. ➡ Primary Network (Client) (page 563)
[Ping Timeout]	➡ [Ping Timeout] (page 469)

[Bonjour]

[Home] key > [...] > [System Menu] > [Network Systems] > "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 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. 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. ➡ Changing Device Information (page 131)

[Wi-Fi Direct Settings]

Set Wi-Fi Direct.

NOTE

This function is displayed when the Wireless Network Interface Kit (IB-54 or IB-55) is installed.

Item	Description
[Wi-Fi Direct]	Select whether to use Wi-Fi Direct. Value: Off, On
[Device Name]	Specify the device name. **NOTE** This function is displayed when [Wi-Fi Direct] is set to On.
[Network Name (SSID)]	Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.
[Preshared Key]	Set the pre-shared key with 8-64 characters.
[IPv4 Settings]	Set up TCP/IP (IPv4) to connect to the network.

[Wireless Network]

Configure settings for the optional Wireless Network Interface Kit.

NOTE

This function is displayed when the Wireless Network Interface Kit (IB-54 or IB-55) 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 pre-shared 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.
[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 two or more devices. **[Infrastructure]** Performs communication through an access point.

Item	Description
[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, [WPA3-SAE]*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], [WPA2-PSK] or [WPA3-SAE]:** Value: TKIP*2, AES, Auto*2, Preshared Key **NOTE** • If [WEP] is selected, enter the WEP key. • If [TKIP], [AES] or [Auto] is selected, enter the pre-shared key. Enter the value in 8 to 63 characters.

TCP/IP Settings

For details on setting value.

➡ TCP/IP Settings (page 534)

➡ [Bonjour] (page 550)

➡ [IPSec] (page 553)

Others

For details on setting value.

➡ [MAC Address Filter] (page 559)

*1 Not displayed if you selected [Ad Hoc] for "Connection Mode".
*2 Not displayed if you selected [WPA2-PSK] or [WPA3-SAE] for "Network Authentication".

[Wired Network Settings]

NOTE

This menu is displayed when the optional Network Interface Kit (IB-53) is installed.

[TCP/IP Setting]

For details on setting value.

➡ TCP/IP Settings (page 534)

➡ [Bonjour] (page 550)

➡ [IPSec] (page 553)

[Others]

Item	Description
[MAC Address Filter]	Select whether to use MAC Address Filter. ➡ **Operation Guide for the optional Network Interface Kit** Value: Off, On

Restart Network

Item	Description
[Restart Network]	Restarts the network.

Connectivity

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

[Bluetooth]

Item	Description
[Bluetooth]	Use Bluetooth keyboard. Value: Off, On
[Device]	Select a keyboard.

[Fax Server]

Item	Description
[Fax Server]	Select whether to use FAX Server. Value: Off, On
[Address Settings]	This specifies a prefix, suffix, and domain name to be attached to a destination. **NOTE** For information about the fax server, contact the fax server administrator.
[File Format]	Set the default type of files. Value: [PDF], [TIFF], [XPS]
[Address Book Type]	This specifies the External Address Book and Departmental Address Book to be used. **NOTE** • This setting is available when [FAX Server] is set to [On]. • This is not displayed if the External Address Book or Departmental Address Book is not configured. ➡ **Embedded Web Server RX User Guide**

[NFC]

Use Near Field Communication (NFC).

Value: Off, On

[Remote Operation]

Configure settings for remote operation.

Value: Off, On

When you set [Remote Operation] to On, configure the Use Restriction.

[Off]

Users without administrator privileges can also execute remote operation.

[Use Password]

Enter the password, then re-enter it to confirm.

[Administrator Only]

Only administrators can execute the 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 (IB-53) or Wireless Network Interface Kit (IB-37, IB-38, IB-54 or IB-55) 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 details.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 859)

➡ IB-54/IB-55 <Wireless Network Interface Kit> (page 859)

Item	Description
[Primary Network (Client)]	Select the network interface to be used for the send function that this machine functions as a client, the network authentication and connecting to external address book. Value: Wi-Fi, Wired Network, Optional Network • [Wi-Fi] is displayed when the Wireless Network Interface Kit (IB-37 or IB-38) is installed. • [Optional Network] is displayed when the optional Network Interface Kit (IB-53) or Wireless Network Interface Kit (IB-54 or IB-55) is installed. • You can set and use "Wired Network or Wi-Fi", and "Optional Network (IB-53, IB-54, or IB-55)" individually for the email send connection.
[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 your operating environment and customize the security functions as necessary. Value: **[Level 1]** This is the factory default. **[Level 2]** The security functions of the 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 595) • The settings will be enabled when the device or network is restarted after selecting the level. ➡ Restart Entire Device (page 563) ➡ Restart Network (page 560) • 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

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.

➡ Security Quick Setup Function List (page 893)

4 Restart the device or network.

➡ Restart Entire Device (page 563)

➡ Restart Network (page 560)

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], [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
[Unusable Time]	Set a time period during which the machine will not print received faxes. ➡ **FAX Operation Guide**
[Job Status/Job Logs Settings]	➡ [Job Status/Job Logs Settings] (page 523)
[Security Level]	Specify the security level. Value: **[Low]** This mode is used during maintenance. Do not use it 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 595)
[Remote Printing]	➡ [Remote Printing] (page 516)
[RAM Disk Setting]	Create a RAM disk and set its capacity. You can print data from the job box by creating a RAM disk. **[RAM Disk Size]** Value: Off, On **NOTE** Set [RAM Disk Size] to On and enter the amount of RAM disk space. Setting range varies depending on the size of the onboard memory.
[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 an administrator to approve when updating firmware. Value: [Off], [On]

Item	Description
[Secure Boot]	Secure boot is a function that detects tampering with the BIOS or firmware when starting the machine. It verifies the electronic signature given to the BIOS or firmware and stops the execution of the BIOS or firmware if tampering is detected. Value: [BIOS], [BIOS + Firmware] **IMPORTANT** If tampering is detected and the secure boot fails, the panel screen will turn white after 1 minute.
[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 it 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 slowed. • 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 enabled 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 enabled 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]. ➡ [Remote Printing] (page 516)
[Remaining Print Jobs on Logging out]	These settings are for print jobs that require security considerations, such as passwords. If you select [Cancel], any user attempts to log out will be aborted, including any jobs waiting to print. Value: [Cancel], [Continue]
[Administrator Authentication on Data Import/Export]	Request an administrator to approve when importing or exporting data. Value: [Off], [On]

Item	Description
[Firmware Update]	Set whether to allow firmware updates using the firmware update tool. Value: [Not Allowed], [Allowed]

[Data Security]

[Home] key > [...] > [System Menu] > [Security Settings] > "Device Security Settings" [Data Security]

Configure settings for data stored in the SSD, and machine's memory.

[Data Sanitization]

Return the following information registered in the machine to the factory defaults.

- Address Book
- Favorites
- System settings
- Fax transmission and reception / forwarding data
- Transmission histories
- Local FAX Name
- Local FAX Number
- Data saved in Custom Box
- Optional applications

NOTE

- Print the data sanitization report and then confirm that security data is deleted.
  ➡ Data Sanitization Report (page 489)
- Once in progress, the processing cannot be 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 566)
- 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 uses restrictions after the data sanitization is completed. The device cannot be used if [Prohibit] is selected. Value: [Prohibit], [Permit]
[Data Sanitization Report]	Print the data sanitization report.

[OCR Dictionary Installation]

Install the OCR Dictionary.

NOTE

- For information on dictionary data, consult your Service Representative.
- To install the OCR dictionary, an SSD or SD/SDHC memory card must be inserted.
- If both an SSD and an SD/SDHC memory card are inserted, the OCR dictionary will be installed on the SSD.
- If you will use an SD/SDHC memory card, a 32 GB SDHC memory card is recommended.

Confidential Document Detection Setting

[Home] key > [...] > [System Menu] > [Security Settings] > "Device Security Settings" [Confidential Document Detection Setting]

Configure confidential document detection settings.

You can block confidential document scanning to prevent important data from being leaked.

Watermarks, header/footer settings and stamp (image, size, colour) can be registered as detection means.

NOTE

Depending on the characteristics of the watermark (such as being faint or small) and the condition of the document being scanned, it may not be detected as a confidential document.

[Confidential Document Detection]

If the information that identifies the document as confidential is detected on the scanned document, scanning is stopped automatically.

Value:

[Off]

The information that indicates the document as confidential will not be detected.

[On (Display Alert)]

If the information that identifies the document as confidential is detected, a warning is displayed.

[On (Request Password)]

If the information that identifies the document as confidential is detected, a password input screen is displayed.

[On (Cancel Job)]

If the information that identifies the document as confidential is detected, the executed job is canceled.

NOTE

If you selected [On (Request Password)], set the password.

[Text to Detect]

Item	Description
[Watermark]	Select to add watermark.

Item	Description
[Header/Footer]	Select the header/footer text string to detect. (Multiple items may be selected.) Value: [CLASSIFIED], [CONFIDENTIAL], [DO NOT COPY], [TOP SECRET], [NO COPYING] **NOTE** This function can be set when the optional Scan extension kit(A) is installed. ➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

[Language]

Item	Description
[Header/Footer]	Set the language for the [Text to Detect]. **NOTE** This function can be set when the optional Scan extension kit(A) is installed. ➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

[Position to Detect (Header/Footer)]

Set the [Text to Detect] detection position. (Multiple items may be selected.)

Value: [Top Right], [Top Middle], [Top Left], [Bottom Right], [Bottom Middle], [Bottom Left]

NOTE

This function can be set when the optional Scan extension kit(A) is installed.

➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

[Text Registration (Header/Footer)]

[Text to Detect] can be registered.

Value: Text 1 (to 5)

NOTE

This function can be set when the optional Scan extension kit(A) is installed.

➡ Scan extension kit(A) <OCR Scan Activation Kit> (page 859)

[Detection Sensitivity]

Set the detection sensitivity for each watermark selected in [Text to Detect].

Item	Description
[Detection Sensitivity]	Set the detection sensitivity. Value: 1 (Low) to 5 (High)

[Stamp box]

Register the stamp (image, size, colour) to be detected.

Procedure:

1 Using the document application, create a document with the image, size, and colour stamp to be detected placed on a blank page (one page) of any desired size.

2 Save the document you create as a PDF file.

3 Register this saved PDF file to this machine by the stamp box setting of Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

[Backup and Restore]

[Home] key > [...] > [System Menu] > [Security Settings] > [Backup and Restore]

This function allows you to back up and restore target data.

[Backup]

Item	Description
[Run Immediately]	This allows you to back up your data immediately. Configure the destination of the backup data. **[USB Drive]** Set USB Drive as the destination for your backup data. **[SMB]** Set SMB as the destination for your backup data.
[Auto Backup]	This allows you to automatically back up data at a specified time. Value: **[Off]** Disables auto backup. **[Daily]** Enables automatic backup daily. **NOTE** If you select [Daily], configure Start Time. Value: Hour (0-23), Min. (0-59) **[Weekly]** Enables automatic backup every week. **NOTE** If you select [Weekly], specify the day of the week and the start time. **Day of the Week** Value: [Monday], [Tuesday], [Wednesday], [Thursday], [Friday], [Saturday], [Sunday] **Start Time** Value: Hour (0 - 23), Min. (0 - 59)

Item	Description
[Items to Backup]	This allows you to select the data that you want to back up. **[All]** Back up all the data. **[Specify Each Item]** This allows you to specify the data that you want to back up. **[Device Settings]** Value: Off, On **[Network Settings]** Value: Off, On **[Job Accounting/Authentication]** Value: Off, On **[Common Address Book]** Value: Off, On **[Fax Memory RX Box]** Value: Off, On **[User Information and Box]** Value: Off, On **NOTE** If set to On, the following data are included during backup: • Custom Box*1 • Fax Related Box/Forward Settings*2 • Favorites and Shortcuts • Common Address Book • Departmental Address Book • Fax Memory RX Box*2

[Restore]

This function allows you to restore data using USB Drive or SMB.

Item	Description
[USB Drive]	Allows you to restore data from the USB Drive.
[SMB]	Allows you to restore data using SMB.

[History Settings]

This allows you to view backup history.

[Backup Location Settings]

This allows you to set the backup location for your data.

Item	Description
Host Name	Check the host name of the machine. You can change the host name from the Embedded Web Server. ➡ Changing Device Information (page 131)
Folder Path	Specify the folder location where the data will be stored.
Port	Specify the port number. If the port number is not specified, the default port number is 445.
Login User Name	Enter the login user name.
Login Password	Enter the login password. Uppercase and lowercase letters are distinguished (case-sensitive).
[Connection Test]	Test the connection to the specified backup location.
Password to Encrypt	Set a password for backup data encryption.
Email Address to Notify Results	Enter an email address to receive the notification results.

*1 Included only if HD-17/HD-18/HD-19 is installed.
*2 Included only if the optional FAX kit is installed.

Authentication Security

[Home] key > [...] > [System Menu] > [Security Settings] > "Authentication Security"

If user authentication is enabled, configure the user authentication settings.

➡ Authentication Security (page 591)

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 if User login administration or Job accounting is enabled.

➡ Unknown ID Job (page 652)

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. ➡ [SNMPv1/v2c] (page 545) ➡ [SNMPv3] (page 545) ➡ [IPSec] (page 553)

[Job Accounting/Authentication]

[Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

Configure settings related to machine management.

➡ Overview of User Login Administration (page 589)

➡ Overview of Job Accounting (page 628)

[Add/Delete Application]

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

Configure settings for Application.

➡ Application (page 249)

➡ Overview of the Applications (page 866)

[Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

Image Adjustment

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Image Adjustment"

[Density Adjustment]

Adjust density.

Item	Description
[Copy]	Adjust copy density. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)
[Send/Box]	Adjust scan density when sending or storing the data in Document Box. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)
[Fax]	➡ **Fax Operation Guide** **NOTE** Displayed only when the optional FAX Kit is installed.

[Clarify Text (Noise Removal) Settings]

Adjust the legibility of characters.

Item	Description
[Clarify Text Level]	Value: [1 (Low)], [2 (Normal)], [3 (High)]
[Noise Removal Level]	Value: Off On: [1 (Low)], [2 (Normal)], [3 (High)]

[Background Density Adj.]

Darkens or lightens overall background density adjustment.

Item	Description
[Copy (Auto)]	Darkens or lightens overall background density adjustment during copying. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)
[Send/Box (Auto)]	Darkens or lightens overall background density when sending images or storing them in the Document Box. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)

[Sharpness Adjustment]

Adjust the sharpness of the image outline.

Item	Description
[Copy]	Sharpen or blur overall image outlines during copying. Adjustments can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, 1, 2, 3 (Sharpen)
[Send/Box]	Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustments can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, 1, 2, 3 (Sharpen)

[Contrast]

You can increase or decrease the overall contrast.

Item	Description
[Copy]	Increases or decreases the overall contrast of copies. Value: -3 (Lower), -2, -1, 0 (Normal), 1, 2, 3 (Higher)
[Send/Box]	Increases or decreases the overall contrast when documents are sent or saved in a document box. Value: -3 (Lower), -2, -1, 0 (Normal), 1, 2, 3 (Higher)

[Toner Save Level (EcoPrint)]

Item	Description
[Copy]	Select the default Toner Save Level (EcoPrint). Value: 1 (Low) to 5 (High) Raising the level reduces toner consumption, but image quality falls.
[Printer]	Select the default Toner Save Level (EcoPrint). Value: 1 (Low) to 5 (High) Raising the level reduces toner consumption, but image quality falls.

[Print Density]

Make the overall print density darker or lighter. Adjustments can be made in 5 levels.

Value: 1 (Lighter) to 5 (Darker)

[Auto Color Correction]

This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white in Auto Color Selection Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white.

Value: 1 (Color), 2, 3, 4, 5 (B & W)

[Correcting Black Line]

Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used.

Value:

[Off]

No correction performed.

[On (Low)]

Correction performed. The reproduction of fine lines on the original may become lighter than when using [Off].

[On]

Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may become lighter than when using [On (Low)].

[Image Adjustment]

Item	Description
Drum Refresh 1	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: [Not Execute], [Execute] **NOTE** Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done. ➡ Drum Refresh 1 (page 845)
Drum Refresh 2	Remove white dots from the printed image. Value: [Not Execute], [Execute] **NOTE** Drum Refresh 2 cannot be performed while printing. Execute Drum Refresh 2 after the printing is done. ➡ Drum Refresh 2 (page 846)

[Tone Curve Adjustment]

After prolonged use, or from the effects of surrounding temperature or humidity, the printed output tone may differ from the original. Perform this function to ensure consistency with the original tone.

➡ Tone Curve Adjustment (page 843)

[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.

Others

[Home] key > [...] > [System Menu] > [Adjustment/Maintenance] > "Others"

[Altitude Adjustment]

Adjust the height.

Value: [Normal], [1001 - 2000m], [2001 - 3000m], [3001 - 3500m]

[Diagnostics]

Item	Description
[Software Verification]	➡ [Software Verification] (page 567)

[Online Software Update]

Item	Description
[Firmware]	Check for any firmware updates.
[HyPAS Application]	Check for any HyPAS application updates.

[Online Software Update Settings]

Item	Description
[Firmware Update]	Check to see if online firmware update is available. Value: [Allowed], [Not Allowed] **NOTE** If [Allowed] is selected, you can set [Notification of the Latest] to On to receive firmware update notifications.

[Restart/Initialization]

Item	Description
[Restart Network]	➡ [Restart Network] (page 554)
[Restart Network (Optional Network)]	➡ [Restart Network] (page 554)
[Restart Entire Device]	➡ Restart Entire Device (page 563)
[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 on the SD card.

[Service Settings]

Perform the maintenance and inspection of the machine. This menu is primarily used by service personnel for maintenance work.

[Disabling Devices/Functions]

This function allows you to disable or enable devices and functions.

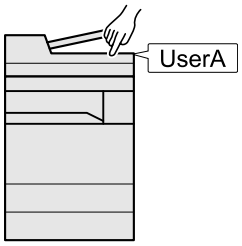
Item	Description
[Disable]	**[Function]** Allows you to disable [Printing] and [Scanning] functions. **[Device]** Allows you to disable the following devices: • [Inner Tray] • [Job Separator] • [Cassette 1] • [Cassette 2] • [Cassette 3] • [Document Processor]
[Enable]	Enable functions or devices if they are repaired or replaced.

9 User Authentication and Accounting (User Login, Job Accounting)

Overview of User Login Administration....589
Setting User Login Administration....591
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Using User Login Administration....626
Overview of Job Accounting....628
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Overview of User Login Administration

User login administration specifies how the user access is administered on this machine. Enter a correct login username and password for user authentication to log in.



In User Login Administration, you can do the following:

- Enable User Login Administration.
  ➡ Enabling User Login Administration (page 625)
- Set the user.
  ➡ Adding a User (Local User List) (page 595)
- Enter the login user name and password, and execute the job.
  ➡ Using User Login Administration (page 626)

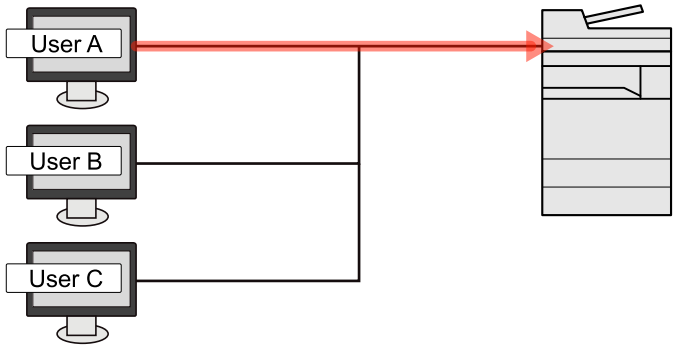
Access is in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

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.
  ➡ Managing the Users that Print on This Machine from a PC (page 600)
- Print.

Managing the Users to Use TWAIN for Scanning

TWAIN driver settings on the PC are necessary to manage the users that use TWAIN for scanning.

➡ Managing the Users to Scan Using TWAIN (page 602)

Managing the Users to Use WIA for Scanning

WIA driver settings on the PC are necessary to manage the users that use WIA for scanning.

➡ Managing the Users to Scan Using WIA (page 603)

Managing the Users to Send Faxes from a PC

FAX driver settings on the PC are necessary to manage the users that send faxes from a PC.

➡ Managing the Users that Send Faxes from a PC (page 605)

The optional FAX Kit is required in order to use fax functionality.

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 **Configure the settings.**

The following settings can be selected.

Lockout

Select whether or not an account lockout policy is enabled.

Value: Off, On

[Lockout Policy]

Specify the conditions and the extent to which the account lockout is applied.

Value	Description
Number of Retries until Locked	Specify how many login retries are allowed until the account is locked out.
Lockout Duration	Specify how long the account is to be locked out until it is unlocked.
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 from the list, then select [Unlock].

NOTE

This function is displayed when an 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Configure the settings.

The following settings can be selected.

NOTE

If the Password Policy is set to On, the following are enabled:

- Minimum Password Length
- Password Complexity
- Maximum Password Age
- Policy Violated User List

[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

[Password Complexity]

Set the password complexity.

Value:

Reject common PW and 3 consecutive same chars: 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

[Policy Violated User List]

The list of users does not meet password policy requirements.

Adding a User (Local User List)

This adds a new user. You can add up to 100 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "User Login Setting" [Add/Edit Local User].

2 Enter the user information.

[Add] > Enter the user information.

User Name

Enter the name displayed on the user list.*1

Login User Name

Enter the login user name to login. The same login user name cannot be registered.*1

Login Password

Enter the password to login.

Confirm Password

Reenter the same password for confirmation.

[Access Level Settings]

Access Level

Select [Administrator] or [User] for user access privileges.

System Admin Permission

If the Access Level is set to [User], select the privileges that can be set from the following.

- Original/Paper Settings
- Address Book
- 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 an account name can log in without entering the account ID.

➡ Overview of Job Accounting (page 628)

NOTE

- Search by account ID or account name. Select either [Name] or [ID] to switch between [Name] and [ID].
- Select [Account Name] or [Account ID] to sort the account list.

Email Address

The user can register an email address. The registered address will be automatically selected for subsequent operations that need any 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.

➡ Overview of the Applications (page 866)

Local Authorization

Set usage authority for each user.*2

Print Restriction

Select whether or not to reject usage of all print functions.

Copy Restriction

Select whether or not use of the copy print function is prohibited.

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Select whether only EcoPrint is allowed.

Send Restriction

Select whether or not use of the send function is prohibited.

Fax TX Restriction

Select whether or not use of the fax send function is prohibited.*3

Storing Restriction in Box

Select whether or not use of the box store function is prohibited.

Storing Restriction in USB Drive

Select whether or not use of the USB Drive store function is prohibited.

[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.

NOTE

- For details on entering characters, refer to the following:

  ➡ Character Entry Method (page 868)
- In [My Panel] > [Default Screen] > [Send] or [Fax], select any of the following:
  - Destination
  - Common Address Book
  - Departmental Address Book
  - One-Touch Key
- You can configure the External Address Book in Embedded Web Server.

  ➡ **Embedded Web Server RX User Guide**

3 Select [Save].

A new user is added to 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 618)

*1 Be sure to enter the items.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 606)

*3 Displayed only when the optional FAX Kit is installed.

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "User Login Setting" [Add/Edit Local User].

2 Change the user properties.

1 Select [ ] (information icon) for the user whose properties you prefer to change.

NOTE

- Select [User Name] or [Login User Name] to sort the user list.
- Search by name or login user name. Select either [Name] or [Login Name] to switch between [Name] and [Login Name].
- You can only change Administrator user properties when you log in with administrator or machine administrator account.

2 Enter the user information.

- User Name
- Login User Name
- Login Password
- Confirm Password
- Access Level Settings*1
- Account Name
- Email Address
- ID Card Info*1
- Local Authorization*2
- My Panel

For details on each item, refer to the following:

➡ Adding a User (Local User List) (page 595)

3 Select [Save].

The user information is changed.

*1 You can change only when you log in with an administrator or machine administrator authority.

*2 Displayed when Local Authorization is enabled.

➡ Local Authorization (page 606)

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.

Managing the Users that Print on This Machine from a PC

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 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

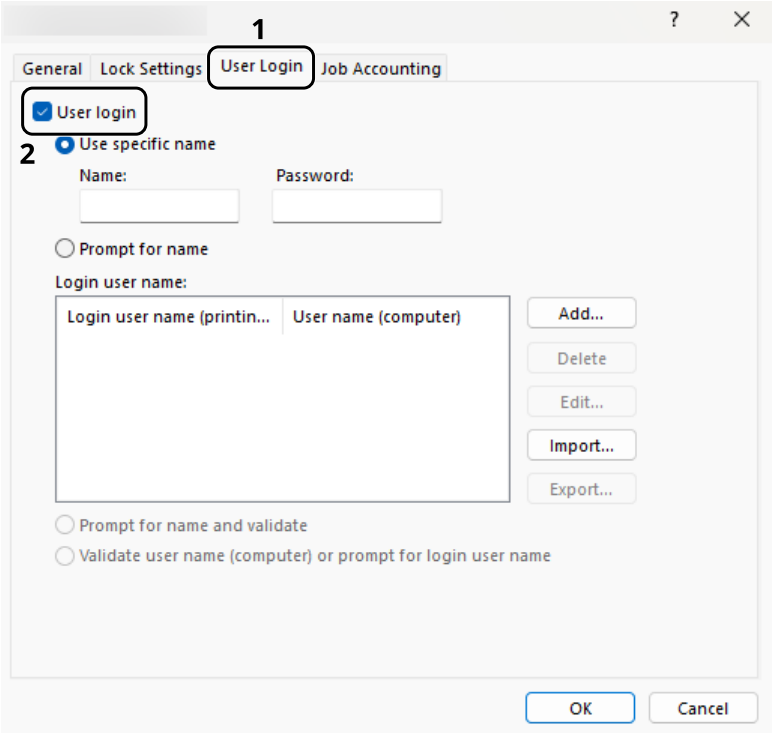
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printer properties].

3 Click [Device Settings], and then select [Administrator].

2 Configure the settings.

1 Click [User Login], and then check the User login checkbox.



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 printing. The user name and password must be entered each time printing is attempted.

[Prompt for name and validate]

A screen for entering the user name and password will be displayed when 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 for each print attempt.

[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:

➡ **Printer Driver User Guide**

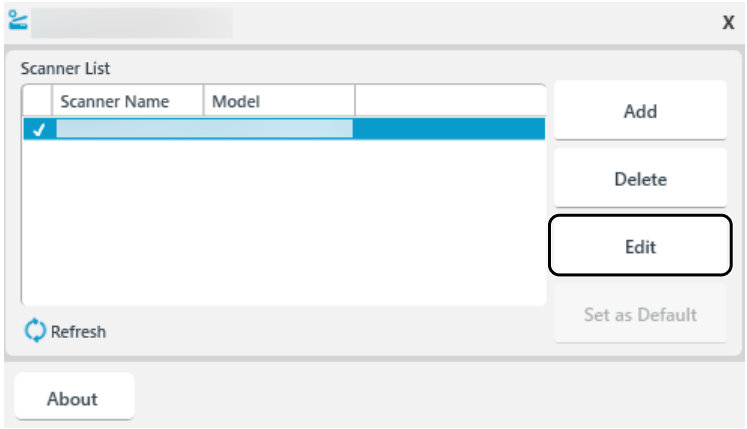
Managing the Users to Scan Using TWAIN

To manage the users that scan using TWAIN, the following settings are necessary in the TWAIN Driver. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 Click the search box in the taskbar, and type "TWAIN Driver Setting". Select [Twain Driver Setting] in the search list. The TWAIN Driver screen is displayed.

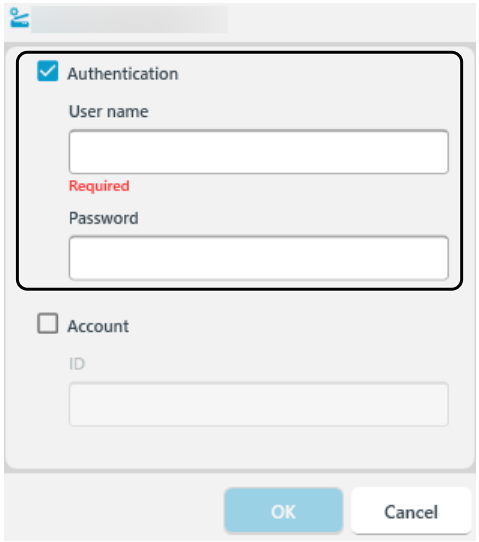
2 Select the machine and click [Edit].



2 Configure the settings.

1 Click [Authentication Settings].

2 Check [Authentication], and enter User name and Password.



3 Click [OK].

Managing the Users to Scan Using WIA

To manage the users that scan using WIA, the following settings are necessary in the WIA Driver. Instructions are based on interface elements as they appear in Windows.

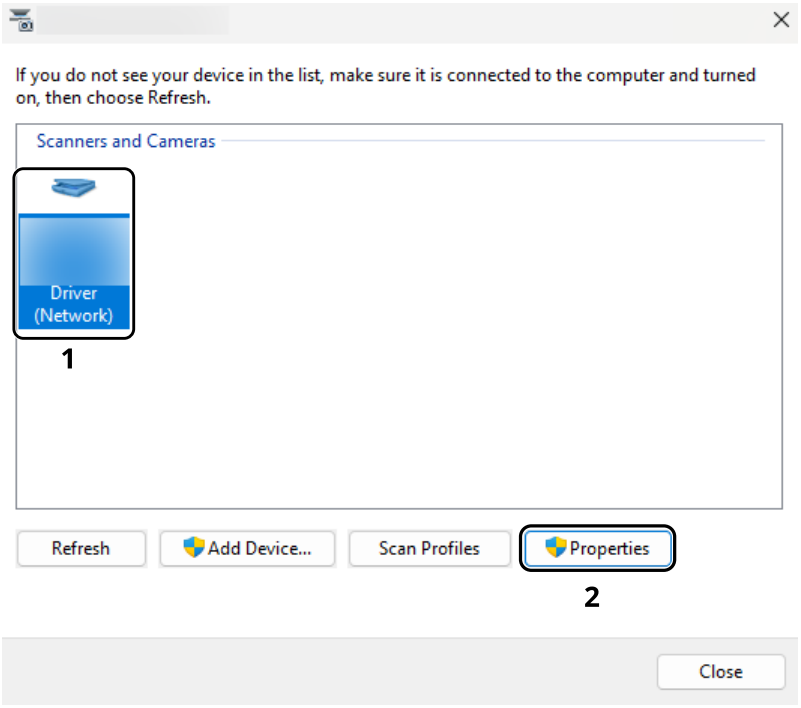
1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel]. Enter "Scanner" in the search box, and then select [View scanners and cameras].

NOTE

For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel]. Click the search box in the Control Panel, and type "scanner". Select [View scanners and cameras] in the search list.

2 Select the machine and click [Properties].

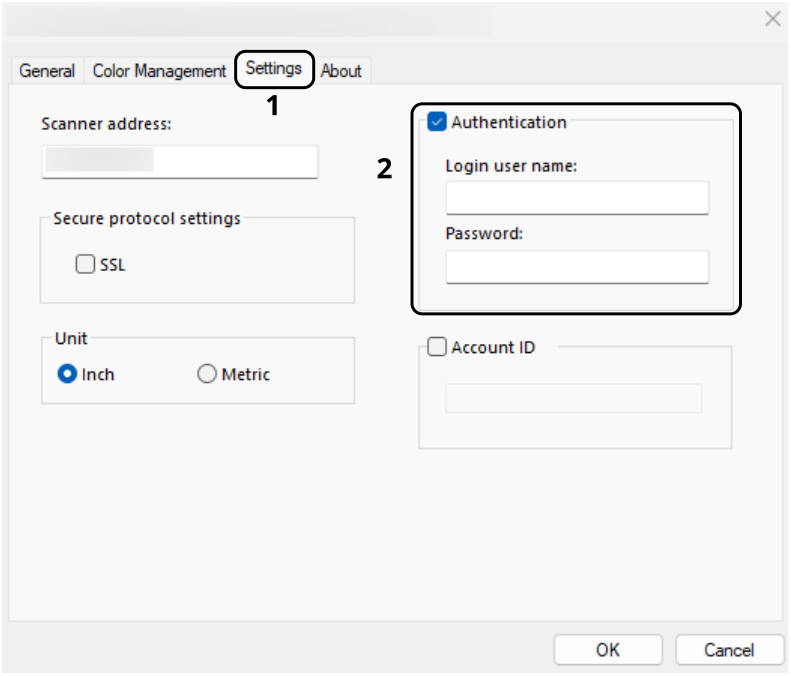


NOTE

If User Account Control window appears, select [Yes].

2 Configure the settings.

1 Click [Settings], and then select [Authentication]. Enter Login user name and Password.



2 Click [OK].

Managing the Users that Send Faxes from a PC

To manage the users that send faxes from a PC, the following settings are necessary in the FAX driver. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

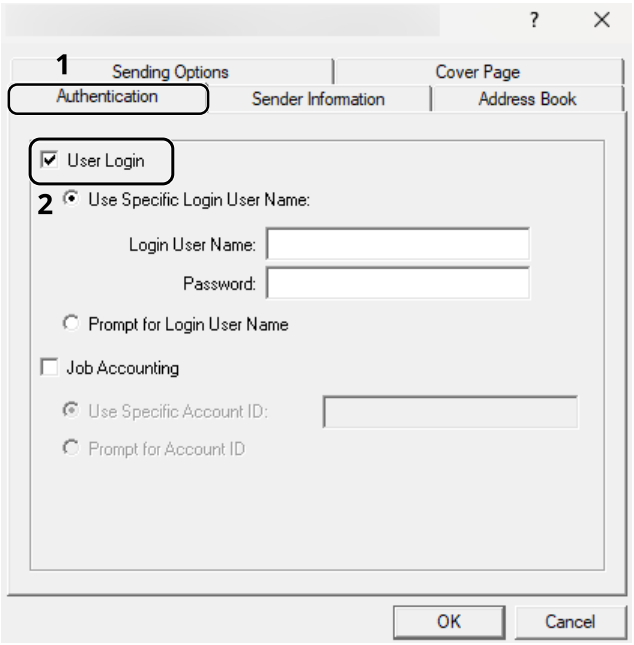
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printing preferences].

3 Click [FAX TX Setting] on the [FAX Setting] window.

2 Configure the settings.

1 Click [Authentication], and then select [User Login].



2 Set the User Login Administration.

[Use Specific Login User Name]

This option can be used to specify a user name and password to use the same User login for every FAX job. If this option is selected, the user does not have to type the name and password for each FAX job.

[Prompt for Login User Name]

A screen for entering the user name and password will be displayed when attempting a transmission. The user name and password must be entered each time a transmission is attempted.

3 Click [OK].

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 625)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 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 on 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 625)

➡ [Protocol Settings] (page 542)

Group Authorization

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "User Login Setting" [Group Authorization].

2 Configure the settings.

Select [On] or [Off].

Group List

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.
>
> ➡ Log in as Machine Administrator or Administrator (page 123)

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.

Group ID

Enter the ID displayed on the group list.*1

Access Level

Select [Administrator] or [User] for group access privileges.

Print Restriction

Select whether or not to reject usage of all print functions.

Copy Restriction

Select whether or not to reject usage of copy functions.

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.

Send Restriction

Select whether or not to reject usage of the send functions.

Fax TX Restriction

Select whether or not to reject usage of the FAX transmissions.*2

Storing Restriction in Box

Select whether or not to reject usage of storing in the document boxes.

Storing Restriction in USB Drive

Select whether or not to reject usage of storing in the USB drive.

NOTE

For details on entering characters, refer to the following:

➡ Character Entry Method (page 868)

3 Register the group.

Select [Save].

A new group is added to the group list.

*1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows.

*2 Displayed only when the optional FAX Kit is installed.

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 Settings, User Login Administration must be enabled in "Enabling User Login Administration".

➡ Enabling User Login Administration (page 625)

Enabling Guest Authorization

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 prefer 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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. 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 to reject usage of all print functions.

Copy Restriction

Select whether or not use of the copy print function is prohibited.

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.

Send Restriction

Select whether or not use of the send function is prohibited.

Fax TX Restriction

Select whether or not use of the fax send function is prohibited.*1

Storing Restriction in Box

Select whether or not use of the box store function is prohibited.

Storing Restriction in USB Drive

Select whether or not use of the USB Drive store function is prohibited.

3 Register the guest user information.

Select [OK].

*1 Displayed only when the optional FAX Kit is installed.

Obtain NW User Property

Set the required information to obtain the network user property from the LDAP server. The username and email address obtained with this setting is shown in the user information, the status confirmation screen, and the header of email.

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 625)

➡ [Protocol Settings] (page 542)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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

Enter the LDAP server name or the IP address. If a server name is not entered, user information will be acquired from the server set for Network Authentication.*1

Port

Port number for LDAP server. The default port number is 389.

Acquisition of User Information

Name 1

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server.*2

Name 2

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server.*3

Email Address

Enter the LDAP Attribute to obtain the email address from the LDAP server.*4

Authentication Type

Set the authentication method. Select [Simple] or [SASL]. After changing the setting, restart the system or turn the power off and then on.*5

Search Timeout

Set the amount of time to wait before time-out in 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].

3 Select [OK].

*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, displayName of the attribute may be used as "Name 1".

*3 "Name 2" can be optional. The value assigned for "Name 2" is added to the value assigned in "Name 1".

If a name is assigned in "Name 1", and a department is assigned in "Name 2": "Name Department"

For example: Mike Smith Sales

*4 If using Active Directory of Windows, mail of the attribute may be used as "Email Address".

*5 Appears when the server type is set to "Kerberos" in "Network Authentication".

Network User Authority

Select whether or not to grant local user rights to network users. If this setting is applied, when a network user logs in, the logged in network user's information is registered as a local user. By setting the account name on the registered local user information, network users can coordinate with job accounting. Displays the "Domain Name" in the user information for local users with rights.

NOTE

- This function is not available when the server type in "Network Authentication" is set to [Ext.].
- For local user information, refer to the following:

➡ Adding a User (Local User List) (page 595)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "User Login Setting" [Network User Authority].

2 Configure the settings.

Set "Give Local User Authority" to On.

User Full Action

Configure the action when the number of users has exceeded when granting local user rights.

Value: [Do Not Add New User], [Delete Old User]

Authority When Offline

Set the expiration date for local user rights that have been granted and that do not require network authentication.

Value: [Always Enabled], [Specify Enabled Period]

When you have selected [Specify Enabled Period], use [+]/[-] or the numeric keys to configure from 1 to 180 days.

[Local Authorization Defaults]

Set the default local user rights that are granted.

Print Restriction

Select whether or not to reject usage of all print functions.

Copy Restriction

Select whether or not use of the copy print function is prohibited.

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.

Send Restriction

Select whether or not use of the send function is prohibited.

Fax TX Restriction

Select whether or not use of the fax send function is prohibited.*1

Storing Restriction in Box

Select whether or not use of the box store function is prohibited.

Storing Restriction in USB Drive

Select whether or not use of the USB Drive store function is prohibited.

*1 Displayed only when the optional FAX Kit is installed.

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 595)
- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".

  ➡ Enabling User Login Administration (page 625)
- 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 868)

3 Select "User" [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.

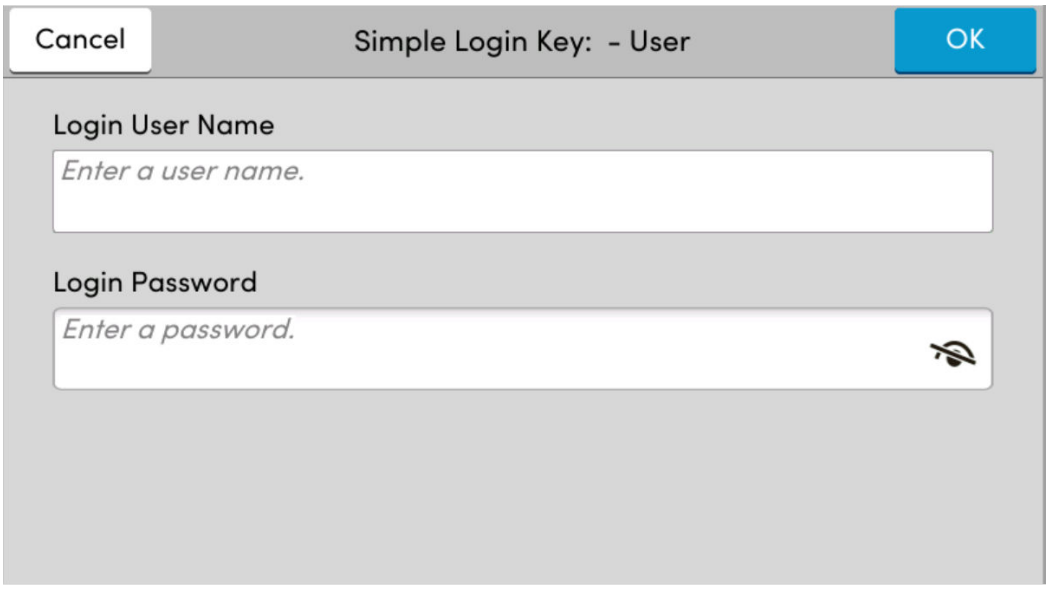
Specifying the user from local users

Select the user to be set for simple login.

NOTE

- Search by login name or name. Select either [Name] or [Login Name] to switch between [Name] and [Login Name].
- Select [User Name] or [Login User Name] to sort the user list.

Specifying the user from network users



Enter the "Login User Name" and "Login Password" 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 868)

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 function appears when the Card Authentication kit is activated.

➡ Overview of the Applications (page 866)

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "ID Card Settings" [Keyboard Login].

2 Configure the settings.

Select [Prohibit] or [Permit].

Additional Authentication

Select whether or not to require password entry after authenticating by ID card.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "ID Card Settings" [Additional Authentication].

2 Configure the settings.

Select [Off], [Use Password], or [Use PIN].

NOTE

[Use PIN] is displayed when the server type is set to [Ext.] in "Network Authentication".

➡ PIN Login (page 624)

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

- This function is not available when the server type in "Network Authentication" is set to [Ext.].
- For details about the quick job printing, please refer to the following.

➡ Printing Document from Stored Job Box (page 217)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 log out after printing.

Skip Password and Copies Confirmation

Sets whether or not to skip password entry and verify the number of copies when printing.

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 625)

➡ Server Settings (page 607)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "User Login Setting" [PIN Login].

2 Configure the settings.

Select [On] or [Off].

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 606)

If you select [Network Authentication], set [Server Settings].

➡ Server Settings (page 607)

NOTE

If you cannot login because of the setting of the machine, log in with any administrator registered in the local user list and correct the settings.

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:

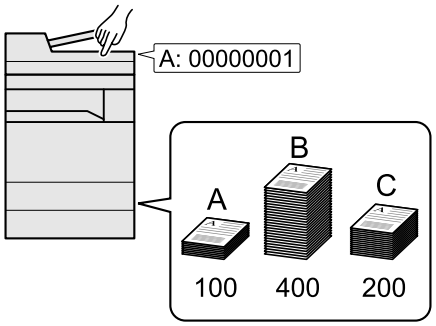
➡ Login (page 73)

Logout

When the operations are complete, select the [Logout] key to return to the account ID entry screen.

Overview of Job Accounting

Job accounting manages the copy, print, scan, and fax count accumulated by individual accounts by assigning an ID to each account.

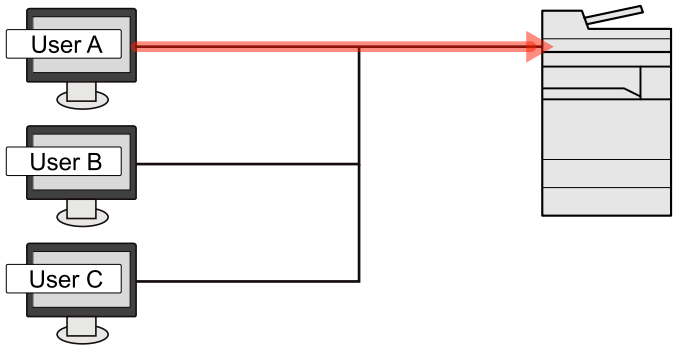


In Job Accounting, you can do the following:

- Enable job accounting.
  ➡ Enabling Job Accounting (page 630)
- Setting an account.
  ➡ Job Accounting (Local) (page 631)
- Enter the assigned account ID when performing the job.
  ➡ Using Job Accounting (page 648)
- Count the number of pages copied, printed, scanned, and faxed.

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 635)
- Execute printing.
- Count the number of pages printed.

Managing the Scan Job Account by Using TWAIN

To manage the scan job account by using TWAIN, you need to configure the TWAIN driver settings on the computer connected to the machine.

➡ Job Accounting for Scan Using TWAIN (page 637)

Managing the Scan Job Account by Using WIA

To manage the scan job account by using WIA, you need to configure the WIA driver settings on the computer connected to the machine.

➡ Job Accounting for Scan Using WIA (page 638)

Managing the FAX Job Transmitted from a PC

To manage the number of FAX jobs transmitted from the PC, you need to configure the settings by using the FAX Driver on the PC.

➡ Job Accounting for the FAX Transmitted from a Computer (page 640)

The optional FAX Kit is required in order to use fax functionality.

Enabling Job Accounting

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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 100 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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.

Account ID

Enter the account ID as many as eight digits.

Restriction

This prohibits copying, printing, scanning, or restricts the number of sheets to load.

➡ Restricting the Use of the Machine (page 632)

NOTE

- For details on entering characters, refer to the following:

➡ Character Entry Method (page 868)

- Any "Account ID" that has already been registered cannot be used. Enter any other account ID.

2 Select [Register].

A new account is added to 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 [Copy/Printer Count].

➡ Copier/Printer Count (page 651)

Restriction Items

When Copy/Printer Count is set to [Individual]

Item	Description
[Copy Restriction (Total)]	Limits the number of sheets used for copying.
[Print Restriction (Total)]	Limits the number of sheets used for printing.
[Scan Restriction (Others)]	Limits the number of sheets scanned (excludes copying).
[Fax TX Restriction]*1	Limits the number of sheets sent by fax.

When Copy/Printer Count is set to [Total]

Item	Description
[Print Restriction (Total)]	Limits the total number of sheets used for copying and printing.
[Scan Restriction (Others)]	Limits the number of sheets scanned (excludes copying).
[Fax TX Restriction]*1	Limits the number of sheets sent by fax.

*1 Displayed only when the optional FAX Kit is installed.

Editing an Account

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Edit an account.

1 Select [ ] (information icon) for the account name you want to edit.

NOTE

- Search by account ID or account name. Select either [Name] or [ID] to switch between [Name] and [ID].
- 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Delete an account.

1 Select the account name you want to delete.

NOTE

- Search by account ID or account name. Select either [Name] or [ID] to switch between [Name] and [ID].
- Select [Account Name] or [Account ID] to sort the account list.

2 [Delete] > [Yes]

The account is deleted.

Job Accounting for Printing

To manage the number of jobs to be printed from the PC on the network, you need to 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 For Windows 11, select Windows [Start] button > [All apps] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

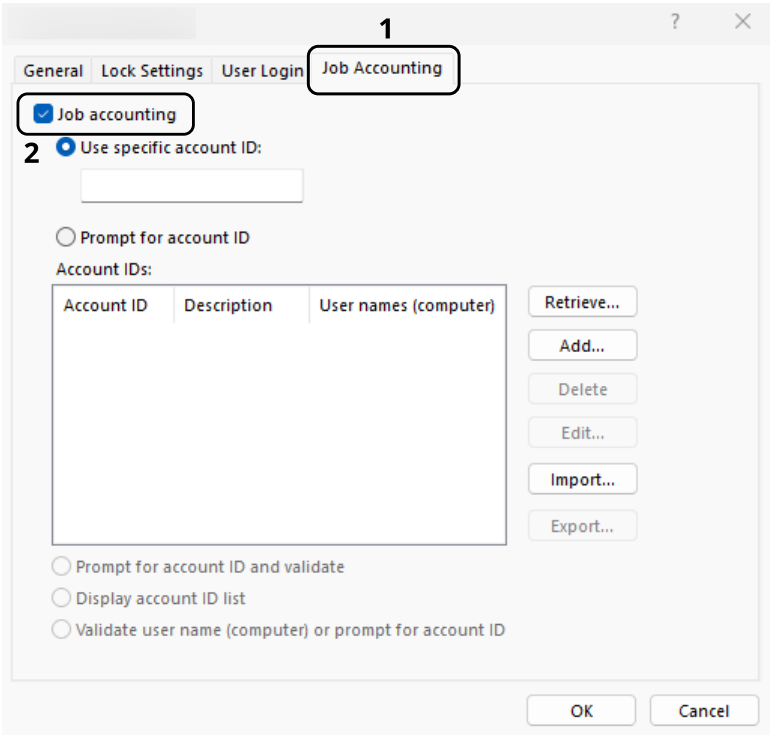
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printer properties].

3 Click [Device Settings], and then select [Administrator].

2 Configure the settings.

1 Select [Job Accounting], then check the Job accounting checkbox.



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 printing. The Account ID must be entered each time printing is attempted.

[Prompt for account ID and validate]

A screen for entering the Account ID will be displayed when printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time 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:

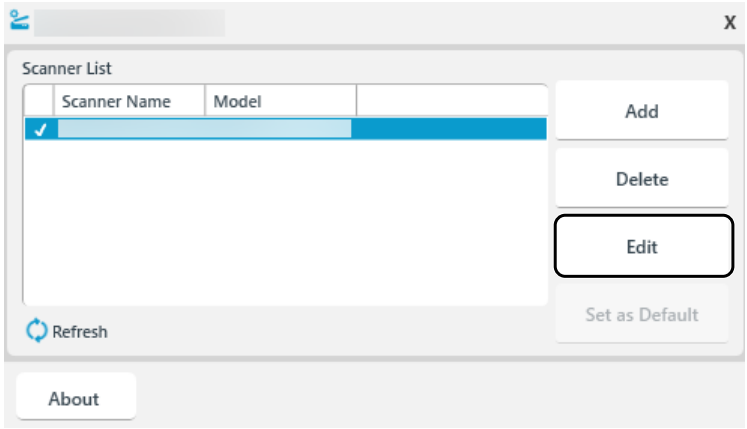
➡ **Printer Driver User Guide**

Job Accounting for Scan Using TWAIN

To manage the number of jobs scanned by using TWAIN, you need to configure the following settings by using the TWAIN Driver on the computer. Instructions are based on interface elements as they appear in Windows.

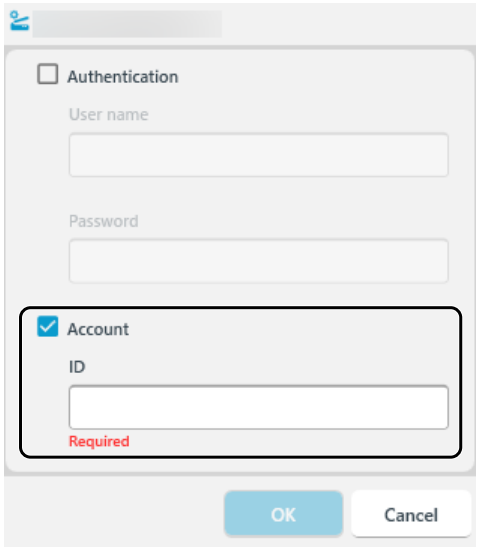
1 Display the screen.

1. Click the search box in the taskbar, and type "TWAIN Driver Setting". Select [Twain Driver Setting] in the search list. The TWAIN Driver screen is displayed.
2. Select the machine, click [Edit].



2 Configure the settings.

1. Click [Authentication Settings].
2. Check the [Account] checkbox, and enter the account ID.



3. Click [OK].

Job Accounting for Scan Using WIA

To manage the number of jobs scanned by using WIA, you need to configure the following settings by using the WIA Driver on the computer. Instructions are based on interface elements as they appear in Windows.

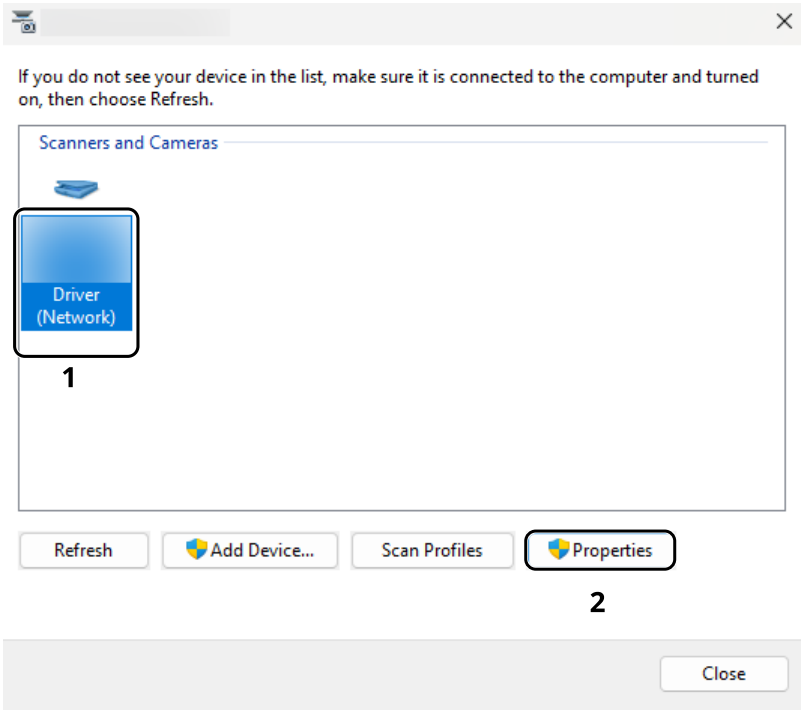
1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel]. Enter "Scanner" in the search box, and then select [View scanners and cameras].

NOTE

For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel]. Click the search box in the Control Panel, and type scanner. Select [View scanners and cameras] in the search list.

2 Select the machine and click [Properties].

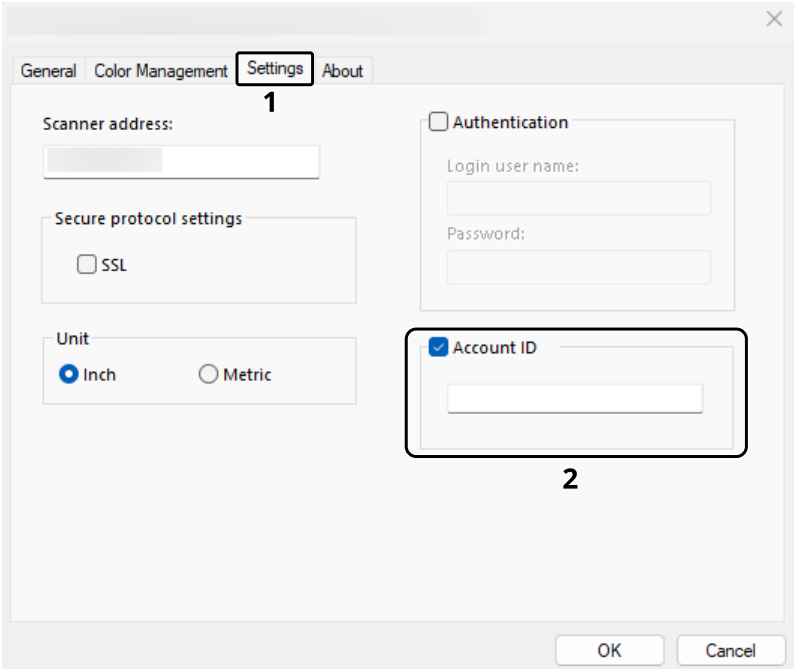


NOTE

If User Account Control window appears, select [Yes].

2 Configure the WIA Driver.

1 Select [Settings], and then select [Account ID] to enter the Account ID.



2 Click [OK].

Job Accounting for the FAX Transmitted from a Computer

NOTE

FAX functions are available only on products with the fax function installed.

To manage the number of FAX jobs transmitted from the computer, you need to configure the following settings by using the FAX Driver on the computer. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

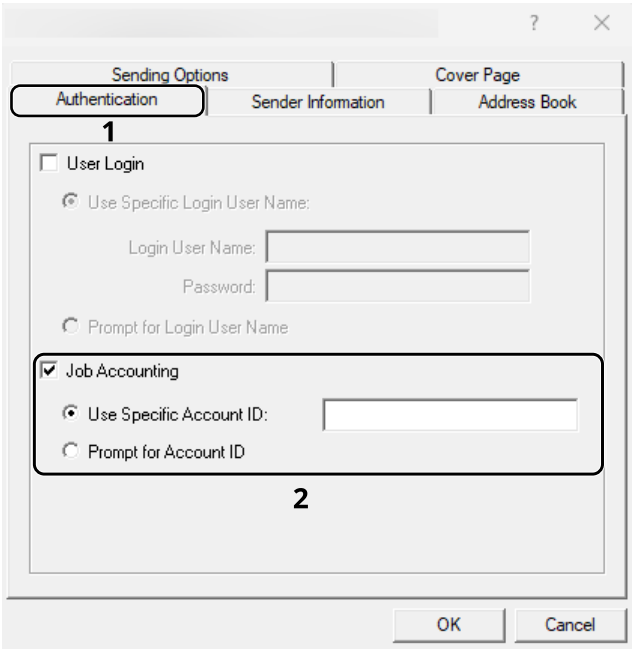
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printing preferences].

3 Click [FAX TX Setting] in the [FAX Setting] window.

2 Configure the settings.

1 Select [Authentication], and then check the Job Accounting checkbox.



2 Set the Job Accounting.

[Use Specific Account ID]

This option can be used to specify an account ID to use the same Account ID for every FAX job. If this option is selected, the user does not have to enter the Account ID for each FAX job.

[Prompt for Account ID]

A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

3 Click [OK].

Configuring Job Accounting

Default Counter Limit

When you add a new account, you can change the default restrictions on the number of sheets used.

The items that can be set differ depending on whether [Individual] or [Total] is selected for [Copy/Printer Count].

➡ Copier/Printer Count (page 651)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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].

If [Copy/Printer Count] is [Individual], you can configure the following:

[Copy Restriction (Total)]

Sets the default restriction on the number of sheets used for copying.

[Print Restriction (Total)]

Sets the default restriction on the number of sheets used for printing.

[Scan Restriction (Others)]

Sets the default restriction on the number of sheets used for scanning (excluding copying).

[Fax TX Restriction]

Sets the default restriction on the number of sheets used for sending faxes.*1

If [Copy/Printer Count] is [Total], you can configure the following:

[Print Restriction (Total)]

Sets the default restriction on the total number of sheets used for copying and printing.

[Scan Restriction (Others)]

Sets the default restriction on the number of sheets used for scanning (excluding copying).

[Fax TX Restriction]

Sets the default restriction on the number of sheets used for sending faxes.*1

*1 Displayed only when the optional FAX Kit is installed.

Count by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE

Paper sizes are available in five types, 1 to 5. These types are specified in accounting reports.

➡ Print Accounting Report (page 647)

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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] to specify the paper size.

3 Select [Media Type] to specify the media type.

4 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 items 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 copy, print, FAX 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 643) **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 and 8 in 1) mode and the total for all three.
[Scanned Pages]	Displays the number of pages scanned for copying, faxing, and other functions, as well as the total number of pages scanned.
Fax Transmission Pages	Displays the number of pages faxed. This function is displayed only when the optional FAX Kit is installed.
Fax Transmission Time	Displays the total duration of FAX transmissions. This function is displayed only when the optional FAX Kit is installed.
[Counter Reset]	Resets the counter. Select [Reset] in the confirmation screen.

Counting the Number of Pages for All Accounts

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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

2 Check the number of pages.

1 Select [Total] to check the count.

Select [Counter Reset] to reset the counter.

2 Select [Reset] > [Close].

Counting the Number of Pages for Each 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 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

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

2 Check the number of pages.

1 Select [ ] (information icon) of the account you prefer to check.

NOTE

- Search by account ID or account name. Select either [Name] or [ID] to switch between [Name] and [ID].
- Select [Account Name] or [Account ID] to sort the account list.
- To display an account other than your own account, select [Other Account].

2 Select [Counter Reset] to reset the counter.

3 Select [Reset] > [Close].

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

You can configure the accounting report format by setting either [Total] or [Individual].

➡ Copier/Printer Count (page 651)

If count by paper size is being performed, the report will be printed by size.

1 Prepare paper.

IMPORTANT

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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

3 Print the report.

"Job Accounting Setting" [Print Accounting Report] > [Print]

Accounting report is printed.

Using Job Accounting

Login/Logout

Login

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

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, and the number of pages scanned.

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 595)

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	Description
Immediately	Job stops when the counter reaches its limit. The next job will be prohibited in sending or in storing in the box
Subsequently	Printing/scanning 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 as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Apply Limit]

2 Configure the settings.

Select [Immediately], [Subsequently], or [Alert Only].

Copier/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 632)
- Counting the Number of Pages Printed (page 644)
- Print Accounting Report (page 647)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

Log in as Machine Administrator or Administrator (page 123)

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Copy/Printer Count]

2 Configure the settings.

Select [Total] or [Individual].

NOTE

- When [Total] is selected, Copy and Print are counted as one. Scan, FAX, and Others are counted separately.
- When [Individual] is selected, Copy, Print, Scan, FAX, and Others are counted separately.

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 be invalid and Job Accounting is set to be valid, follow the procedure when the Account ID is unknown.

NOTE

This function is not available when "User Login Setting" [User Login] is set to [Off].

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "Unknown User Settings" [Unknown ID Job].

2 Configure the settings.

Select [Permit] or [Reject].

[Permit]

The job is permitted to be printed.

[Reject]

The job is rejected (not printed).

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 652)

1 Display the screen.

1 [Home] key > [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select "Unknown User Settings" [User Property].

2 Enter the user information.

Enter the user information > [Save].

User Name

Enter the name displayed on the user list.

Authorization Rules

Set usage authority.

Print Restriction

Select whether or not to reject usage of all print functions.

10 Troubleshooting

Regular Maintenance 655
Consumable Replacement and Replenishment 658
Troubleshooting 664
Adjustment/Maintenance 842
Clearing Paper Jams 847

Regular Maintenance

Cleaning

Clean the machine regularly to ensure optimum printing quality.

CAUTION

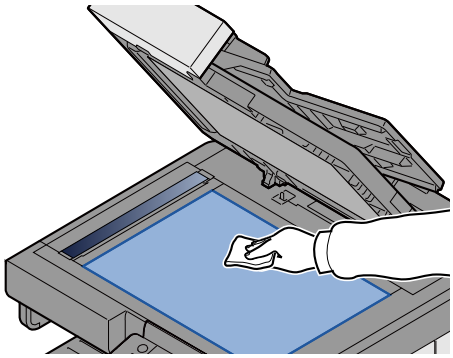
For safety, always unplug the power cord before cleaning the machine.

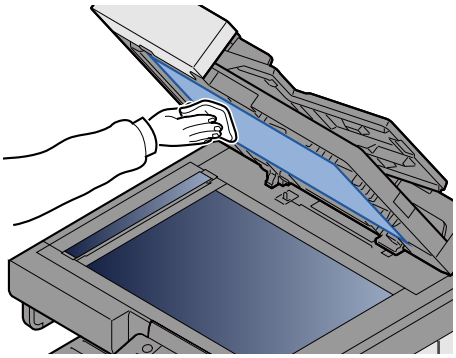
Cleaning Platen

Wipe the glass platen, the original holder, and the inside of the original feeder with a soft cloth moistened with alcohol or a mild detergent.

IMPORTANT

Do not use thinner or other organic solvents.





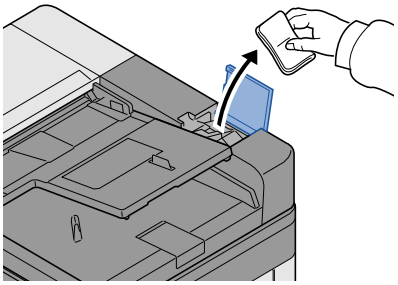
Cleaning Slit Glass

When using the original feeder, clean the slit glass surface and the reading guide with the provided cleaning cloth.

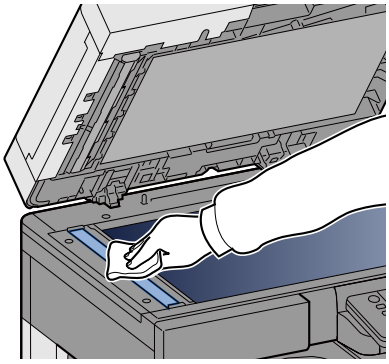
NOTE

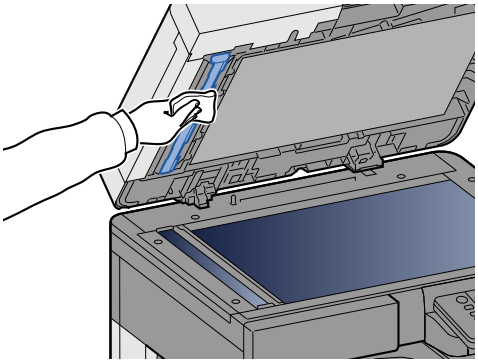
Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.

1 Take out the cleaning cloth.



2 Clean the slit glass and the reading guide.





Consumable Replacement and Replenishment

Messages will appear when the toner runs out or when a cassette runs out of paper. Replace or replenish as required in accordance with the message.

Replacing the Toner Container

The message shown below will appear when the toner runs out. If this happens, replace the toner container.

"Toner is empty."

The message shown below will appear when the toner runs low. Make sure you have a new toner container available for replacement.

"Toner is low. (Replace when empty.)"

Toner color	Toner container model number
Black	CK-4521

The number of sheets that can be printed with one toner container depends on the print data (how much toner is used). Compliant with JIS X 6932 (ISO/IEC 19798), when the EcoPrint mode is turned [Off], the average number of printable sheets of the toner container is as follows: (When printing with A4.)

Toner color	Toner container yield (number of prints)
Black	15,000-sheets

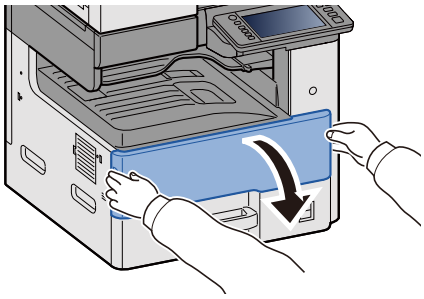
NOTE

- The average number of printable sheets of the toner container that comes with this machine is 3,000 sheets.
- 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.

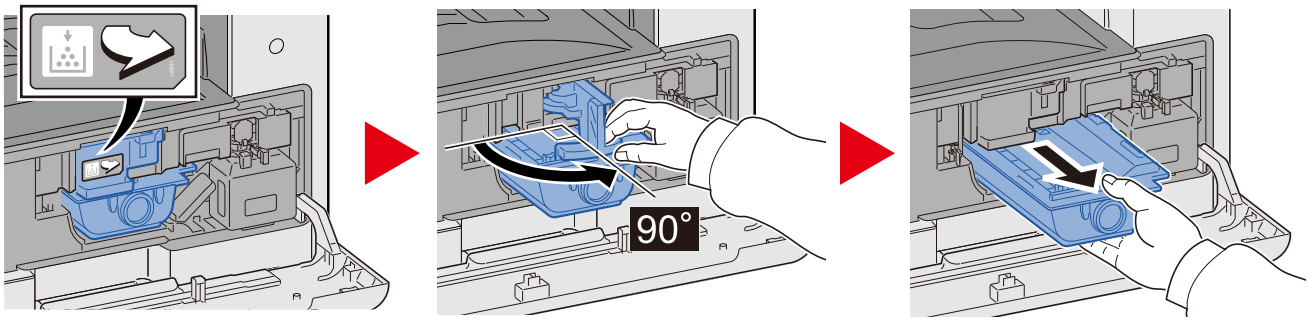
CAUTION

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

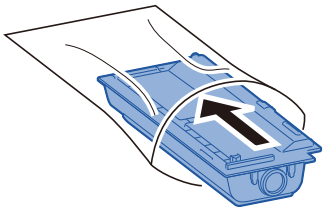
1 Open the front cover.



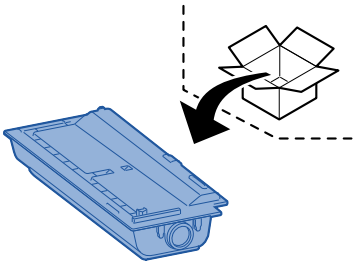
2 Remove the toner container.



3 Put used toner containers into the plastic waste bag.

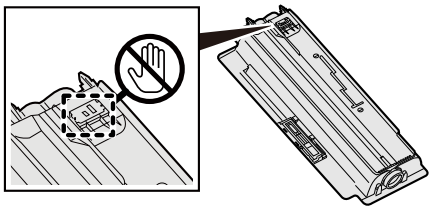


4 Remove the new toner container from the box.

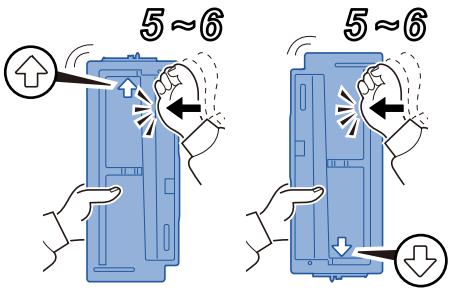


IMPORTANT

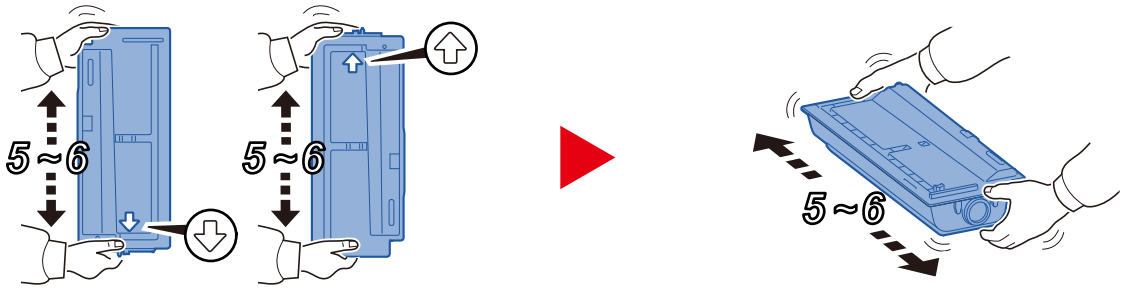
This area shown below is water-sensitive. To avoid malfunction, do not touch this part.



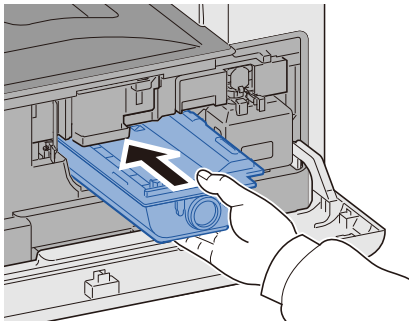
5 Tap the toner container.



6 Shake the toner container.



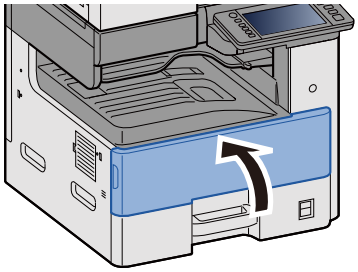
7 Install the toner container.



IMPORTANT

Insert the toner container as far as it will go.

8 Close the front cover.



NOTE

- If the front cover does not close, check that the new toner container is installed correctly.
- Return the used toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

Replacing the Waste Toner Box

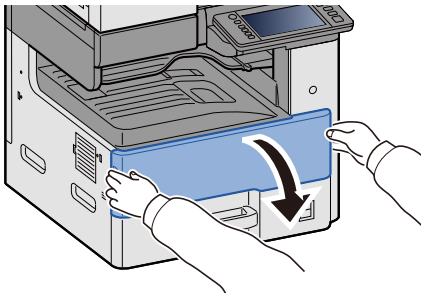
The message shown below will appear when the waste toner box is full. Replace the waste toner box.

"Check Waste Toner Box."

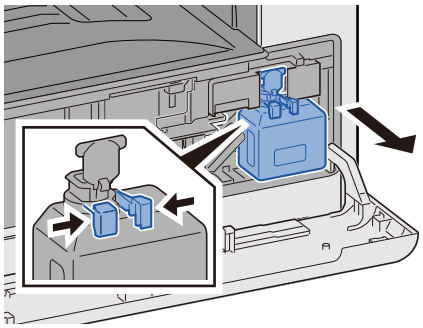
CAUTION

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

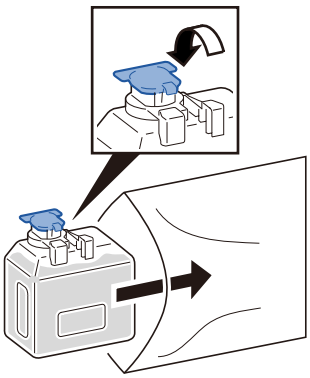
1 Open the front cover.



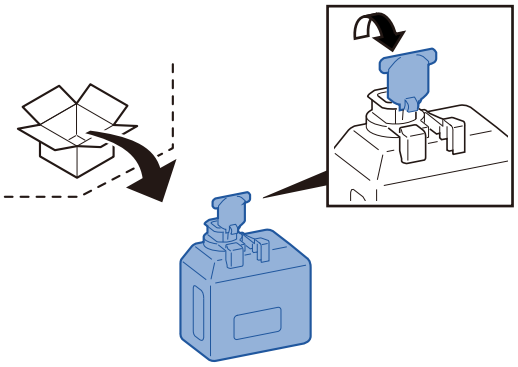
2 Remove the Waste Toner Box.



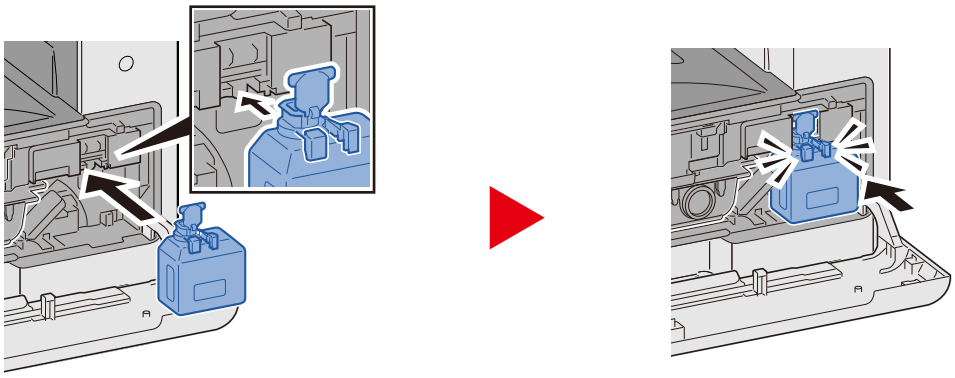
3 Put used toner containers into the plastic waste bag.



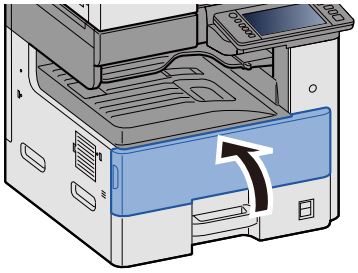
4 Remove the new Waste Toner Box.



5 Install the Waste Toner Box.



6 Close the front cover.



NOTE

Return the used 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.

Troubleshooting

Solving Malfunctions

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 64)

Machine Operation Trouble

When the following machine operation troubles occur, implement appropriate procedures.

The application does not start up

Is the Auto Panel Reset time short?

Set the panel reset time to 30 seconds or more.

➡ [Panel Reset Timer] (page 468)

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.

Machine does not print even when [Start] is pressed

Is there a message on the screen?

Determine the appropriate response to the message and respond accordingly.

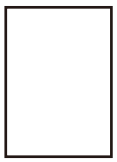
➡ Responding to Messages (page 702)

Is the machine in Sleep mode?

Select any key on the operation panel to recover the machine from Sleep mode.

➡ Sleep (page 91)

Blank sheets are ejected



Are the originals loaded correctly?

When placing originals on the platen, place them facedown and align them with the original size indicator plates.

➡ Placing Originals on the Platen (page 238)

When placing originals in the document processor, place them face-up.

➡ Loading Originals in the Document Processor (page 241)

Is the application software set correctly?

Check the settings of the application software.

Paper often jams

Is the paper loaded correctly?

Load the paper correctly.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Turn the orientation 180 degrees around.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Is the paper of the supported type? Is it in good condition?

Remove the paper, turn it over, and reload it.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Is the paper curled, folded, or wrinkled?

Replace the paper with new paper.

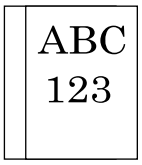
➡ Loading Paper into Cassette 1 (to 3) (page 146)

Are there any loose scraps or jammed paper in the machine?

Remove any jammed paper.

➡ Clearing Paper Jams (page 847)

Two or more sheets overlap when ejected (multifeeding)

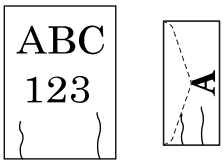


Is the paper loaded correctly?

Load the paper correctly.

➡ Loading paper (page 144)

Printouts are wrinkled



Is the paper loaded correctly?

Load the paper correctly.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Turn the orientation 180 degrees around.

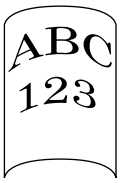
➡ Loading Paper into Cassette 1 (to 3) (page 146)

Is the paper damp?

Replace the paper with new paper.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Printouts are curled



Turn the orientation 180 degrees around.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Is the paper damp?

Replace the paper with new paper.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

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 103)

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. **Restart the computer after the certificate is 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. **Open Control Panel and select [Hardware and Sound] > [Devices and Printers] > [Printers & scanners] > [Add device] > [Add a new device manually].**
6. **Check "Select a shared printer by name" and enter the printer address.**

   Example: https://hostname:443/printers/lp1
7. **Select the preferred printer and specify the printer driver.**

➡ **Embedded Web Server RX User Guide**

Cannot start printing

Is the machine plugged in?

Plug the power cord into an AC outlet.

Is the machine powered on?

Turn the power switch on.

➡ Power On/Off (page 48)

Are the USB cable and network cable connected?

Connect the correct USB cable and network cable securely.

➡ Connecting Cables (page 45)

Is the print job paused?

Resume printing.

➡ Pause and Resumption of Jobs (page 450)

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).

➡ Primary Network (Client) (page 563)

Set one of the following settings to [Enable] and set the rest to [Disable].

- Wi-Fi Direct
- Wi-Fi
- Wired Network

➡ [Protocol Settings] (page 542)

Cannot print with USB drive or USB drive not recognized

Is the USB host blocked?

Select [Unblock] in the USB host settings.

➡ Interface Block Setting (page 566)

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 79)

Cannot send via SMB

Is the network cable connected?

Connect the cable to the Machine and HUB securely.

1 **Connect the cable to the machine.**

1 Connect the LAN cable to the network interface connector.

➡ Connecting LAN Cable (page 45)

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

2 **Power on the machine and configure the network.**

➡ Network Setup (page 79)

Are the network settings on the machine configured correctly?

Check that TCP/IP is [On], and IPv4 or IPv6 is configured in accordance with the usage environment.

➡ TCP/IP Settings (page 537)

Are the SMB protocol and SMB settings for folder sending turned on?

1 **Set the SMB protocol settings to On.**

[System Menu/Counter] key > [Network Settings] > "Network Settings" [Protocol Settings] > [SMB Client (Transmission)] > [Protocol Settings] > On

2 **Set the SMB settings for folder sending to [On].**

[System Menu/Counter] key > [Function Settings] > [Sending Job - Folder] > [SMB Settings] > [Protocol Settings] > On

Are the host name, folder path, login user name, and login password of the destination computer correct?

1 **[Home] key > [Send]**

2 **In the destination screen for sending, select [Enter destination] > [SMB].**

3 Enter the destination information.

To directly specify the SMB folder, select [Folder Path Entry] and enter each item.

NOTE

When selecting On for "Entry Check for New Dest.", the re-entering screen for the destination information appears.

➡ Re-entering the New Destination (page 305)

The table below explains the items to be entered.

Item	Description
Host Name	The computer name. You can also add an IP address. To enter the IPv6 address, enclose the address in brackets [ ]. For example: [2001:db8:a0b:12f0::10]
Port	The port number. If the port number is not specified, the default port number is 445.
Folder Path	The share name. For example: scannerdata If necessary, for subfolders, specify the share name and folder name. For example: scannerdata\folder name
Login User Name	• If the computer name and domain name are the same, specify the user name. For example: james.smith • If the computer name and domain name are different, specify both the domain name and user name. For example: abcdnet\james.smith When sending a document through an optional network interface (IB-53, IB-54 or IB-55), "\" cannot be used. If the computer name is different from the domain name, login user name needs to be inputted by using "@." For example: james.smith@abcdnet
Login Password	Windows login password. (case-sensitive)

You can search for a folder on a PC on the network. Select [Search Folder by Host Name]. Select the folder from the Search Results list.

NOTE

- If you selected [Search Folder by Host Name], you can search for a destination from among PCs that are connected to the network by entering "Domain/Workgroup Name"/"Host Name".
- A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears and select [OK]. The login user name and login password entry screen appears.
- After you enter the login user name and login password of the destination PC, the shared folders appear. Select the folder that you want to specify and select [OK]. The address of the selected shared folder is set.

Are the folder sharing settings configured correctly?

Check the sharing settings and access permissions in the folder properties.

1 Right-click the shared folder and click [Properties] > [Security] tab.

2 Select a user and make sure the user you entered in the group name or user name field is displayed.

3 Make sure that [Allow] is checked off for "Modify" and "Read & execute".

4 Select [Close].

➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 161)

Is the selected interface selected as the Primary Network?

Make sure the selected interface is selected as the Primary Network.

1 Select [System Menu/Counter] key > [Network Settings] > "Others" [Primary Network (Client)].

NOTE

[Primary Network (Client)] is displayed when the optional Network Interface Kit (IB-53) or Wireless Network Interface Kit (IB-37/IB-38/IB-54/IB-55) is installed.

2 Specify the host name or IP address of the interface selected as the Primary Network or reconfigure it to the interface you want to use.

For example, if you selected the [Optional Network] optional network as the Primary Network, specify the host name or IP address of the optional network interface.

Are the exception settings for Windows Firewall configured correctly?

Make sure that the exception settings for Windows Firewall are configured correctly.

1. **Select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [System and Security] > [Allow an app through Windows Firewall].**
2. **Make sure [File and Printer Sharing] is checked off.**
3. **Go back to the [System and Security] screen and select [Check firewall status] of Windows Defender Firewall.**
4. **Select [Advanced settings] > [Inbound Rules].**
5. **Confirm that the registered exception settings (rules) are displayed in the list.**

➡ Configuring Windows Firewall (page 166)

Are the time settings of the machine, domain server, and data destination PC all synchronized?

Synchronize the time settings of the machine domain server, and the data destination PC.

Is "Send error." displayed on the screen?

For details, refer to the following:

➡ "Send error." is displayed (page 762)

Cannot send via email

Is the email send size limit set in the SMTP server registered on the machine?

Check the limit value is entered to "E-mail Size Limit" of [E-mail] setting in Embedded Web Server and change the value as necessary.

➡ SMTP and E-mail Settings (page 132)

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.

Cannot create Searchable PDF file

Is the proper language selected?

Check the language to extract.

➡ OCR Text Recognition (page 412)

Can the texts on the original not be recognized as texts, or is the PDF creation time taken?

Check the following:

- The original orientation is correct.
- When setting the originals with the mixed orientation at once, [On] is selected for [Auto Image Rotation].

➡ OCR Text Recognition (page 412)

Cannot search for a text that you want to search on the PDF file

Have you set [OCR Text Recognition] in [File Format]?

Set [OCR Text Recognition] in [File Format].

➡ OCR Text Recognition (page 412)

Is the text of the scanned original faint or too light?

Set [Density] to a darker level.

➡ Density (page 368)

Is the background of the scanned original too dark and the text is difficult to recognize?

Set [Background Density Adj.] to [Auto] or [Manual] and manually adjust the density to a lighter level. Otherwise, set [Density] to a darker level.

➡ Density (page 368)

➡ Background Density Adj. (Background Density Adjustment) (page 374)

Is the text or image on the back of the original visible on the front?

Set [Prevent Bleed-thru] to On.

➡ Prevent Bleed-thru (page 376)

Cannot find the machine with WSD

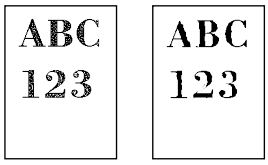
Did you search by specifying the machine's IP address or host name?

For security reasons, [HTTP] protocol is set to [Off], and therefore you cannot search by IP address or host name.

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 144)

Have you changed the density?

Select the appropriate density level.

➡ Density (page 368)

➡ [Density Adjustment] (page 582)

Is there a message on the screen about adding the toner?

Replace the toner container.

➡ Replacing the Toner Container (page 658)

Is EcoPrint mode enabled?

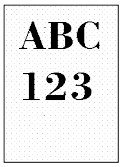
Disable [EcoPrint] mode.

➡ EcoPrint (page 496)

Make sure that the paper type setting is correct for the paper being used.

➡ Media Type Setting (page 479)

White background parts of the image appear to have a slight overall coloration



Have you changed the density?

Select the appropriate density level.

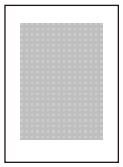
➡ Density (page 368)

➡ [Density Adjustment] (page 582)

Run [Drum Refresh].

➡ Drum Refresh 1 (page 845)

Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly)

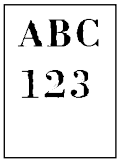


Is the original a printed photograph?

Set the original image to [Photo].

➡ Original Image (page 369)

Texts are not clearly printed



Did you choose the appropriate image quality for the original?

Select the appropriate image quality.

➡ Original Image (page 369)

Black dots appear on the white background



Is the original holder or the glass platen dirty?

Clean the original holder or the glass platen.

➡ Cleaning Platen (page 656)

Printed images are fuzzy or cut off



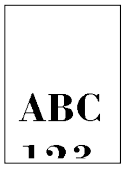
Is the device used in an environment with high humidity or where the temperature or humidity changes suddenly?

Use in an environment that has suitable humidity.

Run [Drum Refresh].

➡ Drum Refresh 1 (page 845)

Printed images are shifted



Are the originals placed correctly?

- When placing originals on the platen, align them with the original size indicator plates.

  ➡ Placing Originals on the Platen (page 238)

- When placing originals in the document processor, align the original width guides securely before placing the originals.

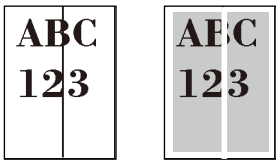
  ➡ Loading Originals in the Document Processor (page 241)

Is the paper loaded correctly?

Check the position of the paper width guides.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Printed images have vertical lines after copying

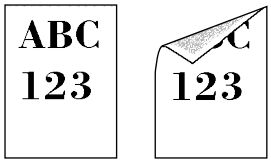


Is the slit glass dirty?

Clean the slit glass.

➡ Cleaning Slit Glass (page 657)

Dirt on the top edge or back of the paper

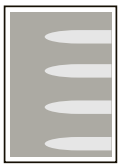


Is the interior of the machine dirty?

Open the right cover. If the machine interior is dirty with toner, clean it using a soft, dry, lint-free cloth.

➡ Cleaning (page 655)

Part of the image is periodically faint or shows white lines



Open and then close the right cover.

Run [Drum Refresh].

➡ Drum Refresh 1 (page 845)

The print on the back page bleeds through

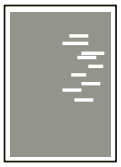


Set [Prevent Bleed-thru] or [Prevent Bleed-through (Copy)] to On.

➡ Prevent Bleed-thru (page 376)

➡ Prevent Bleed-through (Copy) (page 496)

The usage environment is at a high altitude of 1000m or higher, and irregular horizontal white lines appear on the image.



Select the [System Menu/Counter] key > [Adjustment/Maintenance] > "Others" [Altitude Adjustment] and set the altitude one step higher than the current setting.

Remote Operation

This function enables the system administrator to explain how to operate the panel and troubleshoot to the user, by accessing the operation panel of the machine at remote using browser and VNC software.

Executing Remote Operation from Browser

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 RX User Guide**

1 Display the screen.

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

2 Set [Enhanced VNC (RFB) over TLS] to On.

➡ [Protocol Settings] (page 542)

NOTE

You can configure the protocol settings using Embedded Web Server.

➡ **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].

➡ Remote Operation (page 562)

NOTE

You can configure settings for remote operation using Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

4 Restart the machine.

➡ Restart Entire Device (page 563)

5 Start up the browser.

Enter "https://" and host name of the machine to access the Embedded Web Server.

➡ Accessing Embedded Web Server (page 128)

6 **Select [Device Information / Remote Operation] > [Remote Operation].**

7 **Click [Start].**

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 and redirects 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.

1 [Home] key > [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

2 Set [VNC (RFB)] to On.

➡ [Protocol Settings] (page 542)

NOTE

- When setting [VNC (RFB) over TLS] to On, the communication is encrypted.
- You can configure the protocol settings using Embedded Web Server.

  ➡ **Embedded Web Server RX User Guide**

3 Start 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 542)

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 64)

"Abnormalities were detected." is displayed

The error was detected. The execution of the program is stopped. Please contact the service representatives.

"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?

- Load paper.
- Select the available paper.
- Select [Continue] to print.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

Are five or less envelopes loaded in the cassette?

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?

- Load paper.
- Select the available paper.
- Select [Continue] to print.

➡ Loading Paper in the Multipurpose Tray (page 151)

"Adjusting Scanner." is displayed

The machine is under the adjustment to maintain its quality. Please wait.

"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?

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.

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:

➡ Auto Error Clear (page 486)

"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 connect to Authentication Server." is displayed

Set machine time to match the server's time.

➡ Default Settings of the Machine (page 77)

Check the domain name.

➡ Server Settings (page 607)

Check the host name.

➡ Server Settings (page 607)

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:

➡ Auto Error Clear (page 486)

"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 is not complete. Check the settings and check the signal conditions.

➡ [Wi-Fi Direct Settings] (page 529)

➡ [Wi-Fi Settings] (page 531)

"Cannot duplex print on this paper." is displayed

Did you select a paper size/type that cannot be duplex printed?

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 389)

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:

➡ Auto Error Clear (page 486)

"Cannot duplex print on this paper size." is displayed

Did you select a paper size/type that cannot be duplex printed?

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 389)

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:

➡ Auto Error Clear (page 486)

"Cannot duplex print on this paper type." is displayed

Did you select a paper size/type that cannot be duplex printed?

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 389)

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:

➡ Auto Error Clear (page 486)

"Cannot offset this paper." is displayed

Did you select a paper size/type that cannot be offset?

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 365)

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:

➡ Auto Error Clear (page 486)

"Cannot offset this paper size." is displayed

Did you select a paper size/type that cannot be offset?

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 365)

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:

➡ Auto Error Clear (page 486)

"Cannot offset this paper type." is displayed

Did you select a paper size/type that cannot be offset?

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 365)

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:

➡ Auto Error Clear (page 486)

"Cannot output this paper to the tray." is displayed

Is the paper you selected correct?

Select the available paper. Select [Continue] to print.

"Cannot perform remote printing." is displayed

Remote printing is prohibited.

The job is canceled. Select [End].

➡ [Remote Printing] (page 516)

"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:

➡ Auto Error Clear (page 486)

"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 630)

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:

➡ Auto Error Clear (page 486)

"Cannot read data in this ID card." is displayed

In the 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 use ##### due to a failure." is displayed

Call service representative.

"Cannot use following functions due to scanner failure. >> Copy, Send, Fax, Storing in Box" is displayed

The scanner of this machine has failed. Contact your service representative. You can use the print function.

"Check the document processor." is displayed

Is the top cover of the document processor open?

Close the document processor cover.

Is the document processor open?

Close the document processor.

"Check the paper in multipurpose tray." is displayed

The paper size is different. Set selected size paper and select [Continue].

➡ Loading Paper in the Multipurpose Tray (page 151)

"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.

"Encrypted PDF Password error." is displayed

Did you enter the correct password?

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 an error exists, contact the administrator.

"Failed to send via SMB." is displayed

Is the machine and the PC to which the scanned image is to be sent connected to the network?

Check the network and SMB settings.

- The network cable is not connected.
- The hub is not operating properly.
- The server is not operating properly.
- Host name and IP address
- Port number

➡ Connecting the Machine and Other Devices (page 43)

Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?

Check the following settings of the PC to which the scanned image is to be sent.

- Host name
- Path
- Login user name

NOTE

If the sender is a domain user, specify the domain name.

[Login User ID]@[Domain Name]

Example: sa720XXXX@km

- Login password
- Folder share permissions of the recipient

"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:

➡ Auto Error Clear (page 486)

"Failed to store job retention data." is displayed

The job is canceled. Select [End].

"Subaddress Box limit exceeded." is displayed

Follow the instructions on the screen and delete documents from the Subaddress Box to make room for FAX reception.

To check the canceled job, select the [Status/Job Cancel] key and then [Printing Jobs] to check receipt result.

"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:

➡ Auto Error Clear (page 486)

"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:

➡ Auto Error Clear (page 486)

"Install the waste toner box." is displayed

The waste toner box is not installed correctly. Set it correctly.

➡ Replacing the Waste Toner Box (page 662)

"Job Accounting restriction exceeded." is displayed

Is the acceptable printing count restricted by Job Accounting exceeded?

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:

➡ Auto Error Clear (page 486)

"Job separator tray is full of paper." is displayed

Is the acceptable storage capacity exceeded?

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:

➡ Auto Error Clear (page 486)

"Machine failure." is displayed

Internal error has occurred.

Make a note of the error code displayed on the screen. Call service representative.

"Main unit inner tray is full of paper." is displayed

Is the acceptable storage capacity exceeded?

Remove the paper. Printing then resumes.

"Malicious program was detected." is displayed

There might be an unauthorized program. The execution was stopped. Please contact the administrator.

"Maximum number of scanned pages." is displayed

Is the acceptable scanning count exceeded?

Cannot scan pages anymore. Follow the instructions on the screen.

"Memory is full." is displayed

The memory is full, and the job cannot be continued. Select [Continue] to print the scanned pages. The print job cannot be processed completely. Select [Cancel] to cancel the job.

The process cannot be performed due to insufficient memory. If only [End] is available, select [End]. The job will be canceled.

When insufficient memory occurs frequently, contact your dealer or service representative.

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:

➡ Auto Error Clear (page 486)

"Non-genuine toner installed." is displayed

Is the installed toner container our own brand?

We will not be liable for any damage caused by the use of third-party supplies on 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 847)

"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.

Run [Tone Curve Adjustment].

➡ Tone Curve Adjustment (page 843)

"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.

"Remove originals in Document Processor." is displayed

Are there any originals left in the document processor?

Remove originals from the document processor.

"Replace all originals and press [Continue]." is displayed

Remove originals from the document processor, put them back in their original order, and place them again. Select [Continue] to resume printing. Select [Cancel] to cancel the job.

"Running security function..." is displayed

Running security function. Please wait.

"Scanner memory is full." is displayed

Scanning cannot be performed due to insufficient memory of the scanner. Follow the instructions on the screen.

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:

➡ Auto Error Clear (page 486)

"Scheduled sending jobs exceeded." is displayed

The number of jobs has exceeded the limit set for delayed transmission. Select [End]. The job is canceled.

Wait until the delayed transmission is executed or cancel the delayed transmission and then perform the job again.

"Select another cassette." is displayed

Is the cassette you selected, correct?

The specified cassette is a fax-special stage.

Select another valid cassette. Select [Continue] to print.

"Send error." is displayed

An error has occurred during transmission. The job is canceled. Select [End]. Refer to the following topic for the error codes and corrective actions:

➡ List of Transmission Error Codes (page 788)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

➡ Auto Error Clear (page 486)

"Skewed originals or multi originals fed at once." is displayed

See the caution attached on the document processor and check the originals. If the originals are jammed, follow the instructions on the screen to remove the originals.

"SSD error." is displayed

An error has occurred on the SSD. Job is canceled. Select [End].

The error codes 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 the initialization of the system, the data saved in SSD will be erased.

"System error." is displayed

System error has occurred. Follow the instructions on the screen.

"The cover is open." is displayed

Are there any open covers?

Close the cover indicated on the screen.

"The device cannot be connected because allowed connections would be exceeded." is displayed

Are ten mobile devices connected simultaneously?

Cancel any connection to a mobile device that is not being used or set the machine's auto-disconnect time to break mobile device connections.

➡ Auto Disconnect (page 529)

"The password does not meet password policy." is displayed

Is the password expired?

Change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 593)

➡ Adding a User (Local User List) (page 595)

Is there a change in the password policy requirements, such as password length or required characters?

Confirm the password policy requirements and change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 593)

➡ Adding a User (Local User List) (page 595)

"The phone receiver is off the hook." is displayed

Put down the receiver.

"The slit glass requires cleaning." is displayed

Clean the slit glass using the cleaning cloth supplied with the document processor.

➡ Cleaning Slit Glass (page 657)

"The toner container is improperly installed." is displayed

Open the front cover and set the toner container correctly.

➡ Replacing the Toner Container (page 658)

"The USB Drive is not formatted." is displayed

Is the USB drive formatted by this machine?

Perform [Format] on this machine.

"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." is displayed

Replace the toner container with our specified toner container.

➡ Replacing the Toner Container (page 658)

"Toner is low. (Replace when empty.)" is displayed

It is almost time to replace the toner container. Obtain a new toner container.

"Toner type mismatch. Please install correct toner." is displayed

Does the type of toner you have match the model?

Please install the correct toner.

"Tray # is full of paper." is displayed

Is the acceptable storage capacity exceeded?

Remove the paper. Printing then resumes.

"USB Drive error." is displayed

Is writing to a USB drive prohibited?

An error occurred in the USB drive. The job stopped. Select [End].

The error code 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 code 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 335)

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:

➡ Auto Error Clear (page 486)

"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:

➡ Auto Error Clear (page 486)

"Warning for high temp. Adjust the room temp." is displayed

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Warning for low temp. Adjust the room temp." 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?

Replace the waste toner box.

➡ Replacing the Waste Toner Box (page 662)

"You cannot use this box." is displayed

You cannot use the specified box. Job is canceled. Select [End].

List of Transmission Error Codes

1101 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the host name of the SMTP server on the Embedded Web Server

Job is canceled. Press [End].

1101

Corrective Actions

Enter the host name of the SMTP server in Embedded Web Server.

1 **Launch your web browser.**

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

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 123)

4 **Click [Function Settings] > [E-mail].**

5 **In "SMTP", check the [SMTP Server Name].**

6 **Click [Submit].**

➡ SMTP and E-mail Settings (page 132)

1101 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Host name
> Path
Job is canceled. Press [End].
1101

Corrective Actions

Check the host name of the destination computer.

1 When entering the destination information, make sure that the host name or IP address of the destination computer is correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 265)

NOTE

If you are a domain user, specify the domain name.

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the host name or IP address of the destination computer is correct.

   NOTE

   If you are a domain user, specify the domain name.

4. Select [Save] > [OK].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 186)

1101 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the host name or IP address of FTP.

Job is canceled. Press [End].

1101

Corrective Actions

Check the host name of FTP.

1 When entering the destination information, make sure that the host name or IP address of the destination computer is correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 268)

NOTE

If you are a domain user, specify the domain name.

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the FTP icon.
3. Make sure that the host name or IP address of the destination computer is correct.

NOTE

If you are a domain user, specify the domain name.

4. Select [Save] > [OK].

   Register the changed destination.

➡ Editing Address Book Entries (page 186)

1102 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the followings on the Embedded Web Server

> SMTP login user name and login password
> POP3 login user name and login password

1102

Corrective Actions

Check the login user name and password for the SMTP server and POP3 server.

1. **Launch your web browser.**
2. **In the address or location bar, enter the machine's IP address or the host name.**
3. **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

   ➡ Log in as Machine Administrator or Administrator (page 123)
4. **Click [Function Settings] > [E-mail].**
5. **Check whether the login user name and password for the SMTP server have been entered in [Authentication Protocol] of "SMTP" and change the settings as necessary.**
6. **In "POP3 User Settings", select [Settings].**
7. **Check whether the login user name and password have been entered and change the settings as necessary.**
8. **Click [Submit].**

   ➡ SMTP and E-mail Settings (page 132)

1102 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Host name
> Path
Job is canceled. Press [End].
1102

Corrective Actions

Check the login user name and password of the destination computer.

1 When entering the destination information, make sure that the login user name and password of the destination computer is correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 265)

NOTE

- If the computer name and domain name are different, check that they are entered as follows:
  - Domain name\User name
  - Domain name/User name
  - user@domain
- If you use a host name, make sure it does not contain the following forbidden characters:

  ` ~ ! @ # $ % ^ & * ( ) = + _ [ ] { } \ | ; : . ' " , < > / ?

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the login user name and password of the destination computer are correct.

NOTE

- If the computer name and domain name are different, check that they are entered as follows:
  - Domain name\User name
  - Domain name/User name
  - user@domain
- If you use a host name, make sure it does not contain the following forbidden characters:

` ~ ! @ # $ % ^ & * ( ) = + _ [ ] { } \ | ; : . ' " , < > / ?

4 Select [Save] > [OK].

Register the changed destination.

➡ Editing Address Book Entries (page 186)

1102 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the FTP settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
Job is canceled. Press [End].

1102

Corrective Actions

Check the login user name and password for FTP.

1 When entering the destination information, make sure that the login user name and the password of the FTP server is correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 268)

NOTE

- If you are a domain user, specify the domain name.
- If the computer name and domain name are different, use the following format:

  Domain name\User name

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [Home] key > [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the FTP icon.
3. Make sure that the login user name and password of the FTP are correct.

   NOTE

   - If you are a domain user, specify the domain name.
   - If the computer name and domain name are different, use the following format:

     Domain name\User name

4. Select [Save] > [OK].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 186)

1103 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Path
> Folder share permissions of the recipient
Job is canceled. Press [End].
1103

Corrective Actions

Check the login user name and password of the destination computer, and the destination folder path.

1 When entering the destination information, make sure that the login user name and password of the destination computer, and the destination folder path are correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 265)

NOTE

If the computer name and domain name are different, check that they are entered as follows:

- Domain name\User name
- Domain name/User name
- user@domain

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the folder path, login user name, and login password of the destination computer are correct.

NOTE

If the computer name and domain name are different, check that they are entered as follows:

- Domain name\User name
- Domain name/User name
- user@domain

4 Select [Save] > [OK].

Register the changed destination.

➡ Editing Address Book Entries (page 186)

3 Make sure the folder sharing settings are configured correctly.

Check the sharing settings and permissions in the folder properties.

1 Right-click the shared folder and click [Properties] > [Security] tab.

2 Select a user and make sure the user you entered in the group name or user name field is displayed.

3 Make sure that [Allow] is checked off for "Modify" and "Read & execute".

4 Select [OK].

➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 161)

1103 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.
Check the FTP settings.
> Login user name and login password

1103

Corrective Actions

Check the destination folder path.

1 When entering the destination information, make sure that the login user name and password of the destination computer, and the destination folder path are correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 268)

NOTE

If no path is entered, the file is stored in the home directory.

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1 Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].

2 Select the information icon for the destination, then select the FTP icon.

3 Make sure that the destination folder path is correct.

NOTE

If no path is entered, the file is stored in the home directory.

4 Select [Save] > [OK].

Register the changed destination.

➡ Editing Address Book Entries (page 186)

1104 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the email address.

Note:
If the address is rejected by the domain, you cannot send the email.
Job is canceled. Press [End].

1104

Corrective Actions

Check the email address.

1 When entering the destination information, make sure that the email address is correct.

➡ Sending Document via E-mail (page 263)

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination.
3. Check the email address.
4. Select [Save] > [OK].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 186)

   If the problem persists, proceed to the next step.

3 Make sure your email address is not rejected due to domain restrictions.

1. Launch a web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. Log in to Embedded Web Server with administrator privileges.
4. Select [Function Settings] > [E-mail].
5. Click [Domain List] in "SMTP".

   The SMTP domain restriction list is displayed.
6. If the email address you use is included in the list, delete it.
7. Click [Submit] twice.

➡ SMTP and E-mail Settings (page 132)

1105 "Failed to send the email." is displayed

Message

Failed to send the email.

Select [On] of the SMTP settings on the Embedded Web Server

Job is canceled. Press [End].

1105

Corrective Actions

From Embedded Web Server, check that SMTP (email sending) is On.

1 **Launch your web browser.**

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

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 123)

4 **Click [Network Settings] > [Protocol].**

5 **In "Send Protocols", set "SMTP (E-mail TX)" to [On].**

6 **Click [Submit].**

➡ SMTP and E-mail Settings (page 132)

1105 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Select [On] of the SMB settings on the Embedded Web Server

Job is canceled. Press [End].

1105

Corrective Actions

Make sure the protocol is set correctly.

1 **Launch your web browser.**

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

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 123)

4 **Click [Network Settings] > [Protocol].**

5 **In "Send Protocols", set "SMB" to [On].**

6 **Click [Submit].**

➡ **Embedded Web Server RX User Guide**

1105 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Select [On] of the FTP settings on the Embedded Web Server

Job is canceled. Press [End].

1105

Corrective Actions

Make sure the protocol is set correctly.

1 **Launch your web browser.**

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

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 123)

4 **Click [Network Settings] > [Protocol].**

5 **In "Send Protocols", set "FTP Client (Transmission)" to [On].**

6 **Click [Submit].**

➡ **Embedded Web Server RX User Guide**

1106 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the sender address of SMTP on the Embedded Web Server

Job is canceled. Press [End].

1106

Corrective Actions

Check the sender address on the SMTP server from Embedded Web Server.

1 **Launch your web browser.**

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

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 123)

4 **Click [Function Settings] > [E-mail].**

5 **In "E-mail Send Settings", set the [Sender Address].**

Please specify an email address that can be received by the machine administrator. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.

6 **Click [Submit].**

➡ SMTP and E-mail Settings (page 132)

1131 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Select [On] of the secure protocol settings on the Embedded Web Server

Job is canceled. Press [End].

1131

Corrective Actions

Please set up to allow the use of TLS.

1 **Launch your web browser.**

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

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 123)

4 **Click [Security Settings] > [Network Security].**

5 **Set [TLS] to [On].**

6 **Click [Submit].**

➡ **Embedded Web Server RX User Guide**

1132 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the followings of the FTP server.

> FTPS is available.
> Encryption is available.

Job is canceled. Press [End].

1132

Corrective Actions

Check the destination server.

1 **Make sure the destination server supports FTPS (File Transfer Protocol over TLS).**

If the problem persists, proceed to the next step.

2 **Make sure the destination server supports the encryption method you have set.**

2101 "Failed to send the email." is displayed

Message

Failed to send the email.
Check the network and Embedded Web Server
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.
> POP3 server name of the POP3 user
> SMTP server name
Job is canceled. Press [End].

2101

Corrective Actions

Check Embedded Web Server and network settings.

1 Connect the network cable.

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 Check the operation of the hub.

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 Check the status of the server.

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 Check the host name of the SMTP server in Embedded Web Server.

1. Launch a web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

   ➡ Log in as Machine Administrator or Administrator (page 123)
4. Click [Function Settings] > [E-mail].
5. Check "SMTP" [SMTP Server Name].
6. Click [Submit].

   If the problem persists, proceed to the next step.

5 Check the users in POP before SMTP authentication in Embedded Web Server.

Set this when using POP before SMTP as SMTP authentication.

1 Launch a web browser.

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

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

4 Click [Function Settings] > [E-mail].

5 Select "Authentication Protocol" [POP before SMTP].

6 Check that [Other] is not selected from "Authentication as".

If this is not the case, select a valid POP3 user other than [Other].

7 Click [Submit] twice.

If the problem persists, proceed to the next step.

6 Check the POP3 server name for POP3 users in Embedded Web Server.

1 Launch a web browser.

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

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 123)

4 Click [Function Settings] > [E-mail].

5 Click "POP3 User Settings" [Settings].

The "POP3 User Settings" screen is displayed.

6 Check the [POP3 Server Name] of "User 1 (to 3)".

7 Click [Submit] twice.

2101 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the network and SMB settings.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.
> Host name and IP address
> Port number
Job is canceled. Press [End].

2101

Corrective Actions

Check your network and SMB settings.

1 Connect the network cable.

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 Check the operation of the hub.

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 Check the status of the server.

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 When entering the destination information, make sure that the host name or IP address of the destination computer and the port number are correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 265)

To specify a destination registered in the address book, proceed to the next step.

5 Check the Address Book.

1. Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the host name or IP address of the destination computer and the port number are correct.
4. Select [Save] > [OK].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 186)

2101 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network and FTP settings.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.
> Host name and IP address
> Port number
Job is canceled. Press [End].

2101

Corrective Actions

Check your network and FTP settings.

1 Connect the network cable.

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 Check the operation of the hub.

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 Check the status of the server.

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 When entering the destination information, make sure that the host name or IP address of the destination computer and the port number are correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 268)

To specify a destination registered in the address book, proceed to the next step.

5 Check the Address Book.

1. Select [System Menu/Counter] key > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the FTP icon.
3. Make sure that the host name or IP address of the destination computer and the port number are correct.
4. Select [Save] > [OK].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 186)

2102 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2102

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2102 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the followings of the FTP server.
> FTP is not available.
> The server is not operating properly.

Job is canceled. Press [End].

2102

Corrective Actions

Check your network and destination server settings.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the status of the server.**

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 **Make sure the destination server supports FTPS (File Transfer Protocol over TLS).**

If there is no improvement, proceed to the next step.

5 **Make sure that you entered the correct host name or IP address.**

2103 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2103

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2103 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2103

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the status of the server.**

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 **Make sure the destination server supports FTPS (File Transfer Protocol over TLS).**

2201 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2201 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2201 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2202 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2202

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2202 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2202

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2203 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2203

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2203 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2203

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2204 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the email size limit of the SMTP settings on the Embedded Web Server

Job is canceled. Press [End].

2204

Corrective Actions

Check the size restrictions for email sending in the SMTP settings in Embedded Web Server.

1. **Launch your web browser.**
2. **In the address or location bar, enter the machine's IP address or the host name.**
3. **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

   ➡ Log in as Machine Administrator or Administrator (page 123)
4. **Click [Function Settings] > [E-mail].**
5. **In "E-mail Send Settings" [E-mail Size Limit], check whether a restriction value was entered and change it as necessary.**
6. **Click [Submit].**

   ➡ SMTP and E-mail Settings (page 132)

2231 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2231

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

3101 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the authentication methods of both the sender and the recipient.

Job is canceled. Press [End].

3101

Corrective Actions

Check if the server is working properly and if the authentication settings are correct.

1 **Check the source and destination authentication methods.**

Make sure that the SMTP/POP authentication settings are the same for both the source and the destination.

3101 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

3101

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

3201 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the SMTP user authentication method of the recipient.

Job is canceled. Press [End].

3201

Corrective Actions

Check the SMTP authentication method for both the source and the destination.

4801 "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

4802 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the encryption certificate of each destination by the Embedded Web Server.

Job is canceled. Press [End].

4802

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

4803 "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

Either the local certificate or the server certificate has expired. Check your network and SMTP settings.

1 **Check the date and time of this machine.**

- [System Menu/Counter] key > [Device Settings] > [Date/Time]
- Set year, month, day, and seconds

  If the problem persists, proceed to the next step.

2 **Make sure the server uses a valid certificate.**

If either the local certificate or the server certificate has expired, please renew it.

3 **Check the SMTP settings for both the server and the machine.**

4804 "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

When communicating with the mail server using SMTP over TLS, communication cannot be started because the signature algorithm of the server certificate does not match the signature algorithm set on the machine.

Please access from Embedded Web Server to [Security Settings] > [Network Security]. Then, check the value of [Hash] of "Serverside Settings" and [Hash] of "Clientside Settings" and match it with the value on the server side.

Restart the machine after setting.

➡ **Embedded Web Server RX User Guide**

The error code 4901 is displayed

An error occurred while validating the server certificate.

Corrective Actions

Check the SMTP server certificate.

The error code 4902 is displayed

Your certificate has expired.

Corrective Actions

Check the SMTP server certificate.

The error code 4903 is displayed

An error occurred while verifying the X509 certificate.

Corrective Actions

Check the X509 certificate.

The error code 4904 is displayed

The certificate has been revoked.

Corrective Actions

Check the SMTP server certificate.

The error code 4905 is displayed

An error occurred while setting the encryption / signing certificate.

Corrective Actions

Check the settings related to the certificate and the imported certificate.

➡ **Embedded Web Server RX User Guide**

The error code 4906 is displayed

Certificate verification did not complete within the set time.

Corrective Actions

- Check the verification environment of the OCSP/CRL certificate and other certificates
- Extend the timeout deadline
- Change the certificate verification level

➡ **Embedded Web Server RX User Guide**

The error code 4a02 is displayed

Failed to initialize S/MIME.

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

The error code 4a03 is displayed

Failed to specify S/MIME encryption.

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

The error code 4a04 is displayed

Failed to scan the S/MIME encryption certificate.

Corrective Actions

- Check and correct the settings related to the S/MIME certificate.
- Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

➡ **Embedded Web Server RX User Guide**

The error code 4a06 is displayed

Failed to specify job accounting S/MIME Signature.

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

The error code 4a07 is displayed

Failed to scan the S/MIME signature certificate.

Corrective Actions

- Check and correct the settings related to the S/MIME signature certificate.
- Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

➡ **Embedded Web Server RX User Guide**

The error code 4a08 is displayed

The sender's email address and the email address on the signature certificate do not match.

Corrective Actions

Make sure that the email address on the signature certificate matches the sender's email address.

Other error code "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

Press [End] and restart the machine by turning the power switch off, and then on again.

If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

Adjustment/Maintenance

Overview of Adjustment/Maintenance

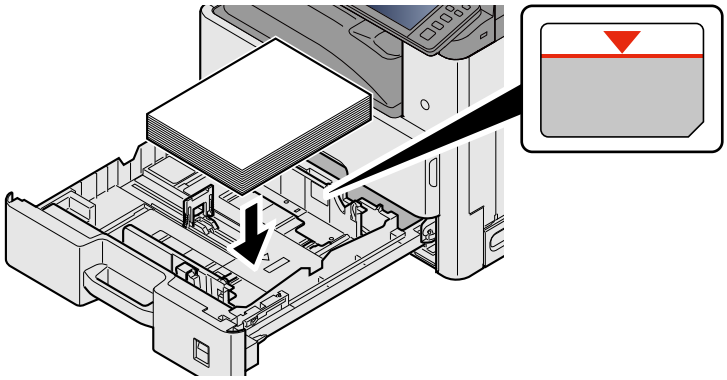
If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/Maintenance in the system menu.

Menu	Description	Reference page
Tone Curve Adjustment	Adjusts the shading of the printed image.	➡ Tone Curve Adjustment (page 843)
Drum Refresh 1	Remove image blur and white dots from the printout.	➡ Drum Refresh 1 (page 845)
Drum Refresh 2	Remove white dots from the printout.	➡ Drum Refresh 2 (page 846)

Tone Curve Adjustment

After prolonged use, or from the effects of surrounding temperature or humidity, the color shading of the printing may differ from the original. Perform this function to ensure consistency with the color shading of the original.

1 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 multipurpose tray.

  ➡ Precautions for Loading Paper (page 144)
- 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.
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

2 Display the screen.

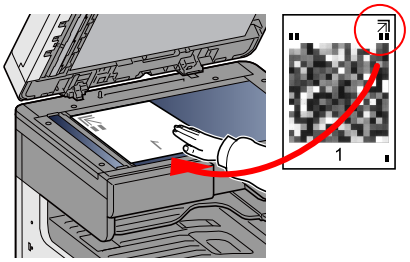
1 [System Menu/Counter] key > [Adjustment/Maintenance] > [Tone Curve Adjustment]

3 Adjust as required.

1 Select [Start].

A pattern is printed. Check that the number "1" is printed at the bottom of the pattern.

2 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



3 Select [Start].

The pattern is read, and adjustment begins.

4 Select [OK] in the adjustment end confirmation screen.

Drum Refresh 1

Remove image blur and white dots from the printout.

NOTE

Drum Refresh 1 cannot be performed while printing. Execute Drum Refresh 1 after the printing is done.

1 Display the screen.

[System Menu/Counter] key > [Adjustment/Maintenance] > [Drum Refresh]

2 Adjust as required.

Select [Start]. Drum Refresh 1 begins.

Drum Refresh 2

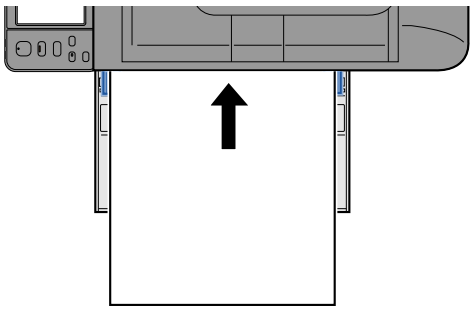
Remove white dots from the printout.

NOTE

Drum Refresh 2 cannot be performed while printing. Execute Drum Refresh 2 after the printing is done.

1 Load paper.

Load Ledger or A3 size paper into the Multipurpose tray.



2 Display the screen.

Select [System Menu/Counter] key > [Adjustment/Maintenance] > [Drum Refresh 2].

3 Adjust as required.

Select [Start]. Drum Refresh begins.

NOTE

When you run [Drum Refresh 2], the machine sometimes makes a vibrating sound for about 100 seconds until drum refreshing is completed. The toner soiling on the ejected paper is normal and does not indicate a fault.

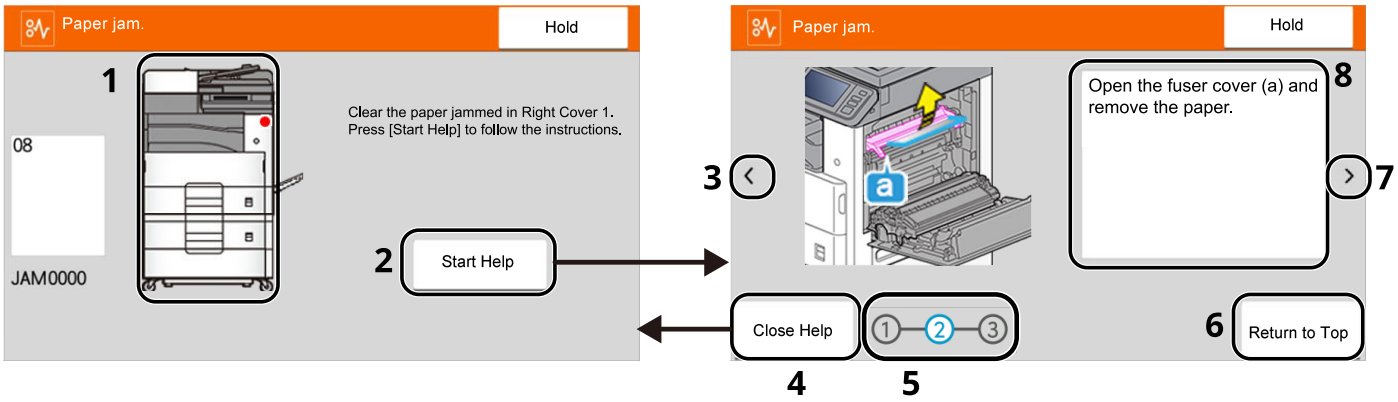
Clearing Paper Jams

If a paper jam occurs, printing stops and the location at which the paper jam has occurred, and the following message appears 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.

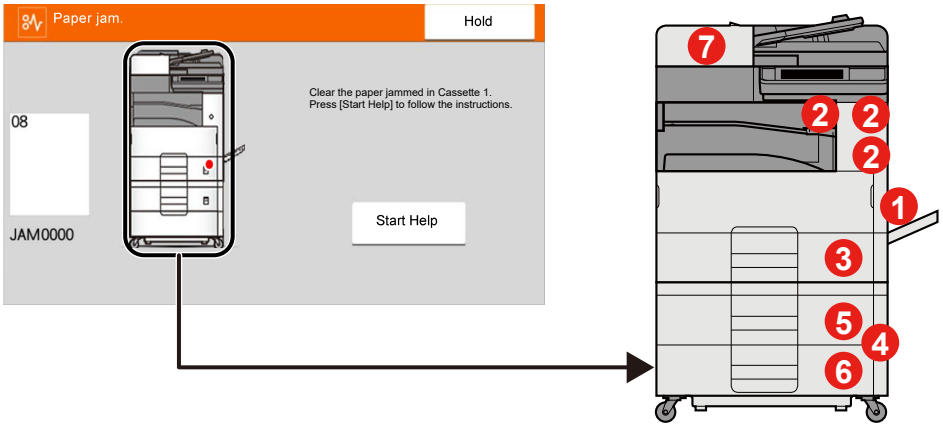
5 Shows the selected step.

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 Location Indicator	Paper Jam Location	Reference Page
1	Multipurpose Tray	➡ Remove any jammed paper in the Multipurpose Tray (page 849)
2	Right Cover 1	➡ Remove any jammed paper in Right Cover 1 (page 850)
3	Cassette 1	➡ Remove any jammed paper in Cassettes 1, 2, and 3 (page 852)
4	Right Cover 2 and 3	➡ Remove any jammed paper in Right Covers 2 and 3 (page 853)
5	Cassette 2	➡ Remove any jammed paper in Cassettes 1, 2, and 3 (page 852)
6	Cassette 3	➡ Remove any jammed paper in Cassettes 1, 2, and 3 (page 852)
7	Document Processor	➡ Remove any jammed paper in the Document Processor (page 855)

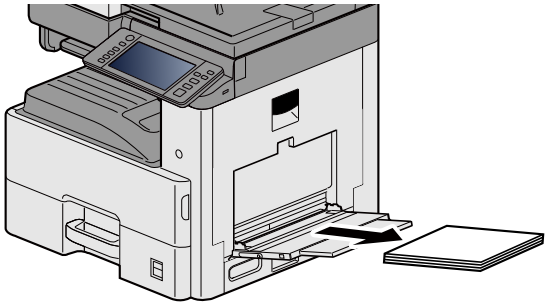
After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

Remove any jammed paper in the Multipurpose Tray

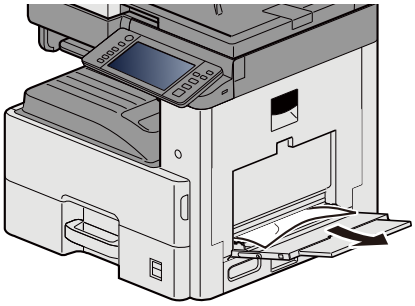
CAUTION

- 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.

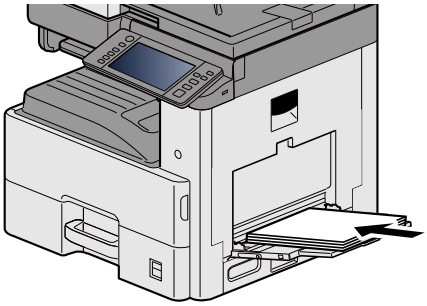
1 Remove all the paper.



2 Remove any jammed paper.



3 Reload the paper.

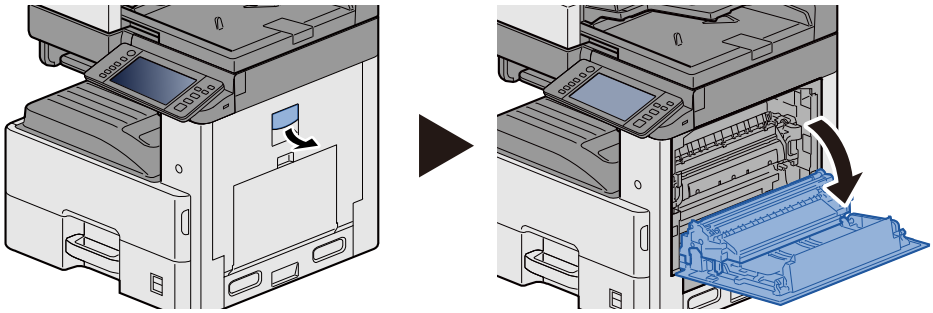


Remove any jammed paper in Right Cover 1

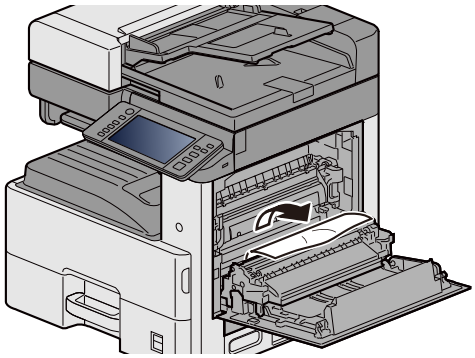
CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

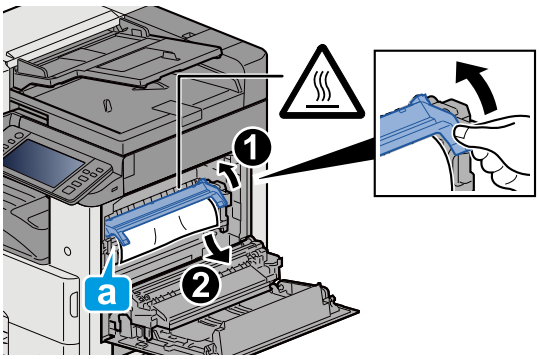
1 Open Right Cover 1.



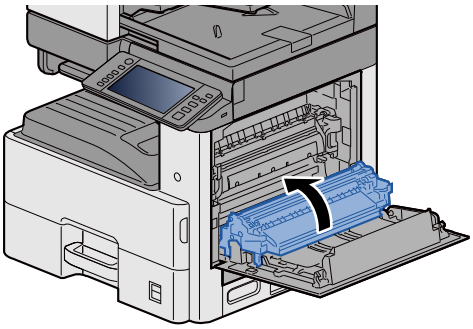
2 Remove any jammed paper.



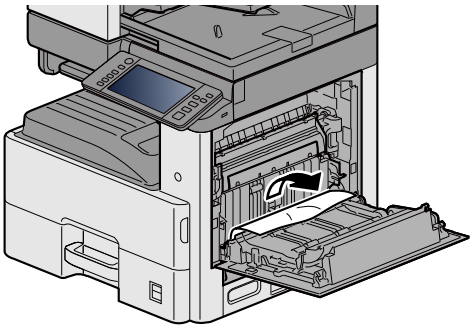
3 Open the fuser cover (a) and remove any jammed paper, then close the fuser cover.



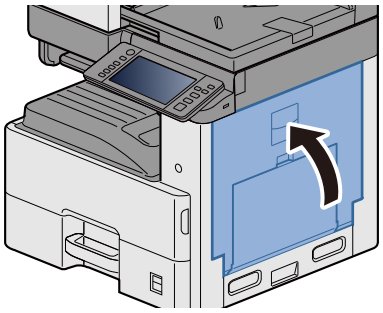
4 Open the duplex unit.



5 Remove any jammed paper, then close the duplex unit.



6 Push Right Cover 1.



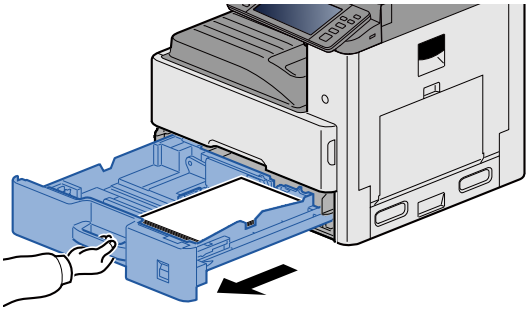
Remove any jammed paper in Cassettes 1, 2, and 3

Here, we'll explain the procedures for Cassette 1 as an example.

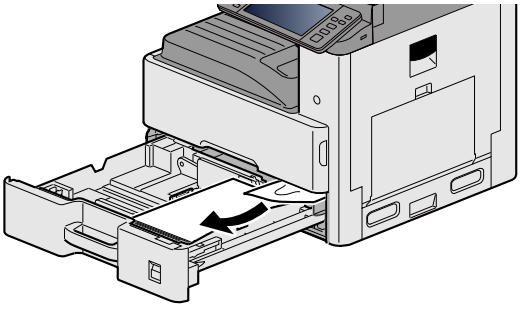
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, pull the cassette out completely and remove it from the machine. Be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

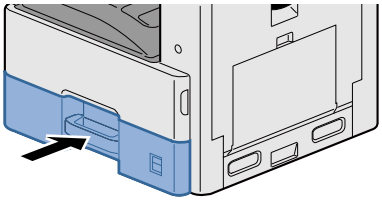
1 Pull Cassette 1 out toward you until it stops.



2 Remove any jammed paper.



3 Push Cassette 1 back in.

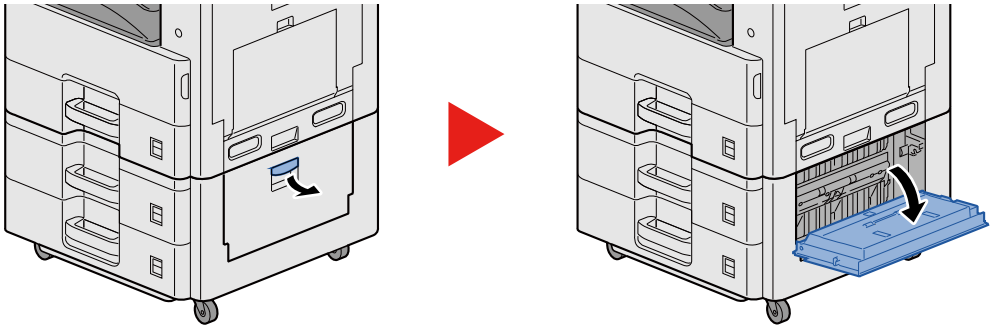


Remove any jammed paper in Right Covers 2 and 3

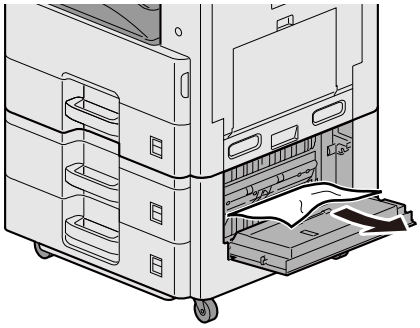
CAUTION

- 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.

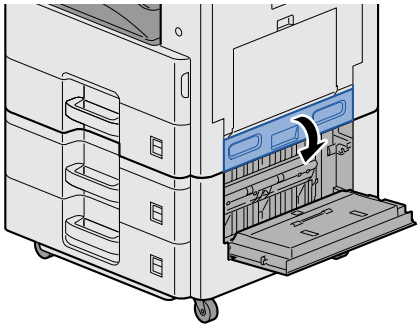
1 Open Right Cover 3.



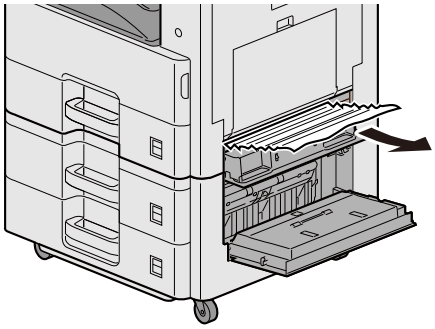
2 Remove any jammed paper.



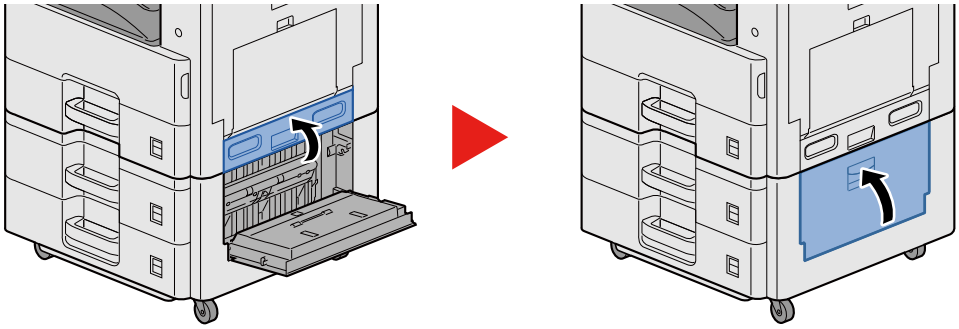
3 Open Right Cover 2.



4 Remove any jammed paper.



5 Push Right Cover 2 and 3.

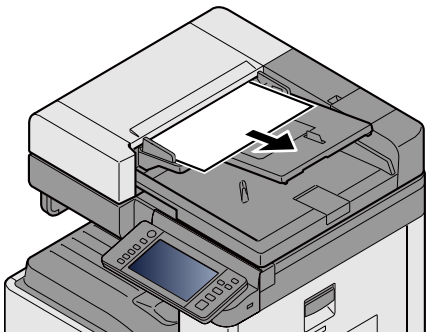


Remove any jammed paper in the Document Processor

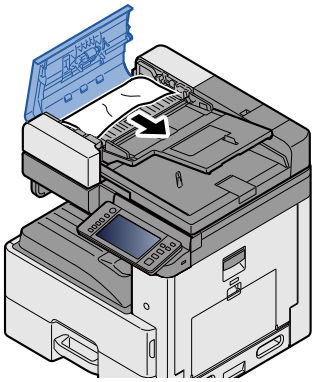
CAUTION

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.

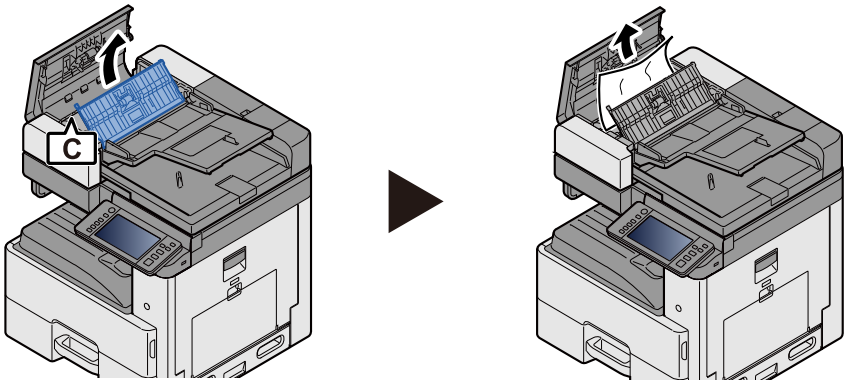
1 Remove the originals from the Original Table.



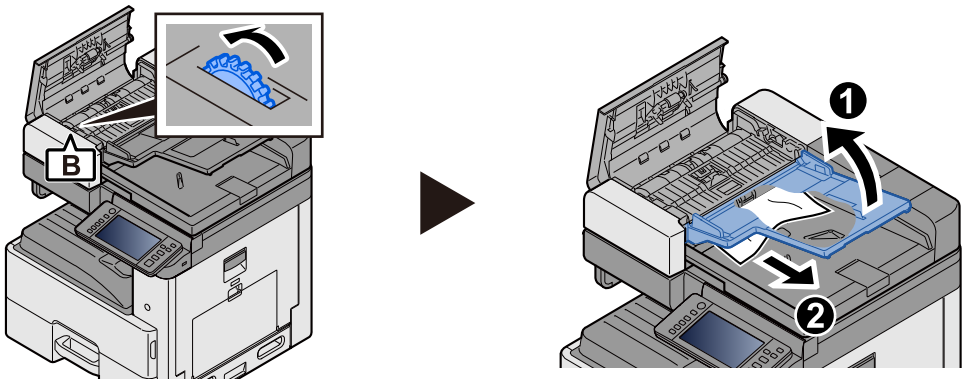
2 Open the document processor cover and remove any jammed paper.



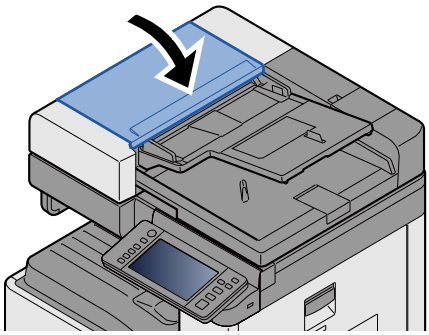
3 Open Reverse Unit C and remove any jammed paper.



4 Turn dial B clockwise until the jammed paper can be removed.



5 Close the document processor cover.



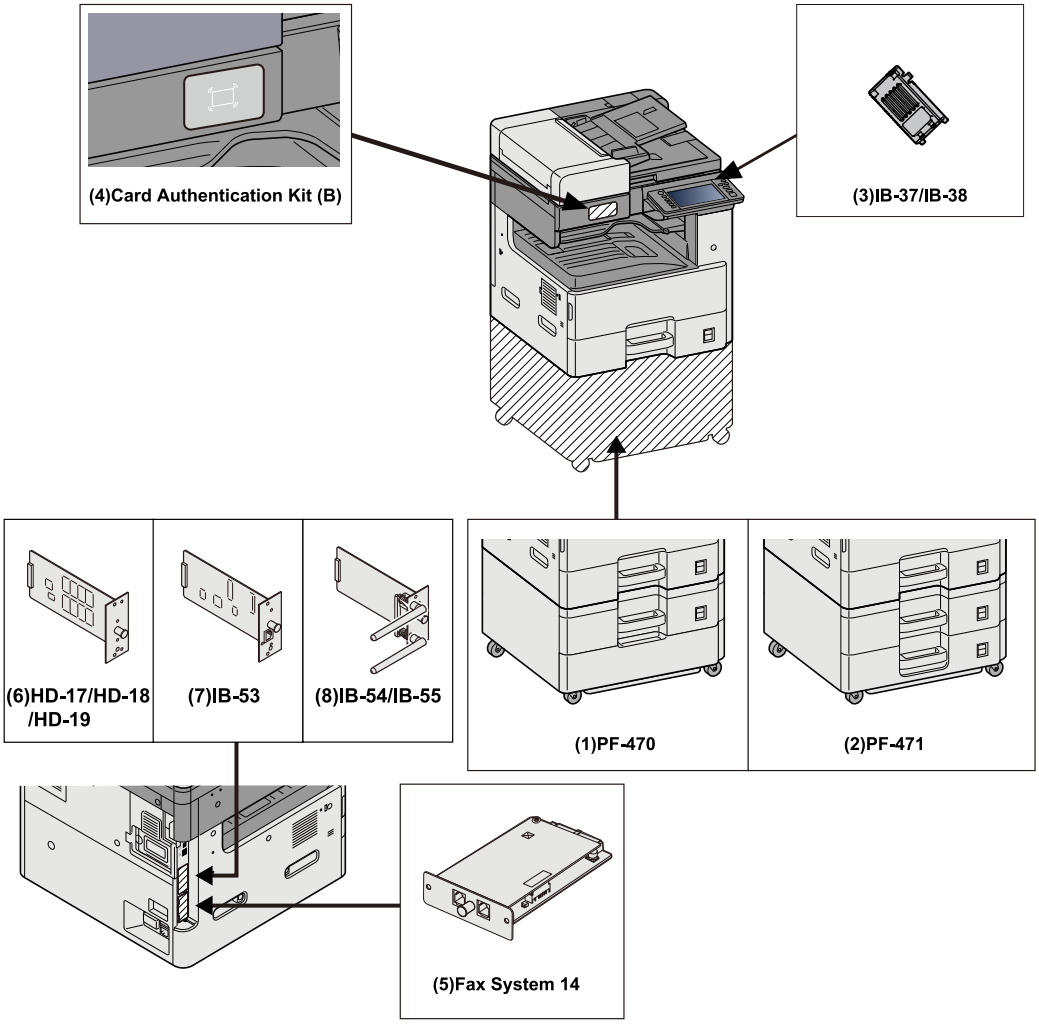
11 Appendix

Optional Equipment 858
Overview of the Applications 866
Character Entry Method 868
About Paper 871
Specifications 884
Security Quick Setup Function List 893

Optional Equipment

Option configuration

The following optional components are available:



IMPORTANT

If PF-470 or PF-471 is installed, toppling prevention kit must be installed.

1 PF-470 <Paper Feeder (500-sheet × 1)>

An additional cassette identical to the printer's standard cassette can be installed in the printer. Paper capacity and loading method are the same as the standard cassette.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

2 PF-471 <Paper Feeder (500-sheet × 2)>

Two additional cassettes identical to the printer's standard cassette can be installed in the printer. Paper capacity and loading method are the same as the standard cassette.

➡ Loading Paper into Cassette 1 (to 3) (page 146)

3 IB-37/IB-38 <Wireless Network Interface Kit>

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE 802.11ac (max. 433.3 Mbps) and IEEE 802.11a/b/g/n for IB-37 or IEEE 802.11n (max. 72.2 Mbps) and IEEE 802.11b/g for IB-38. In addition, network printing is possible without using the wireless LAN router because Wi-Fi Direct is supported.

4 Card Authentication Kit(B) <Card Authentication Kit>

Option 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.

5 FAX System 14 <FAX Kit>

By installing the FAX kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer.

➡ **FAX Operation Guide**

6 HD-17/HD-18/HD-19 <Large Capacity Storage: SSD>

The Solid-State Drive (SSD) is used for storing print data. With solid-state drive installed in the machine, received data can be rasterized and stored on this solid-state drive. Installation of an SSD enables use of Document Box functions.

➡ Using Document Boxes (page 308)

7 IB-53 <Network Interface Kit>

The Network Interface Kit provides a high-speed connection for the Gigabit-per-second interface.

This supports only the least functions in the standard utilities.

➡ **IB-53 User's Manual**

8 IB-54/IB-55 <Wireless Network Interface Kit>

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE 802.11ac (max. 867 Mbps) and IEEE 802.11a/b/g/n for IB-54 or IEEE 802.11n (max. 144.4 Mbps) and IEEE 802.11b/g for IB-55. In addition, network printing is possible without using the wireless LAN router because Wi-Fi Direct is supported. This supports only the least functions in the standard utilities.

➡ **IB-54/IB-55 User's Manual**

9 SD/SDHC Memory Card

An SD/SDHC memory card is useful for storing fonts, macros, and overlays. The machine is equipped with a slot for an SDHC memory card and an SD memory card.

Software options

- Scan extension kit(A) <OCR Scan Activation Kit>

  This option enables the use of the OCR function in the applications of the machine.

  To use this function, an SSD or SD/SDHC memory card must be inserted.

  ➡ HD-17/HD-18/HD-19 <Large Capacity Storage: SSD> (page 859)

  ➡ SD/SDHC Memory Card (page 859)

  To use this function, the application and OCR dictionary must be installed.

  ➡ Overview of the Applications (page 866)

  ➡ OCR Dictionary Installation (page 570)

- UG-33 <ThinPrint Option>

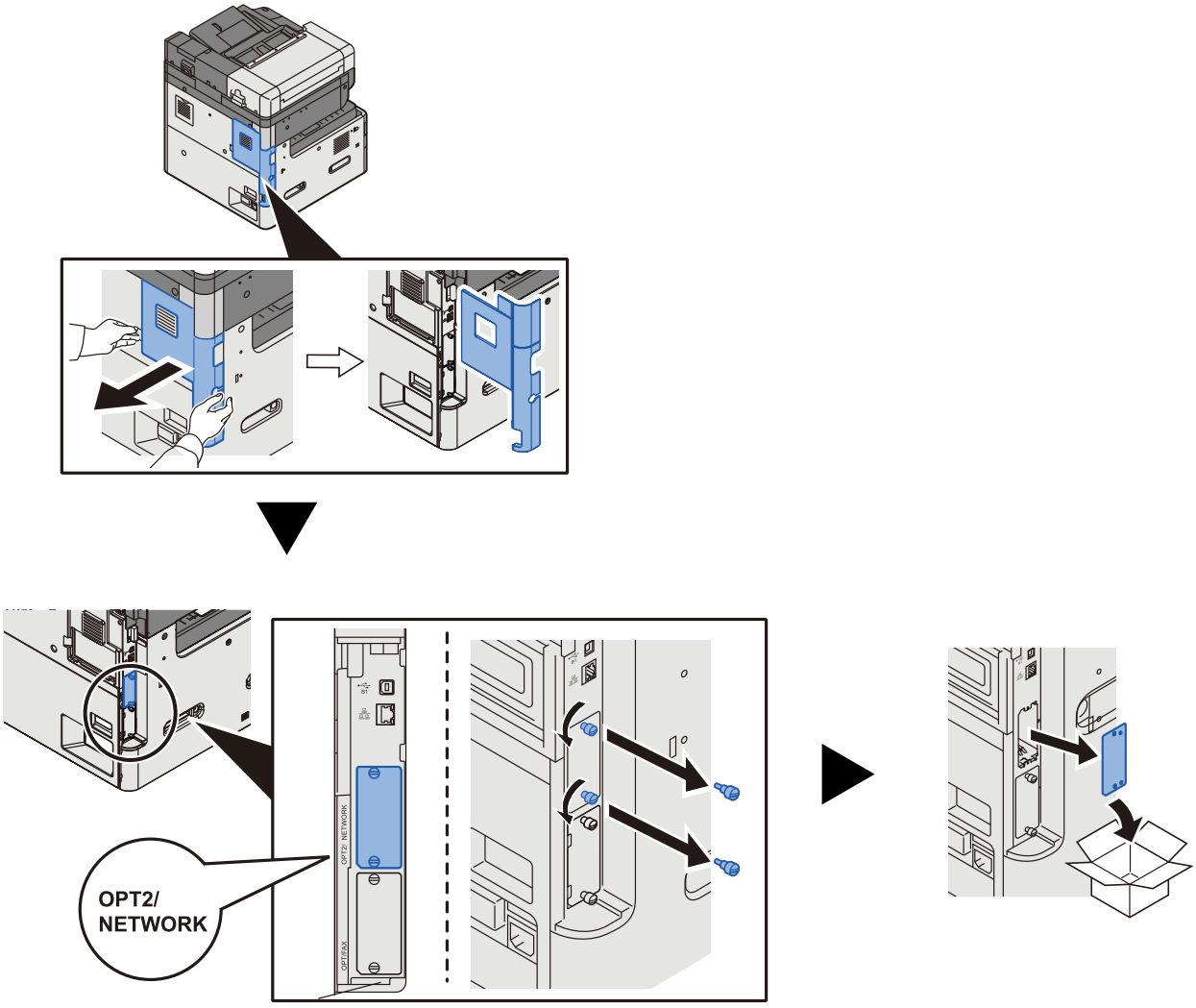
  This application allows print data to be printed directly without a print driver.

Installing the SSD

1 Power Off.

Turn off the power, then disconnect the power cord and any cables connected to the machine.

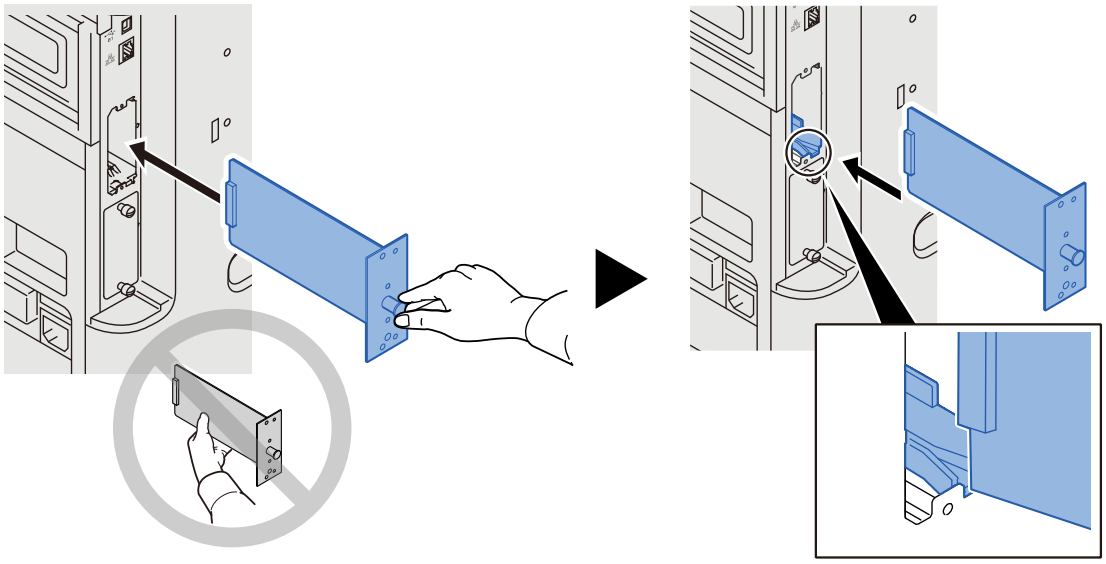
2 Remove the covers.



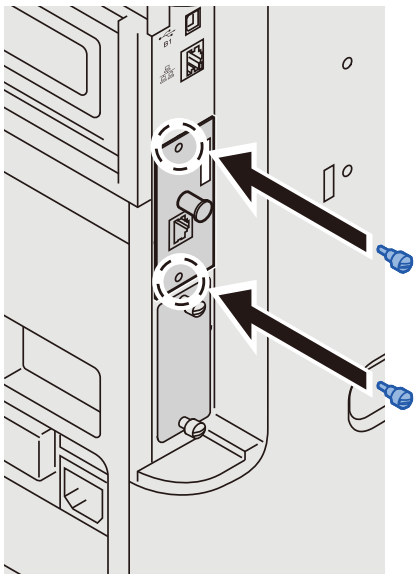
3 Install the SSD.

1 Remove the SSD from its package.

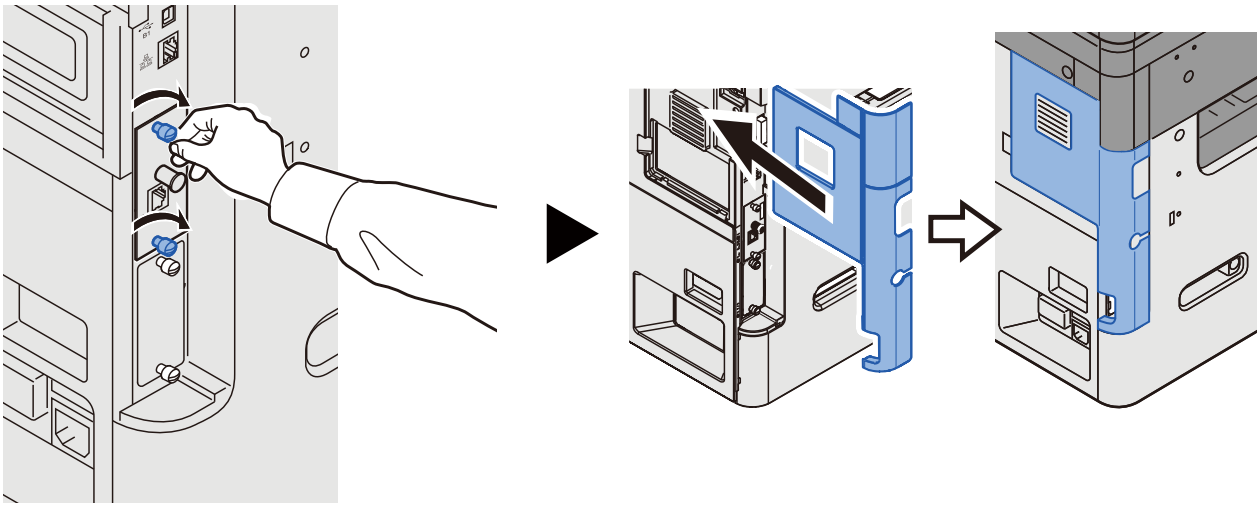
2 Insert straight into the Option Interface Slot.



3 Fix it with the (2) screws.



4 Put back the covers you removed.



Reading the SD/SDHC Memory Card

Once inserted in the machine's slot, the contents of the SD/SDHC memory card can be read from the operation panel or automatically when you power on or reset the machine.

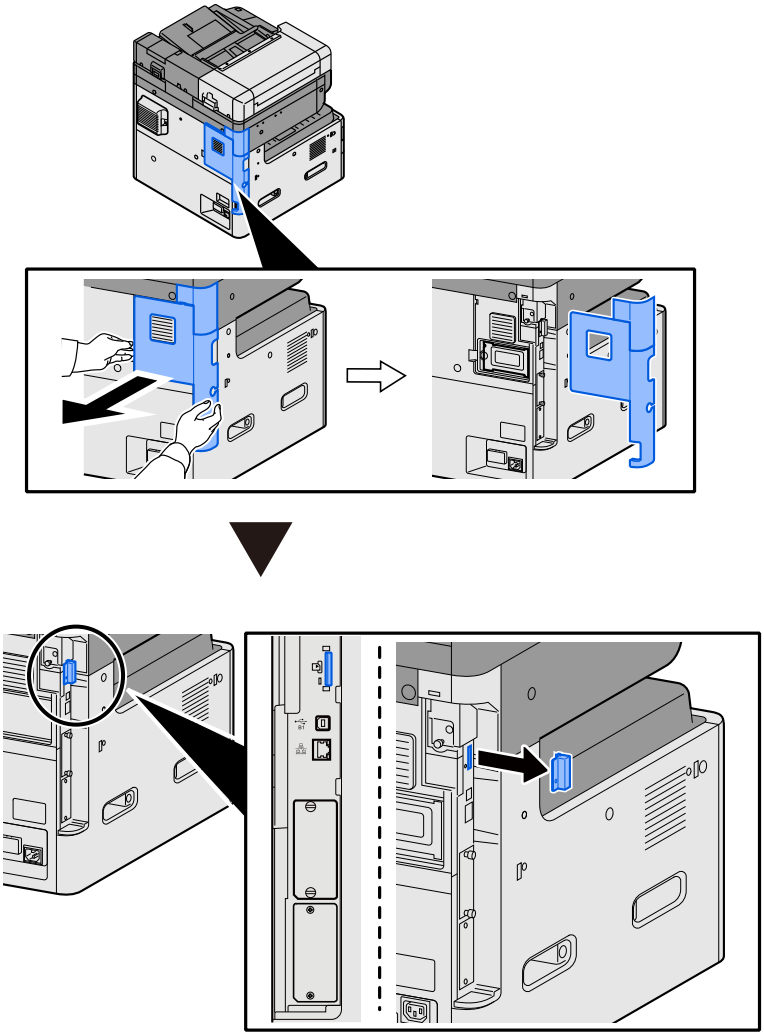
Installing the SD/SDHC Memory Card

To use an unused SD/SDHC memory card, you must first use the machine to format the SD/SDHC memory card. For information on formatting an SD/SDHC memory card, consult your Service Representative.

1 Power Off.

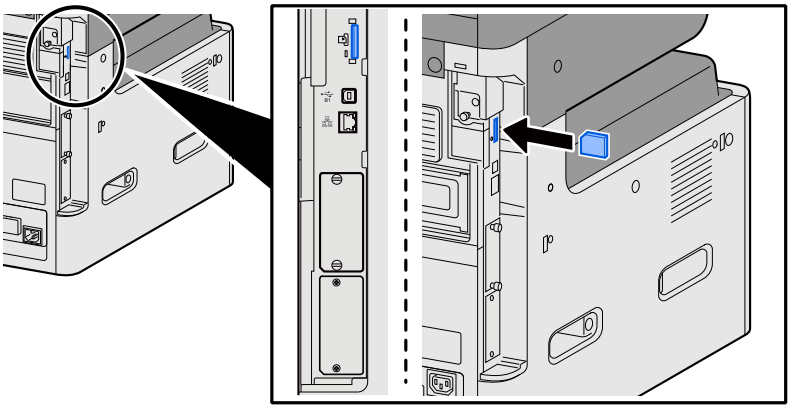
Turn off the power, then disconnect the power cord and any cables connected to the machine.

2 Remove the covers.



3 Install the SD/SDHC Memory Card.

1 Insert the SD/SDHC memory card into the SD/SDHC memory card slot.



2 Put back the covers you removed.

3 Insert the power cord into the socket and turn on the power switch.

Overview of the Applications

The following applications are available for this machine.

Item	Application Name
Data Encryption/Overwrite	Data Encryption/Overwrite
UG-33	ThinPrint Option
Scan extension kit(A)	OCR Scan Activation Kit
CARD AUTHENTICATION KIT(B)	Card Authentication Kit

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.

[System Menu/Counter] key > [Add/Delete Application] > [Optional Function List]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select the preferred application > [Activate].

You can view detailed information on the selected application by selecting [•••].

3 Enter the license key, then select [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] from the confirmation screen.

NOTE

- If you started the Data Encryption/Overwrite or ThinPrint Option and entered the license key, you need to turn power Off and then back On again.
- Icons of activated application are displayed in the Home screen.

Checking Details of Application

1 Select [System Menu/Counter] key > [Add/Delete Application] > [Optional Function List].

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 123)

2 Select [...] for the application whose detailed information you want check.

You can view detailed information on the selected application.

The items that can be referenced are as follows:

- Function Name
- License
- Remaining Counts
- Expiration Date
- Operational Status

To extend the trial period, select [Expiration Date of Trial] > [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.

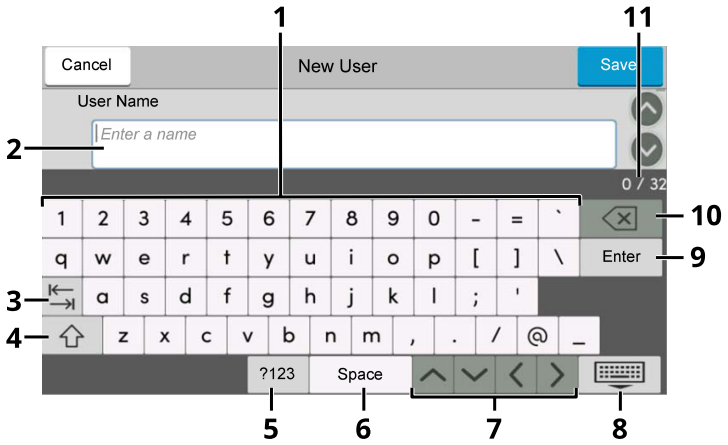
NOTE

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 preferred 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] or Character key

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 the entry and return to the screen before the entry.

10 Backspace key

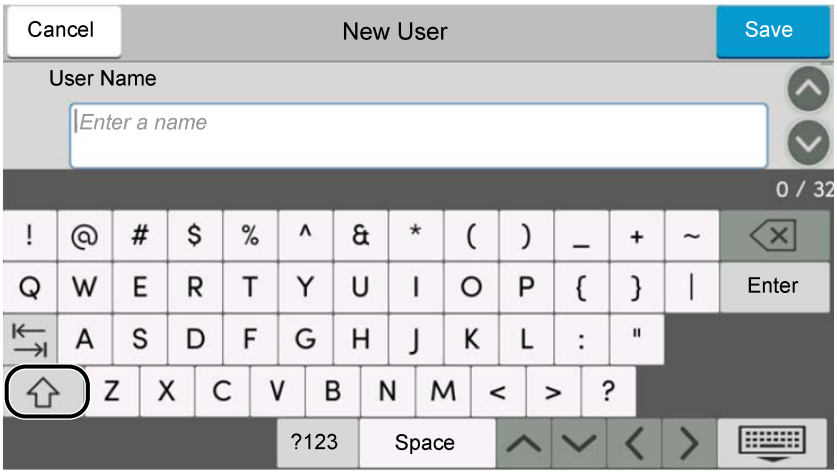
Select to delete a character to the left of the cursor.

11 Input or Limit display

Displays maximum number of characters and the number of characters entered.

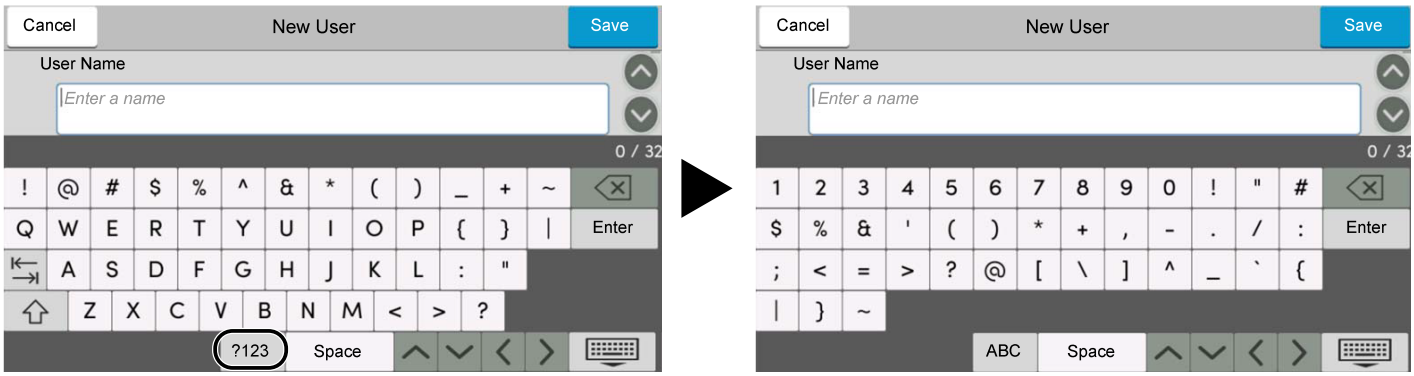
Upper-case Letter Entry Screen

Select the Shift key.



Number or Symbol Entry Screen

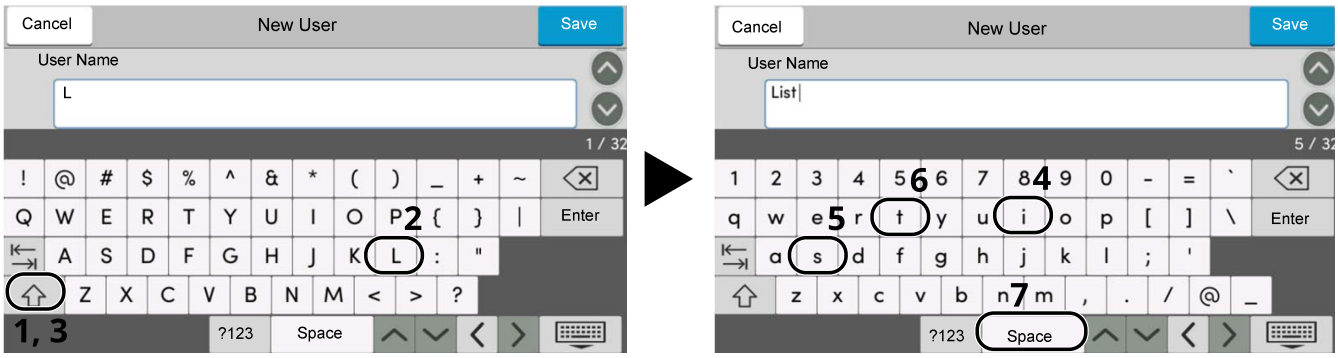
Select [?123].



Entering Characters

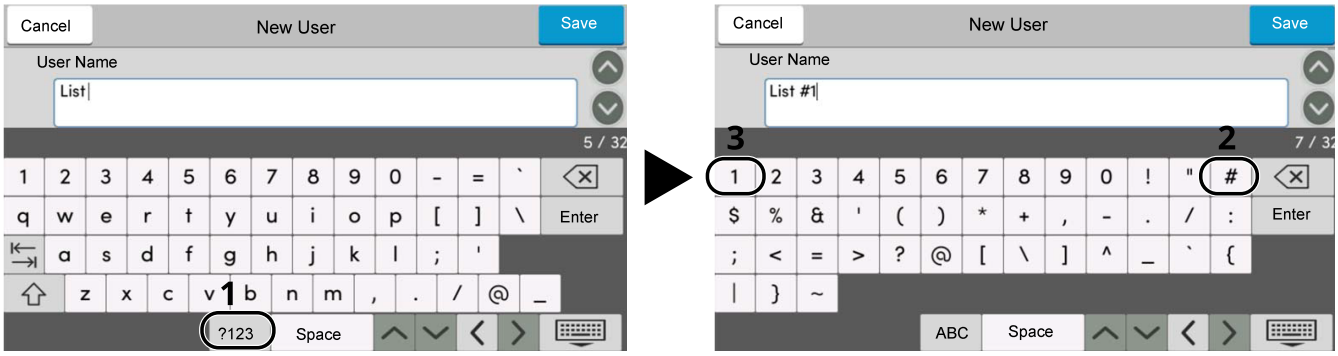
Follow the steps below to enter 'List #1' for an example.

1 Enter 'List', (space).



To switch between uppercase and lowercase, 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].

About 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 884)

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.

IMPORTANT

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

The following table lists the specifications that are supported with this machine.

Criteria	Specifications
Weight	Cassettes: 60 g/m^2 to 163 g/m^2
	Multipurpose tray: 45 g/m^2 to 256 g/m^2
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, 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. Using such paper can cause poor print quality. In addition, poor paper feeding can cause paper jams and shorten the life of the machine. Use paper with a smooth and even surface. However, do not use paper that has been surface-treated, such as coating, as it may damage the drum and 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 standard paper that contains at least 80% pulp. Be sure to use standard paper with 20% or less of the paper content consisting 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 box 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 mm × 420 mm)	Paper of this size can be set	Paper of this size can be set
A4 (297 mm × 210 mm)	Paper of this size can be set	Paper of this size can be set
A4-R (210 mm × 297 mm)	Paper of this size can be set	Paper of this size can be set
A5 (148 mm × 210 mm)	Paper of this size can be set	Paper of this size can be set
A6 (148 mm × 105 mm)	Paper of this size cannot be set	Paper of this size can be set
B4 (257 mm × 364 mm)	Paper of this size can be set	Paper of this size can be set
B5(JIS) (257 mm × 182 mm)	Paper of this size can be set	Paper of this size can be set

Paper Size	Cassettes	Multipurpose Tray
B5(ISO) (176 mm x 250 mm)	Paper of this size cannot be set	Paper of this size can be set
B5-R(JIS) (182 mm × 257 mm)	Paper of this size can be set	Paper of this size can be set
B6 (182 mm × 128 mm)	Paper of this size cannot be set	Paper of this size cannot be set
B6-R (128 mm × 182 mm)	Paper of this size cannot be set	Paper of this size can be set
216 mm × 340 mm	Paper of this size can be set	Paper of this size can be set
Ledger	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
Letter-R	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 cannot be set	Paper of this size can be set
OficioII	Paper of this size can be set	Paper of this size can be set
Folio (210 mm × 330 mm)	Paper of this size can be set	Paper of this size can be set
8K (273 mm × 394 mm)	Paper of this size can be set	Paper of this size can be set
16K (197 mm × 273 mm)	Paper of this size can be set	Paper of this size can be set
16K-R (273 mm × 197 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 cannot be set	Paper of this size can be set
Envelope #9 (3-7/8" × 8-7/8")	Paper of this size cannot be set	Paper of this size can be set
Envelope #6 (3-5/8" × 6-1/2")	Paper of this size cannot be set	Paper of this size can be set
Envelope Monarch (3-7/8" × 7-1/2")	Paper of this size cannot be set	Paper of this size can be set
Envelope DL (110 mm × 220 mm)	Paper of this size cannot be set	Paper of this size can be set
Envelope C5 (162 mm × 229 mm)	Paper of this size cannot be set	Paper of this size can be set
Envelope C4 (229 mm × 324 mm)	Paper of this size cannot be set	Paper of this size can be set
Hagaki (Cardstock) (100 mm × 148 mm)	Paper of this size cannot be set	Paper of this size can be set
Oufuku hagaki (Return postcard) (148 mm × 200 mm)	Paper of this size cannot be set	Paper of this size can be set
Kakugata 2	Paper of this size cannot be set	Paper of this size can be set
Youkei 4 (105 mm × 235 mm)	Paper of this size cannot be set	Paper of this size can be set
Youkei 2 (114 mm × 162 mm)	Paper of this size cannot be set	Paper of this size can be set
Younaga 3	Paper of this size cannot be set	Paper of this size can be set
Nagagata 3	Paper of this size cannot be set	Paper of this size can be set
Nagagata 4	Paper of this size cannot be set	Paper of this size can be set
Size Input	98 mm × 148 mm to 297 mm × 432 mm	

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprint
- Bond paper
- Recycled paper
- Thin paper
- Letterhead
- Colored Paper
- Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- Thick Paper
- Labels
- High-quality paper

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 transparency, labels, vellum, envelope, and cardstock.

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 is 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 mm to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid trouble, be sure to load transparencies in portrait orientation (i.e., the longer edge facing the machine).

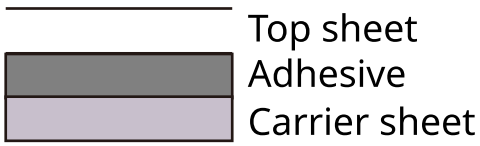
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Labels

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.

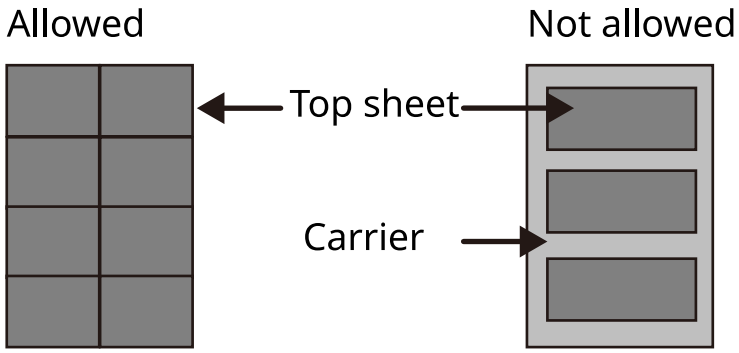
When printing onto labels, you must be liable for the print quality and possible trouble.



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.

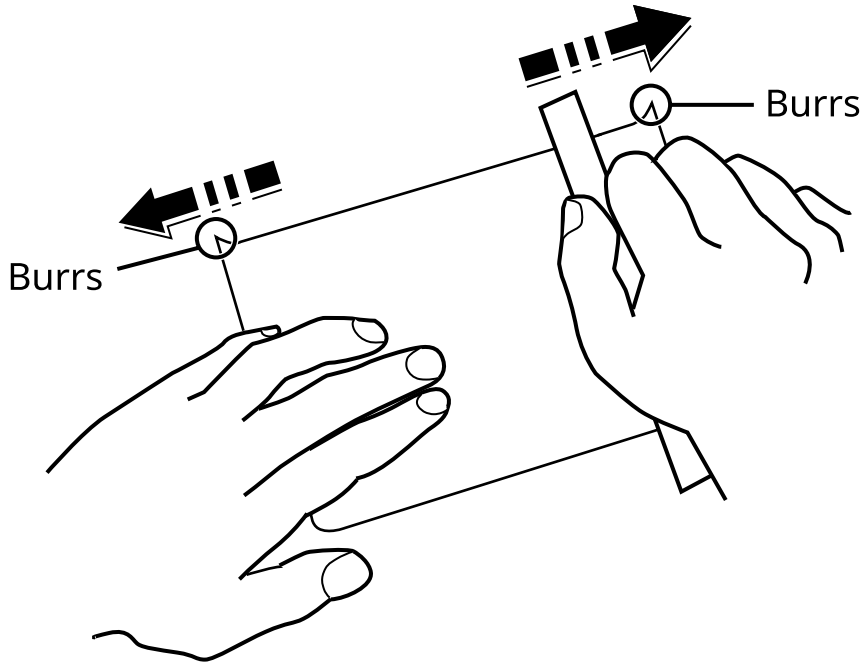
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	44 g/m^2 to 74 g/m^2
Basis weight (overall paper weight)	104 g/m^2 to 151 g/m^2
Top sheet thickness	0.086 mm to 0.107 mm
Overall paper thickness	0.115 mm 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 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 871)

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C).

Preprinted Paper

Preprinted paper must conform to the specifications.

➡ Basic Paper Specifications (page 871)

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 871)

NOTE

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

Specifications

IMPORTANT

Specifications are subject to change without notice.

NOTE

For more information on using FAX, refer to the following:

FAX Operation Guide

Machine

Item	Specifications
Model	P-3241i MFP
Type	Desktop
Printing Method	Laser exposure dry electrostatic transcription method
Paper Weight (Cassette)	60 g/m^2 to 163 g/m^2
Paper Weight (Multipurpose Tray)	45 g/m^2 to 256 g/m^2
Paper Type (Cassette)	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High quality, Custom (1 to 8)
Paper Type (Multipurpose Tray)	Plain, Transparency, Rough, Vellum, Thin, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High quality, Custom (1 to 8)
Paper Size (Cassette)	A3, A4, A4-R, A5, B4, B5, B5-R, Folio, 216 × 340 mm, Ledger, Letter, Letter-R, Legal, Statement, OficioII, 8K, 16K, 16K-R, Custom (98 mm × 148 mm to 297 mm × 432 mm)
Paper Size (Multipurpose Tray)	A3, A4, A4-R, A5, A6, B4, B5, B5-R, B6, Folio, 216 × 340 mm, Ledger, Letter, Letter-R, Legal, Statement, Executive, OficioII, 8K, 16K, 16K-R, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku hagaki, Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Custom (98 mm × 148 mm to 297 mm × 432 mm)
Printed Image Margin Width	4.0 mm or less
Warm-up Time (23°C, 60%)	21.5 seconds or less (from power On)
Paper Capacity (Cassette)	500 sheets (80 g/m^2, A4/Letter, or smaller)
Paper Capacity (Multipurpose Tray)	100 sheets
Output Tray Capacity (Inner Tray)	250 sheets
Output Tray Capacity (Job Separator)	50 sheets
Image Write System	Laser exposure dry electrostatic transcription method

Item	Specifications
Image Memory	2 GB
Interface (Standard)	USB 2.0 (Device): 1 USB 2.0 (Host): 2 Network Interface (10BASE-T/100BASE-TX/1000BASE-T): 1 eKUIO: 2 SD card slot: 1 NFC: 1
Interface (Option)	Wireless LAN
Operating Environment (Temperature)	10°C to 32.5°C
Operating Environment (Humidity)	10 to 80%
Operating Environment (Altitude)	3,500 m and below
Operating Environment (Brightness)	1,500 lux and below
Dimension (W × D × H)	590 mm × 585 mm × 688 mm
Weight (Without toner container)	49 kg
Space Required (W × D) (when using multipurpose tray)	873 mm × 585 mm
Power Source	120 V AC, 60 Hz: 9.8 A 220-240 V AC, 50/60 Hz: 5.5 A
Power consumption in Off mode and network standby. The power consumption of the product in networked standby (If all network ports are connected.)	The information is available at the website below. **Triumph-Adler** https://www.triumph-adler.com/ta-en-de/environment https://www.triumph-adler.com/ta-de-de/umwelt **UTAX** https://www.utax.com/en-de/partners-service/environment https://www.utax.com/de-de/partner-service/umwelt
Options	➡ Optional Equipment (page 858)

Copy Functions

Copy Speed

Paper Size	Black and White
A4/Letter	32 sheets/min
A4-R/Letter-R	23 sheets/min
A3/Ledger	17 sheets/min
B4/Legal	17 sheets/min
B5	32 sheets/min
B5-R	20 sheets/min
A5-R	15 sheets/min
A6-R	15 sheets/min*1

Others

Item	Description
First Copy Time (A4, placed on the platen, feed from Cassette)	5.2 seconds or less
Zoom Level	Manual mode: 25% to 400%, 1% increments Auto mode: Preset Zoom
Continuous Copying	1 to 998 sheets
Copy Resolution	600 dpi × 600 dpi
Original Type	Sheets, books, and 3-dimensional objects
Original Feed System	Fixed

*1 When using multipurpose tray

Printer Functions

Print Speed

Paper Size	Black and White
A4/Letter	32 sheets/min
A4-R/Letter-R	23 sheets/min
A3/Ledger	17 sheets/min
B4/Legal	17 sheets/min
B5	32 sheets/min
B5-R	20 sheets/min
A5-R	15 sheets/min
A6-R	15 sheets/min*1

Others

Item	Description
First Print Time (A4, feed from Cassette)	5.2 seconds or less
Print Resolution	600 dpi × 600 dpi, Fine 1200
Operating System	• Windows 11 • Windows 10 • Windows Server 2022 • Windows Server 2019 • Windows Server 2016 • Mac OS X v10.9 or higher
Interface	• USB Interface Connector: 1 (Hi-Speed USB) • Network Interface: 1 (10BASE-T/100BASE-TX/1000BASE-T) • Wireless LAN (Option): 2 (For IB-37/IB-38 and IB-54/IB-55 mounting)
Page Description Language	PRESCRIBE
Emulations	• PCL6 (PCL-XL/PCL-5e) • KPDL3 AES • PDF*2 • XPS/OpenXPS

*1 When using multipurpose tray
*2 When requiring KPDL3 setting

Scanner Functions

Scanning Speed (A4 landscape, 300 dpi, Image quality: Text/Photo original)

When using the document processor (except TWAIN and WIA scanning)

Item	Black and White	Color
1-Sided	50 images/min	50 images/min
2-Sided	16 images/min	16 images/min

Others

Item	Description
Scan Resolution	• 300 dpi × 300 dpi (Default) • 200 dpi × 200 dpi • 200 dpi × 100 dpi • 600 dpi × 600 dpi • 400 dpi × 400 dpi • 200 dpi × 400 dpi
File Format	• TIFF (MMR compression) • JPEG • XPS • OpenXPS • PDF (MMR/JPEG compression) • PDF (High compression) • MS Office*1*2 • Searchable PDF*1
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T) Wireless LAN (Option)
Transmission System	• SMB • SMTP • SMTP over TLS • FTP • FTP over TLS • TWAIN • WSD • WIA • ChromeOS (Scan) • AirPrint • Mopria • DFS

*1 When the optional Scan extension kit(A) is installed.
*2 Microsoft Office 2007 or later

Document Processor

Item	Description
Original Feed Method	Automatic feed
Supported Original Types	Sheets, books, and 3-dimensional objects
Paper Size	Maximum: A3/Ledger (Custom: 297 mm × 432 mm)
	Minimum: A5-R/Statement-R (Custom: 140 mm × 182 mm)
Paper Weight	1-sided: 45 g/m^2 to 160 g/m^2 2-sided: 50 g/m^2 to 120 g/m^2
Loading Capacity	50 sheets or less (50 g/m^2 to 80 g/m^2) (Up to upper limit height line in the document processor)

Paper Feeder (500-sheet)

Item	Description
Paper Supply Method	Friction roller feeder (No. of sheets: 500, 80 g/m^2, 1 cassette)
Paper Size	A3, A4, A4-R, A5-R, B4, B5, B5-R, Folio, 216 mm × 340 mm, Ledger, Letter, Letter-R, Legal, Statement, OficioII, 8K, 16K, 16K-R
Media Type	Plain, Preprinted, Bond, Recycled, Vellum, Rough, Letterhead, Color, Prepunched, Thick, High Quality, Custom 1 to 8
Supported Paper	Paper weight: 60 g/m^2 to 163 g/m^2 Media types: Plain, Recycled, Material
Dimensions (W) × (D) × (H)	590 mm × 589 mm × 352 mm
Weight	Approx. 20.8 kg

Paper Feeder (500-sheet × 2)

Item	Description
Paper Supply Method	Friction roller feeder (No. of sheets: 500, 80 g/m^2, 2 cassettes)
Paper Size	A3, A4, A4-R, A5-R, B4, B5, B5-R, Folio, 216 mm × 340 mm, Ledger, Letter, Letter-R, Legal, Statement, OficioII, 8K, 16K, 16K-R
Media Type	Plain, Preprinted, Bond, Recycled, Vellum, Rough, Letterhead, Color, Prepunched, Thick, High Quality, Custom 1 to 8
Supported Paper	Paper weight: 60 g/m^2 to 163 g/m^2 Media types: Plain, Recycled, Material
Dimensions (W) × (D) × (H)	590 mm × 589 mm × 352 mm
Weight	Approx. 21.0 kg

Security Quick Setup Function List

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.

TLS

Level 1	Level 2	Level 3
On	On	On

Serverside Settings

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

TLS Version

Level 1	Level 2	Level 3
TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3

Effective Encryption

Level 1	Level 2	Level 3
AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

HTTP Security

Level 1	Level 2	Level 3
Secure Only (HTTPS)	Secure Only (HTTPS)	Secure Only (HTTPS)

IPP Security

Level 1	Level 2	Level 3
Secure Only (IPPS)	Secure Only (IPPS)	Secure Only (IPPS)

Enhanced WSD Security

Level 1	Level 2	Level 3
Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)

eSCL Security

Level 1	Level 2	Level 3
Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)

REST Security

Level 1	Level 2	Level 3
Secure Only (REST over TLS)	Secure Only (REST over TLS)	Secure Only (REST over TLS)

Clientside Settings

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

TLS Version

Level 1	Level 2	Level 3
TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3

Effective Encryption

Level 1	Level 2	Level 3
AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv4 Settings (Wired Network)

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv4 Settings (Wireless Network)

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv6 Settings (Wired Network)

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv6 Settings (Wireless Network)

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Send Protocols: FTP Client (Transmission)

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	–*1	–*1

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	–*1	–*1

*1 If you select [Level 2] or [Level 3] in "Security Quick Setup", this setting will disappear.

Other Protocols: HTTP (Clientside)

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Other Protocols: SOAP

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

Use Default Settings

Level 1	Level 2	Level 3
On	On	On

Other Protocols: LDAP

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

Level 1	Level 2	Level 3
Off	Off	Off

Send Protocols: SMTP (E-mail TX)

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Email: POP3 User Settings

You can find the following settings in Embedded Web Server.

➡ **Embedded Web Server RX User Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Print Protocols

SMB Server Protocol

Level 1	Level 2	Level 3
Off	Off	Off

LPD

Level 1	Level 2	Level 3
On	On	Off

FTP Server (Reception)

Level 1	Level 2	Level 3
On	Off	Off

IPP

Level 1	Level 2	Level 3
On	Off	Off

IPP over TLS

Level 1	Level 2	Level 3
On	On	On

Raw

Level 1	Level 2	Level 3
On	On	Off

ThinPrint

Level 1	Level 2	Level 3
On	Off	Off

ThinPrint over TLS

Level 1	Level 2	Level 3
On	—*1	—*1

WSD Print

Level 1	Level 2	Level 3
On	Off	Off

POP3 (E-mail RX)

Level 1	Level 2	Level 3
Off	Off	Off

*1 If you select [Level 2] or [Level 3] in "Security Quick Setup", this setting will disappear.

Send Protocols

FTP Client (Transmission)

Level 1	Level 2	Level 3
On	Off	Off

SMB

Level 1	Level 2	Level 3
On	On	Off

WSD Scan

Level 1	Level 2	Level 3
On	Off	Off

eSCL

Level 1	Level 2	Level 3
On	Off	Off

eSCL over TLS

Level 1	Level 2	Level 3
On	On	Off

Other Protocols

SNMPv1/v2c

Level 1	Level 2	Level 3
On	On	Off

SNMPv3

Level 1	Level 2	Level 3
Off	Off	Off

HTTP

Level 1	Level 2	Level 3
On	Off	Off

HTTPS

Level 1	Level 2	Level 3
On	On	On

Enhanced WSD

Level 1	Level 2	Level 3
On	Off	Off

Enhanced WSD over TLS

Level 1	Level 2	Level 3
On	On	On

LDAP

Level 1	Level 2	Level 3
Off	Off	Off

LLTD

Level 1	Level 2	Level 3
Off	Off	Off

REST

Level 1	Level 2	Level 3
On	Off	Off

REST over TLS

Level 1	Level 2	Level 3
On	On	On

VNC (RFB)

Level 1	Level 2	Level 3
Off	Off	Off

VNC(RFB) over TLS

Level 1	Level 2	Level 3
Off	Off	Off

Enhanced VNC(RFB) over TLS

Level 1	Level 2	Level 3
On	Off	Off

TCP/IP: Bonjour Settings

Bonjour

Level 1	Level 2	Level 3
On	On	Off

Network Settings

Wi-Fi Direct Settings

Level 1	Level 2	Level 3
Off	Off	Off

Connectivity

Bluetooth Settings

Level 1	Level 2	Level 3
On	On	On

Interface Block Setting

USB Host

Level 1	Level 2	Level 3
Unblock	Unblock	Block

USB Device

Level 1	Level 2	Level 3
Unblock	Unblock	Block

USB Drive

Level 1	Level 2	Level 3
Unblock	Unblock	Block

Energy Saver/Timer

Auto Panel Reset

Level 1	Level 2	Level 3
On	On	On

User Account Lockout Settings

Lockout

Level 1	Level 2	Level 3
On	On	On

Job Status/Job Logs Settings

Display Jobs Detail Status

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator)

Display Jobs Log

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator)

Display Fax Log

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator)

Edit Restriction

Address Book

Level 1	Level 2	Level 3
Off	Off	Administrator Only

One-Touch Key

Level 1	Level 2	Level 3
Off	Off	Administrator Only

Prevent Mis-sending Settings

Destination Check before Send

Level 1	Level 2	Level 3
On	On	On

Entry Check for New Dest.

Level 1	Level 2	Level 3
On	On	On

New Destination Entry

Level 1	Level 2	Level 3
Permit	Permit	Prohibit

New destination entry (FAX)

Level 1	Level 2	Level 3
Permit	Permit	—*1

Recall Destination

Level 1	Level 2	Level 3
Prohibit	Prohibit	Prohibit

Broadcast

Level 1	Level 2	Level 3
Permit	Permit	Prohibit

*1 If you select [Level 3] in "Security Quick Setup", this setting will disappear.

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