KYOCERA

KM-C2525E
KM-C3225E
KM-C3232E
KM-C4035E

Advanced Operation Guide
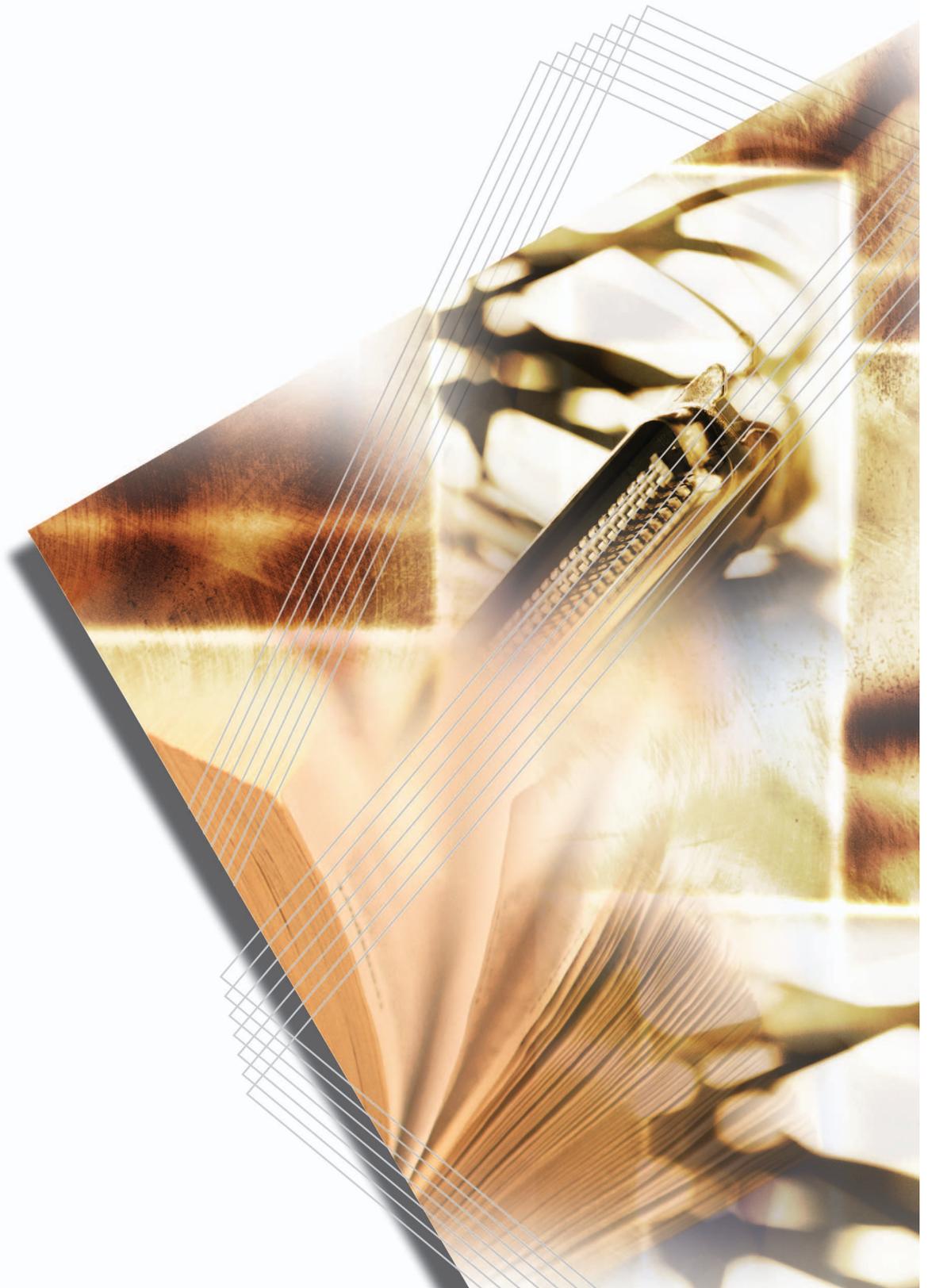
Sample of Color Setting Adjustment

This section explains the color calibration feature together with the following examples.

> **NOTE:** To illustrate the difference between features, the copy sample colors in this document have been modified from the actual colors output by this machine.

One touch Image Adjust

Adjust images as desired to more vivid or more dull images. (Refer to *One touch Image Adjust* on page *1-52* for configuration details)

Sharp	Dull	Light

Original

Smooth

Original

Vivid

Original

Dark

Color Balance Adjust

Adjust the strength of cyan, magenta, yellow, and black to make fine hue adjustments. (Refer to *Color Balance Adjust* on page *1-49* for configuration details)

Original

More Yellow	**More Magenta**	**More Cyan**	**More Black**
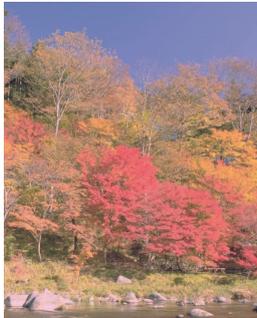
Less Yellow	**Less Magenta**	**Less Cyan**	**Less Black**

Hue Adjust

Adjust the color (hue) of images. Make adjustments such as adjusting red to a strong yellow-red or yellow to a strong green-yellow to make more creative copies. (Refer to *Hue Adjust* on page *1-50* for configuration details)

Original

Adjust yellow to more green, adjust blue to more magenta... (1)

Adjust yellowish-red to more yellow, adjust bluish-cyan to more blue... (2)

Sharpness Adjust

Adjust the sharpness of image outlines. (Refer to *Sharpness Adjust* on page *1-33* for configuration details)

Less Sharp   **Original**   **More Sharp**

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About this Operation Guide

This Operation Guide contains the following chapters:

1 Copy Functions

Describes the full-featured copying functions of the machine.

2 Document and Output Management Functions

Explains the copier's versatile functions for managing original documents and jobs during copying.

3 Printer Settings

Explains how to configure the printer function.

4 Scanner Settings

Explains the scanner functions and settings that can be configured from the machine touch panel.

5 Setting Scanner from a Web Browser

Explains the scanner settings that can be configured from a web browser.

6 Included Scanner Utilities

Introduces the scanner utilities.

7 System Menu

Covers general default settings.

8 Job Accounting

Explains how to manage job accounting to share usage among various departments.

Appendix

Lists supported paper and intercompatible functions. Includes a glossary.

Included Guides

The following guides are included with this machine. Refer to the proper guide based on your requirements.

Operation Guide

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

Advanced Operation Guide (This Guide)

Explains copying, printing and scanning features in depth, as well as default settings. This guide is contained on the CD-ROM as a PDF file.

Kyocera Extended Driver User Guide

Explains how to install and setup the printer driver. This guide is contained on the CD-ROM as a PDF file.

PRESCRIBE Commands Command Reference

Explains each command for realizing various features and controls through prescribed commands. This guide is contained on the CD-ROM as a PDF file.

Included Printer Utilities

This product includes the following printer utilities Install them as necessary. For details, refer to the manual included with each utility.

- KM-NET for Clients
- KM-NET for Direct Printing
- IC-Link
- KM-NET VIEWER
- KM-NET VIEWER for Web Edition
- KM-NET KPrint
- KM NET Quick Setup

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates a message or button displayed on the machine's operation panel key or a computer screen.	Press the **Start** key.
[Regular]	Indicates touch panel keys.	Press [Basic].
Italic	Indicates touch panel messages.	*Ready to copy* is displayed.
Note	Indicates supplemental information or operations for reference.	**NOTE:** -
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:** -

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As in A4 and B5, which may be used either in the horizontal or vertical direction, in order to indicate the orientation of the original/paper, horizontal orientation is indicated by an additional R character.

Set direction	Indicated size †
Vertical direction	A4, B5, A5, B6, A6, 16K
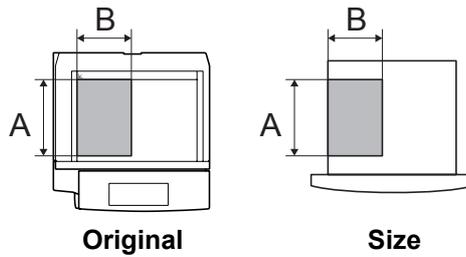
Original   **Size**

For original/paper, dimension **A** is longer than **B**.

Set direction	Indicated size †
Horizontal direction	A4R, B5R, A5R, B6R, A6R, 16KR
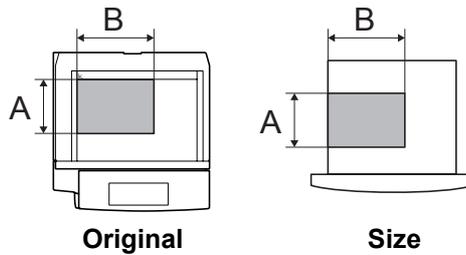
Original   **Size**

For original/paper, dimension **A** is shorter than **B**.

† The size of original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray.

Contents

1 Copy Functions

This chapter covers the following topics.

Selecting Paper Source

To select paper of different sizes, change the cassette or MP tray paper source.

Follow the steps as below to select the paper source.

1   Place the original.

When [APS] is selected, paper matching the size of the original will be selected automatically.

NOTE: You may override the automatic paper selection default. For further details, refer to *Setting Auto Paper Selection* on page *7-5*.

---
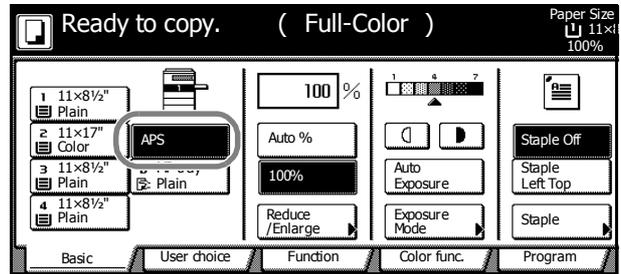
2   To change the paper size, press the button corresponding to the desired paper size to select that paper source.

When using the MP tray, refer to *Chapter 2* of *Operation Guide*: *Setting Paper Type and Size for the Cassettes and MP Tray* to set the paper size and paper type.

3   Press the **Start** key. Copying begins.

Selecting original size

Specify the size of originals that will serve as the basis for scanning. Be sure to specify the original size when copying originals of nonstandard sizes.

Select the original size from the following groups of original size.

- **Standard Sizes** – Select from commonly used standard sizes.

  Inch models: 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 5 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13", 11 × 15", A4 and A4R
  Metric models: A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, B6R, A6R, Folio, 11 × 15", 11 × 8 1/2" and 8 1/2 × 11"

- **Other Standard Sizes** – Select from special-purpose standard sizes.

  Inch models: A3, B4, B5, B5R, A5, A5R, B6, B6R, A6R, Folio, P. Card, OUFUKU HAGAKI, 8K, 16K and 16KR
  Metric models: 11 × 17", 8 1/2 × 14", 5 1/2 × 8 1/2", 8 1/2 × 5 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13", Pstcard, OUFUKU HAGAKI, 8K, 16K and 16KR

- **Input Original Size** – Enter the size for when not shown in the list of standard sizes.

  Inch models
  Vertical: 2 - 11 5/8" (1/8" increments), Horizontal: 2 - 17" (1/8" increments)
  Metric models
  Vertical: 50 - 297 mm (1 mm increments), Horizontal: 50 - 432 mm (1 mm increments)

- **Custom Size** – Select entered and registered original sizes. For setting custom original sizes, refer to *Registering Non-standard Sizes for Originals* on page *7-30*.

Standard Sizes

Follow the steps as below to specify the standard size.

1 Place the original.

2 Press [Function].

3 Press [Select Orig. Size] ([Select Size Orig.]).

4 Select the original size.

Choose [Auto] to match the size of placed originals automatically.
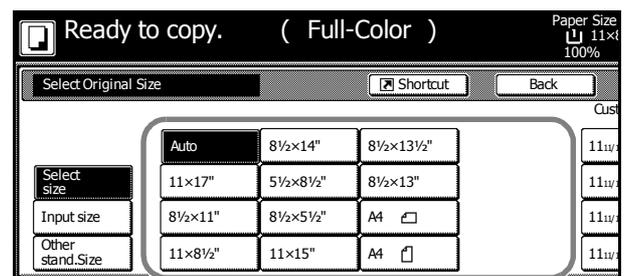
5 Press the **Start** key. Copying begins.

Other Standard Sizes

Follow the steps as below to specify the other standard sizes.

1 Place the original.

2 Press [Function].

3 Press [Select Orig. Size] ([Select Size Orig.]).

4 Press [Other stand.Size] ([Others stand.Size]).
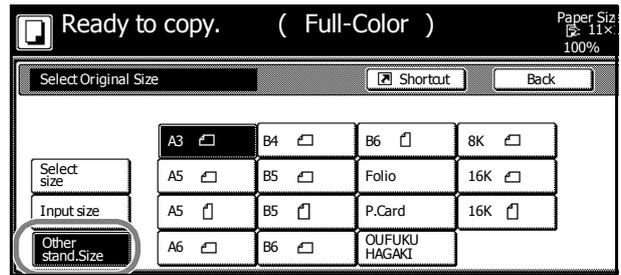
5 Select the original size.

6 Press the **Start** key. Copying begins.

Input Original Size

Follow the steps as below to enter the original size when not listed in the standard sizes.

1 Place the original.

2 Press [Function].

3 Press [Select Orig. Size] ([Select Size Orig.]).

4 Press [Input size].
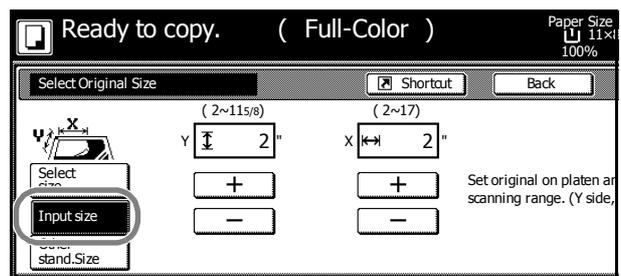
5 Press [+] or [–] to set the *Y* (height) and *X* (width) sizes.

With the metric models, you may enter the size directly using the numeric keys by pressing [#-Keys].

6 Press the **Start** key. Copying begins.

Custom Size

Follow the steps as below to specify one of the custom sizes.

1 Place the original.

2 Press [Function].

3 Press [Select Orig. Size] ([Select Size Orig.]).

4 Select the original size from *Custom Size* (*Use regist*).
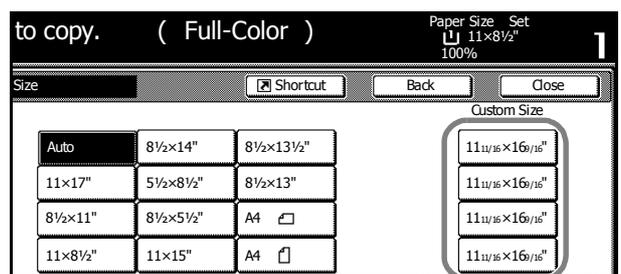
5   Press the **Start** key. Copying begins.

Copy Quantity

Sets the number of sheets to copy. You may specify up to 999 sheets for a single copy job.

Follow the steps as below to specify the copy quantity.

1 Place the original.

2 Use the numeric keys on the operation panel to enter the desired copy quantity.

> **NOTE:** To clear the copy quantity, press the **Stop/Clear** key. Copy quantity will be reset to 1.
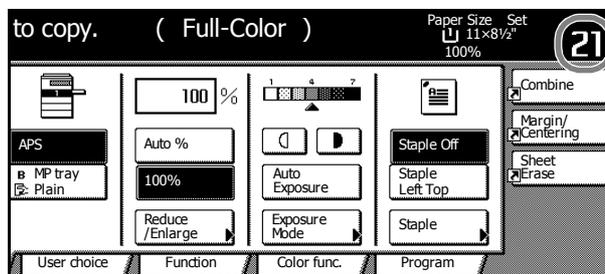
3 Press the **Start** key. Copying begins.

Orientation of Original Document

Orientation of the original must be specified to to use the following functions.

- Duplex Mode
- Split Mode (separate copies from two-sided originals)
- Margin Mode
- Auto Center
- Border Erase
- Combine Mode
- Memo Pages
- Page Numbering
- Booklet
- Stapling (optional feature)
- Punching (optional feature)

Placing originals on the platen
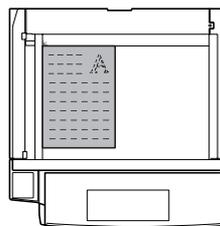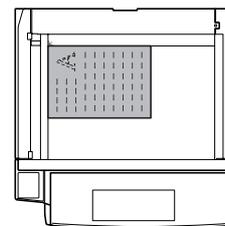
| **Original** | **[Top Edge]
([Back Edge])** | **[Left Top Edge]
([Left top corner])** |

Placing originals in the optional document processor
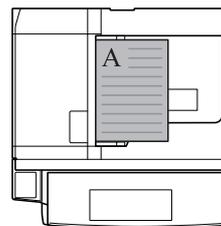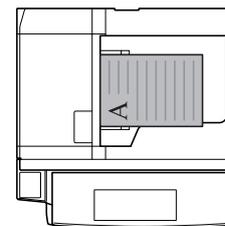
| **Original** | **[Top Edge]
([Back Edge])** | **[Left Top Edge]
([Left top corner])** |

NOTE: The default setting for the original orientation may be changed. For further details, refer to *Orientation of Original Document* on page *7-20*.

Follow the steps as below to specify the original orientation.

1 Place the original.

2 Press [Function] and then press [▼ Down].

3 Press [Orig. Set Direction].

4 According to the placed orientation of the original, press [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]).

```
to copy.        (  Full-Color  )              Paper Size  Set
                                              11×8½"          1
                                              100%
ion                            Shortcut       Back      Close

                                    Select Original Image
                                    Direction.
   "Select Original Image Direction." can
   be shown at right side of display.
   Follow the steps. If setting mode is
   wrong, incorrect copy will result.        Top Edge    Left Top
                                                          Edge
```
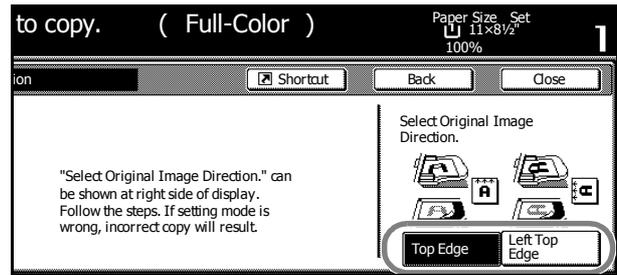
5 Press [Close].

6 Configure the functions which require specification of the original orientation, such as Duplex mode.

7 Press the **Start** key. Copying begins.

Offset Mode

Outputs printed copies such that each set is stacked perpendicular (rotated 90 degrees) to the previous set.

NOTE: Use of this feature requires paper of the same size must be loaded in the different cassettes with portrait and landscape orientations.

Only 11 × 8 1/2", A4, B5 and 16K paper sizes may be used with Offset mode.
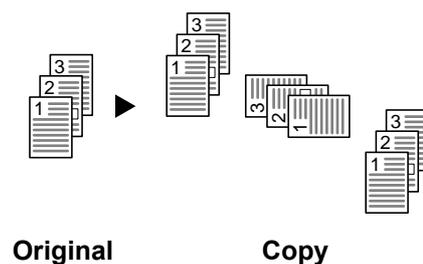
Original   **Copy**

Follow the steps as below for using Offset mode.

1 Press [Function].

2 Press [Sort/Offset] ([Sort/Group]).

3 Press [On] ([1 set] or [Output each page]).

Ready to copy. (Full-Color)	Paper Size 11×i 100%
Sort/Offset	▣ Shortcut Back
Sort Offset	
Sort:Off Off	
Sort:On On	
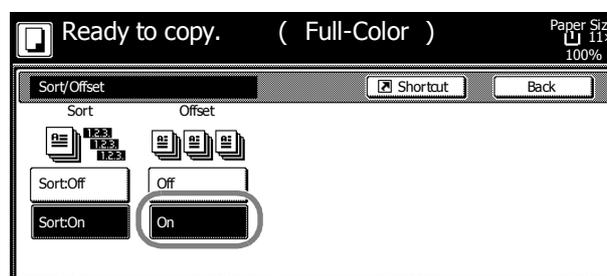
4 Use the numeric keys to enter the copy quantity.

5 Place the original and press the **Start** key. Copying begins.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Copied pages are output to the output tray offset per each set.

Stapling

Staples sets of copies.

NOTE: Requires the optional document finisher or 3000 sheet document finisher.

The orientations of the original and corresponding staple positions are as follows.

	Cassette Paper Load Direction		Cassette Paper Load Direction	
	3000 Sheet Document Finisher	**Document Finisher**	**3000 Sheet Document Finisher**	**Document Finisher**
Original Orientation: Top Edge (Back Edge)				
Original Orientation: Top Edge (Back Edge)				
Original Orientation: Left Top Edge (Left top corner)				
Original Orientation: Left Top Edge (Left top corner)				
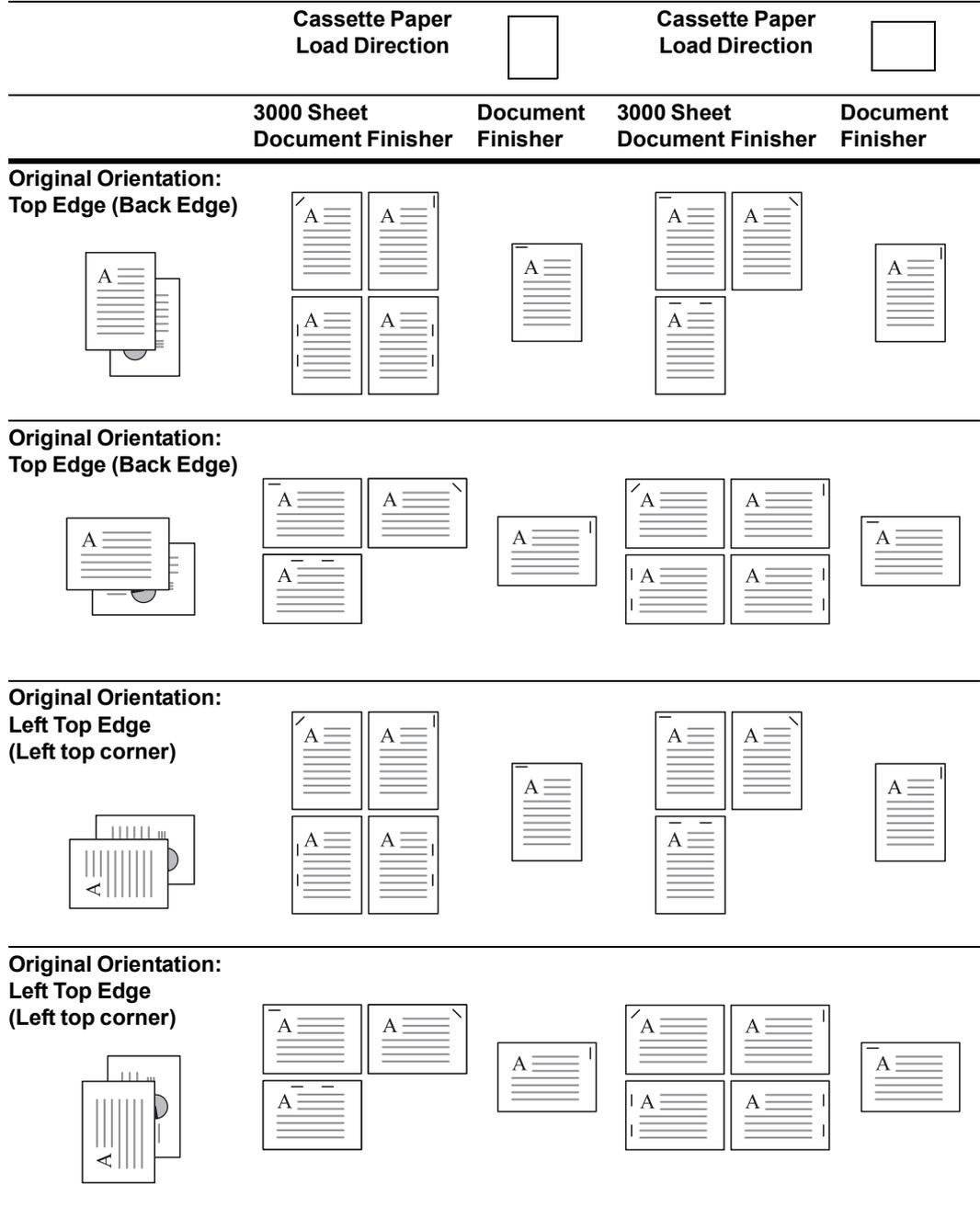
Follow the steps as below for stapling.

1 Press [Function] and then press [▼ Down].

2 Press [Staple/Punch].

3   Press [1 staple] or [2 staples].

```
┌────────────────────────────────────────────────────┐
│ 🖹 Ready to copy.      ( Full-Color )      Paper Size│
│                                           ⬆ 11×�]     │
│                                             100%     │
│ ┌──────────────┐        ┌─ Shortcut ─┐ ┌── Back ──┐  │
│ │ Staple/Punch │                                      │
│ Staple        Position       Punch      Select Original│
│                 ▐▤                       Direction.   │
│                                                       │
│ ┌─────────┐  ┌──────────┐  ┌─────────┐    ▟▟         │
│ │ Off     │  │Left side  │  │ Off     │             A │
│ ├─────────┤  ├──────────┤  ├─────────┤    ▟▟         │
│ │ 1 staple│  │Right side │  │ 2 holes │             │
│ ├─────────┤  ├──────────┤  ├─────────┤  ┌─────────┐  │
│ │ 2 staples│  │Top side  │  │ 3 holes │  │Top Edge │  │
│ └─────────┘  └──────────┘  └─────────┘  └─────────┘  │
└────────────────────────────────────────────────────┘
```
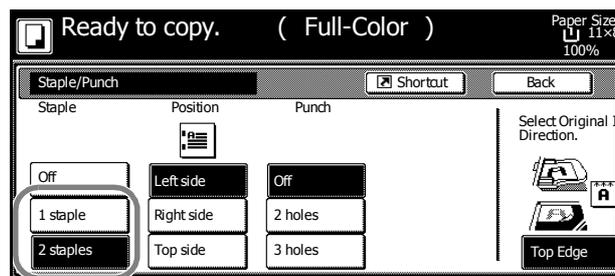
4   Select the staple position.

5   Place the original and press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Punching

Punch holes in sets of finished copies in preparation for binding.

NOTE: Requires the optional 3000 sheet document finisher and punching unit.

The orientations of the original and corresponding punch positions are as follows.

Original	Copy	Orientation of Original	
		Platen	**Document processor**
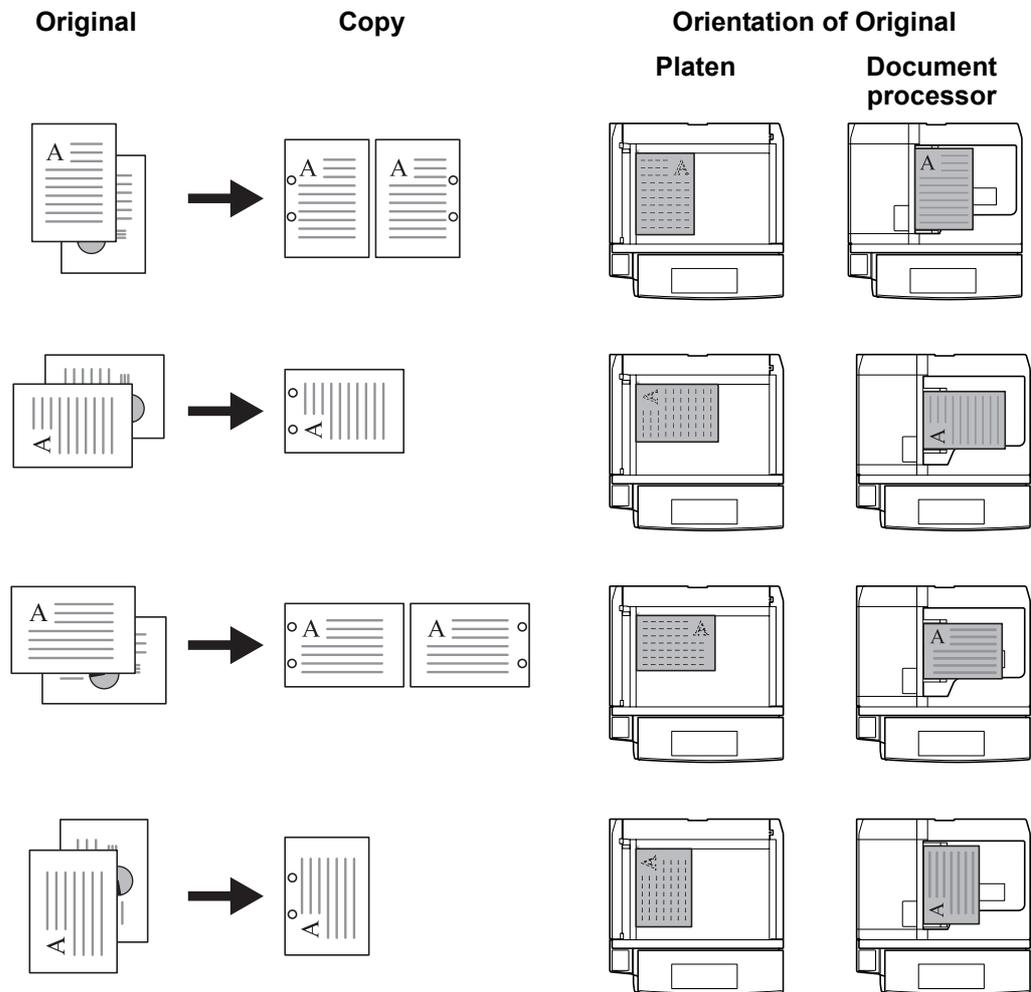
NOTE: The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Follow the steps as below for punching.

1 Press [Function] and then press [▼ Down].

2 Press [Staple/Punch].

3 Press [2 holes] or [3 holes] for the inch model. Press [2 holes] or [4 holes] for the metric model.

```
┌─────────────────────────────────────────────┐
│ 🔲 Ready to copy.    ( Full-Color )   Paper Size│
│                                        ⬆ 11×i │
│                                          100% │
│ Staple/Punch          ⬔ Shortcut    Back      │
│ Staple        Punch      Position             │
│                          °🄰≣    Select Original │
│                                   Direction.  │
│ ┌────┐      ┌────┐   ┌─────────┐              │
│ │Off │      │Off │   │Left side│    🄰         │
│ └────┘      └────┘   └─────────┘              │
│ ┌──────┐   (┌──────┐) ┌─────────┐             │
│ │1 staple│   │2 holes│ │Right side│           │
│ └──────┘   └──────┘   └─────────┘  ┌────────┐ │
│ ┌───────┐  ┌──────┐   ┌─────────┐  │Top Edge│ │
│ │2 staples│ │3 holes│ │Top side │  └────────┘ │
│ └───────┘  └──────┘   └─────────┘             │
└─────────────────────────────────────────────┘
```
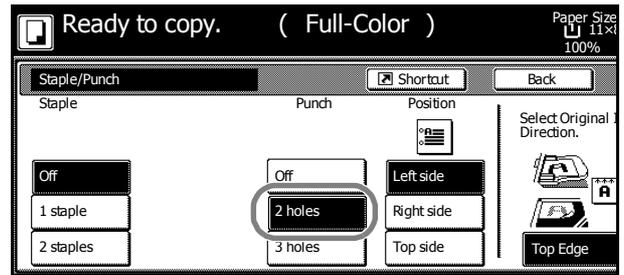
4 Select the hole punch position.

5 Place the original and press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Combine Mode

Images from either two or four originals are reduced and combined onto a single copy. The page boundary of each original can be indicated by a solid or dotted line.

NOTE: Combine mode supports 11 × 17", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5, B5R, 8K and 16K paper sizes.

2-in-1 Mode

Copy two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet.

The orientations of the original and corresponding output are as follows.
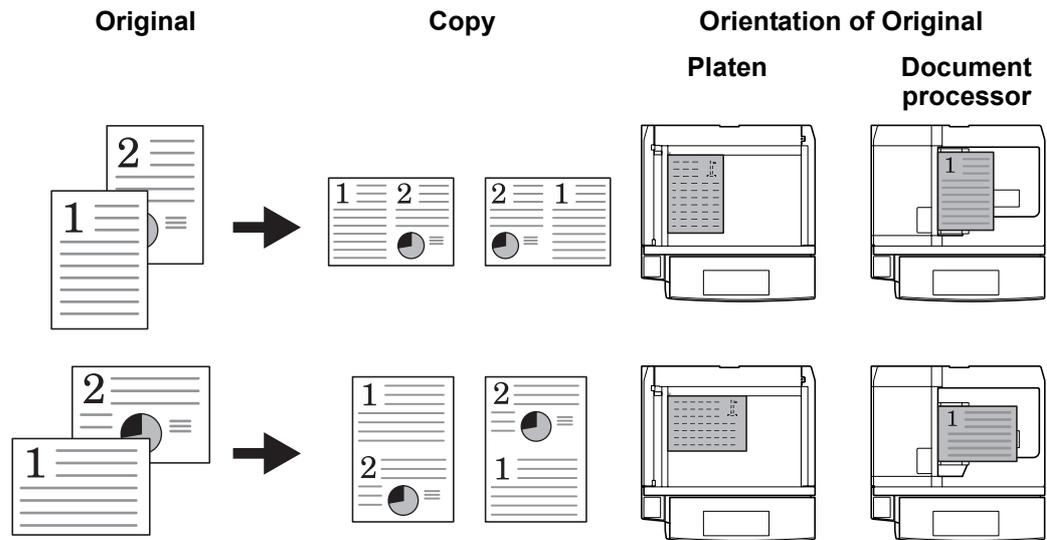
NOTE: When placing the original on the platen, copy originals in the page order.

4-in-1 Mode

For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.

The orientations of the original and corresponding output are as follows.

Original	Copy	Orientation of Original	
		Platen	**Document processor**
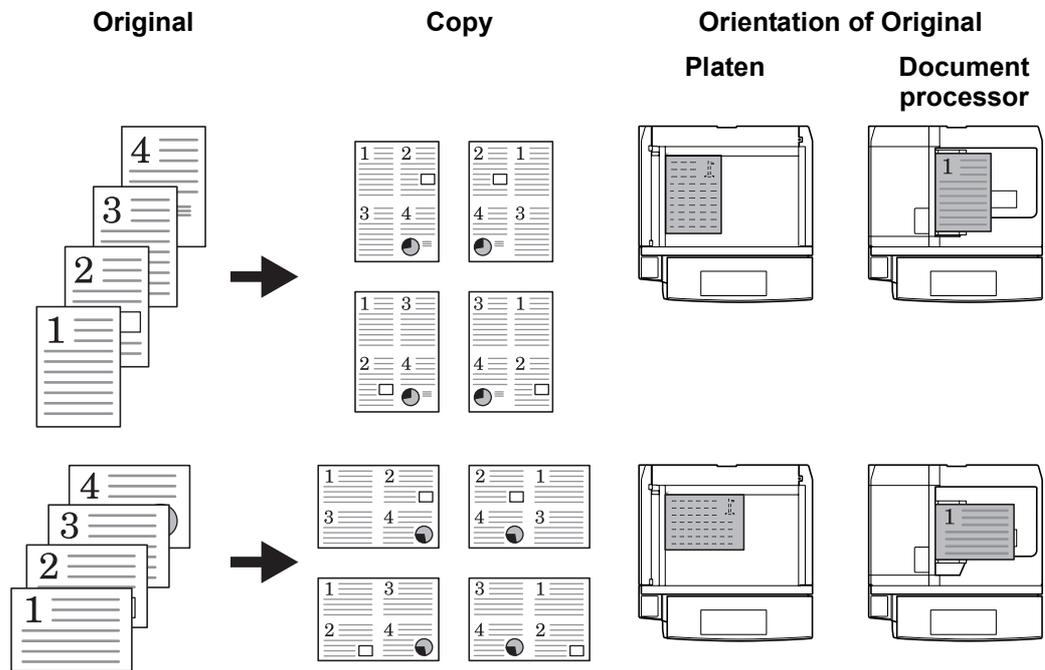
NOTE: When placing the original on the platen, copy originals in the page order.

Types of Page Boundary Lines

Choose from the following options for lines to indicate page boundaries.

None	Solid	Dotted	Borders (Cropmark)
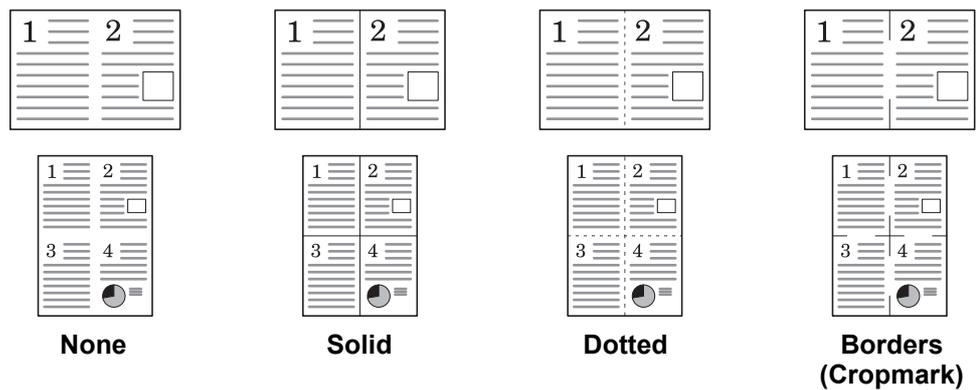
Follow the steps as below to combine originals.

1   Press [Function].

2   Press [Combine] ([Merge copy]).

3 Press either [2 in 1] ([2-in-1]) or [4 in 1] ([4-in-1]).
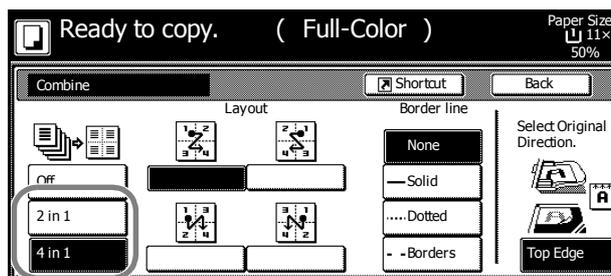
4 Select desired page sequence from *Layout*.

5 Select the page boundary line from *Border line*.

6 Place the original and press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Margin Mode

You can shift the original image to make space on the copy for binding on the left (right) or top (bottom) side. Margin widths are as follows.

Model Type	Range
Inch models	0 - 3/4" (1/8" increments)
Metric models	0 - 18 mm (1 mm increments)

Margin on the Back Side

When duplexing, you can also specify the margin on the back side.

Auto – automatically sets margins to match the front side setting. When [Auto] is specified, the left and right margins on the front are reversed on the back. In other words, when the left margin of the front side is set to 1/2" (10 mm), the back side right margin is set to 1/2" (10 mm). The top and bottom margin widths on the back will match those on the front.

Separate Front/Back Margins – Enables you to specify the front and back settings separately.

NOTE: You can set the default margin width. For further details, refer to *Setting Margin Defaults* on page *7-9*.

Follow the steps as below to use the Margin mode.

1   Place the original so the top edge is aligned with the back or left of the platen.

2   Press [Function].

3   Press [Margin/Centering] ([Margin/Imag.Shift]).

4   Press [Margin].
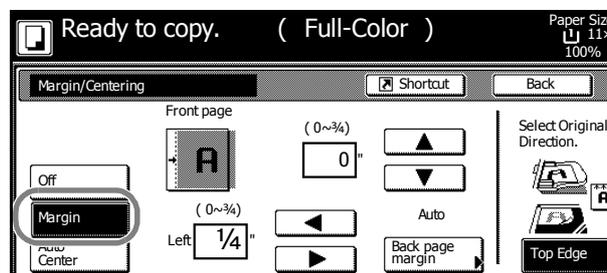
5   Press [▲], [▼], [◀] or [▶] to adjust the top, bottom, left and right margins.

6   For duplex copying, press [Back page margin].

7   Press [Auto] or [Front/Back margin].

[Auto] specifies the margin on the back side automatically based on the front margin.

For [Front/Back margin], press [▲], [▼], [◀] or [▶] to adjust the top, bottom, left and right margins.
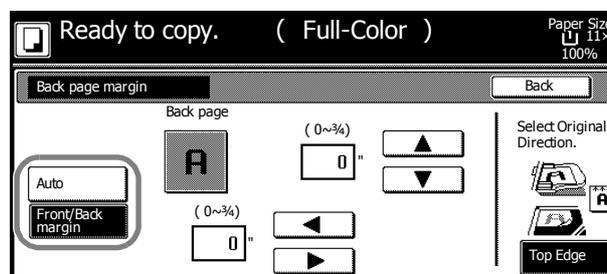
8   Depending on the placed original, select [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]) from *Select Original Image Direction*.

9   Press the **Start** key. Copying begins.

Centering Originals

When copying onto paper larger than the original size, centers the original image on the paper.
Follow the steps as below for centering.

1 Place the original so the top edge is aligned with the back or left of the platen.

2 Press [Function].

3 Press [Margin/Centering] ([Margin/Imag.Shift]).

4 Press [Auto Center] ([Image shift]).
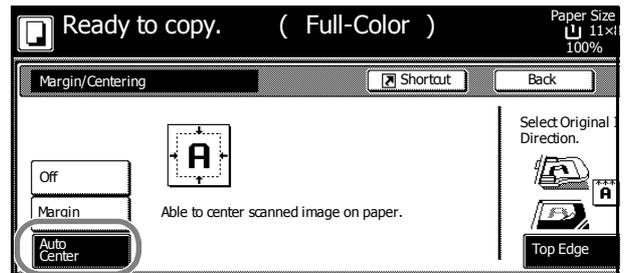
5 Depending on the placed original, select [Top Edge] ([Back Edge)] or [Left Top Edge] ([Left top corner]) from *Select Original Image Direction*.

6 Press the **Start** key. Copying begins.

Border Erase

Prevents the appearance of shadows from around the edges of originals.

Choose from the following Border Erase modes.

- **Sheet Border Erase** – Use this mode to erase black borders around the single sheet original.

Original ▶ **Copy**
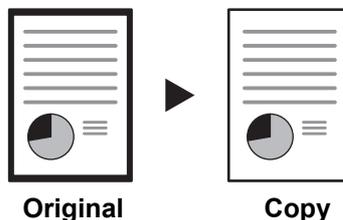
- **Book Border Erase** – Use this mode to erase black borders around the edges and in the middle of the original such as a thick books. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Original ▶ **Copy**
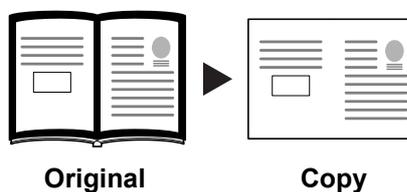
- **Separate Border Erase** – Use this mode to specify border widths individually on all sides to erase.

Original ▶ **Copy**
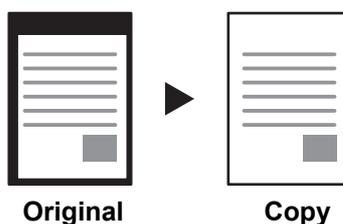
The border widths that can be set for each mode are as follows.

Model Type	Range
Inch models	0 - 2" (1/8" increments)
Metric models	0 - 50 mm (1 mm increments)

NOTE: You can set the default width for erasing borders. For further details, refer to *Erasing Borders* on page *7-10*.

Sheet Border Erase

Follow the steps as below to erase the black borders from around the edges of the single sheet original.

1   Place the original.

2   Press [Function].

3   Press [Border Erase] ([Erase Mode]).

4 Press [Sheet Erase] ([Border Erase]).
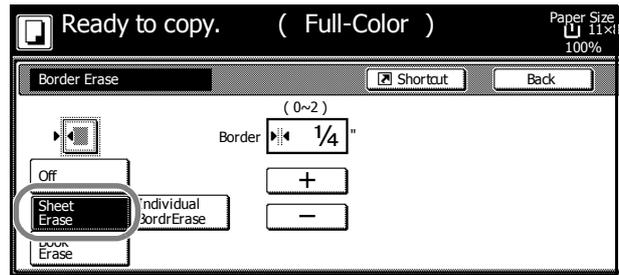
5 Press [+] or [–] to set the border erase width.

With metric models, you can enter the border width directly using the numeric keys afer pressing [#-Keys].

6 Press the **Start** key. Copying begins.

Book Border Erase

Follow the steps as below to erase the black borders around the edges of original such as a book.

1 Place the original.

2 Press [Function].

3 Press [Border Erase] ([Erase Mode]).

4 Press [Book Erase].
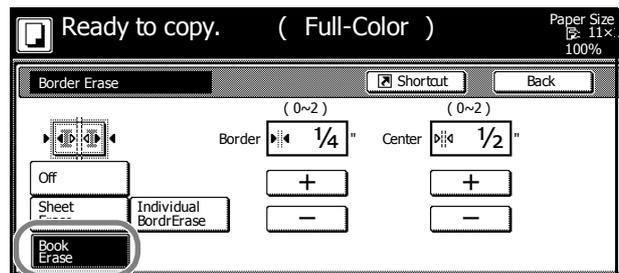
5 Press [+] or [–] to set the *Border* (outer edges) and *Center* (middle) border widths.

With metric models, you can enter the border width directly using the numeric keys afer pressing [#-Keys].

6 Press the **Start** key. Copying begins.

Separate Border Erase

Follow the steps as below to erase the black borders specifying the width of the borders individually.

1 Place the original so the top edge is aligned with the back or left of the platen.

2 Press [Function].

3 Press [Border Erase] ([Erase Mode]).

4 Press [Individual BordrErase] ([Individual Erase Mode]).
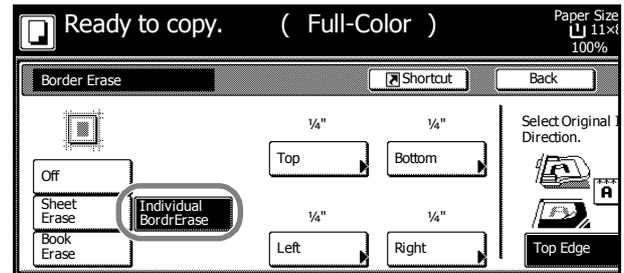
5 Depending on orientation of the placed original, select [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]) from *Select Original Image Direction*.

6 From [Top], [Bottom], [Left] and [Right], select the desired border to adjust the border width.

7 Press [+] or [–] to set the border erase width.

With metric models, you can enter the border width directly using the numeric keys afer pressing [#-Keys].
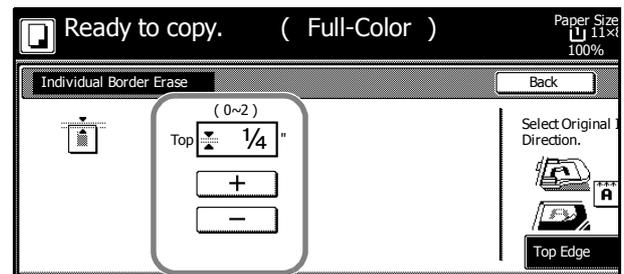
8 Press [Close]. To specify widths of other borders to erase, repeat steps 6 - 8.

9 Press the **Start** key. Copying begins.

Poster

For using this device to make copies larger than the maximum paper size, use Poster mode to separate and copy an enlarged image onto multiple pages.

The completed copies have overlapping areas. A single large page can be created by pasting those areas together.

Choose from one of the following 3 enlargement settings.

Original   **Copy**
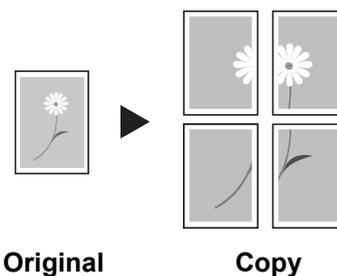
• **Copy size** – The output paper size is chosen from the following sizes. Copy is enlarged according to the selected paper size.

Model Type	Paper size
Inch models	34 × 44", 22 × 34", 17 × 22"
Metric models	A0, A1, A2

• **Auto zoom prioirty** – Specify the output zoom size from 100 to 400%. Image will be output on the necessary number of copies for the specified zoom size.

• **No. of Shts** – Select number of sheets to split the image from 2, 4, or 8 sheets. Copy is enlarged according to the selected number of pages.

NOTE: The available original sizes are 11 × 17", 8 1/2 × 11", A3 and A4R. The available paper sizes are 11 × 17" and A3 only.

Follow the steps as below to use poster enlargement.

1 Place the original.

2 Press [Function].

3 Press [Poster].

4 Select enlargement method.

If [Copy size] is selected, set the output paper size.

If [Auto zoom priority] is selected, set the output zoom size.

If [No. of Shts] is selected, set the number of split pages.

5 Press the **Start** key. Copying begins.
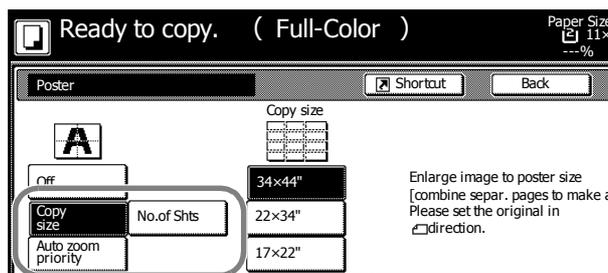
Page Numbering

Numbers multi-page originals in sequential order. The formats of numbering include: [- 1 -], [P. 1], or [1/n]. [1/n] prints the total number of pages in the place of 'n'.

The page number will be centered at the bottom of the page.

Original	[- 1 -]	[P. 1]	[1/n]
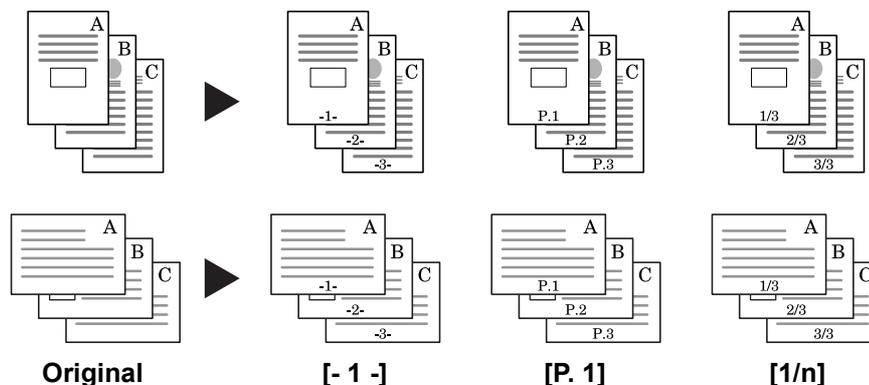
Follow the steps as below for page numbering.

1 Place the original so the top edge is aligned with the back or left of the platen.

2 Press [Function].

3 Press [Page #] ([Page numbering]).

4 Select the page stile from [- 1 -], [P. 1], or [1/n].
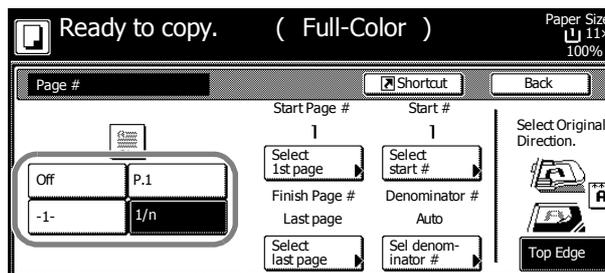
5 To start page numbering from the page other than the first page, press [Select 1st page] ([Setting 1st page]).

6 Press [+] or [–] to select the starting page and press [Close].
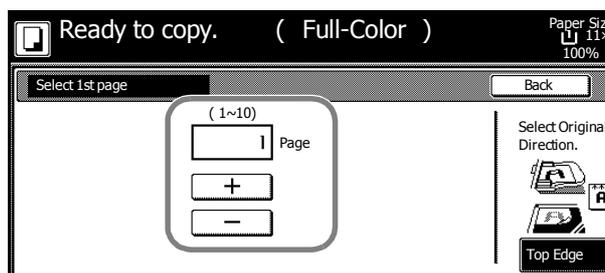
7 To specify the starting a number other than 1, press [Select start #] ([Setting Start page]).

8 Press [+] or [–] to select the starting page and press [Close].

Press [# keys] ([#-Keys]) to enter with numeric keys.

Ready to copy. (Full-Color) Paper Size 11×1 100%

Select start #   Back

(1~999)

1

+

–

keys

Select Original Direction.

Top Edge
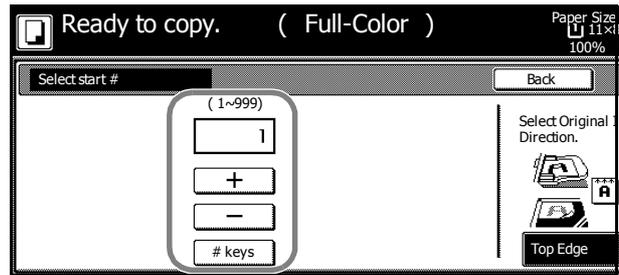
9 To specify the page to end numbering, press [Select last page] ([Setting last page]).

10 Press [Manual].

Ready to copy. (Full-Color) Paper Size 11×1 100%

Select last page   Back

(0~10)

0 Page

Auto   +

Manual   –

Select Original Direction.

Top Edge
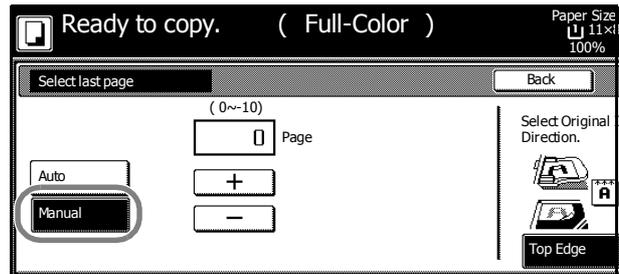
11 Press [+] or [–] to select the starting page and press [Close].

12 For [1/n], to manually set the number for 'n', press [Select denominator #] ([Set Denomin. #]).

13 Press [Manual].

Ready to copy. (Full-Color) Paper Size 11×1 100%

Select denominator #   Back

(1~999)

1

Auto   +

Manual   –

keys

Select Original Direction.
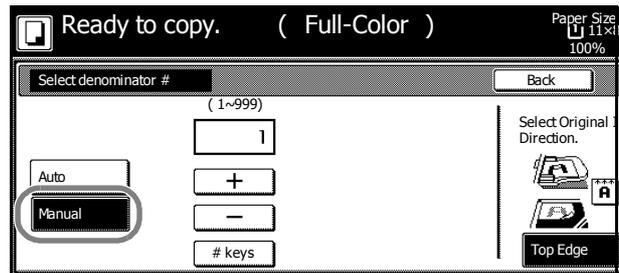
Top Edge

14 Press [+] or [–] to select the number for 'n' and press [Close].

Press [# keys] ([#-Keys]) to enter with numeric keys.

15 Depending on the placed original, select [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]) from *Select Original Image Direction*.

16 Press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Cover Mode

Use a distinctive front and/or back cover. Change the paper source and copy the first and lage page of the original onto colored or thick paper.

Cover sheet types	Description
Front cover	Copies the first page of the original onto cover sheet specified paper as the cover page.
Front Cvr + Back Cvr	Copies the first page and last page of the original onto cover sheet paper as back and front covers.

Paper for the cover page is fed from the MP tray. To supply cover paper from a cassette, refer to *Specifying Cassette for Cover Paper* on page *7-7*.

For duplex copying, The cover page is also printed on both sides.

Follow the steps as below for adding covers.

1 Place the original.

2 Press [Function].

3 Press [Cover Mode].

4 Press [Front cover] or [Front Cvr + Back Cvr].
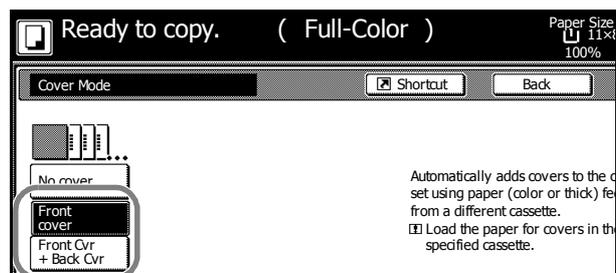
5 Press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Booklet from Sheets

Delivers booklet of two-sided copies with facing pages from one-sided or two-sided originals. Booklets such as magazines can be created by folding at the center. Also, thick paper or colored paper may be inserted as a cover page.

Paper for the cover page is fed from the MP tray. To supply cover paper from a cassette, refer to *Specifying Cassette for Cover Paper* on page *7-7*.

NOTE: Paper sizes available for booklet (sheet original) are limited to 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5 and B5R.

Use the optional 3000 sheet document finisher and folding unit to bind&fold (staple down the middle of the finished output and fold in two). For this operation, the available paper sizes are limited to 11 × 17", 8 1/2 × 14", 8 1/2 × 11", A3, B4 and A4R.

For binding on the left side

The folded copies can be read from left to right.

Original   **Copy**
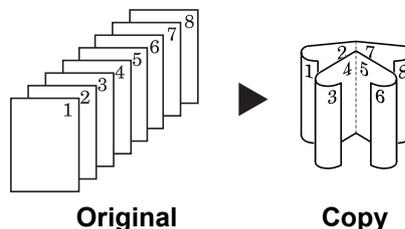
For binding on the right side

The folded copies can be read from right to left.

Original   **Copy**
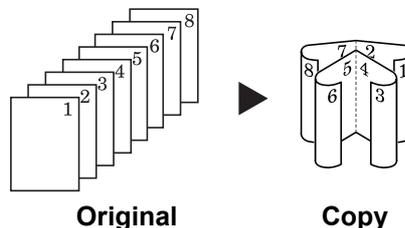
For top binding

The folded copies can be read from top to bottom.
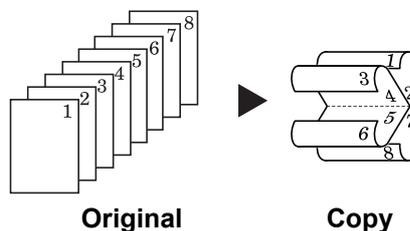
Original   **Copy**

Follow the steps as below for these booklet types.

1   Press [Function].

2   Press [Booklet].

3 Press [Booklet].

```
┌─────────────────────────────────────────────────┐
│ □ 2 sided mode.    ( Full-Color )    Paper Size  │
│                                       11×         │
│                                      100%         │
│ Booklet              🔲Shortcut    Back           │
│         Original  Finished  Stitching             │
│                                     Select Original│
│                              Off    Direction.     │
│  Off      1 sided  Open from  Stitching           │
│                    left       Front cvr           │
│  Booklet  2-sided  Open from    Off      A        │
│           Left/Right right                        │
│  Book     2-sided  Open from  Saddle    Top Edge  │
│  →Booklet Top/Bottom top       Stitch             │
└─────────────────────────────────────────────────┘
```
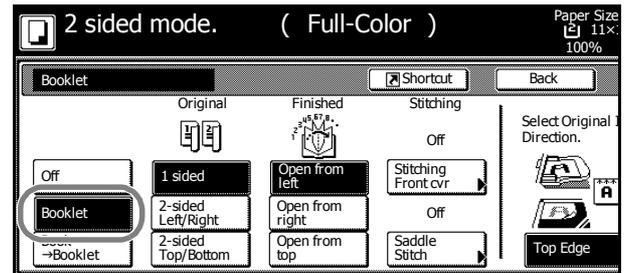
4 Select binding orientation for *Original* and *Finished*.

If the message *Cannot copy with these settings. Modify settings according to the original and finishing* is displayed, verify that you are selecting the correct original orientation (shown at the right of the touch panel) and the correct settings for the original and finished copies.

5 If the optional 3000 sheet document finisher and folding unit are installed, [Saddle stitch] ([Centre Staple]) is displayed. To set bind&fold, press [Saddle stitch] ([Centre Staple]).

Press [Bind & Fold] and press [Close]. Up to 16 sheets (64 pages) can be processed with bind&fold.

```
┌─────────────────────────────────────────────────┐
│ □ 2 sided mode.    ( Full-Color )    Paper Size  │
│                                       11×         │
│                                      100%         │
│ Saddle Stitch                       Back          │
│                                                   │
│                                                   │
│  No cover                                         │
│  Bind &                                           │
│  Fold                                             │
└─────────────────────────────────────────────────┘
```
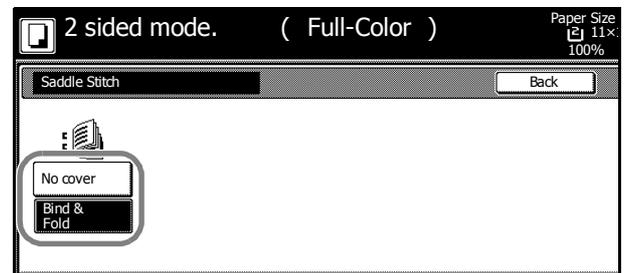
6 To insert a cover page, press [Stitching Front Cvr] ([Stitching Front cov.]).

Press [On] and press [Close].

```
┌─────────────────────────────────────────────────┐
│ □ 2 sided mode.    ( Full-Color )    Paper Size  │
│                                       11×         │
│                                      100%         │
│ Stitching Front Cvr                 Back          │
│                                                   │
│                        Automatically adds covers in book│
│                        binding mode using paper (color │
│  Off                   thick) fed from a different cassette│
│                        ⓘLoad the paper for covers in the│
│  On                    specified cassette.        │
└─────────────────────────────────────────────────┘
```
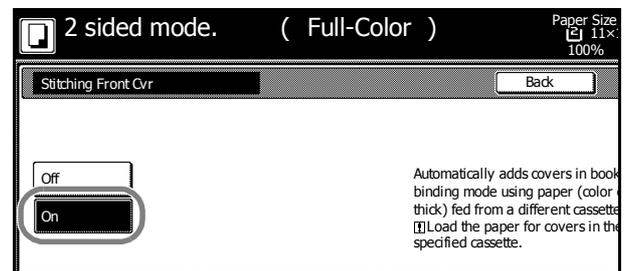
7 Place the original and press the **Start** key.

NOTE: When using the platen, be sure to place the originals in page order.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Booklets from Facing Pages

Copies book originals to booklets consisting of two-sided copies with facing pages. Booklets such as magazines can be created by folding at the center. Also, thick paper or colored paper may be inserted as a cover page.

You can change the cassette set as the paper to be used for the cover page. For further details, refer to *Specifying Cassette for Cover Paper* on page *7-7*.

NOTE: Original sizes that can be used with Booklets from Facing Pages are limited to 11 × 17", 8 1/2 × 11", A3, B4, A4R, B5R, A5R, 8K, and output paper size is limited to 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5 and B5R.

Use the optional 3000 sheet document finisher and folding unit to bind&fold (staple down the middle of the finished output and fold in two). For this operation, the available paper sizes are limited to 11 × 17", 8 1/2 × 14", 8 1/2 × 11", A3, B4 and A4R.

Follow the steps as below for these booklet types.

1 Place the book original and press [Function].

2 Press [Booklet].

3 Press [Book→Booklet].
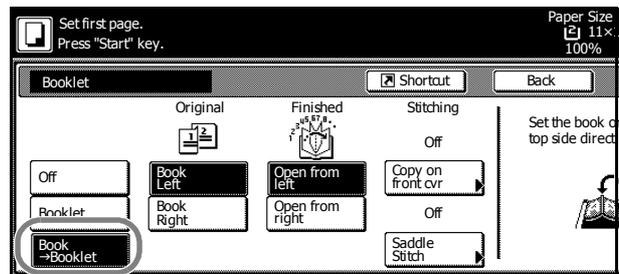
4 Select the original and finished types.

5 If the optional 3000 sheet document finisher and folding unit are installed, [Saddle stitch] ([Centre Staple]) is displayed. To set bind&fold, press [Saddle stitch] ([Centre Staple]).

Press [Bind & Fold] and press [Close]. Up to 16 sheets (64 pages) can be processed with bind&fold.
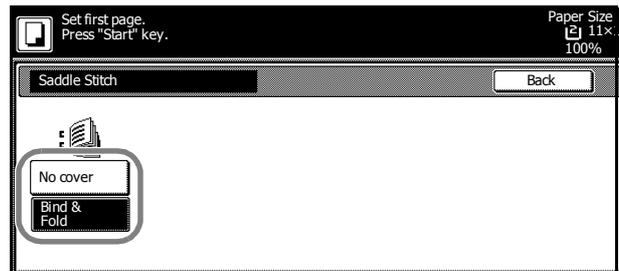
6 To insert a cover page, press [Copy on front cvr] ([Copy on front cov.]).

7 Press [On] and press [Close].
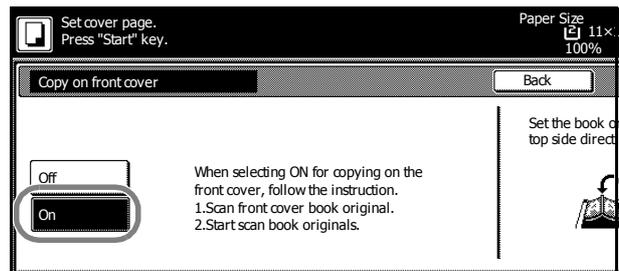
8 Press the **Start** key. Scanning of the original begins.

Scan next original(s) is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Memo Mode

Makes copies with a space for adding notes. You can also copy two originals onto the same sheet with a space for notes.

NOTE: Memo page mode supports 11 × 17", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5, B5R, 8K, 16K page sizes.

Layout A

Reduces images of one original page for copying onto half of a single page, leaving the other half blank for notes.
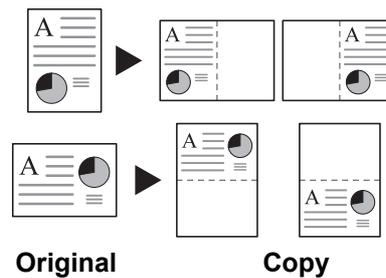
Original   **Copy**

Layout B

Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes.
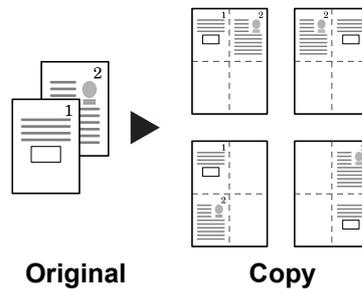
Original   **Copy**

Types of Page Boundary Lines

Choose from the following options for lines to indicate page boundaries.

None   **Solid**   **Dotted**   **Borders (Cropmark)**
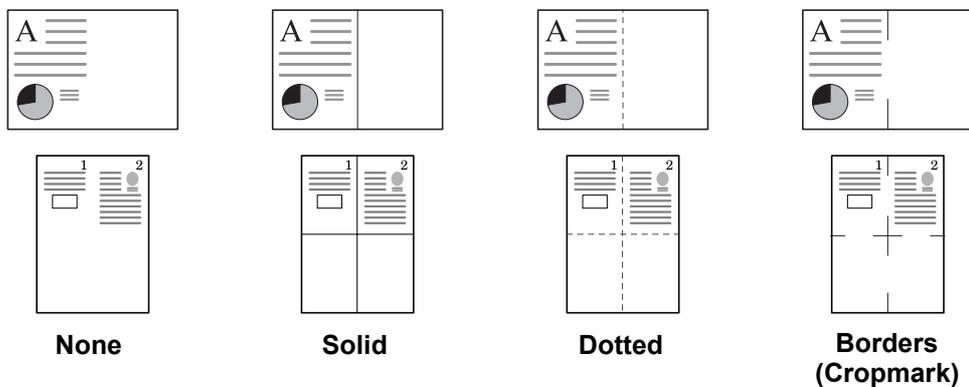
Follow the steps as below for Memo mode.

1   Press [Function] and then press [▼ Down].

2 Press [Memo Pages].

3 Press [Layout A] or [Layout B].
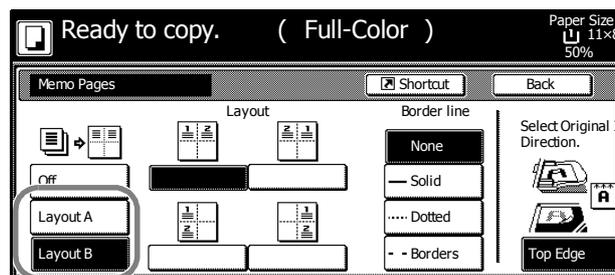
Ready to copy. (Full-Color)	Paper Size 11×8 50%

Memo Pages | Shortcut | Back

Layout | Border line | Select Original Direction.

Off

Layout A

Layout B

None
— Solid
..... Dotted
- - Borders

Top Edge

4 Select desired page sequence from *Layout*.

5 Select the page boundary line from *Border line*.

6 Place the original and press the **Start** key.

If the original has been placed on the optional document processor, copying begins automatically.

If the original is placed on the platen, *Scan next original(s)* is displayed. Place the next original and press the **Start** key.

If all original pages have been scanned, press [Scanning finished]. Copying begins.

Batch Scanning

Scans multiple originals for a single copy job without using the optional document processor. Divide the original into smaller sets and scan each set with the document processor. In Batch Scanning mode, you can continue scanning originals until you press [Scanning finished].

Follow the steps as below to use batch scanning.

1 Press [Function].

2 Press [Batch Scanning].

3 Press [On].
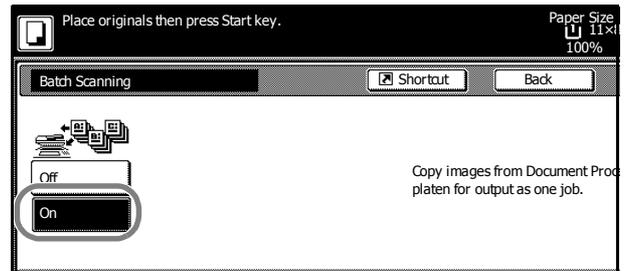
4 Place the original and press the **Start** key.

Place the next original and press the **Start** key. Scan the remaining original pages in the same manner.

When done, press [Scanning finished]. Copying begins.

Sharpness Adjust

Adjust the sharpness of image outlines. When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward [Sharpen]. When copying images made up of patterned dots such as magazine phots, in which moire† patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward [Unsharpen].

Refer to the sample image in *Sharpness Adjust* on page *iii* for examples of the effect of sharpness adjustment.

Follow the steps below to adjust sharpness.

1 Place the original.

2 Press [Function] and then press [▼ Down].

3 Press [Sharpness].

4 Press [Unsharpen] or [Sharpen] to adjust sharpness.
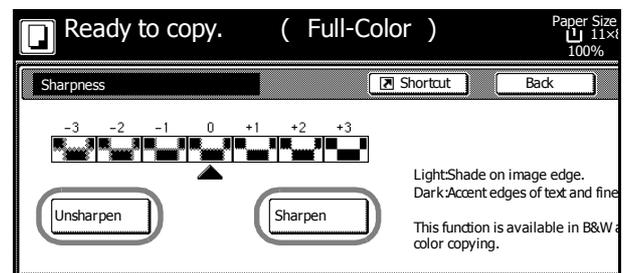
5 Press the **Start** key. Copying begins.

---

† Patterns that are created by irregular distribution of halftone dots.

Background Exposure Adjust

Lightens the background of color originals with dark backgrounds.

NOTE: This feature is used with full color and auto color copying. Background Exposure Adjust is disabled during auto color copying when the a black & white original has been detected.
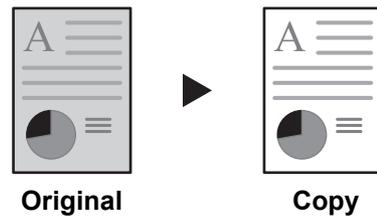
Original   **Copy**

Follow the steps below to use background exposure adjust.

1   Place the original.

2   Press [Color func.] ([Colour func.]).

3   Press [Background exp.adj.].

4   Press [On].

Ready to copy. (Full-Color)	Paper Size 11×I 100%
Background exp. adj.	Shortcut Back

Removes the background of originals when copying.
Available when copying in Color or 2-color mode

Off
On   Lighter   1 2 3 4 5   Darker
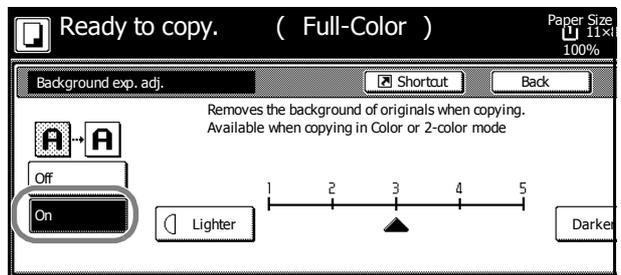
5   Press [Lighter] or [Darker] to adjust the background darkness.

6   Press the **Start** key. Copying begins.

Proof Copy

Make a test copy of a single set to verify settings before printing the remaining sets. If a problem is found, avoid wasting paper canceling the remaining copy job.

Follow the steps below to do a Proof copy job.

1 Press [Function] and then press [▼ Down].

2 Press [Proof Copy] ([Test Copy]).

3 Press [On].

```
┌─────────────────────────────────────────────────────────┐
│ 🖸 Ready to Proof Copy.    ( Full-Color )    Paper Size  │
│                                              📥 11×8      │
│                                                 100%      │
│ ┌──────────────────┐            📤 Shortcut    Back       │
│ │ Proof Copy       │                                      │
│                                                          │
│    📝→📄                                                  │
│                                                          │
│   Off                          Proof copy outputs one set for pro │
│  ┌──────┐                                                 │
│  │  On  │                                                 │
│  └──────┘                                                 │
└─────────────────────────────────────────────────────────┘
```
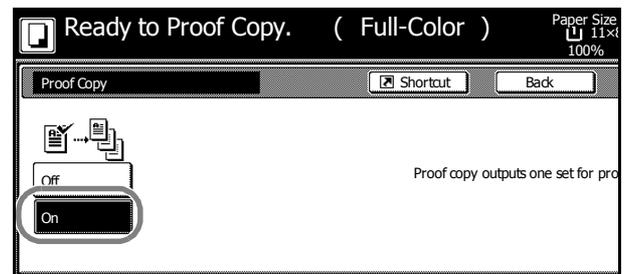
4 Place the original and press the **Start** key. The proof copy begins.

5 After printing a single test copy, a confirmation screen will be displayed, and the copier will remain in standby mode until the job is approved or cancelled. Check the proof copy.

If it is acceptable, press the **Start** key. The remaining sets will be printed.

To change the copy quantity, press [Change Preset] and change the copy count.

```
┌─────────────────────────────────────────────────────────┐
│ 🖸 Check proof copy.                                      │
│    To stop and retry, press "Cancel" key.                │
│    To continue to print, press "Start" key.              │
│                                                          │
│  Orig. Page              Count/Set            Output     │
│  ┌───────┐                                    ┌──────┐   │
│  │   1   │   ▮▮▮▶      0 /   5               │      │   │
│  └───────┘                                    └──────┘   │
│  11×8½"      100%    📥 11×8½"    Plain                   │
│  1 sided     APS       Color, 1 side                      │
│  Top Edge                                     Top tray    │
│   📄 🅰            📊              Change      │
│                                    Preset  ▶  │
│  Job    2                                                 │
└─────────────────────────────────────────────────────────┘
```

If there is a problem with the copy, press [Cancel] to redo the copy settings.
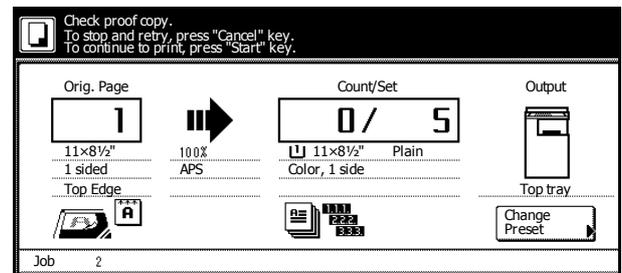
Repeat Copy

Set Repeat Copy to enable printing additional sets if required after copy completion. For confidential documents, configure a passcode to use with Repeat Copy. If set, enter the correct passcode when using Repeat Copy. Printing will not occur if the passcodes do not match.

NOTE: Repeat Copy jobs are erased when the main power is switched off.

Repeat Copy is not available when using document management function.

Repeat Copy is not available if the optional security kit has been installed.

It is also possible to disable Repeat Copy or configure Repeat Copy in default settings mode. For further details, refer to *Enabling Repeat Copy* on page *7-10*.

Preparing a Job for Repeat Copy

Configure Repeat Copy as shown below.

1 Press [Function] and then press [▼ Down].

2 Press [Repeat Copy].

3 Press [On].

For confidential jobs, press [# keys] ([#-Keys]) and input the passcode.
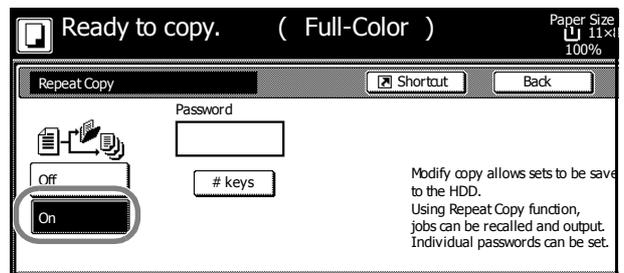
NOTE: Input the passcode 1 - 8 digits in length.

If the passcode is forgotten, Repeat Copy printing is not possible. Keep a record of the passcode as needed.

4 Place the original and press the **Start** key. Copying begins and the job is stored as a Repeat Copy job.

Repeat Copy Output

Press the **Repeat Copy** key to display the *Repeat Copy* list and review stored jobs. Jobs shown in the list can be reprinted, viewed, or deleted.

Re-Printing Jobs

Follow the steps as below to reprint a Repeat Copy job.

1 Press the **Repeat Copy** key.
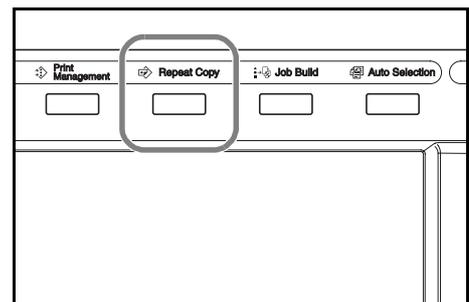
2 Select the job to reprint and press [Reprint].
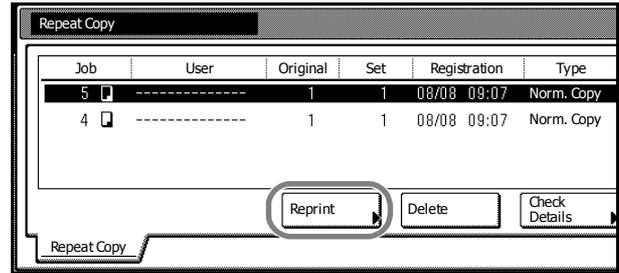
Job	User	Original	Set	Registration	Type
5	--------------	1	1	08/08 09:07	Norm. Copy
4	--------------	1	1	08/08 09:07	Norm. Copy

Repeat Copy

[Reprint] [Delete] [Check Details]

Repeat Copy

3 If a passcode was specified, a passcode input screen is displayed. Use the numeric keys to enter the pass code and press [Enter].

4 Press [+] or [–], or use the numeric keys to set the number of copies.

Stop

5 Set

[+]
[−]
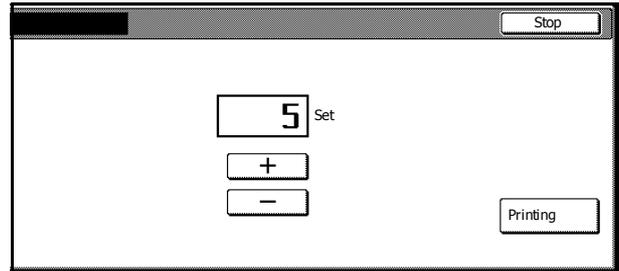
Printing

5 Press [Printing]. Printing begins.

Reviewing Jobs

Follow the steps as below to check the stored Repeat Copy jobs.

1 Press the **Repeat Copy** key.

Print Management   Repeat Copy   Job Build   Auto Selection
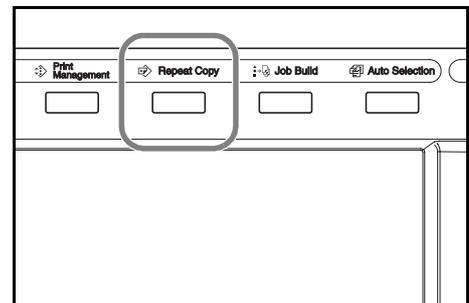
2 Select the job to review and press [Check Details].

3 If a passcode was specified, a passcode input screen is displayed. Use the numeric keys to enter the passcode and press [Enter].

4 Check the job details. Press [Print from 1st] ([Head Print]) to print the first page for reviewing.

Check Details / Reprint

Item	Details
User name	--------------
Job name	--------------
Orig. Page	1
Set	1
Print size	11×8½"
Input Source	Copy
Registration Date	08/08 09:07
Output	Top tray

Print from 1st

Job   5
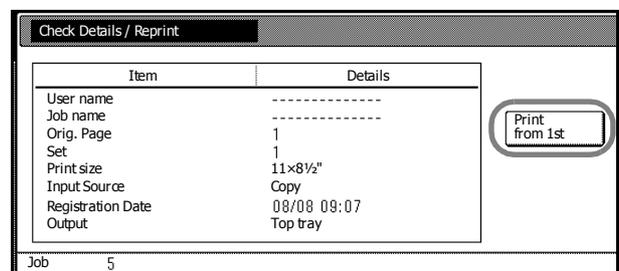
5 After reviewing the job, press [Close]. To review other jobs, repeat steps 2 to 5.

6 Press [End]. The touch panel will return to the [Basic] screen.

Deleting Repeat Copy Jobs

Follow the steps as below to delete stored Repeat Copy jobs.

1 Press the **Repeat Copy** key.
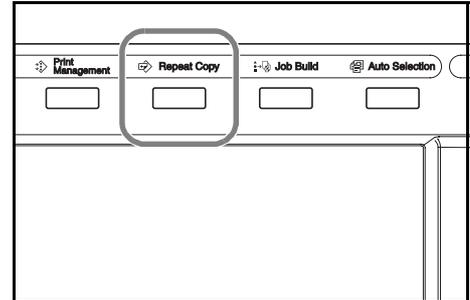
2 Select the job to delete and press [Delete].

3 Press [Yes] to delete the selected job. To delete other jobs, repeat steps 2 and 3.

4 Press [End]. The touch panel will return to the [Basic] screen.

OHP Backing Sheet Mode

When two or three OHP transparencies are stacked on top of each other, static electricity may make them difficult to handle. When using OHP Backing mode, a paper sheet is automatically inserted between each transparency, making them easier to handle. Also, the same original page can be copied to the backing sheet for multiple page copying.

NOTE: Never load OHP transparencies into trays or cassettes other than the MP tray.

When OHP Backing mode is set, the MP tray paper type is automatically set to *Transparency*.

If the optional document finisher or 3000 sheet document finisher is installed, you may need to specify the output destination for finished copies. For further details, refer to *Selecting Output Destination* on page *7-22*.

Backing Copy

After copying to a transparency, copies the same original image to the backing sheet paper. (* denotes OHP film.)
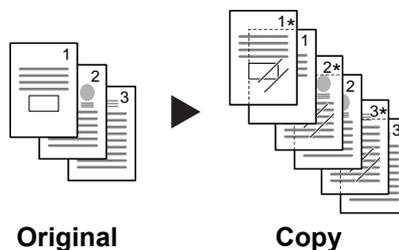
Original   **Copy**

Blank

Outputs a blank backing sheet after copying to a transparency. (* denotes OHP film.)

Original   **Copy**
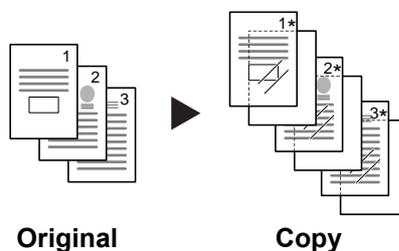
Follow the steps below for OHP Backing Sheet mode.

1   Place the original.

2   Load the transparencies into the MP tray.

IMPORTANT: Fan through the transparencies before loading.

Up to 10 transparencies can be loaded at one time.

Be sure that paper of the same size and orientation as the transparencies is loaded.
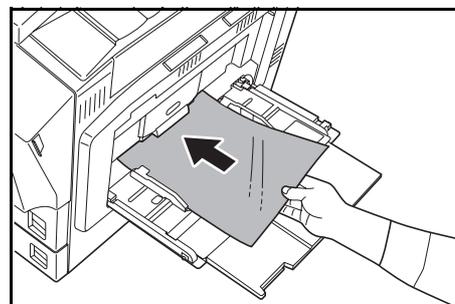
3   Press [Function] and then press [▼ Down].

4   Press [OHP Backing] ([OHP Back]).

5 Press [Copy] or [Blank].

```
┌────────────────────────────────────────────────┐
│ 🔲 Ready to copy.      ( Full-Color )   Paper Size│
│                                          🔲 11×1  │
│                                            100%   │
│ ┌──────────────────┐        ┌─────────┐ ┌──────┐│
│ │ OHP Backing      │        │↗ Shortcut│ │ Back ││
│ └──────────────────┘        └─────────┘ └──────┘│
│   ┌──────┐                                        │
│   │ABC BC│                                        │
│   └──────┘                                        │
│   ┌──────┐            Insert a blank paper between pie│
│   │ Off  │            OHP film, or copy to a OHP back p│
│   └──────┘                                        │
│   ┌──────┐            ⊞ Place the OHP film         │
│   │ Copy │               in the Multipurpose tray. │
│   ├──────┤                                        │
│   │ Blank│                                        │
│   └──────┘                                        │
└────────────────────────────────────────────────┘
```
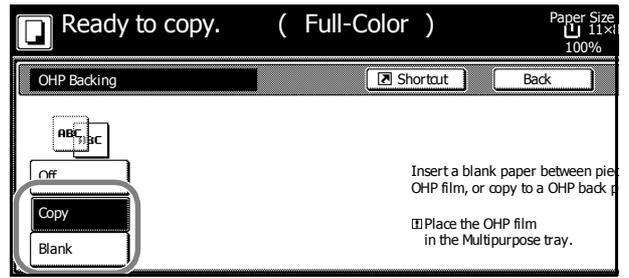
6 Press the **Start** key. Copying begins.

Auto Rotation

Copies the original image rotated clockwise 90 digress if set original and the paper loaded into the cassette are the same size but different orientations.

NOTE: Set whether to enable or disable Auto Rotate mode in default settings mode. For further details, refer to *Selecting Auto Rotation* on page *7-9*.

Auto Rotate mode supports 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", A4, A4R, A5R, B5, B5R, B6R, 16K paper sizes only.

Follow the steps as below to use Auto Rotate.

1   Press [Function] and then press [▼ Down].

2   Press [Auto Rotation].

3   Press [Rotate].

Auto rotation is enabled.
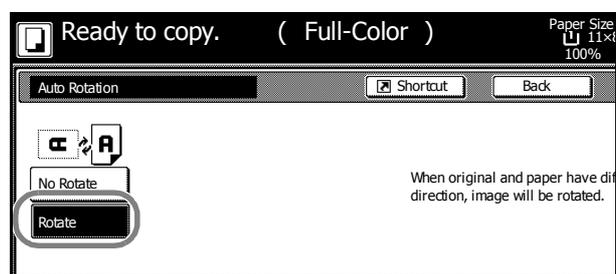
```
┌─────────────────────────────────────────────────────────┐
│ 🔲 Ready to copy.     ( Full-Color )        Paper Size    │
│                                              🔲 11×8       │
│                                                 100%       │
│ ┌──────────────────┐         ┌──────────┐  ┌──────────┐  │
│ │ Auto Rotation    │         │🔀 Shortcut│  │  Back    │  │
│ └──────────────────┘         └──────────┘  └──────────┘  │
│                                                           │
│    ⊄ ⤨ A                                                 │
│  ┌──────────┐                                             │
│  │ No Rotate│              When original and paper have dif│
│  └──────────┘              direction, image will be rotated.│
│  ┌──────────┐                                             │
│  │  Rotate  │                                             │
│  └──────────┘                                             │
└─────────────────────────────────────────────────────────┘
```

Selecting Output Destination

The optional job separator, document finisher, 3000 sheet document finisher or mailbox can be specified as copy output destinations.

Paper Output	Description
Top tray	Outputs to the built-in output tray.
Job separator	Outputs to the optional job separator.
Finisher tray	Outputs to the optional document finisher tray.
Tray A	Outputs to Tray A of the optional 3000 sheet document finisher.
Tray B	Outputs to Tray B of the optional 3000 sheet document finisher.
Tray C	Outputs to Tray C of the optional 3000 sheet document finisher.
Tray 1 - 7	Outputs to Trays 1 - 7 (1 is the uppermost tray) of the optional mailbox.

NOTE: Requires the optional job separator, document finisher, 3000 sheet document finisher or mailbox.

Change the default destination for copies in default settings mode. For further details, refer to *Selecting Output Destination* on page *7-22*.

Follow the steps as below to select the output destination.

1 Press [Function] and then press [▼ Down].

2 Press [Select of Output].

3 Select the output destination.
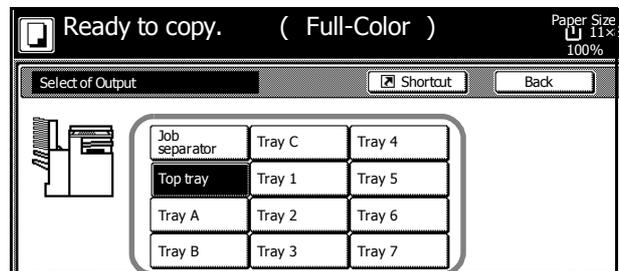
4 Place the original and press the **Start** key. Copying begins.

EcoPrint

Set EcoPrint mode to recude the energy consumed. Use this mode when high-quality copying is not required (e.g., when making test copies).

NOTE: The image may appear lighter.

Follow the below steps to configure EcoPrint.

1 Press [Function] and then press [▼ Down].

2 Press [EcoPrint].

3 Press [On]. EcoPrint is enabled.
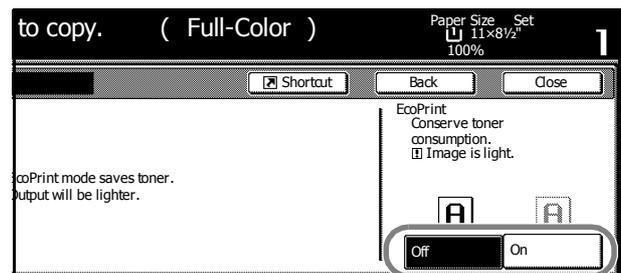
Inverted Copying

Copies the black and white inverted (reversed) images of black and white originals.

NOTE: This function is only available for Black/White copy mode.

Follow the steps as below for Inverted copying.

1   Press [Function] and then press [▼ Down].

2   Press [Invert].

3   Press [On]. Inverted copying is enabled.
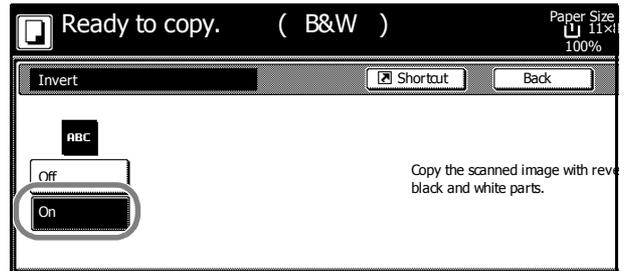
Mirror Copying

Copies mirrored images of the original.

Follow the steps as below for Mirror Copying.

1   Press [Function] and then press [▼ Down].

2   Press [Mirror Image].

3   Press [On]. Mirror copying is enabled.
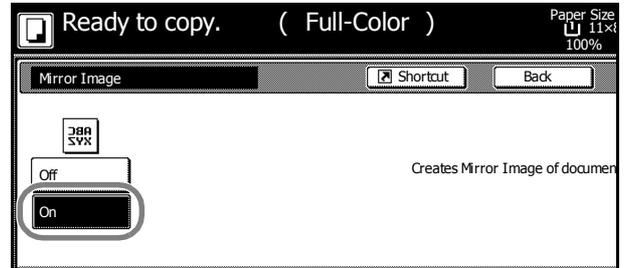
Auto Selection Mode

Use the optional document processor to place originals of different widths in one operation. The size of each original page is automatically detected and each original is automatically printed to the matching paper size or all originals printed are on the same size output paper.

NOTE: This operation requires the optional document processor.

Up to 30 sheets can be loaded in to the document processor at once for Auto Selection mode.

The following paper sizes can be used.
Inch models: 11 × 8 1/2" and 11 × 17", 8 1/2" × 14" and 8 1/2" × 11"
Metric models: A3 and A4, B4 and B5

Mixed Finish size

Each copy is the same size as the original.
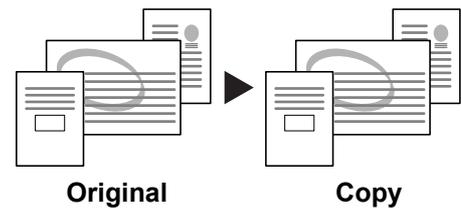
Original   **Copy**

Same Finish Size

All originals are output on a single size copy.

Original   **Copy**
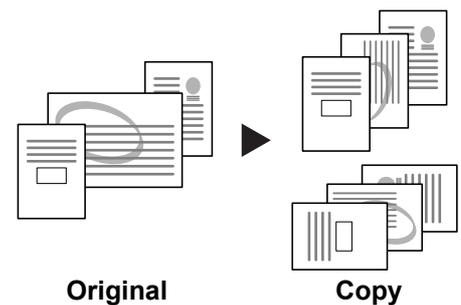
Follow the steps as below for Auto Selection mode.

1   Place originals in document processor.

2   Press the **Auto Selection** key.
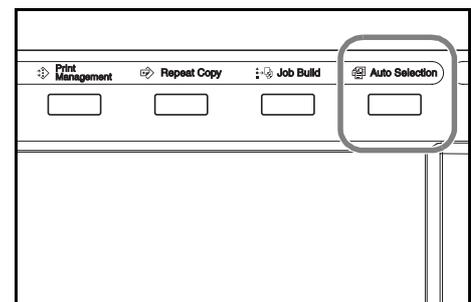
3 Press [Auto selection] or [Unify Size Filing] ([Electronic Filing]).

For [Unify Size Filing] ([Electronic Filing]), select the size of the first original page and press [Close]. Select the paper tray from the [Basic] screen.

```
┌─────────────────────────────────────────────────────┐
│ 🔲 Ready to copy.        ( Full-Color )    Paper Size │
│                                             🔟 11×8   │
│                                              100%     │
│ Auto Selection              📤 Shortcut    Back       │
│              1st pg. Orig                             │
│ 🖹➡🖹      🖹🖹                                        │
│                       ┌──────────┐                    │
│ ┌────┐               │8½×11"/    │  Able to scan mix  │
│ │Off │               │11×8½"     │  size originals at │
│ └────┘               └──────────┘  one time using     │
│ ┌──────────┐         ┌──────────┐  Document process   │
│ │Auto      │         │8½×14"/    │  and copy them in   │
│ │selection │         │11×17"     │  unified paper si   │
│ └──────────┘         └──────────┘                     │
│ ┌──────────┐                                          │
│ │Unify Size│                                          │
│ │Filing    │                                          │
│ └──────────┘                                          │
└─────────────────────────────────────────────────────┘
```
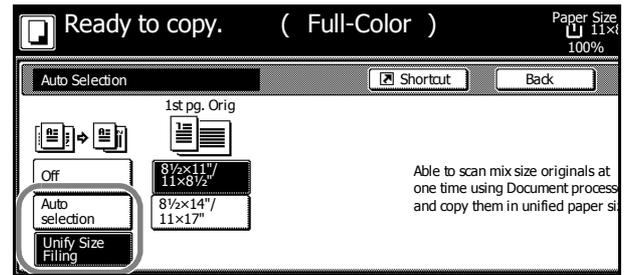
NOTE: In order to correctly set the finished bind direction, set the size of the first page of the original.

4 Press the **Start** key. Copying begins.

Image Repeat Copy

Tiles the 1 copied sheet with an original image. You can also specify the area of the original to repeat.

NOTE: This function is only available when Auto-Rotate (see page *1-41*) is set to [Off].
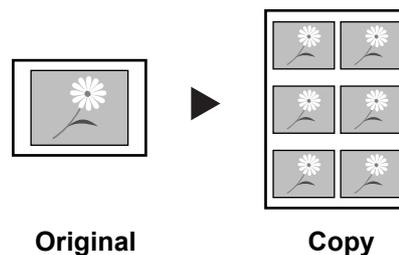
Follow the steps as below to use Image Repeat Copy.

Original   **Copy**

1   Place the original.

2   Press [Function] and then press [▼ Down].

3   Press [Image Repeat].

4   Press [Auto zoom priority].

> Ready to copy.   (Full-Color)   Paper Size 11×I 100%
>
> Image Repeat   Shortcut   Back
>
> (25~400)   SetOrig.Area
> 100 %   +
> Off   Off
> Auto zoom priority   −   On
> # keys
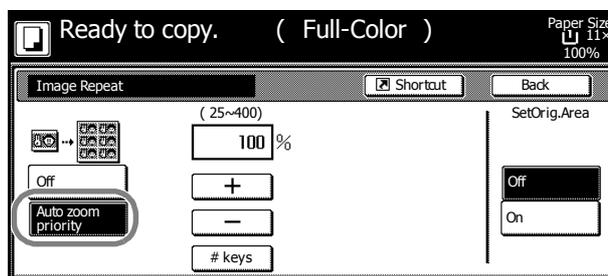
5   Press [+] or [–] to set the zoom size.

Press [# keys] to enter with numeric keys.

6   To set the area of the original to be repeated, press [On] for *Set Orig. Area* and then press [Change #].

7   Press [+] or [–] to input the area of the original to be repeated.

With metric models, you can enter the border width directly using the numeric keys afer pressing [#-Keys].

> Ready to copy.   (Full-Color)   Paper Size 11×I 100%
>
> Set orig. dimensions   Shortcut   Back
>
> (0~119/16)   (0~1615/16)   (1/16~115/8)
> Y1   1/16 "   X1   1/16 "   Y2   1/16 "   X2
> +   +   +
> −   −   −
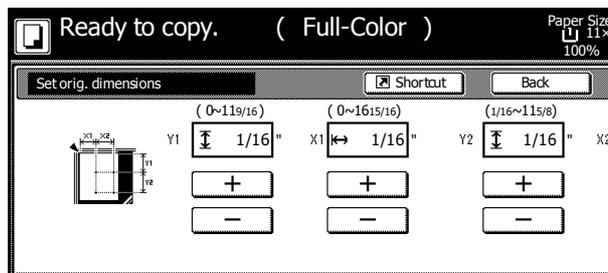
Y1: Length from top left of platen to top edge of repeat area

X1: Length from Height from top left of platen to left edge of repeat area

Y2: Height of repeat area

X2: Width of repeat area
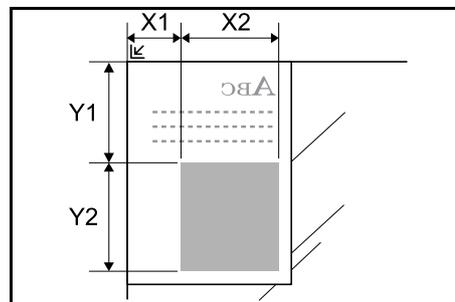
8   Press [Close].

9   Press the **Start** key. Copying begins.

Color Balance Adjust

Adjust the strength of cyan, magenta, yellow, and black to make fine hue adjustments.

NOTE: This feature is used with full color and auto color copying.

This feature can not be used together with Auto Exposure mode (see *Operation Guide*).

This feature can not be used together with One-Touch Image Adjust mode (see page *1-52*).

Refer to the sample image in *Color Balance Adjust* on page *ii* for examples of the effect of color balance adjustment.

Follow the steps below to adjust color balance.

1   Place the original.

2   Press [Color func.] ([Colour func.]).

3   Press [Color balance] ([Colour balance]).

4   Press [On].
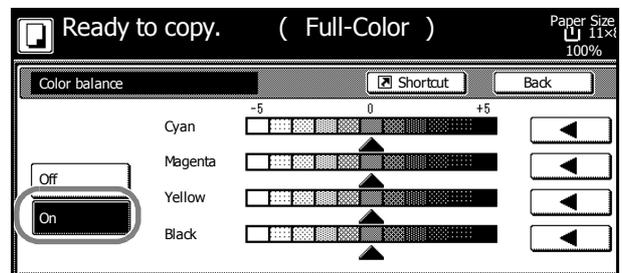
5   Press [◀] or [▶] to the right of each color to be adjusted (*Cyan*, *Magenta*, *Yellow*, *Black*) to adjust each color.

6   Press the **Start** key. Copying begins.

Hue Adjust

Adjust the color (hue) of images. Make adjustments such as adjusting red to a strong yellow-red or yellow to a strong green-yellow to make more creative copies.

The items that may be configured are as follows.

- **All**: Adjust hue for all colors.

- **Yellow-Green&Blue-Magenta**: Adjust color balance for yellow and green, and blue and magenta.

- **Green-Cyan&Magenta-Red**: Adjust color balance for green and cyan, and magenta and red.

- **Cyan-Blue&Red-Yellow**: Adjust color balance for cyan and blue, and red and yellow.
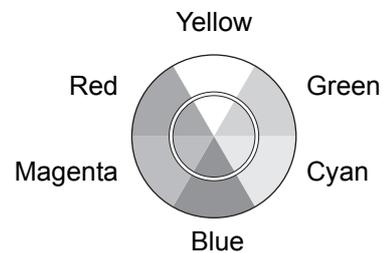
NOTE: This feature is used with full color and auto color copying.

This feature can not be used together with Auto Exposure mode (see *Operation Guide*).

This feature can not be used together with One-Touch Image Adjust mode (see page *1-52*).

These adjustments are especially useful on rich color images.

Follow the steps below to use image hue adjust.

1 Place the original.

2 Press [Color func.] ([Colour func.]).

3 Press [Adjust Hue].

4 Press [All] or [Each].

When [All] is pressed, adjust hue of all colors at once. Press [↻] or [↺] to adjust hue.
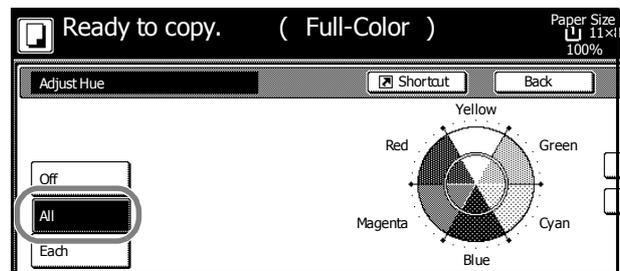
When [Each] key is pressed, select the color combination to adjust and press [↻] or [↺] to adjust hue.
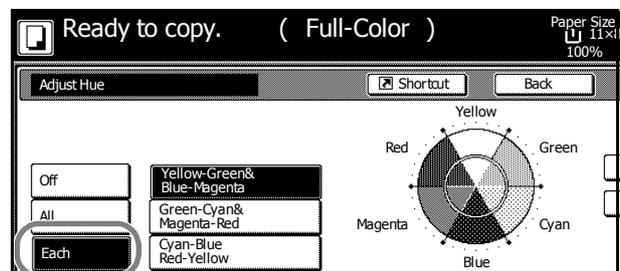
Example 1

Select [Yellow-Green&Blue-Magenta], and press [↻] to adjust yellow closer to green, and blue closer to magenta. (See page *iii* – Sample (1))
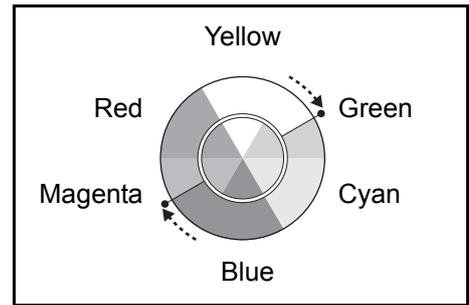
Example 2

Select [Cyan-Blue Red-Yellow], and press [↺] to adjust yellow closer to red , and blue closer to cyan. (See page *iii* ─ Sample (2))
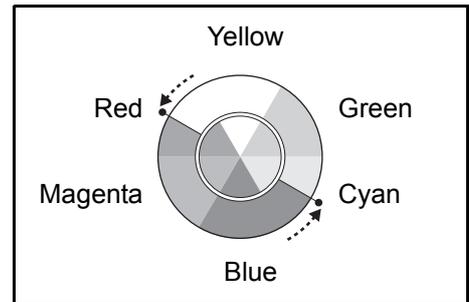
5 Press the **Start** key. Copying begins.

One touch Image Adjust

Adjust images as desired to more vivid or more dull images.

The items that may be configured are as follows: *Vivid*, *Dull*, *Sharp*, *Smooth*, *Light*, *Dark*

Refer to the sample image in *One touch Image Adjust* on page *i* for examples of the effect of each setting.

NOTE: This feature is used with full color and auto color copying.

This feature can not be used together with Auto Exposure mode (see *Operation Guide*).

This feature can not be used together with Color Balance Adjust (see page *1-49*).

Select from one of the 6 available One Touch Image Adjust types. Multiple selections are not possible.

Follow the steps below to use One Touch Image Adjust.

1   Place the original.

2   Press [Color func.] ([Colour func.]).

3   Press [One touch image] ([Quick image]).

4   Select the image.
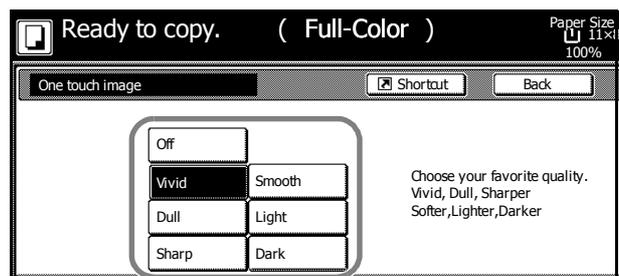
5   Press the **Start** key. Copying begins.

Color/B&W Selection

Use to output a combination of color copies and black & white copies only a few color copies are needed and the rest can be black & white.

NOTE: Color/B&W Selection is only available during full color copying.

Original   **Copy**
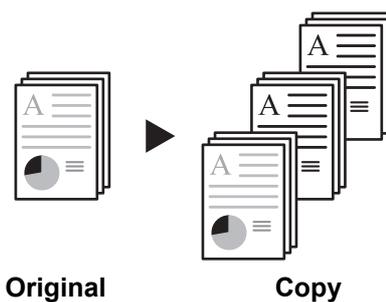
Follow the steps as below to use Color/B&W selection.

1 Place the original.

2 Press [Color func.] ([Colour func.]).

3 Press [Color/B&W selction] ([Color/B&W selction]).

4 Press [On].
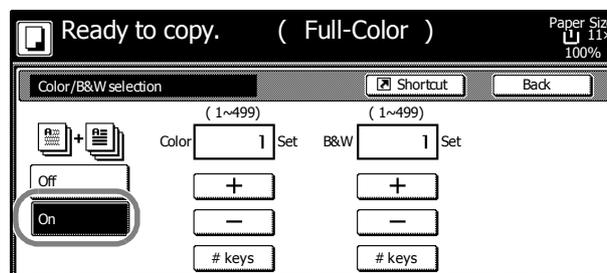
5 Press [+] or [–] to set the number of *Color* (*Colour*) and *B&W* sets.

Press [# keys] to enter with numeric keys.

6 Press the **Start** key. Copying begins.

MonoColor Copy

Specify one of Cyan, Magenta, Yellow, Red, Green, or Blue, and produce copies with that color regardless of original type.

Follow the steps as below for MonoColor Copy.

1 Place the original.

2 Press [Color func.] ([Colour func.]).

3 Press [Mono color] ([Mono colour]).

4 Select color for copying from [Cyan], [Magenta], [Yellow], [Red], [Green] or [Blue].

```
┌─────────────────────────────────────────────────┐
│ 🖶 Ready to copy.      ( Cyan )      Paper Size  │
│                                          11×I    │
│                                          100%    │
│ ┌──────────┐              ┌──────────┐┌────────┐ │
│ │MonoColor │              │↗ Shortcut││  Back  │ │
│ └──────────┘              └──────────┘└────────┘ │
│      ┌─────────────┐                             │
│      │    Off      │                             │
│      ├──────┬──────┤        Only on color        │
│      │ Cyan │ Red  │           selection.        │
│      ├──────┼──────┤                             │
│      │Magenta│Green│                             │
│      ├──────┼──────┤                             │
│      │Yellow│ Blue │                             │
│      └──────┴──────┘                             │
└─────────────────────────────────────────────────┘
```
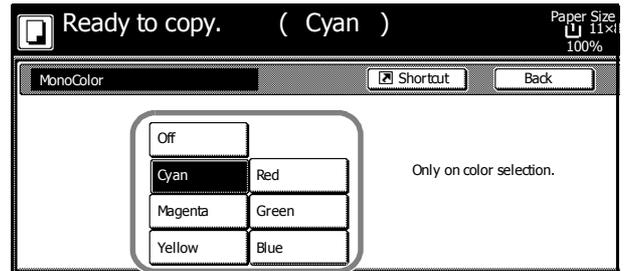
5 Press the **Start** key. Copying begins.

Programmed Copying

Press the program number (1 to 8) to recall the program. After registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs to identify them.

Registering Programs

Follow the steps as below to register a program.

1 Access the copy mode you would like to register and press [Program].

2 Press [Register].

3 Press the number (1 to 8) of the program to register.

```
Register present setting
        Select program number.

  1.  No registration      5.  No registration

  2.  No registration      6.  No registration

  3.  No registration      7.  No registration

  4.  No registration      8.  No registration
```

4 Enter the program name and press [End].

NOTE: Refer to *Character Input Method* on page *7-47* for how to enter text characters.

5 Press [Yes]. The program is registered.

Using Programs to Copy

Press the number (1 to 8) of the program to use for copying.

1 Press [Program].

2 Press the button for the desired program number (1 to 8).

```
 [ ] Ready to copy.      ( Full-Color )        Paper Size
                                                  11×
                                                  100%
    Recall                                     Reg./Delete
  1.  abc            5.  list d
                                               Register
  2.  list a         6.
                                               Delete
  3.  list b         7.  file 1
                                               Change
  4.  list c         8.  file 2                Name
    Basic    User choice    Function    Color func.    Program
```

3 Place the original and press the **Start** key. Copying begins using the configured program.

Editing Program Names

Follow the steps as below to edit the names assigned to registered programs.

1 Press [Program].

2 Press [Change Name].

3 Press the number (1 to 8) of the program to rename.

```
┌─────────────────────────────────────────────────────┐
│ Registration name change                              │
│      Select the number for changing name.             │
│                                                       │
│  1.┌──────────┐              5.┌──────────┐           │
│    │ abc      │                │ list d   │           │
│    └──────────┘                └──────────┘           │
│  2.┌──────────┐              6.  No registration       │
│    │ list a   │                                        │
│    └──────────┘                                        │
│  3.┌──────────┐              7.┌──────────┐           │
│    │ list b   │                │ file 1   │           │
│    └──────────┘                └──────────┘           │
│  4.┌──────────┐              8.┌──────────┐           │
│    │ list c   │                │ file 2   │           │
│    └──────────┘                └──────────┘           │
└─────────────────────────────────────────────────────┘
```

4 Re-enter the program name and press [End]. The modified program name is saved.

NOTE: Refer to *Character Input Method* on page *7-47* for how to enter text characters.

Deleting programs

Follow the steps below to delete saved programs.

1 Press [Program].

2 Press [Delete].

3 Press the number (1 to 8) of the program to delete.

```
┌─────────────────────────────────────────────────────┐
│ Delete registration                                   │
│      Select the number of program to delete.          │
│                                                       │
│  1.┌──────────┐              5.┌──────────┐           │
│    │ abc      │                │ list d   │           │
│    └──────────┘                └──────────┘           │
│  2.┌──────────┐              6.  No registration       │
│    │ list a   │                                        │
│    └──────────┘                                        │
│  3.┌──────────┐              7.┌──────────┐           │
│    │ list b   │                │ file 1   │           │
│    └──────────┘                └──────────┘           │
│  4.┌──────────┐              8.┌──────────┐           │
│    │ list c   │                │ file 2   │           │
│    └──────────┘                └──────────┘           │
└─────────────────────────────────────────────────────┘
```

4 Press [Yes]. The program is deleted.

Assigning Register Keys

Assigns three frequently used functions listed on the [Function] screen and [Color func.] ([Colour func.]) screen to assign keys. Functions may also be assigned from the [Basic] screen or [User choice] screen.

Assigning Register Keys

Follow the steps as below to assign register keys.

NOTE: To assign a register key, first set *Showing the Register Key* on page *7-11* to [On].

1 Open the function you would like to assign.

2 Press [Shortcut] ([Register]).

NOTE: Functions in which [Shortcut] ([Register]) is displayed may be assigned register keys.
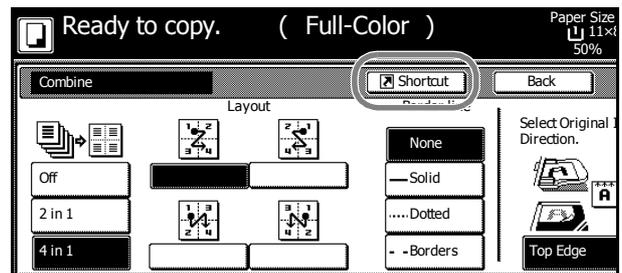
3 Press [Register].

4 Press the number (1 to 3) to be assigned.
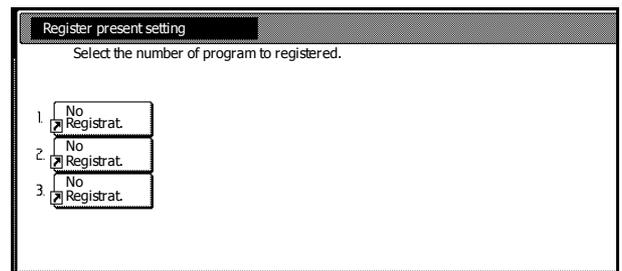
5 Press [Yes]. The registered register keys will be displayed at the right of the [Basic] screen.

Deleting Register Keys

Follow the steps as below to delete Register keys.

1 Press the Register key display the assigned function.

2 Press [Shortcut] ([Register]) to display *Create Shortcut (Register)*.

3 Press [Delete].

4 Press the number (1 to 3) you would like to delete.
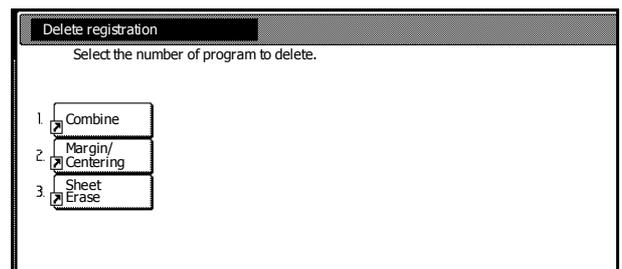
5 Press [Yes]. The register key is deleted.

Job Build

Job Build allows you to scan originals in several separate steps and copy at once. In each step of the scanning process you can specify different settings (such as zooming and border erase) and you can specify different types of originals. Other examples include inserting a blank sheet between sets of copies from each step and specifying a front cover page during a duplexing step.

Job Build Procedure

This procedure describes how to use a job build for the following example.

Example

<Finished Copies>

Pages marked with * are blank, pages shown in gray are colored paper.

<Originals>
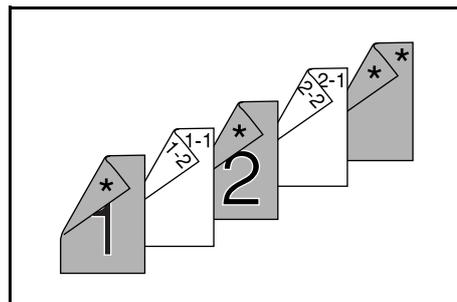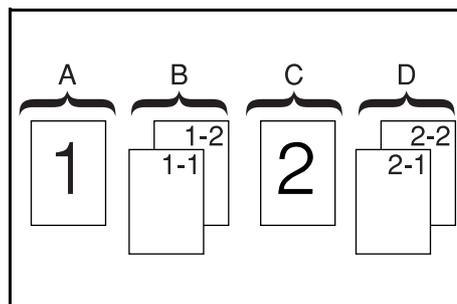
NOTE: In this example, color paper to be used for the cover page is set in the MP tray and regular paper is loaded in Cassette 1.

Open the Job Build Screen. Step 1:

1 Press the **Job Build** key.
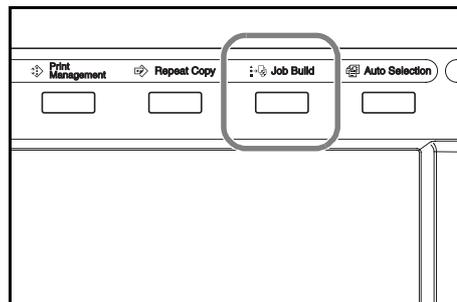
Settings Common to All Steps

Sets Duplexing and Repeat Copy.

NOTE: Set Repeat Copy to increase number of sets later as needed.

Other settings not used in this example may also be configured here. For further details, refer to *Setting Functions* on page *1-62*.

2 Press [1 sided/2 sided]
([1-sided/2-sided]) .
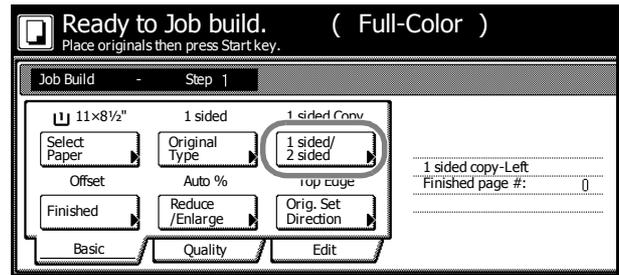
3 Press [2 sided Copy] ([2-sided Copy]),
and from *Finished* select [Open from left]
([Left binding]) and press [Close].
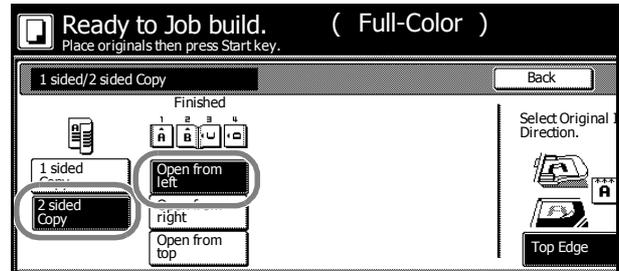
4 Press [Edit] and on the next screen
press [Repeat Copy].
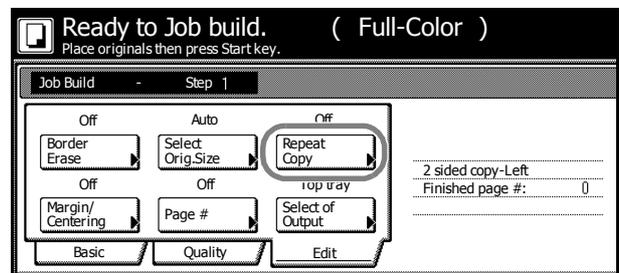
5 Press [On] and press [Close].
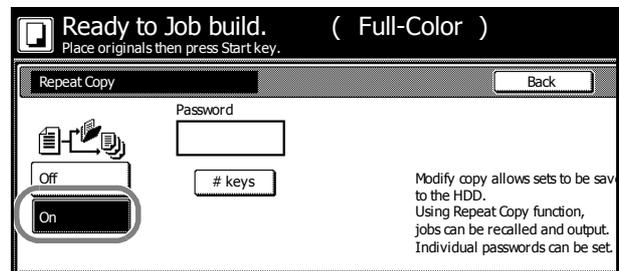
Original A Settings

For paper selection, set MP tray (color
paper).
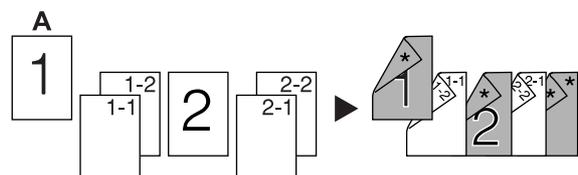
6 Press [Basic]. On the next screen, press
[Select Paper].
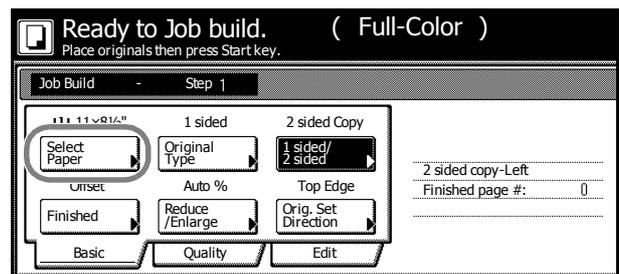
7 Select the MP tray and press the [Close].
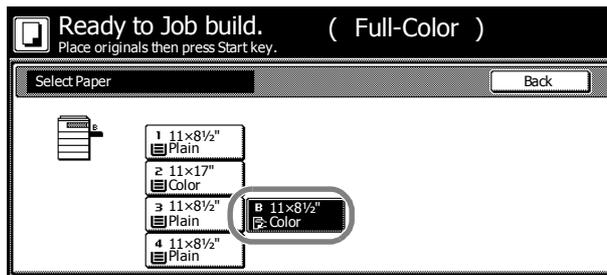
8 Place the Original A and press the **Start** key. Scanning of the original begins.

Step 2: Set Original A Back Side to Blank

9 Press [Print from Front page].

The back side of the page will be left blank and copying will continue from the next page.
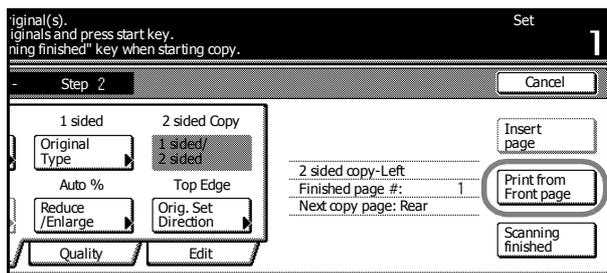
Step 3: Complete the Settings for Original B.

Select Cassette 1 (standard paper) for paper setting.
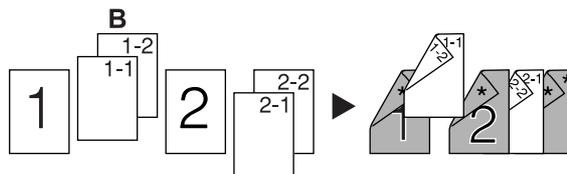
10 Press [Select Paper].

11 Select Cassette 1 and press [Close].

12 Place Original B and press the **Start** key. Scanning of the original begins.

Step 4: Complete the Settings for Original C

For paper selection, set MP tray (color paper).
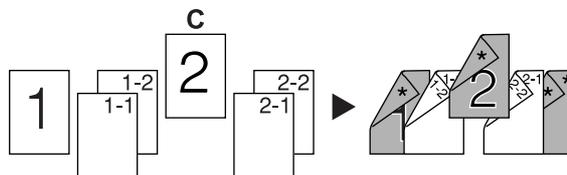
13 Press [Select Paper].

14 Select the MP tray and press [Close].

15 Place Original C and press the **Start** key. Scanning of the original begins.

Step 5: Leave Back Side of Original C Blank

16 Press [Print from Front page].

The back side of the page will be left blank and copying will continue from the next page.
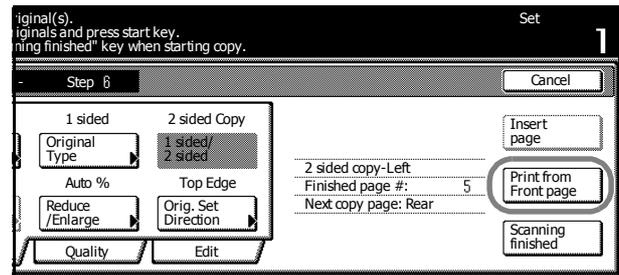
Step 6: Complete the Settings for Original D

Select Cassette 1 (standard paper) for paper setting.
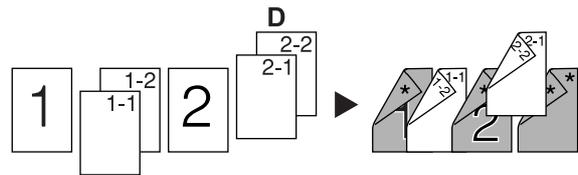
17 Press [Select Paper].

18 Select Cassette 1 and press [Close].

19 Place the Original D and press the **Start** key. Scanning of the original begins.

Step 7: Specify Blank Colored Paper for the Back Cover

For paper selection, set MP tray (color paper).
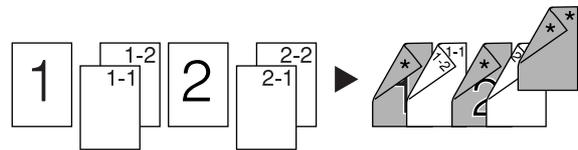
20 Press [Select Paper].

21 Select the MP tray and press [Close].

22 Press [Insert page] ([Insert blank page]).
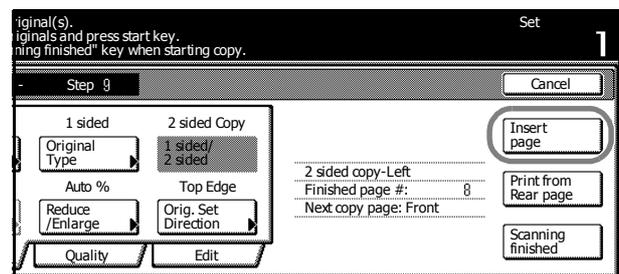
23 All originals have been scanned. Press [Scanning finished]. Printing begins.

24 If there are no problems with the output, use Repeat Copy to produce additional copies as necessary. For further details, refer to *Repeat Copy* on page *1-36*.

This completes the steps for the above operation.

Setting Functions

This section explains the copying functions available when using Job Build.

Select Paper

Select the paper size.

1   Press [Basic]. On the next screen, press [Select Paper].
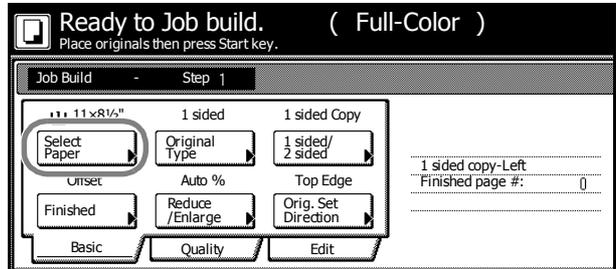
2   Select the MP tray or a cassette and press [Close].

Original Type

Select the original type according to type of original being scanned. The following original types are available.

Original Type	Description
1 sided (1-sided)	Single sided sheet original.
2 sided (2-sided)	2-sided sheet original.
Book	Magazine or book originals with facing pages.

1   Press [Basic]. On the next screen, press [Original Type].

2   Select [1 sided] ([1-sided]), [2 sided] ([2-sided]) or [Book].

When selecting [2 sided], check the binding direction and be sure that the originals are placed in the correct orientation.

When selecting [Book], be sure that the binding direction is correct.

NOTE: [2 sided] ([2-sided]) is displayed when the optional document processor is installed.

3   Press [Close].

1 sided/2 sided Copying

Select either [1 sided Copy] ([1-sided Copy]) or [2 sided Copy] ([2-sided Copy]) for the finish type.

1   Press [Basic]. On the next screen, press [1 sided/2 sided] ([1-sided/2-sided]).

NOTE: 1 sided/2 sided copy selection is common to all steps. It may only be configured as the first step.

2   Press [1 sided Copy] ([1-sided Copy]) or [2 sided Copy] ([2-sided Copy]) and from *Finished* select the binding direction.

3   Check the orientation of the original.

NOTE: Incorrect copying may occur if the original is not placed correctly.

4   Press [Close].

Finish

Set the Finish options. The following settings are available.

- **Offset (Group)** – Each completed set is rotated 90 degrees to the next before stacking.
- **Stapling** – Use the optional document finisher or 3000 sheet document finisher to staple the completed copies.
- **Bind and Staple** – Use the optional 3000 sheet document finisher and folding unit to bind&fold (fold the finished copy in half and staple).
- **Punching** – Use the 3000 sheet document finisher and punching unit to hole punch the completed copies.

1   Press [Basic]. On the next screen, press [Finished].

NOTE: Finish settings are common for all steps. It may only be configured as the first step.

2   For finishing, press [On] ([1 set]). For further details, refer to *Offset Mode* on page *1-9*.

For stapling, press [Staple Mode] and complete the settings. For further details, refer to *Stapling* on page *1-10*.

For punching, press [Punch Mode] and complete the settings. For further details, refer to *Punching* on page *1-12*.

For center margin stapling, press [Saddle Stitch] ([Centre Staple]). Press [Bind & Fold].

3   Check the orientation of the original.

NOTE: Incorrect copying may occur if the original is not placed correctly.

4   Press [Close].

Reducing/Enlarging

Select the desired magnification.

1   Press [Basic]. On the next screen, press [Reduce/Enlarge].

2   Select the desired magnification.

For instructions on reducing/enlarging, refer to *Reducing/Enlarging* in *Chapter 3* of *Operation Guide*.

3   Press [Close].

Original Orientation

Check the orientation of the original.

1   Press [Basic]. On the next screen, press [Orig. Set Direction].

2   Select [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]).

NOTE: Incorrect copying may occur if the original is not placed correctly.

3 Press [Close].

Exposure Level

Set the copy exposure. The setting items are as follows.

Item	Description
Auto	Automatically adjusts copy contrast.
Manual	Manually adjust the copy contrast.

1 Press [Quality] and on the next screen press [Exposure Mode].

```
┌──────────────────────────────────────────────────┐
│ ▣ Ready to Job build.        ( Full-Color )        │
│    Place originals then press Start key.            │
│ ┌────────────────────────────────────────────┐    │
│ │ Job Build      -      Step 1                 │    │
│ └────────────────────────────────────────────┘    │
│   Density 4      Text + Photo      Off              │
│  ┌────────┐    ┌────────┐    ┌────────┐            │
│  │Exposure│    │Orig.Image│  │EcoPrint│            │
│  │Mode    ▶│   │Quality  ▶│  │        ▶│  1 sided copy-Left │
│  └────────┘    └────────┘    └────────┘   Finished page #:    0 │
│   Off           Off           Off                  │
│  ┌────────┐    ┌────────┐    ┌────────┐            │
│  │Color   │    │Adjust Hue│  │Sharp   │            │
│  │balance ▶│   │        ▶│  │-ness   ▶│            │
│  └────────┘    └────────┘    └────────┘            │
│   ╱ Basic ╱  ╱ Quality ╱   ╱ Edit ╱                │
└──────────────────────────────────────────────────┘
```
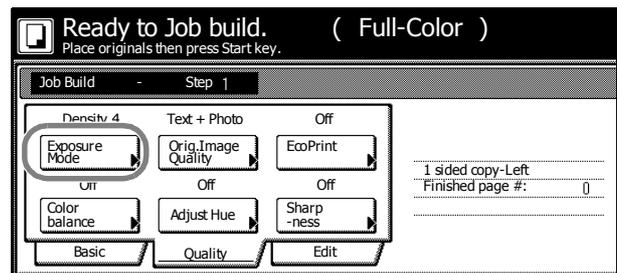
2 Select [Auto] or [Manual].

If [Manual] is selected, press [Lighter] or [Darker] to adjust the contrast.

3 Press [Close].

Original Image Quality

Specify the Image Quality based on the original type.

1 Press [Quality] and on the next screen, press [Orig. Image Quality] ([Image Quality]).

2 Select the image quality. For further details on image quality, refer to *Setting Image Quality* in *Chapter 3* of *Operation Guide*.

3 Press [Close].

EcoPrint

Set EcoPrint to save toner consumption.

1 Press [Quality] and on the next screen press [EcoPrint].

NOTE: EcoPrint is a common setting to all steps. It may only be configured as the first step.

2 Press [On]. EcoPrint is enabled.

3 Press [Close].

Color Balance Adjust

Adjust the strength of cyan, magenta, yellow, and black to make fine hue adjustments.

1 Press [Quality] and on the next screen press [Color balance] ([Colour balance]).

2 Press [On] to adjust each color. For further details, refer to *Color Balance Adjust* on page *1-49*.

3 Press [Close].

Hue Adjust

Adjust the color (hue) of images.

1 Press [Quality] and on the next screen press [Adjust Hue].

2 Press [All] or [Each] to adjust the hue. For further details, refer to *Hue Adjust* on page *1-50*.

3 Press [Close].

Sharpness Adjust

Adjust the sharpness of image outlines.

1 Press [Quality] and on the next screen press [Sharpness].

2 Press [Unsharpen] or [Sharpen] to adjust the setting. For further details, refer to *Sharpness Adjust* on page *1-33*.

3 Press [Close].

Border Erase

Prevents the appearance of shadows from around the edges of originals. The setting items are as follows.

Item	Description
Sheet Erase (Border Erase)	Erase black borders around the single sheet original.
Individual BordrErase (Individual Erase Mode)	Specify border widths individually on all sides to erase.

1 Press [Edit] and on the next screen press [Border Erase] ([Erase Mode]).
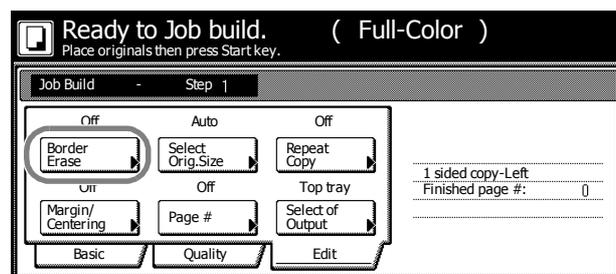
2 Press [Sheet Erase] ([Border Erase]) or [Individual BordrErase] ([Individual Erase Mode]) and specify the border width to erase. For further details, refer to *Border Erase* on page *1-19*.

3 Press [Close].

Selecting original size

Specify the size of the original.

1 Press [Edit] and on the next screen press [Select Orig.Size] ([Select Size Orig.]).

2 Set the original size. For further details, refer to *Selecting original size* on page *1-3*.

3 Press [Close].

Repeat Copy

Specify Repeat Copy as follows. Simply complete this setting once as an initial step.

1   Press [Edit] and on the next screen press [Repeat Copy].

NOTE: Repeat Copy setting is common to all steps. It may only be configured as the first step.

2   Press [On] to activate Repeat Copy. For further details, refer to *Repeat Copy* on page *1-36*.

3   Press [Close].

Margin/Centering

Set margin (blank borders) and centering options.

1   Press [Edit] and on the next screen press [Margin/Centering] ([Margin/Imag.Shift]).

NOTE: Margin/Centering setting is common to all steps. It may only be configured as the first step.

2   Press [Margin] or [Auto Center] ([Image shift]). For further details, refer to *Margin Mode* on page *1-17* and *Centering Originals* on page *1-18*.

3   Press [Close].

Page Numbering

Specify page numbering in the sequence of originals as follows.

1   Press [Edit] and on the next screen press [Page #] ([Page numbering]).

NOTE: Page numbering configuration is common to all steps. It may only be configured as the first step.

2   For further details about page numbering, refer to *Page Numbering* on page *1-23*.

3   Press [Close].

Selecting Output Destination

The optional job separator, document finisher, 3000 sheet document finisher or mailbox can be specified as copy output destinations.

1   Press [Edit] and on the next screen press [Select of Output].

NOTE: Output destination is displayed with the optional job separator, document finisher or 3000 sheet document finisher is installed.

The output destination setting applies to all other steps. It may only be configured as the first step.

2   Specify the output destination. For further details, refer to *Selecting Output Destination* on page *1-42*.

3   Press [Close].

2 Document and Output Management Functions

This chapter explains the functions used for managing original documents as well as jobs during copying.

- Document Management Functions...2-2
- Output Management Functions...2-11

Document Management Functions

Overview of Document Management Functions

Document management functions enable you to store documents (such as scanned images of originals) on the machine hard disk for printing later.

Documents are assigned to different 'boxes', the document storage areas, depending on the functions to be used. Stored documents are accessible from the boxes where they are kept until deleted.

The following boxes are available.

Box	Description	Reference Page
Shared Data Box	For storage of documents consisting of scanned originals. Users can print any number of sets whenever needed.	page *2-2*
Synergy Print Box	For storage of documents consisting of scanned originals. Up to ten of these documents can be combined into a single copy job for printing.	page *2-5*

Shared Data Box

Save originals as documents in the Shared Data Box to print them later in the desired quantity without the actual originals. It is particularly convenient to register frequently used formats.

Registering Documents

Register documents in the Shared Data Box as follows. The box can store up to 100 documents.

1   Place the original to be saved as a document and press the **Document Management** key.

2   Press [Document Input] ([Document Registr.]). under *Shared Data Box*.
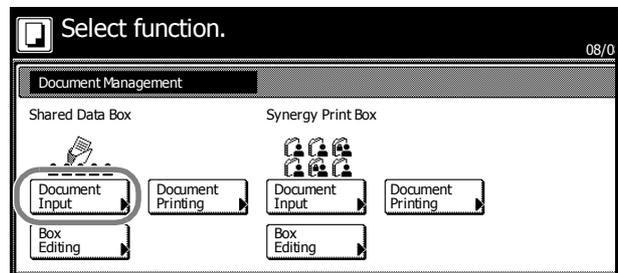
Select function.
08/0
Document Management
Shared Data Box   Synergy Print Box
Document Input | Document Printing | Document Input | Document Printing
Box Editing | | Box Editing

3   Press [Change Name] and input the document name.

Refer to *Character Input Method* on page *7-47* for how to enter text.

If you prefer not to name the document, go to the next step.

Ready to register doc. (Full-Color)   Original 11×8½"
Place originals then press Start key.   08/0
Document Input
Shared Data Box
Documents
Doc001
                                Auto   1 sided
                        Select Orig.Size | Original Type
                                Auto size   100%
                        Select Regi. Size | Reduce /Enlarge
Change Name   Basic   Quality
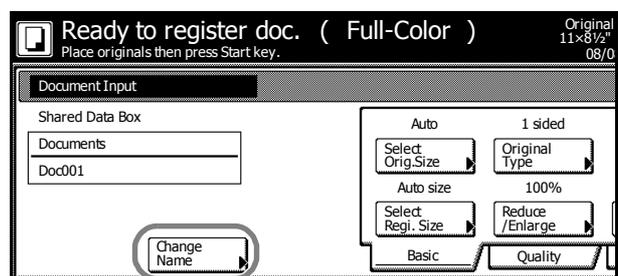
4 Press the **Auto Color**, **Full Color** or **Black&White** key to select a color mode.

5 Complete the scanning settings required for the original.

The following functions are available.

Tab	Function
Basic	Selection of original sizes, selection of original types, selection of document sizes, zooming, and original orientation
Quality	Scan exposure level, image quality, color balance †, hue adjustment †, sharpness
Edit	Border erase and batch scanning

† This setting is available when the color mode is set to Full Color or Auto Color.

6 Press the **Start** key. Scanning of the original begins. Display is returned to *Document Management* when complete. To continue registering other documents, replace the original and repeat steps 2 to 6.

Printing Documents

Print documents stored in the Shared Data Box as follows.

1 Press the **Document Management** key.

2 Press [Document Printing] under *Shared Data Box*.

3 Select the job to reprint and press [Finish selecting].
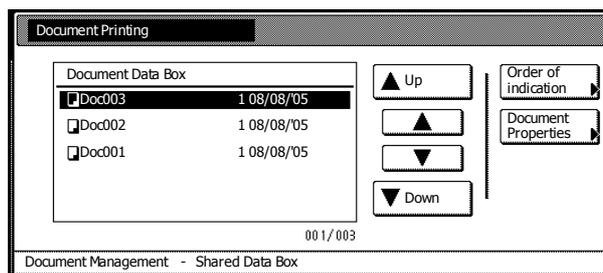
NOTE: You can change the document sort order. Press [Order of indication] and select from [Sort by Date] ([New→Old] and [Old→New]) and [Sort by Name] ([A→Z] and [Z→A]).

Press [Document Properties] ([Check/Rev. Details]) to verify details of the selected document. For further details, refer to *Reviewing and Renaming Documents* on page *2-4*.

4 Complete the function settings as required.

The following functions are available.

Tab	Function
Basic	Paper selection, 1-sided/2-sided, sort/offset, stapling †
Edit	Cover page, booklet, margins, page numbering, output selection ††

† Requires the optional document finisher or 3000 sheet document finisher.

†† Requires the job separator, document finisher, or 3000 sheet document finisher.

To change your document selection, press [Select document] and select the document(s) again.

5 Use the numeric keys to enter the copy quantity.

6 Press the **Start** key. Printing begins.

Reviewing and Renaming Documents

Check the size, save time and other information on documents stored in the Shared Data Box. Also, rename documents. You can also print the first page of documents for review.

1 Press the **Document Management** key.

2 Press [Document Printing] or [Box Editing] under *Shared Data Box*.

3 Select the document to verify and press [Document Properties] ([Check/Rev. Details]).

NOTE: You can change the document sort order. Press [Order of indication] and select from [Sort by Date] ([New→Old] and [Old→New]) and [Sort by Name] ([A→Z] and [Z→A]).

```
Box Editing

Document Data Box                        Up      Order of
 Doc003          1 08/08/'05                     indication
 Doc002          1 08/08/'05             ▲       Document
 Doc001          1 08/08/'05                     Properties
                                         ▼
                                       ▼ Down    Delete
                                001/003
Document Management  -  Shared Data Box
```

4 Check the displayed selection.

Press [Print from 1st] ([Head Print]) to print the first page for reviewing.

To rename the document, press [Change doc. name] and enter the new document name.

Refer to *Character Input Method* on page *7-47* for how to enter text.

```
Check/Correct Details

Item                    Details
User name               - - - - - - -
Document Name           Doc003              Change
Registration Size       11×8½"              doc. name
Orig. Set Direction     Top Edge
page #                  1
Input Source            Copy
Resolution
Registration Date       08/08/'05 05:41     Print
                                            from 1st
Document Management  -  Shared Data Box  -  Box Editing
```
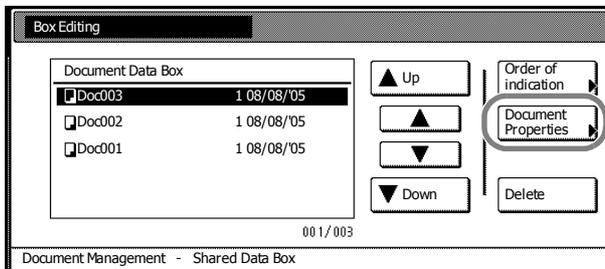
5 Press [Close] after all settings are complete. The touch panel will return to the screen in step 3. To verify another document, repeat steps 3 - 5.

6 Press [Cancel] ([Job cancel]) or [Close]. Display is returned to *Document Management*.

Deleting Documents

Delete unnecessary documents in the Shared Data Box.

1 Press the **Document Management** key.

2 Press [Box Editing] under *Shared Data Box*.

3 Select the job to delete and press [Delete].

NOTE: You can change the document sort order. Press [Order of indication] and select from [Sort by Date] ([New→Old] and [Old→New]) and [Sort by Name] ([A→Z] and [Z→A]).

```
Box Editing

Document Data Box                        Up      Order of
 Doc003          1 08/08/'05                     indication
 Doc002          1 08/08/'05             ▲       Document
 Doc001          1 08/08/'05                     Properties
                                         ▼
                                       ▼ Down    Delete
                                001/003
Document Management  -  Shared Data Box
```
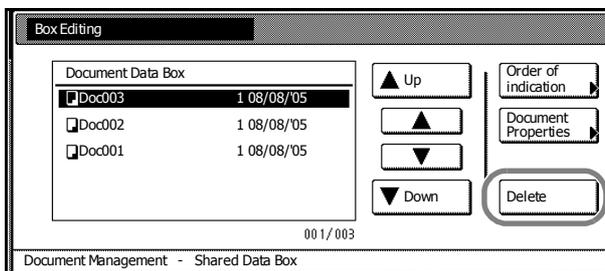
4 Press [Yes]. To delete other documents, repeat steps 3 and 4.

5 Press [Close]. Display is returned to *Document Management*.

Synergy Print Box

Register originals as documents in the Synergy Print Box to print later in the desired quantity as needed without the originals themselves. Up to ten of these documents can be combined into a single copy job for printing. You can also print out all documents in the Synergy Print Box as a single job.

The Synergy Print Box holds 100 individual boxes (numbered 001 to 100). The boxes can be assigned to each department.

Registering Documents

Register documents in the Synergy Print Box as follows.

1 Place the original to be saved as a document and press the **Document Management** key.

2 Press [Document Input] ([Document Registr.]) under *Synergy Print Box*.
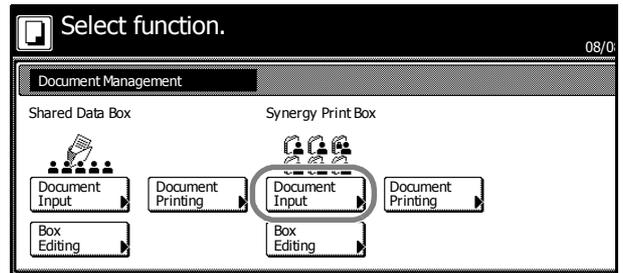
3 Select the destination box. Directly press the box key or use the numeric keys to input the box number and press [Enter].
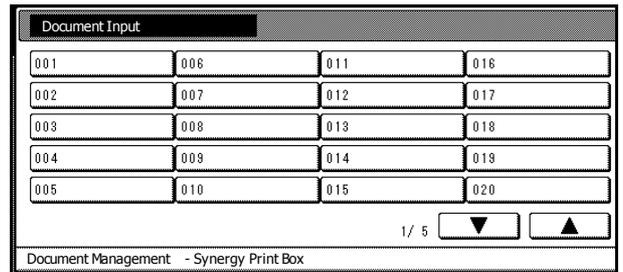
4 Press [Change Name] and input the document name.

Refer to *Character Input Method* on page *7-47* for how to enter text.

If you prefer not to name the document, go to the next step.
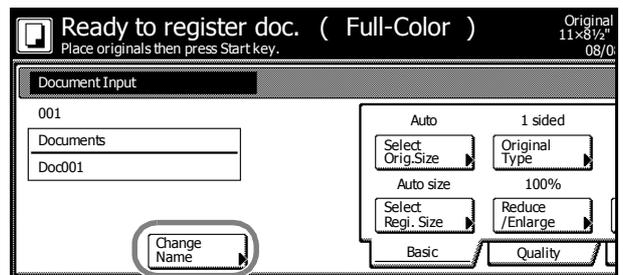
5 Press the **Auto Color**, **Full Color** or **Black&White** key to select a color mode.

6   Complete the scanning settings required for the original.

The following functions are available.

Tab	Function
Basic	Selection of original sizes, selection of original types, selection of document sizes, zooming, and original orientation
Quality	Scan exposure level, image quality, color balance †, hue adjustment †, sharpness
Edit	Border erase and batch scanning

†   This setting is available when the color mode is set to Full Color or Auto Color.

7   Press the **Start** key. Scanning of the original begins. Display is returned to *Document Management* when complete. To register other documents, repeat steps 2 to 7.

Combining and Printing Documents

Combine and print documents stored in the Synergy Print Box as follows. You can combine up to 10 documents for printing as a single copy job.

1   Press the **Document Management** key.

2   Press [Document Printing] under *Synergy Print Box*.

3   Select the box where the documents for printing are stored. Directly press the box key or use the numeric keys to input the box number and press [Enter].

If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: See *Setting Box Passwords* on page *2-9* for how to set a password.

4   Select the job to print and press [Finish selecting]. You can choose up to 10 documents.
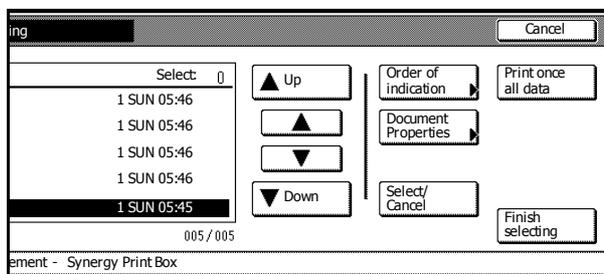
NOTE: You can change the document sort order. Press [Order of indication] and select from [Sort by Date] ([New→Old] and [Old→New]) and [Sort by Name] ([A→Z] and [Z→A]).

Press [Document Properties] ([Check/Rev. Details]) to verify details of the selected document. For further details, refer to *Reviewing and Renaming Documents* on page *2-7*.

When selecting multiple documents, choose documents that are all the same size. An error will occur if you select documents of different sizes.

5 Complete the function settings as required.

The following functions are available.

Tab	Function
Basic	Paper selection, 1-sided/2-sided, sort/offset, stapling †
Edit	Cover page, booklet, margins, page numbering, output selection ††

† Requires the optional document finisher or 3000 sheet document finisher.

†† Requires the job separator, document finisher, or 3000 sheet document finisher.

To change your document selection, press [Select document] and select the document(s) again.

6 Use the numeric keys to enter the copy quantity.

7 Press the **Start** key. Printing begins.

Batch Printing of Documents

Combine and print documents stored in the Synergy Print Box as follows.

1 Press the **Document Management** key.

2 Press [Document Printing] under *Synergy Print Box*.

3 Select the source box. Directly press the box key or use the numeric keys to input the box number and press [Enter].

If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: See *Setting Box Passwords* on page *2-9* for how to set a password.

4 Press [Print once all data]. Printing begins.
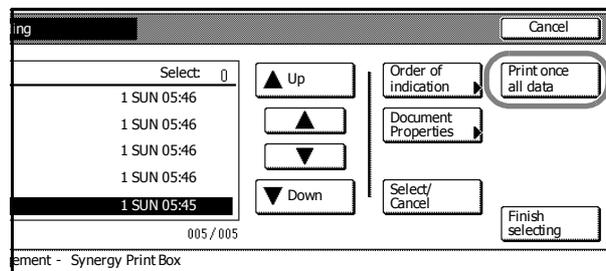
Reviewing and Renaming Documents

Check the size, save time and other information on documents stored in the Synergy Print Box. Also, rename documents. You can also print the first page of documents for review.

1 Press the **Document Management** key.

2 Press [Document Printing] or [Box Editing] under *Synegy Print Box*.

3 Select the box to be checked. Directly press the box key or use the numeric keys to input the box number and press [Enter].

If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: See *Setting Box Passwords* on page *2-9* for how to set a password.

4 Select the document to verify and press [Document Properties] ([Check/Rev. Details]).

> **NOTE:** You can change the document sort order. Press [Order of indication] and select from [Sort by Date] ([New→Old] and [Old→New]) and [Sort by Name] ([A→Z] and [Z→A]).

```
                                    End
                          Order of        Delete all
                          indication      Data/Box
        1 SUN 05:46  ▲ Up
        1 SUN 05:46   ▲       Document     Box
        1 SUN 05:46           Properties   Password
        1 SUN 05:46   ▼
        1 SUN 05:45  ▼ Down    Delete
              001/005
ement - Synergy Print Box
```

5 Check the displayed selection.

Press [Print from 1st] ([Head Print]) to print the first page for reviewing.

To rename the document, press [Change doc. name] and enter the new document name.

Refer to *Character Input Method* on page *7-47* for how to enter text.

```
Check/Correct Details

        Item              Details
User name             - - - - - - - -
Document Name         Doc001
Registration Size     11×8½"                 Change
Orig. Set Direction   Top Edge               doc. name
page #                1
Input Source          Copy
Resolution
Registration Date     08/08/'05 05:45        Print
                                             from 1st
Document Management - Synergy Print Box - Box Editing
```
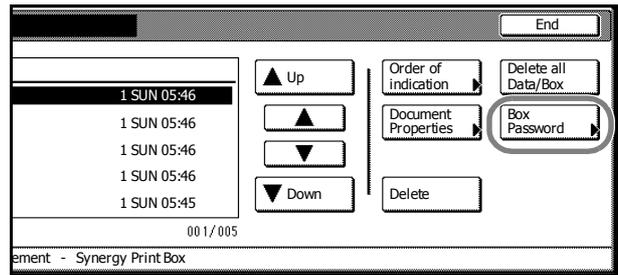
6 Press [Close] after all settings are complete. The touch panel will return to the screen in step 4. To verify another document, repeat steps 4 - 6.

7 Press [Cancel] ([Job cancel]) or [End]. Display is returned to *Document Management*.

Deleting Documents

Delete unnecessary documents from the Synergy Print Box.

1 Press the **Document Management** key.

2 Press [Box Editing] under *Synergy Print Box*.

3 Select the box where the documents to be deleted are stored. Directly press the box key or use the numeric keys to input the box number and press [Enter].

If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

> **NOTE:** See *Setting Box Passwords* on page *2-9* for how to set a password.

4 Select the job to delete and press [Delete].

> **NOTE:** You can change the document sort order. Press [Order of indication] and select from [Sort by Date] ([New→Old] and [Old→New]) and [Sort by Name] ([A→Z] and [Z→A]).

```
Box Editing

  001
  ▯Doc005      1 SUN 05:46    ▲ Up      Order of
  ▯Doc004      1 SUN 05:46             indication
  ▯Doc003      1 SUN 05:46     ▲        Document
  ▯Doc002      1 SUN 05:46     ▼        Properties
  ▯Doc001      1 SUN 05:45   ▼ Down     Delete
                  001/005
Document Management - Synergy Print Box
```
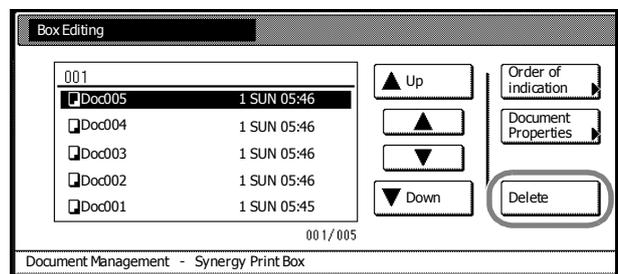
5 Press [Yes]. To delete other documents, repeat steps 4 and 5.

6 Press [End]. Display is returned to *Document Management*.

Deleting All Documents

Delete all documents in selected Synergy Print boxes in one operation.

1   Press the **Document Management** key.

2   Press [Box Editing] under *Synergy Print Box*.

3   Select the box where all documents to be deleted are stored. Directly press the box key or use the numeric keys to input the box number and press [Enter].

If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

NOTE: See *Setting Box Passwords* on page *2-9* for how to set a password.

4   Press [Delete all Data/Box] ([Delete all box data]).
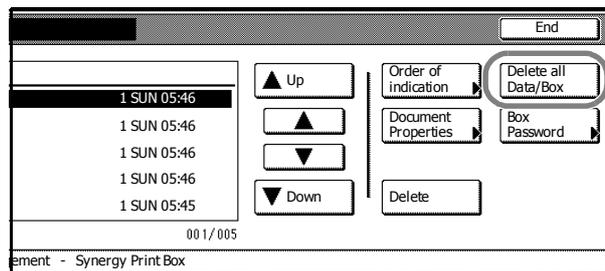
5   Press [Yes].

6   Press [End]. Display is returned to *Document Management*.

Setting Box Passwords

Specify passwords to maintain the confidentiality of documents stored in the Synergy Print Box. A Synergy Print Box password must be entered to review, print, or delete the documents.

1   Press the **Document Management** key.

2   Press [Box Editing] under *Synergy Print Box*.

3   Select the box to be assigned a password. Directly press the box key or use the numeric keys to input the box number and press [Enter].

If a password has been set up for the box, a screen for password entry will be displayed. Use the numeric keys to enter the password and press [Enter].

4   Press [Box Password].
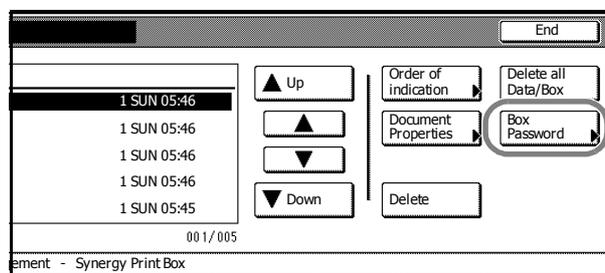
5   Use the numeric keys to enter the password and press [Enter].

NOTE: Enter a password from 1 - 8 digits long.

To skip setting a password, press [Clear] and press [Enter] leaving the fields blank.

6   Press [End]. Display is returned to *Document Management*.

Output Management Functions

Overview of Output Management Functions

Output management functions enable you to manage multiple copy jobs in job queue. You can manage both queued and finished jobs. Also, printing from a computer or data received when using the optional fax function can be managed as a single print job or fax job, just like a copy job.

Output management functions are convenient in the following situations.

Purpose	Method
You want to know the order in which a job will be completed when the job is queued.	You can check the status of currently queued jobs on the [Prt Status] ([Prnt Status]) screen. The jobs will be completed in the order listed, from the top down, enabling you to check the order of your job.
You want to know whether a job has been completed when the job is queued.	Press [Prt Status] ([Prnt Status]). If the document is visible in the [Prt Status] ([Prnt Status]) screen, it has not yet been printed.
You want to verify the print status of a job being printed from a computer or for data received from a fax.	Like a copy job, verify using the [Prt Status] ([Prnt Status]) screen. In the list, □ indicates copy jobs, 🖨 indicates print jobs, and 📠 indicates fax jobs.
You want to check the content of queued copy or print jobs.	Use the [Prt Status] ([Prnt Status]) screen to verify the job type, number of original pages, sets to be printed, save time, and printing status. If you need more detailed information, select a job and press [Document Properties] ([Check/Rev. Details]) to display the job name, output paper size and output destination (if a destination was specified).
You want to quickly print a queued job.	Select the job from the [Prt Status] ([Prnt Status]) screen and press [Move Ahead] ([Move up]). This will move the job to a higher position in the output queue. Or, press [Interrupt Print] to cancel the currently printing job and immediately begin printing the selected job.
You want to cancel printing of a queued copy job.	Select the job from the [Prt Status] ([Prnt Status]) screen and press [Cancel/Delete]. The job is canceled.

Using the Output Management Functions

Manage jobs using the [Prt Status] ([Prnt Status]) screen for output management function.

Press the **Output Management** key. [Prt Status] ([Prnt Status]) screen is displayed.

[Prt Status] Screen

Displays information about current printing status and queued jobs.
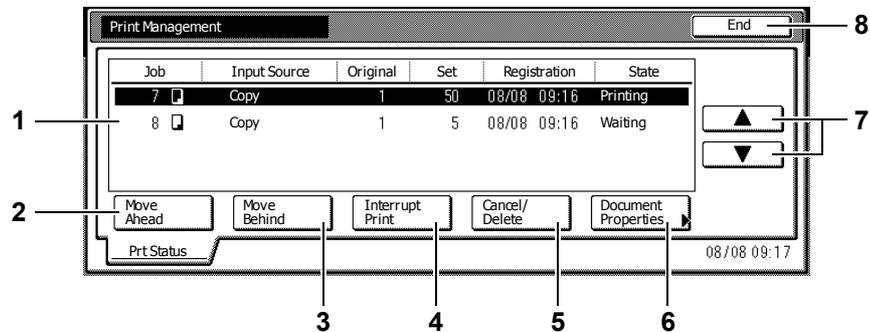
1. **Job List** – Shows job information. The job currently in progress is listed on top, with subsequent jobs listed below in the order they will be finished. *Job* items are indicated by ⬛, print jobs by 🖨, and fax jobs by ☎.

2. **[Move Ahead] ([Move up])** – Increases the print priority of the selected job. (Copy jobs may not be moved to a higher priority than print jobs or fax jobs.)

3. **[Move Behind] ([Move down])** – Decreases the print priority of the selected job.

4. **[Interrupt Print]** – Cancels the current print operation and begins printing the selected job. The job is moved to the top of the list.

5. **[Cancel/Delete]** – Deletes the selected copy job.

6. **[Document Properties] ([Check/Rev. Details])** – Displays the *Check/Correct Details* (*Check/Revise Details*) screen. From this screen, you can check the content of the selected job, change the print quantity, and other details.

7. **[▲]/[▼]** – Use to select the desired job.

8. **[End]** – Close the Output Management Function. Pressing this key displays the [Basic] screen or shows the current progress.

3 Printer Settings

This chapter explains how to configure the printer function. Operation panel settings are used as default settings according to the usage environment. Normally, the printer driver settings made by the application software take precedence.

The main configurable settings are as follows.

Print Status Page

Print a status page to check details such as current settings, available memory, and installed optional equipment.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Print Status Page].
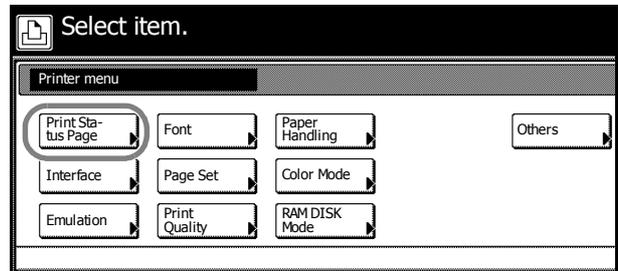
4 Press [Printing].

Processing is displayed and the status page is printed.

5 When printing is complete, the screen returns to printer mode.

Status Page Details

A sample status page output is displayed.

NOTE: Items or values contained in the status page may vary depending on the firmware version.
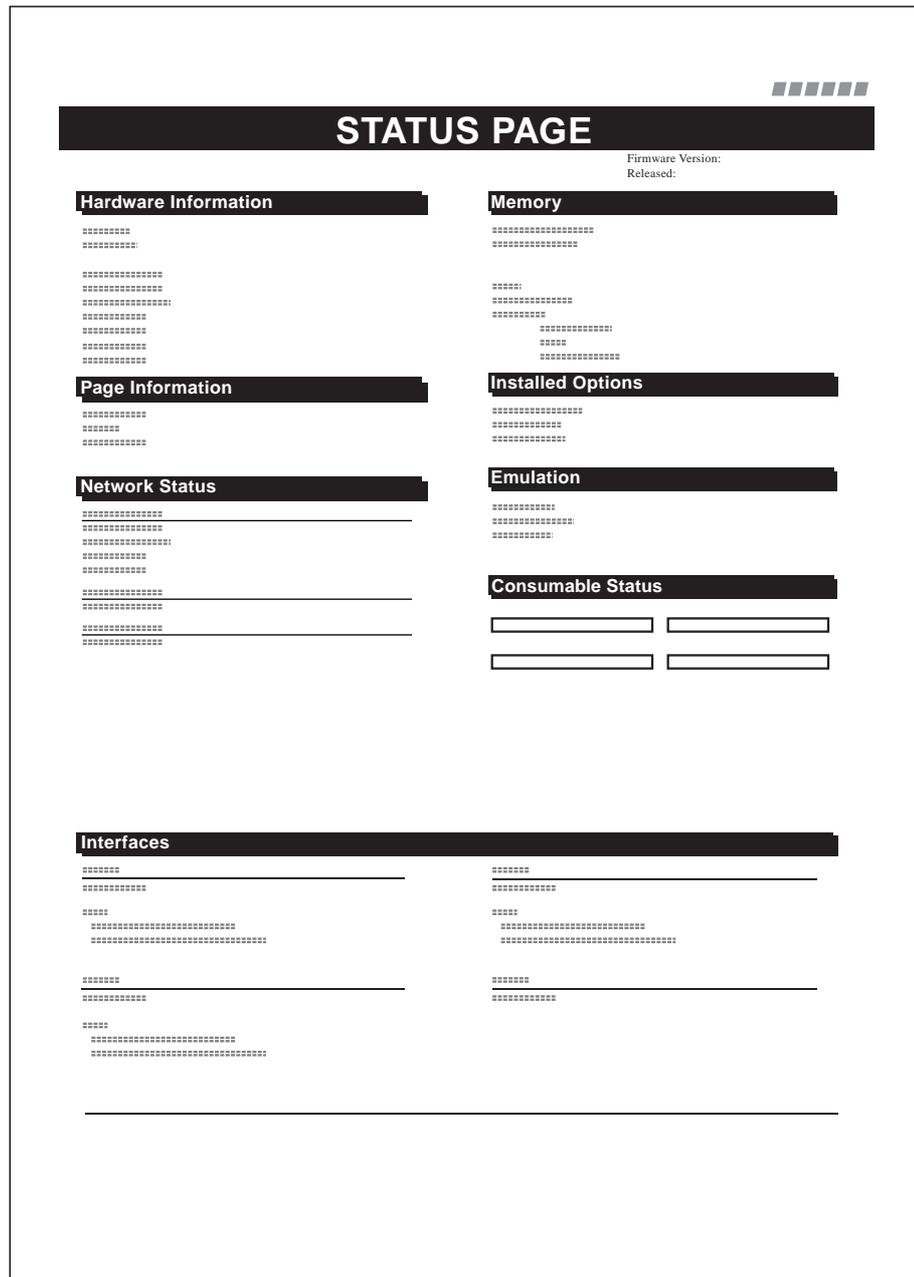
Item	Description
Firmware version	The version and publication date of the loaded firmware.
Hardware Information	Shows major function setting information such as the paper size and paper type for each cassette.
Memory	Shows overall installed memory, currently available memory, and current RAM disk status.
Page Information	Shows the current resolution, set page count, and overall page count.
Installed Options	Shows the status of installed optional equipment.
Network Status	Shows the setting status of the network. The TCP/IP area shows the IP address, subnet address, and gateway address.
Emulation	Shows all available emulation modes.
Consumables Status	Shows the approximate remaining toner for the toner containers. The remaining toner decreases from 100 to 0.
Interfaces	Shows all installed interfaces and the fonts and emulation configured for each interface.

Interface Configuration

This device includes as standard equipment a parallel interface, a USB interface, and a network interface. An optional serial interface or network interface can be installed as needed.

Emulation and font environments may be set individually for each of these interfaces.
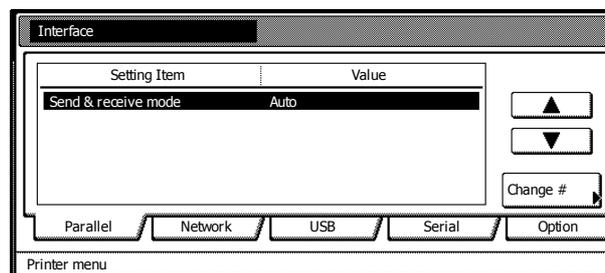
NOTE: Selection of the interface tab does not specify which interface is used for receiving data. The interface is automatically selected when receiving data.

Parallel Interface Mode Configuration

The parallel port interface supports bidirectional communication and high-speed mode. For normal usage, leave the default setting as [Auto].

Mode	Description
Auto	Automatically switches the mode to match the connected computer. For normal usage, there is no need to change this setting.
Normal	Perform standard communication over the Centronics interface.
High Speed	Data can be transferred between this device and the computer in high speed mode. (Select this mode if data is not correctly printed when the copier is connected to a workstation)
Nibble (High)	Sends and receives data in a high speed mode compliant with IEEE1284 specification.

NOTE: Use a parallel interface cable compliant with the IEEE1284 specification.

1 Press the **Printer** key.

2 Press [Printer Menu].
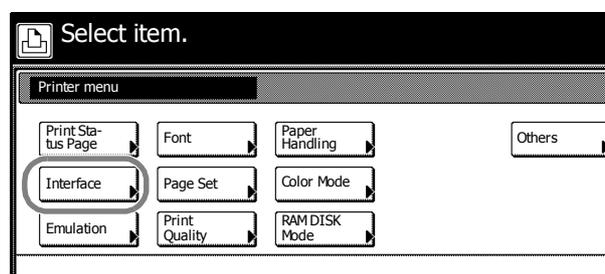
3 Press [Interface].

4 Press [Parallel] and press [Change #].

5 Select the desired mode.

6 Press [Close]. The display is returned to the *Printer menu* screen.

Serial Interface Mode Configuration

An optional serial interface can be installed. Configure the baud rate (communication speed), data big, stop bit, parity, and protocol to be used by the serial interface. These protocol settings must match the settings of the computer serial interface.

Setting Item	Selection Item
Baud rate	1200, 2400, 4800, 9600, 19200, 38400, 57600, 115200
Data bit	7, 8
Stop bit	1, 2
Parity	None, Odd, Even, Ignore
Protocol	DTR (positive) &XOn/XOff, DTR (positive), DTR (negative), XOn/XOff, ETX/ACK

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Interface].
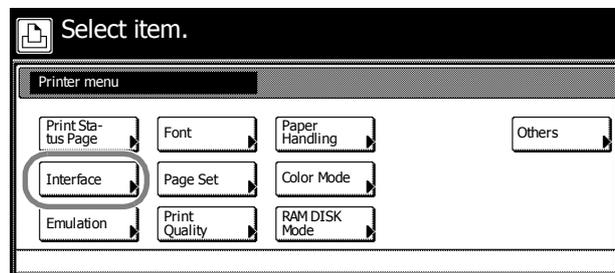
4 Press [Serial].

5 Press [▲] or [▼] to select *Baud Rate* and press [Change #].

6 Select the desired mode.

7 Press [Close]. The display returns to the *Serial* screen.

8 Refer to steps 5 - 7 to configure data bit, stop bit, parity and protocol.

9 Press [Close]. The display is returned to the *Printer menu* screen.

Network Interface Setting

This device includes a network interface as standard equipment which supports TCP/IP, IPX/SPX, NetBEUI and AppleTalk protocols to enable network printing for Windows, Macintosh, UNIX, Netware and other environments.

NOTE: Follow the same steps to set the optional network interface as well as the standard network interface.

TCP/IP Settings

To connect to a Windows network via TCP/IP, set to [On]. Continue to set DHCP, BOOTP, IP address, subnet mask address, and gateway address.

NOTE: Before setting the IP address, check with your network administrator for an IP address in advance. For environments that use DHCP or BOOTP to automatically assign the IP address, this setting is not required because the DHCP and BOOTP are set to [On] by default.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Interface].

```
┌────────────────────────────────────────────────────────────┐
│  🔲 Select item.                                            │
│  ┌──────────────────────────┐                              │
│  │ Printer menu             │                              │
│  ┌────────┐ ┌────────┐ ┌────────┐          ┌────────┐      │
│  │Print Sta-│ │Font   ▶│ │Paper   ▶│         │Others ▶│     │
│  │tus Page ▶│ │        │ │Handling │         │        │     │
│  └────────┘ └────────┘ └────────┘          └────────┘      │
│  ┌────────┐ ┌────────┐ ┌────────┐                          │
│  │Interface▶│ │Page Set▶│ │Color Mode▶│                     │
│  └────────┘ └────────┘ └────────┘                          │
│  ┌────────┐ ┌────────┐ ┌────────┐                          │
│  │Emulation▶│ │Print   ▶│ │RAM DISK▶│                       │
│  │         │ │Quality  │ │Mode     │                        │
│  └────────┘ └────────┘ └────────┘                          │
└────────────────────────────────────────────────────────────┘
```
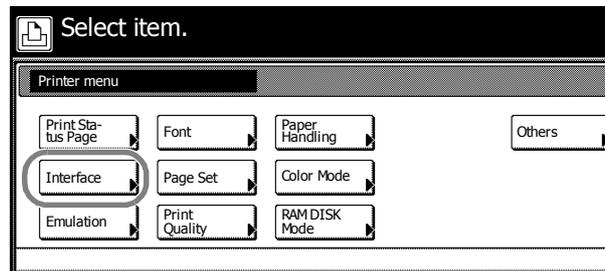
4 Press [Network].

NOTE: To set the optional network interface, press [Option].

---

5 Press [▲] or [▼] to select *TCP/IP* and press [Change #].

```
┌────────────────────────────────────────────────────────────┐
│  Interface                                                  │
│  ┌──────────────────────────────────────┐                  │
│  │   Setting Item     │      Value       │      ┌────┐      │
│  │ NetWare            │  On              │      │ ▲  │      │
│  │ TCP/IP             │  On              │      └────┘      │
│  │ Ethertalk          │  On              │      ┌────┐      │
│  │ Network Status Page│  Off             │      │ ▼  │      │
│  │                    │                  │      └────┘      │
│  │                    │                  │    ┌────────┐    │
│  │                    │                  │    │Change # ▶│  │
│  │                    │                  │    └────────┘    │
│  └──────────────────────────────────────┘                  │
│  ┌─────────┐ ┌─────────┐ ┌─────────┐                       │
│  │ Parallel│ │ Network │ │  USB    │                        │
│  └─────────┘ └─────────┘ └─────────┘                       │
│  Printer menu                                               │
└────────────────────────────────────────────────────────────┘
```
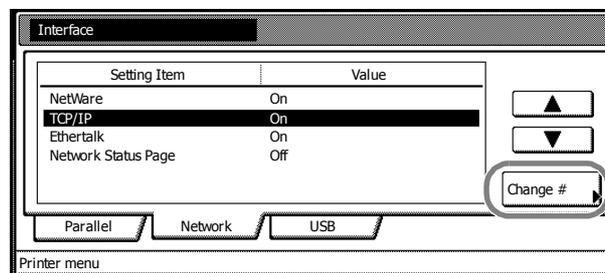
6 Press [On].

7 Press [▲] or [▼] to select *DHCP* and press [Change #].

8 Press [On] or [Off] and press [Close].

9 Press [▲] or [▼] to select *BOOTP* and press [Change #].

10 Press [On] or [Off] and press [Close].

11 Press [▲] or [▼] to select *IP Address* and press [Change #].

12 Enter the IP address using the numeric keys. Input the address for the 3 digits displayed in reverse black and white and press the **#** key.

```
┌────────────────────────────────────────────────────────────┐
│  IP Address                                        ┌──────┐ │
│                                                    │ Back │ │
│  Confirm per 3 lines pressing # key.               └──────┘ │
│                                                            │
│                                                            │
│        ┌──┐   ┌──┐   ┌──┐   ┌──┐                           │
│        │10│ . │ 0│ . │ 0│ . │ 0│  (with #key)              │
│        └──┘   └──┘   └──┘   └──┘                           │
│                                                            │
│                                                            │
│  Printer menu- Interface  - Network    - TCP/IP            │
└────────────────────────────────────────────────────────────┘
```
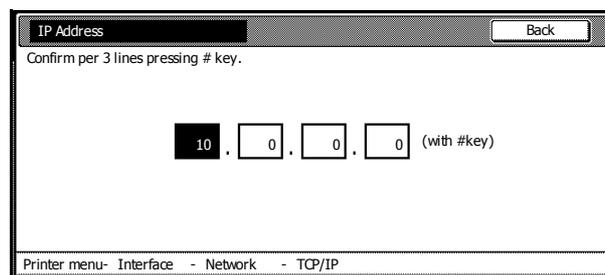
13 Input the address for the next 3 digits displayed in reverse black and white and press the **#** key.

To correct an address entry, press the **#** key to select the 3 digit address you would like to correct and reenter the address using the numeric keys.

14 After inputting the rest of the address in the same manner, press [Close]. The display returns to the *TCP/IP Settings* screen.

Press [Back] to reset the entered address and set the previous address.

15 Press [▲] or [▼] to select *Subnet Mask* and press [Change #].

16 Set the address in the same manner as Steps 12 - 14 to set the IP address.

17 Press [▲] or [▼] to select *Gateway* and press [Change #].

18 Set the address in the same manner as Steps 12 - 14 to set the IP address.

19 Press [Close]. The display returns to the *Interface Configuration* screen.

20 Press [Close]. The display is returned to the *Printer menu* screen.

NetWare Setting

To connect via the Netware protocol, set to [On] and set frame mode to [Auto], [802.3], [Ethernet II], [802.2] or [802.3SNAP].

1 Refer to steps 1 - 4 of *TCP/IP Settings* on page *3-6* to display the *Interface* screen.

2 Press [▲] or [▼] to select *NetWare* and press [Change #].
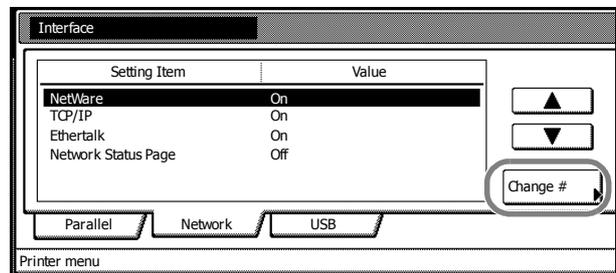
3 Press [On] or [Off].

4 Press [Close]. The display returns to the *Interface* screen.

5 Press [Close]. The display is returned to the *Printer menu* screen.

EtherTalk Setting

Set EtherTalk to [On] to connect this device to an Apple Macintosh computer.

1 Refer to steps 1 - 4 of *TCP/IP Settings* on page *3-6* to display the *Interface* screen.

2 Press [▲] or [▼] to select *Ethertalk* and press [Change #].
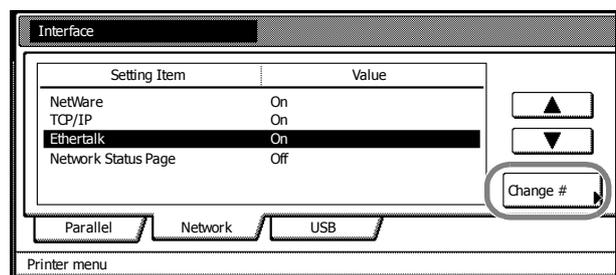
3 Press [On] or [Off].

4 Press [Close]. The display returns to the *Interface* screen.

5 Press [Close]. The display is returned to the *Printer menu* screen.

Network Status Page

The network status page can be printed when printing the status page. Use the network status page to verify the network interface firmware version, network address and network protocol information. The default setting is [Off] (Do not print).

1 Refer to steps 1 - 4 of *TCP/IP Settings* on page *3-6* to display the *Interface* screen.

2 Press [▲] or [▼] to select *Network Status Page* and press [Change #].
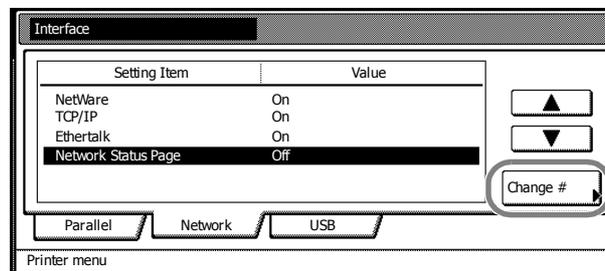
3 Press [On] or [Off].

4 Press [Close]. The display returns to the *Interface* screen.

5 Press [Close]. The display is returned to the *Printer menu* screen.

Emulation

> **NOTE:** Emulation can be separately specified for each interface.

Emulation Mode Selection

[PCL6], [KPDL], [KPDL (Auto)] and [KC-GL] emulation modes are available.

1   Press the **Printer** key.

2   Press [Printer Menu].

3   Press [Emulation].
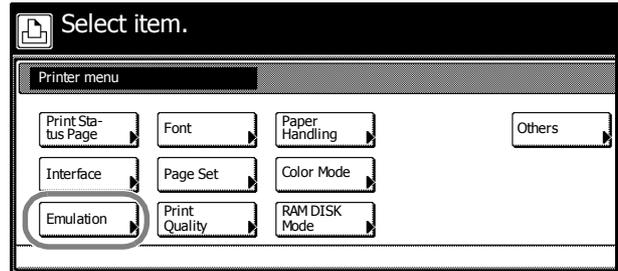
4   Press the interface to be configured.

5   Select the desired emulation.

> **NOTE:** For [KPDL (Auto)], select KPDL (Auto) alternate emulation.
>
> For [KPDL] or [KPDL (Auto)], configure the KPDL error printing setting. (See page *3-11*)
>
> For [KC-GL], configure the pen and printing environment settings. (See page *3-11*)

6   Press [Close] after all settings are complete. The display is returned to the *Printer menu* screen.

Selecting Alternate Emulation

When [KPDL (Auto)] emulation is selected, KPDL or alternate emulation is set automatically depending on the print data. [PCL6] and [KC-GL] emulation modes are available.

1   Refer to steps 1 to 4 of *Emulation Mode Selection* on page *3-10* on page to display the *Emulation* screen.

2   Press [KPDL (Auto)].

3   Press [Alt. Emulation].
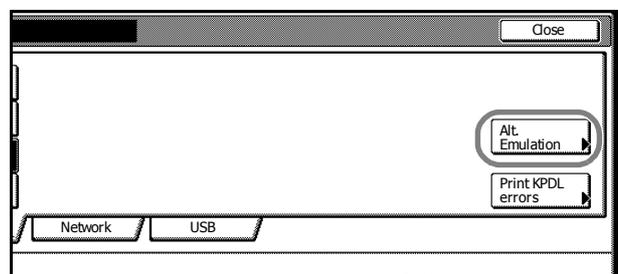
4   Press [PCL6] or [KC-GL].

5   Press [Close]. The display is returned to the *Emulation* screen.

Print KPDL errors

When printing in KPDL emulation mode, prints details of any errors that occur. The default setting is [Off] (Do not print).

1 Refer to steps 1 to 4 of *Emulation Mode Selection* on page *3-10* on page to display the *Emulation* screen.

2 Press [KPDL] or [KPDL (Auto)].

3 Press [Print KPDL errors].

```
                                              Close

                                         Alt.
                                         Emulation  ▶

                                         Print KPDL
                                         errors     ▶

         Network      USB
```
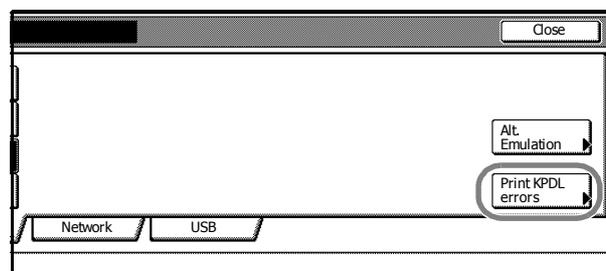
4 Press [On] or [Off].

5 Press [Close]. The display is returned to the *Emulation* screen.

Pen and Print Environment Setting

Specify 8 different pen thicknesses, pen color and page sizes when KC-GL emulation is selected.

Setting Item	Selection Item	
Pen Adjust	Pen (1) - Pen (8)	1 - 99 dots
		Black, Blue, Red, Magenta, Green, Cyan, Yellow, White
Page Set	A2, A1, A0, B3, B2, B1, B0, SPSZ	

1 Refer to steps 1 to 4 of *Emulation Mode Selection* on page *3-10* on page to display the *Emulation* screen.

2 Press [KC-GL].

3 Press [Pen Adjust].

```
                                              Close

                                         Page Set

                                         Pen Adjust

         Network      USB
```
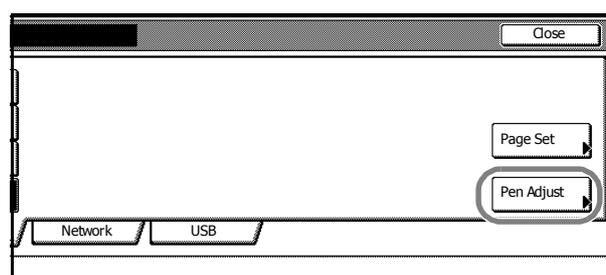
4 Press [▲] or [▼] to select the pen to configure and press [Change #].

```
 Pen Adjust

      Setting Item          Value
   Pen(1)              1 dots,Black
   Pen(2)              2 dots,Black          ▲
   Pen(3)              3 dots,Black
   Pen(4)              4 dots,Black          ▼
   Pen(5)              5 dots,Black
   Pen(6)              6 dots,Black
   Pen(7)              7 dots,Black       Change #
 Printer menu   -  Emulation
```
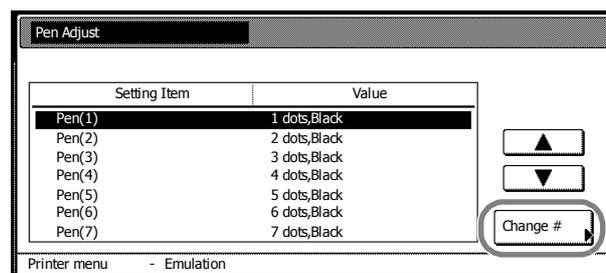
5 Press [+] or [–] to set the pen thickness (in dots).

6 Press desired pen color.

7 Press [Close]. The display is returned to the *Pen Adjust* screen.

8 Press [Close]. The display is returned to the *Emulation Setting* screen.

9 Press [Page Set].
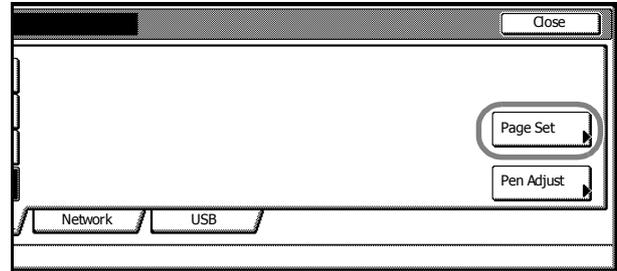
10 Press the button corresponding to the desired size.

NOTE: [SPSZ] is the size specified by the prescribed SPSZ command. For further details on prescribed command, refer to the *PRESCRIBE Commands Command Reference*.

---

11 Press [Close]. The display is returned to the *Emulation* screen.

Font Setting

Select the default font for the currently selected interface. In addition to device internal fonts, fonts downloaded to the device memory, or fonts stored on a memory card or hard disk can be specified as the default font. You can also specify the font width, size and pitch.

Follow the steps as follows to set fonts.

- Font Selection

- Font Size Setting

- Courier/Letter Gothic Font Character Pitch Setting

- Courier/Letter Gothic Font Width Setting

- Code Set Selection

- Print List of Fonts

NOTE: A different font can be specified for each interface.

Font Selection

Select the default font as follows.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Font].

4 Press [Font selection].

5 Press the interface to be configured.
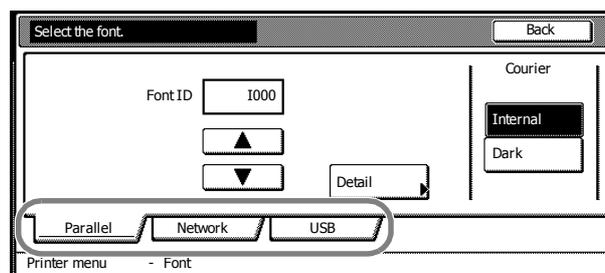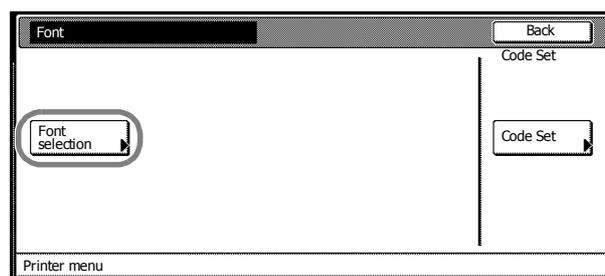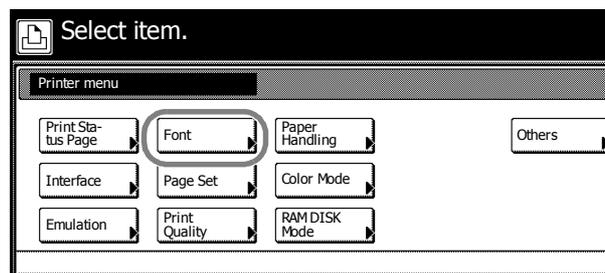
6 Press [▲] or [▼] to select the Font ID.

For internal font numbers, refer to *Print List of Fonts* on page *3-16*. The alphabet characters preceding the font number are shown as below according to the font type.

Display	Description
I	Internal Font
SO	Soft font (downloaded)
MO	Font stored on memory card
HO	Font stored or RAM disk or hard disk

7 Press [Close]. The display returns to the *Select the font* screen.

Font Size Setting

Set the default font size. When the default font is set to Courier or Letter Gothic, the text pitch setting is shown instead of this menu.

1 Refer to steps 1 - 5 of *Font Selection* on page *3-13* to display the *Select the font* screen.

2 Press [Detail].

```
┌─────────────────────────────────────────────────┐
│ Select the font.                          Back    │
│                                                   │
│                                        Courier    │
│              Font ID    I000                       │
│                                        Internal    │
│                 ▲                                  │
│                                        Dark        │
│                 ▼          Detail                  │
│                                                   │
│     Parallel      Network      USB                 │
│ Printer menu    -  Font                            │
└─────────────────────────────────────────────────┘
```
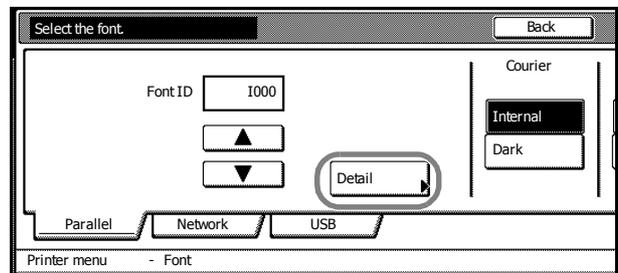
3 Press [+] or [–] to set the font size.

Set between 4.00 - 999.75 points in 0.25 point increments.

4 Press [Close]. The display returns to the *Select the font* screen.

5 Press [Close]. The display returns to the *Font* screen.

Courier/Letter Gothic Font Character Pitch Setting

Set the character pitch for Courier or Letter Gothic fonts.

1 Refer to steps 1 - 5 of *Font Selection* on page *3-13* to display the *Select the font* screen.

2 Press [Detail].

```
┌─────────────────────────────────────────────────┐
│ Select the font.                          Back    │
│                                                   │
│                                        Courier    │
│              Font ID    I000                       │
│                                        Internal    │
│                 ▲                                  │
│                                        Dark        │
│                 ▼          Detail                  │
│                                                   │
│     Parallel      Network      USB                 │
│ Printer menu    -  Font                            │
└─────────────────────────────────────────────────┘
```
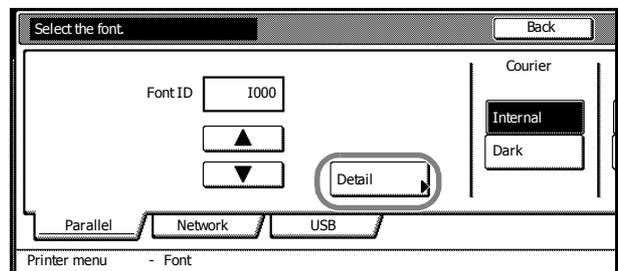
3 Press [+] or [–] to set the pitch size.

Set between 0.44 - 99.99 pitch in 0.01 pitch increments.

4 Press [Close]. The display returns to the *Select the font* screen.

5 Press [Close]. The display returns to the *Font* screen.

Courier/Letter Gothic Font Thickness Setting

Select the Courier/Letter Gothic font Thickness.

1 Refer to steps 1 - 5 of *Font Selection* on page *3-13* to display the *Select the font* screen.

2 Press [Internal] or [Dark] in the Courier area.
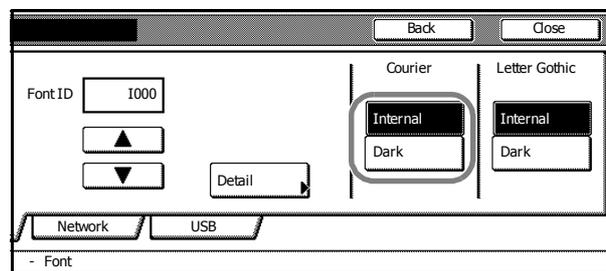
3 Press [Internal] or [Dark] in the Letter Gothic area.

4 Press [Close]. The display returns to the *Font* screen.

Code Set Selection

When emulation is set to PCL6 and the internal font is selected as the default font, select the character code set. The available code sets depend on which font is currently selected.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Font].
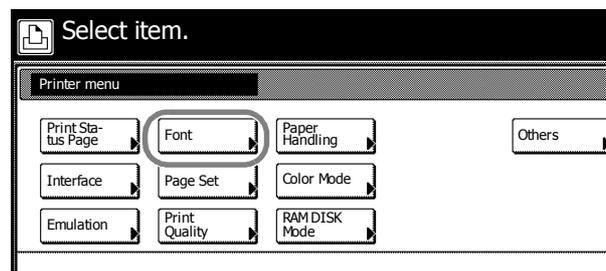
4 Press [Code Set].
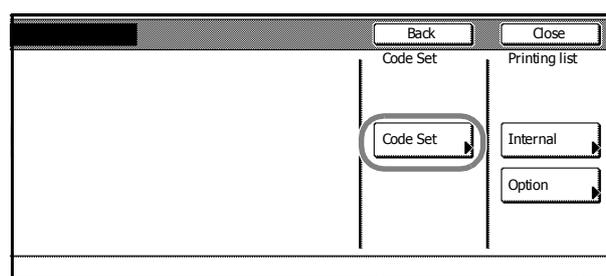
5 Press the interface to be configured.
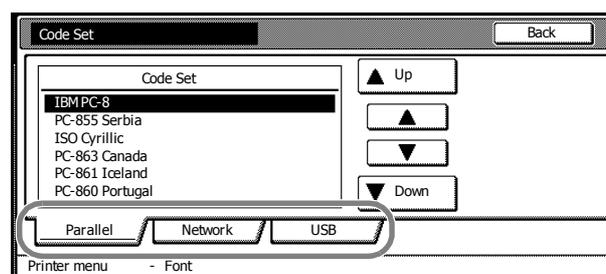
6 Press [▲] or [▼] to select the Code Set.

7 Press [Close]. The display returns to the *Font* screen.

Print List of Fonts

Print a list of fonts for use as a quick guide during font selection. A list of optional fonts may be printed in the same manner.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Font].
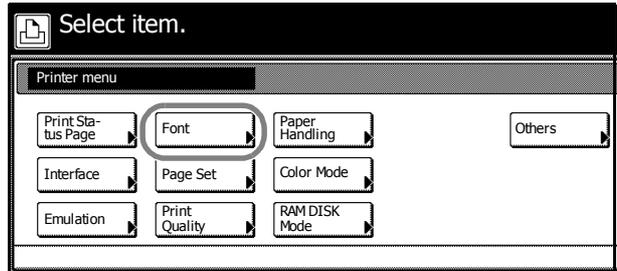
4 Press [Internal].

NOTE: If optional fonts other than internal fonts are installed to the device, *Option* may also be selected.
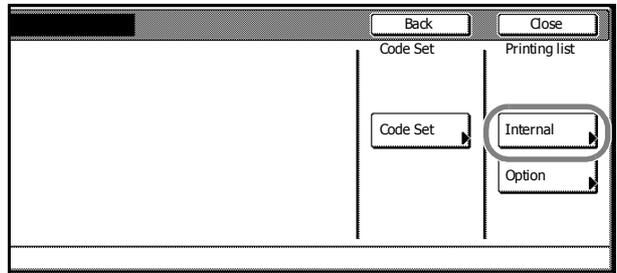
5 Press [Printing]. *Processing* is displayed and the status page is printed.
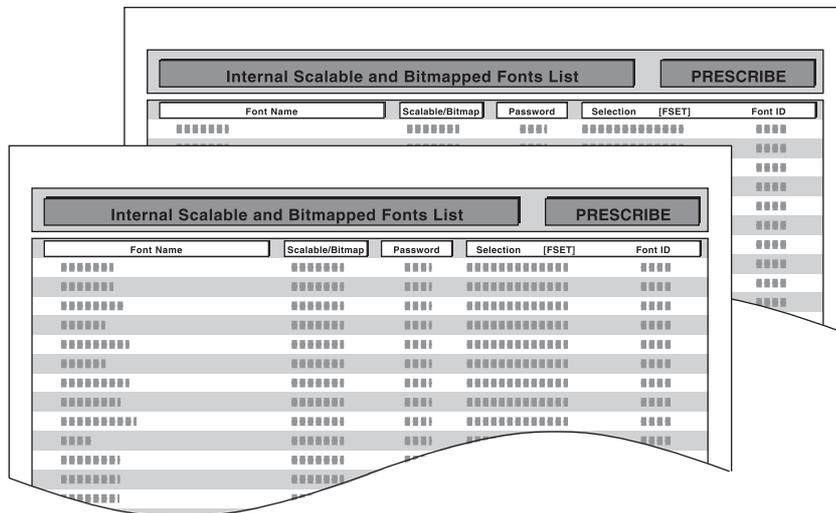
6 When printing is complete, the screen returns to printer mode.

Page Set Configuration

The following items can be configured for Page Set.

- Copy Quantity
- Print Orientation Setting
- Setting Page Protect Mode
- LF (Line Feed) Action
- CR (Carriage Return) Action

Copy Quantity

Set number of pages to print from 1 - 999.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Page Set].

4 Press [▲] or [▼] to select *Copies* and press [Change #].
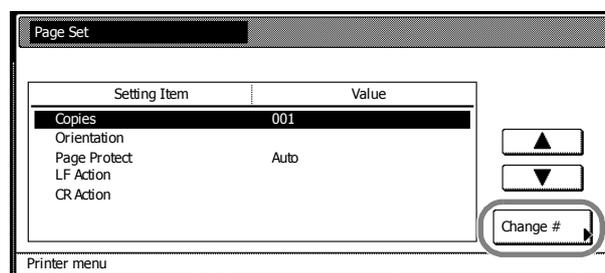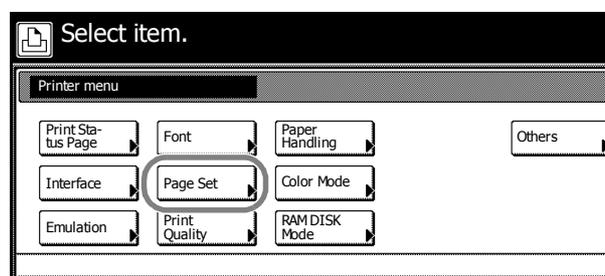
5 Press [+] or [–] to set the number of copies.

6 Press [Close]. The display returns to the *Page Set* screen.

7 Press [Close]. The display is returned to the *Printer menu* screen.

Print Orientation Setting

Set printing direction to [Portrait] or [Landscape]. Orientation can be separately configured for each interface.

Portrait
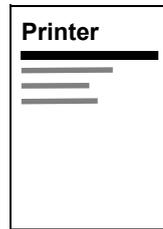
Printer

Landscape

Printer

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Page Set].

```
┌─────────────────────────────────────────────────┐
│ 🖶  Select item.                                  │
│                                                   │
│  Printer menu                                     │
│                                                   │
│  Print Sta-    Font        Paper           Others │
│  tus Page                  Handling               │
│                                                   │
│  Interface     Page Set    Color Mode             │
│                                                   │
│  Emulation     Print       RAM DISK               │
│                Quality     Mode                   │
│                                                   │
└─────────────────────────────────────────────────┘
```
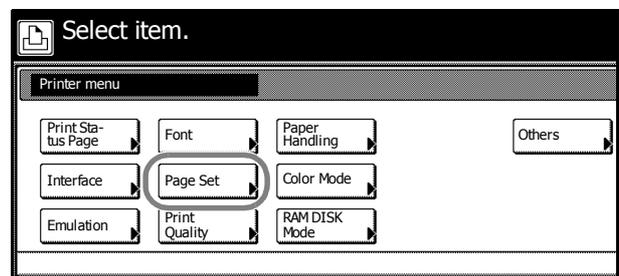
4 Press [▲] or [▼] to select *Orientation* and press [Change #].

```
┌─────────────────────────────────────────────────┐
│  Page Set                                         │
│                                                   │
│      Setting Item        │       Value            │
│    Copies                     001                 │
│    Orientation                              ▲     │
│    Page Protect               Auto                │
│    LF Action                                ▼     │
│    CR Action                                      │
│                                          Change # │
│                                                   │
│  Printer menu                                     │
└─────────────────────────────────────────────────┘
```
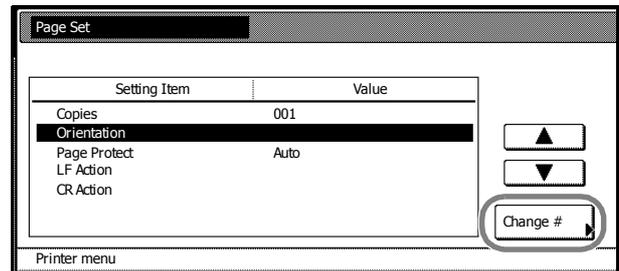
5 Press the interface to be configured.

6 Press [Portrait] or [Landscape].

7 Press [Close]. The display returns to the *Page Set* screen.

8 Press [Close]. The display is returned to the *Printer menu* screen.

Setting Page Protect Mode

When a *Print Overrun Press GO* error occurs, *Page Protect Mode* is forced to [On]. When this error occurs, follow the steps below to reset to [Auto].

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Page Set].

Select item.

Printer menu

Print Sta-tus Page	Font	Paper Handling	Others
Interface	Page Set	Color Mode	
Emulation	Print Quality	RAM DISK Mode	
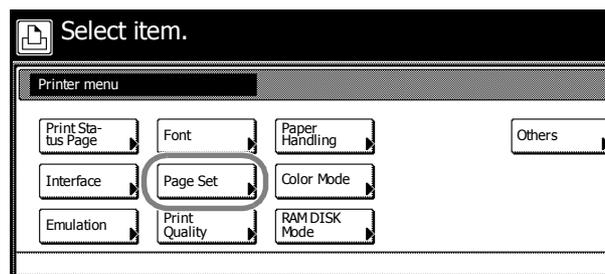
4 Press [▲] or [▼] to select *Page Protect* and press [Change #].

Page Set

Setting Item	Value
Copies	001
Orientation	
Page Protect	Auto
LF Action	
CR Action	

▲ ▼ Change #
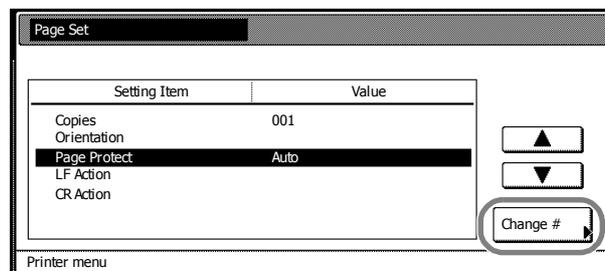
Printer menu

5 Press [Auto].

6 Press [Close]. The display returns to the *Page Set* screen.

7 Press [Close]. The display is returned to the *Printer menu* screen.

LF (Line Feed) Action

Set the action to be performed by the device when a line feed code (text code 0AH) is received.

Item	Description
LF only	Line feed only
CR and LF	Line feed and carriage return
Ignore LF	Do not perform line feed

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Page Set].

Select item.

Printer menu

Print Sta-tus Page	Font	Paper Handling	Others
Interface	Page Set	Color Mode	
Emulation	Print Quality	RAM DISK Mode	
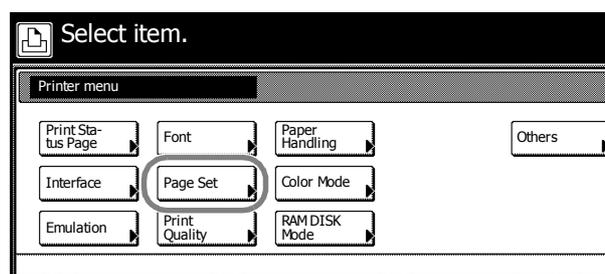
4 Press [▲] or [▼] to select *LF Action* and press [Change #].

Page Set

Setting Item	Value
Copies	001
Orientation	
Page Protect	Auto
LF Action	
CR Action	

▲ ▼ Change #
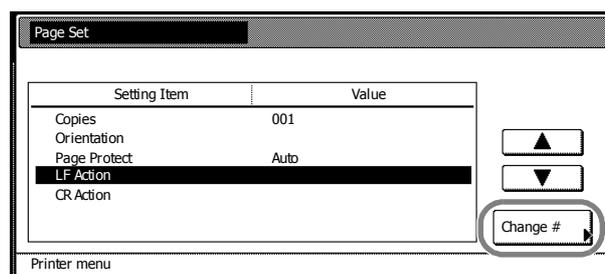
Printer menu

5 Press the interface to be configured.

6 Press the desired LF action key.

7 Press [Close]. The display returns to the *Page Set* screen.

8 Press [Close]. The display is returned to the *Printer menu* screen.

CR (Carriage Return) Action

Set the action to be performed by the device when a carriage return code (text code 0DH) is received.

Item	Description
CR only	Carriage return only
CR and LF	Carriage return and line feed
Ignore CR	Do not perform carriage return

1 Press the **Printer** key.

2 Press [Printer Menu].
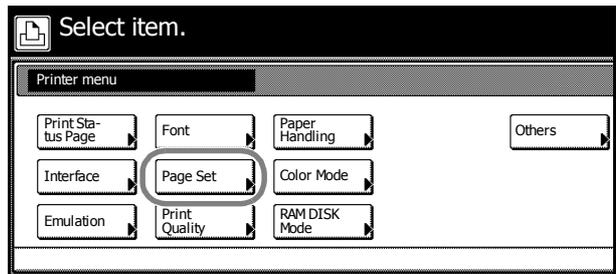
3 Press [Page Set].

4 Press [▲] or [▼] to select *CR Action* and press [Change #].
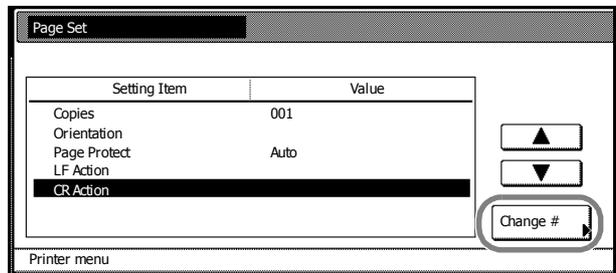
5 Press the interface to be configured.

6 Press the desired CR action key.

7 Press [Close]. The display returns to the *Page Set* screen.

8 Press [Close]. The display is returned to the *Printer menu* screen.

Print Quality

Set the tone mode at the print quality setting.

Tone Mode Setting

Select from normal mode and fine mode.

Item	Description
Normal	Appropriate for text and relatively simple graphical objects.
Fine	Enables photographs or gradated illustrations to be finely reproduced with smooth scaling.

NOTE: The data size is increased when fine mode is enabled. Compared to normal mode, printing may take longer to complete and there is a higher possibility of memory overruns.

1   Press the **Printer** key.

2   Press [Printer Menu].

3   Press [Print Quality].
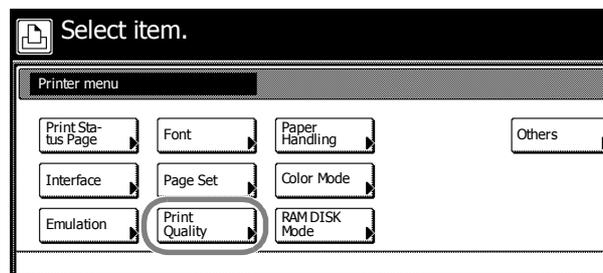
4   Press [Change #].
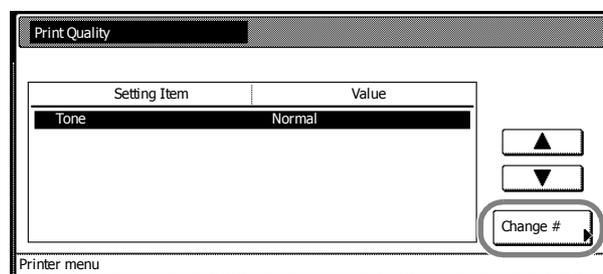
5   Press [Normal] or [Fine].

6   Press [Close]. The display returns to the *Print Quality* screen.

7   Press [Close]. The display is returned to the *Printer menu* screen.

Setting Color Mode

Set whether to print status reports in color or in black and white.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Color Mode] ([Colour Mode]).
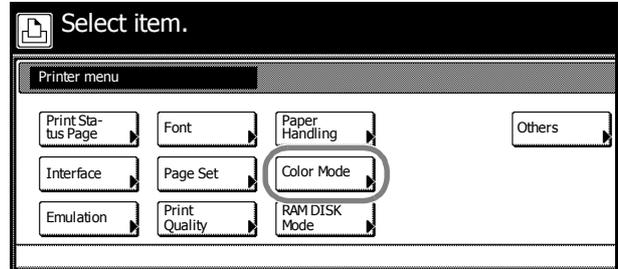
4 Press [Color] ([Colour]) or [Black&White] ([Black White]).

5 Press [Close]. The display is returned to the *Printer menu* screen.

Paper Handling

Set the following items for setting paper handling.

- MP Tray mode specification

- Feed Select

- Duplex Print Mode Setting

- Paper Output Select

- Shared A4/Letter Size Feed Select

MP Tray mode specification

Set the paper handling method for the MP Tray.

Item	Description
First	If there is paper in the MP tray, paper is fed from the MP tray for printer output even if another paper source has been selected. If there is no paper in the MP tray, paper is fed from the cassette if printable paper is loaded in the cassette.
Cassette	Set the MP Tray to be used like the other cassettes.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Paper Handling].
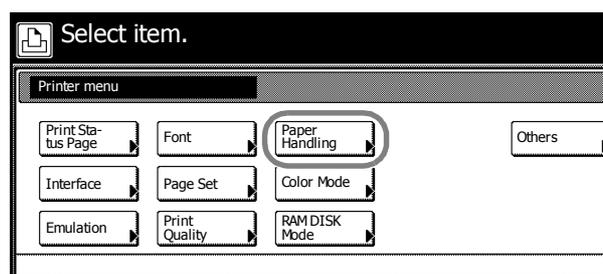
4 Press [▲] or [▼] to select *Multipurpose tray mode*, and press [Change #].
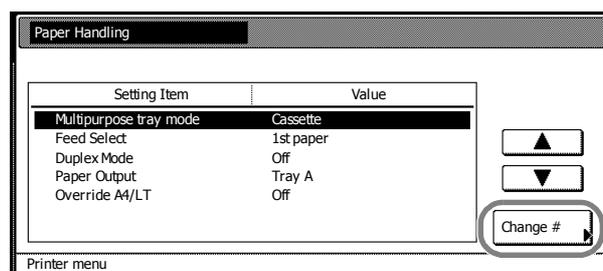
5 Press [Cassette] or [First].

6 Press [Close]. The display returns to the *Paper Handling* screen.

7 Press [Close]. The display is returned to the *Printer menu* screen.

Feed Select

Sets Feed Select. If a paper feed source is not specified at the application (print driver), paper is fed from the paper source configured here. In addition to the paper cassettes and MP tray, you can set the optional paper feeder or 3000 sheet paper feeder as the paper source.

1 Press the **Printer** key.

2   Press [Printer Menu].

3   Press [Paper Handling].
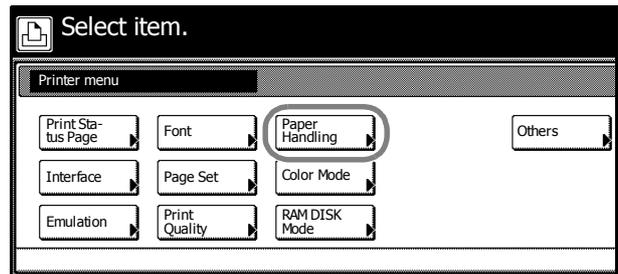
4   Press [▲] or [▼] to select *Feed Select* and press [Change #].
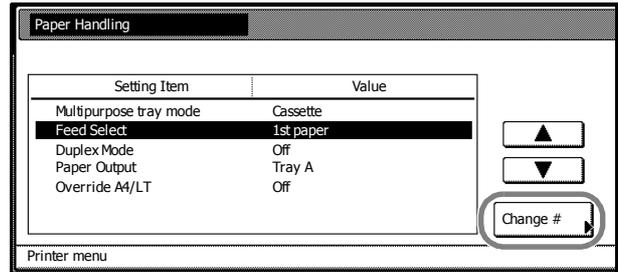
5   Press the desired Feed Select key.

6   Press [Close]. The display returns to the *Paper Handling* screen.

7   Press [Close]. The display is returned to the *Printer menu* screen.

Duplex Print Mode Configuration

Set the bind direction for the finished output for duplex mode.

Item	Description	Preview
Short edge bind	Binds at the short edge	
Long edge bind	Binds at the long edge	
Off	Duplex printing disabled	

1   Press the **Printer** key.

2   Press [Printer Menu].

3   Press [Paper Handling].
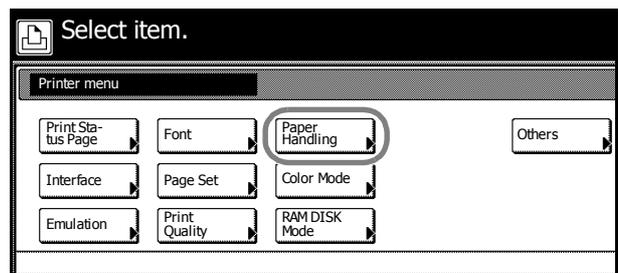
4 Press [▲] or [▼] to select *Duplex Mode* and press [Change #].

```
┌─────────────────────────────────────────────────┐
│ Paper Handling                                    │
│                                                   │
│   ┌───────────────────┬────────────────┐         │
│   │   Setting Item     │     Value      │         │
│   ├───────────────────┼────────────────┤ ┌─────┐ │
│   │ Multipurpose tray mode│ Cassette    │ │  ▲  │ │
│   │ Feed Select        │ 1st paper      │ └─────┘ │
│   │ Duplex Mode        │ Off            │ ┌─────┐ │
│   │ Paper Output       │ Tray A         │ │  ▼  │ │
│   │ Override A4/LT      │ Off            │ └─────┘ │
│   │                    │                │ ┌───────┐│
│   │                    │                │ │Change#││
│   └───────────────────┴────────────────┘ └───────┘│
│ Printer menu                                      │
└─────────────────────────────────────────────────┘
```
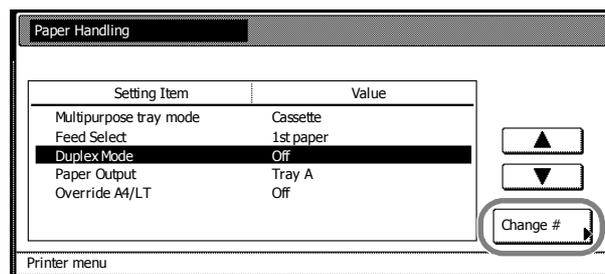
5 Press [Off], [Short edge bind] or [Long edge bind].

6 Press [Close]. The display returns to the *Paper Handling* screen.

7 Press [Close]. The display is returned to the *Printer menu* screen.

Paper Output Select

Set the output destination for printed paper. If the optional document finisher or 3000 sheet document finisher, or mailbox is installed, you can specify each tray.

Paper Output	Description
Top tray	Outputs to the built-in output tray.
Job separator	Outputs to the optional job separator.
Finisher tray	Outputs to the optional document finisher tray.
Tray A	Outputs to Tray A of the optional 3000 sheet document finisher.
Tray B	Outputs to Tray B of the optional 3000 sheet document finisher.
Tray C	Outputs to Tray C of the optional 3000 sheet document finisher.
Tray 1 - 7	Outputs to Trays 1 - 7 (1 is the uppermost tray) of the optional mailbox.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Paper Handling].

```
┌─────────────────────────────────────────────────┐
│ 🗐  Select item.                                   │
│ Printer menu                                      │
│  ┌────────┐ ┌────────┐ ┌────────┐   ┌────────┐   │
│  │Print Sta│ │ Font   │ │ Paper  │   │ Others │   │
│  │tus Page │ │        │ │Handling│   │        │   │
│  └────────┘ └────────┘ └────────┘   └────────┘   │
│  ┌────────┐ ┌────────┐ ┌────────┐               │
│  │Interface│ │Page Set│ │Color Mode│             │
│  └────────┘ └────────┘ └────────┘               │
│  ┌────────┐ ┌────────┐ ┌────────┐               │
│  │Emulation│ │ Print  │ │RAM DISK│               │
│  │         │ │Quality │ │ Mode   │               │
│  └────────┘ └────────┘ └────────┘               │
└─────────────────────────────────────────────────┘
```
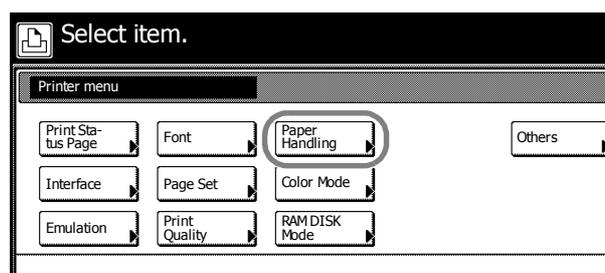
4 Press [▲] or [▼] to select *Paper Output* and press [Change #].

```
┌─────────────────────────────────────────────────┐
│ Paper Handling                                    │
│                                                   │
│   ┌───────────────────┬────────────────┐         │
│   │   Setting Item     │     Value      │         │
│   ├───────────────────┼────────────────┤ ┌─────┐ │
│   │ Multipurpose tray mode│ Cassette    │ │  ▲  │ │
│   │ Feed Select        │ 1st paper      │ └─────┘ │
│   │ Duplex Mode        │ Off            │ ┌─────┐ │
│   │ Paper Output       │ Tray A         │ │  ▼  │ │
│   │ Override A4/LT      │ Off            │ └─────┘ │
│   │                    │                │ ┌───────┐│
│   │                    │                │ │Change#││
│   └───────────────────┴────────────────┘ └───────┘│
│ Printer menu                                      │
└─────────────────────────────────────────────────┘
```
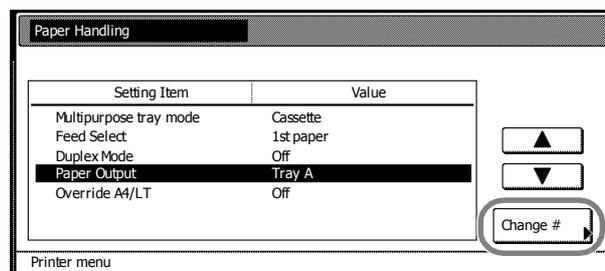
5 Press the desired output destination key.

6 Press [Close]. The display returns to the *Paper Handling* screen.

7   Press [Close]. The display is returned to the *Printer menu* screen.

Shared A4/Letter Size Feed Select

Sets whether to detect A4 and Letter size paper.

Item	Description
On	Handle A4 and Letter size in the same manner and print on either available paper size.
Off	Do not handle A4 and Letter size paper as the same.

1   Press the **Printer** key.

2   Press [Printer Menu].

3   Press [Paper Handling].

```
┌─────────────────────────────────────────────┐
│ 🖨 Select item.                              │
│ ┌─────────────────────────────────────────┐ │
│ │ Printer menu                            │ │
│ │ Print Sta-   Font       Paper           │ │
│ │ tus Page                Handling   Others│ │
│ │ Interface    Page Set   Color Mode      │ │
│ │ Emulation    Print      RAM DISK         │ │
│ │              Quality    Mode             │ │
│ └─────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```
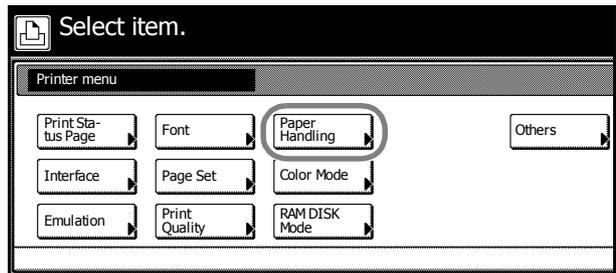
4   Press [▲] or [▼] to select *Override A4/LT* and press [Change #].

```
┌─────────────────────────────────────────────┐
│ Paper Handling                              │
│ ┌───────────────────────────┐               │
│ │ Setting Item      Value   │      ▲        │
│ │ Multipurpose tray mode Cassette           │
│ │ Feed Select       1st paper               │
│ │ Duplex Mode       Off     │      ▼        │
│ │ Paper Output      Tray A                  │
│ │ Override A4/LT    Off      │               │
│ │                           │   Change #    │
│ └───────────────────────────┘               │
│ Printer menu                                │
└─────────────────────────────────────────────┘
```
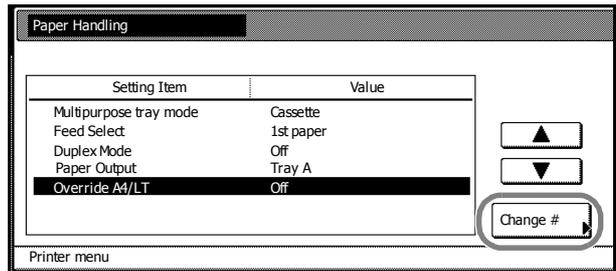
5   Press [On] or [Off].

6   Press [Close]. The display returns to the *Paper Handling* screen.

7   Press [Close]. The display is returned to the *Printer menu* screen.

Handling Memory Devices

You can use three types of memory devices with this device: memory card, optional hard disk, or RAM disk. Use memory card and hard disk by installing into the printer's provided slots. Use RAM disk by assigning a portion of the printers memory to RAM disk mode. The basic usage of each type of memory is the same. Here, memory device usage is explained using a memory card.

Memory Card Operation

This device has a memory card slot. Save fonts to a memory card to print using other than the internal fonts or to save or read print data.

Use a memory card with this device to enable the following operations.

- Memory Card Format (Initialization)
- Write Data
- Read Data (data, fonts, programs, or macros)
- Delete Data
- Print List of Partitions

Inserting the Memory Card

NOTE: Always switch off (O posion) the main power switch when removing or inserting a memory card.

1 Remove the memory card cover from the interface cover and attach the memory card cover to the memory card.
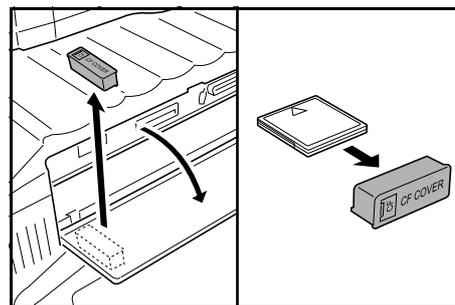
2 Hold the memory card cover and insert the memory card with the label face upward into the memory card slot until the memory card stops.

NOTE: Use the memory card with the memory card cover attached.

Replace the memory card cover after the memory card is used.
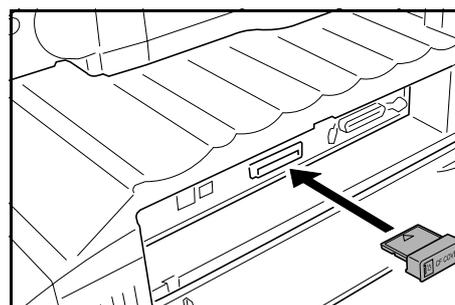
Memory Card Format (Initialization)

Before using a new memory card, the card must first be formatted. Formatting prepares the card for data to be written to it.

NOTE: Format the memory card at the device.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Memory Card].

> **Select item.**
>
> Printer menu
>
> | Print Sta-tus Page | Font | Paper Handling | Others |
> | Interface | Page Set | Color Mode | Memory Card |
> | Emulation | Print Quality | RAM DISK Mode | |
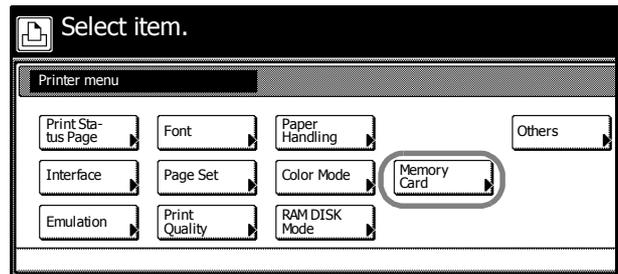
4 Press [Format].

The message *All data in the memory card will be deleted. Are you sure?* is displayed.

> **Memory Card**
>
> Read   Delete
>
> | Write Data | | | Language |
> | List of Partitions | Data | Program | Data |
> | Format | Font | Macro | Font |
>
> Printer menu
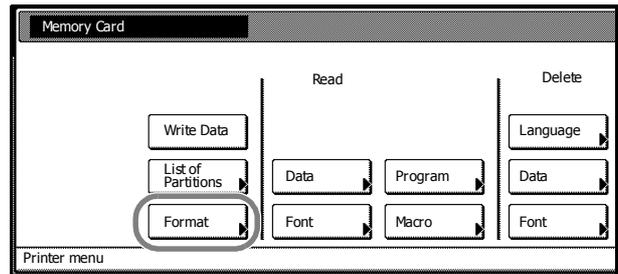
5 Press [Yes]. Memory card formatting begins.

6 The screen returns to printer mode when formatting is complete.

Writing data

Print data received from a computer onto the memory card. Written data is automatically assigned a name (partition name). Verify the written data name according to *Print List of Partitions* on page *3-30*.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Memory Card].

> **Select item.**
>
> Printer menu
>
> | Print Sta-tus Page | Font | Paper Handling | Others |
> | Interface | Page Set | Color Mode | Memory Card |
> | Emulation | Print Quality | RAM DISK Mode | |
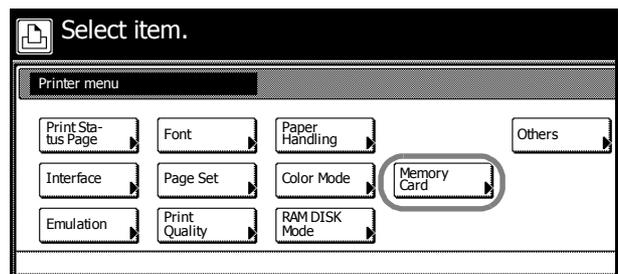
4 Press [Write Data].

The screen returns to printer mode and prepares to write data.

> **Memory Card**
>
> Read   Delete
>
> | Write Data | | | Language |
> | List of Partitions | Data | Program | Data |
> | Format | Font | Macro | Font |
>
> Printer menu
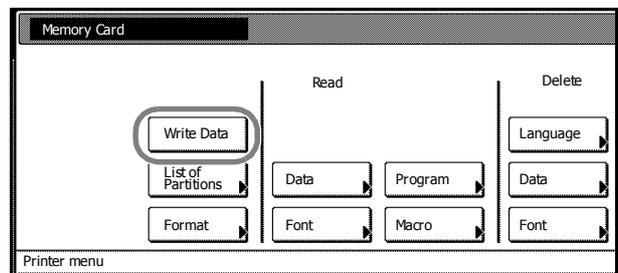
5 Send data from a computer.

When data begins to be received from the computer, *Processing data* is displayed, followed by *Please wait.* When done receiving data from the computer, *Page remaining* is displayed.

6 Press [GO].

Reading Data

Read data, program data, fonts, or macro data saved to a memory card.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Memory Card].

Select item.

Printer menu

Print Sta-tus Page	Font	Paper Handling	Others
Interface	Page Set	Color Mode	Memory Card
Emulation	Print Quality	RAM DISK Mode	
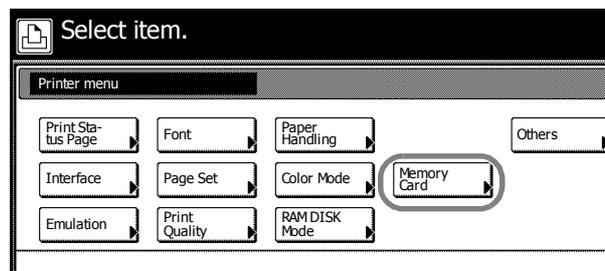
4 In the Read area, press [Data], [Program], [Font] or [Macro].

Memory Card

Read   Delete

Write Data   Language

List of Partitions   Data   Program   Data

Format   Font   Macro   Font
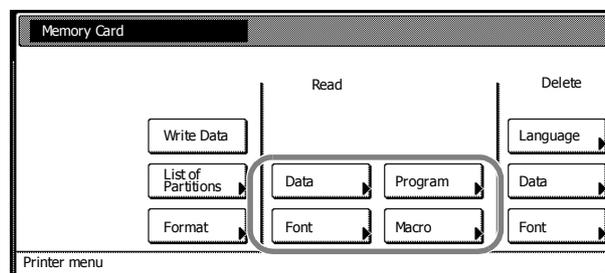
Printer menu

5 Press [▲] or [▼], select the item to be read, and press [Enter].

Processing message is displayed and data is read from the memory card.

Cancel

ata

▲ Up

▲

▼

▼ Down   Enter
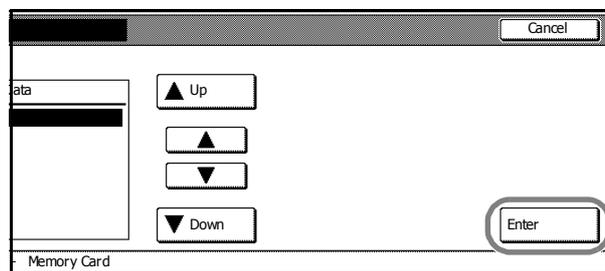
Memory Card

6 When finished reading data, the screen returns to printer mode.

Deleting Data

Delete data, program data, fonts, macro data or option languages saved to a memory card.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Memory Card].

Select item.

Printer menu

Print Sta-tus Page	Font	Paper Handling	Others
Interface	Page Set	Color Mode	Memory Card
Emulation	Print Quality	RAM DISK Mode	
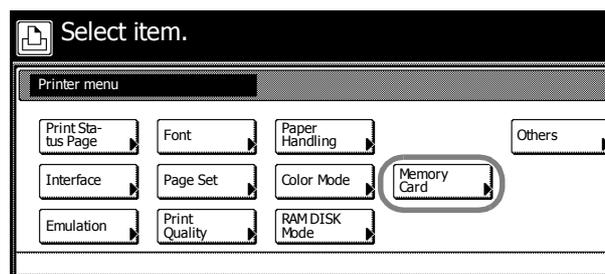
4 In the Delete area, press [Data], [Program], [Font], [Macro] or [Language].

		Read		Delete	Close
				Language	
Write Data					
List of Partitions	Data	Program		Data	Program
Format	Font	Macro		Font	Macro
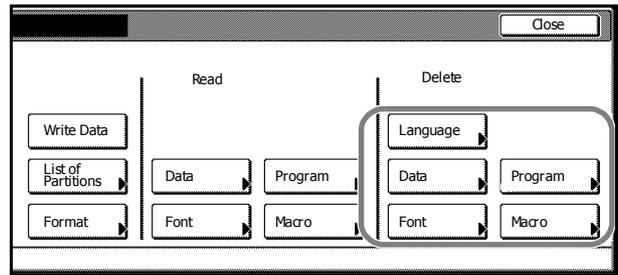
5 Press [▲] or [▼] to select the item to delete and press [Delete].

Processing message is displayed and data is deleted from the memory card.

		Cancel
ata	▲ Up	
	▲	
	▼	
	▼ Down	Delete
Memory Card		
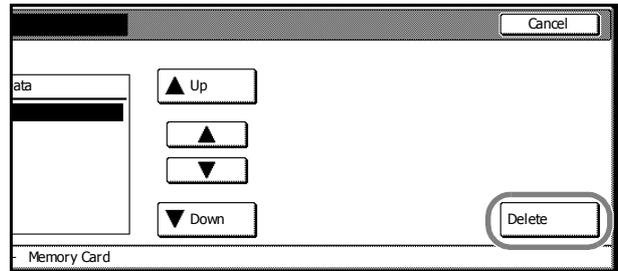
6 The screen returns to printer mode when done deleting.

Print List of Partitions

Print the memory card contents (data names, data size, etc.) as a partition list.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Memory Card].

Select item.

Printer menu

Print Status Page	Font	Paper Handling		Others
Interface	Page Set	Color Mode	Memory Card	
Emulation	Print Quality	RAM DISK Mode		

4 Press [List of Partitions].

Memory Card

		Read		Delete
Write Data				Language
List of Partitions	Data	Program		Data
Format	Font	Macro		Font
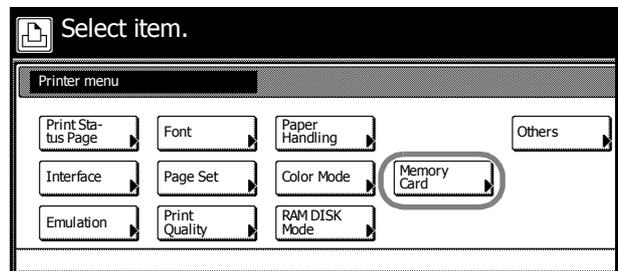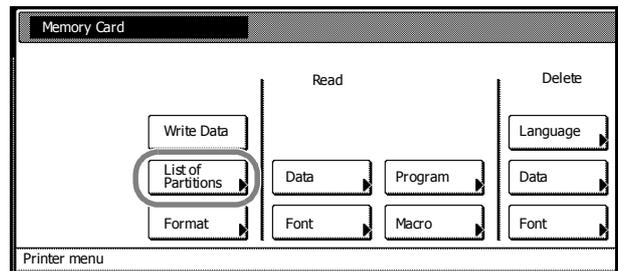
Printer menu

5 Press [Printing]. *Processing data* is displayed and the partition list is printed.
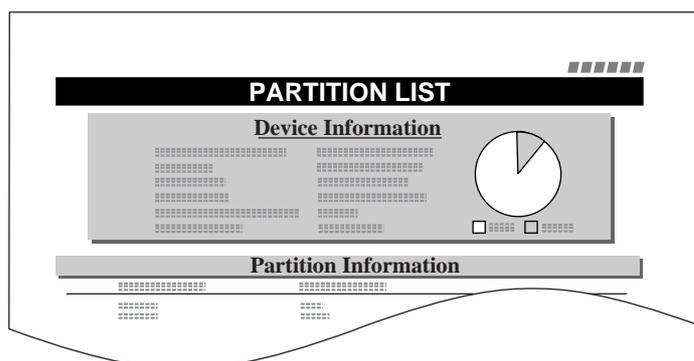
6 When printing is complete, the screen returns to printer mode.

RAM Disk Operation

This device includes a RAM disk function. A RAM disk is a virtual disk device that uses a portion of physical memory. By configuring a portion of total printer memory as a RAM disk, you can perform electronic sorting (to decrease total required printing time) or save or read data.

Before using the RAM disk function, set RAM disk to [On] from the RAM disk configuration item and set the RAM disk size. After RAM disk configuration is complete, perform the following operations.

- Write Data

- Print List of Partitions

- Read Data (data, programs)

- Deleting Data (data, fonts, programs, or macros)

IMPORTANT: The RAM disk function is not available when a hard disk is installed.

The RAM disk temporarily stores data. All of its contents are erased when this device is reset or switched off.

The RAM disk is created from a portion of this device's memory available for use by users. Therefore, depending on RAM disk configuration, print speed may be reduced or printing problems may arise due to insufficient memory.

NOTE: RAM disk usage steps are the same as the memory card usage steps. Refer to *Memory Card Operation* on page *3-27*.

Some e-MPS functions are available. For more on e-MPS functions, refer to *e-MPS Functions* on page *3-34*.

RAM Disk Setting

The RAM disk function is set to [Off] (disabled) by default. To use the RAM disk function, set it to [On] (enabled).

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [RAM DISK Mode].

Select item.

Printer menu

Print Sta-tus Page	Font	Paper Handling	Others
Interface	Page Set	Color Mode	
Emulation	Print Quality	RAM DISK Mode	
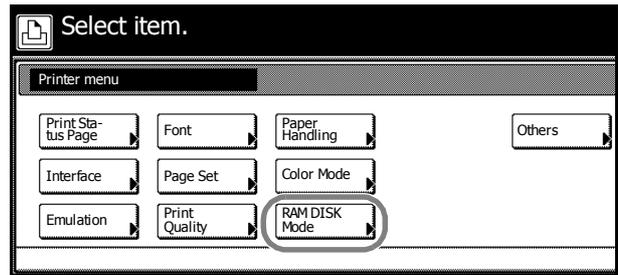
4 Press [On].

5 Press [Close].

Restart now? message is displayed.

6 Press [Yes]. This device restarts. RAM Disk mode is set to [On] (enabled).

RAM Disk Size Setting

Specify the amount of memory from this device total memory to allocate to the RAM disk. Enabling this function allows the use of electronic sorting and decreasing total printing time.

The maximum size that can be allocated is the amount of total memory minus 36 MB. For instance, if 512 MB of extended memory as been installed, the total memory is 768 MB (including 256 MB installed at the factory), so the maximum RAM disk size is 768 MB minus 36 MB, or 732 MB.

NOTE: Set the RAM Disk data size after setting RAM Disk mode to [On].

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [RAM DISK Mode].

Select item.

Printer menu

Print Sta-tus Page	Font	Paper Handling	Others
Interface	Page Set	Color Mode	
Emulation	Print Quality	RAM DISK Mode	

4 Press [RAM Disk Size].

RAM DISK Mode   Back

                                          Read   Delete

Off	Write Data
On	List of Partitions
	RAM Disk Size

Printer menu
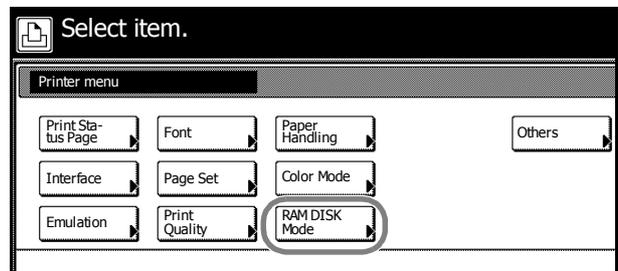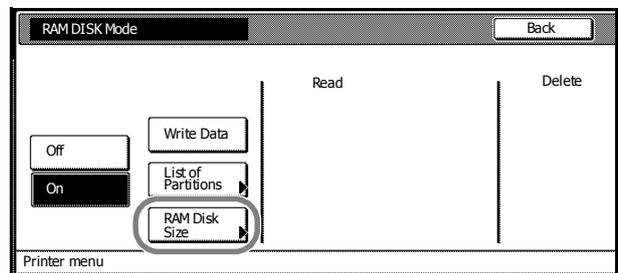
5 Press [+] or [–] to set the RAM Disk size.

6 Press [Close]. If the memory size has been changed, *Do you want to restart immediately?* message is displayed.

7 Press [Yes].

The RAM Disk size will be changed after restart is complete.

Hard Disk Operation

All e-MPS functions are available after installing the optional hard disk. For more on e-MPS functions, refer to *e-MPS Functions* on page *3-34*. The following hard disk operations also become available.

- Write Data

- Print List of Partitions

- Read Data (data, programs)

- Delete Data (data, fonts, programs, or macros)

- Hard Disk Format (Initialization)

NOTE: RAM disk usage steps are the same as the memory card usage steps. Refer to *Memory Card Operation* on page *3-27*.

Hard Disk Format (Initialization)

Hard disk formatting (initialization) must be performed when the hard disk is first installed to the printer.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Hard Disk].
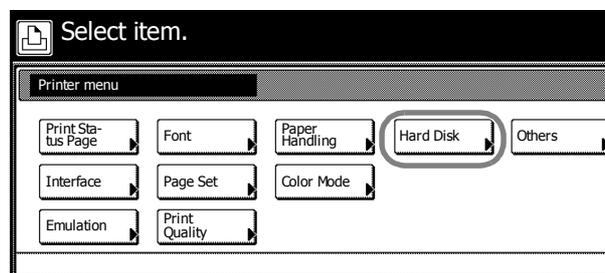
4 Press [Format].

The message *All data in the HDD will be deleted. Are you sure?* is displayed.
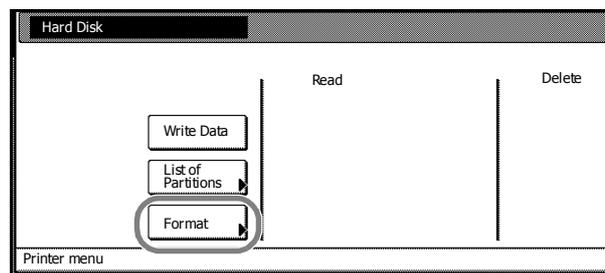
5 Press [Yes].

Hard disk formatting begins.

The screen returns to printer mode when formatting is complete.

e-MPS Functions

e-MPS (enhanced-Multiple Printing System) enables advanced printing functions such as saving print data to this device's hard disk and for later printing when needed, virtual mailbox and electronic sorting functions. Configure e-MPS functions from the printer driver.

The following operations can be used with e-MPS.

- Quick Copy...3-34
- Proof and Hold...3-35
- Private Print /Job Storage...3-35
- Printing Data Stored in a Virtual Mailbox (VMB)...3-37
- Printing Virtual Mailbox (VMB) Stored Data List...3-37
- Printing the Code Job List...3-38
- e-MPS Detailed Settings...3-39

NOTE: The optional hard disk is required to use the e-MPS function. For further details about e-MPS, refer to the *Kyocera Extended Driver User Guide*.

When RAM Disk is set to [On], the e-MPS function displays *Quick Copy*, *Private/Stored*, *List of code JOB* and *Advanced Settings*. Additional memory may be required when using RAM Disk.

Quick Copy

Use this mode to make print additional sets of previously printed documents. When printing documents with Quick Copy enabled from the print driver, a copy of the data is simultaneously written to the hard disk. Additional copies can be printed from the operation panel when needed.

According to the default setting, up to 32 items can be stored on the hard disk (may be increased to up to 50 items in e-MPS advanced settings).

NOTE: When saving a new document above the set maximum document limit, the oldest job is overwritten.

When the power is switched off, jobs saved in this mode are erased.

1 Press the **Printer** key.

2 Press [e-MPS].

3 Press [Quick Copy].
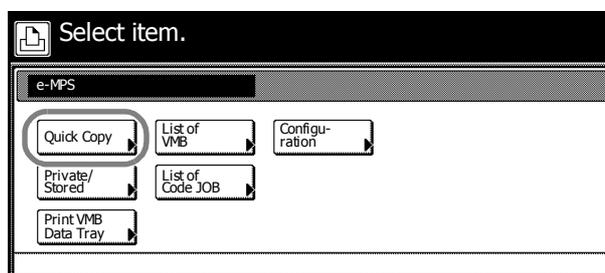
4 Press [▲] or [▼] to select the user and press [Next].
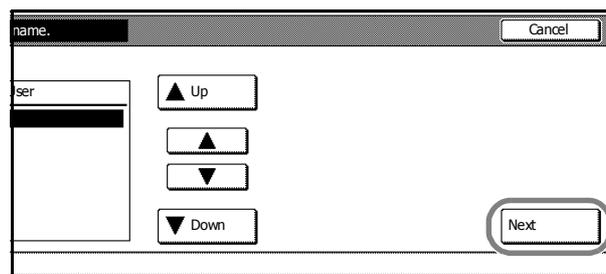
5 Press [▲] or [▼] to select the job and press [Next].

NOTE: Select the job and press [Delete] to delete the selected job.
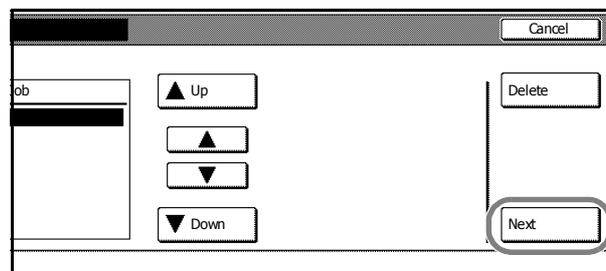
6 Press [+], [–] or numeric keys to set the desired number of copies and press [Printing].

Processing message is displayed and printing begins.

7 When printing is complete, the screen returns to printer mode.

Proof and Hold

By setting **Proof and Hold** in the printer driver and specifying the required number of copies, this device prints a single copy and saves the document data to the hard disk or RAM disk. Use the operation panel to print the remaining copies. The number of copies can be changed at this time. When the power is switched off, jobs saved in this mode are erased.

Printing remaining Job Hold copies

The printing operation is the same as Quick Copy. For Quick Copy printing procedures, refer to *Quick Copy* on page *3-34*.

Private Print /Job Storage

Private Print is feature to print from the operation panel by entering the same 4 digit code as entered in the print driver when starting printing. Data is erased after printing is complete.

Job Storage saves the print data to the hard disk. The data remains on the hard disk to be printed any number of times, even after printing is complete or the power is switched off. The feature can be used with or without an access code. For either driver setting method, refer to the *Kyocera Extended Driver User Guide*.

1 Press the **Printer** key.

2 Press [e-MPS].

3 Press [Private/Stored].
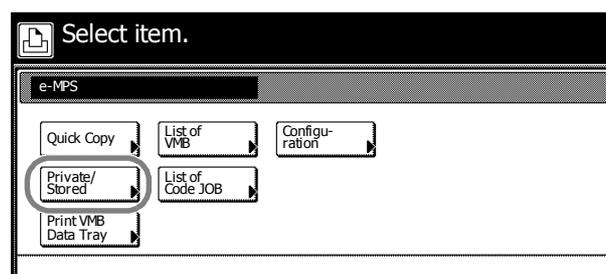
4 Press [▲] or [▼] to select the user and press [Next].
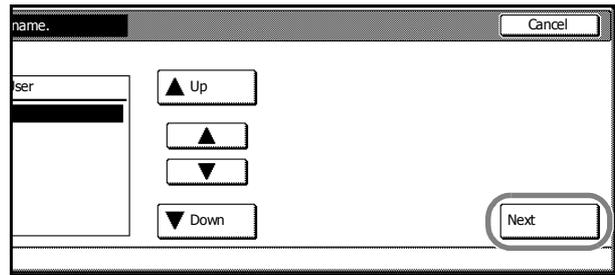
5 Press [▲] or [▼] to select the job and press [Next].

> **NOTE:** Select the job and press [Delete] to delete the selected job.
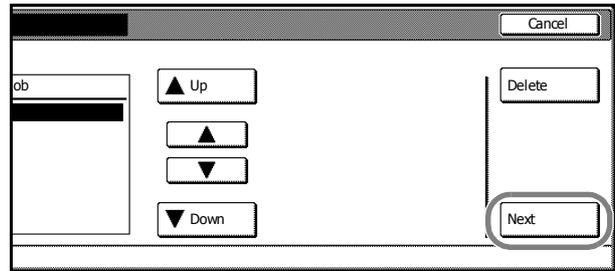
6 Press [+] , [–] or numeric keys to set number of copies.

7 Press [Printing].

If access code has been enabled, *Enter ID-code* is displayed.

Use the numeric keys to input the 4 digit access code configured at the printer driver and press [Enter].

Processing message is displayed and printing begins.
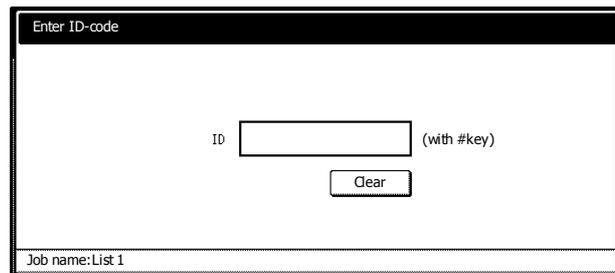
8 When printing is complete, the screen returns to printer mode.

Printing Data Stored in a Virtual Mailbox (VMB)

The virtual mailbox function is used to save jobs into a virtual mail box. When using the virtual mailbox to print a document, the job is saved and printing does not begin until it is started from the operation panel. To configure the print driver, refer to the *Kyocera Extended Driver User Guide*.

1 Press the **Printer** key.

2 Press [e-MPS].

3 Press [Print VMB Data Tray].
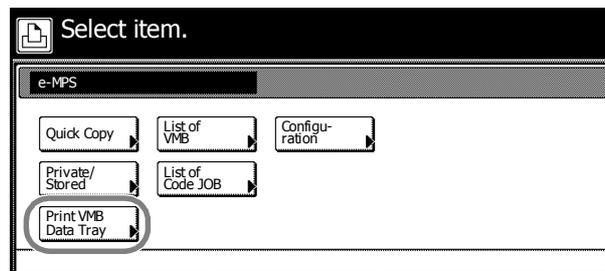
4 Press [▲] or [▼] to select the job and press [Printing].

Processing message is displayed and printing begins.

NOTE: Printed document data is deleted.
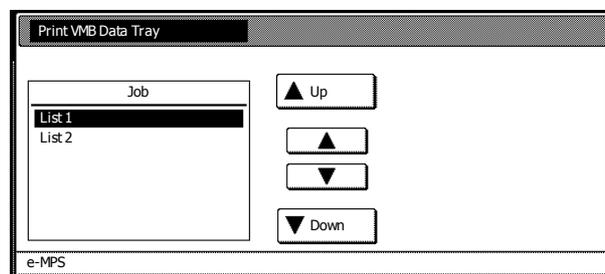
5 When printing is complete, the screen returns to printer mode.

Printing Virtual Mailbox (VMB) Stored Data List

Print a list of the currently configured virtual mailbox tray number (mailbox number), any stored data, and the data size.

1 Press the **Printer** key.

2 Press [e-MPS].

3 Press [List of VMB].
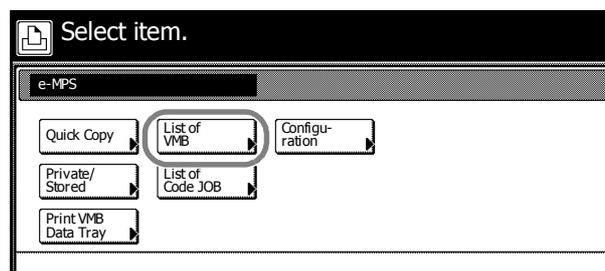
4 Press [Printing].

Processing message is displayed and printing of list begins.
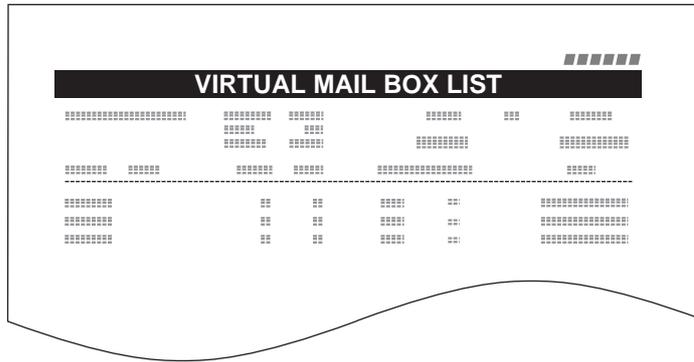
5 When printing is complete, the screen returns to printer mode.

Printing the Code Job List

Print a list of (permanent) saved code jobs stored in the hard disk.

1 Press the **Printer** key.

2 Press [e-MPS].

3 Press [List of Code JOB].
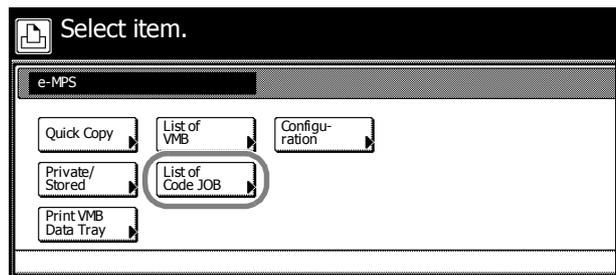
4 Press [Printing].

Processing message is displayed and printing of list begins.
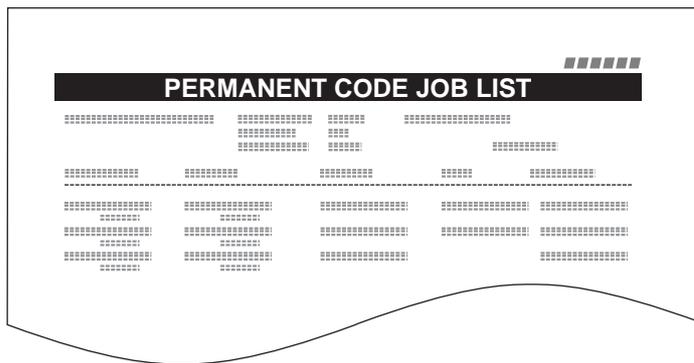
5 When printing is complete, the screen returns to printer mode.

e-MPS Detailed Settings

The following settings can be modified, such as the maximum number of items that can be stored in the hard disk.

- Maximum Quick Copy Jobs

- Temporary Code JOB Size

- Permanent Code JOB Size

- Virtual Mailbox (VMB) Size

Maximum Quick Copy Jobs

1 Press the **Printer** key.

2 Press [e-MPS].

3 Press [Configuration].

4 Press [▲] or [▼] to select *Quick Copy* and press [Change #].
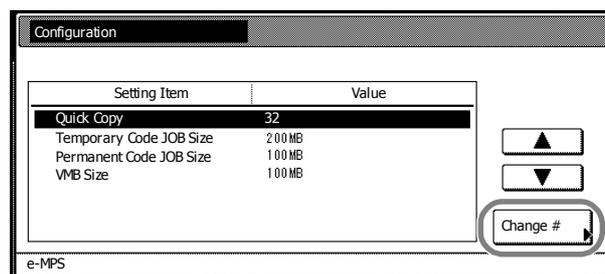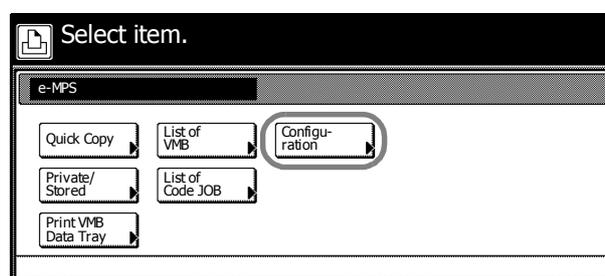
5 Press [+] or [–] to set the number of items.

6 Press [Close]. The display returns to the *Configuration* screen.

7 Press [Close]. The display returns to the *e-MPS* screen.

Temporary Code JOB Size

Set the (maximum) total space for temporarily saved jobs to be stored on the hard disk. The actual maximum amount that can be configured is the remaining space on the hard disk.

1 Press the **Printer** key.

2 Press [e-MPS].

3   Press [Configuration].
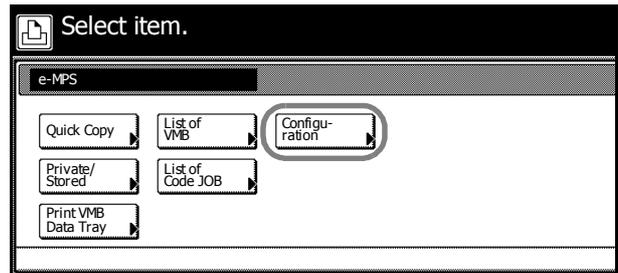
4   Press the [▲] or [▼] to select *Temporary Code JOB Size* and press [Change #].
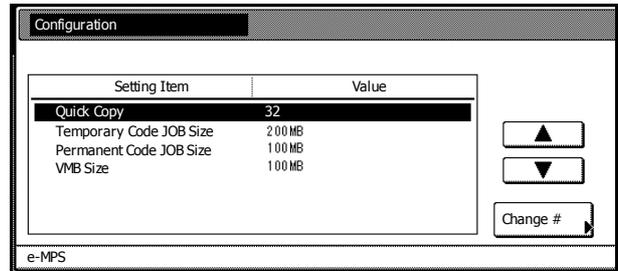
5   Press [+] or [–] to set the maximum size.

6   Press [Close]. The display returns to the *Configuration* screen.

7   Press [Close]. The display returns to the *e-MPS* screen.

Permanent Code JOB Size

Set the (maximum) total space for jobs to be permanently saved on the hard disk. The actual maximum amount that can be configured is the remaining space on the hard disk. The setting procedure is the same as for *Temporary Code JOB Size*.

Virtual Mailbox (VMB) Size

Set the (maximum) total hard disk space for Virtual Mailbox. The maximum value can for this item can be set up to the hard disk remaining space. The setting procedure is the same as for *Temporary Code JOB Size*.

Other Settings

The following items can be set for other settings.

- Form Feed Timeout

- Setting Resource Protect Mode

- Auto continue

- Setting Stapling Error Detection

- Setting Duplex Mode Printing Error Detection

- Service Settings

- Printer Reset (Reboot)

- Dump Received Data

Form Feed Timeout

After receiving the last data from the computer, and if no response is received from the computer indicating the data transmission has ended, this device will wait a predetermined time before printing the last page. After this predetermined time, the page will be fed automatically. Set the form feed timeout to '0' to prevent form feed until [GO] is pressed manually.

1 Press the **Printer** key.

2 Press [Printer Menu].
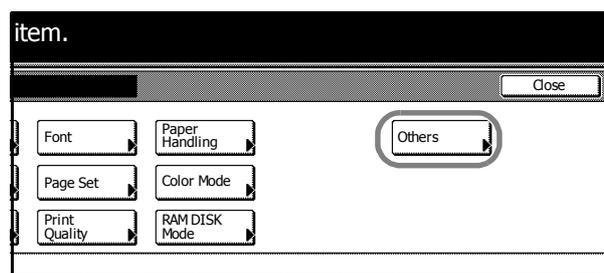
3 Press [Others].

4 Press [▲] or [▼] to select *Form Feed Time Out* and press [Change #].
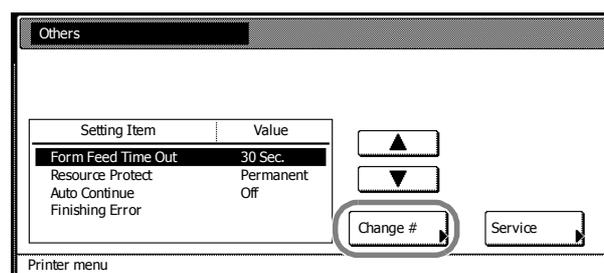
5 Press [+] or [–] to set the form feed wait time.

6 Press [Close]. The display returns to the *Others* screen.

7 Press [Close]. The display is returned to the *Printer menu* screen.

Setting Resource Protect Mode

When this devicer's emulation switches from PCL 6 to another emulation type, all downloaded files and macros are lost. Set the Resource Protect Mode to *Protect* or *Permanent* to protect the PCL environment and preserve those resources for use when again returning to PCL 6 emulation.

Item	Description
Auto	Saves permanent PCL resources such as fonts, macros, and symbol sets in this device's memory when switching emulation types. Temporary resources, however, are released.
Protect	Saves permanent and temporary PCL resources in this device's memory when switching emulation types.
Off	No resources are protected.

1   Press the **Printer** key.

2   Press [Printer Menu].
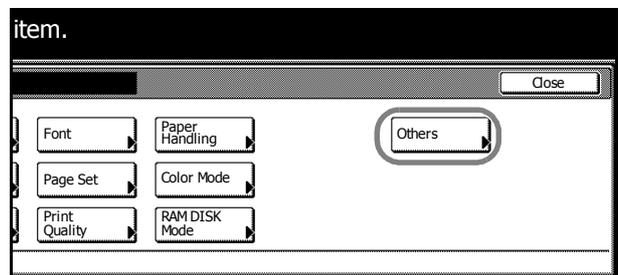
3   Press [Others].

4   Press [▲] or [▼] to select *Resource Protect* and press [Change #].
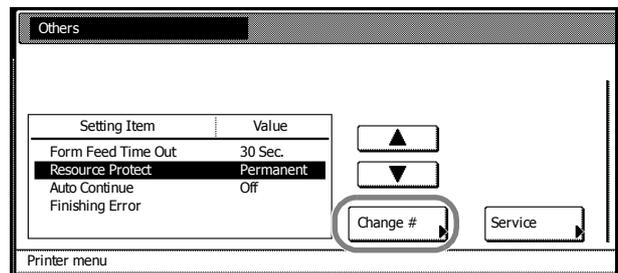
5   Press [Off], [Permanent] or [Permanent/Temporary].

6   Press [Close]. The display returns to the *Others* screen.

7   Press [Close]. The display is returned to the *Printer menu* screen.

Auto continue

When an error occurs, automatically continues printing from the next received data after the specified period of time. The default setting is [Off] (No auto continue). Auto continue can continue printing after the following errors.

- *Print Overrun Press GO.*

- *Memory overflow Press GO.*

You can also specify the time delay before Auto continue.

1   Press the **Printer** key.

2   Press [Printer Menu].

3 Press [Others].

item.

Close

Font	Paper Handling	Others
Page Set	Color Mode	
Print Quality	RAM DISK Mode	
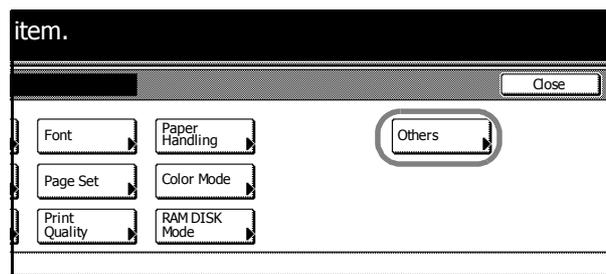
4 Press [▲] or [▼] to select *Auto Continue* and press [Change #].

Others

Setting Item	Value
Form Feed Time Out	30 Sec.
Resource Protect	Permanent
Auto Continue	Off
Finishing Error	

▲

▼

Change #   Service
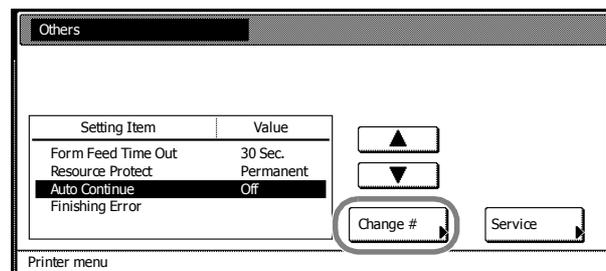
Printer menu

5 Press [On] or [Off].

6 If [On] is pressed, press [+] or [–] to set the Auto Continue delay time.

Auto continue   Back

When error occurs, auto timing for processing can be set.

(0～495)

30 Seconds

Off

On

+ (5)

− (5)

Printer menu   -   Others
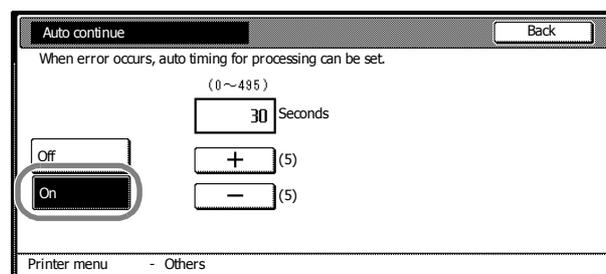
7 Press [Close]. The display returns to the *Others* screen.

8 Press [Close]. The display is returned to the *Printer menu* screen.

Setting Stapling Error Detection

Set whether to show an error message during stapling when the staple supply is exhausted.

Mode	Description
On	Displays an error message.
	Press [GO] to clear the error message and continue printing without stapling. Press [Cancel] to cancel printing.
Off	No error message is shown and printing continues without stapling.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Others].

item.

Close

Font	Paper Handling	Others
Page Set	Color Mode	
Print Quality	RAM DISK Mode	
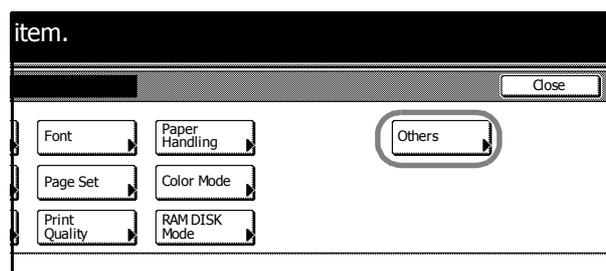
4 Press [▲] or [▼] to select *Finishing Error* and press [Change #].
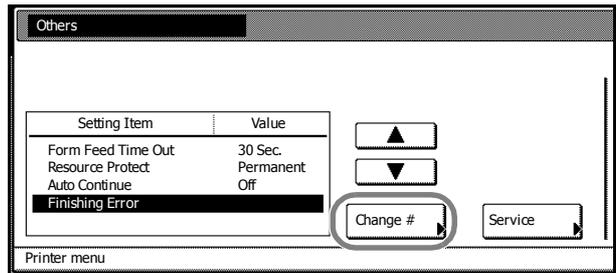
5 Press [▲] or [▼] to select *Staple Mode* and press [Change #].
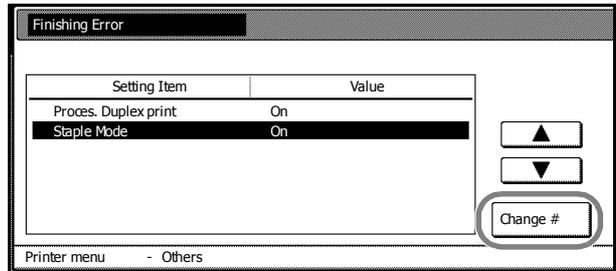
6 Press [On] or [Off].

7 Press [Close]. The display returns to the *Finishing Error* screen.

8 Press [Close]. The display returns to the *Others* screen.

9 Press [Close]. The display is returned to the *Printer menu* screen.

Setting Duplex Mode Printing Error Detection

For duplex mode printing, set whether to detect the paper size and type and show an error message for paper that does not support duplex printing.

Mode	Description
On	Displays an error message.
	Press [GO] to continue single side printing. Press [Cancel] to cancel printing.
Off	Continues 1-sided printing without showing an error message.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Others].

4 Press [▲] or [▼] to select *Finishing Error* and press [Change #].

```
Others

  Setting Item        Value
  Form Feed Time Out   30 Sec.        ▲
  Resource Protect     Permanent
  Auto Continue        Off            ▼
  Finishing Error
                                    Change #    Service
Printer menu
```
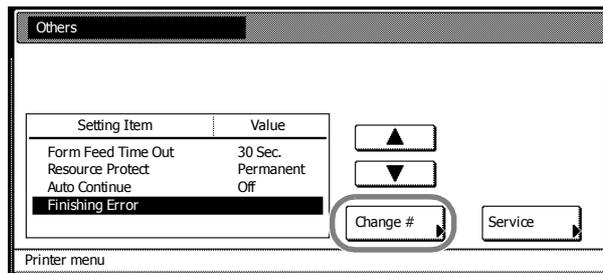
5 Press [▲] or [▼] to select *Proces. Duplex Print* and press [Change #].
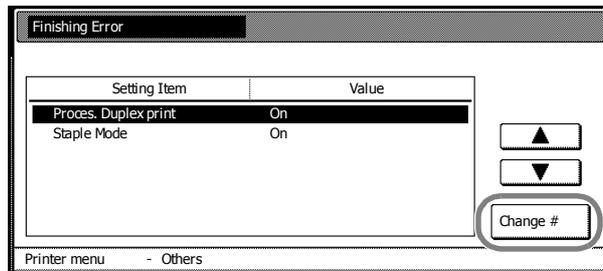
```
Finishing Error

  Setting Item            Value
  Proces. Duplex print     On
  Staple Mode              On
                                          ▲

                                          ▼

                                       Change #
Printer menu      -  Others
```

6 Press [On] or [Off].

7 Press [Close]. The display returns to the *Finishing Error* screen.

8 Press [Close]. The display returns to the *Others* screen.

9 Press [Close]. The display is returned to the *Printer menu* screen.

Service Settings

Used mainly for maintenance purposes by the service representative. Use to print a service status page for reference during maintenance or service.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Others].

```
item.
                                                    Close

   Font          Paper                    Others
                 Handling

   Page Set      Color Mode

   Print         RAM DISK
   Quality       Mode
```

4 Press [Service].

```
Others

  Setting Item         Value
  Form Feed Time Out    30 Sec.        ▲
  Resource Protect      Permanent
  Auto Continue         Off            ▼
  Finishing Error
                                    Change #    Service
Printer menu
```

5 Press [Print Status Page].

```
Service
┌─────────────┐
│ Print Sta-  │
│ tus Page    ▶│
└─────────────┘
┌─────────────┐
│ Paper Feed  │
│ Operation   ▶│
└─────────────┘

Printer menu    -  Others
```
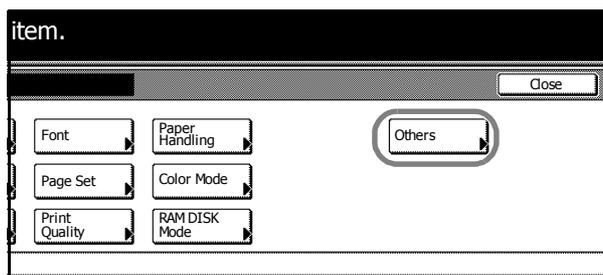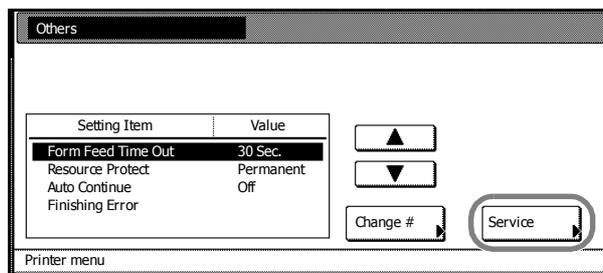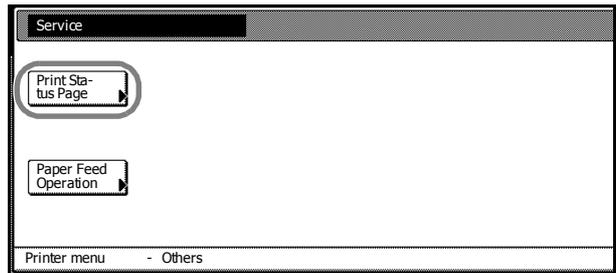
6 Press [Printing].

Processing message is displayed and printing of the service status page begins.

7 When printing is complete, the screen returns to printer mode.

Printer Reset (Reboot)

Reset the printer function only without switching off (○ position) the main power switch.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Others].

```
item.
                                          ┌───────┐
                                          │ Close │
                                          └───────┘
┌──────┐ ┌──────────┐          ┌────────┐
│ Font ▶│ │ Paper    ▶│         │ Others ▶│
└──────┘ │ Handling │          └────────┘
┌──────────┐ ┌──────────┐
│ Page Set ▶│ │Color Mode▶│
└──────────┘ └──────────┘
┌──────────┐ ┌──────────┐
│ Print    ▶│ │ RAM DISK ▶│
│ Quality  │ │ Mode     │
└──────────┘ └──────────┘
```
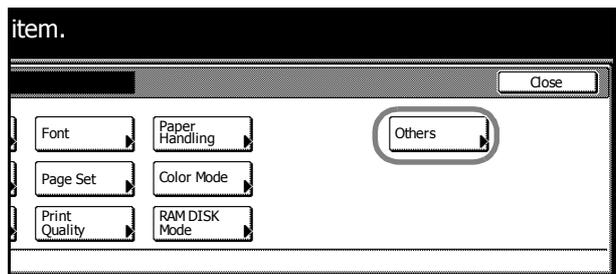
4 Press [Printer Reset].

Only printer board is working without turning off the main SW. Are you sure? is displayed

```
                                          ┌───────┐
                                          │ Close │
                                          └───────┘
tem       │ Value                ┌──▲──┐         ┌─────────┐
me Out    │ 30 Sec.              └─────┘         │ Printer ▶│
ect       │ Permanent            ┌──▼──┐         │ Reset   │
          │ Off                  └─────┘         └─────────┘
or                          ┌────────┐ ┌────────┐ ┌──────────┐
                            │Change #▶│ │Service▶│ │ Print    ▶│
                            └────────┘ └────────┘ │ HEX-DUMP │
                                                  └──────────┘
```
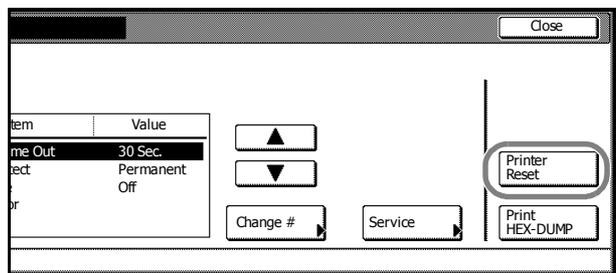
5 Press [Yes]. The printer board reboots.

Dump Received Data

Print a hexadecimal output of received data for program or file debugging.

1 Press the **Printer** key.

2 Press [Printer Menu].

3 Press [Others].

item.

Close

Font	Paper Handling		Others
Page Set	Color Mode
Print Quality	RAM DISK Mode
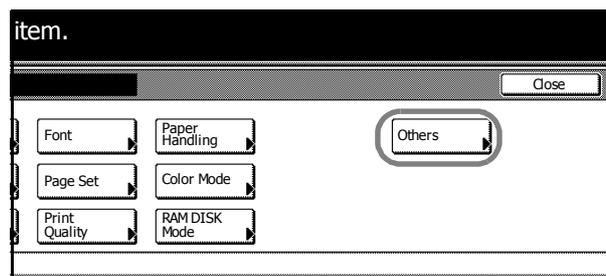
4 Press [Print HEX-DUMP].

Printing mode with dump Rx data. Are you sure? is displayed.

Close

tem	Value	▲	Printer Reset
me Out	30 Sec.	▼	
ect	Permanent Off	Change #	Service	Print HEX-DUMP
or			
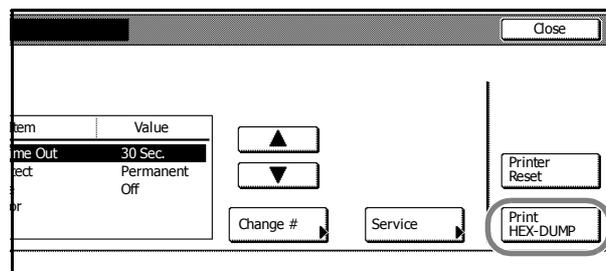
5 Press [Yes].

Processing is displayed, followed by *Page remaining*.

6 Send data to this device while it is in this state. The dump page is printed. *Processing* message is displayed and printing begins.

NOTE: Press [GO] to take this device offline after the needed dump page has been printed, then press [Cancel] to cancel printing of any more dump pages.

7 When printing is complete, press [GO] again. HEX Dump mode is canceled.

4 Scanner Settings

This chapter explains the scanner functions and settings that can be configured from the machine touch panel. For basic scanner operation, refer to the *Operation Guide*.

Setting Scanner Functions

This section explains how to configure the scanner functions from the machine.

NOTE: Refer to each scanner function operation procedure as explained in *Operation Guide* for information how to display the scanner function settings screen.

The available settings may vary depending on the sending method.

The following settings are available from the scanner function screen's [Basic] tab.
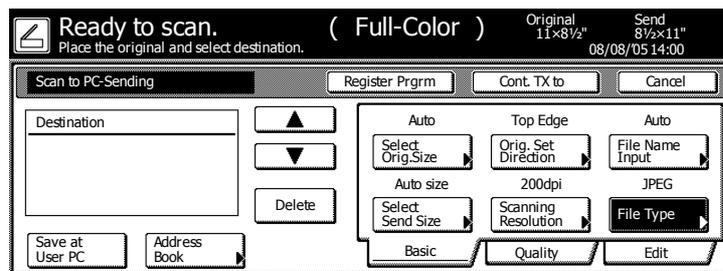
- Selecting Original Size...4-3

- Select Sending Size...4-3

- Selecting Original Orientation...4-4

- Scan Resolution...4-4

- File Name Input...4-5

- File Type...4-5

Selecting Original Size

Select the original size (scanning area).

Item	Original Size
Select size	Inch models Auto, 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 8 1/2 × 51/2", 51/2 × 8 1/2", 11 × 15", 8 1/2 × 13 1/2", 8 1/2 × 13", A4, A4R
	Metric models Auto, A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, B6R, 11 × 15", 11 × 8 1/2", 8 1/2 × 11", Folio
Input size	Inch models Vertical (Y): 2 - 11 5/8" Horizontal (X): 2 - 17"
	Metric models Vertical (Y): 50 - 297 mm Horizontal (X): 50 - 432 mm
Other stand. Size (Others stand. Size)	Inch models A3, B4, B5, B5R, A5, A5R, B6, B6R, Folio, 8K, 16K, 16KR, and custom sizes
	Metric models 11 × 17", 8 1/2 × 14", 5 1/2 × 8 1/2", 8 1/2 × 5 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13", 8K, 16K, 16KR, and custom sizes

NOTE: For manual size input, place the original flush against the top left of the platen and set the area to be scanned.

For scanning resolution, refer to *Scan Resolution* on page *4-4*.

Select Sending Size

Select the sending size (size of image to send).

The following send sizes are available.

Auto size, 11 × 17", 11 × 15", 8 1/2 × 14", 8 1/2 × 13 1/2", 8 1/2 × 13", 8 1/2 × 11", 5 1/2 × 8 1/2", A3, B4, A4, B5, A5, B6, Folio, 8K, 16K

NOTE: Not available when an custom original size has been specified.

For scanning resolution, refer to *Scan Resolution* on page *4-4*.

Selecting Original Orientation

Specify the top edge of the placed original.

Item	Description
Top Edge (Back Edge)	Sets the top edge as the original's upper edge.
Left Top Edge (Left top corner)	Sets the left edge as the original's upper edge.

Placing originals on the platen

| **Original** | **[Top Edge]** ([Back Edge]) | **[Left Top Edge]** ([Left top corner]) |

Placing originals in the optional document processor
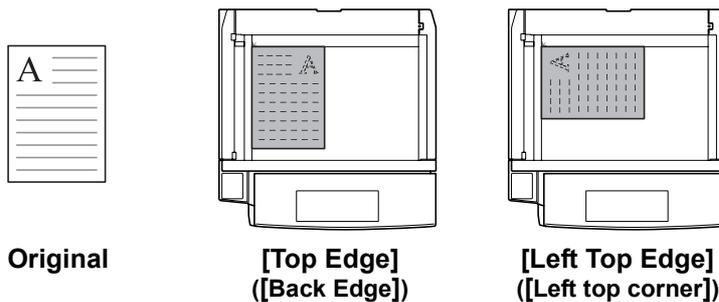
| **Original** | **[Top Edge]** ([Back Edge]) | **[Left Top Edge]** ([Left top corner]) |
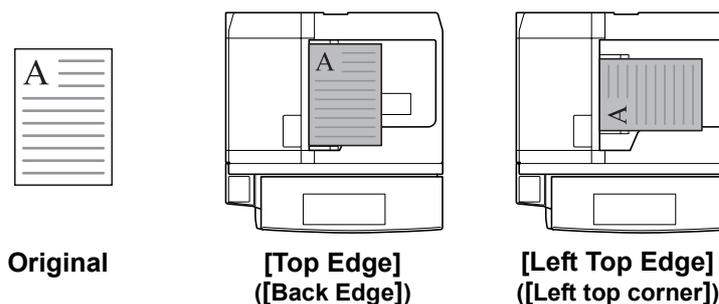
NOTE: The original may not be scanned correctly if original set direction is not specified.

Scan Resolution

Specify the degree of scanning detail. The larger the dpi value, the more details are captured, but file sizes and scanning time are also increased. Specify scan resolutions of 200 dpi, 300 dpi, 400 dpi or 600 dpi.

NOTE: Scan resolution cannot be specified when [HiComp. PDF Color] is selected as the file type.

Typical computers display images on the screen at 96 dpi (for Windows), and printers typically print at between 150 - 600 dpi. Scan images at higher resolutions if they will be later enlarged or printed.

File Name Input

Specify a filename to assign to a scanned image.

Item	Description
Auto	Automatically assign a filename.
Manual	The file name can be changed. Press [Change Name] and input the filename.

NOTE: This selection is not available for TWAIN and Database Connection.

Enter the filename using less than 20 characters.

To change the filename specified under default settings mode, refer to *File Name* on page *4-16*.

When *File Name Input* on page *4-18* is set to [Manual], The filename input screen is shown without first showing the auto/manual selection screen.

File Type

Specify the image file format.

Item	Image Adjust	Available color modes
JPEG Color&Gray (JPEG Col. Grey)	1 - 5	Full color, Auto color†, Grayscale
TIFF	1 - 5	Full color, Auto color†, Grayscale, Black&White
PDF	1 - 5	Full color, Auto color, Grayscale, Black&White
HiComp. PDF Color	1 - 3	Full color

† Auto Color is available only when [Gray scale] is selected for *B&W Setting*.

NOTE: When file type is set to [JPEG Color&Gray] ([JPEG Col. Grey]), originals read in one operation are sent as one file per page.

The PDF encryption function is available when you select [PDF] or [HiComp. PDF Color]. For further details, refer to *PDF Encryption Function* on page *4-9*.

Setting Image Quality

The following settings are available from the scanner function screen's [Quality] tab.
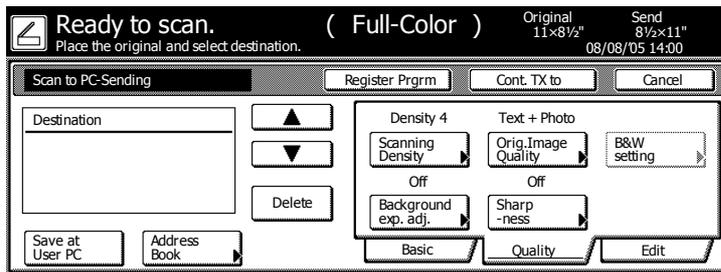
- Exposure Level...4-6
- Background Exposure Adjust...4-6
- Original Image Quality...4-7
- Sharpness Adjust...4-7
- B&W Setting...4-7

Exposure Level

Adjust the scanned image density.

Item	Description
Manual (1 - 7)	Manually adjust the scanned image density. Density can be adjusted in either 7 or 13 steps.
Auto	The appropriate density is set by detecting the density of the original.

NOTE: [Auto] is available only when selecting [Black&white] under *B&W Setting* and color mode is set to either Black&White or Auto Color. Additionally, when performing a full color scan with Auto Color, even if [Auto] is selected, scan density is corrected according to the default [Manual] value.

Background Exposure Adjust

Lightens the background of color originals with dark backgrounds.

Item	Description
On (1 - 5)	Adjust the background with presets (1 - 5).
Off	Do not adjust the background exposure.

NOTE: Background exposure adjust is not available when B&W setting is set to [Black&white]. Additionally, background exposure adjust does not function when scanning in [Black&white] under Auto Color mode.

Original Image Quality

Choose the image quality suited to the type of original.

Item	Description
Text+Photo	When scanning originals with mixed text and photos.
Photo	To reproduce depth of photo originals.
Text	To clearly reproduce penciled or fine lines.
OCR	For use with OCR applications (software to convert optical characters to text data).

NOTE: For Send E-mail, [Photo] is not available.

Sharpness Adjust

Adjust the sharpness of image outlines.

Item	Description
Sharpen	Sharpens image outlines. Sharpens text or lines.
Unsharpen	Softens image outlines. Reduces moire affect.

B&W Setting

When scanning in B&W, select between B&W and grayscale.

Item	Description
Black&white	Each pixel is represented by either a white or black dot. File sizes are smaller than color or B&W grayscale images.
Gray scale	Each pixel is represented by gradations of black and white, but without color information. Reproduces images smoothly and sharply.

Setting Edit Functions

The following settings are available from the scanner function screen's [Edit] tab.
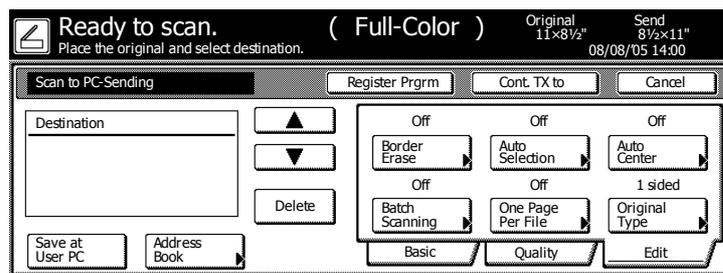
- Border Erase...4-8
- Batch Scanning...4-8
- Auto Selection...4-8
- One Page Per File...4-9
- Auto Center...4-9
- Original Type...4-9

Border Erase

Removes black borders from around the edges of originals.

Function	Value	Description
Sheet Erase (Border Erase)	Inch models Border: 0 - 2" (1/8" increments) Metric models Border: 0 - 50 mm	Use this mode to erase black borders around single sheet originals.
Book Erase	Inch models Border: 0 - 2" (1/8" increments) Center: 0 - 2" (1/8" increments) Metric models Border: 0 - 50 mm Center: 0 - 50 mm	Use this mode to erase black borders that develop around the edges and in the middle when scanning originals such as thick books. You can specify the widths individually to erase the borders around the edges and in the center of the book.
Individual BorderErase (Individual Erase Mode)	Inch models Top: 0 - 2" (1/8" increments) Bottom: 0 - 2" (1/8" increments) Left: 0 - 2" (1/8" increments) Right: 0 - 2" (1/8" increments) Metric models Top: 0 - 50 mm Bottom: 0 - 50 mm Left: 0 - 50 mm Right: 0 - 50 mm	Use this mode to individually specify border widths to erase on all sides.
Off		Do not erase borders.

NOTE: See *Border Erase* on page *1-19* for how to configure Border Erase.

Batch Scanning

After scanning an original, you can continue scanning a new original. When this feature is enabled, after an original is scanned, a selection screen prompts whether to continue scanning originals.

Item	Description
On	Enables batch scanning.
Off	Disables batch scanning.

NOTE: For TWAIN image scanning, batch scanning is available when *Wait for Scan* is enabled.

Auto Selection

Scan differently sized originals in one operation when placed in the optional document processor.

Item	Description
On	Enables Auto Selection.
Off	Disables Auto Selection.

NOTE: For Auto Selection operation, see *Auto Selection Mode* on page *1-46*.

One Page Per File

Creates and sends a separate file for each page of a scanned original.

Item	Description
On	Enables One Page Per File.
Off	Disables One Page Per File.

NOTE: When file type is set to [JPEG] One Page Per File is automatically set to [On].

Auto Center

When scanning with zoom, by specifying the Original size and the Send size, blank borders around the bottom or left and right will be shown, depending on the sizes. When setting Auto Center, the image is moved to the center so that blank borders around the top and bottom or left and right become even.

Item	Description
On	Enables Auto Center.
Off	Disables Auto Center.

Original Type

Select the original type according to type of original being scanned.

Item	Bind Direction	Description
1 sided (1-sided)	–	Single sided sheet original.
2 sided (2-sided)	Open from Left/Right, Open from top (Left/Right binding, Top binding)	2-sided sheet original.
Book	Open from left, Open from right (Left binding, Right binding)	Magazine or book originals with facing pages.

NOTE: [2 sided] ([2-sided]) is displayed when the optional document processor is installed.

PDF Encryption Function

Enables setting high compression PDF function when the file type is set to PDF or High Comp. PDF. Use this setting to restrict the usages of encrypted PDF files.

Item	Value	Supplementary Explanation
Document Open Password	Off, Password entry	Enter a password less than 255 characters long.
Doc. Restriction Password	Off, Password entry	Enter a password less than 255 characters long.
Encryption Level	High Level 128bit, Low Level 40bit	[High level 40 bit] is compatible with Acrobat 3 and Acrobat 4. [High level 128 bit] is compatible with Acrobat 5 and later versions.

Item	Value	Supplementary Explanation
Copy image and other cont	Allow, Refuse	
Changes Allowed	Comment, Any except extract pg, Change pg layout, Insert/del/rotate pg, Refuse	[Change pg layout] is displayed when encryption level is set to [Low Level 40bit]. [Insert/del/rotate pg] is displayed when encryption level is set to [High Level 128bit].
Printing Allowed	Allow, Allow (Low Res.), Refuse	[Allow (Low Res.)] is displayed when encryption level is set to [High Level 128bit].

NOTE: *Encryption Level* is displayed when a password has been specified for *Document Open Password* or *Doc. Restriction Password*.

Copy image and other cont, *Changes Allowed*, and *Printing Allowed* are displayed when a password has been specified for *Doc. Restriction Password*.

The same password can not be used for registering *Document Open Password* and *Doc. Restriction Password*.

1 On the scanner function screen, press [File Type] to show the *Sending file type* screen.

NOTE: Refer to each scanner function operation procedure as explained in *Operation Guide* for information how to display the scanner function settings screen.

2 Press [PDF Encryption].
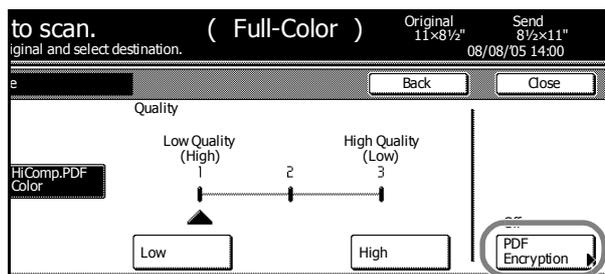
3 Press [▲] or [▼] to select *Document Open Password* or *Doc. Restriction Password* and press [Change #].
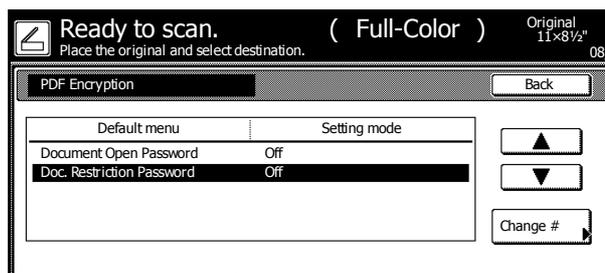
4 Press [Change #] for *Password*.
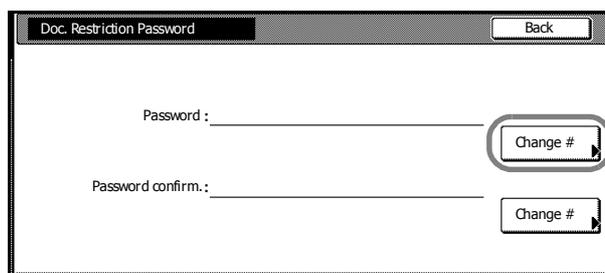
5 Enter the password and press [End].

6 Press [Change #] for *Password confirm*.

7 Enter the password again for verification and press [End].

8 Press [Close]. Display is returned to *PDF Encryption*.

9 Press [▲] or [▼] to select *Encryption Level* and press [Change #].

```
┌─────────────────────────────────────────────────────────────┐
│ ✎  Ready to scan.              ( Full-Color )    Original    │
│    Place the original and select destination.    11×8½"      │
│                                                     08/(     │
│ ┌─────────────────────────────┐              ┌──────────┐   │
│ │ PDF Encryption              │              │  Back    │   │
│                                                              │
│   Default menu        │  Setting mode                       │
│  Document Open Password │  Off              ┌──────────┐    │
│  Doc. Restriction Password │ *****          │    ▲     │    │
│  Encryption Level     │ Low Level (40bit)   └──────────┘    │
│  Copy image and other cont │ Refuse         ┌──────────┐    │
│  Changes Allowed      │ Refuse              │    ▼     │    │
│                                             └──────────┘    │
│                                             ┌──────────┐    │
│                                             │ Change # │    │
│                                             └──────────┘    │
└─────────────────────────────────────────────────────────────┘
```
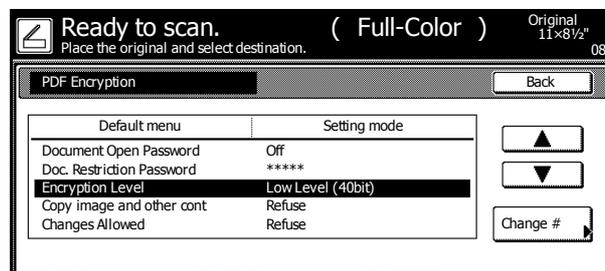
10 Select [High Level 128bit] or [Low Level 40bit] and press [Close]. Display is returned to *PDF Encryption*.

Proceed to Step 11 if a password was entered in Step 3 for *Doc. Restriction Password*.

Proceed to Step 17 if a password was entered in Step 3 for *Document Open Password*.

11 Press [▲] or [▼] to select *Copy image and other cont* and press [Change #].

12 Select [Allow] or [Refuse] and press [Close].

13 Press [▲] or [▼] to select and *Changes Allowed* and press [Change #].

14 Press [Comment], [Any except extract pg], [Change pg layout], [Insert/del/rotate pg], or [Refuse] and press [Close].

NOTE: [Change pg layout] will be displayed when [Low Level 40bit] is selected for [Encryption Level] and [Insert/del/rotate pg] will be displayed when [High Level 128bit] is selected.

---

15 Press [▲] or [▼] to select and *Printing Allowed* and press [Change #].

16 Select [Allow], [Refuse] or [Allow (Low Res.)] and press [Close].

NOTE: [Allow (Low Res.)] is displayed when encryption level is set to [High Level 128bit] under *Encryption Level*.

---

17 Press [Close]. Display is returned to *Sending file type*.

Scanner Default Settings

Change the default settings for the scanner function.

Default Settings

This section explains how to change default settings which are applied when the machine is powered up or the **Reset** key is pressed. Automatically configured details set in default setting mode are called default settings. You can change the default settings as desired to meet your usage patterns.

Accessing the *Setting default function* Screen

Follow the steps below to display the *Setting default function* screen.

1 Press the **System Menu/Counter** key.

2 Press [Scanner Default].
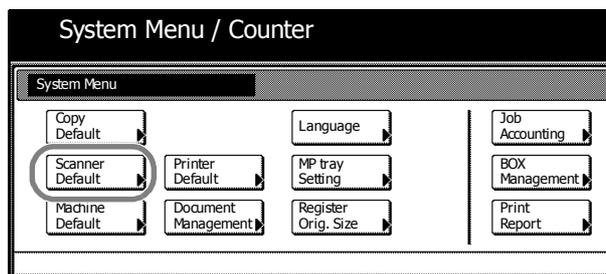
3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct management code has been entered, the *Scanner setting menu* screen is displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

4 Press [Func. Def. setting].
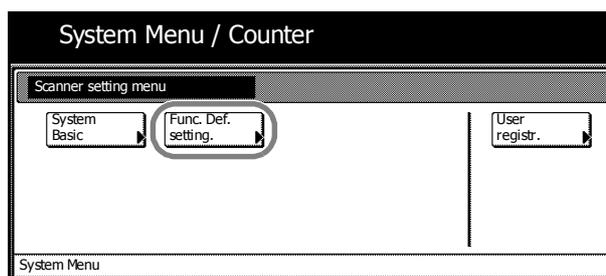
5 Refer to the following configuration items to configure the default settings.

Original Density

Set the image quality for default settings mode. The setting items are as follows.

Item	Description
Text+Photo	When scanning originals with mixed text and photos.
Photo	To reproduce depth of photo originals.
Text	To clearly reproduce penciled or fine lines.
OCR	For use with OCR applications (software to convert optical characters to text data).

For further details on original image quality, see page *4-7*.

1   Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2   Press [▲] or [▼] to select *Original density* and press [Change #].

3   Select [Text+Photo], [Photo], [Text] or [OCR].

4   Press [Close]. The display returns to the *Setting default function* screen.

Density Adjustment (Auto)

Adjusts the overall dark/light balance when density adjustment is set to [Auto]. The setting items are as follows.

Item	Description
Lighter	Lightens the overall density adjustment.
Darker	Darkens the overall density adjustment.

For further details about density adjust, see page *4-6*.

1   Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2   Press [▲] or [▼] to select *Density Adjustment (Auto)* and press [Change #].

3   Press [Lighter] or [Darker] to adjust the density.

4   Press [Close]. The display returns to the *Setting default function* screen.

Density Adjustment. (Manual)

Adjusts the overall dark/light balance when density adjustment is set to [Manual]. The setting items are as follows.

Item	Description
Lighter	Lightens the overall density adjustment.
Darker	Darkens the overall density adjustment.

For further details about density adjust, see page *4-6*.

1   Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2   Press [▲] or [▼] to select *Density Adjust. (Manual)* and press [Change #].

3 Press [Lighter] or [Darker] to adjust the density.

4 Press [Close]. The display returns to the *Setting default function* screen.

File Type

Configure the file type for default settings mode. The setting items are as follows.

Item		Description
Full-Color B&W&Gray (Full-Colour B&W&Grey)	PDF	Configures PDF.
	TIFF	Configures TIFF.
	JPEG Color&Gray (JPEG Col. Gray)	Configures JPEG Color/Grayscale.
	HiComp. PDF Color	Configures High compression color PDF.
Black&White	PDF	Configures PDF.
	TIFF	Configures TIFF.

For further details about file type, see page *4-5*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *File Type* and press [Change #].

3 Select the file type.

4 Press [Close]. The display returns to the *Setting default function* screen.

PDF/TIFF/JPEG Quality

Configure the image quality for [PDF], [TIFF] or [JPEG] file types for default settings mode. The setting items are as follows.

Item	Description
Low	Sets low quality (high compression).
High	Sets high quality (low compression).

For further details about file type, see page *4-5*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *PDF/TIFF/JPEG Qual.* and press [Change #].

3 Press [Low] or [High] to adjust image quality.

4 Press [Close]. The display returns to the *Setting default function* screen.

High Compression PDF Quality

Configure the image quality for [HiComp. PDF Color] file type for default settings mode. The setting items are as follows.

Item		Description
1	Comp. Priority	Set high compression to take precedence over image quality.
2		Sets standard image quality.
3	Quality Priority	Set image quality to take precedence over high compression.

For further details about file type, see page *4-5*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *High Comp. PDF Quality* and press [Change #].

3 Press [◄] or [►] to adjust image quality.

4 Press [Close]. The display returns to the *Setting default function* screen.

Color Output Type

Configure the color output type.

Item	Description
RGB	–
sRGB	Match the color reproduction space between sRGB compatible systems.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press[▲] or [▼] to select *Color Output Type* (*Colour Output Type*) and press [Change #].

3 Select [RGB] or [sRGB].

4 Press [Close]. The display returns to the *Setting default function* screen.

Scan Resolution

Set the scan resolution for default settings mode. Specify scan resolutions of 200 dpi, 300 dpi, 400 dpi or 600 dpi.

For further details on scanning resolution, refer to page *4-4*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *Scan Resolution* (*Scanning Resolution*) and press [Change #].

3 Select [200dpi], [300dpi], [400dpi] or [600dpi].

4 Press [Close]. The display returns to the *Setting default function* screen.

Batch Scanning

Configure batch scanning for default settings mode. The setting items are as follows.

Item	Description
On	Enables batch scanning.
Off	Disables batch scanning.

For further details on batch scanning, refer to page *4-8*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *Batch Scanning* and press [Change #].

3 Select [On] or [Off].

4 Press [Close]. The display returns to the *Setting default function* screen.

One Page Per File

Configure One Page Per File for default settings mode. The setting items are as follows.

Item	Description
On	Enables One Page Per File.
Off	Disables One Page Per File.

For further details about One Page Per File, see page *4-9*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *One Page Per File* (*Output Each Page*) and press [Change #].

3 Select [On] or [Off].

4 Press [Close]. The display returns to the *Setting default function* screen.

File Name

Set the scanner image filename for default settings mode.

NOTE: Enter the filename using less than 16 characters.

For further details on scanner image file name, refer to page *4-5*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *File Name* and press [Change #].

3 Press [Change].

4 Enter the filename and press [End].

5 Press [Close]. The display returns to the *Setting default function* screen.

Auto Center

Configure Auto Center for default settings mode. The setting items are as follows.

Item	Description
On	Enables Auto Center.
Off	Disables Auto Center.

For further details about Auto Center, see page *4-9*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *Auto Center* (*Image shift*) and press [Change #].

3 Select [On] or [Off].

4 Press [Close]. The display returns to the *Setting default function* screen.

Continuous Scanning

Use the same settings from a previously completed transmission for the next transmission. The scan function screen is returned with the sender (user), destination and other settings remaining from the previous operation.

Item	Description
On	Enables Continuous Scan.
Off	Disables Continuous Scan.

NOTE: To switch to continuous scan from the scanner function screen, press [Cont. TX to]. When continuous scan is enabled, [Cont. TX to] changes to [Single Scan]. To enable Single Scan, press [Single Scan].

If **Permit File Overwrite** is checked in Scanner File Utility (see page *6-7*), files with already existing names will be overwritten. Exercise caution when inputting file names during Continuous Scan mode.
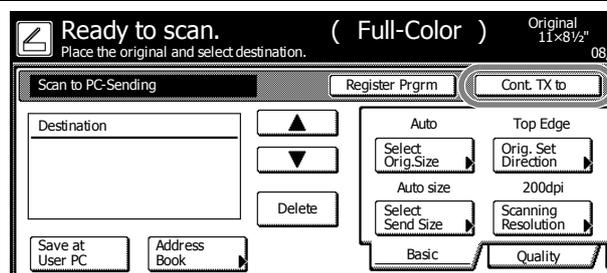
When finished using Continuous Scan, always [Cancel] on the scanner function screen. If not pressed, the scanner function screen may remain active, rendering the copy, print or fax functions unusable. Also, exercise caution as unauthorized users may obtain access to the device while this screen is displayed.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *Continuous Sending* and press [Change #].

3 Select [On] or [Off].

4 Press [Close]. The display returns to the *Setting default function* screen.

File Name Input

File Name Input on page *4-5* configure the machine to display the filename input box without displaying the auto/manual selection screen. Doing so allows this operation to be skipped each time when entering filenames.

Item	Description
Manual	Displays the filename input box without displaying the auto/manual selection screen.
Auto/Manual	Displays the auto/manual selection screen.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *File Name Input* and press [Change #].

3 Select [Manual] or [Auto/Manual].

4 Press [Close]. The display returns to the *Setting default function* screen.

Skip Sender (User) Select

When using this scanner, a sender (user) must be first selected. Set *Selec. of senders* (*users*) to set the sender (user) to User No. 001 and skip the sender (user) selection step. Use this setting to limit scanner usage to certain users or to skip this operation step.

Item	Description
On	Skips sender user selection and transmits as the user registered to User No. 001.
Off	Displays the sender (user) selection screen.

NOTE: When enabling *Selec. of senders* (*users*), be sure to register a user to User No. 001.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *Selec. of senders* (*users*) and press [Change #].

3 Select [On] or [Off].

4 Press [Close]. The display returns to the *Setting default function* screen.

Enter E-Mail Address

When sending E-mail, specify whether to directly enter the mail address when selecting recipients. If set to [Do not use], recipients must be pre-registered in an address book.

Item	Description
On	Shows [Enter dest.] during recipient selection. Press this key to manually enter a mail address.
Off	Does not show [Enter dest.] during recipient selection.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *Input E-mail Address* and press [Change #].

3 Select [On] or [Off].

4 Press [Close]. The display returns to the *Setting default function* screen.

Color Mode Setting

Set the color mode for default settings mode. The setting items are as follows.

Item	Description
Auto color key (Auto col. key)	Sets to auto color mode.
Full-Color key (Full col. key)	Sets to full color mode.
B&W key	Sets to Black and White mode.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to *Color setting* (*Colour setting*) and press [Change #].

3 Press [Auto color key] ([Auto col. key]), [Full-Color key] ([Full col. key]) or [B&W key].

4 Press [Close]. The display returns to the *Setting default function* screen.

B&W setting

Set the B&W mode for default settings mode. The setting items are as follows.

Item	Description
Black&white	Sets to B&W.
Gray scale	Sets to grayscale.

For further details on B&W setting, refer to *B&W Setting* on page *4-7*.

1 Referring to *Accessing the Setting default function Screen* on page *4-12*, access the *Setting default function* screen.

2 Press [▲] or [▼] to select *B&W setting* and press [Change #].

3 Select [Black&white] or [Gray scale].

4 Press [Close]. The display returns to the *Setting default function* screen.

Programmed Scanning

Up to 5 different combinations of destination, sending mode and functions can be registered for programmed scanning. After registering sets of frequently used destinations and modes as a single program, simply press the program number to recall those settings. You can also name the programs to identify them.

NOTE: When registering programmed scanning, up to 20 destinations can be specified for simultaneous transmission.

Registering Programs

Follow the steps as below to register a program.

1 Set the desired destination and sending mode (example: Group A, Scan to PC, PDF file, etc. and press [Register Prgrm].
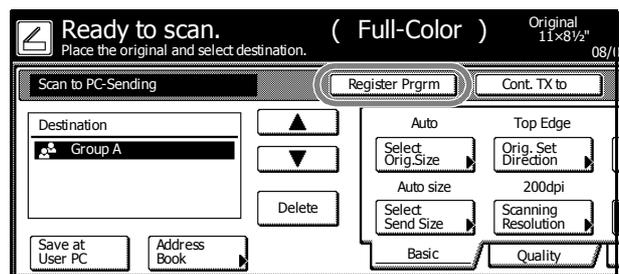
2 Press [Register].
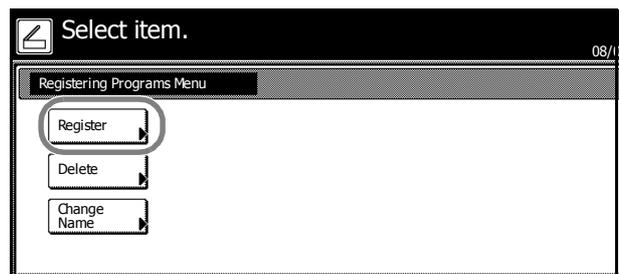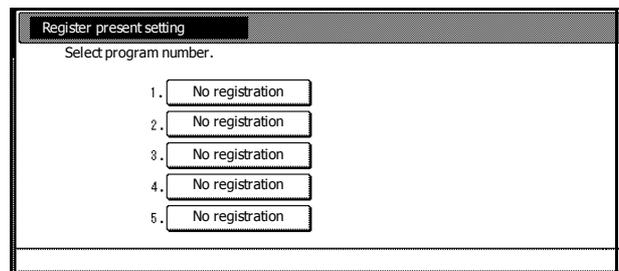
3 Press the number (1 to 5) of the program to register.

4 Enter the program name and press [End].

NOTE: Refer to *Character Input Method* on page *7-47* for how to enter text characters.
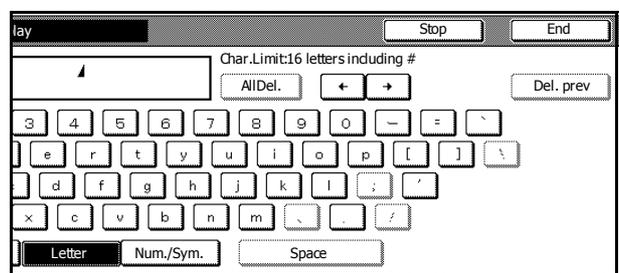
5 Press [Yes]. The program is registered.

Using Programs to Scan

Follow the steps below to use programs for scanning.

1 Press the **Scanner** key.

2 Press the button for the desired program number (1 - 5).

If a password was entered when the user was registered, the password input screen is displayed. Input the password and press [Enter].
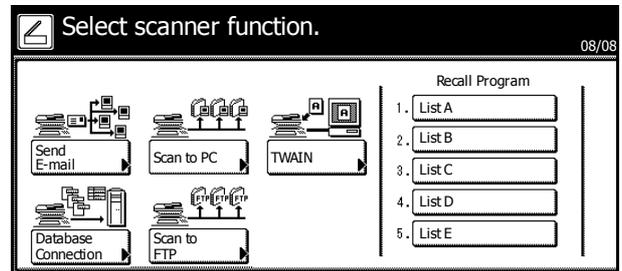
3 Place the original and press the **Start** key. Scanning begins using settings from the registered program.

Editing Program Names

Follow the steps as below to edit the names assigned to registered programs.

1 Press [Register Prgrm].

2 Press [Change Name].
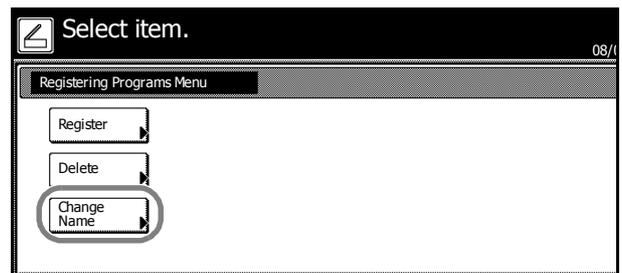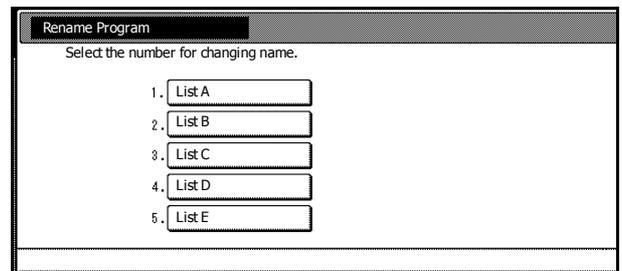
3 Press the number (1 to 5) of the program to rename.

4 Re-enter the program name and press [End].

NOTE: Refer to *Character Input Method* on page *7-47* for how to enter text characters.

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5 Press [Yes]. The modified program name is saved.

Deleting programs

Follow the steps below to delete saved programs.

1   Press [Register Prgrm].

2   Press [Delete].
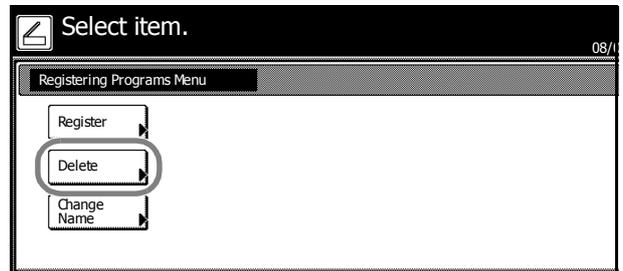
3   Press the number (1 to 5) of the program to delete.
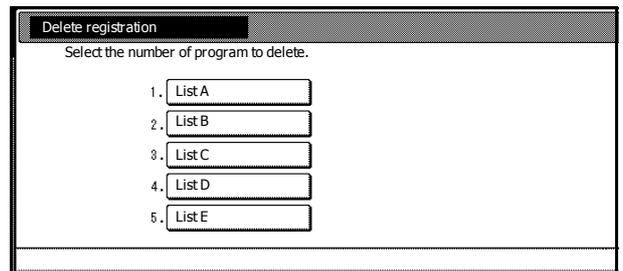
4   Press [Yes]. The program is deleted.

Confirming Sending History

Confirm the sending history from the operation panel.

1 Press the **Scanner** key.

2 Press [History of Sending] ([Report of sent data]).
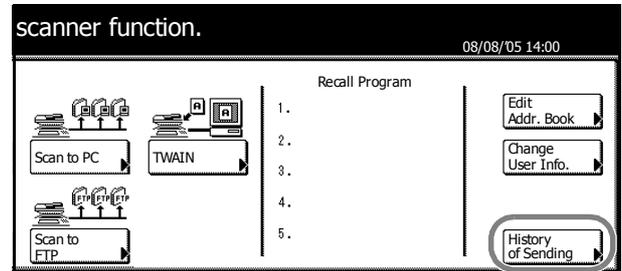
3 The transmission history is displayed. Press [▲] or [▼] to scroll the screen to show the next page.

4 Press [Close] when done.

5   Setting Scanner from a Web Browser

This chapter explains the scanner settings that can be configured from a web browser.

The main configurable settings are as follows.

Web Page Feature

Use the web page feature to manage the scanner functions from a web browser. Modifications to network settings, scanner default settings, Scan to PC, Send E-mail, and Scan to FTP can be easily made over the network.

Confirm the following before using the web page feature.

*   This feature requires a web browser software to be installed. Netscape Navigator 4.0 or newer, or Internet Explorer 4.0 or newer is recommended.

*   Before using the web page feature, an IP address must be configured in the machine's scanner setting. (For further details, refer to *Operation Guide*.)

*   Scanning operations may not work properly if text entered from a computer is not correctly entered. The maximum allowable text input size and other text limitations are noted in this guide and on the web page. Refer to them when entering text.

Task Based Index

The following table is a task-based summary of the main items that can be configured from the web page feature. Use this table as an index guide when configuring settings.

Purpose	Description	Reference Page
Configuring the Network.	This section explains network-related scanner settings.	page *5-6*
Set the administrator's password.	This section explains the administrative password when using the web page feature.	page *5-7*
Change default scanner image scan settings.	This section explains image scan settings such as original type and scan resolution.	page *5-10*
Register sender address.	This section explains how to register the sender address used when sending mail from the scanner to a computer.	page *5-13*
Register a destination PC.	This section explains how to register a destination computer when sending images from the scanner.	page *5-16*
Register destination address.	This section explains how to register the destination address used when sending mail from the scanner to a computer.	page *5-21*
Register an FTP server.	This section explains how to register an FTP server.	page *5-25*

Precautions

Unstable web browser operation

When using a web browser to configure the scanner or utility settings and if settings made in the browser are not correctly reflected to the scanner, even though the scanner network settings have been correctly configured, switch the scanner off and back on again. The scanner will be rebooted. Please wait as the reboot may take a few minutes.

Cannot find Internet site XXXXXXX or other connection errors

*   The machine startup screen is not showing *Ready to copy*.

    If not at startup screen, go back to the startup screen (*Ready to copy*).

Page not found. error is displayed

• The machine has not finished booting or rebooting.

Please try again later.

Access forbidden XXX error is displayed

• The machine is in use.

Try again after verifying that the scanner operation is complete and the display has returned to the startup screen.

Using the Web Page Feature

1   Launch the Web browser software.

2   Enter the scanner IP address or hostname into the address bar and press the Enter key on the keyboard.

3   The Web page feature top page is displayed.

4   If a password has been set, a dialog box appears when clicking on **System Basic Settings** on the left side of the page. Enter the password and press the **OK** button.

Screen Layout

The top page consists of 3 frames.
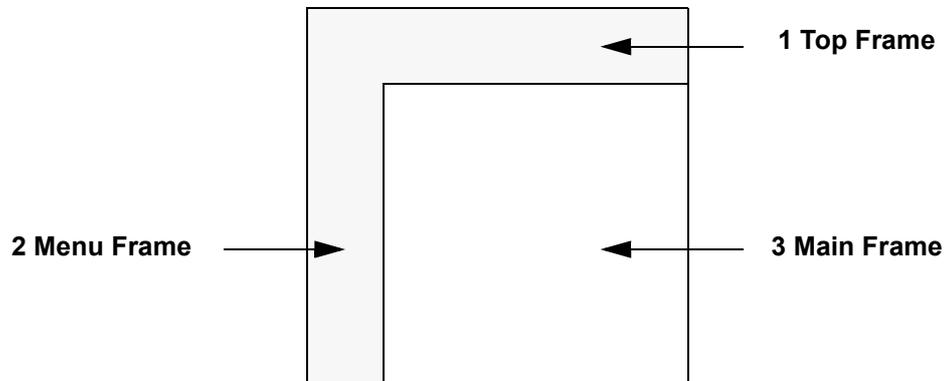
1   **Top Frame**: Displays the scanner IP address and scanner status. (See page *5-4*)

2   **Menu Frame**: Select the desired configuration items for the scanner. (See page *5-5*)

3   **Main Frame**: Displays the scanner system information. (See page *5-5*)

Top Frame

Scanner information is displayed in the top frame.

Display	Description
Host Name	Displays the hostname registered to the scanner.
IP Address	Displays the IP address being used by the scanner.
Scanner Status	If the scanner is in ready status, ● **OK** is shown in scanner status. If not ready, ● **OTHER** is shown.

NOTE: When ● **OTHER** is displayed for scanner status, verify the status in **Scanner status information**. The scanner status refreshes automatically once every minute.

Menu Frame

From the menu frame, select the desired configuration items for the scanner.

NOTE: Each item in the menu frame can be configured in succession. However, if the same item is selected during configuration, settings made until then are lost.

Display	Description
Home	Select **Home** to return the browser to the top page for accessing the scanner.
System Setting	**System Setting** is used to configure scanner related settings, and contains the following items. • **System Basic Setting**: Configure settings related to the scanner's network interface. • **Scanner Default Setting**: Configure default values for main scanner functions. • **Sender List**: Configure the Sender (User) List for use with scanner functions (Send E-mail, Scan to PC, Database Connection, Scan to FTP). • **Reset**: Reset the scanner or restore settings to their factory default settings.
"Send E-mail" Setting	**"Send E-mail" Setting** is used to configure basic settings required for Send E-mail. • **E-mail Basic Setting**: Configure basic items related to Send E-mail. • **Destination List**: Register addresses for e-mail destinations.
"Scan to PC" Setting	Use **"Scan to PC" Setting** to configure various settings for sending files to a computer (PC) for saving. • **Destination List**: Register addresses for destination computers (PCs).
"Scan to FTP" Setting	**"Scan to FTP" Setting** is used to configure various settings for transferring files to FTP servers. • **Destination List**: Register FTP servers or other settings.

Main Frame

Displays the scanner system information. You can also change the display language.

NOTE: When launched, the default values are shown.

Display	Description
Scanner Status Information	When the top page scanner status changes to ● **OTHER**, click the **Refresh** button to verify the status of the system. When the scanner status is ● **OK**, **Ready to Scan** is displayed. The following 6 status results can be obtained from the scanner device. **Ready to Scan/Using Scanner/DP** (Document Processor) **Paper Jam/System Error/Processing/Energy Save Mode**
Ethernet Address	The scanner's MAC address will be displayed.
Scanner Firmware	The scanner's firmware version will be displayed.
Network Firmware	The scanner's network firmware version will be displayed.
Color Profile	The color profile filename compatible with this device will be displayed.
Language	You can switch the language shown in the Web Page.

System Setting

Configure the scanner settings under System Setting. Each item may only be configured when the scanner is in Ready to Scan status, or the machine is in Low Power Mode or in Sleep Mode.

Setting Method

The administrator password is required to configure the scanner network interface and scanner related settings.

NOTE: Change the password under **System Basic Setting** using the **Administrator** item. No password is set by default.

System Basic Setting

From here, set **Administrator** and scanner network interface basic setting **Network** under **Setup**.

NOTE: To configure **Mail Server Authentication**, click **Mail Server Authentication**. (See page *5-8*)

To configure **IP-Filters**, click **IP-Filters**. (See page *5-9*)

IMPORTANT: Always click the **Registration** button after making changes.
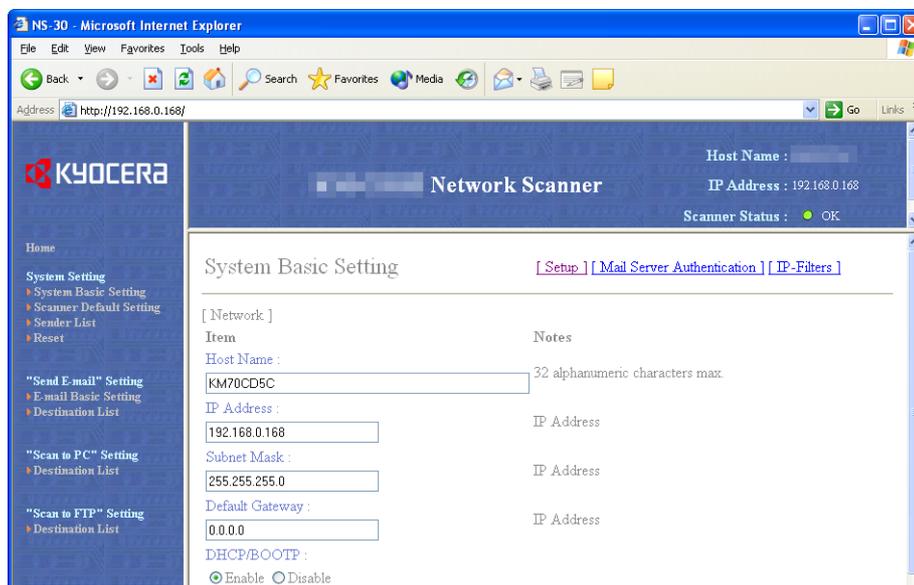
Setup - Network

The setting items are as follows.

Display	Description
Host Name	Input a scanner host name no longer than 32 characters.
IP Address	Enter the scanner interface IP address in 'XXX.XXX.XXX.XXX' notation.
Subnet Mask	Enter the scanner subnet mask in 'XXX.XXX.XXX.XXX' notation.

Display	Description
Default Gateway	Enter the scanner default gateway in 'XXX.XXX.XXX.XXX' notation.
DHCP/BOOTP	Set DHCP and BOOTP to either **Enabled** or **Disabled**. The default setting is **Enabled**.
RARP	Set RARP to either **Enabled** or **Disabled**. The default setting is **Enabled**.
ARP/PING	Set ARP/PING to either **Enabled** or **Disabled**. The default setting is **Enabled**.
DNS Server (Pri.)	For sending data using host names in environments that have DNS servers available, enter the primary DNS server IP address in this field in 'XXX.XXX.XXX.XXX' notation.
DNS Server (Sec.)	Enter the secondary DNS server IP address in 'XXX.XXX.XXX.XXX' notation.
DNS Domain Name	Enter the domain name in less than 254 characters.
WINS Server (Pri.)	To use WINS (Windows Internet Name Service) to resolve computer names from IP addresses, enter the primary WINS server IP address in 'XXX.XXX.XXX.XXX' notation.
WINS Server (Sec.)	Enter the secondary WINS server IP address in this field in 'XXX.XXX.XXX.XXX' notation.
Scope ID	Enter the Scope ID in this field.
SMTP Server Name	Enter into this field the SMTP server hostname or IP address in 'XXX.XXX.XXX.XXX' notation.
SMTP Port Number	Enter the SMTP port number in this field. The default port is 25.
POP3 Server Name	Enter into this field the POP3 server hostname or IP address in 'XXX.XXX.XXX.XXX' notation. Set this field if using POP before SMTP type authentication.
POP3 Port Number	Enter the POP3 port number in this field. The default port is 110.
DB Assistant	Enter the IP address or hostname (under 32 characters) of the computer with DB Assistant installed.
Registration Button	Click the **Registration** button to save the changes to the scanner device.
Reset Button	Click the **Reset** button to reset any changes to the setting options.

IMPORTANT: If **Registration** button is not pressed when browsing to another window, configured settings will be lost without being saved to the scanner device.

Setup - Administrator

The setting items are as follows.

Display	Description
E-Mail Address	Enter the administrator e-mail address. Scanner status log files and error reports will be sent via e-mail to this address.
Change Password	Set to **Yes** to change the password or **No** to leave unchanged.
Old Password	If a password is currently set, enter that old password here. This password is not linked to the 4 digit administrator password used to access the physical scanner's network screen.
New Password	To change the password, enter the new password here using less than 15 characters. This password is not linked to the 4 digit administrator password used to access the physical scanner's network screen.
Confirm New Password	Enter again the text typed in the **New Password** field above. This ensures that no mistakes were made when entering the new password text when changing the password.

Display	Description
Firmware update	There is a great security risk if anyone could be allowed to update the firmware without administrator permission. Network instability may occur if someone other than the network were to intentionally or accidentally replace the firmware with an inappropriate firmware version. To address this concern, a security feature is provided to prevent unauthorized firmware upgrades. To allow firmware upgrades, set to **Enable**; to deny, set to **Disable**.
Registration Button	After entering **New Password** and **Confirm New Password**, click the **Registration** button to save the new password to the scanner. After clicking the **Registration** button, an error is displayed if the entry under **Confirm New Password** does not match the entry under **New Password**, or if the entry is blank.
Reset Button	Click the **Reset** button to reset any changes to the setting options.

IMPORTANT: Always press the **Registration** button after making changes.

Mail Server Authentication

Some SMTP servers require sender authentication to prevent unauthorized use by third parties.

The following authentication methods are supported.

IMPORTANT: Check with your system administrator for the appropriate the e-mail server authentication method.

- **SMTP Authentication**

    When sending e-mail, sends an account name and password to the SMTP server for authentication.

- **POP before SMTP**

    Before sending e-mail, uses POP3 authentication, used in checking e-mail.
    The SMTP server accepts the mail send operation if authenticated by the POP3 server.

- **POP before SMTP (APOP)**

    Same method as POP before SMTP but uses APOP in which the password is encrypted.

- **No Authentication**

    Server authentication is not performed.

NOTE: For **POP before SMTP** or **POP before SMTP (APOP)**, register the POP3 in *System Basic Setting* on page *5-6*. POP3 servers are supported for authentication, but this device cannot be used to receive e-mail.

The Mail Server Authentication settings process is as follows.

NOTE: Once mail server authentication (for administrators) has been configured, each user (up to 40) can be added to mail server authentication. (See page *5-13*)

1 Enter the scanner's IP address into the Web browser to show the scanner home page.

2 Click **System Basic Setting** at the left side of the screen.

3   Select **Mail Server Authentication**.

4   Choose **SMTP Authentication**, **POP before SMTP** or **POP before SMTP (APOP)** for **Authentication Type**.

5   Enter the **Login Account Name** to use in mail server authentication.

6   To enter a new password or change a password, set **Change Password** to **Yes**.

> **NOTE:** To skip changing the password, set to **No** and proceed to Step 9.

7   Enter the new password in the **New Password** field.

8   Verify the new password. Re-enter the password from Step 7 into the **Confirm New Password** field.

9   Click the **Registration** button.

IP-Filters

This scanner includes a filtering feature to limit the IP addresses that can connect to each protocol, restricting access to specific profiles to only specified IP addresses. For example, by setting HTTP in IP-Filters, it is possible to only allow a specific IP address to connect to the scanner home page or Address Editor.

Up to 4 IP address ranges can be filtered for each of the following protocols.

HTTP/Address Editor, TELNET, AdminManager, TWAIN

> **NOTE:** IP-Filters can be configured for Address Editor as well.

1   Enter the scanner's IP address into the Web browser to show the scanner home page.

2   Click **System Basic Setting** at the left side of the screen.

3   Click **IP-Filters**.

4 Check the box to the left of the protocol name to enable filtering for that protocol.

5 Up to 4 IP address ranges can be enabled for filtering. To filter a single IP address, only enter the **Starting Address**.

6 Click the **Registration** button.

NOTE: The setting shown in the screen only allows access from the IP address range 10.10.10.1 - 50 and from IP address 10.10.10.125 to the scanner's home page (HTTP) and Address Editor.
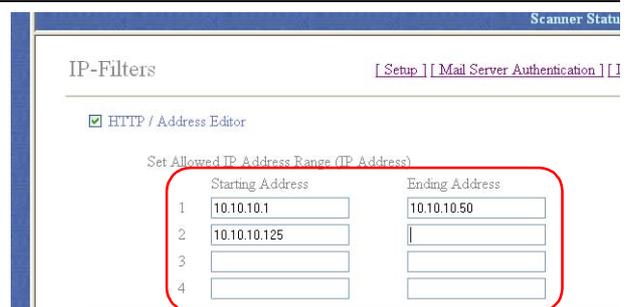
Scanner Default Setting

Configure image scanning related default settings for the scanner. The settings items are **Basic** Setting and **Extension** Setting. Click **Extension** button to show **Scanner Default Setting (Extension)**.

Basic - Black and White Mode

The setting items are as follows.

Setting Item	Value	Description
Orig. image quality	**Photo**, **Text**, **Text+Photo**, **OCR**	Select from the following four modes depending on the type of original being scanned.
File Type	**TIFF**, **PDF**	Specify the file type when saving a scanned image.

Basic - Color/Monochrome (Gray) Mode

The setting items are as follows.

Setting Item	Value	Description
Density Adjustment (Auto)	**-3 – +3**	When density adjustment is set to **Auto**, adjusts the overall dark/light balance.
Density Adjustment (Manual)	**-3 – +3**	When density adjustment is set to **Manual**, adjusts the overall dark/light balance.
File Type	**JPEG**, **PDF**, **TIFF**, **High Compression PDF**	Specify the file type when saving a scanned image.
PDF/TIFF/JPEG Quality	**1 (Low)**, **2**, **3 (Standard)**, **4**, **5 (High)**	Specify PDF, TIFF and JPEG quality.
High Compression PDF Quality	**1 (Compression Ratio Priority)**, **2**, **3 (Quality Priority)**	Sets high compression PDF quality.
Output Color Type	**RGB**, **sRGB**	Configure the color output type.

Basic - Universal mode

The setting items are as follows.

Setting Item	Value	Description
Resolution	**600dpi**, **400dpi**, **300dpi**, **200dpi**	Select from the following four resolutions to scan an original.
Multiple scanning	**On**, **Off**	Select whether to scan originals in a continuous operation.
File Name	Enter the filename using less than 16 characters.	Specify the name used when saving scanned images.

Extension

The setting items are as follows.

Setting Item	Value	Description
Centering	**On**, **Off**	When scanning with zoom, by specifying the Original size and the Send size, blank borders around the bottom or left and right will be shown depending on the sizes. When setting Auto Center, the image is moved to the center so that blank borders around the top and bottom or left and right become even.
Continuous sending	**On**, **Off**	Use the same settings from a previously completed transmission for the next transmission. The scan function screen is returned with the sender (user), destination and other settings remaining from the previous operation.
File name Input	**Manual**, **Auto/Manual**	Displays the filename input box without displaying the auto/manual selection screen.
Skip sender (user) select	**On**, **Off**	When using this scanner, a sender (user) must be first selected. Set to **On** to force the sender (user) to User No. 001 and skip sender (user) selection.
Color setting	**Auto color**, **Full-color**, **Black/White**	Set the color mode for default settings mode.
B&W setting	**Black&White**, **Grayscale**	When scanning in B&W, select between B&W and grayscale.
Enter E-mail address	**On**, **Off**	When Send E-mail, specify whether to directly enter the mail address when selecting recipients.
One page per file	**On**, **Offf**	Creates and sends a separate file for each page of a scanned original.

Sender List

Configure the Sender (User) List for use with network scanner functions (Send E-mail, Scan to PC, Database Connection, Scan to FTP).

Sender (User) List

Click **Sender List** to display the Sender (User) List. Up to 40 entries (No.001 - 020, No.021 - 040) senders (users) can be added, verified, or edited.

NOTE: For each number (No.) that has a **Registration Name** input, the name is shown in the text box.
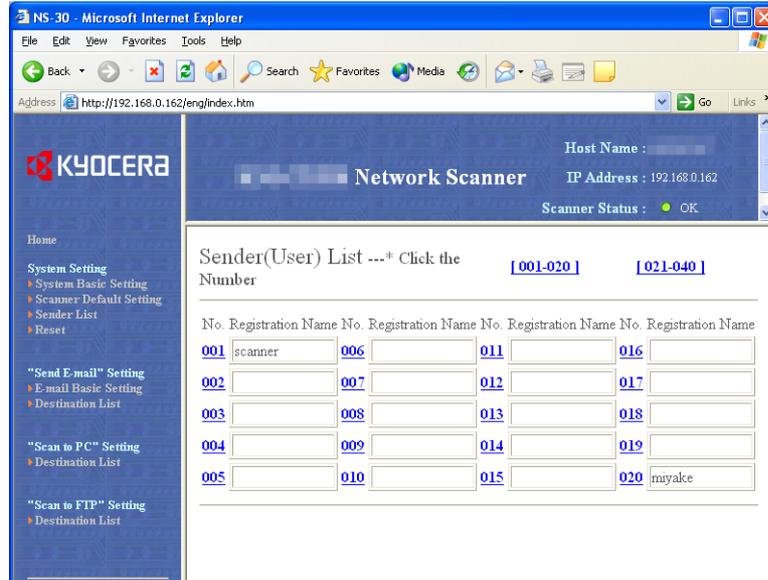
Click the Sender (User) number you would like to configure to open the **Sender (User) Setting** screen and add or edit Sender (User) settings.

IMPORTANT: When adding or editing a sender (user), always press the **Registration** button when complete.

Sender (User) Setting

Click the user number from the Sender (User) List to show the **Sender (User) Setting** screen.
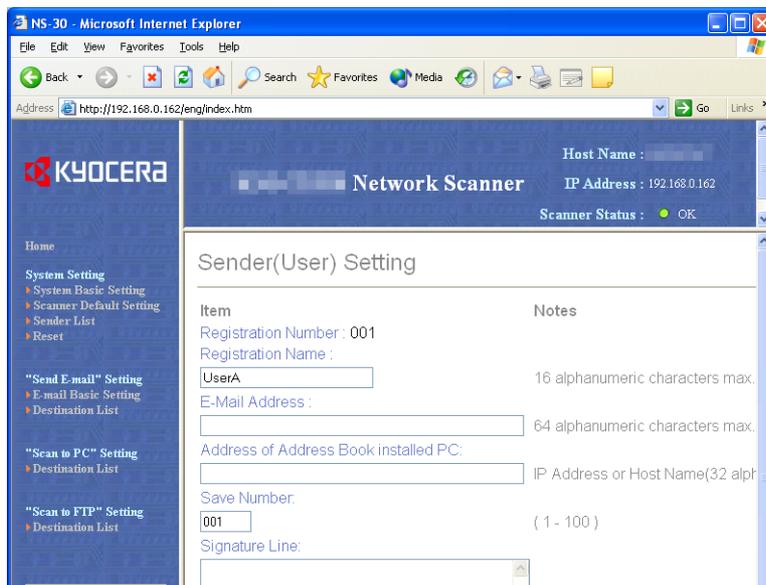
Setting Item	Description
Registration Number	The number selected from the **Sender List** is shown here. This is shown for to verify which number from the Sender Setting table is being added or modified, and cannot be modified itself.
Registration Name	Field to enter the Registration Name. When a name is entered here, it is shown in the Sender Registration table and on the scanner device operation panel. Enter a registration name less than 16 characters long.
E-mail Address	Enter a Sender (User) e-mail address using less than 64 characters.
Address of Address Book installed PC	Enter the address of the computer on which the Private Address Book (included utility: Address Book for Scanner) has been installed. Enter the hostname or IP address in 'XXX.XXX.XXX.XXX' notation.
Save Number	Specify the PC save number for the destination PC for Scan to PC mode. Specify a save number from 001 - 100.
Signature Line	Enter signature data to be attached during e-mail transmission. Enter text less than 256 characters long.
Change Password	Set to **Yes** to change the password or **No** to leave unchanged.
New Password	To change the password, enter the new password here using less than 8 characters.
Confirm New Password	For verification, re-enter the same password as in the **New Password** field above.
Login Account Name	Enter the **Login Account Name** to use in mail server authentication by the user. When specifying mail server authentication for each user, first configure Mail Server Authentication in System Basic Setting. (See page *5-8*)
Change Password	Set to **Yes** to change the user's mail server authentication password or **No** to leave as-is.
New Password	To change the user's mail server authentication password, enter the new password here using less than 31 characters.
Confirm New Password	For verification, re-enter the same password as in the **New Password** field above.

Setting Item	Description
Registration Button	Click the **Registration** button to save the settings to the scanner. Entered information is lost if you browse to another page before clicking this button.
Reset Button	Click the **Reset** button to reset any changes to the setting options.
Delete Button	Click the **Delete** button to delete the displayed Sender (User).

Reset

Click each **Reset** button to show a verification dialog box. Click the **OK** button to reset or return settings to their factory defaults.
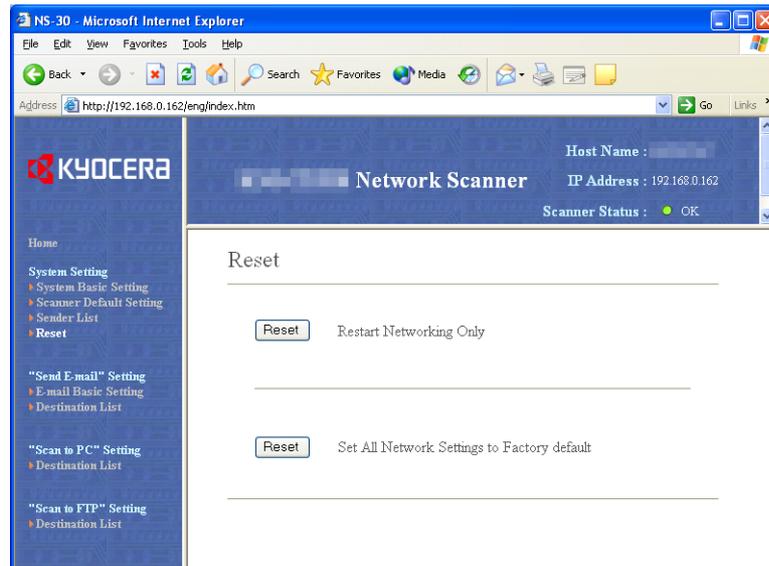
Setting Item	Description
Restart Networking Only	Restarts the scanner.
Set All Network Settings to Factory default	Clears all previous settings and restores them to their factory defaults.

Scan to PC Setting

When using the scanner, you can send scanned image data to a specified folder on a pre-registered computer. This section explains how to register a destination PC for use with this feature.

NOTE: For further details on the Scanner File Utility, see *Scanner File Utility* on page *6-3*.

Sender List

Sender List (PC)

Click this item to show the Destination PC registration screen. Up to 100 Destination PCs (No.001 - 100) can be added, verified, or edited.

NOTE: For each number that has a **Registration Name** specified, the name is shown in the text box.
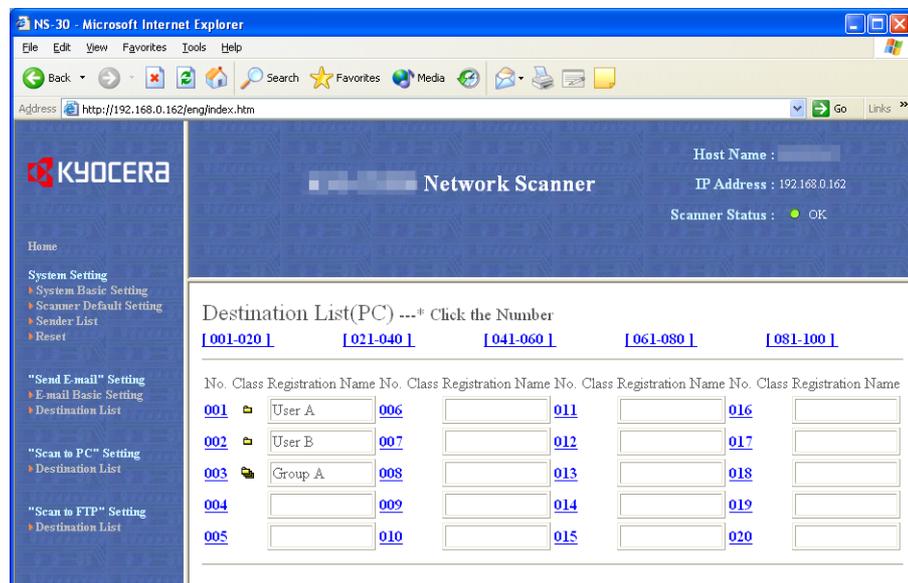
Click the Destination PC number you would like to configure to open the **Destination Registration (PC)** screen.

Setting Item	Description
No.	The registration number is displayed. Click the number you would like to add or edit to show the **Destination Registration (PC)** screen.
Type	Shows whether the registration method is for single or group registration. : shown when group registered. : shown when single registered.
Registration Name	Shows the saved registration name.

IMPORTANT: When adding or editing a destination PC, always press the **Registration** button when complete.

Add Destination (PC)

Select whether to add as **Single Regist** or **Group Regist**.
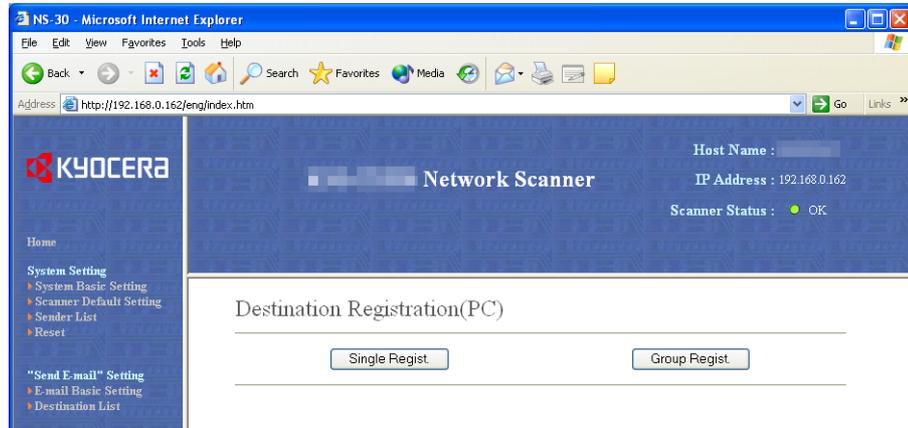
Click the **Single Regist** button or **Group Regist** button to show the registration/edit screen.

Add Destination (PC) Single Registration

Add or edit registration name/destination PC/save number.
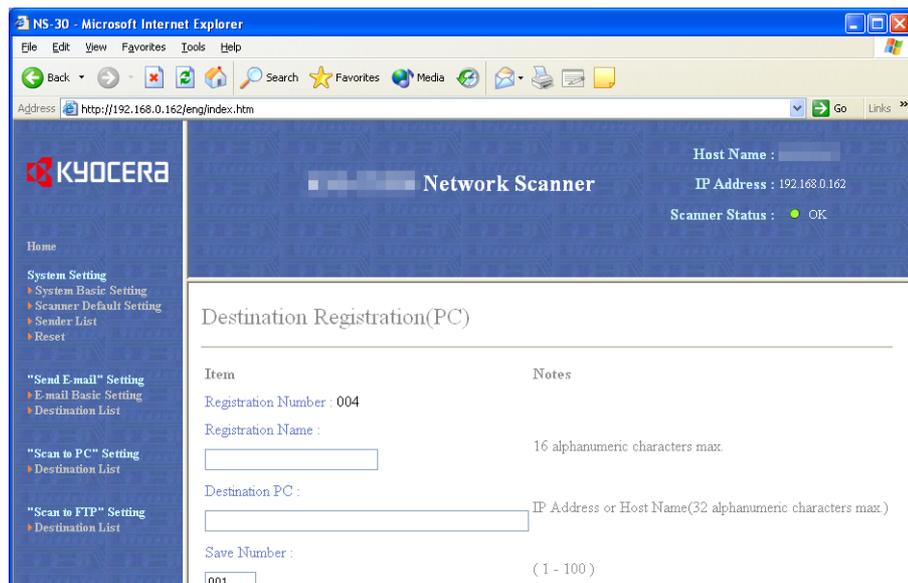
Setting Item	Description
Registration Number	The number selected from the **Destination List** is shown here. This is shown to verify which number from the Registration of Destination PC Table is being added or modified, and cannot be modified itself.
Registration Name	Field to enter the Registration Name. When a name is entered here, it is shown in the Destination PC Registration table and on the scanner device operation panel. Enter a registration name less than 16 characters long.
Destination PC	Field to enter the IP address or hostname of the destination PC. IP address takes precedence if values are provided for both fields. Enter the hostname using less than 32 characters.

Setting Item	Description
Save Number	To select multiple save destinations on a single computer, enter the save number. Up to 100 save destinations (folders) can be specified for a single computer. (Use save numbers between 1 - 100)
Registration Button	Click the Registration button to save the settings to the scanner. Entered data is lost if this button is not clicked.
Reset Button	Click the Reset button to reset any changes to the setting options.
Delete Button	Click the Delete button to delete the displayed destination.

Add Destination (PC) Group Registration

Add or edit the destination (PC) group.

IMPORTANT: Destination Registration (PC) Group Registration cannot be performed until after Destination (PC) Single Registration has been performed.

Select the destination to add to the group and click the checkbox next to the No. Enter the group registration name and password details and click the **Registration** button to add the destination group.

Setting Item	Description
Registration Name	Field to enter the Registration Name. When a name is entered here, it is shown in the Destination PC Registration table and on the scanner device operation panel. Enter a registration name less than 16 characters long.
Registration Number	The number selected from the **Destination List** is shown here. This is shown for to verify which number from the Destination Registration Table is being added or modified, and cannot be modified itself.
Change Group Password	Field to enter the group password. Set to **Yes** to change the password or **No** to leave unchanged.
New Password	To change the password, enter the new password here using less than 8 digits (numbers).
Confirm New Password	For verification, re-enter the same password as in the **New Password** field above.

Setting Item	Description
Registration Button	Click the **Registration** button to save the settings to the scanner. Entered information is lost if you browse to another page before clicking this button.
Cancel the selection Button	Click the **Cancel the selection** button to cancel the selection for the destination.
Reset Button	Click the **Reset** button to reset any changes to the setting options.
Delete Button	Click the **Delete** button to delete the displayed destination.

Send E-mail Setting

This section explains the settings for sending scanned images to computers via e-mail.

E-mail Basic Setting

Set the basic components here for sending e-mail.

IMPORTANT: Press the **Registration** button after making changes.

Setting Item	Description
Item	**<Destination Domain Setting>** Select destination domain from **Non-restricted sending/Permitted destination domain names/Restricted destination domain names**. Select **Non-restricted sending** to allow e-mail to be sent to any domain and ignore domain registration settings. Select **Permitted destination domain names** to only allow e-mail to be sent to addresses belonging to domains that match the contents of the registered domain list. Select **Restricted destination domain names** to only deny e-mail transmission to addresses belonging to domains that match the contents of the registered domain list. **<Domain Data>** Enter the domain data. Enter each domain separated by a line feed using less than 500 characters. Up to 10 domains may be registered. Any character, such as the asterisk (*), cannot be used as a wildcard. Enter as 'com' to search all.
Data Size	Sets the upper limit for the image data size that can be sent per e-mail. **Non-restricted/High** (2048 KB)/**Mid** (1024 KB)/**Low** (512 KB)
Subject	Input an e-mail subject using less than 32 characters.
Text	Enter the e-mail message body into this field. Text less than 500 characters long can be registered as e-mail message bodies.

Setting Item	Description
Character Code	Here, specify the character code set to describe e-mail. Select code set from among **US-ASCII (English)/SHIFT-JIS (Japanese)/ ISO-8859-1 (West Europe)/Windows-1252 (West Europe)/ Windows-1250 (Central Europe)**.
	The default setting is **US-ASCII (English)**. Set the code set matching the computer environment of the e-mail recipient.
Registration Button	Click the **Registration** button to save the settings to the scanner. Entered information is lost if you browse to another page before clicking this button.
Reset Button	Click the **Reset** button to reset any changes to the setting options.

Sender List

Destination List

Click this item to show the destination registration screen and add, verify or edit up to 100 destination addresses (No.001 - 100).

NOTE: For each number that has a **Registration Name** specified, the name is shown in the text box.
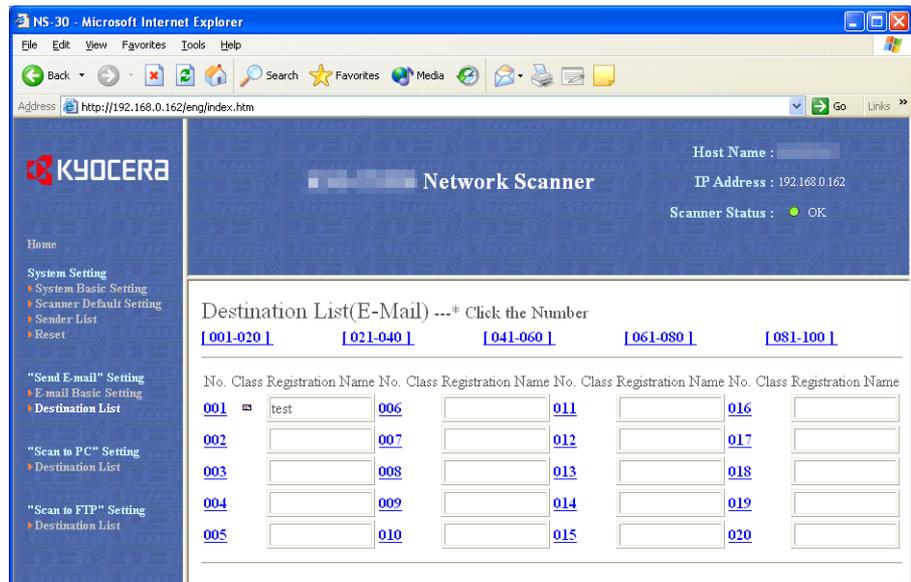
Click the Destination address number you would like to configure to open the **Destination Registration (E-mail)** screen.

Setting Item	Description
No.	The registration number is displayed. Click the number you would like to add or edit to show the **Destination Registration (E-mail)** screen.
Class	Shows whether the registration method is for single or group registration.
	: shown when group registered.
	: shown when single registered.
Registration Name	Shows the saved registration name.

IMPORTANT: Always press the **Registration** button after making changes.

Destination Registration (E-mail)

Select whether to add as **Single Regist** or **Group Regist**.
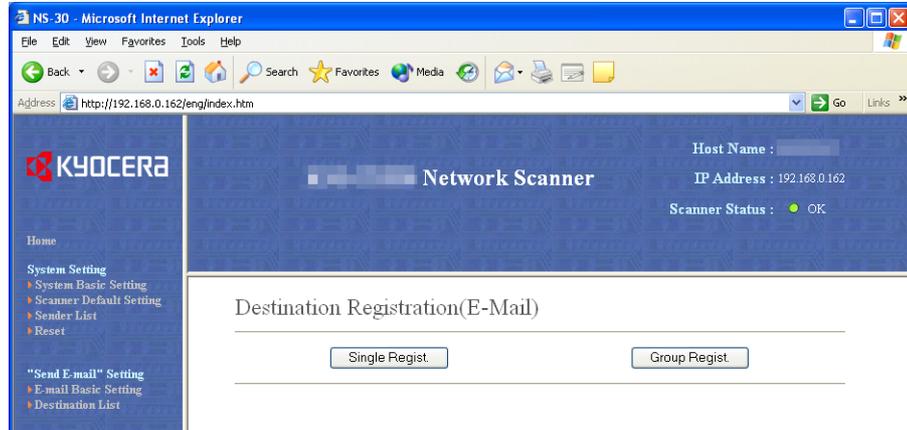
Click the **Single Regist** button or **Group Regist** button to show the registration/edit screen.

Destination Registration (E-mail) Single

Add or edit registration name/destination e-mail address for each individual number.

Setting Item	Description
Registration Number	The number selected from the **Destination List** is shown here. This is shown for to verify which number from the Destination Registration table is being added or modified, and cannot be modified itself.
Registration Name	Field to enter the Registration Name. When a name is entered here, it is shown in the Destination List (e-mail) and on the scanner device operation panel. Enter a registration name less than 16 characters long.
E-mail Address	Field to enter the destination e-mail address.

Setting Item	Description
Registration Button	Click the **Registration** button to save the settings to the scanner. Entered data is lost if this button is not clicked.
Reset Button	Click the **Reset** button to reset any changes to the setting options.
Delete Button	Click the **Delete** button to delete the displayed destination.

Destination Registration (E-mail) Group Registration

Add or edit the destination (E-mail) group.

IMPORTANT: Destination Registration (E-mail) Group Registration cannot be performed until after Destination (E-mail) Single Registration has been performed.

Select the destination to add to the group and click the checkbox next to the No. Enter the group registration name and password details and click the **Registration** button to add the destination group.

Setting Item	Description
Registration Name	Field to enter the Registration Name. When a name is entered here, it is shown in the Destination (E-mail) Registration table and on the scanner device operation panel. Enter a registration name less than 16 characters long.
Registration Number	The number selected from the **Destination List** is shown here. This is shown for to verify which number from the Destination Registration Table is being added or modified, and cannot be modified itself.
Registration Button	Click the **Registration** button to save the settings to the scanner. Entered information is lost if you browse to another page before clicking this button.
Cancel the selection Button	Click the **Cancel the selection** button to cancel the selection for the destination.
Reset Button	Click the **Reset** button to reset any changes to the setting options.
Delete Button	Click the **Delete** button to delete the displayed destination.

Scan to FTP Setting

Scanned image data can be uploaded to a pre-registered FTP server. This section explains how to register an FTP server for use with this feature.

Sender List

Destination List (FTP)

Click this item to show the FTP server registration screen. Up to 10 FTP servers (No.001 - 010) can be added, verified, or edited.

NOTE: For each number that has a **Registration Name** specified, the name is shown in the text box.
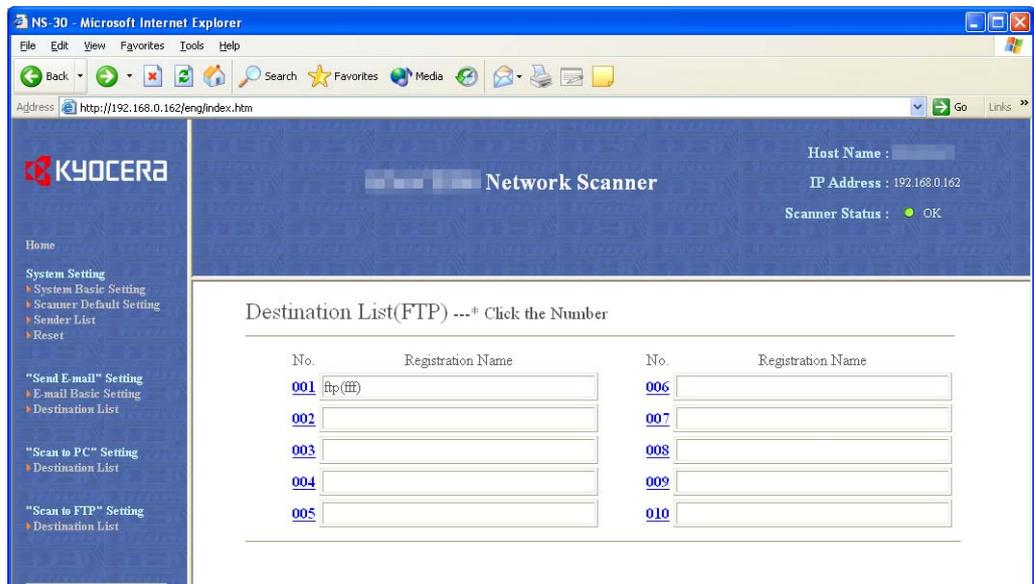
Click the FTP server number you would like to configure to open the **Destination Registration (FTP)** screen.

Setting Item	Description
No.	The registration number is displayed. Click the number you would like to add or edit to show the **Destination Registration (FTP)** screen.
Registration Name	Shows the saved registration name.

IMPORTANT: When adding or editing an FTP server, always press the **Registration** button when complete.

Destination Registration (FTP)

Add or edit an FTP server.
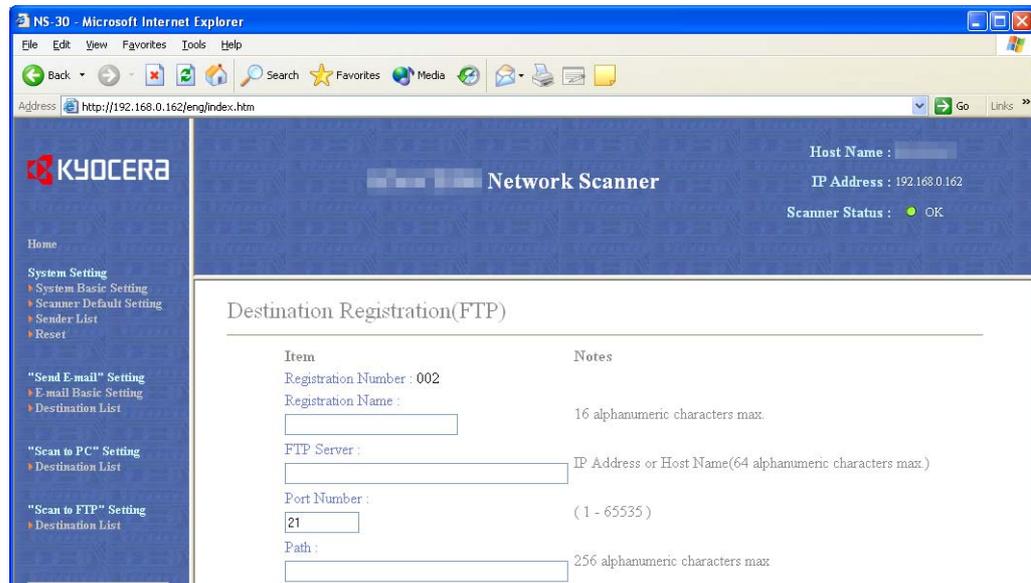
Setting Item	Description
Registration Number	The number selected from the **Destination List** is shown here. This is shown for to verify which number from the Destination Registration (FTP) Table is being added or modified, and cannot be modified itself.
Registration Name	Field to enter the Registration Name. When a name is entered here, it is shown in the Destination PC Registration table and on the scanner device operation panel. Enter a registration name less than 16 characters long.
FTP Server	Enter the hostname or IP address for the FTP server. Enter the hostname using less than 64 characters.
Port Number	Enter the port number for the FTP server. (Usually 21)
Path	Enter the path to the folder to which you wish to upload. For example, to save to a ScanData folder in the home directory, input **ScanData**. Data will be saved to the home directory if nothing is input.
Skip Authentication	If set to **Yes**, users are not prompted for username and password when sending. If set to **Yes**, register the login account name and password as below.
Login Account Name	Input the user name to logon to the FTP server.
Change Password	Set to **Yes** to change the password used to logon to the FTP server or **No** to leave as-is.
New Password	To change the password, enter the new password using less than 32 characters.
Confirm New Password	For verification, re-enter the same password as in the **New Password** field above.
Registration Button	Click the **Registration** button to save the settings to the scanner. Entered data is lost if this button is not clicked.
Reset Button	Click the **Reset** button to reset any changes to the setting options.
Delete Button	Click the **Delete** button to delete the displayed destination.

6 Included Scanner Utilities

This chapter introduces the scanner utilities.

Introducing the Scanner Utilities

- **Scanner File Utility** (See page *6-3*)

  Scanner File Utility is a utility that enables a computer to receive images from the scanner and save in specified folders. Scanner File Utility saves the received images as files.

- **Address Editor** (See page *6-13*)

  Address Editor is a tool used for the registration or modification of addresses in the scanner Address Book (Common Address Book). This tool is used by the administrator to perform address book maintenance. If there are multiple Address Editor-compatible scanners present, they can be easily managed by specifying all of the scanners in the same destination list.

- **Address Book for Scanner** (See page *6-32*)

  Address Book for Scanner is an address book installed on a computer. Use this address book to enable users to create and use their own destination lists. Select **Private Address Book** from the scanner operation panel to browse the Address Book for Scanner available for use by that user and to select a destination.

- **TWAIN Source** (See page *6-42*)

  TWAIN Source is a utility used from a TWAIN-compliant application to scanned images from the scanner into the TWAIN-compliant application. Use the TWAIN-compliant application to save or modify the imported images.

- **DB Assistant** (See page *6-49*)

  Use DB Assistant to add text information to image data for easy searching or categorization from a computer. This function includes the PDF Keyword Assist option to add keyword text information to scanned images, and the Database Assist option to create CSV files. The PDF Keyword Assist option is especially useful to display index items on the scanner operation panel for image save folders on a computer.

Scanner File Utility

About the Scanner File Utility

Scanner File Utility is a utility that enables a computer to receive images from the scanner and save in specified folders. Scanner File Utility saves the images received from the scanner onto a computer. After installation, Scanner File Utility starts automatically when the computer is turned on. An icon is displayed on the task bar to indicate the running status and wait for incoming scanner data.

Operation from the computer is simple - just configure the desired save folder and folder password in advance. Then, image data can be saved to the specified folder from the scanner operation panel.

NOTE: Usage of the Scanner File Utility requires to use Address Editor, Address Book for Scanner or the web page feature to register in advance the destination computer and save folder information for the scanner.

To use DB Assistant to add text information to scanned images, it is necessary to launch Scanner File Utility on the target save computer and select whether to send with the PDF Keyword Assist option (add text data to images) or with the Database Assist option (create a CSV file as text data together with image).

Preparing for Use

Configure the following before using Scanner File Utility.

1 Install Scanner File Utility on the computer. (See page *6-4*)

2 Launch Scanner File Utility and register the folders to save image files. (See page *6-7*)

3 Using Address Editor, Address Book for Scanner or the web browser, register the IP address, registration name and save number for the destination PC.

NOTE: In the save number entry field, enter the same number (from 001 - 100) as registered for the save folder in Scanner File Utility.

Operation Flow

The following is the operational flow for using Scanner File Utility to save images to a computer.
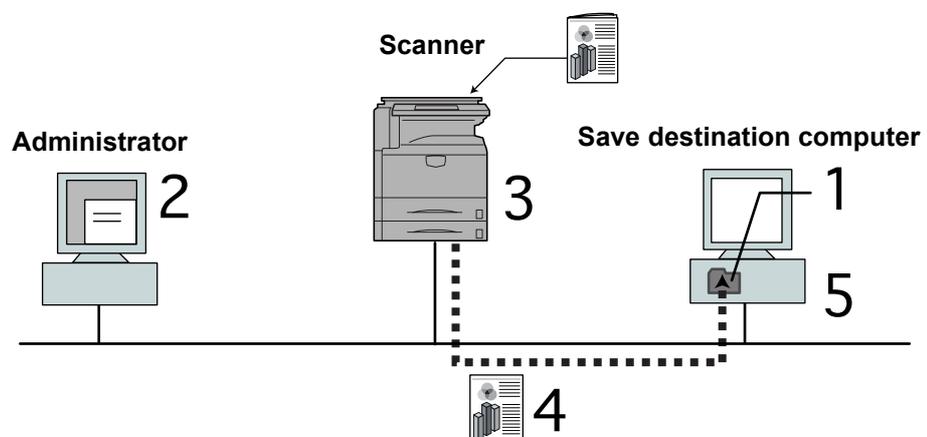
1. Create save folders with Scanner File Utility

2. Register save destination computer using Address Editor, Address Book for Scanner, or a web browser

3. Scan the original

4. Transmit scanned data

5. Receive image data into the save folder

Operating Environment

Hardware	IBM PC/AT Compatible
Interfaces	10BASE-T/100BASE-TX
Operating System	Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows 98 (Second Edition), Windows 95 (OSR2), Windows Me, Windows XP, Windows Server 2003

Installing and Uninstalling

Installing Scanner File Utility

1 Click **Scanner Utilities** from the Software Library CD-ROM main menu.
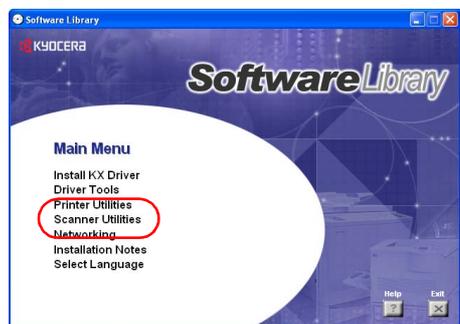
2 Click **Scanner File Utility**.

3 Follow the wizard to complete the installation.

6-4

NOTE: For Windows 2000, Windows XP or Windows Server 2003, a Setup Type selection dialog is shown. Select the following setup type and proceed to the next step.

- **Installing a service mode**

  Select this mode to install Scanner File Utility as a service on a file server or a shared computer. (Scanner File Utility will remain running even if no users are logged in to the computer. (See page *6-12*)

- **Installing a desktop mode**

  Select this mode to allow Scanner File Utility to be used by individuals. (Scanner File Utility is started after a user logs on to the computer.)

NOTE: To change the setup type from Desktop mode to Service mode after Scanner File Utility has been installed, use the Windows **Add or Remove Programs** function to select **Modify** and change the setup type.

During installation, the following component installation screens appear. To use the following functions with DB Assistant or Network FAX, select the components and proceed with the installation.

- **PDF Keyword Embedder**

  PDF Keyword Assist option (Adds **keywords** to scanned images.)

- **KM-Network FAX Receive Handler**

  Add this component to use Network FAX. For further details, refer to the optional fax kit *Operation Guide*.

- **Database Link Handler**

  Database Assist option (create CSV text information files together with scanned images.)

NOTE: After installation is complete, Scanner File Utility starts up together with Windows and remains running in the background. An icon is added to the Windows Taskbar to indicate running operation.

Uninstalling Scanner File Utility

Use the Windows **Add or Remove Programs** feature to uninstall the application.

Start Dialog Box

Scanner File Utility launches automatically after installation, but to shut down the program, or change settings such as registering the save destination for images received from the scanner, or to set folder passwords, open the start dialog box.

Displaying the Start Dialog Box

- **When the program is running**

  Double-click the taskbar icon. The Scanner File Utility start dialog box appears.

- **When the program is not running**

  Click the **start** button on the Windows Taskbar and on the menu that appears select **All Programs→Scanner User Software→Scanner File Utility**. An icon is shown on the Windows Taskbar to indicate Scanner File Utility is running. Double-click on the icon that appeared. The start dialog box appears.

About the Start Dialog Box
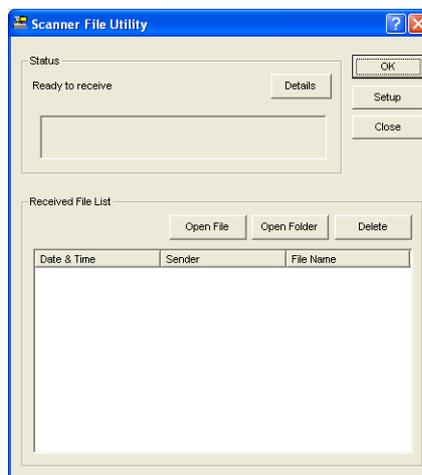
Item	Description
Status Field	The scanner's status is shown.
OK Button	Click to close the start dialog box.
Setup Button	Click to set save folders or to change or set a password. (See page *6-7*) When Scanner File Utility is running in Service Mode, the **Setup** button is only available after the Scanner File Utility service is set to **Stop** state. (See page *6-12*)
Close Button	Click to shut down Scanner File Utility. When Scanner File Utility is installed in Service Mode, this **Close** button is not shown.
Details Button	A list of currently connected scanners is shown.
Received File List	Shows a list of received files.
Open File Button	Opens the selected received file from the list.
Open Folder Button	Opens the folder for the selected received file from the list.
Delete Button	Deletes the selected item from the list.

File Save Folder Settings

About the Setup Dialog Box

To set save folders or to change or set a password, click the **Setup** button on the start dialog box. The **Setup** dialog box appears, where you can confirm previously set folders.
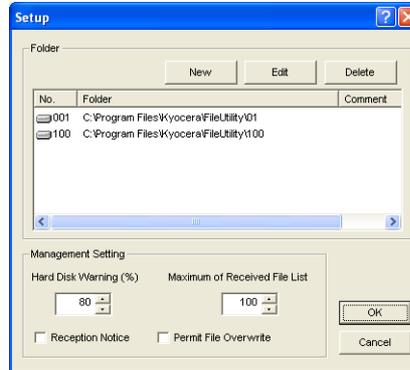
Item	Description
New Button	Click to configure a new save folder.
Edit Button	Click to configure a change the settings of an existing save folder.
Delete Button	Click to configure delete the settings of a save folder.
No.	The folder number of the save folder.
Folder	Shows the save folder.
Comment	Shows comments for each folder.
Hard Disk Warning (%)	Shows a warning message in the start dialog box status field when the hard disk usage reaches the configured percentage. The color of the Scanner File Utility shown on the Windows Taskbar changes to yellow when the hard disk usage reaches the specified percentage.
Reception Notice	Shows a receive notification on the display when a new file has been saved. The receive notification is checked and when a new image has been received, a receive notification dialog is shown. Click the **Open** button to show the start dialog box.
Permit File Overwrite	Configures whether to allow overwriting when a file with the same name is received in the receive folder. The name will be changed to a new file when saving if overwriting is not allowed.
Maximum of Received File List	Set the maximum number of items to show in the Receive File List. (10 - 100 items)
OK Button	After finishing settings or changes for save folders, click this button. The display returns to the start dialog box.

Configuring a New Save Folder

To specify a new save folder, click the **New** button on the **Setup** dialog box. The New **Folder Setting** dialog box is shown.

1 Input a number (from 1 - 100) for the **No.** column.

NOTE: The number input here is assigned to the save folder and used as the save number. Use this number to specify the save folder from the scanner operation panel which was configured from the web browser (save number).

2 To enter a new folder for saving images, click the **...** button (reference) on the right side of the **Folder** field. The **Select Folder** dialog box is displayed.

NOTE: The folder name can also be directly entered into the **Folder** field. When directly inputting the name, specify also the path to the target folder.

A list of folders in the drive is shown in the **Select Folder** dialog box. Choose the folder to set as the save folder and click the **OK** button.

NOTE: To choose a folder on a network drive, map a network drive before opening this screen. (Only available if the Scanner File Utility is installed in Desktop Mode)

Floppy disks, MO disks or other removable drives may not be selected.

3 For added security, a password can be set for the specified folder. To specify a password, click the **Password Setting** button. Enter a numeric password less than 8 characters long in the **Folder Password** field of the displayed **Password Setting** dialog box.

NOTE: If a password is not needed, it is not necessary to configure this setting.

4 After entering a password in the **Folder Password** field, to verify the entry, re-enter the same password in the **Confirm Password** field. Click the **OK** button when done entering. The display returns to the **Folder Settings** dialog box.

NOTE: If a folder password has been set, the password must be entered when operating from the scanner operation panel.

5 To add a comment to the save folder, enter it into the **Comment** field.

6 Set programs to connect to the system in the **System Connection Program** field. Always choose if the image to be scanned will be integrated as below.

> **NOTE:** Use of this feature requires configuration of DB Assistant (see page *6-49*) or Network FAX. (For further Network FAX details, refer to the optional fax kit *Operation Guide*.)
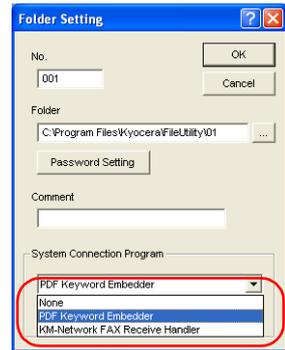
- **None**

  Scan data is saved as-is in the specified folder.

- **PDF Keyword Embedder**

  PDF Keyword Assist option (Adds **keywords** to scanned images.)

- **KM-Network FAX Receive Handler**

  Add this component to use Network FAX. For further details, see the optional fax kit *Operation Guide*.

- **Database Link Handler**

  Database Assist option (create CSV text information files together with scanned images.)

7 Click the **OK** button when done entering. The save folder is set with the entered details.

Changing Settings for Existing Save Folders

To change the details of a previously set save folder, select the save destination from the list and click the **Edit** button in the **Setup** dialog box. The **Folder Setting** dialog box for changes is shown.
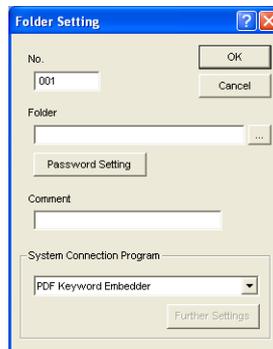
1 For how to change details in the **No.** field, **Folder** field and **Comment** field, refer to *Configuring a New Save Folder* on page *6-8*.

2 To change the security password configured for the folder, click the **Password Setting** button. The **Password Setting** dialog box is shown. Enter the current password in the **Old Password** field.

3 Enter a new password less of numeric characters than 8 digits long in the **New Password** field.

4 For verification purposes, enter the same password again in the **Confirm New Password** field. Click the **OK** button when done entering. If the passwords match, the **Folder Setting** dialog box is displayed.

5 To change a save folder comment, enter less than 32 characters into the **Comment** field.

6 To change the details of the **System Connection Program** field, do so referring to *Configuring a New Save Folder* on page *6-8*, Step 6.

7 Click the **OK** button. The settings for the save folder are modified.

Deleting References to Existing Save Folders

Follow the procedure below to delete a reference to a previously specified save folder.

1 From the **Setup** dialog box, click to choose the folder you would like to remove from the list of save folders shown in the **Folder** field. Selection is indicated by reversed display.
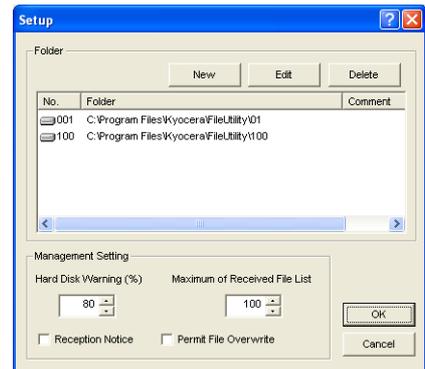
2 Click the **Delete** button. The reference to the selected save folder is deleted.

File Save Feature

Operation Overview

Perform the following to receive image data from the scanner using the Scanner File Utility.

1 Verify that Scanner File Utility is running on the computer to receive the image data.

NOTE: If Scanner File Utility is not running, refer to *Displaying the Start Dialog Box* on page *6-6* to launch it.

2 Place the original on the scanner.

3 Choose the send destination from the scanner operation panel.

4 If a password has been set for the destination folder, enter the password.

NOTE: This operation is not required if a password has not been set.

If the password is incorrect, an error occurs and you cannot proceed to the next step.

5 Press the **Start** key on the scanner's operation panel. The original is scanned and image data is sent from the scanner to the computer. The computer converts the received image data into a compressed file and saves it in the specified save folder.

NOTE: Use a commercial software application to view, edit or mail the file saved in the specified folder.

File Names

When saving data files at the computer, the details configured in advance from the web browser are added to the filename (character string less than 16 characters + file extension). If not specified, the filename will be automatically determined based on predefined rules. The file naming convention for automatic naming is as follows.

Filename: *******nnnn_mmm.extension

Text String	Description
*******	Filename stored in each scanner.
nnnn	Indicates the document scan number, represented by a 4 digit number between 0000 - 9999.
mmm	Used for each page when saving an original with multiple pages, represented by a 3 digit number between 0 - 999.
Extension	Extension is automatically assigned by Scanner File Utility depending on the file type.

IMPORTANT: When the number for the auto-naming rule conflicts with a same file name range or same file name, and the **Setup** dialog box **Permit File Overwrite** is checked (see page *6-7*), the older existing files is overwritten by newly saved files.

About Image Data

- File Type

  JPEG, TIFF and PDF [†] formats are supported.

NOTE: The JPEG format is available when scanning in Full color or Auto color mode. Auto Color is available only when [Gray scale] is selected for *B&W Setting*.

- Image data size

  Standard sizes: A3, A4, A5, B4, B5, B6, 11 × 15", Folio, 11 × 17", 8 1/2 × 11", 8 1/2 × 14", 5 1/2 × 8 1/2", 8 1/2 × 13", 8 1/2 × 13 1/2", 8K, 16K
  Non-standard sizes: 50 - 432 mm (17") width, 50 - 297 mm (A4 Long) height.

NOTE: When receiving multiple page image data, the import size cannot be modified for each individual page. (Except when Batch scanning is set)

- Resolution (DPI)

  The four resolutions of 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi are supported.

NOTE: When receiving multiple page image data, the resolution cannot be modified for each individual page. (Except when Batch scanning is set)

† Using PDF conversion library by HyperGEAR, Inc.

If a hard disk error occurs

If the hard disk runs out of available space during receiving image data from the scanner, reception of subsequent images will be aborted and image data received up to that point will be lost.

IMPORTANT: Caution when the icon color changes to yellow!
If the used space of the hard disk reaches the preconfigured warning percentage, the Windows taskbar icon will change to yellow to alert this condition to the user. If this occurs, free up space on the hard disk by deleting unnecessary files or moving data to other media.

Service Mode (Windows 2000, Windows XP, Windows Server 2003 only)

When Scanner File Utility is installed in Service Mode, the following settings are added.

1 Even if a user is not logged on to the computer, the Scanner File Utility remains available to receive scanned data.

2 To change Scanner File Utility settings, select **Stop** under Scanner File Utility. To restart and wait for scanned data, choose **Start** under Scanner File Utility.

- To **Stop** the Scanner File Utility...

  Right-click on the taskbar icon to show the dropdown list and choose **Stop**. The icon switches a prohibited symbol and the Scanner File Utility no longer accepts received scan data.

   Stopping the Scanner File Utility

- To **Start** the Scanner File Utility...

  Right-click on the taskbar icon to show the dropdown list and choose **Start**. The icon prohibited symbol is cleared and the Scanner File Utility now accepts received scan data.

   Starting the Scanner File Utility

Address Editor

About the Address Editor

Use the Address Editor to register or modify addresses in the scanner Address Book (Common Address Book). This tool is used by the administrator to perform address book maintenance. If there are multiple Address Editor-compatible scanners present, they can be easily managed by specifying all of the scanners in the same destination list.

Recommended Operating Environment	
Hardware	IBM PC/AT Compatible
Interfaces	10BASE-T/100BASE-TX
Operating System	Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows 98 (Second Edition), Windows 95 (OSR2), Windows Me, Windows XP, Windows Server 2003

Installing and Uninstalling

Installing Address Editor

1 Click **Scanner Utilities** from the Software Library CD-ROM main menu.
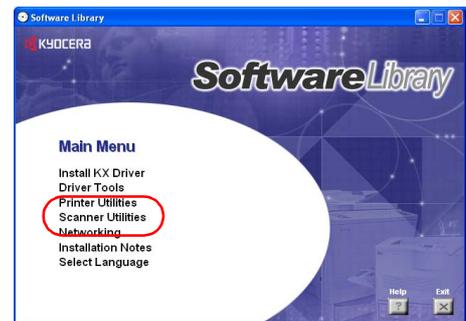
2 Click **Address Editor**.
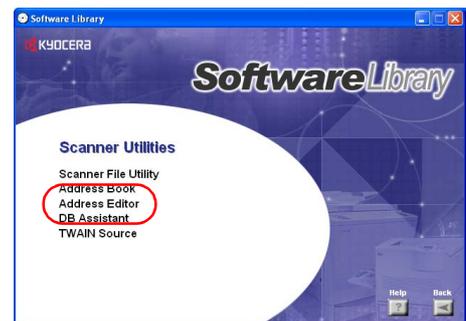
3 Follow the wizard to complete the installation.

Uninstalling Address Editor

Use the Windows **Add or Remove Programs** feature to uninstall the application.

Launching Address Editor

1 Launch Address Editor

NOTE: Click the Windows **start** button, and on the menu that appears select **All Programs**→ **Scanner User Software**→**Address Editor** to launch Address Editor.

2 The Address Editor main menu is displayed.
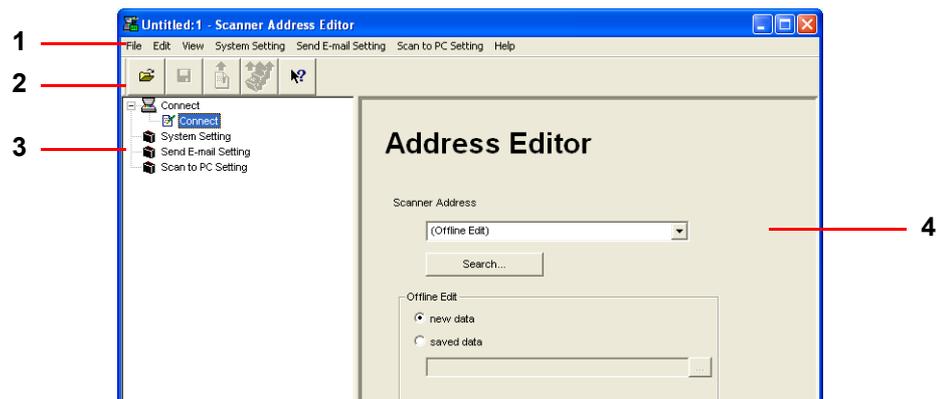
No.	Item	Description
1	Menu Bar	Use toolbar or menu area buttons selecting from the menu bar.
2	Toolbar	A row of buttons is provided for easy access to write edited data to the scanner or other operations.
3	Menu Area	Select desired items to configure such as scanner or e-mail settings.
4	Work Area	Display each setting window here for configuration.

Edit Data Selection Screen

Select the Address Editor data to edit. The available edit methods are connect to the scanner and directly edit scanner settings or create or edit settings data without connecting to the scanner. Data created or edited without connecting to the scanner is sent to the scanner after editing is complete.

NOTE: When Address Editor is launched, **Connect (Scanner Address Setting)** is selected.

Scanner Address Setting
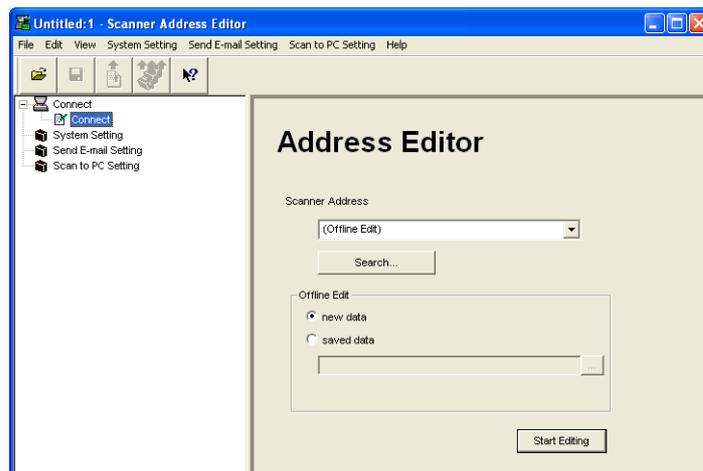
Item	Description
Scanner Address	Enter the address (hostname or IP address) of the scanner to connect. The dropdown list shows the most recently used 10 scanner addresses. Enter the hostname using less than 32 characters.
Search Button	Search for connected scanners. Use this button when configuring scanners whose IP address is set by a DHCP server or if you do not know the scanner's IP address. For Scanner Search operation, see *Scanner Search* on page *6-15*.
new data	Create or edit new Address Editor data without connecting to a scanner.
saved data	Open and edit already existing Address Editor data.
... Button	Opens the dialog box for the selected scanner setting data file and loads the data.
Start Editing Button	Start editing the Address Editor data. When the scanner address is specified, connects to the scanner and extracts the scanner setting data. When new data is selected for **Offline Edit**, editing is started with the default values.

Scanner Search

Search for scanners connected to the network.

NOTE: Scanner Search displays a list of only those scanners that respond within a preset time.
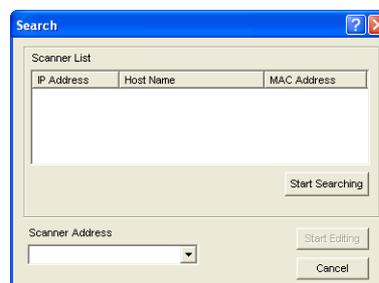
Item	Description
IP Address	Shows a list of the IP addresses assigned to the scanners.
Host Name	Shows a list of the hostnames assigned to the scanners.
MAC Address	Shows a list of the scanners' MAC addresses (Ethernet addresses).

Item	Description
Start Searching Button	Begins searching for scanners.
Scanner Address	Click the search result list to show the scanner address. You can skip searching and select a scanner address that was discovered previously from the drop down menu. You can directly enter the scanner address.
Start Editing Button	Connect to the selected scanner and begin editing the specified scanner data. Hostname will not be shown for a scanner that was in use when search was performed.

Enter Password (scanner connection)

The administrator password is required to read scanner settings and information when connecting to a scanner.

NOTE: Set the administrator password according to *Setup - Administrator* on page *5-7* (Web browser) or *Set Password* on page *6-18* (Address Editor).

Item	Description
Scanner Address	Shows the IP address of the connected scanner.
Password	Enter the administrator password for the connected scanner.

System Setting

Configure the scanner's basic settings.

System Basic Setting

Set the scanner's network settings such as the IP address.

Network 1 Tab

Item	Description
Network 1/Network 2/IP-Filters Tab	Switch between **Network 1**, **Network 2**, and **IP-Filters** settings.
Host Name	Input a scanner host name no longer than 32 characters.
IP Address	Enter the scanner interface IP address in 'XXX.XXX.XXX.XXX' notation. A change verification dialog box is displayed when settings are saved. Verify the IP address.
Subnet Mask	Enter the scanner interface subnet mask in 'XXX.XXX.XXX.XXX' notation.
Default Gateway	Enter the scanner default gateway in 'XXX.XXX.XXX.XXX' notation. The default gateway is used to transfer packets to other networks or subnets.
DHCP/BOOTP	Set DHCP and BOOTP to either **ON** or **OFF**. The default setting is **ON**.
RARP	Set RARP to either **ON** or **OFF**. The default setting is **ON**.
ARP/PING	Set ARP/PING to either **ON** or **OFF**. The default setting is **ON**.
DNS Server (Pri.)	For sending data using host names in environments that have DNS servers available, enter the primary DNS server IP address in this field in 'XXX.XXX.XXX.XXX' notation.
DNS Server (Sec.)	Enter the secondary DNS server IP address in 'XXX.XXX.XXX.XXX' notation.
DNS Domain Name	Enter the domain name in less than 32 characters.
WINS Server (Pri.)	To use WINS (Windows Internet Name Service) to resolve computer names from IP addresses, enter the primary WINS server IP address in 'XXX.XXX.XXX.XXX' notation.
WINS Server (Sec.)	Enter the secondary WINS server IP address in this field in 'XXX.XXX.XXX.XXX' notation.
Scope ID	Enter the Scope ID in this field.

Network 2 Tab

Item	Description
SMTP Server Name	Enter into this field the SMTP server hostname in less than 32 characters or IP address in 'XXX.XXX.XXX.XXX' notation.
SMTP Port No.	Enter the SMTP port number in this field. The default port is 25.
DB Assistant	Enter the IP address or hostname (under 32 characters) of the computer with DB Assistant installed.
Firmware update	To allow firmware upgrades, set to **ON**; to deny, set to **OFF**.
E-mail Address	Enter the administrator e-mail address. Enter the e-mail address using less than 64 characters.
Change Password Button	Set the administrator's password. (See page *6-18*)
SMTP TX Authentication Button	Set the administrator mail server authentication. (See page *6-19*)

Set Password

Set the administrator's password.

1 Enter the new password and press the **OK** button.

NOTE: Enter a password less than 15 characters long.

2 For verification, enter the new password again and press the **OK** button.

SMTP TX Authentication (Administrator)

Set the administrator mail server authentication.
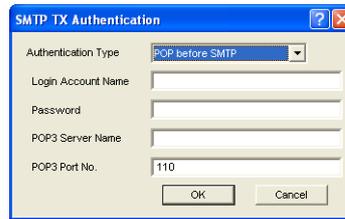
1   Choose **SMTP Authentication**, **POP before SMTP**, **POP before SMTP (APOP)** or **No Authentication**.

2   Enter the **Login Account Name** to use in mail server authentication.

3   Enter the password into the **Password** field.

NOTE: Enter a password less than 31 characters long.

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4   Enter the POP3 server IP address or server name to use for Mail Server Authentication under **POP3 Server Name**.

NOTE: Set when authenticating via **POP before SMTP** or **POP before SMTP (APOP)**.

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5   Enter the POP3 server port number under **POP3 Port No**.

NOTE: Set when authenticating via **POP before SMTP** or **POP before SMTP (APOP)**.

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6   Click the **OK** button.

IP-Filter Tab Selection

NOTE: For further details on IP-Filter and configuration, refer to *IP-Filters* on page *5-9*.
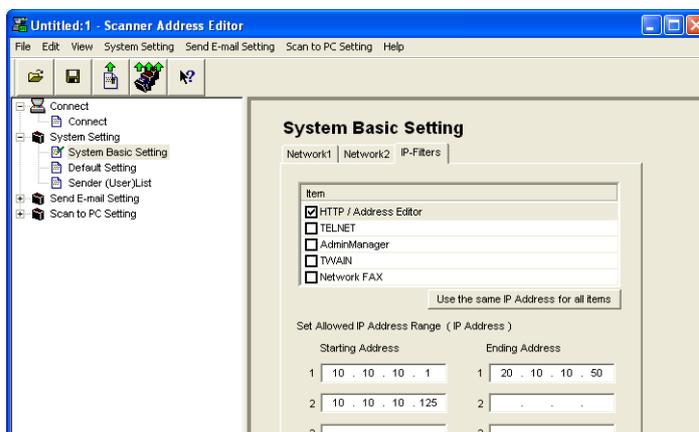
Item	Description
Item	Check the item for which you would like to perform filtering.
Use the same IP Address for all items	For all **Items** with a check, enables the same IP address set in **Set Allowed IP Address Range (IP Address)**.
Set Allowed IP Address Range (IP Address)	Up to 4 IP address ranges can be enabled for filtering. To filter a single IP address, only enter the **Starting Address**.

Scanner Default

Configure image scanning related default settings for the scanner. The settings items are **Basic** Setting and **Extension** Setting. Click **Extension** button to show **extended** settings.
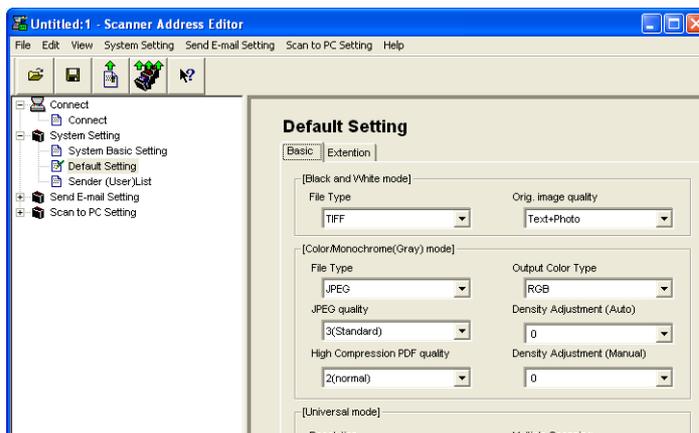
Basic - Black and White mode

The setting items are as follows.

Setting Item	Value	Description
File Type	TIFF/PDF	Specify the file type when saving a scanned image.
Orig. image quality	Photo/Text/Text+Photo/OCR	Select from the following four modes depending on the type of original being scanned.

Basic - Color/Monochrome (Gray) mode

The setting items are as follows.

Setting Item	Value	Description
File Type	**JPEG**, **TIFF**, **PDF**, **PDF (High Complex)**	Specify the file type when saving a scanned image.
JPEG quality	**1 (Low)**, **2**, **3 (Standard)**, **4**, **5 (High)**	Set the JPEG quality.
High Compression PDF quality	**1 (Low size)**, **2 (normal)**, **3 (High quality)**	Sets high compression PDF quality.
Output Color Type	**RGB**, **sRGB**	Configure the color output type.
Density Adjustment (Auto)	**-3** - **+3**	When density adjustment is set to **Auto**, adjusts the overall dark/light balance.
Density Adjustment (Manual)	**-3** - **+3**	When density adjustment is set to **Manual**, adjusts the overall dark/light balance.

Basic - Universal mode

The setting items are as follows.

Setting Item	Value	Description
Resolution	**600dpi**, **400dpi**, **300dpi**, **200dpi**	Select from the following four resolutions to scan an original.
Multiple Scanning	**OFF**, **ON**	Select whether to scan originals in a continuous operation.
File Name	Enter the filename using less than 16 characters.	Specify the name used when saving scanned images.

Extension

The setting items are as follows.

Setting Item	Value	Description
Full scan	–	Does not function on this scanner.
Centering	**ON**, **OFF**	When scanning with zoom, by specifying the Original size and the Send size, blank borders around the bottom or left and right will be shown depending on the sizes. When setting Auto Center, the image is moved to the center so that blank borders around the top and bottom or left and right become even.
Uncompress scanning	–	Does not function on this scanner.
Continuous sending	**ON**, **OFF**	Use the same settings from a previously completed transmission for the next transmission. The scan function screen is returned with the sender (user), destination and other settings remaining from the previous operation.
File name Input	**Manual**, **Auto/Manual**	Displays the filename input box without displaying the auto/manual selection screen.

Setting Item	Value	Description
Skip sender (user) select	**On**, **Off**	When using this scanner, a sender (user) must be first selected. Set to **ON** to force the sender (user) to User No. 001 and skip sender (user) selection.
Color setting	**Full Color**, **Auto Color**, **Black/White**	Set the color mode for default settings mode.
B&W setting	**Black&White**, **Grayscale**	When scanning in B&W, select between B&W and grayscale.

Sender List

Configure the Sender (User) List for use with network scanner functions (Send E-mail, Scan to PC).
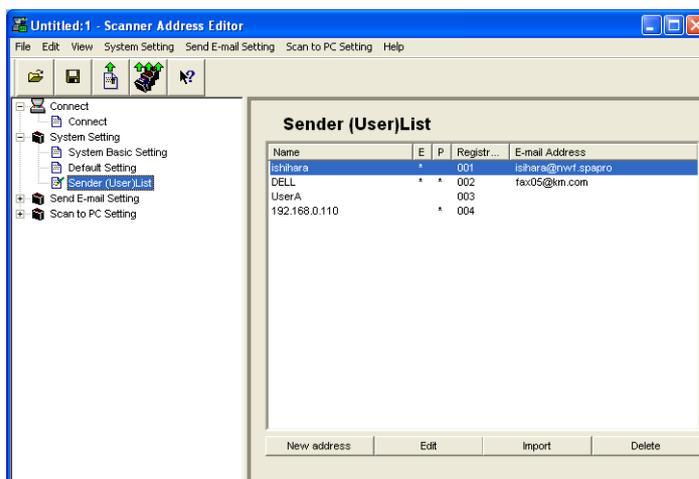
Item	Description
Name	As the sender, displays the name displayed at the top of the scanner operation panel.
E	When the address associated with the destination list (E-mail) has been registered, a * is shown in this field. When editing, the destination list (E-mail) is also modified.
P	When the address associated with the destination list (PC) has been registered, a * is shown in this field. When editing, the destination list (PC) is also modified.
Registration Number	Displays the sender data registration numbers. The registration numbers are shown as a list on the scanner operation panel. Up to 40 items may be registered.
E-mail Address	Shows the sender e-mail address.
New address Button	Click this button to create a new sender data. The sender editing dialog box is shown. (See page *6-23*)
Edit Button	Click this button to modify sender data. The sender editing dialog box is shown. (See page *6-23*)
Import Button	Click this button to import sender data from an Address Editor file or CSV file. The Import dialog box is shown. (See page *6-29*)
Delete Button	Click to delete the selected sender data. You can also select and delete multiple senders in a single operation.

Sender Address Registration (Editing)

Register a new sender address or edit a sender address.

Item	Description
Name	Field to enter the Registration Name. Enter a registration name less than 16 characters long.
Registration Number	Enter the sender data registration number. Specify a registration number from 001 - 040.
E-mail Address	Enter the sender e-mail address.
Signature	Enter signature data to be attached during e-mail transmission. Enter text less than 256 characters long.
Address of PC with "Address Book" installed	Enter the address of the PC on which Address Book is installed.
Save number	Specify the PC save number for the destination PC for Scan to PC mode. Specify a save number from 001 - 100.
Change Password Button	Change the password of each user. Enter a numerical password less than 8 digits long.
SMTP TX Authentication Button	Configure SMTP authentication settings for each user. When specifying SMTP authentication for each user, first configure SMTP Authentication in System Basic Setting. (See page *6-17*)
Add to Destination List (E-mail)	When this item is checked, the sender (user) address is added to the E-mail Destination List.
Add to Destination List (PC)	When this item is checked, the sender (user) address is added to the PC Destination List.

E-mail Send Setting

Set basic settings and register/edit destinations for sending scanned images to computers by e-mail.

Mail Basic Setting

Set the basic items here for sending e-mail.

Item	Description
E-mail Transmission Restriction	Select destination domain from Non-restricted sending/Permitted destination domain names/Restricted destination domain names. Select **Non-restricted sending** to allow e-mail to be sent to any domain and ignore domain registration settings. Select **Permitted destination domain names** to only allow e-mail to be sent to addresses belonging to domains that match the contents of the registered domain list. Select **Restricted destination domain names** to only deny e-mail transmission to addresses belonging to domains that match the contents of the registered domain list.
Domain List	Enter the domain data. Enter each domain separated by a line feed using less than 500 characters. Up to 10 domains may be registered. Any character, such as the asterisk (*), cannot be used as a wildcard. Enter as 'com' to search all.
Data Size	Set the image size to deliver by e-mail. **Low** (512KB)/**Mid.** (1024KB)/**High** (2048KB)/**No-restricted**
Subject	Set the e-mail subject. Enter text less than 32 characters long.
Text	Enter the e-mail message body. Enter text less than 500 characters long.
Character Code	Set the text character set for the subject and message body. Set to match the system environment (for each language). **SHIFT-JIS (Japanese)/US-ASCII (English)/ ISO-8859-1 (West Europe)/ Windows-1252 (West Europe)/ Windows-1250 (Central Europe)**

E-mail Destination List

Display or edit the E-mail Destination List for Send E-mail.
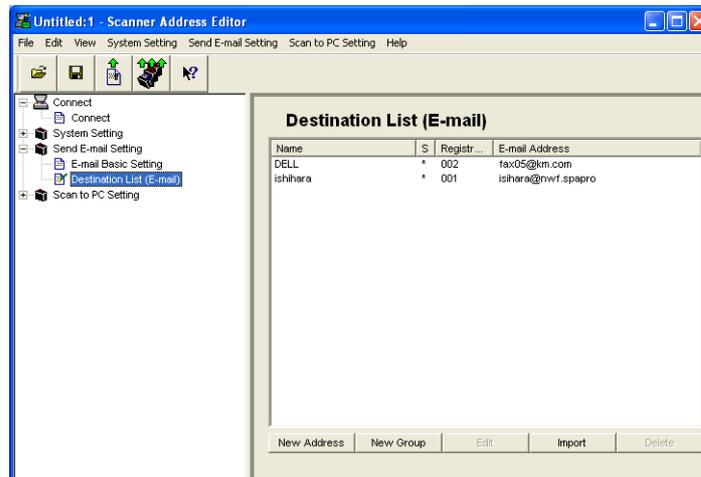
Item	Description
Name	As the E-mail destination, displays the name displayed at the top of the scanner operation panel.
S	When the address associated with the Sender (User) List has been registered, a * is shown in this field. When editing, the Sender (User) List is also modified.
Registration Number	Displays the destination data registration numbers. Specify a registration number from 001 - 100.
E-mail Address	Shows the destination e-mail address.
New Address Button	Click this button to create a new destination e-mail address. The destination editing dialog box is shown. (See page *6-26*)
New Group Button	Click this button to create a new destination e-mail group. The destination group editing dialog box is shown. (See page *6-26*)
Edit Button	Click this button to edit the destination e-mail address / group address data. The destination editing dialog box is shown. (See page *6-26*)
Import Button	Click this button to import address data from Address Editor, Address Book for Scanner, or CSV format data exported from Outlook. The Import dialog box is shown. (See page *6-29*)
Delete Button	Click this button to delete destination e-mail address/group address data. You can also select and delete multiple destinations in a single operation.

Destination Editing (E-mail)

Display or edit destination e-mail address.
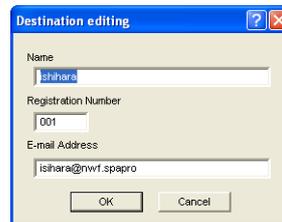
Item	Description
Name	Field to enter the Registration Name. Enter a registration name less than 16 characters long.
Registration Number	Enter the destination data registration number.
E-mail Address	Enter the destination e-mail address.

Destination Address Registration/Editing

Display or edit destination e-mail group address.

Item	Description
Name	Field to enter the Registration Name. Enter a registration name less than 16 characters long.
Registration Number	Enter the destination data registration number.
Group members	Displays the names, registration numbers, and E-mail addresses of members registered to a group.
Delete Button	Removes the selected address as a member of a group. The deleted address is added to the **Auxiliary group members**.
Auxiliary group members	Displays the names, registration numbers, and E-mail addresses of members available to be added to a group.
Add Button	Adds the selected address as a **Group member**. The added address is removed from the **Auxiliary group members**. Up to 30 addresses may be added to **Group members**.

Scan to PC Setting

Set basic settings and register/edit destinations for sending scanned images to computers.

Sender List

Display or edit the Destination List for Scan to PC.
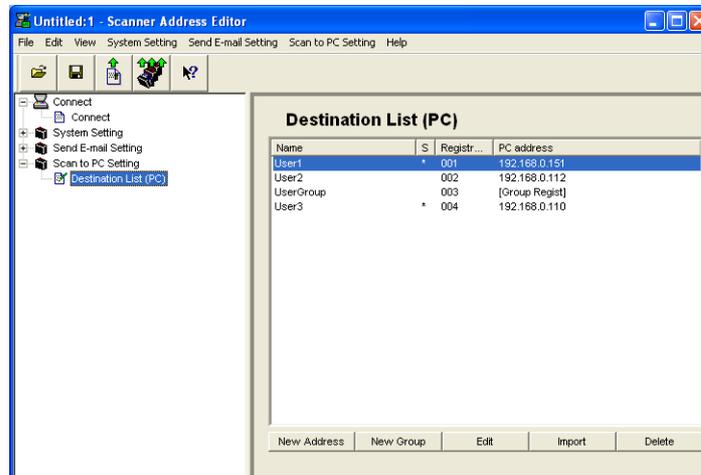
Item	Description
Name	As the Scan to PC destination, displays the name at the top of the scanner operation panel.
S	When the address associated with the Sender (User) List has been registered, a * is shown in this field. When editing, the Sender (User) List is also modified. As the destination, displays the name at the top of the scanner operation panel.
Registration Number	Displays the destination PC data registration numbers. Specify a registration number from 001 - 100.
PC address	Displays the hostname or IP address of the destination PC.
New Address Button	Click this button to create a new destination PC address. The destination editing dialog box is shown. (See page *6-28*)
New Group Button	Click this button to create a new destination PC group. The destination group editing dialog box is shown. (See page *6-28*)
Edit Button	Click this button to edit a destination PC address/group. The destination editing dialog box is shown. (See page *6-28*)
Import Button	Click this button to import address data from Address Editor or Address Book for Scanner. The Import dialog box is shown. (See page *6-29*)
Delete Button	Click this button to remove the selected destination PC address/group data. You can also select and delete multiple destinations in a single operation.

Destination Editing (Scan to PC)

Display or edit destination PC addresses.
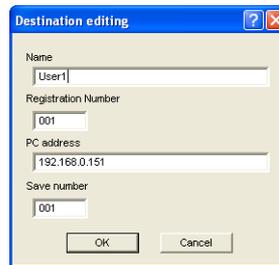
Item	Description
Name	Field to enter the Registration Name. Enter a registration name less than 16 characters long.
Registration Number	Enter the destination PC registration number.
PC address	Enter the hostname or IP address of the destination PC.
Save number	Enter the save destination folder number.

Destination Address Registration/Editing

Display or edit destination PC group addresses.

Item	Description
Name	Field to enter the Registration Name. Enter a registration name less than 16 characters long.
Registration Number	Enter the destination PC registration number.
Change Password Button	Change the password for the PC group address.
Group members	Displays the names, registration numbers, and PC addresses of members registered to a group.
Delete Button	Removes the selected address as a member of a group. The deleted address is added to the **Auxiliary group members**.
Auxiliary group members	Displays the names, registration numbers, and PC addresses of members available to be added to a group.
Add Button	Adds the selected address as a member of a group. The added address is removed from the **Auxiliary group members**. Up to 30 addresses may be added to **Group members**.

Toolbar

A row of buttons is provided for easy access to write edited data to the scanner or other operations.
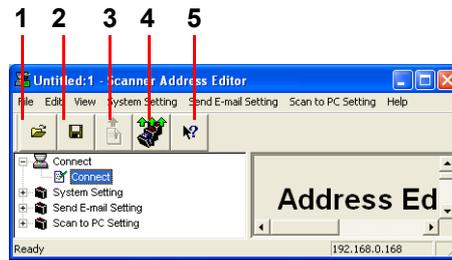
No.	Item	Description
1	Open Button	Specify and open an Address Editor file.
2	Save Button	Save modified data to a file.
3	Data Send Button	Writes setting data for the edited page to the scanner.
4	Batch Send Button	Writes all modified page setting data to the scanner.
5	Help Button	Displays help.

Importing Address Data

Address Editor supports importing address data for the Sender List, Destination List (E-mail, PC) from Address Editor, Address Book for Scanner, or CSV files.

Importing Address Data to Sender List, Destination List (E-mail, PC)

Address data can be imported to the Sender List and Destination List (E-mail, PC).

IMPORTANT: Address Editor (*.aed) data and Outlook (*.csv) data may be imported into the Sender List.

Address Editor (*.aed) data, Address Book for Scanner (*.dat), and Outlook (*.csv) data may be imported into the Destination List (E-mail).

Address Editor (*.aed) data and Address Book for Scanner (*.dat) data may be imported into the Destination List (PC).
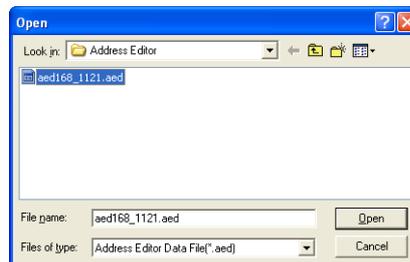
Item	Description
Look in	Specify the folder containing the file you would like to import.
File List	A list of the files contained in the specified folder is displayed.
Files of type	Specify the file type of the data you would like to import.
File name	The selected filename is displayed.
Open Button	Open the data file to import.

Field Settings

If a CSV file has been selected, match the text fields with the Destination List items.

Item	Description
Name	The name displayed at the top of the scanner operation panel as the e-mail destination.
E-mail Address	The e-mail address for the destination list.
Fields of the CSV file	The item names described in the CSV file are displayed. Select the fields to match with the Destination List.

Confirm Import Data

Confirm the data to be imported and add to the list (Sender/Destination).

Warning column
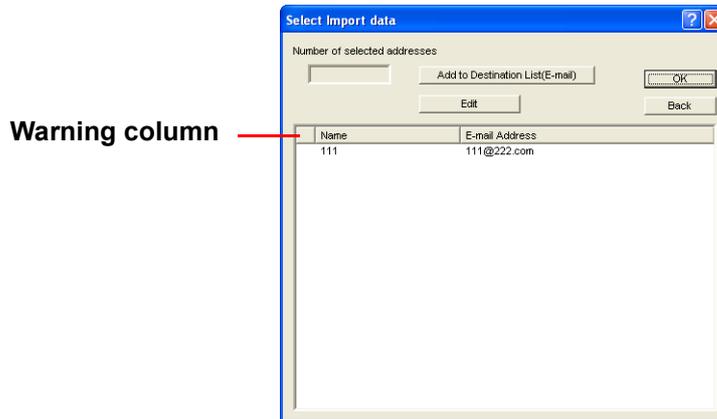
Item	Description
Number of selected addresses	Displays the number of entries selected for importing from the list.
Edit Button	Edit the selected entry details.
Add to Destination List (E-mail) Button	Add the selected entries to the Destination List.

Item	Description
Warning column	Displays a warning mark for entries containing import errors. The warning marks are as follows.
	? The name exceeds the maximum number of characters. This display is cleared by editing to reduce the number of characters.
	! The name includes double byte (such as Japanese) characters. This display is cleared by editing to single byte alphanumeric characters.
	! The e-mail address exceeds the maximum number of characters or contains characters not valid for an e-mail address.
	If the warning mark is **?**, data is automatically converted into valid data and added to the Destination List (E-mail). If the warning mark is **!** data will not be added to the Destination List (E-mail). If data with the same name is already registered in the Destination List, after changing the name during importing, the data will be added to the Destination List (E-mail). Registration numbers are automatically created during importing. Group data from Address Editor and Address Book for Scanner cannot be imported.

Address Book for Scanner

About Address Book for Scanner

Address Book for Scanner is a utility to register or delete destination lists for use from the scanner to send scanned images via e-mail or to PCs.

After installation, Address Book for Scanner starts automatically when the computer is turned on. An icon is added to the taskbar to indicate running operation.

Operating Environment	
Hardware	IBM PC/AT Compatible
Interfaces	10BASE-T/100BASE-TX
Operating System	Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows 98 (Second Edition), Windows 95 (OSR2), Windows Me, Windows XP, Windows Server 2003

Installing and Uninstalling

Installing Address Book for Scanner

1 Click **Scanner Utilities** from the Software Library CD-ROM main menu.
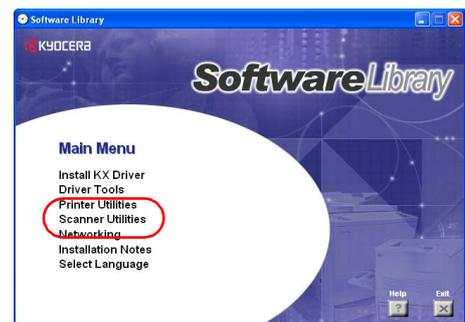
2 Click **Address Book**.
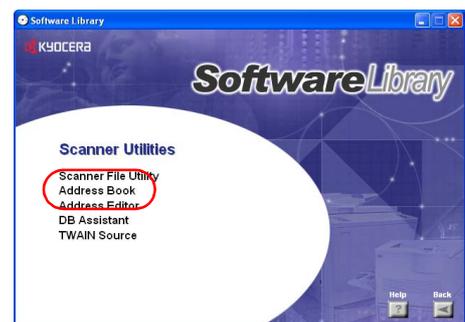
3 Follow the wizard to complete the installation.

NOTE: Address Book for Scanner is launched when the computer is started and remains running in the background. An icon is added to the Windows Taskbar to indicate running operation.

Uninstalling Address Book for Scanner

Use the Windows **Add or Remove Programs** feature to uninstall the application.

Start Dialog Box

Address Book for Scanner is launched automatically after installation. Use the start dialog box to close this program or register or edit a Destination List.

Displaying the Start Dialog Box

- **When the program is running**

  Double-click the taskbar icon. The Address Book for Scanner start dialog box is displayed.

- **When the program is not running**

  Click the **start** button on the Windows Taskbar and on the menu that appears select **All Programs→Scanner User Software→Address Book**. An icon is shown on the Windows Taskbar to indicate Address Book for Scanner is running. Double-click on the icon that appeared. The start dialog box appears.

About the Start Dialog Box
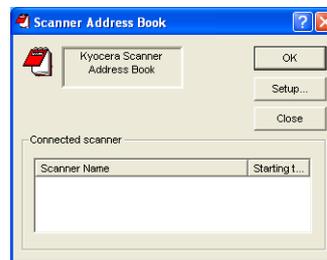
Item	Description
Connected scanner field	A list of currently connected scanners is shown. **Scanner Name** shows the hostname and IP address registered to the scanner. **Starting time** shows when the connection to the scanner was started.
OK Button	Click to close the start dialog box.
Setup Button	Click this button to register or edit destination addresses. The **Address Book** dialog box is displayed.
Close Button	Click to shut down Address Book for Scanner.

Destination List Setting

About Address Book Dialog Box

To register or edit destination address for sending scanned images by e-mail or to other computers, press the **Setup** button on the start dialog box. The **Address Book** dialog box is shown. You can verify already registered destination addresses. By default, the destination list for Send E-mail is shown.
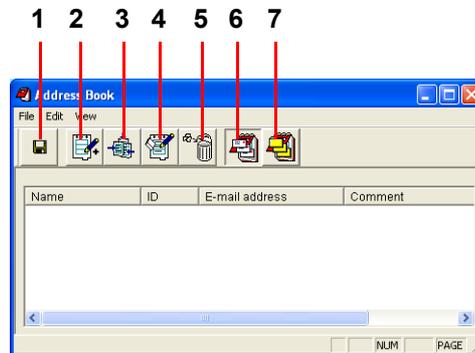
No.	Item	Description
1	Save Button	Click to save changes to a destination list.
2	New Address Button	Click to register Send E-mail or Scan to PC destination address to a list. (See page *6-35* or page *6-37*)
3	New Group Button	Click to create a new destination group for Send E-mail or Scan to PC. (See page *6-36* or page *6-38*)
4	Edit Button	Click to change the saved details of a destination address or destination group registered to a destination list. (See page *6-35* or page *6-37*)
5	Delete Button	Click to delete destination address or destination group from a destination list.
6	E-mail Address Button	Click to show the destination list for Send E-mail.
7	PC Address Button	Click to show the destination list for Scan to PC.

E-mail Destination List

In the **Address Book** dialog box, click the E-mail Address button. The destination list for e-mail sending is shown.
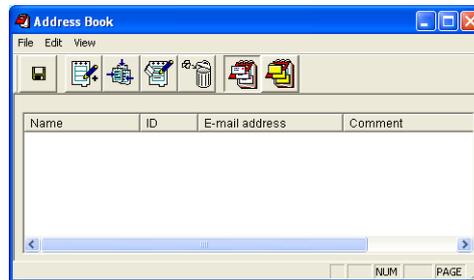
Item	Description
Destination List field	Shows a list of e-mail destinations saved to the destination list.
Name	Displays the destination (group) name. The same name is displayed on the scanner's operation panel.
ID	Displays the destination (group) register number. The registration number is assigned to destinations in the order they are added to the destination list.
E-mail address	Shows the destination e-mail address.
Comment	Shows comments about the destination.

Registering and Editing E-mail Destination

For registering an e-mail destination to a destination list or editing details of an already registered e-mail destination, use the **Destination Registration (E-mail)** dialog box.

1 In the **Address Book** dialog box, click the New Address button. The **Destination Registration (E-mail)** dialog box is shown. To edit an e-mail destination, select the e-mail destination to edit from the destination list and press the Edit button. The setting method is the same for registration and editing.

2 Enter a destination name for **Name** using less than 16 characters.

3 **Registration Number (ID)** is automatically assigned at the time of registration in order added from 001 - 100. You can change the registration numbers.

4 In the **E-mail Address** field, enter the destination e-mail address using less than 64 characters.

5 Enter a comment.

6 Click the **OK** button. The entered destination is registered and the display returns to the **Address Book** dialog box.

7 In the **Address Book** dialog box, click the Save button. The changes to the destination list are saved.

Registering and Editing E-mail Destination Group

For adding an e-mail destination group to a destination list or editing details of an already registered e-mail destination group, use the **Destination Group Registration (E-mail)** dialog box.

1   In the **Address Book** dialog box, click the New Group button. The **Destination Group Registration (E-mail)** dialog box is shown. To edit an e-mail destination group, select the e-mail destination group to edit from the destination list and click the Edit button. The setting method is the same for registration and editing.

2   Enter a destination name for **Name** using less than 16 characters.

3   **Registration Number (ID)** is automatically assigned at the time of registration in order added from 001 - 100. You can change the registration numbers.

4   Enter a comment.

5   To add a destination to a group, click the **Add** button. The **Editing member (E-mail)** dialog box is shown. (See *Adding Destinations to an E-mail Destination Group*)

6   Do delete a destination from a group, select destination you would like to delete from the **E-mail address** field and click the **Delete** button.

7   Click the **OK** button. The entered destination group is registered and the display returns to the **Address Book** dialog box.

8   In the **Address Book** dialog box, click the Save button. The changes to the destination list are saved.

Adding Destinations to an E-mail Destination Group

Add destinations to an e-mail destination group from the **Editing member (E-mail)** dialog box.

1   In the **Destination Group Registration (E-mail)** dialog box, click the **Add** button. The **Editing member (E-mail)** dialog box is shown.

2   Select the destinations to add from **Auxiliary group members** and click the **Add** button.

3   Do delete a destination from a group, select destination you would like to delete from the **Group members** field and click the **Delete** button.

4   Click the **OK** button. The display returns to the **Destination Group Registration (E-mail)** dialog box.

PC Destination List

In the **Address Book** dialog box, click the PC Address button. The destination list for Scan to PC is shown.
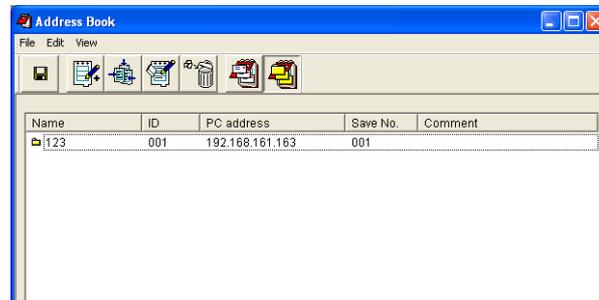
Item	Description
Destination List field	Shows a list of destination PCs saved to the destination list.
Name	Displays the destination (group) name. The same name is displayed on the scanner's operation panel.
ID	Displays the destination (group) register number. The registration number is assigned to destinations in the order they are added to the destination list.
PC address	Displays the hostname or IP address of the destination PC.
Save No.	Enter the folder number for the save destination PC.
Comment	Shows comments about the destination.

Registering and Editing Destination PC

For registering a destination PC to a destination list or editing details of an already registered destination PC, use the **Destination Registration (PC)** dialog box.

1 In the **Address Book** dialog box, click the New Address button. The **Destination Registration (PC)** dialog box is shown. To edit destination PC, select the destination PC to edit from the destination list and click the Edit button. The setting method is the same for registration and editing.
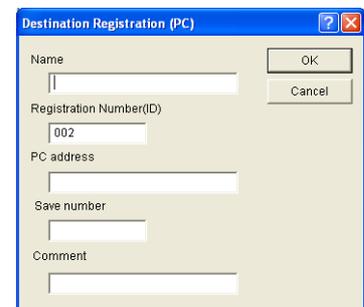
2 Enter a destination name for **Name** using less than 16 characters.

3 **Registration Number (ID)** is automatically assigned at the time of registration in order and added from 001 - 100. You can change the registration numbers.

4 Under **PC address**, enter the PC address (IP address or host name) for the destination PC using 32 characters or less.

5 Under **Save number** enter the destination PC's save folder number from 001 - 100, using numeric characters.

6 Enter a comment.

7 Click the **OK** button. The entered destination PC is registered and the display returns to the **Address Book** dialog box.

8 In the **Address Book** dialog box, click the Save button. The changes to the destination list are saved.

Registering and Editing Destination PC Groups

For registering a destination PC group to a destination list or editing details of an already registered destination PC group, use the **Destination Group Registration (PC)** dialog box.

Registration Procedure

1 In the **Address Book** dialog box, click the New Group button to show the **Destination Group Registration (PC)** dialog box. To edit destination PC group, select the destination PC group to edit from the destination list and click the Edit button. The setting method is the same for registration and editing.
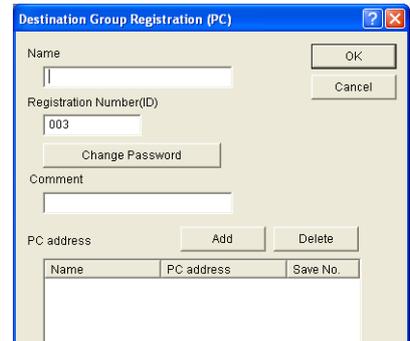
2 Enter a destination name for **Name** using less than 16 characters.

3 **Registration Number (ID)** is automatically assigned at the time of registration in order added from 001 - 100. You can change the registration numbers.

4 To set or change a group password, click the **Change Password** button. The **Change Password** dialog box is shown. (See *Setting and Editing Destination PC Group Password*)

5 Enter a comment.

6 To add a destination PC to a group, click the **Add** button. The **Editing member (PC)** dialog box is shown. (See page *6-39*)

7 Do delete a destination PC from a group, select destination PC you would like to delete from the **PC address** field and click the **Delete** button.

8 Click the **OK** button. The entered destination PC group is registered and the display returns to the **Address Book** dialog box.

9 In the **Address Book** dialog box, click the Save button. The changes to the destination list are saved.

Setting and Editing Destination PC Group Password

Use the **Change Password** dialog box to set a destination PC group password or change an existing password.

IMPORTANT: Set this group password to the same folder password for each PC that will be a member of the destination PC group.

1 In the **Destination Group Registration (PC)** dialog box, click the **Change Password** button. The **Change Password** dialog box is shown.

2 Enter a new password under 8 digits (numeric characters).

3 For verification, enter the new password again.

4 Click the **OK** button. The display returns to the **Destination Group Registration (PC)** dialog box.

Adding Destination PC to a Destination PC Group

Add destinations to a destination PC group from the **Edit member (PC)** dialog box.

1 In the **Destination Group Registration (PC)** dialog box, click the **Add** button. The **Editing member (PC)** dialog box is shown.
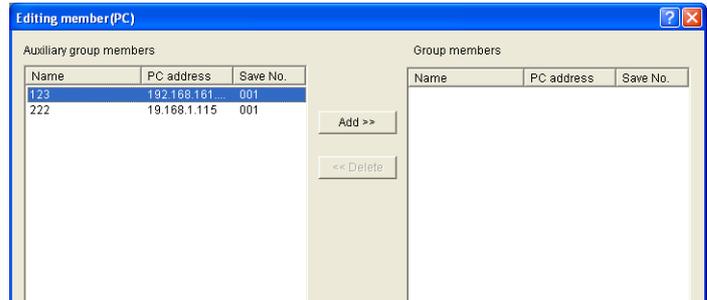
2 Select the destination PCs to add from **Auxiliary group members** and click the **Add** button.

3 Do delete a destination PC from a group, select destination PC you would like to delete from the **Group members** field and click the **Delete** button.

4 Click the **OK** button. The display returns to the **Destination Group Registration (PC)** dialog box.

Importing Address Data Files

Address Book for Scanner Importing

Specify data created and saved using Address Book for Scanner to use that address data.

1 From the **Address Book** dialog box menu, select **File→Import→Address Book**. The **Open** dialog box is shown.
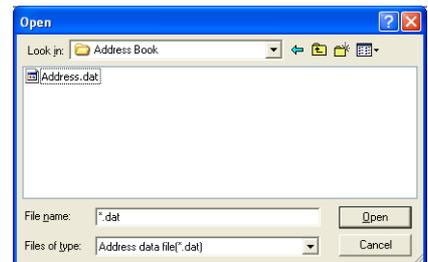
2 Select the folder containing the address data file. The **Address Book** folder is selected by default.

3 Select the file type. Only .dat files can be chosen.

4 Enter the filename in the **File name** field. You can also select a file from the Address data file list.

5 Click the **Open** button. The address information from the selected address data file is displayed in the **Address Book** dialog box.

Importing CSV files

Open data created with other mail applications and saved as CSV files to use the address data with Address Book for Scanner.

1 From the **Address Book** dialog box menu, select **File→Import→CSV file**. The **Open** dialog box is shown.
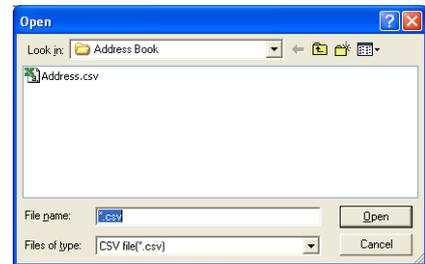
2 Select the folder containing the address data file in CSV format.

3 Select the file type. Only .csv files can be chosen.

4 Enter the filename in the **File name** field. You can also select a file from the list of CSV files.

5 Click the **Open** button. The **Import Field Setting** dialog box is shown.

Field Alignment

Align fields from the imported CSV file with the display fields for the Address Book for Scanner E-mail destination list.
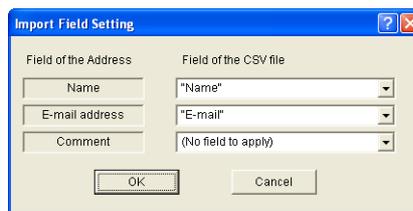
6 Select the item to be displayed in the E-mail destination list **Name** field.

7 Select the item to be displayed in the E-mail destination list **E-mail address** field.

8 Select the item to be displayed in the E-mail destination list **Comment** field.

9 Click the **OK** button. The **Confirm Import Data** dialog box is shown.

Confirming Import Data Verification and Registering to Address Book for Scanner

Verify the list details for the CSV file to be imported and register to the Address Book for Scanner E-mail destination list.

Warning column
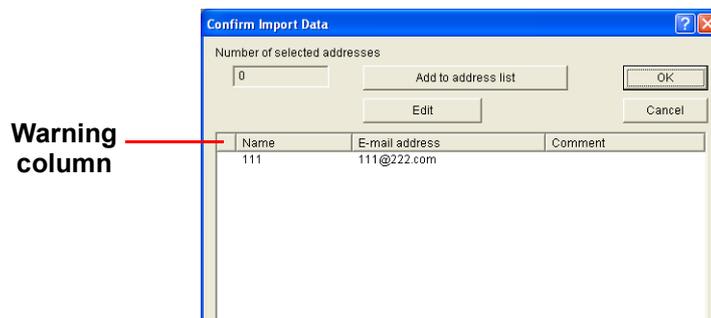
10 Select the e-mail address to import from the list and click the **Add to address list** button. The number of selected address is displayed in the **Number of selected addresses** field.

11 To edit the registration details of the selected e-mail address, click the **Edit** button. The **Destination Registration (E-mail)** dialog box is shown. (See page *6-35*)

12 Click the **OK** button. The selected e-mail address is added to the Address Book for Scanner E-mail Destination List.

IMPORTANT: About the Warning column

A warning icon is displayed for e-mail addresses that cannot be registered to Address Book for Scanner due to import problems. In this case, click the **Edit** button. The **Destination Registration (E-mail)** dialog box is shown (see page *6-35*). Correct the errors to the e-mail address registration details. The warning icon disappears.

Warning Icon Description
?: Shown when the name value exceeds 16 characters.
!: Shown when the name value contains double byte (Japanese, etc.) characters or when the e-mail address value exceeds 64 characters.

TWAIN Source

About TWAIN Source

TWAIN Source is a utility used from a TWAIN-compliant application to scanned images from the scanner into the TWAIN-compliant application. This section explains how to import images using TWAIN-compliant general purpose applications.

IMPORTANT: Install TWAIN Source onto the computer before importing images using this method. Install TWAIN Source onto each computer if multiple computers will be used.
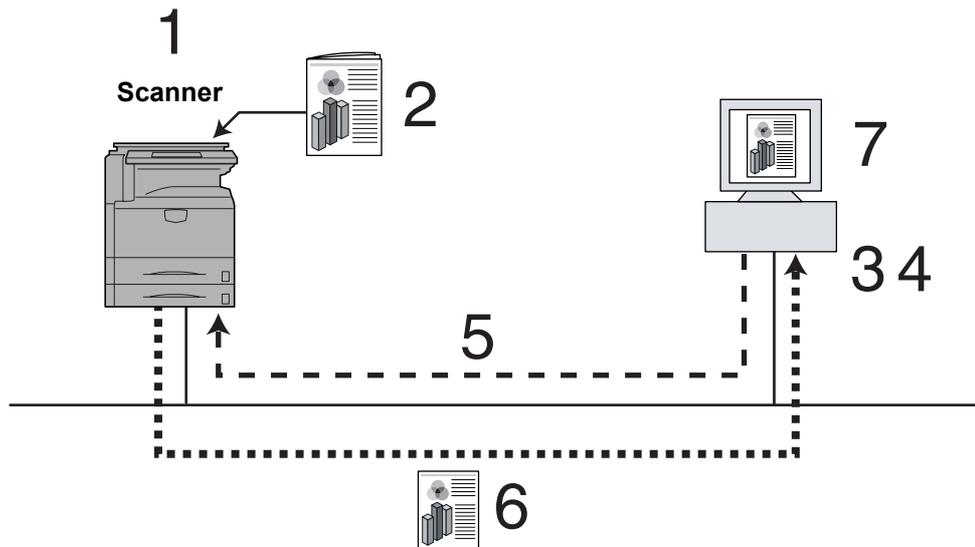
1. TWAIN Mode Configuration

2. Loading Originals

3. Selecting Scanner from the TWAIN-compliant Application

4. Selecting the original size and resolution from TWAIN Source

5. Request Scanning

6. Transmit Scanned Image

7. Display Scanned Image

Operating Environment

Hardware	IBM PC/AT Compatible
Interfaces	10BASE-T/100BASE-TX
Operating System	Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows 98(Second Edition), Windows 95(OSR2) Windows Me, Windows XP, Windows Server 2003

Installing TWAIN Source

1 Click **Scanner Utilities** from the Software Library CD-ROM main menu.
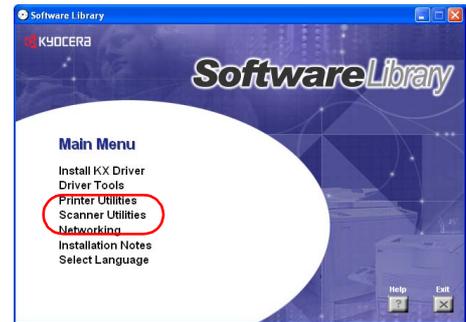
2 Click on **TWAIN Source**.
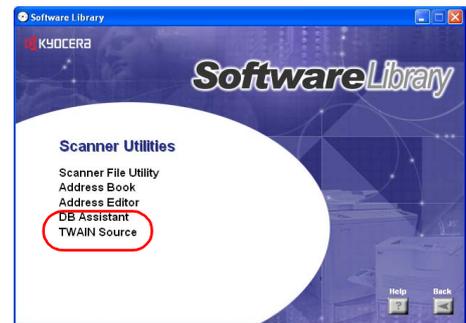
3 Follow the wizard to complete the installation.

Uninstalling TWAIN Source

Use the Windows **Add or Remove Programs** feature to uninstall the application.

About Image Data

Compatible image data specifications are as follows.

TWAIN Specifications	
Image size (max.)	Image width: 432 mm (17"), Image Height: 297 mm (A4 Long)
Resolution (DPI)	200 × 200, 300 × 300, 400 × 400, 600 × 600
Grayscale	2 color B&W, 256 level (error diffusion)

Importing Images

There are two main methods to use a TWAIN-compliant application to import images from the scanner, and the operation method is as follows. Perform the image scanning method suitable to your working requirements.

NOTE: See *Operation Guide* for operation procedure details.

Starting Scanning from the Computer

1 Launch TWAIN Source from the TWAIN-compliant application on the computer.

2 Click the **Scan. Setup** button, check if it is selected and click the **OK** button.

NOTE: When the scanner is not selected, click the **Edit** button and select the scanner.

3   Click the TWAIN Source **Connect(s)** button.

> **NOTE:** Connection may fail if the scanner is currently starting up or in use. If this happens, set TWAIN mode from the scanner and click the **Connect(s)** button.

4   Set **Waiting Scan** and click the **Scan** button.

5   Place the original and press the **Start** key.

6   The scanned image is sent to the computer.

Starting Scanning from the Scanner

1   Set TWAIN mode from the scanner operation panel.

2   Place the originals.

3   Launch TWAIN Source from the TWAIN-compliant application on the computer.

4   Click the **Scan. Setup** button, check if it is selected and click the **OK** button.

> **NOTE:** When the scanner is not selected, click the **Edit** button and select the scanner.

5   Click the TWAIN Source **Connect(s)** button.

6   Click the **Scan** button to begin scanning.

7   The scanned image is sent to the computer.

> **NOTE:** You can change the resolution or original size settings from the computer or scanner. See the following *About the Main Dialog Box* for configuring TWAIN Source at the computer. See *Operation Guide* for configuring from the scanner's operation panel.

About the Main Dialog Box

The items shown in the TWAIN Source main dialog box are as follows.

Item	Description
Original Image Size	Select the standard size for original scanning. The following sizes are available.
	Auto, A3 (297 × 420 mm), Computer Form (11 × 15"), A4 (210 × 297 mm), A5 (148 × 210 mm), JIS-B4 (257 × 364 mm), JIS-B5 (182 × 257 mm), JIS-B6 (128 × 182 mm), Letter (8 1/2 × 11"), Ledger (11 × 17"), Legal (8 1/2 × 14"), Statement (5 1/2 × 8 1/2"), Oficio II (8 1/2 × 13"), 8K (273 × 394 mm), 16K (197 × 273 mm), Foolscap (8 1/2 × 13 1/2"), Folio (210 × 330 mm), Custom (when set, the Custom Size dialog box is displayed.)
Original Text Direction	Select the original set direction and text direction.
Transmission Size	When standard size is selected for original image size, select the standard size to use when receiving images from the scanner. The following sizes are available.
	A3 (297 × 420 mm), Computer Form (11 × 15"), A4 (210 × 297 mm), A5 (148 × 210 mm), JIS-B4 (257 × 364 mm), JIS-B5 (182 × 257 mm), JIS-B6 (128 × 182 mm), Ledger (11 × 17"), Letter (8 1/2 × 11") Legal (8 1/2 × 14"), Statement (5 1/2 × 8 1/2"), Oficio II (8 1/2 × 13"), 8K (273 × 394 mm), 16K (197 × 273 mm), Foolscap (8 1/2 × 13 1/2"), Folio (210 × 330 mm)
Color	Specify color settings. Select from **Color**, **Grayscale**, **ACS**, **B/W (2 bit)**.
Orig-image quality	Select original type from **Photo**, **Text**, **Text+Photo**, **OCR**.
Resolution	Select the resolution to read the original from **600 dpi**, **400 dpi**, **300 dpi**, **200 dpi**.
Scanning	Set the scanner operation.
	Auto: When an original is placed on the platen, after scanning that original, prompt to scan the next page. If an original is placed in the optional document processor, scanning continues until no pages are remaining in the document processor.
	Page: When an original is loaded in the optional document processor, scans only the first page of the original.

Item	Description
2 sided	Sets whether to scan both sides of an original with the optional document processor.
	None: Scan only 1 side of the original.
	2 sided (Left/Right): Set to scan left/right binding 2-sided originals.
	2 sided (Top): Set to scan top-binding 2-sided originals.
Status Field	The device status is displayed.
Brightness	Specify the image exposure.
Scan/**Connect(s)** Button	When successfully connected, this button turns into the **Scan** button. Click this button to begin scanning. When not connected, this button becomes the **Connect(s)** button. Click to reconnect to the scanner. For high resolution scanning, during image processing, the connection to the scanner may be lost.
Waiting Scan Checkbox	When checked, the scanner stops remaining in scanner mode. In this mode, to begin scanning originals requires the **Start** key on the scanner operation panel to be pressed.
Preview	When checked, the image can be confirmed or colors adjusted before importing into the computer.
Default Button	Resets all TWAIN Source settings to defaults when clicked.
Scan. Setup Button	Click this button to display the **Scanner Setup** dialog box. From this dialog box, change the scanner address (see *Change Scanner IP Address*), units (inches, centimeters), or set whether to compress data when scanning.
Close Button	Cancels settings and closes the main dialog box.
Help Button	Click this button to show the Help screen.

Change Scanner IP Address

If the Scanner IP address has changed after TWAIN Source was installed, change the IP address to use when connecting to the scanner. Follow the steps below to perform the operation.

1 Click the **Scan. Setup** button on the TWAIN Source main dialog box. The **Scanner Setup** dialog box is shown.

2 The currently configured address is shown in the **Scanner Address** field. Click the **Edit** button to change this address. The **Address Setting** dialog box is shown.
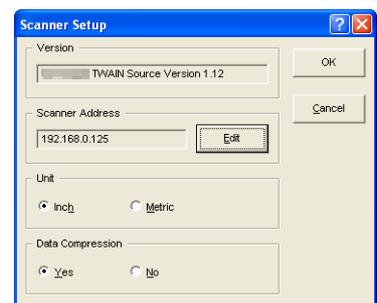
3 Enter the new IP address.

4 Click the **OK** button. The screen returns to the **Scanner Setup** dialog box.

5 Click the **OK** button. The scanner's IP address is changed.

Job Accounting Setting

If Job Accounting is configured for the device, the Job code must be entered when using the device. When Job Accounting is enabled, the job code sent by the computer is verified by the scanner. Therefore, the Job Accounting code must be configured in TWAIN Source at the computer.

Registration method

1 Click the **Scan. Setup** button on the TWAIN Source main dialog box. The **Scanner Setup** dialog box is shown.

2 Click the **Edit** button. The **Address Setting** dialog box is shown.

3 Click the **Use Management Code** check box to add a check mark.

4 To always use the same code, enter the desired Job code (8 digits or less) in the **Code** field.

5 Enter the same Job code entered into the **Code** field again in the **Confirm Code** field.

6 Click the **OK** button.

7 If a Job code is not configured, a Job code entry screen will be displayed during connection. Enter the code to be used.

About Color Profiles

The color scanner provides color profiles to adjust color.

NOTE: The color profile data import method varies for every TWAIN-compliant software. Use the color profile after carefully reading the manual included with your TWAIN-complaint software.

Selecting a color profile compatible with this device

1 Launch the Web browser software.

2 Enter the scanner IP address or hostname into the address bar and press **Enter**.

3 The Web page feature top page is displayed. The file name for the color profile compatible with this this scanner is shown to the right of Profile in the main frame.

4 Next, use the color profile with the same name as that shown in Step 3, found in the CD included with this scanner CD (Software Library) under the **Color Profile** folder.

Unable to Connect to Scanner

One of the following problems may be preventing scanner connection. Try again after confirming the scanner operation panel.

• The machine is currently copying or operating in a mode other than Wait for Scan mode.

• Original has been loaded into the optional document processor before connecting TWAIN Source to the scanner.

Maximum image size

Depending on available memory, scanning of certain image sizes may not be possible.

Color, Grayscale Selection

	200 dpi	300 dpi	400 dpi	600 dpi
A3	22 MB	50 MB	89 MB	199 MB [†]
A4	11 MB	25 MB	44 MB	100 MB
11 × 17"	21 MB	48 MB	86 MB	193 MB [†]
8 1/2 × 11"	11 MB	24 MB	43 MB	96 MB

† Unable to scan under Windows 95.

Black & White

	200 dpi	300 dpi	400 dpi	600 dpi
A3	0.9 MB	2.1 MB	3.7 MB	8.3 MB
A4	0.5 MB	1.0 MB	1.8 MB	4.1 MB
11 × 17"	0.9 MB	2.0 MB	3.6 MB	8.0 MB
8 1/2 × 11"	0.4 MB	1.0 MB	1.8 MB	4.0 MB

DB Assistant

About DB Assistant

DB Assistant is a utility that configures 2 features: PDF Keyword Assist option, to add keywords searchable from a computer to scanned images, and Database Assist option, to create text information CSV files. These features are extremely useful when organizing scanned images or managing databases.

After installation, DB Assistant starts automatically when the computer is started. An icon is displayed on the task bar to indicate the running status and to wait for incoming data.

- **PDF Keyword Assist Option**

  Adds keywords to scanned image text information. If the image format is PDF, you can confirm keyword entry for text information of **Acrobat Reader** general images (graphics). Also, you can use included software (PaperPort) to search for keywords from a computer. This feature is extremely useful when searching for a specific file from among many files.

- **Database Assist Option**

  Creates added text information as CSV files together with scanned images. Use spreadsheet applications or database applications to read these CSV files.

Preparing for Use

Configure the following before using DB Assist.

1 Install DB Assistant onto the computer. (See page *6-51*)

2 Launch DB Assist and register PDF Keyword Assist option or Database Assist option. (See page *6-52*)

3 From the scanner operation panel or web browser, register the IP address or hostname of the computer running DB Assist.

4 Launch Scanner File Utility on the scanned image destination computer, and select **PDF Keyword Embedder** for PDF Keyword Assist option, or select **Database Link Handler** for Database Assist option. (See page *6-8*)

Operation Flow

The operation flow for using DB Assistant to add text information to scanned images and save to specified folders is as follows.
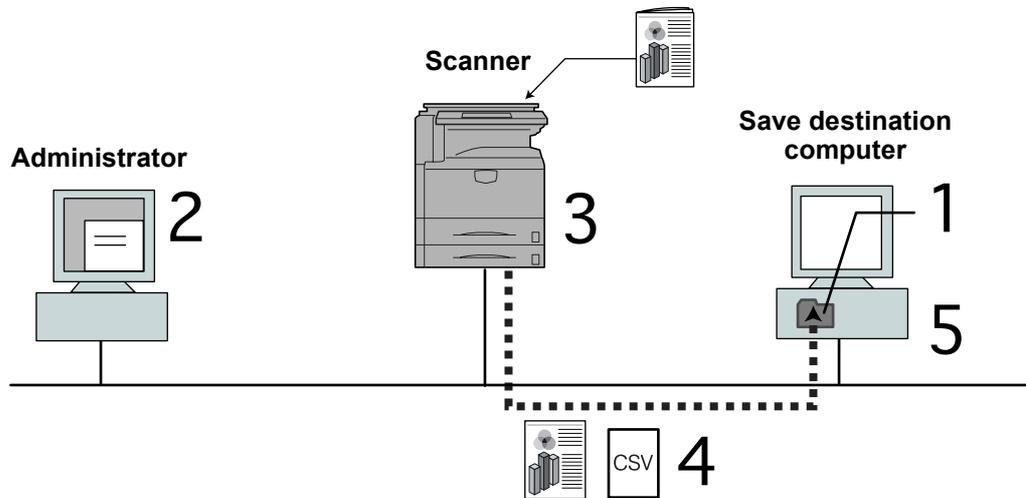
1. Use DB Assistant to add text information

    From a web browser or scanner, register the administrator PC's IP address

2. From Scanner File Utility, select whether to link to PDF Keyword Assist option or Database Assist option

3. Select [Database Connect], set text information, and scan original

4. Transmit scanned data

    PDF Keyword Assist option: Images with text data keywords

    Database Assist option: Image data and CSV text data files

5. Receive image data and document data into the save folder

Operating Environment	
Hardware	IBM PC/AT Compatible
Interfaces	10BASE-T/100BASE-TX
Operating System	Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows 98 (Second Edition), Windows 95 (OSR2), Windows Me, Windows XP, Windows Server 2003

Installing and Uninstalling

Installing DB Assistant

1   Click **Scanner Utilities** from the Software Library
CD-ROM main menu.
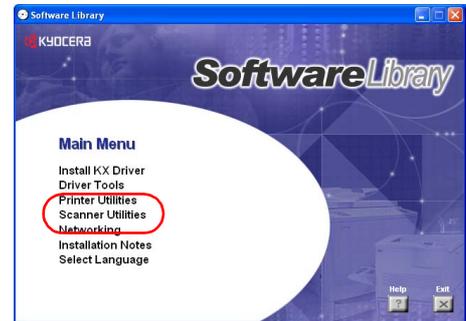
2   Click on **DB Assistant**.
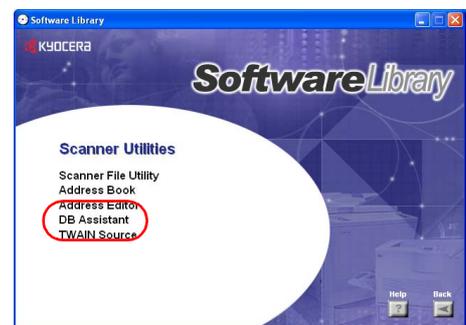
3   Follow the wizard to complete the installation.

NOTE: During installation, the following component installation screens appear. Select to use the following features with DB Assistant.

• **PDF Keyword Embedder**

PDF Keyword Assist option (Adds **keywords** to scanned images.)

• **Database Link Handler**

Database Assist option (create CSV text information files together with scanned images.)

NOTE: After installation is complete, DB Assistant starts up together with Windows and remains running in the background. An icon is added to the Windows Taskbar to indicate running operation.

Uninstalling DB Assistant

Use the Windows **Add or Remove Programs** feature to uninstall the application.

About the Operation Window

DB Assistant is launched automatically after installation. To configure PDF Keyword Assist option/Database Assist option, open the setting dialog box.

Showing the Setting Dialog Box

- **When the program is running**

  Double-click the taskbar icon. The DB Assistant start dialog box is displayed. Next, click the start dialog box **Configuration** button to show the DB Assistant setting dialog box.

- **When the program is not running**

  Click the **start** button on the Windows Taskbar and on the menu that appears select **All Programs**→**Scanner User Software**→**DB Assistant**. An icon is shown on the Windows Taskbar to indicate DB Assistant is running. Double-click on the icon that appeared. The start dialog box appears. Next, click the start dialog box **Configuration** button to show the DB Assistant setting dialog box.

About the Start Dialog Box
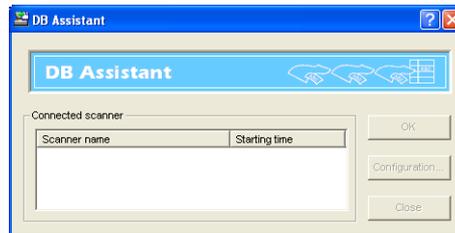
Item	Description
Connected scanner	**Scanner name** shows the hostname and IP address registered to the scanner. **Starting time** shows when the connection to the scanner was started.
OK Button	Close the start dialog box.
Configuration Button	Show the setting dialog box.
Close Button	Shut down DB Assistant.

About the Settings Dialog Box

To configure PDF Keyword Assist option/Database Assist option, click the **Configuration** button on the start dialog box. The setting dialog box is shown.
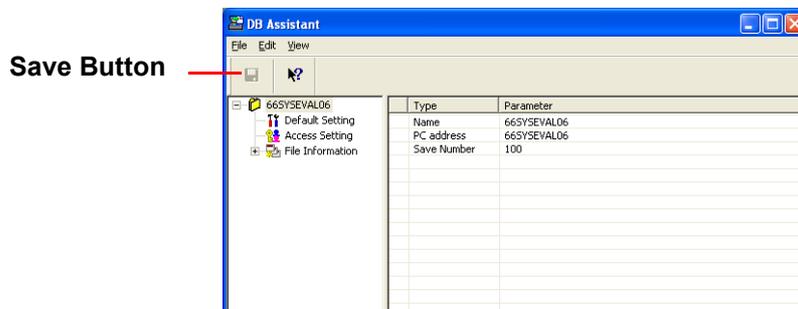
Save Button

Item	Description
Save Button	Click this button to update settings after changing settings. Configured items are not saved if data is not updated before closing.

Setting PDF Keyword Assist Option

This section explains setting and registering PDF Keyword Assist option (add text data keywords to scanned images) with DB Assistant. First, open the DB Assistant setting dialog box and follow the steps below.

NOTE: Refer to the PDF Keyword Assist option setting information to configure Database Assist option (create CSV text data files for scanned images).

1   To configure PDF Keyword Assist option, click **Edit** on the setting dialog box menu bar and select **New**. Next, select **Destination PC** from the menu displayed. A function name setting screen is displayed.

NOTE: To create Database Assist option, select **Database**.

2   Enter the function name. Enter a name into the **Name** field using less than 16 characters. The name entered here will be shown on the scanner operation panel.
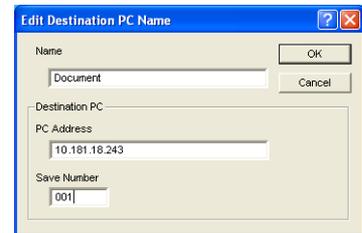
3   Enter the IP address or hostname of the destination PC (computer where the scanned image will be saved) in the **PC Address** field. Next, in the **Save Number** field, enter the Save Number from Scanner File Utility.

NOTE: For further details on Save Number, see Scanner File Utility - *Configuring a New Save Folder* (page *6-8*).

Registration is not complete until all items from Steps 2 and 3 are entered.

4   Click **OK** after configuring to create a PDF Keyword Assist option setting.

5   Change the Scan default settings. Here, you can set some default settings for how to scan images. Double-click the created **Default Settings** (or right click and select **Set** from the menu that appears). The **Scanner Default Settings** dialog box is shown.
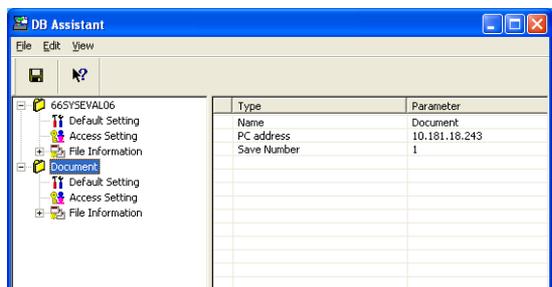
6   Select the desired function from the **Scanner Default Settings** dialog box and click the **OK** button to save settings and return to the settings dialog box.

NOTE: Refer to *Setting Scanner Functions* on page *4-2* for settings item details. These scan default settings can be changed later from the scanner operation panel.
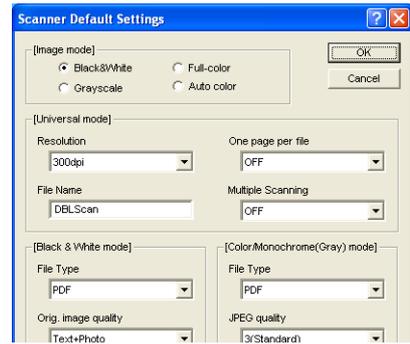
From the setting dialog box select **Default Settings** and right-click to show the **Set**, **Register**→**Default**, **Return to default** menu.

Set: Shows the **Scanner Default Settings** screen.

Default: Saves the current settings as defaults.

Return to default Restores settings to their values before saving.
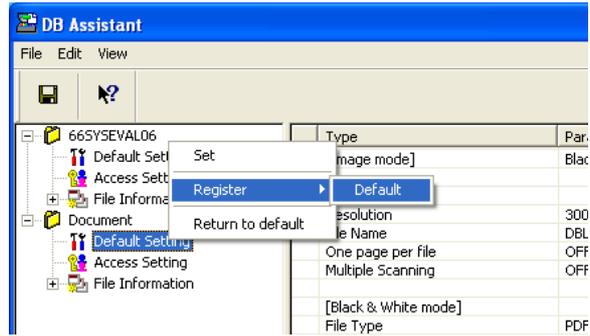
7 Double-click the created **Access Settings** (or right click and select **Set** from the menu that appears). The **Access Setting** dialog box is shown. From here you can limit access of users to currently registered features.

Non-restricted: Users can access without restriction.

Access according to sender name: Configure users allowed access. Users other than those selected cannot access this setting. Select users to be granted access from the Sender User List registered in the scanner. Refer to *Setting Restrict by Sender (User)* on page *6-55* for settings details.
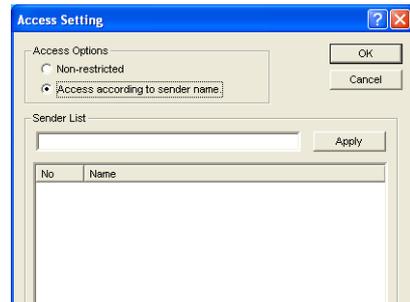
NOTE: With Database Assist option, you can also limit access via a password. Enter a numerical password less than 8 digits long.

8 Configure **File Information**. Items configured here can be set as text information (keywords) for scanned images. To the left of the created **File Information**, click **+**. **Keyword** and **Creator** are displayed.

NOTE: By setting **Keyword** and **Creator** text information for scanned images, you can use the keyword search feature for the bundled software (PaperPort) to search for images.
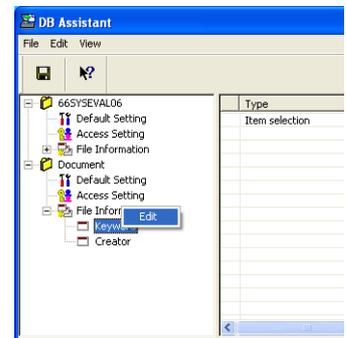
9 Set **Keyword**. Double-click **Keyword** (or right click and click **Edit**). The **Keyword Edit** dialog box is displayed.

10 Enter the keyword in the List Change field. Enter text less than 32 characters long. Click **Apply** (or press **Enter** key) to register the keyword to the **Keyword**. To change an entered keyword, select the keyword you would like to change (reverse display) and click the **Edit** button. The keyword is displayed in the List Change field and can be again modified. Click the **OK** button when done editing. They keyword is set and the screen returns to the setting dialog box.
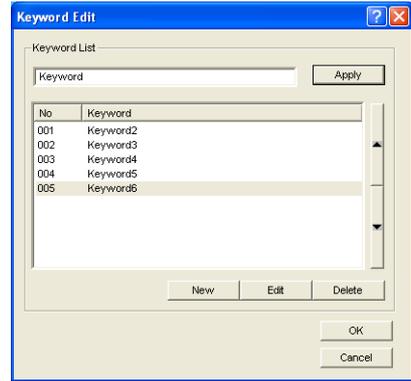
NOTE: Up to 100 **Keyword** items may be added to the Register List.

Select a keyword from the Register List (reverse display) and click ▲ or ▼ to change its order in the list.

11 Sets the **Creator**. Double-click **Creator** (or right click and click **Edit**). The **Creator Edit** screen is displayed. Enter the Creator in the List Change field. Enter text less than 32 characters long. Continue referring to the setting method for Keyword from Step 10.
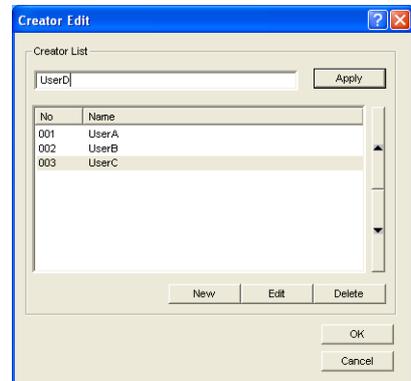
NOTE: To use the bundled software PaperPort to search for this **Creator**, search from the keyword search item. Up to 100 **Creator** items may be added to the Register List. Select a creator from the Register List (reverse display) and click or to change its order in the list.

This completes the configuration of PDF Keyword Assist option (add text information to scanned images) for DB Assistant.

Setting Restrict by Sender (User)

This section explains the setting operation for *Setting PDF Keyword Assist Option* on page *6-53*, Step 7: **Restrict by Sender (User)**.

1 Enter the user name to be granted permission in the Sender (User) List Change field. Enter text less than 16 characters long. Click **Apply** (or press **Enter** key) to register the name to the Register List. To change an entered user name, select the user name you would like to change (reverse display) and click the **Edit** button. The user name is displayed in the List Change field and can be again modified. Click the **OK** button when done editing. They user name is set and the screen returns to the setting dialog box.
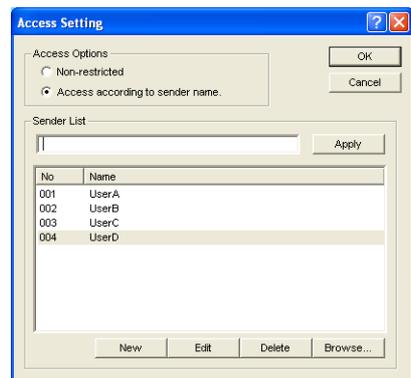
2 To verify the Senders (Users) previously registered in the scanner, click the **Browse...** button. The **Current Sender List** dialog box is displayed.
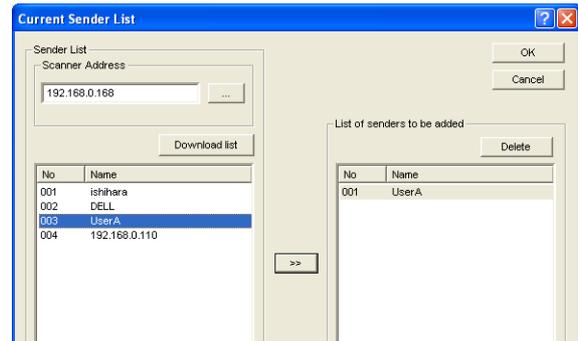
3 Enter the address of the scanner to connect (hostname or IP address) in the **Scanner Address** field. Click the **Download list** button to display the list of Senders (Users) registered in the scanner. Select sender you wish to add from this list and click the Add (**>>**) button. The selection is displayed in the **List of senders to be added** at the right of the screen. Click the **OK** button to grant access to the added Sender (User) and return to the **Access Setting** dialog box.

4 To verify the senders (users) registered for the currently connected scanner, click the **...** button to the right of the **Scanner Address** field on the **Current Sender List** dialog box. The **Scanner Search** dialog box is shown.
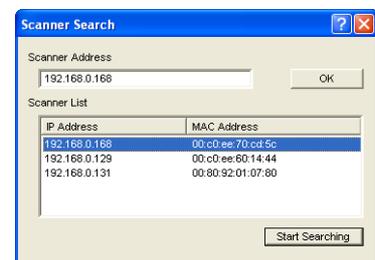
5 Click the **Start Searching** button. The IP address or hostname and MAC address of scanners found on the network are displayed. Select (reverse display) the address of the scanner for the sender (user) you would like to select. When the IP address or host name of the selected scanner appears in the **Scanner Address** field, click the **OK** button (or press the **Enter** key). The screen returns to **Current Sender List** and the selected scanner address is displayed in the scanner address entry field.

6 Click the **Download list** button. The senders (users) registered in the scanner selected in Step 5 are displayed in the scanner senders (users) list. You may now confirm the senders (users) set for the selected scanner.

7 System Menu

This chapter explains how to configure various settings using the menus on the machine's operation panel.

The main configurable settings are as follows.

Default Settings

This section explains how to change default settings which are applied when the machine is powered up or the **Reset** key is pressed. Automatically configured details set in default setting mode are called default settings. Default settings are divided between *Default Settings for Copying* and *Machine Default*. These settings may be freely modified to suit your usage patterns.

Default Settings for Copying

Set the following default copy settings.

- Exposure Mode...7-3
- Exposure Steps...7-3
- Original Image Quality...7-4
- Color Mode Setting...7-4
- Setting Auto Color Detection...7-4
- Setting EcoPrint...7-5
- Select Paper...7-5
- Setting Auto Paper Selection...7-5
- Paper Type (Auto Color Paper)...7-6
- Paper Type (Auto BW Paper)...7-6
- Selecting Default Cassette...7-6
- Specifying Cassette for Cover Paper...7-7
- Setting Auto % Priority...7-7
- Adjusting Auto Exposure...7-7
- Adjusting Manual Exposure...7-8
- Selecting Default Zoom...7-8
- Selecting Sorting and Offsetting Output...7-9
- Selecting Auto Rotation...7-9
- Setting Margin Defaults...7-9
- Erasing Borders...7-10
- Selecting Maximum Number of Copies...7-10
- Enabling Repeat Copy...7-10
- Showing the Register Key...7-11
- Customize (Basic Screen)...7-11
- Customize (User Choice)...7-11

Accessing the *Copy Default* screen

Follow the procedures below to access the *Copy Default* screen.

1 Press the **System Menu/Counter** key.

2 Press [Copy Default].
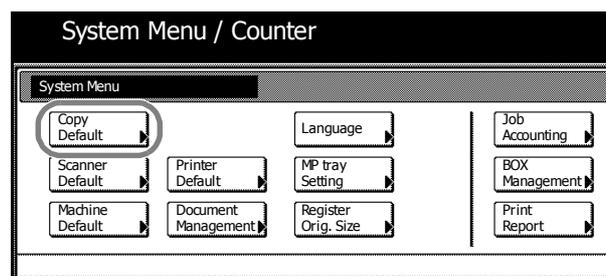
3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct management code has been entered, the *Copy Default* screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

4 Refer to the following configuration items to configure the default settings.

Exposure Mode

Set the exposure mode for default settings mode. The setting items are as follows.

Item	Description
Manual	Sets manual copy exposure mode.
Auto	Sets automatic copy exposure mode.

For further information regarding exposure mode, see *Operation Guide*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Exposure Mode* and press [Change #].

3 Select [Manual] or [Auto].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Exposure Steps

Change the exposure adjustment step amount. The setting items are as follows.

Item	Description
1 step	7 exposure adjustment steps are available.
0.5 step	13 more accurate exposure adjustment steps are available.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Exposure Steps* and press [Change #].

3 Select [1 step] or [0.5 step].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Original Image Quality

Set the original image quality for default settings mode. The setting items are as follows.

Item	Description
Text+Photo	Appropriate for mixed text and photo originals.
Photo	Appropriate for photo originals taken with a camera.
Print	Appropriate for photo originals from magazines or printed media.
Text	Appropriate for document originals with large amounts of text.
Map	Appropriate for map originals.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Original Image Quality* and press [Change #].

3 Select [Text+Photo], [Photo], [Print], [Text] or [Map].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Color Mode Setting

Set the color mode for default settings mode. The setting items are as follows.

Item	Description
Auto color (Auto colour)	Automatically detects color and black and white originals and copies color originals in color and black and white originals in black and white.
Full color (Full colour)	Copies all originals in full color.
Black&White (Black white)	Copies all originals in black and white.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Auto Color/Full-Color/B&W* (*Auto Colour/full col./B&W*) and press [Change #].

3 Select [Auto color] ([Auto colour]), [Full color] ([Full colour]), or [Black&White] ([Black white]).

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Setting Auto Color Detection

Adjust the color and black&white detection level for auto color copy mode. Reduce the value to detect more color originals. Increase the value to detect more black&white originals.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Auto Color Correction* (*Auto colour Correction*) and press [Change #].

3 Press [◀] or [▶] to adjust the value.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Setting EcoPrint

Set EcoPrint for default settings mode. The setting items are as follows.

Item	Description
Off	Do not enable EcoPrint.
On	Enable EcoPrint.

For more information on EcoPrint, see page *1-43*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *EcoPrint* and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Select Paper

In default settings mode, set the paper selection method for when an original is set. The setting items are as follows.

Item	Description
APS	Selects the cassette loaded with the same size paper as the original.
Default cassette	Selects the cassette configured as the default cassette (see page *7-6*).

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Select Paper* and press [Change #].

3 Select [APS] or [Default cassette].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Setting Auto Paper Selection

Set the paper selection method for Auto Paper Selection mode when changing the zoom ratio. The setting items are as follows.

Item	Description
Most Suit Size	Changes the paper size to match the size after zooming.
Same as Orig. Size	Leaves the paper size the same size as the original, even after zooming.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *APS Setting* and press [Change #].

3 Select [Most Suit Size] or [Same as Orig. Size].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Paper Type (Auto Color Paper)

Select Automatic Paper Selection mode for color copying to limit the paper types. For example, set to [Color] ([Colour]) to select the cassette set the same size paper and set to color paper for the paper type. Set to [Off] to select the cassette with the same size paper regardless of paper type.

The following paper types are available.

Plain, *Rough*, *Vellum*, *Recycled*, *Preprinted*, *Bond*, *Color* (*Colour*), *Prepunched*, *Letterhead*, *High Quality*, *Custom 1 - 8*

NOTE: Select the paper type set for the current cassette. For further details, refer to *Specifying the Paper Type* on page *7-15*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Pap. Type (Auto col. pap.)* and press [Change #].

3 Select [Off] or [On].

If [On] is selected, select the paper type.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Paper Type (Auto BW Paper)

Select Automatic Paper Selection mode for black and white copying to limit the paper types. For example, set to [Plain] to select the cassette set the same size paper and set to plain paper for the paper type. Set to [Off] to select the cassette with the same size paper regardless of paper type.

The following paper types are available.

Plain, *Rough*, *Vellum*, *Recycled*, *Preprinted*, *Bond*, *Color* (*Colour*), *Prepunched*, *Letterhead*, *High Quality*, *Custom 1 - 8*

NOTE: Select the paper type set for the current cassette. For further details, refer to *Specifying the Paper Type* on page *7-15*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Paper Type (Auto BW Paper)* (*Paper Type (Auto B&W pap.)*) and press [Change #].

3 Select [Off] or [On].

If [On] is selected, select the paper type.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Selecting Default Cassette

Automatically selects the default cassette (1 - 4).

NOTE: The MP tray may not be set as the default cassette.

3rd paper and *4th paper* are shown when the optional paper feeder or 3000 sheet paper feeder have been installed.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Default cassette* and press [Change #].

3 Select the cassette to use as the default.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Specifying Cassette for Cover Paper

Specify the paper source cassette (1 - 4) or MP tray which is loaded with cover paper. Cover paper is used in cover mode (see page *1-25*) and booklet mode (see page *1-26*, page *1-28*).

NOTE: *3rd paper* and *4th paper* are shown when the optional paper feeder or 3000 sheet paper feeder have been installed.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Cassette for cover paper* and press [Change #].

3 Select the paper source containing the cover paper.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Setting Auto % Priority

Specify whether to set auto zoom when the paper in the selected cassette is different from the size of the original. The setting items are as follows.

Item	Description
Off	Sets zoom to equal (100%).
On	Automatically sets zoom to fit the paper size.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Auto % Priority Setting* and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Adjusting Auto Exposure

Adjusts the overall lightness or darkness when copying in auto exposure mode. The setting items are as follows.

Item	Description
Lighter	Lightens the overall density when copying in auto exposure mode.
Darker	Darkens the overall density when copying in auto exposure mode.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Density Adjustment (Auto)* and press [Change #].

3 Press [Lighter] or [Darker] to adjust the density.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Adjusting Manual Exposure

Adjusts the overall lightness or darkness when copying in manual exposure mode. The setting items are as follows.

Item	Description
Lighter	Lightens the overall density when copying in manual exposure mode.
Darker	Darkens the overall density when copying in manual exposure mode.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Density Adjust. (Manual)* and press [Change #].

3 Press [Lighter] or [Darker] to adjust the density.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Selecting Default Zoom

Set the reduce/enlarge setting in default settings mode. The setting items are as follows.

Item	Description
Auto %	Automatically sets zoom to fit the paper size.
100%	Sets zoom to equal (100%).

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Reduce/Enlarge* and press [Change #].

3 Select [Auto %] or [100%].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Selecting Sorting and Offsetting Output

Set sorting and offsetting output options in default settings mode. The setting items are as follows.

Item		Description
Sort	Off (Sort:Off)	Do not enable sort mode.
	On (Sort:on)	Enable sort mode.
Offset	Off	Do not enable offset mode.
	On (1 set or Output each page)	Enable offset mode. (When set to [Sort:Off], defaults to [Output each page] with metric models)

For further details about sort mode, refer to *Operation Guide*; for further details about offset mode, refer to page *1-9*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Sort/Offset* (*Sort/Group*) and press [Change #].

3 Under *Sort*, select [Off] ([Sort:Off]) or [On] ([Sort:on]).

4 Under *Offset*, select [Off] or [On] ([1 set] or [Output each page]).

5 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Selecting Auto Rotation

Set auto rotation in default settings mode. The setting items are as follows.

Item	Description
No Rotate	Do not enable auto rotation.
Rotate	Enable auto rotation.

For further details about auto rotation, refer to page *1-41*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Auto Rotation* and press [Change #].

3 Select [Rotate] or [No Rotate].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Setting Margin Defaults

Set the margin width default values. The setting ranges are as follows.

Model Type	Range
Inch models	0 - 3/4" (1/8" increments)
Metric models	0 - 18 mm (1 mm increments)

For further details about margin mode, refer to page *1-17*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Default margin width* and press [Change #].

3 Press [▲], [▼], [◄] or [►] to set the margin width.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Erasing Borders

Set the border erase default values. The setting ranges are as follows.

Model Type	Range
Inch models	0 - 2" (1/8" increments)
Metric models	0 - 50 mm (1 mm increments)

For further details about border erase, refer to page *1-19*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Default erase width* and press [Change #].

3 Press [+] or [–] to set the *Border* (outer edges) and *Center* (*Centre*) (middle) border widths.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Selecting Maximum Number of Copies

Limits the number of sets that can be specified for a single copy. Set to between 1 - 999 sets.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Preset limit* and press [Change #].

3 Use the numeric keys to specify the preset limit value.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Enabling Repeat Copy

Disable repeat copy or configure repeat copy in the default settings mode. The setting items are as follows.

Item		Description
Function	Off	Prevents the use of repeat copy.
	On	Allows the use of repeat copy.
Default	Off	Do not enable repeat copy.
	On	Enable repeat copy.

For further details about repeat copy, refer to page *1-36*.

NOTE: This setting is not displayed when the optional security kit is installed.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Repeat Copy* and press [Change #].

3 Under *Function*, select [Off] or [On].

4 Under *Default*, select [Off] or [On].

5 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Showing the Register Key

Sets whether to show or hide [Shortcut] ([Register]) used to register/delete register keys. For further details about register keys, refer to page *1-57*.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Display register key* (*Display "Register" key*) and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Customize (Basic Screen)

Rearrange the basic screen layout for maximum ease of use. You can rearrange 3 [Basic] screen functions and 3 [User choice] screen functions.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Customize* (*Basic Screen*) (*Customize (Main function)*) and press [Change #].

3 The current functions are shown in *Registered Mode*.

Press [▲] or [▼] to select the function to rearrange. Press [Move Ahead] or [Move Behind] ([Move Backward]) to change the *Register Mode* order.

The number in *Register Mode* corresponds to the display position number (left side of the screen).
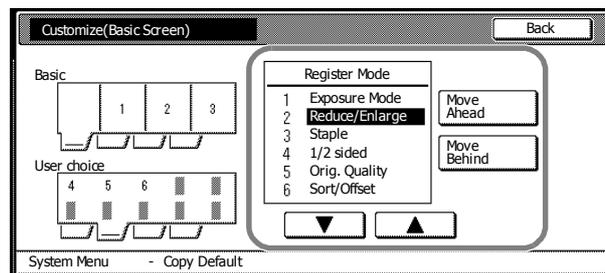
4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Customize (User Choice)

Rearrange the screen to easily access frequently used functions. You can change 6 frequently used features on the [User choice] screen.

1 Referring to *Accessing the Copy Default screen* on page *7-2*, access the *Copy Default* screen.

2 Press [▲] or [▼] to select *Customize (User Choice)* (*Customize (Add function)*) and press [Change #].

3   Current functions are shown in *Register Mode* and *Addition Mode* shows available functions that can be substituted for the current functions.

Under *Addition Mode*, press [▲] or [▼] to select the function to change. Under *Register Mode*, press [▲] or [▼] to select the function that is to be added and press [←] to move the function.
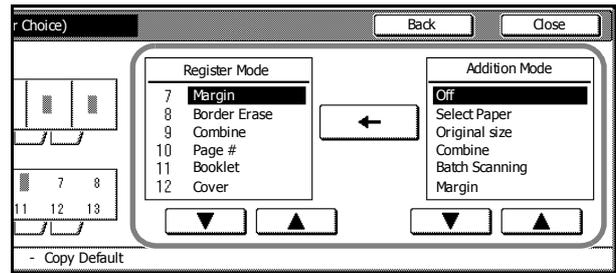
The number in *Register Mode* corresponds to the display position number (left side of the screen).

4   Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Copy Default* screen.

Machine Default

The following items can be set for machine default.

- Enabling Auto Cassette Switching...7-14

- Specifying the Paper Size...7-14

- Specifying the Paper Type...7-15

- Registering MP Tray Paper Size...7-15

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Accessing the *Machine Default* Screen

Follow the steps as below to access the *Machine Default* screen.

1 Press the **System Menu/Counter** key.

2 Press [Machine Default].
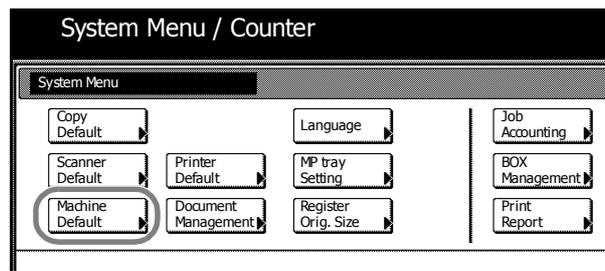
3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct management code has been entered, the *Machine Default* screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

---

4 Refer to the following configuration items to configure the default settings.

Enabling Auto Cassette Switching

Use auto cassette switching to automatically switch the paper source to another cassette loaded with the same size and orientation paper when the current cassette runs out of paper. You can also switch to a cassette with a different paper type.

The setting items are as follows.

Item		Description
Function	Off	Do not enable auto cassette switching.
	On	Enable auto cassette switching.
Paper Type	All types of paper	Automatically switches a cassette even with different paper type if the paper is the same size and direction.
	Feed same paper type	Do not switch to a cassette with different paper type.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Auto cassette switching* and press [Change #].

3 Under *Function*, select [Off] or [On].

4 Under *Paper Type*, select [All types of paper] or [Feed same paper type].

5 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Specifying the Paper Size

Specify the paper sizes for Cassettes 1 - 4. The setting items are as follows.

Item	Description
Auto Detection	The paper size is automatically detected. [Centimeter] ([Centimetre]) or [Inch] selection is required.
Standard sizes	Specify a standard size. The following paper sizes: 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13" (Oficio 2), A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8K, 16K, 16KR are available.

NOTE: *3rd cassette* and *4th cassette* are shown when the optional paper feeder is installed.

---

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select the cassette to configure from *Paper size (1st cassette - 4th cassette)* and press [Change #].

3 Select [Auto Detection] or [Standard sizes].

If [Auto Detection] is selected, choose the unit type.

If [Standard sizes] is selected, choose the paper type.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Specifying the Paper Type

Specify the paper type for Cassettes 1 - 4.

The available paper types are *Plain*, *Vellum*, *Rough*, *Recycled*, *Preprinted*, *Bond*, *Color* (*Colour*), *Prepunched*, *Letterhead*, *High Quality*, and *Custom 1 - 8.*

NOTE: *3rd cassette* and *4th cassette* are shown when the optional paper feeder or 3000 sheet paper feeder have been installed.

Paper types in *Setting Paper Type Properties (Paper Weight)* (See page *7-17*) with weight (thickness) that cannot be inserted in the Cassette are not available.

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1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select the cassette to specify paper type from *Paper type (1st cassette - 4th cassette)* and press [Change #].

3 Select the paper type.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Registering MP Tray Paper Size

Up to 4 custom paper sizes can be pre-registered for use with the MP tray. Registered sizes are shown as custom sizes when selecting paper size. The paper type can also be specified for each registered size. The setting items are as follows.

Setting Detail	Setting Item
Paper size	Inch models Height: 3 7/8 - 11 5/8" (1/8" increments) Width: 5 7/8 - 17" (1/8" increments)
	Metric models Height: 98 - 297 mm (1 mm increments) Width: 148 - 432 mm (1 mm increments)
Paper type	*Plain*, *Transparency*, *Rough*, *Vellum*, *Labels*, *Recycled*, *Preprinted*, *Bond*, *Cardstock*, *Color* (*Colour*), *Prepunched*, *Letterhead*, *Thick paper*, *Envelope*, *Coated*, *High Quality*, *Custom 1 - 8*

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Store Paper Size for MPT* and press [Change #].

3   Press [▲] or [▼] to select the number to register from *Paper size (User reg. 1 - 4)* and press [Change #].

4   Press [On] and press [+] or [–] to set the *Height* and *Width*.

With the metric models, you may enter the size directly using the numeric keys by pressing [#-Keys].

To specify a paper type, press [Select Paper Type]. Select the paper type and press [Close].

5   Press [Close] to save settings or [Back] to cancel settings.

6   Press [Close]. The display returns to the *Machine Default* screen.

Enabling Quick Access to MP Tray Settings

Set whether to show the *MP tray Settings* screen when the MP tray is selected from the [Basic] screen. The setting items are as follows.

Item	Description
Off	Do not show *MP tray Settings* when MP tray is selected.
On	Show *MP tray Settings* when MP tray is selected.

1   Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2   Press [▲] or [▼] to select *Check MP tray sizing* and press [Change #].

3   Select [Off] or [On].

4   Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Setting Paper Type Properties (Paper Weight)

Set the weight (paper thickness) for each type of paper. The weights that can be configured for paper type are as follows.

Paper type to be placed in the Cassette.

Paper Type	Light (thin)	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Plain	Y	Y	Y	Y	N	N	N	N
Preprinted	Y	Y	Y	Y	N	N	N	N
Bond	Y	Y	Y	Y	N	N	N	N
Recycled	Y	Y	Y	Y	N	N	N	N
Vellum	Y	Y	Y	Y	N	N	N	N
Rough	Y	Y	Y	Y	N	N	N	N
Letterhead	Y	Y	Y	Y	N	N	N	N
Color (Colour)	Y	Y	Y	Y	N	N	N	N
Prepunched	Y	Y	Y	Y	N	N	N	N
High Quality	Y	Y	Y	Y	N	N	N	N
Custom 1 - 8	Y	Y	Y	Y	N	N	N	N

Y: Available. N: Not Available.

Paper type to be placed in the MP tray.

Paper Type	Light (thin)	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Plain	Y	Y	Y	Y	N	N	N	N
Transparency	N	N	N	N	Y	Y	Y	Y
Preprinted	Y	Y	Y	Y	N	N	N	N
Labels	Y	Y	Y	Y	Y	Y	Y	Y
Bond	Y	Y	Y	Y	Y	Y	Y	N
Recycled	Y	Y	Y	Y	N	N	N	N
Vellum	Y	Y	Y	Y	N	N	N	N
Rough	Y	Y	Y	Y	Y	Y	Y	N
Letterhead	Y	Y	Y	Y	N	N	N	N
Color (Colour)	Y	Y	Y	Y	N	N	N	N
Prepunched	Y	Y	Y	Y	N	N	N	N
Envelope	N	N	N	N	Y	Y	Y	Y
Cardstock	N	N	N	N	Y	Y	Y	Y
Coated	Y	Y	Y	Y	Y	Y	Y	Y
Thick paper	N	N	N	N	Y	Y	Y	Y
High Quality	Y	Y	Y	Y	N	N	N	N
Custom 1 - 8	Y	Y	Y	Y	Y	Y	Y	Y

Y: Available. N: Not Available.

Set paper weight according to the following paper types and weights (g/m^2).

• *Light (Thin)*: 64 g/m^2 or less

- *Normal 1*: From 60 g/m^2 to 75 g/m^2 or less

- *Normal 2*: From 76 g/m^2 to 90 g/m^2 or less

- *Normal 3*: From 91 g/m^2 to 105 g/m^2 or less

- *Heavy 1*: From 106 g/m^2 to 135 g/m^2 or less

- *Heavy 2*: From 136 g/m^2 to 170 g/m^2 or less

- *Heavy 3*: 171 g/m^2 or more

- *Extra Heavy*: OHP transparencies

NOTE: When a paper type is configured for the cassette in *Specifying the Paper Type* (See page *7-15*), the weight ([Extra heavy] and [Heavy 1-3]) cannot be selected for the cassette.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Paper Type (paper weight)* and press [Change #].

3 Press [▲] or [▼] to select the paper type to set the weight and press [Change #].

4 Select the weight. Press [Close] to save settings or [Back] to cancel settings.

5 Press [Close]. The display returns to the *Machine Default* screen.

Setting Paper Type Properties (Duplex Mode)

Specify whether to allow duplex printing for each of custom paper types 1 - 8. The setting items are as follows.

Item	Description
Off	Do not use duplex mode.
On	Use duplex mode.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Select paper type (2 sided)* and press [Change #].

3 Press [▲] or [▼] to select the paper type to adjust from *Custom 1 - Custom 8* and press [Change #].

4 Select [Off] or [On]. Press [Close] to save settings or [Back] to cancel settings.

5 Press [Close]. The display returns to the *Machine Default* screen.

Setting Handling for Special Paper Types

When printing on prepunched, preprinted, or letterhead paper, depending on the original placement method or combination of copier functions, the hole positions may not align or images may be printed upside-down. Use this setting to change the direction of the finished output. The setting items are as follows.

Item	Description
Adj. Print Direction	Print with aligned finish direction.
Speed Priority	Releases the [Adj. Print Direction] setting.

When [Adj. Print Direction] is enabled, load paper according to the following method.

Example: Copying on letterhead paper

| **Original** | **Paper** | **Finished** | **Cassette** | **MP tray** |

| **Original** | **Paper** | **Finished** | **Cassette** | **MP tray** |
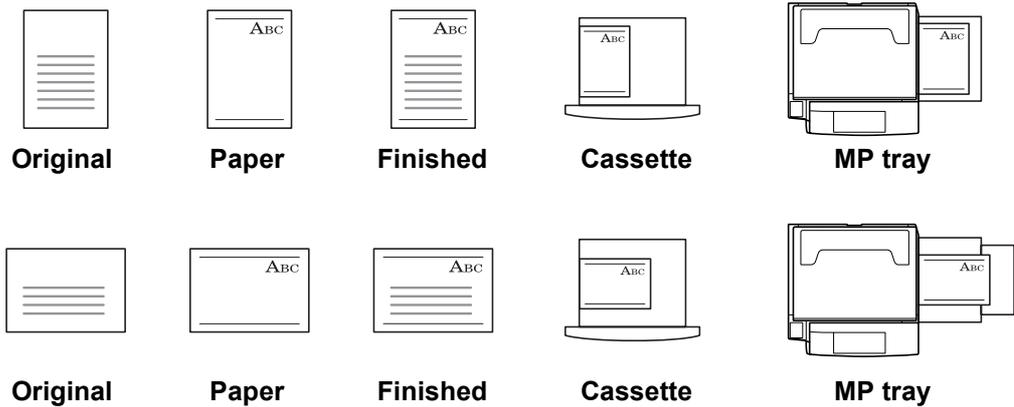
NOTE: When loading paper into the cassette and MP tray, place the surface to be printed facing up.

When [Adj. Print Direction] is enabled, the printing speed decreases slightly.

1   Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2   Press [▲] or [▼] to select *Special paper action mode* (*Specif. paper action mode*) and press [Change #].

3   Select [Adj. Print Direction] or [Speed Priority].

4   Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Auto Detect Originals

Specify the paper size to select when an original with a similar size is automatically detected. The setting items are as follows.

Item	Description
Cardstock/A6	Select whether to detect the size as Postcard or A6R.
B4/Folio	Select whether to detect the size as B4 or Folio.
11 × 15"	Select whether to automatically detect as 11 × 15".

NOTE: This setting is displayed only for metric models.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Org. Auto Detect Setting* and press [Change #].

3 Press [▲] or [▼] to select the paper size to specify and press [Change #].

4 For *Cardstock/A6*, select [Cardstock] or [A6].

For *B4/Folio*, select [B4] or [Folio].

For *11 × 15"*, select [On] or [Off].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The display returns to the *Machine Default* screen.

Orientation of Original Document

Set the original orientation in default settings mode. The setting items are as follows.

Item	Description
Top Edge (Back Edge)	Sets the top edge as the original's upper edge.
Left Top Edge (Left top corner)	Sets the left edge as the original's upper edge.

For further details about original orientation, refer to page *1-7*.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Orig. Set Direction* and press [Change #].

3 Select [Top Edge] ([Back Edge]) or [Left Top Edge] ([Left top corner]).

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Setting Sleep Timer Timeout

Set the time until Auto Sleep mode is activated when [On] is selected in *Activating Auto Sleep* on page *7-26*. Specify a value from 1 - 240 minutes (1 minute increments). For further details on Auto Sleep mode, refer to *Sleep Mode* in *Chapter 3* of *Operation Guide*.

NOTE: If the device is used frequently, it is recommended to set Auto Sleep mode to a larger time delay, and to a shorter time delay if the periods of non-use are longer.

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1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Sleep mode changing time* and press [Change #].

3 Press [+] or [–] to set the time until Auto Sleep mode is activated.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Setting Low-Power Timer Timeout

Set the time until Auto Low-Power mode is activated. Specify a value from 1 - 240 minutes (1 minute increments). For further details on Auto Low-Power mode, refer to *Low-Power Mode* in *Chapter 3* of *Operation Guide*.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Low power mode chng. time* and press [Change #].

3 Press [+] or [–] to set the time until Auto Low-Power mode is activated.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Setting Auto Clear Timeout Time

Set the time until Auto Clear is activated after the last operation when [On] is selected in *Activating Auto Clear* on page *7-26*. Specify a value from 10 - 270 minutes (10 minute increments).

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Auto Clear Time Setting* and press [Change #].

3 Press [+] or [–] to set the time until Auto Clear is activated.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Selecting Output Destination

Set the default copy output destination.

Paper Output	Description
Top tray	Outputs to the built-in output tray.
Job separator	Outputs to the optional job separator.
Finisher tray	Outputs to the optional document finisher tray.
Tray A	Outputs to Tray A of the optional 3000 sheet document finisher.
Tray B	Outputs to Tray B of the optional 3000 sheet document finisher.
Tray C	Outputs to Tray C of the optional 3000 sheet document finisher.
Tray 1 - 7	Outputs to Trays 1 - 7 (1 is the uppermost tray) of the optional mailbox.

NOTE: This setting is displayed when the optional job separator, document finisher or 3000 sheet document finisher is installed.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Select Copy output mode* and press [Change #].

3 Select the output destination.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Selecting FAX Output Mode

Set the default output destination for printing originals or reports received by fax.

Paper Output	Description
Top tray	Outputs to the built-in output tray.
Job separator	Outputs to the optional job separator.
Finisher tray	Outputs to the optional document finisher tray.
Tray B	Outputs to Tray B of the optional 3000 sheet document finisher.
Tray 1 - 7	Outputs to Trays 1 - 7 (1 is the uppermost tray) of the optional mailbox.

NOTE: This setting is displayed when the fax kit and optional job separator, document finisher or 3000 sheet document finisher is installed.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Select FAX output mode* and press [Change #].

3 Select the output destination.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Select the Main Mode

Specify the screen to be first shown after power-on. The setting items are as follows.

Item	Description
Copy Mode	Copy mode is set as the first screen to be shown after the power is switched on (the screen shown when the **Copier** key is pressed).
FAX Mode	Fax mode is set as the first screen to be shown the power is switched on (the screen shown when the **Fax** key is pressed).

NOTE: This setting is displayed when the optional fax kit is installed.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Select the main mode* (*Select main mode*) and press [Change #].

3 Select [Copy Mode] or [Fax Mode].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Setting Notification Sounds

Set the notification sounds made by the machine during operation. The setting items are as follows.

Item	Description
Touch tone notification	The beep sound made when a key on the operation panel or touch panel is pressed.
Finish notification	The sound made when a copy or print operation finishes without error.
Ready notification	The sound made when warm-up is complete.
Attention notification	The sound made when an error has occurred.

Set each item to [On] to enable sound notification. Set each item to [Off] to disable sound notification.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Notify (Touch tone)*, *Notify (Finish)*, *Notify (Ready)* or *Notify (Attention)* and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Silent Mode

Configures the machine to operate more quietly. To decrease the operating noise level, set Silent Mode to [On]. The setting items are as follows.

Item	Description
Off	Do not enable Silent Mode.
On	Enable Silent Mode and reduce the operating noise level.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Silent Mode* and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Adjusting Date/Time

Set the current date and time.

IMPORTANT: Before setting the date and time, perform the following *Setting Time Difference*.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Date/Time* and press [Change #].

3 Press [+] or [–] to set each of *Year*, *Month*, *Day*, and *Time*. To enable daylight savings time, set *Summertime* to [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Setting Time Difference

Set the time difference.

IMPORTANT: Set the time difference before *Adjusting Date/Time*.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Time difference* and press [Change #].

3 Press [+] or [–] to set the time difference.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Changing Management Code

Change the machine's management code.

IMPORTANT: Be sure to record the management code when changing it. If forgotten, contact your Service Representative.

NOTE: The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

Change the management code to a value between 0000 - 9999. Always set to 4 digits.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model. Change the management code to a value between 00000000 - 99999999. Always set to 8 digits.

It is recommended to not set the management code to an easily guessed number such as 11111111 or 12345678.

The following settings require the management code to be entered.

- Default Settings for Copying
- Machine Default
- Scanner Default Settings
- Auto Gray Adjust
- Color Registration
- Developer Refresh
- Printing Reports
- Setting Document Management Defaults
- Hard Disk Management
- Job Accounting

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1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Management code change* (*Change MGMT code with #*) and press [Change #].

3 Use the numeric keys to enter the new management code.

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Activating Auto Sleep

In Auto Sleep mode, the machine automatically switches to Sleep mode if left idle for a preset period. Enable/disable the use of Auto Sleep mode here. For further details on Sleep mode, refer to *Sleep Mode* in *Chapter 3* of *Operation Guide*. The setting items are as follows.

Item	Description
Off	Do not use Auto Sleep mode.
On	Use Auto Sleep mode.

NOTE: If Auto Sleep mode interferes with normal operation, set to disable Auto Sleep mode. Before disabling Auto Sleep mode, it is first recommended to try extending the time until Auto Sleep mode is activated (sleep mode change time).

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Auto sleep* and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Activating Auto Clear

Auto Clear automatically releases various specified setting and returns to default settings mode after a specified period of time since the last device operation. Enable/disable the use of Auto Clear here. The setting items are as follows.

Item	Description
Off	Do not use Auto Clear.
On	Use Auto Clear.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Auto Clear* and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Prioritizing Copying Over Printing

Prioritize copy jobs over printer jobs in the job output queue. The setting items are as follows.

Item	Description
Off	Do not prioritize copy jobs in the job output queue.
On	Prioritize copy jobs in the job output queue and print them before printer jobs.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Copy Job Priority* and press [Change #].

3 Select [Off] or [On].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Erasing Hard Disk Contents

When the optional security kit is installed, select the hard disk overwrite method from [Once Overwrite] or [3-time Overwrite]. For further details about the hard disk overwrite method, refer to the optional security kit *Operation Guide*.

NOTE: This setting is available when optional security kit is installed.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, access the *Machine Default* screen.

2 Press [▲] or [▼] to select *Hard Disk Overwrite* and press [Change #].

3 Select [3-time Overwrite] or [Once Overwrite].

4 Press [Close] to save settings or [Back] to cancel settings. The display returns to the *Machine Default* screen.

Setting Hard Disk Encryption Key

When the optional security kit is installed, you can specify an encryption key. For further details about encryption keys, refer to the optional security kit *Operation Guide*.

NOTE: This setting is available when the optional security kit is installed.

1 Referring to *Accessing the Machine Default Screen* on page *7-13*, open the *Machine Default* screen.

2 Press [▲] or [▼] to select *HDD Encryption Key* and press [Change #].

3 Press [Change #] for *Encryption Key.*

4 Enter a 16 character encryption key and press [End].

Refer to *Character Input Method* on page *7-47* for how to enter text characters.

5 To confirm the entry, press [Change #] under *Confirm Encryption Key*, enter the same key again, and press [End].

6   Press [Close].

7   Press [Yes]. The hard disk data is overwritten and the specified encryption key is enabled. The display returns to the *Machine Default* screen.

Setting MP Tray

Set the paper size and paper type to match paper loaded in the MP tray.

Specifying the Paper Size to the MP Tray

The MP tray paper size setting method and available paper sizes are as follows.

Setting method	Unit	Paper size
Auto Detect	Inch	11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2"
	Centimeter	A3, B4, A4, A4R, B5, B5R, A5R, B6R, A6R
Other Standard Sizes		ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, Executive, OUFUKU HAGAKI (return postcard), YOUKEI 2, YOUKEI 4, 8 1/2 × 13 1/2", 8 1/2 × 13" (Oficio 2), 8K, 16K, 16KR
Input Size		Inch models Height: 3 7/8 - 11 5/8" (1/8" increments) Width: 5 7/8 - 17" (1/8" increments) Metric models Height: 98 - 297 mm (1 mm increments) Width: 148 - 432 mm (1 mm increments)
Custom Size		Pre-assigned paper size 1-4 Assignable paper sizes Inch models Height: 3 7/8 - 11 5/8" (1/8" increments) Width: 5 7/8 - 17" (1/8" increments) Metric models Height: 98 - 297 mm (1 mm increments) Width: 148 - 432 mm (1 mm increments)

NOTE: For further details on MP tray size setting, refer to *Specifying the Paper Size to the MP Tray* in *Chapter 2* of *Operation Guide*.

Specifying the Paper Type to the MP Tray

The following paper types can be specified for the MP tray.

Plain, *Transparency*, *Rough*, *Vellum*, *Labels*, *Recycled*, *Preprinted*, *Bond*, *Cardstock*, *Color* (*Colour*), *Prepunched*, *Letterhead*, *Thick paper*, *Envelope*, *Coated*, *High Quality*, *Custom 1 - 8*

NOTE: For further details about MP tray paper type setting, refer to *Specifying the Paper Type to the MP Tray* in *Chapter 2* of *Operation Guide*.

Registering Non-standard Sizes for Originals

Pre-register 4 types of non-standard original sizes. Registered sizes are shown as custom sizes when selecting the original size.

The size range that can be registered is as follows.

Model Type	Range
Inch models	Height: 2 - 11 5/8" (1/8" increments) Width: 2 - 17" (1/8" increments)
Metric models	Height: 50 - 297 mm (1 mm increments) Width: 50 - 432 mm (1 mm increments)

1   Press the **System Menu/Counter** key.

2   Press [Register Orig. Size].
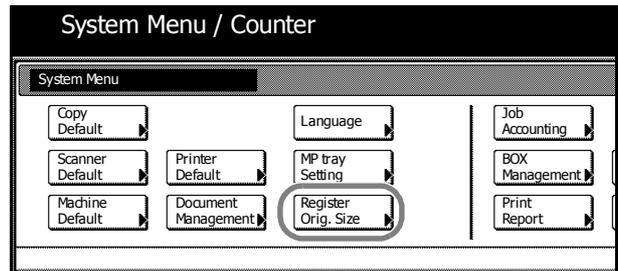
3   Select the number to register from *Original Size (custom 1 - 4)* and press [Change #].

4   Press [Set].

5   Press [+] or [–] to set the *Y* (height) and *X* (width) sizes.

6   Press [Close] to save settings or [Back] to cancel settings.

7   Press [Close]. The display is returned to the *System Menu* screen.

User Adjustment

Adjust color and image quality related settings. The following items can be set for user adjustment.

- Color Calibration...page *7-31*

- Auto Gray Adjust...page *7-31*

- Color Registration...page *7-33*

- Drum Refresh...page *7-36*

- Developer Refresh...page *7-36*

- Laser Scanner Cleaning...page *7-37*

Color Calibration

After prolonged use, or from the effects of surrounding temperature or humidity, the hue of printed color output may shift or color drift may occur. Using this function enables printing in the most appropriate color by adjusting hue and color drift in detail. Use auto gray adjust when the color is not enhanced even after performing color calibration (see page *7-31*). If the hue and color are not enhanced, use color registration (see page *7-33*).

1 Press the **System Menu/Counter** key.

2 Press [User Adjustment].

3 Press [Color Calibrat.] ([Colour Calibrat.]) .
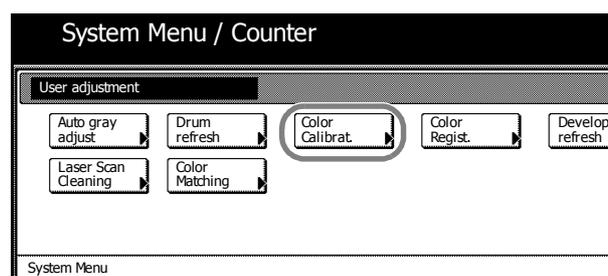
4 Press [On]. Color calibration begins. Wait approximately 45 seconds.

5 Press [Close] after color calibration is complete.

6 Press [Close]. The display is returned to the *System Menu* screen.

Auto Gray Adjust

After prolonged use, or from the effects of surrounding temperature or humidity, the hue of printed color output may shift or color drift may occur. Use this function to correct color settings when the color of a finished copy does not match the original. Perform color calibration before using auto gray adjust (see page *7-31*). Use auto gray adjust when the color is not enhanced even after performing color calibration.

NOTE: To perform auto gray adjust, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

1 Press the **System Menu/Counter** key.

2 Press [User Adjustment].
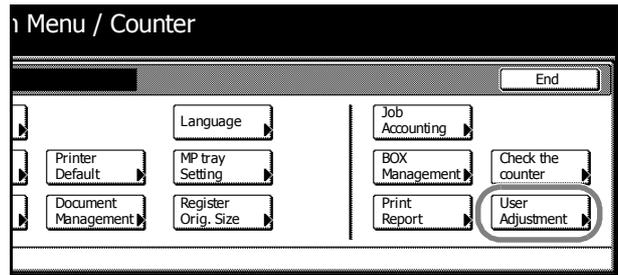
3 Press [Auto gray adjust].
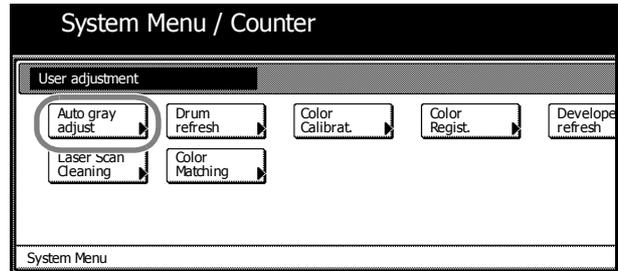
4 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct code has been entered, the *Auto gray adjust* screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

5 Press [On]. A color pattern is printed. Check that one Magenta color box appears at the top right of the color pattern.

6 As shown in the illustration, place the printed side down on the platen with the three black boxes aligned to the top.
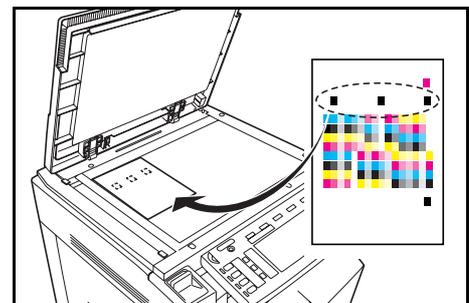
7 Press the **Start** key. The color pattern is read and adjustment begins.

8 The second color pattern is output. Confirm that two magenta boxes appear at the top right of the color pattern and repeat Steps 6 and 7.

The display returns to the *Auto gray adjust* screen.

IMPORTANT: The number of magenta boxes at the top right of the color pattern represents the color pattern number. Do not mistake the first and second color patterns.

9 Press [Close].

10 Press [Close]. The display is returned to the *System Menu* screen.

Color Registration

When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift.

Normal registration and detailed settings are available for Color Registration. Color drift can be largely corrected through normal registration. However, if it is not resolved or to perform more detailed settings, use the detailed settings.

NOTE: To perform color registration, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

Normal Registration

Follow the steps below to correct normal color drift.

1 Press the **System Menu/Counter** key.

2 Press [User Adjustment].

3 Press [Color Regist.] ([Colour Regist.]).
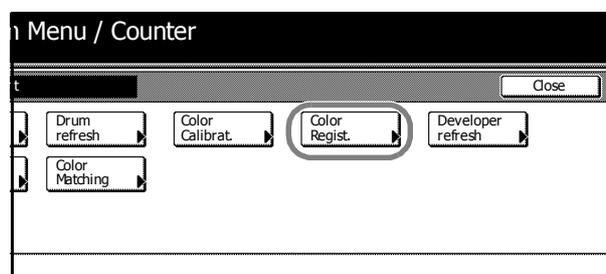
4 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct code has been entered, the *Color Regist* screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

5 Press [PRT Chart]. A chart is printed.

On the chart, for each of **M** (magenta), **C** (cyan) and **Y** (yellow), 3 chart types are printed: **H-F** (left), **V** (right), **H-R** (horizontal).

Chart Example
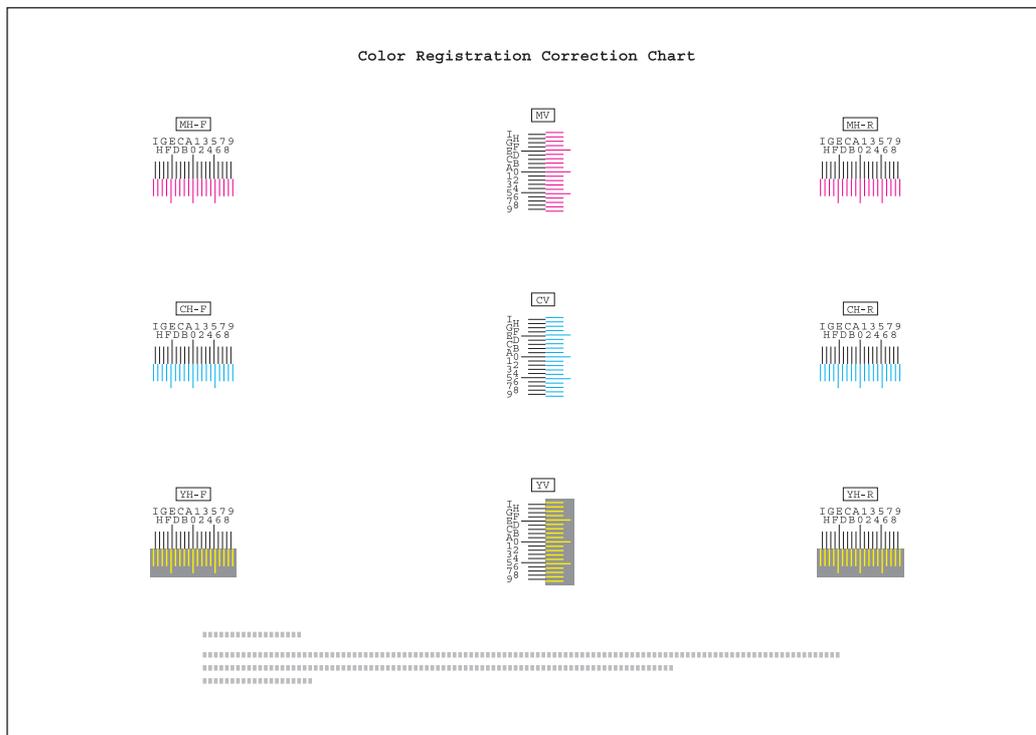
6 Find the location on each chart where 2 lines most closely overlap each other. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.
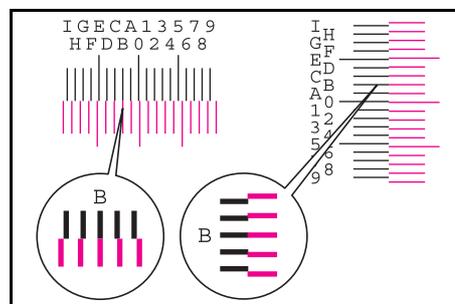
7 Press [Input Reg. value].

8 Press [+] or [–] to enter the values for **H-F**, **V**, and **H-R** from the chart for **M** (magenta).

Press [+] to increase the value from 0 to 9. To decrease, press [-].

By pressing [-], the value changes from 0 to alphabetic letters, going from A to I. To move in the reverse direction, press [+].
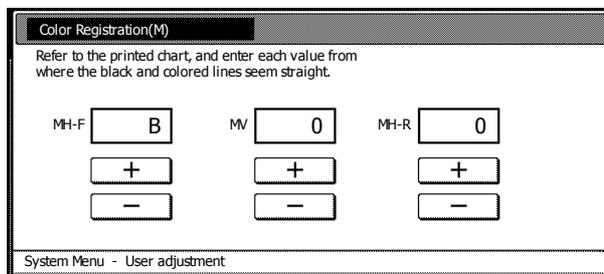
9 Press [Next] to continue entering the values for **C** (cyan) and **Y** (yellow). For each color, as in Step 8, enter the value read from the chart.

Press [Back] to return to the previous screen and reenter the values.

10 Press [Completed.] after all values have been entered. Color registration begins.

11 Press [Close] after color registration is complete.

12 Press [Close]. The display is returned to the *System Menu* screen.

Detailed Settings

Follow the steps below to perform more detailed correction.

1 Refer to Steps 1-4 of *Normal Registration* to display the *Color Registration* screen.

2 Press [Configuration].

3 Press [PrintChart (Details)]. A chart is printed.

On the chart, for each of **M** (magenta), **C** (cyan) and **Y** (yellow), charts for **H-1** to **7** (upper) and **V-1** to **5** (lower) are printed.

Chart Example
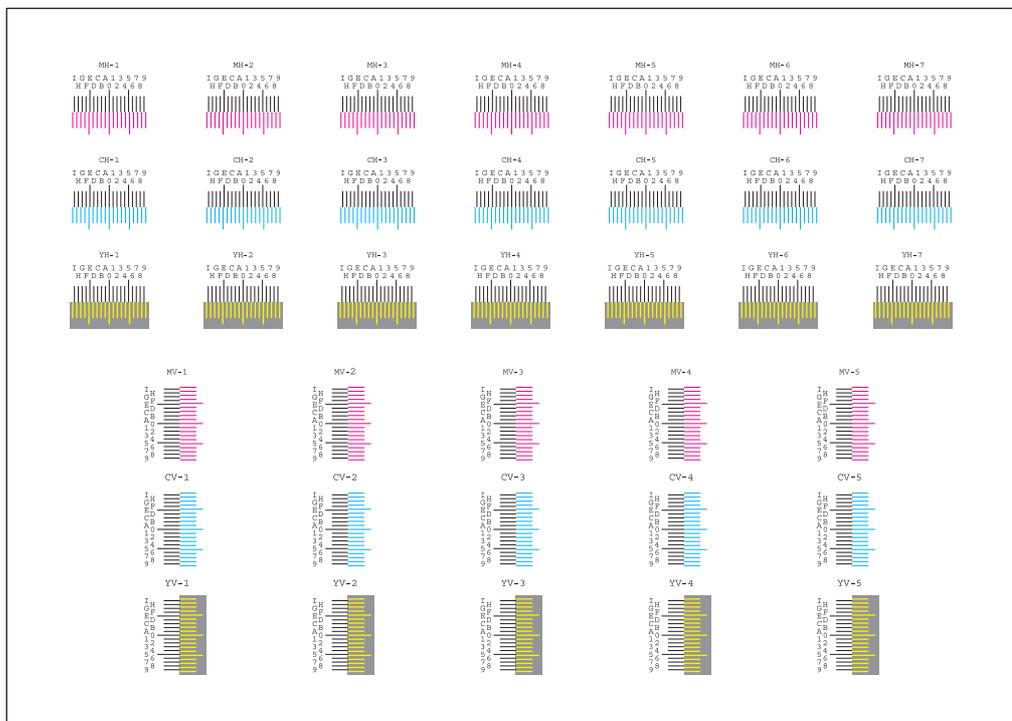
4 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.

From the **V-1** to **5** chart, read only the value for **V-3** (the middle value).
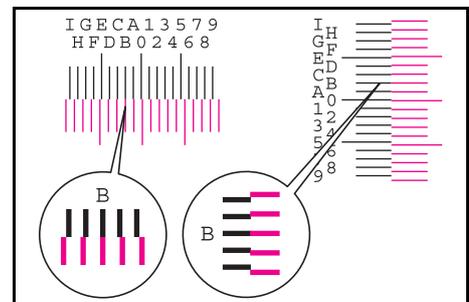
5 Press [InputValue (Details)].

6 Press [+] or [–] to enter the value for **H-1** from the chart for each of **M** (magenta), **C** (cyan) and **Y** (yellow).

Press [+] to increase the value from 0 to 9. To decrease, press [-].

By pressing [-], the value changes from 0 to alphabetic letters, going from A to I. To move in the reverse direction, press [+].

```
PrintPosAdjust (Details)
Refer to the printed chart, and enter each value from
where the black and colored lines seem straight.

MH-1  [   B   ]      CH-1  [   0   ]      YH-1  [   0   ]
      [   +   ]            [   +   ]            [   +   ]
      [   −   ]            [   −   ]            [   −   ]

System Menu  -  User adjustment
```
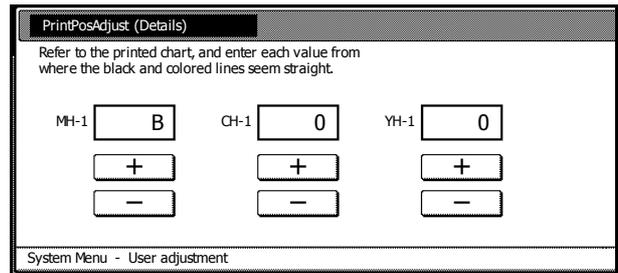
7 Press [Next] to continue entering the values for **H-2** to **H-7**, and **V-3**. For each color, as in Step 6, enter the value read from the chart.

Press [Back] to return to the previous screen and reenter the values.

8 Press [Completed.] after all values have been entered. Color registration begins.

9 Press [Close] after color registration is complete.

10 Press [Close]. The *System Menu* screen is displayed.

Drum Refresh

Refresh the drum when printed images are blurred or white spots appear on the image.

1 Press the **System Menu/Counter** key.

2 Press [User Adjustment].

3 Press [Drum refresh].

```
System Menu / Counter

User adjustment

Auto gray       Drum         Color         Color         Develope
adjust          refresh      Calibrat.     Regist.       refresh
Laser Scan      Color
Cleaning        Matching

System Menu
```
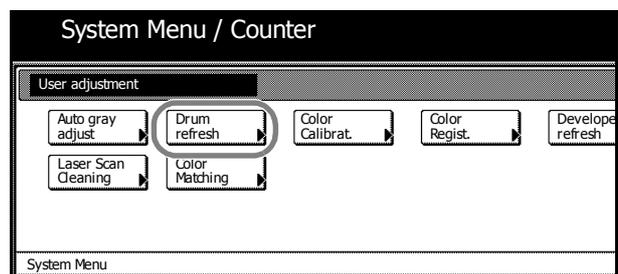
4 Press [On]. Drum refresh begins. Wait approximately 100 seconds.

5 Press [Close] after drum refresh is complete.

6 Press [Close]. The display is returned to the *System Menu* screen.

Developer Refresh

When the printing is too light or incomplete, even though there is enough toner, refresh the developer.

1 Press the **System Menu/Counter** key.

2 Press [User Adjustment].

3 Press [Developer refresh].
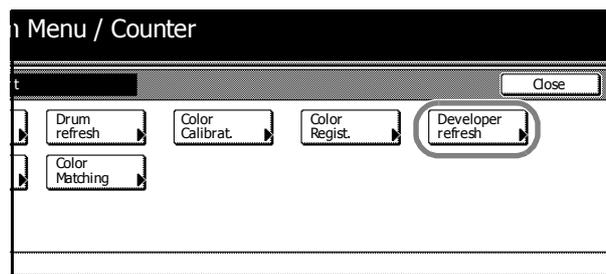
System Menu / Counter

Close

| Drum refresh | Color Calibrat. | Color Regist. | Developer refresh |

| Color Matching |

4 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct code has been entered, the *Developer refresh* screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

5 Press [On]. Developer refresh begins. Wait approximately 140 seconds.

NOTE: Waiting time may be longer when the toner is refilled during developer refresh.

6 Press [Close] after developer refresh is complete.

7 Press [Close]. The display is returned to the *System Menu* screen.

Laser Scanner Cleaning

If white or color streaks appear on images, perform Laser Scanner Cleaning.

1 Press the **System Menu/Counter** key.

2 Press [User Adjustment].

3 Press [Laser Scan Cleaning].

System Menu / Counter

User adjustment

| Auto gray adjust | Drum refresh | Color Calibrat. | Color Regist. | Develope refresh |

| Laser Scan Cleaning | Color Matching |
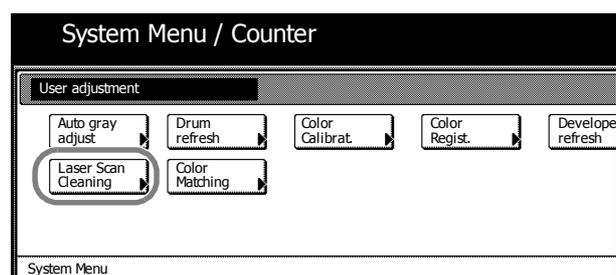
System Menu

4 Press [On]. Laser scanner cleaning begins. Wait approximately 10 seconds.

5 Press [Close] after laser scanner cleaning is complete.

6 Press [Close]. The display is returned to the *System Menu* screen.

Setting Document Management Defaults

Set the Shared Data Box and Synergy Print Box to be used by the document management function. The following settings may be specified here.

- Print Document List...7-39

- Resetting a Document Box...7-40

- Setting Box Names and Box Passwords...7-40

- Deleting All Documents in Box...7-41

- Specifying Period to Store Documents...7-41

Accessing the *Document management* screen

Access the document management default settings from the *Document management* screen. Follow the steps below to access the *Document management* screen.

1 Press the **System Menu/Counter** key.

2 Press [Document Management].
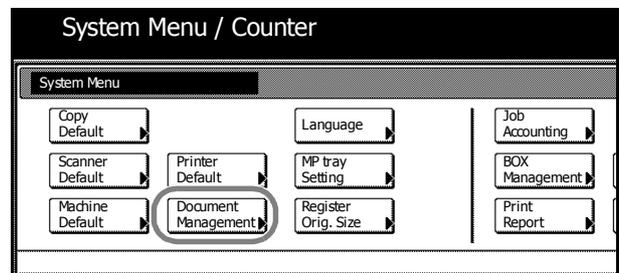
3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct code has been entered, the *Document management* screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

4 Refer to the following configuration items to configure the default settings.

Print Document List

Print the Document list for the Shared Data Box and Synergy Print Box.

Document List (Shared Data Box)
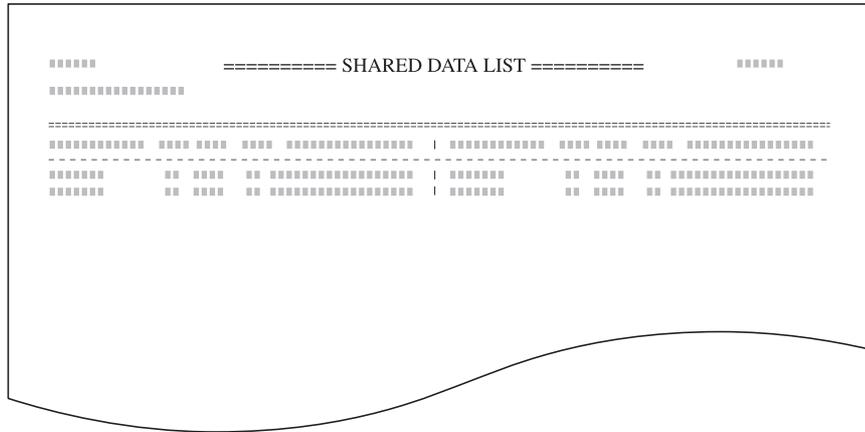
Document List (Synergy Print Box)
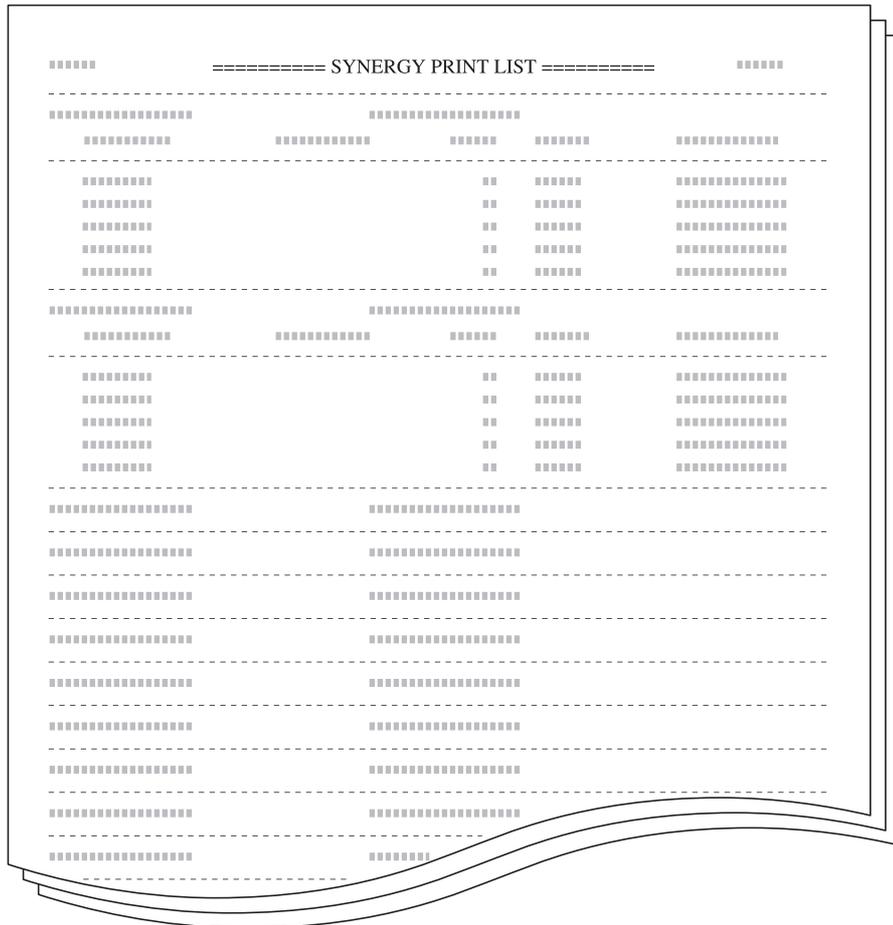
NOTE: Before list printing, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

1 Referring to *Accessing the Document management screen* on page *7-38*, access the *Document management* screen.

2 From *Shared Data Box* or *Synergy Print Box*, press [Print the list] for the box for which you would like to print the list.

Document management

Document management

Shared Data Box   Synergy Print Box

Print   Print   Box
the list   the list   Editing

Reset   Reset   Document
Box   Box   save term

System Menu
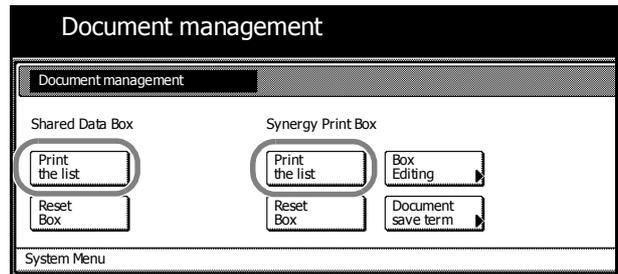
3 Printing of the list begins. When done printing, the display returns to the *Document management* screen.

Resetting a Document Box

Delete at once all documents stored in the Shared Data Box or Synergy Print Box. Verify documents before deleting.

1 Referring to *Accessing the Document management screen* on page *7-38*, access the *Document management* screen.

2 From *Shared Data Box* or *Synergy Print Box*, press [Reset Box] for the box you would like to reset.

3 Press [Yes].

All documents in the box are deleted, and the display returns to the *Document management* screen.

Setting Box Names and Box Passwords

Set the box name and box password for each Synergy Print Box. When a box password is set, the password must be entered to print or delete documents stored in the Synergy Print Box. The setting items are as follows.

Setting Item	Description
Box name	Set the box name using 16 or less characters.
Password	Set the box password in 8 digits or less.

1 Referring to *Accessing the Document management screen* on page *7-38*, access the *Document management* screen.

2 Press [Box Editing] under *Synergy Print Box*.

3 Select the box to configure. Directly press the box key or use the numeric keys to input the box number and press [Enter].

4 Press [▲] or [▼] to select *Box Name* and press [Change #].

5 Enter the box name and press [End].

Refer to *Character Input Method* on page *7-47* for how to enter text characters.

6 Press [▲] or [▼] to select *Password* and press [Change #].

7 Use the numeric keys to enter the password. Press [Close] to save settings or [Back] to cancel settings.

NOTE: To skip setting a password, press [Clear] and press [Close], leaving the fields blank.

8   Press [Close]. To set another box, repeat steps 3 - 8.

9   Press [Cancel] ([Job cancel]). *Document management* is displayed.

Deleting All Documents in Box

Delete all documents in each Synergy Print Box.

1   Referring to *Accessing the Document management screen* on page *7-38*, access the *Document management* screen.

2   Press [Box Editing] under *Synergy Print Box*.

3   Select the box to delete all documents. Directly press the box key or use the numeric keys to input the box number and press [Enter].

4   Press [Reset Box].

5   Press [Yes]. All documents in the box are deleted.

6   Press [Close].

7   Press [Cancel] ([Job cancel]). *Document management* is displayed.

Specifying Period to Store Documents

Set to delete documents from a Synergy Print Box after storing them for a predefined period. The setting items are as follows.

Setting	Description
Set save period	Set the saving term to 1 - 7 days. Documents are automatically deleted at the end of the saving term.
No time limit	Documents remain saved in the Synergy Print Box until they are manually deleted.

1   Referring to *Accessing the Document management screen* on page *7-38*, access the *Document management* screen.

2   Press [Document save term] ([Document saving]) under *Synergy Print Box*.

3   Select [Set save period] or [No time limit].

When [Set save period] is selected, press [+] or [–] to set the document save term.

4   Press [Close] to save settings or [Back] to cancel settings. *Document management* is displayed.

Hard Disk Management

Verify available hard disk space and delete invalid data from the Hard Disk Management screen. Perform the following steps.

1 Press the **System Menu/Counter** key.

2 Press [BOX Management] ([Hard Disk Management]).
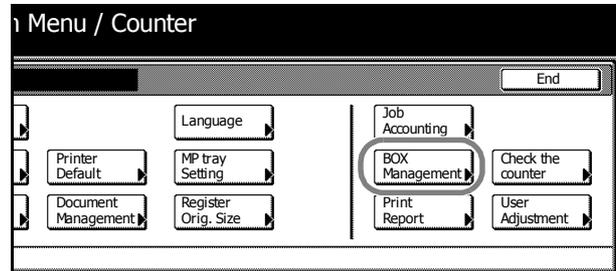
3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct code has been entered, the *HDD management mode* (*HDD management*) screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

---

4 To verify available hard disk space or total capacity, press [On] below *Check Hard Disk Capacity* (on the left side of the screen).

To delete invalid data, press [On] below *Delete invalid data* (on the right side of the screen).

NOTE: When the optional security kit is installed, *Format Hard Disk* is displayed. For further details, refer to the optional security kit *Operation Guide*.

---

5 Press [Close].

6 Press [Close]. The display is returned to the *System Menu* screen.

Printing Reports

You can print the following reports from the operation panel.

Copy Status Report

=== USER COPY SETTING LIST ===

Machine Status Report

=== USER MACHINE SETTING LIST ===

Toner Coverage Report

```
········   ══════ TONER COVERAGE REPORT ( FAX COVERAGE) ══════   ····
    ········   ══════TONER COVERAGE REPORT ( PRINTER COVERAGE)══════   ····
       ·······   ══════ TONER COVERAGE REPORT ( COPY COVERAGE) ══════   ····
          ·······   ══════ TONER COVERAGE REPORT ( TOTAL COVERAGE) ══════   ····
          ████████████████████████████████████████████████████████████████
          █████████████   ██████
             ██████████   ██████   ████████████
             ------------------------------------
                ███       ██   ███
                ███       ██   ███
                ███       ██   ███
                ███       ██   ███
                ███       ██   ███
                ██████    ██   ███
                ███████   ██   ███
             ------------------------------------
                          ██   ███

             █████████████  ██████         █████████████  ██████
             ██████████  ██████  ████████    ██████████  ██████  ████████
             ------------------------------------------------------------
                ███   ██  ███         ███   ██  ███
                ███   ██  ███         ███   ██  ███
                ███   ██  ███         ███   ██  ███
                ███   ██  ███         ███   ██  ███
                ███   ██  ███         ███   ██  ███
                █████ ██  ███         █████ ██  ███
                ███████  ██  ███       ███████  ██  ███
             ------------------------------------------------------------
                          ██  ███              ██  ███

             █████████████  ██████         █████████████
             ██████████  ██████  ████████
             ------------------------------------
                ███   ██  ███
```
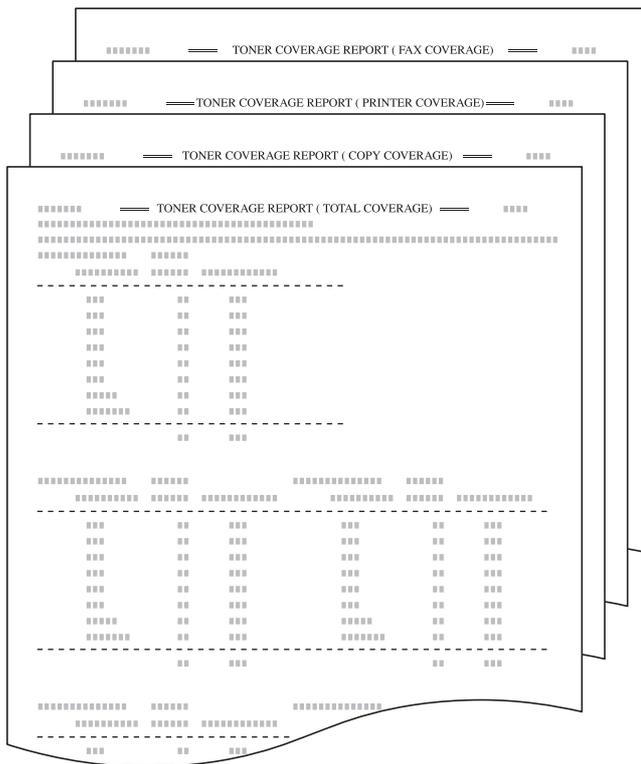
The toner coverage report includes for each paper size details about the number of sheets printed and black coverage ratio. You can print the following 4 report types.

- Total toner coverage report

- Copy toner coverage report

- Printer toner coverage report

- Fax toner coverage report

The number of pages output according to details of the toner coverage report does not exactly match the number of guaranteed print pages for the toner container. The actual number of pages that can be printed may vary depending on the usage conditions (type of information being printed and frequency of isolated copying versus continuous copying) and installed environment (temperature and humidity).

NOTE: Before printing reports, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

1   Press the **System Menu/Counter** key.

2   Press [Print Report].
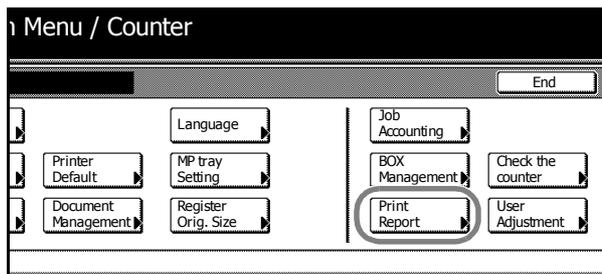
3   Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct management code has been entered, the *Print Report Menu* is displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

4   Press the key for the report you would like to print. Report printing begins.

NOTE: Select [Toner coverage] to print all 4 toner coverage reports at once.

5   Press [Close]. The display is returned to the *System Menu* screen.

Checking Total Copy Count

Check the total copy count from the operation panel. You can check the following values.

- Number of copies for each color mode, number of prints, number of faxes, and total of all of these

- Number of original pages scanned for copy mode, scanner mode, and fax send mode, and total of all of these

You can also print this information as a counter report.

Counter Report
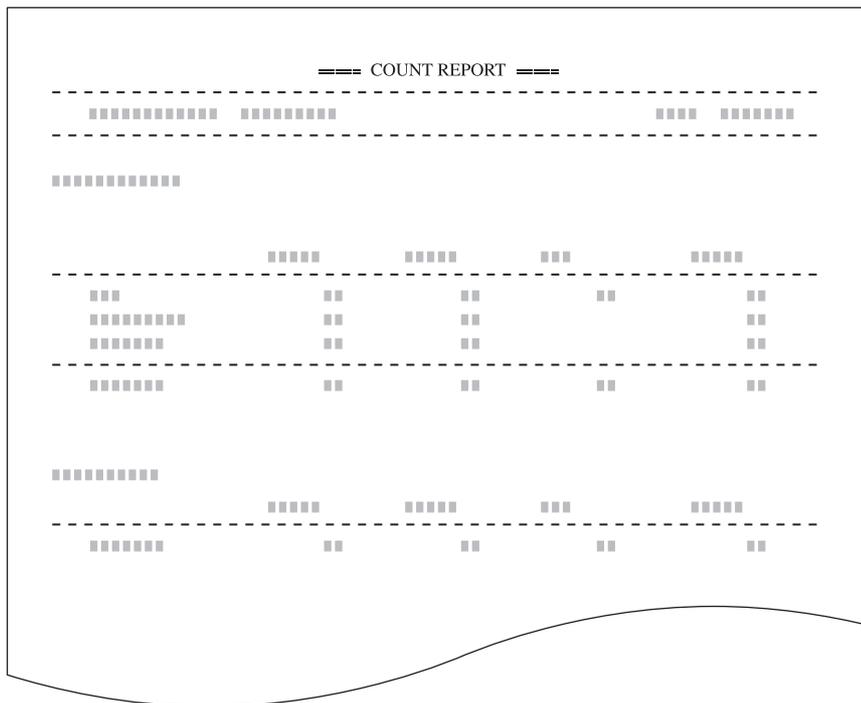
NOTE: Before printing reports, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

1 Press the **System Menu/Counter** key.

2 Press [Check the counter].
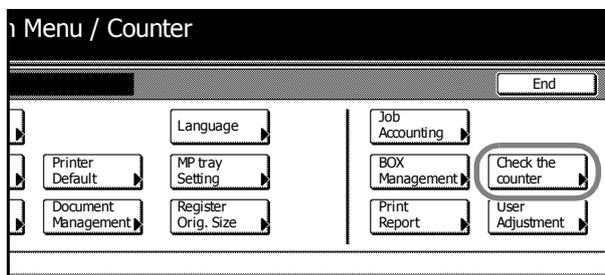
3 The counts are displayed on the touch panel.

To print a counter report, press [Print Report].

To finish checking, press [Close]. The display is returned to the *System Menu* screen.

Character Input Method

Characters may be input using one of the 2 input methods: *Input Type A* or *Input Type B*. The input method changes depending on the function being used.

Input Type A

This input method is used in the following functions.

- Programmed copying (page *1-55*)
- PDF encryption function (page *4-9*)
- Programmed scanning (page *4-20*)
- Setting hard disk encryption key (page *7-27*)
- Job accounting (page *8-1*)
- Entering user choice display names (see *Operation Guide*)
- Entering shared address book edit display names, user names, passwords (see *Operation Guide*)

Input Screen

Inch models

Keyboard
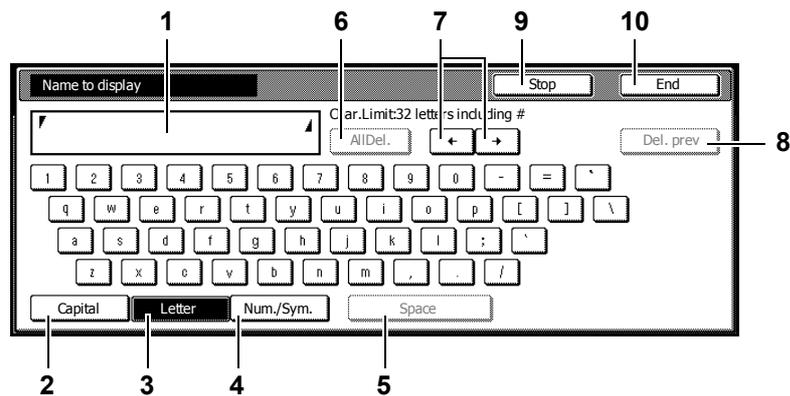
1. **Character display:** Displays the characters entered.
2. **[Capital]:** Press this key to enter capital letters.
3. **[Letter]:** Press this key to enter lowercase letters.
4. **[Num./Sym.]:** Press this key to enter the numeric and symbols.
5. **[Space]:** Press this key to enter a space.
6. **[AllDel.]:** Press this key to delete all characters entered.
7. **[←][→]:** Press these keys to move the cursor left and right.
8. **[Del. prev]:** Press this key to delete the character to the left of the cursor.
9. **[Stop]:** Press this key to return to the previous screen.
10. **[End]:** Press this key to confirm the characters you entered.
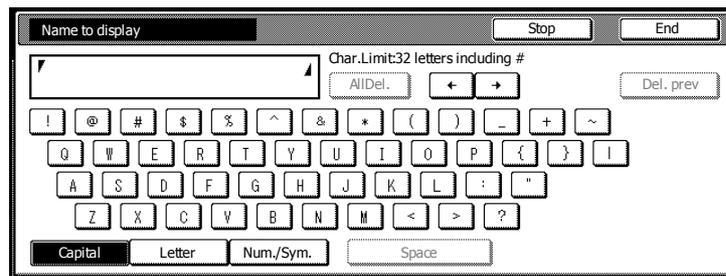
Capital keyboard

Numeral/Symbol keyboard
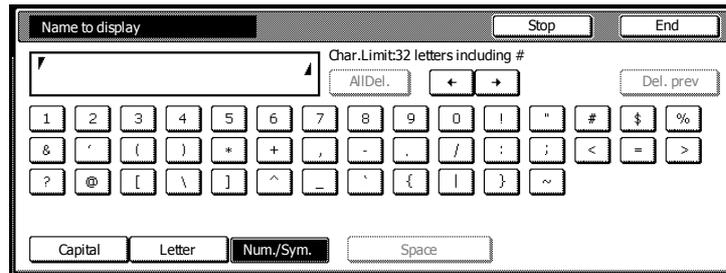
Metric Models

Keyboard
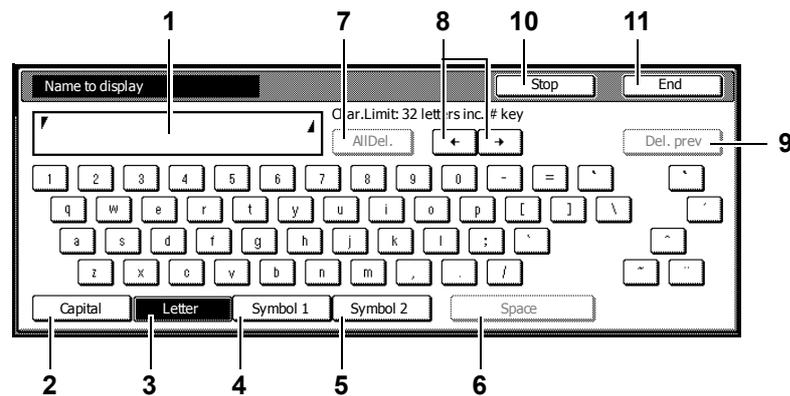
1   **Character display:** Displays the characters entered.

2   **[Capital]:** Press this key to enter capital letters.

3   **[Letter]:** Press this key to enter lowercase letters.

4   **[Symbol 1]:** Press this key to enter the numeric and symbols.

5   **[Symbol 2]:** Press this key to enter other symbols.

6   **[Space]:** Press this key to enter a space.

7   **[AllDel.]:** Press this key to delete all characters entered.

8   **[←][→]:** Press these keys to move the cursor left and right.

9   **[Del. prev]:** Press this key to delete the character to the left of the cursor.

10   **[Stop]:** Press this key to return to the previous screen.

11   **[End]:** Press this key to confirm the characters you entered.
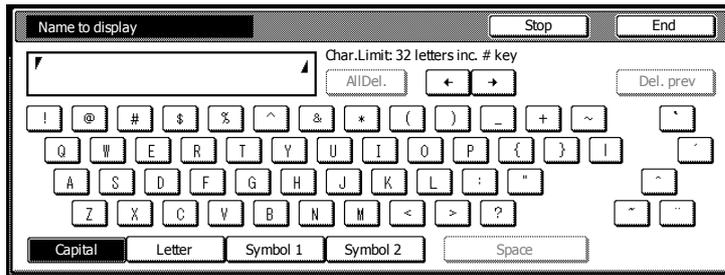
Capital keyboard

Symbol 1 keyboard
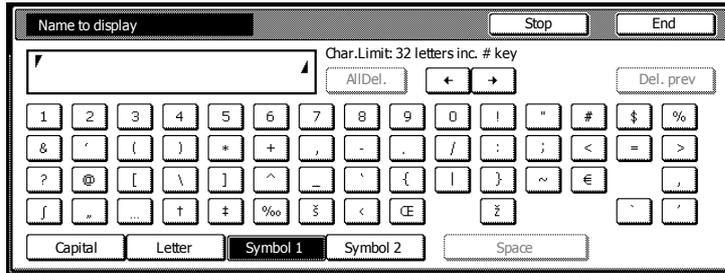
Symbol 2 keyboard
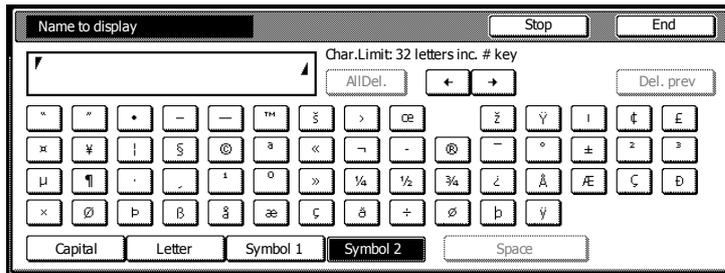
Entering Characters

The following is an example of how to enter 'Abcde' using the keyboard.

1 Press [Capital] and press [A] on the keyboard.
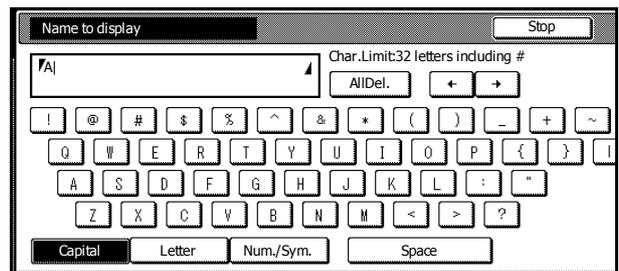
2 Press [Letter].
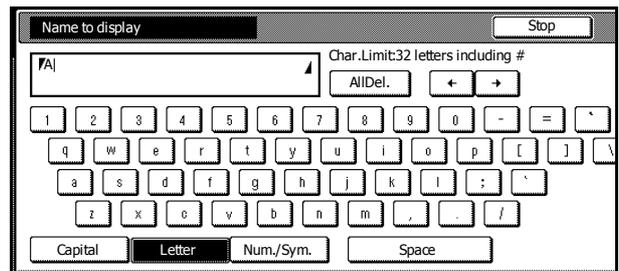
3 Press [b], [c], [d] and [e] in order.
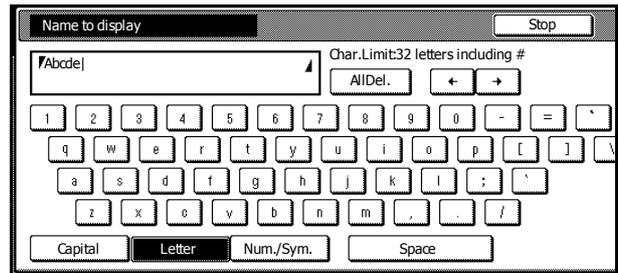
4 When entering all characters are complete, press [End].

Input Type B

This input method is used in the following functions.

- Document management functions (page *2-1*)

- Configuring the scanner function (page *4-2*)

- Scanner basic settings (see *Operation Guide*)

- User choice E-mail address, IP address input (see *Operation Guide*)

- Common Address Book editing E-mail address input, IP address, hostname input (see *Operation Guide*)

Input Screen
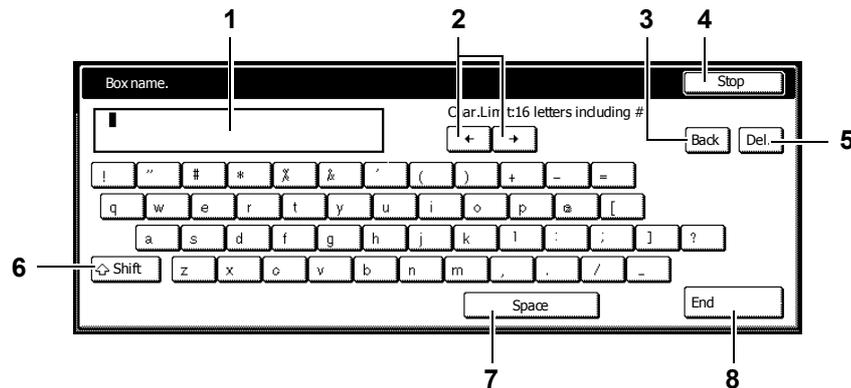
1 **Character display:** Displays characters entered.

2 **[←][→]:** Press these keys to move the cursor left or right.

3 **[Back]:** Press this key to delete the character to the left of the cursor.

4 **[Stop]:** Press this key to stop entering text and return to the previous screen.

5 **[Del.]:** Press this key to delete all characters to the right of the cursor at once.

6 **[Shift]:** Press this key to toggle between entry of capital letters and lowercase letters.

7 **[Space]:** Press this key to enter a space.

8 **[End]:** Press this key to confirm your entry. The touch panel will return to the previous screen.

NOTE: Use the numeric keys to enter numbers.

Entering Characters

The following is an example of how to enter 'abcde' using the keyboard.

1 Press [Shift] to select lowercase letters.
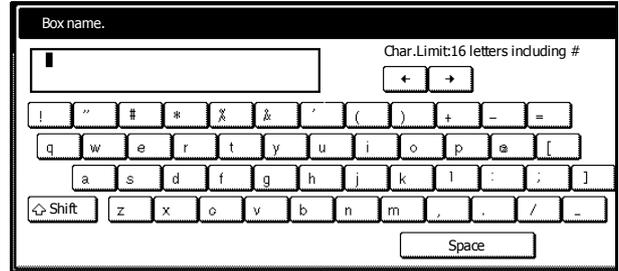
2 Press [a], [b], [c], [d] and [e] in this order. The character display field will show *abcde*.
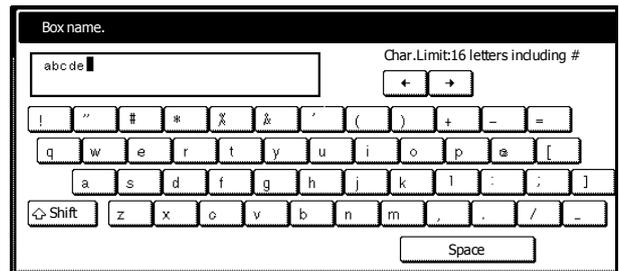
3 Press [End].

8 Job Accounting

This chapter explains how to manage job accounting to share usage among various departments.

Overview of Job Accounting

You can manage accounting the copy count incurred by individual departments by assigning a unique ID code to each department.

Job accounting helps the following activities in business organizations.

- Integrated management of copier/printer/scanner functions using the same department ID code.

- Manageability of up to 1,000 individual departments.

- Availability for department ID codes with as many as eight digits (between 0 and 99999999) for security.

- Tracking the copy volume for each department and for all departments combined.

- Management of full color and MonoColor copying.

- Restricting the copy count per department in one-page increments up to 999,999 copies.

- Resetting the copy counter for each department or for all departments combined.

- Checking the total count for each department by entering the department ID code.

IMPORTANT: To restrict the number of copies, printouts or scanned images using job accounting, you must switch Job Accounting to [On] as the default for *Copy Job Accounting*, *Printer Job Accounting* and *Scanner Job Accounting*. For further details, refer to *Job Accounting Default Settings* on page *8-17*.

Job accounting includes the following functions for managing printing counts.

Setting	Description	Reference Page
Management Edit	New Account: adds a new department. Up to 1,000 departments may be added.	page *8-4*
	Delete Account: Deletes the registered departments.	
	Edit Department Information: Changes the name and ID code for the department.	
	Restricting Usage: changes usage restrictions for each department.	
Copy Count per Department	Total Copy Volume: For reading the total copy counts of all departments, printing job accounting reports and resetting the copy counter.	page *8-13*
	Copy count by department: Takes totals for each department and clears counters.	
Activating and Deactivating Job Accounting	Set whether to use Job Accounting.	page *8-16*
Job Accounting Default Settings	Changes the defaults for Job Accounting.	page *8-17*

Accessing the Job Accounting Screen

Set up Job Accounting from the *Job Accounting* screen. Follow the steps below to access the *Job Accounting* screen.

1 Press the **System Menu/Counter** key.

2 Press [Job Accounting].
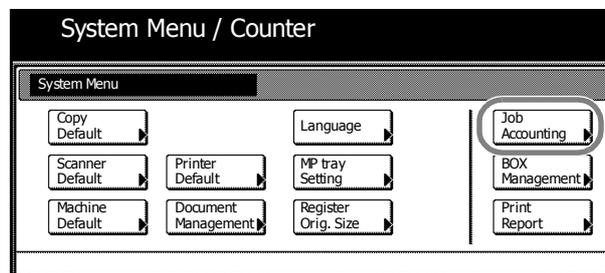
3 Use the numeric keys to enter the 4 digit management code. The default setting is 2500 for the 25/25 ppm model, 3200 for the 32/25 and 32/32 ppm models and 4000 for the 40/35 ppm model.

If the correct code has been entered, the *Job Accounting* screen will be displayed.

NOTE: For security, it is recommended to change the management code. For further details, refer to *Changing Management Code* on page *7-25*.

If the optional security kit has been installed, the management code is 8 digits long. The default setting is 25002500 for the 25/25 ppm model, 32003200 for the 32/25 and 32/32 ppm models and 40004000 for the 40/35 ppm model.

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4 Refer to the following configuration items to configure the default settings.

Managing Accounts

You can add and delete departments and define restrictions to copy count as needed.

New Account

Adds a new department. The following settings are required.

Setting	Description
Department ID Code	Set for department ID codes up to 8 digits long (between 0 and 99999999) for security.
Name to display	Set the department name using a maximum of 32 alphanumeric characters.
Limit in use	Set usage limitation for each of the copier/printer/scanner functions. Refer to *Restricting Usage* on page *8-5* for setting procedure.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Management Edit].
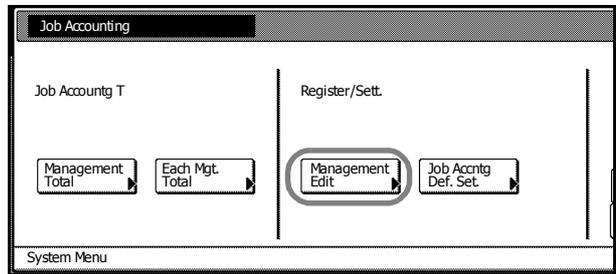
3 Press [Register].
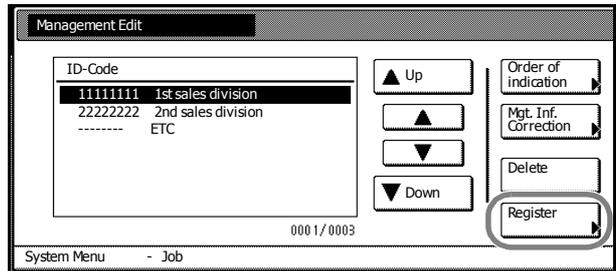
4 Press [▲] or [▼] to select *Account ID* and press [Change #].

5 Use the numeric keys to enter the department ID code.

6 Press [Close].

7 Press [▲] or [▼] to select *Name to Display* and press [Change #].

8 Enter the department name and press [End].

Refer to *Character Input Method* on page *7-47* for how to enter text characters.

9 When all entries are complete, press [Next].

IMPORTANT: An error will occur if you do not complete *Account ID* and *Name to display*, and you will not be able to proceed to the next screen. Be sure that you have completed the entries.

An error will occur if you attempt to enter an existing department ID code. You will not be able to proceed to the next screen. Use a different ID code.

10 Specify restrictions on copying as desired.

See *Restricting Usage* for how to set usage restrictions.

11 Press [Registr.] to finalize settings.

To make settings on another department, press [Register] and repeat steps 4 to 11.

12 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Restricting Usage

Set usage restrictions to restrict copier/printer/scanner functions to specific departments or set page count limitations.

For *Copy/Printer Output Management* under Job Accounting default settings, select [All] or [Each] to change the setting items for usage restriction. For further details, refer to *Copy/Printer Output Management* on page *8-19*.

When [All] is set under copier/printer output management (factory default)

Manage copier and printer output count together. The items that may be configured are as follows.

- Restricting Copying...8-5
- Restricting Printing...8-6
- Limitation (All)...8-6
- Limitation (Full Color)...8-7
- Restricting Transferring Scanned Image...8-7
- Restricting FAX Usage...8-8

When [Each] is set under copier/printer output management

Manage copier and printer output count individually. The items that may be configured are as follows.

- Restricting Copy Usage (Overall)...8-8
- Restricting Copy Usage (Full-Color)...8-9
- Restricting Printer Usage (All)...8-9
- Restricting Printer Usage (Full Color)...8-10
- Restricting Transferring Scanned Image...8-7
- Restricting FAX Usage...8-8

Restricting Copying

Specify whether to allow copying. The setting items are as follows.

Item	Description
Permitted	Allows copying.
Is not permitted (Is not permited)	Prevents copying.

NOTE: This item is not shown when Job Account default setting *Copy Job Accounting* (see page *8-17*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Copy* and press [Change #].

3 Select [Permitted] or [Is not permitted] ([Is not permited]).

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Restricting Printing

Specify whether to allow printing. The setting items are as follows.

Item	Description
Permitted	Allows printing.
Is not permitted (Is not permited)	Prevents printing.

NOTE: This item is not shown when Job Account default setting *Printer Job Accounting* (see page *8-17*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Printer* and press [Change #].

3 Select [Permitted] or [Is not permitted] ([Is not permited]).

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Limitation (All)

Set to limit the total pages used for copier and printer. The setting items are as follows.

Item	Description
No limit	Do not limit the number of pages used by the copier and printer functions.
Counter limit	Limit the total number of pages used by the copier and printer functions to between 1-999,999 pages (1 page increments).

NOTE: This setting is not displayed when both *Restricting Copying* (see page *8-5*) and *Restricting Printing* are set to [Is not permitted] ([Is not permited]).

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Limitation (All)* and press [Change #].

3 Select [No limit] or [Counter limit].

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Limitation (Full Color)

Set the usage total usage limit for full color copying and full color printing. The setting items are as follows.

Item	Description
No limit	Do not limit the page count for full color copying and full color printing.
Counter limit	Limit the total number of pages used by the full color copier and full color printer functions to between 1-999,999 pages (1 page increments).
Is not permitted (Is not permited)	Disable full color copying and full color printing.

NOTE: This setting is not displayed when both *Restricting Copying* (see page *8-5*) and *Restricting Printing* (see page *8-6*) are set to [Is not permitted] ([Is not permited]).

Even if the page count set in [Counter Limit] is not exceeded, when the count exceeds the value set in *Limitation (All)* (see page *8-6*) the feature is disabled or a warning message is displayed.

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Limitation (Full-Color)* (*Limitation (Full-Colour)*) and press [Change #].

3 Select [No limit], [Counter limit] or [Is not permitted] ([Is not permited]).

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Restricting Transferring Scanned Image

Set limitations for scanner usage. The setting items are as follows.

Item	Description
No limit	Do not limit the number of pages read by the scanner.
Counter limit	Limit the total number of pages read by the scanner to between 1-999,999 pages (1 page increments).
Is not permitted (Is not permited)	Disable scanner usage.

NOTE: This item is not shown when Job Account default setting *Scanner Job Accounting* (see page *8-19*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Scanner transmission* and press [Change #].

3 Select [No limit], [Counter limit] or [Is not permitted] ([Is not permited]).

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Restricting FAX Usage

Set limitations for sending faxes when the optional fax kit has been installed. The setting items are as follows.

Item	Description
No limit	Do not limit the number of pages transmitted by fax
Counter limit	Limit the total number of pages sent by fax to between 1-999,999 pages (1 page increments).
Is not permitted (Is not permitted)	Prevents fax transmission.

NOTE: This setting is displayed when the optional fax kit is installed.

This item is not shown when Job Account default setting *Fax Job Accounting* (see page *8-20*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *FAX TX* and press [Change #].

3 Select [No limit], [Counter limit] or [Is not permitted] ([Is not permitted]).

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Restricting Copy Usage (Overall)

Set the number of sheets to copy. The setting items are as follows.

Item	Description
No limit	Do not limit the number of pages copied
Counter limit	Limit the total number of pages copied to between 1-999,999 pages (1 page increments).
Is not permitted (Is not permited)	Prevents copying.

NOTE: This item is not shown when Job Account default setting *Copy Job Accounting* (see page *8-17*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Copy (Overall)* and press [Change #].

3 Select [No limit], [Counter limit] or [Is not permitted] ([Is not permited]).

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Restricting Copy Usage (Full-Color)

Set the number of sheets to copy for full-color. The setting items are as follows.

Item	Description
No limit	Do not limit the number of pages copied for full color.
Counter limit	Limit the total number of pages copied for full color to between 1-999,999 pages (1 page increments).
Is not permitted (Is not permited)	Prevents full color copying.

NOTE: This item is not shown when Job Account default setting *Restricting Copy Usage (Overall)* (see page *8-8*) is set to [Off].

This item is not shown when Job Account default setting *Copy Job Accounting* (see page *8-17*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Copy (Full-Co.)* and press [Change #].

3 Select [No limit], [Counter limit] or [Is not permitted] ([Is not permitted]).

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Restricting Printer Usage (All)

Set printer usage restrictions. The setting items are as follows.

Item	Description
No limit	Do not limit the number of pages printed.
Counter limit	Limit the total number of pages printed to between 1-999,999 pages (1 page increments).
Is not permitted (Is not permited)	Prevents printing.

NOTE: This item is not shown when Job Account default setting *Printer Job Accounting* (see page *8-17*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Printer (All)* and press [Change #].

3 Select [No limit], [Counter limit] or [Is not permitted] ([Is not permitted]).

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Restricting Printer Usage (Full Color)

Set the number of sheets to print for full-color. The setting items are as follows.

Item	Description
No limit	Do not limit the number of pages printed for full color.
Counter limit	Limit the total number of pages printed for full color to between 1-999,999 pages (1 page increments).
Is not permitted (Is not permited)	Prevents full color printing.

NOTE: This item is not shown when Job Account default setting *Restricting Printer Usage (All)* (see page *8-9*) is set to [Is not permitted] ([Is not permitted]).

This item is not shown when Job Account default setting *Printer Job Accounting* (see page *8-17*) is set to [Off].

1 Refer to steps 1 to 9 of *New Account* on page *8-4* on page to display the usage restriction screen.

2 Press [▲] or [▼] to select *Printer (Full. Col.)* and press [Change #].

3 Select [No limit], [Counter limit] or [Is not permitted] ([Is not permited]).

When [Counter limit] is selected, use the numeric keys to enter the page limit.

4 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the usage restriction screen.

Deleting Accounts

You can delete the department accounts registered.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Management Edit].

3 Select the department ID code to delete and press [Delete].

NOTE: You can change the department display order. Press [Order of indication] and select from [Sort by Code] ([1→9] and [9→1]) and [Sort by Name] ([A→Z] and [Z→A]).
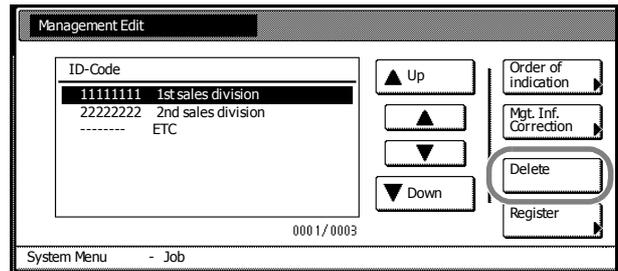
4 Check the ID code to delete and press [Yes].

NOTE: To delete other ID codes, repeat steps 3 and 4.

5 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Editing Department Information

Changes the name and ID code registered for the department.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Management Edit].

3 Select the department ID code to modify and press [Mgt. Inf. Correction].

> **NOTE:** You can change the department display order. Press [Order of indication] and select from [Sort by Code] ([1→9] and [9→1]) and [Sort by Name] ([A→Z] and [Z→A]).
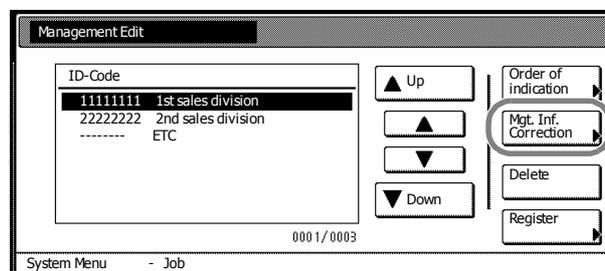
4 Press [▲] or [▼] to select *Account ID* and press [Change #].
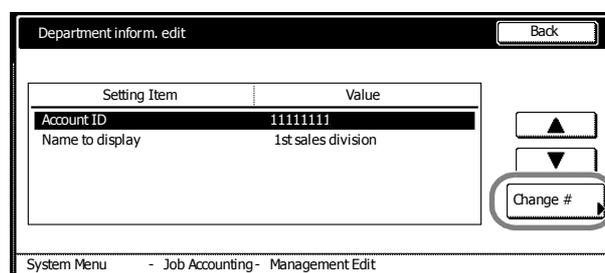
5 Press [Clear] to blank the current entry. Use the numeric keys to enter the new ID code (up to eight digits). Press [Close].

6 To change the department name, press [▲] or [▼] to select *Name to display* and press [Change #].

7 Press [AllDel.] to clear the old department name. Enter the new department name and press [End].

Refer to *Character Input Method* on page *7-47* for how to enter text characters.

8 Press [Close].

9 Press [Close] to save settings or [Back] to cancel settings. The touch panel will return to the *Job Accounting* screen.

Changing Restrictions on Usage

You can change the restriction on usage per individual department.

> **IMPORTANT:** To restrict the number of copies, printouts or scanned images using Job Accounting, you must switch Job Accounting to [On] as the default for *Copy Job Accounting*, *Printer Job Accounting* and *Scanner Job Accounting*. For further details, refer to *Job Accounting Default Settings* on page *8-17*.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Management Edit].

3 Select the department ID code to modify and press [Limit in use].

> **NOTE:** You can change the department display order. Press [Order of indication] and select from [Sort by Code] ([1→9] and [9→1]) and [Sort by Name] ([A→Z] and [Z→A]).
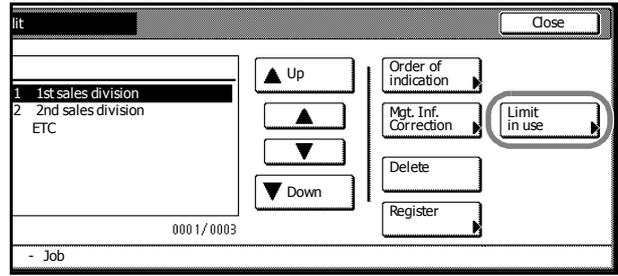
4 Select the usage restriction as desired. See *Restricting Usage* on page *8-5* for how to set restrictions on usage.

5 Press [Close].

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Copy Count per Department

You can read the overall usage count or the usage per individual department. You can also clear the usage count for a period of time and begin again counting usage.

Management Total

Calculate the total usage count for all departments. You can print the total in the form of Job Accounting reports. The total usage count can be reset as necessary.

NOTE: Before printing the Job Accounting report, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Management Total].

3 The total usage count is displayed for your reference.

Press [Print Report] and choose the report type to print this information as a management report.

Press [Report by Function] to count a list of reports by function.

Press [Report by Size] in *Total Count by Size, 1-5* (see page *8-21*) of the Job Accounting default settings for a list of reports by paper size.

	Copy	Printer	Fax	Total
e:	1,234	5,678	-------	6,912
or:	0	-------	-------	0
or:	1,234	5,678	-------	6,912
l:	2,468	11,356	-------	13,824

Fax Tx.

scanner Fax
s: 1,234 Trsm. # pages: -------
Commun.Time: --- Hrs -- Mins

Close · Counter clear · Print Report
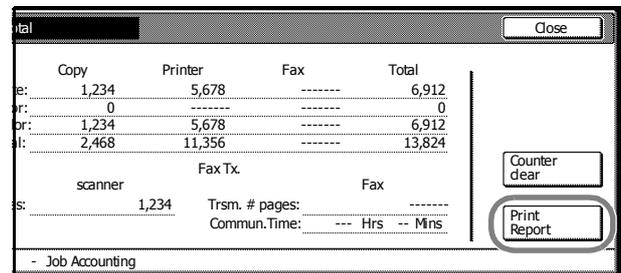
- Job Accounting

Sample: Job Accounting Reports

By function: copying and printing managed together ([All] is selected)

By function: copying and printing managed separately ([Each] is selected)

By paper size

NOTE: Change the type of form to be printed from the Job Accounting default settings in *Copy/Printer Output Management*(see page *8-19*).

4 To reset the usage count, press [Counter clear].

5 Press [Yes].

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Copy Count per Department

Tracks the copy count per individual department. The copy count per department can be reset as necessary.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Each Mgt. Total].

3 Select the ID-code of the department and press [Total].

ent Total	Close
1 1st sales division 2 2nd sales division 3 3rd sales division ETC	▲ Up Order of indication Total ▲ ▼ ▼ Down
0001/0004	
- Job	
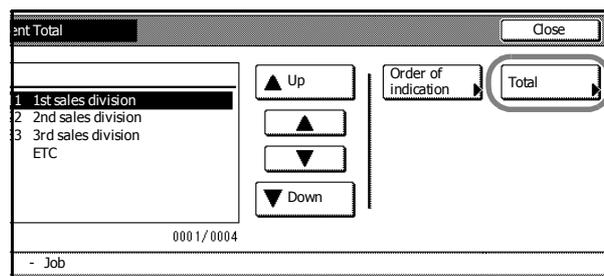
NOTE: In the list, ---*ETC* indicates the number of printouts delivered without entering an ID-code. The printouts include the following documents:

- Various reports

- Reports for printing errors

- Printouts from computers of which the department ID-codes are not specified (if *Printing from Unregistered Sources (Printer)* is enabled in the job accounting default settings)

You can change the department display order. Press [Order of indication] and select from [Sort by Code] ([1→9] and [9→1]) and [Sort by Name] ([A→Z] and [Z→A]).

4 The usage count for the selected department is displayed for your reference.

NOTE: The copy limitation per department is given in parentheses after the current volume, as in *1,234 (999,999)*.

Each Management Total				
Number print.	Copy	Printer	Total	Nu is
Black & White:	1,234	5,678	6,912	
Monocolor:	0	-------	0	
Full-color:	1,000	234	1,234(999,999)	
Total:	2,234	5,912	8,146	
Scan. Transm.	scanner	Fax Tx.	Fax	
Scan # pages:	1,234	Trsm. # pages:	-------	
		Commun.Time:	--- Hrs -- Mins	
System Menu - Job Accounting			11111111 1st sales divisi	

5 To reset the usage count, press [Counter clear].

6 Press [Yes].

7 Press [Close].

8 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Activating and Deactivating Job Accounting

Turn job accounting on or off as necessary. The setting items are as follows.

Setting	Description
Off	Job accounting is deactivated.
On	Job accounting is activated.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Select [On] or [Off].
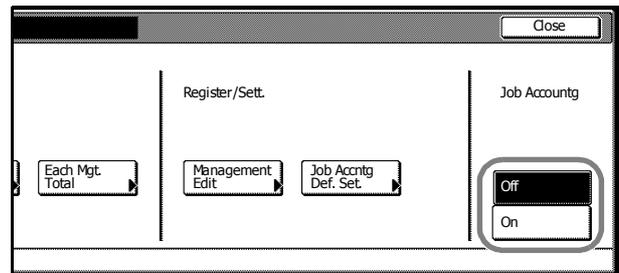
3 Press [Close].

4 Press [End].

When you select [On], the screen for the department ID-code entry is displayed.

When you select [Off], the screen [Basic] screen is displayed.

Job Accounting Default Settings

Changes the defaults for Job Accounting.

The following items can be configured for Job Accounting default settings.

Copy Job Accounting

Activate or deactivate Job Accounting for copy jobs. The setting items are as follows.

Setting	Description
Off	Copy Job Accounting is deactivated.
On	Copy Job Accounting is activated.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].
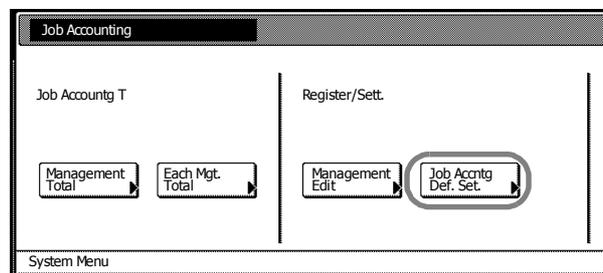
3 Press [▲] or [▼] to select *Copy Job Accounting* and press [Change #].

4 Select [On] or [Off].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Printer Job Accounting

Activate or deactivate Job Accounting when the device is used as a printer. The setting items are as follows.

Setting	Description
Off	Printer Job Accounting is deactivated.
On	Printer Job Accounting is activated.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Print. Job Accounting* and press [Change #].

4 Select [On] or [Off].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Printer Error Report

When you use Job Accounting to manage printing, you can specify whether an error report is printed in case that the user attempts to print using the incorrect department code.

When the user attempts to print using the incorrect department ID code, *Account ID mismatch* will be displayed and the job will not be printed. Press [Cancel] to print the error report.

The setting items are as follows.

Setting	Description
Off	Do not print error report when there is an account ID mismatch.
On	Print error report even if there is an account ID mismatch.

NOTE: This item is not shown when *Printer Job Accounting* (see page *8-17*) is set to [Off].

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Printer error report* and press [Change #].

4 Select [On] or [Off].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Printing from Unregistered Sources (Printer)

If you use Job Accounting to manage printing, you can authorize or prohibit printing from computers with printer drivers that do not support Job Accounting. The setting items are as follows.

Setting	Description
Off	Users cannot print unless their printer driver supports Job Accounting.
On	Users can print from computers with printer drivers that do not support Job Accounting.

NOTE: This item is not shown when *Printer Job Accounting* (see page *8-17*) is set to [Off].

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Other Mgt. reg. (print)* and press [Change #].

4 Select [On] or [Off].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Copy/Printer Output Management

You can choose whether copying and printing are managed together or separately. The setting items are as follows.

Setting	Description
All	Manage copier and printer output count together.
Each	Manage copier and printer output count individually.

NOTE: Changing this setting affects which setting items are available in the usage restriction screen. For further details, refer to *Restricting Usage* on page *8-5*.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Copy/Printer output mgt* and press [Change #].

4 Select [All] or [Each].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Scanner Job Accounting

Activate or deactivate Job Accounting when the device is used for scanning. The setting items are as follows.

Setting	Description
Off	Scanner Job Accounting is deactivated.
On	Scanner Job Accounting is activated.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Scanner Job Accounting* and press [Change #].

4 Select [On] or [Off].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Fax Job Accounting

Activate or deactivate job accounting when the optional fax function is used. The setting items are as follows.

Setting	Description
Off	Fax Job Accounting is deactivated.
On	Fax Job Accounting is activated.

NOTE: This setting is displayed when the optional fax kit is installed.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Fax Job Accounting* and press [Change #].

4 Select [On] or [Off].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Response to Unauthorized Requests

Specify the actions when users attempt to copy in excess of the specified copy limitation. The setting items are as follows.

Setting	Restriction
Stop job immediately	Restricts usage and stops output immediately once the maximum usage has been exceeded.
Stop after job done	Continues output or scanning of the current job and restricts usage from the next job.
Only warning	Only a warning message is displayed.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Excess of Limit Setting* and press [Change #].

4 Press [Stop job immediately], [Stop after job done] or [Only warning].

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Default Counter Limit Value

Specify the default of usage limitation when registering a new department. Specify between 1-999,999 sheets in 1 sheet increments.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select *Def. Val. of coun. Limit* and press [Change #].

4 Use the numeric keys to enter the counter limit default value.

5 Press [Close] to save settings or [Back] to cancel settings.

6 Press [Close]. The touch panel will return to the *Job Accounting* screen.

Total Count by Size, 1-5

You can register specific paper sizes to monitor so that you can check the copy count. You can also register types of paper.

NOTE: Up to five different paper sizes can be registered for keeping track of the copy count.

If you do not specify the paper type, the registered paper size will be counted regardless of the type. However, if you register a size without specifying the type as the first entry and register the same size with a type as the second entry, the usage count for the first entry will not include the count of the second entry.

1 Referring to *Accessing the Job Accounting Screen* on page *8-3*, access the *Job Accounting* screen.

2 Press [Job Accntg Def. Set.].

3 Press [▲] or [▼] to select the number to configure from *Total size 1-5* and press [Change #].

4 Press [On].

5 Press [Select Size].

6 Select a paper size and press [Close].

7 To specify a paper type, press [Select Paper Type].

8 Select the paper type and press [Close].

9 Press [Close] to save settings or [Back] to cancel settings.

10 Press [Close]. The touch panel will return to the *Job Accounting* screen.

NOTE: You can include the registered copy count of the paper when printing reports on copy count per department. For further details, refer to *Management Total* on page *8-13*.

Using Job Accounting

Copying

When Job Accounting is activated, users must enter their department ID-code on the numeric keys to perform copying.

IMPORTANT: After copying, be sure to press the **Job Accounting** key to display the initial screen so that the next user is prompted to enter the department ID-code.

1 Use the numeric keys to enter the department ID code and press [Enter]. [Basic] screen is displayed.
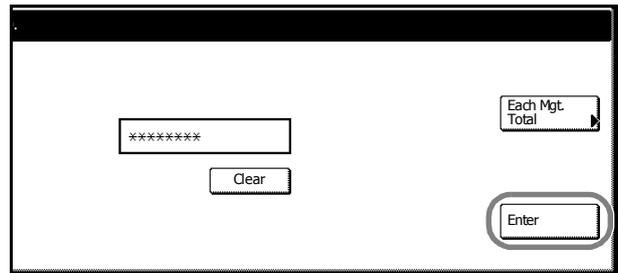
NOTE: If you enter the code incorrectly, press [Clear] to reenter the correct code.

Entering an invalid department ID-code will trigger an error alarm. Use the numeric keys to enter the correct code.

You can review the department's copy count by pressing [Each Mgt. Total] after entering your department ID-code.

2 Complete the copy job as usual.

3 After finishing copying, Press the **Job Accounting** key. The screen for the department ID-code entry is displayed.

Printing

When Job Accounting is enabled, users must enter the department ID code from the computer to print using the device. For further details, refer to the *Kyocera Extended Driver User Guide*.

Scanning

When Job Accounting is activated, users must enter their department ID-code on the numeric keys to perform scanning.

NOTE: An department ID code is not required to check [History of Sending] ([Report of sent data]).

An department ID code must be entered when using TWAIN from a computer. For further details, refer to *Job Accounting Setting* on page *6-47*.

1 Press the **Scanner** key.

2 Select the function to use from [Send E-Mail], [Scan to PC], [Scan to FTP] or [Database Connection].

3 The department ID entry screen is displayed. Use the numeric keys to enter the department ID and press [Enter]. The screen for the each function is displayed.
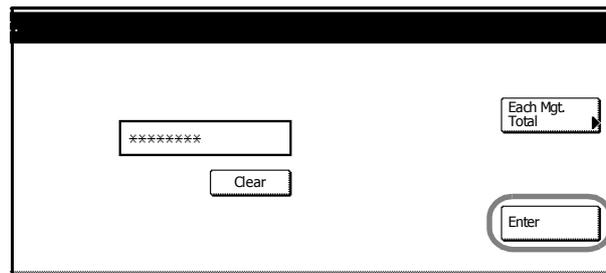
Each Mgt. Total

****

Clear

Enter

NOTE: If you enter the code incorrectly, press [Clear] to reenter the correct code.

Entering an invalid department ID-code will trigger an error alarm. Use the numeric keys to enter the correct code.

You can review the department's copy count by pressing [Each Mgt. Total] after entering your department ID-code.

4 Complete the scan job as usual.

5 After finishing scanning, the touch panel will return to the screen in step 1. The department ID code must be reentered for the next scan operation.

9   Troubleshooting

This chapter explains how to solve problems when they occur.

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, check the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
The operation panel does not respond when the machine is switched on (| position).	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
Pressing the **Start** key does not produce copies.	Is a message displayed on the touch panel?	Determine the appropriate response to the message and take action accordingly.	page *9-6*
The original size is not detected properly.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	Refer to *Operation Guide*, *Chapter 2*
		Place originals face-up in the optional document processor.	Refer to *Operation Guide*, *Chapter 2*
	Is the machine installed beneath fluorescent lights?	Do not install this machine beneath fluorescent lights.	—
Blank sheets are output.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	Refer to *Operation Guide*, *Chapter 2*
		Place originals face-up in the optional document processor.	Refer to *Operation Guide*, *Chapter 2*
	Is the machine installed beneath fluorescent lights?	Do not install this machine beneath fluorescent lights.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
Printing is too light.	Is Auto Exposure mode set?	Set the correct exposure level for auto exposure.	page *7-7*
	Is Manual Exposure mode set?	Use the exposure adjustment key to set the correct exposure level.	Refer to *Operation Guide*, *Chapter 3*
		When changing the default exposure level, adjust the exposure manually and choose the desired level.	page *7-8*
	Is the toner distributed evenly within the toner container?	Shake the toner container up and down approximately 10 times.	Refer to *Operation Guide*, *Chapter 5*
	Is EcoPrint is enabled?	Set EcoPrint to [Off].	page *1-43*
	Is there a message indicating the addition of toner?	Replace the toner container.	Refer to *Operation Guide*, *Chapter 5*
	Is the copy paper damp?	Replace the copy paper with new paper.	Refer to *Operation Guide*, *Chapter 2*
Printing is too dark.	Is Auto Exposure mode set?	Set the correct exposure level for auto exposure.	page *7-7*
	Is Manual Exposure mode set?	Use the exposure adjustment key to set the correct exposure level.	Refer to *Operation Guide*, *Chapter 3*
		When changing the default exposure level, adjust the exposure manually and choose the desired level.	page *7-8*
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).	Is the original a printed photograph?	Set the image quality to [Print].	Refer to *Operation Guide*, *Chapter 3*
Color of original and copy not the same.	Are image adjust settings appropriate?	Perform color balance adjustment.	page *1-49*
		Perform automatic gray adjustment.	page *7-31*
Copies are not clear.	Did you choose appropriate image quality for the original?	Select an appropriate Image Quality mode.	Refer to *Operation Guide*, *Chapter 3*
	Is the copy paper damp?	Replace the copy paper with new paper.	Refer to *Operation Guide*, *Chapter 2*
	Is special color copy paper being used?	Use special color copy paper.	—
Copies are dirty.	Are the original platen or platen dirty?	Clean the original platen or platen glass.	Refer to *Operation Guide*, *Chapter 5*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printer output is fuzzy.	Is the printer in a high humidity environment?	Perform a drum refresh.	page *7-36*
	Is the copy paper damp?	Replace the copy paper with new paper.	Refer to *Operation Guide*, *Chapter 2*
	Is special color copy paper being used?	Use special color copy paper.	—
Printing is skewed.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and flush against the original size indicator plates.	Refer to *Operation Guide*, *Chapter 2*
		When placing originals in the document processor, align the original width guides securely before placing the originals.	Refer to *Operation Guide*, *Chapter 2*
	Is the paper loaded correctly?	Check the position of the paper width guides.	Refer to *Operation Guide*, *Chapter 2*
Paper jams frequently occur.	Is the paper loaded correctly?	Load the paper correctly.	Refer to *Operation Guide*, *Chapter 2*
	Is the paper of the supported type? Is it in good condition?	Remove the paper from the cassette, turn it over, and reload it.	Refer to *Operation Guide*, *Chapter 2*
	Is the paper curled, folded, or wrinkled?	Replace the paper with new paper.	Refer to *Operation Guide*, *Chapter 2*
	Are any loose scraps of paper or is there any jammed paper inside the device?	Remove any jammed paper.	Refer to *Operation Guide*, *Chapter 6*
	Is the copy paper damp?	Replace the copy paper with new paper.	Refer to *Operation Guide*, *Chapter 2*
	Is special color copy paper being used?	Use special color copy paper.	—
Copies from the optional document processor have black lines.	Is the slit glass dirty?	Clean the slit glass.	Refer to *Operation Guide*, *Chapter 5*
Copies from the 3000 sheet document finisher are curled.	—	Remove the paper from the cassette, turn it over, and reload it.	Refer to *Operation Guide*, *Chapter 2*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printing is wrinkled.	Is the separator dirty?	Clean the separator.	Refer to *Operation Guide*, Chapter 5
	Is the copy paper damp?	Replace the copy paper with new paper.	Refer to *Operation Guide*, *Chapter 2*
	Is special color copy paper being used?	Use special color copy paper.	—
	Is the paper set in a proper orientation?	Change the orientation in which the paper is positioned.	—
Unable to print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine switched on?	Turn the main power switch to on (| position).	—
	Is the printer cable connected?	Confirm the printer cable is securely connected.	Refer to *Operation Guide*, *Chapter 2*
	Was the printer switched off when connecting the printer cable?	Switch on the printer after connecting the printer cable.	Refer to *Operation Guide*, *Chapter 2*
	Is the device in Offline mode?	Press the **Printer** key and press [GO] to restore Online mode.	—
Characters are not printed correctly.	Is the printer cable connected?	Confirm the printer cable is securely connected.	Refer to *Operation Guide*, *Chapter 2*
	Are the computer settings configured correctly?	Confirm printer driver and application software settings.	—
Print output is not correct.	Are the computer settings configured correctly?	Confirm printer driver and application software settings.	—

Responding to Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

Copy Error Messages

If the Copy mode touch panel displays any of these messages, follow the corresponding procedure.

Display	Checkpoints	Corrective Actions	Reference Page
Close ### cover.	Is the indicated cover open?	Close all covers securely.	—
Check the cover.	Are any covers open? Does the message indicate which cover is open?	Close all covers securely.	—
Close Document processor.	Is the optional document processor open while loading the original?	Close the document processor.	—
Close Document processor cover.	Is the optional document processor's document processor cover open?	Close the document processor cover.	Refer to *Operation Guide*, *Chapter 2*
Set cassette #. (*Close paper cassette #.*)	Is the indicated cassette not fully closed?	Pull out the cassette and push in securely.	—
Open cassette #, check and remove paper from inside of the machine. (*Open cassette #, check and remove paper from inside of machine.*)	—	Completely pull out the indicated cassette and remove any paper inside.	—
Reset feeding unit for paper cassette.	Is the paper feed unit securely pushed into the machine?	Pull out the paper feed unit and securely push it all the way into the machine.	Refer to *Operation Guide*, *Chapter 6*
Add paper in cassette #. (*Add paper cassette #.*)	Is the indicated cassette out of paper?	Load paper. If the same type of paper is loaded in another cassette in the same orientation, you can press either one of paper selection keys on the left of the touch panel to switch to that cassette for copying.	—
Add paper in the Multipurpose tray. *## size* (*Place paper on the Multipurpose tray.* *## size*)	Is paper of the specified size loaded in the MP tray?	Load paper of the size indicated in the MP tray.	Refer to *Operation Guide*, *Chapter 2*
Add paper in the Multipurpose tray. (*Add paper on the Multipurpose tray.*)	Has all the paper on the MP tray been fed?	Load paper in the MP tray.	Refer to *Operation Guide*, *Chapter 2*
Place transparency in the Multipurpose tray. (*Place transparencies on the Multipurpose tray.*)	Are any transparencies loaded in the MP tray?	Place transparencies on the MP tray.	Refer to *Operation Guide*, *Chapter 2*

Display	Checkpoints	Corrective Actions	Reference Page
Change the size of MP tray.	Is the specified size paper loaded in the MP tray?	Reconfigure the size of the MP tray.	Refer to *Operation Guide*, *Chapter 2*
Check paper size.	Is the specified size paper loaded?	Load paper of a size that can be used.	—
Reposition original.	Is the orientation of the specified paper different from that of the original?	Change the orientation of the original. If you press the **Start** key without doing so, the original will be copied at the current size.	—
Check paper size. Copy paper is not the same size as original. (*Paper size in cassette differs from actual size.* *Check paper size in cassette.*)	Is the specified paper loaded? Or are the settings incorrect?	Load the specified paper. Adjust any settings that are incorrect.	—
Check original size. *Original size: 11 × 17", 8 1/2 × 11"* (*Check original size.* *Original size: A3, A4R*)	Is Poster enabled?	11 × 17", 8 1/2 × 11", A3, A4R - Original other than the above sizes has been loaded. Poster feature is available for 11 × 17", 8 1/2 × 11", A3, or A4R size originals only.	page *1-22*
Change original destination. *Original size: 8 1/2 × 11"* (*Change original destination.* *Original size: A4R*)	Is Poster enabled?	Poster is not available for the currently placed original orientation. 11 × 8 1/2", A4 - For originals of above sizes, set in horizontal direction.	page *1-22*
Reposition original or change cassette. (*Reset original or select another paper cassette.*)	Is the orientation of the specified paper different from that of the original?	Change the orientation of the original.	—
	Is the machine installed beneath fluorescent lights?	Do not install this machine beneath fluorescent lights.	—
Reset originals in processor.	—	Remove originals from the optional document processor, stack them uniformly and reset them.	Refer to *Operation Guide*, *Chapter 2*
Reset all originals in processor. (*Reset originals in processor.*)	—	Remove originals from the optional document processor, and reset them in the original order.	Refer to *Operation Guide*, *Chapter 2*
Reset all originals in Document Processor. (*Reset originals in Document Processor.*)	Are there any originals left in the optional document processor?	Remove all originals in the optional document processor.	—
Cannot copy this paper type.	Can the specified copy functions be used with the selected paper type?	Select another type of paper.	—
Cannot staple this paper type.	Did you select a paper type that cannot be stapled?	Select another type of paper.	—
Cannot punch this paper type.	Did you select a paper type that cannot be punched?	Select another type of paper.	—
Cannot offset this paper size. (*Cannot group this paper size.*)	Is a paper size not supported by Offset mode (11 × 17", 8 1/2 × 14", 5 1/2 × 8 1/2", A3, B4, A5R, B6R, Folio, 8K) loaded?	Change the paper size.	page *1-9*

Display	Checkpoints	Corrective Actions	Reference Page
Cannot staple this size. (*Cannot staple this paper size.*)	Is stapling available for the size of the loaded paper? For further details, see the optional document finisher or 3000 sheet document finisher *Operation Guide*.	Change the paper size.	—
Cannot punch this size. (*Cannot punch this paper size.*)	Is punching available for the size of the loaded paper? For further details, refer to the optional 3000 sheet document finisher *Operation Guide*.	Change the paper size.	—
Cannot staple. *## :maximum capacity (Staple)* (*Cannot staple.* *## :Max. staples*)	Is the maximum page quantity for stapling exceeded? For further details, see the optional document finisher or 3000 sheet document finisher *Operation Guide*.	Decrease the number of sheets to be stapled to less than the maximum staple sheet count.	—
The top tray is full of paper. Remove paper, and press "Start" key.	During copying, is the maximum capacity of the output tray exceeded?	Remove some pages from the output tray and press the **Start** key. Printing continues.	—
The top tray is full of paper. Remove paper, and press "Continue" key.	During printing, is the maximum capacity of the output tray exceeded?	Remove some pages from the output tray and press [Continue]. Printing continues.	—
Finisher paper capacity exceeded. (Tray #) Remove paper, and press "Start" key.	During copying, is the maximum capacity of the optional document finisher or 3000 sheet document finisher output tray exceeded?	Remove some pages from the optional document finisher or 3000 sheet document finisher and press the **Start** key. Printing continues.	—
Finisher paper capacity exceeded. (Tray #) Remove paper, and press "Continue" key.	During printing, is the maximum capacity of the optional document finisher or 3000 sheet document finisher output tray exceeded?	Remove some pages from the 3000 sheet document finisher and press [Continue]. Printing continues.	—
Remove paper. Finisher tray.	Is the maximum capacity of the optional document finisher output tray exceeded?	Remove some pages from the optional document finisher.	—
These functions cannot be combined.	Have you selected functions that cannot be used together?	Check the settings.	—
Exceeds pre registered copying quantity. (*Copy limit for this ID-code has been reached.*)	Is the maximum limit for copying as specified in Job Accounting mode exceeded?	The copy volume has been reached the set limit of your department. No additional copying is possible. Clear the copy count in Job Accounting.	page *8-13*
Unable to copy. (Full-Color) Job Accounting capacity has limit. (*Cannot copy. (Full Col.) Job Accounting capacity has limit.*)	Is full color copy set to [Is not permitted] ([Is not permitted]) in Job Accounting?	Change the restriction setting for full color copy in Job Accounting.	page *8-5*
Unable to copy. (Full-Color) Exceeded the limitation of Job Accounting. (*Cannot copy. (Full Col.) Exceeded the limitation of Job Accounting.*)	Is the maximum limit for copying as specified in Job Accounting mode exceeded?	Clear the copy count in Job Accounting.	page *8-13*

Display	Checkpoints	Corrective Actions	Reference Page
Paper capacity is over the limit, unable to copy. Change preset of color or B&W selection. (*Paper capacity is over the limit, unable to copy. Change preset of colour or B&W selection.*)	Does the number of copies set for Color/B&W selection exceed the maximum limit set in Job Accounting?	Set so the total of color and B&W copies does not exceed the maximum limit for copying as specified in Job Accounting.	page *1-53*
Insert key counter.	Is the key counter inserted correctly?	Insert the key counter securely and completely.	—
Memory full.	—	The current copy cannot be processed because there is no more copy memory free space, or the number of original pages exceeded the maximum 999 pages. When the following message is displayed select the resolution method. [Cancel]: Cancels copying. [Continue]: Copies up to the last scanned page.	—
Memory full. Delete the registered data in the box. (*Memory full. Delete the registered data from box.*)	—	The data box for document management functions has been reached the permissible capacity. When assigning new originals to the boxes, delete unnecessary data.	page *2-2*
Toner will be empty soon. [C], [M], [Y], [K]	—	The toner container will need to be replaced soon. Prepare the replacement toner container for the indicated color.	Refer to *Operation Guide, Chapter 5*
Ready to copy. *Add toner. [C], [M], [Y], [K]*	—	Remaining toner is low, so only one page may be printed at a time. Prepare the replacement toner container.	Refer to *Operation Guide, Chapter 5*
Add toner. [C], [M], [Y], [K]	—	Replace the toner container for the indicated color.	Refer to *Operation Guide, Chapter 5*
Image cycle. (*Now adding toner.*)	—	Toner replenishment is in progress. Wait until the process is completed.	—
Please wait. Now in the fusing temperature adjustment process	—	Performing internal maintenance. Wait until the process is completed.	—
Check waste toner box.	Is the waste toner box securely fastened?	Securely fasten the waste toner box.	Refer to *Operation Guide, Chapter 5*
Replace the waste toner box.	—	Replace the waste toner box.	Refer to *Operation Guide, Chapter 5*

Display	Checkpoints	Corrective Actions	Reference Page
Clean the slit glass for original fed from DP. (*Clean the slit glass for original fed.*)	—	Rub the slit glass with the included dry cleaning cloth.	Refer to *Operation Guide*, *Chapter 5*
Check the waste punch box. (*Check Punch Hole box.*)	Is the optional 3000 sheet document finisher waste punch box securely fastened?	Refer to the optional 3000 sheet document finisher *Operation Guide* to securely fasten the waste punch box.	—
Empty waste punch box.	Is the container for hole punch waste paper in the optional 3000 sheet document finisher full?	Refer to the optional 3000 sheet document finisher *Operation Guide* to empty the waste punch box.	—
Out of staples. *Add staples.* (*Stapler empty.* *Add staples.*)	Is the optional document finisher or 3000 sheet document finisher out of staples?	Refer to the optional document finisher or 3000 sheet document finisher *Operation Guide* to refill staples.	—
Time for maintenance.	—	Periodic maintenance is required to maintain the equipment in good condition. Contact your Service Representative or Authorized Service Center promptly.	—
Paper misfeed.	—	If a paper jam occurs, the location of the jam will be indicated on the touch panel and the machine will stop. Leaving the main power switched on (| position) follow the instructions to remove the jammed paper.	Refer to *Operation Guide*, *Chapter 6*
Remove paper from inner tray of Finisher.	Is there any paper left in the optional document finisher or 3000 sheet document finisher?	Remove all paper left in the optional document finisher or 3000 sheet document finisher.	—
Remove paper from the folding unit of the Finisher.	Is there any paper left in the folding unit of the optional 3000 sheet document finisher?	Refer to the optional 3000 sheet document finisher *Operation Guide* to remove all paper left in the ejection section of the folding unit.	—
Staple jam.	Is the optional document finisher or 3000 sheet document finisher experiencing a staple jam?	Refer to the optional document finisher or 3000 sheet document finisher *Operation Guide* to remove the jammed staple.	—
System error. *Call service.*	Is it re-displayed after opening and closing the front cover, turning off and on the main power switch, and plugging out and plugging in the power plug in the power outlet?	Make a note of this message (*C* followed by a number). Switch off the power (○ position), unplug the power cord, and contact your Service Representative or Authorized Service Center.	—
Paper cassette is out of order. *Select another paper cassette.* (*Paper cassette is out of order.* *Select other paper cassette.*)	—	The cassette in use has a problem and is temporarily unavailable. Contact your Service Representative or Authorized Service Center promptly. To continue copying, use another cassette.	—
System error. *Main Power Switch Off / On.*	—	A system error has occurred. Turn the main power switch off and on again.	—

Display	Checkpoints	Corrective Actions	Reference Page
HDD error. *Cannot activate Job Accounting mode.*	Is it re-displayed after opening and closing the front cover, turning off and on the main power switch, and plugging out and plugging in the power plug in the power outlet?	A hard disk error has occurred. Contact your Service Representative or Authorized Service Center.	—
Please wait. *Remote edit.* (*Please wait.* *Remote editing.*)	Is Job account editing being done from a network connected computer?	Copying is not possible until editing is complete.	—
Security key is not recognized.	Is it re-displayed after opening and closing the front cover, turning off and on the main power switch, and plugging out and plugging in the power plug in the power outlet?	Contact your Service Representative or Authorized Service Center.	—

Printer Error Messages

If the Printer mode touch panel displays any of these messages after pressing the **Printer** key, follow the corresponding procedure.

Display	Checkpoints	Corrective Actions	Reference Page
Load Paper. *### size (###)*	Does the print data match the feed paper size and paper type?	Replace the size or type of source paper. To change the paper source, select paper source from the touch panel and press [GO]. To print on the loaded paper, press the **Printer** key and press [GO]. To cancel printing, press the **Printer** key and press [Cancel].	Refer to *Operation Guide*, *Chapter 2*
Use alternative? *Press GO.*	—	Displayed when paper source is changed. Press [GO].	—
Set paper Press GO.	—	This mode supplies paper one sheet at a time even if multiple sheets have been loaded. To feed each sheet, press [GO].	—
Load Paper.	Is the paper source empty?	Load more paper.	Refer to *Operation Guide*, *Chapter 2*
Out of staples. *Add staples.* (*Stapler empty.* *Add staples.*)	Is the optional document finisher or 3000 sheet document finisher out of staples?	Refer to the optional document finisher or 3000 sheet document finisher *Operation Guide* to refill staples.	—
Call service.	—	An internal error has occurred. Contact your Service Representative or Authorized Service Center.	—
Account ID mismatch.	—	No matching ID-code found. Verify the registered ID-code using the driver.	—

Display	Checkpoints	Corrective Actions	Reference Page
Exceeded print quantity limit.	Is the maximum limit for printing as specified in Job Accounting mode exceeded?	To perform printing, reconfigure Job Accounting for the machine.	page *8-4*
Error has occurred. Change to printer screen and check.	—	Shown when a printer error has occurred when other modes are currently being displayed. Press the **Printer** key to switch to the printer screen and display the specific error message.	—
RAM disk error Press GO. Code: ##	—	(For further details, refer to *RAM Disk Error* on page *9-14*.)	page *9-14*
Memory Card error Press GO. Code: ##	—	(For further details, refer to *Memory Card Errors* on page *9-14*.)	page *9-14*
HARD DISK error Press GO. Code: ##	—	(For further details, refer to *Hard Disk Errors* on page *9-14*.)	page *9-14*
KPDL error Press GO.	—	Unable to continue processing current print job. From the printer menu, open *KPDL Error Print* and select [On] to print an error report.	page *3-11*
		Press [GO] to print data up to the point of error. If resume time has been configured for Auto Continue, printing resumes automatically after the set time has elapsed.	
Memory card error Insert again.	Was the memory card (CompactFlash) removed during printer configuration?	Insert the memory card. When inserting the memory card, turn off the main power switch.	page *3-27*
Insert the same Memory card.	—	Memory card (CompactFlash) could not be recognized when reading data from the memory card. Re-insert the memory card. When inserting the memory card, turn off the main power switch.	page *3-27*
Format error Memory card.	—	The inserted memory card (CompactFlash) requires formatting. Format the memory card.	page *3-27*
Option interface error Code: ##	Is the installed option interface slot incorrect?	Switch the main power switch to off (O position) and install in the correct slot.	—
File not found Press GO.	—	A file error has occurred. Press [GO].	—
Read Fonts: Failed	—	Unable to read font data. Try the font data read operation again.	page *3-29*
Read macro: Failed	—	Unable to read macro data. Try the macro data read operation again.	page *3-29*
Warning Low memory.	—	Memory is low. Print the status page to confirm the current printer memory capacity. Delete unnecessary font or macro data.	—

Display	Checkpoints	Corrective Actions	Reference Page
Warning image adapt.	—	Printing not possible at currently set resolution due to insufficient memory. Add memory to the printer or change the print resolution.	—
Print overrun Press GO.	—	Overrun has occurred due to insufficient memory.	—
		Press the **Printer** key to switch to printer mode. Press [GO] to continue printing. Press [Cancel] to cancel printing.	
		If resume time has been configured for Auto Continue, printing resumes automatically after the set time has elapsed. After displaying this message, Page Protect mode is automatically set to [On].	
Memory overflow Press GO.	—	The current print job cannot be processed due to insufficient free memory.	—
		Press the **Printer** key to switch to printer mode. Press [GO] to continue printing. The remaining pages will be printed up to the final processed data. Press [Cancel] to cancel printing.	
		If RAM Disk is enabled, decrease the RAM disk size. Additional printer memory is recommended if this error frequently occurs. For additional printer memory, contact your Service Representative or Authorized Service Center. If resume time has been configured for Auto Continue, printing resumes automatically after the set time has elapsed.	
Virtual mailbox full.	—	Insufficient virtual mailbox space. Print the data stored in the virtual mailbox.	page *3-37*
Interface occupied.	Is the selected interface currently in use?	Try the operation again later.	—
Opt. ROM error Press GO.	—	An option ROM read error has occurred. Press the **Printer** key and press [GO]. The error is cleared.	—
Format error Hard Disk.	—	Format the Hard Disk.	page *3-33*
Check the waste punch box. (*Check Punch Hole box.*)	Is the optional 3000 sheet document finisher waste punch box securely fastened?	Refer to the optional 3000 sheet document finisher *Operation Guide* to securely fasten the waste punch box.	—

Memory Device Error Messages

RAM Disk Error

If *RAM disk error Press GO* is displayed, verify the error code (numeric) and refer to the following table.

Code	Detail Contents
01	Format error. Cycle the system power.
02	Ram disk mode is set to [Off]. Set RAM Disk mode to [On].
03	A write error has occurred. Write protect is enabled. Disable write protect.
04	Insufficient RAM disk space to complete this operation. Move or delete data stored in the RAM disk to increase available space.
05	File not found. Check whether the specified file name exists in the RAM disk.
06	Insufficient system memory. Install more memory.
98	Unable to read data during sort operation. The saved job data is corrupt.

Memory Card Errors

If *Memory Card error Press GO* is displayed, verify the error code (numeric) and refer to the following table.

Code	Detail Contents
01	Format error. Format the memory card again.
02	Memory card insertion error. Re-insert the memory card.
03	A write error has occurred. Write protect is enabled. Disable write protect.
04	Insufficient memory card space to complete this operation. Move or delete data stored on the memory card to increase available space.
05	File not found. Check whether the specified file name exists in the memory card.

Hard Disk Errors

If *HARD DISK error Press GO* is displayed, verify the error code (numeric) and refer to the following table.

Code	Detail Contents
01	Format error. Format the hard disk again.
02	Hard disk connection error. Verify the hard disk connections.
03	A write error has occurred. Write protect is enabled. Disable write protect.
04	Insufficient space on hard disk to complete this operation. Move or delete data stored on the hard disk to increase available space.
05	File not found. Check whether the specified file name exists in the hard disk.
06	Insufficient system memory. Install more memory.
20	Hard disk is installed to the wrong slot. Install in a hard disk compatible slot.
85	Invalid virtual mailbox tray name. Specify a valid name.
86	Invalid virtual mailbox password. Enter the correct password.
88	Invalid data in the virtual mailbox. The saved job data is corrupt.
97	Maximum number of register jobs exceeded. Additional jobs cannot be saved. Increase the maximum number of registered jobs or maximum allowed space usage.
98	Invalid data in the job. The saved job data is corrupt.

Scanner Error Messages

If the Scanner mode touch panel displays any of these messages after pressing the **Scanner** key, follow the corresponding procedure.

Display	Checkpoints	Corrective Actions	Reference Page
Unable to use scanner.	Is the network cable connected properly?	Confirm the network cable is properly connected. If the scanner has just been started, try again later (approximately 2 minutes).	Refer to *Operation Guide*, *Chapter 2*
Unable to find destination PC. Check the PC.	Is Scanner File Utility running on the computer being used?	Launch Scanner File Utility to enable receive status.	page *6-6*
This name is already in use. Input new name again.	—	Change the name and re-enter.	—
This number is already in use. Input new number again.	—	Change the number and re-enter.	—
Registration full. You can not add any more. (*Registration full. Cannot register anymore.*)	—	Delete unnecessary entries before registering a new entry.	—
E-mail size, exceeds data capacity. (*E-mail size exceeds send capacity limit.*)	—	Resend after decreasing the number of sheets to be transmitted or decreasing resolution.	—
Destination address is not being registered. (*This number is not registered. Input number again.*)	—	The specified number does not exist. Check the number and try again.	Refer to *Operation Guide*, *Chapter 2*
Unable to find SMTP server. Contact administrator.	Is the network cable connected properly?	Confirm the network cable is properly connected. If the scanner has just been started, try again later (approximately 2 minutes).	—
	Is the SMTP server running?	Contact your system administrator or support personnel.	—
SMTP Authentication error. Contact administrator.	Have the correct login account name and password for SMTP authentication been set?	Contact your system administrator or support personnel.	—
Unable to find PC for personal address list. Check the PC.	Is Address Book for Scanner running on the computer?	Launch Address Book for Scanner.	—
	Is the network properly connected on the specified computer?	Confirm the computer is properly connected to the network.	—
	Is the network cable properly connected to the scanner network interface?	Confirm the network cable is properly connected to the scanner network interface.	Refer to *Operation Guide*, *Chapter 2*
Network scanner system error.	—	Switch the device off and back on again.	—

Display	Checkpoints	Corrective Actions	Reference Page
Communication error.	Scan to PC: Sending computer status.	Try retransmitting.	—
	E-Mail Send: Is the SMTP server running?	Contact your system administrator.	—
	Database Connection: Save destination computer status.	An unsupported response was received from DB Assistant. Check the computer running DB Assistant.	—
Destination PC's system error.	Destination PC computer status.	Try retransmitting.	—
The file was not saved. Check the destination PC.	Has the maximum hard disk usage set by Scanner File Utility at the destination PC been exceeded?	Increase available space and try again.	—
	Are you trying to send from multiple scanners using the same filename?	Try again later or change the filename.	—
Destination PC's application is out of order.	Is Scanner File Utility running on the destination PC?	Launch Scanner File Utility.	page *6-6*
Destination PC is in use. Try again later.	—	A connection currently exists between the destination PC and a scanner. Try retransmitting later.	—
PC's version of personal address list is different. Contact administrator.	Is the Address Book for Scanner version different?	Contact your system administrator or support personnel.	—
PC of personal address list is in use. Try again later. (*PC's version of personal address list is in use. Try again later.*)	—	A connection current exists between the specified Address Book for Scanner and a scanner. Try making the selection again later.	—
Sender (user) is not registered. Contact administrator.	Is the sender (user) registered as User No. 001 in the scanner's sender (user) list?	Create a new user number 001 entry or select another user after setting the scanner default for *Selec. of senders (users)* to [Off].	Refer to *Operation Guide*, *Chapter 2*
No Destination address being registered. (*Destination address has not being registered.*)	Is the specified destination registered?	Create a new entry or select another destination.	—
Wrong password. (*Incorrect password.*)	—	Enter the correct password.	—
Check domain name and host name.	Scanner domain name, host name not set.	Check if domain name and host name have been configured.	page *5-6*
Overflow of original pages. Scanned documents were sent.	Limit of 999 pages that can be sent at 1 time has been exceeded.	Send the excess pages separately. Depending on 2-sided or book original settings, the maximum sheets that can be sent may be 998 pages.	—
Check the DB Assistant PC. Contact administrator.	—	DB Assistant not found. Make sure that DB Assistant is running on the PC which has DB Assistant installed.	—
DB Assistant Server version is different. Contact administrator.	Is the DB Assistant version different?	Contact your system administrator or support personnel.	—

Display	Checkpoints	Corrective Actions	Reference Page
DB Assistant Server error. Contact administrator.	—	An error has occurred with DB Assistant or the computer running DB Assistant. Communication cannot continue. Check the computer running DB Assistant.	—
DB Assistant Server is in use. Try again later.	—	DB Assistant currently connected to another scanner. Try connecting again later.	—
Unable to find FTP server. Contact administrator.	Is the network cable connected properly?	Confirm the network cable is properly connected.	Refer to *Operation Guide*, *Chapter 2*
	Is the FTP server running?	Contact your server administrator or support personnel.	—
Unable to Log in to the FTP Server	—	FTP server login failed. Make sure username and password have been configured.	page *5-26*
The Path attempted to use for saving does not exist	—	Save folder does not exist or path to save folder is incorrect. Verify that the FTP server save folder and the path registered in the machine are matching.	page *5-26*
Error occurred at FTP Server Please contact Administrator	—	FTP server returned an unexpected error. Unable to save. Ask your server administrator to verify that the logged in user account has write permissions.	—
POP3 server not found. Contact Administrator.	Is the network cable connected properly?	Confirm the network cable is properly connected.	Refer to *Operation Guide*, *Chapter 2*
	Is the POP3 server running?	Start the POP3 server.	—
Unable to find POP3 server. Contact Administrator.	Are the POP3 user account or password correct?	Verify the POP3 user account and password.	Refer to *Operation Guide*, *Chapter 2*
Unable to Log in to the POP3 Server. Confirm the login account and password for SMTP TX authen.			
Error occurred at POP3 Server. Contact Administrator.	—	Verify POP3 server settings.	—

Scanner Error Codes

Below is a list of scanner send log error codes and their corrective actions.

Error Code	Detail Contents	Corrective Actions	Reference Page
E001	User initiated cancel during send.	—	—
E010	Connection to destination PC lost during data transmission (an error greater than E011 has occurred that cannot be further categorized). Or, connection to the computer running Address Book for Scanner (Private Address Book) has been lost.	• Confirm that there is no link fault by checking whether the network cable is properly connected. • Check that the destination PC is running properly.	Refer to *Operation Guide*, *Chapter 2*
E011	Transmission aborted due to error in transmitted image data.	Retry the operation.	—
E012	Access to Address Book for Scanner (Private Address Book) data during image transmission was lost due to a line fault.	Check that the computer running Address Book for Scanner (Private Address Book) is properly connected.	—
E020	Connection to SMTP server lost while opening E-mail transmission.	Confirm that there is no link fault by checking whether the network cable is properly connected. Otherwise, ask your system administrator or support personnel to check that the SMTP server is working properly.	Refer to *Operation Guide*, *Chapter 2*
E021	Receive blocking is configured at the e-mail destination or e-mail address not allowed as a destination in destination permission settings.	• Check the list of restricted destination domain settings and adjust setting as necessary. • Check that the destination e-mail address has been correctly entered.	page *5-20*
E022	Recipient(s) list includes e-mail address not recognizable by SMTP server.	Check that the destination e-mail address has been correctly entered.	—
E023	SMTP server not functioning correctly.	Ask system administrator or support personnel to verify SMTP server is functioning properly.	—
E024	SMTP Authentication error.	Check with the system administrator that the user account and password used in SMTP authentication are correctly configured.	page *5-8*
E030	Unable to recognize destination PC. Scanner File Utility not running or already connected to another scanner.	• Verify that Scanner File Utility is running on the destination PC and if it is currently connected to another scanner. • Confirm that there is no link fault by checking whether the network cable is properly connected.	Refer to *Operation Guide*, *Chapter 2*
E031	Scanner password and destination PC password do not match when preparing for image transmission.	Check the destination PC password.	—
E032	During Scan to PC, destination PC hard disk usage limit exceeded.	Try again after increasing available space on the destination PC hard disk.	—
E033	Version of the Scanner File Utility is different.	Check the Scanner File Utility version.	—
E034	Scanner File Utility connected to another scanner. Send failed.	Try Scan to PC again after closing connection to another scanner.	—
E035	No match for Scanner File Utility folder number during group send. Configuration change was made during send operation.	Check the Scanner File Utility settings.	page *6-9*

Error Code	Detail Contents	Corrective Actions	Reference Page
E036	During scanned image compression, compressed data overran available memory.	Decrease data size as follows and try again. • Decrease resolution. • Set image quality to OCR. • Decrease number of pages scanned in one operation.	—
E039	Invalid command received from computer during Scan to PC. An unexpected condition has occurred on the destination PC.	• Check that the Scanner File Utility on the destination PC is running properly. • Confirm that no other programs to receive network data are running on the computer other than Scanner File Utility. • Resolve the error condition on the destination PC.	—
E059	Invalid command received from computer. There is problem with the computer running Address Book for Scanner (Private Address Book).	• Confirm that Address Book for Scanner (Private Address Book) is running properly on the destination PC. • Confirm that no other programs to receive network data are running on the computer other than Address Book for Scanner (Private Address Book). • Resolve the error condition on the destination PC.	—
E061	An error has occurred for one of the group members (destinations) when group is selected during Send E-Mail or Scan to PC.	Check the group member (destination)'s computer and correct any problems.	—
E080	The network cable is not connected properly.	Confirm the network cable is properly connected. Also, ask system administrator or support personnel to verify FTP server is functioning properly.	Refer to *Operation Guide*, *Chapter 2*
E081	FTP server login failed.	Make sure username and password have been configured.	page *5-26*
E082	Save folder does not exist or path to save folder is incorrect.	Verify that the FTP server save folder and the path registered in the machine are matching.	—
E083	FTP server returned an unexpected error.	Unable to save. Ask your server administrator to verify that the logged in user account has write permissions.	—
E090	POP3 server not found.	• Check that the POP3 server is running properly. • Confirm that there is no link fault by checking whether the network cable is properly connected.	Refer to *Operation Guide*, *Chapter 2*
E091	Unable to login to POP3 server - POP3 server user account or password incorrect.	Change the POP3 server user account or password.	page *5-6*
E092	Error occurred at POP3 server.	Verify POP3 server settings.	—
E101	Error occurred when multiple destinations selected.	Check for error for each individual selection and resolve the error condition.	—

Appendix

This chapter covers the following topics.

Paper

Basic Paper Specifications

This machine is designed to print on standard printing paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or paper wrinkling.

Use the MP tray for transparencies, labels, envelopes, and similar types of paper.

NOTE: Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content requirements. 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 any problems arising from the use of paper that does not conform to these specifications.

Usable Paper Types

Use standard copier paper for regular copiers or laser printers. The print quality will vary depending on the paper quality. Poor quality paper may cause unsatisfactory printing results.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Item	Specifications
Weight	Cassettes: 60 - 105 g/m^2 MP tray: 60 - 220 g/m^2
Thickness	0.086 - 0.110 mm
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture Content	4 - 6 %
Paper Grain	Long grain (paper supply direction)
Pulp content	80 % or more

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Paper Condition

Avoid using paper with bent corners or paper that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause paper jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as this may damage the drum or fusing unit.

Constituent components

Do not use coated or surface-treated papers, or paper that contains plastic or carbon. These paper may produce harmful fumes from the heat of copying and may damage the drum.

For standard paper, choose paper with at least 80 % pulp content. Select products with less than 20 % cotton or other fiber content.

Paper size

The cassettes and MP tray support the following paper sizes.

Measurements in the table take into account a dimensional variance of ±0.7 mm for length and width. Corner angles must be 90° ±0.2°.

MP Tray	Cassette or MP Tray
B6R (128 × 182 mm)	A3 (297 × 420 mm)
Postcard (100 × 148 mm)	B4 (257 × 364 mm)
Return postcard (148 × 200 mm)	A4 (297 × 210 mm)
Executive (7 1/4 × 10 1/2")	A4R (210 × 297 mm)
Envelope DL (110 × 220 mm)	B5 (257 × 182 mm)
Envelope C5 (162 × 229 mm)	B5R (182 × 257 mm)
Envelope C4 (229 × 324 mm)	A5R (148 × 210 mm)
ISO B5 (176 × 250 mm)	Folio (210 × 330 mm)
Comm.#10 (4 1/8 × 9 1/2")	11 × 17"
Comm.#9 (3 7/8 × 8 7/8")	8 1/2 × 14"
Comm.#6-3/4 (3 5/8 × 6 1/2")	11 × 8 1/2"
Monarch (3 7/8 × 7 1/2")	8 1/2 × 11"
YOUKEI 2 (114 × 162 mm)	5 1/2 × 8 1/2"
YOUKEI 4 (105 × 235 mm)	8 1/2 × 13"
Input size (3 7/8 × 5 7/8" - 11 5/8 × 17") (98 × 148 - 297 × 432 mm)	8 1/2 × 13 1/2"
	8K (273 × 394 mm)
	16K (273 × 197 mm)
	16KR (197 × 273 mm)

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.

Appropriate paper weight is 60 - 105 g/m^2 (16 - 28 lb/ream) for cassettes or 60 - 220 g/m^2 (16 - 58.5 lb/ream) for MP tray.

Thickness

Avoid using paper that is too thick or thin. Signs that paper may be too thin include frequent problems with paper jams or with several sheets being supplied at once. Paper jams may also indicate that the paper is too thick. The proper thickness is between 0.086 and 0.110 mm.

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 copy contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6 %.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.

- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.

- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.

- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.

- Do not store paper where it is exposed to heat, sunlight, or damp conditions.

Paper Grain

Paper is cut into sheets either with the grain running parallel to the length (long grain) or with the grain parallel to the width (short grain). Avoid using short-grain paper because it may be supplied incorrectly; use long-grain paper.

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 in one direction 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 the printing process, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: The printed page contrast varies depending on the whiteness of the paper. 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 cutting 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: Use of the following paper types is not recommended, even if they conform to basic specifications. Before using these kinds of paper, purchase a small amount first for testing purposes.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Overhead transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper (from 60 g/m^2 to 64 g/m^2 or less)
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Postcards
- Thick paper (from 106 g/m^2 to 220 g/m^2 or less)
- Label paper
- Coated paper
- Rough paper
- High Quality paper

Choose products for these kinds of paper and media that are specifically designed for use in copiers or page printers (such as laser printers). Use the MP tray for transparencies, thin or thick paper, envelopes, and postcards.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, copy 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 printing quality is satisfactory. General precautions when copying onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or characteristics of special paper.

When using special paper, set the paper type to use the cassette or MP tray. (Refer to *Specifying the Paper Type* on page *7-15* and *Specifying the Paper Type* in *Chapter 2* of *Operation Guide*.)

Overhead transparencies

Transparencies must be able to withstand the heat of printing.

Transparencies must meet the following conditions.

Item	Specifications
Heat resistance	Must withstand at least 190 °C.
Thickness	0.100 - 0.110 mm
Quality	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid printing problems, supply overhead transparencies from the MP tray. Always place in the vertical direction (with the long edge of the paper facing toward the machine).

If transparencies jam frequently at the ejector, try gently pulling the leading edge of sheets as they are ejected.

Postcards

Before loading postcards in the MP tray, fan and align the edges. If the postcard paper is curled, straighten it before loading. Copying onto curled postcards may cause jams.

Do not use perforated return postcards.

Some postcards may still have rough edges on the back side caused during paper cutting. Remove any such rough edges by placing the postcards on a flat surface and rubbing the edges gently a few times with a ruler.

Burrs

Burrs
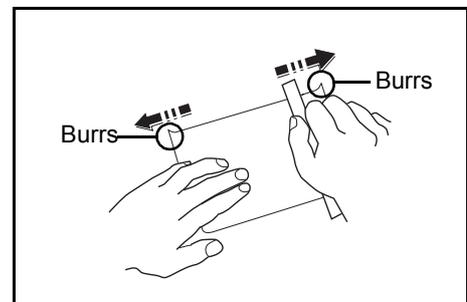
Envelopes

Always use the MP tray for envelopes.

Due to the structure of envelopes, in some instances, printing evenly over the entire surface may not be possible. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through it. Before purchasing envelopes in volume, try testing a sample to ensure the printing 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 envelopes in which the adhesive is exposed after the top layer is peeled off. Serious damage may be occur if the paper covering the adhesive comes off in the machine.

Do not use envelopes with certain special designs. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with open or film-covered windows.

If paper jams occur, load fewer envelopes at a time.

To prevent paper jams when copying onto multiple envelopes, do not allow more than ten envelopes remain in the output tray at a time.

Thick paper

Before loading thick paper in the MP tray, fan it and align the edges. Some thick paper may still have rough edges developed by paper cutter on the back side. Remove any such rough edges like for *Postcards* 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 does not feed correctly even after it is smoothed, load the paper in the MP tray with the leading edge curled up a few millimeters as shown in the figure.
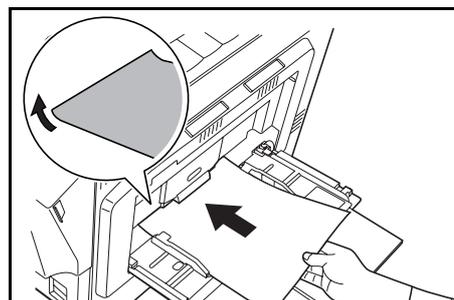
Colored Paper

Colored paper must meet the conditions as shown in page *2* of the *Appendix*. In addition, the pigments in the paper must be able to withstand the heat of copying (up to 200 °C or 392 °F).

Preprinted Paper

Preprinted paper must meet the conditions as shown in page *2* of the *Appendix*. The colored ink must be able to withstand the heat of printing and resistant to silicone oil. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Except for whiteness, recycled paper must conform to the specifications listed in page *2* of the *Appendix*.

NOTE: Before purchasing recycled paper in volume, try testing a sample to verify the printing quality.

Intercompatibility of Functions

Combine the various functions to provide even greater usage efficiency.

Intercompatibility of Copier Functions

Refer to the following charts for a list of functions that may be used in combination.

The columns below are the **Secondary Functions**, grouped as: (Duplex/Split Mode: One-sided to Two-sided … Book to One-sided), (Select original size: Standard/Other Standerd Size … Custom size), (Reducing/enlarging: Equal size (100%) … Manual zoom), (Image Quality: Text + Photo … Map). The rows are the **Primary Function**.

Primary Function	Auto color	Full-color	Black/White	Color Balance Adjust	Hue Adjust	One touch Image Adjust	Color/B&W selection	MonoColor Copy	Selection of Paper	One-sided to Two-sided	Two-sided to Two-sided	Book to Two-sided	Two-sided to One-sided	Book to One-sided	Standard/Other Standerd Size	Input size	Auto Detect	Custom size	Combine mode	Auto Exposure mode	Manual Exposure mode	Background Exposure Adjust	Equal size (100%)	XY zoom	Auto zoom	Manual zoom	Auto Selection mode copying (mixed finish sizes) †	Auto Selection mode copying (same finish size) †	Batch Scanning	Text + Photo	Photo	Print	Text	Map
Auto color	■	Y	Y	Y	Y	Y	36	64	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Full-color	Y	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	44	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Black/White	Y	Y	■	41	40	39	36	37	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	71	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Color Balance Adjust	Y	Y	38	■	Y	N	Y	37	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	41	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Hue Adjust	Y	Y	38	Y	■	N	Y	37	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	40	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
One touch Image Adjust	Y	Y	38	N	N	■	Y	37	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	39	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Color/B&W selection	36	Y	38	Y	Y	Y	■	36	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
MonoColor Copy	Y	Y	38	37	37	37	36	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Selection of Paper	Y	Y	Y	Y	Y	Y	Y	Y	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	30	Y	Y	Y	Y	Y	Y	Y	Y
One-sided to Two-sided	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	Y	Y	Y	Y	Y	Y
Two-sided to Two-sided	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	■	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	Y	Y	Y	Y	Y
Book to Two-sided	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	■	N	N	50	14	Y	14	15	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	Y	Y
Two-sided to One-sided	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	■	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	Y	Y	Y	Y	Y
Book to One-sided	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	■	50	14	Y	14	15	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	Y	Y
Standard/Other Standerd Size	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	55	Y	55	■	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	Y	Y
Input size	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	20	Y	20	N	■	N	N	31	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	Y	Y
Auto Detect	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	■	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Custom size	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	20	Y	20	N	N	N	■	31	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	Y	Y
Combine mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	53	Y	53	Y	31	Y	31	■	Y	Y	Y	Y	Y	Y	2	12	12	Y	Y	Y	Y	Y	Y
Auto Exposure mode	Y	43	Y	41	40	39	N[1]	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	N	48	Y	Y	Y	Y	Y	Y	Y	Y	49	49	Y	49
Manual Exposure mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Background Exposure Adjust	Y	Y	38	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	44	Y	■	Y	Y	Y	Y	Y	Y	Y	Y	48	48	Y	N[1]
Equal size (100%)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y	■	N	N	N	3	2	Y	Y	Y	Y	Y	Y
XY zoom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y	N	■	N	N	3	2	Y	Y	Y	Y	Y	Y
Auto zoom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y	N	N	■	N	3	Y	Y	Y	Y	Y	Y	Y
Manual zoom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	Y	Y	N	N	N	■	3	2	Y	Y	Y	Y	Y	Y
Auto Selection mode copying (mixed finish sizes) †	Y	Y	Y	Y	Y	Y	Y	Y	12	12	Y	12	Y	12	12	12	Y	12	12	Y	Y	Y	3	3	3	3	■	N	Y	Y	Y	Y	Y	Y
Auto Selection mode copying (same finish size) †	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	12	12	12	Y	12	12	Y	12	12	Y	Y	Y	2	2	Y	2	N	■	32	Y	Y	Y	Y	Y
Batch Scanning	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	26	■	Y	Y	Y	Y	Y
Text + Photo	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	N	N	N	N
Photo	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	48	Y	Y	Y	Y	Y	Y	Y	N	■	N	N	N
Print	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	48	Y	Y	Y	Y	Y	Y	Y	N	N	■	N	N
Text	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	■	N
Map	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	■
Margin mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Centering Originals	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Page Numbering	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	Y	Y	Y	Y
Poster	Y	Y	Y	Y	Y	Y	35	Y	Y	35	35	35	35	35	Y	Y	Y	Y	Y	35	35	Y	35	35	35	35	35	35	Y	Y	Y	Y	Y	Y
Sort mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Offset mode (per page)	Y	Y	Y	Y	Y	Y	Y	66	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Offset mode (per set)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Border erase — Sheet Erase	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	6	Y	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y
Border erase — Book Erase	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	6	Y	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y
Border erase — Separate Border Erase	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	6	Y	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y
Cover Mode	Y	Y	Y	Y	Y	Y	36	Y	Y	Y	Y	Y	Y	Y	Y	23	Y	23	24	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	Y	Y
Booklet from Sheets	Y	Y	Y	Y	Y	Y	36	Y	Y	10	10	10	10	10	65	19	Y	19	22	Y	Y	Y	Y	Y	Y	2	12	12	Y	Y	Y	Y	Y	Y
Booklet from Facing Pages	Y	Y	Y	Y	Y	Y	36	Y	Y	10	10	10	10	10	50	19	Y	19	22	Y	Y	Y	54	54	Y	54	12	12	Y	Y	Y	Y	Y	Y

† This operation requires the optional document processor.

Secondary Functions — (columns "Sheet Erase", "Book Erase", "Separate Border Erase" belong to group *Border erase*; columns "Job separator", "Top tray", "Tray A", "Tray B", "Tray C", "Tray 1 - 7" belong to group *Output destination*.) The last column names the **Primary Function**; the right-hand *Group* column shows the primary-function grouping.

Margin mode	Centering Originals	Page Numbering	Poster	Sort mode	Offset mode (per page)	Offset mode (per set)	Sheet Erase	Book Erase	Separate Border Erase	Cover Mode	Booklet from Sheets	Booklet from Facing Pages	Auto Rotation	OHP Backing Sheet Mode	Proof Copy	Memo Mode	EcoPrint	Original Orientation	Inverted Copying	Mirror Copying	Preparing a Job for Repeat Copy	Job separator	Top tray	Tray A	Tray B	Tray C	Tray 1 - 7	Sharpness Adjust	Stapling	Punching	Bind & Fold	Image Repeat Copy	Interrupt Mode	Primary Function	Group
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	34	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Auto color	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Full-color	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Black/White	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Color Balance Adjust	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Hue Adjust	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	One touch Image Adjust	
Y	Y	Y	35	Y	N[1]	Y	Y	Y	Y	36	36	36	Y	36	36	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	33	Color/B&W selection	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	MonoColor Copy	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Selection of Paper	
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	10	10	Y	11	Y	Y	Y	Y	13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	One-sided to Two-sided	Duplex/Split Mode
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	10	10	Y	11	Y	Y	Y	Y	13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Two-sided to Two-sided	Duplex/Split Mode
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	10	10	Y	11	Y	N[1]	Y	9	13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Book to Two-sided	Duplex/Split Mode
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	10	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Two-sided to One-sided	Duplex/Split Mode
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	10	10	Y	Y	Y	N[1]	Y	9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Book to One-sided	Duplex/Split Mode
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	65	55	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Standard/Other Standerd Size	Select original size
Y	Y	Y	Y	Y	Y	Y	6	6	6	23	20	20	Y	28	Y	31	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Input size	Select original size
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Auto Detect	Select original size
Y	Y	Y	Y	Y	Y	Y	6	6	6	23	20	20	Y	28	Y	31	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Custom size	Select original size
5	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	24	22	22	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	45	Y	Y	Y	47	Y	Combine mode	
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	63	Y	Auto Exposure mode	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Manual Exposure mode	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Background Exposure Adjust	
Y	Y	Y	56	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	56	Y	Equal size (100%)	Reducing/enlarging
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	56	Y	XY zoom	Reducing/enlarging
Y	Y	Y	56	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	56	Y	Auto zoom	Reducing/enlarging
Y	Y	Y	56	Y	Y	Y	Y	Y	Y	Y	2	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	56	Y	Manual zoom	Reducing/enlarging
Y	Y	12	35	Y	Y	Y	7	7	7	12	12	12	Y	12	Y	12	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	N[1]	47	Y	Auto Selection mode copying (mixed finish sizes) †	
Y	Y	Y	35	Y	Y	Y	7	7	7	12	12	12	Y	12	Y	12	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	47	Y	Auto Selection mode copying (same finish size) †	
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Batch Scanning	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Text + Photo	Image Quality
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Photo	Image Quality
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Print	Image Quality
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Text	Image Quality
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Map	Image Quality
■	N	Y	35	Y	Y	Y	Y	Y	Y	Y	4	4	Y	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Margin mode	
N	■	Y	35	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Centering Originals	
Y	Y	■	35	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Page Numbering	
35	35	35	■	Y	Y	Y	35	35	35	35	35	35	Y	35	Y	35	Y	Y	35	Y	N[1]	Y	Y	Y	Y	Y	Y	45	N[1]	N[1]	35	47	33	Poster	
Y	Y	Y	Y	■	Y	Y	Y	Y	Y	Y	17	17	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Sort mode	
Y	Y	Y	Y	Y	■	N	Y	Y	Y	Y	26	26	Y	26	Y	Y	Y	Y	Y	Y	Y	69	69	Y	N[1]	N[1]	N[1]	Y	N	Y	N	61	Y	Offset mode (per page)	
Y	Y	Y	Y	Y	N	■	Y	Y	Y	Y	26	26	Y	26	Y	Y	Y	Y	Y	Y	Y	69	69	Y	N[1]	N[1]	N[1]	Y	N	Y	N	61	Y	Offset mode (per set)	
Y	Y	Y	35	Y	Y	Y	■	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Sheet Erase	Border erase
Y	Y	Y	35	Y	Y	Y	N	■	N	Y	8	Y	Y	Y	Y	Y	Y	9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Book Erase	Border erase
Y	Y	Y	35	Y	Y	Y	N	N	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y	Separate Border Erase	Border erase
Y	Y	Y	35	Y	Y	Y	Y	Y	Y	■	17	17	Y	18	Y	24	Y	Y	25	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N[1]	47	Y	Cover Mode	
4	Y	Y	35	17	16	16	8	Y	17	Y	■	N	Y	11	Y	22	Y	Y	13	Y	Y	Y	Y	Y	Y	Y	Y	45	21	21	Y	47	Y	Booklet from Sheets	
4	Y	Y	35	17	16	16	Y	Y	Y	17	N	■	Y	11	Y	22	Y	9	13	Y	Y	Y	Y	Y	Y	Y	Y	45	21	21	Y	47	Y	Booklet from Facing Pages	

(The overall row grouping on the right is labelled "Primary Function". ■ denotes the shaded self-intersection cell.)

Primary Function	Auto color	Full-color	Black/White	Color Balance Adjust	Hue Adjust	One touch Image Adjust	Color/B&W selection	MonoColor Copy	Selection of Paper	One-sided to Two-sided	Two-sided to Two-sided	Book to Two-sided	Two-sided to One-sided	Book to One-sided	Standard/Other Standard Size	Input size	Auto Detect	Custom size	Combine Mode	Auto Exposure mode	Manual Exposure mode	Background Exposure Adjust	Equal size (100%)	XY zoom	Auto zoom	Manual zoom	Auto Selection mode copying (mixed original sizes) †	Auto Selection mode copying (all same size) †	Batch Scanning	Text + Photo	Photo	Print	Text	Map
Auto Rotation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OHP Backing Sheet Mode	Y	Y	Y	Y	Y	Y	36	Y	Y	11	11	11	Y	Y	Y	28	Y	28	42	Y	Y	Y	Y	Y	Y	Y	12	12	Y	Y	Y	Y	Y	Y
Proof Copy	Y	Y	Y	Y	Y	Y	36	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Memo Mode	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	Y	N1	Y	31	Y	31	N	Y	Y	Y	Y	51	Y	Y	12	12	Y	Y	Y	Y	Y	Y
EcoPrint	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Original Orientation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	52	Y	52	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Inverted Copying	34	N1	Y	N1	N1	N1	N1	N1	Y	26	26	26	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mirror Copying	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Preparing a Job for Repeat Copy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Output destination†† — Job separator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Output destination†† — Top tray	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Output destination†† — Tray A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Output destination†† — Tray B	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Output destination†† — Tray C	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Output destination†† — Tray 1 - 7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sharpness Adjust	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	46	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Stapling†††	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	Y	Y	Y	Y	Y	Y	Y
Punching††††	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Bind & Fold†††††	Y	Y	Y	Y	Y	Y	N1	Y	Y	N1	N1	N1	N1	N1	Y	N1	Y	N1	N1	Y	Y	Y	Y	N1	Y	Y	N1	N1	Y	Y	Y	Y	Y	Y
Image Repeat Copy	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	47	47	47	47	Y	Y	Y	Y	47	62	Y	Y	47	47	47	47	47	47	47	Y	Y	Y	Y	Y
Interrupt Mode	Y	Y	Y	Y	Y	33	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Document Management Functions — Shared Data Box (Document Registration)	Y	Y	Y	Y	Y	N	N	N	Y	N	N	N	N	N	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y	Y	N	Y	Y	N	Y	Y	Y	Y
Document Management Functions — Synergy Print Box (Document Registration)	Y	Y	Y	Y	Y	N	N	N	Y	N	N	N	N	N	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y	Y	N	Y	Y	N	Y	Y	Y	Y
Document Management Functions — Shared Data Box (Document Output)	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Document Management Functions — Synergy Print Box (Document Output)	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Programming multi-part jobs: Step 1	Y	Y	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
Programming multi-part jobs: Step 2-	N	N	N	Y	Y	N	N	Y	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
Output Management Functions	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Repeat Copy	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

† This operation requires the optional document processor.

†† Requires the optional job separator, document finisher, 3000 sheet document finisher or mailbox.

††† Requires the optional document finisher or 3000 sheet document finisher.

†††† Requires the optional 3000 sheet document finisher and punching unit.

†††††Requires the optional 3000 sheet document finisher and folding unit.

Y: May be combined.

N: May not be combined.

N1: Primary function takes precedence. Secondary function cannot be selected.

1 Auto Exposure mode is not available for photo original and print original.

2 Auto zoom is set because only auto zoom is available.

3 Auto paper is set because only auto paper is available.

4 Margin mode and booklet mode cannot be combined.

5 Margin mode and combine mode cannot be combined.

6 Border erase and input size cannot be combined.

7 Border erase and auto selection cannot be combined.

8 Book border erase and booklet (sheet original) cannot be combined.

Secondary Functions — (columns 8–10 grouped under "Border Erase"; columns 23–28 grouped under "Selecting output destination"). Rows are the **Primary Function**; the shaded diagonal self‑cell is shown as "—". Right‑side group labels: columns 23–28 = "Output destination†"; rows 22–29 = "Document Management Functions".

Primary Function ↓ / Secondary →	Margin Mode	Centering Originals	Page Numbering	Poster	Sort Mode	Offset mode (per page)	Offset mode (per set)	Sheet Erase	Book Erase	Separate Border Erase	Cover Mode	Booklet from Sheets	Booklets from Facing Pages	Auto Rotation	OHP Backing Sheet Mode	Proof Copy	Memo Mode	EcoPrint	Original Orientation	Inverted Copying	Mirror Copying	Preparing a Job for Repeat Copy	Job separator	Top tray	Tray A	Tray B	Tray C	Tray 1 - 7	Sharpness Adjust	Stapling	Punching	Bind & Fold	Image Repeat Copy	Interrupt Copy
Auto Rotation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	60	Y
OHP Backing Sheet Mode	Y	Y	Y	35	42	29	29	Y	Y	Y	18	11	11	Y	—	Y	42	Y	Y	27	Y	Y	42	42	42	42	42	42	Y	29	29	N[1]	Y	33
Proof Copy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	33
Memo Mode	5	Y	Y	35	Y	Y	Y	Y	Y	Y	24	22	22	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	45	Y	Y	N[1]	47	Y
EcoPrint	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Original Orientation	Y	Y	Y	Y	Y	Y	Y	Y	52	Y	Y	Y	52	Y	Y	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	59	Y
Inverted Copying	Y	Y	Y	35	Y	Y	Y	Y	Y	Y	26	26	26	Y	26	Y	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mirror Copying	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	Y
Preparing a Job for Repeat Copy	Y	Y	Y	N[1]	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Job separator	Y	Y	Y	Y	Y	70	70	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—	N	N	N	N	N	Y	57	58	67	Y	Y
Top tray	Y	Y	Y	Y	Y	70	70	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	—	N	N	N	N	Y	57	58	67	Y	Y
Tray A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	42	Y	Y	Y	Y	Y	Y	Y	N	N	—	N	N	N	Y	Y	Y	67	Y	Y
Tray B	Y	Y	Y	Y	Y	57	57	Y	Y	Y	Y	Y	Y	Y	42	Y	Y	Y	Y	Y	Y	Y	N	N	N	—	N	N	Y	57	Y	67	Y	Y
Tray C	Y	Y	Y	Y	Y	57	57	Y	Y	Y	Y	Y	Y	Y	42	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	—	N	Y	57	58	67	Y	Y
Tray 1 - 7	Y	Y	Y	Y	Y	57	57	Y	Y	Y	Y	Y	Y	Y	42	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	—	Y	57	58	67	Y	Y
Sharpness Adjust	Y	Y	Y	46	Y	Y	Y	Y	Y	Y	46	46	Y	Y	46	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—	Y	Y	Y	Y	Y
Stapling††	Y	Y	Y	26	Y	N	N	Y	Y	Y	Y	Y	Y	Y	26	Y	Y	Y	Y	Y	Y	Y	N	N	Y	N	N	N	Y	—	Y	N	47	Y
Punching†††	Y	Y	Y	26	Y	Y	Y	Y	Y	Y	Y	21	21	Y	26	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	N	N	Y	Y	—	N	Y	Y
Bind & Fold††††	Y	Y	Y	35	N[1]	N	N	Y	N[1]	Y	Y	Y	Y	Y	N[1]	Y	N[1]	Y	Y	N[1]	Y	Y	68	68	68	68	68	68	Y	N	N	—	47	Y
Image Repeat Copy	47	47	47	47	Y	61	61	47	47	47	47	47	47	60	Y	Y	47	Y	59	Y	47	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	47	—	Y
Interrupt Mode	Y	Y	Y	33	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	—
Shared Data Box (Document Registration)	N	N	N	N	N	N	N	N	Y	Y	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Synergy Print Box (Document Registration)	N	N	N	N	N	N	N	N	Y	Y	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Shared Data Box (Document Output)	Y	N	Y	Y	Y	Y	Y	N	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N
Synergy Print Box (Document Output)	Y	N	Y	Y	Y	Y	Y	N	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N
Programming multi-part jobs: Step 1	Y	Y	Y	N	Y	Y	Y	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N
Programming multi-part jobs: Step 2-	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N
Output Management Functions	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Repeat Copy	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

† Requires the optional job separator, document finisher, 3000 sheet document finisher or mailbox.

†† Requires the optional document finisher or 3000 sheet document finisher.

††† Requires the optional 3000 sheet document finisher and punching unit.

†††† Requires the optional 3000 sheet document finisher and folding unit.

9 Combination not available because book original only allows top edge to align to the back.

10 When Duplex mode or Split mode is selected, Booklet modes are given secondary priority.

11 Duplex mode is not available for OHP transparencies.

12 May not be combined with Auto Selection mode.

13 Inverted copying not permitted for Duplex mode.

14 Original size selection not available for split mode (booklet to one-sided).

15 Combine mode not available for split mode (booklet to one-sided).

16 Booklet copying may not be combined with offset mode.

17 Cover page may be set during booklet operation setting.

18 Cover mode is not available when producing OHP backing sheet mode.

19 Booklet mode is not available when the original size is selected via user entry.

20 The secondary function takes priority and setting is returned to Auto Detect.

21 Stapling/punching is not permitted.

22 Combine mode and booklet mode may not be combined.

23 Cover mode is not available when the original size is selected via user entry.

24 Cover mode and combine mode may not be combined.

25 Cover mode is not available with inverted copying.

26 The secondary function takes priority and the primary function is released.

27 OHP backing sheet mode are not available with inverted copying.

28 OHP backing sheet mode are not available when the original size is selected via user entry.

29 OHP backing sheet mode are not available with Offset mode, stapling, or punching copies.

30 Setting is canceled due to switch to automatic paper select.

31 Combine mode is not available when the original size is selected via user entry.

32 May not be combined with batch scanning.

33 May not be combined with Interrupt mode.

34 May not be combined with auto color.

35 May not be combined with poster mode.

36 May not be combined with Color/BW selection.

37 May not be combined with MonoColor copying.

38 The secondary function takes priority and a message prompt is displayed that the color function is released.

39 May not be combined with One-touch image adjust.

40 May not be combined with Hue Adjust.

41 May not be combined with Color Balance Adjust.

42 May not be combined with OHP backing sheet mode or when the MP tray paper type is set to transparency or thick paper.

43 The secondary function takes priority and Auto Exposure mode is canceled. (Full color copy)

44 Full color copy and Auto Exposure mode may not be combined. (Full color copy)

45 May not be combined with Sharpness Adjust. (B&W/MonoColor copy)

46 The secondary function takes priority and sharpness adjust function is released. (B&W/MonoColor copy)

47 May not be combined with Image Repeat Copy.

48 May not be combined with background adjust.

49 Auto Exposure mode is not available for photo original and print original. (switches to manual exposure mode)

50 Original Size Selection (B6, B6R, A6R, 11 × 15", Postcard) not available.

51 May not be combined with Memo mode.

52 The secondary function takes priority and original set direction is set to [Top Edge] ([Back Edge]).

53 May not be combined with Combine mode.

54 May not be combined with Booklet mode. (switches to auto zoom)

55 When selecting original size (B6, B6R, A6R, 11 × 15", Postcard), secondary function is given priority and setting switches to auto detect.

56 The secondary function takes priority and zoom is set to 100%. (No change if already set to 100%)

57 The secondary function takes priority and Tray A is set.

58 The secondary function takes priority and Tray B is set.

59 Original orientation is set to [Top Edge] ([Back Edge]).

60 Auto rotation mode is set to [No rotate].

61 Offset mode is set to [Off].

62 May not be combined with Image Repeat Copy *Set original area*.

63 May not be combined with Image Repeat Copy *Set original area*. (switches to manual exposure mode)

64 Changes to Full Color.

65 When selecting original size (B6, B6R, A6R, 11 × 15", Postcard), a message prompt is displayed to change the setting.

66 Status changes to [Sort:Off].

67 The secondary function takes priority and status is set to Folding Tray.

68 The secondary function takes priority and a message prompting to cancel stapling is displayed.

69 Cannot be selected when the optional document finisher or the 3000 sheet document finisher is installed.

70 The output destination changes to [Tray A] or [Finisher tray] when the optional document finisher or the 3000 sheet document finisher is installed.

71 May not be combined with background adjust.

Intercompatibility of Scanner Functions

Refer to the following charts for a list of scanner functions that may be used in combination.

Secondary Function groups: **Basic** — Select original size (Auto color, Full-color, Black&White, Grayscale, Auto Detect, Select size, Input size, Custom size, Other Standard Size), Original set direction (Top Edge, Left Top Edge), File Name Input, Sending Size select (Auto size, Select size), Scan Resolution, File Type (PDF, TIFF, JPEG, High Comp. PDF); **Quality** — Contrast (Auto (B&W function), Manual), Original Image Quality (Text + Photo, Photo, Text, OCR), Black/White select (Black&White, Grayscale), Background Exposure Adjust, Sharpness; **Edit** — Border Erase (Sheet border erase, Book border erase, Separate border erase), Auto Selection†, Auto Center, Batch Scanning, One Page Per File, Original type (1 sided, 2 sided†, Book).

(■ = same function / not applicable)

Primary Function	Auto color	Full-color	Black&White	Grayscale	Auto Detect	Select size	Input size	Custom size	Other Standard Size	Top Edge	Left Top Edge	File Name Input	Auto size	Select size	Scan Resolution	PDF	TIFF	JPEG	High Comp. PDF	Auto (B&W function)	Manual	Text + Photo	Photo	Text	OCR	Black&White	Grayscale	Background Exposure Adjust	Sharpness	Sheet border erase	Book border erase	Separate border erase	Auto Selection†	Auto Center	Batch Scanning	One Page Per File	1 sided	2 sided†	Book
Scan to PC: Step 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Scan to PC: Step 2-	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Send E-Mail: Step 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Send E-Mail: Step 2-	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N	N	Y	Y	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
TWAIN: Step 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
TWAIN: Step 2-	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Database Connection: Step 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Database Connection: Step 2-	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Scan to FTP: Step 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Scan to FTP: Step 2-	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Auto color	■	1	1	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N7	N7	N1	Y	Y	Y	Y	Y	N1	N8	N8	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Full-color	1	■	1	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	Y	Y	Y	Y	Y	N1	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Black&White	1	1	■	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	N1	Y	Y	Y	Y	Y	Y	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Grayscale	1	1	N	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	N1	Y	Y	Y	Y	Y	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Auto Detect	Y	Y	Y	Y	■	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Select size	Y	Y	Y	Y	N	■	N	N	N	Y	Y	Y	Y	N4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	Y	5
Input size	Y	Y	Y	Y	N	N	■	N	N	Y	Y	Y	N1	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	N1	N1
Custom size	Y	Y	Y	Y	N	N	N	■	N	Y	Y	Y	N1	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	N1	N1
Other Standard Size	Y	Y	Y	Y	N	N	N	N	■	Y	Y	Y	Y	N4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	Y	5
Top Edge	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Left Top Edge	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3	Y	Y	Y	Y	Y	Y	Y	3
File Name Input	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Auto size	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y	Y	■	N	N4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Select size	Y	Y	Y	Y	Y	Y	7	7	Y	Y	Y	Y	N	■	N4	Y	Y	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	6	Y	Y	Y	6
Scan Resolution	Y	Y	Y	Y	Y	N4	Y	Y	N4	Y	Y	Y	N4	N4	■	Y	Y	Y	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
PDF	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIFF	1	Y	1	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	■	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
JPEG	1	Y	1	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	■	N	N1	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	N1	Y	Y
High Comp. PDF	1	Y	1	1	Y	Y	Y	Y	Y	N1	N1	N1	N	N	N	N	N	N	■	N1	Y	N5	N5	N5	Y	1	1	Y	N1	Y	Y	Y	N1	Y	Y	Y	N1	Y	Y
Auto (B&W function)	Y	1	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	■	N	2	Y	Y	2	N1	Y	2	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Manual	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Text + Photo	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	4	Y	Y	■	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Photo	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	4	N1	Y	N	■	N	N	Y	Y	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Text	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	4	Y	Y	N	N	■	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
OCR	1	1	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	■	Y	4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Black&White	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	N1	N1	Y	Y	Y	Y	Y	Y	■	1	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Grayscale	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	N6	Y	Y	Y	N1	1	Y	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Background Exposure Adjust	Y	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	Y	Y	N1	Y	Y	N1	Y	N1	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sharpness	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sheet border erase	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	N	N	N1	Y	Y	Y	Y	Y	Y
Book border erase	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	■	N	N1	Y	Y	Y	Y	Y	Y
Separate border erase	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	■	N1	Y	Y	Y	Y	Y	Y
Auto Selection†	Y	Y	Y	Y	Y	N1	N1	N1	N1	Y	Y	Y	N1	N1	Y	Y	Y	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	N1	N1	■	N1	Y	Y	Y	N1	N1
Auto Center	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	■	Y	Y	Y	Y	Y
Batch Scanning	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	Y	Y	Y	Y
One Page Per File	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	Y	Y	Y
1 sided	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	■	N	N
2 sided†	Y	Y	Y	Y	Y	Y	N1	N1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	Y	Y	Y	N	■	N
Book	Y	Y	Y	Y	Y	N2	N1	N1	N2	N1	N1	Y	Y	N3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N1	Y	Y	Y	N	N	■

† This operation requires the optional document processor.

Y: May be combined.

N: May not be combined.

N1: Primary function takes precedence. Secondary function cannot be selected.

N2: Primary function takes precedence. Secondary function cannot be selected. (When original size selection is 11 × 15", 11 × 8 1/2", 8 1/2 × 14", 5 1/2 × 8 1/2", 8 1/2 × 5 1/2", 8 1/2 × 13 1/2", 8 1/2 × 13", A4, A5, B5, B6R, B6, Folio, 16KR, 16K)

N3: Primary function takes precedence. Secondary function cannot be selected. (When transmitted size selection is 11 × 17", 8 1/2 × 14", 11 × 15", 8 1/2 × 13 1/2", 8 1/2 × 13", A3, B4, Folio, 8K)

N4: Primary function takes precedence. Secondary function cannot be selected. (Certain selected resolutions and send sizes may not be combined)

N5: Primary function takes precedence. Secondary function cannot be selected. (Original image quality is set to [Text + Photo])

N6: Primary function takes precedence. Secondary function cannot be selected. (Black&White Mode)

N7: Primary function takes precedence. Secondary function cannot be selected. (B&W)

N8: Primary function takes precedence. Secondary function cannot be selected. (TWAIN)

1 The secondary function is given priority and the primary function is released.

2 Exposure setting is changed to [Manual].

3 Orientation of original document is changed to [Top Edge] ([Back Edge]).

4 Original image quality is changed to [Text + Photo].

5 Orientation of original document is changed to [Auto].

6 Sending size setting is changed to [Auto Size].

7 The send size selection setting is changed to [- - - - - -].

Dual Access Chart

Two operations can be performed in parallel from the copy, print and scan functions. Intercompatible features are given in the following charts.

			Additional processing												
			Copy					Printer		Scanner					
			Regular	Memory copy†		Job Reservation	Document Management Output	Spool	Output	Multiple values			2 values		
			Scan/Print	Scan	Output					Scan	Transmission	TWAIN	Scan	Transmission	TWAIN
Priority processing — Copy	Regular	Scan/Printing	■	N1	N2	N	N2	Y	N2	N1	N1	N1	N1	N1	N1
	Memory copy†	Scanning	N1	■	N1	N	N2	Y	Y3	N1	N1	N1	N1	N1	N1
		Printing	N2	N	■	Y	N2	Y	N2	Y	Y	Y	Y	Y	Y
	Job Reservation	Copying	N	N	N	■	N	Y	N	N	N	N	N	N	N
		Printing	N	N	N	■	N	Y	N	N	N	N	N	N	N
		Fax Printing	N	N	N	■	N	Y	N	N	N	N	N	N	N
	Document Management	Printing	N2	N	N2	Y	■	Y	N2	Y	Y	Y	Y	Y	Y
Printer	Spooling		Y	Y	Y	N5	Y	■	Y	Y	Y	Y	Y	Y	Y
	Printing		N2	Y2	N2	Y	N2	Y	■	Y1	Y	Y	Y1	Y	Y
Scanner	Multiple values	Scanning	N1	N1	N1	N1	N1	Y	Y1	■	N4	N3	N1	N4	N3
		Transmitting	Y4	Y4	Y4	N5	Y4	Y	Y	N3	■	N3	N3	N3	N3
		TWAIN	N1	N1	N1	N1	N1	Y	Y	N3	N3	■	N3	N3	N3
	2 values	Scanning	N1	N1	N1	N1	N1	Y	Y1	N1	N4	N3	■	N4	N3
		Transmitting	Y4	Y4	Y4	N5	Y4	Y	Y	N3	N3	N3	N3	■	N3
		TWAIN	N1	N1	N1	N1	N1	Y	Y	N1	N3	N3	N1	N3	■

† A scanned original is printed after being first written to the internal hard disk.

Y: May be combined.

N: May not be combined.

Y1: Unable to switch to printer screen.

Y2: For priority processing, after scanning, printing begins once the output component is not busy.

Y3: Output is not printed automatically. Printing is started from the operation component at the time of additional processing.

Y4: When Sending/Compressing is set for the scanner for *Continuous Send ON*, the scan screen is shown on completion or scanning continues, so **N1** in this case.

N1: Priority processing uses the operation component, so additional processing is not possible.

N2: Priority processing uses the print component, so additional processing is not possible.

N3: Priority processing uses the scanner network interface, so additional processing is not possible.

N4: Simultaneous processing not available because additional processing cannot start until the priority process has completed.

N5: Job Reservation not possible unless currently printing, so processing cannot be done.

Glossary

Additional Memory

Increase the memory available to the printer. Additional memory enables printing more complex data. An additional 128 MB, 256 MB or 512 MB may be added. Contact your product service representative to find out about memory that can be used in this machine.

AppleTalk

A standard network function provided in the Mac OS from the Apple Corporation. Also used to refer to the protocol family used in AppleTalk network functionality. AppleTalk provides file sharing and printer sharing services. Applications may also be launched from other computers on an AppleTalk network.

Auto Low-Power mode

A low power mode designed for electrical power saving, activated when the machine is left unused or data has not been received for a specific period. Less power is consumed in Low-Power mode than in standby mode.

Auto Paper Selection

Automatically selects the same output paper size as the original paper size when copying.

Auto Sleep mode

A mode designed for electrical power saving, activated when the machine is left unused or data has not been received for a specific period. In Sleep mode, power consumption is kept to a minimum.

Default gateway

The address representing the computer or router used when accessing a computer outside the local network. If a specific gateway is not defined for the IP address being accessed, the data is sent to the host specified by the default gateway.

DHCP (Dynamic Host Configuration Protocol)

DHCP is a protocol to automatically resolve IP addresses, subnet masks, and gateway addresses on a TCP/IP network. Because it is not necessary to manually assign an IP address to each client (including printers), it is especially useful to reduce the network management workload for networks with many clients.

dpi (dots per inch)

A measure of image resolution. Indicates the number of dots in 1 inch (25.4mm).

EcoPrint

A printing mode that helps conserve toner. Prints made in this mode are thus lighter than normal.

Emulation

A function to decode and process the page description languages of other printers. This printer provides support for PCL6, KPDL, and KC-GL emulation.

Form Feed Timeout

When sending data to a printer, there may occur time pauses. This printer includes functionality to avoid form feeding even when data is not received for a while and continue after a pause in sent data. Form feed timeout is a feature to wait the specified time before outputting this auto form feed page. The printer automatically outputs a page when the wait period has exceeded the configured form feed timeout period. However, no page is output if there is no print data on the last page.

FTP (File Transfer Protocol)

A protocol used to transfer files on TCP/IP networks such as the Internet or private intranets. Like SMTP/POP, a protocol in common use on the Internet today.

Grayscale

A method of representing colors on a computer. Images are expressed in only shades of brightness from black to white, including no color information, or 'monochrome.' The number of gray levels that can be expressed is determined by the number of bits. 1 bit allows only black and white and no intermediate levels, 8 bits allows 256 levels (including black and white) and 16 bit allows 65536 gray levels.

IEEE1284

An international standard for connecting printers and computers. This standard was established in 1994 by the IEEE (Institute of Electrical and Electronic Engineers).

IP Address

An identification number assigned to every computer connected to a TCP/IP network. Represented by 4 octets of numbers from 0 - 255, such as 192.168.110.171.

KPDL

A Kyocera page description language compatible with Adobe PostScript Level 3.

MP tray

The paper supply tray on the right side of the machine. Use this tray instead of the cassettes when printing onto envelopes, postcards, transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface) Setting

A network protocol developed by IBM in 1985. An extension of the NetBIOS protocol, NetBEUI delivers better performance than TCP/IP on small scale networks. However, it is not suitable for large scale networks because it has no routing functionality to determine the best suitable route from many routes. A standard protocol of IBM OS/2 and Microsoft Windows operating systems, which provide file and print services based on NetBEUI.

NetWare

A network OS (network management software) from Novell. Netware can be run on many different operating systems.

Parallel port interface

Data between this machine and the computer is sent 8 bits at a time when using the parallel port interface. This device supports the IEEE1284-standard bidirectional communication protocol.

POP3 (Post Office Protocol 3)

A standard protocol used on the Internet and private intranets to receive electronic mail stored on a server.

PostScript

A page description language developed by Adobe Systems. PDL provides flexible font functionality and high quality graphics to deliver high quality printing. The first version, now referred to as Level 1, was introduced in 1985. Level 2, which included support for color printing and double byte languages such as Japanese was released in 1990. Level 3, which provided support for the Internet, an implementation criteria hierarchy, and support for the PDF format, was introduced in 1996.

PPM (prints per minute)

The number of A4-sized copies (printouts) that can be delivered in one minute.

Printer Driver

Software used to convert application data for printing. The printer driver is stored on the included CD-ROM. Install onto computers connected to this machine/printer.

Send E-mail

A function to send scanned images to preset e-mail addresses or e-mail addresses entered by key input.

SMTP (Simple Mail Transfer Protocol)

A protocol to deliver electronic mail over the Intranet or private intranets. SMTP is used to deliver mail between servers and to send mail from an e-mail client to a server.

Status Page

Print the Status Page to confirm various information about this device, such as total installed memory, number of pages printed or copied, or paper feed settings. The Status Page can be printed from the device operation panel.

Subnet Mask

A 32 bit value that defines how many bits of an IP address are used to identify a network in a network address.

TCP/IP (Transmission Control Protocol/Internet Protocol)

A network protocol to define data transmission standards for communication between computers and other devices.

TWAIN (Technology Without Any Interested Name)

A technological standard for connecting computers and image input devices such as scanners and digital cameras. Images from a TWAIN-compliant device can be imported into any TWAIN-compliant software application. TWAIN functionality is included in Adobe Photoshop and many other graphic editing applications, and many OCR applications.

USB (Universal Serial Bus)

This device includes a Hi-Speed USB compliant USB interface. The maximum communication speed is 480 Mbps, which supports high speed data transfer.

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For best results and machine performance, we recommend that you use only our original supplies for your products.

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